

APPEAL HEARING FOR JANICE TEASLEY
FRIDAY, JULY 6, 1990
3:00 P.M.

MINUTES

In attendance: City Manager Kathy Williamson, Janice Teasley, Mr. Flanigan and Judy Foster, City Clerk.

Mrs. Williamson states that she had conveyed to Mrs. Teasley on her termination date that she needed to talk to Mr. Kennedy first and if she was not satisfied with his decision, then she needed to appeal to Mrs. Williamson.

Mrs. Williamson asks Mrs. Teasley what her feelings are concerning this matter.

Mrs. Teasley states that she felt that she was placed at improper means, and that she was discriminated against because of her age and she is requesting her job back with back pay.

Mrs. Williamson asks Mrs. Teasley if Mr. Kennedy stated that it was because of her age when he terminated her. Mrs. Teasley states no. Mrs. Williamson then asks her why she felt she was discriminated against because of her age. Mrs. Teasley said that she just assumed that was the reason.

Mrs. Williamson asks Mrs. Teasley what Mr. Kennedy said to her when he terminated her. Mrs. Teasley stated that Mr. Kennedy said that he had asked her several times before to take her devotional book home and she hadn't, so he had no other alternative than to let her go.

Mrs. Williamson states that the day before she was terminated, she was asked to do a report and she refused to do it. Mrs. Teasley stated that at first she felt it was Donna Zinskie's job, however, there was a dispute about what exactly the report was about. Mrs. Teasley states that Mr. Kennedy did not deal with her professionally concerning that matter.

Mrs. Williamson asks Mrs. Teasley if it was true that 2 inspections were left off of Mr. Kennedy's worksheet that day. Mrs. Teasley states yes, she is not sure what happened, but she made a mistake and they were left off.

Mrs. Williamson asks Mrs. Teasley why she didn't appeal to her first before going to the Mayor and Councilmember Fowler. Mrs. Teasley states that she felt she had already done so. Mrs. Teasley states that Mr. Kennedy's radical behavior caused her to be uncomfortable to speak with him about the matter and she wanted to talk to Mrs. Williamson instead. Again, Mrs. Teasley states that Mr. Kennedy did not deal with her professionally and she felt she had no other alternative but to go to the Mayor and Councilmember Fowler.

Mrs. Williamson states that she has no problem with paying Mrs. Teasley her accrued vacation up until the date of her termination, since the personnel

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manual is in the process of being updated and there is still some uncertainty concerning that matter.

Mrs. Williamson states that age had absolutely nothing to do with Mrs. Teasley's termination, if anything, it was mis-communication or non-communication.

Mrs. Williamson states that she will not be on the agenda for the council meeting Monday night since it is concerning personnel. That will have to be held in a closed personnel meeting held after the regular meeting. Mrs. Williamson states that she has the right to comment under citizen's comments, however, if she chooses to do so, the City has a right to voice their opinions as well. Mrs. Williamson states that personnel matters are discussed in a closed personnel meeting in order to protect the City as well as the employee.

Mrs. Williamson asks Mrs. Teasley if she wants to be on the agenda for the personnel meeting. Mrs. Teasley states that she will call her Monday to let her know.

Meeting with Mrs. Teasley adjourned.

Meeting with Steve Kennedy, Mrs. Teasley's supervisor.

Mrs. Williamson asks Mr. Kennedy what happened the day before she was terminated. Mr. Kennedy states that she asked him a question about the ordinances. Mr. Kennedy told her that she needed to start learning at least where the ordinances were in the code book. Mrs. Teasley told him that he would not tell her because he didn't know where they were himself. Mr. Kennedy asked Mrs. Teasley what was bothering her. Mrs. Teasley stated that she could not think because she was under too much pressure. At that time Mrs. Teasley asked Mr. Kennedy, "Why don't you just fire me, Steve, that's what you want to do anyway?" At that time Mr. Kennedy told her to take a break and then decided just to send her home for the remainder of the day.

Mr. Kennedy states that he dismissed her because of her failure to follow instructions.

Mrs. Williamson asks Mr. Kennedy to be more specific.

Mr. Kennedy states that the morning he terminated her, Ben Calhoun was upstairs and he asked him to leave. Janice was then wanting to talk to Mr. Kennedy about Secret Cove. Mr. Kennedy stressed to her that that was not important, however, she kept on, so he allowed her to talk. Mr. Kennedy stated that the day before, when he had given Mrs. Teasley the report to do, she had some questions about it. He told her that he had an inspection to do at the moment and he would discuss it with her as soon as he returned in about 15 minutes. Instead of waiting on him, she went to ask Mrs. Williamson about it. Mr. Kennedy asked Mrs. Teasley why she did not wait on him. Mrs. Teasley did not have an answer for that. Mr. Kennedy states that he had told her repeatedly that he was in charge of that department and Kathy did not need to be bothered with things such as that.

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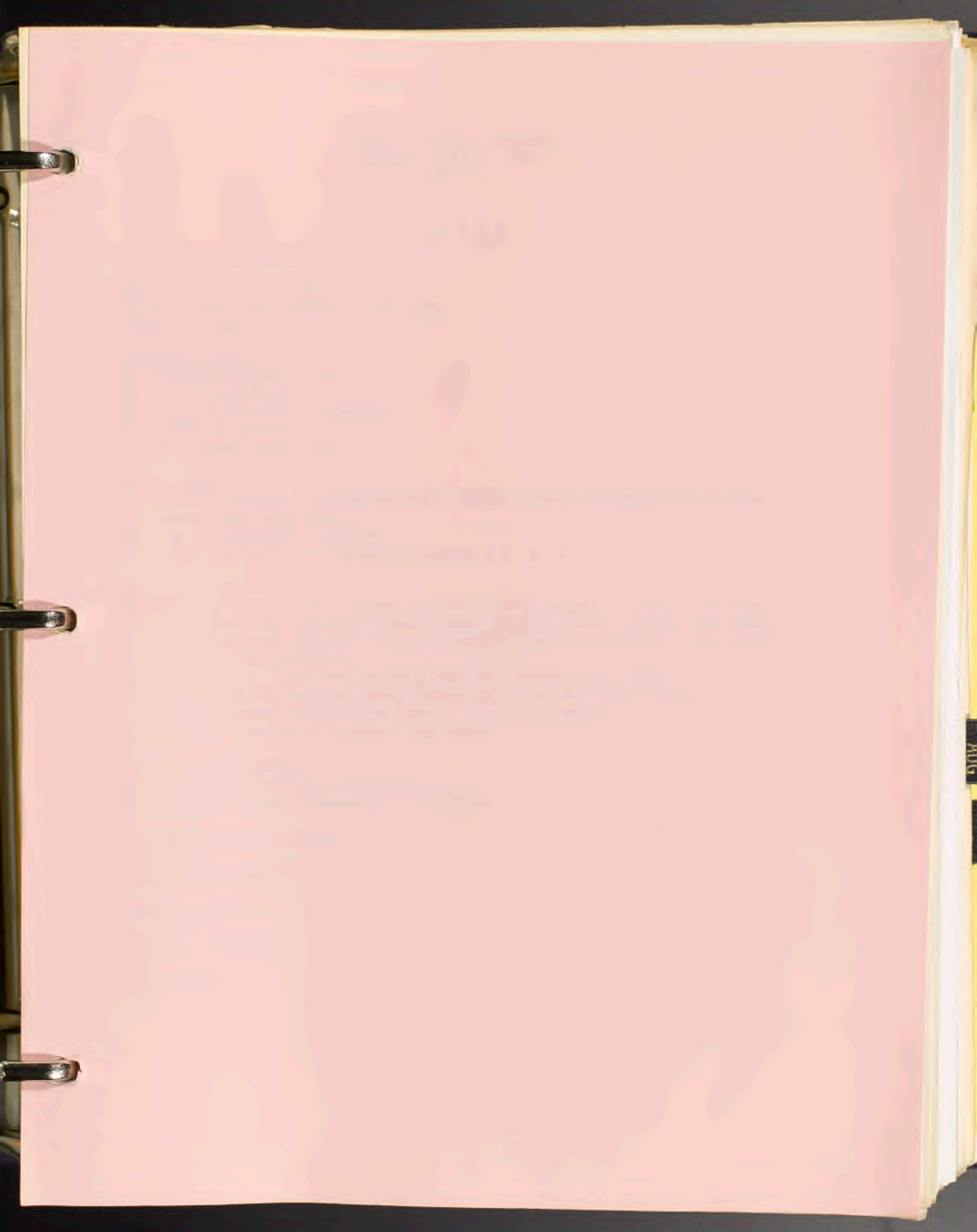
Mrs. Williamson asks what Mrs. Teasley said when she was terminated.

Mr. Kennedy states that she said nothing.

Mrs. Williamson asks Mr. Kennedy if he ever said anything about her devotional book. Mr. Kennedy stated yes, he had told her repeatedly to do her devotion on her own time and not on City time. However, she continued to read her Bible during working hours.

Mrs. Williamson asks Mr. Kennedy if age had anything to do with her dismissal. Mr. Kennedy states absolutely not. He never even thought about her age.

Judy Easter



MAYOR & COUNCIL MEETING
MONDAY, JULY 9, 1990
7:30 P.M.

A G E N D A

Meeting called to order.
Silent prayer and pledge to the flag.
Reading of past minutes.

Committee Reports

- A) Planning & Zoning Board
- B) Recreation Board
- C) Clean & Beautiful Committee
- D) Budget & Finance
- E) Betterment Committee

Old Business

- A) Zoning Ordinance Amendment-Public Hearing-Heavy Manufacturing Zonings
- B) Underground Utilities
- C) Pay Telephone for City Hall
- D) City Sign for Alton Tucker Boulevard & P. I. B.

New Business

- A) Public Hearing - Paul Henderson Annexation Request - Level Creek Road
- B) Public Hearing - David R. Bowen Annexation Request - Level Creek Road
- C) Public Hearing - David R. Bowen Rezoning Request - 4795 W. Price Road
- D) Drug Testing Ordinance
- E) Land & Water Conservation Fund 25th Anniversary Resolution
- F) Ordinances for On-Site Sewage Management Systems, Food Service, Swimming Pools and Tourist Courts - For Your Review
- G) Request from North Gwinnett High School

City Manager's Report

- A) Alcoholic Beverages Amendment
- B) Zoning Ordinance Amendment - Canopies

Director of Golf's Report

City Clerk's Report

Council Reports

Citizen's Comments

Adjournment

MAYOR & COUNCIL MEETING
MONDAY, JULY 9, 1990
7:30 P.M.

M I N U T E S

Notice posted at 12:00 noon on Friday, July 6, 1990.

In attendance: Mayor George Haggard, Councilmembers Bobbie Queen, Reuben Davis, Bobby Fowler, Dave Hawthorne and Thomas Morris.

Meeting called to order at 7:35 p.m. by Mayor Haggard.

Mayor Haggard asks for a moment of silence. Pledge to the flag led by Councilmember Hawthorne.

Minutes

Councilmember Hawthorne moves to approve last month's minutes as written. Second to the motion by Councilmember Fowler. Vote unanimous.

Planning & Zoning Board

City Manager Kathy Williamson reads the minutes from last month's P&Z meeting. There was no Board of Appeals meeting.

Recreation Board

Councilmember Queen states that they are finishing up the spring softball leagues and will start the summer softball leagues next Monday. Playground equipment has been ordered and should be installed within 6 weeks near the new pavillion.

Clean & Beautiful Committee

Councilmember Queen states that she has nothing to report.

Budget & Finance

Councilmember Hawthorne states that for the month of June, expenses exceeded revenues which is normal during the months of June, July and August. Mr. Hawthorne states that we have an adequate surplus to carry us through those months.

Betterment Committee

Councilmember Hawthorne states that the Betterment Committee has received a good response to the questionnaires they sent out and they are in the process of tallying those now. They should have a report ready for the Council at the next meeting.

Zoning Ordinance Amendment - Public Hearing

City Manager Kathy Williamson states that this amendment states that blanket rezonings would not have to be posted. This Amendment has been properly advertised. Mrs. Williamson reads the Amendment aloud. Councilmember Hawthorne moves to adopt the Zoning Ordinance Amendment as written. Second to the motion by Councilmember Morris. Vote unanimous.

Street Lights for Subdivisions with Underground Utilities

City Manager Kathy Williamson states that this Ordinance would require developers, who choose to install underground utilities in their subdivisions, to install street lights at their expense, \$390.00 per pole. Mrs. Williamson reads the Ordinance aloud. Councilmember Queen moves to adopt the Ordinance as written. Second to the motion by Councilmember Fowler. Mayor Haggard calls for discussion. Mr. Jewel Gooch asks how this Ordinance would effect subdivisions already under construction. Mrs. Williamson states that no Certificates of Occupancy would be submitted to anyone until verification from Georgia Power has been received stating that street lights will be installed in that subdivision. Councilmember Queen states that Georgia Power should have told them about this. Mr. Rudy Bowen states that Georgia Power explains to the developer the process to follow when installing underground utilities and how much it would cost for street lights. Mr. Bowen continues to state that the developer had the option whether or not to install the street lights but if this Ordinance is passed, it will be mandatory. Mr. Gooch feels that this Ordinance is fine for future developments, however, he feels it will not be fair to those subdivisions already under construction because they will not be able to recover the money for the street lights. Mr. Gooch continues to say that if the developer knows about the street lights in advance, he can recover that money. Mrs. Williamson explains that the City currently pays for street lights as residents request them. However, in that case, Georgia Power already has the utility poles installed and there is no charge for the installation of the street light. Mrs. Williamson continues to say that the City cannot afford to pay \$390.00 per pole for street lights in subdivisions that do not have underground utilities when they are not charged that for everyone else. Mayor Haggard calls for a vote on the matter. Vote unanimous.

Pay Telephone for City Hall

City Manager Kathy Williamson states that the committee for this matter has not met yet to discuss the matter. Tabled until next month.

City Sign for Alton Tucker Blvd. & Peachtree Ind. Blvd.

City Manager Kathy Williamson states that the committee for this matter has not met yet either to discuss this matter. Tabled until next month.

Paul Henderson Annexation Request - Public Hearing

Mr. Henderson states that his proposed subdivision would be another phase of Bent Creek and would have the same covenants as Bent Creek Subdivision. Mr. Henderson states that he would have access to the subdivision through Maltdie Court. Councilmember Hawthorne moves to annex the property into the City with the RS-100 zoning classification. Second to the motion by Councilmember Queen. Vote unanimous.

David Bowen Annexation Request - Public Hearing

Mr. Bowen states that he would have access to his proposed subdivision off Level Creek Road and that the houses would be a minimum of 1600 square feet on both his rezoning and annexation requests. Councilmember Hawthorne moves

MAYOR & COUNCIL MEETING
MONDAY, JULY 9, 1990
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to annex the property into the City with the following conditions: The access into the subdivision will be off Level Creek Road, the houses will be a minimum of 1,600 square feet and the zoning classification for this property will be RS-100. Second to the motion by Councilmember Morris. Vote unanimous.

David Bowen Rezoning Request - Public Hearing

Councilmember Hawthorne moves to approve the rezoning request from LM to RS-100 zoning classification. Second to the motion by Councilmember Queen. Vote unanimous.

Drug Testing Ordinance

City Manager Kathy Williamson states that this is for the review of the Council. We have money budgeted to test all City employees this year. All employees have to be tested by the end of August. Mrs. Williamson states that the City is testing employees now when they are hired. Tabled until next meeting.

Land & Water Conservation Fund - 25th Anniversary - Resolution

Mayor Haggard reads the Resolution which endorses the 25th Anniversary Commemoration of the Land and Water Conservation Fund.

Miscellaneous Ordinances

City Manager Kathy Williamson states that Gwinnett County has adopted these Ordinances concerning On-Site Sewage Management Systems, Food Service, Swimming Pools and Tourist Courts, and they are asking the City to adopt them as well. Mrs. Williamson states that this is for the review of the Council. Tabled until next meeting.

Request from North Gwinnett High School

City Manager Kathy Williamson states that NGHS is requesting that the City pay for 50% of a publication for the parents of students at the school. The City of Suwanee is being asked to pay the other half of the publication. Councilmember Queen requests the City Manager obtain a copy of what they are wanting to publish before a decision is made to spend \$1,000.00. Tabled until next meeting or a called meeting.

Alcoholic Beverages Amendment

City Manager Kathy Williamson is requesting the Council omit the section in the Alcoholic Beverages Ordinance which states that no business selling beer and wine can be located 500 feet or less to another business selling beer and wine. She feels this will deter businesses from coming into the City in the future. Mrs. Williamson states that it would still require they be 500 feet or more from schools and churches. Mrs. Williamson reads the Amendment aloud. Councilmember Hawthorne moves to adopt the Alcoholic Beverages Ordinance Amendment as written. Second to the motion by Councilmember Queen. Vote unanimous.

Zoning Ordinance Amendment - Canopies

City Manager Kathy Williamson states that the Zoning Ordinance needs to be amended to include "Canopies" in the definitions. Canopies would be defined as follows: A protective covering of a roof like structure, that is free standing, for the protection from the weather elements, not for

**MAYOR & COUNCIL MEETING
MONDAY, JULY 9, 1990
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the use of human habitation, but affixed permanently to the ground. A 15 feet setback from the right-of-way would be required for all canopies. Mrs. Williamson states that this matter will have to be advertised and a public hearing held. Tabled until next meeting.

Director of Golf's Report

Director of Golf Bob Boltz reports that 100% of Clearing and Grubbing and Rock Blasting have been completed. 90% of Dam & Pond Construction and Drainage have also been completed. Refer to chart for other percentages.

Irrigation Bids

Mr. Boltz recommends the Council award the installation of irrigation heads, piping and wiring to Crenshaw Sprinkler (A Toro Irrigation System) at a cost of \$530,874.00. Bid sheet attached. Councilmember Hawthorne asks what time frame they are under. Mr. Boltz states that it will take them 12 to 14 weeks to complete. Councilmember Hawthorne moves to accept Mr. Boltz recommendation to hire Crenshaw Sprinkler to install the irrigation system. Second to the motion by Councilmember Morris. Vote unanimous.

Irrigation Consultants

Mr. Boltz recommends that the City continue using the irrigation consultants services of Mr. Bob Scott through the installation process of the irrigation system. This would cost a maximum of \$10,000.00. Councilmember Queen moves to continue utilizing the services of Irrigation Consultant Services, throughout the irrigation installation process, with a limit of \$10,000.00. Second to the motion by Councilmember Morris. Vote unanimous.

Request to Hire Hydraulic Geologist

Mr. Boltz requests to hire a Hydraulic Geologist at a cost of approximately \$2,000, in order to have a report done concerning where the best place is to dig for wells to fill the ponds. Mr. Boltz states that it will cost approximately \$20,000 for the wells. Councilmember Hawthorne moves to hire a Hydraulic Geologist for \$2,000 and for Mr. Boltz to call a meeting with the Council when the report is completed, before money is spent to dig the wells. Second to the motion by Councilmember Morris. Vote unanimous.

Clubhouse Architects

Mr. Boltz recommends to hire the Architect Firm of Palmer, Flynn and FINDERUP to complete the plans for the design of the clubhouse. Councilmember Hawthorne moves to hire the firm at a cost of \$7,500. Second to the motion by Councilmember Queen. Vote unanimous.

Request for Equipment for Golf Course

Mr. Boltz request funds to purchase a tractor, bushhog and Kawasaki Mule. The tractor needed would cost \$6,000, the bushhog would cost \$1,150, and the Kawasaki Mule would cost \$6,499. Councilmember Queen moves to grant the funds necessary to purchase these items. Second to the motion by Councilmember Hawthorne. Vote unanimous.

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Citizens Comments

Mr. Don White states that he is running for the 48th District State Senate seat. He asks for support from the residents attending the meeting.

Myra George requests the Council consider accepting letters of recommendation from Atlanta Gas Light instead of having to put up a security deposit. Mayor Haggard states that this matter is already under review by the Council.

Mr. Jewel Gooch states that he is now out of business since no Certificates of Occupancy will be issued until the City receives verification from Georgia Power. Mr. Gooch states that it will take time to obtain this verification and the Council should give them a grace period. Councilmember Hawthorne moves to grant a 30 day grace period for all developers with existing subdivisions with underground utilities in order to give the developer time to obtain the verification from Georgia Power. Second to the motion by Councilmember Morris. Vote unanimous.

Janice Teasley states that she has a personnel matter to discuss with the Council. Mayor Haggard states that this will be handled after this meeting in a closed personnel meeting as long as the Council has no objections. No Councilmember stated an objection.

Mr. John Waters asks if he can make a statement concerning the personnel matter Mrs. Teasley is talking about. Mayor Haggard states that he will not allow anything to be said in an open meeting concerning personnel.

Adjournment

Councilmember Hawthorne moves to recess into a closed personnel meeting. Second to the motion by Councilmember Morris. Vote unanimous.

Meeting recessed at 9:15 p.m.

Council meeting reconvened at 11:00 p.m.

Councilmember Hawthorne moves to adjourn the Council meeting. Second to the motion by Councilmember Queen. Vote unanimous.

Meeting adjourned at 11:00 p.m.

Judy S. Foster

ORDINANCE

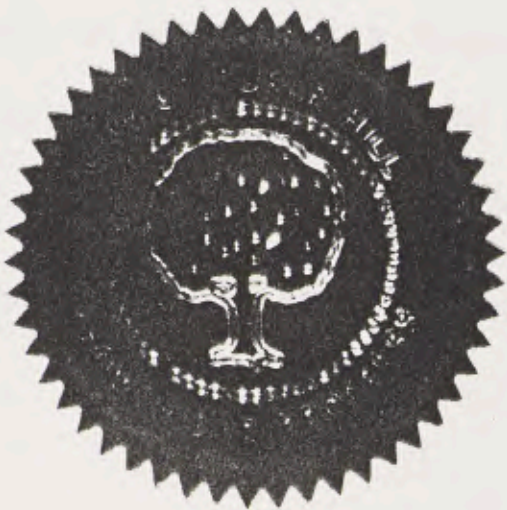
The Council of the City of Sugar Hill hereby ordains:

The Zoning Ordinance of the City of Sugar Hill, specifically Article XV, is hereby amended by deleting therefrom Section 1501 in its entirety. The Zoning Ordinance of the City of Sugar Hill, Georgia is amended further by inserting in Article XV the following Section 1501:

Section 1501 Amendment Procedure

- (1) All applications for amendments shall first be submitted to the Planning Commission for review and recommendation prior to adoption by the City Council. The Planning Commission shall have sixty (60) days within which to complete its review and submit a report and recommendation to the City Council. During the 60 day review period, the Planning Commission may, at its discretion, hold a public hearing on the proposed amendment. At least 15 but not more than 45 days prior to the date of such a hearing, the Planning Commission shall cause to be published notice of such public hearing in a newspaper of general circulation within the territorial boundaries of the City of Sugar Hill. If the Planning Commission fails to submit a report to the City Council within the 60 day review period, it shall be deemed to have approved the proposed amendment.
- (2) After the 60 day Planning Commission review period, proposed amendments to the Zoning Ordinance shall be submitted to the City Council for adoption or rejection. Before the City Council acts on an amendment to the Zoning Ordinance under this section, it shall hold a public hearing thereon. At least 15 but not more than 45 days prior to the date of the public hearing, the City Council shall cause to be published in a newspaper of general circulation within the territorial boundaries of the City of Sugar Hill a notice of the proposed public hearing. This notice shall state the time, place and purpose of the hearing. If the proposed amendment is a rezoning of property initiated by a party other than the Mayor and Council or the Planning Commission, then:
 1. The notice, in addition to the foregoing, shall include the location of the property, the present zoning classification of the property, and the proposed zoning classification of the property; and

2. A sign containing the same information shall be placed in a conspicuous location on the property not less than fifteen (15) days prior to the date of the hearing.



George Haggard
Mayor

Wamp L. Hawt
Council Member

Bobbie Queen
Council Member

Bobbie Lamberson
Council Member

Bob H. Wain
Council Member

Thomas J. ...
Council Member

Attest:

Mary J. ...
Clerk

✓
PLANNING & ZONING BOARD'S REZONING RECOMMENDATION TO THE
MAYOR AND COUNCIL OF THE CITY OF SUGAR HILL

DATE OF P&Z MEETING June 18, 1990

COMMENTS MADE BY P&Z BOARD ON REZONING:

The planning and zoning board recommends to the Mayor & Council to rezone parcel 7-275-006, 50.803 acres to RS100. The present zoning is LM.

RECOMMENDATION FROM P&Z BOARD:

ACTION MADE BY MAYOR AND COUNCIL

DATE OF PUBLIC HEARING _____

COUNCIL ACTION:

CITY MANAGER

CITY CLERK

APPLICATION FOR ANNEXATION

DATE OF APPLICATION June - 8 - 1990

THIS ANNEXATION PETITION IS MADE PURSUANT TO THE PROVISIONS OF THE OFFICIAL CODE OF GEORGIA ANNOTATED 36-36, ARTICLE 2, "ANNEXATION PURSUANT TO APPLICATION BY 60 PERCENT OF LANDOWNERS AND ELECTORS".

APPLICATION IS HEREBY MADE TO THE CITY OF SUGAR HILL, GEORGIA BY THE UNDERSIGNED PROPERTY OWNERS AND ELECTORS RESIDING ON PROPERTY PROPOSED FOR ANNEXATION, TO HAVE THE FOLLOWING DESCRIBED LANDS ANNEXED INTO THE CORPORATE LIMITS OF THE CITY:

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT(S) 275 + 288 OF THE 7TH DISTRICT, GWINNETT COUNTY, GEORGIA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

Beginning at a iron pin n.w. corner of Parcel No
Thence bearing 796° East to a iron pin Thence bearing
1108.59' 28° n.w. to a iron pin Thence
bearing 1524.65' 76° 59" n.w. to a iron pin Thence
bearing n.w. 377:42 to a point of Beginning
Tract # 3 15,174.0 acres Tract # 2 5,607 acres
See attached Plat

MAP REFERENCE # 7-288-48

(NOTE: ATTACH A PLAT OR DRAWING ILLUSTRATING THE LAND AREA TO BE ANNEXED AND ITS RELATIONSHIP TO THE EXISTING CITY LIMITS. INCLUDE LOT NUMBER, BLOCK NUMBER, SUBDIVISION NAME, AND PLAT BOOK REFERENCE IF AVAILABLE, AND THE EXISTING ZONING CLASSIFICATION OF ADJACENT PROPERTIES WITHIN THE CITY.)



IT IS REQUESTED THAT A ZONING CLASSIFICATION OF RS-100
 () BE ASSIGNED TO THE PROPERTY UPON ANNEXATION. THE PROPERTY
 IS CURRENTLY ZONED Commercial - Light Manufacturing (Commercial Core) IN THE
 COUNTY.

THE PROPERTY OWNER(S) INTEND TO DEVELOP AND/OR USE THE PROPERTY AS
 FOLLOWS:

RS-100 Residential use would
like to develop immediately

(INCLUDE A TIMETABLE FOR DEVELOPMENT IF AVAILABLE.)

LANDOWNER NAME David R Bower
 ADDRESS 4795 W Price Rd
Buford, Ga
 SIGNATURE [Signature]
 PHONE NUMBER - HOME 745-5688 WORK 932-1336

ELECTOR NAME _____
 ADDRESS _____
 SIGNATURE _____
 PHONE NUMBER - HOME _____ WORK _____

(ADD ADDITIONAL SIGNATURE BLOCKS AS NECESSARY.)

ORDINANCE FOR ANNEXATION

THE COUNCIL OF THE CITY OF SUGAR HILL, GEORGIA, HEREBY ORDAINS:

WHEREAS, David R. Bowen did on June 8, 1990, apply to have lands annexed into the existing corporate limits of the City of Sugar Hill, Georgia; and

WHEREAS, it appears to the governing body of the City of Sugar Hill, Georgia, that the area proposed to be annexed is contiguous to the existing corporate limits of the City of Sugar Hill, that the applicants represent not less than sixty percent (60%) of the owners and resident electors of the land area proposed to be annexed and that said application complies with the laws of the State of Georgia; and

WHEREAS, a public hearing was held on said application for annexation and on the proposed zoning of the area to be annexed on July 9, 1990; and

WHEREAS, prior to said public hearing the City of Sugar Hill, Georgia did prepare a report setting forth its plans to provide services to the area to be annexed as required by the Official Code of Georgia Annotated S36-36-25; and

WHEREAS, the governing body of the City of Sugar Hill, Georgia, has determined that the annexation of the area proposed to be annexed would be in the best interests of the residents and property owners of the area proposed for annexation and of the citizens of the City of Sugar Hill, Georgia; and

WHEREAS, the governing body of the City of Sugar Hill, Georgia has determined that the proper zoning classification for the area proposed to be annexed is RS-100 (Medium Density Single-Family Residential District.

BE IT, THEREFORE, ordained that the following described lands be and the same hereby are, annexed to the existing corporate limits of the City of Sugar Hill, Georgia, and the same shall hereafter constitute a part of the lands within the corporate limits of the City of Sugar Hill, Georgia, to-wit:

All that tract or parcel of land lying and being in Land Lot(s) 275 and 288 of the 7th land district of Gwinnett County, Georgia and being more particularly described as follows:

5.480 acres as shown on a plat of survey for Harry Blankenship by Borders & Associates, Registered Land Surveyor, dated August 9, 1988, recorded in Plat Book 48, Page 138, Gwinnett County Plat Records, which plat is hereby referred to, incorporated herein and made a part hereof.

A plat of said property is attached hereto and made a part of this ordinance and incorporated herein by reference.

BE IT FURTHER ORDAINED that "The Zoning Ordinance of the City of Sugar Hill" is hereby amended by adding to the official zoning map adopted

by the ordinance the area annexed by this ordinance and by classifying that area as RS-100 (Medium Density Single-Family Residential District) on said official zoning map.

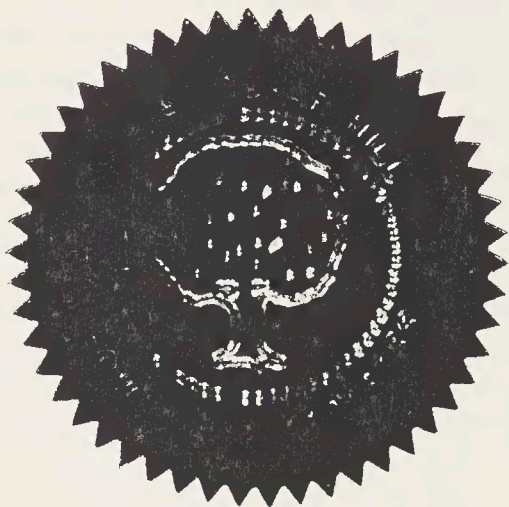
BE IT FURTHER ORDAINED that the Clerk of the City of Sugar Hill certify a copy hereof and file the same with the Secretary of State for the State of Georgia, pursuant to the provisions of Official Code of Georgia, S36-36-28(a).

IT IS SO ORDAINED, this 9th day of July, 1990.

ATTEST:

Judy Foster
CITY CLERK

SEAL



George Haggard
MAYOR

Bobby Lewis
COUNCIL MEMBER

Thomas Martin
COUNCIL MEMBER

David L. Howell
COUNCIL MEMBER

Bobbie Queen
COUNCIL MEMBER

Robert D. Davis
COUNCIL MEMBER

CITY OF SUGAR HILL

COMMUNITY OF PRIDE

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



July 5, 1990

To: Mayor & Council
From: City Manager
Subject: Street light for sub-divisions with
underground utilities

At the request of the Mayor & Council I have checked with the City Attorney concerning the ability of the city to have the now existing developers install street lighting at their expense. Mr. Thompson states that the council has the power to have the now existing and future developers absorb the cost of street lights in subdivisions with underground utilities.

ORDINANCE

The Council of the City of Sugar Hill hereby ordains the following:

WHEREAS, the City of Sugar Hill, Georgia presently provides for the installation of street lights at intervals of approximately 400 feet along streets located in residential subdivisions and provides for the monthly costs of these street lights; and

WHEREAS, the initial installation of street lights in residential subdivisions is provided at no cost to the City in subdivisions served by above-ground utilities; and

WHEREAS, the installation of lightpoles for street lights in residential subdivisions served by underground utilities involves a substantial initial cost in addition to the monthly charges for the street lights; and

WHEREAS, the cost for the installation of lightpoles and street lights in residential subdivisions served by underground utilities is incurred solely as a result of the installation by the developer of underground utilities and would make the installation of street lights in these subdivisions at the expense of the City impossible due to the costs involved;

IT IS HEREBY ORDAINED that prior to the issuance of any Certificate of Occupancy in any residential subdivision presently under construction or to be constructed in the future located within the boundaries of the City of Sugar Hill, Georgia, and served by underground utilities, the owner and/or developer of the subdivision shall provide to the City of Sugar Hill verification of the installation of lightpoles and streetlights at intervals of approximately 400 feet along the streets located in the subdivision and the necessary utilities to serve these streetlights. These light poles and street lights shall be installed at the expense of the developer and/or owner.

The City of Sugar Hill, Georgia shall be responsible for the monthly costs of operating the streetlights in all subdivisions including those subdivisions served by underground utilities and subject to the provisions of this ordinance, however, the City of Sugar Hill shall not be responsible for the costs of installation of light poles or street lights or the maintenance cost associated with any light poles installed in subdivisions served by underground utilities.

IT IS SO ORDAINED this 7 day of July, 1990.

George F. Saggard
Mayor

David L. Hunt
Council Member

Bobbie Queen
Council Member

Bobby Seaman
Council Member

Robert B. Davis
Council Member

Thomas A. Brown
Council Member

Attest:

Judy K. Kester
Clerk

PLANNING & ZONING BOARD'S ANNEXATION RECOMMENDATION TO THE
MAYOR AND COUNCIL OF THE CITY OF SUGAR HILL

DATE OF P&Z MEETING 6-18-90

COMMENTS MADE BY P&Z BOARD ON ANNEXATION:
Planning and Zoning Board moves to recommend to the Mayor and Council
to annex parcel &-289-019 with a RS100 zoning.

RECOMMENDATION FROM P&Z BOARD:

ACTION MADE BY MAYOR AND COUNCIL

DATE OF PUBLIC HEARING _____

COUNCIL ACTION:

CITY MANAGER

CITY CLERK

✓
APPLICATION FOR ANNEXATION

DATE OF APPLICATION June 7, 1990

THIS ANNEXATION PETITION IS MADE PURSUANT TO THE PROVISIONS OF THE OFFICIAL CODE OF GEORGIA ANNOTATED 36-36, ARTICLE 2, "ANNEXATION PURSUANT TO APPLICATION BY 60 PERCENT OF LANDOWNERS AND ELECTORS".

APPLICATION IS HEREBY MADE TO THE CITY OF SUGAR HILL, GEORGIA BY THE UNDERSIGNED PROPERTY OWNERS AND ELECTORS RESIDING ON PROPERTY PROPOSED FOR ANNEXATION, TO HAVE THE FOLLOWING DESCRIBED LANDS ANNEXED INTO THE CORPORATE LIMITS OF THE CITY:

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT(S)
289 OF THE 7TH DISTRICT, GWINNETT COUNTY, GEORGIA,
AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

True point of beginning, commence at the intersection formed by land lots 289, 290, 307, and 308; proceed thence, along said land lot line 289 and 290 S 27° 41' 57" E for a distance of 1274.64 feet to a point; proceed thence, S 71° 49' 39" W for a distance of 772.42 feet to a point; proceed thence, N 43° 25' 58" W for a distance of 929.96 feet to a point; proceed thence, N 22° 17' 01" E for a distance of 387.13 feet to a point located on land lot line 289 and 308; proceed thence, along said land lot line N 62° 04' 51" E for a distance of 717.46 feet to the point of beginning.

Said tract or parcel of land contains 24.332 acres. As shown on survey by Ayres Associates dated 5-17-89.

MAP REFERENCE # 7-289-19

(NOTE: ATTACH A PLAT OR DRAWING ILLUSTRATING THE LAND AREA TO BE ANNEXED AND ITS RELATIONSHIP TO THE EXISTING CITY LIMITS. INCLUDE LOT NUMBER, BLOCK NUMBER, SUBDIVISION NAME, AND PLAT BOOK REFERENCE IF AVAILABLE, AND THE EXISTING ZONING CLASSIFICATION OF ADJACENT PROPERTIES WITHIN THE CITY.)

pd
50.00
6-11-90
HAB

IT IS REQUESTED THAT A ZONING CLASSIFICATION OF RS 100
() BE ASSIGNED TO THE PROPERTY UPON ANNEXATION. THE PROPERTY
IS CURRENTLY ZONED R-75 () IN THE
COUNTY.

THE PROPERTY OWNER(S) INTEND TO DEVELOP AND/OR USE THE PROPERTY AS
FOLLOWS:

Subdivision using 10,000 square feet lots to conform to existing development in the
area. Begin construction in August of 1990. RS 100 -

(INCLUDE A TIMETABLE FOR DEVELOPMENT IF AVAILABLE.)

LANDOWNER NAME Paul Henderson (owner of parcel)
ADDRESS Level creek Rd
Barford, Ga
SIGNATURE Paul Henderson
PHONE NUMBER - HOME 404-932-1332 WORK 945 4521 -

ELECTOR NAME _____
ADDRESS _____
SIGNATURE _____
PHONE NUMBER - HOME _____ WORK _____

(ADD ADDITIONAL SIGNATURE BLOCKS AS NECESSARY.)

ORDINANCE FOR ANNEXATION

THE COUNCIL OF THE CITY OF SUGAR HILL, GEORGIA, HEREBY ORDAINS:

WHEREAS, Paul Henderson did on June 7, 1990, apply to have lands annexed into the existing corporate limits of the City of Sugar Hill, Georgia; and

WHEREAS, it appears to the governing body of the City of Sugar Hill, Georgia, that the area proposed to be annexed is contiguous to the existing corporate limits of the City of Sugar Hill, that the applicants represent not less than sixty percent (60%) of the owners and resident electors of the land area proposed to be annexed and that said application complies with the laws of the State of Georgia; and

WHEREAS, a public hearing was held on said application for annexation and on the proposed zoning of the area to be annexed on July 9, 1990; and

WHEREAS, prior to said public hearing the City of Sugar Hill, Georgia did prepare a report setting forth its plans to provide services to the area to be annexed as required by the Official Code of Georgia Annotated S36-36-25; and

WHEREAS, the governing body of the City of Sugar Hill, Georgia, has determined that the annexation of the area proposed to be annexed would be in the best interests of the residents and property owners of the area proposed for annexation and of the citizens of the City of Sugar Hill, Georgia; and

WHEREAS, the governing body of the City of Sugar Hill, Georgia has determined that the proper zoning classification for the area proposed to be annexed is RS-100 (Medium Density Single-Family Residential District.

BE IT, THEREFORE, ordained that the following described lands be and the same hereby are, annexed to the existing corporate limits of the City of Sugar Hill, Georgia, and the same shall hereafter constitute a part of the lands within the corporate limits of the City of Sugar Hill, Georgia, to-wit:

All that tract or parcel of land lying and being in Land Lot(s) 289 of the 7th land district of Gwinnett County, Georgia and being more particularly described as follows:

True point of beginning, commence at the intersection formed by land lots 289, 290, 307, and 308; proceed thence, along said land lot line 289 and 290 S 27° 41' 57" E for a distance of 1274.64 feet to a point; proceed thence, N 43° 25' 58" W for a distance of 929.96 feet to a point; proceed thence, N 22° 17' 01" E for a distance of 387.13 feet to a point located on land lot line 289 and 308; proceed thence, along said land lot line N 62° 04' 51" E for a distance of 717.46 feet to the point of beginning. Said tract or parcel of land contains 24.332 acres. As shown on survey by Ayres Associates dated 5/17/89.

A plat of said property is attached hereto and made a part of this ordinance and incorporated herein by reference.

BE IT FURTHER ORDAINED that "The Zoning Ordinance of the City of Sugar Hill" is hereby amended by adding to the official zoning map adopted by the ordinance the area annexed by this ordinance and by classifying that area as RS-100 (Medium Density Single-Family Residential District) on said official zoning map.

BE IT FURTHER ORDAINED that the Clerk of the City of Sugar Hill certify a copy hereof and file the same with the Secretary of State for the State of Georgia, pursuant to the provisions of Official Code of Georgia, S36-36-28(a).

IT IS SO ORDAINED, this 9th day of July, 1990.

ATTEST:

Judy Foster
CITY CLERK

George Haggard
MAYOR

Bobby Fowler
COUNCIL MEMBER

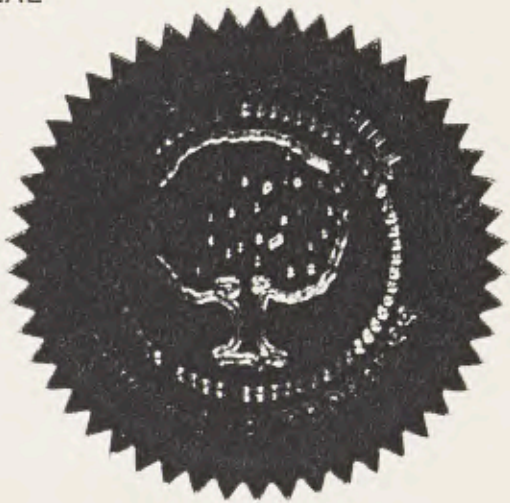
Thomas Morris
COUNCIL MEMBER

David J. Howell
COUNCIL MEMBER

Bobbie Queen
COUNCIL MEMBER

Robert M. Davis
COUNCIL MEMBER

SEAL



PLANNING & ZONING BOARD'S ANNEXATION RECOMMENDATION TO THE
MAYOR AND COUNCIL OF THE CITY OF SUGAR HILL

DATE OF P&Z MEETING June 18, 1990

COMMENTS MADE BY P&Z BOARD ON ANNEXATION:

Planning and Zoning Board moves to recommend to the Mayor and Council
to annex parcel 7-288-098, 5.607 with the zoning RS100.

RECOMMENDATION FROM P&Z BOARD:

ACTION MADE BY MAYOR AND COUNCIL

DATE OF PUBLIC HEARING _____

COUNCIL ACTION:

CITY MANAGER

CITY CLERK

CITY OF SUGAR HILL
REZONING APPLICATION
FEE \$50.00

DATE OF APPLICATION _____
PROPERTY OWNER'S NAME David R Bower
PROPERTY OWNER'S ADDRESS 4295 W Price Rd Bensford
MAP REFERENCE # 7-295-006

ATTACH LEGAL DESCRIPTION AND PLAT OF PROPERTY

DESCRIPTION OF PROPOSED USE: RS 100 Subdivision

TIMETABLE FOR DEVELOPMENT: Immediately

EXISTING ZONING CR1 PROPOSED ZONING RS-100

FOR ADMINISTRATIVE USE ONLY

DATE APPLICATION RECEIVED 6/8/90
RECEIVED BY Judy Foster
FEE PAID \$ 50.00 CHECK # _____

SIGN ERECTED OF PROPERTY: YES NO _____

Zoning notices sent out.

see plat located in Mr. Bower 1990 Annexation file

ORDINANCE FOR REZONING

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 RS-100 (Medium Density Single-Family Residential District) on said official zoning map.

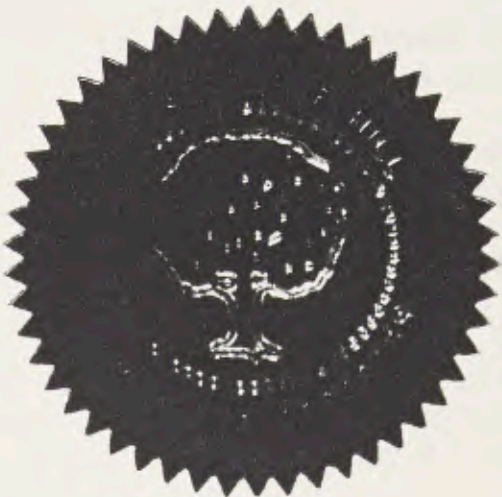
BE IT FURTHER ORDAINED that the following conditions are hereby included on the property as conditions of zoning: None.

IT IS SO ORDAINED, this 9th day of July, 1990.

ATTEST:

Judy Foster
CITY CLERK

SEAL



George Haggard
MAYOR

Bobby Leulmi
COUNCIL MEMBER

Thomas Morris
COUNCIL MEMBER

David L. Howell
COUNCIL MEMBER

Robbie Queen
COUNCIL MEMBER

Rehn H. Doni
COUNCIL MEMBER

ORDINANCE

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

An Ordinance to adopt a policy which allows for the administration of the Department of Transportation (DOT) Anti-Drug Program pursuant to the Pipeline Safety Regulations, Code of Federal Regulations, Title 49 (49 CFR), Part 199. Part 199 required operators of gas systems to have an anti-drug program for persons who perform on these facilities operating, maintenance, or emergency-response functions covered by the DOT pipeline safety standards in 49 CFR Part 192, 193 or 195.

Any job applicant applying for a position covered in this policy who refuses or fails a pre-employment drug test will not be hired. Any employee covered by this Ordinance who refuses or fails a drug test will immediately be removed from the operating, maintenance, or emergency-response functions covered by the DOT pipeline safety standards in 49 CFR Part 192, 193, or 195. Any employee covered by this policy who refuses or fails a drug test may receive disciplinary action, up to and including termination.

SECTION I. PROCEDURE

1. Employee Categories

- A) Testing Program - The following employee positions are subject to drug testing as outlined in this policy: All positions.
- B) Employee Assistance Program (EAP) Training - The following management positions shall receive EAP training for detecting symptoms of drug use: Department Heads, Supervisors.

2. Types of Drug Testing - Employees subject to this drug testing program are required to be tested under the following five types of tests:

A) Pre-employment Testing

- 1) A pre-employment drug test will be conducted when an individual is hired for a position with the City of Sugar Hill.
- 2) Only applicants who are offered a position covered by this policy will be tested before being employed. Pre-employment job applicants who test positive will not be hired and do not have the right to have their samples retested. Employees transferring into a position requiring drug testing who test positive do have the right to have their sample retested. Employees who fail a drug test will not be hired. If applicant's drug test is positive then the company will refer to MRO review (see Section 4 - Medical Review Officer).
- 3) An employee who transfers from one position covered by this policy to another covered by this policy does not require pre-employment testing.
- 4) Employees working in a position covered by this policy on the effective date and continue to work in a covered position do not require a pre-employment test.

B) Random Testing

- 1) All employees working in a position covered by this policy are subject to unannounced testing based on random selection. This includes temporary employees performing work in a covered position.
- 2) The operator will test at least fifty percent (50%) of covered employees every twelve (12) months, divided on the basis set forth in paragraph five (5) below. All persons will be subject to be randomly picked for drug testing at each random testing date. A person may be randomly picked more than once or not picked at all during the annual period (NOTE: During the first twelve (12) months of the program, at least twenty-five percent (25%) of the covered employees will be tested, with the final collection in the first year meeting the fifty percent (50%) annualized rate.)
- 3) To assure that the selection process is random, all employees covered by this policy will be placed in a common pool. All full time and temporary employees will be in this pool.
- 4) The selection procedure will select sufficient additional numbers (names) to be used to reach the appropriate testing level during each test period. These alternate numbers (names) will be tested in order of selection only if persons selected are unavailable for testing due to vacations, medical leave, or travel requirements.
- 5) Random testing will be done on a quarterly basis.

C) Post-Accident Testing

- 1) Employees working in positions covered by this policy whose performance either contributed to an accident or cannot be completely discounted as a contributing factor to the accident will be tested.
- 2) The employee will be tested as soon as possible, but no later than 32 hours after the accident. Because certain drugs or drug metabolites do not remain in the body for extended periods of time, testing should be as soon as possible.
- 3) An "accident" on a gas pipeline or LNG facility is defined as an "incident" in 49 CFR, Section 191.3.
- 4) All reasonable steps will be taken to obtain a urine sample from an employee after an accident. In case of a conscious but hospitalized employee, the hospital or medical facility will be requested to obtain a sample and if necessary, reference will be made to the DOT drug testing requirements. If an employee is unconscious or otherwise unable to evidence consent to the procedure, the medical facility shall collect the sample.
- 5) If an employee who is subject to post-accident testing is conscious, able to urinate normally (in the opinion of a medical

professional) and refuses to be tested, that employee will be removed from duty as an employee covered by this policy.

D) Reasonable Cause Testing

- 1) When there is reasonable cause to believe that an employee covered by this policy is using a prohibited drug, the employee will be required to take a drug test.
- 2) Only one supervisor of the employee must substantiate the decision to test for reasonable cause. This supervisor must be EAP trained in drug use symptoms.
- 3) A decision to test must be based on specific contemporaneous physical, behavioral, or performance indicators of probable drug use. Examples of this are evidence of repeated errors on-the-job, regulatory or city (utility) rule violations, or unsatisfactory time and attendance patterns, coupled with a specific contemporaneous event that indicates probable drug use.
- 4) Testing under 49 CFR, Part 199 is limited to marijuana, cocaine, opiates, amphetamines, and PCP. However, for purposes of reasonable cause, employees will be tested for any substance listed in Schedules I or II of the Controlled Substances Act.

E) Return To Duty Testing

- 1) An employee who at the recommendation of the Medical Review Officer (MRO) returns to work will be given unannounced drug tests, as scheduled by the MRO. These tests are in addition to the other types of tests stated in this policy.
- 2) The time period of "return to duty" testing will not be more than 60 months. A reasonable minimum is 12 months. This period will be determined by the MRO.
- 3) Testing will be on a daily, weekly, monthly or longer basis at the discretion of the MRO.

3. Testing Procedures

- A) Drug testing will be performed utilizing urine samples.
- B) Test for marijuana, cocaine, opiates, amphetamines and phencyclidine will be performed.
- C) An applicant who is offered a position covered by this policy will be required to report to the drug testing collection site specified in Section 6 of this policy within 48 hours of notification and provide a specimen of his/her urine.
- D) Upon notification that a drug test is required, an employee will report as soon as possible but no later than 24 hours (32 hours for post-accident) after notification to the drug collection site and provide a specimen of his/her urine.

- E) The collection agency shall adhere to all requirements outlined in 49 CFR Part 40, Procedure for Transportation Workplace Drug Testing Program.

4. Medical Review Officer (MRO)

- A) The MRO for the City of Sugar Hill is _____.

NOTE: The MRO must be a licensed physician, either a doctor of medicine or a doctor of osteopathy, knowledgeable in drug abuse disorders. Reference U.S. Department of Health and Human Services - (Medical Review Officer Manual.)

- B) The following is a listing of the MRO's specific responsibilities:
- 1) Receive positive confirmed results from laboratory.
 - 2) Request, if needed, a quantitative description of test results.
 - 3) Receive a certified copy of the original chain of custody.
 - 4) Review and interpret positive test results.
 - 5) Inform the tested individual and provide test results.
 - 6) Conduct a medical interview with the tested individual.
 - 7) Review the individual's medical history, or any other relevant biomedical factors.
 - 8) Give the individual an opportunity to discuss test results.
 - 9) Order a reanalysis of the original sample in a certified laboratory, if necessary.
 - 10) Consult with others if question of accuracy arises. Consistent with Part 9 - confidentiality.
 - 11) Consult with laboratory officials.
 - 12) Not receive urinalysis results that do not comply with the Mandatory Guidelines.
 - 13) Not declare as positive an opiate-positive urine without "clinical evidence".
 - 14) Determine whether a result is scientifically sufficient.
 - 15) Determine whether and when an employee who refused to take or did not pass a drug test administered under DOT procedures may be returned to duty.
 - 16) Determine whether a result is consistent with legal drug use.

- 17) Forward results of verified positive tests to Kathy Williamson, City Manager.
- 18) Maintain the required records to administer this program.

NOTE: For additional details of responsibilities see the U.S. Department of Health and Human Services (DHHS) Medical Review Officer Manual.

5. Testing Laboratory

- A) The testing laboratory for this policy is _____
(Name and Address)
- B) The testing laboratory will comply with all methods and procedures of 49 CFR Part 40 and will provide annual reports to the City of Sugar Hill showing compliance.

6. Collection Agency

- A) The collection agent for this policy is _____
(Name and Address)

NOTE: There are a number of private firms that provide a full service, nationwide drug testing package that includes Speciman Collection, Laboratory Analysis, and MRO Services. If we hire one of these firms, we can combine Sections 5, 6, and 7 of this policy.

- B) The collection agency will comply with all methods and procedures of 49 CFR Part 40 and will provide annual reports to the City of Sugar Hill.

7. Employee Assistance Program (EAP)

- A) Education: Every employee covered by this policy will receive the following drug use education:
 - 1) Drug information will be periodically distributed and displayed in the work areas.
 - 2) A copy of this policy will be given to each employee and displayed in the work area.
 - 3) The hot-line telephone number for employee assistance will be given to each employee and displayed in the work area.
- B) Training - Every supervisor covered by this policy who will determine whether an employee must be drug tested based on reasonable cause will receive the following drug use training:
 - 1) A one hour (minimum) training period on the specific, contemporaneous physical, behavioral, and performance indicators of probable drug use.

- 2) An employee who fails a drug test and who asks for help will be referred to the City of Sugar Hill assistance program.
- 3) Participation in rehabilitation through the EAP will not result in disciplinary action. However, successful completion of the prescribed program will be required for the employee to continue in the employment of the City of Sugar Hill.
- 4) Participation in rehabilitation through the EAP will not waive disciplinary action where warranted for violations of rules and regulations.

8. Recordkeeping

- A) The City of Sugar Hill will keep the following records for the periods specified. The records will be maintained in the City Manager's Office under the control of Kathy Williamson.
 - 1) Records that demonstrate the collection process conforms to part 199 will be kept for a minimum of 3 years.
 - 2) Records of employee drug test results that show employees failed a drug test, and the type of test failed and records that demonstrate rehabilitation, if any, will be kept for a minimum of 5 years, and include the following information:
 - a) The functions performed by each employee who fails the drug test.
 - b) The prohibited drugs which were used by each employee who fails the drug test.
 - c) The disposition of each employee who fails the drug test (e.g. termination, rehabilitation, leave without pay, etc.).
 - d) The age of each employee who fails the drug test.
 - 3) A record of the number of employees tested by type of test will be kept for a minimum of 5 years.
 - 4) Records conforming that supervisors and employees have been trained as required by this policy will be kept for a minimum of 3 years. Training records will include copies of all training materials.

9. Confidentiality

- A) Each individual's record of testing and results under this policy will be maintained private and confidential. With the exception of the testing laboratory, MRO, designated personnel manager or upon request of RSPA or State agency officials as part of an accident investigation, the results of individual drug test will not be released to anyone without the expressed written authorization

DRUG TESTING ORDINANCE
JULY 9, 1990
PAGE 7

of the individual tested. Prior to testing, the individual will be informed about who will receive test date (e.g. testing laboratory, MRO, personnel manager).

- B) All written records will be stored in locked containers or in a secure location with access available only by the individuals listed above.
- C) Unless an employee gives his or her written consent, the employee's drug testing and/or rehabilitation records will not be released to a subsequent employer.

IT IS SO ORDAINED this 9th day of July, 1990.

SEAL

MAYOR

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST:

COUNCIL MEMBER

CITY CLERK

COUNCIL MEMBER

RESOLUTION

Whereas, The Land and Water Conservation Fund has had a significant impact on our State's outdoor recreation resources which has greatly contributed to the quality of life in Georgia; and

Whereas, recreation areas funded with L&WCF grants are protected in perpetuity by a provision of the L&WCF Act thus assuring a nationwide recreation and conservation legacy for the benefit of our future generations; and

Whereas, the State of Georgia and local governments have benefited greatly from the L&WCF grants program by using these funds to acquire approximately 100,000 acres of state and local government park land and develop some 800 park and recreation facilities at more than 600 local government parks and 40 state facilities throughout Georgia; and

Whereas, the City of Sugar Hill has developed the **E. E. Robinson Memorial Park** with L&WCF grant assistance; and


Whereas, the legislation enacting the L&WCF was signed 25 years ago on September 3, 1964, becoming effective on January 1, 1965;

Now, therefore be it resolved that the Council of the City of Sugar Hill endorses the **25th Anniversary Commemoration** of the Land and Water Conservation Fund and will support activities which positively contribute to this important occasion.

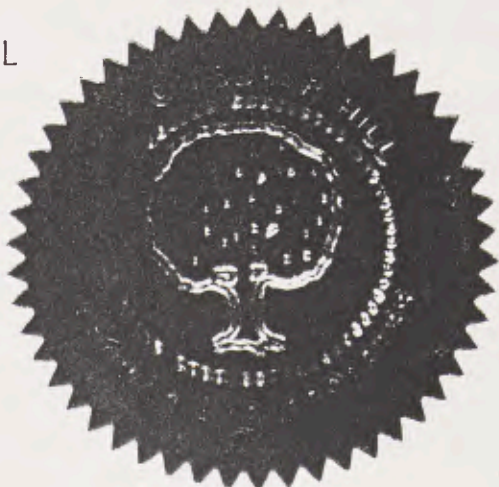
In witness whereof, I have hereunto set my hand and caused the seal of the City of Sugar Hill to be affixed at Sugar Hill City Hall on the 9th day of July, 1990.

ATTEST:


MAYOR


CITY CLERK

SEAL



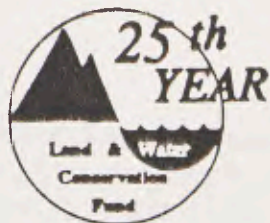
Georgia Department of Natural Resources

J. Leonard Ledbetter, Commissioner

205 Butler Street, S.E., Suite 1352, Atlanta, Georgia 30334

O.R. Cothran, III, Director, Parks, Recreation and Historic Sites Division

404/656-2770



1965 - 1990

May 17, 1990

Honorable George D. Haggard
Mayor, City of Sugar Hill
4988 W. Broad Street
Sugar Hill, Ga. 30518

Dear Mayor Haggard:

LAND AND WATER CONSERVATION FUND 25TH ANNIVERSARY CELEBRATION

September 3rd of this past year marked the 25th anniversary of the signing of the Land and Water Conservation Fund (L&WCF) Act by President Lyndon B. Johnson. The legislation remains one of the most far-reaching recreation and conservation achievements of our times.

Since 1965, Georgia has received in excess of \$63 million in federal L&WCF assistance. Approximately 70 percent, or \$44 million, was made available as matching grants to assist local governments with their parks and recreation needs. Some 800 park and recreation facilities were developed at more than 600 local government parks. Land acquisition and facility development was also accomplished at 44 state facilities. Overall, approximately 100,000 acres of state and local government park lands were acquired.

All lands acquired or developed with L&WCF assistance are protected in perpetuity by a provision of the L&WCF Act. Therefore, the many thousands of acres of state and local park lands acquired or developed with L&WCF assistance will remain dedicated to public outdoor recreation use. The program thus assures a statewide recreation and conservation legacy for the benefit of future generations.

In SUGAR HILL alone, grants totaling approximately \$65,000 were awarded to acquire land or develop the following recreation facilities:

13-00477-B1; E. E. Robinson Memorial Park
13-00619-G; E. E. Robinson Memorial Park

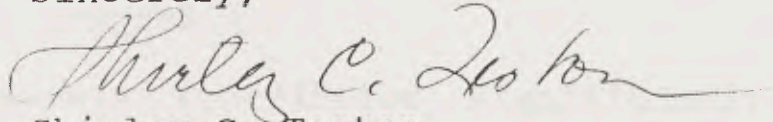
With these accomplishments and the legacy of the L&WCF program in mind, we encourage you to join us in a nationwide celebration of the 25th Anniversary of the L&WCF program and highlight your community's role in our recreation legacy. Although the nationwide Silver Anniversary Celebration is a year-long series of nationwide events running from September 1989 to September of 1990, Georgia has targeted the month of July for promoting the L&WCF 25th Anniversary Celebration. Special commemorative activities will be organized on the state level by the Georgia DNR, Parks Division, at many of our state parks during the month of July as we celebrate Recreation and Parks month. We need your help to ensure that local government achievements of the L&WCF are recognized as well.

Honorable George D. Haggard
Page 2
May 17, 1990

Enclosed are materials suggesting what you can do to make your community a part of the 25th anniversary celebration. Start thinking NOW about special actions and park activities to celebrate your achievements. As you finalize your plans to commemorate this special occasion, please keep us informed. Send us copies of your resolutions, proclamations, flyers, newsletters, newspaper articles, notices of park rededications or any other promotional materials to support this statewide effort.

If you have questions or need more information, please feel free to call the DNR Funding Unit at (404) 656-3830 for assistance.

Sincerely,



Shirley C. Teston

Shirley C. Teston

SCT:aa

Enclosures

cc: Mr. Jerry Gober, Chairman
City of Sugar Hill Recreation Board

LET'S CELEBRATE!

LAND AND WATER CONSERVATION FUND'S
25TH ANNIVERSARY

FACT SHEET

WHAT: The 25th Anniversary celebration is designed to increase awareness of the accomplishments of the Land and Water Conservation Fund (L&WCF) program.

WHY: The L&WCF program has contributed significantly to the outdoor recreation estate over its 25-year existence. Since 1965 over \$3 billion have been matched by state and local contributions, for a total L&WCF grant investment of over \$6.1 billion, to acquire more than 2.3 million acres of state and local park land, and construct recreation facilities nationwide.

WHEN: The year-long celebration began in September 1989 and will continue through September 1990. In recognition of the Silver Anniversary, Georgia's state and local park and recreation agencies will host special celebration events during the month of July.

WHERE: Activities commemorating the accomplishments of the L&WCF will take place in national, state and local parks and recreation facilities throughout the United States.

WHO: Local and state park and recreation agencies will organize events highlighting their involvement in the L&WCF. The Georgia Recreation and Park Association and the Georgia Department of Natural Resources, in partnership with the National Park Service, will help to coordinate activities.

HOW: Park and recreation agencies will host special events, introduce proclamations, rededicate facilities, and participate in a variety of activities to highlight their involvement in the L&WCF program.

Ways to Get Involved With the L&WCF 25th Anniversary Celebration

- Introduce a resolution to support the **25th anniversary commemoration** at the next city council or county commission meeting.
- Tour your L&WCF facilities with your mayor, city council, county commission and other elected officials.
- Rededicate L&WCF park and recreation facilities.
- Hold a special **25th Anniversary Event** - a few examples:
 - Silver Anniversary Swim.
 - Bike race or rally.
 - Organized walk to L&WCF sites. Get seniors involved!
 - Tournaments- softball, soccer, tennis, basketball.
 - Plant a 25th anniversary tree at L&WCF sites.
 - Host a "Land and Water" event e.g. Run/Swim, Hike/Fish, Jog/Sail
 - Organize beach and park clean-ups.
 - Host a barbeque at L&WCF picnic shelters.
- Present your L&WCF success story at meetings and conferences.
- Write an article for your local paper about the L&WCF program and list your community's L&WCF sites.
- Write letters thanking your senators and congressmen for their continued support of the L&WCF program.
- Double check facility signs to make sure the L&WCF acknowledgement is visible.

James C. Crutcher, M.D./Director



GWINNETT/ROCKDALE/NEWTON HEALTH UNIT

DISTRICT 3, UNIT 4 / 101 S. PERRY STREET
LAWRENCEVILLE, GEORGIA 30245
(404) 963-5142

June 8, 1990

Honorable Mayor George Haggard
Sugar Hill
4988 W. Broad Street
Sugar Hill, Georgia 30518

Dear Mayor Haggard:

The Gwinnett County Board of Health and the Gwinnett County Board of Commissioners recently passed four State Rules and Regulations as follows: On-Site Sewage Management Systems, Food Service, Swimming Pools and Tourist Courts. The Rules and Regulations have become a part of the Gwinnett County code. To implement faster action for court enforcement, the County Recorders Court will be used.

In order for the Gwinnett County Board of Health to have uniform enforcement of the ordinances, we need your help. Please consider adopting these four ordinances for your city codes.

If you need more information, please contact me at - telephone number - 963-5142. Thank you for your help.

Sincerely,

A handwritten signature in cursive script, appearing to read "James C. Crutcher, M.D.", is written over a faint circular stamp.

James C. Crutcher, M.D.
Director
Gwinnett County Board of Health

JCC:dc

A RESOLUTION OF THE
 GWINNETT COUNTY BOARD OF HEALTH
 TO ADOPT THE FOLIIOWING RULES AND REGULATIONS
 FOR THE INSTALLATION OF ON-SITE SEWAGE MANAGEMENT SYSTEMS
 BASED UPON RULES OF THE DEPARTMENT OF HUMAN RESOURCES,
 PUBLIC HEALTH, CHAPTER 290-5-26.

ON-SITE SEWAGE MANAGEMENT SYSTEMS
 FOR GWINNETT COUNTY HEALTH DEPARTMENT

290-5-26-.01	Applicability	290-5-26-.10	Percolation Tests & Test Borings
290-5-26-.02	Definitions	290-5-26-.11	Septage Removal & Disposal
290-5-26-.03	General Provisions	290-5-26-.12	Grease Traps
290-5-26-.04	Sewers	290-5-26-.13	Sewage Flow
290-5-26-.05	Septic Tanks	290-5-26-.14	Subdivision & Mobile Home Parks
290-5-26-.06	Distribution Boxes and Dosing Tanks	290-5-26-.15	Subdivision, Mobile Home Park Water and Sewage
290-5-26-.07	Absorption Fields	290-5-26-.16	Enforcement
290-5-26-.08	Privies		
290-5-26-.09	Alternative & Experimental On-Site Sewage Management Systems & Site Modifications		

290-5-26.01 Applicability. Amended. These Rules shall have application except in the following cases:

(a) To any facility or system under the jurisdiction of and regulated by the Department of Natural Resources or its successor, under the Georgia Water Quality Control Act or the Solid Waste Management Act or their successors:

(b) To any public or community sewage treatment system. Authority O.C.G.A. Secs 12-8-1. 31-2-1. 31-2-4. Administrative History. Original Rule entitled "Definitions" was filed on December 1, 1969 as 270-5-25-.01: effective December 20, 1969. Amended: Rule renumbered as 290-5-26-.01. Filed June 10, 1980: effective June 30, 1980. Amended: Rule repealed and a new Rule entitled "Applicability" adopted. Filed March 28, 1984: effective April 27, 1984, as specified by the Agency.

290-5-26-.02 Definitions. Amended. For the purpose of this chapter, the following words and phrases shall have the meaning as indicated beside each listing:

(a) "Absorption Field" means a configuration of absorption trenches installed in a portion of land and used for the absorption and final treatment of sewage.

- (b) "Absorption Line" means a pipe line of perforated pipe or open-joint drain pipe laid in an absorption trench to serve as a conduit for sewage effluent.
- (c) "Absorption Trench" means an excavation in which an absorption line is laid.
- (d) "Absorption Trench Bottom Area" means the total bottom area of all absorption trenches in an absorption field, expressed in square feet.
- (e) "Aggregate" means washed gravel or washed crushed stone, meeting Georgia Department of Transportation size specifications for numbers 57, 56, or 5 stone, i.e. one-half inch ($\frac{1}{2}$ ") to one and one-half inches ($1\frac{1}{2}$ ") in diameter, or other material approved by the County Board of Health, for use in absorption fields.
- (f) "Alternative On-Site Sewage Management System" means any on-site sewage management system which has proven reliability and performance in field use, but which differs in design or operation from the conventional septic tank system or privy.
- (g) "Approved" or "Approval" means accepted or acceptable by the County Board of Health, in accordance with applicable specifications stated herein, or criteria developed or accepted by the Department.
- (h) "Bedroom" means any room that could be expected to be used for sleeping purposes, furnished with a closet and accessible to a bathroom without going through another room primarily used for sleeping purposes.
- (i) "Black Water" means wastewater generated by water closets, urinals, bidets, kitchen sinks and garbage disposals.
- (j) "Building Drain" means that part of the lowest piping of a building drainage system inside the walls of a building, which receives the discharge from soil, waste or other drainage systems and conveys the discharge to the building sewer.
- (k) "Building Sewer" means that part of the horizontal piping of a building drainage system beyond the building drain which receives the discharge from the building drain and conveys it to a public sewer, private sewer, on-site sewage management system, or other disposal.
- (l) "Central On-Site Sewage Management System" means an on-site sewage management system serving more than one building, business, residence or other facility designed or used for human occupancy or congregation.

(m) "Contractor" means any person who shall contract for the installation, construction, repair, alteration, enlargement, emptying or pumping out of any on-site sewage management system.

(n) "Conventional Septic Tank System" means and includes any septic tank, absorption field and all associated devices and appurtenances intended to be used for disposal of sewage by soil absorption, but does not include alternative or experimental systems.

(o) "County Board of Health" means the County Board of Health established by the Georgia Health Code (Ga. Law 1964, pp. 499, 512-518 as amended).

(p) "Department" means the Department of Human Resources of the State of Georgia.

(q) "Distribution Box" means a watertight structure which receives sewage effluent from a septic tank, dosing tank, or other sewage retention device and distributes it in equal portions to two or more absorption lines.

(r) "Dosing Tank" means a watertight tank, located after a septic tank or other sewage retention device, to receive and retain sewage effluent, and so equipped as to discharge sewage effluent intermittently to a distribution box or other distribution device, either by pump or by siphon.

(s) "Experimental On-Site Sewage Management System" means any on-site sewage management system proposed for testing and observation, and approved for such purpose by the County Board of Health, but which has not been fully proven under field use.

(t) "Flood Plain" means a generally flat plain or depression susceptible to being flooded from any source, including small and intermittent water courses and coastal areas subject to intermittent tidal action.

(u) "Gray Water" means wastewater generated by water-using fixtures and appliances, excluding water closets, urinals, bidets, kitchen sinks, and garbage disposals.

(v) "Grease Trap" means a device in which the grease content of sewage is intercepted and congealed, and from which grease may be skimmed or otherwise removed for proper disposal.

(w) "Individual Water Supply System" means a system of piping, pumps, tanks, or other facilities, utilizing groundwater to supply a single family dwelling.

(x) "Lot" means a portion of a subdivision, or any other parcel of land, intended as a unit for transfer or ownership, or for development, or both, and shall not include any part of the right-of-way of a street or road.

(y) "Manual For On-Site Sewage Management Systems" means the technical handbook currently adopted and periodically updated which is used by the Department in the implementation of this chapter and is available for inspection at the appropriate State Office in Atlanta or at local Health Departments. Such Manual for On-Site Sewage Management Systems is intended as a guide and its provisions are herein adopted unless inconsistent with other provisions of law or regulation and is hereafter referred to as the "Manual" or "Manual for On-Site Sewage Management Systems".

(z) "Mobile Home Park" means a parcel of land developed for subsequent rental or lease for placement of two (2) or more mobile homes.

(aa) "On-Site Sewage Management System" means a sewage management system other than a public or community sewage treatment system, whether serving single or multiple buildings, mobile homes, recreational vehicles, residences or other facilities designed or used for human occupancy or congregation. Included are conventional septic tank systems, privies, experimental and alternative on-site sewage management systems that may be approved by the County Board of Health.

(bb) "Percolation Co-efficient" means the ratio of trench bottom area to percolation time; it is expressed as the allowable rate of sewage application in gallons per square foot per day.

(cc) "Percolation Rate" means the time, expressed in minutes per inch, required for water to seep into saturated-soil at a constant rate.

(dd) "Percolation Test" means the method used to measure the percolation rate of water into soil, as described on the soil data sheet available at the County Health Department and as described in the Department's current manual.

(ee) "Person" means any individual, partnership, corporation, or association and may extend and be applied to bodies, political and corporate.

(ff) "Physical Development" means development which includes, but is not limited to site preparation, erection of a structure, road construction, well construction, or installation of on-site sewage management systems.

(gg) "Privy" means a structure (and necessary appurtenances) used for the sanitary disposal or storage of human wastes without the aid of water carriage; the term does not include chemical, composting, portable, or incinerator toilets.

(hh) "Public or Community Sewage Treatment System" means any sewage treatment system, including pipe lines or conduits, pumping stations, force mains and all other construction, devices, and appliances appurtenant thereto, designed for treating or conducting sewage for treatment and disposal into lakes, streams or other bodies of surface water.

(ii) "Public Water Systems" means a system for the provision to the public of piped water for human consumption, if such system has at least fifteen service connections, or regularly serves an average of at least twenty-five individuals, at least sixty(60) days out of the year.

(jj) "Septage" means a waste that is a fluid mixture of partially treated or untreated sewage solids, liquids and sludge of human or domestic waste, present in or pumped from septic tanks, malfunctioning on-site sewage management systems, grease traps or privies.

(kk) "Septic Tank" means an approved watertight tank designed or used to receive sewage from a building sewer and to effect separation and organic decomposition of sewage solids, and discharging sewage effluent to an absorption field or other management system.

(ll) "Sewage" means and includes human excreta, all water carried wastes, and liquid household waste from residences or commercial and industrial establishments.

(mm) "Soil Scientist" means a person who holds at least a Bachelor of Science degree with a Major in Agronomy or related field, has five years or more experience in soil classification and mapping and use of Soil Genesis, Morphology and Classification Technology and is an expert at identifying soil features and interpreting their influence on its uses.

(nn) "Subdivision" means the division of a tract or parcel of land into five or more lots, building sites, mobile home sites, or other divisions, resulting in any single lot of less than three acres, for the purpose, whether immediate or future, of sale or legacy, and includes resubdivision and, where appropriate to the context, relates to the process of subdividing or to the land or area subdivided; provided, however, that the following are not included within this definition:

1. The combination or recombination of previously platted lots or portions thereof where the total number of lots is not increased and the resultant lots conform to the standards of these rules.

2. The division of land into parcels, all of which are three acres or more size with a minimum width of one hundred and fifty feet (150') for a distance sufficient to provide an adequate area for the placement of structures and improvements including walls and approved installation of approved on-site sewage management systems.

(oo) "Well" means an excavation or opening into the ground by which groundwater is sought or obtained. Authority O.C.G.A. Secs. 12-8-1, 31-2-1, 31-2-2, 31-2-4. Administrative History. Original Rule entitled "General Provisions" was filed on December 1, 1969 as 270-5-25-.02; effective December 20, 1969. Amended: Rule renumbered as 290-5-26-.02. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule entitled "Definitions" adopted. Filed March 28, 1984; effective April 27, 1984, as specified by the Agency.

290-5-26-.03 General Provisions. Amended.

(1) "On-site Sewage Management System Required" - "If a public or community sewage treatment system is not available, an approved on-site sewage management system shall be utilized until such system malfunctions, at which time, connection to a public or community sewage treatment system, if then available, is required." Where public or community sewage treatment systems are not available, the owner, lessee or agent thereof of every building, residence or property, designed, used or intended to be used for human occupancy or congregation, shall provide an approved on-site sewage management system sufficient for persons normally expected to use or frequent the building, residence or other property for two hours or more. Connection shall be made to a public or community sewage treatment system when such system is available within two hundred feet (200') of the property line, or available in a public right-of-way abutting the property. Where a public or community sewage treatment system is to be constructed, or an existing public or community sewer is to be used, the building sewer shall be installed so that it will insure gravity flow at a self-cleaning velocity throughout.

(2) "On-Site Sewage Management System Construction Permit Required" - No person may begin the physical development of a lot or structure thereon, where an on-site sewage management system will be utilized, nor install a new on-site sewage management system without having first applied for and obtained from the County Board of Health, a construction permit for the installation.

(a) Application for such construction permit shall be made in writing, on forms provided by the County Board of Health. The application shall include:

1. Name and address of the owner and the applicant, if other than the owner, location of property.

2. Plans and specifications including location and design of the proposed on-site sewage management system.

3. Nature of the facility to be served.

4. Location of all water supplies, on or off the lot, which will bear upon the location of the on-site sewage management system.

5. Number of bedrooms in the dwelling, or the number of persons to be served in other types of establishments, or other sewage flow or water usage data.

6. Soil characteristics, including soil types and capabilities, frequency and evaluations of seasonal high groundwater tables, occurrence of rock, and other impervious strata.

7. Signature of owner or agent applying for permit.

(b) However, part of the information required for the application may be waived, provided the County Board of Health deems that information is available from previously submitted subdivision or mobile home park data, or from other sources, sufficient to make an adequate appraisal of the acceptability of the proposed lot for on-site sewage management system installation.

(3) "Requirements for On-Site Sewage Management System Construction Permit Issuance or Denial" - On-site sewage management system construction permits for conventional septic tank systems shall be issued only after a site inspection the County Board of Health shows favorable findings relative to percolation rates, soil characteristics, groundwater, rock, and any other factors which would affect the acceptability of the lot. For construction of conventional septic tank systems, the suitability of the lot must be demonstrated through acceptable soil characteristics and/or percolation rates of less than 90 min/inch; freedom from groundwater interference or other potential for contamination of groundwater by sewage; absence of impervious strata below the level of the absorption field and absence of undesirable topographic characteristics and other factors which singly, or in combination, affect the acceptability of the lot. Lot suitability and approval for other types of on-site sewage management systems is to be determined by criteria established by the Department's manual. The County Board of Health may deny or revoke an on-site sewage management system construction permit upon finding the lot unsuitable or for failure of the applicant to comply with the provisions of these rules. Such denial shall be made in accordance with the provisions of the Georgia Health Code. On-site sewage management construction permits shall remain valid for not more than twelve (12) months from the date of issue.

(a) Issuance of a construction permit for an on-site management system, and subsequent approval of same by representatives of the County Board of Health shall not be construed as a guarantee that such systems will function satisfactorily for a given period of time;

furthermore, said representatives do not, by any action taken in effecting compliance with these rules, assume any liability for damages which are caused, or which may be caused, by the malfunction of such system.

(4) "Inspections" - No person may cover or use a new on-site sewage management system until final inspection has been made by the County Board of Health to determine compliance with the provisions of the construction permit issued under Section 290-5-26-.03(3), and written approval has been issued by the County Board of Health.

(a) A copy of the final inspection of an on-site sewage management system shall be provided to the owner, builder, developer or agent, whichever is appropriate.

(b) Any grading, filling, or other landscaping or construction activities on the lot subsequent to final inspection by the County Board of Health which may adversely affect the on-site sewage management system shall render the approval void.

(5) "Maintenance" - It is the property owner's responsibility to maintain and operate the on-site sewage management system in a safe and sanitary manner so as not to constitute a public health hazard or nuisance.

(a) Where an on-site sewage management system is proposed to serve facilities under separate ownership, a contract to insure proper operation and maintenance of the system, signed by all owners, shall exist as a precondition to the issuance of a permit for the construction of the on-site sewage management system.

(6) "Prohibited Discharge" - No person shall allow the unapproved discharge or spillage of sewage, nor shall an on-site sewage management system be used or maintained in such a manner that will allow the seepage or discharge of effluent from such system to the ground surface, to a water course, drainage ditch, open trench, canal, storm drain or storm sewer, water well, abandoned well, lake, stream, river, estuary, groundwater or other body of water.

(7) "Design Limits on Conventional Septic Tank Systems" - To provide for the maintenance of sanitary conditions through the proper functioning of a conventional septic tank system for a reasonable period of time, no such system may be installed, constructed, or used, having a septic tank design capacity of less than seven hundred and fifty (750) gallons or more than ten thousand (10,000) gallons, or where the total length of absorption trenches required would exceed three thousand (3,000) linear feet, or where the total absorption trench bottom area required would exceed nine thousand (9,000) square feet.

(8) "Submission of Plans, Specifications, and Soil Data" - Plans, specifications, soil data and, if required, percolation test data, submitted to the County Board of Health for the purpose of obtaining a construction permit to install an on-site sewage management system to serve a commercial, industrial or institutional facility, which will produce a sewage flow in excess of two thousand (2,000) gallons per day, a travel trailer and/or mobile home park, or multiple family dwelling of five or more family units shall bear the registration number and signature of a Registered Professional Engineer, certified and registered under the laws of this State. The County Board of Health may accept plans, specifications, soil data, and percolation

test data for commercial, industrial, or institutional facilities with sewage flows of two thousand (2,000) gallons or less per day and for single and multiple family dwellings having not more than four family units, when prepared in accordance with these rules, from any person who demonstrates to the satisfaction of the County Board of Health that they have sufficient knowledge of on-site sewage management system design, soil evaluation, and of conducting percolation tests.

(9) "Soil Data Acceptability" - Soil data deemed to be acceptable by the County Board of Health shall include information on soil characteristics obtained from published soil surveys and/or unpublished reports and field data developed by the Soil Conservation Service, United States Department of Agriculture, or from special investigations conducted by a Soil Scientist.

(10) License, Bond and Certificate Required - All persons shall be required before installing, repairing, altering or pumping septic tanks in the county, to possess a valid business license as issued by the license department, a bond in the amount of \$5,000, and a valid certificate of qualifications. Persons engaged in this type of business and qualified as a septic tank contractor shall be registered at the Health Department.

(11) Repair or Alteration.

(1). "Permit Required" - No person may begin the repair or alteration of an existing on-site sewage management system without having first applied for and obtained from the County Board of Health, a construction permit for the installation.

(a) Application for such construction permit shall be made in writing, on forms provided by the County Board of Health. The application shall include:

1. Name and address of the owner and location of the property.
2. Plans and specifications including location of existing system and design of proposed repair.
3. Signature of owner applying for permit.

(2) "Alteration for Swimming Pool Installation" -

(a) Application, site review, consultation, approval and/or denial of proposed alteration shall be between the owner and the County Board of Health.

(b) Disruption of an existing on-site sewage management system shall be minimal, and all disrupted line replaced.

(c) An area for replacement of 100% of the total field line shall be provided when all alteration for the swimming pool is completed.

290-5-26-.04 Sewers. Amended.

(1) Size of Sewers - Sewers connecting component parts of on-site sewage management systems shall be of sufficient size to serve anticipated flow conditions.

(2) Materials - All pipe or tile and fittings used in sewers and absorption fields shall meet nationally recognized standards for their designated use, such as standards published by the American Society for Testing and Materials or the National Sanitation Foundation, and approved by the County Board of Health for use in on-site sewage management systems. Sewers under driveways or similar areas of load or impact shall be of material capable of withstanding anticipated loads or installed so as to provide protection from crushing.

(3) Construction - Sewers, other than perforated pipe or drain tile used in absorption fields, shall be laid with sealed, watertight, root-resistant joints. Such sewers shall be laid on a firm foundation and shall not be subject to settling, and shall be installed on a grade that will insure a self-cleaning velocity. Where on-site sewage management systems are used, and where installation of building drains and building sewers is not covered by duly adopted local plumbing codes, or in the absence of a local plumbing code and/or plumbing inspections, the County Board of Health shall verify the adequacy and acceptability of all of any portion of the building sewer or the building drain.

290-5-26-.05 Septic Tanks. Amended.

(1) Minimum Design and Construction - Septic tanks shall be designed and constructed to equal or exceed minimum design and construction criteria established by the Department as published in the current manual for on-site sewage management systems. Any person seeking approval of septic tanks to be used in on-site sewage management systems after the effective date of these rules, shall submit detailed plans and specifications for tank manufacture and such other information as may be required by the County Board of Health. Manufacturers and suppliers shall be subject to periodic inspection, and approved by the County Board of Health.

(2) Location - No septic tank shall be installed less than fifty feet (50') from existing or proposed wells/springs, or suction water lines, and tanks shall be located downgrade from wells/or springs if physically possible; less than twenty-five feet (25') from lakes, ponds, streams, water courses, or sink holes; less than ten feet (10') from pressure water supply lines, or less than ten feet (10') from a property line. No septic tank shall be installed less than fifteen feet (15') from a drainage ditch or embankment. Septic tanks shall be installed so as to provide ready access for necessary maintenance. Normally the desired distance a septic tank should be located from a building foundation is at least ten feet (10') but if conditions permit, lesser distances may be allowed by the County Board of Health. The County Board of Health, after site inspection, may require greater separation distances than cited herein due to unusual conditions of topography, or other site configuration; subsurface soil characteristics and/or groundwater interference. Where individual water supplies are used, septic tanks shall not be less than twenty-five feet (25') from a property line.

(3) Capacity - The liquid capacity of septic tanks for single family dwellings shall be not less than seven hundred and fifty (750) gallons for one or two bedrooms; nine hundred (900) gallons for three bedrooms; one thousand (1,000) gallons for four bedrooms and two hundred and fifty (250) additional gallons for each bedroom over four. The liquid capacity of septic tanks in onsite sewage management systems for non-residential usage shall be based on the anticipated daily sewage flow from the facility served, but in no case shall be less than seven hundred and fifty (750) gallons. Septic tank capacity shall be increased by fifty percent (50%) where garbage grinders are to be used.

(4) Compartmented Tanks - Compartmented tanks are permissible upon approval by the County Board of Health.

(5) Tanks in Series - The County Board of Health may approve the installation of two septic tanks placed in series provided that the capacity of the first tank is at least seven hundred and fifty (750) gallons and at least equal to the capacity of the second tank. When tanks in series are used, they shall be connected with a sealed sewer line, and all sewage shall initially enter the first tank.

(6) Foundation and Backfill - Septic tanks shall be constructed or installed level, on a foundation that will prevent settling; backfill shall be placed so that a stable fill results and undue strain on the tank is avoided. Earth backfill shall be free of voids, large stones, stumps, broken masonry, or other such materials. A minimum earth cover of (6") over the tank is recommended. All openings and manholes shall be constructed so as to prevent the entrance of surface water.

290-5-26-.06 Distribution Boxes and Dosing Tanks. Amended.

(1) Minimum Design and Construction Boxes - Distribution boxes shall be designed and constructed in accordance with minimum design and construction criteria established in the Department's current manual and Section 290-5-26-.07(4)(a). Approval procedures shall follow the requirements as set forth under Section 290-5-26-.05(1).

(2) Minimum Design and Construction of Dosing Tanks. Where required, dosing tanks shall be designed, constructed, and installed in accordance with the Department's current manual.

290-5-26-.07 Absorption Fields. Amended.

(1) Area Computation - Absorption trench bottom area shall be based upon the anticipated volume of treated sewage and upon the characteristics of the soil in which absorption fields are to be located as specified in the current On-Site Sewage Management System Manual. Soil characteristics and other related data, including percolation tests, may be required by the County Board of Health.

(2) Location - No absorption field shall be constructed less than one hundred feet (100') from existing or proposed wells or springs; less than ten feet (10') from water supply lines; less than ten feet (10') from building foundations and property lines; less than fifteen feet (15') from an embankment nor less than fifty feet (50') from the normal water level of any impoundment, tributary, stream, or other body of water. If it becomes necessary for the absorption field to be crossed by a water supply line, the water supply line within ten feet (10') feet of the absorption field shall be at least twelve inches (12") above the top of the aggregate layer of the absorption line and shall be encased in a single length of water pipe. No absorption field shall be installed in areas where groundwater, soil characteristics or adverse geological formation may interfere with the absorption of sewage effluent. Where individual water supplies are used, absorption fields shall not be less than fifty feet (50') from a property line. No part of the on site sewage management system other than sealed pipe with water-tight joint shall be covered by buildings, pavements, or used for parking automobiles or for vehicular traffic. There shall be available sufficient unobstructed land area, available by gravity flow, meeting all requirements for the installation of an on site sewage management system to provide for the complete replacement of the absorption field.

(3) Minimum Design and Construction for Conventional Septic Tank Systems - Absorption lines and absorption trench bottoms shall be true to grade and trenches shall be not less than twenty-five inches (25") in depth, and shall have not less than twelve inches (12") of earth cover. Maximum length of absorption trench laterals for distribution box systems shall be one hundred feet (100'); laterals shall be equal in length and spaced not less than eight feet (8') apart, center to center. Absorption trenches shall be thirty-six inches (36") wide. The minimum length for any on site sewage management system absorption field shall be two hundred feet (200').

(4) Field Layout Methods for Conventional Septic Tank Systems - Absorption fields shall be planned and installed in accordance with one of the following methods;

(a) Distribution Box Method - On level or sloping topography, the distribution box method may be used, and shall be required when dosing tanks are used. A firm earthen or concrete foundation for distribution boxes extending at least twelve inches (12") beyond the walls of the box shall be provided to insure against tilting of the distribution box. Extreme care should be exercised in backfilling around and over the distribution box. The top of the distribution box shall have a minimum earth cover of six inches (6"), but no more than twenty-four inches (24") unless provisions are made for ready access to the distribution box. The sewer from the septic tank or dosing tank shall enter the distribution box and terminate inside the distribution box with an elbow turned downward to form a submerged outlet at normal water level, or a baffle may be used, providing the same function is accomplished. Absorption lines of equal lengths shall be connected to distribution box outlets by independent sewers. Absorption trenches may be installed at the same elevation or at different elevations, but all sewers leading from the distribution box outlet to the absorption lines shall be installed at the same elevation and shall be level for two feet (2') and shall be sealed watertight. Beginning two feet (2') from the distribution box, the grade of such sealed lines shall be not less than one-eighth inch (1/8") per foot. Absorption lines shall be laid on a uniform grade of not less than two inches (2") nor more than four inches (4") per one hundred feet (100') with the minimum of two inches (2") recommended. An increased number of shorter trenches is recommended rather than the use of fewer, longer trenches.

(b) Level Field Method - On level or slightly sloping topography, the level field method may be used. When this method is used, the absorption field shall be installed level, with all absorption lines inter-connected to form a continuous system. A standard tee fitting shall be used to inter-connect the absorption lines.

(c) Serial Distribution Method - On more severely sloping topography, the serial distribution method may be used. When this method is used, level absorption trenches shall be constructed along land contours. The sewer from the septic tank shall enter the uppermost absorption lines and terminate at any point in the line so that all sewage from the septic tank is discharged into the first line. Adjacent absorption lines shall be successively connected by means of overflow sewers constructed at any point along the line in such a manner that each trench is filled with effluent to the full depth of aggregate before the effluent flows through the overflow sewer to the next trench. The invert of the first overflow sewer must be at least four inches (4") lower than

the invert of the septic tank outlet. At the point where an overflow sewer leaves an absorption trench, the excavation for the overflow sewer shall be dug no deeper than the top of the aggregate in the absorption trench, so that an undisturbed block of earth will remain in place for the full depth of the aggregate. Overflow sewers connecting absorption trenches shall be laid on undisturbed earth.

290-5-26-.08 Privies. Amended. Minimum Design and Construction-Privies shall be designed and constructed in accordance with minimum design and construction criteria established by the current On-Site Sewage Management System Manual.

290-5-26-.09 Alternative and Experimental On-Site Sewage Management Systems and Site Modifications. Amended.

(1) General Information - The Department recognizes that on-site sewage management systems employing solids retention and on-site soil absorption of sewage effluent, if designed properly and installed in suitable soil are usually ecologically safe and do adequately protect the public health.

The Department further recognizes that substantial portions of the State's undeveloped land area are marginally suitable or totally unsuitable for conventional septic tank systems, and that continued installation of such systems will have a detrimental effect on the public health. Where appropriate, and after thorough assessment of alternatives, the County Board of Health will consider alternative on-site sewage management systems and/or modifications for areas with soils which may have only marginal suitability in their present condition, including community-managed on-site sewage management systems and combinations of public or community sewage treatment systems and on-site sewage management systems.

When considering proposals for alternative on-site sewage management systems, priority shall be given to those situations where the alternative system will resolve an existing sewage management problem. Any person or community desiring to install an alternative on-site sewage management system shall submit the following information to the County Board of Health.

(a) Plans and specifications, along with any engineering, laboratory, or field data required.

(b) Information as required on the application for an individual on-site sewage management system construction permit, and any additional information as may be required by the County Board of Health. If the proposal for the system is approved, the person making application will be informed by the County Board of Health of any requirements for maintenance, and any monitoring procedures deemed necessary by the County Board of Health. Reduction of water usage by the installation of water conserving fixtures and devices should be considered in overall strategy.

(2) Experimental On-Site Sewage Management Systems - The Department may consider proposals for the use of experimental on-site sewage management systems. Acceptance or denial of such proposals shall depend on many site and system specific-factors, including a primary consideration that the remainder of the site is suitable for a conventional septic tank system in the event of failure of the experimental system.

(3) Site Modifications - Approval of certain lots determined to be unsuitable for conventional septic tank systems, may be reconsidered if appropriate site modifications are carried out to eliminate or significantly ameliorate unfavorable site characteristics. Modifications may include surface or subsurface drainage systems, filling, grading, etc. Any person desiring to modify a lot for the purpose of obtaining a construction permit for installation of an on-site sewage management system shall submit for approval, detailed plans showing the type and extent of modifications. The County Board of Health may require any additional information or clarification needed for formulating a proper decision on the proposed modifications. No modifications shall be carried out prior to the approval and issuance of a construction permit.

290-5-26-.10 Percolation Tests and Test Borings. Amended.

(1) Percolation Tests - If conducted, percolation tests shall not be considered presumptive or conclusive evidence as to the suitability of a given lot for the use of on-site sewage management systems. Such tests shall be considered and analyzed as one of many criteria in determining soil suitability. Acceptable data on soil characteristics, including the location of rock strata and water table evaluations, will be considered of primary importance. Percolation tests, if conducted will be used to augment or supplement the soils data. It should be further understood that percolation tests conducted during dry weather periods in areas that commonly experience high seasonal water table elevations during wet periods of the year will often exhibit very good percolation rates, thus inaccurately portraying the absorptive capacity of the soil during wet periods. Percolation tests shall be run in accordance with the modified Taft Engineering Center method published in the Department's current manual for On-Site Sewage Management Systems.

(2) Location and Number - Percolation test holes should be located in the area proposed for the installation of the absorption field. Data from test holes in areas outside of, or clearly uncharacteristic of, the proposed installation site will not be allowed. Percolation tests shall not be conducted in holes created by the deterioration of stumps and roots, or any other area which would render results that inaccurately portray the absorptive capacity of the soil in the absorption field area.

(a) The number of tests shall be sufficient to obtain a proper appraisal of the absorptive capacity of the soil in the proposed absorption field area and shall be determined by the County Board of Health. The number of tests required for preliminary appraisal of subdivisions may be specified in lesser numbers, provided a general overview of the soil characteristics of the total subdivision acreage is provided. Percolation test holes shall be located by number on a topographic map showing lot designation, boundaries, easements, etc., and the results shall be recorded on the map.

(3) Test Borings for Rock, Shale, Hardpan - Where surface outcropping or subsurface formations raise reasonable doubt concerning the operational effectiveness of on-site sewage management systems, a sufficient number of test borings to an appropriate depth may be required by the County Board of Health to determine whether on-site sewage management systems can be expected to give satisfactory service. Such borings and the results shall be located by number and recorded on the topographic map.

(4) Individuals Conducting Tests - Individuals conducting percolation tests and/or test borings shall notify the County Board of Health at least twenty-four (24) hours prior to performing these procedures and, at the option of the County Board of Health, such procedures shall be performed in the presence of a County Board of Health representative.

290-5-26-.11 Septage Removal and Disposal. Amended.

(1) Septage Removal Permit - No person shall engage in the removal or disposal of the contents of septic tanks, pit privies, or other on-site sewage management or experimental systems without having first applied for and obtained from the County Board of Health a septage removal permit, renewed annually, for such activities. The application for such septage removal shall be submitted in writing on forms provided by the County Board of Health at least ten (10) days prior to engaging in such activities. The application shall include but not be limited to: the business name and address, name and address of the applicant, the manner by which such contents are to be removed, transported, and given final disposal and such other documentation as may be required by the County Board of Health, including evidence that septage removed and transported will be accepted at approved disposal sites. If surface spreading, subsurface land disposal or other method of treatment or disposal is to be used, additional information may be required.

(2) Disposal Methods - Approved methods of disposal of septage from on-site sewage management systems shall be: Discharged to a public or community sewage treatment system for treatment in a wastewater treatment plant, treatment at separate septage handling facilities, or direct land application. Disposal by any of these methods shall require written permission from both the appropriate governing official, private septage handling facility owner or land owner and a representative of the County Board of Health.

(3) Vehicle Identification - The name and address of the person or firm engaging in the removal of septage from on-site sewage management systems and the permit number shall be lettered on both sides of each vehicle used for septage removal purposes. Letters and numerals shall not be less than two inches (2") in height and shall be readily visible.

(4) Vehicle Maintenance - Every vehicle used for removal of septage from on-site sewage management systems shall be equipped with a watertight tank or body and properly maintained. Liquid wastes shall not be transported in open bodied vehicles. All pumps, hose lines, valves and fittings shall be maintained so as to prevent leakage.

290-5-26.12 Grease Traps

(1) Grease Traps Required - Grease traps shall be required for commercial or industrial establishments with on-site sewage management systems where it is determined by the County Board of Health that grease may be introduced into the system in quantities that may adversely affect the operation of the system.

(2) Grease Trap Design - Plans and specifications for grease traps shall be submitted to the County Board of Health for approval. Grease traps shall be designed to provide a liquid capacity of not less than one hundred twenty-five (125) gallons. Effluent from grease traps shall be disposed of in a septic tank and not directly discharged to the absorption field.

(3) Construction - Grease traps shall be located, installed and constructed so that the temperature of the sewage will be reduced to permit congealing or separation of grease, and easy access for cleaning is provided.

290-5-26-.13 Sewage Flow. Where sizing of the on-site sewage management system is determined by sewage flow, estimates of the daily sewage flow shall not be less than the volume derived from the population to be served. Daily sewage flow shall be determined from the Department's current manual; however, the flow for establishments not listed shall be determined by the County Board of Health after due consideration of data submitted by the owner or his agent on design criteria. Calculations will be made on the basis of peak flow loads and not on long term averages.

290-5-26-.14 Subdivision and Mobile Home Parks.

(1) Plans Required - No person may sell, offer for sale, lease, rent, begin construction or otherwise begin the physical development of a subdivision or mobile home park where public or community sewage treatment systems are not available or contemplated to be available to serve the proposed development until proposals and plans for the water supply and sewage disposal method to be provided or installed have been submitted to and written approval has been obtained from the County Board of Health.

(2) Predevelopment Review Advised - All developers considering subdivision or mobile home park development where public or community sewage treatment systems will not be available are strongly advised to seek a predevelopment review by the County Board of Health prior to purchasing property and/or making substantial monetary outlays for developmental improvements. Rejection or tentative approval may be obtained at this time by submitting the following information:

(a) A boundary plat including:

1. Vicinity map;
2. a topographic map;
3. a soil map and soil description.

(b) Complete subdivision analysis record on forms provided by the County Board of Health.

(c) Additional information as required by the County Board of Health for complete understanding and clarification.

(3) Proposals and Plans - Unless previously provided, subdivision or mobile home park proposals shall be submitted on Subdivision Analysis forms provided by the County Board of Health. Subdivisions or mobile home park plans shall be drawn to a reasonable scale, with topography depicted by two foot (2') contour intervals provided, however, that if ground slope is sufficiently steep for less frequent contour intervals to show the surface configurations, the County Board of Health may permit the use of lesser contour intervals. Plans shall illustrate the location of all present and proposed wells, water courses, flood plains, water systems, sewage systems, roads, structures right-of-ways, and easements on the property and within one hundred feet (100') outside the perimeter of the property. Subdivision or mobile home park plans shall also include, storm water drainage systems, elevations of seasonal high water table, location and results of test borings and percolation tests if applicable, lot identification, dimensions,

and building lines. The name and registration number of the preparing surveyor or engineer shall also be on the subdivision or mobile home park plans.

(4) Soil Evaluation - Data used to develop soil maps and descriptions shall be obtained from reliable sources as set forth in Section 290-5-26-.03, paragraph (9), entitled Soil Data Acceptability. Where reliable soil information or the services of a Soil Scientist are not available, percolation tests, soil borings, and such other tests as the County Board of Health may require shall be conducted.

(5) Limits on Use of On-Site Sewage Management Systems in Subdivision and Mobile Home Parks - Approval of subdivisions and mobile home parks for on-site sewage management systems shall not be granted when:

(a) An available sewer of a public or community sewage treatment system is within five hundred feet (500') of the subdivision or mobile home park.

(b) Soil maps, descriptions, and reports compiled by the Soil Conservation Service, U.S. Department of Agriculture, or a Soil Scientist indicate that soil conditions prohibit safe development with on-site sewage management systems, or the average percolation rate for the subdivision or mobile home park is more than ninety (90) minutes per inch.

(6) Drainage - Where on-site sewage management systems are proposed for use, an adequate surface water drainage system shall be provided for the proper drainage of all surface water. Plans for drainage shall comply with local storm drainage plans and policies in effect in the city and/or county at the time of submission to the county Board of Health, and approval of drainage plans by the local governing body is a prerequisite to County Board of Health approval. Additionally, any changes or amendments to approved drainage plans must receive the concurrence of the governing agency, and the County Board of Health shall be provided with a written approval statement from the governing agency. In the absence of local drainage policies, the County Board of Health will evaluate drainage plans and render decisions on their acceptability. Plans for internal drainage (subsurface drainage), if used, shall be submitted to the County Board of Health for consideration as to their acceptability.

290-5-26-.15 Subdivision, Mobile Home Park Water and Sewage.

(1) Subdivision and Mobile Home Park Water Supply - A public water supply shall be required if available within one thousand feet (1,000') of the proposed subdivision or mobile home park.

(2) Subdivision and Mobile Home Park Percolation Tests - Where required for planning purposes and determination of the general absorption capacity of soils, the number of percolation tests to be made shall be one (1) per lot, in the area where absorption fields are to be located. Preparatory to construction of on-site sewage management systems, individual lots within the proposed development shall comply with Section 290-5-26-.03 of the Rules for On-Site Sewage Management Systems.

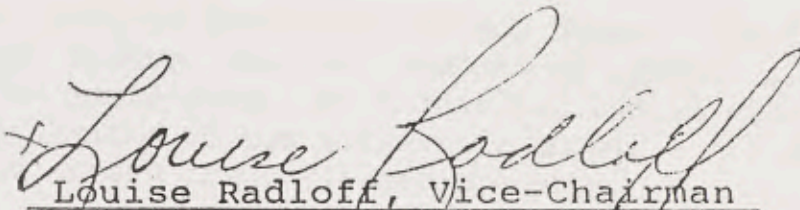
(3) Subdivision and Mobile Home Park Test Borings - Where required for planning purposes, test borings to determine groundwater elevations and subsurface rock formations shall be made at locations, in numbers and at depths to be determined by the County Board of Health.

290-5-26-.16 Enforcement. The administration and enforcement of this chapter shall be in accordance with O.C.G.A. Chapter 31-5.

These regulations shall become effective the 12th day
of June of 1986.

Adopted June 12, 1986
(date)

Approved by the Gwinnett County
Board of Health.

(signed) 
(Acting) Louise Radloff, Vice-Chairman
Chairman, Board of Health

RULES AND REGULATIONS
Governing
ON-SITE SEWAGE MANAGEMENT SYSTEMS CONTRACTORS
In
GWINNETT COUNTY

Section 1. Definitions - The following definitions shall apply in the interpretation and enforcement of Rules and Regulations Governing On-Site Sewage Management System Contractors.

A. Contractor - The word "contractor" shall mean any person who shall contract for the installation, construction, repair, alteration, enlargement, emptying, or pumping out of any on-site sewage management system.

B. Health Director - The term "Health Director" shall mean Health Director of Gwinnett County, Georgia, or his authorized representative.

C. On-Site System - The term "On-Site Sewage Management System" shall mean any system other than a public sewer system, for the disposal of sewage, liquid wastes, laundry waste water, kitchen waste water, or industrial liquid wastes, and shall include but shall not be limited to the following: to wit - (1) septic tanks (2) drain fields (3) exterior grease traps (4) seepage pits.

D. Person - The word "Person" shall mean any individual, partnership, corporation, or association, and may extend and be applied to bodies, political and corporate.

Section 2. Registration Certificate required - After thirty (30) days from the adoption of these Rules and Regulations, no person shall engage in the activities of a contractor, as defined herein, unless such person shall hold a valid certificate as a qualified contractor issued by the Health Director: Provided, however, that every firm, corporation, association, or society engaged in the activities of a contractor shall have not less than one person who holds a valid certificate and actively supervises the on-site sewage management system work done by such firm, corporation, association, or society.

Section 3. Examination: Issuance and Renewal of Certificates - Upon written applications being made to the Health Director by any person for a certificate as required by Section 2, hereof, and upon such person having passed an examination to be administered by the Health Director, the Health Director shall issue to such person a certificate showing that such person is qualified as a contractor. Such certificate shall be issued for one (1) year and shall be renewed annually upon application by the holder of a valid certificate.

Section 4. Denial of Certificate After Hearing - Upon any applicant failing to pass an examination as provided in Section 3, hereof, the Health Director shall notify such applicant, in writing, of such finding and shall, in the same notice, set a time and place for a hearing, not less than ten (10) days nor more than twenty (20) days from the date of such notice, at which time and place applicant shall have an opportunity to appear before the Health Director in person, by attorney, or both, and present such evidence as may be pertinent to the question involved.

Within a reasonable time after such hearing, not to exceed thirty (30) days, the Health Director shall prepare an order, based upon the evidence presented at such hearing, either denying or granting a certificate, and a copy of such order shall be served upon the applicant in person or by the mail.

Section 5. Revocation of Certificate After Hearing - Whenever the work done by any person holding a certificate, as provided for herein, shall be of such inferior quality so as to suggest incompetency or negligence, written charge against such person may be filed with the Health Director by any person.

Upon such charges being filed with the Health Director, the Director of Health shall give, within a reasonable amount of time, not to exceed thirty (30) days, the person filing the charges and the person whom the charges have been filed against, written notice of a time and a place for a hearing, not less than ten (10) days, nor more than twenty (20) days from the date of the notice, at which time and place both parties shall be given an opportunity to appear before the Health Director, in person by attorney, or both, and present such evidence as may be pertinent to the question involved. Along the notice of hearing, the person whom the charges have been filed against shall be furnished with a written copy of the charges filed against him.

Within a reasonable time after such hearing, not to exceed thirty (30) days, the Health Director shall prepare an order, based upon the evidence presented at such hearing, either revoking or continuing the certificate involved, and such order shall be served upon both parties in person or by mail.

Section 6. Severability - Should any section, paragraph, sentence, clause, or phrase of these Rules and Regulations be declared invalid for any reason, the remainder of these Rules and Regulations shall not be affected thereby.

Section 7. Enforcement - The administration and enforcement of these rules and regulations shall be in accordance with O.C.G.A. Chapter 31-5.

BY: Lillian Webb
Lillian Webb, Chairman
Gwinnett County Board
of Commissioners

ATTEST: Charlotte J. Nash
Clerk

C L E R K ' S C E R T I F I C A T I O N

I, Charlotte J. Nash, do hereby certify that I am Clerk for the BOARD OF COMMISSIONERS, GWINNETT COUNTY, GEORGIA, and am charged with the duty of keeping records and minutes of the Commissioners. I hereby certify that the attached page/pages of MINUTES constitutes a true and correct copy of actions passed by said Commissioners on the 2 day of September, 1986, as same appears on the minutes of said Commissioners in their office.

This the 8 day of October, 1986.

Charlotte J. Nash

CHARLOTTE J. NASH, CLERK
BOARD OF COMMISSIONERS
GWINNETT COUNTY, GEORGIA

(S E A L)

BOARD OF COMMISSIONERS

GWINNETT COUNTY

LAWRENCEVILLE, GEORGIA

Ordinance

At a regular meeting of the Gwinnett County Board of Commissioners held in the Commission Meeting Room, 250 Scenic Highway, Lawrenceville, Georgia on the 2nd day of September, 1986.

<u>Present</u>	<u>Vote</u>
Lillian Webb, Chairman	Yea
Ken Suffridge	Yea
Scott Ferguson	No
Mike Berg	Yea
Bartow Jenkins	Yea

On motion of BARTOW JENKINS, which carried 4/1, the following ordinance was adopted:

AN ORDINANCE TO AMEND THE CODE OF GWINNETT COUNTY, GEORGIA BY REPEALING APPENDIX A AND ADOPTING A NEW APPENDIX A TO PROVIDE RULES AND REGULATIONS FOR THE INSTALLATION OF ON-SITE SEWAGE MANAGEMENT SYSTEMS BASED UPON RULES OF THE DEPARTMENT OF HUMAN RESOURCES, DIVISION OF PUBLIC HEALTH, CHAPTER 290-5-26.

WHEREAS, Chapter 3 of Title 31 of the Official Code of Georgia Annotated, relating to County Boards of Health, was amended by the 1986 Georgia Legislature so as to authorize and require County Boards of Health to adopt regulations providing standards and requirements governing the installation of septic tanks within the unincorporated areas of counties; and

WHEREAS, the following rules and regulations have been duly adopted by the Gwinnett County Board of Health; and

WHEREAS, the Gwinnett County Board of Commissioners finds that the following rules and regulations promote the health, safety, morals, convenience, order, prosperity and the general welfare of the present and future inhabitants of Gwinnett County;

NOW, THEREFORE, BE IT RESOLVED, by the Gwinnett County Board of Commissioners, this the 2nd day of September, 1986, that Appendix A of the Code of Gwinnett County, Georgia be, and it is hereby repealed.

BE IT FURTHER RESOLVED, that a new Appendix A be, and it is hereby, adopted to provide as follows:

GWINNETT COUNTY BOARD OF COMMISSIONERS

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Regular Commission Meeting held at Button-Gwinnett Annex, Scenic Highway, Lawrenceville, Georgia, September 2, 1986, at 10:00 a.m. with Commission Chairman, Lillian Webb, and Commissioners Ken Suffridge, Mike Berg, Scott Ferguson, and Bartow Jenkins, present.

Invocation was pronounced by Sheriff Bobby Plunkett, followed by pledge to the flag.

WEST COURT REPORTING
368 Pike Street
P.O. Box 854
Lawrenceville, Georgia 30246-0854
Phone: (404) 963-0003

FORM SEL 711 REPORTERS PAPER & MFG. CO. 800-626-8313

1 MR. FERGUSON: Second.

2 MS. WEBB: It has been moved to table to September
3 the 16th by Commissioner Berg, seconded by Commissioner
4 Ferguson. It's not debatable. Those in favor, signify
5 by saying "aye."

6 MR. SUFFRIDGE: Aye.

7 MR. FERGUSON: Aye.

8 MS. WEBB: Aye.

9 MR. BERG: Aye.

10 MR. JENKINS: Aye.

11 MS. WEBB: Any opposed? Aye's have it. So ordered.

12 1.B. is the APPROVAL OF A RESOLUTION OF THE GWINNETT
13 COUNTY BOARD OF HEALTH TO ADOPT RULES AND REGULATIONS
14 FOR THE INSTALLATION OF ON-SITE SEWERAGE MANAGEMENT
15 SYSTEMS BASED UPON RULES OF THE DEPARTMENT OF HUMAN
16 RESOURCES, PUBLIC HEALTH, UNDER CHAPTER 290-5-26.

17 MR. JENKINS: I make a motion that this be approved.

18 MS. WEBB: It has been moved to approve by
19 Commissioner Jenkins.

20 MR. BERG: Second.

21 MS. WEBB: Properly seconded by Commissioner Berg.
22 Any discussion?

23 MR. FERGUSON: Are you talking about approve as is,
24 without any changes?

25 MS. WEBB: Discussion? Hearing none, any objection

1 to moving the question? All those in favor, please
2 signify by saying "aye."

3 MR. SUFFRIDGE: Aye.

4 MS. WEBB: Aye.

5 MR. BERG: Aye.

6 MR. JENKINS: Aye.

7 MS. WEBB: Any opposed?

8 MR. FERGUSON: Opposed.

9 MS. WEBB: One opposed. Let the record so
10 reflect. Motion has been approved.

11 2A under ENGINEERING DEPARTMENT/MR. GEORGE BLACK.
12 And this is the APPROVAL OF THE ABANDONMENT OF PORTIONS
13 OF COUNTY LANE AND COUNTRY WALK AS PER PLAT AND LEGALS
14 ATTACHED AND AUTHORIZATION FOR THE CHAIRMAN TO EXECUTE
15 QUIT CLAIM DEEDS.

16 This also was tabled on the 19th of August -- July.

17 MR. BERG: July. Madam Chairman, motion to table
18 to 9/16.

19 MS. WEBB: It has been moved to table --

20 MR. FERGUSON: Second.

21 MS. WEBB: -- to 9/16 by Commissioner Berg,
22 seconded by Commissioner Ferguson. All those who favor
23 tabling, signify by saying "aye."

24 MR. SUFFRIDGE: Aye.

25 MR. FERGUSON: Aye.

BOARD OF COMMISSIONERS

WINNETT COUNTY

LAWRENCEVILLE, GEORGIA

ORDINANCE ENTITLED "FOOD SERVICE"

READING AND ADOPTION: 5-2-89

At the regular meeting of the Gwinnett County Board of Commissioners held in the Commission Meeting Room, 75 Langley Drive, Lawrenceville, Georgia.

<u>Present</u>	VOTE
Lillian Webb, Chairman	YEA
W. J. Dodd, District 1	YEA
Scott Ferguson, District 2	YEA
Curtis McGill, District 3	YEA
Don Loggins, District 4	YEA

On motion of W. J. DODD, which carried 5/0, the following ordinance was adopted:

BE IT ORDAINED by the Gwinnett County Board of Commissioners, this the 2ND day of MAY, 1989, that the Gwinnett County Code be, and it is, hereby amended by adoption of the attached ordinance, entitled "Food Service." Said ordinance shall be codified as Appendix D of the Gwinnett County Code of Ordinances.

By: Lillian Webb
Lillian Webb, Chairman
Gwinnett County Board of
Commissioners

ATTEST:

Barbara C. Bruce
Clerk

GWINNETT COUNTY BOARD OF COMMISSIONERS
AGENDA REQUEST

I.* DEPARTMENT: LAW WORK SESSION AGENDA #
* DEPT. HEAD AUTHORIZATION: Richard A. Carothers CONSENT AGENDA #
* DATE SUBMITTED: 4-21-89 NEW BUSINESS #
* WORK SESSION DATE: 5-02-89 OLD BUSINESS #
BUSINESS SESSION DATE: 5-02-89
TABLED TO:
SUBMITTING PERSON: Loretta J. Mirandola
CITIZENS REQUEST: DATE SUBMITTED DEPT.

II.* ITEM OF BUSINESS: Approval of an ordinance to amend the Code of Gwinnett County, Georgia by adopting an Appendix D to provide Rules and Regulations regarding Food Services based upon the Gwinnett County Board of Health adoption of Rules and Regulations of the Department of Human Resources, Public Health, Chapter 290-5-14.

III.* ACTION REQUIRED

Approval of ordinance stated above.

AUTHORIZATION CHAIRMAN'S SIGNATURE: Yes

IV.* STAFF RECOMMENDATION: Approval.

V.* ATTACHMENTS:

* COPIES OF LEGAL ADVERTISEMENTS:

BUDGETED	NON-BUDGETED	ORG. & ACCT.#	CURRENT ACCT. BAL.	REQUESTED ALLOCATION	DIRECTOR INITIALS
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* FINANCE: N/A

* COMMENTS:

ATTORNEY INITIALS:

* OTHER AFFECTED DEPARTMENTS: INITIALS:

OTHER COMMENTS AND NARRATIVE ATTACHED
* MUST BE COMPLETED BEFORE SUBMISSION TO RECORDING SECRETARY. N/A IS APPROPRIATE FOR NON-ESSENTIAL ITEMS

FOOD SERVICE
A RESOLUTION OF THE
GWINNETT COUNTY BOARD OF HEALTH
TO ADOPT THE FOLLOWING RULES AND REGULATIONS
BASED UPON RULES OF THE DEPARTMENT OF HUMAN RESOURCES,
PUBLIC HEALTH, CHAPTER 290-5-14

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- 9-5001 Definitions
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- 9-5003 Food Care
- 9-5004 Personnel
- 9-5005 Equipment & Utensils
- 9-5006 Cleaning & Sanitization and
Storage of Equipment and
Utensils
- 9-5007 Sanitary Facilities & Controls
- 9-5008 Construction and Maintenance of
Physical Facilities
- 9-5009 Special Food Service Operations
- 9-5010 Protective Shielding
- 9-5011 Compliance Procedures

9-5001 Definitions. Amended. The following definitions shall apply in the interpretation and enforcement of this Chapter.

(a) "Approved" means acceptable to the health authority based on its determination as to conformance with applicable standards and/or good public health practice.

(b) "Commissary" means a catering establishment, restaurant, or any other place in which food, containers, or supplies are kept, handled, prepared, packaged or stored for subsequent transport, sale or service elsewhere.

(c) "Corrosion-Resistant Material" means a material which maintains its original surface characteristics under prolonged influence of environmental conditions and of food, cleaning compounds, and sanitizing solutions.

(d) "County Board of Health" means the Board of Health as established by the O.C.G.A. 31-3-1 or other law.

(e) "Department" means the Department of Human Resources, State of Georgia.

(f) "Easily Cleanable" means readily accessible nonabsorbent and of such material and finish, and so fabricated that residue may be completely removed by normal cleaning methods.

(g) "Employee" means the permit holder, individuals having supervisory or management duties and any other person working in a food service establishment.

(h) "Enough" means occurring in such quantity and quality or scope as to fully satisfy demand or need.

(i) "Equipment" means all stoves, ranges, hoods, meatblocks, tables, counters, refrigerators, sinks, dishwashing machines, steam tables, ice machines, slicers, and similar items, other than utensils, used in the operation of a food-service establishment.

(j) "Food" means any raw, cooked, or processed edible substances, beverage, ice or ingredient used or intended for use or for sale in whole or in part for human consumption.

(k) "Food-Contact Surfaces" means those surfaces of equipment and utensils with which food normally comes in contact, and those surfaces from which food may drain, drip or splash back

onto surfaces normally in contact with food.

(l) "Food-Processing Establishment" means a commercial establishment in which food is manufactured or packaged for human consumption. The term does not include a food service establishment, retail food store, or commissary operation.

(m) "Food Service Establishment" means establishments for the preparation and serving of meals, lunches, short orders, sandwiches, frozen desserts, or other edible products. The term includes restaurants; coffee shops; cafeterias; short order cafes; luncheonettes; taverns; lunchrooms, places which manufacture, wholesale, or retail sandwiches or salads; soda fountains; institutions, both public and private; food carts; itinerant restaurants; industrial cafeterias; catering establishments; food vending machines and vehicles and operations connected therewith; and similar facilities by whatever name called. The term "food service establishment" shall not mean a "food sales establishment," as defined in Code Section 26-2-21, which does not provide seating or facilities for consumption of food on the premises.

NOTE: "Food Sales Establishment" means retail and wholesale grocery stores; retail seafood stores and places of business; food processing plants, except those food processing plants which are currently required to obtain a license from the Commissioner under any other provision of law; bakeries; confectionaries; fruit, nuts and vegetable stores and places of business, and similar establishments, mobile or permanent, engaged in the sale of food primarily for consumption off the premises. This term shall not include "food service establishments" as defined in Code Section 26-2-370.

(n) "Health Authority" means the Department, or the County Board of Health acting as its agent.

(o) "Hermetically Sealed Container" means a container designed and intended to be secure against the entry of microorganisms and to maintain the commercial sterility of its content after processing.

