

City Council of Peachtree City
WORKSHOP
June 7, 2011
6:30 p.m.

The Mayor and City Council of Peachtree City will hold a workshop with the Planning Commission on Tuesday, June 7, 2011, 6:30 p.m., in Council Chambers. The purpose of the workshop is to seek guidance from City Council as to how to proceed with the proposed alignment of the MacDuff Parkway multi-use tunnel path connection and the proposed amendments to the tree removal permit process, as well as discussion related to the pending update to the City's comprehensive plan and the tentative schedule for completion.

This agenda is subject to change at any time up to 24-hours prior to the scheduled meeting

City Council of Peachtree City
Agenda
June 2, 2011
7:00 p.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Announcements, Awards, Special Recognition**
- IV. Citizen Comment**
Any member of the public attending the meeting may comment on any issue or item that is not included on the agenda. The time limit is two (2) minutes.
- V. Agenda Changes**
- VI. Minutes**
May 19, 2011, Regular Meeting Minutes
- VII. Consent Agenda**
 - 1. Consider Adoption of 2011 Partial Plan Update**
Annual update to Comprehensive Plan has been approved by ARC and DCA and must be officially adopted by Council
 - 2. Consider Radar Permit**
Recommendation to revise radar permit for Rockaway Road & portion of SR 74/Paschall Road
- VIII. Old Agenda Items**
- IX. New Agenda Items**
 - 06-11-01 Consider Records Management Ordinance and CAR**
Adoption of amendments to records management ordinance and to establish a policy
 - 06-11-02 Consider Ordinance Amendment – Meeting Minutes/Meeting Recordings**
Amendment would remove requirement to maintain audio tapes of meetings and clarifies that adopted meeting minutes are official record of meetings
 - 06-11-03 Consider Amendment to CAR 8-3, Funding for Non-profit Organizations**
Approval of amendment would increase annual amount for all non-profit funding from \$25,000 to \$27,000 per fiscal year
 - 06-11-04 Consider Reclassification of Fire Marshal Position**
Recommendation to reclassify position from Grade 85 to Grade 86
- X. Council/Staff Topics**
Hot Topics Update
- XI. Executive Session**

City Council of Peachtree City
Minutes of Meeting
May 19, 2011

The City Council of Peachtree City met Thursday, May 19, 2011, in the City Hall Council Chambers. Mayor Don Haddix called the meeting to order at 7:00 p.m. Council Members present: Vanessa Fleisch, Erik Imker, Kim Learnard, and Doug Sturbaum.

Announcements, Awards, Special Recognitions

Mayor Haddix swore in Police Officers Courtney Lumpkin and Christopher Dukes.

Minutes

Learnard moved to approve the May 5, 2011, regular meeting minutes as written. Fleisch seconded. The motion carried unanimously.

Consent Agenda

1. Consider Local Maintenance and Improvement Grant (LMIG) Contract

Learnard moved to take item #1 off the Consent Agenda for discussion. Sturbaum seconded. The motion carried unanimously.

Learnard noted the item had been added to the agenda. Public Works Director Mark Caspar explained that the LMIG program replaced the Local Assistance Road Program (LARP). The state's Department of Transportation (DOT) gave the City a grant to help pave the worst roads in the City. This year's contract, if approved, would cover 2.6 miles of streets. The contract cost was \$199,997.20. Caspar said that DOT generally reimbursed the City for 80% (approximately \$160,000) of the contract amount. The money could only be used for materials, and the City was responsible for the labor. The City's portion, approximately \$120,000, would be taken out of the Special Purpose Local Option Sales Tax (SPLOST) funds. Learnard asked where the 80% came from. Caspar said that was what the City usually received from DOT. The \$199,997.20 was the full amount authorized for the project, but the City did not always use that amount of materials. For budgeting purposes, 80% of the contract amount was used. Haddix said the financing was fairly standard every year.

Sturbaum moved to approve the local maintenance and improvement contract with DOT. Fleisch seconded. The motion carried unanimously.

Old Agenda Items

04-11-01 Consider Amendments to Outdoor Display Ordinance Regulating the Use of Walking Advertising

Community Development Director/City Planner David Rast addressed Council, pointing out that neither staff's nor the Planning Commission's recommendation had changed. The recommendation was to regulate the use of the walking advertising with a temporary special event permit. The recommendation included several conditions. The size of the sign should be limited to six square feet. People holding the signs should not be in either the City or state right-of-way, and they must no closer than 25 feet from the edge of the pavement. Businesses could apply for permits four times per calendar year, and permits would be issued for five consecutive

days each time. Thirty days would be required between the issuance of each permit. Only one permit per business per property would be permitted at any one time. The amendments would also apply to non-profit organizations and civic clubs. The signage would be limited to the property where the business was located, and a letter of approval from the property owner was required. A \$25 fee was recommended for the special event permit.

The floor opened for public comment.

Joan Houghton said she did not see why Council wanted to pass such a complicated item. She continued that businesses had to know they were not in the main area for advertising, and they were probably paying lower rents than those businesses located in the main commercial areas. Houghton said the walking advertising cheapened the image of the City, and she was offended by them. She did not understand why the City wanted to be involved in something so complicated.

Debbie Sanders, owner of The Picnic Basket on Dividend Drive, said she did not think the signs were offensive. Sanders said she had used walking signs to advertise her business in Chicago, and she assumed she had the right of free speech when she opened her business in the City when she chose a location in a less visible area. The Industrial Park had been full five years ago, with a significant number of people in the area during the daytime hours. The current economy was bad, and there were not as many people working in the Industrial Park. Sanders said there was no way for her to move her location and stay in business. It was a struggle to stay open, and the walking signs were important. She noted that a person who had seen the sign on SR 74 had come in and ordered \$750 in food for an event. Per day, the sign brought in 17 – 20 customers. She added that the young man who held her sign was a college graduate who had not had a job in three years. She asked Council if they were going to help her stay in business since they were limiting the signs to her property.

The floor closed for public comment.

Haddix asked City Attorney Ted Meeker how the special event permit allowed for non-profits. Meeker said the special event permit process had always applied to non-profits, and they had been the mechanism that had been used for any sort of signage that went along with the event. Businesses were able to use the process as well. Haddix said he wanted to clarify that non-profits would not be banned because walking signs might be banned.

Learnard also asked for clarification, noting that the proposed limits for the permits, four times a year, applied across the board for businesses and non-profits. Meeker said that was correct.

Imker said the City took signage very seriously, and the walking advertising was a way around the sign ordinance. He asked Council to consider further modifications to what staff had presented, adding that he agreed proposed amendments were extremely complicated. He suggested removing the special event application, fees, and the letter from the property owner for non-profits. Imker said the proposed four times per year for five consecutive days each time should be changed to two times per year for three days, with no time limit in between the

issuance of permits. The changes would give non-profits plenty of time for their events. As for the for-profit businesses, the City could be inundated with applications if the ordinance were approved as written. Imker said his proposed changes would enable non-profits to continue what they were doing, and that was his target.

Sturbaum asked Imker to go over his suggestions again. Imker said non-profits would not need a permit, pay a fee, or a letter from the property owner. He wanted to simplify the proposed amendments to the ordinance. He said the citizens would notice a business that was usurping the rules, and that was when the City could enforce the ordinance. Haddix pointed out that not requiring permission from the property owner was tantamount to allowing people to trespass. Imker said that might need to be changed, but he did not think a non-profit would go out of its way to go on private property and hold a fundraiser. Meeker said any time a permit was pulled the business should get the property owner's permission. Imker said there should not be a requirement for a permit, which unburdened the Police Department, Planning Department, and the administrative process. Learnard said that, with the permit, the City could enforce the ordinance. Haddix said the only way to track for-profit businesses was with a permit. They needed to come off the road and needed permission for where they were located. He was concerned about the non-profits.

Imker suggested the fee be waived, reiterating the permits should be twice a year for three days each. Learnard said she could accept that.

Learnard continued that she had spoken to some business owners who told her the sign ordinance was onerous to starting a business, and people walking around waving signs was a contrast, adding that not all businesses supported walking signs.

Sturbaum asked Imker why the fees should be waived. Imker said non-profits were obviously making money for their cause. He did not want to cost them money. Meeker said a distinction should be made on the schedule of fees that was adopted between the business and non-profits, not in the ordinance. Imker said that ordinance could simply read "no fees." Meeker said it would be set up in the schedule of fees.

Haddix said there were still issues to be addressed such as getting the sign holders off the road and onto private property, the legality of them being on the private property, and the enforcement. He asked Police Chief H.C. "Skip" Clark his opinion on enforcement of the proposed ordinance. Clark said there had to be some way to track the permits. The officer would have to check to see if a permit was on file in addition to asking the person if they had one. It was not an unnecessary burden. There were only a half dozen businesses that used walking signs.

Fleisch said Council had looked at this issue for some time, and she was prepared to go with the ordinance as written. She would like to look at it again in six months to see how things were going.

Haddix said he was considering Imker's suggestion regarding twice a year, three days at a time, which would limit the number of signs that could be seen. He said that, as written, 10 businesses could have over 200 signs out a year. Fleisch said she had not seen 200, and there were only a handful of businesses that used them. The ordinance could be revisited in six months. Haddix said he could not support that.

Imker said that Sections 908.7(h)(b)(6) should be changed from four times to two times per year, and 908.7(h)(b)(7) should be changed from five days to three days. The fee schedule was included in the ordinance. Sturbaum said he could support Imker's suggestion.

Fleisch asked how businesses would be supported if the proposed time was cut in half. Haddix said it would not be effective for some, but it still allowed the businesses to utilize walking advertising for special occasions and protected the non-profits.

Imker moved to approve Sections 908.7(h)(b)(6), changing the term "five consecutive days" to "three consecutive days," and in 908.7(h)(b)(7), changing four permits per year to two permits per year, with a review in six months. Sturbaum seconded. The motion carried unanimously.

04-11-04 Consider False Alarm Ordinance

Clark addressed Council, noting that the Police Department had responded to 2,707 alarm calls in 2010. Only one alarm had indicated a crime had occurred, and 516 had been cancelled after an officer was dispatched, but before the officer arrived, and those calls were not considered false alarms. Clark continued that the number of false alarms showed a significant amount of wasted manpower hours. He said the proposed ordinance would address the issue through education, training, and fines if necessary. Clark added that alarm owners/operators and alarm companies would be required to take a more active role and would be held to a higher level of accountability, resulting in fewer alarms and allowing officers to handle true calls for service. Clark continued that the ordinance required all security alarms to be registered by October 1, required system maintenance and standards of use, limited false alarms to two per year, established fines for excessive false alarms, and provided for an awareness class in lieu of a fine. Those cited for a third offense could take an online class rather than pay the fine. Cities that had enacted similar ordinances had seen a 40% – 60% reduction in false alarms, which was equal to a reduction of 600 – 900 man-hours responding to false alarms.

Clark introduced Glenn Mowrey of the Security Industry Alarm Coalition (SIAC) and John Loud, an industry expert (alarm company owner), member of the Georgia Police Chiefs Alarm Management Committee, and president of the Georgia Alarm Association.

Mowrey said 80% – 90% of false alarms were caused by human error. The proposed ordinance would change the behavior of the end user. The education component of the ordinance would help drop the number of calls. The fee structure for the fines was critical, and the escalating fines would also help change behavior. The ordinance would also provide efficiencies for local government and the Police Department as the officers could use their time for more proactive work. He continued that answering alarms over and over could cause complacency to set in, which affected officer safety. Mowrey added that Marietta had approved a similar ordinance

three years ago, looking for a 25% reduction in false alarms. At the end of two years, false alarms had been reduced 65%. Marietta collected \$223,000 in fines the first year, dropping to \$94,000 the second year as people changed their behavior. Mowrey said the proposed ordinance was based on the model ordinance approved by the Georgia Police Chiefs Association.

Mowrey said one of the most critical elements of the ordinance was the two-call verification. He explained that, when an alarm call was received at the alarm company's central station, the company contacted the police for dispatch. Now, most companies called the premises, and if there was an answer, the alarm call would go away. If there was no answer at the premises, then the company would call a second number, most often a cell phone. The company would then determine whether to call the police or not. According to the statistics, when the call was made to the second telephone number, law enforcement was not needed 60% – 70% of the time.

Sturbaum asked if there had been any decrease in people using their alarm systems because of the fear of a false alarm when an ordinance had been approved. Mowrey said there had not been a decrease. The numbers were measured through registration.

Loud, whose company was located in Cobb County, said there were times when things were slow, but it was an educational process. If the subscribers were not educated on the maintenance and use of the system, he would rather they did not use the system. He was also a taxpayer, and he was embarrassed by the number of false alarms and the cost to the taxpayers. The proposed ordinance was good and followed the model nicely. Other cities had found alarm registrations had gone up while false dispatches were going down. The ordinance would provide an opportunity for the companies to work closely with law enforcement to provide a benefit for society without incurring the unnecessary expense.

Imker said his only issue with the ordinance was the number of false alarms that were allowed (three per year). He said the second citation should require the person to go to court and explain why they should not be fined, and that would change behavior. He did not see why people should be given a second chance. He said the alarm users should only be allowed on free false alarm per year. Mowrey said the number of free false alarms was strictly up to Council. Imker said when he received the first citation for a false alarm, then his immediate response would be to speak to his provider. Clark added that, typically, more than one person would be in a house or business. The first time an officer went out for a false alarm, they would be put on notice. He did not disagree, but the standard was usually two. Imker said there would be a training opportunity for families and businesses after the first false alarm. There was no reason to task the City's officers and everyone else involved answering a false alarm for the second time.

Loud said Council would be pleased with the reduction in false alarms and the savings once the ordinance was in place. Many security companies were on the phone that day with subscribers who had false alarms. The enhanced call verification program in the ordinance would reduce false alarms. Sometimes, the false alarms were just mistakes. The penalties should not be too harsh.

Fleisch asked how many people did not have a monitoring company for their security alarms. Clark said he did not know, but most of the systems in the City were monitored alarms. Fleisch asked what was happening currently to repeat offenders. Clark said nothing. Fleisch asked whether staff had considered outsourcing the registration. Clark said they would try doing it in-house first. If registration had to be outsourced in the future, the fee structure would help cover the cost.

Haddix asked Clark what time frame would be adequate to revisit the ordinance to see how it was working. Clark asked that a year be given to analyze the data, then look at making any changes that were needed.

Learnard asked how people would know to register their systems. Clark said letters would be mailed and the website would also be used. A registration packet would be sent to those who had already had false alarms. There would also be information sent to the news media about the need to register. Fleisch asked about using the security companies as a conduit for registration. Mowrey said the companies located within the state often registered their customers, and that could be done through the Georgia Alarm Association. Loud added the national companies located outside of Georgia would put the focus for registration on the subscriber.

Imker asked what the advantages were to registration. Clark said it would provide the name of the responsible person, accurate information regarding all the users, awareness of any handicapped people or dangerous chemicals on-site, and the name of the installing/monitoring companies and the responsible people in the company. The desired result was a reduction in alarm calls. The registration program also encouraged the system owners to keep their information up-to-date since 15% - 20% changed companies every year.

Sturbaum asked how many alarms belonged to residents and businesses. Clark said he did not know. Mowrey said the national average was 80% of the systems were residential and 20% were businesses. However, 80% of the false alarms were from businesses and 20% were from residences. He added that the turnover of employees in some businesses contributed to the false alarms, as well as the inability to contact the person responsible. Haddix said he liked that special needs were part of the registration since that was essential information for emergency personnel.

