

CITY OF SUGAR HILL AGENDA
MAYOR/COUNCIL MEETING - JANUARY 8, 1996 - 7:30 P.M.

CALL TO ORDER AND PRAYER:

APPROVAL OF AGENDA:

APPROVAL OF DECEMBER MINUTES:

COMMITTEE REPORTS:

A:	PLANNING AND ZONING, ZONING APPEALS BOARD:	DODD
B:	RECREATION BOARD:	DAVIS
C:	BUDGET AND FINANCE:	GARBUTT
D:	SOLID WASTE:	
E:	ECONOMIC DEVELOPMENT:	
F:	GOLF AND WASTEWATER:	BAILEY

CITIZEN'S AND GUEST'S COMMENTS:

OLD BUSINESS:

A:	REPORT ON RECYCLING:	DAVIS
B:	REPORT ON CLUB HOUSE:	NEVAD
C:	REPORT ON WATER AND SEWER SALE:	NEVAD
D:	CONSENT ORDER/MID-AMERICAN:	THOMPSON

NEW BUSINESS:

A:	DECEMBER EMPLOYEE OF THE MONTH:	NEVAD
B:	CABLE TV TAPINGS:	BAILEY
C:	PROCEDURES FOR OPERATING MAYOR/COUNCIL MEETINGS:	DODD
D:	CITIZENS/GUESTS COMMENTS FORMAT:	BAILEY
E:	ELECTION OF MAYOR PRO TEM:	WEBSTER
F:	APPOINTMENTS OF LIAISONS:	WEBSTER
G:	BOARD APPOINTMENTS:	
H:	REVOLVING DOOR ORDINANCE:	DAVIS
I:	SPEED LIMIT-HIGHWAY 20:	DAVIS
J:	REVISION OF CODE FOR COUNCIL AGENDA:	THOMPSON
K:	ADOPTION OF ALCOHOL POLICY:	NEVAD
L:	PUBLIC HEARING ON REZONING RZ-95-004 B.T. BALTIMORE REVOCABLE TRUST - HM1 TO BG:	CROWE
M:	PUBLIC HEARING ON ZONING AMENDMENT/BUFFER ZONE:	CROWE

CITY CLERK'S REPORT:

GARBUTT

CITY MANAGER'S REPORT:

NEVAD

COUNCIL REPORTS:

CITIZEN'S AND GUEST'S COMMENTS:

EXECUTIVE SESSION:

A: PERSONNEL:

ADJOURNMENT:

**MINUTES
COUNCIL MEETING
MONDAY, JANUARY 8, 1996, 7:30 P.M.**

The Mayor and Council of the City of Sugar Hill met for their regular Council Meeting on Monday, January 8, 1996 at 7:30 P.M. in the Community Center.

Those present were Mayor Gary L. Webster, Mayor Pro Tem Reuben Davis, Council Members Steve Bailey, W. J. Dodd, Tim Pugh, and Charles Spradlin, City Manager Warren P. Nevad, City Clerk/Finance Director Betty B. Garbutt, Development Director Ken Crowe, Attorney Lee Thompson, employee Ernest Ward, citizens, guests, and representatives of the news media.

Mayor Webster called the meeting to order, led in the Pledge to the Flag and Council Member Spradlin gave the invocation.

Council Member Dodd made a motion to approve the Agenda, seconded by Council Member Bailey, with adjustments of moving Item H under New Business to Item E under Old Business, combine Items C,D, & J to C under New Business, move Item L to the top of New Business and amend the Executive Session to include discussion of possible litigation. The vote on the motion was unanimous. (5-0)

Council Member Dodd made a motion to approve the December Minutes, seconded by Council Member Spradlin and unanimously approved. (5-0)

COMMITTEE REPORTS:

PLANNING AND ZONING, ZONING APPEALS BOARD - DODD

Council Member Dodd reported there was one meeting to approve minutes and the rezoning will be discussed later in the meeting.

RECREATION BOARD - DAVIS

Mayor Pro Tem Davis had nothing to report on Recreation.

BUDGET AND FINANCE - GARBUTT

Finance Director Garbutt reported that the Water and Sewer Sale to Gwinnett County has been finalized. The City supplied approximately \$530,000 with the SRF Loan being paid in the amount of \$1,872,095.32. The 1993 Refunding Bonds will be paid off which will leave the City with the GEFA Loan to be transferred to the Golf Department at the end of the year.

Audit work will begin by the end of the week for 1995.

Director Garbutt expressed appreciation to Ruth Switzer and Shirley Gibbs, for their assistance in Finance, in the absence of Kelley Canady, who is expected back to work by the end of the month.

SOLID WASTE - ATTORNEY LEE THOMPSON

Attorney Thompson will report later in the meeting on this.

GOLF AND WASTE WATER TREATMENT - BAILEY

Council Member Bailey reported everything going well during the transition of the sale, of the Water and Sewer System, to Gwinnett County. A pump at the Parkview lift station was clogged on Christmas Day and he expressed appreciation to the employees for working on that problem. Mr. Jim Fisher and Mr. Michael Garland are now working for Gwinnett County. Ms. Donna Zinskie and Mr. Ralph Terry have been transferred to the Drainage Department.

Total rounds were down 17.13% and revenues were down approximately 12% due to rainy weather during December, at the Golf Course. The year to date revenues were up 3.14% over last year. Revenues projected at \$803,000 for the year were approximately \$835,000 for a 4% increase over the budgeted amount.

CITIZEN'S AND GUEST'S COMMENTS:

Mayor Webster informed everyone that this is to be strictly business with no personal attacks. The Council is here to conduct business and he expects them to be treated as Elected Officials, who were elected by the citizens, to conduct the business of Sugar Hill and not be exposed to personal attacks at the meetings.

Mr. Jim Stanley commented on the way the government of Sugar Hill has been run over the past years and what he hoped to accomplish in his tenure as a Council Member when he ran for office. He expressed contempt for the attitude of some of the officials. He commented on the efforts of some of the Council to eliminate the telecast of the meetings and one of the Citizen's and Guest's comments which was discussed at a Called Meeting held on December 16, 1995. He continued to ridicule Council Members for the way the business is conducted and hopes that this will cease.

Mrs. Vivian Head commented on the fact the Council wants to eliminate the telecast and that the Council should serve the people.

Mrs. Meg Avery addressed the Council concerning the discontinuing of the telecast, elimination of one Citizen's and Guest's comments. She dramatically expressed her dissatisfaction with some actions of the Council. She accused them of being sly and sneaky.

Mr. Bob Wagner expressed concern for the citizens and those who would not be able to attend the meetings, and expressed contempt for the Council for trying to keep cameras out of the meeting.

Mr. Kevin Smith expressed his feelings over the issues of cutting the camera off and feels that people who can not attend the meetings should be able to view the meetings on television. He also expressed concern over the elimination of one Citizen's and Guest's comment period.

Mr. Herb Payne explained why he comes to the Council Meeting to express his views on all the issues before the Council. He continued for over five (5) minutes commenting on the way the meetings are conducted. He criticized the Mayor and Council for trying to bring up issues not on the agenda. He continued to criticize Council Member Bailey and other Council Members for their stand on several issues.

Clerk Garbutt requested permission to speak and spoke in defense of Council Member Bailey stating that it was her fault that the items in question, telecasting of the meetings, and citizen's and guest's comments, were not placed on the Agenda for the December 16, 1995 meeting. She reported that Council Member Bailey called and requested that these items be placed on the Agenda and she told him that it would be covered under Other Business on the Agenda. She wanted the public to know that it was her fault and not the fault of Council Member Bailey. She stated she did not think he was trying to do anything in secrecy.

Mrs. Meg Avery expressed appreciation to Clerk Garbutt for bringing this to the attention of the public, but she feels that it was not fair to place important issues under Other Business. She expressed concern on several items on the Agenda.

Mayor Webster informed Mrs. Avery that the Mayor and Council was not trying to do anything in secrecy. She continued to express concern over procedures, emphasizing the fact that she didn't blame Mayor Webster.

Council Member Spradlin told Mrs. Avery that her point was well taken.

Mr. Mike Fogarty thanked the City for keeping the streets clean during the recent ice storm, he would like to see items for discussion listed on the Agenda and he is not running for office and does not support the other speakers and he is tired of the rhetoric and hopes that the citizens will stick to the issues. He likes the meetings telecast on Cable TV.

OLD BUSINESS:

RECYCLING: DAVIS

Mayor Pro Tem Davis asked that this be tabled until the February Meeting, and made a motion to that effect, seconded by Council Member Spradlin. The vote was unanimous. (5-0)

CLUB HOUSE: NEVAD

Manager Nevad reported that Open House was held at the Club House on December 29, 1995. The Banquet Room was dedicated to a former Council Member, Mr. Thomas Morris, Sr. Approximately 75 guests attended the function. The Contractor should finish in

approximately one (1) week, as he completes items on the punch list.

WATER AND SEWER SALE: NEVAD

Manager Nevad reported the sale was completed on December 29, 1995. He stated this transaction should benefit the City for years to come and reduce the debt load and allow the City to improve the Gas System.

CONSENT ORDER: THOMPSON

Attorney Thompson reported to Council that he has discussed the Consent Order with Mid-American. There has been a change in attorneys and the new attorney for Mid-American is to get in touch with Attorney Thompson. He has also written a letter to Gwinnett Sanitation DBA Speedway stating the intentions of the City to collect the money owed for commercial waste pickup at Mr. Tubbs. (see attached letter)

REVOLVING DOOR POLICY: DAVIS

Mayor Pro Tem Davis asked Manager Nevad to elaborate on the Ordinance with one change from 24 months to 12 months. After giving the background, Manager Nevad recommended that this ordinance be passed. Mayor Pro Tem Davis made a motion to adopt the Ordinance, seconded by Council Member Bailey. This was discussed with Council Member Spradlin expressing concern over the wording that might lead to a person who is employed by a company, negating that companies ability to conduct business with the City. This was discussed with the original second and motion being withdrawn. Council Member Spradlin made a motion to table this issue, seconded by Mayor Pro Tem Davis, and unanimously passed.

NEW BUSINESS:

**PUBLIC HEARING-RZ-95-004: CROWE
B.T. BALTIMORE REVOCABLE TRUST - HM1 TO BG**

Council Member Bailey made a motion that the Council go into a Public Hearing to receive comments from interested parties, seconded by Council Member Pugh. The vote was unanimous. (5-0)

Director Crowe explained the rezoning. There were no questions and Council Member Dodd made a motion to go back to regular session, seconded by Mayor Pro Tem Davis and unanimously approved. Council Member Dodd made a motion to approve the zoning request, seconded by Mayor Pro Tem Davis and unanimously approved. (5-0)

EMPLOYEE OF THE MONTH: NEVAD

Manager Nevad announced that Ernest Ward was employee of the month for December. He commended Mr. Ward for the work he does for the city. Mr. Ward received a plaque and monetary award.

CABLE TV TAPING: BAILEY

Council Member Bailey made a motion to continue to tape the Council Meetings with the exception of Citizen's and Guest's Comments, seconded by Council Member Spradlin. Council Member Spradlin, Council Member Bailey, and Council Member Dodd all expressed concern over the distraction sometimes caused by the statements made during the comment period and feels it is in the best interests that this portion of the meeting be omitted from taping. The vote on the motion was unanimous. (5-0)

PROCEDURES FOR OPERATING COUNCIL MEETINGS, CITIZEN'S AND GUEST'S COMMENTS FORMAT, REVISION FOR CODE FOR COUNCIL AGENDA:

Council Member Bailey made a motion to adopt the Ordinance prepared by Attorney Thompson amending Section 2-4-9 to move item 10, Citizen's and Guest's Comments, between Old and New Business, motion was seconded by Council Member Dodd. Council Member Spradlin pointed out that the second Citizen's and Guest's Comment period was being eliminated and wished to make it clear that any person can request an item be placed on the agenda on Monday before the next meeting date. The vote on the motion was unanimous. (5-0)

NOMINATION FOR MAYOR PRO TEM: WEBSTER

Council Member Pugh nominated Mr. Reuben Davis as Mayor Pro Tem. The vote on the nomination was unanimous. (5-0)

APPOINTMENTS OF LIAISONS: WEBSTER

Mayor Webster stated that Department Heads will be giving reports and there will be no liaisons this year.

BOARD APPOINTMENTS: WEBSTER

Council Member Bailey made a motion to table this until the February Meeting. Motion was seconded by Council Member Dodd and passed unanimously. (5-0)

SPEED LIMIT ON HIGHWAY 20 WITHIN CITY LIMITS: DAVIS

Council Member Davis and Clerk Garbutt reported that the speed limit can be placed at 45 MPH on Highway 20 according to the regulation set by the State. Council Member Dodd made a motion to set the speed limit on Highway 20, within the City Limits, at 45 MPH and coordinate with Gwinnett County. The motion was seconded by Council Member Bailey and passed unanimously. (5-0)

ADOPTION OF ALCOHOL POLICY: NEVAD

Manager Nevad presented the Ordinance required by the Department of Transportation. He explained the Ordinance. Motion was made and seconded to adopt the Ordinance and passed by unanimous vote. (5-0)

PUBLIC HEARING ON ZONING AMENDMENT/BUFFER ZONE: CROWE

Council Member Bailey made a motion to go into a Public Hearing on amending the Zoning Ordinance for buffer zones. Council

Member Dodd seconded the motion which passed unanimously. (5-0) Director Crowe explained the amendment relating to retention and detention ponds. Mrs. Joan Hawthorn recommended approval of this amendment, relating to the Council and citizens the importance of this issue for property owners in the future. Mr. Jim Stanley asked that both the retention and detention ponds be covered. Council Member Bailey made a motion to go into the Regular Session, seconded by Council Member Dodd and passed unanimously. (5-0)

Council Member Dodd made a motion, seconded by Council Member Spradlin to adopt the Ordinance. The vote was unanimous. (5-0)

CITY CLERK'S REPORT:

Clerk Garbutt reported the office is busy collecting the 1995 Property Taxes. The Office is also preparing to mail out the applications for Occupational Taxes. Preparations are being made to begin FI FA's on all taxes prior to 1995 taxes.

CITY MANAGER'S REPORT:

Manager Nevad reported work is beginning on a comprehensive program for drainage in the City. He feels confident that the problems which have plagued the City, over gas shortage in very cold weather, have been resolved. There were no reports of low gas pressure during the recent cold weather. Several sidewalks have been installed under the Gwinnett County Sidewalk Program and the Council will be kept advised of progress in that area.

COUNCIL REPORTS:

Council Member Dodd expressed appreciation to Manager Nevad for his work, during the holidays, for the Senior Citizens, also for the work done during the recent ice and snow storm. He expressed appreciation to Billy Hutchins for the suggestions which led to no complains of low gas pressure during the recent cold weather. He expressed his views on public opinion.

Council Member Bailey had nothing further to report.

Council Member Pugh expressed his appreciation on the fact that we had no complaints during the recent cold weather on low gas pressure, and he thanked those involved in correcting this past problem. Mayor Webster asked that the Gas Department employees be given a round of applause for their good work.

Mayor Pro Tem Davis praised City Manager Warren Nevad for his work. He expressed appreciation for his work for helping the Senior Citizens during the holidays. He also commented on the fact that no complaints were received on gas pressure during the cold weather. He stated he stands behind the City Manager 100%.

Manager Nevad thanked Margie Wilson for helping with the program for senior citizens and the needy during the holidays. Mayor Webster asked that the City Manager be given a round of applause.

Council Member Spradlin stated that when it thaws, we might find out if we have any real gas complaints.

CITIZEN'S AND GUEST'S COMMENTS:

Mr. Ken Sakmar commented on the items combined on the Agenda and asked for a copy of the amendment. Council Member Bailey gave Mr. Sakmar his copy. Mr Sakmar commented on the sale of the Water and Sewer System, and he asked several questions on the financial part of the transaction. This was discussed between the Council, Finance Director Garbutt and Mr. Sakmar. He also commented on the fact of placing Other Business on the Agendas, stating that it was too broad.

Mrs. Rose Payne thanked the Mayor for controlling the comments of Mr. Sakmar and Council Member Dodd tonight, but expressed dissatisfaction that the second Citizen's and Guest's Comments was being taken away from the citizens.

Mr. Herb Payne expressed dissatisfaction on the actions of the Council by deleting the second Citizen's and Guest's Comments. He also commented on the fact that the meeting was scripted. He disagrees with actions of the Council concerning cutting out any portion of the telecast of the meetings and also cutting one of the comment periods. Economics are one of his major concerns and he again expressed concern over the gas revenues to service the debt. He wants a analysis of the Golf Course financials. He gave his opinion on how the Renewal and Replacement Account should be line items to show how it is expected to be spent.

Mrs. Leslie Richco brought some boy and girl scouts to the meeting who are working on their Communication Merit Badges. She asked that someone explain the actions taken on limiting the telecast and the deletion of one of the Citizen's and Guest's Comments. Council Member Spradlin explained, very well, to the scouts that it is in the best interest of the City, because of unfavorable publicity and personal attacks which have taken place during the comment periods.

Mrs. Gail Kelly stated she feels the deletion of a portion of the telecast should not be done.

Council Member Bailey made a motion, at 8:50 P.M., to go into Executive Session to discuss personnel and possible litigation. The motion was seconded by Council Member Dodd. Council Member Spradlin asked for a five (5) minute recess, and the vote on the motion was four (4) for and Council Member Spradlin abstained. (4-

0)

The Executive Session ended at 9:12 P.M. Council Member Dodd made a motion to give City Manager Nevad a 6% raise, seconded by Council Member Spradlin who asked that the Budget be amended to reflect this action. The vote was unanimous. (5-0)

Council Member Spradlin made a motion to adjourn, which was seconded by Council Member Bailey and passed unanimously. (5-0)

IF YOU WISH TO ADDRESS COUNCIL PLEASE PLACE A CHECK BY YOUR NAME.

[illegible]

Jim Stanley:
against Government way it ran
Sept - Sept 16th E.C. Jensen - 80% course played.

Vivian Reed - Stop them about Cable T.V.

May Avery: Complaint

Bob Wagner - Cable T.V. - serve citizens

Kenia Smith - Happy New Year

Herk Paper - on Herk Bailey

May Avery -

Mike Fogarty - thanked City for Clean Street
Agenda Items like T.V.

Ald Bousman

Added to next meeting - Check 2nd
problem

D -

E - Revolving Door Policy -

Davis - motion

Bailey - 2nd

Added -

Dad

2nd Davis 5-0

Dad

Jin - 5-0

TV
Cable - Bailey -

Spodden 2nd

Discussed -

City of Sugar Hill
Retirement of Water/Sewerage System Indebtedness
Final Sources and Uses of Funds
December 28, 1995

Sources of Funds

Total Payment from Gwinnett County \$ 9,258,442.00

Less: Right of Way Acquisition (92,584.00)

Less: Maintenance Reserve Escrow (462,922.00)

Net Payment from Gwinnett County \$ 8,702,936.00

Series 1993 Bond Funds

Revenue Fund 10,250.85

Bond Fund - Principal 160,600.48

Bond Fund - Interest 179,294.55

Debt Service Reserve Fund 167,817.46

Cost of Issuance Fund 1,921.43

Total Series 1993 Bond Funds 519,884.77

Other City Funds 526,193.89

TOTAL SOURCES OF FUNDS \$ 9,749,014.66

Uses of Funds

Cost of Series 1993 Defeasance Escrow \$ 7,864,219.31

Retirement of GFFA Loan 1,872,095.35

Transaction Costs

SouthTrust Securities, Inc. 2,500

Kilpatrick & Cody 5,400

Grant Thornton 1,800

SouthTrust Estate and Trust Co. 3,000

Total Expenses 12,700

TOTAL USES OF FUNDS \$ 9,749,014.66

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City of Sugar Hill
Retirement of Water/Sewerage System Indebtedness
Estimated Sources and Uses of Funds (Revised)
December 15, 1995

Estimated Sources of Funds

Total Payment from Gwinnett County		\$ 9,258,442	
Less: Land Acquisition		(92,584)	
Less: Maintenance Reserve Escrow		<u>(462,922)</u>	
Net Payment from Gwinnett County		\$ 8,702,936	
Series 1993 Bond Funds			
Revenue Fund	10,203		
Bond Fund - Principal	159,848		
Bond Fund - Interest	178,610		
Debt Service Reserve Fund	161,996		
Cost of Issuance Fund	<u>1,912</u>		
Total Series 1993 Bond Funds		512,569	(1)
Other City Funds		482,623	
TOTAL SOURCES OF FUNDS		\$ 9,698,128	
		=====	

Estimated Uses of Funds

Cost of Series 1993 Defeasance Escrow		\$ 7,815,051	(2)
Retirement of State Revolving Fund Loan		1,872,877	
Transaction Costs			
Financial Advisor	2,500		
Bond Counsel	5,400		
CPA Verification	1,800		
Escrow Fund Trustee	<u>3,000</u>		
Total Expenses		10,200	
TOTAL USES OF FUNDS		\$ 9,698,128	
		=====	

Notes

- (1) Principal and interest accounts include November 1995 payment, but do not include December 1995 payment.
- (2) Escrow cost based on 5.80 % yield restriction and market rates as of November 14, 1995. Closing is set for December 29, 1995. Actual cost subject to changes in market rates prior to purchase.

City of Sugar Hill
Retirement of Water/Sewerage System Indebtedness

Transaction Timetable

- Saturday, December 16, 1995 - City Council adopts resolutions authorizing the sale of water and sewerage system to Gwinnett County, the defeasance of the Series 1993 Bonds, and the retirement of SRF Loan.
- Tuesday, December 19, 1995 - Gwinnett County adopts resolution authorizing the purchase of the Sugar Hill water and sewerage system.
- Wednesday, December 27, 1995 - City purchases the escrow securities to defease the Series 1993 bonds;
 - Verification of escrow calculations by Grant Thornton.
- Friday, December 29, 1995 - Closing
 - Receive final executed documents.
 - Receive payment from Gwinnett County.
 - Settle treasury securities for the defeasance escrow.
 - Pay balance and accrued interest due on SRF Loan.

ORDINANCE

The Council of the City of Sugar Hill hereby ordains as follows:

The alcohol policy attached hereto as Exhibit "A" which is incorporated herein by reference and which allows for the administration of the Department of Transportation Alcohol Misuse Prevention Program pursuant to the Pipeline Safety Regulations, Code of Federal Regulations Title 49 (49CFR), Part 199 is hereby adopted as the Alcohol Testing Policy of the City of Sugar Hill and amends policies adopted prior to this date.

Concurrently herewith, the Mayor and Council of the City of Sugar Hill, Georgia, hereby delegate to the City Manager the authority to amend the attached policy from time to time in order to insure the policy's conformance with federal, state and local laws and regulations.

IT IS HEREBY ORDAINED THIS 8 DAY OF JANUARY, 1996

Y. J. D. D. D.
Council Member

Thomas C. Bailey
Council Member

Tim Rugh
Council Member

Paul M. Davis Jr.
Council Member

Charles A. Spradlin
Council Member

ATTEST:

Dennis B. Gaskin
City Clerk

APPROVED BY

Harry L. Watts
MAYOR

This 9TH day of JAN, 1996.

Delivered to the Mayor 1/8/96

Received from Mayor 1/8/96

ATTEST:

Beverly B. Gaskins
CITY CLERK

CITY OF SUGAR HILL

ALCOHOL MISUSE PREVENTION PROCEDURE

Purpose

The purpose of this Procedure is to reduce accidents that result from the misuse of alcohol, thereby reducing fatalities, injuries, and property damage; and to comply with the alcohol testing standards promulgated by the U.S. Department of Transportation.

WHO MUST BE TESTED

Any employee who would perform an operating, maintenance, or emergency response function on a pipeline is subject to alcohol testing under the Federal regulations. The persons holding any position listed in Appendix A of this Procedure are subject to alcohol testing.

WHEN TESTING MUST OCCUR

Alcohol testing must be performed on the following occasions:

1. When there has been an accident (Post-Accident testing)
2. When there is reasonable suspicion that one or more alcohol-affected employees may pose a danger to themselves and others in their job performance (Reasonable-Suspicion testing)
3. When an employee returns to duty after engaging in prohibited conduct (Return-to-Duty Testing)
4. Following the return to work of a covered employee who has been determined to be in need of assistance in resolving problems associated with alcohol misuse (Follow-Up Testing). The covered employee will be subject to a reasonable program of follow-up testing, without prior notice, for up to 60 months after his or her return to duty.

The requirements for each type of testing are as follows:

Post-Accident Testing

1. Following an accident, as defined in the Definitions section of this Procedure, The City of Sugar Hill will promptly test each surviving covered employee for alcohol if that employee's performance contributed to the accident or cannot be completely discounted as a contributing factor to the accident.

The decision not to administer an alcohol test under this section will be based on the City of Sugar Hill's determination, using the best available information at the time of the determination, that the employee's performance could not have contributed to the accident.

2. Each employee involved is required to submit to an alcohol test within two hours of the accident. If a test is not administered within eight hours following the accident, the City of Sugar Hill will stop trying to conduct an alcohol test and will prepare and keep on file a written report explaining why the alcohol test was not conducted.
3. An employee who is subject to post-accident testing and who fails to remain readily available for such testing--including notifying the public gas system or its representative of his/her location if he/she leaves the scene of the accident prior to submission to an alcohol test--may be deemed to have refused to submit to testing.
4. The employee must remain available for alcohol testing and may not consume any alcohol for eight hours following the accident or until the alcohol test has been conducted. Employees should, however, seek and obtain emergency medical care whenever necessary. -

Reasonable-Suspicion Testing

1. Reasonable-suspicion testing is designed (in conjunction with supervisor training on the signs and symptoms of alcohol misuse) to identify alcohol-affected employees who may pose a danger to themselves and others in their job performance. Employees may be at work in a condition that raises concern regarding their safety or productivity. Supervisors will make a decision as to whether there is a reasonable suspicion to believe an employee is using or has used alcohol.
2. A determination by the City of Sugar Hill that reasonable suspicion of alcohol use exists and to require a covered employee to undergo an alcohol test will be based on specific, stated observations concerning the appearance, behavior, speech, or body odors of the employee at the time. The required observations will be made by a supervisor who has received at least 60 minutes of training in detecting the symptoms of alcohol misuse.
3. If a reasonable-suspicion test is not administered within two hours following the determination, The City of Sugar Hill will prepare and keep on file a record stating the reason why the test was not promptly administered.

If the required test is not administered within eight hours of the determination, The City of Sugar Hill will stop trying to administer the test. Upon request such records will be made available to any person who has been delegated authority in the matter concerned.

4. The City of Sugar Hill will not permit a covered employee to report for duty or remain on duty requiring the performance of covered functions while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, or performance indicators of alcohol misuse.

Return-to-Duty Testing

1. If a Substance Abuse Professional consulted in the case makes a determination that some form of evaluation and/or treatment is required, then the employee must comply with the recommended provisions in order to be considered eligible to return to duty.
2. Before an employee may return to duty to perform covered functions after engaging in prohibited conduct, the City of Sugar Hill will ensure that the employee undergoes a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

Follow-Up Testing

1. Following the determination that a covered employee is in the need of assistance in resolving problems associated with alcohol misuse, the employee will be subject to unannounced follow-up testing as directed by a Substance Abuse Professional (SAP). An employee who returns to duty will be subject to a reasonable program of follow-up testing, without prior notice for up to 60 months after his or her return to duty.
2. The employee will be subject to at least six unannounced alcohol follow-up tests during the first 12 months following his or her return to duty. The SAP assigned may terminate the requirement for follow-up testing at any time after the initial six tests have been completed is the SAP makes the determination that such testing is no longer warranted.
3. The City of Sugar Hill may require a covered employee to submit to alcohol follow-up testing when the SAP assigned has reason to suspect alcohol involvement.
4. Follow-up testing will be conducted just before the employee is to perform, while the employee is performing,

or just after the employee has ceased performing a covered function.

PROHIBITED ALCOHOL-RELATED CONDUCT

The use or possession of alcoholic beverages while on The City of Sugar Hill property, or in any City vehicle, or on City time, including breaks or lunch, paid or unpaid, on any shift, is strictly prohibited.

Alcohol Concentration of 0.04 or Greater

Employees are prohibited from reporting for duty or remaining on duty while having an alcohol concentration of 0.04 or greater (which means 0.04 grams or more of alcohol per 210 liters of breath). If a City of Sugar Hill representative has actual knowledge that an employee has an alcohol concentration of 0.04 or greater, the employee will not be permitted to perform or continue to perform his/her duties.

Pre-Duty Use Within Four Hours

Employees may not use alcohol within four hours prior to performing covered functions, or, if an employee is called to duty to respond to an emergency, within the time period after the employee has been notified to report for duty. If a City of Sugar Hill representative has actual knowledge that an employee has used alcohol within four hours prior to performing covered functions or within the time period after the employee has been notified to report for duty, the employee will not be permitted to perform or continue to perform his/her duties.

On-Duty Use

Employees may not use alcohol while performing his/her duties. If a City of Sugar Hill representative has actual knowledge that an employee is using alcohol while performing his/her duties, the employee will not be permitted to perform or continue to perform such duties.

Penalty for Not Submitting to an Alcohol Test

Any employee who refuses to submit to a post-accident, or reasonable suspicion test will not be permitted to perform or continue to perform his/her duties and may be subject to disciplinary action up to and including termination of employment.

Possible Disciplinary Actions Alcohol Misuse

A. An employee who has an alcohol test administered and is found to have alcohol concentration of 0.04 or greater will be sent for an evaluation by a Substance Abuse Professional or disciplined up to and including termination of employment at The City of Sugar Hill's discretion. An employee who has violated the prohibitions on alcohol misuse and who has been sent for an evaluation will not be allowed to perform any functions unless and until that employee has:

1. Been evaluated by a Substance Abuse Professional to determine whether the employee is in need of assistance in resolving problems related to alcohol use.
2. Completed any treatment recommended by the Substance Abuse Professional assigned.
3. Been evaluated by a Substance Abuse Professional to ensure that the employee has properly followed the treatment program.
4. Undergone a return-to-duty alcohol test with resulting alcohol concentration of less than 0.02.

B. An employee who has an alcohol test administered and is found to have alcohol concentration greater than 0.02 but less than 0.04 will not be permitted to perform any function or continue to perform any functions until:

1. An alcohol test is administered and the employee's alcohol concentration is less than 0.02; or
2. The start of the employee's next regularly scheduled duty period, but not less than 8 hours following the determination that there is a reasonable suspicion to believe that the employee has violated the prohibitions as contained in this Procedure.

The covered employee may also be subject to disciplinary action up to and including termination of employment, according to the policy of this public gas system.

C. Disciplinary Actions

1. An employee who refuses to submit to an alcohol test without a valid medical explanation after he or she has received notice of the requirement to be tested in accordance with the requirements of this Procedure, or who engages in conduct that clearly obstructs the testing procedure, will be terminated from employment.

2. An employee who refuses to report for assessment, evaluation and/or referral for treatment with a Substance Abuse Professional will be terminated from employment.
3. If an employee, after assessment, is referred for rehabilitation and the employee refuses to enter or successfully complete a rehabilitation assessment program, he or she will be terminated from employment.
4. In all cases of an employee having an alcohol concentration of 0.04 or greater, and who has tested a second time at alcohol concentration of 0.04 or greater, will be terminated from employment.
5. On-duty use or possession of alcohol on The City of Sugar Hill's time or premises will result in termination of employment.
6. When an employee has tested for alcohol in a concentration of 0.04 or greater, the employee will be removed from performing any function and will be suspended for 10 working days without pay and will be referred to a Substance Abuse Professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse.
7. When an employee has tested for alcohol in a concentration of 0.02 or greater but less than 0.04, that employee will be removed from performing any function and suspended without pay for the remainder of his or her shift.
8. When an employee has an alcohol test conducted and the alcohol concentration is 0.02 or greater but less than 0.04 on a second test, the employee will be removed from performing any function and will be suspended for five working days without pay and referred to a Substance Abuse Professional, and must follow all the recommendations of the assessment. Any subsequent test at 0.02 or greater will result in termination of employment.
9. When an employee has an alcohol test conducted and alcohol concentration is 0.02 or greater but less than 0.04 after having had a prior alcohol concentration of 0.04 or greater, then that employee will be removed from performing any functions and will be suspended for 20 working days and referred to the Substance Abuse Professional, and any subsequent alcohol concentration 0.02 or greater will result in immediate termination from employment.

Where Alcohol Tests Will Be Performed

All alcohol testing for The City of Sugar Hill will be performed by a qualified and approved laboratory that agrees to comply with this system's policy and procedure. The laboratory is designated in Appendix A of this Procedure.

Rules on the Disclosure of Alcohol Information and Records

- A. The City of Sugar Hill will maintain all alcohol-related testing information, including all test results and other appropriate records, in a secure manner to prevent the disclosure of such information to unauthorized personnel.
- B. The person assigned to manage the alcohol testing program for The City of Sugar Hill will maintain a locked file public gas system to contain all the alcohol testing information and records. This file will be maintained as confidential. Employee files will handled on a strict "need-to-know" basis.
- C. Alcohol test results will be not be included in personnel files.
- D. the City of Sugar Hill will not release information on covered employees that is contained in records as required to be maintained by this Procedure and in accordance with federal requirements except as required by law or when expressly authorized or required by 49 CFR Parts 199 and 40.
- E. An employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol, including any records pertaining to his or her alcohol tests, The City of Sugar Hill will promptly provide the requested records. Access to an employee's records will be contingent upon payment for records than those specifically requested.
- F. The City of Sugar Hill will make records available to a subsequent employer upon receipt of written request from the covered employee. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the employee's written request.
- G. The City of Sugar Hill may disclose required information pertaining to the employee or the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol test administered as required by this Procedure and the regulations set forth in 49 CFR Parts 199 and 40 or from The City of Sugar Hill's determination that the employee engaged in prohibited alcohol-related conduct including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.

- H. The City of Sugar Hill will release information regarding an employee's records as directed by the specific, written consent of the employee authorizing release of the information to an identified person. Release of such information by the person receiving the information will be only in accordance with the terms of the employee's consent.

Required Record-Keeping

The person assigned to manage the City of Sugar Hill's alcohol testing program will maintain the alcohol testing records in accordance with the provisions set out in this Procedure.

- A. The following types of records will be maintained:
1. Records related to the collection process:
 - a) Calibration documentation for EBT devices.
 - b) Documentation of BAT/STT training
 - c) Documentation generated in connection with decisions to administer reasonable-suspicion alcohol tests.
 - d) Documents verifying existence of a medical explanation of the inability of an employee to provide adequate for alcohol testing.
 - e) Documents verifying existence of a medical explanation of inability of a covered employee to provide adequate breath for alcohol testing.
 2. Records related to test results:
 - a) The public gas system's copy of the alcohol test form, including the results of the test.
 - b) Documents related to the refusal of any employee to submit to a required alcohol test.
 - c) Documents presented by an employee to dispute the result of an alcohol test administered under this Procedure.
 3. Records related to other violations outlined in this Procedure.
 4. Records of procedures to be followed if there is a positive confirming test.
 5. Records related to referrals and evaluations:
 - a) Records pertaining to a determination by a SAP concerning an employee's need for assistance.
 - b) Records concerning a employee's compliance with the recommendations of the SAP, if the system decides to have the employee follow those recommendations.

3. For a minimum period of one year:

- a) Records of employee alcohol test results with results indicating an alcohol concentration below 0.02.

Definitions

6. Records related to The City of Sugar Hill's misuse testing data and "missed test" information. The City of Sugar Hill will submit the required alcohol misuse MIS testing data and "missed test" information to the Research and Special Projects Administration of the U.S. Department of Transportation as prescribed by the federal regulations.

7. Records related to education and training of employees and supervisors:

- a) Materials on alcohol misuse awareness, including a copy of The City of Sugar Hill's policy on alcohol misuse.
- b) Documentation of compliance with the requirements of 49 CFR Parts 199.231 and 40.
- c) Documentation of training provided to supervisors for the purpose of qualifying the supervisors to make a determination concerning the need for alcohol testing based on reasonable suspicion.
- d) Certification that any training conducted under this Procedure complies with the requirements of 49 CFR Parts 199 and 40.

B Records will be maintained for the following periods.

1. For a minimum period of five years.

- a) Records of employee alcohol test results with results indicating an alcohol concentration of 0.02 or greater.
- b) Documentation of refusals to take required alcohol tests.
- c) Calibration documentation of each EBT used in alcohol testing, including records of the results of external calibration checks.
- d) Employee referrals and evaluations.
- e) Management Information System (MIS) annual alcohol misuse report data.
- f) Documents pertaining to "missed tests."

2. For a minimum period of two years:

- a) Records related to the collection process (except calibration of EBT devices).
- b) Records related to training.
- c) Records of the inspection and maintenance of each EBT used in employee testing.

Performing (a covered function) - means an employee is considered to be performing a covered function (safety-sensitive function) during any period in which he or she is actually performing, is ready to perform, or is immediately available to perform such covered functions.

Refusal to Submit (to an alcohol test) - means that a covered employee fails to provide adequate breath for testing without a valid medical explanation after receiving notice of the requirements to be tested or engages in conduct that clearly obstructs the testing process.

Screening Test (or initial test) - means an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen.

Substance Abuse Professional (SAP) - means a licensed physician (Medical Doctor or Doctor of Osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission), with the knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders.

**THE CITY OF SUGAR HILL
ALCOHOL-TESTING PROCEDURE**

Alcohol Program Manager (APM)

The Alcohol Program Manager for the City of Sugar Hill is: The Personnel Officer of The City of Sugar Hill.

Covered Positions

Personnel occupying the following positions in The City of Sugar Hill are subject to alcohol testing.

City Manager

Director of Development

Public Services Superintendent

Assistant Public Services Superintendent

Gas System Technician

Any standby personnel

Any person operating a City vehicle which is involved in an accident.

B. ALCOHOL TESTING LABORATORY/AGENT

The following party is authorized to perform alcohol tests for The City of Sugar Hill:

Name of Laboratory/Agent: City of Lawrenceville Police Department.

Address: P. O. Box 2200
Lawrenceville, GA 30246

Contact Person: Chief of Police Butch Conway

Telephone: (770) 339-2416

Fax: (770) 339-2415

C. SUBSTANCE ABUSE PROFESSIONAL (SAP) or THIRD-PARTY PROVIDER NETWORK

The Names and addresses of various Substance Abuse Professionals are listed on the bulletin boards in the break rooms and near every time clock. Employees may choose from these professionals.

O R D I N A N C E

The Council of the City of Sugar Hill, Georgia hereby ordains:

That "The Zoning Ordinance of the City of Sugar Hill" is hereby amended by amending the official zoning map adopted by that ordinance to classify the area described on Exhibit A which is attached hereto and incorporated herein by reference as General Business District (BG) on said official zoning map.

IT IS SO ORDAINED, this 8th day of January, 1996.

W. G. Doss
Council Member

Paul Bailey
Council Member

Jim Rugh
Council Member

Robert D. Davis Sr.
Council Member

Charles G. Spradlin
Council Member

APPROVED BY:

Harry L. White
MAYOR

This 8th day of Jan., 1996.

Received by the Mayor 1/8/96.

Returned by the Mayor 1/8/96.

ATTEST:

Buddy B. Gant
CITY CLERK

ATTACHMENT "A"

All that tract or parcel of land containing 3.0057 acres and lying in Land Lot 253 of the 7th District within the City Limits of Sugar Hill, Gwinnett County, Georgia and being more particularly described as follows;

To find the TRUE POINT of BEGINNING commence at a point on the existing centerline of Peachtree Industrial Boulevard 2304.92' northeasterly along said centerline from its intersection with the centerline of Trench Road (existing centerline of Peachtree Industrial Boulevard is located 68' N.W. and parallel to the S.E. 200' R/W of said roadway), thence South 31 degrees 18 minutes 00 seconds East a distance of 72.72' to a point on the S.E. 200' R/W at the POINT of BEGINNING; thence North 37 degrees 56 minutes 59 seconds East a distance of 200.02' along said R/W to a point located 487.6' southwesterly from the intersection with the Land Lot Line common to Land Lots 253 and 254; thence leaving said R/W South 31 degrees 18 minutes 00 seconds East a distance of 700.04' along the S.W. line of Tract 10 to a 1/2" rebar; thence South 37 degrees 59 minutes 04 seconds West for a distance of 199.97' along the N.W. line of Tract 17 A and C to a point 0.14' Northeast of an iron pin found (1/2" rebar); thence North 31 degrees 18 minutes 00 seconds West for a distance of 699.91' along the N.E. line of Tract 12 to a point located 0.12' Southeast of a 1/2" rebar, said point being the aforementioned POINT of BEGINNING.

Above described tract is also known as Tract 11 of Mrs. Mason Lowance Property as surveyed by S.R. Fields on 7-13-76 and last revised on 3-20-78, this description is based on current survey by Norton & Associates dated November 27, 1995, for the B.T. Baltimore Revocable Trust.

ZONING ORDINANCE AMENDMENT

The Council of the City of Sugar Hill ordains that Section 610, Paragraph, 3 of the Zoning Ordinance of the City of Sugar Hill, Georgia is deleted in its entirety and the following language is inserted in its place:

- a. Buffer zones shall be used only for a buffer and shall not be used for paving, parking, recreation areas, or similar uses, except that storm drainage, fences, or walls may be constructed in the buffer zone. Utility crossings shall be allowed in the buffer zone when necessary. Storm water detention/retention facilities are not allowed within the buffer zones.

Except as amended herein, all other provisions of said Ordinance shall remain in full force and effect.

IT IS SO ORDAINED this 8 day of January 1996.

W. G. Dool
Council Member

John H. Hickey
Council Member

Kim Rugh
Council Member

Robert D. Davis Sr.
Council Member

Charles G. Spradlin
Council Member

APPROVE BY:

Harry L. Weston
MAYOR

This 9th day of Jan., 1996.

Received by the Mayor 1/8/96.

Returned by the Mayor 1/8/96.

ATTEST:

Betty B. Garton
City Clerk

RESOLUTION

A RESOLUTION OF THE CITY OF SUGAR HILL (THE "LESSEE"), AUTHORIZING, INTER ALIA, THE ANNUAL APPROPRIATION OF ALL AMOUNTS REQUIRED PURSUANT TO LESSEE'S PARTICIPATION IN THE POOLED LEASE PROGRAM SPONSORED BY GEORGIA MUNICIPAL ASSOCIATION.

DATED: _____, 1996

WHEREAS, Lessee is participating in the Georgia Municipal Association, Inc. ("GMA") sponsored pooled lease program (the "Program") for the acquisition of equipment to be used by participating political subdivisions of the State of Georgia (the "Equipment"); and

WHEREAS, pursuant to the Program, Lessee entered into (i) a Lease Agreement Dated as of December 1, 1990 by and between GMA and Lessee (the "Lease") pursuant to which GMA leases the Equipment to the Lessee and (ii) an Administration and Servicing Agreement dated as December 1, 1990 (the "Servicing Agreement"), among Wachovia Bank of Georgia, N.A., Sugar Hill, Georgia, as servicer (the "Servicer"), Wachovia Bank of Georgia, N.A., as Trustee, GMA and each lessee participating in the program (including Lessee), pursuant to which Servicer services the collection and transmittal of payments for the Leases for GMA and transfers the moneys collected pursuant to the Servicing Agreement; and

WHEREAS, certificates of participation ("Certificates") have been issued pursuant to a Trust Agreement dated as of December 1, 1990, by and between Wachovia Bank of Georgia, N.A., as trustee ("Trustee"), and GMA evidencing undivided interests in the Lease payments; and

WHEREAS, in connection with the issuance of the Certificates and the creation of the Program, (i) Municipal Bond Investors Assurance Corporation (the "Credit Facility Issuer") issued its financial guaranty insurance policy (the "Policy") and entered into the Reimbursement and Indemnity Agreement by and between the Credit Facility Issuer, The Trustee, the Servicer and GMA (the "Credit Facility Reimbursement Agreement"); (ii) Credit Suisse, New York Branch ("Bank"), has agreed to purchase Certificates tendered pursuant to tender rights under the Trust Agreement in accordance with the terms of a Standby Purchase Agreement dated as of December 1, 1990 by and among the Trust, GMA, the Bank, the Servicer and the Tender Agent (the "Standby Purchase Agreement"); (iii) Chemical Bank serves as tender agent (the "Tender Agent") pursuant to a tender agent agreement dated as of December 1, 1990 by and among the GMA, the Trust, the Servicer, and the Tender Agent (the "Tender Agent Agreement"); (iv) BT Securities Corporation and at such time as specified in the Trust Agreement, Chemical Securities, Inc., will serve as remarketing agents (referred to collectively hereafter as the

"Remarketing Agent"), pursuant to a remarketing agreement dated as of December 1, 1990 by and among the Remarketing Agent, the GMA, the Tender Agent, the Trustee and the Servicer (the "Remarketing Agreement"); and

WHEREAS, pursuant to the Lease Agreement, Lessee is required to appropriate annually the Minimum Annual Appropriated Amount set forth on Schedule A hereof; and

WHEREAS, in order to give effect to, and comply with, the foregoing agreements and instruments, and in order to authorize payment of its obligations incurred thereunder (collectively, the "Program Obligations"), either (i) the Lessee has available to satisfy Program Obligations uncommitted and unappropriated funds in its current operating budget in an amount not less than the Minimum Annual Appropriated Amount as set forth in Schedule A or (ii) the Lessee must amend its current operating budget in accordance with Title 36, Chapter 36-81-5 of the Official Code of Georgia Annotated (the "Code") to authorize the payment of the Program Obligations; and

WHEREAS, if required, in order to amend its current operating budget, the Mayor and Council of Lessee have heretofore taken the following actions, all in accordance with Title 36, Chapter 81 of the Code: (i) through the Lessee's budget officer, prepared a proposed amended budget providing for payment of Lessee's Program Obligations in accordance with the requirements of Code Section 36-81-5(b) (the "Amended Budget", a copy of which is attached hereto as Schedule B) which was previously submitted to the Mayor and Council of the Lessee, (ii) at the time of receipt of the Amended Budget from the Lessee's budget officer, placed a copy of the Amended Budget in a public place in the Lessee, which place is convenient to the residents of the Lessee, (iii) published a notice in the official organ of the Lessee advising residents of the Lessee that the Amended Budget is available for inspection; (iv) conducted a public hearing on the Amended Budget at least one week prior to the date hereof; and (v) taken all other action necessary to effect the foregoing;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section I. Confirmation and Reaffirmance of Program Obligations. The Lessee does hereby confirm, ratify and reaffirm all the Program Obligations, including, expressly, the Lease and the Servicing Agreement.

Section II. Appropriation; Amendment of Budget. In order to give effect to, comply with, and assume the liabilities associated with, the foregoing approvals, and authorize the expenditure of the amounts required to be expended pursuant to the Lease Agreement and the Servicing Agreement the Lessee does hereby adopt, ratify and approve the Amended Budget attached hereto as Schedule B or commit those portions of the current budget set forth on Schedule B to the payment of the Program Obligations and does hereby appropriate and commit moneys in an amount not less than the Minimum Annual Appropriated Amount to payment of Program Obligations for the current calendar year.

Section III. No Personal Liability. No stipulation, obligation or agreement herein contained or contained in the Lease, the Trust Agreement, the Servicing Agreement, the Standby Purchase Agreement, the Tender Agent Agreement, the Remarketing Agreement,

or the Credit Facility Reimbursement Agreement shall be deemed to be a stipulation, obligation or agreement of any councilman, chairman, officer, agent or employee of the Lessee in his or her individual capacity, and no such councilmember, chairman, officer, agent or employee of the Lessee shall be personally liable on the Certificates or be subject to personal liability or accountability by reason of the issuance thereof.

Section IV. General Authority. From and after the execution and delivery of the documents hereinabove authorized, the Mayor and the Clerk are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of said documents as executed and are further authorized to take any and all further actions and execute and deliver any and all other documents and certificates as may be necessary or desirable to document compliance with the Code.

Section V. Actions Approved and Confirmed. All acts and doings of the officers of the Lessee which are in conformity with the purpose and intents of this Resolution shall be, and the same hereby are, in all respects approved and confirmed.

Section VI. Severability of Invalid Provisions. If any one or more of the agreements or provisions herein shall be held contrary to any express provision of law or contrary to the policy of express law, though not expressly prohibited, or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and void and shall be deemed separable from the remaining agreements and provisions and shall in no way affect the validity of any of the other agreements and provisions hereof or of the Certificates authorized hereunder.

Section VII. Repealing Clause. All Resolutions or parts thereof the City of Sugar Hill in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.

Section VIII. Effective Date. This Resolution shall take effect immediately upon its adoption.

ADOPTED this _____ day of _____, 1996.

[CORPORATE SEAL]

City of Sugar Hill

Attest:

By: _____
Mayor,

Clerk

PLANNING COMMISSION MEETING
MONDAY, December 18, 1995
7:30 P.M.

M I N U T E S

The Planning Commission held a meeting on Monday, December 18, 1995 at 7:30 p.m. in the Community Center.

Chairman Jay Asgari called the meeting to order and led in the Pledge to the Flag.

Attendance:

Those present were Board Chairman Jay Asgari, Board Members Granville Betts, Rose Payne, and Bob Parris, Director of Planning & Development Ken Crowe, Council Member W.J. Dodd, and Administrative Assistant Kim Landers.

Reading and Approval of Previous Minutes:

Mr. Parris made a motion to approve the November 20, 1995 minutes as written. Second to the motion Mr. Betts. Vote unanimous.

Rezoning:

RZ-95-004 B.T. Baltimore has submitted an application for a rezoning of 3.0057 acres on Peachtree Industrial Boulevard from HM-1 to BG.

Mr. Parris made a recommendation to approve Application # RZ-95-004, 3.0057 acre rezoning request. Second to the motion Mr. Betts. Vote unanimous.

Zoning Ordinance Amendment - Buffer Zone

Mr. Crowe addressed this issue with the board members. Mr. Betts made a recommendation to approve the proposed request with the stipulation that utility crossings be allowed to be located inside the buffer zone. Second to the motion Mrs. Payne. Vote unanimous.

Board Members Comments:

Citizen Comments

Mrs. Hawthorne was present to discuss development issues and agreement between South Roberts Drive homeowners and the Sugar Hill United Methodist Church.

Adjournment:

Meeting adjourned 8:14 p.m.

PLANNING AND ZONING BOARD OF APPEALS
THURSDAY, DECEMBER 21, 1995
7:30 P.M.

M I N U T E S

Attendance

Present: Board Members Ed Phillips, Dorland Baird, and Rick January, and Clyde Story. Director of Planning & Development - Ken Crowe, and Administrative Assistant Kim Landers

Mr. Phillips called the meeting to order at 7:30 p.m.
Mr. Phillips leads in the pledge to the flag.

Reading and Approval of Previous Minutes

Mr. Phillips made a motion to approve the November 27, 1995 minutes. Second to the motion Mr. Baird. Vote unanimous.

Elect Chairman and Vice Chairman for 1996

Mr. January nominates Mr. Phillips for the 1996 Chairman. Mr. Baird seconds the nomination. Vote unanimous.

Mr. Phillips nominates Mr. January for Vice Chairman. Mr. Story seconds the nomination. Vote unanimous.

Mr. Fogarty arrived at approximately 7:34 p.m. Mrs. Landers briefed Mr. Fogarty of the above nominations.

Board Members Comments

Mr. Baird requested to place upon the agenda for January 1996 - Discussion of variances over 4' that were granted Administratively in 1995, and asked staff to inform Mr. Nevad and Mr. Bauman that the board members would like for them to be present for this discussion.

Adjournment

Meeting adjourned 7:36 p.m.

FINANCE DIRECTOR'S REPORT
JANUARY 1996

We closed the sale of the Water and Sewer Department on December 29, 1995. The City had to supply approximately \$530,000 to complete the financial end of the sale. We paid off the SRF Loan in the amount of \$1,872,095.35. This will leave us with the GEFA Loan in the amount of \$2,187,471.31 as of December 31, 1995. This will be transferred to the Golf Department when the Audit is complete.

I expect Rymond Wilborn to begin the work on the Audit within the next two weeks.

Shirley Gibbs and Ruth Switzer are assisting me with Accounts Payable during the absence of Kelley Canady. I expect Kelley back part-time by the end of the month.

***Council Report for the Golf Course & Waste Water Treatment Facility
For the Month of December, 1995
By Steven C. Bailey, Council Member***

Waste Treatment Facility

All went well this month regarding the transition of transfer of ownership to the County of our Waste Water Treatment plant. The only notable problem during December was the clogging of two pumps at the Parkview Liftstation which was resolved on Christmas day. The employees are to be commended on their response even on this Holiday.

Mr. Jim Fisher and Michael Garland now are employees of the County in the operation of the WWTP while Ms. Donna Zinnski and Ralph Terry have been retained by the City to work in the Storm Water and Drainage Department. Their expertise in sewer operations will be of a great value to our citizens in resolving drainage problems of which we all know have plagued many of our citizens.

Golf Course

December proved to be another discouraging month in total rounds played, again due to the unseasonably high number of rainy days. Total rounds were down 17.13% and revenues were down also roughly 12% for the same period in 1994. The year to date activity shows that revenues, overall are still up, being now 3.14% higher than 1994. Resident play for the year has decreased about a third of one percent.

However, overall for the year, revenues were projected to be \$803,000.00 but actually were roughly \$835,000.00, representing a 4% improvement above budget. The staff are to be commended for their performance and watchful eye on the bottom line.

End of Report 1/8/96

Sugar Hill Golf Club
1995 to 1994 Comparisons

1/8/96

1994 Actuals				1995 Y. T. D.				Rounds		1994		1995		Revenue
Month	Total	Total	Total	Month	Total	Total	Total	Percent	Month	Total	Month	Total	Percent	
	Res Rds	Non-Res	Rounds		Res Rds	Non-Res	Rounds	Change		Revenue		Revenue	Change	
Jan	68	481	549	Jan	137	602	739	34.61%	Jan	18,871.18	Jan	24,394.54	29.27%	
Feb	176	888	1064	Feb	111	646	757	-28.85%	Feb	35,163.29	Feb	27,312.83	-22.33%	
Mar	206	1825	2031	Mar	231	1589	1820	-10.39%	Mar	71,574.99	Mar	66,042.68	-7.73%	
Apr	275	2165	2440	Apr	478	2249	2727	11.76%	Apr	85,849.87	Apr	101,256.59	17.95%	
May	297	2280	2577	May	261	2340	2601	0.93%	May	91,961.62	May	93,556.83	1.73%	
Jun	223	2031	2254	Jun	307	2409	2716	20.50%	Jun	81,346.69	Jun	102,600.66	26.13%	
Jul	294	2245	2539	Jul	331	2961	3292	29.66%	Jul	93,324.10	Jul	120,628.58	29.26%	
Aug	258	2060	2318	Aug	300	2105	2405	3.75%	Aug	81,286.15	Aug	87,057.89	7.10%	
Sep	308	1815	2123	Sep	158	1568	1726	-18.70%	Sep	78,548.04	Sep	63,384.89	-19.30%	
Oct	205	1423	1628	Oct	136	1617	1753	7.68%	Oct	59,546.24	Oct	62,726.75	5.34%	
Nov	214	1408	1622	Nov	144	1196	1340	-17.39%	Nov	56,191.31	Nov	46,062.26	-18.03%	
Dec	243	1164	1407	Dec	163	1003	1166	-17.13%	Dec	44,782.87	Dec	39,562.02	-11.66%	
Totals:	2767	19785	22552		2757	20285	23042	1.37%		798,446.35		834,586.52	3.14%	

Ratio of Resident play 1995 compared to 1994:

0.36% decrease

Ratio of Non-Resident play 1995 compared to 1994:

2.53% increase

APPROVED BY

MAYOR

This _____ day of _____, 1996.

Delivered to the Mayor _____

Received from Mayor _____

ATTEST:

CITY CLERK

ORDINANCE

The Council of the City of Sugar Hill hereby ordains as follows:

The alcohol policy attached hereto as Exhibit "A" which is incorporated herein by reference and which allows for the administration of the Department of Transportation Alcohol Misuse Prevention Program pursuant to the Pipeline Safety Regulations, Code of Federal Regulations Title 49 (49CFR), Part 199 is hereby adopted as the Alcohol Testing Policy of the City of Sugar Hill and amends policies adopted prior to this date.

Concurrently herewith, the Mayor and Council of the City of Sugar Hill, Georgia, hereby delegate to the City Manager the authority to amend the attached policy from time to time in order to insure the policy's conformance with federal, state and local laws and regulations.

IT IS HEREBY ORDAINED THIS _____ DAY OF JANUARY, 1996.

Council Member

Council Member

Council Member

Council Member

Council Member

ATTEST:

City Clerk

CITY OF SUGAR HILL

ALCOHOL MISUSE PREVENTION PROCEDURE

Purpose

The purpose of this Procedure is to reduce accidents that result from the misuse of alcohol, thereby reducing fatalities, injuries, and property damage; and to comply with the alcohol testing standards promulgated by the U.S. Department of Transportation.

WHO MUST BE TESTED

Any employee who would perform an operating, maintenance, or emergency response function on a pipeline is subject to alcohol testing under the Federal regulations. The persons holding any position listed in Appendix A of this Procedure are subject to alcohol testing.

WHEN TESTING MUST OCCUR

Alcohol testing must be performed on the following occasions:

1. When there has been an accident (Post-Accident testing)
2. When there is reasonable suspicion that one or more alcohol-affected employees may pose a danger to themselves and others in their job performance (Reasonable-Suspicion testing)
3. When an employee returns to duty after engaging in prohibited conduct (Return-to-Duty Testing)
4. Following the return to work of a covered employee who has been determined to be in need of assistance in resolving problems associated with alcohol misuse (Follow-Up Testing). The covered employee will be subject to a reasonable program of follow-up testing, without prior notice, for up to 60 months after his or her return to duty.

The requirements for each type of testing are as follows:

Post-Accident Testing

1. Following an accident, as defined in the Definitions section of this Procedure, The City of Sugar Hill will promptly test each surviving covered employee for alcohol if that employee's performance contributed to the accident or cannot be completely discounted as a contributing factor to the accident.

The decision not to administer an alcohol test under this section will be based on the City of Sugar Hill's determination, using the best available information at the time of the determination, that the employee's performance could not have contributed to the accident.

2. Each employee involved is required to submit to an alcohol test within two hours of the accident. If a test is not administered within eight hours following the accident, the City of Sugar Hill will stop trying to conduct an alcohol test and will prepare and keep on file a written report explaining why the alcohol test was not conducted.
3. An employee who is subject to post-accident testing and who fails to remain readily available for such testing--including notifying the public gas system or its representative of his/her location if he/she leaves the scene of the accident prior to submission to an alcohol test--may be deemed to have refused to submit to testing.
4. The employee must remain available for alcohol testing and may not consume any alcohol for eight hours following the accident or until the alcohol test has been conducted. Employees should, however, seek and obtain emergency medical care whenever necessary.

Reasonable-Suspicion Testing

1. Reasonable-suspicion testing is designed (in conjunction with supervisor training on the signs and symptoms of alcohol misuse) to identify alcohol-affected employees who may pose a danger to themselves and others in their job performance. Employees may be at work in a condition that raises concern regarding their safety or productivity. Supervisors will make a decision as to whether there is a reasonable suspicion to believe an employee is using or has used alcohol.
2. A determination by the City of Sugar Hill that reasonable suspicion of alcohol use exists and to require a covered employee to undergo an alcohol test will be based on specific, stated observations concerning the appearance, behavior, speech, or body odors of the employee at the time. The required observations will be made by a supervisor who has received at least 60 minutes of training in detecting the symptoms of alcohol misuse.
3. If a reasonable-suspicion test is not administered within two hours following the determination, The City of Sugar Hill will prepare and keep on file a record stating the reason why the test was not promptly administered.

If the required test is not administered within eight hours of the determination, The City of Sugar Hill will stop trying to administer the test. Upon request such records will be made available to any person who has been delegated authority in the matter concerned.

4. The City of Sugar Hill will not permit a covered employee to report for duty or remain on duty requiring the performance of covered functions while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, or performance indicators of alcohol misuse.

Return-to-Duty Testing

1. If a Substance Abuse Professional consulted in the case makes a determination that some form of evaluation and/or treatment is required, then the employee must comply with the recommended provisions in order to be considered eligible to return to duty.
2. Before an employee may return to duty to perform covered functions after engaging in prohibited conduct, the City of Sugar Hill will ensure that the employee undergoes a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

Follow-Up Testing

1. Following the determination that a covered employee is in the need of assistance in resolving problems associated with alcohol misuse, the employee will be subject to unannounced follow-up testing as directed by a Substance Abuse Professional (SAP). An employee who returns to duty will be subject to a reasonable program of follow-up testing, without prior notice for up to 60 months **after** his or her return to duty.
2. The employee will be subject to at least six unannounced alcohol follow-up tests during the first 12 months following his or her return to duty. The SAP assigned may terminate the requirement for follow-up testing at any time after the initial six tests have been completed is the SAP makes the determination that such testing is no longer warranted.
3. The City of Sugar Hill may require a covered employee to submit to alcohol follow-up testing when the SAP assigned has reason to suspect alcohol involvement.
4. Follow-up testing will be conducted just before the employee is to perform, while the employee is performing,

or just after the employee has ceased performing a covered function.

PROHIBITED ALCOHOL-RELATED CONDUCT

The use or possession of alcoholic beverages while on The City of Sugar Hill property, or in any City vehicle, or on City time, including breaks or lunch, paid or unpaid, on any shift, is strictly prohibited.

Alcohol Concentration of 0.04 or Greater

Employees are prohibited from reporting for duty or remaining on duty while having an alcohol concentration of 0.04 or greater (which means 0.04 grams or more of alcohol per 210 liters of breath). If a City of Sugar Hill representative has actual knowledge that an employee has an alcohol concentration of 0.04 or greater, the employee will not be permitted to perform or continue to perform his/her duties.

Pre-Duty Use Within Four Hours

Employees may not use alcohol within four hours prior to performing covered functions, or, if an employee is called to duty to respond to an emergency, within the time period after the employee has been notified to report for duty. If a City of Sugar Hill representative has actual knowledge that an employee has used alcohol within four hours prior to performing covered functions or within the time period after the employee has been notified to report for duty, the employee will not be permitted to perform or continue to perform his/her duties.

On-Duty Use

Employees may not use alcohol while performing his/her duties. If a City of Sugar Hill representative has actual knowledge that an employee is using alcohol while performing his/her duties, the employee will not be permitted to perform or continue to perform such duties.

Penalty for Not Submitting to an Alcohol Test

Any employee who refuses to submit to a post-accident, or reasonable suspicion test will not be permitted to perform or continue to perform his/her duties and may be subject to disciplinary action up to and including termination of employment.

Possible Disciplinary Actions Alcohol Misuse

- A. An employee who has an alcohol test administered and is found to have alcohol concentration of 0.04 or greater will be sent for an evaluation by a Substance Abuse Professional or disciplined up to and including termination of employment at The City of Sugar Hill's discretion. An employee who has violated the prohibitions on alcohol misuse and who has been sent for an evaluation will not be allowed to perform any functions unless and until that employee has:
1. Been evaluated by a Substance Abuse Professional to determine whether the employee is in need of assistance in resolving problems related to alcohol use.
 2. Completed any treatment recommended by the Substance Abuse Professional assigned.
 3. Been evaluated by a Substance Abuse Professional to ensure that the employee has properly followed the treatment program.
 4. Undergone a return-to-duty alcohol test with resulting alcohol concentration of less than 0.02.
- B. An employee who has an alcohol test administered and is found to have alcohol concentration greater than 0.02 but less than 0.04 will not be permitted to perform any function or continue to perform any functions until:
1. An alcohol test is administered and the employee's alcohol concentration is less than 0.02; or
 2. The start of the employee's next regularly scheduled duty period, but not less than 8 hours following the determination that there is a reasonable suspicion to believe that the employee has violated the prohibitions as contained in this Procedure.

The covered employee may also be subject to disciplinary action up to and including termination of employment, according to the policy of this public gas system.

C. Disciplinary Actions

1. An employee who refuses to submit to an alcohol test without a valid medical explanation after he or she has received notice of the requirement to be tested in accordance with the requirements of this Procedure, or who engages in conduct that clearly obstructs the testing procedure, will be terminated from employment.

2. An employee who refuses to report for assessment, evaluation and/or referral for treatment with a Substance Abuse Professional will be terminated from employment.
3. If an employee, after assessment, is referred for rehabilitation and the employee refuses to enter or successfully complete a rehabilitation assessment program, he or she will be terminated from employment.
4. In all cases of an employee having an alcohol concentration of 0.04 or greater, and who has tested a second time at alcohol concentration of 0.04 or greater, will be terminated from employment.
5. On-duty use or possession of alcohol on The City of Sugar Hill's time or premises will result in termination of employment.
6. When an employee has tested for alcohol in a concentration of 0.04 or greater, the employee will be removed from performing any function and will be suspended for 10 working days without pay and will be referred to a Substance Abuse Professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse.
7. When an employee has tested for alcohol in a concentration of 0.02 or greater but less than 0.04, that employee will be removed from performing any function and suspended without pay for the remainder of his or her shift.
8. When an employee has an alcohol test conducted and the alcohol concentration is 0.02 or greater but less than 0.04 on a second test, the employee will be removed from performing any function and will be suspended for five working days without pay and referred to a Substance Abuse Professional, and must follow all the recommendations of the assessment. Any subsequent test at 0.02 or greater will result in termination of employment.
9. When an employee has an alcohol test conducted and alcohol concentration is 0.02 or greater but less than 0.04 after having had a prior alcohol concentration of 0.04 or greater, then that employee will be removed from performing any functions and will be suspended for 20 working days and referred to the Substance Abuse Professional, and any subsequent alcohol concentration 0.02 or greater will result in immediate termination from employment.

Where Alcohol Tests Will Be Performed

All alcohol testing for The City of Sugar Hill will be performed by a qualified and approved laboratory that agrees to comply with this system's policy and procedure. The laboratory is designated in Appendix A of this Procedure.

Rules on the Disclosure of Alcohol Information and Records

- A. The City of Sugar Hill will maintain all alcohol-related testing information, including all test results and other appropriate records, in a secure manner to prevent the disclosure of such information to unauthorized personnel.
- B. The person assigned to manage the alcohol testing program for The City of Sugar Hill will maintain a locked file public gas system to contain all the alcohol testing information and records. This file will be maintained as confidential. Employee files will handled on a strict "need-to-know" basis.
- C. Alcohol test results will be not be included in personnel files.
- D. the City of Sugar Hill will not release information on covered employees that is contained in records as required to be maintained by this Procedure and in accordance with federal requirements except as required by law or when expressly authorized or required by 49 CFR Parts 199 and 40.
- E. An employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol, including any records pertaining to his or her alcohol tests, The City of Sugar Hill will promptly provide the requested records. Access to an employee's records will be contingent upon payment for records than those specifically requested.
- F. The City of Sugar Hill will make records available to a subsequent employer upon receipt of written request from the covered employee. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the employee's written request.
- G. The City of Sugar Hill may disclose required information pertaining to the employee or the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol test administered as required by this Procedure and the regulations set forth in 49 CFR Parts 199 and 40 or from The City of Sugar Hill's determination that the employee engaged in prohibited alcohol-related conduct including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.

- H. The City of Sugar Hill will release information regarding an employee's records as directed by the specific, written consent of the employee authorizing release of the information to an identified person. Release of such information by the person receiving the information will be only in accordance with the terms of the employee's consent.

Required Record-Keeping

The person assigned to manage the City of Sugar Hill's alcohol testing program will maintain the alcohol testing records in accordance with the provisions set out in this Procedure.

- A. The following types or records will be maintained:
1. Records related to the collection process:
 - a) Calibration documentation for EBT devices.
 - b) Documentation of BAT/STT training
 - c) Documentation generated in connection with decisions to administer reasonable-suspicion alcohol tests.
 - d) Documents verifying existence of a medical explanation of the inability of an employee to provide adequate for alcohol testing.
 - e) Documents verifying existence or a medical explanation of inability of a covered employee to provide adequate breath for alcohol testing.
 2. Records related to test results:
 - a) The public gas system's copy of the alcohol test form, including the results of the test.
 - b) Documents related to the refusal of any employee to submit to a required alcohol test.
 - c) Documents presented by an employee to dispute the result of an alcohol test administered under this Procedure.
 3. Records related to other violations outlined in this Procedure.
 4. Records of procedures to be followed if there is a positive confirming test.
 5. Records related to referrals and evaluations:
 - a) Records pertaining to a determination by a SAP concerning an employee's need for assistance.
 - b) Records concerning a employee's compliance with the recommendations of the SAP, if the system decides to have the employee follow those recommendations.

6. Records related to The City of Sugar Hill's misuse testing data and "missed test" information. The City of Sugar Hill will submit the required alcohol misuse MIS testing data and "missed test" information to the Research and Special Projects Administration of the U.S. Department of Transportation as prescribed by the federal regulations.
7. Records related to education and training of employees and supervisors:
 - a) Materials on alcohol misuse awareness, including a copy of The City of Sugar Hill's policy on alcohol misuse.
 - b) Documentation of compliance with the requirements of 49 CFR Parts 199.231 and 40.
 - c) Documentation of training provided to supervisors for the purpose of qualifying the supervisors to make a determination concerning the need for alcohol testing based on reasonable suspicion.
 - d) Certification that any training conducted under this Procedure complies with the requirements of 49 CFR Parts 199 and 40.

B Records will be maintained for the following periods.

1. For a minimum period of five years.

- a) Records of employee alcohol test results with results indicating an alcohol concentration of 0.02 or greater.
- b) Documentation of refusals to take required alcohol tests.
- c) Calibration documentation of each EBT used in alcohol testing, including records of the results of external calibration checks.
- d) Employee referrals and evaluations.
- e) Management Information System (MIS) annual alcohol misuse report data.
- f) Documents pertaining to "missed tests."

2. For a minimum period of two years:

- a) Records related to the collection process (except calibration of EBT devices).
- b) Records related to training.
- c) Records of the inspection and maintenance of each EBT used in employee testing.
- d) Documentation of the Public gas system's compliance with the quality assurance procedure for each EBT it uses for alcohol testing.
- e) Records of the training and proficiency testing of each BAT used in employee testing for the Public gas system.

3. For a minimum period of one year:

- a) Records of employee alcohol test results with results indicating an alcohol concentration below 0.02.

Definitions

Accident - means an incident reportable under 49 CFR Part 191 involving gas pipeline facilities, which includes all parts of those physical facilities through which gas moves in transportation, including but not limited to pipe, valves, and other appurtenances attached to pipe, compressor units, metering stations, regulator stations, delivery stations, holders, and fabricated assemblies.

An incident on a gas pipeline is defined as follows:

- A. An event that involves a release of gas from a pipeline and:
 - 1. A death or personal injury necessitating inpatient hospitalization; or
 - 2. Estimated property damage, including cost of gas lost, to the operator or others, or both of \$50,000 or more.

Air Blank - means a reading by an evidential breath testing device (EBT) of ambient air containing no alcohol.

Alcohol Use - means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Breath Alcohol Technician (BAT) - means an individual who is authorized to operate an EBT and has received appropriate training to do alcohol testing on the D.O.T. course and the instrument being used.

Covered Employee - means a person who is an employee of the Public gas system, or who is an employee of a contractor engaged by the Public gas system, and who performs work on a pipeline or an operation, maintenance, or emergency-response function regulated by the U.S. Department of Transportation as provided in 49 CFR Parts 192, 193, and 195.

Covered Function (safety-sensitive function) - means an operation, maintenance, or emergency-response function that is performed on a pipeline and is regulated by 49 CFR Parts 191 and 192.

Performing (a covered function) - means an employee is considered to be performing a covered function (safety-sensitive function) during any period in which he or she is actually performing, is ready to perform, or is immediately available to perform such covered functions.

Refusal to Submit (to an alcohol test) - means that a covered employee fails to provide adequate breath for testing without a valid medical explanation after receiving notice of the requirements to be tested or engages in conduct that clearly obstructs the testing process.

Screening Test (or initial test) - means an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen.

Substance Abuse Professional (SAP) - means a licensed physician (Medical Doctor or Doctor of Osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission), with the knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders.

**THE CITY OF SUGAR HILL
ALCOHOL-TESTING PROCEDURE**

Alcohol Program Manager (APM)

The Alcohol Program Manager for the City of Sugar Hill is: The Personnel Officer of The City of Sugar Hill.

Covered Positions

Personnel occupying the following positions in The City of Sugar Hill are subject to alcohol testing.

City Manager

Director of Development

Public Services Superintendent

Assistant Public Services Superintendent

Gas System Technician

Any standby personnel

Any person operating a City vehicle which is involved in an accident.

B. ALCOHOL TESTING LABORATORY/AGENT

The following party is authorized to perform alcohol tests for The City of Sugar Hill:

Name of Laboratory/Agent: City of Lawrenceville Police Department.

Address: P. O. Box 2200
Lawrenceville, GA 30246

Contact Person: Chief of Police Butch Conway

Telephone: (770) 339-2416

Fax: (770) 339-2415

C. SUBSTANCE ABUSE PROFESSIONAL (SAP) or THIRD-PARTY PROVIDER NETWORK

The Names and addresses of various Substance Abuse Professionals are listed on the bulletin boards in the break rooms and near every time clock. Employees may choose from these professionals.

THE CITY OF SUGAR HILL

Notice of Alcohol Testing for Cause or Reasonable Suspicion

I, the undersigned, do hereby give my consent to The City of Sugar Hill, together with any clinic, doctor, hospital or laboratory designated by The City of Sugar Hill, to perform appropriate tests on me for alcohol.

I give my consent to release to The City of Sugar Hill, or its designated agents, the results of any medical tests or medical procedures to determine the presence and/or level of alcohol.

I further agree, in "For-Cause- or "Reasonable-Suspicion" testing, to submit to a physical assessment by the Substance Abuse Professional assigned, if warranted.

I realize that my refusal to sign this form constitutes a violation of the stated policy of The City of Sugar Hill, and for that refusal I will not be considered for and knowingly waive any possibility of employment or continued employment with The City of Sugar Hill. A copy of this consent form shall be as valid as the original.