(p) "Kitchenware" means all multiuse utensils other than tableware used in the storage, preparation, conveying, or

serving of food.

(q) "Law" includes Federal, State and local statutes and rules.

(r) "Mobile Food Unit" means a Trailer, Pushcart, Vehicle Vendor, or any other conveyance operating off the premise of a permitted food service establishment.

(s) "Packaged" means bottled, canned, cartoned, or securely wrapped.

(t) "Permit" means authorization granted by the health authority to the management to operate a food service establishment and signifies satisfactory compliance with these rules.

(u) "Person" means any individual, firm, partnership, corporation, trustee or association, or combination thereof.

(v) "Person in Charge" means the individual present in a food service establishment who is the designated supervisor of the food service establishment at the time of inspection. If no individual has been designated as the supervisor, then any employee present is the person in charge.

(w) "Potable" means water intended for human consumption that meets the bacteriological and chemical requirements of the Federal Environmental Protection Agency's Safe Drinking Water Act, or other regulatory agency having equivalent authority.

(x) "Potentially Hazardous Food" means any perishable food which has as an ingredient milk or milk products, eggs, meat, poultry, fish, shellfish, or other foods or other ingredients in such forms as are capable of supporting rapid and progressive development of infectious or disease causing agents. The term does not include clean, whole, uncracked, odor-free shell eggs or foods which have a ph level of 4.6 or below or a water activity value of 0.85 or less.

(y) "Restricted Food Service Operation" means a food service operation that serves only food products that requires cooking immediately prior to serving.

(z) "Safe Materials" means articles manufactured from or composed of materials that may not reasonably be expected to result, directly or indirectly, in their becoming a component or otherwise affecting the characteristics of any food. If materials used are food additives or color additives as defined in the Federal Food, Drug, and Cosmetic Act they are "safe" only if they are

used in conformity with regulations established pursuant to the Act. Other materials are "safe" only if, as used, they are not food additives or color additives as defined in the Act and are used in conformity with all applicable regulations of the U. S. Food and Drug Administration.

(aa) "Safe Temperatures", as applied to potentially hazardous food, means temperatures of 45°F. or below, or 140°F. or above.

(bb) "Sanitization" means effective bactericidal treatment by a process that provides enough accumulative heat or concentration of chemicals for enough time to destroy disease causing agents and not leave a residue which would be considered harmful.

(cc) "Sealed" means free of cracks or other openings which permit the entry or passage of moisture or vermin.

(dd) "Servicing Area" means a location with specific provisions for supplying cleaning and servicing a mobile food unit.

(ee) "Single-Service Articles" means articles intended for one use only, such as cups, containers, lids or closures; plates, knives, forks, spoons, stirrers, toothpicks, paddles, straws, placemats, napkins, doilies, wrapping materials; and all similar articles which are constructed wholly or in part from paper, paperboard, molded pulp, foil, wood, plastic, synthetic, or other readily destructible materials that cannot be cleaned and sanitized by an approved method.

(ff) "Special Food Service Operation" includes Mobile Food Unit, Temporary Food Service Operation and Restricted Food Service Operation.

(gg) "Tableware" means all multiuse eating and drinking utensils, including flatware (knives, forks and spoons).

(hh) "Temporary Food Service Operation" means any food-service establishment which operates at the same location for a temporary period of time, not to exceed 14 consecutive days, in conjunction with a fair, carnival, circus, public exhibition or similar transitory gathering.

(ii) "Utensil" means any implement, tableware and/or kitchen-ware used in the storage, preparation, transportation or serving of food.

Authority O.C.G.A. Sec. 26-2-373. Administrative History. Original Rule entitled "Purpose" was filed and effective on July 19, 1965 as 270-5-6-.01. Amended: Rule repealed and a new Rule entitled "Definitions" adopted. Filed January 24, 1967; effective February 12, 1967. Amended: Rule renumbered as 290-5-14-.01. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule of the same title adopted. Filed July 10, 1986; effective July 30, 1986.

9-5002 Provisions. Amended.

(1) Permit:

- (a) It shall be unlawful for any person to operate a food service establishment, a mobile food unit, a temporary food service operation or a restricted food service operation without having first obtained a valid food service permit from the health authority pursuant to this Chapter;
- (b) Permits are invalidated by change of ownership or location.
- (c) Prior to the issuance of the permit to new or existing establishments the applicant shall provide the health authority evidence of satisfactory compliance with the provisions of these rules and all other provisions of laws which apply to the location, construction and maintenance of food service establishments and the safety of persons therein;
- (d) The permit shall be framed and prominently displayed for public view at all times;
- (e) The permit shall be property of the health authority and shall be returned within seven days to the local health authority when the food service establishment ceases to operate or is moved to another location or when the permit is revoked;
- (f) Any addition of a "food item" that changes the method of food preparation must be reported to the health authority prior to implementation.

(2) Application for a permit:

- (a) The management of the food service establishment or a mobile food unit, a temporary food service operation or a restricted food service operation shall submit to the local health authority an application for a permit at least ten (10) days prior to the anticipated date of opening and commencement of the operation of

the food service establishment or a mobile food unit, a temporary food service operation or a restricted food service operation.

(b) The application shall be prepared in duplicate on forms provided by the Department. The original shall be forwarded to the local health authority and the copy retained by the management.

(c) The application for a temporary and restricted food service operation shall show the inclusive dates of the proposed operation.

(3) Plans:

(a) Submission of Plans: Properly prepared plans and specifications must be submitted for review and approval when a food service establishment is constructed or extensively remodeled, or when an existing structure is converted to use as a food service establishment.

(b) Plans and Specifications: The plans and specifications shall be submitted to the health authority of the county in which the food service establishment will be constructed at least fourteen (14) days prior to beginning construction. The plans shall indicate the proposed layout, arrangement, mechanical plans, and construction materials of work areas, and the type and model of proposed fixed equipment and facilities.

Authority O.C.G.A. 26-2-371-373, 31-2-4. Administrative History. Original Rule entitled "Policy" was filed and effective on July 19, 1965 as 270-5-6-.02. Amended: Rule repealed and a new Rule entitled "Provisions" adopted. Filed January 24, 1967; effective February 12, 1967. Amended: Rule renumbered as 290-5-14-.02. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule of the same title adopted. Filed July 10, 1986; effective July 30, 1986.

9-5003 Food Care. Amended.

(1) Food Supplies:

(a) Food shall be in sound condition, free from spoilage, filth, or other contamination and shall be safe for human consumption.

(b) Food shall be obtained from approved sources that comply with all laws relating to food processing and shall have no information on the label that is false or misleading.

(c) The use of food in hermetically sealed containers that was not prepared in a food processing establishment is prohibited.

(d) Fluid milk and fluid milk products used or served shall be pasteurized and shall meet the Grade A quality standards as

established by law. Dry milk and dry milk products shall be made from pasteurized milk and milk products.

(e) Fresh and frozen shucked shellfish (oysters, clams, or mussels) shall be packed in non-returnable packages identified with the name and address of the original shell stock processor, shucker-packer, or repacker, and the interstate certification number issued according to law. Shell stock and shucked shellfish shall be kept in the container in which they were received until they are used. Each container of unshucked shell stock (oysters, clams, or mussels) shall be identified by an attached tag that states the name and address of the original shell stock processor, the kind and quantity of shell stock, and an interstate certification number issued by an approved shellfish control agency. The food service management shall retain on file for at least 60 days information pertaining to the source of shellfish products.

(f) All bakery products shall have been prepared in permitted food service establishments or in an approved food processing establishment; provided, that the health authority may accept other sources which are in compliance with applicable State and local laws and regulations. Bakery products which contain potentially hazardous foods shall be prepared and handled in accordance with all requirements for potentially hazardous foods.

(g) Only clean whole eggs, with shell intact and without cracks or checks, or pasteurized liquid, frozen, or dry eggs or pasteurized dry egg products shall be used, except that hard-boiled, peeled eggs, commercially prepared and packaged, may be used.

(2) Food Protection:

(a) At all times, including while being stored, prepared, displayed, served, or transported, food shall be protected from potential contamination, including toxic materials, dust, insects, rodents, unclean equipment and utensils, unnecessary handling, cross contamination, coughs and sneezes, flooding, drainage, and overhead leakage or overhead drippage from condensation.

(b) The temperature of potentially hazardous food shall be 45°F or below or 140°F. or above at all times, except as otherwise provided in this Chapter.

(c) In the event of a fire, flood, power outage, or similar event that might result in the contamination of food, or that might prevent potentially hazardous food from being held at required temperatures, the person in charge shall immediately contact the health authority. Upon receiving notice of this occurrence, the health authority shall take whatever action that it deems necessary to protect the public health.

(3) Food Storage:

(a) Food, whether raw or prepared, if removed from the container, or package in which it was obtained, shall be stored in an approved, clean and covered container except during necessary periods of preparation of service.

1. Container covers shall be tight fitting, impervious, nonabsorbent and of safe material.

2. Solid cuts of meat shall be protected by being covered in refrigerated storage, except that quarters or sides of meat may be hung uncovered on clean sanitized hooks if no food product is stored beneath the meat.

(b) Containers of food shall be stored a minimum of 6 inches above the floor in a manner that protects the food from splash and other contamination, and that permits easy cleaning of the storage area.

(c) Food and containers of food shall not be stored under exposed plumbing, tubes and refrigeration components or otherwise located where contamination may occur. This requirement does not apply to automatic fire protection sprinkler heads.

(d) Food not subject to further washing or cooking before serving shall be stored in a way that protects it against cross-contamination from food requiring washing or cooking.

(e) Packaged food shall not be stored in contact with water or undrained ice. Wrapped sandwiches shall not be stored in direct contact with ice.

(f) Bulk food such as cooking oil, syrup, salt, sugar, and flour shall be stored in an approved, clean and covered container with the contents identified by common name.

(g) Enough conveniently located refrigeration facilities or effectively insulated facilities shall be provided to assure the maintenance of perishable and potentially hazardous food at

required temperatures during storage. Each refrigerated facility storing potentially hazardous food shall be provided with a numerically scaled thermometer, accurate to $\pm 3^{\circ}\text{F}$ measuring the air temperature in the warmest part of the facility and located to be easily readable.

(h) Potentially hazardous foods requiring refrigeration after preparation shall be placed in shallow pans not to exceed 4 inches in depth and shall be rapidly cooled by refrigeration to an internal temperature of 45°F . or below within 4 hours. Rapid cooling may be accelerated by using smaller portions, chilling in refrigerator and/or agitation. Accumulated times in the danger zone (45°F to 140°F) shall not exceed four (4) hours.

(i) Frozen food shall be kept frozen and should be stored at a temperature of 0°F . or below.

(j) Ice used for cooling stored food and food containers shall not be used for human consumption, except that such ice may be used for cooling tubes conveying beverages or beverage ingredients to a dispenser head.

(k) Enough conveniently located hot food storage facilities shall be provided to assure the maintenance of food at the required temperature during storage. Each hot food facility storing potentially hazardous food shall be provided with a numerically scaled thermometer, accurate to $\pm 3^{\circ}\text{F}$, measuring the air temperature in the coolest part of the facility and located to be easily readable.

(l) Where it is impractical to install thermometers on equipment or insulated food transport carriers a product thermometer must be available and used to check internal food temperature. The internal temperature of potentially hazardous food requiring hot storage shall be 140°F or above except during necessary periods of preparation.

(4) Food Preparation:

(a) Food shall be prepared with the least possible manual contact, with suitable utensils, and on surfaces that prior to use have been cleaned, rinsed and sanitized to prevent cross-contamination.

(b) Raw fruits and vegetables shall be thoroughly washed with potable water under pressure before being cooked or served. A separate sink shall be provided for this purpose.

(c) Potentially hazardous foods requiring cooking shall be cooked to heat all parts of the food to a temperature of at least 140°F, except that:

1. Poultry, poultry stuffings, stuffed meats and stuffings containing meat shall be cooked to heat all parts of the food to at least 165°F with no interruption of the cooking process.
2. Pork and any food containing pork shall be cooked to heat all part of the food to at least 150°F or 170°F when cooked in a microwave oven.
3. Rare roast beef shall be cooked to an internal temperature of at least 130°F, and rare beef steak shall be cooked to a temperature of 130°F unless otherwise ordered by the immediate consumer.
4. When beef roasts are cooked in microwave ovens the internal product temperature must reach at least 145°F.

(d) Reconstituted dry milk and dry milk products may be used in instant desserts and whipped products, or for cooking and baking purposes.

(e) Nondairy creaming, whitening, or whipping agents may be reconstituted on the premises only when they will be stored in sanitized, covered containers not exceeding one-half gallon in capacity and rapidly cooled to and maintained at 45°F or below.

(f) Dry milk products may be used as an ingredient in nutritional supplement or prescription formulas when served immediately after preparation.

(g) Liquid, frozen, dry eggs and egg products shall be used only for cooking and baking purposes.

(h) When potentially hazardous foods that have been cooked and then refrigerated, are to be served hot, they shall be reheated rapidly to 165°F or higher throughout before being served or before being placed in a hot food storage facility. Steam tables, bainmaries, warmers, and similar hot food holding facilities are prohibited for the rapid reheating of potentially hazardous foods.

(i) A metal stem-type numerically scaled thermometer, accurate to $\pm 3^\circ\text{F}$, shall be provided and used to assure the attainment and maintenance of proper internal, cooking, holding, or refrigeration temperatures of all potentially hazardous foods.

(j) Potentially hazardous foods shall be thawed:

1. In refrigerated units at a temperature not to exceed 45°F; or
2. Under potable running water of a temperature of 70°F or below, with sufficient water velocity to agitate and float off loose food particles into the overflow; or
3. In a microwave oven only when the food will be immediately transferred to conventional cooking facilities as part of continuous cooking process or when the entire, uninterrupted cooking process takes place in the microwave oven; or
4. As part of the conventional cooking process, additional time must be allowed for product to reach required internal temperature.

(k) For special events, foods requiring only cooking may be prepared, if served immediately, in an outside area on the premise of a permitted food service establishment. Prior approval must be obtained from the health authority.

(5) Food Display and Service:

(a) Potentially hazardous food shall be kept at an internal temperature of 45°F or below or at an internal temperature of 140°F or above during display and service, except that rare roast beef shall be held for service at a temperature of at least 130°F. Animal products which are to be consumed raw must be served at a temperature of 45°F or below.

1. Milk and milk products for drinking purposes shall be provided to the consumer in an unopened, commercially filled package not exceeding 1 pint in capacity, or drawn from a commercially filled container stored in mechanically refrigerated bulk milk dispenser. Where a bulk dispenser for milk and milk products is not available and portions of less than $\frac{1}{2}$ pint are required for mixed drinks, cereal, or dessert service, milk and milk products may be poured from a commercially filled container of not more than $\frac{1}{2}$ gallon capacity.
2. Cream or half and half shall be provided in an individual service container, protected pour-type pitcher, or drawn from a refrigerated dispenser designed for such service.
3. Nondairy creaming or whitening agents shall be provided in an individual service container, protected pour-type pitcher, or drawn from a refrigerated dispenser designed for such service.

(b) Condiments, seasonings and dressings for self-service use shall be provided in individual packages, from dispensers, or from containers protected in accordance with Rule 9-5003 subparagraph

(5) (g).

1. Condiments provided for table or counter service shall be individually portioned, except that catsup, non-potentially hazardous dressings and sauces may be served in the original container or approved pour-type dispenser.

2. Sugar for consumer use shall be provided in individual packages or in an approved pour-type dispenser.

(c) Ice for consumer use shall be dispensed only by employees using a scoop that has a handle and is constructed of approved materials, tongs, or other ice-dispensing utensils or through automatic self-service, ice-dispensing equipment.

1. Ice-dispensing utensils shall be stored on a clean surface not in the ice.

2. Ice transfer container shall be stored and used in a way that protects the container and ice from contamination.

3. Ice storage bins shall be drained through an air gap or indirect connection.

(d) To avoid unnecessary manual contact with food, other than ice, suitable dispensing utensils shall be used by employees or provided to consumers who serve themselves. Between uses during service, dispensing utensils shall be:

1. Stored in the food with the dispensing utensil handle extended out of the food; or

2. Stored clean and dry; or

3. Stored in running water; or

4. Stored either in a running water dipper well, or clean and dry in the case of dispensing utensils and malt collars used in preparing frozen desserts.

(e) Once served to a consumer or placed on the table for service, portions of food shall not be served again, except that; unopened packaged food, other than potentially hazardous food, still in sound condition, may be re-served.

(f) Foods that have not been served to a consumer or exposed to contamination by the consumer may be re-served when handled and reprocessed as required by Rule 9-5003, subparagraphs (2), (3), and (4).

(g) Food on display shall be protected from consumer contamination by the use of packaging or by the use of easily cleanable counter, serving line or salad bar protective devices, display cases, or by other effective means.

1 Protective devices for counters, serving lines, salad bars and other similar food displays in public eating establishments shall be designed (See Rule 9-5010) and constructed so as to intercept contaminants which may be expelled from the customer's mouth or nose.

2 All food, whether on display, being prepared for service or placed for consumer self-service must be protected from contamination from consumers standing or sitting within eight (8) feet of the food.

3 Enough hot or cold food facilities shall be available to maintain the required temperature of potentially hazardous food on display.

4 All requirements of paragraph (5) shall be met until the food product is received by the consumer.

5 All food display facilities shall be designed or operated to minimize contact by consumer.

(h) The presentation of food orders and limited tableside finishing, such as tossing salad and flaming desserts, is permissible from a permitted food service establishment in an adjoining outdoor seating area. Outdoor salad bars or unenclosed dessert carts are prohibited.

(i) Clean tableware for self-service consumers returning to the service area for additional food should be provided. A public notice to this effect should be posted in a conspicuous place in the service area. Beverage cups and glasses are exempt from this requirement.

(6) Food Transportation:

(a) During transportation, food and food utensils shall be kept in covered containers or completely wrapped or packaged so as to be protected from contamination and spoilage.

(b) Foods in original individual packages do not need to be over-wrapped or covered if the original package has not been torn or broken.

(c) During transportation, including transportation to another location for service or catering operations, potentially hazardous food shall be maintained at 45°F or below for cold foods or 140°F or above for hot foods.

Authority O.C.G.A. 26-2-373, 31-2-4. Administrative History. Original Rule entitled "Permits Required" was filed and effective on July 19, 1965 as 270-5-6-.03. Amended: Rule repealed and a new Rule entitled "Food Supplies" adopted. Filed January 24, 1967; effective February 12, 1967. Amended: Rule renumbered as 290-5-14-.03. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule entitled "Food Care" adopted. Filed July 10, 1986; effective July 30, 1986.

9-5004 Personnel. Amended.

(1) Employee Health:

(a) No person, while infected with or suspected of having a disease that can be transmitted by food or who is a carrier of microorganisms that cause such a disease or while afflicted with a boil, a cut or wound, or an acute respiratory infection, shall be permitted, by management, to work in a food service establishment in any capacity in which there is a likelihood of such person contaminating food or food-contact surfaces or transmitting disease to other persons.

(b) The manager or person in charge of the establishment shall promptly notify the health authority when any employee of a food service establishment is known or suspected of having an infectious disease or one that can be transmitted by food.

(2) Personal Cleanliness:

(a) Employees shall thoroughly wash their hands and the exposed portions of their arms with soap and warm water before starting work, during work as often as is necessary to keep them clean, and immediately after using tobacco products, eating, drinking, using the toilet, or being potentially contaminated by other means.

(b) Employees shall keep their fingernails clean and trimmed.

(c) Approved measures should be taken to prevent perspiration from contaminating foods, food contact surfaces, equipment and utensils.

(3) Clothing:

(a) The outer layer of clothing of all employees shall be clean.

(b) Employees preparing, handling and serving food shall use effective and clean, disposable or easily cleanable nets or other hair restraints approved by the health authority, worn properly to restrain loose hair.

(4) Employee Practices:

(a) Employees shall consume food or use tobacco products only in approved designated areas separate from preparation and serving areas.

(b) Employees shall not use tobacco in any form while engaged in food preparation or service, nor while in areas used for equipment or utensil washing or for food preparation or for food storage.

(c) Employees shall handle soiled tableware in a way that minimizes contamination of their hands.

(d) Employees shall maintain a high degree of personal cleanliness and shall use good hygienic practices during all working periods in the food service establishment.

Authority O.C.G.A. 26-2-373; 31-2-4. Administrative History. Original Rule entitled "Application; Filing of" was filed and effective on July 19, 1965 as 270-5-6-.04. Amended: Rule repealed and a new Rule entitled "Food Protection" adopted. Filed January 24, 1967; effective February 12, 1967. Amended: Rule renumbered as 290-5-14-.04. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule entitled "Personnel" adopted. Filed July 10, 1986; effective July 30, 1986.

9-5005 Equipment and Utensils. Amended.

(1) Materials:

(a) Multiuse equipment and utensils shall be constructed of and repaired with safe materials, including finishing materials; shall be corrosion resistant and nonabsorbent; and shall be smooth, easily cleanable, and durable under conditions of normal use. Equipment,

utensils, and single-service articles shall not impart odors, color, or taste, nor contribute to the contamination of food.

(b) If solder is used, it shall be composed of safe materials and be corrosion resistant.

(c) Hard maple or equivalently nonabsorbent material that meets the general requirements set forth in subparagraph (1)(a) of this Rule may be used for cutting blocks, cutting boards, salad bowls, and baker's tables. The use of wood as a food-contact surface under other circumstances is prohibited.

(d) Safe plastic or safe rubber or safe rubber-like materials that are resistant under normal conditions of use to scratching, scoring, decomposition, crazing, chipping, and distortion, that are of sufficient weight and thickness to permit cleaning and sanitizing by normal dishwashing methods and which meet the general requirements set forth in subparagraph (1)(a) of this Rule, are permitted for repeated use.

(e) Mollusk and crustacea shells may be used only once as a serving container.

(f) Single-service articles shall be made from clean, sanitary, safe materials. Re-use of single service articles is prohibited. Wood may be used for single-service articles, such as chop sticks, stirrers, or ice cream spoons.

(2) Design and Fabrication:

(a) All equipment and utensils, including plasticware, shall be designed and fabricated for durability under conditions of normal use and shall be resistant to denting, breaking, buckling, pitting, chipping, and crazing.

1. Food-contact surfaces shall be easily cleanable, smooth, and free of breaks, open seams, cracks, chips, pits, internal corners, and crevices and similar imperfections.

2. Cast iron may be used as a food-contact surface only if the surface is heated, such as in grills, griddle tops, and skillets.

3. Threads shall be designed to facilitate cleaning; ordinary "V" type threads are prohibited in food-contact surfaces, except that in equipment such as ice makers or hot oil cooking equipment and hot oil filtering systems, such threads shall be minimized.

(b) Equipment containing bearings and gears requiring unsafe lubricants shall be designed and constructed so that the lubricant cannot leak, drip or be forced into food or onto food-contact surfaces. Only safe lubricants shall be used on equipment designed to receive lubrication of bearings and gears on or within food-contact surfaces.

(c) Tubes conveying beverages or beverage ingredients to dispensing heads may be in contact with stored ice: Provided, that such tubes are fabricated from safe materials, are grommeted at entry and exit points to preclude moisture (condensation) from entering the ice machine or the ice storage bin, and are kept clean. Drainage or drainage tubes from dispensing units shall not pass through the ice machine or the ice storage bins.

(d) Sinks and drain boards shall be self-draining.

(e) Unless designed for in-place cleaning, food-contact surfaces shall be accessible for cleaning and inspection:

1. without being disassembled; or
2. by disassembling without the use of tools; or
3. by easy disassembling with the use of only simple tools such as a mallet, a screwdriver, or a wrench kept available near the equipment.

(f) Equipment intended for in-place cleaning shall be so designed and fabricated that:

1. cleaning and sanitizing solutions can be circulated throughout a fixed system using an effective cleaning and sanitizing procedure; and
2. cleaning and sanitizing solutions will contact all interior food-contact surfaces; and
3. the system is self-draining or capable of being completely emptied.

(g) Fixed equipment designed and fabricated to be cleaned and sanitized by pressure spray methods shall have sealed electrical wiring, switches, and connections.

(h) Thermometers required for immersion into food or cooking media shall be of metal stem type construction, numerically scaled, and accurate to $\pm 3^{\circ}\text{F}$.

(i) Surfaces of equipment not intended for contact with food, but which are exposed to splash or food debris or which otherwise require frequent cleaning, shall be designed and fabricated to be smooth, washable, free of unnecessary ledges, projections, or crevices, and readily accessible for cleaning, and shall be of an approved material and in such repair as to be easily maintained in a clean and sanitary condition.

(j) Ventilation hoods and devices shall be designed or operated to prevent grease or condensation from collecting on walls and ceilings, and from dripping into food or onto food-contact surfaces. Filters or other grease extracting equipment shall be readily removable for cleaning and replacement if not designed to be cleaned in place.

(k) Equipment that was installed in a food service establishment prior to the effective date of this Rule, and that does not fully meet all of the material, design and fabrication requirements of this Rule, shall be deemed acceptable in that establishment if it is in good repair, capable of being maintained in a sanitary condition, and the food-contact surfaces are nontoxic. Replacement equipment and new equipment acquired after the effective date of this Rule shall meet the requirements of this Rule.

(3) Equipment Installation and Location:

(a) Equipment, including ice makers and ice storage equipment, shall not be located under exposed plumbing, tubes and refrigeration components or otherwise located where contamination may occur. This requirement does not apply to automatic fire protection sprinkler heads.

(b) Equipment that is placed on tables or counters, unless portable, shall be sealed to the table or counter or elevated on legs to provide at least a 4-inch clearance between the table or counter and equipment and shall be installed to facilitate the cleaning of the equipment and adjacent areas.

- 1 Equipment is portable within the meaning of this section if:
 - i it is small and light enough to be moved easily by one person;and
 - ii it has no utility connection, or has a utility connection that

disconnects quickly, or has a flexible utility connection line of sufficient length to permit the equipment to be moved for easy cleaning.

(c) Floor-mounted equipment, unless easily movable, shall be:

1. sealed to the floor; or
2. installed on a raised platform of concrete or other smooth masonry in a way that meets all the requirements for sealing or floor clearance; or
3. elevated on approved legs to provide at least a 6-inch clearance between the floor and equipment, except that vertically mounted floor mixers may be elevated to provide at least a 4-inch clearance between the floor and equipment if no part of the floor under the mixer is more than 6 inches reach for cleaning access.
4. sufficient space shall be provided for easy cleaning between, behind, and above all fixed equipment. If exposed to seepage, the space between the adjoining equipment or adjacent walls or ceilings shall be sealed.

(d) Equipment is easily movable if;

1. it is mounted on wheels or casters; and
2. it has no utility connection or has a utility connection that disconnects quickly, or has a flexible utility line of sufficient length to permit the equipment to be moved for easy cleaning.

(e) Aisles and working spaces between units of equipment and walls shall be unobstructed and of sufficient width to permit employees to perform their duties readily without contamination of food or food-contact surfaces by clothing or personal contact. All easily movable storage equipment such as pallets, racks, and dollies shall be positioned to provide accessibility to working areas.

Authority O.C.G.A. 26-2-373, 31-2-4. Administrative History. Original Rule entitled "Permits, Granting and Validity" was filed and effective on July 19, 1965 as 270-5-6-.05. Amended: Rule repealed and a new Rule entitled "Preparation" adopted. Filed January 24, 1967; effective February 12, 1967.

Amended: Rule renumbered as 290-5-14-.05. Filed June 10, 1980; effective July 30, 1980. Amended: Rule repealed and a new Rule entitled "Equipment and Utensils" adopted. Filed July 10, 1986; effective July 30, 1986.

9-5006 Cleaning, Sanitization and Storage of Equipment and Utensils.
Amended.

(1) Equipment and Utensil Cleaning and Sanitization:

(a) After each use tableware shall be washed, rinsed, sanitized, and air dried only. A spoon or other utensil, once used for tasting food, shall not be reused until it has been cleaned and sanitized.

(b) To prevent cross-contamination, kitchenware and food-contact surfaces of equipment shall be washed, rinsed, and sanitized after each use and following any interruption of operations during which time contamination may have occurred.

(c) Where equipment and utensils are used for the preparation of potentially hazardous foods on a continuous basis, utensils and the food-contact surfaces of equipment shall be washed, rinsed, and sanitized at intervals throughout the day on an approved schedule based on food temperature, type of food, and amount of food particle accumulation.

(d) The food-contact surfaces of grills, griddles, and similar cooking devices and, the cavities and door seals of microwave ovens shall be cleaned at least once a day; except that this shall not apply to hot oil cooking equipment and hot oil filtering systems. The food-contact surfaces of all cooking equipment shall be kept free of encrusted grease deposits and other accumulated soil.

(e) Non-food-contact surfaces of equipment shall be cleaned as often as is necessary to keep the equipment free of accumulation of dust, dirt, food particles, and other debris.

(f) Cloths used for wiping food spills on tableware, such as plates or bowls being served to the consumer, shall be clean, dry and used for no other purpose.

(g) Moist cloths and sponges shall be clean and rinsed frequently in one of the approved sanitizing solutions listed in subparagraph (2)(e) of this Rule and shall be stored in a freshly prepared sanitizing solution between uses.

1. Moist cloths and sponges used for wiping food spills on kitchenware and food-contact surfaces of equipment shall be used for no other purpose.

2. Moist cloths and sponges used for cleaning non-food-contact surfaces of equipment such as counters, dining table tops and shelves shall be used for no other purpose.

(2) Manual Cleaning and Sanitizing:

(a) For manual washing, rinsing, and sanitizing of utensils and equipment, a sink with not fewer than three compartments shall be provided and used. These sinks shall not be used for the preparation of food, such as thawing and washing of vegetables. Sink

compartments shall be large enough to accommodate utensils, and each compartment of the sink shall be supplied with hot and cold potable water under pressure. Fixed equipment and utensils too large to be cleaned in sink compartments shall be washed, rinsed, and sanitized manually or cleaned through pressure spray methods.

(b) Drain boards or easily movable dish tables of adequate size shall be provided for proper handling of soiled utensils prior to washing and for cleaned utensils following sanitizing and shall be located so as not to interfere with the proper use of the dishwashing facilities.

(c) Equipment and utensils shall be preflushed or prescraped and, when necessary, presoaked to remove gross food particles and soil.

(d) Manual washing, rinsing, and sanitizing shall be conducted in the following sequence:

1. preflush or prescraped, when necessary presoaked;
2. sinks shall be cleaned prior to use;
3. utensils shall be thoroughly washed in the first compartment with a warm detergent solution that is kept clean;
4. utensils shall be rinsed free of detergent and abrasives with clean warm water in the second compartment;
5. utensils shall be sanitized in the third compartment according to one of the methods included in subparagraph (2) (e) 1. thru 4. of this Rule;
6. utensils shall be air dried only.

(e) The food-contact surfaces of all equipment and utensils shall be sanitized by;

1. immersion for at least one-half ($\frac{1}{2}$) minute in clean, hot water at a temperature of at least 170°F; or
2. immersion for at least one minute in a clean solution containing

at least 50 parts per million of available chlorine as a hypochlorite and at a temperature of at least 75°F; or

3. immersion for a least one minute in a clean solution containing at least 12.5 parts per million of available iodine and having a pH not higher than 5.0 and at a temperature of at least 75°F; or

4. immersion in a clean solution containing any other chemical sanitizing agent allowed under 21 Code of Federal Regulation 178.1010 or its successor that will provide the equivalent bactericidal effect of a solution containing at least 50 parts per million of available chlorine as a hypochlorite at a temperature of at least 75°F. for one minute.

(f) Large equipment which cannot be immersed must be sanitized by:

1. Rinsing, spraying, or swabbing with a chemical sanitizing solution of at least twice the strength required for a particular sanitizing solution under subparagraph (2)(e) of this Rule in the case of equipment too large to sanitize by immersion.

2. In the case of equipment in which steam can be confined, may be treated with steam free from materials of additives other than those specified in 21 Code of Federal Regulation 173.310 or its successor.

(g) When hot water is used for sanitizing, the following facilities shall be provided and used:

1. an integral heating device or fixture, installed in, on, or under the sanitizing compartment of the sink, capable of maintaining the water at a temperature of at least 170°F; and

2. a numerically scaled thermometer, accurate to $\pm 3^\circ\text{F}$, convenient to the sink for frequent checks of water temperature; and

3. dish baskets of such size and design to permit complete immersion of the tableware and kitchenware in the hot water.

(h) When chemicals are used for sanitization, they shall not have concentration higher than the maximum allowed under 21 Code of Federal Regulation 178.1010 or its successor and a test kit or other device that accurately measures the concentration of that solution, in parts per million, shall be provided and used according to recommended procedure.

(3) Mechanical Cleaning and Sanitizing:

(a) Cleaning and sanitizing may be done by spray-type or immersion dishwashing machines or by any other type of machine, device or procedure if it is demonstrated that it thoroughly cleans and sanitizes utensils. These machines and devices shall be properly installed and maintained in good repair. Machines and devices shall be operated in accordance with manufacturers' instructions, and utensils and equipment placed in the machine shall be exposed to all dishwashing cycles. Automatic detergent dispensers, wetting agent dispensers, and liquid sanitizer injectors, if any, shall be properly installed and maintained.

(b) The pressure of final rinse water supplies to spray-type dishwashing machines shall not be less than 15 nor more than 25 pounds per square inch measured in the water line immediately adjacent to the final rinse control valve. A $\frac{1}{4}$ -inch IPS valve, with a pressure gauge installed, shall be provided immediately upstream from the final rinse control valve to permit checking the flow pressure of the final rinse water on all spray-type dishwashing machines installed after the effective date of this Rule.

(c) Machine or water line mounted, numerically scaled thermometers, accurate to $\pm 3^{\circ}\text{F}$, shall be provided to indicate the temperature of the water in each tank of the machine and the temperature of the final rinse water as it enters the manifold.

(d) Rinse water tanks shall be protected by baffles, curtains, or other effective means to minimize the entry of wash water into the rinse water. Conveyors in dishwashing machines shall be accurately timed to assure proper exposure times in wash and rinse cycles in accordance with manufacturers' specifications attached to the machines.

(e) Separate drainboards shall be provided for the proper handling of soiled utensils prior to washing and for cleaned utensils following sanitization. Such drainboards shall be of adequate size and shall be located and constructed as not to interfere with the proper use of the dishwashing facilities. This does not preclude the use of easily movable dish tables for the storage of soiled utensils or for the storage of clean utensils following sanitization.

(f) Kitchenware and tableware shall be flushed or scraped and when necessary, soaked to remove gross food particles and soil prior to being washed in a dishwashing machine unless a prewash cycle is a part of the dishwashing machine operation. Utensils shall be placed in racks, trays or baskets, or on conveyors, in a way that food-contact surfaces are exposed to the unobstructed application of detergent wash and clean rinse waters and that permits free draining.

(g) Machines (single-tank, stationary-rack, door-type machines and spray-type glass washers) using chemicals for sanitization may be used; provided that,

1. The temperature of the wash water shall not be less than 120°F.
2. The wash water shall be kept clean.
3. Chemicals added for sanitization purposes shall be automatically dispensed.
4. Kitchenware and tableware shall be exposed to the final chemical sanitizing rinse in accordance with manufacturers' specifications for time and concentration. After sanitization, all equipment and utensils shall be air dried only.
5. The chemical sanitizing rinse water temperature shall be not less than 75°F nor less than the temperature specified by the machine's manufacturer.
6. Chemical sanitizers used shall meet the requirement of 21 Code of Federal Regulation 178.1010.
7. A test kit or other device that accurately measures the parts per million concentration of the solution shall be available and used according to recommended procedure.

(h) Machines using hot water for sanitizing may be used provided that wash water and pumped rinse water shall be kept clean and water shall be maintained at not less than the temperature listed below:

1. Single-tank, stationary-rack, dual-temperature machine:
Wash temperature 150°F
Final rinse temperature 180°F

2. Single-tank, stationary-rack, single-temperature machine:

Wash temperature 165°F

Final rinse temperature. 165°F

3. Single-tank, conveyer machine:

Wash temperature 160°F

Final rinse temperature. 180°F

4. Multitank, conveyer machine:

Wash temperature 150°F

Pumped rinse temperature 160°F

Final rinse temperature. 180°F

5. Single-tank, pot, pan, and utensil washer (either stationary or moving-rack):

Wash temperature 140°F

Final rinse temperature. 180°F

(i) All dishwashing machines shall be thoroughly cleaned at least once a day or more often when necessary to maintain effective cleaning and sanitizing of utensils.

(4) Equipment and Utensil Storage:

(a) Cleaned and sanitized equipment and utensils shall be handled in a way that protects them from contamination. Spoons, knives, and forks shall be touched only by their handles. Cups, glasses, bowls, plates, and similar items shall be handled without contact with inside surfaces or surfaces that contact the user's mouth.

(b) Cleaned and sanitized utensils and equipment shall be stored at least 6 inches above the floor in a clean, dry location in a way that protects them from contamination by splash, dust, and other means. The food-contact surfaces of fixed equipment shall also be protected from contamination. Equipment and utensils shall not be placed under exposed plumbing, tubes and refrigeration components or otherwise located where contamination may occur. This requirement does not apply to automatic fire protection spinkler heads.

(c) Utensils shall be air dried only before being stored or shall be stored in self-draining position.

(d) Glasses and cups shall be stored inverted. When stacked a clean rack shall be used between each layer. Other stored utensils shall be covered or inverted, wherever practical. Facilities for

the storage of knives, forks, and spoons at self-service locations shall protect these articles from contamination and present the handle of the utensil to the consumer.

(e) Single-service articles shall be stored at least 6 inches above the floor in closed cartons or containers which protect them from contamination and shall not be placed under exposed sewer lines or water lines, except for automatic fire protection sprinkler heads.

(f) Single-service articles shall be handled and dispensed in a manner that prevents contamination of surfaces which may come in contact with food or with the mouth of the user.

(g) Single-service knives, forks and spoons packaged in bulk shall be inserted into holders or be wrapped by an employee who has washed his hands immediately prior to storing or wrapping the utensils. Unless single-service knives, forks and spoons are prewrapped or prepackaged, holders shall be provided to protect these items from contamination and present the handle of the utensil to the consumer.

(h) Pre-setting flatware is acceptable when:

1. Flatware is pre-set immediately prior to the food serving period; all flatware, including unused settings, is washed and sanitized following each use of the table; and all pre-set flatware is washed and sanitized following the serving period.

2. Pre-set flatware is properly wrapped.

3. Pre-set flatware for banquets complies with subparagraph 1. or 2. above, or in lieu thereof, the room is closed to the public, and unwrapping flatware is pre-set within a reasonable time prior to the serving period.

(i) The storage of food equipment, utensils or single-service articles in toilet rooms or vestibules is prohibited.

Authority 26-2-373, 31-2-4. Administrative History. Original Rule entitled "Display of Permit" was filed and effective on July 19, 1965 as 270-5-6-.06.

Amended: Rule repealed and a new Rule entitled "Storage" adopted. Filed

January 24, 1967; effective February 12, 1967. Amended: Rule renumbered

as 290-5-14-.06. Filed June 10, 1980; effective June 30, 1980. Amended:

Rule repealed and a new Rule entitled "Cleaning, Sanitization and Storage of

Equipment and Utensils" adopted. Filed July 10, 1986; effective July 30, 1986.

9-5007 Sanitary Facilities and Controls. Amended.

(1) Water Supply:

(a) Enough potable water for the needs of the food service establishment shall be provided from a source constructed and operated according to applicable State or local plumbing code as amended.

(b) Bottled and packaged potable water shall be obtained from a source that complies with all laws and shall be handled and stored in a way that protects it from contamination. Bottled and packaged potable water shall be dispensed from the original container.

(c) Enough water under pressure at the required temperatures shall be provided to all equipment that use water and at approved temperatures at all fixtures.

(d) Steam used in contact with food or food-contact surfaces shall be free from any materials or additives other than those specified in 21 Code of Federal Regulation 173.310 or its successor.

(e) Ice for human consumption shall be made from potable water.

(2) Sewage: All sewage, including liquid waste, shall be disposed of by a public sewerage system or by a sewage disposal system constructed and operated according to applicable State or local plumbing code as amended. Non-water-carried sewage disposal facilities are prohibited, except as permitted by Rule 9-5009, subparagraph (2)(a) through (r) of this Chapter (pertaining to temporary food service operations) or as permitted by the health authority in remote areas or because of special situations.

(3) Plumbing:

(a) All plumbing shall be sized, installed, and maintained according to applicable State or local plumbing code as amended. There shall be no cross-connection between the potable water supply and any non-potable water supply nor any source of pollution through which the potable water supply might become contaminated.

(b) A non-potable water system is permitted only for purposes such as air-conditioning and/or fire protection and only if the system is installed according to law and the non-potable water does not contact, directly or indirectly, food, potable water, equipment or surfaces that contact food, or utensils. The piping of any

non-potable water system shall be adequately and durably identified, such as by distinctive yellow-colored paint, so that it is readily distinguished from piping which carries potable water. Such piping shall not be connected to equipment or have outlets in the food-preparation area.

(c) The potable water system shall be installed to preclude the possibility of backflow. Devices shall be installed to protect against backflow and back siphonage at all fixtures and equipment where an air gap at least twice the diameter of the water supply inlet is not provided, between the water supply inlet and the fixture's flood level rim. A hose shall not be attached to a faucet unless a backflow prevention device is installed.

(d) Grease traps, when used, shall be located to be easily accessible for frequent cleaning.

(e) Garbage grinders, when used, shall be installed and maintained according to law.

(f) Except for properly trapped open sinks, there shall be no direct connection between the sewerage system and any drains originating from equipment in which food, portable equipment, or utensils are placed. When a dishwashing machine is located within 5 feet of a trapped floor drain, the dishwasher waste outlet may be connected directly on the inlet side of a properly vented floor drain trap if permitted by applicable State or local plumbing code as amended.

(4) Toilet Facilities:

(a) Toilet facilities for food service employees shall be provided and installed in accordance with applicable State or local plumbing code as amended, shall be the number required by such code and shall be accessible at all times. When not on the same premises, location shall be approved by the health authority. Public toilets shall also be provided.

(b) Toilets and urinals shall be designed to be easily cleanable.

(c) Toilet rooms shall be completely enclosed and shall have tight fitting, self-closing, doors with solid surfaces, which shall be closed except during cleaning or maintenance, except as provided by law.

(d) Toilet fixtures and receptacles shall be kept clean and in good repair. A supply of toilet tissue in an appropriate, wall mounted holder shall be provided at each toilet at all times. Easily cleanable receptacles shall be provided for waste materials. Toilet rooms used by women shall have covered waste receptacle(s).

(5) Lavatory Facilities:

(a) Lavatories shall be at least the number required by the applicable plumbing code as amended, and shall be located in food preparation areas, and other areas deemed necessary by the health authority, to permit convenient use by all employees.

(b) Lavatories shall be accessible to employees at all times.

(c) Lavatories shall also be located in or immediately adjacent to toilet rooms or vestibules. Sinks used for food preparation or for washing equipment or utensils shall not be used for handwashing.

(d) Each lavatory shall be supplied with warm water by means of a mixing valve, combination faucet or other mechanisms approved by the health authority. Any self-closing, slow-closing, or metering faucet used shall be designed to provide a flow of water for at least 15 seconds without the need to reactivate the faucet. Steam mixing valves are prohibited.

(e) A supply of hand-cleaning soap or detergent shall be available at each lavatory. A supply of sanitary towels dispensed from an approved dispenser or a hand-drying device providing heated air shall be conveniently located in each lavatory area. Common towels are prohibited. If sanitary towels are used, easily cleanable waste receptacles shall be conveniently located near the handwashing facilities.

(f) Lavatories, soap dispensers, hand-drying devices, waste receptacles, and all related equipment shall be kept clean and in good repair.

(6) Garbage and Refuse:

(a) Garbage and refuse shall be kept in durable, easily cleanable, insect-proof, and rodent-proof containers that do not leak and do not absorb liquids. A sufficient number of garbage containers shall be provided and used. Plastic bags or wet-strength paper bags shall be used to line these containers.

(b) Containers used in food preparation and utensil washing

areas shall be kept covered after they are used, and emptied and cleaned at least once a day. Each container shall be thoroughly cleaned on the inside and outside in a way that does not contaminate food, equipment, utensils, or food preparation areas.

Suitable facilities, meeting the requirements of Rule 9-5008, subparagraph (3)(b) of this Chapter shall be provided and used for washing containers.

(c) Containers stored outside the establishment including dumpsters, compactors and compactor systems shall be easily cleanable, shall be provided with tight-fitting lids, doors or covers, and shall be kept covered when not in actual use. Soiled containers shall be cleaned at a frequency to minimize insect and rodent attraction. In containers designed with drains, drain plugs or screening shall be in place at all times, except during cleaning.

(d) Liquid waste from compacting or cleaning operations shall be disposed of as sewage.

(e) Garbage and refuse on the premises shall be stored in a manner to make them inaccessible to insects and rodents. Plastic bags or wetstrength paper bags or baled units containing garbage or refuse when placed on the outside of the establishment must be stored in approved covered containers. Cardboard or other packaging material not containing garbage or food waste need not be stored in covered containers if bundled or baled.

(f) Garbage or refuse storage rooms, if used, shall be constructed of easily cleanable, nonabsorbent, washable materials, shall be kept clean, shall be insect-proof and rodent-proof and shall be large enough to store the garbage and refuse containers that accumulate and shall be adequately ventilated.

(g) Outside storage areas or enclosures shall be large enough to store the garbage and refuse containers that accumulate and shall be kept clean. Garbage and refuse containers, dumpsters and compactor systems located outside shall be stored on or above a smooth surface of nonabsorbent concrete that is kept clean and maintained in good repair.

(h) Garbage and refuse shall be disposed of often enough to minimize the development of an obnoxious odor and the attraction of insects and rodents.

(i) Garbage or refuse shall not be burned. Incineration shall be in accordance with law.

(7) Insect and Rodent Control:

(a) Effective measures intended to minimize the presence of rodents, flies, cockroaches, and other insects on the premises shall be utilized. The premises shall be kept in such condition as to prevent the harborage or feeding of insects and rodents.

(b) All openings to the outside shall be effectively protected against the entrance of rodents and insects. Outside openings shall be protected by tight-fitting, self-closing doors, screening, controlled air currents, or other means. Screen doors shall be self-closing, and screens for windows, doors, skylights, transoms, intake and other openings to the outside shall be tight-fitting and free of breaks. Screening material shall not be less than 16 mesh to the inch.

(c) Each insecticide and rodenticide must be approved by the U.S. Environmental Protection Agency for use in food service establishments and shall be used in accordance with label directions.

(d) Insect control devices such as time dispensers, electronic devices must be installed in accordance with guidelines established by the health authority.

Authority O.C.G.A. 26-2-373, 31-2-4. Administrative History. Original Rule entitled "Processing of Application" was filed and effective July 19, 1965 as 270-5-6-.07. Amended: Rule repealed and a new Rule entitled "Display and Service" adopted. Filed January 24, 1967; effective February 12, 1967. Amended: Rule renumbered as 290-5-14-.07. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule entitled "Sanitary Facilities and Controls" adopted. Filed July 10, 1986; effective July 30, 1986.

9-5008 Construction and Maintenance of Physical Facilities. Amended.

(1) Floors:

(a) Floors and floor coverings of all food preparation food storage, utensil washing areas, and the floor of all walk-in

refrigerating units, dressing rooms, locker rooms, toilet rooms and vestibules shall be constructed of smooth durable, nonabsorbent, easily cleanable material such as but not limited to quarry tile, terrazzo, ceramic tile, and durable grades of linoleum or plastic, and shall be maintained in good repair. Nothing in this section shall prohibit the use of nonabsorbent antislip floor products in areas where necessary for safety reasons.

(b) Floors and floor coverings used in other areas shall be properly installed, easily cleanable by conventional methods, and maintained in good repair. Carpeting is prohibited in food preparation, equipment-washing and utensil-washing areas, in food storage areas, and in toilet room areas where urinals or toilet fixtures are located.

(c) The use of sawdust, wood shavings, peanut hulls, or similar material as a floor covering is prohibited.

(d) Properly installed, trapped floor drains shall be provided in floors that are water-flushed for cleaning or that receive discharges of water or other fluid waste from equipment, or in areas where pressure spray methods for cleaning equipment are used. Such floors shall be constructed of terrazzo, ceramic tile or similar nonabsorbant materials, and shall be graded to drain.

(e) Mats and duckboards shall be of nonabsorbent, grease resistant materials and of such size, design, and construction as to facilitate their being easily cleaned. Duckboards shall not be used as storage racks.

(f) In all new or extensively remodeled establishments the junctures between walls and floors shall be coved and sealed in the food preparation, food storage, and utensils-washing rooms and areas, and in walk-in refrigeration facilities, dressing or locker rooms and toilet rooms. In all other areas, the juncture between walls and floors shall be sealed.

(g) Exposed utility service lines and pipes shall be installed in a way that does not obstruct or prevent cleaning of the floor or present a safety hazard.

(2) Walls and Ceilings:

(a) Walls and ceilings, including doors, windows, skylights, and similar closures, shall be maintained in good repair.

(b) The walls, including nonsupporting partitions, wall coverings, and ceilings of walk-in refrigeration facilities, food preparation areas, food storage, equipment-washing and utensil-washing areas, toilet rooms and vestibules shall be light colored, smooth, non-absorbent, and easily cleanable. Concrete or pumice blocks used for interior wall construction in these locations shall be filled, sealed and finished to provide a smooth, easily cleanable surface.

(c) Studs, joints, and rafters shall not be exposed in walk-in refrigerating units, food preparation areas, equipment-washing and utensil washing areas, toilet rooms and vestibules. If exposed in other rooms, or areas, they shall be finished to provide an easily cleanable surface.

(d) Exposed utility service lines and pipes shall be installed in a way that does not obstruct or prevent cleaning of the walls and ceilings or present a safety hazard.

(e) Light fixtures, vent covers, wall-mounted fans, decorative materials, and similar equipment attached to walls and ceilings shall be easily cleanable and shall be maintained in good repair.

(f) Wall and ceiling covering materials shall be attached and sealed so as to be easily cleanable.

(3) Cleaning of Physical Facilities:

(a) Cleaning of floors and walls, except emergency cleaning of floors, shall be done during periods when the least amount of food is exposed, such as after closing or between meals. Floors, mats, duckboards, walls, ceilings, and attached equipment and decorative materials shall be kept clean. Only dustless methods of cleaning, wet cleaning, or the use of dust-arresting sweeping compounds with brooms are acceptable.

(b) At least one utility sink or curbed cleaning facility shall be provided and used for cleaning of garbage containers, mops or similar wet floor cleaning tools and for the disposal of mop water or similar liquid waste. Such facilities shall have a floor drain and be supplied with hot and cold running water, under pressure or steam. The use of lavatories, utensil-washing or equipment-washing, or food preparation sinks for this purpose is prohibited.

(4) Lighting:

(a) Permanently fixed artificial light sources shall be installed to provide at least 20 foot candles of light on all food preparation surfaces and at equipment or utensil-washing work levels.

(b) Permanently fixed artificial light sources shall be installed to provide, at a distance of 30 inches from the floor.

1. at least 20 foot candles of light in utensil and equipment storage areas and in lavatory and toilet areas; and

2. at least 10 foot candles of light in walk-in refrigeration units, dry food storage areas, and in all other areas. This shall also include dining areas during cleaning operations.

(c) Shielding to protect against broken glass falling onto food shall be provided for all artificial lighting fixtures located over, or within food storage, preparation, service, and display facilities, and facilities where utensils and equipment are cleaned and stored.

(d) Infrared or other heat lamps shall be protected against breakage by a shield surrounding and extending beyond the bulb, leaving only the face of the bulb exposed.

(5) Ventilation:

(a) All rooms shall have sufficient mechanical ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes. Ventilation systems shall be installed, cleaned, and operated according to law and, when vented to the outside, shall not create an unsightly, harmful or unlawful discharge.

(b) Intake and exhaust air ducts shall be designed and maintained to prevent the entrance of dust, dirt, and other contaminating materials.

(6) Dressing Rooms and Locker Areas: Enough lockers or other suitable facilities shall be provided and used for the orderly storage of employee clothing and other belongings. Lockers or other suitable facilities shall be located only in the designated dressing rooms or areas containing only sealed packaged food and/or single service articles. If employees routinely change clothes within the establishment, rooms or areas shall be designated and used for that purpose.

(7) Poisonous or Toxic Materials:

(a) There shall be present in food service establishments only those poisonous or toxic materials necessary for maintaining the establishment, cleaning and sanitizing equipment and utensils, and controlling insects and rodents.

(b) Containers of poisonous or toxic materials shall be prominently marked "poison" and distinctly labeled for ingredients according to law for easy identification of contents. The use of food containers for storage of toxic materials is prohibited.

(c) Poisonous or toxic materials necessary for the maintenance of the establishment consist of the following two categories:

1. insecticides and rodenticides; and
2. detergents, sanitizers, related cleaning or drying agents and caustics, acids, polishes and other chemicals.

(d) Each of the categories set forth in subparagraph (c) of this Rule shall be stored physically separate from each other and from foods. All poisonous or toxic materials shall be stored in cabinets or in a similar physically separate place used for no other purpose. This requirement does not prohibit a convenient supply of detergents or sanitizers at utensil or dishwashing stations.

(e) Bactericides, cleaning compounds or other compounds intended for use on food-contact surfaces shall not be used in a way that leaves a toxic residue on such surfaces or that constitutes a hazard to employees or other persons.

(f) Poisonous or toxic materials shall not be stored or used in a way that may contaminate food, food-contact surfaces, equipment, or utensils, nor in a way that constitutes a hazard to employees or other persons, nor in a way other than in full compliance with the manufacturer's labeling.

(g) Personal medication shall not be stored in food storage, preparation or service areas.

(h) First-aid supplies, if provided, shall be stored and used in a way that prevents them from contaminating food and food-contact surfaces.

(8) Premises:

(a) Food service establishments and all parts of property used

- in connection with their operations shall be kept free of litter.
- (b) The walking and driving surfaces of all exterior areas of food service establishments shall be a hard surface of gravel or similar material effectively treated to facilitate maintenance and minimize dust. These surfaces shall be graded to prevent pooling and shall be kept free of litter.
- (c) Only articles necessary for the operation and maintenance of the food service establishment shall be stored on the premises.
- (d) The traffic of unnecessary persons through the food-preparation and utensil-washing areas is prohibited.
- (e) Food service operations shall be physically and functionally separated from facilities or areas for household purposes.
- (f) Laundry facilities in a food service establishment, shall be restricted to the washing and drying of linens, cloths, uniforms, and aprons necessary to the operation. If such items are laundered on the premises, an electric or gas dryer shall be provided and used.
- (g) Separate rooms shall be provided for laundry facilities except that such operations may be conducted in storage rooms containing sealed packaged foods and/or single-service articles.
- (h) Clean clothes and linens shall be stored in a dry, clean place and protected from contamination until used.
- (i) Soiled clothes and linens shall be stored in a way that does not contaminate food, utensils, or equipment in nonabsorbent containers or washable laundry bags until removed for laundering.
- (j) Maintenance and cleaning tools such as brooms, dry and wet mops, vacuum cleaners and similar equipment shall be maintained and stored in a way that does not contaminate food, utensils, equipment, or linens and shall be stored in an orderly manner.
- (k) Live animals, including birds and turtles, shall be excluded from within the food service premises. This exclusion does not apply to edible fish, crustacea, shellfish, or to fish in aquariums. Patrol dogs accompanying security or police officers, or guide dogs accompanying blind persons, shall be permitted in dining areas or other public access areas.

Authority O.C.G.A. 26-2-373, 31-2-4. Administrative History. Original Rule entitled "Inspection of Premises" was filed and effective July 19, 1965 as 270-5-6-.08. Amended: Rule repealed and a new Rule entitled "Transportation" adopted. Filed January 24, 1967; effective February 12, 1967. Amended: Rule renumbered as 290-5-14-.08. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule entitled "Construction and Maintenance of Physical Facilities" adopted. Filed July 10, 1986; effective July 30, 1986.

9-5009 Special Food Service Operations. Amended.

(1) Mobile Food Units:

(a) Mobile food units shall comply with the requirements of this Chapter, except as otherwise provided in this subparagraph and in subparagraph (1)(b) of this Rule. The health authority may impose additional requirements to protect against health hazards related to the conduct of the food service establishment as a mobile operation, may prohibit the sale of some or all potentially hazardous food, and when no health hazard will result, may modify requirements of this Rule relating to physical facilities, except those requirements of subparagraphs (1)(e) and (f) and (3)(a) and (b) of this Rule.

(b) Mobile food units serving only food prepared, prepackaged in individual servings, transported and stored under conditions meeting the requirements of the Chapter, or beverages that are not potentially hazardous and are dispensed from covered urns or other protected equipment, need not comply with requirements of this Chapter pertaining to the necessity of water and sewage systems nor to those requirements pertaining to the cleaning and sanitization if the required equipment for cleaning and sanitization exists at the commissary or other approved base of operation.

(c) The health authority may waive requirements relating to temperature control and sanitization requirements when a unit operates on the premises and as an extension of a fixed, permitted food service establishment.

(d) Mobile food units shall provide only individually wrapped single-serve articles for use by the consumer.

(e) A mobile food unit requiring a water system shall have a potable water system under pressure. The system shall be of sufficient capacity to furnish enough hot and cold water for food preparation, utensil cleaning and sanitizing, and hand-washing in accordance with the requirements of this regulation. The water inlet shall be located so that it will not be contaminated by waste discharge, road dust, oil, or grease, and it shall be kept capped unless being filled. The water inlet shall be provided with a connector of a size or type that will prevent its use for any other service. All water distribution pipes or tubing shall be constructed and installed in accordance with the requirements of this Chapter.

(f) If liquid waste results from the operation of a mobile food unit, the waste shall be stored on the unit in a permanently installed retention tank that is of at least 15 percent larger capacity than the water supply tank. All connections on the vehicle for servicing mobile food unit waste disposal facilities shall be of a different size or type than those used for supplying potable water to the mobile food unit. The waste connector shall be located lower than the water inlet connector to preclude contamination of the potable water system.

(g) Mobile food units shall operate from a commissary or other fixed food service establishment and shall report at least daily to such location for all supplies and for all cleaning and servicing operations. The commissary or other fixed food service establishment used as a base of operation for mobile food units shall be constructed and operated in compliance with the requirements of this Chapter. When not in use units shall be properly stored at the commissary or base of operation. Units serving food prepared, prepackaged in individual serving and beverages that are not potentially hazardous and are dispensed from covered urns or other approved methods are exempt from the requirements of this subparagraph.

(h) A mobile food unit servicing area shall be available and shall include at least overhead protection for any supplying, cleaning, or servicing operation. There shall be a location and equipment for the flushing and drainage of liquid wastes separate from the location and equipment provided for water

servicing and for the loading and unloading of food and related supplies. This servicing area will be required where only packaged food is placed on the mobile food unit or where mobile food units do not contain waste retention tanks.

1. The surface of the servicing area shall be constructed of a smooth, nonabsorbent material, such as concrete or machine-laid and sealed asphalt and shall be maintained in good repair, kept clean, and be graded to drain.

2. The construction of the walls and ceilings of the servicing areas is exempted from the provisions of Rule 9-5008 subparagraphs (2)(a) through (f) of this Chapter.

(i) Potable water servicing equipment shall be installed according to law and shall be stored and handled in a way that protects the water and equipment from contamination.

(j) The mobile food unit liquid waste retention tank, where used, shall be thoroughly flushed and drained during the servicing, operation. All liquid waste shall be discharged to a sanitary sewerage disposal system in accordance with Rule 9-5007 subparagraph (2) of this Chapter.

(k) All mobile food units shall be identified by a sign or lettering indicating the name and address of the owner, the operator and the permit number. The permit, or copy thereof, and the current inspection report must be displayed for public view and protected from inclement weather.

(2) Temporary Food Service Operations:

(a) A temporary food service operation means any food service establishment which operates at the same location for a temporary period of time, not to exceed 14 consecutive days in conjunction with a fair, carnival, circus, public exhibition, or similar transitory gathering.

(b) A temporary food service operation which does not comply fully with Rule 9-5003 through 9-5008 of this Chapter may be permitted to operate when food preparation and service are restricted and the operation meets fully the requirements set forth in Rule 9-5009, subparagraphs (2)(a) through (r).

- (c) The health authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food service operation.
- (d) Those potentially hazardous foods requiring limited preparation only, such as seasoning and cooking, may be prepared and served. The preparation of other potentially hazardous foods, including pastries, filled with cream or synthetic cream, custards, and similar products, and salads containing meat, poultry, eggs or fish is prohibited.
- (e) Any potentially hazardous food that has been prepared, stored and transported under conditions meeting the requirements of this Chapter, is stored at a temperature of 45°F or below or at a temperature of 140°F or above in facilities meeting the requirements of this Chapter may be served.
- (f) Ice that is consumed or that contacts food shall be made under conditions meeting the requirements of this Chapter. The ice shall be obtained only in chipped, crushed, or cubed form and in single-use safe plastic or wet strength paper bags filled and sealed at the point of manufacture. The ice shall be held in these bags until it is dispensed in a way that protects it from contamination.
- (g) Equipment shall be located and installed in a way that prevents food contamination and that also facilitates cleaning the establishment.
- (h) Food-contact surfaces of equipment shall be protected from contamination by consumers and other contaminating agents. Effective shields for such equipment shall be provided, as necessary, to prevent contamination.
- (i) Temporary food service operations shall provide only individually wrapped single-service articles for use by the consumer.
- (j) Facilities for cleaning and sanitizing utensils and equipment shall be provided at the temporary site or permitted base of operation. Such items shall be cleaned and sanitized at least daily or more often if prescribed by the health authority.
- (k) When food is prepared on the site, a system capable of producing enough hot water for cleaning and sanitizing utensils and

equipment shall be provided on the premises.

(l) Storage of packaged food in contact with water or undrained ice is prohibited. Wrapped sandwiches shall not be stored in direct contact with ice.

(m) All sewage, including liquid waste shall be disposed of according to law.

(n) A convenient handwashing facility shall be available for employee handwashing. This facility shall consist of, at least, warm running water, soap, and individual paper towels.

(o) Floors within food preparation and display area shall be constructed of concrete, asphalt, tight wood, or other similar material kept in good repair and clean.

(p) Doors to food preparation areas shall be solid or screened and shall be self-closing. Screening material used for walls, doors, or windows shall be at least 16 mesh to the inch.

(q) Counter-service openings shall not be larger than necessary for the particular operation conducted. These openings shall be provided with tight-fitting solid or screened doors or windows to restrict the entrance of flying insects. Counter-service openings shall be kept closed, except when in actual use.

(r) All food preparation and food display areas shall be adequately protected from dust, contamination by patrons, and from insects by provision of walls, ceilings, shields, screens, or other approved barriers or devices. Open, unprotected display or service food is prohibited.

(3) Restricted Food Service Operation:

(a) A restricted food service operation is a food service operation that serves only food products that require cooking immediately prior to serving. Any person desiring to cook food in any place other than a permitted food service establishment must apply for and receive a restricted food service operation permit from the health authority. The applicant must describe the proposed operation and the food items to be cooked and served.

(b) A restricted food service operation shall be exempt from the requirements of this Chapter, except as otherwise provided in this Rule. The health authority may impose additional requirements to

protect against health hazards and when no health hazard will result may modify the requirements of this Rule.

(c) A restricted food service operation shall be restricted to the serving of only food products which require cooking immediately prior to serving. Potentially hazardous foods may be cooked provided they are served hot (140°F or above) directly to the individual consumer, or are protected thereafter by a method approved by the health authority and served within 60 minutes.

(d) Foods cooked and served from restricted food service operations shall comply with the provisions of Rule 9-5003, subparagraphs (1) (a), (b) and (c), and 2(a) and (b) of this Chapter.

(e) Suitable utensils must be provided to eliminate hand contact with the cooked product.

(f) All utensils and equipment shall be cleaned periodically as prescribed by the health authority.

(g) Food handlers shall comply with Rule 9-5004 paragraphs (1), (2), (3), and (4) of this Chapter.

(h) Non-potentially hazardous foods which are displayed in bulk or require cooling prior to packaging must be protected from contamination until served or packaged.

(i) Overhead protection shall be provided for cooking area.

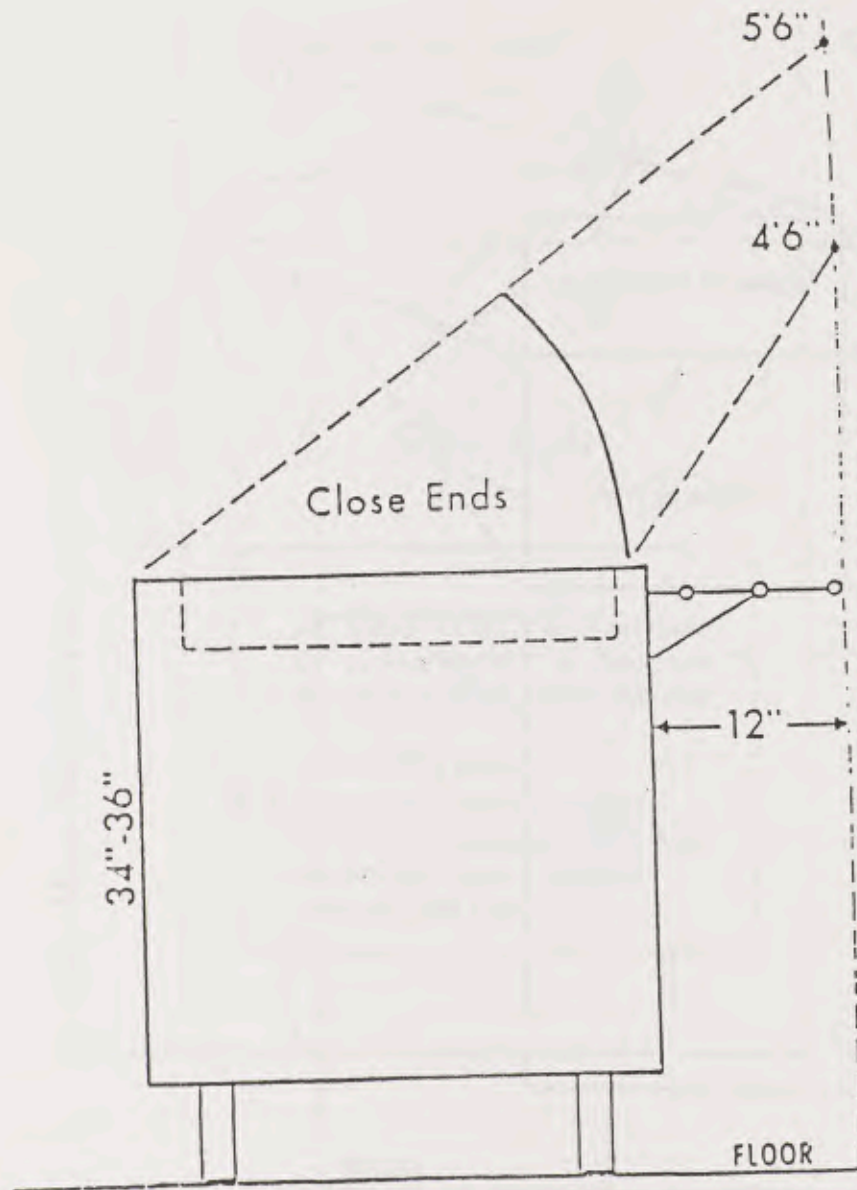
Authority O.C.G.A. 26-2-373, 31-2-4. Administrative History. Original Rule entitled "Routine Inspection" was filed and effective on July 19, 1965 as 270-5-6-.09. Amended: Rule repealed and a new Rule entitled "Poisonous and Toxic Materials" adopted. Filed January 24, 1967; effective February 12, 1967. Amended. Rule renumbered as 290-5-14-.09. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule entitled "Special Food Service Operations" adopted. Filed July 10, 1986; effective July 30, 1986.

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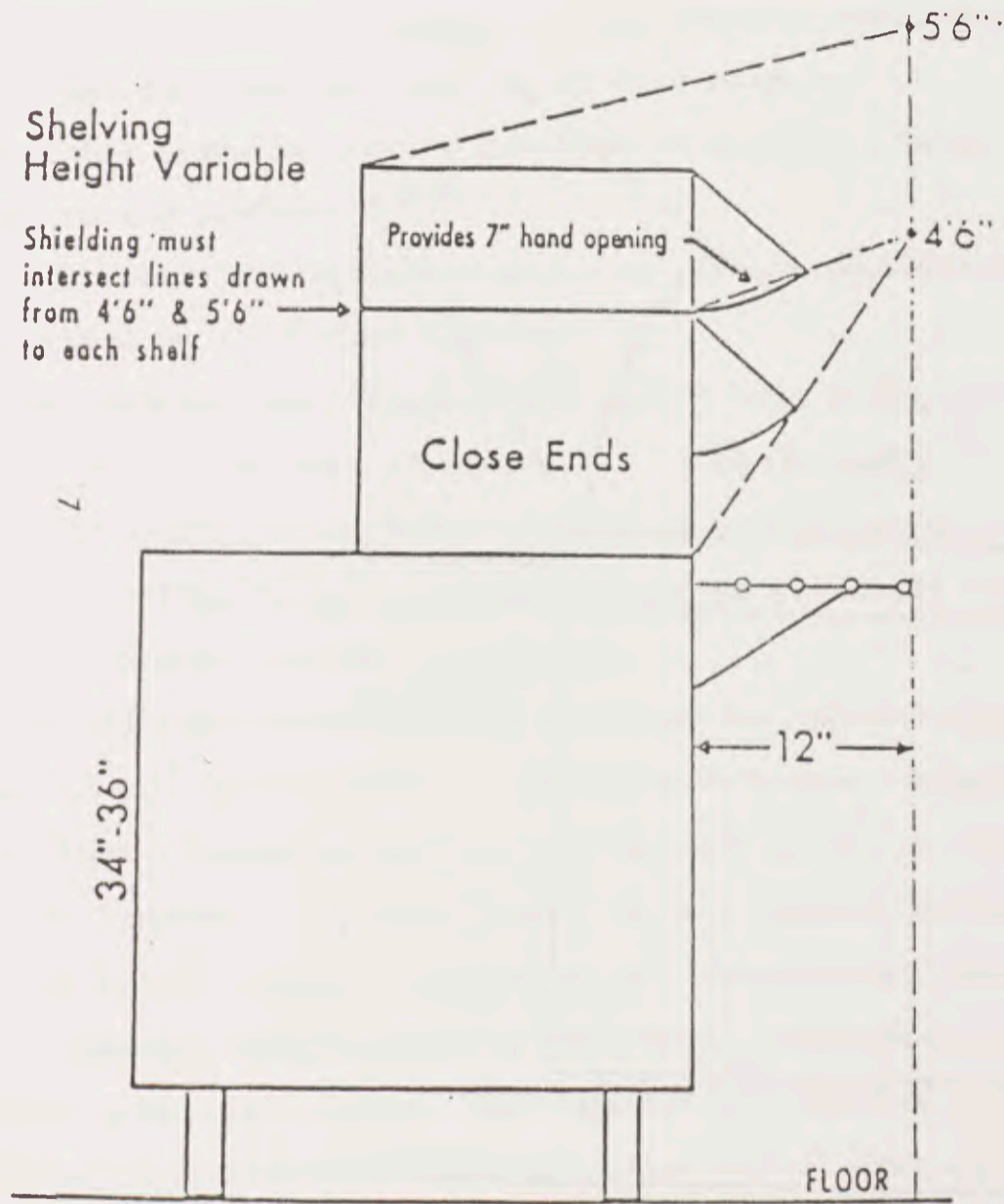
9-5010 Protective Shielding. Amended.

(1) Minimum Requirements:

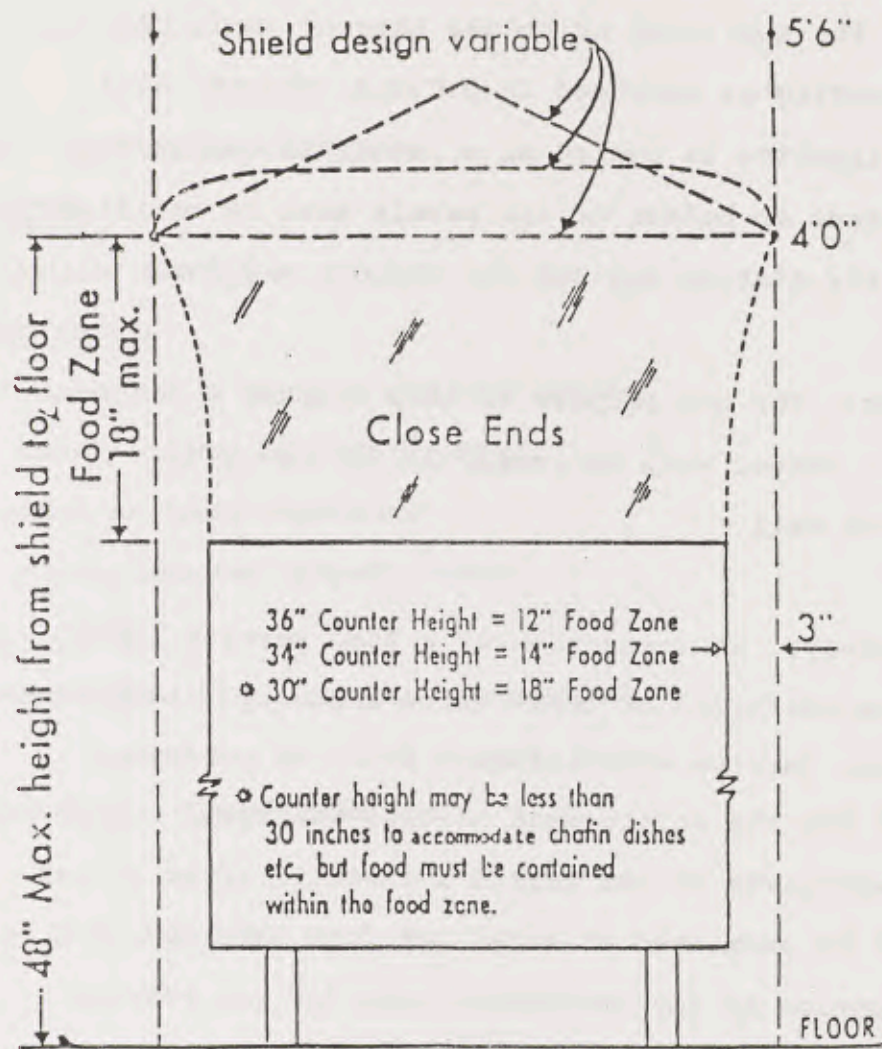
(a) Cafeteria Shield



(b) Cafeteria-Self-Service



(c) Buffet or Smorgasbord Shielding



Authority O.C.G.A. Secs. 26-2-373, 31-2-4. Administrative History. Original Rule entitled "Violations" was filed and effective on July 19, 1965 as 270-5-6-14-.10. Amended: Rule repealed and a new Rule entitled "Personnel" adopted. Filed January 24, 1967; effective February 12, 1967. Amended: Rule repealed and a new Rule entitled "Protective Shielding" adopted. Filed July 10, 1986; effective July 30, 1986.

9-5011 Compliance Procedures. Amended.

(1) Permits:

(a) Issuance: Permits shall be issued by the health authority. Such permits shall be valid until suspended or revoked.

(b) Suspension or Revocation: The health authority shall have the power and authority to suspend or revoke permits for failure to comply with the provisions of this chapter. When an application for a permit is denied or the permit previously granted is to be suspended or revoked, the applicant or holder thereof shall be afforded notice and hearing as provided in O.C.G.A. Chapter 31-5, Article 1. If an application is denied or a permit is suspended, or revoked, the applicant or holder of the permit must be notified in writing, specifically stating any and all reasons why the action was taken.

(c) Notice of Hearing: For the purpose of this Chapter a notice of hearing is properly served when delivered in person or by registered or certified mail.

(2) Inspections:

(a) Inspection Frequency: An inspection of a food service establishment shall be performed at least twice annually. Additional inspections of the food service establishment shall be performed as often as necessary for the enforcement of this Chapter.

(b) Access: Representatives of the health authority, after proper identification, shall be permitted to enter any food service establishment or operation at any reasonable time for the purpose of making inspections to determine compliance with this Chapter. Should access be denied, an inspection warrant may be obtained as authorized in O.C.G.A. Chapter 31-5, Article 2.

(c) Report of Inspection: When the health authority makes an inspection of a food service establishment or operation, the findings shall be recorded on an inspection report form provided for this purpose. Upon the completion of the inspection, the evaluating official shall have management or its representative sign the inspection report form. Management's signature shall not necessarily indicate agreement with the findings noted on

the inspection form. The most current inspection report shall be posted in public view.

(d) Correction of Violations: Violations of this Chapter are categorized according to their potential for creating a health hazard to the consumer. All violations shall be recorded on an inspection report form. Enforcement shall be as follows:

1. Category I: Violations of the following provisions of this Chapter are deemed to create an imminent threat to the public health and an imminent health hazard to the consumer. Category I requirements are:

FOOD

1. Safe: Approved Source

PERSONNEL

3. Disease Control; Personal Hygiene

FOOD PROTECTION

5. Food Handling Techniques

TEMPERATURE CONTROL

8. Enough facilities to maintain food temperatures

9. Foods rapidly cooled; held and displayed

10. Food cooked to proper temperature

11. Foods rapidly reheated; properly thawed

EQUIPMENT & UTENSILS

12. Dishwashing facilities: Acceptable: Operational

WATER

21. Approved Source; System Operational

SEWAGE

23. Sewage in Establishment

PLUMBING

26. No Cross-Connection; Back Siphonage

TOILET & HANDWASHING FACILITIES

27. Approved; Accessible

OTHER OPERATIONS

36. Toxic Materials, Storage, Use, Label

Violations of these provisions must be corrected immediately upon the food service establishments' receipt of the Inspection Report citing Category I Violations. Failure to correct these violations to the satisfaction of the health authority may result in such emergency action as deemed necessary by the health authority including actions pursuant to O.C.G.A. §§ 31-5-2(b); 31-5-9(a)

2. Category II: Violations of the following provisions of this Chapter are deemed to be critical operational and maintenance violations which, if not corrected, increases the potential for causing foodborne illness. Category II requirements are:

FOOD

2. Adulterated, Container, Labeled, Dispensed

PERSONNEL

4. Tobacco, Clothes, Hair Restraints

FOOD PROTECTION

6. Protected From Contamination

7. Storage Practices; Approved Containers

EQUIPMENT & UTENSILS

14. Food Contact Surfaces Clean: Procedure

15. Approved Material: Maintained

16. Testing Equipment Provided (Thermometer)

17. Cloths: Clean, Properly Stored, Used

19. Storage: Handling Practices

20. Single - Service Articles

WATER

22. Hot and Cold Water As Required

TOILET & HANDWASHING FACILITIES

29. Clean, Proper Supplies Provided

OTHER OPERATIONS

39. Authorized Personnel; Animal Control

Violations of these provisions must be corrected within 72 hours of the food service establishments' receipt of the inspection report citing Category II Violations. Failure to make timely corrections to the satisfaction of the health authority of Category II Violations may subject the food service establishment to suspension or revocation of its permit pursuant to subparagraph 9-5011 (1) (b).

3. Category III: Category III requirements are general requirements that establishments must meet to maintain an environment conducive to good food management practices and to meet expectations of the consumer. Category III requirements are:

EQUIPMENT & UTENSILS

- 13. Designed, Constructed, Installed, Located
- 18. Non-Food Contact Surfaces

SEWAGE

- 24. Approved Sewage System

PLUMBING

- 25. Installation, Maintained

TOILET & HANDWASHING

- 28. Constructed; Maintained, Number

GARBAGE & REFUSE DISPOSAL

- 30. Containers, Covered, Number, Other
- 31. Storage Area: Clean: Construction

PHYSICAL FACILITIES

- 32. Floors, Walls, Ceilings
- 33. Lighting; Fixtures Shielded
- 34. Ventilation Sufficient, Maintained, Clean
- 35. Personnel Facilities Provided; Used

OTHER OPERATIONS

- 37. Roaches, Flies, Rodents
- 38. Proper Cleaning Methods Used
- 40. Inspection Report, Choking Poster, Permit Posted: Linen Laundry
- 41. Approved Area Used for Food Service Operation

Violations of Category III items must be corrected within a reasonable time period for correction as determined by the Health authority. Failure to correct Category III Violations within such time period may subject the food service establishment to suspension or revocation of its permit pursuant to subparagraph 9-5011 (1) (b).

(3) Examination, Condemnation and Public Notice:

(a) Examination of Food: Food may be examined or sampled by the health authority when necessary to determine freedom from adulteration or misbranding.

(b) Condemnation of Food: The health authority may, upon written notice to the owner or person in charge, place a hold order on any food which he determines or has probable cause to believe to be unwholesome or otherwise adulterated, or misbranded. Under a hold order, food shall be permitted to be suitably stored. No food subject to a hold order shall be used, served, or removed from the establishment. Immediate destruction shall be ordered and accomplished if there is risk to the public health.

(c) Public Notice: The health authority may ban or require the posting of a public notice when a food service establishment uses products which have been determined to have detrimental effects on the consumer or as required by law.

(4) Procedure When Infection is Suspected: When the health authority has reasonable cause to suspect possible disease transmission by an employee of a food service establishment, it may secure a morbidity history of the suspected employee or make any other investigation as indicated and shall take appropriate action. The health authority may require any or all of the following measures:

(a) The immediate exclusion of the employee from employment in food service establishment;

(b) The immediate closing of the food service establishment concerned until, in the opinion of the health authority, no further danger of disease outbreak exists;

(c) Restriction of the employee's services to some areas of the establishment where there would be no danger of transmitting disease;

(d) Adequate medical examination and laboratory examination of appropriate specimen from the employee and from other employees.

(5) Enforcement: The administration and enforcement of these rules and regulations shall be as prescribed in O.C.G.A. Chapter 31-5.

(6) Penalty: Any person who violates any provision of this Article or any rule or regulation promulgated under O.C.G.A. Chapter 26-2, Article 13 by the health authority shall be guilty of a misdemeanor.

Authority O.C.G.A. 262--371 & 372, 375-377, 31-2-1, 31-2-4, Chapter 31-5.

Administrative History: Original Rule entitled "Denial, Suspension or Revocation" was filed and effective on July 19, 1965 as 270-5-6-.11. Amended:

Rule repealed and a new Rule entitled "Food Equipment and Utensils" adopted.

Filed January 24, 1967; effective February 12, 1967. Amended: Rule renumbered

as 290-5-14-.11. Filed June 10, 1980; effective June 30, 1980. Amended:

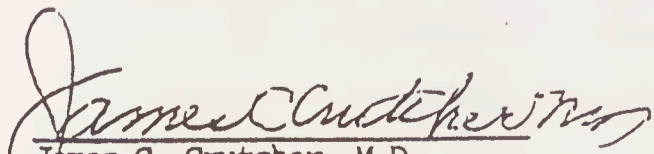
Rule repealed and a new Rule entitled "Compliance Procedures adopted. Filed

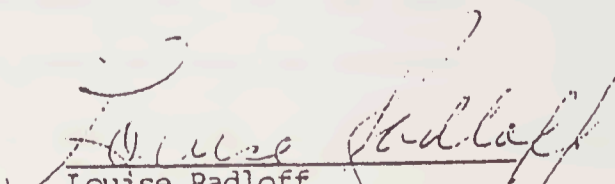
July 10, 1986; effective July 30, 1986.

This resolution shall become effective thirty (30) days after its adoption.

ADOPTED by the Board of Health of Gwinnett County this 5 day of

October, 1987.


James C. Crutcher, M.D.
Director, Gwinnett County
Board of Health


Louise Radloff
Chairman, Gwinnett County
Board of Health

BOARD OF COMMISSIONERS

GWINNETT COUNTY

LAWRENCEVILLE, GEORGIA

ORDINANCE ENTITLED "GWINNETT COUNTY SWIMMING
POOLS, PUBLIC SPA POOLS, AND BATHHOUSES"

READING AND ADOPTION: 4-3-90

At the regular meeting of the Gwinnett County Board of Commissioners held in the Commission Meeting Room, 75 Langley Drive, Lawrenceville, Georgia.

Present

VOTE

Lillian Webb, Chairman	YEA
W. J. Dodd, District 1	YEA
Scott Ferguson, District 2	YEA
Curtis McGill, District 3	YEA
Don Loggins, District 4	YEA

On motion of SCOTT FERGUSON, which carried 5/0,
the following ordinance was adopted:

Swimming Pools, Public Spa Pools, and Bathhouses.

BE IT ORDAINED by the Gwinnett County Board of Commissioners, this 3RD day of APRIL, 1990, that the Gwinnett County Code be, and it is, hereby amended by adoption of the attached ordinance, entitled "Swimming Pools, Public Spa Pools, and Bathhouses." Said ordinance shall be codified as Sections 9-7001 through 9-7072 of the Gwinnett County Code of Ordinances.

By: Lillian Webb
Lillian Webb, Chairman
Gwinnett County Board of
Commissioners

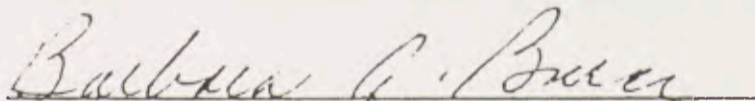
ATTEST:

Barbara C. Bruce
Clerk

C L E R K ' S C E R T I F I C A T I O N

I, BARBARA A. BRUCE, do hereby certify that I am Clerk for the BOARD OF COMMISSIONERS, GWINNETT COUNTY, GEORGIA, and am charged with the duty of keeping records and minutes of the Commissioners. I hereby certify that the attached Ordinance constitutes a true and correct copy of the GWINNETT COUNTY SWIMMING POOLS, PUBLIC SPA POOLS AND BATHHOUSES Ordinance passed by said Commissioners on the 3rd day of April, 1990, as same appears on the minutes of said Commissioners in my office.

This the 26th day of April, 1990.



BARBARA A. BRUCE, CLERK
BOARD OF COMMISSIONERS
GWINNETT COUNTY, GEORGIA

(S E A L)

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R E S O L U T I O N

A resolution to amend regulation number five of the Board of Health of Gwinnett County, Georgia, entitled Public Swimming Pool Regulation, by amending regulation number five (5) of the Gwinnett County Board of Health in its entirety.

Be it resolved by the Board of Health of Gwinnett County, Georgia, and it is hereby resolved by the authority of the same, that regulation number five (5) of the Board of Health, entitled Public Swimming Pool Regulation be amended in the following respect:

By repealing regulation number five (5) in its entirety and adopting in lieu thereof and incorporating herein by reference in its entirety chapter 9-7001 known as the Gwinnett County Board of Health Regulation 9-7001, Swimming Pools, Public Spa Pools and Bath Houses.

By amending regulation number five (5) by repealing it in its entirety and substituting in lieu thereof a new chapter 9-7001 to read as follows:

Gwinnett County Board of Health Regulation 9-7001 - Swimming Pools, Public Spa Pools and Bath Houses.

BOARD OF HEALTH REGULATION

A regulation defining "artificial swimming pool", "natural swimming pool", "swimming pool", etc.; requiring permits for the operation of such pools; regulating the inspection thereof, establishing sanitation standards therefor; requiring the submission and approval of plan therefor; and providing for the enforcement of this regulation.

The Board of Health of Gwinnett County, Georgia, ordains: That this revision supersede the previous regulation number five (5) and become effective thirty (30) days after its adoption.

GWINNETT COUNTY BOARD OF HEALTH REGULATION

ARTICLE A

SWIMMING POOLS, PUBLIC SPA POOLS AND BATHHOUSES

Sec. 9-7001

TITLE AND PURPOSE

A Regulation establishing minimum standards governing the use and maintenance of swimming pools, and structures; establishing minimum standards governing supplied utilities and facilities and other physical things, and conditions essential to make swimming pools and surrounding premises safe, sanitary and fit for human use; establishing minimum standards governing the condition and

maintenance of swimming pools and structures; fixing certain responsibilities and duties of owners, operators and attendants of swimming pools; authorizing the inspection of swimming pools and structures and providing for the condemnation of all swimming pools and structures deemed unfit for human use.

This regulation upon adoption by the Board of Commissioners of Gwinnett County shall be known and may be cited as "The Gwinnett County Swimming Pool Ordinance."

SECTION 9-7002

DEFINITIONS

The following definitions shall apply in the interpretation of these recommended standards:

- 2.1 SWIMMING POOL. Any structure of inert and enduring material such as concrete, masonry, metal, or other impervious material containing an artificial body of water for swimming, diving, or recreational bathing.
- 2.2 PUBLIC SWIMMING POOL. Any swimming pool, other than a private residential swimming pool, for collective use by numbers of persons for swimming or bathing operated by any person as defined herein, whether he be owner, operator, lessee, licensee, or concessionaire, regardless of whether a fee is charged, and all facilities incident thereto.
- 2.3 PRIVATE RESIDENTIAL SWIMMING POOL. Any swimming pool for a single family residence under the control of an individual homeowner, the use of which is limited to swimming or bathing by family members or their invited guests.

Facilities serving 2 - 5 private residences may upon

application be considered as private under this regulation.

2.4 PERSON. Any individual, partnership, corporation, and association and may extend and be applied to bodies, politic and corporate.

2.5 DESIGN PROFESSIONAL. An Architect or Engineer registered to practice in Georgia.

2.6 PRIME DESIGN PROFESSIONAL. The Design Professional responsible for the entire project.

2.7 TURNOVER. The ratio of the volume of water circulated to the capacity of the pool.

SECTION 9-7003

GENERAL

The provisions of this regulation are applicable to all swimming pools, both public, and residential as hereinafter designated, located in Gwinnett County, Georgia, provided, however, that both public and private residential swimming pools in existence on the effective date of these regulations, which have permits and are in compliance with the existing regulations, except in cases of major improvement and/or remodeling shall be approved under this regulation; and provided further that swimming pools which serve a restricted clientele only, such as hotels, motels, apartments, and condominiums, shall not be required to meet the requirements hereof relating to telephones, showers, toilets, lavatory facilities and dressing rooms where such facilities are readily available in near or closeby structures to all persons who may use the swimming pool.

3.1 PERMITS: (Public)

It shall be a violation of this regulation for any person to

operate a public swimming pool in Gwinnett County, Georgia who does not possess an unrevoked operating permit from the Director, Gwinnett County Board of Health. Such permit shall be displayed at all times in a place designated by the Director Gwinnett County Board of Health. Only persons who comply with all the requirements of this regulation shall be entitled to receive and retain such a permit. Such a permit may be temporarily suspended by the Director, Gwinnett County Board of Health upon the violation by the holder of any of the terms of this regulation; or revoked after an opportunity for a hearing by the Director, Gwinnett County Board of Health upon serious or repeated violation.

3.2 INSPECTION OF SWIMMING POOLS: (Public)

Periodically, the Director, Gwinnett County Board of Health, or his duly appointed representative shall inspect every operating swimming pool located within Gwinnett County, Georgia. In the event the Director or his representative discovers the violation of any item relative to sanitation and safety, he shall make a second inspection after the lapse of such time as he deems necessary for the defect to be remedied, and the second inspection shall be used to determine compliance with the requirements of this Regulation. Any violation of the same item of the Regulation on the second inspection shall be grounds for the immediate suspension of the permit to operate for that particular pool.

Plans and specifications for proposed new swimming pools or for substantial alterations or reconstruction of existing pools: public swimming pools plans and specifications shall be prepared by Design Professionals and bear the registration of the Design Professional.

4.1 The Plans shall be drawn to scale and shall be accompanied by complete specifications so as to permit a comprehensive review of the plans including the piping and hydraulic details and shall include:

- a. A plan and sectional view with all the necessary dimensions of both the pool and surrounding areas.
- b. Complete site drainage details including diversion ditches for surface run-off.
- c. A piping diagram showing all appurtenances, including treatment facilities in sufficient detail, as well as pertinent elevation data, to permit a hydraulic analysis of the system.
- d. Specifications shall contain details of all treatment equipment, including performance characteristics of pumps, chlorinators, chemical feeders, filters, strainers, interceptors and related equipment.

4.2 All public swimming pools shall be provided with a recirculation and filtration system except when there is a flow of water of such quality and quantity through the pool that the pool water will at all times conform to the Water Quality Standards set forth in paragraph 28.4 and 28.5.

SECTION 9-7005

WATER SUPPLY

The water supply for all pools, showers, lavatories, drinking fountains, and any other uses in conjunction with the pool shall be adequate in quantity and shall comply with all requirements of the Georgia Safe Drinking Water Act of 1977 and the Rules and Regulations promulgated by the Department of Natural Resources.

5.1 The water distribution system serving the swimming pool shall be protected against backflow by means of an air gap, not less than two service pipe diameters in width, between the service pipe and the flood rim of the receiving vessel, or backflow prevention device approved by Gwinnett County Planning & Development Department and the Director, Gwinnett County Board of Health or his designated representative.

SECTION 9-7006

STRUCTURE DESIGN AND MATERIALS

Swimming Pools shall be designed and constructed to withstand all structural stresses including external hydrostatic pressures and flotation.

6.1 Public swimming pools shall be constructed of inert and enduring materials, non-toxic to man, which will provide a smooth and easily cleanable surface with no cracks or open joints, and shall be finished in a light color. Interior corners shall be coved with a minimum radius of 6 inches.

SECTION 9-7007

SHAPE, SLOPE AND DEPTH (PUBLIC POOLS)

The pool shall be designed and constructed so that efficient and safe control of the pool and bathers can be accomplished.

7.1 For water depth less than five feet the slope of the pool

bottom shall be uniform and shall not exceed one foot of slope in 12 feet. For depths greater than five feet the slope shall not exceed one foot in three feet.

7.2 The maximum depth at the shallow end of the pool shall not exceed three feet six inches except for competitive or special purpose pools.

7.3 The minimum depth of water in the pool shall be three feet except for special instructional pools or for restricted or recessed areas in general pools which are set aside primarily for the use of children. Such areas when included as part of the pool shall be separated from the pool proper by means of a safety line supported by buoys and attached to the side walls.

7.4 The depth of the water at the deepest point, at the shallow end, and at slope break in the pool bottom between the shallow and deep portions of the pool shall be permanently and conspicuously marked above water at pool sides and deck. Markers shall be visible at night under artificial illumination where night swimming is permitted.

7.5 Walls of a pool shall be either (a) vertical for water depths of at least six feet, or (b) vertical for a distance of two feet six inches below the water level, below which the wall may be curved to the bottom with a radius equal to the difference between the depth and two feet six inches.

SECTION 9-7008

INLETS AND OUTLETS (PUBLIC POOLS)

Inlets and outlets to pools shall be arranged so as to get effective

and uniform circulation of the incoming water throughout the pool.

8.1 A sufficient number of inlets shall be provided to obtain adequate circulation and prevent dead spots. A maximum spacing of 20 feet shall be provided between inlets.

8.2 Maximum flow rates (in gpm) through various fixed inlet branches shall be not more than as listed below:

Size	1"	1 1/4"	1 1/2"	2"
GPM	10	20	30	50

8.3 All inlets shall be designed as adjustable orificies, or shall be individually valved, and shall be submerged not less than 24" below overflow level to reduce the escape of disinfecting agents. Inlets shall be flush with the pool wall.

Proprietary inlet systems that are part of a gutter or skimmer system and do not meet all of the above inlet requirements may be considered to meet the requirements of this regulation if the inlet system meets the intent of the above requirements, has been proven to operate satisfactorily, and/or acceptable to the Director, Gwinnett County Board of Health or his representative.

8.4 Two or more outlets shall be provided at the deepest point of the pool to permit the pool to be completely drained. Each low point in the pool shall be adequately served by an outlet.

8.5 Outlets shall be spaced not more than 30 feet apart and not more than 15 feet from the side walls.

8.6 The area of all outlet openings shall be covered with gratings or other coverings which are not readily removable by bathers.

8.7 Net openings in each floor outlet covering or grating shall be at least four times the area of the discharge pipe or shall provide sufficient area so that the maximum velocity of the water passing the grate will not exceed 1 1/2 feet per second. The width of openings in grating shall be not less than 1/2 inch and not more than 1 inch.

8.8 Outlets shall not connect directly to sewers but shall be installed in such manner that any sewage backing up from the sewer will overflow to waste and cannot reach the pool. Pool drainage, valves and pumps shall be sized to prevent surcharge of the sanitary sewer.

SECTION 9-7009

OVERFLOW FACILITIES (PUBLIC POOLS)

Positive means shall be provided for continuous removal of scum, sputum and floating debris from the pool surface. Drainage from overflow facilities shall be discharged to waste or to a make-up or surge tank.

9.1 Overflow gutters where used shall meet the following standards:

- a. Overflow gutters shall extend completely around the swimming pool except at steps or recessed ladders. The lip of the gutter shall be level and shall be designed to serve as a handhold for bathers.
- b. Overflow gutters shall be smooth finished and of open, roll-over or semi-recessed type, except overflow gutters for water-level deck type public swimming pools may be countersunk in a deck sloped to drain from the gutter and such gutters shall be covered by a flush mounted grating.

- c. Overflow gutters shall be designed to permit ready and effective cleaning and to prevent accidental entrapment of bather's arms or legs.
 - d. Overflow gutter and outlet design shall provide for continuous removal of not less than 50% of the recirculated water for return to the filter or to waste.
 - e. Overflow gutters shall be provided with drainage outlets of two inches minimum diameter at intervals of not more than 15 feet. Outlets shall be covered by removable gratings.
- 9.2 Skimmers where used shall comply in all respects with appropriate standards of the National Sanitation Foundation regarding materials, design, operation and safety and shall meet the following standards:
- a. Skimmers may be used in lieu of overflow gutters provided the circulation system is designed to produce substantial circulatory movement to pool water for promotion of skimming and of uniform disinfectant distribution and provided a handhold equivalent to bullnose coping with outer 2 inches not over 2 1/2 inches thick is extended around the pool perimeter not more than 9 inches above the normal water level.
 - b. Skimmers shall be designed for a flow through rate of at least 30 gallons per minute and the total capacity of all skimmers in any pool shall be at least 80 percent of the

required filter flow of the recirculation system. Each skimmer shall be provided with a valve for equalization of flow.

- c. Skimmers shall be built into the pool wall and the weir shall be automatically adjustable to water level variations over a range of at least four inches. At least one skimmer shall be located to oppose the prevailing wind.
- d. Skimmers shall be designed and located to effectively remove floating materials from the water surface of the entire pool area. At least one skimmer shall be provided for each 500 sq. ft. of water surface area or fraction thereof.
- e. Skimmers shall be provided with an easily removable and cleanable screen or basket to trap large solids.
- f. Skimmers shall be designed or equipped to prevent air lock in the suction line. Equalizer lines, if used, shall be sized to meet capacity requirements of the filter and pump and in no case shall be less than two inches in diameter. Equalizer lines shall be installed at least one foot below the lowest weir level and equipped with valves or devices to remain closed at normal operating conditions but automatically open when water level drops two inches below the lowest weir level.

SECTION 9-7010

HOSE AND CONNECTIONS (PUBLIC POOLS)

Sufficient hose connections, at least 3/4 inch diameter, shall be provided for cleaning the pool, decks, walks, toilets, dressing

rooms and other flooded areas used in connection with pools and bathhouses. Hose connections shall be fitted with an approved vacuum breaker.

SECTION 9-7001

STEPS, LADDERS AND HANDRAILS

Steps or ladders shall be provided at the shallow end of pools where the vertical distance from pool bottom to deck level is over two feet. Recessed steps or ladders shall be provided at the deep portion of the pool and if the pool is over 30 feet wide, such steps or ladders shall be installed on each side. A means of egress shall be provided for each 75 feet of pool perimeter.

11.1 Steps shall be of non-slip design with minimum tread of 12 inches and maximum rise of 12 inches. Abrupt drops, or submerged projections into the pool shall be guarded by handrails.

11.2 Ladders shall be corrosion-resistant and shall be equipped with non-slip treads. They shall be designed to provide a hand hold and shall be rigidly installed with clearance between the ladder and the pool wall not less than three inches nor more than six inches.

11.3 Steps inserted in the pool wall shall be of easily cleanable construction, designed to drain into the pool, and shall be at least 14 inches wide and five inches deep and a maximum of 12 inches vertical spacing.

11.4 Ladders within the swimming pool shall be equipped with a handrail at the top of both sides thereof, extending not less than 30" above the coping or edge of the deck.

SECTION 9-7012

WADING POOLS (PUBLIC POOLS)

Wading pools for non-swimming children may be independent auxiliary pools or may be restricted areas of a general swimming pool. All applicable sections of this standard shall apply to wading pools.

12.1 Restricted areas of swimming pools set aside for use as wading pools shall be separated from the main body of the pool by means of a safety line attached to the side walls and supported by buoys. This restricted area of the swimming pool shall have a turnover rate of once every two hours or less with inlets and outlets and overflow facilities sized accordingly.

12.2 Independent wading pools shall have maximum depth of not more than 18 inches; the bottom shall be non-abrasive, shall have a non-slip finish and shall be sloped toward a drain at not more than 3 inches in 10 feet nor less than 1 inch in 10 feet. Such wading pools shall be served by a swimming pool recirculation system with turnover rates of once every two hours or less.

SECTION 9-7013

SPRAY POOLS (PUBLIC POOLS)

Spray pools are small independent artificial pools for non-swimming children into which water is sprayed but is not allowed to pond. Spray pools may be supplied by the swimming pool recirculation system or by water meeting the same quality requirements from other sources with all drainage to waste. All applicable sections of this standard shall apply to spray pools.

13.1 Spray pool bottoms shall be non-abrasive, shall have a non-

slip finish, and shall be sloped toward a drain at not more than 3 inches in 10 feet nor less than 1 inch in 10 feet.

SECTION 9-7014 DECK AREAS (PUBLIC POOLS EXCEPT 14.3 APPLIES TO ALL)

A clear and unobstructed paved deck or walkway shall extend completely around the pool; deck width shall be at least five feet measured from the pool side edge, except at the deep end where there is a diving board and width shall be at least 10 feet.

14.1 Deck drainage shall be conducted away from the pool area and shall be pitched to drains designed to conduct drainage from the pool to points of disposal in a manner that will not create unsanitary, hazardous, or objectionable conditions.

Decks shall be sloped no less than 1/4 inch per foot.

14.2 Decks shall have a non-slip surface and shall be of a material and finish that can be cleaned by hosing.

14.3 An effective fence or barrier, not less than 4' high, shall be provided on the outer side of the walk area to prevent spectators in street attire from traversing the pool walk and prohibit access of unattended children and animals to the pool. There shall be no more than 4 inches of clearance between the bottom of the fence barrier and ground surface or pool deck. Any gate(s) shall be located at the shallow end of the pool and shall be self-closing and have a lockable self-latching device. Where pools serve special purposes, as therapeutic pools, waiver of this requirement may be acceptable.

SECTION 9-7015

DIVING AREAS AND EQUIPMENT (PUBLIC POOLS)

The dimensions of the swimming pool in the diving area shall conform to Figure No. 1. (See Page 16A of this regulation)

15.1 At least 15 feet of free and unobstructed head room shall be provided above diving boards.

15.2 Diving board steps and ladders shall be of corrosion-resistant material, easily cleanable and of non-slip design, and kept in good repair. Handrails shall be provided at all steps and ladders leading to diving boards with elevations one meter or more above the water. Platforms and diving boards which are one meter or more high shall be protected with guard railings.

SECTION 9-7016

ELECTRICAL

All electrical materials and workmanship shall be in compliance with the Gwinnett County Construction Code and current adopted edition of the National Electrical Code.

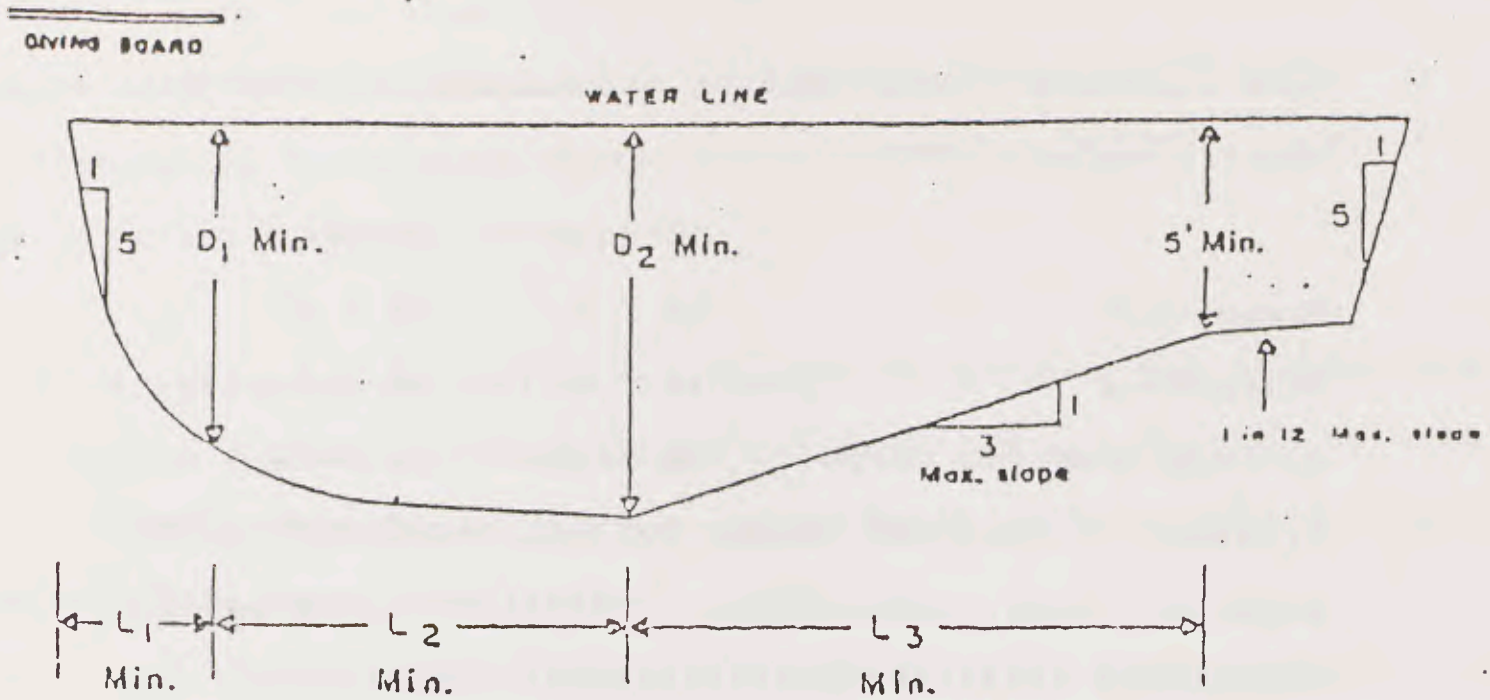
16.1 In all installations to be used at night, pools, deck areas, dressing rooms, toilets, equipment rooms, chemical rooms, and concessions shall be lighted in accordance with the following minimum standards:

a. Under water lighting:

Indoor - 100 lamp lumens/square foot of pool surface.

Outdoor - 60 lamp lumens/square foot of pool surface.

figure no. 1



Board Height Over Water	Minimum Dimensions				
	D ₁	D ₂	L ₁	L ₂	L ₃
26" (2/3 meter)	7'-0"	8'-6"	2'-6"	8'-0"	10'-6"
30" (3/4 meter)	7'-6"	9'-0"	3'-0"	9'-0"	12'-0"
1 Meter	8'-6"	10'-0"	4'-0"	10'-0"	15'-0"
3 Meter	11'-0"	12'-0"	6'-0"	10'-6"	21'-0"

NOTE: Placement of boards shall observe the following minimum dimensions. With multiple board installations minimum pool widths must be increased accordingly.

1 Meter or Deck Level Board to Pool Side	9' (2.74m)
3 Meter Board to Pool Side	11' (3.35m)
1 Meter or Deck Level Board to 3 Meter Board	10' (3.05m)
1 Meter or Deck Level to another 1 Meter or Deck Level Board	8' (2.44m)
3 Meter to another 3 Meter Board	10' (3.05m)

- b. Deck lighting - foot candles maintained in service:
(Public only)

	Outdoor	Indoor
Exhibition	20 F.C.	50 F.C.
Recreation	10 F.C.	30 F.C.
Minimum mounting height	30 feet	20 feet

- c. Lighting in dressing rooms, toilets, equipment rooms, chemical rooms, concessions, and related areas shall be in compliance with the above reference codes.

16.2 Switches, starters, panelboards and similar electrical equipment shall be located in areas not readily accessible to bathers.

16.3 Each underwater light shall be individually grounded.

16.4 No overhead electrical wiring shall pass within 20 feet of the swimming pool enclosure.

SECTION 9-7017 RECIRCULATION AND FILTRATION SYSTEM

The entire recirculation and filtration system shall be designed for continuous operation and shall have sufficient capacity to clarify the entire pool volume in eight hours or less thus providing at least three turnovers daily. Where separate wading pools are provided for children recirculation capacity shall provide for complete turnover of the wading pool content every two hours or less.

Comment - The pool turnover rate of eight hours will provide satisfactory water quality under "normal" conditions. Turnover

rates of less than eight hours should be considered when the maximum patron load can be expected for extended periods and/or the environmental conditions (temperature, sunshine, debris, wind, etc.) are expected to be extreme.

17.1 A rate-of-flow indicator, reading in gallons per minute, and a flow regulating valve shall be installed and located so that the rate of recirculation and backwash rate will be indicated and can be controlled.

17.2 All recirculation and filtration equipment that requires adjustment and maintenance, and sight-glasses, dials or meters that must be recorded, shall be readily accessible and have unobstructed clearance from walls, ceiling, and other equipment, and shall be well lighted.

17.3 Swimming pool heaters when used shall be certified by a nationally recognized organization and shall be in compliance with the Gwinnett County Gas & Electrical Codes.

SECTION 9-7018 PUMPING EQUIPMENT

Pumps and motors shall have sufficient capacity to provide the required number of turnovers specified in Section 9-7017 above and for providing adequate flow and head to backwash filters at rates set forth below.

18.1 Recirculation pumps shall be located below the pool water level to provide positive pressure on the suction side, or positive priming method shall be provided. A check valve shall be installed on the pump discharge line.

18.2 Requirements for filtration shall be based upon the maximum head loss developed immediately prior to backwashing the filters.

Comment - Additional head of 5% - 10% should be added for pump ware, piping changes, etc. (safety factor).

SECTION 9-7019 HAIR AND LINT STRAINER (PUBLIC POOLS)

A strainer shall be provided on the suction side of the pump to prevent hair, lint, and other matter from reaching the pump and filters. Strainers shall be corrosion resistant with openings not over one-eighth width in size providing a free flow area at least four times the area of the pump suction line and shall be readily accessible for frequent cleaning.

SECTION 9-7020 SUCTION CLEANER (PUBLIC POOLS)

A suction cleaner, either built in or portable type, shall be provided for removing sediment from the pool floor and shall be capable of reaching all parts of the pool floor. Built-in cleaners shall provide sufficient connections in the pool walls at least eight inches below the water line. Portable or jet-type units shall be provided with backflow protection for the water system.

SECTION 9-7021 PIPING

Pool piping shall be detailed on the plans as to size and material. Buried flexible plastic pipe shall not be used. Piping shall be of non-toxic material, resistant to corrosion, and able to withstand operating pressures. Plastic pipe, when used shall be NSF approved. Piping shall be in compliance with the Georgia State Plumbing Code.

21.1 Piping shall be designed to carry the required quantity of

water at a maximum velocity not to exceed six feet per second on piping to the suction side of the recirculation pump and not to exceed ten feet per second in discharge lines.

21.2 Piping shall be positively supported to prevent settlement which may cause air pockets or sediment traps or rupture of lines. Piping shall be provided with uniform slope and with positive means of draining water to prevent damage from freezing.

21.3 Valves shall be provided to cut off flow during cleaning or inspection of strainers and pumps.

SECTION 9-7022

DISINFECTANT FEEDERS (PUBLIC POOLS)

Equipment and piping used to apply disinfectant chemicals to the water shall be of such size, design and material that they may be cleaned. Feeders shall not be cross-connected with potable water systems. Materials used for such equipment and piping shall be resistant to the action of chemicals to be used therein.

22.1 A means of disinfecting the pool water which provides a residual agent in the pool water shall be used. The disinfecting agent shall be subject to simple field tests for determination of concentration. Chlorinators or other disinfectant feeders shall be capable of supplying at least the equivalent of one pound of available chlorine per 8 hours per 10,000 gallons of pool capacity; rate of feed shall be adjustable and shall be indicated on the feeder.

22.2 Chlorinators or other disinfectant feeders shall be of sturdy construction and materials which will withstand wear, corrosion or

attack by disinfectant solutions or vapors and which are not adversely affected by repeated adjustments or other conditions anticipated in the use of the device. The feeder shall be easily disassembled for cleaning and maintenance and shall be designed and constructed to minimize stoppage from chemicals used. Feeder design shall include fail-safe features to prevent the disinfectant feeding directly to the pool or its components under any type of failures of equipment or maintenance.

22.3 Disinfectant feeders shall have a graduated and clearly marked dosage adjustment to provide flows from full capacity to 10% of such capacity. The device shall be capable of continuous delivery within 10% of the dosage at any setting.

22.4 When the disinfectant is introduced at the suction side of the pump, a device shall be provided to prevent air lock of the pump recirculation system.

22.5 When chlorine gas is used the following additional features shall be provided:

- a. The chlorine and chlorinating equipment including scales and one extra chlorine cylinder, shall be in a separate well-ventilated room. Floors of such rooms shall not be below ground level. The room shall be provided with an exhaust fan located at floor level and vented to the out-of-doors. Exhaust fan shall produce a complete exchange of air in two minutes. Louvers shall be provided at the top of the room on the wall opposite the exhaust fan for admitting fresh air. The room shall be sealed (air tight) from adjacent rooms to prevent

chlorine gas circulation.

- b. The door of the chlorine and chlorinating equipment room shall not open to the swimming pool or filter room and shall open to the out-of-doors. A viewing window and exterior-controlled artificial illumination and exhaust fan shall be provided so that essential performance of the equipment may be observed without/before entering the room.
 - c. Facilities shall be provided for anchoring chlorine cylinders to a wall or other support to prevent their falling over.
 - d. The chlorinator shall be a solution feed type, capable of delivering chlorine at its maximum rate without releasing chlorine gas to the atmosphere.
 - e. The chlorinator shall be designed to prevent the backflow of water into the chlorine solution container. All piping containing chlorine gas either under pressure or under vacuum shall be located in chlorine equipment room.
 - f. A closed gas mask cabinet, accessible without a key, shall be located outside of the chlorinator room. The cabinet shall be equipped with a gas mask designed for use in a chlorine atmosphere and of a type approved by the U.S. Bureau of Mines.
 - g. Installation of chlorinator equipment, and initial operation thereof, shall be under the supervision of personnel experienced with the installation and operation of such equipment.
- 22.6 When a hypochlorite solution is to be fed through hypochlorinator equipment, such equipment shall also provide the following

additional features.

- a. Feed shall be positive under all conditions of pressure in the circulation system.
- b. A method shall be provided for reducing to a minimum the entry into a swimming pool of free calcium released from calcium hypochlorite.
- c. A method shall be provided to prevent siphoning of hypochlorite solution when the recirculation pump and hypochlorinator are both turned off.

SECTION 9-7023

FILTRATION EQUIPMENT (PUBLIC POOLS)

Filter shall be capable of maintaining water in the pool which meets physical standards set forth in Section 9-7023 herein. Sufficient filtering area shall be provided to meet the design pump capacity as required by Section 9-7023 herein. Filters shall comply in all respects with appropriate standards of the National Sanitation Foundation regarding materials, design, operation and safety.

23.1 A sight glass shall be installed on the waste discharge line of pressure filters to observe the progress of filter washing. The filter system shall be provided with influent and effluent pressure, vacuum or compound gauges as are required to indicate the condition of the filter and gauges shall be provided with shut-off cocks. Air-relief valves shall be provided at the high point of the filter. In vacuum filter installations where the circulating pump is two horse-power or higher an adjustable high vacuum shut-off shall be provided to prevent damage to the pump by cavitation.

- 23.2 Rapid sand filters shall be designed for a filter rate to the swimming pool of not more than 3 gallons per minute per square foot of bed area at a time of maximum head loss with sufficient area to meet the design rate of flow required by the prescribed turnover.
- a. For standard underdrain systems not less than 20 inches of screened sharp filter sand with effective size between 0.4 and 0.55 mm., and a uniformity coefficient not exceeding 1.75 supported by at least 10 inches of graded filter gravel shall be provided. A reduction in this depth or elimination of gravel may be permitted where equivalent performance and service are demonstrated.
 - b. At least 12 inches of freeboard shall be provided between the upper sand surface and the backwash overflow invert.
 - c. Each pressure filter unit shall be provided with an access opening of not less than a standard 11" x 15" manhold and cover.
 - d. Facilities shall be provided for adding chemicals for coagulation and pH control.
 - e. Filter piping shall be designed and valved to permit individual backwashing of filters to waste at not less than 15 gallons per minute per square foot of filter area, to permit isolation of individual filters for repairs while keeping others in service to permit complete drainage, and to permit maintenance, operation and inspection in a convenient manner.
 - f. Sampling cocks shall be provided to enable sample collection of pool water as it leaves the pool and as it leaves the filters.

23.3 Diatomaceous Earth filters shall be designed for a filter rate to the swimming pool of not more than 2.0 gallons per minute per square foot of effective filtering surface without continuous body feed and not greater than 2.5 gallons per minute per square foot with continuous body feed.

- a. Appurtenances shall be provided for precoating with diatomaceous earth slurry. Provisions for recirculating during the precoating operation shall be made where filters permit passage of earth through elements during precoating operations. Sight glass will be required for pressure filters.
- b. Where body feed is provided, the device shall be accurate ($\pm 10\%$) and shall be capable of continually feeding within a calibrated range, adjustable from 2 to 6 ppm, at the design capacity of the recirculating pump.
- c. Filtering area, where fabric is used, shall be determined on the basis of effective filtering surfaces as created by the septum supports with no allowances for areas of impaired filtration, such as broad supports, folds or portions which may bridge.
- d. Filters shall be equipped for cleaning by one or more of the following methods: back-washing, air-bump-assist backwashing, spray wash (mechanical or manual), or agitation.
- e. Provision shall be made for completely and rapidly draining the filter.

23.4 High rate sand filters shall be designed for a filter rate to the swimming pool of not more than 20 gallons per minute per square

foot of filtering surface shall meet the standards set forth in items 23.1 and 23.2 herein.

