

City Council of Peachtree City
Agenda
May 3, 2012
7:00 p.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Announcements, Awards, Special Recognition**
- IV. Public Comment**
- V. Agenda Changes**
- VI. Minutes**
April 19, 2012, Regular Meeting Minutes
- VII. Consent Agenda**
 - 1. Consider Ordinance Amendment – Sec. 42-83 – Residential Solid Waste Container**
 - 2. Consider Budget Amendments – FY 2012**
- VIII. Old Agenda Items**
 - 04-12-09 Consider Victory Motorcycle Purchase**
Request to purchase Victory Police Motorcycle when current lease expires in May
- IX. New Agenda Items**
 - 05-12-01 Presentation from Convention & Visitors Bureau**
Update on activities
 - 05-12-02 Consider Approval of Budget Amendment for Renovations for New Visitors Center**
Request to approve funding for renovations for new Visitors Center
 - 05-12-03 Consider Emergency Pipe Repair – Stormwater Utility Fund**
Request to brand name & sole source approval of emergency pipe lining
 - 05-12-04 Consider Elimination/Replacement of One Position in Administrative Services Division/City Manager Department**
Request to eliminate Executive Assistant position & replace with Administrative Services Coordinator position
 - 05-12-05 Consider Elimination of Customer Service Representative II Position & Replacement with Two Part-time Positions – Administrative Services**
Request to eliminate full-time Customer Service Representative II position and replace with two part-time Customer Service Representative II positions
 - 05-12-06 Consider Elimination/Replacement of One Position in Police Department**
Request to eliminate Police Major position and replace with Assistant Police Chief position
- X. Council/Staff Topics**
Hot Topics Update
- XI. Executive Session**

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

City Council of Peachtree City
Meeting Minutes
April 19, 2012
7:00 p.m.

The Mayor and City Council of the City of Peachtree City met in regular session on Thursday, April 19, 2012. Mayor Haddix called the meeting to order at 7:00 p.m. Other Council Members in attendance: George Dienhart, Vanessa Fleisch, Eric Imker, and Kim Learnard.

Announcements, Awards, Special Recognition

Mayor Haddix proclaimed April as Confederate History and Heritage Month. Eagle Scout Ben Casado was recognized for rebuilding the Police Department obstacle course and Eagle Scout Chris Robichaux was recognized for building a K-9 kennel and sit table. Assistant Finance Director Janet Camburn was acknowledged as the Supervisor of the Quarter, and Planning and Zoning Administrator David Rast was cited for 15 years of service.

Minutes

April 5, 2012, Regular Meeting Minutes

Learnard moved to approve the April 5, 2012, regular meeting minutes as written. Fleisch seconded. Motion carried unanimously.

Monthly Reports

Haddix noted there was an additional item on dais – a breakdown of legal fees.

Consent Agenda

1. **Consider Budget Adjustments – FY 2012**
2. **Consider Curbside Sanitation Agreement – Raintree Services, LLC**

Haddix noted there was an additional item on the dais – the staff memo concerning Consent Agenda Item 2.

Fleisch moved to approve the Consent Agenda. Learnard seconded. Motion carried unanimously.

New Agenda Items

04-12-05 Presentation from Airport Authority

Peachtree City Airport Authority (PCAA) Chairman Richard Whiteley noted the PCAA had three strategic objectives – operate the airport in a safe and professional manner through sound business practices that assured financial strength; sustain an acceptable mix of general and corporate aviation with outstanding facilities, premiere services, and competitive prices; and to create an attractive gateway to the City, Fayette County, and the region to promote tourism and sustained economic development.

Whiteley focused on the last objective, saying the board was acutely aware the future of the airport was inextricably tied to the City, and what was good for Peachtree City was good for the airport and vice versa. They wanted to continue to maintain a strong, healthy working relationship with Council and all City departments.

Whiteley introduced Aviation Director Bryan LaBrecque, who showed a brief video entitled "Georgia Airports Mean Business" and gave an overview of the PCAA and the operations at Atlanta Regional Airport – Falcon Field (ARA).

LaBrecque said the airport was home to 184 propeller aircraft and six jet aircraft, which were both privately and corporate owned. There were 20 commercial businesses currently based at the airport including charter outfits, aircraft maintenance, aerial mapping, a flight school, and the Civil Air Patrol. The facilities included 24 T-hangars, all of which were currently occupied; a 29,000 square-foot corporate hangar that was 90% occupied; a 10,000 square-foot hangar and offices that was occupied; a 12,000 square-foot hangar that was occupied; a 2,500 square-foot office space that was occupied; and a full service airport terminal [fixed based operation (FBO)] with a 3,500 square-foot lobby and conference room.

LaBrecque continued with the mission statement:

To be the Premier Regional Airport Serving the Metro-Atlanta Area Providing Superior Services and Facilities with Competitive Pricing.

LaBrecque went over information on the airport provided by the Georgia Airport Association 2011 Economic Impact Study, which was sponsored and produced by the Georgia Department of Transportation (GDOT). The study measured the impact of three vital economic areas (jobs, payroll, economic output) and used a Federal Aviation Administration (FAA)-recognized modeling plan to determine the economic multiplier,

The results of the study showed the Atlanta Regional Airport provided 793 jobs with an annual payroll of \$27,307,900. The direct economic impact was \$87.6 million for on-airport output and \$4.7 million for visitor output. The total local and regional economic output, including the multiplier effect, was \$142,625,600.

LaBrecque continued that the ARA supported major employers in the region including Chick-Fil-A, Cooper Lighting, Land Air Mapping, Aircraft Spruce, Kiewit Building Group, Purina, NASCAR, and Northrop Grumman. The airport also supported flight training, aerial inspections, air cargo, military exercises, environmental patrols, aerial advertising, and air charter services.

The communities served by the ARA included corporate and air charter, the general aviation community, and the community at large by hosting events such as the Great Georgia Airshow, American Cancer Society's Relay For Life, Police Memorial Ride, World War II Heritage Days, NASCAR events, and receiving fallen heroes.

The key financials for 2011 included \$1,841,255 in operating revenues (\$1.3 million in fuel sales, \$482,000 in rental fees), \$1,796,010 in operating expenses (\$1 million in fuel purchases, \$393,000 in employees expenses), the 2011 net income before amortization and depreciation was \$45,245, and the 2011 loss after amortization and depreciation plus non-operating revenues was (\$613,333).

Future objectives were to continue to build and expand relationships with current tenants, continue to reduce financial reliance on fuel sales, induce more private aircraft owners to base their aircraft at ARA, expand corporate owners who operate and base their jets at ARA, support the proposed Chick-Fil-A expansion, develop Area C and beyond with commercial tenants, and become a significant point of pride in the local community and expand the airport's support of everything Peachtree City.

LaBrecque continued that much work needed to be done to make sure people knew about the airport, where it was, and what it had to offer. Better signage was an issue, and LaBrecque said they would be working with City staff on that.

Fleisch asked if all the easement issues regarding the Instrument Landing System (ILS) had been resolved. LaBrecque said they had been taken care of, the grants from the FAA had come through, and all the vendors had been paid. One issue remaining was the abundance of wildlife, especially with Lake McIntosh in close proximity, and the safety of those using the field.

Haddix said many citizens did not know how much the airport had changed in the last few years and how much it had overcome, adding he would like to see an aviation-related technical school/training there. LaBrecque said they were very interested in that, too, and were looking at ways to do that.

Imker noted the airport was a major contributing factor in Sany's decision to locate its North American headquarters in the City. He asked how the talks were going regarding the paint facility and the waiver that was needed. Whiteley said the exhaust stack's effluent for the paint facility was the concern due to the turbulence that would be created. The issue was under review by the FAA, and the PCAA, Staff, and Sany were all working on a resolution.

Imker asked if a decision from the FAA was imminent. LaBrecque said it was not. PCAA member Bill Flynn said a solution was possible, and the question was the flow of the air. Whiteley added that the airport had a great working relationship with Sany, and they were confident something would be worked out.

04-12-06 Consider Amendment to Section 1104(b)(4) Preservation of protected and specimen trees

Planning and Zoning Administrator David Rast addressed Council, adding this was a minor housekeeping issue. The ordinance required a plat of the property be turned in with an application for a tree-cutting permit, but staff had found not everyone had a copy of their plat. Hand-drawn sketches of properties were turned in that did not show anything, so staff had to look at aeriels, floodplain maps, and involve the Geographic Information System (GIS), then bring in the Engineering Department if there were any streams on the property. Staff asked that the requirement to include the plat be removed, adding the rest of the ordinance had been well-received because the process was much simpler. Sometimes permits were turned around the same day or in two days. This change would make the process much easier for staff.

Learnard moved to approve the amendment to Section 1104(b)(4) of the Vegetation Protection and Landscape Requirements Ordinance. Fleisch seconded. Motion carried unanimously.

04-12-07 Consider Facilities Authority Bond Prioritization

Haddix noted there was an additional document on the dais – an e-mail from a resident concerning the tennis courts. Community Services Director Jon Rorie presented the list of projects and recommendations for the \$3 million Facilities Authority bond. (A copy of the list is included with the minutes.) He noted that the Library was in line for a \$100,000 grant from the state for roof repairs and a \$12,305 excess from bond proceeds after debt service payoff, which took the amount available to \$3,112,305. The list included projects that had been completed and/or were already funded, which brought the total remaining funds to \$2,293,244.

Rorie continued that staff had identified all the items on the list as Core, Essential, or Discretionary. Sixteen facilities had been assessed by Pond and Company, Inc., and staff had looked at the issues that were identified. The issues noted ranged from heating ventilation air conditioning (HVAC), electrical, structural, to sewer. He went over each of the items on the list.

Based on the issues found at Kedron when preparing for the new bubble, staff found the pool was not properly grounded and an additional \$46,000 in funding was needed to ensure the pool grounded according to code. Rorie said staff did not know if the same issue existed at the other City pools, but testing needed to be done. He recommended Council consider a budget amendment to take care of the testing rather take the funding from the bond funds. The cost to address any issues that were found was included in the list.

There were sewer issues at the Amphitheater/Shakerag complex, which were a health and safety issue. He noted that the status of each project was listed, whether it was complete, under assessment (red in color, meaning the cost estimate was only a guess), in process, or Request for Proposal (RFP), which meant the project was ready to go. This project would be delayed until the end of the Amphitheater season so patrons would not be affected by the work.

Depending on the results of the RFP, the cost to fix the tennis courts around the City was \$260,000, either by reconstruction or the use of permacourt. Rorie said the results of the RFP would determine the best approach, and staff recommended moving forward with the replacement, repair, or improvements to the tennis courts.

Staff determined the work needed on the Public Works break rooms and restrooms at \$40,000 could be addressed in the budget over the next few years. Another budget amendment was recommended for the facility maintenance building, estimated at \$12,000, at the Baseball Soccer Complex (BSC). It had been originally budgeted at \$75,000. Staff determined it was storage problem, not a space issue, and there was a better alternative.

Rorie recommended moving scoreboard replacement at Meade and Glenloch into the regular budget, adding it could be done a little at a time, with a replacement cycle put in place. The original estimate for the All Children's Playground resurfacing, had been \$50,000, but the cost estimate was now \$100,000, twice the original amount budgeted. It did need to be done, but the question was when. He recommended leaving the resurfacing on the list, but not to move forward at this time.

Staff recommended the cart path to Dog Park be removed from the list and added to the master path plan and prioritized on that list or eliminated totally. Council could look at putting a path there in the future, but it should not take priority over other projects.

Rorie reiterated that \$2,293,244 remained in bond funding. The recommended projects totaled, \$1,788,000, leaving \$505,244, which Rorie recommended be left as contingency funds rather than as undesignated. Some could be designated to other projects, but some contingency should be left to cover any overages that might occur. Rorie said staff would provide quarterly updates on what was spent, what was left, and make recommendations on other projects.

The total estimated for the proposed budget amendments on the list was \$92,000. Rorie said he had discussed the budget amendments with Financial Services Director Paul Salvatore, specifically for the testing of the City pools (\$5,000) and the BSC facility maintenance building (\$12,000). Staff would also wanted to move forward with a budget amendment of \$75,000 to move forward with the design to reconfigure the Recreation Administration building (Rec Admin) for use by Fayette Senior Services.