Employee

Witness

Social Security Number

Screening Test Number

Date

**REASONABLE SUSPICION OF ALCOHOL MISUSE
INTERVIEW FORM**

The City of Sugar Hill _____

Employee Name _____

Witnesses to Incident _____

Supervisor Making Report _____

Date Supervisor Received Training _____

Other Supervisors Consulted _____

Other Persons or Resources Consulted _____

Signs and Symptoms

Physical Signs:

- _____ Loss of coordination
- _____ Shaking or tremors
- _____ Slurred speech
- _____ Extreme weight loss
- _____ Loss of appetite
- _____ "Pinpoint or constricted pupils
- _____ Bloodshot eyes
- _____ Blurred vision
- _____ Coma or loss of consciousness
- _____ Other (specify) _____

Behavioral Signs:

- _____ Irritable
- _____ Aggressive or violent actions
- _____ Verbally abusive
- _____ Unusually sensitive to advice or recommendations
- _____ Difficulty sleeping
- _____ Loss of concentration
- _____ Disoriented as to physical location or identity
- _____ Excessively "high" or elated without reason

Behavioral Signs, Continued:

- ☐ Emotional response is either inappropriate or lacking
- ☐ Hallucinations (sees or hears objects or people who are not there)
- ☐ Extreme changes in social patterns without reason (sudden shift in group of friends)
- ☐ Withdrawal or depression without reason
- ☐ Talks about or admits alcohol use

Work Performance:

- ☐ Absent without reason
- ☐ Excessive use of sick leave
- ☐ Sudden drop of quality of work
- ☐ Not following instructions from supervisor
- ☐ Refuses work assignments
- ☐ Increased number of accidents (workers compensation or vehicle)
- ☐ Increased number of errors
- ☐ Increased fights (verbal or physical) with co-workers
- ☐ Use of alcohol observed by supervisor
- ☐ Other (specify) _____

Narrative

Describe in your own words the occurrence that led to a decision that alcohol testing might be appropriate. A recap of incidents which preceded this one and which might have bearing may be included. However, in order to perform a reasonable-suspicion test, the final incident must be **job related** and **current**, that is within the last few hours. Included the names, dates, places and specific words or phrases, if possible. The clearer and more detailed the report, the better. (Use additional sheets if necessary.)

O R D I N A N C E

The Council of the City of Sugar Hill, Georgia hereby ordains:

That "The Zoning Ordinance of the City of Sugar Hill" is hereby amended by amending the official zoning map adopted by that ordinance to classify the area described on Exhibit A which is attached hereto and incorporated herein by reference as General Business District (BG) on said official zoning map.

IT IS SO ORDAINED, this _____ day of _____, 1996.

Council Member

Council Member

Council Member

Council Member

Council Member

APPROVED BY:

MAYOR

This ____ day of _____, 1996.

Received by the Mayor _____.

Returned by the Mayor _____.

ATTEST:

CITY CLERK

ATTACHMENT "A"

All that tract or parcel of land containing 3.0057 acres and lying in Land Lot 253 of the 7th District within the City Limits of Sugar Hill, Gwinnett County, Georgia and being more particularly described as follows;

To find the TRUE POINT of BEGINNING commence at a point on the existing centerline of Peachtree Industrial Boulevard 2304.92' northeasterly along said centerline from its intersection with the centerline of Tench Road (existing centerline of Peachtree Industrial Boulevard is located 68' N.W. and parallel to the S.E. 200' R/W of said roadway), thence South 31 degrees 18 minutes 00 seconds East a distance of 72.72' to a point on the S.E. 200' R/W at the POINT of BEGINNING; thence North 37 degrees 56 minutes 59 seconds East a distance of 200.02' along said R/W to a point located 487.6' southwesterly from the intersection with the Land Lot Line common to Land Lots 253 and 254; thence leaving said R/W South 31 degrees 18 minutes 00 seconds East a distance of 700.04' along the S.W. line of Tract 10 to a 1/2" rebar; thence South 37 degrees 59 minutes 04 seconds West for a distance of 199.97' along the N.W. line of Tract 17 A and C to a point 0.14' Northeast of an iron pin found (1/2" rebar); thence North 31 degrees 18 minutes 00 seconds West for a distance of 699.91' along the N.E. line of Tract 12 to a point located 0.12' Southeast of a 1/2" rebar, said point being the aforementioned POINT of BEGINNING.

Above described tract is also known as Tract 11 of Mrs. Mason Lowance Property as surveyed by S.R. Fields on 7-13-76 and last revised on 3-20-78, this description is based on current survey by Norton & Associates dated November 27, 1995, for the B.T. Baltimore Revocable Trust.

PLANNING COMMISSION RECOMMENATION

Monday, December 18, 1995

MAYOR AND COUNCIL PUBLIC HEARING WILL BE HELD ON: 1-8-96

RZ-95-004 B.T. Baltimore Revocable Trust 7-253-008

Rezone 3.3 acres from HM-1 to BG.

Planning Commission recommended approval to rezone the 3.3 acres from HM-1 to BG.

CITY OF SUGAR HILL
ITEM COUNT FOR FEE CALCULATION

PAGE 1

PERMIT : 9501612

TYPE: RZ - REZONING APPLICATION

MASTER PERMIT: NOT FOUND

PROJECT: 95 QM

ADDRESS: 7-253-008

OWNER NAME: B.T. BALTIMORE

CONTRACTOR: B.T. BALTIMORE REVOCABLE TRUST

FEE DUE FROM: B.T. BALTIMORE REVOCABLE TRUST

CODE CNT

DESCRIPTION OF ITEMS SELECTED	QUANTITY	AMOUNT
-----	-----	-----
ALL REZONINGS RC#113	1.00	350.00

SUBTOTAL OF ITEM AMOUNTS		350.00

Check- 3476

PAID
(NOV 28 1995)

REZONING APPLICATION

AN APPLICATION TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF SUGAR HILL, GEORGIA.

APPLICANT INFORMATION	OWNER INFORMATION
NAME: <u>B. T. Baltimore Revocable Trust</u>	NAME: <u>B. T. Baltimore Revocable Trust</u>
ADDRESS: <u>P O Box 620005</u>	ADDRESS: <u>P O Box 620005</u>
CITY: <u>Atlanta</u>	CITY: <u>Atlanta</u>
STATE: <u>GA</u> ZIP: <u>30362</u>	STATE: <u>GA</u> ZIP: <u>30362</u>
PHONE: <u>770/448-7133</u>	PHONE: <u>770/448-7133</u>
CONTACT PERSON: <u>B. T. Baltimore</u>	
PHONE: <u>770/448-7133</u> FAX: <u>770/448-7560</u>	

* Include any person having a property interest and any person having a financial interest in any business entity having property interest (use additional sheets if necessary).

APPLICANT IS THE:	
<u> </u> OWNER'S AGENT	<u> </u> PROPERTY OWNER <u> X </u> CONTRACT PURCHASER
PRESENT ZONING DISTRICT(S): <u>HM-1</u>	REQUESTED ZONING DISTRICT: <u>BG</u> <i>A portion of</i>
LAND DISTRICT(S): <u>7</u>	LAND LOT(S): <u>253</u> 11 ACREAGE: <u>3.3</u> Parcel # <u>008</u>
ADDRESS OF PROPERTY: _____	
PROPOSED DEVELOPMENT: <u>Lighting Distributor</u>	

RESIDENTIAL DEVELOPMENT:	NON-RESIDENTIAL DEVELOPMENT:
NO. OF LOTS/DWELLING UNITS: _____	NO. OF BUILDING/LOTS <u>1</u>
DWELLING UNIT SIZE (sq. ft.) _____	TOTAL GROSS SQUARE FEET <u>20,000 approx.</u>
GROSS DENSITY _____	DENSITY <u>1 building of approx. 20,000 sq</u>
NET DENSITY _____	<u>on 3.3 acres</u>

LETTER OF INTENT

PLEASE ATTACH A LETTER OF INTENT EXPLAINING WHAT IS PROPOSED.

R2-95-004

REZONING APPLICANT'S RESPONSE

STANDARDS GOVERNING THE EXERCISE OF THE ZONING POWER

Please respond to the following standards in the space provided or use and attachment as necessary:

A. Whether a proposed rezoning (or Special Exception) will permit a use that is suitable in view of the use and development of adjacent and nearby property:

YES- The property adjacent is currently zoned HM-1 and is
not developed

B. Whether a proposed rezoning (or Special Exception) will adversely affect the existing use or usability of adjacent or nearby property:

NO - The adjacent tracts have yet to be developed.

C. Whether the property to be affected by a proposed rezoning (or Special Exception) has reasonable economic use as currently zoned:

Property is currently zoned for light manufacturing, however,
the size of the lot and location is more suitable for commercial use.

D. Whether the proposed rezoning (or Special Exception) will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools:

NO

E. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposed rezoning.

With the development of the commercial center at Peachtree Ind & Suwanee
Dam Road, it appears this area may be more suitable for commercial
application, rather than industrial.

PLANNING AND DEVELOPMENT DEPARTMENT USE ONLY

CASE NUMBER B2-95-004

RECEIVED BY Kim Sanders DATE RECEIVED 11-27-95

REZONING APPLICANT'S CERTIFICATION

The undersigned below is authorized to make this application.
The undersigned is aware that no application or reapplication
affecting the same land shall be acted upon within 12 months from
the date of last action by the Mayor and Council.

S. I. Baltimore 11 / 27 / 95
Signature of Applicant Date

B. I. Baltimore/Owner
Typed or Print Name and Title

Arita C. Meadows 11 / 27 / 95
Signature of Notary Public Date

Notary Public, Gwinnett County, Georgia
My Commission Expires October 4, 1998

NOTARY SEAL

PLANNING AND DEVELOPMENT DEPARTMENT USE ONLY

CASE NUMBER R2-95-004

RECEIVED BY Kim Sanders DATE RECEIVED 11-27-95

REZONING PROPERTY OWNER'S CERTIFICATION

The undersigned below, or as attached, is the owner of the property considered in this application. The undersigned is aware that no application or reapplication affecting the same land shall be acted upon within 12 months from the date of last action by the Mayor and Council.

B. I. Baltimore 11 / 27 / 95
Signature of ~~Applicant~~ Owner Date

B. I. Baltimore/Owner
Typed or Print Name and Title

Quita C. Meadows 11 / 27 / 95
Signature of Notary Public Date

Notary Public, Gwinnett County, Georgia
My Commission Expires October 4, 1998

NOTARY SEAL

PLANNING AND DEVELOPMENT DEPARTMENT USE ONLY

CASE NUMBER B2-95-004

RECEIVED BY Kim Sanders DATE RECEIVED 11-27-95

CONFLICT OF INTEREST CERTIFICATION FOR REZONINGS

The undersigned below, making application for rezoning, has complied with the Official Code of Georgia Section 36-67A-1, et. seq, Conflict of Interest in Zoning Actions, and has submitted or attached the required information on the forms provided.

B. T. Baltimore 11/27/95 B. T. Baltimore/Owner
Signature of Applicant Date Type or Print Name and Title

B. T. Baltimore 11/27/95 B. T. Baltimore/Owner
Signature of Applicant's Date Type or Print Name and Title
Attorney or Representative

Anta C. Meadows 11/27/95
Signature of Notary Public Date NOTARY SEAL

Notary Public, Gwinnett County, Georgia
My Commission Expires October 1, 1996

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the Mayor and Council or a member of the City of Sugar Hill Planning and Zoning Board.

NO (yes/no)

If the answer is yes, please completed the following section:

NAME AND OFFICIAL POSITION OF GOVERNMENT OFFICIAL	CONTRIBUTIONS (List all Which Aggregate to \$250 or More)	DATE CONTRIBUTION WAS made (Within Last Two Years)

Attached additional sheets if necessary to disclose or describe all contributions.

PLANNING AND DEVELOPMENT DEPARTMENT USE ONLY

CASE NUMBER R2-95-004

RECEIVED BY Kim Sanders DATE RECEIVED 11-27-95



Colonial Lighting Supply Company

Distributors - Quality Lighting

P.O. BOX 620005 • ATLANTA, GEORGIA 30362
TELEPHONE 404-448-7133

November 27, 1995

Mr. Ken Crowe
Inspections
City of Sugar Hill
4988 W Broad Street
Sugar Hill GA 30518

Dear Mr. Crowe:

With the approval of the City of Sugar Hill, it is my intent to construct the following building for the purpose of distribution of lighting fixtures to the wholesale building trade:

A building with the approx. dimensions of 120' X 167' with approx. 33 parking spaces on the 3.3 acres, or 130,902 sf. I am requesting a zoning change from HM1 to BG on 1 lot.

The building height will be approx. 22 feet. The interior space allotment of the approx. 20,000 sf will consist of approx. 7000 sf of showroom space, approx. 1200 sf of office space and approx. 11,800 sf of warehouse space.

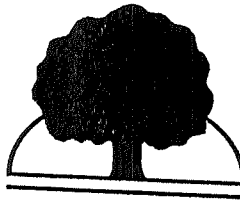
At this time I anticipate no changes in the buffer.

I respectfully submit the above for your approval, and if you have any further questions, please feel free to contact me.

Sincerely,

B. T. Baltimore

BTB/cm



CITY OF SUGAR HILL

4988 WEST BROAD ST. SUGAR HILL, GEORGIA 30518
(404) 945-6716

ADJOINING PROPERTY OWNER NOTIFICATION

TO: To Whom it May Concern
FROM: Kim Landers - Administrative Assistant
RE: PROPOSED REZONING - RZ-95-004
DATE: December 11, 1995

You are hereby informed that the attached Notice for Proposed Rezoning is contingent to your property.

A public hearing will be held at the Sugar Hill City Hall on Monday December 18, 1995 at 7:30 p.m. in the Community Center.

If you should have an interest in this petition, please plan to attend this meeting.

Thank you.



NORTON & ASSOCIATES

LAND SURVEYING

963-7756

441 HUNTERS GLEN COURT
LAWRENCEVILLE, GA 30244



LEGAL DESCRIPTION

All that tract or parcel of land containing 3.0057 acres and lying in Land Lot 253 of the 7th District within the City Limits of Sugar Hill, Gwinnett County, Georgia and being more particularly described as follows:

To find the TRUE POINT of BEGINNING commence at a point on the existing centerline of Peachtree Industrial Boulevard 2304.92' northeasterly along said centerline from its intersection with the centerline of Trench Road (existing centerline of Peachtree Ind. Blvd. is located 68 feet N.W. and parallel to the S.E. 200' R/W of said roadway), thence S31°18'00"E a distance of 72.72' to a point on the S.E. 200' R/W at the POINT of BEGINNING; thence N37°56'59"E a distance of 200.02' along said R/W, to a point located 487.6' southwesterly from the intersection with the Land Lot Line common to Land Lots 253 and 254; thence leaving said R/W S31°18'00"E a distance of 700.04' along the S.W. line of Tract 10 to a 1/2" rebar; thence S37°59'04"W for a distance of 199.97' along the N.W. line of Tract 17 A and C to a point 0.14' northeast of an iron pin found (1/2" rebar); thence N31°18'00"W for a distance of 699.91' along the N.E. line of Tract 12 to a point located 0.12' S.E. of a 1/2" rebar, said point being the aforementioned POINT of BEGINNING.

Above described tract is also known as Tract 11 of MRS. Mason Lowance Property as surveyed by S.R. Fields on 7-13-76 and last revised 3-20-78, this description is based on current survey by Norton & Associates dated November 27, 1995, for the B.T. Baltimore Revocable Trust.

The B.T. BALTIMORE
 REVOCABLE TRUST
 B.T. BALTIMORE, TRUSTEE
 TRACT 11 of Mrs. MASON LOWANCE PROPERTY
 LAND LOT 253 of the 7th DISTRICT
 OF SUGAR HILL GWINNETT COUNTY, GEORGIA
 DATE : NOVEMBER 23, 1985 SCALE : 1"= 40'
 NORTON & ASSOCIATES

SURVEY FOR :

B.T. BALTIMORE, TRUSTEE
TRACT 11 of Mrs. MASON LOWANCE PROPERTY
LAND LOT 253 of the 7th DISTRICT
CITY OF SUGAR HILL GWINNETT COUNTY, GEORGIA
DATE : NOVEMBER 25, 1985 SCALE : 1" = 40'

NORLON & ASSOCIATES

LAND SURVEYING

Ph. 770-963-7756



JEAN O. MORTON, JR. O.A. A.L.S. No. 2276

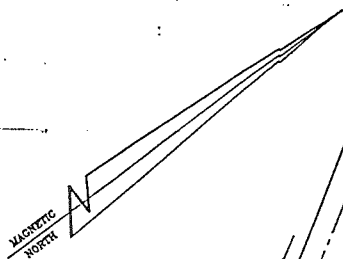
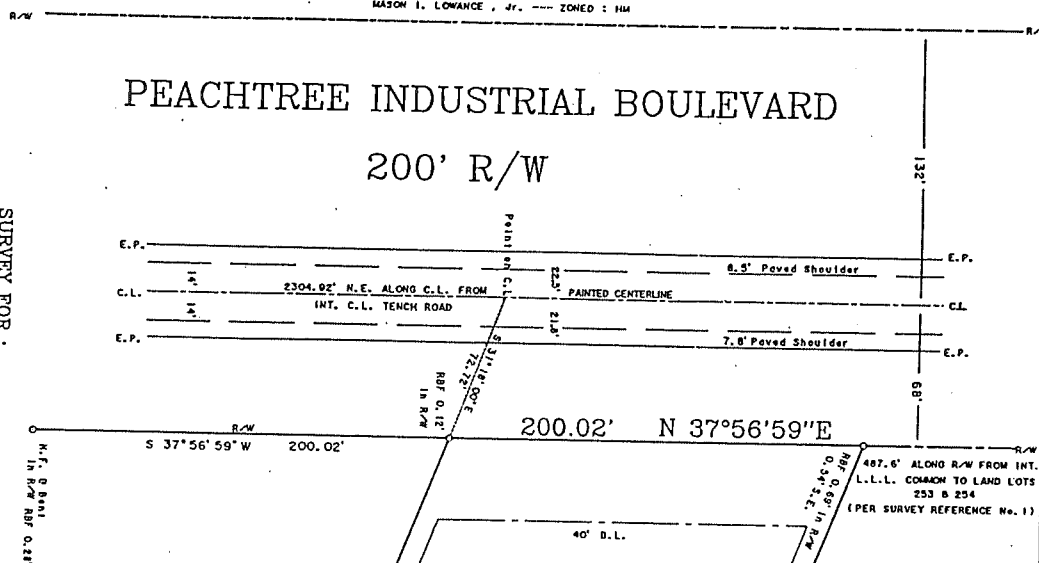
REVISIONS	

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GRAPHIC SCALE - FEET

PEACHTREE INDUSTRIAL BOULEVARD
200' R/W

MASON I. LOWANCE, Jr. --- ZONED : HM



TRACT 11
EXISTING ZONING = RM
3.0057 ACRES

EXISTING ZONING - HM

130,926 S.F.

TRACT 12
N. WILSON I. LOWANCE, JR.

27. — ZONED : NA

GEORGIA POWER COMPANY
EASEMENT

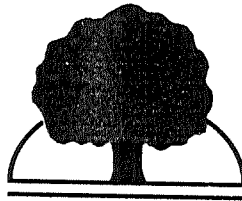
100' R/W

S 37° 59' 04" W 199.97'
TO R0F
P.L.
TRACT 17 C
LOWANCE, Jr. --- ZONED : HM

TRACT 17 A
MASON J. LOWANCE - Jr. --- ZONED : HM

- GENERAL NOTES
1. EXISTING ZONING IS HM, LIGHT INDUSTRY, ; PROPOSED ZONING TO BE B, GENERAL BUSINESS.
 2. PROPOSED USE : LIGHTING RETAIL SHOWROOM & WAREHOUSE

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CITY OF SUGAR HILL

4988 WEST BROAD ST. SUGAR HILL, GEORGIA 30518
(404) 945-6716

ADMINISTRATIVE RECOMMENDATION

TO: Planning & Zoning Board
FROM: Ken Crowe - Director: Planning & Development
RE: PROPOSED REZONING RECOMMENDATION
RZ-95-004 (B.T. Baltimore)
DATE: December 11, 1995

STAFF RECOMMENDATION: Approval
This tract is adjacent to RZ-95-003.

**CLERK'S REPORT
JANUARY 1996**

The Clerk's office is still busy collecting Property Taxes.

We are in the process of getting ready to send out notices for Occupational Tax License for 1996. They will be due on March 31, 1996.

We will begin issuing FI FA's by the end of January for all delinquent taxes due before 1995.

MEMORANDUM 96-01

TO: Mayor/City Council

FR: Warren P. Nevad

RE: JANUARY 9, 1996 CITY MANAGER REPORT

DATE: January 2, 1996

1. EMPLOYEES:

We held our Christmas for our underprivileged small children living in Sugar Hill on December 21, 1995. Approximately, 50 kids received toys from Santa. We distributed nearly 200 turkeys and hams to our senior citizens. I appreciate Margie Wilson's efforts with these worthwhile projects. We collected nearly \$3800 for our Christmas fund. Hopefully, this will begin a new holiday tradition in Sugar Hill.

Ruth Switzer assisted me in developing a new alcohol testing program for our employees in the gas department. This is a federal requirement.

Our employees have been very cooperative during our transitory period regarding the transfer of our water and sewer system.

2. CUSTOMER SERVICE:

Shirley Fields and Ruth Ann Cooper have been informing the public regarding County utility billing and rate procedures. The County is preparing a letter of notice to our previous water and sewer customers. Margaret McEachern has provided the County with all necessary billing and deposit information.

We purchased one (1) new truck for our gas department. We had surplus monies in our renewal and replacement fund to purchase this needed vehicle. Shortly, we plan to auction the vehicles that were replaced.

Donna Zinskie is working with me to develop a comprehensive drainage improvement plan. Currently, Donna and Ralph Terry are performing drainage maintenance related activities such as ditch repair and cleaning of catch basins.

We installed sidewalks at the rear entrance of E.E. Robinson Park, Hidden Circle Drive, and Wages Way.

3. BUDGET/FINANCE:

Betty Garbutt and I plan to network more with other local governments so that we can develop better financial efficiency measuring tools. Since we sold the water and sewer system, we want to ensure that we are operating efficiently.

Due to Betty's frugal spending, we were able to pay off the S.R.F loan in conjunction

with the sale of our water and sewer system. We used our surplus monies to accomplish this feat.

4. **SOLID WASTE MANAGEMENT PLAN:**

The Department of Community Affairs (DCA) has notified the Atlanta Regional Commission that our plan has met the Minimum Planning Standards. We are very pleased with DCA's determination. We are now eligible for state grants and permits relating to solid waste management.

5. **CLUBHOUSE:**

We held our dedication on December 29, 1995. We are only a couple of weeks away from issuing a final certificate of occupancy. Presently, the architect is reviewing the punch list with the contractor. As of this date, the contractor owes the City \$7,000 in late fees. Further, the contractor has been late in paying some of his sub-contractors.

Please be prepared to make a decision at the February Mayor/Council Meeting whether to accept or reject the Contractor's request of \$25,000 change order due to the elevation discrepancies. My recommendation is not to accept this request. Please refer to previous correspondence relating to this topic.

6. **WATER & SEWER SALE:**

The Water and Sewer sale was closed on December 29, 1995. We believe that this transaction will benefit the City for years to come. We appreciate everyone's efforts on this project.

Best Wishes for a productive meeting. Happy New Year!

WPN: bms

AGENDA
CITY OF SUGAR HILL - COUNCIL MEETING
MONDAY, FEBRUARY 12, 1996 - 7:30 P.M.

CALL TO ORDER, PLEDGE TO FLAG, AND INVOCATION:

INTRODUCTION OF STUDENTS:

APPROVAL OF AGENDA:

APPROVAL OF JANUARY MINUTES:

DEPARTMENT REPORTS:

A:	PLANNING & ZONING, ZONING APPEAL BOARD:	CROWE
B:	FINANCE DEPARTMENT:	GARBUTT
C:	UTILITIES:	PAYNE
D:	GOLF:	QUEEN
E:	RECREATION:	NEVAD
F:	DRAINAGE:	ZINSKIE

OLD BUSINESS:

A:	BOARD APPOINTMENTS:	WEBSTER
B:	REVOLVING DOOR POLICY:	THOMPSON
C:	REPORT ON CLUB HOUSE:	NEVAD
D:	UPDATE ON CONSENT ORDER:	NEVAD
E:	UPDATE ON MID-AMERICAN:	THOMPSON
F:	RECYCLING:	DAVIS

CITIZEN'S AND GUEST'S COMMENTS:

NEW BUSINESS:

A:	EMPLOYEE OF THE MONTH:	NEVAD
B:	PEACHTREE RIDES:	GUTHRIE
C:	GMA LEASE POOL RESOLUTION:	NEVAD
D:	DRAINAGE-SOUTH ROBERTS DRIVE:	NEVAD
E:	PARK SECURITY:	SPRADLIN
F:	PRISON CREW CONTRACT:	NEVAD
G:	G.E.F.A. REFINANCING PROPOSAL:	NEVAD
H:	M.G.A.G. GAS RATES:	NEVAD
I:	Billing Comments	DAVIS
	CITY CLERK'S REPORT:	GARBUTT

CITY MANAGER'S REPORT:

NEVAD

COUNCIL REPORTS:

EXECUTIVE SESSION: POTENTIAL LITIGATION

ADJOURNMENT:

EXECUTIVE SESSION MINUTES

OF THE CITY OF SUGAR HILL

DATE Jan 8, 1998

☒ Gary Webster, Mayor

____ Warren P. Nevad, City Manager

☒ Reuben Davis, Mayor Protem

☒ Lee Thompson, City Attorney

☒ Steve Bailey, Councilman

____ Betty Garbutt, City Clerk

☒ W. J. Dodd, Councilman

☒ Charles Spradlin, Councilman

Jim Stanley
____ Jim Stanley, Councilman

Motion made to go into Executive Session to discuss matters properly excluded from the Georgia Open and Public Meetings Law (O.C.G.A. 50-14), specifically.

☒ Discussing or deliberating upon the appointment, employment, hiring disciplinary action or dismissal, or performance of a public officer or employee.

____ Discussion of future acquisition of real estate.

☒ Discussion with Legal Council pertaining to pending or potential Litigation, settlement, claims, administrative proceedings or other judicial actions.

____ Other _____

Motion: Bailey Seconded: Dodd Vote 4-0 Time 8:50 PM
1 abstain

MATTERS DISCUSSED/ACTION

Salary Increase of 6% for
City Manager 5-0
Motion by Dodd, 2nd Spradlin
unanimous vote - (5-0)

MOTION TO ADJOURN

EXECUTIVE SESSION: _____ SECOND _____ VOTE _____ TIME 9:10 PM

Betty Garbutt
BETTY GARBUTT, CITY CLERK

**MINUTES
COUNCIL MEETING
MONDAY, FEBRUARY 12, 1996 - 7:30 P.M.**

The Regular Monthly Meeting of the City of Sugar Hill Council was held on Monday, February 12, 1996 at 7:30 P.M. in the Community Center.

Those present were: Mayor Pro Tem Reuben Davis, Council Members Steve Bailey, W. J. Dodd, Tim Pugh, and Charles Spradlin, Deputy Clerk Shirley Gibbs, Attorney Lee Thompson, Development Director Ken Crowe, Golf Director Wade Queen, employee Wayne Clement, North Gwinnett High students Winnielyn Alfelor, Harris Byers, Corey Little, Patrick Ryham, Jacqueline January, Elizabeth Sudderth, Randy Pettyjohn, Matt Jumper and Jennifer Hall, registered guests Pat Johnson, representatives of the news media and other citizens and guests. Mayor Webster was out of town and Clerk\Finance Director Garbutt was attending training at the UGA Continuing Education Facility in Athens.

The meeting was called to order by Mayor Pro Tem Reuben Davis. The Pledge to the Flag was led by student guest Elizabeth Sudderth. Council Member Dodd gave the invocation.

Students from North Gwinnett, who were participating in the meeting, introduced themselves and reported their plans for furthering their education after graduation. They were given applause and wishes for success in their endeavors.

Council Member Spradlin made a motion to approve the Agenda, seconded by Council Member Bailey and passed on a vote of 4-0.

Council Member Dodd made a motion to approve the January Minutes, seconded by Council Member Spradlin and passed on a vote of 4-0.

DEPARTMENT REPORTS:

A: PLANNING & ZONING, ZONING APPEALS BOARD:

Director Crowe reported that no meetings were held during January and the P & Z Board would not meet during February. The Appeals Board met in January to discuss policies for administrative variances and they also have a meeting scheduled for February 26, 1996.

B: FINANCE DEPARTMENT:

Student guest Jacqueline January reported, for the Finance Department, that a total of \$344,571 was collected of approximately \$393,000 billed in Property Taxes for 1995. Notices will be sent out for delinquent 1995 taxes which are not paid by the end of February. Reports are in the Council Packets.

C: UTILITIES DEPARTMENT:

Manager Nevad reported that the Gas Department installed 32 new services in January and over 2,000 feet of pipe. Student Matthew

Jumper read a memorandum to Manager Nevad from Director of Public Services Billy Hutchins concerning the low pressure problem experienced on February 6, 1996. This problem was due to equipment failure and effected 47 residences, and was not due to low pressure in the lines.

D: GOLF DEPARTMENT:

Director Wade Queen reported that the month went as expected with January revenue down 22% over the same period last year, and it appears that February is not looking much better, but within the next 6 weeks play is expected to increase. The roof leaks at the Club House have been repaired. A Golf Association meeting will be held on Tuesday, February 13, 1996 and Director Queen invited all who are interested in Golf to participate. He invited all to come out and tour the new club house.

E: RECREATION DEPARTMENT:

Student guest reported that resodding would be done at the Soccer Field in the next 6 weeks. Vandalism has been experienced at the park, and park security will be addressed later in the meeting.

F: DRAINAGE DEPARTMENT:

Manager Nevad reported that the City is working on the drainage problem. McNalley and Patrick is working on a study of drainage problems with 9 sites being identified. They are Pass Court, Gold Mine Drive, Frontier Forest, and Park Area. These problems will be addressed in the study.

Manager Nevad commended employee Ralph Terry for engineering the building of a trench digger which has helped greatly to alleviate some of the problems of drainage.

OLD BUSINESS:

A: BOARD APPOINTMENTS:

Manager Nevad reported that the City has several appointments to make. Recreation Board has 2 openings for 5 year terms and the person appointed must live in Sugar Hill. There is 1 opening on the P & Z Board for a 2 year term and must live in the City. There is 1 opening on the Economic Development Board and the person does not have to live in the City. There are 5 appointments needed on the Alcohol Review Board for 2 year terms and they must live in the City.

Those nominated for Recreation Board were Milton Califf and David Edwards and approved on a vote of 4-0.

J. C. Henry was nominated for the EDC Board and approved on a vote of 4-0.

Larry Newberry was nominated to the P & Z Board and approved on a vote of 4-0.

Those nominated for the Alcohol Review Board were Kenneth Allen, Tom Wilson, Scott Pryor, Jared Bailey, and Orin Holly. These nominations were approved on a vote of 4-0.

B: REVOLVING DOOR POLICY:

Attorney Thompson asked student guest Harris Byers to read a memo he sent to the Council concerning the Revolving Door Policy. The revisions, to the Ordinance, were listed and Attorney Thompson addressed the questions from Council. There were several corrections in wording which will be addressed by Attorney Thompson. Council Member Dodd made a motion to approve the policy, seconded by Council Member Spradlin for discussion. Council Member Spradlin presented several concerns on wording and verbiage in the Ordinance. The revisions were discussed, agreed upon in Paragraph 6 under Item A, and paragraph 2 under Item B, and will be incorporated into the Ordinance. The revised Ordinance will be attached to these minutes. (see attached) The Ordinance, with revisions, was approved on a vote of 4-0.

C: REPORT ON CLUB HOUSE:

Manager Nevad reported that the architect has authorized final payment to the contractor. This includes deduction of \$7,700 for late payments, and \$1,100 in additional consulting fees.

D: UPDATE ON CONSENT ORDER:

Ground Water Monitoring Wells are being installed, rock is being encountered and the Council will be kept informed on the cost of the project.

E: UPDATE ON MID-AMERICAN:

Attorney Thompson presented a memo to the Council and reported that a meeting has been scheduled with attorneys from Mid-American and he asked that this be tabled until the proposal can be received in writing. Council Member Bailey made a motion to table, seconded by Council Member Spradlin and approved on a vote of 4-0.

F: RECYCLING REPORT:

Student guest Elizabeth Sudderth reported this item will be tabled.

CITIZEN'S AND GUEST'S COMMENTS:

Mr. Jeff Fox expressed concern on the drainage issue, and asked if White Oak Drive was to be in the drainage survey. This was discussed.

Mrs. Meg Avery expressed concern over the Club House report of leaks in the roof. Manager Nevad explained this to Mrs. Avery and she asked what the additional architect fees were for. Manager Nevad explained this amount of \$1,100. She also asked if Forest Green Drive was on the drainage list study. Manager Nevad told her it was not and she stated she would talk to him later in the week concerning this.

Mr. Bob Wagner stated he was glad to see the students at the

meeting and told Mayor Pro Tem Davis he was doing a good job in chairing the meeting. He commended the Council for their democratic actions, in the debate and vote, taken at the January Meeting concerning the televising of the Council Meetings. He commented on the deregulating of Cable TV and he feels the televising should continue, provided it does not cost too much, if they should start charging for the telecast.

NEW BUSINESS:

A: EMPLOYEE OF THE MONTH:

Manager Nevad announced that Mr. Wayne Clement was January Employee of the Month. He has been employed with the City for 9 years, he is a very dedicated employee and works very hard. He was presented a plaque and a monetary award.

B: PEACHTREE RIDES:

There was no one present to present this matter.

C: GMA LEASE POOL RESOLUTION:

Manager Nevad presented the Resolution by title for the continued participation of the City of Sugar Hill in the GMA Lease Pool Program. Council Member Dodd made the motion, seconded by Council Member Spradlin and approved on a vote of 4-0.

D: DRAINAGE-SOUTH ROBERTS DRIVE:

Manager Nevad reported on the on-going drainage problem on South Roberts Drive. There are 5 different options, which Manager Nevad explained. He and Director Crowe will look at these solutions and he feels that more time is needed to look at these options. Council Member Dodd asked that a Work Session was needed to work through the options. He made a motion that a Work Session be held on Monday, February 19, 1996, seconded by Council Member Bailey and passed on a vote of 3-1. Council Member Spradlin abstained from voting on the motion.

E: PARK SECURITY:

Council Member Spradlin asked Manager Nevad to update the Council and Citizens on what has been done at the park for security. Manager Nevad reported that patrols are being done 4 times a night at a cost of \$550 per month by a security company using marked security vehicles. The process has been successful with no further vandalism being reported. Council Member Spradlin made a motion that this security be continued for a period of 1 year. Council Member Dodd seconded the Motion which passed on a vote of 4-0.

F: PRISON CREW CONTRACTS:

Manager Nevad explained that the City currently has 3 prison crews and due to the arrangements for picking up yard trash, he feels that the City does not need the services of 2 crews for the street department. Each crew costs the City \$23,000 a year. He recommended that 1 of the crews in the street department be

terminated. There must be 60 days given if a crew is terminated. Council Member Spradlin made the motion recommended by staff. Council Member Pugh seconded the motion. Council Member Dodd stated that the City gets a bargain for \$23,000, but maybe at a later time we will need the third crew. Vote on the motion was 4-0.

G: G.E.F.A. REFINANCING PROPOSAL:

Manager Nevad stated that we owe approximate \$2.3 million on the GEFA Loan and should refinancing be done it would save the City approximately \$11,000 per year as interest would drop from 6.5% to approximately 5%. Manager Nevad introduced Mr. John Aderhold from SouthTrust Bank to explain the process to the Council. After discussion Council Member Dodd made a motion to authorize Mr. Aderhold to pursue this if it is advantageous to the City. The motion was seconded by Council Member Spradlin. After discussion on the interest rates and a time table, the vote on the motion was 4-0. Mr. Aderhold also reported that the City made \$20,000 on the float of the idle funds, which are escrowed, from the sale of the Water and Sewer System to Gwinnett County.

H: M.G.A.G. GAS RATES:

Council Member Spradlin asked that the students actively participate in this as Manager Nevad explains the process. He reported on the cost of mcf's to the City over the past year. He explained how the rate structure works and the fact that we have no control over the cost of purchasing gas. He asked for directions from the students as to what the City should do regarding the impact of the cost on the City Budget. The students asked for any suggestions from Council. Some of the students suggested that the City absorb the cost and not pass it on to the citizens. Pros and cons were discussed, between the Council and the students, concerning the matter. Motion was made by Council Member Dodd for the City to absorb the cost and not pass it to the Citizens. Council Member Spradlin seconded the motion which passed on a vote of 4-0.

I: BILLING COMMENTS:

Mayor Pro Tem Davis suggested that the citizen's use the blank on the Utility Bills to give comments to the City.

CITY CLERK'S REPORT:

Student guest Jacqueline January read a letter Mayor Webster received from Colonial Lighting Co. (see attached) She reported that Clerk Garbutt and Deputy Clerk Gibbs are working on the occupational taxes. Appreciation was expressed to Kim Landers for helping out with the update of the Municipal Code, and to Donna Zinskie for her work in the Inspections Department. Clerk Garbutt is in Athens this week for training. Miss January reported that the Gwinnett Municipal Association meeting will be Tuesday, February 13, 1996 in Buford.

CITY MANAGER'S REPORT:

Student guest Patrick Ryham reported that 2 full time employees, in the office, have been cut back to 30 hours each for a savings of over \$10,000 per year.

Manager Nevad gave a labor report on the full time employees stating that over a period of 2 years there has been a cut back of 10 employees and he feels that the City is over staffed and he anticipates further cut-backs will be done by the end of the first quarter.

Manager Nevad expressed appreciation to the students and presented certificates to them for their participation in the meeting. The Council expressed appreciation to the students for their participation.

Each of the students expressed their appreciation for being allowed to participate in the Council Meeting. They also expressed appreciation for the orderly fashion on how the meeting was conducted.

COUNCIL REPORTS:

Council Member Dodd expressed appreciation for the fact that Gwinnett High has such fine students as future leaders of the community. He also asked for those interested in the Work Session on the drainage problems to feel free to attend the meeting which will be held on Monday, February 19, 1996.

Council Member Bailey expressed appreciation to the students and also to Mayor Pro Tem Davis for a job well done.

Mayor Pro Tem Davis expressed appreciation for the great job done by the students in their rolls as assistants to the Council.

Council Member Spradlin expressed his appreciation to the students and hopes this can be done again in the very near future.

Council Member Pugh thanked the students and expressed how proud he is of his alma mater North Gwinnett High School and wished the students much success in the future.

Deputy Clerk Gibbs thanked Jacqueline January for filling in for her as she filled in for Clerk Garbutt tonight.

The students were given a round of applause.

EXECUTIVE SESSION:

Council Member Dodd made a motion to go into Executive Session at 8:50 P.M. to discuss potential litigation and personnel. Council Member Bailey seconded the motion. The vote on the motion was 3 for and 1 abstain by Council Member Spradlin.

Mayor Pro Tem Davis reported that they would return to the Regular Meeting to adjourn.

The Executive Session ended at 10:15 P.M. No action was taken out of the Executive Session.

ADJOURNMENT:

The meeting was adjourned at 10:17 P.M.

9

ORDINANCE
CITY OF SUGAR HILL

WHEREAS the Mayor and the Council of the City of Sugar Hill desire that sound management and business practices be adhered to and desire to avoid even the appearance of conflict not in the best interest of the city:

The Council of the City of Sugar Hill hereby ordains that Section 2-73 of "The Code Sugar Hill, Georgia" is hereby added, to read as follows:

(A) Prohibited Contracts

The City shall not enter into any contract involving services or property with a current or former member of the governing authority and/or a current or former employee or with a business in which a member of the current or former governing authority and/or a current or former employee has a substantial financial interest. For purposes of this Ordinance, a substantial financial interest is defined as an ownership interest of ten percent (10%) or more.

This restriction shall apply for a period of twelve (12) months after the member of the governing authority or employee has left his or her position with the City, but shall not apply in the case of:

1. The designation of a bank or trust company as a depository for city funds;
2. The borrowing of funds from any bank or lending institution which offers the lowest available rate of interest in the vicinity for such loan;
3. Contracts entered into in accordance with the Official Code of Georgia Annotated §16-10-6;
4. Contracts for services which are awarded pursuant to sealed competitive bids subsequent to an advertised competitive bid process in accordance with the purchasing ordinance of the city;
5. Contracts entered into under circumstances which constitute an emergency situation, provided that a written record explaining the emergency is prepared by the Mayor and submitted to the Council at its next regular meeting and thereafter kept on file;
6. The purchasing or contracting with a business at which a current or former official and/or a current or former employee is an employee, provided that official and/or employee has no ownership or proprietary position with the business.

~~ownership~~
substantial financial interest

7. When the City had a contract with such a person or business prior to the member and/or employee leaving office and that person did not influence the City to enter that contract in anticipation of personal gain.
 8. The business received the contract for having the lowest and best bid pursuant to the purchasing procedures established by the City and the person did not represent the business in its discussions with or submissions to the mayor and council.
- (B) Restrictions for Current or Former Members and/or Current or Former Employees of Governing Authority

No person who is a current member of the governing authority of the city and/or employee of the city or who has been a member of the governing authority and/or employee of the city within the past twelve (12) month period shall attempt to influence the city to award a contract or take any official action which would result in personal financial gain for the person or any individual or business ~~represented by the person~~ ^{with whom} ~~has a Substantial Financial interest.~~

(C) Use of Property or Services

No current or former official and/or current or former employee shall request, use or permit the use of any city-owned or city-supported property, vehicle, equipment, labor or service for him/herself or any other person or private entity; provided, however, that no current or former official and/or employee is prohibited from requesting, using, or permitting the use of any city-owned or city-supported property, vehicle, equipment, material, labor, or service which as a matter of city policy is made available to the public at large or which is provided as a matter of stated public policy for the use of current or former officials and/or current or former employees in the conduct of official city business.

(D) Effective Date

This Ordinance shall become effective on the date received from the Mayor as approved.

IT IS SO ORDAINED this 12th Day of February, 1996.



Council Member



Council Member



Council Member

Charles A. Spradli
Council Member

Jim Ryk
Council Member

Attest: Betty R. Garkner
City Clerk

Submitted to Mayor: February 19, 1996

Approved by Mayor, this 19 day of February, 1996.

Larry Smith
Mayor

THOMPSON & SWEENY, P.C.
Law Offices

V. LEE THOMPSON, JR.
VICTORIA SWEENY
MELANIE D. WILLIAMS
PAUL E. ANDREW
JORGIA C. NORTHRUP

Longleaf Commons
690 Longleaf Drive, Lawrenceville, GA 30245
Telephone: 770/963-1997
Telephone Copier: 770/822-2913

Mailing Address
P.O. Drawer 1250
Lawrenceville, Georgia 30246

January 8, 1996

Dan A. Aldridge, Jr.
Aldridge Law Firm
Two Midtown Plaza
Suite 1960
1360 Peachtree Street, NE
Atlanta, GA 30309

Certified Mail
P 252 993 254

RE: Violations of City of Sugar Hill Solid Waste Management Ordinance
by Mid-American Waste Systems of Georgia, Inc.

Dear Dan:

I am writing pursuant to the direction of the Mayor and Council of the City of Sugar Hill. This letter will confirm our previous telephone conversations regarding this matter. The Mayor and Council of the City of Sugar Hill hereby demand that Mid-American Waste Systems of Georgia, Inc., reimburse the City the sum of \$82,985.66 (eighty-two thousand nine-hundred eighty-five dollars and sixty-six cents) for improper sanitation charges billed to the City of Sugar Hill by Mid-American Waste Systems of Georgia, Inc., through Gwinnett Sanitation, Inc., under the franchise agreement granted by the Solid Waste Management Ordinance of December 18, 1985.

The amount requested is for improper sanitation charges billed to the City for waste collections at Mr. Tubbs, Inc., located at 670, 675, and 680 North Price Road in Sugar Hill, Georgia, for the time period May 15, 1992 through September 30, 1995. These charges were for waste collections which exceeded the normal collection called for by the Solid Waste Management Ordinance. The City of Sugar Hill never approved these additional collections and was never advised that it was being billed for additional collections.

The City of Sugar Hill has requested payment of these additional billings by Mr. Tubbs, Inc., and has been advised by Mr. Tubbs, Inc., that the additional pick-ups were not requested by Mr. Tubbs, Inc. The City was also told that Mr. Tubbs, Inc., was never advised that the number of pick-ups would be increased or that there would be any additional charge for any change in the number of pick-ups.

Mid-American Waste Systems of Georgia, Inc., operating through Gwinnett Sanitation, Inc., provides waste collection in accordance with the Solid Waste Management Ordinance enacted December 18, 1985. The ordinance was amended November 25, 1987. Paragraph 6, subparagraph

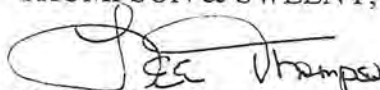
B, subsection (c) provides that the frequency, time and place of collection for commercial entities shall be determined by the City of Sugar Hill. Paragraph 13, subparagraph C provides that the City shall be the collector of all payments for customer accounts but specifically provides "In respect to franchisee the City shall be responsible for no loss due to nonpayment by customers, except single family residential customers." Subparagraph E of paragraph 13 goes on to provide that the franchisee shall provide all necessary billing information to the City on or before the twenty-fifth day of each month. Mid-American Waste Systems of Georgia, Inc., operating through Gwinnett Sanitation, Inc., altered the collection schedule for Mr. Tubbs, Inc., in 1992 without advising the City of this fact and without receiving the City's consent to this alteration in frequency of collection. In addition, Mid-American Waste Systems of Georgia, Inc., operating through Gwinnett Sanitation, Inc., failed to notify the City of the additional charges to Mr. Tubbs, Inc., and simply included these charges in the general monthly invoice received by the City. Now that this matter has been brought to the attention of the City, the City has requested that Mr. Tubbs, Inc., reimburse the City for these amounts and Mr. Tubbs, Inc., has refused to do so. Thus, the matter of these collections is now between Mr. Tubbs, Inc., and Mid-American Waste Systems of Georgia, Inc., and the City hereby demands reimbursement of the amounts paid by the City and not collected from Mr. Tubbs, Inc.

Should Mid-American Waste Systems of Georgia, Inc., fail to reimburse the City for the amounts demanded above on or before January 31, 1996, then this letter should be considered official notice in accordance with paragraph 17 of the Solid Waste Management Ordinance dated December 18, 1985, that the Mayor and Council of the City of Sugar Hill will place on the agenda for the public meeting scheduled for 7:30 p.m. on February 12, 1996, the issue of termination of the franchise granted to Gwinnett Sanitation, Inc., by the Solid Waste Management Ordinance. The Mayor and Council will consider termination of the franchise because the franchisee has violated the provisions of Section 6, subparagraph B, subsection (c); paragraph 13, subparagraph E; and paragraph 17, subparagraph 1, subsection (c). A representative of the franchisee shall have the right to appear at the February meeting and respond to the allegations set forth in this letter prior to any action by the Mayor and Council to terminate the franchise agreement.

If you have any questions regarding the contents of this letter or wish to discuss this matter further, please contact me on your receipt of this letter.

Sincerely,

THOMPSON & SWEENEY, P.C.



V. Lee Thompson, Jr.

VLT/cpt

cc: Warren Nevad, City Manager

Catherine M. Packwood, Attorney for Edward A. Grove and E. R. Driver

ORDINANCE

The Council of the City of Sugar Hill hereby ordains as follows:

The alcohol policy attached hereto as Exhibit "A" which is incorporated herein by reference and which allows for the administration of the Department of Transportation Alcohol Misuse Prevention Program pursuant to the Pipeline Safety Regulations, Code of Federal Regulations Title 49 (49CFR), Part 199 is hereby adopted as the Alcohol Testing Policy of the City of Sugar Hill and amends policies adopted prior to this date.

Concurrently herewith, the Mayor and Council of the City of Sugar Hill, Georgia, hereby delegate to the City Manager the authority to amend the attached policy from time to time in order to insure the policy's conformance with federal, state and local laws and regulations.

IT IS HEREBY ORDAINED THIS 8 DAY OF JANUARY, 1996

Y. J. D. D. D.
Council Member

Thomas C. Bailey
Council Member

Jim Rugh
Council Member

Robert H. Davis Jr.
Council Member

Charles A. Spradlin
Council Member

ATTEST:

Dennis B. Gashert
City Clerk

APPROVED BY

Harry L. West
MAYOR

This 9TH day of JAN, 1996.

Delivered to the Mayor 1/8/96

Received from Mayor 1/8/96

ATTEST:

Debra B. Jackson
CITY CLERK

CITY OF SUGAR HILL

ALCOHOL MISUSE PREVENTION PROCEDURE

Purpose

The purpose of this Procedure is to reduce accidents that result from the misuse of alcohol, thereby reducing fatalities, injuries, and property damage; and to comply with the alcohol testing standards promulgated by the U.S. Department of Transportation.

WHO MUST BE TESTED

Any employee who would perform an operating, maintenance, or emergency response function on a pipeline is subject to alcohol testing under the Federal regulations. The persons holding any position listed in Appendix A of this Procedure are subject to alcohol testing.

WHEN TESTING MUST OCCUR

Alcohol testing must be performed on the following occasions:

1. When there has been an accident (Post-Accident testing)
2. When there is reasonable suspicion that one or more alcohol-affected employees may pose a danger to themselves and others in their job performance (Reasonable-Suspicion testing)
3. When an employee returns to duty after engaging in prohibited conduct (Return-to-Duty Testing)
4. Following the return to work of a covered employee who has been determined to be in need of assistance in resolving problems associated with alcohol misuse (Follow-Up Testing). The covered employee will be subject to a reasonable program of follow-up testing, without prior notice, for up to 60 months after his or her return to duty.

The requirements for each type of testing are as follows:

Post-Accident Testing

1. Following an accident, as defined in the Definitions section of this Procedure, The City of Sugar Hill will promptly test each surviving covered employee for alcohol if that employee's performance contributed to the accident or cannot be completely discounted as a contributing factor to the accident.

The decision not to administer an alcohol test under this section will be based on the City of Sugar Hill's determination, using the best available information at the time of the determination, that the employee's performance could not have contributed to the accident.

2. Each employee involved is required to submit to an alcohol test within two hours of the accident. If a test is not administered within eight hours following the accident, the City of Sugar Hill will stop trying to conduct an alcohol test and will prepare and keep on file a written report explaining why the alcohol test was not conducted.
3. An employee who is subject to post-accident testing and who fails to remain readily available for such testing--including notifying the public gas system or its representative of his/her location if he/she leaves the scene of the accident prior to submission to an alcohol test--may be deemed to have refused to submit to testing.
4. The employee must remain available for alcohol testing and may not consume any alcohol for eight hours following the accident or until the alcohol test has been conducted. Employees should, however, seek and obtain emergency medical care whenever necessary. -

Reasonable-Suspicion Testing

1. Reasonable-suspicion testing is designed (in conjunction with supervisor training on the signs and symptoms of alcohol misuse) to identify alcohol-affected employees who may pose a danger to themselves and others in their job performance. Employees may be at work in a condition that raises concern regarding their safety or productivity. Supervisors will make a decision as to whether there is a reasonable suspicion to believe an employee is using or has used alcohol.
2. A determination by the City of Sugar Hill that reasonable suspicion of alcohol use exists and to require a covered employee to undergo an alcohol test will be based on specific, stated observations concerning the appearance, behavior, speech, or body odors of the employee at the time. The required observations will be made by a supervisor who has received at least 60 minutes of training in detecting the symptoms of alcohol misuse.
3. If a reasonable-suspicion test is not administered within two hours following the determination, The City of Sugar Hill will prepare and keep on file a record stating the reason why the test was not promptly administered.

If the required test is not administered within eight hours of the determination, The City of Sugar Hill will stop trying to administer the test. Upon request such records will be made available to any person who has been delegated authority in the matter concerned.

4. The City of Sugar Hill will not permit a covered employee to report for duty or remain on duty requiring the performance of covered functions while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech, or performance indicators of alcohol misuse.

Return-to-Duty Testing

1. If a Substance Abuse Professional consulted in the case makes a determination that some form of evaluation and/or treatment is required, then the employee must comply with the recommended provisions in order to be considered eligible to return to duty.
2. Before an employee may return to duty to perform covered functions after engaging in prohibited conduct, the City of Sugar Hill will ensure that the employee undergoes a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

Follow-Up Testing

1. Following the determination that a covered employee is in the need of assistance in resolving problems associated with alcohol misuse, the employee will be subject to unannounced follow-up testing as directed by a Substance Abuse Professional (SAP). An employee who returns to duty will be subject to a reasonable program of follow-up testing, without prior notice for up to 60 months **after** his or her return to duty.
2. The employee will be subject to at least six unannounced alcohol follow-up tests during the first 12 months following his or her return to duty. The SAP assigned may terminate the requirement for follow-up testing at any time after the initial six tests have been completed is the SAP makes the determination that such testing is no longer warranted.
3. The City of Sugar Hill may require a covered employee to submit to alcohol follow-up testing when the SAP assigned has reason to suspect alcohol involvement.
4. Follow-up testing will be conducted just before the employee is to perform, while the employee is performing,

or just after the employee has ceased performing a covered function.

PROHIBITED ALCOHOL-RELATED CONDUCT

The use or possession of alcoholic beverages while on The City of Sugar Hill property, or in any City vehicle, or on City time, including breaks or lunch, paid or unpaid, on any shift, is strictly prohibited.

Alcohol Concentration of 0.04 or Greater

Employees are prohibited from reporting for duty or remaining on duty while having an alcohol concentration of 0.04 or greater (which means 0.04 grams or more of alcohol per 210 liters of breath). If a City of Sugar Hill representative has actual knowledge that an employee has an alcohol concentration of 0.04 or greater, the employee will not be permitted to perform or continue to perform his/her duties.

Pre-Duty Use Within Four Hours

Employees may not use alcohol within four hours prior to performing covered functions, or, if an employee is called to duty to respond to an emergency, within the time period after the employee has been notified to report for duty. If a City of Sugar Hill representative has actual knowledge that an employee has used alcohol within four hours prior to performing covered functions or within the time period after the employee has been notified to report for duty, the employee will not be permitted to perform or continue to perform his/her duties.

On-Duty Use

Employees may not use alcohol while performing his/her duties. If a City of Sugar Hill representative has actual knowledge that an employee is using alcohol while performing his/her duties, the employee will not be permitted to perform or continue to perform such duties.

Penalty for Not Submitting to an Alcohol Test

Any employee who refuses to submit to a post-accident, or reasonable suspicion test will not be permitted to perform or continue to perform his/her duties and may be subject to disciplinary action up to and including termination of employment.

Possible Disciplinary Actions Alcohol Misuse

- A. An employee who has an alcohol test administered and is found to have alcohol concentration of 0.04 or greater will be sent for an evaluation by a Substance Abuse Professional or disciplined up to and including termination of employment at The City of Sugar Hill's discretion. An employee who has violated the prohibitions on alcohol misuse and who has been sent for an evaluation will not be allowed to perform any functions unless and until that employee has:
1. Been evaluated by a Substance Abuse Professional to determine whether the employee is in need of assistance in resolving problems related to alcohol use.
 2. Completed any treatment recommended by the Substance Abuse Professional assigned.
 3. Been evaluated by a Substance Abuse Professional to ensure that the employee has properly followed the treatment program.
 4. Undergone a return-to-duty alcohol test with resulting alcohol concentration of less than 0.02.
- B. An employee who has an alcohol test administered and is found to have alcohol concentration greater than 0.02 but less than 0.04 will not be permitted to perform any function or continue to perform any functions until:
1. An alcohol test is administered and the employee's alcohol concentration is less than 0.02; or
 2. The start of the employee's next regularly scheduled duty period, but not less than 8 hours following the determination that there is a reasonable suspicion to believe that the employee has violated the prohibitions as contained in this Procedure.

The covered employee may also be subject to disciplinary action up to and including termination of employment, according to the policy of this public gas system.

C. Disciplinary Actions

1. An employee who refuses to submit to an alcohol test without a valid medical explanation after he or she has received notice of the requirement to be tested in accordance with the requirements of this Procedure, or who engages in conduct that clearly obstructs the testing procedure, will be terminated from employment.

2. An employee who refuses to report for assessment, evaluation and/or referral for treatment with a Substance Abuse Professional will be terminated from employment.
3. If an employee, after assessment, is referred for rehabilitation and the employee refuses to enter or successfully complete a rehabilitation assessment program, he or she will be terminated from employment.
4. In all cases of an employee having an alcohol concentration of 0.04 or greater, and who has tested a second time at alcohol concentration of 0.04 or greater, will be terminated from employment.
5. On-duty use or possession of alcohol on The City of Sugar Hill's time or premises will result in termination of employment.
6. When an employee has tested for alcohol in a concentration of 0.04 or greater, the employee will be removed from performing any function and will be suspended for 10 working days without pay and will be referred to a Substance Abuse Professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse.
7. When an employee has tested for alcohol in a concentration of 0.02 or greater but less than 0.04, that employee will be removed from performing any function and suspended without pay for the remainder of his or her shift.
8. When an employee has an alcohol test conducted and the alcohol concentration is 0.02 or greater but less than 0.04 on a second test, the employee will be removed from performing any function and will be suspended for five working days without pay and referred to a Substance Abuse Professional, and must follow all the recommendations of the assessment. Any subsequent test at 0.02 or greater will result in termination of employment.
9. When an employee has an alcohol test conducted and alcohol concentration is 0.02 or greater but less than 0.04 after having had a prior alcohol concentration of 0.04 or greater, then that employee will be removed from performing any functions and will be suspended for 20 working days and referred to the Substance Abuse Professional, and any subsequent alcohol concentration 0.02 or greater will result in immediate termination from employment.

Where Alcohol Tests Will Be Performed

All alcohol testing for The City of Sugar Hill will be performed by a qualified and approved laboratory that agrees to comply with this system's policy and procedure. The laboratory is designated in Appendix A of this Procedure.

Rules on the Disclosure of Alcohol Information and Records

- A. The City of Sugar Hill will maintain all alcohol-related testing information, including all test results and other appropriate records, in a secure manner to prevent the disclosure of such information to unauthorized personnel.
- B. The person assigned to manage the alcohol testing program for The City of Sugar Hill will maintain a locked file public gas system to contain all the alcohol testing information and records. This file will be maintained as confidential. Employee files will handled on a strict "need-to-know" basis.
- C. Alcohol test results will be not be included in personnel files.
- D. the City of Sugar Hill will not release information on covered employees that is contained in records as required to be maintained by this Procedure and in accordance with federal requirements except as required by law or when expressly authorized or required by 49 CFR Parts 199 and 40.
- E. An employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol, including any records pertaining to his or her alcohol tests, The City of Sugar Hill will promptly provide the requested records. Access to an employee's records will be contingent upon payment for records than those specifically requested.
- F. The City of Sugar Hill will make records available to a subsequent employer upon receipt of written request from the covered employee. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the employee's written request.
- G. The City of Sugar Hill may disclose required information pertaining to the employee or the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol test administered as required by this Procedure and the regulations set forth in 49 CFR Parts 199 and 40 or from The City of Sugar Hill's determination that the employee engaged in prohibited alcohol-related conduct including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.

- H. The City of Sugar Hill will release information regarding an employee's records as directed by the specific, written consent of the employee authorizing release of the information to an identified person. Release of such information by the person receiving the information will be only in accordance with the terms of the employee's consent.

Required Record-Keeping

The person assigned to manage the City of Sugar Hill's alcohol testing program will maintain the alcohol testing records in accordance with the provisions set out in this Procedure.

- A. The following types of records will be maintained:

1. Records related to the collection process:
 - a) Calibration documentation for EBT devices.
 - b) Documentation of BAT/STT training
 - c) Documentation generated in connection with decisions to administer reasonable-suspicion alcohol tests.
 - d) Documents verifying existence of a medical explanation of the inability of an employee to provide adequate for alcohol testing.
 - e) Documents verifying existence or a medical explanation of inability of a covered employee to provide adequate breath for alcohol testing.
2. Records related to test results:
 - a) The public gas system's copy of the alcohol test form, including the results of the test.
 - b) Documents related to the refusal of any employee to submit to a required alcohol test.
 - c) Documents presented by an employee to dispute the result of an alcohol test administered under this Procedure.
3. Records related to other violations outlined in this Procedure.
4. Records of procedures to be followed if there is a positive confirming test.
5. Records related to referrals and evaluations:
 - a) Records pertaining to a determination by a SAP concerning an employee's need for assistance.
 - b) Records concerning a employee's compliance with the recommendations of the SAP, if the system decides to have the employee follow those recommendations.

3. For a minimum period of one year:
 - a) Records of employee alcohol test results with results indicating an alcohol concentration below 0.02.

Definitions

6. Records related to The City of Sugar Hill's misuse testing data and "missed test" information. The City of Sugar Hill will submit the required alcohol misuse MIS testing data and "missed test" information to the Research and Special Projects Administration of the U.S. Department of Transportation as prescribed by the federal regulations.
 7. Records related to education and training of employees and supervisors:
 - a) Materials on alcohol misuse awareness, including a copy of The City of Sugar Hill's policy on alcohol misuse.
 - b) Documentation of compliance with the requirements of 49 CFR Parts 199.231 and 40.
 - c) Documentation of training provided to supervisors for the purpose of qualifying the supervisors to make a determination concerning the need for alcohol testing based on reasonable suspicion.
 - d) Certification that any training conducted under this Procedure complies with the requirements of 49 CFR Parts 199 and 40.
- B Records will be maintained for the following periods.

1. For a minimum period of five years.
 - a) Records of employee alcohol test results with results indicating an alcohol concentration of 0.02 or greater.
 - b) Documentation of refusals to take required alcohol tests.
 - c) Calibration documentation of each EBT used in alcohol testing, including records of the results of external calibration checks.
 - d) Employee referrals and evaluations.
 - e) Management Information System (MIS) annual alcohol misuse report data.
 - f) Documents pertaining to "missed tests."
2. For a minimum period of two years:
 - a) Records related to the collection process (except calibration of EBT devices).
 - b) Records related to training.
 - c) Records of the inspection and maintenance of each EBT used in employee testing

Performing (a covered function) - means an employee is considered to be performing a covered function (safety-sensitive function) during any period in which he or she is actually performing, is ready to perform, or is immediately available to perform such covered functions.

Refusal to Submit (to an alcohol test) - means that a covered employee fails to provide adequate breath for testing without a valid medical explanation after receiving notice of the requirements to be tested or engages in conduct that clearly obstructs the testing process.

Screening Test (or initial test) - means an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen.

Substance Abuse Professional (SAP) - means a licensed physician (Medical Doctor or Doctor of Osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission), with the knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders.

**THE CITY OF SUGAR HILL
ALCOHOL-TESTING PROCEDURE**

Alcohol Program Manager (APM)

The Alcohol Program Manager for the City of Sugar Hill is: The Personnel Officer of The City of Sugar Hill.

Covered Positions

Personnel occupying the following positions in The City of Sugar Hill are subject to alcohol testing.

City Manager

Director of Development

Public Services Superintendent

Assistant Public Services Superintendent

Gas System Technician

Any standby personnel

Any person operating a City vehicle which is involved in an accident.

B. ALCOHOL TESTING LABORATORY/AGENT

The following party is authorized to perform alcohol tests for The City of Sugar Hill:

Name of Laboratory/Agent: City of Lawrenceville Police Department.

Address: P. O. Box 2200
Lawrenceville, GA 30246

Contact Person: Chief of Police Butch Conway

Telephone: (770) 339-2416

Fax: (770) 339-2415

C. SUBSTANCE ABUSE PROFESSIONAL (SAP) or THIRD-PARTY PROVIDER NETWORK

The Names and addresses of various Substance Abuse Professionals are listed on the bulletin boards in the break rooms and near every time clock. Employees may choose from these professionals.

O R D I N A N C E

The Council of the City of Sugar Hill, Georgia hereby ordains:

That "The Zoning Ordinance of the City of Sugar Hill" is hereby amended by amending the official zoning map adopted by that ordinance to classify the area described on Exhibit A which is attached hereto and incorporated herein by reference as General Business District (BG) on said official zoning map.

IT IS SO ORDAINED, this 8th day of January, 1996.

W. G. D. D.
Council Member

Mark Bailey
Council Member

Jim Rye
Council Member

Robert D. Davis Sr.
Council Member

Charles G. Spradlin
Council Member

APPROVED BY:

Harry L. Webb
MAYOR

This 8th day of Jan., 1996.

Received by the Mayor

Returned by the Mayor

ATTEST:

Bud P. Gurtman
CITY CLERK

ATTACHMENT "A"

All that tract or parcel of land containing 3.0057 acres and lying in Land Lot 253 of the 7th District within the City Limits of Sugar Hill, Gwinnett County, Georgia and being more particularly described as follows;

To find the TRUE POINT of BEGINNING commence at a point on the existing centerline of Peachtree Industrial Boulevard 2304.92' northeasterly along said centerline from its intersection with the centerline of Tench Road (existing centerline of Peachtree Industrial Boulevard is located 68' N.W. and parallel to the S.E. 200' R/W of said roadway), thence South 31 degrees 18 minutes 00 seconds East a distance of 72.72' to a point on the S.E. 200' R/W at the POINT of BEGINNING; thence North 37 degrees 56 minutes 59 seconds East a distance of 200.02' along said R/W to a point located 487.6' southwesterly from the intersection with the Land Lot Line common to Land Lots 253 and 254; thence leaving said R/W South 31 degrees 18 minutes 00 seconds East a distance of 700.04' along the S.W. line of Tract 10 to a 1/2" rebar; thence South 37 degrees 59 minutes 04 seconds West for a distance of 199.97' along the N.W. line of Tract 17 A and C to a point 0.14' Northeast of an iron pin found (1/2" rebar); thence North 31 degrees 18 minutes 00 seconds West for a distance of 699.91' along the N.E. line of Tract 12 to a point located 0.12' Southeast of a 1/2" rebar, said point being the aforementioned POINT of BEGINNING.

Above described tract is also known as Tract 11 of Mrs. Mason Lowance Property as surveyed by S.R. Fields on 7-13-76 and last revised on 3-20-78, this description is based on current survey by Norton & Associates dated November 27, 1995, for the B.T. Baltimore Revocable Trust.

ZONING ORDINANCE AMENDMENT

The Council of the City of Sugar Hill ordains that Section 610, Paragraph, 3 of the Zoning Ordinance of the City of Sugar Hill, Georgia is deleted in its entirety and the following language is inserted in its place:

- a. Buffer zones shall be used only for a buffer and shall not be used for paving, parking, recreation areas, or similar uses, except that storm drainage, fences, or walls may be constructed in the buffer zone. Utility crossings shall be allowed in the buffer zone when necessary. Storm water detention/retention facilities are not allowed within the buffer zones.

Except as amended herein, all other provisions of said Ordinance shall remain in full force and effect.

IT IS SO ORDAINED this 8 day of January 1996.

W. G. Dool
Council Member

John P. Griffin
Council Member

Tim Rugh
Council Member

Robert S. Davis Sr.
Council Member

Charles C. Spradlin
Council Member

APPROVE BY:

Harry L. West
MAYOR

This 9th day of JAN., 1996.

Received by the Mayor 1/8/96.

Returned by the Mayor 1/8/96.

ATTEST:

Betty M. Garton
City Clerk

FINANCE REPORT
DIRECTOR BETTY B. GARBUTT
FEBRUARY 1996 COUNCIL MEETING

The adjustments have all been made to the 1996 Budget and it is being prepared for distribution to the Council. All the adjustments discussed at the work sessions have been included. Should you have any question, please call me.

Kelley is back at work and we are getting the end of the year work completed. The final figures will not be ready until the 1995 Audit is complete. I expect it to be done before April 1, 1996. Rymon has already begun some of the preliminary work. He has the closing documents from the Water and Sewer sale and that work will be finalized in the 1995 Audit.

It appears that we ended the year on the positive side. This is due to everyone who works with the City, doing a good job in cutting expenditures and expenses. We are still stressing that they continue to be frugal with their requests and with the purchases.

□ We collected a total of \$344,571 of approximately \$393,000 billed in property taxes for 1995. We will send out delinquent notices for the 1995 taxes which have not been paid by the end of February. □

- FI FA warning letters are being sent to delinquent 1993 and 1994 tax payers. They will be given thirty (30) days to pay before FI FA's are issued on the property.

MASTER LOG FOR THE CONSTRUCTION ACCOUNT

<u>TRANSACTION #</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>DEPOSITS</u>	<u>DISBURSEMENTS</u>	<u>BALANCE</u>
1	3/14/95	Deposit	\$500,000.00		\$500,000.00
Ck#001	3/16/95	Peoples Bank		\$ 90,000.00	410,000.00
Ck#002	3/16/95	Peoples Bank		400,000.00	10,000.00
2	3/24/95	Interest Received	75.39		10,075.39
Ck#101	4/12/95	Kilpatrick/Cody		9,218.34	857.05
Ck#102	4/12/95	AAA Blue Print		523.08	333.97
3	4/17/95	Deposit	90,000.00		90,333.97
4	4/17/95	Interest Rcd	477.74		90,811.71
Ck#103	4/17/95	Thompson/Sweeny		1,758.00	89,053.71
Ck#104	4/19/95	AAA Blue Print		612.54	88,441.17
Ck#105	4/19/95	Preston Sturgis		500.00	87,941.17
5	4/04/95	Ckeck Order		6.56	87,934.61
6	4/28/95	Service Charge		.25	87,934.36
7	4/28/95	Interest Rcd	102.21		88,036.57
Ck#106	5/10/95	Paradise Const.		11,475.00	76,561.57
Ck#107	6/06/95	Paradise Const,		42,525.00	34,036.57
8	6/08/95	Interest Rcd	171.46		34,208.03
Ck#108	6/22/95	AAA Blue Print		122.32	34,085.71
9	7/06/95	Interest Rcd	87.84		34,173.55
10	7/08/95	Deposit	408,386.29		442,559.84
Ck#109	7/10/95	Paradise Const		71,460.00	371,099.84
11	7/31/95	Interest Rcd	585.60		371,685.44
Ck#110	8/15/95	Paradise const.		36,720.00	334,965.44
Ck#111	8/30/95	Preston Sturgis		2,000.00	332,965.44
Ck#112	9/07/95	Peddler Rest Equip		3,048.00	329,917.44
12	9/08/95	Interest Rcd	762.33		330,679.77
Ck#113	9/20/95	Paradise Const.		61,699.75	268,980.02
Ck#114	9/28/95	Craftsmen Cabinet		5,890.00	263,090.02
Ck#115	9/28/95	Hans Saltzwedel		1,102.90	261,987.12
13	10/06/95	Interest Rcd	642.47		262,629.59
Ck#116	10/06/95	AAA Blue Print		133.60	262,495.99
Ck#117	10/19/95	Paradise Const.		50,148.00	212,347.99
Ck#118	10/19/95	RSE Grading Co.		52,500.00	159,847.99
14	10/31/95	Interest Rcd	495.93		160,343.92
Ck#119	11/16/95	Gwinnett Restaurant		12,181.60	148,162.32
Ck#120	12/06/95	Peddler's Two		5,047.00	143,115.32
Ck#121	12/07/95	Paradise Const		38,185.00	104,930.32
Ck#122	1/12/96	Weatherford's		594.00	104,336.32
Ck#123	1/12/96	Office Furn Whse		2,791.00	101,545.32
Ck#124	1/12/96	The Sports Conn		54.95	101,490.37
Ck#125	1/16/96	Store Planning Con		8,245.00	93,245.37
Ck#126	1/17/96	City General Fund		575.00	92,670.37
15	12/29/95	Interest Rcd	263.50		92,933.87
16	11/30/95	Interest Rcd	329.80		93,263.67

TRANSFERS TO THE CONSTRUCTION ACCOUNT

TRANSACTION #	DATE	FROM	EXPLANATION	AMT.
1	3/14/95	Peoples Bank	Deposit	\$500,000
2	3/24/95	Interest Received	Deposit	75.39
3	4/17/95	C.D. Matures	Deposit	90,000.00
4	4/17/95	Interest Rcd	Deposit	477.74
7	4/28/95	Interest Rcd	Deposit	102.21
8	6/08/95	Interest Rcd	Deposit	171.46
9	7/05/95	Interest Rcd	Deposit	87.84
10	7/08/95	Deposit CD	Deposit	408,386.29
11	7/31/95	Interest Rcd	Deposit	585.60
12	9/08/95	Interest Rcd	Deposit	762.33
13	10/06/95	Interest Rcd	Deposit	642.47
14	10/31/95	Interest Rcd	Deposit	495.93
15	11/30/95	Interest Rcd	Deposit	329.80
16	12/29/95	Interest Rcd	Deposit	263.50

MARCH 14, 1995

TRANSFERS FROM THE CONSTRUCTION ACCOUNT

TRANSACTION #	DATE	TO	EXPLANATION	AMT.
Ck# 001	3/16/95	Peoples Bank	Cert. of Deposit	\$ 90,000.00
Ck# 002	3/16/95	Peoples Bank	Cert. of Deposit	400,000.00
Ck#101	4/12/95	Kilpatrick/Cody	Services Rendered	9,218.34
Ck#102	4/12/95	AAA Blue Print	Sets Specs for GC	523.08
Ck#103	4/17/95	Lee Thompson	Services Rendered	1,758.00
Ck#104	4/19/95	AAA Blue Print	Sets Specs for GC	612.54
Ck#105	4/19/95	Preston Sturgis	Contract	500.00
5	4/04/95	Check Order	Checks	6.56
6	4/28/95	Service Charge	Service Charge	.25
Ck#106	5/10/95	Paradise Const.	Construction	11,475.00
Ck#107	6/06/95	Paradise Const.	Construction	42,525.00
Ck#108	6/22/95	AAA Blue Print	Blueline Prints	122.32
Ck#109	7/10/95	Paradise Const	Construction	71,460.00
Ck#110	8/15/95	Paradise Const.	Construction	36,720.00

MARCH 14, 1995

TRANSFERS FROM THE CONSTRUCTION ACCOUNT

TRANSACTION #	DATE	TO	EXPLANATION	AMT.
Ck#111	8/30/95	Preston Sturgis	Architect	2,000.00
Ck#112	9/07/95	Peddler Rst Equip	Furnishings	3,048.00
Ck#113	9/20/95	Paradise Const.	Construction	61,699.75
Ck#114	9/28/95	Craftsmen Cab.	Furnishings	5,890.00
Ck#115	9/28/95	Hans Saltzwedel	Furnishings	1,102.90
Ck#116	10/06/95	AAA Blue Print	Specs/Club House	133.60
Ck#117	10/19/95	Paradise Const.	Construction	50,148.00
Ck#118	10/19/95	RSE Grading Co.	Lift Station	52,500.00
Ck#119	11/16/95	Gwinnett Restaur	Furnishings	12,181.60
Ck#120	12/06/95	Peddler's Two	Furnishings	5,047.00
Ck#121	12/07/95	Paradise Const	Construction	38,185.00
Ck#122	1/12/96	Weatherford's	Furnishings	594.00
Ck#123	1/12/96	Office Furn Wh	Furnishings	2,791.00
Ck#124	1/12/96	Sports Connect	Furnishings	54.95

MARCH 14, 1995

RESOLUTION

A RESOLUTION OF THE CITY OF SUGAR HILL (THE "LESSEE"), AUTHORIZING, INTER ALIA, THE ANNUAL APPROPRIATION OF ALL AMOUNTS REQUIRED PURSUANT TO LESSEE'S PARTICIPATION IN THE POOLED LEASE PROGRAM SPONSORED BY GEORGIA MUNICIPAL ASSOCIATION.