23.5 Cartridge filters shall be designed for filter rate to the swimming pool of not more than 0.33 gallons per minute per square foot of effective filter area.

a. Filter(s) shall be equipped with at least influent and effluent pressure gauges with gauge cocks and an air-relief valve.

b. Two sets of filter cartridges shall be provided to facilitate cleaning and drying of one set while the other is in operation. Disposable cartridges shall be replaced when initial filtration rate is impaired by clogging.

SECTION 9-7024 MAKE-UP WATER FACILITIES (PUBLIC POOLS)

All pools shall be equipped with provisions for adding make-up water to compensate for water loss through evaporation and to waste so that a constant water level is maintained while the pool is in operation to enable continuous flow into skimmers or overflow gutters.

SECTION 9-7025 BATHHOUSES (PUBLIC POOLS)

Bathhouses containing dressing rooms, showers, toilets, and lavatories shall be required for public swimming pools. Bathhouses shall be in compliance with Gwinnett County Building, Plumbing, Mechanical, Gas, and Electrical codes.

25.1 Bathhouses facilities may not be required for swimming pools located on premises of motels, hotels, or other transient residences, and apartment complexes where such facilities are available in adjacent structures and the swimming pool use is restricted to the employees, occupants, and guests of such

establishments. The governing authority shall determine any bathhouse requirements for such establishments.

Comment - Consideration by the governing authority should be given to: distance to adjacent structures, bather load estimates, operator control, and health matters when evaluating bathhouse requirements for these potentially exempt establishments.

25.2 Bathhouses may also contain public areas, managers area, first-aid room, and like areas.

25.3 Where bathhouses are used by both sexes at the same time, separate and clearly labeled dressing rooms separated by a tight partition shall be provided for each sex; entrances and exits shall be screened to break the line of sight.

SECTION 9-7026 BATHHOUSE FACILITIES (PUBLIC POOLS)

26.1 Dressing room floors shall be easily cleanable, non-slip finish, impervious to moisture and sloped to drain. Walls and partitions shall be of easily cleanable construction and junctions of walls and floors shall be coved.

26.2 Dressing rooms, toilet rooms, shower rooms, shall be ventilated by natural or artificial means to effectively eliminate odors and condensation.

26.3 Shower, toilet and lavatory facilities shall be provided in accordance with the following schedule and shall be based on pool capacity computations set forth in Section 9.7027 herein, or on scheduled use periods as at schools.

	Males	Females
Water Closets	1/60	1/40
Urinals	1/60	
Lavatories	1/60	1/60
Showers (minimum of 3 each side)	1/40	1/40

Drinking Fountain - minimum of one to be located in swimming pool area. Hose bibb with vacuum breaker required in each toilet room as a minimum.

- 26.4 Toilet and shower room floors shall be constructed of impervious materials with no open cracks or joints, have an easily cleanable, non-slip finish and shall pitch toward a drain. Juncture of walls and floors shall be coved.
- 26.5 The location of dressing rooms shall be arranged so that bathers leaving a dressing room must pass the toilets and showers en route to the swimming pool.
- 26.6 Showers and lavatories shall be supplied with warm water at a temperature of 90 degrees to 110 degrees F from a single source. Hot water temperature control devices shall not be available to patrons.
- 26.7 Any food service facilities associated with the bathhouse or swimming pool must meet the requirements of the Gwinnett County Board of Health Rules and Regulations for Food Service.

SECTION 9-7027

USER LOAD COMPUTATION

In computing user loading, those portions of the swimming pool five feet or less in depth shall be designated as "non-swimmer" areas and those portions over five feet in depth shall be designated as "swimmer" areas.

27.1 To compute the in pool swimmer and bather capacity, swimming pool areas shall be determined as follows:

- a. Ten square feet of pool water surface area shall be provided for each non-swimmer expected at time of maximum load.
- b. Twenty-four square feet shall be provided for each swimmer expected at time of maximum load.
- c. Three hundred square feet of pool water surface area shall be reserved around each diving board or diving platform and this area shall not be included in computing the area of the swimming section. During the preliminary design phase of a swimming pool facility, the owner (operator), prime design professional, and the governing authority should agree on pool and deck capacities, depending on the establishment or area served. In general, the experience and knowledge of the area by the governing authority should be the prime factors in capacity determinations.

SECTION 9-7028

DISINFECTION AND WATER QUALITY (PUBLIC POOLS)

The chemical, physical, and bacteriological quality of pool water shall be such that it is sanitary, clear, and safe for swimming.

28.1 Swimming pools when open or in use shall be continuously disinfected by a chemical which imparts an easily measured free available residual effect. When chlorine is used without stabilizing chemical such as cyanuric acid and the source of residual chlorine is from elemental chlorine or a hypochlorite solution, a free chlorine residual of at least 0.5 ppm at pool pH shall be maintained throughout the pool. If other halogens are

used, residuals of equivalent disinfecting strength shall be maintained. A testing kit for measuring the concentration of the disinfectant, accurate within 0.1 ppm shall be provided at each swimming pool. Where cyanuric acid is used as a stabilizing agent of residual chlorine or if the source of residual chlorine is from a chlorinated cyanurate, a chlorine residual of at least 1.0 ppm shall be maintained with cyanuric acid residuals of 25 ppm and at least 1.5 ppm chlorine shall be maintained with cyanuric acid residuals of 50 ppm. The cyanurate level shall not be greater than 100 ppm. A testing kit for measuring the concentration of cyanuric acid, accurate within 5.0 ppm shall be provided at each swimming pool using cyanuric acid or chlorinated cyanurates.

28.2 Other disinfecting materials or methods shall be acceptable after they have been adequately demonstrated to provide a satisfactory residual effect which is easily measured and to otherwise be equally as effective under conditions of use as the chlorine concentration required herein, and not be dangerous to public health, create objectionable physiological effect, or impart toxic properties to the water.

28.3 The swimming pool water shall be maintained in an alkaline condition as indicated by a pH of not less than 7.2 and not over 8.0. A pH testing kit accurate within 0.2 pH unit shall be provided at each swimming pool. A total alkalinity of the water shall be at least 80 ppm.

28.4 The water shall have sufficient clarity at all times so that a black disc, three inches in diameter, is readily visible when

- placed on a white field at the deepest point of the swimming pool
- 28.5 Not more than 15% of the samples covering any considerable period of time shall either (a) contain more than 200 bacteria per milliliter, as determined by the standard (35 degrees C), agar plate count, or (b) show positive test (confirmed test) for coliform organisms in any of the five 10 milliliter portions of a sample or more than 1.0 coliform organism per 50 ml. when the membrane filter test is used. All samples shall be collected, dechlorinated, and examined in accordance with the procedures outlines in the latest edition of Standard Methods for the Examination of Water and Wastewater (APHA).
- 28.6 Chemicals used for algae control and in the control of water quality shall be registered by the Federal Environmental Protection Agency as applicable and used in accordance with label directions

SECTION 9-7029

OPERATION AND MAINTENANCE (PUBLIC POOLS)

Every public swimming pool shall be under the direct close supervision of a trained pool operator competent to operate the swimming pool in full compliance with all requirements hereof relating to pool operation and maintenance.

- 29.1 The operator of each pool open for use shall keep daily records of pool operations including total bather load, peak bather load, volume of fresh water, filter influent and effluent pressure gauge readings, rate of flow meter readings, amount of chemical used, disinfectant residuals, pH readings, algae control measures taken, alkalinity, maintenance and malfunctioning of equipment including cleaning of filters, and such additional records as may be

required. Such records shall be kept available for inspection by the Board of Health for a period of at least one year.

29.2 Routine daily and weekly operating procedures shall be posted in a location frequented by the operator. Manufacturer's instructions for operation and maintenance of mechanical and electrical equipment shall be kept on the premises and available for the operators use.

29.3 Pumps, filters, disinfectant and chemical feeders, flow indicators, gauges, and all related parts of the pool water purification system shall be kept in operation whenever the pool is available for use, and at such additional periods as may be necessary to maintain the water in the pool in a clear and disinfected condition.

29.4 Floating scum, sputum and debris shall not be allowed to accumulate in the pool. The sides and bottom of pools, decks, and other surfaces shall be kept free of slime and algae to prevent unnecessary slipperiness and danger of accidents or drownings, and shall be cleaned as often as necessary to keep in a clean condition.

29.5 Where chlorine gas is used, a valve protection hood shall be kept in place on the cylinder except when the cylinder is connected to a chlorinator. A valve stem wrench shall be maintained on chlorine cylinders connected to chlorinators so that the supply can be shut off quickly in emergencies.

29.6 Replacement canisters for the chlorine gas mask shall be provided and a record kept of all gas mask usage to insure that the mask will be serviceable when needed. The gas mask, replacement

canisters, and record usage shall be kept in a closed container located outside the chlorinator room.

29.7 Dressing rooms, showers, toilet rooms and fixtures, equipment rooms and equipment, concession and spectator areas, and all parts of the pool enclosure shall be kept clean in good repair. Walls, ceilings and equipment shall be painted as often as necessary to minimize deterioration. The entire pool area shall be maintained in a sanitary condition and free of litter and vermin.

29.8 Soap shall be provided at showers and lavatories.

29.9 Bathing suits and towels provided by the pool management shall be laundered and sanitized after each use.

SECTION 9-7030 BATHER SUPERVISION (PUBLIC POOLS)

One or more attendants shall be on duty at all times the pool is open for use and shall enforce all rules of safety and sanitation. At least one trained first aider competent in aid and rescue methods and in use of artificial respiration and other resuscitative measures shall be among pool personnel. The Director, Gwinnett County Board of Health or his representative consider an attendant or other pool personnel qualified, if that person holds a current certificate from the Red Cross, YMCA or similiar provider of training in lifeguarding, CPR, and/or first aid approved by the Director.

30.1 No bather shall be permitted to enter a swimming pool or swimming pool enclosure unless an attendant is present except where pools serve restricted clientele only, such as motels, apartment houses, or similar installations. In such cases where no attendant service is provided a warning sign shall be placed in clear view and shall

state in clearly legible letters at least four inches high
Warning - No Attendant on Duty". In addition the sign shall also
state "Children shall not use pool without an Adult in attendance."
Unattended solo bathers shall be prohibited at all pools.

30.2 Visitors and spectators shall be kept separated from spaces used by
bathers.

30.3 No food, drink, bottles or wrappers shall be permitted in the
immediate area of the swimming pool or on the decks surrounding
the pool.

30.4 Bathers shall take a cleaning shower, using warm water and soap,
before entering the pool and before returning to the pool following
use of the toilet.

30.5 Persons having an infectious or communicable disease, which can be
transmitted by water, shall be excluded from public swimming pools.
Persons with open blisters or cuts shall be warned of infection and
advised not to use the pool.

30.6 No running, boisterous or rough play, except supervised water
sports, shall be permitted in the pool enclosures, dressing rooms,
shower rooms, or other areas.

30.7 Spitting, spouting of water, blowing the nose, etc., in the
swimming pool shall be strictly prohibited.

30.8 Suitable placards embodying provisions of this Section shall be
conspicuously posted in the swimming pool room or enclosure and in
the dressing rooms and offices at all swimming pools. Placards
shall also state the maximum user loads in the various areas of the
swimming pool facility.

Life saving and emergency first aid equipment and facilities shall be provided at all swimming pools. A telephone and list of emergency numbers including physicians, ambulance and hospital should be provided.

31.1 A life line shall be provided at or near the break of grade between the shallow and deep portions of a public swimming pool with its position marked with colored floats at not greater than 5 foot spacing. Life line shall be 3/4" minimum diameter and its terminals shall be securely anchored and of corrosion resistant material and of type which will be recessed or have no projections which will constitute a hazard.

31.2 Every swimming pool shall be equipped for safety and rescue with one or more light but strong poles (bamboo or other), or shepherds' crook, having blunt end and which is not less than 16 feet of length for making reaching assists or rescues; and

31.3 Every pool shall be equipped with one or more throwing buoys of not more than 18 inches in diameter with 1/4" line attached at least equal in length to the maximum width of the pool plus 10 feet.

31.4 Lifesaving equipment described in paragraphs 31.2 and 31.3 above shall be mounted in conspicuous places near the pool edge, ready for access, its function plainly marked, kept in good repair and ready condition, and bathers or others shall not be permitted to tamper with it, use it for any purpose other than its intended use, or remove it from its established location.

31.5 Every swimming pool shall be equipped with a standard 24-unit first aid kit. The first aid kit shall be kept filled and readily

accessible for emergency use. A backboard is advisable for isolated areas and for large pools.

Comment - The governing authority can require additional first aid materials depending on distance of pool to medical facilities and availability of emergency medical services.

31.6 One lifeguard chair should be provided for each 2,000 square feet of pool surface area or fraction thereof. If a pool is more than 40 feet wide and requires more than one life guard stand, these stands should be located on opposite sides of the pool.

SECTION 9-7032 PUBLIC SPAS

32.1 SECTION I DEFINITIONS

- a. Public spas. (Including hot tubs and recreational whirlpools)
Any pool other than a private residential pool primarily designed for individual or small group bathing with circulated water which may employ tempered water, air induced bubbles or combination thereof with the intent of producing a relaxing or therapeutic effect operated by any person as defined herein, whether he be owner, operator, lessee, licensee, or concessionaire, regardless of whether a fee is charged, and all facilities incident thereto.
- b. Private Residential Spas-Any pool as defined in 32.1,a, but for a single family residence under the control of the individual homeowner, the use of which is limited to members of his family or their invited guests.

32.2 Shape, Slope, and Depth - Maximum water depth shall be 4 feet measured from the water line.

32.3 Steps, Ladders, and Handrails - The maximum depth of any seat or sitting bench shall be 2 feet measured from the water line. Seat or bench may be part of steps.

32.4 Recirculation and Filtration System

- a. Recirculation capacity shall provide for complete turnover of the pool content every 30 minutes.
- b. The pool recirculation and filtration system, air induction system, booster pump system when used, heater, and disinfectant system shall be separate equipment from that used by the swimming pool. However, all equipment may be located in the same room.
- c. The maximum temperature of the pool water shall be 105 degrees. A thermostatic control for the pool water shall be required and shall not be for patron use.
- d. The air induction system shall prevent water back-up and the air source shall not induce contaminants.

32.5 Bathhouse Facilities

- a. Where the pool is adjacent to a swimming pool facility and patron control is through the swimming pool bathhouse, the spa pool patron load shall be included in swimming pool load.
- b. For separate pool facilities, a shower, lavatory, water closet and dressing room shall be provided for each 36 patrons of each sex. A drinking fountain shall be required.

32.6 SAFETY PRECAUTIONS

- a. Where the pool is adjacent to a swimming pool facility and patron control is through the swimming pool bathhouse, the

requirements of this section are not applicable.

- b. For separate pool facilities, the requirements of this section are not applicable, except for emergency use, a telephone or emergency signal shall be directly connected to an area that is attended at all times the pool is opened to patrons. Emergency procedures and pool use regulations shall be posted.

SECTION 9-7033

NATURAL PUBLIC BATHING BEACHES

33.1 Definitions shall apply and shall be amended as follows:

- a. Natural Public Bathing Beaches - Any natural or altered body of water such as but not limited to an artificial or natural pond, spring, lake, river, or stream for swimming, diving, or recreational bathing, for collective use by a number of persons operated by any person as defined herein, whether the owner, operator, lessee, licensee, or concessionaire, regardless of whether a fee is charged, and all facilities incident thereto.
- b. Private Residential Natural Bathing Beach - Any natural bathing body of water as defined above for a single family residence under the control of an individual homeowner, the use of which is limited to swimming and bathing by family members or their invited guests.

33.2 Plans and Specification as required by Gwinnett County Planning and Development Department shall apply to facilities incident to the Natural Public Beach.

33.3 The Georgia State Plumbing Code shall apply to water supply facilities incident to the Natural Public Beach.

33.4 For water depths up to 4 feet 6 inches, the beach bottom should

consist of stabilized sand and/or gravel and the bottom slope should not exceed 1 foot in 15 feet.

33.5 The water depth surrounding any diving float or fixed platform not more than 2 meters above the water surface shall be not less than 9 feet for a distance of not less than 12 feet from all sides of the float or platform.

33.6 Gwinnett County Electrical Code shall apply to Natural Public Beaches.

33.7 Bathhouses and bathhouse facilities regulations shall apply to Natural Public Beaches. The Director, Gwinnett County Board of Health may exclude shower facilities requirements.

33.8 The user load determination shall be made during the preliminary design phase. The owner (operator), prime design professional and the Director, Gwinnett County Board of Health or his representative and the Gwinnett County Department of Planning and Development should agree on beach capacities depending on the establishment or areas served.

33.9 The Natural Public Beach water quality shall meet or exceed those established by the Department of Natural Resources, Rules and Regulations for Water Quality Control for Criteria for All Water and Recreation Water Use Classification. The location of the beach shall be on a body of water classified as recreational as determined by the Department of Natural Resources.

ARTICLE B

PUBLIC SPA POOLS AND BATHHOUSES

Section 9-7034 through 9-7068 RESERVED

ARTICLE C

ADMINISTRATION AND ENFORCEMENT

Section 9-7069 VARIANCE

This chapter shall be administered by the Director, Gwinnett County Board of Health, who shall have the authority to grant a variance from the requirements of this chapter as follows:

- 1) Where it is demonstrated to the satisfaction of the director that strict compliance with the standards would result in practical difficulty to or undue hardship upon the property owner due to special conditions or causes;
- 2) Where the public or private interest in the granting of the variance is found by the director to clearly outweigh the interest of the application of uniform rules; and,
- 3) Where such alternative measures are provided which in the opinion of the director will provide adequate public health

and safety protection.

In granting a variance, the director may attach thereto any conditions which may be deemed advisable so that the purpose of this chapter will be served, public health, safety and welfare secured. Such variance shall not waive any requirement of other Federal, State, or County Codes which may also be applicable to the design, construction or operation of any items covered by these Health Regulations.

Section 9-7070

SEVERABILITY

Should any court of this State or of the United States declare any section, part, paragraph or clause of this chapter unconstitutional or invalid for any cause or reason, then such decision shall affect only that section, part, paragraph, or clause so declared to be unconstitutional and invalid, and shall not affect any other section, part, paragraph or clause of this chapter.

Section 9-7071

CONFLICTS WITH OTHER CODES, LAWS OR REGULATIONS

Nothing in this Resolution is intended to, nor will it serve to supersede any other Federal, State, or County Code, Regulation, or Ordinance. Where a conflict may be deemed to exist, the stricter shall apply.

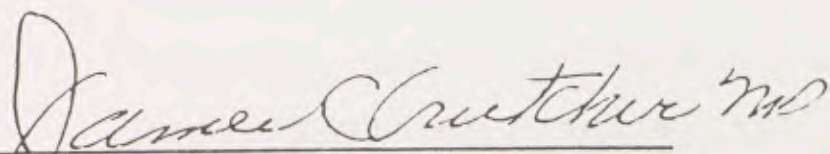
Section 9-7072

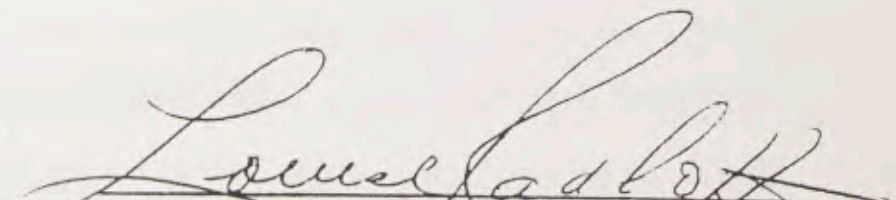
ENFORCEMENT

This Regulation, upon adoption by the Gwinnett County Board of Commissioners shall be enforced by the Gwinnett County Board of Health, as a duly adopted Ordinance of Gwinnett County. Any person violating any provision in this Regulation shall be guilty of violating a duly adopted ordinance of Gwinnett County, and upon conviction by a court of competent jurisdiction shall be punished either by a fine not to exceed five hundred dollars (\$500.00), or by confinement in the county jail for a total term not to exceed sixty (60) days, or both.

The court shall have the power and authority to place any person found guilty of a violation of this regulation on probation and to suspend or modify any fine or sentence. As a condition of such suspension, the court may require payment of restitution or impose other punishment allowed by law.

This resolution shall become effective thirty (30) days after its adoption. ADOPTED by the Board of Health of Gwinnett County this 19 day of March, 1990.


James C. Crutcher, M.D.
Director, Gwinnett County
Board of Health


Louise Radloff
Chairman, Gwinnett County
Board of Health

BOARD OF COMMISSIONERS
GWINNETT COUNTY
LAWRENCEVILLE, GEORGIA

ORDINANCE ENTITLED "TOURIST COURTS"

READING AND ADOPTION: 5-2-89

At the regular meeting of the Gwinnett County Board of Commissioners held in the Commission Meeting Room, 75 Langley Drive, Lawrenceville, Georgia.

<u>Present</u>	VOTE
Lillian Webb, Chairman	YEA
W. J. Dodd, District 1	YEA
Scott Ferguson, District 2	YEA
Curtis McGill, District 3	YEA
Don Loggins, District 4	YEA

On motion of W. J. DODD, which carried 5/0, the following ordinance was adopted:

BE IT ORDAINED by the Gwinnett County Board of Commissioners, this the 2nd day of MAY, 1989, that the Gwinnett County Code be, and it is, hereby amended by adoption of the attached ordinance, entitled "Tourist Courts." Said ordinance shall be codified as Appendix C of the Gwinnett County Code of Ordinances.

By: Lillian Webb
Lillian Webb, Chairman
Gwinnett County Board of
Commissioners

ATTEST:
Barbara A. Bruce
Clerk

GWINNETT COUNTY BOARD OF COMMISSIONERS
AGENDA REQUEST

I.* DEPARTMENT: LAW WORK SESSION AGENDA #
* DEPT. HEAD AUTHORIZATION: Richard A. Carothers CONSENT AGENDA #
* DATE SUBMITTED: 4-21-89 NEW BUSINESS #
* WORK SESSION DATE: 5-02-89 OLD BUSINESS #
BUSINESS SESSION DATE: 5-02-89
TABLED TO:
SUBMITTING PERSON: Loretta J. Mirandola
CITIZENS REQUEST: DATE SUBMITTED DEPT.

II.* ITEM OF BUSINESS: Approval of an ordinance to amend the Code of Gwinnett County, Georgia by adopting an Appendix C to provide Rules and Regulations regarding Tourist Courts based upon the Gwinnett County Board of Health adoption of Rules and Regulations of the Department of Human Resources, Public Health, Chapter 290-5-18.

III* ACTION REQUIRED

Approval of ordinance stated above.

AUTHORIZATION CHAIRMAN'S SIGNATURE: Yes

IV.* STAFF RECOMMENDATION: Approval.

V.* ATTACHMENTS:

* COPIES OF LEGAL ADVERTISEMENTS:

	BUDGETED	NON- BUDGETED	ORG. & ACCT.#	CURRENT ACCT. BAL.	REQUESTED ALLOCATION	DIRECTOR INITIALS
* FINANCE:	<u>N/A</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

* COMMENTS:

 ATTORNEY INITIALS:

* OTHER AFFECTED DEPARTMENTS: INITIALS:

OTHER COMMENTS AND NARRATIVE ATTACHED
* MUST BE COMPLETED BEFORE SUBMISSION TO RECORDING SECRETARY. N/A IS APPROPRIATE FOR NON-ESSENTIAL ITEMS

TOURIST COURTS
A RESOLUTION OF THE
GWINNETT COUNTY BOARD OF HEALTH
TO ADOPT THE FOLLOWING RULES AND REGULATIONS
BASED UPON RULES OF THE DEPARTMENT OF HUMAN RESOURCES,
PUBLIC HEALTH, CHAPTER 290-5-18

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9-6001 Definitions. Amended. The following definitions shall apply in the interpretation and enforcement of these rules:

(a) "Tourist Court" is hereby defined as any facility consisting of two or more rooms or dwelling units providing lodging and other accommodations for tourists and travelers and includes tourist courts, tourist cottages, tourist homes, trailer parks, trailer courts, motels, motor hotels, hotels and any similar place by whatever name called and any food, beverage, laundry, recreational or other facilities or establishments operated in conjunction therewith.

(b) "Operator" means the person who has the duty and responsibility of overall management of the tourist court, or his representative.

(c) "Person" means any individual, partnership, corporation and association, and may be extended and be applied to bodies, politic and corporate.

(d) "Trailer" means any house car, house trailer, trailer coach, mobile home or other similar unit so designed or constructed as to permit occupancy for dwelling or sleeping purposes.

(e) "Dependent Trailer" means a trailer which is dependent upon a service building housing toilet facilities.

(f) "Trailer Space" means a plot of ground within a trailer court designated for the accommodation of one trailer.

(g) "County Board of Health" means the County Board of Health established by the Georgia Health Code (O.C.G.A. Sec. 31-3-1) or its representative.

(h) "Department" means the Department of Human Resources of the State of Georgia.

(i) "Health Authority" means the County Board of Health if functioning in the administration and enforcement of O.C.G.A. Chapter 31-28 and the rules, regulations and standards adopted thereunder; and if not so functioning, the Department.

Authority O.C.G.A. Sec. 31-28-5. Administrative History. Original Rule entitled "Foreword" was filed and effective on July 19, 1965. as 270-5-13-1. Amended: Rule repealed and a new Rule entitled "Definitions" adopted. Filed October 18, 1967; effective November 6, 1967. Amended: Rule renumbered as 290-5-18-01. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule of the same title adopted. Filed March 28, 1984; effective April 27, 1984, as specified by the Agency.

9-6002 Provisions, Amended.

(1) Permit.

(a) Any person operating a tourist court shall possess and display prominently a valid permit issued by the Health Authority on forms prepared by the Department. The permit shall be framed.

(b) To be eligible for a permit the tourist court shall be in satisfactory compliance with these rules and regulations and the provisions at law which apply to the location, construction and maintenance of tourist courts and the safety of persons therein.

(c) Application for a permit to operate such tourist courts shall be made in duplicate upon forms provided by the Department. Such forms shall be completed in all details and signed by the applicant or his authorized agent and submitted at least 10 days before the scheduled opening. The original shall be filed with the Health Authority.

(d) Upon receipt of an application for permit the Health Authority shall review the application and shall take such action relative to approve or deny the permit as is provided in accordance with the provisions of O.C.G.A., Chapter 31-28 and these regulations.

(e) The permit if granted or a statement of reasons if denied shall be forwarded to the tourist court operator by the Health Authority.

(f) A permit shall not be transferable with respect to person or location.

(2) Plan Review. When a tourist court is hereafter constructed or remodeled, or when an existing structure is converted for use as such, properly prepared plans and specifications for such construction, remodeling, or alteration, showing layout, arrangement, and construction materials of work areas, and the locations, size and type and installation of fixed equipment and facilities shall be submitted to the Health Authority for approval before such work is begun.

Authority O.C.G.A. Secs. 31-28-2 and 31-28-5. Administrative History. Original Rule entitled "Authority (Quotation)" was filed and effective on July 19, 1965 as 270-5-13-02. Amended: Rule repealed and a new Rule entitled "Provisions" adopted. Filed October 18, 1967; effective November 6, 1967. Amended: Rule renumbered as 290-5-18-02. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule of the same title adopted. Filed March 28, 1984; effective April 27, 1984; as specified by the Agency.

9-6003 Procedures. Amended.

- (1) All tourist courts shall be subject to inspection at reasonable hours no less than twice annually, and as often as is deemed necessary by the Health Authority to insure adequate compliance with the provisions of these rules. One of the two inspections shall be made prior to the onset of cold weather.
- (2) The operator may accompany the Health Authority representative on tours of inspection, shall be given the opportunity to sign the completed inspection report and retain a copy for the tourist court's file.
- (3) The signature of the operator shall not mean his agreement with all of the findings recorded thereon but shall mean his receipt of the report and the notification of alleged noncompliances with the rules.
- (4) The report of inspection shall show compliance or noncompliance with this rule, the corrective measures to be taken, and the date when it is anticipated such corrections are to be completed. This report shall show the date of inspection and the signature of the person making the inspection.
- (5) The entire report shall be discussed at the time of inspection with the tourist court operator and explained. When violations are found, corrective measures should be carefully explained.
- (6) A reinspection shall be made on or about the date set for the completion of the corrective measures and the report processed as outlined in this rule.

(7) The Health Authority shall review all reports on reinspection and on the basis of corrective measures taken shall institute such action as is deemed proper in accordance with the provisions of O.C.G.A. Chapter 31-28 and these regulations.

Authority O.C.G.A. Secs. 31-28-6 and 43-21-51. Administrative History. Original Rule entitled "Definitions" was filed and effective on July 19, 1965 as 270-5-13-03. Amended: Rule repealed and a new Rule entitled "Procedures" adopted. Filed October 18, 1967; effective November 6, 1967. Amended: Rule renumbered as 290-5-18-03. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule of the same title adopted. Filed March 28, 1984; effective April 27, 1984, as specified by the Agency.

9-6004 Water Supply. Amended.

- (1) The water supply shall comply with all Federal, State and local laws and/or ordinances.
- (2) Below grade stop and wastes cocks or hose bibs shall not be used.
- (3) Hose used for filling trailer water tanks shall be stored under sanitary conditions, used for no other purposes, and be so handled that back siphonage cannot occur, and that contaminants will not be introduced into the trailer's water tank.
- (4) Where water glasses and other multi-use utensils are used, they shall be cleaned and sanitized, in a manner approved by the Health Authority, after each occupancy. Where approved sanitizing methods are not provided, single service paper or plastic cups shall be made available in lieu of glasses, and shall be used only once.
- (5) Single service items, water glasses and other multi-use utensils, shall be protected from contamination in a manner approved by the Health Authority.
- (6) Drinking fountains, shall be constructed of impervious material and shall have an angle-jet nozzle above the overflow rim of the bowl. The nozzle shall be protected by a non-oxidizing guard and the bowl shall be constructed of an easily cleanable material.

(7) Ice shall be from a source approved by the Health Authority, stored in a clean place and handled in a sanitary manner. Scoops, buckets and other ice handling equipment shall be of easily cleanable material and construction, shall be stored in a clean place and shall be kept clean.

(8) The water supply shall be adequately protected to preclude the possibility of back siphonage.

Authority O.C.G.A. Sec. 31-28-5. Administrative History. Original Rule entitled "Permit" was filed and effective on July 19, 1965 as 270-5-13-04. Amended: Rule repealed and a new Rule entitled "Water Supply" adopted. Filed October 18, 1967; effective November 6, 1967. Amended: Rule renumbered as 290-5-18-04. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule of the same title adopted. Filed March 28, 1984; effective April 27, 1984, as specified by the Agency.

9-6005 Toilet Facilities. Amended.

(1) Toilet, lavatory and bathing facilities shall be provided at all tourist courts except as provided in paragraph (9) of this section. Such facilities shall be easily accessible, convenient and available to patrons at all times.

(2) Bedrooms in permanent structures shall be provided with private or connecting baths except, however, central toilet facilities may be used to serve existing multi-storied tourist courts provided toilet facilities are within the building, located on each floor and adequate to serve the tourists therein.

(3) Toilet rooms and fixtures shall be kept clean and in good repair. Walls and ceilings shall be finished in a light color and shall be kept clean and in good repair.

(4) Where ventilation ducts are used, ducts from toilet rooms shall not be connected into return ventilation ducts to any other room. All guest rooms, public rooms, wash rooms, bath rooms, toilet rooms, halls and stairways and any other room used for general habitation or work shall be ventilated in a manner that will maintain comfortable living conditions, remove objectionable odors and fumes and prevent excessive condensation. Ventilation systems shall be subject to applicable State and local fire prevention requirements.

(5) Toilet rooms, lavatories and bathing facilities shall be provided with soap, artificial light, and hot and cold water under pressure.

(6) Unused, individually wrapped soap shall be provided in guest rooms. Soap furnished in public wash rooms or baths shall be dispensed from approved containers in such a manner that contamination of the contents by individual contact is impossible.

(7) Individual towels shall be provided in guest rooms and shall have been laundered by a method approved by the Health Authority since last used. If fabric bath mats are provided, they shall have been laundered or cleaned since last used. Towels, whenever provided in the public wash rooms or baths, shall be individual towels, and if cloth, shall have been laundered since last used.

(8) Toilet tissue shall be provided.

(9) Where dependent trailers are located, central toilet facilities shall be provided for each ten trailer spaces, or fraction thereof, and for each ten dwelling units of non-permanent structure, or fraction thereof, with not less than one commode, one lavatory, and one tub or shower head for each sex. In addition, at least one urinal shall be provided in each central toilet designated for men.

(10) Central toilets shall be plainly marked, separate for each sex, lighted at night and located within 200 feet of the dwelling units or trailer spaces served.

Authority O.C.G.A. Sec. 31-28-5. Administrative History. Original Rule entitled "Procedures" was filed and effective on July 19, 1965 as 270-5-13-5. Amended: Rule repealed and a new Rule entitled "Toilet Facilities" adopted. Filed October 18, 1967; effective November 6, 1967. Amended: Rule renumbered as 290-5-18-05. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule of the same title adopted. Filed March 28, 1984; effective April 27, 1984, as specified by the Agency.

9-6006 Sewers. Amended.

(1) Sewers shall be designed in accordance with recognized engineering practices for the estimated sewage flow and shall be laid with watertight joints to a grade that will insure a self-cleaning velocity. Sewers shall be constructed of durable materials properly vented and shall be installed at sufficient

means for protection of the pipe shall be used.

(2) Each trailer space shall be provided with a sewer connection not less than three inches in diameter. Suitable fittings shall be provided at each sewer connection to permit a watertight junction to be made with the trailer outlet. Each sewer connection shall be so constructed that it can be closed and when not in use shall be capped to prevent escape of odors.

Authority O.C.G.A. Sec. 31-28-5. Administrative History. Original Rule entitled "Appeal to Superior Court" was filed and effective on July 19, 1965 as 270-5-13-06. Amended: Rule repealed and a new Rule entitled "Sewers" adopted. Filed October 18, 1967; effective November 6, 1967. Amended: Rule renumbered as 290-5-18-06. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule of the same title adopted. Filed March 28, 1984; effective April 27, 1984, as specified by the Agency.

9-6007 Sewage Disposal. Amended.

(1) Connection shall be made to a public sewer whenever possible and feasible as determined by the Health Authority.

(2) Where public sewers are not available, sewage disposal shall be provided to effectively dispose of all water carried wastes in a sanitary manner. No sewage, waste water, or other liquid effluent shall be discharged in such manner as to enter surface or subsurface water except following a treatment process approved prior to construction in conformity with existing State and local laws. Such sewage disposal systems shall be constructed and maintained in a manner to prevent the creation of insanitary conditions. Existing private sewage disposal systems giving satisfactory service as determined by the Health Authority may be approved by said authority.

Authority O.C.G.A. Sec. 31-28-5. Administrative History. Original Rule entitled "Requirements" was filed and effective on July 19, 1965 as 270-5-13-07. Amended: Rule repealed and a new Rule entitled "Sewage Disposal" adopted. Filed October 18, 1967; effective November 6, 1967. Amended: Rule renumbered as 290-5-18-07. Filed June 10, 1980. Amended: Rule repealed and a new Rule of the same title adopted. Filed March 28, 1984; effective April 27, 1984, as specified by the Agency.

9-6008 Plumbing. Amended. All plumbing in tourist courts shall comply with State and local laws, ordinances or regulations. In the absence of State and local laws, ordinances or regulations, the provisions of the current "Southern Plumbing Code" as published by the American Society of Mechanical Engineers shall prevail. Authority O.C.G.A. Sec. 31-28-5. Administrative History. Original Rule entitled "Housing Requirements" was filed and effective on July 19, 1965 as 270-5-13-08. Amended: Rule repealed and a new Rule entitled "Plumbing" adopted. Filed October 18, 1967; effective November 6, 1967. Amended: Rule renumbered as 290-5-18-08. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule of the same title adopted. Filed March 28, 1984; effective April 27, 1984, as specified by the Agency.

9-6009 Refuse Disposal. Amended.

(1) At least one Health Authority approved container for waste shall be provided for each dwelling unit to be rented.

(2) Refuse shall be stored in Health Authority approved fly-tight, water-tight, rodent-proof, containers which shall be located within 100 feet of dwelling units or trailer spaces. Containers shall be supported on racks or otherwise in such manner as to eliminate tipping or spillage and the area around such containers shall be kept clean.

(3) Refuse shall be collected in accordance with municipal practices where available. Where such services are not available the tourist court operator shall dispose of the refuse in compliance with all Federal, State, local laws and or ordinances. Incinerators shall be operated only when attended by a person specifically authorized by the operator of the tourist court.

Authority O.C.G.A. Sec. 31-28-5. Administrative History. Original Rule entitled "Toilet Rooms" was filed and effective on July 19, 1965 as 270-5-13-09. Amended: Rule repealed and a new Rule entitled "Refuse Disposal" adopted. Filed October 18, 1967; effective November 6, 1967. Amended: Rule renumbered as 290-5-18-09. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule of the same title adopted. Filed March 28, 1984; effective April 27, 1984, as specified by the Agency.

9-6010 Insect and Rodent Control. Amended.

(1) Effective measures, approved by the Health Authority, intended to eliminate the presence of rodents and flies, roaches and other insects on the premises shall be utilized. The premises shall be kept in such condition as to prevent the harborage or feeding of insects or rodents.

(2) Openings to the outside shall be effectively protected against the entrance of rodents and shall be protected against the entrance of insects by tight-fitting, self-closing doors, closed windows, screening, controlled air currents, or other means. Screen doors shall be self-closing and screens for windows, doors, skylights, transoms and other openings to the outside shall be tight-fitting and free of breaks. Screening materials shall not be less than sixteen mesh to the inch.

Authority O.C.G.A. Sec 31-28-5. Administrative History. Original Rule entitled "Laundry Room" was filed and effective on July 19, 1965 as 270-5-13-10. Amended: Rule repealed and a new Rule entitled "Insect and Rodent Control" adopted. Filed October 18, 1967; effective November 6, 1967. Amended: Rule renumbered as 290-5-18-10. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule of the same title adopted. Filed March 28, 1984; effective April 27, 1984, as specified as the Agency.

9-6011 Construction, Layout and Furnishings. Amended.

(1) Floors, walls, ceilings, windows, doors and all other appurtenances shall be of sound construction, properly maintained in good repair and shall be kept clean.

(2) Ventilation shall be provided for all rooms. Where ventilation is provided by means of windows, they shall open directly to the outside air and the openable window area of each room shall be not less than 1/20 of the floor area served. Where ventilation is provided by other means, it shall be at the rate of one complete change of air every twenty minutes.

(3) All rooms shall be well lighted. When natural light fails to provide sufficient illumination, evenly distributed artificial light shall be provided to maintain a lighting intensity of not less than ten (10) foot candles at 30" above floor levels.

(4) Furniture, draperies, carpets and other accessories shall be maintained in good repair and shall be kept clean.

(5) Mattress pads or covers shall be used on all mattresses. Beds, mattresses, springs, slats, mattress pads, mattress covers, pillows and pillow covers shall be clean and free from vermin. Each bed shall be provided, as a minimum, with two (2) sheets and one (1) pillow and pillowcase. Sheets and pillowcases shall be changed daily with freshly laundered linens.

Authority O.C.G.A. Sec. 31-28-5. Administrative History. Original Rule entitled "Water Supply" was filed and effective on July 19, 1965 as 270-5-13-11. Amended: Rule repealed and a new Rule entitled "Housing" adopted. Filed October 18, 1967; effective November 6, 1967. Amended: Rule renumbered as 290-5-18-11. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule entitled "Construction, Layout and Furnishings" adopted. Filed March 28, 1984; effective April 27, 1984, as specified by the Agency.

9-6012 Heating. Amended.

(1) The construction and installation of the heating appliances shall be such that all of the flue gases shall be carried to the outside of building through the flue outlet.

(2) Unvented combustion type heaters shall not be used.

(3) All automatic natural gas heating equipment shall be equipped with automatic safety pilot. All liquefied petroleum gas burning appliances shall be equipped with 100% safety cut-off pilot.

(4) Gas water heaters shall not be installed in bathrooms and bedrooms or closets connected thereto.

(5) Each gas-fired heating unit shall be inspected at least annually by a qualified heating contractor before its use at the onset of cool weather. Points to be inspected are proper construction and installation, malfunctions and adjustments of controls and burners, faulty heat exchangers and vent obstructions. Any defects found on inspection must be corrected by a qualified heating contractor prior to use of the equipment. Upon request, the operator shall provide evidence of inspection and/or correction of any deficiency.

Authority O.C.G.A. Sec. 31-28-5. Administrative History. Original Rule entitled "Plumbing" was filed and effective on July 19, 1965 as 270-5-13-12. Amended: Rule repealed and a new Rule entitled "Fire Protection" adopted. Filed October 18, 1967; effective November 6, 1967. Amended: Rule renumbered as 290-5-18-12. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule entitled "Heating" adopted. Filed March 28, 1984; effective April 27, 1984, as specified by the Agency.

9-6013 Food Service. Amended. Food Service facilities shall comply with provisions of O.C.G.A. Chapter 26-2, Art. 13 and the rules and regulations and standards adopted thereunder.

Authority O.C.G.A. Sec 31-28-5. Administrative History. Original Rule entitled "Sewers" was filed and effective on July 19, 1965 as 270-5-13-13. Amended: Rule repealed and a new Rule entitled "Heating" adopted. Filed October 18, 1967; effective November 6, 1967. Amended: Rule renumbered as 290-5-18-13. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule entitled "Food Service" adopted. Filed March 28, 1984; effective April 27, 1984, as specified by the Agency.

9-6014 Swimming Pools. Amended. Regulations of the county in which the tourist court is located shall be applicable in the design, construction, operation and maintenance of swimming pools operated in conjunction therewith and where no such regulations exist, then the State standards shall prevail.

Authority O.C.G.A. Sec. 31-28-5. Administrative History. Original Rule entitled "Sewage Disposal" was filed and effective on July 19, 1965 as 270-5-13-14. Amended: Rule repealed and a new Rule entitled "Food Services" adopted. Filed October 18, 1967; effective November 6, 1967. Amended: Rule renumbered as 290-5-18-14. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule entitled "Swimming Pools" adopted. Filed March 28, 1984; effective April 27, 1984, as specified by the Agency.

9-6015 Laundry Rooms. Amended. Where laundry facilities are provided, they shall be separate from other facilities, of sound construction and shall be kept clean and in good repair. Laundry rooms for transient guest use shall open to the exterior and shall be well lighted and ventilated. Laundry equipment shall be provided with hot and cold water under pressure. Dryers shall be vented to the outside.

Authority O.C.G.A. Sec. 31-28-5. Administrative History. Original Rule entitled "Heating" was filed and effective on July 19, 1965 as 270-5-13-15. Amended: Rule repealed and a new Rule entitled "Laundry Rooms" adopted. Filed October 18, 1967; effective November 6, 1967. Amended: Rule renumbered as 290-5-18-15. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule of the same title adopted. Filed March 28, 1984; effective April 27, 1984, as specified by the Agency.

9-6016 Grounds. Amended.

(1) The grounds of a tourist court shall be graded to drain. Serviceable walks and driveways shall be provided.

(2) Grounds shall be kept clean. Space beneath building and trailers shall be kept clean.

(3) There shall be not less than 15 feet clear space between trailers and building, nor less than 10 feet between trailers and internal driveways within the trailer park.

(4) Each trailer space shall be distinctly marked. Trailer spaces shall shut on a well-defined all-weather driveway of not less than 20 feet of unobstructed width and such driveway shall have clear access to a public thoroughfare.

(5) Grounded and weather-proof electrical outlets supplying at least 115 volts shall be provided at each trailer space. All electrical work and materials shall comply with State and local laws, ordinances or regulations. In the absence of such State and local laws, ordinances or regulations, the provisions of appropriate sections of the "Southern Standard Building Code" as published by the Southern Standards Building Codes Conference shall prevail.

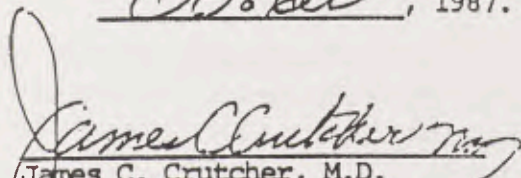
Authority O.C.G.A. Sec. 31-28-5. Administrative History. Original Rule entitled "Refuse Disposal" was filed and effective on July 19, 1965 as 270-5-13-16. Amended: Rule repealed and a new Rule entitled "Grounds" adopted. Filed October 18, 1967; effective November 6, 1967. Amended: Rule renumbered as 290-5-18-16. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule of the same title adopted. Filed March 28, 1984; effective April 27, 1984, as specified by the Agency.

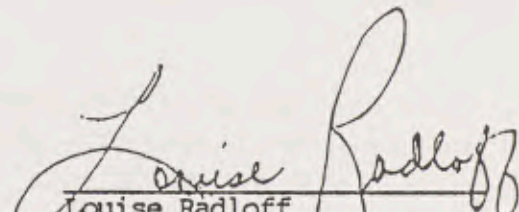
9-6017 Enforcement. Amended. The administration and enforcement of these rules and regulations shall be as prescribed in the Official Code of Georgia, Annotated, Chapter 31-5. Authority O.C.G.A. Secs. 31-28-3 and 31-28-4. Administrative History. Original Rule entitled "Insect and Rodent Control" was filed and effective on July 19, 1965 as 270-5-13-17. Amended: Rule repealed and a new Rule entitled "Enforcement" adopted. Filed October 18, 1967; effective November 6, 1967. Amended: Rule renumbered as 290-5-18-17. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule of the same title adopted. Filed March 28, 1984; effective April 27, 1984, as specified by the Agency.

This resolution shall become effective thirty (30) days after its adoption.

ADOPTED by the Board of Health of Gwinnett County this 5 day of

October, 1987.


James C. Crutcher, M.D.
Director, Gwinnett County
Board of Health


Louise Radloff
Chairman, Gwinnett County
Board of Health

NORTH GWINNETT HIGH SCHOOL

20 LEVEL CREEK ROAD, NE, SUWANEE, GEORGIA 30174

PHONE (404)945-9558



ALTON C. CREWS
SUPERINTENDENT

June 25, 1990

DR. FRANKLIN F. LEWIS
Principal

MR. JOHN DAVID MARDIS
Assistant Principal

MS. LYNN GATLIN
Assistant Principal

MS. GAY COFER
Community School Director

MR. JOEL MANIS
Administrative Assistant

City Council
City of Sugar Hill
% Ms. Kathy Williamson
234 West Broad Street
Sugar Hill, Georgia 30518

City Council
City of Suwanee
% Mr. Richard Trice
Atlanta Highway
Suwanee, Georgia 30174

Dear Ladies and Gentlemen:

As principal of North Gwinnett High School it has been my intent for some time to make a booklet available to members of our community in general and parents of high school students in particular. I envision this booklet spelling out and designating roles and responsibilities of the school and the roles and responsibilities of parents and community members.

It is my opinion that this booklet could be a valuable asset for members of our community and would benefit citizens of the cities of Sugar Hill and Suwanee. In this regard, I would like for the booklet to be a joint effort involving North Gwinnett High School and the cities of Sugar Hill and Suwanee.

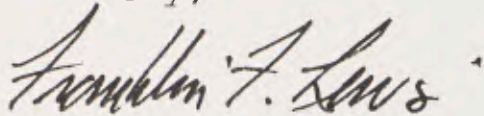
At this time North Gwinnett High School cannot afford to pay the cost of publishing these materials. For that reason I am asking for the cities of Sugar Hill and Suwanee to pay the cost of this publication. The publication will cost \$1959.00. My request is that each city pay 50% of the cost of this publication and make available to the school an appropriate insignia from the cities to be affixed to the front of the booklet and give permission to the school to designate that this publication is made possible through cooperation from the cities of Sugar Hill and Suwanee. I envision that this publication should be available for distribution coinciding with the beginning of the new school year.

Any help that can be given to this endeavor will be very much appreciated. I want to take this opportunity to express my appreciation

City Council - Sugar Hill
City Council - Suwanee
Page Two
June 25, 1990

for the cooperation and encouragement that North Gwinnett High School receives from our city leaders. I appreciate your consideration of this request. Please call or come by the school if more information is required.

Sincerely,



Franklin F. Lewis
Principal

CITY OF SUGAR HILL

COMMUNITY OF PRIDE

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



July 5, 1990

To: The Mayor & Council
From: City Manager
Subject: Alcoholic Beverages 24 (3)
Article II, Section 3-23-(~~2~~)
Article III, Section 3-44-(a3)

It has been brought to the attention of the city that the above reference codes needs to be amended.

I am recommending that the last part of the first sentence in Paragraph 3 needs to be omitted from the code. (Attached is a copy of the code). I feel that if this change is not made, it will prevent businesses from moving into the city in the future.

Chapter 3

ALCOHOLIC BEVERAGES*

- Art. I. In General, §§ 3-1—3-20
Art. II. Retail Sale of Malt Beverages, §§ 3-21—3-40
Art. III. Retail Sale of Wine, §§ 3-41—3-51

ARTICLE I. IN GENERAL

Secs. 3-1—3-20. Reserved.

ARTICLE II. RETAIL SALE OF MALT BEVERAGES

Sec. 3-21. On-premises consumption; consumption in public places.

No person may sell malt beverages, at retail or otherwise, for consumption on the premises, including the building lot on which such premises are located.. No person may consume malt beverages in any public place within the city.

Cross references—Drinking in public prohibited, § 14-2.

Sec. 3-22. License—Required; fee; excise tax.

Each retail dealer of malt beverages, as same is defined in Chapter 58-7 of the Official Code of Georgia Annotated, who does business within this city shall be required to obtain a license from the city clerk, and shall pay an annual license fee of five hundred dollars (\$500.00) for this privilege. In addition, there is hereby set and levied on the sale of malt beverages within this city an excise tax in the amount on the basis of the sums and determinations set forth in Chapter 58-7 of the Official Code of Georgia Annotated, which excise tax is levied against and shall be paid by the wholesale dealer as set forth in said Chapter 58-7.

Cross reference—Occupational licenses and business regulations, Ch. 18.

Sec. 3-23. Same—Application.

(a) *Contents.* Every person required to procure a license under the provisions of this article shall submit an application for such license to the city clerk, which application shall conform to the requirements of Article I of Chapter 18 of this Code and shall contain the name and home address of each shareholder owning a beneficial interest of more than forty (40)

***Charter references**—Power of city to regulate the sale or transportation of intoxication liquors, § 1.12(15); power of city to adopt regulations for the prevention of public drunkenness, § 1.12(31).

Cross references—Drinking in public places prohibited, § 14-2; alcoholic beverages in public parks prohibited, §§ 19-23(g), 19-24(9).

percent of the issued and outstanding shares, if a corporation, together with the address of the principal office and registered agent of the corporation.

(b) *Recommendation of city manager.* The city clerk shall forward a copy of any application for a license received under this Article to the city manager within forty-eight (48) hours of the time of receipt of the application. The city manager shall make a recommendation thereon, favorable or otherwise, and shall return such recommendation to the city clerk within fourteen (14) days after receiving a copy of the application.

(c) *Referral to city council.* Upon the receipt of the recommendation of the city manager as hereinabove provided, the city clerk shall forward such recommendation and application to the council for consideration and action at its next regularly scheduled meeting.

(d) *Publication of notice.* No application for license for the sale of malt beverages within this city shall be acted upon by the council until after notice shall have been run in a meeting at which such application is to be presented and considered. Such notice shall contain the name of the applicant and the location of the proposed business, and shall be run at the applicant's expense.

(e) *Factors for council consideration.* The council, in passing upon an initial application for a license for the retail sale of malt beverages, at the final meeting thereon, shall be guided by the following factors as to whether to grant or deny such application:

- (1) The proximity of other establishments selling malt beverages to the proposed location.
- (2) The character of the neighborhood immediately adjacent to the proposed location.
- (3) The proximity of churches, schools and playgrounds to the proposed location.
- (4) Whether the proposed location has adequate off-street parking facilities or other parking available for its patrons.
- (5) Whether the location would tend to increase and promote traffic congestion and resulting hazards therefrom.
- (6) The feelings and attitudes of the citizens residing in the area adjacent to the proposed location.
- (7) The information set forth in the application.
- (8) Whether any malt beverage license previously issued for such location was ever revoked for cause by the council.
- (9) Whether the applicant has ever sold malt beverages illegally in the city.

Sec. 3-24. Same—Restrictions on issuance.

(a) No license shall be issued for the retail sale of malt beverages in accordance with this article unless the following conditions are met:

- (1) The sale of malt beverages may not be done as a primary business, but can be done only as an incidental part of another existing on-going business, so that the sale of

malt beverages, at retail, shall consist of not more than twenty (20) percent of the gross revenue realized from the overall operation of the business conducted from such location.

- (2) Premises from which the business of retail sale of malt beverages is conducted shall contain at least two thousand (2,000) square feet of floor space including the operation of the malt beverage business and the other business to which it is incidental, and such premises shall be kept in full compliance, at all times, in a safe and sanitary condition, and in accordance with all laws and ordinances regulating the condition of premises used for the storage or sale of food for human consumption.
- (3) Any premises for which a license is initially issued for a retail sale of malt beverages must be no closer than five hundred (500) feet from any then-existing established church, school, hospital, funeral home, or an existing business for the retail sale of malt beverages. Provided, however, that the measurement of the five hundred (500) feet shall be made in a straight line from the door of the main entrance of the business to the door of the main entrance of the existing established business.

(b) No license shall be issued to any applicant whose place of business is not in full compliance with all minimum standard building codes adopted by the city.

Cross reference—Buildings and building regulations, Ch. 5.

Sec. 3-25. Same—Issuance.

(a) Upon the express approval of the council, the city clerk shall issue a business license to the applicant for the retail sale of malt beverages, which license shall reflect thereon the nature of the business so authorized, and shall bear the date of issuance and the signature of the mayor and the city clerk.

(b) The granting of a license for the retail sale of malt beverages under the provisions of this article shall be deemed a privilege only, and nothing herein contained shall be construed as granting any person whose business is subject to municipal regulation any legal right to engage in such business.

Sec. 3-26. Same—Display.

It shall be the duty of any person conducting a business licensed under this article to keep such license posted in a conspicuous place on the premises used for such business at all times.

Sec. 3-27. Same—Termination and renewal.

(a) *Termination date.* All licenses for the retail sale of malt beverages shall terminate on the last day of December of each year.

(b) *Renewal date.* Each licensee authorized to make retail sales of malt beverages shall make a typewritten application for renewal on or before November 15 of each calendar year, which application shall contain substantially the same information as the initial application and be accompanied by all required fees.

(c) *Refunds.* An applicant for renewal of a license hereunder shall be entitled to a refund of fees tendered if he withdraws his application for renewal prior to final action on the same by the council.

Sec. 3-28. Same—Revocation, suspension, etc.

The council, after affording the licensee notice of the charges and opportunity to be heard with respect to any revocation proceedings, may, if it finds this article to have been violated by the licensee, his agent or employee, revoke such license in its entirety, suspend the same for a specified period of time, place the licensee on probation, or place other conditions thereon as the council may deem necessary.

Sec. 3-29. Miscellaneous provisions regarding licensee.

(a) *Change of location.* In the absence of any provision to the contrary, the location of any business licensed for the retail sale of malt beverages may not be changed without the prior approval of the council, and any such change shall not, under any circumstances, be made if to do so would place the licensee in violation of any of the provisions of this article or any other ordinance or law then in effect in this city.

(b) *Licenses nontransferable.* All licenses issued hereunder shall be personal to the licensee to whom issued, and may not be transferred.

(c) *Duplicate licenses.* A duplicate license shall be issued by the city clerk to replace a previously issued license which has been lost, stolen, defaced or destroyed without any willful conduct on the part of the licensee, upon the filing of a sworn affidavit attesting to such fact and the payment of a fee of twenty-five dollars (\$25.00) to the city clerk.

(d) *License required for each location.* For the purposes of this article, each branch establishment or location wherein a representative of the owner is employed and is authorized to transact business for such owner shall be deemed a separate place of business for which a separate license shall be required, and the issuance of a license to a licensee for a conduct of the business of the retail sale of malt beverages shall be restricted to the one (1) location shown on the application, regardless of the number of locations or branches which might otherwise be operated by the licensee.

(e) *Separate license required for each business on premises.* A person engaged in two (2) or more businesses at the same location shall be required to obtain a separate business license for the conduct of each such business for which a license is required, and the issuance of the license for the retail sale of malt beverages shall not authorize the licensee to operate any business from the same location without an appropriate business license for each such separate business.

Sec. 3-30. Penalties.

No person may sell malt beverages, at retail or otherwise, without having first obtained a valid license under the provisions of this article and unless such license remains valid and in effect at all times during which such person shall be conducting such business. Any person

who shall violate this or any other provision of this article shall, upon conviction therefor, be punished by a fine not to exceed one thousand dollars (\$1,000.00) and costs, or by imprisonment not to exceed six (6) months, or both, any and all of such penalties to be imposed in the discretion of the judge of the municipal court or such other judicial office as shall have jurisdiction to try such case.

Cross reference—General penalty, § 1-8.

Sec. 3-31. Compliance with Georgia law.

All licensees for the sale of malt beverages under the provisions of this article shall, at all times, comply with the provisions of Chapter 58-7 of the Official Code of Georgia Annotated, and any violation of any provision therein shall constitute a violation of this article.

Secs. 3-32—3-40. Reserved.

ARTICLE III. RETAIL SALE OF WINE

Sec. 3-41. On-premises consumption; consumption in public places.

No person may sell wines, at retail or otherwise, for consumption on the premises, including the building lot on which such premises are located. No person may consume wines in any public place within the city.

Cross reference—Drinking in public prohibited, § 14-2.

Sec. 3-42. License—Required; fee; excise tax.

Each retail dealer of wines, as same is defined in Chapter 58-7 of the Official Code of Georgia Annotated, who does business within this city shall be required to obtain a license from the city clerk and shall pay an annual license fee of five hundred dollars (\$500.00) for this privilege. In addition, there is hereby set and levied on the sale of wines within this city an excise tax in the amount on the basis of the sums and determinations set forth in Chapter 58-7 of the Official Code of Georgia Annotated, which excise tax is levied against and shall be paid by the wholesale dealer as set forth in said Chapter 58-7.

Cross reference—Occupational licenses and business regulations, Ch. 18.

Sec. 3-43. Same—Application.

(a) *Contents.* Every person required to procure a license under the provisions of this article shall submit an application for such license to the city clerk, which application shall conform to the requirements of Article I of Chapter 18 of this Code.

(b) *Recommendation of city manager.* The city clerk shall forward a copy of any application for a license received under this article to the city manager within forty-eight (48) hours of the time of receipt of the application. The city manager shall make a recommendation thereon, favorable or otherwise, and shall return such recommendation to the city clerk within fourteen (14) days after receiving a copy of the application.

(c) *Referral to city council.* Upon the receipt of the recommendation of the city manager as hereinabove provided, the city clerk shall forward such recommendation and application to the council for consideration and action at its next regularly scheduled meeting.

(d) *Publication of notice.* No application for license for the sale of wines within this city shall be acted upon by the council until after notice shall have been run in a meeting at which such application is to be presented and considered. Such notice shall contain the name of the applicant and the location of the proposed business, and shall be run at the applicant's expense.

(e) *Factors for council consideration.* The council, in passing upon an initial application for a license for the retail sale of wines, at the final meeting thereon, shall be guided by the following factors as to whether to grant or deny such application:

- (1) The proximity of other establishments selling wines to the proposed location.
- (2) The character of the neighborhood immediately adjacent to the proposed location.
- (3) The proximity of churches, schools and playgrounds to the proposed location.
- (4) Whether the proposed location has adequate off-street parking facilities or other parking available for its patrons.
- (5) Whether the location would tend to increase and promote traffic congestion and resulting hazards therefrom.
- (6) The feelings and attitudes of the citizens residing in the area adjacent to the proposed location.
- (7) The information set forth in the application.
- (8) Whether any wine license previously issued for such location was ever revoked for cause by the council.
- (9) Whether the applicant has ever sold wines illegally in the city.

Sec. 3-44. Same—Restrictions on issuance.

(a) No license shall be issued for the retail sale of wines in accordance with this article unless the following conditions are met:

- (1) The sale of wines may not be done as a primary business, but can be done only as an incidental part of another existing on-going business, so that the sale of wines, at retail, shall consist of not more than twenty (20) percent of the gross revenue realized from the overall operation of the business conducted from such location.
- (2) Premises from which the business of retail sale of wines is conducted shall contain at least two thousand (2,000) square feet of floor space including the operation of the wine business and the other business to which it is incidental, and such premises shall be kept in full compliance, at all times, in a safe and sanitary condition, and in accordance with all laws, and ordinances regulating the conditions of premises used for the storage or sale of food for human consumption.

(3) Any premises for which a license is initially issued for a retail sale of wines must be no closer than five hundred (500) feet from any then-existing established church, school, hospital, funeral home, or an existing business for the retail sale of wines. Provided, however, that the measurement of the five hundred (500) feet shall be made in a straight line from the door of the main entrance of the business to the door of the main entrance of the existing established business.

(b) No license shall be issued to any applicant whose place of business is not in full compliance with all minimum standard building codes adopted by the city.

Cross reference—Buildings and building regulations, Ch. 5.

Sec. 3-45. Same—Issuance.

(a) Upon the express approval of the council, the city clerk shall issue a business license to the applicant for the retail sale of wines, which license shall reflect thereon the nature of the business so authorized, and shall bear the date of issuance and the signature of the mayor and the city clerk.

(b) The granting of a license for the retail sale of wines under the provisions of this article shall be deemed a privilege only, and nothing herein contained shall be construed as granting any person whose business is subject to municipal regulation any legal right to engage in such business.

Sec. 3-46. Same—Display.

It shall be the duty of any person conducting a business licensed under this article to keep such license posted in a conspicuous place on the premises used for such business at all times.

Sec. 3-47. Same—Termination and renewal.

(a) *Termination date.* All licenses for the retail sale of wines shall terminate on the last day of December of each year.

(b) *Renewal date.* Each licensee authorized to make retail sales of wines shall make a typewritten application for renewal on or before November 15 of each calendar year, which application shall contain substantially the same information as the initial application and be accompanied by all required fees.

(c) *Refunds.* An applicant for renewal of a license hereunder shall be entitled to a refund of fees tendered if he withdraws his application for renewal prior to a final action on the same by the council.

Sec. 3-48. Same—Revocation, suspension, etc.

The council, after affording the licensee notice of the charges and opportunity to be heard with respect to any revocation proceedings, may, if it finds this article to have been violated by the licensee, his agent or employee, revoke such license in its entirety, suspend the same for a specified period of time, place of licensee on probation, or place other conditions thereon as the council may deem necessary.

Sec. 3-49. Miscellaneous provisions regarding licensee.

(a) *Change of location.* In the absence of any provision to the contrary, the location of any business licensed for the retail sale of wines may not be changed without the prior approval of the council, and any such change shall not, under any circumstances, be made if to do so would place the licensee in violation of any of the provisions of this article or any other ordinance or law then in effect in the city.

(b) *Licenses nontransferable.* All licenses issued hereunder shall be personal to the licensee to whom issued, and may not be transferred.

(c) *Duplicate licenses.* A duplicate license shall be issued by the city clerk to replace a previously issued license which has been lost, stolen, defaced or destroyed without any willful conduct on the part of the licensee, upon the filing of a sworn affidavit attesting to such fact and the payment of a fee of twenty-five dollars (\$25.00) to the city clerk.

(d) *License required for each location.* For the purposes of this article, each branch establishment or location wherein a representative of the owner is employed and is authorized to transact business for such owner shall be deemed a separate place of business for which a separate license shall be required, and the issuance of a license to a licensee for a conduct of the business of the retail sale of wines shall be restricted to the one (1) location shown on the application, regardless of the number of locations or branches which might otherwise be operated by the licensee.

(e) *Separate license required for each business on premises.* A person engaged in two (2) or more businesses at the same location shall be required to obtain a separate business license for the conduct of each such business for which a license is required, and the issuance of the license for the retail sale of wines shall not authorize the licensee to operate any business from the same location without an appropriate business license for each such separate business.

Sec. 3-50. Penalties.

No person may sell wines, at retail or otherwise, without having first obtained a valid license under the provisions of this article unless such license remains valid and in effect at all times during which such person shall be conducting such business. Any person who shall violate this or any other provision of this article shall, upon conviction therefor, be punished by a fine not to exceed one thousand dollars (\$1,000.00) and costs, or by imprisonment not to exceed six (6) months, or both, any and all of such penalties to be imposed in the discretion of the judge of the municipal court or such other judicial officer as shall have jurisdiction to try such case.

Cross reference—General penalty, § 1-8.

Sec. 3-51. Compliance with Georgia law.

All licensees for the sale of wines under the provisions of this article shall, at all times, comply with the provisions of Chapter 58-7 of the Official Code of Georgia Annotated, and any violation of any provision therein shall constitute a violation of this article.

[The next page is 275]

ORDINANCE

The Council of the City of Sugar Hill hereby ordains that Section 3-24 of the Code of the City of Sugar Hill, Georgia, which section provides for restrictions on the issuance of licenses for the retail sale of malt beverages is hereby amended by replacing the existing Paragraph 3 under Subsection (a) which reads as follows:

- (3) Any premises for which a license is initially issued for a retail sale of malt beverages must be no closer than five hundred (500) feet from any then-existing established church, school, hospital, funeral home, or an existing business for the retail sale of malt beverages. Provided, however, that the measurement of the five hundred (500) feet shall be made in a straight line from the door of the main entrance of the business to the door of the main entrance of the existing established business.

With the following paragraph:

- (3) Any premises for which a license is initially issued for a retail sale of malt beverages must be no closer than five hundred (500) feet from any then-existing established church, school, hospital, or funeral home. Provided, however, that the measurement of the five hundred (500) feet shall be made in a straight line from the door of the main entrance of the business to the door of the main entrance of the existing established business.

IT IS FURTHER ORDAINED that Section 3-44 of the Code the City of Sugar Hill, Georgia is hereby amended by replacing the existing Paragraph 3 under subsection (a) which reads as follows:

- (3) Any premises for which a license is initially issued for a retail sale of wines must be no closer than five hundred (500) feet from any then-existing established church, school, hospital, funeral home, or an existing business for the retail sale of wines. Provided, however, that the measurement of the five hundred (500) feet shall be made in a straight line from the door of the main entrance of the business to the door of the main entrance of the existing established business.

With the following paragraph:

- (3) Any premises for which a license is initially issued for a retail sale of wines must be no closer than five hundred (500) feet from any then-existing established church, school, hospital, or funeral home. Provided,

however, that the measurement of the five hundred (500) feet shall be made in a straight line from the door of the main entrance of the business to the door of the main entrance of the existing established business.

Except as herein amended, all other provisions of Section 3-24 and 3-44 and all other provisions of Chapter 3 regarding alcoholic beverages shall remain in full force and effect.

IT IS SO ORDAINED this 7 day of July, 1990.

George Magyard
Mayor

David R. Hawthorn
Council Member

Bobbie Lues
Council Member

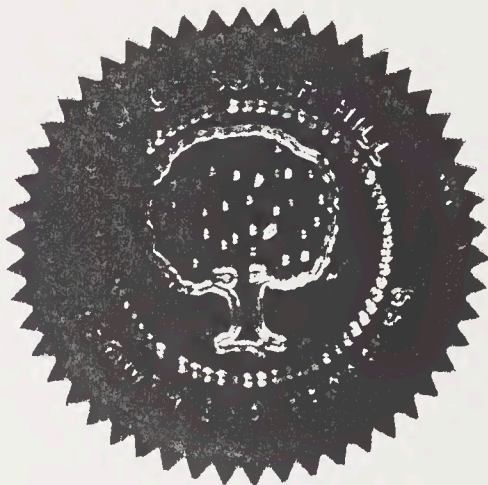
Barbara Fowler
Council Member

Robert L. Smith
Council Member

Thomas J. ...
Council Member

Attest:

Emily S. Foster
Clerk



CITY OF SUGAR HILL

COMMUNITY OF PRIDE

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



July 5, 1990

To: The Mayor & Council
From: The City Manager and Building
Inspectors
Subject: Definition of canopies

Steve Kennedy and I would like to add the definition of canopies to the zoning ordinances. The definition is as follows: A protective covering of a roof like structure, that is free standing, for the protection from the weather elements, not for the use of human habitation, but afixed permanently to the ground. A 15 ft. set-back from the right of way for all canopies.

Proposal

CRENSHAW SPRINKLER CO., INC.

2722 Simpson Circle
Norcross, Georgia 30071
Phone 448-7378

Att: Bob Boltz

PROPOSAL SUBMITTED TO Sugar Hill Golf Course		PHONE 271-7613	DATE July 5, 1990
STREET 4988 West Broad St.		JOB NAME Sugar Hill Golf Course	
CITY, STATE AND ZIP CODE Sugar Hill, GA		JOB LOCATION Suwanee Dam Road	
ARCHITECT	DATE OF PLANS	Sugar Hill	JOB PHONE

We hereby submit specifications and estimates for:

Rainbird Irrigation System

Provide:

Labor and Equipment	\$155,000.00
Controllers and Maxi System with Accessories	\$ 67,719.00
Sprinklers and Quick Coupling Valves	\$ 70,888.00
Wire (exclude service wire to Pumphouse)	\$ 32,400.00
Pipe	\$ 91,770.00
Fittings including Swing Joints	\$ 46,346.00
Specialty Valves including Valve Pits	\$ 12,656.00
Isolation Gate Valves and Boxes	\$ 26,998.00
Concrete for Pads and Thrust Blocks	\$ 4,900.00

Not Included:

- 1- Rock removal and soil replacement
- 2- Pump stations and pump houses
- 3- Clean-up other than compaction of ditches to guarantee against settling.
- 4- Payment and Performance Bond

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Five Hundred Eight thousand Six Hundred Seventy-Seven _____ dollars (\$ **508,677.00**)

Payment to be made as follows:

Ninety Percent of Labor and Material billed monthly,

Balance due Thirty days after Completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

Lawrence D. Crenshaw

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

ALLIED PRODUCTS

	L&T	TCP	CSC
*WIRE	\$ 25,017.44	\$ 24,802.00	\$ 32,400.00
*PIPE	82,348.00	80,283.40	91,770.00

(CAN-TEX DIRECT QUOTE ± \$75,793.00 USING ISC
PRELIMINARY QUANTITIES - NO PIPE COLORING CAPA-
BILITIES)

*SWING JOINTS	6,136.60	5,795.00 (SPEARS)	N/A
*GATE VALVES	18,906.25	16,383.00	N/A

ALLIED PRODUCTS SUB-TOTAL \$132,407.69 \$127,263.40 N/A

Fittings 30,000
 Drain Valves 2,000
 Air Relief 2,000
 Backflow 3,000
 Terminator 1,000 RB
 Misc 5,000
 Check Valves 7,000
 Concreta 4,900

 54,900

Material 252,760.30
 Labor 155,000.00

 407,760.30

TOTAL 462,660.30

Proposal

CRENSHAW SPRINKLER CO., INC.

2722 Simpson Circle
Norcross, Georgia 30071
Phone 448-7378

Att: Mr Bob Boltz

PROPOSAL SUBMITTED TO Sugar Hills Golf Course		PHONE 271-7613	DATE July 5, 1990
STREET 4988 West Broad St.		JOB NAME Sugar Hills Golf Course	
CITY, STATE AND ZIP CODE Sugar Hill, GA		JOB LOCATION Suwanee Damn Road	
ARCHITECT	DATE OF PLANS	Sugar Hill	JOB PHONE

We hereby submit specifications and estimates for:

Toro Irrigation System

Provide:

Labor and Equipment	\$155,000.00
Controllers and Network 8000 with accessories	\$ 70,842.00
Sprinklers and Quick Coupler Valves	\$ 89,962.00
Wire (exclude service wire to Pumphouse)	\$ 32,400.00
Pipe	\$ 91,770.00
Fittings including Swing Joints	\$ 46,346.00
Specialty Valves including Valve Pits	\$ 12,656.00
Isolation Gate Valves and Boxes	\$ 26,998.00
Concrete for Pads and Thrust Blocks	\$ 4,900.00

Not to Include:

- 1- Rock removal and soil replacement
- 2- Pump stations and pump houses
- 3- Clean-up other than compaction of ditches to guarantee against settling
- 4- Payment and Performance Bond

We ~~Propose~~ hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Five Hundred Thirty Thousand Eight Hundred Seventy-four dollars (\$ 530,874.00)

Payment to be made as follows:

Ninety Percent of Labor and Material billed monthly,
Balance due Thirty days after Completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature

Lawrence D Crenshaw

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____

TURF CARE PRODUCTS INC.

From the ground up, we help you grow.

July 3, 1990

Bob Boltz
Sugar Hill Golf Club
4988 West Broad Street
Sugar Hill, Georgia 30518

Dear Bob:

As per our conversation I would like to restate our position as it pertains to the Toro "New Golf" program.

If you purchase a minimum of \$85,000.00 worth of Toro commercial maintenance equipment, and purchase a minimum of \$75,000.00 worth of Toro irrigation products, we will provide the Toro Network 8000 central control package free of charge. This central control has a net dollar value of \$11,400.00, which you can discount from our overall irrigation bid package.

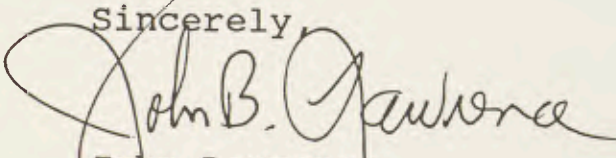
You will have fifteen months from the date of installation of the irrigation in which to meet the purchase requirements for the Toro commercial equipment.

Bob, also please note that we have 80 more stations or 2 1/2 more Network 8000 Satellites than the competition. This represents approximately \$5,000.00.

If you need more clarification on the "New Golf" program, please give me a call. We are all waiting by the phone for a positive call.

Thank you for the opportunity to bid our products on the Sugar Hill project.

Sincerely,

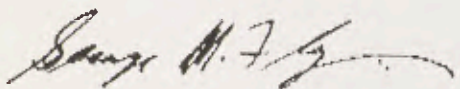

John Lawrence
Vice President



Per our conversation Friday morning, I have attached a proposal for a limited scope of services for the Sugar Hill project. These services will be limited to Conceptual Design (to be prepared during an on-site Intensive Design Session) and a follow-up set of scope documents consisting of plans and elevations describing the building's design. Services requested beyond this can be provided at an hourly rate.

Kathy and Bob, we appreciate the opportunity to submit this proposal. We look forward to discussing it with you and ultimately working with you on this very exciting project.

Sincerely,



George M. Flynn, AIA

F/sc

UPDATE ON GOLF COURSE

July 1990

Dear Mayor and City Council:

I am pleased to report the following progress for the Sugar Hill Golf Course.

1. Please see attached sheets for percent completion on Contract.
2. Irrigation Bids have been received - please see enclosed copies.

It is my recommendation that the City of Sugar Hill award the bid to Crenshaw Sprinkler Company for the installation of the sprinkler system, equipment, piping and wire. Pumping station bids will be coming in the next two weeks. Approximate cost for the entire irrigation system is \$750,000.00.

ICS-11. It is my recommendation that the City of Sugar Hill employ the services of ICS for consulting and staking of the irrigation system, prior to and during installation.

Water needed per day for grow-in period is 300,000 to 700,000 per day. It is my suggestion at this time that we hire a hydraulic geologist to aid us in finding water to dig wells in order to help supply the water needed during grow-in. Estimated cost: 2,000.00. Estimated cost for wells: \$20,000.00. We are looking at having this be our fresh water supply for water greens in years to come.

It is my recommendation that we employ Palmer, Elynn, Funderup, Architects.

3. Equipment needed:	Tractor	\$ 4,800 ^{6,000}
	Bushhog	\$ 1,150
	Kawasaki Mule	\$ 6,499

4 wheel Dr. Diesel

4. Personnel needed:

Clubhouse Manager-1 person to oversee construction of clubhouse, maintenance building pump houses, irrigation, and hands on labor when and where needed. Salary: \$25,000/yr.



CALLER MAYOR & COUNCIL MEETING
THURSDAY, JULY 26, 1990
7:30 P.M.

A G E N D A

A) GOLF COURSE



PALMER • FLYNN • FINDERUP • ARCHITECTS
ARCHITECTURE • SPACE PLANNING • INTERIOR DESIGN

June 18, 1990

Kathy Williamson . City Manager . Bob G. Boltz . Director of Golf .
City of Sugar Hill . 4988 West Broad St. . Sugar Hill . Georgia .
30518 .

Kathy and Bob:

I enjoyed meeting with each of you Friday morning to talk about the
Sugar Hill Golf Club clubhouse project and my firm's qualifications.

As I mentioned, our firm has been in business since 1985. Since
that time, we have completed a wide variety of projects of different
sizes and types. Our projects have included corporate office
buildings and college campus buildings in the four-million dollar
range as well as projects as small as one hundred thousand dollar to
single family residences. But in particular interest to your
project is our clubhouse experience.

Since starting our firm, we have completed design work for nine
clubhouses, three of which have been daily fee public courses
(design work for all three has been completed in the past year).
While the large private country club market is still active, we have
chosen to emphasize our efforts in the daily fee area where we
believe there will be a great need for design services in the future.

Our firm offers a wide variety of services to our clients. Our aim
is to tailor these services to your specific needs. Many clients
require full services including architectural design, construction
and bid document preparation, and construction administration.
These services will often include site planning, engineering,
landscape architecture, interior design and kitchen planning. Other
clients require a much more limited scope of services.

In addition to tailoring our services to the specific client's need,
we also tailor our design work. We do this through a process we
call Intensive Design Sessions. These design sessions are two to
three day design sessions that normally take place at a location
convenient to the client. During which, two architects from our
office will work directly with your building committee (preferably a
committee of two to four) to develop a design that specifically
meets your needs. A more extensive description of this process is
included in our firm profile that Bob Boltz received earlier this
month.



PALMER • FLYNN • FINDERUP • ARCHITECTS
ARCHITECTURE • SPACE PLANNING • INTERIOR DESIGN

PROPOSAL FOR DESIGN SERVICES

CITY OF SUGAR HILL GOLF COURSE

Sugar Hill, Georgia

June 18, 1990

PROJECT SCOPE

The clubhouse is conceived as a three to four thousand square foot facility built over or adjacent to a forty-five hundred square foot cart storage facility. The building's exterior is expected to be a traditional structure complimented by columns and terraces.

The chosen site is on a hill overlooking the golf course with views to a variety of starting and finishing holes. Master planning for the site should include future cart facilities for an additional nine holes.

SCOPE OF DESIGN SERVICES

Palmer Flynn FINDERUP Architects proposes to provide design services for the clubhouse facility. These services will be provided in an Intensive Design Session where the building exterior design and floor plan will be developed. Also prepared as part of this design session will be a preliminary site plan showing parking and major site features such as a cart storage facility. As a follow-up to this design session, PFF will prepare scope documents that will describe the building's exterior, size, configuration and material, as well as the building's interior layout.

The conceptual design will take place during a two to three-day Intensive Design Session. Please see Design Process section of the firm profile for a complete description of this process. This session will take place in Sugar Hill at a location selected by the owner. The approved design at the end of this session will be documented with the scope documents.

COMPENSATION

Compensation for services provided in conjunction with this project will be divided into two categories: Conceptual Design Phase and Documentation Phase.

COMPENSATION PER PHASE

Conceptual Design	\$5,000
Documentation Phase	<u>\$2,500</u>
	\$7,500 + reimbursable expenses

ADDITIONAL SERVICES

Services not included in the basic services can be provided at the hourly rates listed below. Such services include but are not limited to site visits, clarification drawings and telephone consultation:

Principals	\$85/hr.
Architectural/Engineering Designers	\$45-65/hr.
Drafting	\$25-45/hr.
Clerical	\$30/hr.

Payment for services will be made at the end of each phase and will be due and payable net 10 days.

OWNER PROVIDED INFORMATION

Information regarding topography (two-foot intervals), utility easements and final golf course plan will need to be provided to the architect prior to the start of design services.

LIMITS OF LIABILITY

The professional liability of PFF, Inc. to the owner and to all construction Contractors and Subcontractors on the project, due to the Architect's negligent acts, errors or omissions, is limited such that the liability shall not exceed \$50,000.00. Palmer Flynn Winderup Architects shall not be responsible for consequential damages in the construction process resulting from his professionals' errors and/or omissions when such damages are a result of the Owner's or Contractor's failure to request timely construction review which would have revealed the error and/or omission prior to the resulting consequential damage.

EXTENT OF AGREEMENT

This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

SUGAR HILL GOLF COURSE

After having reviewed the above proposal, if it meets with your approval, please sign and return one copy to our office. Thank you for this opportunity.

SUBMITTED BY PFF, INC.:

George M. Flynn

George M. Flynn, AIA
President

AGREED AND ACCEPTED:

City of Sugar Hill

EVALUATION REPORT

JUL 15 1990

BY: _____

Title: _____

Date: _____

CONSULTANTS GROUP, INC.

SUGAR HILL GOLF COURSE

TURF IRRIGATION

EVALUATION REPORT

JULY 6, 1990

IRRIGATION CONSULTANT SERVICES, INC.

Irrigation Specialist-1 person to oversee installation and provide actual hands on labor for the irrigation system and filling of ponds. Salary: \$17,500/yr.

General Laborers-as needed for mowing, clean-up, etc. Hourly pay: \$5.00-6.00.

Respectfully Submitted,

Bob Boltz
Director of Golf
City of Sugar Hill

DESCRIPTION OF WORK

PERCENTAGE OF WORK COMPLETED

1. CLEARING & GRUBBING	100
2. TOPSOILING-STRIP & PLACE	90
3. DAM & POND CONSTRUCTION	90
4. GOLF COURSE SUBGRADE	90
5. ROCK BLASTING	100
6. EROSION CONTROL	65
7. STORM DRAINAGED SYSTEM	90
8. GREENS, TRAPS, GRASS BUNKERS & SUBDRAINAGE	80
9. TEE CONSTRUCTION	90
10. FAIRWAYS, TRAPS, BUNKERS & SUBDRAINAGE	90
11. RAILROAD TIE CURBING, RETAINING WALLS AND WOODEN BRIDGES	80
12. CART PATHS	20
13. TRAP EDGING & SANDING	0
14. SIGNAGE	0
15. FINE GRADING, SEED PREP.	25
16. GRASSING	5
17. CLUBHOUSE ROAD	15

IRRIGATION CONSULTANT SERVICES

3971 WOODLAND CIRCLE
CONYERS, GA 30208
404 929-0884

July 7, 1990

Mr. Bob Boltz
City of Sugar Hill-Director of Golf
4988 West Broad Street
Sugar Hill, Georgia 30518

Re: Pricing for Sugar Hill Golf Course

Dear Bob,

Enclosed are some price comparisons between selective representative products and distributors. As you will notice there are some significant variations between product and price.

On an "as specified" basis, the Rain Bird equipment (\$120,353.30) came in much lower than Toro (\$141,053.00). However; as shown, Toro alternates can bring the price down to \$108,959.20. The alternate using Toro 670 heads and stainless steel pedestals (\$118,559.20) is a viable option since we can use 80 psi pressure regulated heads. The 94' radius of throw with the #74 nozzle and 59.6 GPM fall within the design requirements. I am currently trying to secure distribution curves of the 670s at the needed psi and spacing variables.

Crenshaw Sprinkler Company's proposal states they will supply the specified Toro system for \$160,804.00 and the specified Rain Bird system for \$138,603.00. This includes all handling of material, storage, etc. Crenshaw would also handle the warranty problems for this price. We may wish to get an alternate bid from Crenshaw on the 670 Toro alternate. I would speculate that the price for the alternate would be between \$130,000.00 and \$155,000.00.

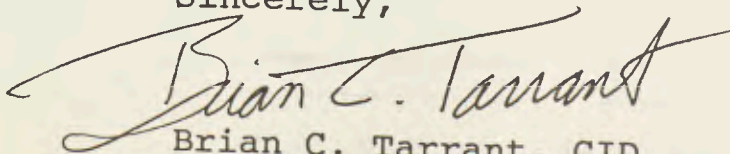
Using some selected allied products as a guide, Turf Care Products has a lower price on the other material required, but the difference seems to run 4.0% or less. For a good after-the-sale service level, I would suggest the allied materials be purchased through the irrigation equipment supplier if the City purchases the material itself. Crenshaw, again, has a mark-up for overhead and profit on the option of them supplying the equipment, but they accept all liability for accuracy of counts, shortages, handling, warranties, material damage and theft. The mark up seems to be approximately 10% - 15%.

I have done some research on the City purchasing the pipe from a manufacturer directly. Most of the manufacturer representatives were hesitant, at first, to supply the City directly. All encouraged us to buy through a contractor or distributor and not take the liability associated with the City taking delivery on a "one time shot". We must remember that we take on the added liability of time delays if we cannot supply the pipe in a timely manner since we would assume the role of supplier. The representatives stated direct sale would save 3% - 5% compared to a distributor price. My quotes have placed the savings in the 5% - 6% range (\$4,000.00 - \$5,000.00). After preliminary discussions with Ken Kraco of Certain-Teed, the possibility of quick delivery of color differentiated pipe was excellent. However, after lengthy discussions with his plant manager on Friday, Ken informed me that all brown pipe under 10" would have a 4 to 6 week delivery. The 10" would be approximately 8 weeks before delivery. The impression he left me with was he wouldn't mind losing the sale rather than messing with the colored pipe issue. Other pipe manufacturers have given a 2 - 3 week preliminary delivery date, but they only offer white pipe. I realize a rapid schedule is essential, but Ken Kraco also informed me it was his opinion that pipe prices were going drop. He advised we hold off on purchase as long as possible.

I have not recieved any figures on the pump stations from SyncroFlo, but expect some in short order. Using a \$139,500.00 budget figure for the pump station and \$16,000.00 for pond aeration, the total system should not exceed \$675,000.00 if we use Crenshaw's (\$508,677.00) Rain Bird proposal as a guide (not including electrical service to the pump stations). Having Crenshaw Sprinkler Company turnkey the entire installation except for pump stations and aeration would add an estimated 15% to the cost of the City purchasing material itself. Again, for the 15% (approximately \$45,000.00) Crenshaw would assume all procurement, receiving, warranty, material counts, material damage, theft and storage responsibilities and costs. In addition, the City would be relieved of all time delay responsibility due to material delivery problems.

We can discuss the information attained in the last few weeks at length as you require. Let me know of all other questions you have concerning the implementation of the construction. We can address all concerns at our July 7, 1990 meeting. Thank you for the continuing opportunity to work with you on the golf course project.

Sincerely,



Brian C. Tarrant, CID
Irrigation Consultant

IRRIGATION CONSULTANT SERVICES

3971 WOODLAND CIRCLE
 CONYERS, GA 30208
 404 929-0884

CITY OF SUGAR HILL GOLF COURSE TURF IRRIGATION SYSTEM

JULY 7, 1990

RAIN BIRD (LAWN & TURF)

	LAWN & TURF	CRENSHAW SPRKLR
*CONTROLLERS & MAXI V WITH ACCESSORIES	\$ 58,978.25	\$ 67,719.00
*SPRINKLERS & QCV	\$ 61,375.05	\$ 70,888.00
RAIN BIRD SUB TOTAL:	\$120,353.30	\$138,607.00

TORO (TURF CARE PRODUCTS)

	TURF CARE PRODUCTS	CRENSHAW
*CONTROLLERS & NW 8000 WITH ACCESSORIES - WITH STAINLESS STEEL SATELLITES AND \$4,773.00 ALLOWANCE FOR COMPUTER.	\$ 66,388.00	\$ 70,842.00
WITH NON-STAINLESS STEEL SATELLITES AND \$4,773.00 ALLOWANCE OF COMPUTER.	56,788.00	N/A
*SPRINKLERS & QCV WITH 690s	74,665.20	89,962.00
WITH 670s ALTERNATE	52,171.20	N/A
	<hr/>	<hr/>
TORO SUB-TOTAL:	\$141,053.20- \$108,959.20	\$160,804.00

CALLED MAYOR & COUNCIL MEETING
THURSDAY, JULY 26, 1990
7:30 P.M.

M I N U T E S

In attendance: Mayor George Haggard, Councilmembers Bobbie Queen, Bobby Fowler, Dave Hawthorne and Thomas Morris, Director of Golf Bob Boltz, City Attorney Lee Thompson and Golf Course Architect Willard Byrd.

Golf Course

Mr. Boltz states that we still do not have any water at the course and we don't have a pond ready to hold the water if we did have water. He feels the city should start stabilizing the top soil by seeding and hope for some grow in before the winter. Mr. Boltz states that there are some things he still is not satisfied with in regards to the irrigation system and he asks if the Council wants to hold off on the irrigation system installation until early spring of next year. Mr. Byrd states that there is no way the city will have an irrigation system in the ground and ready to pump by October 1, 1990, and if not, permanent grassing cannot be seeded. Mr. Byrd recommends the city finish preparing the slopes by hydroseeding and he states that if we have rain, it can grow in and will be okay and it will also hold the ground together in the winter. Mr. Byrd states that along with this, we can use a common bermuda on the fairways and tees and wherever else it can be used. Mr. Byrd states that the specifications for the irrigation system are confusing and it will take at least 6 weeks to get 9 holes in. Mr. Byrd states that Toro is going to have erosion problems if they start digging ditches now. It is possible that the system could be washed out of the ground if grass is not growing. Councilmember Hawthorne asks what the difference is in common bermuda and the type bermuda we were planning to use. Mr. Byrd states that there is not much difference as far as the golfers are concerned. Mr. Byrd states that the main thing is we can get ground cover sooner with the common bermuda. 419 is the bermuda we were planning to use which is more aggressive but it requires irrigation because it has to be sprigged.

Councilmember Hawthorne states that Mr. Stanley put together the bid document and it states that we will accept the lowest bid. At the time of the bid opening, Rainbird had the lowest bid. However, Mr. Boltz had recommended Toro and the Council accepted his recommendation. No one has a bid document available for the city attorney to review. Mr. Thompson states that there is probably a clause in the document which states that the city has the right to reject any and all bids. Mr. Thompson asks if the council decides to wait until March 1991 for the irrigation system and have new specifications drawn up for it, if this will effect the current permit the city now has with EPD. No one knows. Mr. Boltz states that Mr. Stanley is the only one that could answer that question.

**CALLED MAYOR & COUNCIL MEETING
THURSDAY, JULY 26, 1990
MINUTES, CONT'D.
PAGE 2**

Mr. Byrd states that EPD only reviews what you submit and says yes or no. Mr. Byrd states that if bids are let November 1, 1990, for the re-designed irrigation system, and they begin installation around March 1, 1991, the course should be playable in July 1991 if there are no further complications.

Councilmember Hawthorne moves that the City of Sugar Hill not enter into a contract for the installation of irrigation heads, piping and wiring at this time due to the lack of sufficient time to install the irrigation system and permanent grassing prior to the end of the reasonable growing season for permanent grassing and due to the fact that the city has at this time been unable to locate an adequate source of water to use for irrigation purposes. Second to the motion by Councilmember Morris. Vote unanimous.

Councilmember Hawthorne moves that the city proceed as soon as practicable to begin hydroseeding and mulching of all areas of the golf course with the exception of the greens and that the city take adequate provisions to protect the greens from contamination and erosion. Second to the motion by Councilmember Morris. Vote unanimous.

Councilmember Hawthorne moves that due to the delay in the installation of the irrigation system and permanent grassing of the course, that the Director of Golf meet with representatives of all irrigation system bidders and ask them to reevaluate their bids to determine if a more cost efficient system can be designed that would be acceptable to all governmental regulatory agencies and that the total irrigation system be reevaluated by the city. The city will attempt to rebid a revised irrigation system by November 1, 1990, and the new bid documents will include a provision that the course must be restored to its original condition following installation of the irrigation system. Second to the motion by Councilmember Queen. Vote unanimous.

Clubhouse Plans

Mr. Boltz presents plans to the Mayor and Council of the proposed clubhouse. Mr. Boltz states that it is within budget. Mr. Boltz states that we need an engineer to design the parking lot. Mr. Byrd states that he can do that. Councilmember Hawthorne asks if Mr. Stanley does not have anything to do with that. Mr. Boltz states no, the clubhouse was taken out of his contract completely.

Adjournment

Councilmember Hawthorne moves to adjourn the meeting. Second to the motion by Councilmember Queen. Vote unanimous.

Meeting adjourned at 10:20 p.m.

Judy S. Foster

MEMORANDUM

TO: Judy Foster
FROM: Lee Thompson
DATE: July 27, 1990

The wording of the motions approved by the City Council at last night's meeting are set forth below:

FIRST MOTION

That the City of Sugar Hill not enter into a contract for the installation of irrigation heads, piping and wiring at this time due to the lack of sufficient time to install the irrigation system and permanent grassing prior to the end of the reasonable growing season for permanent grassing and due to the fact that the City has at this time been unable to locate an adequate source of water to use for irrigation purposes.

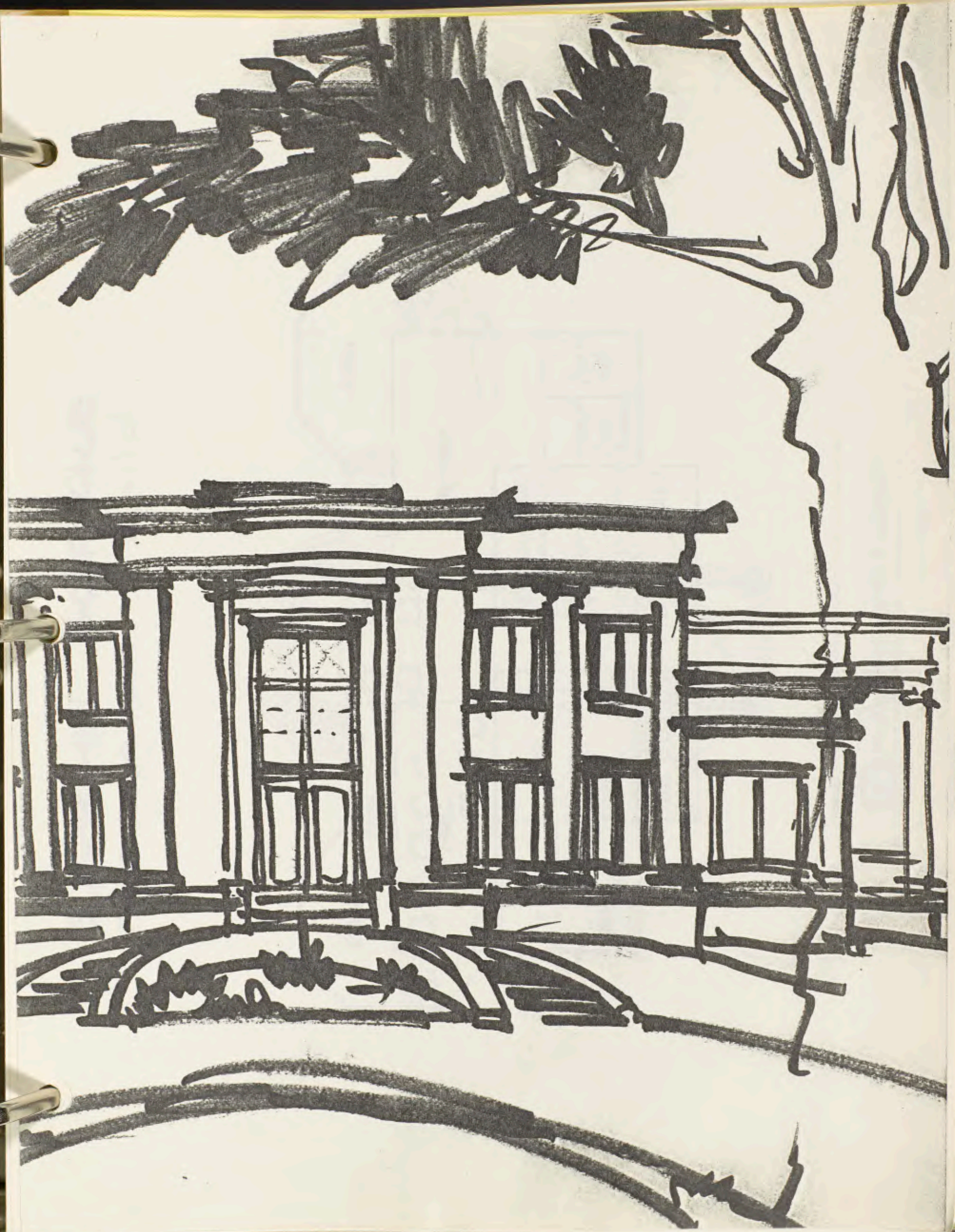
SECOND MOTION

That the City proceed as soon as practicable to begin hydroseeding and mulching of all areas of the golf course with the exception of the greens and that the City take adequate provisions to protect the greens from contamination and erosion.

THIRD MOTION

Due to the delay in the installation of the irrigation system and permanent grassing of the course, that the Director of Golf meet with representatives of all irrigation system bidders and ask them to reevaluate their bids to determine if a more cost efficient system can be designed that would be acceptable to all governmental regulatory agencies and that the total irrigation system be reevaluated by the City. The City will attempt to rebid a revised irrigation system by November 1, 1990 and the new bid documents will include a provision that the course must be restored to its original condition following installation of the irrigation system.

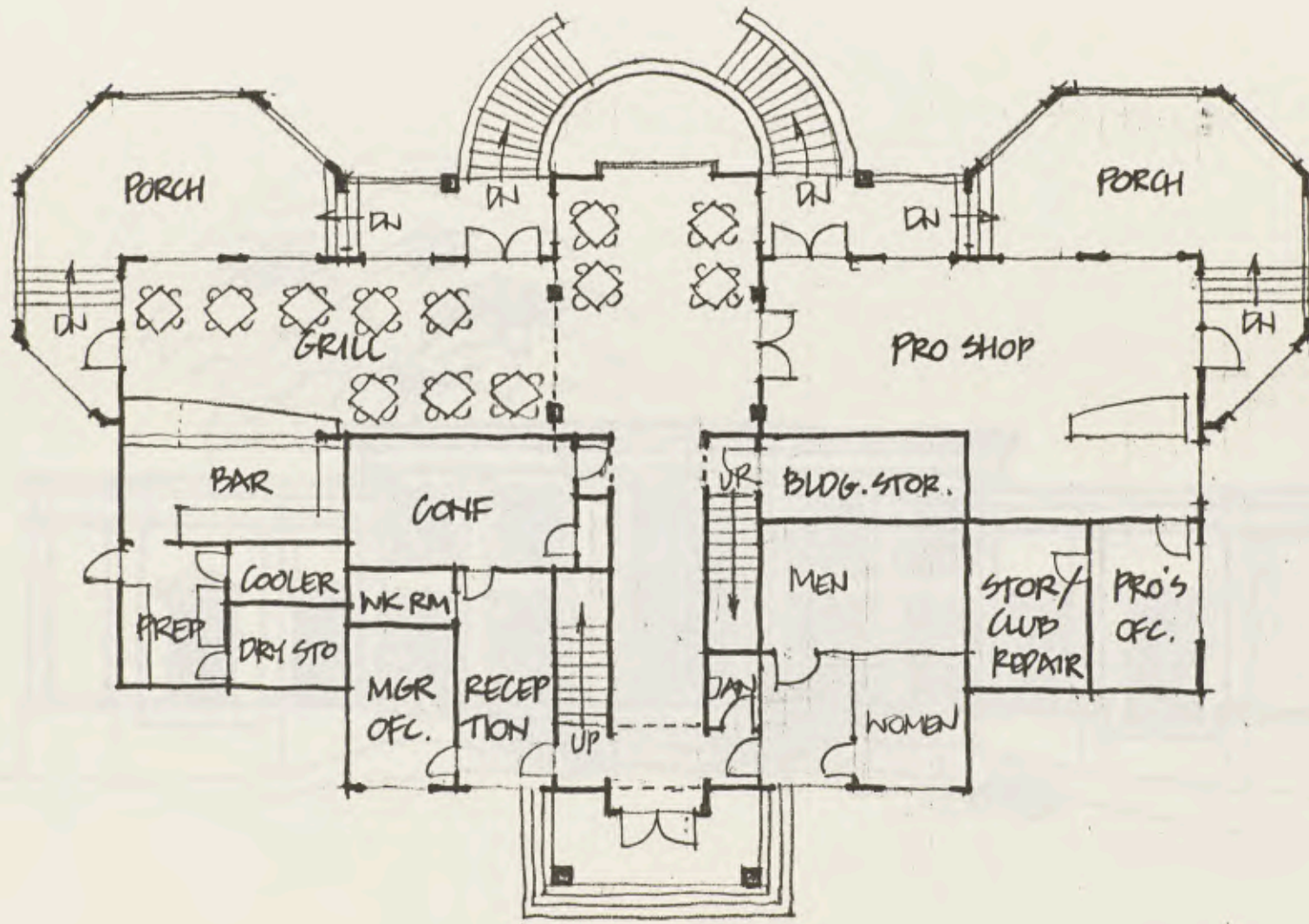
VLTjr



SUGAR HILL GOLF CLUB

FIRST FLOOR PLAN

1/16" = 1'-0"



PALMER • FLYNN • FINDERUP ARCHITECTS
ARCHITECTURE • SPACE PLANNING • INTERIOR DESIGN

SUGAR HILL GOLF CLUB

GOLF COURSE ELEVATION $\frac{1}{16}'' = 1'-0''$



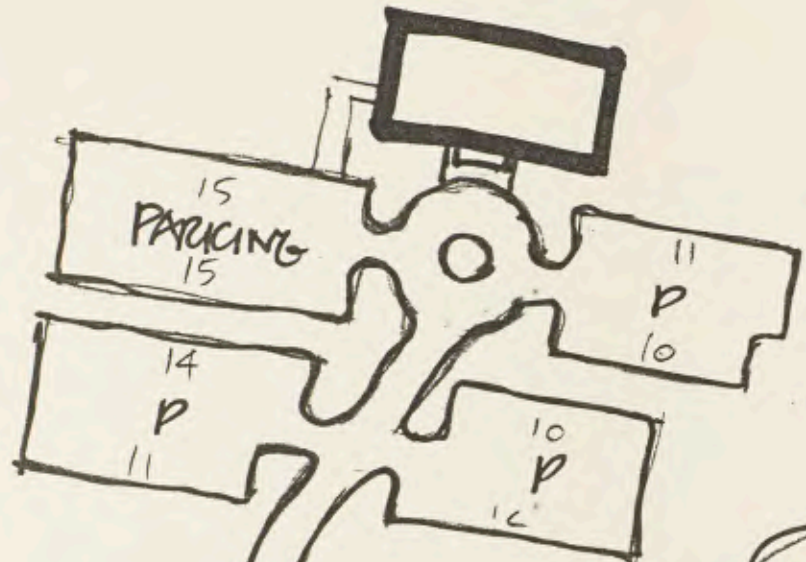
PALMER • FLYNN • FINDERUP ARCHITECTS
ARCHITECTURE • SPACE PLANNING • INTERIOR DESIGN

#18 GREEN

PRACTICE RANGE

PUTTING GREEN

#10 TEE



#1 TEE

#1 TEE

#9 GREEN

SUGAR HILL GOLF CLUB SITE PLAN

1"=100'

MAYOR & COUNCIL MEETING
MONDAY, AUGUST 13, 1990
7:30 P.M.

A G E N D A

Meeting called to order.
Silent prayer and pledge to the flag.
Reading of past minutes.

Committee Reports

- A) Planning & Zoning Board
- B) Recreation Board
- C) Clean & Beautiful Committee
- D) Budget & Finance
- E) Betterment Committee - John Wright

Old Business

- A) Zoning Ordinance Amendment-Public Hearing-Heavy Manufacturing Zonings
- B) Zoning Ordinance Amendment - Public Hearing - Canopies
- C) Pay Telephone for City Hall
- D) City Sign for Alton Tucker Boulevard & P. I. B.
- E) Drug Testing Ordinance
- F) Ordinances for On-Site Sewage Management Systems, Food Service, Swimming Pools and Tourist Courts
- G) Request from North Gwinnett High School

New Business

- A) Public Hearing - Richard Pugh Annexation Request - Austin Garner Road
- B) Public Hearing - Richard Pugh Annexation Request - Austin Garner Road
- C) Hidden Meadow Residents - Complaint of Prisoners
- D) Ross, Evelyn - 4655 Lois Drive - Water Rates
- E) State Revolving Loan Fund
- F) Georgia Residential Finance Authority
- G) Town Forum
- H) Drug Awareness & Prevention - For Your Review

City Manager's Report

- A) Gas Contract
- B) Request to Close Post Office on Saturdays
- C) Sewer Line Bent Creek Subdivision - Phase 4

Director of Golf's Report

- A) Update on Golf Course

City Clerk's Report

- A) CDBG Resolution
- B) Qualifying Dates and Fees for Election
- C) CPR Classes

Council Reports

Citizen's Comments

Adjournment

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MAYOR & COUNCIL MEETING
MONDAY, AUGUST 13, 1990
7:30 P.M.

MINUTES

Notice posted at 12:00 noon on Friday, August 10, 1990.

In attendance: Mayor George Haggard, Council Members Bobbie Queen, Reuben Davis, Bobby Fowler, Dave Hawthorne and Thomas Morris.

Meeting called to order at 7:35 p.m. by Mayor Haggard.

Mayor Haggard asks Mr. Hubert Hosch to give the invocation. Pledge to the flag led by Council Member Hawthorne.

Minutes

Council Member Morris moves to approve the minutes from last months meetings. Second to the motion by Council Member Fowler. Council Member Queen states that on Page 4 of the minutes dated July 9, 1990, under **Request for Equipment for Golf Course**, it does not state which Council Member made the motion. City Clerk Judy Foster states that this item will be corrected. Council Member Morris amends his motion to make this correction in the minutes. Council Member Fowler seconds. Vote unanimous.

Planning & Zoning Board

City Manager Kathy Williamson reads the minutes from last months Planning and Zoning Board Meeting and the Board of Appeals Meeting.

Recreation Board

Council Member Queen states that the playground equipment for the new pavillion is being installed this week at the park and it should be completed by the weekend. Mrs. Queen also reports that the street and parking lot for the new pavillion has been paved by the County. City Manager Kathy Williamson recommends the City send a letter to the County, from the Recreation Board, thanking them for doing the paving. Mrs. Queen agrees with Mrs. Williamson to do this.

Clean & Beautiful Committee

Council Member Queen states that the Clean & Beautiful Committee has been receiving some information concerning **Recycling** and they are interested in working with the City Council to initiate some of these programs.

Budget & Finance

Council Member Hawthorne reports on the matter of Revenues vs. Expenditures for each fund: General Fund - Negative Balance, Sanitation Fund - Negative Balance, Gas Fund - Positive Balance, Water Fund - Positive Balance, Sewer Fund - Negative Balance, Street & Bridge Fund - Negative Balance, Overall Budget - Positive Balance. Mr. Hawthorne explains the negative balances for those funds in that position. Mr. Hawthorne states that the budget overall is normal, according to previous budget history.

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Betterment Committee

Mr. Jonathan Wright states that the Betterment Committee has elected him as Chairman and Helen Brotherton as Secretary. Mr. Wright states that the Committee has been in existence now for approximately 7 months and has 12 members. He reports that the Committee has sent out 2,600 surveys and has received back approximately 800 surveys. The Committee is compiling the data now from those surveys and will have a presentation for the Mayor and Council next month.

Zoning Ordinance Amendment - Public Hearing - Heavy Manufacturing Zonings

City Manager Kathy Williamson states that this Zoning Ordinance Amendment would better define the current zoning classification for Heavy Manufacturing Zoning Districts. Refer to the Zoning Ordinance Amendment. Council Member Hawthorne moves to adopt the Zoning Ordinance Amendment. Second to the motion by Council Member Morris. Vote unanimous.

Zoning Ordinance Amendment - Public Hearing - Canopies

City Manager Kathy Williamson reads the Zoning Ordinance Amendment which would include the definition of **Canopy** to the Zoning Ordinance. Refer to the Zoning Ordinance Amendment. Council Member Hawthorne moves to adopt this Zoning Ordinance Amendment. Second to the motion by Council Member Morris. Vote unanimous.

Pay Telephone for City Hall

City Manager Kathy Williamson reports that it will cost \$89.25 to install the pay telephone and it would cost \$50.30 per month. The cost for another rotating line would be \$70.20 per month. Mrs. Williamson states that the City needs either another line or the pay telephone, as a service to people who come into City Hall and need to utilize a telephone, so that it does not tie up the existing lines we have. Council Member Hawthorne moves to not purchase either one at this time. Second to the motion by Council Member Queen. Vote 4 for, 1 opposed - Council Member Morris. Motion carried 4 to 1.

City Sign for Alton Tucker Blvd. & P.I.B.

Council Member Hawthorne asks the Mayor to table this matter until next month.

Drug Testing Ordinance

City Manager Kathy Williamson states that it is required by D.O.T. to test personnel, related to the Gas Department, for drug use. This Ordinance provides for Dr. Ralph Jackson to be the Medical Review Officer, through Gwinnett Hospital System. Council Member Hawthorne moves to adopt this Drug Testing Ordinance. Second to the motion by Council Member Morris. Vote unanimous.

Ordinances for On-Site Sewage Management Systems, Food Service, Swimming Pools and Tourist Courts

City Manager Kathy Williamson states that the County has asked the City to adopt these 4 Ordinances to help the Gwinnett County Health Department enforce them within the City limits of Sugar Hill when they do inspections for the City. Council Member Hawthorne moves to adopt all the Ordinances in order to comply with the County. Second to the motion by Council Member Morris. Vote unanimous.

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Request from North Gwinnett High School

City Manager Kathy Williamson states that she had asked John David Mardis for an example of what they will be sending out to the parents of the students and he has never presented her with anything. No action taken on this matter.

Richard Pugh Annexation Request - Public Hearing - Austin Garner Road

Council Member Queen moves to annex both parcels (7-322-053 & 7-322-033) into the City of Sugar Hill as recommended by the Planning and Zoning Board, with the zoning classification of RS-100. Second to the motion by Council Member Morris. Council Member Hawthorne states that no property has been annexed into the City this year, with the zoning classification of RS-100, unless there were conditions to the zoning and he feels this would not be fair to the surrounding property owners. Vote 4 for, 1 opposed - Council Member Hawthorne. Motion carried 4 to 1.

Hidden Meadow Residents - Complaint of Prisoners

Alexis Walsh states that she is representing the residents of Hidden Meadow Circle and she presents a Petition to the Mayor and Council that every resident in Hidden Meadows has signed which states that they do not want the prisoners to come into their subdivision to pick up trash unless they have specifically been asked by a resident of that subdivision to do so. Refer to Petition. Council Member Queen states that it is certainly their prerogative to pay Gwinnett Sanitation to come pick up their trash other than the City doing it free of charge and if this is the way they feel, we will not pick up any trash in that subdivision. Council Member Hawthorne states that we have trustees only. Ms. Walsh states that a prisoner is a prisoner and they do not want them in their subdivision for a number of reasons.

Evelyn Ross - Water Rates

Ms. Ross states that she lives at 4655 Lois Drive in Sugar Hill and she has just recently moved into the City and has loved every minute of it. However, an article appeared in the Atlanta Journal concerning the City's water rates, and she is concerned about why they are so high. Council Member Hawthorne explains that the paper did not present the total picture, which involves sewer rates as well. If the City's sewer rates are added to the water rates, the City is about average with other cities. The City's water rates are one of the highest, however, the City's sewer rates are one of the lowest and overall it comes out as average. Council Member Hawthorne explains that the City had to increase its rates approximately 80% earlier this year due to the County increasing its wholesale rates to the City. The City could not afford to absorb this cost and had to extend it to the water users. Mr. Hawthorne states that our reasons for doing this was strictly economical, however, the article suggested that this was a good way to conserve water, which is also a big issue. Ms. Ross also states that they would like to have street lights in their subdivision. City Manager Kathy Williamson stated that she would write a request to Georgia Power to install the street lights.

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**MAYOR & COUNCIL MEETING
MONDAY, AUGUST 13, 1990
MINUTES, CONT'D.
PAGE 4**

State Revolving Loan Fund

City Manager Kathy Williamson asks the Mayor and Council if they would like for her to apply for any fund money available for the Golf Course and Sewer Treatment Plant Project. Council Member Hawthorne moves to authorize the City Manager and City Engineer to apply for the fund money before the deadline which is August 31, 1990. Second to the motion by Council Member Morris. Vote unanimous.

Georgia Residential Finance Authority

City Manager Kathy Williamson states that additional software on our computer system would be necessary to initiate this project and there is not enough time to do it this year. However, she feels that the Mayor and Council should review this project and perhaps it can be initiated next year.

Town Forum

City Manager Kathy Williamson states that County Commissioner W. J. Dodd is requesting the City hold a **Town Forum**, with him present, to discuss matters such as Marta and any other problems of concern. Council Member Hawthorne moves to hold the Town Forum in the Community Center sometime in September or October, whenever it is convenient for Mr. Dodd. Second to the motion by Council Member Morris. Vote unanimous.

Drug Awareness & Prevention - For Your Review

City Manager Kathy Williamson states that the Governor's Commission on Drug Awareness and Prevention is sponsoring the 1990 Red Ribbon Campaign October 20 - 28, 1990, and would like the City to do the same. Mrs. Williamson states that this is only for the Mayor and Council to review. This matter is tabled until next month.

Gas Contract

City Manager Kathy Williamson states that it is the recommendation of the City Attorney and herself, **NOT** to sign the 25 year Gas Contract with the Municipal Gas Authority. Council Member Fowler moves to accept the recommendation of the City Manager and City Attorney. Second to the motion by Council Member Morris. Mrs. Williamson states that she is meeting with some other cities tomorrow to discuss the contract with them and to see their views. Council Member Hawthorne suggests the motion be that the City Manager has the authority to cancel the contract pending on the outcome of her meeting tomorrow. Council Member Fowler includes this in his motion. Council Member Morris seconds. Vote unanimous.

Request to Close Post Office on Saturdays

City Manager Kathy Williamson states that the office personnel continued their report through July, which shows how little business the Post Office has on Saturdays. Mrs. Williamson recommends the Post Office be closed on Saturdays until the demand is present. Council Member Hawthorne moves to close the Post Office beginning with the first Saturday in September and to post a notice immediately at City Hall stating such. Second to the motion by Council Member Fowler. A resident asks if the Post Office could be open later through the week instead of being open on Saturdays. Council Member Hawthorne states that the Post Office was open until 6:00

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**MAYOR & COUNCIL MEETING
MONDAY, AUGUST 13, 1990
MINUTES, CONT'D.
PAGE 5**

p.m. through the week when it first opened and it just simply was not being used during this time period. Mr. Hawthorne states that this has been documented carefully and he does not see that it is cost effective to pay two employees when they are not needed. Vote unanimous.

Sewer Line - Bent Creek Subdivision - Phase 4

City Manager Kathy Williamson states that she has requested Mr. Rudy Bowen to install a 12" sewer line in Phase 4 of Bent Creek Subdivision instead of an 8" sewer line since there is 1,403 feet of gravity flow sewer line required by the Level Creek Interceptor. Mr. Bowen wants the City of pay for the difference in the price of the sewer line. This would be approximately \$3,353.17. Council Member Hawthorne moves to approve Mr. Bowen's request. Second to the motion by Council Member Queen. Vote unanimous.

Request for City to Pay Damages

City Manager Kathy Williamson states that Mrs. Hazel Duncan came by City Hall today and asked for the City to pay for damages to a car after her husband slung a piece of loose asphalt onto the car while cutting grass. Mrs. Duncan claims that she had reported the problem of loose asphalt to the City several times and nothing had been done about it. Council Member Hawthorne moves to deny the request. Second to the motion by Council Member Morris. Mayor Haggard asks if the Council would like to make a compromise and pay half the amount. City Attorney Lee Thompson advises against this. Vote unanimous. Mayor Haggard states that he will call Mrs. Duncan concerning the decision of the Council.

Gas Meters

City Manager Kathy Williamson states that the Gas Department is in need of gas meters. The cost for 150 gas meters is \$8,700 (\$58 each) or for 250 gas meters the cost is \$13,750 (\$55 each). Mrs. Williamson states that there is approximately \$9,000 in the budget for gas meters. Council Member Hawthorne recommends the City Manager only purchase 150 gas meters at this time in order to stay within budget.

City Employee's Picnic

City Manager Kathy Williamson states that the City employees are having a picnic this coming Saturday at 4:00 p.m. and the Mayor and Council are invited. Mrs. Williamson is requesting the City pay for the BBQ to be catered at a cost of \$4.00 per person. Council Member Queen moves to approve Mrs. Williamson's request. Second to the motion by Council Member Morris. Vote unanimous.

Update on Golf Course

Director of Golf Bob Boltz states that the greens have been filled, the mix is in place and the covers will be on this week. Mr. Boltz states that he has begun storing irrigation supplies in rented trailers at the landfill barn since the prices are steadily increasing at this time. Seeding has been postponed due to equipment failure on the contractors part. Mr. Boltz states that he has asked the contractor not to install the cart paths until next spring so that they will not be run over all winter. Council Member Hawthorne asks if the ponds are completed. Mr.

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Boltz states that for all intensive purposes, yes. Mr. Hawthorne asks about the timetable for lining the ponds. Mr. Boltz states that he is reviewing that now to see whether or not it is more feasible to install them now or wait. Mr. Boltz states that most of the contractual work such as drainage and heavy dirt moving is completed.

Request to Purchase Equipment for Golf Course

Director of Golf Bob Boltz is requesting the funds to purchase a radio system for the Golf Course, which consists of 3 hand held units and a base station, and another Kawasaki Mule. The radio system would cost \$2,382 and the Kawasaki Mule would cost \$5,200. Council Member Morris asks why another Kawasaki Mule is needed at this time. Mr. Boltz states that 3 people use the machine and he uses it alot to alleviate the use of the Explorer all the time. Council Member Hawthorne moves to authorize these expenditures, \$7,582, from the bond funds. Second to the motion by Council Member Queen. Council Member Queen asks Mr. Boltz if this radio system is compatible with the existing City radiosystem. Mr. Boltz states yes, it is in conjunction with the City system. It will be on the same frequency so that the City will be able to contact them through the radio system. The only difference will be the brand used. Mr. Boltz states that the best hand held units are Motorola and the City is currently using Uniden radios which are fine for use in vehicles but are not good hand helds. Council Member Morris asks if it would not be more cost effective to use the same company the City uses. City Manager Kathy Williamson states that we do receive a discount on our monthly bill for the more units we have. Council Member Hawthorne amends his motion to purchase the radio system only if it is compatible to the City's radio system. Council Member Queen seconds. Vote unanimous.

Mrs. Williamson states that a security system is needed at the golf course with all this new equipment Mr. Boltz is obtaining.

CDBG Resolution

City Clerk Judy Foster states that the Council needs to adopt this Resolution which authorizes the Mayor to sign the CDBG Agreement. Refer to the Resolution. Council Member Queen moves to authorize the Mayor to sign these documents. Second to the motion by Council Member Morris. Vote unanimous.

