

City Council of Peachtree City
WORK SHOP
Agenda
April 9, 2001

6:00 p.m.

- I. Pledge of Allegiance
- II. Announcements, Awards, Special Recognition
- III. Agenda Items:
 - 04-01-01 Discuss Livable Centers Initiative**
 - 04-01-02 Discuss City Clerk Position**

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

Revised

BUILDING DEPARTMENT

2001 MONTHLY REPORT

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2001 YEAR-TO-DATE	2000 YEAR-TO-DATE
DEVELOPMENT PERMITS:														
BUILDING PERMITS:														
Single Family Residential	12	10	25	14	27	18	20	11	14				151	101
Multi-Family Residential	0	0	0	0	0	0	0	0	0				0	399
Misc.-Pools/fences/additions	33	40	55	64	74	61	78	52	51				508	582
Commercial/Industrial	15	12	29	4	8	9	10	8	8				103	82
TOTAL INSPECTIONS:	838	789	749	551	555	686	631	899	700				6,398	3,778
CERTIFICATE OF OCCUPANCY:														
Residential	10	12	17	8	12	16	11	15	24				125	141
Commercial	2	7	16	15	6	8	2	6	4				66	18
Multi-Family Residential	69	35	0	0	0	83	0	212	0				399	0
CODE ENFORCEMENT:														
Sign Violations	84	46	152	97	166	187	171	113	87				1,103	0
Rehab	16	11	13	31	18	13	13	2	1				118	0
Notice of Violations	282	195	234	376	260	282	240	233	194				2,296	3,002
Citations *	1	2	2	4	4	0	0	4	36				53	15
Stop Work Orders	7	3	4	12	7	5	5	1	7				51	48
Complaints From Citizens	14	8	13	25	29	6	16	5	16				132	3,397
Assessments	135	176	115	294	79	58	61	4	1				923	0
PERMIT FEES COLLECTED:	21,956	30,692	47,309	16,939	23,856	33,109	32,766	36,149	37,036				279,812	334,964
POPULATION: Based on 2.9 of completed occupancy	32,158	32,294	32,343	32,366	32,401	32,688	32,720	33,378	33,448				33,448**	31,849**

*35 citations to AT&T Broadband

**Adjusted to reflect
2000 Census figures

**Citizen's Advisory Board
Meeting minutes**

Livable Centers Initiative

**GA 54 West Activity Center
Peachtree City, GA**

Meeting date: March 26, 2001

Present:

Citizen Advisory Board: Virgil Christian, Doug McMurrain, John Leonard, Eileen Shaw, Thomas Beaty, Jerry Peterson, Steve Brown and John Dillahun

Absent: Mike Lorber, Todd Strickland and Robert Ames

The Brookwood Group: Laura Heery and Rod Gary

Staff: David Rast

David Rast started the meeting by stating there had been some misunderstanding about the purpose of the LCI program and what exactly Peachtree City would be utilizing these funds for. He stated that Peachtree City was one of twelve communities out of fifty one applications in the metro-Atlanta area selected to receive funding in the initial round of applications, and that ARC had allocated approximately 300 million dollars over the next few years to fund the implementation of these studies. Mr. Rast also stated the development of the study for the GA 54 West Corridor had been delayed until the annexation task force had completed their work, as the proposed annexation and subsequent land plan had many characteristics similar to an Activity Center. He also indicated he felt the City could have been eligible for funding through the LCI program to fund some of the infrastructure costs if this property had been annexed.

He stated that initially City Staff had envisioned using the LCI grant to study ways to connect existing and proposed development within the GA 54 West corridor utilizing alternate transportation. He also indicated the City's multi-use path system was only one example of alternate transportation, and that the grant application was written so that all modes of alternate transportation could be considered.

In preliminary discussions with ARC regarding this project, Mr. Rast and Laura Heery had been told that ARC would like to see the incorporation of a commuter rail station into the overall Activity Center, as commuter rail was a component of the recently adopted Regional Transportation Plan. In addition to a potential site for commuter rail, Mr. Rast indicated the City

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would be looking at other methods for creating a cohesive development within the GA 54 West Corridor. He reviewed the Scope of Services, which identified the preparation of architectural standards, landscaping, lighting and signage criteria, an overall streetscape for GA 54 West, and gateway features at each end of this corridor.

Eileen Shaw questioned the acceptance and approval of this project by City officials and residents of Peachtree City. Mr. Rast responded that it was his understanding the City had participated in a study promoting a commuter rail system several years ago, which was the beginning of proactive and long range transportation planning for the City. He stated that since ARC had now incorporated several commuter rail lines within the RTP, it was necessary for the City to identify a potential site and to look at incorporating this site with surrounding land uses.

Mr. Rast indicated the City had identified three potential sites for the commuter rail facility, one on GA 74 North adjacent to the cable company building; one on the existing Line Creek Baptist Church property; and one at Falcon Field. In discussing these options with The Brookwood Group, and realizing that only one of these sites was located within a true Activity Center, Staff felt that the Line Creek Baptist Church site was best suited for commuter rail.

Laura Heery of The Brookwood Group described the concept of nodal development and a multi-modal transportation network that allows various options for mobility. She indicated that the church site might not be the only site where alternate transportation could be available. Rather, park and ride lots could be located in Newnan, Fayetteville and other jurisdictions with commuter bus or other alternate transportation bringing users to the main train station. She indicated their planning efforts to date are a concept for creating a "heart" of Peachtree City, along with a node for transportation options.

Group discussion followed regarding the Line Creek Baptist Church site and why the site near the cable company to the north had been eliminated. Ms. Heery indicated the other sites had not been eliminated entirely, and may serve as feeder sites to the church site. The church site is near the center of retail and commercial activity in Peachtree City with a number of existing and proposed developments in close proximity. Steve Brown mentioned that the City should be looking at long-term growth and demand in this part of Fayette County, as well as nearby Coweta and Fulton Counties.

Doug McMurrian suggested that a depot near the intersection of Highways 54 and 74 should not be the only station in the region. Rather, it should be one of several serving Fayetteville, Newnan, Palmetto, Fairburn, Tyrone, etc. Jerry Peterson mentioned he understood that Senoia had developed a downtown revitalization plan centered on its commuter rail depot.

Ms. Heery mentioned the way for communities and cities in Georgia to advance the notion of a commuter rail system is to create the plans, then persuade politicians to support a system which

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links Athens, Macon and other cities with a multi-modal center in Atlanta. The criteria for depots are flexible to fit the needs of each community.

Additional group discussion took place regarding a regional network of transportation alternatives, the connectivity issues related to a multi-modal station and the opportunity for Peachtree City to incorporate the existing multi-use path system. Mr. Rast informed the group the City had received funding through the Transportation Enhancement Act program for a multi-use bridge over the CSX rail line. Additionally, he mentioned the City had secured a commitment from GA DOT to assist in funding the box-culvert tunnels under GA 54 on either side of the rail line as a part of the road-widening project. He explained the proposed clover-leaf path interchange and how this would provide access between Market Place, The Avenue and the majority of Peachtree City to the proposed commuter rail station, and that it could be feasible to one day ride a bike, drive a golf cart or walk from any point in Peachtree City to these retail developments or to the commuter rail station. He reinforced this was one of the main objectives of the Livable Centers Initiative program.

Ms. Heery presented schematic drawings produced by The Brookwood Group, and indicated these were presented merely to identify a 'worst case scenario' for development on the church site. The plans identified a commuter rail/ bus terminal, retail and office buildings and parking. One of the items discussed was the possibility of shifting the buildings closer to GA 54, which would assist in creating more of a defined streetscape or 'main street' feeling. She mentioned that one of the design criteria could be to locate parking and service areas behind the building, so that the front of the buildings faced a sidewalk or plaza along GA 54.

Ms. Heery also spoke about the parking structure identified on the site plan. She felt this was something that could be phased in over time, as demand warranted. It was not known how many parking spaces would be required for a commuter rail terminal, and this might be something the Advisory Board developed as a part of the site planning criteria. She discussed the advantages of a stacked parking structure, and the fact that the topography of the site might warrant stacked parking rather than surface parking. She felt it might be possible to incorporate a park or plaza on top of the parking deck as a part of the overall design.

The inclusion of office space was in response to a comment from the Advisory Board and was included to attract new business to the City and to allow people who commute to Atlanta to remain in Peachtree City to work. Doug McMurray suggested that development of the church site be phased as demand warranted, which would allow flexibility in the future development of this property.

John Leonard suggested two issues to support the depot concept with concentrated activities: 1) demographics are changing – people are moving from suburbs into urban areas and a depot may support that trend, and 2) the station cars currently being tested by Georgia Power may be used as alternative transportation to and from the multi-modal station.

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Discussion followed regarding the need to divert traffic off of GA 74 from the north prior to it arriving at the GA 54/ 74 intersection. Mr. McMurrain stated he had approached the owners of the Market Place development about the possibility of constructing a vehicular bridge over the railroad tracks, which would provide access from GA 74 to the church site and to other developments in the area. It was agreed that access and circulation would be key to the success of the church site being developed with a multi-modal facility.

Mr. Rast asked the Advisory Board to continue thinking about the aesthetic appearance, architectural character and overall theme they envisioned for the GA 54 corridor. He indicated there was an opportunity to blend this entire corridor together, rather than have each parcel develop with its own standards.

In response to the schematic site plan presented by Ms. Heery, a discussion took place regarding existing buffer and setback requirements. If the idea of shifting the buildings closer to the street to create a main street feel were to be recommended, the City would need to look at some type of zoning change or perhaps a zoning overlay district for the GA 54 West corridor. It was agreed that an overlay zone would be beneficial in that the setback and buffer issue, architectural standards, lighting, landscaping and other site specific features could be incorporated within this overlay zoning. Mr. McMurrain, who at present is the major landholder in this corridor, indicated he would be willing to work with the Advisory Board in developing these standards as long as they did not become too obtrusive.

As the meeting came to a close, discussion regarding overall connectivity took place with the suggestion that State and Federal funds be sought for enhancing the connectivity of the church site to the nearby properties. Additionally, Steve Brown mentioned the upcoming bond referendum that includes \$6 million for a civic center in Peachtree Center and that he felt that project should be linked to a multi-modal facility.

Mr. Rast reminded the Advisory Board that the next meeting would be held in two weeks on April 23 from 5:30 – 7:00 PM. He stated that the consultants would not be at this meeting, and that the Advisory Board would begin to discuss design criteria for the GA 54 West Corridor.

The meeting adjourned at approximately 7:10 PM.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council

FROM: City Manager



DATE: April 4, 2001

SUBJECT: ARC Grant

Council, enclosed is information on subject grant for your review. As I explained in my email to you on this subject, David Rast will give a 5-10 minute overview at the workshop.

01-00-09 **Consider Appointments of City Attorney/Solicitor and Judge**

Lenox said proposals had been received for City Attorney/Solicitor and Judge. He said City Staff made a recommendation to appoint Webb, Stuckey, and Lindsey as the City Attorney/Solicitor, Mitch Powell as the Municipal Court Judge, and Eric Maxwell as Judge Pro Hac. Brooks said he had suggested the appointments be tabled in December, but understood there were individuals on Council who expressed concern that they had not had enough time to make a decision. He said he had asked that the issue be placed on the agenda that night because he would be out of town during the month of February and felt there might be a quorum problem with making a decision since McMenamin would be abstaining from the vote. Rick Lindsey, City Attorney, said Council could vote on the issue because a quorum would be present. Tennant asked if the majority would rule if only three members of Council voted on the issue. Lindsey said the current ordinance permitted the Mayor to decide the procedure. Lenox said at least three votes affirmative votes were necessary to pass a motion.

Tennant made a motion to table the issue. He said the proposals were not provided to Council until the previous evening but he only received the information earlier that day. He did not feel he had time to make an informed decision. Discussion took place as to when the issue should be considered. Tennant amended his motion to table the issue until March. Fritz seconded the motion. Motion carried unanimously.

01-00-10 **Resolution – Request for ARC Grant for Cart Path System Study**

Rast presented two resolutions of support for Council consideration that would commit the City to share in the cost of two Activity Center/Town Center Investment Policy Studies (ACTCIPS). The resolutions would accompany a grant request to the Atlanta Regional Commission (ARC). He said grant recipients must provide 20% of the funding for the studies.

He said the ARC Board allocated \$350 million over the next five years for funding of projects resulting from ACTCIPS. Eligible projects include bicycle and pedestrian projects that connect mixed-use areas. Rast said the City would like to apply for two grants for projects in Peachtree City. He said once the studies were complete the City could apply for construction funding grants.