DATED: _____, 1996

WHEREAS, Lessee is participating in the Georgia Municipal Association, Inc. ("GMA") sponsored pooled lease program (the "Program") for the acquisition of equipment to be used by participating political subdivisions of the State of Georgia (the "Equipment"); and

WHEREAS, pursuant to the Program, Lessee entered into (i) a Lease Agreement Dated as of December 1, 1990 by and between GMA and Lessee (the "Lease") pursuant to which GMA leases the Equipment to the Lessee and (ii) an Administration and Servicing Agreement dated as December 1, 1990 (the "Servicing Agreement"), among Wachovia Bank of Georgia, N.A., Sugar Hill, Georgia, as servicer (the "Servicer"), Wachovia Bank of Georgia, N.A., as Trustee, GMA and each lessee participating in the program (including Lessee), pursuant to which Servicer services the collection and transmittal of payments for the Leases for GMA and transfers the moneys collected pursuant to the Servicing Agreement; and

WHEREAS, certificates of participation ("Certificates") have been issued pursuant to a Trust Agreement dated as of December 1, 1990, by and between Wachovia Bank of Georgia, N.A., as trustee ("Trustee"), and GMA evidencing undivided interests in the Lease payments; and

WHEREAS, in connection with the issuance of the Certificates and the creation of the Program, (i) Municipal Bond Investors Assurance Corporation (the "Credit Facility Issuer") issued its financial guaranty insurance policy (the "Policy") and entered into the Reimbursement and Indemnity Agreement by and between the Credit Facility Issuer, The Trustee, the Servicer and GMA (the "Credit Facility Reimbursement Agreement"); (ii) Credit Suisse, New York Branch ("Bank"), has agreed to purchase Certificates tendered pursuant to tender rights under the Trust Agreement in accordance with the terms of a Standby Purchase Agreement dated as of December 1, 1990 by and among the Trust, GMA, the Bank, the Servicer and the Tender Agent (the "Standby Purchase Agreement"); (iii) Chemical Bank serves as tender agent (the "Tender Agent") pursuant to a tender agent agreement dated as of December 1, 1990 by and among the GMA, the Trust, the Servicer, and the Tender Agent (the "Tender Agent Agreement"); (iv) BT Securities Corporation and at such time as specified in the Trust Agreement, Chemical Securities, Inc., will serve as remarketing agents (referred to collectively hereafter as the

"Remarketing Agent"), pursuant to a remarketing agreement dated as of December 1, 1990 by and among the Remarketing Agent, the GMA, the Tender Agent, the Trustee and the Servicer (the "Remarketing Agreement"); and

WHEREAS, pursuant to the Lease Agreement, Lessee is required to appropriate annually the Minimum Annual Appropriated Amount set forth on Schedule A hereof; and

WHEREAS, in order to give effect to, and comply with, the foregoing agreements and instruments, and in order to authorize payment of its obligations incurred thereunder (collectively, the "Program Obligations"), either (i) the Lessee has available to satisfy Program Obligations uncommitted and unappropriated funds in its current operating budget in an amount not less than the Minimum Annual Appropriated Amount as set forth in Schedule A or (ii) the Lessee must amend its current operating budget in accordance with Title 36, Chapter 36-81-5 of the Official Code of Georgia Annotated (the "Code") to authorize the payment of the Program Obligations; and

WHEREAS, if required, in order to amend its current operating budget, the Mayor and Council of Lessee have heretofore taken the following actions, all in accordance with Title 36, Chapter 81 of the Code: (i) through the Lessee's budget officer, prepared a proposed amended budget providing for payment of Lessee's Program Obligations in accordance with the requirements of Code Section 36-81-5(b) (the "Amended Budget", a copy of which is attached hereto as Schedule B) which was previously submitted to the Mayor and Council of the Lessee, (ii) at the time of receipt of the Amended Budget from the Lessee's budget officer, placed a copy of the Amended Budget in a public place in the Lessee, which place is convenient to the residents of the Lessee, (iii) published a notice in the official organ of the Lessee advising residents of the Lessee that the Amended Budget is available for inspection; (iv) conducted a public hearing on the Amended Budget at least one week prior to the date hereof; and (v) taken all other action necessary to effect the foregoing;

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section I. Confirmation and Reaffirmance of Program Obligations. The Lessee does hereby confirm, ratify and reaffirm all the Program Obligations, including, expressly, the Lease and the Servicing Agreement.

Section II. Appropriation; Amendment of Budget. In order to give effect to, comply with, and assume the liabilities associated with, the foregoing approvals, and authorize the expenditure of the amounts required to be expended pursuant to the Lease Agreement and the Servicing Agreement the Lessee does hereby adopt, ratify and approve the Amended Budget attached hereto as Schedule B or commit those portions of the current budget set forth on Schedule B to the payment of the Program Obligations and does hereby appropriate and commit moneys in an amount not less than the Minimum Annual Appropriated Amount to payment of Program Obligations for the current calendar year.

Section III. No Personal Liability. No stipulation, obligation or agreement herein contained or contained in the Lease, the Trust Agreement, the Servicing Agreement, the Standby Purchase Agreement, the Tender Agent Agreement, the Remarketing Agreement,

or the Credit Facility Reimbursement Agreement shall be deemed to be a stipulation, obligation or agreement of any councilman, chairman, officer, agent or employee of the Lessee in his or her individual capacity, and no such councilmember, chairman, officer, agent or employee of the Lessee shall be personally liable on the Certificates or be subject to personal liability or accountability by reason of the issuance thereof.

Section IV. General Authority. From and after the execution and delivery of the documents hereinabove authorized, the Mayor and the Clerk are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of said documents as executed and are further authorized to take any and all further actions and execute and deliver any and all other documents and certificates as may be necessary or desirable to document compliance with the Code.

Section V. Actions Approved and Confirmed. All acts and doings of the officers of the Lessee which are in conformity with the purpose and intents of this Resolution shall be, and the same hereby are, in all respects approved and confirmed.

Section VI. Severability of Invalid Provisions. If any one or more of the agreements or provisions herein shall be held contrary to any express provision of law or contrary to the policy of express law, though not expressly prohibited, or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and void and shall be deemed separable from the remaining agreements and provisions and shall in no way affect the validity of any of the other agreements and provisions hereof or of the Certificates authorized hereunder.

Section VII. Repealing Clause. All Resolutions or parts thereof the City of Sugar Hill in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.

Section VIII. Effective Date. This Resolution shall take effect immediately upon its adoption.

ADOPTED this ____ day of _____, 1996.

[CORPORATE SEAL]

City of Sugar Hill

Attest:

By: _____
Mayor,

Clerk

**SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR THE FISCAL YEAR 1996**

FUND 01 - MISCELLANEOUS

Summary by Category:

	BUDGETED FY 1994	BUDGETED FY 1995	BUDGETED FY 1996
Coffee & Vending Service	\$ 1,000	\$ 1,000	\$ 1,000
Ice Expense	\$ 150	\$ 300	\$ 500
Radio Equipment	\$ 3,000	\$ 3,000	\$ 4,000
Radio Equipment Maint.	\$ 500	\$ 500	\$ 500
Radio Transmitting Fee	\$ 1,000	\$ 1,000	\$ 1,000
Janitorial Supplies	\$ 2,000	\$ 2,000	\$ 1,500
Janitorial Fee	\$ 6,000	\$ 0	\$ 0
Pager Service	\$ 2,000	\$ 2,000	\$ 2,000
Answering Service	\$ 2,000	\$ 2,000	\$ 2,000
Miscellaneous	\$ 3,000	\$ 3,000	\$ 5,000
Vehicle Gas & Oil (consolidated)	\$ 15,000	\$ 20,000	\$ 20,000
Workers Comp Insurance	\$ 70,000	\$ 70,000	\$ 55,000
Property & Liability Ins.	\$ 80,000	\$ 80,000	\$ 70,000
Amortization Lease Pool	\$ 0	\$ 59,703	\$ 33,677
Pooled Lease Interest	\$ 0	\$ 0	\$ 2,700
TOTAL	\$185,650	\$244,503	\$198,877

General Fund Expenditures Cont.

		BUDGETED		BUDGETED		BUDGETED
		FY 1994		FY 1995		FY 1996
46400	Audit	\$ 10,200	\$	10,200	\$	12,000
46500	Code Supplement	\$ 0	\$	3,000	\$	1,500
46600	Attorney Fees	\$ 35,000	\$	25,000	\$	18,000
46800	Legal Advertising	\$ 1,500	\$	2,000	\$	5,000
47000	Consultants Fees	\$ 10,000	\$	10,000	\$	8,000
47200	Prop & Liab Ins.	\$ 80,000	\$	80,000	\$	70,000
47400	Workers Comp Ins.	\$ 70,000	\$	70,000	\$	55,000
47700	Shortage/Overage	\$ 0	\$	0	\$	0
47800	Bank Charges	\$ 2,000	\$	2,000	\$	1,000
48200	City Dinner Supplies	\$ 0	\$	1,500	\$	400
48300	Answering Service	\$ 2,000	\$	2,000	\$	2,000
48400	Pager Service	\$ 2,000	\$	2,000	\$	2,000
48500	Telephone	\$ 9,000	\$	8,500	\$	8,500
48600	C.D.B.G Expense	\$ 20,000	\$	25,000	\$	25,000
48800	City Park Funding	\$ 25,000	\$	25,000	\$	25,000
49000	Prison Guard	\$ 23,000	\$	46,000	\$	46,000
49200	Prison Tools, Etc.	\$ 500	\$	400	\$	1,000
49400	Prison Equip Maint.	\$ 500	\$	300	\$	1,000
50000	Veh. #1007 Bus Maint	\$ 850	\$	925	\$	1,200
51000	Veh. #1023 Rep & Mnt	\$ 975	\$	0	\$	650
51100	Prison Bus Purchase	\$ 1,000	\$	0	\$	0
51200	Recreation Facilities	\$				100,000
51300	Veh # 1026 Maint.	\$ 0	\$	1,500	\$	1,625
51500	Supplies	\$ 1,500	\$	0	\$	0
51550	Uniforms	\$ 1,500	\$	0	\$	0
51600	Cellular Phone Exp	\$ 1,100	\$	1,100	\$	1,500
52300	Ice Expense	\$ 150	\$	300	\$	500
52500	Miscellaneous	\$ 3,000	\$	3,000	\$	5,000
52600	Council Meeting Supp	\$ 1,000	\$	1,000	\$	1,000
53000	Janitorial Supplies	\$ 2,000	\$	2,000	\$	1,500
53100	Janitorial Fee	\$ 6,000	\$	0	\$	0
53101	Amortization Exp	\$ 0	\$	59,703	\$	33,677
	Lease Pool-GMA					
53500	Pooled Lease Int.	\$	\$		\$	2,700
TOTAL		\$ 690,298	\$	754,624	\$	850,752

Inspection Expenditures

40102	Salaries & Wages	\$ 31,698	\$	78,250	\$	97,000
40302	Deferred Comp.	\$ 480	\$	325	\$	2,080
40502	Bonuses	\$ 0	\$	0	\$	0
40602	Employer FICA	\$ 5,179	\$	6,250	\$	7,500
40802	SUTA	\$ 436	\$	408	\$	450
40902	Retirement	\$ 2,910	\$	3,160	\$	6,000
41002	Group Insurance	\$ 14,100	\$	13,753	\$	21,000
43010	Vehicle #1001 Maint.	\$ 850	\$	425	\$	0
44400	Office Util & Maint.	\$ 800	\$	500	\$	500
45100	Office Equipment	\$	\$		\$	500
51602	Cellular Phone	\$	\$		\$	500

To : Mayor/Council
Fr Warren
FYI

Interoffice Memo

Date: 01/31/96

To: Warren Nevad

From: Ken Crowe

KJC

RE: ROUGH COST ESTIMATE FOR SOUTH ROBERTS DRIVE - Hawthorne Property,

1. 270ft. of 30in. C.M.P. at \$25.00/ft.	\$5400.00
2. 44ft. of vertical precast box at \$100/ft.	\$4400.00
3. 3 pedestal lids with R&C at 150.00 each	\$ 450.00
4. 1 30in. precast H.W. at \$300.00	\$ 300.00
5. 160ft. of street cut and utility tunneling at \$45.00/ft.	\$7200.00
6. Driveway repair at \$80.00/yd. X 6yds.	\$ 480.00
7. rip/rap and grassing	\$1200.00

TOTAL \$19,230.00

Please be aware that this estimate does not include costs that may be associated with easement acquisition (surveying, legal, and purchase) costs or engineering services required for field staking.

kjc

Attachments

January 30, 1996

To: Warren Nevad, Sugar Hill City Manager

Mayor and Council of Sugar Hill

Kevin Ringo, Ringo and Abernathy Associates

Guy Abernathy, Ringo and Abernathy Associates

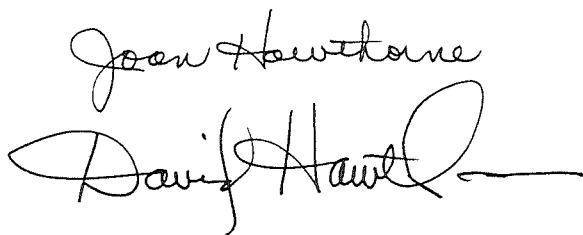
David Hamilton, Administrative Board, Sugar Hill United Methodist Church

The problem of increased flows of water and mud coming from the Sugar Hill Methodist Church construction project onto our properties is reaching an intolerable level. It is unacceptable because of the unsightliness of the affected area and the damage it is doing to our properties, both physically and financially.

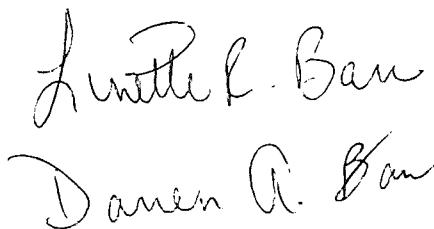
The City of Sugar Hill has initiated a study to determine a solution for the problem which they, at least, have recognized. Their actions, however, in no way minimize the responsibilities of both the Sugar Hill Methodist Church and Ringo and Abernathy Associates.

We thank the City of Sugar Hill for their understanding of our problem, but urge all the above parties to coordinate their efforts to reach a prompt resolution of this problem and act on it immediately. Time is of the essence in this matter.

We do not want to be unreasonable regarding this matter, but when properties are as negatively impacted as ours, we expect and deserve immediate action. Without such action, we will pursue other appropriate avenues to resolve this issue.

Handwritten signatures of Joan Hawthorne and David Hawthorne. Joan's signature is above David's, both in cursive.


David and Joan Hawthorne
4571 South Roberts Drive
Sugar Hill, GA 30518

Handwritten signatures of Linette L. Barr and Darren A. Barr. Linette's signature is above Darren's, both in cursive.

Darren and Linette Barr
4551 South Roberts Drive
Sugar Hill, GA 30518

MEMORANDUM 96-05

TO: Mayor/City Council

FROM: Warren P. Nevad 

RE: Agenda Item: G.E.F.A. Refinancing Proposal

DATE: February 6 1996

We will present a G.E.F.A. refinancing proposal at the February Mayor/Council Meeting. Approval of proposal would save over \$11,000 a year in payments. Our current interest rate would shrink from 6.5% to 5 %. This will result in a total savings of \$174,000 in our debt service requirements.

For your reference, attached is a copy of our refunding analysis which was compiled by SouthTrust Securities.

Please call if you have any questions.

WPN:bms

attachment

City of Sugar Hill

GEFA Loan Refunding Analysis

1994 GEFA Loan

Outstanding Amount:	\$ 2,107,023
Interest Rate:	6.50%
Annual Debt Service:	\$ 218,808
Term:	15 Years (1996-2011)

New Refunding Bond Issue

Issue Amount:	\$ 2,435,000
Net Interest Cost:	5.00%
Annual Net Debt Service:	\$ 207,000
Bond Ratings:	Insured (Aaa/AAA)
Term:	Matches GEFA Loan
Security for bonds:	Gas Revenues

Uses of Funds:	
Payoff GEFA Loan:	\$ 2,107,023
Debt Service Reserve:	\$ 221,685
Costs of Issuance:	\$ 106,292
Total:	\$ 2,435,000

Savings

Annual Net Debt Service Savings:	\$ 11,500 (15 Years)
Total Savings:	\$ 174,000
Net Present Value (NPV) Savings:	\$ 153,000
NPV Savings as a % of New Proceeds:	6.3%

Notes

Savings subject to changes in market interest rates.
No cost to the City if the refunding bond issue does not close.

MEMORANDUM 96-06

TO: Mayor/City Council

FROM: Warren P. Nevad 

RE: Agenda Item: Municipal Gas Authority Rate

DATE: February 6 1996

We have provided the attached analysis which describes the significant rate adjustments by our gas supplier.

Please call me should you have questions.

WPN:bms

attachments

GASANAL.XLS

COST OF GAS ANALYSIS FROM JAN. 1995 TO FEB. 1996

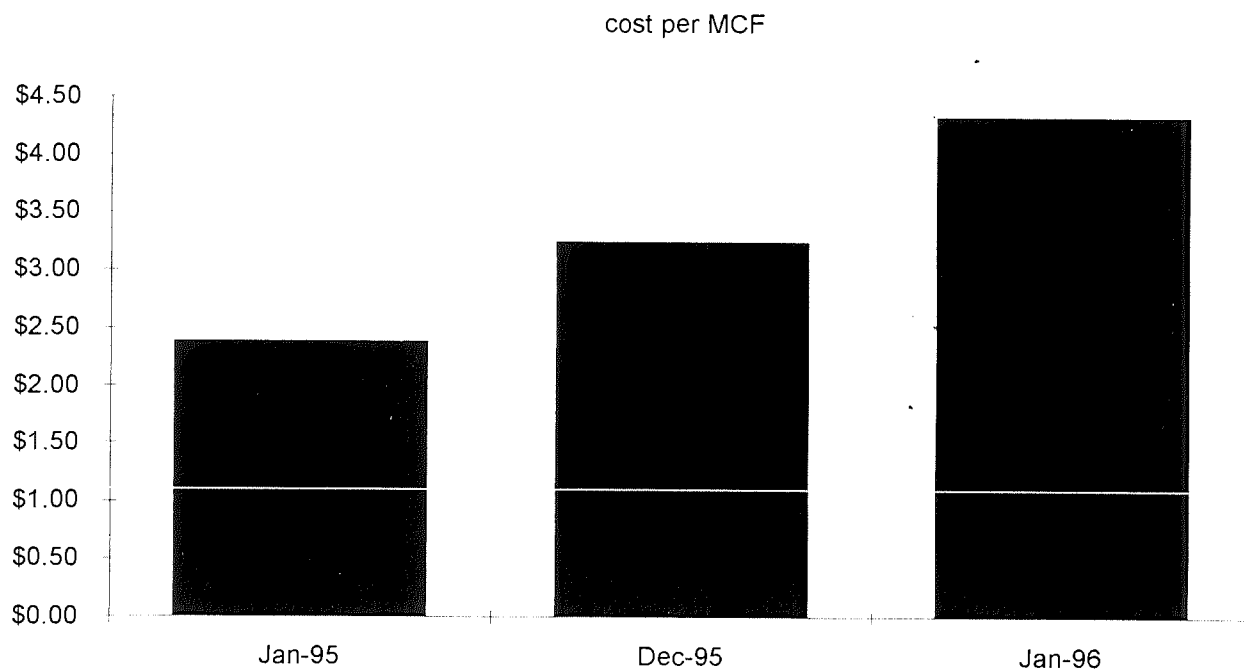
Month/yr	cost per MCF	cost per 100 cu.ft	Amf. change	Est. Usage(MCF)	Additional cost
Jan-95	\$2.39	\$0.239			
Dec-95	3.25	0.325	0.86	55,659	47,867
Jan-96	4.34	0.434	1.09	67,211	73,260

* Explanation: the City's rate ordinance allows the gas rates to be administratively adjusted should the total supplier cost increase to over \$3.25 per MCF

In January 1996, the per MCF was over the \$3.25 threshold by \$1.09 or .109 per 100 cubic ft.. An adjustment of \$.109 per 100 cubic ft. to our customers would offset the unexpected \$73,260 additional cost. The average per customer impact would be \$21.00 (73,260/3500).

In February 1996, the rate has dropped to \$3.38.

For your reference, we have attached the cost forecasts for the previously mentioned months.



MUNICIPAL GAS AUTHORITY OF GEORGIA

GAS SUPPLY AND COST FORECAST

CITY OF SUGAR HILL

DATE JANUARY 1995

PROJECTED DELIVERIES	MMBtu/Day	MMBtu/Month
AUTHORITY GAS	2,151	66,681
LESS FUEL	33	1,025
	-----	-----
TOTAL AUTHORITY GAS DELIVERED *	2,118	65,656
PROJECTED BACKHAUL DELIVERIES	0	0
	-----	-----
TOTAL PROJ. DELIVERIES TO CITYGATE *	2,118	65,656

* EXCLUDES GAS DELIVERED & TRANSPORTED BY YOUR CITY TO INDUSTRIAL CUSTOMERS PURCHASING THEIR OWN SUPPLIES.

COST OF AUTHORITY GAS AT CITYGATE (ON ITS SCHEDULE)	\$1.93
(This should be the minimum price used for industrial quotes)	

ESTIMATED DEMAND CHARGES	\$37,154.00
--------------------------	-------------

WEIGHTED AVERAGE COST OF TOTAL ESTIMATED DELIVERIES: (INCLUDES MGAG G&A CHARGES)	
EXCLUDING DEMAND CHARGES:	\$1.82
INCLUDING DEMAND CHARGES:	\$2.39

NOTE: This forecast is an estimate based on the Authority's demand projections. The volumes nominated may be adjusted during the month due to the weather, supply fluctuations or other conditions. Please contact Ed Archer if you have questions concerning your city's forecast.

MUNICIPAL GAS AUTHORITY OF GEORGIA

GAS SUPPLY AND COST FORECAST

CITY OF **SUGAR HILL** DATE **DECEMBER 1995**

<i>PROJECTED DELIVERIES</i>	<i>MMBtu/Day</i>	<i>MMBtu/Month</i>
AUTHORITY GAS	1,828	56,668
LESS FUEL	33	1,009
	-----	-----
TOTAL AUTHORITY GAS DELIVERED *	1,795	55,659
PROJECTED BACKHAUL DELIVERIES	0	0
	-----	-----
TOTAL PROJ. DELIVERIES TO CITYGATE *	1,795	55,659
* EXCLUDES GAS DELIVERED & TRANSPORTED BY YOUR CITY TO INDUSTRIAL CUSTOMERS PURCHASING THEIR OWN SUPPLIES.		

<i>COST OF AUTHORITY GAS AT CITYGATE (ON IT SCHEDULE)</i>	\$2.59
(This should be the minimum price used for industrial quotes)	

<i>ESTIMATED DEMAND CHARGES</i>	\$44,850.00
---------------------------------	--------------------

<i>WEIGHTED AVERAGE COST OF TOTAL ESTIMATED DELIVERIES: (INCLUDES MGAG G&A CHARGES)</i>	
EXCLUDING DEMAND CHARGES:	\$2.44
INCLUDING DEMAND CHARGES:	\$3.25

NOTE: This forecast is an estimate based on the Authority's demand projections. The volumes nominated may be adjusted during the month due to the weather, supply fluctuations or other conditions. The Weighted Average Cost associated with this forecast does not include capacity release credits, portfolio refunds, billing adjustments, etc. Please contact Ed Archer or Julie Lobdell should you have any questions concerning your city's forecast.

MUNICIPAL GAS AUTHORITY OF GEORGIA

GAS SUPPLY AND COST FORECAST

CITY OF SUGAR HILL DATE JANUARY 1996

PROJECTED DELIVERIES	MMBtu/Day	MMBtu/Month
AUTHORITY GAS	2,208	68,448
LESS FUEL	40	1,237
	-----	-----
TOTAL AUTHORITY GAS DELIVERED *	2,168	67,211
PROJECTED BACKHAUL DELIVERIES	0	0
	-----	-----
TOTAL PROJ. DELIVERIES TO CITYGATE *	2,168	67,211
* EXCLUDES GAS DELIVERED & TRANSPORTED BY YOUR CITY TO INDUSTRIAL CUSTOMERS PURCHASING THEIR OWN SUPPLIES.		

COST OF AUTHORITY GAS AT CITYGATE (ON IT SCHEDULE)	\$3.67
(This should be the minimum price used for industrial quotes)	

ESTIMATED DEMAND CHARGES	\$55,564.00
--------------------------	-------------

WEIGHTED AVERAGE COST OF TOTAL ESTIMATED DELIVERIES: (INCLUDES MGAG G&A CHARGES)	
EXCLUDING DEMAND CHARGES:	\$3.51
INCLUDING DEMAND CHARGES:	\$4.34

NOTE: This forecast is an estimate based on the Authority's demand projections. The volumes nominated may be adjusted during the month due to the weather, supply fluctuations or other conditions. The Weighted Average Cost associated with this forecast does not include capacity release credits, portfolio refunds, billing adjustments, etc. Please contact Ed Archer or Julie Lobdell should you have any questions concerning your city's forecast.

MUNICIPAL GAS AUTHORITY OF GEORGIA

GAS SUPPLY AND COST FORECAST

CITY OF SUGAR HILL

DATE

FEBRUARY 1996

<i>PROJECTED DELIVERIES</i>	<i>MMBtu/Day</i>	<i>MMBtu/Month</i>
AUTHORITY GAS	2,163	62,727
LESS FUEL	40	1,157
	-----	-----
TOTAL AUTHORITY GAS DELIVERED *	2,123	61,570
PROJECTED BACKHAUL DELIVERIES	0	0
	-----	-----
TOTAL PROJ. DELIVERIES TO CITYGATE *	2,123	61,570
* EXCLUDES GAS DELIVERED & TRANSPORTED BY YOUR CITY TO INDUSTRIAL CUSTOMERS PURCHASING THEIR OWN SUPPLIES.		

<i>COST OF AUTHORITY GAS AT CITYGATE (ON IT SCHEDULE)</i>	<i>\$2.67</i>
(This should be the minimum price used for industrial quotes)	

<i>ESTIMATED DEMAND CHARGES</i>	<i>\$52,500.10</i>
---------------------------------	--------------------

<i>WEIGHTED AVERAGE COST OF TOTAL ESTIMATED DELIVERIES: (INCLUDES MGAG G&A CHARGES)</i>	
EXCLUDING DEMAND CHARGES:	\$2.53
INCLUDING DEMAND CHARGES:	\$3.38

NOTE: This forecast is an estimate based on the Authority's demand projections. The volumes nominated may be adjusted during the month due to the weather, supply fluctuations or other conditions. The Weighted Average Cost associated with this forecast does not include capacity release credits, portfolio refunds, billing adjustments, etc. Please contact Ed Archer or Julie Lobdell should you have any questions concerning your city's forecast.

CLERK'S REPORT
CLERK BETTY B. GARBUTT
FEBRUARY 1996 MEETING

The applications for the Occupational Taxes have been sent out. Shirley Gibbs worked hard on this and got all the applications to existing businesses out by the 25th of January. We are already beginning to receive the applications back to process.

Supplement number five (5) from Municipal Code has been received and with the assistance of Kim Landers and Donna Zinskie, we will be getting new Code Books to all Council Members. This has taken some time, but it will be completed before Kim leaves. Kim will be leaving at anytime for her maternity leave. We will have them up-to-date through December 1994 and we will begin sending the information to Municipal Code for all revisions approved during 1995 and then we will send the information as we revise the Code.

I will be at the University of Georgia the week of February 12-16, 1996 for Clerk's Week. I will be instructing in Finance for the mandatory training required by the state for all clerks hired on or after April 1992. Each Clerk, who is not already certified, must take this training. The training will not give them certification status, but will meet the mandatory training required by the state laws. To be certified, one must have a minimum of 100 hours of intensive, comprehensive study. I will also be taking some advanced training required for certified clerks during the week.

Betty For Packets (Feb.)

Jan. 1996

Customer Services

A) Total utility customers:

1) Gas

3584

2) Water

1006

3) Sewer

920

Billed For Cycle 1 Water & Sewer
Billed For Cycle 0 Only Gas

B) New customers: 35

1) Gas & Water customers

2) Gas only customers

35

3) Water only customers

4) Total new customers

35

C) Customers moving out of city: 18

1) Gas & Water customers

9

2) Gas only customers

5

3) Water only customers

4

4) Total customers moving

18

D) Meter re-reads:

1) Before Billing

265

2) Per customer's request

17

3) Over-reads

5

4) Total re-reads

287

E) Other:

1) Cut-offs

Report by: Margaret McEachern
Customer Service Manager

Sent Door Hangers
the week of 1-21-96
For Both Cycles
To Cold-to-Achard
Cut-OFF! Collected
in one day over
Approx. 17,000. - A Lot of
this was money collected

ADMINISTRATIVE REPORT

PLANNING, ZONING, & BUILDING INSPECTIONS DEPARTMENT

JANUARY 1996

PRINTED 02-05-96

PERMITS ISSUED DURING THE PERIOD 01/01/96 THROUGH 01/31/96

THIS REPORT WAS PRINTED ON FEBRUARY 5, 1996

PAGE 1

CITY OF SUGAR HILL

PERMIT TYPE AND DESCRIPTION	# OF PERMITS	VALUATION	FEES DUE	FEES PAID
AD - ADDITION/GARAGE PERMIT	1	0.00	174.00	174.00
AV - ADMINISTRATIVE VARIANCE	2	0.00	300.00	300.00
CF - COURT FINES	1	0.00	300.00	300.00
CG - CLEARING & GRUBBING PERMIT	5	0.00	57.00	57.00
CM - COMMERCIAL PERMIT	1	0.00	1,355.00	1,355.00
DP - DEVELOPMENT PERMIT	2	0.00	560.00	560.00
EC - ENERGY CODE AFFIDAVIT	29	66,304.00	0.00	0.00
EL - ELECTRICAL AFFADAVIT	26	0.00	0.00	0.00
FP - FENCE PERMIT	4	0.00	0.00	0.00
HE - HEATING/AIR AFFADAVIT	31	0.00	0.00	0.00
MI - MISCELLANEOUS-COMPLIANCE PERMIT	6	0.00	110.00	110.00
MR - MOBILE HOME RE-INSPECTION PERMIT	1	0.00	0.00	0.00
PL - PLUMBING AFFADAVIT	34	0.00	0.00	0.00
RM - REMODELING PERMIT	2	108,000.00	717.20	717.20
SB - STORAGE BUILDING/GARAGE	2	0.00	50.00	50.00
SF - SINGLE FAMILY RESIDENTIAL	27	2,061,684.00	16,337.31	16,337.31
SP - SIGN PERMIT	2	0.00	100.00	100.00
TL - TRADE LICENSE REGISTRATION	45	0.00	420.00	420.00
TP - TAP & METER PAYMENTS	8	0.00	2,065.00	2,065.00
TOTALS FOR ALL PERMIT TYPES	229	2,235,988.00	22,545.51	22,545.51

BASE FEE TRANSACTION SUMMARY DURING THE PERIOD 01/01/96 THROUGH 01/31/96

PAGE 1

THIS REPORT WAS PRINTED ON FEBRUARY 5, 1996

CITY OF SUGAR HILL

TRANS. DATE	#	RESIDENTIAL 1000-0001	COMMERCIAL 1000-0002	MISCELLANEOUS 1000-0003	MOBILE HOMES 1000-0004	DEVELOPMENT 1000-0005	GAS 1000-0006
01/02/96	7	511.40	0.00	50.00	0.00	40.00	250.00
01/03/96	1	0.00	1355.00	0.00	0.00	0.00	0.00
01/04/96	16	1731.00	50.00	90.00	0.00	0.00	1065.00
01/05/96	8	965.20	372.20	50.00	0.00	0.00	500.00
01/09/96	2	25.00	25.00	0.00	0.00	0.00	0.00
01/10/96	1	0.00	0.00	10.00	0.00	0.00	0.00
01/11/96	13	970.00	50.00	340.00	0.00	520.00	1500.00
01/16/96	4	337.00	0.00	0.00	0.00	0.00	1000.00
01/17/96	8	715.00	0.00	50.00	0.00	0.00	0.00
01/18/96	8	1440.50	0.00	30.00	0.00	0.00	750.00
01/19/96	9	494.01	345.00	60.00	0.00	0.00	250.00
01/22/96	10	790.00	0.00	50.00	0.00	13.00	250.00
01/23/96	15	3261.20	0.00	0.00	0.00	0.00	2250.00
01/24/96	1	0.00	0.00	10.00	0.00	0.00	0.00
01/30/96	1	0.00	0.00	10.00	0.00	0.00	0.00
01/31/96	1	0.00	0.00	10.00	0.00	0.00	0.00
=====							
TOTALS	105	11240.31	2197.20	760.00	0.00	573.00	7815.00

Non-Residing Categories	0.00
Current Categories	22585.51
	=====
Grand Total	22585.51

1996 INSPECTION'S DEPARTMENT MONTHLY REPORT
UPDATED 02-05-96

[illegible]

SUMMARY OF INSPECTIONS COMPLETED BY INSPECTOR ID DURING THE PERIOD 01/01/96 THROUGH 01/31/96

PAGE 3

THIS REPORT WAS PRINTED ON FEBRUARY 5, 1996

CITY OF SUGAR HILL

<< STATISTICAL BREAKOUT >>

<----- Inspections -----> <----- Re-Inspections -----> Based On # Activities

# ACTIVITIES	INSPECTIONS (I)	PASSED	CORRECTIONS	RE-INSPECTIONS (R)	PASSED	CORRECTIONS	RE-INSPECTIONS REQUIRED
215	128	61	65	86	56	28	92
	% INSPECTIONS	% PASSED	% CORRECTIONS	% RE-INSPECTIONS	% PASSED	% CORRECTIONS	% RE-INSPECT. REQUIRED
	60	48	51	40	65	33	43

INSPECTOR ID BREAKDOWN:

TONY - 94
JOE - 121

TOTAL - 215

SUBDIVISION LOT AVAILABILITY LIST

Updated 02-05-96

Available		Near What	Permits	C.O.'s	Lots Not	City Sewer	City	City
Lots	Subdivision	Major Street	Issued	Issued	Built On	Paid Due	Gas	Water
67	Abingdon Place	Whitehead Road	38	8	29	X	X	
58	Arbor Clos	Highway 20	18	1	40	X	X	
112	Bent Creek	Level Creek Road	110	110	2	X	X	X
7	Brandon Oaks	Austin Garner Road	6	6	1	Septic Tank		
26	Brookside at Parkview	Parkview Mine Drive	24	23	2	X	X	X
39	Emerald Lakes IV	Cumming Highway	31	4	8	X	X	
131	Lakefield Forest	Level Creek Road	127	122	4	X	X	
174	Princeton Oaks	Riverside Road	129	105	45	X	X	X
81	Richland Creek Unit I	Sycamore Road	5	1		X	X	
106	Saddle Tree	Suwanee Dam Road	29	9	77	X	X	
116	Secret Cove	Old Suwanee Road	116	113	0	X	X	X
96	Sugar Crossing	Austin Garner Road	73	68	23	X	X	
178	Sycamore Summit	Sycamore Road/Riverside Road	170	167	8	X	X	X
14	The Lakes at Riverside	Riverside Road	13	13	1			
51	The Links	Suwanee Dam Road	5	1	46			
101	The Oaks at Lanier	Highway 20	79	52	22	X	X	
48	The Springs I	Highway 20	45	39	3	X	X	
50	West Price Hill	West Price Road	46	46	4	Septic Tank	X	X

JANUARY 1996
GAS SERVICES SET

RECEIVED	SUBDIVISION	LOT	COMPLETED
12/18/95	ASCOT	5-A	01/03/96
12/19/95	LINKS	18-B	01/04/96
12/18/95	5271 REGENCY LAKE CT		01/04/96
12/18/95	EMERALD LAKE	24-D	01/05/96
12/20/95	OAKS AT LANIER	97-B	01/11/96
12/20/95	OAKS AT LANIER	98-B	01/11/96
12/20/95	OAKS AT LANIER	99-B	01/11/96
10/27/95	ASCOT	7-A	01/16/96
12/20/95	OAKS AT LANIER	100-B	01/16/96
12/20/95	OAKS AT LANIER	101-B	01/16/96
12/20/95	OAKS AT LANIER	102-B	01/16/96
12/20/95	OAKS AT LANIER	103-B	01/16/96
12/20/95	OAKS AT LANIER	104-B	01/16/96
01/10/96	OAKS AT LANIER	96-B	01/16/96
01/10/96	OAKS AT LANIER	95-B	01/16/96
01/10/96	OAKS AT LANIER	123-B	01/17/96
01/10/96	OAKS AT LANIER	119-B	01/17/96
01/17/96	LINKS	7-A	01/17/96
01/05/96	ABBINGDON	3-A	01/17/96
12/28/95	1302 HICKORY HILLS		01/19/96
01/05/96	ABBINGDON	145-A	01/22/96
01/05/96	ABBINGDON	126-A	01/22/96
10/26/95	ROSEMORE	8-A	01/22/96
01/16/96	DEER VALLEY	70-A	01/23/96
01/16/96	DEER VALLEY	71-A	01/23/96
01/16/96	DEER VALLEY	72-A	01/23/96
01/10/96	OAKS AT LANIER	106-B	01/23/96
01/10/96	OAKS AT LANIER	105-B	01/23/96
01/17/96	ASCOT	17-A	01/25/96
12/22/95	5376 SYCAMORE RD		01/25/96
01/23/96	ARBOR CLOS	242-B	01/29/96
12/28/95	LINKS	3-B	01/29/96

[illegible]

[illegible]

AGENDA
CITY OF SUGAR HILL COUNCIL MEETING
MONDAY, MARCH 11, 1996 - 7:30 P.M.

CALL TO ORDER AND INVOCATION:

APPROVAL OF AGENDA:

APPROVAL OF FEBRUARY MINUTES:

DEPARTMENT REPORTS:

A:	PLANNING & ZONING, ZONING APPEAL BOARD:	CROWE
B:	FINANCE DEPARTMENT:	GARBUTT
C:	UTILITIES:	PAYNE
D:	GOLF:	QUEEN
E:	RECREATION:	NEVAD
F:	DRAINAGE:	ZINSKIE
G:	ECONOMIC DEVELOPMENT:	BOB SCOTT

OLD BUSINESS:

A:	BOARD APPOINTMENTS:	WEBSTER
B:	SOUTH ROBERTS DRAINAGE:	NEVAD
C:	UPDATE ON WATER AND SEWER SALE TO GWINNETT:	NEVAD
D:	UPDATE ON CLUB HOUSE:	NEVAD
E:	UPDATE ON MID-AMERICAN:	THOMPSON

CITIZEN'S AND GUEST'S COMMENTS:

NEW BUSINESS:

A:	OATHS OF OFFICE:	WEBSTER
B:	EMPLOYEE OF THE MONTH:	NEVAD
C:	PARKING ORDINANCE:	SPRADLIN
D:	FOX PROPERTY DRAINAGE:	JEFF FOX
E:	INTERRUPTIBLE GAS RATE ORDINANCE:	CROWE
F:	CONSTRUCTION OF NEW SANCTUARY:	SPRADLIN & YOLY MULLEN
G:	CHECK SIGNING PROCEDURES:	DAVIS
H:	BILLING PROCEDURES-GAS & STREET SERVICES:	PUGH
I:	LIMBS AND DEBRIS PICKUPS:	PUGH

CITY CLERK'S REPORT:

CITY MANAGER'S REPORT:

COUNCIL REPORTS:

EXECUTIVE SESSION:

A: POTENTIAL LITIGATION:
B: PERSONNEL:

ADJOURNMENT:

AGENDA
CITY OF SUGAR HILL COUNCIL MEETING
MONDAY, MARCH 11, 1996 - 7:30 P.M.

CALL TO ORDER AND INVOCATION:

APPROVAL OF AGENDA:

APPROVAL OF FEBRUARY MINUTES:

DEPARTMENT REPORTS:

- A: PLANNING & ZONING, ZONING APPEAL BOARD: - CROWE
- B: FINANCE DEPARTMENT: GARBUTT
- C: UTILITIES: *see tape* PAYNE *Warren*
- D: GOLF: *see tape* QUEEN
- E: RECREATION: - *Soccer field in 3 weeks* NEVAD
- F: DRAINAGE: ZINSKIE *Warren*
- G: ECONOMIC DEVELOPMENT: - *no report* - BOB SCOTT

OLD BUSINESS:

- A: BOARD APPOINTMENTS: *2nd* WEBSTER
- B: SOUTH ROBERTS DRAINAGE: - *motion* - *Dead - Prop* NEVAD
- C: UPDATE ON WATER AND SEWER SALE TO GWINNETT: *Dead - Prop* NEVAD
- D: UPDATE ON CLUB HOUSE: - NEVAD
- E: UPDATE ON MID-AMERICAN: *see tape* - THOMPSON

CITIZEN'S AND GUEST'S COMMENTS: -

NEW BUSINESS:

- A: OATHS OF OFFICE: - *Davis* - WEBSTER
- B: EMPLOYEE OF THE MONTH: *Shirley Gibbs* NEVAD
- C: PARKING ORDINANCE: *read - Spradlin - Dead* SPRADLIN *Vote 5-0*
- D: *Jeff Fox* FOX PROPERTY DRAINAGE: - JEFF FOX
- E: INTERRUPTIBLE GAS RATE ORDINANCE: *Dead - Spradlin* CROWE *5-0*
- F: CONSTRUCTION OF NEW SANCTUARY: SPRADLIN & YOLY MULLEN

Mari Fries

G: CHECK SIGNING PROCEDURES: *Exec Session* DAVIS

H: BILLING PROCEDURES-GAS & STREET SERVICES: - PUGH

I: LIMBS AND DEBRIS PICKUPS: - *Pugh* PUGH

Butley → *5: Segment audit: BEAR*
Dodd → *2- Bailey*
5-0 CITY CLERK'S REPORT:
Vote: Spradlin - 5-0
Inher - Dadd
Dadd

CITY MANAGER'S REPORT:

COUNCIL REPORTS:

EXECUTIVE SESSION:

A: POTENTIAL LITIGATION:

B: PERSONNEL:

ADJOURNMENT:

Gas Ordinance
Motion: Spradlin
2- Bailey
Renken
Table Vote:
Dadd Inher
Pugh - yll 5-0

Street -
Chuck - Spradlin
BEAR
Dadd - 5-0

- Citizen*
- 1 - Mrs Lynette Barr -
 - 2 - Lloyd Dellatone - Dyflere -
 - 3 - Jim Russell - Sunset Drive -
 - 4 - Sherrie - from Paper -

Memorandum

Date: 03/11/96
To: Mayor & Council
CC: City Manager and City Clerk
From: Steven C. Bailey
Subject: Amendment to agenda

Gentlemen;

A matter arose last Thursday by SouthTrust relative to the proposed bond issue to refinance the GEFA loan. SouthTrust will require a segment audit of the gas operations to be prepared by our CPA. The CPA can do this, however, there will be a cost associated. I desire to amend tonight's agenda to discuss this matter so as to not impede the bonding application process.

I've requested Rymon Wilborn to attend tonight's session so as to cover this matter.

Thanking you in advance for your cooperation;



**MINUTES
COUNCIL MEETING
MONDAY, MARCH 11, 1996 - 7:30 P.M.**

The Mayor and Council of the City of Sugar Hill held the Regular Monthly Meeting on Monday, March 11, 1996 at 7:30 P.M. in the Community Center.

Those present were Mayor Gary L. Webster, Mayor Pro Tem Reuben Davis, Council Members Steve Bailey, W. J. Dodd, Tim Pugh and Charles Spradlin, City Manager Warren P. Nevad, City Clerk/Finance Director Betty B. Garbutt, Development Director Ken Crowe, Golf Director Wade Queen, Drainage Supervisor Donna Zinskie, City employee Danny Hughes, Attorneys Lee Thompson and Vickie Sweeney, Auditor Rymon Wilborn, Betty Bentley, registered guests Lloyd L. deLatoure, Betty Starling, Linette Barr, Jim R. Russell, and Tracey Fries, other citizens and guests, and representatives of the news media.

Mayor Webster called the meeting to order, led the Pledge to the Flag and Council Member Spradlin gave the Invocation.

Council Member Dodd made a motion to approve the Agenda, seconded by Council Member Spradlin and after the following amendments of adding Item J, Segment Audit of Gas for GEFA Loan, under new business, tabling Item A, Board Appointments under New Business and moving G, Check Signing Procedures under new business to the Executive Session, and moving Item A under New Business, Oaths of Office to Item F. under Old Business, the motions passed on a unanimous vote. (5-0)

Council Member Dodd made a motion to approve the February Minutes, seconded by Council Member Spradlin and passed unanimously. (5-0)

DEPARTMENT REPORTS:

PLANNING AND ZONING:

Director Crowe reported that there were no P & Z meetings held during February. The Appeals board met on February 26, 1996 to hear a variance from Sugar Hill United Methodist Church regarding the height of their new sanctuary. No action was taken at that meeting. A Work Session was held at 6:30 tonight, March 11, 1996 and they will have a Called Meeting on Wednesday, March 13, 1996 to discuss this variance.

FINANCE DEPARTMENT:

Director Garbutt reported the City has received the Georgia Power Franchise in the amount of \$144,820.59. She also reported that the increase in the Cable Franchise fee from 3% to 5% is evident in the last quarter of 1995 receipts of \$10,051.50.

UTILITIES DEPARTMENT:

Manager Nevad reported that 33 new gas services were installed in February. This included 3,200 feet of pipe. The department produced 186 locates. Quotes are being received for new commercial businesses on Brogdon Road and PIB.

GOLF:

Director Queen reported that revenue was up 42.50% over the same month of February last year. Through the first two months of the year the revenue is up 20% over the same period at any time since the course opened. The Sugar Hill Golf Association has been formed and anyone interested in Golf is encouraged to join. The Bar and Grill is now open, aeration on the greens should be complete this week. Staff expects the best year ever at the Course. A citizen asked who holds the license for selling liquor at the Club. Director Queen reported that the City holds the license and may do so under the law of alcohol sales at a Golf Course.

RECREATION:

Manager Nevad reported that the Soccer Field will be resoded shortly and the security is apparently working at the Park. There have been no acts of vandalism reported since the February meeting.

DRAINAGE:

Manager Nevad reported that the drainage study by McNalley and Patrick should be completed within 45 days.

ECONOMIC DEVELOPMENT:

There was no report from the EDC Committee.

OLD BUSINESS:

A: BOARD APPOINTMENTS:
This was tabled.

B: SOUTH ROBERTS DRAINAGE:

Manager Nevad reported that staff is working diligently on the problem on South Roberts Drive and requested formal approval of the recommendations from the Work Session held on February 19, 1996. Council Member Dodd made the motion to approve the request, seconded by Council Member Pugh and approved with a vote of 4-1. (4 for & 1 abstention by Council Member Spradlin)

C: UPDATE ON WATER AND SEWER SALE TO GWINNETT:

Manager Nevad reported that part of the requirement when the Water and Sewer was sold to Gwinnett County was that the City adopt the Gwinnett County Water and Sewer Regulations within 90 days of the execution of the Contract. Manager Nevad asked for a motion to approve the Ordinance adopting the said regulations. Council Member Dodd made the motion to approve the Ordinance, seconded by Council Member Spradlin. The vote was unanimous. (5-0)

D: UPDATE ON CLUB HOUSE:

Manager Nevad informed Council that there would be a final accounting report at next month's meeting. They are now serving liquor by the drink and food at the Club House. He invited everyone to come and visit the facility.

E: UPDATE ON MID-AMERICAN:

Attorney Thompson reported that he has received a response from Austin Bird the attorney for Mid-American. He asked that this be discussed in Executive Session due to potential litigation.

F: OATHS OF OFFICE:

Mayor Pro Tem Davis administered the Oaths of Office to those present who were appointed at the February Meeting to serve on boards. Mr. J. C. Henry was sworn in as a member of the Economic Development Board. Mr. Milton Califf was sworn in as a member of the Recreation Board, Mr. Larry L. Newberry was sworn in as a member of the Planning and Zoning Board. Mr. Kenneth Allen, Mr. Jared Bailey, Mr. Olin R. Holly, Jr., Mr. Scott Pryor, and Mr. Thomas C. Wilson were sworn in as members of the Alcohol Review Board.

CITIZEN'S AND GUEST'S COMMENTS:

Mrs. Linette Barr read a letter she directed to Council. (see attached).

Mr. Lloyd deLatoure came to introduce his wife, his daughter and himself to the Council. He will be building an independent child care facility across from City Hall on Level Creek Road and gave the details of building in Sugar Hill. He stated that he looks forward to being in the City and working with Director Crowe as he prepares to build his facility. Mayor Webster welcomed him to the City.

Mr. Jim Russell came before Council to complain about the parking on the narrow street known as Sunset Drive. He asked that the City do something about this problem. The homeowners are concerned that emergency vehicles can not get down this road when cars are parked on the road. Mayor Webster informed Mr. Russell that this will be addressed later in the meeting.

Ms. Sherrie Rant asked why the Check Signing Procedures was moved to Executive Session. Mayor Webster stated that it was a personnel issue.

NEW BUSINESS:

A: OATHS OF OFFICE:

This was moved under Old Business.

B: EMPLOYEE OF THE MONTH:

Manager Nevad reported that Shirley Gibbs has been selected as Employee of the Month. She is a very dedicated employee, a great team player, filling in where needed. Ms. Gibbs was unable to attend due to illness and will receive a plaque and monetary gift from the City.

C: PARKING ORDINANCE:

Council Member Spradlin read the Ordinance (see attached) and gave the background of preparing the Ordinance. He asked that the Ordinance be changed for the "no parking" to run 510 feet from the intersection. Council Member Spradlin made a motion, seconded by Council Member Dodd to approve this Ordinance. Council Member Dodd stated he felt this needed to be done. The vote on the motion was unanimous. (5-0)

D: FOX PROPERTY DRAINAGE:

Mr. Jeff Fox expressed appreciation for being allowed to come before Council and thanked them for their servant attitude. He related to the Council what is being done concerning the drainage problem he has had for almost a year. He gave the Council copies of correspondence he has sent previously so that they can be aware of everything which is being done. Manager Nevad read the project plans which have been prepared and gave some history behind the problem. This was discussed. He presented some pictures of his home and property. There was no decision on this and will be addressed after the drainage survey has been completed. He asked that something be done about trees which might fall on his property from the neighboring property. This will be addressed.

E: INTERRUPTIBLE GAS RATE ORDINANCE:

Director Crowe presented a Resolution for Council to approve the Interruptible Gas Rate for customers. Director Crowe explained this and The Resolution (see attached) was read. Council Member Dodd made a motion to approve the Resolution, seconded by Council Member Spradlin. After discussion on the alternative fuel cost the motion was unanimously approved. (5-0)

F: CONSTRUCTION OF NEW SANCTUARY:

Council Member Spradlin introduced Ms. Tracey Fries who read a report on what is being done by the Sugar Hill First United Methodist Church. She gave the steps and when they have been, or will be, completed to assure the residents of South Roberts Drive that the church is working in good faith to clear up the problem of drainage and inconvenience caused to the neighbors on South Roberts Drive.

G: CHECK SIGNING PROCEDURES:

This was moved to Executive Session due to personnel issues.

H: BILLING PROCEDURES-GAS AND STREET SERVICES:

Council Member Pugh asked that Manager Nevad read an amendment to the Code under Article 3, Section 25-55 concerning lighting of pilot lights for gas customers. Manager Nevad read the amendment and requested a motion. Council Member Spradlin made the motion, which was seconded by Council Member Dodd. This was discussed concerning the hours of service. Council Member Spradlin made a motion that it be tabled until Attorney Thompson can review the amendment. Council Member Pugh seconded the motion which passed unanimously. (5-0)

Council Member Spradlin addressed a billing procedure on gas bills, where a situation arises that a bill must be estimated, sometimes over a period of time. He made a motion to authorize staff to adjust five bills to prior meter readings to equal an average of December, January, and February reading from a year ago on these five bills. Council Member Dodd seconded the motion. This was discussed by Council concerning price and usage and approved on a unanimous vote. (5-0)

I: LIMBS AND DEBRIS PICKUPS:

Council Member Pugh asked Manager Nevad to read an Ordinance to amend Section 11-27, paragraph A be amended to include paragraph 4. Council Member Spradlin made a motion to table this, seconded by Council Member Dodd, until Attorney Thompson can review the Ordinance. The vote on the motion was unanimous. (5-0)

J: SEGMENT AUDIT-GEFA BOND:

Council Member Bailey requested approval of a Segment Audit of the Gas operations. He asked Auditor Rymon Wilborn to explain this to Council. The SouthTrust bond people are requesting that an audit be done on the Gas operations and comparative numbers for the 1994 and 1995 years be included. The cost will be between \$1,500 to \$2,000 and can be rolled into the cost of the Bond Issue. Council Member Bailey made a motion to authorize the City Auditor to proceed with the Segment Audit as requested by SouthTrust. The motion was seconded by Council Member Dodd and passed unanimously. (5-0)

CITY CLERK'S REPORT:

Approximately \$7,000 has been collected on Occupational Licenses.

Clerk Garbutt expressed appreciation to Shirley Gibbs and Shirley Fields for their assistance with Utility Billing. They have worked unselfishly to see that the bills go out on time.

Fi Fa letters on delinquent taxes, prior to 1995, are being prepared for mailing.

Clerk Garbutt reported that she has been elected to serve as Treasurer of the Georgia Municipal Clerk's and Finance Officer's of the State of Georgia and is very honored to serve as one of four officers in an organization of over 350 members. She will advance

to the Presidency of the organization in the year 1999. She was given a round of applause.

CITY MANAGER'S REPORT:

Manager Nevad reported the following roads to be resurfaced under the State LARP funds. They are Pine Tree Circle, Hessie Lane, and Frontier Drive.

The City has been approved for \$50,000 in CDBG monies.

In the continued efforts to downsize the City, Carol Cripe, one of the three meter readers will divide her time between the Golf Course and meter reading. This will save approximately \$8,000 for the Gas Department, and will fill a part-time vacancy at the Club House without hiring an additional worker.

The MGAG rate has increased again to the cost of \$4.32, a rate which fluctuates each month. He gave the estimates of what this will cost the City.

COUNCIL REPORTS:

Council Member Dodd expressed appreciation for the peace and harmony the City is having.

Council Members Bailey and Spradlin, Mayor Pro Tem Davis and Mayor Webster thanked those sworn in as board members for their willingness to serve the City.

Council Member Pugh had nothing further to report.

EXECUTIVE SESSION:

Council Member Dodd made a motion to go into Executive Session to discuss possible litigation and personnel at 8:40 P.M., seconded by Council Member Bailey. The vote on the motion was 4 for and 1 abstention by Council Member Spradlin. There was a ten minute recess before the Executive Session.

The Executive Session ended at 12:35 A.M. on a motion by Council Member Pugh, seconded by Council Member Bailey and passed unanimously of those present. (4-0) Council Member Dodd asked to be excused early due to recent surgery and did not remain through the entire Executive Session.

Action taken, out of Executive Session, after Mayor Webster called the regular meeting back to order:

Council Member Pugh made a motion, seconded by Council Member Bailey to adjust the gas bill for Mr. and Mrs. Anil Garner due to error in posting. Vote on the motion was unanimous of those present. (4-0)

Council Member Spradlin made a motion to increase the investigator's hours from 80 to 120 hours. The motion was seconded by Council Member Pugh and passed unanimously of those present. (4-0)

Council Member Spradlin made a motion to place Mid-American on the April Agenda, seconded by Council Member Bailey and passed unanimously of those present. (4-0)

ADJOURNMENT:

Council Member Pugh made a motion to adjourn the meeting at 12:45 A.M., seconded by Council Member Bailey and unanimously passed by those present. (4-0)

ORDINANCE

WHEREAS the City of Sugar Hill, Georgia did sell and transfer its Water and Waste Water Systems to Gwinnett County, Georgia on the 29th day of December, 1995; and

WHEREAS said transfer of the Water and Waste Water Systems to Gwinnett County by the City of Sugar Hill was subject to an Agreement to Purchase Water and Waste Water Systems between the two parties dated December 29, 1995; and

WHEREAS, Section 9 of said Agreement to Purchase Water and Waste Water Systems provides that Sugar Hill agrees to adopt, comply with and enforce all rules and regulations which Gwinnett County's Board of Commissioners, its Department of Public Utilities or the Gwinnett County Water & Sewerage Authority has now or may in the future impose on its water and waste water customers; and

WHEREAS, the City of Sugar Hill desires to fully comply with its obligations under said Agreement to Purchase Water and Waste Water Systems;

Therefore, the Council of the City of Sugar Hill hereby ordains that the citizens of the City of Sugar Hill, Georgia now receiving services from the Water and/or Waste Water Systems or who may receive services from the Water and/or Waste Water Systems in the future, which systems are now owned by Gwinnett County, are hereby made subject to all rules and regulations which Gwinnett County's Board of Commissioners, its Department of Public Utilities or the Gwinnett County Water & Sewerage Authority has now or may in the future impose on its water and waste water customers. These rules and regulations may include, but are not limited to, such emergency measures as bans on water sprinkling, hydrant flushing, car washing and similar uses. The citizens of the City of Sugar Hill who are customers of the Water and/or Waste Water Systems are hereby immediately subject to Gwinnett's Backflow Prevention Program requirements and shall take such action as is necessary to come into compliance with said requirements without delay.

All citizens of Sugar Hill who are customers of the Water and Waste Water Systems are immediately subject to and shall comply with Gwinnett's sanitary sewer rules and regulations, including the Pre-Treatment Ordinance and the Sanitary Sewer Standards.

All rules, regulations, ordinances and standards referred to in this Ordinance are hereby incorporated by reference as if included herein. The Gwinnett County Department of Public Utilities and the Gwinnett County Police Department shall have the power to enforce the rules,

regulations and ordinances imposed by the Gwinnett County Board of Commissioners, its Department of Public Utilities or the Gwinnett County Water and Sewerage Authority on water and waste water customers residing within the municipal boundaries of the City of Sugar Hill, Georgia.

The City Manager or such other employees or agents of the City of Sugar Hill as may be designated by the City Manager are hereby authorized and directed to take such actions as may be necessary to assist representatives of Gwinnett County with the immediate enforcement of all rules, regulations, ordinances and standards imposed by this Ordinance.

IT IS SO ORDAINED this 11th day of March, 1996.

Charles G. Spradlin
Councilmember

[Signature]
Councilmember

[Signature]
Councilmember

[Signature]
Councilmember

[Signature]
Councilmember

Attest: [Signature]
City Clerk

Submitted to Mayor: March 11, 1996

Approved by Mayor, this 11 day of March, 1996.

[Signature]
Mayor

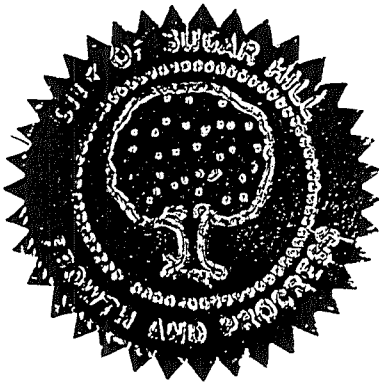
ORDINANCE

The Council of the City of Sugar Hill hereby ordains that it shall be unlawful, at any time to permit any vehicle to park or stand along the northern right-of-way of Sunset Drive from its intersection with Whitehead Road to ^{510 feet from that intersection} the end of said street (said area being shown on the map attached hereto as Exhibit "A") located within the City of Sugar Hill.

The City Manager or any other person authorized by the City Manager shall cause signs to be posted in all areas where parking is prohibited by this ordinance, indicating such limitations or prohibitions.

Any person violating this ordinance shall be fined not less than twenty-five dollars (\$25.00) nor more than one hundred dollars (\$100.00) for each offense; and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

IT IS SO ORDAINED this 11 Day of March, 1996.



U. G. Dobb
Council Member

[Signature]
Council Member

Charles A. Spradlin
Council Member

Rabun A. Jarrin Sr.
Council Member

[Signature]
Council Member

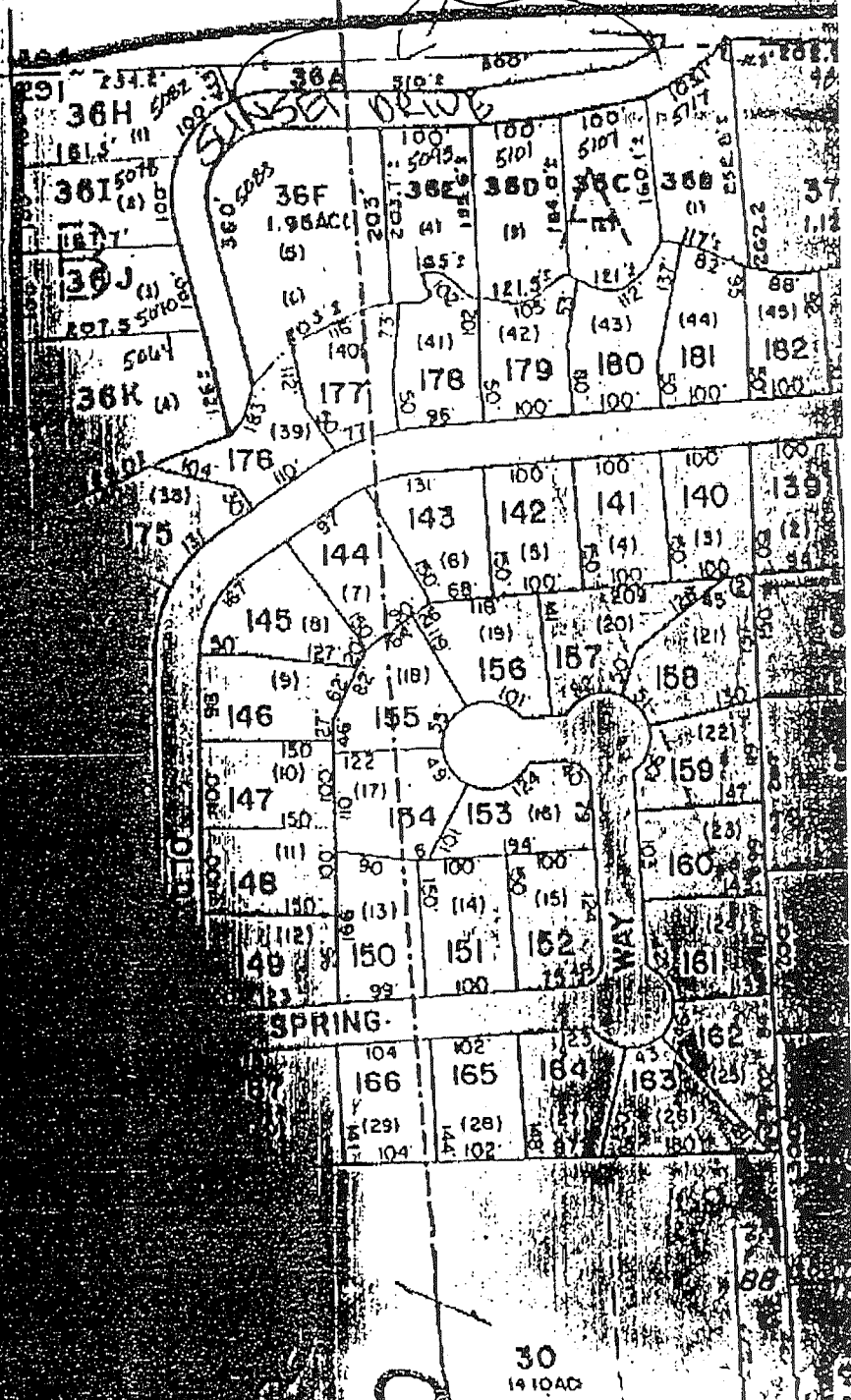
Attest: Betty B. Barlow
City Clerk

Submitted to Mayor: March 11, 1996

Approved by Mayor, this 11 day of March, 1996.

[Signature]
Mayor

Gwinnett Co
Sheet no 7-291



CITY OF SUGAR HILL, GEORGIA NATURAL GAS SYSTEM

Interruptible Rate Schedule

Availability: Available anywhere on the existing system both inside and outside the corporate limits where sufficient capacity is available.

Applicability: Applicable to any non-residential customer having facilities permitting the use of natural gas on an interruptible basis and whose average daily consumption is 150 Mcf or greater, provided the customer has entered into an interruptible sales agreement with the City. Interruptible sales are contingent upon the availability of transportation on the Transcontinental Gas Pipeline Company's pipeline. No gas may be resold or transmitted to other premises without approval of the City.

Rate: The Interruptible Rate is comprised of the following components:

a. Pipeline Interruptible Transportation

1. Transcontinental Gas Pipeline Company's (Transco) applicable interruptible transportation rate, inclusive of applicable surcharges, during month of consumption multiplied by customer's consumption.

b. Spot Gas Cost

1. The spot market index price per MMBTU delivered on the first day of the service month (calendar month) to the Transco pipeline as published in Inside FERC's Gas Market Report. If such index is not available, the spot market index price will be based upon an alternate published index price for gas delivered to the Transco system acceptable to both parties. The spot market index price shall be adjusted to reflect Transco's applicable fuel retainage.

c. Distribution Fee

All monthly consumption \$0.50 per Mcf

The Interruptible Rate will be adjusted for Btu content, plus sales tax if applicable, plus penalty over-run if applicable.

BTU Adjustment: The above rate is based on natural gas having an average standard heating value of 1,000 BTU per cubic foot of dry gas. In the event that the average heating value of gas supplied during any month varies above or below 1,000 BTU per cubic foot, the rate of gas above set forth shall be adjusted accordingly. For the purpose of determining the average BTU content, the City will rely upon the accuracy of reports furnished by Transcontinental Gas Pipeline Company.

02/29/96 16:08:41

MUNI GAS AUTH OF GA->

770 945 2145 RightFAX

Page 001

MUNICIPAL GAS AUTHORITY OF GEORGIA

104 TownPark Drive; Kennesaw, GA 30144
Phone # 770-590-1000; Fax # 770-425-3372

Example

BILLING RATE NOTICE INTERRUPTIBLE GAS SERVICE AAMCO PAVING

TO: Mr. Ken Crowe
City of Sugar Hill
4988 W. Broad St.
Sugar Hill, GA 30518

FROM: Brandon Mulkey, Rate Analyst
Municipal Gas Authority of Georgia
104 TownPark Drive
Kennesaw, GA 30144 02/29/96

BILLING RATE FOR MONTH OF:

FEBRUARY, 1996

MMBTU to MCF Conversion Factor:
(Prior Month's BTU Content)

1.0424

RATE COMPONENT	\$/MMBTU	\$/MCF
Spot Market Index Price (MGAG SMP) (Telescoped * 40% + Zone 4 * 60%)	\$2.3459	\$2.4454
Pipeline Fuel (2.15%)	\$0.0515	\$0.0537
Interruptible Transportation (fully telescoped rate) includes Surcharges	\$0.3010	\$0.3138
Total Delivered Citygate Cost	\$2.6984	\$2.8128
City Distribution Fee	\$0.5000	\$0.5212
Total Delivered Sales Rate	\$3.1984	\$3.3340

RESOLUTION

A RESOLUTION TO ADOPT THE ATTACHED INTERRUPTIBLE RATE
SCHEDULE FOR THE CITY OF SUGAR HILL, GEORGIA.

WHEREAS: the City of Sugar Hill desires to adopt an Interruptible
Rate Schedule, and

WHEREAS: this rate will apply to those gas customers who fit into
the category of Interruptible Customers.

NOW, THEREFORE, BE IT RESOLVED, that the City of Sugar Hill adopts
the attached Interruptible Rate Schedule for use in the City of
Sugar Hill, Georgia, Natural Gas System.

Charles A. Spradell
Council Member

William C. Bailey
Council Member

H. G. D. D.
Council Member

L. H. R.
Council Member

Robert A. Davis
Council Member

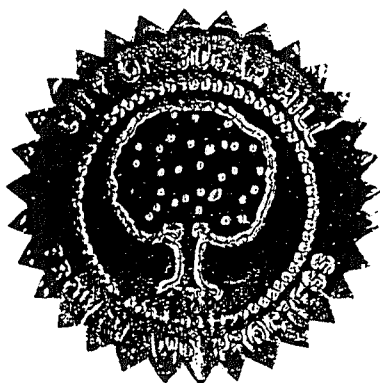
Council Member

Received by the Mayor March 11, 1996

Returned by the Mayor March 11, 1996

APPROVED:

Harry J. White
Mayor



ATTEST:

Betty B. Gaskins
City Clerk

BILLS.XLS

NAME - BUICE- ACCT 04 02950				
DATE OF READING	CURRENT READING	PRIOR READING	USAGE	BILL
2/12/96	10199		1299	1,009.32
1/18/96	8900	8740	160	131.26
12/18/95	8740	8600	140	115.72
11/13/95	8600	8569	31	31.03
10/13/95	8569	8500	69	60.55
9/11/95	8500	8446	54	48.90
8/11/95	8446	8431	15	18.60
7/10/95	8431	8416	15	18.60
6/14/95	8416	8400	16	19.37
5/15/95	8400	8329	71	62.11
4/10/95	8329	8300	29	29.47
3/13/95	8300	8260	40	38.02
2/10/95	8260	8223	37	37.48
1/13/95	8223	9111	-888	112.90
12/12/94	9111	9000	111	94.96
11/9/94	9000	8888	112	95.75
10/7/94	8888	8888	0	7.08
9/8/94	8888	8888	0	7.08
8/8/94	8888	8881	7	12.62
7/11/94	8881	8852	29	6.74
6/10/94	8852	8831	21	23.31
5/9/94	8831	8804	27	47.01
4/8/94	8804	0	29	41.13
AVG WINTER MONTHLY			-246.667	81.78
PRIOR 1996				
RECOMMENDATION: ADJUST PRIOR READING TO 10098 = AMT. DUE=\$81.78				

BILLS.XLS

NAME - MITROS- ACCT 03 07075					
DATE OF READING	CURRENT READING	PRIOR READING	USAGE	BILL	
2/8/96	1764		503	397.77	
1/16/96	1261	1099	162	132.81	
12/15/95	1099	1022	77	66.77	
11/10/95	1022	1013	9	13.93	
10/10/95	1013	1001	12	16.26	
9/7/95	1001	993	8	13.16	
8/9/95	993	987	6	11.60	
7/7/95	987	976	11	15.49	
6/12/95	976	967	9	13.93	
5/12/95	967	945	22	24.03	
4/7/95	945	890	55	49.68	
3/10/95	890	757	133	110.28	
2/10/95	757	539	218	185.15	
1/11/95	539	322	217	184.56	
12/9/94	322	187	135	113.96	
11/9/94	187	132	55	50.53	
10/5/94	132	121	11	15.78	
9/6/94	121	113	8	13.41	
8/5/94	113	105	8	13.41	
7/7/94	105	96	9	14.21	
6/8/94	96	84	12	16.58	
5/6/94	84	62	22	24.50	
4/6/94	62	0	62	56.17	
AVG WINTER MONTHLY			190	161.2233	
PRIOR 1996					
RECOMMENDATION: ADJUST PRIOR READING TO 1574 = AMT. DUE=\$161.22					

BILLS.XLS

NAME - JAKE JOHNSON- ACCT 04 05999					
DATE OF READING	CURRENT READING	PRIOR READING	USAGE	BILL	
2/12/96	4691		368	266.12	
1/18/96	4323	4217	106	81.15	
12/18/95	4217	4106	111	84.68	
11/13/95	4106	4069	37	32.43	
10/13/95	4069	4069	0	6.31	
9/11/95	4069	4069	0	6.31	
8/11/95	4069	4069	0	6.31	
7/10/95	4069	4088	-19	7.02	
6/14/95	4088	4079	9	12.66	
5/15/95	4079	4063	16	17.61	
4/10/95	4063	4062	1	7.02	
3/13/95	4062	4020	42	35.96	
2/10/95	4020	3937	83	68.16	
1/13/95	3937	3862	75	65.23	
12/12/94	3862	3811	51	43.12	
11/9/94	3811	3808	3	8.60	
10/7/94	3808	3806	2	7.88	
9/8/94	3806	3807	-1	6.44	
8/8/94	3807	3806	1	7.17	
7/11/94	3806	3816	-10	6.44	
5/9/94	3816	3805	0	14.36	
4/8/94	3805	3775	0	28.02	
AVG WINTER MONTHLY			69.66667	58.83667	
PRIOR 1996					
RECOMMENDATION: ADJUST PRIOR READING TO 4621 = AMT. DUE=\$58.83					

BILLS.XLS

NAME - FREE- ACCT 04 01590				
DATE OF READING	CURRENT READING	PRIOR READING	USAGE	BILL
2/12/96	9837		650	511.99
1/18/96	9187	9107	80	69.10
12/18/95	9107	9072	35	34.14
11/13/95	9072	9032	40	38.02
10/13/95	9032	9024	8	13.16
9/11/95	9024	9024	0	6.94
8/11/95	9024	9024	0	6.94
7/10/95	9024	9024	0	6.94
6/14/95	9024	9024	0	6.94
5/15/95	9024	9011	13	17.04
4/10/95	9011	8981	30	30.25
3/13/95	8981	8849	132	109.50
2/10/95	8849	8609	240	203.10
1/13/95	8609	8352	257	215.88
12/12/94	8352	8141	211	174.13
11/9/94	8141	8055	86	75.16
10/7/94	8055	8036	19	22.12
9/8/94	8036	8036	0	6.74
8/8/94	8036	8036	0	6.74
7/11/94	8036	8036	0	6.74
5/9/94	8036	0	0	6.74
AVG WINTER MONTHLY			236	197.7033
PRIOR 1996				
RECOMMENDATION: ADJUST PRIOR READING TO 9601 = AMT. DUE=\$197.70				

BILLS.XLS

NAME - TEEMS- ACCT 04 01390				
DATE OF READING	CURRENT READING	PRIOR READING	USAGE	BILL
2/12/96	7014		819	584.52
1/18/96	6195	6126	69	55.02
12/18/95	6126	6072	54	44.43
11/13/95	6072	6054	18	19.02
10/13/95	6054	6027	27	25.37
9/11/95	6027	6009	18	19.02
8/11/95	6009	5990	19	19.72
7/10/95	5990	5972	18	19.02
6/14/95	5972	5954	18	19.02
5/15/95	5954	5920	34	30.31
4/10/95	5920	5836	84	65.61
3/13/95	5836	5632	204	150.33
2/10/95	5632	5434	198	153.40
1/13/95	5434	5192	242	188.03
12/12/94	5192	5041	151	115.04
11/9/94	5041	4955	86	68.29
10/7/94	4955	4905	50	42.60
9/8/94	4905	4885	20	20.83
8/8/94	4885	4863	22	22.26
7/11/94	4863	4840	23	22.99
6/10/94	4840	4819	21	21.55
5/9/94	4819	4753	66	53.91
4/8/94	4753	4468	166	92.04
AVG WINTER MONTHLY			197	152.1567
PRIOR 1996				
RECOMMENDATION: ADJUST PRIOR READING TO 6817 = AMT. DUE=\$190.07				

152.16

BILLS.XLS

NAME - BUICE- ACCT 04 02950				
DATE OF READING	CURRENT READING	PRIOR READING	USAGE	BILL
2/12/96	10199		1299	1,009.32
1/18/96	8900	8740	160	131.26
12/18/95	8740	8600	140	115.72
11/13/95	8600	8569	31	31.03
10/13/95	8569	8500	69	60.55
9/11/95	8500	8446	54	48.90
8/11/95	8446	8431	15	18.60
7/10/95	8431	8416	15	18.60
6/14/95	8416	8400	16	19.37
5/15/95	8400	8329	71	62.11
4/10/95	8329	8300	29	29.47
3/13/95	8300	8260	40	38.02
2/10/95	8260	8223	37	37.48
1/13/95	8223	9111	-888	112.90
12/12/94	9111	9000	111	94.96
11/9/94	9000	8888	112	95.75
10/7/94	8888	8888	0	7.08
9/8/94	8888	8888	0	7.08
8/8/94	8888	8881	7	12.62
7/11/94	8881	8852	29	6.74
6/10/94	8852	8831	21	23.31
5/9/94	8831	8804	27	47.01
4/8/94	8804	0	29	41.13
AVG WINTER MONTHLY			-246.667	81.78
PRIOR 1996				
RECOMMENDATION: ADJUST PRIOR READING TO 10098 = AMT. DUE=\$81.78				

EXECUTIVE SESSION MINUTES

OF THE CITY OF SUGAR HILL

DATE March 11, 1996

☒ Gary Webster, Mayor
☒ Reuben Davis, Mayor Protem
☒ Steve Bailey, Councilman
☒ W. J. Dodd, Councilman
☒ Charles Spradlin, Councilman
☒ Tim Pugh, Councilman

☒ Warren P. Nevad, City Manager
☒ Lee Thompson, City Attorney
☒ Betty Garbutt, City Clerk
Vickie Sweeney
Rymer Wilborn
Betty Bentley

Motion made to go into Executive Session to discuss matters properly excluded from the Georgia Open and Public Meetings Law (O.C.G.A. 50-14), specifically.