Qualifying Dates and Fees for Election

City Clerk Judy Foster states that the City Election will be held on Saturday, October 27, this year and qualifying dates need to be set to begin at 8:00 a.m. on Monday, September 17, 1990 and to end at 5:00 p.m. on Friday, September 21, 1990. These dates were supplied by the Superintendent of Elections, Beulah Fowler. Qualifying fees will remain at \$36.00 for the position of Mayor and \$24.00 for the position of Council Member. Council Member Hawthorne moves to adopt these dates for qualifying. Second to the motion by Council Member Queen. Vote unanimous.

CPR Classes

City Clerk Judy Foster requests the Mayor and Council authorize funds for the City Employees to take the CPR Certification Program again this

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MAYOR & COUNCIL MEETING
MONDAY, AUGUST 13, 1990
MINUTES, CONT'D.
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year. The cost is \$20.00 per person, for an approximate total of \$400.00. Council Member Hawthorne moves to authorize funds for this service to the citizens of Sugar Hill. Second to the motion by Council Member Morris. Vote unanimous.

Council Reports

Mayor Haggard asks the City Manager to write a letter of thanks to the detectives who did such a super job with the graveyard vandalism.

Adjournment

Council Member Hawthorne moves to recess the regular Council meeting and to go into executive session with the City Attorney. Second to the motion by Council Member Morris. Vote unanimous.

Meeting recessed at 9:20 p.m.

Meeting reconvened at 11:05 p.m.

Council Member Hawthorne moves to adjourn the regular Council meeting. Second to the motion by Council Member Morris. Vote unanimous.

Meeting adjourned at 11:05 p.m.

Judy Foster

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MARIETTA COMMUNICATIONS SERVICE, INC.

598 ATLANTA ST. S.E.
MARIETTA, GEORGIA 30060
404-422-6600



PROFESSIONAL TWO-WAY RADIO SYSTEMS

SUGARHILL GOLF COURSE
Suwanee Dam Road
Sugarhill, GA

Date August 8, 1990

Lisa Terry 271-0519

Proposal #000 II

Item	Quantity	Model No.	Description	Unit Price	Total
1	3	P5F73	GENERAL ELECTRIC UHF Handheld 2 Channel MPI Portable Radio	435.00	1305.00
2	3	Tx, Rx	Crystals for 1 Channel	35.00	105.00
3	3	P5HC18	Metal Belt Clip	25.00	75.00
4	3 2	P5PS10	Desk Top Charger	60.00	180.00 120.

Total Equip. Price \$ 1,665.00

Total Trade-in Allowance \$ n/a

Sub Total \$ 1,665.00

Equipment Installation \$ n/a

Taxes \$ 66.60

Transportation \$ n/a

Total Cash Price \$ 1731.60

Deposit \$ n/a

Balance Due \$ 1,731.60

-60.

Payment with Order \$ _____
 _____ Monthly Payments \$ _____ /mo.
 Total Monthly Main. \$ _____ /mo.
 Monthly Repeater / Site Rental \$ _____
 Frequency Coordination Fee \$ _____
 Total Monthly Equipment Rental \$ _____

Prepared by: Janis B. Hoge
 Date: August 8, 1990
 Approved by: _____

Accepted By: _____
 Title: _____
 Date: _____

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MARIETTA COMMUNICATIONS SERVICE, INC.

598 ATLANTA ST. S.E.
MARIETTA, GEORGIA 30060
404-422-6600



PROFESSIONAL TWO-WAY RADIO SYSTEMS

SUGARHILL GOLF COURSE
Suwanee Dam Road
Sugarhill, GA

Date August 8, 1990

Lisa Terry 271-0519

Proposal #000352III

Item	Quantity	Model No.	Description	Unit Price	Total
1	1	70-526B	MIDLAND 25-Watt, 8 Channel UHF Base Station Radio	549.00	549.00
2	1	MCS	Power Supply	85.00	85.00
3	1	70-2305B	Desk Top Microphone	95.00	95.00
4	1	ADP	Magnetic Mount Antenna	48.00	48.00
				Total Equip. Price	\$ 777.00
				Total Trade-in Allowance	\$ n/a

Payment with Order	\$	
Monthly Payments	\$	/mo.
Total Monthly Main.	\$	/mo.
Monthly Repeater / Site Rental	\$	
Frequency Coordination Fee	\$	
Total Monthly Equipment Rental	\$	

Sub Total	\$ 777.00
Equipment Installation	\$ n/a
Taxes	\$ 31.08
Transportation	\$ n/a
Total Cash Price	\$ 808.08
Deposit	\$ n/a
Balance Due	\$ 808.08

Prepared by: Janis B. Hoge
Date: August 8, 1990
Approved by: _____

Accepted By: _____
Title: _____
Date: _____

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CAPITAL PROJECTS BUDGET

CITY OF SUGAR HILL

	ESTIMATED CONTRACT COSTS	ACTUAL CONTRACT COSTS	MONTH-TO-DATE	YEAR-TO-
SOURCES OF FINANCING:				
PROCEEDS FROM THE ISSUANCE OF BONDS				\$7,425.1
CITY CONTRIBUTIONS				
ESTIMATED GRANTS: FEDERAL STATE				
TOTAL SOURCES OF FINANCING				\$7,425.1
EXPENDITURES:				
TRUST CO PLACEMENT FEE		\$ 63,114.20		
COSTS OF BOND ISSUANCE		\$ 178,828.80		
M.B.I.A BOND INSURANCE		\$ 64,500.00		
KILPATRICK & CODY		\$ 49,866.00		
LEE THOMPSON		\$ 20,022.40		
BALANCE FOR PAYMENT OF REMAINING EXPENSES		\$ 44,494.40		
PAY OFF 1965 WATER REVENUE BOND		\$ 36,232.50		
PAY OFF 1975 WATER AND SEWER REVENUE BOND		\$ 278,168.86		
DEBT SERVICE RESERVE		\$ 679,296.00		
SUB-TOTAL		\$1,414,577.16		
SEWER TREATMENT PLANT:				
LAND COST		\$ 48,067.00		
LEVEL CREEK INTERCEPTOR	\$290,000.00			
RIVERSIDE OR INTERCEPTOR	\$190,000.00			
RICHLAND CREEK INTERCEPTOR	\$400,000.00			
LIFT STATION AND FORCE MAIN	\$140,000.00			
CONCRETE GRADING	\$ 24,000.00			
LEGAL FEES		\$ 2,300.00		
SUB-TOTAL FOR SEWER TREATMENT PLANT	\$1,044,000.00	\$ 50,367.00		

SEP

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. The text also mentions the need for regular audits and the role of the auditor in verifying the accuracy of the records.

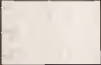
In the second part, the author details the various methods used to collect and analyze data. This includes the use of questionnaires, interviews, and focus groups. The text describes how the data was organized and analyzed to identify trends and patterns. It also discusses the challenges faced during the data collection process and how they were overcome.

The final part of the document presents the findings of the study. It highlights the key results and discusses their implications for the field. The author concludes by summarizing the main points and providing recommendations for future research. The document is well-structured and easy to read, with clear headings and sub-headings.

CAPITAL PROJECTS BUDGET

CITY OF SUGAR HILL

	ESTIMATED CONTRACT COSTS	ACTUAL CONTRACT COSTS	MONTH-TO-DATE	YEAR-TO-DATE	BALANCE TO FINISH	VARIANCE (%)
SOURCES OF FINANCING:						
PROCEEDS FROM THE ISSUANCE OF BONDS				\$7,425,199.85	-0-	100%
CITY CONTRIBUTIONS						
ESTIMATED GRANTS: FEDERAL STATE						
TOTAL SOURCES OF FINANCING				\$7,425,199.85	-0-	100%
EXPENDITURES:						
TRUST CO PLACEMENT FEE		\$ 63,114.20			-0-	100%
COSTS OF BOND ISSUANCE		\$ 178,828.80			-0-	100%
M.B.I.A BOND INSURANCE		\$ 64,500.00			-0-	100%
KILPATRICK & CODY		\$ 49,866.00			-0-	100%
LEE THOMPSON		\$ 20,022.40			-0-	100%
BALANCE FOR PAYMENT OF REMAINING EXPENSES		\$ 44,494.40			-0-	100%
PAY OFF 1965 WATER REVENUE BOND		\$ 30,232.50			-0-	100%
PAY OFF 1975 WATER AND SEWER REVENUE BOND		\$ 278,168.86			-0-	100%
DEBT SERVICE RESERVE		\$ 679,296.00			-0-	100%
SUB-TOTAL		\$1,414,577.16				
SEWER TREATMENT PLANT:						
LAND COST		\$ 48,067.00			-0-	100%
LEVEL CREEK INTERCEPTOR	\$290,000.00				\$ 290,000.00	-0-
RIVERSIDE DR INTERCEPTOR	\$190,000.00				\$ 190,000.00	-0-
RICHLAND CREEK INTERCEPTOR	\$400,000.00				\$ 400,000.00	-0-
LIFT STATION AND FORCE MAIN	\$140,000.00				\$ 140,000.00	-0-
CO&S GRADING	\$ 24,000.00				\$ 24,000.00	-0-
LEGAL FEES		\$ 2,300.00			-0-	100%
SUB-TOTAL FOR SEWER TREATMENT PLANT	\$1,044,000.00	\$ 50,367.00			\$1,044,000.00	



GOLF COURSE:

LAND COST	\$2,262,993.00				
BOND	\$ 55,356.00		\$ 35,356.00	-0-	100%
CLEARING & GRUBBING	\$ 216,000.00		\$ 216,000.00	-0-	100%
DAM & POND CONSTRUCTION	\$ 430,500.00		\$ 315,500.00	-0-	100%
TOPSOILING - STRIP AND PLACE	\$ 274,150.00		\$ 260,443.00	\$ 115,000.00	73%
GOLF COURSE SUBGRADE	\$ 358,500.00		\$ 340,575.00	\$ 13,707.00	95%
ROCK BLASTING	\$ 20,300.00		\$ 20,300.00	\$ 17,925.00	95%
EROSION CONTROL	\$ 18,750.00		\$ 12,180.00	-0-	100%
STORM DRAINAGE SYSTEM	\$ 233,154.00		\$ 190,181.00	\$ 6,562.00	65%
GREENS, TRAPS, GRASS BUNKERS & SUBDRAINAGE	\$ 379,000.00		\$ 360,050.00	\$ 34,973.00	85%
TEE CONSTRUCTION	\$ 67,000.00		\$ 63,650.00	\$ 18,950.00	95%
FAIRWAYS, TRAPS, BUNKERS & SUBDRAINAGE	\$ 52,960.00		\$ 47,664.00	\$ 3,350.00	95%
RAILROAD TIE CURBING RETAINING WALLS & WOODEN BRIDGES	\$ 171,900.00		\$ 163,305.00	\$ 5,296.00	90%
CART PATHS	\$ 102,050.00		\$ 102,050.00	\$ 8,595.00	95%
TRAP EDGING & SANDING	\$ 96,000.00		-0-	-0-	100%
SIGNAGE	\$ 6,300.00		-0-	\$ 96,000.00	-0-
FINE GRADING, SEED PREP GRASSING	\$ 169,400.00		\$ 135,520.00	\$ 6,300.00	-0-
CO#1 CLUBHOUSE ROAD	\$ 81,722.00		\$ 137,744.00	\$ 33,800.00	80%
CO#2 CART PATHS & DRAINS	\$ 101,532.00		\$ 12,258.00	\$ 34,436.00	80%
CO#3 GRASSING	\$ (30,000.00)		\$ 86,302.00	\$ 69,465.00	15%
CO#4 COURSE STONE - CART PATHS	\$ (45,150.00)		\$ (30,000.00)	\$ 15,230.00	85%
SPRAY IRRIGATION	\$ 750,000.00			-0-	(100%)
CLUBHOUSE	\$ 280,000.00			-0-	(100%)
PAVEMENT & PARKING	\$ 160,000.00			\$ 750,000.00	-0-
GOLF CARTS & MAINTENANCE	\$ 630,000.00			\$ 280,000.00	-0-
MAINTENANCE BUILDING	\$ 150,000.00			\$ 160,000.00	-0-
TEMP. MAINTENANCE BLDG.	\$ 7,600.00			\$ 630,000.00	-0-
CART MAINTENANCE BLDG.	\$ 60,000.00			\$ 150,000.00	-0-
BRIDGE	\$ 110,000.00			\$ 7,600.00	-0-
ARCHITECH/ ENGINEER	\$ 700,000.00			\$ 60,000.00	-0-
SOIL TESTING	\$ 42,236.00			\$ 110,000.00	-0-
LEGAL FEES	\$ 5,000.00			\$ 700,000.00	-0-
GRASSING	\$ 30,000.00			-0-	100%
SURVEYING	\$ 80,000.00			\$ 5,000.00	-0-
COURSE STONE-CART PATHS	\$ 45,000.00			\$ 30,000.00	-0-
				\$ 80,000.00	-0-
				\$ 45,000.00	-0-
SUB-TOTAL FOR GOLF COURSE	\$3,007,600.00	\$5,263,834.00	\$2,431,936.00	\$3,487,269.00	
TOTALS	\$4,051,600.00	\$6,728,778.16	\$2,431,936.00	\$4,531,269.00	

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SUGAR HILL WASTEWATER TREATMENT FACILITY & GOLF COURSE

DESIGN & CONSTRUCTION COST
BASIC INITIAL PROJECT

	ORIGINAL ESTIMATE	EXPENDITURE TO DATE	KECK & WOOD CURRENT ESTIMATE	SUGAR HILL CURRENT ESTIMATE
WASTEWATER FACILITIES				

500,000 GPD W.W.T.P.	\$750,000.00	\$0.00	\$810,000.00	\$810,000.00
SPRAY IRRIGATION SYSTEM *18 HOLES	\$498,000.00	\$0.00	\$595,000.00	\$750,000.00
STORAGE PONDS	\$355,000.00	\$207,675.00	\$355,000.00	\$355,000.00
	-----	-----	-----	-----
	\$1,603,000.00	\$207,675.00	\$1,760,000.00	\$1,915,000.00
COLLECTION SYSTEMS				

LEVEL CREEK INTERCEPTOR	\$260,000.00	\$0.00	\$290,000.00	\$290,000.00
RIVERSIDE DRIVE INTERCEPTOR	\$160,000.00	\$0.00	\$190,000.00	\$190,000.00
LIFTSTATIONS & FORCE MAIN	\$120,000.00	\$0.00	\$140,000.00	\$140,000.00
RICHLAND CREEK INTERCEPTOR	\$400,000.00	\$0.00	\$400,000.00	\$400,000.00
	-----	-----	-----	-----
	\$940,000.00	\$0.00	\$1,020,000.00	\$1,020,000.00
GOLF COURSE FACILITIES				

18 HOLE COURSE & DRIVING RANGE	\$2,600,000.00	\$1,265,940.00	\$2,889,150.00	\$3,007,931.00
CLUBHOUSE	\$280,000.00	\$0.00	\$280,000.00	\$280,000.00
MAINTENANCE BUILDING	\$30,000.00	\$0.00	\$30,000.00	\$150,000.00
CART STORAGE	\$40,000.00	\$0.00	\$40,000.00	\$60,000.00
PAVEMENTS & PARKING	\$160,000.00	\$11,032.00	\$160,000.00	\$160,000.00
GOLF CARTS & MAINT. EQUIPMENT	\$350,000.00	\$29,068.00	\$350,000.00	\$630,000.00
	-----	-----	-----	-----
	\$3,460,000.00	\$1,306,040.00	\$3,749,150.00	\$4,287,931.00
OTHER COSTS				

LAND	\$2,211,000.00	\$2,311,060.00	\$2,311,060.00	\$2,147,000.00
ARCHITECT / ENGINEER	\$423,975.00	\$354,244.00	\$515,720.00	\$515,720.00
SOIL INVESTIGATION & TESTING	\$30,000.00	\$41,885.00	\$50,000.00	\$50,000.00
LEGAL & ADMINISTRATIVE COSTS	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00
SURVEYING & INSPECTION	\$70,000.00	\$39,396.00	\$80,000.00	\$80,000.00
CONTINGENCIES	\$452,025.00	\$0.00	\$0.00	\$0.00
	-----	-----	-----	-----
	\$3,227,000.00	\$2,746,585.00	\$2,996,780.00	\$2,832,720.00
TOTAL BASIC PROJECT BUDGET	\$9,230,000.00	\$4,260,300.00	\$9,525,930.00	\$10,055,651.00
	=====	=====	=====	=====
DESIGN & CONSTRUCTION COST OPTIONAL PROJECT ELEMENTS				

PEACHTREE IND. INTERCEPTOR	\$170,000.00	\$0.00	\$170,000.00	\$170,000.00
HIGHWAY 20 INTERCEPTOR	\$290,000.00	\$0.00	\$290,000.00	\$290,000.00
9 HOLE ADDITIONAL GOLF COURSE AND IRRIGATION SYSTEM	\$1,420,000.00	\$0.00	\$1,420,000.00	\$1,420,000.00
	-----	-----	-----	-----
TOTAL OPTIONAL ELEMENTS	\$1,880,000.00	\$0.00	\$1,880,000.00	\$1,880,000.00

Date	Description	Amount	Balance
1890	Jan 1		100.00
1891	Feb 1	50.00	150.00
1892	Mar 1	25.00	175.00
1893	Apr 1	75.00	250.00
1894	May 1	100.00	350.00
1895	Jun 1	150.00	500.00
1896	Jul 1	200.00	700.00
1897	Aug 1	250.00	950.00
1898	Sep 1	300.00	1250.00
1899	Oct 1	350.00	1600.00
1900	Nov 1	400.00	2000.00
1901	Dec 1	450.00	2450.00
1902	Jan 1	500.00	2950.00
1903	Feb 1	550.00	3500.00
1904	Mar 1	600.00	4100.00

O R D I N A N C E

The Council of the City of Sugar Hill hereby ordains:

The Zoning Ordinance of the City of Sugar Hill, Georgia specifically Article XI, is hereby amended by deleting therefrom Section 1109 in its entirety. The Zoning Ordinance of the City of Sugar Hill, Georgia is amended further by inserting in Article XI, the following sections:

Section 1109 A. HM-1 Light Industry District

(1) Intent and Purpose

The HM-1 Light Industry District is comprised of lands that are located on or have ready access to a major street, as defined herein, and are well adapted to industrial development, but whose proximity to residential or commercial zoning districts makes it desirable to limit industrial operations and processes to those that are not objectionable by reason of the emission of noise, vibration, smoke, dust, gas, fumes, odors, or radiation and that do not create fire or explosion hazards or other objectionable conditions.

(2) Uses Allowed Inherently

- (a) Any use permitted in the L-M Light Manufacturing District.
- (b) Outdoor storage yards, other than junkyards, if they meet the following requirements:
 - (1) They shall be set back at least twenty-five (25) feet from any side or rear property lines and shall be screened by a solid fence at least six (6) feet high set back a similar distance from any side or rear property lines, appropriately landscaped and maintained.
- (c) Convenience retail businesses and service establishments to service businesses or their employees, including gift shops, snack bars, pharmacies, etc.
- (d) Cold storage plants.
- (e) Farm equipment sales and service.
- (f) Soft drink bottling and distributing plants.
- (g) Wholesaling and warehousing with offices.
- (h) Newspaper and printing plants.

- (i) Similar industries and uses that meet the standards of this zoning district.

(3) Special Exceptions Allowed by Mayor and Council Approval

Within the HM-1 Light Industry District, the following uses may be permitted provided the applicant for such development is granted a special use permit by the Mayor and Council after receiving recommendation from the Planning Commission and after a public hearing.

- (a) Railroad sidings, maintenance and terminal facilities.
- (b) Meat processing or packaging; except slaughtering, poultry killing, packing and dressing.

(4) Rezoning and Redesignation of Lands Currently Zoned HM, Heavy Manufacturing, Located Within the City of Sugar Hill, Georgia.

All property which is, at the time of the adoption of this amendment, designated and zoned as HM, Heavy Manufacturing, under the Zoning Ordinance of the City of Sugar Hill, Georgia, is hereby rezoned and redesignated as HM-1, Light Industry District. The Zoning Map of the City of Sugar Hill, Georgia, shall reflect the rezoning and redesignation of all property formerly zoned HM, Heavy Manufacturing, to HM-1, Light Industry District.

Section 1109 B HM-2 Heavy Industry District

(1) Intent and Purpose.

The HM-2 Heavy Industry District provides a location for those industrial operations and processes that are not public nuisances and are not dangerous to the health, safety or general welfare of the inhabitants of the City of Sugar Hill, Georgia. The HM-2 Heavy Industry District shall be located on or have ready access to a major street, as defined herein.

(2) Uses Allowed Inherently.

- (a) All uses permitted in the HM-1 Light Industry District.
- (b) Baking plants.
- (c) All industrial uses that are not public nuisances and that are not dangerous to the public health, safety, or general welfare of the inhabitants of the City of Sugar Hill, and which meet all applicable state and federal environmental regulations.

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(3) Special Exceptions Allowed by Mayor and Council Approval.

Within the HM-2 Heavy Industry District, the following uses may be permitted provided the applicant for such development is granted a special use permit by the Mayor and Council after receiving recommendation from the Planning Commission and after a public hearing.

(a) Junkyard, providing the following conditions are met:

- (1) The junkyard is located no closer than three hundred (300) feet to a residential or commercial zoning district boundary line.
- (2) The junkyard is completely enclosed with a solid fence not projecting into the right-of-way of any roadway adjoining said junkyard, not less than eight (8) feet high and in no case less than such height as will effectively screen all storage and other operations from view.
- (3) The junkyard is located no closer than one thousand (1,000) feet from the nearest edge of the right-of-way of any major arterial roadway within the City of Sugar Hill, Georgia. For the purpose of this subpart "major arterial roadway" is defined as any roadway, street or thoroughfare within the City limits of Sugar Hill, Georgia, having a right-of-way of one hundred (100) feet or greater.

(b) A quarry for the removal of minerals and other natural materials, together with necessary buildings, machinery and appurtenances thereto, provided that:

- (1) Quarry areas being excavated shall be entirely enclosed within a fence located at least ten (10) feet back from the edge of any excavation and of such construction and height as to be demonstrably able to exclude children and animals from the quarry area.
- (2) The operators and owners of the quarry present to the Mayor and Council an acceptable comprehensive plan for the reuse of the property at the cessation of the quarry operations.
- (3) In the case of an existing quarry, any extension of the quarrying operations beyond the areas being quarried or approved for

quarrying at the effective date of this amendment to the Zoning Ordinance of the City of Sugar Hill, Georgia, shall be permitted and shall not be considered a new operation provided that said extension does not extend to within one thousand (1,000) feet of a residential or commercial zoning district boundary line.

(4) Bulk and Area Regulation.

- (a) Minimum Lot Area: One (1) acre (43,560) sq. ft.
- (b) Minimum Lot Width: One Hundred (100) feet.
- (c) Minimum Set Backs:
(unless otherwise specified by this ordinance)
 - Front: 50 feet from any right-of-way.
 - Side: 20 feet; except where an industrial structure abuts a residential district in which case the distance shall be 120 feet.
 - Rear: 20 feet; except where an industrial structure abuts a residential district in which case the distance shall be 120 feet.
- (d) Maximum Building Height: 50 feet
- (e) Buffer, Minimum Required: See Article VI, Section 610.

(5) Definitions.

For purposes of this ordinance the following words when used in this amendment as well as the Zoning Ordinance for the City of Sugar Hill, Georgia shall have the following meaning:

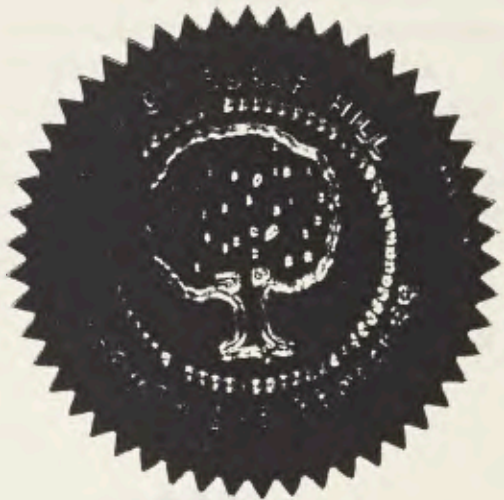
- (a) Junkyard: Any establishment which is maintained or used for storing, buying or selling junk or for an automobile graveyard.
- (b) Automobile Graveyard: Any establishment which is maintained or used for storing, buying, or selling wrecked, scrapped, ruined, or dismantled motor vehicles or motor vehicle parts.

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(c) Junk: Any old or scrapped copper, brass, rope, rags, batteries, paper, trash, rubber, debris or waste; junked, dismantled or wrecked automobiles, or parts therefrom; or iron, steel, and other scrapped ferrous or non-ferrous materials.

It is the intent of the Council of the City of Sugar Hill in adopting this amendment to the Zoning Ordinance of the City of Sugar Hill, Georgia, that only the provisions addressed in this ordinance are affected and that it is not the intent of the Council of the City of Sugar Hill that the adoption of this ordinance shall have the effect of changing, modifying or repealing provisions of the Zoning Ordinance of the City of Sugar Hill other than specified herein.

This the 13th day of August, 1990.



George Haggard
Mayor

Thomas C. Morris
Council Member

Roby D. Doni
Council Member

Bobby Fowler
Council Member

Bobbie Young
Council Member

David L. Howell
Council Member

Attest:

Judy Foster
Clerk

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ORDINANCE

The Council of the City of Sugar Hill hereby ordains:

The Zoning Ordinance of the City of Sugar Hill, Georgia, is hereby amended by adding the following language to Article III of the Ordinance:

Canopy: A protective covering of a roof like structure, that is free standing, for the protection from the weather elements, not for the case of human habitation, but affixed permanent to the ground. All canopies shall be located at least fifteen (15) feet from any public right-of-ways.

The language set forth above shall be inserted into Article III following the definition of Business Sign and before the definition of Certificate of Occupancy.

It is the intent of the Council of the City of Sugar Hill in adopting this amendment to the Zoning Ordinance of the City of Sugar Hill, Georgia, that only the provisions addressed in this ordinance are affected and that it is not the intent of the Council of the City of Sugar Hill that the adoption of this ordinance shall have the effect of changing, modifying or repealing provisions of the Zoning Ordinance of the City of Sugar Hill other than specified herein.

This the 13th day of August, 1990.

George Haggard
Mayor

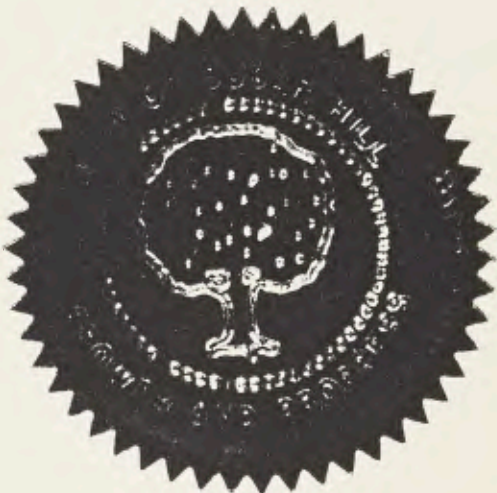
Thomas C. Martin
Council Member

Rolon D. Dori
Council Member

Bobby Feruler
Council Member

Dobbie Luman
Council Member

David L. Howard
Council Member



Attest:

Judy Foster
clerk

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CITY OF SUGAR HILL

COMMUNITY OF PRIDE

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



July 5, 1990

To: The Mayor & Council
From: The City Manager and Building
Inspectors
Subject: Definition of canopies

Steve Kennedy and I would like to add the definition of canopies to the zoning ordinances. The definition is as follows: A protective covering of a roof like structure, that is free standing, for the protection from the weather elements, not for the use of human habitation, but afixed permanently to the ground. A 15 ft. set-back from the right of way for all canopies.

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The Pay Phone With No Strings Attached.



Decide on a pay phone from Southern Bell and that's what you get. No equipment costs. No installation charges. No repair bills.

And no-nonsense service that people like you have counted on from us for 100 years.

Southern Bell provides your business with durable, reliable equipment, and we install it at no extra charge. And we include signage, so your business will attract more customers.

If there's ever any problem with your pay phone, we're there promptly. And we'll repair it at no cost to you, even when it's vandalized.

Plus, we handle all refunds and user complaints directly, take care of fraudulent calls, and handle all collections. And we even put it in writing. And our consultants and service representatives are readily available to answer questions and help with your special requests.

Last but not least, when you have a Southern Bell pay phone on-premises, you ensure that you'll receive commissions on calls—even international calls—regardless of your long distance company.

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A BELLSOUTH COMPANY

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SIGNS
 50 OLD PEACHTREE RD,
 SUITE # 207
 932-0091 SUWANEE, GA 30174

No.
 Date AUGUST 07, 1990
 Your Order No.

SIGN ESTIMATE ONLY

Order To CITY OF SUGAR HILL
 234 WEST BROAD ST
 SUGAR HILL, GA 30518

Shipped to

Order No.	Salesman	Terms	F.O.B.	Date Shipped	Shipped Via	
	LARRY IVEY	50% DEPOSIT				
Quantity Ordered	Quantity Shipped	Stock Number/Description		Unit Price	Unit	Amount
1		40"x60" DOUBLE FACE CABINET, INCLUDING FLUORESCENT TUBES, BALLAST, 6" TRACK FACES, 300 6" LETTERS & NUMBERS		\$289.79	1	\$ 289.79
8		RAIL ROAD TIES (LANDSCAPE TIMBER)		19.35	8	154.80
		ANCHORS & WIREING & MISC BRACKETS		25.00		25.00
		INSTALLATION (LABOR CHARGE)		100.00		100.00
		STATE & LOCAL SALES TAX				22.22
				ESTAMATE TOTAL		\$ 591.81

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ORDINANCE

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

An Ordinance to adopt a policy which allows for the administration of the Department of Transportation (DOT) Anti-Drug Program pursuant to the Pipeline Safety Regulations, Code of Federal Regulations, Title 49 (49 CFR), Part 199. Part 199 required operators of gas systems to have an anti-drug program for persons who perform on these facilities operating, maintenance, or emergency-response functions covered by the DOT pipeline safety standards in 49 CFR Part 192, 193 or 195.

Any job applicant applying for a position covered in this policy who refuses or fails a pre-employment drug test will not be hired. Any employee covered by this Ordinance who refuses or fails a drug test will immediately be removed from the operating, maintenance, or emergency-response functions covered by the DOT pipeline safety standards in 49 CFR Part 192, 193, or 195. Any employee covered by this policy who refuses or fails a drug test may receive disciplinary action, up to and including termination.

SECTION I. PROCEDURE

1. Employee Categories

- A) Testing Program - The following employee positions are subject to drug testing as outlined in this policy: All Gas Department Related Positions.
- B) Employee Assistance Program (EAP) Training - The following management positions shall receive EAP training for detecting symptoms of drug use: Department Heads, Supervisors.

2. Types of Drug Testing - Employees subject to this drug testing program are required to be tested under the following five types of tests:

A) Pre-employment Testing

- 1) A pre-employment drug test will be conducted when an individual is hired for a position with the City of Sugar Hill.
- 2) Only applicants who are offered a position covered by this policy will be tested before being employed. Pre-employment job applicants who test positive will not be hired and do not have the right to have their samples retested. Employees transferring into a position requiring drug testing who test positive do have the right to have their sample retested. Applicants who fail a drug test will not be hired. If applicant's drug test is positive then the company will refer to MRO review (see Section 4 - Medical Review Officer).
- 3) An employee who transfers from one position covered by this policy to another covered by this policy does not require pre-employment testing.

B) Random Testing

- 1) All employees working in a position covered by this policy are subject to unannounced testing based on random selection. This includes temporary employees performing work in a covered position.
- 2) The operator will test at least fifty percent (50%) of covered employees every twelve (12) months, divided on the basis set forth in paragraph five (5) below. All persons will be subject to be randomly picked for drug testing at each random testing date. A person may be randomly picked more than once or not picked at all during the annual period (NOTE: During the first six (6) months of the program, at least twenty-five percent (25%) of the covered employees will be tested, with the final collection in the first year meeting the fifty percent (50%) annualized rate.)
- 3) To assure that the selection process is random, all employees covered by this policy will be placed in a common pool. All full time and temporary employees will be in this pool.
- 4) The selection procedure will select sufficient additional numbers (names) to be used to reach the appropriate testing level during each test period. These alternate numbers (names) will be tested in order of selection only if persons selected are unavailable for testing due to vacations, medical leave, or travel requirements.
- 5) Random testing will be done on a quarterly basis.

C) Post-Accident Testing

- 1) Employees working in positions covered by this policy whose performance either contributed to an accident or cannot be completely discounted as a contributing factor to the accident will be tested.
- 2) The employee will be tested as soon as possible, but no later than 32 hours after the accident. Because certain drugs or drug metabolites do not remain in the body for extended periods of time, testing should be as soon as possible.
- 3) An "accident" on a gas pipeline or LNG facility is defined as an "incident" in 49 CFR, Section 191.3.
- 4) All reasonable steps will be taken to obtain a urine sample from an employee after an accident. In case of a conscious but hospitalized employee, the hospital or medical facility will be requested to obtain a sample and if necessary, reference will be made to the DOT drug testing requirements. If an employee is unconscious or otherwise unable to evidence consent to the procedure, the medical facility shall collect the sample.

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- 5) If an employee who is subject to post-accident testing is conscious, able to urinate normally (in the opinion of a medical professional) and refuses to be tested, that employee will be removed from duty as an employee covered by this policy.

D) Reasonable Cause Testing

- 1) When there is reasonable cause to believe that an employee covered by this policy is using a prohibited drug, the employee will be required to take a drug test.
- 2) Only one supervisor of the employee must substantiate the decision to test for reasonable cause. This supervisor must be EAP trained in drug use symptoms.
- 3) A decision to test must be based on specific contemporaneous physical, behavioral, or performance indicators of probable drug use. Examples of this are evidence of repeated errors on-the-job, regulatory or city (utility) rule violations, or unsatisfactory time and attendance patterns, coupled with a specific contemporaneous event that indicates probable drug use.
- 4) Testing under 49 CFR, Part 199 is limited to marijuana, cocaine, opiates, amphetamines, and PCP. However, for purposes of reasonable cause, employees will be tested for any substance listed in Schedules I or II of the Controlled Substances Act.

3. Testing Procedures

- A) Drug testing will be performed utilizing urine samples.
- B) Test for marijuana, cocaine, opiates, amphetamines and phencyclidine will be performed.
- C) An applicant who is offered a position covered by this policy will be required to report to the drug testing collection site specified in Section 6 of this policy within 48 hours of notification and provide a specimen of his/her urine.
- D) Upon notification that a drug test is required, an employee will report as soon as possible but no later than 24 hours (32 hours for post-accident) after notification to the drug collection site and provide a specimen of his/her urine.
- E) The collection agency shall adhere to all requirements outlined in 49 CFR Part 40, Procedure for Transportation Workplace Drug Testing Program.

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4. Results from Drug Testing

- 1) If drug test result is positive, the employees' sample will be tested again.
- 2) If the second test is positive, the employee will be automatically terminated and the expense for the second test will be charged to the employee.
- 3) If the second test is negative the City will absorb the expense of the test.

5. Medical Review Officer (MRO)

A) The MRO for the City of Sugar Hill is Dr. Ralph Jackson.

NOTE: The MRO must be a licensed physician, either a doctor of medicine or a doctor of osteopathy, knowledgeable in drug abuse disorders. Reference U.S. Department of Health and Human Services - (Medical Review Officer Manual.)

B) The following is a listing of the MRO's specific responsibilities:

- 1) Receive positive confirmed results from laboratory.
- 2) Request, if needed, a quantitative description of test results.
- 3) Receive a certified copy of the original chain of custody.
- 4) Review and interpret positive test results.
- 5) Inform the tested individual and provide test results.
- 6) Conduct a medical interview with the tested individual.
- 7) Review the individual's medical history, or any other relevant biomedical factors.
- 8) Give the individual an opportunity to discuss test results.
- 9) Order a reanalysis of the original sample in a certified laboratory, if necessary.
- 10) Consult with others if question of accuracy arises. Consistent with Part 9 - confidentiality.
- 11) Consult with laboratory officials.
- 12) Not receive urinalysis results that do not comply with the Mandatory Guidelines.
- 13) Not declare as positive an opiate-positive urine without "clinical evidence".

- 14) Determine whether a result is scientifically sufficient.
- 15) Determine whether and when an employee who refused to take or did not pass a drug test administered under DOT procedures may be returned to duty.
- 16) Determine whether a result is consistent with legal drug use.
- 17) Forward results of verified positive tests to the City Manager.
- 18) Maintain the required records to administer this program.

NOTE: For additional details of responsibilities see the U.S. Department of Health and Human Services (DHHS) Medical Review Officer Manual.

6. Testing Laboratory

- A) The testing laboratory for this policy is SmithKline Laboratories located at 1777 Montreal Circle, Tucker, GA 30084.
- B) The testing laboratory will comply with all methods and procedures of 49 CFR Part 40 and will provide annual reports to the City of Sugar Hill showing compliance.

7. Collection Agency

- A) The collection agent for this policy is Gwinnett Hospital System located at 1000 Medical Center Blvd., Lawrenceville, GA 30245.

NOTE: There are a number of private firms that provide a full service, nationwide drug testing package that includes Speciman Collection, Laboratory Analysis, and MRO Services. If we hire one of these firms, we can combine Sections 5, 6, and 7 of this policy.

- B) The collection agency will comply with all methods and procedures of 49 CFR Part 40 and will provide annual reports to the City of Sugar Hill.

8. Supervisor Training

- A) Training - Every supervisor covered by this policy who will determine whether an employee must be drug tested based on reasonable cause will receive the following drug use training:
 - 1) A one hour (minimum) training period on the specific, contemporaneous physical, behavioral, and performance indicators of probable drug use.

9. Recordkeeping

- A) The City of Sugar Hill will keep the following records for the periods specified. The records will be maintained in the City Manager's Office under the control of the City Manager.
- 1) Records that demonstrate the collection process conforms to part 199 will be kept for a minimum of 3 years.
 - 2) Records of employee drug test results that show employees failed a drug test, and the type of test failed and records that demonstrate rehabilitation, if any, will be kept for a minimum of 5 years, and include the following information:
 - a) The functions performed by each employee who fails the drug test.
 - b) The prohibited drugs which were used by each employee who fails the drug test.
 - c) The disposition of each employee who fails the drug test (e.g. termination, rehabilitation, leave without pay, etc.).
 - d) The age of each employee who fails the drug test.
 - 3) A record of the number of employees tested by type of test will be kept for a minimum of 5 years.
 - 4) Records conforming that supervisors and employees have been trained as required by this policy will be kept for a minimum of 3 years. Training records will include copies of all training materials.

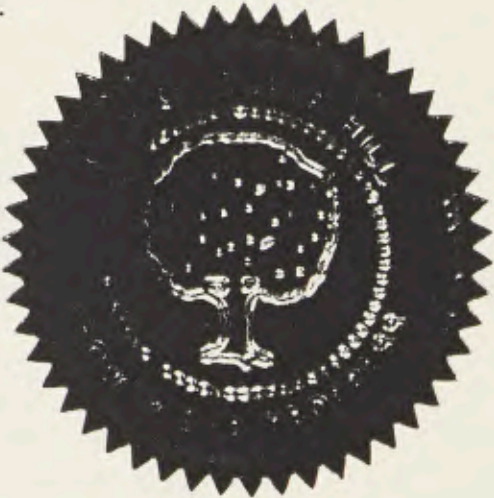
10. Confidentiality

- A) Each individual's record of testing and results under this policy will be maintained private and confidential. With the exception of the testing laboratory, MRO, designated personnel manager or upon request of RSPA or State agency officials as part of an accident investigation, the results of individual drug test will not be released to anyone without the expressed written authorization of the individual tested. Prior to testing, the individual will be informed about who will receive test data (e.g. testing laboratory, MRO, personnel manager).
- B) All written records will be stored in locked containers or in a secure location with access available only by the individuals listed above.
- C) Unless an employee gives his or her written consent, the employee's drug testing and/or rehabilitation records will not be released to a subsequent employer.

DRUG TESTING ORDINANCE
AUGUST 13, 1990
PAGE 7

IT IS SO ORDAINED this 13th day of August, 1990.

SEAL



George Haggard
MAYOR

Thomas C. Martin
COUNCIL MEMBER

Robert D. Dorn
COUNCIL MEMBER

Bobby Fowler
COUNCIL MEMBER

Bobbie Queen
COUNCIL MEMBER

David S. Howell
COUNCIL MEMBER

ATTEST:

Judy Foster
CITY CLERK

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NORTH GWINNETT HIGH SCHOOL

20 LEVEL CREEK ROAD, NE, SUWANEЕ, GEORGIA 30174

PHONE: (404)945-9558



ALTON C. CREWS
SUPERINTENDENT

DR. FRANKLIN F. LEWIS
Principal

MR. JOHN DAVID MARDIS
Assistant Principal

MS. LYNN GATLIN
Assistant Principal

MS. GAY COFER
Community School Director

MR. JOEL MANIS
Administrative Assistant

June 25, 1990

City Council
City of Sugar Hill
% Ms. Kathy Williamson
234 West Broad Street
Sugar Hill, Georgia 30518

City Council
City of Suwanee
% Mr. Richard Trice
Atlanta Highway
Suwanee, Georgia 30174

Dear Ladies and Gentlemen:

As principal of North Gwinnett High School it has been my intent for some time to make a booklet available to members of our community in general and parents of high school students in particular. I envision this booklet spelling out and designating roles and responsibilities of the school and the roles and responsibilities of parents and community members.

It is my opinion that this booklet could be a valuable asset for members of our community and would benefit citizens of the cities of Sugar Hill and Suwanee. In this regard, I would like for the booklet to be a joint effort involving North Gwinnett High School and the cities of Sugar Hill and Suwanee.

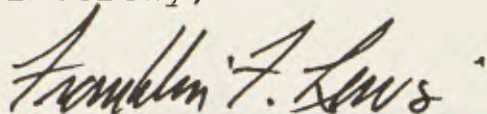
At this time North Gwinnett High School cannot afford to pay the cost of publishing these materials. For that reason I am asking for the cities of Sugar Hill and Suwanee to pay the cost of this publication. The publication will cost \$1959.00. My request is that each city pay 50% of the cost of this publication and make available to the school an appropriate insignia from the cities to be affixed to the front of the booklet and give permission to the school to designate that this publication is made possible through cooperation from the cities of Sugar Hill and Suwanee. I envision that this publication should be available for distribution coinciding with the beginning of the new school year.

Any help that can be given to this endeavor will be very much appreciated. I want to take this opportunity to express my appreciation

City Council - Sugar Hill
City Council - Suwanee
Page Two
June 25, 1990

for the cooperation and encouragement that North Gwinnett High School receives from our city leaders. I appreciate your consideration of this request. Please call or come by the school if more information is required.

Sincerely,



Franklin F. Lewis
Principal

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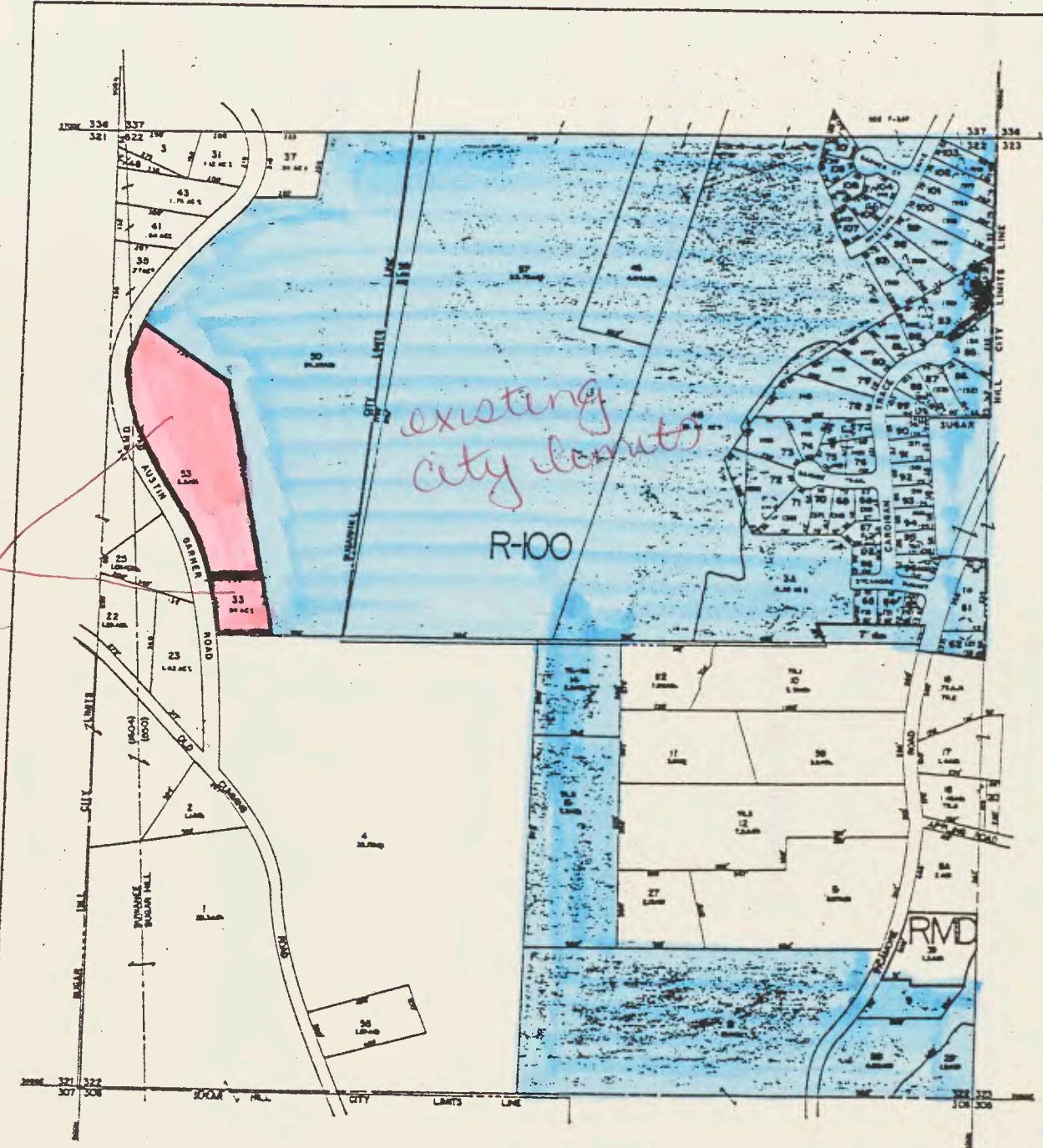
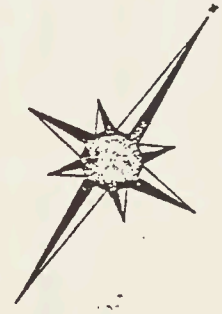
DEC

parcels to be annexed

existing city limits

R-100

RMD



① SYCAMORE SUBMIT NO. 1
② SYCAMORE SUBMIT NO. 2

LEGEND
NOTES

PLANNING & ZONING BOARD'S ANNEXATION RECOMMENDATION TO THE
MAYOR AND COUNCIL OF THE CITY OF SUGAR HILL

DATE OF P&Z MEETING 7-16-90

COMMENTS MADE BY P&Z BOARD ON ANNEXATION:

Planning and Zoning Board moves to recommend to the Mayor and Council
to annex parcel 7-322-053 with a RS-100 zoning.

Property located on Austin Garner Road.

RECOMMENDATION FROM P&Z BOARD:

ACTION MADE BY MAYOR AND COUNCIL

DATE OF PUBLIC HEARING _____

COUNCIL ACTION:

CITY MANAGER

CITY CLERK

10

SEP

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APPLICATION FOR ANNEXATION

DATE OF APPLICATION 5/23/90

THIS ANNEXATION PETITION IS MADE PURSUANT TO THE PROVISIONS OF THE OFFICIAL CODE OF GEORGIA ANNOTATED 36-36, ARTICLE 2, "ANNEXATION PURSUANT TO APPLICATION BY 60 PERCENT OF LANDOWNERS AND ELECTORS".

APPLICATION IS HEREBY MADE TO THE CITY OF SUGAR HILL, GEORGIA BY THE UNDERSIGNED PROPERTY OWNERS AND ELECTORS RESIDING ON PROPERTY PROPOSED FOR ANNEXATION, TO HAVE THE FOLLOWING DESCRIBED LANDS ANNEXED INTO THE CORPORATE LIMITS OF THE CITY:

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT(S) 322 + 322 OF THE 7TH DISTRICT, GWINNETT COUNTY, GEORGIA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

one part 5.53 Acres + One part
1.01 acres
see attached

MAP REFERENCE # Plot Book 35 Page 10-A

Plot Book 1 Page 282-B

(NOTE: ATTACH A PLAT OR DRAWING ILLUSTRATING THE LAND AREA TO BE ANNEXED AND ITS RELATIONSHIP TO THE EXISTING CITY LIMITS. INCLUDE LOT NUMBER, BLOCK NUMBER, SUBDIVISION NAME, AND PLAT BOOK REFERENCE IF AVAILABLE, AND THE EXISTING ZONING CLASSIFICATION OF ADJACENT PROPERTIES WITHIN THE CITY.)

PAID

MAY 23 1990

CITY OF SUGAR HILL

pd clc # 5833
\$100.00

for 2 parcels

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IT IS REQUESTED THAT A ZONING CLASSIFICATION OF R100
() BE ASSIGNED TO THE PROPERTY UPON ANNEXATION. THE PROPERTY
IS CURRENTLY ZONED R100 () IN THE
COUNTY.

THE PROPERTY OWNER(S) INTEND TO DEVELOP AND/OR USE THE PROPERTY AS
FOLLOWS:

Build houses

(INCLUDE A TIMETABLE FOR DEVELOPMENT IF AVAILABLE.)

LANDOWNER
NAME Richard Pugh
ADDRESS 1390 Hidden Circle Drive
Duford Ga. 30518
SIGNATURE Richard Pugh
PHONE NUMBER - HOME ~~904~~ 571-8953 WORK 945-9859

ELECTOR
NAME _____
ADDRESS _____
SIGNATURE _____
PHONE NUMBER - HOME _____ WORK _____

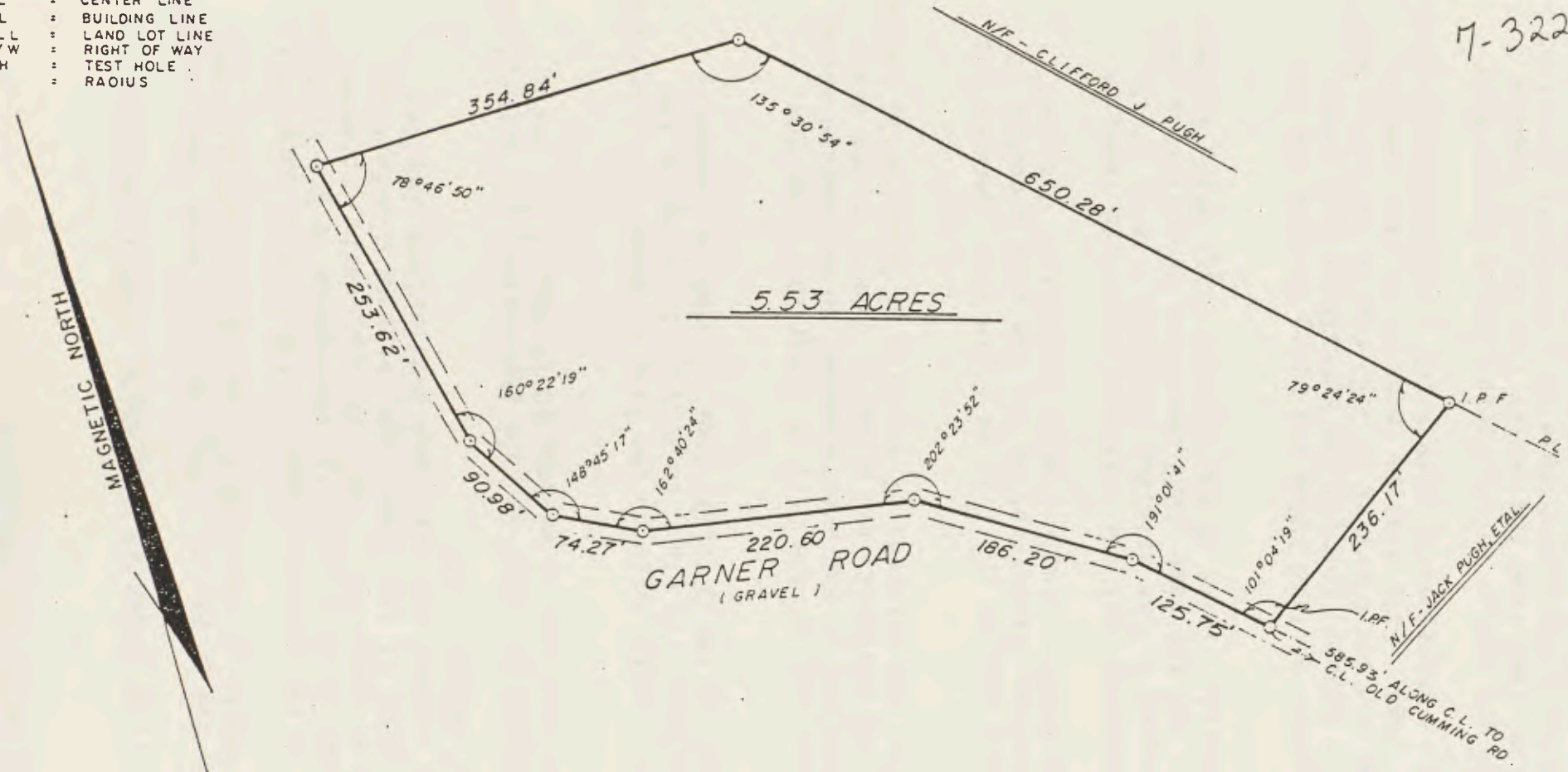
(ADD ADDITIONAL SIGNATURE BLOCKS AS NECESSARY.)

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7-322-053

LEGEND

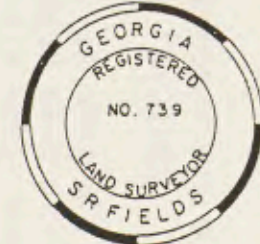
- IPS = IRON PIN SET
- IP.F. = IRON PIN FOUND
- PL = PROPERTY LINE
- C.L. = CENTER LINE
- BL = BUILDING LINE
- LLL = LAND LOT LINE
- R/W = RIGHT OF WAY
- TH = TEST HOLE
- R = RADIUS



SURVEY FOR:
SUE O' BRYANT

IN MY OPINION, THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF LAW.

S.R. Fields
GA R L S NO. 739



S.R. FIELDS & SON
LAND SURVEYING & PLANNING
P.O. BOX 165
485 PERRY STREET
LAWRENCEVILLE, GA. 30246
404 / 963 - 4801



LAND LOT 322
DISTRICT 7 TH
GWINNETT COUNTY, GEORGIA
ACRES: _____
SCALE: 1" = 100'
DATE: 5-1-84

ORDINANCE FOR ANNEXATION

THE COUNCIL OF THE CITY OF SUGAR HILL, GEORGIA, HEREBY ORDAINS:

WHEREAS, Richard Pugh did on May 23, 1990, apply to have lands annexed into the existing corporate limits of the City of Sugar Hill, Georgia; and

WHEREAS, it appears to the governing body of the City of Sugar Hill, Georgia, that the area proposed to be annexed is contiguous to the existing corporate limits of the City of Sugar Hill, that the applicants represent not less than sixty percent (60%) of the owners and resident electors of the land area proposed to be annexed and that said application complies with the laws of the State of Georgia; and

WHEREAS, a public hearing was held on said application for annexation and on the proposed zoning of the area to be annexed on August 13, 1990; and

WHEREAS, prior to said public hearing the City of Sugar Hill, Georgia did prepare a report setting forth its plans to provide services to the area to be annexed as required by the Official Code of Georgia Annotated §36-36-25; and

WHEREAS, the governing body of the City of Sugar Hill, Georgia, has determined that the annexation of the area proposed to be annexed would be in the best interests of the residents and property owners of the area proposed for annexation and of the citizens of the City of Sugar Hill, Georgia; and

WHEREAS, the governing body of the City of Sugar Hill, Georgia has determined that the proper zoning classification for the area proposed to be annexed is RS-100 (Medium Density Single-Family Residential District).

BE IT, THEREFORE, ordained that the following described lands be and the same hereby are, annexed to the existing corporate limits of the City of Sugar Hill, Georgia, and the same shall hereafter constitute a part of the lands within the corporate limits of the City of Sugar Hill, Georgia, to-wit:

All that tract or parcel of land lying and being in Land Lot 322 of the 7th District, Gwinnett County, Georgia and containing 5.53 acres according to a plat prepared for Sue O'Bryant by S.R. Fields and Sons, Registered Land Surveyor, dated May 1, 1984. Said plat is recorded in Plat Book 35, Page 10-A, and by reference is incorporated herein for a more complete description:

Beginning at an iron pin corner on the north side of Garner Road (a gravel road) 585.93 feet from the center line of Old Cumming Road and running thence along Garner Road in a northerly direction 101 degrees, 4 minutes, 19 seconds, a distance of 125.75 feet to an iron pin corner; thence north 191 degrees, 01 minutes, 41 seconds, a distance of 186.20 feet to an iron pin corner; thence continuing along Garner Road in a northerly direction 202 degrees, 23 minutes, 52 seconds, a distance of 220.60 feet to an iron pin corner; thence

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north 162 degrees, 40 minutes, 24 seconds, a distance of 74.27 feet to an iron pin corner; thence north 148 degrees, 45 minutes, 17 seconds, a distance of 90.98 feet to an iron pin corner; thence continuing north 160 degrees, 22 minutes, 19 seconds, a distance of 253.62 feet to an iron pin corner; thence in an easterly direction 78 degrees, 46 minutes, 50 seconds, a distance of 354.84 feet to an iron pin corner on property now or formerly owned by Clifford J. Pugh; thence in a southeasterly direction 135 degrees, 30 minutes, 54 seconds, a distance of 650.28 feet to an iron pin corner, thence south 79 degrees, 24 minutes, 24 seconds, a distance of 236.17 feet to an iron pin corner and the point of beginning.

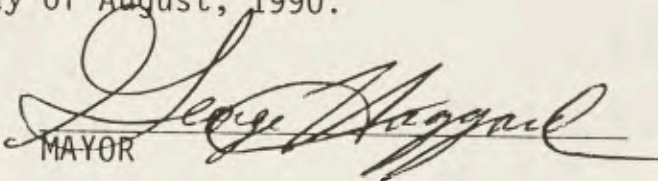
A plat of said property is attached hereto and made a part of this ordinance and incorporated herein by reference.

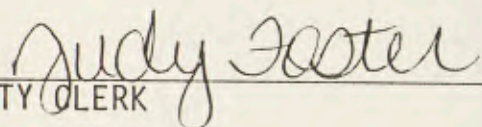
BE IT FURTHER ORDAINED that "The Zoning Ordinance of the City of Sugar Hill" is hereby amended by adding to the official zoning map adopted by the ordinance the area annexed by this ordinance and by classifying that area as RS-100 (Medium Density Single-Family Residential District) on said official zoning map.

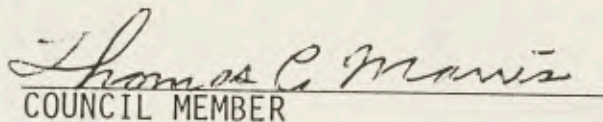
BE IT FURTHER ORDAINED that the Clerk of the City of Sugar Hill certify a copy hereof and file the same with the Secretary of State for the State of Georgia, pursuant to the provisions of Official Code of Georgia, §36-36-28(a).

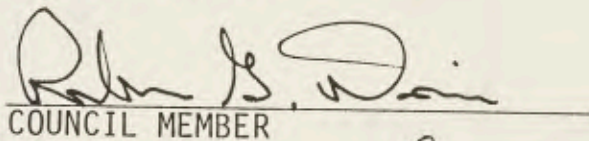
IT IS SO ORDAINED, this 13th day of August, 1990.

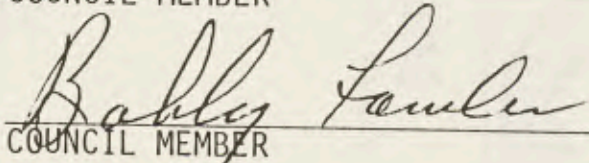
ATTEST:

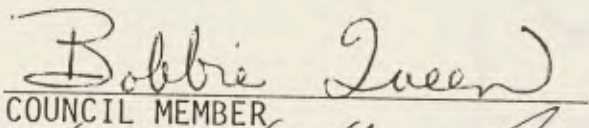

MAYOR

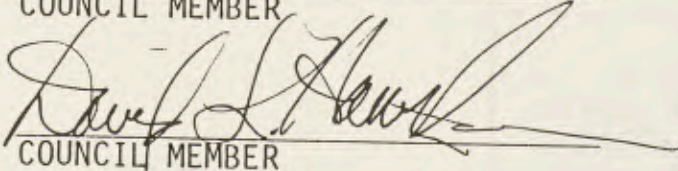

CITY CLERK


COUNCIL MEMBER

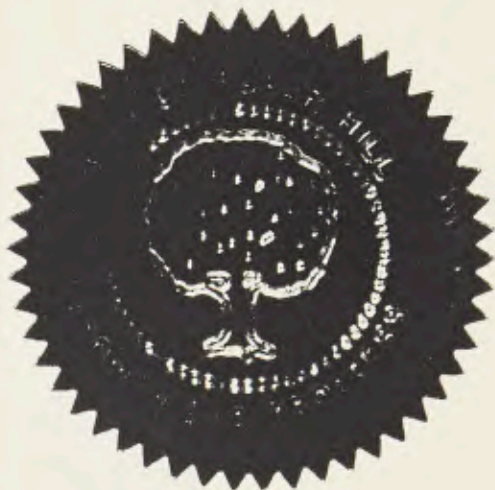

COUNCIL MEMBER


COUNCIL MEMBER


COUNCIL MEMBER


COUNCIL MEMBER

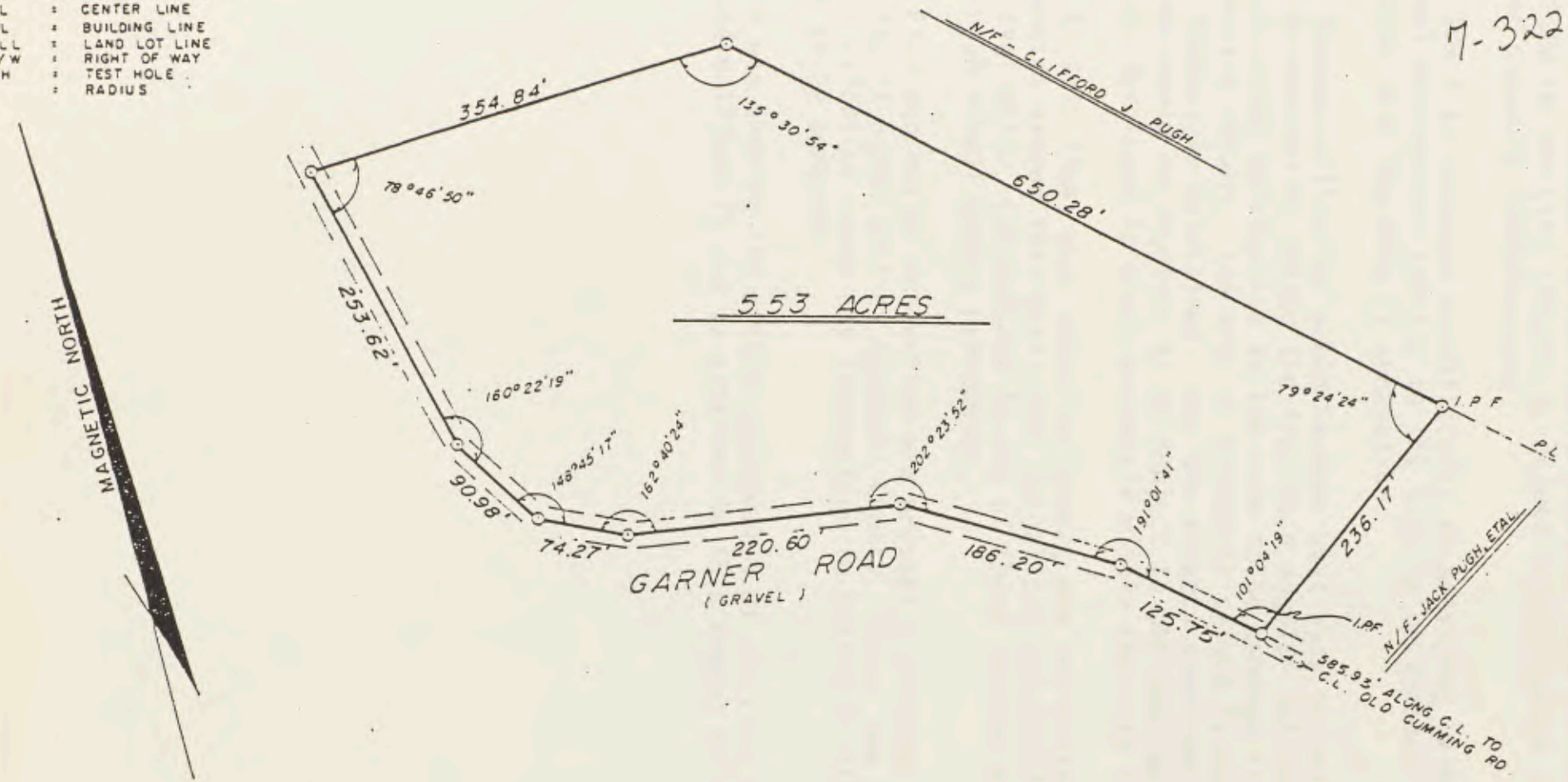
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7-322-053

- LEGEND**
- I.P.S. : IRON PIN SET
 - I.P.F. : IRON PIN FOUND
 - P.L. : PROPERTY LINE
 - C.L. : CENTER LINE
 - B.L. : BUILDING LINE
 - L.L.L. : LAND LOT LINE
 - R/W : RIGHT OF WAY
 - T.H. : TEST HOLE
 - R : RADIUS



SURVEY FOR:
SUE O' BRYANT

IN MY OPINION, THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF LAW.

S.R. Fields
 GA R L S NO. 739



S.R. FIELDS & SON
 LAND SURVEYING & PLANNING
 P.O. BOX 165
 485 PERRY STREET
 LAWRENCEVILLE, GA. 30246
 404 / 963-4801



LAND LOT 322
 DISTRICT 7 TH
 GWINNETT COUNTY, GEORGIA

ACRES: _____
 SCALE: 1" = 100'
 DATE: 5-1-84

P. C. S.R.F. RCK' D ORW K.M. JOB NO. 1057-84 DISC 103" PLGH"

FILE NO. 7-322-053

REPORT OF SERVICES PROVIDED

The City of Sugar Hill presently provides garbage collection, and street maintenance for the areas within the corporate boundaries of the municipality. Garbage collection is provided once per week. Street maintenance is provided to the City streets as needed in accordance with financial capabilities and other planning considerations.

The City foresees no difficulty in providing garbage collection and street maintenance service to the area to be annexed. The services would begin upon the date of annexation.

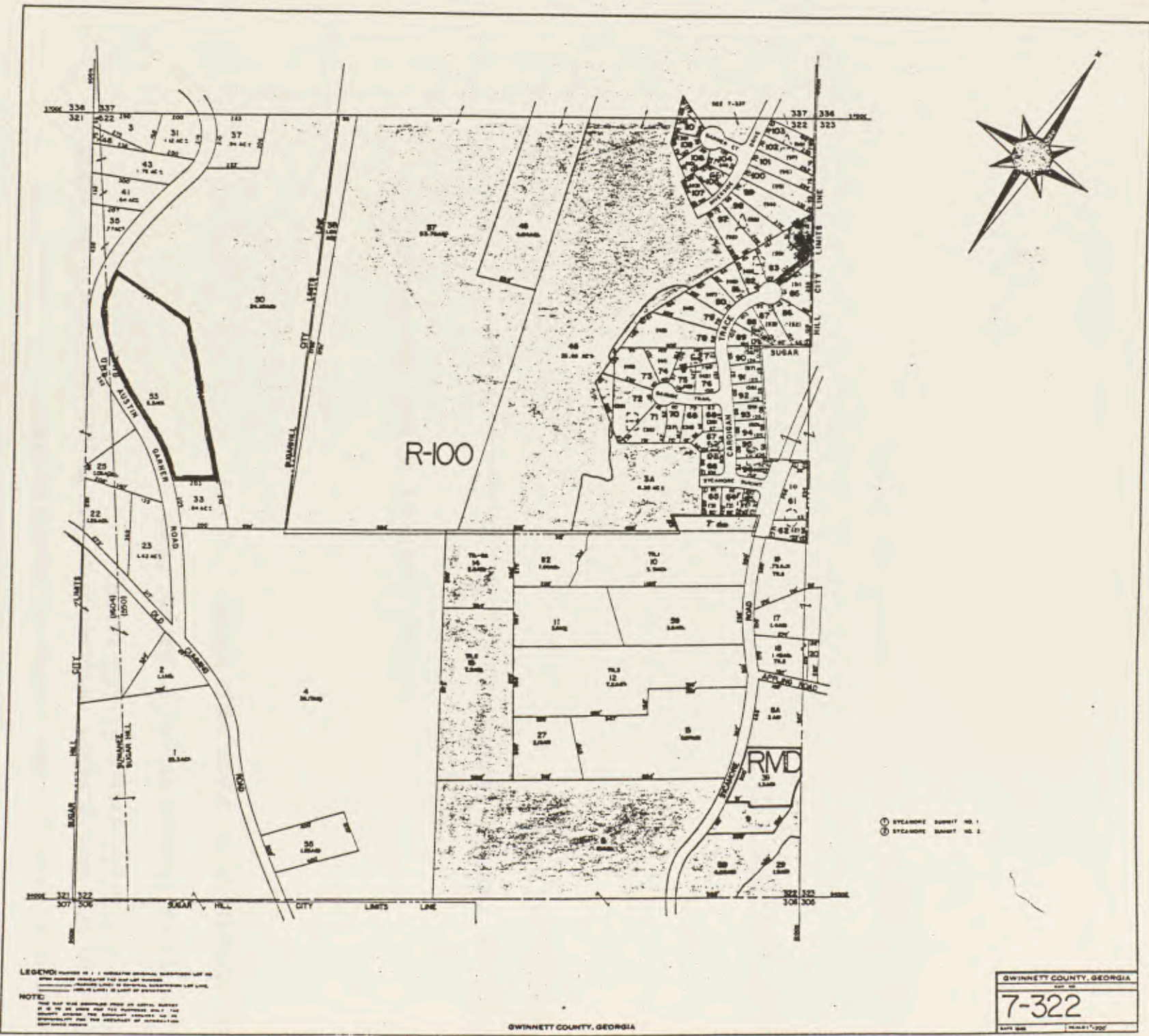
Garbage collection would be made available to any resident of the area to be annexed by adding the area to a regular collection route. No increased street maintenance in the area to be annexed is foreseeable in the immediate future. The area is presently served by park and county roads that is adequately maintained. Any new streets developed in the area to be annexed would be required to be subject to the same maintenance requirements as streets developed in areas presently within the city limits.

At this time, gas, water and sewer, are not available at this location. As properties around this particular parcel are developed, these utilities will be available. Connections to any of these systems may be made at that time through normal permit procedures.

Fire and police protection are presently provided to the residents of the City of Sugar Hill by Gwinnett County. Thus, the proposed annexation would not affect or cause any interruption in police or fire protection in the area to be annexed.

A map showing the present boundaries of the City with the area to be annexed outlined in red is attached to this report as "Exhibit A."

EXHIBIT A



LEGEND: (Symbol) ROAD NO. 1 - 1/2" WIDE ROADWAY, UNIMPROVED LOT OR OTHER ROADWAY (Symbol) ROAD NO. 2 - 1/2" WIDE ROADWAY, IMPROVED LOT OR OTHER ROADWAY (Symbol) ROAD NO. 3 - 1/2" WIDE ROADWAY, IMPROVED LOT OR OTHER ROADWAY (Symbol) ROAD NO. 4 - 1/2" WIDE ROADWAY, IMPROVED LOT OR OTHER ROADWAY (Symbol) ROAD NO. 5 - 1/2" WIDE ROADWAY, IMPROVED LOT OR OTHER ROADWAY

NOTE: THIS MAP WAS PREPARED FROM AN AERIAL SURVEY AND IS NOT TO BE USED FOR THE PURPOSES OF A SURVEY UNLESS THE SURVEYOR HAS CONDUCTED A FIELD SURVEY AND THE RESULTS OF THE SURVEY ARE SHOWN ON THIS MAP.

○ STEARNS SUMMIT NO. 1
 ○ STEARNS SUMMIT NO. 2

GWINNETT COUNTY, GEORGIA
 7-322
 DATE: 1998

PLANNING & ZONING BOARD'S ANNEXATION RECOMMENDATION TO THE
MAYOR AND COUNCIL OF THE CITY OF SUGAR HILL

DATE OF P&Z MEETING 7-16-90

COMMENTS MADE BY P&Z BOARD ON ANNEXATION:

Planning and Zoning Board recommends to the Mayor and Council to annex parcel 7-322-033 with a RS-100 zoning.

Property is located on Austin Garner Road.

RECOMMENDATION FROM P&Z BOARD:

ACTION MADE BY MAYOR AND COUNCIL

DATE OF PUBLIC HEARING _____

COUNCIL ACTION:

CITY MANAGER

CITY CLERK

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APPLICATION FOR ANNEXATION

DATE OF APPLICATION 5/23/90

THIS ANNEXATION PETITION IS MADE PURSUANT TO THE PROVISIONS OF THE OFFICIAL CODE OF GEORGIA ANNOTATED 36-36, ARTICLE 2, "ANNEXATION PURSUANT TO APPLICATION BY 60 PERCENT OF LANDOWNERS AND ELECTORS".

APPLICATION IS HEREBY MADE TO THE CITY OF SUGAR HILL, GEORGIA BY THE UNDERSIGNED PROPERTY OWNERS AND ELECTORS RESIDING ON PROPERTY PROPOSED FOR ANNEXATION, TO HAVE THE FOLLOWING DESCRIBED LANDS ANNEXED INTO THE CORPORATE LIMITS OF THE CITY:

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT(S) 322 & 322 OF THE 7TH DISTRICT, GWINNETT COUNTY, GEORGIA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

one part 5.53 Acres + One part
1.01 acres
see attached

MAP REFERENCE # Plot Book 35 Page 10-A

Plot Book 1 Page 282-B

(NOTE: ATTACH A PLAT OR DRAWING ILLUSTRATING THE LAND AREA TO BE ANNEXED AND ITS RELATIONSHIP TO THE EXISTING CITY LIMITS. INCLUDE LOT NUMBER, BLOCK NUMBER, SUBDIVISION NAME, AND PLAT BOOK REFERENCE IF AVAILABLE, AND THE EXISTING ZONING CLASSIFICATION OF ADJACENT PROPERTIES WITHIN THE CITY.)

PAID

MAY 23 1990

CITY OF SUGAR HILL

pd clc # 5833
\$100.00 for 2 parcels

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IT IS REQUESTED THAT A ZONING CLASSIFICATION OF R100
() BE ASSIGNED TO THE PROPERTY UPON ANNEXATION. THE PROPERTY
IS CURRENTLY ZONED R100 () IN THE
COUNTY.

THE PROPERTY OWNER(S) INTEND TO DEVELOP AND/OR USE THE PROPERTY AS
FOLLOWS:
Build houses

(INCLUDE A TIMETABLE FOR DEVELOPMENT IF AVAILABLE.)

LANDOWNER
NAME Richard Pugh
ADDRESS 1390 Hidden Circle Drive
Buford Ga. 30518
SIGNATURE Richard Pugh
PHONE NUMBER - HOME ~~902~~ 271-8953 WORK 945-9859

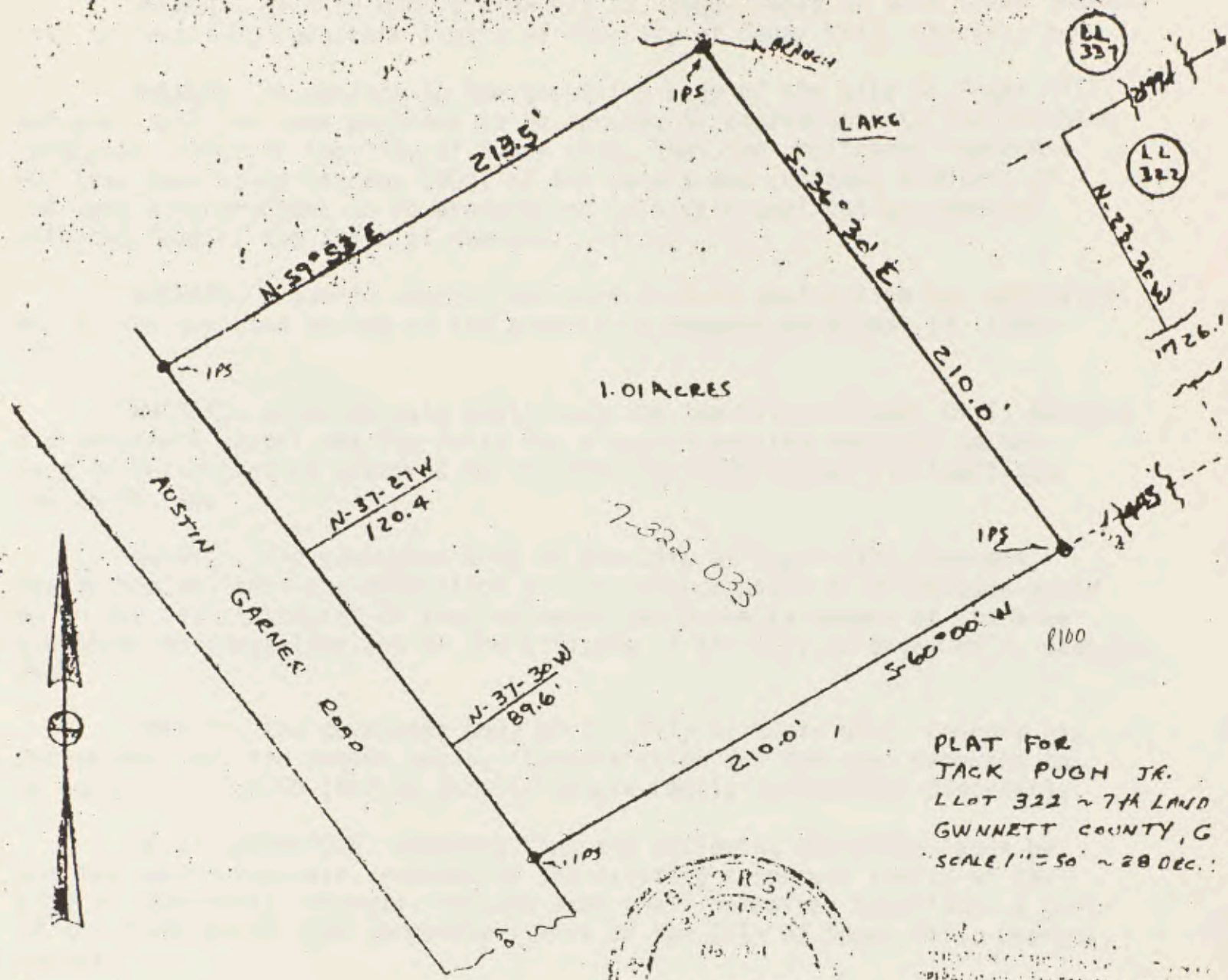
ELECTOR
NAME _____
ADDRESS _____
SIGNATURE _____
PHONE NUMBER - HOME _____ WORK _____

(ADD ADDITIONAL SIGNATURE BLOCKS AS NECESSARY.)

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Recorded April 24, 1979

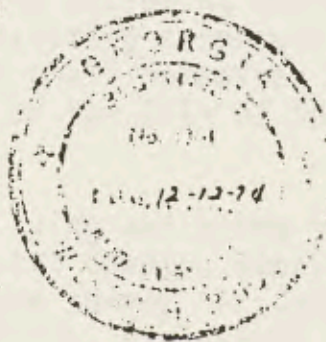
01 Millard Perry C&L



1.01 ACRES

7-322-033

PLAT FOR
 JACK PUGH JR.
 LLOT 322 ~ 7TH LAND
 GWINNETT COUNTY, G
 SCALE 1" = 50' ~ 28 DEC.:



W. H. ...
 SURVEYOR
 GA RES 5111

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ORDINANCE FOR ANNEXATION

THE COUNCIL OF THE CITY OF SUGAR HILL, GEORGIA, HEREBY ORDAINS:

WHEREAS, Richard Pugh did on May 23, 1990, apply to have lands annexed into the existing corporate limits of the City of Sugar Hill, Georgia; and

WHEREAS, it appears to the governing body of the City of Sugar Hill, Georgia, that the area proposed to be annexed is contiguous to the existing corporate limits of the City of Sugar Hill, that the applicants represent not less than sixty percent (60%) of the owners and resident electors of the land area proposed to be annexed and that said application complies with the laws of the State of Georgia; and

WHEREAS, a public hearing was held on said application for annexation and on the proposed zoning of the area to be annexed on August 13, 1990; and

WHEREAS, prior to said public hearing the City of Sugar Hill, Georgia did prepare a report setting forth its plans to provide services to the area to be annexed as required by the Official Code of Georgia Annotated §36-36-25; and

WHEREAS, the governing body of the City of Sugar Hill, Georgia, has determined that the annexation of the area proposed to be annexed would be in the best interests of the residents and property owners of the area proposed for annexation and of the citizens of the City of Sugar Hill, Georgia; and

WHEREAS, the governing body of the City of Sugar Hill, Georgia has determined that the proper zoning classification for the area proposed to be annexed is RS-100 (Medium Density Single-Family Residential District).

BE IT, THEREFORE, ordained that the following described lands be and the same hereby are, annexed to the existing corporate limits of the City of Sugar Hill, Georgia, and the same shall hereafter constitute a part of the lands within the corporate limits of the City of Sugar Hill, Georgia, to-wit:

All that tract or parcel of land lying and being in Land Lot 322 of the 7th Land District of Gwinnett County, Georgia, and being the same land described on plat and survey for Jack Pugh, Jr., dated 12/28/73, prepared by Wilaon M. Price, Registered Surveyor No. 1801, said plat being recorded in Plat Book 1, Page 282-B, Gwinnett County, Georgia Deed Records, said tract containing 1.01 acres. Said plat is incorporated herein and made a part hereof by reference.

A plat of said property is attached hereto and made a part of this ordinance and incorporated herein by reference.

BE IT FURTHER ORDAINED that "The Zoning Ordinance of the City of Sugar Hill" is hereby amended by adding to the official zoning map adopted by the ordinance the area annexed by this ordinance and by classifying that area as RS-100 (Medium Density Single-Family Residential District) on said official zoning map.

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BE IT FURTHER ORDAINED that the Clerk of the City of Sugar Hill certify a copy hereof and file the same with the Secretary of State for the State of Georgia, pursuant to the provisions of Official Code of Georgia, §36-36-28(a).

IT IS SO ORDAINED, this 13th day of August, 1990.

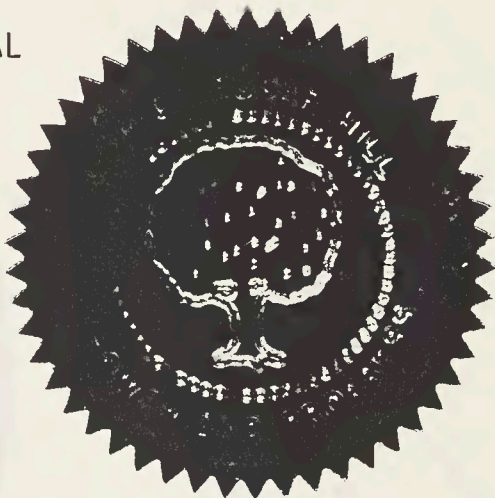
ATTEST:

George Aggair
MAYOR

Judy Foster
CITY CLERK

Thomas C. Martin
COUNCIL MEMBER

SEAL



Robt. B. Doi
COUNCIL MEMBER

Babiles Fowler
COUNCIL MEMBER

Bobbie Lucien
COUNCIL MEMBER

David L. Howell
COUNCIL MEMBER

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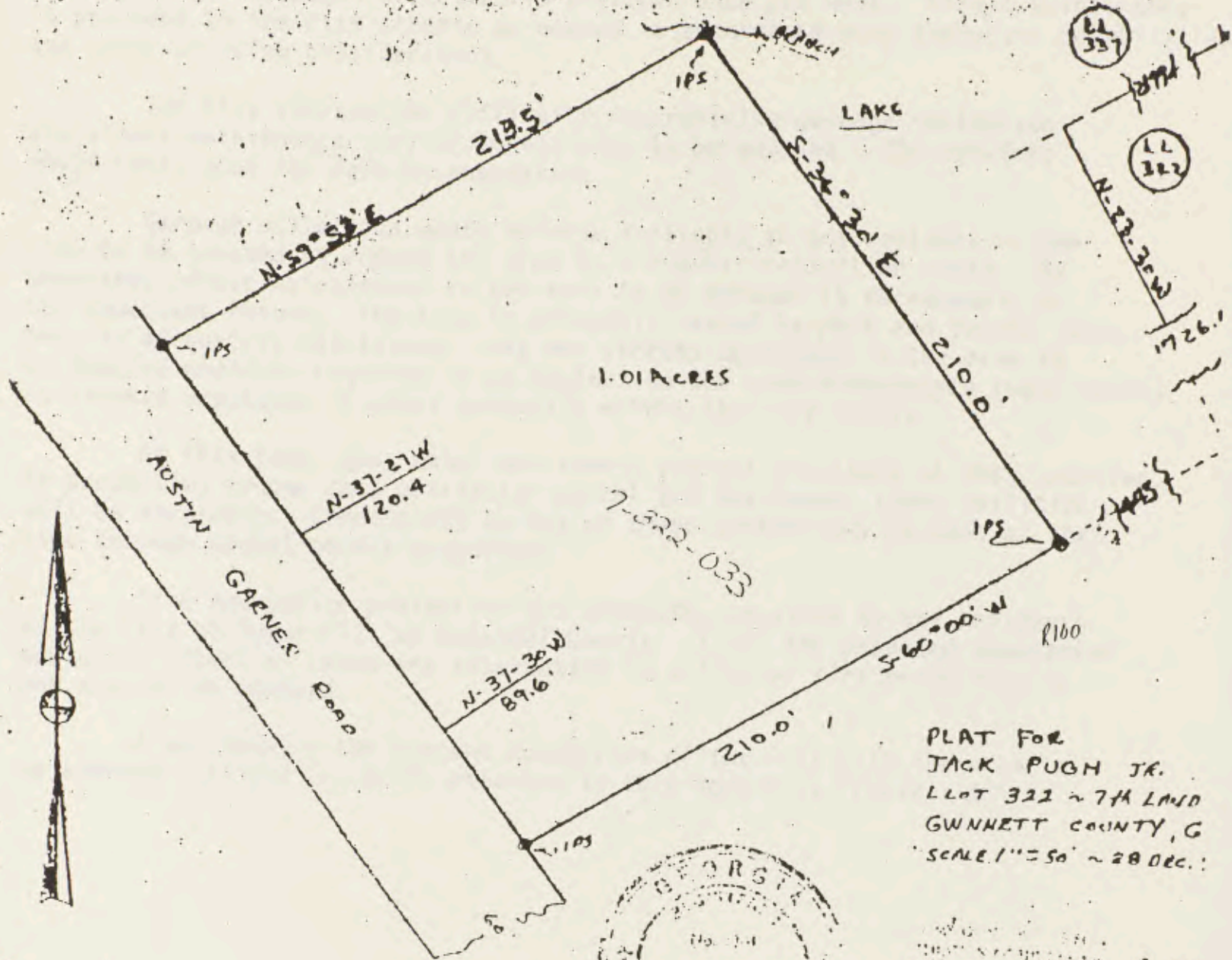
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Recorded April 24, 1979 *Millard Levy C.S.C.*



PLAT FOR
 JACK PUGH JR.
 LOT 322 ~ 7th LAND
 GWINNETT COUNTY, G
 SCALE 1" = 50' ~ 28 DEC.:



Wilson M. ...
 WITNESSES
 GA RES 5101

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REPORT OF SERVICES PROVIDED

The City of Sugar Hill presently provides garbage collection, and street maintenance for the areas within the corporate boundaries of the municipality. Garbage collection is provided once per week. Street maintenance is provided to the City streets as needed in accordance with financial capabilities and other planning considerations.

The City foresees no difficulty in providing garbage collection and street maintenance service to the area to be annexed. The services would begin upon the date of annexation.

Garbage collection would be made available to any resident of the area to be annexed by adding the area to a regular collection route. No increased street maintenance in the area to be annexed is foreseeable in the immediate future. The area is presently served by park and county roads that is adequately maintained. Any new streets developed in the area to be annexed would be required to be subject to the same maintenance requirements as streets developed in areas presently within the city limits.

At this time, gas, water and sewer, are not available at this location. As properties around this particular parcel are developed, these utilities will be available. Connections to any of these systems may be made at that time through normal permit procedures.

Fire and police protection are presently provided to the residents of the City of Sugar Hill by Gwinnett County. Thus, the proposed annexation would not affect or cause any interruption in police or fire protection in the area to be annexed.

A map showing the present boundaries of the City with the area to be annexed outlined in red is attached to this report as "Exhibit A."

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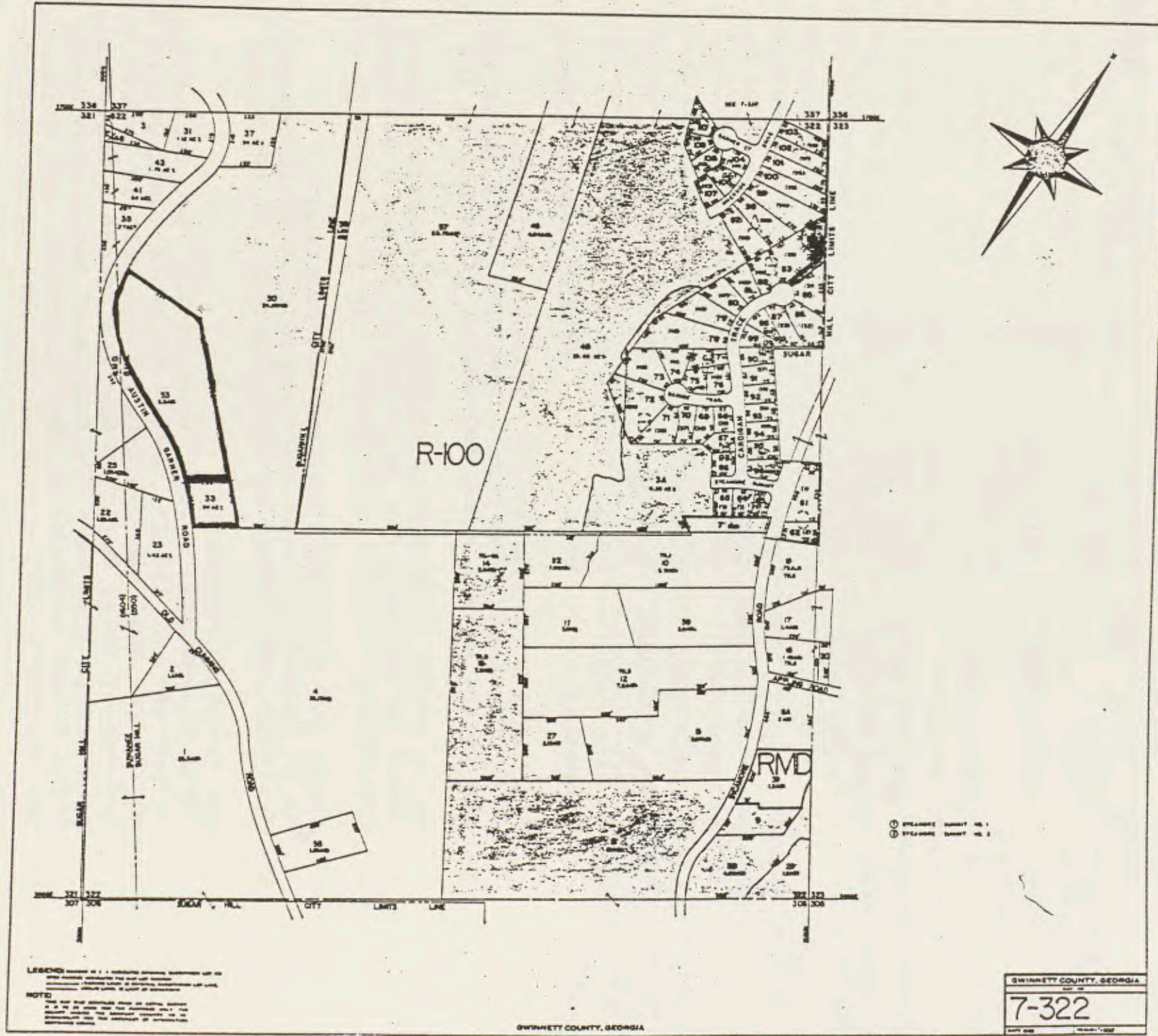
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EXHIBIT A



PETITION

We, the residents of Hidden Meadow Circle, would like to request that the prison bus and truck cease to routinely cruise our street in search of trash, unless specifically requested. The reasons for this request are as follows:

1. The residents feel a lack of security by the routine twice a week cruising of the prisoners. The neighborhood is a circle with only one entrance, not a throughway. Parents of small children who are in the neighborhood during the day, and residents whose home is vacant most of the day are fearful that a prisoner could easily see this quiet residential circle, case it out, and return later for criminal purposes.
2. Residents' uneasiness of being outside, in their own yards, while prisoners watch their activities in the privacy of their own otherwise secluded neighborhood.
3. Our street is not a throughway. It is a waste of taxpayer's money in gas and time for a bus to cruise a neighborhood of 32 homes twice a week looking for oversized trash.
4. The weight of the truck and bus of prisoners is the heaviest load our street must bear. Repeated heavy loads lead to more rapid deterioration of pavement surfaces.

Name	Address	Date	Number of times prison pick-up used in past year
1 Alexis Walsh	4370 HMC	8-5-90	0
2 Juline Kuykendall	4225 HMC	8-03-90	0
3 Robert Q. Walsh	4370 HMC	8-04-90	0
4 Alyson Wheldon	4380 HMC	8/4/90	0
5 Patty Welborn	4375 HMC	8/4/90	0
6 Johnny Early	4355 HMC	8/4/90	0
7 Christy Early	" "	" "	0
8 P. Roberts	4325 HMC	8/4/90	0
9 R.C. Dickenson	4280 H.M.C.	8-5-90	0
10 Renee Dickson	4280 H.M.C.	8-5-90	0
11 Kim Klein	4380 H.M.C.	8-5-90	2
12 Rachel Baelfield	4335 HMC	8-5-90	0
13 Scott Baelfield	" "	8-5-90	0
14 MARK HAYES	4330 HMC	8/6/90	1
15 Debbie Hayes	" "	" "	1
16 Phil Franklin	4405	8/6/90	1
17 Patsy Schmitt	4385 HMC	8/6/90	0 (READ #3 ABOVE!)
18 Susa P. Zellner	4395 HMC	8/6/90	1
19 Jennifer DeAlba	4260 HMC	8/9/90	0
20 Neal & Anita Jouey	4270 Hidden Meadows	8-11-90	2
21 Richard & Jennifer Cairight	4305 HMC	8/11/90	0
22 Kendra Parker	4295 Hidden Meadows Cr	8/11/90	0
23 Steve Turner	4285 HIDDEN MEADOW CIR	8/11/90	0

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PETITION

We, the residents of Hidden Meadow Circle, would like to request that the prison bus and truck cease to routinely cruise our street in search of trash, unless specifically requested. The reasons for this request are as follows:

1. The residents feel a lack of security by the routine twice a week cruising of the prisoners. The neighborhood is a circle with only one entrance, not a throughway. Parents of small children who are in the neighborhood during the day, and residents whose home is vacant most of the day are fearful that a prisoner could easily see this quiet residential circle, case it out, and return later for criminal purposes.
2. Residents' uneasiness of being outside, in their own yards, while prisoners watch their activities in the privacy of their own otherwise secluded neighborhood.
3. Our street is not a throughway. It is a waste of taxpayer's money in gas and time for a bus to cruise a neighborhood of 32 homes twice a week looking for oversized trash.
4. The weight of the truck and bus of prisoners is the heaviest load our street must bear. Repeated heavy loads lead to more rapid deterioration of pavement surfaces.

NAME	ADDRESS	DATE	Number of times prison pickup used in past year
26 Tommy Lertz	4275 Hidden Meadow Cir.	8/11/90	0
27 Kevin Palmer	4275 Hidden Meadow Cir.	8/11/90	0
28 Bob EVERETT	4235 " " "	8/11/90	0
29 Bambi Everett	" " " "	8/11/90	0
30 Gary Boucher	4215 Hidden Meadow Cir	8/11/90	0
31 Carol Boucher	" " "	8-11-90	0
32 David Dibs	4195 Hidden Meadow Ci	8/11/90	0
33 Vellie Dibs	4 " " "	8/11/90	0
34 Rob Scott	4255 HIDDEN MEADOW CIR	8/11/90	0
35 Cordine Scott	" " "	8/11/90	0
36 Steve Brewell	4365 HIDDEN MEADOW CIR	8-11-90	0
37 Robert Bailey	4245 Hidden Meadows Cir	8-11-90	1
38 JAN KORHORN	4315 HIDDEN MEADOW Cir	8-13-90	1
39 Beverly Waddell	4190 Hidden Meadow	8/13/90	2
40 Jan Franklin	4405 Hidden Meadow	8/13/90	1
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42			
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Georgia Department of Natural Resources

205 Butler Street, S.E., Floyd Towers East, Atlanta, Georgia 30334

J. Leonard Ledbetter, Commissioner
Harold F. Reheis, Assistant Director
Environmental Protection Division

August 3, 1990

IMPORTANT NOTICE

To Potential Applicants for the Georgia State Revolving Loan Fund:

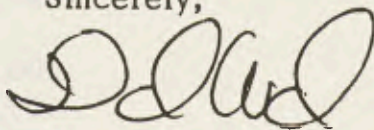
The State of Georgia is preparing to award loans for the fiscal year 1991 State Revolving Loan Fund (SRF). In order to evaluate all potential loan projects on the F.Y. 1991 Priority List against the readiness ranking criteria (attached), we must have information concerning the progress of your project. Attached is an SRF Pre-application. Please complete this form per the instructions and return to the address indicated by **August 31, 1990**. It is imperative that you return the form by this deadline. We will conduct points assessment per the readiness criteria at that time. Please note that even though you may have submitted a pre-application in previous years, **you must reapply each year** you wish to be considered for funding.

Your attention is directed to important items concerning the attached points assessment criteria. Please note that the most points are awarded for approved plans and specifications in the Project Readiness category. Also, each project must meet specific planning requirements to receive a loan, which is also reflected in the points assessment. At this time, the cost of preparing the planning and design documents is not eligible for inclusion in the loan, since they must be completed to receive a loan commitment. However, engineering costs associated with construction of the project are eligible (i.e. inspection, assistance in contract preparation and change orders, etc.).

Once we have completed assigning points for F.Y. 1991 projects, the top ranking projects will be requested to submit financial capability information. An evaluation of this data will allow us to complete project selection, based on your community's ability to repay an SRF loan. Once the capitalization funds are received from Congress, we will inform the top ranked communities of our commitment to make a loan for the selected projects. We hope Congress will act quickly and appropriate funds for this important program by October 1990. Additional information will then be gathered to assist us in preparing contract documents.

We look forward to working with your community through our loan program. If you have questions regarding the application and selection process, please contact Verona Barnes of the Municipal Engineering Program at 404/656-4708.

Sincerely,



David Word, P.E., Chief
Water Protection Branch

DW:vb:SRF4/009

ATTACHMENTS

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<u>PROJECT</u>	<u>CATEGORY A NEW & PLANT EXPANSIONS</u>	<u>CATEGORY B TRANSPORT SYSTEMS</u>	<u>CATEGORY C SEWER REHABILITATION</u>
Oconee Co.	2,500,000		
Oglethorpe	500,000		
Oglethorpe-DOC PS		284,300	
Palmetto	1,850,000		
Patterson	571,612		
Patterson Rehab.			667,324
Pelham	1,000,000		
Perry-Clarifiers	247,800		
Perry-Lab	73,000		
Perry Rehab.			401,500
Quitman LS 4 & 5		151,000	
Quitman Eastside		668,300	
Quitman Dry Lake Rd.		362,400	
Quitman Westside		517,200	
Quitman Rehab.			2,122,000
Richmond Hill			237,570
Rincon	1,500,000		
Rome Coosa Rehab.			250,000
*Rome	1,000,000		
St. Marys	5,000,000		
St. Marys Sewers		1,300,000	
Sandersville	281,000		
Savannah Combined Sew.			2,000,000
Savannah George. Sew.		828,000	
Savannah Gold. Isla.		1,064,640	
Savannah Hutchinson		700,000	
Savannah Pres. St.	25,000,000		
Savannah Rehab.			4,040,000
Savannah Riv. Bend		589,000	
Savannah Sewers		1,527,400	
Savannah Whitem. Isl.	1,327,000		
*Savannah		1,000,000	
Senoia	1,800,000		
Statesboro	7,690,000		
Stillmore	40,000		
Stockbridge	3,595,000		
Sugar Hill	4,500,000		
Summerville	688,000		
Swainsboro	165,000		
Sylvania		491,350	
Tallapoosa	320,000		
Thomaston	5,735,900		
Thomasville			2,207,800
Tignall	1,810,000		
Toccoa	3,960,000		
Towns County	2,100,000		
Unadilla		501,725	
Vidalia	5,000,000		
Warner Robins		2,860,000	
Watkinsville		427,000	
Waycross			870,000
Waycross	2,000,000		
West Point	460,000		
Whigham	2,000,000		

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Henry M. Huckaby
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Carl L. Law
Weyman Smith
Carter Smyre

Governor's Designee
Russell N. Sewell, Jr.

August 1, 1990

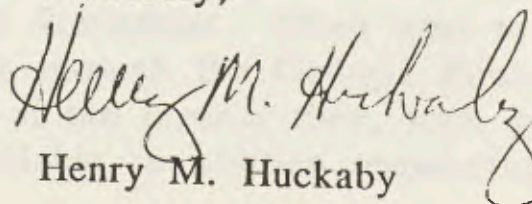
The Georgia Residential Finance Authority is pleased to announce an opportunity for cities providing gas and/or electric utility service to participate in the Georgia Energy Fund. The Georgia Energy Fund provides 5 percent loans for energy saving home improvements, such as insulation, storm windows, and many other items.

Since the creation of the Fund, \$3 million has been loaned and granted to Georgia homeowners through the 22 electric membership corporations and 2 municipal utilities participating in the Fund. With a total of nearly \$6 million in this revolving fund and a proven track record, GRFA is seeking additional municipal gas and electric utilities interested in making this program available to their customers.

The Energy Fund helps homeowners lower their utility bills and increase their homes' comfort and value. For municipal utilities, the Fund can improve customer relations and play a role in shaping residential load. Local governments benefit by helping their citizens improve the quality and affordability of their homes while increasing the economic activity in their community.

We hope that you will find the attached document of interest and that you will apply to bring the Georgia Energy Fund to your community. If you have any questions, please call Robin Meyer, Energy Programs Manager, at 1(800) 359-4663 or 320-4840 in Atlanta. We look forward to hearing from you soon.

Sincerely,


Henry M. Huckaby

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GEORGIA RESIDENTIAL FINANCE AUTHORITY
REQUEST FOR APPLICATIONS
FOR PARTICIPATION IN THE GEORGIA ENERGY FUND
BY GAS AND ELECTRIC UTILITIES OPERATED BY LOCAL GOVERNMENTS

PART ONE -- GENERAL

A. Announcement of Program Availability and Purpose

The Georgia Residential Finance Authority (GRFA) is requesting applications from local governments for participation in the Georgia Energy Fund (Fund). The purpose of the Fund is to assist income-eligible homeowners in making energy saving home improvements by providing 5 percent loans up to \$3,000. The funding source requires that the program be offered to households through retail gas and electric utilities. GRFA currently operates the Fund in cooperation with 24 retail utilities in the State, primarily electric membership corporations. As part of GRFA's effort to make the program available to more Georgia households, GRFA is issuing this Request for Applications in order to select additional utilities desiring to provide this program to their customers. In order to be considered for selection under this Request for Applications, applicants must be a unit of local government which provides retail gas and/or electric service.

B. Program Description

The Georgia Energy Fund was created in October, 1987. As of May 31, 1990, \$2,873,842 has been loaned or granted for energy conservation improvements in 1,143 homes. An additional \$3 million is available for new projects.

The Georgia Energy Fund is a revolving loan program currently capitalized at approximately \$5 million dollars. The funding for the Energy Fund is provided to GRFA under a contract from the Governor's Office of Energy Resources. The funds used in this program are provided to the State of Georgia under the Stripper Well Oil Overcharge Settlement. From time to time, grant funds are also available to homeowners through the Georgia Energy Fund in conjunction with the loans. However, at the present time, such grant funds are very limited and are not currently available to utilities responding to this

Request for Applications. The financing made available under this Request for Applications will carry an interest rate of 5 percent. Only loans will be available under this Request for Applications; no grant funds will be made available at this time to customers of utilities selected under this Request for Applications.

In order to be eligible for Fund financing, total annual household income must be equal to or less than 120 percent of the statewide median income. For 1990, 120 percent of the statewide median income is \$41,160. Eligible housing units include single family detached homes, duplexes, triplexes, quads, mobile homes, and condominiums. Rental units are eligible, but with significant restrictions. Homeowners are encouraged to use participating contractors, but do-it-yourself projects are permitted.

Eligible energy conservation improvements include the following: caulking, weatherstripping, attic insulation, attic ventilation, floor insulation, door and window repairs, storm windows, replacement thermal windows, pipe insulation, low flow showerheads, duct insulation, replacement doors, storm doors, gaskets, shade screens, reflective roof coatings for mobile homes, whole house fans, wall insulation, water heater insulation, replacement of unvented gas space heaters, repair or replacement of central heating systems, and clock thermostats. The Fund has established specific eligibility requirements and material and installation standards for each of these improvement measures.

A typical project involves the owner of a single family home with an annual household income of approximately \$20,000. The most frequent items installed are attic insulation, storm windows, replacement doors, floor insulation, caulking, weatherstripping and water heater insulation. The average project cost is about \$2500, which is financed over 7 years with a monthly payment of approximately \$35.

GRFA has developed the Georgia Energy Fund Utility Manual for use by participating utilities as a reference guide for administrative procedures and technical standards. Throughout this Request for Applications, frequent reference will be made to this Utility Manual. For a copy of the Manual, please call Robin Meyer, Energy Programs Manager, GRFA, toll-free in Georgia at (800) 359-4663, or 320-4840 in the Atlanta area.

C. Funding Availability

GRFA is making up to \$1,500,000 in loan funds available under this Request for Applications. The maximum funding allocated to any one utility will be \$150,000. Additional allocations will be available if the utility is successful

in using its original allocation. Applicants who become participating utilities will receive a \$100 administrative fee for each Energy Fund loan closed by their utility.

Subsequent funding allocations will be made by GRFA according to an allocation formula. The formula will consider the success of each utility in using funds previously allocated to it, the number of customers served by each utility, and any other factors deemed appropriate by GRFA.

D. Definitions

"Homeowner" refers to those who own the home they occupy, as well as those who own homes occupied by others. The Energy Fund has different eligibility requirements for non-owner occupied housing (see the Utility Manual), but for the sake of simplicity, those differences have not been included in this Request for Applications.

"Utility" refers to units of local government which apply to become participating utilities in the Georgia Energy Fund under this Request for Applications. Use of the term "utility" by GRFA in this document in no way dictates the office, department, work group, or other entity within the unit of local government that must or should carry out the responsibilities of the utility. Rather, GRFA uses the term utility to denote the local entity which provides the Energy Fund to its utility customers. Applicants should use the best combination of personnel from their utility departments or commissions, community development departments, community services agencies, codes and inspections departments or any other groups over which the local government exercises control and directs performance of tasks.

E. Selection Criteria

Applications will be evaluated based upon:

1. The demonstrated ability of the utility to implement housing improvement and/or energy conservation programs;
2. The experience and qualifications of key personnel that would be involved in the implementation of the Fund, including the Program Contact;

3. The promotional activities proposed to make homeowners aware of the Fund;
4. The contractor recruitment activities proposed and the utility's current working relationship with appropriate contractors;
5. The feasibility of the organizational structure and assignment of responsibilities proposed, including the coordination between different departments and offices;
6. The capacity of the utility to carry out the financial responsibilities of Fund utilities;
7. The degree to which the utility will commit non-GRFA resources to implement this program; and
8. The degree to which the utility will involve public, private and non-profit organizations in implementing the Energy Fund.
9. The extent to which the Fund will meet the energy conservation and housing needs in the utility's service area.
10. The coordination of the Fund with any other ongoing energy conservation and/or housing programs.

F. Timetable for Selection

Request for Applications Mailed	August 1, 1990
Applications Due to GRFA (must be received by GRFA's central office in Atlanta before 5:00 pm)	September 14, 1990
Successful Utilities Notified by GRFA	October 3, 1990

G. Inquiries

All questions about this Request for Applications should be directed to Robin Meyer, Energy Programs Manager, Georgia Residential Finance Authority. Ms. Meyer may be reached by telephone at 1(800)-359-4663 or in Atlanta at 320-4840.

PART TWO -- RESPONSIBILITIES OF UTILITIES

A. Participation Agreement

The utility must execute a Participation and Servicing Agreement between the utility and GRFA for the implementation of the Georgia Energy Fund. A draft of the Agreement is Attachment A.

B. Program Contact

The utility must designate one individual in its employ as the Program Contact for the Georgia Energy Fund. The Program Contact should be involved daily in implementing the Fund and be able to represent the utility to GRFA on routine matters relating to the Fund. The Program Contact will be the first point of contact for GRFA when questions about individual projects or general program procedures arise. The Program Contact will also be responsible for distributing materials and information to all utility personnel involved in the Fund.

C. Training for Utility Personnel

The Program Contact and all utility personnel who will be performing energy survey/application visits and post-completion inspections must attend a two day Utility Personnel Workshop provided by GRFA. There is no charge for the Workshop, but the utility will be responsible for all travel costs and other expenses associated with Workshop attendance. Workshops are scheduled for October 23-24, and November 13-14, 1990. The first session will be in Atlanta and the second will be in middle or South Georgia, according to the location of those needing to attend.

Utility Workshops are provided by GRFA on an "as needed" basis, usually once or twice a year. As the utility identifies new employees that will be involved in the Fund, the utility must notify GRFA and arrange for their attendance at a Utility Workshop, so that only utility personnel who have attended a Utility Workshop are serving as the utility's Program Contact, performing energy survey/application visits, and conducting post-installation inspections.

D. Contractor Recruitment and Training

The utility must provide information about the Fund to appropriate contractors in its locality and encourage their participation in the Fund. Each participating contractor is required to attend one 3-4 hour Contractor Workshop presented by GRFA staff. Usually 2 or 3 Contractor Workshops are held in each locality when the Fund begins operation. Subsequent Contractor Workshops will be provided by GRFA upon request by interested contractors. The utility must agree to provide or arrange for a suitable meeting room for these presentations. The Program Contact and all personnel involved in energy survey/application visits and post-completion inspections must attend at least one complete Contractor Workshop. All utility personnel are encouraged to attend all Contractor Workshops.

E. Publicity and General Program Information

The utility must carry out a marketing plan of promotional activities designed to inform eligible homeowners of the availability of the Fund and encourage them to apply for Fund loans. GRFA will supply sample promotional materials (such as press releases and public service announcements), program brochures (enclosed with this document) and posters. Any written materials developed by the utility must be approved by GRFA prior to their publication.

The utility must provide a telephone number and must designate personnel who will provide information about the Fund to interested homeowners and assist homeowners who are participating in the Fund with any questions or concerns that arise during their involvement with the Fund. A similar information service must be made available by the utility to contractors interested in the Fund or already participating in the Fund. The utility must also make personnel available to answer questions from contractors and homeowners during the bid and construction phases of the projects and to monitor the progress of these projects.

F. Energy Survey/Application Visits

Upon inquiry by a homeowner, the utility must discuss the relevant aspects of the Fund including income eligibility. If the homeowner is likely to be eligible for the Fund, the utility must schedule an energy survey/application visit. The utility must provide personnel to make this site visit and complete the following tasks: explain the Energy Fund to the homeowner and verify that the program meets their needs and expectations; assist the homeowner in

completing the application form and borrowers participation agreement; collect income verification documents as prescribed by GRFA; complete the energy survey form (Attachment B); and encourage the homeowner to obtain 2 or 3 bids from listed contractors, if their application is approved. All energy survey/application visits must be conducted by persons who have successfully completed the Utility Personnel Workshop and who have been monitored by Energy Fund staff.

After the visit, the utility must assemble the application, borrowers participation agreement, income documents and a statement of the homeowner's recent utility payment history, which constitutes an application package, and send it to GRFA for approval or denial of Energy Fund financing. GRFA will send the homeowners' notification of approval or denial to the utility, which then must deliver it, by mail or in person, to the homeowner.

G. Post-Completion Inspections

Upon notification by the contractor or a homeowner acting as a "do-it-yourselfer" that the work has been completed, the utility must provide personnel to inspect the work to be financed by the Fund to determine if the work is eligible for Fund financing and if the eligible work meet the standards set forth by the Fund. If the work passes inspection, the utility will complete the documents needed to close the loan and present them to the homeowner for signature. These documents include: request for payment, promissory note, and truth in lending statement. The results of the inspection will be recorded on the contractor bid sheet/inspection report. If the work does not pass the inspection, then the utility must notify the contractor by telephone and re-inspect the work after the contractor has notified the utility that the failed items have been remedied. All post-completion inspections must be conducted by persons who have successfully completed the Utility Personnel Workshop and who have been monitored by Energy Fund staff. The utility will forward to GRFA the payment package, which consists of the following documents: the request for payment, the promissory note, the truth in lending statement, the contractor bid sheet/inspection report and, in the case of a do-it-yourself project, the receipts for materials for which reimbursement is requested.

H. Loan Set-Up

Upon receipt of notification by GRFA that the payment package was acceptable and that the contractor has been paid, the utility will set up the Energy Fund loan on their billing system. This notification is called a Loan Set-

Up Sheet, and it includes the information that the utility will need to begin billing the loan: the account name, customer number, principal amount, and monthly payment. The utility must set up loans promptly and return the appropriate copy of the Loan Set-Up Sheet to GRFA with a notation made as to the date the loan was set up and the date that the first payment is due. The utility must identify to GRFA a contact person for this billing function at their utility.

I. Loan Servicing

The utility must send monthly bills for the Energy Fund loan payment to all customers of its gas and/or electric utility for which Energy Fund loans have been closed. These bills must itemize the Energy Fund loan amount and must show any past due amounts. No interest or penalty charges may be assessed on Georgia Energy Fund loans, other than those established by GRFA. The Energy Fund loan payment may be on the regular bill for gas and/or electric service or it may be on a separate bill. GRFA prefers that the Energy Fund loan payment appear on the same bill as gas and/or electric utility charges.

All funds received by the utility from the borrower must be applied first to utility service accounts, and then to the Energy Fund loan. Under no circumstances may the utility disconnect a borrower from utility service for nonpayment of an Energy Fund loan.

All funds received by the utility for repayment of Energy Fund loans must be accounted for separately and remitted to GRFA by the 15th of the month following the month in which the funds were received by the utility. Remittances must be by check and accompanied by a report itemizing the individual payments received. This report must be in the form prescribed by GRFA, known as the remittance worksheet, which is sent by GRFA to each utility each month. Any interest earned by these repayments while they are in the utility's accounts must be remitted to GRFA as part of the monthly remittance. The utility is not responsible for collecting delinquent accounts, but will be responsible for continuing to bill for and collect Fund payments, in spite of the existence of delinquent payments.

The utility must, in the event that a borrower is disconnected, either voluntarily or involuntarily, from its gas and/or electric system, advise the borrower of the amount owed to GRFA for the Fund loan and advise GRFA of the disconnection, so that GRFA can handle these defaults. In the event that a borrower advises the utility that he or she wishes to pay the outstanding balance of their Fund loan in full, the utility must contact GRFA for a payoff

amount and advise the borrower of the amount. If the borrower provides the utility with that amount, the utility must accept it and remit it with the regular monthly remittance.

J. Monitoring

The utility must notify appropriate GRFA staff when each staff member will begin conducting energy survey/application visits and post-completion inspections so that GRFA may arrange to accompany each staff member on one of their first energy survey/application visits and one of their first post-completion inspections. The utility must cooperate with GRFA's post-completion monitoring of a small percentage of the Fund projects. Further, the utility must provide to GRFA "before" and "after" energy consumption information for Fund homeowners, upon presentation by GRFA to the utility of the necessary releases signed by the homeowners.

PART THREE -- Responsibilities of GRFA

A. Participation Agreement

GRFA will develop and provide to the utility for signature a Participation and Servicing Agreement between the utility and GRFA for the implementation of the Georgia Energy Fund. The Agreement will be essentially similar to the draft Agreement in Attachment A.

B. Publicity and Promotion

GRFA will develop promotional materials for use by the utility in marketing the Energy Fund to eligible households. Such promotional materials will include, but not be limited to: brochures, press releases, newsletter articles, posters, and buttons. GRFA will publicize the Energy Fund and the participation of the utility in the Energy Fund on a statewide basis as part of GRFA's responsibility to ensure that Georgia citizens are aware of the housing programs offered by GRFA. GRFA staff will be available to assist the utility in developing and implementing a marketing plan for the Energy Fund at the local level.

C. Utility Personnel Training

GRFA will provide a two day Utility Personnel Workshop at two locations on October 23-24, 1990, in Atlanta and on November 13-14, 1990, in middle or South Georgia. This Workshop will include information about the Energy Fund's materials and installation standards and the program's administrative procedures. Also included in the Workshop will be a site visit to a home typical of those receiving Energy Fund financing. The workshop will be presented by GRFA staff, with the assistance of a consultant and will include slides, overheads, and full-size and scale models of the installation of eligible energy conservation measures.