The first activity center, identified as Highway 54 East, would incorporate the Peachtree East Shopping Center and Shiloh Mobile Home Park outside the city limits, as well as McIntosh High School, Holy Trinity Catholic Church and the proposed Lexington Park mixed-use development at Walt Banks Road. The estimated cost of the study would be \$12,100, of which the City of Peachtree City would be responsible for \$2,420 as the 20% match.

The second activity center would include the Highway 54 West Corridor, including City Circle, The Avenues, Market Place, Huddleston Road, Home Depot, Planterra Ridge, Wynnmeade, Cedar Croft, and the Line Creek Apartments. The estimated cost of the study, which would cover a larger area and include the railroad line and bridge, would be \$21,700, of which the City of Peachtree City would be responsible for \$4,340 as the 20% match.

Rast said Fayette County adopted resolutions of support for the projects. He recommended Council adopt the resolutions to approve funding for both studies, which would allow staff to pursue project funding for integrating these areas into the path system.

Tennant made a motion to approve the resolutions as requested. Fritz seconded the motion. Motion carried unanimously.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor & Councilmembers

FROM: Director of Developmental Services 

VIA: City Manager 

DATE: January 14, 1999

SUBJECT: Resolutions for ACTCIPS Grant Funding

Attached are two resolutions of support committing the City of Peachtree City to share in the cost of two Activity Center/Town Center Investment Policy Studies (ACTCIPS) for Peachtree City. The resolutions will accompany a grant request to the Atlanta Regional Commission (ARC), which has set aside funding for these studies in 2000. Grant recipients must provide 20% of the funding for the studies.

The ARC Board has allocated \$350 million over the next five years for funding of projects resulting from ACTCIPS. Eligible projects include bicycle and pedestrian projects that connect mixed-use areas. We are applying for the initial Studies grant for two developing activity centers in Peachtree City that have limited or no access to the Peachtree City multi-use path system. Once the studies are completed, we will apply for construction funding with a similar 80%/20% matching requirement.

The first activity center, identified as Highway 54 East, would incorporate the Peachtree East Shopping Center and Shiloh Mobile Home Park outside the city limits, as well as McIntosh High School, Holy Trinity Catholic Church and the proposed Lexington Park mixed-use development at Walt Banks Road. The estimated cost of this study is \$12,100, of which the City of Peachtree City would be responsible for \$2,420 as the 20% match.

The second activity center is the Highway 54 West Corridor, including City Circle, The Avenues, Market Place, Huddleston Road, Home Depot, Planterra Ridge, Wynnmeade, Cedar Croft, and the Line Creek Apartments. The estimated cost of this study, which covers a larger area and includes the railroad line and bridge, is \$21,700, of which the City of Peachtree City would be responsible for \$4,340 as the 20% match.

Fayette County has adopted resolutions of support for these projects. Staff recommends Council adopt the resolutions approving funding for both studies, which will allow staff to pursue project funding for integrating these areas into the path system. Again, once the studies are completed, we will apply for construction grants from the ARC's designated \$350 million in Activity Center/Town Center project funding.

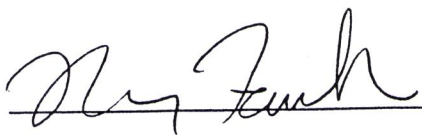
**RESOLUTION OF COMMITMENT TO DEVELOP AN ACTIP STUDY
FOR THE HIGHWAY 54 WEST ACTIVITY CENTER
AND TO PROVIDE MATCHING FUNDING FOR THE COST OF THE STUDY.**

- WHEREAS,** The Peachtree City Land Use Plan calls for the development of village commercial and activity centers within the community, and specifically discourages strip commercial development along the state highways bisecting the city; and
- WHEREAS,** The existing and proposed development on Highway 54 West within Peachtree City and the possible development to the north of the existing City Limits in that area will integrate a variety of land uses that will serve as a major activity center; and
- WHEREAS,** A goal of both The Peachtree City Land Use Plan and the Comprehensive Plan is to establish and maintain a comprehensive system of transportation throughout the city that includes roads, multi-use paths and commuter services; and
- WHEREAS,** The Atlanta Regional Commission has developed the Activity Center / Town Center Investment Policy Studies (ACTIPS) Program to provide a source of funds for planning investment studies of activity centers as part of the Regional Transportation Plan; and
- WHEREAS,** The focus of the ACTIPS is to encourage increased development, mixed uses and connectivity at the activity center level as an alternative to standard suburban or strip development.

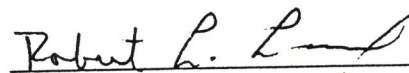
NOW, THEREFORE, BE IT RESOLVED, that we, the Mayor and Council of the City of Peachtree City, endorse the development of an Activity Center / Town Center Investment Policy Study for the western corridor of Highway 54 within Peachtree City and unincorporated Fayette County to the north, with the cooperation and support of the Fayette County Board of Commissioners.

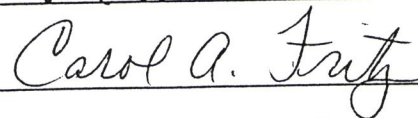
BE IT FURTHER RESOLVED that we will provide the local matching funds for such a study under the Atlanta Regional Commission ACTIPS Grant Program.

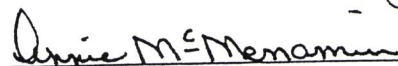
Passed this 20th day of January 2000.

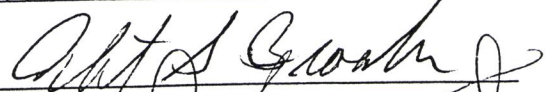


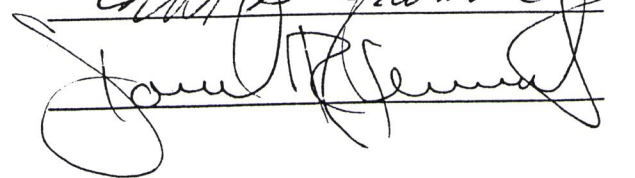
Attest

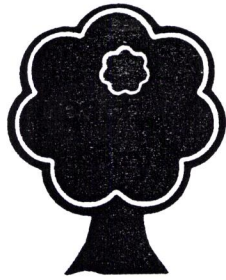












Peachtree City

Georgia

January 26, 2000

Mr. Dan Reuter
Land Use Planning Division
Atlanta Regional Commission
40 Courtland Street, NE
Atlanta, GA 30303

RE: Activity Center / Town Center Investment Policy Studies (ACTIPS)
Highway 54 West Corridor
Application for funding

Dear Mr. Reuter:

The City of Peachtree City is in receipt of the information you provided detailing the referenced funding program. We are extremely excited about the possibility of being awarded a portion of these funds, and look forward to working with the Atlanta Regional Commission to identify and enhance a developing activity center within Peachtree City.

Throughout the planning and development of our city, we have endeavored to provide a community where residential, commercial and industrial growth exists in harmony. All of our growth is guided by a strict master plan that identifies four distinct "villages" within the community. Each village has developed with its own character and contains recreational land, retail areas and residential subdivisions. In addition to the village commercial areas, an area on the western side of Peachtree City was identified as the primary, citywide commercial district, and property was zoned to accommodate this plan over twenty years ago. Throughout the city, greenbelts and open space have been dedicated in an effort to preserve and enhance natural and environmentally sensitive areas. All of these areas are linked by a multi-use path system for use by pedestrian, bicycle and golf cart traffic, that serves as Peachtree City's own form of alternate transportation.

Within this application for funding, I would like to take the opportunity to introduce you to our city, describe some of our amenities, and identify the need to study and plan for the final development of the city-wide commercial area on Peachtree City's western boundary. Again, we are extremely excited about the possibility of participating in the ACTIPS program, and look forward to discussing this application with you at a later date.

INTRODUCTION TO PEACHTREE CITY

Development within Peachtree City began in the 1950's, when a group of real estate investors began to amass land holdings in what was then the Aberdeen/Clover area of Fayette County. Their idea was to develop a planned community that would offer a better way of life to its residents through careful planning and development. The city would be developed into several villages, each with its own residential subdivisions, shopping areas, recreational lands and schools.

As part of this development concept, several miles of multi-use paths would interconnect all areas of the city, allowing residents to travel without the use of an automobile. Most notable for their use by golf carts and locally identified as "cart paths," these multi-use paths also accommodate walkers, joggers, bicyclists, roller-bladers, wheelchairs and other alternate modes of transportation.

To date, Peachtree City encompasses approximately 15,600 acres, with 30 percent of this land preserved as permanent open space. Our 33,000 residents live in four villages, each with a commercial village shopping center, surrounded by residential development that "steps down," or decreases in density, with distance from the commercial area.

One of Peachtree City's most attractive amenities is the 70-mile network of traffic-free, multi-use paths. The existing path system winds through acres of unspoiled land, skirting two, 250-acre lakes, crossing bridges over creeks and streams, and traveling through tunnels under main streets and highways. Multi-use path bridges have also been constructed over Georgia Highways 54 and 74 so that residents can safely access virtually all areas of our city without conflicting with vehicular traffic.

This successful alternate transportation system connects neighborhoods, village retail centers, schools, churches and recreational areas. It is not uncommon to see families traveling to and from schools, restaurants, shopping centers and sporting events on the multi-use path system. Our records indicate that more than 45% of all households in Peachtree City have registered golf carts. It has been proven in Peachtree City that, if a multi-use path is available, people will use it for transportation. A 1998 survey of residents identifies that approximately 95% of those who responded use the multi-use path system as an alternate means of transportation, and the 450 respondents could directly account for using the paths over 4,000 times each month in lieu of taking an automobile on a local errand.

To encourage the provision of additional multi-use paths for all residents, the city's Land Development Ordinance requires that all new development provide a connection to the existing path system. This alone increases our overall network on a regular basis. The city also adds provisions with the Capital Improvements Program to annually design, construct and maintain our multi-use path system to areas that are currently not being served.

While the city has made tremendous efforts to connect all areas of the city to the existing multi-use path system, several major areas of the community have been identified where no connection is provided. One such area is the Highway 54 West Corridor, where an activity center outside the traditional "village concept" is currently growing.

PROJECT DESCRIPTION

STUDY AREA - HIGHWAY 54 WEST CORRIDOR

Georgia Highway 54, the primary east-west corridor through Peachtree City, intersects Georgia Highway 74 on the western side of town. This intersection and the western corridor of Highway 54 was designated as the primary citywide commercial area to serve the entire community, and a large tract of land was zoned for commercial development over 20 years ago. This region is now beginning to develop in earnest, despite the delay in the widening of Highway 54 West due to federal Clean Air Legislation. Additionally, while maintaining a high level of commercial land, the area is developing with a greater mix of uses that should ultimately enhance the corridor.

On the northeastern corner of the Highway 54/74 intersection, Westpark houses a 90,000 sq. ft. shopping center, as well as 100 acres of commercial and office development. The southeast corner is the site of a 166-unit condominium complex, constructed in the 1960's. The southwest corner is partially developed, with an Arby's, Boston Market, Eckerd Drugs and a bank, and a 145,000 sq. ft. shopping center under development. The northwest corner includes Longhorn, Chili's, Don Pablo's, and On The Border restaurants, as well as a 38,000 sq. ft. retail center under construction. This area is divided from the remaining corridor by the CSX rail line, which Highway 54 crosses via a two-lane bridge.

The corridor west of the CSX line houses several older commercial establishments, including a gas station and convenience store, two automotive parts stores, a Days Inn, and Peachtree City's Tennis Center. One of Peachtree City's oldest churches also fronts the highway, as do the primary entrances to two residential subdivisions. Wynnmeade, on the northern side of Highway 54, is a neighborhood developed in the 1960s, with 250 homes in the \$60,000 - \$100,000 price range. On the southern side of the highway, Planterra Ridge, developed in the 1990s, includes 434 homes in the \$200,000 - \$300,000 price range, with a private swimming pool, and many homes overlooking an adjacent golf course. The public Peachtree City Tennis Center is located at the entrance to Planterra Ridge. On the westernmost end of the corridor, a 70-acre nature area on the south side of the highway serves as a community park and a natural buffer protecting Line Creek. Additionally, approximately 100 acres of undeveloped commercial land remains in the corridor. Another area that may have a substantial impact on this corridor is a 900-acre island of unincorporated land, which could be annexed into Peachtree City for development as a fifth village, or develop at a lower density as part of unincorporated Fayette County.

In the early 1990s, a plan was brought forward that called for nearly 1,100 apartment units on a large portion of the commercially zoned land on the north side of the highway. At that time, Peachtree City's General Commercial zoning category allowed for the development of

apartments. Due to the overwhelming community hostility toward apartments at that time, the city worked with developers to achieve a plan that retained 399 apartment units, with a single-family neighborhood of 218 homes and an adjacent commercial development. The property was rezoned to reflect this new plan, and Peachtree City's Zoning Ordinance was amended to remove apartments from the General Commercial zoning category. Plans have been submitted to the City for a Home Depot and a Super Wal-Mart on 42 acres of the commercial property.