☒ Discussing or deliberating upon the appointment, employment, hiring disciplinary action or dismissal, or performance of a public officer or employee.

☐ Discussion of future acquisition of real estate.

☒ Discussion with Legal Council pertaining to pending or potential Litigation, settlement, claims, administrative proceedings or other judicial actions.

☐ Other _____

Motion: Dodd Seconded: Bailey Vote 4-0 Time 8:40 Am
Charles Spradlin Abstained

MATTERS DISCUSSED/ACTION

VOTE

<u>Potential litigation</u>	<u>See minutes of</u>
<u>Personnel</u>	<u>3/11/96 for</u>
	<u>action and vote</u>

MOTION TO ADJOURN
EXECUTIVE SESSION: Pugh SECOND Bailey VOTE 4-0 TIME 12:35 Am

Betty Garbutt
BETTY GARBUTT, CITY CLERK

NORTH GWINNETT
20 LEVEL CREEK ROAD, NE, SUWANEE, GEORGIA 30174
PHONE: (770) 945-9558



SIDNEY L. FAUCETTE
SUPERINTENDENT

DR. FRANKLIN F. LEWIS
Principal

MR. JOHN DAVID MARDIS
Assistant Principal

MS. DONNA POWERS
Assistant Principal

MR. LARRY ZIEGLER
Assistant Principal
Athletic Director

MS. GAY GOBER
Community School Director

To: Margie Wilson
Sugar Hill City Clerk

From: Donna Powers *Donna Powers*
Assistant Principal
North Gwinnett High School

Re: Sugar Hill Government Visit

Date: Feb. 8, 1996

Please find below the names, phone numbers, and addresses of the nine students who are planning to attend the city council meeting on Feb. 12. We have asked them to be there at 7:00 p.m. Please contact me if you need further information. Thank you for the invitation and the opportunity for our students to witness and participate in "government in action".

Winnielyn Alfelov
2601 Peregrine Trl.
Suwanee, 30174
995-0296

Harris Byers
4628 Braselton Hwy.
Hoschton 30548
903-5906

Corey Little
974 Old Cumming Rd.
Buford
945-8216

Patrick Ryham
5170 Overbend Trl.
Suwanee 30174
932-0237

Jacqueline January
1282 Frontier Dr.
Buford 271-1730

Elizabeth Sudderth
6111 Cumming Hwy.
Buford 30518
945-2721

Randy Pettyjohn
5560 Little Mill Rd.
Buford 30518
271-1739

Matt Jumper
2785 Sardis Dr.
Buford
932-1580

Jennifer Hall
301 Natalie Dr.
Lawrenceville 30243
995-8225

ORDINANCE
CITY OF SUGAR HILL

WHEREAS the Mayor and the Council of the City of Sugar Hill desire that sound management and business practices be adhered to and desire to avoid even the appearance of conflict not in the best interest of the city:

The Council of the City of Sugar Hill hereby ordains that Section 2-73 of "The Code Sugar Hill, Georgia" is hereby added, to read as follows:

(A) Prohibited Contracts

The City shall not enter into any contract involving services or property with a current or former member of the governing authority and/or a current or former employee or with a business in which a member of the current or former governing authority and/or a current or former employee has a substantial financial interest. For purposes of this Ordinance, a substantial financial interest is defined as an ownership interest of ten percent (10%) or more.

This restriction shall apply for a period of twelve (12) months after the member of the governing authority or employee has left his or her position with the City, but shall not apply in the case of:

1. The designation of a bank or trust company as a depository for city funds;
2. The borrowing of funds from any bank or lending institution which offers the lowest available rate of interest in the vicinity for such loan;
3. Contracts entered into in accordance with the Official Code of Georgia Annotated §16-10-6;
4. Contracts for services which are awarded pursuant to sealed competitive bids subsequent to an advertised competitive bid process in accordance with the purchasing ordinance of the city;
5. Contracts entered into under circumstances which constitute an emergency situation, provided that a written record explaining the emergency is prepared by the Mayor and submitted to the Council at its next regular meeting and thereafter kept on file;
6. The purchasing or contracting with a business at which a current or former official and/or a current or former employee is an employee, provided that official and/or employee has no ownership or proprietary position with the business.

Substantial financial interest

7. When the City had a contract with such a person or business prior to the member and/or employee leaving office and that person did not influence the City to enter that contract in anticipation of personal gain.
8. The business received the contract for having the lowest and best bid pursuant to the purchasing procedures established by the City and the person did not represent the business in its discussions with or submissions to the mayor and council.

(B) Restrictions for Current or Former Members and/or Current or Former Employees of Governing Authority

No person who is a current member of the governing authority of the city and/or employee of the city or who has been a member of the governing authority and/or employee of the city within the past twelve (12) month period shall attempt to influence the city to award a contract or take any official action which would result in personal financial gain for the person or any individual or business ~~represented by the person~~ ^{with whom} ~~has a substantial financial interest.~~

(C) Use of Property or Services

No current or former official and/or current or former employee shall request, use or permit the use of any city-owned or city-supported property, vehicle, equipment, labor or service for him/herself or any other person or private entity; provided, however, that no current or former official and/or employee is prohibited from requesting, using, or permitting the use of any city-owned or city-supported property, vehicle, equipment, material, labor, or service which as a matter of city policy is made available to the public at large or which is provided as a matter of stated public policy for the use of current or former officials and/or current or former employees in the conduct of official city business.

(D) Effective Date

This Ordinance shall become effective on the date received from the Mayor as approved.

IT IS SO ORDAINED this 12th Day of February, 1996.



Council Member



Council Member



Council Member

Charles A. Spradlin
Council Member

Gene Ryle
Council Member

Attest: Betty B. Gaskins
City Clerk

Submitted to Mayor: February 19, 1996

Approved by Mayor, this 17 day of February, 1996.

Harry Smith
Mayor

EXECUTIVE SESSION MINUTES

OF THE CITY OF SUGAR HILL

DATE 2/12/96

____ Gary Webster, Mayor

☒ Reuben Davis, Mayor Protem

☒ Steve Bailey, Councilman

☒ W. J. Dodd, Councilman

☒ Charles Spradlin, Councilman

☒ Tim Pugh, Councilman

☒ Warren P. Nevad, City Manager

☒ Lee Thompson, City Attorney

____ Betty Garbutt, City Clerk

Deputy Clerk Shirley Gubbs

Motion made to go into Executive Session to discuss matters properly excluded from the Georgia Open and Public Meetings Law (O.C.G.A. 50-14), specifically.

☒ Discussing or deliberating upon the appointment, employment, hiring disciplinary action or dismissal, or performance of a public officer or employee.

____ Discussion of future acquisition of real estate.

☒ Discussion with Legal Council pertaining to pending or potential Litigation, settlement, claims, administrative proceedings or other judicial actions.

____ Other _____

Motion: Dodd Seconded: Bailey Vote 3-1 Time 8:50 PM

MATTERS DISCUSSED/ACTION

VOTE

No action taken

MOTION TO ADJOURN Spradlin SECOND Bailey VOTE 4-0 TIME 10:15 PM
EXECUTIVE SESSION:

Shirley J. Gubbs Deputy Clerk
BETTY GARBUTT, CITY CLERK



Colonial Lighting Supply Company

Distributors - Quality Lighting

P.O. BOX 620005 • ATLANTA, GEORGIA 30362
TELEPHONE 404-448-7133

*Read
at
Council
meeting*

To: Betty

January 11, 1996

Mayor Gary Webster
4393 White Oak Drive
Sugar Hill GA 30518

Dear Mayor:

As you know, I have made a commitment to relocate my business to Peachtree Industrial Boulevard in Sugar Hill. I have attended the last two City Council meetings and would like to express my observation of them.

First, I would like to express my appreciation to you and the entire Council, for your time and effort involved while serving our City. On the other hand, I found it very disturbing to hear the attacks on the Council by our Citizens and guest comments at both of these meetings. These people need to realize that you men and women are elected officials and do not deserve the personal and business attacks that they are expressing, but rather, try to understand and be supportive of the Council's efforts. I realize, in my observation, that most of these negative remarks are coming from a few defeated or unseated people feeding their ego's.

Mayor, I would hope that in some way this message could be conveyed to those people and that they might realize and appreciate your efforts. Also, that they might realize that business owners locating in the City of Sugar Hill bring a lot of revenue to the City and that these business owners could be easily discouraged by these negative attitudes, resulting in higher taxes for all residents.

Again, my sincere thanks to you and to the entire Council for ALL your efforts.

Sincerely,

Colonial Lighting Supply, Inc.

B. T. Baltimore
President

BTB/cm

FINANCE REPORT
BETTY B. GARBUTT
FEBRUARY 1996

We are working very hard to be frugal with finances. Our cash flow is down some, but we are managing to keep the accounts paid on time.

We have had some very high statements for our gas, which we buy from the Municipal Gas Authority. There is a lot of gas being sold, but we are always a month behind on collections, since the gas is used before we can bill for it. With the cold weather, in February, we should see an increase in the amount of revenue for March.

We received our Georgia Power Franchise Taxes on Friday, March 1, and were very pleased that the amount is \$144,820.59.

We have already seen an increase in the Cable Franchise with the fee going from 3% to 5%. The last quarter of 1995 was for the amount of \$10,051.50.

RESOLUTION

**A RESOLUTION TO ADOPT THE ATTACHED INTERRUPTIBLE RATE
SCHEDULE FOR THE CITY OF SUGAR HILL, GEORGIA.**

WHEREAS: the City of Sugar Hill desires to adopt an Interruptible Rate Schedule, and

WHEREAS: this rate will apply to those gas customers who fit into the category of Interruptible Customers.

NOW, THEREFORE, BE IT RESOLVED, that the City of Sugar Hill adopts the attached Interruptible Rate Schedule for use in the City of Sugar Hill, Georgia, Natural Gas System.

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Received by the Mayor _____

Returned by the Mayor _____

APPROVED:

Mayor

ATTEST:

City Clerk

CITY OF SUGAR HILL, GEORGIA NATURAL GAS SYSTEM

Interruptible Rate Schedule

Availability: Available anywhere on the existing system both inside and outside the corporate limits where sufficient capacity is available.

Applicability: Applicable to any non-residential customer having facilities permitting the use of natural gas on an interruptible basis and whose average daily consumption is 150 Mcf or greater, provided the customer has entered into an interruptible sales agreement with the City. Interruptible sales are contingent upon the availability of transportation on the Transcontinental Gas Pipeline Company's pipeline. No gas may be resold or transmitted to other premises without approval of the City.

Rate: The Interruptible Rate is comprised of the following components:

a. Pipeline Interruptible Transportation

1. Transcontinental Gas Pipeline Company's (Transco) applicable interruptible transportation rate, inclusive of applicable surcharges, during month of consumption multiplied by customer's consumption.

b. Spot Gas Cost

1. The spot market index price per MMBTU delivered on the first day of the service month (calendar month) to the Transco pipeline as published in Inside FERC's Gas Market Report. If such index is not available, the spot market index price will be based upon an alternate published index price for gas delivered to the Transco system acceptable to both parties. The spot market index price shall be adjusted to reflect Transco's applicable fuel retainage.

c. Distribution Fee

All monthly consumption \$0.50 per Mcf

The Interruptible Rate will be adjusted for Btu content, plus sales tax if applicable, plus penalty over-run if applicable.

BTU Adjustment: The above rate is based on natural gas having an average standard heating value of 1,000 BTU per cubic foot of dry gas. In the event that the average heating value of gas supplied during any month varies above or below 1,000 BTU per cubic foot, the rate of gas above set forth shall be adjusted accordingly. For the purpose of determining the average BTU content, the City will rely upon the accuracy of reports furnished by Transcontinental Gas Pipeline Company.

MUNICIPAL GAS AUTHORITY OF GEORGIA

104 TownPark Drive; Kennesaw, GA 30144
Phone # 770-590-1000; Fax # 770-425-3372

Example

BILLING RATE NOTICE
INTERRUPTIBLE GAS SERVICE
AAMCO PAVING

TO: Mr. Ken Crowe
City of Sugar Hill
4988 W. Broad St.
Sugar Hill, GA 30518

FROM: Brandon Mulkey, Rate Analyst
Municipal Gas Authority of Georgia
104 TownPark Drive
Kennesaw, GA 30144 02/29/96

BILLING RATE FOR MONTH OF:**FEBRUARY, 1996**

MMBTU to MCF Conversion Factor:
(Prior Month's BTU Content)

1.0424

RATE COMPONENT	\$/MMBTU	\$/MCF
Spot Market Index Price (MGAG SMP) (Telescoped * 40% + Zone 4 * 60%)	\$2.3459	\$2.4454
Pipeline Fuel (2.15%)	\$0.0515	\$0.0537
Interruptible Transportation (fully telescoped rate) includes Surcharges	\$0.3010	\$0.3138
Total Delivered Citygate Cost	\$2.6984	\$2.8128
City Distribution Fee	\$0.5000	\$0.5212
Total Delivered Sales Rate	\$3.1984	\$3.3340

CLERK'S REPORT
BETTY B. GARBUTT
FEBRUARY 1996

Business Occupational Tax Licenses are being paid, to date we have received \$5,155.91.

FiFa warning letters have been mailed on the 1993 delinquent taxes we will begin next week sending out FiFa letters and after 30 days have passed we will file the FiFa with the County.

Shirley Gibbs and Shirley Fields are working very hard to help get the Utility Bills out and see that all records are up to date. I appreciate their hard work.

I had a great week at Clerk's training in Athens and also at the IIMC Meeting in High Point. I was honored by being elected as Treasurer for the Georgia Municipal Clerk's and Finance Officers for next year, I will ascend to Secretary in 1997, President-Elect in 1998 and to the Presidency in 1999 if I am still a clerk in Georgia. I am very honored to serve as one of four officers in an organization of over 350 Clerks and Finance Officers in the State. Thanks to each of you for your support.

We have collected approximately 90% of the 1995 taxes billed. We continue to receive some payments each week.

MEMORANDUM: 96-09

TO: Mayor/City Council

FROM: Warren P. Nevad 

RE: **MARCH 11, 1996 CITY MANAGER REPORT**

DATE: March 4, 1996

1. EMPLOYEES:

We have instructed the department heads and supervisors to be cognizant on curtailing labor and capital expenditures. We are reviewing all positions in the City in order to reach the most cost effective service delivery to our residents and customers.

Shirley Gibbs, Shirley Fields, and Ruth Ann Cooper have assisted us in the utility billing audits. We have uncovered several accounts that have not either been billed or read properly over the years. We transmitted correspondence to the customers explaining this problem and to arrange a flexible payment plan.

All the front office employees have been an active participants in our cross training program.

2. CUSTOMER SERVICE:

We met with a computer vendor to assess our current administrative software. We need to pursue a personal computer based system. We plan to spend more time discussing this need with other computer companies.

We have instructed the meter readers to log every meter sequence so that we can evaluate their performance.

3. PLANNING/ZONING:

Papa John's Pizza will open a store behind Blockbuster Video. Colonial Lighting has commenced grading on their property on Peachtree Industrial Boulevard.

4. BUDGET/FINANCE:

Betty Garbutt was installed as State Treasurer for the State City Clerk's Association. Betty has advised me that the annual audit should be completed in April. FiFa's are being issues on the 1993 taxes.

5. CLUBHOUSE:

The building has been certified for occupancy. We issued final payment for project. We deleted \$7,700 in late fees. We are awaiting the contractor's response regarding the change order request due to elevation discrepancies.

6. GAS DEPARTMENT

The system wide survey is nearing completion. We have repaired numerous grade 1 leaks. Implementation of our survey should drastically reduce our gas loss. Also, the utility billing audit should accomplish same.

We are preparing for our next inspection by the Public Service Commission.

7. STREETS/SIDEWALKS:

We were reimbursed \$22,000 from the County for our sidewalk program. Margie Wilson assisted me with this project. We have \$6,000 remaining. The State will pave three (3) local roads under the State L.A.R.P. program. These roads include Hessie Lane, Pine Tree Circle and Frontier Dr. We met with the State Traffic Engineer to request slower speed limits on Highway 20.

Please call me should you have any questions - Best Wishes for a productive meeting.

WPN:bms

Customer Services

A) Total utility customers:

1) Gas

3619

Total Gas Customers

3619

B) New customers:

1) Gas

61

Total new customers

61

C) Customers moving out of city:

1) Gas

20

Total customers moving

20

D) Meter re-reads:

1) Before Billing

238

2) Per customer's request

27

3) Over-reads

0

4) Total re-reads

265

E) Other:

NO Cut-offs - Due to weather + low Temp's

1) Cut-offs

0

DOOR HANGERS
LATE NOTICES

58

225

TOTAL

283

Report by: Margaret McEachern

Customer Service Manager

[illegible]

FEBRUARY 5, 1996
LOW PRESSURE PROBLEMS

5742 SUGAR LANDING WAY	CUSTOMER RELIT
752 KEENLAND LANE	WAYNE
5567 PINEDALE CIRCLE	WAYNE
5370 MALTDIE COURT	SCOTT
5486 PINEDALE CIRCLE	EARNEST
5476 PINEDALE CIRCLE	EARNEST
5706 PINEDALE CIRCLE	EARNEST
5447 PINEDALE CIRCLE	EARNIE
5612 PINEDALE CIRCLE	EARNEST
5425 OVERBEND TRAIL	JOHNNY
619 EMERALD ACRES WAY	EARNEST
5496 PINEDALE CIRCLE	EARNEST
5715 SUGAR CROSSING	JOHNNY
5385 ARBORVIEW WAY	JOHNNY
815 LONGBRANCH CIRCLE	EARNEST
135 BENT OAK WAY	WAYNE
614 EMERALD ACRES WAY	JOHNNY
865 LONGBRANCH CIRCLE	EARNEST
5442 HIGHWAY 20	JOHNNY
5467 PINEDALE CIRCLE	EARNEST
5230 ARBORVIEW WAY	WAYNE
5660 MANUEL PLACE	JOHNNY
5390 OVERBEND TRAIL	JOHNNY
5865 VALINE WAY	EARNEST
859 PINEDALE TERRACE	EARNEST
624 EMERALD ACRES WAY	JOHNNY
5667 MANUEL PLACE	EARNEST
5213 SUGAR RIDGE DR	EARNEST
5865 VALINE WAY	EARNEST
879 OLD CUMMING ROAD	EARNEST
5425 WINDSWEPT TRACE	EARNEST
5506 PINEDALE CIRCLE	EARNEST
939 PINEDALE TERRACE	EARNEST
5707 MANUEL PLACE	EARNEST
829 PINEDALE CIRCLE	EARNEST
919 PINEDALE CIRCLE	EARNEST
5576 PINEDALE CIRCLE	EARNEST
957 SUGARMEADOW LANE	WAYNE
5740 SUGARCROSSING DRIVE	WAYNE
5086 ALLISON WAY	WAYNE

FEBRUARY 1996
GAS SERVICES SET

RECEIVED	SUBDIVISION	LOT	COMPLETED
02/08/96	OAKS AT LANIER	120-A	02/07/96
12/28/96	SECRET COVE	48-A	02/07/96
01/31/96	SADDLETREE	51-A	02/08/96
02/14/96	4600 HWY 20		02/09/96
01/29/96	ARBOR CLOS	241-B	02/12/96
01/29/96	ARBOR CLOS	240-B	02/12/96
01/29/96	THE SPRINGS	35-A	02/12/96
02/08/96	ARBOR CLOS	234-B	02/13/96
01/05/96	ABBINGDON	140-A	02/13/96
02/12/96	ABBINGDON	141-A	02/13/96
01/10/96	OAKS AT LANIER	125-B	02/13/96
02/05/96	OAKS AT LANIER	93-B	02/13/96
01/29/96	SADDLETREE	81-A	02/13/96
01/19/96	HIGHLANDS	3-B	02/14/96
02/12/96	ABBINGDON	143-A	02/16/96
02/12/96	ABBINGDON	144-A	02/16/96
02/13/96	PRINCETON OAKS	107-A	02/16/96
01/31/96	SADDLETREE	58-A	02/16/96
02/12/96	ABBINGDON	4-A	02/19/96
02/19/96	SUGAR CROSSING	35-A	02/19/96
02/12/96	ABBINGDON	8-A	02/19/96
02/14/96	PRINCETON OAKS	132-B	02/19/96
01/05/96	ABBINGDON	145-A	02/22/96
02/23/96	DEER VALLEY	25-B	02/23/96
02/14/96	ARBOR CLOS	107-A	02/23/96
02/20/96	ARBOR CLOS	239-B	02/23/96
02/14/96	ARBOR CLOS	237-B	02/26/96
02/20/96	ARBOR CLOS	238-B	02/26/96
02/23/96	DEER VALLEY	21-B	02/27/96
02/14/96	DEER VALLEY	7-B	02/27/96
02/14/96	DEER VALLEY	9-B	02/27/96
02/14/96	DEER VALLEY	56-A	02/27/96
02/23/96	DEER VALLEY	8-B	02/27/96

FEBRUARY 1996
GAS SERVICES SET

RECEIVED	SUBDIVISION	LOT	COMPLETED
02/08/96	OAKS AT LANIER	120-A	02/07/96
12/28/96	SECRET COVE	48-A	02/07/96
01/31/96	SADDLETREE	51-A	02/08/96
02/14/96	4600 HWY 20		02/09/96
01/29/96	ARBOR CLOS	241-B	02/12/96
01/29/96	ARBOR CLOS	240-B	02/12/96
01/29/96	THE SPRINGS	35-A	02/12/96
02/08/96	ARBOR CLOS	234-B	02/13/96
01/05/96	ABBINGDON	140-A	02/13/96
02/12/96	ABBINGDON	141-A	02/13/96
01/10/96	OAKS AT LANIER	125-B	02/13/96
02/05/96	OAKS AT LANIER	93-B	02/13/96
01/29/96	SADDLETREE	81-A	02/13/96
01/19/96	HIGHLANDS	3-B	02/14/96
02/12/96	ABBINGDON	143-A	02/16/96
02/12/96	ABBINGDON	144-A	02/16/96
02/13/96	PRINCETON OAKS	107-A	02/16/96
01/31/96	SADDLETREE	58-A	02/16/96
02/12/96	ABBINGDON	4-A	02/19/96
02/19/96	SUGAR CROSSING	35-A	02/19/96
02/12/96	ABBINGDON	8-A	02/19/96
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02/23/96	DEER VALLEY	25-B	02/23/96
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02/14/96	ARBOR CLOS	237-B	02/26/96
02/20/96	ARBOR CLOS	238-B	02/26/96
02/23/96	DEER VALLEY	21-B	02/27/96
02/14/96	DEER VALLEY	7-B	02/27/96
02/14/96	DEER VALLEY	9-B	02/27/96
02/14/96	DEER VALLEY	56-A	02/27/96
02/23/96	DEER VALLEY	8-B	02/27/96

Sugar Hill Golf Club
Breakdown of Rounds

February 1996

Date	Deposit	Credit Card Sales	# of Rounds	Res.	Non Res.	Res. Sr.	Non Res. Sr.	Res. Jr.	Golf Pass
2/1	1279.31	600.36	39	11	14	1	10	0	3
2/2	0.00	0.00	0	0	0	0	0	0	0
2/3	0.00	0.00	0	0	0	0	0	0	0
2/4	0.00	0.00	0	0	0	0	0	0	0
2/5	0.00	0.00	0	0	0	0	0	0	0
2/6	0.00	0.00	0	0	0	0	0	0	0
2/7	0.00	0.00	0	0	0	0	0	0	0
2/8	1917.40	224.65	72	30	22	2	17	0	1
2/9	1920.33	525.52	52	0	52	0	0	0	0
2/10	5093.73	2267.68	129	7	117	0	1	0	4
2/11	3473.98	1057.59	91	16	72	0	0	0	3
2/12	0.00	0.00	0	0	0	0	0	0	0
2/13	0.00	0.00	0	0	0	0	0	0	0
2/14	1987.77	216.69	70	3	36	1	27	0	3
2/15	1495.60	233.32	49	17	22	2	6	0	2
2/16	0.00	0.00	0	0	0	0	0	0	0
2/17	0.00	0.00	0	0	0	0	0	0	0
2/18	4809.97	1650.58	115	8	105	0	0	0	2
2/19	0.00	0.00	0	0	0	0	0	0	0
2/20	0.00	0.00	0	0	0	0	0	0	0
2/21	3366.15	1145.97	111	3	71	2	29	0	6
2/22	3060.19	472.92	111	36	48	1	23	0	3
2/23	3145.44	890.78	97	9	73	0	0	0	15
2/24	6026.86	1833.97	144	16	126	0	0	0	2
2/25	5379.94	1863.98	134	14	110	0	0	0	10
2/26	0.00	0.00	0	0	0	0	0	0	0
2/27	2554.00	768.63	87	2	59	0	24	0	2
2/28	0.00	0.00	0	0	0	0	0	0	0
2/29	2013.13	285.88	61	19	34	1	6	0	1
			0						
Tot.	47523.80	14038.52	1362	191	961	10	143	0	57
			0						
YTD	66250.21	19434.88	1923	286	1346	14	210	4	63

ADMINISTRATIVE REPORT

PLANNING, ZONING, & BUILDING INSPECTIONS DEPARTMENT

FEBRUARY 1996

PRINTED 03-04-96

PERMITS ISSUED DURING THE PERIOD 02/01/96 THROUGH 02/29/96

PAGE 1

THIS REPORT WAS PRINTED ON MARCH 2, 1996

CITY OF SUGAR HILL

PERMIT TYPE AND DESCRIPTION	# OF PERMITS	VALUATION	FEES DUE	FEES PAID
AD - ADDITION/GARAGE PERMIT	1	41,440.00	140.00	140.00
AV - ADMINISTRATIVE VARIANCE	5	0.00	750.00	750.00
CG - CLEARING & GRUBBING PERMIT	1	0.00	3.00	3.00
CM - COMMERCIAL PERMIT	3	50,000.00	1,060.70	1,060.70
CT - CONSTRUCTION/SALES TRAILERS	2	0.00	200.00	200.00
DP - DEVELOPMENT PERMIT	3	0.00	1,120.00	1,120.00
EC - ENERGY CODE AFFIDAVIT	19	0.00	0.00	0.00
EL - ELECTRICAL AFFADAVIT	28	0.00	0.00	0.00
FP - FENCE PERMIT	1	0.00	0.00	0.00
GP - GRADING PERMIT	1	0.00	550.00	550.00
HE - HEATING/AIR AFFADAVIT	32	0.00	0.00	0.00
MH - MOBILE HOME INSTALLER AFFIDAVIT	1	0.00	0.00	0.00
MI - MISCELLANEOUS-COMPLIANCE PERMIT	9	0.00	165.00	165.00
MN - MOBILE HOME INSPECTION NEW	5	0.00	500.00	500.00
PL - PLUMBING AFFADAVIT	26	0.00	0.00	0.00
RM - REMODELING PERMIT	1	0.00	193.00	193.00
SB - STORAGE BUILDING/GARAGE	2	0.00	50.00	50.00
SF - SINGLE FAMILY RESIDENTIAL	18	1,341,031.00	11,936.30	11,936.30
SP - SIGN PERMIT	5	0.00	800.00	800.00
TL - TRADE LICENSE REGISTRATION	38	0.00	350.00	350.00
TP - TAP & METER PAYMENTS	27	0.00	8,040.00	8,040.00
VA - VARIANCE	1	0.00	150.00	150.00
TOTALS FOR ALL PERMIT TYPES	229	1,432,471.00	26,008.00	26,008.00

THIS REPORT WAS PRINTED ON MARCH 2, 1996

CITY OF SUGAR HILL

<< STATISTICAL BREAKOUT >>

<----- Inspections ----->				<----- Re-Inspections ----->			Based On # Activities
ACTIVITIES	INSPECTIONS (I)	PASSED	CORRECTIONS	RE-INSPECTIONS (R)	PASSED	CORRECTIONS	RE-INSPECTIONS REQUIRED
248	179	105	68	59	45	8	73
	% INSPECTIONS	% PASSED	% CORRECTIONS	% RE-INSPECTIONS	% PASSED	% CORRECTIONS	% RE-INSPECT. REQUIRED
	72	59	38	24	76	14	29

INSPECTOR ID BREAKDOWN

TONY - 113
JOE - 135

TOTAL INSPECTIONS - 248

BASE FEE TRANSACTION SUMMARY DURING THE PERIOD 02/01/96 THROUGH 02/29/96

PAGE 1

THIS REPORT WAS PRINTED ON MARCH 2, 1996

CITY OF SUGAR HILL

TRANS. DATE	#	RESIDENTIAL 1000-0001	COMMERCIAL 1000-0002	MISCELLANEOUS 1000-0003	MOBILE HOMES 1000-0004	DEVELOPMENT 1000-0005	GAS 1000-0006	WATER 1000-0007	SEWER 1000-0008
02/01/96	2	0.00	0.00	10.00	100.00	0.00	0.00	0.00	0.00
02/02/96	7	565.00	0.00	20.00	100.00	0.00	0.00	0.00	0.00
02/05/96	1	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02/06/96	3	0.00	860.70	20.00	0.00	0.00	0.00	0.00	0.00
02/07/96	8	765.00	0.00	0.00	100.00	560.00	0.00	0.00	0.00
02/08/96	5	689.00	0.00	20.00	0.00	0.00	250.00	0.00	0.00
02/09/96	2	150.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
02/12/96	3	473.00	0.00	20.00	0.00	0.00	250.00	0.00	0.00
02/13/96	4	3.00	25.00	20.00	0.00	0.00	0.00	0.00	0.00
02/14/96	2	0.00	0.00	10.00	0.00	0.00	1540.00	0.00	0.00
02/15/96	6	1243.60	0.00	30.00	0.00	0.00	750.00	0.00	0.00
02/16/96	3	0.00	0.00	10.00	100.00	0.00	250.00	0.00	0.00
02/19/96	4	250.00	0.00	0.00	0.00	0.00	750.00	0.00	0.00
02/20/96	3	25.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00
02/21/96	13	384.90	0.00	0.00	0.00	550.00	2750.00	0.00	0.00
02/22/96	7	0.00	0.00	0.00	0.00	0.00	1750.00	0.00	0.00
02/23/96	5	50.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00
02/26/96	9	2313.80	0.00	30.00	0.00	0.00	1500.00	0.00	0.00
02/27/96	15	1550.00	200.00	60.00	0.00	0.00	1500.00	0.00	0.00
02/28/96	5	1050.00	0.00	20.00	0.00	0.00	750.00	0.00	0.00
02/29/96	10	165.00	0.00	30.00	200.00	520.00	500.00	0.00	0.00
TOTALS	117	9702.30	1085.70	350.00	700.00	1630.00	12540.00	0.00	0.00

Non-Existing Categories 0.00
 Current Categories 26008.00
 Grand Total 26008.00

SUBDIVISION LOT AVAILABILITY LIST

Updated 03-04-96

Available Lots	Subdivision	Near What Major Street	Permits Issued	C.O.'s Issued	Lots Not Built On	City Sewer		City Gas		City Water	
						Paid	Due	Gas	Water		
67	Abingdon Place	Whitehead Road	39	14	28		X	X			
58	Arbor Clos	Highway 20	24	4	34		X	X			
112	Bent Creek	Level Creek Road	110	110	2	X		X		X	
7	Brandon Oaks	Austin Garner Road	6	6	1	Septic Tank					
26	Brookside at Parkview	Parkview Mine Drive	24	25	2	X		X		X	
39	Emerald Lakes IV	Cumming Highway	32	6	7	X		X			
131	Lakefield Forest	Level Creek Road	127	122	4	X		X			
174	Princeton Oaks	Riverside Road	134	106	40	X		X		X	
81	Richland Creek Unit I	Sycamore Road	7	1			X	X			
106	Saddle Tree	Suwanee Dam Road	30	11	76		X	X			
116	Secret Cove	Old Suwanee Road	116	113	0	X		X		X	
96	Sugar Crossing	Austin Garner Road	73	68	23	X		X			
178	Sycamore Summit	Sycamore Road/Riverside Road	170	167	8	X		X		X	
14	The Lakes at Riverside	Riverside Road	13	13	1						
51	The Links	Suwanee Dam Road	5	2	46						
101	The Oaks at Lanier	Highway 20	79	55	22	X		X			
84	The Springs I	Highway 20	47	40	37	X		X			
50	West Price Hill	West Price Road	46	46	4	Septic Tank		X		X	

1996 INSPECTION'S DEPARTMENT MONTHLY REPORT

UPDATED 03-04-96

PERMIT TYPES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD TOTAL
AD - ADDITION/GARAGE PERMITS	1	1											2
CM - COMMERCIAL	1	3											4
CT - CONSTRUCTION/SALES TRAILER	0	0											0
DL - DEMOLITION	0	0											0
DP - DEVELOPMENT PERMIT	2	3											5
FP - FENCE	4	1											5
GP - GRADING PERMIT	0	1											1
MI - MISCELLANEOUS/COMPLIANCE	6	9											15
MN - NEW MOBILE HOME	0	5											5
PP - POOL PERMIT	0	0											0
RF - REVIEW FEES	0	0											0
RM - REMODELING PERMITS	2	1											3
SB - STORAGE BUILDING	2	2											4
SF - SINGLE FAMILY	27	18											45
SP - SIGN PERMIT	2	5											7

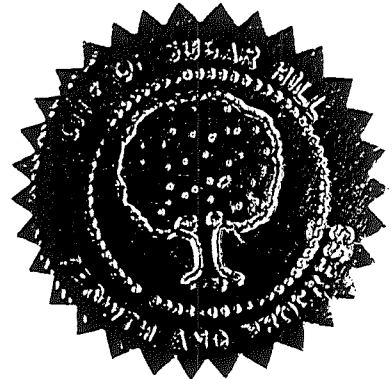
AV - ADMINISTRATIVE VARIANCE	2	5											7
VA - APPEALS VARIANCE	0	1											1
AX - ANNEXATION APPLICATIONS	0	0											0
RZ - REZONING APPLICATIONS	0	0											0
CERTIFICATES OF OCCUPANCY	10	23											33
GAS TAPS ISSUED	31	45											76
BUILDING INSPECTIONS	215	248											463

O A T H O F O F F I C E

"I, Olin R. Holly, Jr., do solemnly swear or affirm that I will support the Constitution of the United States, the Constitution of the State of Georgia, and the Charter and Ordinances of the City of Sugar Hill; and that I will, to the best of my ability, faithfully perform the duties as a member of the Alcohol Control Board, of the City of Sugar Hill, Georgia, so help me God."

Olin R. Holly, Jr.

Gary L. Webster
Mayor Gary L. Webster
City of Sugar Hill, Georgia



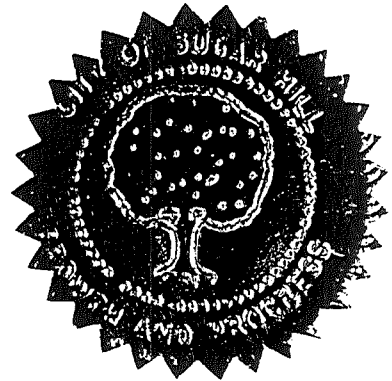
3-11-96
Date:

O A T H O F O F F I C E

"I, Thomas C. Wilson, do solemnly swear or affirm that I will support the Constitution of the United States, the Constitution of the State of Georgia, and the Charter and Ordinances of the City of Sugar Hill; and that I will, to the best of my ability, faithfully perform the duties as a member of the Alcohol Control Board, of the City of Sugar Hill, Georgia, so help me God."

Thomas C. Wilson

Harry L. Webster
Mayor Gary L. Webster
City of Sugar Hill, Georgia



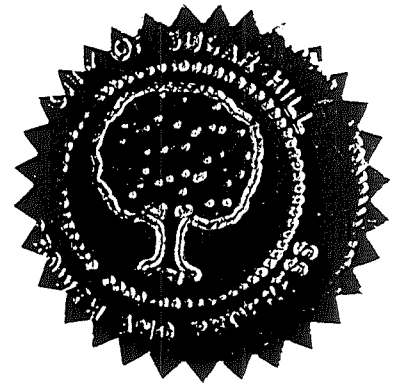
3-11-96
Date:

O A T H O F O F F I C E

"I, Kenneth Allen, do solemnly swear or affirm that I will support the Constitution of the United States, the Constitution of the State of Georgia, and the Charter and Ordinances of the City of Sugar Hill; and that I will, to the best of my ability, faithfully perform the duties as a member of the Alcohol Control Board, of the City of Sugar Hill, Georgia, so help me God."

Kenneth Allen

Gary L. Webster
Mayor Gary L. Webster
City of Sugar Hill, Georgia



March 11, 1996
Date:

O A T H O F O F F I C E

"I, Milton Califf, do solemnly swear or affirm that I will support the Constitution of the United States, the Constitution of the State of Georgia, and the Charter and Ordinances of the City of Sugar Hill; and that I will, to the best of my ability, faithfully perform the duties as a member of the Recreation Board, of the City of Sugar Hill, Georgia, so help me God."

Milton Califf

Gary L Webster
Gary L Webster, Mayor
City of Sugar Hill, Georgia

March 11, 1996
Date:

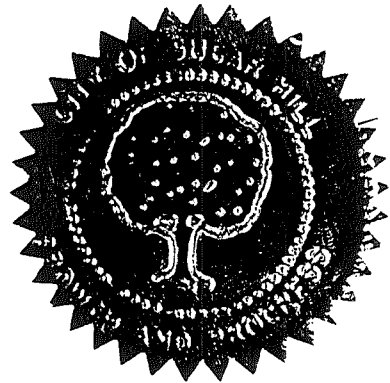


O A T H O F O F F I C E

"I, Jared Bailey, do solemnly swear or affirm that I will support the Constitution of the United States, the Constitution of the State of Georgia, and the Charter and Ordinances of the City of Sugar Hill; and that I will, to the best of my ability, faithfully perform the duties as a member of the Alcohol Control Board, of the City of Sugar Hill, Georgia, so help me God."

Jared Bailey

Gary L. Webster
Mayor Gary L. Webster
City of Sugar Hill, Georgia



March 11, 1996
Date:

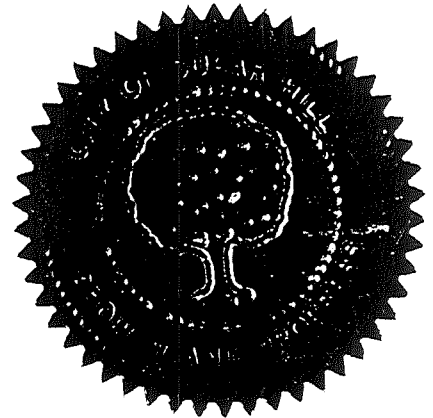
O A T H O F O F F I C E

" I, Larry L. Newberry, do solemnly swear or affirm that I will support the Constitution of the United States, the Constitution of the State of Georgia, and the Charter and Ordinances of the City of Sugar Hill; and that I will, to the best of my ability, faithfully perform the duties as a member of the Planning and Zoning Board, of the City of Sugar Hill, Georgia, so help me God."

Larry L. Newberry

Gary L. Webster
Gary L. Webster, Mayor
City of Sugar Hill, Georgia

March 11, 1996
Date



O A T H O F O F F I C E

"I, Scott Pryor, do solemnly swear or affirm that I will support the Constitution of the United States, the Constitution of the State of Georgia, and the Charter and Ordinances of the City of Sugar Hill; and that I will, to the best of my ability, faithfully perform the duties as a member of the Alcohol Control Board, of the City of Sugar Hill, Georgia, so help me God."

Scott Pryor

Harry L. Webster
Mayor Gary L. Webster
City of Sugar Hill, Georgia



3-11-96
Date:

O A T H O F O F F I C E

"I, J. C. Henry, do solemnly swear or affirm that I will support the Constitution of the United States, the Constitution of the State of Georgia, and the Charter and Ordinances of the City of Sugar Hill; and that I will, to the best of my ability, faithfully perform the duties as a member of the Economic Development Board, of the City of Sugar Hill, Georgia, so help me God."

J. C. Henry

Gary L. Webster
Gary L. Webster, Mayor
City of Sugar Hill, Georgia

3-11-96
Date



Betty Marbutt

March 11, 1996

We purchased our home on August 11, 1995. Before purchasing this home, I went to Ken Crowe's office to inquire about a "body of water" behind the home I was contemplating buying. Several people in the office said they did not know what I was talking about. Mr. Crowe admitted to being familiar with the "body of water", but stated that it was under review and that it would be done away with, there was no reason for concern. He did not mention the grading to be done at the church or that the pond would be greatly enlarged. We moved into our home and in just a few short weeks later, the land was graded all the way up to our property. During the first phase of grading, the pond kept overflowing and running over into our property, when it was not being pumped on to our property. There was a meeting with the church in October. We were told that the pond was going to be changed and pipes put in it to get rid of the water problem. We were not asked permission for the easement to allow the storm water to flow across our property. After a work session by the city counsel, I felt great hope that a positive outcome was still attainable to our water and siltation problems. Two weeks ago, Mr. Crowe came to our property to advise about what would be done about the water problems. He advised us that the water problem from the pond was something we have to live with. This was unsettling, therefore I contacted some experts and an environmental lawyer.

According to an engineer certified by the state in erosion control practices, use and laws, we have not been properly protected by the city. The city is responsible to police the construction activity and to provide proper protection to the surrounding property and environment. Erosion and siltation is a crime and pollution. If the city is unable to fulfill its responsibilities, then measures should be taken to revoke the city's right to issue permits and allow that job to revert back to the EPD.

The problem we have is that the church has illegally transferred silt to this property and failed to remove the silt. The illegal transportation of materials to others property is "trespassing". The church has failed to comply with the erosion control act, storm water act and the sediment control act. Also, all sites are required to acquire a Federal storm water discharge permit. The church does not have one and the fine is \$250,000 and the site is shut down.

Linette and Darren Barr
4551 S. Roberts Drive
Sugar Hill, Georgia 30518

770-271-0343

AGENDA
COUNCIL MEETING - MONDAY, APRIL 8, 1996 - 7:30 P.M.

CALL TO ORDER, PLEDGE TO FLAG, AND INVOCATION:

APPROVAL OF AGENDA:

APPROVAL OF MARCH MINUTES:

DEPARTMENT REPORTS:

A:	PLANNING AND ZONING:	CROWE
B:	BUDGET AND FINANCE:	GARBUTT
C:	UTILITIES:	NEVAD
D:	GOLF:	QUEEN
E:	RECREATION:	NEVAD
F:	DRAINAGE:	ZINSKIE
G:	ECONOMIC DEVELOPMENT:	BOB SCOTT

OLD BUSINESS:

A:	REPORT FROM MID-AMERICAN:	THOMPSON
B:	REPORT ON CLUB HOUSE:	NEVAD
C:	BILLING PROCEDURES-GAS AND STREET SERVICES:	PUGH
D:	LIMBS AND DEBRIS PICKUPS:	SPRADLIN

CITIZEN'S AND GUEST'S COMMENTS:

NEW BUSINESS:

A:	GMA-GIRMA INSURANCE:	GEORGE VAN LOUVEN
B:	EMPLOYEE OF THE MONTH:	NEVAD
C:	FIVE YEAR SERVICE AWARDS:	NEVAD
D:	EMPLOYEE CHAIN OF COMMAND POLICY:	SPRADLIN
E:	ZONING ORDINANCE REVIEW:	SPRADLIN
F:	SPECIAL LIQUOR SALES:	THOMPSON
G:	RED CROSS BLOOD DRIVE:	DODD

CITY CLERK'S REPORT:

CITY MANAGER'S REPORT:

COUNCIL REPORTS:

EXECUTIVE SESSION:

A:	PERSONNEL
B:	POSSIBLE LITIGATION

ADJOURNMENT:

AGENDA

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F: DRAINAGE: - ZINSKIE
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B: REPORT ON CLUB HOUSE: - NEVAD
C: BILLING PROCEDURES-GAS AND STREET SERVICES: PUGH
D: LIMBS AND DEBRIS PICKUPS: SPRADLIN

CITIZEN'S AND GUEST'S COMMENTS:

NEW BUSINESS:

- A: GMA-GIRMA INSURANCE: GEORGE VAN LOUVEN
B: EMPLOYEE OF THE MONTH: - NEVAD
C: FIVE YEAR SERVICE AWARDS: - NEVAD
D: EMPLOYEE CHAIN OF COMMAND POLICY: SPRADLIN
E: ZONING ORDINANCE REVIEW: SPRADLIN
F: SPECIAL LIQUOR SALES: THOMPSON
G: RED CROSS BLOOD DRIVE: DODD

IF YOU WISH TO ADDRESS COUNCIL PLEASE PLACE A CHECK BY YOUR NAME.

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EXECUTIVE SESSION MINUTES

OF THE CITY OF SUGAR HILL

DATE April 8, 1996

☒ Gary Webster, Mayor

☒ Reuben Davis, Mayor Protem

☒ Steve Bailey, Councilman

☒ W. J. Dodd, Councilman

☒ Charles Spradlin, Councilman

☒ Tim Pugh, Councilman

☒ Warren P. Nevad, City Manager

☒ Lee Thompson, City Attorney

☒ Betty Garbutt, City Clerk

Motion made to go into Executive Session to discuss matters properly excluded from the Georgia Open and Public Meetings Law (O.C.G.A. 50-14), specifically.

☒ Discussing or deliberating upon the appointment, employment, hiring disciplinary action or dismissal, or performance of a public officer or employee.

☐ Discussion of future acquisition of real estate.

☒ Discussion with Legal Council pertaining to pending or potential Litigation, settlement, claims, administrative proceedings or other judicial actions.

☐ Other _____

***** (4-1 abstain) *****
Motion: Dodd Seconded: Steve Bailey Vote 5-0* Time 8:45 PM
Recess until 9:00 PM
VOTE

MATTERS DISCUSSED/ACTION

No action taken

MOTION TO ADJOURN
EXECUTIVE SESSION:

Pugh SECOND Bailey VOTE 5-0 TIME 9:30 PM

Betty Garbutt
BETTY GARBUTT, CITY CLERK

* Council Member Spradlin misunderstood the motion and went ahead to show he is not voting for Executive Session.

**MINUTES
COUNCIL MEETING
MONDAY, APRIL 8, 1996 - 7:30 P.M.**

The Mayor and Council of the City of Sugar Hill held their Regular Monthly Meeting on Monday, April 8, 1996 at 7:30 P.M. in the Community Center.

Those present were: Mayor Gary L. Webster, Mayor Pro Tem Reuben Davis, Council Members Steve Bailey, W. J. Dodd, Tim Pugh and Charles Spradlin, City Manager Warren P. Nevad, City Clerk/Finance Director Betty B. Garbutt, Development Director Ken Crowe, Golf Director Wade Queen, Drainage Supervisor Donna Zinskie, Attorney Lee Thompson, employee Donnie Calvert, registered guests Frank H. Newman, Mark S. Cohen, and Sherri C. Renta of the Gwinnett Daily Post, other citizens and guests and representatives of the news media.

Mayor Webster called the meeting to order, led in the Pledge to the Flag and Council Member Dodd gave the invocation.

After amending the Agenda to move item A, GMA/GIRMA Insurance from New Business to be placed before Old Business, Council Member Bailey made a motion to approve the Agenda, seconded by Council Member Dodd and passed unanimously. (5-0)

Council Member Bailey made a motion to approve the March Minutes, seconded by Council Member Dodd and passed on a unanimous vote. (5-0)

DEPARTMENT REPORTS:

A: PLANNING AND ZONING, ZONING APPEALS BOARD: CROWE
Director Crowe reported that the P & Z Board did not meet in March. The Appeals Board met in a Called Meeting on March 13, 1996, to review a variance request #96-000275 for the Sugar Hill United Methodist Church. The Variance was granted with conditions.

B: BUDGET AND FINANCE: GARBUTT
Finance Director Garbutt reported that through cut backs to 30 hours of two (2) employees and attrition, in the Utility Billing Department, there is a saving of approximately \$45,000 in salaries and benefits in the Administrative Department.

She reported that General Fund is running above budget in revenues and under budget in expenditures for the first quarter of 1996. Overall the city is running 29.80% of budgeted revenues and 24.69% in budgeted expenditures through the first quarter of 1996.

C: UTILITIES: NEVAD
Manager Nevad reported that the PSC has informed the city that record keeping has drastically improved in the gas department. The system wide survey is nearing completion. Numerous grade 1 leaks have been repaired and along with the utility billing audits, should reduce the gas loss.

The Gas Department has installed 32 services this past month and have installed 97 during the first three months of the year. The department has installed 3,500 feet of gas main along Suwanee Dam Road.

D: GOLF:

QUEEN

Director Queen reported that the Golf Course is about 2% over operations compared to the same period in previous years. The Golf Association had their first tournament with 38 participants. The membership has grown to 60+ in the association. He expects play to pick up to make April a very good month.

E: RECREATION:

NEVAD

Manager Nevad reported the bathrooms and the concession stand's roof, at the park, have been repaired. The Soccer field will be resodded this month. Repair continues on the fences, bleachers and drainage system. New tennis nets and a basketball post will be installed.

F: DRAINAGE:

ZINSKIE

Manager Nevad reported that the drainage survey should be complete within the next month. The South Roberts project should be completed by May 1. Repairs and maintenance work has been done in Frontier Forest and on Level Creek Road. A state matching grant has been applied for to fund the study and some improvements and will furnish \$10,000, if approved.

G: ECONOMIC DEVELOPMENT:

SCOTT

There was no report from the EDC Committee.

ITEM MOVED BY AMENDING AGENDA:

NEW BUSINESS:

A: GMA-GIRMA INSURANCE:

VAN LOUVEN

Clerk Garbutt introduced George Van Louven and Steve Durden, representatives of GMA. Mr. Van Louven gave a report of how the GIRMA Insurance operates with the Cities of GMA as owners. He answered question from Council Members concerning the limits and liabilities covered by GIRMA. He also stressed the importance of the ongoing safety programs prepared and presented by Local Risk Management. Council Member Dodd expressed appreciation to Mr. Van Louven for the work done by GIRMA.

OLD BUSINESS:

A: REPORT ON MID-AMERICAN:

THOMPSON

Attorney Thompson reported that he has had correspondence from Mid American and explained the merger of the Company with Republic Waste. Attorney Thompson stated that this matter is being researched and will be discussed further with Republic Waste. He also stated that if the merger was not approved by the Council, and the merger was completed with the Companies, this would void the contract held with Mid-American.

B: REPORT ON CLUB HOUSE:

NEVAD

Manager Nevad reported that Kelley Canady has prepared a comprehensive financial analysis of all expenditures concerning the Clubhouse. The contractor has accepted the City's proposal regarding the disputed change order, for a total of \$20,000. Total expenditures were \$512,320.42. There was \$12,755.02 earned in interest on the account. There is a positive variance of \$434.60 and Manager Nevad requested a motion to transfer this amount to the operating account. A motion was made by Council Member Bailey, seconded by Council Member Dodd to pay the \$20,000 to the contractor, authorize the Mayor to sign the agreement, and also transfer the \$434.60 to the operating account. The vote on the motion was unanimous. (5-0)

C: BILLING PROCEDURES-GAS AND STREET SERVICES:

PUGH

Council Member Pugh asked Manager Nevad to read the Ordinance amending Chapter 25, Article III, section 25-55 of the Code pertaining to lighting pilot lights. (see attached) The Ordinance was approved on a unanimous vote. (5-0)

D: LIMBS AND DEBRIS PICKUPS:

SPRADLIN

Council Member Spradlin asked Manager Nevad to read the Ordinance amending the Code to include Section 12-29 on Chipping of tree limbs. (see attached) The Ordinance was approved on a unanimous vote. (5-0)

CITIZEN'S AND GUEST'S COMMENTS:

Mr. Mark S. Cohen, candidate for Gwinnett County Sheriff, spoke to Council explaining some of his desires for the Sheriff's Department and what he hopes to accomplish as sheriff, should he win the election.

Mr. Frank H. Newman, a residence of Rosemore Lake, expressed concern over the amount of his gas utility bill, and asked that the Council do all they can to give some relief on the cost of gas to the citizens.

Mr. Bob Wagner asked Council for permission to use the Bulletin Board at the corner of PIB and Alton Tucker Blvd. to publicize the Alisha Clack day which will be held on May 19, 1996 at the Golf Course. He presented information on the events to take place that day, and Council Member Bailey made a motion to grant the request for use of the Board, seconded by Council Member Dodd and passed unanimously. (5-0)

NEW BUSINESS:

A: GMA-GIRMA INSURANCE:

This was moved before Old Business.

**GEORGE VAN
LOUVEN**

B: EMPLOYEE OF THE MONTH:

NEVAD

Manager Nevad announced that Donnie Calvert received the Employee of the Month for March. Manager Nevad recognized Mr. Calvert for his work with the Street and Gas Departments, and he came forward to receive a plaque and monetary award.

C: FIVE YEAR SERVICE AWARD:

NEVAD

Manager Nevad reported there were two employees to receive five year awards. Ken Crowe has been employed in the Inspections and Development Department since April of 1991, and Ken Stuart, who works as a mechanic, has also been employed since April of 1991. Mr. Crowe was presented a five year plaque and Mr. Stuart will receive his plaque later since he was not present.

D: EMPLOYEE CHAIN OF COMMAND POLICY:

SPRADLIN

Council Member Spradlin presented a new complaints procedure to add to the personnel manual. (see attached) This was discussed and Council Member Dodd made a motion, seconded by Council Member Spradlin to table this until the May meeting so that Attorney Thompson can review the document.

E: ZONING ORDINANCE REVIEW:

SPRADLIN

Council Member Spradlin asked that the Zoning ordinance be amended to remove all restrictions and conditions concerning church steeples from the documents. This was discussed concerning the decisions already made by the Planning and Zoning Appeals Board and also what can be done to see that no church is restricted, in the future, from having a steeple on their building. After much discussion, Council Member Bailey made a motion to amend the Zoning Ordinance to remove the restrictions and conditions concerning steeples. The motion was seconded by Council Member Dodd and unanimously passed. (5-0)

F: SPECIAL LIQUOR SALES:

THOMPSON

Attorney Thompson read a Resolution for a referendum to determine whether the City Council of Sugar Hill shall have the authority to permit and regulate Sunday sales of distilled spirits or alcoholic beverages for beverage purposes by the drink. (see attached). Council Member Dodd made a motion to approve the Resolution, seconded by Council Member Spradlin and passed unanimously. (5-0)

G: RED CROSS BLOOD DRIVE:

DODD

Council Member Dodd asked that the City pursue another blood drive by the Red Cross. He stressed the importance of having blood on hand for emergencies. Mayor Webster instructed Manager Warren Nevad to take care of this matter.

CITY CLERK'S REPORT:

Clerk Garbutt reported that the City has received \$34,509 to date in Occupational Taxes. The deadline for purchasing the licenses was March 31, 1996, and those not paying their licenses,

by due date, will be penalized.

Clerk Garbutt reported approximately 400 name changes in property taxes.

Clerk Garbutt reported she is continuing to cross train in the Utility Billing Department with Shirley Gibbs and Shirley Fields.

CITY MANAGER'S REPORT:

Manager Nevad reported that new job descriptions have been prepared for employees. A sexual harassment course was taught to the employees.

He commended Shirley Gibbs, Ruth Ann Cooper and Shirley Fields for their assistance in Utility Billing.

He reported that Margie Wilson successfully completed a course in Budgeting with a grade of 80.

He reported that he and Clerk Garbutt have developed a new policy relating to the remittance of tap and building permit fees. All fees are remitted to Finance on a daily basis.

COUNCIL REPORTS:

Council Members Pugh, Bailey, Dodd, Spradlin and Mayor Pro Tem Davis expressed appreciation for the unity of the Council and also expressed appreciation to the City Staff for the work they do.

Council Member Dodd thanked the City for the time he has spent as a Council Member stating that he plans to qualify for the district County Commission Seat and this will probably be his last official Council Meeting. He expressed what he feels like needs to be accomplished for the City and also stated what he hopes to accomplish by qualifying and being successful in his bid for the Commission Seat. He feels that there are great days ahead for the City and County and that these positions need to be filled by people who have a concern for the welfare of the City and County. Mayor Webster stated that Mr. Dodd will be missed, and asked that Council Member Dodd be given a round of applause for his work on the City Council.

EXECUTIVE SESSION:

Council Member Dodd made a motion to go into Executive Session at 8:45 P.M. to discuss personnel and possible litigation. Council Member Bailey seconded the motion which passed on a unanimous vote. (5-0)

There was a brief recess until 9:00 P.M.

The Executive Session ended at 9:30 P.M. on a motion by Council Member Pugh, seconded by Council Member Bailey and unanimously passed. (5-0)

At the end of the Executive Session, Mayor Webster called the Regular Meeting back to order and Council Member Spradlin stated that he wanted the record to show that he misunderstood the motion and did not wish to vote for the Executive Session.

ADJOURNMENT:

Council Member Pugh made a motion to adjourn at 9:35 P.M., seconded by Council Members Bailey and Spradlin and unanimously passed. (5-0)

ORDINANCE

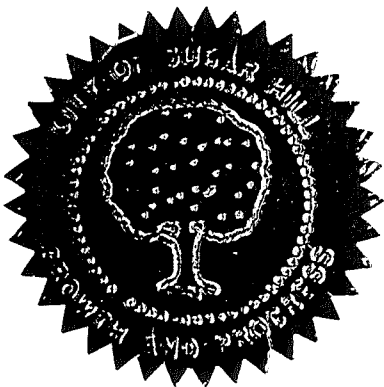
Chapter 25,

The Council of the City of Sugar Hill, Georgia hereby ordains that Article III, section 25-55 of the code of the City of Sugar Hill, 1985, be hereby amended to include the following:

Sec. 25-55 Pilot Lights

- (a) *Lighting of pilot lights.* The city will provide for the lighting of pilot lights, by qualified gas personnel, for all households whose gas service is provided by the city. This service will be provided at no cost to the gas customer, provided that the applicable appliance has been correctly installed according to the manufacturer's installation requirements and provided that the appliance, and its installation, meets or exceeds all ordinances and regulations applicable to the household. This service will not be provided free of charge to customers who voluntarily disconnect their service during seasonal periods, unless said customer is either handicapped, disabled or over the age of 65. In all other cases, normal service reconnect charges will apply.

Be it so ORDAINED this 8 day of April, 19 96



[Signature]
Council Member

[Signature]
Council Member

[Signature]
Council Member

[Signature]
Council Member

[Signature]
Council Member

Attest: [Signature]
City Clerk

Submitted to the Mayor on the 8 day of April, 19 96

[Signature]
Mayor

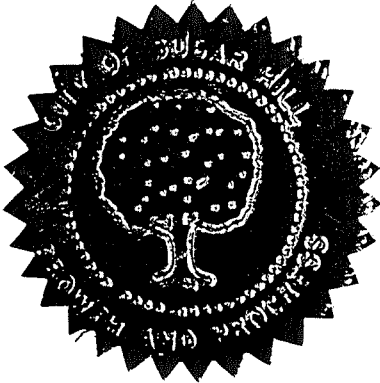
ORDINANCE

The Council of the City of Sugar Hill, Georgia hereby ordains ¹²⁻²⁹ that section ~~11-27~~ of the code of the City of Sugar Hill, 1985, paragraph (a) ~~Residential~~ be hereby amended to include subparagraph (4) and to read as follows:
^{Section 12-29}
¹²⁻²⁹
Sec. ~~11-27~~ Collection Practices

(a) ~~Residential~~

- (4) The city will provide for the chipping of tree limbs, at no charge, provided that the tree limbs are no greater than four inches (4") in diameter and provided that such service be limited to regular city business hours.

Be it is so ORDAINED this 8 day of April 19 96



[Signature]
Council Member

[Signature]
Council Member

[Signature]
Council Member

[Signature]
Council Member

[Signature]
Council Member

Attest: [Signature]
City Clerk

Submitted to the Mayor on the 8 day of April 19 96

[Signature]
Mayor

Returned from the Mayor on the 8 day of April 19 96

ORDINANCE

The Council of the City of Sugar Hill hereby ordains that the Zoning Ordinance of the City of Sugar Hill, Georgia is hereby amended by designating Section 1402, Paragraph 2, Subparagraph c. as Subparagraph d. and inserting the following as Subparagraph c. under Paragraph 2 of Section 1402:

- c. In granting any variance, the board may prescribe appropriate conditions and safeguards in conformity with this ordinance, however as a condition of granting a variance, the board shall not prescribe any condition which prohibits or limits the height of structures excluded from height limitations by Section 701 of this ordinance. Violation of any condition when made a part of the terms under which a variance is granted, shall be deemed a violation of this ordinance and punishable as provided for violation of this ordinance.

Except as hereby amended, all remaining portions of the Zoning Ordinance of the City of Sugar Hill, Georgia shall remain in full force and effect and shall not be altered by this amendment.

IT IS SO ORDAINED this _____ day of May, 1996.

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Attest: _____

City Clerk

Submitted to Mayor: _____

Approved by Mayor, this _____ day of _____, 1996.

Mayor

**RESOLUTION
AMEND-FFY-1995-CDBG**

WHEREAS: the City of Sugar Hill Mayor and Council desires to amend the 1995 CDBG Subrecipient Agreement, and

WHEREAS: the amount will be increased from \$25,000 to \$49,852, and

WHEREAS: the additional funding of \$24,852 plus remaining balance of \$214.50, from Creek Lane Project, is to be used for funding of new project, Hessie Lane Street Paving, and

WHEREAS: the termination date has been extended to December 31, 1997.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the City of Sugar Hill amends the 1995 CDBG Subrecipient Agreement.

Council Member

Council Member

Council Member

Council Member

Council Member

Received by the Mayor: _____

Returned by the Mayor: _____

Approved: _____

Mayor

Attest:

City Clerk

Date:

Gwinnett County Community Development Block Grant Program

P.O. Box 1750

575 Old Norcross Road, Suite A

Lawrenceville, Georgia 30246-1750

Administered by: W. Frank Newton, Inc.

Program Management Firm - In A Contract With Gwinnett County

Frank Newton, President

Phone (770) 822-5190 Fax 822-5193 TDD 822-5195

*An Equal Opportunity Employer**Equal Housing Opportunity*

April 18, 1996

Ms. Betty B. Garbutt
City Clerk
City of Sugar Hill
4988 W. Broad Street
Sugar Hill, Georgia 30518

SUBJECT: Amended CDBG Subrecipient Agreement - FFY 1995

Dear Ms. Garbutt:

Enclosed are seven copies of the amended 1995 Subrecipient Agreement to increase funds from \$25,000.00 to \$49,852.00. The additional funding of \$24,852.00, plus remaining balance \$214.50 (from Creek Lane Project), is to be used for new Project, HESSIE LANE STREET PAVING. The termination date has been extended to December 31, 1997.

Please obtain Council approval, then have Mayor Webster sign, and you attest, the agreements on a date after Council approval. Please return six (6) original signed copies of the documents to our office as soon as possible...keep one copy for your files.

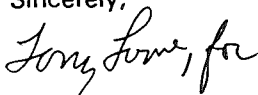
Please note that the Gwinnett County Attorney now requires that all contracts have original versions of your corporate seal on all signature pages [Page 2].

Enclosed are:

1995 Amended Subrecipient Agreement -7 copies [return 6 original signatures - keep 1 copy]

If you have any questions, please contact Tony Lowe [822-5427] or me [822-5430].

Sincerely,



Craig Goebel
Assistant Director

Enclosures (7)

cc: Ms. Lowayne P. Craig, DoFS

W:\WP\CRAIG\SUBAGR95\041896BG.Cor

GWINNETT COUNTY

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

SUBRECIPIENT AGREEMENT AMENDMENT NO. 1

SUBRECIPIENT AGREEMENT NO. 95-CDBG-SUGH

NAME OF CITY/AGENCY: City of Sugar Hill

EFFECTIVE DATE OF THIS AMENDMENT _____ (Signature Date Of Gwinnett County)

Effective on the date written above, the SUBRECIPIENT AGREEMENT identified above is amended to reflect the changes listed below. All other language, requirements and provisions of the original SUBRECIPIENT AGREEMENT shall remain unchanged and in full force.

Changes:

The total FFY 1995 CDBG grant award to the City of Sugar Hill is increased from \$25,000.00 to \$49,852.00, as amended. The additional funding of \$24,852.00 is to be used for new Activity 95-9586 (Hessie Lane Street Paving), per Board of Commissioners approval on 12-19-95. The new budget for 95-9559 is \$24,785.50.

Transfer from Activity 95-9559 (Creek Lane/Pass Ct. Public Improvements) the remaining balance of \$214.50 to Activity 95-9586 (Hessie Lane Street Improvements Project), per Board of Commissioners approval 4-02-96. The total budget for 95-9586 is \$22,066.50.

The termination date for the AGREEMENT, as amended, shall be extended to December 31, 1997.

The Scope of Services [Exhibit 2] of the AGREEMENT shall be remain unaltered for Activity 95-9559, with the exception of the remaining balance of \$214.50 being transferred to Activity 95-9586. The AGREEMENT has been amended to include the additional funding of \$24,852.00, to be used for the new Activity 95-9586 [Hessie Lane Street Paving Project].

These alterations shall be incorporated, herein, as changes in language stated in the aforementioned AGREEMENT. All other portions of the AGREEMENT shall remain, unchanged.

A copy of this Amendment No. 1 shall be appended to the original AGREEMENT, as amended, in Exhibit 3.

IN WITNESS WHEREOF, the parties hereunto have affixed their signatures on the date(s) specified below:

FOR THE SUBRECIPIENT:

City of Sugar Hill
(Name of Subrecipient)

By _____
(Signature)

Gary L. Webster, Mayor
(Typed Name/Title)

(Signature Date)

[Impress City or Corp. Seal Here]

FOR GWINNETT COUNTY:

By _____
(Signature)

F. Wayne Hill, Chairman
Gwinnett County Board of Commissioners
(Typed Name/Title)

(Signature Date)

(Signature)

Frank Newton, President
W. Frank Newton, Inc.
Gwinnett County CDBG Program Management Firm
(Typed Name/Title)

(Signature Date)
[Impress Gwinnett County Seal Here]

ATTEST:

By _____
(Signature)

By Betty B. Garbutt, City Clerk
(Typed Name/Title)

(Signature Date)

Date Approved: Subrecipient Governing
Body: _____

ATTEST:

By _____
(Signature)

By Barbara A. Bruce, County Clerk
(Typed Name/Title)

(Signature Date)

Approved: Board of Commissioners
Per Minutes Dated October 18, 1994 and December
19, 1995 and April 2, 1996

[See Also Attached Exhibit(s)]

EXHIBIT 1

COMMUNITY DEVELOPMENT BLOCK GRANT
CERTIFICATIONS

**COMMUNITY DEVELOPMENT BLOCK GRANT
GRANTEE CERTIFICATIONS**

In accordance with the Housing and Community Development Act of 1974, as amended, and with 24 CFR 570.303 of the Community Development Block Grant regulations, the grantee certifies that:

- (a) It possesses legal authority to make a grant submission and to execute a community development and housing program;
- (b) Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the grantee to submit the final statement and amendments thereto and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the final statement and to provide such additional information as may be required;
- (c) Prior to submission of its final statement to HUD, the grantee has:
 - 1. Met the citizen participation requirements of §570.301(b);
 - 2. Prepared its final statement of community development objectives and projected use of funds in accordance with §570.301(c) and made the final statement available to the public;
- (d) It is following a detailed citizen participation plan which:
 - 1. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used, and provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;
 - 2. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by the regulations of the Secretary, and relating to the actual use of funds under the Act;
 - 3. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;
 - 4. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;
 - 5. Provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and

9/92

6. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate;
- (e) The grant will be conducted and administered in compliance with:
1. Title VI of the Civil Rights Act of 1964 (Public Law 88-352, 42 U.S.C. Sec. 2000d et seq.); and
 2. The Fair Housing Act (42 U.S.C. 3601-20);
- (f) It will affirmatively further fair housing;
- (g) It has developed its final statement of projected use of funds so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight; (the final statement of projected use of funds may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available); except that the aggregate use of CDBG funds received under section 106 of the Act, and if applicable, under section 108 of the Act, during the 1995-1997 program year(s) (a period specified by the grantee consisting of one, two, or three specific consecutive years), shall principally benefit persons of low and moderate income in a manner that ensures that not less than 70 percent of such funds are used for activities that benefit such persons during such period;
- (h) It has developed a community development plan, for the period specified in paragraph (g) above, that identifies community development and housing needs and specifies both short and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Act;
- (i) It is following a current comprehensive housing affordability strategy (CHAS) which has been approved by HUD pursuant to §570.306 and Part 91, and that any housing activities to be assisted with CDBG funds will be consistent with the CHAS;
- (j) It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under section 106 of the Act or with amounts resulting from a guarantee under section 108 of the Act by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:
1. Funds received under section 106 of the Act are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under Title I of the Act; or
 2. For purposes of assessing any amount against properties owned and occupied by persons of moderate income, the grantee certifies to the Secretary that it lacks sufficient funds received under section 106 of the Act to comply with the requirements of subparagraph (1) above;

9/92

- (k) Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with §570.608;
- (l) It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as required under §570.606(b) and Federal implementing regulations; and the requirements in Sec. 570.606(c) governing the residential antidisplacement and relocation assistance plan under section 104(d) of the Act (including a certification that the grantee is following such a plan); and the relocation requirements of Sec 570.606(d) governing optional relocation assistance under section 105(a)(11) of the Act;
- (m) It has adopted and is enforcing:
1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;
- (n) To the best of its knowledge and belief:
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
 3. It will require that the language of paragraph (n) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly;
- (o) It will or will continue to provide a drug-free workplace by:
1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

9/92

2. Establishing an ongoing drug-free awareness program to inform employees about
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

9/92

8. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

City of Sugar Hill
4988 W. Broad Street
Sugar Hill, Georgia 30518
Gwinnett County, Georgia

Check _____ if there are workplaces on file that are not identified here; and

- (p) It will comply with the other provisions of the Act and with other applicable laws.