Imker said he was trying to understand why the City wanted to task its citizens to register a feature in their home and what percentage of residents had alarm systems. Loud said there were probably 5,000 users in the City. He encouraged Council to ensure registration was part of the ordinance. The registration should be in the name of the end consumer, the person using the services of the alarm company. Imker asked why the City needed to know that information. Loud said those citizens were asking for additional services other citizens were not. This was not a 911 call.

Learnard asked what happened if there was no registration. Meeker said they would be playing a game trying to guess who the responsible party was when it came to enforcement. Imker said the responsible party should be whoever signed the agreement with the company. Loud said

landlord/tenant situations were of concern. Meeker added that the City would not have access to that information. The person who registered the system would be the responsible person. In a landlord/tenant situation, the tenant could claim they notified the landlord, and the landlord could claim he never received the notification. Meeker said it was not about the fine, but who was responsible to ensure the false alarms stopped.

City Manager Jim Pennington said he had been in a community that passed an ordinance that had not required registration, and the ordinance did not survive six months because it could not be enforced. It was as worthless as the paper on which it was written.

Imker said that, after listening to the discussion, he agreed two "freebies" was the best approach with the learning curve.

Fleisch asked for more information on the second call in the enhanced call verification. Loud said the 911 dispatcher would ask the security company if two numbers had been called prior to dispatch. Once the dispatcher verified those numbers had been called, the dispatch would begin. Fleisch asked if enhanced call verification was effective without an ordinance. Loud said it was, but having them together was more effective and had a greater impact.

Sturbaum moved to approve the false alarm ordinance as presented in the packet with a one-year revisit. Imker seconded. The motion carried 4-1 (Fleisch).

05-11-02 Discuss/Consider Changes to CAR 9-3 Investment Policy

Financial Services Director Paul Salvatore said most the proposed changes were housekeeping in nature. The substantive change would add more flexibility to the policy by changing the length of investments from a one-year term to a two-year term. He continued that a financial expert had looked at the investment policy *gratis*, saying the policy was restrictive. He reiterated that the main change was increasing the limits on the different securities from one year to two years. The change would be for everything but repurchase agreements, which were usually short-term and no longer than 60 days. The changes just provided additional flexibility on what could be done with the investments.

Imker said he agreed with the proposed changes because they would provide additional revenue to the City. Sturbaum agreed, adding that it would allow the City to get an investment break with minimal risk. Haddix and Learnard also like the flexibility. Fleisch said she wanted to set some expectations, noting that all the investments would not be changed to two years. Salvatore said he would not be closing all the one-year accounts the next day. Safety of principal was most important, as was liquidity. Staff also worried about yield. Money had to be on hand for emergencies. Pennington added that there was no guarantee the City would make more money on its investments, but the changes in the policy would allow the City to use the latest and best municipal practices when investing the cash reserve.

Imker moved to approve the changes to CAR 9-3 Investment Policy as presented. Sturbaum seconded. The motion carried unanimously.

05-11-04 Consider Recommendation for New Air Supported Structure Contract for Kedron / Report on Concrete Testing

Leisure Services Director Randy Gaddo said the concrete testing had started earlier that week, and two of the four testing areas had been dug. After digging in the first two places, it was unclear to those doing the test how to proceed, and they needed more guidance from the Arizona engineers. Gaddo said he had received a report just prior to the meeting, and they had not determined if the grade beam would work as it was. The way the grade beam had been poured was an issue. They could not determine how deep or wide it was. Because of the way it was poured, they had to do the calculations differently from the normal way. There would be three choices after the engineer's review. It could be fine to go as it was, it could be a problem, or more testing could be needed. Gaddo said they anticipated finishing the testing by the next week, but promises could not be made as this was a unique project. Arizona needed 12 to 14 weeks, start to finish time, for the bubble. The timing would be close, but there was some room. The latest a final decision could be made would be the middle of June.

Sturbaum said it was good the tests were being done since they had uncovered things that were not known. It was best to make an educated decision on something of this magnitude. The best educated guess would be to continue the agenda item to June 16. Sturbaum moved to continue the agenda item to June 16. Imker asked what the issue would be with the June 2 meeting. Gaddo said he was not sure how long the additional testing would take. Fleisch said if the report was completed earlier, a special called meeting could be held. She asked Gaddo if the additional testing would be covered by the \$6,000 approved on May 5. Gaddo said that, at this point, the additional testing was included, adding that he had reminded them that the cost was not to exceed \$6,000.

Sturbaum amended his motion to continue the agenda item indefinitely. Learnard seconded. The motion carried unanimously.

Andrea Schmid, a user at Kedron, suggested Council look at a tension fabric structure to cover the pool. She referred to an Olympic-sized pool in Atlanta that used the structure, which cost \$200,000 when it was erected in 1998. The structure should last for 20 years. It was rated for 130 miles per hour winds, and similar structures were used by the military in Iraq. She said that, since it was a permanent structure, the pool would not lose revenue during the time it took to put the bubble up and take it down. Haddix asked Schmid if she would discuss her suggestion with staff, asking her to leave her contact information with the recording secretary.

New Agenda Items**05-11-06 Consider Non-profit Funding Request for FY 2012 from Fayette Senior Services****05-11-07 Consider Non-profit Funding Request for FY 2012 from Promise Place**

Administrative Services Director Nikki Vrana pointed out that Fayette Senior Services (FSS) had requested \$19,357 and had been approved for \$15,630 for last three years, adding that an amendment to City Administrative Regulation (CAR) 8-3, Funding for Non-profit Organizations, might be needed depending on Council's desires. Section II(A) of CAR 8-3 stipulated that Council budget no more than \$25,000 annually for non-profit funding.

Vrana continued that 36% of those served by FSS were Peachtree City residents. The number of City residents served by FSS increased by 200 from FY 2010 to FY 2011, and an increase of 230 was expected from FY 2011 to FY 2012. Vrana said the request for \$7,500 from Promise Place fell within the guidelines of CAR 8-3, and 33% of those served by Promise Place were City residents. Vrana said the combined total for both requests was \$26,700, which was \$1,700 more than the amount allowed by the City's policy.

Haddix asked if there needed to be separate discussions on the agenda items. Meeker said separate votes would be needed.

Imker said the money requested had minimal impact, and the requests should be accommodated if possible. Sturbaum agreed, adding that the services were very valuable to the community and the City did not provide them. He supported amending CAR 8-3. Haddix suggested rounding up the amount provided to the organizations to \$27,000.

Sturbaum moved to approve the non-profit funding request for FY 2012 from Fayette Senior Services in the amount of \$19,257. Fleisch seconded. The motion carried unanimously.

Sturbaum moved to approve the funding request for FY 2012 from Promise Place in the amount of \$7,500. Fleisch seconded. The motion carried unanimously.

A short break was called from 8:42 p.m. to 8:45 p.m.

05-11-09 Consider Request from NorSouth to Abandon a Portion of Newgate Road

Kathy Zickert of Smith, Gambrell & Russell, attorney for NorSouth, addressed Council. She referred to the March 3 rezoning of the property located on Newgate Road, and their expressed contemplation that the City abandon part of the cul-de-sac. She said that, while the cul-de-sac served no public purpose and was not necessary for the development, abandonment of the 0.431 acres would help the development design and the City at the same time. NorSouth had two proposals. The first was for a land swap – the Newgate Road portion in exchange for 0.861 acres to enhance the buffer along SR 74. The second proposal was to have the portion of Newgate Road appraised and to pay the City for it once it was abandoned. NorSouth asked that Council either approve the land swap or abandonment in concept, so NorSouth could get the submission ready that was due to the Department of Community Affairs (DCA) in a few weeks.

Architect Bill Foley showed drawings of how the development would work with and without the portion of Newgate Road. Foley said the plan with the Newgate Road right-of-way freed up more greenspace on the site. There would be a private drive into the property from the hotel to the project, taking the maintenance of that portion of the road off the City. Learnard asked where the additional greenspace would be. Foley said the building would move forward, which reduced the amount of additional drive/parking ratio. He had not done the full calculation, but removing 0.4 acres of the hard cul-de-sac allowed the building to be pulled up, creating greenspace around it. The building would be more compact due to the lower number of units. There would still be a cul-de-sac, but would be done within the parking standards and loop as

opposed to having the hard 24-foot cul-de-sac currently in place. The amount of driving area and hard pavement on site was reduced.

Haddix asked if the 0.8 acres was developable. Foley said it would be dedicated as buffer for the City. It was developable. Imker asked if NorSouth would make changes to the 0.8 acres to help hide the development from SR 74 whether the land was swapped or not. Zickert said there was a landscape condition, and enhanced landscaping had always been contemplated in that area. They would have to bring those drawings back to the Planning Commission for approval.

Imker asked what the estimated value of the 0.4 acres of Newgate Road was, adding he could not make a value judgment without a value. Rast said staff had not done a cost analysis yet or looked at comparables in the area. There was a lot of vegetation in the SR 74 right-of-way to help screen the development. The 0.8 acres was shown as a 50-foot landscape strip on the plat.

Imker asked if NorSouth had a number in mind. Zickert said there was a legal process that had to be followed for abandonment of that portion of the road. Her guess was the property was worth approximately \$75,000, but she could not promise that. Imker said he supported selling the property as the buffer would be there whether the City owned the property or not.

Meeker said direction was needed from Council on whether they wanted to swap the properties, abandon the portion of road, or do nothing, adding there was a process that the City must go through. At this point, NorSouth needed direction from Council as they were submitting their plans and information for financing.

Beth Pullias clarified that proceeding with the abandonment or the land swap was not approval of the plan, and the plan still had to go through the Planning Commission. Meeker said that was correct. A motion was needed to proceed with either the abandonment or the land swap, but that was not final. It was just a motion to proceed. The applicant would have to come back to Council at the appropriate time during the legal process.

Sturbaum moved to authorize staff to proceed with the abandonment. Learnard seconded. The motion carried unanimously.

05-11-10 Consider Fire Station 84 Renovation/Expansion & Sewer Extension

Rast explained that the contractor had run into issues with rock and unsuitable soils with the foundation of the building expansion and the sewer construction. To date, nearly \$65,000 in change orders dealing primarily with unsuitable soils and utility relocations had occurred. There was a City policy that set a 10% change order limit on projects. They had to blast and drill through rock to install the sewer line, then they ran into unsuitable soils and could not use the soil that had been dug out. There needed to be funding available if they ran into additional issues with unsuitable soils for the rest of the project. The recommendation was to increase the bid amount by \$50,000 for unsuitable soil replacement from manhole 2 to Station 84, which was a couple of hundred feet.

Haddix asked if this would be the last of the changes. Rast said staff hoped it was.

Sturbaum said they set out to solve a problem, and if it was not properly done, another problem would be created. Financial Services Director Paul Salvatore said the funds were available. The project was included in the 2009 Bricks & Mortar loan. The loan also included funding for driveways and parking lots for three fire stations, so they would take funds for the driveways and parking lots, which were budgeted at \$75,000 each. Funds from two of the parking lots would be transferred to this project, adding that \$72,725 was left in each of the driveway/parking lot projects. He added that the third driveway project was needed as part of the Station 83 sewer connection.

Pennington said there were lessons to be learned from the Kedron bubble and Station 84 projects. The cost of both had greatly exceeded the expectations. There was not a way to clearly define those things in the future, but there were ways to examine them and try to find as many variables as possible.

Sturbaum moved to approve the Fire Station 84 renovation and sewer expansion in an amount not to exceed \$50,000. Fleisch seconded. The motion carried unanimously.

05-11-11 Consider Amendment to Chapter 66 Related to Film Industry Signage

Rast said the City's sign ordinance restricted film companies from putting up signs in the right-of-way to direct employees to filming locations. Staff had been working with the companies to resolve the issue. Staff proposed a new permit that would allow the film and movie industry to put up directional signage so the City would know where they were and how long they would be out. The Police Department and Code Enforcement would be notified of the sign locations so they would not pulled up. The amendment was to "Section 66-18 Signs permitted in the right-of-way." The permits would be approved at staff level. Rast said staff had met with the producer of *Drop Dead Diva*, and another meeting was planned with representatives from other companies. Another television series would begin filming soon.

Imker pointed out that the amendment said the permit fees should be adopted in the schedule of fees. He said there was no reason to give the film companies a break, and they should be charged for the permit the same as everyone else. He asked why they should be special.

Learnard asked what the fee was. Rast said the fee was \$25, and one permit would be issued per shoot, not each day. He added that the productions were bringing a great deal of revenue to the City. Imker said they could put the verbiage in about the fee schedule, addressing it in the schedule. With the current wording, the City was not giving itself the opportunity to charge a fee in the future. The wording in the proposed amendment was, "Permit fees shall be waived." Haddix said the business was very competitive, and the companies could leave the City. Meeker said fees were not referenced in any of the proceeding paragraphs. The last sentence could be deleted, and the issue addressed in the fee schedule. Imker said that would be same as with the walking signs. Haddix said he could accept that.

Imker moved to adopt the ordinance with the revision that the last sentence be deleted. Sturbaum seconded. The motion carried unanimously.

Council/Staff Topics

Hot Topics Update

Pennington said the pressure washing and sealing of City Hall was slated to begin on May 23. There would be an effect around the building, and appropriate notice would be given.

Pennington said that information should be out June 1 regarding the DOT and Transportation Investment Act program. The impact should be positive for the City on the unconstrained list of projects.

Pennington continued that, during the Council Retreat, they had discussed developing goals, objectives, and strategies. They were beginning to put together conceptual ideas at the staff level. Staff was putting together information and proposals to discuss with Council in developing goals and objectives. A road map was needed. Specific goals were needed for several areas, such as economic development and a major emphasis on infrastructure.

Imker asked if the SR 74 widening was still on track to be completed by the end of the year. Caspar said it was. Vrana added that the City would also need DOT to turn the right-of-way over, which had taken six months after the completion of the first phase.

Imker said he and Learnard had visited the Lake McIntosh dam site, and it should also be completed by the end of the year. He and Learnard suggested contacting the Water System about the dirt they had. He asked that an update on Lake McIntosh be given once per month.

Imker asked how the SR 54 West development was going. Rast said staff was still waiting for a complete application for the Line Creek retail project. The Planning Commission public hearing was scheduled June 13. A meeting had also been held with Southern Conservation Trust to discuss a potential road connection to the Line Creek Nature Area. The application was very detailed, and they were waiting on some key elements.

Fleisch thanked everyone who worked on the May 15 path clean-up. Learnard said the Peachtree City triathlon held the same weekend was fabulous event.

Sturbaum moved to enter into executive session at 9:25 p.m. to discuss pending or threatened litigation and personnel. Learnard seconded. The motion carried unanimously.

Sturbaum moved to reconvene in regular session at 10:12 p.m. Learnard seconded. The motion carried unanimously.

There being no further business, Sturbaum moved to adjourn the meeting. Learnard seconded. The motion carried unanimously. The meeting adjourned at 10:15 p.m.

Pamela Dufresne, Deputy City Clerk

Don Haddix, Mayor

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council Members

VIA: City Manager  David

FROM: Community Development Director

DATE: May 17, 2011

SUBJECT: Adoption of 2011 Annual Update to Comprehensive Plan
June 2, 2011 City Council Agenda

Recommendation:

Staff recommends that Council approve the attached Adoption Resolution and authorize Staff to forward this document to the Atlanta Regional Commission (ARC) and the Georgia Department of Community Affairs (DCA).

Discussion:

Both the ARC and DCA have completed their review of the city's 2011 Annual Update to the Comprehensive Plan. Submittal of these documents assures ARC and DCA that local governments are in compliance with their adopted Comprehensive Plans and allows us to maintain our status as a Qualified Local Government (QLG). These documents must be officially adopted by City Council in order to complete this step in updating our Comprehensive Plan.