Rorie pointed out that the original estimate for the work at Rec Admin had been \$75,000, with the cost currently estimated at \$1,089,000. He said there had been an original concept on how the building would be converted to use for senior activities. Projects started out with a vision,

then a suggestion was made to add this or that. It was expensive to back up and redesign things. He wanted to ensure staff had clear direction on the scope of the Rec Admin project for the first and second floors. The numbers could change based on the direction given by Council.

Rorie explained that the building had been originally designed for business occupancy, and it was moving to an assembly occupancy, which required the load of the floor to change from 60 pounds per square foot to 100 pounds per square foot. The parking looked adequate based on the use of the building, but additional parking might be needed if there were events at the other facilities at Shakerag. He showed an architectural rendering done by Pond and Company, which included parking in back. Rorie said that was a bad idea. It also included a stair tower in the back, which might not be needed after discussions with the Fire Marshal. The rendering included a portico in the front to allow drivers to let people out at the main entrance. If Council agreed and removed those items, the cost of the design would be less. Reducing the scope of the project reduced the design fees. The scope currently included the design of the first and second floors, the addition of sprinkler systems, beefing up the floor to carry the additional load, and modifying the basement for use.

Rorie continued the changes on the first floor included were the addition of a stairway and taking out walls. The basement (second floor) was a wide open space, so HVAC, additional bathrooms, and an elevator (estimated at \$185,000) would be needed.

Rorie went over the April 17 letter from Pond & Company, which listed the work that had to be done for Phase 1 (the first floor), including the portico. The estimated cost for Phase 1 was \$493,500, which included \$235,750 for the fire sprinkler system, code-required structural upgrades, and the front entry canopy. The list for Phase 2 was estimated at \$595,250, including approximately \$235,000 for site improvements, elevator, shaft and structural support. The cost estimates were conservative. Rorie said the plans should be developed according to the scope. The initial design phase should absorb both phases, whether the basement was ever renovated or not.

Haddix said he was leery of planning for 10 years ahead due to code changes and changes in devices such as elevators. Rorie said one of the items that should be planned for was an elevator and where it would go. The planning should include where the chutes for the HVAC would be and where the sprinkler system could be expanded. They should be proactive in planning for possible failures and the future.

Dienhart agreed with Haddix, adding that they did not know what the space would be used for in 10 years or what the building code would be.

Fleisch said the reality was the numbers at The Gathering Place were growing. Eighty-three new members signed up in March. Previously, the Gathering Place had 375 members for the entire year. At a pace of 83 members in one month, Fayette Senior Services could easily need the basement for programming in two to three years. It was important to her to have a shell or closet that could not be opened set aside for an elevator. They would be prepared for the future rather than be shortsighted. She noted that the population of residents in the City aged 50 and older was approximately 13,000.

Haddix said he had no intention of voting to spend over \$1 million on a facility expansion in the current economy. He said the building code used to require the elevator on the outside, then it changed to the inside. In 10 years, the code could call for stair chairs to replace the elevator. He was not ready to plan 10 years out.

Fleisch said the City had only contracted with Fayette Senior Services (FSS) for the first floor of the building. Whatever could be done with the basement was another negotiation process. There was not much that could be done with the basement now other than storage due to the access through a garage door. The grading was terrible, so a semi-circular drive in back of the building was not feasible.

Haddix added they had no idea what other needs could occur that could be served perfectly with the basement left as it was. He was only going to consider the minimal amount for Phase 1.

Rorie said the area set aside for an elevator was currently closet space, adding boarding it off so it would be ready to go if needed was practical. The building still had to be renovated for assembly occupancy; renovating the sprinkler system might as well carry over to the second floor. The portico was discretionary, and a determination from the Fire Marshal was needed regarding the outside stairs. Even if those items were removed, the City would still be looking at \$300,000 to \$400,000 for Phase 1. Haddix agreed it would be better to run pipe for the whole system, even if the second floor was not used.

City Manager Jim Pennington said staff had to have a focal point for the RFP for the architect to do the design. Staff wanted to have the big picture for Council to look at so the scope could be narrowed down to something realistic.

Dienhart asked what needed funding at this time, adding that running the pipe for the sprinklers made sense, as well as boarding up the closet for an elevator. He asked if there was anything else. Pennington said that was all they were asking for at this time. Fleisch said the cost to do the work now was less expensive than it would be to have to do it later. She felt the design estimate was high, and that the other costs might come down. Pennington said staff wanted to put out an RFP to get the design done based on the maximum or minimum that Council wanted.

Learnard said she must be missing the big picture. She told citizens the City would not have to spend \$850,000 adding to The Gathering Place. The usability factor was important, and she asked if the uses would be bridge or line dancing or something else. She suggested having a workshop on the building before the next meeting. She said she did not have a feel for what the facility would be used for, and they were looking at the cost of another pool bubble.

Dan Gibbs with Fayette Senior Services addressed Learnard's question. He pointed out there was one major programming area in The Gathering Place that was 1,500 square feet, and another room that was too small for most activities even with the divider open. They needed at least three areas of at least 500 square feet or more. In the design they were looking at during the meeting, there would be one large space on the main floor that would be the equivalent of what would be in the basement, around 1,400 square feet in an open area with. Fayette Senior Services would like to have a permanent tabled location in Phase 1. One of the problems at The Gathering Place was time it took to put up and take down tables. The hall with the tables left up would probably be occupied by bridge, given the current programming or other games, which would free the area up at The Gathering Place for line dancing or other physical activities, as well as large group activities. He proposed there be a wall in the open area, maybe one-third of the area, be more of a pool/large screen television activity area for the men to enjoy. The plan was to have one area for the larger group activities, one area for games where tables could be left up, and a few areas for smaller group activities, such as bead-making. Learnard asked if the proposed area would meet the needs of FSS for the next five years. Gibbs said he would try to have programming for the Rec Admin building up to 85% of

the time in the next few years, which would provide a record to possibly apply for grants to fund the basement. The sprinkler system was half of the cost. The five-year plan for the basement would include moving the pool table downstairs, having some fitness programs, and meeting rooms, reserving the first floor area for larger, educational programs.

Learnard asked why the sprinkler system would be \$250,000. Rorie said it was the change to assembly occupancy.

Imker asked if the cost of the sprinkler system included installation of the system in the basement. Rorie said it did. Imker suggested preparing for the sprinkler system downstairs, asking how that would affect the cost. Rorie said it would not affect the cost much. In the absence of a sprinkler in the basement, they would need to look at firewall construction between the floors. Haddix said it was cheaper to run the sprinkler system at one time.

Fire Marshal Dave Williamson clarified that the biggest single item cost for a sprinkler system was the vault where the fire main connected to the water main. All that would be saved would be the cost of the pipe and insulation, which would not cut the cost of the sprinkler system in half. With assembly occupancy on the first floor and storage occupancy in the basement, there would have to be a separation between the two, putting a fire-ready coating over the structural members in the ceiling of the basement so a fire below would not collapse the floor up above. It would probably cost more than the savings of not putting the system in the basement. Imker said he understood the upgrading of the floor because of the safety concerns of a fire starting in the basement.

Imker suggested going ahead with the design, coming back with all the options, so Council would know the cost of all the options, and then make an evaluation.

Rorie said staff had recommended budget amendments for some of the projects rather than using the Facilities Authority bond. Salvatore had recommended using the bond funds for the design of the projects, then for the City to reimburse the bond. Salvatore said Council could appropriate the design money out of the bond and could reserve part of the contingency amount before it was used somewhere else. No action would be needed until staff brought the project back to Council. Imker said that would save some steps.

Salvatore asked Council to consider including in their motion the budget adjustments for the \$5,000 for the testing of the pools and \$12,000 for storage at the BSC. Imker said he would consider the projects could be paid out the bond for now, saving those steps if they were not necessary. Haddix asked if those items fell under facilities funding. Imker said he would rather proceed, then reimburse the bond rather than put the projects back on the list. The items were design work, but if the design evolved into projects covered by the bond, then another step would be needed. Haddix said he supported reimbursement of the bond.

Rorie said they would move forward with the design, keeping the portico and other items as alternatives, coming back once the costs were more defined.

Referring to the items on the list considered as routine maintenance, Rorie said there could be an increase in the budget to take care of those projects. They would not be forgotten.

Imker noted that there was a filter on the actual list shown, and the entire list included 270 items. The filter narrowed the list down to 130 items, and 90 of the projects could be taken care of by

Public Works over the next few years. Pennington said staff was giving a program of service for the next three to five years.

Haddix said, in the context of the public's education in the budget process, it should be laid out where the City was at as far as Bricks & Mortar loans and other debt, the Public Facilities Authority, and other expenditures that were needed out of the General Fund. It would provide a clear picture of where the City stood on needs, debts, and related finances.

Imker said staff should proceed with the list as recommended.

Fleisch asked if there was a timetable. Rorie said some of the items could be moved on quickly, and some could take 60 to 90 days to start a project due to the process. Salvatore asked Council to include the budget reallocations as presented with the noted exceptions in the motion to give staff authority to move funds around.

Imker asked for a regular updates on the projects. Rorie said they would move on the core items first, and staff would provide monthly updates.

Learnard noted there had been a group concerned about the Glenloch tennis courts at the meeting earlier. She said the group had done a lot of work on the courts themselves, with the City furnishing the materials. Learnard asked to include the work on the tennis courts as a priority.

Fleisch asked if the process regarding the sewer line replacement at Shakerag would also get started so the work could begin as soon as the concert season was over. She asked if the Box Office roof needed to be redone. Rorie said it was the Amphitheater roof, and staff could move forward on that the next day. According to the assessment, there were no leaks at the Box Office, but the list at the Amphitheater was long.

City Attorney Ted Meeker said, if Council felt a project's priority should be elevated, they could do that.

Fleisch moved to adopt the recommendations of staff for the projects listed in the facilities bond maintenance chart as presented by staff, funding the design projects from the bond first. Dienhart seconded. Motion carried unanimously.

Salvatore asked if the remaining undesignated funds should be allocated as part of the construction portion of the Rec Admin building. Imker said they should not. Meeker said the recommendation from Rorie was to keep those funds as contingency. Haddix said the word should be changed on the spreadsheet. Pennington said the change came up just prior to the meeting, so there had not been time to change it.

04-12-08 Consider Qualifying Location & Alcohol Special Event Permit – Drake Field

Public Information Officer/City Clerk Betsy Tyler presented a request for a qualifying location and alcohol special event permit for the use of Drake Field on May 15 by the Convention & Visitors Bureau (CVB) and the Peachtree City Rotary Club.

Learnard moved to approve the one-day qualifying location designation of Drake Field and associated special event permit for Tuesday, May 15, 2012. Fleisch seconded. Motion carried unanimously.

04-12-09 Consider Victory Motorcycle Purchase

Haddix noted there was an additional document on the dais – the staff memo. Police Chief H.C. "Skip" Clark said the lease on the Harley-Davidson Road King expired at the end of May. Staff, including the motorcycle officer, had looked at a number of police motorcycles and felt the program would be best served by the Victory Commander 1, which offered a lease-purchase program rather than a lease program. He recommended the lease-purchase be done under the City's master equipment lease since its annual interest rate was below 1.5% compared to the over 5% rate offered by Victory's lease program.

Clark continued that the department currently budgeted \$450 per month for the Harley-Davidson lease and \$1,000 annually for maintenance, adding that the maintenance had to be performed by the dealer per the terms of the lease. The monthly cost of the Victory motorcycle was \$552, but the rate would be offset by reduced maintenance costs because the City would be able to perform the routine maintenance items. In addition, the estimated value of the Victory at the end of five years would be \$10,000 – \$12,000, which could be used toward the purchase or lease of another motorcycle. At the end of the Harley lease, the motorcycle was turned in for another vehicle.

Dienhart asked what the advantage was to have the officer on a motorcycle rather than in one of new police cars. Clark said the officer used the motorcycle in lieu of a car. The motorcycle was more fuel efficient, was able to go on the cart paths, could be used in certain areas in school safety zones where cars would not fit, and it maneuvered in and out of traffic much more easily than a car in some situations. It had proven to be very useful over the last two years.

Dienhart asked why it should be replaced at all, pointing out that would save \$30,000. He said the officer could use an all-terrain vehicle (ATV) and work on the path system, which would also save the purchase of a car. Clark said there was the option to renew the existing lease. The motorcycle officer did the same job as normal traffic enforcement, and he had the flexibility to go on the cart path when necessary. A car could not always get on the paths, or the officer would have to deploy a bicycle if there was one on the car or go back to the station to get an ATV.