(Signature of Chief Elected Official or Chairperson of Board of Directors)

Gary L. Webster

Typed Name-Subrecipient Chief Elected Official or Board Chair

Mayor

Title

Signature Date

ATTEST:

Signature of Person Attesting Signature by Subrecipient's Chief Elected Official or Board Chair

Betty B. Garbutt

Typed Name - Person attesting Signature by Subrecipient's Chief Elected Official or Board Chair

City Clerk

Title - Person Attesting Signature by Subrecipient's Chief Elected Official or Board Chair

Date of Attesting Person's Signature

9/92

APPENDIX TO CDBG CERTIFICATIONS
INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification - Paragraph n

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification - Paragraph o

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out in paragraph (o).
2. The certification set out in paragraph (o) is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies. (This is the information to which entitlement grantees certify).
4. For grantees who are individuals, Alternate II applies. (Not applicable to CDBG Entitlement grantees.)
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

9/92

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C.812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

— "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

· "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are not on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

9/92

EXHIBIT 2

SCOPE OF SERVICES

EXHIBIT 2
SCOPE OF SERVICES
AMENDMENT 1

The following activity(s) shall be carried out by the Subrecipient under the terms of this Agreement and its accompanying certifications and reporting requirements:

Agency: City of Sugar Hill
Activity No.: 95-9559 and 95-9586

ACTIVITY DESCRIPTION

The total FFY 1995 CDBG grant award to the Subrecipient is increased from \$25,000.00 to \$49,852.00 for eligible activity(s):

Activity Description:

The Activity description contained in the original Scope of Services remains accurate for Activity 95-9559 (Creek Lane/Pass Ct. Project), with the exception of transferring the balance of \$214.50 to Activity 95-9586. The new budget for 95-9559 is \$24,785.50. The AGREEMENT has been amended to include the additional funding of \$24,852.00 for Activity 95-9586 [Hessie Lane Street Project]. The budget for 95-9586 totals \$25,066.50. The City of Sugar Hill will pave approximately 520 L.F. on Hessie Lane from Pass Court to its dead end, to install approximately 1,040 linear feet of curb/gutter, and to replace approximately 210 linear feet of storm drainage. Total to be served 939; 533 Low/Mod; 56.76% Low/Mod. The termination date is extended to December 31, 1997.

General Requirements:

The work for the specified activities shall be completed by December 31, 1997. After that date, Gwinnett County reserves the right to recapture the funds for use on other eligible projects.

All other provisions of the original Subrecipient Agreement shall remain in effect, unchanged.

RESOLUTION
CDBG--1996

A RESOLUTION TO ACCEPT AN AGREEMENT WITH GWINNETT COUNTY
FOR FUNDS FROM THE CDBG FFY1996 FOR USE AS DESCRIBED IN
THE AGREEMENT:

WHEREAS: Gwinnett County has received an FFY 1996 Community Development Block Grant, hereinafter referred to as "CDBG" under Title I of the Housing and Community Development Act of 1974, as amended, to carry out various community development activities in its unincorporated areas and in municipalities participating in the County CDBG Program; and

WHEREAS: \$25,000 from Federal FY 1996 CDBG funds has been allocated to the City of Sugar Hill, Georgia for the implementation of activities determined to be CDBG-eligible by the County; and

WHEREAS: the City of Sugar Hill wishes to assume certain responsibilities for the implementation of its CDBG assisted activity(s), and certifies that it will comply with the applicable certifications contained in Exhibit 1; with the Scope of Services provided in Exhibit 2; with any amendments to this Agreement, included as Exhibit 3; with the Lease Agreement requirements included as Exhibit 4; and, with the property use requirements included as Exhibit 5.

NOW, THEREFORE, BE IT RESOLVED that the City of Sugar Hill agrees to accept this agreement with all requirements set forth by Gwinnett County for the use of CDBG Funds.

Council Member

Council Member

Council Member

Council Member

Council Member

Received by the Mayor: _____

Returned by the Mayor: _____

Approved by the Mayor:

Mayor Gary L. Webster

Date:

ATTEST:

City Clerk

Date:

- (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
 4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

9/92

8. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

City of Sugar Hill
4988 W. Broad Street
Sugar Hill, Georgia 30518
GWINNETT COUNTY, GEORGIA

Check ☐ if there are workplaces on file that are not identified here; and

(p) It will comply with the other provisions of the Act and with other applicable laws.

Signature - Subrecipient Chief Elected Official or Board Chair

Gary Lewis Webster
Typed Name - Subrecipient Chief Elected Official or Board Chair

Mayor
Title

Signature Date

ATTEST:

Signature of Person Attesting Signature by Subrecipient's Chief Elected Official or Board Chair

Betty Garbutt
Typed Name - Person Attesting Signature by Subrecipient's Chief Elected Official or Board Chair

City Clerk
Title - Person Attesting Signature by Subrecipient's Chief Elected Official or Board Chair

Date of Attesting Person's Signature

9/92

APPENDIX TO CDBG CERTIFICATIONS
INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification - Paragraph n

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification - Paragraph o

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out in paragraph (o).
2. The certification set out in paragraph (o) is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies. (This is the information to which entitlement grantees certify).
4. For grantees who are individuals, Alternate II applies. (Not applicable to CDBG Entitlement grantees.)
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

9/92

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C.812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are not on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

9/92

EXHIBIT 2

SCOPE OF SERVICES

EXHIBIT 2

SCOPE OF SERVICES

The following activities and/or projects shall be carried out by the Subrecipient, under the terms of this Agreement and its accompanying certifications and reporting requirements:

Agency:	City of Sugar Hill
Activity Name:	Hessie Lane Street Improvements
Activity Number:	96-9659
Gwinnett Co. CDBG Objective(s):	PFLT, PF2, PF3
CDBG Eligibility Citation:	24 CFR 570.201(c)
CDBG National Objective Citation:	24 CFR 570.208(a)(1)
HUD CDBG Activity Type:	03K
HUD CDBG Activity Name:	Street Improvements

ACTIVITY DESCRIPTION

The total FFY 1996 CDBG budget for this activity shall not exceed \$25,000.00. The agreement shall begin on the date specified on Page 1 of this Agreement, and terminate on December 31, 1997.

Activity Description

The Subrecipient shall utilize CDBG funds to pave approximately 520 linear feet on Hessie Lane from Pass Court to its dead end, and to install approximately 1,040 L.F. of curb/gutter, and approximately 210 L.F. of drainage improvements. The total number of persons to be served will be 939, of whom 533 [56.76%] will be low and moderate income.

General Requirements

The Subrecipient shall keep the improvements in use as public facilities, as defined by CDBG Rules and Regulations for a period not less than the time which Gwinnett County shall receive CDBG funds, plus five (5) years. All federal rules and regulations governing the use of such a facility shall apply, including the requirement that at least 51 % of persons using the facility shall be members of households whose total income does not exceed the federally-established maximum income levels to qualify for CDBG assistance.

Requests for reimbursement shall be submitted to the Gwinnett County Community Development Block Grant Program, using the provided CDBG Invoices [Exhibit 2], with copies of invoices from vendors, materials suppliers and/or contractors, and/or force account documentation – including timecards for personnel, equipment rental invoices and cancelled checks issued by Subrecipient.

The activity shall be completed by December 31, 1997. After that date, Gwinnett County reserves the right to recapture the funds for use on other eligible projects.

No involuntary displacement of persons, businesses, or agencies will occur as a result of this CDBG-assisted activity.

If the Subrecipient seeks to transfer ownership of the property, or uses the property for an ineligible CDBG use, the stipulations in Section 18 and Exhibit 5 of this Subrecipient Agreement shall immediately take effect.

INVOICE REQUESTING PAYMENT--GWINNETT CDBG PROGRAM

DATE: _____

RECIPIENT: City of Sugar Hill

PROJECT: Hessie Lane St. Improvements

VOICE # 96-9659-01

PAYMENT AMOUNT: \$ _____

TO BE COMPLETED BY: CITY OF SUGAR HILL

Project Budget:	\$ <u>25,000.00</u>
Disbursement To Date:	\$ _____
Available Balance:	\$ _____
Amount This Payment:	\$ _____
Remaining Balance:	\$ _____

Check One] Final Payment* (____); Partial Payment (____)

If Final Payment- Please contact CDBG Office before making payment to contractor(s)/vendor(s)

BACK-UP DOCUMENTATION ATTACHED

____ (1) Copy(s) of Check(s)*

____ (2) Copy(s) of Bill(s) from the Contractor(s), Architect(s) , etc.*

____ (3) Payroll Records for all Employees, who are charged on this Invoice*

____ (4) Other (Lien Releases, etc.)

Required

RECOMMENDED FOR PAYMENT:

Signature	Title	Date
-----------	-------	------

APPROVED FOR PAYMENT:

Signature	Title	Date
-----------	-------	------

GRANT ACCOUNTING CODING: TO BE COMPLETED BY CDBG OFFICE

Fund #: 250 Agency #: 120 Org#: CD96 Activity #: 9159 CDBG FFY: 96

Object #: 3500 Subobject #: 01 Report Category #: 9659

GRANT ACCOUNTING CODING: TO BE COMPLETED BY CDBG OFFICE:

Fund #: 250 Agency #: 120 Org#: _____ Activity #: _____ CDBG FFY: _____

Object #: 3500 Subobject #: 01 Report Category #: _____

PLEASE RETURN THIS INVOICE (with original signatures) TO:

GWINNETT COUNTY CDBG OFFICE
P.O. BOX 1750
LAWRENCEVILLE, GA 30246-1750

INVOICE REQUESTING PAYMENT--GWINNETT CDBG PROGRAM

TE: _____

CIPIENT: City of Sugar Hill

JECT: Hessie Lane St. Improvements

VOICE # 96-9659-02

YMENT AMOUNT: \$ _____

TO BE COMPLETED BY: CITY OF SUGAR HILL

Project Budget:	\$ <u>25,000.00</u>
Disbursement To Date:	\$ _____
Available Balance:	\$ _____
Amount This Payment:	\$ _____
Remaining Balance:	\$ _____

Check One] Final Payment* (☐); Partial Payment (☐)

Final Payment- Please contact CDBG Office before making payment to contractor(s)/vendor(s)

BACK-UP DOCUMENTATION ATTACHED

☐ (1) Copy(s) of Check(s) *

☐ (2) Copy(s) of Bill(s) from the Contractor(s), Architect(s) , etc. *

☐ (3) Payroll Records for all Employees, who are charged on this Invoice *

☐ (4) Other (Lien Releases, etc.)

Required

RECOMMENDED FOR PAYMENT:

Signature	Title	Date
-----------	-------	------

APPROVED FOR PAYMENT:

Signature	Title	Date
-----------	-------	------

GRANT ACCOUNTING CODING: TO BE COMPLETED BY CDBG OFFICE

und #: 250 Agency #: 120 Org#: CD96 Activity #: 9159 CDBG FFY: 96

bject #: 3500 Subobject #: 01 Report Category #: 9659

GRANT ACCOUNTING CODING: TO BE COMPLETED BY CDBG OFFICE:

und #: 250 Agency #: 120 Org#: _____ Activity #: _____ CDBG FFY: _____

bject #: 3500 Subobject #: 01 Report Category #: _____

PLEASE RETURN THIS INVOICE (with original signatures) TO:

GWINNETT COUNTY CDBG OFFICE
P.O. BOX 1750
LAWRENCEVILLE, GA 30246-1750

GRANT NO: B-96-UC-13-0004
AGREEMENT NO.: 96-CDBG-SUGH

SUBRECIPIENT AGREEMENT FOR USE OF
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS
BETWEEN
GWINNETT COUNTY, GEORGIA
AND

City of Sugar Hill
4988 W. Broad Street
Sugar Hill, Georgia 30518

THIS AGREEMENT, made and entered into on the ____ day of _____, 1996, by and between Gwinnett County, a political subdivision of the State of Georgia acting by and through its duly elected Board of Commissioners, hereinafter referred to as the "County", and the City of Sugar Hill a CDBG subrecipient organization (either a participating municipality in the Gwinnett County Urban County CDBG Program, a quasi-local government agency, or a private non-profit organization), hereinafter referred to as the "Subrecipient," located within the confines of the County of Gwinnett, Georgia, and/or serving CDBG-eligible residents of Gwinnett County;

WITNESSETH:

WHEREAS, Gwinnett County has received an FFY 1996 Community Development Block Grant, hereinafter referred to as "CDBG" under Title I of the Housing and Community Development Act of 1974, as amended, to carry out various community development activities in its unincorporated areas and in municipalities participating in the County CDBG Program; and

WHEREAS, \$25,000.00 from Federal FY 1996 CDBG funds has been allocated to the Subrecipient for the implementation of activities determined to be CDBG-eligible by the County; and

WHEREAS, the Subrecipient wishes to assume certain responsibilities for the implementation of its CDBG assisted activity(s), and certifies that it will comply with the applicable certifications contained in Exhibit 1; with the Scope of Services provided in Exhibit 2; with any amendments to this Agreement, included as Exhibit 3; with the Lease Agreement requirements included as Exhibit 4; and, with the property use requirements included as Exhibit 5.

NOW, THEREFORE, the parties hereunto do hereby agree as follows:

1. Use of Funds - The Subrecipient shall expend all or any part of its CDBG allocation only on those activities contained in the Scope of Services of this Agreement, which activities the Gwinnett County Community Development Block Grant Program shall determine to be eligible for CDBG funds, and shall notify the Subrecipient in writing, via this Agreement and/or subsequent amendments to this Agreement, of such determination of eligibility. Such CDBG funds must be fully expended not later than December 31, 1997.
2. A. Uniform Administrative Requirements - The Uniform Administrative Requirements, as promulgated in 24 CFR Chapter V [Subpart J] at 570.502 shall apply to all activities undertaken by the Subrecipient with CDBG assistance provided via this Agreement and any subsequent amendments.

- B. Other Program Requirements - The Subrecipient shall comply with all the requirements of 24 CFR Chapter V [Subpart K] at 570.600 - 570.612, as applicable to the Subrecipient's activity(s).
3. Procurement - The Subrecipient shall be responsible for procurement of all supplies, equipment, services, and construction necessary for implementation of its activity(s). Procurement shall be carried out in accordance with the "Common Rule" provisions (24 CFR 85) for governmental entities and with OMB Circular A-110 for non-profit organizations, the procurement requirements of the Subrecipient, and all provisions of the CDBG Regulations, 24 CFR Part 570 (the most restrictive of which will take precedence). The Subrecipient shall prepare, or cause to be prepared, all advertisements, negotiations, notices, and documents; enter into all contracts; and conduct all meetings, conferences, and interviews as necessary to insure compliance with the above described procurement requirements.
4. Property Acquisition and Relocation Services - The Subrecipient shall be responsible for carrying out the acquisition of all real property necessary for the implementation of the activity(s). The Subrecipient shall conduct all such acquisitions in its name and shall hold title to all properties purchased, [except in such cases as with long term leases (minimum term of 15 years); lease requirements are addressed in Section 18, below.] The Subrecipient shall be responsible for the preparation of all notices, appraisals, and documentation required in conducting acquisitions under the latest applicable regulations of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 and of the CDBG Program. The Subrecipient shall also be responsible for providing all relocation notices, counseling, and services required by said regulations. Should the Subrecipient find it necessary to change the use of or dispose of the property acquired with CDBG funding assistance, the requirements of 24 CFR 505 governing change of use and/or property disposition shall apply. Such a change in use may also require an amendment to this Agreement, including changes in Exhibits 2, 3, 4, and 5.
5. "Force Account" Work - The Subrecipient (limited to participating municipalities) may undertake public facility construction activities using municipal labor and equipment. Eligible costs of labor and equipment will be reimbursed by the County using CDBG funds, based upon submission of proper invoice(s) and documentation of all costs - as prescribed by the County.

6. Recordkeeping/Reporting

A. Financial Recordkeeping

The Subrecipient shall maintain records of the expenditure of all CDBG funds it receives, such records to be maintained in accordance with OMB Circulars A-87 and the "Common Rule" provisions (24 CFR 85) and in accordance with OMB Circular A-110, A-122, and A-133, as applicable. All records shall be made available, upon County request, for inspection(s) and audit(s) by the County or its representatives. If a financial audit(s) determines that the Subrecipient has improperly expended CDBG funds, resulting in the U.S. Department of Housing and Urban Development disallowing such expenditures, the County reserves the right to recover from the Subrecipient other monies to fund such disallowed CDBG expenditures. Audit procedures are specified in Section 19 of this Agreement.

B. Programmatic Recordkeeping/Reporting

For Direct Service (including limited clientele and presumed benefit) activities the Subrecipient shall provide, monthly, sufficient information to the County on CDBG-eligible users of activities receiving CDBG assistance so as to enable the County to prepare and submit annual reports to the U.S. Department of Housing and Urban Development. These Subrecipient-prepared reports shall be submitted in a format provided by the County [See Exhibit 2] and at a time no later than the 15th calendar day of each month of each year until all CDBG funds for the activity(s) shall be fully expended, plus five years. The five year reporting period should not be confused with the "continuing use" provisions of this agreement, as specified in Exhibit 2, "Scope of Services." The County shall provide reporting forms and technical assistance to the Subrecipient on the procedures to be followed to collect and report these programmatic data.

7. Subrecipient's Obligation - The Subrecipient shall be responsible for carrying out its actions in accordance with the certifications contained in Exhibit 1 of this Agreement. The Subrecipient shall take all necessary actions to comply with the requirements of the certifications/assurances in Exhibit 1, and to comply with any requests by the County in this connection; it being understood that the County has responsibility to the U.S. Department of Housing and Urban Development for insuring compliance with such requirements. The Subrecipient will also promptly notify the County of any changes in the scope or character of the activity(s) which it is implementing.
8. "Hold Harmless" - The Subrecipient does hereby agree to release, indemnify, and hold harmless the County from and against all costs, expenses, claims, suits, or judgments arising from or growing out of any injuries, loss or damage sustained by any person or corporation, including employees of Subrecipient and property of Subrecipient, which are caused by or sustained in connection with the tasks carried out by the Subrecipient under this Agreement.
9. Funding - The County agrees to provide the Subrecipient with CDBG funds in such amounts as agreed upon in this Agreement to enable the Subrecipient to carry out its CDBG-eligible activity(s). It is understood that the County shall be held accountable to the U.S. Department of Housing and Urban Development for the lawful expenditure of CDBG funds under this Agreement. Therefore, the County shall make no payment of CDBG funds to the Subrecipient and draw no funds from HUD/U.S. Treasury on behalf of a Subrecipient activity(s), prior to having received proper invoice(s) from the Subrecipient for the expenses incurred, as well as copies of all documents and records needed to insure that the Subrecipient has complied with the appropriate regulations and requirements. The Subrecipient shall use the invoice forms contained in Exhibit 2 of this Agreement to request reimbursement (s) for the activity (s) described in the Scope of Services [Exhibit 2]. The invoice forms are prenumbered and should be used in sequential order.
10. Environmental Clearance - The County shall be responsible for carrying out environmental reviews and clearances on all activities. The Subrecipient shall be responsible for providing necessary information to the County to accomplish this task.

11. Wage Rates - The County shall be responsible for the preparation of all requests to the U.S. Department of Housing and Urban Development for wage rate determinations on CDBG activities, on behalf of the Subrecipient. The Subrecipient shall notify the County prior to initiating any activity, including advertising for contractual services, which will include costs likely to be subject to the provisions of the Davis-Bacon Act and its implementing regulations. The County will provide technical assistance to the Subrecipient to ensure compliance with these requirements.
12. Technical Assistance - The County agrees to provide technical assistance to the Subrecipient in the form of oral and/or written guidance and on-site assistance regarding CDBG procedures and project management. This assistance will be provided as requested by the Subrecipient, and at other times, at the initiative of the County, when new or updated information concerning the CDBG Program shall be provided by the County to the Subrecipient.
13. Review Authority - The County shall have the authority to review any and all procedures and all materials, notices, documents, etc., prepared by the Subrecipient in implementation of this Agreement. The Subrecipient agrees to provide all information required by any person authorized by the County to request such information from the Subrecipient, for the purpose of reviewing the same.
14. Agreement Suspension and Termination - In accordance with the provisions of 24 CFR 85.43, or with the provisions of OMB Circular A-110 [24 CFR 84.60-62], suspension or termination of this Agreement may occur if the Subrecipient materially fails to comply with any term of this Agreement. The Agreement may be terminated for convenience in accordance with 24 CFR 85.44 or with Circular A-110, [24 CFR 84.60-62]. This Agreement may be terminated with or without cause by either party, hereto, by giving thirty (30) calendar days written notice of such termination. However, CDBG funds allocated to the Subrecipient under this Agreement may not be obligated or expended by the Subrecipient following such date of termination. Any funds allocated to the Subrecipient under this Agreement which remain unobligated or unspent upon such date of termination shall automatically revert to the County.
15. Agreement Amendment(s) - This Agreement may be modified or amended by mutual agreement of the parties; however, no waiver, modification or amendment of any terms, conditions or provisions of this agreement will be valid, or of any force or effect, unless made in writing, approved by the respective parties' governing bodies and properly executed by the authorized representatives of the parties. All amendments to this Agreement shall be made a part of the Agreement by inclusion in Exhibit 3, which will be attached at the time of any amendment(s).
16. Effective Date and Termination Date - The effective date of this Agreement is the date specified on Page 1 of this Agreement. The termination date of this Agreement is December 31, 1997.

17. Program Income - If the Subrecipient generates any program income as a result of the expenditure of CDBG funds, the provisions of 24 CFR 570.504(c) shall apply, as well as the following specific stipulations:
- a. The Subrecipient recognizes that it must notify the County of any program income during the calendar month that such program income is generated;
 - b. Any such program income must be paid to the County within seven calendar days following the end of the month in which the program income is generated.
 - c. The Subrecipient further acknowledges that the County has the responsibility for monitoring and reporting to the U.S. Department of Housing and Urban Development (HUD) on the generation of any such program income. The responsibility for appropriate recordkeeping by the Subrecipient and reporting to the County by the Subrecipient on the generation of such program income is hereby acknowledged by the Subrecipient.
 - d. In the event of close-out or change in status of the Subrecipient, any program income that is on hand or received subsequent to the close-out or change in status shall be paid to the County within 30 calendar days of the official date of the close-out or change in status. The County agrees to notify the Subrecipient in writing, should close-out or change in status of the Subrecipient occur as a result of changes in CDBG Program statutes, regulations, and/or instructions.
18. Real Property - The following standards shall apply to real property (within the control of the Subrecipient) acquired or improved, in whole or in part, using CDBG funds. The standards are:
- a. The Subrecipient shall inform the County, in writing, at least thirty (30) days prior to any modification or change in the use of the real property from that planned at the time of acquisition or improvements, including disposition;
 - b. The Subrecipient shall reimburse the County in an amount equal to the current fair market value (less any portion thereof attributable to expenditures of non-CDBG funds) of property acquired or improved with CDBG funds that is sold or transferred for a use which does not qualify under the CDBG regulations at the time of sale or transfer. Said reimbursement shall be provided to the County at the time of sale or transfer of the property referenced, herein.
 - c. Any program income generated from the disposition or transfer of property prior to or subsequent to the close-out, change of status or termination of the subrecipient agreement between the County and the Subrecipient shall be repaid to the County at the time of disposition or transfer of the property.
 - d. A lease agreement, in a format prescribed by the County, must be executed between the County and the Subrecipient for any County CDBG-assisted Subrecipient activity which will be carried out wholly, or in part, on County-owned real property. The lease agreement shall be included in this subrecipient agreement as Exhibit 4. Said lease agreement must contain, at a minimum, the following items and other items determined by the County to be applicable to the specific lease:

1. The beginning and ending dates of the lease (at least 5 years to be eligible for CDBG funding assistance).
 2. Identification of the parties to the lease; i.e., the Lessor shall be the County and the Lessee shall be the Subrecipient.
 3. Identification of the precise land parcel(s) and/or structure(s) which constitute the subject of the lease.
 4. Identification of the CDBG-eligible use of the real property(s) and/or structure(s).
 5. A termination statement acceptable to the County and the U.S. Department of Housing and Urban Development.
 6. The lease must contain a regulatory compliance statement indicating that the terms are in conformance with all applicable Federal, State, and Gwinnett County rules, regulations, and requirements.
 7. The lease must contain a maintenance of property statement indicating that the property(s) and/or structure(s) which is the subject of the lease agreement will be maintained in conformance with all applicable Federal, State, and Gwinnett County rules, regulations, and requirements.
 8. The lease must contain a non-assignability clause indicating that the lease may not be assigned to any other party(s) without prior written approval by the County and subsequent execution of an amendment to the lease and to this Subrecipient Agreement.
 9. The lease must contain an insurance certification statement indicating that the lessee will maintain appropriate types of insurance, as specified in the lease, on the property(s) and/or structure(s) which is the subject of the lease.
 10. The lease must contain an indemnification statement, as specified by the County.
 11. The lease must contain a statement as to governance, performance and enforcement under the laws of the State of Georgia.
 12. The lease may contain special conditions unique to the specific lessor/lessee circumstances and/or unique to the specific property(s) and/or structure(s).
- e. If the Subrecipient wishes to carry out its CDBG-assisted activity on real property(s) and/or in a structure(s) which is owned neither by the Subrecipient nor by the County, a long-term lease (minimum 15 year) must be executed which meets the standards specified in Section 18. (d), above. However, prior to execution of said lease, the County must approve the form and content of the Lease Agreement to insure its compliance with the terms of this Agreement.

- f. Private non-profit subrecipient organizations must also execute a real property use document(s) with the County. Such a document(s) provides the County with a mechanism to insure its fiduciary interest in the property(s) and/or structure(s) for which the County provided CDBG funds to the private non-profit organization via this Agreement.

In the event of the dissolution or change in status of the private non-profit organization or change in scope of the CDBG-assisted activity – resulting in the CDBG-assisted activity becoming an ineligible CDBG activity, as defined by CDBG rules and regulations applicable at the time of such dissolution or change in status – the County shall, at its option, exercise its right to obtain its appropriate share of the value of the CDBG-assisted property, as permitted by the rules and regulations governing the CDBG Program at the time of such an occurrence, and as specified by this Agreement. The real property use documents referenced, herein, shall be appended to this Agreement and shall constitute Exhibit 5.

19. Audits

The Subrecipient agrees to comply with the requirements of:

- A. The "Government Auditing Standards, Standards for Audit of Governmental Organizations, Programs, Activities and Functions," 1988 Revision or any later revision, ["The Yellow Book"] issued by the Comptroller General, United States General Accounting Office.
- B. The "Single Audit Act of 1984" (United States Public Law 98-502) or OMB Circular A-133, as applicable.
 - 1) Cities and/or organizations which receive a total of \$100,000.00 or more of Federal funds in any fiscal year from all Federal sources (including Federal "pass through" funds from State or local governments) must have an organization-wide audit performed annually.
 - 2) Cities and/or organizations which receive a total of at least \$25,000.00, but less than \$100,000.00 of Federal funds in any fiscal year from all Federal sources (including Federal "pass through" funds from State or local governments) may elect to have an annual organization-wide audit performed or an annual audit covering those funds received under this agreement.
- C. Because Gwinnett County is responsible for any grant funds provided to all participating cities and other subrecipients, any organizations or cities which receive a total of more than \$0.00, but less than \$25,000.00 of CDBG funds, in any fiscal year from this agreement must have an audit of those funds performed annually or shall follow procedures specified, herein, as if all funds were subject to the requirements below.

- 1) A statement by the executive financial official of the organization or city that they have read and adhered to the requirements of OMB Circular A-128 Audits of State and Local Governments or OMB Circular A-110 Uniform Requirements for Grants to Universities, Hospitals and Non-Profit Organizations, and OMB Circular A-133, Audits of Institutions of Higher Education and Other Nonprofit Institutions and have met those requirements as they are applicable to their organization. This statement should be in written form and submitted to Gwinnett County at the end of the fiscal year of the Subrecipient;
- 2) All requests to the County for CDBG reimbursements shall be approved by an individual at least one level above that person that prepares the reimbursement request. If the reimbursement request is prepared by the Chief Financial Administrator of the organization, then the request shall be approved by a member of the governing board;
- 3) If in the request for reimbursement there exists a single item for goods or services that is in excess of \$5,000, the invoice or accompanying canceled check copy shall be submitted with the reimbursement request;
- 4) Gwinnett County shall periodically perform program reviews of Subrecipient financial records no less often than once during the Subrecipient's fiscal year. This review should, at the least, include procedures to request and verify documentation of all expenditures requested in a single reimbursement request;
- 5) Any appropriate corrective action for instances of noncompliance as a result of these program reviews has been taken within six (6) months of notification by Gwinnett County that these reportable conditions exist;
- 6) At each fiscal year end, the Subrecipient shall submit to Gwinnett County a financial statement prepared from the Subrecipient's financial records that presents the revenues received from the Gwinnett County Community Development Block Grant Program and the expenditures for which these funds were used; and
- 7) If the Subrecipient receives only CDBG funds and no other Federal funds and if the total CDBG funds received is less than \$25,000, the Subrecipient may indicate by checking and signing here that the Subrecipient is requesting authority from Gwinnett County to submit a separate schedule covering CDBG funds within the General Audit of the Subrecipient.

Subrecipient, herein, requests authority to submit separate CDBG schedule as a part of its General Audit:

Signature For The Subrecipient

Date

Signature For Gwinnett County

Date

The above procedures will provide the County's independent auditor with sufficient information to determine whether the Subrecipient has materially complied with the applicable laws and regulations, as they govern their programs. If any of the above

procedures provide less information than is already required by this agreement, then the applicable procedures already stated in the agreement shall govern the Subrecipient's responsibilities to Gwinnett County.

- D. The Subrecipient further agrees to have its audit performed in conformance with these Federally-required and Gwinnett County's stipulations at its own cost, not payable with CDBG funds.

The Subrecipient further agrees to send three (3) copies of its independent auditor's report to the Gwinnett County CDBG Program within 120 days following the close of the Subrecipient's fiscal year.

- The County reserves the right to recover, from non-CDBG sources of the Subrecipient any CDBG expenses of the Subrecipient which are questioned or disallowed by the Subrecipient's independent auditor or by Gwinnett County's independent auditor as a part of their review of the Subrecipient's audit.

20. The Subrecipient shall comply with all the applicable requirements of 24 CFR 570 [CDBG Regulations], 24 CFR 85 [Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government... "The Common Rule", OMB Circulars A-87, A-110, A-122, and A-133, as applicable. These documents are incorporated as a part of this Agreement by reference, herein, and are available from the Gwinnett County Community Development Block Grant Program, upon request.

IN WITNESS WHEREOF, the parties hereunto have affixed their signatures on the dates specified below and the respective Official Seals of the Subrecipient and of Gwinnett County have been affixed:

FOR THE SUBRECIPIENT:

City of Sugar Hill
(Name of Subrecipient)

By _____
(Signature)

Gary Lewis Webster, Mayor
(Typed Name/Title)

(Signature Date)

[Impress City Seal Here]

FOR GWINNETT COUNTY:

By _____
(Signature)

E. Wayne Hill, Chairman
Gwinnett County Board of Commissioners
(Typed Name/Title)

(Signature Date)

By _____
(Signature)

Frank Newton, President
W. Frank Newton, Inc.
Gwinnett County CDBG Program Management
Firm
(Typed Name/Title)

(Signature Date)

[Impress Gwinnett County Seal Here]

ATTEST:

By _____
(Signature)

By Betty Garbutt, City Clerk
(Typed Name/Title)

(Signature Date)

Date Approved: Subrecipient Governing
Body: _____

[See Also Attached Exhibit(s)]

ATTEST:

By _____
(Signature)

By Barbara A. Bruce, County Clerk
(Typed Name/Title)

(Signature Date)

Approved: Board of Commissioners
Per Minutes Dated November 7, 1995

EXHIBIT 1
CERTIFICATIONS

COMMUNITY DEVELOPMENT BLOCK GRANT
GRANTEE CERTIFICATIONS

In accordance with the Housing and Community Development Act of 1974, as amended, and with 24 CFR 570.303 of the Community Development Block Grant regulations, the grantee certifies that:

- (a) It possesses legal authority to make a grant submission and to execute a community development and housing program;
- (b) Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the grantee to submit the final statement and amendments thereto and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the final statement and to provide such additional information as may be required;
- (c) Prior to submission of its final statement to HUD, the grantee has:
 - 1. Met the citizen participation requirements of §570.301(b);
 - 2. Prepared its final statement of community development objectives and projected use of funds in accordance with §570.301(c) and made the final statement available to the public;
- (d) It is following a detailed citizen participation plan which:
 - 1. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used, and provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;
 - 2. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by the regulations of the Secretary, and relating to the actual use of funds under the Act;
 - 3. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;
 - 4. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;
 - 5. Provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and

9/92

6. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate;

(e) The grant will be conducted and administered in compliance with:

1. Title VI of the Civil Rights Act of 1964 (Public Law 88-352, 42 U.S.C. Sec. 2000d et seq.); and
2. The Fair Housing Act (42 U.S.C. 3601-20);

(f) It will affirmatively further fair housing;

(g) It has developed its final statement of projected use of funds so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight; (the final statement of projected use of funds may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available); except that the aggregate use of CDBG funds received under section 106 of the Act, and if applicable, under section 108 of the Act, during the 1995-1997 program year(s) (a period specified by the grantee consisting of one, two, or three specific consecutive years), shall principally benefit persons of low and moderate income in a manner that ensures that not less than 70 percent of such funds are used for activities that benefit such persons during such period;

(h) It has developed a community development plan, for the period specified in paragraph (g) above, that identifies community development and housing needs and specifies both short and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Act;

(i) It is following a current comprehensive housing affordability strategy (CHAS) which has been approved by HUD pursuant to §570.306 and Part 91, and that any housing activities to be assisted with CDBG funds will be consistent with the CHAS;

(j) It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under section 106 of the Act or with amounts resulting from a guarantee under section 108 of the Act by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:

1. Funds received under section 106 of the Act are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under Title I of the Act; or
2. For purposes of assessing any amount against properties owned and occupied by persons of moderate income, the grantee certifies to the Secretary that it lacks sufficient funds received under section 106 of the Act to comply with the requirements of subparagraph (1) above;

(k) Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with §570.608;

9/92

(l) It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as required under §570.606(b) and Federal implementing regulations; and the requirements in Sec. 570.606(c) governing the residential antidisplacement and relocation assistance plan under section 104(d) of the Act (including a certification that the grantee is following such a plan); and the relocation requirements of Sec 570.606(d) governing optional relocation assistance under section 105(a)(11) of the Act;

(m) It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

(n) To the best of its knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph (n) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly;

(o) It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;

9/92

INVOICE REQUESTING PAYMENT--GWINNETT CDBG PROGRAM

TE: _____

ECIPIENT: City of Sugar Hill

JECT: Hessie Lane St. Improvements

VOICE # 96-9659-03

YMENT AMOUNT: \$ _____

TO BE COMPLETED BY: CITY OF SUGAR HILL

Project Budget:	\$ <u>25,000.00</u>
Disbursement To Date:	\$ _____
Available Balance:	\$ _____
Amount This Payment:	\$ _____
Remaining Balance:	\$ _____

Check One] Final Payment* (____); Partial Payment (____)

Final Payment- Please contact CDBG Office before making payment to contractor(s)/vendor(s)

BACK-UP DOCUMENTATION ATTACHED

- ____ (1) Copy(s) of Check(s)*
- ____ (2) Copy(s) of Bill(s) from the Contractor(s), Architect(s) , etc.*
- ____ (3) Payroll Records for all Employees, who are charged on this Invoice*
- ____ (4) Other (Lien Releases, etc.)
quired

RECOMMENDED FOR PAYMENT:

Signature	Title	Date
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APPROVED FOR PAYMENT:

Signature	Title	Date
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GRANT ACCOUNTING CODING: TO BE COMPLETED BY CDBG OFFICE

Fund #: 250 Agency #: 120 Org#: CD96 Activity #: 9159 CDBG FFY: 96
Object #: 3500 Subobject #: 01 Report Category #: 9659

GRANT ACCOUNTING CODING: TO BE COMPLETED BY CDBG OFFICE:

Fund #: 250 Agency #: 120 Org#: _____ Activity #: _____ CDBG FFY: _____
Object #: 3500 Subobject #: 01 Report Category #: _____

PLEASE RETURN THIS INVOICE (with original signatures) TO:

GWINNETT COUNTY CDBG OFFICE
P.O. BOX 1750
LAWRENCEVILLE, GA 30246-1750

INVOICE REQUESTING PAYMENT--GWINNETT CDBG PROGRAM

TO BE COMPLETED BY: CITY OF SUGAR HILL

Project Budget:	\$ 25,000.00
Disbursement To Date:	\$
Available Balance:	\$
Amount This Payment:	\$
Remaining Balance:	\$

RECIPIENT: City of Sugar Hill

SUBJECT: Hessie Lane St. Improvements

INVOICE # 96-9659-04

PAYMENT AMOUNT: \$

Check One] Final Payment* (); Partial Payment ()

Final Payment- Please contact CDBG Office before making payment to contractor(s)/vendor(s)

CHECK-UP DOCUMENTATION ATTACHED

- (1) Copy(s) of Check(s) *
- (2) Copy(s) of Bill(s) from the Contractor(s), Architect(s) , etc. *
- (3) Payroll Records for all Employees, who are charged on this Invoice *
- (4) Other (Lien Releases, etc.)

COMMENDED FOR PAYMENT:

Signature	Title	Date
-----------	-------	------

APPROVED FOR PAYMENT:

Signature	Title	Date
-----------	-------	------

FRONT ACCOUNTING CODING: TO BE COMPLETED BY CDBG OFFICE

Project #: 250 Agency #: 120 Org #: CD96 Activity #: 9159 CDBG FFY: 96
 Subject #: 3500 Subobject #: 01 Report Category #: 9659

FRONT ACCOUNTING CODING: TO BE COMPLETED BY CDBG OFFICE:

Project #: 250 Agency #: 120 Org #: Activity #: CDBG FFY:
 Subject #: 3500 Subobject #: 01 Report Category #:

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 P.O. BOX 1750
 LAWRENCEVILLE, GA 30246-1750

INVOICE REQUESTING PAYMENT--GWINNETT CDBG PROGRAM

E: _____

RECIPIENT: City of Sugar Hill

JECT: Hessie Lane St. Improvements

VOICE # 96-9659-05

YMENT AMOUNT: \$ _____

TO BE COMPLETED BY: CITY OF SUGAR HILL

Project Budget:	\$ <u>25,000.00</u>
Disbursement To Date:	\$ _____
Available Balance:	\$ _____
Amount This Payment:	\$ _____
Remaining Balance:	\$ _____

Check One] Final Payment* (____); Partial Payment (____)

Final Payment- Please contact CDBG Office before making payment to contractor(s)/vendor(s)

CHECK-UP DOCUMENTATION ATTACHED

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____ (4) Other (Lien Releases, etc.)
____ Required

RECOMMENDED FOR PAYMENT:

Signature	Title	Date
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APPROVED FOR PAYMENT:

Signature	Title	Date
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GRANT ACCOUNTING CODING: TO BE COMPLETED BY CDBG OFFICE

und #: 250 Agency #: 120 Org#: CD96 Activity #: 9159 CDBG FFY: 96

bject #: 3500 Subobject #: 01 Report Category #: 9659

GRANT ACCOUNTING CODING: TO BE COMPLETED BY CDBG OFFICE:

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bject #: 3500 Subobject #: 01 Report Category #: _____

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P.O. BOX 1750
LAWRENCEVILLE, GA 30246-1750

EXHIBIT 3

AGREEMENT AMENDMENTS

EXHIBIT 3

AGREEMENT AMENDMENTS

[ADD AGREEMENT AMENDMENTS FOR EACH SUBRECIPIENT, WHEN NEEDED]

EXHIBIT 4

LEASE AGREEMENT

EXHIBIT 4

Lease Agreement

[Not Applicable To This Subrecipient Agreement]

EXHIBIT 5

Property Use Requirements

EXHIBIT 5

Property Use Requirements
[Not Applicable To This Subrecipient Agreement]

INVOICE REQUESTING PAYMENT--GWINNETT CDBG PROGRAM

DATE: _____

CLIENT: City of Sugar Hill

PROJECT: Hessie Lane St. Improvements

INVOICE # 96-9659-01

PAYMENT AMOUNT: \$ _____

TO BE COMPLETED BY: CITY OF SUGAR HILL

Project Budget:	\$ <u>25,000.00</u>
Disbursement To Date:	\$ _____
Available Balance:	\$ _____
Amount This Payment:	\$ _____
Remaining Balance:	\$ _____

[Check One] Final Payment * (☐); Partial Payment (☐)

If Final Payment- Please contact CDBG Office before making payment to contractor(s)/vendor(s)

BACK-UP DOCUMENTATION ATTACHED

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☐ (2) Copy(s) of Bill(s) from the Contractor(s), Architect(s) , etc. *

☐ (3) Payroll Records for all Employees, who are charged on this Invoice *

☐ (4) Other (Lien Releases, etc.)

Required

RECOMMENDED FOR PAYMENT:

Signature	Title	Date
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APPROVED FOR PAYMENT:

Signature	Title	Date
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FRONT ACCOUNTING CODING: TO BE COMPLETED BY CDBG OFFICE

Fund #: 250 Agency #: 120 Org#: CD96 Activity #: 9159 CDBG FFY: 96

Subject #: 3500 Subobject #: 01 Report Category #: 9659

FRONT ACCOUNTING CODING: TO BE COMPLETED BY CDBG OFFICE:

Fund #: 250 Agency #: 120 Org#: _____ Activity #: _____ CDBG FFY: _____

Subject #: 3500 Subobject #: 01 Report Category #: _____

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GWINNETT COUNTY CDBG OFFICE
P.O. BOX 1750
LAWRENCEVILLE, GA 30246-1750

INVOICE REQUESTING PAYMENT--GWINNETT CDBG PROGRAM

DATE: _____

RECIPIENT: City of Sugar Hill

SUBJECT: Hessie Lane St. Improvements

INVOICE # 96-9659-02

PAYMENT AMOUNT: \$ _____

TO BE COMPLETED BY: CITY OF SUGAR HILL

Project Budget:	\$ <u>25,000.00</u>
Disbursement To Date:	\$ _____
Available Balance:	\$ _____
Amount This Payment:	\$ _____
Remaining Balance:	\$ _____

Check One] Final Payment * (☐); Partial Payment (☐)

Final Payment- Please contact CDBG Office before making payment to contractor(s)/vendor(s)

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- ☐ (4) Other (Lien Releases, etc.)
Hired

RECOMMENDED FOR PAYMENT:

Signature	Title	Date

APPROVED FOR PAYMENT:

Signature	Title	Date

GRANT ACCOUNTING CODING: TO BE COMPLETED BY CDBG OFFICE

Fund #: 250 Agency #: 120 Org#: CD96 Activity #: 9159 CDBG FFY: 96
 Object #: 3500 Subobject #: 01 Report Category #: 9659

GRANT ACCOUNTING CODING: TO BE COMPLETED BY CDBG OFFICE:

Fund #: 250 Agency #: 120 Org#: _____ Activity #: _____ CDBG FFY: _____
 Object #: 3500 Subobject #: 01 Report Category #: _____

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 P.O. BOX 1750
 LAWRENCEVILLE, GA 30246-1750

INVOICE REQUESTING PAYMENT--GWINNETT CDBG PROGRAM

TE: _____

ECIPIENT: City of Sugar Hill

JECT: Hessie Lane St. Improvements

VOICE # 96-9659-03

YMENT AMOUNT: \$ _____

TO BE COMPLETED BY: CITY OF SUGAR HILL

Project Budget:	\$ <u>25,000.00</u>
Disbursement To Date:	\$ _____
Available Balance:	\$ _____
Amount This Payment:	\$ _____
Remaining Balance:	\$ _____

Check One] Final Payment* (☐); Partial Payment (☐)

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Fund #: 250 Agency #: 120 Org#: CD96 Activity #: 9159 CDBG FFY: 96
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Fund #: 250 Agency #: 120 Org#: _____ Activity #: _____ CDBG FFY: _____
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 P.O. BOX 1750
 LAWRENCEVILLE, GA 30246-1750

INVOICE REQUESTING PAYMENT--GWINNETT CDBG PROGRAM

TO BE COMPLETED BY: CITY OF SUGAR HILL

Project Budget:	\$ 25,000.00
Disbursement To Date:	\$
Available Balance:	\$
Amount This Payment:	\$
Remaining Balance:	\$

E: _____

CIPIENT: City of Sugar Hill

JECT: Hessie Lane St. Improvements

ICE # 96-9659-04

MENT AMOUNT: \$ _____

Check One] Final Payment* (____); Partial Payment (____)

Final Payment- Please contact CDBG Office before making payment to contractor(s)/vendor(s)

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Signature	Title	Date
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Signature	Title	Date
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INVOICE ACCOUNTING CODING: TO BE COMPLETED BY CDBG OFFICE:

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INVOICE REQUESTING PAYMENT--GWINNETT CDBG PROGRAM

E: _____

CIPIENT: City of Sugar Hill

JECT: Hessie Lane St. Improvements

VOICE # 96-9659-05

YMENT AMOUNT: \$ _____

TO BE COMPLETED BY: CITY OF SUGAR HILL

Project Budget:	\$ <u>25,000.00</u>
Disbursement To Date:	\$ _____
Available Balance:	\$ _____
Amount This Payment:	\$ _____
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Fund #: 250 Agency #: 120 Org#: CD96 Activity #: 9159 CDBG FFY: 96
 Object #: 3500 Subobject #: 01 Report Category #: 9659

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Fund #: 250 Agency #: 120 Org#: _____ Activity #: _____ CDBG FFY: _____
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 LAWRENCEVILLE, GA 30246-1750

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AGREEMENT AMENDMENTS

EXHIBIT 3

AGREEMENT AMENDMENTS

[ADD AGREEMENT AMENDMENTS FOR EACH SUBRECIPIENT, WHEN NEEDED]

EXHIBIT 4

LEASE AGREEMENT

EXHIBIT 4

Lease Agreement
[Not Applicable To This Subrecipient Agreement]

EXHIBIT 5

Property Use Requirements

EXHIBIT 5

Property Use Requirements
[Not Applicable To This Subrecipient Agreement]

ORDINANCE

The Council of the City of Sugar Hill hereby ordains that the following Section be inserted in "The Code Sugar Hill, Georgia":

Article VII Financial Institutions

Sec. 18-150 Occupation Tax

Pursuant to O.C.G.A. § 48-6-93, there is hereby levied annually an occupation tax upon state and national banking associations, state trust companies, federal savings and loan associations, credit unions, and state building and loan associations at the rate of twenty five hundredths percent (0.25%) of the gross receipts of such institutions. Gross receipts shall mean gross receipts as defined in O.C.G.A. § 48-6-93. Notwithstanding any other provisions of this section, the minimum amount of occupation tax due from any depository financial institution pursuant to this section shall be one thousand dollars (\$1000.00).

Section 18-151 Filing of Returns

Each depository financial institution located in the city shall file a return of its gross receipts with the city on March 1 of the year following the year in which such gross receipts were measured. Such returns shall be in the manner and in the form prescribed by the Commissioner of the Georgia Department of Banking and shall be based upon the allocation method set forth in O.C.G.A. § 48-6-93 (d). The tax levied pursuant to this article shall be assessed and collected based upon the information provided in such return.

Section 18-152 Due date

The due date of the occupation taxes levied by this article shall be April 15 of each year.

IT IS SO ORDAINED this _____ Day of _____, 1996.

Council Member

Council Member

Council Member

Council Member

Council Member

Attest: _____
City Clerk

Submitted to Mayor: _____

Approved by Mayor, this _____ day of _____, 1996.

Mayor

*Approved
5/22/96*

PROCLAMATION
ALICIA CLACK DAY
MAY 18, 1996

WHEREAS, the City of Sugar Hill wishes to acknowledge that Alicia Clack was a lovely, vibrant young lady; and

WHEREAS, the City of Sugar Hill desires to memorialize Alicia for her strong spirit, and the brave struggle she gave to fight the debilitating disease of aplastic anemia, which claimed her life; and

WHEREAS, her wish was that a strong supported Bone Marrow Bank be established so that others with this disease might have a better chance at quality life; and

WHEREAS, the City of Sugar Hill affirms that Alicia contributed to the quality of life for her family and friends with her attitude of love and concern for others.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the City of Sugar Hill, Georgia proclaims Saturday, May 18, 1996 as Alicia Clack Day in the City of Sugar Hill.

Mayor

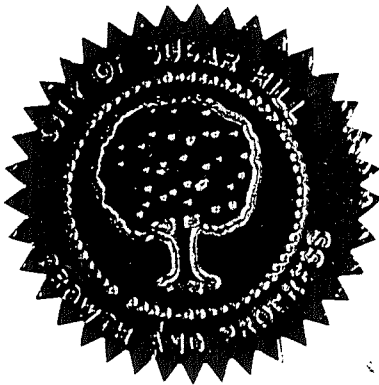
Mayor Pro Tem

Council Member

Council Member

Council Member

ATTEST:



City Clerk

**FINANCE REPORT
APRIL 1996**

We have collected 30.77% of Budgeted Revenue for the year and expenditures are at 18.77% in General Fund, 23.44% of Budgeted Revenue and 19.43% for expenses in the Sanitation Department, 52.01% of Budgeted Revenues and 43.32% expenses in the Gas Department, and 12.98 of Budgeted Revenues and 17.27% of expenses in the Golf Department.

We have received over \$21,000 in ad valorem taxes on autos which is 42.21% of budgeted amount.

With the cutback of two employees to 30 hours each per week and not filling the position of Customer Service Supervisor, we are saving approximately \$45,000 on salaries and benefits in the Administration department.

Due to the extra work CPA Rymon Wilborn has had to do, I do not know when we will receive the Audit. I cannot give accurate figures on the Budget Comparison Report, in the assets and liabilities, until we are able to bring forward the adjusted figures from 1995 and this cannot be done until Rymon has completed the Audit. Due to the Water and Sewer Sale we will have more adjustments than normal to get on the books.

If you have any questions on Finance, please do not hesitate to call me.

REVENUES/INCOME AND EXPENDITURES/EXPENSES REPORT 1996

MARCH

DEPARTMENT: BUDGET '96 '95YD: '96YD: PERCENT: NET '96
'96YTD: YTD-BUDGET:

Administration:					
Revenues	\$1,034,470	\$377,967	\$295,915	28.61%	\$738,555
Expenditures	\$850,752	\$163,169	\$160,037	18.81%	\$690,715
Net Income:	\$183,718	\$214,798	\$135,878	73.96%	\$47,840
Inspections:					
Revenues	\$71,800	\$21,616	\$44,746	62.32%	\$27,054
Expenditures	\$150,405	\$32,343	\$29,188	19.41%	\$121,217
Net Income:	(\$78,605)	(\$10,727)	\$15,558	-19.79%	(\$94,163)
Street:					
Revenues	\$78,800	\$18,138	\$24,019	30.48%	\$54,781
Expenditures	\$311,003	\$59,315	\$57,019	18.33%	\$253,984
Net Income:	(\$232,203)	(\$41,177)	(\$33,000)	14.21%	(\$199,203)
Sanitation:					
Income	\$378,000	\$80,306	\$88,610	23.44%	\$289,390
Expenses	\$378,000	\$83,099	\$73,457	19.43%	\$304,543
Net Income:	\$0	(\$2,793)	\$15,153	ERR	(\$15,153)
Gas:					
Income	\$2,454,500	\$1,075,349	\$1,276,577	52.01%	\$1,177,923
Expenses	\$2,223,879	\$491,008	\$963,345	43.32%	\$1,260,534
Net Income:	\$230,621	\$584,341	\$313,232	135.82%	(\$82,611)
Water:					
Income	\$0	\$156,317	\$21,427	ERR	(\$21,427)
Expenses	\$0	\$120,726	\$111,110	ERR	(\$111,110)
Net Income:	\$0	\$35,591	(\$89,683)	ERR	\$89,683
Sewer:					
Income	\$0	\$136,872	\$36,340	ERR	(\$36,340)
Expenses	\$0	\$253,535	\$140,005	ERR	(\$140,005)
Net Income:	\$0	(\$116,663)	(\$103,665)	ERR	\$103,665
Golf:					
Income	\$901,000	\$112,910	\$116,983	12.98%	\$784,017
Expenses	\$901,000	\$158,101	\$155,638	17.27%	\$745,362
Net Income:	\$0	(\$45,191)	(\$38,655)	ERR	\$38,655
Total Income:	\$4,918,570	\$1,979,475	\$1,904,617	38.72%	\$3,013,953
Total Expenditures/	\$4,815,039	\$1,361,296	\$1,689,799	35.09%	\$3,125,240
Expenses					
Variances	\$103,531	\$618,179	\$214,818	207.49%	(\$111,287)

Revenues

[illegible]

CASH FLOW ANALYSIS REPORT – ACTUAL EXPENDITURES/EXPENSES

1996 ACTUAL

[illegible]

CASH FLOW ANALYSIS REPORT – ACTUAL VARIANCES AND PROPOSED ACTION

1996 ACTUAL

[illegible]

MASTER LOG FOR THE CONSTRUCTION ACCOUNT

TRANSACTION #	DATE	DESCRIPTION	DEPOSITS	DISBURSEMENTS	BALANCE
1	3/14/95	Deposit	\$500,000.00		\$500,000.00
Ck#001	3/16/95	Peoples Bank		\$ 90,000.00	410,000.00
Ck#002	3/16/95	Peoples Bank		400,000.00	10,000.00
2	3/24/95	Interest Received	75.39		10,075.39
Ck#101	4/12/95	Kilpatrick/Cody		9,218.34	857.05
Ck#102	4/12/95	AAA Blue Print		523.08	333.97
3	4/17/95	Deposit	90,000.00		90,333.97
4	4/17/95	Interest Rcd	477.74		90,811.71
Ck#103	4/17/95	Thompson/Sweeny		1,758.00	89,053.71
Ck#104	4/19/95	AAA Blue Print		612.54	88,441.17
Ck#105	4/19/95	Preston Sturgis		500.00	87,941.17
5	4/04/95	Ckeck Order		6.56	87,934.61
6	4/28/95	Service Charge		.25	87,934.36
7	4/28/95	Interest Rcd	102.21		88,036.57
Ck#106	5/10/95	Paradise Const.		11,475.00	76,561.57
Ck#107	6/06/95	Paradise Const,		42,525.00	34,036.57
8	6/08/95	Interest Rcd	171.46		34,208.03
Ck#108	6/22/95	AAA Blue Print		122.32	34,085.71
9	7/06/95	Interest Rcd	87.84		34,173.55
10	7/08/95	Deposit	408,386.29		442,559.84
Ck#109	7/10/95	Paradise Const		71,460.00	371,099.84
11	7/31/95	Interest Rcd	585.60		371,685.44
Ck#110	8/15/95	Paradise const.		36,720.00	334,965.44
Ck#111	8/30/95	Preston Sturgis		2,000.00	332,965.44
Ck#112	9/07/95	Peddler Rest Equip		3,048.00	329,917.44
12	9/08/95	Interest Rcd	762.33		330,679.77
Ck#113	9/20/95	Paradise Const.		61,699.75	268,980.02
Ck#114	9/28/95	Craftsmen Cabinet		5,890.00	263,090.02
Ck#115	9/28/95	Hans Saltzwedel		1,102.90	261,987.12
13	10/06/95	Interest Rcd	642.47		262,629.59
Ck#116	10/06/95	AAA Blue Print		133.60	262,495.99
Ck#117	10/19/95	Paradise Const.		50,148.00	212,347.99
Ck#118	10/19/95	RSE Grading Co.		52,500.00	159,847.99
14	10/31/95	Interest Rcd	495.93		160,343.92
Ck#119	11/16/95	Gwinnett Restaurant		12,181.60	148,162.32
Ck#120	12/06/95	Peddler's Two		5,047.00	143,115.32
Ck#121	12/07/95	Paradise Const		38,185.00	104,930.32
Ck#122	1/12/96	Weatherford's		594.00	104,336.32
Ck#123	1/12/96	Office Furn Whse		2,791.00	101,545.32
Ck#124	1/12/96	The Sports Conn		54.95	101,490.37
Ck#125	1/16/96	Store Planning Con		8,245.00	93,245.37
Ck#126	1/17/96	City General Fund		575.00	92,670.37
15	12/29/95	Interest Rcd	263.50✓		92,933.87
16	11/30/95	Interest Rcd	329.80✓		93,263.67
Ck#127	2/08/96	Gwinnett Restaurant		12,046.18	81,217.49
Ck#128	2/08/96	Macon Restaurant		250.40	80,967.09
Ck#129	2/08/96	Weatherford's		1,322.00	79,645.09
17	1/31/96	Interest Rcd	231.82		79,876.91

MASTER LOG FOR THE CONSTRUCTION ACCOUNT

<u>TRANSACTION #</u>	<u>DATE</u>	<u>DESCRIPTION</u>	<u>DEPOSITS</u>	<u>DISBURSEMENTS</u>	<u>BALANCE</u>
Balance Forward					79,876.91
Ck#130	2/19/96	Paradise Const.		58,815.00	21,061.91
Ck#131	2/21/96	Mundy's Audio		769.95	20,291.96
18	2/29/96	Interest Received	142.64		20,434.60

Handwritten notes:

12,755.00
 20,434.60
 20,000
 5-D

Other handwritten notes:

Madlin
 2/2/96
 20,000
 5-D

Other handwritten notes:

Madlin
 2/2/96
 20,000
 5-D

TRANSFERS TO THE CONSTRUCTION ACCOUNT

TRANSACTION #	DATE	FROM	EXPLANATION	AMT.
1	3/14/95	Peoples Bank	Deposit	\$500,000
2	3/24/95	Interest Received	Deposit	75.39
3	4/17/95	C.D. Matures	Deposit	90,000.00
4	4/17/95	Interest Rcd	Deposit	477.74
7	4/28/95	Interest Rcd	Deposit	102.21
8	6/08/95	Interest Rcd	Deposit	171.46
9	7/05/95	Interest Rcd	Deposit	87.84
10	7/08/95	Deposit CD	Deposit	408,386.29
11	7/31/95	Interest Rcd	Deposit	585.60
12	9/08/95	Interest Rcd	Deposit	762.33
13	10/06/95	Interest Rcd	Deposit	642.47
14	10/31/95	Interest Rcd	Deposit	495.93
15	11/30/95	Interest Rcd	Deposit	329.80
16	12/29/95	Interest Rcd	Deposit	263.50

MARCH 14, 1995

TRANSFERS TO THE CONSTRUCTION ACCOUNT

[illegible]

MARCH 14, 1995

TRANSFERS FROM THE CONSTRUCTION ACCOUNT

TRANSACTION #	DATE	TO	EXPLANATION	AMT.
Ck# 001	3/16/95	Peoples Bank	Cert. of Deposit	\$ 90,000.00
Ck# 002	3/16/95	Peoples Bank	Cert. of Deposit	400,000.00
Ck#101	4/12/95	Kilpatrick/Cody	Services Rendered	9,218.34
Ck#102	4/12/95	AAA Blue Print	Sets Specs for GC	523.08
Ck#103	4/17/95	Lee Thompson	Services Rendered	1,758.00
Ck#104	4/19/95	AAA Blue Print	Sets Specs for GC	612.54
Ck#105	4/19/95	Preston Sturgis	Contract	500.00
5	4/04/95	Check Order	Checks	6.56
6	4/28/95	Service Charge	Service Charge	.25
Ck#106	5/10/95	Paradise Const.	Construction	11,475.00
Ck#107	6/06/95	Paradise Const.	Construction	42,525.00
Ck#108	6/22/95	AAA Blue Print	Blueline Prints	122.32
Ck#109	7/10/95	Paradise Const	Construction	71,460.00
Ck#110	8/15/95	Paradise Const.	Construction	36,720.00

MARCH 14, 1995

TRANSFERS FROM THE CONSTRUCTION ACCOUNT

TRANSACTION #	DATE	TO	EXPLANATION	AMT.
Ck#111	8/30/95	Preston Sturgis	Architect	2,000.00
Ck#112	9/07/95	Peddler Rst Equip	Furnishings	3,048.00
Ck#113	9/20/95	Paradise Const.	Construction	61,699.75
Ck#114	9/28/95	Craftsmen Cab.	Furnishings	5,890.00
Ck#115	9/28/95	Hans Saltzwedel	Furnishings	1,102.90
Ck#116	10/06/95	AAA Blue Print	Specs/Club House	133.60
Ck#117	10/19/95	Paradise Const.	Construction	50,148.00
Ck#118	10/19/95	RSE Grading Co.	Lift Station	52,500.00
Ck#119	11/16/95	Gwinnett Restaur	Furnishings	12,181.60
Ck#120	12/06/95	Peddler's Two	Furnishings	5,047.00
Ck#121	12/07/95	Paradise Const	Construction	38,185.00
Ck#122	1/12/96	Weatherford's	Furnishings	594.00
Ck#123	1/12/96	Office Furn Wh	Furnishings	2,791.00
Ck#124	1/12/96	Sports Connect	Furnishings	54.95

MARCH 14, 1995

CLERK'S REPORT
APRIL 1996

There have been approximately 375 name changes in property tax and 150 new accounts added which were not on last years digest or parcels created out of larger tracts of land.

We continue to receive adjustments to the 1995 Tax Digest from Gwinnett County.

Occupational taxes are being paid regularly and we have had a few new accounts and also some ownership changes to current businesses. To date we have collected \$34,509.

We are combining duties to assure that all functions of the City Clerk's office are done to the satisfaction of the citizens of our City. Shirley Gibbs continues to fill in everywhere she is needed. I am serving as Utility Billing and Customer Service Supervisor and with Shirley Gibbs, Shirley Fields and I doing the work of utility billing, it seems to be working out real well. We are still having to make adjustments in readings, but we are having less and less adjustments as time goes by. Carol Cripe, one of the meter readers, is working part-time at the Golf Course Club House. We plan to reroute the current routes as soon as practicable. This is badly needed and we will be working with the meter readers to accomplish this task in the months to come.

Please feel free to call me if you have any thing you need us to do.

will be resoded this month. Repair continues on the fences, bleachers and drainage system.

F: DRAINAGE:

ZINSKIE

G: ECONOMIC DEVELOPMENT:

SCOTT

OLD BUSINESS:

A: REPORT ON MID-AMERICAN:

THOMPSON

Attorney Thompson reported

B: REPORT ON CLUB HOUSE:

NEVAD

Manager Nevad reported that Kelley Canady has prepared a comprehensive financial analysis of all expenditures concerning the Clubhouse. Should the contractor accept the City's proposal regarding the disputed change order, total expenditures should approximate \$518,000.

C: BILLING PROCEDURES-GAS AND STREET SERVICES:

PUGH

D: LIMBS AND DEBRIS PICKUPS:

SPRADLIN

CITIZEN'S AND GUEST'S COMMENTS:

NEW BUSINESS:

A: GMA-GIRMA INSURANCE:

GEORGE VAN

LOUVEN

B: EMPLOYEE OF THE MONTH:

NEVAD

Manager Nevad announced that has received the Employee of the Month for March. received a plaque and monetary award.

C: FIVE YEAR SERVICE AWARD:

NEVAD

Manager Nevad reported there were two employees to receive five year awards. Ken Crowe has been employed in the Inspections and Development Department since April of 1991, and Ken Stuart, who works as a mechanic, has also been employed since April of 1991. These two employees were presented five year plaques.

D: EMPLOYEE CHAIN OF COMMAND POLICY:

SPRADLIN

E: ZONING ORDINANCE REVIEW:

SPRADLIN

F: SPECIAL LIQUOR SALES:

THOMPSON

CITY CLERK'S REPORT:

Clerk Garbutt reported that the City has received \$34,509 to date in Occupational Taxes. The deadline for purchasing the licenses was March 31, 1996, and those not paying their licenses, by due date, will be penalized.

Clerk Garbutt reported approximately 400 name changes in property taxes.

Clerk Garbutt reported she is continuing to cross train in the Utility Billing Department with Shirley Gibbs and Shirley Fields.

Shirley March
GMA meeting

MEMORANDUM: 96-10

TO: Mayor/City Council

FROM: Warren P. Nevad 

RE: **APRIL 8, 1996 CITY MANAGER REPORT**

DATE: April 1, 1996

1. EMPLOYEES:

We held a mandatory employee training course for our city employees on April 1, 1996. Ms. Vicki Sweeney enlightened and educated our employees about sexual harassment and how this issue has emerged in today's workforce. We have ordered pamphlets and will continually update our employees about this important issue.

We have prepared job descriptions for our employees. We are in the process of developing a revised hiring policy. Also, we have developed chain of command memorandums and organizational charts.

Our employees are making great strides in participating in municipal training and development. To summarize, the following employees have taken or enrolled in the following courses this past month:

- 1) Wayne Clement : Gas Meter Measurement;
- 2) Scott Payne: Gas Meter Measurement & Public Service Commission;
- 3) Billy Hutchins: Public Service Commission;
- 4) Margie Wilson: Public Budgeting;
- 5) Betty Garbutt: Records Management;
- 6) Ken Crowe: Conflict Management;
- 7) Joe Appling: Inspection; and
- 8) Tony Bauman: Inspection.

It is refreshing to witness how our employees are willing to better themselves which ultimately enhances our services.

I will be attending a City Manager training seminar sponsored by the University of Georgia on April 3 thru April 5. We will review municipal productivity measures and policies.

2. CONSENT ORDER

Piedmont Olsen Hensley has completed the installation and development of the Compliance Groundwater Monitoring Network at the City of Sugar Hill Appling Road Landfill. Piedmont Olsen Hensley has inspected, gauged and developed our existing wells with the intent that they could potentially remain as compliance wells.

3. CUSTOMER SERVICE:

Shirley Gibbs has been assisting Betty in assuming the responsibilities of the Customer Service Manager. Shirley has demonstrated initiative in meeting our customer needs. Shirley Fields and Ruth Ann Cooper have been extremely helpful with our utility billing audits.

Mayor Webster, Margie Wilson and I met with representatives from Republic Industries to review our current solid waste management ordinance and billing requirements. Our objectives are to collect the outstanding \$80,000; transfer of commercial and residential billing and provide recycling. We should solicit proposals from Republic, Sanifill, Waste Management and Browning Ferris.

We have instructed the meter readers to log every meter sequence so that we can evaluate their performance.

4. PLANNING/ZONING:

A tennis center will be constructed along Hwy 20 next to the Ascot Subdivision. This center should contain eight (8) tennis courts and a clubhouse. We believe that this project will enhance our recreational amenities to our residents. Future plans include an indoor tennis facility. The property needs to be rezoned from residential to Office and Institutional prior to construction.

We will allow the County to perform building review, permitting and inspections on large scale commercial projects. This will alleviate our workload. Our short-term objective is to allow the County to handle the above responsibilities relating to the expansion of the Sugar Hill Methodist Church.

5. BUDGET/FINANCE:

Betty Garbutt and I have developed a new policy relating to the remittance of tap and building permit fees. All fees collected must be remitted to Finance on the same collection date. Further, we have instructed the Gas Department to not install meters and risers prior to the work order.

Ruth Switzer is assisting me with our G.E.F.A Refinancing.

6. CLUBHOUSE:

Kelley Canady has prepared a comprehensive financial analysis of all expenditures concerning the Clubhouse. Should the contract accept our proposal regarding the disputed change order, total expenditures should approximate \$ 518,000.

7. GAS DEPARTMENT

The Public Service Commission has informed me that we have "drastically improved our recordkeeping" of the gas system. The system wide survey is nearing completion. We have repaired numerous grade 1 leaks. Implementation of our survey should drastically reduce our gas loss. Also, the utility billing audit should accomplish same.

The gas and street department are missing two (2) employees who are on disability leave. Thus, we have split Ken Stuart and Brenda Rich's duties to include field service work. This change should keep the department at its current level of service. Since January, we have installed nearly 100 new services and we have 90 services that should be on-line within next three (3) months.

8. E.E. ROBINSON PARK:

We have repaired the bathrooms. The concession stand's roof has also been repaired. We are actively maintaining and repairing fence posts, bleachers and drainage systems.

We will resod the soccer field this month.

Please call me should you have any questions - Best Wishes for a productive meeting.

WPN:bms

[illegible]

[illegible]

**MARCH 1996
GAS DEPARTMENT
MONTHLY REPORT**

DATE RECV'D	SUBDIVISION	LOT #	DATE COMPLETE
02-26-96	ASCOT	9-A	03-04-96
02-26-96	ASCOT	15-A	03-04-96
02-26-96	DEER VALLEY	54-A	03-04-96
02-20-96	5175 W PRICE RD		03-04-96
02-26-96	ASCOT	12-A	03-05-96
02-26-96	DEER VALLEY	2-C	03-05-96
02-26-96	DEER VALLEY	60-A	03-08-96
03-01-96	THE SPRINGS	38-B	03-08-96
03-04-96	ABINGDON	97-A	03-11-96
03-04-96	ABINGDON	119-A	03-11-96
03-04-96	ABINGDON	117-A	03-11-96
03-04-96	ABINGDON	116-A	03-11-96
03-04-96	ABINGDON	96-A	03-11-96
03-04-96	ABINGDON	94-A	03-11-96
03-04-96	ABINGDON	93-A	03-11-96
03-04-96	ABINGDON	92-A	03-11-96
03-04-96	ABINGDON	118-A	03-12-96
03-04-96	ABINGDON	7-A	03-12-96
03-11-96	ROSEMOORE	47-C	03-14-96
03-07-96	5277 PASS CT		03-14-96
03/04/96	ABINGDON	95-A	03/14/96
03/14/96	5295 HEATHER PINES DR		03/14/96
02-26-96	ASCOT	10-A	03-20-96
03-20-96	ASCOT	6-A	03-20-96
03-07-96	THE HIGHLANDS	39-A	03-21-96
03-20-96	PRINCETON OAKS	73-A	03-20-96
02-26-96	ASCOT	13-A	03-22-96
02-26-96	OAKS AT LANIER	118-B	03-22-96
03-18-96	PRINCETON OAKS	47-A	03-26-96
03-14-96	SADDLE TREE	79-A	03-26-96
03-21-96	SUGAR CROSSING	27-A	03-26-96
03-21-96	SUGAR CROSSING	28-B	03-26-96

**MARCH 1996
STREET DEPARTMENT
MONTHLY REPORT**

RECV'D	TYPE WORK & ADDRESS	COMPLETED
03/11/96	CHIPPED LIMBS 4948 SHELLEY LANE	03/14/96
03/04/96	CHIPPED LIMBS 4511 S ROBERTS DRIVE	03/14/96
03/13/96	CHIPPED LIMBS 1457 RAILROAD AVENUE	03/14/96
	CHIPPED LIMBS 4987 SPRING HILL DRIVE	03/14/96
03/12/96	CHIPPED LIMBS 5099 HIDDEN CIRCLE	03/14/96
03/04/96	CHIPPED LIMBS 4948 SHELLEY LANE	03/14/96
03/04/96	REPLACED STOP SIGN 645 HICKORY KNOBB	03/14/96
03/18/96	CHIPPED LIMBS 1080 WHITEHEAD ROAD	03/20/96
03/20/96	CHIPPED LIMBS 5397 PASS COURT	03/20/96
03/20/96	CHIPPED LIMBS 5287 PASS COURT	03/20/96
03/20/96	CHIPPED LIMBS 5178 CREEK LANE	03/20/96
03/20/96	CHIPPED LIMBS 5218 CREEK LANE	03/20/96
03/20/96	CHIPPED LIMBS 5226 CREEK LANE	03/20/96
03/20/96	CHIPPED LIMBS 1272 HICKORY DRIVE	03/20/96
03/20/96	CHIPPED LIMBS 859 PINEDALE TERRACE	03/20/96
03/20/96	CHIPPED LIMBS 939 PINEDALE TERRACE	03/20/96
03/20/96	CHIPPED LIMBS 1000 LEVEL CREEK ROAD	03/20/96
03/20/96	CHIPPED LIMBS 1181 LEVEL CREEK ROAD	03/20/96
03/20/96	CHIPPED LIMBS 4929 ROOSEVELT CIRCLE	03/20/96
03/20/96	CHIPPED LIMBS 4862 LANIER AVENUE	03/20/96

03/20/96	CHIPPED LIMBS 4582 OLD SUWANEE ROAD	03/20/96
03/20/96	CHIPPED LIMBS 1142 OWEN CIRCLE	03/20/96
03/20/96	CHIPPED LIMBS 4195 HIDDEN MEADOWS	03/20/96
03/20/96	CHIPPED LIMBS 4474 EMORY DRIVE	03/20/96
03/20/96	CHIPPED LIMBS 1442 BORDER STREET	03/20/96
03/21/96	CHIPPED LIMBS LOT 1 CHERRY VALLEY	03/21/96
03/21/96	CHIPPED LIMBS 5178 CREEK LANE	03/21/96
03/21/96	CHIPPED LIMBS 859 PINEDALE TERRACE	03/21/96
03/25/96	PICKED UP GARBAGE APPLING AT LAND FIELD	03/25/96
	PICKED UP GARBAGE 4898 W BROAD ST	03/25/96
	PICKED UP LIMBS 740 OLD SPRING WAY	03/25/96
03/19/96	TRIMMED LIMBS NEAR PARKVIEW MINE AT PARK	03/25/96
03/22/96	CHIPPED LIMBS 5446 PINEDALE CIR	03/25/96
03/22/96	CHIPPED LIMBS 1282 STANLEY ST	03/26/96

March - 1996

Customer Services

A) Total utility customers:

1) Gas

3,593

Total Gas Customers

3,593

B) New customers:

1) Gas

67

Total new customers

67

C) Customers moving out of city:

1) Gas

26

Total customers moving

26

D) Meter re-reads:

1) Before Billing

169

2) Per customer's request

19

3) Over-reads

4) Total re-reads

188

E) Other:

1) Cut-offs

NOTICE Mailed out

228

DOOR HANGERS

61

Total

289

Report by: ~~XXXXXXXXXXXX~~
Customer Service Manager

DRAINAGE DEPARTMENT

Accomplishments for the month of MARCH

DATE	TASKS PERFORMED
1st	Ralph back from sick leave - (hurt back - lite duty). Took measurements for pipe purchases.
2nd & 3rd	Week-end
4th	Started preparations to rebuild tie wall at creek on 1317 Frontier Trail. Removed debris and placed materials on site.
5th	Completed tie wall at 1317 Frontier Trail. Placed rip-rap behind wall. Covered with dirt. Will check at later date to add more fill dirt. (Not completed)
6th	Measured for storm drain pipe at 4880 Cold Creek Ct. Flushed out storm drains on W. Broad St.
7th	Opened catch basin on Fox property to reduce flooding on Butler property. Cleaned out storm pipe opening on Border St. Checked ditch lines on Whitehead Rd.
8th	Completed ticket for 1319 Davis St. (copy attached) Completed ticket for 1031 Level Creek Rd. (copy attached) Serviced pump truck.
9th & 10th	Week-end.
11th	Ralph off - Donna in Inspections Department
12th	Completed ticket for 4417 Frontier Way. (copy attached) Completed ticket for Hickory Hills Dr. (copy attached)
13th	Cut ditch line on Lanier Ave. from Petrolane to dead-end.
14th	Storm drain pipe on Highland Ave. collapsed. Exposed pipe and prepared to remove and replace.