Accessibility to the developments in this corridor varies. The commercial developments on the three corners of the Highway 54/74 intersection access both highways, although only the Westpark development has access to the multi-use path system. The Planterra Ridge neighborhood also accesses both highways, and has access to the path system at its southernmost point. The remaining developments in the corridor have direct access to Highway 54 only. The Wynnmeade neighborhood, and the future apartments and residential area have access to the path system via a bridge spanning both Highway 74 and the CSX rail line. Path access to the northwest and southwest corners of the intersection is currently cost-prohibitive due to the CSX rail line. Two additional transportation factors that directly relate to the corridor are the future Metro Atlanta commuter rail line, which would utilize the CSX rail line, and the proximity of Peachtree City Falcon Field Airport, which is located south of the corridor in Peachtree City's industrial park.

Because of the tremendous growth potential of this area, and its designation as the primary citywide commercial center, the intersection and western corridor of Highway 54 will become a major activity center for Peachtree City and potentially Fayette County. The area is not fully integrated into Peachtree City's multi-use path system.

Peachtree City is proposing a study to determine the best way to unify the area as a single activity center for the surrounding community, to provide adequate pedestrian and vehicular access within the activity center, and to link the activity center to Peachtree City's multi-use path system as a means of providing a means of alternate transportation to the activity center, and eventually provide access to the commuter rail line and to the Peachtree City Falcon Field Airport.

APPLICATION

As part of this application package, please find attached the following information:

- *ACTIPS Application Form*
- *Proposed Highway 54 West Corridor Study Area (Map)*
- *Resolution of Commitment – City Council of Peachtree City*
- *Resolution of Support – Fayette County Board of Commissioners*

SCOPE OF WORK

Peachtree City is proposing a study to determine the best way to unify the Highway 54 West Corridor as a single activity center for the surrounding community, to provide adequate pedestrian and vehicular access within the activity center, and to link the activity center to Peachtree City's multi-use path system as a means of providing alternate transportation to the activity center.

The study will include:

- Determining current and future demands for vehicular and pedestrian access to the Activity Center and within the Activity Center
- Investigating the incorporation of alternate transportation modes into the Activity Center, including possible path locations within the center and accessible connection sites to the existing multi-use path system in Peachtree City.
- Soliciting input from citizens, surrounding neighborhoods and property owners.
- Conducting a topographical survey to identify possible tunnel and/or bridge crossings of Highway 54 West and the CSX rail line to unite the areas of the Activity Center.
- Obtaining appropriate construction plans to implement the transportation system.
- Locating public and CSX railroad rights-of-way within and adjacent to the Activity Center
- Evaluating the environmental impact and the traffic reduction benefits of the proposed transportation system

The total projected budget for the study is \$21,700

SCHEDULE OF COMPLETION

The City of Peachtree City anticipates completing the above elements of the study within four months. Pending confirmation of funding in March, the study would be completed by August 1, 2000.

COMMITMENT OF FUNDING

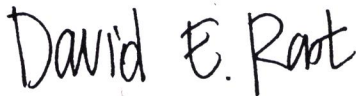
At their meeting on January 20, the City Council of Peachtree City voted unanimously to endorse this application. At the same meeting, City Council voted unanimously to provide local funding in the amount of \$4,340 for the study. This amount signifies the City's required contribution of twenty percent of the anticipated project budget.

SUMMARY

As you can see, Peachtree City is faced with a growing area that will ultimately incorporate diverse residential neighborhoods, employment opportunities, shopping and recreation facilities. A goal of Peachtree City's Comprehensive Plan, discouraging the use of automobiles by enhancing walking, bicycle and golf-cart access to facilities, compliments the ACTIPS program goals of alternate and community-based transportation modes. Through the ACTIPS study, this developing area could be maximized as a community activity center that would benefit by incorporation into the community's multi-use path system, which could eventually provide comprehensive transportation links to the proposed commuter rail line and Peachtree City Falcon Field Airport.

I look forward to hearing from you during the selection process and am available to meet with you at your convenience to discuss this project in detail. Should you have any questions, please call me at 770-487-5731.

Sincerely,

A handwritten signature in black ink that reads "David E. Rast". The signature is written in a cursive, slightly slanted style.

David E. Rast
City Planner

Attachments

ACTIPS Application Form

Date: January 26, 2000

Name of responsible organization: The City of Peachtree City

Name of Contact Person: David E. Rast

Title: City Planner Department: Planning Department

Address/City/State/Zip: 151 Willowbend Road, Peachtree City, Georgia, 30269

Telephone: (770) 487-5731 FAX: (770) 631-2505

E-Mail: planner@peachtree-city.org

Non-profit designation: Municipal Government

Study area name and location: Highway 54 West Corridor, from the intersection of Georgia Highways 54 and 74 west to the city limits of Peachtree City.

Total study budget: \$21,700 Funds requested: \$17,360.00

Cash Match or In-Kind: \$4,340.00

Is the study proposal consistent with the adopted local Comprehensive Plan?
If not, explain:

The study proposal is consistent with Peachtree City's adopted Comprehensive Plan.

Signature: David E Rast

Date Received: _____



**RESOLUTION OF COMMITMENT TO DEVELOP AN ACTIP STUDY
FOR THE HIGHWAY 54 WEST ACTIVITY CENTER
AND TO PROVIDE MATCHING FUNDING FOR THE COST OF THE STUDY.**

- WHEREAS,** The Peachtree City Land Use Plan calls for the development of village commercial and activity centers within the community, and specifically discourages strip commercial development along the state highways bisecting the city; and
- WHEREAS,** The existing and proposed development on Highway 54 West within Peachtree City and the possible development to the north of the existing City Limits in that area will integrate a variety of land uses that will serve as a major activity center; and
- WHEREAS,** A goal of both The Peachtree City Land Use Plan and the Comprehensive Plan is to establish and maintain a comprehensive system of transportation throughout the city that includes roads, multi-use paths and commuter services; and
- WHEREAS,** The Atlanta Regional Commission has developed the Activity Center / Town Center Investment Policy Studies (ACTIPS) Program to provide a source of funds for planning investment studies of activity centers as part of the Regional Transportation Plan; and
- WHEREAS,** The focus of the ACTIPS is to encourage increased development, mixed uses and connectivity at the activity center level as an alternative to standard suburban or strip development.

NOW, THEREFORE, BE IT RESOLVED, that we, the Mayor and Council of the City of Peachtree City, endorse the development of an Activity Center / Town Center Investment Policy Study for the western corridor of Highway 54 within Peachtree City and unincorporated Fayette County to the north, with the cooperation and support of the Fayette County Board of Commissioners.

BE IT FURTHER RESOLVED that we will provide the local matching funds for such a study under the Atlanta Regional Commission ACTIPS Grant Program.

Passed this 20th day of January 2000.

Robert L. L...

Carol A. Fritz

Attest

STATE OF GEORGIA
COUNTY OF FAYETTE

RESOLUTION NO. 2000-05

WHEREAS, the Activity Center/Town Center Investment Policy Study (ACTIPS) Program provides funding for local governments on a competitive basis to develop transportation related plans in activity and town centers; and

WHEREAS, Peachtree City is endeavoring to provide alternative modes of transportation (cart paths) to major activity centers, even outside the limits of Peachtree City;

NOW, THEREFORE, WE, the Board of Commissioners of Fayette County, Georgia, endorse Peachtree City's efforts to conduct a study to extend their cart path system under SR 54 and over the railroad to eventually connect with the large area of unincorporated county on the west side of Peachtree City and will participate in the study, if approved by the Atlanta Regional Commission (ARC).

ADOPTED this 13th day of January, 2000.

BOARD OF COMMISSIONERS
OF FAYETTE COUNTY


Chairman

ATTEST: 



Peachtree City

Georgia

TO: Mayor and Councilmembers

VIA: City Manager *[Signature]*
Director of Developmental Services *[Signature]*

FROM: City Planner *[Signature]*

DATE: January 11, 2001

SUBJECT: Livable Centers Initiative – award of contract

This past March, Peachtree City was one of twelve municipalities in the metro-Atlanta region selected to participate in the Atlanta Regional Commission's first round of Livable Centers Initiative (LCI) studies. This program provides a source of funds for planning investment studies of activity and town centers in the Atlanta region. The budget for this study is \$21,700, and the City will receive \$17,360 from ARC. The local match (\$4,340) must be provided by the City.

The focus of this study will be to determine the most effective way to unify the Highway 54 West Corridor as a single activity center for the surrounding community, to provide adequate pedestrian and vehicular access within the activity center, and to link the activity center to Peachtree City's multi-use path system as a means of providing alternate transportation to the activity center. The study will also include the development and implementation of architectural guidelines for future development within this activity center and the development of an overall landscape plan and gateway feature for Highway 54 West.

A detailed Request for Proposals was prepared and forwarded to numerous Planning, Architectural, Landscape Architectural and Engineering firms in the Atlanta area. Four proposals were received and evaluated by City Staff. Each proposal was very detailed and provided an innovative approach to completing this study. It was the overall consensus of the selection committee that the proposal submitted by The Brookwood Group met all of the criteria identified in the RFP and was within the budget allotted for this project.

STAFF RECOMMENDATION

Staff recommends that the City enter into a contract with The Brookwood Group to prepare a detailed study of the GA 54 West Activity Center. Staff also recommends that City Council authorize the Mayor to sign this contract and forward all documentation to the Atlanta Regional Commission for review.

(RFP)

PROJECT:

[illegible]

City Council of Peachtree City
Agenda
January 18, 2001
6:00 p.m.

Please note change in regular time.

- I. Pledge of Allegiance
- II. Announcements, Awards, Special Recognition
 - Recognize Employee of the Month - Robert Eidson
 - Recognize Supervisor of the Quarter - Jim Miller
 - Recognize Marcie Blind - 15-year Service pin
 - Recognize Girls Lazer White Soccer Team - winner of the GA State Open Cup
 - Recognize All Children's Playground Gold Sponsors
 - Presentation of Annual Builder Awards
- IV. Minutes
- V. Consent Agenda
 - ✓ 1. Resolution to Transmit Short Term Work Program/Capital Improvement Element to ARC for review
 - ✓ 2. Resolution to Establish Election Qualification Fees
 - 3. Consider SR-74 / Kedron Drive North Intersection Improvements & Signalization
 - 4. Award Bid - Hydraulic Boom Excavator
 - 5. Award Contract - Livable Centers Initiative Grant
- VI. Old Agenda Items
 - 12-00-06 Consider Policy - E-Mail/Internet
- VII. New Agenda Items
 - 01-01-07 Consider Sewer Service for Braelinn Baptist Church
 - 01-01-08 Discuss Helmet Safety Education Program
 - 01-01-09 Discussion of City Clerk Position
 - 01-01-10 Workshop Discussion - City Charter
- VIII. Executive Session

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

Laura M. Heery AIA
President

9 March 2001

Mr. David E. Rast, ASLA, City Planner
City of Peachtree City
151 Willowbend Road
Peachtree City, GA 30269

Re: Interim Authorization; LCI Concept Master Planning

BROOKWOOD
GROUP



ARCHITECTURE
DEVELOPMENT MANAGEMENT
PLANNING

Dear David,

Thank you for coming to our offices to review our work to date and to coordinate for upcoming meeting in Peachtree City on Monday.

As authorized in your approvals to proceed via e-mail February 23 and in our discussions, we are continuing to advance our work for the ARC Livable Centers Initiative, in an effort to meet Peachtree City's and ARC's schedule for completion,

Our Mar. 6 worksession with you and Rob LeBeau, from ARC, reconfirmed Brookwood's scope of work and contract form, as reflected in our subsequent contract draft, as well as reviewing work to date. Per your direction, we are advancing master plan options for two sites identified as West Village and the Church Site.

Thank you for addressing the need for simplification to a one page contract and the need for additional fees. While the additional amount and revised contract are pending, we will limit our work to not exceed the original total fee of \$21,700.00. We estimate that this extent of work will be completed by April 1st. An invoice for work in February for \$2152.50 will be forwarded Monday.

Thank you for copying us on the public notice for Monday's meeting. Rod, Richard Jewett and I look forward to seeing you on Monday around 4:30 for set up.

Best,

Laura Heery

Cy: Charles Raubacher, Brookwood Group
Rod Gary, Brookwood Group

1819 Peachtree Road N.E., Suite 201
Atlanta, Georgia 30309-1854
404 350-9988 Fax 404 351-6153
brookwoodgroup@mindspring.com



CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement is made and entered into this ____ day of ____, 2001, by and between the City of Peachtree City, Georgia ("City") and Brookwood Group ("Consultant"). The Consultant agrees to provide professional services to the City to complete the requirements of the Atlanta Regional Commission Livable Centers Initiative grant awarded to the City in 2000. The Scope of Work is to be completed by June 30 with all deliverables turned over to the City at that time.

