2000 CITY COUNCIL RETREAT
AGENDA
April 7-8, 2000
Aberdeen Woods Conference Center

Friday, April 7, 2000

1:00 p.m.

1. Council Discussion/Added Agenda Items
   - Encl. A - Discuss Council Meeting Procedures and Rules Ordinance
   - Encl. B - Discuss Ethics Ordinance
   - Encl. C - Discuss City Web Site Use by Elected Officials

2. Finance
   - Encl. A – Finance/Budget Review
   - Encl. B – Ten-Year Revenue and Expenditure Projections
   - Encl. C – Review of Construction Projects

3. Five-Year Staff Plan

4. Five Year Public Improvement Program (PIP)
   - Encl. A - FY2001 Five-Year PIP
   - Encl. B - Projected PIP Revenues
   - Encl. C - Street Resurfacing Program
   - Encl. D - Street Striping Program
   - Encl. E - Cart Path Resurfacing Program

5. Division's Personnel Requirements
   - Encl. A – 2001 Requirements
   - Encl. B - Long Term Requirements

6. Tentative Four-Day Work Week Plan

7. Funding for Non-Profit Organizations

8. Old Leach Station – Future Use

9. Fire Department ISO Rating and Accreditation Update

10. Siren Warning System Update

11. Traffic Calming Devices

12. First-Year Review of Housing Code Program

13. GIS Update

14. Service Plan 2000 Update

Saturday, April 8, 2000

15. Authorities/Commissions Updates/Discussions

8:00 a.m.

Airport Authority Update

8:45 a.m.

Development Authority Update

9:30 a.m.

BREAK

9:45 a.m.

Water and Sewerage Authority Update
- Annual Report
- Wastewater Treatment Planning Status

10:30 a.m.

Commission on Children and Youth Update

11:15 a.m.

Library Commission
Update
Library Master Plan

12:00 p.m.

LUNCH

1:30 p.m.

Recreation Commission Update

2:15 p.m.

Planning Commission
- Discussion/Review of Key Undeveloped Parcels
- Discussion - Planning Commission Mission/Role

16. Agenda Items (if any) Remaining from Friday's Session

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council

FROM: City Clerk

VIA: City Manager
Assistant City Manager

DATE: March 22, 2000

SUBJECT: Retreat Discussion – City Council Meeting Procedures

The City Council Meeting Procedures Ordinance has been placed on the Retreat Agenda for general discussion. A copy of the current ordinance is provided for your review. Listed below is a summary of issues that have been raised for discussion:

1. Section 2-31 (c) Matters not Covered – Use Roberts Rules of Order for matters not covered by the Ordinance. (See attached letter from City Attorney.)
2. Section 2-35 (a) Citizens Right to address Council - Allow citizens to respond to comments made about them. (See attached letter from City Attorney.)
3. Section 2-33 (e) Reconsideration of Agenda Items - Include a time limit restricting Councilmembers from placing items on the agenda for reconsideration.
4. Add new section 2-25 (g) - Public Comments - Allow for citizen comments at the end of each meeting. Limit comments to three minutes.

CITY COUNCIL MEETING PROCEDURES AND RULES

Section 2-31 GENERAL PROVISIONS

(a) Scope of Rules. These rules shall govern the conduct of the City Council and shall be interpreted to ensure fair and open deliberations and decision making.

(b) Technical Parliamentary Forms Abolished. Except as specifically required by these rules, the Council shall not use any formal points of parliamentary order, personal privilege, parliamentary inquiry, or other technical forms.

(c) Matters not covered. Any matter, order or procedure not covered by these rules shall be referred to the presiding officer, who shall decide the matter with the assistance and advice of legal Counsel. The decision shall be made in conformity with the purpose of these rules in a fair and expeditious manner. The decision of the presiding officer may be reversed by a majority vote of the City Council.

(d) Interpretation. These rules are intended to supplement and shall be interpreted to conform with the statutes of the State of Georgia and the City of Peachtree City.

(e) Quorum. The Mayor and three Council members, or four Council members without the Mayor shall constitute a quorum as defined in the City Charter Section 4. The presence of a quorum is necessary for Council to take official action on an item; however, three affirmative votes are necessary for any motion to pass. To avoid the appearance of impropriety, no more than two members of City Council (including the Mayor) shall meet to discuss any public matter, official business, or policy unless such meeting is held accordance with the Georgia Open Meetings Law (O.C.G.A. 50-14-1 through 50-14-6).

Section 2-32. TIME AND PLACE OF MEETING

(a) Regular Meetings. Regular meetings of the City Council of Peachtree City shall be held the first and third Thursday of each month at 7:00 p.m. in the City Council Chambers. However, the Mayor shall be authorized to cancel meetings and make temporary changes in meeting dates when such actions are for the convenience of the public. Appropriate notice of such cancellation or change in meeting date shall be provided to the public and Council members.

(b) Special Meetings. Special meetings shall be called by the Mayor as needed. Any Council member may request the Mayor to call a special meeting and such meeting shall be called. At least twenty-four (24) hours notice to the public must be provided.

(c) Time to End Meetings. No agenda item of an open meeting other than one under consideration will be discussed after 11:00 p.m. Council shall have the authority to suspend this requirement and adopt other procedures by majority vote.

Section 2-33 AGENDA

(a) Preparation of Agenda. Prior to each regular Council meeting, the City Clerk shall publish an agenda, which contains all items the Council anticipates acting upon at the meeting. A notice shall be placed on the agenda stating: "This agenda may change at any time up to 24 hours prior to the meeting." The agenda shall be published the Friday prior to each regular scheduled meeting.

(b) Consent Agenda. In preparing an agenda the City Clerk, shall separately designate items as "Consent Agenda", which may be acted upon by the Council as described in 2-36(f) of this ordinance. The Consent Agenda shall consist of routine, non-controversial items, which (in the City Manager's determination) can be appropriately considered in bulk at the Council meeting.

(c) Citizen Agenda Request. Any citizen may request to have an item placed on the agenda, by filing such request in writing with the City Clerk prior to 5:00 p.m. on the Friday preceding the Council meeting. \180 days

(d) Extra Items. Items requested, or filed after 5:00 p.m., on the Friday preceding a Council meeting shall not be included on the agenda unless the Mayor, a Council member, the City Manager, or the Assistant City Manager deems the item of sufficient urgency to warrant immediate Council action. These additional items shall be added no less than 24 hours prior to the scheduled meeting. The City Clerk shall record the name of the person adding the item on the agenda.

(e) Reconsideration of agenda Items. The City Clerk shall not place on the agenda any matter for reconsideration unless sponsored by a Council member or Mayor who voted on the originally prevailing side or who was absent at the time of the original action. 6 months

\ 180 days

(f) Staff Withdrawal of Items. Only the person (or designated representative) requesting the placement of an item on the agenda may withdraw the item prior to the Council meeting. Council shall be advised of the reason why the item is being withdrawn. The item withdrawn may, nonetheless, be acted upon in the discretion of the Council.

(g) Council Action to Defer, (Table), Continue or Not Act. The Mayor or a Council member wishing Council to defer action or continue an item has a right to make a motion to continue, defer or not act on any item considered before any other action which Council may consider.

Section 2-34 CONDUCT OF MEETINGS

(a) Call to Order. The Mayor or Mayor Pro Tem shall call the meeting to order at the appointed hour. The presiding officer shall control discussion of the Council on each agenda item to assure full participation in accordance with these rules.

(b) Order of Consideration of Agenda. Except as otherwise provided in these rules, each agenda item shall be considered in numerical order. The presiding officer shall separately announce each agenda item for the purposes of discussion and consideration. To announce an item, it shall be sufficient to identify the item by its number unless someone in attendance requests greater specificity.

(c) Discussion. A Council member shall speak only after being recognized by the presiding officer. A Council member recognized for a specific purpose shall limit remarks to that purpose. A Council member, after being recognized, shall not be interrupted except by the presiding officer to enforce these rules.

(d) Presiding Officer's Right to Enter Into Discussion. The Mayor, or other presiding officer, as members of the Council, may enter into any discussion.

(e) Limit on Remarks. Each Council member shall limit his or her remarks to a reasonable length.

(f) Presiding Officer's Right to Speak Last. The presiding officer has the right to close the debate and speak last on any item.

(g) Closing Debate. The Mayor or presiding officer shall close discussion on any item with concurrence of a majority of the Council. ~~A call for the vote shall not close discussion if any member of the Council still wishes to be~~

over majority

heard or the presiding officer determines the continued participation of citizens will be helpful to Council.

Section 2-35 CITIZEN PARTICIPATION

(a) Citizen's Right to Address Council. Persons other than Council members may shall be permitted to address the Council only upon specific agenda items.

(b) Manner to Address Council. A person who desires to address the Council shall raise their hand to be acknowledged by the Mayor or presiding officer. They shall then step to the podium, state his or her name, address, and group affiliation (if any) and speak clearly into the microphone.

(c) Time Limit on Citizen's Remarks. Citizens shall be limited to five minutes speaking time per item unless the presiding officer grants additional time. The presiding officer can limit the total time allocated for citizen input on a subject. A majority vote of the Council may extend the time limitations of this rule.

(d) Remarks of Citizens to be Germane. Citizen's comments must be directed to the subject under consideration. The presiding officer shall rule on the germaness of citizen comments. Citizens making personal, impertinent, or slanderous remarks shall be barred by the presiding officer from further comment before the Council during the meeting.

(e) Applause. The Mayor or presiding officer can determine individuals to be out of order for applauding citizens' comments. Applause for public comment is discouraged as it may discourage individuals with opposing views from speaking.

(f) Matters not on the agenda. The Council may, in its discretion, allow citizens who wish to raise a matter not on the agenda and who have not filed a request, to address the Council at the end of the regular agenda. If action is required by Council, the item will be placed on the agenda for the next meeting.

Section 2-36 COUNCIL ACTION

(a) Motion and Second Required. A member of the Council or the Mayor shall move all action requiring a vote. Motion must be seconded before the call for vote or it shall die for a lack of a second.

(b) Motion to Reconsider. A motion to reconsider must be made by a Council member or the Mayor who was on the prevailing side in the original action or by a Council member absent at the time of the original action.

(c) Motion by Presiding Officer. The presiding officer can make and second motions.

(d) Call for Vote. At the conclusion of debate, the presiding officer shall call for a vote; however, a majority of the Council may also require a vote on any item.

(e) Separate Consideration. Except as otherwise provided by these rules, each agenda item shall be voted upon separately

(f) Action on Consent Agenda. Except as herein provided, the consent agenda shall be considered in bulk and voted upon with a single motion. At the time of consideration of the consent agenda, a Council member or the Mayor may announce items they wish to speak about or vote against. The presiding officer ~~shall~~ may also ask if any person in attendance wishes to speak on any item. Such items shall be considered separately and not as a portion of any motion to call for action on the remainder of the consent agenda. The City Clerk, on all matters contained in the Consent Agenda, shall record the yes and no votes on each item separately as if each item had been moved and voted upon separately.

(g) Consideration Out of Order. With the consent of the Council, any agenda item may be considered out of the order listed on the agenda.

(h) Recording Names Of Moving Members. The City Clerk shall record the name of the Council member or the Mayor making each motion and the member who seconded the motion.

(i) Consideration Of Matters Not On Agenda. Any member of the Council or the Mayor may (at the close of the regular agenda) bring a matter not on the agenda to the Council's attention. Council shall not act upon such matter until it has been included on a later agenda.

Section 2-37 MISCELLANEOUS

(a) Waiver of Ordinance Readings. A Council member or the Mayor may move to pass an ordinance, as presented, in written format without reading it for the record.

(b) Applicability of Rules. These rules shall apply to the Council when meeting in any form.

(c) Suspension of Rules. These rules, or any part thereof, may be suspended for a specific purpose by a majority of the Council.

(d) Informal Relations. A member of the Council or the Mayor, before or during the consideration of any matter, or in the course of a hearing, may request and receive information, explanations, or opinions of the City Manager, Assistant City Manager, City Attorney or any City employee.

Section 2-38 PUBLIC HEARINGS

(a) The City Clerk shall prepare, as separate portions of the agenda, a schedule of public hearings.

(b) The following public hearing procedures shall apply to any zoning matters pending before the City Council or the Planning Commission.

1. The Mayor or Chairperson will allow each side equal opportunity to the floor and establish time limits.

2. Members of the City Council or Planning Commission will become hearers. No action on their part is in order until the Mayor or Chairperson declares the hearing complete.

3. The applicant, and those supporting the issue, including the City staff position (if appropriate) will be heard.

4. Those opposing the issue, including the City staff (if appropriate) will be heard.

5. Prior to closing the public hearing input portion of the meeting, the hearers and any member of the public will be given the opportunity to ask questions of either or both sides of the issue.

6. When the Mayor or chairperson is assured that input is complete, the public hearing shall be ended and the appropriate body will then debate the issue and render a decision.

(c) Any appeal or variance that may be brought before the City Council or any commission will follow the procedures outlined above. Exceptions are budget hearings and administrative hearings dealing with alcoholic beverage violations.

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March 27, 2000

Mr. Jim Basinger
City Manager
City of Peachtree City
151 Willowbend Road
Peachtree City, Georgia 30269

RE: Suggested Amendments to the City Council Meetings Procedures and Rules

Dear Jim:

After reviewing Ordinance 99-721 which revised the City Council Meeting Procedures and Rules, it is my opinion that Section 2-31(b) and Section 2-31(c) be deleted in their entirety and a new Section 2-31(b) be enacted which shall read as follows:

> Except as specifically required by these rules, when any parliamentary matter, order or procedure is not specifically addressed in Sections 2-31 through 2-38, the City Council shall be governed by Robert's Rules of Order. When, at any time, the procedures maintained by Roberts Rules of Order conflict with any provision contained in Ordinance Code Sections 2-31 through 2-38, the specific Code section shall supercede and shall apply.

The vast majority of situations which will arise at the Council Meetings will be handled by our local ordinance. However, there surely will be situations which will arise in the future that we cannot possibly anticipate. Having Robert's Rules of Order as the "backstop" will ensure fairness and consistency in the meetings, as well as protect the dignity and decorum of the meetings.

Also, Section 2-35 (a) should be amended to read as follows:

Citizen's Right to Address Council. Persons other than Council members ~~shall~~ May be permitted to address the Council only upon specific agenda items. All comments are to be relevant to the specific agenda item.. If any citizen is publicly referenced by name

one opportunity up to a ~~maximum of~~ three minutes

during the meeting and such reference is relevant to the specific agenda item, the subject citizen shall, upon request, be granted ~~an equal opportunity~~ to address Council provided that all comments remain relevant.

Should you have any further questions regarding this matter, please feel free to contact me.

Best regards.

Sincerely,

WEBB, STUCKEY & LINDSEY, LLC

Richard P. Lindsey

RPL:jmf

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council

FROM: City Clerk

VIA: City Manager
Assistant City Manager

DATE: March 22, 2000

SUBJECT: Retreat Discussion – Ethics Ordinance

The Ethics Ordinance has been placed on the Retreat Agenda for general discussion. A copy of the current ordinance is provided for your review. Listed below is a summary of issues that have been raised for discussion by various Councilmembers, citizens, staff members and the City Attorney:

1. Statute of limitations
2. Right of Confrontation by respondent
3. Right of complainant to address Ethics Board
4. Investigation procedures by Ethics Board
5. Pre-clearance of claims by independent attorney or City Attorney regarding applicability of Ethics Ordinance and legal questions, but not factual determinations
6. Time limit to conduct investigation and make recommendation to Council by Ethics Board
7. Written report from Ethics Board to reflect final vote and recommendations
8. Procedures for Ethics Board hearing (e.g. witness testimony, documentary evidence, rules of evidence, rules of procedure, fair disclosure of evidence to opposing side preservation of record for appeals, subpoena power of Ethics Board, discover rights of respondent)
9. Withdrawal of complaint
10. Delete from Board pool list the appointments of the Councilmember alleging a violation against another Councilmember
11. Compliance w applicable laws — Con. ill

Additionally, both of the Board of Ethics committees that were recently appointed have been asked to review the ordinance and to make recommendations for enhancements. Any recommendations they may have will be forwarded to Council after their public hearing on April

12.

more guidlines handle -
City attorney

PEACHTREE CITY CODE OF ETHICS

Section 62-71. Declaration of policy.

(a) The proper government and administration of the city requires that:

(1) Its officials and employees:

a. serve others and not themselves;
b. be independent, impartial and responsible;
c. use resources with efficiency and economy;
d. treat all people fairly;
e. use the power of their position for the well being of their constituents; and
f. create an environment of honesty, openness and integrity

(2) Governmental policies and decisions are made in the proper channels of the government structure;

(3) Public office and employment not be used for undue personal gain; and

(4) The citizens of the city have confidence in the integrity of their government.

(b) Because the attainment of one or more of these ends is impaired whenever there exists in fact, or appears to exist, a conflict between the private interests and public responsibilities of city officials and employees, the public interest mandates that the city protect against such conflicts of interest by establishing appropriate ethical standards with respect to the conduct of its officials and employees in situations in which a conflict may exist or appear to exist.

(c) Yet it is also essential to the efficient operation of the city that those persons best qualified be encouraged to serve in positions of public trust. Accordingly, the standards set forth in this article must be understood and interpreted in a way that will not unreasonably frustrate or impede the desire to seek public office by those best qualified to serve. To that end, officials

and employees should not, except as otherwise provided by law, be denied the opportunity available to all citizens to acquire and maintain private, economic and other interests except when a conflict would necessarily result.

(d) The policy and purpose of this article, therefore, is to clarify those standards of ethical conduct that shall be applicable to the officials and employees of the city in the discharge of their public duties and to foster the development and maintenance of a tradition of responsible and effective public service.

Section 62-72. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Agency means the city council, and all other agencies, authorities, boards, commissions, committees, departments, and offices of the city, without exception.

Business means a corporation, a partnership, a sole proprietor, or any other person or organization carrying on an enterprise for profit.

Business relationship means an agreement between parties designed to result in an enterprise for profit to those parties.

Censure means a public expression of severe criticism or reproach.

Confidential information means any information, which by law or practice is not available to the general public.

Contract means any lease, claim, account or demand against or agreement with any person, whether express or implied, executed or executory, verbal or in writing.

Employee means any person holding a classified position as defined in policy I, section 3, of the city's personnel policy.

Employment means any rendering of services on request, whether paid or unpaid.

Immediate family means spouse and children.

Interest means any direct or indirect pecuniary or material benefit accruing to a public officer or employee as a result of a contract or transaction, which is or may be the subject of an official act or action by or within the city. This does not, however, include those contracts or transactions which by their terms and by the substance of their provisions confer the opportunity and right to realize the accrual of similar benefits to all other persons and/or property similarly situated. For the purposes of this article, an official or employee shall be deemed to have an interest in the affairs of:

(1) Any person in his immediate family.
(2) Any person or business with whom a contractual relationship (either written or implied) exists, whereby he may receive a payment or other benefit, including an agreement for employment.
(3) Any business in which he is an officer, director, employee, prospective employee or substantial shareholder (owning or controlling in excess of five percent of the total stock or total legal and beneficial ownership).

Official means any official, officer or member of the government of the city who is not an employee, whether elected or appointed, whether paid or unpaid, whether permanent, temporary or alternate.

Official act or action means any executive, legislative, administrative, appointive or discretionary act of any official or employee of the city or any agency of the city.

Paid means the receipt of, or right to receive, a salary or commission, percentage, brokerage or contingent fee.

Participate means to take part in official acts, actions or proceedings personally as an official or employee through approval, disapproval, decision or the failure to act or perform a duty.

Person means any individual, business, labor organization, representative, fiduciary, trust, or association, whether paid or unpaid, including any official or employee.

Property means any property, whether real or personal, tangible or intangible, including currency and commercial paper.

Reprimand means an expression of disapproval, either public or private.

Transaction means the conduct of any activity that results in or may result in an official act or action of the city.

Section 62-73. Impartiality.

No official or employee shall by his conduct give reasonable basis for the impression that any person improperly can influence such official or employee or unduly enjoy such official's or employee's favor in the performance of official acts or actions, or that such official or employee is affected unduly by kinship, rank, position or association with any person. (Cross reference: PTC personnel policy XIX.)

Section 62-74. Gifts and favors.

(a) No official or employee shall accept any gift, loan, reward, favor or services that may reasonably tend to improperly influence him or her in the discharge of their official duties. This limitation is not intended to prohibit the acceptance of articles of negligible value, which are distributed generally, nor to prohibit officials or employees from accepting loans from regular lending institutions. It is particularly important that employees and officials guard against relationships, which might be construed as, or give the appearance of favoritism, coercion, unfair advantage or collusion.

(b) Nothing in this article shall prohibit any official or employee from accepting a gift on behalf of the city, provided that the person accepting the gift shall promptly report the receipt of such gift to the city council, which shall have the gift added to the inventory of the property of the city. (Cross reference: PTC personnel policy XVII.)

Section 62-75. Campaign contributions.

The provisions of this article shall not apply to campaign contributions made to an official in compliance with the Georgia Campaign and Financial Disclosure Act (O.C.G.A. § 21-5-30 et seq.).

Section 62-76 Coercion

No official or employee shall use his position in any way to coerce, or give the appearance of coercing, another person to provide any financial benefit to him or persons within his immediate family, or those with whom a council member has business or financial ties.

Section 62-77. Confidential information.

No official or employee shall disclose or otherwise use confidential information acquired by virtue of his position with the city for his or another's personal gain.

Section 62-78. Representation.

Except in the regular discharge of official duties, no official or employee shall appear on behalf of any person, other than himself and his immediate family, before any city agency or municipal court. Neither shall any official or employee receive compensation for any services rendered on behalf of any person in relation to any case, proceeding or application before a city agency with respect to which such official or employee was directly concerned; or in which he has personally participated during the period of his service or employment, or which was under his active consideration or with respect to which knowledge or information was made available to him during the period of service or employment. However, a member of the city council may appear before city agencies on behalf of his constituents in the course of his duties as a representative of the electorate or in the performance of public or civic obligations.

Section 62-79. Incompatible employment.

No official or employee shall engage in or accept employment with or render services for any private business or professional activity when such is adverse to and incompatible with the proper discharge of his official duties or would tend to impair his independence of judgment or action in the performance of his official duties.

Section 62-80. Outside employment.

No employee shall engage in any other employment, or in any private business, or in the conduct of a profession, during the hours for which he is employed to work for the City or outside such hours in a manner or to an extent that affects or is deemed likely to affect his usefulness as an employee of the City. Toward this end, all outside employment must be reported to and approved by the employee's Division Director/Chief and the City Manager, and filed in the Personnel Office. (Cross reference: PTC personnel policy XVI.)

Section 62-81. Abstention.

An official or employee who has an interest that he has reason to believe may be affected by his official acts or actions or by the official acts or actions of the city

shall disclose that interest. Such official or employee shall abstain from participating in any such discussion, voting or otherwise participating in any official acts or actions affected by such interest. That interest shall be disclosed by such official or employee prior to there being taken any official act or actions.

Section 62-82. Public contracts.

The City shall not enter into a contract involving services or property with any official or employee or with a business in which the official or employee has an interest. This section shall not apply in the case of:

(a) The designation of a bank or trust company as a depository for City funds;
(b) The borrowing of funds from any bank or lending institution which offers the lowest available rate of interest in the community for such loan;
(c) Contracts entered into in accordance with the Official Code of Georgia Annotated 16-10-6;
(d) Contracts entered into under circumstances that constitute an emergency situation, provided that the Mayor prepares a written record explaining the emergency;
(e) Contracts entered into with an official or employee, or with a business in which the official or employee has an interest, provided that such contract is:

(1) awarded through a process of public notice and competitive bid,
(2) disclosure of the nature of such members interest is made prior to the time a bid is submitted; and
(3) after this section is complied with, a waiver of the prohibition contemplated by this section is issued by the City Manager.

Section 62-83. Zoning.

(a) All officials and employees are deemed subject to the provisions of Chapter 67A of Title 36 of the Official Code of Georgia Annotated, and shall make the disclosures required in such Chapter , and shall be subject to the penalties stated in said chapter.

(b) In addition, any official required to make the disclosures set forth in Chapter 67A of Title 36 of the Official Code of Georgia Annotated shall be prohibited from participating in the zoning matter in which such official or employee has a direct or indirect interest. A violation of the aforesaid provisions of the Official Code of Georgia Annotated shall also constitute a violation of this article.

Section 62-84. Preacquisition of interest.

No official or employee with respect to any contract or transaction which is or may be the subject of an official act or action of the city shall acquire an interest in such contract or transaction at a time when the official or employee has reason to believe that it will directly or indirectly be affected by an official act or action of the city.

Section 62-85. Disclosure of relationships.

(a) Each party subject to this article shall disclose to the city council, either orally or in writing, the following information:

(1) Any current business interests between or among any parties subject to this article, with a description of such involvement;

(2) Any business interests between or among any parties subject to this article which have been terminated within the past six months; and

(3) Any business interests between or among any parties subject to this article anticipated in the next six-month period.

(b) Additionally, each party subject to this article shall inform the city council, either orally or in writing, of any business relationship entered into with another party subject to this article, within ten days of such contractual or implied relationship.

(c) Failure on the part of any party subject to this article to comply with the provisions of this section shall be deemed to be a violation of this article.

Section 62-86. Use of city property.

No official or employee shall use or permit the use of any city property, services, personnel, labor or other thing of value for personal gain or for any purpose other than the official business of the city. Any parties violating this provision shall be required to pay to the city a sum equal to the value of the benefits received, and shall likewise be deemed to have violated the provisions of this article. (Cross reference: PTC personnel policy XVIII.)

Section 62-87. City Attorney used for private business.

No official or employee shall use the attorney or attorneys who are under retainer by the City of Peachtree City for personal or private business without paying just compensation.

Section 62-88. Compliance with applicable laws.

No official or employee shall engage in any activity or transaction that is prohibited by any law, now existing or subsequently enacted, which is applicable to him by virtue of his office. Without limiting the applicability of other statutory provisions, the provisions of O.C.G.A. § 45-10-1 are incorporated in this section by reference.

Section 62-89. Political Activity

(a) An employee of the city shall not have a right to publicly or otherwise hold himself out as a candidate in any Peachtree City Municipal election while holding employment with the City of Peachtree City.

(b) City employees shall not take part in any political management or political campaigns for the election of mayor or any member of the city council for the City of Peachtree City during any period of time for which he is expected to perform work or receive compensation from the city.

(c) No employee, official or other person shall solicit, orally or by letter, or be in any other manner concerned in obtaining any assessments, contributions, or services for any political party from any employee during his hours of duty, service, or work with the city.

(d) Employees shall not represent the city by wearing any uniform or portion thereof that is issued by the city while participating in any campaign at any time.

(e) The city in no way seeks to influence employees in their choice of party affiliations or candidates, recognizing that this is a matter for each person to decide. Therefore, nothing contained herein shall be construed to restrict the right of the employee to hold membership in and support a political party, to vote as he chooses, to express opinions on political subjects or candidates, to maintain political neutrality, to attend political parties after work hours, or to campaign actively during off duty hours in all areas of political activity.

(f) Employees shall not utilize any city equipment or vehicles in support of any political campaign.

Section 62-90. Enforcement and administration

(a) **Board of Ethics.**

The Board of Ethics of the City of Peachtree City is hereby created and authorized by the Mayor and City Council of the City of Peachtree City.

The Board of Ethics of the City shall be composed of five (5) residents of the City to be appointed as provided in paragraphs 2 and 3 of this subsection. Each member of the Board of Ethics shall have been a resident of the City for at least one (1) year immediately preceding the date of taking office and shall remain a resident of the City while serving as a member of the Board of Ethics. No person shall serve as a member of the Board of Ethics if the person has, or has had within the preceding one (1) year period, any interest in any contract, transaction, or official action of the City.

The Mayor and Councilmembers shall each designate two (2) qualified citizens to provide a pool of ten individuals who have consented to serve as a member of such Board of Ethics and who will be available for a period of two (2) years to be called upon to serve in the event a Board of Ethics is appointed. The City Manager shall maintain a listing of these ten qualified citizens.

All complaints against an official or city employee shall be filed in writing and submitted to the City Manager. The City Manager shall provide a copy of the complaint to the Mayor and Council. The Mayor and Council, at the first public meeting after such complaint is filed, shall each draw names randomly from the listing of qualified citizens until the specified five (5) members of the Board of Ethics have been appointed. Such Board will elect one of its members to serve as Chairman.

The members of the Board of Ethics shall serve without compensation. The Governing Authority of the City shall provide meeting space for the Board of Ethics. Subject to budgetary procedures and requirements of the City, the City shall provide the Board of Ethics with such supplies and equipment as may be reasonably necessary for it to perform its duties and responsibilities.

The City Attorney is designated to be the legal advisor of the Board, except that the City Attorney is not authorized to represent the Board in any legal action if doing so would create a conflict, which would prevent the City Attorney from also representing the Mayor, the City Manager, or the governing body.

The City Clerk shall serve as the recording secretary to the Board and shall provide such administrative services to the Board as may be necessary.

(b) The constituted Board of Ethics shall have the following duties and powers:

(1) To hold a public hearing within sixty (60) days after the receipt of complaint;

(2) To receive and hear complaints of violations of the standards required by this ordinance;

(3) To make such investigation and response to a complaint as it deems necessary to determine whether any person has violated any provisions of this Ordinance;

(4) To hold such hearings and make such inquiries as deemed necessary to investigate and rule upon complaints;

(5) Recommend any legislative or administrative action regarding the City's policies and practices which the Board believes would or could enhance the ethical environment in which public servants work;

(6) To report its findings to the City Council for such action as the Governing Authority deems appropriate.

(7) Upon completion of its investigation of a complaint, the ethics committee shall be empowered to dismiss those complaints which are unjustified, frivolous, patently unfounded or which fail to state facts sufficient to invoke the disciplinary jurisdiction; provided, however, that a rejection of such complaint by the ethics committee shall not deprive the complaining party of any action he might otherwise have at law or in equity against the respondent government servant.

(c) Penalty and Member Rights.

(1) The City Council at its next regular meeting not less than 15 days after the Board of Ethics makes its report, shall act upon the report either by censuring or reprimanding the official/employee, or, in its discretion, by taking no further action.

(2) At any hearing held by the Board of Ethics, the official or employee who is the subject of inquiry shall have the right to written notice of the allegations at least 10 business days before a hearing, to be represented by counsel, to hear and examine the evidence and witnesses and to present evidence and witnesses in opposition or in extenuation.

(d) Appeals.

(1) Any official, employee or complainant adversely affected by these findings of the Board of Ethics may obtain judicial review of such decision.

(2) An action for judicial review may be commenced by filing an application for a writ of certiorari in the Superior Court of Fayette County within thirty (30) days after the final decision by the Mayor and City Council. The filing of such application shall act as supersedes.

(e) Advisory opinions.

When any official or employee has a doubt regarding the applicability of any provision of this article to a particular situation, or regarding the definition of its terms, he may apply in writing to the city attorney for an advisory opinion. The advisory opinion shall be written, and may be provided directly to the requestor of such opinion. Nothing in this ordinance shall be construed to prohibit a request for an informal opinion by any public servant for the City Attorney regarding a potential conflict of interest. Neither a request for an informal opinion, nor the making of a statement concerning a potential conflict of interest made by a member of the governing body in the course of abstaining from voting shall create a presumption or inference that a public servant actually has a personal interest in the matter about which the opinion was requested.

Such opinion until amended or revoked shall be binding on the city, the city council, and the city attorney in any subsequent actions concerning the official or employee who sought the opinion and acted on it in good faith, unless material facts were omitted or misstated in the request for the advisory opinion. Such opinion, however, shall not be binding in any action initiated by any private citizen.

Any advisory opinion prepared by the city attorney shall be made public.

Section 62-91. Distribution.

The Personnel Manager shall cause a copy of this article to be distributed to every official and employee of the city within 30 days after its enactment. Each official and employee elected, appointed or otherwise hired thereafter shall be furnished a copy before entering upon the duties of his office or employment.

Section 62-92. Construction, application.

(a) This article shall be construed liberally to effectuate its purposes and policies and to supplement such existing laws as may relate to the conduct of the persons made subject to this article.

(b) This article shall in no way be construed as creating an employment contract between the city and its officials and employees. Nevertheless, any official or employee affected by this article shall be required to affirm in writing that he has received a copy of this article and has read it and understands its provisions.

(c) The propriety of any official act or action taken by or transaction involving any official or employee immediately prior to the time this article shall take effect shall not be affected by the enactment of this article.

(d) The provisions of this article are severable; and if any of its provisions shall be held unconstitutional or invalid by a court of competent jurisdiction, the decision of the court shall not affect or impair any of the remaining provisions.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council

FROM: City Clerk

VIA: City Manager
Assistant City Manager

DATE: March 22, 2000

SUBJECT: Retreat Discussion – City Council Meeting Procedures

The City Council Meeting Procedures Ordinance has been placed on the Retreat Agenda for general discussion. A copy of the current ordinance is provided for your review. Listed below is a summary of issues that have been raised for discussion:

1. Section 2-31 (c) Matters not Covered – Use Roberts Rules of Order for matters not covered by the Ordinance. (See attached letter from City Attorney.)
2. Section 2-35 (a) Citizens Right to address Council - Allow citizens to respond to comments made about them. (See attached letter from City Attorney.)
3. Section 2-33 (e) Reconsideration of Agenda Items - Include a time limit restricting Councilmembers from placing items on the agenda for reconsideration.
4. Add new section 2-25 (g) - Public Comments - Allow for citizen comments at the end of each meeting. Limit comments to three minutes.

WEBB, STUCKEY & LINDSEY, LLC

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Other licenses:
* Florida
**Tennessee & District of Columbia
†Illinois
††Only in Texas

March 27, 2000

Mr. Jim Basinger
City Manager
City of Peachtree City
151 Willowbend Road
Peachtree City, Georgia 30269

RE: Suggested Amendments to the City Council Meetings Procedures and Rules

Dear Jim:

After reviewing Ordinance 99-721 which revised the City Council Meeting Procedures and Rules, it is my opinion that Section 2-31(b) and Section 2-31(c) be deleted in their entirety and a new Section 2-31(b) be enacted which shall read as follows:

> Except as specifically required by these rules, when any parliamentary matter, order or procedure is not specifically addressed in Sections 2-31 through 2-38, the City Council shall be governed by Robert's Rules of Order. When, at any time, the procedures maintained by Roberts Rules of Order conflict with any provision contained in Ordinance Code Sections 2-31 through 2-38, the specific Code section shall supercede and shall apply.

The vast majority of situations which will arise at the Council Meetings will be handled by our local ordinance. However, there surely will be situations which will arise in the future that we cannot possibly anticipate. Having Robert's Rules of Order as the "backstop" will ensure fairness and consistency in the meetings, as well as protect the dignity and decorum of the meetings.

Also, Section 2-35 (a) should be amended to read as follows:

Citizen's Right to Address Council. Persons other than Council members shall be permitted to address the Council only upon specific agenda items. All comments are to be relevant to the specific agenda item.. If any citizen is publicly referenced by name

during the meeting and such reference is relevant to the specific agenda item, the subject citizen shall, upon request, be granted an equal opportunity to address Council provided that all comments remain relevant.

Should you have any further questions regarding this matter, please feel free to contact me.

Best regards.

Sincerely,

WEBB, STUCKEY & LINDSEY, LLC

Richard P. Lindsey

RPL:jmf

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CITY COUNCIL MEETING PROCEDURES AND RULES

Section 2-31 GENERAL PROVISIONS

(a) Scope of Rules. These rules shall govern the conduct of the City Council and shall be interpreted to ensure fair and open deliberations and decision making.

(b) Technical Parliamentary Forms Abolished. Except as specifically required by these rules, the Council shall not use any formal points of parliamentary order, personal privilege, parliamentary inquiry, or other technical forms.

(c) Matters not covered. Any matter, order or procedure not covered by these rules shall be referred to the presiding officer, who shall decide the matter with the assistance and advice of legal Counsel. The decision shall be made in conformity with the purpose of these rules in a fair and expeditious manner. The decision of the presiding officer may be reversed by a majority vote of the City Council.

(d) Interpretation. These rules are intended to supplement and shall be interpreted to conform with the statutes of the State of Georgia and the City of Peachtree City.

(e) Quorum. The Mayor and three Council members, or four Council members without the Mayor shall constitute a quorum as defined in the City Charter Section 4. The presence of a quorum is necessary for Council to take official action on an item; however, three affirmative votes are necessary for any motion to pass. To avoid the appearance of impropriety, no more than two members of City Council (including the Mayor) shall meet to discuss any public matter, official business, or policy unless such meeting is held accordance with the Georgia Open Meetings Law (O.C.G.A. 50-14-1 through 50-14-6).

Section 2-32. TIME AND PLACE OF MEETING

(a) Regular Meetings. Regular meetings of the City Council of Peachtree City shall be held the first and third Thursday of each month at 7:00 p.m. in the City Council Chambers. However, the Mayor shall be authorized to cancel meetings and make temporary changes in meeting dates when such actions are for the convenience of the public. Appropriate notice of such cancellation or change in meeting date shall be provided to the public and Council members.

(b) Special Meetings. Special meetings shall be called by the Mayor as needed. Any Council member may request the Mayor to call a special meeting and such meeting shall be called. At least twenty-four (24) hours notice to the public must be provided.

(c) Time to End Meetings. No agenda item of an open meeting other than one under consideration will be discussed after 11:00 p.m. Council shall have the authority to suspend this requirement and adopt other procedures by majority vote.

Section 2-33 AGENDA

(a) Preparation of Agenda. Prior to each regular Council meeting, the City Clerk shall publish an agenda, which contains all items the Council anticipates acting upon at the meeting. A notice shall be placed on the agenda stating: "This agenda may change at any time up to 24 hours prior to the meeting." The agenda shall be published the Friday prior to each regular scheduled meeting.

(b) Consent Agenda. In preparing an agenda the City Clerk, shall separately designate items as "Consent Agenda", which may be acted upon by the Council as described in 2-36(f) of this ordinance. The Consent Agenda shall consist of routine, non-controversial items, which (in the City Manager's determination) can be appropriately considered in bulk at the Council meeting.

(c) Citizen Agenda Request. Any citizen may request to have an item placed on the agenda, by filing such request in writing with the City Clerk prior to 5:00 p.m. on the Friday preceding the Council meeting.

(d) Extra Items. Items requested, or filed after 5:00 p.m., on the Friday preceding a Council meeting shall not be included on the agenda unless the Mayor, a Council member, the City Manager, or the Assistant City Manager deems the item of sufficient urgency to warrant immediate Council action. These additional items shall be added no less than 24 hours prior to the scheduled meeting. The City Clerk shall record the name of the person adding the item on the agenda.

(e) Reconsideration of agenda Items. The City Clerk shall not place on the agenda any matter for reconsideration unless sponsored by a Council member or Mayor who voted on the originally prevailing side or who was absent at the time of the original action.

(f) Staff Withdrawal of Items. Only the person (or designated representative) requesting the placement of an item on the agenda may withdraw the item prior to the Council meeting. Council shall be advised of the reason why the item is being withdrawn. The item withdrawn may, nonetheless, be acted upon in the discretion of the Council.

(g) Council Action to Defer, (Table), Continue or Not Act. The Mayor or a Council member wishing Council to defer action or continue an item has a right to make a motion to continue, defer or not act on any item considered before any other action which Council may consider.

Section 2-34 CONDUCT OF MEETINGS

(a) Call to Order. The Mayor or Mayor Pro Tem shall call the meeting to order at the appointed hour. The presiding officer shall control discussion of the Council on each agenda item to assure full participation in accordance with these rules.

(b) Order of Consideration of Agenda. Except as otherwise provided in these rules, each agenda item shall be considered in numerical order. The presiding officer shall separately announce each agenda item for the purposes of discussion and consideration. To announce an item, it shall be sufficient to identify the item by its number unless someone in attendance requests greater specificity.

(c) Discussion. A Council member shall speak only after being recognized by the presiding officer. A Council member recognized for a specific purpose shall limit remarks to that purpose. A Council member, after being recognized, shall not be interrupted except by the presiding officer to enforce these rules.

(d) Presiding Officer's Right to Enter Into Discussion. The Mayor, or other presiding officer, as members of the Council, may enter into any discussion.

(e) Limit on Remarks. Each Council member shall limit his or her remarks to a reasonable length.

(f) Presiding Officer's Right to Speak Last. The presiding officer has the right to close the debate and speak last on any item.

(g) Closing Debate. The Mayor or presiding officer shall close discussion on any item with concurrence of a majority of the Council. A call for the vote shall not close discussion if any member of the Council still wishes to be

heard or the presiding officer determines the continued participation of citizens will be helpful to Council.

Section 2-35 CITIZEN PARTICIPATION

(a) Citizen's Right to Address Council. Persons other than Council members shall be permitted to address the Council only upon specific agenda items.

(b) Manner to Address Council. A person who desires to address the Council shall raise their hand to be acknowledged by the Mayor or presiding officer. They shall then step to the podium, state his or her name, address, and group affiliation (if any) and speak clearly into the microphone.

(c) Time Limit on Citizen's Remarks. Citizens shall be limited to five minutes speaking time per item unless the presiding officer grants additional time. The presiding officer can limit the total time allocated for citizen input on a subject. A majority vote of the Council may extend the time limitations of this rule.

(d) Remarks of Citizens to be Germane. Citizen's comments must be directed to the subject under consideration. The presiding officer shall rule on the germaness of citizen comments. Citizens making personal, impertinent, or slanderous remarks shall be barred by the presiding officer from further comment before the Council during the meeting.

(e) Applause. The Mayor or presiding officer can determine individuals to be out of order for applauding citizens' comments. Applause for public comment is discouraged as it may discourage individuals with opposing views from speaking.

(f) Matters not on the agenda. The Council may, in its discretion, allow citizens who wish to raise a matter not on the agenda and who have not filed a request, to address the Council at the end of the regular agenda. If action is required by Council, the item will be placed on the agenda for the next meeting.

Section 2-36 COUNCIL ACTION

(a) Motion and Second Required. A member of the Council or the Mayor shall move all action requiring a vote. Motion must be seconded before the call for vote or it shall die for a lack of a second.

(b) Motion to Reconsider. A motion to reconsider must be made by a Council member or the Mayor who was on the prevailing side in the original action or by a Council member absent at the time of the original action.

(c) Motion by Presiding Officer. The presiding officer can make and second motions.

(d) Call for Vote. At the conclusion of debate, the presiding officer shall call for a vote; however, a majority of the Council may also require a vote on any item.

(e) Separate Consideration. Except as otherwise provided by these rules, each agenda item shall be voted upon separately

(f) Action on Consent Agenda. Except as herein provided, the consent agenda shall be considered in bulk and voted upon with a single motion. At the time of consideration of the consent agenda, a Council member or the Mayor may announce items they wish to speak about or vote against. The presiding officer shall also ask if any person in attendance wishes to speak on any item. Such items shall be considered separately and not as a portion of any motion to call for action on the remainder of the consent agenda. The City Clerk, on all matters contained in the Consent Agenda, shall record the yes and no votes on each item separately as if each item had been moved and voted upon separately.

(g) Consideration Out of Order. With the consent of the Council, any agenda item may be considered out of the order listed on the agenda.

(h) Recording Names Of Moving Members. The City Clerk shall record the name of the Council member or the Mayor making each motion and the member who seconded the motion.

(i) Consideration Of Matters Not On Agenda. Any member of the Council or the Mayor may (at the close of the regular agenda) bring a matter not on the agenda to the Council's attention. Council shall not act upon such matter until it has been included on a later agenda.

Section 2-37 MISCELLANEOUS

(a) Waiver of Ordinance Readings. A Council member or the Mayor may move to pass an ordinance, as presented, in written format without reading it for the record.

(b) Applicability of Rules. These rules shall apply to the Council when meeting in any form.

(c) Suspension of Rules. These rules, or any part thereof, may be suspended for a specific purpose by a majority of the Council.

(d) Informal Relations. A member of the Council or the Mayor, before or during the consideration of any matter, or in the course of a hearing, may request and receive information, explanations, or opinions of the City Manager, Assistant City Manager, City Attorney or any City employee.

Section 2-38 PUBLIC HEARINGS

(a) The City Clerk shall prepare, as separate portions of the agenda, a schedule of public hearings.

(b) The following public hearing procedures shall apply to any zoning matters pending before the City Council or the Planning Commission.

1. The Mayor or Chairperson will allow each side equal opportunity to the floor and establish time limits.

2. Members of the City Council or Planning Commission will become hearers. No action on their part is in order until the Mayor or Chairperson declares the hearing complete.

3. The applicant, and those supporting the issue, including the City staff position (if appropriate) will be heard.

4. Those opposing the issue, including the City staff (if appropriate) will be heard.

5. Prior to closing the public hearing input portion of the meeting, the hearers and any member of the public will be given the opportunity to ask questions of either or both sides of the issue.

6. When the Mayor or chairperson is assured that input is complete, the public hearing shall be ended and the appropriate body will then debate the issue and render a decision.

(c) Any appeal or variance that may be brought before the City Council or any commission will follow the procedures outlined above. Exceptions are budget hearings and administrative hearings dealing with alcoholic beverage violations.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council

VIA: City Manager

FROM: Assistant City Manager
City Clerk

DATE: March 30, 2000

SUBJECT: Electronic Mail (email) Use

In light of the recent circumstances involving the use of email between Councilmembers, staff has reviewed several electronic mail (email) policies to determine how this issue is being addressed in other municipalities.

The City of Duluth has a policy that addresses the use of email between Councilmembers (See page 3 of the attached policy). The policy states as follows:

> "Mayor & Councilmembers: The City's elected officials are prohibited from the following: a) using email in such a manner that would result in a quorum of the Council contemporaneously reading and responding to email messages from other Councilmembers; and b) using email in any manner that would constitute a "meeting under Georgia's Open Meeting Law (O.C.G.A. 50-14-1 (a)(2)."

The City of Peachtree City does have an administrative policy that addresses internet and electronic mail use by City employees (See attached CAR 3-8). However, the policy does not apply to elected officials. Should Council decide that email use between elected officials needs to be addressed, staff recommends that wording similar to the Duluth policy be incorporated into the Council Meeting Procedures and Rules Ordinance.

As you are aware, this issue has been added to the upcoming Council Retreat Agenda for further discussion.

Attachments

Electronic Mail (email) Use (Duluth)

Policies & Ordinances Index

Download text version of this file (right mouse click, *Save Target As* or *Save Link As*)

Disclaimer

This policy or ordinance is provided for general informational purposes only, does not constitute legal advice and may not apply to your city's specific situation. The law is constantly changing and timely legal advice based on current law is essential to avoiding legal entanglements. You should consult with your city attorney before taking any action based on this policy or ordinance.

Policy

Policy for the Use of Electronic Mail ("E-mail")

1. Purpose:

The City of Duluth ("City") provides electronic mail to its employees for their use in performing their duties for the City. This material sets forth the City's policy for proper use of electronic mail ("e-mail") and addresses circumstances under which e-mail messages directed to one person may be accessed by other people within the City. This policy also states when e-mail messages may be disclosed to persons outside of the City.

Electronic mail is a local government record, and the purpose of this policy is to provide guidelines for the generation, access, and inspection of the public records generated and received by the City

2. Background:

Benefits of E-mail. E-mail provides the immediate and direct ability for individuals to communicate with each other and is therefore of great benefit to the City, The City provides E-mail to its employees and elected officials for the following purposes: (1) to improve the communication and overall relationship between the different departments within the City, thereby improving the effectiveness and efficiency of these departments and the services that they provide; (2) to improve the communication among and between the elected officials, the City administration, Department Heads, and City employees authorized to utilize the E-mail system; and (3) to facilitate effective and economical communication among and between the general public, residents of the City and the representatives of City.

3. Definitions:

Archive. To copy files into a long-term storage medium in order to retain for utilization backup.

Copyright Infringement. "Copyright,' is the exclusive right of a person or a legal entity to reproduce, publish or sell a work (e.g., a picture, written article or a computer program) which it has created. Copyright infringement may occur if, for example, an individual copies a computer program or other work without the author's permission. E-mail messages which have computer programs or artwork attached to them should be

carefully analyzed to insure that no copyrights are violated by the use or other reproduction of the program or artwork.

Distribution List. A list of intended recipients of an e-mail communication.

Electronic Mail ("e-mail"). Communications within and among Microsoft Exchange, the City of Duluth Home Page, Mindspring, Windows Internet Mail, Microsoft Internet Explorer, etc.

E-mail Records Master Copy. The archived e-mail records maintained by the City .

Encryption. The translation of data into a secret code.

LAN. A network (or group) of personal computers and related devices (e.g., printers) in a small area (such as an office) that are linked together by cable; that can directly communicate with other devices in the network, and that can share resources (e.g., directories and files). LAN Administrators are those individual(s) in charge of insuring that the LAN works properly.

Network Server. A computer which is dedicated to managing network traffic. Individual desktop computers rely on network servers for files, printers and software.

WAN. "WAN" is the acronym for Wide Area Network, which is a network (or group) of LAN's.

4. Responsibilities:

Records Manager. The designated records custodian for all standard public records generated by the City is the designated records custodian for public records generated by e-mail as well. It is the responsibility of the Records Manager to accommodate members of the public who request access to e-mail by scheduling a time for access and by providing instruction regarding the operation of the e-mail program. The public will be able to access and inspect public records generated through the e-mail system at a designated public access terminal. The Records Manager will create and maintain a record of those members of the public who access the system. The Records Manager will establish standards and procedures to ensure the integrity of the e-mail Records Master Copy. The Records Manager will also levy and collect charges for providing copies of records generated through the e-mail system to the public, however, the charges will not exceed that allowed by Georgia law.

Data Management Administrator. The Data Management Administrator will provide technical support for the Records Manager as needed and will update data from all departments on a weekly basis in order to keep the e-mail public access database current. The Data Management Administrator will also provide any licensure or updates to the program as needed.

Departments Not on Networks. All departments within the City Administration which are not on Wide Area Networks but generate information through e-mail shall provide updated data to the Data Management Administrator on a weekly basis.

LAN Administrators. LAN administrators shall assure their e-mail accounts are properly set up to archive e-mail. LAN administrators shall also install and maintain a warning notice on the Wide Area Network programmed to appear when users login; this notice will advise users that e-mail is a public record and that it should be used for official purposes only. This message shall be included in the login script, along with a built in

pause and instructions for the user to hit any key to go into the e-mail program.

Individuals Requesting Access to E-mail. All searches will be made by the requestor. Any requestor claiming a qualified disability will be accommodated by the City in accordance with the requirements of the Americans with Disabilities Act.

Mayors & Councilmembers. The City's elected officials are prohibited from the following: a) using e-mail in such a manner that would result in a quorum of the Council contemporaneously reading and responding to e-mail messages from other councilmembers; and b0 using e-mail in any manner that would constitute a "meeting" under Georgia's Open Meetings law (O.C.G.A. 50-14-1(a)(2)).

5. Ownership:

E-mail messages generated and received by the City are City property and may be retrieved from storage even though they have been deleted by the sender and receiver. These messages may be used in disciplinary proceedings. E-mail messages that are sent to or received from the City of Duluth but are stored on computer equipment that is not owned by the City are subject to retrieval and production via subpoena.

Department Heads/Supervisors have the authority to inspect the contents of any equipment, files, calendars or electronic mail of their subordinates in the normal course of their supervisory responsibilities. The Data Management Administrator shall extract stored e-mail messages when requested to do so by authorized City personnel. Reasons for review and inspection include, but are not limited to, the following: system hardware or software problems; genera1 system failure; regular system maintenance; a lawsuit threatened or asserted against the City; suspicion of a violation of City policies; suspicion of widespread or individualized inappropriate use of the e-mail system; receipt of a public records request; and/or a need to carry out task(s) or to provide service(s) when the responsible employee is otherwise unavailable.

6. Statement of Policy:

General. It is City policy that the e-mail system, like other City assets, is to be used exclusively for the benefit of the City. Use of the e-mail system to violate other City policies is prohibited and may lead to disciplinary action All employees who use e-mail shall certify in writing that they have read and fully understand the content of this policy. Any and all opinions communicated using the e-rmail system, whether express or implied, are those of the individual and do not necessarily express the opinions of the City or its administration and elected officials.

Privacy. City employees should be aware that e-mail messages may be read by others for a variety of valid reasons. Although this statement is true of many types of City correspondence, the nature of e-mail can lead one to forget or disregard the fact that e-mail is not the private property of the sender or recipient even though passwords or encryption codes are used for security reasons.

Personal Use. City employees should be aware that if they use the e-mail system to transmit personal messages, such messages will be treated no differently than other transmissions and may be accessed, reviewed, copied, deleted, or disclosed by the City. Employees should not expect that a personal message wil1 never be disclosed to or read by someone other than the intended recipient(s).

Internet Access. The City provides Internet access as a part of its E-mail system; however, City employees may only access the Internet for work-related purposes in the furtherance of their responsibilities on behalf of the City. ;

Authorized Uses. Supervisors or Department Heads may authorize the use of e-mail to send and receive messages and to subscribe to and obtain the services of recognized professional organizations and entities relating to the official duties of the City. All employees are authorized to use e-mail as they would any other official City communication tool. Communication by e-mail is encouraged when it is the most efficient and effective means of communication. The sender of e-mail messages retains the primary responsibility for ensuring that his or her communication is received by the intended receiver.

Uses Subject to Authorization. The following uses require the written approval of the employee's Department Head and/or other members of the City administration:

· Use of hardware, software, and related computer equipment for the transmission and receipt of e-mail messages if such equipment is not the property of the City.

· Reading the electronic mail of another employee. However, the contents of an e-mail message may be inspected pursuant to section IV of this Policy.

· Encrypting any e-mail message unless specifically authorized to do so without depositing the encryption key with the LAN administrator or one's immediate supervisor prior to encrypting the message. If an employee is allowed to encrypt an e-mail message, this does not mean that the message is intended for personal communication, nor does it suggest that encrypted e-mail messages are the private property of the employee.

Prohibited Uses. The following actions are prohibited:

· Intercepting, eavesdropping, recording, or altering another person's e-mail message.

· Forwarding a message that you receive to another without the permission of the originator other message

· Adopting the identity of another person on any e-mail message, attempting to send electronic mail anonymously, or using another person's password.

· Composing an e-mail message which contains racial or sexual slurs or jokes or otherwise contains patently harassing, intimidating, abusive, or offensive material to or about others.

· E-mail messages are subject to all City policies governing sexual harassment and other forms of harassment as well as discrimination based on race, sex, or national origin.

· Using e-mail for any commercial, promotional, or business purpose, including the transmittal of personal messages offering to buy or sell goods or services.

· Using e-mail to conduct unauthorized employee organization or association business.

· Using e-mail to conduct union business.

· Sending or receiving software in violation of copyright law.

· Using e-mail to communicate any message of a political, religious, obscene or derogatory nature.

· Using e-mail to conduct any type of illegal activity.

Confidential Information. Georgia law requires that all employees protect the integrity of any confidential information generated by or on behalf of the City as well as confidential information concerning others. Employees must exercise a greater degree of caution in transmitting confidential information through the e-mail system than with other modes of communication because of the ease and simplicity with which this information can be redistributed. Confidential information should never be transmitted or forwarded to other City employees who do not have a "need to know" the information. To reduce the chance that confidential information may inadvertently be sent to the wrong person, avoid the misuse of distribution lists by ensuring that any lists used are current prior to the transmission of information. Review each name on any list of recipients before transmission to ensure that all recipients have a need to know the information.

City employees should consult the appropriate Department Head, Supervisor, or, if necessary, legal counsel to answer any questions regarding the confidentiality of information. Types of information often considered confidential include, but are not limited to, the following:

· information from an individuals personnel file

· personal information about other employees, such as home addresses and phone numbers

· information relating to potential litigation, existing litigation, claims against the City, administrative hearings of a criminal or civil nature, or any judicial proceeding

· information which, if released, would give a competitive advantage to one competitor or bidder over another

· a draft or working paper involved in the preparation of proposed legislation

· private correspondence of elected officials

· trade secrets

· commercial or financial information of outside businesses

· information related to the regulation of financial institutions or securities

· social security numbers

· personal/family information of City employees

· photographs of peace officers

· certain information the City obtains from businesses pertaining to environmental audits.

E-mail messages that contain confidential information should have a confidentiality legend in all capital letters at the top of the message in a form similar to the following:

"THIS MESSAGE CONTAINS CONEIDENTIAL INFORMATION OF THE CITY OF DULUTH. UNAUTHORIZED USE OR DISCLOSURE IS PROHIBITED."

Since copies of e-mail messages may be placed on back-up or other systems out of the control of the City employee generating the message and/or may be accessed by information system personnel or others who do not need to know the information, all employees should remember that it may be inappropriate to communicate certain types of confidential information through the e-mail system.

In addition, to minimize the inadvertent disclosure of confidential information, employees should not access their e-mail messages in the presence of others unless such messages have been reviewed to ensure that the information contained therein is not confidential. Messages should not remain visible on the monitor when a user is away from his or her computer. E-mail passwords should be routinely changed at least once a month; however, all passwords must be reported to the City employees immediate supervisor or the appropriate Department Head.

Copyright Infringement. The ability to attach a document to an e-mail message for distribution to others greatly enhances the risk of copyright infringement. A system user can be liable for the unauthorized copying and distribution of copyrighted material through the e-mail system.

Accordingly, City employees and elected officials should not copy and distribute copyrighted material of a third party (such as software, database files, documentation, articles, graphics files and down-loaded information) without advance confirmation that the City has the right to copy or distribute such material. Any questions concerning copyrighted information should be directed to the City Administrator or, if necessary, the City Attorney.

Messages to Legal Counsel. All messages to and from the City Attorney or other legal counsel seeking or providing legal advice or otherwise pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions should be marked with the following legend in all capital letters at the top of the message:

"CONFIDENTIAL ATTORNEY/CLENT PRIVILEGED INFORMATION"

In addition, in order to preserve the attorney-client privilege, messages to and from the City Attorney should never be sent to others via distribution lists, should never be forwarded to anyone else, and should never be retained on a network e-mail system. If it is necessary to retain a copy of an attorney-client privileged communication, it should be printed and placed in the appropriate file. Confidential communications between the City and its legal counsel should not be archived for disclosure to the public.

Deletion of Messages. The City strongly discourages the local storage of large numbers of e-mail messages. Retention of such messages utilizes a large amount of storage space within the network server and may also slow down performance of the system. In addition, because e-mail messages can contain confidential information, it is advisable to limit the number, distribution, and availability of such messages. If the message generated or received is a public record and should therefore be retained, employees should archive the message within a week of its receipt or generation. Once a month, the Data Management Administrator will determine which e-mail messages retained on the system may be deleted and will delete these messages.

Reporting of Suspected Unauthorized Access. All suspected intrusions into the e-mail system by unauthorized persons or City employees must be reported immediately to the appropriate Department Head Supervisor, who will then ensure that information systems management is notified along with any other necessary persons

management is notified along with any other necessary persons.

Miscellaneous Considerations. E-mail is a valuable mode of communication and is provided by the City in order to improve its quality of service. However, employees should consider the following when determining whether a message is appropriate for e-mail transmission:

· Avoid generating an e mail message about someone if you would not verbally make the same statement to this person or write a formal memo containing this statement.

· Avoid generating an e-mail message which may be perceived as ill-considered, uninformed, or offensive.

· Avoid using the e-mail system if a more time or cost-effective communication tool is available (for instance, when a telephone conversation would be quicker and/or more efficient).

· Avoid using the e-mail system as a substitute for manager-subordinate face-to-face communications.

· Avoid using the e-mail system for personnel performance-related communications.

7. Modification of this Policy:

The City reserves the right to change this, e-mail policy at any time and will notify its employees of any material changes. City employees are responsible for reviewing and abiding by this policy and any modifications thereto.

8. Violations of this policy:

Violations of this policy will be evaluated on a case-by-case basis and may result in disciplinary action. All e-mail messages are subject to all state and federal laws and rules applicable to the use of the e-mail system, In addition. violations of this policy or misuse of the e-mail system which are of a criminal nature may be referred to the appropriate authorities for criminal prosecution.

Acknowledgment of Receipt Form

I hereby acknowledge that I have received a copy of the City of Duluth's Policy for the Use of E--mail. I understand that all e-mail communications systems and all information transmitted by, received from or stored in the City's computer system are the property of the City, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of the information in this equipment.

I agree not to use a code, access a file, or retrieve any stored communications unless authorized to do so. I acknowledge and consent to the City monitoring my e-mail at any time as provided by the above-referenced e-mail policy. Such monitoring may include printing and reading all electronic mail entering' leaving, or stored on City of Duluth equipment.

I have read and understand all the provisions specified in this policy.

_____

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Contact GMA | Disclaimer & Copyright Information

Internet and Electronic Mail Use by City Employees

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I. Purpose

The purpose of this regulation is to establish standards for use of the Internet by City employees. The City of Peachtree City has provided a limited number of computers with access to the Internet, through which the City may access information in databases, libraries, files and other sources, and send and receive electronic mail.

Electronic Mail (E-mail) is a means of sending messages between computers using a computer network or over a modem connected to a telephone line. It is an efficient and timely communication tool that can help the City improve the way it conducts its business by providing a quick and cost-effective means to create, transmit, and respond to messages and documents electronically. It is intended to expedite communications, reduce paperwork and automate routine office tasks, thereby increasing productivity and reducing costs. Daily tasks are accomplished more rapidly as individuals use E-mail services for sending and receiving texts as well as avoiding telephone tag. E-mail consists primarily of messages, but may also include attachments such as calendars, directories, distribution lists, word-processing documents, spreadsheets and other electronic documents. E-mail is stored in a digital format rather than on paper and is retrievable at a future date. Due to format, E-mail permits instant communication and transmittal of up-to-date information similar to the telephone, and unlike current telephone features, E-mail creates a record of the information that is being transmitted.

II. Policy

As with any City resource, the use of the Internet and E-mail services should be used primarily for legitimate City business and is governed by rules of conduct similar to those applicable to the use of other information technology (e.g. telephone, fax, etc.) resources. Use of the Internet and E-mail is a privilege, which imposes certain responsibilities and obligations on its users and is subject to City policies and local, state, and federal laws. Acceptable use must be legal, ethical, reflect honesty, and show restraint in the consumption of shared resources. The user should not violate intellectual property rights, information ownership rights, system security mechanisms, and should not use E-mail to intimidate, harass or annoy.

It is the intent of this policy to:

1. Ensure that the use of city-provided Internet and E-mail services are related to, or for the benefit of, city government;

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2. Inform users that E-mail messages and documents are subject to the same laws, regulations, policies, and other requirements as information communicated in other written forms and formats;

3. Minimize disruptions to city government activities from inappropriate use of city-provided Internet and E-mail services; and

4. Provide users with guidelines describing their personal responsibilities regarding confidentiality, privacy, and acceptable use of city-provided Internet and E-mail services as defined by this policy.

III. Public Records and Disclosure

A message sent or received by E-mail in the conduct of public business is a public record. E-mail messages sent and received by public officials fall within three broad categories:

1. Transitory messages, including copies posted to several persons and casual and routine communications similar to telephone conversations.

2. Public records with a less than Permanent retention period; and

3. Public records with a Permanent or Permanent/Archival retention period

Retention guidelines for each of these categories are as follows:

1. Transitory Messages - No retention requirement. Public officials and employees receiving such communications may delete them immediately without obtaining the approval of the Records Retention Officer.

2. Less than Permanent - Follow retention period for equivalent hard copy records as specified in an approved retention schedule. The record must be in hard copy or electronic format, which can be retrieved and interpreted for the legal retention period. When there is a doubt about the retrievability of an electronic record over the life span of that record, the record should be printed out. Records may be deleted or destroyed only after receiving signed approval from the Office of the Public Records Administrator.

3. Permanent or Permanent/Archival - Retention may be in the form of a hard-copy printout or microfilm. For definition of permanent/archival files refer to the City's Records Retention Manual.

Depending upon the function of the public record being generated by E-mail, steps may be taken to institute procedures for routinely printing E-mail records, including all transmission and receipt data in the system, and filing the printouts in the normal course of business.

IV. No Presumption of Privacy

Public officials and employees should keep in mind that E-mail messages sent as part of their workdays are not "private" but are discoverable communications and are subject to the Georgia Open Records Act. Electronically transmitted information travels though many networks, and many different computer connections. All information transmitted via the City's Internet/E-mail system can be reviewed at any time. Since messages may be retained at different locations or levels of the system, users must remember that their communication can be retrieved during formal discovery processes. Discretion, therefore, is an important consideration when using this or any other new technology to send, record and/or retain communications.

E-mail communications may best be regarded as a postcard rather than as a sealed letter. Disclosure may occur intentionally or inadvertently when an unauthorized user gains access to electronic messages. Disclosure may also occur when E-mail messages are forwarded to unauthorized users, directed to the wrong recipient, or printed in a common area where others can read them. Officials and Employees are advised of the risk involved in using E-mail to deal with confidential issues, and must be aware of all applicable statutory or regulatory requirements that would prohibit the disclosure of certain information in any format. Of special concern is the confidentiality of individual health and personnel information.

V. Risks

Although Internet access can provide significant business benefit for City departments, it is important to point out that use of the Internet exposes the City and users to Internet related risks. The Internet is not one administrative entity, but rather is a cooperative effort between educational institutions, government agencies, and various commercial and non-profit organizations. It is a shared information utility for individuals, business and governments. Even with the extensive effort to minimize risks, there is no known way to protect the City from all related risks. There are significant legal, security, and productivity issues associated with how the Internet is used. Examples of such issues are the potential:

1. To receive computer viruses from the downloading and use of programs and/or files from Internet sources;

2. For someone to eavesdrop on transmissions, which might include passwords, sensitive data or correspondence;

3. For users to be induced by the vast social and informational forums of the Internet into spending significant work time on non-city business related activities;

4. To consume limited disk storage on city servers and on user PCs with information which has been downloaded from the Internet; and

5. For breaches of data security, confidentiality and intellectual property rights from unwanted intrusion into the agency network by hackers.

6. Virus Threat - E-mail is the most frequently used method for transmitting computer viruses. Executable files (e.g., *.exe, *.com) and documents containing viruses can be transmitted via E-mail. These files and documents, which may be attached to E-mail messages, must always be checked for viruses before they are accessed, executed, or distributed to other users. Thus, the each city official and employee must exercise prudence and caution in using this powerful information resource. The sections, which follow, outline policy and address responsibilities for ensuring that Internet services are used appropriately and that adequate facilities are available for all approved users.

VI. Responsibilities

Because of the various security, legal, and productivity issues referenced in this policy, each user has the following responsibilities:

1. By participating in the use of networks and systems provided by the City, users agree to comply with policies governing their usage.
2. The content of anything exchanged (sent and/or received) via E-mail communications must be appropriate and consistent with City policy, subject to the same restrictions as any other correspondence.
3. E-mail communications, if allowed to accumulate on a server, can quickly consume the server's disk space and may cause system problems. Although deletion of unnecessary email communications is encouraged, users should refer to the approved record retention schedule for proper procedure regarding disposition of E-mail communications.
4. Comply with City policies, procedures, and standards.
5. Be courteous and protect others' privacy and confidentiality.
6. Be responsible for the use of their E-mail accounts.
7. Use information technology resources efficiently and productively.

VII. Acceptable Use of Internet and E-mail Services

Acceptable Internet and E-mail activities are those that generally do not impede the purpose, goals, and mission of the City and each user's job duties and responsibilities. The following list, although not all-inclusive, provides some examples of acceptable uses:

1. Communications, including information exchange, for professional development or to maintain job knowledge or skills;
2. Communications with other governmental agencies and business partners of city government providing document delivery or transferring working documents/drafts for comment;

3. Announcements of city laws, procedures, hearings, policies, services, or activities;

4. Use involving research and information gathering in support of advisory, standards, analysis, and professional development activities related to the user's city governmental duties; and

5. Communications and information exchanges directly relating to the mission, charter, and work tasks of the City including E-mail in direct support of work-related functions or collaborative projects.

VIII. Unacceptable Use of Internet and E-mail Services

Unacceptable use can be defined generally as activities that do not impede the purpose, goals and mission of the City and each user's job duties and responsibilities. Any Internet and E-mail usage in which acceptable use is questionable should be avoided. When in doubt, seek policy clarification prior to pursuing the activity.

The following list, although not all-inclusive, provides some examples of unacceptable uses:

1. Business Activities. This includes Internet use for private purposes such as marketing or business transactions and private advertising of products or services.

2. Use for, or in support of, unlawful/prohibited activities as defined by federal, state, and local laws or regulations. Illegal activities relating to Internet and network access include, but are not limited to:

3. Tampering with computer hardware or software;

4. Knowledgeable vandalism or destruction of computer files;

5. Transmission of threatening, obscene or harassing materials;

6. Attempts to penetrate a remote site/computer without proper authorization;

7. Use of the Internet to try to access data that is protected and not intended for public access;

8. Violation of federal and state laws dealing with copyrighted materials or materials protected by a trade secret

9. Intentionally seeking information about; obtaining copies of; or modifying contents of files, other data, or passwords belonging to other users, unless explicitly authorized to do so by those users;

10. Attempts to subvert network security, to impair functionality of the network, or to bypass restrictions set by the network administrators. Assisting others in violating these rules by sharing information or passwords is also unacceptable behavior;

11. Deliberate interference or disruption of another user's work or system. The user must avoid any actions that cause interference to the network or cause interference with the work of others on the network. Users are prohibited from performing any activity that will cause the loss or corruption of data, the abnormal use of computing resources (degradation of system/network performance), or the introduction of computer viruses by any means (use of programs with the potential of damaging or destroying programs and data);

12. Seeking/exchanging information, software, etc. which is not related to one' s job duties and responsibilities;

13. Use of fee-for-service providers on the Internet unless the necessary approvals and funding have been obtained in advance. Any individual who obligates the City to pay for services without prior approval is personally liable for these costs;

14. Solicitation for religious and political causes;

15. Use to gain access to any other Internet service, which requires membership if the user does not have proper membership, rights, and privileges in the other service.

16. No employee shall use the Internet service at any time to access sites or information that could be interpreted as demonstrating poor ethical conduct, unless required as part of their official City duties (i.e. administrative or official investigations). These types of sites or information include, but are not limited to, those containing derogatory racial content, sexual content, derogatory religious content, offensive language, improper humor, material that could negatively reflect upon the City of Peachtree City, or material prohibited by law.

IX. Written Agreement Required

Users having access to city-provided Internet and E-mail services are advised that all such network activity is the property of the City, and therefore, they should not consider any activity to be private. All users of Internet and E-mail services are required to acknowledge acceptance of and intention to comply with "The City of Peachtree City Internet and E-mail Acceptable Use Policy" by signing a "User Agreement" for these services. The attached "*Sample* Use Agreement" is provided as a model. The Personnel Office of the City shall maintain the signed agreements.

APPROVED:

Director of Administrative Services
Director of Financial Services / Assistant City Manager
City Manager

THE CITY OF PEACHTREE CITY
ELECTRONIC MAIL AND INTERNET POLICY

Access to information technology resources and services has been granted to me, as a privilege, for performing job duties and responsibilities for my agency. I have read and agree to abide by the City's policies, procedures, terms and conditions that govern my use of these services:

I will refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, disk space, printer paper, or other information technology resources.

I will report to my supervisor any observations of attempted security violations or illegal activities as defined by local, state, or federal laws. I will also report to my supervisor if I receive or obtain information to which I am not entitled.

I will not use the Internet service at any time to access sites or information that could be interpreted as demonstrating poor ethical conduct, unless required as part of my official City duties (i.e. administrative or official investigations). These types of sites or information include, but are not limited to, those containing derogatory racial content, sexual content, derogatory religious content, offensive language, improper humor, material that could negatively reflect upon the City of Peachtree City, or material prohibited by law.

By signing this agreement, I certify that I understand and accept responsibility for adhering to the City's policies, procedures, terms and conditions explained in the City's Policy (CAR 3-8). I also acknowledge my understanding that any infractions on my part may result in disciplinary action including, but not limited to, termination of my access privileges.

Employee Name (Print): _____

Employee Signature: _____ **Date:** _____

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council

FROM: City Manager

DATE: March 24, 2000

SUBJECT: DISCUSS CITY WEB SITE USE BY ELECTED OFFICIALS

Development of a policy on use of the City's Web Site by elected officials needs to be discussed by Council so that a policy can be drafted.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council

VIA: City Manager

FROM: Assistant City Manager

DATE: March 20, 2000

SUBJECT: FY2000 Finance Review

The purpose of this memo is to review with Council key financial areas including FY2000 Revenue Projections vs. Actual, Council Contingency Reserve, Citywide Impact Fees and Employee Health Insurance Funds.

FY2000 Revenue Projections vs. Actual – General Fund revenues are running ahead of projections through February 29, 2000 primarily due to increased receipts of Ad Valorem Property Taxes, Motor Vehicle Taxes and Local Option Sales Taxes. We are running below projections in the building permit areas and will probably experience a shortfall as new home building activity continues to slow down. However, overages in the other revenue sources should make up for this shortfall. The finance staff will continue to monitor revenues on an ongoing basis to ensure that projections are met in order to operate the City within the approved budget. **(See Attachment 1)**

Council Contingency Fund – The Council Contingency Fund had a beginning cash balance of $697,010.45 for FY2000. Additional revenues from the General Fund FY2000 Allocation, the General Fund FY2000 Excess Ad Valorem Taxes and other receipts and interest bring the total revenues to $1,332,010.59 as of March 14, 2000. Expenditures and encumbrances total $871,175.98. In addition, $161,221.00 has been reserved for the Land Acquisition Fund. As you may recall, the Land Acquisition Fund was established by Council in FY2000 from the 1999 excess ad valorem taxes based upon the growth in the property tax digest. The Council Contingency Fund net balance was $460,834.61 as of March 14, 2000. Anticipated future expenditures include the proposed Pay and Classification Plan Study. Staff will be requesting Council Contingency Funding for this project in the near future. **(See Attachment 2)**

Citywide Impact Fees – The FY1999 and FY2000 Public Improvement Program (PIP) funding requirement was $350,000.00 and $400,000.00 respectively. The City has collected $782,654.28 that will be applied towards the FY1999 and FY2000 funding requirement, leaving a surplus of $32,654.28 to be applied towards FY 2001 funding requirements. With the 217 AMLI apartments

getting started later this year, we should not have any problem in meeting our impact fee projections for the next fiscal year. **(See Attachment 3)**

Employee Health Insurance Funds – Health insurance expenditures are running ahead of projections for the fiscal year. However, we are significantly under expenditure projections in the other self-insurance line items (e.g. property, vehicle and workers comp) and these funds will be utilized to offset any overages that we may experience in the health insurance line items. **(See Attachment 4)**

Attachment 1. – FY2000 Revenues Projected vs. Actual Received
Attachment 2. – Contingency Fund Revenues & Expenditures
Attachment 3. – Citywide Development Impact Fee Fund Revenues & Expenditures
Attachment 4. – FY2000 Health & Self-Insurance Expenditures Projected vs. Actual Received

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Printed: 3/20/00

Attachment 1.

2000 Revenues Projected vs. Actual Received Year to Date

Revenues

Description	Oct Projected	Oct Actual	Nov Projected	Nov Actual	Dec Projected	Dec Actual	Jan Projected	Jan Actual	Feb Projected	Feb Actual	Mar Projected	Mar Actual	YTD Projected	YTD Actual	Act vs. Proj	* * 2000 BUDGET * * Amount	Percentage
Ad Valorem Property	$5,328	$31,766	$358,714	$102,141	$91,046	$697,171	$3,120,040	$3,009,485	$41,941	$78,911	$208,489	$0	$3,617,069	$3,919,474	$302,405	$3,874,798	101.15%
Motor Vehicle	$31,761	$33,018	$33,451	$34,271	$26,402	$33,800	$29,795	$31,463	$31,142	$33,226	$27,452	$0	$152,551	$165,779	$13,228	$363,920	45.55%
Real Estate Transfer Tax	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$60,502	
Recording Intangible Tax	$11,300	$6,357	$15,626	$6,111	$11,993	$4,287	$19,848	$6,877	$12,942	$6,051	$8,213	$0	$71,709	$29,684	-$42,026	$138,829	21.38%
GA Power Franchise Tax	$0	$0	$0	$0	$0	$0	$0	$229	$661,863	$0	$0	$0	$661,863	$229	-$661,634	$661,863	0.03%
Atlanta Gas Franchise Tax	$0	$0	$31,723	$54,751	$0	$0	$0	$0	$0	$56,198	$49,111	$0	$31,723	$110,949	$79,226	$179,057	61.96%
Southern Bell Franchise Tax	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$220,320	
EMC Franchise Tax	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$524,893	
Intermedia Cable	$44,275	$0	$0	$38,414	$0	$0	$487	$396	$44,788	$39,169	$0	$0	$89,550	$77,979	-$11,571	$185,100	42.13%
Local Option Sales Tax	$445,446	$419,185	$412,536	$468,088	$465,986	$421,187	$373,378	$446,445	$413,308	$460,512	$430,634	$0	$2,110,654	$2,215,417	$104,763	$5,135,529	43.14%
Alcoholic Beverage Tax	$29,102	$30,988	$34,127	$29,745	$29,861	$33,993	$38,689	$41,427	$30,099	$23,089	$24,682	$0	$161,878	$159,242	-$2,636	$391,425	40.68%
Mixed Drink Tax	$3,179	$4,241	$3,513	$3,849	$3,742	$3,377	$3,740	$4,030	$4,259	$3,751	$4,105	$0	$18,433	$19,249	$816	$49,056	39.24%
Hotel/Motel Tax	$56,357	$52,067	$65,275	$56,556	$46,297	$38,744	$28,296	$24,947	$55,479	$38,069	$54,519	$0	$251,704	$210,384	-$41,320	$607,300	34.64%
Financial Institutions	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,798	$55,414	$0	$0	$3,798	$3,798	$55,414	
Insurance Premium Tax	$776,686	$773,806	$78	$0	$7,565	$975	$4,523	$11,438	$4,141	$5,475	$2,106	$0	$792,993	$791,693	-$1,300	$795,956	99.46%
Occupational Taxes	$6,976	$940	$18,418	$6,879	$98,821	$96,162	$19,949	$19,696	$6,586	$10,264	$26,154	$0	$150,750	$133,940	-$16,810	$197,049	67.97%
Alcoholic Beverage Lic.	$393	$5,600	$934	$10,300	$68,027	$62,600	$6,073	$12,025	$2,459	$1,450	$492	$0	$77,886	$91,975	$14,089	$84,978	108.23%
Building Permits	$8,445	$10,222	$10,885	$9,856	$12,753	$6,133	$8,273	$7,931	$10,259	$12,107	$20,208	$0	$50,615	$46,248	-$4,367	$168,286	27.48%
Electrical Permits	$4,878	$2,769	$2,100	$2,844	$5,287	$2,820	$2,128	$2,109	$2,913	$2,686	$2,774	$0	$17,306	$13,228	-$4,078	$41,594	31.80%
HVAC Permits	$5,787	$4,790	$2,325	$2,460	$3,404	$2,995	$2,183	$1,756	$3,209	$2,293	$4,462	$0	$16,908	$14,294	-$2,614	$46,952	30.44%
Plumbing Permits	$1,615	$1,007	$2,105	$1,374	$1,656	$1,752	$1,221	$2,658	$2,244	$786	$4,056	$0	$8,841	$7,577	-$1,265	$30,122	25.15%
Soil Erosion/Develop Fees	$1,514	$2,822	$1,994	$1,129	$1,678	$650	$2,562	$712	$1,029	$1,600	$3,312	$0	$8,777	$6,913	-$1,864	$23,785	29.06%
Golf Cart Registration	$933	$625	$610	$550	$567	$700	$705	$470	$2,157	$4,390	$1,882	$0	$4,972	$6,735	$1,763	$15,346	43.89%
Zoning/Subdivision Fees	$378	$100	$1,491	$150	$54	$528	$0	$50	$540	$250	$324	$0	$2,463	$1,078	-$1,385	$4,010	26.87%
EMS	$8,183	$11,810	$7,245	$11,075	$13,465	$12,415	$12,918	$8,835	$11,755	$10,943	$13,896	$0	$53,566	$55,078	$1,512	$139,610	39.45%
Court Fines	$65,134	$57,805	$113,525	$81,250	$77,100	$142	$123,455	$90,446	$97,269	$98,806	$64,630	$0	$476,483	$328,449	-$148,034	$992,680	33.09%
Library Fines	$1,465	$614	$1,370	$187	$1,588	$0	$1,891	$313	$1,727	$1,122	$1,782	$0	$8,041	$2,238	-$5,804	$19,631	11.40%
Interest Earnings	$21,368	$10,651	$192	$9,576	$13,590	$16,134	$9,234	$19,424	$7,931	$21,540	$13,917	$0	$52,315	$77,325	$25,010	$109,999	70.30%
Facility Rentals/Deposits	$2,542	$460	$333	$1,235	$0	$1,540	$2,904	$2,930	$1,857	$2,030	$2,239	$0	$7,636	$8,195	$559	$16,352	50.12%
Miscellaneous	$5,596	$2,144	$2,908	$2,548	$3,573	$1,347	$2,265	$22,383	$25,500	$2,653	$3,567	$0	$39,842	$31,075	-$8,767	$90,306	34.41%
Tower Lease	$0	$750	$0	$750	$14,709	$13,500	$0	$45,150	$712	$0	$883	$0	$15,421	$60,150	$44,729	$56,900	105.71%
Recycling Revenues	$0	$0	$446	$522	$339	$599	$947	$463	$540	$1,501	$342	$0	$2,272	$3,085	$813	$6,273	49.18%
Recreation Programs	$32,219	$20,042	$17,847	$18,284	$13,216	$12,344	$22,283	$20,710	$20,232	$24,024	$39,696	$0	$105,797	$95,404	-$10,393	$357,396	26.69%
TOTAL REVENUES	$1,570,860	$1,484,579	$1,139,771	$954,896	$1,012,719	$1,465,894	$3,837,787	$3,834,797	$1,498,881	$946,696	$1,069,341	$0	$9,060,018	$8,686,862	-$373,156	$15,645,231	55.52%

Percentage into Budget Year: 41.67%

Contingency Fund Revenues & Expenditures YTD

Summary Schedule as of March 14, 2000

Description	Year to Date	Percentage
Revenues		
Beginning Balance Fiscal Year 2000	$697,010.45	52.33%
General Fund 1999 Excess Ad Valorem Taxes	$161,221.00	12.10%
General Fund FY2000 Allocation of Council Contingency Funds	$447,896.00	33.63%
Spear Road	$2,560.00	0.19%
Traffic Impact Model (Reimbursement)	$7,000.00	0.53%
Interest to Date	$16,323.14	1.23%
Total Revenues	**$1,332,010.59**	**100.00%**
Expenditures		
Emergency Early Warning System (Reserved)	$86,560.00	6.50%
Flat Creek Signal (Reserved)	$64,000.00	4.80%
Line Creek Parkway Recreational Tunnel (Reserved)	$16,394.10	1.23%
Line Creek Parkway Recreational Tunnel	$61,605.90	4.63%
Wynnmeade Entrance Road	$151,000.00	11.34%
Wynnmeade Entrance Road Additional Funding	$50,000.00	3.75%
Peachtree City Elementary Playground	$5,000.00	0.38%
Huddleston Elementary Playground	$5,000.00	0.38%
SR54 Traffic Study	$30,861.98	2.32%
Fayette Senior Services	$8,500.00	0.64%
Fayette County Council on Domestic Violence	$6,000.00	0.45%
Holly Grove Church Road Additional Funding (Reserved)	$44,000.00	3.30%
TDK Boulevard Extension	$295,725.00	22.20%
Police Officer Salary Adjustments (Reserved)	$46,529.00	3.49%
Total Expenditures	**$871,175.98**	**65.40%**
Land Acquistion Fund (Reserved)	**$161,221.00**	**12.34%**
Net Balance	**$460,834.61**	**34.60%**

Cash Equivalents		
Cash	$647,515.60	63.63%
Certificate of Deposit	$125,000.00	12.28%
Discount Notes	$245,077.37	24.08%
Total On-Hand	**$1,017,592.97**	**100.00%**

Finance Department
Section 5

Attachment 3.