D. Contractor Training and the List of Contractors

With the assistance of the utility, GRFA will publicize the Energy Fund to local contractors and solicit their applications to become participating Energy Fund contractors. GRFA will provide as many Contractor Workshops as needed

to inform local contractors about the Energy Fund and qualify them for participation in the Energy Fund. Each 3 to 4 hour Workshop will be presented by GRFA staff, using slides and overhead training aids.

Upon GRFA's approval of each contractor's application, GRFA will add the name of that business and a listing of the energy conservation measures it installs to the List of Contractors for the utility service areas in which the contractor wishes to do business. GRFA will maintain a List of Contractors for the service area of each utility participating in the Energy Fund. GRFA will be solely responsible for adding contractors to these lists and, if necessary, removing them from the list. Only contractors included on the List of Contractors or do-it-yourselfer may receive payment from GRFA for completed Georgia Energy Fund work.

E. Funds Allocation

GRFA will provide low-interest loans to approved homeowners upon completion of the application and payment package requirements described in this document and the Utility Manual. Fund financing may be used only for eligible energy conservation measures as described in the Utility Manual.

GRFA will allocate funds to each utility. The funds are for use by the gas and electric customers of the utility for the installation of eligible energy conservation measures. The initial allocation of funds to utilities selected under this Request for Applications will be based upon an allocation formula which will be determined solely by GRFA and which will be based upon the applications submitted and the number of customers served by the utility. Subsequent funds allocations will consider the total amount of money available in the program, the total number of participating utilities, the number of customers served by each utility and the performance of each utility during prior allocation periods, if any, in the Georgia Energy Fund. The amount of funds allocated to each participating utility will be at the sole discretion of GRFA.

F. Application Processing

GRFA will review applications for Energy Fund financing to ensure the eligibility of the homeowner and to ensure that the improvements proposed for Energy Fund financing are eligible energy conservation measures. If the application is approved, GRFA will prepare and send to the utility an approval letter addressed to the homeowner, which will include instructions for having

the improvements completed, a List of Participating Contractors, information sheets on various topics, if needed, and forms for use by the contractors. If the homeowner's application is denied, GRFA will prepare and send to the utility a denial letter, which will state the reason for the denial and outline the process for appeal. Both approval and denial letters will bear postage and be ready for mailing after review by the utility.

G. Dispute Resolution

In the event that the utility is not able to resolve a dispute arising among the homeowner and the contractor and the utility's inspector concerning the conformance of the installed energy conservation measures to the Energy Fund's material and installation standards or other issues directly related to the Energy Fund work, GRFA staff will mediate the dispute with the goal of reaching a resolution which is acceptable to all parties. Such mediation may include telephone conversations, correspondence and site visits. The availability of this dispute resolution assistance does not relieve the utility of the responsibility of conducting thorough inspections of completed work and communicating those results to the contractor or, in the case of a do-it-yourselfer, to the homeowner.

H. Payment Processing

Upon receipt of a payment package from a utility, GRFA will review the documents to ensure that the promissory note and truth in lending statement are completed and signed properly, that the request for payment is completed and signed properly, that the work has passed inspection, and that all work for which payment is requested is eligible and was previously approved by its inclusion on the energy survey or a change order form. If the payment package is in order, GRFA will make payment to the contractor directly and send to the utility the information needed to set up the loan for billing and repayment. This notification is called a Loan Set-Up Sheet, and it includes the information that the utility will need to begin billing the loan: the account name, customer number, principal amount and monthly payment.

I. Monthly Remittances

Each month, GRFA will provide each utility with a remittance worksheet for the purpose of detailing the loan payments which are to be sent to GRFA. GRFA will mail this worksheet to the utility no later than the 1st of each month.

J. Delinquencies and Defaults

GRFA will be responsible for handling delinquent Energy Fund loans and defaults on Energy Fund loans. GRFA will notify the utility of all major actions taken relating to delinquencies and defaults of loans by the utility's customers. However, GRFA will make the final determination as to the resolution of delinquencies and defaults.

K. Administrative Fee

GRFA will pay the utility \$100 per completed Energy Fund project. A completed project is one for which a payment package is submitted to GRFA and accepted by GRFA as complete. GRFA will make payment to the utility for a completed project upon receipt by GRFA of the completed loan set-up sheet for that project.

L. Monitoring

GRFA will accompany each utility staff member performing energy survey/application visits and post-completion inspections on one or more of their first energy survey/application visits and one of their first post-completion inspections. The purpose of this monitoring is to assist utility personnel in using their classroom training in the field and helping the utility get the Fund off to a smooth start. GRFA will also visit approximately 10% of the completed projects within six months of the completion of the project in order to assess the quality of the energy survey and the post-completion inspection. Selection of projects for this monitoring will be solely at the discretion of GRFA. GRFA will coordinate with the utility so that the utility will be aware of GRFA's monitoring activities.

PART FOUR -- Contents of Application

Each application must include the following components in this order:

1. Georgia Energy Fund Utility Application Data Sheet (Attachment C).
2. Narrative as to why the Fund would be important to the utility's community, including an general assessment of the energy conservation needs of the eligible housing stock (2 page maximum).
3. Resolution of the governing body of the utility authorizing the utility's participation in the Fund, if selected, and the individual authorized to act on behalf of the local government in regard to the Fund.
4. An explanation of which individuals and office, department or organization will be responsible for implementing the activities described in Part Two, Sections D, E, F, G, H, and I.
5. Background and qualifications of proposed program contact and other personnel involved in the utility's implementation of the Fund.
6. Organizational chart or narrative explanation which explains the lines of authority between all departments, offices and organizations that would be involved in the implementation of the Fund. The chart or narrative must also include the entity which has overall management control over all departments, offices and organizations included on the chart or in the narrative. The individuals included in item 5 must be shown on the organizational chart or included in the narrative.
7. A statement as to how many housing units the utility would complete with Fund financial assistance in the period ending June 30, 1991, and the total amount of Fund funding required to provide this assistance to these homeowners.
8. A listing of the individuals that will attend the Utility Training Workshops, including an indication of which workshop each would attend.
9. A description of how the utility will recruit local contractors, including a description of the utility's current involvement, if any, with appropriate contractors.
10. A description of the plan of promotional activities which the utility will undertake and a explanation of which personnel will handle the

responsibility for providing general program information to homeowners and contractors.

11. Proposed format for Energy Fund loan repayment billing which would be sent to homeowners.
12. Procedures for identifying Energy Fund borrowers at time of voluntary or involuntary disconnection.
13. Description of other housing and/or energy programs administered by the utility and a description of any coordination between the Fund and any other ongoing housing or energy programs.

Each of the above components must be clearly marked with the number of the component as listed above. All applications must be submitted on 8 1/2 by 11 paper and must not exceed 35 pages in length. It is expected that applications will be less than 35 pages in length. Applications must not be bound or placed in notebooks or binders. An original and two copies of each application should be submitted to GRFA. Applicants should keep a copy of the application for their records.

Applications which are substantially incomplete or not submitted in this manner described above may not be considered. Material submitted as part of the application will not be returned. GRFA may request additional information about any aspect of the application. Acceptability of an application on the basis of completeness, proper arrangement, and presentation will be at the sole discretion of GRFA. GRFA reserves the right to reject any and all applications.

GEORGIA RESIDENTIAL FINANCE AUTHORITY
GEORGIA ENERGY FUND
LOCAL GOVERNMENT
PARTICIPATION AND SERVICING AGREEMENT

This Agreement is made and entered into as of the _____ day of _____, 199__ by and between the _____ (the "Utility"), whose principal place of business is _____, and the GEORGIA RESIDENTIAL FINANCE AUTHORITY ("AUTHORITY"), whose principal office is located at 60 Executive Parkway South, Suite 250, Atlanta, Georgia 30329.

WITNESSETH THAT:

WHEREAS, the State of Georgia has received oil overcharge funds from the Stripper Well oil overcharge case to provide restitution to persons injured by the overcharging for petroleum products; and

WHEREAS, the GOVERNOR together with the GOVERNOR'S OFFICE OF ENERGY RESOURCES has designated the Authority to receive and expend monies from the GEORGIA ENERGY FUND provided such monies are within the parameters of the Stripper Well oil overcharge case decision and program description approved by the UNITED STATES DEPARTMENT OF ENERGY; and

WHEREAS, the Georgia Residential Finance Authority proposes a program to encourage the installation of energy conservation measures in residential units by providing financing to eligible owner/occupants and to landlords on behalf of eligible tenants in the form of either (1) a low interest rate loan or (2) a combination of a low interest rate loan and a grant (if funds are available); and

WHEREAS, the Georgia Residential Finance Authority must rely on local utilities to perform the required energy surveys, inspections and billing, as well as other incidental and necessary activities; and

WHEREAS, the utility provides gas and/or electric utility service to citizens within its jurisdiction; and

WHEREAS, the Georgia Residential Finance Authority and the Utility desire to establish the various rights, duties and responsibilities with

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regard to the marketing and administering of the Program to the Utility's Participants within its service area.

NOW THEREFORE, in consideration of the promises herein contained, the parties agree as follows:

SECTION 1. The Authority's Duties and Responsibilities

a) The Authority will provide financing to eligible owner-occupants and to landlords on behalf of eligible tenants in the form of either (1) a low interest rate loan or (2) a combination of a low interest rate loan and grant (if funds are available). This financing may be used solely for installing energy conservation measures allowed under the Georgia Energy Fund;

b) The Authority will allocate money from the Georgia Energy Fund to the Utility for use by the Utility's Participants based on a formula adopted by the Authority which formula considers the total amount of money available for the State, the total number of participating Utilities, the number of customers of the Utility relative to the number of customers of all other Utilities, and the performance of the Utility during prior periods of participation, if any, in the Georgia Energy Fund. The amount of allocation to each Utility will be in the sole discretion of the Authority.

c) The Authority will require Program Participants to enter into a Repayment Agreement for that portion representing the loan. Said Repayment Agreement will provide that the Program Participants will pay an amount designated in said Repayment Agreement to the Utility on the date designated by the Utility each month, which sum will be held by the Utility for the benefit of the Authority until the scheduled remittance date.

d) The Authority will assist the Utility in developing and implementing a marketing plan to be used in the service area of the Utility and provide marketing materials to be used by the Utility in promoting the program.

e) The Authority will review applications for financing to ensure the eligibility of the Program Participant and to ensure that the energy conservation measures proposed conform with the Georgia Energy Fund program rules and regulations. The Authority will notify applicants of the results of its review and will send such notices to the Utility for distribution to the applicants.

f) The Authority will maintain a list of eligible contractors in the service area of the Utility.

g) The Authority will establish a utility personnel training program lasting approximately 2 days for personnel of the Utility who will be performing Energy Fund surveys and inspections.

h) The Authority will establish a contractor training program lasting approximately 3-4 hours for contractors working on Energy Fund homes within the Utility's service area.

i) The Authority will provide the Utility with energy survey forms which must be completed by the Utility as part of each Georgia Energy Fund application package.

j) The Authority will pay to the Utility \$100.00 per Program Participant for services provided in connection with performance of an energy survey, a post-completion inspection of energy conservation measures installed as a result of the energy survey, and the establishment of the billing for collection of Georgia Energy Fund loans made to the Program Participant. The Authority will not pay for an energy survey or post-completion inspection which does not result in a Georgia Energy Fund loan from the Authority for the installation of energy conservation measures.

SECTION 2. Utility's Duties and Responsibilities

a) Commencing with the execution of this Agreement, the Utility will designate one of its employees in its principal place of business as a Program Contact ("Contact").

b) The Contact must undergo a utility personnel training program administered by the Authority explaining the Georgia Energy Fund Program design, guidelines and the Utility's duties and responsibilities. Any incidental costs incurred by the Utility in permitting the Utility's Contact to attend the utility personnel training program will be borne by the Utility, including, but not limited to, travel, lodging and food expenses.

c) The Contact must also attend the contractor training program held by the Authority. Any incidental costs incurred by the Utility in permitting the Contact to undergo such training will be borne by the Utility, including, but not limited to, travel, lodging and food expenses.

d) The Utility will designate one or more of its employees to serve as Energy Advisor(s) and to conduct energy surveys and post-completion inspections as required under the Georgia Energy Fund Program. The Advisor(s) must undergo a utility personnel training program administered by the Authority explaining the Georgia Energy Fund program design, guidelines, and the Advisor(s) duties and responsibilities. Any incidental costs incurred by the Utility in permitting the Utility's employees to undergo such training will be borne by the Utility, including, but not limited to, travel, lodging and food expenses. Only employees who have been trained by the Authority as Energy Advisors may perform energy surveys and inspections as required under the Georgia Energy Fund program.

The Utility agrees that its employee or employees who received Authority training will perform Energy Surveys and complete inspections in the manner directed by the Authority in its Program documents and its training session.

e) The Utility will act as the Authority's collection agent for all Program Participants pursuant to the terms of the Repayment Agreement, provided however, that the Utility will not be required to assist in collecting delinquent payments but is only responsible for collecting that amount due for the then current month regardless of any non-payment for any previous month. The Utility will notify GRFA in writing of all delinquent accounts within 45 days of the payment due date, as part of the remittance report required in paragraph (k) of this Section.

The Utility will set up procedures for billing on the date designated by the Utility. Unpaid utility service accounts will have priority on any payments received from Program Participants.

f) The Utility will remit to the Authority on a monthly basis all payments received pursuant to the Repayment Agreements. Monthly remittances will be due at the Authority by the 15th day of each month beginning with the month that the first loan payment is collected and continuing until all loan payments are collected.

g) The Utility agrees that it will account for all sums received pursuant to Repayment Agreements by making a bookkeeping entry that identifies such sums separately from all other sums received by the Utility. If sums received pursuant to Repayment Agreements are deposited in an interest-bearing account, a proportionate amount of the interest earned on

the account attributable to such sums must be remitted with those sums at the scheduled remittance date. The proportionate amount will be determined by calculating the average daily balance attributable to such Repayment Agreement amounts over the course of the month.

h) If any scheduled remittance date falls due on a Saturday, a Sunday or a legal holiday observed by financial institutions within this State, the remittance will be made on the next following regular business day.

i) Remittance will be by check and mailed to the Authority by first-class mail at the address indicated above or as otherwise directed by the Authority.

j) The Utility will not be responsible for collecting delinquent accounts but will be responsible for continuing to collect regularly scheduled payments under the Repayment Agreements in spite of the existence of one or more delinquent payments. If a Program Participant remits a delinquent payment to the Utility, the Utility must place said sum in the Program account and remit the same to the Authority at the scheduled monthly remittance time. The Utility will also advise the Authority by means of the remittance provided for in paragraph (k) that said payment has been received by identifying the Program Participant and the amount so received by the Utility so that the Authority does not pursue further collection of the payment.

k) The Utility agrees to provide the Authority on a monthly basis with a remittance report itemizing the remittance received on all active Program accounts established during the time the Utility has participated in the Program. This monthly report will conform to specifications developed by the Authority. Monthly reports must accompany the monthly remittance called for in paragraph (f) of this Section and must reach the Authority's offices by the 15th day of each month.

l) The Utility agrees that it will assist the Participant in completing the Energy Fund application and collect on behalf of the Authority income eligibility information provided by the Participant and obtain a release from the Participant allowing the Authority to obtain the Participant's utility credit rating and payment history. The Utility will have no responsibility to verify the income of the Participant.

m) The Utility agrees to submit to the Authority a complete Application Package comprised of the following:

- 1) Completed and executed Energy Fund Application and Borrower's Participation Agreement;
- 2) Income verification documents;
- 3) Utility credit rating information and payment history; and
- 4) Completed GRFA Energy Survey form.

n) The Utility agrees to convey to all applicants the approval or denial of an application for assistance upon receiving such written notification from the Authority.

o) The Utility agrees to inspect the energy conservation measures financed by the Energy Fund after they are installed to certify that the energy conservation measures have been actually installed and that they meet the materials and installation standards set forth by the Fund in its program manual. Certification will be made on the Request for Payment form provided by the Fund.

The Utility will use its best efforts to inspect and report as per the specifications, but should there be a dispute between the Program Participant, the contractor or the Utility as to whether or not the work performed on any particular unit meets the Authority's standards and specifications, the Utility may withdraw from any further inspection responsibilities on that particular unit by immediately notifying the Authority in writing so that the Authority can settle the dispute in any way it will deem fit, including making its own inspection of the work, if deemed necessary by the Authority. Such written notice from the Utility will include a summary of the issues in dispute and the Utility will be available to the Authority to provide information regarding the dispute.

A "dispute" is defined as a dispute in which the contractor or Program Participant refuses to correct work which was not installed according to the standards and specifications set forth by the Authority after being notified by the Utility that the work does not meet those standards and specifications and what actions must be taken to meet said standards and specifications. A dispute may also include work which is installed correctly, but with which the program Participant is dissatisfied. A dispute will be characterized primarily by the refusal of the contractor or Program Participant, in the case of a "do-it-yourself project," to complete the work according to the Authority's standards or refusal of the program Participant

to accept work which has been completed correctly. Simple failure by the contractor to meet said standards and specifications will not constitute a dispute.

Withdrawal by the Utility from inspection responsibilities related to any particular unit due to a bona fide dispute will not relieve the Utility from inspection responsibilities on any unit participating in the Georgia Energy Fund about which a bona fide dispute has not arisen.

p) The Utility agrees that it will complete for the customer's signature the Energy Fund financial documents including the Request for Payment, the Promissory Note, and the Truth in Lending Disclosure Statement.

q) The Utility agrees to submit to the Authority a complete Payment Package comprised of the following:

- 1) Completed Request for Payment form;
- 2) Completed Inspection Report on the Contractor Bid Sheet;
- 3) Completed and executed Promissory Note; and
- 4) Completed and executed Truth in Lending Disclosure statement.

r) The Utility covenants that it has duly passed a resolution which authorizes it to enter into this Agreement and perform the activities herein contemplated and that such resolution was adopted pursuant to the notice and open meeting requirement imposed by state law. A copy of that resolution is attached.

SECTION 3. General Provisions

a) For the purpose of this agreement the term "service area" means a geographical area within the State of Georgia in which the Utility is authorized to provide gas or electric utility service.

b) No modifications or waiver of the Agreement will be valid unless in writing and signed by both parties.

c) The Utility or Georgia Residential Finance Authority may not assign this Agreement or its duties hereunder.

d) In the event that a court of competent jurisdiction will make a final determination that any of the terms, provisions, conditions and promises contained herein is invalid, then such provision will be void and of no force or legal effect and will be severed from this Agreement, and the other provisions hereof will not be affected by such severance and will continue in full force and legal effect.

e) This Agreement will be effective when executed by both parties and will continue until all sums have been collected by the Utility under Repayment Agreements naming the Utility as collecting Agent or until otherwise terminated by the Authority.

f) This Agreement is made and entered into in the State of Georgia and all questions relating to validity, construction, performance and enforcement hereof will be governed by the laws of the State of Georgia.

g) Time is of the essence of this Agreement.

h) This Agreement will remain in effect until June 30, 1992. The Authority will commit Georgia Energy Fund Program funds to specific projects throughout the period or until funds are exhausted, whichever comes first. Projects which are incomplete at the expiration of the Agreement will have six months from the expiration date of the Agreement to complete work and draw down funds.

IN WITNESS WHEREOF, The parties have placed their hands and seal as of the dates below written.

CITY OF _____

GEORGIA RESIDENTIAL FINANCE
AUTHORITY

BY: _____

BY: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

ATTEST: _____

ATTEST: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

This the _____ day of
_____, 199__

This the _____ day of
_____, 199__

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Part A. GENERAL INFORMATION

Customer Name _____ Utility _____ Acc. # _____
 Street Address _____ Utility Advisor _____
 City _____ State _____ Zip _____ Date of Audit _____ Time Spent _____
 Age of House _____ Main space heating source _____ Est. Monthly winter heat bill \$ _____
 Type of construction: Wood Brick Block Mobile Home Other _____
 Type of housing unit: Single Family Duplex Multi-family Other _____
 Total Square Footage _____ Number of full time Occupants _____

Part B. ELIGIBLE MEASURES CHECKLIST AND ESTIMATED COST

The following information is only a summary. Contractor must refer to specifications in Part C in order to prepare a bid. All work must meet Georgia Energy Fund Technical Standards.

Check Boxes beside each Eligible Measure

Estimated Costs*

Infiltration Control

- Weatherstrip Doors, Windows, Hatches \$ _____
- Caulk/Seal Cracks and Penetrations \$ _____
- Add Gaskets on Electric Switches and Outlets \$ _____

Building Insulation and Ventilation

- Insulate Attic and Block Heat Producing Items \$ _____
- Add Attic Ventilation \$ _____
- Insulate Floor \$ _____
- Add Ground Cover \$ _____
- Vent Dryer to Outside \$ _____
- Insulate Exposed Wall Cavity/Sheathing \$ _____

DRAFT

Windows/Door Repair and Replacement

- Repair Doors/Windows \$ _____
- Install Exterior/Interior Storm Windows \$ _____
- Replace Primary Windows \$ _____
- Replace Door(s) \$ _____
- Install Shade Screens \$ _____

HVAC/Duct Repair and Replacement

- Replace Unvented Space Heaters \$ _____
- Repair/Replace Room Heaters, Central Furnace, Heat Pump \$ _____
- Repair, Seal, Insulate Ducts and Plenums \$ _____
- Install Whole House Fan \$ _____
- Install Clock Thermostat \$ _____

Hot Water Conservation

- Wrap Water Heater \$ _____
- Install Low Flow Shower Head(s) \$ _____
- Wrap Hot Water Pipes \$ _____

Mobile Homes (in addition to above measures)

- Paint Roof with Reflective Coating \$ _____
- Install Kitchen, Bath Exhaust Fan(s) \$ _____
- Level Mobile Home \$ _____

Other Measures/Miscellaneous Repairs _____ \$ _____
 _____ \$ _____
 _____ \$ _____

* Actual costs may vary by contractor

Total Estimated Cost \$ _____

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PART C: SPECIFICATIONS FOR ELIGIBLE MEASURES - page 1

Customer Name _____ Utility Advisor _____

Use the following information to prepare a bid for the eligible measures summarized in Part B.

Infiltration Control Measures

- Weatherstrip Doors: ___ Front ___ Back ___ Side Notes: _____
- Weatherstrip Windows: Total # _____ Notes: _____
- Caulk and Seal all windows, doors, cracks, and penetrations Notes: _____
- Add Gaskets to outlets and switches on outside walls. Also gasket inside walls.

Building Insulation and Ventilation

- Insulate Attic:
 - Existing R-Value of main attic area = R-____. Add R-____ to _____ sq.ft. of main attic area.
 - Existing R-Value of secondary area = R-____. Add R-____ to _____ sq.ft. of secondary area.
 - Blocking Required: ___# of flues ___# of chimneys ___# of exhaust fans ___# junction boxes
 - Block soffits for air flow Add Attic Hatch
 - Notes (other blocking etc.): _____

- Add Attic Ventilation:
 - Net Free High Ventilation: _____sq.ft. Net Free Low Ventilation: _____sq.ft.
 - Notes: _____

DRAFT

- Insulate Floor:
 - Main area of floor: _____sq.ft. with R-____ 2nd area: _____sq.ft. with R-____
 - Notes: _____

- Add Ground Cover Vent Dryer Outside Add Foundation Ventilation: _____sq.ft.
- Notes: _____

- Insulate Walls:
 - Exposed Wall Cavities: _____sq.ft. of R-____ batts. Rigid exterior foam: _____sq.ft.
 - Notes: _____

Windows and Doors - Repair, Replacement, and Storms

- Repair Doors: ___ Front ___ Back ___ Side Notes: _____
- Repair Windows: Total # _____ Notes (locations, conditions etc.): _____
- Install Storm Windows: Total # _____ Exterior type Interior type
- Notes: _____
- Install Replacement Windows: Total # _____ Double-pane Single-pane w/ Storm

Windows and Doors - Repair, Replacement, and Storms cont. on next page

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PART C: SPECIFICATIONS FOR ELIGIBLE MEASURES - page 2

- Install Replacement Doors:** ___Front ___Back ___Side (Indicate quantity and option)
- | | | | |
|--------------------------------|--------------------------|--------------------------|--------------------------|
| Metal insulated door | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wooden with storm door | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Atrium door | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Double-pane sliding glass door | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sliding glass storm door | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mobile home combination | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Notes: _____

- Install Shade Screens:** Total # east ___ Total # west ___

Heating System and Ducts - Repair and Replacement

- Replace Unvented and Single Vented Gas and Propane Space Heaters:**
 Replace ___# of existing space heaters with ___# of Direct vent, sealed combustion heaters
 Consider central furnace to replace three or more space heaters.

Notes: _____

- Repair Electric Heating System:**
 ___# of Central furnaces ___# of Wall heaters ___# of Baseboard heaters ___#Heat pumps

Notes: _____

- Replace Electric Heating System:**
 ___# of Central furnaces ___# of Wall heaters ___# of Baseboard heaters ___#Heat pumps

Notes: _____

- Repair Central Gas Furnace** **Replace Central Gas Furnace**

Notes: _____

- Repair, Seal, Insulate Ducts and Plenums** Indicate action to be taken: _____

- Install Clock Thermostat**

DRAFT

Hot Water Conservation

- Wrap Water Heater** **Install ___# of Low Flow Shower Heads**
 Insulate Hot Water Pipes (Include Cold Water Pipes When Insulating Floor)

Notes: _____

Mobile Home Measures

- Paint Roof with Reflective Coating** **Level Mobile Home**
 Install ___# of Kitchen Exhaust Fans **Install ___# of Bathroom Exhaust Fans**

Notes: _____

Other Conservation Measures/Miscellaneous Repairs

- Additional Measures Required** Indicate action(s) _____

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GEORGIA RESIDENTIAL FINANCE AUTHORITY

GEORGIA ENERGY FUND

LOCAL GOVERNMENT UTILITY APPLICATION DATA SHEET

Local Government Submitting Application _____

Contact Person _____

Contact Person's Department _____

Address _____

Telephone Number _____ Fax Number _____

This application is submitted to the Georgia Residential Finance Authority in response to the Authority's Request for Applications for Participation in the Georgia Energy Fund by Gas and Electric Utilities Operated by Units of Local Government. The abovestated local government hereby certifies that it will carry out the activities described in Part Two -- Responsibilities of Utilities, if selected by the Authority as a participating utility in the Georgia Energy Fund.

Authorized Signature

Name

Title

Date



GWINNETT COUNTY
Board of Commissioners
(404) 822-7000

LILLIAN WEBB, CHAIRMAN
W. J. DODD, District One
SCOTT FERGUSON, District Two
CURTIS MCGILL, District Three
DON LOGGINS, District Four

August 6, 1990

The Honorable George Haggard
Mayor, City of Sugar Hill
4988 West Broad Street
Sugar Hill, GA 30518

Dear Mayor Haggard:

I would like to know if you and/or your citizens have any interest in holding a town forum for the purpose of discussing county issues such as garbage, Marta or any other problems/concerns your area may be having. This could be an informational session as well as an opportunity for citizen input into county government.

Please let me know if you feel there is enough interest in something like this and we will work together in scheduling such a meeting. If I do not receive a response from you, I will consider this to mean that there is not enough interest in holding such a forum at this time.

Thank you for your assistance in this inquiry.

Sincerely,

W. J. Dodd
Gwinnett County Commissioner
District #1

WJD/jb

cc: Councilmember Ruben Davis
Councilmember Bobby Fowler
Councilmember David Hawthorne
Councilmember Thomas Morris, Jr.
Councilmember Bobbie Queen
City Manager, Kathy Williamson
City Clerk, Judy Foster

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THE GOVERNOR'S COMMISSION ON DRUG AWARENESS AND PREVENTION

10 Park Place South • Suite 201 • Atlanta, Georgia 30303 • (404) 651-6898

Joe Frank Harris
Governor

Dear Fellow Georgian:

The Governor's Commission on Drug Awareness and Prevention is sponsoring the 1990 Red Ribbon Campaign in Georgia. The Campaign will occur simultaneously with the national Red Ribbon Campaign beginning October 20-28, 1990.

The Red Ribbon Campaign originated when Federal Agent Enrique Camarena was murdered by drug traffickers in 1985. The Red Ribbon became the symbol to reduce the demand for drugs, just as the yellow ribbon symbolized the hostages in Iran, and the green ribbon symbolized the murdered children in Atlanta. Many individual communities across America have organized Red Ribbon Campaigns to create an awareness of alcohol and other drug problems.

The goal of the Georgia Red Ribbon Campaign is to create an awareness and a motivation for a drug-free Georgia. Through a citizen/community network involving schools, parents, youth, religious institutions, business and industry, law enforcement, government, service organizations, media, medical, social services and legislators in every community, we can make Georgia an example in demonstrating its commitment to a drug-free lifestyle.

The plans for Georgia's third annual Red Ribbon Campaign are being formalized. They will include Red Ribbon tying with adjacent states on Monday, October 22, wearing red on Red Ribbon Day, Wednesday, October 24, and recognizing the Red Ribbon Campaign in religious institutions across the State. A brochure announcing statewide activities and dates, giving important Red Ribbon Campaign information for Georgia as well as offering promotional items which can be used for fund raising by local community groups will be ready for mailing in early September to anyone or any group interested in participating in the 1990 Georgia Red Ribbon Campaign.

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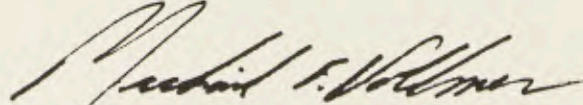
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CITY OF SUGAR HILL

To get involved simply call the Governor's Drug and Alcohol Helpline at 1-800-338-6745 or write Gina Cogswell, Campaign Coordinator, Georgia Red Ribbon Campaign, 10 Park Place South, Suite 201, Atlanta, Georgia 30303.

We want very much to have all communities in Georgia participating in this year's Red Ribbon Campaign. There will be many ways to become involved in this major drug prevention effort, and the Governor's Commission will be available for support and overall coordination. We all look forward to hearing from you and working with you over the coming months.

Sincerely,



Michael F. Vollmer
Executive Director

MFV/rcl

CITY OF SUGAR HILL

COMMUNITY OF PRIDE

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



MEMORANDUM

TO: MAYOR & COUNCIL
FROM: CITY MANAGER
DATE: AUGUST 13, 1990
RE: GAS CONTRACT

After conferring with the City Attorney, we both feel that this contract is not in the best interest of the City of Sugar Hill and we recommend that the City **NOT** enter into the 20 year contract at this time.

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CITY OF SUGAR HILL

COMMUNITY OF PRIDE

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



MEMORANDUM

TO: MAYOR & COUNCIL
FROM: CITY MANAGER
DATE: AUGUST 13, 1990
RE: SEWER LINE AT BENT CREEK - PHASE 4

There is 1,403 feet of 12 inch gravity flow sewer line at Bent Creek Subdivision, Phase 4, required by the Level Creek Interceptor. Mr. Bowen is requesting the difference in cost of the 12 inch line required for the City and the normal 8 inch line that he would put into place. This would be a cost of \$3,353.17 to the City at this time.

If you choose not to fund this amount at this time, the City will have to contract to place this 12 inch line at the time of the ^{Richard} Bent Creek Interceptor.

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A&P Water and Sewer Supplies, Inc.

General and Administrative Offices

P.O. Box 10102 • Fairfax, VA 22030-8002 • (703) 591-2570 • FAX (703) 591-5234

Page _____ of _____

TO:

City of Sugar Hill

DATE: 8/10/90

TERMS: Net 30

QUOTE NO.:

Contact _____ Phone No. _____

We propose to furnish the following described materials at prices and conditions as noted below for use in construction of _____

Located at _____, bid on which will be received _____

Engineer or Owner _____

Contract Yes No

QUANTITY	DESCRIPTION	PRICE	PRICE
1403	8" SDR 35 Pipe	2.06	
	12 SDR 35 Pipe	4.95	
	8" Ultra Rib Pvc Pipe	2,525.40 1.80	2,285.7
	12 Ultra Rib Pvc Pipe	5,878.47 4.19	1,000
	difference \$3,353.17		

Prices quoted are good for orders placed within 30 days. This quotation is made subject to all terms and conditions above and printed on the reverse side of this sheet. All quotations subject to correction of Stenographic errors.

Material Quoted F.O.B. _____

A&P WATER AND SEWER SUPPLIES, INC.

Accepted By _____ Date _____

By _____

Phone _____

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Radios

1- Base station		\$549.00
1- Power supply		\$ 85.00
1- Desk top microphone		\$ 95.00
1- Magnetic mount antenna		\$ 48.00
3- G.E. U.H.F. Handhelds-	\$435.00 @	\$1305.00
3- Crystals for one channel-	\$35.00@	\$105.00
3- Metal belt clips-	\$25.00 @	\$75.00
2- Desk top charger-	\$60.00 @	\$120.00

Total-

\$2382.00

Kawasaki Mule-

\$5200.00

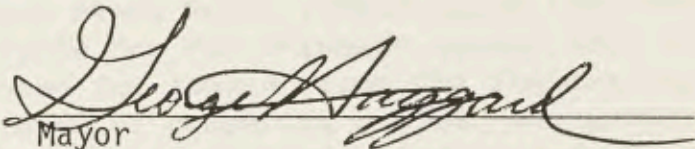
RESOLUTION

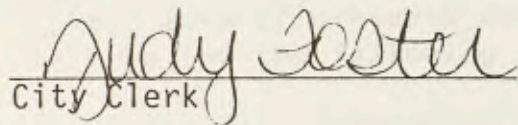
WHEREAS, at the regular meeting of the City of Sugar Hill of Gwinnett County, Georgia, held on August 13, 1990, a motion was made and duly seconded that the City of Sugar Hill agree to the terms of the agreement between the Community Development Block Grant and the City of Sugar Hill authorizing the Mayor to execute said contract on behalf of the City of Sugar Hill and accept the grant provided for in said contract in the amount of \$12,500.00.

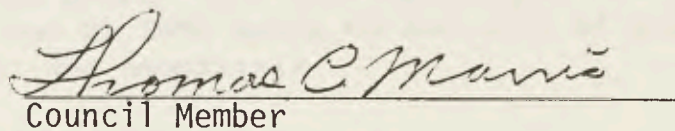
NOW, THEREFORE, BE IT RESOLVED by the City of Sugar Hill of Gwinnett County, Georgia, that the terms and conditions of the agreement between the Community Development Block Grant and the City of Sugar Hill are hereby agreed to, that the Mayor is authorized and empowered to execute said contract and any subsequent amendments thereto on behalf of the City of Sugar Hill and the grant provided for in said contract in the amount of \$12,500.00 is hereby accepted to be used under the terms and conditions of said agreement, including but not limited to the provision requiring the City of Sugar Hill to certify and assure that it has the ability and intention to finance \$12,500 of the cost for the project and that sufficient funds have been designated to assure the acquisition and/or development, operation and maintenance of the facilities identified in said contract.

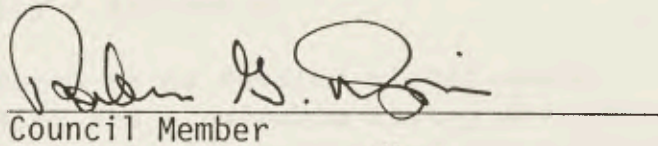
Read and unanimously adopted in the regular meeting of the project sponsor held on August 13, 1990.

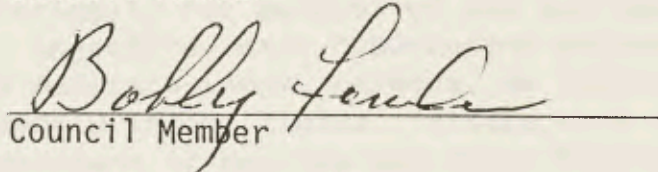
ATTEST:

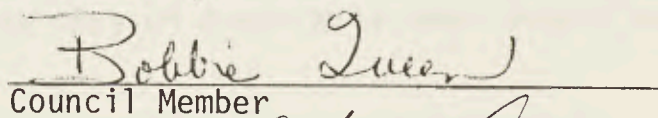

Mayor

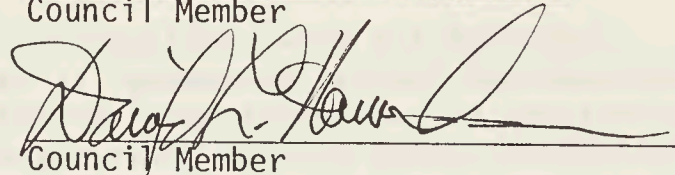

City Clerk


Council Member


Council Member


Council Member


Council Member


Council Member

SEAL



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WINNETT COUNTY

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

240 Oak Street, Building A, Room 203
Lawrenceville, Georgia 30245

404-822-5190

July 12, 1990

The Honorable George Haggard
Mayor
City of Sugar Hill
4988 W. Broad Street
Sugar Hill, Georgia 30278

Attention: Ms. Kathy Williamson, City Manager

Dear Mayor Haggard:

This letter shall serve as written notification of the City of Sugar Hill's approved FY 1990 Community Development Block Grant (CDBG) award from Gwinnett County. This is the fifth funding cycle for the Gwinnett County CDBG Program, and the City of Sugar Hill was selected for funding from the limited amount of CDBG funds available from among a number of competing cities, non-profit agencies, and county departments. The awards were made based upon the eligibility of projects submitted. The FY 1990 award to the City of Sugar Hill is for the following activity(s) and amount(s):

Community Center Handicap Accessibility - \$12,500.00.

The primary objective of the CDBG Program is to develop viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Consistent with this primary objective, each CDBG-funded project must benefit (serve) predominantly low and moderate income persons, as determined by federally-established maximum household income limits. Please note that this award is subject to all U.S. Department of Housing and Urban Development (HUD) CDBG requirements with which the City of Sugar Hill must comply before funds can be made available.

Our staff will work with you to ensure compliance with all HUD/CDBG requirements and will assist you with all phases of project implementation. The first step is the execution of the enclosed agreement, as required by HUD. Please ask your governing body to pass a resolution to permit execution of this document, then sign each of the four copies (original signatures on each of the four copies). Following signature, please attach an original signed copy of the resolution to each copy of the document and return all four copies, with original signatures, to this office, Attention: Craig Goebel, Assistant Director.

The Honorable George Haggard
Mayor, City of Sugar Hill
July 12, 1990
Page 2

Following signature by Ms. Lillian Webb, Chairman of the Gwinnett County Board of Commissioners, a file copy will be returned to you.

Should you have any questions about the agreement or the grant award or need additional information about the Gwinnett County CDBG Program, please call us at 822-5190.

Sincerely,

Craig Seibel

for

Frank Newton
Director

Enclosures: (4)

Disk: CDBG Agreements 1990 #1 [1.44 Mb]
File: 90SubRec.Cor + SRCon.Add = 90SRCon.Mrg

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CITY OF SUGAR HILL

COMMUNITY OF PRIDE

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



MEMORANDUM

TO: MAYOR & COUNCIL
FROM: CITY CLERK
DATE: AUGUST 13, 1990
RE: QUALIFYING DATES AND FEES FOR ELECTION

After conferring with the Elections Superintendent, Beulah Fowler, the qualifying dates need to be set to begin at 8:00 a.m. Monday, September 17, 1990 and end on Friday, September 21, 1990 at 5:00 p.m.

The Mayor and Councilmembers Bobby Fowler and Thomas Morris. The terms for this election will be for 3 year terms. Next year and every year thereafter will begin the four year terms.

Qualifying fees for the election should be set at \$36.00 for the position of Mayor and \$24.00 for the position of Councilmember.

The last day to register to vote for the City Election will be on September 26, 1990.

The City Election will be held on Saturday, October 27, 1990.

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CITY OF SUGAR HILL

COMMUNITY OF PRIDE

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



MEMORANDUM

TO: MAYOR & COUNCIL
FROM: CITY CLERK
DATE: AUGUST 13, 1990
RE: CPR CLASSES

Mr. Ed Knopich, of the Gwinnett County Fire Services, conducted the CPR classes for the City last year and he has contacted me recently stating that the certification is up for renewal soon.

We would like to continue this certification program. The cost is \$20.00 per person and there would be approximately 20 city employees participating in the program. This would come to a total cost of \$400.00.

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MAYOR & COUNCIL MEETING
MONDAY, SEPTEMBER 10, 1990
7:30 P.M.

A G E N D A

Meeting called to order.
Silent prayer and pledge to the flag.
Reading of past minutes.

Committee Reports

- A) Planning & Zoning Board
- B) Recreation Board
- C) Clean & Beautiful Committee
- D) Budget & Finance
- E) Betterment Committee

Old Business

- A) Residents of Hidden Meadows - Trash Pick-up
- B) City Sign for Alton Tucker Boulevard & Peachtree Ind. Blvd.
- C) Drug Awareness & Prevention Program

New Business

- A) Public Hearing - E. B. Martin Rezoning Request - 1187 Appling Road
- B) Pooled Leasing Program
- C) Municipal Gas Authority - Gas Contract
- D) Gwinnett Co. Board of Education - Sewer Request

City Manager's Report

- A) Satellite Tag Office for City Hall
- B) Drug Testing Results
- C) Request to attend Clerks Conference

Director of Golf's Report

City Clerk's Report

- A) Set 1991 Millage Rate
- B) Fax Machine Maintenance Agreement

Council Reports

Citizen's Comments

Adjournment

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MAYOR & COUNCIL MEETING
MONDAY, SEPTEMBER 10, 1990
7:30 P.M.

A G E N D A

Notice posted at 12:00 noon on Friday, September 7, 1990.

In attendance: Mayor George Haggard, Council Members Bobbie Queen, Reuben Davis, Bobby Fowler, Dave Hawthorne and Thomas Morris.

Meeting called to order at 7:35 p.m. by Mayor Haggard.

Mayor Haggard asks Mr. Hubert Hosch to give the invocation. Pledge to the flag led by Council Member Hawthorne.

Minutes

Council Member Fowler moves to approve the minutes from last months meetings. Second to the motion by Council Member Queen. Vote unanimous.

Planning & Zoning Board

City Clerk Judy Foster reads the minutes from last months Planning & Zoning Board Meeting and Board of Appeals Meeting.

Recreation Board

Council Member Queen states that the new playground equipment has been installed by the new pavilion, as well as a new gate and fence. Mrs. Queen reports that the new pavilion is being utilized more than the old one and the Recreation Board is pleased with its success. Mrs. Queen commends City employee Ralph Terry for saving the City approximately \$500.00 on the cost of the fence.

Clean & Beautiful Committee

Council Member Queen states that she has nothing to report other than the Committee is continuing to work on the Adopt-A-Spot Program.

Budget & Finance

Council Member Hawthorne reports the balances of each fund: General Fund - Negative Balance, Sanitation Fund - Negative Balance, Gas Fund - Positive Balance, Water Fund - Positive Balance, Sewer Fund - Negative Balance, Street & Bridge Fund - Negative Balance, Overall Budget - Positive Balance. Mr. Hawthorne states that overall, the City is in good financial condition for this time of year.

Betterment Committee

Mr. Jonathon Wright, Chairman of the Betterment Committee, introduces members of the Committee who are present. Mr. Wright states that the Committee is very pleased with the number of surveys returned by residents, 802 out of 2400. Mr. Wright discusses results of the tabulations of these surveys. Refer to results. Council Member Queen states that the Recreation Board will be pleased to see the results concerning the park. Mrs. Queen states also that these results can be beneficial when applying for grants. Mayor Haggard thanks Mr. Wright and the Betterment Committee

**MAYOR & COUNCIL MEETING
MONDAY, SEPTEMBER 10, 1990
MINUTES, CONT'D.
PAGE 2**

for all their hard work on this project. Mr. Wright states that they now have a better perspective of what the citizens want and they wish to continue with their efforts. Council Member Hawthorne recommends the Committee choose one or two items from the survey that they wish to pursue and report back to the Council with their recommendations.

Hidden Meadows Residents - Trash Pick-up

City Manager Kathy Williamson reports that she has received numerous calls from residents of the Hidden Meadows area concerning their trash service. They are not willing to give up their service completely. Mrs. Williamson states that it is more cost effective to have a regular route than just going to houses where residents have requested service. Discussion was held concerning different ways of handling the trash service. Resident Barbara Hoover states that she feels Mrs. Walsh was misunderstood by the Mayor and Council last month. Council Member Hawthorne recommends the policy of trash service to be that each resident needing trash service, have their trash out before 12:00 noon every Wednesday in order to have trash picked up that week. If a resident puts out their trash after that time, they will have to wait until the next week. Hidden Meadows residents will have their trash picked up on a "Per Request Basis Only". This new policy will appear in the Fall Newsletter as a public notice. There is a general consensus among the Council concerning this matter.

City Sign

Council Member Queen states that the City sign was requested by the Betterment Committee to begin with and she recommends they handle this project. Chairman Jonathan Wright states that they will work with the Clean & Beautiful Committee on this project and will report back to the Council with a proposal for action.

Drug Awareness & Prevention Program

The Mayor and Council are still reviewing this matter.

Public Hearing - E. B. Martin Rezoning Request

Council Member Hawthorne moves to accept the recommendation of the Planning & Zoning Board to deny the request. Second to the motion by Council Member Morris. Vote unanimous.

Pooled Leasing Program

City Manager Kathy Williamson states that she needs another 30 days to review this program with the new Director of Finance and she will report back to the Council next month.

Municipal Gas Authority - Gas Contract

Mr. Arthur Corbin and Bill Culpepper were present from the Gas Authority to explain the Gas Contract. Mayor Haggard asks if the Authority needs an answer on this matter tonight. Mr. Corbin states no, they need an answer by the end of the year. Mayor Haggard suggest the Council have a work session to discuss this matter further.

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Sewer Request - Gwinnett County Board of Education

Mr. Jim Steel of the Gwinnett County Board of Education is requesting to tie onto the City Sewer System at Lanier Middle School which is not currently inside the City of Sugar Hill. Mr. Steel states that the school now serves 713 students and they are planning to expand the school to serve 1,300 students. Mr. Steel states that an easement could be obtained from Mr. H. T. Moore and tie on at the Secret Cove Subdivision. Each student uses approximately 17 gallons of sewage per day. Council Member Hawthorne moves to authorize Mr. Steel to approach the County Commissioners to allow a sewer tap to be sold to the Gwinnett County Board of Education for Lanier Middle School at an amount to be determined at a later date. Second to the motion by Council Member Morris. Vote unanimous.

Satellite Tag Office

Mr. Charles Martin is present from the Gwinnett County Motor Vehicle Division requesting space for a satellite tag office to be established at City Hall again next year. Mr. Martin states that approximately 7,949 customers were served at this satellite tag office this year. Mayor Haggard states that the Council will review this matter and report back to Mr. Martin. Mayor Haggard states that he is hopeful we have enough space for this project again next year since he has received so many compliments about the tag office.

Drug Testing

City Manager Kathy Williamson reports that 20 employees took the drug test last month and every single person tested negative. Mrs. Williamson states that the person conducting the drug testing stated that she had never seen a place have a 100% rating.

Clerks Conference

City Manager Kathy Williamson states that she would like to attend the Clerks Conference next week to take her certification test. Council Member Hawthorne moves to authorize Mrs. Williamson to attend the conference. Second to the motion by Council Member Morris. Vote unanimous.

Council Member Hawthorne asks Mrs. Williamson what the response was from Commissioner Dodd concerning the Town Forum. Mrs. Williamson states that she has not received a response from him yet.

Council Member Hawthorne states that Boardmember Southerland of the P&Z Board made a recommendation to the Council to charge another \$50.00 on variances if no one shows up to represent their case. This will encourage attendance at the meetings. There is a general consensus among the Council to accept this recommendation.

Council Member Hawthorne states that we have had too many problems with the flowmeter. City Engineer Jim Stanley states that this is not unusual since they are so sensitive.

**MAYOR & COUNCIL MEETING
MONDAY, SEPTEMBER 10, 1990
MINUTES, CONT'D.
PAGE 4**

Council Member Queen asks Mrs. Williamson what the status is of the turning signal at the red light on Highway 20 across from Shoneys. Mrs. Williamson states that she will write another letter to George Black about this matter.

Council Member Queen also asks Mrs. Williamson to find out about crosswalks at Sugar Hill Elementary School that have not been re-painted since the road was paved again.

Update on Golf Course

Director of Golf Bob Boltz states that grass is coming up in areas that were hydroseeded. Mr. Willard Byrd has the clubhouse plans and grading will begin soon for the clubhouse. Mr. Boltz states that the pond liners will be installed as in the contract.

Radios for Golf Course

Mr. Boltz states that the handheld radios are not compatible with the City's radio system and he feels that it does not need to be. Mr. Boltz states that he needs the Council to amend their motion of last month so that the Golf Course system does not have to be compatible with the City's. Council Member Hawthorne moves to retract the final portion of that motion. Second to the motion by Council Member Queen. Vote unanimous.

Request to Purchase Trencher

Mr. Boltz states that he has a friend who has a used trencher and trailer for sale at a cost of \$6,500. Mr. Boltz states that alot of times the City's trencher is being used and they cannot use it. Mr. Boltz states that there are alot of used trenchers on the market and this one is about \$1,000 less. It is a 1985 Case 25 + 4. Council Member Hawthorne moves to purchase the trencher. Second to the motion by Council Member Davis. Vote unanimous.

Storage Shelter

Mr. Boltz states that he would like to build a storage shelter at a cost of \$6,400 and he will provide the labor. Mr. Boltz states that this can later be used as a pavilion. Mr. Boltz states that he needs this to secure all the equipment they are purchasing. Discussion was held on this matter. No action was taken.

Set 1991 Millage Rate

City Clerk Judy Foster states that the State has to be notified of our 1991 Millage Rate by October 1, 1990. Council Member Hawthorne moves to set the 1991 Millage Rate at 6 Mils. Second to the motion by Council Member Morris. Vote unanimous.

Maintenance Agreement for Fax Machine

City Clerk Judy Foster states that we have not had any problems with our fax machine, however, it was purchased in 1988 and OMNIFAX is requesting we sign the maintenance agreement for \$400.00. Council Member Hawthorne

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**MAYOR & COUNCIL MEETING
MONDAY, SEPTEMBER 10, 1990
MINUTES, CONT'D.
PAGE 5**

moves to deny the request for the maintenance agreement since we have had no problems with the machine. Second to the motion by Council Member Morris. Vote unanimous.

Council Reports

Mayor Haggard announces that Mr. Tom Moreland has dropped his litigation against the City's Sewer Treatment Plant.

Citizen's Comments

Barbara Hoover states wants to thank the Recreation Board for the new pavilion, playground and gate.

Mayor Haggard introduces the new Director of Finance, Sandy Richards.

Adjournment

Council Member Hawthorne moves to recess the Council meeting and go into a closed executive session with the City Attorney. Second to the motion Council Member Morris. Vote unanimous.

Meeting recessed at 10:00 p.m.

Council Member Hawthorne moves to adjourn the Council meeting. Second to the motion by Council Member Morris. Vote unanimous.

Meeting adjourned at 11:40 p.m.

Judy L. Foster

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SUGAR HILL GOLF COURSE

GOLF COURSE UPDATE:

- A. Grassing
- B. Erosion control
- C. Silt fence
- D. Logo & Brochure

REQUEST TO PURCHASE EQUIPMENT FOR GOLF COURSE:

Radio system; I am requesting the council to amend the August motion that the golf course system be in communication with the City radio system.

It is my opinion that we at the golf course do not need the sophisticated system that the City needs for their operation. We would like to revise the price from \$2382.00 to \$2226.60.

EQUIPMENT; We are in need of a trencher for the primary use of installing silt fence for erosion control. We have the opportunity to purchase a used (case 25+4) trencher & trailer for \$6500.00.

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SUGAR HILL GOLF COURSE

REQUEST TO PURCHASE THE FOLLOWING:

OFFICE TRAILER; We are in need of more employee space.

We have two options as far as price. We can rent an office trailer for \$150.00 per month with a freight and set-up charge of \$345.00 or we can buy one for \$4000.00.

STORAGE SHELTER; We are accumulating equipment such as our mules and hand tools that need protection. I am requesting a structure like the new one at the park to be used during construction for storage and later as a pavillion for outside parties.

COST: \$6400.00 We will provide labor.

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**SUGAR HILL BETTERMENT COMMITTEE SURVEY RESULTS
10 SEPTEMBER 1990**

APPROXIMATELY 2400 SURVEYS MAILED TO RESIDENTS IN MAY 1990

802 SURVEYS RECEIVED AND TABULATED

STEERING COMMITTEE

JONATHAN WRIGHT, CHAIRMAN

LINDA BAGGETT
HELEN BROTHERTON
KIM CARROLL
SHERI CROWE
PATSY FALLAS

BARBARA HOOVER
MELINDA PETRUZZI
LEW RICHARDSON
CHARLES TECKMAN

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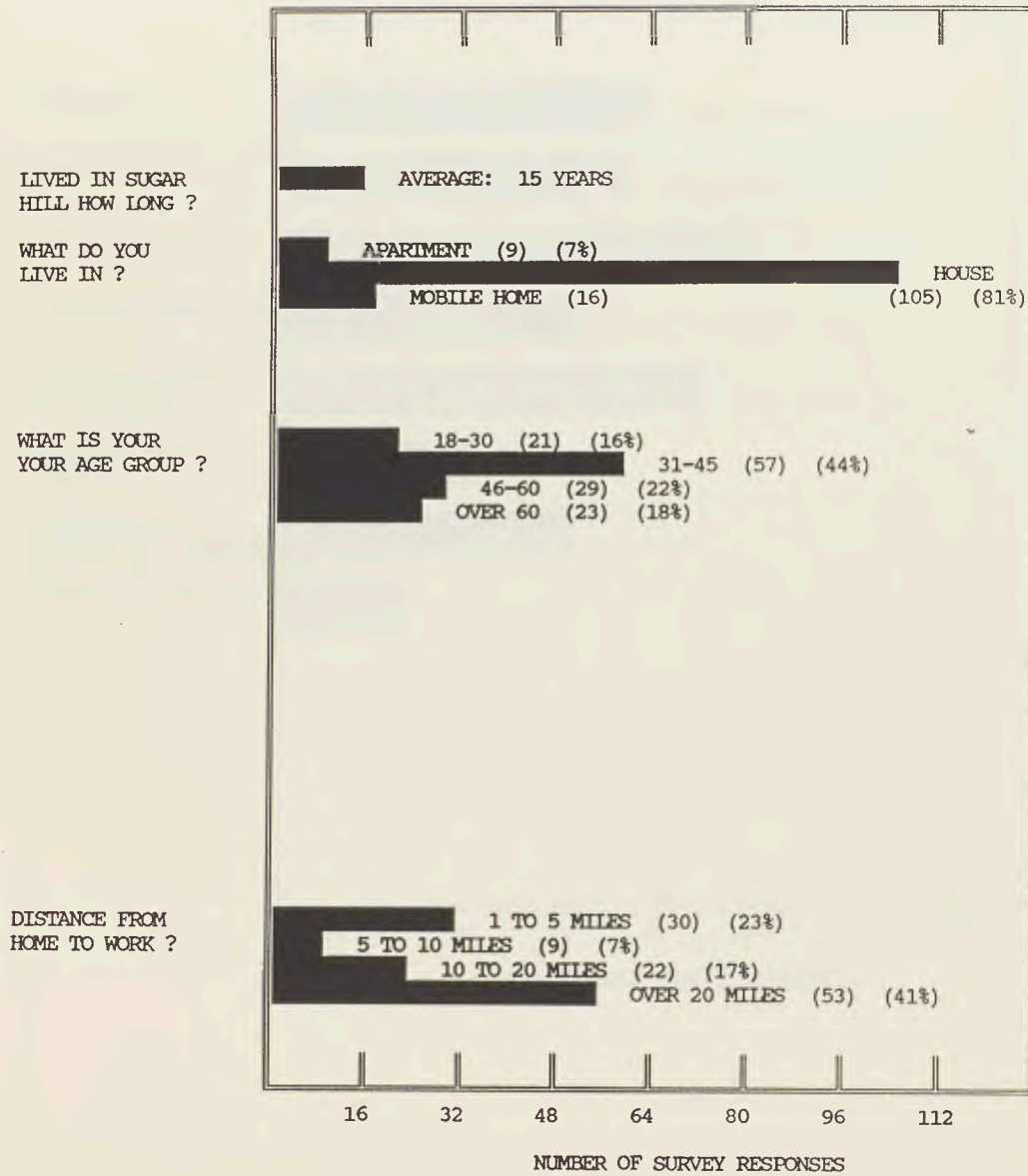
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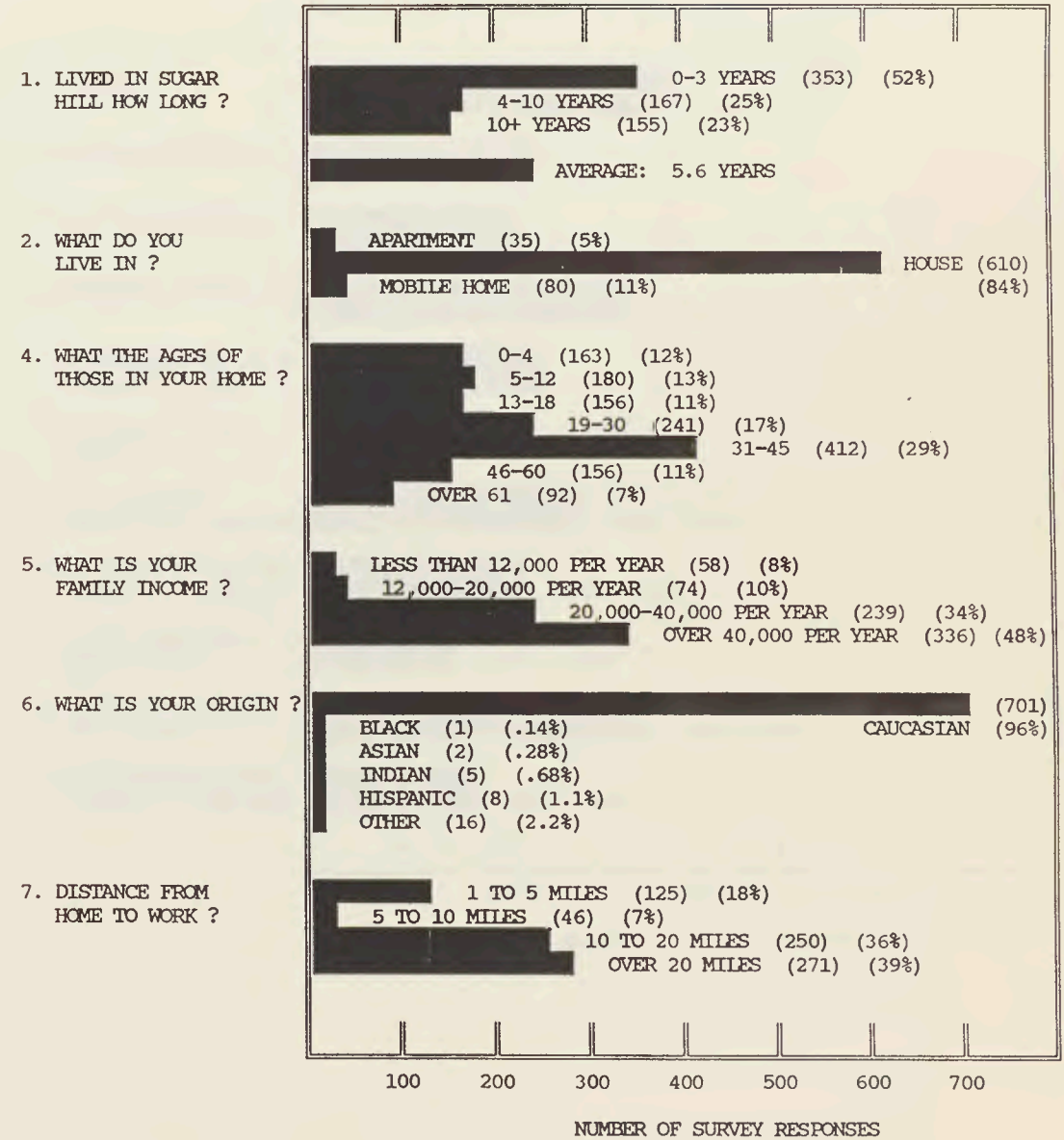
BETTERMENT COMMITTEE SURVEY RESULTS
AUGUST 1983

DEMOGRAPHICS OF 130 RESPONDENTS



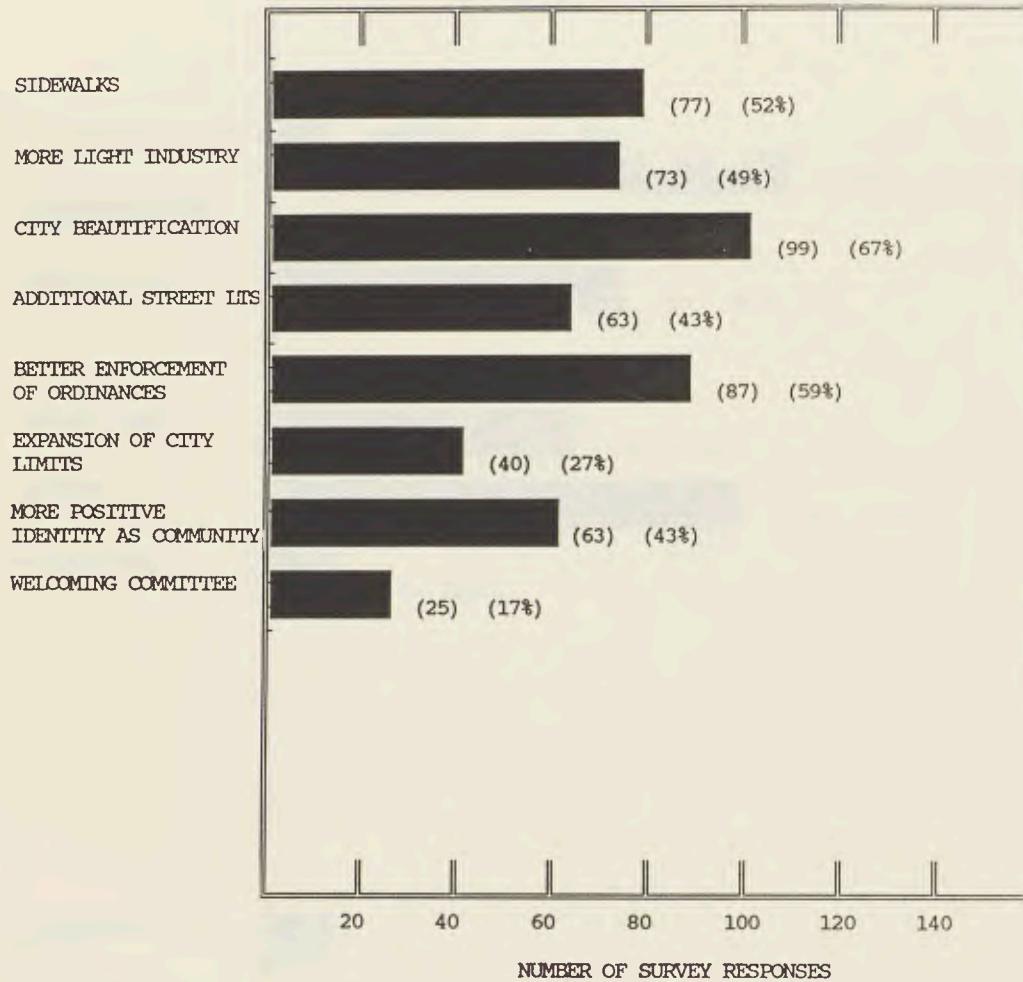
BETTERMENT COMMITTEE SURVEY RESULTS
SEPTEMBER 10, 1990

PERSONAL DATA



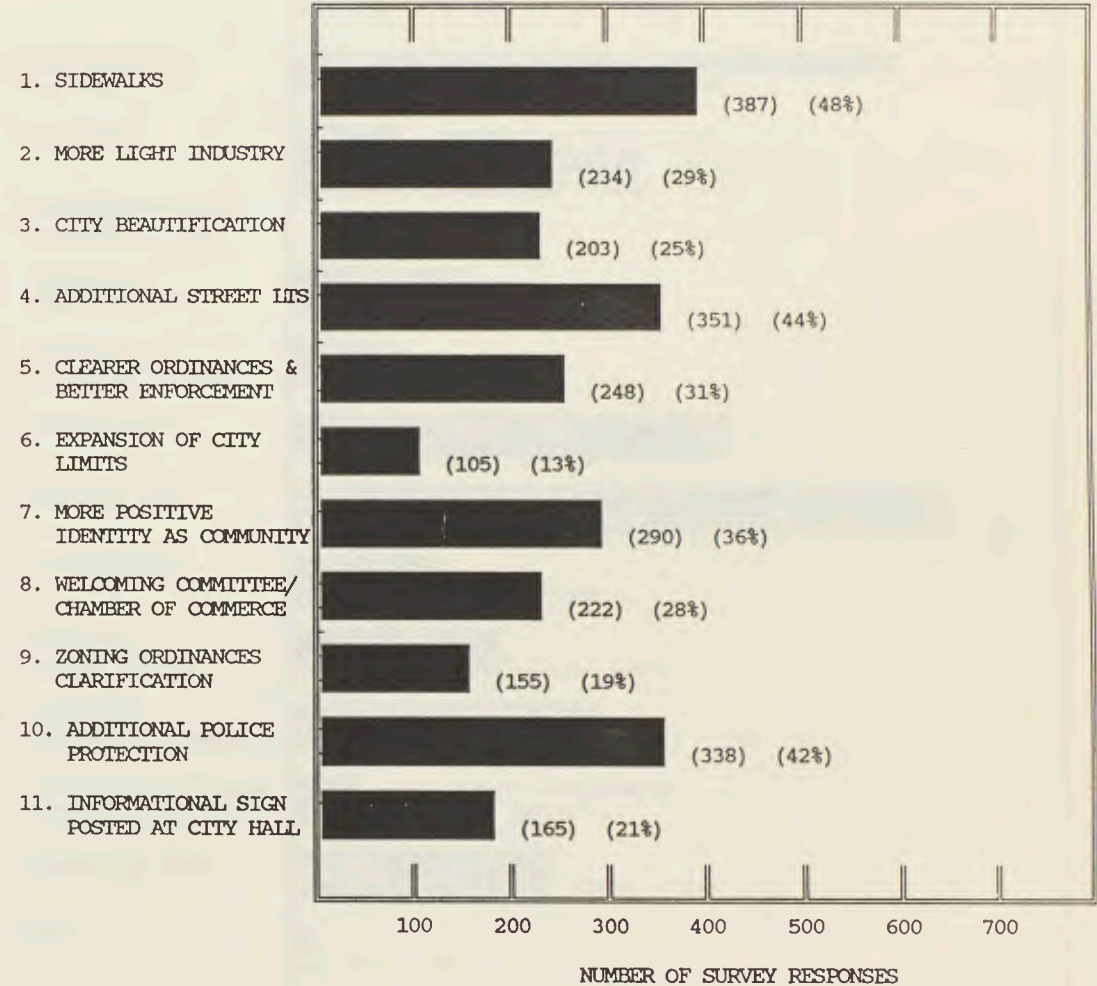
BETTERMENT COMMITTEE SURVEY RESULTS
AUGUST 1983

QUESTION 1: SUGGESTIONS TO IMPROVE SUGAR HILL MOST IMPORTANT TO YOU (MARK THREE).



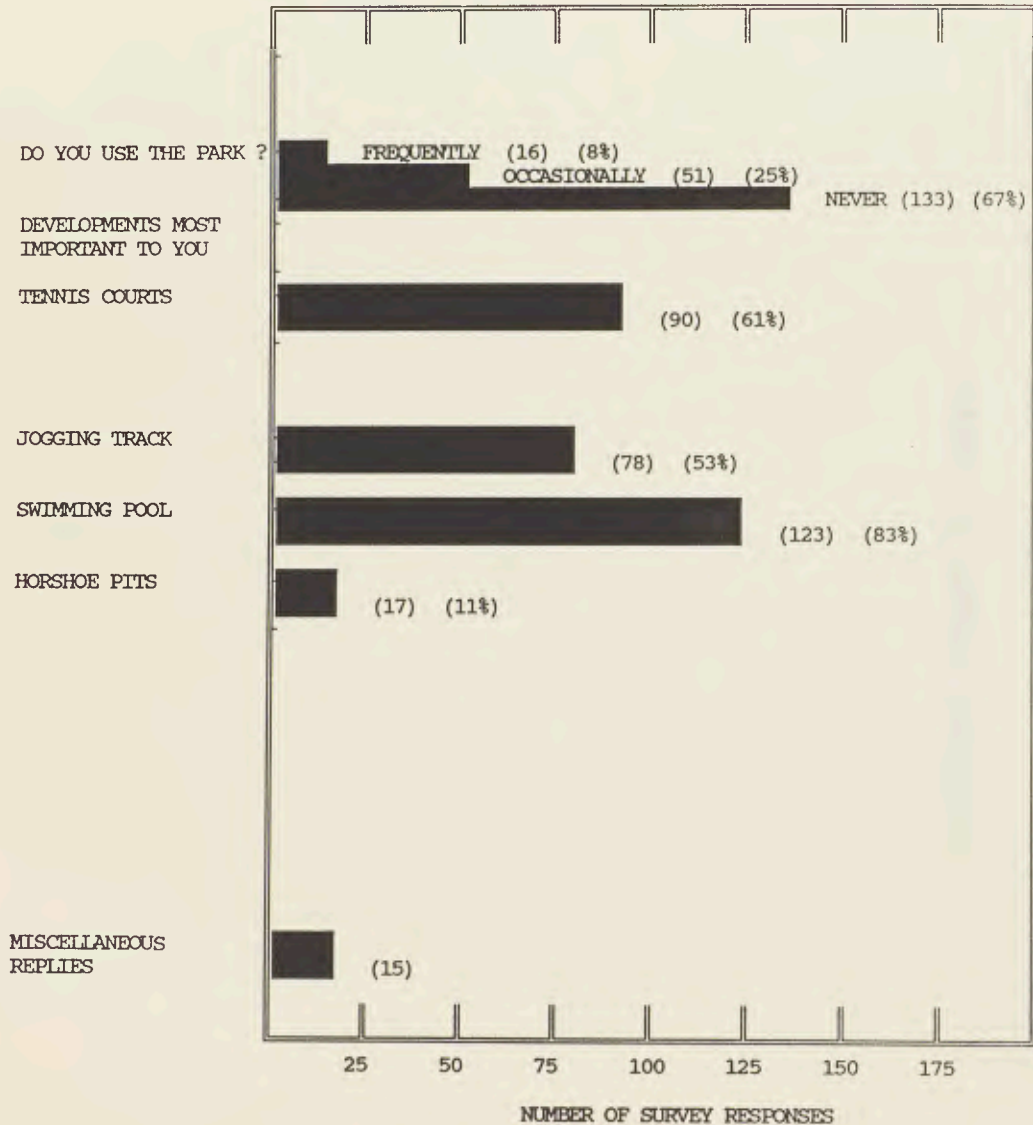
BETTERMENT COMMITTEE SURVEY RESULTS
SEPTEMBER 10, 1990

QUESTION A: SUGGESTIONS TO IMPROVE SUGAR HILL MOST IMPORTANT TO YOU (MARK THREE).



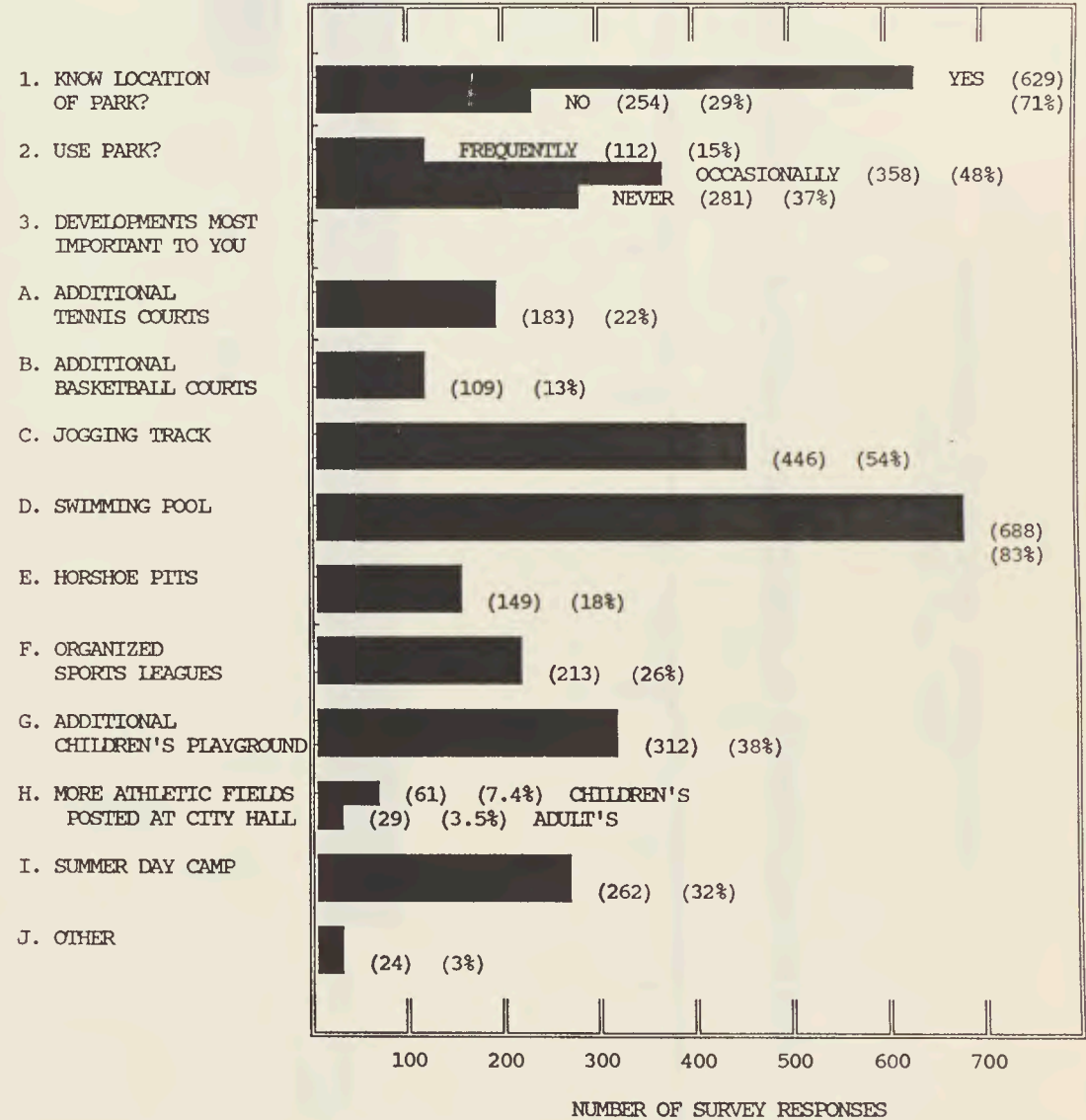
BETTERMENT COMMITTEE SURVEY RESULTS
AUGUST 1983

QUESTION 2: A FEW QUESTIONS ABOUT E.E. ROBINSON MEMORIAL PARK.



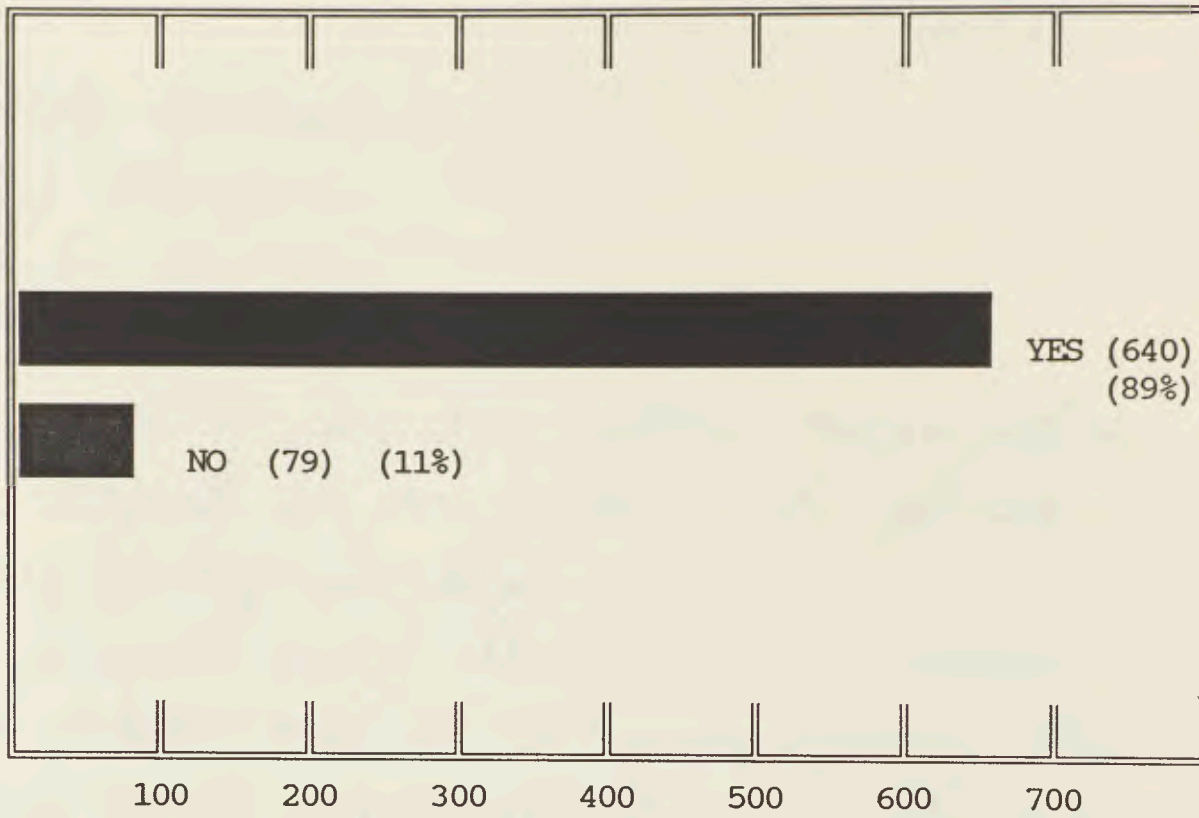
BETTERMENT COMMITTEE SURVEY RESULTS
SEPTEMBER 10, 1990

QUESTION B: A FEW QUESTIONS ABOUT E.E. ROBINSON MEMORIAL PARK.



BETTERMENT COMMITTEE SURVEY RESULTS
SEPTEMBER 10, 1990

QUESTION C: ARE YOU WILLING TO ACTIVELY PARTICIPATE IN A RECYCLING PROGRAM?



NUMBER OF SURVEY RESPONSES

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GARY BOUCHNER.
4215 Hidden Meadow Cir
Sugar Hill, GA
30518

Kathy Williamson
City Manager
Sugar Hill GA.

Kathy per our phone conversation
on August 21, in reference to prison
crew garbage pickup.

I spoke with Alexis Walsh concerning
this matter and it certainly appears there
were some misunderstandings. The request
of the petition was that prison crews
should only enter Hidden Meadow Circle
when someone calls for a pickup as
compared to routine pickups.

I did sign the petition, but it was
with the understanding that routine
pickups would be stopped only. I
have used this service in the past and
certainly hope a workable solution can
be reached for the future. This is a
recommendation to solve this problem, have
the prison crew enter Hidden Meadow Circle

on request of the homeowner for
trash pickup.

I certainly hope this service
will continue and that we can come
to a mature decision in this regard

Sincerely
Guy Baker
271-7592.

Kathy, if a workable
solution cannot be reached, I would
like to be taken off the petition.
I feel this is a valuable service
and I would like to keep
it. Please, respond.

Thanks



THE GOVERNOR'S COMMISSION ON DRUG AWARENESS AND PREVENTION

10 Park Place South • Suite 201 • Atlanta, Georgia 30303 • (404) 651-6898

Joe Frank Harris
Governor

Dear Fellow Georgian:

The Governor's Commission on Drug Awareness and Prevention is sponsoring the 1990 Red Ribbon Campaign in Georgia. The Campaign will occur simultaneously with the national Red Ribbon Campaign beginning October 20-28, 1990.

The Red Ribbon Campaign originated when Federal Agent Enrique Camarena was murdered by drug traffickers in 1985. The Red Ribbon became the symbol to reduce the demand for drugs, just as the yellow ribbon symbolized the hostages in Iran, and the green ribbon symbolized the murdered children in Atlanta. Many individual communities across America have organized Red Ribbon Campaigns to create an awareness of alcohol and other drug problems.

The goal of the Georgia Red Ribbon Campaign is to create an awareness and a motivation for a drug-free Georgia. Through a citizen/community network involving schools, parents, youth, religious institutions, business and industry, law enforcement, government, service organizations, media, medical, social services and legislators in every community, we can make Georgia an example in demonstrating its commitment to a drug-free lifestyle.

The plans for Georgia's third annual Red Ribbon Campaign are being formalized. They will include Red Ribbon tying with adjacent states on Monday, October 22, wearing red on Red Ribbon Day, Wednesday, October 24, and recognizing the Red Ribbon Campaign in religious institutions across the State. A brochure announcing statewide activities and dates, giving important Red Ribbon Campaign information for Georgia as well as offering promotional items which can be used for fund raising by local community groups will be ready for mailing in early September to anyone or any group interested in participating in the 1990 Georgia Red Ribbon Campaign.

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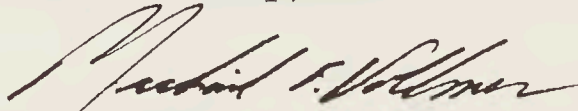
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To get involved simply call the Governor's Drug and Alcohol Helpline at 1-800-338-6745 or write Gina Cogswell, Campaign Coordinator, Georgia Red Ribbon Campaign, 10 Park Place South, Suite 201, Atlanta, Georgia 30303.

We want very much to have all communities in Georgia participating in this year's Red Ribbon Campaign. There will be many ways to become involved in this major drug prevention effort, and the Governor's Commission will be available for support and overall coordination. We all look forward to hearing from you and working with you over the coming months.

Sincerely,



Michael F. Vollmer
Executive Director

MFV/rcl

CITY OF SUGAR HILL
REZONING APPLICATION
FEE \$50.00

DATE OF APPLICATION 8-1-90

PROPERTY OWNER'S NAME E B Martin

PROPERTY OWNER'S ADDRESS 3907 Atlanta Hwy
Flowery Branch Ga 30542

MAP REFERENCE # 7-322-9

1187 Appleby Road 967-6057

ATTACH LEGAL DESCRIPTION AND PLAT OF PROPERTY

DESCRIPTION OF PROPOSED USE: Mobil Home
1986 14 X 60

TIMETABLE FOR DEVELOPMENT:

EXISTING ZONING RS 100 PROPOSED ZONING MH

FOR ADMINISTRATIVE USE ONLY

DATE APPLICATION RECEIVED Aug. 1, 1990

RECEIVED BY Judy Foster

FEE PAID \$ 50.00 CHECK # CASH

SIGN ERECTED OF PROPERTY: YES NO

E B MARTIN REZONE

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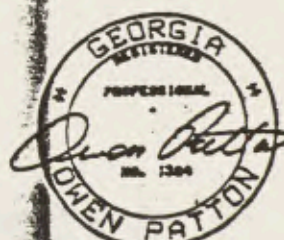
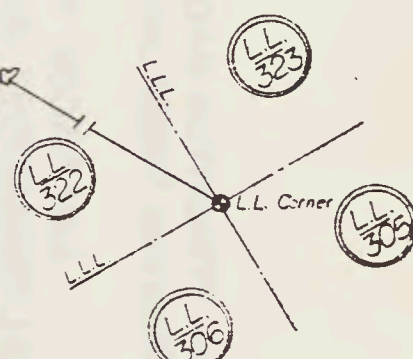
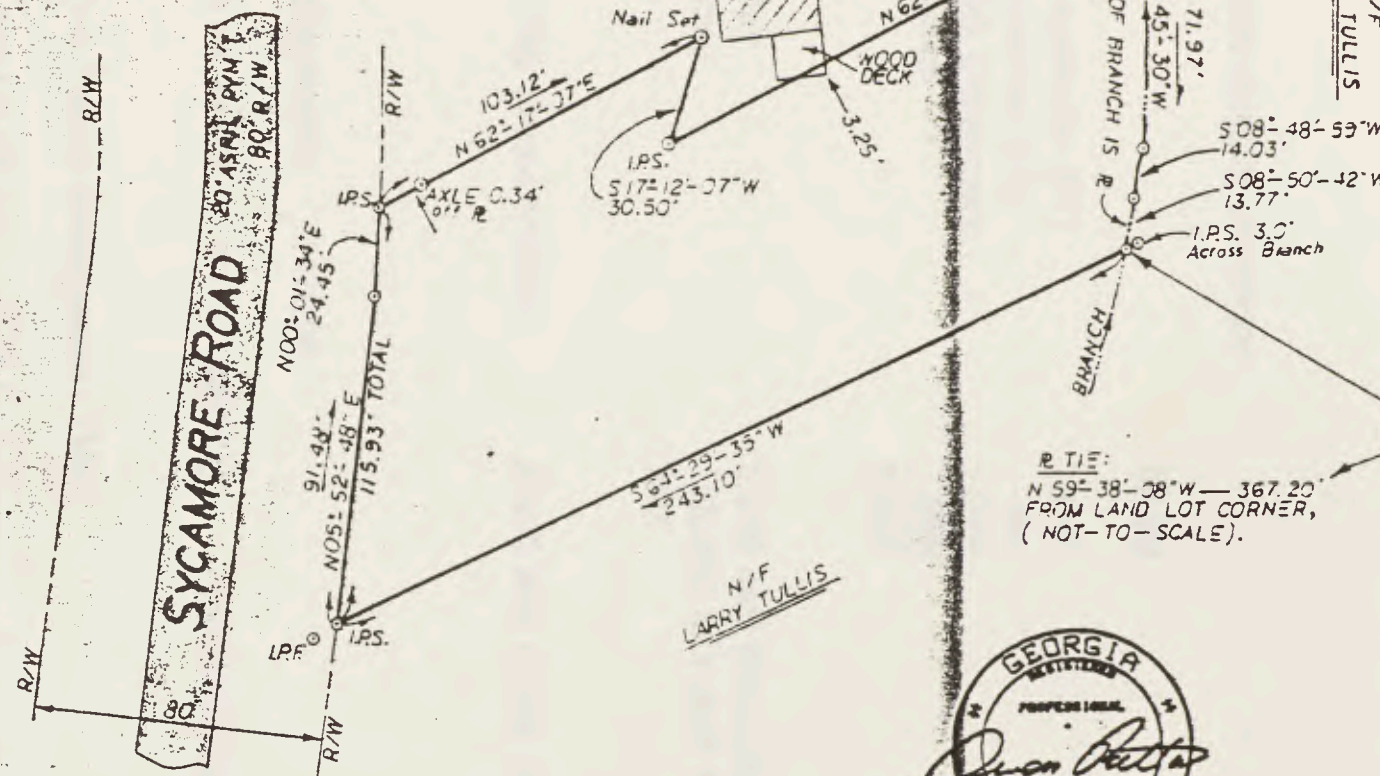


NOTES:
EQUIPMENT USED: TOPCON G.T.S.-2

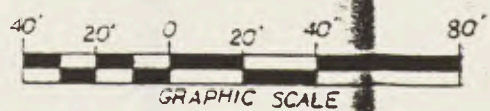
AREA: **0.51 ACRES**

THIS PROPERTY IS NOT LOCATED WITHIN A FLOOD HAZARD AREA.

LEGEND:
 ○ I.P.F. - IRON PIN FOUND
 ○ I.P.S. - IRON PIN SET
 R/W - RIGHT-OF-WAY
 R - PROPERTY LINE
 C - CENTER LINE
 L.L.L. - LAND LOT LINE



PREPARED BY:
PATTON - PATTON INC.
 REGISTERED GEORGIA LAND SURVEYOR
 537 SHALLOWFORD ROAD
 GAINESVILLE, GEORGIA
 (404) 832-4192



SURVEY FOR:
E. B. MARTIN
 LOCATED IN LAND LOT- 322
 7TH LAND DISTRICT
 GWINNETT COUNTY, GEORGIA
 SCALE: 1" = 40' DATE: 4-13-1990
 JN.90-08

MUNICIPAL GAS AUTHORITY OF GEORGIA
LONG-TERM FIRM GAS SUPPLY/NEW AUTHORITY CONTRACT

CITY OF SUGAR HILL
COUNCIL MEETING, SEPTEMBER 10, 1990

o Long-Term Gas Supply Decisions

	<u>Mcf/d</u>	<u>%</u>
Southeast Expansion (FT)	1,000	43
Firm Transportation (FT)	44	2
Transco G/OG Entitlement	1,015	43
Storage Services	<u>285</u>	<u>12</u>
	2,344	100

1989 Peak Day	2,245 Mcf (Dec. 23, Avg. 15 degrees)
1989 Purchases	198,955 Mcf (545 Mcf/d)
Load Factor	24%

Future Peak Day Requirements 2,850 Mcf (1995, 5% per year growth)

o Timing

- Southeast Expansion 11/1/90
- Transco G/OG to FS 2/1/91 (Notice) 4/1/91 (Effective)

o Gas Authority's Supply Management Role:

- non-profit organization to provide adequate, dependable, and economical sources and supplies of gas

- 4 Supply Options Evaluated:

- Option I - 55% Transco Supply, 45% TEMCO Supply
- Option II - 50% Transco Supply, 50% TEMCO Supply
- Option III - 50% Transco Supply, 50% Authority Supply
- Option IV - Aggregate Transco member contracts
50% Transco Supply, 50% Authority Supply

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- o Gas Authority's Supply Management Role (continued):
 - Savings from Prepaying Gas Supply, estimate \$140,000 to \$160,000 per year, net of Authority Administrative Fee
 - Specific Benefits to Sugar Hill from Aggregate Contracts:
 - * Can take Southeast Expansion volumes from Suwanee Lateral
 - * Improved daily balancing from diversity of demand
 - * Automatic exchanges between cities
 - Other Benefits of Membership
 - Meeting Growing Peak Day Requirements
 - * Planning and Management Assistance
- o Costs/Risks
 - Authority Administrative Fee, approximately \$25,000 currently
 - Board Actions
 - * 1991 Budget no higher than 1990
 - * 1992 Budget no higher than 1991 adjusted for inflation
 - Minimize Risk
 - * multiple suppliers with deliverability guarantees
 - * major producers with strong financials
 - * market diversity through joint action

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MUNICIPAL GAS AUTHORITY OF GEORGIA

Attachment I

1991-95 TRANSCO GAS SUPPLY OPTIONS

CITY OF SUGAR HILL

	OPTION I	OPTION II	OPTION III	OPTION IV
GAS SUPPLY				
DAILY CAPACITY				
Transco FS Service	1,015	887	887	979
MGAG SE Expansion	1,000	1,000	1,000	398
MGAG FT Supply	44	172	172	814
MGAG Storage	285	285	285	121
Total	2,344	2,344	2,344	2,312
ANNUAL VOLUME				
Transco FS Service	53,003	6,283	6,283	31,158
MGAG SE Expansion	144,900	144,900	144,900	57,670
MGAG FT Supply	16,060	62,780	62,780	125,135
MGAG Storage	0	0	0	0
Total	213,963	213,963	213,963	213,963
GAS COSTS				
Transco FS Service	\$122,755	\$14,831	\$14,831	\$72,293
MGAG SE Expansion	\$471,215	\$471,215	\$361,381	\$143,829
MGAG FT Supply	\$40,825	\$159,587	\$156,573	\$312,087
Total Gas Costs	\$634,795	\$645,633	\$532,785	\$528,209
NON-GAS COSTS				
FS Reservation Fee	\$69,352	\$60,640	\$60,640	\$82,588
FT Demand Charge	\$48,456	\$49,804	\$49,804	\$99,819
SE Exp FT Demand	\$46,856	\$46,856	\$46,856	\$18,649
Storage Demand	\$3,778	\$3,778	\$3,778	\$3,778
FSFT Transportation	\$10,576	\$1,179	\$1,179	\$6,182
SEFT Transportation	\$57,328	\$57,328	\$57,328	\$22,817
FT Transportation	\$2,508	\$9,802	\$9,802	\$19,539
MGAG GSC True-Up	\$0	\$0	(\$44,830)	(\$50,483)
Total Non-Gas Costs	\$238,854	\$229,387	\$184,557	\$202,889
TOTAL SUPPLY COSTS	\$873,649	\$875,020	\$717,342	\$731,098
AVERAGE COST (\$/MMBtu)	\$4.08	\$4.09	\$3.35	\$3.42
MGAG G&A CHARGE	\$29,816	\$29,816	\$29,816	\$29,816
TOTAL COSTS	\$903,465	\$904,836	\$747,158	\$760,914
SAVINGS VS OPTION I		(\$1,371)	\$156,307	\$142,551

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MUNICIPAL GAS AUTHORITY OF GEORGIA

09/10/90

Example of Pre-Paid Gas Supply Savings

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Volume	100,000	100,000	100,000	100,000	100,000	500,000
Average Price	\$2.01	\$2.15	\$2.30	\$2.46	\$2.63	\$2.31
Annual Cost	\$201,000	\$215,000	\$230,000	\$246,000	\$263,000	\$1,155,000
Discount Rate						10.0%
Discounted NPV	\$180,900	\$172,000	\$161,000	\$147,600	\$131,500	\$793,000
Amount of Pre-Payment						\$793,000
GAG Bond Rate						7.5%
5 Year Bond Payments	\$196,002	\$196,002	\$196,002	\$196,002	\$196,002	\$980,010
SAVINGS FROM PRE-PAYMENT	\$4,998	\$18,998	\$33,998	\$49,998	\$66,998	\$174,990
PERCENT SAVINGS						15.2%

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I (Contd) In the absence of other information, a city is usually dependant upon the pipeline to explain its policies. These explanations, to the extent they are available, tend to serve the pipelines' interest.

MUNICIPAL GAS AUTHORITY OF GEORGIA

BENEFITS OF MEMBERSHIP (In Addition to Gas Cost Savings)

When the benefits of Gas Authority Membership are discussed, gas cost savings are always mentioned first. While these savings are significant and easily identifiable, there are other benefits of membership which should be considered as part of any cost/benefit analysis of the Gas Authority. Some of these other benefits are summarized below:

I REGULATORY ACTIVITIES

As a member of the Gas Authority, each city is represented in the regulatory process where the pipeline rates and rules of operation are determined. Active participation is crucial because much of the negotiation takes place in the settlement process between the active parties in each case. If you don't participate, you are limited to accepting whatever is decided by the other parties in the case. These other parties may not have the welfare of the small customer as their top priority, to say the least.

It is true that parts of the natural gas industry have been deregulated in recent years, but the allocation of and cost of peak day firm capacity on interstate pipelines will continue to be regulated. There is therefore a continuing need for effective representation in the regulatory arena for those parties dependant on the pipeline for peak day capacity.

In addition to the actual outcome of the regulatory process, there are other indirect benefits of participation. Those parties

MUNICIPAL GAS AUTHORITY OF GEORGIA

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It is true that parts of the natural gas industry have been deregulated in recent years, but the allocation of and cost of peak day firm capacity on interstate pipelines will continue to be regulated. There is therefore a continuing need for effective representation in the regulatory arena for those parties dependant on the pipeline for peak day capacity.

In addition to the actual outcome of the regulatory process, there are other indirect benefits of participation. Those parties actively involved have the benefit of hearing the views of the other parties and thus gain a better understanding of the issues and their implications.

I (Contd) In the absence of other information, a city is usually dependant upon the pipeline to explain its policies. These explanations, to the extent they are available, tend to serve the pipelines' interest.

Finally, non-participating cities cause the rest of the small customer community to absorb the entire burden of participation in the regulatory arena. When the entire community participates in the joint action umbrella, the costs are shared by all those receiving the benefits.

II INDUSTRY DEVELOPMENTS AND NEWS

Many of the changes occurring in the natural gas industry require study and analysis to fully understand. A joint action agency provides a way for small organizations to draw upon a common resource that would be impractical on an individual basis. Some changes, like a deadline for a transportation priority, are time sensitive. On their own, a city may not become aware of a deadline before it has passed.

III WINTER OPERATIONS

The Gas Authority has the ability to take special measures to locate and arrange transportation of supplemental supplies in peak periods. The backhauls delivered last winter are examples of the service. Also, as a group, the cities have more leverage with the pipeline when extraordinary situations arise.

IV CENTRALIZED PEAK SHAVING

In the future, the members of the Authority may construct a jointly owned LNG or Propane Plant. The benefits could include not only lower cost of plant operation, but also lower financing costs and make it a economical source of capacity and supply. This may be particularly important to members experiencing rapid customer and load growth.

V CLEAR AND ACCURATE INVOICES

The advent of transportation has resulted in more complex monthly gas bills. The Authority combines, summarizes and simplifies the bills rendered to its members. It also manages the transportation imbalance accounts.

VI MARKET DEVELOPMENT

The Authority provides a central clearing house of ideas for the marketing of natural gas. The member cities can benefit from successful programs used by other cities and avoid their mistakes. Also, the Authority can help the members determine how pipeline company marketing programs can benefit their particular city and how to take full advantage of any financial assistance available under the programs.

The member city can also call upon the Gas Authority's assistance when negotiating service conditions with existing industrial customers as well as prospective ones. The Authority can show the city how industrial accounts are treated in other areas and thereby provide the member with additional information from which it can base its decisions. The member city avoids the disadvantage of negotiating by itself with an industrial customer who has several plants and may use the resulting market knowledge to its advantage.

VII RETAIL RATE ANALYSIS

Members of the Gas Authority can have cost of service and rate design studies performed in order to maximize the economic performance of their systems. They benefit from the shared pool of knowledge of what will and will not work.

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VIII BULK PURCHASES

Members of the Gas Authority also benefit from bulk pricing by ordering material and supplies through the Authority. Currently, member cities can purchase meters, regulators and propane jointly. The joint buying program thus allows each member to achieve price levels based on their combined buying power rather than just their city's requirements.

IX LONG TERM SUPPLY PLANNING

The Gas Authority evaluates the needs of its members in light of changing conditions and opportunities in the natural gas industry's open access environment. This process will continue in the future as supply agreements expire and conditions change.



OFFICE OF THE TAX COMMISSIONER

MOTOR VEHICLE DIVISION
75 Langley Drive
P.O. Box 829
Lawrenceville, Georgia 30246
(404) 822-8801

KATHERINE SHERRINGTON
Tax Commissioner

CHARLES MARTIN
Director

TO: All City Mayors, Managers,
Council Members and Clerks

FROM: Betty Cole *bc*
Assistant Branch Manager

RE: 1990 Mill Rates

DATE: August 10, 1990

The State Revenue Department has requested that this office mail to them the 1990 mill rates by October 1, 1990. If these forms are not submitted in time, prebills for your City will not be printed! We are notifying you earlier this year, so that you can get your mill rates set and sent back to us in ample time to meet the State deadline.

We appreciate the cooperation received from you in the past. An affidavit and PT-38 form are attached. We must have these returned to us no later than September 14, 1990.

If I can be of any assistance, please feel free to call me at 822-7332.

ENCLOSURES: 3

BKC/

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OMNIFAX

TELAUTOGRAPH CORPORATION

8700 Bellanca Avenue Los Angeles, CA 90045

MAINTENANCE AND PARTS AGREEMENT

We agree to furnish maintenance service and necessary replacement parts for the Omnifax and Telautograph equipment listed at the location(s) shown on the reverse side subject to the following terms and conditions:

1. This Maintenance and Parts Agreement includes replacement parts and service calls during customary Omnifax Telautograph business hours, Monday through Friday, legal holidays excepted. Service calls necessary to maintain the equipment in good working condition. Service calls to be performed outside of the said hours or on Saturday, Sunday or a legal holiday by Omnifax Telautograph at the request of the customer, will be charged for at the prevailing hourly rate for such service.
2. Customer will grant or provide Omnifax Telautograph representatives access to the equipment at all reasonable times for purpose of inspection and repairs.
3. This Agreement does not cover paper, pens, ink, forms or other supplies. To assure proper operation of the system, the equipment should be utilized with the proper type of supplies and parts. Supplies of the proper quality are available from Omnifax Telautograph.
4. This Agreement does not include cost of replacement parts or labor necessitated by failure of customer to use approved supplies, or damages due to fire, water, carelessness or misuse of the equipment.
5. Relocation of any of the equipment covered by this Agreement will be charged at prevailing rates and material costs. Any service problems or parts replacements necessitated by relocation, reconnection or negligence by customer in use of equipment shall be charged for at prevailing rates.
6. Customer shall be responsible for furnishing and maintaining, at its own expense, the line and power wires necessary for the operation of said equipment according to specifications. Wires shall be furnished by Omnifax Telautograph. If, customer desires any changes in the location of any equipment, customer shall make such changes in line and power wiring and terminal equipment as may be required to effect such changes, and Omnifax Telautograph shall reconnect said equipment in accordance with the Omnifax Telautograph schedule of charges then in effect for reconnecting equipment.
7. If the equipment has not been under continuous service by Omnifax Telautograph Corporation, when this Agreement becomes effective, a special service charge may be necessary to replace parts, or service installed equipment, to bring it up to good operating standards. These charges will be on a time and material basis for labor and parts required.
8. This Agreement is to remain in effect for one year and will continue thereafter until cancelled by either party by giving thirty (30) days' written notice in advance. In the event of such cancellation prior to the end of any yearly period, after the first year, customer will be refunded the unexpired portion of the Agreement charge on a pro-rata basis. Such cancellation may be effected as to all units covered by this Agreement or as to any one or more of the unit covered thereby.
9. Agreement charges will be billed annually, in advance. All charges are payable on the tenth day following date of invoice; no cash discount allowed. In addition to and without waiving any other remedy that Omnifax Telautograph may have hereunder, Omnifax Telautograph reserves the right to assess a delinquency charge at the rate of 1% per month, but not in excess of any applicable lawful maximum on charges that have not been paid within 30 days of invoice date. The charges shown are those currently in effect. All charges are subject to change upon thirty (30) days written notice. If charges are changed, customer may terminate this agreement as of the effective date of such change; otherwise the new charges shall become binding.
10. Customer shall pay all taxes required to be levied by any governmental agency with respect to the use or sale of the equipment or any part thereof, or relating to any of the service facilities, or activities in connection therewith. The payment of such tax by customer shall be in addition to other charges provided for herein.
11. This Agreement contains the complete and final service agreement between Omnifax/Telautograph Corporation and the customer. No agreement, purchase order or other understanding in any way purporting to modify, add to, or supersede the terms and conditions hereof, shall be binding upon Omnifax/Telautograph Corporation unless made in writing and signed by an authorized representative of Omnifax Telautograph Corporation at its home office in Los Angeles. The customer cannot assign or transfer this Agreement.

All agreements received by representatives of Omnifax Telautograph Corporation are subject to final acceptance by the Corporation at its home office in Los Angeles.

MAINTENANCE AND PARTS

Your maintenance and parts coverage (see reverse) for the Telautograph-Omnifax equipment shown below will expire within 90 days. In order for the equipment to continue to perform at its best, it is advisable to provide authorized factory maintenance on a regular schedule. Prompt payment of this invoice will insure uninterrupted authorized factory maintenance coverage.

EQUIPMENT LOCATION	QUAN.	BILLING PERIOD	SERIAL NO.	CONTRACT	AMOUNT
CITY OF SUGAR HILL 4988 WEST BROAD STREET SUGAR HILL, GA 30518		11/01/90 TO 10/31/91	688 00575		400.00

INVOICE PAYMENT IS OPTIONAL. RETRY ONLY IF YOU WISH TO RECEIVE OUR REP WARRANTY.

TO ASSURE PROPER CREDIT, PLEASE REFER TO INVOICE NUMBER OR RETURN INVOICE COPY WITH PAYMENT. THANK YOU

CUSTOMER PURCHASE ORDER NUMBER	INVOICE NO.	INVOICE DATE	TERMS	PAY THIS AMOUNT
	888217	8/13/90	NET 30 FROM INVOICE DATE	400.00

TO: CITY OF SUGAR HILL
4988 WEST BROAD STREET
SUGAR HILL, GA 30518

PAGE 1
CUSTOMER NUMBER

5045-28

OMNIFAX
TELAUTOGRAPH CORPORATION

DEPARTMENT 4403
606 PASADENA, CA 91050-4403
TELEPHONE: (213) 641-3690 FAX NO. (213) 568-0915
FIN# 95-1894164

ORIGINAL INVOICE

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PRESS RELEASE

I am pleased to announce that the City of Sugar Hill received notice today that Thomas D. Moreland and Steven T. Moreland have withdrawn their appeal petition seeking review of the land application system permit issued by the Environmental Protection Division of the Georgia Department of Natural Resources to the City of Sugar Hill. This permit authorized the City of Sugar Hill to proceed with a spray irrigation waste water treatment facility to be built in conjunction with a public golf course. The dismissal of this action by the Morelands concludes all pending administrative actions in connection with this permit and allows the City of Sugar Hill to proceed with the construction of its spray irrigation waste water treatment facility.

The City regrets that this project has been needlessly delayed by the Morelands' administrative appeal, and is pleased that the Morelands have decided to abandon their appeal without the need for additional legal proceedings.

GEORGE HAGGARD, MAYOR
CITY OF SUGAR HILL

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WORK SESSION
WEDNESDAY, SEPTEMBER 19, 1990
7:30 P.M.

MINUTES

In attendance: Mayor George Haggard, Council Members Bobbie Queen, Dave Hawthorne and Morris, City Manager Kathy Williamson, Director of Golf Bob Boltz, Clubhouse Manager Wade Queen and Director of Finance Sandy Richards.

Work session called to order at 8:00 p.m.

Hayes, James & Associates

Mr. Grant Hayes and Mr. Jim Aton are present to make a presentation to the Council on completing a Valued Review for the Sewer Treatment Plant. Mr. Hayes tells the Mayor and Council of his firm's reputation and principles. Mr. Aton makes the presentation. He states that a lot of local governments use valued engineering to help control costs of major projects. It is simply a second opinion. Mr. Aton explains the 6 different phases of the review: 1) Information; 2) Functional Analysis; 3) Creative; 4) Judgement; 5) Development; and 6) Presentation. The firm plans to meet with EPD to solicit their approval of their cost saving ideas. Council Member Hawthorne asks if they have worked with other cities in our area. Mr. Hayes states that they have recently worked with the City of Lawrenceville and have worked with Norcross, Dacula, Duluth and Gwinnett County in the past. Council Member Queen asks about their reputation with EPD. Mr. Aton states that he finds them easy to work with when you can support your ideas with facts. Mr. Hayes states that EPD wants the City's project to be a success also and they would like to see even more innovative projects such as this one. Council Member Hawthorne asks if they are familiar with the new commissioner at EPD. Mr. Aton states that the new commissioner worked with his firm's Director of Marketing 10 years ago, so they do have a good working relationship with him. City Manager Kathy Williamson asks how much money they can save the City if they spend \$14,640 on this review. Mr. Aton states that with any valued review, they save from 10 to 30 times the cost of their fee. Mr. Aton states that their goal for the City is 10 times the cost of their fee. Council Member Morris asks if they have worked with Keck & Wood in the past. Mr. Hayes states that they will need the full cooperation of Keck & Wood and they feel they will receive this because they have a professional relationship with that firm and they are familiar with their principles. Mrs. Williamson states that Mr. Stanley had stated that he would be willing to work with them. Director of Golf Bob Boltz states that he would like for them to include everything in their review which would include the clubhouse, drainage and interceptor lines. Mr. Hawthorne asks how long it would take to obtain this information from Mr. Boltz and make another presentation of costs to the Mayor and Council. Mr. Aton said it would just take a week or so. Mr. Hayes states that since the majority of the drainage is in now, their review would only be to confirm what has already been done. There is a general consensus among the Council to allow Hayes, James & Associates to obtain the rest of the information and report back with a different cost schedule.

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WORK SESSION
WEDNESDAY, SEPTEMBER 19, 1990
MINUTES, CONT'D.
PAGE 2

City Manager Kathy Williamson asks the Council if she has a general consensus to have Hayes, James & Associates to look at expanding the well at the water towers. The Council gives a general consensus to allow them to do this.

Work session adjourned at 10:00 p.m.

Judy S. Foster

00

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EMERGENCY CALLED MEETING
TUESDAY, OCTOBER 2, 1990
7:30 P.M.

A G E N D A

A) Valued Engineering

EMERGENCY CALLED MEETING
TUESDAY, OCTOBER 2, 1990
7:30 P.M.

MINUTES

In attendance: Mayor George Haggard, Councilmembers Bobbie Queen, Bobby Fowler, Thomas Morris and Dave Hawthorne, City Manager Kathy Williamson, Director of Golf Bob Boltz, Director of Finance Sandy Richards, and Jim Aton and Grant Hayes of Hayes, James & Associates.

Meeting called to order at 7:35 p.m. by Mayor Haggard.

Value Engineering

Mr. Aton goes over value engineering for the benefit of those who were not at the last meeting with them. Mr. Aton has 6 different proposals for 6 different projects. Mr. Aton goes over each proposal with the Mayor and Council. Proposal #1 is **Value Engineering for Sugar Hill Wastewater Treatment Plant and Land Application System at Golf Course**. Mr. Aton states that this is an amendment to the first proposal submitted to the Council at the last meeting. Proposal #2 is **Immediate Water Supply for Golf Course**. Mr. Aton states that they would like to assist Mr. Boltz with different ways to get water out to the golf course. Mr. Aton feels we could obtain an emergency permit to use water from Richland Creek. Proposal #3 is **Engineering Consulting Services on Interceptor Sewers**. Mr. Aton feels that the route of the interceptor lines could be changed. Proposal #4 is **Investigate the Use of Groundwater for Drinking Water**. Proposal #5 is **Engineering Review of Development Plans and Buildings**. Mr. Aton states that this is charged per an hourly fee, however, the developer would be billed instead of the City so it would not be a cost to the City. Proposal #6 is **Sugar Hill Drainage and Hydrology Revision**. Mr. Aton states that they would like to go over the plans to see if they meet design specifications. Discussion was held on each proposal. (Refer to the attached proposals.) Councilmember Hawthorne moves to authorize the City Attorney to review the Master Agreement at his earliest convenience and once it has been approved by him the Mayor shall be authorized to sign the agreement on behalf of the Council. The motion also includes the authorization for Hayes, James & Associates to proceed with Proposals #1 and #3. Second to the motion by Councilmember Fowler. Vote unanimous.

Paving Agreement with the County

Councilmember Hawthorne states that the County's attorney wants a better defined agreement with each municipality involved and they are holding a meeting tomorrow night at 6:30 p.m. for this purpose. Councilmember Hawthorne asks Mayor Haggard if he can attend as the representative from the City. Mayor Haggard states that he has another meeting to attend. Councilmember Hawthorne states that he would be willing to attend if the Council so desired. Councilmember Fowler moves to authorize Councilmember Hawthorne to attend the meeting on behalf of the City and to authorize him to sign the agreement in the best interest of the City. Second to the motion by Councilmember Queen. Vote unanimous.

Adjournment

Councilmember Hawthorne moves to adjourn the meeting. Second to the motion by Councilmember Fowler. Vote unanimous.

Meeting adjourned at 9:30 p.m.

Judy S. Foster

Proposal #1

HAYES, JAMES & Associates, Inc.

CONSULTING ENGINEERS, PLANNERS & SURVEYORS

320 WEST PIKE STREET, P.O. BOX 1077
LAWRENCEVILLE, GA 30246 404-963-7123 / FAX 404-962-7477

TO: Honorable George O. Haggard, Mayor
City Hall
4988 W. Broad Street
Sugar Hill, Georgia 30518

DATE: September 27, 1990
PROJECT NO: 90-199-ST
OPERATION NO: _____
AUTHORIZATION NO: 01

MUNICIPAL SERVICES AUTHORIZATION

Page 1 of 5

RE: Value Engineering for Sugar Hill Wastewater Treatment Plant and Land Application System at Golf Course

Description of Services Requested

See Attached

Fees

Estimated cost to provide Services: \$ 14,640 Reimbursable Expenses: \$ 1,000

Requested by: Kathy Williamson, City Manager Date: September 19, 1990

Basis of Payment

Hourly per Agreement Lump Sum of \$ 14,640 plus reimbursable expenses

Authorization

The Services described were authorized verbally on _____ by _____, and we are proceeding with the work.

We will commence the Services immediately upon receipt of signed authorization.

Schedule

Estimated completion date: _____ See Attached

Terms and Conditions

All other terms and conditions of the original contract between the City of Sugar Hill and Hayes, James & Associates, dated _____ remain the same. Please return one executed copy of this authorization for our files.

OWNER:

ENGINEER:

HAYES, JAMES & Associates, Inc.

BY: _____
TITLE: George O. Haggard, Mayor

BY: James B. Aton
TITLE: James B. Aton, PE, Vice-President

ATTEST: _____
TITLE: Mrs. Earl B. Self, City Clerk

By: Grant Hayes
TITLE: Grant Hayes, President

MSA (9-90)
5524X #1

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VALUE ENGINEERING WORKSHOP

SCOPE OF SERVICES

WASTEWATER TREATMENT PLANT AND LAND APPLICATION SYSTEM

The VALUE ENGINEER will perform a Value Engineering Study for the Sugar Hill Wastewater Treatment Plant and Land Application (Golf Course) Project, with the assistance of the OWNER and the design engineer. The study will be performed during a five-day workshop.

The Workshop will be conducted to review the design according to the principals of Value Engineering Analysis, which emphasize improving the relationship of worth to cost through the study of function. The Workshop will be held in the Atlanta area. It shall consist of one 40 - hour session with four full-time and two part-time teams members. The six phases of activity will be conducted with specific job plans to be developed during preworkshop preparation; the phases are the:

- | | |
|-------------------------------|------------------------|
| (1) Information Phase | (4) Judgement Phase |
| (2) Functional Analysis Phase | (5) Development Phase |
| (3) Creative Phase | (6) Presentation Phase |

Engineering disciplines present during the Workshop will be:

- Sanitary Process Engineering
- Irrigation Engineering
- Civil/Geotechnical Engineering
- Structural Engineering
- Electrical Engineering
- Mechanical Engineering
- Architecture

The Value Engineering Team will be headed by a Project Manager and a Value Engineering Team Leader, who has completed the EPA 40-hour training session.

The Value Engineering effort will be restricted to the design and selection of equipment for the Wastewater Treatment Plant, the Irrigation System and the Sludge Disposal Procedure. The Workshop will focus on process design details, construction materials, and equipment arrangement. Also included will be siting and layout, interface with existing facilities, support systems such as electrical, mechanical, and instrumentation, construction methods, construction timeliness, and phasing during construction. The effluent disposal criteria, the major process design parameters, the golf course layout/grading, the construction site, and other planning aspects will be taken as given for defining the project.

The OWNER will furnish the VALUE ENGINEER with one set of the design development report plans, specifications, and the design engineer's detailed cost estimate for all the project elements at least three working days prior to the Workshop. The design development report is anticipated to include process design parameters, discharge limitations, soils investigations, hydraulic calculations, and other pertinent design documents. The plans and specifications will define the project that is to be subjected to the Value Engineering Study. The detailed cost estimate, which shall present unit quantities and unit prices, will be the basis of determining savings identified by the Value Engineering Study. The unit prices in the design engineer's cost estimate will be taken to be appropriate for the project.

The Value Engineering Workshop will commence with a half-day briefing to be conducted by the OWNER and the key members of the design engineering team. The briefing will present the project design and indicate constraining factors which have determined the project's design. If practical, the briefing will be conducted at the Sugar Hill City Hall and Golf Course site.

Following the briefing the VALUE ENGINEER will analyze the project design during the Workshop. The OWNER may be called upon during the Workshop to clarify various aspects of the design.

As a special service, not normally included in the Value Engineering, the VALUE ENGINEER will discuss their alternatives with the Georgia Environmental Protection Division to solicit EPD support for the Value Engineering alternatives.

The last phase of the Workshop will be a presentation to the OWNER and design engineer of the recommendations developed during value engineering. The presentation, held at the Workshop site, will include a brief description of the recommendations and their primary areas of cost savings. No follow-up or additional meetings or presentations are included in the lump sum cost.

After the completion of the Workshop, a value engineering report will be prepared. The report will contain a brief description of the value engineering effort and will itemize the recommendations. It will include the project worksheets and development for each proposal. Five copies will be provided.

Final disposition of the Value Engineering recommendations will rest with the OWNER.

SCHEDULE

Time is of the essence, since the project needs to be bid and constructed during the next construction season. We request the following schedule.

Notice to Proceed

1st Week Collect documents and reproduce five sets of drawings and reports for Value Engineering Team.

2nd Week Briefing with City and design engineer
Information Phase
Function Analysis Phase
Creative Phase

SCHEDULE - Continued

3rd Week Judgement Phase
Development Phase
Presentation Phase

4th Week Report Preparation

The presentation phase can be adjusted to meet the convenience of the City's elected officials and staff.

ENGINEERING ESTIMATE

Value Engineering Studies are structured over a given level of effort for the principle investigators usually 40 hours. This is done to control the cost of Value Engineering relative to the savings resulting from design and construction changes. We propose to use two principal investigators and four part-time specialists.

Project Manager/Investigator	40/hrs x \$70 =	\$2,800	
VE Team Leader/Investigator	40/hrs x \$70 =	2,800	
Architecture/Investigator	40/hrs x \$65 =	2,600	
Electrical Investigator	24/hrs x \$55 =	1,320	
Irrigation Investigator	24/hrs x \$55 =	1,320	
Cost Estimating Assistant	40/hrs x \$45 =	<u>1,800</u>	
	SUBTOTAL		\$12,640
Final Report Preparation			
Project Manager and	20/hrs x \$70 =	\$14,00	
Word Processing	20/hrs x \$30 =	<u>600</u>	
	SUBTOTAL		\$2,000
VALUE ENGINEERING WORKSHOP TOTAL		\$14,640	

The above services will be completed on a lump sum basis. Reimbursable expenses will be billed separately for travel, reprographics, and etc. and have an estimated budget of \$1,000. We request payment within 16 days of receipt of invoice and final report.

5524X #1

proposal # 2

HAYES, JAMES & Associates, Inc.

CONSULTING ENGINEERS, PLANNERS & SURVEYORS

320 WEST PIKE STREET, P.O. BOX 1077
LAWRENCEVILLE, GA 30246 404-963-7123 / FAX 404-962-7477

TO: Honorable George O. Haggard, Mayor
City Hall
4988 W. Broad Street
Sugar Hill, Georgia 30518

DATE: September 27, 1990
PROJECT NO: 90-199-ST
OPERATION NO: _____
AUTHORIZATION NO: 02

MUNICIPAL SERVICES AUTHORIZATION

Page 1 of 2

RE: Immediate Water Supply for Golf Course

Description of Services Requested

The ENGINEER will investigate alternative sources of water for temporary irrigating the Golf Course while the wastewater treatment plant is under construction and for supplementing irrigation activities once the wastewater treatment plant is in operation. One of the investigative goals will be to convert the drinking water once the Golf Course is satisfied. Included in alternative sources to be investigated are:

- Surface water from Richland Creek
- Ground water from wells at selected locations on site or within the system.
- Potable water from Gwinnett County Water System

The Engineer will evaluate the cost of each alternative and advise the OWNER of the most cost effective solution.