The Consultant's Scope of Work listed herein will be performed in conjunction with the City's "Scope of Work" as outlined in Attachment A, Scope of Work, attached hereto as Attachment A. The Consultant's Scope of Work shall be limited to that outlined below.

Consultant's Scope of Work

Prepare a master plan for a Depot/Town Square mixed-use development to include the following activities and deliverables:

- Attend at three public meeting in Peachtree City called and organized by the City. Concepts and preliminary master plan solutions will be presented to stakeholders as selected by the City.
- Incorporate connectivity criteria as they relate to the movement of people in the study area via golf carts, pedestrian, auto and bicycles into a multi-modal master plan.
- Participate in two work sessions in Peachtree City or at Brookwood Group.
- Conduct a site selection analysis for a multi-modal transit depot and complimentary land uses.
- Produce a diagrammatic master plan for a multi-modal transit center with massing illustrations.
- Provide a one-two page report with recommendations for the City's Implementation Plan.

In addition to Peachtree City's obligations in fulfillment of the Atlanta Regional Commission's grant requirements as noted in Attachment A, Scope of Work, Peachtree City, supported by the Atlanta Regional Commission, will be responsible for providing background information for the master plan process and will organize public meetings as part of Peachtree City's obligation and fulfillment of ARC's grant requirements.

Fees and Expenses

The total fee for the Project is \$21,700. Invoices will be monthly to the City of Peachtree City for work completed each month with anticipated completion being by the end of May

1819 Peachtree Road N.E., Suite 201
Atlanta, Georgia 30309-1854
404 350-9988 Fax 404 351-6153
brookwoodgroup@mindspring.com

2001. Reimbursable costs for deliverables, travel, printing, duplication and other out-of-pocket costs will be billed at actual costs and are estimated to be \$3000. Invoices will be sent monthly and are payable upon receipt. After 30 days, unpaid invoices will accrue interest at 1.0% of the outstanding balance.

Deliverables

Two sets of boards and rolled drawings and a CD of original artwork of a color master plan and massing illustrations.

Additional Services

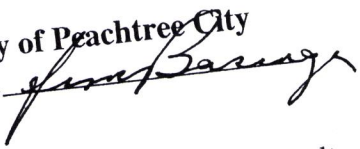
In the event there is a change in the Consultant's Scope of Work, duration or other changes to this agreement, the Consultant shall have cause to seek additional compensation. Additional Services may include, but not limited to, the following:

- Architectural Renderings, three-dimensional drawings advancing massing diagrams into illustrations of architectural character and materials.
- Circulation Master Plan for pedestrian, cart/bicycle, and vehicle, including service, circulation.
- Development Guidelines, incorporating criteria for building setbacks, massing, architectural materials and other options.

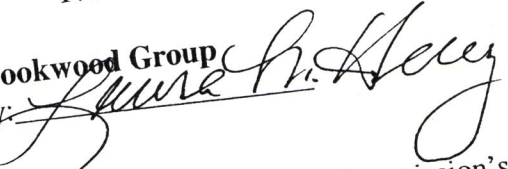
Upon Peachtree City's authorization, Additional Services performed in 2001 will be provided at an hourly rate of:

Nicole Domineau	\$75
Magnus Nilsson	80
Rod Gary	95
Chris Welty	100
Richard Jewett	120
Laura Heery	165
Charlie Raubacher	175

City of Peachtree City

By: 

Brookwood Group

By: 

Approved as to the Consultant's Scope of Work and the Atlanta Regional Commission's participation in funding:

Atlanta Regional Commission

By: _____

March 20, 2001

Attachment A

Scope of Work

I. General:

The work to be accomplished is in support of the following Atlanta Regional Commission (ARC) sub-element:

002C - Activity Center/ Town Centers Investment Policy Studies (ACTIPS)
Cost Center 002 CAT - Activity Centers/ Town Centers Investment Policy Studies (ACTIPS)

II. Areas Covered:

All the necessary services provided in this subgrant contract will support the study of ACTIPS related programs and projects within the area of the City.

III. Goal:

The 13-county metropolitan Atlanta area is a non-attainment area for ozone under the Clean Air Act Amendments of 1990. Because of this designation, the region must look toward better development practices that support increased use of transportation modes other than single occupancy vehicles (SOV) to help reduce the emissions and meet air quality requirements. The ACTIPS program seeks to increase the use of alternatives to driving alone by developing transportation projects and other programs to improve accessibility, expand mixed-uses, utilize transit and support further developments in the study area. Evaluation of the existing structure and development of likely scenarios should produce recommendations for future investment that support ARC's Livable Centers Initiative (LCI). Further definition of this project is provided in Exhibit A-1.

IV. Work Tasks:

The work to be accomplished under this contract has been divided into three major tasks:

Task One - Public Involvement

The goal of this task is to develop a local planning outreach process that promotes the involvement of all stakeholders. The City will be responsible for identifying all stakeholders and facilitating their involvement in the study process. These tasks will be documented through meeting notices, meeting summaries and other written communication. Responses and acknowledgements of public comments will be addressed in the study reports.

Task Two - Develop a Study

The goal of this task is to study the subject area's current land use patterns, transportation patterns and urban design elements. The City will be responsible for identification of the neighborhoods related to the Study Area and the inventory and analyzing of existing physical conditions within the overall Focus District. At a minimum, this study will address the following information:

- *Identify neighborhoods related to the Study Area which must functionally be included in the planning process to achieve integrated planning and design solutions.*
- *Inventory and analyze existing physical conditions within the Focus District including aesthetics, spatial relationships, landscaping, open space, signage, lighting and utilities, safety, street furnishings, vehicular and pedestrian circulation, traffic safety and traffic flow, parking, vehicle/pedestrian conflicts, land uses and land use relationships.*
- *Define a program and location search for a pedestrian-oriented center with an integrated passenger rail depot district.*

Task Three - Prepare Project Deliverables

The goal of this task is to compile the results of the overall work effort, including key information, the study process, relevant findings and recommendations into summary materials. The City will be responsible for developing a schedule of local actions, a description of transportation improvement projects, and identifying changes to current Ordinances, the Land Use Comprehensive Plans necessary to achieve the items identified within this study. The following deliverables, at a minimum, will be provided as a part of this task:

- *A summary document describing the study area and proposed changes or program goals.*
- *A description of the process used to achieve a community-supported program of activity center improvements.*
- *Provision of a conceptual master plan for the Focus District, including physical development standards and future land use recommendations.*
- *Identification of specific standards for design elements within the Focus District, including, but not limited to, architectural design standards, building material and color selections, vehicular and pedestrian paving, street furniture, lighting fixtures, traffic-calming devices, landscape materials, signage, fencing, walls and retaining walls.*
- *Identification of standards for building setbacks and massing, public and semi-public open space, their connections and uses, alternative transportation circulation systems and parking standards.*
- *A 5-year schedule of local actions that are planned within the Focus District to implement the study goals, programs and projects. Schedules should include start date, completion date, estimated cost and responsible party.*
- *A 5-year prioritized description of transportation improvements projects, preliminary budget and programs that will support the Study Area goals.*
- *A description of the changes necessary within the locally adopted comprehensive plan or other locally adopted plans to achieve additional study actions.*

Exhibit A-1

City of Peachtree City ACTIPS Application

Proposed Study Area - GA 54 West Transportation Corridor

Introduction to Peachtree City

Development within Peachtree City began in the 1950's, when a group of real estate investors began to amass land holdings in what was then the Aberdeen/Clover area of Fayette County. Their idea was to develop a planned community that would offer a better way of life to its residents through careful planning and development. The city would be developed into several villages, each with its own residential subdivisions, shopping areas, recreational lands and schools.

As part of this development concept, several miles of multi-use paths would interconnect all areas of the city, allowing residents to travel without the use of an automobile. Most notable for their use by golf carts and locally identified as "cart paths," these multi-use paths also accommodate walkers, joggers, bicyclists, roller-bladers, wheelchairs and other alternate modes of transportation.

To date, Peachtree City encompasses approximately 15,600 acres, with 30 percent of this land preserved as permanent open space. Our 33,000 residents live in four villages, each with a commercial village shopping center, surrounded by residential development that "steps down," or decreases in density, with distance from the commercial area.

One of Peachtree City's most attractive amenities is the 70-mile network of traffic-free, multi-use paths. The existing path system winds through acres of unspoiled land, skirting two, 250-acre lakes, crossing bridges over creeks and streams, and traveling through tunnels under main streets and highways. Multi-use path bridges have also been constructed over Georgia Highways 54 and 74 so that residents can safely access virtually all areas of our city without conflicting with vehicular traffic.

This successful alternate transportation system connects neighborhoods, village retail centers, schools, churches and recreational areas. It is not uncommon to see families traveling to and from schools, restaurants, shopping centers and sporting events on the multi-use path system. Our records indicate that more than 45% of all households in Peachtree City have registered golf carts. It has been proven in Peachtree City that, if a multi-use path is available, people will use it for transportation. A 1998 survey of residents identifies that approximately 95% of those who responded use the multi-use path system as an alternate means of transportation, and the 450 respondents could directly account for using the paths over 4,000 times each month in lieu of taking an automobile on a local errand.

To encourage the provision of additional multi-use paths for all residents, the city's Land Development Ordinance requires that all new development provide a connection to the existing path system. This alone increases our overall network on a regular basis. The city also adds provisions with the Capital Improvements Program to annually design, construct and maintain our multi-use path system to areas that are currently not being served.

While the city has made tremendous efforts to connect all areas of the city to the existing multi-use path system, several major areas of the community have been identified where no connection is provided. One such area is the Highway 54 West Corridor, where an activity center outside the traditional "village concept" is currently growing.

Project Description

Georgia Highway 54, the primary east-west corridor through Peachtree City, intersects Georgia Highway 74 on the western side of town. This intersection and the western corridor of Highway 54 was designated as the primary citywide commercial area to serve the entire community, and a large tract of land was zoned for commercial development over 20 years ago. This region is now beginning to develop in earnest, despite the delay in the widening of Highway 54 West due to federal Clean Air Legislation. Additionally, while maintaining a high level of commercial land, the area is developing with a greater mix of uses that should ultimately enhance the corridor.

On the northeastern corner of the Highway 54/74 intersection, Westpark houses a 90,000 sq. ft. shopping center, as well as 100 acres of commercial and office development. The southeast corner is the site of a 166-unit condominium complex, constructed in the 1960's. The southwest corner is partially developed, with an Arby's, Boston Market, Eckerd Drugs and a bank, and a 145,000 sq. ft. shopping center under development. The northwest corner includes Longhorn, Chili's, Don Pablo's, and On The Border restaurants, as well as a 38,000 sq. ft. retail center under construction. This area is divided from the remaining corridor by the CSX rail line, which Highway 54 crosses via a two-lane bridge.

The corridor west of the CSX line houses several older commercial establishments, including a gas station and convenience store, two automotive parts stores, a Days Inn, and Peachtree City's Tennis Center. One of Peachtree City's oldest churches also fronts the highway, as do the primary entrances to two residential subdivisions. Wynneade, on the northern side of Highway 54, is a neighborhood developed in the 1960s, with 250 homes in the \$60,000 - \$100,000 price range. On the southern side of the highway, Planterra Ridge, developed in the 1990s, includes 434 homes in the \$200,000 - \$300,000 price range, with a private swimming pool, and many homes overlooking an adjacent golf course. The public Peachtree City Tennis Center is located at the entrance to Planterra Ridge. On the westernmost end of the corridor, a 70-acre nature area on the south side of the highway serves as a community park and a natural buffer protecting Line Creek. Additionally, approximately 100 acres of undeveloped commercial land remains in the corridor. Another area that may have a substantial impact on this corridor is a 900-acre island of unincorporated land, which could be annexed into Peachtree City for development as a fifth village, or develop at a lower density as part of unincorporated Fayette County.

In the early 1990s, a plan was brought forward that called for nearly 1,100 apartment units on a large portion of the commercially zoned land on the north side of the highway. At that time, Peachtree City's General Commercial zoning category allowed for the development of apartments. Due to the overwhelming community hostility toward apartments at that time, the city worked with developers to achieve a plan that retained 399 apartment units, with a single-family neighborhood of 218 homes and an adjacent commercial development. The property was rezoned to reflect this new plan, and Peachtree City's Zoning Ordinance was amended to remove apartments from the General Commercial zoning category. Plans have been submitted to the City for a Home Depot and a Super Wal-Mart on 42 acres of the commercial property.