Learnard clarified that the lease for the Harley was \$450 per month and the purchase of the Victory would be \$550 per month. Clark confirmed that, adding that the maintenance cost for the Victory would be \$800 less annually than for the Harley. At the end of the lease, staff would also have to take the Harley motorcycle to Florida to turn in, get a new one equipped, then return to the City. The dealer would sell the motorcycle that was turned in. At the time of the original lease, there was only one dealer in Florida and no dealers in Georgia that provided police motorcycles.

Dienhart said that, by not renewing the lease or getting another motorcycle, the officer could be on the path system with an ATV providing coverage. Clark said they were on the paths as much as possible, adding that one person on an ATV could not cover 90 miles of path. The officers were cycled on the path system, but if there was a call on the north end of town and the ATV was on the south end of town, a car had to be used because an ATV could not get there quickly enough.

Imker said he was not convinced of the need to continue the motorcycle program, adding it was time to evaluate it. Dienhart agreed. Imker continued that it had been a good two-year trial period, and now it was time to evaluate whether to continue the program and value judge

its effectiveness and trades with the alternatives. He did not see the trades in favor of continuing the program.

Learnard said she disagreed. Referring to the recent armed robbery on the path, she asked how an ATV could get from the Police Department to north Kedron. She said the motorcycle offered more flexibility in getting from one end of the City to another and to be on the cart path.

Dienhart said the ideal would be to have the ATVs patrolling and to get rid of the motorcycle. Clark said the paths were patrolled with the ATVs, but he did not have the staffing to have an officer on the paths 24 hours a day. Dienhart asked if two extra officers would be needed since there were two ATVs. Clark said that, to have someone on the path 24 hours a day, seven days a week, he would need 10 officers.

Dienhart referred to some new software that had been discussed at an earlier meeting that would allow better analytics and would show where the officers should be placed. He suggested that the areas where more problems occurred would be the areas that were patrolled, and that would save spending another \$30,000 on a motorcycle.

Haddix disagreed with Dienhart, saying the issues on the paths were unpredictable. The motorcycle was a plus in the field, on the paths, and on the street. It was extremely versatile. Selling the bike every five years was still cheaper than a car. It had versatility, the unpredictability of where it might be, and the ability to get on the paths to answer a call. He felt the total economics was cheaper. The ATVs were limited on speed and distance. Dienhart said there were cars for the streets and ATVs for the paths.

Imker pointed out that the Police Department had 83 vehicles in its fleet, not all patrol vehicles, and had 69 people, not including Code Enforcement. He could only see extending the program if a couple of cars were given up. Clark said they had given up a car for the motorcycle. Haddix said Imker was not talking about a trade-off, but a further reduction.

Imker said that Council spent more money at every meeting the last few months, and the City was not getting more revenue. This was an opportunity to save money. Just as with the Fire Department's Dive Team last year, it was an evaluation of risk analysis, and that concept did not escape anyone in the room. Council just had to make the decision. It was an easy trade, and Chief Clark needed to offer up the motorcycle program as Chief Eiswerth had done with the Dive Team.

Learnard disagreed. She said there were places where money could be taken out and places where it could be kept. Her opinion was that there was a lot of pressure to keep the crime rate down in the community, and this was not the time to remove an existing motorcycle when it was the only one the City had.

Haddix said safety was essential, and he had forwarded many e-mails on the subject directly to the City Manager and to Chief Clark, but not the rest of Council. Safety was essential. Cuts should be made to non-essentials.

Dienhart said it was not an essential safety item as the officer could be in a car. He asked Clark what a motorcycle offered in traffic control that a car did not. Clark said it was a more effective tool. A motorcycle could go into areas that were inaccessible to cars, particularly in school zones. They could move in and out of traffic more easily and quickly. While it was not used continuously on the path, a motorcycle could get on the path system when it was needed. It

was easier to drive on the cart path and was an effective tool for traffic safety, enforcement, and education. There was not a single perfect solution out there. Dienhart said he drove his four children to school every morning, and he had never seen the motorcycle in a school zone. Clark said he could not answer that question, but the officer was in the school zones. Dienhart said he did not see that the motorcycle offered any value that a squad car did not.

Fleisch asked if, at the current level of the fleet, there was another car that could be a sacrificial lamb. Clark said if the motorcycle was gone, the officer would have to go into a car, which would have to be replaced at some time and the car was not there now. The car was a \$46,000 replacement. He could provide more studies, but not at this time.

Dienhart asked if the officer was on the motorcycle during inclement weather. Clark said he was out most of the time. He had rain gear and heavy jackets, and he was out in weather as much as permitted by safety parameters.

Imker clarified there was one officer dedicated to the program. Clark confirmed it. Imker said other vehicles were used 24 hours a day, and the motorcycle was used only when the officer qualified to use it was on duty. Haddix asked Imker if he understood that the car was eliminated when the program began. Imker said the City needed to save money rather than spend it. The economy had not gotten better, and there was still a huge problem with the budget. It was the third year of trying to climb out of a horrible budget problem, and this was another contribution to the problem.

Dienhart said there were pool vehicles just sitting there when the motorcycle was on the road. Haddix said those were not new cars, but cars that had been cycled out because of their age. Dienhart said, if it would save \$30,000, they needed to consider it. They needed to save money instead of spending money every time Council met. Haddix said Council just spent \$700,000 on a bubble used by less than one and one-half percent of the residents. Dienhart said he would not have voted for that if he had been on Council at the time.

Imker said the bubble was a different case because it generated revenue and would pay for itself over time. Haddix disagreed, saying the money spent on maintenance had not been included. Haddix agreed there needed to be cuts, but from non-essential areas. Dienhart said a motorcycle was not essential; there were other vehicles the officer could use.

Pennington asked Council to delay the decision, saying they had asked for a lot of information. Imker said the issue needed to be settled. It appeared that Fleisch would cast the deciding vote, and he would support the decision made.

Fleisch agreed with the City Manager, adding the lease was not up and there was obviously more information needed to make the decision. She wanted to continue the item until May 3.

Haddix said the information needed at the next meeting included the advantages of the motorcycle, the cost levels, the versatility, and information concerning who used the Department's vehicles and pool vehicles. Haddix moved to continue the agenda item to the May 3 meeting. Fleisch seconded. Motion carried unanimously.

Council/Staff Topics

Hot Topics

Learnard referred to a blog written by Haddix earlier in the day on **The Citizen** website, asking Haddix to refrain from blogging through the budget discussions. A heated discussion ensued

between Haddix and Imker regarding comments made in the blogs and at meetings, as well as budget figures. Dienhart requested the discussion stop twice and ultimately left the meeting.

Fleisch moved to convene in executive session at 10:24 p.m. for pending or threatened litigation. Learnard seconded. Motion carried 4-0 (Dienhart was out of the room).

Fleisch moved to reconvene in regular session at 10:45 p.m. Learnard seconded. Motion carried unanimously.

There being no further business to discuss, Learnard moved to adjourn the meeting. Dienhart seconded. Motion carried unanimously. The meeting adjourned at 10:49 p.m.

Pamela Dufresne, Deputy City Clerk

Don Haddix, Mayor

#	Location	Recommendations	Project	Cost	Funding Source	Status	Project Type	Priority	Comment	Target Comp Date	Actual Comp Date
1	Gathering Place	\$0	Gathering Place Remodel	\$ 60,000	FA Bond	Complete	Capital - Core	1	Contractual		
2	Various Facilities	\$0	Arch. Assessments	\$ 34,000	FA Bond	Complete	Capital - Core	1			
3	Kedron Field House	\$0	Bubble Replacement	\$ 672,000	FA Bond	Complete	Capital - Core	1	Service Level Impact		
4	All City Pools	\$5,000	All City Pools need electrical service grounding checked. Testing Only to Identify(\$46,000Ea.)	\$ 150,000	FA Bond	In Process	Capital - Core	1	Health and Safety		
5	Amphitheater	\$210,000	Upgrade sewer as part of Shakerage Pipe Bursting	\$ 210,000	FA Bond		Capital - Core	1	Health and Safety		
6	BMX	\$40,000	Tower/Pavillion potential structural and electrical issues - Architectural Assessment	\$ 40,000	FA Bond		Capital - Core	1	Health and Safety		
7	City Hall	\$0	Settling in the exterior wall Next to CM conference room-Architectural Evaluation(Monitor)	\$ -	FA Bond		Capital - Essential	3	Health and Safety		
8	Glenloch Soccer	\$0	Building needs to be evaluated for outdated systems (Architectural/Remodel)	\$ 100,000	FA Bond		Capital - Discretionary	4	Optional		
9	Rec Admin	\$75,000	Reconfigure building for FSS-Architectural Services, ADA Doors	\$ 1,089,000	FA Bond		Capital - Core	1	Legal/Contractual		
10	Braelinn, Blue Smoke, Glenloch, Smoke Rise	\$260,000	Court resurfacing/replacement	\$ 260,000	FA Bond		Capital - Essential	3	Health and Safety, Service Level Impact		
11	Meade	\$20,000	Electrical Panel Replacement	\$ 20,000	FA Bond		Capital - Core	1	Health and Safety		
12	Tennis Center	\$203,000	Covered Court Roof Replacement (The cost estimates are not within budget and we will have to look at other options.)	\$ 203,000	FA Bond		Capital - Core	1	Legal/Contractual		
13	Amphitheater	\$100,000	Improvements	\$ 75,000	FA Bond		Capital - Essential	3	Health and Safety		
15	Battery Way Park	\$0	Boat Dock Replacement-Architectural Assessment	\$ -	FA Bond	Complete	Capital - Discretionary	4	Optional		
16	BSC	\$0	Complete parking addition which was part of BSC Master plan(\$250,000 100 Grass Pave Spots)	\$ 500,000	FA Bond	In Process	Capital - Discretionary	4	Positive Fiscal Impact/Tourneys		
17	Cast House	\$50,000	Roof, and Remodel (Roof \$8,500)	\$ 100,000	FA Bond		Capital - Essential	3	Health and Safety		
18	Library	\$315,000	Roof replacement(100,000) Grant	\$ 315,000	FA Bond		Capital - Essential	3	Predicted Failure/Financial		
19	Public Works	\$50,000	Public Works Auto Shop Replace Bulk Storage building.	\$ 50,000	FA Bond		Capital - Essential	3			
20	Public Works	\$0	PW Breakrooms and Restrooms	\$ 40,000	FA Bond		Capital - Discretionary	4	Optional		
21	Public Works	\$12,000	BSC Facility Maintenance Building(\$12,000)	\$ -	FA Bond						
22	Kedron Field House	\$0	Storage for Bubble	\$ 100,000	FA Bond		Capital - Discretionary	4	Discretionary		
23	Fire Sta. # 83	\$0	Driveway Repairs	\$ 35,000	FA Bond		Capital - Essential	3	Predicted Failure		
24	Meade & Glenloch	\$0	Score Board replacements	\$ 37,000	FA Bond		Capital - Discretionary	4	Discretionary		
25	All Children's Playground	\$0	Play ground resurfacing	\$ 100,000	FA Bond		Capital - Discretionary	4	Can Be Delayed		
26	Fire Sta. # 81, 82,	\$70,000	Seal Exterior Walls (Issues)	\$ 70,000	FA Bond	In Process	Capital - Essential	3	Predicted Failure		
27	Kedron Field House	\$0	Seal Exterior Walls	\$ 100,000	FA Bond		Capital - Essential	3	Project Completion		
28	Kedron Field House	\$60,000	Poof resurfacing(Large and Small)	\$ 60,000	FA Bond		Capital - Essential	3	Project Completion		
29	Kedron Field House	\$0	Roof Sealing (currently leaking) 25,000 Sq/ft Bldg	\$ 98,000	FA Bond		Capital - Essential	3	Predicted Failure		
30	Public Works	\$60,000	Replace Fuel Pump Canopy	\$ 60,000	FA Bond		Capital - Core	1	Predicted Failure		
31	Library	\$121,000	Seal Exterior Walls	\$ 121,000	FA Bond		Capital - Essential	3	Predicted Failure		
32	Riley Field	\$39,000	Septic tank system is old, needs replaced and/or tie into sewer system. Tank has to be pumped 4 times in 3 months. (Sewer was extended to this side of the road a lateral would be the best option)	\$ 39,000	FA Bond		Capital - Essential	3	Predicted Failure - (Design/Build)		
33	Braelinn	\$80,000	Field Revitilization- Field Resoding, Fencing Repairs, walking path, etc.	\$ 80,000	FA Bond		Capital - Discretionary	4	Optional		
34	Fire Sta. # 81	\$50,000	Driveway Repairs	\$ 50,000	FA Bond		Capital - Essential	3	Predicted Failure		
35	Police Dept	\$0	Chiller	\$ 500,000	FA Bond		Capital - Discretionary	4	Can Be Delayed		
36	Dog Park	\$0	Path to be paved from parking lot to entrance	\$ 30,000	FA Bond	In Process	Capital - Discretionary	4	Steve Brown See path plan		
37	BSC	\$60,000	Irrigation Pump	\$ 60,000	FA Bond		Capital - Essential	1	Predicted Failure		
38	City Hall	\$0	The exterior lighting has been evaluated for potential LED upgrade.	\$ 40,000	FA Bond		Capital - Discretionary	4	Need Decision - Positive Fiscal Impact		

Remaining Bond Funds	\$2,293,244	
Recommended Projects	\$1,788,000	Total \$ 5,498,000
Undesignated	\$505,244	

Budget Amendments	\$92,000
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Key Questions/Points

Rec. Admin direction

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor & Council Members

VIA: City Manager 

FROM: Public Information Officer/City Clerk 

DATE: April 24, 2012

SUBJECT: Consider Ordinance Amendment – Residential Solid Waste Container
May 3, 2012, City Council Meeting

Recommendation:

That Council adopt the attached amendment to the Health and Sanitation – Solid Waste Ordinance limiting the colors of curbside residential solid waste containers.