As part of the services, the ENGINEER will advise and assist the OWNER in obtaining any permits that may be required.

At the end of the alternatives reports, the ENGINEER will define the engineering services for implementing the selected alternative and submit a separate municipal authorization for same.

Fees

Estimated cost to provide Services: \$5,000

Reimbursable Expenses: \$500

Requested by: Kathy Williamson, City Manager Date: September 19, 1990

Basis of Payment

Hourly per Agreement Lump Sum

Authorization

The Services described were authorized verbally on _____ by _____, and we are proceeding with the work.

We will commence the Services immediately upon receipt of signed authorization.

Schedule

Estimated completion date: October 12, 1990 See Attached

NOV

TO: Honorable George O. Haggard, Mayor
City Hall
4988 W. Broad Street
Sugar Hill, Georgia 30518

DATE: September 27, 1990
PROJECT NO: 90-199-SI
OPERATION NO: _____
AUTHORIZATION NO: 02

MUNICIPAL SERVICES AUTHORIZATION

Page 2 of 2

RE: Immediate Water Supply for Golf Course

Terms and Conditions

All other terms and conditions of the original contract between the City of Sugar Hill and Hayes, James & Associates, dated _____ remain the same. Please return one executed copy of this authorization for our files.

HAYES, JAMES & Associates, Inc.

Accepted:

HAYES, JAMES & Associates, Inc.

BY: _____

TITLE: George O. Haggard, Mayor

BY: James B. Alton

TITLE: James B. Alton, PE, Vice-President

ATTEST: _____

TITLE: Mrs. Earl B. Self, City Clerk

By: Grant Hayes

TITLE: Grant Hayes, President

MSA (9-90)
5524X #2

NOV

Proposal # 3

HAYES, JAMES & Associates, Inc.

CONSULTING ENGINEERS, PLANNERS & SURVEYORS

320 WEST PIKE STREET, P.O. BOX 1077
LAWRENCEVILLE, GA 30246 404-963-7123 / FAX 404-962-7477

TO: Honorable George O. Haggard, Mayor
City Hall
4988 W. Broad Street
Sugar Hill, Georgia 30518

DATE: September 27, 1990
PROJECT NO: 90-199-ST
OPERATION NO: _____
AUTHORIZATION NO: 03

MUNICIPAL SERVICES AUTHORIZATION

Page 1 of 2

RE: Engineering Consulting Services on Interceptor Sewers

Description of Services Requested

The OWNER has indicated a concern about the cost effectiveness and practicality of the design by others of sections of proposed sanitary sewer interceptors along Richland Creek and Level Creek.

The ENGINEER will make a site visit and review the design of sections of the proposed sanitary sewers as requested by the OWNER. The ENGINEER will provide written recommendations as to its finding including sketches if appropriate.

If requested by the OWNER, the ENGINEER will submit a municipal services authorization for the engineering and surveying associated with the relocation of the sewer.

Fees

Estimated cost to provide Services: \$5,000 Reimbursable Expenses: \$500

Requested by: Kathy Williamson, City Manager Date: September 19, 1990

Basis of Payment

Hourly per Agreement Lump Sum

Authorization

The Services described were authorized verbally on _____ by _____ and we are proceeding with the work.

We will commence the Services immediately upon receipt of signed authorization.

Schedule

Estimated completion date: October 12, 1990 See Attached

NOV

TO: Honorable George O. Haggard, Mayor
City Hall
4988 W. Broad Street
Sugar Hill, Georgia 30518

DATE: September 27, 1990
PROJECT NO: 90-199-ST
OPERATION NO: _____
AUTHORIZATION NO: 03

MUNICIPAL SERVICES AUTHORIZATION

Page 2 of 2

RE: Engineering Consulting Services on Interceptor Sewers

Terms and Conditions

All other terms and conditions of the original contract between the City of Sugar Hill and Hayes, James & Associates, dated _____ remain the same. Please return one executed copy of this authorization for our files.

HAYES, JAMES & Associates, Inc.
OWNER:

BY: _____
TITLE: George O. Haggard, Mayor
Name

ATTEST: _____
TITLE: Mrs. Earl B. Self, City Clerk
Name
MSA (9-90)
5524X #3

Accepted:
ENGINEER:
HAYES, JAMES & Associates, Inc.

BY: James B. Alton
TITLE: James B. Alton, PE, Vice-President

By: Grant Hayes
TITLE: Grant Hayes, President

TO: Honorable George O. Haggard, Mayor
City Hall
4988 W. Broad Street
Sugar Hill, Georgia 30518

DATE: September 27, 1990
PROJECT NO: 90-199-ST
OPERATION NO: _____
AUTHORIZATION NO: 06

MUNICIPAL SERVICES AUTHORIZATION

Page 2 of 2

RE: Sugar Hill Drainage and Hydrology Revision

Terms and Conditions

All other terms and conditions of the original contract between the City of Sugar Hill and Hayes, James & Associates, dated _____ remain the same. Please return one executed copy of this authorization for our files.

HAYES, JAMES & Associates, Inc.
OWNER:

BY: _____
TITLE: George O. Haggard, Mayor

ATTEST: _____
TITLE: Mrs. Earl B. Self, City Clerk

MSA (9-90)
5524X #6

Accepted:

ENGINEER:

HAYES, JAMES & Associates, Inc.

BY: James B. Alton
TITLE: James B. Alton, PE, Vice-President

By: Grant Hayes
TITLE: Grant Hayes, President

NOV

Proposal #4

HAYES, JAMES & Associates, Inc.

CONSULTING ENGINEERS, PLANNERS & SURVEYORS

320 WEST PIKE STREET, P.O. BOX 1077
LAWRENCEVILLE, GA 30246 404-963-7123 / FAX 404-962-7477

TO: Honorable George O. Haggard, Mayor
City Hall
4988 W. Broad Street
Sugar Hill, Georgia 30518

DATE: September 27, 1990
PROJECT NO: 90-199-ST
OPERATION NO: _____
AUTHORIZATION NO: 04

MUNICIPAL SERVICES AUTHORIZATION

Page 1 of 2

RE: Investigate the Use of Groundwater for Drinking Water

Description of Services Requested

The OWNER has expressed an interest in reactivating an old well located near the elevated water tanks on State Route 20 or in developing new wells to supplement potable water purchased from the Gwinnett County Water System for domestic consumption.

The ENGINEER will:

- 1) Research and obtain available data on old well;
- 2) Contact the Georgia Environmental Protection Division regarding permitting requirements for reactivating old well or developing new wells;
- 3) Define design criteria for an automated water treatment plant;
- 4) Provide preliminary pipe layout for connecting well(s) and water treatment plant to existing system;
- 5) Provide cost estimate for reactivating old well and/or developing new wells(s);
- 6) Develop cost estimates for operation and maintenance of the well(s) and treatment plant;
- 7) Develop a comparison of cost of producing water from wells to cost of purchase of water from Gwinnett County;
- 8) Provide schedule for engineering and construction of proposed system; and
- 9) Provide written report to OWNER including ENGINEER's findings and recommendations concerning proceeding into design and construction phases.

Fees

Estimated cost to provide Services: \$9,500.00

Reimbursable Expenses: \$100

Requested by: Kathy Williamson, City Manager Date: September 19, 1990

Basis of Payment

Hourly per Agreement Lump Sum

Authorization

The Services described were authorized verbally on _____ by _____ and we are proceeding with the work.

We will commence the Services immediately upon receipt of signed authorization.

Schedule

Estimated completion date: November 9, 1990 See Attached

NOV

Proposal # 5

HAYES, JAMES & Associates, Inc.

CONSULTING ENGINEERS, PLANNERS & SURVEYORS

320 WEST PIKE STREET, P.O. BOX 1077
LAWRENCEVILLE, GA 30246 404-963-7123 / FAX 404-962-7477

TO: Honorable George O. Haggard, Mayor
City Hall
4988 W. Broad Street
Sugar Hill, Georgia 30518

DATE: September 27, 1990
PROJECT NO: 90-199-SF
OPERATION NO: _____
AUTHORIZATION NO: 05

MUNICIPAL SERVICES AUTHORIZATION

Page 1 of 1

RE: Engineering Review of Development Plans and Buildings

Description of Services Requested

Review Development submittals to the City of Sugar Hill on an hourly basis. Define and assist in implementation of a fee system, whereby developer pays for the expense of plan review and not the tax payers.

Fees

Estimated cost to provide Services: Hourly Reimbursable Expenses: \$ _____

Requested by: Kathy Williamson, City Manager Date: September 19, 1990

Basis of Payment

Hourly per Agreement Lump Sum

Authorization

The Services described were authorized verbally on _____ by _____ and we are proceeding with the work.

We will commence the Services immediately upon receipt of signed authorization.

Schedule

Estimated completion date: two week turn around See Attached

Terms and Conditions

All other terms and conditions of the original contract between the City of Sugar Hill and Hayes, James & Associates, dated _____ remain the same. Please return one executed copy of this authorization for our files.

HAYES, JAMES & Associates, Inc.

Accepted:

HAYES, JAMES & Associates, Inc.

BY: _____

BY: James B. Aton

TITLE: George O. Haggard, Mayor

TITLE: James B. Aton, PE, Vice-President

ATTEST: _____

By: Grant Hayes

TITLE: Mrs. Earl B. Self, City Clerk

TITLE: Grant Hayes, President

MSA (9-90)
5524X #5

NOV

Proposal #6

HAYES, JAMES & Associates, Inc.

CONSULTING ENGINEERS, PLANNERS & SURVEYORS

320 WEST PIKE STREET, P.O. BOX 1077
LAWRENCEVILLE, GA 30246 404-963-7123 / FAX 404-962-7477

TO: Honorable George O. Haggard, Mayor
City Hall
4988 W. Broad Street
Sugar Hill, Georgia 30518

DATE: September 27, 1990
PROJECT NO: 90-199-ST
OPERATION NO: _____
AUTHORIZATION NO: 06

MUNICIPAL SERVICES AUTHORIZATION

Page 1 of 2

RE: Sugar Hill Drainage and Hydrology Revision

Description of Services Requested

Review the Hydrology Report prepared by others for the Sugar Hill Golf Course.

- A. Review the drainage system to see if detention ponds and discharge pipes are properly sized.
- B. Review the water balance on the Mitigation/Land Application System to determine if it has adequate holding capacity, and land absorption rules have been provided.
- C. Provide the City with a verbal and written report.
- D. Redesign will be an additional service.

Fees

Estimated cost to provide Services: \$2,800

Reimbursable Expenses: \$ _____

Requested by: Bob Bolts, Golf Course Manager Date: September 19, 1990

Basis of Payment

Hourly per Agreement Lump Sum

Authorization

The Services described were authorized verbally on _____ by _____, and we are proceeding with the work.

We will commence the Services immediately upon receipt of signed authorization.

Schedule

Estimated completion date: five (5) days from approval See Attached

TO: Honorable George O. Haggard, Mayor
City Hall
4988 W. Broad Street
Sugar Hill, Georgia 30518

DATE: September 27, 1990
PROJECT NO: 90-199-ST
OPERATION NO: _____
AUTHORIZATION NO: 04

MUNICIPAL SERVICES AUTHORIZATION

Page 2 of 2

RE: Investigate the Use of Groundwater for Drinking Water

Terms and Conditions

All other terms and conditions of the original contract between the City of Sugar Hill and Hayes, James & Associates, dated _____ remain the same. Please return one executed copy of this authorization for our files.

HAYES, JAMES & Associates, Inc.

Accepted:

HAYES, JAMES & Associates, Inc.

BY: _____

BY: _____

TITLE: George O. Haggard, Mayor

TITLE: James B. Aton, PE, Vice-President

ATTEST: _____

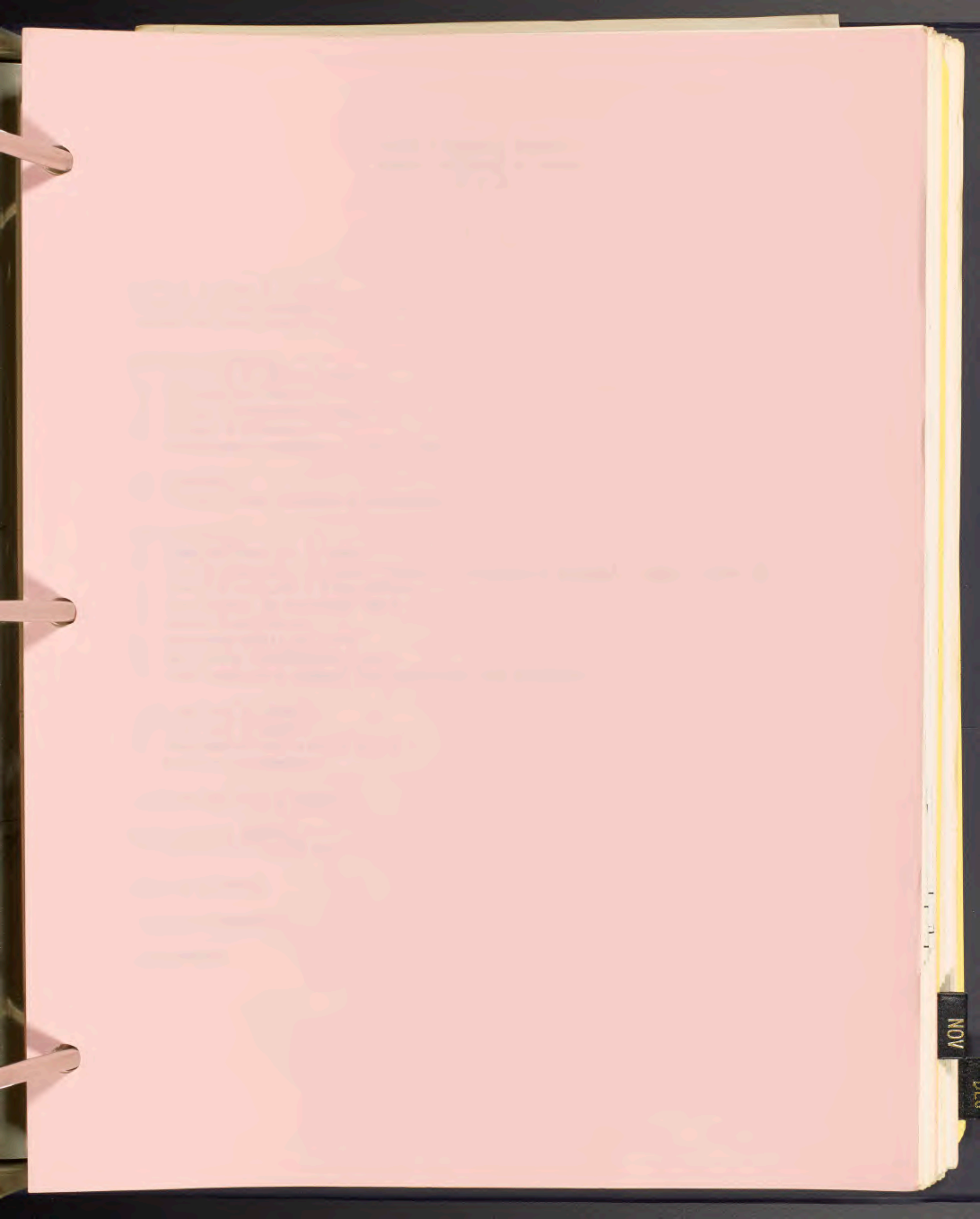
By: *Grant Hayes*

TITLE: Mrs. Earl B. Self, City Clerk

TITLE: Grant Hayes, President

MSA (9-90)
5524X #4

NOV



MAYOR & COUNCIL MEETING
MONDAY, OCTOBER 8, 1990
7:30 P.M.

A G E N D A

Meeting called to order.
Invocation and pledge to the flag.
Reading of past minutes.

Committee Reports

- A) Planning & Zoning Board
- B) Recreation Board
- C) Clean & Beautiful Committee
- D) Budget & Finance
- E) Betterment Committee - City Sign

Old Business

- A) Street Light Ordinance Amendment

New Business

- A) Commissioner W. J. Dodd
- B) Public Hearing - Edward Breedlove Annexation Request - Level Creek Rd.
- C) Kenny's Car Lot - Plan Review
- D) Take Pride In Gwinnett Week
- E) Marta Resolution
- F) Concrete Walls at Park
- G) Emergency Procedures Plan
- H) 1991 Operating Budget for Municipal Gas Authority

City Manager's Report

- A) L.A.R.P. Program
- B) Government Day with N.G.H.S.
- C) Mission Statement

Director of Golf's Report

City Clerk's Report

- A) Adopt New Zoning Map

Council Reports

Citizen's Comments

Adjournment

MAYOR & COUNCIL MEETING
MONDAY, OCTOBER 8, 1990
7:30 P.M.

MINUTES

Notice posted at 12:00 noon on Friday, October 5, 1990.

In attendance: Mayor George Haggard, Council Members Bobbie Queen, Reuben Davis, Bobby Fowler, Dave Hawthorne and Thomas Morris.

Meeting called to order at 7:40 p.m. by Mayor Haggard.

Mayor Haggard asks for a moment of silent prayer. Pledge to the flag led by Council Member Hawthorne.

Minutes

Council Member Fowler moves to approve last month's minutes as written. Second to the motion by Council Member Morris. Vote unanimous.

Mayor Haggard welcomes County Commissioner W. J. Dodd and Mr. George Black with the County Department of Transportation.

Planning & Zoning Board

City Clerk Judy Foster reads the minutes from last month's Planning & Zoning Board Meeting and Board of Appeals Meeting.

Clean & Beautiful Committee

Chairperson Joan Hawthorne states that the Committee is sponsoring the Helping Hands Project again this year in which their Committee will paint a house for an elderly person on Saturday, October 27, 1990.

Recreation Board

Council Member Queen states that the summer leagues are finishing up now and the Recreation Board is meeting tonight to schedule for fall leagues. Mrs. Queen states that she attended the Public Hearing at the George Pierce Park in Suwanee where their Recreation Board is begging for things that our City Park already has and she came away feeling very proud of our Recreation Board and Park and states that all the citizens of the City of Sugar Hill should be proud of our Park.

Budget & Finance

Council Member Hawthorne reports on the balances of each fund: General Fund - Negative Balance, Sanitation Fund - Negative Balance, Gas Fund - Positive Balance, Water Fund - Positive Balance, Sewer Fund - Negative Balance, Street & Bridge Fund - Negative Balance, Overall Budget Positive Balance.

Betterment Committee

Chairman Jonathon Wright states that the Committee would like to work with the Mayor and Council and City Manager concerning the public information sign. The Committee has been discussing other plans and will have a presentation at the next Council meeting.

NOV

Street Light Ordinance

City Manager Kathy Williamson reads the Street Light Ordinance pertaining to subdivisions with underground utilities. Refer to Ordinance. This Ordinance repeals another similar Ordinance dated July 9, 1990. Council Member Hawthorne moves to adopt the Ordinance as read. Second to the motion by Council Member Morris. Vote unanimous.

Mrs. Williamson states that all developers will be notified of this new Ordinance.

Commissioner W. J. Dodd

Commissioner Dodd states that he is present along with Mr. George Black to address several issues the City has requested. Mr. Dodd asks Mr. Black to address the issue of a traffic light at the intersection of Peachtree Industrial and Alton Tucker Boulevard. Mr. Black states that his department did a traffic count at this intersection several years ago and determined that there was not enough traffic in that area to justify a traffic signal. However, Mr. Black states that another study has been completed at this location and he feels that a traffic signal is better justified there now. Council Member Queen asks how soon can one be installed. Mr. Black states that it will be done as soon as possible, after all counts have been made.

Mr. Black states that they are now working on the design of Sycamore Road to widen it and as soon as right-of-ways are obtained, they can begin construction.

Council Member Morris asks about a turn signal at the traffic light in front of Shoney's. Mr. Black states that they cannot do much about that situation since it is a state road and not a county road.

Mayor Haggard thanks Commissioner Dodd and Mr. Black for attending.

Public Hearing - Edward Breedlove Annexation Request

Council Member Hawthorne asks Mr. Breedlove if he would be willing to set up a minimum dwelling size on his subdivision proposal. Mr. Breedlove states that the dwelling size does not necessarily effect the quality of the subdivision, however, he would be willing to do that. Council Member Hawthorne asks Mr. Breedlove if he would be willing to require a minimum dwelling size of 1,500 square feet. Mr. Breedlove states yes. Council Member Hawthorne moves to accept the recommendation of the Planning & Zoning Board to annex the property on Level Creek Road into the City limits of Sugar Hill with the zoning classification of RS-100 with the condition that all houses in the subdivision shall have a minimum dwelling size of 1,500 square feet. Second to the motion by Council Member Fowler. Vote unanimous.

Kenny's Car Lot - Plan Review

City Manager Kathy Williamson states that this is the first commercial building plan review since the Mayor and Council voted to start reviewing commercial developments. The Planning & Zoning Board is recommending approval for the Used Car Lot. Council Member Queen moves to approve the plans as submitted. Second to the motion by Council Member Morris. Vote unanimous.

NOV

**MAYOR & COUNCIL MEETING
MONDAY, OCTOBER 8, 1990
MINUTES, CONT'D.
PAGE 3**

Take Pride in Gwinnett Week

Mayor Haggard reads the Proclamation proclaiming the week of October 13 - 20, 1990 as Take Pride in Gwinnett Week.

Marta Resolution

Council Member Hawthorne states that he feels this item needs to be deleted from the agenda because he feels that the citizens of the City of Sugar Hill are capable of making their own decisions on this matter and they do not need the City Officials telling them how to vote. Mayor Haggard states that he feels a Council Member should have the right to vote against Marta if they want. Council Member Hawthorne moves to delete this item from the agenda. Second to the motion by Council Member Morris. Vote unanimous.

Concrete Walls at Park

City Manager Kathy Williamson states that the retention pond needs to be cleaned out and a retention wall put up at the park. This recommendation comes from Steve Kennedy, Building Inspector. The cost would be \$3510.00. Council Member Queen states that the Recreation Board has not yet discussed this matter and she does not think there is enough money in their budget to pay for this project out of their funds. Council Member Hawthorne moves to proceed with this project and for the Recreation Board to fund the project if they can, if not, the money will come out of City funds. Second to the motion by Council Member Morris. Vote unanimous.

Emergency Procedures Plan

City Manager Kathy Williamson states that we need to re-adopt the Emergency Procedures Plan as set up by the Gas Section. She states that the City has been involved with this since 1963, and the Gas Section has recently revised the Plan and so the City needs to re-adopt it. Mrs. Williamson states that it is to help surrounding cities during times of crisis and ever since this plan was first adopted, the City has never had to use it, however, it could be very helpful to the City in a time of need. Mayor Haggard reads the Resolution aloud. Council Member Fowler moves to adopt the Resolution as read. Second to the motion by Council Member Queen. Vote unanimous.

1991 Operating Budget for Municipal Gas Authority

City Manager Kathy Williamson states that she has provided a copy of salaries for the Municipal Gas Authority as well as what was already in their packets. She states that this is only for their review and should be voted on at the next Council meeting. Mrs. Williamson asks the Mayor and Council to contact her if they have any questions or comments concerning this matter.

Mayor Haggard amends the agenda to include Old McDonald's Barbecue.

Old McDonald's Barbecue

Emma Bryant is representing Old McDonald's Barbecue and they are requesting approval to place a mobile food service beside Circle K. Ms. Bryant states that they have the proper papers for this service through Hall County and

**MAYOR & COUNCIL MEETING
MONDAY, OCTOBER 8, 1990
MINUTES, CONT'D.
PAGE 4**

are willing to do whatever is necessary to establish one beside Circle K. City Manager Kathy Williamson states that there is nothing in our ordinances to provide for the regulation of such mobile vending services. Council Member Hawthorne asks how long they plan to have the structure there. Ms. Bryant states that it will be there through the winter and then put at another location in Hall County during the summer. Ms. Bryant states that the only kind of utility service they would need is one electrical outlet. Council Member Hawthorne moves to authorize the City Manager to contact the City Attorney to obtain provisions from other cities on these type matters. Second to the motion by Council Member Morris. Vote unanimous. Mayor Haggard states that this will give Old McDonald's BBQ time to obtain a health permit through Gwinnett County. Mr. Eric Duncan, Manager of the Old McDonald's BBQ Holiday Road Store, states that the food is prepared fresh each day at the restaurant and taken to the truck and at the end of each day, the food is brought back to the restaurant. Mr. Duncan states that anything the Council could do would be appreciated.

L.A.R.P. Program

Council Member Hawthorne moves to delete First Avenue off the County's list for paving and accept the list drawn up by the City Manager. The motion also included authorizing the City Manager to do the ground work to have First Avenue and Lanier Avenue widened. Second to the motion by Council Member Morris. Vote unanimous.

Government Day with N.G.H.S.

There is a general consensus among the Council to have the North Gwinnett High School students attend the Council meeting next month for Government Day.

Mission Statement

City Manager Kathy Williamson states that she has taken the mission statement, drawn up by the Council at their retreat, and added a Code of Ethics for the City employees and would like to have a few of these printed up and posted around City Hall. Council Member Hawthorne states that he needs more time to review this and moves to table it until next month. Second to the motion by Council Member Queen. Vote 2 for, 3 opposed - Fowler, Morris and Davis. Council Member Morris moves to adopt the mission statement as written. Second to the motion by Council Member Fowler. Vote 3 for, 2 opposed, - Hawthorne and Queen. Mission statement adopted by vote of 3 to 2.

Carolyn Puckett

City Manager Kathy Williamson reads aloud a letter written by Carolyn Puckett of Roberts Drive concerning yard sale signs. She does not think the City should charge for a yard sale permit and then not allow signs to be put up. The Council is taking this matter into consideration.

Director of Golf's Report

Director of Golf Bob Boltz presents a brief slide show of the progress of the golf course.

NOV

Adopt New Zoning Map

City Clerk Judy Foster states that the Council needs to adopt the new zoning map with the changes of HM-1 and HM-2 and new subdivisions added. Council Member Hawthorne moves to adopt the new zoning map. Second to the motion by Council Member Morris. Vote unanimous.

Council Reports

Council Member Davis states that the City has received alot of bad press on our water rates and he feels we can reduce the rates some. Council Member Hawthorne states that the water fund subsidizes the sewer fund and if water rates are decreased then sewer rates should be increased. Council Member Davis moves to reduce the water rates from \$3.35 per 1,000 gallons of water to \$2.75 per 1,000 gallons of water and this change to be effective on bills mailed out November 1, 1990. Second to the motion by Council Member Morris. Vote 3 for, 2 opposed, Hawthorne and Queen. Motion carried 3 to 2.

Council Member Hawthorne states again that sewer rates will have to be increased to make up the difference.

Citizen's Comments

Jonathon Wright thanks the City for the dead end sign in the Sugar Woods Subdivision. However, Mr. Wright asks if the sign can be placed at the entrance of the subdivision and not at the dead end. City Manager Kathy Williamson states that she will take care of this matter.

Recess

Council Member Morris moves to recess into a closed personnel meeting. Second to the motion by Council Member Queen. Vote unanimous.

Meeting recessed at 9:50 p.m.

Meeting called back to order at 10:30 p.m.

Golf Course

Director of Golf Bob Boltz is requesting the authority to go to E.P.D. and tell them how other states are handling effluent ponds without liners. Discussion was held on this matter. Council Member Hawthorne moves to authorize Mr. Boltz to cancel the liners and to utilize clay and binonite instead and this should be handled in conjunction with Hayes, James & Associates Value Review. Second to the motion by Council Member Morris. Vote unanimous.

Adjournment

Council Member Hawthorne moves to adjourn the Council meeting. Second to the motion by Council Member Morris. Vote unanimous.

Meeting adjourned at 11:10 p.m.

Judy Foster

NOV

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLIC
APPLIC
PERIOD
ARCHIT

A ITEM No.	B DESCRIPTION OF WORK	C SCHEDULED VALUE <i>Budget</i>	D WORK COMPLETED			F TOTAL COMPLETED AND STORED TO DATE (D+E)
			Previous Applications	This Application		
				Work in Place	Stored Materials (not in D or E)	
1	Bond	55,356.00	35,356.00	-0-		35,356.00
2	Clearing & Grubbing	216,000.00	216,000.00	-0-		216,000.00
3	Topsoiling-strip & place	274,150.00	246,735.00	13,708.00		260,443.00
4	Dam & Pond construction	430,500.00	315,500.00	-0-		315,500.00
5	Golf Course Subgrade	358,500.00	322,650.00	17,925.00		340,575.00
6	Rock Blasting	20,300.00	20,300.00	-0-		20,300.00
7	Erosion Control	18,750.00	12,188.00	-0-		12,188.00
8	Storm Drainage System	233,154.00	177,054.00	21,127.00		198,181.00
9	Greens, Traps, Grass Bunkers & Subdrainage	379,000.00	303,200.00	56,850.00		360,050.00
10	Tee Construction	67,000.00	60,300.00	3,350.00		63,650.00
11	Fairways, Traps, Bunkers & Subdrainage	52,960.00	47,664.00	-0-		47,664.00
12	Railroad Tie Curbing, Retaining Walls & Wooden Bridges	171,900.00	137,520.00	25,785.00		163,305.00
13	Cart Paths	102,050.00	20,410.00	81,640.00		102,050.00
14	Trap Edging & Sanding	96,000.00	-0-	-0-		-0-
15	Signage	6,300.00	-0-	-0-		-0-
16	Fine Grading, Seed Prep	169,400.00	42,350.00	93,170.00		135,520.00
17	Grassing	172,180.00	8,609.00	129,135.00		137,744.00
	continued					

NOV
DEC

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The text suggests that a systematic approach to record-keeping is essential for identifying trends and making informed decisions.

Next, the document addresses the issue of budgeting. It states that a well-defined budget is crucial for controlling costs and maximizing resources. By setting clear financial goals and allocating funds accordingly, businesses can avoid overspending and ensure that they are on track to meet their objectives. The text provides several tips for creating an effective budget, such as reviewing it regularly and adjusting it as needed.

The third section focuses on the importance of cash flow management. It explains that maintaining a healthy cash flow is vital for the survival and growth of any business. The document offers strategies for improving cash flow, including negotiating better payment terms with suppliers and offering discounts to customers who pay early. It also highlights the risks of poor cash flow management, such as the inability to pay bills or invest in new opportunities.

Finally, the document discusses the role of technology in financial management. It notes that modern accounting software can significantly streamline the process of recording transactions, generating reports, and managing budgets. The text encourages businesses to explore these tools and integrate them into their existing systems to improve efficiency and accuracy.

In conclusion, the document provides a comprehensive overview of key financial management practices. It stresses the importance of accuracy, budgeting, cash flow management, and the use of technology. By following these guidelines, businesses can ensure their financial health and position themselves for long-term success.

Exterior Designing, Inc.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 8

APPLICATION DATE: September 30, 1990

PERIOD FROM: 7/1/90

TO: 9/30/90

ARCHITECT'S PROJECT NO:

A ITEM No.	B DESCRIPTION OF WORK	C SCHEDULED VALUE <i>Budget</i>	D WORK COMPLETED			G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G÷C)	I BALANCE TO FINISH (C-G)	J RETAINAGE
			Previous Applications	This Application					
				Work in Place	Stored Materials (not in D or E)				
1	Sond	55,356.00	35,356.00	-0-		35,356.00	100	-0-	
2	Clearing & Grubbing	216,000.00	216,000.00	-0-		216,000.00	100	-0-	
3	Topsoiling-strip & place	274,150.00	246,735.00	13,708.00		260,443.00	95	13,707.00	
4	Dam & Pond construction	430,500.00	315,500.00	-0-		315,500.00	73	115,000.00	
5	Golf Course Subgrade	358,500.00	322,650.00	17,925.00		340,575.00	95	17,925.00	
6	Rock Blasting	20,300.00	20,300.00	-0-		20,300.00	100	-0-	
7	Erosion Control	18,750.00	12,188.00	-0-		12,188.00	65	6,562.00	
8	Storm Drainage System	233,154.00	177,054.00	21,127.00		198,181.00	85	34,973.00	
9	Greens, Traps, Grass Bunkers & Subdrainage	379,000.00	303,200.00	56,850.00		360,050.00	95	18,950.00	
10	Tee Construction	67,000.00	60,300.00	3,350.00		63,650.00	95	3,350.00	
11	Fairways, Traps, Bunkers & Subdrainage	52,960.00	47,664.00	-0-		47,664.00	90	5,296.00	
12	Railroad Tie Curbing, Retaining Walls & Wooden Bridges	171,900.00	137,520.00	25,785.00		163,305.00	95	8,595.00	
13	Cart Paths	102,050.00	20,410.00	81,640.00		102,050.00	100	-0-	
14	Trap Edging & Sanding	96,000.00	-0-	-0-		-0-	0	96,000.00	
15	Signage	6,300.00	-0-	-0-		-0-	0	6,300.00	
16	Fine Grading, Seed Prep	169,400.00	42,350.00	93,170.00		135,520.00	80	33,880.00	
17	Grassing	172,180.00	8,609.00	129,135.00		137,744.00	80	34,436.00	
	continued								

Exterior Designing, Inc.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAC

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APPLICATION NUMBER: 8

APPLICATION DATE: September 30, 1990

PERIOD FROM: 7/1/90

TO: 9/30/90

ARCHITECT'S PROJECT NO:

A ITEM No.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED			G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G/C)	I BALANCE TO FINISH (C-G)	J RETAINAGE
			Previous Applications	This Application					
				Work in Place	Stored Materials (not in D or E)				
18	CO #1 - Clubhouse Road	81,723.00	12,258.00	-0-		12,258.00	15	69,465.00	
19	CO #2	101,532.00	-0-	86,302.00		86,302.00	85	15,230.00	
20	CO #3	(30,000.00)	-0-	(30,000.00)		(30,000.00)	100	-0-	
21	CO #4	(45,150.00)	-0-	(45,150.00)		(45,150.00)	100	-0-	
TOTALS		2,931,605.00	1,998,094.00	453,842.00		2,451,936.00		479,669.00	

[The following text is extremely faint and illegible due to the low resolution of the scan. It appears to be the main body of an article or report.]

F I N A N C I A L R E P O R T

SUGAR HILL SEWER PLANT

MARCH

<u>Revenue</u>	<u>debit</u>	<u>credit</u>
March 1, 1989 - Sold Bond Monies		\$7,425,199.85

Expenditures

Trust Co. Bank Placement Fee	\$63,114.20	
Cost of Issuance of Bonds (Retained at TCB)	178,882.80	
M B I A Bond Insurance	64,500.00	
Kilpatrick & Cody Bond Attorney	49,866.00	
Lee Thompson	20,022.40	
Balance for Payment of Remaining Expenses	44,494.40	
Pay-off 1965 Water Revenue Bonds	36,232.50	
Pay-off 1975 Water & Sewer Revenue Bonds	278,168.86	
Pay-off Land to First American	2,311,060.63	
Debt Service Reserve Account	679,296.00	
Construction Fund Invested at Trust Company	3,878,444.86	

NOV

DEC

ORDINANCE

The Council of the City of Sugar Hill hereby ordains the following:

WHEREAS, the City of Sugar Hill, Georgia presently provides for the installation of street lights at intervals of approximately 400 feet along streets located in residential subdivisions and provides for the monthly costs of these street lights; and

WHEREAS, the initial installation of street lights in residential subdivisions is provided at no cost to the City in subdivisions served by above-ground utilities; and

WHEREAS, the installation of light poles for street lights in residential subdivisions served by underground utilities involves a substantial initial cost in addition to the monthly charges for the street lights; and

WHEREAS, the cost for the installation of light poles and street lights in residential subdivisions served by underground utilities is incurred solely as a result of the installation by the developer of underground utilities and would make the installation of street lights in these subdivisions at the expense of the City impossible due to the costs involved;

IT IS HEREBY ORDAINED that prior to the issuance of any development permit for any residential subdivision located within the boundaries of the City of Sugar Hill, Georgia, and served by underground utilities, the owner and/or developer of the subdivision shall provide to the City of Sugar Hill verification of the installation of light poles and street lights at intervals of approximately 400 feet along the streets located in the subdivision and the necessary utilities to serve these street lights. These light poles and street lights shall be installed at the expense of the developer and/or owner.

The City of Sugar Hill, Georgia shall be responsible for the monthly costs of operating the street lights in all subdivisions including those subdivisions served by underground utilities and subject to the provisions of this ordinance, however, the City of Sugar Hill shall not be responsible for the costs of installation of light poles or street lights or the maintenance cost associated with any light poles installed in subdivisions served by underground utilities.

In any residential subdivision presently under construction in the City of Sugar Hill which is served by underground utilities, the developer and/or owner shall be responsible for installing light poles and street lights in accordance with the provisions of this ordinance and no further building permits shall be issued

NOV

until verification of such installation is provided to the City. If the developer and/or owner shall provide the City Manager with documentation that Seventy-five (75%) percent or more of the lots in the subdivision have been sold to builders or individual owners prior to the adoption of this Ordinance, then the City shall be responsible for installing light poles and street lights in such subdivisions, and the cost of such installation shall be assessed against the individual lot owners in the subdivision at an amount of \$100.00 per lot. In all such subdivisions in which an assessment is made pursuant to this ordinance, the assessment shall be paid by each lot owner prior to the issuance of a building permit if no building permit has been issued for the lot. If a building permit has been issued for a lot, then the assessment shall be collected at the rate of \$2.78 per month or \$33.36 per year for a period of 36 months and the lot owner shall be billed for the assessment in conjunction with their utility bill or in such other manner as may be determined to be appropriate by the City Manager.

This Ordinance shall become effective on October 8, 1990, and shall repeal an earlier Ordinance regarding the installation of light poles and street lights, adopted July 9, 1990.

IT IS SO ORDAINED this 8th day of October, 1990.

George Haggard
Mayor

Thomas Manis
Council Member

Frank A. Hunt
Council Member

Robert D. Dean
Council Member

Bobby Lander
Council Member

Bobbie Queen
Council Member

Attest:

Judy Foster
Clerk



NOV

DEC

ORDINANCE FOR ANNEXATION

THE COUNCIL OF THE CITY OF SUGAR HILL, GEORGIA, HEREBY ORDAINS:

WHEREAS, Edward Breedlove did on August 13, 1990, apply to have lands annexed into the existing corporate limits of the City of Sugar Hill, Georgia; and

WHEREAS, it appears to the governing body of the City of Sugar Hill, Georgia, that the area proposed to be annexed is contiguous to the existing corporate limits of the City of Sugar Hill, that the applicants represent not less than sixty percent (60%) of the owners and resident electors of the land area proposed to be annexed and that said application complies with the laws of the State of Georgia; and

WHEREAS, a public hearing was held on said application for annexation and on the proposed zoning of the area to be annexed on October 8, 1990; and

WHEREAS, prior to said public hearing the City of Sugar Hill, Georgia did prepare a report setting forth its plans to provide services to the area to be annexed as required by the Official Code of Georgia Annotated §36-36-25; and

WHEREAS, the governing body of the City of Sugar Hill, Georgia, has determined that the annexation of the area proposed to be annexed would be in the best interests of the residents and property owners of the area proposed for annexation and of the citizens of the City of Sugar Hill, Georgia; and

WHEREAS, the governing body of the City of Sugar Hill, Georgia has determined that the proper zoning classification for the area proposed to be annexed is RS-100 (Medium Density Single-Family Residential District).

BE IT, THEREFORE, ordained that the following described lands be and the same hereby are, annexed to the existing corporate limits of the City of Sugar Hill, Georgia, and the same shall hereafter constitute a part of the lands within the corporate limits of the City of Sugar Hill, Georgia, to-wit:

All that tract or parcel of land lying and being in Land Lot(s) 274 & 289 of the 7th land district of Gwinnett County, Georgia, containing 30.62 acres as shown on a plat of survey for Ruby Forrest Subdivision by Thomas Wood, Registered Land Surveyor, dated July 10, 1990, and being more particularly described as follows:

BEGINNING at an iron pin on the southeastern right-of-way of Level Creek Road where the property herein described joins the property now or formerly owned by Davis; thence proceeding south 68° 16' east a distance of 308.50 feet to a point; thence south 75° 55' east a distance of 104.10 feet to an iron pin; thence south 27° 15' west a distance of 95 feet to a point; thence south 30° 54' east a distance of 190.00 feet to a point; thence north 46° 08'

east a distance of 318.60 feet to a point; thence south 46° 19' east a distance of 550.00 feet to an iron pin; thence south 19° 30' west a distance of 860.00 feet to a concrete monument found; thence south 59° 12' west a distance of 496.10 feet to an iron pin; thence north 30° 54' west a distance of 1392.30 feet to an iron pin; thence north 60° 32' east a distance of 150.00 feet to an iron pin; thence north 30° 54' west a distance of 225.00 feet to an iron pin on the southeastern right-of-way of Level Creek Road where the property herein described joins the property now or formerly owned by Alexander; thence proceeding along the southeastern right-of-way of Level Creek Road north 64° 06' east a distance of 370.00 feet to an iron pin, YOUR TRUE PLACE OR POINT OF BEGINNING.

A plat of said property is attached hereto and made a part of this ordinance and incorporated herein by reference.

BE IT FURTHER ORDAINED that "The Zoning Ordinance of the City of Sugar Hill" is hereby amended by adding to the official zoning map adopted by the ordinance the area annexed by this ordinance and by classifying that area as RS-100 (Medium Density Single-Family Residential District) on said official zoning map.

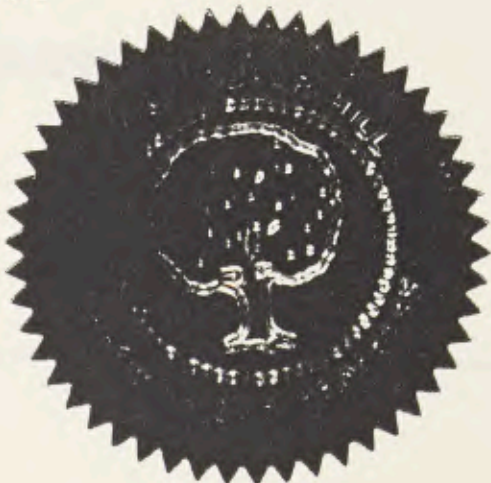
BE IT FURTHER ORDAINED that the Clerk of the City of Sugar Hill certify a copy hereof and file the same with the Secretary of State for the State of Georgia, pursuant to the provisions of Official Code of Georgia, §36-36-28(a).

IT IS SO ORDAINED, this 8th day of October, 1990.

ATTEST:

Judy Foster
CITY CLERK

SEAL



George Haggard
MAYOR

Thomas Morris
COUNCIL MEMBER

Kenneth H. Hines
COUNCIL MEMBER

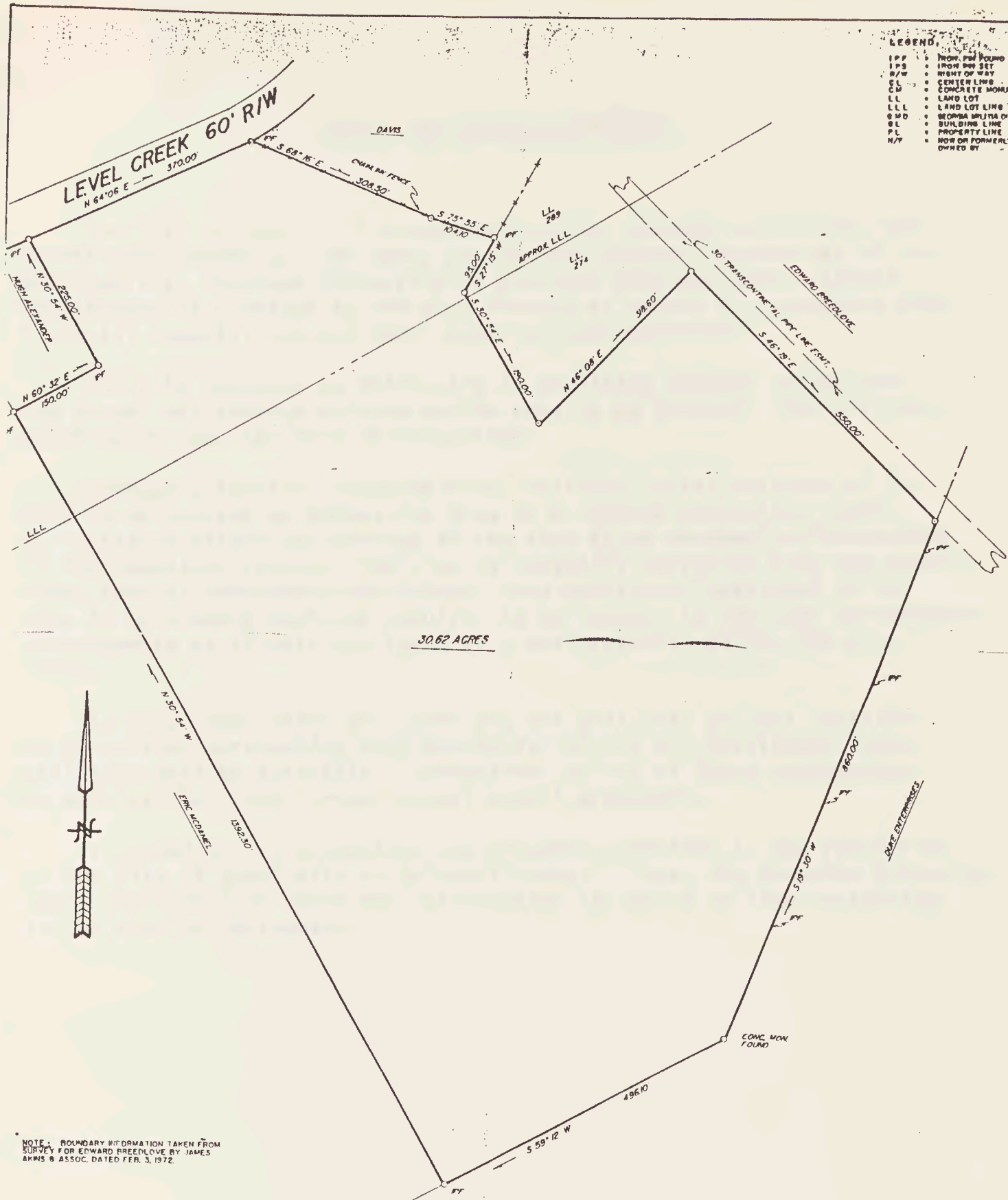
Rube G. Doin
COUNCIL MEMBER

Bobby Fowler
COUNCIL MEMBER

Bobbie Queen
COUNCIL MEMBER

NOV

- LEGEND**
- IPF • IRON PIN FOUND
 - IPS • IRON PIPE SET
 - R/W • RIGHT OF WAY
 - CL • CENTER LINE
 - CM • CONCRETE MONUMENT
 - LL • LAND LOT
 - LLL • LAND LOT LINE
 - GMD • GEORGIA METERS DISTRICT
 - BL • BUILDING LINE
 - PL • PROPERTY LINE
 - N/Y • NOW OR FORMERLY OWNED BY



NOTE: BOUNDARY INFORMATION TAKEN FROM SURVEY FOR EDWARD BREEDLOVE BY JAMES AKINS & ASSOC. DATED FEB. 3, 1972.

DRAWING FOR:
ED BREEDLOVE

CITY OF SUGAR HILL
LL 274 & 289, 7th DISTRICT GWINNETT CO.
SCALE: 1"=100'

TOTAL AREA: 30.62 ACRES



PS100

THOMAS WOOD & ASSOC., 50 MAIN STREET, P.O. BOX 531, BUFORD, GA. 30508, PHONE: 843-2600

NOV

REPORT OF SERVICES PROVIDED

The City of Sugar Hill presently provides garbage collection, and street maintenance for the areas within the corporate boundaries of the municipality. Garbage collection is provided once per week. Street maintenance is provided to the City streets as needed in accordance with financial capabilities and other planning considerations.

The City foresees no difficulty in providing garbage collection and street maintenance service to the area to be annexed. The services would begin upon the date of annexation.

Garbage collection would be made available to any resident of the area to be annexed by adding the area to a regular collection route. No increased street maintenance in the area to be annexed is foreseeable in the immediate future. The area is presently served by park and county roads that is adequately maintained. Any new street developed in the area to be annexed would be required to be subject to the same maintenance requirements as streets developed in areas presently within the city limits.

At this time, water and sewer are not available at this location. As properties surrounding this particular parcel are developed, these utilities will be available. Connections to any of these systems may be made at that time through normal permit procedures.

Fire and police protection are presently provided to the residents of the City of Sugar Hill by Gwinnett County. Thus, the proposed annexation would not affect or cause any interruption in police or fire protection in the area to be annexed.

NOV

DEC

PLANNING & ZONING BOARD'S ANNEXATION RECOMMENDATION TO THE
MAYOR AND COUNCIL OF THE CITY OF SUGAR HILL

DATE OF P&Z MEETING September 17, 1990

COMMENTS MADE BY P&Z BOARD ON ANNEXATION:

Refer to minutes.

RECOMMENDATION FROM P&Z BOARD:

The Planning & Zoning Board recommends the Mayor & Council approve the annexation request made by Mr. Edward Breedlove with the zoning classification of RS-100.

ACTION MADE BY MAYOR AND COUNCIL

DATE OF PUBLIC HEARING October 8, 1990

COUNCIL ACTION:

CITY MANAGER

CITY CLERK

NOV

DEC

APPLICATION FOR ANNEXATION

DATE OF APPLICATION 8-13-90

THIS ANNEXATION PETITION IS MADE PURSUANT TO THE PROVISIONS OF THE OFFICIAL CODE OF GEORGIA ANNOTATED 36-36, ARTICLE 2, "ANNEXATION PURSUANT TO APPLICATION BY 60 PERCENT OF LANDOWNERS AND ELECTORS".

APPLICATION IS HEREBY MADE TO THE CITY OF SUGAR HILL, GEORGIA BY THE UNDERSIGNED PROPERTY OWNERS AND ELECTORS RESIDING ON PROPERTY PROPOSED FOR ANNEXATION, TO HAVE THE FOLLOWING DESCRIBED LANDS ANNEXED INTO THE CORPORATE LIMITS OF THE CITY:

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT(S) 274 & 289 OF THE 7TH DISTRICT, GWINNETT COUNTY, GEORGIA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

See attached legal description.

MAP REFERENCE # 7-274
7-289

(NOTE: ATTACH A PLAT OR DRAWING ILLUSTRATING THE LAND AREA TO BE ANNEXED AND ITS RELATIONSHIP TO THE EXISTING CITY LIMITS. INCLUDE LOT NUMBER, BLOCK NUMBER, SUBDIVISION NAME, AND PLAT BOOK REFERENCE IF AVAILABLE, AND THE EXISTING ZONING CLASSIFICATION OF ADJACENT PROPERTIES WITHIN THE CITY.)

pd. 50.00
on 8/14/90

NOV

IT IS REQUESTED THAT A ZONING CLASSIFICATION OF ~~RS150~~ RS100
(_____) BE ASSIGNED TO THE PROPERTY UPON ANNEXATION. THE PROPERTY
IS CURRENTLY ZONED RS100 (_____) IN THE
COUNTY.

THE PROPERTY OWNER(S) INTEND TO DEVELOP AND/OR USE THE PROPERTY AS
FOLLOWS:

subdivision

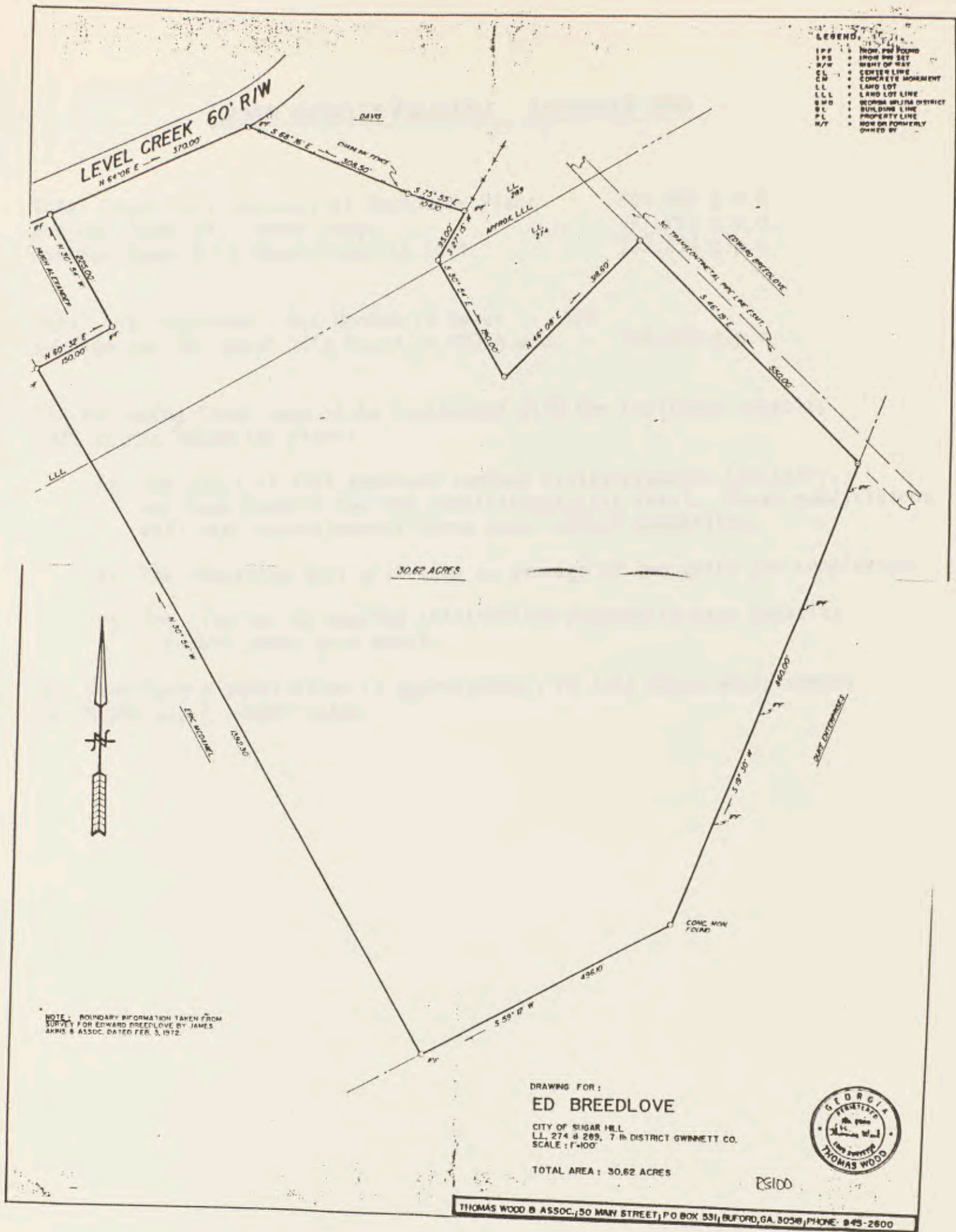
(INCLUDE A TIMETABLE FOR DEVELOPMENT IF AVAILABLE.)

LANDOWNER
NAME Edward Bredlove
ADDRESS 521 Level Creek Road P.O. Box 472
Buyord, Ga. 30518 Buyord, Ga. 30518
SIGNATURE _____
PHONE NUMBER - HOME 945.2055 WORK _____

ELECTOR
NAME _____
ADDRESS _____
SIGNATURE _____
PHONE NUMBER - HOME _____ WORK _____

(ADD ADDITIONAL SIGNATURE BLOCKS AS NECESSARY.)

NOV



NOV

SEWER CAPACITY AVAILABLE - SEPTEMBER 1990

Total Sugar Hill Capacity at Southside Plant	-	600,000 g.p.d.
Average Sugar Hill Sewer Usage	-	<u>367,766 g.p.d.</u>
Average Sugar Hill Sewer Capacity Left	-	232,234 g.p.d.

Total Lots Approved - Not Hooked to Sewer - 570
Average use for these lots based on 400 g.p.d. - 228,000 g.p.d.

The following items need to be considered with the available capacity left at the Southside Plant:

- 1) The total of lots approved include Bailey property (50 lots), and Rudy Bowen's two new subdivisions (211 lots). These subdivisions will take approximately three years before completion.
- 2) The remaining lots will take an average of two years for completion.
- 3) The City has an ongoing infiltration program to gain capacity for more sewer each month.

Mr. Breedlove's subdivision is approximately 70 lots which would amount to 28,000 g.p.d. sewer usage.

Street Lights for Subdivisions with Underground Utilities

City Manager Kathy Williamson states that this Ordinance would require developers, who choose to install underground utilities in their subdivisions, to install street lights at their expense, \$390.00 per pole. Mrs. Williamson reads the Ordinance aloud. Councilmember Queen moves to adopt the Ordinance as written. Second to the motion by Councilmember Fowler. Mayor Haggard calls for discussion. Mr. Jewel Gooch asks how this Ordinance would effect subdivisions already under construction. Mrs. Williamson states that no Certificates of Occupancy would be submitted to anyone until verification from Georgia Power has been received stating that street lights will be installed in that subdivision. Councilmember Queen states that Georgia Power should have told them about this. Mr. Rudy Bowen states that Georgia Power explains to the developer the process to follow when installing underground utilities and how much it would cost for street lights. Mr. Bowen continues to state that the developer had the option whether or not to install the street lights but if this Ordinance is passed, it will be mandatory. Mr. Gooch feels that this Ordinance is fine for future developments, however, he feels it will not be fair to those subdivisions already under construction because they will not be able to recover the money for the street lights. Mr. Gooch continues to say that if the developer knows about the street lights in advance, he can recover that money. Mrs. Williamson explains that the City currently pays for street lights as residents request them. However, in that case, Georgia Power already has the utility poles installed and there is no charge for the installation of the street light. Mrs. Williamson continues to say that the City cannot afford to pay \$390.00 per pole for street lights in subdivisions that do not have underground utilities when they are not charged that for everyone else. Mayor Haggard calls for a vote on the matter. Vote unanimous.

Out on

Pay Telephone for City Hall

City Manager Kathy Williamson states that the committee for this matter has not met yet to discuss the matter. Tabled until next month.

City Sign for Alton Tucker Blvd. & Peachtree Ind. Blvd.

City Manager Kathy Williamson states that the committee for this matter has not met yet either to discuss this matter. Tabled until next month.

Paul Henderson Annexation Request - Public Hearing

Mr. Henderson states that his proposed subdivision would be another phase of Bent Creek and would have the same covenants as Bent Creek Subdivision. Mr. Henderson states that he would have access to the subdivision through Maltie Court. Councilmember Hawthorne moves to annex the property into the City with the RS-100 zoning classification. Second to the motion by Councilmember Queen. Vote unanimous.

David Bowen Annexation Request - Public Hearing

Mr. Bowen states that he would have access to his proposed subdivision off Level Creek Road and that the houses would be a minimum of 1600 square feet on both his rezoning and annexation requests. Councilmember Hawthorne moves

NOV

**MAYOR & COUNCIL MEETING
MONDAY, JULY 9, 1990
MINUTES, CONT'D.
PAGE 3**

to annex the property into the City with the following conditions: The access into the subdivision will be off Level Creek Road, the houses will be a minimum of 1,600 square feet and the zoning classification for this property will be RS-100. Second to the motion by Councilmember Morris. Vote unanimous.

David Bowen Rezoning Request - Public Hearing

Councilmember Hawthorne moves to approve the rezoning request from LM to RS-100 zoning classification. Second to the motion by Councilmember Queen. Vote unanimous.

Drug Testing Ordinance

City Manager Kathy Williamson states that this is for the review of the Council. We have money budgeted to test all City employees this year. All employees have to be tested by the end of August. Mrs. Williamson states that the City is testing employees now when they are hired. Tabled until next meeting.

Land & Water Conservation Fund - 25th Anniversary - Resolution

Mayor Haggard reads the Resolution which endorses the 25th Anniversary Commemoration of the Land and Water Conservation Fund.

Miscellaneous Ordinances

City Manager Kathy Williamson states that Gwinnett County has adopted these Ordinances concerning On-Site Sewage Management Systems, Food Service, Swimming Pools and Tourist Courts, and they are asking the City to adopt them as well. Mrs. Williamson states that this is for the review of the Council. Tabled until next meeting.

Request from North Gwinnett High School

City Manager Kathy Williamson states that NGHS is requesting that the City pay for 50% of a publication for the parents of students at the school. The City of Suwanee is being asked to pay the other half of the publication. Councilmember Queen requests the City Manager obtain a copy of what they are wanting to publish before a decision is made to spend \$1,000.00. Tabled until next meeting or a called meeting.

Alcoholic Beverages Amendment

City Manager Kathy Williamson is requesting the Council omit the section in the Alcoholic Beverages Ordinance which states that no business selling beer and wine can be located 500 feet or less to another business selling beer and wine. She feels this will deter businesses from coming into the City in the future. Mrs. Williamson states that it would still require they be 500 feet or more from schools and churches. Mrs. Williamson reads the Amendment aloud. Councilmember Hawthorne moves to adopt the Alcoholic Beverages Ordinance Amendment as written. Second to the motion by Councilmember Queen. Vote unanimous.

Zoning Ordinance Amendment - Canopies

City Manager Kathy Williamson states that the Zoning Ordinance needs to be amended to include "Canopies" in the definitions. Canopies would be defined as follows: A protective covering of a roof like structure, that is free standing, for the protection from the weather elements, not for

NOV

Ultra-Low-Flow Plumbing Fixture Ordinance

Councilperson Hawthorne reads the ordinance to the public for consideration of adoption by the council. Councilperson Hawthorne states that ARC and GMA has asked the cities to adopt this ordinance. Councilperson Hawthorne moves to adopt this ordinance. Second to the motion Councilperson Morris. Councilperson Queen asks if these items mentioned in the ordinance are available. Councilperson Hawthorne states that they are available. Vote unanimous.

Utility Deposits

Councilperson Hawthorne states that this was brought up two months ago. Councilperson Hawthorne thinks that there is an inequity in this ordinance. Councilperson Hawthorne is proposing this ordinance. (see attached) Councilperson Hawthorne moves to adopt this ordinance. Second to the motion Councilperson Morris. Vote unanimous.

Public Hearing Larry Bailey - Rezoning & Annexation Request

City Manager Kathy Williamson states that 24.5 acres was annexed into the city limits of Sugar Hill in 1988 by legislation. Ms. Williamson states that Mr. Bailey would like the adjoining 10 acres, (parcel 7-337-035) annexed into the City of Sugar Hill. Mr. Bailey states that when the 24.5 acres was annexed, the 10 acres should have been brought in at that time. Mr. Bailey states that he would like the 24.5 acres, (parcel 7-322-050) and the 10 acres, (parcel 7-337-035) zoned RS100. Mr. Bailey stated that he intended to build an 80-90 lot subdivision and that Hannon, Meeks and Bagwell will be the engineering firm used. Mr. Paul Spaduzzi of 1051 Riverside Road states that he is representing the surrounding homeowners of this area. Mr. Spaduzzi said that the homeowners are not trying to stop anyone from developing this land. He stated that they are trying to protect the ECO system and the property values. The surrounding homeowners would like Mr. Bailey to hire a qualified engineer to do a study of the depth of the lakes and test the water. Mr. Spaduzzi stated that they would like the homes to have a minimum of 1800 square feet or larger to keep property values up. Councilperson Morris stated that the ordinances will protect the lakes and that it is Mr. Bailey's responsibility to follow all laws and regulations and the building inspectors job to see that he does it. Mr. Spaduzzi states that they have had drainage problems with Princeton Oaks. Mr. Bailey states that he feels that the homeowners request is reasonable. Councilperson Queen asks City Manager if Gwinnett County has anyone they send out to do these type of tests. City Manager Kathy Williamson states that they do have someone and that they have been out to inspect the problems at Princeton Oaks. Councilperson Hawthorne states that the council has had problems with the RS100 zoning. Councilperson Hawthorne asks Mr. Bailey if he could go with larger sized homes. Mr. Bailey said that he could go with a 1400 minimum square footage for a 1 story, 1800 minimum for 2 story and 1600 minimum split level. Councilperson Queen moves to accept the RS100 zoning for parcel 7-322-050, 24.5 acres with the conditions as follows: 1. Test Water

and depth of lakes. 2. The minimum square footage for a 1 story is 1400, minimum of 1800 square feet for 2 story and minimum of 1600 square feet for a split level. 3. This is for all phases of development. Second to the motion Councilperson Morris. Vote 3-2. Councilpersons Queen, Fowler and Morris approved. Councilpersons Hawthorne and Davis against. Councilperson Queen moves to annex the 10 acres, parcel 7-337-050 into the city limits with the RS100 zoning with the same stipulations as listed above. Second to the motion Councilperson Fowler. Vote 3-2. Councilpersons Queen, Fowler and Morris approved. Councilpersons Hawthorne and Davis against.

Easements

City Manager Kathy Williamson states that Mr. Buddy Robinson and Winston Parker have been hired to obtain the easements from the corner of Level Creek Road to the sewer plant. Mr. Robinson states that he is pleased to meet the council and glad to be able to represent the city in this matter. He also stated that they have not had any problems. Mr. Parker stated that he has gone over the area and has contacted 18 of the 42 property owners. Mr. Parker stated that they have had good working relations with Keck & Wood. Mr. Parker also commends Ms. Williamson for the work she has done concerning the easements.

Audit Bids

Finance Officer Ms. Free states that she has reviewed all audit bids and that she is recommending Mr. Rymon Wilborn for the 1990 audit. Councilperson Hawthorne moves to accept Mr. Wilborn's audit bid. Second to the motion Councilperson Fowler. Vote unanimous.

Work Detail Contract

City Manager Kathy Williamson states that the correctional institute is requesting the same agreement as the last three years. She also stated that we have purchased a van for \$800 to be used as a backup vehicle. Councilperson Hawthorne moves to accept and have the Mayor sign the agreement. Second to the motion Councilperson Queen. Vote unanimous.

Mayor Haggard amends agenda for Pat O'Connor of Button Gwinnett Landfill.

Mr. O'Connor states that there was an article written in the Gwinnett Daily News concerning 2 failing grades that the landfill received. Mr. O'Connor explains what the problems are and how they have been corrected. Mr. O'Connor states that he feels the landfill is being operated better than it ever has been. He thinks they are doing a great job at the landfill.

Pay Telephone for City Hall

Williamson states she is requesting a pay phone to be placed in city hall for the public to use. She was informed that there would be no charge for this service. Councilperson Queen thinks there is a monthly charge for this service. This matter tabled until city manager Kathy

NOV

RECOMMENDATION FORM

FROM: Kathy Williams

TITLE: City Manager

DATE: 09/12/90

IN REFERENCE TO: Burdick Amendment

COMMENTS: Need construction schedule to determine sewer capacity.

RECOMMENDATION: Grant approval

RECOMMENDATION FORM

FROM: Steve C. Kennedy

TITLE: Building Inspector

DATE: Sept. 11- 1990

IN REFERENCE TO: Ed Breedlove Proposed Sub-division

COMMENTS: Plat of property 30.62 ACRES
Lacks detail at this time to make
any logical decision

RECOMMENDATION: ① Sub. mitl topographic maps for
S.C.S review with detail of storm drain lay-out
+ general info on controlling run-off.

② Sub. mitl site plan for look & wood
review

③ In general, follow normal procedures
thru Inspection Dept.

Kathy Copy

KECK & WOOD, INC.

ENGINEERS • DESIGNERS
MANAGERS • PLANNERS
COMPUTER SPECIALISTS

3722 PLEASANTDALE ROAD (404) 939-1334
ATLANTA, GEORGIA 30340

August 31, 1990

Mrs. Kathy Williamson
City Manager
4988 W. Broad Street
Sugar Hill, Georgia 30518

RE: Plan Review- Robert Kennedy
Used Auto Sales- Hwy. 23
Our Reference No. 900108.20

Dear Mrs. Williamson:

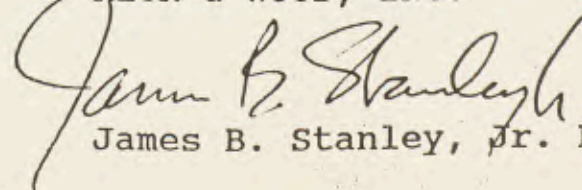
Keck & Wood, Inc. has reviewed the development plans for Used Auto Sales on Highway 23 submitted by Robert Kennedy and have found the plans to be in general conformance with the codes and ordinances of the City of Sugar Hill. We recommend approval, with the following comments noted:

- 1) The development plan does not provide for paved driveway between the entrance road and required parking. The plan also indicates that only the handicapped parking space is to be paved. The Zoning Ordinance, Section 901.2 requires that all required parking and interior driveways be paved.
- 2) A State DOT Curb Cut permit will be required for access onto Hwy. 23.
- 3) If a metal building is to be used for the sales office, the front must be provided with an acceptable architectural finish.
- 4) The eastern side of this property borders unincorporated Gwinnett County. If the property identified as being owned by Larry & Penny Free is zoned residential by the County, the City might want to impose a planted buffer requirement on that side of the property.

Development plans submitted have been approved by the Gwinnett Fire Marshall and Environmental Health Department and are returned herewith. Please call if there are any questions.

Yours truly,

KECK & WOOD, INC.


James B. Stanley, Jr. P.E.

JBS/lpt

NOV

DEC

RECOMMENDATION FORM

FROM: Lathin Williamson

TITLE: City Manager

DATE: 9/17/90

IN REFERENCE TO: Kenny's Car Post

COMMENTS: There is not a buffer shown
on the residential side of car lot.

RECOMMENDATION: Buffer recommendation 40 feet

RECOMMENDATION FORM

FROM: Steve C. Kennedy

TITLE: Building Inspector

DATE: Sept - 11 - 90

IN REFERENCE TO: Kenny Car Lot

COMMENTS: ① Inspection Dept required D.O.T. permit for curb - accel. + ~~de~~ deceleration lane -

② Follow Keck & Wood REVIEW - paved parking space, paved entrance (not included on site plans) ③ Require owners ~~RECOMMENDATION~~ to submit zoning ^{information} from County on E-side concerning buffers, suggest buffer be composed if this property is zoned RESIDENTIAL

④ Will require information on proposed signs

⑤ submit detail on type of siding (REF. to metal building) with building plans

Recommendation I would approve these plans when owner addresses above comments.

Spoke with Andrew Menzef with Gwinnett Co Planning Dept
Property is zoned C-1 ~~Neighborhood~~ Neighborhood Business

there is a ~~res~~ resident (home) located there now.



Department of Transportation

Office of District Engineer

P.O. Box 1057

Gainesville, Georgia 30503-1057

August 28, 1990

Robert R. Kenney
4400 Clipper Bay Road
Duluth, GA 30136

SUBJECT: Commercial Driveway Permit No. 8-90-38-135
State Route 13, Gwinnett County

Dear Mr. Kenney:

Your permit application has been approved for work to be performed on the Department of Transportation's right-of-way located on the southeast side of the highway beginning 284.41 feet, southwest of the center line, of Chatham Road and fronting 150.04 feet further southwest along said highway; and at mile post 18.60. This permit also authorizes any work on the right-of-way adjacent to this property, if shown on the approved plan.

This permit is approved subject to the revisions and additions on your plan and will remain dependent upon compliance with all revisions and additions shown. By copy of this letter, your approved copy is being forwarded to our inspector: Larry Edge, Lawrenceville, Georgia, telephone (404) 822-1974.

We are enclosing a sample letter for your use in establishing a \$5,000 escrow account. You must present the properly executed escrow letter and recorded conveyance to Larry Edge, you may then claim your approved permit and plan, along with a permit identification sign. It will be necessary for you to call Mr. Edge to arrange a meeting with him, and no work is to be done on the right-of-way until you have your copy of the permit in hand.

Mr. Edge will discuss with you details of the permit, including construction methods and safety requirements. The signing and safety requirements will be per the Manual on Uniform Traffic Control Devices. Your acceptance of the permit will indicate to us your agreement and intention to comply with all stipulations

NOV

Robert R. Kenney
Permit No. 8-90-38-135
August 28, 1990
Page Two

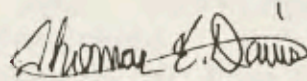
and requirements thereof. Your copy of the permit must be kept at the construction site and available for inspection at all times, and the red permit identification sign must be displayed within the working area and visible from the highway.

The approval of this permit does not authorize any work on State right-of-way in connection with any type utilities. All existing utilities which will be under new pavement or acceleration/deceleration lanes shall be relocated at no cost to the Department. All utility work on the right-of-way must be authorized by separate permit obtained by the utility owner from the Department.

An inspection by the Department of Transportation's representatives will be necessary before we can release you from the escrow account, and it is your responsibility to request said inspection after all work has been completed in compliance with all requirements and a satisfactory stand of grass has been obtained. The work is not to be considered accepted by this Department until you are notified in writing.

Sincerely,

DEPARTMENT OF TRANSPORTATION
By:



Thomas E. Davis
Transportation Engineer II

TED:kc
attachments
PC: Ron Colvin
Charles Maddox, ATTN: Larry Edge

NOV



CONNIE C. WIGGINS
Executive Director

TO: Mayor George Haggard
City of Sugar Hill

FROM: Take Pride in Gwinnett/Public Lands Day Steering
Committee *CCW*

DATE: September 11, 1990

RE: Proclamation, Take Pride in Gwinnett Week, 1990

The fourth annual celebration of T.P.I.G./Public Lands is scheduled for the week of October 13-20, 1990. Gwinnett Clean & Beautiful, Gwinnett County Parks and Recreation Department, and the Gwinnett County Resource Conservation and Development Council are coordinating plans for educational activities, resource conservation and clean-up, and kick-off of the 1990 T.P.I.G./Public Lands Project at Tribble Mill Park. The purpose of Take Pride in Gwinnett Week is to generate a sense of citizen ownership, pride, and responsibility in our nation's public lands. The week will culminate with an Adopt-a-Stream project on October 20, 1990.

In order to encourage all citizens to keep our public lands clean and healthful and to work together to preserve clean air, fresh water, and the natural surroundings, we are requesting that you endorse the enclosed TAKE PRIDE IN GWINNETT Proclamation. Your endorsement will help urge all citizens to support efforts to preserve the beauty of our natural resources during this week and throughout the year.

Please return your signed Proclamation to:

Connie Wiggins
Executive Director
Gwinnett Clean & Beautiful
P.O. Box 562
Lawrenceville, GA 30246

Thank you.

NOV

A PROCLAMATION


Take Pride In Gwinnett Week

- WHEREAS:** Gwinnett County has many public lands, including parks, recreation areas, forests and waterways, which are rich in beauty and in natural and cultural resources; and
- WHEREAS:** It is the responsibility of all citizens to keep these public lands clean and healthful and to work together to preserve clean air, fresh water and the natural surroundings; and
- WHEREAS:** There is a nationwide effort to promote a sense of pride of ownership for our county's natural and cultural resources; and
- WHEREAS:** Gwinnett Clean & Beautiful, Gwinnett County Parks and Recreation and Gwinnett County Resource Conservation and Development Council have established a Take Pride in Gwinnett/Public Lands Committee through the Gwinnett Clean & Beautiful Citizens Advisory Board to promote and educate citizens and visitors on the "Land User's Ethic";
- THEREFORE:** I, George Haggard, Mayor of the City of Sugar Hill, Georgia, do proclaim the week of October 13 - 20, 1990 as "Take Pride in Gwinnett Week" throughout our City, and urge all our citizens to support efforts to preserve the beauty of our natural resources not only during this week, but throughout the year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal to be affixed this the 8th day of October, 1990.

SEAL




Mayor George Haggard
City of Sugar Hill, Georgia

NOV

DEC

A RESOLUTION REGARDING MARTA
BY THE CITY OF SUGAR HILL

Denied

- WHEREAS, MARTA and Gwinnett County have entered into a contract to extend MARTA into Gwinnett;
- WHEREAS, said extension comprises a heavy rail segment in the western side of Gwinnett and a few bus lines, all of which only benefit a relatively few land owners and developers, and does not benefit the northern, eastern and southern portions of Gwinnett;
- WHEREAS, said contract does not require any timetable of acquisition and construction, thereby leaving the construction timetable to the political vagrancies of Fulton, Dekalb and Atlanta, and making it probable that any beneficial construction may well be deferred for other projects which may seem more pressing to the Board members of MARTA;
- WHEREAS, Gwinnett's representation of three (3) members on the MARTA Board makes it likely that Gwinnett will come up short in any dispute regarding any promises of construction and level of service;
- WHEREAS, MARTA, in the past, has deceived the public and reneged on its promises, i.e. when the system was originally sold to the public in Atlanta by promising by Perry Homes extension and such was never built;
- WHEREAS, by said contract MARTA can use Gwinnett's money to repay Authority Revenue Bonds and yet never build any mileage in Gwinnett;
- WHEREAS, by MARTA's and Gwinnett's own figures, it will cost some \$681,000,000.00 to construct the proposed heavy rail system and such construction is proposed to be paid from an expected ax revenue of \$45,000,000.00 per year, it would appear that construction would take 15.13 years to build the system if all tax revenue is applied to construction cost, yet MARTA says it will be built to Gwinnett Place Mall by 1998, some 7 years after construction starts;
- WHEREAS, MARTA and Gwinnett estimates that only a portion of the tax proceeds will go to actual capital expansion with the rest of the money going to both direct operating expenses in Gwinnett and the common operating expenses of MARTA, and probably a fare subsidy that now is approximately \$1,00 per rider per trip;
- WHEREAS, based upon MARTA's and Gwinnett's own figures, ridership will be, by the year 2000, some 45,000 persons on one-way trips equating to 22,500 round trips, the cost to the public in 1990 dollars amount to a subsidy to every round trip rider of \$2,000.00 each year;
- WHEREAS, substantial portions of the traffic patterns within Gwinnett are cross-county and intercounty in an east-west direction, and the proposed system will have a heavy rail segment that will run north and south; and

NOV

WHEREAS, the proposed extension is a non-flexible heavy rail system that will benefit few residents of Gwinnett, will be expensive to Gwinnett Citizens and may not be built as promised, will tax all residents for the benefit of an admittedly few, is an ill-conceived system that does not adequately address the real public transportation needs of Gwinnett County;

IT IS THEREFORE, RESOLVED that the Mayor and Council of the City of Sugar Hill are opposed to the proposed MARTA Public Transit Extension into Gwinnett County, and we ask the citizens of the City and the County to vote **NO** on the referendum to be held on November 6, 1990, and further ask the Gwinnett County Commission to properly address the needs of Gwinnett with a sensible transportation system.

RESOLVED this 8th day of October, 1990.

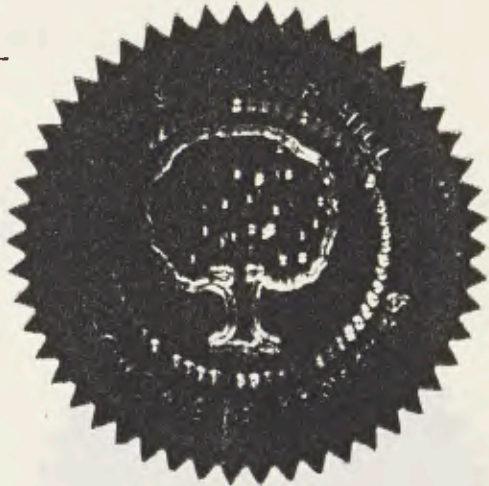
ATTEST:

Mayor

City Clerk

Councilmember

SEAL



Councilmember

Councilmember

Councilmember

Councilmember

NOV

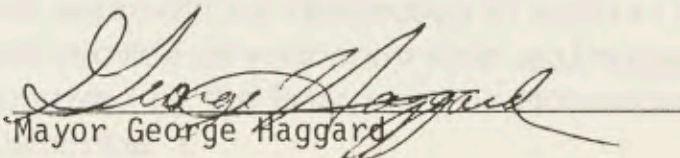
DEC

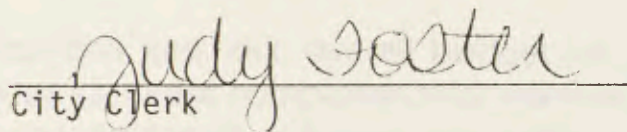
C E R T I F I C A T E

We, the undersigned, hereby certify that the governing body of the Municipal Gas System of the City of Sugar Hill has adopted a resolution to participate in the **Emergency Procedures Plan** as proposed by the Gas Section of the Georgia Municipal Association at its annual meeting held at Savannah, Georgia in June, 1963. We further certify that said governing body is familiar with the rules and regulations as proposed and contained in a document entitled "**Emergency Procedures Plan**" dated June 24-25, 1963, and do hereby agree to abide by and comply with same.

This 8th day of October, 1990.

ATTEST:


Mayor George Haggard


City Clerk

SEAL



NOV

DEC



**MUNICIPAL GAS
AUTHORITY OF GEORGIA**

M E M O R A N D U M

TO: All Member Cities

FROM: Rick McCullough *RM*

DATE: September 28, 1990

SUBJECT: 1991 Operating Budget

Enclosed is a copy of our proposed 1991 operating budget and supporting schedules for your review. It has been reviewed by the Board and approved for distribution to each of our members. We ask that you review the proposed budget and provide us your comments and suggestions during the next sixty days. The final budget will be approved by the Board at their November meeting and will be distributed to members on or before December 1.

As you can see, our overall budget for 1991 is slightly less than 1990 levels. The 1991 budget includes separate components for general and administrative expenses and capital expenditures. The package enclosed provides you both a summary and a detail of these budgets, as well as, an explanation of the major changes between years in each line item.

As explained in the package, most of the increase in general and administrative expenses is due to the fact that the 1991 budget includes full year's salaries and benefits for the twenty personnel approved in 1990, while 1990 included only partial year's salaries for the seven employees added during that year. There is no increase in staffing being proposed for 1991. Other general and administrative expenses in total are essentially the same as last year's.

Our 1991 capital needs are substantially less than last year's because 1990 included the cost of office equipment and furniture for new personnel. We are proposing elimination of the \$50,000 working capital component in 1991 because we hope to retire the outstanding bank debt associated with organization start-up costs at the end of this year.

The Board has established a new committee, the Participants Relations Committee, to give members an avenue to provide the Board feedback on our budgets or any matter of concern. The Committee is comprised of Mr. Frank Turner of Covington, (Transco), Mr. Bill Douglas of Warner Robins (Southern) and Mr. Bob Roberson of Moultrie (South Georgia). Please feel free to call me, any member of the Committee or the Board with any questions or comments you might have regarding the proposed 1991 budget.

MUNICIPAL GAS AUTHORITY OF GEORGIA

Comparison of Budgets - 1990-1991 - Variances

<u>ACCOUNT</u>	<u>VARIANCE EXPLANATIONS</u>
Salaries	No increase in manpower is anticipated during 1991 from the 20 budgeted for in the 1990 budget (there are 19 employees on the payroll as of October 1, 1990). Salary levels for 1991 have been adjusted to reflect average merit/cost of living increases of 5%. The variance from 1990 estimated actual and the 1990 budget is due to the 5% adjustment plus the fact that the build up to the current manning level (from 13 on 1/1/90) occurred during 1990, while the 1991 budget will include a full year's salary for all 20 employees.
Benefits	<p>From the outset of the Gas Authority, the employee benefit program was established with a cost ceiling of 23% of payroll. (The level was established to be competitive with other employers in our industry.) No change is proposed for this ceiling in 1991.</p> <p>Although medical costs are budgeted to increase substantially in 1991 (approximately 10%-12%), the Gas Authority's discretionary retirement plan contributions will be reduced as necessary to keep total benefit costs below the established ceiling.</p>

MUNICIPAL GAS AUTHORITY OF GEORGIA

Comparison of Budgets - 1990-1991 - Variances

<u>ACCOUNT</u>	<u>VARIANCE EXPLANATIONS</u>
Benefits (cont.)	In addition to the health insurance increase, the pension and deferred compensation costs are up due to employees hired during late 1989 and 1990 becoming eligible for participation in the programs. The variance from the 1990 budgeted level is a function of applying the 23% to a higher total salary base.
Rent	No projected increase in budget for 1991. The decrease below 1990 level is because of some one time charges incurred in 1990 related to the office move.
Telephone	The proposed budget for 1991 is up slightly over 1990 projected levels primarily because of the addition of telephone system maintenance. The system was acquired in early 1990 and was under warranty for the first year of operation.
Office Supplies/Expenses	The increase in this account over 1990 levels is primarily inflationary except for the projected increase in the annual report account. We expect that in addition to our published annual report we may put together a promotional brochure on our organization.
Computer Expenses	We are projecting only a slight increase overall in these accounts. The increase in maintenance is because of the expiration of computer warranties.

MUNICIPAL GAS AUTHORITY OF GEORGIA

Comparison of Budgets - 1990-1991 - Variances

<u>ACCOUNT</u>	<u>VARIANCE EXPLANATIONS</u>
Legal	<p>We are projecting that regulatory expenses will be comparable to 1990 levels even though our activities will likely remain high. We hope to have even more Gas Authority management involvement in the process in 1991 now that much of our first time long term supply planning work is behind us.</p> <p>We expect general and administrative expenses associated with work performed by the general counsel to drop significantly. In 1990, we incurred substantial one-time charges associated with developing our new long term gas supply contracts and preparing for our financing program. To the extent that similar work is required in developing contracts related to our gas supply portfolio, these charges will be capitalized as part of the cost of the project.</p>
Accounting	<p>The 1991 accounting fees are expected to be up slightly above projected 1990 levels due to inflationary increases and the continued growth of the Authority.</p>
Consulting	<p>We are projecting a slight increase in consulting fees above projected 1990 levels. However, this represents a substantial decrease below budgeted 1990 levels. The budget for 1991 assumes completion of a study to look at the use of storage in our gas supply function plus two administrative studies. Any consulting services provided in connection with the financing of our gas supply portfolio projects would be capitalized as part of</p>

MUNICIPAL GAS AUTHORITY OF GEORGIA

Comparison of Budgets - 1990-1991 - Variances

<u>ACCOUNT</u>	<u>VARIANCE EXPLANATIONS</u>
Consulting (cont.)	the project and accordingly have been excluded from our general and administrative budget.
Travel, Training, Etc.	The majority of the projected increase in this account relates to substantial increases in regulatory and trade meeting travel. We expect that because of our increased involvement in regulatory matters and the likelihood that some of the proceedings will result in FERC hearings requiring our participation, our travel will increase substantially. The increase in our attending trade meetings is primarily related to our expected involvement in the Southern Gas Association (SGA) and the American Public Gas Association (APGA).
Board Member's Expenses	We project only a slight inflationary increase in this account above projected 1990 levels.
Miscellaneous	We estimate that these expenses will be down in 1991 as compared to 1990 levels. Some of the decrease relates to the one time costs of the office move.
Capital	Our 1991 budget represents a substantial decrease below 1990 levels. This is because 1990 included the cost of office furniture and equipment associated with our staffing increases.

MUNICIPAL GAS AUTHORITY OF GEORGIA

Comparison of Budgets - 1990-1991 - Variances

<u>ACCOUNT</u>	<u>VARIANCE EXPLANATIONS</u>
Working Capital	The 1991 budget includes no component for working capital. It is assumed that the bank note, which has required approximately \$50,000 annually for debt service, will be paid off at the end of 1990.
Interest Income	Interest income for 1990 primarily relates to the temporary investment of excess cash that has resulted from supplier overdelivery of gas that has not yet been paid for. It is not uncommon for this situation to occur in the industry and it may in some instances take months or years to resolve. We have these obligations fully accrued and expect to settle them late this year without any significant financial impact. As a result, we expect our excess cash balances to decline substantially and have not budgeted interest income for 1991.

MUNICIPAL GAS AUTHORITY OF GEORGIA

COMPARISON OF BUDGETS 1990 - 91

EXPENSES	BUDGET 1990	ESTIMATED ACTUAL 1990	PROPOSED 1991
SALARIES & BENEFITS	\$969,980	\$931,489	\$1,105,313
RENT	85,000	87,593	85,000
TELEPHONE	24,000	17,251	21,000
OFFICE SUPPLIES/EXPENSES	37,600	42,195	47,300
COMPUTER EXPENSES	34,000	34,000	36,600
LEGAL EXPENSES	204,000	264,757	230,000
ACCOUNTING EXPENSES	32,500	39,000	42,000
CONSULTING	109,500	40,000	50,000
TRAVEL/TRAINING/AUTO	84,325	83,738	102,450
MISCELLANEOUS	62,000	43,511	35,525
BOARD MEMBER EXPENSE	5,850	6,651	7,000
TOTAL G & A	\$1,648,755	\$1,590,185	\$1,762,188
CAPITAL	106,500	86,500	26,500
WORKING CAPITAL	50,000	130,000	
INTEREST INCOME		(70,000)	
TOTAL BUDGET	\$1,805,255	\$1,736,685	\$1,788,688

MUNICIPAL GAS AUTHORITY OF GEORGIA

COMPARISON OF BUDGETS 1990 - 91

EXPENSE CATEGORIES	BUDGETED 1990	ESTIMATED ACTUAL 1990	PROPOSED BUDGET 1991
SALARIES AND BENEFITS			
SALARIES & WAGES		772,075	900,000
FEDERAL MEDICARE		8,600	10,555
HEALTH, LIFE & DISABILITY		53,698	72,292
PENSION & DEFERRED COMP		70,616	88,390
SAVINGS PLAN-SOCIAL SECURITY EQUIVALENT		26,500	34,076
CATEGORY TOTAL	969,980	931,489	1,105,313
RENT	85,000	87,593	85,000
TELEPHONE	24,000	17,251	21,000

MUNICIPAL GAS AUTHORITY OF GEORGIA

COMPARISON OF BUDGETS 1990 - 91

EXPENSE CATEGORIES	BUDGETED 1990	ESTIMATED ACTUAL 1990	PROPOSED BUDGET 1991
OFFICE SUPPLIES/EXPENSES			
OFFICE SUPPLIES		14,183	14,900
EQUIPMENT RENTALS		4,180	6,100
ANNUAL REPORT, ETC		8,300	10,000
PRINTING		2,000	2,100
POSTAGE		9,432	9,900
SUBSCRIPTIONS		4,100	4,300
CATEGORY TOTAL	37,600	42,195	47,300
COMPUTER EXPENSES			
SOFTWARE		18,000	15,600
MAINTENANCE		9,000	16,000
TRAINING		7,000	5,000
CATEGORY TOTAL	34,000	34,000	36,600

MUNICIPAL GAS AUTHORITY OF GEORGIA

COMPARISON OF BUDGETS 1990 - 91

EXPENSE CATEGORIES	BUDGETED 1990	ESTIMATED ACTUAL 1990	PROPOSED BUDGET 1991
LEGAL			
REGULATORY		144,011	140,000
GENERAL COUNSEL		120,746	90,000
CATEGORY TOTAL	204,000	264,757	230,000
ACCOUNTING	32,500	39,000	42,000
CONSULTING	109,500	40,000	50,000
TRAVEL, TRAINING, ETC			
GAS SUPPLIER MEETINGS		13,271	10,800
PIPELINE MEETINGS		6,020	6,650
REGULATORY		9,901	22,000
CITY MEETINGS		15,160	18,300
TRADE MEETINGS		7,444	13,800
SEMINARS		10,874	8,000
AUTOMOBILES		6,508	7,900
MEETING EXPENSE		14,560	15,000
CATEGORY TOTALS	84,325	83,738	102,450

MUNICIPAL GAS AUTHORITY OF GEORGIA

COMPARISON OF BUDGETS 1990 - 91

EXPENSE CATEGORIES	BUDGETED 1990	ESTIMATED ACTUAL 1990	PROPOSED BUDGET 1991
BOARD MEMBERS EXPENSES	5,850	6,651	7,000
MISCELLANEOUS			
INSURANCE EXPENSE		5,775	7,000
TRADE ASSOC DUES		6,500	6,825
EMPLOYEE RELOCATION		15,000	5,000
OFFICE MOVE		5,558	0
MISCELLANEOUS		10,678	16,700
CATEGORY TOTALS	62,000	43,511	35,525
TOTAL EXPENSES	1,648,755	1,590,185	1,762,188
CAPITAL	106,500	86,500	26,500
WORKING CAPITAL	50,000	130,000	
INTEREST INCOME		(70,000)	
TOTAL BUDGET	1,805,255	1,736,685	1,788,688

CITY OF SUGAR HILL

COMMUNITY OF PRIDE

988 WEST BROAD ST. SUGAR HILL, GEORGIA 30518

(404) 945-6716



MEMORANDUM

TO: Mayor & Council
FROM: City Manager
DATE: October 3, 1990
RE: L.A.R.P. Program

The following streets are on the City's ongoing list for paving by the L.A.R.P. Program.

- | | |
|--------------------|---------------------------|
| 1) First Avenue | .25 Miles |
| 2) Lanier Avenue | .20 Miles |
| 3) Duncan Drive | .30 Miles |
| 4) Olivet Drive | 1.50 Miles .20 |
| 5) Highland Avenue | .20 Miles |
| 6) Craig Drive | 3.50 Miles .3 |
| 7) Hannah Street | .20 Miles |
| 8) Anthony Drive | .10 Miles |
| 9) Sylvan Street | .10 Miles |
| 10) Whitehead Road | |

NOV

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Department of Transportation
State of Georgia
No. 2 Capitol Square
Atlanta, Georgia 30334-1002

HAL RIVES
COMMISSIONER

G. CHARLES LEWIS
STATE HIGHWAY ENGINEER

FLOYD E. HARDY
DEPUTY COMMISSIONER

ARTHUR A. VAUGHN
TREASURER

September 20, 1990

George Haggard, Mayor
City of Sugar Hill
4988 W. Broad Street
Buford, Ga. 30518

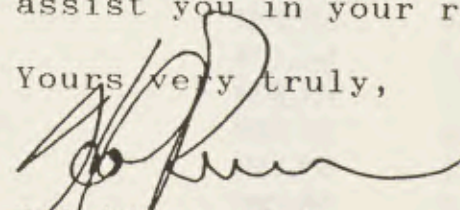
Dear Mayor Haggard:

In anticipation of possible funding for the Local Assistance Road Program (LARP) for calendar year 1991, it is time to begin developing a program reflecting resurfacing needs on your road system.

In order to effect the desires and needs of the local government, we request that you submit a priority listing of your resurfacing needs as you anticipate them for calendar year 1991. Your priority list should show the termini of the streets or roads requested, or be accompanied by a map showing the sections of roadway you wish considered. The Department's engineering staff will then review your requests to determine the needs based on roadway conditions. In order to have a program developed, if funding is made available during the next session of the general assembly, we need to have your priority list submitted to Hugh Tyner, District Engineer, by October 15, 1990.

Thank you for your attention and cooperation in this matter which will allow the Department to assist you in your road and street improvement.

Yours very truly,


Hal Rives, P.E.
Commissioner

HR:ELB:tg

c Hugh Tyner
Steve Reynolds
James Lester

NOV

DEC

PROPOSED 1990 RESURFACING LIST - CITIES

.06
.09
.06
.20

.41

.80

1.21

ROAD	FROM	TO	CUMULATIVE COST	LGTH	CITY & COMM. DIST.
GILES ST	U S HY 23	S END	\$2,393	0.08	I2
WILSON CT	STONE MTN ST	N END	\$7,839	0.10	F4
GREEN ST	NEAL BL	SNELLYVILLE RD	\$18,722	0.21	F4
THUNDER RD	S R 13	BRYANT RD	\$40,244	0.34	J1
* PINE TREE CR	OLD ATLANTA HWY	E END	\$43,860	0.06	L1
OLD SWIMMING POOL DR	DRAVE ST	SHADBURN AV	\$50,839	0.17	B1
* OLD CUMMING RD	S R 20	1525'S AUSTIN G	\$93,387	0.80	L1
COLE RD	2405'S SHOAL CR	P I BL	\$101,103	0.11	B1
SOUTH WHIPPOORWILL DR	McCLURE BRIDGE	S END	\$114,947	0.27	D1
MASHAVEN CT	FLAGSMOOR DR	S END	\$123,333	0.09	K3
LEATHER ST	SUDDERTH ST	S LEE ST	\$128,265	0.17	B1
PINECREST CR	BROCK RD	HILL ST	\$132,514	0.13	D1
* FIRST AV	W BROAD ST	S END	\$134,575	0.09	L1
JOHNSON CR	JOHNSON RD	E END	\$144,261	0.29	F4
SHADBURN AV	SHADBURN FERRY	885'N SHADBURN	\$147,787	0.17	B1
MILLBROOK DR	OAK RD	W END	\$156,897	0.27	K3
CEDAR CR	DOGWOOD CR	E END	\$157,597	0.03	B1
PECAN RD	BRAND RD	WALTON CTY LINE	\$171,948	0.57	H4
* HICKORY CR	HICKORY HILLS D	S END	\$173,438	0.06	L1
PINE ST	PATE ST	E END	\$179,226	0.23	K3
LAWRENCEVILLE IND. CR	INDUSTRIAL PARK	S R 124	\$198,406	0.51	F4
BAYWAY CR	BERKELEY LAKE R	BERKELEY LAKE R	\$200,643	0.10	A2
FOREST CT	BIRD LN	E END	\$206,914	0.15	K3
HILL ST	W END	LAWRENCEVILLE	\$210,853	0.14	D1
OAK ST	W END	OAK ST	\$211,790	0.04	F4
WINER INDUSTRIAL WY	OLD NORCROSS RD	W END	\$222,031	0.21	F1
DOGWOOD DR	NORTH RD	S R 124	\$226,852	0.14	K3
EAST PARK ST	200'W S HILL ST	WILSON ST	\$229,723	0.12	B1
DEANNA CT	JOHNSON CR	N END	\$232,857	0.08	F4
MAJESTIC CR	TANNER RD	1740'S TANNER R	\$243,305	0.33	D4
DOGWOOD CR	PINE TREE LN	POPLAR LN	\$251,133	0.29	B1
DOGWOOD ST	CHURCH ST	DONNAVILLE ST	\$252,602	0.06	D1
THUNDER RD	BRYANT RD	HALL CTY LINE	\$260,089	0.30	J1
SCHOONER COVE	W END	E END	\$264,259	0.09	K3
AMBERLY WY	CRESCENT DR	N END	\$273,758	0.28	K3
ANCHORS WY	FLAGSMOOR DR	OAK RD	\$277,142	0.10	K3
SKIN ALLEY	JONES ST	NORTH CEMETERY	\$278,754	0.09	I2
VICTOR ST	U S HY 29	320'N U S HY 29	\$280,193	0.06	F4
MORGAN ST	BRASELTON ST	W END	\$280,970	0.04	B1
HONEYSUCKLE ST	S R 120	N END	\$285,243	0.18	F4
REEVES ST	MITCHELL ST	E END	\$289,414	0.13	I2
* EMORY DR	PINE THICKETT D	DWEN CR	\$294,771	0.20	L1
DOGWOOD CT	DOGWOOD RD	W END	\$302,560	0.26	K3
CHERRY ST	E PIKE ST	N END	\$305,672	0.13	F4
CLIPPER STRAITS	200'E HARBOUR	S END	\$312,605	0.20	K3
MILL RIDGE DR	JOHNSON RD	E END	\$318,163	0.16	F4
ODUM ST	U S HY 78	ALAMO PL	\$334,384	0.59	K3
RIDGEDALE DR	1645'S S R 124	PHARRS RD	\$340,524	0.19	K3
CHAPARRAL DR	PINEHURST RD	S END	\$358,120	0.51	K3
MORNINGTON LN	265'S MTN VIEW	S END	\$363,818	0.16	K3
EDITH PL	EDITH LN	N END	\$367,610	0.10	B4

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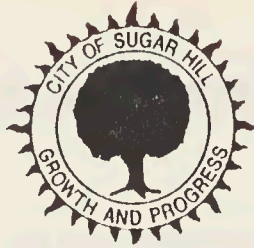
PROPOSED 1990 RESURFACING LIST - CITIES

ROAD	FROM	TO	CUMULATIVE COST	LGTH	CITY & COMM. DIST.
LITTLE JOHN TR	N BOGAN RD	KING ARTHUR CT	\$372,412	0.16	B1
RAVEN WOOD DR	S END	N END	\$387,251	0.44	K3
CAESAR CT	ROMULUS DR	W END	\$389,218	0.04	D1
PAMELA DR	S R 124	S END	\$403,041	0.44	K3
CLOUD ST	ALEXANDER ST	GARNETT ST	\$405,889	0.14	B1
OAK ST	HILL ST	1240'N HILL ST	\$413,309	0.23	D1
MELISSA CT	PAMELA DR	W END	\$416,203	0.07	K3
BRASELTON ST	SUDDERTH ST	MORGAN ST	\$416,942	0.04	B1
HEBRON CHURCH RD	FENCE RD	DACULA RD	\$425,080	0.25	C4
HENSON ST	VICTOR ST	WATERWORKS RD	\$431,543	0.20	F4
WILTSHIRE PL	AMBERLY WY	TANGLEWOOD DR	\$436,390	0.15	K3
CLUB DR	TANGLEWOOD DR	W END	\$443,272	0.22	K3
MASONWOOD CR	CLUB DR	N END	\$446,578	0.04	K3
WILLIAMS ST	THRASHER ST	SPIRES ST	\$447,812	0.07	I2
CHELSEA CT	HEATH LN	N END	\$450,302	0.07	D1
RAWLINS CT	U S HY 78	S R 124	\$454,994	0.15	K3
MANOR CT	MCBEE RD	E END	\$464,015	0.27	K3
RIDGE DR	ROCK CREEK RD	E END	\$468,586	0.13	B1
EASTWOOD DR	MEADOW DR	EASTGATE DR	\$477,263	0.27	K3
SUMMIT CT	RIDGE DR	N END	\$479,184	0.05	B1
EZZARD ST	PAPER MILL RD	NEW HOPE RD	\$494,373	0.55	F4
TANGLEWOOD DR	S END	W END	\$526,085	0.98	K3
WILEY DR	SAWNEE AV	S END	\$529,383	0.11	B1
PATE ST	U S HY 78	POPLAR ST	\$542,738	0.50	K3
CHURCH ST	S LEE ST	S CHURCH ST	\$545,885	0.15	B1
FOUNTAIN DR NB	U S HY 78	870'N U S HY 78	\$554,822	0.16	K3
HICKORY LN	S R 124	PINE FOREST DR	\$557,508	0.08	F4
VALENTINE ST	WATSON ST	SUDDERTH ST	\$558,829	0.08	B1
NORTH PEACHTREE ST	S R 120	ROGER'S BRIDGE RD	\$587,045	0.82	D1
PEACHTREE CORNERS EAST	HOLCOMB BRIDGE	P I BL	\$614,944	0.41	I2
SUMMIT RIDGE DR	FOREST VALLEY RD	835 FEET EAST	\$619,941	0.16	F4
MCINNIS FERRY RD	P I B	FULTON COUNTY	\$631,743	0.31	M1
FARMERS CT	S R 20	SOUTH END	\$637,960	0.19	F4
ALLEN ST	TANNERY ST	SILVER ST	\$641,489	0.15	B1
PACIFIC CT	PARK PLACE DR	N END	\$642,901	0.04	F4
BAILEY AV	BAILEY ST	S END	\$644,647	0.07	F4
PINE VALLEY CR	PINE VALLEY LA	PINE VALLEY DR	\$648,949	0.13	F4
BONA RD	SAWNEE ST	NEW ST	\$667,151	0.72	B1
* SUNSET DR	WHITEHEAD RD	S END	\$671,593	0.32	L1
HOWELL SPRINGS DR	HOWELL MEAD DR	MCCLURE BRIDGE RD	\$682,034	0.33	D1
COOPER ST	FOREST ST	NEW ST	\$684,879	0.13	B1
* PINE ST	E BROAD ST	P I B	\$689,013	0.18	L1
FRENCH'S BL	SUDDERTH RD	S R 20	\$694,429	0.18	B1
REID ST	S R 20	N CLAYTON ST	\$699,651	0.18	F4
NORTHDALE RD	CLAYTON ST	HURRICANE SHOAL	\$717,360	0.60	F4
SOUTH CRESTVIEW DR	U S 78	325' W SUMMIT CHASE	\$757,253	0.54	K3
WILLIAM CR	WILLIAM ST	W END	\$760,930	0.12	C4
STONEHEDGE CT	STONEHEDGE DR	W END	\$762,860	0.05	B1
COCHRAN DR	N PEACHTREE ST	W END	\$775,513	0.40	I2
				22.30	

16.3%

NOV

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CITY OF SUGAR HILL

COMMUNITY OF PRIDE

THE MISSION OF THE CITY GOVERNMENT OF SUGAR HILL IS:

- * TO SERVE THE NEEDS OF OUR PEOPLE BY SUPPLYING THEM WITH QUALITY SERVICES AT AN ECONOMICAL COST.
- * TO CONSTANTLY BE ALERT TO MEETING THE NEEDS OF OUR CITIZENS BY MAKING DECISIONS FOR THE GOOD OF THE CITY AS A WHOLE.
- * TO PLAN FOR THE ONGOING FUTURE NEEDS OF OUR PEOPLE.

CITY OF SUGAR HILL EMPLOYEE'S WORK ETHICS:

- * TO CREATE A CHALLENGING, SATISFYING, POSITIVE, AND REWARDING WORK ENVIRONMENT.
- * TO CREATE A SAFE, HEALTHY, DRUG-FREE WORK PLACE.
- * TO CREATE THE OPPORTUNITY TO BE INNOVATIVE AND CREATIVE FOR THE POSITIVE ACHIEVEMENTS OF PERSONAL AND PROFESSIONAL GOALS.
- * TO CONDUCT MY PUBLIC AND PRIVATE LIFE AS TO BE AN EXAMPLE TO MY FELLOW CITIZENS.
- * TO SUPPORT MY FELLOW EMPLOYEES AND MAYOR AND CITY COUNCIL WITH A TEAM EFFORT TO ACHIEVE A POSITIVE RESULT FOR A JOB WELL DONE.

WATER COST COMPARISON

\$40,689.33 - Average Monthly Water Revenue from Sales
 \div 3.35 - Per 1,000 Gallons over 1,000 Gallons
=12,146.06 - Average Gallons per month used by Sugar Hill Residents

\$23,401.33 - Average Monthly Payment to Gwinnett County
 \div 1.77 - Per 1,000 Gallons
=13,221.09 - Average 1,000 Gallons Purchased

Costs Per 1,000 Gallons		Average Gallons Used	=	Average Monthly Gross Revenue
\$3.35	x	12,146.06	=	\$ 40,689.30
\$3.25	x	"	=	\$ 39,474.69
\$3.00	x	"	=	\$ 36,438.18
\$2.50	x	"	=	\$ 30,365.15
\$2.25	x	"	=	\$ 27,328.63
\$2.00	x	"	=	\$ 24,292.12 *
\$1.69	x	"	=	\$ 20,526.84
\$1.50	x	"	=	\$ 18,219.09

* This figure represents the break even point for water sales.

These figures do not include infrastructure, planning or maintenance on system.

THE UNIVERSITY OF CHICAGO
LIBRARY

1901

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NOV

DEC

CALLER MAYOR & COUNCIL MEETING
MONDAY, OCTOBER 22, 1990
7:30 P.M.

A G E N D A

- A) Golf Course
- B) Revenues for City
- C) Job Descriptions

CALLED MAYOR & COUNCIL MEETING
MONDAY, OCTOBER 22, 1990
7:30 P.M.

M I N U T E S

In attendance: Mayor Pro Tem Bobbie Queen, Council Members Bobby Fowler, Dave Hawthorne and Thomas Morris, City Manager Kathy Williamson, Director of Golf Bob Boltz, and Director of Finance Sandy Richards.

Golf Course

- A) Change Order #5 - Mr. Boltz explains to the Council that the change is for \$24,000 to move the dirt and it must be done. He feels that we can recover some, if not all of this money, from Keck & Wood.
- B) Clubhouse - Mr. Boltz reports that they have begun grading for the clubhouse.
- C) Maintenance Building - Mr. Boltz is requesting the Council authorize him \$7,600 to build a pole barn to utilize as a storage building and it can be used as a pavilion in the future.
- D) Mowing Equipment - Mr. Boltz obtained 3 bids on 3 different types of mowers. He is requesting the Council authorize him enough money to purchase 3 of them. All are 4-wheel drive diesels. He is recommending we purchase Kubota.
- E) Irrigation - Mr. Boltz reports that he is planning to begin installing the irrigation system on December 1, 1990.
- F) Sod - Mr. Boltz states that it would cost approximately \$1,000,000 to sod the entire golf course. This would minimize erosion problems and utilize less water than sprigging or seeding. The Council asks Mr. Boltz to obtain figures on this matter and report back to them.

Mayor Pro Tem Queen calls for a vote on Change Order #5, the maintenance building and the mowing equipment. Council Member Hawthorne moves to approve funds for all three requests. Second to the motion by Council Member Fowler. Vote unanimous.

Golf Course Finances

Mrs. Richards presents the Mayor and Council with spreadsheets of the golf course finances and reviews them with everyone. Refer to the attached reports.

Mrs. Richards also asks the Council about her authority as to when she can question invoices. The Council told her to use her own judgment and to question department heads as she felt was needed. **All** purchase orders over \$100.00 must be approved by Mrs. Richards **before** purchasing.

Homestead Exemptions

Mrs. Williamson states that the City Attorney has discovered that it is not appropriate for the City to issue homestead exemptions without first having a public referendum. The City has been giving homestead

CALLED MAYOR & COUNCIL MEETING
MONDAY, OCTOBER 22, 1990
MINUTES, CONT'D.
PAGE 2

exemptions for the past 6 years without this being done. There is a general consensus to continue with property taxes as usual this year and follow the County's exemptions and have the City Attorney bring this matter to the General Assembly the first of the year.

Adjournment

Council Member Fowler moves to adjourn the meeting. Second to the motion by Council Member Morris. Vote unanimous.

Meeting adjourned at 10:35 p.m.

Judy L. Foster

SCHEDULE A

GOLF COURSE CONSTRUCTION ACCOUNT

	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
March 89 Trust Co.	3,878,444.86		
03/89 Wilborn Bonding Const.		1,050.00	
K&W Survey		6,650.00	
K&W Field Survey		1,819.48	
K&W Sewer Plant		16,875.00	
K&W Golf Course		35,000.00	
K&W Survey		2,850.00	
			3,814,200.38
04/89 K&W Eng.		70,000.00	
			3,744,200.38
05/89 K&W Eng.		70,660.00	
			3,673,540.38
06/89 DDR Grading		1,930.00	
K&W Eng.		70,000.00	
			3,601,610.38
09/89 Reimbursement City		2,635.69	
ERM Southeast		3,154.34	
Westinghouse Eng.		27,374.18	
			3,568,446.17
10/89 ERM		37.00	
Westinghouse Eng.		2,005.20	
			3,566,403.97
01/90 Exterior Designs		152,396.40	
			3,414,000.00
02/90 Smith Aerial		80.00	
Exterior Designs		37,260.00	
			3,376,660.00
03/90 K&W Eng.		11,783.95	
K&W Eng.		2,486.00	
Smith Aerial		85.50	
Ga. G.C. Superintendent		110.00	
			3,359,195.15
04/90 Reimbursement City		4,250.00	
Smith Aerial		171.00	
Eddie Porter		295.00	
Exterior Designs		197,120.70	
			3,157,358.45
05/90 Smith Aerial		25.00	
Exterior Designs		366,322.00	
Westinghouse Eng.		6,953.90	
Georgia Power		69.90	
			2,783,987.65

NOV

SUGAR HILL GOLF COURSE
6094 SUWANEE DAM RD.
SUGAR HILL, GA. 30518
(404) 271-0519

COUNCIL MEETING - OCTOBER 22, 1990

ITEMS FOR DISCUSSION:

1. CHANGE ORDER # 5
2. CLUBHOUSE
3. TEMPORARY MAINTENANCE BUILDING - We are in need of a building to store equipment and materials. This structure will be a temporary maintenance and long term pavilion.
COST: \$7,600.00 SIZE: 32 X 60
4. MOWING EQUIPMENT -

24 HP	Kubota F-2400	Cost: \$13,696.00
16.5 HP	Ransomes Turf Trac	Cost: \$12,645.00
22 HP	Toro Groundsmaster	Cost: \$14,895.00
5. IRRIGATION -
6. WASTE TREATMENT PLANT -
7. POND LINERS -
8. SOD -
9. EROSION CONTROL -
Progress-
Final Payment-
10. EXTRA WORK -

GOLF COURSE CONSTRUCTION

SEPTEMBER 1990

DATE	REVENUE	BUDGET	ACTUAL	REVENUES	BUDGET
		8/27/90		EXPENSES	LESS
			EXPENSES	EXPENSES	EXPENSES
3/89 CONSTRUCTION					
BOND MONEY					
GOLF COURSE/SEWER	* \$3,878,445				
8/90 UPDATED BUDGET					
GOLF COURSE		\$4,556,396			
8/90 UPDATED BUDGET					
SEWER PLANT		\$1,918,000			
9/90 GOLF COURSE COSTS			**\$2,896,099		
TOTALS	* \$3,878,445	\$6,474,396	<\$2,896,099>	\$ 982,345	<\$2,595,951>
9/90 FIRST AMERICAN					
CITY CONTRIBUTION					
INVESTMENTS	\$ 906,000				
9/90 TRUST COMPANY					
MONEY INVESTED	\$ 405,000				
TOTALS	\$5,189,445	\$6,474,396	<\$2,896,099>	\$2,293,346	<\$1,284,951

DOES NOT REFLECT INTEREST
 ** PLEASE REFER TO SCHEDULE A

YTD INTEREST PAYMENT = \$413,379
 YTD PRINCIPAL PAYMENT = \$ 75,000
 TOTAL \$488,379

NOV

06/90	Lee Bennet	18,668.00	
	Exterior Designs	681,717.00	
	K&W Eng.	32,408.18	
	King Wire & Cable	219.20	
	Irrigation Consultants	1,575.00	
	Smith Aerial	171.00	
	Georgia Power	19.71	
	Lee Thompson	2,283.00	
	Invitations	40.00	
	U.S. Postal Service	25.00	
	Bob Boltz	89.85	
	Value Concepts	700.00	
	DAP Audio	50.00	
			2,046,001.71
07/90	Old McDonalds	388.00	
	Exterior Designs	313,637.30	
	Value Concepts	1,400.00	
	Reed Printing	116.99	
	Reimbursement	12.60	
	Georgia Power	31.95	
	Irrigation Consultants	180.00	
	Westinghouse Eng.	3,959.75	
	Smith Aerial	85.50	
			1,726,194.82
08/90	Reimbursement City	15,797.75	
	Southern Bell	121.32	
	S&S Hardware	76.50	
	Weatherfords Office	41.51	
	Lisa Terry	2.50	
	Ben Hogan	1,431.47	
	Bob Boltz	254.12	
	Scott Maske	45.94	
	PPF, Inc.	5,143.96	
	Pendley's Trucking	310.35	
	Stovall Co.	5,200.00	
	Professional Turf	54.58	
	Irrigation Consultant	2,144.00	
	King Wire & Cable	10.96	
	King Wire & Cable	145.222	
			1,695,414.64
08/90	Gwinco Mufflers	20.00	
	Georgia Power	41.14	
	Scott Maske	9.79	
	Southern Bell	71.21	
	EFS Inc.	3,150.36	
	EFS Inc.	45.00	
	EFS Inc.	1,200.00	
	Yeager Const.	200.15	
	Middle Ga. Water Supply	2,000.00	
	S&S Hardware	126.60	
	Value Concepts	739.00	
			1,687,730.39

City Reimbursement	7,323.22	
Jeff Brook	32.90	
PFF Inc.	19.85	
Southern Golf	20.00	
Southeast Culvert	2,226.70	
Olympic Oil	528.76	
National Golf Foundation	125.00	
Turf Care Products	119,625.00	
Wade Green	91.95	
EFS	6,431.34	
STR	147.00	
Value Concepts	5,527.00	982,345.27

	GENERAL FUND			SANITATION FUND			GAS FUND	
	Revenue	Expense	Variance	Revenue	Expense	Variance	Revenue	Expense
January	\$36,522.73	\$35,639.01	\$ 883.72	\$15,358.99	\$14,490.75	\$ 868.24	\$239,295.05	\$142,133.44
YTD	\$36,522.73	\$35,639.01	\$ 883.72	\$15,358.99	\$14,490.75	\$ 868.24	\$239,295.05	\$142,133.44
February	\$38,599.37	\$26,025.77	\$12,573.60	\$14,780.47	\$14,666.13	\$ 114.34	\$220,120.20	\$125,778.65
YTD	\$75,122.10	\$61,664.78	\$13,457.32	\$30,139.46	\$29,156.88	\$ 982.58	\$459,415.25	\$142,133.44
March	\$106,232.60	\$63,401.77	\$42,830.83	\$16,574.22	\$15,838.16	\$ 736.06	\$174,079.85	\$91,759.72
YTD	\$181,354.70	\$125,066.55	\$56,288.15	\$46,713.68	\$44,995.04	\$1,718.64	\$633,495.10	\$359,671.81
April	\$47,348.45	\$75,257.30	(\$27,908.85)	\$15,920.71	\$16,560.82	(\$640.11)	\$150,093.92	\$93,076.77
YTD	\$228,703.15	\$200,323.85	\$28,379.30	\$62,634.39	\$61,555.86	\$1,078.53	\$783,589.02	\$452,748.56
May	\$30,904.11	\$26,422.86	\$ 4,481.25	\$15,164.06	\$20,545.20	(\$5,381.14)	\$116,017.58	\$ 61,311.14
YTD	\$259,607.26	\$226,746.71	\$ 32,860.55	\$77,798.45	\$82,101.06	(\$4,302.61)	\$899,606.60	\$514,059.72
June	\$15,533.98	\$54,536.60	(\$39,002.62)	\$14,679.44	\$17,189.21	\$2,509.77	\$70,040.68	\$ 33,276.11
YTD	\$275,141.24	\$281,283.31	(\$6,142.07)	\$92,477.89	\$99,290.27	(\$6,812.38)	\$969,647.28	\$547,335.83
July	\$24,219.26	\$33,739.58	(\$ 9,520.32)	\$ 15,722.77	\$17,313.07	(\$1,590.30)	\$ 45,617.06	\$ 17,510.83
YTD	\$299,360.50	\$315,022.89	\$ 15,662.39	\$108,200.66	\$116,603.34	(\$8,402.68)	1105,264.34	\$564,846.66
August	\$31,535.36	\$51,595.34	(\$20,059.98)	\$ 15,435.63	\$17,462.31	(\$ 2,026.68)	\$ 40,557.86	\$ 48,819.07
YTD	\$330,895.86	\$366,618.23	(\$35,722.37)	\$123,636.29	\$134,065.65	(\$10,429.36)	1055,822.20	\$613,665.73
September	\$13,329.61	\$50,928.73	(\$37,599.12)	\$ 14,399.38	\$17,570.92	(\$3,171.53)	\$44,671.76	\$ 30,208.96
YTD	\$344,225.47	\$417,546.96	(\$73,321.49)	\$138,035.67	\$151,636.57	(\$13,600.90)	1100,493.96	\$643,874.69

NOV

DEC

...the first of these is the fact that the ...