Accessibility to the developments in this corridor varies. The commercial developments on the three corners of the Highway 54/ 74 intersection access both highways, although only the Westpark development has access to the multi-use path system. The Planterra Ridge neighborhood also accesses both highways, and has access to the path system at its southernmost point. The remaining developments in the corridor have direct access to Highway 54 only. The Wynnmeade neighborhood, and the future apartments and residential area have access to the path system via a bridge spanning both Highway 74 and the CSX rail line. Path access to the northwest and southwest corners of the intersection is currently cost-prohibitive due to the CSX rail line. Two additional transportation factors that directly relate to the corridor are the future Metro Atlanta commuter rail line, which would utilize the CSX rail line, and the proximity of Peachtree City Falcon Field Airport, which is located south of the corridor in Peachtree City's industrial park.

Because of the tremendous growth potential of this area, and its designation as the primary citywide commercial center, the intersection and western corridor of Highway 54 will become a major activity center for Peachtree City and potentially Fayette County. The area is not fully integrated into Peachtree City's multi-use path system.

Peachtree City is proposing a study to determine the best way to unify the area as a single activity center for the surrounding community, to provide adequate pedestrian and vehicular access within the activity center, and to link the activity center to Peachtree City's multi-use path system as a means of providing a means of alternate transportation to the activity center, and eventually provide access to the commuter rail line and to the Peachtree City Falcon Field Airport.

Proposed Work

Peachtree City is proposing a study to determine the best way to unify the Highway 54 West Corridor as a single activity center for the surrounding community, to provide adequate pedestrian and vehicular access within the activity center, and to link the activity center to Peachtree City's multi-use path system as a means of providing alternate transportation to the activity center.

The study will include:

- Determining current and future demands for vehicular and pedestrian access to the Activity Center and within the Activity Center
- Investigating the incorporation of alternate transportation modes into the Activity Center, including possible path locations within the center and accessible connection sites to the existing multi-use path system in Peachtree City.
- Soliciting input from citizens, surrounding neighborhoods and property owners.
- Conducting a topographical survey to identify possible tunnel and/or bridge crossings of Highway 54 West and the CSX rail line to unite the areas of the Activity Center.
- Obtaining appropriate construction plans to implement the transportation system.
- Locating public and CSX railroad rights-of-way within and adjacent to the Activity Center
- Evaluating the environmental impact and the traffic reduction benefits of the proposed transportation system

Summary

As you can see, Peachtree City is faced with a growing area that will ultimately incorporate diverse residential neighborhoods, employment opportunities, shopping and recreation facilities. A goal of Peachtree City's Comprehensive Plan, discouraging the use of automobiles by enhancing walking, bicycle and golf-cart access to facilities, compliments the ACTIPS program goals of alternate and community-based transportation modes. Through the ACTIPS study, this developing area could be maximized as a community activity center that would benefit by incorporation into the community's multi-use path system, which could eventually provide comprehensive transportation links to the proposed commuter rail line and Peachtree City Falcon Field Airport.

Attachment B

Compensation and Method of Payment

I. Compensation:

The total cost of the Project as described in Attachment A is \$21,700.00. ARC's compensation to the Subgrantee will not exceed 80 percent of the actual costs incurred. However, in no event will the total compensation and reimbursements, if any, to be paid to the Subgrantee under this contract exceed the sum of \$17,360.00. All costs in excess of \$17,360.00 are to be paid by the City. Such costs must be at least \$4,340.00.

A breakdown of this compensation is shown in Exhibit B-1, "Budget Estimate", which is attached to and made part of this contract for financial reporting, monitoring and audit purposes. Changes in Exhibit B-1 shall be made in accord with the paragraph in the main body of the contract concerning "Changes" or "Amendments".

II. Method of Payment:

The following method of payment replaces that specified in the main body of the contract:

A. Progress Payments:

The Subgrantee shall be entitled to receive progress payments on the following basis. As of the last day of each month during the existence of this contract, the Subgrantee shall submit to ARC an invoice for payment documenting work completed and costs incurred during the invoice period. Any work for which reimbursements are requested may be disallowed at ARC's discretion if not properly documented, as determined by ARC, in the required monthly narrative progress report.

Upon the basis of its audit and review of such invoices and its review and approval of the monthly reports called for in the paragraph concerning "Reports" in the main body of the contract, ARC will, at the request of the Subgrantee, make payments to the Subgrantee as the work progresses but not more often than once a month. Invoices shall reflect 100% of the allowable actual costs incurred, be numbered consecutively and submitted each month until the project is completed. Reimbursement payments from ARC shall be at 80% of the approved invoice costs.

Subgrantee's monthly invoices and monthly narrative progress reports are to be submitted to the ARC Director or his authorized agent and must be received by him not later than the 10th day of the following month. ARC may, at its discretion, disallow payment of all or part of an invoice received after this deadline.

B. Final Payments:

Final payment shall only be made upon determination by ARC that all requirements hereunder have been completed. Upon such determination and upon submittal of a final invoice, ARC shall pay all compensation due to the Subgrantee, less the total of all previous progress payments made.

Subgrantee's final invoice and final narrative progress report must be received by ARC no later than 10 days after the project completion date specified in Paragraph 3 of the contract. ARC may, at its discretion, disallow payment of all or part of a final payment received after this deadline.

III. Completion of Project

It is agreed that in no event will the maximum compensation and reimbursement, if any, to be paid to the Subgrantee under this contract exceed \$17,360.00 and that the Subgrantee expressly agrees that he shall do, perform and carry out in satisfactory and proper manner, as determined by ARC, all of the work and services described in Attachment A.

IV. Access to Records

The Subgrantee agrees that ARC, the Concerned Funding Agency or Agencies and, if appropriate, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Subgrantee which are directly pertinent to the project for the purpose of making audit, examination, excerpts and transcriptions.

The Subgrantee agrees that failure to carry out the requirements set forth above shall constitute a breach of contract and may result in termination of this agreement by ARC or such remedy, as ARC deems appropriate.

V. ARC's Designated Agent

In accordance with Paragraph 5 of the main body of this contract, ARC's Director hereby designates JOEL F. STONE, JR (or his successor) ARC's Director of Comprehensive Planning, as his agent ("Cognizant Department Director") for purposes of this contract only, except for executing amendments hereto.

Exhibit B-1

Budget Estimate

Task One	Public Involvement	\$4,000.00
Task Two	Develop a Study	\$6,000.00
Task Three	Prepare Project Deliverables	<u>\$11,700.00</u>
Total Project Cost		\$21,700.00
	<i>Federal Share</i>	<i>\$17,360.00</i>
	<i>Local Match</i>	<i>\$4,340.00</i>

CITY OF PEACHTREE CITY
INTEROFFICE MEMORANDUM

TO: Mayor and Council

FROM: City Manager 

DATE: April 4, 2001

SUBJECT: Information for City Clerk Position Discussion

Attached is information Councilmember Fritz compiled for discussion of the City Clerk's position at the April 9th Council Workshop.

JB:gr

Attachment



36-45-20 G
*** CODE SECTION *** 12/31/98

36-45-20.

(a) For purposes of this article, the term "**clerk** of the governing authority of a municipality" means an individual holding the office of **city clerk** pursuant to a municipal charter and who is normally employed in that capacity for 40 hours per week.

(b) Any person hired or appointed to serve as the **clerk** of the governing authority of a municipality shall attend and complete a course of training on matters pertaining to the basic performance of his or her official duties. A **city** official who is an acting **city clerk** or who carries the dual responsibilities of both **city manager** and **city clerk** is exempt from such training. Such training shall be conducted by the Harold F. Holtz Municipal Training Institute, created under Article 1 of this chapter.

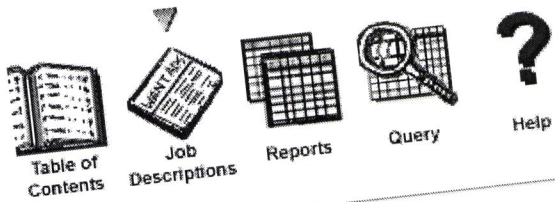
(c) The personnel of the Carl Vinson Institute of Government are authorized to work with the members of the Georgia Municipal Clerks and Finance Officers Association, the Georgia Municipal Association, and the Harold F. Holtz Municipal Training Institute in establishing and operating the training course provided for in subsection (b) of this Code section.

(d) All reasonable expenses of attending the training classes required by this Code section shall be paid from funds appropriated by the municipal governing authority for such purposes.



Georgia Department of Community Affairs Wage and Salary Survey

Job Descriptions



City - General and Administrative

Job	Description
Accountant	Responsible for maintaining city accounting systems; requires bachelor's degree (entry level professional).
Accounting Clerk	Responsible for performing routine clerical accounting and bookkeeping tasks.
Accounting Technician	Performs responsible accounting work in maintaining all governmental financial records. Balances books and compiles reports to show such information as cash receipts and expenditures and accounts payable and receivable.
Administrative Secretary	Performs responsible and some complex clerical work of an administrative nature. Work requires the use of independent judgment, initiative, and discretion based on knowledge of administrative procedures. Supervision over others may be exercised.
Auto Mechanic	Repairs and overhauls automobiles, buses, trucks and other automotive vehicles.
Budget Analyst	Responsible for maintaining accounting records and assists in developing expenditure and revenue estimates for department. Submits annual budget requests and assists in planning and developing budget for department.
Building Inspector	Performs technical work by inspecting new and existing buildings and structures to enforce conformance to building codes, grading, and zoning laws. Approves plans, specifications, and standards.
Building Inspector Director	Directs municipal building inspection program and conducts complex inspections to determine whether relevant codes and regulations are met.
Cashier/Customer Service Representative	Receives, disburses, and records monetary transactions for public utilities or other services. May also post data to accounts, balance receipts and disbursements, and prepare bank deposit slips.
City Attorney	Responsible for all legal affairs for the city.
City Clerk	Acts as clerk to City Council or Mayor, maintains all records and documents, receives and disburses funds, usually supervises other office workers.
City Manager/Administrator	Directs and coordinates administration of city government in accordance with policies determined by city council or other authorized elected official. Appoints department heads and staff as provided by local ordinance. Prepares annual budget and submits estimates to authorized elected officials for approval.
Clerk Typist	Performs routine clerical tasks to include compiling data and operating a typewriter in maintaining records and reports.
Computer Operator	Responsible for day-to-day computer operations and for creating and maintaining back-up files for all mainframe computer-based applications and operating

	systems.
Computer Programmer	Responsible for providing computer-based services by writing or developing computer programs or routines in a computer language or code for city departments.
Court Clerk	Provides administrative and clerical support to the Judge of Municipal Court including preparing and maintaining court calendars, dockets, and records.
Custodian (Janitor)	Performs routine and light cleaning duties in and/or around city facilities.
Data Entry Clerk	Performs responsible detailed clerical work inputting real and personal property information into the computer. This is an entry level position for which detailed and specific instructions are provided in carrying out responsibilities. Supervision over others is not exercised.
Downtown Manager	Directs and coordinates downtown development program.
Finance Director	Responsible for the overall administration of the finance department and coordinates all municipal financial activities for the manager/mayor.
Librarian	Performs routine and complex clerical and administrative work in the operation of a municipal library.
Payroll/Insurance Technician	Performs duties in the preparation of payroll and required reports. Assigns monthly Workers Compensation expenditures to proper departments and assists with COBRA coverage for ex-employees.
Personnel Analyst	Performs a variety of routine and complex administrative, technical, and professional work in analyzing and administering various components of the personnel system including job analysis, compensation analysis, applicant screening, examination, selection, labor relations, and training.
Personnel Director	Formulates and carries out policies relative to personnel administration and conducts programs concerning employee recruitment, selection, training, development, retention, promotion, compensation, benefits, and occupational safety.
Personnel Technician	Performs routine clerical work in the compilation and maintenance of personnel records. Records may include promotions, discharges, wage scales, training status, and salaries. May also be responsible for conducting orientation session with new employees.
Planner	Performs technical work associated with zoning, enforcement of codes and ordinances, historic preservation planning, transportation planning, environmental planning, and/or community planning.
Planning and Director	Performs department-head level supervisory and technical work associated with zoning, enforcement of codes and ordinances, and issuing permits and licenses.
Purchasing Director	Performs specialized administrative duties: purchasing supplies, materials, and equipment of the desired grade and quality at prices most favorable to the city. Works closely with department heads in figuring cost and selecting vendor.
Receptionist	Answers telephone and directs calls to appropriate department or staff, answers or refers inquiries, greets and directs visitors, and notifies personnel of visitors' arrival. May also maintain telecommunications system.
Recreation Director	Plans, promotes, organizes, and administers public recreation activities and services for entire community, under policies established by the city. Selects, develops, and supervises paid staff and volunteers. Prepares budget and directs expenditure of department funds and keeping of department records.
Recreation Maintenance Worker	Performs a wide range of maintenance responsibilities of routine to moderate difficulty, including the operation of various types of equipment in the recreation department.
Recreation Specialist	Responsible for planning and supervising various recreational programs for youth

	and adults (entry level professional position).
Secretary	Performs routine to moderately difficult duties which may include typing, filing, collecting and recording monies, records maintenance, answering the telephone, composing correspondence, or taking dictation in shorthand or by machine.
Senior Data Entry Clerk	Performs responsible detailed clerical work inputting and printing real and personal property information into the CRT terminal. Responsible for training and supervision of entry level operators.