Discussion:

Council has become aware that the garbage industry has begun developing a wider range of colors for curbside receptacles than were previously available. The more brightly colored containers can be much more visually intrusive than the darker ones in the same area and show dirt and damage to a much higher degree.

Staff is proposing the attached ordinance, which limits the colors of curbside residential sanitation companies to those neutral tones currently in use, to assist homeowner associations and neighborhoods in maintaining their streetscapes.

In developing the attached wording, staff contacted the five companies holding residential curbside solid waste franchises, and all fall within the parameters outlined in the ordinance revision. The attached ordinance specifically addresses containers provided by the sanitation company to customers.

Budget Impact:

This item should have no budgetary impact.

AN ORDINANCE TO AMEND ARTICLE III, SOLID WASTE MANAGEMENT, OF CHAPTER 43, HEALTH AND SANITATION, OF THE PEACHTREE CITY CODE OF ORDINANCES, AS AMENDED, TO PROVIDE REQUIREMENTS FOR CURBSIDE RESIDENTIAL SOLID WASTE COLLECTION AND DISPOSAL; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR 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, that:

Section 1. Chapter 42, Article III, Solid Waste Collection, Section 42-83(e) of the Health and Sanitation Ordinance, as amended, be further amended by adding a Subparagraph (6) as follows:

Sec. 42-83. - Requirements.

- (e) Private businesses which operate in the city and provide curbside residential solid waste collection and disposal services shall comply with the following additional minimum requirements:
- (1) Annually or upon request, provide written assurance and description of disposal capability to support the city for ten years into the future.
 - (2) Enter into a nonexclusive franchise agreement with the city for authorization to provide waste collection, recycling, and yard waste removal services to city residents and to use publicly owned streets and rights-of-way.
 - (3) Offer single-stream, curbside residential recycling services as part of the base services. The following materials, at a minimum, shall be recycled:
 - a. Newspaper.
 - b. Glass containers.
 - c. Aluminum beverage and bimetal cans.
 - d. HDPE and PET plastic containers.
 - e. Cardboard.
- Recyclable materials may be added to this list at the discretion of the collection company. The company shall provide suitable containers to its residential customers to facilitate recycling.
- (4) Offer curbside collection and disposal service for yard trimmings in residential areas. Bagging or container systems shall be determined by the waste collection companies.
 - (5) Pay to the city, on a quarterly basis four times a year, a \$1.00 per customer per quarter franchise fee. It shall be the duty of a franchisee to pay to the city the

franchise fee for the preceding quarter within 45 days after the end of the quarter. For purposes of this article, the quarters shall end on March 31, June 30, September 30 and December 31 of each year.

- (6) Curbside collection receptacles provided for waste collection, recycling, and yard waste removal shall be of dark, neutral coloring to include and be limited to black, green, blue, brown, or gray.

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 adoption.

This _____ day of _____ 2012.

Don Haddix, Mayor

Attest: _____
City Clerk

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: James L. Pennington, City Manager 

FROM: Paul J. Salvatore, Financial Services Director 
Janet I. Camburn, Assistant Finance Director 

DATE: April 24, 2012

SUBJECT: Budget Amendments – Fiscal Year 2012
May 2, 2012 City Council Consent Agenda

Recommendation:

It is Staff's recommendation that City Council approve the attached budget amendments to amend the 2012 budget resolution.

Discussion:

Attached please find budget amendments 12-022 and 12-023 for fiscal year 2012 submitted for your approval. Budgeted amendment 12-022 reduces loan proceeds and computer supplies expenditures in the General Fund that was originally budgeted for hardware replacement in City departments that was expected to be financed through Dell and installed by City staff. The budget amendment also increases loan proceeds and capital expenditures in the 2012 Public Improvement Program Fund to fund the costs associated with the purchase and installation of hardware and software by a third party. This is now expected to be financed through the City's master lease with Chase Equipment Finance.

Budget amendment 12-023 reduces the transfer from the General Fund to the Debt Service fund for budgeted principal and interest payments on the original computer supplies expenditures that were to be financed through Dell. This reduction in the General Fund transfer will be used to fund technical services in the Information Technology Department over the next few months prior to the City awarding a contract to a third party vendor to handle these services. Debt service for the financing through Chase Equipment Finance noted above is not expected to occur until fiscal year 2013.

Budget Impact:

The proposed budget amendments impact the General Fund by reducing both revenue and expenditures by \$408,227; the 2012 PIP Fund by increasing both revenue and expenditures by \$408,227; and the Debt Service Fund by reducing both revenue and expenditures by \$115,704.

If you have any questions, please do not hesitate to contact either Paul Salvatore or Janet Camburn.

Thank you for your attention to this matter.

CITY OF PEACHTREE CITY**BUDGET AMENDMENT****NUMBER** 12-022**DATE** 5/2/2012

ACCOUNT	PROJECT	DESCRIPTION	INCREASE	DECREASE
100-9999-393500	xxx	Capital Leases - Loan Proceeds		408,227
100-1511-531180	xxx	Computer Supplies - Fin.		4,625
100-1517-531180	xxx	Computer Supplies - Purch.		2,350
100-1535-531180	xxx	Computer Supplies - IT		18,164
100-1540-531180	xxx	Computer Supplies - HR		1,850
100-1570-531180	xxx	Computer Supplies - PI		9,554
100-1575-531180	xxx	Computer Supplies - Eng.		9,420
100-2650-531180	xxx	Computer Supplies - Court		7,450
100-3210-531180	xxx	Computer Supplies - Police		164,075
100-3510-531180	xxx	Computer Supplies - Fire		95,215
100-3600-531180	xxx	Computer Supplies - EMS		21,370
100-4100-531180	xxx	Computer Supplies - PW		35,210
100-6110-531180	xxx	Computer Supplies - Rec.		4,490
100-6122-531180	xxx	Computer Supplies - Kedron		6,974
100-6510-531180	xxx	Computer Supplies - Library		17,260
100-7410-531180	xxx	Computer Supplies - Planning		10,220
100-9999-393500	xxx	Capital Leases - Loan Proceeds		8,890
100-0000-389025	xxx	Surplus Carryover	8,890	
332-9999-393500	xxx	Capital Leases - Loan Proceeds	408,227	
332-1535-542405	xxx	Computer System Upgrades	408,227	

To reduce Computer Supplies and Loan Proceeds in the General Fund for budgeted items to be transferred to the 2012 PIP Fund for the replacement of hardware. A total of \$5,390 was already reduced in the Gathering Place Department and \$3,500 is to come from the Stormwater Fund not the General Fund.

Entered**Approved**

CITY OF PEACHTREE CITY

BUDGET AMENDMENT

NUMBER 12-023

DATE 5/2/2012

ACCOUNT	PROJECT	DESCRIPTION	INCREASE	DECREASE
400-8000-581205	xxx	2012 Capital Leases Principal		83,607
400-8000-582205	xxx	2012 Capital Leases Interest		32,097
400-0000-391400	xxx	Operating Transfer from Fund 100		115,704
100-1505-611400	xxx	Operating Transfer to Fund 400		115,704
101-1535-521300	xxx	Technical Services - IT	115,704	

To reduce principal and interest expenditures in the Debt Service Fund and reduce the transfer from the General Fund. In the General Fund reduce the transfer to the Debt Service Fund and increase Technical Services in the Information Technology Department to off-set cost associated with IT contract services.

Entered

Approved

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor & Council Members

VIA: City Manager 

FROM: Chief of Police 

DATE: April 27, 2012

SUBJECT: Consider Victory Motorcycle Purchase
May 3, 2012, Council Meeting

Staff is gathering the data requested by City Council at the April 19 meeting. A presentation will be ready on May 3.



Date: April 27th, 2012

To: City Council

From: Peachtree City CVB Board of Directors
Executive Director

RE: Visitors Center Renovation Budget Amendment Approval

Request:

The Peachtree City CVB Board of Directors is requesting approval of a budget amendment in the amount of \$68,000 for renovations to establish the new Visitors Center in the Amphitheater Box Office Building in the area used formerly as the Gathering Place Annex.

Summary:

The Peachtree City CVB Board of Directors appointed a committee to review three Requests for Information and agreed to the recommendation to have Compass Collective proceed with a design proposal of the Visitors Center Renovation at the March 21st, 2012 Board Meeting.

During the April 18th, 2012 Board Meeting, the Peachtree City CVB Board of Directors reviewed the design proposal from Compass Collective and approved the request to spend up to \$68,000 of FY 2011 carryforward surplus on the plans presented by Compass Collective to renovate the Visitors Center. Per the CVB Bylaws, the Board of Directors is required to gain approval of any budget amendment over \$20,000 from City Council.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council

VIA: City Manager 
Financial Services Director P.S. 
Assistant Financial Services Director 
Purchasing Agent 
Public Services Director 

FROM: Stormwater Manager 

DATE: April 27, 2012

SUBJECT: Emergency Pipe Lining – 102 Windbreak Path
May 3, 2012 City Council

Recommendation:

Staff recommends the brand name and sole source approval of emergency pipe lining to Utility Asset Management, Inc. (UAM) for their lump sum amount of **\$77,625.00**

Discussion:

Staff was notified of two sinkholes near 102 Windbreak Path. Further investigation by staff indicated that the storm drainage pipe along Windbreak Path had failed in multiple locations. In addition, several brick drainage structures were observed to be various degrees of structural failure. Staff has researched viable options for repairing the pipes including open trench replacement and Centrifugally Cast Concrete Pipe (CCCP).

Centrifugally Cast Concrete Pipe (CCCP) is the best option for the observed failures in that it can be quickly installed and provides a structural component without having significant excavations and closures to the road. Therefore staff requested a quote from UAM who is the only local contractor certified by the manufacturer and capable to complete this type of application.

Because there is an unknown timeline for the life of these structures staff recommends that they be completed on an emergency status and they UAM be given the notice to proceed immediately.

Budget Impact:

There are adequate funds available in the Renewal and Extension Line of the storm water utility to cover these costs.