File Name: Impanal
Revised: 3/20/00

Citywide Development Impact Fees Fund
Revenues & Expenditures YTD
From Inception

Summary Schedule from Inception Description	Revenues	Expenditures	Remaining	Percentage
Recreation Land	$472,000.00	$0.00	$472,000.00	-35.59%
Recreation Facilities	$1,881,360.00	$1,481,532.64	$399,827.36	-30.15%
Library Expansion	$87,100.00	$564,283.00	($477,183.00)	35.98%
Recreation Administration Building	$38,324.00	$362,425.00	($324,101.00)	24.44%
Police Office Expansion I	$10,452.00	$57,259.00	($46,807.00)	3.53%
Police Office Expansion II	$13,936.00	$29,975.00	($16,039.00)	1.21%
Fire Station & Equipment	$191,422.00	$497,754.00	($306,332.00)	23.10%
Pedestrian Paths & Bridge	$69,608.00	$69,608.00	$0.00	0.00%
Brown Road Improvements	$55,370.00	$218,315.00	($162,945.00)	12.29%
Highway 54 Underpass	$102,578.00	$64,003.00	$38,575.00	-2.91%
Highway 74 Bike Bridge	$22,256.00	$354,048.00	($331,792.00)	25.02%
Crabapple Lane West	$0.00	$571,307.00	($571,307.00)	
Impact Fee Interest	$4,078.36	$4,078.36	$0.00	0.00%
Grand Totals	**$2,948,484.36**	**$4,274,588.00**	**($1,326,103.64)**	**56.92%**

Inception-to-date Expenditures		
Fire Station & Equipment	$497,754.00	11.64%
93 - 96 Planterra Tennis Center Credit	$400,000.00	9.36%
Braelinn Service Area	$25,500.00	0.60%
Brown Road Improvements	$218,315.00	5.11%
93 - 97 Debt Service Repayment	$800,000.00	18.72%
Highway 74 Bicycle/Path Bridge	$354,048.00	8.28%
FY96 Public Improvement Program Funding	$293,885.00	6.88%
FY97 Public Improvement Program Funding	$200,244.00	4.68%
FY98 Public Improvement Program Funding	$150,000.00	3.51%
FY99 Public Improvement Program Funding	$350,000.00	8.19%
FY00 Public Improvement Program Funding	$400,000.00	9.36%
FY96 Kedron Village Tunnel Credit	$13,535.00	0.32%
Crabapple Lane West	$571,307.00	13.37%
Total Expenditures	**$4,274,588.00**	**100.00%**
Net Balance Available	**($1,326,103.64)**	**-44.98%**

Cash Equivalents		
Cash	$782,654.28	100.00%
Total On-Hand	**$782,654.28**	**100.00%**

Less FY1999 & FY2000 PIP Funding Requirement	**$750,000.00**
Projected Balance as of February 29, 2000	**$32,654.28**

Attachment 4.

2000 Expenditures Projected vs. Actual Year to Date

Health & Self Insurance

Description	Oct		Nov		Dec		Jan		Feb		Mar		YTD			** 2000 BUDGET **	
	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Act vs. Proj	Amount	Percentage
404006 Health Insurance	$92,059	$63,365	$34,442	$46,970	$76,610	$105,613	$77,122	$68,103	$61,668	$117,998	$36,255	$0	$341,901	$402,048	-$60,147	$760,765	52.85%
404007 Dental Insurance	$3,958	$4,009	$2,140	$3,912	$2,931	$3,923	$3,881	$4,206	$3,824	$4,191	$3,674	$0	$16,734	$20,240	-$3,506	$40,620	49.83%
404008 Insurance Admin. Fee	$5,665	$5,651	$0	$5,671	$5,500	$6,014	$11,405	$5,858	$5,851	$5,952	$5,851	$0	$28,421	$29,146	-$725	$70,000	41.64%
404009 Long-Term Disability	$1,518	$1,371	$1,396	$1,451	$1,841	$1,438	$1,489	$1,431	$1,672	$1,431	$1,581	$0	$7,916	$7,122	$794	$19,200	37.09%
404010 Employee Assistance Prog.	$238	$250	$251	$261	$251	$523	$251	$0	$251	$261	$251	$0	$1,242	$1,295	-$53	$3,000	43.17%
411030 Prof. Services/Legal	$11,177	$1,382	$4,179	$6	$5,923	$69	$5,727	$0	$0	$598	$6,913	$0	$27,006	$2,054	$24,952	$50,000	4.11%
411033 Prof. Services/Other	$0	$330	$360	$330	$360	$330	$0	$330	$360	$330	$360	$0	$1,080	$1,650	-$570	$3,960	41.67%
417041 Insurance-Property	$0	$0	$0	$0	$0	-$1,768	$0	$0	$0	$0	$12,000	$0	$0	-$1,768	$1,768	$12,000	
417043 Insurance-Vehicle	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	
417045 Insurance-Workman's Comp	$0	$0	$0	$0	$0	$0	$94,675	$27,746	$47,338	$0	$0	$0	$142,013	$27,746	$114,267	$155,400	17.85%
417047 GIRMA	$4,512	$7,879	$4,512	$0	$4,512	$7,879	$4,512	$0	$4,512	$7,879	$4,512	$0	$22,560	$23,637	-$1,077	$54,152	43.65%
499910 Legal Claim	$222	$988	$64,062	$9,657	$388,903	$2,300	$74,615	$6,797	$101,368	$1,962	$62,453	$0	$629,170	$21,704	$607,466	$1,200,000	1.81%
TOTAL EXPENDITURES	**$119,349**	**$85,224**	**$111,342**	**$68,257**	**$486,831**	**$126,321**	**$273,677**	**$114,470**	**$226,844**	**$140,602**	**$133,850**	**$0**	**$1,218,043**	**$534,874**	**$683,169**	**$2,369,097**	**22.58%**

Percentage into Budget Year: **41.67%**

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council

VIA: City Manager

FROM: Assistant City Manager

DATE: March 1, 2000

SUBJECT: Ten-Year Revenue and Expenditure Projections

Enclosed for your review are the Ten-Year Revenue and Expenditure Projections **(Attachment 1).** This information has been prepared to provide the City Council and staff with a better understanding of long-term revenue and expenditure trends.

In reviewing these projections, you will notice several significant changes in revenues. The rate of increase in General Fund Revenues begin to decline in FY2004, which is consistent with our residential buildout projections. You will also notice that no Citywide Impact Fees are projected in FY2004 and beyond, which is also consistent with our residential buildout projections. We have projected conservative increases in the Operating Cash Carryover and Staff Savings. Most other revenue line item projections are relatively flat.

You will also notice several significant changes in expenditures. The rate of increase in Departmental Budgets and Self-Supporting Programs begin to decline in FY2003, which is consistent with our residential buildout projections and the need to maintain rather than expand the level of service to our citizens. You will also notice a decrease in the Authorities Funding, which is consistent with the Council's goal of reallocating a portion of the Hotel/Motel Taxes to City operations. Most other expenditure line item projections are relatively flat.

We are prepared to address any questions that you may have about this information at the Retreat.

Attachments

Ten-Year Revenue and Expenditure Projections

Financial Services

Rev_proj
3/1/00

Attachment 1.
City of Peachtree City
Ten-Year Revenue and Expenditure Projections

Description	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Revenues										
General Fund Revenues (1)	$16,442,622	$17,246,694	$18,097,152	$18,967,271	$19,866,133	$20,806,947	$21,791,093	$22,772,505	$23,757,921	$24,830,715
Citywide Impact Fees	$350,000	$400,000	$53,112	$0	$0	$0	$0	$0	$0	$0
Operating Cash Carryover	$1,424,486	$1,702,976	$1,482,035	$1,511,676	$1,541,910	$1,572,748	$1,604,203	$1,636,287	$1,669,013	$1,702,393
Staff Savings	$400,000	$400,000	$400,000	$400,000	$400,000	$400,000	$400,000	$400,000	$400,000	$400,000
PIP Contingency Carryover	$75,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$0
Council Contingency	$402,104	$402,104	$402,104	$402,104	$402,104	$402,104	$402,104	$402,104	$402,104	$402,104
PIP Funds Rebudgeted	$2,344,745	$2,344,745	$2,344,745	$2,344,745	$2,344,745	$2,344,745	$2,344,745	$2,344,745	$2,344,745	$2,344,745
State/Federal Grants	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
GMA Bricks & Mortar Program	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
County Grant	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000
Other Funds Rebudgeted	$359,540	$359,540	$359,540	$359,540	$359,540	$359,540	$359,540	$359,540	$359,540	$359,540
PIP Interest Earnings	$75,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000
Property & Casualty Carryover	$1,063,144	$1,063,144	$1,063,144	$1,063,144	$1,063,144	$1,063,144	$1,063,144	$1,063,144	$1,063,144	$1,063,144
Self Insurance Interest Earnings	$47,000	$47,000	$47,000	$47,000	$47,000	$47,000	$47,000	$47,000	$47,000	$47,000
Emp Contributions Self Ins.	$26,000	$26,000	$26,000	$26,000	$26,000	$26,000	$26,000	$26,000	$26,000	$26,000
General Fund Revenue Sources	**$23,059,642**	**$24,142,204**	**$24,424,832**	**$25,271,480**	**$26,200,576**	**$27,172,228**	**$28,187,829**	**$29,201,326**	**$30,219,467**	**$31,275,642**
Expenditures										
Departmental Budgets (2)	$11,385,864	$12,069,016	$12,793,157	$13,560,747	$14,306,588	$15,093,450	$15,848,122	$16,640,529	$17,389,352	$18,171,873
Self-Supporting Programs	$568,020	$596,421	$626,242	$654,423	$683,872	$714,647	$746,806	$776,678	$807,745	$840,055
Public Improvement Program	$2,685,627	$2,982,429	$2,572,540	$2,640,796	$2,831,837	$3,012,536	$3,114,404	$3,285,413	$3,359,270	$3,539,636
PIP Funds Rebudgeted	$2,344,745	$2,344,745	$2,344,745	$2,344,745	$2,344,745	$2,344,745	$2,344,745	$2,344,745	$2,344,745	$2,344,745
Council Contingency	$800,000	$750,000	$750,000	$600,000	$600,000	$500,000	$500,000	$500,000	$500,000	$500,000
Other Funds Rebudgeted	$359,540	$359,540	$359,540	$359,540	$359,540	$359,540	$359,540	$359,540	$359,540	$359,540
Authorities Funding	$510,132	$468,684	$421,815	$369,088	$310,034	$300,000	$300,000	$300,000	$300,000	$300,000
Property & Casualty Carryover	$1,200,000	$1,200,000	$1,200,000	$1,200,000	$1,200,000	$1,200,000	$1,200,000	$1,200,000	$1,200,000	$1,200,000
Self Insurance	$1,227,552	$1,288,930	$1,353,376	$1,421,045	$1,492,097	$1,566,702	$1,645,037	$1,727,289	$1,813,654	$1,904,336
Debt Service (3)	$731,429	$671,321	$684,084	$690,499	$690,336	$695,106	$688,109	$699,726	$451,544	$454,219
Operating Cash Carryover	$1,149,648	$1,184,137	$1,207,820	$1,231,976	$1,256,616	$1,281,748	$1,307,383	$1,333,531	$1,360,202	$1,387,406
General Fund Expenditure Uses	**$22,962,558**	**$23,915,224**	**$24,313,321**	**$25,072,861**	**$26,075,666**	**$27,068,475**	**$28,054,147**	**$29,167,451**	**$29,886,053**	**$31,001,811**
Net Surplus/(Shortfall)	**$97,084**	**$226,980**	**$111,511**	**$198,620**	**$124,910**	**$103,753**	**$133,682**	**$33,875**	**$333,414**	**$273,831**

Notes:
(1) General Fund Revenues are projected to increase 4.85% in FY2001, 4.89% in FY2002, 4.93% in FY2003, 4.81% in FY2004, 4.74% in FY 2005, 4.74% in FY 2006, 4.73% in FY 2007, 4.07 in FY 2007, 4.09 in FY 2008 and 4.11% in FY 2009.
(2) Departmental Budgets are projected to increase 5.50% in FY2001-FY2003, 5.25% in FY2004, 5.00% in FY2005-FY2006, 4.75% in FY2007-FY2010.
(3) Debt service for Police Station begins in FY 2001.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor & Council

VIA: City Manager
Assistant City Manager

FROM: City Engineer

DATE: March 7, 2000

SUBJECT: Status of Construction Projects

Attached is the construction project status report for your review.

Attachment

STATUS OF CONSTRUCTION PROJECTS

ROAD PROJECTS:

(1) State Route-54 Widening Project
(2) State Route-74 Widening Project
(3) Kelly Drive Traffic Signal
(4) Wynnmeade Connector Road
(5) TDK Boulevard Extension
(6) Sumner Road
(7) Holly Grove Church Road
(8) Replace SR-54/Willowbend Signal Poles
(9) SR-54/Flat Creek Road Signalization
(10) SR-74/Kedron Drive Signalization
(11) Crosstown / Peachtree Parkway Intersection
(12) Huddleston / Dividend Intersection Improvements

RECREATION PROJECTS:

(13) Meade Field #1 Renovation
(14) Riley Track & Football Field
(15) Multi-purpose Rink @ Kedron
(16) Baseball and Soccer Complex, Phase II

OTHER PROJECTS:

(17) New Police Station
(18) Leach Fire Station
(19) Smoke/Burn Building @ Leach
(20) Neely Fire Station Renovations
(21) Solid Waste Management

PROJECT STATUS REPORT

SR-54 WIDENING PROJECT

as of March 17, 2000

Project Description: Widen Highways 54 and 34 to 4-lane median-divided highway. Rebuild bridges at Line Creek and CSX Railroad.

Project Location: SR-74 to SR-154 in Coweta County.

Designer(s): GDOT Contract Design Firm.

Contractor(s):

Construction Status

Start Date: FY 2003

Estimated Completion Date: 2005

Percent Complete: 0

Narrative Description of Status: Since last year's retreat, GaDOT has settled the lawsuit by the Environmental groups challenging the grandfathering procedures used on this and other metro Atlanta projects. The result is that this and other 'non-exempt' projects can only proceed if a conforming *Transportation Improvement Plan* (TIP) is approved. This project is listed for construction in FY2003 in the TIP. Preliminary engineering and right-of-way acquisition will be funded in FY2001 when the TIP is approved in March of this year. GaDOT has authorized a median cut at Huddleston Drive based upon traffic modeling results. The Department has also disallowed the turning movement obstructions at Planterra Way associated with the Home Depot roadway and intersection improvements.

Cost Status

Original Program: $ 8,979,000 for construction.

Current Budget: $ 6,000,000 for construction.
$ 1,806,000 for right-of-way acquisition.

Changes:

Finalized:

Pending:

Reasons for Modifications: ARC has delayed implementation due to non-attainment restrictions.

PROJECT STATUS REPORT

SR-74 WIDENING PROJECT

as of March 17, 2000

Project Description: Widen Highway 74 to 6-lane and 4-lane median-divided highway.

Project Location: Westpark Drive to SR-85.

Designer(s): GA DOT.

Contractor(s):

Construction Status

Start Date: 2004 (Reported 2002 in 1999)

Estimated Completion Date: 2007

Percent Complete: 0

Narrative Description of Status: Since last year's retreat, GaDOT has settled the lawsuit by the Environmental groups challenging the grandfathering procedures used on this and other metro Atlanta projects. The result is that this and other 'non-exempt' projects can only proceed if a conforming *Transportation Improvement Plan* (TIP) is approved. Although this project is not listed for construction within the 3-year scope of the TIP, it is listed for construction in FY2004 in the *Regional Transportation Plan* (RTP). Preliminary engineering and right-of-way acquisition will be funded in FY2001 when the TIP is approved in March of this year.

Cost Status

Original Program: $ 5,079,000 for right-of-way.
$ 8,199,000 for construction.

Current Budget: $13,278,000

Changes:

Finalized:

Pending:

Reasons for Modifications: ARC has delayed implementation due to non-attainment restrictions.

PROJECT STATUS REPORT

KELLY DRIVE TRAFFIC SIGNAL

as of March 17, 2000

Project Description: Construct turn lanes and stop-and-go traffic signal.

Project Location: Intersection of Kelly Drive and Highway 74.

Designer: City Engineering Department.

Contractor: McCoy Grading.

Construction Status

Start Date: December 1998.

Completion Date: September 1999.

Percent Complete: 100%

Narrative Description of Status: Construction of lane improvements is complete. Landscaping at intersection is complete.

Cost Status

Original Program: $ 272,018.69

Current Budget: $ 289,253.29

Changes:

Finalized: Undercut and replace unsuitable subgrade.

Pending: None.

Reasons for Modifications: Subgrade within DOT right-of-way contained unforeseen buried construction debris from previous cart path tunnel installation. The above normal moisture condition of the soil also contributed to the deficient compaction of the subgrade. These existing environmental factors forced the replacement of the subgrade with GAB and surge stone.

PROJECT STATUS REPORT

WYNNMEADE CONNECTOR ROAD

as of March 17, 2000

Project Description: Construct a second entrance to Wynnmeade Subdivision.

Project Location: Between Castle Court and Tower Road through City Park.

Designer: Unknown.

Contractor:

Construction Status

Start Date: November 1999

Completion Date: April 2000

Percent Complete: 85%

Narrative Description of Status: Curb & gutter, storm drain structures, geotextiles, subgrade material, and aggregate base have been installed. Project is waiting on dry weather and the accompanying Line Creek Parkway project to catch up.

Cost Status

Original Program: $ 151,000

Current Budget: $ 159,612

Changes:

Finalized:

Initial contract over budge	$	2,691.00
1A Add storm drainage	$	2,921.00
1B Add curbing to cart path	$	3,000.00
Total	$	**8,612.00**

Pending:

2 Credit for Project Sign	$	(1,000.00)
3A Cart path removal	$	500.00
3B Storm drainage removal	$	1,000.00
Total	$	**500.00**

Reasons for Modifications: The storm drain inlet as originally located on the plans was inadequate to catch all of the runoff without causing ponding. An additional manhole with drop inlet was set to accommodate the need. Curbing along the cart path was installed to channel the surface runoff to the drop inlet.

PROJECT STATUS REPORT

TDK BOULEVARD EXTENSION

as of March 17, 2000

Project Description: This project consists of the design and construction of a roadway to connect Dividend Drive in Peachtree City with McIntosh Trail in Coweta County. The new road will be approximately 1.6 miles in length, involve a bridge over Line Creek, and follow an alignment just north of the airport runway in the industrial park.

Project Location: From TDK Boulevard at the water treatment plant to McIntosh Trail in Coweta County.

Designer: Unknown.

Contractor: Dames & Moore

Construction Status

Start Date: March 2001.

Completion Date: Fall 2002.

Percent Complete: -

Narrative Description of Status: A design firm is being selected and the concept plan is being developed to establish an alignment amenable to all parties involved.

Cost Status

Original Program: *DESIGN:* $295,725
CONSTRUCTION: $3,000,000
(construction funded through GaDOT)

Current Budget: $295,725

Changes:

Finalized:

Pending:

Reasons for Modifications:

PROJECT STATUS REPORT

SUMNER ROAD

as of March 17, 2000

Project Description: Upgrade and pave existing gravel road. Establish the road as a scenic road by applying appropriate design standards to enhance the intrinsic qualities of the corridor.

Project Location: Sumner Road from Wellborn Drive to Smokerise Point.

Designer: Jefferson Consultants

Contractor:

Construction Status

Start Date: Spring 2000 (Projected)

Estimated Completion Date: September 2000

Percent Complete: 0

Narrative Description of Status: This is being initiated as a City project, with the expectation that DOT funds would be available to help with funding it. Property survey has been completed. Location and alignment of the north end of the road has been planned in coordination with property owner/developer (Scott Bradshaw). City staff has requested right-of-way donations from property owners. Design work is complete. Right-of-way acquisition is complete. Waiting on GDOT to respond on paperwork for local contract.

Cost Status

Original Program: $ 203,190

Current Budget:

Changes:

Finalized:

Pending:

Reasons for Modifications:

PROJECT STATUS REPORT

HOLLY GROVE CHURCH ROAD

as of March 17, 2000

Project Description: Pave approximately 650 feet of gravel surfaced road. Return to private ownership.

Project Location: From Holly Grove A.M.E. Church to Robinson Road.

Designer: Ewing Engineering Co.

Contractor:

Construction Status

Start Date: Spring 2000

Estimated Completion Date: September 2000

Percent Complete: 0

Narrative Description of Status: Design work is being revised in accordance with the latest changes in scope.

Cost Status

Original Program: $50,000

Current Budget: $94,000

Changes:

Finalized:

Pending:

Reasons for Modifications: Changes in the scope of this project include the addition of curb and gutter at the church parking lot to match the existing conditions. In addition, two entrance features with landscaping will be provided to distinguish the road as a private driveway.

PROJECT STATUS REPORT

REPLACE SR-54/WILLOWBEND SIGNAL POLES

as of March 17, 2000

Project Description: Replace aging signal poles at the intersection of SR-54 and Willowbend/Northlake. GA DOT identified corrosion on the inside of the poles during the SR-54 widening and subsequent relocation of the poles.

Project Location: Intersection of SR-54 and Willowbend/Northlake Dr.

Designer: City Engineering Department.

Contractor(s):

Construction Status

Start Date: April 2000

Estimated Completion Date: June 2000

Percent Complete: 0

Narrative Description of Status: First attempt to bid the project failed as a result of contractor disinterest. The project has been incorporated into other signal work.

Cost Status

Original Program: $ 24,278

Current Budget: $ 24,278

Changes:

Finalized:

Pending:

Reasons for Modifications:

PROJECT STATUS REPORT

SR-54/FLAT CREEK ROAD SIGNALIZATION

as of March 17, 2000

Project Description: This project consists of the installation of a stop and go traffic signal. No other lane improvements will be associated with this project.

Project Location: Intersection of SR-54 and Flat Creek Road.

Designer: GDOT & City Engineering Department.

Contractor(s):

Construction Status

Start Date: April 2000

Estimated Completion Date: June 2000

Percent Complete: 0

Narrative Description of Status: Project is out for bid.

Cost Status

Original Program: $ 64,000

Current Budget:

Changes:

Finalized:

Pending:

Reasons for Modifications:

PROJECT STATUS REPORT

SR-74/KEDRON DRIVE NORTH

as of March 17, 2000

Project Description: This project consists of the installation of a stop and go traffic signal and some minor lane improvements.

Project Location: Intersection of SR-74 and Kedron Drive North.

Designer: StreetSmarts/Developer.

Contractor(s): Unknown.

Construction Status

Start Date: April 2000

Completion Date: August 2000

Percent Complete: 0

Narrative Description of Status: Coordinating with the developer to proceed with the design and incorporate into the construction contract for other intersection projects. Apartment developer has committed to paying one-half of the costs for signalization.

Cost Status

Original Program: $ 45,000. *(Estimated City Share)*

Current Budget:

Changes:

Finalized:

Pending:

Reasons for Modifications:

PROJECT STATUS REPORT

CROSSTOWN DRIVE/PEACHTREE PARKWAY INTERSECTION IMPROVEMENTS

as of March 17, 2000

Project Description: Design improvements to intersection to reduce peak hour delays and accidents. A roundabout will be considered as an alternative to a traffic signal or multi-way stop.

Project Location: Intersection of Crosstown Drive & Peachtree Parkway.

Designer: Unknown

Contractor(s):

Construction Status

Start Date: August 2000

Estimated Completion Date: December 2000

Percent Complete: 0

Narrative Description of Status: A program of improvements will be developed once an initial traffic study is performed at the intersection to determine the most effective form of traffic control.

Cost Status

Original Program: $ 15,000

Current Budget:

Changes:

Finalized:

Pending:

Reasons for Modifications:

PROJECT STATUS REPORT

HUDDLESTON DRIVE / DIVIDEND DRIVE INTERSECTION IMPROVEMENTS

as of March 17, 2000

Project Description: Realign Huddleston Drive to intersect Paschall Road at Dividend Drive.

Project Location: Paschall Road / Huddleston Drive / Dividend Drive.

Designer: Unknown.

Contractor(s):

Construction Status

Start Date: FY 2001

Estimated Completion Date: Unknown.

Percent Complete: 0

Narrative Description of Status: The concept is being reviewed by GDOT and the Paschall Co. The right-of-way acquisition process has begun.

Cost Status

Original Program: $ 150,000 *(funded through ARC-construction only)*

Current Budget:

Changes:

Finalized:

Pending:

Reasons for Modifications:

PROJECT STATUS REPORT

MEADE FIELD #1 RENOVATION

as of March 17, 2000

Project Description: Re-grade/renovate and/or enlarge field.

Project Location: Meade Softball Complex.

Designer: Recreation Department.

Contractor(s): Tiftway Sports.

Construction Status

Start Date: July 1999.

Completion Date: March 2000.

Percent Complete: 100

Narrative Description of Status: Lighting work was the last item completed the week of March 6, 2000.

Cost Status

Original Program: $ 75,000

Current Budget: $116,141

Changes:

Finalized:

Pending:

Reasons for Modifications: Changes to the field orientation were required due to proximity to the power lines resulting in additional grading and overall project costs.

PROJECT STATUS REPORT

RILEY TRACK & FOOTBALL FIELD

as of March 17, 2000

Project Description: Construct improvements to include regrading existing football field, install irrigation and 6-lane running track.

Project Location: Riley Field Recreational Complex on Wisdom Road.

Designer: PRAD Group.

Contractor(s):

Construction Status

Start Date: November 2000

Estimated Completion Date: February 2001

Percent Complete: 0

Narrative Description of Status: Upon completion of the design work, the project was bid out to construction contractors in January of this year. Unfortunately, of the eight bids received, not one of them was within budget. As such, all of the bids were thrown out and the project scope will be revised to meet the constraints of the budget and contracting market.

Cost Status

Original Program: $ 350,000

Current Budget: $ 350,000

Changes:

Finalized:

Pending:

Reasons for Modifications:

PROJECT STATUS REPORT

MULTI-PURPOSE RINK @ KEDRON

as of March 17, 2000

Project Description: Construct a 30,000 square foot covered rink for use as a roller hockey, basketball, and general community activity.

Project Location: Kedron Aquatics & Fieldhouse Complex on Kedron Drive.

Designer: Roy Ashley & Assoc.

Contractor(s):

Construction Status

Start Date: June 2000

Estimated Completion Date: December 2000

Percent Complete: 0

Narrative Description of Status: The project is currently in design development phase.

Cost Status

Original Program: $ 500,000

Current Budget:

Changes:

Finalized:

Pending:

Reasons for Modifications:

PROJECT STATUS REPORT

BASEBALL & SOCCER COMPLEX, PHASE II

as of March 17, 2000

Project Description: The second element of this second phase consists of the completion of the four baseball fields and two soccer fields begun last year. Also included is a restroom and concession building for these four baseball fields.

Project Location: South Highway 74 Sports Complex.

Designer: Foley Design Associates.

Contractor(s):

Construction Status

Start Date: March 1999

Estimated Completion Date: February 2000

Percent Complete: 95%

Narrative Description of Status: Phase II-A is complete. Soccer fields are complete. The complete grow-in for both soccer and baseball fields could not be achieved last summer due to drought and irrigation pump problems. Complete playable fields are expected by summer. Phase II-B is substantially complete. Outstanding items include minor clean-up, repairs, and the maintenance of the fields during the grow-in period.

Cost Status

Original Program: $ 578,120.00 (II-B)

Current Budget: $ 612,404.50 (II-B)

Changes:

Finalized:

1	Irrigation for 300' field	$ 5,962.00
2	Add (4) double gates	$ 2,996.00
3	Lower the yard inlet	$ 700.00
4	Foul ball Protection	$ 2,613.00
5	Retaining Walls @ Bleachers	$ 5,780.00
	Total	$ 18,051.00

Pending: *None*

Reasons for Modifications: Bids came in over budget. Lighting system was pulled from the project as a lease-purchase agreement from GMA. Other changes were requested at the request of the Recreation Dept. for safety and maintenance reasons.

PROJECT STATUS REPORT

NEW POLICE STATION

as of March 17, 2000

Project Description: Construct a new 12,000 – 14,000 square foot municipal building for use by the Police Department as their new headquarters per 1999 Peachtree City Facilities Plan.

Project Location: SR-74 South in front of WASA's Flat Creek Treatment Plant.

Designer: Cobb & Associates, Architects.

Contractor(s):

Construction Status

Start Date: May 2000

Estimated Completion Date: June 2001

Percent Complete: 0

Narrative Description of Status: The project is in the final stages of design development. Bidding documents should be ready by March 17th, 2000.

Cost Status

Original Program: $ 2,216,000

Current Budget: $ 2,216,000

Changes:

Finalized:

Pending:

Reasons for Modifications:

PROJECT STATUS REPORT

LEACH FIRE STATION

as of March 17, 2000

Project Description: Construct new fire station and prepare site for a new multi-station fire training center.

Project Location: Paschall Road at Clover Green.

Designer: Cobb & Associates.

Contractor(s):

Construction Status

Start Date: March 1999.

Completion Date: May 2000.

Percent Complete: 60%

Narrative Description of Status: Building construction has been underway for several months and is within ten to twelve weeks of completion. The project is running about 21 days behind schedule due to labor disputes between the contractor and subs.

Cost Status

Original Program: $ 955,351

Current Budget: $ 1,178,614.77

Changes:

Finalized:

1	Initially over budget	$175,368.00
2	Soil Stabilization	$ 988.41
3	Larger Conduit for Generator	$ 537.00
4	Stormwater Pipe Extension	$ 360.00
5	180 kW Generator	$ 28,752.66
6	Lower Water Line	$ 5,165.00
7	Sprinkler System Upgrade	$ 3,278.00
8	Additional Outlets	$ 612.70
9	Perform Waterline Work on Sunday	$ 866.00
10	Relocate Generator Pad	$ 7,336.00
	Total Changes:	***$ 223,263.77***

Pending: *None*

Reasons for Modifications: Increased project scope to accommodate training support requirements and three bays. The most significant changes were related to the exposure by the Y2K sub-committee of deficiencies in the generator capacities at existing fire stations. An effort to mitigate future concerns resulted in sizing the generator to serve the new station's intended function as the Emergency Operations Center.

PROJECT STATUS REPORT

SMOKE/BURN TRAINING BUILDING @ LEACH

as of March 17, 2000

Project Description: Construct a structural precast concrete building for use by the fire department during smoke and fire training exercises.

Project Location: Paschall Road at Clover Green.

Designer: Cobb & Associates.

Contractor(s):

Construction Status

Start Date: June 2000.

Estimated Completion Date: December 2000.

Percent Complete: 0

Narrative Description of Status: The project is in the final stages of design. The final site plan will be submitted by the end of March.

Cost Status

Original Program: $ 121,000

Current Budget: $ 149,200

Changes:

Finalized: Increased design program.

Pending:

Reasons for Modifications: As understanding of the departments training needs unfolded during design development, the project budget had to be revised accordingly.

PROJECT STATUS REPORT

NEELY FIRE STATION RENOVATIONS

as of March 17, 2000

Project Description: Construct improvements to the existing Neely Fire Station to accommodate additional personnel. Renovations to the existing living quarters and training room.

Project Location: Peachtree Parkway North of SR-54.

Designer: Unknown

Contractor(s):

Construction Status

Start Date: September 2000.

Estimated Completion Date: May 2001.

Percent Complete: 0

Narrative Description of Status: The program for this project, which includes both the scope and the costs are being re-evaluated to better reflect the budget requirements and the needs of the department.

Cost Status

Original Program: $ 99,645.00

Current Budget: $ 99,645.00

Changes:

Finalized:

Pending:

Reasons for Modifications:

PROJECT STATUS REPORT

SOLID WASTE MANAGEMENT

as of March 17, 2000

Project Description: Establish a new Recycling Center, consider franchise agreement for residential waste collection, consider volume based rate structure to achieve the 25% waste reduction imposed by the Solid Waste Management Act of 1990 and committed to in the County wide Solid Waste Management Plan recently authorized last year by City Council.

Project Location: Site for Recycling Center is currently undermined. The Police Station site provided too many challenges to the recycling center for consideration.

Designer: Unknown.

Contractor:

Construction Status

Start Date: Unknown.

Estimated Completion Date:

Percent Complete:

Narrative Description of Status: A preliminary design has been completed during the development of the GEFA grant application. However, site specific information is not available to complete the design. An extension of the City's GEFA grant has been filed until the site can be established.

Cost Status

Original Program: **CITY:** $ 80,000
GEFA GRANT: $ 80,000

Current Budget:

Changes:

Finalized:

Pending:

Reasons for Modifications:

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council

VIA: City Manager

FROM: Assistant City Manager

DATE: March 1, 2000

SUBJECT: FY2001 Five-Year Staff Plan

Enclosed for your review is the Five-Year Staff Plan **(Attachment 1).** This Plan has been used by City staff for approximately ten (10) years and serves as the basic foundation in the development of the Operating Budget and Public Improvement Program. The Plan covers four (4) areas including equipment, facilities, personnel and vehicles. The Plan is presented by operational division (e.g. Administrative Services, Police, Fire, etc) and is further subdivided into Operating and Public Improvement Program categories.

Staff is not requesting that the Council take any action on this Plan. We have simply enclosed the Plan as information to give you a better understanding of our long-term planning and budget preparation process. We are prepared to address any questions that you may have about this Plan at the Retreat.

Attachments

Five-Year Staff Plan

Attachment 1.

City of Peachtree City

FIVE-YEAR STAFF PLAN

FY 2001-2005

2/15/00

SUMMARY

Financial Services
File: 5yrplan

SUMMARY
FIVE YEAR STAFF PLAN
OPERATING BUDGET AND PUBLIC IMPROVEMENT PROGRAM

Type & Division	2001		2002		2003		2004		2005	
EQUIPMENT - Operating Budget										
Administrative Services Totals	$0		$0		$0		$0		$0	
Developmental Services Totals	$0		$0		$0		$0		$0	
Fire Services Division Totals	$95,611	20%	$92,587	22%	$67,778	24%	$14,034	4%	$22,293	3%
Police Services Division Totals	$0		$0		$0		$0		$20,000	2%
Public Services Division Totals	$42,000	9%	$61,000	14%	$30,000	11%	$122,000	32%	$57,000	7%
Leisure Services Division Totals	$63,507	13%	$59,000	14%	$55,200	20%	$40,000	11%	$57,000	7%
Financial Services Division Totals	$0		$0		$0		$0		$0	
EQUIPMENT - Public Improvement Program										
Administrative Services Totals	$0		$0		$0		$0		$0	
Developmental Services Totals	$0		$0		$0		$0		$0	
Fire Services Division Totals	$0		$30,000	7%	$0		$34,729	9%	$25,000	3%
Police Services Division Totals	$0		$0		$0		$0		$0	
Public Services Division Totals	$100,006	21%	$112,000	26%	$60,000	21%	$100,000	26%	$290,000	35%
Leisure Services Division Totals	$0		$0		$0		$0		$290,000	35%
Financial Services Division Totals	$186,500	38%	$70,000	16%	$70,000	25%	$70,000	18%	$70,000	8%
Grand Totals:	**$487,624**	**100%**	**$424,587**	**100%**	**$282,978**	**100%**	**$380,763**	**100%**	**$831,293**	**100%**
FACILITIES - Operating Budget										
Administrative Services Totals	$0		$0		$0		$0		$0	
Developmental Services Totals	$0		$0		$0		$0		$0	
Fire Services Division Totals	$0		$0		$0		$21,400	1%	$0	
Police Services Division Totals	$12,250	1%	$13,445	1%	$7,100	0%	$0		$0	
Public Services Division Totals	$0		$0		$0		$0		$15,000	1%
Leisure Services Division Totals	$30,000	1%	$41,000	2%	$30,000	2%	$30,000	2%	$0	
Financial Services Division Totals	$0		$0		$0		$0			
FACILITIES - Public Improvement Program										
Administrative Services Totals	$234,532	11%	$235,532	11%	$0		$0		$0	
Developmental Services Totals	$0		$0		$0		$0		$0	
Fire Services Division Totals	$190,445	9%	$236,329	11%	$129,529	7%	$0		$0	
Police Services Division Totals	$0		$0		$0		$0		$0	
Public Services Division Totals	$805,000	38%	$1,453,000	65%	$760,000	40%	$760,000	42%	$660,000	38%
Leisure Services Division Totals	$866,204	41%	$262,188	12%	$967,896	51%	$986,033	55%	$1,053,000	61%
Financial Services Division Totals	$0		$0		$0		$0		$0	
Grand Totals:	**$2,138,431**	**100%**	**$2,241,494**	**100%**	**$1,894,525**	**100%**	**$1,797,433**	**100%**	**$1,728,000**	**100%**
PERSONNEL - Operating Budget										
Administrative Services Totals	$0		$33,009	7%	$26,054	9%	$0		$0	
Developmental Services Totals	$0		$24,350	5%	$0		$0		$0	
Fire Services Division Totals	$127,306	48%	$186,852	40%	$160,488	57%	$250,163	69%	$155,651	87%
Police Services Division Totals	$45,778	17%	$0		$0		$0		$0	
Public Services Division Totals	$20,785	8%	$87,138	19%	$53,050	19%	$22,230	6%	$22,736	13%
Leisure Services Division Totals	$70,202	27%	$106,540	23%	$42,519	15%	$63,415	17%	$0	
Financial Services Division Totals	$0		$25,025	5%	$0		$29,184	8%	$0	
Grand Totals:	**$264,072**	**100%**	**$462,913**	**100%**	**$282,111**	**100%**	**$364,991**	**100%**	**$178,387**	**100%**
VEHICLES - Operating Budget										
Administrative Services Totals	$0		$0		$27,000	4%	$0		$0	
Developmental Services Totals	$0		$21,000	3%	$21,000	3%	$0		$30,144	4%
Fire Services Division Totals	$24,800	5%	$102,920	14%	$84,230	12%	$55,799	7%	$30,144	4%
Police Services Division Totals	$24,800	5%	$0		$0		$0		$49,500	6%
Public Services Division Totals	$67,500	14%	$67,000	9%	$25,000	4%	$104,000	14%	$21,000	2%
Leisure Services Division Totals	$21,000	4%	$41,000	6%	$20,000	3%	$21,000	3%	$0	
Financial Services Division Totals	$0		$0		$0		$0			

Financial Services
File: 5yrplan

SUMMARY
FIVE YEAR STAFF PLAN
OPERATING BUDGET AND PUBLIC IMPROVEMENT PROGRAM

VEHICLES - Public Improvement Program

Type & Division	2001		2002		2003		2004		2005	
Administrative Services Totals	$0		$0		$0		$0		$0	
Developmental Services Totals	$0		$0		$0		$0		$0	
Fire Services Division Totals	$96,165	20%	$255,954	35%	$179,354	26%	$229,684	30%	$454,755	54%
Police Services Division Totals	$249,587	52%	$238,603	33%	$258,464	37%	$258,464	34%	$258,464	31%
Public Services Division Totals	$0		$0		$85,000	12%	$88,000	12%	$0	
Leisure Services Division Totals	$0		$0		$0		$0		$0	
Financial Services Division Totals	$0		$0		$0		$0		$0	
Grand Totals:	**$483,852**	**100%**	**$726,477**	**100%**	**$700,048**	**100%**	**$756,947**	**100%**	**$844,007**	**100%**

GRAND TOTALS - Operating Budget

Administrative Services Totals	$0		$33,009	3%	$53,054	8%	$0		$0	
Developmental Services Totals	$0		$45,350	5%	$21,000	3%	$0		$0	
Fire Services Division Totals	$247,717	38%	$382,359	40%	$312,496	48%	$341,396	44%	$208,088	43%
Police Services Division Totals	$82,828	13%	$13,445	1%	$7,100	1%	$0		$50,144	10%
Public Services Division Totals	$130,285	20%	$215,138	22%	$108,050	17%	$248,230	32%	$129,236	27%
Leisure Services Division Totals	$184,709	29%	$247,540	26%	$147,719	23%	$154,415	20%	$93,000	19%
Financial Services Division Totals	$0		$25,025	3%	$0		$29,184	4%	$0	
Grand Totals:	**$645,540**	**100%**	**$961,865**	**100%**	**$649,419**	**100%**	**$773,224**	**100%**	**$480,468**	**100%**

GRAND TOTALS - Public Improvement Program

Administrative Services Totals	$234,532	9%	$235,532	8%	$0		$0		$0	
Developmental Services Totals	$0		$0		$0		$0		$0	
Fire Services Division Totals	$286,610	11%	$522,283	18%	$308,883	12%	$264,413	10%	$479,755	15%
Police Services Division Totals	$249,587	9%	$238,603	8%	$258,464	10%	$258,464	10%	$258,464	8%
Public Services Division Totals	$905,006	33%	$1,565,000	54%	$905,000	36%	$948,000	38%	$950,000	31%
Leisure Services Division Totals	$866,204	32%	$262,188	9%	$967,896	39%	$986,033	39%	$1,343,000	43%
Financial Services Division Totals	$186,500	7%	$70,000	2%	$70,000	3%	$70,000	3%	$70,000	2%
Grand Totals:	**$2,728,439**	**100%**	**$2,893,606**	**100%**	**$2,510,243**	**100%**	**$2,526,910**	**100%**	**$3,101,219**	**100%**

GRAND TOTALS - Operating Budget & Public Improvement Program

Administrative Services Totals	$234,532	7%	$268,541	7%	$53,054	2%	$0		$0	
Developmental Services Totals	$0		$45,350	1%	$21,000	1%	$0		$0	
Fire Services Division Totals	$534,327	16%	$904,642	23%	$621,380	20%	$605,809	18%	$687,843	19%
Police Services Division Totals	$332,415	10%	$252,048	7%	$265,564	8%	$258,464	8%	$308,608	9%
Public Services Division Totals	$1,035,291	31%	$1,780,138	46%	$1,013,050	32%	$1,196,230	36%	$1,079,236	30%
Leisure Services Division Totals	$1,050,913	31%	$509,728	13%	$1,115,615	35%	$1,140,448	35%	$1,436,000	40%
Financial Services Division Totals	$186,500	6%	$95,025	2%	$70,000	2%	$99,184	3%	$70,000	2%
Grand Totals:	**$3,373,979**	**100%**	**$3,855,472**	**100%**	**$3,159,662**	**100%**	**$3,300,134**	**100%**	**$3,581,687**	**100%**

EQUIPMENT

Financial Services
File: 5yrplan

FIVE YEAR STAFF PLAN - EQUIPMENT
OPERATING BUDGET AND PUBLIC IMPROVEMENT PROGRAM

Division	Yr	Make	Model	PTC #	Age	2001	2002	2003	2004	2005
Administrative Services Division										
Operating Budget										
City Hall										
None						$0	$0	$0	$0	$0
Operating Budget Totals										
Public Improvement Program										
City Hall										
None						$0	$0	$0	$0	$0
Public Improvement Program Totals						$0	$0	$0	$0	$0
Administrative Services Totals						$0	$0	$0	$0	$0
Developmental Services Division										
Operating Budget										
Planning										
None										
Building										
None										
Engineering										
None						$0	$0	$0	$0	$0
Operating Budget Totals										
Public Improvement Program										
Planning										
None										
Building										
None										
Engineering										
None						$0	$0	$0	$0	$0
Public Improvement Program Totals						$0	$0	$0	$0	$0
Developmental Services Totals						$0	$0	$0	$0	$0
Public Safety Division										
Operating Budget										
Fire										
Rescue 8	1985	Dynam	Generator	2251	15			N $4,300		
Dive Team	1987	Onan	Generator	2261	13					
Ladder 8	1988	Dynam	Generator	2255	12					
Generator Eng 82	1994	Gillette	PF 10-6	2258	6					
Generator Eng 83	1990	Dynam	LLC4500E	2259	10					
Generator Eng 84	1994	Gillette	Generator	2254	6					
Haz Mat	1997	Dynam	Generator		3					
Haz Mat	1997	Pace Am	Trailer		3					
Ladder 8	1994	Partner	K-1200-02(Cutters)	2257	6					
Rescue 8	1994	Honda	Jaws Power Unit	2253	6					
Rescue 8	1998	Hurst	Jaws		2		N $8,000			
Rescue 8	1994	Tool	Cutter		6		N $5,300			N $2,796
VHF Radios, Mobile		Motorola				N $5,750	N $2,415	N $1,268		N $7,293
800 MHz Radio, Mobile		Motorola				N $15,000	N $3,150	N $3,308		N $2,553
800 MHz Radio, Portable		Motorola				N $6,300	N $4,410	N $6,946	N $2,431	N $1,397
Southern Linc		Motorola				N $4,596	N $1,206	N $2,534		
Computer - Laptop						N $18,000	N $15,120	N $7,938		
Computer - Desktop						N $3,000	N $4,400		N $4,000	
Computer - Laptop w/Docking						N $4,000	N $10,000			
EOC Crisis Management Software						N $30,000				
PEN Medical Computer System						N $5,100	N $3,990	N $3,333	N $3,500	
Dive Rescue Equipment						N $7,126	N $16,033			
Technical Rescue Equipment						N 3,390				
Confined Space Equipment						N 3,920				
Gas Detectors						N 9,165				
Spot Measurement Instrument		Draegger								
Commercial Washer. Leach						N $3,500	N $3,675	N $7,718	N $8,103	N $4,254
EMS						N $1,895				
AED										
EKG Rythum Simulator										

FIVE YEAR STAFF PLAN - EQUIPMENT
OPERATING BUDGET AND PUBLIC IMPROVEMENT PROGRAM

Division	Yr	Make	Model	PTC #	Age	2001	2002	2003	2004	2005
EKG Rythum TV Interface						N $1,995	N $4,195			
ALS Skilltrainer						N $14,000				
Light Tower for Rescue 8										$22,293
Fire Department Totals						$95,611	$92,587	$67,778	$14,034	$20,000
Police Department										
Traffic Monitor						$0	$0	$0	$0	$20,000
Police Department Totals						$95,611	$92,587	$67,778	$14,034	$42,293
Operating Budget Totals										
Public Improvement Program									N	$25,000
Fire										
Thermal Imager									R $34,729	
EMS										
LifePak-10	1996		Replace with Life Pac-12		4		R $30,000			
LifePak-10	1996		Replace with Life Pac-12		4					
LifePak-11	1997				3					
LifePak-12	1998		Life Pac-12		2					
LifePak-12	1999		Life Pac-12		1					
Fire Department Totals						$0	$30,000	$0	$34,729	$25,000
Police										
Portable/Mobile Radios						$0	$0	$0	$0	$0
Police Department Totals						$0	$30,000	$0	$34,729	$25,000
Public Improvement Program Totals						$95,611	$122,587	$67,778	$48,763	$67,293
Public Safety Services Totals										

Public Services Division

Operating Budget

Public Works														
PW Crew	1986	Cushman	Turf Truckster	3812	14	R $15,500			R $14,500					
PW Crew	1988	Chausse	Tack Distributor	3103	12				R $7,500					
PW Crew	1990	Signal	Traffic Controller	3402	10				R $8,000					
PW Crew	1995	Target	Pro 35 Street Saw	3127	5						R $18,500			
PW Crew	1996	Miller	MC-550 Curb Machine	3141	4						R $18,500			
PW Crew	1996	John Deere	5200 Tractor	3819	4								R	$19,000
PW Crew	1996	John Deere	5200 Tractor	3820	4								R	$19,000
PW Crew	1997	John Deere	5200 Tractor	3021	3								R	$19,000
PW Crew	1997	John Deere	5200 Tractor	3022	3									
PW Crew	1997	John Deere	5200 Tractor	3023	3									
PW Crew	1997	Ferri	TD-46 Hyd. Boom Mower	3824	3		R $15,000				R $10,000			
PW Crew	1997	Bobcat	Asph./Conc. Cold Planer	3234	3									
PW Crew	1998	Cushman	Turf Truckster	3028	2									
PW Crew	1999	Hustler	Short Cut 1500 Turf Mow	3364	1									
PW Crew	1999	Alamo	A15-IV Flex Wing Mower	3399	1									
PW Crew	1999	New Holland	5610S	3825	1									
PW Crew	1999	Vermeer	TS3300 Tree Spade	3364	1									
PW Crew	2000	New Holland	3930 Tractor	3827	0									
PW Crew	2000	Turf Mower		3815	0									
PW Crew	1983	Vermeer	1600 Brush Chipper	3401	17						R $25,000			
PW Crew	1990	Vermeer	1250 Brush Chipper	3400	10									
PW Crew	1992	Bobcat	753 Skid Loader	3810	8		R $25,000				R $30,000			
PW Crew	1994	Bobcat	853 Skid Loader	3804	6									
PW Crew	1995	Hustler	4200 Turf Mower	3814	5		R $21,000				N $20,000			
PW Crew						R $13,000								
Low Boy Trailer						N $13,500								
2-Sand/Shoulder Spreaders														
185 CFM Portable Diesel Air Compressor						$42,000	$61,000	$30,000	$122,000					$57,000
Public Works Department Totals						$42,000	$61,000	$30,000	$122,000					$57,000
Operating Budget Totals														
Public Improvement Program														
							R $50,000							
Public Works														
PW Crew	1990	Bomag	BW120AD Roller	3803	10			R $60,000					R	$140,000
PW Crew	1992	John Deere	410-D Backhoe	3801	8								R	$100,000
PW Crew	1994	Elgin	Pelican P Street Sweeper	3805	6								R	$50,000
PW Crew	1994	Champion	C80A Motor Grader	3806	6									
PW Crew	1994	Lo Boy	L1000T Asphalt Paver	3807	6							R $100,000		
PW Crew	1994	Caterpillar	IT18F Wheel Loader	3808	6									
PW Crew														

Financial Services
File: 5yrplan

FIVE YEAR STAFF PLAN - EQUIPMENT
OPERATING BUDGET AND PUBLIC IMPROVEMENT PROGRAM

Division	Yr	Make	Model	PTC #	Age	2001	2002	2003	2004	2005
PW Crew	1996	Crafco	EZ-Pour-100 Crack Sealer	3128	4					
PW Crew	1996	Swr. Equip.	Trailer Mounted Sewer Jet	3140	4					
PW Crew	1998	Caterpillar	CB-224C Roller	3800	2					
PW Crew	2000		Track Loader		0					
Hydraulic Boom Excavator						N $100,006	N $62,000			
Compost Shredder										
Public Works Department Totals						**$100,006**	**$112,000**	**$60,000**	**$100,000**	**$290,000**
Public Improvement Program Totals						**$100,006**	**$112,000**	**$60,000**	**$100,000**	**$290,000**
Public Services Division Totals						**$142,006**	**$173,000**	**$90,000**	**$222,000**	**$347,000**

Leisure Services Division

Operating Budget

Recreation

Rec Crew	1983	Kut Kwick	Mower	5306	17							R $19,000	R $21,500	
Rec Crew	1993	Toro	Pro 5000 Field Rake	5307	7	R								
Rec Crew	1993	Ty-Crop	Top Dresser	5109	7									
Rec Crew	1995	J-D	5200 (Tractor)	5310	5			R $13,000	R $16,200					
Rec Crew	1995	Toro	Pro 5000 Field Rake	5308	5				R $22,000				R $10,000	
Rec Crew	1996	Vac	Turf Vac 5000	5130	4									
Rec Crew	1996	Toro	5 Gang Reel Mower	5128	4									
Rec Crew	1998	J-D	6X4Gator	5315	2									
Rec Crew	1999	Ford	CM224 4WD Turf Mower	5321	1								R $21,000	
Rec Crew	1999	Ford	CM224 4WD Turf Mower	5322	1								R $21,000	
Rec Crew	1998	Ransome	Bobcat Turf Mower	5316	2									
Rec Crew	1998	Ex-Mark	Lazer Turf Mower	5314	2							R $21,000		
Rec Crew	1997	Ford	CM224 4WD Turf Mower	5313	3									
Rec Crew	1993	Ford	CM224 4WD Turf Mower	5302	7									
Rec Crew	1999	J-D	4X2Gator	5319	1					R $17,000				
Rec Crew	1996	Toro	Reel Master 2300-D	5312	4									
Rec Crew	1991	Ford	3930 Tractor	5301	9	R $21,500		R $21,000						
Rec Crew	1995	J-D	935 Turf Mower	5311	5			N $25,000						
Rec Crew			Rubber Tire Fork Lift			N $10,000								
2 Equipment Trailers						N $2,800								
4 Backpack Blowers						N $13,000								
Infield Maintenance Vehicle						N $1,000								
2 Push Mowers						N $1,000								
2 Edgers						N $500								
Walk Behind Leaf Blower														
Kedron														
Kedron Pools	1995	Pulsar	Chemical Balancing Units		5	R $6,400								
Recreation Department Totals						**$56,200**		**$59,000**		**$55,200**		**$40,000**		**$73,500**
Library						N $4,000								
Computers						N $3,307								
New Telephone System														
Operating Budget Totals						**$63,507**		**$59,000**		**$55,200**		**$40,000**		**$73,500**

Public Improvement Program

Recreation										
None						**$0**	**$0**	**$0**	**$0**	**$0**
Recreation Department Totals						**$0**	**$0**	**$0**	**$0**	**$0**
Public Improvement Program Totals						**$63,507**	**$59,000**	**$55,200**	**$40,000**	**$73,500**
Leisure Services Division Totals										

Financial Services Division

Operating Budget

Finance										
None										
Purchasing										
None						**$0**	**$0**	**$0**	**$0**	**$0**
Operating Budget Totals										

Financial Services
File: 5yrplan

FIVE YEAR STAFF PLAN - EQUIPMENT
OPERATING BUDGET AND PUBLIC IMPROVEMENT PROGRAM

Division	Yr	Make	Model	PTC #	Age	2001	2002	2003	2004	2005
Public Improvement Program										
Finance										
Governmental Software Upgrade/Replacement						R $100,000				
Purchasing										
None										
Information Technology										
Geographic Information System (GIS)	N					$41,500 N	$25,000 N	$25,000 N	$25,000 N	$25,000
Information Systems Upgrade/Replacement	R					$45,000 R	$45,000 R	$45,000 R	$45,000 R	$45,000
Public Improvement Program Totals						**$186,500**	**$70,000**	**$70,000**	**$70,000**	**$70,000**
Financial Services Division Totals						**$186,500**	**$70,000**	**$70,000**	**$70,000**	**$70,000**
EQUIPMENT GRAND TOTALS						**$424,117**	**$365,587**	**$227,778**	**$340,763**	**$484,293**

FACILITIES

Financial Services
File: 5yrplan

FIVE YEAR STAFF PLAN - FACILITIES
PUBLIC IMPROVEMENT PROGRAM

Division	2001	2002	2003	2004	2005
Administrative Services Division					
Operating Budget					
City Hall					
None					
Operating Budget Totals	**$0**	**$0**	**$0**	**$0**	**$0**
Public Improvement Program					
City Hall					
Facilities Plan Improvements	N $234,532	N $235,532			
Public Improvement Program Totals	**$234,532**	**$235,532**	**$0**	**$0**	**$0**
Administrative Services Division Totals	**$234,532**	**$235,532**	**$0**	**$0**	**$0**
Developmental Services Division					
Operating Budget					
Planning					
None					
Building					
None					
Engineering					
None					
Operating Budget Totals	**$0**	**$0**	**$0**	**$0**	**$0**
Public Improvement Program					
Planning					
None					
Building					
None					
Engineering					
None					
Public Improvement Program Totals	**$0**	**$0**	**$0**	**$0**	**$0**
Developmental Services Division Totals	**$0**	**$0**	**$0**	**$0**	**$0**
Public Safety Division					
Operating Budget					
Fire				N $21,400	
Satterthwaite Station Storage					
EMS					
None					
Fire Department Totals	**$0**	**$0**	**$0**	**$21,400**	**$0**

Financial Services
File: 5yrplan

FIVE YEAR STAFF PLAN - FACILITIES
PUBLIC IMPROVEMENT PROGRAM

Division		2001		2002		2003	2004	2005
Police								
None								
Communications								
Rockaway Radio Receiver Upgrade	N	$12,250						
Main Radio Tower Inspection & Maintenance			N	$13,445				
Crabapple Radio Receiver Upgrade					N	$7,100		
Police Department Totals		**$12,250**		**$13,445**		**$7,100**	**$0**	**$0**
Operating Budget Totals		**$12,250**		**$13,445**		**$7,100**	**$21,400**	**$0**
Public Improvement Program								
Fire								
Leach Station Training Facility/Equipment	N	$27,165	N	$185,000				
Neely Station Improvements	N	$163,280						
Weber Station Storage & Front Driveway Improvements					N	$50,000		
Master Generator Plan Improvements			R	$25,885				
Weber Station Generator Upgrade (50 kW)			N	$25,444				
Satterthwaite Station Generator Upgrade (50KW)					N	$79,529		
Radio Tower Generator Upgrade (50 kW)								
EMS								
None								
Fire Department Totals		**$190,445**		**$236,329**		**$129,529**	**$0**	**$0**
Police								
None								
Communications								
None								
Police Department Totals		**$0**		**$0**		**$0**	**$0**	**$0**
Public Improvement Program Totals		**$190,445**		**$236,329**		**$129,529**	**$0**	**$0**
Public Safety Services Division Totals		**$202,695**		**$249,774**		**$136,629**	**$21,400**	**$0**

Public Services Division

Operating Budget

Public Works								
None								
Operating Budget Totals		**$0**		**$0**		**$0**	**$0**	**$0**
Public Improvement Program								
Public Works								
Tree City USA	N	$10,000	N	$10,000	N	$10,000	N	$10,000 N	$10,000
Storm Water Management Program	N	$50,000	N	$50,000	N	$50,000	N	$50,000 N	$50,000
Highway 54 West Railroad Cartpath Bridge			N	$250,000				
Highway 54 West Bridge Culverts			N	$443,000			N	$100,000	
Public Works 3-Bay Storage Facility	N	$145,000	N	$100,000				
Satellite Auto Shop Facility					N	$100,000		
Highway 54 West Utilities Relocation								

Financial Services
File: 5yrplan

FIVE YEAR STAFF PLAN - FACILITIES
PUBLIC IMPROVEMENT PROGRAM

Division	2001	2002	2003	2004	2005
Street Resurfacing	$500,000	$500,000	$500,000	$500,000	$500,000
Cart Path Resurfacing Program	$100,000	$100,000	$100,000	$100,000	$100,000
Public Improvement Program Totals	$805,000	$1,453,000	$760,000	$760,000	$660,000
Public Services Division Totals	**$805,000**	**$1,453,000**	**$760,000**	**$760,000**	**$660,000**

Leisure Services Division

Operating Budget

Amphitheater Improvements
None

Recreation										
Sports Field Fencing	R	$15,000	R	$15,000	R	$15,000	R	$15,000		
Loghouse Baseball - one field/yr.	R	$15,000	R	$15,000	R	$15,000	R	$15,000	R	$15,000
Meade GSB - one field/year										
Kedron										
Kedron Small Pool Resurfacing			R	$11,000						
Library										
None										
Operating Budget Totals		**$30,000**		**$41,000**		**$30,000**		**$30,000**		**$15,000**

Public Improvement Program

Amphitheater										
Restrooms/Sound Stage	N	$200,000								
Amphitheater Totals		**$200,000**		**$0**		**$0**		**$0**		**$0**
Recreation										
Gathering Place Expansion	N	$249,251								
Multi-Purpose Field - Lighted (Kedron)	N	$75,000								
Multi-Purpose Rink Phase II-II	N	$225,000	N	$175,000	N	$175,000				
2 Softball Sports Fields	N	$17,000								
Site Master Plan	N	$49,953	N	$47,188						
FY99 Sports Complex Light Lease Payment					N	$20,000				
Picnic Areas	N	$50,000								
Sewer Improvements (Riley)					N	$245,833	N	$245,833		
2 Soccer Sports Fields			N	$40,000	N	$40,000			N	$60,000
Playgrounds					R	$200,000				
Replace Swimming Pool Cover (Kedron)					N	$100,000				
Maintenance Storage Area (Riley)							N	$490,200		
Gymnastics Gymnasium							R	$50,000		
Gazebo Restoration									N	$60,000
Grading/Landscaping Improvements (Glenloch)									N	$75,000
Lower Football Field Improvements (Riley)									N	$708,000
2 Indoor Basketball Courts Phase I & II (Kedron)									N	$150,000
Concession/Restroom Building (Kedron)							N	$75,000		
South 74 Maintenance Building Expansion										
Recreation Totals		**$666,204**		**$262,188**		**$780,833**		**$861,033**		**$1,053,000**

FIVE YEAR STAFF PLAN - FACILITIES
PUBLIC IMPROVEMENT PROGRAM

Division	2001	2002	2003	2004	2005
Kedron			R $50,000		
Kedron Large Pool Resurfacing					
Kedron Totals	**$0**	**$0**	**$50,000**	**$0**	**$0**
Library			N $137,063	N $125,000	
Library Expansion - Phase I & II					
Public Improvement Program Totals	**$866,204**	**$262,188**	**$967,896**	**$986,033**	**$1,053,000**
Leisure Services Division Totals	**$896,204**	**$303,188**	**$997,896**	**$1,016,033**	**$1,068,000**

Financial Services Division

Operating Budget

Finance					
None					
Purchasing					
None					
Operating Budget Totals	**$0**	**$0**	**$0**	**$0**	**$0**

Public Improvement Program

Finance					
None					
Purchasing					
None					
Public Improvement Program Totals	**$0**	**$0**	**$0**	**$0**	**$0**
Financial Services Division Totals	**$0**	**$0**	**$0**	**$0**	**$0**
FACILITIES GRAND TOTALS	**$1,242,227**	**$1,938,306**	**$896,629**	**$781,400**	**$660,000**

PERSONNEL

Financial Services
File: 5yrplan

FIVE YEAR STAFF PLAN - PERSONNEL
OPERATING BUDGET

Division	2001		2002		2003		2004		2005	
Administrative Services Division										
City Hall										
Insurance/Safety Specialist - Grade 21-01			1.0	$33,009						
Risk Management Clerk - Grade 15-01					1.0	$26,054				
Administrative Services Division Totals	**0.0**	**$0**	**1.0**	**$33,009**	**1.0**	**$26,054**	**0.0**	**$0**	**0.0**	**$0**
Developmental Services Division										
Planning										
None										
Building										
Secretary/Receptionist - Grade 14-01			1.0	$24,350						
Engineering										
None										
Developmental Services Division Totals	**0.0**	**$0**	**1.0**	**$24,350**	**0.0**	**$0**	**0.0**	**$0**		**$0**
Public Safety Division										
Fire										
Firefighter/Paramedic - Grade 22F-01	3.0	$103,486	3.0	$105,716	3.0	$107,999	3.0	$110,336	3.0	$112,419
Secretary/Receptionist - Grade 15-01	1.0	$23,820			1.0	$52,489				
Deputy Fire Chief - Grade 30-01			1.0	$40,568			1.0	$42,323		
Public Education Officer - Grade 25-01									1.0	$43,231
Training Officer - Grade 25-01							2.0	$97,503		
Haz Mat Officer - Grade 25-01										
Fire Captain - Grade 28-01										
EMS			1.0	$40,568						
EMS Officer - Grade 25-01										
Fire Department Totals	**4.0**	**$127,306**	**5.0**	**$186,852**	**4.0**	**$160,488**	**6.0**	**$250,163**	**4.0**	**$155,651**
Police										
Captain - Grade 28-01	1.0	$45,778								
Police Department Totals	**1.0**	**$45,778**	**0.0**	**$0**	**0.0**	**$0**	**0.0**	**$0**	**0.0**	**$0**
Public Safety Services Division Totals	**5.0**	**$173,084**	**5.0**	**$186,852**	**4.0**	**$160,488**	**6.0**	**$250,163**	**4.0**	**$155,651**
Public Services Division										
Public Works										
Maint WI - Land./Cart Path - Grade 11-01	1.0	$20,785	1.0	$21,255	1.0	$21,736	1.0	$22,230	1.0	$22,736
Accreditation Manager - Grade 22-01			1.0	$35,239						
Certified Mechanic - Grade 19-01			1.0	$30,645	1.0	$31,314				
Public Works Department Totals	**1.0**	**$20,785**	**3.0**	**$87,138**	**2.0**	**$53,050**	**1.0**	**$22,230**	**1.0**	**$22,736**
Public Services Division Totals	**1.0**	**$20,785**	**3.0**	**$87,138**	**2.0**	**$53,050**	**1.0**	**$22,230**	**1.0**	**$22,736**

Financial Services
File: 5yrplan

FIVE YEAR STAFF PLAN - PERSONNEL
OPERATING BUDGET

Division	2001		2002		2003		2004		2005	
Leisure Services Division										
Recreation										
Maintenance Worker I - Grade 11-01	2.0	$41,571	1.0	$21,255	1.0	$21,736	1.0	$22,230	1.0	$22,736
Leisure Programs Coordinator - Grade 18-01			1.0	$32,102			1.0	$30,556		
Maintenance Support Supervisor - Grade 20-01			0.5	$10,627						
Maintenance Worker (Part-time) - Grade 11-01			1.0	$22,236						
Fieldhouse Leader (Part-time) - Grade 12-01					0.5	$10,392				
Secretary/Recptionist (Part-time) - Grade 10-01										
Recreation Department Totals	**2.0**	**$41,571**	**3.5**	**$86,219**	**1.5**	**$32,127**	**2.0**	**$52,786**		
Library										
Childrens Librarian - Grade 18-01	1.0	$28,632								
Library Clerical Assistant - Grade 10-01			1.0	$20,320						
Library Assistant - Grade 10-01					0.5	$10,392	0.5	$10,629		
Library Totals	**1.0**	**$28,632**	**1.0**	**$20,320**	**0.5**	**$10,392**	**0.5**	**$10,629**		
Leisure Services Division Totals	**3.0**	**$70,202**	**4.5**	**$106,540**	**2.0**	**$42,519**	**2.5**	**$63,415**	**0.0**	**$0**
Financial Services Division										
Finance							1.0	$29,184		
Network Specialist - Grade 17-01			1.0	$25,025						
Accounts Payable Clerk - Grade 15-01										
Purchasing										
None										
Financial Services Division Totals	**0.0**	**$0**	**1.0**	**$25,025**	**0.0**	**$0**	**1.0**	**$29,184**	**0.0**	**$0**
PERSONNEL GRAND TOTALS	**9.0**	**$264,072**	**14.5**	**$462,913**	**9.0**	**$282,111**	**10.5**	**$364,991**	**5.0**	**$178,387**

VEHICLES

Financial Services
File: 5yrplan

FIVE YEAR STAFF PLAN - VEHICLES
OPERATING BUDGET AND PUBLIC IMPROVEMENT PROGRAM

Division	Yr	Make	Model	ID #	Age	2001	2002	2003	2004	2005
Administrative Services Division										
Operating Budget										
City Hall										
City Manager	1996	Ford	Explorer	1003	4			$27,000		
Operating Budget Totals						**$0**	**$0**	**$27,000**	**$0**	**$0**
Public Improvement Program										
City Hall										
None										
Public Improvement Program Totals						**$0**	**$0**	**$0**	**$0**	**$0**
Administrative Services Division Totals						**$0**	**$0**	**$27,000**	**$0**	**$0**
Developmental Services Division										
Operating Budget										
Planning										
City Planner	1987	Ford	Aerostar Van	1902	13					
DDS	1991	Ford	Crown Victoria	1901	9		R $21,000			
Building										
Building Inspector	1993	Ford	Ranger	2405	7					
Development Insp.	1994	Ford	Ranger 4WD	2401	6					
Sr. Code Enfoc. Officer	1994	Ford	Crown Victoria	2408	6			R $21,000		
Building Inspector	1995	Ford	Ranger	2406	5					
Building Inspector	1998	Ford	Ranger	2409	2					
Building Official	1996	Ford	***CNG Crown Victoria***	2410	4					
Code Enforc. Officer	1996	Ford	***CNG Crown Victoria***	2411	4					
Code Enforc. Officer	1996	Ford	***CNG Crown Victoria***	2412	4					
Code Enforc. Officer	1996	Ford	***CNG Crown Victoria***	2413	4					
Engineering										
City Engineer	1994	Ford	Crown Victoria	2902	6					
Engineering Technician	1998	Ford	Ranger 4WD	2903	2					
Operating Budget Totals						**$0**	**$21,000**	**$21,000**	**$0**	**$0**
Public Improvement Program										
Planning										
None										
Building										
None										
Engineering										
None										
Public Improvement Program Totals						**$0**	**$0**	**$0**	**$0**	**$0**
Developmental Services Division Totals						**$0**	**$21,000**	**$21,000**	**$0**	**$0**
Public Safety Division										
Operating Budget										
Fire										
Fire Prevention Van	1985	Ford	E-350 Van	2216	15		R/S $26,040			
Fire Marshall	1990	Ford	Bronco	2201	10		Surplus			
Utilities/Duty Officer	1991	Ford	F-150 Pickup Truck	2213	9			R/S $28,444		
Training Officer	1994	Ford	Crown Victoria	2209	6		R/S $26,040			
Aux. Duty Officer	1995	Ford	Crown Victoria	2219	5					

Financial Services
File: 5yrplan

FIVE YEAR STAFF PLAN - VEHICLES
OPERATING BUDGET AND PUBLIC IMPROVEMENT PROGRAM

Division	Yr	Make	Model	ID #	Age		2001		2002		2003		2004		2005
				2220	5			R/T	$24,800						
Accreditation Capt.	1995	Ford	Crown Victoria	2222	5	R/S	$24,800							N	$30,144
Fire Chief	1995	Ford	Crown Victoria	New	-5					N	$28,444				
Haz Mat Officer	2005	Ford	Explorer	New	-3							N	$28,709		
Deputy Chief	2003	Ford	Crown Victoria	New	-4			N	$26,040						
Training Officer (LT)	2004	Ford	Explorer	New	-2							R/T	$27,090		
Public Ed Officer	2002	Ford	Explorer							R/T	$27,342				
EMS				2220	5										
EMS Officer (LT)	1995	Ford	Crown Victoria	2308	4										
Captain	1996	Ford	Crown Victoria												
							$24,800		**$102,920**		**$84,230**		**$55,799**		**$30,144**

Fire Department Totals

Police															
CID-6	1980	Dodge	Crime Scene Van	2033	20										
CID-7	1989	Ford	Crown Victoria	2009	11										
CID-8	1989	Ford	Mustang	2012	11										
CID-10	1995	Ford	Crown Victoria	2018	5										
CID-9	1994	Ford	Crown Victoria	2010	6										
Auxiliary	1995	Ford	Crown Victoria	2019	5										
T-1	1996	Ford	***Crown Victoria CNG***	2023	4										
T-2	1996	Ford	***Crown Victoria CNG***	2024	4										
P-27	1996	Ford	***Crown Victoria CNG***	2031	4										
P-28	1996	Ford	***Crown Victoria CNG***	2032	4										
CID-1	1996	Ford	Thunderbird	2034	4										
CID-2	1996	Ford	Taurus	2035	4										
CID-3	1995	Honda	Integra	2036	5										
T-5	1998	Ford	Expedition 4WD	2038	2										
Captain		Ford	Crown Victoria	New				N	$24,800						
Police Leased Vehicles (33)															
CID-4	1999	Ford	F-150 Super Cab	2040	1										
CID-5	1999	Ford	Taurus	2041	1										
CID-11	1999	Ford	Taurus	2042	1										
Major	1999	Ford	Taurus	2043	1										
Chief	1999	Ford	Explorer	2044	1										
P-1	1999	Ford	Crown Victoria	2045	1										
P-2	1999	Ford	Crown Victoria	2046	1										
P-3	1999	Ford	Crown Victoria	2047	1										
P-4	1999	Ford	Crown Victoria	2048	1										
P-16	1999	Ford	***Crown Victoria CNG***	2049	1										
P-6	1999	Ford	***Crown Victoria CNG***	2050	1										
P-7	1999	Ford	Crown Victoria	2051	1										
P-8	1999	Ford	Crown Victoria	2052	1										
P-9	1999	Ford	Crown Victoria	2053	1										
P-10	1999	Ford	Crown Victoria	2054	1										
T-4	1999	Ford	Crown Victoria	2055	1										
P-11	1999	Ford	Crown Victoria	2056	1										
P-12	1999	Ford	Crown Victoria	2057	1										
P-13	1999	Ford	Crown Victoria	2058	1										
P-14	1999	Ford	Crown Victoria	2059	1										
P-15	1999	Ford	***Crown Victoria CNG***	2060	1										
P-5	1999	Ford	Crown Victoria	2061	1										
P-17	1999	Ford	Crown Victoria	2062	1										
P-18	1999	Ford	Crown Victoria	2063	1										
P-19	1999	Ford	***Crown Victoria CNG***	2064	1										
P-20	1999	Ford	Crown Victoria	2065	1										
P-26	1999	Ford	Crown Victoria	2066	1										
T-3	1999	Ford	Crown Victoria	2067	1										
P-22	1999	Ford	Crown Victoria	2068	1										
P-23	1999	Ford	Crown Victoria	2069	1										
P-24	1999	Ford	Crown Victoria	2070	1										
P-25	1999	Ford	Crown Victoria	2071	1										
P-21				2072	1										
							$24,800		**$0**		**$0**		**$0**		**$0**

Police Department Totals

Financial Services
File: 5yrplan

FIVE YEAR STAFF PLAN - VEHICLES
OPERATING BUDGET AND PUBLIC IMPROVEMENT PROGRAM

Division	Yr	Make	Model	ID #	Age	2001	2002	2003	2004	2005
Operating Budget Totals						**$49,600**	**$102,920**	**$84,230**	**$55,799**	**$30,144**
Public Improvement Program										
Fire										
Antique Pumper	1949	Chevy	Pumper	2202	51		S Surplus			
Communications Van	1978	Chevy	Communications Van	2102	22		S Surplus			
Tanker 8	1981	Ford	F-800	2204	19		R/T $124,354	$124,354	$124,354	$124,354
Ladder Truck 8	1983	FMC	FMC Custom	2203	17			R/S $55,000		
Technical Rescue	1985	Chev	P-30	2212	15		N $39,600		S Surplus	
Hose Wagon		Ford	F-450						R/T	
Fire Engine 81	1988	FMC	8000 Custom	2210	12					
Fire Engine 83	1989	Pirece	SABRE	2211	11					
Fire Engine 82	1994	Pierce	SABRE	2214	6					
Fire Engine 84	1994	Pierce	SABRE	2215	6					
Fire Engine 85	2000			2223	0					
Mini Pumper	1999	Ford	F-450	2221	1					N $330,401
Rescue 8	1997	FL	Medic Master	2307	3					
Rescue/Pumper	2005	Ford	F-550		-5				S Surplus	
EMS										
Medic 83	1994	Ford	F-350 (Diesel)	2304	6	R/T $96,165	T Transfer			
Medic 81	1995	Ford	F-350 (Diesel)	2305	5		R/T $92,000		R/T $105,330	
Medic 82	1999	Ford	F-350 (Diesel)	2309	1					
Fire Department Totals						**$96,165**	**$255,954**	**$179,354**	**$229,684**	**$454,755**
Police						N $249,587	N $238,603	R $258,464	R $258,464	R $258,464
Police Lease 33 Vehicles										
Police Department Totals						**$249,587**	**$238,603**	**$258,464**	**$258,464**	**$258,464**
Public Improvement Program Totals						**$345,752**	**$494,557**	**$437,818**	**$488,148**	**$713,219**
Public Safety Services Division Totals						**$395,352**	**$597,477**	**$522,048**	**$543,947**	**$743,363**

Public Services Division

Operating Budget

Public Works

Automotive Shop	1989	Chevy	Caprice	3078	11			R $22,500						
Signs	1992	Ford	F-150	3076	8				R $25,000					
Dir. of Public Services	1993	Ford	Ranger	3001	7	R/T $21,500		R $22,000						
Supt. Public Works	1994	Ford	Ranger	3002	6						R $24,750			
Cart Path/PAC	1994	Ford	F-150	3031	6						R $24,750			
Street	1995	Ford	F-250	3007	5							R $24,750		
Landscape	1995	Ford	F-150	3049	5							R $24,750		
Grounds	1995	Ford	F-150 Super Cab	3059	5									
Grounds	1995	Ford	Ranger	3060	5									
Street	1996	Ford	F-250	3015	4									
Cart Path/PAC	1996	Ford	F-250	3027	4									
Grounds	1997	Ford	Ranger	3050	3									
Grounds	1997	Ford	**F-250 CNG**	3055	3									
Grounds	1997	Ford	F-150	3062	3									
Automotive Shop	1997	Ford	**F-250 CNG**	3071	3									
Landscape	1998	Ford	Ranger	3051	2									
Landscape	1998	Ford	**F-250 CNG**	3052	2									
Signs	1998	Ford	**F-250 CNG**	3077	2									
Cart Path/PAC	1999	Ford	**F-250 CNG**	3030	1									
Landscape	1999	Ford	**F-250 CNG**	3054	1									
Facilities	1999	Ford	**F-250 CNG**	3074	1						R $30,500			
Landscape	2000	Ford	F-250	3044	0									
Landscape	1988	Chevy	C-30 Landscape Bed	3045	12						N $24,000			
Street	1991	Ford	F-350 Crew Cab	3011	9	R $24,500								
F-250 Pickup						N $21,500	N $22,500							

Financial Services
File: 5yrplan

FIVE YEAR STAFF PLAN - VEHICLES
OPERATING BUDGET AND PUBLIC IMPROVEMENT PROGRAM

Division	Yr	Make	Model	ID #	Age	2001	2002	2003	2004	2005
Public Works Department Totals						$67,500	$67,000	$25,000	$104,000	$49,500
Operating Budget Totals						$67,500	$67,000	$25,000	$104,000	$49,500
Public Improvement Program										
Public Works										
Grounds	1975	Chevy	C-60 Bucket Truck	3061	25			R $50,000		
Streets	1976	Ford	F-350 Tow Vehicle	3037	24			R $35,000		
Street	1996	Ford	F-800 Dump Truck	3013	4					
Street	1996	Ford	F-800 Dump Truck	3014	4					
Grounds	1997	Ford	F-350 Stakebed Truck	3063	3					
Cart Path/PAC	1999	Ford	F-350 Dump Truck	3029	1					
Cart Path/PAC	2000	Ford	F-650 Dump Truck	3016	0				N $88,000	
LT-9000 Semi Tractor										
Public Works Department Totals						$0	$0	$85,000	$88,000	$0
Public Improvement Program Totals						$0	$0	$85,000	$88,000	$0
Public Services Totals						$67,500	$67,000	$110,000	$192,000	$49,500

Leisure Services Division

Operating Budget

Recreation													
Recreation Van	1986	Ford	E-150	5005	14	R $21,000							
Recreation Van	1992	Ford	E-150 Van	5011	8		R $21,000						
Recreation Vehicle	1993	Ford	Crown Victoria	5006	7					R $21,000		R $21,000	
Parks Truck	1994	Ford	F-250	5010	6								
Parks Truck	1995	Ford	F-250	5015	5								
Parks Truck	1996	Ford	F-250	5007	4								
Parks Truck	1996	Ford	F-250	5008	4								
Recreation Vehicle	1996	Ford	***CNG Crown Victoria***	5017	4								
Recreation Vehicle	1996	Ford	***CNG Crown Victoria***	5018	4								
Recreation Vehicle	1996	Ford	***CNG Crown Victoria***	5019	4								
Parks Truck	1997	Ford	F-150	5016	3								
Mgr Recreation Facilitie	1998	Ford	Ranger	5000	2								
2WD Large Pickup	1999	Ford	F-250	5009	1		N $20,000		N $20,000				
2WD Large Pickup													
Ranger													
Recreation Department Totals						$21,000	$41,000	$20,000	$21,000	$21,000			
Operating Budget Totals						$21,000	$41,000	$20,000	$21,000	$21,000			
Public Improvement Program													
Recreation													
None						$0	$0	$0	$0	$0			
Recreation Department Totals						$0	$0	$0	$0	$0			
Public Improvement Program Totals						$0	$0	$0	$0	$0			
Leisure Services Division Totals						$0	$0	$0	$0	$0			

Financial Services Division

Operating Budget

Financial Services
File: 5yrplan

FIVE YEAR STAFF PLAN - VEHICLES
OPERATING BUDGET AND PUBLIC IMPROVEMENT PROGRAM

Division	Yr	Make	Model	ID #	Age	2001	2002	2003	2004	2005
Finance										
Finance	1993	Ford	Crown Victoria	1004	7					
Purchasing										
None										
						$0	$0	$0	$0	$0
Operating Budget Totals										
Public Improvement Program										
Finance										
None										
Purchasing										
None										
						$0	$0	$0	$0	$0
Public Improvement Program Totals						$0	$0	$0	$0	$0
Financial Services Division Totals						$462,852	$685,477	$680,048	$735,947	$792,863
VEHICLES GRAND TOTALS										

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council

VIA: City Manager

FROM: Assistant City Manager

DATE: February 28, 2000

SUBJECT: FY2001 Five-Year Public Improvement Program (PIP)

Enclosed is the proposed FY2001 Public Improvement Program (PIP) for your review **(Attachment 1).** Also, enclosed are the Projected PIP Revenues for your review **(Attachment 2).** Below is a summary of the major project changes in the PIP. As you may recall, the PIP was expanded from five to seven years during the last budget process to include the projects identified in the Master Recreation Plan.

Street and Cart Path Resurfacing Programs – Funding for these programs is proposed to continue at $500,000 and $100,000 respectively. Staff feels that this will provide adequate funding to properly maintain our streets and cart paths throughout the City.

Satellite Auto Shop Facility – Funding in the amount of $145,000 is included in FY2001 and $100,000 in FY2001 for this project. This facility is proposed to be constructed adjacent to the new Police Station and will be used to service both police and fire vehicles. This will also relieve some of the congestion and space problems that we are currently experiencing at the Public Works facility.

Gathering Place Expansion – Funding in the amount of $249,252 is included for a 1,500 square foot expansion to the Gathering Place. This expansion will allow for more programming and increase the size of the meeting room.

Amphitheater Improvements – Funding in the amount of $200,000 is included for improvements to this facility including a new sound stage and renovation of restrooms.

Multi-Purpose Rink Phase II-II – Funding in the amount of $225,000 is included to complete this project initiated in FY2000.

Neely Fire Station Renovation – Additional funding in the amount of $163,280 is included in order to provide adequate funding for the renovation of Neely Station. The project will now include renovation of the living area, conversion of the old training area into additional administrative space, safety improvements, parking lot improvements and roof repairs. The project is scheduled to begin after Leach Station has been completed and the training functions have been relocated to this new facility.

Governmental Software Upgrade – Funding in the amount of $125,000 is included to upgrade/replace the existing governmental software applications. The new applications will be on an "Open System" platform with a Graphical User Interface (GUI), be available to all departments throughout the City's Wide Area Network (WAN) and have extensive report writing capabilities.

Wide Area Network/Replacement – Funding in the amount of $45,000 is included to continue to upgrade computer hardware and software, maintain and improve the City's Web site and complete the City's Fiber Optic Wide Area Network.

Geographic Information Systems (GIS) Implementation – Funding in the amount of $41,500 is included to continue with the implementation of the City's GIS including digitizing plats, data input and conversion and upgrading the hardware and software.

Facility Buildout Plan – Funding in the amount of $242,532 is included FY2001 and FY2002 to complete the renovation of City Hall, the old Police Department and Public Works Administration consistent with the City's Facility Buildout Plan. Renovations to these facilities will begin once the new Police Station has been completed and offices relocated to the new facility.

Attachment 1.