Accomplishments for the month of MARCH

(2)

DATE	TASKS PERFORMED
15th	Finished work on Highland Ave. Replaced pipe - covered & dressed.
16th & 17th	Week-end.
18th	Removed broken pipe under driveway at 4417 Frontier Way. Checked creek bank on Frontier Dr.
19th	Completed ticket for 1114 Danbue Trl. (copy attached) Completed ticket for 5017 Oak Grove Dr. (copy attached)
20th	Met with resident at corner of Davis St. and Frontier Way. Explained piping of storm water from Frontier Way across residents' property to creek. Took measurements and sizing to perform job. Removed debris from creek to lower water level.
21st	Completed ticket for 286 Kirby Ct. (copy attached). Began preparations for laying pipe on Hickory Hills Dr. to divert storm water flow. Put supplies at site.
22nd	Laid one joint of pipe on Hickory Hills Dr. Will complete project when sewer lateral has been installed on property.
23rd & 24th	Week-end.
25th	Dredged creek bed off Davis St. to lower water level. Removed debris from creek.
26th	Blowed out storm pipe and ditch lines on Old Atlanta Hwy.
27th	Completed ticket for 5429 Creek Lane. (copy attached) Completed ticket for 5116 Pass Ct. (copy attached)
28th	Started work on end of Davis St. & Frontier Way. Exposed end of pipe and brought materials to site.
29th	Ralph off - Donna in Inspections Department

007517

Complaint ☐Request ☒Memo ☐

From

Sonia Hamilton

Mailing Address

1319 Davis St.

Building Address

Phone #

945-2735

TO: City of Sugar Hill

4988 West Broad Street, Sugar Hill, GA 30518

Telephone 945-6716

Attention

Dennis Ralph

SUBJECT:

Drainage

DATE:

2-26-96

		Fee	MESSAGE
GAS TAP			Drain in driveway stopped up.
GAS METER	SERIAL #		
WATER TAP			
WATER METER	SERIAL #		
SEWER TAP			
BACKFLOW PREVENTOR			
NUMBER FEET GAS LINE RUN			
TOTAL			

REPLY

Cleaned & Flushed catch basin -

DATE COMPLETED:

3-8-96

DATE

3-8-96

SIGNED

Dennis Ralph

008838

Complaint ☐ Request ☐ Memo ☐

From

EARL

WARREN

TO: City of Sugar Hill

4988 West Broad Street, Sugar Hill, GA 30518

Telephone 945-6716

Attention

Donna / Ralph

Mailing Address

Building Address

114 Danblue Trl.

Phone #

945-3575

SUBJECT:

Drainage

DATE:

3-14-96

		Fee	MESSAGE
GAS TAP			Pipes run across his property instead of going into storm drain.
GAS METER	SERIAL #		
WATER TAP			
WATER METER	SERIAL #		
SEWER TAP			
BACKFLOW PREVENTOR			
NUMBER FEET GAS LINE RUN			
TOTAL			

REPLY

Cleaned out catch basin and flushed piping -
System open

DATE COMPLETED:

3-19-96

DATE

3-19-96

SIGNED

Donna Zunkie

007584

Complaint ☐Request ☒Memo ☐

TO: City of Sugar Hill

4988 West Broad Street, Sugar Hill, GA 30518

Telephone 945-6716

Attention

DONNA/RALPH

From

RANDY GRANDCHAMP

Mailing Address

5817 Oak Grove Dr.

Building Address

Phone #

SUBJECT:

DRAINAGE

DATE:

3-21-96

		Fee	MESSAGE
GAS TAP			drain pipe stopped up at drive way and that is backing-up in 5007 Oak Grove Dr. Mrs. Hullbert yard. Dr. he said it could be the drain hole.
GAS METER	SERIAL #		
WATER TAP			
WATER METER	SERIAL #		
SEWER TAP			
BACKFLOW PREVENTOR			Please talk to Mrs Grand- Champ.
NUMBER FEET GAS LINE RUN			
TOTAL			

REPLY

Cleaned out catch basin - Flushed out & opened
up piping - System flowing -

DATE COMPLETED:

3-19-96

DATE

3-19-96

SIGNED

Donna Finkie

008479

Complaint ☒Request ☐Memo ☐

From

Venta BERNSTEIN

TO: City of Sugar Hill

4988 West Broad Street, Sugar Hill, GA 30518

Telephone 945-6716

Attention

Ralph DONNA

Mailing Address

Building Address

286 Kirby Ct.

Phone #

932-0983

SUBJECT:

DRAINAGE EROSION OR SINK HOLE

DATE:

3-21-95

		Fee	MESSAGE
GAS TAP			
GAS METER	SERIAL #		
WATER TAP			
WATER METER	SERIAL #		
SEWER TAP			
BACKFLOW PREVENTOR			
NUMBER FEET GAS LINE RUN			
TOTAL			

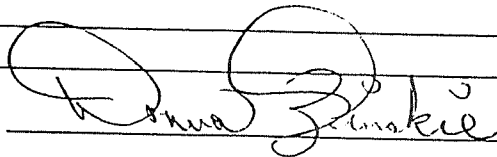
REPLY

Ralph checked this out - This is not a stormwater
 DRAINAGE problem - This is a SINK hole on the
 property.

DATE COMPLETED: 3-25-96

DATE 3-26-96

SIGNED



004330

Complaint ☒Request ☐Memo ☐

TO: City of Sugar Hill

4988 West Broad Street, Sugar Hill, GA 30518

Telephone 945-6716

Attention _____

SUBJECT: Wash-outFrom BillyMailing Address 3429Creek Lane

Building Address _____

Phone # _____

DATE: 1-30-96

		Fee	MESSAGE
GAS TAP			<u>WASH out caused by</u> <u>concrete drain off placed</u> <u>by city. Catch Basin lays</u> <u>on creek bed and has</u> <u>caused a wash out.</u> <u>Resident flagged Billy</u> <u>down on 1-29 to show</u> <u>him.</u>
GAS METER	SERIAL #		
WATER TAP			
WATER METER	SERIAL #		
SEWER TAP			
BACKFLOW PREVENTOR			
NUMBER FEET GAS LINE RUN			
TOTAL			

REPLY

Filled in and packed dirt around catch basinDATE COMPLETED: 3-27-96ATE 3-27-96SIGNED [Signature]

007570

Complaint ☒ Request ☐ Memo ☐

TO: City of Sugar Hill

1988 West Broad Street, Sugar Hill, GA 30518

Telephone 945-6716

Attention

Warren

From

Dolphus Davis

Mailing Address

1031 Level Creek Rd.

Building Address

Phone #

945-9437

SUBJECT:

Flooding / Drainage

DATE:

3-6-96

		Fee	MESSAGE
GAS TAP			<i>Drain stopped up in drive way. City at fault laid sidewalk in such a way that it turned the water on his property.</i>
GAS METER	SERIAL #		
WATER TAP			
WATER METER	SERIAL #		
SEWER TAP			
BACKFLOW PREVENTOR			
NUMBER FEET GAS LINE RUN			
TOTAL			

REPLY

Cleaned out catch basin - Flushed system.

DATE COMPLETED:

3-8-96

DATE

3-8-96

SIGNED

Donna Jenkins

007522

Complaint ☒Request ☐Memo ☐

From

Ford Grant

TO: City of Sugar Hill

4988 West Broad Street, Sugar Hill, GA 30518

Telephone 945-6716

Attention

Warren/Danna

Mailing Address

4417 Frontier Way

Building Address

Phone #

945-6171

SUBJECT:

Driveway (Busted drain pipe)

DATE:

2-27-96

		Fee	MESSAGE
GAS TAP			Said the city busted drainage pipe in driveway. Wants it fixed. Very dangerous.
GAS METER	SERIAL #		
WATER TAP			
WATER METER	SERIAL #		
SEWER TAP			
BACKFLOW PREVENTOR			
NUMBER FEET GAS LINE RUN			
TOTAL			

REPLY

Replaced pipe. Formed and poured section of driveway

DATE COMPLETED:

DATE

3-12-96

SIGNED

Danna Quicke

ADMINISTRATIVE REPORT

PLANNING, ZONING, & BUILDING INSPECTIONS DEPARTMENT

MARCH 1996

PRINTED 04-03-96

1996 INSPECTION'S DEPARTMENT MONTHLY REPORT
UPDATED 04-03-96

[illegible]

AV - ADMINISTRATIVE VARIANCE	2	5	7									14
VA - APPEALS VARIANCE	0	1	0									1

[illegible]

CERTIFICATES OF OCCUPANCY	10	23	32									65
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GAS TAPS ISSUED	31	45	35									111
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[illegible]

SUBDIVISION LOT AVAILABILITY LIST

Updated 04-03-96

Available Lots	Subdivision	Near What Major Street	Permits Issued	C.O.'s Issued	Lots Not Built On	City Sewer Paid Due	City Gas	City Water
67	Abingdon Place	Whitehead Road	46	23	21	X	X	
58	Arbor Clos	Highway 20	28	6	30	X	X	
112	Bent Creek	Level Creek Road	110	110	2	X	X	X
7	Brandon Oaks	Austin Garner Road	6	6	1	Septic Tank		
26	Brookside at Parkview	Parkview Mine Drive	24	25	2	X	X	X
39	Emerald Lakes IV	Cumming Highway	32	6	7	X	X	
131	Lakefield Forest	Level Creek Road	128	122	3	X	X	
174	Princeton Oaks	Riverside Road	134	109	40	X	X	X
81	Richland Creek Unit I	Sycamore Road	8	2		X	X	
106	Saddle Tree	Suwanee Dam Road	30	13	76	X	X	
116	Secret Cove	Old Suwanee Road	116	113	0	X	X	X
96	Sugar Crossing	Austin Garner Road	77	70	19	X	X	
178	Sycamore Summit	Sycamore Road/Riverside Road	170	167	8	X	X	X
14	The Lakes at Riverside	Riverside Road	13	13	1			
51	The Links	Suwanee Dam Road	6	2	45			
101	The Oaks at Lanier	Highway 20	90	69	11	X	X	
84	The Springs I	Highway 20	47	40	37	X	X	
50	West Price Hill	West Price Road	47	46	3	Septic Tank	X	X

THIS REPORT WAS PRINTED ON APRIL 3, 1996

CITY OF SUGAR HILL

PERMIT TYPE AND DESCRIPTION	# OF PERMITS	VALUATION	FEES DUE	FEES PAID
- ADMINISTRATIVE VARIANCE	7	0.00	1,050.00	1,050.00
- COMMERCIAL PERMIT	3	132,608.00	4,559.00	4,559.00
- CONSTRUCTION/SALES TRAILERS	1	0.00	100.00	100.00
- DEVELOPMENT PERMIT	2	0.00	1,928.00	1,928.00
- ENERGY CODE AFFIDAVIT	30	0.00	0.00	0.00
- ELECTRICAL AFFADAVIT	42	0.00	0.00	0.00
- FENCE PERMIT	2	0.00	0.00	0.00
- GRADING PERMIT	1	0.00	461.00	461.00
- HEATING/AIR AFFADAVIT	40	0.00	0.00	0.00
- MULTI FAMILY	2	182,218.00	914.00	914.00
- MISCELLANEOUS-COMPLIANCE PERMIT	6	0.00	100.00	100.00
- MOBILE HOME INSPECTION NEW	2	0.00	200.00	200.00
- PLUMBING AFFADAVIT	42	0.00	0.00	0.00
- POOL PERMIT	3	0.00	75.00	75.00
- REMODELING PERMIT	1	49,728.00	193.00	193.00
- REZONING APPLICATION	1	0.00	350.00	350.00
- STORAGE BUILDING/GARAGE	1	0.00	25.00	25.00
- SINGLE FAMILY RESIDENTIAL	30	2,347,028.00	19,679.80	19,679.80
- SIGN PERMIT	2	0.00	50.00	50.00
- TRADE LICENSE REGISTRATION	24	0.00	230.00	230.00
- TAP & METER PAYMENTS	7	0.00	1,350.00	1,350.00
TOTALS FOR ALL PERMIT TYPES	249	2,711,582.00	31,264.80	31,264.80

THIS REPORT WAS PRINTED ON APRIL 3, 1996

CITY OF SUGAR HILL

<< STATISTICAL BREAKOUT >>

<----- Inspections -----> <----- Re-Inspections -----> Based On # Activities

ACTIVITIES	INSPECTIONS (I)	PASSED	CORRECTIONS	RE-INSPECTIONS (R)	PASSED	CORRECTIONS	RE-INSPECTIONS REQUIRED
433	335	244	88	96	54	22	107
	% INSPECTIONS	% PASSED	% CORRECTIONS	% RE-INSPECTIONS	% PASSED	% CORRECTIONS	% RE-INSPECT. REQUIRED
	77	73	26	22	56	23	25

INSPECTOR ID BREAKDOWN

TONY - 171
JOE - 262

TOTAL NUMBER OF INSPECTIONS - 433

BASE FEE TRANSACTION SUMMARY DURING THE PERIOD 03/01/96 THROUGH 03/31/96

PAGE 1

THIS REPORT WAS PRINTED ON APRIL 3, 1996

CITY OF SUGAR HILL

TRANS. DATE	#	RESIDENTIAL 1000-0001	COMMERCIAL 1000-0002	MISCELLANEOUS 1000-0003	MOBILE HOMES 1000-0004	DEVELOPMENT 1000-0005	GAS 1000-0006	WATER 1000-0007	SEWER 1000-0008
3/03/96	4	50.00	0.00	10.00	100.00	0.00	0.00	0.00	0.00
3/05/96	5	757.00	0.00	30.00	0.00	0.00	500.00	0.00	0.00
3/06/96	3	25.00	0.00	0.00	0.00	1248.00	250.00	0.00	0.00
3/07/96	1	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00
3/08/96	2	25.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00
3/11/96	6	490.00	3901.00	30.00	0.00	0.00	250.00	0.00	0.00
3/12/96	6	510.00	0.00	40.00	0.00	0.00	250.00	0.00	0.00
3/13/96	4	50.00	0.00	10.00	0.00	0.00	50.00	0.00	0.00
3/14/96	2	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00
3/15/96	2	25.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00
3/18/96	12	1564.40	0.00	20.00	100.00	0.00	250.00	0.00	0.00
3/19/96	10	3340.80	0.00	0.00	0.00	461.00	2250.00	0.00	0.00
3/20/96	10	3430.80	0.00	10.00	0.00	0.00	2250.00	0.00	0.00
3/21/96	2	350.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00
3/22/96	2	250.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00
3/25/96	1	443.40	0.00	0.00	0.00	0.00	250.00	0.00	0.00
3/26/96	7	25.00	0.00	20.00	100.00	0.00	550.00	0.00	0.00
3/27/96	9	621.80	1572.00	30.00	0.00	0.00	250.00	0.00	0.00
3/28/96	5	2009.80	0.00	0.00	0.00	680.00	1000.00	0.00	0.00
3/29/96	1	329.80	0.00	0.00	0.00	0.00	250.00	0.00	0.00
TOTAL	94	14297.80	5473.00	250.00	300.00	2389.00	8850.00	0.00	0.00
Non-Existing Categories			0.00						
Current Categories			31559.80						
Grand Total			31559.80						

Sugar Hill Golf Club
Breakdown of Rounds
March 1996

Date	Deposit	Credit Card Sales	Res.	Non Res.	Res. Sr.	Non Res. Sr.	Jr.	Golf Pass	Total
3/1	0.00	0.00	0	0	0	0	0	0	0
3/2	2685.53	857.80	14	53	0	0	0	1	68
3/3	5100.36	1911.68	13	110	0	0	0	0	123
3/4	0.00	0.00	0	0	0	0	0	0	0
3/5	1699.20	535.59	6	27	0	24	0	0	57
3/6	0.00	0.00	0	0	0	0	0	0	0
3/7	0.00	0.00	0	0	0	0	0	0	0
3/8	0.00	0.00	0	0	0	0	0	0	0
3/9	0.00	0.00	0	0	0	0	0	0	0
3/10	2814.42	1034.74	9	48	0	0	0	0	57
3/11	0.00	0.00	0	0	0	0	0	0	0
3/12	0.00	0.00	0	0	0	0	0	0	0
3/13	2245.44	430.62	6	56	0	7	4	1	74
3/14	3206.06	653.13	35	54	0	21	0	2	112
3/15	2931.04	973.55	6	61	0	0	0	16	83
3/16	4636.87	1580.12	6	95	0	0	0	9	110
3/17	3512.57	898.15	9	75	0	0	0	2	86
3/18	0.00	0.00	0	0	0	0	0	0	0
3/19	0.00	0.00	0	0	0	0	0	0	0
3/20	0.00	0.00	0	0	0	0	0	0	0
3/21	0.00	0.00	0	0	0	0	0	0	0
3/22	3889.83	1354.64	7	93	0	5	1	11	117
3/23	5593.96	2051.23	9	113	0	0	0	9	131
3/24	5320.10	1382.90	10	116	0	0	0	0	126
3/25	0.00	0.00	0	0	0	0	0	0	0
3/26	2328.05	760.21	8	46	2	34	2	0	92
3/27	0.00	0.00	0	0	0	0	0	0	0
3/28	0.00	0.00	0	0	0	0	0	0	0
3/29	3165.96	919.42	7	69	0	0	0	15	91
3/30	5001.58	1211.42	24	75	0	0	0	10	109
3/31	2262.02	1115.37	0	52	0	0	0	0	52
									0
Total	56392.99	17670.57	169	1145	2	91	7	76	1490

YTD 122643.20 37105.45 455 2491 16 301 11 139 3413

EXECUTIVE SESSION MINUTES

OF THE CITY OF SUGAR HILL

DATE April 8, 1996

☒ Gary Webster, Mayor

☒ Reuben Davis, Mayor Protem

☒ Steve Bailey, Councilman

☒ W. J. Dodd, Councilman

☒ Charles Spradlin, Councilman

☒ Tim Pugh, Councilman

☒ Warren P. Nevad, City Manager

☒ Lee Thompson, City Attorney

☒ Betty Garbutt, City Clerk

Motion made to go into Executive Session to discuss matters properly excluded from the Georgia Open and Public Meetings Law (O.C.G.A. 50-14), specifically.

☒ Discussing or deliberating upon the appointment, employment, hiring disciplinary action or dismissal, or performance of a public officer or employee.

☐ Discussion of future acquisition of real estate.

☒ Discussion with Legal Council pertaining to pending or potential Litigation, settlement, claims, administrative proceedings or other judicial actions.

☐ Other _____

***** (4-1 abstain)
Motion: Dodd Seconded: Steve Bailey Vote 5-0* Time 8:45 PM
Recess until 9:00 PM
VOTE

MATTERS DISCUSSED/ACTION

No action taken

MOTION TO ADJOURN
EXECUTIVE SESSION: Pugh SECOND Bailey VOTE 5-0 TIME 9:30 PM

Betty B. Garbutt
BETTY GARBUTT, CITY CLERK

* Council Member Spradlin misunderstood the motion and wants record to show he is not voting for Executive Session.

ADMINISTRATIVE REPORT

PLANNING, ZONING, & BUILDING INSPECTIONS DEPARTMENT

APRIL 1996

PRINTED 05-07-96

SUBDIVISION LOT AVAILABILITY LIST

Updated 05-07-96

Available Lots	Subdivision	Near What Major Street	Permits Issued	C.O.'s Issued	Lots Not Built On	City Gas
67	Abingdon Place	Whitehead Road	51	27	16	X
58	Arbor Clos	Highway 20	33	9	25	X
112	Bent Creek	Level Creek Road	110	110	2	X
7	Brandon Oaks	Austin Garner Road	6	6	1	
26	Brookside at Parkview	Parkview Mine Drive	24	25	2	X
39	Emerald Lakes IV	Cumming Highway	32	6	7	X
131	Lakefield Forest	Level Creek Road	128	122	3	X
174	Princeton Oaks	Riverside Road	138	111	36	X
81	Richland Creek Unit I	Sycamore Road	13	3		X
106	Saddle Tree	Suwanee Dam Road	30	14	76	X
116	Secret Cove	Old Suwanee Road	116	113	0	X
96	Sugar Crossing	Austin Garner Road	77	70	19	X
178	Sycamore Summit	Sycamore Road/Riverside Road	172	168	6	X
14	The Lakes at Riverside	Riverside Road	13	13	1	
51	The Links	Suwanee Dam Road	8	2	43	
101	The Oaks at Lanier	Highway 20	98	74	3	X
84	The Springs I	Highway 20	47	40	37	X
50	West Price Hill	West Price Road	47	46	3	X

PERMITS ISSUED DURING THE PERIOD 04/01/96 THROUGH 04/30/96

PAGE 1

THIS REPORT WAS PRINTED ON MAY 7, 1996

CITY OF SUGAR HILL

PERMIT TYPE AND DESCRIPTION	# OF PERMITS	VALUATION	FEES DUE	FEES PAID
AD - ADDITION/GARAGE PERMIT	2	25,000.00	293.00	293.00
AV - ADMINISTRATIVE VARIANCE	15	0.00	2,250.00	2,250.00
CG - CLEARING & GRUBBING PERMIT	3	0.00	45.00	45.00
EC - ENERGY CODE AFFIDAVIT	34	0.00	0.00	0.00
EL - ELECTRICAL AFFIDAVIT	43	0.00	0.00	0.00
FP - FENCE PERMIT	5	0.00	0.00	0.00
ME - HEATING/AIR AFFADAVIT	37	0.00	0.00	0.00
MH - MOBILE HOME INSTALLER AFFIDAVIT	1	0.00	0.00	0.00
MI - MISCELLANEOUS-COMPLIANCE PERMIT	8	0.00	155.00	155.00
MN - MOBILE HOME INSPECTION NEW	1	0.00	100.00	100.00
PL - PLUMBING AFFADAVIT	35	0.00	0.00	0.00
PP - POOL PERMIT	2	0.00	50.00	50.00
RM - REMODELING PERMIT	3	81,440.00	585.44	585.44
RZ - REZONING APPLICATION	1	0.00	350.00	350.00
SB - STORAGE BUILDING/GARAGE	2	0.00	50.00	50.00
SF - SINGLE FAMILY RESIDENTIAL	31	2,306,922.00	19,455.20	19,455.20
SP - SIGN PERMIT	1	0.00	25.00	25.00
TL - TRADE LICENSE REGISTRATION	13	0.00	120.00	120.00
TP - TAP & METER PAYMENTS	31	0.00	7,500.00	7,500.00
TOTALS FOR ALL PERMIT TYPES	268	2,413,362.00	30,978.64	30,978.64

1996 INSPECTION'S DEPARTMENT MONTHLY REPORT
UPDATED 04-03-96

[illegible]

AV – ADMINISTRATIVE VARIANCE	2	5	7	15									29
VA – APPEALS VARIANCE	0	1	0	0									1

AX - ANNEXATION APPLICATIONS	0	0	0	0								0
RZ - REZONING APPLICATIONS	0	0	1	1								2

CERTIFICATES OF OCCUPANCY	10	23	32	19									84
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GAS TAPS ISSUED	31	45	35	60									171
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[illegible]

BASE FEE TRANSACTION SUMMARY DURING THE PERIOD 04/01/96 THROUGH 04/30/96

PAGE 1

THIS REPORT WAS PRINTED ON MAY 7, 1996

CITY OF SUGAR HILL

TRANS. DATE	#	RESIDENTIAL 1000-0001	COMMERCIAL 1000-0002	MISCELLANEOUS 1000-0003	MOBILE HOMES 1000-0004	DEVELOPMENT 1000-0005	GAS 1000-0006	WATER 1000-0007	SEWER 1000-0008
04/01/96	1	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00
04/02/96	4	531.80	0.00	10.00	0.00	0.00	250.00	0.00	0.00
04/03/96	4	1181.80	0.00	15.00	0.00	0.00	750.00	0.00	0.00
04/04/96	3	812.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00
04/08/96	4	593.60	0.00	0.00	0.00	0.00	250.00	0.00	0.00
04/09/96	14	3996.20	0.00	0.00	0.00	0.00	2500.00	0.00	0.00
04/10/96	1	0.00	0.00	0.00	0.00	19.00	0.00	0.00	0.00
04/11/96	7	450.00	0.00	10.00	0.00	0.00	750.00	0.00	0.00
04/12/96	2	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00
04/16/96	2	25.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00
04/17/96	15	2635.40	0.00	10.00	0.00	0.00	3250.00	250.00	0.00
04/18/96	15	495.00	0.00	10.00	0.00	20.00	2750.00	0.00	0.00
04/19/96	2	511.40	0.00	10.00	0.00	0.00	250.00	0.00	0.00
04/22/96	3	242.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04/23/96	17	1919.00	0.00	0.00	0.00	0.00	2250.00	0.00	0.00
04/24/96	4	325.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00
04/25/96	1	505.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00
04/26/96	7	101.00	0.00	360.00	0.00	6.00	500.00	0.00	0.00
04/29/96	8	674.00	0.00	20.00	100.00	0.00	500.00	0.00	0.00
30/96	5	350.44	0.00	20.00	0.00	0.00	0.00	0.00	0.00
=====									
TOTALS	119	15348.64	0.00	510.00	100.00	45.00	15000.00	250.00	0.00

Non-Existing Categories	0.00
Current Categories	31253.64
	=====
Grand Total	31253.64

CITY OF SUGAR HILL

PERIODIC REPORT OF PERMITS ISSUED (GROUPED BY REPORT CODE)

DATE RANGE: 04/01/96 TO 04/30/96

Printed on: MAY 7, 1996

	CODE	PRMS	VALUATION	FEE\$	DUE	UNITS
NEW RESIDENTIAL HOUSEKEEPING BLDGS:						
* Single Family Houses Detached	101	31	2,306,922.00	19,455.20	0	
* Single Family Houses Attached	102	0	0.00	0.00	0	
* 2 Family Building	103	0	0.00	0.00	0	
* 3 and 4 Family Buildings	104	0	0.00	0.00	0	
* 5 or More Family Buildings	105	0	0.00	0.00	0	
NEW RESIDENTIAL NON-HOUSEKEEPING BL:						
* Hotels, Motels & Tourist Cabins ..	213	0	0.00	0.00	0	
* Other Non-Housekeeping Shelter ...	214	0	0.00	0.00	0	
NEW NON-RESIDENTIAL BUILDINGS:						
* Amusement, Social, & Recreational	318	0	0.00	0.00	0	
* Churches & Other Religious	319	0	0.00	0.00	0	
* Industrial	320	0	0.00	0.00	0	
* Prkng Garages (Blds & Open Decked)	321	0	0.00	0.00	0	
* Service Stations & Repair Garages	322	0	0.00	0.00	0	
* Hospitals & Institutional	323	0	0.00	0.00	0	
* Offices, Banks, & Professional ...	324	0	0.00	0.00	0	
* Public Works & Utilities	325	0	0.00	0.00	0	
* Schools & Other Educational	326	0	0.00	0.00	0	
* Stores & Customer Services	327	0	0.00	0.00	0	
* Other Non-Residential Bldgs	328	0	0.00	0.00	0	
* Structures Other than Buildings ...	329	0	0.00	0.00	0	
ADDITIONS, ALTERATIONS, & CONVERSION						
* Residential	434	3	66,440.00	408.44	0	
* Non-Residential & Non-Housekeeping	437	2	40,000.00	470.00	0	
* Adds of Resid. Garages (Atch/Detc)	438	0	0.00	0.00	0	
DEMOLITIONS AND RAZING OF BUILDINGS:						
* Single Family Houses (Atch/Detach)	645	0	0.00	0.00	0	
* 2 Family Buildings	646	0	0.00	0.00	0	
* 3 & 4 Family Buildings	647	0	0.00	0.00	0	
* 5 or More Family Buildings	648	0	0.00	0.00	0	
* All Other Buildings and Structures	649	0	0.00	0.00	0	
TOTALS FOR PERMITS SHOWN ABOVE						
		36	2,413,362.00	20,333.64	0	
Totals of other permits in the period						
		231	0.00	10,645.00	0	
TOTAL FOR ALL PERMITS IN THE PERIOD						
		267	2,413,362.00	30,978.64	0	

SUMMARY OF INSPECTIONS COMPLETED BY INSPECTOR ID DURING THE PERIOD 04/01/96 THROUGH 04/30/96

PAGE 3

THIS REPORT WAS PRINTED ON MAY 7, 1996

CITY OF SUGAR HILL

<< STATISTICAL BREAKOUT >>

<----- Inspections -----> <----- Re-Inspections -----> Based On # Activities

# ACTIVITIES	INSPECTIONS (I)	PASSED	CORRECTIONS	RE-INSPECTIONS (R)	PASSED	CORRECTIONS	RE-INSPECTIONS REQUIRED
352	198	130	65	154	90	31	93
	% INSPECTIONS	% PASSED	% CORRECTIONS	% RE-INSPECTIONS	% PASSED	% CORRECTIONS	% RE-INSPECT. REQUIRED
	56	66	33	44	58	20	26

INSPECTOR ID BREAKDOWN

TONY - 170

JOE - 182

TOTAL INSPECTIONS - 352

**CITY OF SUGAR HILL AGENDA
COUNCIL MEETING - MAY 13, 1996 - 7:30 P.M.**

CALL TO ORDER AND INVOCATION:

APPROVAL OF AGENDA:

APPROVAL OF APRIL MINUTES:

DEPARTMENT REPORTS:

A:	PLANNING AND ZONING:	NEVAD
B:	BUDGET AND FINANCE:	GARBUTT
C:	UTILITIES:	WILSON
D:	GOLF:	QUEEN
E:	RECREATION:	NEVAD
F:	DRAINAGE:	WILSON
G:	ECONOMIC DEVELOPMENT:	SCOTT

OLD BUSINESS:

A:	RESIGNATION LETTER FROM DODD:	WEBSTER
B:	REPORT ON MID-AMERICAN:	THOMPSON
C:	EMPLOYEE CHAIN OF COMMAND POLICY:	SPRADLIN
	EMPLOYEE TRAINING-SEXUAL HARRASMENT:	
D:	PROPOSED P & Z ORDINANCE:	BAILEY

CITIZEN'S AND GUEST'S COMMENTS:

NEW BUSINESS:

A:	PUBLIC HEARING: RZ-96-001	NEVAD
	REZONING 6.2 ACRES OFF CUMMING HIGHWAY 20 FROM	
	RS-150 TO OI. MAP#: 7320-003 & 7320-026	
B:	FIVE YEAR SERVICE AWARD: J. L. PEPPERS	NEVAD
C:	RESOLUTION TO AMEND CDBG FFY1995 AGREEMENT:	NEVAD
D:	RESOLUTION TO ACCEPT CDBG FFY1996 AGREEMENT:	NEVAD
E:	FINANCIAL INSTITUTION ORDINANCE:	GARBUTT
F:	CALL OF ELECTION:	MCCALLA
G:	PROCLAMATION: ALICIA CLACK DAY	SPRADLIN
H:	ASPHALT PLANT LOCATION:	DODD
I:	HIRING POLICY:	NEVAD
J:	DRESS CODE:	NEVAD
K:	GOLF FEE FOR CITY BUSINESS:	SPRADLIN

CITY CLERK'S REPORT:

CITY MANAGER'S REPORT:

COUNCIL REPORTS:

EXECUTIVE SESSION:

A:	POSSIBLE LITIGATION
B:	PERSONNEL

CITY OF SUGAR HILL AGENDA
COUNCIL MEETING - MAY 13, 1996 - 7:30 P.M.

CALL TO ORDER AND INVOCATION:

APPROVAL OF AGENDA:

APPROVAL OF APRIL MINUTES:

DEPARTMENT REPORTS:

- A: PLANNING AND ZONING: - NEVAD
- B: BUDGET AND FINANCE: - GARBUTT
- C: UTILITIES: - WILSON
- D: GOLF: - QUEEN
- E: RECREATION: - NEVAD
- F: DRAINAGE: - WILSON
- G: ECONOMIC DEVELOPMENT: - SCOTT

OLD BUSINESS:

- A: RESIGNATION LETTER FROM DODD: WEBSTER
- B: REPORT ON MID-AMERICAN: THOMPSON
- C: EMPLOYEE CHAIN OF COMMAND POLICY: SPRADLIN
- EMPLOYEE TRAINING-SEXUAL HARASSMENT: BAILEY
- D: PROPOSED P & Z ORDINANCE: BAILEY

CITIZEN'S AND GUEST'S COMMENTS:

NEW BUSINESS:

- A: PUBLIC HEARING: RZ-96-001 - NEVAD
- REZONING 6.2 ACRES OFF CUMMING HIGHWAY 20 FROM
RS-150 TO OI. MAP#: 7320-003 & 7320-026
- B: FIVE YEAR SERVICE AWARD: J. L. PEPPERS NEVAD
- C: RESOLUTION TO AMEND CDBG FFY1995 AGREEMENT: NEVAD
- D: RESOLUTION TO ACCEPT CDBG FFY1996 AGREEMENT: NEVAD
- E: FINANCIAL INSTITUTION ORDINANCE: GARBUTT
- F: CALL OF ELECTION: McCALLA

to A-

Bob Wagner -
Brother Mike Clark
Ray Payne
David Edwards

- G: PROCLAMATION: ALICIA CLACK DAY SPRADLIN -
H: ASPHALT PLANT LOCATION: - see tape DODD
I: HIRING POLICY: + move to table 4-0 NEVAD
J: DRESS CODE: lunch 24 Break NEVAD
K: GOLF FEE FOR CITY BUSINESS: 4-0 Bailey explained SPRADLIN

CITY CLERK'S REPORT: -

CITY MANAGER'S REPORT: -

COUNCIL REPORTS: - see tape -

EXECUTIVE SESSION: -

- A: POSSIBLE LITIGATION
B: PERSONNEL

Priler
Dane 3 for
1 abstains.

Ken Coar-

8:55

IF YOU WISH TO ADDRESS COUNCIL PLEASE PLACE A CHECK BY YOUR NAME.

Loni Webster
Bon Payne

EXECUTIVE SESSION MINUTES

OF THE CITY OF SUGAR HILL

DATE May 13, 1996

☒ Gary Webster, Mayor
☒ Reuben Davis, Mayor Protem
☒ Steve Bailey, Councilman
☐ W. J. Dodd, Councilman
☒ Charles Spradlin, Councilman
☒ Tim Pugh, Councilman

☒ Warren P. Nevad, City Manager
☒ Lee Thompson, City Attorney
☒ Betty Garbutt, City Clerk

Motion made to go into Executive Session to discuss matters properly excluded from the Georgia Open and Public Meetings Law (O.C.G.A. 50-14), specifically.

☒ Discussing or deliberating upon the appointment, employment, hiring disciplinary action or dismissal, or performance of a public officer or employee.

☐ Discussion of future acquisition of real estate.

☒ Discussion with Legal Council pertaining to pending or potential Litigation, settlement, claims, administrative proceedings or other judicial actions.

☐ Other _____

Motion: Bailey Seconded: Davis Spradlin abstained Vote 3-0 Time 8:55 PM

MATTERS DISCUSSED/ACTION

VOTE

<u>Mid-American Closure - Post-Closure</u>	<u>no action</u>
<u>Asphalt Plant -</u>	<u>no action</u>
_____	_____
_____	_____

MOTION TO ADJOURN EXECUTIVE SESSION: Pugh SECOND Bailey VOTE 4-0 TIME 10:21 PM

Betty Garbutt
 BETTY GARBUTT, CITY CLERK

**MINUTES
COUNCIL MEETING
MONDAY, MAY 13, 1996 - 7:30 P.M.**

The Mayor and Council of the City of Sugar Hill held their Regular Monthly Meeting on Monday, May 13, 1996 at 7:30 P.M. in the Community Center.

The Notice of the Meeting was posted on the front doors of City Hall and the Community Center and faxed to local papers.

Those present were: Mayor Gary L. Webster, Mayor Pro Tem Reuben Davis, Council Members Steve Bailey, Tim Pugh, and Charles Spradlin, City Manager Warren P. Nevad, City Clerk/Finance Director Betty B. Garbutt, Golf Director Wade Queen, Drainage Supervisor Donna Zinskie, Administrative Assistant to City Manager Margie Wilson, Attorney Lee Thompson, employees J. L. Peppers, Donna Zinskie, Ernie Ward and wife Nancy, registered guests Lari Webster and Rose Payne, citizens, guests, and representatives of the news media.

Mayor Webster called the meeting to order, led the Pledge to the Flag, and Council Member Spradlin gave the invocation, during which time there was 109 seconds of silence in memory of those persons who lost their lives on ValuJet Flight 592, in Florida, especially the Steve Guiler and Favero families.

Council Member Spradlin made a motion to approve the Agenda, with one (1) modification of moving Item G under New Business to Item A under New Business, seconded by Council Member Bailey and unanimously approved. (4-0)

Council Member Bailey made a motion to approve the April Minutes, seconded by Mayor Pro Tem Davis and unanimously approved. (4-0)

DEPARTMENT REPORTS:

A: Planning and Zoning:

Manager Nevad reported the P & Z Department issued 31 single family residential building permits during April, and the Inspections Department conducted 352 inspections during the same period.

Manager Nevad reported that the P & Z Board met on April 15, 1996 and approved the rezoning on Hyw 20 from RS-150 to O&I for a Tennis Center. This will be discussed later in the meeting at a Public Hearing. The Board will meet on May 20th to review a rezoning request.

The P & Z Appeals did not have a quorum at the April 26, 1996 Meeting so they could not conduct any business.

B: Budget and Finance:

Finance Director Garbutt reported the Segment Audit for the Gas Department has been completed. Net gain for 1995 was \$887,733. Renewal of the General Liability for 1996-97 has been completed at

a cost of approximately \$50,000 which is a saving of \$20,000 under the budgeted amount.

C: Utilities:

Administrative Assistant to the City Manager Margie Wilson reported that during April the Gas Department installed 32 new services, repaired 9 leaks and installed 5,000 feet of 2 inch gas line. The Gas Department has 135 pending tickets for services, when requested.

D: Golf:

Director Queen reported a record month for April since the club opened. He reported that business is great. There has been some Winter kill of the grass. May is proving to be a great month and he hopes to get some sod by next week.

Council Member Pugh expressed appreciation to Director Queen for the preparations for the Alicia Clack Bone Marrow Day which will be Saturday, May 18, 1996 from 11:00 A.M. to 3:00 P.M. The Golf Staff was given a round of applause.

E: Recreation:

Manager Nevad reported that the basketball courts have been repaired. There have been no reports of vandalism recently and the sprinkler lines have been located at the soccer field and new sod will be laid. A drainage pipe between the tennis court and volleyball area was installed.

F: Drainage:

Administrative Assistant to the City Manager Margie Wilson reported that storm drains on Old Cumming Highway were opened and cleaned out during April. Ditches on Springhill Drive, Stanley Street, and West Broad Street were opened and cleaned out. The drainage study will be received by the end of the week. After review, Manager Nevad will present recommendations to fund the improvements at the June Meeting.

G: Economic Development:

Chairman Bob Scott reported the Committee met on April 16, 1996. Mrs. Brenda Branch, senior vice president of Economic Development from the Gwinnett Chamber brought some very interesting information concerning the demographic information for this area. She gave details of what businesses are looking for. There are staff members available from the Chamber to advise the local EDC. The EDC will provide a list of available properties to the Gwinnett Chamber so businesses will know what is available in Sugar Hill. The next meeting will be on May 20, 1996.

OLD BUSINESS:

A: Resignation Letter from Council Member Dodd:

Clerk Garbutt read a letter (see attached) from Former Council Member W. J. Dodd who resigned to seek a county commission seat. Council Member Bailey made a motion to accept the resignation,

seconded by Council Member Spradlin and unanimously approved. (4-0)

B: Report on Mid-American:

Attorney Thompson reported that he, Manager Nevad and Clerk Garbutt met with the representatives from Mid-American and their attorneys on May 1, 1996. Landfill issues and hauling issues were discussed. He has a memo on this, (see attached) and suggested that it be discussed in Executive Session. He reported that the courts upheld the decision on the Restated Lease Agreement.

C: Employee Chain of Command Policy:

Council Member Spradlin made a motion to approve the Complaint Procedures, (see attached) which have been reviewed by Attorney Thompson, seconded by Mayor Pro Tem Davis and unanimously passed. (4-0)

Employee Training-Sexual Harassment:

Council Member Spradlin made a motion to pay \$3,000 to the Gainesville Theater Alliance for up to three (3) performances of a play which deals with Sexual Harassment and sends a very strong message concerning this issue. Council Member Bailey seconded the motion. After discussion concerning the opening of the play to the public, with consensus that the first showing be for employees only and the next showing(s) will be for the public to participate, the vote on the motion was unanimous. (4-0)

D: Proposed P & Z Ordinance:

Attorney Thompson read the revision to the Zoning Ordinance concerning height variance. He read the Ordinance changing Section 1402, Paragraph 2, Subparagraph c. as Subparagraph d. and inserting a new Subparagraph c. under Paragraph 2 of Section 1402. (see attached)

Council Member Spradlin made a motion to go into a Public Hearing on this revision, seconded by Council Member Pugh. The vote was unanimous. Mr. Jim Stanley stated that the revision and Public Hearing had to be advertised. Attorney Thompson stated that the proper advertisements had been made in the legal organ. After discussion Council Member Bailey made a motion to return to the regular session, seconded by Council Member Pugh and unanimously approved. (4-0) Council Member Bailey made a motion to approve the revision, seconded by Council Member Spradlin and unanimously approved. (4-0)

CITIZEN'S AND GUEST'S COMMENTS:

There were no comments from citizens.

NEW BUSINESS:

B: Public Hearing-Rezoning RZ-96-001:

Mayor Webster requested a motion to go into a Public Hearing to discuss the rezoning. Council Member Spradlin made a motion to go into the Public Hearing to discuss the rezoning of 6.2 acres off Highway 20 from RS-150 to O&I, seconded by Council Member Bailey and unanimously approved. (4-0) Manager Nevad reported that at the

April 15, 1996 meeting the P & Z Board approved a request to rezone 6.2 acres of property from RS 150 to O&I. This property is to be used as a Tennis Center with a variance request of 44 feet height for the facility. Mr. Herman explained the facility. Council Member Pugh asked about Sunday hours. This was discussed. Permitted uses were discussed.

Council Member Spradlin made a motion to go back into the regular meeting, seconded by Council Member Pugh and passed unanimously. (4-0)

After discussion, Manager Nevad read the motion with two (2) conditions and Council Member Spradlin made a motion to approve the rezoning for a recreational facility with height variance of 44 feet, seconded by Council Member Pugh and passed unanimously. (4-0)

A: Alicia Clack Day:

Mayor Webster apologized for not placing the Alicia Clack Proclamation as Item A at the beginning of New Business.

Council Member Spradlin made a motion to declare May 18, 1996 Alicia Clack Day in the City of Sugar Hill. Clerk Garbutt read the Proclamation. (see attached) The motion was seconded by Council Member Pugh and unanimously approved. (4-0)

Council Member Spradlin asked that those wishing to speak in behalf of the Alicia Clack Day Proclamation be given a chance to do so. Mr. Bob Wagner, Mike Clack, Rose Payne and David Edwards all made appeals to the citizens to support this Bone Marrow Day in memory of Alicia Clack. Mr. Wagner told of the history behind the story of how a bone marrow transplant was found for Alicia. They all told of her wish to have 100,000 donors on the list for bone marrow transplants. They also told of the desire she had to see that it would be easier for those needing bone marrow transplants in the future to receive them from a well stocked Bone Marrow Register. Mr. Wagner used a quote from Alicia's sister who said, after being asked why she became the donor for the bone marrow transplant, "Who could not do it". This event will take place at the Sugar Hill Golf Clubhouse on Saturday, May 18, 1996 from 11:00 A.M. to 3:00 P.M. The first fifty (50) donors will be typed free and the cost will be \$27.50 for those being typed after the first fifty (50). The sign at the corner of PIB and Alton Tucker will be used to advertise the day.

C: Five Year Service Award:

Manager Nevad announced that J. L. Peppers, also known as "Pappy" has been an employee of the City for five (5) years, praising Mr. Peppers for his dedication to his job and his positive attitude. He has worked in the Water Department and is currently employed in the Gas Department. He is a former Employee of the Month and he asked Mr. Peppers to come forward to receive his five (5) year plaque.

D: Resolution to Amend CDBG FFY1995 Agreement:

Manager Nevad stated this Resolution will enable the City to increase its 1995 funding from \$25,000 to \$49,852 to be used for

funding on new project at Hessie Lane. He read the Resolution (see attached) and asked for a motion to approve the Resolution and authorize the Mayor and City Clerk to sign the necessary documents. Council Member Bailey made the motion, seconded by Council Member Spradlin and unanimously passed. (4-0)

E: Resolution to accept CDBG FFY1996 Agreement:

Manager Nevad stated this Resolution would accept our agreement with CDBG for 1996 in the amount of \$25,000. He read the Resolution (see attached) and asked for a motion to approve said Resolution and authorize the Mayor and City Clerk to sign the necessary documents. Council Member Pugh made the motion, seconded by Council Member Bailey and unanimously passed. (4-0)

F: Financial Institution Ordinance:

Finance Director Garbutt read an Ordinance to insert Article VII, Sections 18-150, 18-151, 18-152 pertaining to Financial Institutions to the Occupational Tax Ordinance. Council Member Spradlin made a motion to table the Ordinance, seconded by Council Member Pugh and passed unanimously. (4-0)

G: Call of Special Election:

Election Superintendent James McCalla reported on a Special Election, on July 9, 1996, to fill the unexpired term of Council Member W. J. Dodd and to hold a Referendum to put a question concerning Sunday alcohol sales on the ballot. Council Member Spradlin made a motion to approve the Ordinance, (see attached) seconded by Council Member Bailey and after discussion, unanimously passed. (4-0)

H: Asphalt Plant Location:

Mr. W. J. Dodd came before Council to explain his position on the location of the AAMCO Asphalt Plant. He expressed his appreciation to the Council for the work they are doing. He feels that Sugar Hill needs help from the County and he feels that he can give that assistance as a commissioner from District I. He explained what has been done and not done, by the County, on the upkeep of the roads in the Sugar Hill area. He stated that he stands behind the home owners and has no interest in the Asphalt Plant. He explained the zoning process and how it was done in the correct way by the P & Z Board. He stated that he voted for the rezoning of the land because there was no opposition from the public at the Council Meeting. He stated that there should be stronger legislation to control zoning. He thanked the Mayor and Council for allowing him to speak.

The consensus of the Council was to allow Attorney Thompson to look into the approval of an asphalt plant being placed in the Zoning Ordinance. Council Member Bailey made the motion, seconded by Council Member Spradlin and unanimously approved. (4-0)

I: Hiring Policy:

Manager Nevad stated this policy will amend our Personnel Manual. Basically, this policy requires applicants to submit 3 Business references, all applicant must be interviewed by the City Manager, and applicant must grant permission for background checks before date of hire. He requested a motion to amend the personnel manual to include this policy. Council Member Spradlin made a motion to table this, seconded by Council Member Bailey and unanimously passed. (4-0)

J: Dress Code:

Manager Nevad stated this policy will also amend our Personnel Manual. The intent of this policy is to promote professionalism, protect employees from sexual harassment and to provide employee safety. He requested a motion to amend the Personnel Manual to include this policy. (see attached) Council Member Pugh made a motion to amend the Policy, seconded by Council Member Bailey and passed unanimously. (4-0)

K: Golf Fee for City Business:

Council Member Spradlin stated he felt that anyone who was acting in behalf of the City, to promote the City and the Golf Course, should have the cart and green fees waived. Council Member Bailey explained that this was already being done and the consensus was that it is a good policy to continue. There are two (2) methods, one (1) is to pay the fees, submit the expense for reimbursement or two (2) is to issue Golf Passes and list what they are for.

CITY CLERK'S REPORT:

City Clerk Garbutt reported that cross training in the Utility Billing is continuing. Shirley Gibbs and Shirley Fields are doing a good job.

She reported that she and Mr. McCalla are preparing for the Election by getting all the advertising prepared and approved.

Notices have been mailed to all delinquent tax accounts through 1995.

CITY MANAGER'S REPORT:

Manager Nevad reported the City's unaccounted gas loss has decreased from 8% to 6%. Our utility billing audits and system wide survey has enabled us to reduce our loss. Billy Hutchins and Scott Payne reported that the crews will install nearly 12,000 feet of 4 inch gas lines within 60 days on Brogdon Road and PIB. This will save the City \$12,000 on installation costs.

New ball markers have been installed on the Golf Course and sodding is being done around the Clubhouse. He encouraged the public to participate in the Bone Marrow Drive which will be at the Golf Course Clubhouse on Saturday, May 18, 1996.

A request for \$120,000 in CDBG funds for 1997 has been submitted.

He commended Ernie Ward for his work in the Gas Department. Manager Nevad commended Donna Zinskie for filling in for Kim Landers in the Planning and Zoning Department. Mayor Webster thanked Donna for doing a great job.

COUNCIL REPORTS:

Council Member Bailey encouraged everyone to participate in the Alicia Clack Day on May 18, 1996.

Council Member Spradlin also encouraged everyone to participate in the Alicia Clack Day. He thanked Mr. Dodd for this work on the Council and the harmony he brought to the Council. He asked that the citizens keep the people connected with the tragic air crash in their prayers and thoughts.

Council Member Davis also thanked Mr. Dodd for his work on the Council and for the harmony he brought. He stated he will miss Mr. Dodd.

Council Member Pugh asked that everyone try to go to the Golf Course to tour the Clubhouse. There is great scenery and food at the Clubhouse.

Mayor Webster asked that everyone remember to participate in the Alicia Clack Day and also keep the air crash victims families in their thoughts.

EXECUTIVE SESSION:

Mayor Webster asked for a motion to go into Executive Session to discuss possible litigation and personnel. Council Member Bailey made a motion to go into Executive Session at 8:53 P.M., seconded by Mayor Pro Tem Davis and passed on a vote of three (3) for, with Council Member Spradlin abstaining. (3-0)

Mayor Webster stated there would be a five (5) minute recess.

After the Executive Session ended at 10:21 P.M., Mayor Webster called the Regular Meeting back to order. There was no action taken out of the Executive Session.

ADJOURNMENT:

Council Member Pugh made a motion to adjourn at 10:25 P.M., seconded by Council Member Bailey and unanimously passed. (4-0)

ORDINANCE

The Council of the City of Sugar Hill hereby ordains that the Zoning Ordinance of the City of Sugar Hill, Georgia is hereby amended by designating Section 1402, Paragraph 2, Subparagraph c. as Subparagraph d. and inserting the following as Subparagraph c. under Paragraph 2 of Section 1402:

- c. In granting any variance, the board may prescribe appropriate conditions and safeguards in conformity with this ordinance, however as a condition of granting a variance, the board shall not prescribe any condition which prohibits or limits the height of structures excluded from height limitations by Section 701 of this ordinance. Violation of any condition when made a part of the terms under which a variance is granted, shall be deemed a violation of this ordinance and punishable as provided for violation of this ordinance.

Except as hereby amended, all remaining portions of the Zoning Ordinance of the City of Sugar Hill, Georgia shall remain in full force and effect and shall not be altered by this amendment.

IT IS SO ORDAINED this 13 day of May, 1996.



Alvin Bailey
Councilmember

Charles A. Spradlin
Councilmember

Robert L. Davis Jr
Councilmember

John H. Ruff
Councilmember

Councilmember

Attest: Beverly B. Gaskins
City Clerk

Submitted to Mayor: May 13, 1996
Approved by Mayor, this 13th day of May, 1996.

Harry L. White
Mayor

ORDINANCE

The Council of the City of Sugar Hill hereby ordains that the Zoning Ordinance of the City of Sugar Hill, Georgia is hereby amended by designating Section 1402, Paragraph 2, Subparagraph c. as Subparagraph d. and inserting the following as Subparagraph c. under Paragraph 2 of Section 1402:

- c. In granting any variance, the board may prescribe appropriate conditions and safeguards in conformity with this ordinance, however as a condition of granting a variance, the board shall not prescribe any condition which prohibits or limits the height of structures excluded from height limitations by Section 701 of this ordinance. Violation of any condition when made a part of the terms under which a variance is granted, shall be deemed a violation of this ordinance and punishable as provided for violation of this ordinance.

Except as hereby amended, all remaining portions of the Zoning Ordinance of the City of Sugar Hill, Georgia shall remain in full force and effect and shall not be altered by this amendment.

IT IS SO ORDAINED this 13 day of May, 1996.



[Signature]
Councilmember

Charles B. Spradlin
Councilmember

Robert A. Davis Jr
Councilmember

[Signature]
Councilmember

Councilmember

Attest: [Signature]
City Clerk

Submitted to Mayor: May 13, 1996

Approved by Mayor, this 13th day of MAY, 1996.

[Signature]
Mayor

O R D I N A N C E

The Council of the City of Sugar Hill, Georgia hereby ordains:

That "The Zoning Ordinance of the City of Sugar Hill" is hereby amended by amending the official zoning map adopted by that ordinance to classify the area described on Exhibit A which is attached hereto and incorporated herein by reference as Office Institutional District (OI) on said official zoning map.

BE IT FURTHER ORDAINED that the following conditions are hereby included on the property as conditions of zoning:

- Building height for a indoor tennis court be at 44 feet high.

IT IS SO ORDAINED, this 13th day of May, 1996.



Henry J. Webb
Mayor

Charles A. Spradlin
Council Member

Arthur C. Bailey
Council Member

Ruben A. Wain Jr.
Council Member

Tim Rugh
Council Member

Council Member

ATTACHMENT "A"

All those tracts or parcels of land lying and being in land Lot 320, 7th District, Gwinnett County, City of Sugar Hill, Georgia and being more particularly described as follows:

Beginning at the intersection of the south right-of-way line of Georgia Highway 20 and the west right-of-way line of Wintersweet Way thence, south 88 degrees 05 minutes 41 seconds east a distance of 338.33 feet to a point, said point being the TRUE POINT OF BEGINNING of said tract herein described as follows:

Thence, south 01 degrees 54 minutes 19 seconds west a distance of 220.00 feet to a point;
Thence, south 59 degrees 37 minutes 19 seconds west a distance of 243.39 feet to a point;
Thence, north 88 degrees 08 minutes 43 seconds east a distance of 588.44 feet to a point;
Thence, north 03 degrees 38 minutes 00 seconds west a distance of 351.61 feet to a point;
Thence, south 88 degrees 08 minutes 43 seconds east a distance of 618.18 feet to a point;
Thence, south 88 degrees 05 minutes 41 seconds east a distance of 209.96 feet to a point, said point being the TRUE POINT OF BEGINNING OF SAID TRACT

PROCLAMATION
ALICIA CLACK DAY
MAY 18, 1996

WHEREAS, the City of Sugar Hill wishes to acknowledge that Alicia Clack was a lovely, vibrant young lady; and

WHEREAS, the City of Sugar Hill desires to memorialize Alicia for her strong spirit, and the brave struggle she gave to fight the debilitating disease of aplastic anemia, which claimed her life; and

WHEREAS, her wish was that a strong supported Bone Marrow Bank be established so that others with this disease might have a better chance at quality life; and

WHEREAS, the City of Sugar Hill affirms that Alicia contributed to the quality of life for her family and friends with her attitude of love and concern for others.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the City of Sugar Hill, Georgia proclaims Saturday, May 18, 1996 as Alicia Clack Day in the City of Sugar Hill.

Henry L. White
Mayor

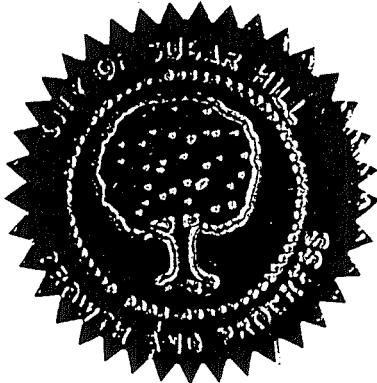
Robert A. Harris Jr.
Mayor Pro Tem

Charles A. Spradlin
Council Member

Michael D. Bailey
Council Member

Tim Rugh
Council Member

ATTEST:



Betty B. Garbutt
City Clerk

RESOLUTION
AMEND-FFY-1995-CDBG

WHEREAS: the City of Sugar Hill Mayor and Council desires to amend the 1995 CDBG Subrecipient Agreement, and

WHEREAS: the amount will be increased from \$25,000 to \$49,852, and

WHEREAS: the additional funding of \$24,852 plus remaining balance of \$214.50, from Creek Lane Project, is to be used for funding of new project, HESSIE LANE STREET PAVING, and

WHEREAS: the termination date has been extended to December 31, 1997.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the City of Sugar Hill amends the 1995 CDBG Subrecipient Agreement.

Charles G. Spradlin
Council Member

Michael C. Bailey
Council Member

Tim Rugh
Council Member

Robert H. Davis Sr
Council Member

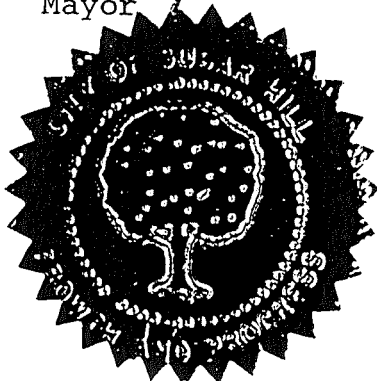
Council Member

Received by the Mayor: May 13, 1996

Returned by the Mayor: May 13, 1996

Approved: Harry L. White
Mayor

Attest:



Betty B. Gaskins
City Clerk

May 13, 1996
Date:

RESOLUTION
CDBG--1996


A RESOLUTION TO ACCEPT AN AGREEMENT WITH GWINNETT COUNTY
FOR FUNDS FROM THE CDBG FFY1996 FOR USE AS DESCRIBED IN
THE AGREEMENT:

WHEREAS: Gwinnett County has received an FFY 1996 Community Development Block Grant, hereinafter referred to as "CDBG" under Title I of the Housing and Community Development Act of 1974, as amended, to carry out various community development activities in its unincorporated areas and in municipalities participating in the County CDBG Program; and

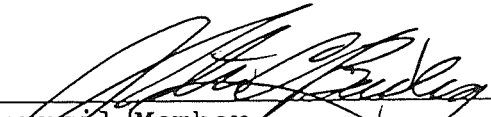
WHEREAS: \$25,000 from Federal FY 1996 CDBG funds has been allocated to the City of Sugar Hill, Georgia for the implementation of activities determined to be CDBG-eligible by the County; and

WHEREAS: the City of Sugar Hill wishes to assume certain responsibilities for the implementation of its CDBG assisted activity(s), and certifies that it will comply with the applicable certifications contained in Exhibit 1; with the Scope of Services provided in Exhibit 2; with any amendments to this Agreement, included as Exhibit 3; with the Lease Agreement requirements included as Exhibit 4; and, with the property use requirements included as Exhibit 5.

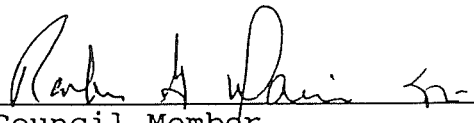
NOW, THEREFORE, BE IT RESOLVED that the City of Sugar Hill agrees to accept this agreement with all requirements set forth by Gwinnett County for the use of CDBG Funds.



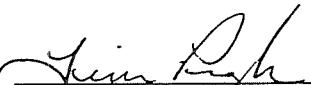
Council Member



Council Member



Council Member



Council Member

Council Member

Received by the Mayor: May 13, 1996

Returned by the Mayor: May 13, 1996

Resolution: CDBG-1996 Page 2

Approved by the Mayor:

Gary L. Webster
Mayor Gary L. Webster

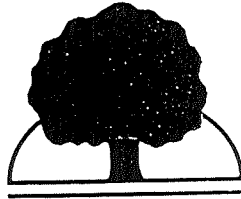
May 13, 1996
Date:

ATTEST:



Becky M. Garlino
City Clerk

May 13, 1996
Date:



CITY OF SUGAR HILL

4988 WEST BROAD ST. SUGAR HILL, GEORGIA 30518
(404) 945-6716

May 14, 1996

U.S. DEPARTMENT OF JUSTICE
CIVIL RIGHTS DIVISION
VOTING SECTION
P.O. BOX 66128
WASHINGTON, D.C. 20035-6128

Dear Sirs:

Enclosed please find a copy of the Notice of Special Election Call for a July 9, 1996 Special Election. This Special Election Call is being done in conformity with all applicable State laws and Local Charter.

Also enclosed is copy of Ordinance approved by the Mayor and Council for the Special Election.

These documents are being sent for your information.

Sincerely,

Betty B. Garbutt
City Clerk
City of Sugar Hill
4988 West Broad Street
Sugar Hill, Georgia 30518

Enclosures

cc: State of Georgia
Secretary of State
Election Division

ORDINANCE
SPELEC-1996

AN ORDINANCE FOR THE PURPOSE OF CALLING A SPECIAL ELECTION, SETTING THE QUALIFYING DATES, QUALIFYING FEES, AND DATES AND TIMES OF THE SPECIAL ELECTION, AND FOR PLACING A REFERENDUM BEFORE THE VOTERS FOR SUNDAY SALES OF DISTILLED SPIRITS OR ALCOHOLIC BEVERAGES, FOR BEVERAGE PURPOSES BY THE DRINK FOR THE CITY OF SUGAR HILL.

The Council of the City of Sugar Hill hereby ordains:

WHEREAS, the City of Sugar Hill shall call a Special Election for July 9, 1996; and

WHEREAS, the Council Seat formally occupied by W. J. Dodd, is vacated by his qualifying for District One County Commission Seat; and

WHEREAS, his successor is required to be elected in the Special Election to be held on July 9, 1996, to take office immediately after the Special Election; and

WHEREAS, it is necessary for the City Council to establish the qualifying fee for the office and to make other provisions for the Special Municipal Election, and

WHEREAS, the Council desires to place before the voters the question, "Should the governing authority of the City of Sugar Hill, Georgia, be authorized to permit and regulate Sunday sales of distilled spirits or alcoholic beverages, for beverage purposes by the drink?"

NOW THEREFORE, IT IS HEREBY ORDAINED that all persons desiring to run for the unexpired term of former Council Member W. J. Dodd shall qualify in the office of the City Clerk of the City of Sugar Hill located on the first floor of the Sugar Hill City Hall, 4988 West Broad Street, Sugar Hill, Georgia, beginning at 8:30 A.M. on Monday, June 10, 1996 and ending at 4:30 P.M. on Friday, June 14, 1996. Those desiring to run for the unexpired term shall pay a qualifying fee of One hundred eight dollars (\$108.00), which shall be paid at the time of qualifying.

The City Clerk and Election Superintendent shall take such action as is necessary to properly call the Special Election scheduled for July 9, 1996 including but not limited to properly publishing a public notice in substantially the same form as that Notice attached hereto as Exhibit "A" notifying the public of said election. The City Clerk and Election Superintendent shall take such other actions as are necessary and appropriate to make certain that the election is conducted in accordance with and in conformity with the laws of the State of Georgia and the Charter and Ordinances of the City of Sugar Hill.

IT IS SO ORDAINED this 13th day of May, 1996.

Council Member

Council Member

Council Member

Council Member

Received by the Mayor: _____

Returned by the Mayor: _____

Approved by the Mayor: _____

ATTEST:

City Clerk

Date:

PUBLIC NOTICE
CALL FOR SPECIAL ELECTION
CITY OF SUGAR HILL, GEORGIA

Notice is hereby given that a Special Election will be held in the City of Sugar Hill, Georgia on Tuesday, July 9, 1996, between the hours of 7:00 A.M. and 7:00 P.M. at the Community Service Building, 4988 West Broad Street, to elect a member of Council to fill the unexpired term, which ends on December 31, 1997, of former Council Member W. J. Dodd and to hold a Referendum for the voters to decide the question, "Should the governing authority of the City of Sugar Hill, Georgia, be authorized to permit and regulate Sunday sales of distilled spirits or alcoholic beverages, for beverage purposes by the drink?"

All persons desiring to run for the unexpired term, ending December 31, 1997, of former Council Member W. J. Dodd, shall qualify in the office of the City Clerk, located on the first floor of Sugar Hill City Hall, 4988 West Broad Street, Sugar Hill, Georgia, beginning at 8:30 A.M. on June 10, 1996 and ending at 4:30 P.M. on June 14, 1996. The qualifying fee for the position of Council Member shall be One hundred eight dollars (\$108.00). The qualifying fee shall be paid at such time of qualifying.

All persons desiring to vote on the Referendum shall vote either:

- () YES "Should the governing authority of the City of Sugar Hill, Georgia, be authorized to permit and regulate Sunday sales of distilled spirits or alcoholic beverages, for beverage purposes by the drink?"
- () NO

If any person whose name is not on the municipal registration list desires to vote at said election, he or she shall register on or before June 10, 1996. Motor Voter Registration Forms are available from the office of the City Clerk or any other authorized registration office. Any person who is presently registered as a voter in said City but who now resides outside the city limits is not eligible to vote in said election. All duly qualified electors of the City of Sugar Hill, are urged to participate. Those qualified to vote at said election shall be determined in all respects in accordance with and in conformity with the laws of the State of Georgia. Additional information on voter registration may be obtained through the Chief Registrar of Gwinnett County, Georgia at 75 Langley Drive, Lawrenceville, Georgia 30245 or by calling the Elections Division of Gwinnett County at 770-822-8760.

Polls will open for this July 9, 1996 Special Election at 7:00 A.M. and will close at 7:00 P.M., at the Community Service Building located next to City Hall at 4988 West Broad Street, Sugar Hill, Georgia. Computation of votes cast in the July 9, 1996 Special Election will be conducted after the time the polls close. If no candidate for the unexpired Council seat receives a majority of the votes cast, a run-off election shall be held between the candidates

receiving the two (2) highest numbers of votes. Such election shall be held not earlier than the fourteenth (14th) day nor later than the twenty-first (21st) day after the date of the Special Election. The question, on the referendum, will be decided by the yes or no vote, whichever receives the highest number of votes. This and all City of Sugar Hill elections are governed by the Municipal Election Code of the State of Georgia and the City Charter. A copy of the Ordinance and/or Resolution calling for this election is on file, together with other relevant documents, for inspection at the City Clerk's office, 4988 West Broad Street, Sugar Hill, Georgia, between the hours of 8:00 A.M. and 5:00 P.M., Monday thru Friday. For additional information contact the City Clerk's office at 770-945-6716.

This the 17th day of May, 1996.

James B. McCalla
Election Superintendent
City of Sugar Hill, Georgia 30518

Publication Dates:	Gwinnett Daily Post Tribune
For Election Call	May 17, 1996 and May 24, 1996
For Qualifying	May 31, 1996 and June 7, 1996
For Referendum	June 28, 1996 and July 5, 1996

NOTICE:
CITY OF SUGAR HILL COUNCIL MEETING CHANGE

NOTICE IS HEREBY GIVEN THAT THE MAYOR AND COUNCIL OF THE CITY OF SUGAR HILL WILL HOLD THE REGULAR MONTHLY MEETINGS OF JUNE AND JULY AT THE CITY OF SUGAR HILL GOLF COURSE CLUBHOUSE, 6094 SUWANEE DAM ROAD, SUGAR HILL, GEORGIA 30518.

THE JUNE MEETING WILL BE HELD ON MONDAY, JUNE 10, 1996 AT 7:00 P.M. IN THE THOMAS MORRIS BANQUET ROOM AT THE SUGAR HILL GOLF COURSE CLUBHOUSE.

THE JUNE 10, 1996 MEETING WILL CONVENE THIRTY (30) MINUTES EARLIER, AT 7:00 P.M., THAN THE NORMAL TIME, OF 7:30 P.M., DUE TO THE FACT THAT CANDIDATES RUNNING IN THE JULY 9, 1996 ELECTION WILL BE GIVEN THREE (3) MINUTES EACH TO ADDRESS COUNCIL AND THE CITIZENS OF SUGAR HILL.

THE JULY MEETING WILL BE HELD ON MONDAY, JULY 8, 1996 AT 7:30 P.M. IN THE THOMAS MORRIS BANQUET ROOM AT THE SUGAR HILL GOLF COURSE CLUBHOUSE.

ADDITIONAL INFORMATION ON THE LOCATION AND TIME OF THE MEETINGS MAY BE OBTAINED FROM THE OFFICE OF THE CITY CLERK AT 4988 WEST BROAD STREET, SUGAR HILL, GEORGIA 30518 OR BY CALLING 770-945-6716, MONDAY THRU FRIDAY, BETWEEN THE HOURS OF 8:00 A.M. TO 5:00 P.M.

**FINANCE REPORT
MAY 1996**

We have received the TransCo gas refund in the amount of \$63,304.80 which will be used to pay the demand charge for peak capacity this fall. We had to use the peak capacity this past year during the very cold weather.

We received approximately \$5,000.00 in delinquent taxes during the month of April.

We continue to maintain a good balance in the General Fund Checking Account, but if our revenue does not continue to stay up for the Summer, this amount will soon dwindle. I have not put any funds into a CD or the LGIP because at the present the checking account is paying more interest.

It appears that the Golf Course Revenue is picking up. They have reported over \$100,000 for the month of April.

The Gas Segment Audit cost us \$2,000, which will be included in the closing cost on the bonds, when the Bonds have been refinanced through SouthTrust. Hopefully this will close very soon. When this is completed we will save approximately \$165,000, in interest, over the life of the Bond Issue.

The General Liability is going to be approximately \$20,000 less than budgeted. This is due to placing the insurance for bids and thoroughly investigating the bids with the assistance of personnel from the Georgia Municipal Association and Arthur Gallagher Company. We were able to double the coverage from \$1,000,000 to \$2,000,000, lower most of the deductibles from \$2,500 to \$1,000, cover areas which were not previously covered in the past, one of them being zoning, and lock in the rates and premiums for a period of three (3) years, unless we make a large addition in property. We accepted the bid from Turner, Wood, and Smith Insurance Center in Gainesville using Titan Indemnity Company. Mr. Bruce Eades will be our Account Executive.

Workers Compensation was \$11,259 under the budgeted amount for a total of \$43,741. This is mainly due to good experience. We still have our Workers Comp. Insurance with GMA.

Overall the Finances are fine for the City, which shows Top Quality Management on everyone's part with the expenditures and expenses in each department.

APRIL

Administration:					
Revenues	\$1,034,470	\$426,128	\$322,454	31.17%	\$712,016
Expenditures	\$850,752	\$203,593	\$220,710	25.94%	\$630,042
Net Income:	\$183,718	\$222,535	\$101,744	55.38%	\$81,974
Inspections:					
Revenues	\$71,800	\$29,514	\$64,550	89.90%	\$7,250
Expenditures	\$150,405	\$42,852	\$36,788	24.46%	\$113,617
Net Income:	(\$78,605)	(\$13,338)	\$27,762	-35.32%	(\$106,367)
Street:					
Revenues	\$78,800	\$18,231	\$24,063	30.54%	\$54,737
Expenditures	\$311,003	\$77,295	\$75,218	24.19%	\$235,785
Net Income:	(\$232,203)	(\$59,064)	(\$51,155)	22.03%	(\$181,048)
Sanitation:					
Income	\$378,000	\$106,267	\$117,693	31.14%	\$260,307
Expenses	\$378,000	\$102,796	\$102,551	27.13%	\$275,449
Net Income:	\$0	\$3,471	\$15,142	ERR	(\$15,142)
Gas:					
Income	\$2,454,500	\$1,232,810	\$1,603,624	65.33%	\$850,876
Expenses	\$2,223,879	\$623,905	\$1,288,108	57.92%	\$935,771
Net Income:	\$230,621	\$608,905	\$315,516	136.81%	(\$84,895)
Water:					
Income	\$0	\$208,172	\$21,239	ERR	(\$21,239)
Expenses	\$0	\$187,062	\$103,572	ERR	(\$103,572)
Net Income:	\$0	\$21,110	(\$82,333)	ERR	\$82,333
Sewer:					
Income	\$0	\$188,619	\$36,782	ERR	(\$36,782)
Expenses	\$0	\$414,471	\$140,661	ERR	(\$140,661)
Net Income:	\$0	(\$225,852)	(\$103,879)	ERR	\$103,879
Golf:					
Income	\$901,000	\$209,349	\$215,850	23.96%	\$685,150
Expenses	\$901,000	\$228,663	\$220,923	24.52%	\$680,077
Net Income:	\$0	(\$19,314)	(\$5,073)	ERR	\$5,073
Total Income:	\$4,918,570	\$2,419,090	\$2,406,255	48.92%	\$2,512,315
Total Expenditures/	\$4,815,039	\$1,880,637	\$2,188,531	45.45%	\$2,626,508
Expenses					
Variances	\$103,531	\$538,453	\$217,724	210.30%	(\$114,193)

CASH FLOW ANALYSIS REPORT - ACTUAL EXPENDITURES/EXPENSES

1996 ACTUAL

[illegible]

April 22, 1996

Mayor Gary Webster
City Council Members
City of Sugar Hill

Dear Gary:

After giving the matter considerable thought, I have decided to resign as Council Member of the City of Sugar Hill, effective immediately.