Attachments

cc: City Engineer's File



April 12, 2012

Quote No. 12139

To: City of Peachtree City, Georgia
209 McIntosh Trail
Peachtree City, GA 30269

Attn: Michael Madison

RE: 102 Windbreak Path
Stormwater Pipe Rehabilitation Services

Scope of Work: Furnish all materials, equipment, labor and supervision to install CentriPipe Centrifugally Cast Concrete Pipe (CCCP) at the engineered design thickness up to 1" maximum to the corrugated metal storm pipes as follows:

<u>Pipe 1 - Between Catch Basins 4800 and 4810</u>		30" Diameter x 128 LF	
Cost of Work	CentriPipe Lining	\$150.00 per LF	\$19,200.00
<u>Pipe 2 - Between Catch Basins 4810 and 4809</u>		36" Diameter x 115 LF	
Cost of Work	CentriPipe Lining	\$175.00 per LF	\$20,125.00
<u>Pipe 3 - Between Catch Basins 4809 and 4808</u>		36" Diameter x 206 LF	
Cost of Work	CentriPipe Lining	\$175.00 pcr LF	\$36,050.00
<u>Catch Basins 4800 & 4809 & Junction Box 4810</u>			
Cost of Work	Cementitious Lining	\$750.00 Each	\$ 2,250.00
Total Cost of Work			\$77,625.00

Notes:

1. City to provide access to clean water for mixing of liner material and cleaning of equipment.
2. City to provide reasonable access to storm pipes and all permits and rights of entry (if required).
3. Invert repair included in cost of work.

CERTIFIED FEMALE BUSINESS ENTERPRISE

Corporate Office:
5 E. William Wainwright Street
Reynolds, GA 31076
478-847-2301

Atlanta Area Office:
75 Mendel Drive
Suite C
Atlanta, GA 30336
404-691-4836

E-Fax : 678-623-0282



102 Windbreak Path
Stormwater Pipe Rehabilitation Services

Quote No. 121115
Page 2

Please contact me if you have any questions about this proposal or need additional information.

Sincerely,

Glenn Fowler
Vice President
Utility Asset Management Inc.

CERTIFIED FEMALE BUSINESS ENTERPRISE

Corporate Office:
5 E. William Wainwright Street
Reynolds, GA 31076
478-847-2301

Atlanta Area Office:
75 Mendel Drive
Suite C
Atlanta, GA 30336
404-691-4836

E-Fax : 678-623-0282

Emergency Pipe Repair

Randy Smith

Sent: Friday, April 27, 2012 9:27 AM

To: Mark Caspar

Cc: Paul Salvatore; Angela Egan

Mark,

Until this project is approved by the Council, please use the following general ledger expense account number on any purchase order request. **521-4250-541400 INFRASTRUCTURE** This account is temporary; another account will be created along with the project code once the project is approved. Please follow Paul's previous instructions as to the budget impact and use of funds.

Thanks,

Randy Smith, CPA

City of Peachtree City

Accounting Manager

P O Box 2959

Peachtree City, GA 30269

Phone: 770-631-3345 Fax 770-631-2507

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and City Council

VIA: City Manager
Financial Services Director *P.S.*

FROM: Human Resources Administrator *EB*

DATE: April 25, 2012

SUBJECT: Consider Elimination/Replacement of One (1) Position in the Administrative Services Division/City Manager Department
May 3, 2012, City Council Meeting

Recommendation

Staff recommends eliminating the Executive Assistant position (Grade 275) in the City Manager Department of the Administrative Services Division and replacing it with a new position entitled Administrative Services Coordinator (Grade 277).

Discussion

Since the City Manager came a year ago, he has been evaluating his needs within the department and what the role of his assistant should be. This position should provide specialized support to the City Manager, Mayor, and Council Members and should ensure that projects/tasks that need attention can be addressed. The City Manager has added responsibilities to the Executive Assistant position and has changed the scope of the position. With the departure of the Administrative Services Director, the position now supervises two Customer Service Representatives at the front reception desk. Since the position changed dramatically, the job description was revised (See attached), and it was sent to The Mercer Group for evaluation of the factoring as is outlined in our compensation policy.

Upon receiving the final evaluation from The Mercer Group, it was recommended that the position be placed at a Grade 277 and be titled Administrative Services Coordinator which is consistent with other positions within Grade 277. The Executive Assistant position would be eliminated.

Budget Impact

The total budget impact (salary and all benefits) for reclassifying this position in FY 12 (5 months) is approximately \$1604.65 with an annual impact of \$3851.15. The amount required from the General Fund for this reclassification is very minimal and can be absorbed in the FY 12 Administrative Services Division budget.

THE CITY OF PEACHTREE CITY

JOB DESCRIPTION

Title: Administrative Services Coordinator
Division: Administrative Services
Department: Administrative Services
Job Code: 113
Level: 277
Eligible for Overtime: Yes
Reports To: City Manager
Prepared By: Human Resources Administrator
Prepared Date: March 16, 2012

I. POSITION SUMMARY

This position provides general administrative and clerical support to the City Manager, the Mayor and City Council Members. This position also supervises two Customer Service Representatives II at the front desk.

II. ESSENTIAL DUTIES

- Provides critical support to the City Manager.
- Provides necessary support and interaction for Senior Staff and Non-Senior Staff direct reports with City Manager.
- Supervises and provides back-up for two part-time City Hall Customer Service Representatives at the front desk and coordinates inter-office assignments and work with other departments as necessary.
- Maintains and schedules appointments, manages calendars, and travel/training for City Manager, Mayor, and Council.
- Reviews mail and documentation for City Manager, Mayor and City Council Members. Categorizes for review, follow-up, response required. Monitors to ensure timely responses. Coordinates with proper departments for information and feedback for clarification.
- Prepares reports, forms, confidential memoranda, and other written correspondence for City Manager and Mayor.
- Prepares orientation materials, briefings with staff and training for all newly-elected officials.
- Handles recruitment/interview process for all Commissions and Authorities.
- Screens citizen complaints for City Manager, Mayor, and Council, and follows-up with the proper departments.
- Coordinates and oversees PTC101 class and Council Retreat.
- Maintains and tracks project status and targets for Senior Staff.
- Orders / maintains office, operating, and break room supplies for Administrative Services Division.
- Files, retrieves, and maintains materials/data from department's computerized and manual filing systems.

- Reviews bi-weekly timesheets from all Administrative Services employees for accuracy before processing by Payroll.
- Other duties as requested.

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

- High school diploma and seven to ten years directly related experience; or two years of college or Associate's Degree and two to less than five years directly related experience; or a Bachelor's Degree and less than two years directly related experience.
- Supervisory experience preferred.

B. Knowledge/Skills/Abilities

- Must possess outstanding communication skills.
- Must possess the ability to understand and follow oral/written policies, procedures, and instructions.
- Must have the ability to relate to individuals from all social and economic segments of the community.
- Must possess excellent customer service skills, having the ability to deal with different personalities in a professional calm manner.
- Must be comfortable with computer software programs, such as Word, Excel, and PowerPoint.
- Must be detail-oriented.

C. Certificates/Licenses/Registrations

- None required.

IV. WORKING CONDITIONS

A. Physical Demands

- The work is mainly sedentary, but may require some walking, standing, stooping, carrying of light items, such as papers, books, or small parts. No special physical demands are required to perform the work.

B. Work Environment

- The incumbent will work in an environment involving everyday risks or discomforts which require normal safety precautions. Use of safe work

practices with office equipment, avoidance of trips and falls, and observance of fire regulations are minimally required.

C. Travel Requirements

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

V. APPROVAL SIGNATURES

City Manager

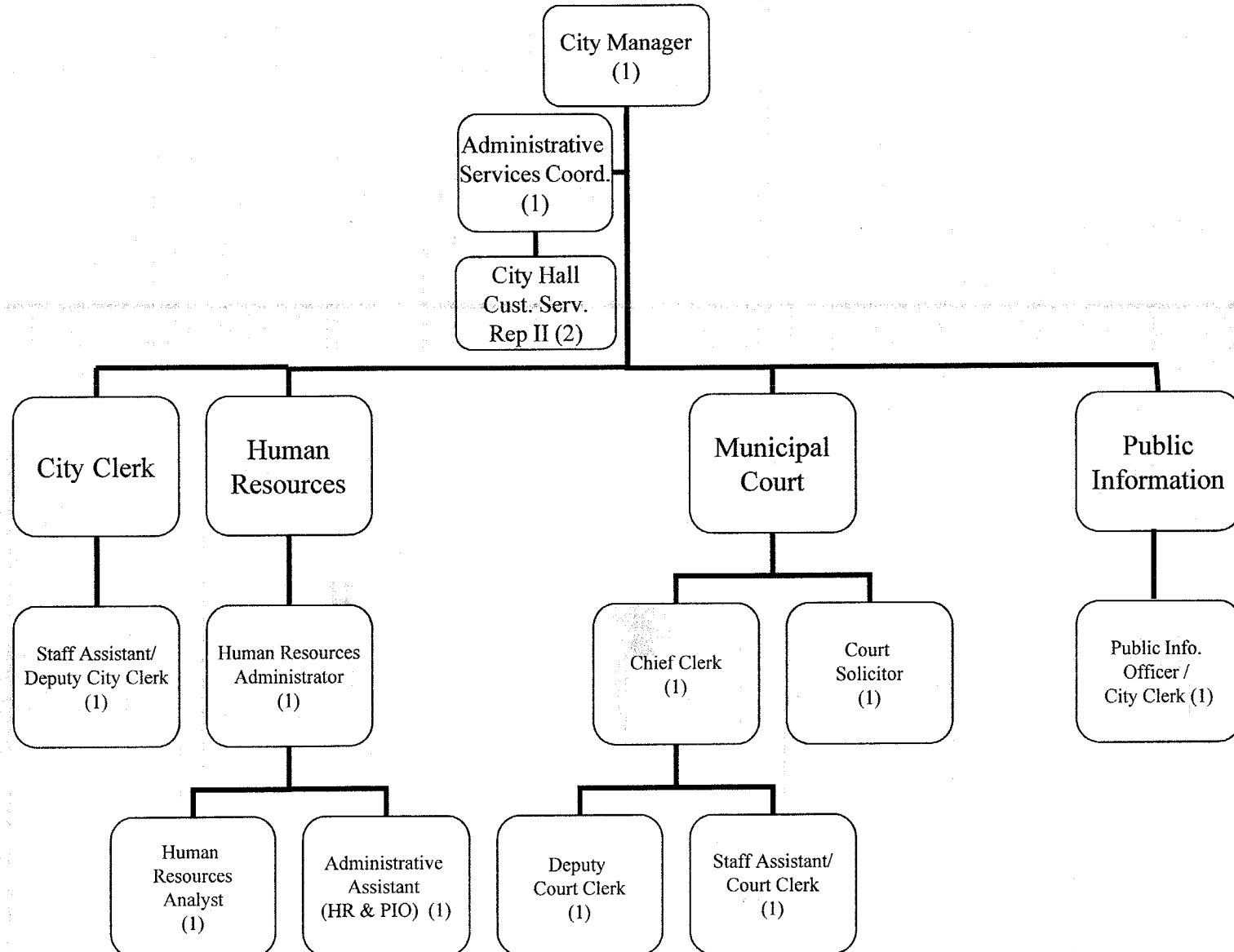
Date

Human Resources Administrator

Date

Administrative Services

PROPOSED FY 2012



CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and City Council

FROM: Jim Pennington, City Manager 

DATE: April 27, 2012

SUBJECT: Consider Elimination of Customer Service Representative II Position
and Replacement with Two Part-Time Positions – Administrative
Services
May 3, 2012, City Council Meeting

Recommendation

Staff recommends eliminating the regular full-time position of Customer Service Representative II and replacing it with two part-time Customer Service Representative II positions in Administrative Services at City Hall effective June 1, 2012.

Discussion

As you know, we have been evaluating the staffing and responsibilities within the City over the past several months with an emphasis on efficiencies and cost savings. When evaluating the Administrative Services Division, we considered the most efficient way to provide the front window service to our customers. In the past the front desk at City Hall was manned with two part-time employees instead of a full-time employee (job sharing model). The two part-time employees covered the responsibilities of the front desk and provided coverage for each other when absences were necessary. In an effort to save costs, we have temporarily tried a job sharing model for the past 2-1/2 months to determine if the front desk services would be negatively impacted. This arrangement has been successful, and it appears that this model would be an appropriate structure for the front desk going forward. The work schedules for the part-time employees would be 8:00 a.m. – 12:30 p.m. and 12:30 p.m. – 5:00 p.m. The morning and afternoon breaks would be covered by others within the Administrative Services Division.