City of Peachtree City

PUBLIC IMPROVEMENT PROGRAM (PIP)

FY 2001-2007

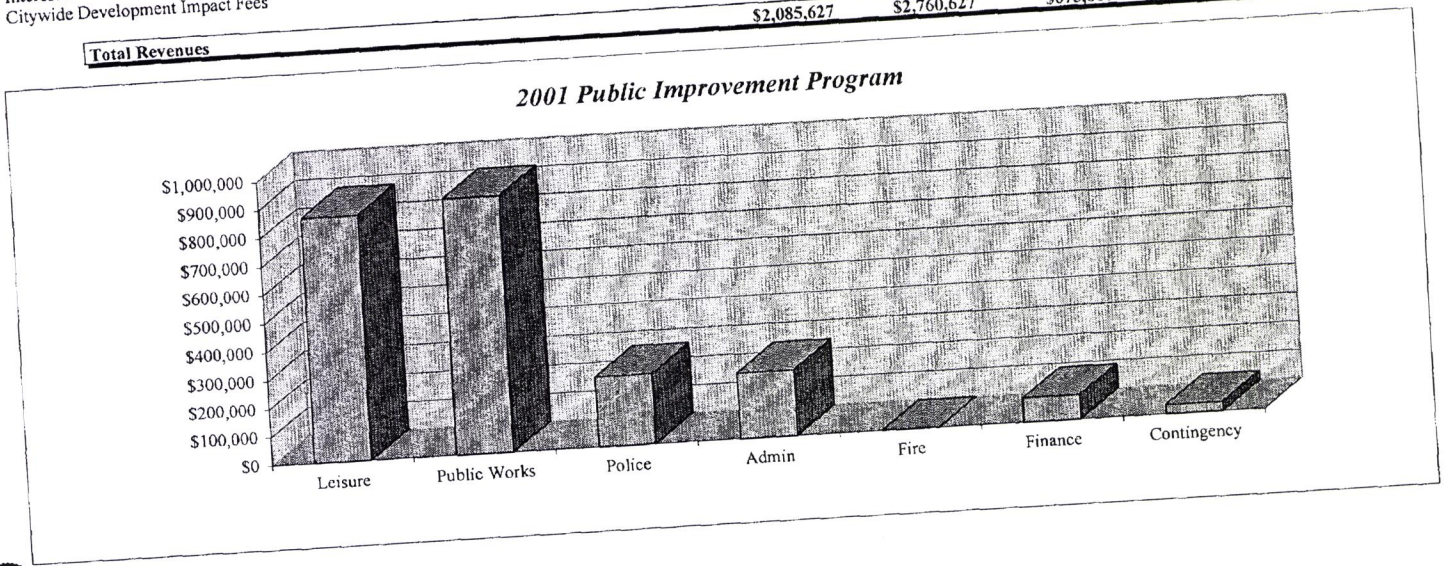
2/28/00

File Name: 2000pip
Revised: 3/20/00

Financial Services
5 Year PIP Plan

2001 Public Improvement Program

		Department	Original 5 Year Plan	REVISED 5 Year Plan	5 Year Plan Variance	* Departmental Totals * Original 5 Year Plan	REVISED 5 Year Plan
Expenditures							
Division: Public Services							
01-01	Street Resurfacing Program		$500,000	$500,000			
01-02	Cart Path Resurfacing Program		$100,000	$100,000			
01-03	Hydraulic Boom Excavator		$100,006	$100,006			
01-04	Satellite Auto Shop Facility			$145,000	$145,000		
01-05	Tree City USA			$10,000	$10,000		
01-06	Storm Water Management Program	Public Works		$50,000	$50,000	$700,006	$905,006
01-07	**Gathering Place Expansion/Generator**			**$249,251**	**$249,251**		
01-08	**Multi-Purpose Field - Lighted (Kedron)**			**$75,000**	**$75,000**		
01-09	**Ampitheater Improvements**			**$200,000**	**$200,000**		
01-10	**Site Master Plan (Meade)**			**$17,000**	**$17,000**		
01-11	**Sewer Improvements (Riley)**			**$50,000**	**$50,000**		
01-12	**Multi-Purpose Rink Phase II-II**			**$225,000**	**$225,000**		
01-13	Sports Complex Lights Lease Agreement Phase II-III	Leisure		$49,953	$49,953	$0	$866,204
	Public Services Total		**$700,006**	**$1,771,210**	**$1,071,204**	**$700,006**	**$1,771,210**
Public Safety Services							
01-14	Neely Station Improvements Phase II-II			$163,280	$163,280		
01-15	Leach Station Training Facility/Equipment Phase II-III	Fire	$88,115	$27,165	$27,165	$88,115	
01-16	Replace 1994 Medic 83 - Ambulance/Equipment	Police	$136,250	$96,165	$8,050	$136,250	$249,587
01-17	Police Vehicle Lease Phase III-IV		$249,587	$249,587	$113,337		
	Public Safety Total		**$224,365**	**$536,197**	**$311,832**	**$224,365**	**$249,587**
Financial Services							
01-18	Governmental Software Upgrade		$75,000	$100,000	$100,000		
01-19	Information Systems Upgrade/Replacement	Finance	$50,000	$45,000	-$30,000	$125,000	$86,500
01-20	Geographic Information System (GIS)			$41,500	-$8,500		
Administrative Services							
01-21	Facility Buildout Plan	Admin		$234,532	$234,532	$0	$234,532
	Administrative & Financial Services Total		**$125,000**	**$421,032**	**$196,032**	**$125,000**	**$321,032**
Contingency Funds							
	PIP Contingency Carryover	Contingency	$5,481	**$32,188**		$5,481	$32,188
	Total Expenditures		**$1,054,852**	**$2,760,627**	**$1,579,068**	**$1,054,852**	**$2,374,017**
Revenue Sources							
Dedicated P.I.P. Funds			$1,935,627	$1,935,627			
PIP Contingency - Cash Carryover Funding				$75,000	$75,000		
General Fund Transfer				$250,000	$250,000		
County Grant			$50,000	$50,000			
Interest Revenue			$100,000	$100,000			
Citywide Development Impact Fees				$350,000	$350,000		
	Total Revenues		**$2,085,627**	**$2,760,627**	**$675,000**	**$2,085,627**	**$2,760,627**



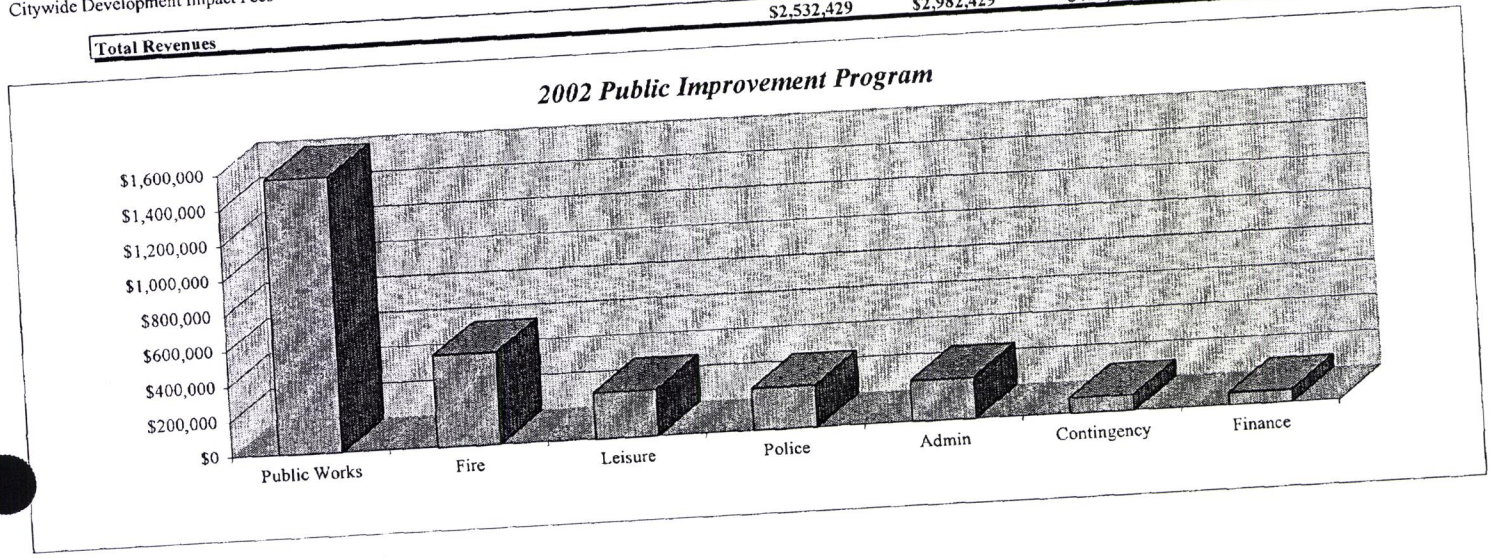
Bold Denotes 1999 Recreation Master Plan Project

File Name: 2000pip
Revised: 2/28/00

Financial Services
5 Year PIP Plan

2002 Public Improvement Program

		Department	Original 5 Year Plan	REVISED 5 Year Plan	5 Year Plan Variance	* Departmental Totals * Original 5 Year Plan	REVISED 5 Year Plan
Expenditures							
Division: Public Services							
02-01	Street Resurfacing Program		$500,000	$500,000			
02-02	Cart Path Resurfacing Program		$100,000	$100,000			
02-03	Compost Shredder		$62,000	$62,000			
02-04	Asphalt Roller			$50,000	$50,000		
02-05	Tree City USA			$10,000	$10,000		
02-06	Satellite Auto Shop Facility			$100,000	$100,000		
02-07	Highway 54 West Railroad Cartpath Bridge			$250,000	$250,000		
02-08	Highway 54 West Bridge Culverts			$443,000	$443,000		
02-09	Storm Water Management Program			$50,000	$50,000	$662,000	$1,565,000
02-10	**2 Softball Sports Fields Phase I-II (Meade)**	**Public Works**	**$350,000**	**$175,000**	**-$175,000**		
02-11	**2 Playgrounds (Locations TBD)**			**$40,000**	**$50,000**		
02-12	Sports Complex Lights Lease Agreement Phase III-III	**Leisure**		$47,188	$47,188	$350,000	$262,188
	Public Services Total		**$1,012,000**	**$1,827,188**	**$825,188**	**$1,012,000**	**$1,827,188**
Public Safety Services							
02-13	Leach Station/Training Facility/Training Tower Phase III-III			$185,000	$185,000		
02-14	Satterthwaite Station Generator Upgrade			$25,444	$25,444		
02-15	Fire Ladder Truck - Lease Purchase Phase I-V			$124,354	$124,354		
02-16	Weber Station Generator Upgrade (50KW)			$25,885	$25,885		
02-17	LifePak 12			$30,000	$30,000		
02-18	Hose Wagon			$39,600	$39,600		
02-19	Replace 1995 Medic 81 - Ambulance	**Fire**		$92,000	$92,000	$0	$522,283
02-20	Police Vehicle Lease - Phase IV-IV	**Police**	$150,500	$238,603	$88,103	$150,500	$238,603
	Public Safety Total		**$150,500**	**$760,886**	**$610,386**	**$150,500**	**$760,886**
Financial Services							
02-21	Information Systems Upgrade/Replacement		$100,000	$45,000	-$55,000	$100,000	
02-22	Geographic Information System (GIS)	**Finance**		$25,000	$25,000	$100,000	$70,000
Administrative Services							
02-23	Facility Buildout Plan	**Admin**		$234,532	$234,532	$0	$234,532
	Administrative & Financial Services Total		**$100,000**	**$304,532**	**$204,532**	**$200,000**	**$304,532**
Contingency Funds							
	PIP Contingency Carryover	**Contingency**		**$89,823**		$0	$89,823
	Total Expenditures		**$1,262,500**	**$2,982,429**	**$1,640,106**	**$1,362,500**	**$2,982,429**
Revenue Sources							
Dedicated P.I.P. Funds			$2,182,429	$2,182,429			
PIP Contingency - Cash Carryover Funding				$50,000	$50,000		
County Grant			$50,000	$50,000			
Interest Revenue			$50,000	$50,000			
PCDC Project Funding				$250,000	$250,000		
Citywide Development Impact Fees			$250,000	$400,000	$150,000		
	Total Revenues		**$2,532,429**	**$2,982,429**	**$450,000**	**$2,532,429**	**$2,982,429**



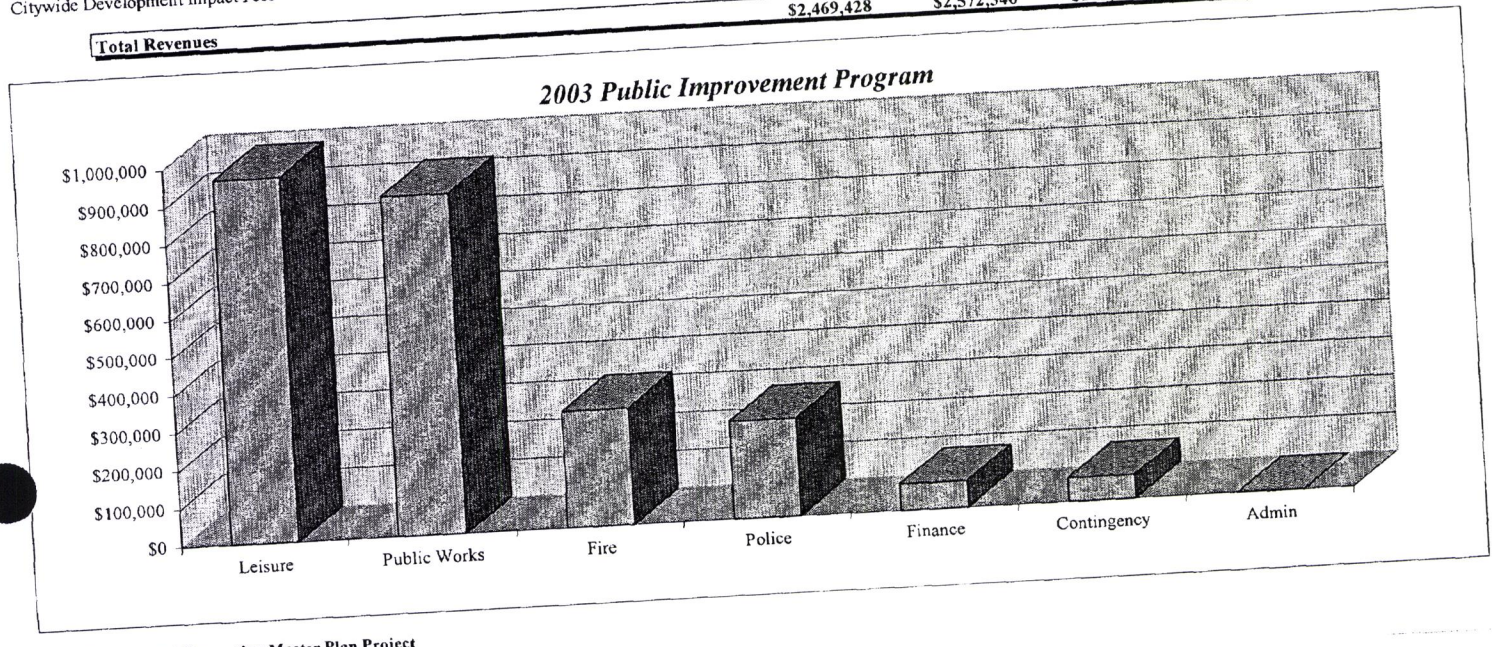
Bold Denotes 1999 Recreation Master Plan Project

File Name: 2000pip
Revised: 2/28/00

Financial Services
5 Year PIP Plan

2003 Public Improvement Program

		Department	Original 5 Year Plan	REVISED 5 Year Plan	5 Year Plan Variance	* Departmental Totals * Original 5 Year Plan	REVISED 5 Year Plan
Expenditures							
Division: Public Services							
03-01	Street Resurfacing Program			$500,000			
03-02	Cart Path Resurfacing Program			$100,000			
03-03	Public Works Backhoe			$60,000			
03-04	Replace Bucket Truck			$50,000	$50,000		
03-05	F-350 Tow Vehicle			$35,000	$35,000		
03-06	Highway 54 West Utilities Relocation			$100,000	$100,000		
03-07	Tree City USA			$10,000	$10,000		
03-08	Storm Water Management Program	Public Works	$50,000	$50,000		$710,000	$905,000
03-09	**2 Playgrounds (Locations TBD)**			**$40,000**	**$40,000**		
03-10	**2 Softball Sports Fields Phase II-II (Meade)**		**$350,000**	**$175,000**	**-$175,000**		
03-11	**2 Soccer Fields With Concession Phase I-II**		**$245,833**	**$245,833**			
03-12	**2 Picnic Areas (Glenloch, McIntosh Trail)**			**$20,000**	**$20,000**		
03-13	**Replace Swimming Pool Cover - Kedron**			**$200,000**	**$200,000**		
03-14	**Maintenance Storage Area - Riley**			**$100,000**	**$100,000**		
03-15	Kedron Large Pool Resurfacing			$50,000	$50,000		
03-16	Library Expansion Phase I - II	Leisure	$262,063	$137,063	-$125,000	$857,896	$967,896
	Public Services Total		**$710,000**	**$1,872,896**	**$305,000**	**$1,567,896**	**$1,872,896**
Public Safety Services							
03-17	Technical Rescue Vehicle (Haz Mat/Dive Team)			$55,000	$55,000		
03-18	Fire Ladder Truck - Lease Purchase Phase II-V			$124,354	$124,354		
03-19	Radio Tower Generator Upgrade (50KW)			$79,529	$79,529		
03-20	Weber Station Storage & Driveway Repairs	Fire		$50,000	$50,000	$0	$308,883
03-21	Police Vehicle Lease Phase I-IV	Police	$250,500	$258,464	$7,964	$250,500	$258,464
	Public Safety Total		**$250,500**	**$567,347**	**$316,847**	**$250,500**	**$567,347**
Financial Services							
03-22	Information Systems Upgrade/Replacement	Finance	$10,000	$45,000	$35,000	$35,000	$70,000
03-23	Geographic Information System (GIS)		$25,000	$25,000			
Administrative Services		Admin		$0		$0	$0
N/A	None						
	Administrative & Financial Services Total		**$35,000**	**$70,000**	**$35,000**	**$35,000**	**$70,000**
Contingency Funds							
	PIP Contingency Carryover	Contingency	$52,615	$62,297		$52,615	$62,297
	Total Expenditures		**$1,048,115**	**$2,572,540**	**$656,847**	**$1,906,011**	**$2,572,540**
Revenue Sources							
Dedicated P.I.P. Funds			$2,369,428	$2,369,428			
PIP Contingency - Cash Carryover Funding				$50,000	$50,000		
County Grant			$50,000	$50,000			
Interest Revenue			$50,000	$50,000			
Citywide Development Impact Fees				$53,112	$53,112		
	Total Revenues		**$2,469,428**	**$2,572,540**	**$103,112**	**$2,469,428**	**$2,572,540**



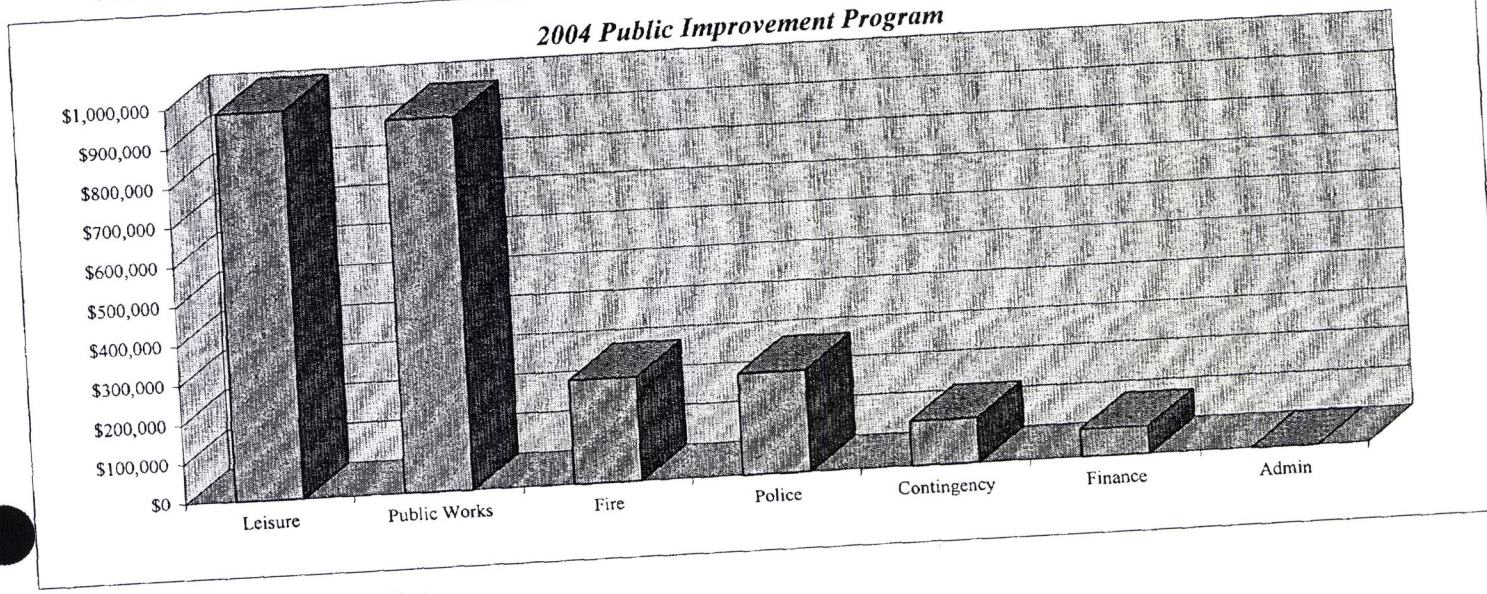
Bold Denotes 1999 Recreation Master Plan Project

File Name: 2000pip
Revised: 2/28/00

Financial Services
5 Year PIP Plan

2004 Public Improvement Program

		Department	Original 5 Year Plan	REVISED 5 Year Plan	5 Year Plan Variance	* Departmental Totals * Original 5 Year Plan	REVISED 5 Year Plan
Expenditures							
Division: Public Services							
04-01	Street Resurfacing Program		$500,000	$500,000			
04-02	Cart Path Resurfacing Program		$100,000	$100,000			
04-03	Front End Wheel Loader		$100,000	$100,000			
04-04	Storm Water Management Program		$30,000	$50,000			
04-05	Tree City USA		$25,000	$10,000			
04-06	LT-9000 Semi Tractor		$88,000	$88,000			
04-07	Public Works 3-Bay facility	Public Works	$100,000	$100,000		$943,000	$948,000
04-08	Library Expansion Phase II - II		$125,000	$125,000			
04-09	**2 Soccer Fields With Concession Phase II-II**		**$245,833**	**$245,833**			
04-10	**Gazebo Restoration (McIntosh Trail)**			**$50,000**			
04-11	**South 74 Maintenance Building Expansion**			**$75,000**	**$75,000**		
04-12	**Gymnastics Gymnasium**	Leisure		**$490,200**	**$490,200**	$370,833	$986,033
	Public Services Total		**$1,313,833**	**$1,934,033**	**$565,200**	**$1,313,833**	**$1,934,033**
Public Safety Services							
04-13	LifePak 12			$34,729	$34,729		
04-14	Replace 1999 Medic 82 - Ambulance			$105,330	$105,330		
04-15	Fire Ladder Truck - Lease Purchase Phase III-V	Fire		$124,354	$124,354		$264,413
04-16	Police Vehicle Lease - Phase II-IV	Police	$250,500	$258,464	$7,964	$250,500	$258,464
	Public Safety Total		**$250,500**	**$522,877**	**$272,377**	**$250,500**	**$522,877**
Financial Services							
04-17	Information Systems Upgrade/Replacement		$10,000	$45,000	$35,000		
04-18	Geographic Information System (GIS)	Finance	$25,000	$25,000		$35,000	$70,000
Administrative Services						$0	$0
N/A		Admin					
	Administrative & Financial Services Total		**$35,000**	**$70,000**	**$35,000**	**$35,000**	**$70,000**
Contingency Funds							
	PIP Contingency Carryover	Contingency	$52,615	**$113,886**	$61,271	$52,615	$113,886
	Total Expenditures		**$1,651,948**	**$2,640,796**	**$933,848**	**$1,651,948**	**$2,640,796**
Revenue Sources							
Dedicated P.I.P. Funds			$2,490,796	$2,490,796			
PIP Contingency - Cash Carryover Funding				$50,000	$50,000		
County Grant			$50,000	$50,000			
Interest Revenue			$75,000	$50,000	-$25,000		
Citywide Development Impact Fees							
	Total Revenues		**$2,615,796**	**$2,640,796**	**$25,000**	**$2,615,796**	**$2,640,796**



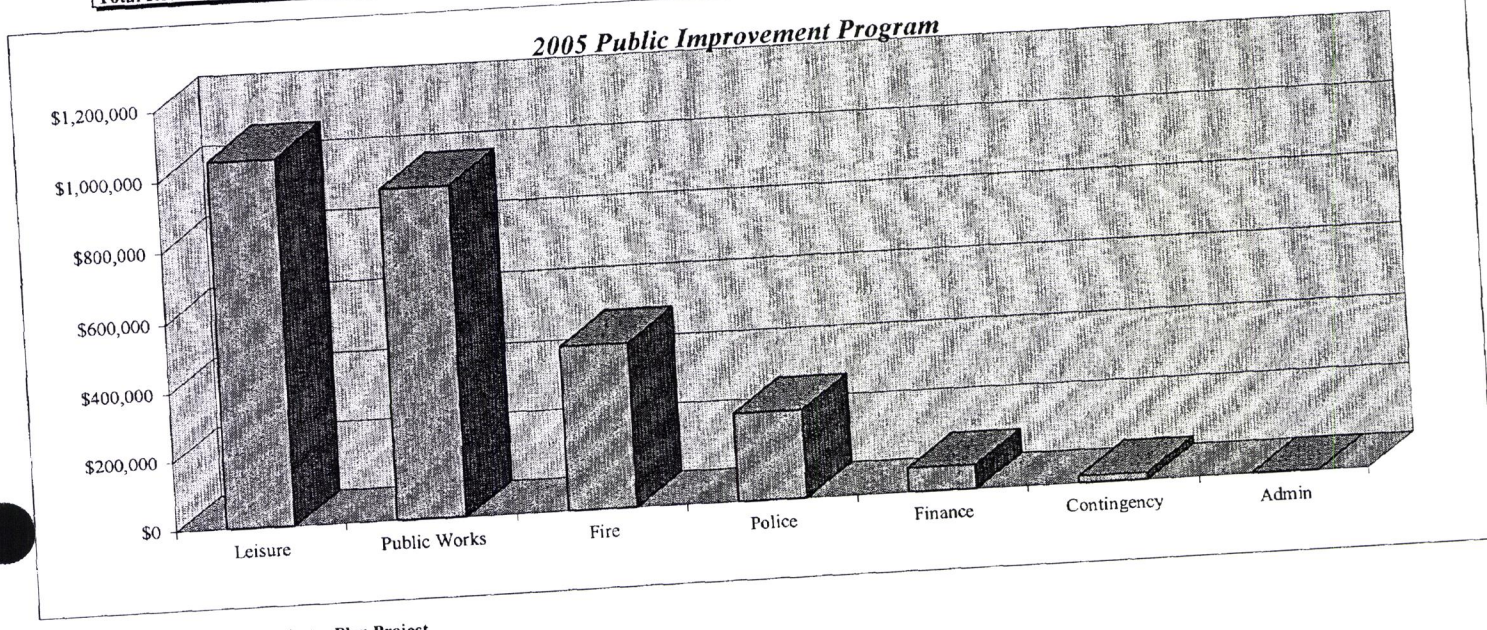
Bold Denotes 1999 Recreation Master Plan Project

File Name: 2000pip
Revised: 2/28/00

Financial Services
5 Year PIP Plan

2005 Public Improvement Program

		Department	Original 5 Year Plan	REVISED 5 Year Plan	5 Year Plan Variance	* Departmental Totals * Original 5 Year Plan	REVISED 5 Year Plan
Expenditures							
Division: Public Services							
05-01	Street Resurfacing Program		$500,000	$500,000			
05-02	Cart Path Resurfacing Program		$100,000	$100,000			
05-03	Street Sweeper		$140,000	$140,000			
05-04	Motor Grader		$100,000	$100,000			
05-05	Asphalt Paver			$50,000	$50,000		
05-06	Storm Water Management Program		$50,000	$50,000		$900,000	$950,000
05-07	Tree City USA	Public Works	$10,000	$10,000			
05-08	**Grading/Landscaping Improvements (Glenloch)**			**$60,000**	**$60,000**		
05-09	**Lower Football Field Improvements (Riley)**			**$75,000**	**$75,000**		
05-10	**3 Playgrounds (Locations TBD)**			**$60,000**	**$60,000**		
05-11	**2 Indoor Basketball Courts (Kedron) Phase I-II**			**$708,000**	**$708,000**		
05-12	**Concession Restroom Building (Kedron)**	Leisure		**$150,000**	**$150,000**	$0	**$1,053,000**
	Public Services Total		**$900,000**	**$2,003,000**	**$1,103,000**	**$900,000**	**$2,003,000**
Public Safety Services							
05-13	Rescue/Pumper			$330,401	$330,401		$330,401
05-14	Fire Ladder Truck - Lease Purchase Phase IV-V	Fire		$124,354	$124,354	$0	$479,755
05-15	Thermal Imager			$25,000	$25,000		
05-16	Police Vehicle Lease - Phase III-IV	Police	$250,500	$258,464	$7,964	$250,500	$258,464
	Public Safety Total		**$250,500**	**$738,219**	**$487,719**	**$250,500**	**$1,068,620**
Financial Services							
05-17	Information Systems Upgrade/Replacement		$10,000	$45,000	$35,000		
05-18	Geographic Information System (GIS)	Finance	$25,000	$25,000		$35,000	$70,000
Administrative Services							
N/A	None	Admin		$0		$0	$0
	Administrative & Financial Services Total		**$35,000**	**$70,000**	**$35,000**	**$35,000**	**$70,000**
Contingency Funds							
	PIP Contingency Carryover	Contingency	$52,615	**$20,618**	-$31,997	$52,615	$20,618
	Total Expenditures		**$1,238,115**	**$2,831,837**	**$1,593,722**	**$1,238,115**	**$3,162,238**
Revenue Sources							
	Dedicated P.I.P. Funds		$2,490,796	$2,681,837	$191,041		
	PIP Contingency - Cash Carryover Funding			$50,000	$50,000		
	County Grant		$50,000	$50,000			
	Interest Revenue		$75,000	$50,000	-$25,000		
	Citywide Development Impact Fees						
	Total Revenues		**$2,615,796**	**$2,831,837**	**$216,041**	**$2,615,796**	**$2,831,837**



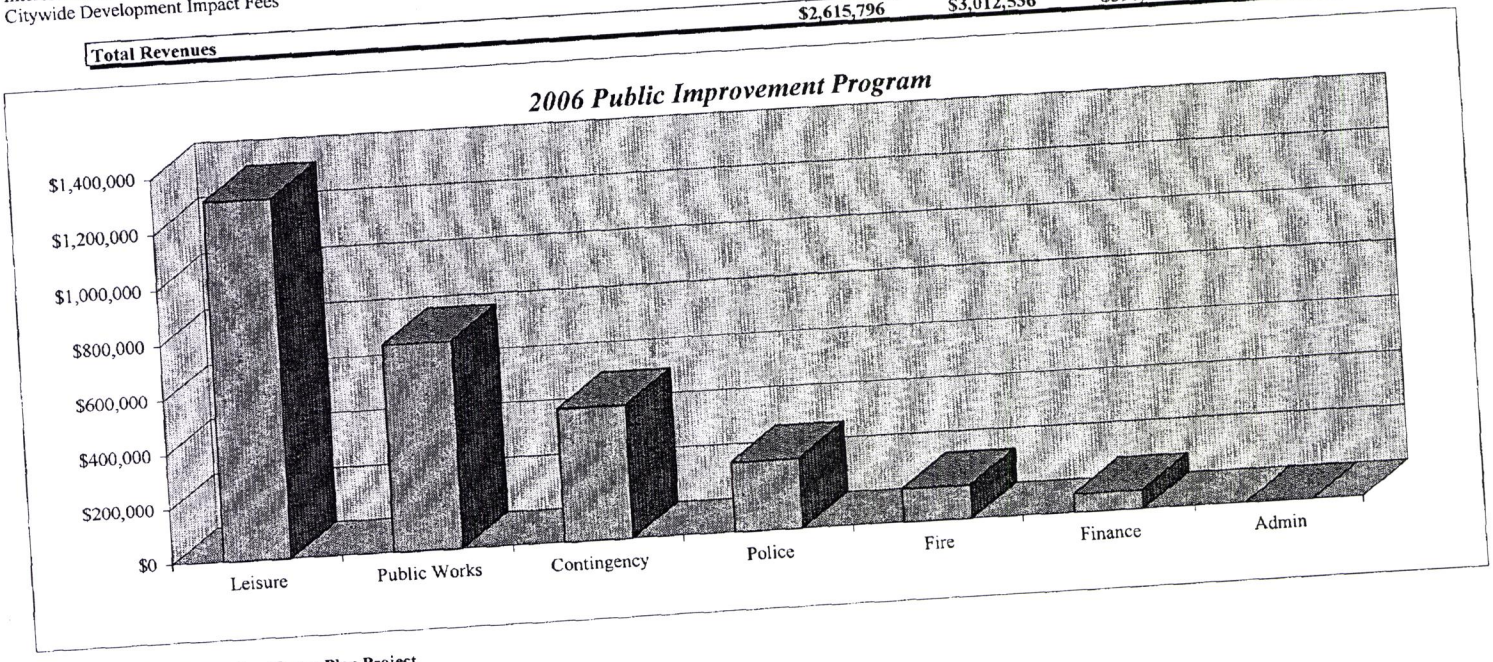
Bold Denotes 1999 Recreation Master Plan Project

File Name: 2000pip
Revised: 2/28/00

Financial Services
5 Year PIP Plan

2006 Public Improvement Program

		Department	Original 5 Year Plan	REVISED 5 Year Plan	5 Year Plan Variance	* Departmental Totals * Original 5 Year Plan	* Departmental Totals * REVISED 5 Year Plan
Expenditures							
Division: Public Services							
06-01	Street Resurfacing Program		$500,000	$500,000			
06-02	Cart Path Resurfacing Program		$100,000	$100,000			
06-03	Storm Water Management Program		$50,000	$50,000			
06-04	Tree City USA		$10,000	$10,000			
06-05	Car Wash	Public Works	$100,812	$100,812		$760,812	$760,812
06-06	**Restroom/Storage Building (McIntosh Trail, Meade)**			**$150,000**	**$150,000**		
06-07	**2 Indoor Basketball Courts (Kedron) Phase I-II**			**$708,000**	**$708,000**		
06-08	**2 Playfields (Glenloch, Braelinn)**			**$20,000**	**$20,000**		
06-09	**4 Baseball Fields With Concession Phase I-II**	Leisure		**$430,000**	**$430,000**	$0	$1,308,000
	Public Services Total		**$760,812**	**$2,068,812**	**$1,308,000**	**$760,812**	**$2,068,812**
Public Safety Services							
06-10	Fire Ladder Truck - Lease Purchase Phase V-V	Fire		$124,354	$124,354	$0	$124,354
06-11	Police Vehicle Lease - Phase IV-IV	Police	$250,500	$258,464	$7,964	$250,500	$258,464
	Public Safety Total		**$250,500**	**$382,818**	**$132,318**	**$250,500**	**$382,818**
Financial Services							
06-12	Information Systems Upgrade/Replacement	Finance	$10,000	$45,000	$35,000	$35,000	$70,000
06-13	Geographic Information System (GIS)		$25,000	$25,000			
Administrative Services		Admin		$0		$0	$0
N/A	None						
	Administrative & Financial Services Total		**$35,000**	**$70,000**	**$35,000**	**$35,000**	**$70,000**
Contingency Funds							
	PIP Contingency Carryover	Contingency	$52,615	$490,906	$438,291	$52,615	$490,906
	Total Expenditures		**$1,098,927**	**$3,012,536**	**$1,913,609**	**$1,098,927**	**$3,012,536**
Revenue Sources							
Dedicated P.I.P. Funds			$2,490,796	$2,862,536	$371,740		
PIP Contingency - Cash Carryover Funding				$50,000	$50,000		
County Grant			$50,000	$50,000			
Interest Revenue			$75,000	$50,000	-$25,000		
Citywide Development Impact Fees							
	Total Revenues		**$2,615,796**	**$3,012,536**	**$396,740**	**$2,615,796**	**$3,012,536**



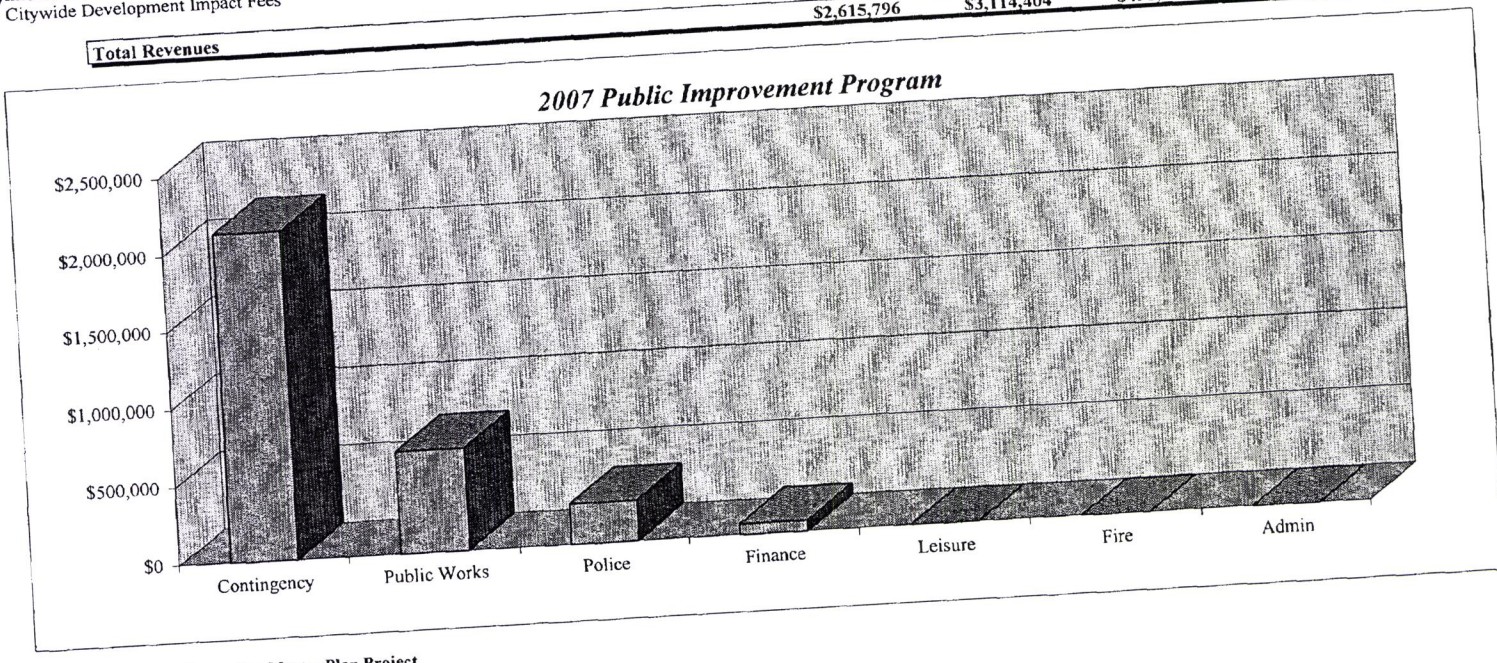
Bold Denotes 1999 Recreation Master Plan Project

File Name: 2000pip
Revised: 2/28/00

Financial Services
5 Year PIP Plan

2007 Public Improvement Program

		Department	Original 5 Year Plan	REVISED 5 Year Plan	5 Year Plan Variance	* Departmental Totals * Original 5 Year Plan	REVISED 5 Year Plan
Expenditures							
Division: Public Services							
07-01	Street Resurfacing Program		$500,000	$500,000			
07-02	Cart Path Resurfacing Program		$100,000	$100,000			
07-03	Storm Water Management Program		$50,000	$50,000	$0	$660,000	$660,000
07-04	Tree City USA	Public Works	$10,000	$10,000			$0
N/A	None	Leisure		$0			
	Public Services Total		**$660,000**	**$660,000**	**$0**	**$660,000**	**$660,000**
Public Safety Services		Fire					$0
N/A	None	Police	$250,500	$258,464	$7,964	$250,500	$258,464
07-05	Police Vehicle Lease - Phase I-IV						
	Public Safety Total		**$250,500**	**$258,464**	**$7,964**	**$250,500**	**$258,464**
Financial Services							
07-06	Information Systems Upgrade/Replacement	Finance	$10,000	$45,000	$35,000	$35,000	$70,000
07-07	Geographic Information System (GIS)		$25,000	$25,000			
Administrative Services		Admin		$0		$0	$0
N/A	None						
	Administrative & Financial Services Total		**$35,000**	**$70,000**	**$35,000**	**$35,000**	**$70,000**
Contingency Funds							
	PIP Contingency Carryover	Contingency	$52,615	**$2,125,940**	$2,073,325	$52,615	$2,125,940
	Total Expenditures		**$998,115**	**$3,114,404**	**$2,116,289**	**$998,115**	**$3,114,404**
Revenue Sources							
Dedicated P.I.P. Funds			$2,490,796	$2,964,404	$473,608		
PIP Contingency - Cash Carryover Funding				$50,000	$50,000		
County Grant			$50,000	$50,000			
Interest Revenue			$75,000	$50,000	-$25,000		
Citywide Development Impact Fees							
	Total Revenues		**$2,615,796**	**$3,114,404**	**$498,608**	**$2,615,796**	**$3,114,404**



Bold Denotes 1999 Recreation Master Plan Project

Financial Services

FUTURE
Public Improvement Program

1. Construct NE Collector (Sumner Road - Peachtree Parkway)
2. General Improvements (Kedron Village Park)
3. Highway 74 South Underpass
4. Highway 74/Sports Complex Bridge/Path Connection
5. Industrial Park (South) Fire Station/Engine
6. **Maintenance Storage Area (Braelinn, Kedron, BSC)**
7. **Parking Lot Improvements (Braelinn, Glenloch, Kedron, Meade, Riley, BSC)**
8. Path Connection from Sports Complex to Meade Field (Meade Field Path)
9. **Permanent Swimming Pool Cover (Kedron)**
10. Redesign Rockaway Road
11. Replace Flat Creek Road Bridge
12. **Swimming Pool Modifications at Pebblepocket Park (Evaluate)**
13. **Soccer Fields With Concession (3)**
14. West Village Fire Station/Engine
15. **Community Center**

Bold Denotes 1999 Recreation Master Plan Project

Financial Services

Date: 3/20/00
Pip_prj

Attachment 2.

Projected Public Improvement Program Revenues and Expenditures

	2001	2002	2003	2004	2005	2006	2007
Public Improvement Funding Analysis							
Revenues							
Public Improvement Program	$2,667,056	$2,853,750	$3,053,512	$3,181,295	$3,372,173	$3,557,642	$3,652,513
Expenditures							
Debt Service	$449,075	$442,797	$455,560	$461,975	$461,812	$466,582	$459,585
New Debt Service							
Police Station	$282,354	$228,524	$228,524	$228,524	$228,524	$228,524	$228,524
GF Funding Required	**$1,935,627**	**$2,182,429**	**$2,369,428**	**$2,490,796**	**$2,681,837**	**$2,862,536**	**$2,964,404**
Other Financing Sources							
Revenues							
County Grant	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000
State Grants							
GMA Bricks & Mortar Funding	$350,000	$400,000	$53,112				
Citywide Development Impact Fees							
Kedron Impact Fees		$250,000					
PCDC Funding	$100,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000
Interest Earnings							
PIP - Rebudgeted	$250,000						
General Fund Transfer	$75,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000
PIP Contingency - Cash Carryover							
Other Funding Sources	**$825,000**	**$800,000**	**$203,112**	**$150,000**	**$150,001**	**$150,000**	**$150,001**
PIP Funds Available	**$2,760,627**	**$2,982,429**	**$2,572,540**	**$2,640,796**	**$2,831,837**	**$3,012,536**	**$3,114,404**
	$2,760,627	**$2,982,429**	**$2,572,540**	**$2,640,796**	**$2,831,837**	**$3,012,536**	**$3,114,404**
Public Improvement Plan Funding Variance	$0	$0	$0	$0	$0	$0	$0
Digest	$1,159,589,471	$1,240,760,734	$1,327,613,986	$1,413,908,895	$1,498,743,429	$1,581,174,317	$1,660,233,033
Percentage Projections	7.00%	7.00%	7.00%	6.50%	6.00%	5.50%	5.00%
Total Millage Revenue	$4,707,933	$5,037,489	$5,390,113	$5,740,470	$6,084,898	$6,419,568	$6,740,546
Millage Projections	4.06	4.06	4.06	4.06	4.06	4.06	4.06
PIP Millage Revenue	$2,667,056	$2,853,750	$3,053,512	$3,181,295	$3,372,173	$3,557,642	$3,652,513
Millage Projections	2.30	2.30	2.30	2.25	2.25	2.25	2.20
GF Millage Revenue	$2,040,877	$2,183,739	$2,336,601	$2,559,175	$2,712,726	$2,861,926	$3,088,033
Millage Projections	1.76	1.76	1.76	1.81	1.81	1.81	1.86

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and City Council**

VIA: **City Manager**

FROM: **Director of Public Services**

DATE: **February 7, 2000**

SUBJECT: **2001-2005 Street Resurfacing/Reconstruction Program**

The condition of the existing streets in Peachtree City has been evaluated. Attached for your information are the following:

1. Street pavement condition rating and priority guide explaining the rating system.
2. Updated list of street priorities and estimated costs to a condition rating of 80.
3. Street Resurfacing Program 2001-2005.

The Peachtree City Public Works Department Street crew will be utilized to patch the streets for the future resurfacing projects.

CWH/lg

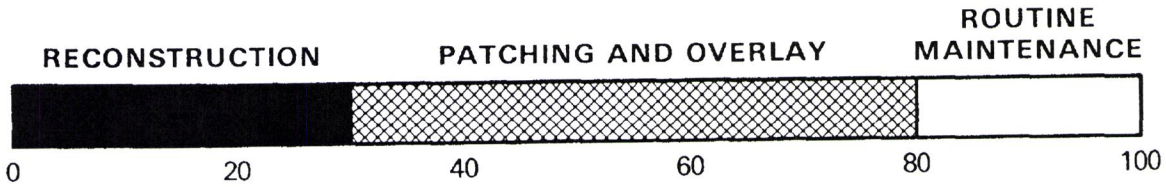
Attachments

cc: File

INTERPRETING THE CONDITION RATING

There are two ways that the condition rating can be used. First, as a relative measurement, it provides a rational method for ranking roads and streets according to their condition.

Secondly, as an absolute measure, the condition rating provides a general indicator of the type and degree of repair work necessary. As a very general rule, if the condition rating is between 80 and 100, normal maintenance operations such as crack-filling, pot hole repair, or perhaps a seal coat are usually all that is required. If the condition rating falls below 80, it is likely that an overlay will be necessary. In this event, it may be advisable to contact the nearest Asphalt Institute or other similarly qualified engineer for assistance. If the condition rating is below 30, chances are that major reconstruction is necessary; this is illustrated in Figure 2.



CONDITION RATING AS A GENERAL INDICATOR OF TYPE OF MAINTENANCE

Figure 2.

PART 2

PAVEMENT DEFECTS

CAUSES OF PAVEMENT DEFECTS

Although a detailed discussion of the subject is beyond the scope of this publication, an understanding of the cause of a pavement defect is essential before an attempt is made to remedy it. Similarly, efficient use of a maintenance budget requires that proven methods be used to prevent recurrence of a problem. Accompanying the illustrations of defects that follow, there is a brief statement of their usual cause and the suggested means of repair. If more detailed assistance is needed in determining either the cause of a defect or the proper method of its repair, it may be advisable to contact the nearest Asphalt Institute office listed on the back cover. Other Asphalt Institute publications that might be particularly useful are: *Full-Depth Asphalt Patching*, CL-19; *Asphalt in Pavement Maintenance*, MS-16; *Asphalt Overlays for Highway and Street Rehabilitation*, MS-17; and *Drainage of Asphalt Pavement Structures*, MS-15.

STREETS
PAVEMENT CONDITION RATING AND PRIORITY

Reconstruct or recycle	0-20	Pavement is poor to very poor condition with extensive severe cracking, alligatoring and channeling. Ridability is poor and the surface is very rough and uneven.
Reconstruction or recycle within 2 - 3 years	20-30	Pavement is in poor condition with moderate alligatoring and extenstive severe cracking and channeling. Ridability is poor and the surface is very rough and uneven.
Overlay, recycle or reconstruct 3 - 4 years	30-40	Pavement is in poor to fair condition with frequent moderate alligatoring and extensive moderate cracking and channeling. Ridability is poor to fair and surface is moderately rough and uneven.
Reconstruct in 4 - 5 years or resurface within 2 years with extensive leveling.	40-50	Pavement is in poor to fair condition with frequent moderate cracking and channeling, and intermittent moderate alligatoring. Ridability is poor to fair and surface is moderately rough and uneven.
Resurface within 3 years	50-65	Pavement is in fair condition with intermittent moderate and frequent slight cracking, and intermittent slight or moderate alligatoring and channeling. Ridability is fair and surface is slightly rough and uneven.
Resurface within 3 - 5 year	65-80	Pavement is in fairly good condition with frequent slight cracking, slight or very slight channeling and a few areas of slight alligatoring. Ridability is fairly good with intermittent rough and uneven sections.
Normal maintenance only	80-90	Pavement is in good condition with frequent very slight or slight cracking. Ridability is good with a few slightly rough and uneven sections.
No maintenance required	90-100	Pavement is in excellent condition with few cracks. Ridaility is excellent with few areas of slight distoration.

2000
Street Ratings

Rating	Street	Width	Length	Cum. Length	Cost	Cum. Cost
67	Jumpers Run	22	475	475	$7,560	$7,560
	Ketch Court	24	405	880	$6,445	$14,005
	Nettlecure Court	22	520	1,400	$8,275	$22,280
68	Braelinn Road	28	7,415	8,815	$149,860	$172,140
	Everhill	22	1,460	10,275	$23,230	$195,370
	Olive Drive - Willow Road East	22	265	10,540	$4,220	$199,590
	Petrol Pointe	28	975	11,515	$19,705	$219,295
	Pinegate Court	24	400	11,915	$6,910	$226,205
	Quail Run	22	380	12,295	$6,045	$232,250
	Tivoli Gardens	28	450	12,745	$8,395	$240,645
69	Aberdeen Parkway - Northlake Drive to SR 74	20	3,760	16,505	$53,880	$294,525
	Aberdeen Parkway - SR 74 to Northlake Drive	20	3,780	20,285	$54,170	$348,695
	Creekstone Bend	22	2,375	22,660	$37,790	$386,485
	Parsons Place	24	435	23,095	$7,515	$394,000
	Skiff Trace	24	1,385	24,480	$23,920	$417,920
	2001 Street Resurfacing Program			***24,480***		***417,920***
70	Cameron Trail	28	4,290	4,290	$91,035	$91,035
	Dividend Drive - Paschall Road to Georgia Pacific	32	7,000	11,290	$315,260	$406,295
	2002 Street Resurfacing Program			***11,290***		***406,295***
70	Groveland Drive	22	1,710	1,710	$30,015	$30,015
	Hunters Halt	20	320	2,030	$5,060	$35,075
	Riley Parkway - Aberdeen Parkway to Flat Creek Road	20	2,620	4,650	$41,400	$76,475
	Riley Parkway - Flat Creek Road to Aberdeen Parkway	20	2,870	7,520	$45,350	$121,825
	Scatterfoot Drive	22	1,685	9,205	$29,575	$151,400
	Terrace Tay	22	1,135	10,340	$19,920	$171,320
72	Shadowood Lane	22	2,740	13,080	$48,090	$219,410
	Ambrose Lane	22	1,210	14,290	$21,240	$240,650
	Edgewater Way	22	1,210	15,500	$21,240	$261,890
74	Hamilton Drive	22	520	16,020	$9,130	$271,020
	Hedgewood Lane (East)	22	350	16,370	$6,145	$277,165
	Meadow Road	24	465	16,835	$8,855	$286,020
	Pale Ivy	22	175	17,010	$3,075	$289,095
	Saddlebrook	22	600	17,610	$10,530	$299,625
	Warmstone Path	22	610	18,220	$10,710	$310,335
76	Autumn Leaf	22	430	18,650	$7,550	$317,885
	Clydesdale Road	22	1,580	20,230	$27,730	$345,615
	Felspar Ridge	22	1,760	21,990	$30,890	$376,505
	Grenoble Road	22	1,045	23,035	$18,340	$394,845
	Hedgewood Lane (West)	22	910	23,945	$11,340	$406,185
	Perch Point	24	455	24,400	$8,665	$414,850
	Topaz Trail	22	200	24,600	$3,510	$418,360
	2003 Street Resurfacing Program			***24,600***		***418,360***
77	Huddleston Road	32	3,830	3,830	$146,425	$146,425
	Stevens Entry - Bridlepath to SR 54	28	3,175	7,005	$74,265	$220,690
	Wexford Way	22	420	7,425	$7,745	$228,435
78	Bridlepath	24	3,515	10,940	$70,265	$298,700
	Henley Way	22	310	11,250	$5,715	$304,415

2000
Street Ratings

Rating	Street	Width	Length	Cum. Length	Cost	Cum. Cost
78	Lake Point	22	440	11,690	$8,110	$312,525
	Marks Style	22	1,870	13,560	$34,465	$346,990
	Paschall Road - SR 74 to CSX RR Tracks	22	755	14,315	$13,915	$360,905
	Pinto Point	22	155	14,470	$2,860	$363,765
	Rolling Green	24	1,580	16,050	$31,585	$395,350
	2004 Street Resurfacing Program			***16,050***		***395,350***
79	Fishers Luck - McIntosh Trail to Peachtree Parkway	24	3,965	3,965	$122,480	$122,480
	Peachtree Parkway - Crosstown Drive to McIntosh Trail	24	4,255	8,220	$131,440	$253,920
	TDK Boulevard - Dividend Drive to Bridge	32	865	9,085	$34,725	$288,645
	TDK Boulevard - SR 74 to Bridge	32	1,110	10,195	$44,560	$333,205
	Wickerhill	22	945	11,140	$18,285	$351,490
	Wonderland Road	24	160	11,300	$3,360	$354,850
80	Adell Court	22	235	11,535	$4,550	$359,400
	Arbor Gate	22	505	12,040	$9,775	$369,175
	Auburn Court	22	730	12,770	$14,125	$383,300
	Beaver Run	22	270	13,040	$5,225	$388,525
	Center Green	22	735	13,775	$14,225	$402,750
	2005 Street Resurfacing Program			***13,775***		***402,750***

2001
STREET RESURFACING PROGRAM

Rating	Street Location	Length	Cum. Length	Cost	Cum. Cost
67	Jumpers Run	475	475	$7,560	$7,560
67	Ketch Court	405	880	$6,445	$14,005
67	Nettlecure Court	520	1,400	$8,275	$22,280
68	Braelinn Road	7,415	8,815	$149,860	$172,140
68	Everhill	1,460	10,275	$23,230	$195,370
68	Olive Drive - Willow Road East	265	10,540	$4,220	$199,590
68	Petrol Pointe	975	11,515	$19,705	$219,295
68	Pinegate Court	400	11,915	$6,910	$226,205
68	Quail Run	380	12,295	$6,045	$232,250
68	Tivoli Gardens	450	12,745	$8,395	$240,645
69	Aberdeen Parkway - Northlake Drive to SR 74	3,760	16,505	$53,880	$294,525
69	Aberdeen Parkway - SR 74 to Northlake Drive	3,780	20,285	$54,170	$348,695
69	Creekstone Bend	2,375	22,660	$37,790	$386,485
69	Parsons Place	435	23,095	$7,515	$394,000
69	Skiff Trace	1,385	24,480	$23,920	$417,920
	Cost of Street Resurfacing Program	**24,480**		**$417,920**	
	Street Repairs/Maintenance			**$82,080**	**$82,080**
	Total Street Program			**$500,000**	**$500,000**

2002
STREET RESURFACING PROGRAM

Rating	Street Location	Length	Cum. Length	Cost	Cum. Cost
70	Cameron Trail	4,290	4,290	$91,035	$91,035
70	Dividend Drive - Paschall Road to Georgia Pacific	7,000	11,290	$315,260	$406,295
	Cost of Street Resurfacing Program	**11,290**		**$406,295**	
	Street Repairs/Maintenance			**$93,705**	**$93,705**
	Total Street Program			**$500,000**	**$500,000**

2003
STREET RESURFACING PROGRAM

Rating	Street Location	Length	Cum. Length	Cost	Cum. Cost
70	Groveland Drive	1,710	1,710	$30,015	$30,015
70	Hunters Halt	320	2,030	$5,060	$35,075
70	Riley Parkway - Aberdeen Parkway to Flat Creek Road	2,620	4,650	$41,400	$76,475
70	Riley Parkway - Flat Creek Road to Aberdeen Parkway	2,870	7,520	$45,350	$121,825
70	Scatterfoot Drive	1,685	9,205	$29,575	$151,400
70	Terrace Tay	1,135	10,340	$19,920	$171,320
72	Shadowood Lane	2,740	13,080	$48,090	$219,410
72	Ambrose Lane	1,210	14,290	$21,240	$240,650
72	Edgewater Way	1,210	15,500	$21,240	$261,890
74	Hamilton Drive	520	16,020	$9,130	$271,020
74	Hedgewood Lane (East)	350	16,370	$6,145	$277,165
74	Meadow Road	465	16,835	$8,855	$286,020
74	Pale Ivy	175	17,010	$3,075	$289,095
74	Saddlebrook	600	17,610	$10,530	$299,625
74	Warmstone Path	610	18,220	$10,710	$310,335
76	Autumn Leaf	430	18,650	$7,550	$317,885
76	Clydesdale Road	1,580	20,230	$27,730	$345,615
76	Felspar Ridge	1,760	21,990	$30,890	$376,505
76	Grenoble Road	1,045	23,035	$18,340	$394,845
76	Hedgewood Lane (West)	910	23,945	$11,340	$406,185
76	Perch Point	455	24,400	$8,665	$414,850
76	Topaz Trail	200	24,600	$3,510	$418,360
	Cost of Street Resurfacing Program	**24,600**		**$418,360**	
	Street Repairs/Maintenance			**$81,640**	**$81,640**
	Total Street Program			**$500,000**	**$500,000**

2004
STREET RESURFACING PROGRAM

Rating	Street Location	Length	Cum. Length	Cost	Cum. Cost
77	Huddleston Road	3,830	3,830	$146,425	$146,425
77	Stevens Entry - Bridlepath to SR 54	3,175	7,005	$74,265	$220,690
77	Wexford Way	420	7,425	$7,745	$228,435
78	Bridlepath	3,515	10,940	$70,265	$298,700
78	Henley Way	310	11,250	$5,715	$304,415
78	Lake Point	440	11,690	$8,110	$312,525
78	Marks Style	1,870	13,560	$34,465	$346,990
78	Paschall Road - SR 74 to CSX RR Tracks	755	14,315	$13,915	$360,905
78	Pinto Point	155	14,470	$2,860	$363,765
78	Rolling Green	1,580	16,050	$31,585	$395,350
	Cost of Street Resurfacing Program	**16,050**		**$395,350**	
	Street Repairs/Maintenance			**$104,650**	**$104,650**
	Total Street Program			**$500,000**	**$500,000**

2005
STREET RESURFACING PROGRAM

Rating	Street Location	Length	Cum. Length	Cost	Cum. Cost
79	Fishers Luck - McIntosh Trail to Peachtree Parkway	3,965	3,965	$122,480	$122,480
79	Peachtree Parkway - Crosstown Drive to McIntosh Trail	4,255	8,220	$131,440	$253,920
79	TDK Boulevard - Dividend Drive to Bridge	865	9,085	$34,725	$288,645
79	TDK Boulevard - SR 74 to Bridge	1,110	10,195	$44,560	$333,205
79	Wickerhill	945	11,140	$18,285	$351,490
79	Wonderland Road	160	11,300	$3,360	$354,850
80	Adell Court	235	11,535	$4,550	$359,400
80	Arbor Gate	505	12,040	$9,775	$369,175
80	Auburn Court	730	12,770	$14,125	$383,300
80	Beaver Run	270	13,040	$5,225	$388,525
80	Center Green	735	13,775	$14,225	$402,750
	Cost of Street Resurfacing Program	**13,775**		**$402,750**	
	Street Repairs/Maintenance			**$97,250**	**$97,250**
	Total Street Program			**$500,000**	**$500,000**

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and City Council**

VIA: **City Manager**

FROM: **Director of Public Services**

DATE: **February 7, 2000**

SUBJECT: **2001 Street Striping Program**

The following streets have been included in the 2001 Street Striping Program.

Braelinn Road
Peachtree Parkway to Robinson Road

Flat Creek Road
S.R. 54 to Peachtree Parkway

Golfview Drive
Flat Creek Road to Flat Creek Road

Hip Pocket Road
Kelly Drive to Willowbend Road

Loghouse Road
Peachtree Parkway to Crosstown Drive

Robinson Road
S.R. 54 to Crosstown Drive
Crosstown Drive to Redwine Road

The Peachtree City Public Works Department Street utilizes paint striping contractors to stripe City Streets.

CWH/lg

cc: File

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and City Council**

VIA: **City Manager**

FROM: **Director of Public Services**

DATE: **February 7, 2000**

SUBJECT: **2001-2005 Cart Path Resurfacing/Reconstruction Program**

The condition of the existing cart paths in Peachtree City has been evaluated. Attached for your information are the following:

1. Cart Path condition rating and priority guide explaining the rating system.
2. Updated list of cart path priorities and estimated costs to a condition rating of 90.
3. Cart Path Resurfacing Program 2001-2005.

The Peachtree City Public Works Department Streets and Cart Path crews will be utilized to do the majority of the patching, reconstruction, and resurfacing of the cart paths due to the accessibility of the cart paths and the cost savings to be realized by utilizing City employees.

CWH/lg

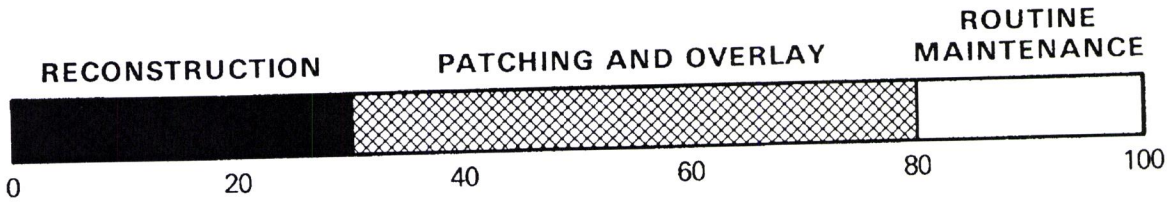
Attachments

cc: File

INTERPRETING THE CONDITION RATING

There are two ways that the condition rating can be used. First, as a relative measurement, it provides a rational method for ranking roads and streets according to their condition.

Secondly, as an absolute measure, the condition rating provides a general indicator of the type and degree of repair work necessary. As a very general rule, if the condition rating is between 80 and 100, normal maintenance operations such as crack-filling, pot hole repair, or perhaps a seal coat are usually all that is required. If the condition rating falls below 80, it is likely that an overlay will be necessary. In this event, it may be advisable to contact the nearest Asphalt Institute or other similarly qualified engineer for assistance. If the condition rating is below 30, chances are that major reconstruction is necessary; this is illustrated in Figure 2.



CONDITION RATING AS A GENERAL INDICATOR OF TYPE OF MAINTENANCE

Figure 2.

PART 2

PAVEMENT DEFECTS

CAUSES OF PAVEMENT DEFECTS

Although a detailed discussion of the subject is beyond the scope of this publication, an understanding of the cause of a pavement defect is essential before an attempt is made to remedy it. Similarly, efficient use of a maintenance budget requires that proven methods be used to prevent recurrence of a problem. Accompanying the illustrations of defects that follow, there is a brief statement of their usual cause and the suggested means of repair. If more detailed assistance is needed in determining either the cause of a defect or the proper method of its repair, it may be advisable to contact the nearest Asphalt Institute office listed on the back cover. Other Asphalt Institute publications that might be particularly useful are: *Full-Depth Asphalt Patching*, CL-19; *Asphalt in Pavement Maintenance*, MS-16; *Asphalt Overlays for Highway and Street Rehabilitation*, MS-17; and *Drainage of Asphalt Pavement Structures*, MS-15.

CART PATHS
PAVEMENT CONDITION RATING AND PRIORITY

Reconstruct	0-20	Pavement is poor to very poor condition with extensive severe cracking, alligatoring and channeling. Ridability is poor and the surface is very rough and uneven.
Reconstruct within 1 year	20-30	Pavement is in poor condition with moderate alligatoring and extenstive sever cracking and channeling. Ridability is poor and the surface is very rough and uneven.
Reconstruct within 2 years	30-40	Pavement is in poor to fair condition with frequent moderate alligatoring and extensive moderate cracking and channeling. Ridability is poor to fair and surface is moderately rough and uneven.
Reconstruct in 3 years or resurface within 1 year with extensive leveling.	40-50	Pavement is in poor to fair condition with frequent moderate cracking and channeling, and intermittent moderate alligatoring. Ridability is poor to fair and surface is moderately rough and uneven.
Resurface within 2 years	50-65	Pavement is in fair condition with intermittent moderate and frequent slight cracking, and intermittent slight or moderate alligatoring and channeling. Ridability is fair and surface is slightly rough and uneven.
Resurface within 3 - 4 years	65-80	Pavement is in fairly good condition with frequent slight cracking, slight or very slight channeling and a few areas of slight alligatoring. Ridability is fairly good with intermittent rough and uneven sections.
Normal maintenance only	80-90	Pavement is in good condition with frequent very slight or slight cracking. Ridability is good with a few slightly rough and uneven sections.
No maintenance required	90-100	Pavement is in excellent condition with few cracks. Ridaility is excellent with few areas of slight distoration.

2000
Cart Path Ratings

Rating	Cart Path Location	Length	Cum. Length	Cost	Cum. Cost
57	Rosewood Court to Scatterfoot Drive / Windgate Road	400	400	$2,520	$2,520
59	Battery Way to Lake Peachtree	285	685	$1,795	$4,315
	Peachtree Parkway - Bridlepath to stone bridge	375	1,060	$2,365	$6,680
	Waterwood Bend - Waterwood Bend (North) to Postwood Turn	445	1,505	$2,805	$9,485
64	Bridlepath to Huddleston Pond	625	2,130	$3,940	$13,425
65	Scatterfoot Drive/Windgate Road-Peachtree Parkway to Cove Bridge	295	2,425	$1,860	$15,285
66	Bridlepath/Scatterfoot Drive - Scatterfoot Drive/Windgate Road to Bridlepath	1,215	3,640	$7,655	$22,940
67	Battery Way to Presidio Path	570	4,210	$3,590	$26,530
	Braelinn Golf Course South - Crescent Oak South Cul-de-sac to Braelinn Road	645	4,855	$4,065	$30,595
68	Scatterfoot Drive/Windgate Road Clydesdale Road to Cove Bridge	690	5,545	$4,350	$34,945
	Scatterfoot Drive/Windgate - Rosewood Court to Bridlepath/Scatterfoot Drive	365	5,910	$2,300	$37,245
69	Peachtree Parkway - Stone Bridge to Church	400	6,310	$2,520	$39,765
70	Village Green/Hip Pocket Road - S.R. 54 Pedestrian Bridge to Willowbend Road	240	6,550	$1,515	$41,280
71	Peachtree Parkway - Flat Creek Golf Course to Greensway	125	6,675	$790	$42,070
	Edgewater Way North Cul-de-sac to Lake Peachtree	170	6,845	$1,075	$43,145
	Stevens Entry - Bridlepath to Glenloch Recreation Center Parking Lot	290	7,135	$1,830	$44,975
	Waterwood Bend - Waterwood Bend to Booth Middle School	200	7,335	$1,260	$46,235
	Lake Peachtree Boat Dock - Battery Way to Lake Peachtree	225	7,560	$1,610	$47,845
74	Aberdeen Parkway - Commerce Drive to Aberdeen Woods Conference Center	955	8,515	$6,020	$53,865
	Peachtree Parkway - Sandtrap Ridge to Flat Creek Golf Course	315	8,830	$1,985	$55,850
	Robinson Woods Estates - Wysteria Court to Woodland Drive	750	9,580	$4,725	$60,575
75	Burnham Rise/Everhill - Everhill South Cul-de-sac to Cameron Trail	500	10,080	$3,150	$63,725
	Lake Peachtree - Driftwood Lane to Cove Road	445	10,525	$2,805	$66,530
	Mantel Court to Sandown Creek	235	10,760	$1,480	$68,010
	Sandown Creek - Mantel Court to McIntosh Trail	325	11,085	$2,050	$70,060
	2001 Cart Path Resurfacing Program		***11,085***		***70,060***
76	Aberdeen Parkway - Aberdeen Woods Conference Center to Riley Parkway	1,300	1,300	$8,645	$8,645
	Scatterfoot Dr./Windgate Rd. - Bridlepath/Scatterfoot Dr. to Bridlepath Underpass	300	1,600	$1,995	$10,640
	Scatterfoot Dr./Windgate Road - Clydesdale Road to Rosewood Court	515	2,115	$3,425	$14,065
77	Creekstone Bend/Shadowood Lane - McIntosh Trail to Creekstone Bend (South)	320	2,435	$2,130	$16,195
	Highgreen Ridge to Creekstone Bend/Shadowood Lane	230	2,665	$1,530	$17,725
	Lake Peachtree - Battery Way to Fishers Luck	100	2,765	$665	$18,390
	Shadowood Lane to Hedgewood Court/ Shadowood Lane	225	2,990	$1,500	$19,890
78	Burnham Woods/Everhill - Burnham Rise(North) to Everhill South Cul-de-sac	580	3,570	$3,860	$23,750
	Creekstone Bend (North) to Creekstone Bend/Shadowood Lane	255	3,825	$1,695	$25,445
	Everhill/Peachtree Walk - Everhill North Cul-de-sac to Corran Court	360	4,185	$2,395	$27,840
	Gelding Garth to Journey's End/Stevens Entry	160	4,345	$1,065	$28,905
	Hedgewood Court to Hedgewood Court / Shadowood Lane	230	4,575	$1,530	$30,435
	Hedgewood Court/Shadowood Lane - McIntosh Trail to Hedgewood Court	560	5,135	$3,725	$34,160
	Raintree Bend to Larkspur Turn/Raintree Bend	230	5,365	$1,530	$35,690
79	Bentwood Court/Rosewood Court - Windgate Road to Cove Bridge	1,185	6,550	$7,750	$43,440
	Braelinn Ponds Parking Lot to Braelinn Ponds	125	6,675	$835	$44,275
	Clydesdale Road to Scatterfoot Drive/Windgate Road	175	6,850	$1,165	$45,440
	Everhill/Peachtree Walk - Sandown Creek to Everhill North Cul-de-sac	540	7,390	$3,595	$49,035
	Pinegate Collector - Roundleaf Court to Creekbed Court	100	7,490	$665	$49,700
	Pinegate Collector - Springridge to Roundleaf Court	130	7,620	$865	$50,565
	Planceer Place to Braelinn Ponds	360	7,980	$2,395	$52,960
	Raintree Bend to Raintree Bend/Shadowood Lane	235	8,215	$1,565	$54,525
	Shadowood Lane to Creekstone Bend/Shadowood Lane	385	8,600	$2,560	$57,085
80	Aberdeen Parkway - Riley Parkway to Riley Parkway	300	8,900	$1,995	$59,080

2000
Cart Path Ratings

Rating	Cart Path Location	Length	Cum. Length	Cost	Cum. Cost
80	Sandown Creek - Braelinn Ponds to Everhill/Peachtree Walk	600	9,500	$3,990	$63,070
	Wedgewood Way to Sawmill Trace/Wedgewood	350	9,850	$2,330	$65,400
81	Hedgewood Court/Shadowood Lane - Hedgewood Court to Shadowood Lane	320	10,170	$2,130	$67,530
	Sandown Drive to Sandown Creek	235	10,405	$1,565	$69,095
	2002 Cart Path Resurfacing Program		***10,405***		***69,095***
82	Boxwood Court to Lake Peachtree Spillway Bridge	335	335	$2,330	$2,330
	Burnham Rise (South) to Burnham Rise/Everhill	250	585	$1,740	$4,070
	Chestnut Field - Treilage/Wickerhill to Cameron Trail	700	1,285	$4,865	$8,935
	Creekstone Bend (South) to Creekstone Bend/Shadowood Lane	455	1,740	$3,165	$12,100
	Edgewater Way South Cul-de-sac to Lake Peachtree	270	2,010	$1,880	$13,980
	Fern Vale to Doubletrace Lane	320	2,330	$2,225	$16,205
	Larkspur Turn/Raintree Bend - Larkspur Turn to Windgate Road	115	2,445	$800	$17,005
	Peachtree Parkway - Greensway to Peachtree Parkway	200	2,645	$1,390	$18,395
	Peachtree Parkway - Peachtree Parkway to Rosemont	310	2,955	$2,155	$20,550
	Peachtree Pkwy - Flat Creek Golf Course to Peachtree Crossing Rear Svc. Dr.	120	3,075	$835	$21,385
	Rock Mull to Peachtree Walk/The Terraces	200	3,275	$1,390	$22,775
	Sandown Creek - Oak Newel to Burnham Woods/Everhill	925	4,200	$6,430	$29,205
	Treilage/Wickerhill - Chestnut Field to Cameron Trail	1,290	5,490	$8,965	$38,170
83	South Braelinn Pond Bridge to Terrace Tay	1,100	6,590	$7,645	$45,815
84	Five Points - Creekstone Bnd/Shadowood Ln. to Fountain Head/Highgreen Ridge	75	6,665	$55	$45,870
	Peachtree Parkway - Flat Creek Road to Flat Creek Golf Course	170	6,835	$1,185	$47,055
	Sandown Creek - Everhill/Peachtree Walk to Oak Newel	370	7,205	$2,575	$49,630
	Silverwood Way to Raintree Bend/Shadowood Lane	250	7,455	$1,740	$51,370
	Wisdom Road - Stillwater to Wisdom Woods	435	7,890	$3,025	$54,395
85	Arrowhead Court to Pinegate Collector	240	8,130	$1,670	$56,065
	Burnham Rise to Burnham Woods/Everhill	290	8,420	$2,015	$58,080
	Greensway To Peachtree Parkway	410	8,830	$2,850	$60,930
	Hedgewood Ct/Shadowood Ln. - Shadowood Ln to Raintree Bnd/Shadowood Ln.	515	9,345	$3,580	$64,510
	Peachtree Pkwy - Peachtree Crossing Rear Svc Dr. to Peachtree Crossing N. Dr.	210	9,555	$1,460	$65,970
	2003 Cart Path Resurfacing Program		***9,555***		***65,970***
85	Pinegate Collector - Flat Creek Road to Arrowhead Court	1,475	1,475	$10,770	$10,770
	Springridge Court to Pinegate Collector	375	1,850	$2,740	$13,510
86	Braelinn Ponds to North Braelinn Pond Bridge	75	1,925	$550	$14,060
	Chestnut Field to Wheatleigh Lane/Hamdon Kells	465	2,390	$3,395	$17,455
	The Terraces - Terrace Tay to Cameron Trail	500	2,890	$3,650	$21,105
	Wysteria Court to Robinson Woods Estates	490	3,380	$3,580	$24,685
87	Chestnut Field - Chestnut Field to Treilage/Wickerhill	980	4,360	$7,155	$31,840
	Hedgewood Court to Raintree Bend/Shadowood Lane	230	4,590	$1,680	$33,520
	McIntosh Trail - Fishers Luck to Lake Peachtree	620	5,210	$4,530	$38,050
	Oak Newel to Sandown Creek	200	5,410	$1,460	$39,510
	Tamarac Trail to Treilage/Wickerhill	255	5,665	$1,865	$41,375
87	Tapestry Trace to Jennings Yard/Tapestry	240	5,905	$1,755	$43,130
88	Braelinn Golf Course North - Braelinn Road to Peachtree Parkway	2,160	8,065	$15,770	$58,900
	Bridlepath - Stevens Entry to Glenloch Recreation Center Soccer Fields	225	8,290	$1,645	$60,545
	Cameron Trail - Terrace Tay to Crosstown Drive	555	8,845	$4,055	$64,600
	Center Green to Autumn Leaf	400	9,245	$2,920	$67,520
	2004 Cart Path Resurfacing Program		***9,245***		***67,520***

2000
Cart Path Ratings

Rating	Cart Path Location	Length	Cum. Length	Cost	Cum. Cost
88	Peachtree Parkway - Rosemont to Highlands Way	900	900	$6,930	$6,930
	Peachtree Parkway to Redding Ridge	945	1,845	$7,280	$14,210
	Pinegate Collector - Arrowhead Court to Springridge Court	590	2,435	$4,545	$18,755
	Pinegate Collector - Melrah Hill To Walnut Grove	375	2,810	$2,890	$21,645
	Roundleaf Court to Pinegate Collector	335	3,145	$2,580	$24,225
	Waterwood Bend - Pine Cone Break to Waterwood Bend (South)	830	3,975	$6,395	$30,620
89	Braelinn Ponds - Braelinn Ponds Parking Lot to South Braelinn Pond Bridge	455	4,430	$3,505	$34,125
	Everhill North Cul-de-sac to Everhill/Peachtree Walk	210	4,640	$1,620	$35,745
	Lake Peachtree -Cove Road to Fishers Luck	800	5,440	$6,160	$41,905
	Pinegate Collector - Creekbed Court to Sevenoaks	1,740	7,180	$13,400	$55,305
	Terrace Tay to The Terraces	200	7,380	$1,540	$56,845
90	Aberdeen Parkway - Riley Parkway to Northlake Drive	1,675	9,055	$12,900	$69,745
	2005 Cart Path Resurfacing Program		***9,055***		***69,745***

2001
CART PATH RECONSTRUCTION/RESURFACING PROGRAM

Rating	Cart Path Location	Length	Cum. Length	Cost	Cum. Cost
57	Rosewood Court to Scatterfoot Drive / Windgate Road	400	400	$2,520	$2,520
59	Battery Way to Lake Peachtree	285	685	$1,795	$4,315
59	Peachtree Parkway - Bridlepath to stone bridge	375	1,060	$2,365	$6,680
59	Waterwood Bend - Waterwood Bend (North) to Postwood Turn	445	1,505	$2,805	$9,485
64	Bridlepath to Huddleston Pond	625	2,130	$3,940	$13,425
65	Scatterfoot Drive/Windgate Road-Peachtree Parkway to Cove Bridge	295	2,425	$1,860	$15,285
66	Bridlepath/Scatterfoot Drive - Scatterfoot Drive/Windgate Road to Bridlepath	1,215	3,640	$7,655	$22,940
67	Battery Way to Presidio Path	570	4,210	$3,590	$26,530
67	Braelinn Golf Course South - Crescent Oak South Cul-de-sac to Braelinn Road	645	4,855	$4,065	$30,595
68	Scatterfoot Drive/Windgate Road Clydesdale Road to Cove Bridge	690	5,545	$4,350	$34,945
68	Scatterfoot Drive/Windgate - Rosewood Court to Bridlepath/Scatterfoot Drive	365	5,910	$2,300	$37,245
69	Peachtree Parkway - Stone Bridge to Church	400	6,310	$2,520	$39,765
70	Village Green/Hip Pocket Road - S.R. 54 Pedestrian Bridge to Willowbend Road	240	6,550	$1,515	$41,280
71	Peachtree Parkway - Flat Creek Golf Course to Greensway	125	6,675	$790	$42,070
71	Edgewater Way North Cul-de-sac to Lake Peachtree	170	6,845	$1,075	$43,145
71	Stevens Entry - Bridlepath to Glenloch Recreation Center Parking Lot	290	7,135	$1,830	$44,975
71	Waterwood Bend - Waterwood Bend to Booth Middle School	200	7,335	$1,260	$46,235
71	Lake Peachtree Boat Dock - Battery Way to Lake Peachtree	225	7,560	$1,610	$47,845
74	Aberdeen Parkway - Commerce Drive to Aberdeen Woods Conference Center	955	8,515	$6,020	$53,865
74	Peachtree Parkway - Sandtrap Ridge to Flat Creek Golf Course	315	8,830	$1,985	$55,850
74	Robinson Woods Estates - Wysteria Court to Woodland Drive	750	9,580	$4,725	$60,575
75	Burnham Rise/Everhill - Everhill South Cul-de-sac to Cameron Trail	500	10,080	$3,150	$63,725
75	Lake Peachtree - Driftwood Lane to Cove Road	445	10,525	$2,805	$66,530
75	Mantel Court to Sandown Creek	235	10,760	$1,480	$68,010
75	Sandown Creek - Mantel Court to McIntosh Trail	325	11,085	$2,050	$70,060
	Cost of Cart Path Resurfacing Program	**11,085**		**$70,060**	
	Cart Path Repairs/Maintenance			**$29,940**	**$29,940**
	Total Cart Path Program			**$100,000**	**$100,000**

2002
CART PATH RECONSTRUCTION/RESURFACING PROGRAM

Rating	Cart Path Location	Length	Cum. Length	Cost	Cum. Cost
76	Aberdeen Parkway - Aberdeen Woods Conference Center to Riley Parkway	1,300	1,300	$8,645	$8,645
76	Scatterfoot Dr./Windgate Rd. - Bridlepath/Scatterfoot Dr. to Bridlepath Underpass	300	1,600	$1,995	$10,640
76	Scatterfoot Dr./Windgate Road - Clydesdale Road to Rosewood Court	515	2,115	$3,425	$14,065
77	Creekstone Bend/Shadowood Lane - McIntosh Trail to Creekstone Bend (South)	320	2,435	$2,130	$16,195
77	Highgreen Ridge to Creekstone Bend/Shadowood Lane	230	2,665	$1,530	$17,725
77	Lake Peachtree - Battery Way to Fishers Luck	100	2,765	$665	$18,390
77	Shadowood Lane to Hedgewood Court/ Shadowood Lane	225	2,990	$1,500	$19,890
78	Burnham Woods/Everhill - Burnham Rise(North) to Everhill South Cul-de-sac	580	3,570	$3,860	$23,750
78	Creekstone Bend (North) to Creekstone Bend/Shadowood Lane	255	3,825	$1,695	$25,445
78	Everhill/Peachtree Walk - Everhill North Cul-de-sac to Corran Court	360	4,185	$2,395	$27,840
78	Gelding Garth to Journey's End/Stevens Entry	160	4,345	$1,065	$28,905
78	Hedgewood Court to Hedgewood Court / Shadowood Lane	230	4,575	$1,530	$30,435
78	Hedgewood Court/Shadowood Lane - McIntosh Trail to Hedgewood Court	560	5,135	$3,725	$34,160
78	Raintree Bend to Larkspur Turn/Raintree Bend	230	5,365	$1,530	$35,690
79	Bentwood Court/Rosewood Court - Windgate Road to Cove Bridge	1,185	6,550	$7,750	$43,440
79	Braelinn Ponds Parking Lot to Braelinn Ponds	125	6,675	$835	$44,275
79	Clydesdale Road to Scatterfoot Drive/Windgate Road	175	6,850	$1,165	$45,440
79	Everhill/Peachtree Walk - Sandown Creek to Everhill North Cul-de-sac	540	7,390	$3,595	$49,035
79	Pinegate Collector - Roundleaf Court to Creekbed Court	100	7,490	$665	$49,700
79	Pinegate Collector - Springridge to Roundleaf Court	130	7,620	$865	$50,565
79	Planceer Place to Braelinn Ponds	360	7,980	$2,395	$52,960
79	Raintree Bend to Raintree Bend/Shadowood Lane	235	8,215	$1,565	$54,525
79	Shadowood Lane to Creekstone Bend/Shadowood Lane	385	8,600	$2,560	$57,085
80	Aberdeen Parkway - Riley Parkway to Riley Parkway	300	8,900	$1,995	$59,080
80	Sandown Creek - Braelinn Ponds to Everhill/Peachtree Walk	600	9,500	$3,990	$63,070
80	Wedgewood Way to Sawmill Trace/Wedgewood	350	9,850	$2,330	$65,400
81	Hedgewood Court/Shadowood Lane - Hedgewood Court to Shadowood Lane	320	10,170	$2,130	$67,530
81	Sandown Drive to Sandown Creek	235	10,405	$1,565	$69,095
	Cost of Cart Path Resurfacing Program	**10,405**		**$69,095**	
	Cart Path Repairs/Maintenance			**$30,905**	**$30,905**
	Total Cart Path Program			**$100,000**	**$100,000**

2003
CART PATH RECONSTRUCTION/RESURFACING PROGRAM

Rating	Cart Path Location	Length	Cum. Length	Cost	Cum. Cost
82	Boxwood Court to Lake Peachtree Spillway Bridge	335	335	$2,330	$2,330
82	Burnham Rise (South) to Burnham Rise/Everhill	250	585	$1,740	$4,070
82	Chestnut Field - Treilage/Wickerhill to Cameron Trail	700	1,285	$4,865	$8,935
82	Creekstone Bend (South) to Creekstone Bend/Shadowood Lane	455	1,740	$3,165	$12,100
82	Edgewater Way South Cul-de-sac to Lake Peachtree	270	2,010	$1,880	$13,980
82	Fern Vale to Doubletrace Lane	320	2,330	$2,225	$16,205
82	Larkspur Turn/Raintree Bend - Larkspur Turn to Windgate Road	115	2,445	$800	$17,005
82	Peachtree Parkway - Greensway to Peachtree Parkway	200	2,645	$1,390	$18,395
82	Peachtree Parkway - Peachtree Parkway to Rosemont	310	2,955	$2,155	$20,550
82	Peachtree Pkwy - Flat Creek Golf Course to Peachtree Crossing Rear Svc. Dr.	120	3,075	$835	$21,385
82	Rock Mull to Peachtree Walk/The Terraces	200	3,275	$1,390	$22,775
82	Sandown Creek - Oak Newel to Burnham Woods/Everhill	925	4,200	$6,430	$29,205
82	Treilage/Wickerhill - Chestnut Field to Cameron Trail	1,290	5,490	$8,965	$38,170
83	South Braelinn Pond Bridge to Terrace Tay	1,100	6,590	$7,645	$45,815
84	Five Points - Creekstone Bnd/Shadowood Ln. to Fountain Head/Highgreen Ridge	75	6,665	$55	$45,870
84	Peachtree Parkway - Flat Creek Road to Flat Creek Golf Course	170	6,835	$1,185	$47,055
84	Sandown Creek - Everhill/Peachtree Walk to Oak Newel	370	7,205	$2,575	$49,630
84	Silverwood Way to Raintree Bend/Shadowood Lane	250	7,455	$1,740	$51,370
84	Wisdom Road - Stillwater to Wisdom Woods	435	7,890	$3,025	$54,395
85	Arrowhead Court to Pinegate Collector	240	8,130	$1,670	$56,065
85	Burnham Rise to Burnham Woods/Everhill	290	8,420	$2,015	$58,080
85	Greensway To Peachtree Parkway	410	8,830	$2,850	$60,930
85	Hedgewood Ct/Shadowood Ln. - Shadowood Ln to Raintree Bnd/Shadowood Ln.	515	9,345	$3,580	$64,510
85	Peachtree Pkwy - Peachtree Crossing Rear Svc Dr. to Peachtree Crossing N. Dr.	210	9,555	$1,460	$65,970
	Cost of Cart Path Resurfacing Program	**9,555**		**$65,970**	
	Cart Path Repairs/Maintenance			**$34,030**	**$34,030**
	Total Cart Path Program			**$100,000**	**$100,000**

2004

CART PATH RECONSTRUCTION/RESURFACING PROGRAM

Rating	Cart Path Location	Length	Cum. Length	Cost	Cum. Cost
85	Pinegate Collector - Flat Creek Road to Arrowhead Court	1,475	1,475	$10,770	$10,770
85	Springridge Court to Pinegate Collector	375	1,850	$2,740	$13,510
86	Braelinn Ponds to North Braelinn Pond Bridge	75	1,925	$550	$14,060
86	Chestnut Field to Wheatleigh Lane/Hamdon Kells	465	2,390	$3,395	$17,455
86	The Terraces - Terrace Tay to Cameron Trail	500	2,890	$3,650	$21,105
86	Wysteria Court to Robinson Woods Estates	490	3,380	$3,580	$24,685
87	Chestnut Field - Chestnut Field to Treilage/Wickerhill	980	4,360	$7,155	$31,840
87	Hedgewood Court to Raintree Bend/Shadowood Lane	230	4,590	$1,680	$33,520
87	McIntosh Trail - Fishers Luck to Lake Peachtree	620	5,210	$4,530	$38,050
87	Oak Newel to Sandown Creek	200	5,410	$1,460	$39,510
87	Tamarac Trail to Treilage/Wickerhill	255	5,665	$1,865	$41,375
87	Tapestry Trace to Jennings Yard/Tapestry	240	5,905	$1,755	$43,130
88	Braelinn Golf Course North - Braelinn Road to Peachtree Parkway	2,160	8,065	$15,770	$58,900
88	Bridlepath - Stevens Entry to Glenloch Recreation Center Soccer Fields	225	8,290	$1,645	$60,545
88	Cameron Trail - Terrace Tay to Crosstown Drive	555	8,845	$4,055	$64,600
88	Center Green to Autumn Leaf	400	9,245	$2,920	$67,520
	Cost of Cart Path Resurfacing Program	**9,245**		**$67,520**	
	Cart Path Repairs/Maintenance			**$32,480**	**$32,480**
	Total Cart Path Program			**$100,000**	**$100,000**

2005

CART PATH RECONSTRUCTION/RESURFACING PROGRAM

Rating	Cart Path Location	Length	Cum. Length	Cost	Cum. Cost
88	Peachtree Parkway - Rosemont to Highlands Way	900	900	$6,930	$6,930
88	Peachtree Parkway to Redding Ridge	945	1,845	$7,280	$14,210
88	Pinegate Collector - Arrowhead Court to Springridge Court	590	2,435	$4,545	$18,755
88	Pinegate Collector - Melrah Hill To Walnut Grove	375	2,810	$2,890	$21,645
88	Roundleaf Court to Pinegate Collector	335	3,145	$2,580	$24,225
88	Waterwood Bend - Pine Cone Break to Waterwood Bend (South)	830	3,975	$6,395	$30,620
89	Braelinn Ponds - Braelinn Ponds Parking Lot to South Braelinn Pond Bridge	455	4,430	$3,505	$34,125
89	Everhill North Cul-de-sac to Everhill/Peachtree Walk	210	4,640	$1,620	$35,745
89	Lake Peachtree -Cove Road to Fishers Luck	800	5,440	$6,160	$41,905
89	Pinegate Collector - Creekbed Court to Sevenoaks	1,740	7,180	$13,400	$55,305
89	Terrace Tay to The Terraces	200	7,380	$1,540	$56,845
90	Aberdeen Parkway - Riley Parkway to Northlake Drive	1,675	9,055	$12,900	$69,745
	Cost of Cart Path Resurfacing Program	**9,055**		**69,745**	
	Cart Path Repairs/Maintenance			**$30,255**	**$30,255**
	Total Cart Path Program			**$100,000**	**$100,000**

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and Councilmembers**

FROM: **Jim Basinger**

DATE: **February 18, 2000**

SUBJECT: **Personnel Requirements**

Staff has prepared justifications for nine (9) full time positions which are needed to continue to provide efficient services to our residents. These positions along with increased salary/benefit costs are:

Police Captain	$ 50,830
Maintenance Worker (Cart Path/PAC Crew)	25,223
Maintenance Worker (2 for Parks Crew)	50,446
Youth Services Librarian	32,520
Firefighter/Paramedic (3)	118,410
Secretary/Receptionist (Fire)	27,803
Total	$305,242

Further, Jane Miller is requesting a reorganization of Administrative Services. This reorganization will not involve additional personnel. Additionally, there may be a need during the next fiscal year to consider a part time administrative position in Developmental Services. If the need arises, staff may need to request approval of this position prior to FY2002. Detailed explanations and justifications are provided in the enclosed staff position papers. I am supportive of these new positions and the reorganization and recommend Council approval conditioned upon balancing the FY2001 budget.