I believe that I can better serve the citizens of Sugar Hill as well as all other cities and citizens in District I by being their representative in County Government.

I have enjoyed the challenge and the opportunity to serve with all of you, and I appreciate the strong support that I have received not only from our Mayor and the Councilmen but also the people of Sugar Hill.

It has been my desire to serve the people of Sugar Hill with an unselfish effort to make things better for everyone. I believe, we have made great strides toward giving better service to the citizens and at the same time reducing our financial liabilities.

Please do not hesitate to call on me in the future if I can be of service.

Very Sincerely,

A handwritten signature in black ink, appearing to read "W. J. Dodd", with a stylized flourish at the end.

W. J. Dodd

THOMPSON & SWEENEY, P.C.
Law Offices

Longleaf Commons
690 Longleaf Drive, Lawrenceville, GA 30245
Telephone: 770/963-1997
Telephone Copier: 770/822-2913

Mailing Address
P.O. Drawer 1250
Lawrenceville, Georgia 30246

V. LEE THOMPSON, JR.
VICTORIA SWEENEY
MELANIE D. WILLIAMS
PAUL E. ANDREW
JORGIA C. NORTHRUP

MEMORANDUM

TO: Mayor and Council
City of Sugar Hill

FROM: V. Lee Thompson, Jr.

RE: Pending Legal Matters

DATE: May 13, 1996

I am writing this memorandum to provide you with an update on certain pending legal matters.

1. Mid-American Solid Waste matters. On May 1, 1996, the City Manager, City Clerk, and I met with two representatives of Mid-American Waste Systems of Georgia, Inc. and their legal counsel. The meeting addressed issues related to the landfill and the recent final ruling on the restated lease agreement. The representatives of Mid-American indicated that they have sold their local operations to a group known as Republic. Mid-American indicated that Republic desired to continue the hauling franchise that Mid-American has with the City of Sugar Hill but had no desire to enter into any agreements related to the landfill.

The representatives of Mid-American indicated that they would like to resolve the landfill issues outstanding with the City of Sugar Hill. They indicated that Mid-American is prepared to accept all closure and post closure responsibility for the old landfill including monitoring of the site for a five year period. Mid-American has set aside approximately \$350,000.00 to fund these obligations. In addition, Mid-American desires for the City of Sugar Hill to return all lands deeded to the City and to return the monies presently held in escrow.

I advised the representatives of Mid-American that the City was prepared to return the land to Mid-American but that the City would like to make appropriate provisions so that the land would not be used for landfill purposes. I also advised the representatives of Mid-American that the City desired to receive, at a minimum, all lease payments due under the old lease agreement. It was agreed by all parties that the City of Sugar Hill

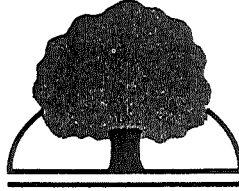
should be reimbursed from the escrow funds for amounts already spent toward the closure and post closure work at the old landfill.

It was agreed by all parties that these issues would be reviewed further and that future meetings would be scheduled to discuss specific proposals.

2. Asphalt Plant rezoning. As most of you are aware, Warren Nevad and I attended an ARC committee meeting on Thursday, May 9, 1996. I made a brief response to the staff report on behalf of the City of Sugar Hill in connection with the City's position on the ARC regional impact study. The ARC committee approved a resolution finding that the development of the asphalt plant is not "in the best interest of the state". This finding was consistent with the ARC staff recommendation and the resolution which had been prepared prior to the meeting.

Prior to Mr. Crow leaving his position with the City, he had advised the owners of the asphalt plant that he would not process their development permit until the ARC recommendation had been received and until the owners had obtained their EPD permit to operate the plant. We have received correspondence from the law firm representing the owners of the asphalt plant demanding that the city issue the development permit immediately and threatening legal action if the permit is not issued. I have discussed this matter with the owner's legal counsel and have advised him that I believe the City is obligated to receive the report of the ARC prior to issuing the development permit and that the city would also like assurance that EPD will allow the plant to go forward before issuing a development permit and allowing further work on the site. The owners legal counsel advised me that he understood the City's position and that he would discuss this matter further with his clients.

Obviously, you have all read the news articles related to this matter and understand that this is a matter of potential litigation. Thus, the City is entitled to discuss matters related to this issue in executive session if the Council desires to do so.



CITY OF SUGAR HILL

4988 WEST BROAD ST. SUGAR HILL, GEORGIA 30518
(404) 945-6716

May 6, 1996

MEMORANDUM

TO: Mayor/City Council

FR: Warren Nevad, City Manager 

RE: **Agenda Item: New Hiring Policy**

Attached is copy of the above-referenced policy for consideration at the May 13, 1996 Mayor/Council Meeting. This will amend our personnel manual.

Upon passage of this policy, all future applications will request consent for new hirees to submit to a background check within 90 days of hire.

Should you have any questions, please contact me.

Thank you.

WPN:bms

attachment

MAY 1, 1996

TO: MAYOR AND COUNCIL

FROM: BETTY B. GARBUTT

PER: REZONING RZ-96-001-CUMMING ROAD HIGHWAY 20 FROM RS-150 TO
OI. MAP # 7320-003 & 7320-026

You have already received packets in reference to the above property, please review them so you will be familiar with the rezoning so that if it needs to be discussed during the Public Hearing at the May 13, 1996 Council Meeting, you will be informed.

COMPLAINT PROCEDURE

Complaint Procedure The complaint procedure is a communications process involving a review of complaints of employees by the immediate supervisor and/or department head.

Purpose The purpose of the employee complaint procedure is to provide an orderly process for hearing the complaints of employees. The object of the process is to reach a fair and equitable decision in a timely manner. The employee and manager should make an effort to resolve any complaint informally before initiating a formal procedure.

Freedom from Reprisal Employees should feel free to file valid complaints without fear of reprisal, coercion, or discrimination.

Definition A complaint is objection initiated by an employee alleging that his or her employment or productivity has been adversely affected by:

- A. Unfair treatment.
- B. Unsafe or unhealthy working conditions.
- C. Erroneous or capricious application of City policies and procedures.
- D. Unlawful discrimination based on race, religion, sex, national origin, age, disability or any other characteristic protected by law.

NOTE: The following areas are not subject to a complaint or use of this policy by the employee:

- E. Issues which are pending or have been concluded by other administrative or judicial procedures.
- F. Work Assignments which do not result in a demotion or salary reduction.
- G. Budget allocations and expectations, and organizational structure, including the persons or number of persons assigned to particular jobs or units.
- H. The content or rating of a performance appraisal or evaluation.
- I. The selection of an individual by the City Manager to fill a position through appointment, promotion, or transfer.
- J. Disciplinary actions.
- K. Any matter which is not within the jurisdiction or control of the City Manager.

L. Decisions, policies, practices, resolutions, or ordinances made or passed by the governing authorities or the City Manager, which are not job or work related.

M. Any decision regarding the hiring of any employee or a decision not to hire an individual.

N. Any termination or separation of an employee.

Filing An employee may file a written complaint with his or her immediate supervisor within fifteen (15) days after the occurrence of the event about which the complaint is being filed, or within fifteen (15) days after becoming aware of the event. The complaint must be submitted to the supervisor in writing, and it must state the specific complaint and the specific relief desired.

Exceptions In unusual circumstances, if the employee does not feel comfortable communicating his or her complaint to the supervisor, the complaint may be addressed directly to the person designated as the City's Compliance Officer.

Levels The complaint procedure shall include the following levels:

A. **Level One** Informal discussion between parties concerned.

B. **Level Two** Employees must present a written complaint to his or her immediate supervisor and request a conference.

C. **Level Three** Employee may appeal any decision by the immediate supervisor to the department head.

D. **Level Four** Either the employee or the immediate supervisor may appeal the decision of the department head to the city Manager.

E. **Level Five** Either the employee or the immediate supervisor may appeal the decision of the city Manager the City Council. The City Council, at its discretion, may elect not to hear the complaint, thereby upholding the decision of the City Manager.

Notification and Scheduling If the complaint is proper, the first conference will be held within ten (10) days after the complaint is filed. The Administrative Department Head conducting the first conference must notify the employee of his or her decision in writing within fifteen (15) days of the conference. If the employee wishes to request a conference at the next level, he or she will notify the Department Head within five (5) days after receiving the initial decision. The conference with the Department Head will be held within five (5) days of the receipt of the employee's request, and the Administrative Department Head conducting the second conference will notify the employee of his or her decision within five (5) days of the conference. Any request for a conference at levels four and five shall be made, in writing, within five (5) days of a decision at the preceding level. The conference shall be held within five (5) days of this request and a decision rendered within five (5) days of the conference. At no time shall an employee

contact any individual Council member regarding a complaint until the process has reached level five. *NOTE: All days in this scheduling are considered week days and exclude week ends and holidays.*

Conference The complaint conference is intended to create a formal means for the employee to communicate his or her complaint in an informal setting. The Administrator conducting the conference will listen to the employee's presentation and question the employee to obtain pertinent facts or circumstances about the claim and the situation relevant to the claim. The employee will represent himself/herself, but may bring witnesses to the conference to support his or her claim. Both the employee and the Administrative Department Head hearing the conference may question the witnesses. A handicapped or non-English speaking employee may be accompanied by an interpreter if necessary. At level four and level five, the employee may be represented by an attorney or individual of his or her choice to assist in the presentation of the complaint. At level five, nothing shall prevent the City Council from having the City Attorney present to serve as law officer who shall rule on issues of law and who shall not participate in the presentation of the case for the Administrator or employee. The presence of any individual other than the employee and Administrator at levels one through three is prohibited. At level three and above both the employee and the Administrator shall be allowed to present pertinent facts and testimony in support of his or her position, and to question witnesses of the other party.

Review and Reporting After the conference, the administrator (or City Council, if at level five) conducting the conference will review the claim, evidence, and requested relief, and will report his or her decision in writing to the employee according to the schedules set forth above, with one copy to the City Manager. The decision of the Administrative Department Head (or City Council, if at level five) conducting the conference will be the final decision in each step of the complaint process. Should the City Council elect not to hear the complaint, the employee will be notified in writing of such decision. Official copies of all correspondence and accurate minutes and records pertaining to the complaint shall be maintained.

ORDINANCE

The Council of the City of Sugar Hill hereby ordains that the following Section be inserted in "The Code Sugar Hill, Georgia":

Article VII Financial Institutions

Sec. 18-150 Occupation Tax

Pursuant to O.C.G.A. § 48-6-93, there is hereby levied annually an occupation tax upon state and national banking associations, state trust companies, federal savings and loan associations, credit unions, and state building and loan associations at the rate of twenty five hundredths percent (0.25%) of the gross receipts of such institutions. Gross receipts shall mean gross receipts as defined in O.C.G.A. § 48-6-93. Notwithstanding any other provisions of this section, the minimum amount of occupation tax due from any depository financial institution pursuant to this section shall be one thousand dollars (\$1000.00).

Section 18-151 Filing of Returns

Each depository financial institution located in the city shall file a return of its gross receipts with the city on March 1 of the year following the year in which such gross receipts were measured. Such returns shall be in the manner and in the form prescribed by the Commissioner of the Georgia Department of Banking and shall be based upon the allocation method set forth in O.C.G.A. § 48-6-93 (d). The tax levied pursuant to this article shall be assessed and collected based upon the information provided in such return.

Section 18-152 Due date

The due date of the occupation taxes levied by this article shall be April 15 of each year.

IT IS SO ORDAINED this _____ Day of _____, 1996.

Council Member

Council Member

Council Member

Council Member

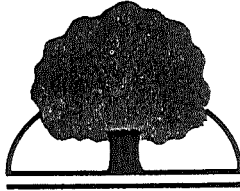
Council Member

Attest: _____
City Clerk

Submitted to Mayor: _____

Approved by Mayor, this _____ day of _____, 1996.

Mayor



CITY OF SUGAR HILL

4988 WEST BROAD ST. SUGAR HILL, GEORGIA 30518
(404) 945-6716

May 6, 1996

MEMORANDUM

TO: Mayor/City Council

FR: Warren Nevad, City Manager

RE: **Agenda Item: Dress Code Policy**

Attached is copy of the above-referenced policy for consideration at the May 13, 1996 Mayor/Council Meeting. This will amend our personnel manual.

Should you have any questions, please contact me.

Thank you.

WPN:bms

attachment

CITY OF SUGAR HILL DRESS CODE

I. POLICY:

A. Employees shall refer to the guidelines of the dress policy below for the type of work they perform.

1. ADMINISTRATIVE/OFFICE PERSONNEL/DEPT. HEADS

- a. Female attire: dresses, skirts or walking shorts should not be more than two (2) inches above the knee. Slacks/Windsuits are acceptable.*
- b. Blouses with sleeves, or tailored blouses may be worn. Nylon hose must be worn with the above attire.*
- c. Make-up and jewelry must be worn in moderation.*
- d. Jeans, suitable tees, sweat shirts, tennis shoes with socks or hose may be worn on Friday's as dress down day.*

II.

2. ADMINISTRATIVE/OFFICE PERSONNEL/DEPT. HEADS

- a. Male Attire, Office Personnel: Suit/tie, or slacks, dress shirt.*
- b. Department Heads, performing field work may wear jeans and tee shirt with a City logo.*

SERVICE PERSONNEL

- a. Employees are to wear uniform shirts with the city logo and name patch on the shirt and jacket. Uniform pants or jeans may be worn. All shirts must be worn inside employee's pants. Jersey pullover uniform shirts may be worn.*

NO SLEEVELESS SHIRTS OR TANK TOPS IS TO BE WORN ON THE JOB.

ALL CLOTHING IS TO BE CLEAN AND NEATLY PRESSED

- b. Shoes (high top) boots or safety shoes must be worn while you are on the job. Shoes must be safe for the area and the job you are doing. Sandals or thongs are never to be worn to work.*

III.

GOLF: PRO-SHOP PERSONNEL

- a. *Male attire: Golf shirt with Sugar Hill logo, slacks and shoes that compliment your attire.*
- b. *Female attire: Golf shirt with Sugar Hill logo, slacks, skirt, walking shorts or dresses. Skirts, dresses, or walking shorts must not be more than two (2) inches above the knee. Hose must be worn with slacks, skirts, shorts and dresses. Shoes are to be worn that compliments your attire.*

NO SLEEVELESS BLOUSES OR TANK TOPS ARE TO BE WORN AT ANY TIME.

NO SANDALS ARE THONGS ARE TO BE WORN AT ANY TIME.

IV.

DISCIPLINARY ACTIONS:

- 1. *The first violation will result in verbal counseling.*
- 2. *The second violation will result in written counseling.*
- 3. *The third violation will result in a final written warning and may include suspension for one day without pay.*
- 4. *Further violations will result in termination.*

V.

RESPONSIBILITY:

- A. *The City Manager shall have authority for enforcing all provisions of this policy.*

CLERK'S REPORT
MAY 1996

Shirley Gibbs and Shirley Fields continue to train in the Utility Billing and both are doing a great job. Each one is able to do the work on their own, and we have no plans to fill the position of Customer Service Supervisor. We are still working on the auditing of the sanitation dumpsters and we are still finding some discrepancies. We are making adjustments as they are found.

We continue to receive delinquent tax payments. We have mailed notices for all delinquent taxes through 1995. We will begin issuing Fi Fa's on 1993 taxes by the end of this month.

We will be having a Special Election on July 9, 1996 to fill the unexpired term of W. J. Dodd, and to place on the ballot a referendum for Sunday sales of alcoholic beverages, consumption on the premises only. You have in your packets the notices which will go to the papers, I have had the Secretary of State Election Division to review this notice and it meets with their approval. Mr. McCalla will be giving a report on this at the Council Meeting.

Things are running very smoothly in the Clerk's Office.

MEMORANDUM 96-19:

TO: Mayor/City Council

FROM: Warren P. Nevad

RE: MAY 13, 1996 CITY MANAGER REPORT *W. Nevad*

DATE: May 6, 1996

1. EMPLOYEES:

Shirley Gibbs has taken over the duties of the former Customer Service Manager position. Donna Zinskie has done an admirable job these past two (2) months filling in for Kim Landers. Margie Wilson is supervising the prison crew for the Street and Bridge Department.

2. CONSENT ORDER

Piedmont Olsen Hensley has completed the installation and development of the Compliance Groundwater Monitoring Network at the City of Sugar Hill Appling Road Landfill. They have encountered excessive rock from drilling wells in order to meet the consent order. Their final well installation report should be completed within 2 weeks. The E.P.D. should make its determination within 90 days receipt of the final report.

3. CUSTOMER SERVICE:

Betty Garbutt and I met with representatives from Mid- American to discuss the outstanding bill from Mr. Tubs, consent order requirements and other future considerations which will be further discussed. We are in the process of soliciting proposals from Republic, Sanifill, Waste Management and Browning Ferris in order to prepare for any contingencies should the Council not approve the merger with Republic.

Our unaccounted gas loss has decreased from eight (8) percent to six (6) percent. Our utility billing review and system wide survey have contributed to the decrease of our gas loss.

4. PLANNING/ZONING:

A tennis center will be constructed along Hwy 20 next to the Arbor Clos Subdivision. This property was approved for rezoning at the April 15th Planning and Zoning Meeting. This center should contain eight (8) tennis courts and a clubhouse. We believe that this project will enhance our recreational amenities to our residents. Future plans include an indoor tennis facility. The Mayor/City Council will conduct a public hearing on May 13th to consider accepting the

Planning and Zoning's recommendation to rezone the property from Residential to Office & Institutional.

The Planning/Zoning Department will amend our rezoning checklist to ensure that all adjacent property owners are identified to the Mayor/City Council and Planning/Zoning Board Members. Further, we will review each development with the minimum planning review thresholds established by the Atlanta Regional Commission.

5. BUDGET/FINANCE:

Betty and I reduced the cost of our general and property liability insurance by \$8,000 annually. Yet, we managed to increase our coverage from \$1 million to \$2 million. Total savings over a 3 year period are estimated at \$24,000.

Ruth Switzer and Betty Garbutt are working closely with the G.E.F.A Refinancing. This bond refunding should save \$174,000 during the duration of the loan.

Margie Wilson and I have submitted a \$120,000 application to fund 1997 Community Development Block Grant Improvements for Pass Court, Hickory Hills and Pass Court.

6. CLUBHOUSE:

We have been reserving the Thomas Morris Sr. Banquet room for wedding receptions, charitable drives and of course - golf tournaments. Wade Queen and Michael Hutchins have developed sharp detailed banquet menus.

We will landscape the clubhouse very shortly.

7. GAS DEPARTMENT

Scott Payne and Johnny Upchurch attended a safety seminar with the Public Service Commission. We are reviewing proposals to install gas services for Colonial Lighting and Aamco Paving.

Since January, we have installed nearly 140 new services and we have 70 services that should be on-line within next three (3) months.

Please call me should you have any questions - Best Wishes for a productive meeting.

WPN:bms

Date	Deposit	Credit Card Sales	Res.	Non Res.	Res. Sr.	Non Res. Sr.	Res. Jr.	Golf Pass	Total
4/1	0	0	0	0	0	0	0	0	0
4/2	2054.04	359.07	6	40	0	12	3	6	67
4/3	4322.01	1172.63	12	75	0	35	2	20	144
4/4	4082.98	1158.70	33	55	2	14	2	8	114
4/5	6074.59	2702.38	6	129	0	1	0	0	136
4/6	2764.96	865.82	4	55	0	0	0	2	61
4/7	2796.62	996.10	14	52	0	0	0	4	70
4/8	0.00	0.00	0	0	0	0	0	0	0
4/9	2739.38	784.23	5	56	0	16	3	2	82
4/10	3183.57	832.34	5	64	0	0	21	11	101
4/11	3784.08	803.90	27	59	1	27	3	6	123
4/12	3351.75	1031.41	9	78	0	0	0	4	91
4/13	7452.38	2814.74	16	141	0	0	0	0	157
4/14	6601.57	1606.30	16	127	0	0	0	7	150
4/15	0.00	0.00	0	0	0	0	0	0	0
4/16	3040.71	1199.00	7	63	0	18	0	1	89
4/17	3148.16	714.46	6	58	2	22	0	13	101
4/18	3730.40	1051.30	31	61	2	14	0	11	119
4/19	3587.39	1108.65	4	79	0	0	0	19	102
4/20	4552.41	1353.43	36	65	0	0	0	0	101
4/21	5903.08	2381.42	10	111	0	0	0	13	134
4/22	0.00	0.00	0	0	0	0	0	0	0
4/23	2427.83	685.30	2	51	0	0	19	3	75
4/24	2316.59	895.27	2	42	1	17	0	7	69
4/25	4059.47	1495.23	28	80	0	15	0	20	143
4/26	2627.83	870.71	2	59	0	0	0	1	62
4/27	8706.70	4207.35	11	189	0	0	0	3	203
4/28	7227.93	2636.31	20	115	0	0	0	10	145
4/29	1407.55	535.12	10	24	0	5	0	2	41
4/30	0.00	0.00	0	0	0	0	0	0	0
Total	101943.98	34261.17	322	1928	8	196	53	173	2680
YTD	224587.18	71366.62	777	4419	24	497	64	312	6093

April 1996

Customer Services

A) Total utility customers:

1) Gas

3873

Total Gas Customers

3873

B) New customers:

1) Gas

76

Total new customers

76

C) Customers moving out of city:

1) Gas

26

Total customers moving

26

D) Meter re-reads:

1) Before Billing

106

2) Per customer's request

8

3) Over-reads

2

4) Total re-reads

114

E) Other:

1) Cut-offs *Will be done on 5/7/96*
Letter Notices

296

296

Report by:

Customer Service Manager

DRAINAGE DEPARTMENT

APRIL

DATE	TASKS PERFORMED
4-01-96	Opened and cleaned out ditches on Springhill Dr. and Stanley St.
	Cleaned & performed general maintenance on pump truck.
4-02-96	Opened up and cleaned out ditches on W. Broad St. and Hidden Cir.
	Cleaned out a portion of the creek on Frontier Way.
4-03-96	Spread 3 bucket loads of gravel on W. Broad St. where stormwater was running off the road and eroding the right-of-way. (Ticket Attached)
4-04-96	Cleaned out and opened up storm drain on Old Cumming Rd. (Ticket attached)
4-04-96	Cleaned out clogged canister on pump truck.
	Blowed out culverts on lower end of Frontier Way.
	Blowed out and opened up drain pipe under driveway at 5404 Sycamore Rd. (Ticket attached)
4-05-96	HOLIDAY - GOOD FRIDAY
4-08-96	Worked at Park -Buried drainage pipe between the tennis court and volley ball area.
	Drove dump truck and chipped for Street Dept.
4-09-96	Worked at Park - Hauled 4 loads of chips and placed in areas needed.
	Filled in wash-out with stone and dirt in the volley ball area.
4-10-96	Drove dump truck and chipped for Street Dept.
4-11-96	Ralph Off-Vacation Donna working in Inspections Dept.
4-12-96	Ralph Off-Vacation Donna working in Inspections Dept.
4-15-96	Assisted Street Dept. - Chipping and Hauling
4-16-96	Flushed out lines on Owens Cir.

[illegible]

007538

Complaint ☐Request ☒Memo ☐

From

Buddy Mapping

Mailing Address

5145 W. Broad St.

Building Address

Phone #

932-6967

TO: City of Sugar Hill

4988 West Broad Street, Sugar Hill, GA 30518

Telephone 945-6716

Attention

Donna / Ralph

SUBJECT:

Erosion

DATE:

3-22-96

		Fee	MESSAGE
GAS TAP			Street to driveway washing out.
GAS METER	SERIAL #		
WATER TAP			
WATER METER	SERIAL #		
SEWER TAP			
BACKFLOW PREVENTOR			
NUMBER FEET GAS LINE RUN			
TOTAL			

REPLY

Back-dragged area and haul 3 loads (bucket)
of gravel to fill in area.

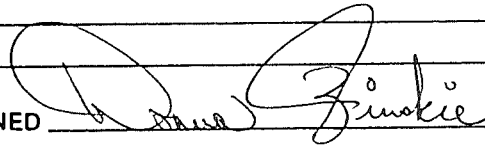
DATE COMPLETED:

4-2-96

DATE

4-2-96

SIGNED



008844

Complaint ☐Request ☒Memo ☐

From

Robbie Blankenship

Mailing Address

990 N. Old Cumming Rd.

Building Address

Phone #

TO: City of Sugar Hill

4988 West Broad Street, Sugar Hill, GA 30518

Telephone 945-6716

Attention

Donna/Ralph

SUBJECT:

Storm Drain Stopped Up

DATE:

3-28-96

		Fee	MESSAGE
GAS TAP			
GAS METER	SERIAL #		
WATER TAP			
WATER METER	SERIAL #		
SEWER TAP			
BACKFLOW PREVENTOR			
NUMBER FEET GAS LINE RUN			
TOTAL			

REPLY

Cleared out storm drain -

DATE COMPLETED:

4-3-96

DATE

SIGNED

Donna Zinke

008475

Complaint ☐Request ☒Memo ☐

From

Mrs. Pugh

O: City of Sugar Hill

4988 West Broad Street, Sugar Hill, GA 30518

Telephone 945-6716

Mailing Address

Building Address

5404 Sycamore Rd.

Attention

Donna Ralph

Phone #

SUBJECT

Storm drain pipe

DATE:

4-5-96

		Fee	MESSAGE
GAS TAP			Storm drain pipe under driveway is clog. Requests to have it opened up —
GAS METER	SERIAL #		
WATER TAP			
WATER METER	SERIAL #		
SEWER TAP			
BACKFLOW PREVENTOR			
NUMBER FEET GAS LINE RUN			
TOTAL			

REPLY

Blew out pipe with load of stormwater in pump truck.

DATE COMPLETED:

4-5-96

DATE

SIGNED

D. Zinkie

007544

Complaint ☐Request ☒Memo ☐

O: City of Sugar Hill

4988 West Broad Street, Sugar Hill, GA 30518

Telephone 945-6716

Attention

Donna Ralph

From

Aaron Whiting

Mailing Address

1315 Hidden Circle

Building Address

Phone #

945-7451

SUBJECT:

Drainage

DATE:

4-2-96

	Fee	MESSAGE
GAS TAP		edge of street to gully needs to be dug out and Cemented.
GAS METER SERIAL #		
WATER TAP		
WATER METER SERIAL #		
SEWER TAP		
BACKFLOW PREVENTOR		Per-Councilman Pugh
NUMBER FEET GAS LINE RUN		
TOTAL		

REPLY

Dug out & cemented a small drainage ditch between manhole & driveway - Per Councilman Pugh and Mr. Whiting.

DATE COMPLETED:

4-25-96

DATE

SIGNED

Donna Zinkie

APRIL 1996
GAS DEPT MONTHLY REPORT

<u>REC.</u>	<u>SUB.</u>	<u>LOT</u>	<u>DATE COMPL.</u>
02-13-96	1095 WHITEHEAD RD.		04-08-96
02-13-96	SADDLE TREE	5A	04-12-96
02-20-96	DEER VALLEY	32A	04-10-96
04-03-96	DEER VALLEY	80A	04-16-96
02-13-96	SADDLE TREE	80-A	04-15-96
02-13-96	ASCOT	11-C	04-04-96
02-13-96	ASCOT	10-C	04-03-96
02-13-96	PRINCETON OAKS	70-A	04-19-96
02-13-96	PRINCETON OAKS	72-A	04-19-96
02-13-96	ARBOR CLOS	113-B	04-18-96
02-13-96	PRINCETON OAKS	71-A	04-19-96
02-13-96	ARBOR CLOS	236-B	04-19-96
04-08-96	EMERALD LAKES	26-D	04-19-96
02-13-96	DEER VALLEY	58-A	04-17-96
02-23-96	DEER VALLEY	55-A	04-17-96
02-13-96	DEER VALLEY	79-A	04-17-96
02-13-96	DEER VALLEY	81-A	04-17-96
02-13-96	DEER VALLEY	62-A	04-17-96
02-28-96	DEER VALLEY	53-	04-17-96
02-27-96	THE SPRINGS II	12-A	04-19-96
03-20-06	ABINGDON	115-A	04-25-96
04-16-96	ABINGDON	133-A	04-25-96
02-13-96	SUGAR CROSSING	68-A	04-25-96
02-17-96	HIGHLANDS @ BRIDGEGATE	16-B	04-25-96
02-27-96	ARBOR CLOS	201-A	04-23-96
02-07-96	OAKS @ LANIER	92-B	04-23-96
02-20-96	DEER VALLEY	30-B	04-23-96
02-27-96	THE SPRINGS II	11-A	04-24-96
02-13-96	ARBOR CLOS	202-A	04-23-96
04-17-96	HIGHLANDS @ BRIDGEGATE	9-B	04-25-96
02-15-96	SADDLE TREE	95-A	04-24-96
02-13-96	SADDLE TREE	72-A	04-24-96

EXECUTIVE SESSION MINUTES

OF THE CITY OF SUGAR HILL

DATE May 13, 1996

☒ Gary Webster, Mayor

☒ Reuben Davis, Mayor Protem

☒ Steve Bailey, Councilman

☐ W. J. Dodd, Councilman

☒ Charles Spradlin, Councilman

☒ Tim Pugh, Councilman

☒ Warren P. Nevad, City Manager

☒ Lee Thompson, City Attorney

☒ Betty Garbutt, City Clerk

Motion made to go into Executive Session to discuss matters properly excluded from the Georgia Open and Public Meetings Law (O.C.G.A. 50-14), specifically.

☒ Discussing or deliberating upon the appointment, employment, hiring disciplinary action or dismissal, or performance of a public officer or employee.

☐ Discussion of future acquisition of real estate.

☒ Discussion with Legal Council pertaining to pending or potential Litigation, settlement, claims, administrative proceedings or other judicial actions.

☐ Other _____

Motion: Bailey Seconded: Davis Vote 3-0 Time 8:55 PM Spradlin abstained

MATTERS DISCUSSED/ACTION

VOTE

<u>Mid-American Closure - Port Closure</u>	<u>no action</u>
<u>Asphalt Plant -</u>	<u>no action</u>
_____	_____
_____	_____

MOTION TO ADJOURN EXECUTIVE SESSION: Pugh SECOND Bailey VOTE 4-0 TIME 10:21 PM

Betty Garbutt
BETTY GARBUTT, CITY CLERK

PLANNING AND ZONING BOARD OF APPEALS
TUESDAY, MAY 28, 1996
7:30 P.M.

M I N U T E S

The Zoning Board of Appeals met on Tuesday, May 28, 1996 at 7:30 p.m. to review variance request # 96-1127

Those present were: Chairman Ed Phillips, Vice Chairman Rick January, Board Member Dorland Baird and Clyde Story, Administrative Assistant Kim Landers, City Manger Warren Nevad, Applicant Lloyd Delatour, and Resident Mr. Wormlight. Board Member Mike Fogarty was absent.

Chairman Ed Phillips called the meeting to order and led in the Pledge to the Flag.

Chairman Ed Phillips made a motion to approve the April 11, 1996 and April 25, 1996 minutes, seconded by Vice Chairman Rick January and approved unanimously by those present.

VARIANCE REQUEST:

96-1127 - McCormick Management Group, Inc. is requesting a 50' reduction in the buffer requirement for the west side property line (A.K.A. Cecil Westbrook property) and rear property line (A.K.A. Mr. Wormlight property) of 7-291 & 292-011. Lloyd Delatour opens with a discussion about his current business operation in Norcross and his intention for operation at this location. Mr. Delatour informed the members of the board that W.J. Dodd discloses as being the applicant for this variance request, for he was the property owner at the time of the application submittal. Mr. Delatour stated that he is now the property owner regardless of the decision of the board.

Discussion was held.

Mr. Wormlight informed the board that he preferred a wooden privacy fence over a chain link fence.

Mr. Delatour informed the board that the preliminary shows maximum figures and that the building size would be more in the range of 7800 square feet.

Member Clyde Story made a motion to approve a reduction in the buffer requirement from 75' to 25' for the west side property line (A.K.A. Cecil Westbrook property) and rear property line (A.K.A. Mr. Wormlight property) of 7-291 & 292-011 with the following conditions:

- Property must be used as a day care center.
- The play ground must be surrounded by a 6' wooden fence with the finished side facing out.

*** NOTES ONLY:**

- try to save as many trees as possible.
- Administrative variances can be granted up to 5' feet for side yard if necessary.

Second to the motion Vice Chairman Rick January, and approved unanimously by those present.

EXECUTIVE SESSION

Member Dorland Baird made a motion at 7:58 p.m. to go into Executive Session in order to discuss pending litigation, seconded by Vice Chairman Rick January, and approved unanimously by those present.

Chairman Ed Phillips made a motion at 8:30 p.m. to adjourn from the Executive Session and reconvene into the regular meeting, seconded by Member Clyde Story, and approved unanimously by those present.

REGULAR MEETING

Chairman Ed Phillips made a motion to hold the June 24, 1996 meeting at 7:00 p.m. the North Gwinnett Auditorium, seconded by Vice Chairman Rick January, and approved unanimously by those present.

Chairman Ed Phillips asked that the board members not discuss any information if approached by the media.

Chairman Ed Phillips made a motion to adjourn the meeting, seconded by Vice Chairman Rick January, and approved unanimously by those present.

Meeting adjourned 9:05 p.m.

ADMINISTRATIVE REPORT

PLANNING, ZONING, & BUILDING INSPECTIONS DEPARTMENT

MAY 1996

PRINTED 06-04-96

PERMITS ISSUED DURING THE PERIOD 05/01/96 THROUGH 05/31/96

THIS REPORT WAS PRINTED ON JUNE 3, 1996

PAGE 1

CITY OF SUGAR HILL

PERMIT TYPE AND DESCRIPTION	# OF PERMITS	VALUATION	FEES DUE	FEES PAID
- ADMINISTRATIVE VARIANCE	3	0.00	450.00	450.00
- CLEARING & GRUBBING PERMIT	1	0.00	3.13	3.13
- CONSTRUCTION/SALES TRAILERS	1	0.00	100.00	100.00
- DEVELOPMENT PERMIT	2	0.00	2,059.00	2,059.00
- ENERGY CODE AFFIDAVIT	34	0.00	0.00	0.00
- ELECTRICAL AFFIDAVIT	44	0.00	0.00	0.00
- FENCE PERMIT	2	0.00	0.00	0.00
- HEATING/AIR AFFIDAVIT	37	0.00	0.00	0.00
- MISCELLANEOUS-COMPLIANCE PERMIT	7	0.00	95.00	95.00
- PLUMBING AFFIDAVIT	43	0.00	0.00	0.00
- REMODELING PERMIT	2	0.00	258.88	258.88
- STORAGE BUILDING/GARAGE	2	0.00	585.00	585.00
- SINGLE FAMILY RESIDENTIAL	34	2,646,780.00	21,846.60	21,846.60
- SIGN PERMIT	2	0.00	50.00	50.00
- TRADE LICENSE REGISTRATION	19	0.00	190.00	190.00
- TAP & METER PAYMENTS	17	0.00	5,689.63	5,689.63
- APPEALS VARIANCE	9	0.00	1,650.00	1,650.00
TOTALS FOR ALL PERMIT TYPES	259	2,646,780.00	32,977.24	32,977.24

THIS REPORT WAS PRINTED ON JUNE 3, 1996

CITY OF SUGAR HILL

<< STATISTICAL BREAKOUT >>

<----- Inspections -----> <----- Re-Inspections -----> Based On # Activities

ACTIVITIES	INSPECTIONS (I)	PASSED	CORRECTIONS	RE-INSPECTIONS (R)	PASSED	CORRECTIONS	RE-INSPECTIONS REQUIRED
277	214	142	70	63	48	14	84
	% INSPECTIONS	% PASSED	% CORRECTIONS	% RE-INSPECTIONS	% PASSED	% CORRECTIONS	% RE-INSPECT. REQUIRED
	77	66	33	23	76	22	30

INSPECTOR ID BREAKDOWN

TONY - 113

JOE - 164

TOTAL INSPECTIONS - 277

BASE FEE TRANSACTION SUMMARY DURING THE PERIOD 05/01/96 THROUGH 05/31/96

PAGE 1

THIS REPORT WAS PRINTED ON JUNE 3, 1996

CITY OF SUGAR HILL

RANS. ATE	#	RESIDENTIAL 1000-0001	COMMERCIAL 1000-0002	MISCELLANEOUS 1000-0003	MOBILE HOMES 1000-0004	DEVELOPMENT 1000-0005	GAS 1000-0006	WATER 1000-0007	SEWER 1000-0008
5/01/96	5	1352.60	0.00	10.00	0.00	0.00	1000.00	0.00	0.00
5/02/96	3	25.00	0.00	23.75	0.00	0.00	0.00	0.00	0.00
5/03/96	3	372.00	0.00	20.00	0.00	0.00	250.00	0.00	0.00
5/06/96	5	0.00	0.00	35.00	0.00	0.00	500.00	0.00	0.00
5/07/96	4	2037.60	0.00	0.00	0.00	0.00	1000.00	0.00	0.00
5/08/96	8	1527.00	0.00	20.00	0.00	890.00	500.00	0.00	0.00
5/09/96	4	415.00	0.00	0.00	100.00	0.00	500.00	0.00	0.00
5/10/96	5	818.40	0.00	10.00	0.00	0.00	1000.00	0.00	0.00
5/14/96	8	300.00	0.00	20.00	0.00	1169.00	1250.00	0.00	0.00
5/15/96	3	565.00	0.00	20.00	0.00	0.00	250.00	0.00	0.00
5/16/96	2	0.00	0.00	10.00	0.00	0.00	250.00	0.00	0.00
5/17/96	3	425.00	0.00	10.00	0.00	0.00	250.00	0.00	0.00
5/20/96	8	1838.00	0.00	20.00	0.00	0.00	1500.00	0.00	0.00
5/21/96	3	480.52	0.00	10.00	0.00	0.00	250.00	0.00	0.00
5/22/96	5	532.60	0.00	0.00	0.00	0.00	1000.00	0.00	0.00
5/23/96	14	2046.25	0.00	10.00	0.00	0.00	2689.63	0.00	0.00
5/24/96	2	576.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00
5/28/96	4	860.00	25.00	10.00	0.00	0.00	0.00	0.00	0.00
5/29/96	4	592.29	0.00	10.00	0.00	0.00	250.00	0.00	0.00
5/30/96	4	1406.60	0.00	0.00	0.00	0.00	1000.00	0.00	0.00
5/31/96	1	445.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
TOTALS	98	16614.86	25.00	238.75	100.00	2059.00	13939.63	0.00	0.00

Non-Existing Categories 0.00
 Current Categories 32977.24
 =====
 Grand Total 32977.24

SUBDIVISION LOT AVAILABILITY LIST

Updated 06-04-96

Available Lots	Subdivision	Near What Major Street	Permits Issued	C.O.'s Issued	Lots Not Built On	City Gas
67	Abingdon Place	Whitehead Road	55	32	12	X
58	Arbor Clos	Highway 20	37	13	21	X
112	Bent Creek	Level Creek Road	110	110	2	X
7	Brandon Oaks	Austin Garner Road	6	6	1	
26	Brookside at Parkview	Parkview Mine Drive	26	25	0	X
39	Emerald Lakes IV	Cumming Highway	35	6	4	X
131	Lakefield Forest	Level Creek Road	128	122	3	X
174	Princeton Oaks	Riverside Road	146	115	28	X
81	Richland Creek Unit I	Sycamore Road	14	3		X
106	Saddle Tree	Suwanee Dam Road	31	19	75	X
116	Secret Cove	Old Suwanee Road	116	113	0	X
96	Sugar Crossing	Austin Garner Road	80	70	16	X
178	Sycamore Summit	Sycamore Road/Riverside Road	173	171	5	X
14	The Lakes at Riverside	Riverside Road	13	13	1	
51	The Links	Suwanee Dam Road	11	2	40	
101	The Oaks at Lanier	Highway 20	100	80	1	X
84	The Springs I	Highway 20	49	41	35	X
50	West Price Hill	West Price Road	47	46	3	X

CITY OF SUGAR HILL

PERIODIC REPORT OF PERMITS ISSUED (GROUPED BY REPORT CODE)

RANGE: 05/01/96 TO 05/31/96

Printed on: JUNE 3, 1996

	CODE	PRMS	VALUATION	FEE	DUE	UNITS
RESIDENTIAL HOUSEKEEPING BLDGS:						
Single Family Houses Detached	101	34	2,646,780.00	21,846.60		0
Single Family Houses Attached	102	0	0.00	0.00		0
2 Family Building	103	0	0.00	0.00		0
3 and 4 Family Buildings	104	0	0.00	0.00		0
5 or More Family Buildings	105	0	0.00	0.00		0
RESIDENTIAL NON-HOUSEKEEPING BLD:						
Hotels, Motels & Tourist Cabins ..	213	0	0.00	0.00		0
Other Non-Housekeeping Shelter ...	214	0	0.00	0.00		0
NON-RESIDENTIAL BUILDINGS:						
Amusement, Social, & Recreational	318	0	0.00	0.00		0
Churches & Other Religious	319	0	0.00	0.00		0
Industrial	320	0	0.00	0.00		0
Prkng Garages (Blds & Open Decked)	321	0	0.00	0.00		0
Service Stations & Repair Garages	322	0	0.00	0.00		0
Hospitals & Institutional	323	0	0.00	0.00		0
Offices, Banks, & Professional ...	324	0	0.00	0.00		0
Public Works & Utilities	325	0	0.00	0.00		0
Schools & Other Educational	326	0	0.00	0.00		0
Stores & Customer Services	327	0	0.00	0.00		0
Other Non-Residential Bldgs	328	0	0.00	0.00		0
Structures Other than Buildings ...	329	0	0.00	0.00		0
ADDITIONS, ALTERATIONS, & CONVERSION						
Residential	434	1	0.00	92.76		0
Non-Residential & Non-Housekeeping	437	0	0.00	0.00		0
Adds of Resid. Garages (Atch/Detc)	438	1	0.00	166.12		0
DEMOLITIONS AND RAZING OF BUILDINGS:						
Single Family Houses (Atch/Detach)	645	0	0.00	0.00		0
2 Family Buildings	646	0	0.00	0.00		0
3 & 4 Family Buildings	647	0	0.00	0.00		0
5 or More Family Buildings	648	0	0.00	0.00		0
All Other Buildings and Structures	649	0	0.00	0.00		0
TOTALS FOR PERMITS SHOWN ABOVE						
		36	2,646,780.00	22,105.48		0
TOTALS FOR OTHER PERMITS IN THE PERIOD						
		223	0.00	10,871.76		0
TOTAL FOR ALL PERMITS IN THE PERIOD						
		259	2,646,780.00	32,977.24		0

AGENDA
CITY OF SUGAR HILL-GOLF COURSE CLUBHOUSE
COUNCIL MEETING, MONDAY, JUNE 10, 1996 - 7:00 P.M.

CALL TO ORDER AND INVOCATION:

APPROVAL OF AGENDA:

APPROVAL OF MAY 1996 MINUTES:

CANDIDATES PRESENTATIONS:

EACH CANDIDATE HAS THREE (3) MINUTES TO ADDRESS COUNCIL.

DEPARTMENT REPORTS:

A:	PLANNING AND ZONING, ZONING APPEALS BOARD	NEVAD
B:	BUDGET AND FINANCE:	GARBUTT
C:	UTILITIES:	NEVAD
D:	GOLF:	QUEEN
E:	RECREATION:	WILSON
F:	DRAINAGE:	NEVAD
G:	ECONOMIC DEVELOPMENT:	SCOTT

OLD BUSINESS:

A:	REPORT ON MID-AMERICAN:	THOMPSON
B:	APPOINTMENT OF ELECTION PERSONNEL:	McCALLA
	REQUEST FOR ELECTION FUNDS:	
C:	HIRING POLICY:	
	MOTION TO REMOVE FROM TABLE:	SPRADLIN
D:	UPDATE ON CONSENT ORDER:	NEVAD
E:	DRAINAGE STUDY:	NEVAD

CITIZEN'S AND GUEST'S COMMENTS:

NEW BUSINESS:

A:	RELOCATION OF JULY COUNCIL MEETING:	GARBUTT
B:	APPRECIATION AWARD TO DODD:	SPRADLIN
C:	WAIVE BUILDING PERMIT-LOU CAMERIO:	NEVAD
D:	1995 AUDIT-RYMON WILBORN:	GARBUTT
E:	RESIGNATION LETTERS FROM P&Z APPEALS BD.: BOARD APPOINTMENTS:	WEBSTER
F:	MGAG CONTRACT:	NEVAD
G:	PUBLIC HEARING: RZ-96002 ON PIB:	NEVAD
H:	PEDDLER ORDINANCE:	DAVIS
I:	FIVE YEAR SERVICE AWARDS:	NEVAD
J:	REPORT ON COMPUTER SYSTEM:	SPRADLIN
K:	CITIZEN'S COMMENTS:	AVERY

CITY CLERK'S REPORT:

CITY MANAGER'S REPORT:

COUNCIL REPORTS:

EXECUTIVE SESSION:

POSSIBLE LITIGATION:

PERSONNEL:

ADJOURNMENT:

*Donna
Jeff
Wade
Denny*

AGENDA
CITY OF SUGAR HILL-GOLF COURSE CLUBHOUSE
COUNCIL MEETING, MONDAY, JUNE 10, 1996 - 7:00 P.M.

Memo
CALL TO ORDER AND INVOCATION: *Charles Spradlin*

APPROVAL OF AGENDA: *Motion Charles Spradlin 4-0*

APPROVAL OF MAY 1996 MINUTES: *Charles Spradlin 4-0*

CANDIDATES PRESENTATIONS:

EACH CANDIDATE HAS THREE (3) MINUTES TO ADDRESS COUNCIL.

DEPARTMENT REPORTS:

A: PLANNING AND ZONING, ZONING APPEALS BOARD NEVAD
B: BUDGET AND FINANCE: GARBUTT
C: UTILITIES: NEVAD
D: GOLF: QUEEN
E: RECREATION: WILSON *warren nevad*
F: DRAINAGE: NEVAD
G: ECONOMIC DEVELOPMENT: SCOTT *No Report*

OLD BUSINESS:

A: REPORT ON MID-AMERICAN: THOMPSON
B: APPOINTMENT OF ELECTION PERSONNEL:
REQUEST FOR ELECTION FUNDS: McCALLA *Motion 2-0*
C: HIRING POLICY:
MOTION TO REMOVE FROM TABLE: SPRADLIN *Motion Charles Spradlin 4-0*
D: UPDATE ON CONSENT ORDER: NEVAD
E: DRAINAGE STUDY: NEVAD *Paul 4-0*

CITIZEN'S AND GUEST'S COMMENTS:

NEW BUSINESS:

K/A A
A: *B* RELOCATION OF JULY COUNCIL MEETING: GARBUTT *Every*
B: *C* APPRECIATION AWARD TO DODD: SPRADLIN
C: *D* WAIVE BUILDING PERMIT-LOU CAMERIO: NEVAD

D: 1995 AUDIT-RYMON WILBORN:

GARBUTT

E: RESIGNATION LETTERS FROM P&Z APPEALS BD.:
BOARD APPOINTMENTS:

WEBSTER

F: MGAG CONTRACT:

NEVAD

G: PUBLIC HEARING: RZ-96002 ON PIB:

NEVAD

H: PEDDLER ORDINANCE:

DAVIS

I: FIVE YEAR SERVICE AWARDS:

NEVAD

J: REPORT ON COMPUTER SYSTEM:

SPRADLIN

K: CITIZEN'S COMMENTS:

AVERY

CITY CLERK'S REPORT:

CITY MANAGER'S REPORT:

COUNCIL REPORTS:

EXECUTIVE SESSION:

POSSIBLE LITIGATION:

PERSONNEL:

ADJOURNMENT:

MINUTES
CITY OF SUGAR HILL COUNCIL MEETING
MONDAY, JUNE 10, 1996 - 7:00 P.M.

The Mayor and Council of the City of Sugar Hill met for the Regular Monthly Meeting on Monday, June 10, 1996 at 7:00 P.M. in the Thomas Morris, Sr. Banquet Room at the Sugar Hill Golf Course Clubhouse.

The notice of the meeting was advertised in the Gwinnett Daily Post and posted on the front door of City Hall, and the Community Service Building, advertised on the CableVision Public Notice Channel, and posted at the Sugar Hill Golf Course Clubhouse.

Those present were: Mayor Gary L. Webster, Mayor Pro Tem Reuben Davis, Council Members Steve Bailey, Tim Pugh, and Charles Spradlin, Manager Warren P. Nevad, City Clerk/Finance Director Betty B. Garbutt, Golf Director Wade Queen, Drainage Supervisor Donna Zinskie, employees Jeff Hefner, and Danny Hughes, Attorney Lee Thompson, citizens, guests, and representatives of the news media.

Mayor Webster called the meeting to order, led the Pledge to the Flag and Council Member Spradlin gave the invocation.

Council Member Spradlin made a motion to approve the agenda, after moving Item K under New Business to Item A under New Business, seconded by Council Member Pugh and unanimously passed.
(4-0)

Council Member Spradlin made a motion to approve the May Minutes, seconded by Council Member Pugh and unanimously passed.
(4-0)

CANDIDATES PRESENTATIONS:

Mayor Webster welcomed the candidates and advised them that each one would have up to three (3) minutes to address the Council.

Those candidates addressing the Council and Citizens were Dorland Baird, candidate for Sugar Hill Council, Leslie Cardin, candidate for State Court Judge, Dawson Jackson, candidate for Superior Court Judge, and Tom Lawler, candidate for Gwinnett County Clerk of Court. They presented their reasons for seeking election to the various positions and gave lists of things they wish to accomplish if elected. Each one expressed appreciation for being allowed to address the citizens.

DEPARTMENT REPORTS:

A: PLANNING AND ZONING, ZONING APPEALS BOARD:

Manager Nevad reported that the P&Z Board met on May 20, 1996 to review a rezoning request of 1.65 acres on PIB from

manufacturing to general business for a car care center. This will be discussed later tonight. Proposals will be solicited to codify and amend the Zoning Ordinance and Development Regulations.

During May the P&Z issued 34 single family residential permits, 2 development permits, one for Oaks of Lanier-Phase 4 consisting of 54 homes and for the asphalt plant. There were 277 inspections conducted.

The Board of Appeals met on May 28, 1996 and approved a reduction of a buffer zone for the day care center on Level Creek Road with a stipulation to include a 6 foot wooden fence around the playground area. The Board will meet on June 24, 1996 to hear an appeal from Ruby Forest and Suwanee.

The City has been informed by ARC that an owner of property across from the golf course desires to obtain a special use permit for an inert landfill. This property is located in the County and the City has prepared a response to ARC. The City strongly opposes this development since it is across from our golf course and adjacent to the Links Subdivision and near the Hudgens and Mecca properties. The City has notified Emerald Lakes and the owner of The Stables. The City would like to inform the public that the County will hold a hearing on June 18 and 25, 1996. ARC will hold a hearing on June 13, 1996.

B: BUDGET AND FINANCE:

Finance Director Garbutt reported she is working on the DCA Financial Report for 1995 which is due the last of June.

The refinancing of the GEFA Loan by SouthTrust should be completed by the middle of July. This refinancing will save approximately \$165,000, in interest, over the terms of the loan.

The checking account has approximately \$500,000 at the end of May.

There was \$5,000+ collected on delinquent taxes in May.

C: UTILITIES:

Manager Nevad reported that during May, the Gas Department installed 33 new services and almost 4,000 feet of main. The City is in the process of installing 5,000 feet of line for the Colonial Lighting project and will begin shortly to install the line for the asphalt plant. The City has 3,992 gas customers.

D: GOLF:

Director Queen welcomed everyone to the Clubhouse and reported the Golf Course had the best month since it opened with revenues of approximately 25% over the same time last year. He also reported that it appears June is going to be a very productive month.

Council Member Pugh thanked Director Queen for the job they are doing on the course.

E: RECREATION:

Manager Nevad reported that the Recreation Board met on May 30, 1996. New procedures relating to expenditure controls were adopted. The Board has \$17,000 in savings and an operating balance

of \$25,000. Approximately \$9,000 has been spent on repairs at Robinson Park.

F: DRAINAGE:

Manager Nevad reported that a collapsed pipe at the corner of White Street and Railroad Avenue was repaired. Storm drain pipes were flushed at Pass Court and Hessie Lane. He also reported the drainage study has been completed and will be reviewed later tonight.

G: ECONOMIC DEVELOPMENT:

There was no report from the EDC Committee.

OLD BUSINESS:

A: REPORT ON MID-AMERICAN:

Attorney Thompson reported that he has talked with the attorney for Mid-American and he would like this to be discussed in Executive Session later tonight.

B: APPOINTMENT OF ELECTION PERSONNEL-REQUEST FOR FUNDS:

Election Superintendent James McCalla requested \$2,500 to operate the Special Election which will be held on July 9, 1996. He presented the following Election personnel for approval by the Council.

Manager Ed Shoeck

Assistant Managers Joe Appling and Marian Shoeck

Absentee Ballot Clerk Shirley Gibbs

Clerks as needed

Council Member Spradlin made a motion to approve the request for \$2,500, seconded by Council Member Pugh and unanimously approved. (4-0) Council Member Spradlin made a motion to approve the personnel needed, seconded by Council Member Bailey and passed unanimously. (4-0)

C: HIRING POLICY:

Council Member Spradlin made a motion to remove this item from the table, He then presented the policy as rewritten. Council Member Spradlin made a motion to approve the policy, seconded by Council Member Pugh. Manager Nevad read the Policy. Council Member Spradlin explained the reason for the rewriting of the Policy and the vote on the motion was unanimous. (4-0)

D: UPDATE ON CONSENT ORDER:

Manager Nevad reported that due to encountering excessive rock, and surveying five (5) additional wells, it will require additional funding of \$23,050 to comply with the Consent Order. A determination should be made very shortly by EPD.

Council Member Spradlin made a motion to approve this request, seconded by Mayor Pro Tem Davis. Council Member Bailey asked

where the funds would be transferred from and Manager Nevad stated the adjustments would be made in consulting fees. The motion was unanimously approved. (4-0)

E: DRAINAGE STUDY:

Manager Nevad stated that he believes that drainage will need more and more attention. The City has three (3) employees in the department to meet normal operating and maintenance complaints. The Council approved a drainage study for some 9 areas in the City. The total cost to implement these improvements specified in the study is \$104,000. Of that amount, \$44,000 would call for placement of two (2) detention ponds at the City Park. One problem area is Pass Court which will be met with \$12,000 of the CDBG monies. These improvements can be met over a two (2) year funding cycle. Staff request a motion to transfer \$50,000 from Recreation Facilities to drainage improvements in the 1996 Budget. This money would improve seven (7) areas identified in the study. After discussion Council Member Bailey made a motion to approve the request, seconded by Council Member Pugh and unanimously approved. (4-0)

CITIZEN'S AND GUEST'S COMMENTS:

Mr. Robert Bowie asked question about several improvements which have been made on streets and property in Sugar Hill. Council Member Spradlin asked Mr. Bowie to give it to him in writing and he will get an answer to the questions for Mr. Bowie.

Mr. Kevin Smith spoke concerning having an open meeting where everyone has the opportunity to voice their concerns to the Council. He feels that no one should be inhibited from addressing the Council and citizens should they desire to do so.

Mrs. Nighta Davis expressed her appreciation to the Council for the way they conduct business and stated that she feels that everyone who wishes to address Council has the opportunity to do so.

NEW BUSINESS:

A: CITIZEN'S COMMENTS-AVERY:

Mrs. Meg Avery addressed Council concerning the issue of having two (2) periods for Citizen's and Guest's Comments. She feels that there are people who need to address Council at the end of the meeting, those who might not be able to be at the meeting when it begins. After her request, Council Member Spradlin made a motion to add the second comment period to the Agenda. The motion died for lack of a second.

B: RELOCATION OF JULY COUNCIL MEETING:

Clerk Garbutt stated that due to the July 9, 1996 Special Election, staff requests that the Council Meeting on July 8, 1996

be held at the Golf Course Clubhouse. The meeting will begin at the regular time of 7:30 P.M.

C: APPRECIATION AWARD TO W. J. DODD:

Council Member Spradlin expressed appreciation for the service Mr. Dodd gave to the City while he served on the Council. He stated that Mr. Dodd came in at a time of turmoil and he helped to bring harmony to the Council. He stated this was not political, but showing appreciation for a man to take the time to serve his community. He presented a Clock-Plaque, later in the meeting when Mr. Dodd arrived, for his service as Council Member to the City of Sugar Hill.

D: WAIVE BUILDING PERMIT-LOU CAMERIO:

Manager Nevad introduced Mr. Lou Camerio, a developer who has built many homes in Sugar Hill. Several years ago Mr. Camerio was involved in an accident that left him paralyzed. Thanks to the Shepard Spinal Clinic, Lou is able to walk again. Mr. Camerio reports that he is building a house in Sugar Hill and the profits will go to Shepard Spinal Clinic. He is requesting Council to waive the building permits. Staff recommends that the permits and tap fees be waived for this worthy cause. Council Member Spradlin made a motion to waive the permits, seconded by Council Member Bailey and unanimously approved. (4-0) Mr. Camerio expressed appreciation to the Council for their generosity.

Council Member Pugh asked Attorney Thompson if this action was legal and Attorney Thompson stated that the law was broad but he feels it can be done at the discretion of the Council.

E: 1995 AUDIT REPORT-RYMON WILBORN:

Finance Officer Garbutt reported that Rymon Wilborn has completed the 1995 Audit and will deliver it on Tuesday, June 11, 1996. She requested a Work Session-Meeting to have CPA Wilborn to present the Audit to the Council. Mayor Webster requested Mrs. Garbutt to set the date for the Work Session-Meeting and let the Council know the date and time.

F: RESIGNATION LETTERS FROM P&Z BOARD MEMBERS:

Mayor Webster stated that Mike Fogarty and Dorland Baird have submitted letters of resignation from the P&Z Appeals Board.

BOARD APPOINTMENTS:

Mayor Webster asked for appointments to fill two (2) seats on the P&Z Appeals Board. Council Member Pugh made a motion to appoint Mr. Bill Bagley seconded by Council Member Bailey and unanimously passed. (4-0) Mayor Pro Tem Davis made a motion to appoint Mr. Steve Bishoff, seconded by Council Member Pugh and unanimously approved. (4-0) These gentlemen will be sworn in later in the week.

G: MGAG CONTRACT:

Manager Nevad presented a contract from MGAG concerning development of a project for providing gas supplies to municipal agencies outside Georgia. The Gas Authority, backed by participating members such as Sugar Hill will finance firm long term supplies delivering gas to outside agencies. The City could realize an annual return of \$30,000 to \$60,000 per year, however there is a risk that the City could lose that amount per year should the Gas Authority default on its bonds, but this is extremely unlikely. Staff has checked with Buford and they plan to participate. Mr. Mitchell E. Scruggs from the Gas Authority was present to give a brief presentation to the Council. The deadline to execute this contract is June 15, 1996. After the presentation, Manager Nevad requested a motion to approve this Resolution which authorizes the Mayor to sign this contract. Council Member Spradlin made a motion to approve the contract, seconded by Council Member Bailey and after questions to Mr. Scruggs by Council Members Bailey and Spradlin the motion passed unanimously. (4-0)

H: PUBLIC HEARING: RZ-96002 ON PIB:

Council Member Bailey made a motion to go into a Public Hearing to hear rezoning information on RZ-96002, seconded by Council Member Pugh and unanimously passed. (4-0) Manager Nevad presented the information on the RZ-96002 on PIB. Manager Nevad stated the property would be developed as an auto care center consisting of a 4,500 square foot building, housing 10 bays on 1.6 acres. Staff believes that this would bring economic and service benefits to our community.

After discussion and questions by Mrs. Gail Kelly concerning the upkeep of the facility, Council Member Pugh made a motion to return to regular session, seconded by Mayor Pro Tem Davis and unanimously passed. (4-0)

After discussion on the Rezoning, Manager Nevad requested a motion to adopt the rezoning. Council Member Spradlin stated that it needed to be General Business and not Office/Institutional. Council Member Spradlin made a motion to approve RZ-96002 for an Auto Service Center, seconded by Council Member Pugh and unanimously passed. (4-0)

I: PEDDLER ORDINANCE:

Mayor Pro Tem Davis presented an Ordinance to license Peddlers in the City of Sugar Hill. After discussion, and changing of several words in the Ordinance, Council Member Spradlin made a motion to approve the Ordinance, seconded by Council Member Bailey and unanimously approved. (4-0)

Council requested that another Ordinance be prepared to regulate more of these sales, for presentation at the July Council Meeting.

J: FIVE YEAR SERVICE AWARDS:

Manager Nevad stated that Mr. Jeff Hefner, who is employed by the Golf Department and Mr. Emmett King, who is employed by the

Street Department will receive five (5) year service awards. He expressed appreciation to the two (2) men for their service to the City stating that Mr. Hefner is a true professional. He is certified in maintenance and has written articles for his professional association. He also stated that Mr. King has done a fine job over the years supervising the prison crews. He has also been willing to help the City any way possible. These two (2) men were given a round of applause. Mr. Hefner came forward to receive his plaque and Mr. King, who was not present, will be presented his plaque later.

K: REPORT ON COMPUTER SYSTEM:

Council Member Spradlin reported that he and Council Member Bailey have reviewed the Computers which the City is utilizing at this time. They will be making their determinations later in the month on what they will be recommending. Options will be discussed at the work shop later this month.

CITY CLERK'S REPORT:

Preparations are being made for the July 9, 1996 Election. A review has been made of the Voter Registration List and it has been returned to Gwinnett County for completion.

The IIMC Conference proved very educational with over 60 seminars and classes being offered. Clerk Garbutt reported that she attended six (6) classes over a four (4) day period.

She reported that the City's Personnel Manual is being critiqued by a professor from the University of Mexico who taught a class on personnel at the conference.

CITY MANAGER'S REPORT:

Gwinnett County has allocated \$59,000 to pave City streets. Two street on the list are Church Street and Hickory Hills Circle.

The Gas Department will begin shortly to loop gas lines in the Ascot and Emerald Lakes Subdivisions.

He commended Tony Bauman and Joe Appling for work in Sycamore Summit to alleviate a serious drainage problem.

He reported that he will be attending the ARC Review on the Inert Landfill on June 13, 1996.

COUNCIL REPORTS:

Council Member Spradlin stated he enjoyed the meeting tonight.

Council Member Bailey had nothing further to add.

Council Member Pugh thanked everyone for attending the meeting tonight.

Council Member Davis expressed appreciation to Mr. Bill Bagley for agreeing to serve on the P&Z Appeals Board.

Mayor Webster thanked the 37 people who participated in the Alicia Clack Day which was held at the Clubhouse on May 18, 1996 and stated that he was happy to announce the birth of a fifth grandson. The baby was born on May 15, 1996 and was named James Quinton Lumpkin V.

EXECUTIVE SESSION:

Council Member Bailey made a motion to go into Executive Session at 8:19 P.M. to discuss personnel and possible litigation, seconded by Council Member Pugh and approved on a vote of 3-0, with Council Member Spradlin abstaining. Attorney Thompson stated that the Council may return for action after the Executive Session. The Mayor called for a ten (10) minute recess.

At the end of the Executive Session Council Member Spradlin made a motion to return to the Regular Meeting at 9:18 P.M., seconded by Council Member Bailey and unanimously approved. (4-0)

Council Member Spradlin made a motion to have Attorney Lee Thompson to secure the services of an attorney to serve as a Hearing Officer at the P&Z Appeals Board Meeting at 7:00 P.M. on May 24, 1996 at the North Gwinnett High School. The motion was seconded by Council Member Bailey and passed on a unanimous vote. (4-0)

ADJOURNMENT:

Council Member Pugh made a motion to adjourn at 9:20 P.M., seconded by Council Member Spradlin and unanimously passed. (4-0)

ORDINANCE

SALES AND SOLICITATION

The Council of the City of Sugar Hill, Georgia hereby ordains:

Sec. 101. Permit required.

(a) Any person engaged in or desiring to engage in any type of selling, soliciting, canvassing, survey making or any other business, occupation or vocation which by its nature requires going from door to door or house to house in the residential areas of the incorporated areas of the city, whether on a temporary or permanent basis, shall first register with the city clerk by completing a personal information questionnaire and obtaining a personal identification card from the clerk, which shall be the person's permit to engage in the activities set out above.

(b) Any person who shall solicit orders on behalf of a business, occupation, vocation or individual, door to door or house to house, shall be deemed a solicitor.

Sec. 102. Exemptions.

(a) Persons, businesses and organizations exempted from local regulation by operation of state or federal law, or by the Constitution of the state or of the United States, are exempt from the requirements of this article.

(b) Representatives or agents of charitable or nonprofit organizations which have been recognized as such by the Internal Revenue Service of the United States Treasury Department shall be treated as exempt from the provisions of sections 101 through 106 provided that such organization first supplies proof of such recognized status to the city clerk and has received from the city clerk written confirmation of its exempt status. The organization shall then furnish each of its agents or representatives with a copy of the confirmation letter. The organization shall then furnish the city clerk with a list of such agents or representatives and shall promptly notify the city clerk of changes in the list.

(c) The exemption shall remain in effect until December thirty-first following the date of the confirmation letter. Only one (1) such letter shall be issued to each organization during any calendar year.

(d) Any sales representative who calls upon prospective customers at their prior invitation shall be treated as exempt from the provisions of sections 101 through 106.

Sec. 103. Contents of applications.

(a) The city clerk shall prepare a questionnaire requiring pertinent information regarding the physical description, identity and background of each applicant for a permit, including but not limited to the following:

- (1) Name and social security number of individual applicant.
- (2) Date of birth.
- (3) Driver's license number.
- (4) Race.
- (5) Sex.
- (6) Residential address and telephone number.
- (7) Business address and telephone number.
- (8) Height and weight.
- (9) Hair and eye color.
- (10) Name and address of the organization represented.
- (11) Name, address, and telephone number of his/her immediate supervisor in the organization represented.
- (12) A list of any pleas of guilty, convictions, or sentences of probation entered against the applicant in regard to any offenses other than minor traffic violations.

(b) The questionnaire form shall also bear the following statement:

"O.C.G.A. §16-10-20 provides it is a felony to knowingly and willfully make a false, fictitious or fraudulent statement or representation in any matter within the jurisdiction of any department or agency of the government of any municipality of this state."

(c) The city clerk shall review the application for the purpose of ascertaining whether any individual who is to solicit contributions on behalf of the charitable organization has plead to, or has been convicted of, a felony, or a misdemeanor involving violence or moral turpitude. After ascertaining that the questionnaire has been properly completed, and that the applicant has not been disqualified by virtue of prior pleas or convictions, the city clerk shall approve the application subject to the payment of the required permit fee(s).

Sec. 104. Issuance of permit.

Upon payment by the applicant of a regulatory fee of \$ 25.00 to the city clerk, the city

clerk shall approve the application, photograph the applicant and provide the applicant with a permit bearing the applicant's photograph, name and organization represented, and identifying the applicant as a solicitor.

Sec. 105. Validity, renewal of permits.

Each permit issued under this article shall be valid only for solicitation for the organization indicated thereon, and until December 31, of the current year. Such permit may be renewed upon payment of a new regulatory fee as established and verification by the city that the information provided by the organization or individual is still current.

Sec. 106. Display of permit.

The city clerk shall furnish to each permit holder a device suitable for attaching the permit card to the outer clothing of the permit holder. No solicitor shall engage in any of the conduct coming under this article without wearing and displaying the permit in a conspicuous manner.

Sec. 107. Disclosure of purpose of call.

At each dwelling, whether it be an apartment unit or private residence, the solicitor shall inform the occupant in unambiguous terms of the purpose of the call and shall not represent that the solicitor is participating in any contest, game or other competitive endeavor, or that he is offering the occupant an opportunity to participate in any such contest, game or endeavor.

Sec. 108. Posted property.

No solicitor shall enter a dwelling except at the express invitation of the occupant. No solicitation shall be made at any dwelling or any group of apartments where a conspicuous "No Soliciting," "No Solicitation," "No Peddlers" or other similar sign is displayed at or near the main entrance or driveway to the premises.

Sec. 109. Decorum required.

No solicitor shall use vulgar, insulting or threatening language in the course of any solicitation, nor shall he remain upon the premises after the occupant of the premises has verbally indicated that he does not wish to make a purchase or donation. For the purpose of this article, a solicitation shall be deemed to continue until the solicitor has left the premises.

Sec. 110. Prohibited acts.

It shall be a violation of this article:

- (1) For any person to engage in any of the activities described in this article without first

obtaining a permit, unless exempted pursuant to section 102.

- (2) For any person to violate any of the provisions of this article, or to violate any other city ordinance while engaging in any of the activities coming under this article.
- (3) For any person to violate any criminal laws of this state, or to violate any state or federal consumer protection law while engaging in any activity coming under this article. For the purpose of this section, "consumer protection law" includes, but is not limited to the Georgia Fair Business Practices Act (O.C.G.A. § 10-1-390, et seq.), the Georgia Home Solicitation Act (O.C.G.A. § 10-1-410 et seq.) or O.C.G.A. § 43-17-1 et seq., dealing with professional fundraising, and the Federal Consumer Credit Protection Act (truth-in-lending and truth-in-leasing).
- (4) For any person to lend, rent or sell his permit card to another.
- (5) For any person to engage in any activity coming under this article from one-half hour after sunset, as that time is stated in The Atlanta Journal/Constitution and before the hour of 10:00 a.m. according to the standard time in effect at the time the violation is alleged to have occurred.
- (6) For any person to engage in any activity coming under this article during a period in which his permit is in suspension, or after his permit has been revoked.
- (7) For more than two (2) individuals to engage in solicitation upon any premises at the same time for the same goods or services, or religious or charitable purposes. Each individual member of a group engaged in solicitation in violation of this provision shall be deemed to have violated such provision.
- (8) For any person to make more than one (1) solicitation call at the same premises for identical goods or services or for the same religious or charitable purpose within any consecutive two-week period., without receiving a prior invitation therefore from the occupant of any such premises. This provision shall be construed to include solicitation upon the same premises by employees, agents, or representatives of any person more than once during the aforesaid period without a prior invitation as herein provided.
- (9) For any person with a criminal record as described in section 112, whether or not otherwise eligible for an exemption under section 102 to engage in any of the activities described in this article.
- (10) For any person, at the time of initial contact with a prospective customer, to fail to verbally identify themselves for the purpose of the solicitation, and the company and product line they represent.

- (11) For any person engaged in solicitation to misrepresent the purpose of the solicitation or use any falsehood, deception or misrepresentation to induce a sale or contribution, or use any plans, scheme or ruse which misrepresents the status of the purpose of the person making the call.
- (12) For any person to solicit or attempt to solicit at a place of residence at any entrance or part of the building other than the main entrance to the residence.

Sec. 111. Penalties.

Any person charged with a violation of this article may be apprehended by the Gwinnett Police Department or summoned to appear in the municipal court of the city, and if found guilty, shall be punished by a fine not to exceed Five hundred dollars (\$500.00) or imprisonment for a period not to exceed sixty (60) days or by both such fine and imprisonment.

Sec. 112. Permit suspension, revocation.

(a) No solicitor's permit shall be issued to any person who has been found guilty or a misdemeanor involving violence or moral turpitude any time within five (5) years prior to the date of application, nor shall a permit be issued to any person convicted of a felony, except that a permit may be issued to a convicted felon if it appears that the person either has been pardoned, or that they have been free from any legal restrictions for a period of five (5) or more years prior to the date of the application. For the purpose of this section, the terms "conviction" and "found guilty" shall be deemed to include verdicts or pleas of guilty, or pleas of nolo contendere, entered by a court of this state, a court of a sister state, or any federal district court. Any permit issued as the result of a willful false statement or omission in the solicitor's application for permit shall be deemed null and void from the time of its issue.

(b) The permit of any solicitor charged with a felony, or a misdemeanor involving violence or moral turpitude, shall be deemed suspended from the time of lawful arrest, formal accusation, or indictment whichever shall first occur; such suspension shall remain in effect until the solicitor is convicted or acquitted, or until the charge is dismissed, "dead-docketed," "nolle prosequi" or "no-billed."

(c) The permit of any solicitor arrested or served with summons in regard to a violation of any provision of this article, which is alleged to have occurred after the date the permit was issued, shall be deemed suspended from the time the person was arrested or served with summons; such suspension shall remain in effect until the solicitor is acquitted or the case is dismissed.

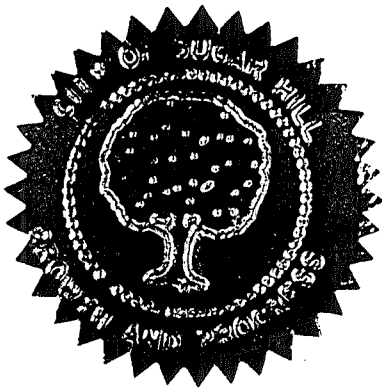
(d) The permit of any solicitor who is convicted of a felony, or of a misdemeanor involving moral turpitude or violence, shall be deemed revoked from the time of such conviction. The permit of any solicitor convicted of having violated any provision of this article after issuance of the permit shall be deemed revoked from the time of such conviction.

(e) Any suspension or revocation occurring pursuant to the provisions of this article shall be effective by operation of law, whether or not any formal notification to the solicitor is given or received.

Sec. 7-113. Surrender of permit.

Any permit issued pursuant to the provisions of this article for the use of any person is, and shall remain, the property of the city. Each permit holder shall surrender his permit card to the city clerk no later than three (3) of the department's business days following the expiration, suspension or revocation of the permit, or upon the demand of any officer of the city or upon the demand of the city clerk, whichever shall first occur.

It is so Ordained, this 8 day of July, 1996.



Jim Pugh
Councilmember

Robert A. Davis
Councilmember

Charles A. Spradlin
Councilmember

[Signature]
Councilmember

Councilmember

Attest: Betty P. Garkner
City Clerk

Submitted to Mayor: July 8, 1996

Approved by and Received from Mayor, this 8 day of July, 1996.