A copy of the 2011 Annual Update is available on the Planning Department page on the city's website at www.peachtree-city.org/plan.

Budget Impact:

There is no budget impact associated with the adoption of this document.

Attachment

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF PEACHTREE CITY
ADOPTING THE 2011 ANNUAL UPDATE TO THE
PEACHTREE CITY COMPREHENSIVE PLAN.**

WHEREAS, the City of Peachtree City has completed the 2011 Annual Update to the city's Comprehensive Plan in accordance with the revised Local Planning Standards as adopted by the Georgia Department of Community Affairs (DCA); and

WHEREAS, the City of Peachtree City has prepared an updated Short Term Work Program (STWP) and Capital Improvements Element (CIE) in accordance with the Development Impact Fee Compliance Requirements Procedures for Local Comprehensive Planning established by the Georgia Planning Act of 1989; and

WHEREAS, the City of Peachtree City has prepared an Annual Impact Fee Financial Report in accordance with the Development Impact Fee Compliance Requirements Procedures for Local Comprehensive Planning established by the Georgia Planning Act of 1989.

BE IT THEREFORE RESOLVED, the Mayor and Council of the City of Peachtree City do hereby adopt the 2011 Annual Update to the Peachtree City Comprehensive Plan in accordance with the requirements of the Georgia Planning Act of 1989.

SO RESOLVED, this _____ day of _____, 2011.

Don Haddix, Mayor

Attest: _____
City Clerk



ATLANTA REGIONAL COMMISSION

PLANNING • LEADERSHIP • RESULTS

May 5, 2011

The Honorable Don Haddix, Mayor
City of Peachtree City
151 Willowbend Road
Peachtree City, Georgia 30269

RE: Peachtree City CIE & STWP Update

Dear Mayor Haddix:

We are pleased to inform you that the Georgia Department of Community Affairs (DCA) has determined that the Short Term Work Program (STWP) and Capital Improvement Element (CIE) update for the City of Peachtree City are in compliance with the Development Impact Fee Act and the Minimum Standards and Procedures for Local Comprehensive Planning.

Please note that that update cannot be adopted prior to May 15, 2011 in order to satisfy the mandatory review period. Once the STWP/CIE update has been adopted, please send ARC a copy of the adoption resolution and any revisions so that we may forward this to DCA.

I commend you and Peachtree City for your commitment to the comprehensive planning process. Please contact Jared Lombard at 404-463-3302 if you have any questions or if we can provide further assistance.

Sincerely,

I. Emerson Bryan
Interim Director

EB:jl

cc: Jim Frederick, Georgia Department of Community Affairs (via email)
David Rast, Peachtree City

Nathan Deal
Governor

Georgia
Department of
Community Affairs

Mike Beatty
Commissioner

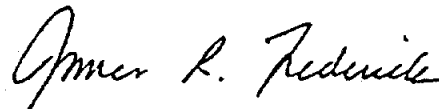
March 23, 2011

Mr. Charles Krautler
Executive Director
Atlanta Regional Commission
40 Courtland Street, NE
Atlanta, Georgia 30303

Dear Mr. Krautler:

Our staff has reviewed the Annual Update of the Capital Improvement Element (CIE Update) for Peachtree City and finds that it adequately addresses applicable requirements. The next step is for the local government to adopt the CIE Update. Based upon the date that your staff certified the submittal as complete, the earliest acceptable adoption date is May, 14, 2011. As soon as your office provides written notice that the CIE Update has been adopted and provides DCA with a digital copy of the final adopted version of this document, we will notify the City that its Qualified Local Government status has been extended.

Sincerely,



James R. Frederick, Director
Office of Planning and Quality Growth

JF/nah

cc: Dan Reuter, Atlanta Regional Commission Land Use Division Director
Jared Lombard, Atlanta Regional Commission Planner



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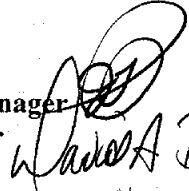
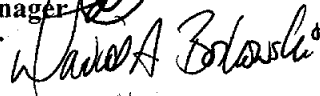


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CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and City Council

VIA: James L. Pennington, City Manager 
Dave Borkowski, City Engineer 

FROM: H.C. "Skip" Clark II, Chief of Police 

DATE: May 12, 2011

SUBJECT: RADAR Permit Update 2011
June 2, 2011 Council Meeting

Recommendation:

It is staff's recommendation that the revision of the RADAR Permit for Rockaway Road and a section of Hwy 74 near the intersection with Paschall Road be approved.

Discussion:

The Georgia Department of Transportation (GDOT) and City staff has reviewed the following roadways and are recommending that the Peachtree City Police Department's permit for running RADAR on these roadways be revised and approved. Once the city ordinance is amended, the permit will be forwarded to the Georgia Department of Transportation for final review and approval.

Rockaway Road: The realignment of Rockaway Road with the intersection of Hwy 74, across from Holly Grove Road, has changed the overall design of Rockaway Road. This change required a reassessment of the maximum speed limit for this roadway. The Georgia Department of Transportation, as well as the city engineer, have evaluated the conditions of the new roadway and are recommending the new Rockaway Road Speed Limit be set at 45 mph.

Hwy 74 near Paschall Road: The evaluation conducted by the Georgia Department of Transportation and supported by the Peachtree City Police Department recommends that the speed limit on Hwy 74 in the area of Paschall Road be raised to 50 mph. The current 50 mph zone begins/ends 600 feet south of Paschall Road. The change would extend the 50 mph zone to 1400 feet north of Paschall Road. The speed limit of Hwy 74 near the intersection with Hwy 54 will still be 40 mph but the new distance of this 40 mph zone will be from 600 feet north of State Route 54 to 1400 feet north of Paschall Road on Hwy 74 (.34 miles).

It is our understanding that the new speed zones have been determined based on an evaluation of "operational speed" or 85% percentile, in comparison to the traffic volume, as well as a consideration of the engineering of the roadway in so far as the type of curbing. For Rockaway Road speed limit, the speed limit was reduced from the design speed of 55mph to 45mph base on engineering judgment and site conditions. A true 85% percentile can not be completed at this time due to the construction in the area.

Budget Impact:

No budget impact

The City of Peachtree City is hereby requesting that the following roadways be approved for the use of speed detection devices:

LIST OF ROADWAYS
for
THE CITY OF PEACHTREE CITY, FAYETTE COUNTY
ON-SYSTEM

STATE ROUTE	WITHIN THE CITY / TOWN LIMITS OF and/or School Name	FROM	MILE POINT	TO	MILE POINT	LENGTH IN MILES	SPEED LIMIT
S.R. 54	PEACHTREE CITY	1000 feet west of Wynnmeade Pkwy. (West City Limits)	0.00	100 feet west of Walt Banks Road	3.52	3.52	45
S.R. 54	PEACHTREE CITY	100 feet west of Walt Banks Road	3.52	265 feet east of Sumner Road (East City Limits)	3.95	0.43	50
S.R. 74	PEACHTREE CITY	1850 feet north of Peachtree Pkwy. (North City Limits)	5.54	100 feet north of Aberdeen Pkwy.	8.87	3.33	55
S.R. 74	PEACHTREE CITY	100 feet north of Aberdeen Pkwy.	8.87	600 feet north of State Route 54	9.29	0.42	50
S.R. 74	PEACHTREE CITY	600 feet north of State Route 54	9.29	1400 feet north of Paschal Road	9.63	0.34	40
S.R. 74	PEACHTREE CITY	1400 feet north of Paschal Road	9.63	1270 feet south of Crosstown Drive	11.82	2.19	50
S.R. 74	PEACHTREE CITY	1270 feet south of Crosstown Drive	11.82	100 feet south of Rockaway Road (South City Limits)	14.86	3.04	55

OFF-SYSTEM

ROAD NAME	WITHIN THE CITY/TOWN LIMITS OF and/or School Name	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Aberdeen Parkway	PEACHTREE CITY	State Route 74	Northlake Drive	0.60	30
Amelia Lane	PEACHTREE CITY	North Meade	Northlake Drive	0.60	25
Ardenlee Drive	PEACHTREE CITY	Clifton Lane	Cul-de-sac	0.40	25
Ardenlee Parkway SCHOOL ZONE	PEACHTREE CITY St. Paul's School 7:15 to 8:15 am 2:00 to 4:00 pm SCHOOL DAYS ONLY	State Route 74	Ardenlee Drive	0.20	25
Aster Ridge Trail	PEACHTREE CITY	Holly Grove Road	Cu-de-sac	0.55	30
Astoria Lane	PEACHTREE CITY	Loring Lane	Dead End	0.80	30
Augusta Drive	PEACHTREE CITY	Braelinn Road	Braelinn Road	0.30	30
Avalon Way	PEACHTREE CITY	Southern Shore Drive South	Southern Shore Drive North	0.30	30
Aviation Way	PEACHTREE CITY	Dividend Drive	Cul-de-sac	1.00	30
Azalea Drive	PEACHTREE CITY	Hip Pocket Drive	Cedar Drive	0.40	30
Battery Way	PEACHTREE CITY	Peachtree Parkway South	Fishers Luck	0.50	30
Bedford Park	PEACHTREE CITY	Rubicon Road	Cul-de-sac	0.40	30
Bellenden Drive	PEACHTREE CITY	Kedron Drive	Blue Smoke Trail	0.40	30
Biltmore Trace	PEACHTREE CITY	Peachtree Parkway South	Calloway Crossing	0.30	30
Blue Smoke Trail	PEACHTREE CITY	Golfview Drive	End of street	0.90	30
Bowfin Bay	PEACHTREE CITY	Skiff Trace	Cul-de-sac	0.30	30
Bradford Way	PEACHTREE CITY	Robinson Road	Cul-de-sac	0.40	30
Braelinn Road	PEACHTREE CITY	Peachtree Parkway South	Robinson Road	1.30	40
Briarliegh Drive	PEACHTREE CITY	Abrell Woods Court	Brookgrove Lane	0.25	30
Bridgewater Drive	PEACHTREE CITY	Kedron Drive	Cul-de-sac	0.25	30
Bridlepath Lane	PEACHTREE CITY	Doubletrace Lane	Windgate Road	0.30	30
Brookgrove Lane	PEACHTREE CITY	Arden Lee	Cul-de-sac	0.30	25
Brookwood Drive	PEACHTREE CITY	Summer Brooke	Cul-de-sac	0.25	30
Burnham Rise	PEACHTREE CITY	Dunsway Lane	Cul-de-sac	0.35	30
Cabin Gate	PEACHTREE CITY	Log House Road	Rockspray Ridge	0.35	30
Calgary Drive	PEACHTREE CITY	Braelinn Road	Cul-de-sac	0.40	30
Calloway Crossing	PEACHTREE CITY	Robinson Road	Cul-de-sac	0.40	30
Cameron Trail	PEACHTREE CITY	Robinson Road	Crosstown Road	0.80	30
Carnelian Lane	PEACHTREE CITY	Cul-de-sac	Cul-de-sac	0.30	30
Carriage Lane	PEACHTREE CITY	State Route 54	Landaulet Ct.	0.60	30
Cedar Drive	PEACHTREE CITY	Hip Pocket Drive	Hip Pocket Drive	0.40	30
Centennial Drive	PEACHTREE CITY	McDuff Parkway	McDuff Parkway	0.50	30
Chadwick Drive	PEACHTREE CITY	Braelinn Road	Kensington Drive	0.40	30
Chambray Hill	PEACHTREE CITY	Loring Lane	Cul-de-sac	0.25	30
Chestnut Field	PEACHTREE CITY	Cameron Trail	Hamden Kells	0.35	30
Cimmaron Park	PEACHTREE CITY	0.10 miles south of Crimson Way	0.20 miles north of Crimson Way	0.30	25

LIST NUMBER 0411-113P

ROAD NAME	WITHIN THE CITY/ TOWN LIMITS OF and/or School Name	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Claridge Curve	PEACHTREE CITY	0.10 miles north of Kennerly Way	0.20 miles south of Kennerly Way	0.30	30
Clifton Lane	PEACHTREE CITY	Arden Lee	Arden Lee	0.40	30
Clydesdale Road	PEACHTREE CITY	Bridlepath Lane	Cul-de-sac	0.30	30
Collierstown Way	PEACHTREE CITY	State Route 54	Hancock Lane	0.40	25
Colonnade Drive	PEACHTREE CITY	Braelinn Road	Robinson Road	0.50	30
Columns Lane	PEACHTREE CITY	Colonnade Drive	Colonnade Drive	0.40	30
Commerce Drive	PEACHTREE CITY	State Route 54	Cul-de-sac	0.60	30
Cottage Grove	PEACHTREE CITY	Cul-de-sac	Cul-de-sac	0.40	30
Crabapple Lane	PEACHTREE CITY	State Route 74	0.80 miles west of State Route 74 (Tyrone City Limits)	0.80	30
Crabapple Lane SCHOOL ZONE	PEACHTREE CITY <i>Crabapple Elementary</i> 7:15 to 8:15 am 2:00 to 4:00 pm SCHOOL DAYS ONLY	50 feet west of State Route 74	200 feet west of Leisure Trail	0.45	25
Creekstone Bend	PEACHTREE CITY	McIntosh Trail	Highgreen Ridge	0.30	30
Crescent Oak	PEACHTREE CITY	0.20 miles south of Vardon Way	0.10 miles north of Vardon Way	0.30	30
Crofts Corner	PEACHTREE CITY	Hampton Green	Cul-de-sac	0.30	30
Crosstown Drive	PEACHTREE CITY	Robinson Road	State Route 74	2.00	40
Crosstown Drive SCHOOL ZONE	PEACHTREE CITY <i>Oak Grove Elementary</i> 7:15 to 8:15 am 2:00 to 4:00 pm SCHOOL DAYS ONLY	800 feet west of Log House Road	50 feet east of Summit Walk	0.40	25
Dalston Way	PEACHTREE CITY	Clifton Lane	Cul-de-sac	0.25	30
Darmouth Place	PEACHTREE CITY	0.20 miles east of Calloway Crossing	0.10 miles west of Calloway Crossing	0.30	30
Dividend Drive	PEACHTREE CITY	Paschall Road	State Route 74	2.60	40
Doubletace Lane	PEACHTREE CITY	Bridlepath Lane	Windgate Road	0.90	30
Dunella Lane	PEACHTREE CITY	Arden Lee	Cul-de-sac	0.25	30
Ebenezer Road	PEACHTREE CITY	Robinson Road	0.50 miles east of Robinson Road (East City Limits)	0.50	40
Emerling Lane	PEACHTREE CITY	Kedron Drive	Cul-de-sac	0.30	30
Everhill	PEACHTREE CITY	Cul-de-sac	Cul-de-sac	0.25	30
Evesham Ave.	PEACHTREE CITY	Turnbridge Circle	McDuff Parkway	0.25	25
Evian Way	PEACHTREE CITY	Braelinn Road	Cul-de-sac	0.25	30
Falcon Drive	PEACHTREE CITY	Dividend Drive	Airport	0.25	30
Farmington	PEACHTREE CITY	Crabapple Lane	Cul-de-sac	0.40	25
Felspar Ridge	PEACHTREE CITY	Morallion Hills	Morallion Hills	0.30	30
Fielding Ridge	PEACHTREE CITY	Kedron Drive	Cul-de-sac	0.30	30
Fishers Luck	PEACHTREE CITY	Peachtree Parkway South	McIntosh Trail	0.75	30
Fishers Luck SCHOOL ZONE	PEACHTREE CITY <i>Huddleston Elementary</i> 7:15 to 8:15 am 2:00 to 4:00 pm SCHOOL DAYS ONLY	50 feet north of McIntosh Trail	0.30 miles north of McIntosh Trail	0.30	25