JB/jsm

PERSONNEL JUSTIFICATION FOR 2001 BUDGET

POLICE DEPARTMENT

OCTOBER 1, 2000

POSITION REQUESTED: CAPTAIN OF POLICE

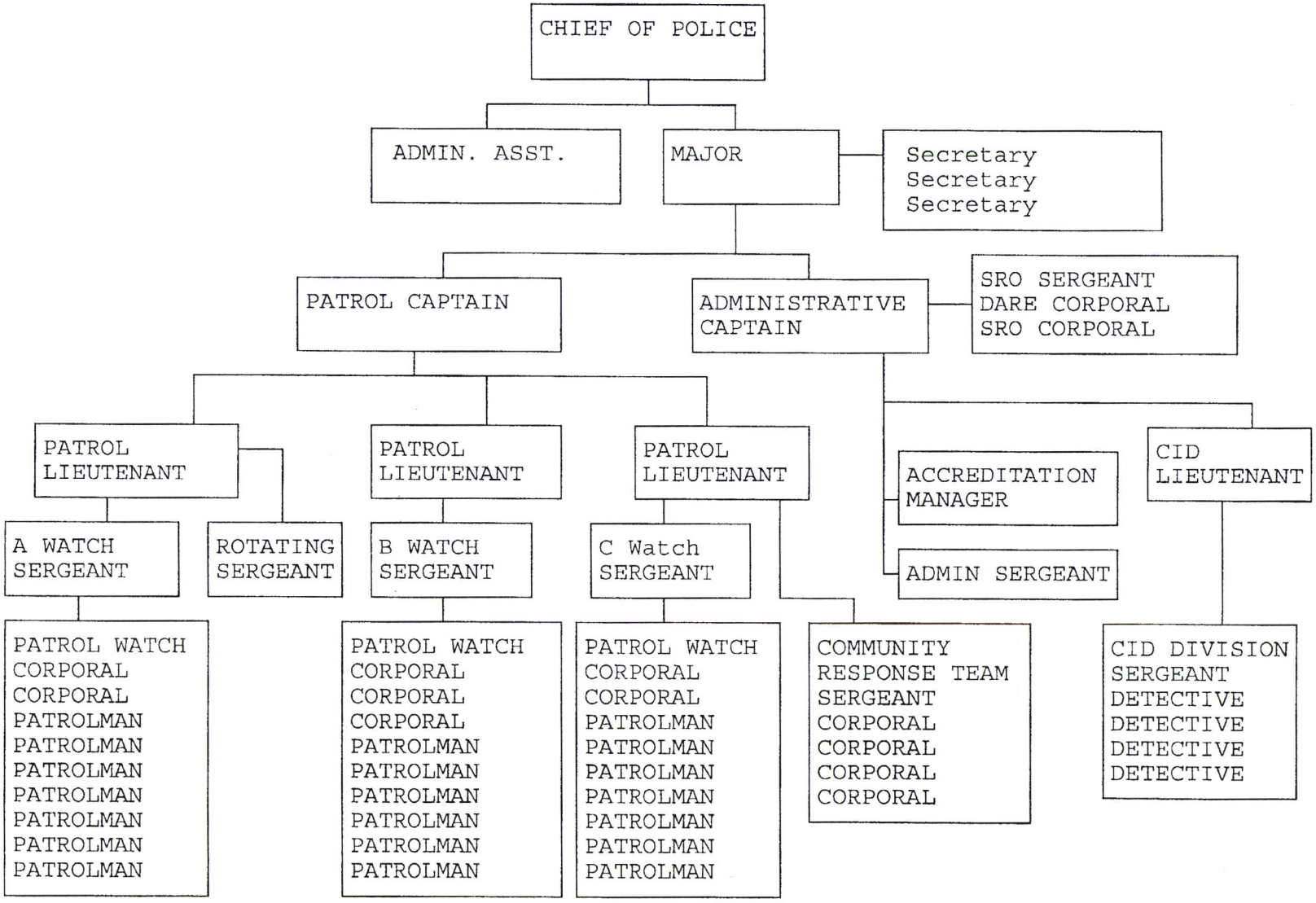
SALARY: $40,065 GRADE: 28 RANGE: $40,065 - $56,611

JUSTIFICATION: This position will allow the Police Department to separate it's operational and administrative functions in the department. This position has been planned for many years to allow for a span of control that is needed both now and in the future growth for the Police Department. Presently, all functions within the department report to one Captain, 24 hours a day. Because the level of activity has increased more than 300% in the last 15 years, this current workload cannot be handled by one Captain.

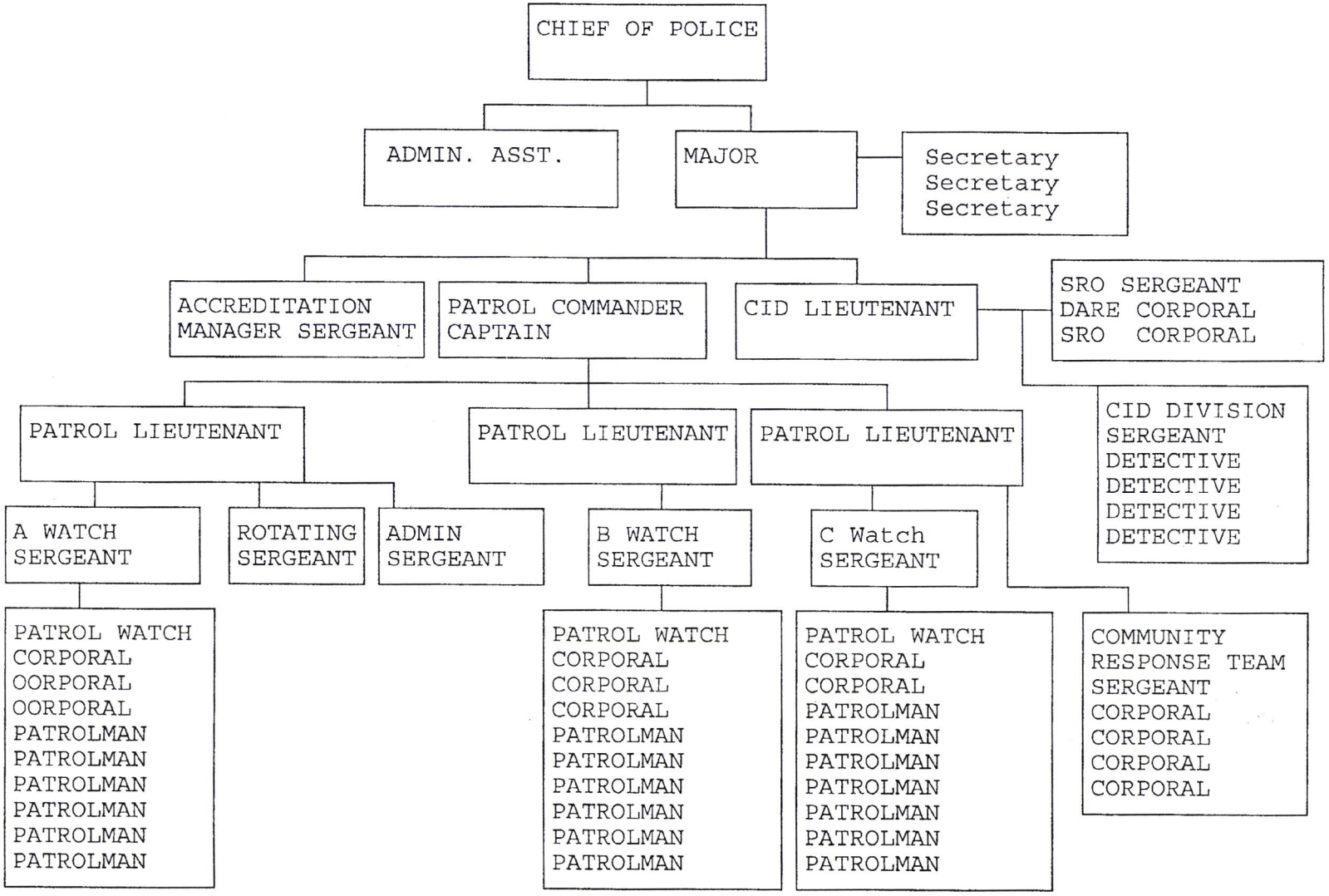
COST PER EMPLOYEE TOTAL:

SALARY:	$40,065
FICA:	3,065
BENEFITS:	4,500
RETIREMENT:	1,700
UNIFORMS:	1,500
TOTAL:	$50,830

PEACHTREE CITY POLICE DEPARTMENT
PROPOSED ORGANIZATIONAL CHART



PEACHTREE CITY POLICE DEPARTMENT
CURRENT ORGANIZATIONAL CHART



PERSONNEL JUSTIFICATION FOR 2000 BUDGET
PUBLIC WORKS DEPARTMENT
FEBURARY 8, 1999

POSITION REQUESTED: One (1) Maintenance Worker I – Cart Path/PAC

SALARY: $17,304 **GRADE:** 11 **RANGE:** $17,304 - $24,450

JUSTIFICATION:

In 1999, the Cart Path/PAC crew currently consisting of five (5) Maintenance Workers and one (1) Supervisor, mowed, trimmed and maintained over seventy-five (75) miles of City cart paths throughout the City.

During the mowing season, the Cart Path/PAC crew is split into two (2) separate crews: a mowing crew consisting of three (3) maintenance workers and a Public Assistant Crew (PAC) consisting of one (1) equipment operator and one (1) maintenance worker. The additional Maintenance Worker I would be assigned to the PAC crew. This requested position would enable the PAC crew to concentrate on improving the response time to our citizen requests without taking away from the mowing crew. This should improve the appearance of our cart paths throughout the City

COST PER EMPLOYEE TOTAL:

	Per Employee	Total
SALARY:	$17,304.00	$17,304.00
FICA:	1,324.00	1,324.00
BENEFITS:	4,500.00	4,500.00
RETIREMENT:	1,700.00	1,700.00
UNIFORMS:	395.00	395.00
TOTAL:	**$25,223.00**	**$25,223.00**

CITY OF PEACHTREE CITY, GEORGIA
CLASS SPECIFICATION

Job Code:

POSITION TITLE: MAINTENANCE WORKER I – CART PATHS/P.A.C.

DIVISION: PUBLIC SERVICES

DEPARTMENT(S): PUBLIC WORKS

REPORTS TO: CART PATHS/P.A.C. SUPERVISOR

POSITION SUMMARY:

This is unskilled manual work responsible for the maintenance of the City's streets and cart paths. Work involves routine and heavy manual tasks and the safe operation of tools and equipment. Work is performed under the direct supervision of the Cart Paths/P.A.C. Supervisor.

POSITION DUTIES:

Performs minor repairs on cement structures; assists in catch basin building; cleans debris and trash out of storm sewers, catch basins and drains; repairs potholes, trenches, and curbs; mows and trims cart paths; trims shrubbery; removes brush; performs minor repairs on drainage pipes.

Operates a variety of hand and power tools and light equipment such as chain saws and weedeaters.

Picks up and disposes of litter; empties trash cans; loads and unloads materials, supplies, equipment, trash, and other debris.

Performs daily safety check on equipment; cleans and maintains tools and equipment; reports mechanical or other defects to supervisor.

Reports any safety hazards or maintenance problems to the Cart Paths/P.A.C. Supervisor.

Responds to and participates in emergency calls.

May operate City vehicles in the performance of duties and/or to attend training programs.

Performs related work as required.

DESIRABLE QUALIFICATIONS:

Education and Experience

High school diploma or equivalent preferred.

No experience required.

Any equivalent combination of education and experience is acceptable.

Knowledge, Skills, and Abilities

Some knowledge of the operation and maintenance of hand tools and light equipment such as lawn mowers, edgers, and trimmers.

Ability to understand and follow simple oral instructions.

Ability to read and understand operating instructions on equipment.

Ability to follow established safety rules and departmental policies and procedures.

Ability to establish and maintain effective working relationships with City employees and the general public.

OTHER REQUIREMENTS:

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

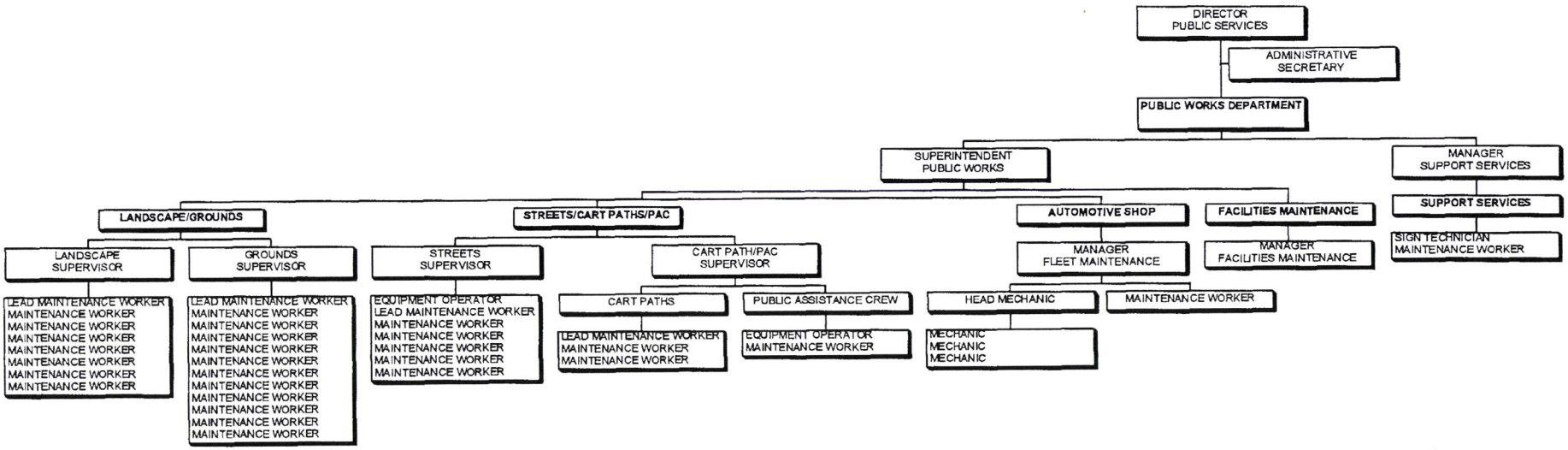
Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner.

Ability to lift and carry heavy objects (10-100 lb.) and bend, squat, twist, crawl, and/or climb on a daily basis.

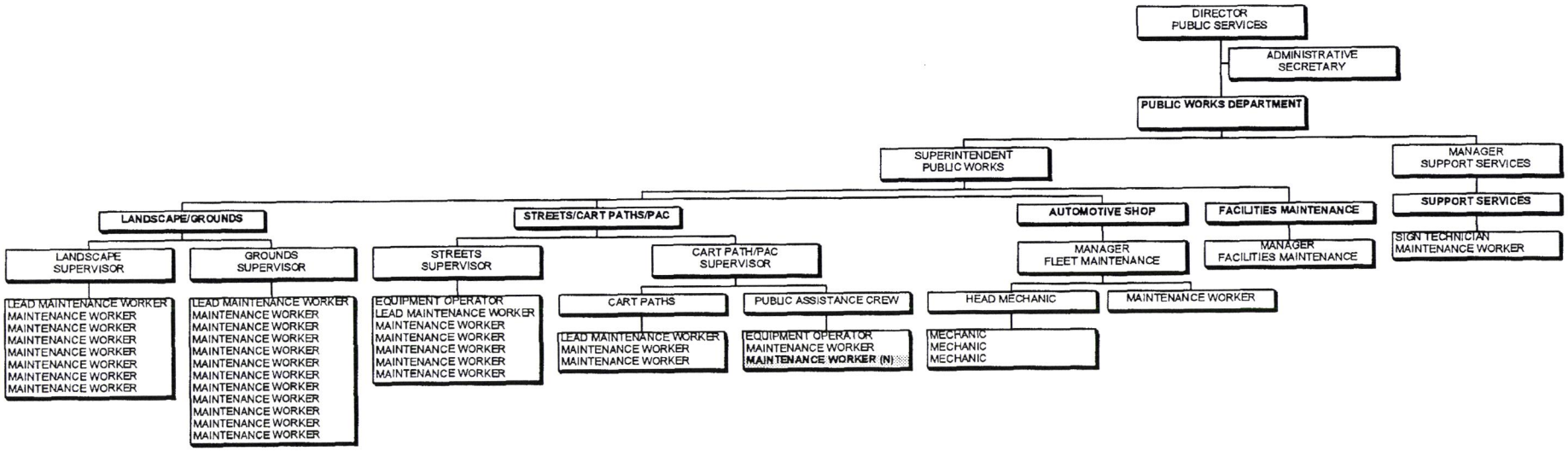
Ability to work in a variety of extreme weather conditions for extended periods of time.

Ability to obtain a Georgia Department of Transportation Flagging Certificate.

PEACHTREE CITY
PUBLIC SERVICES DIVISION
CURRENT FY 2000
PUBLIC WORKS DEPARTMENT



PEACHTREE CITY
PUBLIC SERVICES DIVISION
PROPOSED FY 2001
PUBLIC WORKS DEPARTMENT



PERSONNEL JUSTIFICATION FOR 2001 BUDGET
Department: Recreation
February 10, 2000

Position(s) Requested: Two (2) Maintenance Worker(s) I

Salary Grade & Range:

Grade: 11 **Range: $8.32/hour - $11.76/hour**
Starting Salary: $17,304.22

Justification:
The Recreation Department staff, under the supervision of the Director of Leisure Services (DLS), has recently completed a detailed evaluation (available upon request) of the parks, recreation and library maintenance operation. This evaluation revealed that the current organizational structure of the parks crew does not lend itself to the multi-tasking required to accomplish all maintenance functions. The DLS and Recreation staff developed a comprehensive two-year plan (2001-2002) to split the existing crew into specialized sub-crews. In 2001 there will be three crews (landscaping, sports field maintenance and irrigation). In 2002 a 4th crew would be formed (general maintenance). The two Maintenance Workers requested for 2001 are intended to fill out the three crews in 2001 at a level acceptable to accomplish the goals of the plan. Existing parks and facilities are aging and require more intense maintenance to keep them to the standards expected by citizens. At the same time, new facilities requiring more specialized maintenance, such as the track and the multi-purpose rink, are being built or are projected for the future. It is essential to properly staff, organize and equip the parks maintenance crew in such a way that they can adequately meet the standards and expectations set by the city. These two additional maintenance crewmembers will help ensure that acceptable levels of service are being delivered to leisure services patrons in 2001.

Costs:

	per/employee	**For both**
Salary	$17,304	$34,608
FICA	1,324	2,648
Benefits	4,500	9,000
Uniforms	395	790
Retirement	1,700	3,400
Total	**$25,223**	**$50,446**

CITY OF PEACHTREE CITY, GEORGIA
CLASS SPECIFICATION

Job Code: 432D

POSITION TITLE: MAINTENANCE WORKER I -- RECREATION

DIVISION: LEISURE SERVICES

DEPARTMENT(S): RECREATION

REPORTS TO: PARKS SUPERVISOR

POSITION SUMMARY:

This is unskilled work responsible for the maintenance of the City's recreational grounds and facilities. Work involves routine and heavy manual tasks and the safe operation of tools and equipment. Work is performed under the general supervision of the Parks Supervisor.

POSITION DUTIES:

Prepares athletic fields; cleans and maintains swimming pools; installs playground equipment; performs minor repairs on recreational buildings; seeds, mows, fertilizes, waters, mulches, and weeds recreational grounds; trims around trees, shrubbery, and buildings.

Operates a variety of hand tools and light equipment such as power mowers, weedeaters, and trimmers.

Picks up and disposes of litter; empties trash cans; loads and unloads materials, supplies, equipment, trash, and other debris.

Performs daily safety check on equipment; cleans and maintains tools and equipment; reports mechanical or other defects to supervisor.

Reports any safety hazards or maintenance problems to the Parks Supervisor.

Responds to and participates in emergency calls.

May operate City vehicles in the performance of duties and/or to attend training programs.

Performs related work as required.

DESIRABLE QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent preferred.

No experience required.

Any equivalent combination of education and experience is acceptable.

Knowledge, Skills, and Abilities:

Some knowledge of the operation and maintenance of hand tools and light equipment such as lawn mowers, weedeaters, and trimmers.

Ability to understand and follow simple oral instructions.

Ability to read and understand operating instructions on equipment.

Ability to follow established safety rules and departmental policies and procedures.

Ability to establish and maintain effective working relationships with City employees and the general public.

OTHER REQUIREMENTS:

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

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

Ability to lift and carry heavy objects and bend, squat, twist, crawl, and/or climb on a daily basis.

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

Maintenance Worker I - Recreation
Job Description

Randy L Gadd 5-3-99
Director/Date

Linda Roy 5/13/99
Personnel Manager/Date

Jim Basinger 5-14-99
City Manager/Date

PERSONNEL JUSTIFICATION FOR 2000 BUDGET
Department: Library
February 10, 2000

Position Requested: Youth Services Librarian

Salary Grade & Range:

Grade: 18 **Range: $11.76/hour - $16.61/hour**
Starting Salary: $24,450.41

Justification:
The Library Staff, under the guidance of the Director of Leisure Services and in cooperation with the Library Commission, has just completed a detailed Library Master Plan and Training/Technology Plan. This comprehensive study, undertaken over a two-year period, revealed that the Library's services relative to children, from infants to young adults, require extensive improvement. A trained Youth Services Librarian with a Master's in Library Science will plan and implement programs and activities considering the development of children, as well as the community's standards and values. In addition, the library staff is anticipating a building expansion in 2003/04. The Master Plan identifies that expansion, whether it is 5,000 square feet or 10,000, to be designated as the children and young adult area. As such, the youth services librarian would need to begin making determinations regarding the sorts of programs and activities that will be required, and the accompanying floor layout and building appointments that will be required. This will ensure that the expansion is accomplished as a consolidated effort that ensures the building will fit the need.

Costs:

Salary	$24,450
FICA	1,870
Benefits	4,500
Retirement	1,700
Total	$32,520

POSITION TITLE: YOUTH SERVICES LIBRARIAN

DIVISION: LEISURE SERVICES

DEPARTMENT: LIBRARY

REPORTS TO: LIBRARY MANAGER

POSITION SUMMARY:

This is a full-time position for providing professional library services to children and young adults. Duties will primarily be focused on collection development and programming in the children's and young adult (YA) areas, but will also involve work in circulation and reference. Work is performed under the general supervision of the Library Manager.

POSITION DUTIES:

Develops and maintains juvenile and YA collection. This includes the ordering of materials as well as weeding and repair.

Plans, presents, schedules and implements children's and YA programs for a variety of age groups.

Assists children, young adults and parents with locating materials.

Oversees the Summer Reading Program.

Coordinates and promotes connections with schools and day care centers.

Performs basic maintenance on children's computers.

Performs basic housekeeping duties to ensure the children's and YA areas are neat at all times.

Provides professional services for *all* library patrons as needed including: checking books in and out, issuing new library cards, reserving books, answering reference questions and aiding patrons in finding materials and assisting patrons in use of copiers, microfiche, microfilm, and computer equipment.

Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS:

Education and Experience

Masters Degree in Library Science from an ALA accredited institution preferred.

Course work in children's and YA services.

Previous experience in library work preferred, especially in areas of children's and young adult services.

Previous work using an online library catalog preferred.

Knowledge, Skills, and Abilities

Excellent knowledge of children's and YA books and authors.

Ability to judge proper age-related materials for children and young adults.

Ability to aid individuals in finding library materials.

Good knowledge of Dewey Decimal System.

Knowledge of personal computers, library related software, general use software and Internet use.

Good knowledge of microfiche and microfilm.

Ability to operate modern library and media equipment.

Some knowledge of cataloging.

Ability to communicate orally and in writing.

Ability to prepare reports and maintain records.

Ability to deliver excellent customer service, establish rapport and communicate with youth as well as adult patrons, and otherwise represent the Library and City to patrons.

Ability to establish and maintain effective working relationships with City employees.

PERSONNEL JUSTIFICATION FOR 2001 BUDGET

PEACHTREE CITY FIRE DEPARTMENT

February 24, 2000

POSITION REQUESTED: 3 Full Time Firefighter/Paramedic

SALARY: 29,791 GRADE: 22 RANGE: 29,791-42,093

JUSTIFICATION: Three (3) persons are needed to implement one new position on each 24-hour per day shift. The additional position increases assigned shift strength from 10 persons to 11 persons. It improves service to the community by enabling us to more quickly respond front line apparatus to emergencies. It provides additional support for ISO and attainment of National Accreditation goals and an incremental increase toward a level of 17-19 on duty personnel that we project the City Risk Analysis will recommend. The three persons needed to implement this position do not replace either Volunteer or Part Time personnel.

COST PER EMPLOYEE TOTAL:		EXTENDED TOTAL
SALARY	29,791	89,373
FICA	2,279	6,637
BENEFITS	4,500	13,500
RETIREMENT	1,700	5,100
UNIFORMS	1,200	3,600
TOTAL	$39,470	$118,410

CITY OF PEACHTREE CITY, GEORGIA
CLASS SPECIFICATION

Job Code: 630

POSITION TITLE: FIREFIGHTER/PARAMEDIC

DIVISION: PUBLIC SAFETY

DEPARTMENT(S): FIRE

REPORTS TO: FIRE LIEUTENANT

POSITION SUMMARY:

This is skilled and specialized work in fire prevention, fire suppression, rescue and advanced emergency medical treatment. Work includes driving fire, rescue and emergency medical vehicles and operating fire apparatus, equipment, fighting fires, and performing rescue and advanced emergency medical and life support activities. Work also includes the performance of routine duties in the maintenance and upkeep of the fire station, vehicles, and equipment. Work is performed under the supervision of the Fire Lieutenant.

POSITION DUTIES:

Responds to various types of emergencies such as fires, accidents, medical emergencies, drownings, and hazardous materials and natural catastrophies; drives fire and emergency medical vehicles to the scene of an emergency.

Operates pump and auxiliary equipment; lays and connects hoses, holds nozzles, and directs fog, chemical and water streams; ensures that proper water pressure is available; ventilates burning buildings; raises and climbs ladders; uses chemical extinguishers, bars, hooks, lines and related equipment; performs salvage operation and removes debris.

Performs search and rescue operations at the scene of a fire or emergency; administers aid to injured or sick persons; checks vital signs and provides hospital personnel with information concerning the nature of the emergency and the steps necessary to provide immediate medical assistance; operates medical equipment and administers medication to injured or sick persons on-site and in-transit to appropriate medical facility as authorized, such as heart-related drugs, intravenous fluid therapy, endotracheal airway tubes, defibrillation equipment, electrocardiogram monitoring and recording equipment; transports injured or sick persons to appropriate medical facility.

Inspects, tests, cleans and maintains equipment and vehicles; reports safety hazards or maintenance problems to Shift Lieutenant; performs preventive maintenance on vehicles and equipment.

Maintains an adequate inventory supply aboard emergency medical vehicles through regular checks.

Performs building maintenance and general custodial work at fire station.

Prepares, completes, maintains, and submits reports and logs pertaining to shift activities.

Attends training programs, certification classes, and fire drills as required.

May conduct community fire prevention and safety education classes; may perform hydrant inspections.

May perform inspections of commercial and public buildings and private dwellings for compliance with all applicable fire codes and ordinances; reports code and ordinance violations to the Shift Lieutenant.

Performs related work as required.

DESIRABLE QUALIFICATIONS:

Education and Experience

High school diploma or equivalent required.

Some experience in firefighting preferred.

Any equivalent combination of education and experience is acceptable.

Knowledge, Skills & Abilities

Good knowledge of advanced emergency medical and life support procedures, techniques, and equipment.

Good knowledge of medical terminology.

Good knowledge of the risks involved in fighting fires.

Good knowledge of the geography of the City and the ability to become familiar with all City roads and highways.

Some knowledge of basic firefighting procedures and practices.

Skill and dexterity in operating fire vehicles, apparatus and life

rescue equipment including ladders, hoses, pumps, and other assigned equipment.

Ability to establish and maintain effective working relationships with City employees, volunteers, and the general public.

Ability to learn modern firefighting techniques and procedures quickly and thoroughly.

Ability to understand and follow detailed oral and written instructions.

Ability to learn and follow established safety rules and departmental policies and procedures.

Ability to analyze situations and initiate appropriate course of action.

Ability to react quickly and calmly while under pressure in emergency situations.

Ability to learn assigned territory including principal buildings, streets, fire hydrants, and alarm boxes.

OTHER REQUIREMENTS:

Non-certified firefighters must successfully complete state-mandated basic firefighting training within twelve (12) months from date of employment as a Firefighter/Paramedic.

Certification as a Paramedic by the State of Georgia Composite Board of Medical Examiners.

Ability to complete annual certification hour requirements for a Certified Firefighter and Paramedic.

Possession of a valid State of Georgia driver's license (Non-commercial Class B) and a satisfactory motor vehicle record (MVR).

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

Must be eighteen (18) years of age.

Must have no felony convictions within the past ten (10) years.

Ability to work in extreme weather and hazardous environmental conditions.

Ability to climb ladders and work at considerable heights.

Ability to pass a pre-employment physical examination including drug screening.

Firefighter/Paramedic
Job Description

Chief/Date 12/31/96

Personnel Manager/Date 12/31/96

City Manager/Date 1-2-96

PERSONNEL JUSTIFICATION FOR 2001 BUDGET

PEACHTREE CITY FIRE DEPARTMENT

February 24, 2000

POSITION REQUESTED: 1 Full Time Secretary-Receptionist

SALARY: 20,068 GRADE: 14 RANGE: 20,068-28,355

JUSTIFICATION: This position is needed to help provide administrative support to the Fire Department. This person will assist the Administrative Secretary by receiving, answering and routing routine telephone calls and by assisting with some of the current administrative functions currently performed by the Administrative Secretary. He or she will provide administrative support for all staff personnel, including the Accreditation Manager, Operations Officer, Training Officer and Fire Marshal. Each of these persons currently performs most of their respective administrative duties. This person will assist in data entry for the Department Management Information System (MIS) and Geographic Information System (GIS).

COST PER EMPLOYEE TOTAL:		EXTENDED TOTAL
SALARY	20,068	20,068
FICA	1,535	1,535
BENEFITS	4,500	4,500
RETIREMENT	1,700	1,700
UNIFORMS	-0-	-0-
TOTAL	$27,803	$27,803

CITY OF PEACHTREE CITY, GEORGIA
CLASS SPECIFICATION

Job Code: 110

POSITION TITLE: SECRETARY/RECEPTIONIST—FIRE DEPARTMENT

DIVISION: PUBLIC SAFETY

DEPARTMENT: FIRE

REPORTS TO: ADMINISTRATIVE SECRETARY-FIRE DEPARTMENT

POSITION SUMMARY:

This is secretarial and clerical work responsible for providing receptionist and administrative support for the Fire Department. Work involves much public contact, answering telephones, maintaining a variety of records, filing, and keyboarding and typing. Work is performed under the general supervision of the Fire Department Administrative Secretary and reviewed for accuracy, judgement, and overall content.

POSITION DUTIES:

Serves as receptionist for the Fire Department; receives and screens calls; responds to requests for information by referring calls to appropriate staff member, taking messages, or providing information according to instructions or knowledge of department operations, policies, procedures and programs.

Meets/greets general public at Fire Department Headquarters; assists the public by directing them to the appropriate person; gives directions and maps and general information about Peachtree City and area.

Responds to complaints from the public and ensures the proper person is contacted to resolve the problem.

Receives and sorts department mail; routes mail to appropriate department personnel; mails out departmental mail.

Operates a computer using Microsoft Office Professional software to produce reports, correspondence, and documents from rough draft, written copy or oral instruction; types correspondence, memoranda, reports, forms, etc.

Assists in the completion, filing and security of various Personal Care and other medical Records, administrative and criminal investigation records, and payroll records. Insures that medical, investigative and other sensitive records are properly secured and safeguarded and protected from loss or unauthorized access or disclosure.

Processes and maintains a variety of daily, monthly, and yearly organizational forms, records/reports, and related records.

Enters, files and retrieves materials and data from department computerized and manual filing systems, including the Management Information System (MIS)(FireHouse) and the Geographical Information System (GIS)(ArcView).

Serves as a back-up to the Department Administrative Secretary.

Performs related work as required.

DESIRABLE QUALIFICATIONS:

Education and Experience

High school diploma or equivalent.

Experience in secretarial or general clerical work.

Any equivalent combination of education and experience is acceptable.

Knowledge, Skills, and Abilities

Good knowledge of business English, spelling, and arithmetic.

Some knowledge of modern office practices, methods, equipment, and standard clerical procedures.

Some knowledge of or ability to learn City rules, regulations, policies, and procedures.

Skill in the operation of a computer, typewriter and copier.

Ability to understand and follow quickly and accurately oral and written instructions.

Ability to prepare clear and concise reports and maintain accurate records.

Ability to make moderately complex arithmetic computations with speed and accuracy.

Ability to work independently without specific instructions.

Ability to meet and deal tactfully and courteously with the public sometimes in difficult and trying situations.

Ability to establish and maintain effective working relationships with City employees and the general public.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and Councilmembers**

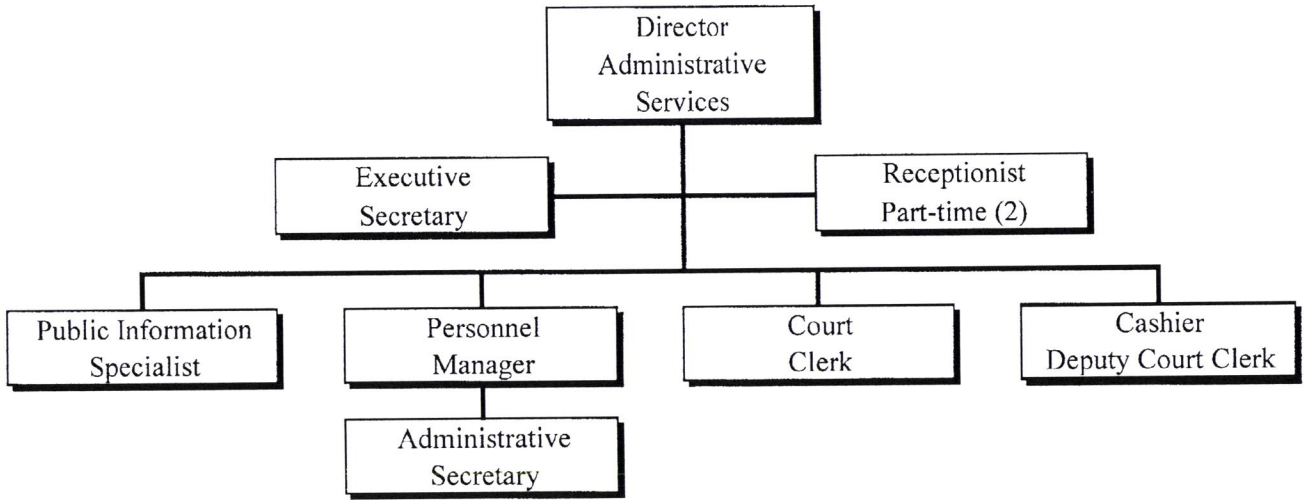
FROM: **Jane Miller**

DATE: **February 11, 2000**

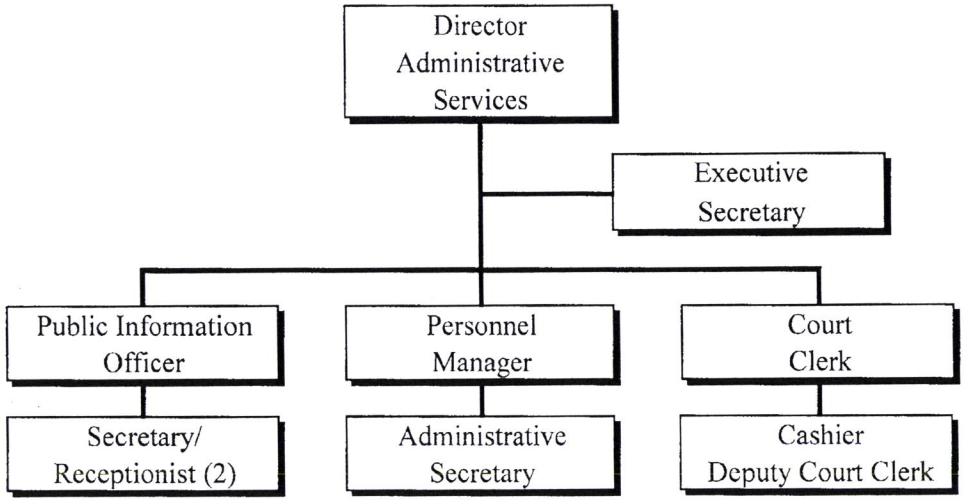
SUBJECT: **Reorganization of Administrative Services**

While Administrative Services is not requesting any new positions, I am recommending a reorganization to streamline the reporting structure. Currently, all positions except the Administrative Secretary in Personnel, report to the Director (see attachment 1). This is not an efficient organization. The reorganization proposal would change the reporting structure as indicated on the proposed organizational chart (see attachment 2). This proposal would assign supervisory duties for the Cashier/Deputy Court Clerk to the Court Clerk. In reality, the Court Clerk already provides training, makes job assignments and monitors the daily work of the Cashier/Deputy Court Clerk due to the nature of the Court organization and operation. This reclassification would more accurately reflect the operation of the court function. The other reorganization recommendation is to establish a public information function under the direction of Betsy Tyler. Her position would be reclassified to that of Public Information Officer, and she would be responsible for supervising the two parttime receptionists whose job is primarily to provide information to our citizens. Additionally, since many of the issues I deal with involve responding to citizen needs/problems/requests for information, I am recommending that the Public Information Officer position assume responsibility for Administrative Services in my absence. Copies of the current and proposed position descriptions are attached for your review (see attachments 3 and 4).

Peachtree City
Administrative Services Division
Organizational Chart



Peachtree City
Administration Department
Organizational Chart
(Proposed)



CITY OF PEACHTREE CITY, GEORGIA
CLASS SPECIFICATION

Job Code: 130

POSITION TITLE: COURT CLERK

DIVISION: ADMINISTRATIVE SERVICES

DEPARTMENT(S): CITY HALL

REPORTS TO: DIRECTOR OF ADMINISTRATIVE SERVICES

POSITION SUMMARY:

This is complex clerical work responsible for the operation of municipal court. Work involves public contact, maintaining a variety of complex records, and compiling reports and statistical data. Work is performed under the general supervision of the Director of Administrative Services and provides support to the Municipal Court Judge. Work is reviewed by the assessment of records and results obtained.

POSITION DUTIES:

Maintains records of citations issued; establishes Municipal Court calendar; monitors all sessions of Municipal Court; assists Judge, police officers, and other City officials.

Maintains Municipal Court files, defendant cards, and other records concerning defendants; sends copies of citations to Department of Public Safety and files other reports with state agencies regarding court actions; maintains computerized dockets of all court calendars.

Sends reset letters to defendants who failed to appear in court; establishes Contempt of Court Warrants; handles certiorari appeals; nuisance complaints; files motions; certifies tickets; and signs subpoena's for officers.

Notifies surrounding jails of a defendants needs to be transported for court.

Records and monitors all first offenders affidavits; monitors payment scheduling of fines; counselling and completion of community service; records and issues certified letters for Bench Warrants and license suspensions.

Serves as backup Cashier in the absence of the Cashier/Deputy Court Clerk.

Accountable for every ticket; ensures proper disposition.

Receives and responds to court-related telephone calls from lawyers, bonding companies, and the public.

Serves as Secretary to judge of Municipal Court.

Assists the Director of Administrative Services by providing secretarial and clerical assistance as needed.

Enters Municipal Court records into computer.

Performs related work as required.

DESIRABLE QUALIFICATIONS:

Education and Experience

High school diploma or equivalent.

Considerable experience in secretarial or general clerical work. Considerable experience in court operations preferred.

Any equivalent combination of education and experience is acceptable.

Knowledge, Skills, and Abilities

Good knowledge of business English, spelling, and arithmetic.

Good knowledge of modern office practices, methods, equipment, and standard clerical procedures.

Skill in the operation of a computer, adding machine, and typewriter.

Ability to make moderately complex arithmetic computations with speed and accuracy.

Ability to prepare clear and concise reports.

Ability to maintain alphabetical and chronological files.

Ability to understand and follow oral and written instructions.

Ability to handle confidential matters with discretion.

Ability to work independently without specific instruction.

Ability to communicate clearly and effectively, orally and in writing.

Ability to meet and deal tactfully with the public sometimes in difficult and trying situations.

Ability to establish and maintain effective working relationships with City employees, City officials, and the general public.

CITY OF PEACHTREE CITY, GEORGIA
CLASS SPECIFICATION

DRAFT

Job Code: 130
2/25/00

POSITION TITLE: COURT CLERK

DIVISION: ADMINISTRATIVE SERVICES

DEPARTMENT(S): CITY HALL

REPORTS TO: DIRECTOR OF ADMINISTRATIVE SERVICES

POSITION SUMMARY:

This is supervisory, technical and clerical work responsible for the operation of municipal court. Work involves supervising personnel, establishing policies and procedures to ensure efficient day-to-day court operation, maintaining a variety of complex records, and compiling reports and statistical data. Work is performed under the general supervision of the Director of Administrative Services and provides support to the Municipal Court Judge. Work is reviewed by the assessment of records and results obtained.

POSITION DUTIES:

Supervises court personnel; plans, schedules and assigns work; instructs and trains in correct methods and procedures; establishes priorities; monitors work; reviews and evaluates employee performance.

Maintains records of citations issued; establishes Municipal Court procedures; monitors all sessions of Municipal Court; assists Judge, police officers, and other City officials; establishes court calendar.

Monitors maintenance of Municipal Court files, and other records concerning defendants; ensures electronic transfer of dispositions to Department of Public Safety and files other reports with state agencies regarding court actions; maintains computerized dockets of all court calendars.

Ensures reset letters are sent to defendants who failed to appear in court; establishes Contempt of Court Warrants; handles certiorari appeals; nuisance complaints; files motions; certifies tickets; and signs subpoenas for officers.

Notifies surrounding jails of a defendant's needs to be transported for court.

Records and monitors all first offenders affidavits; monitors payment scheduling of fines; counseling and completion of community service; records and issues certified letters for Bench Warrants and license suspensions.

Serves as backup Cashier in the absence of the Cashier/Deputy Court Clerk.

Accountable for every ticket; ensures proper disposition.

Receives and responds to court-related telephone calls from lawyers, bonding companies, and the public.

Serves as Secretary to judge of Municipal Court.

Assists the Director of Administrative Services by providing secretarial and clerical assistance as needed.

Ensures all Municipal Court records are entered into computer; generates reports as needed.

Performs related work as required.

DESIRABLE QUALIFICATIONS:

Education and Experience

High school diploma or equivalent.

Considerable experience in secretarial or general clerical work, combined with considerable experience in court operations.

Any equivalent combination of education and experience is acceptable.

Knowledge, Skills, and Abilities

Good knowledge of operation of a Municipal Court.

Good knowledge of municipal ordinances and state laws relating to traffic and other issues handled in Municipal Court.

Ability to provide appropriate guidance and supervision to court staff.

Ability to handle and properly account for large sums of money.

Skill in the operation of a computer.

Ability to prepare clear and accurate comprehensive recommendations and reports.

Ability to understand and follow oral and written instructions.

Ability to handle confidential matters with discretion.

Ability to communicate clearly and effectively, orally and in writing.

Ability to meet and deal tactfully with the public sometimes in difficult and trying situations.

Ability to establish and maintain effective working relationships with City employees, City officials, and the general public.

CITY OF PEACHTREE CITY, GA.
CLASS SPECIFICATION

Job Code: 240

POSITION TITLE: PUBLIC INFORMATION SPECIALIST

DIVISION: ADMINISTRATIVE SERVICES

DEPARTMENT(S): CITY HALL

REPORTS TO: DIRECTOR OF ADMINISTRATIVE SERVICES

POSITION SUMMARY:

This is technical, administrative and clerical work responsible for the public information and public relations functions of the City. Work involves responding to citizen concerns and inquiries, ensuring appropriate city information is provided to residents and coordinating special events for City Hall. Work is performed under the general supervision of the Director of Administrative Services and reviewed through the inspection of records and the evaluation of the efficiency and effectiveness of operations.

POSITION DUTIES:

Drafts responses to citizen complimentary/complaint letters addressed to the Mayor, Councilmembers and City Manager and to requests for information from residents.

Handles complaint calls received by City Hall and ensures residents are advised of resolution.

Writes and edits public information materials including the monthly UPDATE; designs, develops and updates city informational brochures.

Writes press releases and other news articles; works closely with local press to ensure good coverage of city government activities.

Publishes public notices for rezoning, variances and selected development permits in UPDATE and via local press releases.

Develops and maintains a voice mail system.

Reviews and edits final master copies of all CARs/CAMs; prints and distributes copies to appropriate city departments; ensures annual review of each publication.

Drafts employee newsletter, proclamations, resolutions, intergovernmental agreements, and other internal correspondence.

Serves on various committees; compiles information and prepares reports.

Maintains City Hall bulletin board and information packages available in the lobby.

Updates cable channel 2.

Conducts informational tours of City Hall.

Plans and coordinates special events, i.e. ribbon cuttings, dedication ceremonies, etc.

Assists the Director of Administrative Services with special projects as assigned.

Performs other related duties as required.

DESIRABLE QUALIFICATIONS:

Education and Experience

Degree in English or Journalism or related field from an accredited college or university.

Considerable experience in public information and public relations.

Any equivalent combination of education and experience is acceptable.

Knowledge, Skills, and Abilities

Good knowledge of English, spelling, and writing.

Good knowledge of modern office practices and procedures.

Good knowledge of City rules, regulations and ordinances.

Skill in the operation of a computer including graphics.

Ability to handle confidential matters with discretion.

Ability to prepare clear and concise letters, articles and reports.

Ability to understand and follow oral and written instructions.

Ability to communicate clearly and effectively, orally and in writing.

Ability to establish and maintain effective working relationships with City employees, City officials, members of the press and the general public.

CITY OF PEACHTREE CITY, GA.
CLASS SPECIFICATION

DRAFT

Job Code: 240
3/1/00

POSITION TITLE: PUBLIC INFORMATION OFFICER

DIVISION: ADMINISTRATIVE SERVICES

DEPARTMENT(S): CITY HALL

REPORTS TO: DIRECTOR OF ADMINISTRATIVE SERVICES

POSITION SUMMARY:

This is supervisory and administrative work responsible for the public information and public relations functions of the City. Work involves supervising personnel, responding to citizen concerns and inquiries, ensuring appropriate city information is provided to residents and coordinating special events for City Hall. Work is performed under the general supervision of the Director of Administrative Services and reviewed through the inspection of records and the evaluation of the efficiency and effectiveness of operations.

POSITION DUTIES:

Supervises City Hall Receptionists; plans schedules and assigns work, instructs and trains, establishes priorities, monitors work, reviews and evaluates employee performance.

Drafts responses to citizen complimentary/complaint letters addressed to the Mayor, Councilmembers and City Manager and to requests for information from residents.

Works closely with City Manager, Assistant City Manager and Director of Administrative Services in responding to current issues facing the City; serves on various committees; compiles information and prepares reports.

Ensures handling of complaint calls received by City Hall and ensures residents are advised of resolution.

Writes and edits public information materials including the monthly UPDATE; designs, develops and updates city informational brochures.

Writes press releases and other news articles; works closely with local press to ensure good coverage of city government activities.

Provides information on rezoning, variances and selected development permits in UPDATE and via local press releases.

Assists with maintenance of voice mail system by assigning mailbox extensions to City personnel.

Reviews and edits final master copies of all CARs/CAMs; prints and distributes copies to appropriate city departments; ensures annual review of each publication.

Drafts employee newsletter, proclamations, resolutions, intergovernmental agreements, and other internal correspondence.

Ensures City Hall bulletin board and information packages available in the lobby are maintained.

Updates cable channel 2; assists with maintaining City Web site.

Conducts informational tours of City Hall.

Plans and coordinates special events, i.e. ribbon cuttings, dedication ceremonies, etc.

Assists the Director of Administrative Services with special projects as assigned.

Assumes responsibility for Administrative Services Division in the absence of the Director.

Performs other related duties as required.

DESIRABLE QUALIFICATIONS:

Education and Experience

Degree in English or Journalism or related field from an accredited college or university.

Considerable experience in public information and public relations combined with considerable knowledge of City history, development and operations.

Any equivalent combination of education and experience is acceptable.

Knowledge, Skills, and Abilities

Good knowledge of English, spelling, and writing.

Good knowledge of modern office practices and procedures.

Good knowledge of City rules, regulations and ordinances.

Skill in the operation of a computer including graphics.

Ability to provide appropriate guidance and supervision to staff.

Ability to handle confidential matters with discretion.

Ability to prepare clear and concise letters, articles and reports.

Ability to understand and follow oral and written instructions.

Ability to communicate clearly and effectively, orally and in writing.

Ability to establish and maintain effective working relationships with City employees, City officials, members of the press and the general public.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and Councilmembers**

FROM: **Jim Basinger**

DATE: **March 1, 2000**

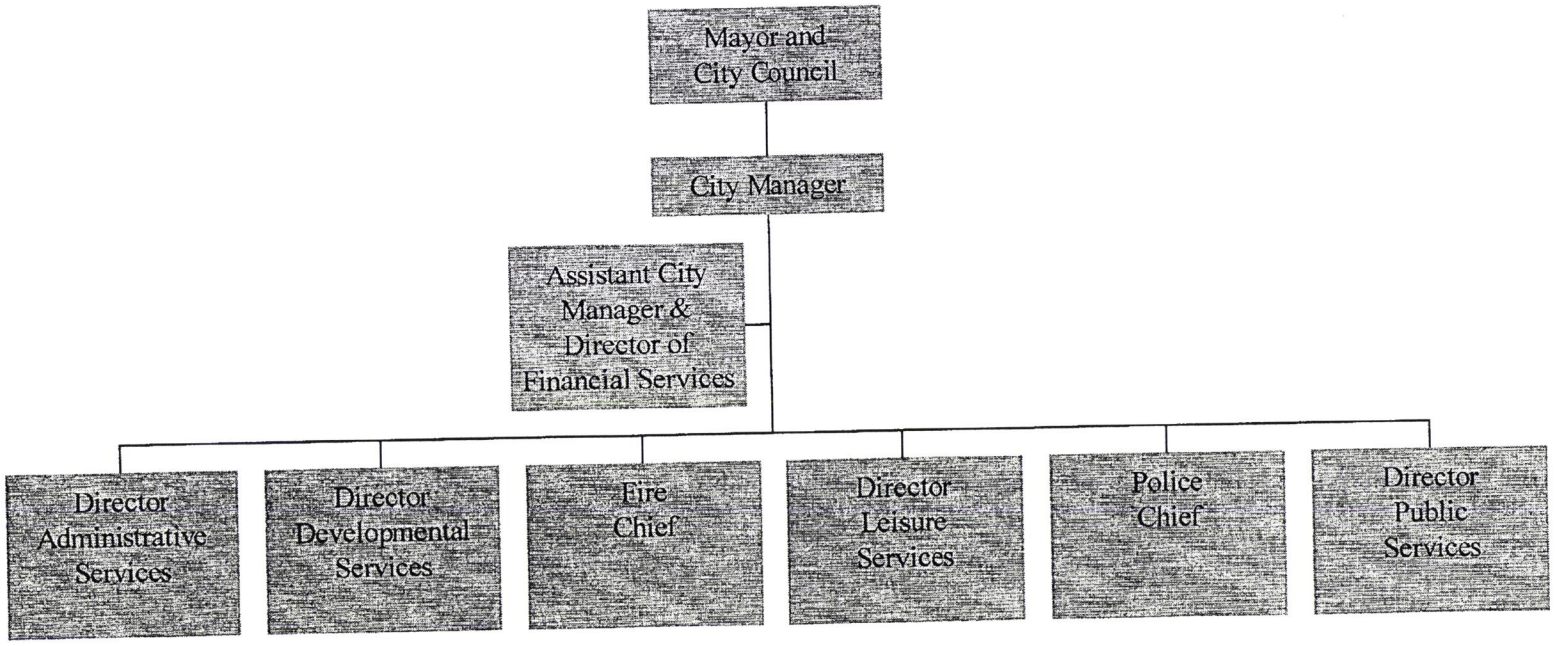
SUBJECT: **Long Term Anticipated Personnel Requirements**

In an effort to evaluate long term personnel needs, division directors/chiefs have developed organizational charts that include anticipated future divisional organization and personnel requirements. These were developed anticipating buildout of Peachtree City and, where appropriate, future development outside our borders which would impact service delivery (i.e. additional traffic which would require more police personnel). We will provide a short powerpoint presentation at Retreat on this information and answer any questions you may have.

JB/jsm

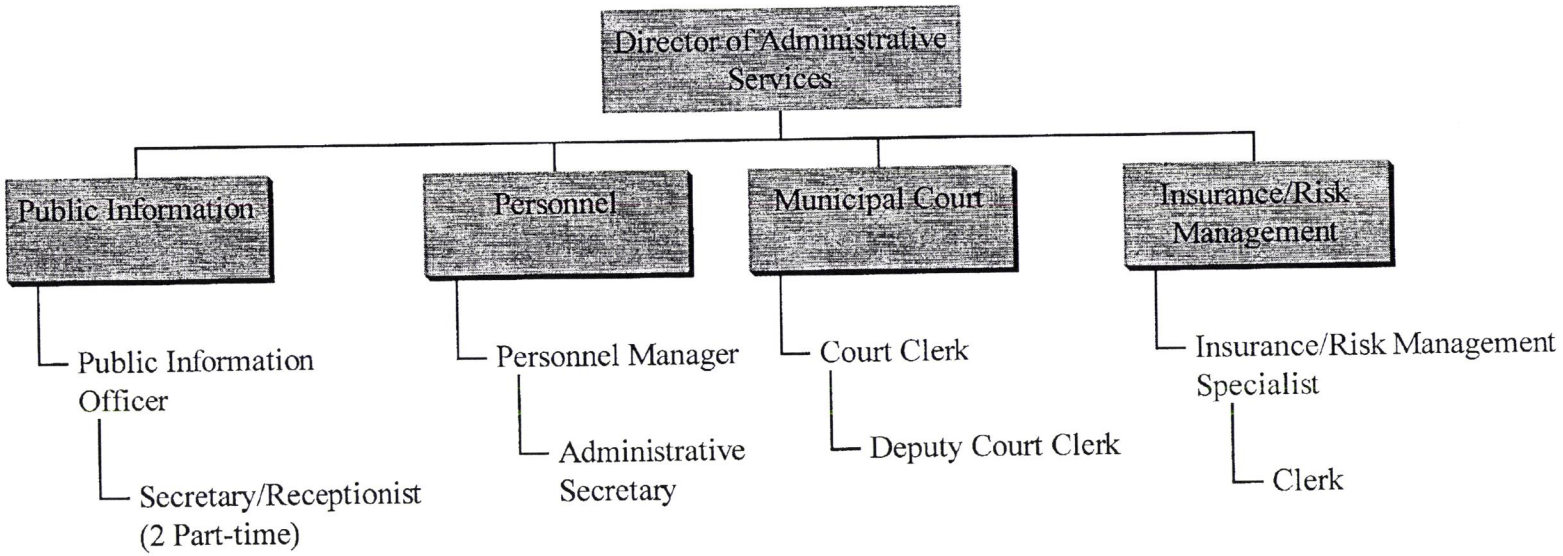
Peachtree City

Future Organizational Chart



Administrative Services Division

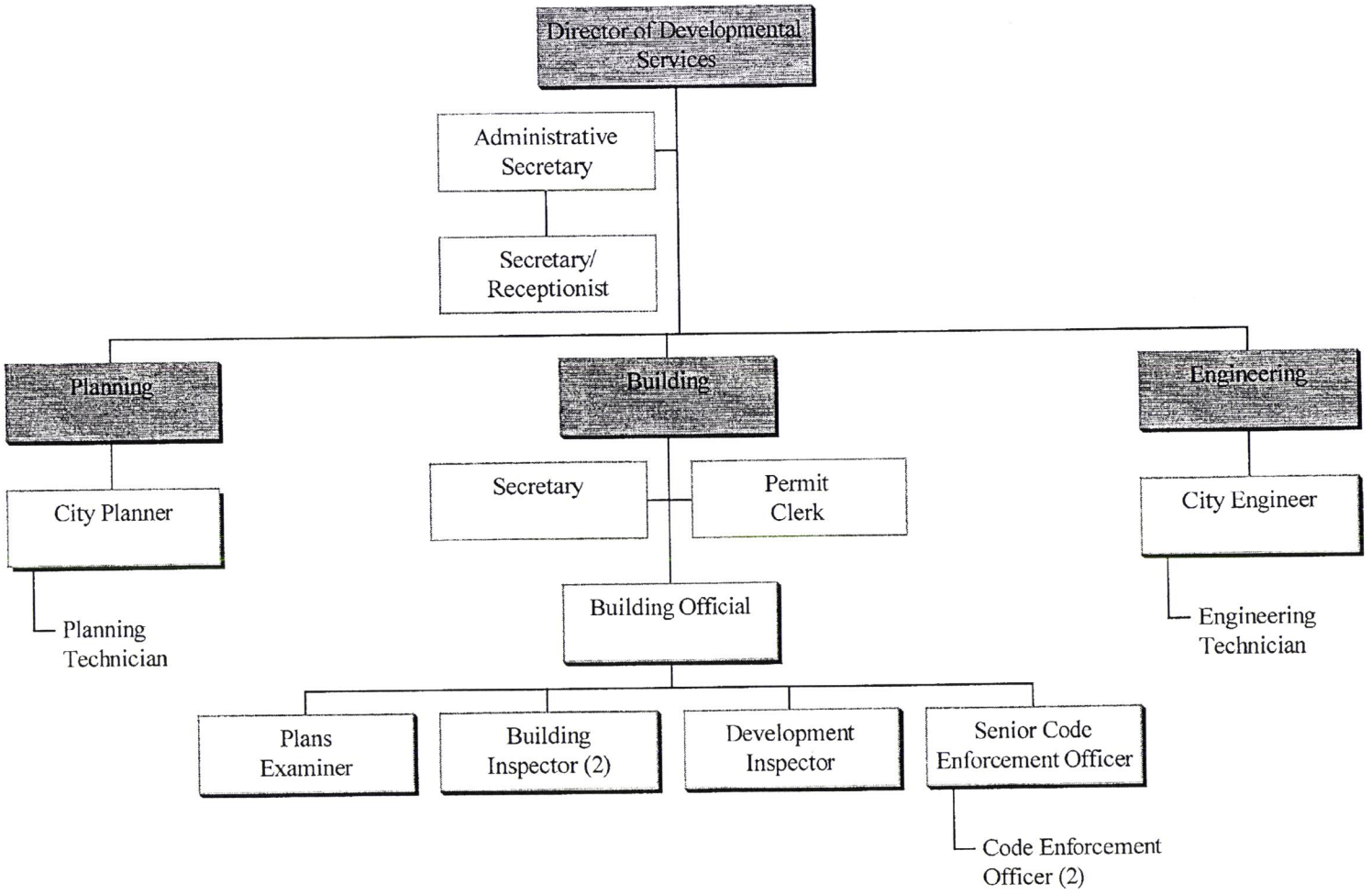
Future Organizational Chart



Current Staffing	8
Additions	2
Future Staffing	10

Developmental Services Division

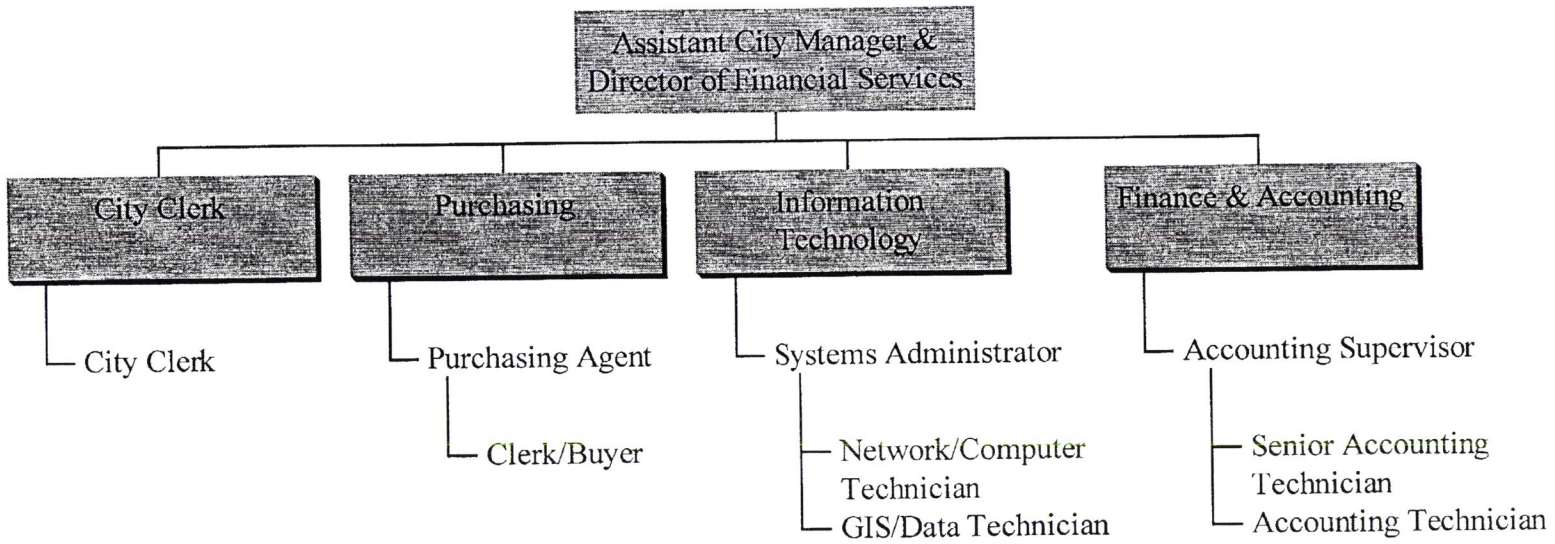
Future Organizational Chart



Current Staffing	17
Additions	0
Future Staffing	17

Financial Services Division

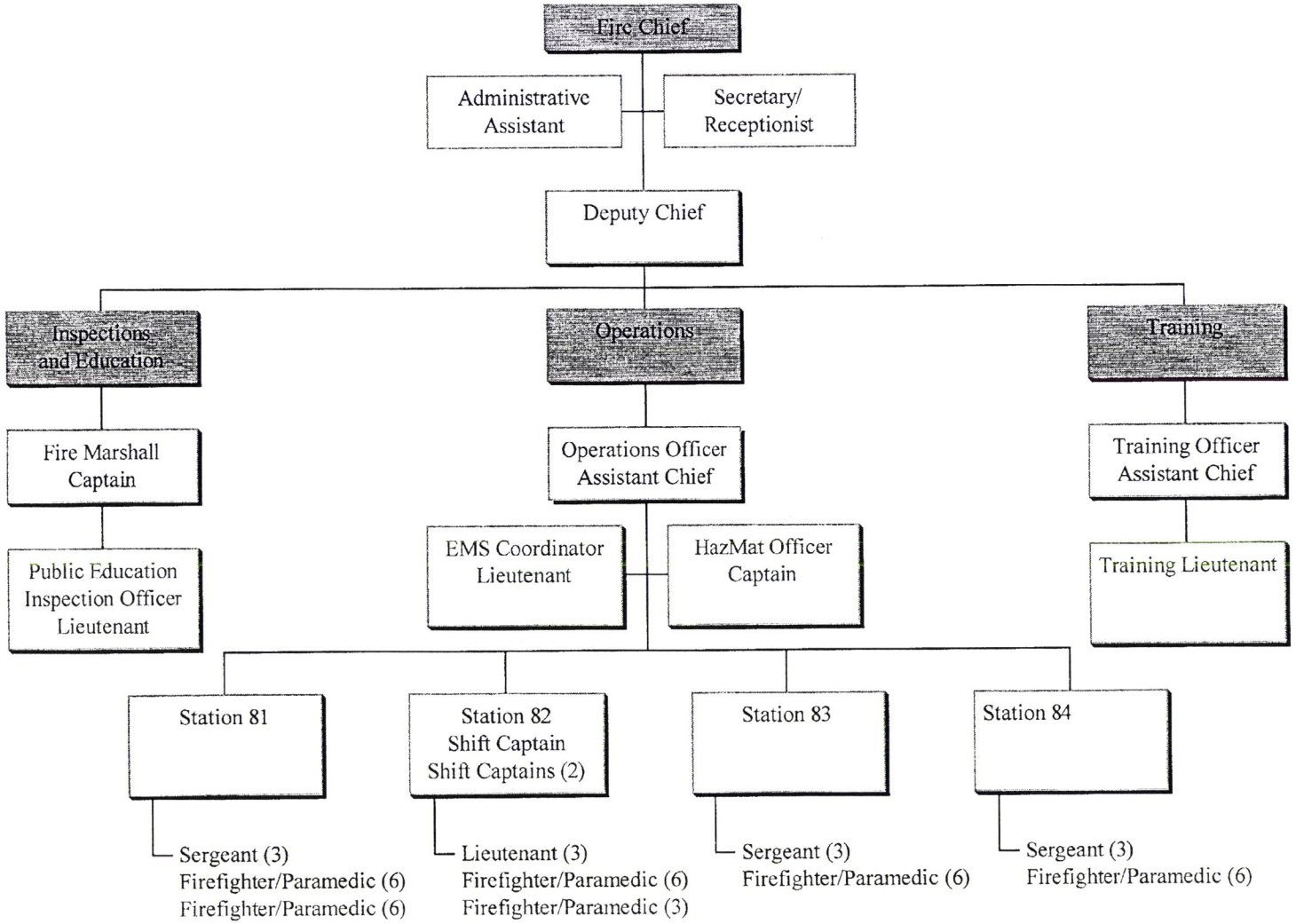
Future Organizational Chart



Current Staffing	8
Additions	2
Future Staffing	10

Fire Department

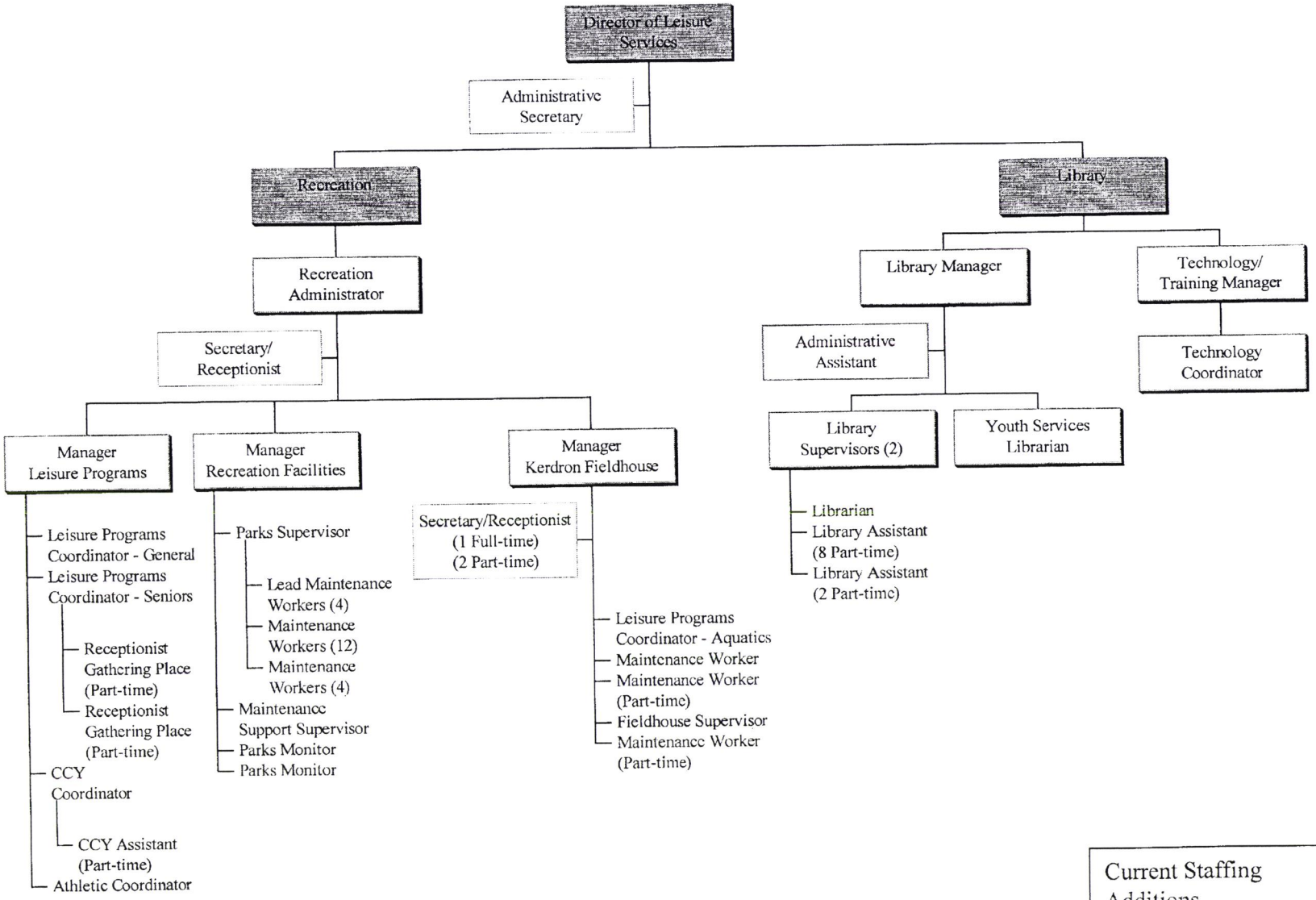
Future Organizational Chart



Current Staffing	37
Additions	22
Future Staffing	59

Leisure Services Division

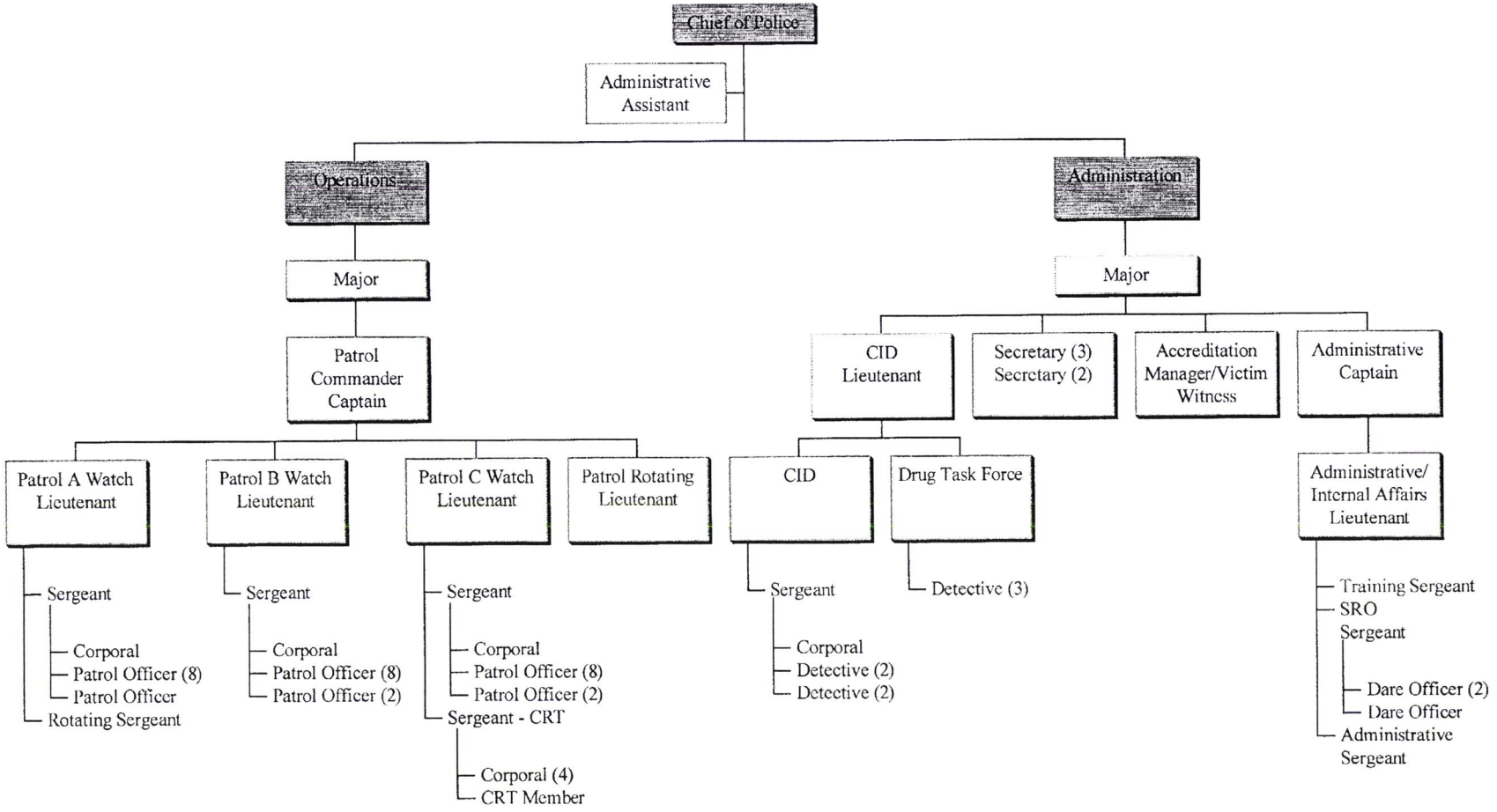
Future Organizational Chart



Current Staffing	47
Additions	9
Future Staffing	56

Police Department

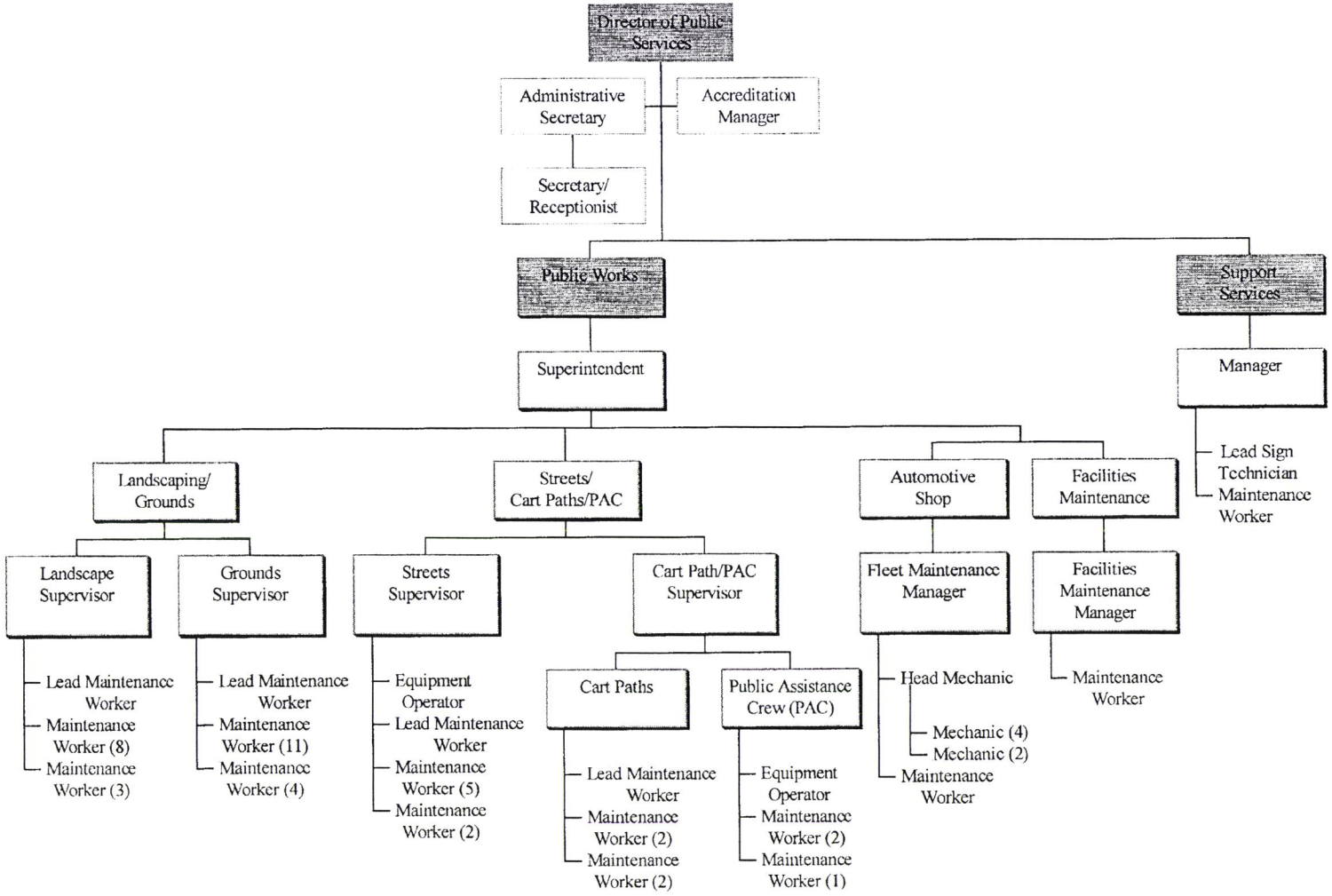
Future Organizational Chart



Current Staffing	58
Additions	17
Future Staffing	75

Public Services Division

Future Organizational Chart



Current Staffing	50
Additions	17
Future Staffing	67

Staffing Summary

Division	Current Staffing	Additions	Future Staffing
Administrative Services Division	8	2	10
Developmental Services Division	17	0	17
Financial Services Division	8	2	10
Fire Department	37	22	59
Leisure Services Division	47	9	56
Police Department	58	17	75
Public Services Divison	50	17	67
Total	**225**	**69**	**294**

*Staffing numbers are for full-time equivalents (FTE).
*Current staffing includes FY 2001 proposed personnel.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and Councilmembers**

VIA: **Jim Basinger**

FROM: **Joe Morton**
Jane Miller

DATE: **February 9, 2000**

SUBJECT: **Four-Day Workweek**

Council requested that staff evaluate the feasibility of City employees working a four-day workweek. The Directors/Chiefs have reviewed their operations and identified positions that could work a four-day week. They are as follows:

Administrative Services – All fulltime positions

Developmental Services – All Building Department employees

Financial Services – Purchasing Agent, Clerk Buyer, Senior Financial Analyst, Bookkeeper/Computer Operator and Assistant City Manager

Fire Department – Fire Marshall

Leisure Services – All fulltime positions except Senior Programs Coordinator. Parttime positions would probably not be included.