...the second of these is the fact that the ...

...the third of these is the fact that the ...

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...the fifth of these is the fact that the ...

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...the seventh of these is the fact that the ...

...the eighth of these is the fact that the ...

...the ninth of these is the fact that the ...

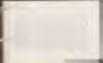
...the tenth of these is the fact that the ...

...the eleventh of these is the fact that the ...

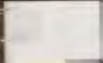
...the twelfth of these is the fact that the ...

...the thirteenth of these is the fact that the ...

	GENERAL FUND			SANITATION FUND			GAS FUND			WATER FUND			SEWER FUND		
	Revenue	Expense	Variance	Revenue	Expense	Variance	Revenue	Expense	Variance	Revenue	Expenses	Variance	Revenue	Expenses	Variance
January	\$36,522.73	\$35,639.01	\$ 883.72	\$15,358.99	\$14,490.75	\$ 868.24	\$239,295.05	\$142,133.44	\$97,161.61	\$61,379.63	\$49,421.31	\$11,958.32	\$0.00	\$0.00	\$0.00
YTD	\$36,522.73	\$35,639.01	\$ 883.72	\$15,358.99	\$14,490.75	\$ 868.24	\$239,295.05	\$142,133.44	\$97,161.61	\$61,379.63	\$49,421.31	\$11,958.32	\$0.00	\$0.00	\$0.00
February	\$38,599.37	\$26,025.77	\$12,573.60	\$14,780.47	\$14,666.13	\$ 114.34	\$220,120.20	\$125,778.65	\$94,341.55	\$ 67,521.84	\$ 68,344.47	(\$822.63)	\$0.00	\$0.00	\$0.00
YTD	\$75,122.10	\$61,664.78	\$13,457.32	\$30,139.46	\$29,156.88	\$ 982.58	\$459,415.25	\$142,133.44	\$191,503.16	\$128,901.47	\$117,765.78	\$11,135.69	\$0.00	\$0.00	\$0.00
March	\$106,232.60	\$63,401.77	\$42,830.83	\$16,574.22	\$15,838.16	\$ 736.06	\$174,079.85	\$91,759.72	\$82,320.13	\$ 54,260.06	\$58,244.34	(\$3,984.28)	\$43,273.16	\$37,171.37	\$6,101.79
YTD	\$181,354.70	\$125,066.55	\$56,288.15	\$46,713.68	\$44,995.04	\$1,718.64	\$633,495.10	\$359,671.81	\$273,823.29	\$183,161.53	\$176,010.12	\$ 7,151.41	\$43,273.16	\$37,171.37	\$6,101.79
April	\$47,348.45	\$75,257.30	(\$27,908.85)	\$15,920.71	\$16,560.82	(\$640.11)	\$150,093.92	\$93,076.77	\$57,017.15	\$52,212.13	\$35,907.91	\$16,304.22	\$54,651.20	\$16,316.23	\$38,334.97
YTD	\$228,703.15	\$200,323.85	\$28,379.30	\$62,634.39	\$61,555.86	\$1,078.53	\$783,589.02	\$452,748.58	\$330,840.44	\$235,373.66	\$211,918.03	\$23,455.63	\$97,924.36	\$53,487.60	\$44,436.76
May	\$30,904.11	\$26,422.86	\$ 4,481.25	\$15,164.06	\$20,545.20	(\$5,381.14)	\$116,017.58	\$ 61,311.14	\$ 54,706.44	\$ 49,864.82	\$ 48,648.93	\$ 1,215.89	\$11,489.43	\$18,151.63	(\$6,662.29)
YTD	\$259,607.26	\$226,746.71	\$ 32,860.55	\$77,798.45	\$82,101.06	(\$4,302.61)	\$899,606.60	\$514,059.72	\$385,546.88	\$285,238.48	\$260,566.96	\$24,671.52	\$109,413.79	\$71,639.23	\$37,774.56
June	\$15,533.98	\$54,536.60	(\$39,002.62)	\$14,679.44	\$17,189.21	\$2,509.77	\$70,040.68	\$ 33,276.11	\$ 36,764.57	\$ 55,794.98	\$ 42,358.75	\$13,436.23	\$11,626.79	\$26,201.17	(\$14,574.38)
YTD	\$275,141.24	\$281,283.31	(\$6,142.07)	\$92,477.89	\$99,290.27	(\$6,812.38)	\$969,647.28	\$547,335.83	\$442,311.45	\$341,033.46	\$302,925.71	\$38,107.75	\$121,040.58	\$97,840.40	\$23,200.18
July	\$24,219.26	\$33,739.58	(\$ 9,520.32)	\$ 15,722.77	\$17,313.07	(\$1,590.30)	\$ 45,617.06	\$ 17,510.83	\$28,106.23	\$ 56,481.21	\$ 42,555.52	\$13,925.69	\$17,883.16	\$ 9,200.45	\$8,682.71
YTD	\$299,360.50	\$315,022.89	\$ 15,662.39	\$108,200.66	\$116,603.34	(\$8,402.68)	1105,264.34	\$564,846.66	\$480,417.68	\$397,514.67	\$345,481.23	\$52,033.44	\$138,923.74	\$107,040.85	\$31,882.89
August	\$31,535.36	\$51,595.34	(\$20,059.98)	\$ 15,435.63	\$17,462.31	(\$ 2,026.68)	\$ 40,557.86	\$ 40,819.07	\$ 2,261.21	\$ 53,120.96	\$ 44,562.27	\$8,558.69	\$15,404.93	\$15,791.06	(\$ 386.13)
YTD	\$330,895.86	\$366,618.23	(\$35,722.37)	\$123,636.29	\$134,065.65	(\$10,429.36)	1055,822.20	\$613,665.73	\$442,156.47	\$450,635.63	\$390,043.50	\$60,592.13	\$154,328.67	\$122,831.91	\$31,496.76
September	\$13,329.61	\$50,928.73	(\$37,599.12)	\$ 14,399.38	\$17,570.92	(\$3,171.53)	\$44,671.76	\$ 30,208.96	\$14,462.80	\$ 63,406.46	\$ 37,052.25	\$26,354.21	\$ 13,447.04	\$ 51,787.88	(\$38,340.84)
YTD	\$344,225.47	\$417,546.96	(\$73,321.49)	\$138,035.67	\$151,636.57	(\$13,600.90)	1100,493.96	\$643,874.69	\$456,619.27	\$514,042.09	\$427,095.75	\$86,946.34	\$167,775.71	\$174,619.79	(\$6,844.08)



OTHER			TOTALS		
Revenue	Expenses	Variance	Revenue	Expenses	Variance
\$3,631.52	\$2,507.08	\$1,124.44	\$356,187.92	\$244,081.59	\$111,996.33
\$3,631.52	\$2,507.08	\$1,124.44	\$356,187.92	\$244,081.55	\$111,996.33
\$238.55	\$3,321.08	(\$3,082.53)	\$341,260.43	\$238,136.10	\$103,124.33
\$3,870.07	\$5,828.16	(\$1,958.09)	\$697,448.35	\$482,327.69	\$215,120.66
\$0.00	\$3,139.55	(\$3,139.55)	\$394,419.89	\$269,554.91	\$124,864.98
\$3,870.07	\$8,967.71	(\$5,097.64)	\$1,091,868.24	\$751,882.60	\$339,985.64
\$3,668.74	\$3,798.95	(\$130.21)	\$323,895.15	\$240,917.98	\$82,977.17
\$7,538.81	\$12,766.66	(\$5,227.85)	\$1,415,763.39	\$992,800.58	\$422,962.81
\$443.65	\$2,914.49	(\$2,470.84)	\$223,883.65	\$179,994.25	\$45,889.40
\$7,982.46	\$15,681.15	(\$7,698.69)	\$1,639,647.04	\$1,170,794.83	\$468,852.21
\$250.00	\$4,611.77	(\$4,361.77)	\$167,925.87	\$178,173.61	(\$10,247.74)
\$8,232.46	\$20,292.92	(\$12,060.46)	\$1,807,572.91	\$1,348,968.44	\$458,604.47
\$3,748.49	\$3,731.11	\$17.38	\$163,671.95	\$124,050.56	\$39,621.39
\$11,980.95	\$24,024.03	(\$12,043.08)	\$1,971,244.86	\$1,473,019.00	\$498,225.86
0.00	\$3,580.06	(\$3,580.06)	\$156,054.74	\$181,810.11	(\$25,755.37)
\$11,980.95	\$27,604.09	\$15,623.14	\$2,127,299.60	\$1,654,829.11	\$472,470.49
0.00	\$3,791.88	(\$3,791.88)	\$149,254.25	\$191,340.62	(\$42,086.37)
\$11,980.95	\$31,395.97	(\$19,415.02)	\$2,276,553.85	\$1,846,169.73	\$430,384.12



CALLLED COUNCIL MEETING
MONDAY, NOVEMBER 5, 1990
7:30 P.M.

A G E N D A

A) Golf Course - Utilizing Sod

B) 1991 Proposed Budget

CALLED MAYOR & COUNCIL MEETING
MONDAY, NOVEMBER 5, 1990
7:30 P.M.

MINUTES

In attendance: Mayor George Haggard, Council Members Bobbie Queen, Reuben Davis, Bobby Fowler, Dave Hawthorne and Thomas Morris, Council Member Elect Roger Everett, City Manager Kathy Williamson, Director of Golf Bob Boltz, Clubhouse Manager Wade Queen, Director of Finance Sandy Richards.

Meeting called to order by Mayor Haggard at 7:30 p.m.

Golf Course

Mr. Boltz states that he has come up with a criteria list for grassing at the golf course: 1) Erosion control and drainage; 2) Quality of grass (playing areas); 3) First impression of our clientele; and 4) Terrain we have to work with. Considering these criteria, Mr. Boltz states that we have 3 options for grassing. 1) Seed with common bermuda in spring (4/15/91) for \$15,360. The quality of this seed is not quite as good as the 419 bermuda and erosion control will cost \$25,000 to \$50,000 per month for labor, fence, matting, hydroseeding, seed, mulch, topsoil and fertilizer. More water is also needed to seed and sprig and it is rough on mowing equipment. 2) Use 419 bermuda sprigs in spring (4/15/91) at a cost of \$70,000. This process is better than seed and the same as sod when mature. 3) Sod the golf course at a cost of approximately \$1,000,000. The course would be playable in 30 days and provide better erosion control than any other option. Sodding would also utilize less water and would be easier on the mowing equipment. Mr. Boltz answers questions at this time. Mr. Boltz is requesting the Council review these options. There is a general consensus among the Council to wait until the results of the value engineering come in to make any decisions.

Proposed 1991 Budget

Mrs. Williamson presents the proposed 1991 budget to the Mayor and Council and goes over each item with them. Refer to budget proposal. This is for their review and a more complete budget will be provided for them at the regularly scheduled Council meeting.

Betterment Committee Surveys

Council Member Hawthorne returns the Betterment Committee Surveys to Mayor Haggard, as requested, and presents a summary to the Council of these surveys.

Adjournment

Council Member Fowler moves to adjourn the meeting. Second to the motion by Council Member Morris. Vote unanimous.

Meeting adjourned at 10:24 p.m.

Judy L. Foster

CITY OF SUGAR HILL

4988 WEST BROAD ST.
SUGAR HILL, GEORGIA 30518
PHONE 945-6716

** CRITERIA **

1. EROSION CONTROL & DRAINAGE
2. QUALITY OF GRASS (PLAYING AREAS)
3. FIRST IMPRESSION OF OUR CLIENTELE
4. THE TERRAIN WE HAVE TO WORK WITH

CITY OF SUGAR HILL

4988 WEST BROAD ST.
SUGAR HILL, GEORGIA 30518
PHONE 945-6716

SEED - COMMON BERMUDA

- + COST: 60-80 lbs./acre = 120 acres 1.60/lb. = \$15,360.00
- TIME: 6 MONTHS BEGINNING APRIL 15
- QUALITY: COMMON IS THINNER AND WANTS TO GROW TALLER THAN THE 419 BERMUDA
- EROSION CONTROL WILL REQUIRE \$25,000-\$50,000/month X 12 FOR LABOR, FENCE, MATTING, HYDROSEEDER, SEED, MULCH, TOPSOIL, AND FERTILIZER.
- MORE WATER IS NEEDED FOR SEED & SPRIG. 750 - 1,000,000 GALLONS PER DAY THROUGH GROW IN.
- ALL MOWING UNITS WILL NEED TO BE REPLACED AFTER GROW IN IS COMPLETED.

CITY OF SUGAR HILL

4988 WEST BROAD ST.
SUGAR HILL, GEORGIA 30518
PHONE 945-6716

*** SPRIGS ***

- + COST: 100 ACRES AT \$700/ACRE = \$70,000
- TIME: 6 MONTHS BEGINNING APRIL 15
- BETTER THAN SEED, SAME AS SOD WHEN MATURE.
- EROSION CONTROL: WILL REQUIRE \$25,000 to \$50,000/month X 12
FOR LABOR, FENCE, MATTING, HYDROSEEDER,
SEED, SPRIGS, MULCH, TOPSOIL, AND FERTILIZER
- MORE WATER IS NEEDED FOR SPRIG & SEED. 750 - 1,000,000
GALLONS PER DAY THROUGH GROW IN.
- ALL MOWING UNITS WILL NEED TO BE REPLACED AFTER GROW IN
IS COMPLETED.

CITY OF SUGAR HILL

4988 WEST BROAD ST.
SUGAR HILL, GEORGIA 30518
PHONE 945-6716

*** SOD ***

- COST: \$10,000/ACRE X 100 ACRES = \$1,000,000
- + TIME: PLAYABLE IN 30 DAYS
- + QUALITY: INSTANT MATURITY
- + EROSION CONTROL: MUCH BETTER CONTROL, OTHER CONTROL MEASURES ARE HELD TO A MINIMUM
- + LESS WATER IS NEEDED FOR SOD - 250,000 - 500,000 gal./day
- + MOWING EQUIPMENT IS IN BETTER CONDITION, NOT NEEDING TO BE REPLACED AT THE END OF GROWING IN.

GOLF COURSE CONSTRUCTION

NOVEMBER 1990

DATE	REVENUE	BUDGET	REVENUES	BUDGET
		8/27/90	LESS	UPDATES/
		EXPENSES	EXPENSES	EXPENSES
3/89 CONSTRUCTION				
BOND MONEY				
GOLF COURSE/SEWER	* \$3,878,445			
8/90 UPDATED BUDGET				
GOLF COURSE		\$4,556,396		
8/90 UPDATED BUDGET				
SEWER PLANT		\$1,918,000		
9/90 GOLF COURSE COSTS			**\$2,942,110	
TOTALS	* \$3,878,445	\$6,474,396	<\$2,942,110>	\$ 936,335 <\$2,595,951>
9/90 FIRST AMERICAN				
CITY CONTRIBUTION				
INVESTMENTS	\$ 906,000			
9/90 TRUST COMPANY				
MONEY INVESTED	\$ 405,000			
TOTALS	\$5,189,445	\$6,474,396	<\$2,942,110>	\$2,247,335 <\$1,284,951>

* DOES NOT REFLECT INTEREST

** PLEASE REFER TO SCHEDULE A

YTD INTEREST PAYMENT = \$413,379

YTD PRINCIPAL PAYMENT= \$ 75,000

TOTAL \$488,379

DEC

GOLF COURSE CONSTRUCTION ACCOUNT

	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
March 89' Trust Co.	3,878,444.86		
03/89 Wilborn Bonding Const.		1,050.00	
K&W Survey		6,650.00	
K&W Field Survey		1,819.48	
K&W Sewer Plant		16,875.00	
K&W Golf Course		35,000.00	
K&W Survey		2,850.00	
			3,814,200.38
04/89 K&W Eng.		70,000.00	
			3,744,200.38
05/89 K&W Eng.		70,660.00	
			3,673,540.38
06/89 DDR Grading		1,930.00	
K&W Eng.		70,000.00	
			3,601,610.38
09/89 Reimbursement City		2,635.69	
ERM Southeast		3,154.34	
Westinghouse Eng.		27,374.18	
			3,568,446.17
10/89 ERM		37.00	
Westinghouse Eng.		2,005.20	
			3,566,403.97
01/90 Exterior Designs		152,396.40	
			3,414,000.00
02/90 Smith Aerial		80.00	
Exterior Designs		37,260.00	
			3,376,660.00
03/90 K&W Eng.		11,783.95	
K&W Eng.		2,486.00	
Smith Aerial		85.50	
Ga. G.C. Superintendent		110.00	
			3,359,195.15
04/90 Reimbursement City		4,250.00	
Smith Aerial		171.00	
Eddie Porter		295.00	
Exterior Designs		197,120.70	
			3,157,358.45
05/90 Smith Aerial		25.00	
Exterior Designs		366,322.00	
Westinghouse Eng.		6,953.90	
Georgia Power		69.90	
			2,783,987.65

06/90	Lee Bennet	18,688.00	
	Exterior Designs	681,717.00	
	K&W Eng.	32,408.18	
	King Wire & Cable	219.20	
	Irrigation Consultants	1,575.00	
	Smith Aerial	171.00	
	Georgia Power	19.71	
	Lee Thompson	2,283.00	
	Invitations	40.00	
	U.S. Postal Service	25.00	
	Bob Boltz	89.85	
	Value Concepts	700.00	
	DAP Audio	50.00	
			2,046,001.71
07/90	Old McDonalds	388.00	
	Exterior Designs	313,637.30	
	Value Concepts	1,400.00	
	Reed Printing	116.99	
	Reimbursement	12.80	
	Georgia Power	31.95	
	Irrigation Consultants	180.00	
	Westinghouse Eng.	3,959.75	
	Smith Aerial	85.50	
			1,726,194.82
08/90	Reimbursement City	15,797.75	
	Southern Bell	121.32	
	S&S Hardware	76.50	
	Weatherfords Office	41.51	
	Lisa Terry	2.50	
	Ben Hogan	1,431.47	
	Bob Boltz	254.12	
	Scott Maske	45.94	
	PPF, Inc.	5,143.96	
	Pendley's Trucking	310.35	
	Stovall Co.	5,200.00	
	Professional Turf	54.58	
	Irrigation Consultant	2,144.00	
	King Wire & Cable	10.96	
	King Wire & Cable	145.222	
			1,695,414.64
08/90	Gwinco Mufflers	20.00	
	Georgia Power	41.14	
	Scott Maske	9.79	
	Southern Bell	71.21	
	EFS Inc.	3,150.36	
	EFS Inc.	45.00	
	EFS Inc.	1,200.00	
	Yeager Const.	200.15	
	Middle Ga. Water Supply	2,000.00	
	S&S Hardware	126.60	
	Value Concepts	739.00	
			1,687,730.39

09/90 Reimbursement City	8,223.61	
Regal Chemical	850.00	
All Sign Resources	15.00	
K&W Eng.	24,625.97	
Scott Maske	40.03	
Bob Boltz	150.00	
PFF, Inc.	2,602.00	
EFS Inc.	25.00	
Georgia Power	47.91	
Air Hydraulic Equip.	17.08	
Stovall & Co.	5,339.90	
Gwinco Muffler	20.00	
Bob Boltz	77.64	
S&S Hardware	161.30	
STR Inc.	467.00	
Portraits By Memory Lane	133.70	
Tifton Lab.	230.00	
Buford Office Supply	15.85	1,644,704.25
Complete Auto Parts	50.99	
Steve Kennedy	6,500.00	
EFS Inc.	480.00	
Crenshaw Sprinklers	80,129.29	
Scott Maske	29.33	1,557,514.64
Tom Burrows	268.00	
Wade Queen	6.07	
City Reimbursement	6,494.53	
K&W	1,943.75	
Tennant, Thompson, Sweeney	4,018.50	1,544,783.79
Lanier Ford	53.09	
Regal Chemical	892.50	
Prime Equip.	1,091.25	
Smith Aerial	85.50	
Allstate Rentals	136.50	
S.T.R. Inc.	147.00	
10/90 Bobbie Queen	6.40	
Wade Queen	9.73	
Buford Office Supply	123.13	
MECO Of Atlanta	166.15	
Bob Boltz	6.00	
Moss Model Garage	560.05	
Lisa Terry	3.38	
Bob Boltz	287.36	
Westinghouse	1,943.75	
Dover & Cheek	47.18	
City Reimbursement	896.46	
S&S Ace Hardware	140.13	
Air & Hydraulic	16.32	
Ga. Power	44.43	
Wade Queen	18.80	
E.F.S.	1,941.00	
Motorola	1,973.50	
Scott Maske	13.26	
Ben Hogan	1,278.93	
Exterior Designs	408,458.00	1,124,443.99

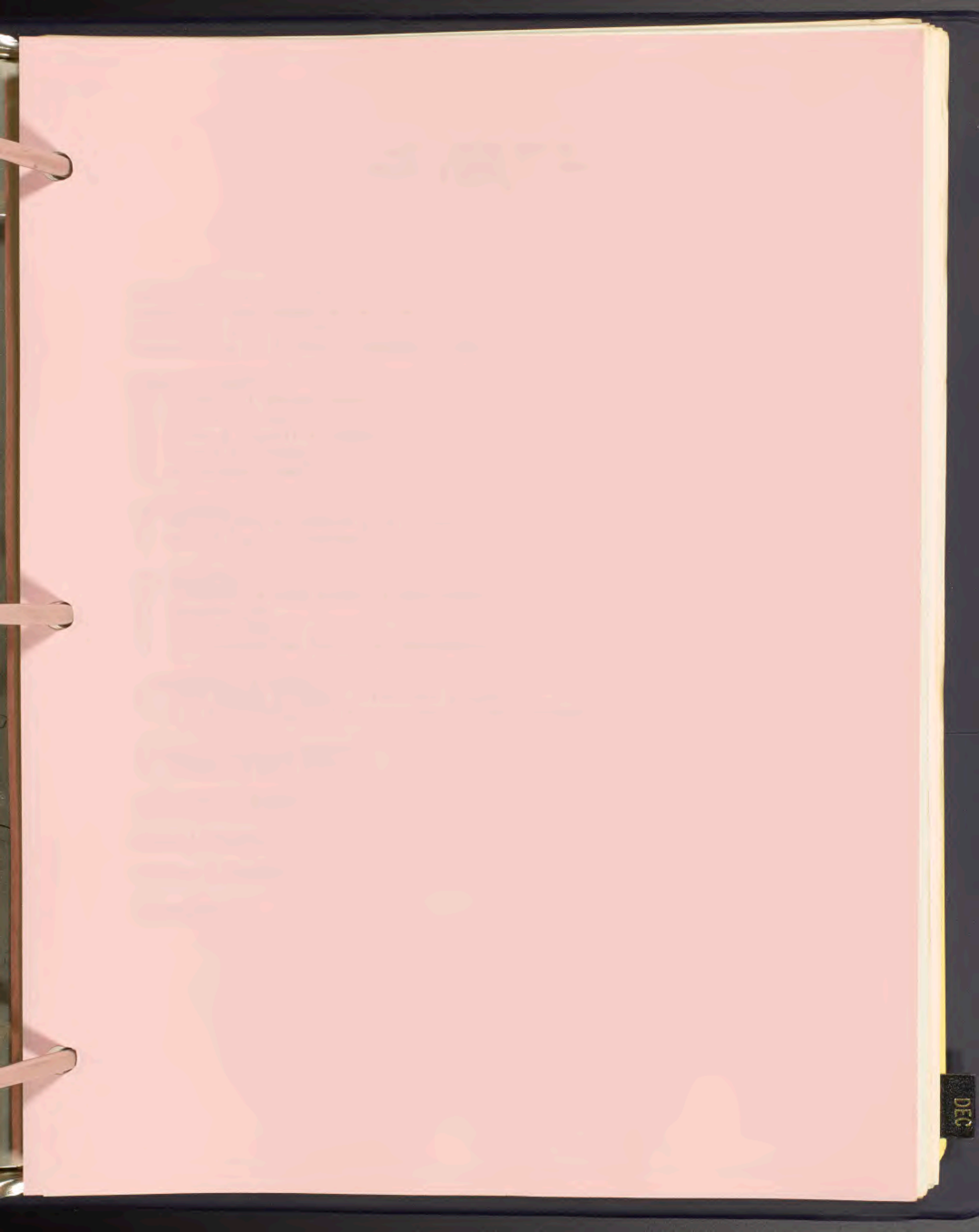
City Reimbursement	7,323.22	
Jeff Brook	32.90	
PFF Inc.	19.85	
Southern Golf	20.00	
Southeast Culvert	2,226.70	
Olympic Oil	528.76	
National Golf Foundation	125.00	
Turf Care Products	119,625.00	
Wade Green	91.95	
EFS	6,431.34	
STR	147.00	
Value Concepts	5,527.00	982,345.27
E.F.S., Inc.	480.00	
E.F.S., Inc.	140.40	
E.F.S., Inc.	40.00	
E.F.S., Inc.	5,761.94	
Southern Bell	84.18	
Harco Equip. Rental	380.00	
Harco Equip. Rental	412.70	
National Golf Foundation	159.00	
Olympic Oil Co.	609.37	
Prime Equip.	6.00	
Prime Equip.	100.00	
Smith Aerial	85.50	
C & G Guidry, Inc.	70.30	
Tim Cox Dozer Service	6,870.00	
Ga. Aerial Surveys, Inc.	57.50	
E.F.S., Inc.	12,362.24	
E.F.S., Inc.	1,109.00	
E.F.S., Inc.	75.00	
E.F.S., Inc.	386.00	
11/90 Weatherford's Office Supply	70.11	
Maske, Scott	13.26	
Wilborn, J. Rymon	265.00	
Gwinco Mufflers	28.00	
Olympic Oil Co.	14.87	
Hill & Son Tire Service	25.00	
Golf Digest	23.94	
E.F.S., Inc.	1,080.00	
Pallen Enterprises, Inc.	1,388.60	
Pendley's Trucking	454.69	
Buford Office Supply	16.10	
Buford Office Supply	3.95	
Harco Equipment Rental	65.00	
Regal Chemical Co.	26.00	
Gleeson Tractor Co., Inc.	13,336.00	
		936,335.82

1990 BETTERMENT COMMITTEE SURVEY
ANALYSIS OF WRITTEN COMMENTS

This analysis of written comments is an effort to determine, qualify, and quantify negative responses. Out of the 800 returned forms, less than 200 had critical remarks.

Total Number of Comments	Subject	Category Commented Upon	Number of Comments per Category
98	Laws, ordinances, regulations	-Police protection -Speeding -Enforcement of leash laws -Enforcement of ordinances	28 24 23 23
86	Appearance	-Rid city of run-down buildings, especially those around City Hall -Yards poorly kept, trashy -More big houses/ less small houses -See that junk cars are removed -Prohibit any more trailers	26 22 16 13 9
60	Taxes, rates, fees	-Reduce taxes -Lower utility rates -Lower water rates -Lower gas rates	27 19 10 4
48	Administration	-Critical of city manager, office personnel, field personnel -Critical of mayor and council -City allows builders and developers to do as they please	22 18 8
20	Water	-Low pressure -Muddy	15 5
19	Streets	-Critical of widths, potholes, condition	19

DLH 11-5-90



MAYOR & COUNCIL MEETING
MONDAY, NOVEMBER 12, 1990
7:30 P.M.

A G E N D A

Meeting called to order.
Invocation and pledge to the flag.
Reading of past minutes.
Introduction of Student Government from N.G.H.S.

Committee Reports

- A) Planning & Zoning Board
- B) Recreation Board
- C) Clean & Beautiful Committee
- D) Budget & Finance
- E) Betterment Committee

Old Business

- A) Regulations on Mobile Food Services
- B) Pooled Leasing Program

New Business

- A) Proposal to make Border Street One-Way
- B) Cablevision
- C) Bids for Nova
- D) Term Expiration Dates for Boardmembers

City Manager's Report

- A) 1991 Budget Proposal - For Your Review
- B) P.I.B. & Highway 20 Intersection - Turning lanes

Director of Golf's Report

- A) Update on Golf Course

City Clerk's Report

Council Reports

Citizen's Comments

Adjournment

DEC

MAYOR & COUNCIL MEETING
MONDAY, NOVEMBER 12, 1990
7:30 P.M.

M I N U T E S

Notice posted at 12:00 noon on Friday, November 9, 1990.

In attendance: Mayor George Haggard, and Council Members Bobbie Queen, Bobby Fowler, Dave Hawthorne and Thomas Morris.

Meeting called to order at 7:35 p.m. by Mayor Haggard.

Mayor Haggard asks for a moment of silence. Pledge to the flag led by Cory Beggs.

Minutes

Council Member Morris moves to approve last month's minutes as written. Second to the motion by Council Member Fowler. Vote unanimous.

Student Government

Mayor Haggard has the students from North Gwinnett High School, who are participating in Student Government, introduce themselves and tell who they are representing at the Council meeting. Cory Beggs - Mayor Haggard, Julie Duncan - Council Member Queen, Jennifer Daniel - Council Member Davis, Wendy Sudderth - Council Member Fowler, Greg Huber - Council Member Hawthorne, Noah Nichols - Council Member Morris, Michael Langley - City Manager, Melissa Hill - City Clerk, Kevin Ice - Director of Finance, and Chelsea Carey - Building Inspector.

Pat Mitchell

Pat Mitchell thanks the residents of the City of Sugar Hill for their support in her recent election and appointment to the Gwinnett County School Board.

Roger Everett

Roger Everett states that he is looking forward to working with the Mayor and Council of the City of Sugar Hill and helping the residents as best he can, since they are the ones that put him into office.

Planning & Zoning Board

Melissa Hill reads the minutes from last month's Planning & Zoning Board Meeting.

Recreation Board

Julie Duncan reports that the Fall Leagues are almost completed and has been very successful. They have also re-seeded and fertilized the fields.

Clean & Beautiful Committee

Julie Duncan reports that the Christmas Party this year will be held on Tuesday, December 4, 1990 at the Community Center and everyone is invited. Council Member Queen moves to dissolve the Clean & Beautiful Committee due to the lack of active participation. The City will work

**MAYOR & COUNCIL MEETING
MONDAY, NOVEMBER 12, 1990
MINUTES, CONT'D.
PAGE 2**

jointly with the Gwinnett Clean & Beautiful Committee and any funds that remains in the Clean & Beautiful Budget, which is not used by January 1, 1991, will revert back to the City and any other funds can be used as designated by the Committee for a City project. Second to the motion by Council Member Fowler. Vote unanimous.

Budget & Finance

Council Member Hawthorne reports on the balances of each fund: General Fund - Negative Balance, Sanitation Fund - Negative Balance, Sewer Fund - Negative Balance, Street & Bridge Fund - Negative Balance. Mr. Hawthorne states that he believes this is the first time he has had to report the overall budget in a negative position <\$36,000>, however, he does not feel there is need for alarm due to property taxes coming in through December. Mr. Hawthorne feels the City will be in a solvent position by the year end.

Betterment Committee

Chairman Jonathan Wright states that the Betterment Committee is still reviewing quotes for the information sign to be placed at the intersection of Alton Tucker Boulevard and Peachtree Industrial Boulevard. He states that they will report back at the next meeting. Mr. Wright states that the Committee has seen where surrounding cities are suing the County concerning Recreational Funds and they feel the City of Sugar Hill should also look into this matter. Mr. Wright states that the Council requested the surveys, obtained by the Betterment Committee, be returned and the Committee would like to have a copy of each one of these surveys. Mayor Haggard states that this will be taken into consideration and a decision made when the entire Council is present. Finally, Mr. Wright states that the City should have a formal reporting system for complaints. City Manager Kathy Williamson states that the City does have a formal reporting system and every single resident is called back whenever a complaint is filed. Council Member Queen states that she feels the Betterment Committee has misunderstood the intentions of the Council starting this Committee. She states that her intention for the Betterment Committee was to complete the survey, compile a report and make recommendations to the Council for improvements. She feels this has been done. Council Member Morris moves to dissolve the Betterment Committee since he also feels the Committee has reached its goals. Second to the motion by Council Member Fowler. Vote 3 for, 1 opposed - Council Member Hawthorne. Motion carried 3 to 1. Mr. Wright urges the Council to review the comments made on the surveys to see what problems the residents have. Council Member Hawthorne states that he took 7 hours reading every single survey and compiling a report of the comments made for the Council's review.

Regulations on Mobile Food Service

Council Member Hawthorne moves to have the City Attorney to draw up an Ordinance to prohibit mobile food services within the City limits of Sugar Hill. Second to the motion by Council Member Queen. Vote unanimous.

Pooled Leasing Program

Kevin Ice reads the opinion letter drawn up by the City Attorney. Refer to letter. City Manager Kathy Williamson explains this process to the

DEC

Council. Council Member Hawthorne moves to adopt the Ordinance drawn up by the City Attorney. Second to the motion by Council Member Morris. Vote unanimous.

Proposal to Make Border Street One-Way

City Manager Kathy Williamson states that LARP paved Border Street this year which has made it even narrower. She states that she has not received any complaints from any residents on Border Street concerning making the street a one-way. She states that this will not effect White/Line Street. Council Member Hawthorne moves to make Border Street a one-way street. Second to the motion by Council Member Morris. Vote unanimous. Mrs. Williamson states that we will have to comply with the postal regulations and she expects to have this street one-way by the first of the year.

Cablevision

Michael Langley reads the letter from Cablevision. Council Member Hawthorne moves to have a representative from Cablevision attend the December Council meeting to justify these rate increases. Second to the motion by Council Member Morris. Vote unanimous.

Bids for Nova

Michael Langley reports on the two sealed bids received for the 1977 Nova. Council Member Fowler moves to accept the highest bid of \$205 from David Scott. Second to the motion by Council Member Hawthorne. Vote unanimous.

Term Expiration Dates for Boardmembers

City Manager Kathy Williamson states that this list is for the Council to review and make recommendations for replacements at the December Council meeting.

City Manager Kathy Williamson recognizes Charles Johnson and Kathy Pines of the Hillcrest Homeowners Association for the hard work they have put forth to initiate this association.

1991 Budget Proposal

City Manager Kathy Williamson states that this is for the Council to review and a decision does not have to be made until the December Council meeting. A work session will need to be held before then to discuss this matter further.

P.I.B. & Highway 20 - Turning Lanes

There is a general consensus among the Council to authorize the Mayor to sign the letter to the Georgia Department of Transportation recommending changes to the proposed intersection. Refer to letter.

Update on Golf Course

Director of Golf Bob Boltz reports that the contract with Exterior Designs is almost complete. Grading for the driving range and the clubhouse has begun. Erosion control is improving. The maintenance building is 90% complete. Mr. Boltz welcomes everyone to come tour the golf course.

MAYOR & COUNCIL MEETING
MONDAY, NOVEMBER 12, 1990
MINUTES, CONT'D.
PAGE 4

Council Reports

Council Member Hawthorne asks about the recommendations made by the Planning & Zoning Board concerning the future land use map. City Manager Kathy Williamson states that she had planned for them to review the entire map and make all their recommendations at one meeting.

Citizens Comments

Jerry Huber asks if the Council solicits comments from the public. Mayor Haggard states yes, they are given a chance during the meeting and at the end of the meeting under citizens comments. Mayor Haggard states that they can also be placed on the agenda.

Neil Nichols thanks the Mayor and Council for the opportunity to have the students from North Gwinnett present.

Mr. Daniel thanks the Mayor and Council as well for giving his daughter a chance to learn something new. Mr. Daniel also thanks Mr. Wright for his efforts with the Betterment Committee Survey.

Recess

Council Member Hawthorne moves to recess the Council meeting in order to hold a personnel meeting. Second to the motion by Council Member Queen. Vote unanimous.

Meeting recessed at 8:55 p.m.

Meeting called back to order at 11:00 p.m.

Adjournment

Council Member Hawthorne moves to adjourn the Council meeting. Second to the motion by Council Member Morris. Vote unanimous.

Meeting adjourned at 11:00 p.m.

Judy H. Foster

REEVES & WAGNER CONSTRUCTION COMPANY, INC.
90-312/560 P.O. BOX 1204
WOODSTOCK, GEORGIA 30188
(404) 475-4670

September 4, 1990

Mr. Steve Kennedy

Estimate for Poured Concrete Walls for City of Sugar Hill:
\$3510.00

Price includes:

65' of 4' x 12" Wall with 6'3" x 12" Footing @ \$54.00 per
linear foot

Rebar and placement
2 x 4's for forming footing

Mr. Steve Kennedy to supply:
Concrete
Kreteveyor and/or pump if needed
Loader and/or wrecker if needed
Waterproofing
Rubbing of Walls
Slabs

Payment due within 5 working days of completion of job.

In the event rock is encountered which cannot be reasonably
removed by hand, grade will be provided to bottom of footing
by Builder.

Grade to be within 2" level and 3" above bottom of footing.

Reeves & Wagner will not be responsible for engineering or
design adequacy of work provided or adequacy of soil
conditions.

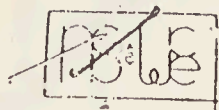
Builder/Owner will excavate so cave-ins will not occur.

Actual charges will be based on field measurements due to the
possibility of a change in the height or length of wall or a
change in the size of the footing.

Price good 60 days from above date.

Reeves & Wagner Construction Company, Inc.

Taryn T. Perkins
Taryn T. Perkins



NORTON, SCHMIDT & WARDEN
CONSULTING ENGINEERS, INC.

2300 Henderson Mill Rd. - Suite 420
Atlanta, Georgia 30345
(404) 496-0930

JOB WATER DETENTION WALL

SHEET NO. 1

OF 3

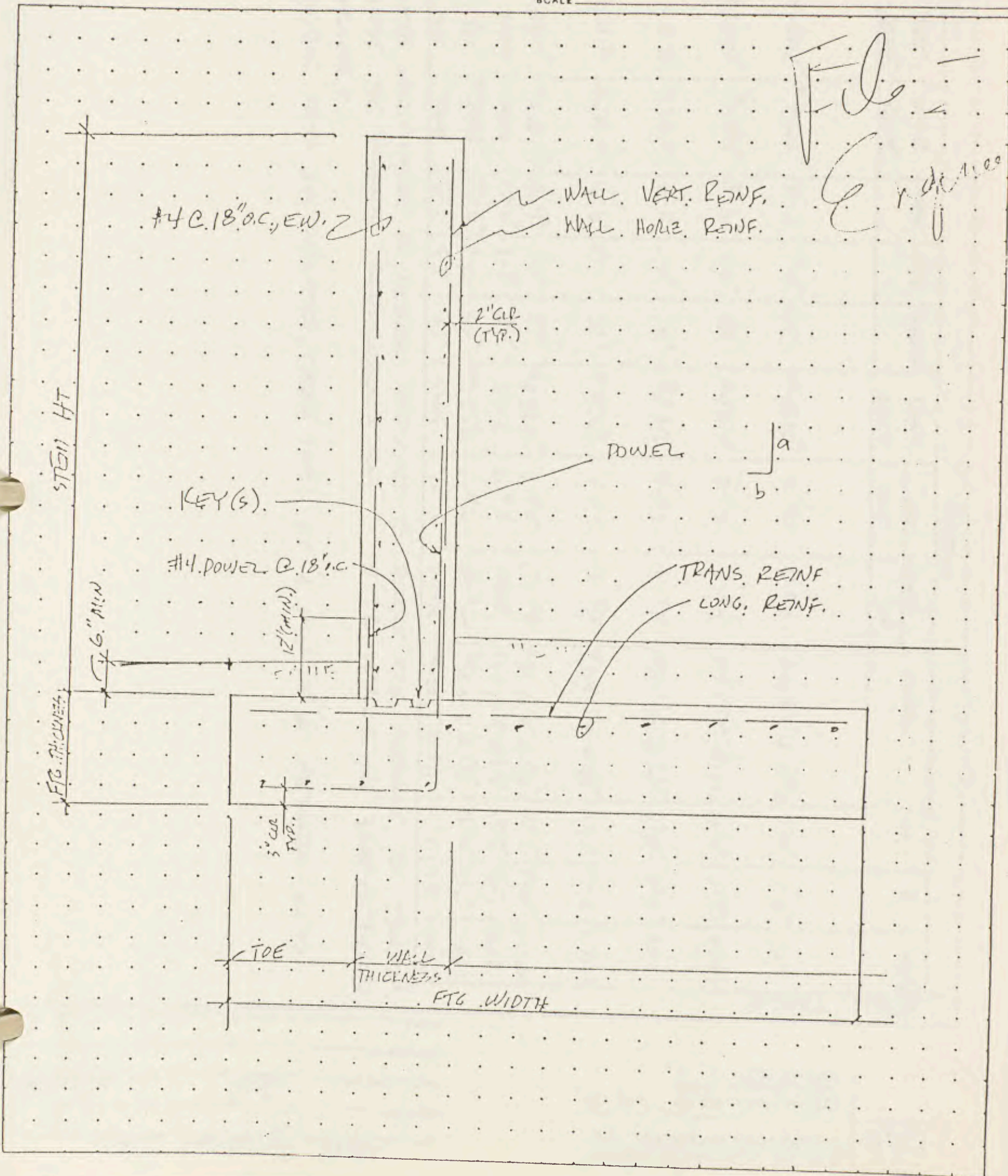
CALCULATED BY FJW

DATE 11/6/84

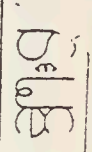
CHECKED BY _____

DATE _____

SCALE _____



DEC



NORTON, SCHMIDT & WARDEN
CONSULTING ENGINEERS, INC.

2300 Henderson Mill Rd. - Suite 420
Atlanta, Georgia 30345
(404) 496-0930

JOB WATER DETENTION WALL

SHEET NO. 2 OF 3

CALCULATED BY FW DATE 11/6/84

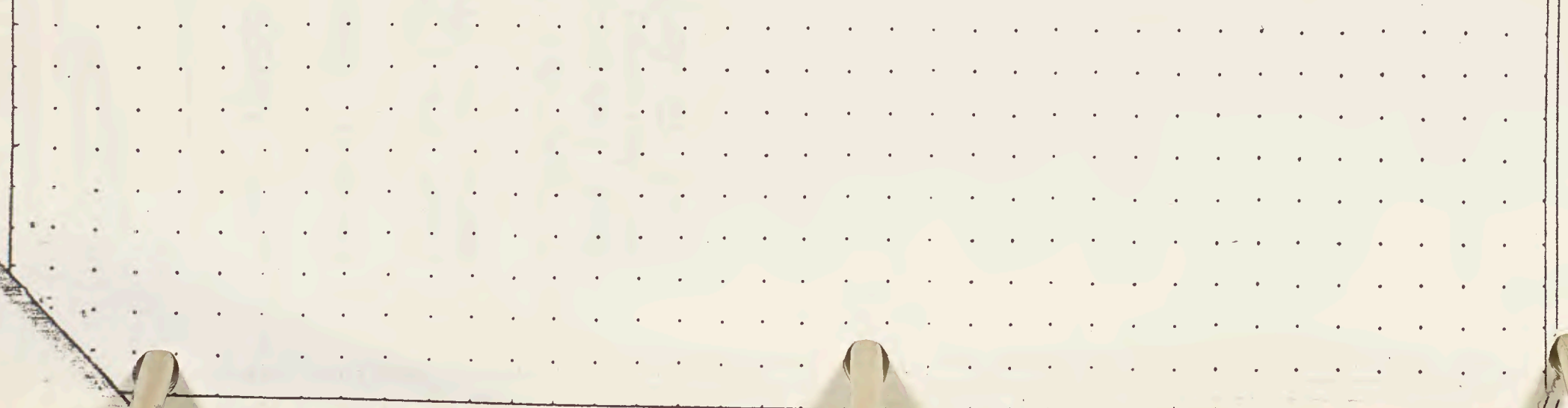
CHECKED BY _____ DATE _____

SCALE _____

WALL				FOOTING										WALL TABLE
HEIGHT	THICKNESS	VERT. REINF.	HORIZ. REINF.	WIDTH	TOE	THICKNESS	TRANS. REINF.	LONG. REINF.		POWER	a	b	KEY(S)	
								BOTT.	TOP					
4'	12"	#4@12"	#4@12"	6'-3"	1'-0"	12"	#4@12"	3-#4	5-#4	#4x4'-6" @ 12" oc	3'-0"	1'-6"	2x4	
8'	12"	#4@10"	#4@12"	8'-6"	1'-6"	15"	#4@10"	3-#4	7-#4	#5x5'-9" @ 10" oc	4'-0"	1'-9"	2x4	
12'	16"	#4@12"	#4@10"	12'-0"	2'-0"	18"	#8@12"	4-#5	10-#5	#8x10'-6" @ 12" oc	7'-8"	2'-10"	2x4	
16'	20"	#5@13"	#5@10"	16'-6"	2'-0"	24"	#8@6 1/2"	4-#5	15-#5	#8x15'-0" @ 6 1/2"	11'-10"	3'-2"	2-2x4s	
18'	22"	#5@11"	#6@12"	18'-9"	2'-0"	27"	#8@5 1/2"	4-#5	17-#5	#8x16'-6" @ 5 1/2"	13'-2"	3'-4"	2-2x6s	
*18'	SAME	SAME	SAME	20'-0"	3'-3"	24"	SAME	6-#5	SAME	#8x17'-9" @ 5 1/2"	13'-2"	4'-7"	SAME	
20'	24"	#5@11"	#6@12"	21'-0"	2'-0"	30"	#9@5 1/2"	5-#6	18-#6	#9x18'-6" @ 5 1/2"	15'-0"	3'-6"	2-2x6s	
*20'	SAME	SAME	SAME	23'-3"	4'-3"	27"	SAME	7-#6	SAME	#9x20'-9" @ 5 1/2"	15'-0"	5'-9"	SAME	

1. * INDICATES MODIFICATION TO DESIGN REQUIRED TO REDUCE TOE PRESSURE TO 2500 PSF. OTHERWISE TOE PRESSURE REQUIREMENTS FOR 18' & 20' WALLS ARE 3000 PSF & 3500 PSF, RESPECTIVELY.

2. WHERE DOUBLE KEYS ARE INDICATED, THERE SHALL BE A MIN OF 6" BETWEEN KEYS.



NORTON, SCHMIDT & WARDEN
CONSULTING ENGINEERS, INC.

2300 Henderson Mill Rd. - Suite 420
Atlanta, Georgia 30345
(404) 496-0930

JOB WATER DETENTION WALL

SHEET NO. 3 OF 3

CALCULATED BY FW DATE 11/6/84

CHECKED BY _____ DATE _____

SCALE _____

GENERAL NOTES

1. CONCRETE SHALL BE A MIN. OF 3000 PSI @ 28 DAYS
2. REINF STEEL SHALL CONFORM TO ASTM A615, GR 60. NO HEATING OF STEEL FOR BENDING SHALL BE ALLOWED.
3. IF THERE ARE ANY QUESTIONS CONCERNING THE INTENT OF THESE DESIGNS, OR IF SITE CONDITION PERCLUDE PLACEMENT AS INDICATED, BRING THIS TO THE ATTENTION OF THE ENG'R PRIOR TO PERFORMING WORK IN THE FIELD.

R E S O L U T I O N

WHEREAS, the Mayor and Council of the City of Sugar Hill, Georgia, have been informed of an **Emergency Procedures Plan** which has been worked out by the Gas Section of the Georgia Municipal Association which will result in the cooperation between municipal gas operations for the lending of materials, supplies, equipment, and qualified men in times of emergency; and

WHEREAS, it appears to be to the best interest for the safety of the City, for our City to participate in said **Emergency Plan**, and

WHEREAS, it will be necessary in order to enter into said **Emergency Plan** for pre-arrangements to be made in order for the employees and equipment to be covered by the proper insurance; and

WHEREAS, in times of emergency it could serve to the detriment of the citizens of the stricken City for said governing body of the requested City to be required to meet for the approval of furnishing assistance to said stricken City; and

WHEREAS, we determine it important to participate in said **Emergency Plan** in order to protect the property and lives of our citizens;

NOW THEREFORE, BE IT RESOLVED, and it is hereby resolved that in the event that the City of Sugar Hill is called upon to furnish supplies, equipment, machinery and personnel to a neighboring City in distress, the City Manager, or designated other, shall be authorized to furnish said requested equipment, machinery, supplies, and personnel in his discretion without further approval of this governing body;

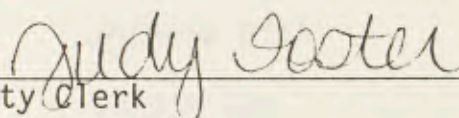
BE IT FURTHER RESOLVED, that the City of Sugar Hill does hereby agree to participate in said **Emergency Procedures Plan** as sponsored by the Gas Section of the Georgia Municipal Association and does hereby authorize the City Manager, or designated other, to participate in said plan in behalf of the City of Sugar Hill;

BE IT FURTHER RESOLVED, that the City Clerk is hereby requested to contact the liability insurance carrier of said City and to work out the necessary details to be sure that said liability insurance coverage will be in force on any equipment and machinery which may be furnished under this **Plan** by said City, and he is further requested to take such other action as is necessary to protect any key personnel who may be furnished to a requesting City under said **Emergency Plan**.

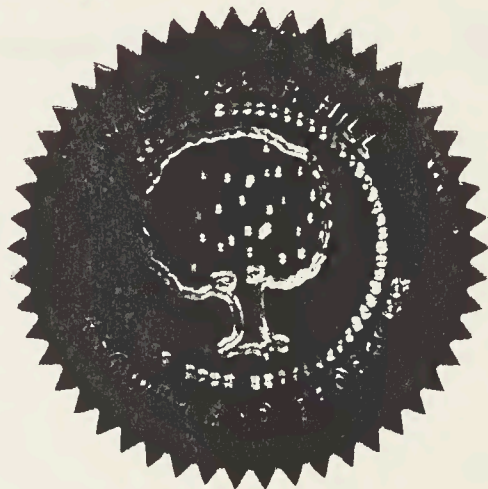
Adopted at the regular meeting of the City Council on the 8th day of October, 1990.

ATTEST:


Mayor George Haggard


City Clerk

SEAL



DEC

NORTH GWINNETT HIGH SCHOOL STUDENTS
INVOLVED IN STUDENT GOVERNMENT DAY

<u>Student's Name</u>	<u>Class</u>	<u>Representing</u>
Cory Beggs	Senior	Mayor George Haggard
Julie Duncan	Senior	Mayor Pro Tem Bobbie Queen
Jennifer Daniel	Senior	Council Member Reuben Davis
Wendy Sudderth	Senior	Council Member Bobby Fowler
Greg Huber	Senior	Council Member Dave Hawthorne
Noah Nichols	Junior	Council Member Thomas Morris
Michael Langley	Senior	City Manager Kathy Williamson
Melissa Hill	Junior	City Clerk Judy Foster
Kevin Ice	Senior	Director of Finance Sandy Richards
Chelsea Carey	Senior	Building Inspector Steve Kennedy

TENNANT, THOMPSON & SWEENEY, P.C.
Law Offices

T. MICHAEL TENNANT
V. LEE THOMPSON, JR.
VICTORIA SWEENEY
BROCK E. PERRY
GLENN P. STEPHENS
KATHRYN McCART SCHRADER
MELANIE W. RIONDI

Longleaf Commons
690 Longleaf Drive, Lawrenceville, GA 30245
Telephone: 404/963-1997
Telephone Copier: 404/822-2913

Mailing Address
P.O. Drawer 1250
Lawrenceville, Georgia 30248

November 8, 1990

City of Sugar Hill
Kathy Williamson, City Manager
4988 West Broad Street
Sugar Hill, Georgia 30518

Re: Regulation of Vehicular Food Vendors

Dear Kathy:

Enclosed is a proposed Ordinance which could be adopted by the City of Sugar Hill to regulate Vehicular Food Vendors. I apologize for my original misunderstanding of this matter and my delay in forwarding the proposed Ordinance to you.

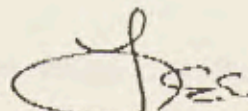
I have not been able to locate specific Ordinances from other Gwinnett municipalities that regulate Vehicular Food Vendors. However, there are State laws which regulate all food service establishments including Vehicular Food Vendors, and I have prepared the proposed Ordinance using a suggested model ordinance provided by a legal publication that reviews ordinances from throughout the United States.

As we discussed in our telephone conversation it is probably possible for the City to completely ban the sell of food from vehicles if the City could prove that such a practice would create a traffic hazard in the area surrounding the operation or would create a hazard to those attempting to make purchases from the vehicle.

If you have any questions concerning this matter, please contact me at your convenience.

Sincerely,

TENNANT, THOMPSON
& SWEENEY, P.C.


V. Lee Thompson, Jr.

Post-It™ brand fax transmittal memo 7671		# of pages	7
To	Kathy Williamson		
From	Lee Thompson		
Co.			
pt.			
Phone #	963-1997		
Fax #	745-0281	Fax #	822-2913

DEC

ORDINANCE

THE COUNCIL OF THE CITY OF SUGAR HILL HEREBY ORDAINS AS FOLLOWS:

Selling Food From Vehicles or Carts.

Section 1. Definitions.

As used in this ordinance, the following terms shall have the following meanings, unless the context clearly indicates that a different meaning is intended:

(a) City: The City of Sugar Hill.

(b) Place of Business or Business headquarters: A place where food products are stored or dispensed to vehicles.

(c) Vehicular Food Vendor: Any person engaged in the business of selling food products from a vehicle, self-powered or otherwise, on the public and private streets and other areas of the city, provided that the words "vehicular vendor" shall not include salesmen who use vehicles to go from place to place for the purpose of making sales on the premises of a prospective purchaser.

Section 2. License Required.

No person shall operate as a vehicular food vendor without having first secured a valid license for each place of business operated within the city and also for each vehicle to be used in the operation of any such business.

Section 3. Application.

Any person desiring a license shall make application thereof in writing to the city clerk and accompany the application with the

required license fee. The application shall be a form prepared by the city clerk and shall contain:

(a) The name and residence of the applicant and how long he has resided within the state. If the applicant is a corporation, the address of the business office of the corporation and the address of the corporate headquarters shall be given;

(b) The location and ownership of each place of business to be used;

(c) List of vehicles to be used in the operation, including identification numbers and ownership; and

(d) Any other information requested by the clerk if relevant to the business proposed to be carried on.

Section 4. Fees and Term.

(a) The license fee shall be _____ dollars (\$_____) for each place of business plus _____ dollars (\$_____) for each vehicle.

(b) All such licenses shall expire at 12:00 midnight on December 31 following issuance; and the full amount of the license fee shall be paid regardless of the time of the year in which the license is issued.

Section 5. Investigation of facilities and vehicles prerequisite for issuance.

(a) Upon the filing of an application, the City may request that appropriate health officers investigate the facilities for storage and dispensing of food products at the business

headquarters and in each vehicle of the applicant. If the facilities or vehicle are found to be unsatisfactory, the health officer shall so report to the city clerk and the license shall be denied. If the facilities or vehicles are found to be satisfactory, the health officer shall so report to the city clerk.

(b) Upon the filing of an application hereunder, the City may request the Police Department to investigate each vehicle to determine that it is mechanically and operationally safe. If the vehicle is found to be unsafe, the Police shall so report to the city clerk, and the license shall be denied. If the vehicle is found to be safe, the Police shall so report to the city clerk.

(c) If the reports of the health officer and of the Police Department indicate that the facilities and the vehicles are in satisfactory and safe condition, the city clerk shall then issue the license.

(d) If a license is rejected because of conditions found by the health officer, the health officer shall state the specific reasons in writing, and the clerk shall provide a copy of the reasons to the applicant. If the license is rejected because of conditions found by the Police Department, the Police shall state the specific reasons in writing, and the clerk shall provide a copy of the reasons to the applicant. The applicant may correct the conditions and reapply upon submitting a reinspection fee of ten dollars for each vehicle or facility to be reinspected.

Section 6. Reinspection of Facilities and Premises; Unsatisfactory Condition Grounds for License Revocation.

(a) The licensee's place of business and vehicles shall be subject to periodic reinspection throughout the license period by the health officer and Police Department, or their representatives.

(b) If an unsatisfactory sanitary, mechanical or operational condition is noted by an inspector, the licensee shall remedy the same without delay. Failure to so remedy an unsatisfactory condition shall be cause for revocation of the applicable license.

Section 7. Report of Changes.

Each licensee shall report any changes in facilities to the clerk. No new vehicle shall be put in service until a ten dollar per vehicle inspection fee has been paid and the vehicle has been inspected and approved.

Section 8. Standards.

Each Vehicular Food Vendor operating within the City shall operate in a safe and sanitary manner and shall comply with all applicable Federal, State and local laws and regulations governing the operation of such businesses and such vehicles. No Vehicular Food Vendor shall operate in such a manner as to constitute a parking or driving hazard to other vehicles.

Section 9. Revocation of license; appeal.

(a) Licenses issued hereunder shall be revoked by the city clerk for any of the following reasons:

(1) If a license has fraudulently obtained the license by willfully giving false information on any substantial matter in the application therefor;

(2) If the licensee has violated any of the provisions of this article or any other ordinance or any law of the state relating to vehicular vendors;

(3) For the conviction of any crime involving moral turpitude;

(4) For conducting the business of the licensee in an unlawful manner or in a manner constituting a breach of the peace or a menace to the health, safety and general welfare of the public; and

(5) If the licensee has become ineligible to obtain a license under this ordinance.

(b) Any person aggrieved by the revocation of his license by the city clerk may appeal to the governing body within five days after notice of such revocation.

Section 10. Penalty.

Any person, firm or corporation violating any provision of this ordinance shall be fined not less than five dollars nor more

than five hundred dollars 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 _____ day of _____, 1990.

Mayor

Councilman

Councilman

Councilman

Councilman

Councilman

DEC

TENNANT, THOMPSON & SWEENEY, P.C.
Law Offices

T. MICHAEL TENNANT
V. LEE THOMPSON, JR.
VICTORIA SWEENEY
BROCK E. PERRY
GLENN P. STEPHENS
KATHRYN McCART SCHRADER
MELANIE W. BIONDI

Longleaf Commons
690 Longleaf Drive, Lawrenceville, GA 30245
Telephone: 404/963-1997
Telephone Copier: 404/822-2913

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

November 12, 1990

Mayor and City Council
City of Sugar Hill, Georgia

Re: Pooled Leasing Agreement

CONFIDENTIAL LEGAL OPINION

Dear Mayor and Members of the Council:

At your request we have reviewed the proposed Pooled Leasing Agreement which is to be entered into between the Georgia Municipal Association and the City of Sugar Hill, Georgia. As you can see, the document itself is rather lengthy and contains agreements that affect not only the City of Sugar Hill but also separate agreements between the Georgia Municipal Association and the financial institution which will be handling most of the transactions, The First National Bank of Atlanta.

When reviewing a document such as this, our goal is to ensure that the City is not agreeing to any terms and conditions which would violate either state law or the Charter which governs the conduct of business of the City of Sugar Hill. A review of the Agreement reveals that the Agreement does not restrict the City of Sugar Hill from terminating the lease agreement, on an annual basis, nor does it cause the City of Sugar Hill to provide indemnification which possibly could endanger the City's ability to obtain financing through bonds or breach the City's current obligations on its general obligation bonds now outstanding.

To enact and to authorize the Mayor to sign the Master Lease Agreement and the other documents necessary to effectuate the pooled leasing program, the GMA attached a proposed ordinance to be adopted by the Mayor and Council. When we initially received this Pooled Leasing Agreement, we thought that it might be similar to an agreement adopted by another municipality we represent and suggested that we may have an alternative ordinance which would

DEC

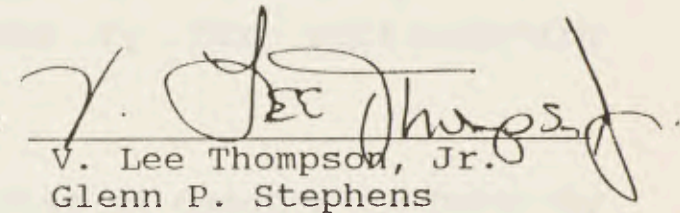
Honorable Mayor and Council
November 12, 1990
Page two

better suit the City's interests. However, upon review of this Pooled Leasing Agreement we found that it is a different agreement and thus no alternative ordinance is necessary. We have made a couple of changes to the ordinance proposed by the Georgia Municipal Association to cause the ordinance to comply with certain provisions of the Charter of the City of Sugar Hill and find the ordinance sufficient and in a form, from a legal standpoint, adoptable by the Mayor and Council of the City of Sugar Hill.

Sincerely,

TENNANT, THOMPSON
& SWEENEY, P.C.

By:


V. Lee Thompson, Jr.
Glenn P. Stephens

GPS/brc

Enclosure

ORDINANCE

AN ORDINANCE OF THE CITY OF SUGAR HILL (THE "MUNICIPALITY"), AUTHORIZING, INTER ALIA, THE EXECUTION OF DOCUMENTS RELATING TO THE LEASE OF CERTAIN EQUIPMENT LOCATED IN THE MUNICIPALITY, AND CONSENTING TO THE ISSUANCE OF CERTIFICATES OF PARTICIPATION IN THE GEORGIA MUNICIPAL ASSOCIATION POOL NOT TO EXCEED THE AGGREGATE PRINCIPAL AMOUNT OF \$130,000,000 AND TO THE MUNICIPALITY'S PRO-RATA SHARE OF SUCH CERTIFICATES

WHEREAS, the Georgia Municipal Association, Inc., a Georgia non-profit corporation ("GMA"), has found it to be in furtherance of the purposes for which GMA was created, that GMA enter into a lease with each of the municipalities participating in the Georgia Municipal Association Pool (collectively, the "Lessees") for the acquisition of equipment to be used by the participating municipalities (the "Equipment"); and

WHEREAS, pursuant to a Lease dated as of October 1, 1990, by and between GMA and the Municipality (the "Lease") GMA will acquire and lease to the Municipality the Equipment (as more fully described in the Lease); and

WHEREAS, pursuant to an Administration and Servicing Agreement dated as of October 1, 1990 (the "Servicing Agreement"), among GMA, the Lessees and The First National Bank of Atlanta, Atlanta, Georgia, as servicer, the Servicer will service the Leases for GMA and transfer the moneys collected pursuant to the Servicing Agreement and the leases and deposited in the funds and accounts established under the Servicing Agreement to the trustee (as defined hereafter) pursuant to the terms of the Servicing Agreement and the Trust Agreement (as defined hereafter); and

WHEREAS, GMA will transfer its interest in the Lease (and all other leases with the lessees) to the First National Bank of Atlanta, Atlanta, Georgia, as trustee (the "Trustee") for the

DEC

holders of the Certificates of Participation in the Georgia Municipal Association Pool representing proportionate undivided interests in all of the leases so transferred (the "Certificates") pursuant to a Trust Agreement dated as of October 1, 1990 (the "Trust Agreement"); and

WHEREAS, payment of amounts due with respect to the Certificates will be insured by Municipal Bond Investors Assurance Corporation the ("Credit Facility issuer") under the terms of its financial guaranty insurance policy (the "Policy") and in accordance with the terms of a Reimbursement and Indemnity Agreement by and between the Credit Facility Issuer and GMA; and

WHEREAS, some or all of the purchase price for Certificates tendered pursuant to a tender right under the Trust Agreement will be supplied by a bank, pursuant to a Standby Purchase Agreement; and

WHEREAS, Certificates tendered pursuant to a tender right under the Trust Agreement will be remarketed by a bank and/or securities underwriting firm, as remarketing agent (referred to collectively hereafter as the "Remarketing Agent");

WHEREAS, the Certificates will be purchased by the underwriter upon issuance pursuant to a certificate purchase agreement by and between the underwriter thereof and GMA; 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 under the Lease (collectively, the "Program Obligations"), either (i) the Municipality 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 Municipality must amend its current operating budget in accordance with Title 36, Chapter 81 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 Municipality has heretofore taken the following actions, all in accordance with Title 36, Chapter 81 of the Code: (i) through the Municipality's budget officer, prepared a proposed amended budget providing for payment of Municipality'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 governing body of the Municipality, (ii) at the time of receipt of the Amended Budget from the Municipality's budget officer, placed a copy of the Amended Budget in a public place in the Municipality, which place is convenient to the residents of the Municipality, (iii) published a notice in the official organ of the Municipality advising residents of the Municipality 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 of adoption hereof; and (v) taken all other action necessary to effect the foregoing;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF SUGAR HILL HEREBY ORDAINS, as follows:

Section I. Consent to Certificates. The execution and delivery of the Certificates in an aggregate principal amount not to exceed \$130,000,000 and to the execution and delivery of the Municipality's pro-rata share of Certificates in the amount specified on Schedule A hereto is hereby approved. It is hereby acknowledged that interest on the Certificates will be payable on each Interest Payment Date (as defined in the Trust Agreement). The Certificates will mature in such amounts and will bear interest at such rates of interest per annum calculated as set forth in the Trust Agreement, in substantially the form attached hereto as Schedule C and hereby incorporated herein.

Section II. Authorization of Lease. The Lease in

DEC

substantially the form attached hereto as Schedule D and hereby incorporation herein is hereby approved and all of the terms and provisions thereof are hereby incorporated herein by reference as if the Lease was set out in this Ordinance in its entirety. The Mayor is hereby authorized, empowered and directed to execute, acknowledge and deliver the Lease under seal attested to by the Clerk of the Municipality (the "Clerk"). The Lease is to be in substantially the form now before this meeting and hereby approved, or with such changes therein as may be deemed necessary by the persons executing the same, upon advice of counsel, to accomplish the purposes of the transaction contemplated therein and in this Ordinance and as shall not be inconsistent with or contrary to such purposes. The execution of the Lease shall constitute conclusive evidence of the persons executing the same of their approval of any and all such changes.

Section III. Authorization of Administration and Servicing Agreement. The Servicing Agreement is substantially the form attached hereto as Schedule E and hereby incorporated herein is hereby approved and all of the terms and provisions thereof are hereby incorporated herein by reference as if the Servicing Agreement was set out in the Ordinance in its entirety. The Mayor is hereby authorized, empowered and directed to execute, acknowledge and deliver the Servicing Agreement under seal attested to by the Clerk. The Servicing Agreement is to be in substantially the form now before this meeting and hereby approved, or with such changes therein as may be deemed necessary by the persons executing the same, upon advice of counsel, to accomplish the purposes of the transaction contemplated therein and in the Ordinance and as shall not be inconsistent with or contrary to such purposes. The execution of the Servicing Agreement shall constitute conclusive evidence of the persons executing the same of their approval of any and all such changes.

Section IV. Information Reporting. Any officer of the Municipality is hereby authorized to sign and file or cause to be

filed a completed I.R.S. Form 8038, "Information Return for Tax-Exempt Private Activity Bond Issues", as required by Section 149(e) of the Internal Revenue Code of 1986, as amended (the "Code") and by applicable Georgia law.

Section V. Non-Arbitrage Tax Certification. Any officer of the Municipality is hereby authorized to execute a non-arbitrage certification in order to comply with Section 148 of the Code, and the applicable Income Tax Regulations thereunder.

Section VI. No Personal liability. No stipulation, obligation or agreement herein contained or contained in the Lease, the Trust Agreement, the Servicing Agreement or any other agreement referred to herein, shall be deemed to be a stipulation, obligation or agreement of any councilman, officer, agent or employee of the Municipality in his or her individual capacity, and no such councilman, officer, director, agent or employee shall be personally liable on the Certificates or be subject to personal liability or accountability by reason of the issuance thereof.

Section VII. 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 in connection with the issuance of the Certificates and the execution and delivery of the Trust Agreement, the Lease, the Servicing Agreement or any other agreement necessary to effect the transactions contemplated herein and to document compliance with the Code.

The Mayor and the Clerk are hereby authorized and directed to prepare and furnish to the purchaser or purchasers, when the

Certificates are issued, certified copies of all the proceedings and records of the Municipality relating to the Certificates, and such other affidavits and certificates as may be required to show the facts relating to the legality and marketability of the Certificates as such facts appear from the books and records in the officers' custody and control or as otherwise known to them; and all such certified copies, certificates and affidavits, including any heretofore furnished shall constitute representations of the Municipality as to the truth of all statements contained therein.

Section VIII. 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 Municipality 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 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 IX. Actions Approved and Confirmed. All acts and doings of the officers of the Municipality which are in conformity with the purposes and intents of this Ordinance and in the furtherance of the issuance of the Certificates and the execution, delivery and performance of the Servicing Agreement and the Lease shall be, and the same hereby are, in all respects approved and confirmed.

Section X. Severability of Invalid Provisions. If any one or more of the agreements or provisions herein contained 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.

Section XI. Repealing Clause. All resolutions or parts thereof of the Municipality in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.

Section XII. Effective Date. This Ordinance shall take effect immediately upon its adoption.

IT IS SO ORDAINED, this _____ day of _____, 1990.

Mayor

Councilman

Councilman

Councilman

Councilman

Councilman

ORDINANCE

AN ORDINANCE OF THE CITY OF SUGAR HILL (THE "MUNICIPALITY"), AUTHORIZING, INTER ALIA, THE EXECUTION OF DOCUMENTS RELATING TO THE LEASE OF CERTAIN EQUIPMENT LOCATED IN THE MUNICIPALITY, AND CONSENTING TO THE ISSUANCE OF CERTIFICATES OF PARTICIPATION IN THE GEORGIA MUNICIPAL ASSOCIATION POOL NOT TO EXCEED THE AGGREGATE PRINCIPAL AMOUNT OF \$130,000,000 AND TO THE MUNICIPALITY'S PRO-RATA SHARE OF SUCH CERTIFICATES

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WHEREAS, pursuant to a Lease dated as of October 1, 1990, by and between GMA and the Municipality (the "Lease") GMA will acquire and lease to the Municipality the Equipment (as more fully described in the Lease); and

WHEREAS, pursuant to an Administration and Servicing Agreement dated as of October 1, 1990 (the "Servicing Agreement"), among GMA, the Lessees and The First National Bank of Atlanta, Atlanta, Georgia, as servicer, the Servicer will service the Leases for GMA and transfer the moneys collected pursuant to the Servicing Agreement and the leases and deposited in the funds and accounts established under the Servicing Agreement to the trustee (as defined hereafter) pursuant to the terms of the Servicing Agreement and the Trust Agreement (as defined hereafter); and

WHEREAS, GMA will transfer its interest in the Lease (and all other leases with the lessees) to the First National Bank of Atlanta, Atlanta, Georgia, as trustee (the "Trustee") for the

holders of the Certificates of Participation in the Georgia Municipal Association Pool representing proportionate undivided interests in all of the leases so transferred (the "Certificates") pursuant to a Trust Agreement dated as of October 1, 1990 (the "Trust Agreement"); and

WHEREAS, payment of amounts due with respect to the Certificates will be insured by Municipal Bond Investors Assurance Corporation the ("Credit Facility issuer") under the terms of its financial guaranty insurance policy (the "Policy") and in accordance with the terms of a Reimbursement and Indemnity Agreement by and between the Credit Facility Issuer and GMA; and

WHEREAS, some or all of the purchase price for Certificates tendered pursuant to a tender right under the Trust Agreement will be supplied by a bank, pursuant to a Standby Purchase Agreement; and

WHEREAS, Certificates tendered pursuant to a tender right under the Trust Agreement will be remarketed by a bank and/or securities underwriting firm, as remarketing agent (referred to collectively hereafter as the "Remarketing Agent");

WHEREAS, the Certificates will be purchased by the underwriter upon issuance pursuant to a certificate purchase agreement by and between the underwriter thereof and GMA; 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 under the Lease (collectively, the "Program Obligations"), either (i) the Municipality 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 Municipality must amend its current operating budget in accordance with Title 36, Chapter 81 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 Municipality has heretofore taken the following actions, all in accordance with Title 36, Chapter 81 of the Code: (i) through the Municipality's budget officer, prepared a proposed amended budget providing for payment of Municipality'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 governing body of the Municipality, (ii) at the time of receipt of the Amended Budget from the Municipality's budget officer, placed a copy of the Amended Budget in a public place in the Municipality, which place is convenient to the residents of the Municipality, (iii) published a notice in the official organ of the Municipality advising residents of the Municipality 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 of adoption hereof; and (v) taken all other action necessary to effect the foregoing;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF SUGAR HILL HEREBY ORDAINS, as follows:

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Section II. Authorization of Lease. The Lease in

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Section VII. 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 in connection with the issuance of the Certificates and the execution and delivery of the Trust Agreement, the Lease, the Servicing Agreement or any other agreement necessary to effect the transactions contemplated herein and to document compliance with the Code.

The Mayor and the Clerk are hereby authorized and directed to prepare and furnish to the purchaser or purchasers, when the

Certificates are issued, certified copies of all the proceedings and records of the Municipality relating to the Certificates, and such other affidavits and certificates as may be required to show the facts relating to the legality and marketability of the Certificates as such facts appear from the books and records in the officers' custody and control or as otherwise known to them; and all such certified copies, certificates and affidavits, including any heretofore furnished shall constitute representations of the Municipality as to the truth of all statements contained therein.

Section VIII. 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 Municipality 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 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 IX. Actions Approved and Confirmed. All acts and doings of the officers of the Municipality which are in conformity with the purposes and intents of this Ordinance and in the furtherance of the issuance of the Certificates and the execution, delivery and performance of the Servicing Agreement and the Lease shall be, and the same hereby are, in all respects approved and confirmed.

Section X. Severability of Invalid Provisions. If any one or more of the agreements or provisions herein contained 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.

Section XI. Repealing Clause. All resolutions or parts thereof of the Municipality in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.

Section XII. Effective Date. This Ordinance shall take effect immediately upon its adoption.

IT IS SO ORDAINED, this 12 day of November, 1990.

George Maggard
Mayor

Bobby Fowler
Councilman

David F. Havel
Councilman

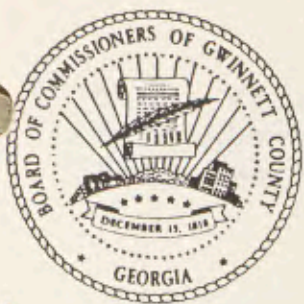
Thomas Morris D.
Councilman

Robbie Lue
Councilman

Councilman



COPY



GWINNETT COUNTY
Department of Transportation
Traffic and Operations Division
(404) 822-7400

September 27, 1990

Steve Kennedy
Chief Building Inspector
4988 West Broad Street
Sugar Hill, Ga. 30518

Subject: One-Way Streets

Dear Mr. Kennedy:

We have completed a traffic engineering study of your proposal to one-way Border Street and White Street in the City of Sugar Hill.

Attached is a sketch of the existing streets. Shown is the width of each road, the current average daily traffic on each street, the sight distance available at each intersection and the accident history at each intersection. The accident history at these intersections do not indicate any existing operational problems as two lane streets. The intersection will operate at least as safely with one-way operation. An example of the benefits of one-way traffic can be observed in downtown Lawrenceville. This area has been changed from a "parking lot" type operation to free flowing traffic.

I would agree with your proposal to change the operation of these roads from two-way to one-way. Border Street would operate as one-way, eastbound (away from Railroad Avenue) and White Street should operate one-way, northbound (towards Railroad Avenue). The sight distance is safer at White Street and Railroad Avenue.

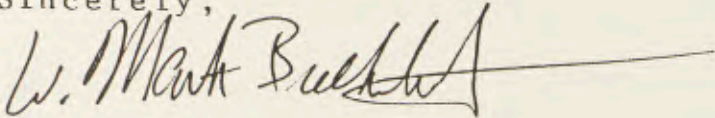
As we discussed, you will need to resolve who owns the property on the east side of White Street. If the County owns the property, we would need a majority of home/landowners to approve this change. If the City of Buford owns the land, then they must approve of the change.

If the change is approved by the city, we would recommend that one-way signage be installed in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). Thank you for working with the county to insure the safe operations of roads in the county.

Steve Kennedy
September 27, 1990
Page Two

If you have any questions, please advise.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Martin Bretherton, Jr.", with a long horizontal line extending to the right.

W. Martin Bretherton, Jr., P.E.
Traffic Studies Engineer

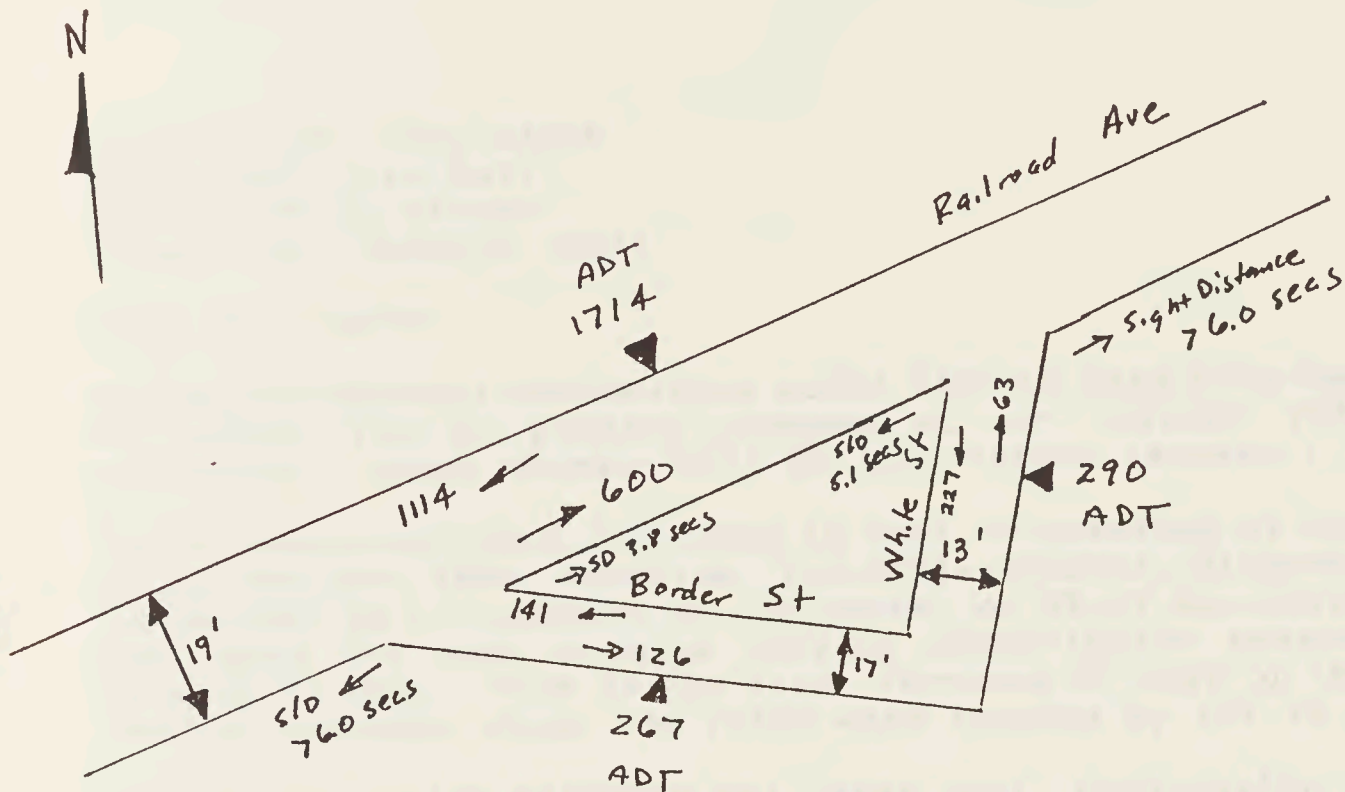
WMB:as

Attachment

c: Joe Womble w/att
George Black w/att

SEPTEMBER 25, 1990

SKETCH - NOT TO SCALE
CITY OF SUGAR HILL



Accident History January 1, 1989 to June 30, 1990

	<u>1989</u>	<u>1990</u>
Railroad Avenue at Border St	1	0
Railroad Avenue at White St	0	0

RECOMMENDATION

Traffic Flow on Border (267) and White (290) are very similar. The intersection of White Street has better sight distance (S/D), with 5.1 seconds looking southbound and greater than 6.0 seconds looking northbound. One-way Border Street (eastbound) and White Street (northbound).



October 31, 1990

Judy Foster, City Clerk
Sugar Hill City Hall
4988 W. Broad Street
Sugar Hill, Georgia 30518

Dear Ms. Foster:

Northeast Gwinnett Cablevision would like to take this opportunity to notify you of pending changes of our current retail rate structure. These changes will go into effect January 1, 1991.

Due to uncontrollable increases in cost of carriage of our premium cable services (HBO, Showtime, The Movie Channel, Cinemax, Disney) there will be an increase of .50 cents, or 5% of the current rate, per month for each premium service subscription customers have elected to take. This is the first increase in cost of the premium service channels since the rates were lowered by 10% in 1988.

Due to increasing hardware and labor cost, Cablevision will also be raising the initial installation fee from \$29.95 to \$39.95. This is a one-time fee charged when customers first subscribe to cable service. This change will also go into effect on January 1, 1991.

Please call me if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Michel Champagne".

Michel L. Champagne
General Manager

MLC/ib

3580F HIGHWAY 317
SUWANEE, GA 30174
(404) 932-0084

1050 FRAZIER STREET
ROSWELL, GA 30075

202 W. CROGAN STREET
LAWRENCEVILLE, GA 30245
(404) 339-7209

BID OPENING FOR 1977 NOVA
THURSDAY, NOVEMBER 1, 1990
2:00 P.M.

MINUTES

In attendance: City Manager Kathy Williamson and City Clerk Judy Foster.

The following two sealed bids were received:

- 1) **David P. Scott.....\$ 205.00**
4445 Bennett Road
Buford, GA 30518

- 2) **Joan McBryant.....\$ 152.50**
5285 Sugar Ridge Drive
Buford, GA 30518

Bids will be brought before the Mayor and Council on Monday, November 12, 1990, for their review.

Bid opening closed at 2:10 p.m.

LISTING OF ALL BOARDMEMBERS AND THEIR TERM EXPIRATION DATES

Planning & Zoning Board

Bill Parker - Chairman.....Term expires December 31, 1992
Steve Price.....Term expires December 31, 1990
Jeanne Brack.....Term expires December 31, 1992
Gary Chapman.....Term expires December 31, 1992
Keith Pugh.....Term expires December 31, 1990

Board of Appeals

Bill Parker - Chairman.....Term expires December 31, 1992
Simon Johnson.....Term expires December 31, 1990
Celia Southerland.....Term expires December 31, 1992
Bob Parris.....Term expires December 31, 1992
Ed Phillips.....Term expires December 31, 1992

Recreation Board

Jerry Gober - Chairman.....Term expires December 31, 1990
Mark Woodie.....Term expires December 31, 1990
Neil Nichols.....Term expires December 31, 1992
Brenda Puckett.....Term expires December 31, 1990
Sandy Gum.....Term expires December 31, 1992

BUDGET PROPOSAL

FOR FISCAL YEAR 1991

CITY OF SUGAR HILL,
GEORGIA

OFFICIALS OF
THE CITY OF SUGAR HILL

LEGISLATIVE BRANCH

CITY COUNCIL

George Haggard, Mayor

Bobbie Queen, Mayor Pro Tem

Reuben Davis, Council Member

Bobby Fowler, Council Member

Dave Hawthorne, Council Member

Thomas Morris, Sr., Council Member

EXECUTIVE BRANCH

Kathy Williamson, City Manager

Bob Boltz, Director of Golf

Sandy Richards, Director of Finance

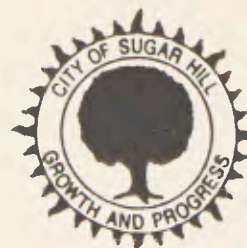
CITY CLERK

Judy L. Foster

CITY OF SUGAR HILL

COMMUNITY OF PRIDE

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



Dear Mayor and Council:

The proposed budget for 1991 is enclosed for your review. The format for the 1991 Proposed Budget has changed from previous years. This change was made to present a better detailed breakdown of each fund and department.

This detail will assist the department heads of the City to run their departments more cost efficiently.

The base figures for revenue generation from tap-on fees and utility customers are derived from the Atlanta Regional Commission's growth rate report. The ARC states that Sugar Hill captures .3% of the total growth rate each year for this area. This average equates to 260 persons per year to move to Sugar Hill for the next ten years. Utilizing 2.5 occupants per household, 104 single family dwellings will come to the City next year.

The proposed budget does not reflect any increases in City employment with the exception of the Golf Course.

The employees defined in the Street & Bridge Department have been currently employed in the Utility Department and will be transferred to avoid hiring additional employees at this time. This transfer will not effect the Utility Department because of the slow down on tap-ons for utility services.

Attached to the 1991 Proposed Budget is a detailed Capital Contingency Budget. These items are needed in the City but have been excluded from the working budget to provide revenues for the completion of the Golf Course/Wastewater Treatment Facility.

The staff of the City is aware of the conservative approach in spending at this time. This conservative 1991 Budget Proposal is for your consideration and comment.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Williamson".

Kathy Williamson
City Manager

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
PROPOSED BUDGET FOR FISCAL YEAR 1991

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SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - LEGISLATIVE

Service Statement

Sugar Hill is served by five City Council Members and a Mayor. The Mayor and all Council Members are elected at large. The Mayor Pro-Tem is elected by the Council.

The Mayor and Council serves as the community's legislative body, responsible for enacting City ordinances, appropriating funds to conduct City business and providing policy direction to City staff. The Mayor and Council appoints the City Manager, City Clerk, City Attorney, Superintendent of Elections, Municipal Judge, City Auditors, Director of Golf, and designates the City's legal organ.

The City Council provides policy direction and leadership to the City organization; to serve as a liaison between the City and a variety of committees, boards, commissions and citizens groups considering community issues.

Goals and Objectives:

- 1) To provide positive leadership to the City organization.
- 2) To publicly consider, discuss and vote on matters of concern to the municipal corporation and to the City of Sugar Hill.
- 3) To continue to encourage citizens input in the Council's decision making process.
- 4) To maintain and improve the equality of municipal services.
- 5) To improve the economic health of Sugar Hill and enhance the City's fiscal health.

Authorized Positions:

	GRADE	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
Mayor	Elected	1	1	1
Council Members	Elected	5	5	5
TOTAL		6	6	6

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - LEGISLATIVE

Summary by Category:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
Mayor & Council Stipend	\$ 8,875	\$ 8,100	\$ 8,100
Mileage Allowance	200	200	2,500
Council Meeting Supplies	0	0	1,000
Operation & Education	4,179	4,500	6,040
TOTAL	\$ 13,254	\$ 12,800	\$ 17,640

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - MUNICIPAL COURT

Service Statement

The Municipal Judge shall maintain law and order in the City to solve disputes and to comply with the Constitution of the United States and the laws of the State of Georgia.

Goals and Objectives:

To improve the operation and efficiency of the administration of City Ordinances.

Authorized Positions:

	GRADE	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
Judge	Appointed	1	1	1
TOTAL		1	1	1

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - MUNICIPAL COURT

Summary by Category:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
Personal Services	\$ 150	\$ 150	\$ 250
TOTAL	\$ 150	\$ 150	\$ 250

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
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FUND 01 - CITY ATTORNEY

Service Statement

The City Attorney is appointed by and serves at the pleasure of the City Council and the various City operating departments, as well as representing the City in all litigation matters. The City Attorney also serves in an advisory capacity by interpreting federal, state and local laws as they pertain to the conduct of City business and services.

Goals and Objectives:

- 1) To provide timely, expert and cost effective legal services to the City Council and City staff.
- 2) To effectively represent the interests of the City in all litigation matters.
- 3) To reduce litigation costs, damages, and insurance claim costs.

Authorized Positions:

	GRADE	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
Attorney	Appointed	1	1	1
TOTAL		1	1	1

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - CITY ATTORNEY

Summary by Category:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
Attorneys Fees	\$ 14,871	\$ 12,500	\$ 12,500
TOTAL	\$ 14,871	\$ 12,500	\$ 12,500

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
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FUND 01 - REGISTRAR SERVICES

Service Statement

The Voter Registrar is responsible for scheduling, supervising, and advertising of all Municipal Elections to insure compliance with State and Federal Election Codes. To keep the Voter Registration List updated to current status.

Goals and Objectives:

To staff, structure and manage State and Federal Elections ethically by all Municipal, State and Federal voting regulations.

Authorized Positions:

	GRADE	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
Voter Registrar	Appointed	1	1	1
Deputy Registrars		3	4	4
TOTAL		4	5	5

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - REGISTRAR SERVICES

Summary by Category:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
Personnel Services	\$ 600	\$ 900	\$ 900
Election Operation	188	785	785
TOTAL	\$ 788	\$ 1,685	\$ 1,685

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - APPOINTED CITY BOARDS & COMMITTEES

Service Statement

In reference to the City Charter, the Mayor and Council can appoint qualified citizens to serve on the following committees and boards of the City:

- 1) Recreation Board
- 2) Planning & Zoning Board
- 3) Planning & Zoning Board of Appeals
- 4) Sugar Hill Festival Committee

Their responsibility is to study information and to give recommendations to the Mayor and Council.

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - APPOINTED CITY BOARDS & COMMITTEES

Summary by Category:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
E.E. Robinson Park Funding	\$55,360	\$25,000	\$27,500
Postage	0	0	150
Sugar Hill Festival	1,382	1,000	1,500
TOTAL	\$56,742	\$26,000	\$29,150

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - CITY MANAGER'S OFFICE

Service Statement

The City Manager is appointed by the Mayor and Council and is responsible for the execution of policies, directives and legislative action of the Mayor and Council. Additionally, the City Manager oversees the preparation of the annual operating and capital budget for the Mayor and Council to supervise the expenditures of appropriated funds, to be responsible for the administrations of all personnel policies including salaries and to be responsible for the employment and discharge of personnel.

Generally, the City Manager is to ensure that the affairs of the City are conducted in an effective and responsible manner to the benefit of the residents of the City.

Goals and Objectives:

To promote and maintain a safe, pleasant environment within the community by providing effective ethical management and efficient delivery of public services throughout the execution of policies established by the Mayor and Council.

Authorized Positions:

	GRADE	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
City Manager	Appointed	1	1	1
TOTAL		1	1	1

NOV

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - CITY MANAGER'S OFFICE

Summary by Category:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
Personal Services	\$ 46,365	\$ 48,826	\$ 50,279
Vehicle Expenses	3,080	5,460	4,000
Operation & Education	1,000	1,000	1,847
Dues	510	510	618
TOTAL	\$ 50,955	\$ 55,796	\$ 56,744

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - FINANCE & ADMINISTRATION

Service Statement

The Finance and Administration Office is responsible for developing, maintaining, and administering all programs related to general accounting functions and service of customers. Finance is responsible for all revenue collections, including taxes, utilities and all permits, as well as handling purchasing and payroll. It is responsible for analyzing the general operations of the City's budget as well as preparation of the yearly budget. It is responsible for assisting in the preparation of the annual audit completed by an appointed outside auditor. Finance also compiles monthly reports for the Mayor and Council. The Administration Department is responsible for utility and tax billing, issuing business licenses, registering voters, and renting the Community Center and Park Pavilion.

The City Clerk serves at the pleasure of the Mayor and Council. The City Clerk insures all meetings are posted, recorded and published in a timely fashion; assists citizens efficiently and maintains all City records according to local, state and federal codes and ordinances; issues fi fa's on delinquent property tax accounts; publishes a quarterly newsletter to all residents of the City; is the City's official court recorder and keeper of all City Court records.

Goals and Objectives:

- 1) Administers accounts payable and receivable to achieve increased funding for capital projects.
- 2) Continue to improve organization of accounts payable, purchasing, payroll and the collection of receivables.
- 3) To strive to keep accounts current, but to implement a delinquency collection system.
- 4) To continue to work on the improvement of records management.
- 5) To assist the Mayor and Council and City Manager's Office.

Authorized Positions:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
City Clerk	1	1	1
Finance Director	0	0	1
Asst. Finance Director	1	1	1
Customer Service Rep/Cashier	1	2	2
Postal Clerk	1	1	1
Utility Billing Supervisor	1	1	1
TOTAL	5	6	7

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - FINANCE & ADMINISTRATION

Summary by Category:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
Personal Services	\$140,627	\$142,011	\$166,075
Audit Services	8,500	8,700	8,700
Supplies & Materials	21,355	17,000	14,000
Equipment, Operations & Maint.	9,587	10,593	12,500
Dues	3,232	3,090	2,400
Operation & Education	2,000	2,000	1,654
Mileage	261	200	150
Postage	8,990	10,000	9,500
Shortage/Overage	10	0	0
Bank Charges	196	250	250
Consultant Fees	9,840	7,500	4,000
Worker's Comp Insurance	22,918	26,000	24,000
Legal Advertising	720	500	800
Bonding Liability	119	250	0
TOTAL	\$228,355	\$228,094	\$244,029

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - BUILDING INSPECTIONS

Service Statement

The Building Inspection office enforces City codes and ordinances from the beginning of construction projects through the final stages of construction, inspecting all building, plumbing, electrical and mechanical plans submitted to verify layouts conform with City, County and State codes. All building permits are issued for additions, alterations, repair, removal, demolition and erections of any building in the City.

After construction, inspections are done to all commercial buildings to verify that all buildings are being kept in a safe and sanitary condition in compliance with the Southern Standard Building Code.

Goals and Objectives:

The goal for the department is to see that each and every building has been permitted and is inspected to insure that all codes applicable are adhered to.

Authorized Positions:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
Chief Building Inspector	1	1	1
Asst. Building Inspector	0	1	1
Administrative Clerk	1	1	1
TOTAL	2	3	3

NOV

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - BUILDING INSPECTIONS

Summary by Category:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
Personal Services	\$50,292	\$74,091	\$75,362
Supplies	1,196	1,000	1,000
Vehicles	0	4,550	4,700
Office Supplies & Materials	1,000	600	1,700
Miscellaneous	0	500	500
Operations & Education	0	0	1,000
TOTAL	\$52,488	\$80,741	\$84,262

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - PRISON DETAIL

Service Statement

The City contracts a prison detail from the State. These prisoners are trustees assigned to work in the City Park picking up the weekly City trash and mowing right-of-ways.

The City employs these prisoners to provide a variety of services to the residents at minimal cost.

This detail is under the direction of the City Marshall.

Authorized Positions:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
Prison Guard	1	1	1
Prison Detail	10	10	10
TOTAL	11	11	11

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - PRISON DETAIL

Summary by Category:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
Prison Guard	\$20,000	\$20,000	\$20,000
Tools & Equipment	2,158	2,000	2,000
Equipment Repair	1,193	1,500	1,500
Prison Bus-Repair and Maint.	828	2,000	2,000
Prison Bus-Gas & Oil	0	1,500	2,000
Prison Bus-Insurance	0	2,500	2,750
TOTAL	\$24,179	\$29,500	\$30,250

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - PUBLIC LANDS & BUILDINGS

The City owns three (3) rental houses and 40 acres for future landfill expansion.

At this time, the City does not have in-house maintenance personnel for the upkeep of these properties.

The properties are at the following locations:

- 1) One house and lot on Level Creek Road.
- 2) One house on 4 acres on Highway 20.
- 3) One house on 30.6 acres on Hillcrest Road.
- 4) Community Center
- 5) City Hall

SUGAR HILL CITY GOVERNMENT
 SUGAR HILL, GEORGIA
 BUDGET FOR FISCAL YEAR 1991

FUND 01 - PUBLIC LANDS & BUILDINGS

Summary by Category:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
Repair & Maintenance			
Level Creek Rental	\$ 1,168	\$ 750	\$ 500
Highway 20 Rental	0	250	250
Hillcrest Rental	0	0	250
City Hall	10,632	5,000	3,500
Community Center	0	0	1,000
Utilities			
City Hall	7,010	6,000	5,500
Community Center	510	1,000	1,200
Property & Liability Insurance	0	17,300	18,200
TOTAL	\$19,320	\$30,300	\$30,400

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - MISCELLANEOUS

The expenses listed on the next page consist of the following:

- 1) Coffee & Vending Services
- 2) Radio Service Agreement
- 3) Radio Equipment - Repair & Maintenance
- 4) Radio Transmitting Fee
- 5) Janitorial Supplies
- 6) Miscellaneous

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 01 - MISCELLANEOUS

Summary by Category:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
Coffee & Vending Service	\$ 1,802	\$ 750	\$ 650
Radio Equipment	0	200	1,200
Radio Equipment - Repair and Maintenance	297	1,200	1,500
Radio Transmitting Fee	468	500	500
Janitorial Supplies	0	0	500
Miscellaneous	3,572	5,000	5,000
TOTAL	\$ 6,139	\$ 7,650	\$ 9,350

THE FOLLOWING FIGURES ARE THE PROPOSED
TOTAL REVENUES & EXPENDITURES
FOR
THE 1991 GENERAL FUND BUDGET.

GENERAL FUND - REVENUES

	ACTUAL FY 1989	BUDGET FY 1990	ESTIMATED FY 1990	REQUESTED FY 1991
1301.00 Property Tax-Current	\$168,645	\$199,200	\$200,000	\$220,000
1302.00 Property Tax-Prior	23,607	22,800	30,000	25,645
1303.00 Fifa, Penalties & Int.	135	200	250	250
1308.00 Intangible Tax	8,616	7,500	7,000	8,000
1312.00 Ad Valorem Tax	34,903	32,000	40,000	35,000
1321.00 Ga. Power Tax	66,063	70,000	76,225	75,000
1322.00 Southern Bell Tax	14,132	15,000	18,041	15,500
1323.00 Cable TV Tax	5,348	6,000	8,861	8,000
1324.00 Southern Railroad Tax	699	700	699	700
1326.00 Insurance Premium Tax	72,698	23,908	76,936	72,000
1331.00 Real Est. Transfer Tax	5,709	6,000	3,000	5,500
1332.00 Beer & Wine Tax	8,305	10,000	13,000	12,000
1350.00 Business Licenses	25,742	36,500	38,000	40,000
1352.00 Rezoning/Annex. Fees	877	1,000	1,100	1,200
1354.00 Qualifying Fees	72	50	96	100
1356.00 Service Charge	1,285	1,000	1,200	1,500
1357.00 Yard Sale Permits	165	100	195	125
1358.00 Marshal/Court Fines	100	250	100	150
1360.00 Interest Earned	23,704	3,000	12,000	3,500
1370.00 Level Creek Rent	5,100	3,000	3,000	3,000
1371.00 Highway 20 Rent	0	4,800	4,800	4,800
1374.00 Sale of Maps, Ords, Etc.	546	350	360	400
1375.00 Sale of Assets	4,076	0	10,626	2,500
1376.00 Utility Bill Penalties	31,764	30,000	34,000	32,000
1380.00 CDBG - Grant	25,000	12,500	12,500	0
1382.00 Miscellaneous	20,164	1,000	1,000	1,000
1383.00 Comm. Ctr. Rental	225	0	900	500
1384.00 Pavilion Rental	400	0	500	0
1390.00 Inspection Revenue				
1391.00 Building Permits	32,455	47,700	58,000	50,000
1392.00 Mobile Home Permits	10,554	10,500	5,500	4,500
1397.00 Development Permits	5,670	3,500	3,500	4,000
1398.00 Filing Fees	0	0	350	350
1399.00 Miscellaneous	0	300	320	200
TOTALS	\$596,759	\$548,858	\$662,059	\$627,420

GENERAL FUND - EXPENSES

	ACTUAL FY 1989	BUDGET FY 1990	ESTIMATED FY 1990	APPROVED FY 1991
1400.00	Expenses			
1401.00	Salaries & Wages	\$180,701	\$143,547	\$178,266
1405.00	Bonuses	0	3,830	3,800
1406.00	Employer Fica	14,015	10,982	12,000
1408.00	Suta	6,970	5,167	3,985
1409.00	Retirement Fund	14,646	8,650	11,000
1410.00	Group Insurance	20,952	18,661	24,000
1412.00	Training & Travel	7,179	7,500	11,560
1420.00	Mayor/Council Stipends	8,875	8,100	8,100
1424.00	Registrar Services	600	900	1,010
1426.00	City Election	188	785	500
1428.00	Coffee/Vending Serv.	1,802	750	550
1429.00	Mileage Allowance	461	400	3,000
1430.00	#201 Repair & Maint.	580	500	750
1431.00	#201 Gas & Oil	500	600	1,200
1432.00	#201 Insurance	2,000	1,980	1,980
1434.00	Data Processing Sup.	8,765	8,000	3,700
1436.00	Office Supplies	12,590	6,000	5,300
1438.00	Printing	0	3,000	6,195
1439.00	Dues, Pub./Subs.	3,742	3,600	3,647
1440.00	Postage	8,990	10,000	9,000
1442.00	City Hall Repair/Maint.	10,632	5,000	6,115
1443.00	Comm. Ctr. Repair/Maint.	0	0	0
1444.00	L.C.Rental Repair/Maint.	1,168	750	750
1445.00	Hillcrest House R/M	0	0	0
1446.00	Highway 20 Rental R/M	0	250	250
1450.00	Office Equipment	0	3,000	4,075
1452.00	Office Equipment R/M	2,180	2,500	2,750
1454.00	Radio Equipment	0	200	0
1456.00	Radio Equipment R/M	297	1,200	1,950
1458.00	Radio Transmission Fee	468	500	760
1459.00	Operation of City Court	150	150	0
1460.00	City Hall Utilities	7,010	6,000	5,478
1462.00	Comm. Ctr. Utilities	510	1,000	2,000
1464.00	Audit	8,500	8,700	8,992
1466.00	Attorney Fees	14,871	12,500	25,000
1468.00	Legal Advertising	720	500	4,000
1470.00	Consultant Fees	9,840	7,500	6,200
1472.00	Property & Liab. Ins.	0	17,300	17,571
1474.00	Workers Comp Insurance	22,918	26,000	21,840
1476.00	Bonding Liability	119	250	1,074
1477.00	Shortage/Overage	10	0	142
1478.00	Bank Charges	196	250	300
1482.00	Sugar Hill Festival	1,382	1,000	1,466
1485.00	Telephone	7,407	5,093	8,000
1486.00	CDBG - Grant	0	12,500*	12,500
1488.00	City Park Funding	55,360	25,000	25,000

GENERAL FUND - EXPENSES, CONT'D.

	ACTUAL FY 1989	BUDGET FY 1990	ESTIMATED FY 1990	APPROVED FY 1991
1490.00 Prison Guard	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
1492.00 Tools & Equipment	2,158	2,000	2,000	2,000
1494.00 Equipment Repair	1,193	1,500	1,500	1,500
1500.00 Prison Bus R/M	828	2,000	2,650	2,000
1501.00 Prison Bus Gas & Oil	0	1,500	1,800	2,000
1502.00 Prison Bus Insurance	0	2,500	4,638	2,750
1525.00 Miscellaneous	3,572	5,000	5,000	5,000
1526.00 Council Meeting Sup.	0	0	0	1,000
1530.00 Janitorial Supplies	0	0	1,010	500
1550.00 Inspection Dept. Expenses				
1551.00 Salaries & Wages	0	55,832	38,750	56,930
1555.00 Bonuses	0	1,369	1,273	1,498
1556.00 Employer Fica	0	4,272	2,000	4,355
1558.00 Suta	0	2,010	500	1,366
1559.00 Retirement	0	3,350	1,000	2,753
1560.00 Group Insurance	0	7,258	3,000	8,460
1562.00 Inspection Supplies	1,196	1,000	2,150	1,000
1565.00 Office Supplies	1,000	600	0	1,700
1570.00 #211 Repair & Maint.	0	500	750	500
1571.00 #211 Gas & Oil	0	750	1,100	750
1572.00 #211 Insurance	0	1,800	1,800	1,800
1580.00 #203 Repair & Maint.	0	500	850	500
1581.00 #203 Gas & Oil	0	500	850	500
1582.00 #203 Insurance	0	500	650	650
1590.00 Inspections Misc.	0	500	300	500
TOTALS	\$467,241	\$495,336*	\$539,327	\$529,813

* These figures will be off by \$12,500 due to the fact that we do not know how much money we will receive from the CDBG Program.

ENTERPRISE FUNDS

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the Mayor and Council, is that costs of providing goods or services to the general public on a continuing basis, be financed or recovered primarily through user charges; or where the City Council has decided that periodic determination of net income is appropriate for accountability purposes.

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 02 - SANITATION FUND

Service Statement

The City of Sugar Hill entered into an agreement with Gwinnett Sanitation and Button Gwinnett, Inc. to franchise the City's disposal of residential, commercial, industrial and institutional waste. Button Gwinnett, Inc. leases the City's landfill located on Appling Road.

Goals & Objectives:

- 1) To provide Sugar Hill residents with service of consistent sanitation pick-up at a low cost.
- 2) To invite a recycling program of newspapers into dumpsters located at City Hall and to expand to eventually include aluminum and glass.

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 02 - SANITATION FUND

Summary by Category:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
<u>SANITATION REVENUES</u>			
Sanitation Revenues	\$472,515	\$147,500	\$156,936
Tipping Fees	57,679	25,000	5,000
Lease Payments	20,880	22,080	22,080
Miscellaneous	50	100	100
TOTAL REVENUES	\$551,124	\$194,680	\$184,116
<u>SANITATION EXPENSES</u>			
Subsidy	\$ 28,064	\$ 17,500	\$ 55,931
Commercial Sanitation	51,784	55,000	57,750
Multi-Family	12,528	11,000	6,480
Residential	59,960	65,000	108,240
Vehicles Expense	0	6,750	7,000
TOTAL EXPENSES	\$152,336	\$155,250	\$235,401

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 03 - GAS FUND

Summary by Category:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
<u>GAS REVENUES</u>			
Gas Revenue Sales	\$1,405,246	\$1,380,000	\$1,421,000
Gas Tap Fees	21,240	30,000	12,480
Gas Meter Sales	9,806	12,000	5,200
Extended Lines	190	1,000	1,000
Cut Gas Lines	890	500	500
Miscellaneous	0	500	500
TOTAL REVENUES	\$1,437,372	\$1,424,000	\$1,440,680
 <u>GAS EXPENSES</u>			
Personal Services	\$ 164,000	\$ 121,194	\$ 125,702
Gas Purchases	472,899	725,000	740,700
Operation, Maint, Educ.	23,784	52,050	51,640
Supplies & Materials	135,726	38,000	36,800
TOTAL EXPENSES	\$ 796,409	\$ 936,244	\$ 954,842

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 04 - WATER FUND

Summary by Category:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
WATER REVENUES			
Water Revenues	\$458,744	\$525,000	\$395,600
Water Tap Fees	98,700	97,750	57,200
Water Meter Sales	10,844	8,500	5,200
Water Backflow Sales	4,961	4,250	2,600
Cut Water Lines	641	1,000	1,000
Miscellaneous	500	500	500
TOTAL REVENUES	\$574,390	\$637,000	\$462,100
WATER EXPENSES			
Personal Services	\$168,862	\$108,475	\$135,841
Water Purchases	210,864	280,800	349,570
Operating & Maintenance	52,678	24,850	27,545
Debt Service/'74 G.O. Bond	20,100	20,100	20,100
Supplies & Materials	39,575	41,250	38,500
TOTAL EXPENSES	\$492,079	\$475,475	\$571,556

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 05 - STREET & BRIDGE

Summary by Category:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
<u>STREET & BRIDGE REVENUES</u>			
1965 State Grant	\$ 6,354	\$ 6,354	\$ 6,354
1967 State Grant	4,540	4,540	4,540
Subdivision Sign Permits	750	1,250	500
Subdivision Sign Revenue	0	750	500
Street Sign Sales	0	0	1,000
TOTAL REVENUES	\$11,644	\$12,894	\$12,894
<u>STREET & BRIDGE EXPENSES</u>			
Personal Services	\$ 0	\$ 0	\$ 37,173
Operating & Maintenance	37,346	28,000	57,000
Supplies & Materials	93,000	44,550	8,850
TOTAL EXPENSES	\$130,346	\$72,550	\$103,023

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
BUDGET FOR FISCAL YEAR 1991

FUND 06 - SEWER FUND

Summary by Category:

	ACTUAL FY 1989	BUDGET FY 1990	REQUESTED FY 1991
<u>SEWER REVENUES</u>			
Sewer Revenues	\$126,655	\$150,000	\$150,000
Sewer Tap Fees 20%	75,600	51,000	21,000
Sewer Tap Fees 80%	302,400	204,000	84,000
Sewer Inspections	1,641	1,000	2,500
TOTAL REVENUES	\$506,296	\$406,000	\$257,500
 <u>SEWER EXPENSES</u>			
Personal Services	\$ 0	\$ 84,281	\$ 23,211
Operation, Maint, & Ed.	0	110,950	117,973
Supplies & Materials	0	9,300	11,200
Debt Service/74 G.O.Bond	0	20,050	20,050
Debt Service/89 Rev.Bond	0	586,558	586,558
TOTAL EXPENSES	\$ 0	\$811,139	\$758,992

THE FOLLOWING FIGURES ARE THE PROPOSED

TOTAL REVENUES & EXPENDITURES

FOR

THE 1991 ENTERPRISE FUNDS BUDGET.

SANITATION FUND - REVENUES

	ACTUAL FY 1989	BUDGET FY 1990	ESTIMATED FY 1990	REQUESTED FY 1991
2301.00 Sanitation Sales	\$472,515	\$147,500	\$152,500	\$156,936
2316.00 Tipping Fees	57,679	25,000	9,000	5,000
2318.00 Lease Payments	20,880	22,080	23,780	22,080
2325.00 Miscellaneous	50	100	0	100
TOTALS	\$551,124	\$194,680	\$185,280	\$184,116

SANITATION FUND - EXPENSES

	ACTUAL FY 1989	BUDGET FY 1990	ESTIMATED FY 1990	REQUESTED FY 1991
2445.00 Subsidy	\$ 28,064	\$ 17,500	\$ 30,654	\$ 55,931
2450.00 Commercial	51,784	55,000	64,330	57,750
2455.00 Multi-Family	12,528	11,000	11,075	6,480
2460.00 Residential	59,960	65,000	106,000	108,240
2470.00 #204 R & M	0	1,000	627	1,000
2471.00 #204 Gas & Oil	0	500	1,100	750
2472.00 #204 Insurance	0	2,500	2,500	2,500
2480.00 #218 R & M	0	500	275	500
2481.00 #218 Gas & Oil	0	250	600	250
2482.00 #218 Insurance	0	1,000	1,000	1,000
2915.00 Miscellaneous	0	1,000	600	1,000
TOTALS	\$152,336	\$155,250	\$218,761	\$235,401

GAS FUND - REVENUES

	ACTUAL FY 1989	BUDGET FY 1990	ESTIMATED FY 1990	REQUESTED FY 1991
3301.00 Gas Sales	\$1,405,246	\$1,380,000	\$1,330,000	\$1,421,000
3304.00 Gas Tap Fees	21,240	30,000	29,000	12,480
3305.00 Gas Meter Sales	9,806	12,000	12,000	5,200
3308.00 Extended Gas Line	190	1,000	1,500	1,000
3310.00 Cut Gas Line	890	500	400	500
3320.00 Miscellaneous	0	500	100	500
TOTALS	\$1,437,372	\$1,424,000	\$1,373,000	\$1,440,680

GAS FUND - EXPENSES

	ACTUAL FY 1989	BUDGET FY 1990	ESTIMATED FY 1990	REQUESTED FY 1991
3401.00 Salaries & Wages	\$122,398	\$ 91,509	\$108,735	\$ 94,702
3405.00 Bonuses	3,000	2,004	2,004	2,204
3406.00 Employer Fica	9,185	7,000	8,320	7,245
3408.00 Suta	2,326	3,295	1,201	2,272
3409.00 Retirement	10,240	5,490	7,530	5,179
3410.00 Group Insurance	16,851	11,896	17,000	14,100
3411.00 Uniforms	481	500	350	500
3420.00 Training & Travel	1,427	4,500	3,261	2,500
3421.00 Drug Testing	0	2,000	1,800	2,000
3430.00 Natural Gas	472,899	690,000	600,000	710,700
3435.00 Propane Gas	0	35,000	24,766	30,000
3436.00 Peak Shaving Plant	5,732	2,000	1,447	2,000
3438.00 Utility Barn R & M	0	500	0	0
3439.00 Utility Barn Util.	0	0	150	500
3440.00 Liab. & Prop. Ins.	0	0	0	0
3450.00 Gas Meter Purchases	8,815	12,000	13,015	5,800
3452.00 Pipe & Fittings	106,401	20,000	39,755	25,000
3454.00 Supplies	3,458	3,000	3,075	3,000
3456.00 Equipment Purchases	16,123	2,000	1,600	2,000
3458.00 Equipment R & M	5,679	5,000	4,000	5,500
3460.00 Tool Rental	929	1,000	750	1,000
3535.00 Transco Meter Phone	292	400	250	300
3471.00 Gas Auth. Meter Fee	0	16,000	15,845	17,500
3473.00 Gas Consultant	2,800	3,600	2,800	2,800
3475.00 Radio Transmit Fee	0	500	500	500
3477.00 Cathodic Protection	3,109	2,500	2,000	2,000
3479.00 Gas Leak Cont. Svc.	3,500	5,000	3,560	4,000

GAS FUND - EXPENSES, CONT'D.

	ACTUAL FY 1989	BUDGET FY 1990	ESTIMATED FY 1990	REQUESTED FY 1991
3490.00 Other Cont. Svcs.	0	1,200	2,918	1,200
3500.00 #202 R & M	0	500	404	500
3501.00 #202 Gas & Oil	0	450	1,300	1,320
3502.00 #202 Insurance	0	2,000	2,000	2,000
3510.00 #205 R & M	0	500	1,150	1,000
3511.00 #205 Gas & Oil	0	700	1,500	1,320
3512.00 #205 Insurance	0	2,000	2,000	2,000
3520.00 Ground Bed Maint/Util	0	0	0	0
3521.00 #1 Davis Street	0	500	0	500
3522.00 #2 Whitehead Road	0	350	800	800
3523.00 #3 Price Road	0	350	925	925
3590.00 Bad Debt Expense	0	0	0	0
3595.00 Depreciation Expense	0	0	0	0
3600.00 Capital Contingency	0	0	0	0
3700.00 Miscellaneous	764	1,000	1,315	1,000
TOTALS	\$796,409	\$936,244	\$878,026	\$955,867

WATER FUND - REVENUES

	ACTUAL FY 1989	BUDGET FY 1990	ESTIMATED FY 1990	REQUESTED FY 1991
4301.00 Water Sales	\$458,744	\$525,000	\$491,900	\$395,600
4305.00 Water Tap Fees	98,700	97,750	106,000	57,200
4310.00 Water Meter Sales	10,844	8,500	9,200	5,200
4315.00 Water Backflow	4,961	4,250	4,700	2,600
4320.00 Cut Water Lines	641	1,000	0	1,000
4325.00 Miscellaneous	500	500	10	500
4345.00 Interest Earned	0	0	0	0
TOTALS	\$574,390	\$637,000	\$611,810	\$462,100

WATER FUND - EXPENSES

	ACTUAL FY 1989	BUDGET FY 1990	ESTIMATED FY 1990	REQUESTED FY 1991
4401.00 Salaries & Wages	\$129,036	\$ 82,773	\$ 97,572	\$102,128
4405.00 Bonuses	0	660	660	1,753
4406.00 Employer Fica	9,644	6,335	7,465	7,813
4408.00 Suta	2,184	2,980	2,900	2,451
4409.00 Retirement	6,224	4,966	6,400	4,776
4410.00 Group Insurance	21,774	10,761	13,400	16,920
4411.00 Uniforms	1,036	500	350	500
4415.00 Bank Charges	4,770	0	50	150
4420.00 Training & Travel	1,892	2,000	1,450	1,500
4422.00 Water Meter Purchases	3,655	8,500	6,790	6,500
4424.00 Backflow Preventor	2,013	4,250	3,302	3,000
4431.00 G.C. #1 Water Tanks	188,554	250,000	225,000	258,000
4432.00 G.C. #2 P.I.B.	3,764	3,300	27,270	60,420
4433.00 G.C. #3 Davis St.	81	150	150	150
4434.00 G.C. #4 Whitehead Rd.	1,422	5,500	5,785	6,500
4435.00 G.C. #5 Hilltop	2,064	2,400	3,382	3,500
4436.00 G.C. #6 Pinedale	4,607	5,400	3,150	3,500
4437.00 G.C. #7 W. Price	8,950	12,200	8,806	10,000
4438.00 G.C. #8 Buford Hwy.	1,422	1,850	4,728	5,500
4439.00 G.C. #9 Car Wash	0	0	1,500	2,000
4444.00 Radio Transmit Fee	0	500	500	500
4445.00 Equipment Purchases	2,315	2,000	2,000	2,000
4447.00 Equipment Repair	4,973	5,000	3,740	5,000
4449.00 Tool Rental	1,087	1,000	750	1,000
4450.00 Pipe & Fittings	24,496	20,000	18,000	20,000
4452.00 Water & Tank Repair	5,890	5,000	600	2,500

WATER FUND - EXPENSES, CONT'D.

	ACTUAL FY 1989	BUDGET FY 1990	ESTIMATED FY 1990	REQUESTED FY 1991
4453.00 P.I.B. Pump Station	12,083	1,000	2,635	1,500
4454.00 Contract Services	27,454	2,000	100	1,500
4560.00 1974 G.O. Bond Prin.	10,000	10,000	10,000	10,000
4561.00 1974 G.O. Interest	10,000	10,000	10,000	10,000
4562.00 1974 G.O. Agent Fee	100	100	75	100
4565.00 Supplies	0	0	1,384	500
4566.00 Consulting Fees	0	1,000	3,065	1,500
4567.00 #215 R & M	0	0	261	500
4568.00 #215 Gas & Oil	0	0	1,300	1,000
4569.00 #215 Insurance	0	0	2,500	1,800
4570.00 #214 R & M	0	500	261	500
4571.00 #214 Gas & Oil	0	500	1,300	600
4572.00 #214 Insurance	0	650	2,500	650
4575.00 #209 R & M	0	1,000	1,908	1,500
4576.00 #209 Gas & Oil	0	700	1,100	600
4577.00 #209 Insurance	0	2,000	2,145	2,145
4580.00 #212 R & M	0	500	745	1,000
4581.00 #212 Gas & Oil	0	700	1,200	700
4582.00 #212 Insurance	0	2,000	2,000	2,000
4585.00 #216 R & M	0	1,000	1,350	1,500
4586.00 #216 Gas & Oil	0	700	1,000	800
4587.00 #216 Insurance	0	2,000	2,000	2,000
4589.00 Rural Water Assoc. Dues	0	100	100	100
4590.00 Miscellaneous	589	1,000	1,000	1,000
TOTALS	\$492,079	\$475,475	\$495,629	\$571,556

SEWER FUND - EXPENSES, CONT'D.