LIST NUMBER 0411-113P

ROAD NAME	WITHIN THE CITY / TOWN LIMITS OF and/or <i>School Name</i>	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Flat Creek	PEACHTREE CITY	State Route 54	North Parkway	1.45	35
Garret Ridge	PEACHTREE CITY	McIntosh Trail	Cul-de-sac	0.25	30
Georgian Park	PEACHTREE CITY	State Route 74	Peachtree Parkway	0.80	30
Glendale Drive	PEACHTREE CITY	McIntosh Trail	Cul-de-sac	0.25	30
Golfview Drive	PEACHTREE CITY	Flat Creek Drive	Pinemount	1.00	30
Grecken Green	PEACHTREE CITY	Morallion Hills	Cul-de-sac	0.60	30
Greensway	PEACHTREE CITY	Cul-de-sac	Cul-de-sac	0.25	30
Greenwood Lane	PEACHTREE CITY	Loring Lane	Cul-de-sac	0.30	30
Groveland Drive	PEACHTREE CITY	McIntosh Trail	Cul-de-sac	0.30	30
Groewood Lane	PEACHTREE CITY	Crabapple Lane	Briarleigh	0.25	25
Hamden Kells	PEACHTREE CITY	Wheatleigh Lane	Cul-de-sac	0.35	30
Hampton Green	PEACHTREE CITY	Braelinn Road	Cul-de-sac	0.40	30
Harbor Loop	PEACHTREE CITY	Fishers Luck	Fishers Luck	0.40	30
Haven Ridge	PEACHTREE CITY	Heritage Way	Cul-de-sac	0.30	30
Hedgewood Court	PEACHTREE CITY	Groveland Drive	Cul-de-sac	0.25	30
Heritage Way	PEACHTREE CITY	Log House	Haven Ridge	0.30	30
High Green Ridge	PEACHTREE CITY	Creekstone Bend	Cul-de-sac	0.40	30
Hilltop Drive	PEACHTREE CITY	Hip Pocket Drive	Willow Road	0.50	30
Hip Pocket Road	PEACHTREE CITY	Willowbend Road	Kelly Road	1.20	30
Holly Grove Road	PEACHTREE CITY	State Route 74	Robinson Road	1.10	30
Holly Grove Church Road	PEACHTREE CITY	Robinson Road	Redwine Road	0.50	30
Holly Springs Road	PEACHTREE CITY	Holly Grove Road	Cul-de-sac	0.40	30
Huddleston Road	PEACHTREE CITY	State Route 54	Paschall Road	0.75	30
Huntington Place	PEACHTREE CITY	Robinson Road	Yarborough Drive	0.25	30
Independence Ln	PEACHTREE CITY	Centennial Drive	Centennial Drive	0.50	25
Interlochen Drive	PEACHTREE CITY	Peachtree Parkway North	Peachtree Parkway North	0.50	30
Kedron Drive	PEACHTREE CITY	State Route 74	State Route 74	1.50	30
Kedron Drive SCHOOL ZONE	PEACHTREE CITY <i>Kedron Elementary</i> 7:15 to 8:15 am 2:00 to 4:00 pm SCHOOL DAYS ONLY	100 feet east of State Route 74	50 feet east of Stoneacre Curve	0.40	25
Kelly Drive	PEACHTREE CITY	State Route 74	McIntosh Trail	0.50	30
Kelly Drive SCHOOL ZONE	PEACHTREE CITY <i>Huddleston Elementary</i> 7:15 to 8:15 am 2:00 to 4:00 pm SCHOOL DAYS ONLY	Lake Peachtree Bridge (McIntosh Trail)	400 feet east of Sweetgum	0.10	25
Kelly Green	PEACHTREE CITY	Terrane Ridge	Dividend Drive	0.40	30
Kenton Place	PEACHTREE CITY	Holly Grove Road	Welton Way	0.50	30
Kensington Drive	PEACHTREE CITY	Chadwick Drive	0.40 miles west of Chadwick Drive (dead end)	0.40	30

LIST NUMBER 0411-113P

ROAD NAME	WITHIN THE CITY / TOWN LIMITS OF and/or <i>School Name</i>	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Kimmer Road	PEACHTREE CITY	Robinson Road	Legacy Lane	0.40	30
Kings Ridge	PEACHTREE CITY	Wynnmeade Parkway	Wynnmeade Parkway	0.25	30
Larkspur Turn	PEACHTREE CITY	Windgate Road	Martingale Drive	0.40	30
Legacy Lane	PEACHTREE CITY	Kimmer Road	0.15 miles south of Sugar Mill Ride (dead end)	0.40	30
Lexington Pass	PEACHTREE CITY	State Route 74	Cul-de-sac	0.30	30
Log House Road	PEACHTREE CITY	Crosstown Road	Peachtree Parkway	0.90	30
Log House Road SCHOOL ZONE	PEACHTREE CITY <i>Oak Grove Elementary</i> 7:15 to 8:15 am 2:00 to 4:00 pm SCHOOL DAYS ONLY	Crosstown Drive	200 feet west of Summer Brooke	0.50	25
Longer Drive	PEACHTREE CITY	Blue Smoke Trail	Cul-de-sac	0.70	30
Loring Lane	PEACHTREE CITY	Peachtree Parkway	Cul-de-sac	1.15	30
Loyd Road	PEACHTREE CITY	Smoke Rise Trace	Ashley Way	0.40	30
Maple Grove Ter	PEACHTREE CITY	State Route 54	Collierstown Way	0.30	25
Mark Style Drive	PEACHTREE CITY	Peachtree Parkway	Claridge Curve	0.40	25
Mattan Point	PEACHTREE CITY	Morallion Hills	0.30 miles west of Morallion Hills (dead end)	0.30	30
McIntosh Trail	PEACHTREE CITY	Robinson Road	Peachtree Parkway	1.00	35
McIntosh Trail	PEACHTREE CITY	Peachtree Parkway	Kelly Drive	0.50	30
McIntosh Trail SCHOOL ZONE	PEACHTREE CITY <i>Huddleston Elementary</i> 7:15 to 8:15 am 2:00 to 4:00 pm SCHOOL DAYS ONLY	Lake Peachtree Bridge (Kelly Drive)	200 feet east of Peachtree Parkway	0.65	25
McDuff Parkway	PEACHTREE CITY	State Route 54	End of Street	1.40	35
Meadowlark Trail	PEACHTREE CITY	Ebenezer Road	Cul-de-sac	0.30	30
Mellington Lane	PEACHTREE CITY	Kedron Drive	Cul-de-sac	0.30	30
Melrah Hill	PEACHTREE CITY	Walnut Grove	Walnut Grove	0.50	30
Morallion Hills	PEACHTREE CITY	Braelinn Road	Grecken Green	0.70	30
Muirfield Way	PEACHTREE CITY	Andrean Way	Cul-de-sac	0.30	30
Newport Drive	PEACHTREE CITY	Regents Park	Cul-de-sac	0.30	30
North Fairfield Drive	PEACHTREE CITY	Fairfield Drive	West Manor	0.40	30
North Lake Drive	PEACHTREE CITY	State Route 54	Flat Creek Road	0.40	30
North Meade	PEACHTREE CITY	Wynnmeade Parkway	Amelia Lane	0.50	30
Oakdale Avenue	PEACHTREE CITY	Robinson Road	Cul-de-sac	0.25	30
Oakmount Drive	PEACHTREE CITY	Golfview Drive	Golfview Drive	0.30	30
Palette Lane	PEACHTREE CITY	Planterra Way	Terra Verte	0.30	25
Parkgate Lane	PEACHTREE CITY	Blue Smoke Trace	Cul-de-sac	0.25	30
Parkway Drive	PEACHTREE CITY	Peachtree Parkway	Hidden Creek Lane	0.30	30
Paschall Road	PEACHTREE CITY	State Route 74	Dead End	0.30	30
Patina Point	PEACHTREE CITY	Terrane Ridge	Cul-de-sac	0.30	25
Peachtree Parkway North	PEACHTREE CITY	State Route 54	150 feet north of Flat Creek Road	0.40	30

LIST NUMBER 0411-113P

ROAD NAME	WITHIN THE CITY / TOWN LIMITS OF and/or <i>School Name</i>	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Peachtree Parkway North	PEACHTREE CITY	150 feet north of Flat Creek Road	State Route 74	2.90	35
Peachtree Parkway North SCHOOL ZONE	PEACHTREE CITY <i>McIntosh High</i> 7:30 to 9:00 am 2:30 to 4:30 pm SCHOOL DAYS ONLY	200 feet north of Walt Banks	200 feet south of Stevens Entry	0.30	25
Peachtree Parkway South	PEACHTREE CITY	State Route 54	4.30 miles south of State Route 54 (East City Limits)	4.30	40
Peachtree Parkway South SCHOOL ZONE	PEACHTREE CITY <i>Booth Middle</i> 7:30 to 9:00 am 2:30 to 4:30 pm SCHOOL DAYS ONLY	950 feet south of State Route 54	600 feet north of Wingate	0.50	25
Peachtree Parkway South SCHOOL ZONE	PEACHTREE CITY <i>Huddleston Elementary</i> 7:15 to 8:15 am 2:00 to 4:00 pm SCHOOL DAYS ONLY	450 feet south of McIntosh Trail	870 feet north of McIntosh Trail	0.25	25
Peachtree Parkway South SCHOOL ZONE	PEACHTREE CITY <i>Braelinn Elementary</i> 7:15 to 8:15 am 2:00 to 4:00 pm SCHOOL DAYS ONLY	600 feet west of Robinson Road	600 feet east of Robinson Road	0.22	25
Pebblestrump	PEACHTREE CITY	Willow Road	Dead End	0.45	30
Perthshire	PEACHTREE CITY	Flat Creek	Flat Creek	0.45	30
Pheasant Ridge	PEACHTREE CITY	Cameron Trail	Cul-de-sac	0.25	30
Pinegate Road	PEACHTREE CITY	Riley Parkway	Melrah Hill	1.10	30
Pinegate Road SCHOOL ZONE	PEACHTREE CITY <i>Peachtree Elementary</i> 7:15 to 8:15 am 2:00 to 4:00 pm SCHOOL DAYS ONLY	600 feet north of Riley Parkway	Riley Parkway	0.10	25
Pinehurst Drive	PEACHTREE CITY	Cul-de-sac	Cul-de-sac	0.40	30
Pinemount	PEACHTREE CITY	Golf View	Golf View	0.40	30
Planceer Place	PEACHTREE CITY	Garrett Ridge	Sandown Drive	0.50	30
Plantain Terrace	PEACHTREE CITY	Terrane Ridge	0.70 miles west of Terrane Ridge (dead end)	0.70	25
Plantera Way	PEACHTREE CITY	State Route 54	Terrane Ridge	0.70	25
Pleasance Grove	PEACHTREE CITY	Braelinn Road	Cul-de-sac	0.25	30
Presidio Park	PEACHTREE CITY	Battery Way	Van Ness	0.25	30
Prime Point	PEACHTREE CITY	Stevens Entry	State Route 54	0.40	30
Prime Point SCHOOL ZONE	PEACHTREE CITY <i>McIntosh Elementary</i> 7:30 to 9:00 am 2:30 to 4:30 pm SCHOOL DAYS ONLY	50 feet east of Stevens Entry	50 feet north of State Route 54	0.38	30

LIST NUMBER 0411-113P

ROAD NAME	WITHIN THE CITY / TOWN LIMITS OF and/or <i>School Name</i>	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Raintree Bend	PEACHTREE CITY	Windgate Road	Southwind Reach	0.50	30
Redwine Road	PEACHTREE CITY	City Limits	City Limits	0.30	45
Redwood Park	PEACHTREE CITY	Summer Place	Cul-de-sac	0.30	30
Regents Park	PEACHTREE CITY	Georgian Park	Regents Square	0.40	30
Revolution Drive	PEACHTREE CITY	Independence Lane	Cul-de-sac	0.30	25
Riley Parkway	PEACHTREE CITY	Aberdeen Parkway	Flat Creek Road	0.50	30
Riley Parkway	PEACHTREE CITY <i>Peachtree Elementary</i> 7:15 to 8:15 am 2:00 to 4:00 pm SCHOOL DAYS ONLY	Flat Creek	Aberdeen Parkway	0.50	25
Robinson Road	PEACHTREE CITY	State Route 54	Redwine Road	4.80	40
Robinson Road SCHOOL ZONE	PEACHTREE CITY <i>Braelinn Elementary</i> <i>Oak Grove Elementary</i> 7:15 to 8:15 am 2:00 to 4:00 pm SCHOOL DAYS ONLY	2150 feet south of Crosstown Road	250 feet south of Braelinn Road	1.30	25
Robinson Bend Trail	PEACHTREE CITY	Ebenezer Road	Cul-de-sac	0.30	30
Rockaway Road	PEACHTREE CITY	State Route 74	0.60 miles west of State Route 74 (City Limits)	0.60	45
Rockspray Ridge	PEACHTREE CITY	Log House Road	Cabin Gate	1.00	30
Rubicon Road	PEACHTREE CITY	Holly Grove Road	Welton Way	0.30	30
Saltlick Trace	PEACHTREE CITY	Doubletrace Lane	Doubletrace Lane	0.50	30
Sagamore Lane	PEACHTREE CITY	Kedron Drive West	Cul-de-sac	0.25	30
Sandown Drive	PEACHTREE CITY	McIntosh Trail	Planceer Place	0.60	30
Santolina Park	PEACHTREE CITY	Kedron Drive	Cul-de-sac	0.30	30
Sautern Way	PEACHTREE CITY	Chardonay Courts	Cul-de-sac	0.25	30
Sawmill Trace	PEACHTREE CITY	McIntosh Trail	Cul-de-sac	0.25	30
Senoia Road	PEACHTREE CITY	State Route 74	0.90 miles west of State Route 74 (Tyrone City Limits)	0.90	45
Shadowood Lane	PEACHTREE CITY	McIntosh Trail	Cul-de-sac	0.50	30
Skiff Trace	PEACHTREE CITY	McIntosh Trail	Cul-de-sac	0.30	30
Smokerise Point	PEACHTREE CITY	City Limits	Dead end	1.00	30
Smokerise Trace	PEACHTREE CITY	Peachtree Parkway	Smokerise Point	1.50	30
Southern Shore Drive	PEACHTREE CITY	Kedron Drive	Windalier Ridge	0.95	30
Southpark Drive	PEACHTREE CITY	TDK Boulevard	Planterra Ridge	0.60	30
Speer Road	PEACHTREE CITY	Robinson Road	City Limits	0.25	30
Spooner Ridge	PEACHTREE CITY	Kedron Drive	Longer Drive	0.30	30
St. Albans Way	PEACHTREE CITY	McDuff Parkway	Cul-de-sac	0.25	25
Stevens Entry	PEACHTREE CITY	State Route 54	Peachtree Parkway	0.50	30
Stevens Entry	PEACHTREE CITY	State Route 54	Bridlepath Lane	0.60	30
Stevens Entry SCHOOL ZONE	PEACHTREE CITY <i>McIntosh High</i> 7:30 to 9:00 am 2:30 to 4:30 pm SCHOOL DAYS ONLY	State Route 54	Peachtree Parkway North	0.45	25
Summer Brooke	PEACHTREE CITY	Log House Road	Brookwood Drive	0.30	30