Police Department – Three clerical positions but only if off days were not on Monday or Friday

Public Works – All positions

Potential benefits of the four-day workweek are as follows:

- Expanded hours of operation to provide better accessibility and service to citizens
- Positive impact on air quality issues and traffic congestion by reducing trips to work by 20% and reducing travel during peak times by having employees report earlier in the morning and leave later in the afternoon

- Longer work day may enable some tasks to be completed in one day instead of extending over two days (especially relevant with crews that would spend time putting away tools and equipment only to have to reload to return to the job site the next day)
- Gives employees a three day weekend

Potential problems with the four-day work week:

- Fatigue due to longer work hours
- Coverage problems during vacations and illnesses which may lead to increased overtime costs
- Scheduling difficulties due to Monday/Friday off
- Possible childcare/family issues due to longer work day

There seems to be only limited enthusiasm from our managers and employees about the four-day workweek. However, staff has discussed the four-day workweek with Snellville and Douglasville, both of which have this work schedule. Both entities are pleased with the results and indicate that, since implementation, it has been well received by citizens and employees.

Should the City Council desire to implement the four-day workweek, several operational issues would need to be resolved. While the City would continue to be open five days a week, actual work hours which may vary (i.e. 7 a.m. to 6 p.m., 7:30a.m. to 6 p.m., 7 a.m. to 5:30 p.m.), administrative office hours (i.e. 7 a.m. to 5:30 p.m., 7:30 a.m. to 5:30 p.m., 7:30 a.m. to 6:00 p.m.) and employee schedules would need to be determined.

/jsm

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and Councilmembers**

FROM: **Jim Basinger**

DATE: **February 9, 2000**

SUBJECT: **Policy on Council Funding for Non-Profit Organizations**

As you may recall, Council requested that staff develop a policy on City funding for non-profit organizations which could be discussed at the Council Retreat. Staff has attempted to incorporate Council's suggestions in the enclosed draft policy that is on the agenda for Retreat.

JB/jsm

Enclosure

City Council Funding for Non-Profit Organizations in Fayette County.

DRAFT

Purpose	Section	I
Policy		II

I. Purpose

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

II. Policy

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

A. Council will budget no more than $25,000 annually for all non-profit funding.

B. The City would assume no liability for any project for which the City provides funding and/or labor.

C. Services provided to Peachtree City residents by a non-profit organization that extend above and beyond what is provided to non-Peachtree City residents shall be addressed in a contract between the City of Peachtree City and the organization.

D. Non-Profit Organizations

1. Basic Needs

As a general rule, funding for non-profit organizations serving Fayette County should be provided by the Fayette County Commission to ensure that Peachtree City residents are not subject to double payment through their municipal and County taxes. However, Council reserves the right to make contributions to non-profit organizations that provide services that meet the basic needs (food, shelter, protection) of Peachtree City residents based upon the merit of the request. Funding for non-profit organizations that provide basic needs shall not require matching funds but shall be limited to $7,500.00. These funds, once identified, will be budgeted for annually.

2. General Needs

   Should Council approve a funding request for an organization that provides for general needs (other than food, shelter and protection), a dollar for dollar match up to a limit of $5,000 in funding/labor may be provided as a match to any non-government funding provided to the organization. Requests from a non-profit organization will be considered no more often than every five years.

3. Public Schools

   a. Each request for funding/labor will be considered by the Peachtree City Recreation Commission, who will forward a recommendation to the City Council for final decision.

   b. Council will evaluate each request and make a decision based on the merit of the request.

   c. No more than one request, per school, will be considered in any five consecutive year period.

   d. Only Fayette County public schools whose attendance boundaries include Peachtree City will be eligible for consideration.

   e. Requests for funding/labor must be for enhancements to playgrounds and playing fields only. Any playground/playing field for which the City makes a contribution must be made available for use by City residents when not being used by the school. A formal agreement with the School Board would be required.

   f. Should Council approve a funding request, a dollar for dollar match up to a limit of $5,000 in funding/labor may be provided as a match to any funding provided by the school or any school organization (i.e. booster club).

E. The City Council will have final approval on all funding requests.

APPROVED:

Mayor and Councilmembers

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and Council**

VIA: **City Manager**

FROM: **Director of Developmental Services**

DATE: **March 14, 2000**

SUBJECT: **Redevelopment of Leach Station Property**

Since the very early days in the history of Peachtree City, Leach Station has stood as a symbolic monument at the main entrance to the City's Industrial Park. Even before NCR built its incredible facility across the street, and even before most of the businesses that now line Dividend Drive were created, Leach Station signaled to prospective investors in Peachtree City that this community was serious about its industrial development program. It put its first--and, at that time, its most important--public facility at a corner that would ordinarily be reserved for a valuable commercial use. It was located so it could provide industries with an almost instant response to a fire or medical emergency. But it was also located so as to make it clear to all newcomers that this community was committed to having its infrastructure in place before it developed rather than as a reaction to development.

Over the years, as the Fire Department grew from a small volunteer organization to the large, well-equipped operation it is today, Leach Station played a vital role in the creation of one of the most successful industrial areas in the Southeast. Now that it is necessary to replace it with a bigger and better facility, the question arises as to how we should reuse the property once the station is deactivated. There have been many suggestions. Some feel we should sell the land to FC & A to expand its warehouse and parking facilities. Some feel we should sell it to a commercial developer for a convenience store or a fast food restaurant. Some feel we should use the property for the City's service and maintenance operations. In fact, ideas abound as to how the property can be put to its "highest and best use."

The Planning staff would like to add to the list of ideas with the suggestion that the corner be devoted to a permanent open space monument to that wonderful and dedicated bunch of volunteers who got our Fire Department off on the right foot, and especially to its Founding Father, Brother Leach.

We would like to propose that the existing building be removed and replaced by a Volunteer Memorial Park that would continue the tradition of a symbolic entrance to the Industrial Park and, at the same time, pay honor to the entire group of volunteers who did, and are continuing to do, so much to make the community the great place it is today.

We would like to suggest that the City sponsor a design competition like we did for the Plaza and for its Fountain. Only this time, the competition would be for the most fitting way to create a park area on this prime corner that would serve as a permanent monument to our volunteers, past and present, in recognition of their service for which we are all greatly indebted.

JBW/jir

CITY OF PEACHTREE CITY
INTER-OFFICE MEMORANDUM

TO: City Manager, ATTN: Mr. Jim Basinger
Assistant City Manager, ATTN: Mr. Joe Morton

FROM: Stony Lohr
Acting Fire Chief

DATE: February 11, 2000

SUBJECT: Quarterly Report and 1999 Summary, National Fire Service Accreditation Status

STATUS. Based on accomplishments to date and projected resources in the proposed 5 Year Plan, the Fire Department projects that it may be in an Accreditable status in FY2004. The payment of the $3000 Applicant status fee, which also initiates the 18-month completion clock, should be deferred from October 2000 until at least October 2002. This is a delay of two years. We will continue to focus on using available resources to provide the best possible service in accordance with the Mission Statements of the City and the Fire Department. We will continue to complete National Fire Service Accreditation requirements as quickly as possible. We will also continue our efforts to improve the City's Insurance Service Office (ISO) rating from Class 4 to Class 3 or better. For National Accreditation comparison purposes, there are approximately 30,665 Fire Departments in the United States. Of these, twenty-seven have received National Accreditation. In Georgia, there are no Nationally Accredited Fire Departments, no Accreditation Candidates, two Accreditation Applicant Agencies, and thirteen Registered Agencies. For ISO comparison purposes, there are approximately 800 fire departments in Georgia. Approximately 7% of Georgia Fire Department's are Class 4 or better (one is Class 1, five are Class 2, twenty-two are Class 3, and thirty-one are Class 4).

ISSUES. The critical National Accreditation issues involve completion of Core Competencies. There are ninety-nine (99) Core Competencies. These are performance indicators that an agency must fully complete in order to be considered for Accreditation. Failure to fully meet any one of the Core Competencies renders an agency ineligible for consideration for National Accreditation. Of these Core Competencies, there are twenty-four that are linked to or require additional resource support. These are indicated in red print on the Core Competency listing at enclosure #1. These resource needs are being incorporated into the City's 5 Year Plan to provide them as quickly as possible without adversely impacting other programmed needs.

Staffing. The most critical issues pertain to staffing and training. Staffing includes both administrative functions and operational response. Operational response includes EMS/Rescue calls and fire calls. During 1999, there were 1931 dispatched calls, with 1403 being EMS/Rescue related (73%), and 528 being fire related (27%). These involved 1698 ambulance responses and 1256 engine responses. This is a 6% increase over 1998 and an increase of 176% since 1991. Operational EMS staffing with three front line ambulances is providing excellent service to the community. However, it should be noted that we are experiencing increasing numbers of rescue and motor vehicle accident responses for which we are using all on duty personnel to provide enough manpower for that one call.

Operational staffing for fire response has some shortfalls that are being corrected through the 5 Year Plan. These same issues also pertain to ISO requirements but to different extents. There is a dichotomy in the two systems because an ISO evaluation is a fire insurance rating tool intended to measure quantitatively the major elements of a city's fire suppression system and to subsequently determine fire insurance premiums. A good ISO rating does not necessarily translate to being able to attain National Accreditation. Attaining National Accreditation will almost certainly result in an excellent ISO rating. ISO does not directly address fire prevention education, code implementation and enforcement, fire investigation, fire department efficiency measures, safety, or other aspects of emergency service such as EMS, technical rescue, disaster management, or Haz Mat. The ISO evaluation system, totaling 100 points, includes 10 points for communications, 40 points for water, and 50(+) points for the fire department. Within the fire department segment, credit for company personnel constitutes 15(+) points. For Peachtree City, company personnel credit could have been as much as 30 points. Company personnel is the largest single element of credit within the fire department, and the second largest credit element in the entire evaluation. Credit for the water system is the largest element at 35 points. During our evaluation in January 1998, Peachtree City received a total of 65.186 points to attain a Class 4 rating. Of these, the fire department received 28.79 out of 50 points (58%), and credit for company personnel received 3.91 out of 15(+) points (26%). The spreadsheet for Peachtree City's January 6, 1998 ISO evaluation is at enclosure #2.

The intent of National Fire Service Accreditation is to provide a process to specifically evaluate the fire department's activities and services to protect both life and property. It seeks to answer whether the department is effective, and whether it is achieving its mission, goals and objectives. Specific Accreditation requirements include an adequate administrative structure, adequate staffing for fire suppression, adequate staffing for Fire Prevention and Life Safety, adequate staffing for Fire Investigation, adequate staffing for Technical Rescue, adequate staffing for Hazardous Materials, adequate staffing for Emergency Medical Services, and equipment maintenance conducted by qualified personnel. There is a performance indicator to have adequate staffing for Public Education. It is not currently listed as a Core Competency, but without it we cannot meet another Core Competency under Public Education.

Adequate staffing includes requirements for adequate numbers of people, proper supervisory structure, and proper professional certifications and training. Staffing may be provided by on duty personnel and Volunteer personnel. The key staffing issues involve having sufficient personnel on scene soon enough to be safe and effective, and ISO credit. ISO decrements credit for Volunteer personnel by a factor of 1/3 based upon their actuarial studies.

The Department has been successful providing fire suppression service using a combination of on duty Career members and operational staff augmented by Volunteers, and further supplemented by infrequent Mutual Aid. Our success has been a result of new construction and automatic fire suppression systems combined with active enforcement of building and fire codes and a quick initial response that has prevented most fires from extending beyond the room or location of origin. It is our goal to plan and implement changes based on city characteristics, further improve our level of service to the community and attain National Accreditation standards. These improvements would be done through measured improvements via the 5 Year Plan and strengthened Mutual Aid agreements from organizations such as the Georgia Mutual Aid Group. Volunteer staff will continue to be an important and cost effective component of the Department, but these changes will compensate for their changing demographics and improve our response time. Weekdays have become our highest staffing risk time because most Volunteers work outside the City and are not available during a weekday. Based on our current projected plan, we will have sufficient on duty shift personnel within three years to respond all front line apparatus out of the stations during a weekday without needing staff or Volunteer augmentation. This is predicated upon two persons per ambulance, and one person per engine, ladder and rescue. We should have sufficient on duty personnel within five years to mitigate a 1500 GPM risk level fire during a weekday without needing staff or Volunteer augmentation. Justification of exact staffing numbers will depend upon completion of the risk analysis for the City, but I anticipate that those numbers will include at least 17-19 firefighters on duty. These numbers would still require augmentation by Volunteers. A 1,500 GPM or larger risk category fire might occur at some of our one and two family residential structures (structures not exceeding 2 stories or 3,500 square feet) and our larger homes, schools, churches, apartment complexes, nursing homes, assisted living facilities, or businesses and industries. Our efforts thus far have concentrated on the arrival time of an initial responding unit. Larger events (1,500-3,500 GPM) will also require the arrival of initial action staffing (6-12 firefighters within 5 minutes or some other time standard established by the community) and an additional follow on force (9-15 additional firefighters within 10 minutes or some other time standard established by the community). Fires larger than 1500 GPM, up to 3500 GPM, would require continued augmentation by Volunteers and local Mutual Aid assistance. Any fire larger than 3500 GPM will continue to require assistance from external organizations such as the Georgia Mutual Aid Group. I do not recommend planning for on duty staffing levels for maximum or worst case hazards. As an example, seventeen fire departments responded to the recent Atlanta Mill fire to assist the Atlanta Fire Department.

Certification and Training. There are a number of required Fire Service National Professional Qualification (NPQ) certifications. The most fundamental of these is NPQ Firefighter I and II. Beyond these, the most critical are Fire Officer, Fire Instructor, and Fire Inspector. Every Officer must be certified to at least NPQ Fire Officer I. Every Company Officer must be certified to at least NPQ Fire Instructor I. At least one person of any group that conducts a fire inspection, and any person who signs a fire inspection report must be certified to at least NPQ Fire Inspector I.

The NPQ Fire Officer certification is the national and legal standard that helps insure that officers are properly qualified to provide leadership and supervision to promote safe and effective tactical operations at emergency scenes. The Georgia Firefighter's Standards and Training Council NPQ Fire Officer certification program became inactive with the demise of the Dekalb College Fire Science program. They have been working on a new certification program for three years. There are some indications that a new program may be approved in the near future. In the meantime, we continue to take the courses offered by the Georgia Fire Academy (GFA) the Georgia Emergency Management Agency (GEMA), the Georgia Public Safety Training Center (GPSTC) and schools such as West Georgia Technical Institute, and then apply for NPQ certification through the auspices of the Maryland Fire and Rescue Institute (MFRI) and the University of Maryland. In addition to the cost of the various courses, the fee for each certification application is now $250.00.

The NPQ Fire Instructor certification is the national and legal standard that helps insure that Instructors are able to properly instruct other firefighters. The Georgia Fire Academy requires that any Instructor who teaches under its auspices be certified to at least the NPQ Fire Instructor II level. We must continue to develop a strong Instructor Corps with multiple Instructors in each functional area to at least this level, and then support their attendance at specialized courses and support proper preparation and presentation of classes. Instructors need to have sufficient support to insure they will not be required to leave class to respond to a call. This is important to provide additional instruction to our Career staff. It is absolutely critical if we are going to maintain the Volunteer staff. Most Volunteers must use diligent scheduling and vacation time to be able to leave their vocational jobs to complete required short courses at the Georgia Fire Academy in Forsyth. Similarly, most do not have the capability to get off from work for one to two weeks to go to Forsyth to take some of the longer classes such as Fire Instructor I or II that are also required. They can complete the classes if we provide outside or in-house qualified Instructors and the time so that the courses can be "chunked" and taught here in Peachtree City. NPQ Fire Instructor certification is available either directly through the Georgia Firefighter's Standards and Training Council for the two approved courses offered by GPSTC, or though MFRI and the University of Maryland for the Fire Instructor Course at West Georgia Tech.

The NPQ Fire Inspector certification is the national and legal standard that helps insure that we conduct inspections that are complete and correct, that we are able to provide proper assistance to facilities being inspected, and that we have protection against liability. NPQ Fire Inspector certification is available by completing two weeklong courses and an examination at GFA, or by completing a series of courses at GFA and submitting a certification application to MFRI and the University of Maryland.

Fire Hydrants. We prepared a contingency plan in April 1999 to accomplish the testing and maintenance of fire hydrants in Peachtree City. We had continued to hold some hope that the Fayette County Water System would perform these functions to a level that would satisfy our requirements for both ISO and Accreditation. While they are doing some, they are not and apparently have no intent on performing the functions to the level required by either ISO or Accreditation. Accordingly, we are preparing to initiate our own hydrant maintenance program beginning February 2000. The program will involve the pressure testing of all hydrants twice per year, and routine maintenance and marking/painting of hydrants following NFPA standards.

Automation. We have had recurring difficulties with various computers in our system. Many of these can be attributed to dirty electrical power (spikes and brown-outs), and we have solved these through the use of surge protectors and small UPS's. Other problems have resulted from internal system deficiencies requiring repair or replacement. We still need to connect fire stations 81, 84 and 83 to the Wide Area Network, and we need to activate the new FireHouse 5.0 Management Information System software. We need to continue to work to get ArcView GIS and its analytical components into a functional mode. Part of that involves training on the system. The greater part involves establishing the map of Peachtree City in proper format and establishing its various databases. We also need to acquire a pen based automation system to help with the completion of the new Patient Care Record (emergency medical service report) that has been recently issued by the State.

GOALS. As briefed at the 1999 City Council Retreat, Fire Department activities during 1999 focused on preparation for a re-evaluation by Insurance Services Office (ISO) to Class 3. We received our Class 4 rating on May 1, 1998 with a score of 65.18 points. We need an additional 4.82 points (70.00 total) to achieve a Class 3 rating. Based on the time lapse since the last evaluation, a new evaluation will consist of a full evaluation rather than re-evaluation of selected items. Additionally, we expended substantial time and effort in preparation for the Y2K phenomenon. Both of these activities have had co-lateral benefits for Accreditation. Within the constraints of remaining time and resources, Accreditation activities for 1999 focused on building our infrastructure and helping members achieve individual National Professional Qualification (NPQ) certifications. The planned goals are described below:

Phase II (January 1999-January 2000)

Preparation for ISO Class 3

Prepare additional pre-plans. (Also Accreditation Criterion 2B)

Conduct additional Fire Prevention Inspections. (Also Accreditation Criterion 5B)

Obtain additional Hydrant tests and inspections. (Also Accreditation Criterion 9A)

Accreditation Preparation.

Complete acquisition of computers and supporting hardware and software.

Complete upgrade of Station 82 LAN. (Completed-June 1999)

Connect into Wide Area Network.

Station 82-Fiber Optic (est. Mar 99)(connected June 1999)

Station 81-Fiber Optic- (TBD)- pending- $2,000 connection fee

Station 84-Fiber Optic- (TBD)- pending- $2,000 connection fee

Station 83-Modem/Fiber Optic- (TBD)- est. quote from Newnan Utilities Mar 2000

Install new 9-1-1 Dispatching system. (est. Sep 99)(installed Dec 1999)

Conduct training on computers and MIS.

Obtain Geographic Information System. (GIS)(obtained ArcView GIS Dec 1999)

Phase III- Research and Data Collection February-July 2000

Preparation for ISO Class 3

Prepare new engine for service (est. March 6, 2000)

Review ISO evaluation areas (est. May 15, 2000)

Complete maintenance and repairs on Ladder 8 (est. May 15, 2000)

Submit letter requesting re-evaluation by ISO (est. June 1, 2000)

Re-evaluation by ISO (est. August 15, 2000)

Accreditation Preparation.

Establish supporting infrastructure (References, GIS, MIS)

Category I- Governance and Administration

Category IV- Financial Resources

Category V- Programs
- Fire Suppression
- Public Education
- Fire Prevention/Life Safety
- Fire Investigation
- Emergency Medical Services
- Haz Mat
- Emergency/Disaster Management
- Technical Rescue

Category VI- Physical Resources (Facilities/Apparatus)

Category X- External Relationships

ACCOMPLISHMENTS. We have made substantial progress during the last year.

- We prepared a comprehensive 5 Year Plan to identify the staffing, equipment, facilities and vehicles required to increase our level of service to the community, attain a better ISO classification and attain National Accreditation.

- The new computers equipped with Office Professional and Fire Zone have enabled Department personnel to create and complete more than 500 new pre-plans with a database, drawings, and records.

- The flatbed scanner and graphics programs have enabled us to produce professional training aids and brochures such as the one used for "Freddie".

- The Georgia Firefighter's Standards and Training Council has administered written and practical NPQ Firefighter examinations in Peachtree City during both January 1999 and January 2000.

- We have completed and provided computerized matrices and application forms for numerous NPQ certifications, and provided individual counseling and guidance regarding certification requirements to Department personnel.

- Seven persons completed NPQ Firefighter I certification.

- Twelve persons completed NPQ Firefighter II certification.

- Three persons have completed NPQ Fire Officer I certification.

- One person completed NPQ Fire Officer II certification.

- Four persons completed NPQ Fire Instructor II certification.

- One person completed NPQ Fire Instructor III certification.

- Two persons completed Public Fire and Life Safety Educator I.

- One person completed NPQ Fire Investigator certification.

- We have rewritten job descriptions for all Career and Volunteer positions in the Department.

- We have rewritten and implemented the Emergency Medical protocols and SOP's.

- We have acquired test equipment with which to perform hydrant maintenance.

- We corrected detailed street data and submitted it to the 9-1-1 Center for use with the new CAD system.

- We conducted research, wrote the RFP and acquired ArcView GIS in December 1999.

- As a result of the Y2K effort, we have rewritten and updated the City's Disaster Plan, which we can in turn use to satisfy Accreditation requirements.

- We have continued to collect and analyze performance data such as the Department's five-minute response time and vehicle downtime.

- We have written a consolidated Fayette County High Risk Evacuation Plan and rewritten the Department Hazardous Materials response SOP.

- We acquired a new Brush Truck that is also capable of serving as the prime mover for the Haz Mat trailer and supporting hazardous materials decontamination.

- We have acquired a new Engine for fire suppression that will also provide us with our first reserve engine capability.

- We activated the third Medic unit to provide better coverage to the west side of the city.

- We have started construction of new Leach Fire Station #81 and training facility.

- We have obtained approval for the concept plan for the Fire burn training building.

2 Encl: Fire Service Accreditation Core Competency Listing
ISO Rating Spreadsheet

CITY OF PEACHTREE CITY
INTER-OFFICE MEMORANDUM

TO: Mayor and City Council

VIA: City Manager, ATTN: Mr. Jim Basinger

FROM: Stony Lohr
Acting Fire Chief

DATE: March 25, 2000

SUBJECT: Community Emergency Warning System

Staff briefed City Council on a possible Siren Speaker Community Emergency Warning System in November 1998. Council requested that staff conduct additional research to determine the number of siren speakers required to provide coverage for Peachtree City.

The initial proposal included nine (9) siren speakers in Peachtree City. Subsequent evaluation by staff indicates that twelve (12) siren speakers would be needed (eleven (11) 9-stack models and one (1) 4-stack model) to cover all of Peachtree City. This includes one 9-stack unit that has already been approved and ordered by the County for installation along Highway 54 at the east side of Peachtree City.

Peachtree City's current investment in this system is $3,040 out of a total approved grant of $99,993. This grant funded the acquisition of a backbone system that includes a MOSCAD radio control system at the 9-1-1 Communications Center capable of handling up to forty (40) siren speakers, and a siren speaker. Fayette County has ordered two additional siren speakers. One will be installed at Rivers Road vicinity of Cedar, and one on Rivers Road near Landmark Mobile Home Park.

The cost of acquiring and installing siren speakers is approximately $40,000 each for up to ten (10) siren speakers. There are additional programming fees for more siren speakers, plus costs for providing electrical utilities and annual maintenance and operating costs. Initial cost estimate for installing a siren speaker system to cover Peachtree City is approximately $500,000. Exact costs cannot be determined until the number of siren speakers and their actual location site is determined and approved.

Another very recent alternative is now available. The DataFM Company in Ringgold, Georgia, has developed the Community Messenger radio warning and communications system. This system was activated in Catoosa County on March 5th. Catoosa County Commissioner Hudon Tatum has written the Georgia Legislature praising this system

and urging its use in lieu of weather radios and sirens. DataFM is scheduled to brief the Georgia Emergency Management Agency and twenty-eight counties in south Georgia on this system in April. The Community Messenger is a digital satellite linked radio data service, or "interactive smart radio". It is a small desktop unit that can also be operated as a mobile unit. It functions as a normal radio. Additionally, it constantly monitors a designated frequency for emergency warning and communications. In the Peachtree City area, Z93 FM (92.9) already carries the Community Messenger signal. Other stations can be contracted if desired. Messages are demographically and geographically addressable to a street, subdivision, community, ZIP code, City, county, or other target area.

Each user can program the Community Messenger radio to receive only those messages that he or she is interested in receiving. These may include alerts, warnings and instructions for weather emergencies, community disasters, police emergencies, or hazardous materials incidents; community messaging from a group leader to group members; community specific messages such as weather, local news, sports, school information or local government communications; traffic information on specific routes; local and regional weather from the National Weather service satellite; E-mail notification; school bus notification; paging; and personal security system monitoring. Emergency notifications automatically override normal operation of the unit and trigger an alarm. Other notifications are collected, indicated by a beep or notification light, and maintained until reviewed by the user.

DataFM indicates that they will install the system in the 9-1-1 Center at no cost. They would contract with someone in the community to sell the radio unit. Unit cost is essentially at manufacturing cost (typically $99.00-$139.00). In Catoosa County, the Ringgold Telephone Company coordinates unit sales and offers an option to pay for the unit in monthly installments on the telephone bill. There is no service cost for recipients. There is no cost for emergency service use of the system. In Catoosa County, there is no cost for use by legitimate schools and churches. Revenues are generated primarily from monthly rental of telephone numbers, advertising messages, and subscription services. Rental fees for other companies, groups and persons who wish to send messages are reported as typically $5.00 to $20.00 per code per month.

DataFM reports that if we assist in identifying a commercial operator of the system, which could be an individual, a company, the city or the county, they could have the system in operation in approximately one week.

A Community Emergency Warning System is an integrated system. Individual awareness is an essential preliminary component. Other components may include weather radios, a telephonic notification system, a siren speaker system, and/or the DataFM Community Messenger system. A Community Siren Speaker system is not designed to be a stand-alone system. It is a component of an overall system and is designed to provide warning to persons who are outdoors. A community siren speaker system would provide some benefit, but would also impose substantial investment costs. The DataFM Community Messenger system appears to have the capability to

provide all functions of weather radios and a telephonic notification system, and most functions of a siren speaker system. Council and the Community must decide on which Emergency Warning System composition they consider appropriate and cost effective for Peachtree City.

We have prepared a PowerPoint presentation to facilitate further discussion.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor & Council**

VIA: **City Manager**

FROM: **City Engineer**

DATE: **March 15, 2000**

SUBJECT: **CAR 10-1: Neighborhood Traffic Complaint Resolution**

I have attached a draft copy of CAR 10-1 for your review. The policy, as outlined, gives direction to those departments, which handle traffic related complaints. The Police and Engineering Departments typically receive the majority of these complaints. They can be categorized into speed and safety related issues. The CAR provides for routing speed related complaints to the Police Department for enforcement, while other design and safety complaints would go to the Engineering Department.

The most common safety related complaint involves the placement of stop signs. Unfortunately, the majority of locations in question do not meet the published warrants for multi-way stop conditions. Therefore, city staff frequently is unable to respond to complaints to the satisfaction of the concerned residents. CAR 10-1 would provide an optional course of action to allow the installation of unwarranted stop signs at certain problem intersections, if a petition is generated by a majority of the directly affected residents. The City would install all stop signs at public expense.

If it is determined that stop signs cannot adequately control traffic, textured pavement can be used for supplemental control. The texturing serves to alert motorists of an approaching condition meriting special caution, without causing delays to emergency vehicles. If a situation warrants this technique, it could be installed at public expense. However, if it does not and is still desired by a majority of the directly affected residents, it could be privately funded.

If stop signs and textured pavement still do not adequately control traffic, speed humps could then be considered. The speed hump being proposed is a 22' long elevated section of pavement with smooth transitions at each end, preventing speeding without punishing those traveling at or below the speed limit. Again, the installation would be at public expense if it met special warrants; and, if it did not, it could be financed privately.

In addition to the above techniques, it may be necessary or desirable to employ other traffic calming measures in special situations. These techniques are identified on the attached *Traffic Calming Toolbox*.

Attachments

- *CAR 10-1*
- *Traffic Calming Toolbox*

Neighborhood Traffic Complaint Resolution

Purpose Section I
Policy II
Responsibility III

I. Purpose

The purpose of this CAR is to state the City's policy regarding the response to traffic complaints arising as a result of speeding and/or high traffic volumes within neighborhoods in the City.

II. Policy

A) Complaints

1. **SPEEDING.** Complaints arising from motorists speeding, regardless of location, shall be routed or forwarded to the Police Department for handling. The Police Department shall handle the complaints according to internally established procedures.

2. **HIGH TRAFFIC VOLUMES.** Complaints arising from high traffic volumes of local or through traffic shall be routed or forwarded to the Engineering Department for handling. The City Engineer shall discuss with the complainant the approved measures and the requirements necessary for implementation.

B) Approved Measures

1. **MULTI-WAY STOPS.** Intersections shall meet the warrants published in *the Federal Highway Administration's* (FHWA) *Manual on Uniform Traffic Control Devices* (MUTCD). As stated in this publication, stop signs shall not be used for speed control. If the warrants are met, the City shall make the necessary installation.

   If the warrants are not met, the complainant shall have the option of further pursuing the request with a demonstration of substantial public support. The complainant shall submit a petition of support signed by not less than 2/3 of the directly affected property owners within an impacted area as defined by the City Engineer. If a 2/3 majority is established, the signs shall be installed for a period of sixty (60) days. At the conclusion of this trial period, a second petition, signed by a simple majority of the directly affected property owners shall be required in order for the stop signs to remain on a permanent basis.

2. **TEXTURED PAVEMENT.** In the event that complaints continue after implementation of the multi-way stops, staff shall consider installing textured pavement as a supplementary traffic-calming measure. The application of the textured surface shall be in distinct locations that merit special driver caution, such as pedestrian and cart crossing points. The textured pavement shall consist of a two-inch layer of type "F" asphalt stamped with an approved template and treated with a pigmented acrylic polymer followed by a clear acrylic polymer seal. The intent of the texturing is to provide a slight, yet noticeable annoyance to the motorist, awakening an awareness of both vehicle speed and location of possible roadway obstructions. If a problem location meets the special warrants for textured pavement, the City shall make the

installation at public expense. If not, the installation may be privately financed by the affected residents.

3. **SPEED HUMPS.** If multi-way stops and textured pavement fail to satisfactorily solve a problem and the complainant wishes to pursue further measures, the City will entertain the use of speed humps, installed in accordance with the guidelines published in the *Institute of Traffic Engineers'* *Traffic Calming: State of the Practice*. However, any speed hump request must first be reviewed by the Fire and Police Chiefs for evaluation of impacts to emergency response. The City Engineer shall then decide on the basis of site limitations, design criteria, and emergency response time impact whether to proceed with the installation. Once again, if a problem location meets the following special warrants for speed humps, the City shall make the installation at public expense. If not, the installation may be privately financed by the affected residents.

III. Responsibility

A) Upon review of documentation submitted and after a study of the nature of a particular traffic problem, the City Engineer shall recommend a course of action to the Director of Public Services. The Director of Public Services shall then schedule the improvements as soon as practicable, but not more than 120 days from the date of recommendation.

B) Warrants. The warrants for determining the need for traffic calming installations shall be as follows:

1. **Multi-way stop Warrants (1 out of 4):**

Warrant	All Streets
1 Minimum Volume	500 vph avg. in 8 hour period
2 Side street volume & delay	200 vph and 30 sec. Delay
3 85th percentile speed & Volume	If speed >40, vol. Is 350 vph
4 Accidents per year	5

2. **Textured Pavement Warrants (3 out of 4):**

Warrant	Residential	Neighborhood Collectors
1 Minimum Volume	>750 vpd / 75 vph	>1000 vpd / 100 vpd
2 Cut-through traffic	25%	50%
3 85th percentile speed	>speed limit	10+ mph over speed limit
4 Accidents per year	3	5

3. **Speed Hump Warrants (3 out of 4):**

Warrant	Residential	Neighborhood Collectors
1 Minimum Volume	>850 vpd / 85 vph	>1250 vpd / 125 vpd
2 Cut-through traffic	25%	50%
3 85th percentile speed	>speed limit	10+ mph over speed limit
4 Accidents per year	3	5

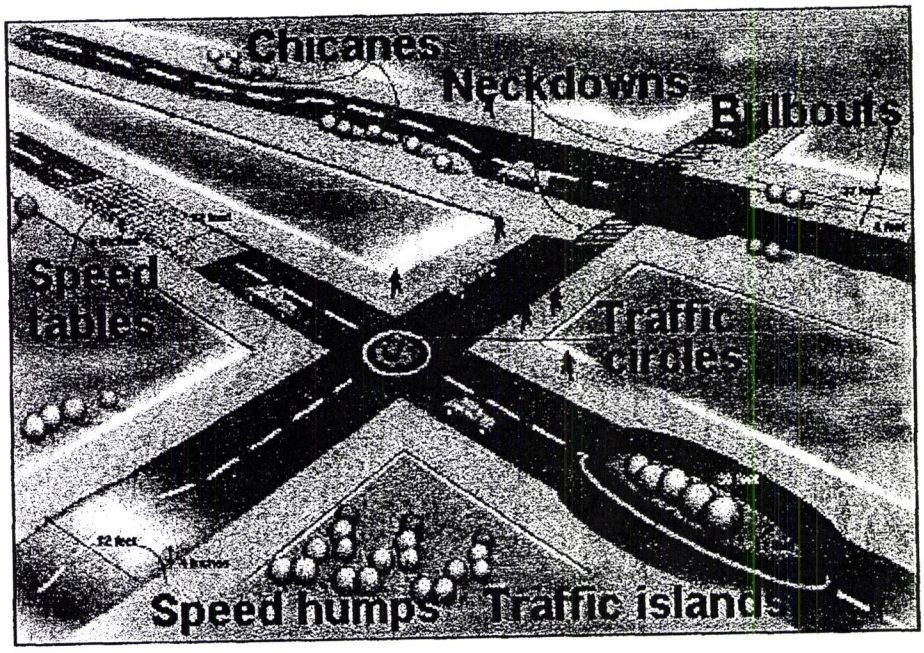
C) In the event that the warrants as defined by the MUTCD and those on traffic calming measures are met, as determined by the City Engineer and the Police Chief, then the City shall assume the financial obligations for the measure's installation up to established minimum standards. If not, the installation may be financed privately by the affected residents. Payment for such installations shall be made prior to any construction of the designated improvements by the City.

Approved:

City Council
City Manager
Police Chief
Fire Chief
Director of Developmental Services

TRAFFIC CALMING
TOOLBOX

1. Full Closures
2. Half Closures
3. Semi-Diverters
4. Diagonal Diverters
5. Median Barriers
6. Forced Turn Islands
7. Vertical Measures
   - Bumps
   - Humps (Sinusoidal, Circular, Parabolic, Flat-topped, Offset, 12', 14', 22')
   - Cushions
   - Raised intersections
   - Textured pavements
8. Horizontal Measures
   - traffic circles (mountable intersection islands)
   - roundabouts (handle higher volumes, used with directional splitter islands)
   - chicanes
   - lateral shifts
   - modified intersections
   - neckdowns
   - center islands
   - chokers
9. Enforcement Measures



PEACHTREE CITY BUILDING DEPARTMENT

CODE ENFORCEMENT
AND
REHABILITATION HOUSING REPORT

Prepared by Tami Babb, Senior Code Enforcement Officer
March 2000

On May 20, 1999 Peachtree City's Mayor and Council adopted into ordinance the Standard Existing Buildings Code, the Standard Housing Code and the Standard Unsafe Building Abatement Code. This action started the process for the Code Enforcement and Housing office. On July 22, 1999, Mayor and Council approved the hiring of 3 new code enforcement officers and reclassified the current code enforcement officer to senior code enforcement officer. The senior code enforcement officer, along with the Building Official and the Director of Developmental Services worked together to coordinate the purchasing of new office equipment and supplies, writing of job descriptions, designing and ordering uniforms, composing a training manual, interviewing and hiring new employees, scheduling of training for the Rehabilitation Housing instruction course and acquiring three used police cars for code enforcement use.

The code enforcement office is located in a 14' by 19' office, which formerly housed the Building Official. We are looking forward to relocating to the space currently occupied by the police department for the additional space. This office houses four code enforcement officers, all sign permit files, tree removal inspection permits, previous court activity files, code enforcement files for the past five years, numerous code books and rehabilitation housing records. Two additional telephones were installed in the office. A voice mailbox (ext.220) was added as a code violation complaint call-in line. Three computers were added to the office with access to building permit files, city occupational tax records, e-mail and word processing.

On August 23, 1999, Julian Campbell and Molly Connell joined the team as code enforcement officers. On October 4, 1999, Tony Hicks completed the team by beginning employment with Peachtree City. Mayor Lenox swore all three new team members to an oath of office. New employees were issued training manuals and began intensive on job training, which will continue through the six-month probationary period. On October 11, 1999, Officers Connell, Campbell and Hicks traveled to Greenville, South Carolina to attend a three day training course on Rehabilitation Housing codes which was offered through the Southern Building Code Congress International (SBCCI). By January, Officers Campbell, Connell and Hicks had received their certifications as Rehabilitation Housing Inspectors. Code enforcement has also attended training sessions on hazardous materials, courtroom procedures and first aid. Training plans for 2000 include Codes Enforcement to Revitalize Neighborhoods, Legal Aspects of Code Enforcement, Erosion Control, Insect and Rodent Detection and OSHA Safety Standards. All officers have become members of Georgia Association of Code Enforcement (G.A.C.E.), a professional organization.

Three used Peachtree City police vehicles were acquired for the new code enforcement officers. The vehicles run off of CNG fuel and require frequent refueling. The auto shop was able to carefully remove the police decals from the vehicles as not to cause the vehicles to need repainting. Each vehicle was then equipped with fire extinguishers and first aid kits for safety.

A flexible shift program is in effect for code enforcement. Two officers work from 7:30 a.m. to 4:30 p.m. and two officers work from 8:00 a.m. to 5:00 p.m. Saturday coverage is

accomplished through rotating weekends with time off during the regular business week. 10-hour workdays are currently being discussed in the department.
A communication program has been set up through the use of Southern Linc hand held radios. The radios have the capability of providing one on one private talk, group talks and cell service (limited) to handle emergencies as they arise in the field. The radios have greatly increased our efficiency in the field.

Rehabilitation of substandard structures began July 26, 1999, when an unsafe deck was brought to the attention of code enforcement. The front deck was 5 feet from the ground and had no railing around it or handrails on the steps leading to it. The property owner was notified of the violation and began to make repairs as required by the rehabilitation code immediately. The property is shown as a before and after photo with this report titled *614 Doubletrace*. This action began the Rehabilitation Housing program in Peachtree City.

The Housing and Code Enforcement office has identified 80 substandard structures since the inception of the program. Three vacant aged dwellings were posted as unsafe structures and have since been demolished. Asbestos materials were found in each of these three structures and removal was done under permits through the Environmental Protection Division of Georgia. A structure that has been demolished is shown in a before and after photo included in this report titled *138 Senoia Road.*

The structure located at *183 Senoia Road*, owned by AMLI Residential, was demolished on February 14, 2000. The roof was completely collapsed and the structure was caving in. The structure had been placarded as UNSAFE. An additional UNSAFE structure was located next to the Days Inn on Highway 54 West, known as the Adamczyk property. This property has no known physical address. Demolition of this structure occurred on March 4, 2000. The *Adamczyk property* is illustrated in photographs included with this report. The photographs depict the graffiti writings on the walls and deterioration of the structure.

Four commercial structures have been issued notices for violations of the Standard Existing Buildings code. They include First Citizens Bank for defective roofing, McDonalds Restaurant (east) for defective roofing and China Café 9 (Kedron Village) for defective wiring, mortar separation and missing insulation and the Quickie Flash Foods at 1001 Crosstown Road for deteriorated and falling soffits.

The following is a list of addresses in which Rehabilitation Housing code violations have been identified and owners advised of repairs needed. An asterisk indicates repairs complete, file closed.

111 Grenoble Road* (Shown in photographs)
609 Doubletrace Lane*
301 Doubletrace Lane*
118 Kings Ridge
183 Senoia Road*

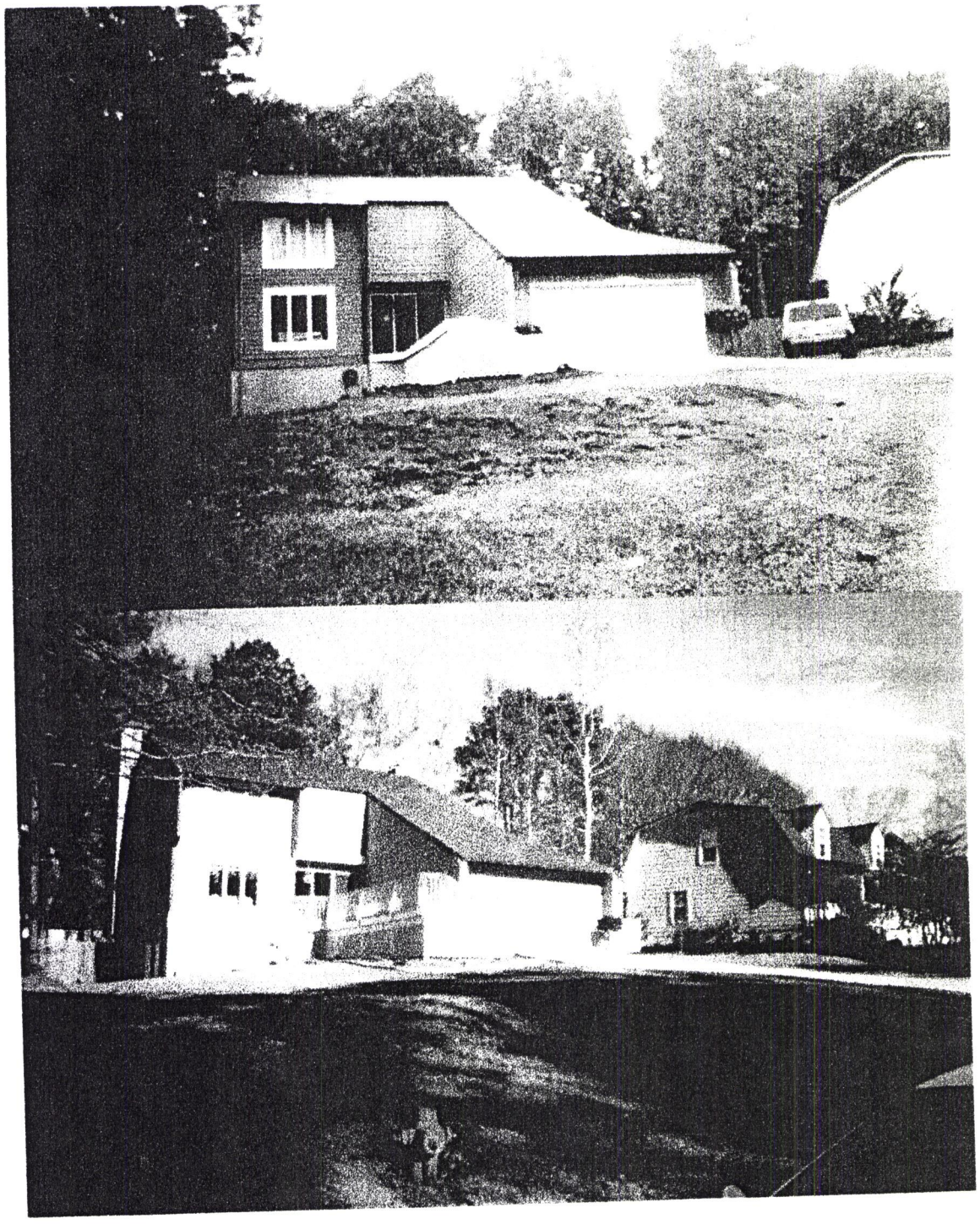
138 Senoia Road*
151 Wynnmeade Parkway*
122 Chestnut Field*
502 Hip Pocket Road
614 Doubletrace Lane*
210 Waterwood Bend
117 Grenoble Road*
101 Ropers Path*
207 Valley View*
1204 Williams Circle
150 Braelinn Court
173 Wynnmeade Parkway
203 Morgans Turn*
107 Grenoble Road*
125 Wynnmeade Parkway*
609 Tower Road*
506 Castle Court
300 Glenview Drive
611 Waterwood Bend*
617 Tower Road*
114 Long Leaf*
403 Abbey Road*
375 North Highway 74*
Land lot 160-District 7-Hwy 54 West*
100 Longer Drive*
109 Butternut Lane
503 Pine Circle*
217 Chardonay Court
201 Raintree Bend*
206 Kings Court*
102 Alice Court
122 Grenoble Road*
111 Hamilton Road*
709 Waterwood Bend
1203 Williams Circle*
123 Wynnmeade Parkway*
1208 Williams Circle
1206 Williams Circle*
1209 Williams Circle*
215 Flat Creek Court (currently in probate)
17 Argyll Drive
309 Walnut Grove
209 Wynnmeade Parkway*
163 Wynnmeade Parkway*
177 Wynnmeade Parkway*
207 Smokerise Trace*

257 Smokerise Trace
507 Castle Court* (Shown on photographs)
202 Wynnmeade*
121 Scatterfoot Drive*
129 Scatterfoot Drive*
204 Kings Court
104 Clydesdale
404 Raintree Bend
233 Smokerise Trace
126 Kings Ridge
424 Robinson Road*
1208 Williams Circle
261 Smokerise Trace
267 Smokerise Trace
746 Bridlepath Lane
102 Crossbow Court
101 Martingale Drive
158 Wynnmeade Parkway
160 Wynnmeade Parkway
162 Wynnmeade Parkway
104 Brookwood Path
103 Nettlecure Court
115 Beaver Dam Road
219 Wynnmeade Parkway
102 Hickory Drive

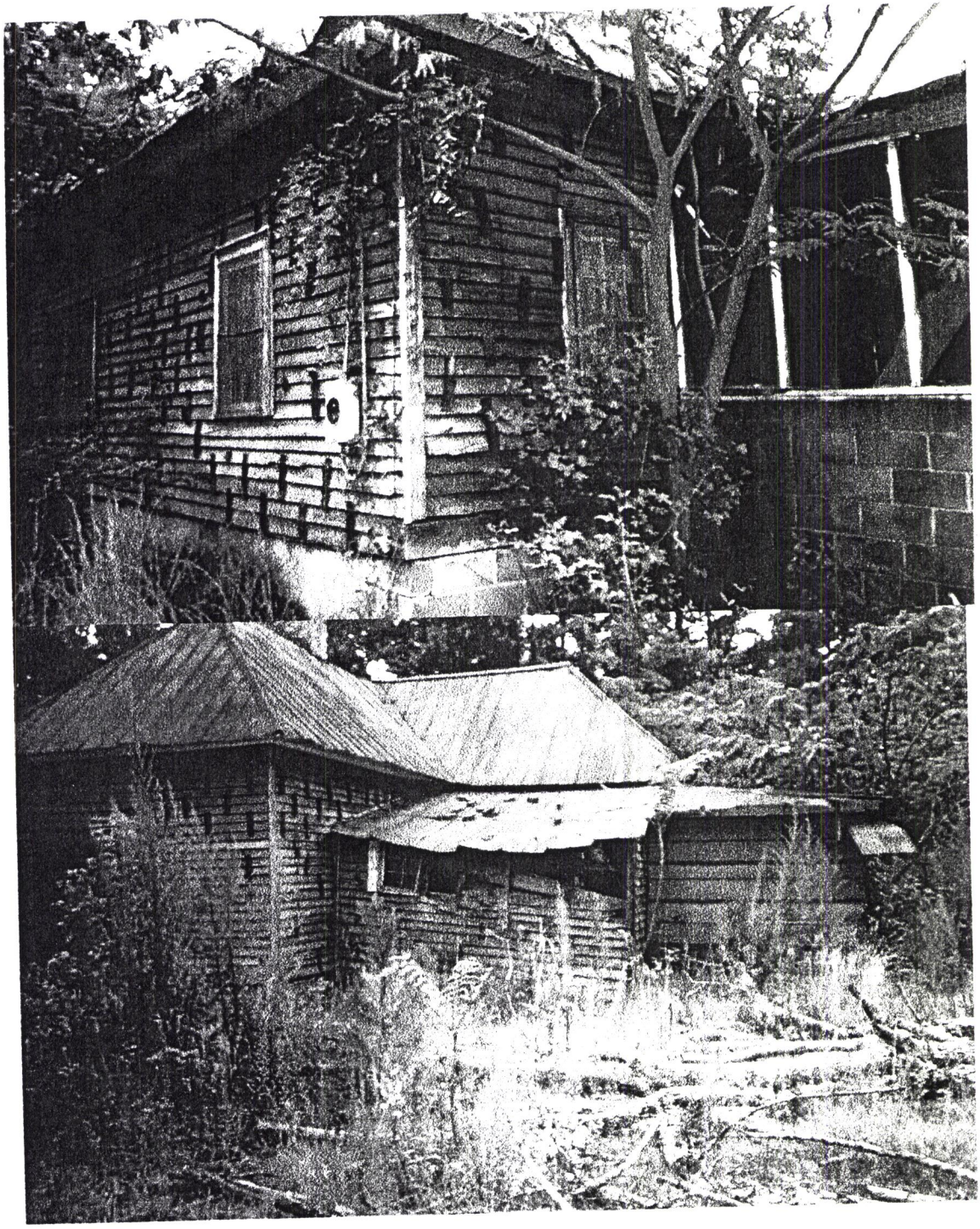
Violations of the Standard Housing Code include items such as defective exterior siding, defective roofing, broken windows, porches and steps in disrepair, faulty electrical wiring, missing smoke detectors, unsafe accessory structures, inoperable windows, holes or cracks leading to the interior of the structure, pest or rodent infestation, missing or defective hand rails or guard rails, unsafe foundations, lack of sanitary facilities, inadequate egress and multiple others.

A Neighborhood Integrity Program committee has been formed with representatives from Police, Fire, Public Works, Administrative Services and Fayette County Environmental Health. The purpose of the committee is to promote the stability and safety of all areas of Peachtree City. Department representatives meet to discuss and resolve problem areas noted by employees who are in the subdivisions on a daily basis. A brochure is being written with information provided by all departments which will be titled "What Every Peachtree City Resident Needs To Know". Upon completion, the brochures will be mailed to all citizens and made available at all real estate offices in the city. This program is modeled after a similar program in Richardson, Texas.

614 Doubletrace



138 Senoia Rd



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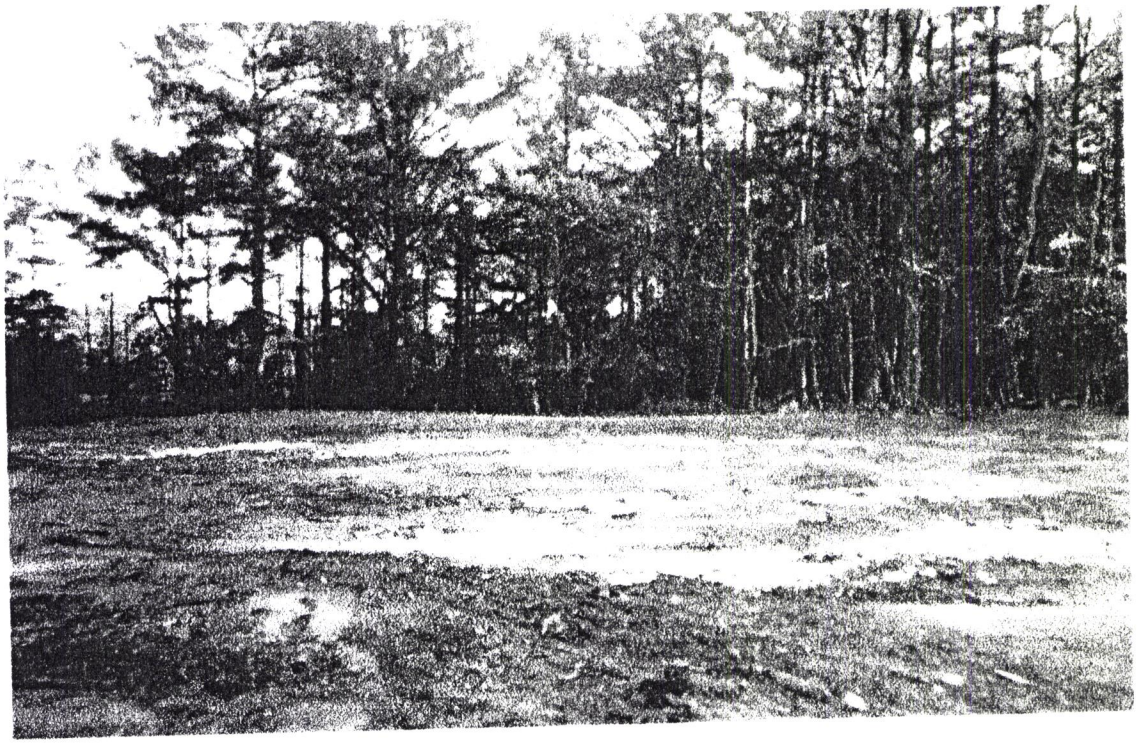
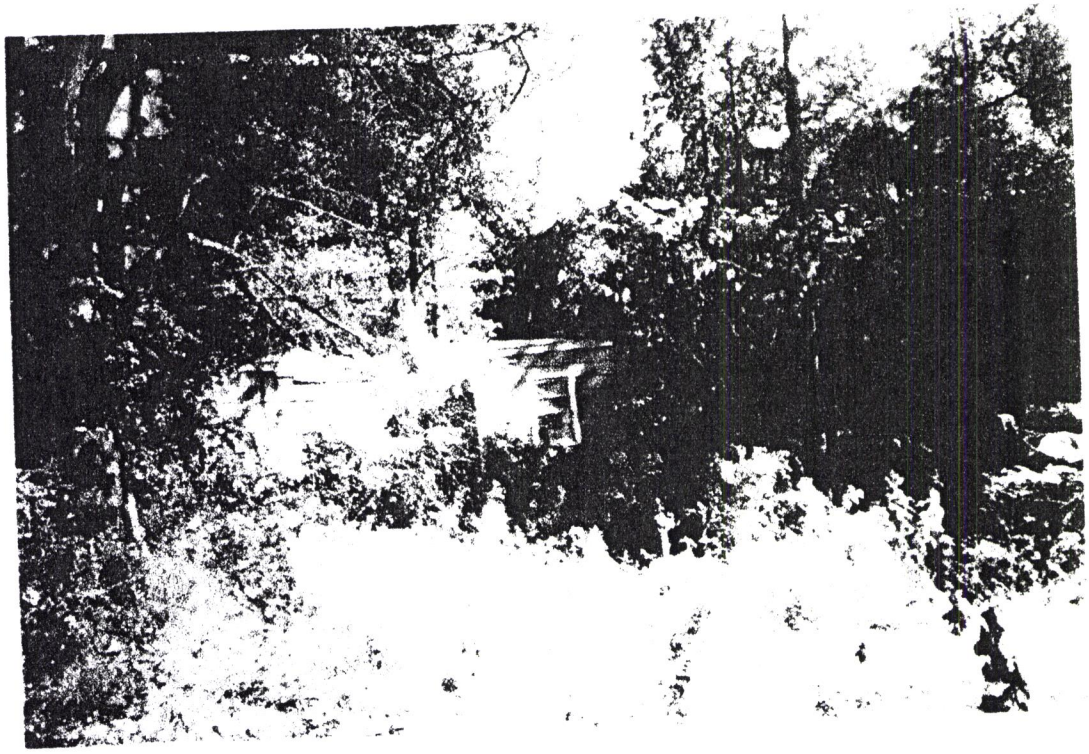
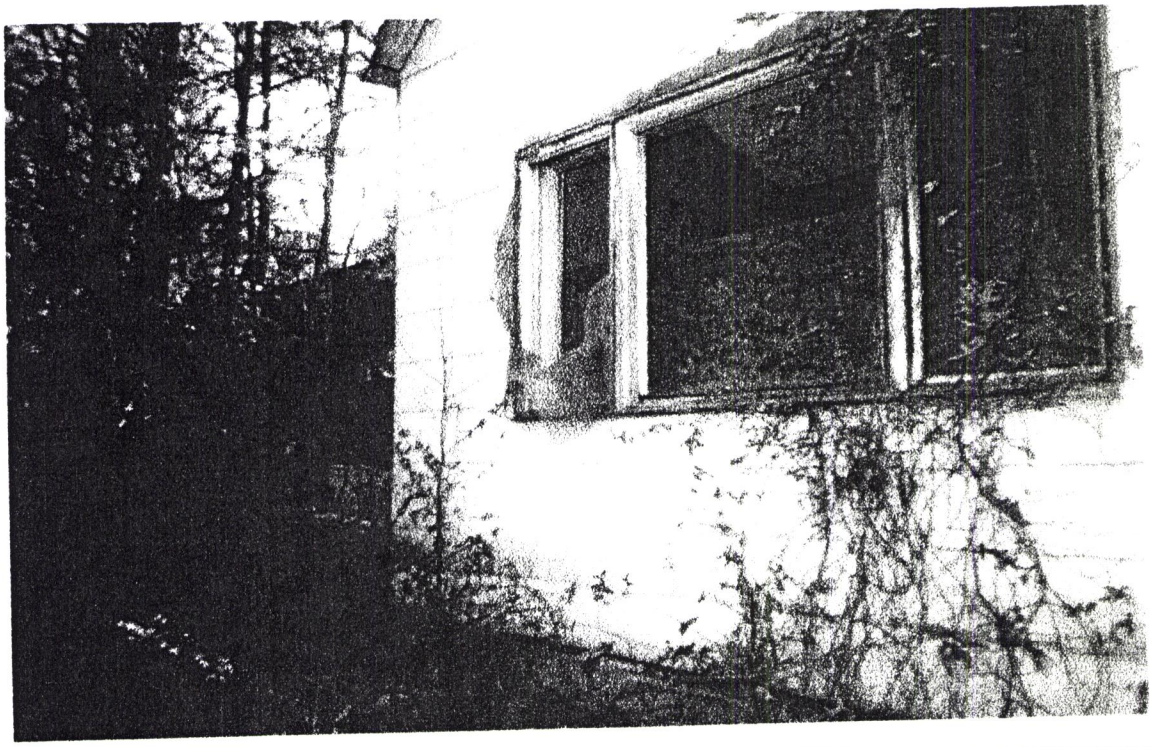
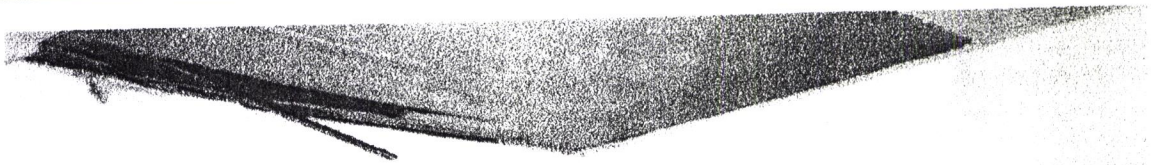


183 Senoia Rd

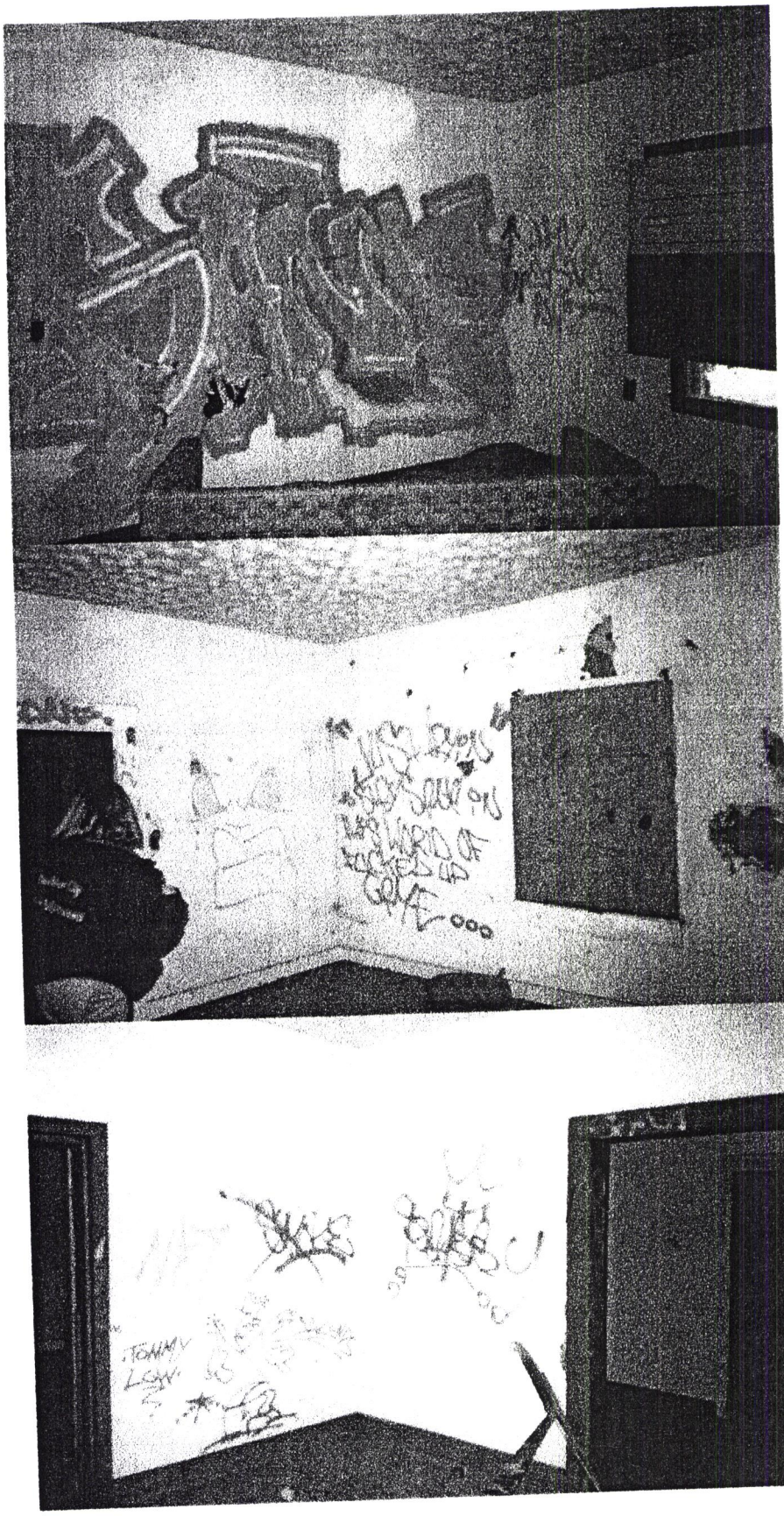


Adamczyk Property Highway 54 West

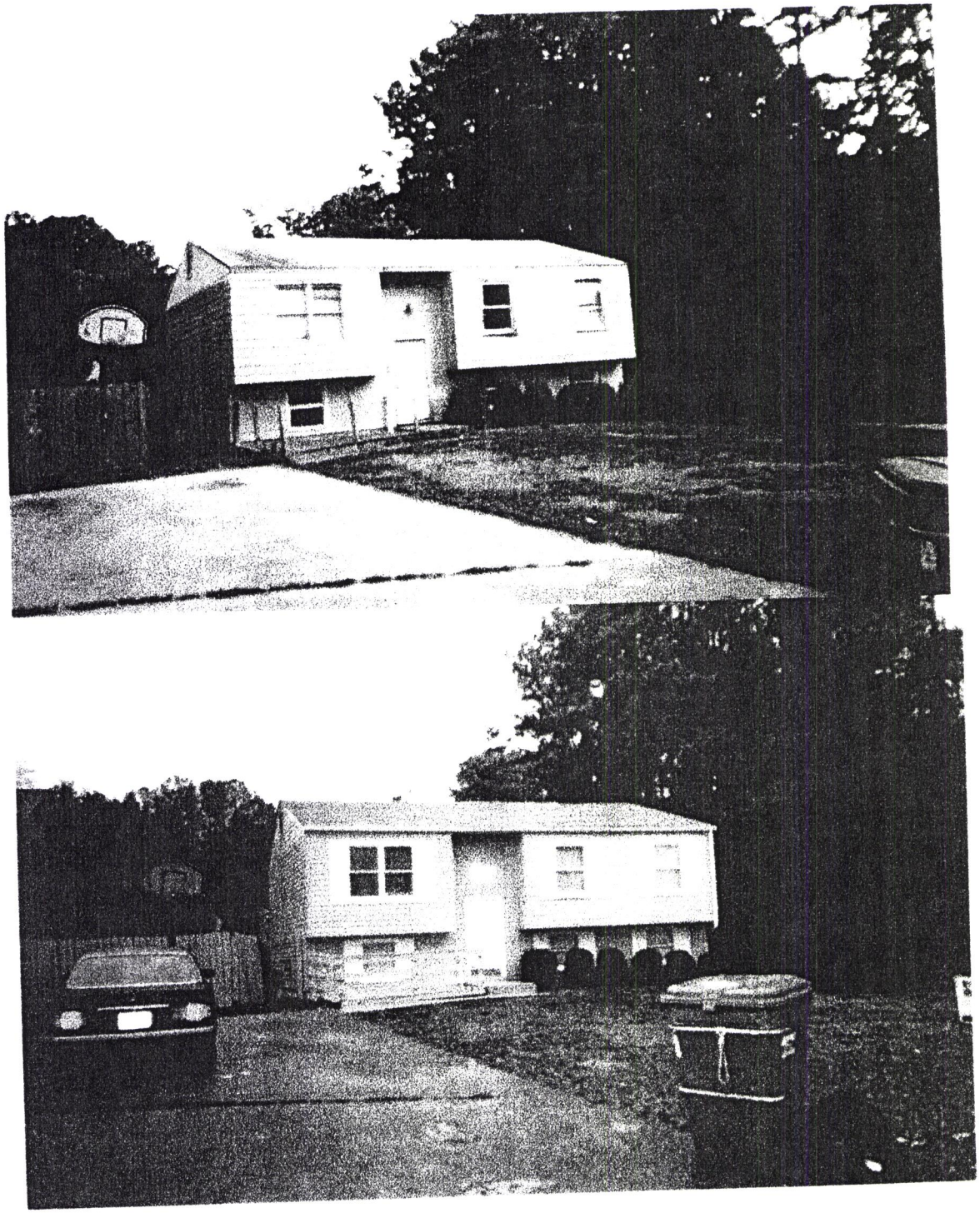




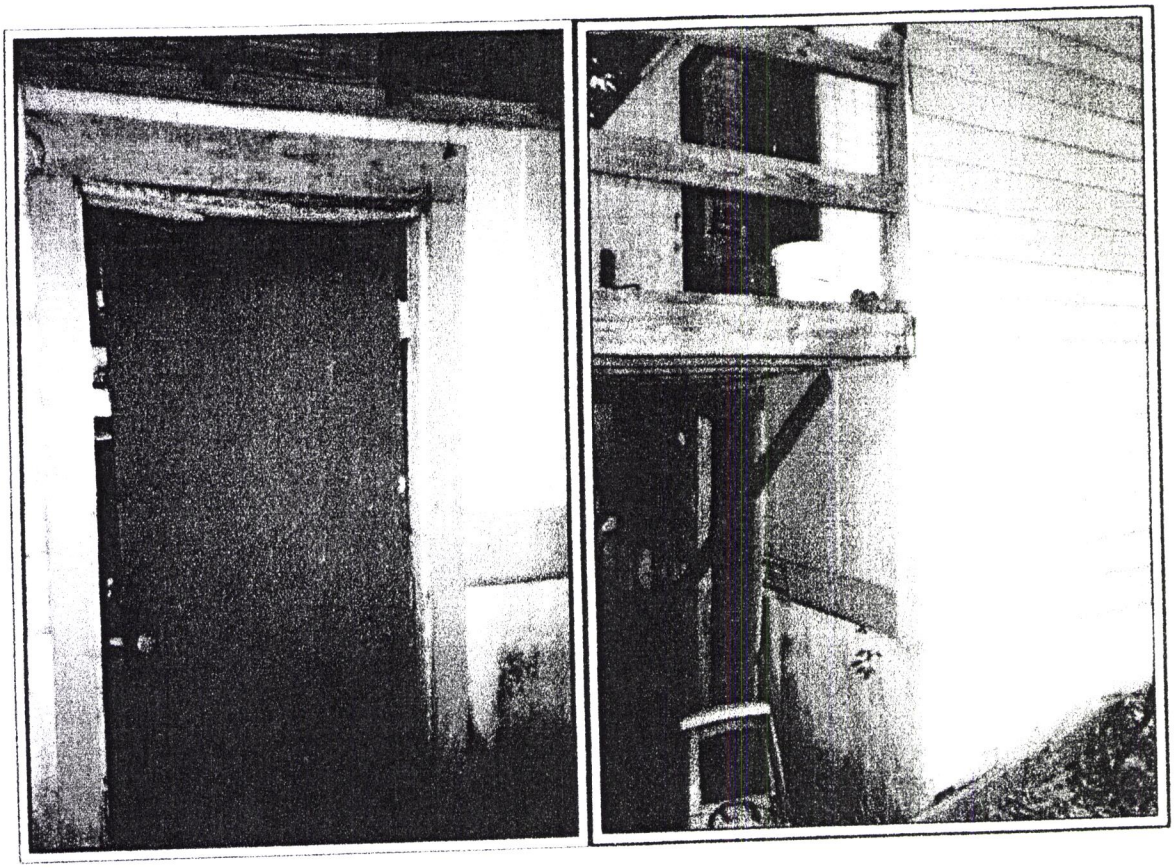
Adamczyk Property Highway 54 West

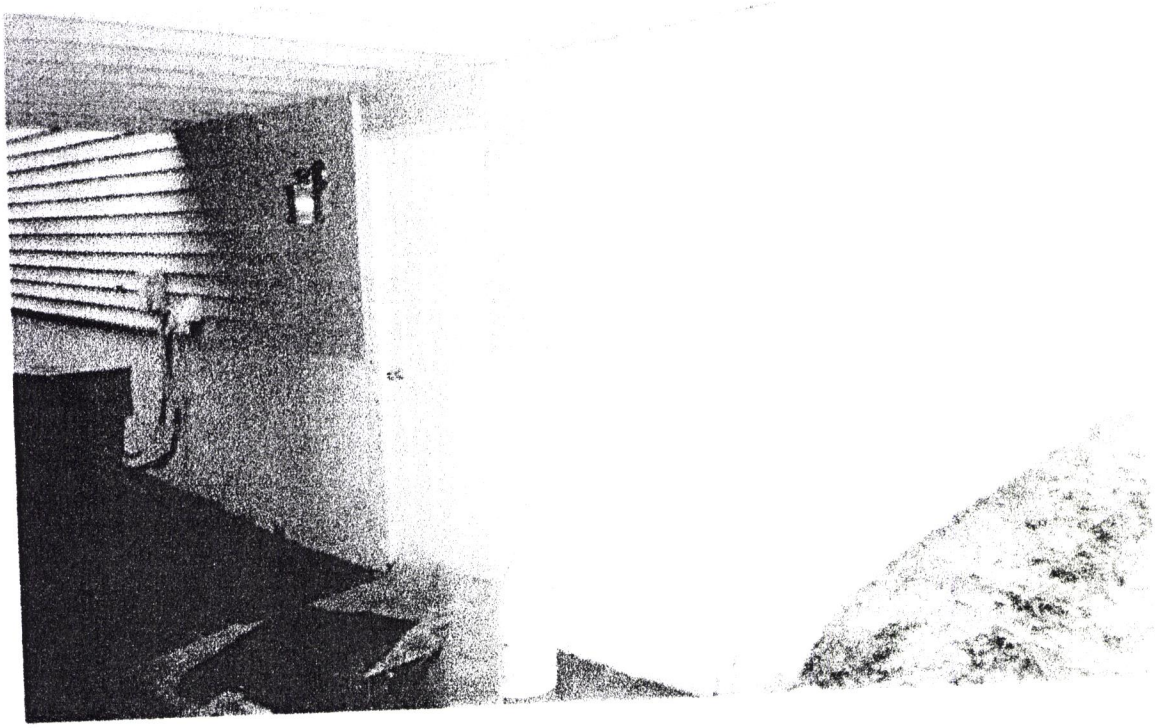


111 Grenoble Rd

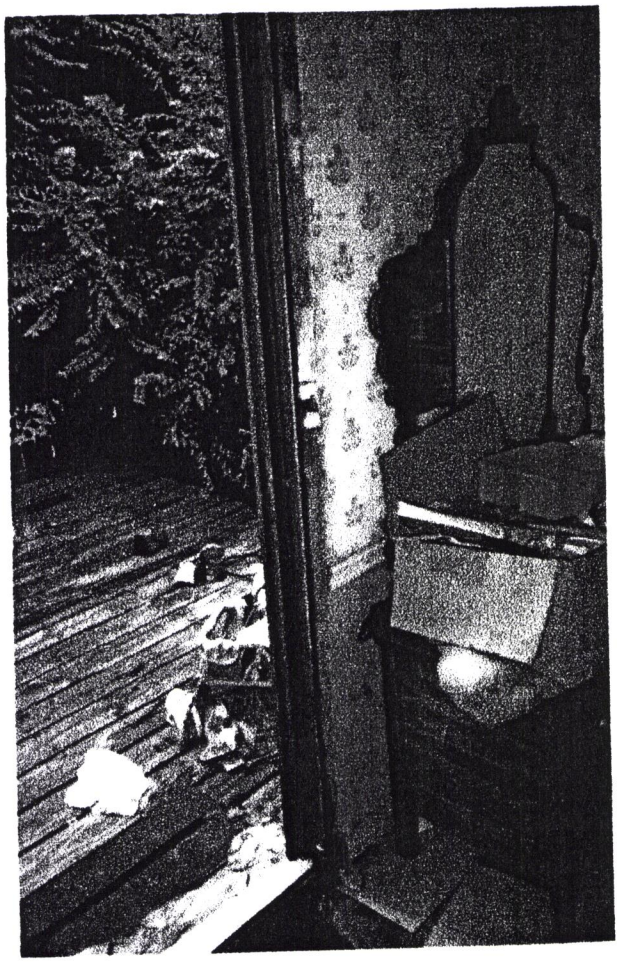


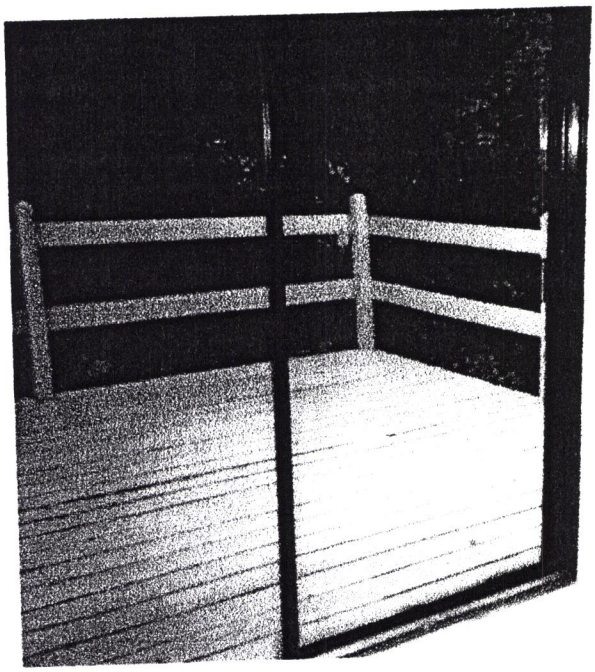
111 Grenoble Rd

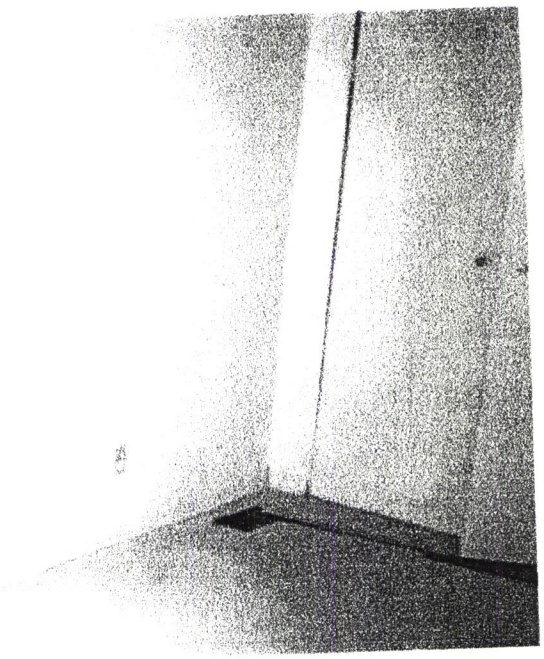




111 Grenoble Rd







507 Castle Court

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and Council**

VIA: **City Manager**

FROM: **Assistant City Manager**
Systems Administrator

DATE: **March 2, 2000**

SUBJECT: **GIS Update**

As you are aware, the City's Geographic Information System (GIS) Committee has been developing the City's GIS Implementation Plan for the past year. This information was briefly presented to you at last year's Council Retreat and funds were included in the FY2000 Budget to jointly fund a GIS Technician position with the Peachtree City Water Sewerage Authority (WASA). The GIS Committee has been on the fast track since the FY2000 Budget approval. A GIS Technician was hired in November of 1999, hardware and software have been purchased and installed and all committee members have completed the necessary training.

Over the past few months, the GIS Technician has been working closely with WASA staff in developing the database necessary to make the GIS functional. In addition, committee members have been identifying and developing data that will be utilized with the GIS. At this year's Council Retreat, City staff would like to provide the City Council with a brief update on our GIS progress. The update will be in the form of a multi-media presentation and will feature the Spyglass Hill neighborhoods. A brief outline is attached for your information.

GIS Update
City Council Retreat
April 7, 2000

Agenda

I. Introduction of GIS

II. Overview of City's GIS Program
   a. Organization
   b. Committee
   c. Budget

III. Presentation of Spyglass Hill Basin area and targeted neighborhoods including:
   a. Ortho pictures
   b. Roads and centerlines and accompanying information
   c. Property footprints
   d. 1999 Tax Digest Data
   e. Fire Department Statistics
   f. Fire Hydrants
   g. Sewer lines and manholes with elevations
   h. Pictures of houses
   i. Police Department Statistics
   j. Other Departmental Statistics

IV. Future Direction of GIS Program

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and City Council**

VIA: **City Manager**

FROM: **Director of Leisure Services/Service Plan 2000 Coordinator**

DATE: **March 28, 2000**

SUBJECT: **Service Plan 2000**

As you know, Service Plan 2000 is the city staff's initiative to establish and maintain acceptable service levels through build out for the various services we provide to the public. By breaking a particular service down into a process and examining each step in the process, we can develop measurable Key Performance Indicators (**KPI**), which ultimately enable us to improve the service. This memo is provided to summarize progress each director or chief has made in the service process they have chosen to focus on this year. If we have ample time during retreat this year, each director and chief will provide a more detailed briefing.

Leisure Services:	Process:	Programming Policy/Procedures
	KPI:	Customer Response, obtained via surveys
	Progress:	Process broken into sub-categories; deciding which sub-process to focus on: probably **registration**
Financial Services:	Process:	Information Technology Work Order System
	KPI:	Work order completion times
	Progress:	Work orders being tracked for 90 days; service levels established; ongoing monitoring and reporting
Public Services:	Process:	Determine Workshop Equipment/Vehicle Downtime
	KPI:	Departmental satisfaction and efficiency
	Progress:	Tracking data now on computer database, to be used to determine trends, areas of improvement
Administrative Services:	Process:	Employee Recruitment
	KPI:	Timely recruitment of qualified applicants
	Progress:	Evaluating each recruitment action for effectiveness; Goal of meeting recruitment expectations of hiring department

Service Plan 2000
Summary
2 of 2

Developmental Services:	Process:	Variance and Rezoning Applications
	KPI:	Completion of all steps in required timeframe
	Progress:	Developing list of steps and checklist; goal of achieving valid, timely decisions
Police Department:	Process:	Maintain Accreditation Performance
	KPI:	Professional Police Service
	Progress:	Monthly evaluation of standards; goal is re-accreditation in 2000 by Commission
Fire & EMS:	Process:	Total Response Time (Dispatch Time Plus Our Response Time)
	KPI:	Effective Emergency Services
	Progress:	Data gathered via monthly reports; survey all involved in process to determine factors involved in specific response times; determine which can be controlled

Peachtree City Airport Authority
briefing to
Peachtree City Council
April 8, 2000

PEACHTREE CITY - AIRPORT AUTHORITY

FIVE YEAR TERMS
7 FALCON DRIVE
PEACHTREE CITY, GA 30269
(PHONE) 487-2225 (FAX) 487-8814

David Good, Chairman
P.O. Box 2533
Peachtree City, GA 30269
4/26/84-12/31/91, 1/1/92-12/31/96, 1/1/97-12/31/01

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e-mail: dmgood@bellsouth.net

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1/1/98-12/31/02

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8/6/98 - 12/31/00 (Filling Janet Wells unexpired term)

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1/1/99 to 12/31/03

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Mark G. Bunker
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1/1/00 - 12/31/04

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Jim Savage, Airport Manager
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Business Phone: 487-2225
Fax #: 487-8814
e-mail: jimsavage@kffc.org

Doug Warner, Attorney
400 Westpark Court
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Home Phone: 487-4360
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e-mail: warner@pcachcity.com

Revised: 1/13/00

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and Council**

VIA: **City Manager**

FROM: **Assistant City Manager**

DATE: **March 9, 2000**

SUBJECT: **Peachtree City Airport Authority Analysis**

The purpose of this memo is to provide Council with an overview of the Peachtree City Airport Authority Financial Operations ending September 30, 1999. All comparisons are against the FY1998 Audited Financial Statements. It should also be noted that the FY1999 Financial Statements have not been audited as of this date. A summary analysis is attached for your review **(See Attachment 1).**

Revenues decreased by $146,229 or 13.20% primarily due to the loss of Stevens Aviation lease as the Fixed Based Operator (FBO). Operating expenses increased by $253,324 or 32.07% primarily due to loss of Stevens Aviation and the Authority assuming the FBO responsibilities. As a result, net operating income decreased by $399,553 or 125.56%.

Airport Authority representatives will be present at the retreat to discuss this information, as well as the future financial outlook, in more detail.

Peachtree City Airport Authority Analysis

	1998 Fiscal Year		1999 Fiscal Year (1)		Increase/(Decrease)	
	Actual	% Total	Actual	% Total	Actual	% Total
Revenue						
Special Revenue						
Fees	$61,243	5.53%	$141,500	14.71%	$80,257	131.05%
Fuel Sales	$412,127	37.19%	$438,605	45.60%	$26,478	6.42%
Leases	$430,812	38.88%	$168,403	17.51%	($262,409)	-60.91%
Interest Revenue	$10,338	0.93%	$9,595	1.00%	($743)	-7.19%
Hotel/Motel Tax	$186,238	16.81%	$188,088	19.55%	$1,850	0.99%
Other	$7,351	0.66%	$15,689	1.63%	$8,338	113.43%
Total Revenue	**$1,108,109**	**100.00%**	**$961,880**	**100.00%**	**($146,229)**	**-13.20%**
Operating Expenses						
Fuel Purchases	$253,985	32.15%	$275,750	26.43%	$21,765	8.57%
General & Administrative	$421,201	53.32%	$670,245	64.25%	$249,044	59.13%
Debt Service - Interest	$114,710	14.52%	$97,225	9.32%	($17,485)	-15.24%
Total Operating Expenses	**$789,896**	**100.00%**	**$1,043,220**	**100.00%**	**$253,324**	**32.07%**
Net Operating Income	**$318,213**		**($81,340)**		**($399,553)**	**-125.56%**

Notes:
(1) 1999 Financial Statements have not be audited.