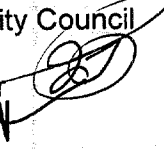
Budget Impact

Because the Customer Service Representative II position would no longer be full-time, the City would not be providing a benefits package. Therefore, the total annual budget impact is an estimated benefits savings of approximately \$19,415.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and City Council

VIA: City Manager 
Police Chief

FROM: Human Resources Administrator 

DATE: April 25, 2012

SUBJECT: Consider Elimination/Replacement of One (1) Position in the Police Department
May 3, 2012, City Council Meeting

Recommendation

Staff recommends eliminating the Police Major position (Grade 286) in the Police Department and replacing it with a new position entitled Assistant Police Chief (Grade 286).

Discussion

With the recent retirement of the Police Major, we reviewed and evaluated the Police Major position. Since the job description had not been updated in approximately ten years, we revised the job description based on the current needs of the department and revisited the experience, education, and training that is needed to perform the position. The position provides a critical leadership role within the department, acts as a "right hand" to the Police Chief, and serves on behalf of the Chief in the event of his absence. The current title, however, is not representative of the #2 in Command of the department. Therefore, we are recommending a new position of Assistant Police Chief (See attached job description) which is more reflective of the responsibilities of the position and is a typical position found within larger police departments. After the job description was revised, it was sent to The Mercer Group for evaluation of the factoring as is outlined in our compensation policy.

Upon receiving the final evaluation from The Mercer Group, it was recommended that the position remain in Salary Grade 286 with the title of Assistant Police Chief. The previous position of Police Major would be eliminated.

Budget Impact

There is no budget impact for reclassifying this position since the position will remain in Salary Grade 286.

THE CITY OF PEACHTREE CITY

JOB DESCRIPTION

Title:	Assistant Police Chief
Division:	Public Safety
Department:	Police
Job Code:	
Level:	286
Eligible for Overtime:	No
Reports To:	Police Chief
Prepared By:	Human Resources Administrator
Prepared Date:	January 23, 2012

I. POSITION SUMMARY

The purpose of this job is to perform a higher level of management, supervisory, and administrative duties within an assigned division overseeing the functions and operations in accordance with all statutes, laws, ordinances, and regulations for which the Police Department is accountable. Duties include, but are not limited to: supervising and directing personnel; providing management support in planning, developing, interpreting, and implementing various division policies, goals, and objectives of the department; and reviewing and preparing reports. This position serves on behalf of the Chief of Police in the event of his/her absence.

II. ESSENTIAL DUTIES

Work Delegation:

- Supervises, directs, and evaluates assigned staff, handling employee concerns and problems, directing work, counseling, disciplining, and completing employee performance evaluations. Reviews performance evaluations prepared by first-line supervisors; evaluates officer performance in the field; reviews daily incident reports to evaluate officer performance.
- Makes and prepares written recommendations to the Chief of Police on personnel matters involving formal disciplinary actions.
- Directs, manages, and administers, either personally or through subordinate supervisors, the day-to-day operations of an assigned division's process and Police regulatory functions.
- Assigns and transfers personnel; reviews and authorizes overtime and compensatory forms ensuring requirement not frivolous and was necessitated by emergency.
- Enforces city and state codes, ordinances, laws, and regulations, both traffic and criminal, in order to protect life and property and to prevent crime and promote security.

Planning and Organizing:

- Serves on department management team to set policy and priorities for the department; plans, develops, and implements departmental policies, goals, and objectives.
- Oversees the establishment of methods and operating procedures in compliance with approved policies and procedures, applicable laws, and orders from the Chief of Police.
- Plans and schedules staff and management meetings, employee conferences, vendor meetings, etc.
- Prepares multi-year management plan compiled from project reports from subordinate supervisors; prepares and reviews special programs and project development.

Communication:

- Reviews and makes recommendations regarding major policies affecting the administration of the department and/or with other City departments regarding major policies, services, or business.
- Attends meetings to strategize on how to accomplish departmental goals; discusses operational and inter-divisional issues, problems, and coordination with inter-agency managers and supervisors.
- Maintains telephone, radio, and personal contacts with all support, emergency, law enforcement and court personnel, State and other law enforcement agencies, vendors, and the general public as necessary to obtain, clarify, or find facts or information in highly structured situation; to justify, defend, negotiate, or settle matters involving significant or controversial issues with individuals or groups with diverse viewpoints to arrive at a common understanding.
- Responds to questions, complaints, and requests for information by telephone, in person, or by mail from citizen groups, the general public, attorneys, consultants, outside agencies, employees, superiors, etc.
- Oversees the release of information to the news media, concerning departmental affairs.

Employee Development:

- Directs the development of training programs and approves curriculum.
- Reviews and approves training materials, training requests, and in-service training schedules.
- Establishes goals for employees on a regular basis; instructs and directs subordinates on proper procedures, and protocol of the department; inspects personnel for compliance to guidelines, uniform, etc.
- Assigns tasks and projects to subordinates and monitors performance; provides technical assistance as needed.

Administrative Duties:

- Reviews and/or approves various reports and forms, and requests files and records including incident reports, discipline files, productivity and crime reports, proposal and training requests, payroll and personnel documents, etc.

- Represents supervisor and/or substitutes for other supervisors and/or co-workers in temporary absence of same; performs flexible unit assignments as needed in emergency response; performs other administrative tasks as assigned.
- Attends meetings, seminars, and training sessions as required to remain knowledgeable of departmental and city operations, to promote improved job performance and to stay current with changing state/municipal policies, procedures, codes, and criminal/civil case law.
- Maintains confidential files and prepares monthly reports on various activities of the Police Department; supervises the preparation and ensures the accuracy and completeness of daily, special, and periodic reports; and reviews reports submitted by ranking officers.
- Prepares, maintains, and/or oversees the preparation of records, forms, and monthly, quarterly, and annual reports including budget, management plans, technical studies, training lesson plans, statistical analyses, personnel orders, etc.
- Prepares detailed technical specifications for contracts and requisitions; writes and revises standard operating procedures and directives.
- Composes and prepares correspondence, letters, memoranda, and other documents associated with daily routine and other Assistant Police Chief duties; completes training requests.
- Monitors and reviews citizen and internal complaints against department personnel, department service/operations and department policies/procedures; documents complaints; interviews complainants, witnesses, and officers; maintains files regarding investigations; reports facts and conclusion to the Chief of Police and makes recommendations regarding disciplinary action, if any; acts as Internal Affairs Coordinator.
- Operates a vehicle to travel to an incident, meeting, event, etc., which requires employee's presence outside employee's office building; inspects maintenance of vehicle prior to using and requests service and/or repairs as needed; operates and utilizes various radio devices for communications.

Fiscal Responsibilities:

- Reviews/approves divisional budget; sets priorities and makes cuts and revisions where necessary.
- Requisitions recommended equipment, materials, and supplies based on budget monies available and controls guidelines; reviews, signs, and/or approves invoice payments.
- Assists with annual budget preparation.

Productivity and Accountability:

- Reviews all applicable reports due to current assignment.
- Attends official functions, council, and community meetings when required; makes presentations and public speeches when necessary.
- Determines the staffing and scheduling needs of the various divisions and ensures that each are consistently met.
- Investigates discipline complaints or reviews investigations against department personnel; makes disciplinary action decisions.

- Assumes command of police personnel at the scene of critical incidents when necessary.
- Determines crime trends; develops strategies for dealing with specific crime problems.
- Remains on-call 24-hours/7-days to handle emergencies.
- Must be able to perform all duties of sworn officer including operation of equipment, etc., when necessary.
- Supervises the investigations into the backgrounds of individuals requesting alcohol beverage licenses and Police Department applicants.

Other Duties:

- In conjunction with Human Resources, oversees the activities of the Applicant Selection Committee and is responsible for screening, interviewing, and making hiring recommendations to the Chief of Police for position vacancies.
- Performs other duties as assigned by supervisor.

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.

- Must be at least 21 years of age.
- Must be a citizen of the United States or a repatriated or naturalized citizen of the United States.
- Must have no record of any felony conviction.

A. Education and/or Experience

- Bachelor's degree in Criminal Justice, Social Science, Business/Public Administration, or related field required or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position; Master's degree preferred.
- Five (5) years experience in a law enforcement agency in a senior-level management position required.
- Responsible administrative experience in the management of a major division required.
- Completion of state-mandated basic police officer training (POST) or have the ability to be certified.
- Must be licensed and qualified to operate a firearm.
- Must have a minimum of five (5) years supervisory experience.
- Completion of a law enforcement executive level training program (i.e. F.B.I. National Academy, Southern Police Institute, or Georgia Law Enforcement Command College) preferred.

B. Knowledge/Skills/Abilities

- Comprehensive knowledge of the principles, practices, and procedures involved in the administration and management of a municipal police department.
- Comprehensive knowledge of laws, ordinances, and policies relating to municipal law enforcement.
- Comprehensive knowledge of the use of police records and their application to the solution of police problems.
- Comprehensive knowledge of law enforcement methods, procedures, and techniques and the ability to apply such knowledge to specific situations.
- Comprehensive knowledge of methods and practices of the administration and management of a progressive police department.
- Comprehensive knowledge of management theory and supervisory practices.
- Thorough knowledge of the methods and techniques of obtaining and preserving evidence and procedures of proper investigative processes.
- Thorough knowledge of the procedures used in emergency communications and governmental rules and regulations which apply to the communication function.
- Ability to become familiar with the geography of the city.
- Ability to deal courteously and fairly with the public.
- Ability to plan, coordinate, and supervise the work of subordinates.
- Ability to analyze situations and to take quick, effective, and reasonable courses of action, giving due regard to the surrounding hazards and circumstances of each situation.
- Ability to write clear and comprehensive reports.
- Ability to make effective oral presentations.
- Ability to obtain information through interviews, interrogations, and observation.
- Ability to react quickly and calmly under emergency conditions.
- Ability to understand, analyze, interpret, and explain a wide variety of complex written information.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to establish and maintain good working relationships with City officials, other legal authorities, governmental agencies, the media, and the general public.
- Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner.
- Ability to qualify semi-annually with firearms.
- Ability to pass a pre-employment physical examination including drug screen.
- Ability to work routinely under highly stressful conditions including life-threatening situations.
- Must have knowledge of various software programs (e.g. Microsoft Office software) and must be able to use in an effective and efficient manner.
- Must have strong interpersonal skills.

C. Certificates/Licenses/Registrations

- Must possess a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR).

IV. WORKING CONDITIONS

A. Physical Demands

- This position requires the physical ability to operate a variety of job-related machines and equipment. Must be able to use body members to work, move, or carry related objects or materials. Must be able to exert up to 25 pounds of force occasionally, and/or up to 10 pounds force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of 20 to 40 pounds.

B. Work Environment

- The incumbent may be exposed to adverse environmental conditions, such as dirt, dust, pollen, smoke, temperature and noise extremes, hazardous materials, traffic hazards, bright/dim lights, firearms, explosives, violence, disease, or rude/irate customers.

C. Travel Requirements

- The incumbent travels regularly within the City, but has limited travel involving overnight stays.

V. APPROVAL SIGNATURES

Human Resources Administrator

Date

Police Chief

Date

City Manager

Date

Assistant Police Chief

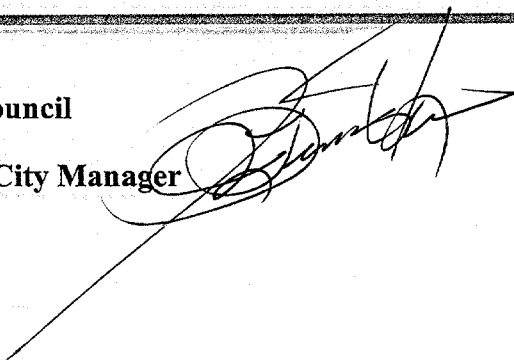
1/23/12

TO: Honorable Mayor and City Council

FROM: James L. Pennington, EdD – City Manager

DATE: April 27, 2012

SUBJECT: Organizational Changes



Overview of Continuing Organizational Changes

The process of streamlining the City of Peachtree City organization has been an on-going process for the past year. I have tried to keep you up to date on its progress, and your support has been of utmost significance in allowing the process to move forward at an appropriate pace. Let me quickly summarize some of the changes that have taken place.