LIST NUMBER 0411-113P

ROAD NAME	WITHIN THE CITY / TOWN LIMITS OF and/or <i>School Name</i>	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Summer Place	PEACHTREE CITY	Redwine Road	0.60 miles west of Redwine Road	0.60	30
Summit Walk	PEACHTREE CITY	Crosstown Drive	Cul-de-sac	0.50	30
Summit Walk SCHOOL ZONE	PEACHTREE CITY <i>Oak Grove Elementary</i> 7:15 to 8:15 am 2:00 to 4:00 pm SCHOOL DAYS ONLY	Crown Point	500 feet north of Crestwood	0.10	25
Sumner Road	PEACHTREE CITY	State Route 54	Brown Road	0.50	30
Sweetgum Road	PEACHTREE CITY	Kelly Drive	Cul-de-sac	0.50	25
Tamerlane	PEACHTREE CITY	Braelinn Road	Cul-de-sac	0.40	30
Tapestry Trail	PEACHTREE CITY	Cameron Trail	Cul-de-sac	0.40	30
TDK Boulevard	PEACHTREE CITY	State Route 74	Dividend Drive	0.40	30
Tempest Drive	PEACHTREE CITY	Regents Park	Cul-de-sac	0.25	30
Terrane Ridge	PEACHTREE CITY	Palette Lane	0.25 miles south Crimson Way	1.60	25
Treillage Lane	PEACHTREE CITY	Cameron Trail	Cul-de-sac	0.25	30
Turnbridge Circle	PEACHTREE CITY	St. Albans Way	St. Albans Way	0.50	25
Twin Bridge	PEACHTREE CITY	Aster Ridge	Cul-de-sac	0.30	30
Van Ness	PEACHTREE CITY	Battery Way	Cul-de-sac	0.25	30
Walnut Grove	PEACHTREE CITY	Pinegate Road	Kedron Drive	1.00	30
Walt Banks Road	PEACHTREE CITY	State Route 54	Cul-de-sac	1.05	30
Walt Banks Road SCHOOL ZONE	PEACHTREE CITY <i>McIntosh High</i> 7:30 to 9:00 am 2:30 to 4:30 pm SCHOOL DAYS ONLY	250 feet west of Peachtree Parkway	100 feet west of State Route 54	0.50	25
Waterwood Bend	PEACHTREE CITY	Peachtree Parkway	Peachtree Parkway	0.90	30
Waterwood Bend SCHOOL ZONE	PEACHTREE CITY <i>Booth Middle</i> 7:30 to 9:00 am 2:30 to 4:30 pm SCHOOL DAYS ONLY	50 feet west of Peachtree Parkway (southern intersection)	50 feet west of Peachtree Parkway (northern intersection)	0.88	25
Welton Way	PEACHTREE CITY	Kenton Place	Cul-de-sac	0.40	30
Wensley Corner	PEACHTREE CITY	Hampton Green	Cul-de-sac	0.25	30
West Park Drive	PEACHTREE CITY	State Route 74	Commerce Drive	0.50	30
Wheatleigh Lane	PEACHTREE CITY	Crosstown Drive	Chestnut Field	0.30	30
Wheatleigh Curve	PEACHTREE CITY	Chestnut Field	Chestnut Field	0.30	30
White Oak Trail	PEACHTREE CITY	Parkway Drive	Cul-de-sac	0.25	30
Willow Road	PEACHTREE CITY	Willowbend Road	State Route 74	0.50	30
Willowbend Road	PEACHTREE CITY	State Route 54	State Route 54	0.40	30
Windgate Road	PEACHTREE CITY	Robinson Road	Peachtree Parkway	0.90	30
Windalier Ridge	PEACHTREE CITY	Blue Smoke Trace	Trillium Reach	0.40	30
Wisdom Road	PEACHTREE CITY	State Route 74	Riley Parkway	0.70	30

LIST NUMBER 0411-113P

ROAD NAME	WITHIN THE CITY / TOWN LIMITS OF and/or <i>School Name</i>	FROM	TO	LENGTH IN MILES	SPEED LIMIT
Wisdom Road SCHOOL ZONE	PEACHTREE CITY <i>Peachtree Elementary</i> 7:15 to 8:15 am 2:00 to 4:00 pm SCHOOL DAYS ONLY	Riley Parkway	200 feet east of Preston Chase	0.40	25
Woodruff Way	PEACHTREE CITY	Robinson Road	Rose Down Trace	0.40	30
Wynnmeade Parkway	PEACHTREE CITY	State Route 54	McDuff Parkway	1.80	30
Yarborough Drive	PEACHTREE CITY	Dumbarton Lane	Cul-de-sac	0.55	30

Be it resolved that any person convicted of a violation of this ordinance shall be punished as provided for by law.

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

This ordinance shall become effective when appropriate signs are erected.

ATTESTED:

Clerk

Date

APPROVED:

Mayor

Date

Councilman

Councilman

Councilman

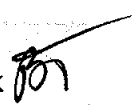
Councilman

Councilman

CITY OF PEACHTREE CITY
INTEROFFICE MEMORANDUM

TO: Mayor & Council Members

VIA: City Manager 
Administrative Services Director 

FROM: Public Information Officer/City Clerk 

DATE: May 24, 2011

SUBJECT: Ordinance Amendment and Policy – Records Management
June 2, 2011, City Council Meeting

Recommendation:

That Council adopt the attached ordinance and policy for records management for the City of Peachtree City.

Discussion:

Peachtree City's current records management ordinance indicates that the City follows the State Retention Schedule, published by the Secretary of State's office. This publication sets the minimum retention for documents, and no documents are retained for a shorter period of time. However, in practice, there are documents that the City retains for longer periods than those listed on the retention schedule.

Staff in the City Clerk's office have attended several training sessions that address local governments' records management programs. These courses emphasize having a policy in place and following the policy to prevent any liability for documents retention. In lawsuits and open records requests, the City must produce all pertinent documents in its possession or refer the requestor to the schedule for destruction of documents. In such cases, strict adherence to that schedule protects the City.

Following consultation with each division, staff has developed a supplemental schedule to address documents that either are not addressed in the state retention schedule or that staff feels should be retained for a longer period. The schedule is part of a policy that should be approved by Council in conjunction with the adoption of the ordinance. Any future changes to either the ordinance or the policy will be brought to Council as well.

Budget Impact:

This item should have no budgetary impact.

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF PEACHTREE CITY, GEORGIA, AS AMENDED, SO AS TO PROVIDE FOR THE RETENTION OF PUBLIC RECORDS; DESTRUCTION OF OBSOLETE RECORDS; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; TO ESTABLISH AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

NOW THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF PEACHTREE CITY, GEORGIA, THAT:

Section 1. Chapter II, Article VI, of the Code of Ordinances of the City of Peachtree City, Georgia, as amended, is hereby deleted in its entirety and replaced as follows:

Section 2-500. Purpose

The purpose of this ordinance is to comply with the Georgia Records Act (O.C.G.A. 50-18-90 et seq.) enacted by the general assembly in 1972, and as the act may from time to time be amended, and to adopt the Records Retention Schedule for Local Government Records as published by the Georgia Secretary of State's Department of Archives and History, and any such amendments or updates as may be made.

Section 2-501. Administrative Responsibilities

The office of the city clerk shall serve as the coordinator of the records management program and is authorized to act for and on behalf of the city in directing and coordinating all records management matters under the Georgia Records Retention Act. In discharging the records management and records destruction duties, the city clerk shall, whether personally or by delegation, maintain all records in accordance with the Secretary of State's Retention Schedules for Local Government Records adopted by the Mayor and Council, and shall not destroy, allow, or direct any employee to destroy, any record except as provided on the aforesaid Retention Schedule.

- (a) Whenever any records are destroyed, a certificate of destruction shall be prepared and maintained by the city clerk which shall show the type of records destroyed, the approved retention schedule number, and the dates covered. These memoranda of destruction shall be kept by the city clerk's office and may be viewed by any member of the public as provided by law.

Section 2-502. Duties of Department Heads.

It shall be the duty of each department head to cooperate fully with the records management officer in complying with this article and the provisions of the Georgia Records Act. It shall further be the duty of each department head to implement the records management procedures and regulations issued by the city clerk and the Secretary of State's Department of Archives and History.

Section 2-503. Retention Schedule.

The city hereby adopts the Secretary of State's Retention Schedules for Local Government Records. A copy of such schedule is on file in the office of the city clerk.

Section 2-504. Exceptions to the Retention Schedule.

Any exceptions made to the Secretary of State's Retention Schedules for Local Government Records by the city shall be listed in the city's Supplemental Retention Schedule and include the

retention time and reason for keeping the documents longer than recommended by the Secretary of State's Retention Schedules for Local Government Records.

Section 3. All ordinances or parts thereof which conflict with the provisions of this ordinance are, to the extent of such conflict and except as hereinafter provided, hereby repealed.

Section 4. Should any provision of this ordinance be declared invalid by a Court of competent jurisdiction, such decision shall not affect the validity of this ordinance as a whole or any provision thereof other than the provisions specifically declared to be invalid. The City Council declares that it would have passed this ordinance and each subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more subsections, sentences, clauses or phrases may be declared invalid.

Section 5. This ordinance shall be in full force and effect upon its official adoption by the City Council.

This _____ day of _____ 2011.

Don Haddix, Mayor

Attest: _____
City Clerk

CAR 4-10 RECORDS MANAGEMENT

CAR 4-10

OPR: City Clerk

6/2011

Purpose	Section	I
Policy		II
Objective		III
Scope		IV
Procedures		V

I. Purpose

The purpose of this CAR is to comply with the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.) enacted by the General Assembly in 1972, and as the act may from time to time be amended; to establish a records management policy for the City of Peachtree City; to assign responsibilities; and to provide procedures for departments in the lawful retention and destruction of paper and electronic records. The City's supplemental retention schedule shall be approved by the Mayor and Council and shall remain in effect until changed by the City Council.

II. Policy

It is the City's policy to follow the Retention Schedule for Local Government Records as published by the Division of Archives and History, Office of the Secretary of State, and the exceptions noted in this regulation and as adopted by the City Council on _____.

III. Objective

The records management program shall be coordinated by the City Clerk's office. The retention periods in this schedule represent the minimum length of time the records must be retained and shall not be shorter than those mandated by the state. If a particular series of records are required for litigation, audit, or other special administrative needs, it must be retained for as long as needed. When departments identify records that are not addressed by this policy, they must notify the City Clerk and/or Records Manager to establish a retention period. The supplemental retention schedule shall be reviewed and modified periodically to incorporate changes as adopted by the state.

IV. Scope

Each department shall maintain an inventory of the type of records and the length of time each type of record shall be maintained in the office or a record-holding area. Only permanent records and vital records are to be maintained in the City vault.

V. Procedure

Records older than the recommended retention schedule will be purged and destroyed by shredding within a year on an annual basis by the City Clerk or her designee. Records not covered by this schedule should be kept until no longer useful, then destroyed. Documents of historical importance, such as photographs, may be given to the Library after the recommended retention period.

When records are purged for shredding, they shall be placed in a box and the box shall have a list of its contents taped to it. Boxes/lids should not be taped for security purposes.

Each division/department shall send the City Clerk or her designee an electronic file listing the boxes to be destroyed, along with a list of the contents in each box. Any media will be placed in a separate box. Media includes video/audio tapes, computer disks, and dvd/cds.

Vault Storage:

Inner Vault Storage (fireproof/Halon fire suppression system) shall be provided for all permanent records and vital temporary records as follows:

1. Minutes – Vault space will be provided for City Council Minute Books, and for all City Commissions. Vault space will also be made available for minutes of separate governmental entities, such as Authorities and Associations, who do not have secure space to house their minutes.
2. City Council Meeting Packets
3. Contracts and Agreements – original copy – Divisions shall provide original copy to City Clerk's office along with a completed "AGREEMENTS & CONTRACTS Archival Cover Sheet," which is included as an attachment to this CAR.
4. Deeds and Easements – City's official copy
5. Legal Opinions
6. Budgets (original)
7. Municipal Court Dockets
8. Human Resources permanent and long-term files

Electronic Records Storage

Electronic records storage (such as the current software program Laserfiche, or successive programs) will be utilized to archive documents in the following manner:

Primary storage – Documents with a retention schedule of less than 15 years per the current State Retention Schedule or approved City supplemental retention schedule, whichever is greatest, may be archived in electronic format only as deemed appropriate for storage and access reasons. All original agreements, contracts, and memorandums of understanding will be stored in the Inner Vault area.

Secondary storage – Documents with a retention schedule of 15 years or greater (including permanent documents such as minutes, ordinances, etc.) per the current State Retention Schedule or approved City supplemental retention schedule, whichever is greatest may, as deemed appropriate, may be archived in electronic format for ease of access to the public, to city staff, and for research purposes and to protect originals. Original documents with a retention schedule of 15 years or greater will be maintained in paper format in the City Hall Vault as the primary means of archiving.

Departments inputting documents into electronic records storage or submitting documents for electronic records storage to the City Clerk Office shall include a completed Archival Information Sheet as designated in the attachment to this CAR.

Secure (but not fire proof) storage shall be provided by Division Directors/Chiefs for records designated as non-permanent until such records are destroyed according to this policy: Such designations currently include Transitory; Temporary - Short Term; and Temporary – Long Term; and shall include any additional classifications adopted by the State of Georgia.

VI. Responsibilities

The City Clerk shall be the designated Records Manager to implement the City's Records Management Program. The City Clerk's Office shall provide copies of the State Retention Schedule and the City of Peachtree City Records Retention Supplement Schedule to all Division Directors/Chiefs, and is responsible for distributing copies of any amendments or revisions. If

there is a question regarding the interpretation of the schedules, the Division Directors/Chiefs or their designees shall contact the City Clerk's Office for interpretation or proposed amendments to the City schedule.

The Police Department may provide secure, fire-proof, storage within the Police Department building for any long-term or permanent records maintained in accordance with the departments operating procedures.

Division Directors/Chiefs shall be responsible for the lawful management of departmental records within their division, and for the storage of all documents with a Retention Classification other than "Permanent," which shall be stored in the City Hall Vault. Divisions submitting documents to the City Clerk for storage in the City Hall Vault shall include a completed Archival Information Sheet as designated by the City Clerk's Office.

APPROVED:

Mayor & Council

City Manager

Administrative Services Director

Community Development Director

Financial Services Director

Fire Chief

Leisure Services Director

Police Chief

Public Services Director

City Clerk

City of Peachtree City
Records Retention Schedule Supplement – Exceptions and Documents Not Addressed

For documents not specifically addressed in the State Retention Schedule or for retention of documents longer than recommended in the State Retention Schedule.

Administrative Services Exceptions

Record Title	Description	State Retention	City Retention	Legal Citation / Comparison/Reason	Retention Classification
City Council meeting tapes/audio recordings	Audio/video tapes of City Council meetings	No requirement	1 year	EXCEPTION to State Schedule. Reason: for legal reference in case of lawsuit. Approved minutes are official record.	Temporary – Short Term
City Council Meeting Packets	Staff memos, meeting presentations provided to Mayor & Council prior to their meetings	No requirement	Permanent, in electronic format when possible	EXCEPTION to State Schedule. Reason: Minutes often reference documents provided or presentations made at Council meetings	Temporary – Short Term
Court Tapes	Audio tapes & digital recordings of Municipal Court proceedings	No requirement	2 years	EXCEPTION to State Schedule. Reason: for legal reference in case of appeal. Calendar/Disposition is official record	Temporary – Short Term
Court Dockets; Misdemeanor Court Records-Case Files	Books which generally contain essential information in summary form about each traffic case adjudicated; Documents supporting the adjudication of a case	Dockets-10 years after last entry; Misdemeanor Court Records-20 years after closure	20 years	EXCEPTION to State Schedule. Reason: Misdemeanor records are kept in the same docket as traffic offenses, so dockets must be kept for the longer time period.	Temporary-Long Term

Golf Cart Registration Forms	Forms documenting the registration, transfer, and release of golf carts	No Reference	5 years after decal replacement implemented	SUPPLEMENT to State Schedule. Reason: State retention for motor vehicle tag registration is 3 years; retaining for 5 years ensures records for all previous registration of currently tagged carts.	Temporary – Short Term
Campaign Forms	Campaign Contribution Disclosure Reports and Financial Disclosure Reports filed by elected officials and candidates	5 years	5 years after failed election or after leaving office	EXCEPTION to State Schedule. Reason: Forms are retained in the candidate/elected official file that remains active until election is over and candidates leave office	Temporary – Short Term (NOTE: Only applicable to forms received prior to 2011 filing with State Ethics Commission).