Peachtree City Airport Authority Analysis

	1998 Fiscal Year		1999 Fiscal Year (1)		Increase/(Decrease)	
	Actual	% Total	Actual	% Total	Actual	% Total
Assets						
Current Assets						
Cash & Cash Equivalents	$365,998	2.92%	$126,623	1.11%	($239,375)	-65.40%
Accounts Receivable	$7,385	0.06%	$18,568	0.16%	$11,183	151.43%
Inventory/Gas	$12,059	0.10%	$49,708	0.44%	$37,649	312.21%
Current Assets	**$385,442**	**3.07%**	**$194,899**	**1.71%**	**($190,543)**	**-49.43%**
Property & Equipment						
Land & Improvements	$12,142,844	96.82%	$12,142,844	106.57%	$0	0.00%
Building & Improvements	$2,143,495	17.09%	$2,396,517	21.03%	$253,022	11.80%
Machinery & Equipment	$229,723	1.83%	$295,944	2.60%	$66,221	28.83%
Accumulated Depreciation	($2,359,843)	-18.82%	($3,635,669)	-31.91%	($1,275,826)	54.06%
Property & Equipment	**$12,156,219**	**96.93%**	**$11,199,636**	**98.29%**	**($956,583)**	**-7.87%**
Total Assets	**$12,541,661**	**100.00%**	**$11,394,535**	**100.00%**	**($1,147,126)**	**-9.15%**
Liabilities & Net Assets						
Current Liabilities						
Accounts Payable	($12,482)	-0.10%	$10,539	0.09%	$23,021	-184.43%
Current Portion of Long-Term Debt	$41,692	0.33%	$13,169	0.12%	($28,523)	-68.41%
Payroll Taxes	$12,957	0.10%	$10,634	0.09%	($2,323)	-17.93%
Accrued Expenses	$3,995	0.03%	$10,881	0.10%	$6,886	172.37%
Current Liabilities	**$46,162**	**0.37%**	**$45,223**	**0.40%**	**($939)**	**-2.03%**
Long-Term Liabilities						
Long-Term Debt - Net of Current	$1,517,568	12.10%	$1,516,258	13.31%	($1,310)	-0.09%
Long-Term Liabilities	**$1,517,568**	**12.10%**	**$1,516,258**	**13.31%**	**($1,310)**	**-0.09%**
Equity						
Contributed Capital - Grant	$10,786,997	86.01%	$10,415,077	91.40%	($371,920)	-3.45%
Contributed Capital - Donation	$2,125,000	16.94%	$2,125,000	18.65%	$0	0.00%
Retained Earnings	($1,934,068)	-15.42%	($2,707,025)	-23.76%	($772,957)	39.97%
Equity	**$10,977,929**	**87.53%**	**$9,833,052**	**86.30%**	**($1,144,877)**	**-10.43%**
Total Liabilities & Net Assets	**$12,541,659**	**100.00%**	**$11,394,533**	**100.00%**	**($1,147,126)**	**-9.15%**

PEACHTREE CITY - DEVELOPMENT AUTHORITY
Six Year Terms
201 McIntosh Trail
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(Phone) 631-2542 (Fax) 631-0430

Thomas E. Farr, Chairman
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4/7/85 - 4/7/91, 4/7/91 - 4/7/97, 4/7/97 - 4/6/03

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4/7/95-4/6/01

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Fax: 631-6427

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c/o Coldwell Banker Fulton Realty
361 Highway 74 North
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4/7/75-4/7/81, 4/7/81-4/7/87
4/7/87-4/7/93, 4/7/93-4/6/99, 4/7/99-4/6/05

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Tate Godfrey, Treasurer
404 Mt. Vernon Trace
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12/1/93-4/7/95, 4/7/95-4/6/01

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Mr. Douglas B. Warner
114 Hermitage Place
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4/7/97-4/6/03

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Business Phone: 487-4494
Fax: 631-7593

Mr. Scott Bradshaw
251 SmokeRise Trace
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4/7/99-4/6/05

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Mr. Peter C. Cunningham
106 Madison Avenue
Peachtree City, GA 30269
4/7/97-4/6/01 (filling an expired 4-year term of Rex Hollis)

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STAFF SUPPORT

Kristi Rapson - Amphitheater
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Fax: 631-0430

Virgil Christian, Jr.
Business Phone: 486-9474
Fax: 486-7479

Donna Romeo - DAPC Secretary
Business Phone: 631-0630
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ATTORNEY:
Mark Oldenberg
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Fax: 632-0123

Revised: 4/16/99

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and Council**

VIA: **City Manager**

FROM: **Assistant City Manager**

DATE: **March 9, 2000**

SUBJECT: **Peachtree City Development Authority Analysis**

The purpose of this memo is to provide Council with an overview of the Peachtree City Development Authority Financial Operations (audited) ending September 30, 1999. All comparisons are against the FY1998 Audited Financial Statements. A summary analysis is attached for your review **(See Attachment 2).** Also, enclosed in your retreat packets is presentation material prepared by the Authority for your review.

Revenues increased by $348,360 or 27.57% primarily due to ticket sales (34.35%) and sponsor fees (153.32%) at the Amphitheater and lesson/court fees (31.77%) at the Tennis Center. Operating expenses increased by $175,972 or 11.06% primarily due to entertainment cost (50.76%) at the Amphitheater associated with adding the Saturday night series and administrative cost (30.95%) at the Tennis Center. As a result, net operating income decreased by $6,957 or 5.59%. It does appear that the Amphitheater is basically self-supporting at this time based on the changes that the Authority has made during the last few years.

Development Authority representatives will be present at the retreat to discuss this information, as well as the future financial outlook, in more detail.

Peachtree City Development Authority Analysis

	1998 Fiscal Year		1999 Fiscal Year		Increase/(Decrease)	
	Actual	% Total	Actual	% Total	Actual	% Total
Revenue						
Special Revenue						
Grants/Other	$13,923	0.95%	$0	0.00%	($13,923)	-100.00%
Hotel/Motel Tax	$370,642	25.27%	$376,075	20.72%	$5,433	1.47%
Special Revenue	**$384,565**	**26.22%**	**$376,075**	**20.72%**	**($8,490)**	**-1.60%**
Amphitheater						
Ticket Sales	$491,851	33.53%	$660,816	36.40%	$168,965	34.35%
Sponsors	$37,700	2.57%	$95,500	5.26%	$57,800	153.32%
Other	$14,002	0.95%	$27,215	1.50%	$13,213	94.37%
Amphitheater	**$543,553**	**37.05%**	**$783,531**	**43.16%**	**$239,978**	**55.16%**
Tennis Center						
Lessons/Court Fees	$340,790	23.23%	$449,061	24.74%	$108,271	31.77%
Tournament Fees	$83,816	5.71%	$107,258	5.91%	$23,442	27.97%
Annual Passes	$98,219	6.70%	$92,973	5.12%	($5,246)	-5.34%
Other	$15,955	1.09%	$6,360	0.35%	($9,595)	-60.14%
Tennis Center	**$538,780**	**36.73%**	**$655,652**	**36.12%**	**$116,872**	**39.16%**
Total Revenue	**$1,466,898**	**100.00%**	**$1,815,258**	**100.00%**	**$348,360**	**27.57%**
Operating Expenses						
Economic Development						
Administration	$16,253	1.02%	$41,488	2.13%	$25,235	155.26%
Meetings	$10,584	0.67%	$19,799	1.02%	$9,215	87.07%
New/Existing Industry Development	$40,573	2.55%	$18,137	0.93%	($22,436)	-55.30%
Legal & Accounting	$32,715	2.06%	$29,930	1.54%	($2,785)	-8.51%
Promotion & Advertising	$2,805	0.18%	$10,098	0.52%	$7,293	260.00%
Interest	$13,599	0.85%	$20,931	1.08%	$7,332	53.92%
Foreign Trade Zone	$72,318	4.54%	$46,997	2.41%	($25,321)	N/A
Other	$1,990	0.13%	$625	0.03%	($1,365)	-68.59%
Economic Development	**$190,837**	**11.99%**	**$188,005**	**9.66%**	**($2,832)**	**-1.53%**
Amphitheater						
Entertainment	$249,583	15.68%	$376,282	19.33%	$126,699	50.76%
Administration	$141,760	8.91%	$141,265	7.26%	($495)	-0.35%
Stage Production	$110,548	6.95%	$120,835	6.21%	$10,287	9.31%
Promotion	$51,558	3.24%	$63,274	3.25%	$11,716	22.72%
Operation/Maintenance	$0	0.00%	$38,878	2.00%	$38,878	
Capital Improvements	$131,757	8.28%	$41,882	2.15%	($89,875)	-68.21%
Other	$39,999	2.51%	$3,603	0.19%	($36,396)	-90.99%
Amphitheater	**$725,205**	**45.57%**	**$786,019**	**40.38%**	**$60,814**	**13.99%**
Tennis Center						
Administration	$443,774	27.89%	$581,101	29.85%	$137,327	30.95%
Tournaments	$93,724	5.89%	$102,036	5.24%	$8,312	8.87%
Promotion		0.00%	$25,154	1.29%	$25,154	
Operation/Maintenance		0.00%	$114,577	5.89%	$114,577	
Capital Improvements	$53,010	3.33%	$148,466	7.63%	$95,456	180.07%
Interest		0.00%	$736	0.04%	$736	
Other	$84,727	5.32%	$500	0.03%	($84,227)	-99.41%
Tennis Center	**$675,235**	**42.43%**	**$972,570**	**49.96%**	**$297,335**	**67.46%**
Total Operating Expenses	**$1,591,277**	**100.00%**	**$1,946,594**	**100.00%**	**$355,317**	**22.33%**
Net Operating Income	**($124,379)**		**($131,336)**		**($6,957)**	**5.59%**

Peachtree City Development Authority Analysis

	1998 Fiscal Year		1999 Fiscal Year		Increase/(Decrease)	
	Actual	% Total	Actual	% Total	Actual	% Total
Assets						
Current Assets						
Cash & Cash Equivalents	($131,925)	-227.68%	($151,019)	-449.46%	($19,094)	14.47%
Bond Revenue Reserve Balance	$184,619	318.62%	$184,619	549.46%	$0	0.00%
Deposits - Entertainment	$5,250	9.06%	$0	0.00%	($5,250)	-100.00%
Total Assets	**$57,944**	**100.00%**	**$33,600**	**100.00%**	**($24,344)**	**-42.01%**
Liabilities & Net Assets						
Current Liabilities						
Accrued Expenses	$3,957	6.83%	$5,237	15.59%	$1,280	32.35%
Construction Loan Payable	$270,614	467.03%	$190,714	567.60%	($79,900)	-29.53%
Line of Credit Payable	$0	0.00%	$185,612	552.42%	$185,612	0.00%
Deposits for Expansion - Amphitheater	$15,103	26.06%	$15,103	44.95%	$0	0.00%
Current Liabilities	**$289,674**	**499.92%**	**$396,666**	**1180.55%**	**$106,992**	**36.94%**
Net Assets						
Unrestricted	($231,730)	-399.92%	($363,066)	-1080.55%	($131,336)	56.68%
Net Assets	**($231,730)**	**-399.92%**	**($363,066)**	**-1080.55%**	**($131,336)**	**56.68%**
Total Liabilities & Net Assets	**$57,944**	**100.00%**	**$33,600**	**100.00%**	**($24,344)**	**-15.93%**

PEACHTREE CITY - WATER & SEWERAGE AUTHORITY

FIVE YEAR TERMS

151 WILLOWBEND ROAD
PEACHTREE CITY, GA 30269
(PHONE) 487-7657 (FAX) 631-2505

John W. Gronner, Chairman
100 Bowmoor Bank
Peachtree City, GA 30269
1/01/94-12/31/98, 1/1/99 - 12/31/03

Home Phone: 487-6570
Business Phone: 487-2331, Ext. 347
Fax: 487-8190

T. Edward Taylor, Vice Chairman
504 Creekside Way
Peachtree City, GA 30269
10/06/95-12/31/97 (filled an unexpired term), 1/1/98-12/31/02

Home Phone: 487-6152
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John W. Williams, Secretary/Treasurer
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1/1/96-12/31/00

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Michael Harman
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1/1/00-12/31/04

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Jim Cole
119 Rosemont
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1/1/97-12/31/01

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Larry Turner, General Manager
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313 Highway 74 South
Peachtree City, GA 30269

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Mobile Phone: (770) 712-4141
Fax: 631-5380

Doug Warner
Attorney at Law
400 Westpark Court – Suite 230
Peachtree City, GA 30269

Business Phone: 487-4494

Colin Halterman
Director of Public Services
209 McIntosh Trail
Peachtree City, GA 30269

Business Phone: 487-5183
Fax: 631-2533

Revised: 2/5/00

Peachtree City Water and Sewerage Authority

March 24, 2000

The Honorable Mayor and City Council
City of Peachtree City
151 Willowbend Road
Peachtree City, GA 30269

RE: ANNUAL REPORT

Dear Madam/Sir:

The Authority is pleased to present the following report on its accomplishments for Fiscal Year 1999. As can be seen from those accomplishments outlined below, a substantial amount of progress has been made to date.

As noted on the attached report on the Operating Budget as of February 29, 2000, our revenues from all sources were $1,841,482 and our operating expenditures were $1,889,630. The revenues are $168,721 less than projected and our operating expenditures are $96,911 less than projected. Together, these indicate a deficit of $71,810 as of the end of February. This is mainly due to the estimation of the timing of the receipt of commercial tap fees. Our total revenue as of the end of February is 37.6% of total annual projected revenues. For the same timeframe in 1998 and 1999 our total revenue at the end of February was 36.6% and 35.1%, respectively. Based on this comparison, we feel that the revenues are slightly ahead of what should be anticipated at this point in the Fiscal Year. We feel that this is due to the warmer and drier winter that has occurred thus far this year.

As you are aware there was an initial $6,148,000 capital improvements program (CIP) that included new pump stations and force mains, treatment plant improvements, capital equipment and rolling stock. All of the major construction projects in the CIP are basically complete and operational.

313 Highway 74 South • Peachtree City, GA 30269 • Ph: (770) 487-7993 • Fax: (770) 631-5380

We are near finalization of our Facilities Plan that will be the foundation for our future improvements. We have completed and received approval from the Georgia Environmental Protection Division (EPD) of the antidegradation review and are in the process of completing a watershed assessment of Line and Flat Creeks. With the completion of the watershed assessment and the finalization of our capacity requirements, we will then be in a position to start the final permit process with EPD for the necessary plant expansion.

We also have initiated and are in the process of performing a study of the non-sewered areas of the City to determine how sewer service could be provided to those areas. We are also designing a replacement pump station for pump station 1 near Hwy 54 and Lake Peachtree and are performing a study of several other pump stations.

We are continuing to perform preventative maintenance on the collection system to reduce blockages caused by root intrusion. To assist in the effort a new sewer vacuum truck and new sewer TV equipment was purchased as part of the CIP. These pieces of equipment will greatly improve our capabilities to maintain the collection system.

The Authority is pleased with our accomplishments to date; however, we recognize the magnitude of the task ahead to achieve the level of excellence that we strive for.

Sincerely,

John W. Gronner
Chairman

Financial Services

Peachtree City
Water & Sewerage Authority

Monthly Report
as of February 29, 2000

Financial Services
Investment Program

WSA00TR.feb
Date: 3/15/00

Status of Funds as of Feb 29

Fund Type	Cash Balance	Total Investment	Total Fund Balance
Revenue Fund	$467,357.26	$528,380.00	$995,737.26
Sinking Fund *(See Footnote #1)*	$1,471,588.13	$541,536.31	$2,013,124.44
Renewal & Extension Fund	$251,562.34	$349,867.57	$601,429.91
Rebate Fund	$0.00	$0.00	$0.00
Project Fund	$441,401.60	$2,137,604.17	$2,579,005.77
Grand Total:	$2,631,909.33	$3,557,388.05	$6,189,297.38

Footnotes:
#1 The Money Market is held in reserve to fund Debt Service Payment.

FWSA00TR.feb
Printed: 3/15/00

2000 Revenues Projected vs. Actual Received Year to Date

Revenues

Description	Oct Projected	Oct Actual	Nov Projected	Nov Actual	Dec Projected	Dec Actual	Jan Projected	Jan Actual	Feb Projected	Feb Actual	Mar Projected	Mar Actual	YTD Projected	YTD Actual	YTD Act vs. Proj	** 2000 BUDGET ** Amount	Percentage
Residential-Sewerage Use	$225,867	$226,700	$200,867	$270,731	$217,747	$185,001	$189,315	$196,403	$163,753	$166,867	$166,145	$0	$997,549	$1,045,703	48,154	2,400,000	43.57%
Commercial-General	$14,971	$18,745	$12,658	$19,692	$13,534	$19,634	$13,148	$77,280	$8,736	$21,744	$9,510	$0	$63,047	$157,094	94,047	150,000	104.73%
Commercial-Water Intense	$2,361	$3,560	$2,157	$2,082	$2,216	$844	$1,409	$2,428	$1,574	$2,960	$2,249	$0	$9,717	$11,875	2,158	25,000	47.50%
Industrial	$53,720	$57,057	$48,998	$51,256	$51,447	$41,038	$44,954	$45,681	$40,232	$29,096	$42,261	$0	$249,251	$224,128	(25,223)	575,000	38.98%
Multi-Family	$30,833	$26,669	$34,616	$22,087	$33,876	$24,254	$33,819	$24,810	$20,489	$22,067	$33,758	$0	$153,633	$119,886	(33,747)	375,000	31.97%
Foods/Restaurants	$32,422	$15,638	$16,609	$17,555	$31,110	$15,632	$28,929	$16,204	$21,631	$11,807	$16,002	$0	$128,701	$76,835	(51,866)	300,000	25.61%
Chemical	$762	$131	$127	$248	$138	$183	$265	$226	$284	$125	$72	$0	$1,576	$913	(663)	3,000	30.42%
Sewerage Penalties	$689	$1,792	$1,084	$1,984	$470	$16,604	$12,933	$939	$1,368	$0	$882	$0	$16,544	$21,319	4,775	25,000	85.28%
Industrial Serv. Charges	$0	$0	$0	$0	$0	$56	$0	$0	$0	$0	$0	$0	$0	$56	56	1,000	
Industrial Reimbursement	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$6,163	$0	(6,163)	10,000	0.00%
Plan Review/Inspec. Fees	$209	$0	$5,954	$0	$0	$0	$0	$0	$0	$0	$0	$0	$8,381	$14,374	5,993	15,000	95.83%
Residential-Sewerage Tap	$6,930	$0	$0	$0	$1,451	$12,862	$0	$1,512	$0	$0	$0	$0	$181,823	$94,550	(87,273)	400,000	23.64%
Commercial-General	$31,032	$37,200	$34,286	$9,300	$29,588	$17,050	$32,117	$18,600	$55,000	$12,400	$47,652	$0	$0	$5,604	5,604	50,000	
Commercial-Water Intense	$0	$0	$0	$3,270	$0	$0	$0	$2,334	$0	$0	$1,648	$0	$2,075	$0	(2,075)	5,000	0.00%
Industrial	$415	$0	$415	$0	$415	$0	$415	$0	$415	$0	$415	$0	$10,415	$0	(10,415)	25,000	0.00%
Multi-Family	$2,083	$0	$2,083	$0	$2,083	$0	$2,083	$0	$2,083	$0	$2,083	$0	$0	$0	0	260,000	
Restaurant/Food	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$127,409	$0	(127,409)	150,000	0.00%
Salvage Proceeds	$0	$0	$0	$0	$60,342	$0	$0	$0	$66,867	$0	$0	$0	$0	$66	66	0	
Penalties	0	$66	0	$0	0	$0	0	$0	0	$0	0	$0	$400	$0	(400)	1,000	0.00%
Fayette Cty Billing Fee	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$45,104	$45,162	58	109,050	41.41%
Interest Earnings	$9,010	$8,957	$9,010	$9,101	$9,078	$8,998	$9,042	$9,034	$8,964	$9,072	$9,047	$0	$8,315	$23,830	15,515	20,000	119.15%
Operating Cash Carryover	$1,665	$5,769	$1,665	$5,979	$1,665	$3,094	$1,665	$2,294	$1,665	$6,693	$1,665	$0	$0	$0	0	(2,220,000)	
Other Misc Rev.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$87	87	0	
OPERATING FUND REVENUES	$413,049	$402,282	$370,599	$413,285	$465,240	$345,251	$368,174	$397,834	$393,141	$282,831	$339,467	$0	$2,010,203	$1,841,482	(168,721)	2,679,050	68.74%
General Fund - Department Rollups																	
Administrative Services	$242,261	$223,728	$222,778	$214,977	$226,423	$213,249	$238,496	$236,168	$222,563	$216,383	$231,378	$0	$1,152,521	$1,104,505	$48,016	$2,764,362	39.96%
Line Creek	$15,025	$13,401	$15,147	$12,314	$15,260	$11,090	$15,105	$17,579	$15,225	$21,265	$15,636	$0	$75,762	$75,649	$113	$183,500	41.23%
Flat Creek	$18,651	$11,099	$18,033	$18,417	$18,758	$10,877	$17,503	$19,684	$17,819	$15,830	$17,784	$0	$90,746	$75,907	$14,839	$215,500	35.22%
Rock-a-way	$15,616	$11,525	$14,203	$9,291	$13,869	$15,389	$14,416	$16,427	$13,775	$26,895	$14,915	$0	$71,779	$79,527	($7,748)	$172,750	46.04%
Lab-IPP	$26,433	$18,920	$21,485	$14,246	$21,638	$12,110	$21,673	$15,907	$21,527	$10,806	$26,316	$0	$112,826	$71,990	$40,836	$272,985	26.37%
Maintenance	$16,805	$16,887	$12,042	$11,672	$12,392	$15,712	$12,022	$11,416	$12,032	$11,877	$16,666	$0	$65,493	$67,565	($2,072)	$160,033	42.22%
Operators	$30,353	$29,105	$20,417	$18,520	$20,553	$22,785	$20,584	$24,149	$20,590	$21,195	$30,152	$0	$112,499	$115,753	($3,254)	$275,546	42.01%
Collection System	$52,081	$47,951	$43,855	$34,906	$45,076	$38,213	$43,168	$62,183	$43,718	$41,945	$53,156	$0	$221,898	$225,199	$2,699	$560,734	40.16%
Technical Services	$20,175	$20,962	$14,273	$11,171	$14,148	$13,775	$14,148	$15,190	$14,273	$12,437	$20,959	$0	$77,917	$73,535	$3,482	$188,364	39.04%
TOTAL EXPENSES	$437,400	$393,578	$382,233	$345,514	$388,119	$353,199	$397,217	$418,704	$381,572	$378,635	$426,708	$0	$1,986,541	$1,889,630	($96,911)	$4,793,774	39.42%
General Fund Status																	
SURPLUS/(SHORTFALL) *	($24,351)	$8,705	($11,634)	$67,771	$77,121	($7,949)	($29,043)	($20,871)	$11,569	($95,804)	($87,241)	$0	$23,662	($48,148)	($71,810)	($2,114,724)	2.28%
Sinking Fund																	
Interest Earnings	$0	$3,297	$0	$10,455	$0	$5,608	$0	$0	$0	$6,716	$0	$0	$0	$26,077	$26,077	$0	
Renewal & Extension																	
Interest Earnings	$0	$1,308	$0	$669	$0	$814	$0	$0	$0	$872	$0	$0	$0	$3,663	$3,663	$0	
Project Fund																	
Interest Earnings	$0	$2,627	$0	$6,220	$0	$882	$0	$0	$0	$2,140	$0	$0	$0	$11,869	$11,869	$0	

Percentage into Budget Year: 41.67%

** Surplus/(Shortfall) does not reflect fixed asset allocation for depreciation/amortization.* (Non-cash allocation)

2000 Revenues Projected vs. Actual Received Year to Date

Operating Fund - Admin Svcs

Description	Oct		Nov		Dec		Jan		Feb		Mar		YTD			** 2000 BUDGET **	
	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Act vs. Proj	Amount	Percentage
01001 Reg Sal - Admin	$14,565	$14,889	$9,777	$10,404	$9,777	$9,930	$9,777	$9,930	$9,777	$10,043	$14,565	$0	$53,773	$55,194	($1,421)	$131,985	41.82%
01100 Part Time Salaries	$111	$0	$74	$0	$74	$0	$74	$0	$74	$0	$111	$0	$407	$0	$407	$1,000	0.00%
02100 Payroll Taxes	$1,075	$1,112	$717	$748	$717	$519	$717	$748	$717	$748	$1,075	$0	$3,943	$3,875	$68	$9,679	40.04%
02200 Employee Relations	$171	$0	$0	$0	$3,858	$1,493	$0	$0	$0	$100	$0	$0	$4,029	$1,593	$2,436	$5,000	31.86%
03005 Retirement	$786	$1,293	$521	$952	$521	$996	$1,360	$1,582	$521	$952	$521	$0	$3,709	$5,775	($2,066)	$7,542	76.57%
70410 Health Ins (Fortis)	$950	$373	$950	$190	$950	$685	$950	$1,357	$950	$529	$950	$0	$4,750	$3,134	$1,616	$11,406	27.48%
06010 Office Supplies	$667	$249	$667	$475	$667	$202	$667	$186	$667	$365	$667	$0	$3,335	$1,477	$1,858	$8,000	18.46%
06015 Office Equipment	$167	$0	$167	$0	$167	$0	$167	$0	$167	$0	$167	$0	$835	$0	$835	$2,000	0.00%
06025 Safety Equip/Supplies	$17	$0	$17	$0	$17	$0	$17	$0	$17	$0	$17	$0	$85	$0	$85	$200	0.00%
11020 Prof. Services/Engineer	$4,166	$2,035	$4,166	$0	$4,166	$0	$4,166	$7,329	$4,166	$2,168	$4,166	$0	$20,830	$11,531	$9,299	$50,000	23.06%
11030 Prof. Services/Legal	$1,666	$0	$1,666	$1,770	$1,666	$0	$1,666	$0	$1,666	$0	$1,666	$0	$8,330	$1,770	$6,560	$20,000	8.85%
11033 Prof. Services/Other	$625	$230	$625	$1,414	$625	$960	$625	$2,740	$625	$4,707	$625	$0	$3,125	$10,050	($6,925)	$7,500	134.00%
12035 Telephone	$2,500	$2,467	$2,500	$2,291	$2,500	$2,475	$2,500	$5,910	$2,500	$1,374	$2,500	$0	$12,500	$14,517	($2,017)	$30,000	48.39%
13036 Postage	$166	$8	$166	$16	$166	$8	$166	$236	$166	$13	$166	$0	$830	$281	$549	$2,000	14.07%
14037 Travel Expenses	$46	$403	$394	$350	$312	$1,560	$0	$0	$0	$473	$3,182	$0	$752	$2,786	($2,034)	$7,500	37.14%
15038 Conf. - Seminars & Training	$0	$0	$0	$0	$0	$0	$0	$0	$0	$346	$0	$0	$0	$346	($346)	$0	
15045 Tuition Assistance	$0	$0	$250	$0	$0	$0	$0	$0	$250	$0	$0	$0	$500	$0	$500	$1,000	0.00%
16039 Rentals	$80	$0	$80	$0	$80	$0	$80	$0	$80	$0	$80	$0	$400	$0	$400	$1,000	0.00%
20241 Operating Supplies	$83	$0	$83	$0	$83	$0	$83	$80	$83	$32	$83	$0	$415	$112	$303	$1,000	11.17%
23056 Printing & Binding	$0	$77	$144	$19	$241	$0	$0	$717	$0	$0	$232	$0	$385	$814	($429)	$2,000	40.71%
25058 Dues, Subscrip. & Members.	$0	$1,650	$0	$0	$153	$0	$1,032	$188	$248	$0	$774	$0	$1,437	$1,838	($405)	$5,000	36.77%
27060 Advertising	$416	$0	$416	$0	$416	$0	$416	$2,210	$416	$0	$416	$0	$2,080	$2,210	($130)	$5,000	44.20%
28061 Miscellaneous	$0	$408	$120	$133	$56	$107	$216	$468	$233	$107	$0	$0	$625	$1,224	($599)	$5,000	24.48%
70015 Fayette Cty Billing Fee	$9,010	$8,957	$9,010	$9,101	$9,078	$8,998	$9,042	$9,034	$8,964	$9,072	$9,047	$0	$45,104	$45,162	($58)	$109,050	41.41%
70280 License & Fees	$119	$0	$0	$0	$0	$0	$0	$0	$0	$19	$0	$0	$119	$19	$100	$500	3.80%
70300 Auto Allowance	$403	$125	$269	$0	$134	$0	$403	$0	$277	$0	$269	$0	$1,486	$125	$1,361	$3,500	3.57%
70340 ADP Payroll Process	$416	$344	$416	$320	$416	$315	$416	$671	$416	$337	$416	$0	$2,080	$1,987	$93	$5,000	39.75%
70365 Intergovernmental	$14,373	$4,109	$0	$0	$0	$0	$14,373	$4,657	$0	$0	$0	$0	$28,746	$8,766	$19,980	$57,500	15.25%
70425 Insurance	$4,583	$0	$4,583	$1,793	$4,583	$0	$4,583	$3,125	$4,583	$0	$4,583	$0	$22,915	$4,918	$17,997	$55,000	8.94%
W&SA Bond	$165,000	$165,000	$165,000	$165,000	$165,000	$165,000	$165,000	$165,000	$165,000	$165,000	$165,000	$0	$825,000	$825,000	$0	$1,980,000	41.67%
Renewal & Replacements	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$0	$100,000	$100,000	$0	$240,000	41.67%
TOTAL EXPENDITURES	$242,261	$223,728	$227,778	$214,977	$226,423	$213,249	$238,496	$236,168	$222,563	$216,383	$231,378	$0	$1,152,521	$1,104,505	$48,016	$2,764,362	39.96%

Percentage into Budget Year: 41.67%

2000 Revenues Projected vs. Actual Received Year to Date

Operating Fund - Line Creek

Description	Oct		Nov		Dec		Jan		Feb		Mar		YTD			** 2000 BUDGET **	
	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Act vs. Proj	Amount	Percentage
06010 Office Supplies	$0	$0	$0	$0	$75	$0	$0	$0	$75	$0	$0	$0	$150	$0	$150	$250	0.00%
06025 Safety Equip/Supplies	$0	$44	$0	$0	$0	$412	$0	$0	$0	$226	$0	$0	$0	$682	-$682	$1,200	
08020 Small Tools & Equip	$0	$0	$122	$0	$35	$0	$80	$0	$0	$88	$332	$0	$237	$420	-$183	$1,000	42.00%
16039 Rentals	$42	$0	$42	$0	$42	$0	$42	$0	$42	$0	$42	$0	$210	$0	$210	$500	0.00%
18046 Electricity	$5,000	$4,949	$5,000	$4,377	$5,000	$4,869	$5,000	$4,711	$5,000	$4,958	$5,000	$0	$25,000	$23,863	$1,137	$60,000	39.77%
19047 Water	$417	$433	$417	$987	$417	$1,037	$417	$811	$417	$1,609	$417	$0	$2,085	$4,876	-$2,791	$5,000	97.52%
20241 Operating Supplies	$167	$482	$167	$546	$167	$33	$167	$279	$167	$357	$167	$0	$835	$1,697	-$862	$2,000	84.86%
22053 Repairs - Maint Equip	$833	$0	$833	$961	$833	$0	$833	$0	$833	$4,850	$833	$0	$4,165	$5,811	-$1,646	$10,000	58.11%
22054 Repairs - Maint Bldg	$83	$0	$83	$0	$83	$0	$83	$0	$83	$0	$83	$0	$415	$0	$415	$1,000	0.00%
25058 Dues, Subscrip. & Members	$0	$0	$0	$0	$125	$0	$0	$0	$0	$0	$125	$0	$125	$0	$125	$250	0.00%
28061 Miscellaneous	$83	$0	$83	$2	$83	$0	$83	$0	$83	$0	$83	$0	$415	$2	$413	$1,000	0.16%
28065 Landscape	$0	$0	$0	$0	$0	$0	$0	$0	$125	$0	$125	$0	$125	$0	$125	$500	0.00%
70355 Regulatory Monitor Fee	$275	$73	$275	$73	$275	$0	$275	$73	$275	$147	$275	$0	$1,375	$367	$1,008	$3,300	11.11%
75755 Processing Chemicals	$2,292	$0	$2,292	$2,879	$2,292	$630	$2,292	$1,810	$2,292	$2,146	$2,292	$0	$11,460	$7,464	$3,996	$27,500	27.14%
76610 Sludge Hauling/Tipping	$5,833	$7,420	$5,833	$2,490	$5,833	$4,109	$5,833	$9,581	$5,833	$6,868	$5,833	$0	$29,165	$30,468	-$1,303	$70,000	43.53%
TOTAL EXPENDITURES	$15,025	$13,401	$15,147	$12,314	$15,260	$11,090	$15,105	$17,579	$15,225	$21,265	$15,636	$0	$75,762	$75,649	$113	$183,500	41.23%

Percentage into Budget Year: 41.67%

2000 Revenues Projected vs. Actual Received Year to Date

Operating Fund - Flat Creek

Description	Oct		Nov		Dec		Jan		Feb		Mar		YTD			** 2000 BUDGET **	
	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Act vs. Proj	Amount	Percentage
06025 Safety Equip/Supplies	$0	$0	$0	$0	$373	$273	$0	$287	$0	$76	$0	$0	$373	$636	($263)	$1,200	52.97%
08020 Small Tools & Equip	$286	$0	$350	$284	$377	$0	$172	$88	$333	$332	$219	$0	$1,718	$704	$1,014	$2,000	35.21%
16039 Rentals	$42	$0	$42	$0	$42	$0	$42	$0	$42	$0	$42	$0	$210	$0	$210	$500	0.00%
18046 Electricity	$5,250	$5,139	$5,250	$4,982	$5,250	$5,171	$5,250	$5,684	$5,250	$5,781	$5,250	$0	$26,250	$26,758	($508)	$63,000	42.47%
19047 Water	$625	$694	$625	$568	$625	$654	$625	$527	$625	$542	$625	$0	$3,125	$2,985	$140	$7,500	39.81%
20241 Operating Supplies	$1,000	$892	$1,000	$3,873	$1,000	$336	$1,000	$291	$1,000	$780	$1,000	$0	$5,000	$6,172	($1,172)	$12,000	51.43%
22053 Repairs - Maint Equip	$1,250	$0	$1,250	$692	$1,250	$0	$1,250	$256	$1,250	$0	$1,250	$0	$6,250	$949	$5,301	$15,000	6.32%
22054 Repairs - Maint Bldg	$83	$0	$83	$0	$83	$0	$83	$103	$83	$1,000	$83	$0	$415	$1,103	($688)	$1,000	110.30%
28061 Miscellaneous	$83	$200	$83	$600	$83	$353	$83	$850	$83	$300	$83	$0	$415	$2,303	($1,888)	$1,000	230.35%
28065 Landscape	$0	$0	$59	$0	$564	$0	$0	$0	$62	$0	$0	$0	$685	$0	$685	$1,000	0.00%
70355 Regulatory Monitor Fee	$1,032	$73	$91	$73	$91	$0	$0	$73	$91	$277	$182	$0	$1305	$497	$808	$3,300	15.05%
75755 Processing Chemicals	$6,500	$0	$6,500	$6,660	$6,500	$2,541	$6,500	$6,631	$6,500	$3,534	$6,500	$0	$32,500	$19,366	$13,134	$78,000	24.83%
476610 Sludge Hauling/Tipping	$2,500	$4,100	$2,500	$683	$2,500	$1,548	$2,500	$4,893	$2,500	$3,210	$2,500	$0	$12,500	$14,434	($1,934)	$30,000	48.11%
TOTAL EXPENDITURES	$18,651	$11,099	$18,033	$18,417	$18,738	$10,877	$17,505	$19,684	$17,819	$15,830	$17,734	$0	$90,746	$75,907	$14,839	$215,500	35.22%

Percentage into Budget Year: 41.67%

2000 Revenues Projected vs. Actual Received Year to Date

Operating Fund - Rock-A-Way

Description	Oct		Nov		Dec		Jan		Feb		Mar		YTD			** 2000 BUDGET **	
	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Act vs. Proj	Amount	Percentage
06010 Office Supplies	$0	$0	$50	$0	$0	$0	$50	$0	$0	$0	$50	$0	$100	$0	$100	$250	0.00%
06025 Safety Equip/Supplies	$0	$0	$0	$0	$0	$301	$0	$495	$0	$0	$858	$0	$0	$796	($796)	$1,200	
08020 Small Tools & Equip	$1,841	$0	$198	$248	$0	$0	$390	$88	$0	$332	$232	$0	$2,429	$668	$1,761	$3,500	19.08%
16039 Rentals	$42	$0	$42	$0	$42	$0	$42	$0	$42	$0	$42	$0	$210	$0	$210	$500	0.00%
18046 Electricity	$5,417	$5,755	$5,417	$6,413	$5,417	$6,357	$5,417	$5,897	$5,417	$5,472	$5,417	$0	$27,085	$29,895	($2,810)	$65,000	45.99%
19047 Water	$125	$27	$125	$26	$125	$33	$125	$24	$125	$24	$125	$0	$625	$133	$492	$1,500	8.89%
20241 Operating Supplies	$0	$283	$180	$258	$94	$51	$101	$758	$0	$291	$0	$0	$375	$1,642	($1,267)	$2,000	82.08%
22053 Repairs - Maint Equip	$1,250	$148	$1,250	$0	$1,250	$533	$1,250	$224	$1,250	$13,509	$1,250	$0	$6,250	$14,414	($8,164)	$15,000	96.09%
22054 Repairs - Maint Bldg	$83	$0	$83	$0	$83	$0	$83	$0	$83	$0	$83	$0	$415	$0	$415	$1,000	0.00%
25058 Dues, Subscrip. & Members	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	
28061 Miscellaneous	$83	$0	$83	$0	$83	$0	$83	$0	$83	$0	$83	$0	$415	$0	$415	$1,000	0.00%
28065 Landscape	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$500	
70355 Regulatory Monitor Fee	$275	$73	$275	$73	$275	$0	$275	$73	$275	$147	$275	$0	$1,375	$367	$1,008	$3,300	11.11%
75755 Processing Chemicals	$1,250	$0	$1,250	$0	$1,250	$324	$1,250	$1,810	$1,250	$1,997	$1,250	$0	$6,250	$4,131	$2,119	$15,000	27.54%
76610 Sludge Hauling/Tipping	$5,750	$5,238	$5,250	$2,272	$5,250	$7,790	$5,250	$7,058	$5,250	$5,123	$5,250	$0	$26,250	$27,481	($1,231)	$63,000	43.62%
TOTAL EXPENDITURES	$15,616	$11,525	$14,203	$9,291	$13,869	$15,389	$14,316	$16,427	$13,775	$26,895	$14,915	$0	$71,779	$79,527	($7,748)	$172,750	46.04%

Percentage into Budget Year: 41.67%

2000 Revenues Projected vs. Actual Received Year to Date

Operating Fund - Lab-IPP

Description	Oct		Nov		Dec		Jan		Feb		Mar		YTD			** 2000 BUDGET **	
	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Act vs. Proj	Amount	Percentage
01001 Reg Sal - LAB/IPP	$11,555	$12,080	$7,704	$8,270	$7,704	$8,418	$7,704	$8,270	$7,704	$8,343	$11,555	$0	$42,371	$45,380	($3,009)	$103,998	43.64%
01150 Overtime Salaries	$56	$0	$37	$37	$37	$0	$37	$0	$37	$0	$56	$0	$204	$37	$167	$500	7.46%
02100 Payroll Taxes	$847	$889	$565	$612	$565	$621	$565	$609	$565	$615	$847	$0	$3,107	$3,347	($240)	$7,627	43.88%
03005 Retirement	$617	$553	$412	$457	$485	$466	$500	$457	$504	$460	$500	$0	$2,518	$2,395	$123	$5,943	40.30%
04010 Health Ins (Fortis)	$2,224	$740	$1,483	-$9	$1,483	$1,187	$1,483	$2,854	$1,483	$959	$2,224	$0	$8,156	$5,732	$2,424	$20,017	28.64%
06010 Office Supplies	$25	$0	$25	$0	$25	$0	$25	$0	$25	$0	$25	$0	$125	$0	$125	$300	0.00%
06025 Safety Equip/Supplies	$42	$0	$42	$0	$42	$43	$42	$0	$42	$248	$42	$0	$210	$291	($81)	$500	58.28%
08020 Small Tools & Equip	$42	$0	$42	$0	$42	$0	$42	$0	$42	$0	$42	$0	$210	$0	$210	$500	0.00%
14037 Travel Expenses	$0	$0	$150	$0	$150	$0	$150	$0	$150	$0	$0	$0	$600	$0	$600	$1,000	0.00%
20241 Operating Supplies	$2,083	$1,658	$2,083	$1,723	$2,083	$350	$2,083	$1,651	$2,083	$181	$2,083	$0	$10,415	$5,563	$4,852	$25,000	22.25%
22053 Repairs - Maint Equip	$125	$0	$125	$154	$125	$0	$125	$0	$125	$0	$125	$0	$625	$154	$471	$1,500	10.27%
25058 Dues, Subscrip. & Members	$0	$0	$0	$0	$100	$25	$100	$65	$0	$0	$0	$0	$200	$90	$110	$300	30.00%
26059 Uniforms	$25	$0	$25	$0	$25	$0	$25	$0	$25	$0	$25	$0	$125	$0	$125	$300	0.00%
28061 Miscellaneous	$42	$0	$42	$0	$42	$0	$42	$0	$42	$0	$42	$0	$210	$0	$210	$500	0.00%
70355 Regulatory Monitor Fee	$8,333	$3,000	$8,333	$3,000	$8,333	$1,000	$8,333	$2,000	$8,333	$0	$8,333	$0	$41,665	$9,000	$32,665	$100,000	9.00%
76110 Industrial Monitoring	$417	$0	$417	$0	$417	$0	$417	$0	$417	$0	$417	$0	$2,085	$0	$2,085	$5,000	0.00%
TOTAL EXPENDITURES	$26,433	$18,920	$21,485	$14,246	$21,658	$12,110	$21,673	$15,907	$21,577	$10,806	$26,316	$0	$112,826	$71,990	$40,836	$272,985	26.37%

Percentage into Budget Year: 41.67%

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2000 Revenues Projected vs. Actual Received Year to Date

Maintenance Shop

Description	Oct Projected	Oct Actual	Nov Projected	Nov Actual	Dec Projected	Dec Actual	Jan Projected	Jan Actual	Feb Projected	Feb Actual	Mar Projected	Mar Actual	YTD Projected	YTD Actual	YTD Act vs. Proj	** 2000 BUDGET ** Amount	** 2000 BUDGET ** Percentage
01001 Reg Sal - Maintenance	$11,658	$11,872	$7,772	$8,028	$7,772	$9,021	$7,772	$8,035	$7,772	$8,035	$11,658	$0	$42,746	$44,991	($2,245)	$104,923	42.88%
01150 Overtime Salaries	$167	$355	$111	$0	$111	$0	$111	$167	$111	$174	$167	$0	$611	$696	($85)	$1,500	46.37%
02100 Payroll Taxes	$855	$918	$570	$603	$570	$678	$570	$616	$570	$616	$855	$0	$3,135	$3,431	($296)	$7,695	44.59%
03005 Retirement	$964	$338	$428	$229	$635	$3,535	$418	-$628	$418	$482	$418	$0	$2,863	$3,957	($1,094)	$5,996	65.99%
04010 Health Ins (Fortis)	$427	$1,310	$427	$60	$427	$572	$427	$1,085	$427	$345	$427	$0	$2,135	$3,371	($1,236)	$5,119	65.86%
06025 Safety Equip/Supplies	$42	$0	$42	$0	$42	$0	$42	$0	$42	$19	$42	$0	$210	$19	$191	$500	3.85%
07011 Gasoline	$1,250	$1,803	$1,250	$1,877	$1,250	$1,259	$1,250	$1,174	$1,250	$1,323	$1,250	$0	$6,250	$7,436	($1,186)	$15,000	49.58%
07012 Diesel Fuel	$42	$0	$42	$0	$42	$193	$42	$526	$42	$188	$42	$0	$210	$907	($697)	$500	181.34%
08020 Small Tools & Equip	$417	$0	$417	$0	$417	$0	$417	$0	$417	$0	$417	$0	$2,085	$0	$2,085	$5,000	0.00%
14037 Travel Expenses	$0	$0	$0	$0	$125	$0	$0	$0	$0	$0	$250	$0	$125	$0	$125	$1,000	
15038 Conf. - Seminars & Trainin	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	
20241 Operating Supplies	$83	$67	$83	$48	$83	$134	$83	$67	$83	$70	$83	$0	$415	$385	$30	$1,000	38.49%
22054 Repairs - Maint Bldg	$42	$0	$42	$0	$42	$0	$42	$0	$42	$0	$42	$0	$210	$0	$210	$500	0.00%
22055 Repairs - Motor Vehicle	$833	$116	$833	$484	$833	$79	$833	$241	$833	$554	$833	$0	$4,165	$1,474	$2,691	$10,000	14.74%
26059 Uniforms	$25	$64	$25	$160	$25	$66	$25	$49	$25	$49	$25	$0	$125	$388	($263)	$300	129.30%
28061 Miscellaneous	$0	$22	$0	$175	$0	$175	$0	$85	$0	$22	$0	$0	$0	$478	($478)	$500	
86000 Lubricants	$0	$24	$0	$8	$18	$0	$190	$0	$0	$0	$157	$0	$208	$32	$176	$500	6.34%
TOTAL EXPENDITURES	$16,805	$16,887	$12,042	$11,672	$12,392	$15,712	$12,222	$11,416	$12,032	$11,877	$16,666	$0	$65,493	$67,565	($2,072)	$160,033	42.22%

Percentage into Budget Year: 41.67%

2000 Revenues Projected vs. Actual Received Year to Date

Operating Fund - Operators

Description	Oct		Nov		Dec		Jan		Feb		Mar		YTD			** 2000 BUDGET **	
	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Act vs. Proj	Amount	Percentage
01001 Reg Sal - LAB/IPP	$22,470	$22,097	$14,980	$15,226	$14,980	$15,823	$14,980	$16,724	$14,980	$15,751	$22,470	$0	$82,390	$85,620	($3,230)	$202,231	42.34%
01150 Overtime Salaries	$1,111	$2,605	$741	$1,163	$741	$2,702	$741	$1,573	$741	$1,627	$1,111	$0	$4,975	$9,670	($5,595)	$10,000	96.70%
02100 Payroll Taxes	$1,599	$1,872	$1,066	$1,242	$1,066	$1,406	$1,066	$1,382	$1,086	$1,306	$1,599	$0	$5,863	$7,208	($1,345)	$14,391	50.09%
03005 Retirement	$1,164	$521	$777	$352	$915	$470	$944	$1,042	$950	$945	$943	$0	$4,750	$3,329	$1,421	$11,214	29.69%
04010 Health Ins (Fortis) ..	$3,468	$1,652	$2,312	$372	$2,312	$2,088	$2,312	$3,208	$2,312	$1,366	$3,468	$0	$12,716	$8,685	$4,031	$31,210	27.83%
06025 Safety Equip/Supplies	$83	$0	$83	$0	$83	$43	$83	$0	$83	$0	$83	$0	$415	$43	$372	$1,000	4.30%
14037 Travel Expenses	$125	$0	$125	$0	$125	$0	$125	$0	$125	$0	$125	$0	$625	$0	$625	$1,500	0.00%
26059 Uniforms	$333	$357	$333	$166	$333	$255	$333	$221	$333	$199	$333	$0	$1,665	$1,197	$468	$4,000	29.94%
TOTAL EXPENDITURES	$30,353	$29,105	$20,417	$18,520	$20,555	$22,785	$20,584	$24,149	$20,590	$21,195	$30,132	$0	$112,499	$115,753	($3,254)	$275,546	42.01%

Percentage into Budget Year: 41.67%

2000 Revenues Projected vs. Actual Received Year to Date

Collection System

Description	Oct		Nov		Dec		Jan		Feb		Mar		YTD			** 2000 BUDGET **	
	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Act vs. Proj	Amount	Percentage
01001 Reg Sal - Collection	$22,657	$18,859	$15,105	$13,998	$15,105	$14,835	$15,105	$15,466	$15,105	$15,758	$22,657	$0	$83,077	$78,916	$4,161	$203,912	38.70%
01150 Overtime Salaries	$1,111	$3,278	$741	$2,178	$741	$1,782	$741	$3,320	$741	$1,011	$1,111	$0	$4,075	$11,569	($7,494)	$10,000	115.69%
02100 Payroll Taxes	$1,619	$1,634	$1,079	$1,192	$1,079	$1,226	$1,079	$1,389	$1,079	$1,237	$1,619	$0	$5,935	$6,678	($743)	$14,570	45.83%
03005 Retirement	$946	$755	$946	$514	$946	$2,243	$946	$881	$946	$840	$946	$0	$4,730	$5,233	($503)	$11,353	46.09%
04010 Health Ins (Fortis)	$4,332	$1,682	$2,881	$202	$2,881	$2,187	$2,881	$5,050	$2,881	$2,312	$4,332	$0	$15,856	$11,434	$4,422	$38,899	29.39%
06025 Safety Equip/Supplies	$83	$169	$83	$103	$83	$124	$83	$15	$83	$28	$83	$0	$415	$439	($24)	$1,000	43.94%
08020 Small Tools & Equip	$583	$0	$583	$0	$583	$0	$583	$0	$583	$0	$583	$0	$2,915	$0	$2,915	$7,000	0.00%
12035 Telephone	$0	$69	$0	$70	$0	$59	$0	$23	$0	$0	$0	$0	$0	$222	($222)	$0	
14037 Travel Expenses	$83	$0	$83	$0	$83	$0	$83	$0	$83	$0	$83	$0	$415	$0	$415	$1,000	0.00%
16039 Rentals	$417	$197	$417	$109	$417	$69	$417	$0	$417	$0	$417	$0	$2,085	$375	$1,710	$5,000	7.50%
18046 Electricity	$6,250	$6,136	$6,250	$5,775	$6,250	$4,765	$6,250	$6,884	$6,250	$6,322	$6,250	$0	$31,250	$29,881	$1,369	$75,000	39.84%
20241 Operating Supplies	$1,250	$5,762	$1,250	$3,699	$1,250	$4,368	$1,250	$8,370	$1,250	$7,550	$1,250	$0	$6,250	$29,749	($23,499)	$15,000	198.33%
22053 Repairs - Maint Equip	$5,000	$1,345	$5,000	$302	$5,000	$82	$5,000	$0	$5,000	$2,815	$5,000	$0	$25,000	$4,544	$20,456	$60,000	7.57%
26059 Uniforms	$250	$521	$250	$252	$250	$303	$250	$322	$250	$220	$250	$0	$1,250	$1,619	($369)	$3,000	53.96%
28061 Miscellaneous	$417	$200	$417	$802	$417	$176	$417	$0	$417	$0	$417	$0	$2,085	$1,178	$907	$5,000	23.56%
28065 Landscape	$0	$85	$187	$286	$0	$84	$0	$159	$0	$207	$300	$0	$187	$821	($634)	$5,000	16.41%
75001 Street Repair	$1,250	$420	$1,250	$960	$1,250	$262	$1,250	$16,547	$1,250	$2,869	$1,250	$0	$6,250	$21,058	($14,808)	$15,000	140.39%
75755 Processing Chemicals	$5,000	$5,763	$5,000	$3,390	$5,000	$4,875	$5,000	$1,356	$5,000	$0	$5,000	$0	$25,000	$15,384	$9,616	$60,000	25.64%
76165 Lift Station Monitoring	$833	$1,075	$833	$1,075	$833	$775	$833	$2,399	$833	$775	$833	$0	$4,165	$6,100	($1,935)	$10,000	61.00%
85000 Machinery & Equip	$0	$0	$1,500	$0	$2,908	$0	$1,000	$0	$1,550	$0	$1,475	$0	$6,958	$0	$6,958	$20,000	0.00%
TOTAL EXPENDITURES	$52,081	$47,951	$43,855	$34,906	$45,076	$38,213	$43,168	$62,183	$43,718	$41,945	$53,756	$0	$227,898	$225,199	$2,699	$560,734	40.16%

Percentage into Budget Year: 41.67%

2000 Revenues Projected vs. Actual Received Year to Date

Technical Services

Description	Oct		Nov		Dec		Jan		Feb		Mar		YTD			** 2000 BUDGET **	
	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Act vs. Proj	Amount	Percentage
01001 Reg Sal - Technical	$13,921	$15,810	$9,280	$9,382	$9,280	$9,451	$9,280	$9,463	$9,280	$9,331	$13,921	$0	$51,041	$53,438	($2,397)	$125,285	42.65%
01100 Part Time Salaries	$444	$0	$296	$0	$296	$0	$296	$0	$296	$0	$444	$0	$1,628	$0	$1,628	$4,000	0.00%
01150 Overtime Salaries	$167	$2,282	$111	$226	$111	$599	$111	$968	$111	$604	$167	$0	$611	$4,678	($4,067)	$1,500	311.90%
02100 Payroll Taxes	$1,055	$1,355	$703	$723	$703	$757	$703	$786	$703	$748	$1,055	$0	$3,867	$4,370	($503)	$9,493	46.04%
03005 Retirement	$616	$328	$616	$219	$616	$1,677	$616	$483	$616	$534	$616	$0	$3,080	$3,240	($160)	$7,397	43.81%
70410 Health Ins (Fortis)	$2,488	$740	$1,658	-$106	$1,658	$1,144	$1,658	$2,852	$1,658	$745	$2,488	$0	$9,120	$5,375	$3,745	$22,389	24.01%
06010 Office Supplies	$25	$78	$25	$0	$25	$0	$25	$0	$25	$0	$25	$0	$125	$78	$47	$300	26.05%
06015 Office Equipment	$42	$0	$42	$0	$42	$0	$42	$0	$42	$0	$42	$0	$210	$0	$210	$500	
06025 Safety Equip/Supplies	$58	$0	$58	$0	$58	$43	$58	$0	$58	$18	$58	$0	$290	$61	$229	$700	8.74%
08020 Small Tools & Equip	$42	$0	$42	$0	$42	$0	$42	$0	$42	$0	$42	$0	$210	$0	$210	$500	0.00%
11033 Prof. Services/Other	$417	$0	$417	$0	$417	$0	$417	$0	$417	$0	$417	$0	$2,085	$0	$2,085	$5,000	0.00%
13036 Postage	$17	$44	$17	$0	$17	$0	$17	$18	$17	$0	$17	$0	$85	$62	$23	$200	30.88%
14037 Travel Expenses	$208	$0	$208	$0	$208	$0	$208	$0	$208	$0	$208	$0	$1,040	$0	$1,040	$2,500	0.00%
20241 Operating Supplies	$333	$79	$333	$16	$333	$0	$333	$542	$333	$376	$333	$0	$1,665	$1,012	$653	$4,000	25.31%
22053 Repairs - Maint Equip	$83	$0	$83	$637	$83	$0	$83	$0	$83	$0	$83	$0	$415	$637	($222)	$1,000	63.67%
23056 Printing & Binding	$0	$0	$125	$0	$0	$0	$0	$0	$125	$0	$0	$0	$250	$0	$250	$500	0.00%
25058 Dues, Subscrip. & Members	$17	$0	$17	$0	$17	$0	$17	$0	$17	$0	$17	$0	$85	$0	$85	$200	0.00%
26059 Uniforms	$75	$246	$75	$74	$75	$104	$75	$79	$75	$79	$75	$0	$375	$582	($207)	$900	64.71%
28061 Miscellaneous	$167	$0	$167	$0	$167	$0	$167	$0	$167	$0	$167	$0	$835	$0	$835	$2,000	0.00%
TOTAL EXPENDITURES	$20,175	$20,962	$14,273	$11,171	$14,148	$13,775	$14,148	$15,190	$14,273	$12,437	$20,175	$0	$77,017	$73,535	$3,482	$188,364	39.04%

Percentage into Budget Year: 41.67%

Peachtree City Water and Sewerage Authority

RECEIVED
FEB 8 2000
PEACHTREE CITY
CITY HALL

February 8, 2000

The Honorable Mayor and City Council
City of Peachtree City
151 Willowbend Road
Peachtree City, Georgia 30269

RE: WASTEWATER TREATMENT PLANNING STATUS

Dear Mayor and Councilpersons,

The Board has requested that we provide you with an update of our planning for future wastewater treatment needs. The Board had previously determined the need for the replacement of the Flat Creek wastewater treatment plant because of its age and condition. As part of the planning process a detailed analysis of our future capacities was performed. To insure capacity for all of the undeveloped property, increases in flows for current industries and to provide capacity for all of the currently unsewered areas of the City, it has been determined that approximately 5.3 million gallons per day (mgd) of wastewater capacity will be required.

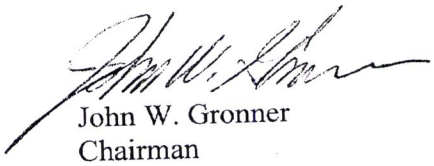
In our planning efforts, we have included approximately 0.5 mgd of capacity for the "West Village". In all of our permitting efforts with EPD, we have been using 6.0 mgd of capacity as the planning number. We currently have a wasteload allocation with stated levels of treatment based on 6.0 mgd. This allocation is contingent upon the completion of an antidegradation review and the completion of a watershed assessment. The antidegradation review is complete and has been submitted to EPD. The watershed assessment is currently in progress and we anticipate completion in late spring or early summer.

313 Highway 74 South • Peachtree City, GA 30269 • Ph: (770) 487-7993 • Fax: (770) 631-5380

At that point in time the Authority will have to make a critical decision as to the final capacity to design the expansion for. To date the planning cost has been the same no matter what capacity that we were considering; however that will change in the near future. We feel it is imperative that everyone understands the importance of this decision. Should the decision be not to design and build capacity for the "West Village", then we feel that it will be very difficult, if not impossible, to construct it at a later date. The City of Senoia recently requested a wasteload allocation to Line Creek and was informed by EPD that there was none remaining. Once that 0.5 mgd wasteload allocation is not utilized by the Authority, it is available to any other agency that may request it. It would also be time consuming and much more expensive to attempt to add that capacity at some point in the future. As an example, we have been in the planning and permitting process for two years now and we estimate that we are still three years away from actually having the capacity available.

Currently, we feel that our decision would have to be not to construct any capacity for the "West Village"; however, that decision does not have to be finalized for several months. If the Council wishes to provide any additional information or direction that would assist the Board in making this most critical decision, it would be appreciated.

Sincerely,



John W. Gronner
Chairman

c: Larry B. Turner, General Manager
Jim Basinger, City Manager

PEACHTREE CITY - COMMISSION ON CHILDREN AND YOUTH

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Revised: 3/22/00

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council

FROM: Director of Leisure Services

DATE: March 28, 2000

SUBJECT: COMMISSION ON CHILDREN AND YOUTH PRESENTATION

Attached is an outline of the presentation that the Commission on Children and Youth will give at Retreat.

OUTLINE
COMMISSION ON CHILDREN AND YOUTH
PEACHTREE CITY
CITY COUNCIL RETREAT
APRIL 8, 2000
10:30 AM

I. Introduction

A. CCY Mission (Attachment #1)
B. General Organizational Structure (current) (Attachment #2)

II. Approved Changes to City Ordinance 99-728 (approved at 2/3/00 Council Mtg.)

A. Amendment of Section 2-362(a) to change the number of authorized voting members of the CCY from nine to five Commissioners
B. Amendment to Section 2-362(b) to delete the professional area designation requirement
C. Amendment of Section 2-364 to expand the Commission's focus to include all aspects of improving the quality of life for Peachtree City youth

III. Commission Task Forces

A. Organizational Structure – Concept of Three Core Task Forces

B. Task Force One – Community Inclusion, Exceptional Children with Disabilities
   1. Featured Activity – Exceptional Children's Week April 10-14, 2000

C. Task Force Two - Education, Development and Prevention
   1. Featured Activity – Parenting Seminars
      a. Parent Forum –April 10 PTC Library
      b. Parenting Topic – Teen Depression

D. Task Force Three – Community Programs
   1. Featured Activity
      a. Last Fling – August 12, 2000
      b. Children's Week Nov 6 to 11, 2000

IV. Short Range Calendar through August 2000 (Attachment #3)

V. Summation/Questions/Answer

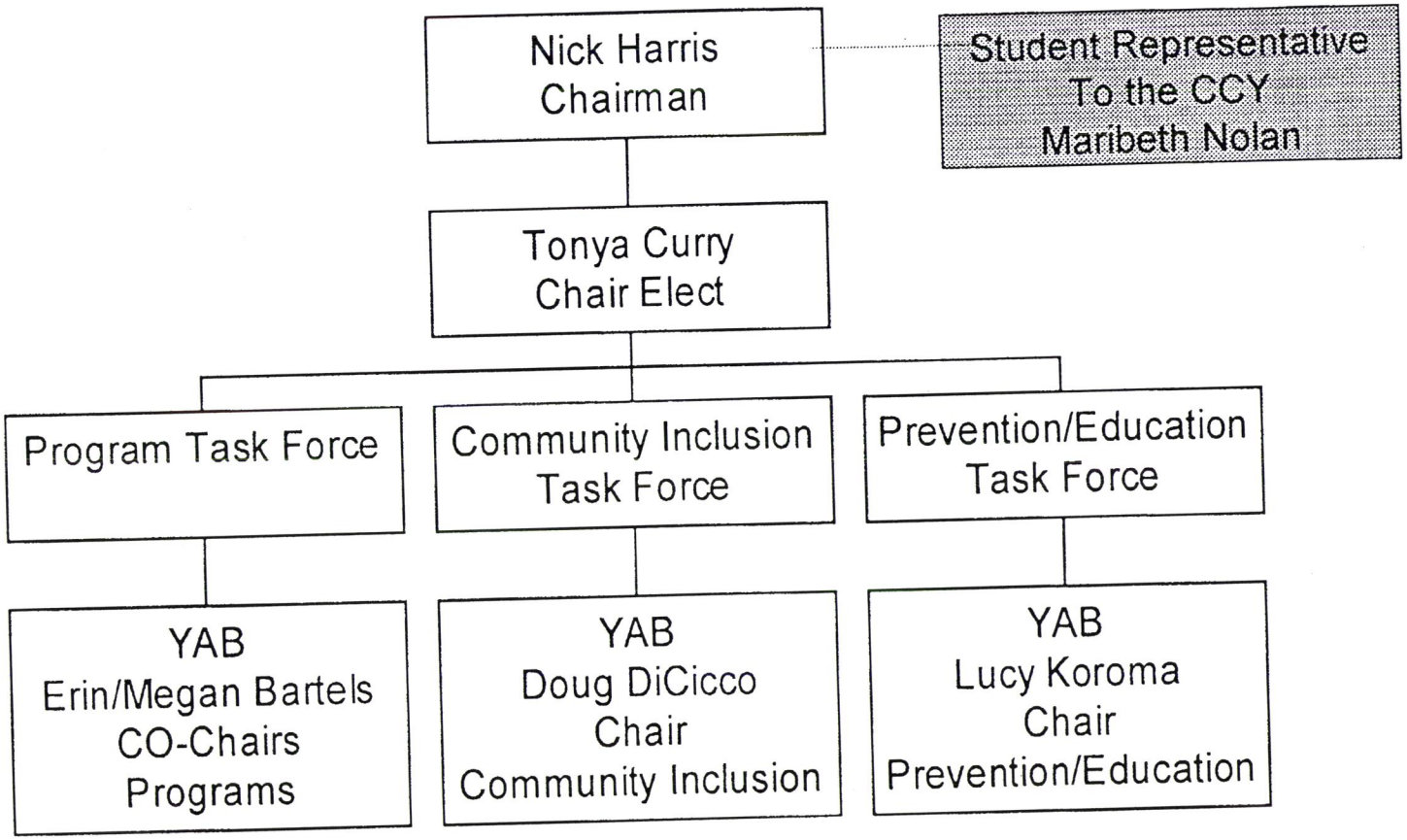
(Power Point Presentation by Tonya Curry CCY Chair –Elect)

PEACHTREE CITY
COMMISSION on CHILDREN and YOUTH

MISSION STATEMENT

To Improve the Quality of Life
for the
Children and Youth of Peachtree City

Commission on Children and Youth



*Administrative support provided by CCY Coordinator

** YAB – Youth Advisory Board

City of Peachtree City
Commission on Children and Youth
Short – Term Calendar
March 15 to August 30, 2000

March 16	Announcement and Appointment of new Commission on Children and Youth Commissioners by City Council – 7:00 PM City Hall
March 25	Youth Arts Festival sponsored by CCY and YAB – 11:00AM – 6:00 PM
April 4	CCY Monthly Meeting at 7:00 PM at City Hall Chambers
April 6	CCY Proclamation for Exceptional Children's Week read at City Council Meeting – 7:00 PM City Hall
April 8	City Retreat – CCY Presentation at 10:30 AM
April 10-14	CCY sponsored Exceptional Children's Week 'Let's Be Pals'- Daily events held at Huddleston Elementary School.
April 10	National Library Week – Dedication of Parenting Materials Section at PTC Library. Books and Videos donated by CCY. CCY sponsored forum for Early Childhood Education.
April 11	Youth Advisory Board Meeting at 6:00 PM at City Hall Chambers.
April 14	Exceptional Children's Week – CCY sponsored Challenger Baseball League Game with Huddleston Faculty - Evening
April 25	CCY Orientation for New Commission Members at 7:00 PM Gathering Place – Dinner meeting
May 2	Youth Advisory Board – End of Year Recognition Reception At 6:30 PM – Dinner Meeting CCY Monthly Meeting at 7:30 PM
June 6	Youth Advisory Board Meeting at 6:00 PM – City Hall Chambers YAB Applications Deadline for returning members CCY Monthly Meeting at 7:00 PM at City Hall Chambers
June 17	CCY Retreat – 8:00 AM to 12:00 PM – Location TBA
July 11*	CCY Monthly Meeting at 7:00 PM at City Hall Chambers *Change of date due to holiday on July 4.
July 14	YAB Applications Deadline
August 1	CCY Monthly Meeting at 7:00 PM at City Hall Chambers
August 12	Last Fling at Shakerag Knoll – 11:00 AM to 4:00 PM
August 21	Week of- YAB Interviews

PEACHTREE CITY - LIBRARY COMMISSION

THREE YEAR TERMS

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Revised: 2/4/00

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and City Council**

VIA: **City Manager**

FROM: **Director of Leisure Services**

DATE: **Feb. 9, 2000**

SUBJECT: **Library Master Plan**

Attached is the Library Master Plan and Training/Technology Plan, along with an executive summary. These documents, nearly two years in the making, will form the basis for discussion during the Library Commission's time at Retreat. I would be happy to answer any questions you might have during the staff time with the Council on Friday, April 7.

Executive Summary
Library Master Plan &Technology/Training Plan

Introduction: The Library Master Plan & Technology/Training Plan developed from the need to begin categorizing and standardizing Library operations. As the Library has grown over the years, so has the field of Library science and technology. Libraries are now more than just a place to check out books; they are community information hubs where digital, electronic, audio, video and printed material provides information, education, entertainment and recreation for patrons of all ages. At the same time, there is a need to maintain a warm, friendly atmosphere for patrons. This increasingly complex environment requires a revised approach to providing service to the various audiences, which range from infants and toddlers to college students and senior citizens. This plan attempts to set the stage and take the first steps to gradually make necessary adjustments in operations, staffing, training, material acquisition, collection development and facility space and layout.

Discussion: The format of the documents is such that it can be easily revised as operational need requires. The plan will be reviewed annually by staff, in cooperation with the Library Commission, to ensure it is in line with current operations. Chapters 1-7 address general Library operations and constitute the Library Master Plan. Chapters 8-15 comprise the Technology and Training Plan, dealing with more specialized issues. Chapters 16-25 are relevant attachments. Chapter 27 contains recommendations based on analysis completed to develop these plans. The recommendations are provided by Fiscal Year, beginning with FY 2001. An associated 5-year funding plan summarizes costs of recommendations.

I would draw your attention to the comparison studies in Chapters 6 and 7, where our library was compared in several categories to three comparable libraries in Alpharetta, Roswell and Northeast/Spruill Oaks. This comparison offers a quantitative look at our services compared to other libraries that serve similar demographic populations. The comparison chart on page 23 of Chapter 7 is a useful tool that indicates strengths and weaknesses our library possesses. Clearly, we are at or above comparative standards in technological services, and in fact are the only one with a professional technology staff. The comparison also shows that staffing is an area that requires attention. Our Library is opened to serve the public more hours of the week than most libraries, yet we have far fewer professional full-time staff. There are weaknesses in delivering services to certain audiences, such as very young children, young adults and adults. This chart was used to form the basis for some of the plan recommendations.

Summary of Recommendations:

Personnel:

FY 2001: Recommend hiring a full-time Youth Services Librarian. Background gathered over the past two years from general public and patron surveys, staff research and operational observations confirm that the library needs the most improvement in youth services. A Youth Services Librarian with a Master's in Library Science is trained to develop children's collections and plan programs considering the development of children as well as the community's standards and values.

FY 2002: Recommend hiring a full-time Library/Clerical Assistant, an administrative position that would free up library staff for more effective one-on-one customer service.

FY 2003-2004: Recommend hiring one part-time library assistant each of these years, to work under the supervision of the Youth Services Librarian. These positions are in consideration of the planned Library expansion in those years, a great part of which will be the children's collection and activity programming area.

Facilities:

FY 2003-2004: Recommend that, if feasible, the Library expand 10,000 square feet, in a two-story expansion located in the wooded area to the left of the current front Library entrance. It is anticipated that this entire area would be a children's section attached to but separate from the main body of the Library. One level would include a stack room with books and a separate checkout counter, and the second level would be for youth programming and would include a small theater/activity center. If a 10,000-sq. ft. expansion is not possible, a 5,000-sq. ft. expansion is recommended, eliminating the second level with the theater/activity area. With either plan, badly needed storage area would be created by converting meeting rooms 2 and 3 in the existing lower level into storage.

Miscellaneous Recommendations: Other recommendations involve equipment/computer upgrades, adding a music collection and related equipment, and professional training.

Conclusion: These plans are the first such documents developed to guide the Library's future. They are considered "living documents" that will continue to develop with the Library. This year, they will form the basis for discussion between the Library staff, Library Commission and City Council at Retreat. After Retreat, staff will make any revisions required by Council guidance. The Library Commission will then vote to forward a final version to City Council for official approval at a future Council meeting.

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Revised: 1/26/00

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council

FROM: Director of Leisure Services

DATE: March 28, 2000

SUBJECT: RECREATION COMMISSION REPORT

Attached is an outline of the presentation that the Recreation Commission will give at Retreat.

Peachtree City Retreat

Peachtree City Recreation Commission Report
Strawman Outline

I. Introduction

II. 1999 Recreation Commission Retreat Highlites

A. PTC Master Recreation Plan

1. Adopted by City Council - Sep 99

B. Memorandum of Understanding w/ Fayette County Board of Education

1. To establish equity of joint use facilitites

2. Benefits

a. Open dialog with school system for joint use of facilities

b. Basketball Assn: No janitorial fees except for weekend use of school.

C. Financial Assistance to PTC Schools: City Council initiated program. Recreation Commission began screening and review of requests.

1. $5000 maximum grant per school - one time w/in 5 year period.

2. Schools - Huddleston Elementary - $5000

PTC Elementary - $5000

Peeples Elementary - did not recommend - demographics

D. Initiated Program Instructors Policy

1. Staff program - Commission voted to support. Began Jan 00.

III. 2000 Initiatives

A. Special Needs Playground Select Committee

1. Volunteer Select Committee - Chairman Ms. Colleen Sugar w/ five committee members. Mr. Tate Godfrey - Honorary Committee Chairman. Mr. Luther Holt is Recreation Commission Representative.

2. Fund raising campaign - $100,000 minimum goal

3. Recreation Commission places all raised funds into special account.

B. Sponsorship and Volunteer Program

IV. 1999 Projects

A. Four Field Baseball Complex at S74 Baseball/Soccer Complex

B. Two Soccer Fields at Baseball/Soccer Complex

C. Riley Field Track and Football Field Design (pending): Recently went out over bid and all bids rejected due to over budget. Staff re-doing specifications and plan to go out with Contractor Pre-Qualification for a design/build contract. After pre-qualifications of contractors look to go out for design/build bids, probably by May 00.

V. 2000 PIP Projects

A. Mulit-Purpose Roller Hockey Rink - Selected Architectural Design Firm - Phase I. Roy Ashley and Associates chosen as Architects for design of this facility. Look to have a Conceptional Plan completed and to the Planning Commission for Apr 00 meeting, City Council for approval in May 00 and construction to begin at end of fiscal year.

VI. 2001 PIP Projects

A. Gathering Place Expansion: Soon after the Retreat staff will be discussing scope of services and look to go out Oct 1 with design bids. Spring 2001 begin construction.

B. Jim Meade Complex - Redesign Site Plan/Master Plan ($17,000): New Conceptional Plan for complex in preparation for 2002 to construct two (2) softball fields in lieu of two (2) soccer fields. Eventually will have maintenance/storage facility and redesigned traffic flow and parking. At the adult end of the complex look to construct a small restroom facility with small storage facility.

C. Improvements to Riley Field Sewer: Connecting restrooms to city sewer system. Plan on soliciting WASA assistance to keep project at the $100K budget.

VII. Program & Athletic Activities Participation - 1998, 1999 to Current Spring Level

A. Specific data on programs and sports participation

PTC ATHLETIC INORMATION FOR 1999 2000

SPORT	SPR 99	FALL 99	SPR 00	FALL 00
SOCCER	1670	1809	1626	
PTC	1515	1545	1401	
Co.	155	220	187	
Out	33	44	38	
AD BASKETBALL	314			
PTC	75			
Co.	54			
Out	185			
AD SOFTBALL	143	144		
PTC	59	62		
Co.	48	48		
Out	36	29		
LITTLE LEAGUE	917	387	804	
PTC	897	356	742	
Co.	17	24	54	
Out	3	7	8	
ROLLER HOCKEY	196	186		
PTC	157	356		
Co.	19	24		
Out	20	7		
AD FLAG FOOTBALL		311		
PTC		60		
Co.		75		
Out		179		
GIRLS SOFTBALL	332	198	290	
PTC	281	162		
Co.	34	1		
Out	17	35		
TRACK	93		113	
PTC	75		92	
Co.	12		13	
Out	60		8	

SPORT	SPR 99	FALL 99	SUM 99	SPR 00	FALL 00	SUM 00	WIN 00
GA BASEBALL	38	48		41			
PTC	23	31		17			
Co.	13	11		14			
Out	2	6		1			
SCAT Swim Team	138						
PTC	68						
Co.	33						
Out	37						
FOOTBALL & CHEERLEADING		383					
PTC		196					
Co.		44					
Out		143					
SUMMER							
PACERS SWIM TEAM			215				
PTC			155				
Co.			47				
Out			13				
AD BASKETBALL			149				237
PTC			65				113
Co.			37				48
Out			47				76
SEASON 99-00							
BASKETBALL		1176					
PTC		999					
Co.		120					
Out		57					

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Revised: 10/25/99

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and Council**

VIA: **City Manager**

FROM: **Director of Developmental Services**

DATE: **March 17, 2000**

SUBJECT: **Undeveloped Parcels**

The agenda for the Saturday session of the Retreat includes a discussion concerning key undeveloped parcels in the City.

At that session I intend to have a map that shows the location of these parcels, along with a written report that identifies current land use and zoning designations, as well as staff recommendations for any land use and zoning changes. Also, where appropriate, issues for discussion and possible policy formulation will be presented.

JBW/jir

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and Council**

VIA: **City Manager**

FROM: **Director of Developmental Services**

DATE: **March 17, 2000**

SUBJECT: **Role of Planning Commission**

One of the items on the Retreat agenda for the session on April 8th is a discussion on the mission/ role of the Planning Commission.

Attached as background information for that session is a paper prepared by the City Attorney for a recent Planning Commission workshop training meeting.

JBW/jir

Attachment

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March 17, 2000

Mr. Jim Basinger
City Manager
City of Peachtree City
151 Willowbend Road
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RE: Planning Commission

Dear Jim:

The Peachtree City Planning Commission was created, by ordinance, "to guide and accomplish a coordinated and harmonious development of the city, which will, in accordance with existing and future needs, best promote the public health, safety, morals, order, convenience, prosperity and the general welfare, as well as efficiency and economy in the process of development." Sec. 2-446, Code of Ordinances for the City of Peachtree City (attached). The reference to health, safety and welfare is addressed as one of the goals to be achieved in creating the planning commission. It is not given as instruction to the planning commission to consider the health, safety and welfare in each decision it makes. Acting in the best interest of the health, safety and welfare of the citizens of Peachtree City is the duty of every employee, officer, commission member, and council member. Therefore, the planning commission should always act in the best interest of the city and its citizens. However, what is in the best interest of the health, safety, and welfare of the citizens of Peachtree City ultimately lies with the city council.

The commission consists of five members, who shall be residents of the city. Each member serves for a term of three years. The members are appointed by city council. Commission members elect a chairman for a term of one year. City council can remove a member for cause on written charges, after a public hearing. Members serve without compensation but may be reimbursed for actual expenses incurred in connection with their duties.

We must look to state law and local ordinances to determine the duties and responsibilities of the Peachtree City Planning Commission.

State law provides the responsibilities of a municipal planning commission in rezoning actions. State law does not address the other roles of a municipal planning commission other than to authorize a planning commission to perform "other duties" as charged by the local government. O.C.G.A. § 36-67-4 (attached).

The matters, relating to a rezoning, on which the planning commission are required to investigate and make a recommendation are listed in O.C.G.A. § 36-67-3, which states:

> In any local government which has established a planning department or other similar agency charged with the duty of reviewing zoning proposals, such planning department or other agency shall with respect to each zoning proposal investigate and make a recommendation with respect to each of the matters enumerated in this Code section, as well as carrying out any other duties with which the planning department or agency is charged by the local government. The planning department or other agency shall make a written record of its investigation and recommendations, and this record shall be a public record. The matters with which the planning department or agency shall be required to make such investigation and recommendation shall be:
>
> (1) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property;
>
> (2) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;
>
> (3) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;
>
> (4) Whether the zoning proposal will result in a use which will or could cause an excessive or

> burdensome use of existing streets, transportation facilities, utilities, or schools;
>
> (5) If the local government has an adopted land use plan, whether the zoning proposal is in conformity with the policy and intent of the land use plan; and
>
> (6) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.

O.C.G.A. § 36-67-3(attached).

The Peachtree City Zoning Ordinance requires the planning commission to review all applications for rezonings and make a recommendation to city council. The planning commission is to consider factors listed in section 1304(d) (attached) in making its recommendation. The factors in 1304(d) are similar to the requirements of O.C.G.A. § 36-67-3, which are listed above.

Other city ordinances require certain submissions to come before the planning commission for approval, such as, landscape plans and conceptual cite plans. The ordinances do not provide direction for the planning commission in considering the submissions, other than to determine if the submissions meet the requirements of the ordinances.

The planning commission basically makes two types of decisions. One type of decision is the consideration of a rezoning. In this type of decision, the planning commission is asked to make a recommendation to city council on whether or not the rezoning should be approved. In arriving at this recommendation, it is appropriate for the planning commission to consider the health, safety, and welfare of the citizens. The second type of decision is considering whether or not a particular submission is in compliance with city ordinances. In arriving at a decision of this type, there is little reason to consider the health, safety and welfare of the citizens. This decision

involves interpreting ordinances and determining if the item under consideration meets the requirements of the ordinances. In arriving at a either type of decision, the planning commission must follow city ordinances.

The planning commission should not function as a policy setting board and cannot act as a legislative body. The planning commission cannot establish standards or enact ordinances. Rather, the planning commission is obligated to follow the policies and ordinances established by the city council.

Sincerely,

WEBB, STUCKEY & LINDSEY, LLC

Richard P. Lindsey

Richard P. Lindsey

RPL:jmf

PEACHTREE CITY TENNIS CENTER
Phase III

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I. SERVICE TO THE TENNIS COMMUNITY

Since opening in April of 1995, the Peachtree City Tennis Center (PCTC) has provided many services and opportunities to the community and beyond.

The Center has donated its facility as an auxiliary site for the USTA Southern Boy's and Girl's 16's in support of the host site, South Fulton Tennis Center. One of the seminars and clinics recently held at PCTC is a High School Coaches Clinic run by our teaching staff, open at no charge to any area High School Coach. It is a workshop that focuses on how to run practice and develop drills for large and diverse ability groups, and is a vehicle for the coaches to schedule their matches for the season. This seminar includes both classroom and on-court instruction. The Center provides practice courts for four local high schools to prepare for the season, as well as providing a home court for those schools for matches. The Center holds an Annual High School One-point Tournament, held during our USTA Professional Challenger Tournament. Every March, the PCTC hosts an annual "March Madness" High School Tennis tournament, where eight high schools from Georgia compete for the title.

In 1999 PCTC was chosen as a USTA Area Training Center site for junior development. Staff member Rick Davison was selected as the head coach. Two of our staff, Sean Ferreira and Beth Choate, were chosen as coaches as well. Each July PCTC hosts the Georgia State Wheelchair Championships, which has grown to attract players from around the South.

For the past five years the Center has held a USTA $25,000

Women's Challenger Event, to benefit local and national charities. The PCTC, with the support of the local tennis community, has raised over $12,000 which has been given to the Cystic Fibrosis Foundation, the Breast Cancer Research Foundation and the David L. Harris, Jr. Foundation (a local organization to benefit families dealing with cancer).

II. SERVICE TO YOUR MEMBERS

PCTC has embraced the USTA's Plan for Growth and the results have been amazing. A Community Tennis Association (Peachtree City Tennis Association) was started by the Center, which has developed four USTA League Coordinators, four USA Tennis Leagues and numerous volunteers. Our own League Coordinators for our CTA not only spend many hours running our leagues successfully each season, but also donate their time and talent in helping with the USTA Local and District Championships for both adult and junior tournaments throughout the year. Our USA Tennis Adult League Coordinator (Pat Erskine) was recognized by the Georgia Tennis Association as League Coordinator of the Year in 1997. The Peachtree City Tennis Association administrates and runs the Southern Crescent Tennis League, which includes four USA Tennis Leagues: Adult, Junior, Mixed and Senior. All have exceeded our expectations and have helped shape tennis activity and growth in the area. The Southern Cresent Leagues each have two seasons with approximately 800 participants. The Southern Crescent is one of the largest USA Tennis Leagues in Georgia.

Our USA Team Tennis for juniors takes place in the Fall and Spring of each year. In the Spring of 1999 we introduced Rally Ball to our younger participants. PCTC holds 1-2-3 USA Tennis twice each season,

one in the late fall and the other during our USTA Women's Challenger Event in the summer. These players then progress into our group classes and then into our USA League Tennis. Some of these players, while taking group lessons, play in our Intra club league which has 2 Divisions for women. These matches all take place at the Tennis Center. Many of these players move into our USA League Tennis Program.

PCTC holds a Georgia one point tournament in November for 120 children (the adidas Fall Classic) and is the host for the Peach State Junior Tennis Classic held each Memorial Day Weekend. After just one year the Peach State was placed on the USTA National Tournament Schedule and was named Georgia Junior Tournament of the Year in 1998.

Fourteen of our volunteers competed in the Southern Cities Tournament held in August. Twenty one other cities from the Southern Section competed in this event, with each team receiving a check for their favorite charity.

The Center has an extensive Junior Academy program with 70 juniors (GTA Junior program of the Year 1997) where players travel as a group to play tournaments and other academy programs in Georgia.

PCTC is one of the largest ALTA facilities in the state, which includes Women's, Business Women's, Men's, Mixed, and Senior's teams. There are over 50 ALTA Teams competing throughout the year.