	ACTUAL FY 1989	BUDGET FY 1990	ESTIMATED FY 1990	REQUESTED FY 1991
6505.00 Old Cumming Road	0	2,250	1,400	2,000
6506.00 Oak Grove Drive	0	5,250	5,000	5,000
6507.00 Border Street	0	1,200	1,800	1,500
6508.00 Pine Street	0	1,500	1,300	2,200
6509.00 Hillcrest Drive	0	1,500	2,100	4,000
6510.00 Creek Lane	0	500	3,000	3,000
6511.00 Sugar Creek Drive	0	1,700	1,800	3,000
6512.00 Sycamore Summit	0	1,200	6,500	3,000
6513.00 Parkview North	0	2,500	1,100	3,750
6514.00 N. Gwinnett Townhomes	0	1,500	2,800	2,200
6515.00 Bent Creek	0	500	1,000	1,000
6516.00 Liftstation #16	0	500	0	0
6517.00 Hidden Meadows	0	500	350	1,500
6518.00 Parkview East	0	1,500	0	250
6519.00 Peachtree Village	0	1,000	700	1,250
6520.00 Shoney's	0	100	1,200	1,550
6521.00 Princeton Oaks	0	0	400	500
6530.00 Flowmeter	0	0	200	250
6541.00 Liftstation Alarms	0	250	150	150
6545.00 Liftstation Misc.	0	1,000	500	500
6550.00 1974 G.O. Bond Princ.	0	10,000	10,000	10,000
6551.00 1974 G.O. Bond Interest	0	10,000	10,000	10,000
6552.00 1974 G.O. Bond Agent Fee	0	50	75	50
6553.00 1989 Revenue Bond Princ.	0	36,000	0	90,000
6554.00 1989 Revenue Bond Int.	0	550,558	0	496,558
TOTALS	\$ 0	\$811,139	\$209,764	\$758,992

NOV

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
VARIANCE OF PROPOSED 1991 BUDGET

	ACTUAL FY 1989	- BUDGET FY 1990	REQUESTED FY 1991
General Fund Revenues	\$ 596,759	\$ 548,858	\$ 627,420
General Fund Expenses	467,241	495,336	529,813
Sanitation Revenues	\$ 551,124	\$ 194,680	\$ 184,116
Sanitation Expenses	152,336	155,250	235,401
Gas Fund Revenues	\$1,437,372	\$1,424,000	\$1,440,680
Gas Fund Expenses	796,409	936,244	955,867
Water Fund Revenues	\$ 574,390	\$ 637,000	\$ 462,100
Water Fund Expenses	492,079	475,475	571,556
S & B Fund Revenues	\$ 11,644	\$ 12,894	\$ 12,894
S & B Fund Expenses	130,346	72,550	103,023
Sewer Fund Revenues	\$ 506,296	\$ 406,000	\$ 257,500
Sewer Fund Expenses	0	811,139	758,992
Total Funds Revenues	\$3,677,585	\$3,223,432	\$2,984,710
Total Funds Expenses	2,038,411	2,945,994	3,154,652
TOTAL VARIANCES	\$1,639,174	\$ 277,438	<\$ 169,942>

SUGAR HILL CITY GOVERNMENT
SUGAR HILL, GEORGIA
CAPITAL CONTINGENCY BUDGET FOR FISCAL YEAR 1991

General Fund

1) Computer System and Software.....	\$ 25,000
2) Carpeting for all Offices.....	\$ 7,000
3) Office Furniture.....	\$ 2,500

Gas Department

1) Meter for Reading Flow from Transco.....	\$ 10,585
2) 4" Plastic Squeeze Tool.....	\$ 3,500
3) Stream Cleaning Machine.....	\$ 5,000

Water Department

1) Replacement of Water Lines from 2" to 8":	
A) Dogwood Hills.....	\$
B) Loop Olivet Drive.....	\$
C) Oak Grove Drive.....	\$ 30,000
2) Water Line to Golf Course.....	\$

Sewer Department

1) Sewer Clean Out Machine.....	\$ 15,000
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Street & Bridge Department

1) Chipper.....	\$ 15,000
2) Cover for Back of Dump Truck.....	\$ 3,000
3) Tractor & Bush Hog.....	\$ 11,000
4) Rear Mount Broom Sweeper for Street.....	\$ 2,200
5) 4 Snapper Lawn Mowers.....	\$ 1,800

Additional employee positions needed:

Assistant City Manager.....\$ 25,000 - \$30,000
Would be responsible for Public Works,
Prison Crew, Street & Bridge, and
Construction of Sewer Plant.

Mechanic.....\$ 24,960
Would repair and maintain all City and
Golf Course vehicles and equipment.

GWINNETT COUNTY
Department of Transportation
Administration Division
(404) 822-7400

MEMORANDUM

February 21, 1990

TO: W. J. Dodd
Commissioner, District 1

FROM: William P. Powell, Assistant Director
Transportation Department *WPP*

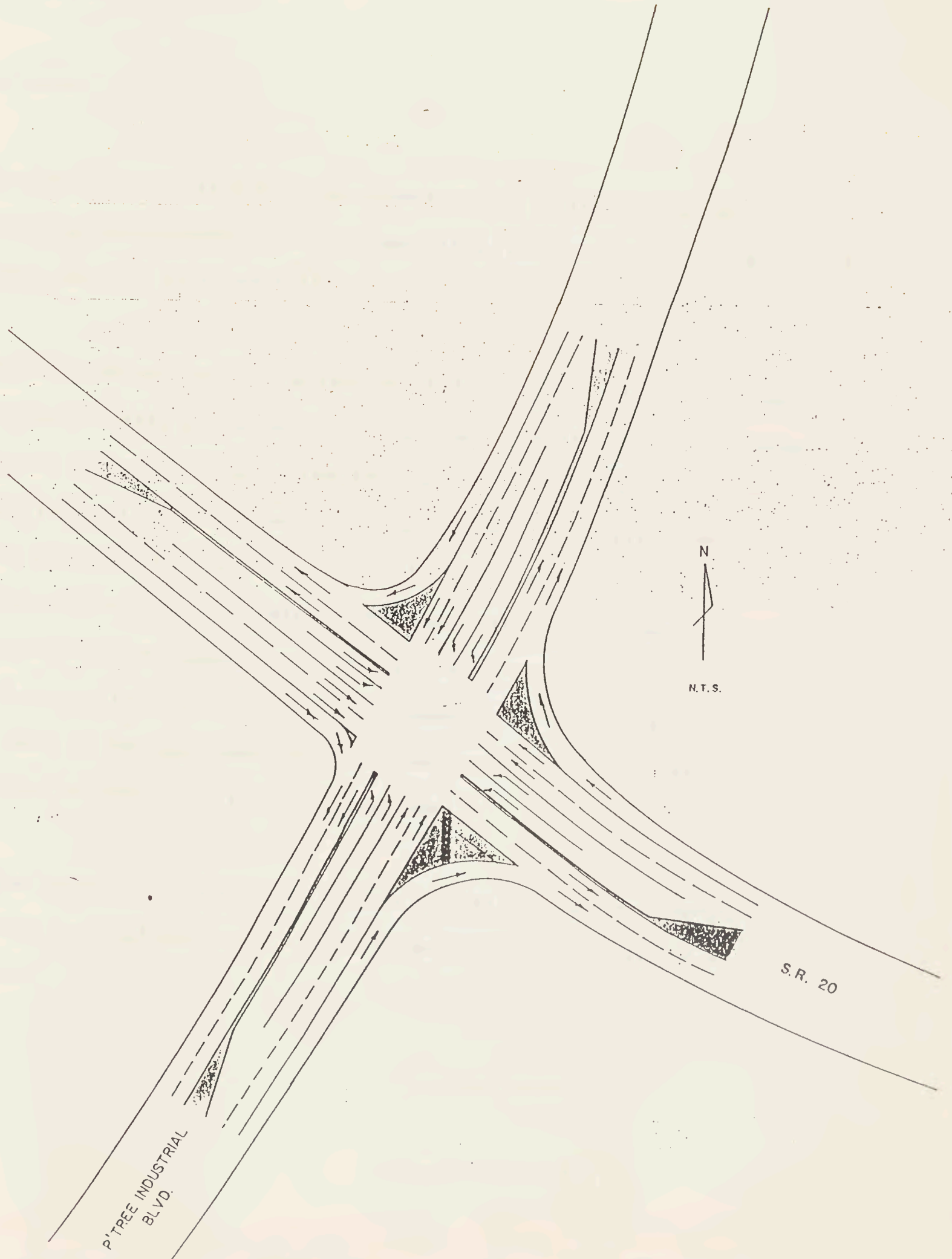
SUBJECT: Peachtree Industrial Boulevard/S.R. 20
Intersection

Per your request, attached is a sketch of the Peachtree Industrial Boulevard/S.R. 20 intersection layout which is proposed in the draft letter from the mayor of Sugar Hill. Georgia D.O.T. indicates that no survey, design or traffic analysis has taken place yet for this intersection.

Please call if you have any questions on this information.

cc: George W. Black, Director
Transportation Department

RECEIVED FEB 27 1990



N
N.T.S.

P'TREE INDUSTRIAL
BLVD.

S.R. 20

DEC

Georgia Department of Transportation
No. 2 Capitol Square
Atlanta, Georgia 30334

Dear Sirs:

It is our understanding that the Department is in the process of developing construction plans for upgrading Peachtree Industrial Boulevard through the City of Sugar Hill.

We support and endorse this effort and will cooperate with the Department in anyway possible to implement this project. We are concerned, however, that your proposed design at the intersection of SR 20 and Peachtree Industrial Boulevard will be inadequate in Sugar Hill traffic on both SR 20 and Peachtree Industrial Boulevard is increasing and with the future development that we anticipate around Sugar Hill the increases in traffic will continue. We suggest that you re-look at your proposed design at this intersection. At a minimum we recommend that you provide dual left turn lanes on the northbound and eastbound approaches, and that a right turn lane be added to all of the approaches.

Again we appreciate the State's efforts in getting Peachtree Industrial Boulevard upgraded and would be glad to meet with you to discuss our concerns.

Sincerely yours,

Mayor of Sugar Hill

DEC

1950

1951

1952

CALLED MAYOR & COUNCIL MEETING
TUESDAY, NOVEMBER 27, 1990
7:00 P.M.

A G E N D A

A) Value Engineering

CALLED MAYOR & COUNCIL MEETING
TUESDAY, NOVEMBER 27, 1990
7:00 P.M.

M I N U T E S

In attendance: Mayor George Haggard, Council Members Bobbie Queen, Bobby Fowler, and Thomas Morris, City Engineer Jim Stanley, City Manager Kathy Williamson, Director of Golf Bob Boltz, Clubhouse Manager Wade Queen and Jim Aton, Grant Hayes and Rob Ponder of Hayes, James & Associates.

Meeting called to order at 7:08 p.m. by Mayor Haggard.

Value Engineering Review

Mr. Hayes states that this review may get very technical and urges the Mayor and Council to ask any questions they may have. Mr. Aton reports to the Mayor and Council on the 3 different alternatives they have recommended. **Alternative I - Extended Aeration** - This alternative would relocate the road to the sewer treatment plant from its proposed location to the existing county road. Also, bar screens would be relocated and the horsepower on the pumps would be reduced. The aeration detention would be extended and a sludge lagoon would be used instead of drying beds. Mr. Hayes states that the effluent is being pumped downhill, through a middle pond, and on down to the bottom pond. He states that if the effluent is pumped from the middle pond, it would cut energy costs considerably. Mr. Aton states that the construction cost for this alternative is \$20,000 more than Keck & Wood's proposal, however, maintenance costs in the future would make this option cost effective as compared to the proposal by Keck & Wood. **Alternative II - Lemna Lagoon** - This alternative would increase construction costs by approximately \$150,000, but would save on maintenance costs over a 20 year period. This alternative is the most cost effective for maintenance. Mr. Aton states that these lagoons, which consists of duckweed, would be in the flood plain. Mr. Aton states that these type lagoons are popular in Florida and would not attract mosquitos or other insects. **Alternative III - Aerated Lagoon** - This is the most cost effective alternative for construction. Construction costs are about \$200,000 less than Keck & Wood's proposal, however, maintenance costs are higher annually than the Aerated Lagoon.

There is a general consensus among the Council that they do not want to delay the construction of the wastewater treatment facility and therefore, they do not want to acquire any more property for purposes of lagoons.

Mr. Stanley states that his firm reviewed this type of pond technology when they first began the designing part of this project, but the topography of the property we owned was not suited for lagoons. Mr. Stanley states that we could not acquire any more land any way because of the flood plain being a spillway for Lake Lanier. Mr. Stanley states that the extended aeration process can be done on his proposed system by opening valves on the process units. Mr. Stanley states that EPD favors contact aeration because of the potential to over nitrate the effluent. Mr. Aton states that he is not an ergonomist, however, it would seem that the purer the water is, the better the grass will grow. Mr. Aton states that the sewer treatment plant, as proposed by Keck & Wood, only has a capacity of 250,000 gallons per day with a maximum of 500,000 gallons per day. He also states that a package plant has a capacity of 500,000 gallons per day with a maximum of 1.2 million per day and it would cost less to construct.

**CALLED MAYOR & COUNCIL MEETING
TUESDAY, NOVEMBER 27, 1990
MINUTES, CONT'D.
PAGE 2**

Mr. Stanley states that he only saw this proposal today and has not had sufficient time to review it. He states that his firm will review the extended aeration as proposed by Hayes, James & Associates.

Adjournment

Council Member Morris moves to adjourn the meeting. Second to the motion by Council Member Queen. Vote unanimous.

Meeting adjourned at 9:45 p.m.

Judy Soster

WORK SESSION
THURSDAY, DECEMBER 6, 1990
7:30 P.M.

A G E N D A

A) Development Discussion with Ayshire Development

WORK SESSION
THURSDAY, DECEMBER 6, 1990
7:00 P.M.

MINUTES

In attendance: Mayor George Haggard, Council Members Bobbie Queen, Thomas Morris and Dave Hawthorne, Council Member Elect Roger Everett, City Attorney Lee Thompson, City Manager Kathy Williamson and Director of Golf Bob Boltz.

Mayor Haggard calls work session to order at 7:00 p.m.

Hole #6 - Red Course

Director of Golf Bob Boltz proposes a change order to improve the landing space for the #6 hole on the red course. This change order would consist of adding grading and all associated work to extend the fairway of hole #6 toward pond #3. The cost of this change order is based on actual cost plus 15% overhead and profit, but not to exceed \$5,000. Council Member Hawthorne asks if Willard Byrd has reviewed this change order. Mr. Boltz states that Mr. Byrd has reviewed this change order and he feels it would be an improvement. Mr. Boltz states that Tom Corbin of Keck & Wood could not comment on the change order due to the lack of time he had to survey the hole. Council Member Hawthorne asks if more yardage could be obtained if more money was spent for a retaining wall. Mr. Boltz states that he will look into this matter and obtain pricing for a retainer wall. Council Member Morris feels that the change order will not make a significant difference in the playing difficulty of the hole.

Meca Associates

Billy Burge, Alan McRae and John Knox join the work session to discuss their proposal with the Mayor and Council. City Manager Kathy Williamson brings the Council up to date with her discussions with these associates. Mr. Burge thanks the Mayor and Council for meeting with them tonight. Mr. Burge gives some background information on his company and explains to the Mayor and Council that their plans are to build either a golf course community or a community with alot of amenities. The drawing of their proposal is of a community of approximately 750 lots with tennis courts, swimming pool, clubhouse, athletic club, etc. Mr. Burge estimates that they will build between 50 to 60 homes per year until the last one has been built. This is a 10 year plan. They plan to have a homeowners association with deed restriction covenants. They are planning to break ground in late 1991 and begin construction on the first phase in 1992. There are 462.7+ acres in this proposal and there would be approximately 100 acres of green space throughout the community which would probably be owned by the homeowners association to put parks, etc. The density of this subdivision is 1.77 per acre. Mr. Burge states that if they plan to go with a golf course community, they would be willing to use their effluent for spray irrigation as the City is doing with their golf course. Mr. Burge states that their firm is financially stable and can put up a bond or whatever is necessary to make the Mayor and Council feel secure with this project. City Manager Kathy Williamson asks them about their proposal to build a shopping mall in the area. Mr. McRae states that they did not feel this was feasible at this time with all the residential property surrounding theirs. The outer loop will split this project. Council Member Queen asks if prospective buyers will be notified of the outer loop coming through there. Mr. Burge states

WORK SESSION
THURSDAY, DECEMBER 6, 1990
MINUTES, CONT'D.
PAGE 2

yes, they will have to have something in writing to this effect. Council Member Hawthorne states that it will take at least 2 miles of pipe to run sewer from the farthest point of the subdivision to the site of the proposed treatment plant. Mr. Hawthorne states that this subdivision will utilize approximately 200,000 gallons of sewer per day once the subdivision is built out. Mr. Burge states that they have developed the Sibley Forest Subdivision in Cobb County and the River Forest Subdivision as well. Mr. Burge states that he would be happy to give the Mayor and Council a tour of these subdivisions or provide a list of references. Mayor Haggard thanks them for taking time out of their schedules to meet with the Council.

Clubhouse Plans

Council Member Hawthorne discusses the elevation problem of the clubhouse. He suggests to continue with the grading to correct the elevation problem, have Ronnie Humphrey give an estimate on removing the gazebos from each end of the clubhouse and ask a hotel supplier to advise a layout for the kitchen of the clubhouse and make a proposal. There is a general consensus among the Council to do this.

Logo's on City Vehicles

Council Member Hawthorne asks Mayor Haggard if he has talked with the City Manager and the Director of Golf concerning putting City logo's on their vehicles. Mayor Haggard states that he has not talked to them about this yet, however, he will as soon as possible.

Adjournment

Council Member Hawthorne moves to adjourn the work session. Second to the motion by Council Member Queen. Vote unanimous.

Work session adjourned at 9:30 p.m.

Judy Foster

KECK & WOOD, INC.

ENGINEERS • DESIGNERS
MANAGERS • PLANNERS
COMPUTER SPECIALISTS

3722 PLEASANTDALE ROAD (404) 939-1334
ATLANTA, GEORGIA 30340

FACSIMILE TRANSMISSION

TO: CITY OF SUGAR HILL

ATTN: Bob Boltz

PROJECT: GOLF COURSE

PROJECT NUMBER: 880137

FROM: TOM CORBIN

COVER SHEET PLUS 1 PAGES(S) TO FOLLOW.

TRANSMISSION DATE: 12-6-90

IF THIS TRANSMISSION IS NOT COMPLETE, PLEASE CALL 404-939-1334.

THANK YOU.

FAX NUMBER (404) 723-0508

I called Dave Burroff & he gave verbal approval. He will be down next week & can sign the official documents then. and FAXED HIM A COPY,

CHANGE ORDER

AIA DOCUMENT G701

OWNER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PROJECT: Sugar Hill Golf Course
(name, address)

CHANGE ORDER NUMBER: 6

TO (Contractor)

Exterior Designing, Inc.
 Hoagland, Indiana

ARCHITECT'S PROJECT NO:

CONTRACT FOR: Construction

CONTRACT DATE:

You are directed to make the following changes in this Contract:

Add grading and all associated work to extend the fairway of Hole Number 6 Red toward Pond No. 3 as directed by the Engineer. Final fairway shaping shall be as directed by the Golf Course Architect. Payment shall be made based on actual cost plus 15 % overhead and profit, but not to exceed \$5,000.00.

The original Contract Sum was	\$ 2,823,500.00
Net change by previous Change Orders	\$ 131,998.10
The Contract Sum prior to this Change Order was	\$ 2,955,498.10
The Contract Sum will be (increased) (decreased) (unchanged) by this Change Order.	\$ 5,000.00
The new Contract Sum including this Change Order will be	\$ 2,960,498.10
The Contract Time will be (increased) (decreased) (unchanged) by	(0) Days.
The Date of Completion as of the date of this Change Order therefore is	

<u>Willard Byrd & Associates</u>	<u>Exterior Designing, Inc.</u>	<u>City of Sugar Hill</u>
ARCHITECT	CONTRACTOR	OWNER
<u>3400 Peachtree Road N.E.</u>	<u>Spring Lake Farm</u>	<u>4988 West Broad Street</u>
Address	Address	Address
<u>Atlanta, Georgia 30326</u>	<u>Hoagland Indiana 46745</u>	<u>Sugar Hill, Georgia 30518</u>

BY _____ BY _____ BY _____
 DATE _____ DATE _____ DATE _____

Keck & Wood, Inc.

By:

Date:

1972-73

.....

1. 1972-73

2. 1973-74

3. 1974-75

4. 1975-76

5. 1976-77

6. 1977-78

7. 1978-79

MAYOR & COUNCIL MEETING
MONDAY, DECEMBER 10, 1990
7:30 P.M.

A G E N D A

Meeting called to order.
Invocation and pledge to the flag.
Reading of past minutes.
Swear in Newly Elected Officials.
Present Plaque to Council Member Bobby Fowler.

Committee Reports

- A) Planning & Zoning Board
- B) Appeals Board
- C) Recreation Board
- D) Budget & Finance

Old Business

- A) Cablevision Representative
- B) Ordinance to Prohibit Mobile Food Services
- C) Boardmembers Expiration Dates
- D) 1991 Budget Proposal

New Business

- A) Barbara Jean Hoover
- B) Lemna Corporation - Mr. Erickson
- C) Ordinance for Codes followed by Building Inspections Department
- D) Atlanta Journal/Constitution Proposal

City Manager's Report

- A) Request to Purchase Fence for Gas Regulator Station

Director of Golf's Report

City Clerk's Report

- A) Request to Purchase Office Supplies
- B) Ordinance for Insurance License Fees
- C) Maintenance Agreement for Copier

Council Reports

Citizen's Comments

Adjournment

MAYOR & COUNCIL MEETING
MONDAY, DECEMBER 10, 1990
7:30 P.M.

MINUTES

Notice posted at 12:00 noon on Friday, December 7, 1990.

In attendance: Mayor George Haggard, and Council Members Bobbie Queen, Bobby Fowler, Dave Hawthorne and Reuben Davis.

Meeting called to order at 7:35 p.m. by Mayor Haggard.

Mayor Haggard asks for a moment of silence. Pledge to the flag led by Council Member Hawthorne.

Minutes

Council Member Fowler moves to approve last month's minutes as written. Second to the motion by Council Member Hawthorne. Vote unanimous.

Swearing in of Newly Elected Officials

Mayor Haggard introduces Roger Everett and his wife Sandra to the audience and states that Mr. Everett will become Council Member beginning January 1, 1991. City Attorney Lee Thompson swears in Council Member Elect Roger Everett and Mayor George Haggard.

Plaque Presented to Council Member Bobby Fowler

Mayor Haggard asks Council Member Fowler and his wife Beulah to come to the front of the Council Chambers. Mayor Haggard states that Mr. Fowler has served as Council Member for 4 years and served 6 years on the Planning & Zoning Board for the City. Mayor Haggard presents the plaque to Council Member Fowler in appreciation for his service to the City. Council Member Fowler states that he hopes he has done some good for the citizens of Sugar Hill and he wishes Mr. Everett good luck during his term as Council Member.

Planning & Zoning Board

City Manager Kathy Williamson states that there was no Planning & Zoning Board meeting last month.

Appeals Board

City Manager Kathy Williamson reads the minutes of the Appeals Board meeting last month.

Recreation Board

Council Member Queen states that she has nothing to report this month.

Budget & Finance

Council Member Hawthorne states that the City is in a deficit in 5 out of 6 funds. The gas and water funds are the only two funds that have a positive balance year to date. At the present time, the City is in a deficit of approximately \$100,000, however, property taxes will be coming in this month and he feels the City will be in the black by the end of the fiscal year.

**MAYOR & COUNCIL MEETING
MONDAY, DECEMBER 10, 1990
MINUTES, CONT'D.
PAGE 2**

Cablevision

Michel Champagne is present from Cablevision to justify the rate increase proposed for 1991. The increase will be 5% of the current rate for service as well as an increase in the installation fee from \$29.95 to \$39.95. Mr. Champagne states that the cause of the increase is simply because of increased costs they have incurred recently. Council Member Queen asks what the charge is for basic cable and what do you get for this charge. Mr. Champagne states that basic cable is \$9.95 per month and you get the standard 13 channels for this fee. Council Member Queen asks if you are charged for each cable outlet in your home. Mr. Champagne states that you are not charged an additional installation charge for each outlet, however, you are charged a maintenance fee for each outlet in your home, which is \$4.50 per month. Council Member Queen states that the City does not lose reception as often as in the past. Mr. Champagne states that he can negotiate discounts throughout the year with the City. Council Member Hawthorne asks if the \$10.00 increase on the installation fee can be increased by \$5.00 on January 1, 1991 and increased by \$5.00 again on July 1, 1990. Mr. Champagne states that this cannot be done with the type of computer equipment they utilize. Council Member Fowler asks if the residents will be notified of this increase. Mr. Champagne states that letters have already been sent out to the residents. Mr. Champagne asks for input from the audience. Melinda Petruzzi asks if the company is not making any money. Mr. Champagne states that they are not making a great deal of profit because of the debt incurred when the system was installed. Ms. Petruzzi asks if the Mayor and Council can deny the rate increase. Mr. Champagne states that they can not, however, if the residents discontinue cable use or new customers will not pay the higher installation fee, the fees will have to be lowered in order for the company to stay in business. Ms. Petruzzi asks if the City can change franchises. Council Member Queen states that it is not that easy and there is not much competition in our area. Mr. Champagne states that Star Cable is their competition in Lawrenceville and Cablevision rates are one of the lowest in the state, with the exception of Star Cable. Mayor Haggard thanks Mr. Champagne for coming to discuss this with the Council.

Ordinance to Prohibit Mobile Food Services

Council Member Hawthorne moves to table this matter until next month in order to have more time to review it. Second to the motion by Council Member Queen. Vote unanimous.

Boardmembers Expiration Dates

Council Member Hawthorne states that there are no boards that will be meeting before the Mayor and Council's regular meeting next month, therefore, he moves to table this matter until next month in order to finish reviewing possible candidates. Second to the motion by Council Member Queen. Vote unanimous.

1991 Budget Proposal

City Manager Kathy Williamson states that this is Draft #5 of the City's budget and there have been several work sessions held to discuss this matter. Council Member Hawthorne states that this budget is very informative and state of the art, however, the Council has not had appropriate time to review the Golf

**MAYOR & COUNCIL MEETING
MONDAY, DECEMBER 10, 1990
MINUTES, CONT'D.
PAGE 3**

Course Budget and he feels it would be premature to adopt this budget at this time. Council Member Hawthorne moves to table this matter until the called meeting scheduled for Monday, December 17, and review both budgets at that time. Second to the motion by Council Member Queen. Vote unanimous.

Barbara Jean Hoover

Barbara Hoover states that she was a member of the Betterment Committee which was dissolved last month, and they had a proposal before the Council concerning an information sign. Ms. Hoover has two bids for a sign and urges the Council to install a sign at their earliest convenience. Ms. Hoover states that these bids are for the Council to review. Council Member Hawthorne asks what the price would be for an illuminated sign. Ms. Hoover states that since we are having traffic lights installed at the intersection of Alton Tucker Boulevard and Peachtree Industrial Boulevard, it is against state law to have an illuminated sign there.

Lemna Corporation - Mr. Erickson

Mr. Erickson gives the Mayor and Council a hand out and asks them to reconsider utilizing lagoons at the golf course instead of a sewer treatment plant. Mr. Erickson states that a lagoon fits the topography of a golf course but a sewer treatment plant does not. He asks why are we building a sewer treatment plant when the lagoon can treat the same amount of sewer without the expense of building a plant. Mr. Erickson states that the City can save one million dollars over a 20 year period on maintenance costs by utilizing the lagoon. Discussion held on this matter. Mr. Erickson asks the Council to call Peter Maye with EPD and discuss it with him. Also, he recommends calling the Mayor of Ellaville where this type lagoon is being used. Mr. Erickson asks the Mayor and Council to review the numbers in the hand out and he will be available at any time to answer questions. Mayor Haggard thanks Mr. Erickson for attending the meeting.

Ordinance for Codes Followed by the Building Inspections Department

City Manager Kathy Williamson states that this Ordinance needs to be passed in order to support the Building Inspections Department with the codes they follow during inspections. Mrs. Williamson reads the Ordinance. Council Member Hawthorne moves to adopt the Ordinance as read. Second to the motion by Council Member Queen. Vote unanimous.

Atlanta Journal/Constitution Proposal

City Manager Kathy Williamson states that the Atlanta Journal/Constitution has made a proposal to the City for an advertisement to run in their Annual Progress Report and if we order an ad at this time, we will receive a 10% discount. Mrs. Williamson states that the Chamber of Commerce hands out these Progress Reports throughout the year and she feels it would be beneficial to have something about the golf course in the report. Council Member Hawthorne states that the City needs the exposure for our own identity and he moves to purchase a ½ page broadside ad in black and white and when the layout is complete, the Council will consider adding color at that time. Second to the motion by Council Member Queen. Vote unanimous.

**MAYOR & COUNCIL MEETING
MONDAY, DECEMBER 10, 1990
MINUTES, CONT'D.
PAGE 4**

Request to Purchase Miscellaneous Items

City Manager Kathy Williamson is requesting \$200 to purchase a fence for the gas regulator station off Suwanee Dam Road, \$1,629.59 to purchase supplies for the Utility Department to last until the end of the year, \$500 for Virginia Pines to put around lift stations, and \$584.70 for street signs to last until the end of the year. Council Member Fowler moves to authorize funds to purchase these items. Second to the motion by Council Member Queen. Vote unanimous.

Director of Golf's Report

Director of Golf Bob Boltz states that they are finishing up the grading for the clubhouse and driveway. Mr. Boltz also states that erosion control has improved and has survived the recent rain storm.

Request to Purchase Office Supplies

Director of Finance Sandy Richards is requesting approximately \$280 to purchase office supplies to last until the year end. Council Member Queen moves to authorize funds to purchase these items. Second to the motion by Council Member Hawthorne. Vote unanimous.

Ordinance for Insurance License Fees

City Attorney Lee Thompson states that this Ordinance was provided to the City by the Georgia Municipal Association and he has reviewed it and feels that it would bring more revenue to the City by charging a license fee to all types of insurance companies instead of just life insurance companies. Council Member Hawthorne moves to adopt the Ordinance with a fee of \$40.00 per year charged to each type of insurance company. Second to the motion by Council Member Queen. Vote unanimous.

Maintenance Agreement for Copier

City Clerk Judy Foster states that the maintenance agreement for the Mita copier has expired and the cost of the new agreement is \$637.50. Refer to History for Mita Copier. Council Member Hawthorne moves to purchase the maintenance agreement. Second to the motion by Council Member Fowler. Vote unanimous.

Citizen's Comments

Melinda Petruzzi states that she is very much interested in serving on the Planning & Zoning Board for the City. Also, she states that there are two signs in her subdivision that are against City Ordinances and she has reported these to the Building Inspector and nothing has been done. Mayor Haggard asks the City Manager to discuss this matter with the Building Inspector.

Barbara Hoover states that she has requested copies of the surveys obtained by the Betterment Committee and Mayor Haggard wrote her a letter stating that it would cost \$420 up front to have these copies made. Ms. Hoover states that if the City will allow her to take the surveys from City Hall, she can have them copied herself at a cost of only \$50.00. Ms. Hoover feels that the cost the City is requesting is exuberant. City Manager Kathy Williamson explains that this cost is figured by the regulations of the Sunshine Law. Discussion is held on this matter. Mayor Haggard recommends to the Council that Ms. Hoover not be allowed to take the surveys from City Hall. Council

**MAYOR & COUNCIL MEETING
MONDAY, DECEMBER 10, 1990
MINUTES, CONT'D.
PAGE 5**

Member Queen moves to deny Ms. Hoover's request. Second to the motion by Council Member Hawthorne with the understanding that Ms. Hoover or any other resident will be allowed to come to City Hall at any time to review the surveys. Vote unanimous.

Recess

Council Member Hawthorne moves to recess the Council Meeting in order to hold a personnel meeting. Second to the motion by Council Member Queen. Vote unanimous.

Meeting recessed at 9:12 p.m.

Meeting called back to order at 9:45 p.m.

Golf Course

Discussion was held on the clubhouse drive and parking lot. Director of Golf Bob Boltz states that stone needs to be installed as grading is done in order to protect it from erosion. There is a general consensus among the Council for Mr. Boltz to obtain at least 3 bids on this project and report back to the Council for a vote.

Director of Golf Bob Boltz gives the Mayor and Council a letter from Keck & Wood with 3 different options to improve the landing area on the #6 hole of the red course. Mr. Boltz states that this is for your review.

Adjournment

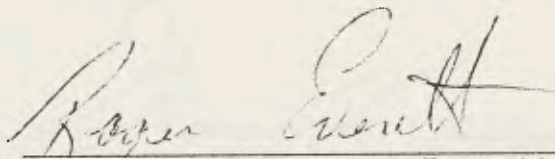
Council Member Hawthorne moves to adjourn the Council Meeting. Second to the motion by Council Member Queen. Vote unanimous.

Meeting adjourned at 11:05 p.m.

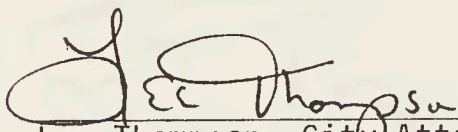
Judy Foster

OATH OF OFFICE
CITY OF SUGAR HILL

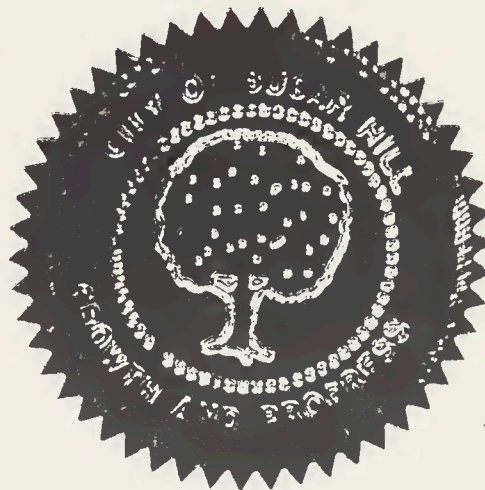
"I, Roger Everett, do solemnly swear or affirm that I will support the Constitution of the United States, the Constitution of the State of Georgia, and the Charter and Ordinances of the City of Sugar Hill; and that I will, to the best of my ability, faithfully perform the duties of the Office of Council Member during my continuance therein, so help me God."



Council Member Roger Everett

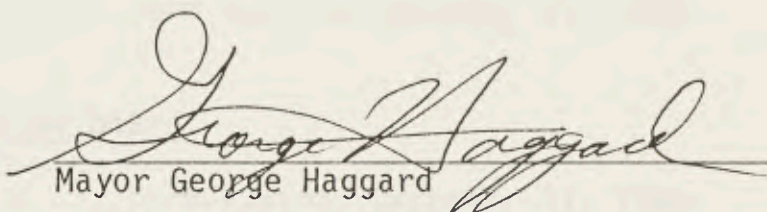

Lee Thompson, City Attorney


Dec. 10, 1990
Date



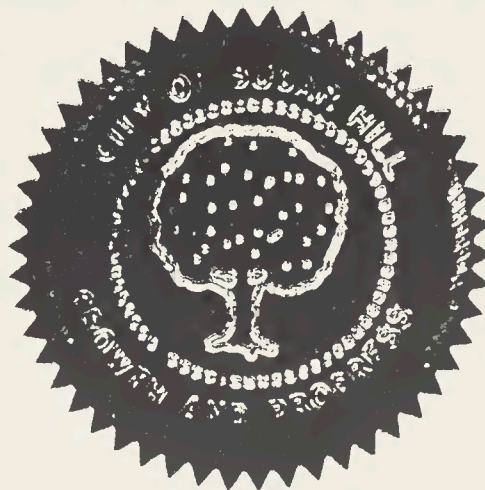
OATH OF OFFICE
CITY OF SUGAR HILL

"I, George O. Haggard, 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 of the Office of Mayor during my continuance therein, so help me God."


Mayor George Haggard


Lee Thompson, City Attorney

Dec. 10, 1990
Date



LISTING OF ALL BOARDMEMBERS AND THEIR TERM EXPIRATION DATES

Planning & Zoning Board

Bill Parker - Chairman.....Term expires December 31, 1992
Steve Price.....Term expires December 31, 1990
Jeanne Brack.....Term expires December 31, 1992
Gary Chapman.....Term expires December 31, 1992
Keith Pugh.....Term expires December 31, 1990

Board of Appeals

Bill Parker - Chairman.....Term expires December 31, 1992
Simon Johnson.....Term expires December 31, 1990
Celia Southerland.....Term expires December 31, 1992
Bob Parris.....Term expires December 31, 1992
Ed Phillips.....Term expires December 31, 1992

Recreation Board

Jerry Gober - Chairman.....Term expires December 31, 1990
Mark Woodie.....Term expires December 31, 1990
Neil Nichols.....Term expires December 31, 1992
Brenda Puckett.....Term expires December 31, 1990
Sandy Gum.....Term expires December 31, 1992



SIGNS
 50 OLD PEACHTREE RD,
 SUITE # 207
 932-0091 SUWANEE, GA 30174

No.

Date AUGUST 07, 1990

Your Order No.

SIGN ESTIMATE ONLY

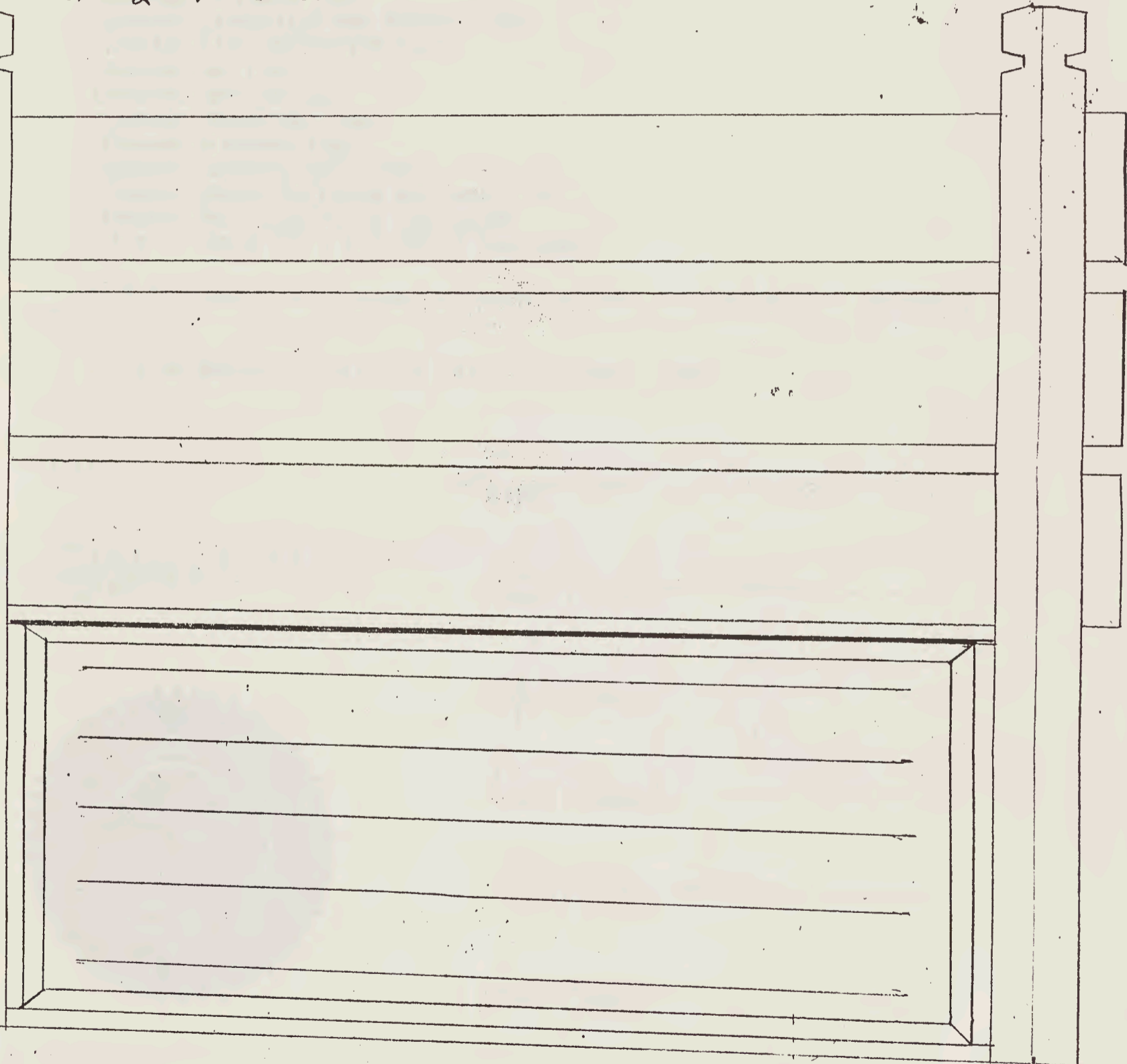
To CITY OF SUGAR HILL
 234 WEST BROAD ST
 SUGAR HILL, GA 30518

Shipped to

Order No.	Salesman	Terms	F.O.B.	Date Shipped	Shipped Via	
	LARRY IVEY	50% DEPOSIT				
Quantity Ordered	Quantity Shipped	Stock Number/Description		Unit Price	Unit	Amount
1		40"x60" DOUBLE FACE CABINET, INCLUDING FLUORESCENT TUBES, BALLAST, 6" TRACK FACES, 300 6" LETTERS & NUMBERS		\$289.79	1	\$ 289.79
8		RAIL ROAD TIES (LANDSCAPE TIMBER)		19.35	8	154.80
		ANCHORS & WIREING & MISC BRACKETS		25.00		25.00
		INSTALLATION (LABOR CHARGE)		100.00		100.00
		STATE & LOCAL SALES TAX				22.22
ESTAMATE TOTAL.....						\$ 591.81

*Deduct approx. \$100.
 for unlit sign.*

1- ONE D/F READER BOARD WITH CLEAR PLEX
FACES OVER EACH FACE MOUNTED WITH PIANO
HINGES. READER BOARD WILL HAVE 4 LINES
OF CHANGABLE COPY 6" BLACK ZIP CHANGE.
READER BOARD IS NON-ILLUMINATED, CONSTRUCTED
OF $\frac{1}{2}$ " M.D.O. PLYWOOD ON PRESSURE TREATED FRAME.



SIGN \$528.00
INSTALL \$85.00

Mark Bouchier
932-2833

ORDINANCE

THE COUNCIL OF THE CITY OF SUGAR HILL, GEORGIA, HEREBY ORDAINS:

That the City Building Inspection Department shall follow regulations as outlined in the current edition of the following code books:

- STANDARD BUILDING CODE
- STANDARD EXCAVATION AND GRADING CODE
- STANDARD FIRE PREVENTION CODE
- STANDARD GAS CODE
- STANDARD HOUSING CODE
- STANDARD MECHANICAL CODE
- STANDARD PLUMBING CODE
- STANDARD SWIMMING POOL CODE
- STANDARD UNSAFE BUILDING ABATEMENT CODE
- STANDARD FOR FLOOD PLAIN MANAGEMENT
- C.A.B.O. CODES FOR 1 & 2 FAMILY DWELLINGS

This Ordinance shall become effective on this the 10th day of December, 1990.

IT IS SO ORDAINED, this 10th day of December, 1990.

ATTEST:

Judy Foster
City Clerk

[Signature]
Mayor

[Signature]
Council Member

[Signature]
Council Member

[Signature]
Council Member

[Signature]
Council Member

Council Member



PURCHASE ORDER

CITY OF SUGAR HILL

No 5385

4988 WEST BROAD STREET SUGAR HILL, GEORGIA 30518

PHONE 945-6716

THIS NUMBER MUST
APPEAR ON ALL
INVOICES AND
CORRESPONDENCE

TO Weatherfords

S
H
I
P
T
O

DATE	DATE REQUIRED	TERMS	SHIP VIA	F.O.B.	REQUISITION NO
12-3-90					

QUANTITY	REC'D	PLEASE FURNISH ITEMS LISTED BELOW DESCRIPTION-STOCK NO.	UNIT PRICE	AMOUNT
1	(Donna)	Casio K-9-FR-2600 8 1/4 W X 9 1/2 D X 2 1/8 (A)	Approx.	79.95
1	(Office)	Box standard paper clips 1 3/8" P2-72360 No. 1	Approx.	3.60
1	(Office)	Box standard paper clips 3 15/16" P2-72320 No. 3	Approx.	3.55
5	(Office)	Box Rubber bands 5 lb. box 12 3/4 X 1 1/6 X 1/32 NI-0012	Approx.	4.05
12	(Office)	Legal pads 5x8 M9-20-204	Approx.	6.96
12	(Office)	Legal pads 8 1/2 x 11	Approx.	9.96
1	(Office)	Box 8 1/2 x 11 Universal 11200	Approx.	39.90
30	(Office)	Report covers to put ordinances in C35140-05	Approx.	31.50
12	(Office)	Post-it pads large 3x5 D3-655YW	Approx.	16.56
1	(Beth)	Stapler X9-40701 Black	Approx.	17.95
10	(Office)	Pilot Fine Point Black	Approx.	9.80
1	(Office)	Box push pins assorted V-6-2P-40-AR	Approx.	2.49
1	(Shirley)	Box 1/2 cut letter F5-12112 Folders	Approx.	10.99
1	(Shirley)	Box 1/2 cut legal F5-15112 Folders	Approx.	14.49
11	(Office)	Calendar refills for 1991 Two Color Economy J3-689-68	Approx.	38.50
1	(Steve)	Full year monthly organizer (B) J4-A102 24x37	Approx.	14.95

2 (Office) Monthly appt. books for pavillion & C. center
8 3/4 x 6 7/8 J1-70-120-00 1 Black, 1 Assorted Approx. 14.50

ALL INVOICES MUST BE
SUBMITTED TO

CITY OF SUGAR HILL
4988 West Broad Street
Sugar Hill, Georgia 30518

Total: 283.20

Report covers already ordered for Judy mayor & Council
o packets

CITY OF SUGAR HILL

BY Margaret

UTILITIES

1) 120 lbs. 1/4 drum Mystik 85W 140 fuild @ \$.98 -	\$117.60
2) 50 tubes Mystik JT-7 Hi-Temp Grease -	\$ 85.00
3) Blaster Pentrating Oil 12 cans -	\$ 45.00
4) 55 Gal. Drum Mystik JT-8 Engine Oil 15W50	\$242.00
5) Filters For Trenches	\$ 62.22
6) Filters For 580 K Backhoe	\$ 25.85
7) Filters For Ford Trucks	\$ 24.46
8) Filters For Chev. Vehicles	\$ 26.26
9) 36 Anodless Risers - Gas	\$502.20
10) 50 - 5/8 Permanent Couplings - Gas	\$285.00
11) 1 Box 1" Street L's - Gas	\$120.00
12) 1 Box 3/4" Street L's - Gas	\$ 94.00

\$1,629.59

Sewer Dept,

1) Virginia Pines For Lift Station - Quantity 16 - 20 - 4'6" Height
22.00 - \$25.00 @

Total \$500.00

GEORGIA CORRECTIONAL INDUSTRY ADMINISTRATION

SIZE	ITEM NAME	HOW MANY	PRICE OF EACH	TOTAL
18 X 24	CHILDREN AT PLAY	2	\$16.42	\$32.00
24 X 30	NEIGHBORHOOD WATCH	4	\$27.37	\$109.00
24 X 30	REDLIGHT STREET SIGN	3	\$27.37	\$82.00
18 X 24	SPEED LIMIT 10	1	\$16.42	\$16.42
18 X 24	SPEED LIMIT 25	5	\$16.42	\$82.00
24 X 24	STOP SIGN	5	\$17.03	\$85.00
10FT.	U-CHANNEL POST	10	\$12.70	\$127.00
	RAILROAD AVENUE	1	\$12.82	\$12.82
	ROOSEVELT CIRCLE	1	\$12.82	\$12.82
	HANNAH STREET	1	\$12.82	\$12.82
	WAGES WAY	1	\$12.82	\$12.82

Total
\$584.70

ORDINANCE

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

Section 1. Insurer License Fees

There is hereby levied for the year 1991 and for each year thereafter an annual license fee upon each insurer doing business within the City of Sugar Hill in the amount of FORTY Dollars (\$ 40.00). For each separate business location in excess of one not covered by Section 2, which is operating on behalf of such insurers within the City of Sugar Hill, there is hereby levied a license fee in the amount of FORTY Dollars (\$ 40.00). For the purposes of this Ordinance, the term "insurer" means a company which is authorized to transact business in the classes of insurance designated in O.C.G.A. § 33-3-5.

Section 2. License Fee for Insurers Insuring Certain Risks at Additional Business Locations

For each separate business location, not otherwise subject to a license fee hereunder, operated and maintained by a business organization which is engaged in the business of lending money or transacting sales involving term financing and in connection with such loans or sales, offers, solicits or takes application for insurance through a licensed agent of an insurer for insurance said insurer shall pay an additional license fee of \$ 40.00 per location for the year 1991 and for each year thereafter.

Section 3. Insurance Agency License Fees; Independent Insurance Agencies, Brokers, etc., not Otherwise Licensed

There is hereby levied for the year 1991 and for each year thereafter an annual license fee upon independent agencies and brokers for each separate business location from which an insurance business is conducted and which is not subject to the company license fee imposed by Section 1 hereof, in the amount of FORTY Dollars (\$ 40.00) for each such location within the City of Sugar Hill.

Section 4. Cross Premiums Tax Imposed on Life Insurers

There is hereby levied for the year 1991 and for each year thereafter an annual tax based solely upon gross direct premiums upon each insurer writing life, accident and sickness insurance within the City of Sugar Hill in an amount equal to one percent (1%) of the gross direct premiums received during the preceding calendar year in accordance with O.C.G.A. § 33-8-8.1. Gross direct premiums as used in this section shall mean gross direct premiums as used in O.C.G.A. § 33-8-4. The premium tax levied by this section is in addition to the license fees imposed by Section 1 of this Ordinance.

Section 5. Gross Premiums Tax, All Other Insurers.

There is hereby levied for the year 1991 and for each year thereafter an annual tax upon each insurer, other than an insurer transacting business in the class of insurance designated in Subsection 1 of O.C.G.A. § 33-3-5, doing business within the City of Sugar Hill in an amount equal to two and one-half percent (2.5%) of the gross direct premiums received during the preceding calendar year, in accordance with O.C.G.A. § 33-8-8.2. Gross direct premiums as used in this section shall mean gross direct premiums as used in O.C.G.A. § 33-8-8.2(a).

Section 6. Due Date for License Fees.

License fees imposed in Sections 1, 2 and 3 of this Ordinance shall be due and payable on the 1st day of 1991 and on JANUARY 1st of each subsequent year.

Section 7. Administrative Provisions.

The City Clerk is hereby directed to forward a duly certified copy of this Ordinance to the Insurance Commissioner of the State of Georgia within 45 days of its enactment.

Section 8. Effective Date.

This Ordinance shall become effective January 1, 1991.

Section 9. Severability.

In the event any portion of this Ordinance shall be declared or adjudged invalid or unconditional, it is the intention of the City Council of the City of Sugar Hill that such adjudication shall in no manner affect the other sections, sentences, clauses or phrases of this ordinance which shall remain in full force and effect, as if the invalid or unconstitutional section, sentence, clause or phrase were not originally a part of the Ordinance.

Section 10. Repealer.

All Ordinances and parts of Ordinances in conflict with this Ordinance are hereby repealed as of the effective date of this Ordinance.

ORDAINED this 10th day of December, 1990, by the Mayor and Council of the City of Sugar Hill.


Mayor

ATTEST:


City Clerk

I hereby certify that the foregoing is a true and accurate copy of an Ordinance of the City of Sugar Hill adopted December 10, , 1990 .

SEAL

Judy Foster
city clerk



HISTORY FOR MITA COPIER

Copier was purchased on 2/17/89 for \$5,893

There was a 90 day warranty that expired on 5/17/89.

The first Maintenance Agreement was purchased for \$400.00.

This agreement was from 5/17/89 until 5/17/90 or 40,000 copies, whichever came first.

We did not have any service calls on the copier during this time period and we did not exceed the 40,000 copies.

The second Maintenance Agreement was purchased for \$400.00.

This agreement was from 5/17/90 to 5/17/91 or 40,000 copies, whichever came first.

We had 4 service calls on the copier before our 40,000 copies limit expired. Start Meter read 50764 on 5/17/90 and the meter read 92997 on 11/2/90.

Therefore, this maintenance agreement was actually from 5/17/90 to 11/2/90.

We have had one service call since the maintenance agreement expired which cost us \$87.42 for supplies only.

The third Maintenance Agreement is proposed to cost \$637.50.

This agreement will be from 11/2/90 to 11/2/91 or 85,000 copies, whichever comes first.

This maintenance agreement covers parts and labor except drums and consumables. Electro Graphics has averaged our actual usage and billed us accordingly.



CALLLED COUNCIL MEETING
MONDAY, DECEMBER 17, 1990
7:00 P.M.

A G E N D A

- A) Closed Personnel Session with
Director of Golf
- B) Discussion with City Engineer
- C) 1991 Budget Proposal

CALLED MAYOR & COUNCIL MEETING
MONDAY, DECEMBER 17, 1990
AFTER PERSONNEL MEETING

MINUTES

In attendance: Mayor George Haggard, Council Members Bobbie Queen, Bobby Fowler, Dave Hawthorne and Thomas Morris, Council Member Elect Roger Everett, City Engineer Jim Stanley, City Manager Kathy Williamson, Director of Golf Bob Boltz, and Director of Finance Sandy Richards.

Meeting called to order at 10:45 p.m. by Mayor Haggard.

Irrigation Bids

Irrigation bids will be opened at 2:00 p.m. on Thursday, December 20, 1990. Council Member Hawthorne moves to authorize Council Member Morris to award the bid for irrigation on Friday, December 21, 1990, at 2:00 p.m. on behalf of the Council. Second to the motion by Council Member Queen. Vote unanimous.

Pooled Leasing Program

Mrs. Richards states that the Budget Ordinance for 1990 needs to be amended to include the annual appropriations for the Pooled Leasing Program. Refer to Ordinance Amendment. Council Member Hawthorne moves to adopt the Ordinance Amendment as written. Second to the motion by Council Member Morris. Vote unanimous.

1991 Budget Proposal

Council Member Hawthorne asks Mr. Boltz for his updated budget proposal. Mr. Boltz states that Mrs. Richards was working on that. Mrs. Richards states no she is not. Council Member Hawthorne states that it is Mr. Boltz responsibility to do this. Mr. Boltz apologizes for the misunderstanding and will start on the update immediately. Mrs. Williamson states that the budget has to be adopted before January 1 according to the bond covenants.

Mrs. Williamson discusses the chart with the proposed rate and fee increases. Refer to chart. She also presents a proposed Ordinance which would allow the administration to automatically increase utility rates whenever the wholesale rate is increased on the City, without the Council having to vote on it. Refer to Ordinance. If the Council wanted to increase the rates above the increase by the wholesaler, it would have to be voted on. Mrs. Williamson states that this Ordinance has not yet been reviewed by our legal counsel and does not recommend the Council pass it until they have had time to review it.

Council Member Queen moves to authorize Council Member Hawthorne to approve the 1991 Budget, by the year end, on behalf of the Council. Second to the motion by Council Member Morris. Vote unanimous. This decision was made since the majority of the Council will be out of town for the holidays.

Council Member Morris moves to increase gas tap-on fees from \$170.00 to \$225.00 and sewer tap-on fees from \$1,500.00 to \$2,000.00 beginning

**CALLED MAYOR & COUNCIL MEETING
MONDAY, DECEMBER 17, 1990
MINUTES, CONT'D.
PAGE 2**

December 18, 1990. Mr. Morris also moves to increase gas and sewer rates, to be effective on the billing due February 15, 1991, as follows:

Gas Rates - Meter Charge Inside City - \$6.13
Meter Charge Outside City - \$6.74

Rates will remain the same.

No minimum charge for 0 to 5 cubic feet of gas.

Sewer Rates - Minimum Charge Increased to \$1.30

Sewer Rates Increased to \$1.50 per 1,000 gals. Water

Second to the motion by Council Member Hawthorne. Vote 3 for, 1 opposed - Fowler. Motion carried 3 to 1.

Request to Purchase Misc. Items

Mrs. Williamson is requesting \$350 - \$500 for parts to repair the transmission on Vehicle 205, \$150 each for new teeth for the 360's and \$120 each for 4 hydro filters for trenching machine. Council Member Hawthorne moves to authorize funds for these items. Second to the motion by Council Member Queen. Vote unanimous.

Vacation Time

Mrs. Williamson states that she will be on vacation for four days after Christmas next week, however, she will be at home if she is needed.

Keck & Wood Unpaid Invoices

Mr. Stanley asks if he can now be paid for the balance of the invoice that has been withheld. Council Member Queen states that she feels the City should not have to pay any additional money to correct a hole when it was not designed right to begin with. Mr. Stanley states that Willard Byrd designed the hole and he asks Mrs. Queen if she thinks Keck & Wood is responsible. Council Member Queen states that she is only stating that the City should not have to pay for it. Mayor Haggard agrees with Mrs. Queen and recommends the City not pay him until this matter is cleared up. Council Member Morris feels we should pay him what he is owed. Council Member Queen states that she agrees and she has stated how she feels about the matter. Council Member Hawthorne moves to pay Keck & Wood the balance, approximately \$29,000, of the invoice being withheld. Second to the motion by Council Member Queen. Vote unanimous. Mayor Haggard states the check will be ready this week.

Adjournment

Council Member Hawthorne moves to adjourn the called meeting. Second to the motion by Council Member Morris. Vote unanimous.

Meeting adjourned at 11:20 p.m.

Judy L. Foster

KECK & WOOD, INC.

ENGINEERS • DESIGNERS
MANAGERS • PLANNERS
COMPUTER SPECIALISTS

3722 PLEASANTDALE ROAD (404) 939-1334
ATLANTA, GEORGIA 30340

December 7, 1990

Mr. Bob Boltz
Director of Golf
City of Sugar Hill
4988 West broad Street
Sugar Hill, Georgia 30518

Re: Sugar Hill WWTF & Golf Course
Our Project No. 880137.3

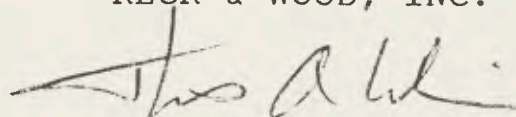
Dear Mr. Boltz:

Enclosed please find three alternative solutions to modify Golf Hole 6 Red as requested by Mr. Byrd. Option 1 represents the solution we discussed on site with Tim Cox. Option two represents the wall solution we discussed by telephone. Option three represents the wall solution but with a reduced scope of work.

If you have any questions or if I may be of further assistance in this matter, please call.

Very truly yours,

KECK & WOOD, INC.



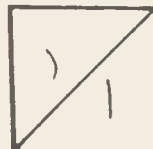
Thomas A. Corbin, P.E.

KECK & WOOD INC.

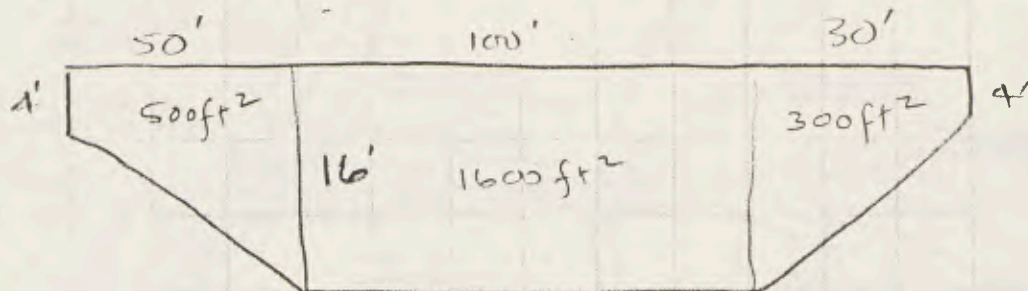
ENGINEERS
SURVEYORS
PLANNERS
COMPUTER SPECIALISTS

OPTION 3 - HOLES 6 R

PROJECT NO. 880137.3 PREPARED TAC DATE 12-7-90



WALL :



$$\text{Total face Area} = 2400 \text{ ft}^2$$

Earthwork:

$$\begin{aligned} & \frac{50 + 1600}{2} (50) + 1600 (100) + \frac{50 + 1600}{2} (30) \\ & = \frac{41,250 + 160,000 + 24,750}{2.7} = 8,370 \text{ yd}^3 \end{aligned}$$

ManHole Adjustments:

$$\begin{aligned} \text{DI} - \text{D4} &= \text{Add } 15 \text{ VF} \\ \text{SWD} - \text{DS} &= \text{Add } 5 \text{ VF} \end{aligned}$$

OPTION 3

COST:

Wall	=	$2400 \text{ ft}^2 (7.50)$	=	\$ 18,000.00
Earth	=	$8,370 \text{ yd}^3 (1.50)$	=	\$ 12,555.00
MH	=	$20 \text{ VF} (100.00)$	=	2,000.00
Repair Work				5,000.00
				<hr/>
				\$ 37,555.00

KECK & WOOD INC.

ENGINEERS
SURVEYORS
PLANNERS
COMPUTER SPECIALISTS

S. Hill Re-design Golf Hole 6 Red

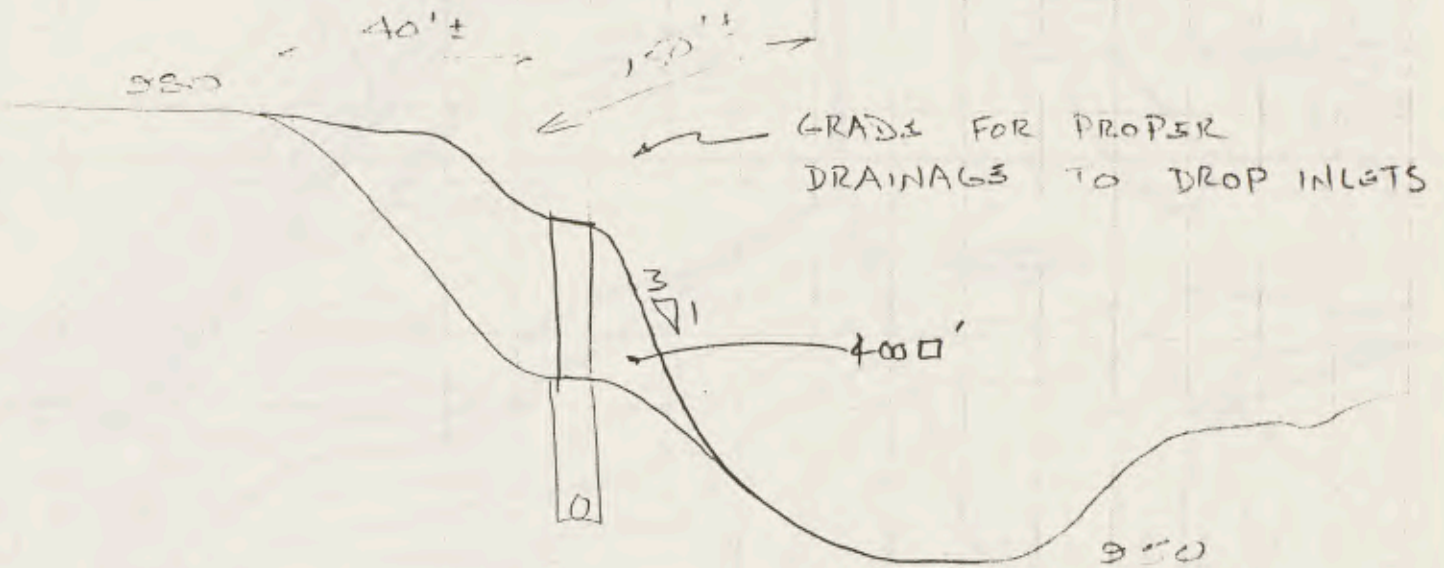
OPTION 1

PROJECT NO. _____ PREPARED _____ DATE _____



OPTION 1:

Fill TOWARD POND #3



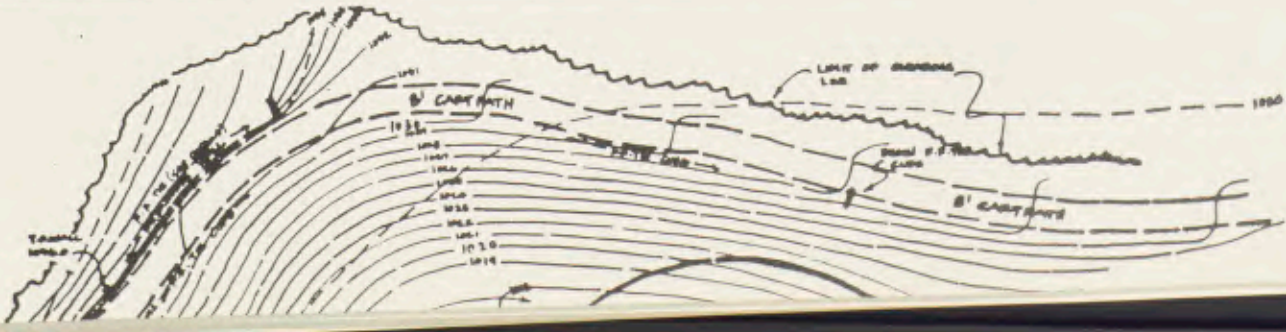
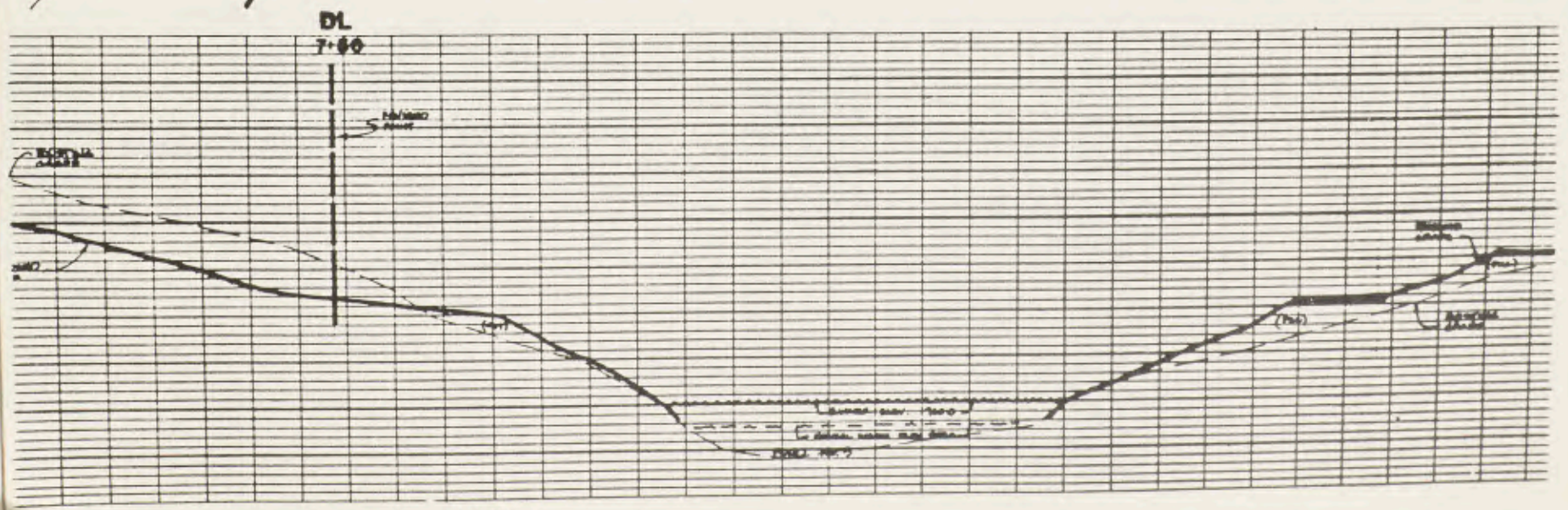
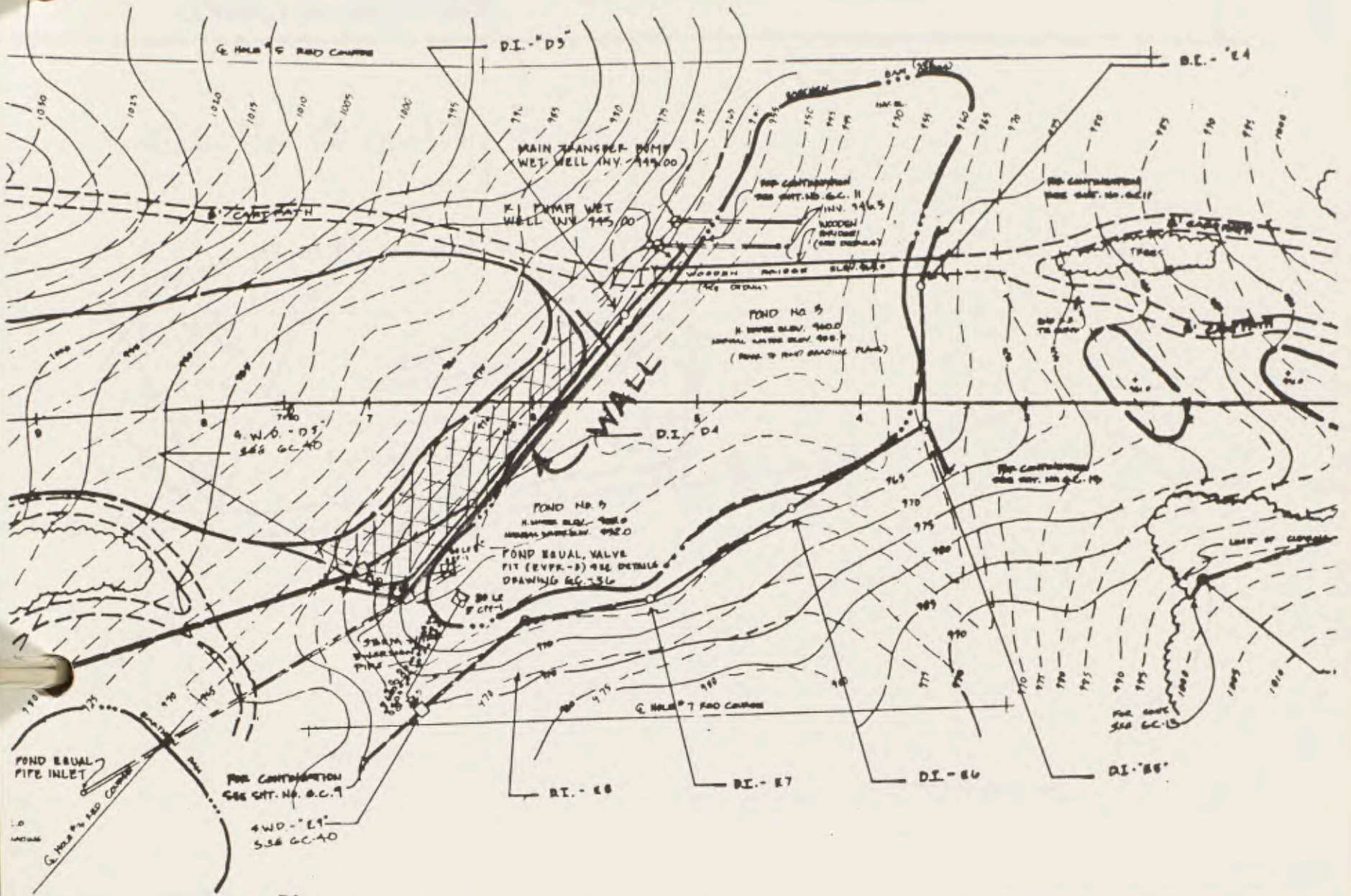
$$\text{Earth Qty} = 400 \text{ ft}^2 \times 150' = 90,000 \div 27 = 2,222 \text{ yd}^3$$

MH Qty: Extend 2 drop inlets:

$$\begin{array}{l} \text{DI - D4} = 980 - 963 = 15' \\ \text{SWD D5} = 975 - 970 = 5' \end{array} \left. \vphantom{\begin{array}{l} \text{DI - D4} \\ \text{SWD D5} \end{array}} \right\} 20 \text{ ft}$$

Cost plus NOT to exceed \$5,000.00

OPTION 2

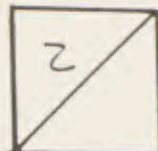


KECK & WOOD INC.

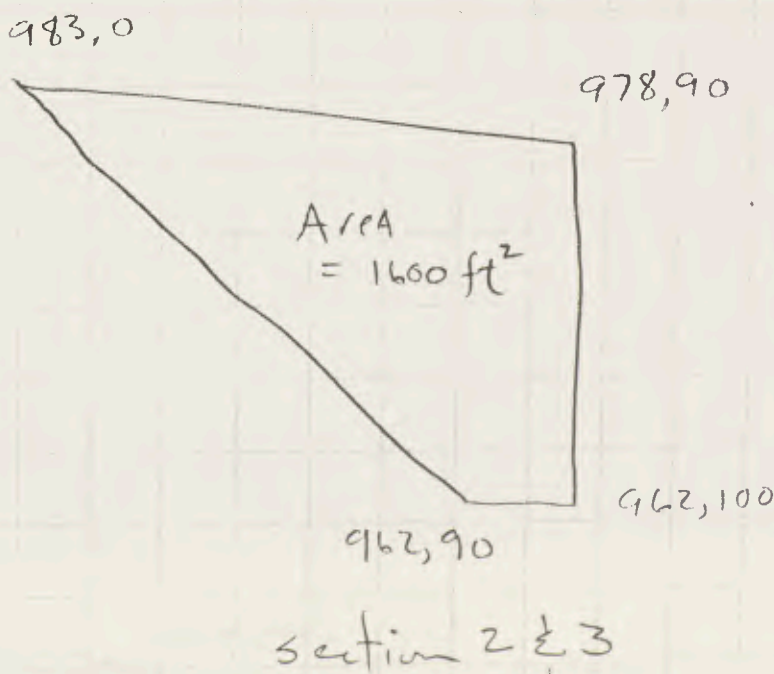
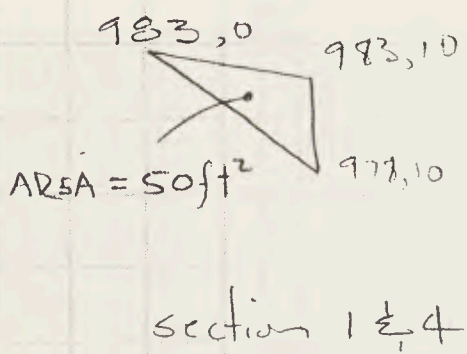
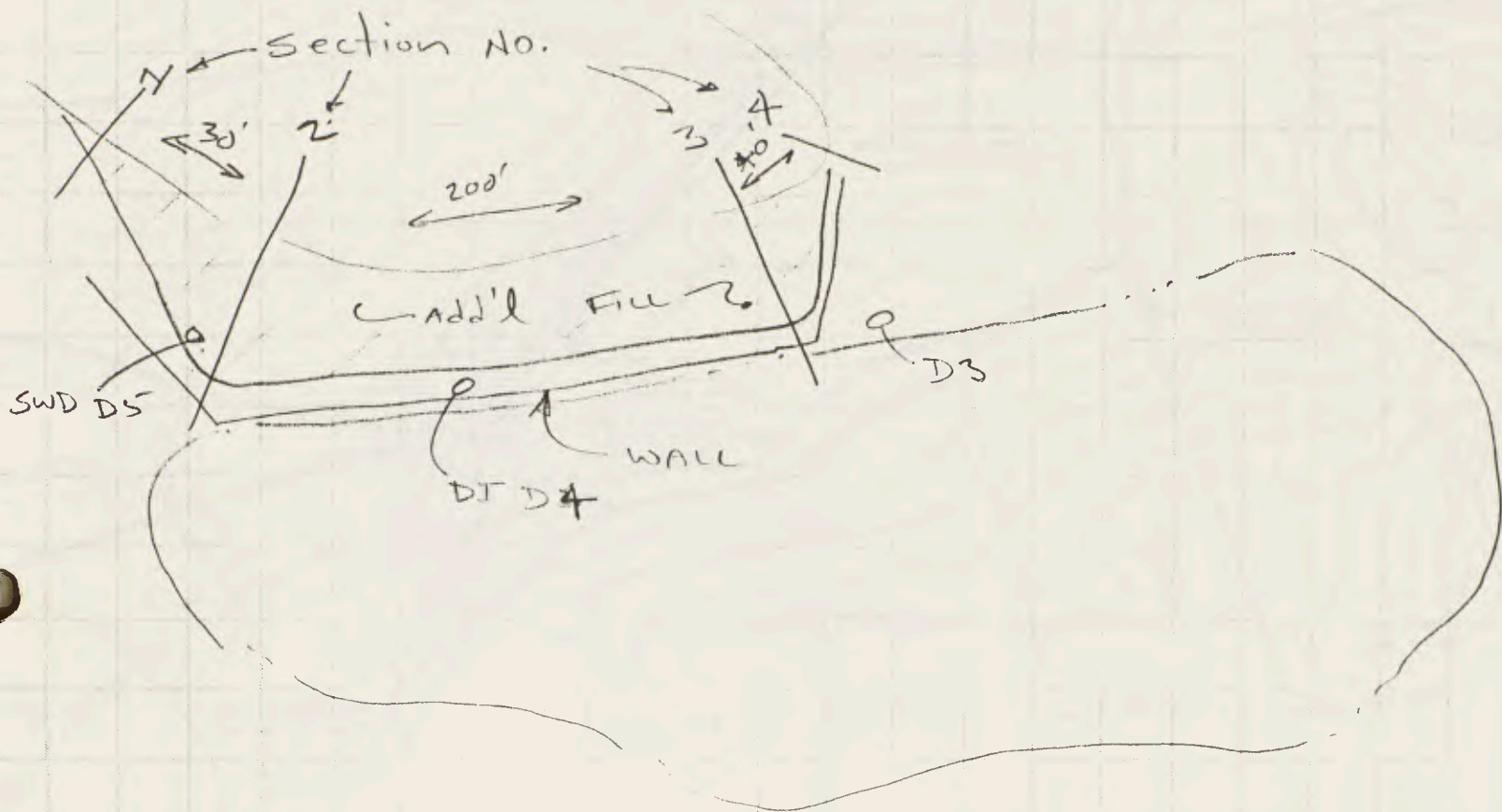
ENGINEERS
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PLANNERS
COMPUTER SPECIALISTS

OPTION 2 - HOLE 6 RED

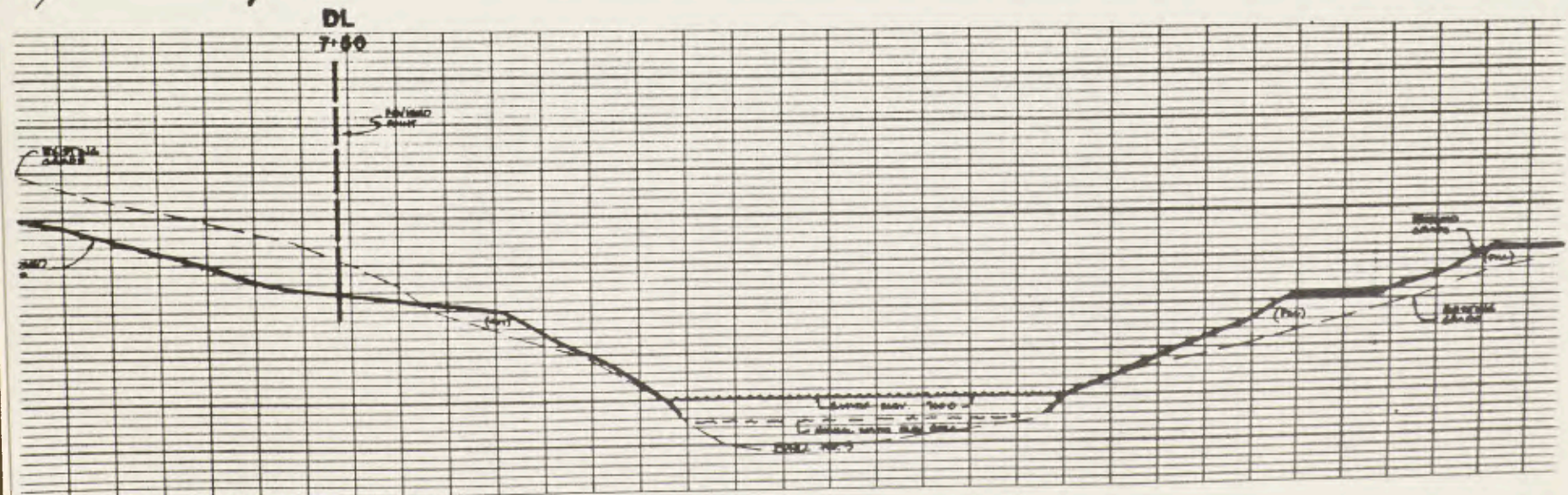
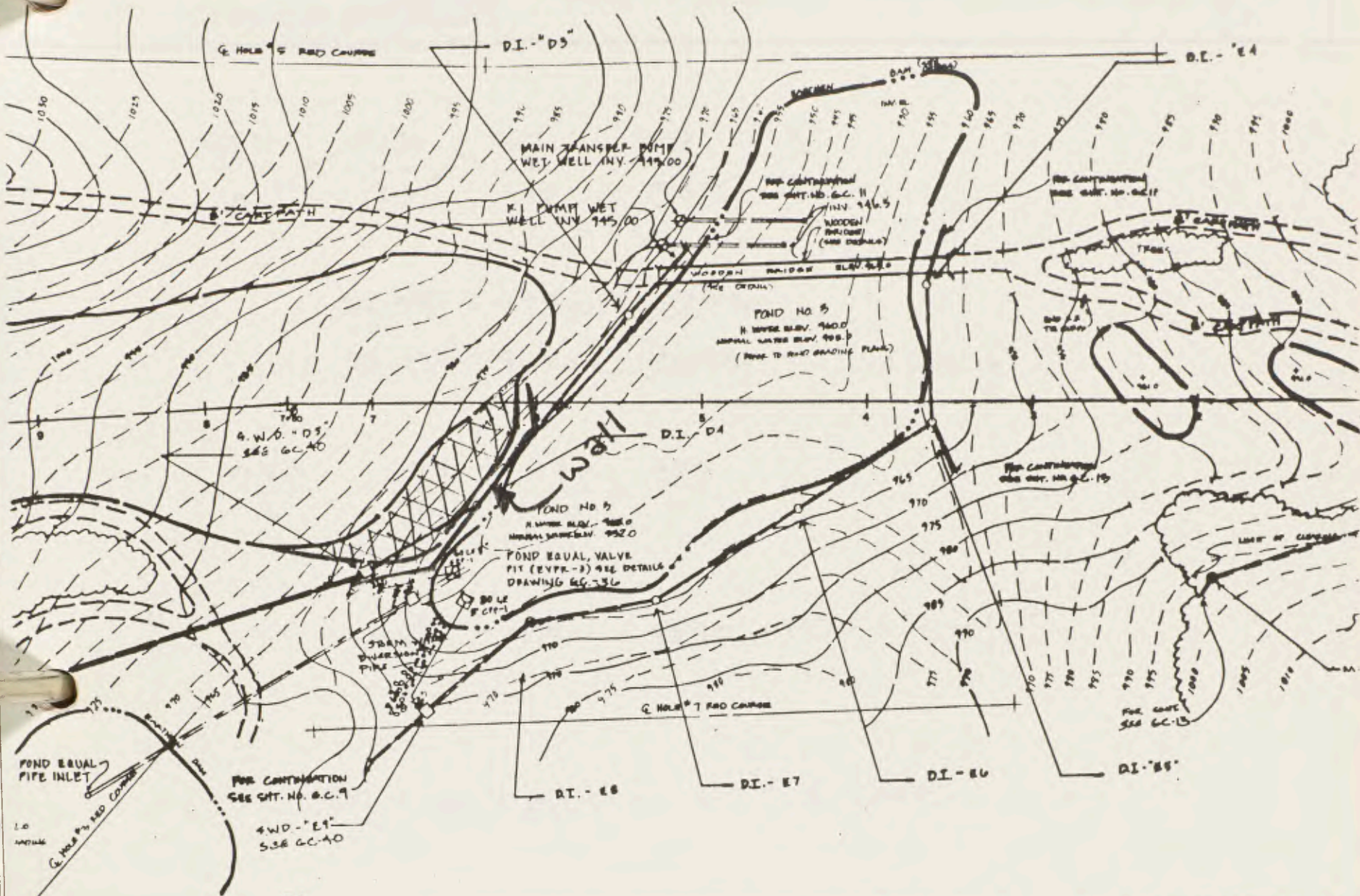
PROJECT NO. _____ PREPARED _____ DATE 12-7-90



Earth Quantity



OPTION 3

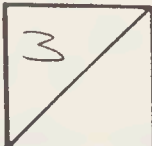


KECK & WOOD INC.

ENGINEERS
SURVEYORS
PLANNERS
COMPUTER SPECIALISTS

OPTION 2 HOLD 6 RSD

PROJECT NO. _____ PREPARED _____ DATE _____



$$\begin{array}{r} 983 \\ \hline 0 \end{array} \begin{array}{r} 962 \\ \hline 90 \end{array} \begin{array}{r} 962 \\ \hline 100 \end{array} \begin{array}{r} 978 \\ \hline 90 \end{array} \begin{array}{r} 983 \\ \hline 0 \end{array}$$

$$\begin{aligned} & \cancel{86,580} + 97800 + \cancel{88470} \\ - & \cancel{88470} - 96200 - \cancel{86580} = 1600 \text{ ft}^2 \end{aligned}$$

$$\begin{array}{r} 983 \\ \hline 0 \end{array} \begin{array}{r} 978 \\ \hline 10 \end{array} \begin{array}{r} 983 \\ \hline 10 \end{array} \begin{array}{r} 983 \\ \hline 0 \end{array}$$

$$9830 + 9780 - 9830 - 9830 = 50 \text{ ft}^2$$

$$\frac{50 + 1600}{2} (40) = 33000$$

$$\frac{1600 + 1600}{2} (-200) = 320,000$$

$$\frac{1600 + 50}{2} (30) = 24750$$

$$\frac{377,750 \text{ ft}^3}{1} = \boxed{13,991 \text{ yd}^3}$$

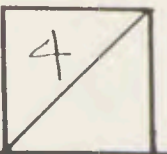
$$\text{Vol.} = 14,000 \text{ yd}^3$$

KECK & WOOD INC.

ENGINEERS
SURVEYORS
PLANNERS
COMPUTER SPECIALISTS

OPTION 2 - HOLES 6 RSD

PROJECT NO. _____ PREPARED _____ DATE 12-7-90



MANHOLE ADJUSTMENTS:

D.I. - D4 \Rightarrow RAISE FROM EL. 961 to 976
Add 15 VF

SWD - D5 \Rightarrow RAISE FROM EL. 973 to 978
Add 5 VF

OPTION 2

COST:

Wall	:	3900 ft ² @ 7.50	=	29,250
Earthwork	:	14,000 yd ³ @ 1.50	=	21,000
MH Risers	:	20 VF @ 100	=	2,000
Repair to Damaged Areas	:	LUMP SUM	=	<u>5,000</u>
				\$ 57,250.00

WALL: Includes lining of fabric of compaction
w/ 1700 curstion (12" dia)
w/ 2 or 3 ft
every yeager (7.50 \$/ft² ±) \$ 30,000.00

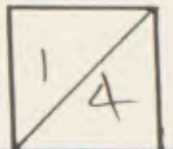
Earth: 14,000 yd 24,500
MH: 20 VF 2,000
Repair Work \$ 5,000.00
\$ 11,500

KECK & WOOD INC.

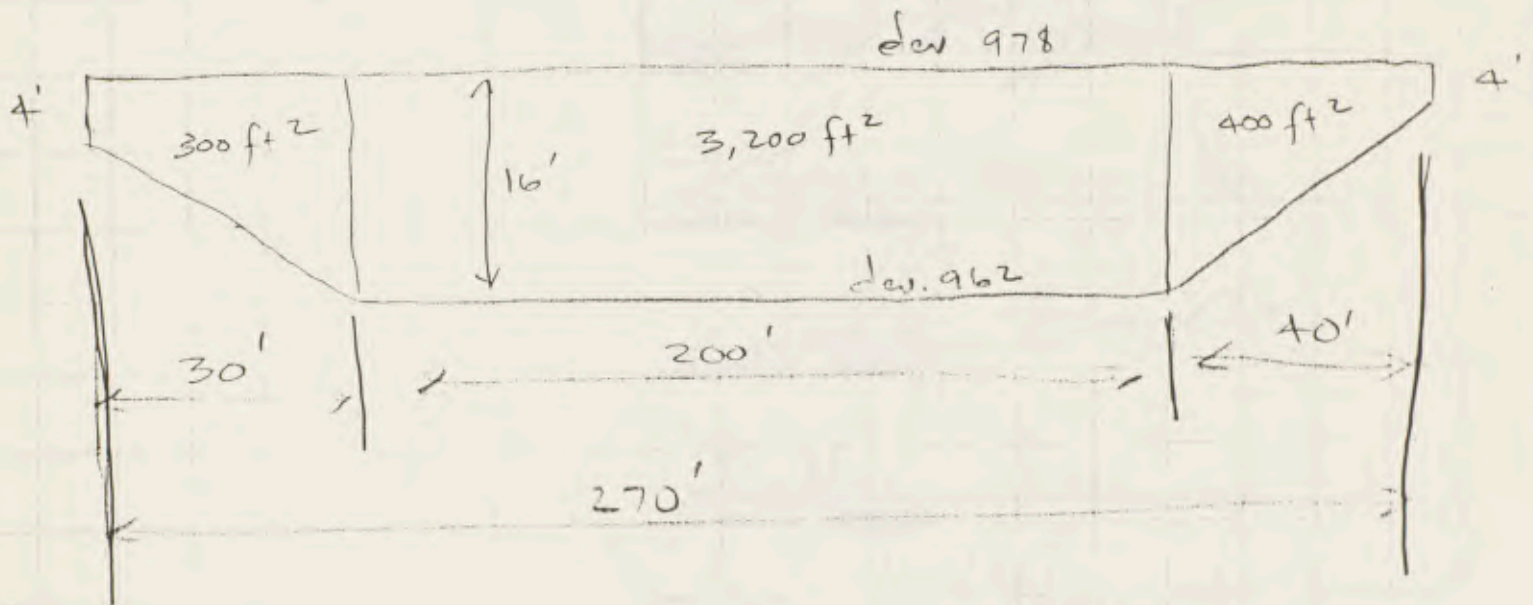
ENGINEERS
SURVEYORS
PLANNERS
COMPUTER SPECIALISTS

OPTION 2 - HOLES 6 RSD

PROJECT NO. 880137.3 PREPARED TAC DATE 12-7-90



wall length = 270'



Total face Area of wall = 3,900 ft²

ORDINANCE AMENDMENT

The Council of the City of Sugar Hill hereby ordains the following:

This Ordinance is an amendment to include the attached Capital Contingency Budget for the Fiscal Year 1990.

IT IS SO ORDAINED this 17th day of December, 1990.

George Haggard
Mayor

Thomas Martin Jr
Council Member

Bobby Lewis
Council Member

Bobbie Queen
Council Member

Dave J. Hawk
Council Member

Council Member

Attest:

Judy Foster
City Clerk



CAPITAL CONTINGENCY BUDGET

<u>YEAR</u>	<u>PROJECT</u>	<u>ANNUAL APPROPRIATION</u>	<u>COSTS</u>	<u>BOND REVENUE</u>
1990	Dodge Pick-Up		\$12,000	\$12,000
	Luv Truck		12,000	12,000
	Dump Truck		30,000	30,000
	Chipper		15,000	15,000
	Ford F-350		18,000	18,000
		\$44,886.00	\$87,000	\$87,000
TOTAL		\$131,886.00		

ORDINANCE

The Council of the City of Sugar Hill hereby ordains the following:

Gas Rates

In addition to the monthly rate which the City charges its consumers for natural gas, the City shall increase its charges to its consumers in an amount equal to the charges paid by the City to its fuel suppliers above \$3.42 per decatherm.

Water Rates

In addition to the monthly rate which the City charges its consumers for water, the City shall increase its charges to its consumers in an amount equal to the charges paid by the City to its water suppliers above \$1.71 per one thousand gallons.

Sanitation Rates

In addition to the monthly rate which the City charges its consumers for sanitation pick-up, the City shall increase its charges to its consumers in an amount equal to the charges paid by the City to its franchise sanitation company above \$5.00 per customer.

Sewer Rates

In addition to the monthly rate which the City charges its consumers for sewer treatment, the City shall increase its charges to its consumers in an amount equal to the charges paid by the City for sewerage treatment above ~~\$~~ *\$.40 per 1,000 gallons of water ~~and~~ consumed.*

This Ordinance shall become effective on _____, 1990.

IT IS SO ORDAINED this _____ day of _____, 1990.



Mayor

Council Member

Council Member

Council Member

Council Member

Council Member

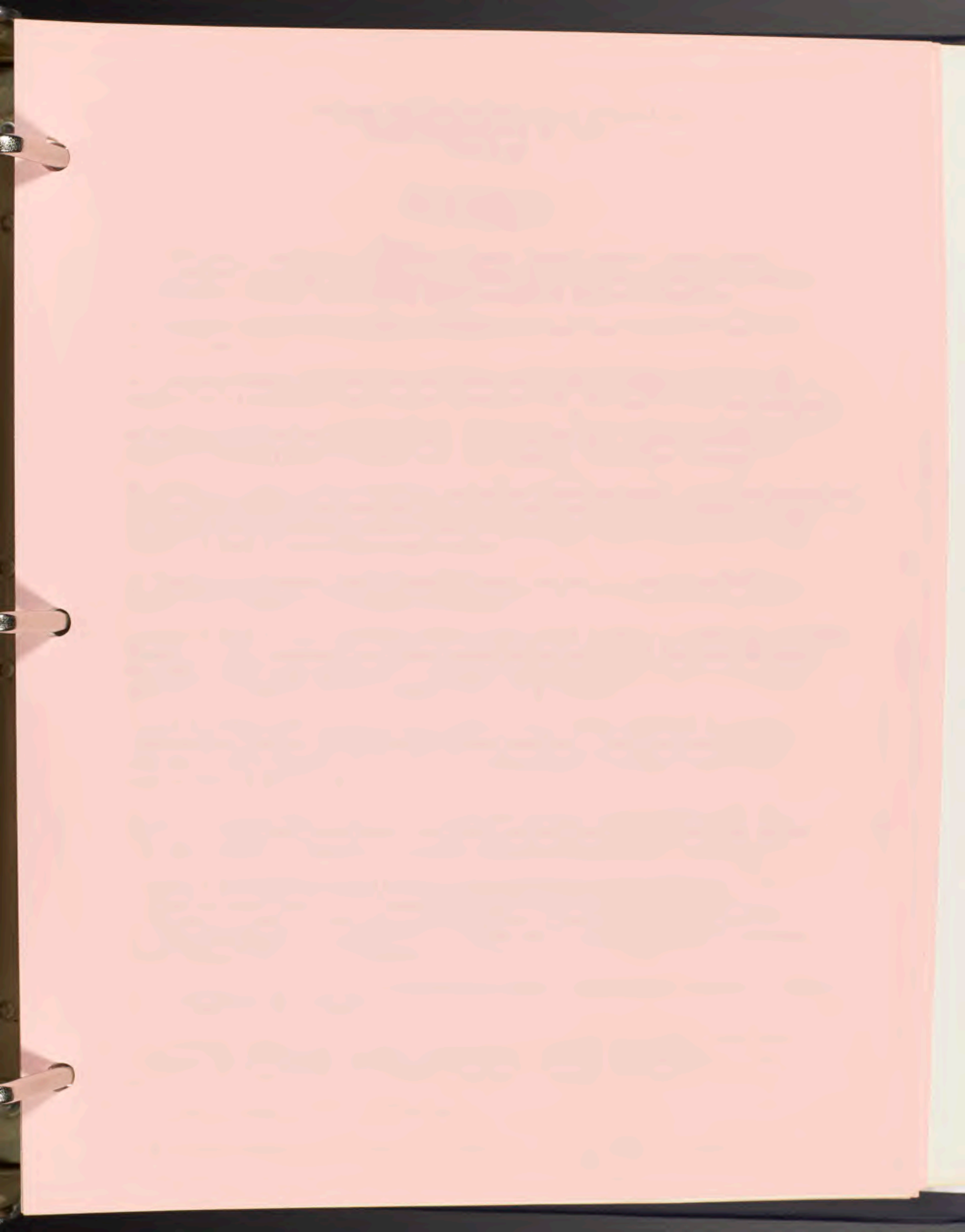
Attest:

City Clerk

PROPOSED CHANGES IN UTILITY FEES - 1991

Utility	Current Rate	Proposed Change	Generation of Revenues
Gas Rates	Inside-\$6.45 0-5 cu.ft. Outside-\$7.10 0-5 cu.ft.	Inside-\$6.13 Meter Charge Outside-\$6.74 Meter Charge	Meter Charge @ \$6.45 = \$100,197.24 Meter Charge @ \$6.13 = \$190,383.24 Variance - \$90,186.00 Net Profit
Gas Tap Fees	\$120.00 Tap fee \$ 50.00 Meter Charge + first 100 feet	\$170.00 Tap Fee \$ 55.00 Meter Charge + first 100 feet	83 Tap-ons @ \$170.00 = \$14,110.00 83 Tap-ons @ \$225.00 = \$18,675.00 Variance - \$4,565.00
Sewer Minimum Fees	\$1.10 Minimum Charge	\$1.30 Minimum Charge	\$1.10 Minimum = \$25,251.60 yearly \$1.30 Minimum = \$29,842.80 yearly Variance - \$4,591.20
Sewer Rates	\$1.20 @ 0-1,000 gals.	\$1.50 @ 0-1,000 gals.	\$1.20 Rev. Projection = \$154,662 \$1.50 Rev. Projection = \$193,328 Variance - \$38,665.50
Sewer Tap Fees	\$1,500.00	\$2,000.00	133 Tap-ons @ \$1,500 = \$199,500.00 133 Tap-ons @ \$2,000 = \$266,000.00 Variance - \$66,500.00

TOTAL REVENUE GENERATED
\$ 204,507.70



BID OPENING FOR IRRIGATION SYSTEM INSTALLATION
THURSDAY, DECEMBER 20, 1990
2:00 P.M.

MINUTES

In attendance: Mayor Pro Tem Bobbie Queen, Council Member Thomas Morris, City Engineer Jim Stanley, Project Engineer Dan Richards, City Manager Kathy Williamson, Director of Golf Bob Boltz and other interested parties.

Mr. Stanley opens the bid meeting at 2:00 p.m. and asks for any other bids at this time.

Mr. Stanley states that he will only read aloud the lump sum total and if anyone is interested in unit prices, they will be available after the meeting.

An individual from the audience asks that Item #9 unit price, for station satellite controller, be read aloud. Mr. Stanley accepts his request.

Mr. Stanley states that a bid will be awarded tomorrow and in turn the contractor awarded the bid will be required to do a quick turn around in order to get all insurance and bonding papers ready so that the facilities will be in the ground in time to grow grass next spring.

Mr. Stanley introduces Council Member Morris who will be awarding the bid tomorrow on behalf of the Mayor and Council.

Bid #1 is from J.B.T. Marketing Limited also doing business as Nebraska Sprinkler Company. The 3 addendum have been acknowledged and the 5% Bid Bond has been provided. The lump sum total of the bid is \$638,963.00. The unit price for Item #9 (12 station satellite controller) is \$1,160.00.

Bid #2 is from Crenshaw Sprinkler Company, Inc. The 3 addendum have been acknowledged and the 5% Bid Bond has been provided. The lump sum total of the bid is \$735,450.00. The unit price for Item #9 (32 station satellite controller) is \$3,025.00.

Bid #3 is from Arcon, Inc. The 3 addendum have been acknowledged and the 5% Bid Bond has been provided. The lump sum total of the bid is \$748,748.00. The unit price for Item #9 (32 station satellite controller) is \$3,060.00.

Bid #4 is from Wadsworth Golf Construction Company of the Southeast. The 3 addendum have been acknowledged and the 5% Bid Bond has been provided. The lump sum total of the bid is \$804,000.00. The unit price for Item #9 (12 station satellite controller) is \$2,300.00, or 32 station, no preference, satellite controller is \$5,000.00.

Mr. Stanley states that due to the bids received, the Nebraska Sprinkler Company is the apparent low bidder.

Mr. Stanley states that all Bid Bonds will be held until all bids have been reviewed and evaluated. He also states that if there is a representative present from the Nebraska Sprinkler Company, he would like to meet them.

Mr. Stanley thanks all for attending.

Bid opening meeting adjourned at 2:15 p.m.

Judy Foster

BID TABULATION
FOR
GOLF COURSE IRRIGATION SYSTEM
SUGAR HILL, GEORGIA

Bid Date: December 20, 1990
 Bid Time: 2:00 P.M.
 Bid Place: Office of City Manager
 Sugar Hill

<u>BIDDERS</u>	<u>Lump Sum BID AMOUNT</u>
① Nebraska Sprinkler Co. 12712 Q Street Omaha, Nebraska 68137 <i>J.B.J. 3 addenda's 5% bond provided</i>	\$ <u>1,088,963.00</u> #9 1,160
McNeil-Callahan Irrigation Company 6545 Lexington Road Athens, Georgia 30605	\$ _____
② Crenshaw Sprinkler Company, Inc. 2722 Simpson Cir. Norcross, Georgia 30071 <i>3 acknowledged 5% bond</i>	\$ <u>1,735,450.00</u> #9 3,025
Tanto 4091 Saltsburg Road Murrysville, Pennsylvania 15668	\$ _____
Turf Care Products, Inc. 7730 The Bluffs Austell, Georgia 30001	\$ _____
Lawn & Turf, Inc. 2570 Old Covington Hwy. Conyers, Georgia 30207	\$ _____
Barge-Wagener, Inc. 1815 The Exchange Atlanta, Georgia 30339	\$ _____
Caravan Construction Inc. Rt. 1 Box 1432 Dee Kennedy Rd. Hoschtou, Georgia 30548	\$ _____
Walker Irrigation Systems 1024 Warwick Drive Macon, Georgia 31210	\$ _____

(4)

Wadsworth Golf Construction Co.
200 Forest Lakes Blvd.
Oldsmar, Florida 34677

3 add
5% bond

\$ 804,000.⁰⁰
#9 2,300
5,000?

Russell Daniel Irrigation
3426 Jefferson Rd.
Athens, Georgia 30607

\$ _____

A & F Irrigation Co.
309 N. Jackson
Tullahoma, Tennessee 37388

\$ _____

Charles Daly & Company, Inc.
15003 Nature Walk Drive
Tampa, Florida 33624

\$ _____

Whalley Construction
929 Airways Blvd.
Jackson, Tennessee 38301

\$ _____

Aquarius II, Inc.
959 Klondike Ct.
Suite 103
Conyers, Georgia 30207

\$ _____

W. L. Carey
Rt. 1 Box 441
Royston, Georgia 30662

\$ _____

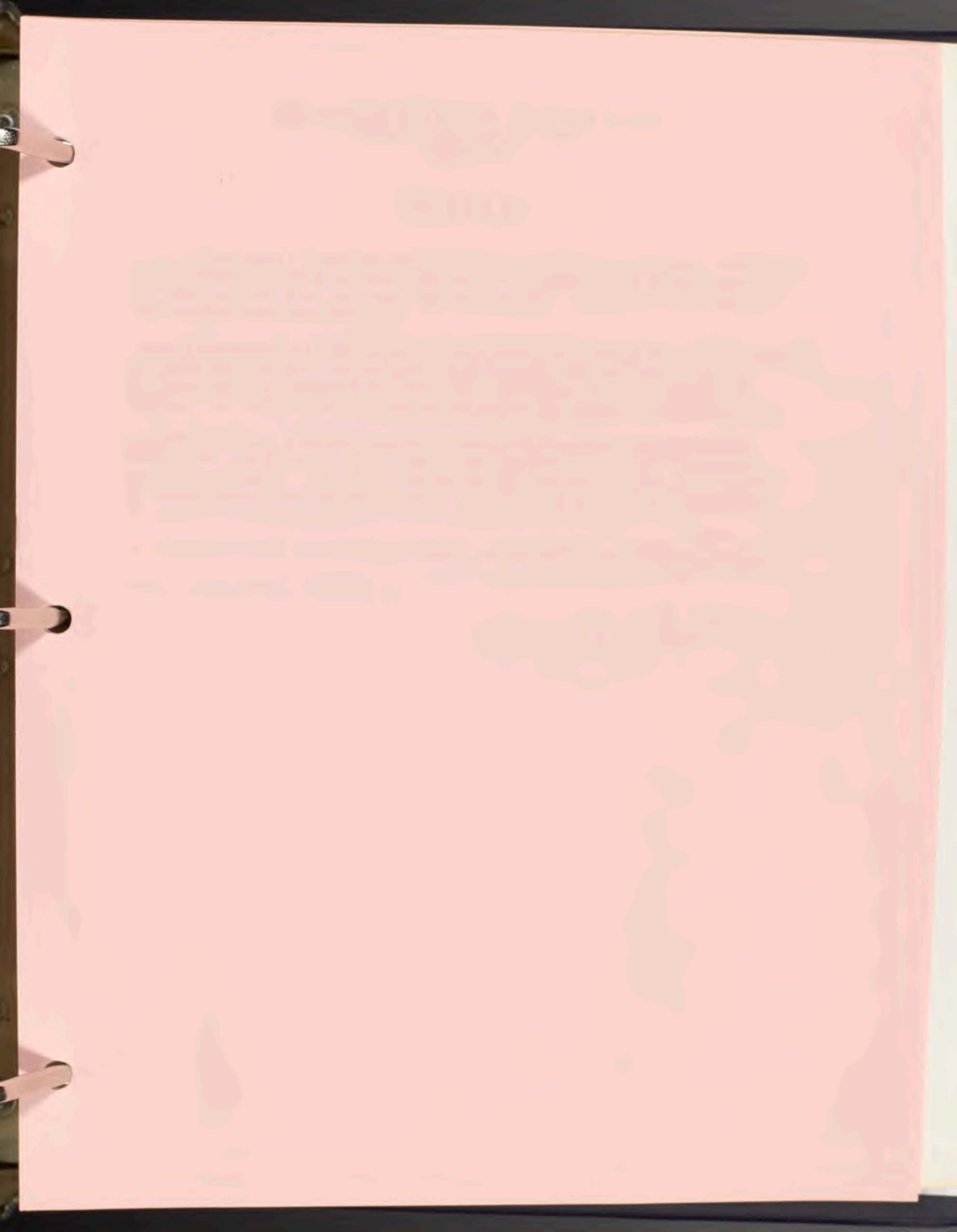
(3)

Arcon enc.

3 addendas
5% bond

\$ 748,748.⁰⁰
#9 3,060

\$ _____



BID APPROVAL MEETING FOR IRRIGATION SYSTEM
FRIDAY, DECEMBER 21, 1990
2:00 P.M.

MINUTES

At a Called Council Meeting, held December 17, 1990, the Council authorized Council Member Morris to award the bid for irrigation on Friday, December 21, 1990 at 2:00 p.m. on behalf of the Council. Attached is a copy of the minutes from that meeting.

Council Member Morris met with City Engineer Jim Stanley on Friday, December 21, 1990 at 2:00 p.m. as requested and approved by the City Council. At that time, he reviewed all four bids submitted to the City for the contract to install the irrigation system at the Sugar Hill Golf Course.

Upon Mr. Stanley's recommendation, Council Member Morris awarded the bid to the low bidder, J.B.T. Marketing Limited, also d/b/a Nebraska Sprinkler Company. The total amount of the bid is \$638,963.00. A copy of the minutes from the Bid Opening Meeting held on Thursday, December 20, 1990 is also attached.

Mr. Stanley faxed the Notice of Award to the Nebraska Sprinkler Company.

Meeting adjourned at 2:30 p.m.

Judy Foster



BUDGET APPROVAL MEETING
FRIDAY, DECEMBER 28, 1990
4:00 P.M.

M I N U T E S

At a Called Council Meeting, held December 17, 1990, the Council authorized Council Member Hawthorne to approve the 1991 Operating Budget, by year end, for the City of Sugar Hill on behalf of the Council. Attached is a copy of the minutes from that meeting.

Council Member Hawthorne met with City Clerk Judy Foster on Friday, December 28, 1990 as requested and approved by the City Council. At that time, he reviewed the latest consolidated budget for both the City and the Golf Course.

Approved copies of the 1991 Budget were marked in red ink as master copies and each page was initialed and dated by Council Member Hawthorne.

The master copies will be the documents from which the final draft will be generated and disseminated.

All corrections, additions and/or deletions are marked in red ink as well in the master copies.

City Clerk Judy Foster will hold the master copies for safe keeping.

Meeting adjourned at 4:40 p.m.

Judy Foster

	Rev
January	\$36
YTD	\$36
February	\$38
YTD	\$75
March	\$186
YTD	\$181
April	\$47
YTD	\$228
May	\$30
YTD	\$259
June	\$15
YTD	\$275
July	\$24
YTD	\$299
August	\$31
YTD	\$330
September	\$13
YTD	\$344
October	\$92
YTD	\$436



	GENERAL FUND			SANITATION FUND			GAS FUND			WATER FUND			SEWER FUND			GENERAL FUND	
	Revenue	Expense	Variance	Revenue	Expense	Variance	Revenue	Expense	Variance	Revenue	Expenses	Variance	Revenue	Expenses	Variance	Revenue	Expense
January	\$36,522.73	\$35,639.01	\$ 883.72	\$15,358.99	\$14,490.75	\$ 868.24	\$239,295.05	\$142,133.44	\$97,161.61	\$61,379.63	\$49,421.31	\$11,958.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
YTD	\$36,522.73	\$35,639.01	\$ 883.72	\$15,358.99	\$14,490.75	\$ 868.24	\$239,295.05	\$142,133.44	\$97,161.61	\$61,379.63	\$49,421.31	\$11,958.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
February	\$38,599.37	\$26,025.77	\$12,573.60	\$14,780.47	\$14,566.13	\$ 214.34	\$220,120.20	\$125,778.65	\$94,341.55	\$67,521.84	\$68,344.47	(\$822.63)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
YTD	\$75,122.10	\$61,664.78	\$13,457.32	\$30,139.46	\$29,156.88	\$ 982.58	\$459,415.25	\$267,912.09	\$191,503.16	\$128,901.47	\$117,765.78	\$11,135.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$106,232.60	\$63,401.77	\$42,830.83	\$16,574.22	\$15,838.16	\$ 736.06	\$174,079.85	\$91,759.72	\$82,320.13	\$54,260.06	\$58,244.34	(\$3,984.28)	\$43,273.16	\$37,171.37	\$6,101.79	\$43,273.16	\$37,171.37
YTD	\$181,354.70	\$125,066.55	\$56,288.15	\$46,713.68	\$44,995.04	\$1,718.64	\$633,495.10	\$359,671.81	\$273,823.29	\$183,161.53	\$176,010.12	\$7,151.41	\$43,273.16	\$37,171.37	\$6,101.79	\$43,273.16	\$37,171.37
April	\$47,348.45	\$75,257.30	(\$27,908.85)	\$15,920.71	\$16,560.82	(\$640.11)	\$150,093.92	\$93,076.77	\$57,017.15	\$52,212.13	\$39,907.91	\$16,304.22	\$54,651.20	\$16,316.23	\$38,334.97	\$54,651.20	\$16,316.23
YTD	\$228,703.15	\$200,323.85	\$28,379.30	\$62,634.39	\$61,555.86	\$1,078.53	\$783,589.02	\$452,748.58	\$330,840.44	\$235,373.66	\$211,918.03	\$23,455.63	\$97,924.36	\$53,487.60	\$44,436.76	\$97,924.36	\$53,487.60
May	\$30,904.11	\$26,422.86	\$ 4,481.25	\$15,164.06	\$20,545.20	(\$5,381.14)	\$116,017.58	\$61,311.14	\$54,706.44	\$49,864.82	\$48,648.93	\$1,215.89	\$11,489.43	\$10,151.63	\$1,337.80	\$11,489.43	\$10,151.63
YTD	\$259,607.26	\$226,746.71	\$32,860.55	\$77,798.45	\$82,101.06	(\$4,302.61)	\$899,606.60	\$514,059.72	\$385,546.88	\$285,238.48	\$260,566.96	\$24,671.52	\$109,413.79	\$71,639.23	\$37,774.56	\$109,413.79	\$71,639.23
June	\$15,533.98	\$54,536.50	(\$39,002.52)	\$14,679.44	\$17,189.21	\$2,509.77	\$70,040.68	\$39,276.11	\$30,764.57	\$55,794.98	\$42,358.75	\$13,436.23	\$11,826.79	\$25,202.17	\$13,378.38	\$11,826.79	\$25,202.17
YTD	\$275,141.24	\$281,283.31	(\$6,142.07)	\$92,477.89	\$99,290.27	(\$6,812.38)	\$969,647.28	\$547,335.83	\$442,312.45	\$341,033.46	\$302,925.71	\$38,107.75	\$121,040.58	\$97,840.40	\$23,200.18	\$121,040.58	\$97,840.40
July	\$24,219.26	\$33,739.58	(\$ 9,520.32)	\$15,722.77	\$17,313.07	(\$1,590.30)	\$45,617.06	\$17,510.83	\$28,106.23	\$56,481.21	\$42,555.52	\$13,925.69	\$17,883.16	\$ 9,200.45	\$8,682.71	\$17,883.16	\$ 9,200.45
YTD	\$299,360.50	\$315,022.89	(\$15,662.39)	\$108,200.66	\$116,603.34	(\$8,402.68)	\$1,052,264.34	\$564,846.66	\$450,417.68	\$397,514.67	\$345,481.23	\$52,033.44	\$138,923.74	\$107,040.85	\$31,882.89	\$138,923.74	\$107,040.85
August	\$31,535.36	\$51,595.34	(\$20,059.98)	\$15,435.63	\$17,462.31	(\$2,026.68)	\$40,557.86	\$48,819.07	\$8,261.21	\$53,120.96	\$44,562.27	\$8,558.69	\$15,404.93	\$15,791.06	(\$386.13)	\$15,404.93	\$15,791.06
YTD	\$330,895.86	\$366,618.23	(\$35,722.37)	\$123,636.29	\$134,065.65	(\$10,429.36)	\$1,092,822.20	\$613,665.73	\$442,156.47	\$450,635.63	\$390,043.50	\$60,592.13	\$154,328.67	\$122,831.91	\$31,496.76	\$154,328.67	\$122,831.91
September	\$13,329.61	\$50,928.73	(\$37,599.12)	\$14,399.38	\$17,570.92	(\$3,171.54)	\$44,671.76	\$30,208.96	\$14,462.80	\$53,406.46	\$37,052.25	\$16,354.21	\$13,447.04	\$51,737.88	(\$38,290.84)	\$13,447.04	\$51,737.88
YTD	\$344,225.47	\$417,546.96	(\$73,321.49)	\$138,035.67	\$151,636.57	(\$13,600.90)	\$1,100,493.96	\$643,874.69	\$456,619.27	\$514,042.09	\$427,095.75	\$86,946.34	\$167,775.71	\$174,619.79	(\$6,844.08)	\$167,775.71	\$174,619.79
October	\$92,516.17	\$50,776.88	\$41,739.29	\$17,113.98	\$35,876.06	(\$18,762.08)	\$50,035.02	\$55,183.53	(\$5,148.51)	\$46,297.13	\$40,993.72	\$5,303.41	\$84,632.01	\$15,229.51	\$69,402.50	\$84,632.01	\$15,229.51
YTD	\$436,741.64	\$468,323.84	(\$31,582.20)	\$155,149.65	\$187,512.63	(\$32,362.98)	\$1,150,528.98	\$699,058.22	\$451,470.76	\$560,339.22	\$468,089.47	\$92,249.75	\$252,407.72	\$189,849.30	\$62,558.42	\$252,407.72	\$189,849.30

100

100

100

OTHER			TOTALS		
Revenue	Expenses	Variance	Revenue	Expenses	Variance
\$3,631.52	\$2,507.08	\$1,124.44	\$356,187.92	\$244,081.59	\$111,996.33
\$3,631.52	\$2,507.08	\$1,124.44	\$356,187.92	\$244,081.55	\$111,996.33
\$238.55	\$3,321.08	(\$3,082.53)	\$341,260.43	\$238,136.10	\$103,124.33
\$3,870.07	\$5,828.16	(\$1,958.09)	\$697,448.35	\$482,327.69	\$215,120.66
\$0.00	\$3,139.55	(\$3,139.55)	\$394,419.89	\$269,554.91	\$124,864.98
\$3,870.07	\$8,967.71	(\$5,097.64)	\$1,091,868.24	\$751,882.60	\$339,985.64
\$3,668.74	\$3,798.95	(\$130.21)	\$323,895.15	\$240,917.98	\$82,977.17
\$7,538.81	\$12,766.66	(\$5,227.85)	\$1,415,763.39	\$992,800.58	\$422,962.81
\$443.65	\$2,914.49	(\$2,470.84)	\$223,883.65	\$179,994.25	\$45,889.40
\$7,982.46	\$15,681.15	(\$7,698.69)	\$1,639,647.04	\$1,170,794.83	\$468,852.21
\$250.00	\$4,611.77	(\$4,361.77)	\$167,925.87	\$178,173.61	(\$10,247.74)
\$8,232.46	\$20,292.92	(\$12,060.46)	\$1,807,572.91	\$1,348,968.44	\$458,604.47
\$3,748.49	\$3,731.11	\$17.38	\$163,671.95	\$124,050.56	\$39,621.39
\$11,980.95	\$24,024.03	(\$12,043.08)	\$1,971,244.86	\$1,473,019.00	\$498,225.86
0.00	\$3,580.06	(\$3,580.06)	\$156,054.74	\$181,810.11	(\$25,755.37)
\$11,980.95	\$27,604.09	\$15,623.14	\$2,127,299.60	\$1,654,829.11	\$472,470.49
0.00	\$3,791.88	(\$3,791.88)	\$149,254.25	\$191,340.62	(\$42,086.37)
\$11,980.95	\$31,395.97	(\$19,415.02)	\$2,276,553.85	\$1,846,169.73	\$430,384.12
\$3,629.63	\$19,507.59	(\$15,877.96)	\$294,223.94	\$217,567.29	\$76,656.65
\$15,610.58	\$50,903.56	(\$35,292.98)	\$2,570,777.79	\$2,063,737.02	\$507,040.77