Community Development Exceptions

Record Title	State retention	City Retention	Legal Citation / Comparison/Reason	Retention Classification
Certificate of Occupancy	10 years	Permanent to permit file	EXCEPTION to State Schedule. Reason: Continuity and accurate history of property.	Permanent
Demolition records	5 years	Permanent to permit file	EXCEPTION to State Schedule. Reason: Continuity and accurate history of property..	Permanent
Street Address Lists	Retain for useful life	Permanent	EXCEPTION to State Schedule. Reason: Continuity and accurate history of property..	Permanent
Appeals to Zoning Board decisions	5 years	Permanent	EXCEPTION to State Schedule. Reason: Continuity and accurate history of property.	Permanent
Zoning change requests	5 years	Permanent	EXCEPTION to State Schedule. Reason: Continuity and accurate history of property.	Permanent
Zoning litigation files	20 years	Permanent	EXCEPTION to State Schedule. Reason: Continuity and accurate history of property..	Permanent

Fire Department

Record Title	State retention	City Retention	Legal Citation / Comparison/Reason	Retention Classification
Building Fire Inspection & Certificate of Occupancy (Compliance) Files	Varied	25 years	EXCEPTION to State Schedule. Records documenting the inspection and certification of buildings for compliance with fire and safety law Reason: Georgia Archives State Agency Specific Schedules for Office of the Commissioner of Insurance	Temporary-Long Term

Police Department Exceptions

Record Title	State retention	City Retention	Legal Citation / Comparison/Reason	Retention Classification
Investigations Logs	2 years	6 years	EXCEPTION to State Schedule. REASON: Retained for Accreditation and State Certification on on-site inspections	Temporary – Short Term
Subpoena Logs – Officer	3 years	6 years	EXCEPTION to State Schedule. REASON: Retained for Accreditation and State Certification on on	Temporary – Short Term
Daily/Monthly Activity Reports	2 years	Until next accreditation / certification review	EXCEPTION to State Schedule. REASON: Retained for Accreditation and State Certification on on	Temporary – Short Term
Applications for Employment – Not Hired	2 years	Until next accreditation / certification review	EXCEPTION to State Schedule. REASON: Retained for Accreditation and State Certification on on	Temporary – Short Term

Human Resources – Exceptions – Terminated Employee Files

* Terminated files are purged five (5) years after termination date. Any files required to be kept longer than five (5) years become a permanent part of the file. They are not purged again.

Record Title	Description	State Retention	City Retention	Legal Citation / Comparison/Reason	Retention Classification
Section 125 forms	Cafeteria Plan for premiums on medical, dental or short-term disability	6 years	Permanent	EXCEPTION to State Schedule.* Reason: Part of Permanent terminated employee files.	Permanent
Employment contracts		7 years	Permanent	EXCEPTION to State Schedule.* Reason: Part of Permanent terminated employee files.	Permanent
Performance evaluations		7 years	Permanent	EXCEPTION to State Schedule.* Reason: Part of Permanent terminated employee files.	Permanent
Disciplinary actions		7 years	Permanent	EXCEPTION to State Schedule.* Reason: Part of Permanent terminated employee files.	Permanent
All references		7 years	Permanent	EXCEPTION to State Schedule.* Reason: Part of Permanent terminated employee files.	Permanent
Training certificates		7 years	Permanent	EXCEPTION to State Schedule.* Reason: Part of Permanent terminated employee files.	Permanent
Birth certificate		No requirement	Permanent	EXCEPTION to State Schedule.* Reason: Part of Permanent terminated employee files.	Permanent
Death certificate		No requirement	Permanent	EXCEPTION to State Schedule.* Reason: Part of Permanent terminated employee files.	Permanent
Retirement/pension information		Permanent	Permanent	EXCEPTION to State Schedule.* Reason: Part of Permanent terminated employee files.	Permanent
All 457/Deferred Compensation forms		7 years	Permanent	EXCEPTION to State Schedule.* Reason: Part of Permanent terminated employee files.	Permanent
Death benefit claims		30 years	Permanent	EXCEPTION to State Schedule.* Reason: Part of Permanent	Permanent

				terminated employee files.	
Short-term disability claims		30 years	Permanent	EXCEPTION to State Schedule.* Reason: Part of Permanent terminated employee files.	Permanent
Long-term disability claims		30 years	Permanent	EXCEPTION to State Schedule.* Reason: Part of Permanent terminated employee files.	Permanent



AGREEMENTS & CONTRACTS
Archival Cover Sheet

The following information will be provided for all contracts and agreements to be stored in the City Vault and archived per the City's Records Management policy and ordinance:

Contract/Agreement Name: _____

First Party: _____

Second Party: _____

Additional Parties: _____

Creation/Effective Date: _____ **Expiration Date:** _____

Automatic Renewal? _____ YES _____ NO

Explanation of Renewal Terms: _____

Additional Information/Comments: _____

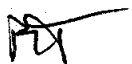
Retention: _____ 7 years after expiration

_____ 10 years after expiration (Capital Projects Only)

CITY OF PEACHTREE CITY
INTEROFFICE MEMORANDUM

TO: Mayor & Council Members

VIA: City Manager 
Administrative Services Director 

FROM: Public Information Officer/City Clerk 

DATE: May 24, 2011

SUBJECT: Ordinance Amendment – Maintenance of Council Meeting Minutes
June 2, 2011, City Council Meeting

Recommendation:

That Council adopt the attached ordinance amendment relating to the maintenance of City Council meeting minutes.

Discussion:

As part of the update to Peachtree City's Records Management Ordinance and the creation of the new policy, staff reviewed other ordinances relating to City records. Section 2-39 of the Administrative Ordinance stipulates that the City Clerk shall maintain the City Council meeting minutes and audio tapes. However, the new policy Records Management policy recognizes the ephemeral nature of audio tapes and calls for their destruction after one year.

Staff is recommending removing the reference to audio tapes from the ordinance and clarifying that the adopted meeting minutes as the official record of the meeting.

Budget Impact:

This item should have no budgetary impact.

Ordinance _____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF PEACHTREE CITY, GEORGIA, AS AMENDED, SO AS TO PROVIDE FOR THE MAINTENANCE OF CITY COUNCIL MEETING MINUTES; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; TO ESTABLISH AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

NOW THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF PEACHTREE CITY, GEORGIA, THAT:

Section 1. Chapter II, Article II, Sections 2-39 of the Code of Ordinances of the City of Peachtree City, Georgia, as amended, is hereby further amended as follows:

Sec. 2-39. - Maintenance of council meeting minutes; designation as official record.

Deleted: and audio tapes

The city clerk shall maintain all city council meeting minutes, which shall serve as the official record of the meeting upon adoption by the Mayor and Council.

Deleted: and audio tapes of each

Section 2. All ordinances or parts thereof which conflict with the provisions of this ordinance are, to the extent of such conflict and except as hereinafter provided, hereby repealed.

Section 3. Should any provision of this ordinance be declared invalid by a Court of competent jurisdiction, such decision shall not affect the validity of this ordinance as a whole or any provision thereof other than the provisions specifically declared to be invalid. The City Council declares that it would have passed this ordinance and each subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more subsections, sentences, clauses or phrases may be declared invalid.

Section 4. This ordinance shall be in full force and effect upon its official adoption by the City Council.

This _____ day of _____, 2011.

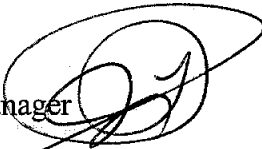
Don Haddix, Mayor

Attest: _____
City Clerk

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council

VIA: Jim Pennington, City Manager 

FROM: Nikki Vrana, Administrative Services Director 

DATE: May 23, 2011

SUBJECT: Consider Amendment to CAR 8-3, City Council Funding for Non-Profit
Organizations in Fayette County
June 2, 2011, City Council Meeting

Recommendation:

That Council approve the change to CAR 8-3 to increase the annual amount for all non-profit funding from \$25,000 to \$27,000 per fiscal year.

Discussion:

The City Administrative Regulation (CAR) was established in April of 2000 to provide a policy for consistent response to requests for donations on behalf of non-profit organizations in Fayette County. The guidelines established for budgetary maximum consideration was set at \$25,000. Over the years, the cost of services and changes in demographics of Peachtree City have resulted in requests for basic needs to exceed the established policy set forth in 2000.

During the process of considering the requests for FY2012 Council discussed increasing the limit from \$25,000 to \$27,000 to allow for the full funding requested this year. During that discussion staff was directed to change the CAR accordingly and bring it back for Council approval.

Budget Impact:

The potential budget impact will be an increase of \$2,000.00 per fiscal year.

**CAR 8-3 City Council Funding for Non-Profit
Organizations in Fayette County**

CAR 8-3

OPR: City Hall

4/00 (Amended 02/09, 06/11)

Purpose	Section	I
Policy		II

I. Purpose

The Purpose of this regulation is to establish a policy for consistent response to requests for donations on behalf of non-profit organizations, including public schools, in Fayette County.

II. Policy

While the City of Peachtree City has no financial responsibility to assist non-profit organizations, including public schools, with funding or providing labor, there have been requests in the past for this assistance, and it is anticipated that there may be requests in the future. In an effort to ensure consistency, fairness, and compliance with anti-gratuities laws, the following guidelines have been established:

- A. Council will budget no more than \$257,000 annually for all non-profit funding.
- B. The City would assume no liability for any project for which the City provides funding and/or labor.
- C. Services provided to Peachtree City residents by a non-profit organization shall be addressed in a contract between the City of Peachtree City and the organization.
- D. Non-Profit Organizations

1. Basic Needs

As a general rule, funding for non-profit organizations serving Fayette County should be provided by the Fayette County Commission to ensure that Peachtree City residents are not subject to double payment through their municipal and County taxes. However, Council reserves the right to make contributions to non-profit organizations that provide services that meet the basic needs (food, shelter, protection) of Peachtree City residents based upon the merit of the request. Requests for funding for non-profit organizations that provide basic needs shall not require matching funds but such requests shall be prorated based upon the total annual budget of the organization and the percentage of Peachtree City residents served by the organization in comparison to the total number of people they serve. The amount of funding provided shall be the lesser of the amount requested, the amount of the annual budget used to serve Peachtree City residents based on the percentage of Peachtree City residents served, or \$7,500.00. The percentage of Peachtree City residents served will be based on the total number of residents and non-residents served for the 12-month period ending with the month prior to the month in which the request is made. These funds, once identified, will be budgeted for annually, upon written request by the organization that would be subject to prorated allocation as noted above.

2. General Needs

Should Council approve a funding request for an organization that provides for general needs (other than food, shelter and protection), a dollar for dollar match up to a limit of \$5,000 in funding/labor may be provided as a match to any non-government funding provided to the organization. If the organization serves people other than Peachtree City residents, request shall be prorated based upon the percentage of Peachtree City residents served in comparison to the total population served. The amount of funding provided shall be the lesser of the actual amount requested, the amount of the annual budget used to serve Peachtree City residents based on the percentage of Peachtree City residents served, or \$5,000.00. The percentage of Peachtree City residents served will be based on the total number of residents and non-residents served for the 12-month period ending with the month prior to the month in which the request is made. Requests from a non-profit organization in the General Needs category will be considered no more often than every five years.

3. Public Schools

- a. Each request for funding/labor will be considered by the Peachtree City Recreation Commission, who will forward a recommendation to the City Council for final decision.
 - b. Council will evaluate each request and make a decision based on the merit of the request.
 - c. No more than one request, per school, will be considered in any five consecutive year period.
 - d. Only Fayette County public schools whose attendance boundaries include Peachtree City will be eligible for consideration.
 - e. Requests for funding/labor must be for enhancements to playgrounds and playing fields only. Any playground/playing field for which the City makes a contribution must be made available for use by City residents when not being used by the school. A formal agreement with the School Board would be required.
 - f. Should Council approve a funding request, a dollar for dollar match up to a limit of \$5,000 in funding/labor may be provided as a match to any funding provided by the school or any school organization (i.e. booster club). All funding requests must be submitted by June 1.
- E. All requests for funding must be made using the attached form. 501c3 non-profit organizations should include a copy of the previous calendar year form 990. Other non-profits should attach a copy of their current fiscal year budget.
- F. The City Council will have final approval on all funding requests. All funding requests must be submitted to and approved by Council by June 1 for consideration for funding in the next fiscal year budget.
- G. In emergency situations (a sudden, urgent, need for help or relief, created by some unexpected financial event), the City Council may vote to provide funding outside of the provisions above from the Council Contingency Fund. Adherence to anti-gratuities requirements would still apply.

APPROVED:

Mayor and Councilmembers



Funding Request For Non-Profit Organizations

Organization Information:

Organization Name: _____

Address: _____

Phone #: _____ Fax #: _____

Contact Person: _____

Title: _____

Financial Information:

Total Annual Budget: _____

Total Clients Served Annually: _____

Peachtree City Residents Served Annually: _____

Funding Request Information:

Funding Amount Requested: _____

Funding Use(s): _____

Additional Information on Organization/Services: _____

REQUIRED ATTACHMENTS: 501c3 non-profit organizations must provide a copy of the previous calendar year form 990. Other non-profits must provide a current fiscal year budget.

**Date
Submitted:** _____

**Council
Approval Date:** _____

**Amount
Approved:** _____

STATE OF GEORGIA
COUNTY OF FAYETTE

AGREEMENT

This Agreement entered into this ____ day of _____, 20XX, by and between FAYETTE SENIOR SERVICES, INC. (hereinafter "FSS"), and the CITY OF PEACHTREE CITY, GEORGIA (hereinafter "City").

WHEREAS, FSS provides services to residents of Fayette County, Georgia, including residents of Peachtree City, Georgia who are senior citizens including, but not limited to, transportation, providing meals, and social functions; and

WHEREAS, FSS has requested funding assistance from the City so as to continue to provide such services to residents of Fayette County and the City; and

WHEREAS, FSS is a qualified non-profit corporation pursuant to Section 501(c)(3) of the Internal Revenue Code; and

THEREFORE, and in consideration of the mutual terms and conditions contained herein the parties hereto agree as follows:

1.

In exchange for the services provided by FSS to the City and residents of the City, the City hereby agrees to pay the sum of \$XXXX for the period October 1, 20XX through and including September 30, 20XX.

Executed the day and date first above mentioned.

FAYETTE SENIOR SERVICES, INC.

CITY OF PEACHTREE CITY,
GEORGIA

By: _____ President

By: XXXXXXXXX, Mayor

STATE OF GEORGIA
COUNTY OF FAYETTE

AGREEMENT

This Agreement entered into this _____ day of _____, 20XX, by and between FAYETTE COUNTY COUNCIL ON DOMESTIC VIOLENCE, INC., D/B/A PROMISE PLACE (hereinafter "PROMISE PLACE"), and the CITY OF PEACHTREE CITY, GEORGIA (hereinafter "City").