PCTC holds Round Robins each week for Men, Women, Seniors and Mixed. Each Saturday we have a "Men's Morning" and on Sunday a Challenge Court for Men and Women. Some of the other programs and activities we hold at least annually are:

- *Summer Camps*
- *Parent/Child Tournament*

- *Member/Guest Tournament with Fashion Show*
- *Wood Racquet Tournament*
- *Friday Night Mixers*
- *Battle of the Ages*
- *Chamber of Commerce "After Hours"*
- *Developer's Day Luncheon*
- *Spring Doubles Tournament*
- *USA Junior Team Coaching (14 teams Fall '99)*
- *Labor Day Weekend Doubles Tournament*
- *Annual Christmas Party for Kids*
- *Fall Festival*
- *City Championship*
- *Open Challenge Ladder*
- *Junior Challenge Ladder*
- *2 levels of Competitive Junior Academies*
- *High School Excellence Program*
- *Pee Wee Program (3 Levels)*
- *JFFS (Just For Fun Seniors)*

III. BRIEF HISTORY

The Peachtree City Tennis Center was completed in April of 1995, after years of planning and preparation. Encouraged by a few local and avid tennis players, the city of Peachtree City authorized the Development Authority of Peachtree City to oversee and manage the development of a public tennis center (hourly passes or memberships are available). The Tennis Center is set apart by its excellent appearance and staffing. All staff are employees of the Development Authority, not a management group. Built initially with 12 hard courts, the Center

now has added 6 sub-irrigated soft (clay) courts. The Center offers a full service pro shop and an increasing number of programs. Employment has grown from 1 to 28, 12 being full time, in just 4 years. All full time employees participate in our retirement programs, medical coverage and continuing education opportunities. Job titles include Director of Tennis, Head Professional, General Manager, Office Manager, Director of Junior Development, Junior Tennis Coordinator, Director of Coaching, Member Services Coordinator, Human Resource Director, Director of Physical Plant, USA Program Coordinator, Director of Junior and Adult Camps, and Director of USTA Women's Professional Challenger Event. Our staff collectively has over 19 years of Division I Coaching experience, 22 years of Division I playing experience, 3 years of ATP playing experience, 12 years of Professional Tennis Management University Training. All of our professionals are certified by the USPTA or USTPR.

The Tennis Center is host to four major USTA tournaments each year: The Peachtree National Bank USTA Women's Challenger Event (80 women from around the world competing), the Peach State Junior Tennis Classic (over 200 juniors from all over the country playing), the Georgia State Wheelchair Championships and the adidas Fall Classic. The number of staff and volunteer hours that are generated to produce such fine events each year for our community is a testimony to the players and participants that play out of the Tennis Center.

These activities and events can all be followed in the bimonthly publication Off the Frame which includes information and dates of upcoming events that is free of charge to anyone that visits the Center (copy enclosed). Many receive expanded information by exploring our website www.tenniscenter.net.

In order to run all of these events and programs in a professional

and quality fashion, the Tennis Center is fortunate to have the continuing relationships and support from a broad range of corporations in the community. Multi-national companies such as Coca-Cola, Merrill Lynch and Franklin Templeton as well as local businesses and retailers, have all contributed to the growth and diversity of the programs that the Center offers.

Awards the Center has received:

- *USTA Public Facility of the Year 1997*
- *Georgia Tennis Association Junior Program of the Year 1997*
- *Georgia Tennis Association Junior Tournament of the Year 1998 (Peach State Junior Tennis Classic)*
- *Georgia Tennis Association Professional of the Year 1998 (Virgil H. Christian, Jr.)*
- *Georgia Tennis Association Tennis Facility of the Year 1999.*
- *Atlanta Journal/Constitution "Best of Atlanta" Tennis Center and Clay Courts of the Year 2000*

THE BEST SERVICE

With your input, we select the Best of Atlanta Tennis, which unearthed some surprises and a few shoo-ins.

By Todd Holcomb
tholcomb@ajc.com

■ **Best tennis center:** Peachtree City Tennis Center. The Georgia Tennis Association has recognized PCTC's director (Virgil Christian), its junior academy, one of its tournaments (Peach State Junior Classic) and the facility itself in annual awards. Opened in 1995, it is kept so well that many people assume that it's private.

■ **Best clay courts:** Cherokee Town Club (private) and Peachtree City Tennis Center (public). Cherokee's are the best money can buy, as good as Forest Hills' in its heyday. Peachtree City has six that are country-club quality.

Peachtree City tennis center gets top state award as the 1999 Facility of the Year

By MONROE ROARK
Staff Writer

The Georgia Tennis Association has named the Peachtree City Tennis Center its 1999 Facility of the Year, it was announced recently.

The award will be presented at a dinner in downtown Atlanta Oct. 22, with additional recognition to come in the 2000 GTA Players' Handbook.

Several hundred facilities, both public and private, of varying sizes are eligible for this award each year. Nominations are received from across the state which are then considered by the GTA, which is the Georgia district of the United States Tennis Association, before a winner is chosen.

About 45,000 USTA members live and play in Georgia, but more than 12,000 juniors and about 32,000 adults also participate in USTA-sponsored events and programs.

This is the fifth major state or national award the Tennis Center has received in three years.

After being named Junior Program of the Year in 1997, the center was honored as USTA Public Facility of the Year in 1998 for its size category (large — 12 courts or more).

Virgil Christian, the center's director, was named GTA Pro of the Year for 1998, and the center picked up the Junior Tournament of the Year award for its annual Peach State event held Memorial Day weekend.

Christian was understandably pleased at this most recent announcement, saying that he considered the Facility of the Year honor the biggest GTA award the center could win.

"It's a tribute to our staff, their organization, the programs we offer for kids and adults, our team play, and our long-term performance," he said.

Christian added that one factor GTA officials consider strongly when selecting the Facility of the Year is the commitment to helping tennis grow in a community, which he says is a top priority for his staff in Peachtree City.

In addition to his staff, Christian said that the Development Authority of Peachtree City will be represented at the awards dinner, which he considers most appropriate since the authority directly governs and supports the center.

"This is our finest achievement," said Christian, "to be recognized [by the GTA]."

But it's not Christian's biggest moment personally, even in the past month. His wife, Amy, gave birth Aug. 24, the day after the award announcement, to the couple's first child, a girl named Isabella.

Local kids serve up competition over weekend

5/30/99

By MICHAEL BOYLAN
Sports Editor

Local teams made a strong showing as the Peachtree City Tennis Center hosted the Peach State Junior Classic over the Memorial Day weekend.

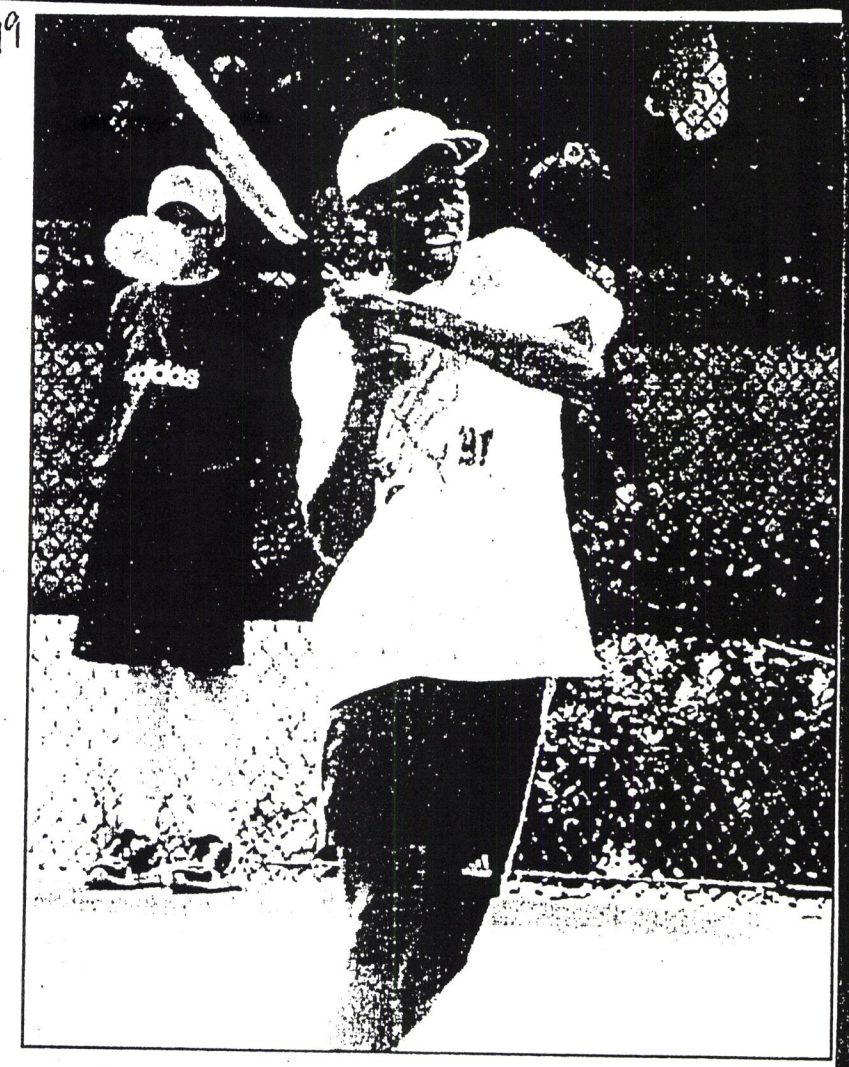
The tournament featured top-ranked adolescents from all over the country showcasing their talents and playing for the crystal peach.

The tournament featured many players from the area. In the girls' 18 singles division Nicole Timmis and Cheryl Graham, both from Peachtree City, competed against some formidable competition. Timmis lost to Elissa Kinard from South Carolina 6-1, 6-1, while Graham dropped to fifth-seeded Jessica Rush of Texas, 6-1, 6-3.

The girls' 16 division featured Nancy Peaden and second-seeded Kacie N. Anson from Fayetteville. Peaden and Anson both won in the first round and then faced each other in the second round. Peaden emerged triumphant from the match, winning 6-0, 6-3. Peaden lost in the third round to Douglas E. Wink from North Carolina 6-1, 6-2.

The girls' 14 singles division had Priscilla Roberts of Peachtree City facing Jessica Robinson from Delaware. Roberts eventually lost 6-2, 6-4. In the girls' 12 singles division, Adriane Hodges lost to Ha Young Choi of Florida 6-0, 6-0.

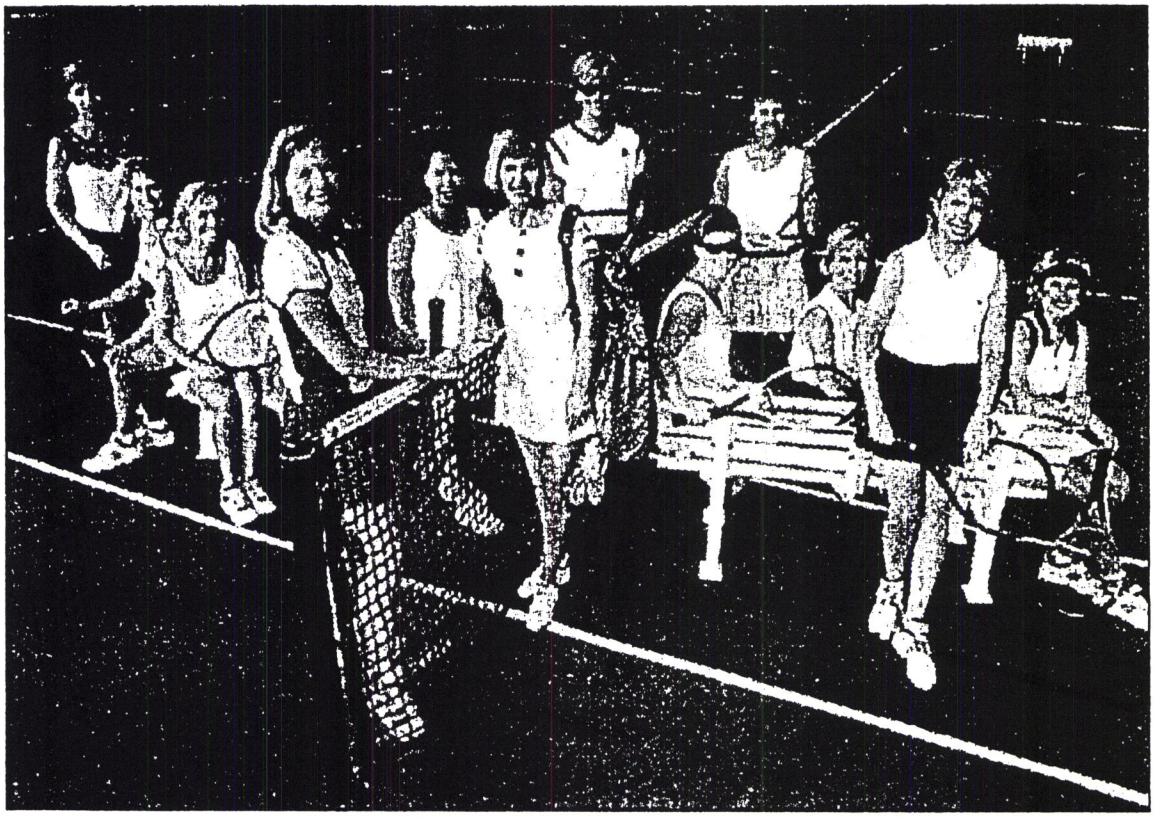
There were fewer local boys competing but they made a strong showing as well. Brenton James of Peachtree City defeated Justin Alpert of New Jersey in the first round of the boys' 16 singles division 6-2, 6-3. He then lost to Jeffey Groslimond of Atlanta 6-7(4), 6-2, 6-3.



Brenton James of Peachtree City competed at the1999 Peach State Junior Tennis Classic over the Memorial Day weekend. James won his first match in the Boys 16 singles division. Photo/Beth Snipes.

In the boys' 12 singles division, Marc B. Dwyer of Peachtree City had a bye in the first round and then lost to the eventual champion, George Navas, 6-0, 6-2. Eric Jackson of Fayetteville had a bye in the first round as well. He then went on to beat Brian Gauss of Kentucky 6-1, 6-3. Jackson lost to Brian Wong of Florida in the third round 6-1, 6-3.

The Peach State Junior Classic continues to grow each year. It is played at an increasingly popular facility and the level of play continues to improve as well.



RICH ADDICKS / Staff

PEACHTREE CITY TENNIS CENTER WOMEN'S TEAM

This team of 12 women from Peachtree City not only loves tennis, but this group also has big hearts. That's why these women volunteer long hours to help stage a junior tournament and a satellite pro event at their club every year. By donating their time, and owning a USTA rating between 3.0 and 4.5, they were selected for one of 21 teams accepted into the BMW Southern Cities Championship in Atlanta last month. By finishing fourth in the round-robin against teams from across the region, they narrowly missed winning a check for their favorite charity, the Harris Foundation for breast cancer research.

Playing for charity meant a lot to these women, in their 40s and 50s. "Most of us are at the age to where we are most susceptible," says team captain Jan Hagerty, 51, adding: "These women represent the spirit of tennis. They give a lot to the game and this chance to represent our city is giving something back to them."

David L. Harris, Jr.
Foundation
Isaiah 40:31

DAVID L. HARRIS, JR. FOUNDATION, INC.

Post Office Box 2553 • Peachtree City, GA 30269
(770) 719-1759 Fax (770) 719-0610

BOARD OF DIRECTORS

Michael L. Carroll
Patricia A. Carroll
Glenda M. Crowley
David L. Harris, Sr.
Joyce E. Harris
Leigh Ann Harris
Janice J. Hudson
Hope H. Lytton
Patricia L. Thaxton

HONORARY DIRECTORS

Hollis L. Harris
Douglas B. Warner
Betty H. Bailey
Dale K. Geeslin

August 9, 1999

Virgil Christian, Director of Tennis
Peachtree City Tennis Center
10 Planterra Way
Peachtree City, GA 30269

Dear Virgil:

On behalf of the Board of Directors, I want to thank you for the tennis center's generous donation of the proceeds from the ticket sales for the 1999 Peachtree National Bank USTA Women's Challenger Event.

This year's event was truly an outstanding week of tennis, and we are honored to have been chosen as the organization which benefited from the proceeds from ticket sales.

We are sincerely grateful for this support; because of it, you have made it possible for us to provide assistance to additional children and their families. Thank you for helping us help children with cancer.

With deepest appreciation,

Leigh Ann

Leigh Ann Harris
Chairman

peachtree national bank
An Affiliate of Synovus Financial Corp.

Wm. Ronald Duffey
President and
Chief Executive Officer

September 15, 1998

Mr. Virgil Christian
Director
Peachtree City Tennis Center
10 Planterra Way
Peachtree City, Georgia 30269

Dear Virgil:

I wanted to congratulate you again on the opening of your new clay courts. This is just the latest of many reasons that this community is fortunate to have you with us.

The "grand plan" for a tennis center in Peachtree City is finally coming together. The dreams and plans of the Development Authority several years ago seemed too big and almost insurmountable at the time. Since then through their support and determination along with your experience and personality, not only do we have a tennis center, we have the best one around.

So, congratulations again on the addition of your new courts, but much more importantly, for the overall and total success that you and your staff have had. Peachtree City is fortunate to have the tennis facility to enjoy but they are much more fortunate to have you to run it.

Please let me know how Peachtree National Bank or I can ever be of assistance to you.

Very truly yours,

Wm. Ronald Duffey
President and
Chief Executive Officer

WRD/tgm

cc: Tom Farr – Chairman, Fayette County Development Authority

Post Office Drawer 2650
Peachtree City, Georgia 30269-2650
(770) 487-8400
Fax (770) 631-6485

April 3, 2000

Virgil Christian, Manager
Peachtree City Tennis Center
10 Planterra Way
Peachtree City, GA 30269

Re: Tennis Center Proposed Expansion

Dear Virgil:

It was a pleasure meeting with you today. Jeff and I appreciated the opportunity to discuss your vision for the Tennis Center and to look at the conceptual site plans for the final phase of construction. After your in depth explanation and review, we believe this expansion will benefit not only the Tennis Center and our neighborhood, but the City as a whole. It will enhance the reputation of Peachtree City as a city of excellence and bring economic development to the area. Would you please express our support of this project to the City Council at their retreat this weekend?

If the Planterra Ridge Community Association can assist you in any way, please do not hesitate to contact me. We look forward to hearing more about this project as it moves from City approval to final construction. I'm sure our neighbors will be pleased to learn about the great things in store for the Peachtree City Tennis Center.

Sincerely,

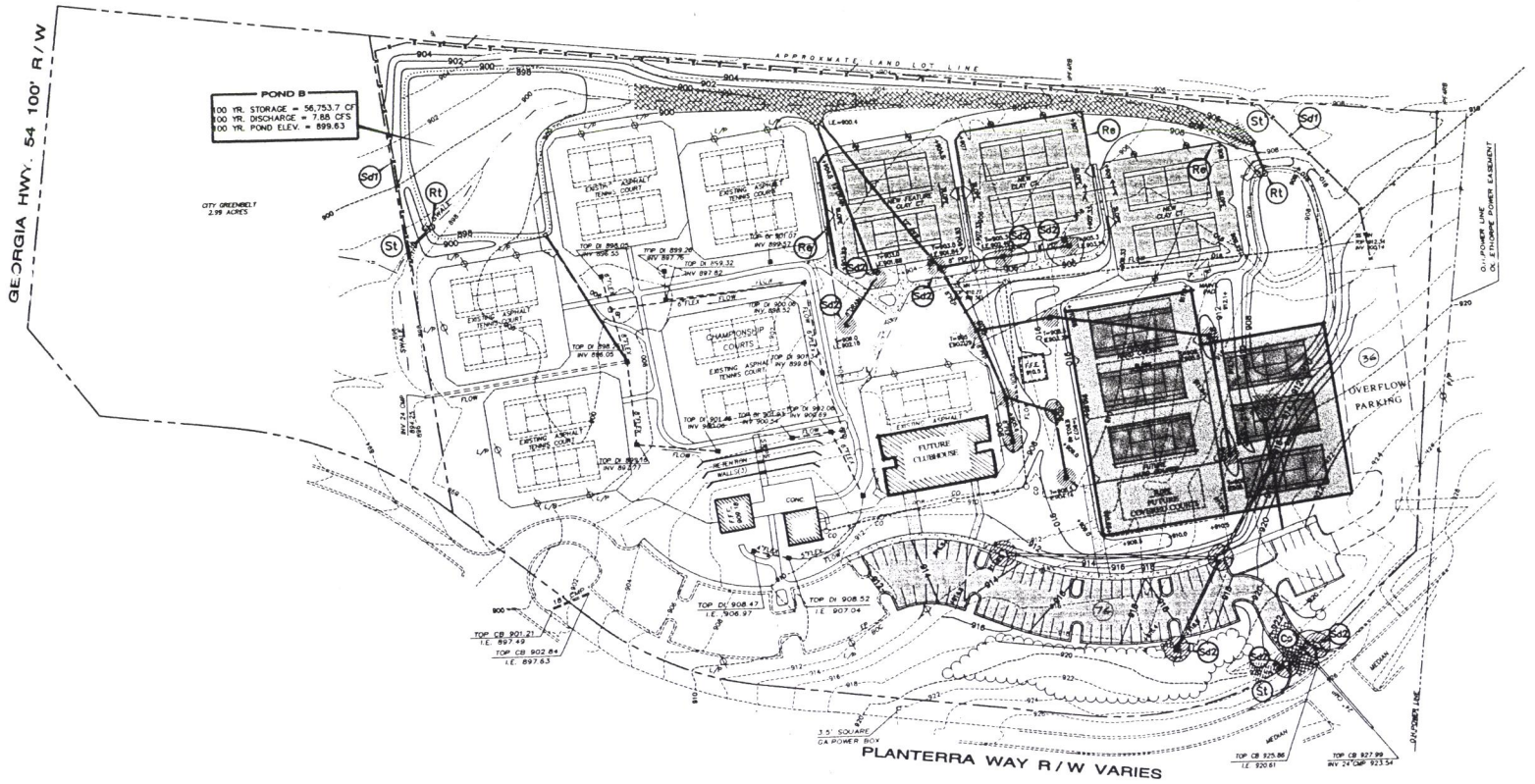
Eileen R. Shaw

Eileen R. Shaw, President
Planterra Ridge Community Association
770-486-8142

es

cc: Jeffrey Troxel, Treasurer
Lisa Jones, Vice President
File copy

TENNIS DESIGN CONSULTANT:
STAN SMITH DESIGN



COVERED COURT DESIGN STUDY

GRAPHIC SCALE
(IN FEET)
1 inch = 60 ft.

FOLEY ARCHITECTS
DESIGN INC.
ASSOCIATES

PEACHTREE CITY
TENNIS CENTER
10 PLANTERRA WAY PEACHTREE CITY, GEORGIA 30269 (770) 486-9474

Date: Issue:

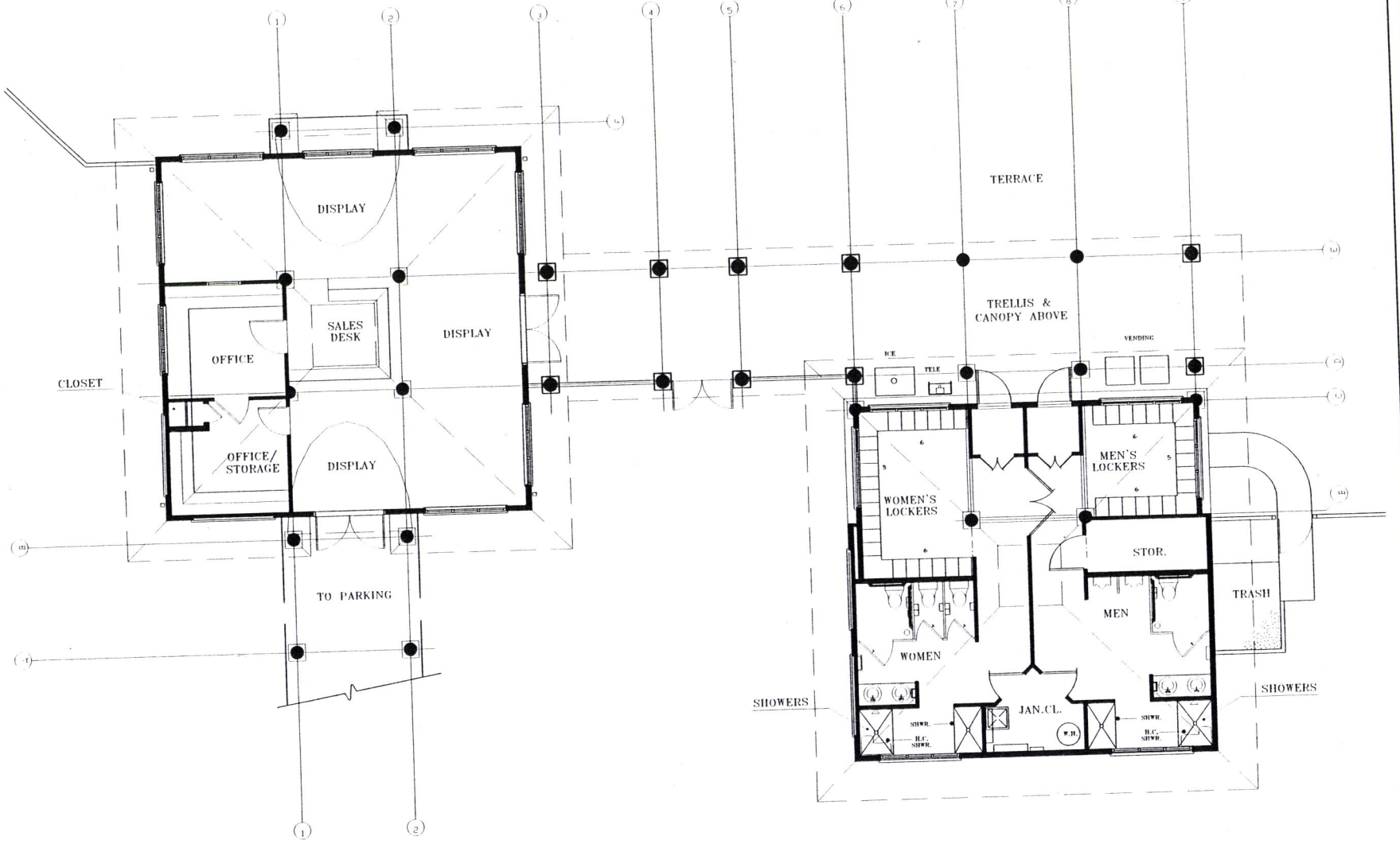
Dr. ARC C.

Sheet Title:
MASTER
SITE
PLAN

Date: 4-8-00
Project No: 9819

LP1

Not Issued For Construction



1A / A2 EXISTING FLOOR PLAN AT TENNIS PRO SHOP
SCALE: 1/4" = 1'0"

1B / A2 EXISTING FLOOR PLAN- AT TENNIS REST ROOM
SCALE: 1/4" = 1'0"

FOLEY DESIGN ASSOCIATES ARCHITECTS INC.

PLANTERRA RIDGE
TENNIS CENTER
PEACHTREE CITY, GEORGIA

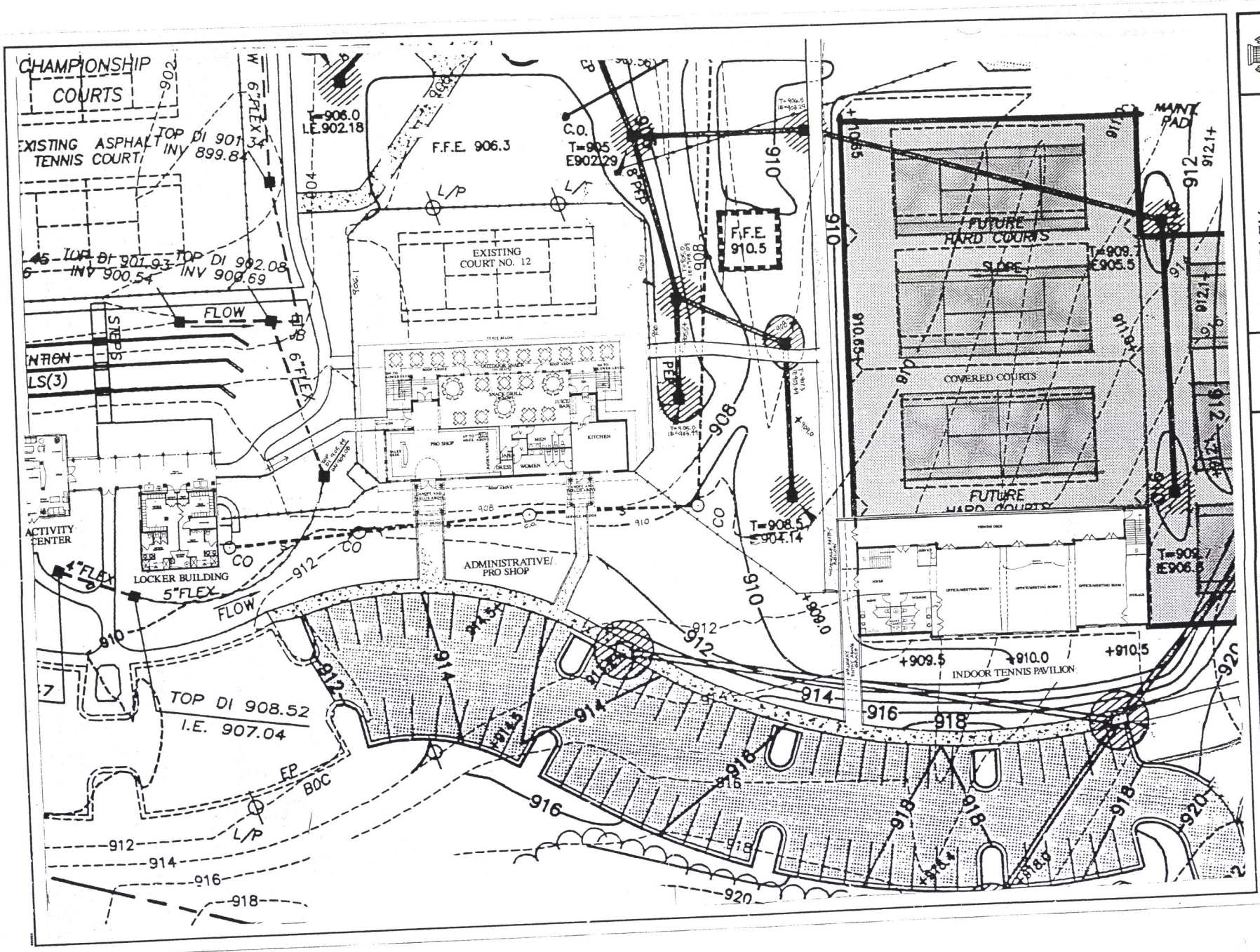
Date	Issue

D. ARC C.

Sheet Title:
EXISTING FLOOR PLANS

Date: 4-8-08
Project No.: 9839

A1



FOLEY ARCHITECTS DESIGN INC. ASSOCIATES

PEACHTREE CITY TENNIS CENTER

10 PLANTERRA WAY, PEACHTREE CITY, GEORGIA 30269 (770) 486-9474

Date: Issue:

D: ARC C:

Sheet Title: SITE PLAN

SCALE 1/16" = 1'-0"

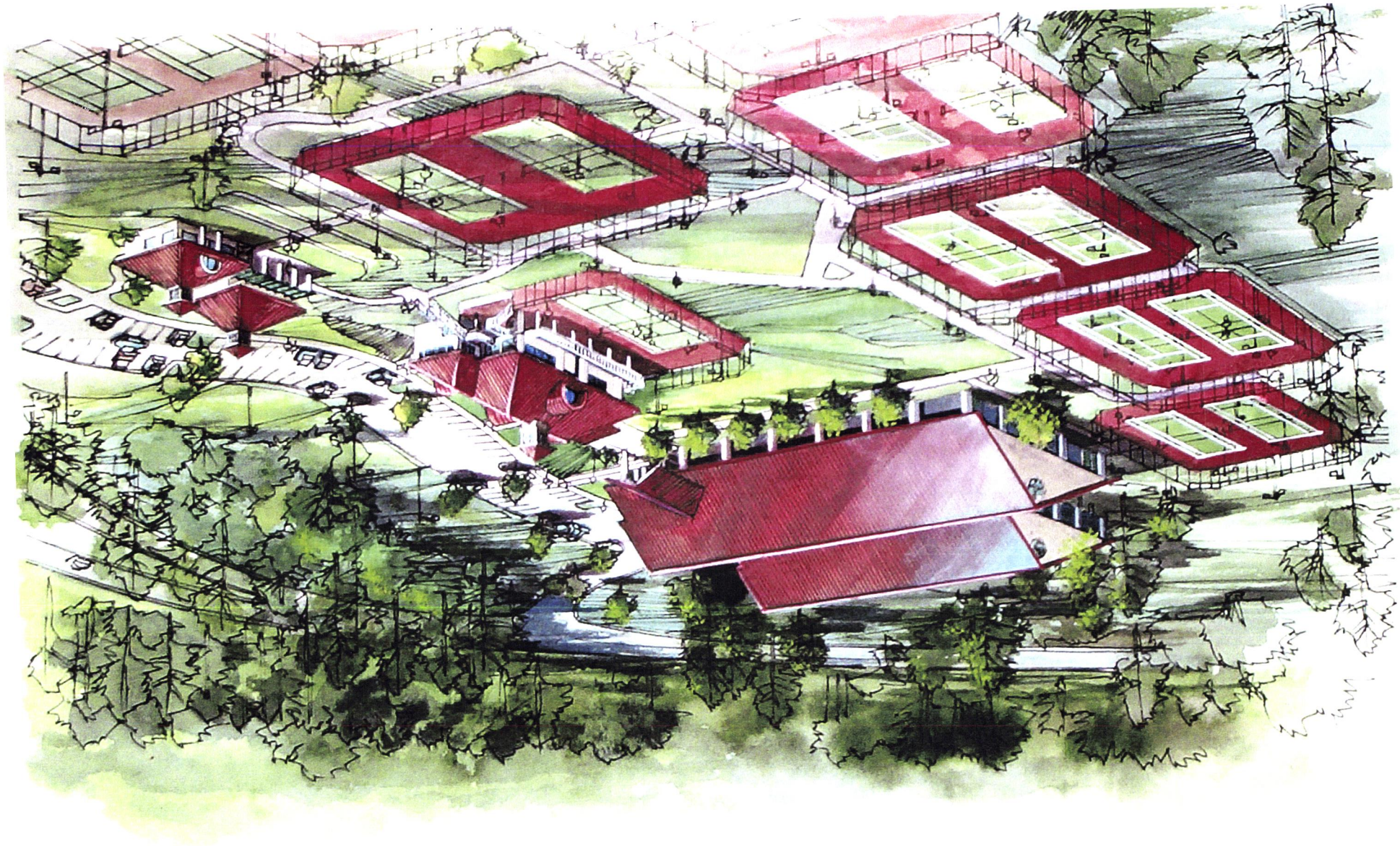
Date: 4-8-00

Project No: 9839

A2

2 OF 7

Not Issued For Construction



PEACHTREE CITY TENNIS CENTER

EXISTING BUILDING & COURTS 4/8/00

GROUP VI

Virgil Christian
Peachtree City Tennis Center
10 Planterra Way
Peachtree City, GA 30269

April 7, 2000

RE: Proposed Budget for Covered Tennis Courts/ Club House

Dear Virgil,

Group VI has prepared (2) estimates for the Peachtree City Tennis Projects. The estimates were prepared this way in order to compare prices and determine square foot cost per building.

The budgets were prepared with some items anticipated and these items can be looked at in detailed as the construction plans progress. Several items can be valued engineered if need be. (i.e. finishes, fire lines, fire sprinkler, etc…)

There is also a savings of approximately + $20,0000.00 in Division 1 if both projects are constructed simultaneously. Therefore, requiring the project being built as one project.

If you have any questions or comments please contact me at (770)-389-9100.

Sincerely,

Rick Halbert

Group VI Corporation
1231 Eagle's Landing Parkway • Stockbridge, GA 30281 • Tel. 770·389·9100 • Fax: 770·389·3141

GROUP VI CONSTRUCTION
ESTIMATE SHEET CLIENT
Peachtree City Tennis Center Clubhouse

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:39 AM

SQ FT:	9,578.00
LOCATION:	GEORGIA

CAT	DESCRIPTION	TOTAL	SQ FT
1	GENERAL REQUIREMENTS	97,148.52	10.14
2	SITEWORK	17,273.32	1.80
3	CONCRETE	54,982.78	5.74
4	MASONRY	0.00	0.00
5	METALS	0.00	0.00
6	WOODS & PLASTICS	255,151.11	26.64
7	THERMAL & MOISTURE	157,160.00	16.41
8	DOORS & WINDOWS	75,964.44	7.93
9	FINISHES	92,335.56	9.64
10	SPECIALTIES	15,511.11	1.62
11	EQUIPMENT	0.00	0.00
12	FURNISHINGS	0.00	0.00
13	SPECIAL CONSTRUCTION	0.00	0.00
14	CONVEYING SYSTEMS	0.00	0.00
15	MECHANICAL	105,401.67	11.00
16	ELECTRICAL	81,413.00	8.50
			0.00
TOTAL PROJECTED BUILDING COSTS		952,341.51	99.43

LAND COSTS	0.00	0.00
SOFT COSTS	0.00	0.00
TOTAL PROJECT COSTS	**$952,341.51**	99.43

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree City Tennis Center Clubhouse
DIV. 1 GENERAL CONDITIONS

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:39 AM

SQ FT:	9,578.00
LOCATION:	GEORGIA

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
01-030	SOIL TESTING	EACH	1.00	2,500.00	2,500.00	0.26
01-038	PROJECT SUPERINTENDENT	WK	16.00	1,000.00	16,000.00	1.67
01-039	ASST. SUPERINTENDENT	WK	0.00	1,000.00	0.00	0.00
01-040	ARCHITECTURE	EACH	1.00	0.00	0.00	0.00
01-041	STRUCTURAL ENGINEERING	EACH	1.00	0.00	0.00	0.00
01-042	FIELD STAKING	EACH	1.00	6,000.00	6,000.00	0.63
01-044	JOB ESTIMATING	EACH	1.00	500.00	500.00	0.05
01-045	AUTOMOBILE EXPENSE	MNTH	4.00	400.00	1,600.00	0.17
01-046	ADMINISTRATIVE SUPPORT	UNIT	0.00	1,000.00	0.00	0.00
01-047	GOVT BENEFITS	UNIT	22,400.00	0.12	2,688.00	0.28
01-048	COMPANY BENEFITS	UNIT	22,400.00	0.12	2,688.00	0.28
01-049	MOBILE TELEPHONE	MNTH	4.00	200.00	800.00	0.08
01-050	P.D.B. CONCEPT	EACH	1.00	0.00	0.00	0.00
01-051	P.D.B. DESIGN DEVELOPE	EACH	1.00	0.00	0.00	0.00
01-052	CONST. DRAWG. COORD	EACH	1.00	0.00	0.00	0.00
01-053	CONST. ADMIN. COORD	EACH	1.00	0.00	0.00	0.00
01-054	LANDSCAPE DESIGN	EACH	0.00	5,000.00	0.00	0.00
01-055	SITE ENGINEERING	EACH	1.00	0.00	0.00	0.00
01-061	BUILDING PERMIT	EACH	0.00	3.00	0.00	0.00
01-062	DEVELOPMENT PERMIT	EACH	1.00	2,500.00	2,500.00	0.26
01-063	SEWER TAP	EACH	1.00	20,000.00	20,000.00	2.09
01-064	WATER TAP	EACH	1.00	2,500.00	2,500.00	0.26
01-070	BUILDERS RISK INS.	UNIT	9,523.42	0.02	190.47	0.02
01-071	WORKMENS COMP INS.	UNIT	224.00	1.43	320.77	0.03
01-072	LIABILITY INSURANCE	UNIT	857.11	0.75	642.83	0.07
01-080	CONSTRUCTION PHOTOS	EACH	1.00	100.00	100.00	0.01
01-100	PROJECT MANAGEMENT	WK	16.00	400.00	6,400.00	0.67
01-410	TESTING SERVICES	EACH	0.00	5,000.00	0.00	0.00
01-505	MOBILIZATION	EACH	1.00	400.00	400.00	0.04
01-511	ELECTRICAL	MNTH	4.00	200.00	800.00	0.08
01-515	TEMP HEAT	EACH	0.00	1,000.00	0.00	0.00
01-552	TELEPHONE	MNTH	4.00	225.00	900.00	0.09
01-553	WATER	MNTH	4.00	100.00	400.00	0.04
01-554	SAN FACILITIES	MNTH	4.00	150.00	600.00	0.06
01-580	PROJECT SIGNS	EACH	1.00	380.00	380.00	0.04
01-590	JOB SITE OFFICE	MNTH	4.00	250.00	1,000.00	0.10
01-590	FIELD OFFICE SETUP	EACH	1.00	400.00	400.00	0.04
01-591	STORAGE CONTAINER	MNTH	4.00	80.00	320.00	0.03
01-700	WEEKLY CLEANUP	WK	16.00	400.00	6,400.00	0.67
01-701	DUMPSTER	EACH	6.00	400.00	2,400.00	0.25
01-710	FINAL CLEANING	EACH	9,018.00	0.20	1,803.60	0.19
01-740	BONDING	EACH	0.00	0.02	0.00	0.00
01-755	PUNCHLIST	EACH	1.00	1,000.00	1,000.00	0.10
01-760	SAFTEY	MNTH	4.00	50.00	200.00	0.02
01-997	RENTAL EQUIPMENT	UNIT	1.00	5,000.00	5,000.00	0.52
01-999	OTHER	UNIT	0.00	0.00	0.00	0.00
		PAGE TOTAL			87,433.67	9.13

GROUP VI CORPORATION
ESTIMATE SHEET
Peachtree City Tennis Center Clubhouse
DIV. 2 SITEWORK

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:39 AM

SQ FT: 9,578.00

LOCATION: GEORGIA

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
02-010	TEMP. WORK PADS	EACH	0.00	1,500.00	0.00	0.00
02-012	SUBSURFACE INVEST	EACH	0.00	3,500.00	0.00	0.00
02-042	ENVIRONMENTAL AUDITS	EACH	0.00	1.00	0.00	0.00
02-060	BUILDING DEMO	BID	1.00	0.00	0.00	0.00
02-071	POND	EACH	0.00	6,500.00	0.00	0.00
02-075	CONCRETE REMOVAL	EACH	0.00	0.00	0.00	0.00
02-110	CLEARING	ESTM	1.00	2,000.00	2,000.00	0.21
02-210	GRADING	ESTM	1.00	6,000.00	6,000.00	0.63
02-220	FINE GRADING	ESTM	1.00	3,000.00	3,000.00	0.31
02-270	EROSION CONTROL	LNFT	900.00	1.15	1,035.00	0.11
02-280	SOIL TREATMENT	SQFT	3,713.00	0.08	297.04	0.03
02-501	ASPHALT DOT	SQYD	0.00	20.00	0.00	0.00
02-505	GRAVEL	SQYD	413.00	4.15	1,713.95	0.18
02-508	SANITARY MANHOLES	EACH	0.00	12.75	0.00	0.00
02-510	ASPHALT REG	SQYD	0.00	12.00	0.00	0.00
02-511	ASPHALT HD	SQYD	0.00	21.00	0.00	0.00
02-515	BRICK PAVERS	SQFT	0.00	12.00	0.00	0.00
02-519	CONCRETE FLUMES	LNFT	0.00	20.00	0.00	0.00
02-520	CONCRETE PAVING	SQFT	0.00	2.25	0.00	0.00
02-521	CURB AND GUTTER REG	LNFT	0.00	9.00	0.00	0.00
02-580	PAVEMENT MARKING	EACH	0.00	11.75	0.00	0.00
02-645	HYDRANTS	EACH	0.00	2,250.00	0.00	0.00
02-646	WATER LINES	LNFT	0.00	6.00	0.00	0.00
02-650	DETECT AND CHECK	EACH	0.00	0.00	0.00	0.00
02-720	UNDERGROUND VAULTS	LSUM	0.00	0.00	0.00	0.00
02-720	STORM SEWER	LNFT	0.00	18.00	0.00	0.00
02-730	SANITARY SEWER	BID	0.00	8.00	0.00	0.00
02-800	BARRICADES	EACH	0.00	0.00	0.00	0.00
02-810	IRRIGATION SYSTEM	ALLW	0.00	0.00	0.00	0.00
02-830	FENCES	LNFT	0.00	16.00	0.00	0.00
02-870	SITE FURNISHING	EACH	0.00	0.00	0.00	0.00
02-899	GRASSING/SANDTRAP	ALLW	1.00	0.00	0.00	0.00
02-900	LANDSCAPING	ALLW	1.00	0.00	0.00	0.00
02-902	CURB AND GUTTER DOT	LNFT	0.00	12.00	0.00	0.00
02-905	DUMPSTER WALL	EACH	1.00	1,500.00	1,500.00	0.16
02-920	ARCH. RETAINING WALL	SQFT	0.00	17.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
		PAGE TOTAL			15,545.99	1.62

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree City Tennis Center Clubhouse
DIV. 3 CONCRETE

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:39 AM

SQ FT:	9,578.00
LOCATION:	GEORGIA

CAT3	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
03-200	REBAR	EACH	1.00	2,900.00	2,900.00	0.30
03-310	SLAB ON GRADE 8"	SQFT	0.00	4.25	0.00	0.00
03-310	SLAB ON GRADE 4"	SQFT	3,713.00	2.50	9,282.50	0.97
03-311	LIGHT WEIGHT	SQFT	0.00	0.70	0.00	0.00
03-311	MEZZ SLAB ELEV SLAB	SQFT	0.00	15.00	0.00	0.00
03-312	FOOTINGS WH 4X1.333	LNFT	0.00	22.00	0.00	0.00
03-312	FOOTINGS	LNFT	290.00	22.00	6,380.00	0.67
03-313	PIERS (SM)	EACH	0.00	400.00	0.00	0.00
03-314	PIERS (LG)	EACH	15.00	800.00	12,000.00	1.25
03-315	SIDEWALKS	SQFT	912.00	2.25	2,052.00	0.21
03-316	STAIRS	EACH	0.00	1,200.00	0.00	0.00
03-317	CONCRETE WALLS	SQFT	0.00	16.00	0.00	0.00
03-318	COLUMNS	EACH	8.00	800.00	6,400.00	0.67
03-319	RAMPS	EACH	0.00	3,500.00	0.00	0.00
03-320	DEMUCKING	EACH	0.00	0.00	0.00	0.00
03-400	PITS /ELEVATOR	EACH	1.00	5,500.00	5,500.00	0.57
03-450	PRECAST CONCRETE	SQFT	0.00	7.00	0.00	0.00
03-470	TILT-UP CONCRETE	SQFT	0.00	6.50	0.00	0.00
03-600	GROUTING	EACH	24.00	30.00	720.00	0.08
03-601	CONCRETE PUMP	EACH	1.00	2,000.00	2,000.00	0.21
03-710	CONCRETE CLEANING	SQFT	0.00	0.55	0.00	0.00
03-910	BACKHOE	MNTH	1.00	1,500.00	1,500.00	0.16
03-990	SAWING	LSUM	1.00	750.00	750.00	0.08
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
		PAGE TOTAL			49,484.50	5.17

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree City Tennis Center Clubhouse
DIV. 4 MASONRY & STONE

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:39 AM

SQ FT:	9,578.00
LOCATION:	GEORGIA

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
04-150	MASONRY ACCESSORIES	EACH	0.00	1,000.00	0.00	0.00
04-200	BRICK LABOR	SQFT	0.00	5.00	0.00	0.00
04-210	BRICK MATERIAL	SQFT	0.00	4.00	0.00	0.00
04-210	BRICK SUB	BID	0.00	0.00	0.00	0.00
04-221	CMU-8" REGULAR	BID	0.00	0.00	0.00	0.00
04-225	CMU-8" SPLIT RIBBED/SPLIT	SQFT	0.00	6.50	0.00	0.00
04-270	GLASS BLOCKS	SQFT	0.00	20.00	0.00	0.00
04-400	STONE FIREPLACE	EACH	0.00	10,000.00	0.00	0.00
04-450	EXTERIOR TILE/STONE	SQFT	0.00	12.00	0.00	0.00
04-510	MASONRY CLEANING	SQFT	0.00	0.40	0.00	0.00
04-600	GROUTING	EACH	0.00	0.00	0.00	0.00
04-700	SIMULATED MASONRY	SQFT	0.00	0.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
		PAGE TOTAL			0.00	0.00

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree City Tennis Center Clubhouse
DIV. 5 STEEL

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:39 AM

SQ FT: 9,578.00

LOCATION: GEORGIA

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
05-120	STRUCTURAL STEEL	ESTM	0.00	400.00	0.00	0.00
05-120	STRUCTURAL STEEL LABOR	ESTM	0.00	150.00	0.00	0.00
05-120	MISC STEEL	EACH	0.00	0.00	0.00	0.00
05-121	MEZZ. STEEL	EACH	0.00	5.00	0.00	0.00
05-210	METAL JOIST	EACH	0.00	1.00	0.00	0.00
05-310	METAL DECKING	EACH	0.00	1.00	0.00	0.00
05-450	METAL SUPPORT SYSTEM	EACH	0.00	1.00	0.00	0.00
05-505	ANCHOR BOLTS	EACH	0.00	5.25	0.00	0.00
05-510	STAIRS INC RAILS	EACH	0.00	7,000.00	0.00	0.00
05-515	LADDERS	EACH	0.00	1,250.00	0.00	0.00
05-520	HANDRAIL AND RAILINGS	EACH	0.00	50.00	0.00	0.00
05-525	PIPE BOLLARDS	EACH	0.00	200.00	0.00	0.00
05-530	GRATES	EACH	0.00	0.00	0.00	0.00
05-581	LINTELS	EACH	0.00	100.00	0.00	0.00
05-710	ORNAMENTAL METAL	ALLW	0.00	35,275.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
		PAGE TOTAL			0.00	0.00

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree City Tennis Center Clubhouse
DIV. 6 WOOD & PLASTIC

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:39 AM

SQ FT:	9,578.00
LOCATION:	GEORGIA

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ. FT
06-100	FRAMING LABOR	SQFT	14,168.00	4.50	63,756.00	6.66
06-110	FRAMING MATERIALS	SQFT	14,168.00	3.25	46,046.00	4.81
06-112	MISC. BLOCKING MAT&LABOR	EACH	1.00	1,600.00	1,600.00	0.17
06-115	SHEATHING 3/4 PLY	SQFT	0.00	0.90	0.00	0.00
06-125	WOOD DECKING 3/4 PLY	SQFT	11,915.00	0.90	10,723.50	1.12
06-180	GLUE-LAM STUCTURE	EACH	0.00	0.00	0.00	0.00
06-190	TRUSSES MATERIAL	SQFT	9,578.00	2.25	21,550.50	2.25
06-192	CRANE RENTAL	DAY	2.00	1,500.00	3,000.00	0.31
06-200	INTERIOR FIN. CARP MAT	ALLW	4,250.00	3.00	12,750.00	1.33
06-200	INTERIOR FIN. CARP LAB	ALLW	4,250.00	2.00	8,500.00	0.89
06-220	INTERIOR STAIRS & RAILS	SQFT	1.00	2,500.00	2,500.00	0.26
06-220	EXTERIOR STAIRS	SQFT	400.00	20.00	8,000.00	0.84
06-300	VINYL SPECIALTIES / TRELLIS	EACH	2.00	3,100.00	6,200.00	0.65
06-300	VINYL RAILINGS	LNFT	688.00	20.00	13,760.00	1.44
06-400	GROUP VI CABINETS	ALLW	1.00	20,000.00	20,000.00	2.09
06-410	LAMINATE CABINET FULL HT	LNFT	0.00	240.00	0.00	0.00
06-410	LAMINATE CAB. RECEP.ALLOW.	LNFT	0.00	5,000.00	0.00	0.00
06-410	LAMINATE CABINET WORK TOP	LNFT	0.00	55.00	0.00	0.00
06-410	LAMINATE CABINET SHELVES	LNFT	0.00	16.00	0.00	0.00
06-410	LAMINATE CABINET DRAW BANKS	LNFT	0.00	165.00	0.00	0.00
06-410	LAMINATE CABINET VAN.TOPS	LNFT	0.00	200.00	0.00	0.00
06-410	LAMINATE CABINET TOPS	LNFT	0.00	130.00	0.00	0.00
06-410	LAMINATE CABINET BOTTOMS	LNFT	0.00	161.00	0.00	0.00
06-411	SPECIAL SURFACE TOPS GRANIT	SQFT	0.00	400.00	0.00	0.00
06-411	SPECIAL SURFACE TOPS PLASTIC	SQFT	0.00	200.00	0.00	0.00
06-422	CORNICE LABOR AND MAT	LNFT	750.00	15.00	11,250.00	1.17
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
		PAGE TOTAL			229,636.00	23.98

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree City Tennis Center Clubhouse
DIV. 7 THERMO & MOISTURE

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:39 AM

SQ FT:	9,578.00
LOCATION:	GEORGIA

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
07-110	MEMB. WATERPROOF /PROT.	SQFT	0.00	3.50	0.00	0.00
07-115	FRENCH DRAIN	LNFT	0.00	5.00	0.00	0.00
07-118	DAMP PROOFING	SQFT	0.00	0.30	0.00	0.00
07-210	EXTERIOR BATTS R11 FOIL	SQFT	5,412.00	0.50	2,706.00	0.28
07-211	CEILING R30 BATT	SQFT	11,493.00	0.75	8,619.75	0.90
07-212	WALL SOUND BATT	SQFT	11,025.00	0.35	3,858.75	0.40
07-214	RIGID INTERIOR INSULATION	SQFT	0.00	0.75	0.00	0.00
07-214	RIGID EXTERIOR INSULATION	SQFT	5,412.00	0.75	4,059.00	0.42
07-214	FOUNDATION INSULATION	SQFT	1,595.00	0.75	1,196.25	0.12
07-220	FIRE SPRAY INSULATION	SQFT	0.00	0.90	0.00	0.00
07-240	EIF CEILING	ESTM	2,800.00	5.00	14,000.00	1.46
07-240	EIF SPECIALS	EACH	0.00	0.00	0.00	0.00
07-240	EIF RUNNING DETAIL	LNFT	0.00	6.00	0.00	0.00
07-240	EIFS SYSTEM	SQFT	6,960.00	4.00	27,840.00	2.91
07-240	EIF COLUMNS	EACH	12.00	600.00	7,200.00	0.75
07-310	ASPHALT SHINGLES	SQ	0.00	110.00	0.00	0.00
07-510	BUILT UP ROOFING	ESTM	0.00	30,000.00	0.00	0.00
07-511	EPDM BALLESTED	SQFT	0.00	2.75	0.00	0.00
07-511	EPDM ADHEARED	SQFT	0.00	3.00	0.00	0.00
07-610	METAL ROOFING MAT	BID	11,915.00	5.75	68,511.25	7.15
07-610	METAL ROOFINGLABOR	SQFT	0.00	2.00	0.00	0.00
07-720	ROOF ACCESSORIES	EACH	1.00	500.00	500.00	0.05
07-800	SKYLIGHTS	EACH	0.00	0.00	0.00	0.00
07-900	CAULKING	LNFT	450.00	1.50	675.00	0.07
07-905	SHUTTERS	PR	4.00	55.00	220.00	0.02
07-906	GUTTERS	LNFT	588.00	3.50	2,058.00	0.21
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
		PAGE TOTAL			141,444.00	14.77

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree City Tennis Center Clubhouse
DIV. 8 DOORS & WINDOWS

PROJECT #:	3013
SQ FT:	9,578.00
DATE:	04/07/00
TIME:	09:39 AM
LOCATION:	GEORGIA

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
08-100	DOORS AND FRM COMMERCIAL	EACH	1.00	400.00	400.00	0.04
08-100	INTERIOR DRS & FRS COMMER	BID	0.00	0.00	0.00	0.00
08-100	SPECIAL FRAMES	EACH	0.00	200.00	0.00	0.00
08-101	INTERIOR DOORS	EACH	15.00	275.00	4,125.00	0.43
08-212	DOORS LABOR	EACH	15.00	70.00	1,050.00	0.11
08-320	FIRE/SECURITY	EACH	0.00	850.00	0.00	0.00
08-321	LEAD LINED	EACH	0.00	1,500.00	0.00	0.00
08-330	COILING/SECTIONAL	BID	0.00	750.00	0.00	0.00
08-350	FOLDING DOORS	EACH	0.00	0.00	0.00	0.00
08-410	DOORS STOREFRONT SINGLE	EACH	6.00	800.00	4,800.00	0.50
08-410	DOORS STOREFRONT TWIN	EACH	3.00	1,200.00	3,600.00	0.38
08-410	STOREFRONT	ESTM	2,621.00	16.00	41,936.00	4.38
08-411	CIRCLE TOP WINDOWS	BID	6.00	1,247.00	7,482.00	0.78
08-411	TRANSLUCENT PANELS	BID	0.00	0.00	0.00	0.00
08-600	OVER HEAD DOORS	EACH	1.00	975.00	975.00	0.10
08-600	INTERIOR OVERHEAD	EACH	0.00	1.00	0.00	0.00
08-710	DOOR HARDWARE	EACH	16.00	250.00	4,000.00	0.42
08-716	HOLD OPENS	EACH	0.00	250.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
				0.00	0.00	0.00
		PAGE TOTAL:			68,368.00	7.14

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree City Tennis Center Clubhouse
DIV. 9 FINISHES

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:39 AM

SQ FT: 9,578.00

LOCATION: GEORGIA

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
09-0000	LABOR DOORS AND FRAMES	EACH	0.00	45.00	0.00	0.00
09-100	INTERIOR FINISH ALLOWANCE	EACH	0.00	24.00	0.00	0.00
09-110	CEILING GRID AND DW	SQFT	0.00	3.50	0.00	0.00
09-110	DW/ACOUST/INSUL/	BID	0.00	0.00	0.00	0.00
09-110	EXT. M STUDS/SHEETING/1 FLR	LNFT	0.00	70.00	0.00	0.00
09-110	CEILING STUDS AND DW	SQFT	0.00	3.50	0.00	0.00
09-110	SHAFT WALLS TO DECK 2HR	LNFT	0.00	110.00	0.00	0.00
09-110	INTERIOR 2 HR/DW/4" M STUDS	LNFT	0.00	110.00	0.00	0.00
09-250	DW ON WOOD FRAMING	SQFT	38,400.00	0.70	26,880.00	2.81
09-300	TILE	BID	0.00	8.50	0.00	0.00
09-300	SPECIAL TILE	ALLW	0.00	14.00	0.00	0.00
09-310	CERAMIC TILE	ALLW	411.00	6.00	2,466.00	0.26
09-330	QUARRY TILE	SQFT	0.00	10.00	0.00	0.00
09-510	ACOUST CEILING 2X2 VINYL	SQFT	0.00	1.75	0.00	0.00
09-510	ACOUST CEILING 2X4 FLAT	SQFT	0.00	1.10	0.00	0.00
09-510	ACOUST CEILING 2X4 SPECIAL	SQFT	0.00	1.75	0.00	0.00
09-510	ACOUSTICAL CEILING 2X2 FLAT	SQFT	0.00	1.25	0.00	0.00
09-511	ACOUST CEILING 2X2 REVEAL	SQFT	0.00	1.75	0.00	0.00
09-513	METAL CEILING	SQFT	0.00	2.00	0.00	0.00
09-540	SHEET VINYL	SQFT	0.00	1.00	0.00	0.00
09-540	STAIR WELL & STAIR COVERING	SQFT	0.00	4.00	0.00	0.00
09-540	WOOD REAL AND SIMULATED	SQFT	0.00	6.00	0.00	0.00
09-540	HEAT-WELDED VINYL	ALLW	651.00	6.00	3,906.00	0.41
09-540	FLOORING	SQFT	0.00	2.50	0.00	0.00
09-615	MARBLE OR GRANITE	SQFT	0.00	14.00	0.00	0.00
09-660	VCT	ALLW	500.00	1.25	625.00	0.07
09-665	CARPET	ALLW	6,787.00	3.00	20,361.00	2.13
09-678	RUBBER BASE	ALLW	136.00	1.00	136.00	0.01
09-710	PAINTING-BLOCK WALLS	SQFT	0.00	0.50	0.00	0.00
09-710	PAINTING-CEILING	SQFT	0.00	0.45	0.00	0.00
09-710	PAINTING-MISC	EACH	0.00	1,000.00	0.00	0.00
09-710	PAINTING-BOLLARDS	EACH	0.00	25.00	0.00	0.00
09-710	PAINTING-OVERHEAD DOORS	EACH	0.00	100.00	0.00	0.00
09-710	PAINTING-TILT-UP	SQFT	0.00	0.50	0.00	0.00
09-710	PAINTING- SEALED CONCRETE	SQFT	0.00	0.65	0.00	0.00
09-710	PAINTING INTERIOR/VWC	ALLW	9,576.00	3.00	28,728.00	3.00
09-710	PAINTING-EXTERIOR	LSUM	0.00	0.00	0.00	0.00
09-710	PAINTING-GYPSUM WALLS	SQFT	0.00	0.40	0.00	0.00
09-710	PAINTING-TRIM	LNFT	0.00	1.10	0.00	0.00
09-710	PAINTING-SIDING	EACH	0.00	1.00	0.00	0.00
09-950	VWC	ALLW	0.00	0.00	0.00	0.00
09-950	SPECIAL WALLS COVERING	SQFT	0.00	0.00	0.00	0.00
09-951	FRP	SQFT	0.00	6.00	0.00	0.00
			PAGE TOTAL:		83,102.00	8.68

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree City Tennis Center Clubhouse
DIV. 10 SPECIALTIES

PROJECT #: 3013

SQ FT: 9,578.00

DATE: 04/07/00
TIME: 09:39 AM

LOCATION: GEORGIA

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
10-100	PROJECTOR	EACH	0.00	1,600.00	0.00	0.00
10-100	PROJECTOR LABOR	EACH	0.00	100.00	0.00	0.00
10-200	LOUVERS AND VENTS	EACH	0.00	1.00	0.00	0.00
10-352	FLAGPOLES	EACH	0.00	1,200.00	0.00	0.00
10-430	EXTERIOR SIGNS	EACH	0.00	5,000.00	0.00	0.00
10-440	INTERIOR SIGNS	ALLW	1.00	500.00	500.00	0.05
10-500	254 LOCKERS/ 6 BENCHES	ALLOW	0.00	45,000.00	0.00	0.00
10-522	FIRE EXT	EACH	4.00	120.00	480.00	0.05
10-530	PROTECTIVE COVERS	EACH	0.00	1,000.00	0.00	0.00
10-670	SHELVING WIRE OPEN	LNFT	0.00	3.00	0.00	0.00
10-810	TOWEL DISPENSER	EACH	0.00	60.00	0.00	0.00
10-810	TOILET ACCESSORIES	BID	0.00	0.00	0.00	0.00
10-810	MIRRORS	EACH	4.00	100.00	400.00	0.04
10-810	GRAB BARS	EACH	4.00	75.00	300.00	0.03
10-810	PARTITIONS	EACH	2.00	1,000.00	2,000.00	0.21
10-810	PAPER HOLDER	EACH	7.00	40.00	280.00	0.03
10-813	PORTABLE PARTITIONS	LNFT	0.00	1.00	0.00	0.00
10-816	CUPOLA	ALLW	1.00	10,000.00	10,000.00	1.04
10-817	FOOD SERVICE EQUIP	ALLW	0.00	15,000.00	0.00	0.00
10-817	RESIDENTIAL EQUIPTMENT	EACH	0.00	0.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
			PAGE TOTAL:		13,960.00	1.46

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree City Tennis Center Clubhouse
DIV. 11 EQUIPMENT

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:39 AM

SQ FT:	9,578.00
LOCATION:	GEORGIA

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
11-140	VEHICLE SERVICE EQUIPMENT	EACH	0.00	1.00	0.00	0.00
11-140	VEHICLE FUEL DISPENSING	EACH	0.00	1.00	0.00	0.00
11-140	VEHICLE LUBE EQUIPMENT	EACH	0.00	1.00	0.00	0.00
11-140	VEHICLE WASHING EQUIPMENT	EACH	0.00	1.00	0.00	0.00
11-150	PARKING CONTROL EQUIPMENT	EACH	0.00	1.00	0.00	0.00
11-160	DOCK BUMPERS	EACH	0.00	1.00	0.00	0.00
11-160	DOCK LIGHTS	EACH	0.00	750.00	0.00	0.00
11-160	DOCK LEVELERS	EACH	0.00	750.00	0.00	0.00
11-160	DOCK SEALS	EACH	0.00	750.00	0.00	0.00
11-160	DOCK LIFTS	EACH	0.00	1.00	0.00	0.00
11-160	LOADING DOCK EQUIPMENT	EACH	0.00	1.00	0.00	0.00
11-302	OIL/WATER SEPARATORS	EACH	0.00	1.00	0.00	0.00
11-370	COMPERSSORS	EACH	0.00	1.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
				PAGE TOTAL:	0.00	0.00

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree City Tennis Center Clubhouse
DIV. 12 FURNISHINGS

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:39 AM

SQ FT:	9,578.00
LOCATION:	GEORGIA

CAT	DESCRIPTION	UNITS	QUAN	@	TOTAL	SQ FT
12-100	ARTWORK	EACH	0.00	0.00	0.00	0.00
12-102	FURNITURE	EACH	0.00	0.00	0.00	0.00
12-150	BLINDS	SQFT	0.00	0.00	0.00	0.00
12-300	MANUFACTURED CASEWORK	SQFT	0.00	0.00	0.00	0.00
12-500	WINDOW TREEMENT	SQFT	0.00	0.00	0.00	0.00
12-670	RUGS AND MATS	EACH	0.00	0.00	0.00	0.00
12-800	PLANTS	EACH	0.00	0.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
				PAGE TOTAL:	0.00	0.00

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree City Tennis Center Clubhouse
DIV. 13 SPECIAL CONSTRUCTION

PROJECT #:	3013
SQ FT:	9,578.00
DATE:	04/07/00
TIME:	09:39 AM
LOCATION:	GEORGIA

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
13-121	PRE ENGIN. BUILDING MAT	BID	0.00	0.00	0.00	0.00
13-121	PRE ENGIN. BUILDING LAB	SQFT	0.00	3.50	0.00	0.00
13-121	PRE ENGIN. BUILDING SHIPPING	BID	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
PAGE TOTAL:					0.00	0.00

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree City Tennis Center Clubhouse
DIV. 14 CONVEYING SYSTEMS

PROJECT #:	3013
SQ FT:	9,578.00
DATE:	04/07/00
TIME:	09:39 AM
LOCATION:	GEORGIA

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
14-200	ELEVATOR 1 STOP	LSUM	1.00	0.00	0.00	0.00
14-200	ELEVATOR STAND 3 STOP	EACH	0.00	52,000.00	0.00	0.00
14-200	SIDEWALK ELEV.	EACH	0.00	20,000.00	0.00	0.00
14-200	ELEVATOR FRIEGHT 2 STOP	EACH	0.00	45,000.00	0.00	0.00
14-200	ELEVATOR STAND 5 STOP	EACH	0.00	100,000.00	0.00	0.00
14-200	ELEVATOR STAND 4 STOP	EACH	0.00	78,000.00	0.00	0.00
14-300	TEMP ELEVATOR	EACH	0.00	3,000.00	0.00	0.00
14-500	MAT'L HANDLING EQUIP	EACH	0.00	1,000.00	0.00	0.00
14-600	TOWER CRANE	EACH	0.00	20,000.00	0.00	0.00
14-800	SCAFFOLDING	EACH	0.00	0.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
		PAGE TOTAL:			0.00	0.00

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree City Tennis Center Clubhouse
DIV. 15 MECHANICAL

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:39 AM

SQ FT:	9,578.00
LOCATION:	GEORGIA

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
15-300	FIRE SPRINKLER BUILDING	SQFT	9,578.00	1.75	16,761.50	1.75
15-300	FIRE SPRINKLER INTERIOR	SQFT	0.00	0.60	0.00	0.00
15-300	FIRE SPRINKLER WAREHOUSE	SQFT	0.00	0.75	0.00	0.00
15-300	FIRE SPRINKLER PUMP	EACH	0.00	40,000.00	0.00	0.00
15-300	FIRE SPRINKLER TANK	EACH	0.00	40,000.00	0.00	0.00
15-400	WATER COOLERS	EACH	0.00	750.00	0.00	0.00
15-400	PLUMBING IN SLAB ONLY	EACH	0.00	0.00	0.00	0.00
15-400	GREASE TRAP 1500 GAL	EACH	1.00	2,500.00	2,500.00	0.26
15-400	SEWER CONNECTION	EACH	0.00	5,000.00	0.00	0.00
15-400	DENTAL HOOKUP	EACH	0.00	0.00	0.00	0.00
15-400	PLUMBING PER UNIT	FIXT	0.00	2,200.00	0.00	0.00
15-400	PLUMBING	BID	1.00	28,000.00	28,000.00	2.92
15-400	CIRCULATOR	EACH	0.00	750.00	0.00	0.00
15-500	WAREOUSE/UNIT HEATERS	EACH	0.00	1,250.00	0.00	0.00
15-500	EXHAUST HOOD/ SHAFT	ALLW	0.00	25,000.00	0.00	0.00
15-500	HVAC VERTICAL COOLING TOWER	TON	0.00	2,200.00	0.00	0.00
15-500	OFFICE	TON	0.00	1,250.00	0.00	0.00
15-500	HVAC STAIGHT COOL	TON	28.00	1,700.00	47,600.00	4.97
15-510	GAS PIPING	EACH	0.00	4,000.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
			PAGE TOTAL:		94,861.50	9.90

GROUP VI CONSTRUCTION
ESTIMATE SHEET CLIENT
Peachtree Tennis Center / Covered Courts

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:31 AM

SQ FT:	56,728.00
LOCATION:	Peachtree Tenni

CAT	DESCRIPTION	TOTAL	SQ FT
1	GENERAL REQUIREMENTS	113,264.71	2.00
2	SITEWORK	163,003.82	2.87
3	CONCRETE	190,983.33	3.37
4	MASONRY	0.00	0.00
5	METALS	64,655.56	1.14
6	WOODS & PLASTICS	5,227.78	0.09
7	THERMAL & MOISTURE	17,151.11	0.30
8	DOORS & WINDOWS	77,011.11	1.36
9	FINISHES	88,222.22	1.56
10	SPECIALTIES	172,700.00	3.04
11	EQUIPMENT	0.00	0.00
12	FURNISHINGS	0.00	0.00
13	SPECIAL CONSTRUCTION	532,013.33	9.38
14	CONVEYING SYSTEMS	0.00	0.00
15	MECHANICAL	112,888.89	1.99
16	ELECTRICAL	86,497.78	1.52
			0.00
TOTAL PROJECTED BUILDING COSTS		1,623,619.64	28.62
LAND COSTS		0.00	0.00
SOFT COSTS		0.00	0.00
TOTAL PROJECT COSTS		**$1,623,619.64**	28.62

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree Tennis Center / Covered Courts
DIV. 1 GENERAL CONDITIONS

PROJECT #:	3013
SQ FT:	56,728.00
DATE:	04/07/00
TIME:	09:32 AM
LOCATION:	Peachtree Tennis Center

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
01-030	SOIL TESTING	EACH	0.00	2,500.00	0.00	0.00
01-038	PROJECT SUPERINTENDENT	WK	16.00	1,000.00	16,000.00	0.28
01-039	ASST. SUPERINTENDENT	WK	0.00	1,000.00	0.00	0.00
01-040	ARCHITECTURE	EACH	1.00	0.00	0.00	0.00
01-041	STRUCTURAL ENGINEERING	EACH	1.00	0.00	0.00	0.00
01-042	FIELD STAKING	EACH	1.00	4,000.00	4,000.00	0.07
01-044	JOB ESTIMATING	EACH	1.00	500.00	500.00	0.01
01-045	AUTOMOBILE EXPENSE	MNTH	4.00	400.00	1,600.00	0.03
01-046	ADMINISTRATIVE SUPPORT	UNIT	0.00	1,000.00	0.00	0.00
01-047	GOVT BENEFITS	UNIT	22,400.00	0.12	2,688.00	0.05
01-048	COMPANY BENEFITS	UNIT	22,400.00	0.12	2,688.00	0.05
01-049	MOBILE TELEPHONE	MNTH	4.00	200.00	800.00	0.01
01-050	P.D.B. CONCEPT	EACH	1.00	0.00	0.00	0.00
01-051	P.D.B. DESIGN DEVELOPE	EACH	1.00	0.00	0.00	0.00
01-052	CONST. DRAWG. COORD	EACH	1.00	0.00	0.00	0.00
01-053	CONST. ADMIN. COORD	EACH	1.00	0.00	0.00	0.00
01-054	LANDSCAPE DESIGN	EACH	1.00	5,000.00	5,000.00	0.09
01-055	SITE ENGINEERING	EACH	1.00	0.00	0.00	0.00
01-061	BUILDING PERMIT	EACH	0.00	3.00	0.00	0.00
01-062	DEVELOPMENT PERMIT	EACH	1.00	2,500.00	2,500.00	0.04
01-063	SEWER TAP	EACH	0.00	20,000.00	0.00	0.00
01-064	WATER TAP	EACH	0.00	2,500.00	0.00	0.00
01-070	BUILDERS RISK INS.	UNIT	16,236.20	0.02	324.72	0.01
01-071	WORKMENS COMP INS.	UNIT	224.00	1.43	320.77	0.01
01-072	LIABILITY INSURANCE	UNIT	1,461.26	0.75	1,095.94	0.02
01-080	CONSTRUCTION PHOTOS	EACH	1.00	100.00	100.00	0.00
01-100	PROJECT MANAGEMENT	WK	16.00	400.00	6,400.00	0.11
01-410	TESTING SERVICES	EACH	1.00	3,500.00	3,500.00	0.06
01-505	MOBILIZATION	EACH	1.00	400.00	400.00	0.01
01-511	ELECTRICAL	MNTH	4.00	200.00	800.00	0.01
01-515	TEMP HEAT	EACH	0.00	1,000.00	0.00	0.00
01-552	TELEPHONE	MNTH	4.00	225.00	900.00	0.02
01-553	WATER	MNTH	4.00	100.00	400.00	0.01
01-554	SAN FACILITIES	MNTH	4.00	150.00	600.00	0.01
01-580	PROJECT SIGNS	EACH	1.00	380.00	380.00	0.01
01-590	JOB SITE OFFICE	MNTH	4.00	250.00	1,000.00	0.02
01-590	FIELD OFFICE SETUP	EACH	1.00	400.00	400.00	0.01
01-591	STORAGE CONTAINER	MNTH	3.00	80.00	240.00	0.00
01-700	WEEKLY CLEANUP	WK	13.00	400.00	5,200.00	0.09
01-701	DUMPSTER	EACH	15.00	400.00	6,000.00	0.11
01-710	FINAL CLEANING	EACH	10,560.00	0.18	1,900.80	0.03
01-740	BONDING	EACH	0.00	0.02	0.00	0.00
01-755	PUNCHLIST	EACH	1.00	1,000.00	1,000.00	0.02
01-760	SAFTEY	MNTH	4.00	50.00	200.00	0.00
01-997	RENTAL EQUIPMENT	UNIT	1.00	35,000.00	35,000.00	0.62
01-999	OTHER	UNIT	0.00	0.00	0.00	0.00
		PAGE TOTAL			101,938.24	1.80

GROUP VI CORPORATION
ESTIMATE SHEET
Peachtree Tennis Center / Covered Courts
DIV. 2 SITEWORK

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:32 AM

SQ FT:	56,728.00
LOCATION:	Peachtree Tennis Center

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
02-010	TEMP. WORK PADS	EACH	1.00	1,500.00	1,500.00	0.03
02-012	SUBSURFACE INVEST	EACH	0.00	3,500.00	0.00	0.00
02-042	ENVIRONMENTAL AUDITS	EACH	0.00	1.00	0.00	0.00
02-060	STORM AND CURB DEMO	ESTM	1.00	4,200.00	4,200.00	0.07
02-071	POND	EACH	1.00	6,500.00	6,500.00	0.11
02-075	CONCRETE REMOVAL	EACH	0.00	0.00	0.00	0.00
02-110	CLEARING	ESTM	2.00	4,000.00	8,000.00	0.14
02-210	GRADING	ESTM	2.00	10,000.00	20,000.00	0.35
02-220	FINE GRADING	ESTM	1.00	3,800.00	3,800.00	0.07
02-270	EROSION CONTROL	LNFT	2,980.00	1.30	3,874.00	0.07
02-280	SOIL TREATMENT	SQFT	46,168.00	0.08	3,693.44	0.07
02-501	ASPHALT DOT	SQYD	0.00	20.00	0.00	0.00
02-505	GRAVEL	SQYD	1,760.00	8.10	14,256.00	0.25
02-508	SANITARY MANHOLES	EACH	1.00	875.00	875.00	0.02
02-510	ASPHALT REG	SQYD	83.00	25.00	2,075.00	0.04
02-511	ASPHALT HD	SQYD	0.00	21.00	0.00	0.00
02-515	BRICK PAVERS	SQFT	0.00	12.00	0.00	0.00
02-519	CONCRETE FLUMES	LNFT	0.00	20.00	0.00	0.00
02-520	CONCRETE PAVING	SQFT	0.00	2.25	0.00	0.00
02-521	CURB AND GUTTER REG	LNFT	350.00	9.00	3,150.00	0.06
02-580	PAVEMENT MARKING	ESTM	1.00	480.00	480.00	0.01
02-645	HYDRANTS	EACH	1.00	2,250.00	2,250.00	0.04
02-646	WATER LINES	LNFT	510.00	15.00	7,650.00	0.13
02-650	DETECT AND CHECK	EACH	1.00	12,800.00	12,800.00	0.23
02-720	UNDERGROUND VAULTS	LSUM	0.00	0.00	0.00	0.00
02-720	STORM SEWER	ESTM	1.00	12,000.00	12,000.00	0.21
02-730	SANITARY SEWER	ESTM	260.00	8.00	2,080.00	0.04
02-800	BARRICADES	EACH	0.00	0.00	0.00	0.00
02-810	IRRIGATION SYSTEM	ALLW	1.00	4,000.00	4,000.00	0.07
02-830	FENCES	LNFT	720.00	16.00	11,520.00	0.20
02-870	SITE FURNISHING	EACH	0.00	0.00	0.00	0.00
02-899	GRASSING	ALLW	0.00	2,200.00	0.00	0.00
02-900	LANDSCAPING	ALLW	1.00	22,000.00	22,000.00	0.39
02-902	CURB AND GUTTER DOT	LNFT	0.00	12.00	0.00	0.00
02-905	DUMPSTER WALL	EACH	0.00	1,500.00	0.00	0.00
02-920	ARCH. RETAINING WALL	SQFT	0.00	17.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
		PAGE TOTAL			146,703.44	2.59

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree Tennis Center / Covered Courts
DIV. 3 CONCRETE

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:32 AM

SQ FT: 56,728.00

LOCATION: Peachtree Tennis Center

CAT3	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
03-200	REBAR	ESTM	1.00	4,300.00	4,300.00	0.08
03-310	SLAB ON GRADE 4"	SQFT	8,400.00	3.25	27,300.00	0.48
03-310	PERIMETER SLAB- 4"	SQFT	4,250.00	2.50	10,625.00	0.19
03-311	LIGHT WIEGHT	SQFT	0.00	0.70	0.00	0.00
03-311	MEZZANINE SLAB	SQFT	5,760.00	2.25	12,960.00	0.23
03-312	FOOTINGS WH 4X1.333	LNFT	850.00	22.00	18,700.00	0.33
03-312	FOOTINGS	LNFT	0.00	18.00	0.00	0.00
03-313	PIERS (SM)	EACH	0.00	400.00	0.00	0.00
03-314	PIERS (LG)	EACH	11.00	650.00	7,150.00	0.13
03-315	SIDEWALKS	ALLW	2,500.00	2.25	5,625.00	0.10
03-316	STAIRS	EACH	2.00	1,200.00	2,400.00	0.04
03-317	CONCRETE WALLS	SQFT	4,560.00	15.00	68,400.00	1.21
03-318	COLUMNS	EACH	0.00	800.00	0.00	0.00
03-319	RAMPS	EACH	0.00	3,500.00	0.00	0.00
03-320	DEMUCKING	EACH	0.00	0.00	0.00	0.00
03-400	PITS /ELEVATOR	EACH	0.00	5,500.00	0.00	0.00
03-450	PRECAST CONCRETE	SQFT	0.00	7.00	0.00	0.00
03-470	TILT-UP CONCRETE	SQFT	0.00	6.50	0.00	0.00
03-600	GROUTING	EACH	11.00	75.00	825.00	0.01
03-601	CONCRETE PUMP	EACH	2.00	2,000.00	4,000.00	0.07
03-710	CONCRETE CLEANING	SQFT	12,000.00	0.55	6,600.00	0.12
03-910	BACKHOE	MNTH	2.00	1,500.00	3,000.00	0.05
03-990	SAWING				0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
		PAGE TOTAL			171,885.00	3.03

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree Tennis Center / Covered Courts
DIV. 4 MASONRY & STONE

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:32 AM

SQ FT:	56,728.00
LOCATION:	Peachtree Tennis Center

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
04-150	MASONRY ACCESSORIES	EACH	0.00	1,000.00	0.00	0.00
04-200	BRICK LABOR	SQFT	0.00	5.00	0.00	0.00
04-210	BRICK MATERIAL	SQFT	0.00	4.00	0.00	0.00
04-210	BRICK SUB	BID	0.00	0.00	0.00	0.00
04-221	CMU-8" REGULAR	BID	0.00	0.00	0.00	0.00
04-225	CMU-8" SPLIT RIBBED/SPLIT	SQFT	0.00	6.50	0.00	0.00
04-270	GLASS BLOCKS	SQFT	0.00	20.00	0.00	0.00
04-400	MEDALLION	EACH	0.00	200.00	0.00	0.00
04-450	EXTERIOR TILE/STONE	SQFT	0.00	12.00	0.00	0.00
04-510	MASONRY CLEANING	SQFT	0.00	0.00	0.00	0.00
04-600	GROUTING	EACH	0.00	0.00	0.00	0.00
04-700	SIMULATED MASONRY	SQFT	0.00	0.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
		PAGE TOTAL			0.00	0.00

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree Tennis Center / Covered Courts
DIV. 5 STEEL

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:32 AM

SQ FT:	56,728.00
LOCATION:	Peachtree Tennis Center

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
05-120	STRUCTURAL STEEL	ESTM	5,760.00	4.25	24,480.00	0.43
05-120	STRUCTURAL STEEL LABOR	ESTM	5,760.00	2.00	11,520.00	0.20
05-120	MISC STEEL	EACH	0.00	0.00	0.00	0.00
05-121	MEZZ. STEEL	EACH	0.00	5.00	0.00	0.00
05-210	METAL JOIST	EACH	0.00	1.00	0.00	0.00
05-310	METAL DECKING	EACH	0.00	1.00	0.00	0.00
05-450	METAL SUPPORT SYSTEM	EACH	0.00	1.00	0.00	0.00
05-505	ANCHOR BOLTS	EACH	66.00	15.00	990.00	0.02
05-510	STAIRS INC RAILS	EACH	2.00	7,000.00	14,000.00	0.25
05-515	LADDERS	EACH	0.00	1,250.00	0.00	0.00
05-520	HANDRAIL AND RAILINGS	EACH	180.00	40.00	7,200.00	0.13
05-525	PIPE BOLLARDS	EACH	0.00	200.00	0.00	0.00
05-530	GRATES	EACH	0.00	0.00	0.00	0.00
05-581	LINTELS	EACH	0.00	100.00	0.00	0.00
05-710	ORNAMENTAL METAL	EACH	0.00	0.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
		PAGE TOTAL			58,190.00	1.03

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree Tennis Center / Covered Courts
DIV. 6 WOOD & PLASTIC