Harry J. West
Mayor

CASH FLOW ANALYSIS REPORT - ACTUAL REVENUES

1996 ACTUAL

[illegible]

CASH FLOW ANALYSIS REPORT – ACTUAL EXPENDITURES/EXPENSES

1996 ACTUAL						
Expenses	JAN	FEB	MAR	APR	MAY	TOTALS
I. Non-Seasonal						
A. General	\$57,133.48	\$71,612.35	\$84,349.57	\$71,922.87	\$115,697.62	\$400,715.89
B. Sanitation		\$55,140.71	\$18,315.81	\$29,094.47	\$24,367.25	\$126,918.24
C. Gas	\$45,693.96	\$66,008.12	\$72,929.68	\$50,472.28	\$88,585.07	\$323,689.11
D. Water	\$902.97	\$1,775.58	\$7,587.82	\$0.00	\$24.90	\$10,291.27
E. Sewer	\$47,230.38	\$8,278.72	\$29,793.36	(\$3,673.18)	\$2,580.49	\$84,209.77
F. CD Purchase						\$0.00
I. Sub-totals:	\$150,960.79	\$202,815.48	\$212,976.24	\$147,816.44	\$231,255.33	\$945,824.28
II. Seasonal						
A. General:						
Audit/Acctg			\$3,987.00		\$10,250.00	\$14,237.00
Festival					\$0.00	\$0.00
Prop & Liab Ins					\$11,903.87	\$11,903.87
Workers Comp		\$14,580.00	\$14,581.00	\$14,580.00		\$43,741.00
A. Sub-total:	\$0.00	\$14,580.00	\$18,568.00	\$14,580.00	\$22,153.87	\$69,881.87
B. Gas Fund:						
Gas Cost	\$219,143.48	\$327,067.09	\$232,503.12	\$259,536.94	\$147,236.71	\$1,185,487.34
C. Water Fund:						
Water Cost	\$50,482.59	\$50,360.77	\$0.00	\$0.00	\$0.00	\$100,843.36
D. Golf Course:	\$47,682.38	\$45,101.98	\$75,113.53	\$69,233.52	\$95,802.85	\$332,934.26
II. Sub-total:	\$317,308.45	\$437,109.84	\$326,184.65	\$343,350.46	\$265,193.43	\$1,689,146.83
TOTAL EXPENSES:	\$468,269.24	\$639,925.32	\$539,160.89	\$491,166.90	\$496,448.76	\$2,634,971.11

CASH FLOW ANALYSIS REPORT - ACTUAL VARIANCES AND PROPOSED ACTION

[illegible]

5,000.00

Rymon will be presenting the 1995 Audit at the Council Meeting and it will show that the City made a large net gain last year. This was due to the sale of the Water and Sewer System.

I have talked with Tom Raby of SouthTrust Bank and closing should be completed by the middle of July on the Bond Refinancing. The amount to be refinanced by SouthTrust should be approximately \$2,071,000 plus closing cost. This should save the city approximately \$165,000 over the life of the GEFA Loan in interest.

We will be requesting \$2,500 for the Election which will be held on July 9, 1996. Election Superintendent McCalla will also be presenting a list, for approval, of personnel to work the Election.

REVENUES/INCOME AND EXPENDITURES/EXPENSES REPORT 1996

MAY

DEPARTMENT: BUDGET '96 '95YD: '96YD: PERCENT: NET '96
'96YTD: YTD-BUDGET:

Administration:					
Revenues	\$1,034,470	\$460,015	\$388,474	37.55%	\$645,996
Expenditures	\$850,752	\$260,698	\$328,485	38.61%	\$522,267
Net Income:	\$183,718	\$199,317	\$59,989	32.65%	\$123,729
Inspections:					
Revenues	\$71,800	\$38,881	\$83,504	116.30%	(\$11,704)
Expenditures	\$150,405	\$48,763	\$54,190	36.03%	\$96,215
Net Income:	(\$78,605)	(\$9,882)	\$29,314	-37.29%	(\$107,919)
Street:					
Revenues	\$78,800	\$18,369	\$24,132	30.62%	\$54,668
Expenditures	\$311,003	\$134,145	\$100,055	32.17%	\$210,948
Net Income:	(\$232,203)	(\$115,776)	(\$75,923)	32.70%	(\$156,280)
Sanitation:					
Income	\$378,000	\$118,072	\$146,425	38.74%	\$231,575
Expenses	\$378,000	\$111,253	\$126,919	33.58%	\$251,081
Net Income:	\$0	\$6,819	\$19,506	ERR	(\$19,506)
Gas:					
Income	\$2,454,500	\$1,230,494	\$1,836,937	74.84%	\$617,563
Expenses	\$2,223,879	\$529,400	\$1,514,721	68.11%	\$709,158
Net Income:	\$230,621	\$701,094	\$322,216	139.72%	(\$91,595)
Water:					
Income	\$0	\$238,540	\$21,239	ERR	(\$21,239)
Expenses	\$0	\$260,050	\$103,597	ERR	(\$103,597)
Net Income:	\$0	(\$21,510)	(\$82,358)	ERR	\$82,358
Sewer:					
Income	\$0	\$229,607	\$36,782	ERR	(\$36,782)
Expenses	\$0	\$407,845	\$197,943	ERR	(\$197,943)
Net Income:	\$0	(\$178,238)	(\$161,161)	ERR	\$161,161
Golf:					
Income	\$901,000	\$298,551	\$338,037	37.52%	\$562,963
Expenses	\$901,000	\$289,077	\$317,718	35.26%	\$583,282
Net Income:	\$0	\$9,474	\$20,319	ERR	(\$20,319)
Total Income:	\$4,918,570	\$2,632,529	\$2,875,530	58.46%	\$2,043,040
Total Expenditures/	\$4,815,039	\$2,041,231	\$2,743,628	56.98%	\$2,071,411
Expenses					
Variances	\$103,531	\$591,298	\$131,902	127.40%	(\$28,371)

1996 GAS DEPARTMENT REPORT													
	January	February	March	April	May	June	July	August	September	October	November	December	YTD TOTAL
NEW SERVICES ADDED	32	33	32	32	33								162
LENGTH IN FEET	2080	3185	2284	2165	2815								12529
TYPE OF MATERIAL	PLASTIC	PLASTIC	PLASTIC	PLASTIC	PLASTIC								PLASTIC
SIZE OF PIPE	5/8	5/8	5/8	5/8	5/8 & 3/4								5/8 & 3/4
CATHODICALLY PROTECTED?	N/A	N/A	N/A	N/a	N/A								N/A
GAS LEAKS	24	20	11	9	9								73
CORROSION CAUSED	2	0	0	7	0								11
OUTSIDE FORCES	0	0	0	0	0								0
MATERIAL DEFECT	7	3	1	0	0								11
CUT OFF VALVE LEAKS	1	5	1	2	0								9
LOW PRESSURE	3	35	4	0	0								42
METERS REPLACED	12	4	11	6	1								34
REGULATORS REPLACED	11	3	0	0	0								14
REGULATORS RESET	0	1	0	0	0								1
CUSTOMER SIDE	2	4	0	3	0								9
NO LEAKS FOUND	8	7	5	4	1								25
THIRD PARTY CUT LINES													
BILLED	12	13	11	6	6								59
	11	10	9	4	5								39
PAYMENTS RECEIVED	6	5	8	2	0								21
OUTSTANDING	7	12	13	15	20								N/A
KILLED SERVICES													
LENGTH IN FEET	0	0	4	0	0								4
	0	0	495	0	0								495
TYPE OF MATERIAL	N/A	N/A	PL & STL	0	0								PL & STL
SIZE OF PIPE	N/A	N/A	5/8 & 3/4	0	0								5/8 & 3/4
NEW MAINS PUT INTO SERVICE													
LENGTH IN FEET	0	0	1	2	1								4
	0	0	3500	5000	1000								9500
TYPE OF MATERIAL	N/A	N/A	PLASTIC	PLASTIC	PLASTIC								PLASTIC
SIZE OF MAIN	N/A	N/A	2" & 4"	2	2								2" & 4"
CATHODICALLY PROTECTED?	N/A	N/A	N/A	N/A	N/A								N/A
LOCATES	149	186	263	est. 200	364								1342

May 1996

Customer Services

A) Total utility customers:

1) Gas

3992

Total Gas Customers

3992

B) New customers:

1) Gas

76

Total new customers

76

C) Customers moving out of city:

1) Gas

28

Total customers moving

28

D) Meter re-reads:

1) Before Billing

136

2) Per customer's request

6

3) Over-reads

0

4) Total re-reads

142

E) Other:

1) Cut-offs

21

LATE NOTICES

286

Total

307

Report by:

Customer Service Manager

MAY 1996

GAS DEPT. MONTHLY REPORT

<u>REC.</u>	<u>SUB</u>	<u>LOT</u>	<u>DATE COMPLETED</u>
03/20	ABINGDON	110A	05/01/96
03/20	ABINGDON	111A	05/01/96
03/07	ARBOR CLOS	115B	05/02/96
04/25	HILLCREST WOODS	32C	05/02/96
04/16	ABINGDON	136A	05/02/96
04/03	ARBOR CLOS	118B	05/10/96
04/03	OAKS @ LANIER	114B	05/14/96
03/22	OAKS @ LANIER	110B	05/14/96
03/22	OAKS @ LANIER	109B	05/14/96
04/03	OAKS @ LANIER	108B	05/14/96
04/25	DEER VALLEY	61E	05/15/96
02/13	DEER VALLEY	65A	05/15/96
02/13	EMERALD LAKES	25D	05/15/96
05/13	ROSEMOORE LAKE	46C	05/15/96
04/15	OAKS @ LANIER	111B	05/15/96
02/13	EMERALD LAKES	27D	05/17/96
02/13	SADDLE TREE	82A	05/17/96
02/13	DEER VALLEY	52E	05/20/96
04/25	ASCOT	1B	05/20/96
04/25	ASCOT	27A	05/20/96
02/23	ARBOR CLOS	204A	05/21/96
02/28	ARBOR CLOS	114B	05/22/96
04/03	OAKS @ LANIER	117B	05/22/96
03/22	OAKS @ LANIER	116B	05/22/96
03/22	OAKS @ LANIER	115B	05/22/96
05/23	1498 BUFORD HWY.		05/24/96
02/23	ASCOT	14A	05/30/96
04/15	OAKS @ LANIER	126B	05/30/96
04/15	OAKS @ LANIER	127B	05/30/96
05/06	5326 SETTLES BRG. RD		05/30/96
02/28	DEER VALLEY	68A	05/31/96
02/20	RICHLAND CREEK	4B	05/31/96
05/14	ROSEMORE LAKE	43C	05/31/96

Corrected 6-4-96

Sugar Hill Golf Club
Breakdown of Rounds
May 1996

Date	Deposit	Credit Card Sales	Res.	Non Res.	Res. Sr.	Non Res. Sr.	Res. Jr.	Golf Pass	Total
5/1	3869.68	1249.91	4	72	1	37	2	1	117
5/2	3869.62	809.61	34	57	3	22	1	5	122
5/3	5789.43	1959.73	13	122	1	0	0	8	144
5/4	7241.93	2854.93	6	139	0	0	0	0	145
5/5	6402.67	3293.65	8	118	0	0	0	9	135
5/6	1989.60	526.66	10	43	0	6	0	1	60
5/7	0.00	0.00	0	0	0	0	0	0	0
5/8	4825.21	2025.22	5	90	1	10	0	12	118
5/9	3099.34	971.96	27	50	1	13	0	9	100
5/10	4237.05	1531.89	10	99	0	0	0	10	119
5/11	6727.41	2147.98	39	105	0	0	0	3	147
5/12	4732.05	1594.37	7	86	0	0	0	2	95
5/13	3123.51	342.16	9	46	0	1	0	0	56
5/14	0.00	0.00	0	0	0	0	0	0	0
5/15	2804.14	784.35	5	61	1	21	0	0	88
5/16	4201.49	1292.98	18	72	0	23	0	5	118
5/17	4237.45	1381.54	10	98	0	0	0	8	116
5/18	7486.06	2972.86	4	147	0	0	0	2	153
5/19	6011.28	2911.32	11	119	0	0	0	0	130
5/20	0.00	0.00	0	0	0	0	0	0	0
5/21	3729.02	1272.23	5	62	3	33	2	6	111
5/22	3071.97	1049.55	2	63	0	0	0	13	78
5/23	3050.78	760.78	29	46	3	14	0	8	100
5/24	3973.10	1049.72	7	89	0	0	1	17	114
5/25	6317.92	2617.02	11	120	0	0	0	2	133
5/26	5355.36	1804.16	7	10	0	0	0	6	23
5/27	7957.06	3562.15	8	158	0	0	0	10	176
5/28	0.00	0.00	0	0	0	0	0	0	0
5/29	4241.20	1451.03	7	73	1	41	1	8	131
5/30	2420.87	468.61	22	32	0	19	0	3	76
5/31	3896.78	1217.75	14	84	0	3	0	25	126
Total	124661.98	43904.12	332	2261	15	243	7	173	3031
YTD	349249.16	115270.74	1109	6680	39	740	71	485	9124

DATE	DRAINAGE DEPARTMENT - MAY 1996
1st & 2nd	Completed grading, shaping and backfilling area at previous site of Bent Creek Liftstation. Seeded and hayed.
3rd	Ralph on vacation - Donna in inspections department.
4th & 5th	Week-end
6th	Worked at Golf Course as requested. Cut sidewalks at Club House.
	Checked drainage problem at 970 Garner Springs way. Checked
	drainage problem in Sycamore Summit.
7th	Repaired collapsed pipe on corner of White St. and Railroad Ave.
	Flushed pipe removed blockage. Completed attached ticket.
8th	Flushed out and opened clogged drain pipes running under drive-
	way - across yard and under adjoining yard and driveway at
	1073 anthony Dr. Also uncovered catch basin, cleaned out and
	supplied grate for catch basin. (Copy of ticket attached)
9th	Ralph worked at Golf Course as requested. Cut thru rock to help
	plumbing contractor work on water line at cart barn. Cleaned truck.
10th	Ralph on vacation - Donna in inspections department.
11th & 12th	Week-end.
13th	Checked drainage complaint at 1134 Roberts Dr. Pipe was stopped
	up at driveway. End of pipe were dug out and pipe was cleaned
	out. (Copy of ticket attached)
14th	Grouted storm drain pipe as it had eroded the ground under the
	pipe. Also placed rip-rap and dirt in eroded area to prevent
	further erosion and placed rip-rap at mouth of pipe as a splash
	guard. (Copy of ticket attached.) 970 Garner Springs Way.
	Met with Guy Abernathy (Ringo & Abernathy) and residents on

	South Roberts Dr. to discuss drainage problem.
15th	Flushed out storm drain pipes at Pass Ct. and Hessie Lane. Uncovered mouth of pipe at Hessie Lane and unclogged. Placed large stones at mouth of pipe on Hessie Lane to stop further erosion.
16th	Finished laying drain pipe at 1302 Hickory Hills Dr. (Copy of ticket attached) Back filled with dirt on creek bank at 1317 frontier Trail.
17th	Worked at creek bank on Hessie Lane and Pass Court. Hauled in dirt and rip-rap to stabilize banks.
8th & 19th	Week-end.
20th	Completed work at 1317 Frontier Trail at creek. Packed rip-rap into bank and back filled. (Copy of ticket attached.
21st	Uncovered and removed 18" storm drain pipe at the end of Frontier Way running to creek. Pipe was completely rusted out on the bottom.
22nd.	Picked up pipe for Frontier Way. Started laying pipe. Fixed flat on trailer. Hydraulic hose on backhoe split and had to be replaced.
23rd	Finish laying pipe at end of Frontier Way. Replaced approximately 40' of pipe, covered and dressed up area.
24th	Removed debris, junk, trees & etc. from portions of creek behind homes on Frontier Way. This help to lower water level in creek.
25th & 26th	Week-end
27th	Holiday
28th	Met with resident at 4585 Forest Green Dr. to discuss improving drainage system around property. Resident will be doing all the

[illegible]

008866

Complaint ☐Request ☒Memo ☐

TO: City of Sugar Hill

4988 West Broad Street, Sugar Hill, GA 30518

Telephone 945-6716

Attention

Donna Ralph

From

Mr. Echols

Mailing Address

1073 Anthony Dr.

Building Address

Phone #

SUBJECT:

Drainage

DATE:

5-8-96

MESSAGE

Fee

GAS TAP

GAS METER

SERIAL #

WATER TAP

WATER METER

SERIAL #

SEWER TAP

BACKFLOW PREVENTOR

NUMBER FEET GAS LINE RUN

TOTAL

Drainage pipes under
yard and driveways ~~top~~
closed - Also catch basin
is buried -

REPLY

Flushed out & opened closed drainage pipes under yards and
driveways - Also uncovered buried catch basin - clean out catch
basin & supplied grate -

DATE COMPLETED:

5-8-96

DATE

5-8-96

SIGNED



008977

Complaint ☐Request ☒Memo ☐

TO: City of Sugar Hill

4988 West Broad Street, Sugar Hill, GA 30518

Telephone 945-6716

Attention Danna/Ralph

From

Shirley Jones

Mailing Address

1134 Roberts Dr.

Building Address

Phone #

unlisted

SUBJECT:

Drainage

DATE:

5-7-96

MESSAGE

Fee

GAS TAP

GAS METER

SERIAL #

WATER TAP

WATER METER

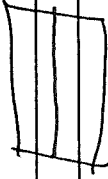
SERIAL #

SEWER TAP

BACKFLOW PREVENTOR

NUMBER FEET GAS LINE RUN

TOTAL

Drainage stopped-up at driveway

REPLY

Ends of pipe were dug out and pipe was flushed1134 b

DATE COMPLETED:

5-13-96

DATE

5-13-96

SIGNED

007535

Complaint ☐Request ☒Memo ☐

From

TO: City of Sugar Hill

4988 West Broad Street, Sugar Hill, GA 30518

Telephone 945-6716

Attention

STREET DEPT.

Mailing Address

Building Address 1302

Phone #

~~Hickory Hills Dr~~

SUBJECT:

Broken Curb

DATE:

3-20-96

	Fee	MESSAGE
GAS TAP		
GAS METER		
WATER TAP		
WATER METER		
SEWER TAP		
BACKFLOW PREVENTOR		
NUMBER FEET GAS LINE RUN		
TOTAL		

Curb Broken

Given to Whitham on
3-25-96

Per: W.G. Dadd Councilman

REPLY

A drain pipe was placed in the ground a opening in curb to catch storm water Run-off - After mobile home was placed on lot and sewer lateral was installed adjoining pipe was installed across property to allow stormwater to dump into creek.

DATE COMPLETED: 5-16-96

DATE

5-16-96

SIGNED

(Dino) Zinskie

007498

Complaint ☒Request ☐Memo ☐From Bill Sosebee

TO: City of Sugar Hill

4988 West Broad Street, Sugar Hill, GA 30518

Telephone 945-6716

Mailing Address 1317 Frontier Trail

Building Address _____

Attention DrainagePhone # 945-2903

SUBJECT:

Drainage/ Erosion Problem

DATE:

2/14/96

		Fee	MESSAGE
GAS TAP			Heavy rains washed in creek from the Street
GAS METER	SERIAL #		causing the banks of the creek to wash
WATER TAP			under yard needs a manhole for the water
WATER METER	SERIAL #		to run in. The City put a curb-like that
SEWER TAP			runs into creek that butts the bank causing
BACKFLOW PREVENTOR			the yard to wash underneath.
NUMBER FEET GAS LINE RUN			
TOTAL			

REPLY

3-4-96

Checked on 2-14-96 - Rebuilt fire wall - Filled in behind wall with rip-rap
 5-16-96 Back-filled with dirt; pack -

5-20-96 Packed with rip-rap and dirt - Completed

DATE COMPLETED:

5-20-96

DATE

5-20-96

SIGNED



008978

Complaint ☐ Request ☒ Memo ☐

TO: City of Sugar Hill

4988 West Broad Street, Sugar Hill, GA 30518

Telephone 945-6716

Attention Warren/Donna

From

Mailing Address

Building Address

Phone #

4442 4382 4402
 Jeff Fox / Geraldine Cates
 4442 4382 4402
 4442 White Oak Dr

SUBJECT:

DATE:

(Drainage/Erosion/Flooding) 5/7/96

MESSAGE

Fee

GAS TAP

GAS METER

SERIAL #

WATER TAP

WATER METER

SERIAL #

SEWER TAP

BACKFLOW PREVENTOR

NUMBER FEET GAS LINE RUN

TOTAL

Emergency - Wants this
 Problem Corrected

This is My Mayor Speaking

REPLY

Cleaned out & opened end of drain pipe to allow
 flow to reach catch basin - Homeowners are piling debris
 in ditchline causing drain to become blocked.

DATE COMPLETED: 5-7-96DATE 5-7-96

SIGNED

Donna Zink

007786

Complaint ☐ Request ☐ Memo ☐

TO: City of Sugar Hill

4988 West Broad Street, Sugar Hill, GA 30518

Telephone 945-6716

Attention DonnaFrom J.L. PeppersMailing Address 41968 Pine ST.

Building Address _____

Phone # _____

SUBJECT:

Drainage Ditch

DATE:

5-28-96

		Fee	MESSAGE
GAS TAP			
GAS METER	SERIAL #		Please fill in ditch
WATER TAP			per Warren.
WATER METER	SERIAL #		
SEWER TAP			3 rd Request
BACKFLOW PREVENTOR			
NUMBER FEET GAS LINE RUN			
TOTAL			

REPLY

Placed more rip-rap in ditch on 5-28-96 - Entire ditch will not be filled in as this would defeat the purpose of a drainage ditch

DATE COMPLETED: _____

DATE 5-28-96

SIGNED





May 13, 1996

Mr. Warren Nevad, City Manager
City of Sugar Hill
4988 West Broad Street
Sugar Hill, Georgia 30518

RE: Drainage Study

Dear Mr. Nevad,

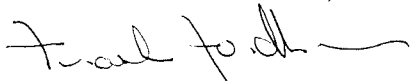
We are pleased to submit our findings relative to eight (8) areas within the City of Sugar Hill as identified as exhibiting drainage problems. Our submittal consists of three (3) copies of our report and associated illustrative drawings.

The drainage study includes a preliminary engineering evaluation for all eight areas. Pipes were sized and lengths set based on 100 scale mapping. Final designs will have to be based on field run topo.

Additional we have developed cost estimates for five of the designated areas. Please note that costs have not been developed for easements, including surveying, legal descriptions, lawyer's fees and acquisition fees.

If you have any questions or if we may be of any other service, please contact us.

Sincerely,
McNALLY & PATRICK, INC.


Frank Fordham, P.E.

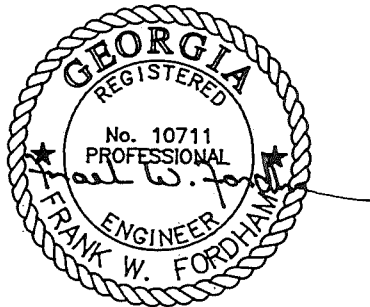
file#96011

DRAINAGE STUDY

FOR

THE CITY OF SUGAR HILL

GWINNETT COUNTY, GEORGIA



BY:

McNALLY & PATRICK, INC.

1505 HIGHWAY 29 SOUTH

LAWRENCEVILLE, GEORGIA 30245

May 13, 1996

OWEN CIRCLE

The parcel we were asked to concentrate on was parcel 7-257-52. The primary problem was identified as water flowing through the back yard and causing erosion problems (i.e. ditching, etc.). The secondary problem is runoff flowing on both sides of the house.

A preliminary evaluation shows that 19 acres drain through this property. Water from this site then flows through several additional parcels of land (with additional runoff) before reaching the creek separating White Oak Drive from Frontier Way. These additional properties are 7-258-88 (Robinson), 7-258-89 (Fox), and along the property of 7-258-106 (Butler).

The option of piping through the rear of 7-257-52 (Cooke) is available. Preliminary studies indicate 140' of 36 or 42 inch diameter pipe (pending final studies and design) along with appropriate head walls, rip/rap, etc. would be necessary to address a 10 year storm as required by the development regulations. Any pipe installed below this area should be of comparable size (or larger). Where subdivision pipes cross roadways, the development regulations require sizing for the 100 year storm.

A preliminary cost estimate is:

<u>ITEM</u>	<u>QUANT.</u>	<u>UNIT \$</u>	<u>PRICE \$</u>
Surveying	1 ea.	750.	750.
Engineering	lump	1500.	1,500.
42" dia. pipe	140'	33. / l.f.	4,620.
Conc. headwall w/ rip-rap	2 ea.	1,500. ea.	3,000.
Fence repair	1ea.	500.	500.
Grassing & Landscaping	1ea.	500.	500.
TOTAL			\$ 11,000

OWEN CIRCLE cont.

Concerning the problem of water flowing past the sides of the house. It appears that roadside ditches along Owen Circle have not been maintained and that the absence of these ditch lines in certain areas has allowed water to flow down both sides of 7-257-52 (Cooke). You should be aware, however, that the opening of these ditches may not solve the problem due to the driveway pipe sizes or the lack there of along Owens Circle and may in fact cause the problem to relocate further down Owens Circle.

Water could be piped down the north or south property lines of 7-257-52 (Cooke). A headwall could collect the water on the north side of the house and a pair of curb inlets on the south side. The runoff would then be transported in pipes past the house and into the backyard drainage.

A preliminary cost estimate is:

<u>ITEM</u>	<u>QUANT.</u>	<u>UNIT \$</u>	<u>PRICE \$</u>
Surveying	1 ea.	750.	750.
Engineering	lump	1500.	1,500.
18" dia. pipe	80'	13. / l.f.	1,040.
24" dia. pipe	180'	17. / l.f.	3,060.
Conc. headwall w/ rip-rap	2 ea.	650. ea.	1,300.
Street repair	1ea.	2500.	2,500.
Junction box	1ea.	650.	650.
Grassing & Landscaping	1ea.	500.	500.
TOTAL			\$11,300

Note : Properties are referred to by Gwinnett County Tax I.D. Numbers as shown on Gwinnett County tax maps.

SPRINGHILL PLANTATION

A drainage problem has been identified in the Springhill Plantation S/D. The owner of the property at 7-291-158 (Lot 21) on Old Spring Way has complained of eroding banks and fence distress on the adjacent detention pond. A large amount of water was also reported crossing the back yard.

A preliminary evaluation shows that 21 acres drain across this yard. This problem appears due to the existing swale being filled during the subdivision or lot construction. The ground was raised across the back yard of this lot with a 2:1 slope from the top of slope to pond bottom. The fill slope is eroding and displacing the fence.

It might be possible to stabilize the banks of detention pond to prevent further erosion. However, it appears that the best solution for the long term would be the installation of a 36" minimum pipe size at the approximate location of an existing 4" black plastic pipe that the owner has installed into the detention pond. If pipe is not laid at bottom of detention pond, grouted rip/rap from pipe to pipe to bottom of pond is necessary.

A preliminary cost estimate is:

<u>ITEM</u>	<u>QUANT.</u>	<u>UNIT \$</u>	<u>PRICE \$</u>
Surveying	1 ea.	750.	750.
Engineering	lump	1000.	1,000.
36" dia. pipe coated	140'	26. / l.f.	3,640.
Conc. headwall w/ rip-rap	2 ea.	1150. ea.	2,300.
Grassing & Landscaping	1ea.	500.	500.
TOTAL			\$ 8,200

Additional rip-rap as needed @ \$45/ton

Please be aware that properties are referred to by Gwinnett County tax I.D. Numbers as shown on Gwinnett County tax maps.

CREEK LANE & PASS COURT

A drainage problem has been identified at the corner of Creek Lane and Pass Court. The owner of lot 7-305-141 has complained that the creek in his back yard is larger since the installation of road curbs.

Preliminary indications show that the storm runoff formerly ran in roadside ditches along Pass Court and flowed into the creek along a small drain between 7-305-144 (Dalton) and 7-305-143 (Logan). The installation of curbs captured the water, conveyed and released it in basins located near the intersection of Creek Lane and Pass Court.

It appears that an additional 6 to 7 acres of drainage area has been routed to the basins installed at the intersection of Creek Lane and Pass Court. A preliminary solution is to put the runoff back into its original location.

To accomplish this would take approximately a 30" diameter pipe with a headwall located on lot 7-305-141 to capture the runoff. Approximately 140' of pipe would be required to transport the runoff to the existing swale. The addition of curb inlets would be prudent.

A preliminary cost estimate is:

<u>ITEM</u>	<u>QUANT.</u>	<u>UNIT \$</u>	<u>PRICE \$</u>
Surveying	1 ea.	750.	750.
Engineering	lump	1000.	1,000.
30" dia. coated pipe	140'	21. / l.f.	2,940.
Conc. headwall w/ rip-rap	2 ea.	850. ea.	1,700.
Street opencut	1ea.	2500.	2,500.
Grassing & Landscaping	1ea.	500.	500.
Catch basin	2 ea.	1250. ea.	2,500.
TOTAL			\$ 12,000

Note : Properties are referred to by Gwinnett County Tax I.D. Numbers as shown on Gwinnett County tax maps.

CREEK CROSSING AT FRONTIER DRIVE

A problem has been identified at the creek crossing on Frontier Drive between Frontier Way and White Oak Drive. The roadway shoulder has eroded to the edge of pavement and there does not appear to be enough room between the edge of pavement and the end of the existing pipes to adequately address this problem.

The solution would be to extend the existing (approximately 42") pipes by 10 feet and provide head wall and splash area. This would enable the construction of adequate shoulder area, however the construction of concrete flumes, to carry water flowing down Frontier Drive, across this area is advised to prevent a reoccurrence of this problem in the future.

Pipe end treatments could be addressed with cast in place headwall and splash pad, custom designed precast structures or by wrapping the pipe with grouted in place rip/rap and creating a splash area in the same manner.

A preliminary cost estimate is:

<u>ITEM</u>	<u>QUANT.</u>	<u>UNIT \$</u>	<u>PRICE \$</u>
Mobilization	1 ea.	1000.	1,000.
Conc. Flume	1 ea.	1000.	1,000.
42" dia. pipe coated	20'	50. / l.f.	1,000.
Conc. headwall w/ rip-rap	2 ea.	1500. ea.	3,000.
Miscellaneous	1ea.	1000.	1,000.
TOTAL			\$ 7,000

* The unit price of the 42" dia. pipe is higher than the same pipe on Owen Circle due to small quantity and working conditions.

** The construction estimate is very preliminary due to the nature of this project.

GOLDMINE DRIVE

A drainage problem has been identified in the Parkview North subdivision behind houses along Goldmine Drive. Property owners have complained about an increase flow of water flowing in creek area during rainfall events.

A preliminary evaluation indicates that in E. E. Robinson Park, additional paving, along with the installation of additional piping and ditching has occurred, contributing to additional flows in the problem areas. It also appears that the creek channel was altered during the development of Parkview North subdivision, and/or the construction of homes along Goldmine Drive, and that storm waters are now flowing at greater velocities than the relocated drainage channel can accommodate.

The option of ditching the channel behind the lots on Goldmine Drive is available, along with the option of piping the problem areas. Long term solution would be to provide detention in the park area to reduce flow behind houses on Goldmine Drive. The installation of detention ponds would help alleviate problems associated with undetained storm water flows, (erosion, scouring and flooding). Possible locations between soccer fields and parking lot and/or in the area where the existing pipe carrying storm water from the park crosses under Parkview Mine Drive.

A preliminary cost estimate is:

<u>ITEM</u>	<u>QUANT.</u>	<u>UNIT \$</u>	<u>PRICE \$</u>
Surveying	1 ea.	1500.	1,500.
Engineering	lump	3000.	3,000.
Detention Pond	2ea.	20,000	40,000.
TOTAL			\$ 44,500

FRONTIER WAY

During a visit to this site during an extreme rainfall event it was noted that storm water was ponding in the ditch line along the Northeastern side of Frontier Drive. This problem was caused by the water in the creek to the south of Frontier Drive rising to a high level and covering the discharge point of storm drain pipes carrying water from Frontier Way.

It appears that much of this development is in a low lying area and drainage will continue to be a problem. Clearing and maintaining ditch lines and driveway pipes will help alleviate some of the problems but in extreme rainfall events when the creek level rises above the invert of the outlet pipes ponding will once again occur with drain off times being determined by the receding of storm water within the creek.

FLUMES ON HICKORY HILLS DRIVE & CREEK LANE

Concrete block flumes have been constructed on both Hickory Hills Drive and Creek Lane in attempt to control storm water. Field evaluation shows a failure of these structures caused by both inadequate compaction and a lack of end treatment at the flume discharge.

If a City conducted field observation determines the location of these structures to be adequate for accomplishing the goal of the City in this situation, then perhaps a repair or replacement of existing flumes is all that is necessary.

In repair and/or replacement it is advised that poured in place concrete (a minimum of 4" at 3000 PSI) be used in lieu of concrete block, with the installation of proper end treatments at the discharge point (rip/rap, splash pads, energy dissipators, etc.) where needed.

DRIVEWAY ON LEVEL CREEK ROAD

A field evaluation showed two small drainage structures located near this problem area. Both structures had wire mesh grate areas that were blocked by debris (leaves, acorns, trash, etc.). Suggest maintenance to ensure that storm water can enter these structures during a rainfall event.

No studies have been done to determine if these structures are adequate, however if complaints have only occurred recently then perhaps these structures serve adequately when maintained.

POLL OFFICERS AND FUNDS

I, James McCalla, Election Superintendent, request that the following Poll Officers be appointed to conduct the Special Election to be held on Tuesday, July 9, 1996 from 7:00 A.M. to 7:00 P.M. in the Community Center at 4988 West Broad Street.

Manager: Edward M. Schoeck

Assistant

Managers: Marian Schoeck
Joe Appling

Absentee

Ballot Clerk: Shirley Gibbs

Other clerks as needed.

I also request that funds in the amount of Twenty-five Hundred Dollars (\$2,500) be appropriated for the Election.

NOTICE:
CITY OF SUGAR HILL COUNCIL MEETING CHANGE

NOTICE IS HEREBY GIVEN THAT THE MAYOR AND COUNCIL OF THE CITY OF SUGAR HILL WILL HOLD THE REGULAR MONTHLY MEETINGS OF JUNE AND JULY AT THE CITY OF SUGAR HILL GOLF COURSE CLUBHOUSE, 6094 SUWANEE DAM ROAD, SUGAR HILL, GEORGIA 30518.

THE JUNE MEETING WILL BE HELD ON MONDAY, JUNE 10, 1996 AT 7:00 P.M. IN THE THOMAS MORRIS BANQUET ROOM AT THE SUGAR HILL GOLF COURSE CLUBHOUSE.

THE JUNE 10, 1996 MEETING WILL CONVENE THIRTY (30) MINUTES EARLIER, AT 7:00 P.M., THAN THE NORMAL TIME, OF 7:30 P.M., DUE TO THE FACT THAT CANDIDATES RUNNING IN THE JULY 9, 1996 ELECTION WILL BE GIVEN THREE (3) MINUTES EACH TO ADDRESS COUNCIL AND THE CITIZENS OF SUGAR HILL.

THE JULY MEETING WILL BE HELD ON MONDAY, JULY 8, 1996 AT 7:30 P.M. IN THE THOMAS MORRIS BANQUET ROOM AT THE SUGAR HILL GOLF COURSE CLUBHOUSE.

ADDITIONAL INFORMATION ON THE LOCATION AND TIME OF THE MEETINGS MAY BE OBTAINED FROM THE OFFICE OF THE CITY CLERK AT 4988 WEST BROAD STREET, SUGAR HILL, GEORGIA 30518 OR BY CALLING 770-945-6716, MONDAY THRU FRIDAY, BETWEEN THE HOURS OF 8:00 A.M. TO 5:00 P.M.

D-TEL, Inc.
4977 Castlewood Dr.
Lilburn, Ga. 30247

To: **The City Council and Citizens of Sugar Hill**

From: Lou Camerio, D-TEL, Inc.

Handwritten:
D-TEL
4-20

D-Tel Inc. is building a house on Lot 11, A, The Springs Subd. Phase II. When completed the profit made on the sale of the home will be donated to **The Shepherd Center**, a non-profit hospital in Atlanta that specializes in treating patients with spinal cord injuries, MS, head injuries and other catastrophic, paralyzing injuries. Shepherd is a **model** hospital, and the metro area and entire southeast is fortunate to have such a facility.

What I am asking the City Council to do is waive the building permit fee and gas tap for lot 11-A, which amounts to \$595.00. This along with contributions from my sub-contractors and suppliers should make a substantial contribution to a very worthy cause.

Sincerely,



Louis T. Camerio, Jr., Pres.
D-TEL, Inc.

Rebuilding a life

"In the hospital, a lot of things go through your mind. I made a prayer that if I ever got out . . . I'd do something for the people at Shepherd."

■ **Lou Camerio**, a 49-year-old home-builder and developer in Gwinnett County, was paralyzed from the neck down in January 1993 in a freak tennis accident.

He spent 4½ months at the Shepherd Center, a nonprofit hospital in Atlanta. Today, Camerio is back on the job, walking, driving and amazing those who know how badly he was hurt. And he's anxious to give something back to the nonprofit hospital: He is donating all of the profits from the sale of a home under construction in Sugar Hill. Recently, he talked to free-lance writer Brad Andrews about his plans.

Q: Tell me about the accident. To what extent are you recovered?

A: I was running toward the back of the court to make an overhead lob when I tripped and hit the fence head-first. I hit it with all my weight, and ruptured [two] disks. . . . It felt like I'd been shot in the back with a .38. . . .

I am now 70 to 80 percent recovered. I can walk but not run. I still have a problem going down slopes. [Sometimes] my body feels like a pin cushion and my ankles feel like they are on fire, but when I'm busy working, I feel better because I don't dwell on it. . . .

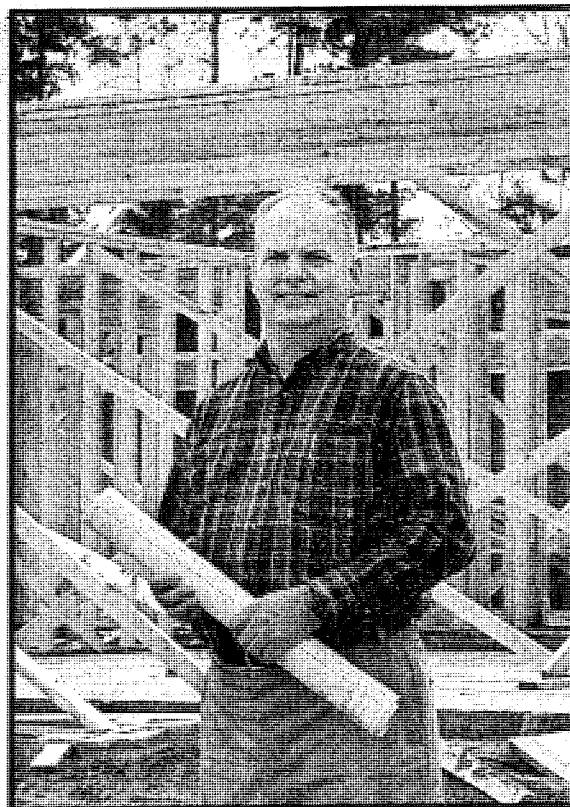
Q: How did you deal with the trauma of being paralyzed?

A: I cried a lot. Not knowing what lay ahead was the scariest part. The doctors would tell me one thing and a few weeks later they were saying something else. I knew if there was any way to walk out of the hospital, I was gonna do whatever it took. . . . When I first left the hospital, I started out with a full brace on one leg and half brace on the other and two crutches. . . . Now I walk without a cane. . . .

In the hospital, a lot of things go through your mind. I made a prayer that if I ever got out of there that I'd do something for the people at Shepherd. . . . One of my real estate agents, Kristin Joyner, brought up the idea [of donating the profits from a sale]. . . .

Q: How much will this house go for?

A: In the low [\$100,000s]. . . . This is a ranch home, all on one level. It'll have extra wide corridors and doorways. I'm trying to make my ranch homes [wheelchair-friendly], with doors opening wider and hallways wider. I always thought I was conscientious, but until you've been in one of those



LOUIE FAVORITE / Staff

Lou Camerio, a Gwinnett County builder, is selling a house to benefit the Shepherd Center, where he spent 4½ months recuperating from a spinal injury.

things, you don't have any idea what being conscientious is. . . .

Q: What have you gotten out of this experience that you pass on to others?

A: I had no idea that I had that many people that were concerned for me. For the first few weeks after it happened, the phone at the office rang all the time with people asking about me. I got a lot of support from the parishioners at St. John Neumann Catholic Church. . . .

I counsel patients whose level of recovery they expect to be similar to mine. And I get as much out of it as they do. Most of these injuries are permanent. They see that I'm walking, that I'm able to work and lead a normal life. It gives them encouragement.

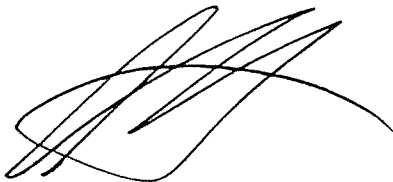
But I'm not one to toot my own horn. . . . I really want to give credit to Shepherd. . . . Doctors, nurses and recreational therapists all have input in your treatment. And it's that team effort that makes it such a good hospital.

Memorandum

DATE: June 3, 1996
TO: Mayor & Fellow Council Members
FROM: Councilmember Steven Bailey
RE: Board of Appeals Vacancies
CC: City Manager & City Clerk

Due to the two recent / pending resignations on this board, and in consideration that this Board has a scheduled meeting in June, it is imperative that we fill these vacancies in order to insure a quorum. Please have your nominees ready for the June 10th meeting, so that we may fill these seats and permit the Mayor to swear them in either that night or at some time prior to the Board's next meeting.

Thanking you in advance for your cooperation and considerations in this matter;

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

SEAMARK SCIENTIFIC CORPORATION

P. O. BOX 1325
3390 BUFORD DR. SUITE 8
BUFORD, GEORGIA 30519

PHONE 770-932-1300

FAX 770-932-1460

MAY 30, 1996

FAX#770-945-0281

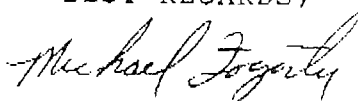
ATTENTION: MAYOR AND CITY COUNCIL

REF. LETTER OF RESIGNATION FROM BOARD OF APPEALS.

PLEASE ACCEPT THIS WRITTEN CONFIRMATION OF MY MAY 1, 1996
RESIGNATION FROM THE BOARD OF APPEALS.

THANKS FOR YOUR SUPPORT.

BEST REGARDS,



MICHAEL FOGARTY

Bill Payley 4-0
Steve Bishop 4-0

Betty

Planning Commission Meeting
Monday May 20, 1996
7:30 p.m.

A G E N D A

Meeting Called to order.
Pledge to the flag.

Reading and approval of April 15, 1996 minutes.

Rezoning Public Hearing

A PORTION OF
PUBLIC HEARING - RZ-96-002 - REZONING MAP# 7-253-013
Multipurpose Management Inc. is requesting to Rezone 1.687
acres off Peachtree Industrial Boulevard from HM-1 to BG.

Boardmembers Comments

Citizens Comments

Adjournment

ADMINISTRATIVE RECOMMENDATION FORM

TO: Planning & Zoning Board Members
FROM: Warren Nevad - City Manager *W. Nevad*
RE: ADMINISTRATIVE RECOMMENDATION FOR RZ-96-002
DATE: May 13, 1996

REZONE FROM HM1 TO BG.

This rezoning will benefit the City of Sugar Hill by providing our residents with a one-stop neighborhood auto service center. This project will provide our residents with a full range of automotive repair and maintenance services. Further, this project would enhance our economic development and land use goals stipulated in our Comprehensive Plan.

The rezoning of 1.687 acres from HM-1 to BG will establish a clean organized business which will enhance both neighbor's properties and the city.

STAFF RECOMMENDATION: APPROVAL

PLANNING AND ZONING BOARD
MEETING
MONDAY, APRIL 15, 1996 - 7:30 P.M.

UNOFFICIAL

The P & Z Board met on Monday, April 15, 1996 at 7:30 P.M. to review a rezoning request.

Those present were: Chairman Jay Asgari, Board Members Granville Betts, Rose Payne and Larry Newberry, Development Director Ken Crowe, City Clerk/Finance Director Betty B. Garbutt, Council Member Tim Pugh, Citizens and guests. Board Member Bob Parris was absent.

Chairman Asgari called the meeting to order and led in the Pledge to the Flag.

Member Rose Payne made a motion to approve the December 18, 1995 minutes, seconded by Member Granville Betts and approved unanimously by those present.

The election of a Chairman and Vice-Chairman was tabled.

REZONING PUBLIC HEARING:

PUBLIC HEARING-RZ-96-001-REZONING MAP #: PORTIONS OF 7-320-003 AND 7-320-026:

Vari-Best Homes, Inc. is requesting to rezone 6.2 acres off Cumming Highway from RS-150 to OI.

Director Crowe gave the details of the rezoning request by Vari-Best Homes, Inc. The group requesting the rezoning owns the property to the East and South. OI is required for public and semi-public recreation areas. This request is being made to construct a Tennis Center.

Director Crowe stated that the developer is requesting a height of 44 feet and OI zones have a maximum height of 35 feet. This can be granted by the Mayor and Council if they choose to do so on the recommendation of the P & Z Board. The request for the 44 feet height is for the building to house the indoor tennis courts.

Jeff Herman introduced the Tennis Pro, Jeff Doulachek, who will be working at the facility. He stated that they have had a number of persons requesting that they build a nice tennis facility. They feel it will be a benefit to the City of Sugar Hill. He thinks it will be a center that the City of Sugar Hill will be proud of.

Chairman Asgari asked the Board Members for their comments on this rezoning:

Member Rose Payne expressed appreciation to Mr. Herman for planning to construct this facility in Sugar Hill. She stated that she and her family are delighted to have the prospect of a nice tennis facility because they enjoy the game of tennis. She questioned Mr. Herman on several different issues, as indoor

courts, length of time before they begin construction, the size of the facility and will other courts and amenities be added.

Member Granville Betts questions them on the area, on the placement of the detention pond and also on the buffer zone.

There was discussion on the right-of-way and what the plans are for the widening of the road. No one was sure what DOT has in mind for the road. Director Crowe stated that DOT will have to address the driveway cut and other issues concerning the lanes into the driveway.

Mrs. Holly Cantrell questioned the proximity of her property to the facility. Mr. Herman told her that there would be approximately 20 acres between her property and the proposed facility. She viewed the site plan map with Mr. Herman and Chairman Asgari. She stated that she feels this will be wonderful and be an asset to the community.

There was much discussion by the board members Mrs. Payne, Mr. Betts, Mr. Newberry, Chairman Asgari, Mr. Herman, the architect, Director Crowe and those present on all the issues.

Member Betts and Director Crowe both stated they feel that the property should have it's own detention pond. The developer and architect stated that they have had more success with larger detention ponds and feel that they plan to construct a detention pond which will serve the entire area. They are planning to do everything at one time.

Director Crowe stated that the maintenance of a detention pond is the responsibility of the property owners. The maintenance of the pond can be assessed to all property owners if that is done during the time of the selling or purchase of the property. Mr. Herman stated that the maintenance can be tied to the owners of the property as members of a mandatory homeowners association. The property can be incumbered in such a way that the property owners will be financially responsible to participate in the maintenance cost.

This was discussed at length by all those present. Director Crowe stated that this can be done through deed restrictions, but it should be worked out before the construction begins, which should not begin before September. He feels the detention pond is more of a development issue than a zoning issue. After more discussion Director Crowe and Member Betts stated they feel that the larger detention pond can be made to work.

The developers will draft plans for this detention pond before the Council Meeting so it can be viewed by the Board. The Board Members reviewed the placement of the proposed detention pond, on the map, and seemed satisfied that the larger detention pond would be capable of serving the area.

Chairman Asgari stated to Mr. Herman that the board is aware of the quality of development done by them and that this should be an asset to the area and that the questions are being asked to be sure that everyone is in agreement that the plans for this construction is for a nice recreational facility.

Member Rose Payne made a motion to approve the request for rezoning of 6.2 acres of 7-320-003 and 7-320-026 from RS150 to OI and that a condition of the rezoning be that the height of the building for indoor courts be 44 feet high and should there be failure to have this tennis center, for whatever reason, that Mr. Herman notify the zoning board, so that the zoning could be returned to RS150 so that no one could take advantage of the property in a negative way. Member Larry Newberry seconded the motion which passed with Chairman Asgari, Members Newberry and Payne voting for and Member Betts abstaining without stating his reason for the abstention.

There was nothing else to come before the board and the meeting adjourned at 8:35 P.M. on a motion by Member Granville Betts and unanimously approved by those present.

CITY OF SUGAR HILL

ITEM COUNT FOR FEE CALCULATION

PAGE 1

PERMIT : 9600976

TYPE: RZ - REZONING APPLICATION

MASTER PERMIT: NOT FOUND

PROJECT: 96 HT

ADDRESS: LL 7-253 PEACHTREE INDUSTRIAL BLVD.

OWNER NAME: ROBERT MENZIES

CONTRACTOR: ROBERT MENZIES MULTIPURPOSE MGMT.

FEE DUE FROM: ROBERT MENZIES MULTIPURPOSE MGMT.

CODE CNT

DESCRIPTION OF ITEMS SELECTED	QUANTITY	AMOUNT
LL REZONINGS RC#113	1.00	350.00
SUBTOTAL OF ITEM AMOUNTS		350.00

*Pd. check
9870*

PAID
APR 26 1996
CITY OF SUGAR HILL

REZONING APPLICATION

AN APPLICATION TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF SUGAR HILL, GEORGIA.

APPLICANT INFORMATION	OWNER INFORMATION
NAME: <u>Robert Menzies, Multipurpose Mgmt</u>	NAME: _____
ADDRESS: <u>30 Algonquian Drive</u> Inc.	ADDRESS: _____
CITY: <u>Chatham</u>	CITY: _____
STATE: <u>Ontario</u> ZIP: <u>N7M5Y2</u>	STATE: _____ ZIP: _____
PHONE: <u>519-351-3731</u>	PHONE: _____
CONTACT PERSON: <u>Mike McGraw</u>	
PHONE: <u>770-923-0122</u> FAX: _____	

* Include any person having a property interest and any person having a financial interest in any business entity having property interest (use additional sheets if necessary).

APPLICANT IS THE:		
<input type="checkbox"/> OWNER'S AGENT	<input type="checkbox"/> PROPERTY OWNER	<input checked="" type="checkbox"/> CONTRACT PURCHASER
PRESENT ZONING DISTRICT(S): <u>HM-1</u>		REQUESTED ZONING DISTRICT: <u>BG</u>
LAND DISTRICT(S): <u>7th</u>	LAND LOT(S): <u>253</u>	ACREAGE: <u>1.687</u>
ADDRESS OF PROPERTY: _____		
PROPOSED DEVELOPMENT: _____		

RESIDENTIAL DEVELOPMENT:	NON-RESIDENTIAL DEVELOPMENT:
NO. OF LOTS/DWELLING UNITS: _____	NO. OF BUILDING/LOTS <u>1</u>
DWELLING UNIT SIZE (sq. ft.) _____	TOTAL GROSS SQUARE FEET <u>4500</u>
GROSS DENSITY _____	DENSITY _____
NET DENSITY _____	

LETTER OF INTENT

PLEASE ATTACH A LETTER OF INTENT EXPLAINING WHAT IS PROPOSED.

R2-96-002

REZONING APPLICANT'S RESPONSE

STANDARDS GOVERNING THE EXERCISE OF THE ZONING POWER

Please respond to the following standards in the space provided or use and attachment as necessary:

A. Whether a proposed rezoning (or Special Exception) will permit a use that is suitable in view of the use and development of adjacent and nearby property:

Building and business will be as compatable - suitable as all listed under business general

B. Whether a proposed rezoning (or Special Exception) will adversely affect the existing use or usability of adjacent or nearby property:

No adverse affect can be determined

C. Whether the property to be affected by a proposed rezoning (or Special Exception) has reasonable economic use as currently zoned:

Reasonable value 'Yes' but not as good as requested

D. Whether the proposed rezoning (or Special Exception) will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools:

None greater than the taxes generated

E. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the proposed rezoning.

Growth of adjacent properties has and will continue to increase demand for requested zoning

PLANNING AND DEVELOPMENT DEPARTMENT USE ONLY

CASE NUMBER

R2-96-002

RECEIVED BY

H. Landers

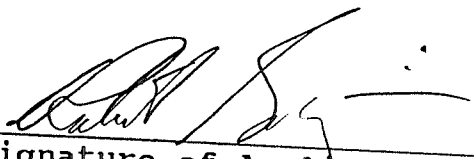
DATE RECEIVED

4-28-96

ATTACHMENT 5A
PAGE 2

REZONING APPLICANT'S CERTIFICATION

The undersigned below is authorized to make this application.
The undersigned is aware that no application or reapplication
affecting the same land shall be acted upon within 12 months from
the date of last action by the Mayor and Council.

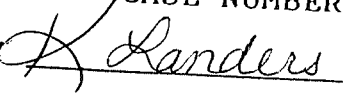
 4/22/96
Signature of Applicant Date

ROBERT MENZIES, PRESIDENT, MULTIPURPOSE MGMT, INC.
Typed or Print Name and Title

Pamelia M. Morgan 4/22/96
Signature of Notary Public Date

NOTARY SEAL

PLANNING AND DEVELOPMENT DEPARTMENT USE ONLY

RECEIVED BY  CASE NUMBER RZ-96-002
DATE RECEIVED 4-28-96

Multi-Purpose Management, Inc.

30 ALGONQUIAN DRIVE • CHATHAM, ONTARIO • N7M 5Y2 • 519-351-3731 • FAX: SAME, PLEASE CALL FIRST

April 18, 1996

The Planning & Development Department
The City of Sugar Hill
4988 West Broad Street
Sugar Hill, Ga. 30518

Letter of Intent

Dear Sirs,

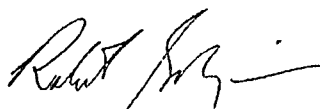
The purpose of this letter is to detail the proposed use of the site described in this application. Car Care America is a one-stop neighbourhood auto service center that can be relied upon for a full range of automotive repair and maintenance services. Our mission statement which is one of the foundations of our business reads as follows:

Car Care America will provide a level of Customer Service, Quality of Work, Honesty and Employee Commitment deemed outstanding by our customers. We will treat our staff with respect, while giving them an opportunity to grow in the business. We will strive continuously to be the store of choice in the areas in which we operate.

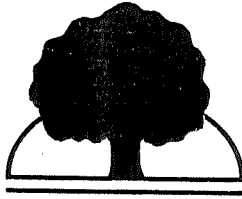
- The tract in question is 1.687 acres in size
- It is proposed to build a 4500 square foot building housing 10 bays and a large customer service area.
- The density will thus be 2667 square feet per acre.
- There will be a minimum of 25 parking spaces or the number required for permitting which ever is more.
- The building will not exceed 20 feet in height.
- The zoning classification requested is BG.

It is our intention to establish a clean, organized business which will enhance both our neighbour's properties and the City of Sugar Hill.

Sincerely,



Robert W. Menzies
President



CITY OF SUGAR HILL

4988 WEST BROAD ST. SUGAR HILL, GEORGIA 30518
(404) 945-6716

ADJOINING PROPERTY OWNER(S) OF RECORD NOTIFICATION

TO: To Whom it May Concern
FROM: Kim Landers - Administrative Assistant
RE: PROPOSED REZONING
CASE # RZ-96-002
DATE: April 29, 1996

You are hereby informed that the attached Notice for Proposed Rezoning is contiguous to your property.

A public hearing will be held at the Sugar Hill City Hall on **Monday, May 20, 1996** at 7:30 p.m. in the Community Center.

If you should have an interest in this petition, please plan to attend this meeting.

Thank you.

LEGAL DESCRIPTION

All that tract or parcel of land lying and being in Land Lot 253 of the 7th District within the city limits of Sugar Hill, Gwinnett County, Georgia and being a portion of Tracts 13 and 14 of the Mrs. Mason Lowance property more particularly described as follows:

To find the True Point of Beginning commence at a point on the centerline of Peachtree Industrial Boulevard as currently located, being 68 feet northwest of the southeastern 200' R/W of said roadway and 1901.8' northeasterly along said centerline from its intersection with the centerline of Trench Road; thence S31°18'00"E 72.72' to an iron pin set on the southeastern 200' R/W of Peachtree Industrial Boulevard at the Point Of Beginning; thence N37°58'59"E 90.90' along said R/W to an iron pin set; thence leaving said R/W S31°18'00"E 699.71' to an iron pin set; thence S37°59'04"W 90.88' along the common line of Tracts 13 and 17D of the Mrs. Mason Lowance Property to an iron pin set on the common line of Tracts 14 and 17E; thence N31°18'00"W 699.65' to the iron pin set on the southeastern 200' R/W of Peachtree Industrial Boulevard at the Point of Beginning.

The above described tract contains 1.3653 acres and is bounded on the northeast, the southeast and southwest by properties now or formerly owned by Mason I. Lowance, Jr. et al and on the northwest by the southeastern 200' R/W of Peachtree Industrial Boulevard. Said tract is as shown on plat of survey for Car Care America by Norton & Associates Land Surveying dated April 22, 1996, and revised on April 25, 1996.

UNOFFICIAL

PLANNING COMMISSION MEETING
MONDAY, MAY 20, 1996 - 7:30 P.M.

The Planning Commission met on Monday, May 20, 1996 at 7:30 P.M. to review rezoning request # RZ-96-002.

Those present were: Chairman Jay Asgari, Board Members Larry Newberry, and Rose Payne, Administrative Assistant Kim Landers, City Manager Warren Nevad, and applicant Mike McGraw. Board Member Bob Parris and Granville Betts was absent.

Chairman Asgari called the meeting to order and led in the Pledge to the Flag.

Member Rose Payne made a motion to approve the April 15, 1996 minutes, seconded by Member Larry Newberry and approved unanimously by those present.

REZONING PUBLIC HEARING:

PUBLIC HEARING

RZ-96-002 - MAP # A portion of 7-253-013

Multipurpose Management Inc. is requesting to rezone 1.687 acres off Peachtree Industrial Boulevard from HM-1 to BG.

City Manager Nevad gave the details of the rezoning request. This rezoning will benefit the City of Sugar Hill by providing our residents with a one-stop neighborhood auto service center. This project will provide our residents with a full range of automotive repair and maintenance services. Further, this project will enhance our economic development and land use goals stipulated in our Comprehensive Plan. The rezoning of 1.687 acres from HM-1 to BG will establish a clean organized business which will enhance both neighbor's properties and the city. Staff recommendation is for approval.

Mr. McGraw briefed the boardmembers on his applicant's background and their intention for establishing a business of this nature in the Sugar Hill area.

Member Rose Payne made a recommendation to the Mayor and Council to approve Rezoning Request: RZ-96-002 (7-253-013) 1.687 acres off of Peachtree Industrial Boulevard from HM-1 to BG, seconded by Member Larry Newberry and approved unanimously by those who were present.

BOARDMEMBERS COMMENTS:

Member Rose Payne stated that she would like to address a few issues before the board for discussion.

- Staff's Administrative Checklist for Rezonings.

Add a section so that staff will remember to check rezoning cases with proposed developments to determine if they fall under the thresholds for developments of Regional Impact. This would remind staff to inform ARC at the time the application is submitted.

UNOFFICIAL

PLANNING COMMISSION MEETING
MONDAY, MAY 20, 1996 - 7:30 P.M.
PAGE 2

- Buffer Requirements

Investigate neighboring cities (Duluth, Suwanee, Buford, and Gwinnett County) buffer requirements for HM-2 property abutting residential property with the possibility of raising our minimum buffer requirement for this zoning classification.

- Zoning Definitions

Contiguous not in zoning definitions, look into being more specific when defining buffer. City Manager Nevad stated that he would have Attorney Lee Thompson look at our zoning definitions to see if we are using the most up to date definitions and if our clarifications are compatible with our zoning ordinance.

Member Larry Newberry asked that staff send him a blue line copy of the Zoning Ordinance.

ADJOURNMENT:

Member Larry Newberry made a motion to adjourn the meeting, seconded by Member Rose Payne and approved unanimously by those present.

Meeting adjourned 8:05 p.m.

O R D I N A N C E

RZ-96-002

The Council of the City of Sugar Hill, Georgia hereby ordains:

That "The Zoning Ordinance of the City of Sugar Hill" is hereby amended by amending the official zoning map adopted by that ordinance to classify the area described on Exhibit A which is attached hereto and incorporated herein by reference as Office Institutional District (BG) on said official zoning map.

IT IS SO ORDAINED, this _____ day of _____, 1996.

Mayor

Council Member

Council Member

Council Member

Council Member

Council Member

ATTACHMENT "A"

All that tract or parcel of land lying and being in Land Lot 253 of the 7th District, within the city limits of Sugar Hill, Gwinnett County, Georgia and being a portion of Tracts 13 and 14 of the Mrs. Mason Lowance property more particularly described as follows:

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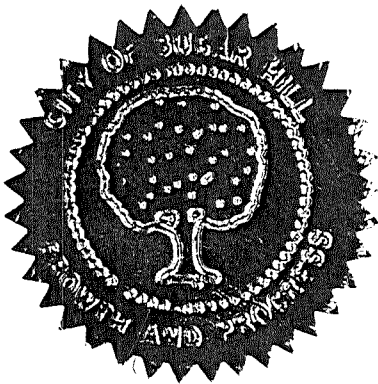
O R D I N A N C E

RZ-96-002

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IT IS SO ORDAINED, this _____ day of _____, 1996.



Mayor

Council Member

Council Member

Council Member

Council Member

Council Member

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CLERK'S REPORT
JUNE 1996

The Clerk's Office is running smoothly. Shirley Gibbs is continuing to cross train the front office and most everyone is adapting to the changes. There is always some opposition to change but as a whole the changes are being accepted.

We continue to receive some occupational taxes and we also continue to receive a few delinquent tax payments.

The International Institute of Municipal Clerks program was very good. Thank you for affording me the opportunity to participate in this training. I attended the following classes or seminars.

- * Revisiting the Personnel Manual: Assembling a Modern Manual that's Legally Defensible and Employee-Oriented.
- * I'm Their Leader...Which Way Did They Go?
- * Working With The Media.
- * A Global View of Budgeting and Some Practical Applications for Local Government.
- * Business Writing for Today's Managers.
- * How To Be a Proficient Parliamentarian.

Materials are being shared with appropriate personnel from all the seminars and workshops.

I am in the process of confirming all the reservations and attendance for the GMA Convention in Savannah. I will be preparing all your paperwork and will get it to you the week of June 24th. You should have received a packet from GMA and if you have not, please let me know so I can call and get your packet to you. I plan to check everyone in so all you will have to do is pick up your key when you arrive. If there are any changes to your plans, please let me know.

**REPORT ON IIMC
ANNUAL CONFERENCE
ALBUQUERQUE, NEW MEXICO
MAY 19-24, 1996**

All the Officers from the Georgia Municipal Clerk's and Finance Officers Association, President Joe Smith of Rome, Vice-President Dyane Reese of Savannah, Secretary Darlene Plunkett of Thomson and me, Treasurer Betty B. Garbutt of Sugar Hill, attended the IIMC Conference along with thirty (30) others from Georgia. There were over 1,500 Clerks, treasurers, and other municipal and town officials from all over the world.

The Theme of the Conference was: "FROM ANCIENT ROOTS SPRINGS TECHNOLOGY." It was a very well planned conference with education and training foremost in the plans. It was also the 50th Anniversary of IIMC Conferences, which made it a more special event for the members of IIMC.

We were very busy, arising at 5:30 A.M. each morning to have breakfast and be ready for the classes by 8:30 A.M. Most of the classes continued all day, with breaks for lunch and ending at 5:00 P.M.

Late Sunday afternoon we toured some of the desert and mountain area around Albuquerque. This was very beautiful and showed how dry the area is after not having rain for over three months.

On Monday Morning after the Opening Ceremonies, which were very impressive, we attended an IIMC Region Three Meeting for the states of Alabama, Florida, Georgia, North and South Carolina. Plans for the 1996-97 Region Three year were discussed. Region Three IIMC Meeting will be in Huntsville, Alabama in January of 1997.

On Monday Night we attended a Reception for Olivia Parks Wood, Clerk of Atlanta, who was elected as a Director for IIMC Region Three. This was hosted by Georgia Cooperations and Georgia Clerks for Olivia.

On Tuesday Night we attended a reception hosted by the Clerks from Buffalo, New York, where the 1997 IIMC Conference will be held. After the reception the Georgia Clerks met to have dinner together. This was the only time that we all had to be together, since we were busy attending different sessions and seminars.

There were 67 classes or seminars offered, and I would have loved to have attended more of them, but time would not permit.

Following is a synopsis of the classes or seminars which I attended: All of the classes or seminars were full with most of them having an overflow. Course materials will be shared with fellow employees. Some materials have to be ordered.

*** REVISITING THE PERSONNEL MANUAL: ASSEMBLING A MODERN MANUAL THAT'S LEGALLY DEFENSIBLE AND EMPLOYEE-ORIENTED.**

This course was taught by T. Zane Reeves, Ph.D., Professor of Public Administration, University of New Mexico.

This hands-on Academy workshop clarified the purpose of a personnel manual. He taught how to avoid implied employment contracts, identify the 10 common traps in discipline and grievance issues, learn the differences between employee rights and privileges, and avoid careless language. He also gave what should not be included in a manual, and how to develop and maintain an up-to-date personnel manual.

He is going over the City of Sugar Hill Personnel Manual to show us what is right or wrong in it.

I will review the changes with Ruth Switzer when the manual is returned.

*** I'M THEIR LEADER, WHICH WAY DID THEY GO?**

This was taught by Roy E. Moody, M.Ed., President, Roy Moody and Associates.

This seminar gave ideas and strategies that bring out the best in people in changing times. It specifically focused on contributions that excellent leadership can make to the success of individuals, groups and organizations. It forecasts trends in leadership, and gave suggestions of actions which can be taken at every level of organization. It was about identifying and developing leadership qualities, putting purpose and commitment into action, and creating a community of achievers.

I have given Warren and the department heads copies of the course materials for their benefit.

*** WORKING WITH THE MEDIA.**

This was taught by Joyce Winston, President, Success Strategies Group.

This session taught knowing what to say, how to say it and when to say it. These are the keys to positioning your municipalities effectiveness with the media and helped to show how to more effectively communicate with the media and your community.

This material has also been copied to Warren.

*** A GLOBAL VIEW OF BUDGETING AND SOME PRACTICAL APPLICATIONS FOR LOCAL GOVERNMENT.**

This was taught by Timothy F. Ernster, Deputy City Manager, of Glendale, Arizona.

This day-long session provided an historical overview of budgeting, and gave some strategies for more effective budgeting. It was a comprehensive seminar on budgeting.

I will be reviewing this material with Kelley.

*** BUSINESS WRITING FOR TODAY'S LEADERS.**

This was taught by Brenda J. Griffin, Senior Training Consultant from Kentucky State University.

With more word processing, this seminar showed leaders how to erase the mental tapes of rules learned in high school about

writing. The "taboos" were exposed and updating business writing style and strategy and learning short-cuts to producing clearer letters and memos was discussed.

I will review this material with Shirley Gibbs to assist her in Customer Service communication.

*** HOW TO BE A PROFICIENT PARLIAMENTARIAN.**

This was a panel of two (2) City Clerks, Margery A. Price of Kennewick, Washington, Connie M. Deford of Bay City, Minnesota, and Carrie-Mae Blount, First Vice President of the National Association of Parliamentarians.

They gave the rules for becoming registered parliamentarians and also gave some of the correct ways to make motions, when and what is needed to conduct an effective meeting so that all the Roberts Rules of Order are followed.

I will copy this material for our City Attorney and the Council.

On Wednesday, from 1:00 P.M. to 5:00 P.M., we were taken by bus to Old Town, Albuquerque, New Mexico where we spent time seeing how the indians worked to make a living, and also toured an historical Catholic Church and their museum which is being restored.

At 5:30 P.M. we were taken by bus to the Albuquerque Fair Grounds to the All-Conference Event, where we were served native New Mexico cuisine and entertained by Aztec and Mariachi Dancers. There was also a fireworks display. We were bused back to the hotels at 8:30 P.M.

I am deeply grateful to the Georgia Clerks for seeing that I was well attended after I fractured my foot. Those who were so helpful were Libby Duke of Bowdon, Faye Martin of Dalton, Shelia Hill of Marietta, Evelyn Craig of McDonough, Betty Cookman of Senoia, and Karen des Islets of Decatur. I had to cut my stay a day short and I am also grateful to Delta for flying me home by First Class without charging extra, so that I could prop my foot up for the three hour flight. They were also very helpful getting me from the vehicle in Albuquerque to the plane and also getting me from the plane to the parking lot in Atlanta.

It was reiterated to me, in many ways, just how nice people are the world over as we met with the clerks from all over the world, who are doing the same job that we are doing, maybe in a more efficient way which we can learn and also which we can teach if we are doing things more efficiently. Networking is an important part of any organization.

With everything you do and everywhere you go, there is some danger. We had one clerk, from Pennsylvania, who was shot in an armed robbery and one of our Georgia Clerks, Rudolph Smith from Alapaha, was robbed and lost all money and personal items, while he was in the hotel gym. I guess I am fortunate that I only had a stress fracture from walking from the hotel to classes each day.

MEMORANDUM 96-26:

TO: Mayor/City Council

FROM: Warren P. Nevad 

RE: **JUNE 10, 1996 CITY MANAGER REPORT**

DATE: June 3, 1996

1. EMPLOYEES:

Ruth Switzer successfully completed an intermediate accounting course. Betty Garbutt completed training in personnel management, budgeting and customer service. Margie Wilson participated in an administrative skills technical course. We are proud of our employees in their quests for continuing education.

Jeff Hefner and Emmitt King will be celebrating 5 years of service to the City of Sugar Hill.

We have hired several new employees for our gas department and city park. Each candidate was thoroughly interviewed by their supervisor and city manager.

2. CONSENT ORDER

Piedmont Olsen Hensley has encountered excessive rock from drilling wells in order to meet the consent order. Also, pursuant to the E.P.D., five (5) additional wells were surveyed. The additional cost to meet the E.P.D. requirement will be \$24,000. The E.P.D. should make its determination very shortly.

3. PLANNING/ZONING:

An automotive care center will be constructed along Peachtree Industrial Blvd. next to Colonial Lighting. This property was approved for rezoning at the May 20th Planning and Zoning Meeting. This center would provide oil changing and tune up services.

Brickton Development has inquired about rezoning their property along Hwy. 20 from light industrial to general business. Perhaps this would facilitate needed commercial development for our community.

We have issued a development permit for the paving plant. We plan to request that the County handle the plan review and subsequent building permit related activities concerning this project.

The Board of Appeals approved a request to reduce the 75 ft. buffer requirement to 25 ft. for the proposed new day care center on Level Creek Rd. This project would include a 6 ft. wooden fence around the playground area.

Staff will be soliciting proposals to codify and amend our zoning and development regulations. Some portions of our code are ambiguous and needs refinement. During our recent transitory period in the Planning/Zoning Department, Kim Landers, Tony Bauman and Joe Appling have been very professional and helpful.

4. BUDGET/FINANCE:

Betty and I will be developing 1997 budget policy objectives next month. Our objectives will be to continue to upgrade our gas system, drainage needs and street maintenance.

The County has allocated \$59,000 to pave city roads. We desire to pave Church Street and Hickory Hills Circle.

5. GAS DEPARTMENT

Mayor Webster and I will be attending the annual Transco gas meeting this week. Billy Hutchins and Scott Payne are coordinating the gas expansion projects for Colonial Lighting and Aamco Paving. Shortly, we will be looping gas lines in the Ascot and Emerald Lakes Subdivisions.

During the June Council Meeting, we will request approval of a new contract with the Municipal Gas Authority. Since late last year, the Authority has developed a project for providing gas supplies to municipal agencies outside Georgia. The Gas Authority, backed by participating members, will finance firm, long-term gas supplies, delivering gas to the outside agencies. The City could realize an annual return of \$30,000 to \$60,000. Many cities plan to participate including the City of Buford. We have enclosed more information in your packets.

Since January, we have installed nearly 160 new services and we anticipate another 150 new services by year end. Shirley Gibbs has informed me that we have 3,992 customers.

6. E.E. ROBINSON PARK:

The Recreation Board held a meeting on May 30th. The Board has \$17,000 in savings and an operating balance of \$25,000. We adopted new procedures relating to expenditure controls.

Please call me should you have any questions - Best Wishes for a productive meeting.

WPN:bms

Project to Supply Out-of-State Agencies

by Arthur Corbin, President and General Manager

Since late last year, the Gas Authority has been developing a project for providing gas supplies to municipal agencies outside the State of Georgia. The Gas Authority, backed by participating members, will finance firm, long-term gas supplies, delivering gas at very competitive prices to the agencies. The economic returns from the arrangements will accrue to those members participating in the project (participation is optional).

The Gas Authority has already come to terms with one agency, the Tennessee Natural Gas Acquisition Corporation (TNGAC). A five-year supply arrangement will begin September 1, 1996, as long as an adequate number of our members participate in the project. TNGAC was established this year by the Cities of Clarksville and Springfield, Tennessee.

Under the supply arrangement, the Gas Authority will deliver up to 20,050 MMBtu per day into Tennessee Gas Pipeline for TNGAC's account. To acquire the long-term supply of firm gas for TNGAC, a combination of the contract with TNGAC and supplemental contracts with our participating members will be used as security to issue bonds. TNGAC will have the option of renewing the five-year arrangement

for an additional term equal to the remaining term of the Gas Authority's supply arrangements underlying the service.

The supplemental contract between the Gas Authority and the participating members will be similar to our supplemental contracts for the portfolio projects. The contract will include a calculated obligation share based on the participating members' peak-day contract demand. The profit margin we receive from the supply service, which we estimate could be more than \$1.0 million annually, will accrue to those members participating in the project based on their obligation share. This project was discussed in detail at our Spring Group Meetings. At the March Board Meeting, the Board approved the supplemental contract, to be distributed to our members for consideration, and the contract with TNGAC, subject to sufficient participation from our members.