WHEREAS, PROMISE PLACE provides services to residents of Fayette County, Georgia, including residents of Peachtree City, Georgia who are victims of domestic violence; and

WHEREAS, in providing such services, PROMISE PLACE assists the Police Department of the City; and

WHEREAS, PROMISE PLACE has requested funding assistance from the City so as to continue to provide such services to residents of Fayette County and the City; and

WHEREAS, PROMISE PLACE is a qualified non-profit corporation pursuant to Section 501(c)(3) of the Internal Revenue Code; and

THEREFORE, and in consideration of the mutual terms and conditions contained herein the parties hereto agree as follows:

1.

In exchange for the services provided by PROMISE PLACE to the City and residents of the City, the City hereby agrees to pay the sum of \$XXXX for the period October 1, 20XX through and including September 30, 20XX.

Executed the day and date first above mentioned.

FAYETTE COUNTY COUNCIL ON
DOMESTIC VIOLENCE, INC.

CITY OF PEACHTREE CITY,
GEORGIA

By: _____ President

By: XXXXXXXXX, Mayor

STATE OF GEORGIA
COUNTY OF FAYETTE

AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, _____ between the CITY OF PEACHTREE CITY, GEORGIA [hereafter referred to as the "City"] and the FAYETTE COUNTY BOARD OF EDUCATION [hereafter referred to as the "Board"] is as follows:

WHEREAS, the City has been approached by parents, teachers, or others to contribute funds for the purchase of certain playground equipment at _____ (hereinafter "School") located in Peachtree City, Georgia;

WHEREAS, the Board is supportive of the school's efforts to obtain funds for the purchase of certain playground equipment;

WHEREAS, the Board recognizes the legal impediment to the City preventing it from simply donating the money to the School for the purchase of playground equipment;

WHEREAS, the Board and the City are ever mindful looking for ways to consolidate governmental efforts and hold down costs;

WHEREAS, the Board agrees to allow Peachtree City residents to use the playground equipment during non-school hours.

NOW THEREFORE BE IT RESOLVED:

1. In consideration of the donation of \$5,000 for the purchase of playground equipment for the School, the Board will allow use of the equipment by the general public during reasonable hours. For the purpose of this agreement, reasonable hours shall mean daylight hours after school and on weekends to the extent that such use by the general public does not interfere with school and school-related activities.
2. At all times relevant to this Agreement, the Board shall control and be responsible for maintaining the playground equipment.
3. This Agreement shall terminate absolutely and without further obligation on the part of the Board on December 31 of this current year and at the close of each succeeding calendar year unless renewed in accordance with paragraph four.
4. This Agreement shall automatically be renewed unless the Board gives written notice to the City of its decision not to renew the agreement at least thirty (30) days prior to the end of each calendar year.
5. The Board agrees to indemnify and hold the City harmless from any and all claims by students, faculty and staff of the School District resulting from their use of the playground equipment purchased with the funds contributed by the City.

IN WITNESS WHEREOF, the Board and the City have caused this agreement to be executed by their duly authorized officers.

FAYETTE COUNTY BOARD OF EDUCATION

CITY OF PEACHTREE CITY

By: _____
Chair

By: _____
Mayor

Attest: _____
Superintendent

Attest: _____
City Clerk

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and City Council

VIA: City Manager *[Signature]*
Financial Services Director *PS.*
Administrative Services Director *N.V.*
Fire Chief *[Signature]*

FROM: Human Resources Administrator *E. Brown*

DATE: May 23, 2011

SUBJECT: Consider Position Reclassification – Fire Department
June 2, 2011, City Council Meeting

Recommendation

Staff recommends the reclassification of the following:

<u>Current Position/Grade</u>	<u>Proposed New Grade</u>
Fire Marshal Grade 85 Min \$55,421/Max \$89,246	Fire Marshal Grade 86 Min \$58,225/Max \$93,762

Discussion

As part of the Fire Chief's review of the Fire Marshal Division, the Fire Marshal position was evaluated. It was found that the job description did not match the actual work being completed. Once the job description was modified, it was sent to The Mercer Group for evaluation of the factoring as is outlined in our compensation policy.

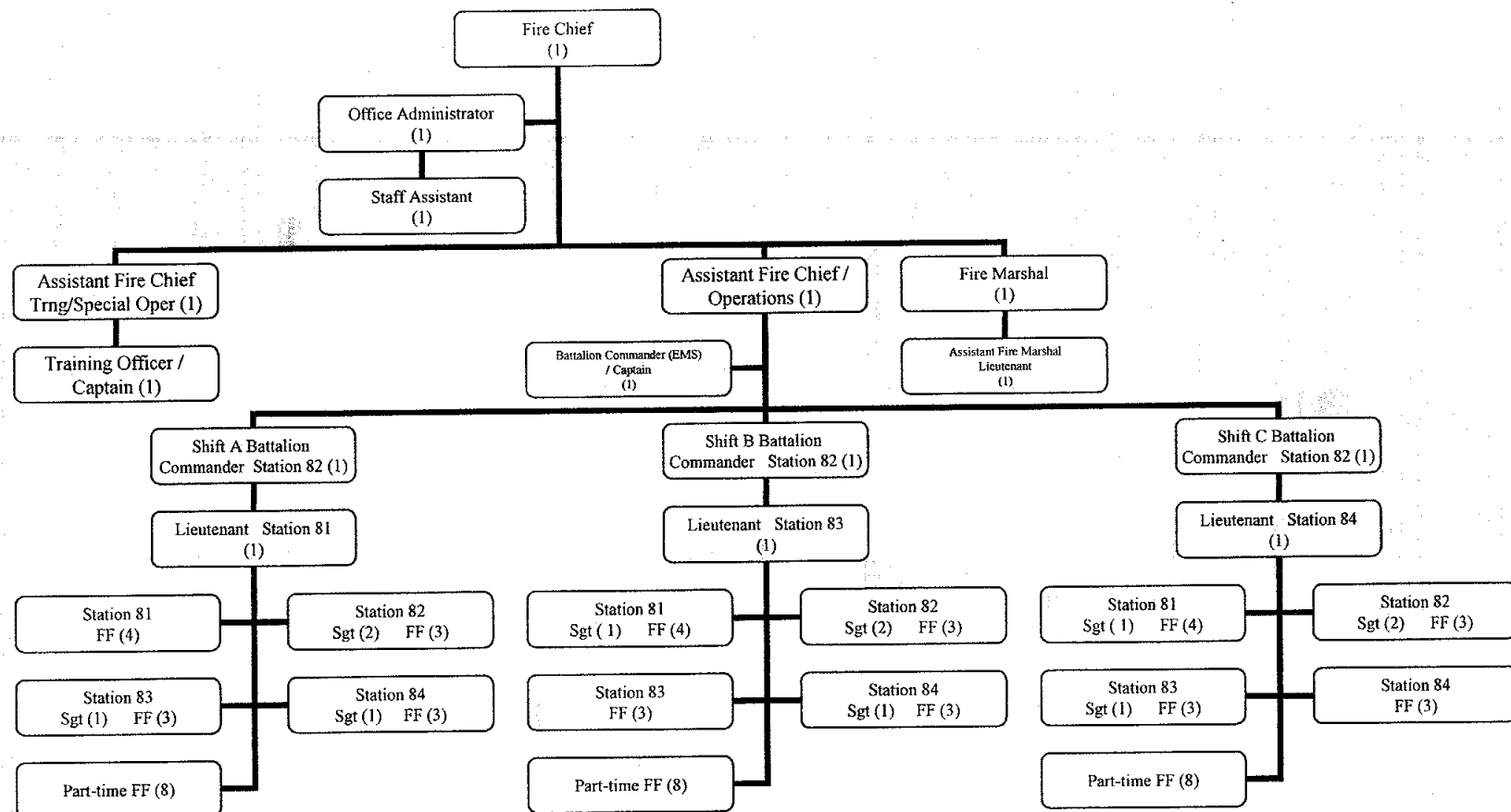
The results of the refactoring from The Mercer Group was a recommended reclassification of the Fire Marshal position from Grade 85 to Grade 86. The position was originally factored at the top end of Grade 85 (3090 points), but was re-evaluated at the lower end of Grade 86 (3155 points).

Budget Impact

The total budget impact for reclassifying this position in FY 11 (5 months) is \$150.00 with an annual impact of \$356.00. The amount required from the General Fund for this reclassification is very minimal and can be absorbed in the FY 11 Fire Department budget through funding due to military deployments and long-term disabilities.

Fire Department

October 1, 2010



CITY OF PEACHTREE CITY

JOB DESCRIPTION

Title:	Fire Marshal
Division:	Public Safety
Department:	Fire
Job Code:	725
Level:	286
Eligible for Overtime:	No
Reports To:	Fire Chief
Prepared By:	Fire Chief
Prepared Date:	May 12, 2011 (Revised)

I. POSITION SUMMARY

This is skilled and technical Supervisory, Managerial and Administrative work within the context of NFPA Standard 1021. This position is responsible for the City's fire inspection program in accordance with NFPA Standard 1031, fire investigations in accordance with NFPA Standard 1033 and 921, and fire and life safety education functions in accordance with NFPA Standard 1035. Work includes review and approval of site and building plans, inspecting buildings and equipment to detect and correct fire hazards, and enforcing federal, state and local laws, regulations, codes and standards relating to fire prevention and life safety. Ensures that all fires are investigated in accordance with NFPA Standard 921 and federal, state and local laws, regulations and codes. Assures the "cause" of all fires is identified to the best of his/her ability. Prepares the Fire Marshal's annual operating budget for inclusion in the Fire Department's annual operating budget. This position also serves as coordinator of Public Education Programs for schools, businesses and groups. Will coordinate and supervise Public Fire Education Program and activities.

This position performs duty as a Senior Officer for the Department, leads personnel, and manages other resources within the Integrated Emergency Management System at the scene of an emergency. Effectively serves as Incident Commander. Provides leadership, guidance, counseling and training in support of attaining International Accreditation for the Department. Implements and enforces national standards and City and Department policies and procedures. ~~Evaluates performance and provides recommendations for improvement.~~ The Fire Marshal may provide operational supervision of all Department Fire and EMS services in the absence of the Fire Chief or Assistant Fire Chief of Operations. Provides input in the budget process related to primary area of supervision. This position may perform all duties of a Company Officer in accordance with NFPA Standards 1201 and 1021, Fire Department Vehicle Driver/Operator in accordance with NFPA Standard 1002, Fire fighter I and II in accordance with NFPA Standard 1001, and EMT-I or Paramedic in accordance with established emergency medical Standards of Care. Work is carried out based on National Standards, applicable federal, state and local laws, regulations and codes, and City and departmental procedures with general supervision received from the Fire Chief.

II. ESSENTIAL JOB DUTIES

- Responsible for Fire Prevention Division, including assigned staff, fire investigators, inspectors, fire and life safety educators, and all other resources.
- Prevent Harm. Be Safe. Be Nice. Treats everyone with respect, kindness, patience and consideration. Delivers the best possible service to our Customers through quick response, skillful performance and positive personal treatment.
- Strives to provide service that is consistently equal to or better than International Accreditation Standards and established community Levels of Service and Standards of Cover.
- Serves as the Fire Marshal for the City of Peachtree City. Consults with architects and engineers to discuss building plans prior to drafting and during construction. Reviews and approves, denies, or recommends changes to site and building plans. Coordinates with representatives of the State Fire Marshal and the City Building Officials to enforce Fire and Life Safety Codes. Maintains an open line of communication with the State Fire Marshal's Office.
- Creates and evaluates policies and procedures for fire investigations, fire safety inspections and code enforcement activities.
- Facilitates City code adoption and modification procedures so that the code is properly written and accurately identifies needs and deficiencies.
- Reviews and evaluates site plans to insure compliance with Codes and Standards, to provide proper emergency access to the site and the facility, and to provide fire flows that are readily available and adequate in volume and pressure to support both fire protection systems and Fire Department operations.
- Reviews, analyzes, and evaluates building plans and specifications, construction types, fire protection elements, and fire protection systems and equipment to insure compliance with Fire and Life Safety Codes, and to provide hydrants, Fire Department connections and standpipes to properly support fire department operations.
- Supervises, inspects and evaluates processes and operations involving the storage, handling and use of flammable and combustible liquids and gases, and hazardous materials and substances, to insure compliance with Fire and Life Safety Codes. May conduct, participate in, supervise, and evaluates city fire drills.
- Prepares, recommends, and evaluates fire protection plans, practices and procedures, including fire escape/exit plans, to provide fire and life safety protection that is appropriate for known and probable hazards and that complies with Fire and Life Safety Codes.
- Supervises the inspection of and evaluates buildings and facilities to insure new construction, renovation and use are in compliance with approved plans. Issues Certificates of Occupancy when on-site facilities and use is in compliance with approved plans and meet the requirements of Fire and Life Safety Codes.
- Supervises the inspection of, observes tests of, and evaluates fire-extinguishing and fire protection equipment and systems to ensure proper operation and compliance with Fire and Life Safety Codes. Prepares and maintains reports of results, listing repairs and necessary replacements.
- Examines interiors and exteriors of buildings to detect hazardous conditions or violations of fire ordinances and laws.
- Approves, issues, and manages permit request for outdoor burning, blasting, pyrotechnics, and other special request in accordance with Peachtree City Ordinance.
- Supervises, manages and approves the procedures by which buildings are inspected and performed by department personnel. Ensures that all inspections are performed

and documented by properly trained and Certified Inspector(s). Ensures assigned inspections are completed and notes any code violations for corrective action as appropriate.

- Prepares reports of violations and/or unsafe conditions. Informs property owner or manager of conditions requiring correction. Discusses condition, alternatives and recommendation for corrective action with owner or manager of commercial property and recommends safe methods of storing flammable or other hazardous materials. Coordinates with and provides copies of reports to Fire Chief and City Building Official as needed.
 - Issues summons and initiates legal action needed to correct fire hazards based upon severity, failure to correct for subsequent inspection visits, or when owner or Manager refuses to cooperate.
 - Supervises the Department's Public Fire and Life Safety Education Program, and coordinates it with other agencies as needed. Manages, approves, and assigns Public Education programs to be delivered by trained personnel.
 - Ensures that accurate and complete files are maintained of inspection and investigation records and prepares detailed reports of all activities. Supervises operation and maintenance of the occupancy and hydrant portions of the FireHouse Management Information System (MIS).
 - Evaluates fire prevention and fire control policies by keeping abreast of new methods and conducting studies of the efficacy of departmental operations.
 - Responds to various types of emergencies including fires and fire alarms, accidents, medical emergencies, water rescue, hazardous materials spills or releases, and natural and technological disasters. Operates various pumpers, aerial and rescue fire apparatus and emergency medical vehicles at the scene of an emergency based on certification. Determines from observation the nature and extent of a fire, the condition of burning building or structure, the danger to adjacent buildings, and the source of water supply.
 - Reacts quickly and calmly while under pressure in emergency situations. Analyzes situations and initiates appropriate course of action. Determines the need to establish command, organizes and establishes an Incident Command System, transfers command, and performs assigned duties within the Incident Command System in accordance with NFPA Standards 1500 and 1561, other safety rules and regulations, and Department SOP. May supervise the rescuing of individuals, laying of hose lines, directing of water streams, ladder placement, building ventilation, overhaul and salvage operations. Serves as Incident Command in the absence of higher authority.
 - Supervises the routine review and submission of completed National Fire Incident Reporting System basic and supplemental reports so that all pertinent information is recorded, the information is accurate, and the reports are complete.
-
- Surveys buildings, grounds, and equipment to estimate needs of the department and to prepare annual divisional budget to be included in the fire department budget.
 - Confers with local, county, state and national officials and community groups and conducts public relations campaigns to present need for changes in laws and policies and to encourage fire prevention.
 - Conducts, coordinates, and supervises investigation of fire scenes in accordance with the guidelines of NFPA Standard 921 and State and local laws, regulations and codes. Insures that due process of law is served. Insures that suspicious or incendiary fires, and fires involving death, serious injury, or substantial damage are investigated by and coordinated with Certified Fire Investigators and other law enforcement, State Fire Marshal, District Attorney, and Death and Insurance Investigators as appropriate.