- Creation of a Division of Community Services which now includes a reorganized Recreation & Special Events Department, a Planning and Zoning Department, the PTC Library, and the Amphitheater. These changes resulted in the dissolution of the Division of Leisure Services and related personnel. A new focus was placed on recreation infrastructure maintenance – both short and long term. New agreements are currently being negotiated with recreational organizations that utilize the City's facilities, along with a review of the revenue structure; recommendations will soon be brought before City Council. The process for improvement has purposefully been planned to get the most for the money spent, and while not as fast as we all would like, we are trying to avoid past pitfalls.
- As a part of the recreation reorganization, the City has contracted with Fayette Senior Services (FSS) to operate and expand adult services at the Gathering Place. Renovations have been made to the facility, and the program, despite some citizen concerns, is moving at a rapid and productive pace. Again the focus is to provide the best services available to our citizens. A review of possible renovations to the former Leisure Services Administration Building is currently underway in conjunction with FSS.
- The Public Services Division took control of the parks maintenance programs while landscaping and ground maintenance contracts were reviewed and more stringent performance measures established. We will be able to better measure progress as these contracts are regularly evaluated as to performance.

Recommendations for Further Organizational Changes

Streamlining or repurposing an organization is never an easy task, but change is inevitable, and cities as living organisms must be prepared to undergo redirection particularly as we enter a new era in government. At this time I am prepared to recommend a series of organizational changes that deal not only with structure but also with basic personnel policy. They are as follows:

Administrative Services Division

- I am recommending that the full-time Customer Service Representative II position in Administrative Services be eliminated, and instead utilize two part-time persons to provide front desk customer service. Of course, others in the Administrative Services Division would provide backup services if so needed. I believe that this is the most cost effective structure to provide customer service to our citizens. This action is recommended to become effective June 1, 2012.
- I am recommending that the current Executive Assistant position be reclassified to Administrative Services Coordinator. This position will continue to provide the services currently undertaken by the Executive Assistant, with the addition of responsibilities for supervision of the front desk customer service representatives and general divisional support and coordination to assure that all appropriate activities are met. This action is recommended to become effective with the approval of the job description – May 3, 2012.
- The position of Administrative Services Director would not be filled and that responsibilities for the various Divisional activities would be refocused on the department heads in the Division overseen by the City Manager. We have been working with this model for some months, and it appears to be an appropriate structure with functional duties properly assigned. Effective immediately.
- The position of Human Resources Administrator is recommended to be reclassified as Director of Human Resources and Risk Management. This change will more adequately reflect the level of responsibility of this position and department. Effective on approval of new job description by City Council.

Police Department

Over the past year, I have had an opportunity to observe and analyze the Peachtree City Police Department. Initial thoughts indicate that the men and women of the department are focused on accomplishing their duties and do so very well. However, operational effectiveness can be improved by certain organizational changes:

- Therefore, I am recommending a restructuring of the command structure of the Police Department. The ultimate result would be to place more emphasis on needed field operations rather than on administrative functions. To accomplish this I am recommending a revamped command structure which would eliminate three Captains' positions, the Major's position and

would create an Assistant Chief of Police. This structure, in my opinion, provides the Chief of Police with more direct command responsibility and support while allowing for a decrease in administrative expenses. Attachment A reflects the current command structure and Attachment B the proposal that I am placing before you. Rest assured the recommended structure will be under continuous review for streamlining and cost effectiveness.

- I would further recommend that the position of Assistant Chief of Police be approved at this time and to be actively involved in any future changes. A copy of the new job description has been included in the regular Council Agenda.
- If Council agrees to the recommended elimination of three Captain's positions, these positions should be phased out with total elimination no later than September 30, 2012.
- During the upcoming budget process, the structure of the department will be further examined to determine which positions, if any, could be handled by civilian or non-sworn personnel.

City Leave Policies

In addition to organizational improvements, there are a number of issues in our current personnel policy that should be examined, and appropriate changes made. Prior to making recommendations concerning the City's leave policies, the Human Resources Department surveyed the following cities/county concerning their leave policies to determine if we needed to make appropriate changes.

The majority of these cities are Class B Cities:

Alpharetta	Hinesville	Rome
Dalton	Kennesaw	Roswell
Douglasville	LaGrange	Smyrna
East Point	Lawrenceville	St. Marys
Fayette County	McDonough	Union City
Fayetteville	Newnan	Valdosta
Gainesville	Richmond Hill	

Compensatory Time – Major issue of concern

Current Situation:

Non-exempt employees are eligible to earn compensatory time or overtime for **all** hours worked over 40 hours when approved by the City. This policy complies with the Fair Labor Standards Act (FLSA). If the **employee** chooses to receive comp time in lieu of overtime pay, he/she can carry up to a maximum of 48 hours. **Exempt employees also receive comp time for hours worked over 80 in a two-week pay period. The maximum bank that they can carry is 80 hours.**

Recommendations:

- **Non-exempt employees:** I am recommending that non-exempt employees receive overtime pay (time and a half) for all hours worked over 40; however, if the supervisor, in conjunction with the employee and approval of Department Head, determines that it is in the best interest of the city, compensatory time at time and a half could be accrued, but must be used within six weeks of accrual or paid out to remove from records. I must be clear that overtime work is scrutinized by City management and is only worked when absolutely necessary. Budgeted overtime pay for this year is only 1% of total payroll costs.
- **Exempt employees:** According to the FLSA, exempt employees are paid a salary and do not receive overtime pay for hours worked over 40. It is generally accepted that exempt professional employees work the necessary hours to perform their jobs successfully. Detailed time sheets that have traditionally been completed by exempt employees in the City could violate their "exemption" under the FLSA. It is my recommendation that exempt employees no longer receive comp time and that they report only exceptions, such as vacation, sick leave, etc., to payroll. In order to effectuate this policy, I would recommend that any existing compensatory time on exempt employees' records be used or eliminated by September 30, 2012.

Annual Leave

Current Situation:

Our annual leave which is used for vacation, personal business, religious holidays, and other personal activities is based on years of service with the City according to the following chart:

<u>Length of Service</u>	<u>Leave Time</u>
1 yr	40 hours
2-4 yrs	80 hours
5-9 yrs	120 hours
10+ yrs	160 hours

This leave time must be used during the employee's anniversary year and may be carried over only with the City Manager's approval.

Recommendations:

Comparison with other cities indicated that our annual leave policy is in line with those of other cities. In many cases other cities offer more leave time after 15+ years of service. My recommendation is to maintain the current Annual Leave policy. It rewards employees who have more years of service, and it is competitive. Changing this policy could negatively impact employee morale and would affect our competitiveness in the marketplace when hiring new employees, especially exempt professional

employees. I would also recommend that time accrual be made on a monthly basis, requiring employment with the city for 6 months prior to permission to use vacation time.

Sick Leave

Current Situation:

Sick leave is granted to employees who through sickness or injury become incapacitated and cannot perform the duties of their position; for medical, dental, or optical exams/treatment; or for immediate family medical emergencies (24 hours annual maximum). The City offers two categories of sick leave – regular and catastrophic. Each full-time employee accrues sick leave at the rate of 3.7 hours per pay period (bi-weekly). The regular sick leave can be accrued up to a maximum of 480 hours (12 work weeks) for regular full-time employees, and the catastrophic leave has a maximum of 480 hours (12 work weeks) as well. These maximum levels were probably established because the City does not pay for short-term disability insurance coverage for employees, but offers it as an optional benefit that employees can purchase. Long-term disability is provided to employees by the City, but has a waiting period of 6 months before benefits are payable. Regular sick leave is not paid out upon separation of employment unless an employee retires or dies. Then it is paid out at different levels based on years of service. Catastrophic sick leave is never paid out under any circumstances.

Recommendation:

Based on the survey, the City's accrual rate of 3.7 hours bi-weekly is in line with those cities. The majority of the cities offer an accrual rate which equates to 10-12 days annually.

I would recommend that the city continue to accrue sick leave at a rate of 3.7 hours bi-weekly for all employees, but cap the maximum for new employees at 240 hours. This maximum would cover the majority of illnesses, surgeries, etc. Employees would need to purchase short-term disability insurance coverage to protect themselves against illnesses/hospitalizations/surgeries requiring longer recovery times. I would further recommend the City consider providing short-term disability insurance coverage for employees depending on revenue availability. The recommendation also includes no catastrophic sick leave accrual by new employees. Employees would continue to be paid out for regular sick leave (not catastrophic) upon retirement or death.

Safety Hours

Current Situation:

The safety hours were adopted through a Safety Incentive and Recognition Program in 1999. Regular full-time employees except Directors and Chiefs are eligible to receive safety hours if they do not have an at-fault vehicle/equipment accident or an on-the-job injury. These hours are granted quarterly according to the following:

<u>Type of Employee</u>	<u>Quarterly Safety Hours Received</u>
Non-Exempt Office Personnel	2 hours pay/comp time
Non-Exempt Field Personnel (Public Safety & Public Works)	4 hours pay/comp time
Exempt Personnel	2 hours comp time

The maximum bank for safety hours is 24. Unused safety hours are paid out upon separation of employment.

Recommendation:

In an effort to simplify leave time categories and payroll, I am recommending that the safety hours be discontinued and consideration be given to add additional paid holidays.

Perfect Attendance Hours

Current Situation:

The City has a Perfect Attendance Program whereby employees can earn paid leave for any pay period they do not use sick leave or time off without pay. Employees who have twelve consecutive months of perfect attendance will have earned 16 hours of paid leave by year-end. These banked hours are paid out upon separation of employment.

Recommendation:

In an effort to simplify leave time categories and payroll, I am recommending that the perfect attendance hours be discontinued and consideration be given to add additional paid holidays.

Holidays

Current Situation:

The City provides 10 paid holidays (including a Birthday holiday) each year to employees. If a regular full-time employee is required to work on a holiday, either he/she can be paid their regular pay plus an additional 8 hours pay (10.89 hours for full-time firefighters) or he/she can elect to substitute another day in lieu of the holiday.

Recommendations:

Based on our survey of other cities, approximately 50% offer either more holidays or more annual leave (vacation) than we do.

Given my recommendation to discontinue Safety hours and Perfect Attendance hours, but considering fiscal impact on the City, I am recommending adding 1 paid floating holiday for regular full-time

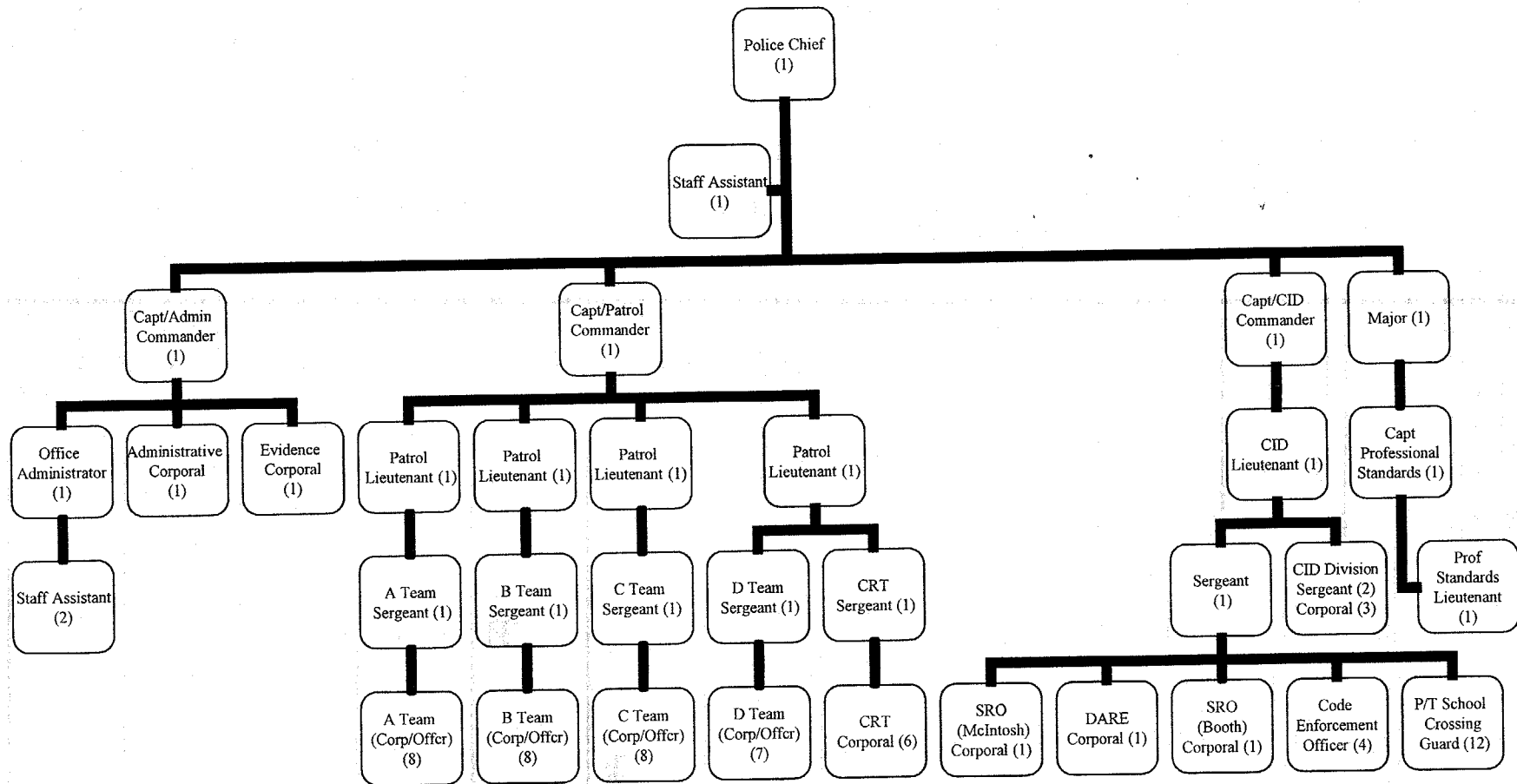
employees. I am also recommending changing the terminology of a Birthday holiday to a floating holiday since employees are already using it as a floating holiday. Therefore, the City would offer 9 paid holidays and 2 floating holidays for a total of 11 paid holidays. By adding floating holidays instead of other state/federal holidays, the City is not reducing its availability to the citizens, and adding these floating holidays will make the changes that are recommended more palatable for employees. The "use it or lose it" principle would be applied to the floating holidays annually, and these holidays would not be paid out upon separation of employment.