3/22/2001

2000 City Clerk Data

Summary of Data

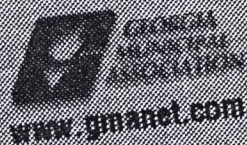
Group	Number Reporting	Minimum Entry Level Wage		Maximum Wage		Number of Full-Time Employees
		Average Graph	Median Graph	Average Graph	Median Graph	
A	2	47,960	47,957	57,300	57,297	1
B	7	46,520	38,000	59,100	55,000	7
C	19	40,420	39,624	53,640	52,240	19
D	29	37,560	37,565	45,450	45,760	29
E	1	23,900	23,899	29,680	29,682	1
F	103	26,870	26,603	32,130	30,000	105
G	62	21,200	20,000	22,960	22,050	62
H	22	19,270	19,370	20,350	20,264	22
Totals	245	27,790	25,116	32,960	29,224	246

Population Group Data

Jurisdiction	1994 Population	Minimum Entry Level Wage	Maximum Wage	Number of Scheduled Hours	Number of Full-Time Employees
A (Pop. 50,000+)					
Roswell	57,952	42,245	60,923	40	0
Savannah	129,556	53,670	53,670	40	1
B (Pop. 25,000-49,999)					
Alpharetta	27,302	82,000	82,000	37	1
East Point	33,066	34,008	47,258	40	1
Hinesville	26,933	47,697	72,577	40	1
Peachtree City	32,321	31,299	44,224	40	1
Rome	32,677	38,000	55,000	40	1
Valdosta	42,462	26,127	46,103	40	1
Warner Robins	49,396	66,543	66,543	40	1
C (Pop. 10,000-24,999)					
Buford	10,448	62,400	62,400	40	1
Cartersville	14,510	57,046	86,802	40	1

Dalton	24,048	51,207	77,512	38	1
Decatur	17,247	41,995	56,389	40	1
Douglasville	17,343	51,730	51,730	40	1
Duluth	17,902	58,404	58,404	40	1
Gainesville	20,470	35,381	53,061	40	1
Jesup	10,142	28,725	40,602	40	1
Kennesaw	18,334	31,741	51,709	40	1
Monroe	11,081	35,027	53,268	40	1
Newnan	14,850	41,995	62,317	40	1
Powder Springs	11,255	39,624	39,624	40	1
Riverdale	10,899	43,545	67,915	40	1
St. Marys	14,152	24,432	36,269	40	1
Statesboro	21,812	32,484	46,195	40	1
Sugar Hill	10,713	42,120	42,120	40	1
Tifton	14,229	23,400	35,090	40	1
Union City	10,178	34,818	52,240	40	1
Vidalia	11,782	31,824	45,593	40	1
D (Pop. 5,000-9,999)					
Adel	5,336	54,080	54,080	40	1
Auburn	5,772	31,346	31,346	40	1
Barnesville	5,249	28,410	39,163	40	1
Baxley	6,366	33,259	43,680	40	1
Blakely	5,791	36,000	52,000	40	1
Cairo	9,444	32,923	55,048	40	1
Camilla	5,347	32,637	32,637	40	1
Canton	6,786	43,361	65,979	40	1
Chamblee	7,382	40,741	57,037	40	1
Clarkston	5,937	23,735	23,735	40	1
Conyers	8,489	55,000	55,000	40	1
Cumming	6,087	51,397	51,397	40	1
Dawson	5,828	31,824	31,824	40	1
Eastman	5,167	22,000	34,207	40	1
Eatonton	7,019	46,894	46,894	40	1
Fayetteville	9,749	42,697	63,385	40	1
Fitzgerald	9,068	23,920	23,920	40	1
Grovetown	5,740	24,315	30,368	40	1

Hampton	5,297	39,934	39,934	40	1
LaFayette	7,286	37,565	58,573	40	1
Norcross	6,412	46,613	70,928	40	1
Pooler	6,291	28,219	28,219	40	1
Sandersville	6,800	39,522	60,562	40	1
Stockbridge	7,778	48,000	48,000	40	1
Stone Mountain	6,247	38,958	38,958	40	1
Sylvester	6,406	27,303	41,545	40	1
Thomson	7,209	34,881	45,760	40	1
Winder	9,469	44,000	44,000	40	1
Woodstock	8,629	49,825	49,825	40	1



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City Clerk (Toccoa)

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Job Description

CITY OF TOCCOA, GEORGIA
JOB DESCRIPTION

JOB TITLE: CLERK OF COMMISSION
CITY CLERK DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs a wide variety of administrative duties in support of departmental and City activities. Serves as custodian of various City records and City seal. Registers voters and manages City elections. Reports to the Mayor.

Specific DUTIES AND RESPONSIBILITIES ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Attends City Commission meetings; takes and maintains minutes of meeting proceedings.

Attests to the Mayor's signature on documents.

Is responsible for the custody of the City seal and all official City records.

Serves as co-signer of City checks in conjunction with the Finance Director.

Is responsible for the custody of important public records such as contracts, deeds, agreements, and minutes.

Serves as Archivist for the City. Assists with Tax Digest and collection of delinquent taxes; issues all executions for delinquent taxes.

Issues City business licenses and calculates business license tax.

<http://www.gmanet.com/research/job/clerk.toccoa.shtml>

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Serves as Secretary to the Pension Committee, and sits as a permanent member on the committee.

Serves as Chief Registrar and City Election Superintendent.

Is responsible for managing City elections; registers citizens to vote.

Is responsible for the custody of voting machines.

Prepares various records and reports such as meeting minutes, annexations, deeds, voting lists, business licenses, and delinquent statements.

Maintains cemetery records, sells cemetery lots, and issues permits for burial in city cemetery.

Some knowledge of carpentry and plumbing trades work.

Some knowledge of basic masonry techniques.

Ability to organize and supervise the work of others.

Ability to understand, interpret and carry out oral and written instructions.

Ability to give clear verbal instructions to public works employees.

Ability to understand and interpret simple diagrams and drawings of assigned projects.

Ability to maintain records of daily work assignments and projects.

Ability to establish and maintain effective working relationships with employees, other city staff and the general public.

OTHER REQUIREMENTS

Possession of a valid Georgia driver's license and a satisfactory Motor Vehicle Report (MVR).

Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner.

Ability to work in a variety of weather conditions for extended periods of time.

Must be available to respond to service needs or maintenance problems during evenings and on weekends.

Requirements included in this class specification are subject to possible modification to reasonably accommodate individuals with disabilities.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion

or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

Color Differentiation: May require the ability to discern color.

Interpersonal Temperament: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt and perform under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the practices, procedures, rules and regulations of the Department/Commission as they pertain to the specific duties of the job. Has knowledge of procedures involved in registering citizens to vote. Has knowledge of general office operations, functions and procedures. Is able to communicate in an effective manner with the City Manager and other officials. Has the ability to use independent judgment and discretion in the performance of duties. Is able to communicate in an effective and professional manner. Has the ability to compile, organize, prepare and maintain an assortment of records, minutes, reports, business licenses, and related information. Has comprehensive knowledge of legal terminology and business english. Knows how to estimate time, materials and supplies required to complete various routine activities. Knows how to operate a variety of office equipment and machines such as a typewriter, computer, recording equipment, etc. Is able to offer assistance to City residents. Has good organizational, mathematical, administrative and human relations skills.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all City departments and divisions, co-workers and customers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

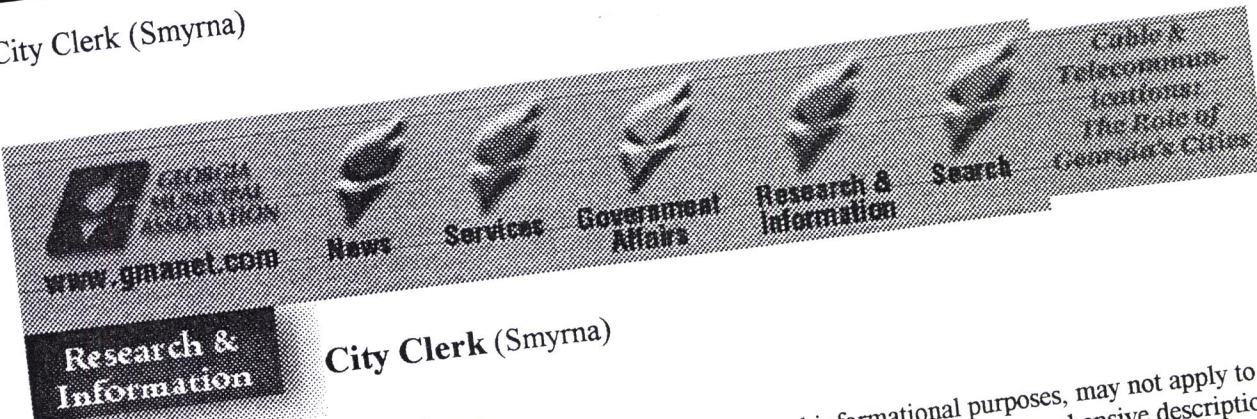
Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within City.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, customers, and the general public so as to maintain good will toward City and to project a good image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within City. Emphasizes the importance of maintaining a positive image within City. Interfaces effectively with higher management, professionals, customers, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

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City Clerk (Smyrna)

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Job Description

CITY OF SMYRNA

JOB TITLE: CITY CLERK
REPORTS TO: MAYOR
FLSA STATUS: EXEMPT

JOB SUMMARY

Under the general guidance of the Mayor of the City, the incumbent of this appointed position serves as the Mayor's chief executive assistant and maintains all official documents of the City including records, minutes, contracts, easements and law suits. Provides administrative, technical, public relations, and organizational support to the Mayor. Receives and resolves citizen complaints or refers to the appropriate department as necessary. Maintains the Mayor's official calendar and schedule of appointments. Assists in the preparation of ordinances and resolutions. Oversees the compilation of agenda packets and accomplishes a variety of routine and complex supervisory, clerical and administrative work in the administration of City government. Plans and coordinates all City elections. Prepares and oversees the budget for the Administration Division of City Government. Also oversees and directs the various activities of the division of Court Services (City Municipal Court) and serves as the City Clerk of Court.

Direct subordinates include: Deputy City Clerk, Deputy Court Clerk, Court Services Officer, and City Hall Receptionists.

ESSENTIAL JOB FUNCTIONS

Provides confidential support to the Mayor and City Council; attends all official meetings of the City including Council Meetings, agenda meetings, budget meetings, and work sessions and committee meetings as required; takes comprehensive minutes and ensures accurate transcription; provides certifications of minutes and other documents; maintains a comprehensive database indexing of minutes.

Properly maintains all official City documents including records, minutes, contracts,

City Clerk (Smyrna)

easements and lawsuits.

Receives and, wherever possible, resolves citizen complaints (including unusual and/or especially problematic issues) or directs to the appropriate department; provides information to the public regarding Mayor's Office and other City Services.

Executes tax liens and forwards to Clerk of Superior Court for recording.

In conjunction with the Deputy City Clerk, prepares all of Mayor's correspondence.

Maintains strict confidentiality of all members of the Council and the Mayor.

Administers Deferred Compensation Retirement Plan for employees.

Assists in the preparation of ordinances and resolutions; accumulates and sends revisions of the Municipal Code to the appropriate agency for inclusion in future supplements.

Maintains all information appearing on the agenda; oversees the compilation of agenda packets.

Signs all City checks (Payroll, General Fund, etc.) and reviews for proper authorization.

Plans and coordinates all City elections; serves as liaison with Council-appointed Elections Superintendent; qualifies all candidates for office; receives and counts all absentee ballots; oversees reapportionments in conjunction with Elections Superintendent; ensures completion of all financial disclosure and campaign contribution reports by City officials and those seeking office.

Oversees redistricting of ward boundary lines to comply with State and U.S. Justice Department regulations.

Prepares and monitors the budget for the Administration Division, Court Services Division and the Mayor and Council.

Supervises the Deputy City Clerk, Deputy Court Clerk, Court Services Officer, and City Hall Receptionists; monitors and evaluates job performance; interviews and selects individuals for positions; mediates grievances and investigates complaints.