- Ensures that, to the maximum extent possible, the cause and origin of all reported fires is determined.
- Examines fire sites to determine and analyze burn patterns and detect the presence of flammable materials and gases and incendiary devices.
- Ensures that fire investigation scenes are properly secured. Prepares, documents and maintains sketches, drawings, field notes and photographs of fire scenes. Identifies, collects, and preserves evidence. Maintains chain of custody of evidence.
- Interviews Fire Fighters, witnesses, building owners, and occupants to obtain information based upon observation and other physical senses and knowledge.
- Coordinates with law enforcement and judicial officials to obtain administrative/inspection warrants, criminal search warrants, and arrest warrants as needed.
- Reviews or prepares reports on each investigation and submits reports and evidence indicating arson or criminal activity to law enforcement and judicial officials. Testifies in court as required to report the result of investigation and provide Expert Testimony.
- Maintains accurate files and records of all inspections and investigations, and completes other paperwork as required.
- Responsible for all functions as the Fire Department Safety Officer for the Georgia Inter-local Risk Management Agency (GIRMA).
- Serves as the fire department Public Information Officer (PIO). Coordinates with the City PIO and local media on all issues involving public life and fire safety to ensure accurate and timely information is disseminated to the public.
- Performs research and prepares reports and presentations for City officials on all issues related to fire and life safety, fire prevention, state codes and local ordinances.
- Serves as Acting Fire Chief in the absence of the Fire Chief, Assistant Fire Chief Operations, and Assistant Fire Chief Training and Special Operations.
- Attends meetings, training programs, seminars and certification classes as required to maintain proficiency and certifications, remain knowledgeable of current technology, procedures and codes, and properly interpret codes.
- Investigates false fire alarms to determine cause and initiates corrective action for recurring or negligent alarms.
- Attends appropriate training for fire investigations, (Georgia Fire Investigators Association and International Association of Arson Investigators, Metro Arson Investigators Association), and training for Inspectors, (Georgia Fire Inspectors Association).
- May serve in various operational or supervisory positions in the City Emergency Operation's Center.
- Maintains up to date codebooks, references, texts, in proper accordance with the City Ordinance for Fire Protection.
- May perform duties of Fire Fighter/EMT or Firefighter/Paramedic as appropriate.
- Performs other related duties as required.

III. QUALIFICATIONS

The qualifications listed below represent the credentials necessary to perform the essential functions of this position. To be successful in this position, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

- Bachelor's Degree (4 years) from an accredited College or University. Master's Degree preferred. Degree may be in Fire Science, Emergency Medicine, Emergency Management, Communications, Information Technology, Computer Science, Chemistry, Leadership, Public Administration or a related field.
- At least four years of documented experience in a supervisory position with at least 12 months as a Peachtree City Fire Department Officer.
- Must be at least twenty-one (21) years of age.

B. Knowledge/Skills/Abilities

- Must not have been convicted of a felony within the past ten years and must be of good moral character as determined by investigation. Good moral character generally consists of the absence of any conviction for misdemeanors or documented participation in any actions involving "moral turpitude", use or distribution of controlled substances, or contributing to the delinquency of a minor.
- Must have a satisfactory Motor Vehicle Record as determined by investigation. A satisfactory MVR generally consists of not more than three traffic citations within a period of two years, and no record of excessive speeding, hit and run, fleeing or attempting to elude an officer, or pattern of irresponsible driving.
- Must complete Physical Agility Test (PAT) as defined in OCGA 25-4-8(a)(5) annually. The PAT approved by Georgia Firefighter Standards and Training Council may be substituted by a test designed by Peachtree City Fire/Rescue, but will be certified by the Georgia Firefighter Standards and Training Council prior to its administration.
- Must complete training, drills and study required by the Georgia Firefighter's Standards and Training Council for annual re-certification as a Firefighter, Fire Inspector, Fire Investigator and Public Fire and Life Safety Educator and by the Georgia Department of Human Resources for recertification as an EMT-I or Paramedic. Completion of Department required training annually.
- Must be able to pass initial and periodic random drug screens.
- Must meet and maintain NFPA 1582 Standards as determined by medical evaluation by the Department Medical Advisor.
- Must be able to remain composed and effectively direct and control fire service personnel under emergency conditions.
- Must be able to work in extreme weather and hazardous environmental conditions.
- Data Conception – Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- Interpersonal Communication – Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.
- Language Ability – Requires the ability to read a variety of informational documentation, directions instructions, and methods and procedures. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with an before others with poise, voice control, and confidence using correct English and well-modulated voice.
- Intelligence – Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; and to acquire knowledge of topics related to primary occupation.

- Verbal Aptitude – Requires the ability to records and deliver information, to explain procedures and to follow verbal and written instructions.
- Numerical Aptitude – Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide figures; determine percentages; determine time and weight; and analyze statistical data.
- Form/Spatial Aptitude – Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and recording devices.
- Motor Coordination – Requires the ability to coordinate hands and eyes in using automated office equipment.
- Manual Dexterity – Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.
- Color Discrimination – Requires the ability to differentiate colors and shades of color.
- Interpersonal Temperament – Requires the ability to deal with people beyond giving and receiving instructions. Must be able to relate to people in situations involving more than giving or receiving instructions, such as in interpreting inspection/incident reports, architectural drawings, etc., and in directing and managing staff. Must be adaptable to performing under minimal stress when confronted with an emergency.
- Physical Communication – Requires the ability to talk and/or hear (talking—expressing or exchanging ideas by means of spoken words) (hearing—perceiving nature of sounds by ear).

C. Certificates/Licenses/Registrations

- Certification as a Fire Officer III in accordance with NFPA Standard 1021 is required. NPQ Fire Officer IV preferred.
- Certification as a Fire Inspector II in accordance with NFPA Standard 1031 required.
- NFPA CFPS Certification within 24 months of appointment is required.
- Certification as Fire Investigator I in accordance with NFPA Standard 1031 required.
- IAAI-CFI Certification within 24 months of appointment is required.
- Certification as a Georgia Post Certified Fire Investigator is preferred.
- Certification as Fire Instructor II in accordance with NFPA Standard 1041 required.
- Certification as a Public Fire and Life Safety Instructor I in accordance with NFPA Standard 1035 required. Certification as a Public Fire and Life Safety Instructor II within 24 months of appointment is required.
- Certification as a Georgia EMT-I or Georgia Paramedic required.
- Certification as a NPQ Haz-Mat Technician in accordance with NFPA Standard 472 required.
- Certification as a Fire Department Safety Officer in accordance with NFPA Standard 1521 preferred.
- Possession of a valid State of Georgia non-commercial Class B Driver's License required. Completion of Fire Department apparatus driver/operator training in accordance with NFPA Standard 1002 required.

IV. WORKING CONDITIONS

A. Physical Demands

- Must be physically able to operate a variety of fire fighting machines, equipment, and/or tools. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to 100 pounds of force occasionally, and/or up to fifty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of 75 pounds at least one hundred feet. Must be able to rescue an adult person weighing 150 pounds by lifting, carrying, and/or dragging at least one hundred feet.

B. Work Environment

- The work environment involves extremely high risks with exposure to potentially life threatening (biological, chemical, fire, etc.) situations or unusual environmental stress which require a full range of safety and other precautions, but in some cases, these precautions cannot prevent injury, illness, or possibly death.

C. Travel Requirements

- The incumbent will be required to travel on a limited basis.

V. APPROVAL SIGNATURES



Fire Chief

5/25/11

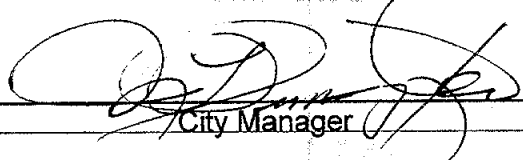
Date



Human Resources Administrator

5/25/11

Date



City Manager

5/25/11

Date

City Council of Peachtree City
REVISED AGENDA
June 2, 2011
7:00 p.m.

I. Call to Order

II. Pledge of Allegiance

III. Announcements, Awards, Special Recognition

IV. Citizen Comment

Any member of the public attending the meeting may comment on any issue or item that is not included on the agenda. The time limit is two (2) minutes.

V. Agenda Changes

VI. Minutes

May 19, 2011, Regular Meeting Minutes

VII. Consent Agenda

1. Consider Adoption of 2011 Partial Plan Update

Annual update to Comprehensive Plan has been approved by ARC and DCA and must be officially adopted by Council

2. Consider Radar Permit

Recommendation to revise radar permit for Rockaway Road & portion of SR 74/Paschall Road

3. Consider Revised Resolution – Sunday Package Sales

Request to revise due to minor errors and references

VIII. Old Agenda Items

IX. New Agenda Items

06-11-01 Consider Records Management Ordinance and CAR

Adoption of amendments to records management ordinance and to establish a policy

06-11-02 Consider Ordinance Amendment – Meeting Minutes/Meeting Recordings

Amendment would remove requirement to maintain audio tapes of meetings and clarifies that adopted meeting minutes are official record of meetings

06-11-03 Consider Amendment to CAR 8-3, Funding for Non-profit Organizations

Approval of amendment would increase annual amount for all non-profit funding from \$25,000 to \$27,000 per fiscal year

06-11-04 Consider Reclassification of Fire Marshal Position

Recommendation to reclassify position from Grade 85 to Grade 86

X. Council/Staff Topics
Hot Topics Update

XI. Executive Session

SUMNER MEEKER, LLC

**ATTORNEYS AT LAW
14 EAST BROAD STREET
NEWNAN, GEORGIA 30263**

**(770) 251-1750
FAX (770) 251-1770**

**THEODORE P. MEEKER, III
E-MAIL: tmeeker@numail.org**

**TO: City Council
City of Peachtree City**

**FROM: Theodore P. Meeker, III
City Attorney**

DATE: May 25, 2011

**RE: Resolution calling for Referendum for Sunday Sales
of Alcoholic Beverages**

On May 5, 2011, the City Council adopted a resolution calling for a referendum on the issue of whether the package sale of alcoholic beverages on Sundays should be permitted. Since that date, certain minor errors and references in the Resolution have been discovered. Accordingly, it is my recommendation that Council re-adopt the Resolution if it desires to conduct the Referendum on this issue.

I apologize for the mistakes in the previous resolution. If you have any questions, please contact me.

TPM/jb

**RESOLUTION CALLING FOR A SPECIAL REFERENDUM ELECTION
AUTHORIZING THE CITY OF PEACHTREE CITY, GEORGIA
TO ISSUE LICENSES FOR PACKAGE SALES OF DISTILLED SPIRITS,
MALT BEVERAGES AND WINE ON SUNDAYS**

WHEREAS, Section 3-3-7 of the Official Code of Georgia Annotated provides that in the event the governing authority of any municipality desires to exercise the powers authorized by Section 3-3-7 of the Official Code of Georgia Annotated, which section provides that a municipality may authorize, through proper resolution or ordinance, the issuance of licenses for package sales of distilled spirits, malt beverages and wine on Sundays between the hours of 12:30 p.m. and 11:30 p.m.; and

WHEREAS, Section 3-3-7(q)(2) of the Official Code of Georgia Annotated provides that such authorization is conditioned upon a special referendum election wherein the voters of the municipality vote on the question of whether or not the governing authority of the municipality shall be authorized to issue licenses for package sales of distilled spirits, malt beverages and wine on Sundays between the hours of 12:30 p.m. and 11:30 p.m.; and

WHEREAS, the City Council of the City of Peachtree City has determined that it is desirable to exercise the powers authorized by Section 3-3-7(q) of the Official Code of Georgia Annotated within the City limits of the City of Peachtree City; provided more than one-half of the votes cast in the special referendum election are in favor of issuing licenses for package sales of distilled spirits, malt beverages and wine on Sundays between the hours of 12:30 p.m. and 11:30 p.m.; and

WHEREAS, Section 21-2-540 of the Official Code of Georgia Annotated designates the first Tuesday following the first Monday in November, 2011; said date being November 8, 2011, as a date on which a special referendum election may be held for the purpose of a referendum called under Section 3-3-7 of the Official Code of Georgia Annotated; and

WHEREAS, there has been no special referendum elections held by the City of Peachtree City to determine whether its governing authority shall be authorized to issue licenses for package sales of distilled spirits, malt beverages and wine on Sundays between the hours of 12:30 p.m. and 11:30 p.m. within the two (2) year period immediately preceding the date of this resolution.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PEACHTREE CITY that the Election Superintendent for the City of Peachtree City be and is hereby authorized to issue a notice of the call of a special referendum election to be held on Tuesday, November 8, 2011, for the purpose of submitting to the voters of the City of Peachtree City, the question of whether or not the City Council of the City of Peachtree City shall be authorized to issue licenses for package sales of distilled spirits, malt beverages and wine on Sundays between the hours of 12:30 p.m. and 11:30 p.m.

FURTHER RESOLVED, that the following notice of special referendum election be published once a week for four (4) ~~two (2)~~ weeks, immediately preceding the date of the election in the official organ of Fayette County ~~a newspaper of general circulation in the City of Peachtree City~~:

NOTICE OF ALL OF SPECIAL REFERENDUM ELECTION

Notice is hereby given that the City of Peachtree City, Georgia, will hold a Special Referendum Election on Tuesday, November 8, 2011, for the purpose of voting on the question of whether or not the governing authority of the City of Peachtree City, Georgia, shall be authorized to issue licenses for package sales of distilled spirits, malt beverages and wine on Sundays between the hours of 12:30 p.m. and 11:30 p.m.

The ballot will read as follows:

“[] YES Shall the governing authority of the City of Peachtree City, Georgia be authorized to permit and regulate package sales by retailers of malt beverages, wine, and distilled spirits on Sundays between the hours of 12:30 P.M. and 11:30 P.M.?”
[] NO

All persons desiring to vote for approval of package sales by retailers of malt beverages, wine and distilled spirits on Sundays between the hours of 12:30 p.m. and 11:30 p.m. shall vote “Yes,” and all persons desiring to vote for rejection of package sales by retailers of malt beverages, wine and distilled spirits on Sundays between the hours of 12:30 p.m. and 11:30 p.m. shall vote “No.”

Only those voters registered in City of Peachtree City elections shall be allowed to vote in the Referendum Special Election.

Election Superintendent
City of Peachtree City

FURTHER RESOLVED, that a copy of this Resolution as the notice of the call of the special referendum election be published on Wednesday, September 7, 2011, in the official organ of Fayette County ~~newspaper of general circulation in the City of Peachtree City, Georgia~~, pursuant to O.C.G.A. Sections 3-3-74-92 and 21-2-540.

FURTHER RESOLVED, that the City Clerk is directed to notify the City election superintendent of the referendum by forwarding to the superintendent a copy of this resolution.

BE IT FURTHER RESOLVED that the registration books to register voters to vote in the special referendum election are to be held open until the close of business on _____, 2011.

IT IS SO RESOLVED this _____ day of _____, 2011,
by the City Council of the City of Peachtree City, Georgia.

Don Haddix, Mayor
City of Peachtree City

ATTEST:

Betsy Tyler, City Clerk
City of Peachtree City