Conclusion

In the foregoing paragraphs and overview, there has been presented a significant amount of material and recommendations which I believe are appropriate for your consideration and approval. If there are questions or concerns, I stand ready to discuss these matters.

Police Department

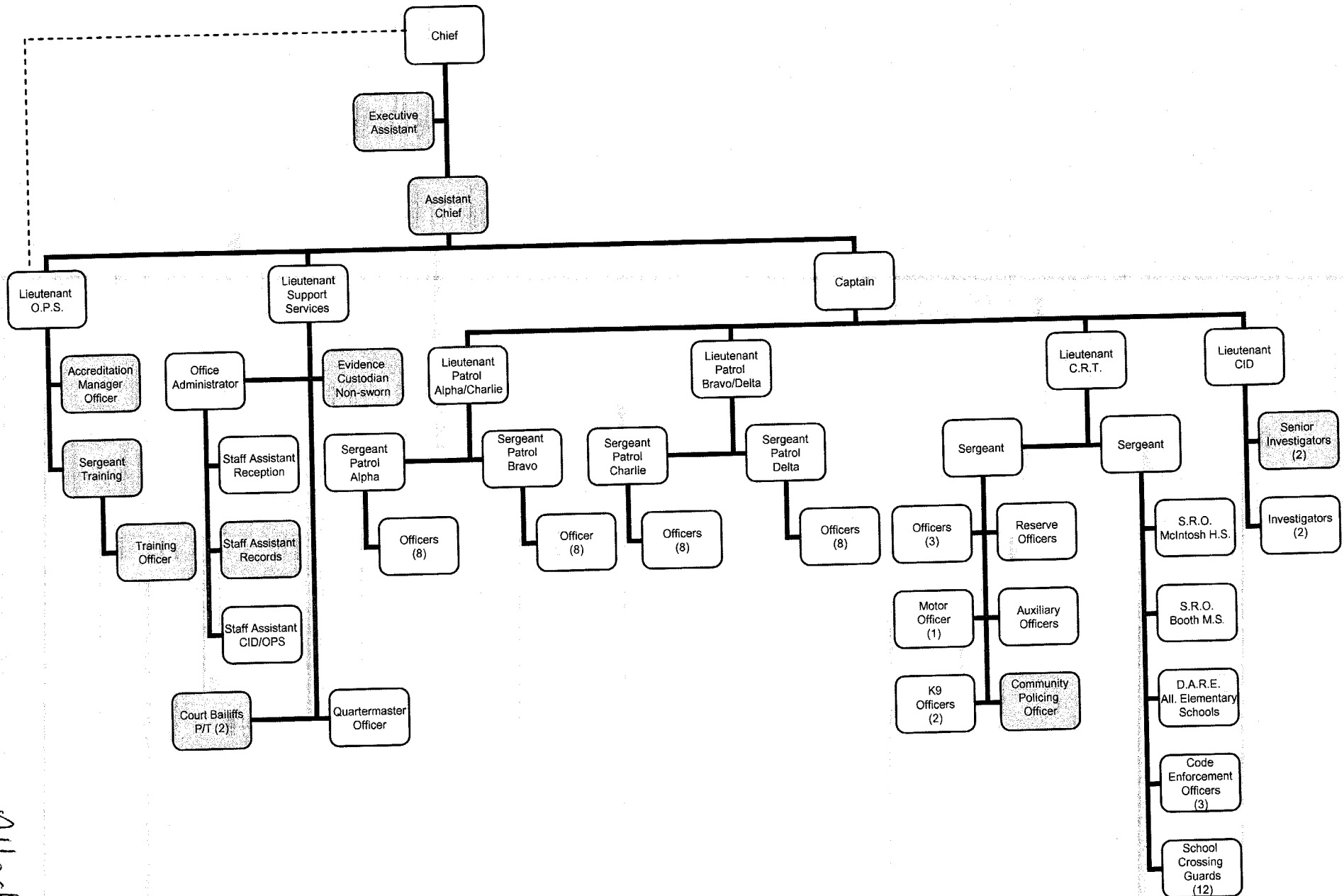
FY 2012



Attach: A

Police Department

Future Reorganization



Attach: B

City Council of Peachtree City
REVISED AGENDA
May 3, 2012
7:00 p.m.

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Announcements, Awards, Special Recognition**
- IV. **Public Comment**
- V. **Agenda Changes**
- VI. **Minutes**
April 19, 2012, Regular Meeting Minutes
- VII. **Consent Agenda**
 - 1. **Consider Ordinance Amendment – Sec. 42-83 – Residential Solid Waste Container**
 - 2. **Consider Budget Amendments – FY 2012**
- VIII. **Old Agenda Items**
 - 04-12-09 Consider Victory Motorcycle Purchase**
Request to purchase Victory Police Motorcycle when current lease expires in May
- IX. **New Agenda Items**
 - 05-12-01 Presentation from Convention & Visitors Bureau**
Update on activities
 - 05-12-02 Consider Approval of Budget Amendment for Renovations for New Visitors Center**
Request to approve funding for renovations for new Visitors Center
 - 05-12-03 Consider Emergency Pipe Repair – Stormwater Utility Fund**
Request to brand name & sole source approval of emergency pipe lining
 - 05-12-04 Consider Elimination/Replacement of One Position in Administrative Services Division/City Manager Department**
Request to eliminate Executive Assistant position & replace with Administrative Services Coordinator position
 - 05-12-05 Consider Elimination of Customer Service Representative II Position & Replacement with Two Part-time Positions – Administrative Services**
Request to eliminate full-time Customer Service Representative II position and replace with two part-time Customer Service Representative II positions
 - 05-12-06 Consider Elimination/Replacement of One Position in Police Department**
Request to eliminate Police Major position and replace with Assistant Police Chief position
 - 05-12-07 Consideration of Bid Approval for Refurbishment of BSC Irrigation Pump**
Request for funding from Facilities Authority Bond & to sole source due to refurbishment of pump
 - 05-12-08 Consider Recreation User Fees**
Request to fees for programming, sports association user/maintenance fees, facility rentals and to Establish a tiered Special Event Permit fee
- X. **Council/Staff Topics**
Hot Topics Update
- XI. **Executive Session**

CITY OF PEACHTREE CITY**INTEROFFICE MEMORANDUM**

TO: Mayor and Council Members

VIA: City Manager 
Financial Services Director P.S.
Purchasing Agent 

FROM: Jonathan N. Rorie, Community Services Director 

DATE: April 30, 2012

SUBJECT: Name Brand and Sole Source authorization for BSC pump refurbishment- Council Agenda May, 3, 2012

RECOMMENDATION:

Staff recommends approval of Facility Authority Bond funding not to exceed \$60,000 for the refurbishment of the BSC Irrigation Pump. The City Manager has approved Flowtronex Pump System brand for refurbishing the pump at BSC and approved Pro Pump & Controls Inc. (formally ITT Flowtronex Eastern Service Group) as the sole source provider for Flowtronex pumps.

DISCUSSION:

Original consideration was given to complete replacement at an estimated cost of \$120,000. Staff had an assessment completed on the irrigation system pump to validate the merit of complete replacement. The assessment revealed complete replacement was not warranted, but due to many health and safety issues related to the pressure tank a complete refurbishment was necessary. This pump station retro-fit is a complete equipment overhaul and is equivalent to a new pump station in quality and performance. The only original equipment left in service would be the control enclosure and pump station platform. Since, we are not replacing the pump, refurbishment requires the use of Flowtronex Pump Systems components and the use of factory trained and authorized personnel to complete the refurbishment for long term maintenance and warranty guarantees.

Pro Pump & Controls is the sole source provider of authorized factory service for Flowtronex Pump Systems. Pro Pump & Controls currently maintains the data base of service records, original equipment specifications and drawings of the BSC pump station.

The equipment specified for the pump and control upgrade is a direct replacement ITT Flowtronex package, including the ITT Goulds pumps which were selected to match the ITT Flowtronex control system software.

Pro Pump & Controls is the Flownet Service provider for North Carolina, Virginia, South Carolina, Georgia, Ohio, Kentucky, Tennessee, Alabama, Illinois, Indiana, Michigan, The Florida Panhandle and the Caribbean.

BUDGET IMPACT:

The quote to refurbish the pump is \$56,131, but we have incurred some short term costs for a temporary pump. The refurbishment is an approved project utilizing facility bond funding, therefore, staff proposes that funding not to exceed \$60,000 for these expenses be drawn from Facilities Authority Bond and assigned to project code CIP-063 for BSC Irrigation Pump.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and City Council

VIA: City Manager 
Financial Services Director *Q.S.*

FROM: Jonathan N. Rorie, Community Services Director 

DATE: May 2, 2012

SUBJECT: Recreation User Fees
May 3, 2012, City Council Meeting

Recommendation:

Staff recommends that City Council approve the recommended recreational user fees and implementation dates as outlined below:

- Programming Fees – Increase by 10% to 20% depending on class. Average \$6 per participant per program; effective with the publication of the Fall Recreation and Special Events Catalog. Instructor/City split would move to a 75/25 distribution ratio.
- User/Maintenance fees for Sports Associations – Increase seasonal rates for sports associations; effective immediately with the sports associations' upcoming registration periods.
 - From \$5 to \$15 for Peachtree City residents, from \$10 to \$25 for Fayette County residents, and from \$25 to \$50 for out-of-county participants.
 - 80% of all fees would be used to offset maintenance costs
 - 20% would be set aside as a Capital Reserve Fund.
- Increase Facility Rental Rates by a rounded 20% – Effective FY 2013
- Establish a tiered Special Event Permit Fee – Effective FY 2013

Discussion:

As our facilities begin to age, usage increases, or demand on staff increases, it becomes apparent that increases in cost should be passed on to the users of the facilities. For some time now, staff has been examining our current fee structures to insure the fees are set to recoup some of the immediate costs of maintenance and plan for the future replacement of capital items. As a result of our evaluation, the time has come for us to make incremental changes in our fee structure. We recognize that our recommendations do not fully attain 100% in cost recovery, but we are of the opinion that our recommendations create a partnership between the City as a whole and individual facility users.

Budget Impact:

User fee revenues are simply estimates of the future. In the short term, budget expenditures will remain the same, but we will realize a slight increase in user fees. In the FY 2013 budget process, staff will be recommending increases in maintenance expenses that will offset user fee revenue increases.