Disseminates information regarding annexations to the office of the Cobb County Commission, elections office, Secretary of State, Department of Justice and all city departments; distributes all newly adopted City ordinances.

Ensures that contracts entered into by Mayor and Council are appropriately executed and sealed.

Prepares yearly reports mandated by the Department of Justice under the Voting Rights Act delineating all properties annexed during the preceding year.

Serves as liaison with computer software vendor; ensures proper maintenance of local area network in Court Services, Jail and Police Department Records.

Prepares reports regarding Court Services workflow, case types, monies received and expended.

Oversees and directs the activities of the City Municipal Court Services; identifies potential problems and improvements to Court Services system; prepares budgetary requests for improvement funds.

Prepares policies and procedures for Court Service operation.

Implements methods of improving customer services within Court Services.

Coordinates community service workers from Cobb County State Court and City Municipal Court; determines job duties; receives probation reports regarding service completion, types of duties, and time spent.

Monitors reports and activities of Professional Probation Service.

Maintains a professional working relationship with the general public, City Attorneys, other City Clerks, elected officials at all levels of government, department heads, City employees, the City Administrator and federal officials.

ADDITIONAL JOB RESPONSIBILITIES

Facilitates the successful implementation of TQM throughout City Hall and Municipal Court.

Attends advanced level Municipal Clerk certification training.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED

Personal Computer
FAX Machine
Telephone
Copier
10-key Adding Machine
Typewrites

PHYSICAL DEMANDS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of City Clerk, the employee typically sits at a desk and operates a personal computer for approximately 90% of her/his day. She/he must frequently talk and hear, use hands to finger, grasp, operate or handle equipment. She/he must reach with hands and arms. The City Clerk occasionally must stand and/or walk.

The City Clerk must occasionally lift or move objects weighing up to twenty pounds.

She/he must have close vision abilities and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of City Clerk, the employee typically works in an office.

The noise level is usually quiet.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree in Business Administration, Records Management, Public Administration or related field.

PLUS

Five years of progressively responsible experience in the area of municipal government administration.

Equivalent education, training, and/or experience may be interchanged in meeting minimum qualifications.

Licenses and Certifications:

State of Georgia Municipal Clerk's Certification.

Knowledge, Skills and Abilities:

Knowledge of office practices and procedures.

Knowledge of modern records management techniques.

Knowledge of the State of Georgia Open Records Act.

Knowledge of the State of Georgia Records Retention Schedule.

Knowledge of the Voting Rights Act and reporting requirements.

Knowledge of City Ordinances.

Knowledge of modern public administration practices, procedures, and techniques.

Knowledge of the operation of a personal computer and related software.

Knowledge of effective supervisory practices, procedures, and techniques.

Knowledge of the principles and practices of Total Quality Management.

Knowledge of the accurate completion of employee performance appraisals and the avoidance of common rating errors.

Knowledge of the procedures for disseminating and returning absentee ballots.

Knowledge of the completion requirements for Campaign Contribution Reports.

Knowledge of the completion requirements for Financial Disclosure Reports.

Knowledge of effective verbal and written communication skills.

Knowledge of the requirements for the certification of documents.

Knowledge of the City of Smyrna Personnel Policies and Procedures.

Skill in operating a personal computer and typewriter.

Skill in operating a variety of taping devices.

Skill in operating other equipment listed.

Skill in effectively dealing with the public.

Ability to accurately maintain records.

Ability to read, comprehend, and apply the State of Georgia Open Records Act.

Ability to read, comprehend, and apply the State of Georgia Records Retention Schedule.

Ability to read, comprehend, and apply the City of Smyrna Personnel Policies and Procedures.

Ability to read, comprehend, and interpret City Ordinances.

Ability to read, comprehend, and apply the Voting Rights Act.

Ability to communicate effectively, both orally and in writing.

Ability to plan, organize, and supervise clerical workers.

Ability to apply effective office practices and procedures.

Ability to apply modern records management techniques.

Ability to apply modern public administration practices, procedures, and techniques.

Ability to operate a personal computer and related software.

Ability to apply effective supervisory practices, procedures, and techniques.

Ability to apply the principles of Total Quality Management.

Ability to accurately complete employee performance appraisals and avoid associated rating errors.

Ability to apply the procedures for disseminating and returning absentee ballots.

Ability to ensure compliance with the requirements for Campaign Contribution Reports.

Ability to ensure compliance with the requirements for Financial Disclosure Reports.

Ability to establish an effective working relationship with the general public, City Attorneys, other City Clerks, elected officials at all levels of government, department heads, city employees, the City Administrator and federal officials.

Ability to work under pressure and handle multiple priorities efficiently and effectively.

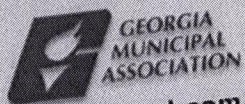
Ability to work effectively in a political environment and deal with confidential, sensitive, and/or potentially volatile issues calmly and effectively.

Ability to receive and maintain privileged information with a high degree of sensitivity and confidentiality.

This classification description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this description.

This classification description does not constitute and employment agreement between the City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

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City Clerk (Lawrenceville)

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Job Description

NATURE OF WORK

This is responsible administrative work in providing support for the Mayor and City Council.

Work also involves assisting the Mayor and Council by maintaining official records and notifying interested persons of activities taken. The incumbent supervises the activities of the administration department and coordinates with other City departments as needed. Work is performed with considerable independence and initiative.

EXAMPLES OF WORK

Attends and records City Council meetings.

Schedules and attends meetings and hearings of the Council.

Serves as coordinator of City elections.

Administers the City charter and City ordinances and Council actions.

Responds to citizen complaints.

Updates City codes and ordinances.

Oversees property tax business license activities.

Advises City Council on City business, activities and operations.

Supervises meter and data processing operations.

Develops annual budget for the City.

3/22/2001

Coordinates special projects.

Supervises personnel engaged in a variety of municipal administrative activities

Performs related work as required.

DESTRABLE KNOWLEDGE. SKTLLS AND ABILTTTES

Extensive knowledge of City codes and ordinances.

Considerable knowledge of clerical-accounting principles and practices used in keeping accounts and records.

Considerable knowledge of office terminology, routines and equipment.

Ability to supervise the work of others.

Ability to represent the City in a professional manner.

Ability to carry out complex oral and written directions.

Ability to establish and maintain effective working relationships with others.

Ability to make decisions in accordance with laws, ordinances, regulations and established procedures.

DESTRABLE EDUCATTON AND EXPERTENCE

Graduation from a four year college or university with major course work in public administration or a related field.

Considerable experience in municipal government administration with some supervisory experience.

Any equivalent combination of education and experience is acceptable.

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City Clerk (Duluth)

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Job DescriptionCITY OF DULUTH
JOB DESCRIPTION

JOB TITLE: City Clerk

DEPARTMENT: Business Office

SUPERVISOR: City Administrator

JOB SUMMARY:

Serves as clerk to the Mayor and Council and manages the City's business office. City Clerk duties include preparing for and managing the functions of all Council meetings; recording actions in public meetings in accordance with State Law and parliamentary procedures; posting meeting notices and maintaining public records. Responsibilities in the Business Office include overseeing bill preparation and collection of property taxes and business licenses; preparing, supervising and conducting annual elections; overseeing the accounting, budgeting, cash management and personnel administration programs of the City. Serves as custodian of official City records and public documents. Duties are performed independently under the general supervision of the City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares council agenda and coordinates the assembly of council packets for all council meetings.
- Attends regular and special meetings of Mayor and Council.
- Prepares and posts notices of public meetings and hearings and notifies the news media of scheduled meetings.
- Researches, drafts and maintains ordinances and resolutions for City Council action.
- Serves as chief deputy registrar for the City; duties involve maintaining the City's election records as required by State law; approving the City's final voter's list;

accepting candidates' applications for Mayor and Council offices; preparing for and supervising annual elections.

- Receives and responds to requests for information from the Mayor and Council, Duluth citizens and the general public.
- Controls, inventories and monitors all public records and archives of the City.
- Oversees the preparation of property tax bills and collections; monitors delinquent tax accounts; assists in setting annual mileage rate.
- Supervises Business Office employees and Building Custodian; evaluates, reviews progress and directs changes as needed; disciplines and counsels subordinates; makes recommendations to the City Administrator as to the selection, promotion, and termination of subordinates.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Oversees the preparation of business licenses and collection of related fees
- Approves applications for alcoholic beverages and business license, permits and contracts.
- Assists with the preparation and review of the annual operating budget; conducts revenue projections for budget; schedules hearings, advertisements and meetings on the adoption of the budget to ensure compliance with local and state laws; develops and completes budget document forms such as Program Decision Packages.
- Serves as City treasurer; oversees investments and approves financial and accounting transactions; reviews monthly financial reports; approves invoices and signs checks.
- Oversees activities of accounts receivable, accounts payable, payroll, purchasing, risk management and other functions of the business office.
- Prepares weekly report on business office activities for the City Administrator.
- Implements and oversees the City's records management system.
- Works closely with the City Auditor.

PERIPHERAL DUTIES:

- Attend seminars and workshops related to City Clerks' duties and responsibilities.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS: Education and/or Experience:

Bachelor's degree in business, public administration, or related field from an accredited college or university.

Five years of progressively responsible experience in municipal government administration, including considerable experience as a supervisor.

Any equivalent combination of education and experience is acceptable.

Knowledge, Skills, and Abilities:

Knowledge of standard policies, procedures, programs and services in municipal government.

Knowledge of administrative functions of a municipality including personnel, purchasing and financial management.

Knowledge of state laws, practices and procedures relating to public records and public meetings in local government.

Knowledge of business English and math.

Knowledge of modern office practices, equipment, methods and procedures.

Knowledge of government finance, personnel, purchasing practices in local government.

Knowledge of parliamentary procedures in Robert's Rules of Order.

Knowledge of State election codes.

Skill in effectively communicating, both orally and in writing.

Skill in establishing and maintaining effective working relationships with elected officials, co-workers, City employees, the general public, business and community leaders.

Skill in managing competing priorities on multiple projects.

Skill in operation of listed tools and equipment.

Skill in recording and transcribing minutes of public meetings.

Ability to plan, direct and supervise the work of subordinate personnel.

Ability to comprehend, interpret and explain adopted codes, ordinances and policies that relate to City operations and programs.

Ability to research and analyze detailed information, records and statistical data.

Ability to prepare clear, concise and accurate documents.

Ability to manage stressful situations.

OTHER REQUIREMENTS:

State of Georgia certification as a municipal clerk must be initiated upon assuming the duties of this classification.

Certification as a chief deputy registrar must be obtained within twelve months of employment with the City.

Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and period time constraints; must be able to maintain confidentiality

Must be bondable by a surety company.

Certification as a notary public must be obtained after appointment to this position.

Possession of valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

TOOLS AND EQUIPMENT USED:

Typewriter, personal computer, including word processing, spreadsheet and data base software; 10-key calculator; telephone; copy machine; fax machine.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee sits in an office or computer room. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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**Research & Information****City Clerk (Clarkesville)**

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Job Description**CITY CLERK****GENERAL NATURE OF WORK**

This is responsible administrative and supervisory work in the maintenance of records and documents for the City Council and in receiving, accounting for, and disbursing all City funds. Work is performed under the general supervision of the City Manager. The employee directly supervises other clerical and accounting personnel. The City Clerk shall be appointed at the first regular Council meeting after election each year.

EXAMPLES OF WORK

Attends all meetings of the City Council.

Keeps correct and full minutes of the proceedings of City Council together with all ordinances and resolutions passed by it, in a properly indexed book or register kept for that purpose .

Receives all applications or petitions made to the City and places them before the Mayor and City Council at the meeting of Council next succeeding the receipt thereof.

Issues all licenses and keeps a record thereof, and all badges and permits authorized by the Council.

Supervises the keeping of cemetery records.

Sends out City tax notices; receives and records payments.

Supervises the computation of time worked and wages due all City employees, supervises the preparation and issuance of City payroll checks and records on employees' leave and overtime worked.

Serves as City Election Manager and voter Registrar.

Supervises the work of clerical, accounting, and maintenance personnel.

Is the custodian of the City seal and affixes its impression on documents whenever required.

Carefully preserves the records and documents belonging to the City which are not assigned to the custody of some other office, and to maintain a proper index to all such records and documents so that ready access thereto and use thereof may be had.

Sees to the publication of all notices, ordinances, or other documents required by law to be published.

Prepares for the election officials all notices, ballots, and election supplies necessary in connection with municipal elections.

Prepares and has custody of all municipal records required by law to be kept by the City and not by a specific officer.

Receives all money due the City Council, including taxes, and pays out the same.

Keeps a computerized record book of accounts showing all money received on behalf of the City and the source and deposition thereof, which record shall be open for inspection by the public and City Council members.

Maintains a uniform system of accounts and keeps such other records and accounts as may be required by statute or ordinance.

Performs other related duties as required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern office practices and methods of receiving, depositing, and disbursing large amounts of money upon proper authorization.

Considerable knowledge of the legal requirements related to the keeping and preserving of Council minutes and official records.

Considerable knowledge of municipal laws, policies, codes and regulations.

Ability to plan, lay out, assign, supervise and review the work of a clerical and accounting staff engaged in the performance of varied duties related to treasury management.

Ability to establish and maintain effective working relationships with superiors, associates, subordinates and the general public.

Ability to prepare clear and concise reports and to maintain minutes and important records efficiently and accurately.

Ability to be bonded by a surety company.

DESIRABLE EDUCATION, TRAINING AND EXPERIENCE

Graduation from a standard high school, supplemented by business college; considerable experience in progressively responsible clerical work and office management, preferably including public management, public contact, and supervisory experience;

OR

An equivalent combination of training and experience.

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2000 City Manager/Administrator Data

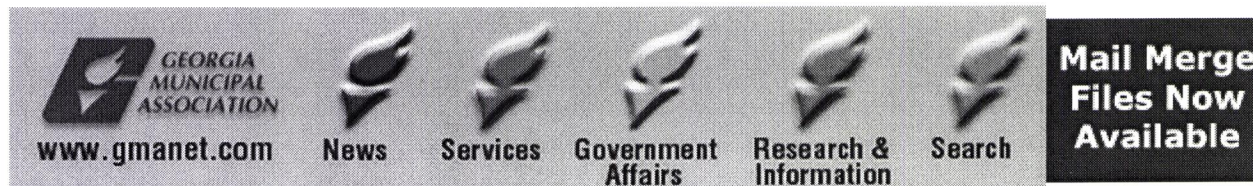
Summary of Data

Group	Number Reporting	Minimum Entry Level Wage		Maximum Wage		Number of Full-Time Employees
		Average	Median	Average	Median	
		Graph	Graph	Graph	Graph	
A	2	100,060	100,064	118,920	118,919	2
B	4	93,670	92,250	102,700	99,940	4
C	24	72,050	68,337	80,850	82,399	24
D	27	60,190	62,150	66,250	64,896	28
E	1	28,540	28,538	35,360	35,360	1
F	55	43,140	41,600	52,470	50,000	56
G	8	25,840	26,211	27,090	30,000	8
H	1	49,650	49,650	49,650	49,650	1
Totals	122	53,990	52,018	62,010	60,110	124

Population Group Data

Jurisdiction	1994 Population	Minimum Entry Level Wage	Maximum Wage	Number of Scheduled Hours	Number of Full-Time Employees
A (Pop. 50,000+)					
Macon	113,336	74,027	111,737	40	1
Savannah	129,556	126,101	126,101	40	1
B (Pop. 25,000-49,999)					
Alpharetta	27,302	90,000	90,000	37	1
Hinesville	26,933	69,256	105,381	40	1
Peachtree City	32,321	94,500	94,500	40	1
Valdosta	42,462	120,926	120,926	40	1
C (Pop. 10,000-24,999)					
Acworth	10,876	60,000	60,000	40	1
Buford	10,448	101,400	101,400	40	1
Carrollton	17,396	86,850	86,850	38	1
Cartersville	14,510	83,521	127,087	40	1
Cordele	10,787	64,839	103,842	40	1

Dalton	24,048	56,238	85,195	38	1
Decatur	17,247	85,000	85,000	40	1
Douglasville	17,343	83,574	83,574	40	1
Dublin	17,473	80,000	80,000	40	1
Duluth	17,902	69,012	69,012	40	1
Forest Park	17,503	93,500	93,500	40	1
Gainesville	20,470	88,296	88,296	40	1
Jesup	10,142	50,419	50,419	40	1
Kingsland	11,648	61,216	61,216	40	1
Monroe	11,081	53,414	81,224	40	1
Moultrie	15,709	80,018	80,018	40	1
Newnan	14,850	93,704	93,704	40	1
Powder Springs	11,255	67,662	67,662	40	1
Riverdale	10,899	66,780	66,780	40	1
St. Marys	14,152	52,119	77,372	40	1
Statesboro	21,812	75,000	90,000	40	1
Sugar Hill	10,713	60,000	60,000	40	1
Union City	10,178	56,700	88,300	48	1
Vidalia	11,782	60,000	60,000	40	1

**Research & Information**

Job Description Database

Administration Index

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City Manager (sample, Carl Vinson Institute of Government)**Disclaimer**

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Job Description

TITLE: City Manager

DEPARTMENT: Administration, City of Anywhere

JOB SUMMARY: This position is responsible for the overall administration of city government, including personnel, budgets, purchasing, grants, and pensions.

MAJOR DUTIES:

- o Administers the operations of the city government.
- o Ensures that city ordinances, resolutions, and regulations are executed and enforced.
- o Develops and administers the city budget.
- o Acts as liaison between the Mayor/City Council and the public by responding to inquiries and resolving conflicts.
- o Represents the Mayor and City Council at various meetings and social functions.
- o Develops materials for meetings of the City Council, attends all meetings, makes recommendations to the City Council as needed, and implements decisions made by the Council.
- o Selects, counsels, appraises and evaluates the performance of all department heads.
- o Develops long- and short-term plans for city operations.
- o Informs the City Council of significant financial and administrative affairs affecting the city.
- o Acts as the city's principal liaison on economic development activities.
- o Prepares progress reports.

- o Provides reports and information to the media as requested.
- o Acts as purchasing agent by overseeing the purchase of all supplies, materials, equipment, and services for the city.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles and practices of public administration.
- o Knowledge of the principles and practices of public human resource management.
- o Knowledge of the techniques used in the grant application process.
- o Knowledge of governmental accounting principles and audit procedures.
- o Knowledge of the city code of ordinances and other regulations, policies, and procedures.
- o Knowledge of budget preparation and finance.
- o Knowledge of the functions, organization, and operations of all city departments.
- o Knowledge of the city's demographic and economic profile, including its industrial base.
- o Knowledge of the principles and practices of effective public relations.
- o Knowledge of state and federal laws in all areas applicable to city government, including unemployment, wages and hours, EEOC, taxes, workers' compensation, pensions, and others.
- o Skill in developing short- and long-range plans.
- o Skill in establishing priorities and organizing work.
- o Skill in management and supervision.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Mayor and City Council assign work in terms of goals and objectives. The employee must use much judgment in deciding how to accomplish goals. Work is reviewed through conferences, reports, and observation of city activities.

GUIDELINES: Guidelines consist of all city ordinances, applicable state and federal laws, grant application instructions, city policies and procedures, and directives from the City Council. These guidelines require judgment, selection, and interpretation in application. This position develops city guidelines.

COMPLEXITY: The work consists of varied duties in administering all phases of city government. The multitude and variety of tasks to be completed and the need for sensitivity to political factors contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to administer the overall operation of the city government. Successful performance in this position facilitates the work of all city departments, ensures that city services are delivered, that city records are properly retained, and enhances the image of the city.

PERSONAL CONTACTS: Contacts are typically with co-workers, department directors, other city employees, members of the City Council, state and federal officials, the media, industry and business representatives, attorneys, managers of other local governments, representatives of various civic and citizen organizations, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, motivate personnel, provide services, resolve problems, justify decisions and negotiate and settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over City Clerk/Treasurer (1), Economic Development Director (1), Electric Director (1), Fire and Safety Director (1), Gas Director (1), Police Chief (1), Public Works Director (1), Recreation Director (1), Assistant City Manager (1), Finance Director (1), and Executive Assistant (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

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2000 Personnel Director Data

Summary of Data

Group	Number Reporting	Minimum Entry Level Wage		Maximum Wage		Number of Full-Time Employees
		Average Graph	Median Graph	Average Graph	Median Graph	
A	3	54,450	53,914	79,150	77,771	3
B	4	57,130	55,763	80,090	70,000	4
C	16	38,210	39,712	51,520	48,432	15
D	12	33,580	28,770	41,590	44,360	12
E	0	0	0	0	0	0
F	1	28,490	28,489	39,880	39,884	1
G	0	0	0	0	0	0
H	0	0	0	0	0	0
Totals	36	39,850	41,320	53,360	47,551	35

Population Group Data

Jurisdiction	1994 Population	Minimum Entry Level Wage	Maximum Wage	Number of Scheduled Hours	Number of Full-Time Employees
A (Pop. 50,000+)					
Macon	113,336	58,635	88,504	40	1
Roswell	57,952	53,914	77,771	40	1
Savannah	129,556	50,808	71,174	40	1
B (Pop. 25,000-49,999)					
Alpharetta	27,302	70,000	70,000	37	1
East Point	33,066	47,216	66,893	40	1
Rome	32,677	47,000	70,000	40	1
Valdosta	42,462	64,310	113,482	40	1
C (Pop. 10,000-24,999)					
Carrollton	17,396	53,407	53,407	38	1
Cartersville	14,510	42,259	65,216	40	1
Cordele	10,787	33,554	43,622	40	1
Dalton	24,048	42,451	64,174	38	1
Decatur	17,247	33,737	45,219	40	1

Douglasville	17,343	50,669	50,669	40	1
Dublin	17,473	39,801	39,801	40	1
Duluth	17,902	32,460	32,460	40	1
Forest Park	17,503	42,000	42,000	40	1
Gainesville	20,470	42,994	64,501	40	1
Moultrie	15,709	35,873	53,810	40	1
Newnan	14,850	46,301	68,682	40	1
Powder Springs	11,255	39,624	39,624	40	0
Riverdale	10,899	29,333	45,749	40	1
Statesboro	21,812	32,484	46,195	40	1
Union City	10,178	14,400	69,200	48	1
D (Pop. 5,000-9,999)					
Cairo	9,444	28,440	47,553	40	1
Calhoun	9,257	44,720	44,720	40	1
Camilla	5,347	21,846	21,846	40	1
Cumming	6,087	47,549	47,549	40	1
Eatonton	7,019	22,568	22,568	40	1
Fayetteville	9,749	40,640	60,331	40	1
Ft. Oglethorpe	7,158	27,788	45,281	40	1
Perry	9,906	29,100	42,300	40	1
Swainsboro	7,181	21,879	33,292	40	1
Thomaston	8,832	53,000	53,000	40	1
Thomson	7,209	21,403	36,628	40	1
Winder	9,469	44,000	44,000	40	1

**Research & Information****Personnel Director (Rome)**

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Job Description

JOB TITLE: Personnel Director

DEPARTMENT: Personnel, City of Rome

JOB SUMMARY: This position is responsible for the overall administration and implementation of all city personnel policies.

MAJOR DUTIES:

Develops, maintains and enforces personnel policies and procedures for the city work force.

Establishes goals and objectives and administers the city's benefits program.

Determines training needs, selects appropriate training program and oversees administration of training division.

Supervises, trains, directs, counsels, evaluates, and disciplines subordinates.

Prepares annual budget for Personnel Department.

Oversees the administration of the liability insurance program.

Serves as chief of staff to General Administration Committee and serves on other job-related committees.

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of the theories, principles and practices of public personnel administration.

Knowledge of relevant federal and state laws and local ordinances.

Knowledge of division, department, and city policies and procedures.

Knowledge of employee benefits.

Knowledge of accepted training techniques.

Skills in oral and written communication.

SUPERVISORY CONTROL: The City Manager assigns work in terms of overall goals and objectives. The employee acts independently in establishing priorities and setting deadlines for the department. Work is reviewed only in terms of overall results.

GUIDELINES: Guidelines include relevant state and federal statutes, city ordinances and personnel policies, retirement documents and insurance contracts. While some guidelines are clear and specific, many require interpretation by the employee in application to the specific situations.

COMPLEXITY: The work of this position consists of a variety of administrative and supervisory tasks in the area of personnel. The incumbent is required to make numerous decisions by evaluating various alternatives.

SCOPE AND EFFECT: The work of this position has impact on all city employees, applicants for jobs and other departments within the city. Errors could result in a loss of benefits to employees, failure to secure qualified staff for departments, and possible legal claims against the city.

PERSONAL CONTACTS: Contacts are typically with co-workers, city employees, providers of benefits, credit union representatives, consultants, job applicants, human resource professionals, and the general public.

PURPOSE OF CONTACTS: Contacts are typically for giving, receiving or exchanging information, resolving problems, motivating person, settling matters, and providing services.

PHYSICAL DEMANDS: Work is typically performed sitting at a desk.

WORK ENVIRONMENT: Work is performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Direct supervision over Training/Loss Control Specialist (1).

MINIMUM QUALIFICATIONS:

Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.

Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/ department in order to direct and coordinate work within the division/department, usually interpreted to require 3 to 5 years or related experience.

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