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:32 AM

SQ FT:	56,728.00
LOCATION:	Peachtree Tennis Center

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ. FT
06-100	FRAMING LABOR	SQFT	0.00	4.50	0.00	0.00
06-110	FRAMING MATERIALS	SQFT	0.00	4.00	0.00	0.00
06-112	MISC. BLOCKING MAT&LABOR	EACH	1.00	675.00	675.00	0.01
06-115	SHEATHING 3/4 PLY	SQFT	400.00	0.90	360.00	0.01
06-125	WOOD DECKING 3/4 PLY	SQFT	0.00	0.90	0.00	0.00
06-180	GLUE-LAM STUCTURE	EACH	0.00	0.00	0.00	0.00
06-190	TRUSSES MATERIAL	SQFT	0.00	2.50	0.00	0.00
06-192	CRANE RENTAL	DAY	0.00	1,500.00	0.00	0.00
06-200	INTERIOR FIN. CARP MAT	EACH	0.00	0.00	0.00	0.00
06-200	INTERIOR FIN. CARP LAB	LNFT	0.00	1.00	0.00	0.00
06-220	INTERIOR TRIM MATERIAL	SQFT	0.00	0.50	0.00	0.00
06-220	INTERIOR TRIM LABOR	SQFT	0.00	0.50	0.00	0.00
06-300	VINYL SPECIALTIES	EACH	0.00	0.00	0.00	0.00
06-300	VINYL SOFFIT AND COLUMNS	ESTM	1.00	1,870.00	1,870.00	0.03
06-400	GROUP VI CABINETS	EACH	0.00	0.00	0.00	0.00
06-410	LAMINATE CABINET FULL HT	LNFT	0.00	240.00	0.00	0.00
06-410	LAMINATE CAB. RECEP.ALLOW.	LNFT	0.00	5,000.00	0.00	0.00
06-410	LAMINATE CABINET WORK TOP	LNFT	0.00	55.00	0.00	0.00
06-410	LAMINATE CABINET SHELVES	LNFT	0.00	16.00	0.00	0.00
06-410	LAMINATE CABINET DRAW BANKS	LNFT	0.00	165.00	0.00	0.00
06-410	LAMINATE CABINET VAN.TOPS	LNFT	4.00	450.00	1,800.00	0.03
06-410	LAMINATE CABINET TOPS	LNFT	0.00	130.00	0.00	0.00
06-410	LAMINATE CABINET BOTTOMS	LNFT	0.00	161.00	0.00	0.00
06-411	SPECIAL SURFACE TOPS GRANIT	SQFT	0.00	400.00	0.00	0.00
06-411	SPECIAL SURFACE TOPS PLASTIC	SQFT	0.00	200.00	0.00	0.00
06-422	CORNICE LABOR AND MAT	LNFT	0.00	0.50	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
		PAGE TOTAL			4,705.00	0.08

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree Tennis Center / Covered Courts
DIV. 7 THERMO & MOISTURE

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:32 AM

SQ FT:	56,728.00
LOCATION:	Peachtree Tennis Center

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
07-110	MEMB. WATERPROOF /PROT.	SQFT	4,560.00	1.25	5,700.00	0.10
07-115	FRENCH DRAIN	LNFT	0.00	0.30	0.00	0.00
07-118	DAMP PROOFING	SQFT	0.00	0.30	0.00	0.00
07-210	EXTERIOR BATTS R11 FOIL	SQFT	6,800.00	0.50	3,400.00	0.06
07-211	CEILING R30	SQFT	10,560.00	0.60	6,336.00	0.11
07-212	WALL SOUND BATT	SQFT	0.00	0.35	0.00	0.00
07-214	RIGID INTERIOR INSULATION	SQFT	0.00	0.75	0.00	0.00
07-214	RIGID EXTERIOR INSULATION	SQFT	0.00	0.75	0.00	0.00
07-214	FOUNDATION INSULATION	SQFT	0.00	0.75	0.00	0.00
07-220	FIRE SPRAY INSULATION	SQFT	0.00	0.90	0.00	0.00
07-240	EIF SOFFIT	LNFT	0.00	5.00	0.00	0.00
07-240	EIF SPECIALS	EACH	0.00	0.00	0.00	0.00
07-240	EIF RUNNING DETAIL	LNFT	0.00	6.00	0.00	0.00
07-240	EIF SYSTEM 2"	SQFT	0.00	7.00	0.00	0.00
07-240	EIF SYSTEM 1"	SQFT	0.00	4.00	0.00	0.00
07-310	ASPHALT SHINGLES	SQFT	0.00	1.00	0.00	0.00
07-510	BUILT UP ROOFING	BID	0.00	0.00	0.00	0.00
07-511	EPDM BALLESTED	SQFT	0.00	2.75	0.00	0.00
07-511	EPDM ADHEARED	SQFT	0.00	3.00	0.00	0.00
07-610	METAL ROOFING MAT	BID	0.00	0.00	0.00	0.00
07-610	METAL ROOFINGLABOR	SQFT	0.00	2.00	0.00	0.00
07-720	ROOF ACCESSORIES	EACH	0.00	0.00	0.00	0.00
07-800	SKYLIGHTS	EACH	0.00	0.00	0.00	0.00
07-900	CAULKING	LNFT	0.00	1.50	0.00	0.00
07-905	SIDING	SQFT	0.00	8.00	0.00	0.00
07-906	GUTTERS	LNFT	0.00	3.50	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
PAGE TOTAL					15,436.00	0.27

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree Tennis Center / Covered Courts
DIV. 8 DOORS & WINDOWS

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:32 AM

SQ FT:	56,728.00
LOCATION:	Peachtree Tennis Center

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
08-100	DOORS AND FRM COMMERCIAL	EACH	37.00	350.00	12,950.00	0.23
08-100	INTERIOR DRS & FRS COMMER	EACH	12.00	275.00	3,300.00	0.06
08-100	SPECIAL FRAMES	EACH	0.00	200.00	0.00	0.00
08-101	INTERIOR DOORS	EACH	0.00	350.00	0.00	0.00
08-212	DOORS LABOR	EACH	49.00	70.00	3,430.00	0.06
08-320	FIRE/SECURITY	EACH	0.00	850.00	0.00	0.00
08-321	LEAD LINED	EACH	0.00	1,500.00	0.00	0.00
08-330	COILING/SECTIONAL	BID	0.00	750.00	0.00	0.00
08-350	FOLDING-PARTITION DOORS	ALLW	5.00	5,500.00	27,500.00	0.48
08-410	DOORS STOREFRONT SINGLE	EACH	0.00	800.00	0.00	0.00
08-410	DOORS STOREFRONT TWIN	EACH	2.00	1,200.00	2,400.00	0.04
08-410	STOREFRONT GLASS SYSTEM	ESTM	380.00	16.00	6,080.00	0.11
08-411	SKY LITES	ESTM	0.00	150.00	0.00	0.00
08-411	LIGHT FEATURES	ESTM	4.00	350.00	1,400.00	0.02
08-600	OVER HEAD DOORS	EACH	0.00	2,000.00	0.00	0.00
08-600	INTERIOR OVERHEAD	EACH	0.00	1.00	0.00	0.00
08-710	DOOR HARDWARE	EACH	49.00	250.00	12,250.00	0.22
08-716	HOLD OPENS	EACH	0.00	250.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
				0.00	0.00	0.00
		PAGE TOTAL:			69,310.00	1.22

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree Tennis Center / Covered Courts
DIV. 9 FINISHES

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:32 AM

SQ FT:	56,728.00
LOCATION:	Peachtree Tennis Center

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
09-0000	LABOR DOORS AND FRAMES	EACH	0.00	45.00	0.00	0.00
09-100	INTERIOR FINISH ALLOWANCE	EACH	0.00	24.00	0.00	0.00
09-110	CEILING GRID AND DW	SQFT	0.00	3.50	0.00	0.00
09-110	DW/ACOUST/INSUL/	BID	0.00	0.00	0.00	0.00
09-110	EXT. M STUDS/SHEETING/1 FLR	LNFT	0.00	70.00	0.00	0.00
09-110	METAL STUDS AND DRYWALL	ESTM	1.00	34,320.00	34,320.00	0.60
09-110	SHAFT WALLS TO DECK 2HR	LNFT	0.00	110.00	0.00	0.00
09-110	INTERIOR 2 HR/DW/4" M STUDS	LNFT	0.00	110.00	0.00	0.00
09-250	DW ON WOOD FRAMING	SQFT	0.00	0.70	0.00	0.00
09-300	TILE	BID	0.00	8.50	0.00	0.00
09-300	SPECIAL TILE	SQFT	0.00	14.00	0.00	0.00
09-310	CERAMIC TILE	SQFT	0.00	8.00	0.00	0.00
09-330	QUARRY TILE	SQFT	0.00	10.00	0.00	0.00
09-510	ACOUST CEILING 2X2 VINYL	SQFT	0.00	1.75	0.00	0.00
09-510	ACOUST CEILING 2X4 FLAT	SQFT	0.00	1.10	0.00	0.00
09-510	ACOUST CEILING 2X4 SPECIAL	SQFT	0.00	1.75	0.00	0.00
09-510	ACOUSTICAL CEILING 2X2 FLAT	SQFT	0.00	1.25	0.00	0.00
09-511	ACOUST CEILING 2X2 REVEAL	SQFT	10,560.00	1.75	18,480.00	0.33
09-513	METAL CEILING	SQFT	0.00	2.00	0.00	0.00
09-540	SHEET VINYL	SQFT	0.00	1.00	0.00	0.00
09-540	STAIR WELL & STAIR COVERING	SQFT	0.00	4.00	0.00	0.00
09-540	WOOD REAL AND SIMULATED	SQFT	0.00	6.00	0.00	0.00
09-540	HEAT-WELDED VINYL	SQFT	0.00	8.00	0.00	0.00
09-540	FLOORING	SQFT	0.00	2.50	0.00	0.00
09-615	MARBLE OR GRANITE	SQFT	0.00	14.00	0.00	0.00
09-660	VCT	ALLW	3,200.00	1.25	4,000.00	0.07
09-665	CARPET	ALLW	6,400.00	2.00	12,800.00	0.23
09-678	RUBBER BASE	ALLW	1,880.00	1.00	1,880.00	0.03
09-710	PAINTING-BID	SQFT	10,560.00	0.75	7,920.00	0.14
09-710	PAINTING-CEILING	SQFT	0.00	0.45	0.00	0.00
09-710	PAINTING-MISC	EACH	0.00	1,000.00	0.00	0.00
09-710	PAINTING-BOLLARDS	EACH	0.00	25.00	0.00	0.00
09-710	PAINTING-OVERHEAD DOORS	EACH	0.00	100.00	0.00	0.00
09-710	PAINTING-TILT-UP	SQFT	0.00	0.50	0.00	0.00
09-710	PAINTING-CONCRETE BLOCK	SQFT	0.00	0.75	0.00	0.00
09-710	PAINTING INTERIOR/VWC	SQFT	0.00	0.50	0.00	0.00
09-710	PAINTING-EXTERIOR	EACH	0.00	0.50	0.00	0.00
09-710	PAINTING-GYPSUM WALLS	SQFT	0.00	0.40	0.00	0.00
09-710	PAINTING-TRIM	LNFT	0.00	1.10	0.00	0.00
09-710	PAINTING-SIDING	EACH	0.00	1.00	0.00	0.00
09-950	VWC	SQFT	0.00	1.00	0.00	0.00
09-950	SPECIAL WALLS COVERING	SQFT	0.00	0.00	0.00	0.00
09-951	FRP	SQFT	0.00	6.00	0.00	0.00
			PAGE TOTAL:		79,400.00	1.40

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree Tennis Center / Covered Courts
DIV. 10 SPECIALTIES

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:32 AM

SQ FT:	56,728.00
LOCATION:	Peachtree Tennis Center

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
10-100	PROJECTOR	EACH	0.00	1,600.00	0.00	0.00
10-100	PROJECTOR LABOR	EACH	0.00	100.00	0.00	0.00
10-200	LOUVERS AND VENTS	EACH	0.00	1.00	0.00	0.00
10-352	6 TENNIS COURTS	EACH	6.00	24,800.00	148,800.00	2.62
10-430	EXTERIOR SIGNS	EACH	0.00	5,000.00	0.00	0.00
10-440	INTERIOR SIGNS	EACH	1.00	450.00	450.00	0.01
10-500	LOCKERS	EACH	0.00	1.00	0.00	0.00
10-522	FIRE EXT	EACH	0.00	120.00	0.00	0.00
10-530	PROTECTIVE COVERS	EACH	0.00	1,000.00	0.00	0.00
10-670	SHELVING WIRE OPEN	LNFT	0.00	3.00	0.00	0.00
10-810	TOWEL DISPENSER	EACH	8.00	60.00	480.00	0.01
10-810	TOILET ACCESSORIES	BID	0.00	0.00	0.00	0.00
10-810	MIRRORS	EACH	4.00	100.00	400.00	0.01
10-810	GRAB BARS	EACH	4.00	75.00	300.00	0.01
10-810	PARTITIONS	EACH	4.00	1,250.00	5,000.00	0.09
10-810	PAPER HOLDER	EACH	0.00	40.00	0.00	0.00
10-813	PORTABLE PARTITIONS	LNFT	0.00	1.00	0.00	0.00
10-816	CANOPY	EACH	0.00	0.00	0.00	0.00
10-817	FOOD SERVICE EQUIP	EACH	0.00	0.00	0.00	0.00
10-817	RESIDENTIAL EQUIPTMENT	EACH	0.00	0.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
		PAGE TOTAL:			155,430.00	2.74

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree Tennis Center / Covered Courts
DIV. 11 EQUIPMENT

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:32 AM

SQ FT:	56,728.00
LOCATION:	Peachtree Tennis Center

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
11-140	VEHICLE SERVICE EQUIPMENT	EACH	0.00	1.00	0.00	0.00
11-140	VEHICLE FUEL DISPENSING	EACH	0.00	1.00	0.00	0.00
11-140	VEHICLE LUBE EQUIPMENT	EACH	0.00	1.00	0.00	0.00
11-140	VEHICLE WASHING EQUIPMENT	EACH	0.00	1.00	0.00	0.00
11-150	PARKING CONTROL EQUIPMENT	EACH	0.00	1.00	0.00	0.00
11-160	DOCK BUMPERS	EACH	0.00	1.00	0.00	0.00
11-160	DOCK LIGHTS	EACH	0.00	750.00	0.00	0.00
11-160	DOCK LEVELERS	EACH	0.00	750.00	0.00	0.00
11-160	DOCK SEALS	EACH	0.00	750.00	0.00	0.00
11-160	DOCK LIFTS	EACH	0.00	1.00	0.00	0.00
11-160	LOADING DOCK EQUIPMENT	EACH	0.00	1.00	0.00	0.00
11-302	OIL/WATER SEPARATORS	EACH	0.00	1.00	0.00	0.00
11-370	COMPERSSORS	EACH	0.00	1.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
				PAGE TOTAL:	0.00	0.00

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree Tennis Center / Covered Courts
DIV. 12 FURNISHINGS

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:32 AM

SQ FT:	56,728.00
LOCATION:	Peachtree Tennis Center

CAT	DESCRIPTION	UNITS	QUAN	@	TOTAL	SQ FT
12-100	ARTWORK	EACH	0.00	0.00	0.00	0.00
12-102	FURNITURE	EACH	0.00	0.00	0.00	0.00
12-150	BLINDS	SQFT	0.00	0.00	0.00	0.00
12-300	MANUFACTURED CASEWORK	SQFT	0.00	0.00	0.00	0.00
12-500	WINDOW TREATMENT	SQFT	0.00	0.00	0.00	0.00
12-670	RUGS AND MATS	EACH	0.00	0.00	0.00	0.00
12-800	PLANTS	EACH	0.00	0.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
				PAGE TOTAL:	0.00	0.00

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree Tennis Center / Covered Courts
DIV. 13 SPECIAL CONSTRUCTION

PROJECT #:	3013
SQ FT:	56,728.00
DATE:	04/07/00
TIME:	09:32 AM
LOCATION:	Peachtree Tennis Center

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
13-121	PRE ENGIN. BUILDING MAT	BID	1.00	338,156	338,156.00	5.96
13-121	PRE ENGIN. BUILDING LAB	BID	1.00	118,356.00	118,356.00	2.09
13-121	PRE ENGIN. BUILDING SHIPPING	BID	1.00	22,300	22,300.00	0.39
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
			PAGE TOTAL:		478,812.00	8.44

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree Tennis Center / Covered Courts
DIV. 14 CONVEYING SYSTEMS

PROJECT #:	3013
SQ FT:	56,728.00
DATE:	04/07/00
TIME:	09:32 AM
LOCATION:	Peachtree Tennis Center

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
14-200	ELEVATOR 1 STOP	LSUM	0.00	32,500.00	0.00	0.00
14-200	ELEVATOR STAND 3 STOP	EACH	0.00	52,000.00	0.00	0.00
14-200	SIDEWALK ELEV.	EACH	0.00	20,000.00	0.00	0.00
14-200	ELEVATOR FRIEGHT 2 STOP	EACH	0.00	45,000.00	0.00	0.00
14-200	ELEVATOR STAND 5 STOP	EACH	0.00	100,000.00	0.00	0.00
14-200	ELEVATOR STAND 4 STOP	EACH	0.00	78,000.00	0.00	0.00
14-300	TEMP ELEVATOR	EACH	0.00	3,000.00	0.00	0.00
14-500	MAT'L HANDLING EQUIP	EACH	0.00	1,000.00	0.00	0.00
14-600	TOWER CRANE	EACH	0.00	20,000.00	0.00	0.00
14-800	SCAFFOLDING	EACH	0.00	0.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
			PAGE TOTAL:		0.00	0.00

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree Tennis Center / Covered Courts
DIV. 15 MECHANICAL

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:32 AM

SQ FT: 56,728.00

LOCATION: Peachtree Tennis Center

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
15-300	FIRE SPRINKLER BUILDING	SQFT	0.00	1.50	0.00	0.00
15-300	FIRE SPRINKLER INTERIOR	SQFT	0.00	0.60	0.00	0.00
15-300	FIRE SPRINKLER WAREHOUSE	SQFT	0.00	0.75	0.00	0.00
15-300	FIRE SPRINKLER PUMP	EACH	0.00	40,000.00	0.00	0.00
15-300	FIRE SPRINKLER TANK	EACH	0.00	40,000.00	0.00	0.00
15-400	WATER COOLERS	EACH	0.00	750.00	0.00	0.00
15-400	PLUMBING IN SLAB ONLY	EACH	0.00	0.00	0.00	0.00
15-400	GREASE TRAP 1500 GAL	EACH	0.00	2,500.00	0.00	0.00
15-400	SEWER CONNECTION	EACH	0.00	5,000.00	0.00	0.00
15-400	DENTAL HOOKUP	EACH	0.00	0.00	0.00	0.00
15-400	PLUMBING PER UNIT	FIXT	24.00	1,400.00	33,600.00	0.59
15-400	PLUMBING	BID	0.00	0.00	0.00	0.00
15-400	CIRCULATOR	EACH	0.00	750.00	0.00	0.00
15-500	WAREOUSE/UNIT HEATERS	EACH	0.00	1,250.00	0.00	0.00
15-500	VENTILATION/AIR CHANGES	EACH	0.00	1,600.00	0.00	0.00
15-500	HVAC VERTICAL COOLING TOWER	TON	0.00	2,200.00	0.00	0.00
15-500	OFFICE	TON	0.00	1,250.00	0.00	0.00
15-500	HVAC STAIGHT COOL	TON	40.00	1,700.00	68,000.00	1.20
15-510	GAS PIPING	EACH	0.00	0.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
			PAGE TOTAL:		101,600.00	1.79

GROUP VI CONSTRUCTION
ESTIMATE SHEET
Peachtree Tennis Center / Covered Courts
DIV. 16 ELECTRICAL

PROJECT #:	3013
DATE:	04/07/00
TIME:	09:32 AM

SQ FT:	56,728.00
LOCATION:	Peachtree Tennis Center

CAT	DESCRIPTION	UNIT	QUAN	@	TOTAL	SQ FT
16-400	ELECTRICAL BID	BID	0.00	0.00	0.00	0.00
16-400	WARE HOUSE	SQFT	46,168.00	1.00	46,168.00	0.81
16-400	OFFICE BUILDOUT STANDARD	SQFT	10,560.00	3.00	31,680.00	0.56
16-400	P.A. / MUSIC SYSTEM	EACH	0.00	1.00	0.00	0.00
16-400	OFFICE BUILDING BASIC	SQFT	0.00	1.00	0.00	0.00
16-400	OFFICE BUILDOUT UPGRADE	SQFT	0.00	4.00	0.00	0.00
16-400	LIGHTING INTERIOR ALLOWANCE	SQFT	0.00	1.00	0.00	0.00
16-400	WALLPACK	EACH	0.00	450.00	0.00	0.00
16-509	POLE MOUNTED	EACH	0.00	2,500.00	0.00	0.00
16-511	GENERATOR SET /TRANSFER	EACH	0.00	40,000.00	0.00	0.00
16-720	ALARM SYSTEMS	EACH	0.00	1.00	0.00	0.00
16-740	TELEPHONE SYSTEMS	EACH	0.00	1.00	0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
			PAGE TOTAL:		77,848.00	1.37

Internet and Electronic Mail Use by City Employees

Purpose	Section	I	Responsibilities	VI
Policy		II	Acceptable Use	VII
Public Records and Disclosure		III	Unacceptable Use	VIII
No Presumption of Privacy		IV	Written Agreement Required	IX
Risks		V		

I. Purpose

The purpose of this regulation is to establish standards for use of the Internet by City employees. The City of Peachtree City has provided a limited number of computers with access to the Internet, through which the City may access information in databases, libraries, files and other sources, and send and receive electronic mail.

Electronic Mail (E-mail) is a means of sending messages between computers using a computer network or over a modem connected to a telephone line. It is an efficient and timely communication tool that can help the City improve the way it conducts its business by providing a quick and cost-effective means to create, transmit, and respond to messages and documents electronically. It is intended to expedite communications, reduce paperwork and automate routine office tasks, thereby increasing productivity and reducing costs. Daily tasks are accomplished more rapidly as individuals use E-mail services for sending and receiving texts as well as avoiding telephone tag. E-mail consists primarily of messages, but may also include attachments such as calendars, directories, distribution lists, word-processing documents, spreadsheets and other electronic documents. E-mail is stored in a digital format rather than on paper and is retrievable at a future date. Due to format, E-mail permits instant communication and transmittal of up-to-date information similar to the telephone, and unlike current telephone features, E-mail creates a record of the information that is being transmitted.

II. Policy

As with any City resource, the use of the Internet and E-mail services should be used primarily for legitimate City business and is governed by rules of conduct similar to those applicable to the use of other information technology (e.g. telephone, fax, etc.) resources. Use of the Internet and E-mail is a privilege, which imposes certain responsibilities and obligations on its users and is subject to City policies and local, state, and federal laws. Acceptable use must be legal, ethical, reflect honesty, and show restraint in the consumption of shared resources. The user should not violate intellectual property rights, information ownership rights, system security mechanisms, and should not use E-mail to intimidate, harass or annoy.

It is the intent of this policy to:

1. Ensure that the use of city-provided Internet and E-mail services are related to, or for the benefit of, city government;

2. Inform users that E-mail messages and documents are subject to the same laws, regulations, policies, and other requirements as information communicated in other written forms and formats;

3. Minimize disruptions to city government activities from inappropriate use of city-provided Internet and E-mail services; and

4. Provide users with guidelines describing their personal responsibilities regarding confidentiality, privacy, and acceptable use of city-provided Internet and E-mail services as defined by this policy.

III. Public Records and Disclosure

A message sent or received by E-mail in the conduct of public business is a public record. E-mail messages sent and received by public officials fall within three broad categories:

1. Transitory messages, including copies posted to several persons and casual and routine communications similar to telephone conversations.

2. Public records with a less than Permanent retention period; and

3. Public records with a Permanent or Permanent/Archival retention period

Retention guidelines for each of these categories are as follows:

1. Transitory Messages - No retention requirement. Public officials and employees receiving such communications may delete them immediately without obtaining the approval of the Records Retention Officer.

2. Less than Permanent - Follow retention period for equivalent hard copy records as specified in an approved retention schedule. The record must be in hard copy or electronic format, which can be retrieved and interpreted for the legal retention period. When there is a doubt about the retrievability of an electronic record over the life span of that record, the record should be printed out. Records may be deleted or destroyed only after receiving signed approval from the Office of the Public Records Administrator.

3. Permanent or Permanent/Archival - Retention may be in the form of a hard-copy printout or microfilm. For definition of permanent/archival files refer to the City's Records Retention Manual.

Depending upon the function of the public record being generated by E-mail, steps may be taken to institute procedures for routinely printing E-mail records, including all transmission and receipt data in the system, and filing the printouts in the normal course of business.

IV. No Presumption of Privacy

Public officials and employees should keep in mind that E-mail messages sent as part of their workdays are not "private" but are discoverable communications and are subject to the Georgia Open Records Act. Electronically transmitted information travels though many networks, and many different computer connections. All information transmitted via the City's Internet/E-mail system can be reviewed at any time. Since messages may be retained at different locations or levels of the system, users must remember that their communication can be retrieved during formal discovery processes. Discretion, therefore, is an important consideration when using this or any other new technology to send, record and/or retain communications.

E-mail communications may best be regarded as a postcard rather than as a sealed letter. Disclosure may occur intentionally or inadvertently when an unauthorized user gains access to electronic messages. Disclosure may also occur when E-mail messages are forwarded to unauthorized users, directed to the wrong recipient, or printed in a common area where others can read them. Officials and Employees are advised of the risk involved in using E-mail to deal with confidential issues, and must be aware of all applicable statutory or regulatory requirements that would prohibit the disclosure of certain information in any format. Of special concern is the confidentiality of individual health and personnel information.

V. Risks

Although Internet access can provide significant business benefit for City departments, it is important to point out that use of the Internet exposes the City and users to Internet related risks. The Internet is not one administrative entity, but rather is a cooperative effort between educational institutions, government agencies, and various commercial and non-profit organizations. It is a shared information utility for individuals, business and governments. Even with the extensive effort to minimize risks, there is no known way to protect the City from all related risks. There are significant legal, security, and productivity issues associated with how the Internet is used. Examples of such issues are the potential:

1. To receive computer viruses from the downloading and use of programs and/or files from Internet sources;

2. For someone to eavesdrop on transmissions, which might include passwords, sensitive data or correspondence;

3. For users to be induced by the vast social and informational forums of the Internet into spending significant work time on non-city business related activities;

4. To consume limited disk storage on city servers and on user PCs with information which has been downloaded from the Internet; and

5. For breaches of data security, confidentiality and intellectual property rights from unwanted intrusion into the agency network by hackers.

6. Virus Threat - E-mail is the most frequently used method for transmitting computer viruses. Executable files (e.g., *.exe, *.com) and documents containing viruses can be transmitted via E-mail. These files and documents, which may be attached to E-mail messages, must always be checked for viruses before they are accessed, executed, or distributed to other users. Thus, the each city official and employee must exercise prudence and caution in using this powerful information resource. The sections, which follow, outline policy and address responsibilities for ensuring that Internet services are used appropriately and that adequate facilities are available for all approved users.

VI. Responsibilities

Because of the various security, legal, and productivity issues referenced in this policy, each user has the following responsibilities:

1. By participating in the use of networks and systems provided by the City, users agree to comply with policies governing their usage.
2. The content of anything exchanged (sent and/or received) via E-mail communications must be appropriate and consistent with City policy, subject to the same restrictions as any other correspondence.
3. E-mail communications, if allowed to accumulate on a server, can quickly consume the server's disk space and may cause system problems. Although deletion of unnecessary email communications is encouraged, users should refer to the approved record retention schedule for proper procedure regarding disposition of E-mail communications.
4. Comply with City policies, procedures, and standards.
5. Be courteous and protect others' privacy and confidentiality.
6. Be responsible for the use of their E-mail accounts.
7. Use information technology resources efficiently and productively.

VII. Acceptable Use of Internet and E-mail Services

Acceptable Internet and E-mail activities are those that generally do not impede the purpose, goals, and mission of the City and each user's job duties and responsibilities. The following list, although not all-inclusive, provides some examples of acceptable uses:

1. Communications, including information exchange, for professional development or to maintain job knowledge or skills;
2. Communications with other governmental agencies and business partners of city government providing document delivery or transferring working documents/drafts for comment;

3. Announcements of city laws, procedures, hearings, policies, services, or activities;

4. Use involving research and information gathering in support of advisory, standards, analysis, and professional development activities related to the user's city governmental duties; and

5. Communications and information exchanges directly relating to the mission, charter, and work tasks of the City including E-mail in direct support of work-related functions or collaborative projects.

VIII. Unacceptable Use of Internet and E-mail Services

Unacceptable use can be defined generally as activities that do not impede the purpose, goals and mission of the City and each user's job duties and responsibilities. Any Internet and E-mail usage in which acceptable use is questionable should be avoided. When in doubt, seek policy clarification prior to pursuing the activity.

The following list, although not all-inclusive, provides some examples of unacceptable uses:

1. Business Activities. This includes Internet use for private purposes such as marketing or business transactions and private advertising of products or services.

2. Use for, or in support of, unlawful/prohibited activities as defined by federal, state, and local laws or regulations. Illegal activities relating to Internet and network access include, but are not limited to:

3. Tampering with computer hardware or software;

4. Knowledgeable vandalism or destruction of computer files;

5. Transmission of threatening, obscene or harassing materials;

6. Attempts to penetrate a remote site/computer without proper authorization;

7. Use of the Internet to try to access data that is protected and not intended for public access;

8. Violation of federal and state laws dealing with copyrighted materials or materials protected by a trade secret

9. Intentionally seeking information about; obtaining copies of; or modifying contents of files, other data, or passwords belonging to other users, unless explicitly authorized to do so by those users;

10. Attempts to subvert network security, to impair functionality of the network, or to bypass restrictions set by the network administrators. Assisting others in violating these rules by sharing information or passwords is also unacceptable behavior;

11. Deliberate interference or disruption of another user's work or system. The user must avoid any actions that cause interference to the network or cause interference with the work of others on the network. Users are prohibited from performing any activity that will cause the loss or corruption of data, the abnormal use of computing resources (degradation of system/network performance), or the introduction of computer viruses by any means (use of programs with the potential of damaging or destroying programs and data);

12. Seeking/exchanging information, software, etc. which is not related to one' s job duties and responsibilities;

13. Use of fee-for-service providers on the Internet unless the necessary approvals and funding have been obtained in advance. Any individual who obligates the City to pay for services without prior approval is personally liable for these costs;

14. Solicitation for religious and political causes;

15. Use to gain access to any other Internet service, which requires membership if the user does not have proper membership, rights, and privileges in the other service.

16. No employee shall use the Internet service at any time to access sites or information that could be interpreted as demonstrating poor ethical conduct, unless required as part of their official City duties (i.e. administrative or official investigations). These types of sites or information include, but are not limited to, those containing derogatory racial content, sexual content, derogatory religious content, offensive language, improper humor, material that could negatively reflect upon the City of Peachtree City, or material prohibited by law.

IX. Written Agreement Required

Users having access to city-provided Internet and E-mail services are advised that all such network activity is the property of the City, and therefore, they should not consider any activity to be private. All users of Internet and E-mail services are required to acknowledge acceptance of and intention to comply with "The City of Peachtree City Internet and E-mail Acceptable Use Policy" by signing a "User Agreement" for these services. The attached "*Sample* Use Agreement" is provided as a model. The Personnel Office of the City shall maintain the signed agreements.

APPROVED:

Director of Administrative Services
Director of Financial Services / Assistant City Manager
City Manager

THE CITY OF PEACHTREE CITY
ELECTRONIC MAIL AND INTERNET POLICY

Access to information technology resources and services has been granted to me, as a privilege, for performing job duties and responsibilities for my agency. I have read and agree to abide by the City's policies, procedures, terms and conditions that govern my use of these services:

I will refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, disk space, printer paper, or other information technology resources.

I will report to my supervisor any observations of attempted security violations or illegal activities as defined by local, state, or federal laws. I will also report to my supervisor if I receive or obtain information to which I am not entitled.

I will not use the Internet service at any time to access sites or information that could be interpreted as demonstrating poor ethical conduct, unless required as part of my official City duties (i.e. administrative or official investigations). These types of sites or information include, but are not limited to, those containing derogatory racial content, sexual content, derogatory religious content, offensive language, improper humor, material that could negatively reflect upon the City of Peachtree City, or material prohibited by law.

By signing this agreement, I certify that I understand and accept responsibility for adhering to the City's policies, procedures, terms and conditions explained in the City's Policy (CAR 3-8). I also acknowledge my understanding that any infractions on my part may result in disciplinary action including, but not limited to, termination of my access privileges.

Employee Name (Print): _____

Employee Signature: _____ **Date:** _____

ABERDEEN VILLAGE

Code	Identification of Tract	Land Use Plan	Existing Zoning	Proposed Zoning
A-I-1	Drake Field	Commercial	GC	GC
A-II-11	Water Treatment Plant	Open Space	R-1	OS *
A-III-1.3	SE GA 74 / Westpark Drive	Commercial	GC	GC
A-III-1.5	SE GA 74 / Aberdeen Parkway	Commercial	GC	GC
A-III-1.6.3	Between Siemens & Southern Motor	Commercial	LUC-3	LUC-3
A-III-1.6.5	SE Aberdeen Parkway / Commerce	Commercial	LUC-3	LUC-3
A-III-1.11	Phi Mu Tract	Commercial	LUC-3	LUC-16 *
A-III-2.22	Between World Class & Uniglobe	Commercial	LUC-3	LUC-3
A-III-3	SW Aberdeen Parkway / Northlake	Commercial	GC	GC
A-V-3	Wisdom / Riley / Pinegate	Community Service	GR	OS *
A-V-8.5	Whitlock Place	Office	OI	OI
A-V-9	Lee Tract	Office	AR	OI *
A-V-11.1	Leach Tract	Office	AR	OI *
A-V-11.2	Leach Tract	Commercial	AR	GC *
A-V-12.3	Wyatt Tract	Commercial	GC	GC
A-V-19.3	NE GA 74 / Aberdeen Parkway	Commercial	GC	GC
A-V-20	Hill Tract	Commercial	GC	GC

* Indicates proposed change.

BRAELINN VILLAGE

Code	Identification of Tract	Land Use Plan	Existing Zoning	Proposed Zoning
B-I-10.1	Braelinn Center Outparcel	Commercial	GC	GC
B-I-11.3	Braelinn Center, Phase III	Commercial	GC	GC
B-II-15	Stephens Tract	Medium Density Residential	GI	LUR *
B-VI-4	Ebenezer Road at City Line	Low Density Residential	ER	ER
B-VI-17	Gibson Tract	Medium Density Residential	R-22	LUR *

* Indicates proposed change.

GLENLOCH VILLAGE

Code	Identification of Tract	Land Use Plan	Existing Zoning	Proposed Zoning
G-II-2	Between St. Andrews & Gables	Single Family Cluster	R-12	LUR *
G-II-4	Stout Tract	Single Family Cluster	R-43	LUR *
G-II-5	TDK Guest Tract	Single Family Cluster	VR	LUR *
G-II-6	Parkway Between TDK & Greenbelt	Single Family Cluster	VR	LUR *
G-II-8	Stevens Between Parkside & Greenbelt	Office	OI	OI
G-II-11.9	Proffitt Tract	Office	OI	OI
G-II-11.13	Wright Tract	Office	OI	OI
G-III-1.8	Eastbrook Between Aberdeen & Dorris	Office	OI	OI
G-III-7.2	Petrol Between Business Park & Frenchy	Office	GC	OI *
G-III-7.9	Petrol Between BellSouth & Office	Office	GC	OI *
G-VII-1	Robinson Between Whitfield & Smithfield	Low Density Residential	R-43	LUR *
G-VII-2	Between Whitfield & Fetlock IV	Low Density Residential	R-43	LUR *
G-VII-6.2	Curtis Tract	Office	OI	OI
G-VII-6.4	Horesch Tract	Commercial	LUC-9	LUC-9
G-VII-6.5	Between Horesch & Whitfield	Commercial	OI	OI
G-VIII-6	Palmer-Hyde Tract	Low Density Residential	LUR	LUR
G-VIII-9	Palmer-Hyde Tract	Low Density Residential	LUR	LUR
G-VIII-12	Methodist Tract	Low Density Residential	ER	OS *

* Indicates proposed change.

KEDRON VILLAGE

Code	Identification of Tract	Land Use Plan	Existing Zoning	Proposed Zoning
K-IV-10	NE GA 74 / Lexington	Office	OI	OI
K-IV-11.2	NE GA 74 / McWilliams	Office	OI	OI
K-IV-11.3	SE GA 74 / McWilliams	Office	OI	OI
K-IV-13	Penson Tract	Multi-Family	AR	OI *
K-V-18.1	NE Kedron Drive / Newgate	Commercial	GC	GC
K-V-18.4	On Newgate North of Holiday Inn	Commercial	GC	GC
K-V-19.2	Kedron Center, Phase II	Commercial	GC	GC
K-V-19.3	Kedron Center, Phase III	Commercial	GC	GC
K-V-19.4	Kedron Outparcel 1	Commercial	GC	GC
K-V-19.7	Kedron Outparcel 2	Commercial	GC	GC
K-V-19.10	Kedron Outparcel 5	Commercial	GC	GC
K-V-19.11	Kedron Outparcel 6	Commercial	GC	GC
K-V-19.12	Kedron Outparcel 7	Commercial	GC	GC
K-V-19.13	Kedron Outparcel 8	Commercial	GC	GC
K-V-19.14	Kedron Outparcel 9	Commercial	GC	GC
K-V-19.15	Kedron Outparcel 10	Commercial	GC	GC
K-V-19.16	Kedron Outparcel 11	Commercial	GC	GC
K-V-19.17	Kedron Outparcel 12	Commercial	GC	GC
K-VI-9.2	Kedron Office Tract	Office	OI	OI
K-VI-14	Baptist Church Tract	Low Density Residential	R-43	OS *
K-VII-2	Bradshaw Tract	Low Density Residential	R-43	R-43
K-IX-1	SW GA 74 / Crabapple	Low Density Residential	R-43	R-43
K-IX-11	Peterson Tract	Low Density Residential	AR	R-43 *
K-IX-15	NW GA 74 / Crabapple	Low Density Residential	R-43	R-43

* Indicates proposed change.

MACDUFF VILLAGE

Code	Identification of Tract	Land Use Plan	Existing Zoning	Proposed Zoning
L-I-2.1	Huddleston Outparcel	Commercial	GC	GC
L-I-2.2	Huddleston Outparcel	Commercial	GC	GC
L-I-2.3	Home Depot	Commercial	GC	GC
L-I-2.4	WalMart	Commercial	GC	GC
L-I-6.1	McMurrain Outparcel	Commercial	GC	GC
L-I-6.2	McMurrain Outparcel	Commercial	GC	GC
L-I-6.3	McMurrain Outparcel	Commercial	GC	GC
L-I-6.4	McMurrain Outparcel	Commercial	GC	OS *
L-I-6.5	Summit Apartments	Commercial	GC	GR
L-I-6.6	Cedarcroft	Commercial	GC	GR
L-I-7	Blount Outparcel	Medium Density Residential	R-1	LUC *
L-I-8.2	Wynnmeade Extension	Medium Density Residential	R-1	R-1
L-I-9	Blount Outparcel	Medium Density Residential	R-1	LUC *
L-I-10	Residential Outparcel	Medium Density Residential	R-1	LUC *
L-I-12.1	Longhorn Outparcel	Commercial	GC	GC
L-I-12.4	Longhorn Outparcel	Commercial	GC	GC
L-II-1	Katz Parcel	Industrial	GI	LUR *
L-II-2	Pathway Parcel "A"	Industrial	GI	LUR *
L-II-3	Whitlock Parcel "A"	Industrial	GI	LUR *
L-II-4	Pathway Parcel "B"	Industrial	GI	OI *
L-II-6	Pathway Parcel "C"	Industrial	GI	OI *
L-II-7	McWilliams Parcel	Industrial	GI	OI *
L-II-8	Whitlock Parcel "B"	Industrial	GI	OI *
L-II-9	Kidd Tract	Industrial	GI	OI *
L-II-11	Collector / Bridge Tract I	Industrial	GI	OI *
L-II-12	Collector / Bridge Tract II	Industrial	GI	OI *

* Indicates proposed change.

MCINTOSH VILLAGE

Code	Identification of Tract	Land Use Plan	Existing Zoning	Proposed Zoning
M-I-2	Adamczyk Tract	Medium Density Residential	LUC-8	LUC-8
M-I-4	Smith Tract	Commercial	GC	GC
M-I-5.12	Line Creek Tract 2	Commercial	GC	GC
M-I-5.31	Line Creek Tract 4	Commercial	GC	GC
M-I-5.33	Line Creek Tract 5	Commercial	GC	GC
M-I-5.6	Line Creek Tract 8	Commercial	GC	GC
M-II-1	East of GA 74 South at Line Creek	Industrial	GI	GI
M-II-2.3	Gardner Outparcel	Industrial	GI	GI
M-II-4	GA 74 / Between Panasonic & Wilden	Industrial	GI	GI
M-II-11.2	GA 74 / Between Public Safety & Crosstown N.	Industrial	LI	LI
M-II-12	Flatcreek Plant	Community Service	LI	OS *
M-III-7.22	Clover Reach Behind Schlotzsky's	Industrial	LI	LUC *
M-III-7.61	Clover Reach Between Skate & Day Care	Industrial	LI	LI
M-III-7.11	Old Leach Station	Community Service	LI	LI
M-III-9.2	Between Southwire & NCR	Industrial	GI	GI
M-III-11	Between Hella & Warehouse	Industrial	GI	GI
M-III-23	GA 74 Between Sealed Air & Certainteed	Industrial	GI	GI
M-III-25.5	Cooper Park	Industrial	GI	GI
M-III-27	GA 74 In Front of Treatment Plant	Industrial	GI	GI
M-IV-4.5	Fulton Court	Industrial	LI	LI
M-IV-8	Huddleston Tract	Industrial	AR	GC *
M-IV-10.2	Old 74 Outparcel	Industrial	GC	GC
M-IV-10.8	Old 74 Outparcel	Industrial	GC	GC
M-V-2	Powers Tract	Industrial	GI	GI
M-V-4	Exposaic Tract	Industrial	GI	GI
M-V-8.4	Prospect Park Outparcel	Industrial	GI	GI
M-V-8.7	Proffitt Tract	Industrial	GI	GI
M-V-17	Dividend Between Release & Sellmer	Industrial	GI	GI
M-VI-2	Triumph Tract	Industrial	GI	GI
M-VI-8	Between Blue Circle & Universal	Industrial	GI	GI
M-VI-11	Between GA Power & UPS	Industrial	GI	GI
M-VI-15.1	Dividend Court Outparcel	Industrial	GI	GI
M-VI-15.5	Dividend Court Outparcel	Industrial	GI	GI
M-VI-21	On Kelly Between Photocircuits & Planterra	Industrial	GI	OS *
M-VII-2.1	Dividend Between Lawson & McElroy	Industrial	GI	GI
M-VII-4	Dividend Between McElroy & Railroad	Industrial	GI	GI

* Indicates proposed change.

MCINTOSH VILLAGE

Code	Identification of Tract	Land Use Plan	Existing Zoning	Proposed Zoning
M-VII-5.1	Falcon Park Outparcel	Industrial	GI	GI
M-VII-5.4	Falcon Park Outparcel	Industrial	GI	GI
M-VII-5.5	Falcon Park Outparcel	Industrial	GI	GI
M-VII-7	Dividend Between Stevens & Airport	Industrial	GI	GI
M-VII-9	Dividend Between Airport & FC Water	Industrial	GI	OS *
M-VII-11	TDK Extension at Line Creek South Side	Industrial	GI	GI
M-VII-13	Behind Airport	Industrial	GI	GI
M-VII-14	Behind Airport at Treatment Plant	Industrial	GI	GI
M-VIII-1.12	Southpark Outparcel	Industrial	GI	GI
M-VIII-1.3	Southpark Outparcel	Industrial	GI	GI
M-VIII-4	TDK Extension at Line Creek North Side	Industrial	GI	GI

* Indicates proposed change.

Peachtree City Airport Authority
briefing to
Peachtree City Council
April 8, 2000

Peachtree City Airport Authority Monthly Budget - FY 2000 - April through September By Department					
	Airport	**FBO**	**Maintenance**		**Totals**
INCOME					
4000 - Commercial User Fees	-	-	-		-
4010 - Hangar Leases	18,782				18,782
4016 - Office Rental	1,295				1,295
4019 - Rental Car Commissions	150				150
4022 - Fuel Sales Jet A		26,057			26,057
4023 - Fuel Sales Avgas		30,659			30,659
4025 - Overnight Tie-down Rent		475			475
4027 - Pilot Supplies Sales		1,929			1,929
4028 - Catering		200			200
4032 - Aircraft Repairs & Maint			14,454		14,454
4034 - Aircraft Parts Sales			6,445		6,445
4038 - Sub-Contract Rep/Maint			962		962
Total Income	20,227	59,320	21,861		101,408
COST OF GOODS SOLD					
5002 - Pilot Supplies		1,177			1,177
5012 - Avgas Fuel		22,277			22,277
5013 - A/C Parts - Inventory			4,511		4,511
5022 - Jet A Fuel		14,058			14,058
5023 - Sub-Cont. Rep/Maint			771		771
5042 - Catering		100			100
Total Cost of Goods	-	37,612	5,283		42,894
GROSS PROFIT	**20,227**	**21,709**	**16,578**		**58,514**
EXPENSE					
5100 - Operating Expense	1,147	1,063	1,205		3,415
6200 - Insurance	826	826	827		2,479
6270 - Professional Fees	347	347	346		1,040
6352 - Fuel Truck Rental		1,300			1,300
6380 - Repairs & Maintenance	2,110	195	180		2,485
6520 - Telephone	350	300	200		850
6530 - Utilities	1,000	1,600	1,400		4,000
6560 - Payroll Expense	14,513	12,605	11,532		38,650
Total Expense	20,293	18,236	15,690		54,219
NET - ORDINARY INCOME	**(66)**	**3,473**	**888**		**4,295**
OTHER INCOME					
7030 - Interest Earned					700
4050 - Hotel/Motel Tax					14,013
Total Other Income					14,713
OTHER EXPENSE					
7035 - Debt Service - Interest					
7036 - Loan #10					8,390
7037 - Loan #11					850
Total Other Expense					9,240
NET INCOME					**9,768**
Debt Service - Principal					
Loan #10					3,796
Loan #11					1,270
Total Principal Reduction					5,066
NET CASH FLOW					**4,703**

OPERATIONAL CHANGES TO FY 2000 BUDGET

		Impact on Bottom Line Each Month
•	Increased Jet A fuel sales by 15% over same period last year.	$ 1,575
•	Raised Jet A margin by $.08 per gallon.	801
•	Eliminated all discount increments for pre-paid Jet A over 1,000 gallons and set max discount at $.20 per gallon.	480
•	Increased AvGas sales by 10% over same period last year.	903
•	Raised AvGas margin by $.03 per gallon.	390
•	Set max discount for pre-paid AvGas at $.20 per gallon.	180
•	Reduced manpower cost in FBO by two P/T line service employees (40 hours/wk), by having Assistant Manager work line and service desk part-time, and Airport Manager work service desk part-time.	1,775
•	Raised maintenance shop rate by $5.00 per hour for all aircraft.	1,282
•	Adjusted aircraft inspections and maintenance sales to the monthly average for the last 5 months, plus 10%.	1,276
•	Reduced manpower cost in Aircraft Maintenance by putting one employee on part-time status, (10 hours/wk).	1,053
•	Placed moratorium on advertising and uniform expense; reduced expenses on repairs and maintenance, office supplies, dues and subscriptions, professional fees, utility costs, shop supplies, auto & truck, business travel, and other small corrections.	6,535
•	Raise Annex Hangar rent by 25%.	250
•	Arranged for temporary "interest only" payments on fuel farm loan.	1,000
	Total Impact:	**$17,500**

By action at a recent meeting, the Authority designated each member as a "Subject Matter Expert" in the following areas of concentration:

David M. Good - Chairman.

H.E. Buffington - Secretary/Treasurer:
Computer systems and web site development.

Mark G. Bunker - Member:
Financial planning and budgeting.

Susan M. Cates - Member:
Office administrative procedures, tenant communications and newsletter.

Catherine M. Nelmes - Member:
Airport Layout, master planning and grants.

AIRPORT DEVELOPMENT

Ongoing Projects

- New hangar area allowing for 10 additional hangars.
- Master Plan Update.

Possible Future Projects

- Re-work existing taxiway signs and lighting to comply with current requirements.
- Add additional aircraft parking area.
- Improve runway safety areas.
- Acquire approximately 42 acres on southwest side of airport for future hangar development.
- Improve Stallings Road to provide access to the southwest side of the airport.
- Complete perimeter fencing and install electronic access gates.
- Improve helicopter landing area and apron drainage.
- Install precision instrument approach and acquire necessary "air navigation" easements.

Peachtree City Retreat
April 7-8, 2000

Peachtree City Recreation Commission Report

I. Introduction:

The Recreation Commission wishes to take this opportunity to provide Mayor Lenox, the Peachtree City Council, and the City staff an update on major issues/projects accomplished in 1999, what major issues/projects on-going in 2000, and where we are going in the future.

II. 1999 Recreation Commission Highlights:

The Peachtree City Recreation Commission had a very productive year in 1999, highlighted by the adoption of the new Master Recreation Plan. This plan was a coordinated effort of the Recreation Commission, Recreation Staff, City Staff, and City Council.

A. PTC Master Recreation Plan

1. This Master Recreation Plan was adopted by City Council in Sep 99 and is now a fully functional document to base future recreational facility and expansion. The Recreation Commission and Recreation Staff plan to review the Plan this year based on yearly activity/sports program usage levels and make recommendations to the 2001 PIP.

B. Memorandum of Understanding w/ Fayette County Board of Education. This memorandum was signed as a joint effort to establish equity of joint use facilities.

2. Benefits of this Memorandum of Understanding

a. It provides open dialog with County School System for joint use of facilities.

b. The Youth Basketball Association is already reaping the benefits of this joint agreement. They are not paying any janitorial fees for gym usage except for weekend use of school gyms.

Scheduling

c. This Memorandum provides a stepping stone to further agreements.

C. Financial Assistance to PTC Schools: This was City Council initiated program. The Recreation Commission began screening and review of requests.

3. Any donations/funds raised will be placed into a special account established for the Recreation Commission.

B. Sponsorship and Volunteer Program: These two programs where established in Jan 00. The Recreation Commission, in conjunction with the Recreation Department, will administer these two programs. The Volunteer Program will be distinctly different from the Sponsorship Program, but because both contribute to the general well being and quality of life for Peachtree residents, they are consolidated into one program. The first prime user of this Program will be the Special Needs "Playground" Committee.

1. The Sponsorship Program will enable the City, with assistance from citizens, businesses and industries in the City, to obtain monetary and in-kind assistance to support general or specific recreation projects benefitting the city as a whole. Those contributing will receive predetermined benefits commensurate with the level of support they wish to provide. There are five (5) levels of support and the Recreation Commission will be the governing agency for oversight of this Program.

2. The Recreation Volunteer Program provides a structured and recognized avenue through which interested citizens and organizations can volunteer and be recognized for a myriad of recreation activities. We are very fortunate to already have scores of volunteers assisting us with everything from youth sports programs to senior citizens activities. This program creates a structure to not only recognize existing volunteers, but also encourage others to volunteer their time to assist with local programs and projects. There are four (4) levels of participation and the Recreation Commission will be the governing agency for oversight.

IV. 1999 Projects

A. Four Field Baseball Complex at S74 Baseball/Soccer Complex: This project is 95% complete and should be finished by Jun 00 with full grow-in of the turf. These fields will be available for play for the fall season. The fields are currently locked down to keep teams/players off the fields during the grow-in period.

B. Two Soccer Fields at Baseball/Soccer Complex: These fields are completed and the turf is being grow-in and will be ready for play in the fall.

C. Riley Field Track and Football Field Design (pending): Project Bids recently went out and all bids were rejected due to being over budget. Staff re-doing specifications and plan to go out with Contractor Pre-Qualification for a design/build contract. After pre-qualifications of contractors Staff looks to go out for design/build bids, probably in May 00.

V. 2000 PIP Projects

A. Mulit-Purpose Roller Hockey Rink: Selected Architectural Design Firm for Phase I. Roy Ashley and Associates chosen as Architects for the design of this facility. Look to have a

Conceptional Plan completed and to the Planning Commission for 10 Apr 00 meeting, City Council for approval in May 00 and construction to begin at end of fiscal year.

VI. 2001 PIP Projects

A. Gathering Place Expansion: Soon after the Retreat staff will be discussing scope of services and look to go out Oct 1 with design bids. Spring 2001 begin construction.

B. Jim Meade Complex - Redesign Site Plan/Master Plan ($17,000): New Conceptional Plan for complex in preparation for 2002 to construct two (2) softball fields and site preparation (grading) for a third field in lieu of two (2) soccer fields. Eventually will have maintenance/storage facility and redesigned traffic flow and parking. At the adult end of the complex look to construct a small restroom facility with small storage facility. The primary purpose of this Redesign Site Plan is the traffic flow to enable us to tie the Complex together.

C. Improvements to Riley Field Sewer: Connecting restrooms to city sewer system. Plan on soliciting WASA assistance to keep project at the $100K budget.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and Council**

VIA: **City Manager**

FROM: **Assistant City Manager**
City Clerk

DATE: **March 30, 2000**

SUBJECT: **Electronic Mail (email) Use**

In light of the recent circumstances involving the use of email between Councilmembers, staff has reviewed several electronic mail (email) policies to determine how this issue is being addressed in other municipalities.

The City of Duluth has a policy that addresses the use of email between Councilmembers (See page 3 of the attached policy). The policy states as follows:

> "Mayor & Councilmembers: The City's elected officials are prohibited from the following: a) using ~~email~~ electronic correspondence in such a manner that would result in a quorum of the Council contemporaneously reading and responding to email messages from other Councilmembers; and b) using email in any manner that would constitute a "meeting under Georgia's Open Meeting Law (O.C.G.A. 50-14-1 (a)(2)."

The City of Peachtree City does have an administrative policy that addresses internet and electronic mail use by City employees (See attached CAR 3-8). However, the policy does not apply to elected officials. Should Council decide that email use between elected officials needs to be addressed, staff recommends that wording similar to the Duluth policy be incorporated into the Council Meeting Procedures and Rules Ordinance.

As you are aware, this issue has been added to the upcoming Council Retreat Agenda for further discussion.

Attachments

Electronic Mail (email) Use (Duluth)

Policies & Ordinances Index

Download text version of this file (right mouse click, *Save Target As* or *Save Link As*)

Disclaimer

This policy or ordinance is provided for general informational purposes only, does not constitute legal advice and may not apply to your city's specific situation. The law is constantly changing and timely legal advice based on current law is essential to avoiding legal entanglements. You should consult with your city attorney before taking any action based on this policy or ordinance.

Policy

Policy for the Use of Electronic Mail ("E-mail")

1. Purpose:

The City of Duluth ("City") provides electronic mail to its employees for their use in performing their duties for the City. This material sets forth the City's policy for proper use of electronic mail ("e-mail") and addresses circumstances under which e-mail messages directed to one person may be accessed by other people within the City. This policy also states when e-mail messages may be disclosed to persons outside of the City.

Electronic mail is a local government record, and the purpose of this policy is to provide guidelines for the generation, access, and inspection of the public records generated and received by the City

2. Background:

Benefits of E-mail. E-mail provides the immediate and direct ability for individuals to communicate with each other and is therefore of great benefit to the City, The City provides E-mail to its employees and elected officials for the following purposes: (1) to improve the communication and overall relationship between the different departments within the City, thereby improving the effectiveness and efficiency of these departments and the services that they provide; (2) to improve the communication among and between the elected officials, the City administration, Department Heads, and City employees authorized to utilize the E-mail system; and (3) to facilitate effective and economical communication among and between the general public, residents of the City and the representatives of City.

3. Definitions:

Archive. To copy files into a long-term storage medium in order to retain for utilization backup.

Copyright Infringement. "Copyright,' is the exclusive right of a person or a legal entity to reproduce, publish or sell a work (e.g., a picture, written article or a computer program) which it has created. Copyright infringement may occur if, for example, an individual copies a computer program or other work without the author's permission. E-mail messages which have computer programs or artwork attached to them should be

carefully analyzed to insure that no copyrights are violated by the use or other reproduction of the program or artwork.

Distribution List. A list of intended recipients of an e-mail communication.

Electronic Mail ("e-mail"). Communications within and among Microsoft Exchange, the City of Duluth Home Page, Mindspring, Windows Internet Mail, Microsoft Internet Explorer, etc.

E-mail Records Master Copy. The archived e-mail records maintained by the City .

Encryption. The translation of data into a secret code.

LAN. A network (or group) of personal computers and related devices (e.g., printers) in a small area (such as an office) that are linked together by cable; that can directly communicate with other devices in the network, and that can share resources (e.g., directories and files). LAN Administrators are those individual(s) in charge of insuring that the LAN works properly.

Network Server. A computer which is dedicated to managing network traffic. Individual desktop computers rely on network servers for files, printers and software.

WAN. "WAN" is the acronym for Wide Area Network, which is a network (or group) of LAN's.

4. Responsibilities:

Records Manager. The designated records custodian for all standard public records generated by the City is the designated records custodian for public records generated by e-mail as well. It is the responsibility of the Records Manager to accommodate members of the public who request access to e-mail by scheduling a time for access and by providing instruction regarding the operation of the e-mail program. The public will be able to access and inspect public records generated through the e-mail system at a designated public access terminal. The Records Manager will create and maintain a record of those members of the public who access the system. The Records Manager will establish standards and procedures to ensure the integrity of the e-mail Records Master Copy. The Records Manager will also levy and collect charges for providing copies of records generated through the e-mail system to the public, however, the charges will not exceed that allowed by Georgia law.

Data Management Administrator. The Data Management Administrator will provide technical support for the Records Manager as needed and will update data from all departments on a weekly basis in order to keep the e-mail public access database current. The Data Management Administrator will also provide any licensure or updates to the program as needed.

Departments Not on Networks. All departments within the City Administration which are not on Wide Area Networks but generate information through e-mail shall provide updated data to the Data Management Administrator on a weekly basis.

LAN Administrators. LAN administrators shall assure their e-mail accounts are properly set up to archive e-mail. LAN administrators shall also install and maintain a warning notice on the Wide Area Network programmed to appear when users login; this notice will advise users that e-mail is a public record and that it should be used for official purposes only. This message shall be included in the login script, along with a built in

pause and instructions for the user to hit any key to go into the e-mail program.

Individuals Requesting Access to E-mail. All searches will be made by the requestor. Any requestor claiming a qualified disability will be accommodated by the City in accordance with the requirements of the Americans with Disabilities Act.

Mayors & Councilmembers. The City's elected officials are prohibited from the following: a) using e-mail in such a manner that would result in a quorum of the Council contemporaneously reading and responding to e-mail messages from other councilmembers; and b0 using e-mail in any manner that would constitute a "meeting" under Georgia's Open Meetings law (O.C.G.A. 50-14-1(a)(2)).

5. Ownership:

E-mail messages generated and received by the City are City property and may be retrieved from storage even though they have been deleted by the sender and receiver. These messages may be used in disciplinary proceedings. E-mail messages that are sent to or received from the City of Duluth but are stored on computer equipment that is not owned by the City are subject to retrieval and production via subpoena.

Department Heads/Supervisors have the authority to inspect the contents of any equipment, files, calendars or electronic mail of their subordinates in the normal course of their supervisory responsibilities. The Data Management Administrator shall extract stored e-mail messages when requested to do so by authorized City personnel. Reasons for review and inspection include, but are not limited to, the following: system hardware or software problems; genera1 system failure; regular system maintenance; a lawsuit threatened or asserted against the City; suspicion of a violation of City policies; suspicion of widespread or individualized inappropriate use of the e-mail system; receipt of a public records request; and/or a need to carry out task(s) or to provide service(s) when the responsible employee is otherwise unavailable.

6. Statement of Policy:

General. It is City policy that the e-mail system, like other City assets, is to be used exclusively for the benefit of the City. Use of the e-mail system to violate other City policies is prohibited and may lead to disciplinary action All employees who use e-mail shall certify in writing that they have read and fully understand the content of this policy. Any and all opinions communicated using the e-rmail system, whether express or implied, are those of the individual and do not necessarily express the opinions of the City or its administration and elected officials.

Privacy. City employees should be aware that e-mail messages may be read by others for a variety of valid reasons. Although this statement is true of many types of City correspondence, the nature of e-mail can lead one to forget or disregard the fact that e-mail is not the private property of the sender or recipient even though passwords or encryption codes are used for security reasons.

Personal Use. City employees should be aware that if they use the e-mail system to transmit personal messages, such messages will be treated no differently than other transmissions and may be accessed, reviewed, copied, deleted, or disclosed by the City. Employees should not expect that a personal message wil1 never be disclosed to or read by someone other than the intended recipient(s).

Internet Access. The City provides Internet access as a part of its E-mail system; however, City employees may only access the Internet for work-related purposes in the furtherance of their responsibilities on behalf of the City. ;

Authorized Uses. Supervisors or Department Heads may authorize the use of e-mail to send and receive messages and to subscribe to and obtain the services of recognized professional organizations and entities relating to the official duties of the City. All employees are authorized to use e-mail as they would any other official City communication tool. Communication by e-mail is encouraged when it is the most efficient and effective means of communication. The sender of e-mail messages retains the primary responsibility for ensuring that his or her communication is received by the intended receiver.

Uses Subject to Authorization. The following uses require the written approval of the employee's Department Head and/or other members of the City administration:

· Use of hardware, software, and related computer equipment for the transmission and receipt of e-mail messages if such equipment is not the property of the City.

· Reading the electronic mail of another employee. However, the contents of an e-mail message may be inspected pursuant to section IV of this Policy.

· Encrypting any e-mail message unless specifically authorized to do so without depositing the encryption key with the LAN administrator or one's immediate supervisor prior to encrypting the message. If an employee is allowed to encrypt an e-mail message, this does not mean that the message is intended for personal communication, nor does it suggest that encrypted e-mail messages are the private property of the employee.

Prohibited Uses. The following actions are prohibited:

· Intercepting, eavesdropping, recording, or altering another person's e-mail message.

· Forwarding a message that you receive to another without the permission of the originator other message

· Adopting the identity of another person on any e-mail message, attempting to send electronic mail anonymously, or using another person's password.

· Composing an e-mail message which contains racial or sexual slurs or jokes or otherwise contains patently harassing, intimidating, abusive, or offensive material to or about others.

· E-mail messages are subject to all City policies governing sexual harassment and other forms of harassment as well as discrimination based on race, sex, or national origin.

· Using e-mail for any commercial, promotional, or business purpose, including the transmittal of personal messages offering to buy or sell goods or services.

· Using e-mail to conduct unauthorized employee organization or association business.

· Using e-mail to conduct union business.

· Sending or receiving software in violation of copyright law.

· Using e-mail to communicate any message of a political, religious, obscene or derogatory nature.

· Using e-mail to conduct any type of illegal activity.

Confidential Information. Georgia law requires that all employees protect the integrity of any confidential information generated by or on behalf of the City as well as confidential information concerning others. Employees must exercise a greater degree of caution in transmitting confidential information through the e-mail system than with other modes of communication because of the ease and simplicity with which this information can be redistributed. Confidential information should never be transmitted or forwarded to other City employees who do not have a "need to know" the information. To reduce the chance that confidential information may inadvertently be sent to the wrong person, avoid the misuse of distribution lists by ensuring that any lists used are current prior to the transmission of information. Review each name on any list of recipients before transmission to ensure that all recipients have a need to know the information.

City employees should consult the appropriate Department Head, Supervisor, or, if necessary, legal counsel to answer any questions regarding the confidentiality of information. Types of information often considered confidential include, but are not limited to, the following:

· information from an individuals personnel file

· personal information about other employees, such as home addresses and phone numbers

· information relating to potential litigation, existing litigation, claims against the City, administrative hearings of a criminal or civil nature, or any judicial proceeding

· information which, if released, would give a competitive advantage to one competitor or bidder over another

· a draft or working paper involved in the preparation of proposed legislation

· private correspondence of elected officials

· trade secrets

· commercial or financial information of outside businesses

· information related to the regulation of financial institutions or securities

· social security numbers

· personal/family information of City employees

· photographs of peace officers

· certain information the City obtains from businesses pertaining to environmental audits.

E-mail messages that contain confidential information should have a confidentiality legend in all capital letters at the top of the message in a form similar to the following:

"THIS MESSAGE CONTAINS CONEIDENTIAL INFORMATION OF THE CITY OF DULUTH. UNAUTHORIZED USE OR DISCLOSURE IS PROHIBITED."

Since copies of e-mail messages may be placed on back-up or other systems out of the control of the City employee generating the message and/or may be accessed by information system personnel or others who do not need to know the information, all employees should remember that it may be inappropriate to communicate certain types of confidential information through the e-mail system.

In addition, to minimize the inadvertent disclosure of confidential information, employees should not access their e-mail messages in the presence of others unless such messages have been reviewed to ensure that the information contained therein is not confidential. Messages should not remain visible on the monitor when a user is away from his or her computer. E-mail passwords should be routinely changed at least once a month; however, all passwords must be reported to the City employees immediate supervisor or the appropriate Department Head.

Copyright Infringement. The ability to attach a document to an e-mail message for distribution to others greatly enhances the risk of copyright infringement. A system user can be liable for the unauthorized copying and distribution of copyrighted material through the e-mail system.

Accordingly, City employees and elected officials should not copy and distribute copyrighted material of a third party (such as software, database files, documentation, articles, graphics files and down-loaded information) without advance confirmation that the City has the right to copy or distribute such material. Any questions concerning copyrighted information should be directed to the City Administrator or, if necessary, the City Attorney.

Messages to Legal Counsel. All messages to and from the City Attorney or other legal counsel seeking or providing legal advice or otherwise pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions should be marked with the following legend in all capital letters at the top of the message:

"CONFIDENTIAL ATTORNEY/CLENT PRIVILEGED INFORMATION"

In addition, in order to preserve the attorney-client privilege, messages to and from the City Attorney should never be sent to others via distribution lists, should never be forwarded to anyone else, and should never be retained on a network e-mail system. If it is necessary to retain a copy of an attorney-client privileged communication, it should be printed and placed in the appropriate file. Confidential communications between the City and its legal counsel should not be archived for disclosure to the public.

Deletion of Messages. The City strongly discourages the local storage of large numbers of e-mail messages. Retention of such messages utilizes a large amount of storage space within the network server and may also slow down performance of the system. In addition, because e-mail messages can contain confidential information, it is advisable to limit the number, distribution, and availability of such messages. If the message generated or received is a public record and should therefore be retained, employees should archive the message within a week of its receipt or generation. Once a month, the Data Management Administrator will determine which e-mail messages retained on the system may be deleted and will delete these messages.

Reporting of Suspected Unauthorized Access. All suspected intrusions into the e-mail system by unauthorized persons or City employees must be reported immediately to the appropriate Department Head Supervisor, who will then ensure that information systems management is notified along with any other necessary persons

management is notified along with any other necessary persons.

Miscellaneous Considerations. E-mail is a valuable mode of communication and is provided by the City in order to improve its quality of service. However, employees should consider the following when determining whether a message is appropriate for e-mail transmission:

· Avoid generating an e mail message about someone if you would not verbally make the same statement to this person or write a formal memo containing this statement.

· Avoid generating an e-mail message which may be perceived as ill-considered, uninformed, or offensive.

· Avoid using the e-mail system if a more time or cost-effective communication tool is available (for instance, when a telephone conversation would be quicker and/or more efficient).

· Avoid using the e-mail system as a substitute for manager-subordinate face-to-face communications.

· Avoid using the e-mail system for personnel performance-related communications.

7. Modification of this Policy:

The City reserves the right to change this, e-mail policy at any time and will notify its employees of any material changes. City employees are responsible for reviewing and abiding by this policy and any modifications thereto.

8. Violations of this policy:

Violations of this policy will be evaluated on a case-by-case basis and may result in disciplinary action. All e-mail messages are subject to all state and federal laws and rules applicable to the use of the e-mail system, In addition. violations of this policy or misuse of the e-mail system which are of a criminal nature may be referred to the appropriate authorities for criminal prosecution.

Acknowledgment of Receipt Form

I hereby acknowledge that I have received a copy of the City of Duluth's Policy for the Use of E--mail. I understand that all e-mail communications systems and all information transmitted by, received from or stored in the City's computer system are the property of the City, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of the information in this equipment.

I agree not to use a code, access a file, or retrieve any stored communications unless authorized to do so. I acknowledge and consent to the City monitoring my e-mail at any time as provided by the above-referenced e-mail policy. Such monitoring may include printing and reading all electronic mail entering' leaving, or stored on City of Duluth equipment.

I have read and understand all the provisions specified in this policy.

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ABERDEEN VILLAGE

Code	Identification of Tract	Land Use Plan	Existing Zoning	Proposed Zoning
A-I-1	Drake Field	Commercial	GC	GC
A-II-11	Water Treatment Plant	Open Space	R-1	OS *
A-III-1.3	SE GA 74 / Westpark Drive	Commercial	GC	GC
A-III-1.5	SE GA 74 / Aberdeen Parkway	Commercial	GC	GC
A-III-1.6.3	Between Siemens & Southern Motor	Commercial	LUC-3	LUC-3
A-III-1.6.5	SE Aberdeen Parkway / Commerce	Commercial	LUC-3	LUC-3
A-III-1.11	Phi Mu Tract	Commercial	LUC-3	LUC-16 *
A-III-2.22	Between World Class & Uniglobe	Commercial	LUC-3	LUC-3
A-III-3	SW Aberdeen Parkway / Northlake	Commercial	GC	GC
A-V-3	Wisdom / Riley / Pinegate	Community Service	GR	OS *
A-V-8.5	Whitlock Place	Office	OI	OI
A-V-9	Lee Tract	Office	AR	OI
A-V-11.1	Leach Tract	Office	AR	OI
A-V-11.2	Leach Tract	Commercial	AR	GC
A-V-12.3	Wyatt Tract	Commercial	GC	GC
A-V-19.3	NE GA 74 / Aberdeen Parkway	Commercial	GC	GC
A-V-20	Hill Tract	Commercial	GC	GC

* Indicates proposed change.

MCINTOSH VILLAGE

Code	Identification of Tract	Land Use Plan	Existing Zoning	Proposed Zoning
M-I-2	Adamczyk Tract	Medium Density Residential	LUC-8	LUC-8
M-I-4	Smith Tract	Commercial	GC	GC
M-I-5.12	Line Creek Tract 2	Commercial	GC	GC
M-I-5.31	Line Creek Tract 4	Commercial	GC	GC
M-I-5.33	Line Creek Tract 5	Commercial	GC	GC
M-I-5.6	Line Creek Tract 8	Commercial	GC	GC
M-II-1	East of GA 74 South at Line Creek	Industrial	GI	GI
M-II-2.3	Gardner Outparcel	Industrial	GI	GI
M-II-4	GA 74 / Between Panasonic & Wilden	Industrial	GI	GI
M-II-11.2	GA 74 / Between Public Safety & Crosstown N.	Industrial	LI	LI
M-II-12	Flatcreek Plant	Community Service	LI	OS *
M-III-7.22	Clover Reach Behind Schlotzsky's	Industrial	LI	LUC *
M-III-7.61	Clover Reach Between Skate & Day Care	Industrial	LI	LI
M-III-7.11	Old Leach Station	Community Service	LI	LI
M-III-9.2	Between Southwire & NCR	Industrial	GI	GI
M-III-11	Between Hella & Warehouse	Industrial	GI	GI
M-III-23	GA 74 Between Sealed Air & Certainteed	Industrial	GI	GI
M-III-25.5	Cooper Park	Industrial	GI	GI
M-III-27	GA 74 In Front of Treatment Plant	Industrial	GI	GI
M-IV-4.5	Fulton Court	Industrial	LI	LI
M-IV-8	Huddleston Tract	Industrial	AR	GC *
M-IV-10.2	Old 74 Outparcel	Industrial	GC	GC
M-IV-10.8	Old 74 Outparcel	Industrial	GC	GC
M-V-2	Powers Tract	Industrial	GI	GI
M-V-4	Exposaic Tract	Industrial	GI	GI
M-V-8.4	Prospect Park Outparcel	Industrial	GI	GI
M-V-8.7	Proffitt Tract	Industrial	GI	GI
M-V-17	Dividend Between Release & Sellmer	Industrial	GI	GI
M-VI-2	Triumph Tract	Industrial	GI	GI
M-VI-8	Between Blue Circle & Universal	Industrial	GI	GI
M-VI-11	Between GA Power & UPS	Industrial	GI	GI
M-VI-15.1	Dividend Court Outparcel	Industrial	GI	GI
M-VI-15.5	Dividend Court Outparcel	Industrial	GI	GI
M-VI-21	On Kelly Between Photocircuits & Planterra	Industrial	GI	OS *
M-VII-2.1	Dividend Between Lawson & McElroy	Industrial	GI	GI
M-VII-4	Dividend Between McElroy & Railroad	Industrial	GI	GI

* Indicates proposed change.

MCINTOSH VILLAGE

Code	Identification of Tract	Land Use Plan		
M-VII-5.1	Falcon Park Outparcel	Industrial	GI	GI
M-VII-5.4	Falcon Park Outparcel	Industrial	GI	GI
M-VII-5.5	Falcon Park Outparcel	Industrial	GI	GI
M-VII-7	Dividend Between Stevens & Airport	Industrial	GI	GI
M-VII-9	Dividend Between Airport & FC Water	Industrial	GI	OS *
M-VII-11	TDK Extension at Line Creek South Side	Industrial	GI	GI
M-VII-13	Behind Airport	Industrial	GI	GI
M-VII-14	Behind Airport at Treatment Plant	Industrial	GI	GI
M-VIII-1.12	Southpark Outparcel	Industrial	GI	GI
M-VIII-1.3	Southpark Outparcel	Industrial	GI	GI
M-VIII-4	TDK Extension at Line Creek North Side	Industrial	GI	GI

* Indicates proposed change.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and Council**

FROM: **City Clerk**

VIA: **City Manager**
Assistant City Manager

DATE: **March 22, 2000**

SUBJECT: **Retreat Discussion – Ethics Ordinance**

The Ethics Ordinance has been placed on the Retreat Agenda for general discussion. A copy of the current ordinance is provided for your review. Listed below is a summary of issues that have been raised for discussion by various Councilmembers, citizens, staff members and the City Attorney:

1. Statute of limitations
2. Right of Confrontation by respondent
3. Right of complainant to address Ethics Board
4. Investigation procedures by Ethics Board
5. Pre-clearance of claims by independent attorney or City Attorney regarding applicability of Ethics Ordinance and legal questions, but not factual determinations
6. Time limit to conduct investigation and make recommendation to Council by Ethics Board
7. Written report from Ethics Board to reflect final vote and recommendations
8. Procedures for Ethics Board hearing (e.g. witness testimony, documentary evidence, rules of evidence, rules of procedure, fair disclosure of evidence to opposing side preservation of record for appeals, subpoena power of Ethics Board, discover rights of respondent)
9. Withdrawal of complaint
10. Delete from Board pool list the appointments of the Councilmember alleging a violation against another Councilmember

Additionally, both of the Board of Ethics committees that were recently appointed have been asked to review the ordinance and to make recommendations for enhancements. Any recommendations they may have will be forwarded to Council after their public hearing on April 12.

Ordinance 00-728

PEACHTREE CITY CODE OF ETHICS

Section 62-71. Declaration of policy.

(a) The proper government and administration of the city requires that:

(1) Its officials and employees:

a. serve others and not themselves;
b. be independent, impartial and responsible;
c. use resources with efficiency and economy;
d. treat all people fairly;
e. use the power of their position for the well being of their constituents; and
f. create an environment of honesty, openness and integrity

(2) Governmental policies and decisions are made in the proper channels of the government structure;

(3) Public office and employment not be used for undue personal gain; and

(4) The citizens of the city have confidence in the integrity of their government.

(b) Because the attainment of one or more of these ends is impaired whenever there exists in fact, or appears to exist, a conflict between the private interests and public responsibilities of city officials and employees, the public interest mandates that the city protect against such conflicts of interest by establishing appropriate ethical standards with respect to the conduct of its officials and employees in situations in which a conflict may exist or appear to exist.

(c) Yet it is also essential to the efficient operation of the city that those persons best qualified be encouraged to serve in positions of public trust. Accordingly, the standards set forth in this article must be understood and interpreted in a way that will not unreasonably frustrate or impede the desire to seek public office by those best qualified to serve. To that end, officials

and employees should not, except as otherwise provided by law, be denied the opportunity available to all citizens to acquire and maintain private, economic and other interests except when a conflict would necessarily result.

(d) The policy and purpose of this article, therefore, is to clarify those standards of ethical conduct that shall be applicable to the officials and employees of the city in the discharge of their public duties and to foster the development and maintenance of a tradition of responsible and effective public service.

Section 62-72. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Agency means the city council, and all other agencies, authorities, boards, commissions, committees, departments, and offices of the city, without exception.

Business means a corporation, a partnership, a sole proprietor, or any other person or organization carrying on an enterprise for profit.

Business relationship means an agreement between parties designed to result in an enterprise for profit to those parties.

Censure means a public expression of severe criticism or reproach.

Confidential information means any information, which by law or practice is not available to the general public.

Contract means any lease, claim, account or demand against or agreement with any person, whether express or implied, executed or executory, verbal or in writing.

Employee means any person holding a classified position as defined in policy I, section 3, of the city's personnel policy.

Employment means any rendering of services on request, whether paid or unpaid.

Immediate family means spouse and children.

Interest means any direct or indirect pecuniary or material benefit accruing to a public officer or employee as a result of a contract or transaction, which is or may be the subject of an official act or action by or within the city. This does not, however, include those contracts or transactions which by their terms and by the substance of their provisions confer the opportunity and right to realize the accrual of similar benefits to all other persons and/or property similarly situated. For the purposes of this article, an official or employee shall be deemed to have an interest in the affairs of:

(1) Any person in his immediate family.
(2) Any person or business with whom a contractual relationship (either written or implied) exists, whereby he may receive a payment or other benefit, including an agreement for employment.
(3) Any business in which he is an officer, director, employee, prospective employee or substantial shareholder (owning or controlling in excess of five percent of the total stock or total legal and beneficial ownership).

Official means any official, officer or member of the government of the city who is not an employee, whether elected or appointed, whether paid or unpaid, whether permanent, temporary or alternate.

Official act or action means any executive, legislative, administrative, appointive or discretionary act of any official or employee of the city or any agency of the city.

Paid means the receipt of, or right to receive, a salary or commission, percentage, brokerage or contingent fee.

Participate means to take part in official acts, actions or proceedings personally as an official or employee through approval, disapproval, decision or the failure to act or perform a duty.

Person means any individual, business, labor organization, representative, fiduciary, trust, or association, whether paid or unpaid, including any official or employee.

Property means any property, whether real or personal, tangible or intangible, including currency and commercial paper.

Reprimand means an expression of disapproval, either public or private.

Transaction means the conduct of any activity that results in or may result in an official act or action of the city.

Section 62-73. Impartiality.

No official or employee shall by his conduct give reasonable basis for the impression that any person improperly can influence such official or employee or unduly enjoy such official's or employee's favor in the performance of official acts or actions, or that such official or employee is affected unduly by kinship, rank, position or association with any person. (Cross reference: PTC personnel policy XIX.)

Section 62-74. Gifts and favors.

(a) No official or employee shall accept any gift, loan, reward, favor or services that may reasonably tend to improperly influence him or her in the discharge of their official duties. This limitation is not intended to prohibit the acceptance of articles of negligible value, which are distributed generally, nor to prohibit officials or employees from accepting loans from regular lending institutions. It is particularly important that employees and officials guard against relationships, which might be construed as, or give the appearance of favoritism, coercion, unfair advantage or collusion.

(b) Nothing in this article shall prohibit any official or employee from accepting a gift on behalf of the city, provided that the person accepting the gift shall promptly report the receipt of such gift to the city council, which shall have the gift added to the inventory of the property of the city. (Cross reference: PTC personnel policy XVII.)

Section 62-75. Campaign contributions.

The provisions of this article shall not apply to campaign contributions made to an official in compliance with the Georgia Campaign and Financial Disclosure Act (O.C.G.A. § 21-5-30 et seq.).

Section 62-76 Coercion

No official or employee shall use his position in any way to coerce, or give the appearance of coercing, another person to provide any financial benefit to him or persons within his immediate family, or those with whom a council member has business or financial ties.

Section 62-77. Confidential information.

No official or employee shall disclose or otherwise use confidential information acquired by virtue of his position with the city for his or another's personal gain.

Section 62-78. Representation.

Except in the regular discharge of official duties, no official or employee shall appear on behalf of any person, other than himself and his immediate family, before any city agency or municipal court. Neither shall any official or employee receive compensation for any services rendered on behalf of any person in relation to any case, proceeding or application before a city agency with respect to which such official or employee was directly concerned; or in which he has personally participated during the period of his service or employment, or which was under his active consideration or with respect to which knowledge or information was made available to him during the period of service or employment. However, a member of the city council may appear before city agencies on behalf of his constituents in the course of his duties as a representative of the electorate or in the performance of public or civic obligations.

Section 62-79. Incompatible employment.

No official or employee shall engage in or accept employment with or render services for any private business or professional activity when such is adverse to and incompatible with the proper discharge of his official duties or would tend to impair his independence of judgment or action in the performance of his official duties.

Section 62-80. Outside employment.

No employee shall engage in any other employment, or in any private business, or in the conduct of a profession, during the hours for which he is employed to work for the City or outside such hours in a manner or to an extent that affects or is deemed likely to affect his usefulness as an employee of the City. Toward this end, all outside employment must be reported to and approved by the employee's Division Director/Chief and the City Manager, and filed in the Personnel Office. (Cross reference: PTC personnel policy XVI.)

Section 62-81. Abstention.

An official or employee who has an interest that he has reason to believe may be affected by his official acts or actions or by the official acts or actions of the city

shall disclose that interest. Such official or employee shall abstain from participating in any such discussion, voting or otherwise participating in any official acts or actions affected by such interest. That interest shall be disclosed by such official or employee prior to there being taken any official act or actions.

Section 62-82. Public contracts.

The City shall not enter into a contract involving services or property with any official or employee or with a business in which the official or employee has an interest. This section shall not apply in the case of:

(a) The designation of a bank or trust company as a depository for City funds;
(b) The borrowing of funds from any bank or lending institution which offers the lowest available rate of interest in the community for such loan;
(c) Contracts entered into in accordance with the Official Code of Georgia Annotated 16-10-6;
(d) Contracts entered into under circumstances that constitute an emergency situation, provided that the Mayor prepares a written record explaining the emergency;
(e) Contracts entered into with an official or employee, or with a business in which the official or employee has an interest, provided that such contract is:

    (1) awarded through a process of public notice and competitive bid,
    (2) disclosure of the nature of such members interest is made prior to the time a bid is submitted; and
    (3) after this section is complied with, a waiver of the prohibition contemplated by this section is issued by the City Manager.

Section 62-83. Zoning.

(a) All officials and employees are deemed subject to the provisions of Chapter 67A of Title 36 of the Official Code of Georgia Annotated, and shall make the disclosures required in such Chapter , and shall be subject to the penalties stated in said chapter.

(b) In addition, any official required to make the disclosures set forth in Chapter 67A of Title 36 of the Official Code of Georgia Annotated shall be prohibited from participating in the zoning matter in which such official or employee has a direct or indirect interest. A violation of the aforesaid provisions of the Official Code of Georgia Annotated shall also constitute a violation of this article.

Section 62-84. Preacquisition of interest.

No official or employee with respect to any contract or transaction which is or may be the subject of an official act or action of the city shall acquire an interest in such contract or transaction at a time when the official or employee has reason to believe that it will directly or indirectly be affected by an official act or action of the city.

Section 62-85. Disclosure of relationships.

(a) Each party subject to this article shall disclose to the city council, either orally or in writing, the following information:

(1) Any current business interests between or among any parties subject to this article, with a description of such involvement;
(2) Any business interests between or among any parties subject to this article which have been terminated within the past six months; and
(3) Any business interests between or among any parties subject to this article anticipated in the next six-month period.

(b) Additionally, each party subject to this article shall inform the city council, either orally or in writing, of any business relationship entered into with another party subject to this article, within ten days of such contractual or implied relationship.

(c) Failure on the part of any party subject to this article to comply with the provisions of this section shall be deemed to be a violation of this article.

Section 62-86. Use of city property.

No official or employee shall use or permit the use of any city property, services, personnel, labor or other thing of value for personal gain or for any purpose other than the official business of the city. Any parties violating this provision shall be required to pay to the city a sum equal to the value of the benefits received, and shall likewise be deemed to have violated the provisions of this article. (Cross reference: PTC personnel policy XVIII.)

Section 62-87. City Attorney used for private business.

No official or employee shall use the attorney or attorneys who are under retainer by the City of Peachtree City for personal or private business without paying just compensation.

Section 62-88. Compliance with applicable laws.

No official or employee shall engage in any activity or transaction that is prohibited by any law, now existing or subsequently enacted, which is applicable to him by virtue of his office. Without limiting the applicability of other statutory provisions, the provisions of O.C.G.A. § 45-10-1 are incorporated in this section by reference.

Section 62-89. Political Activity

(a) An employee of the city shall not have a right to publicly or otherwise hold himself out as a candidate in any Peachtree City Municipal election while holding employment with the City of Peachtree City.

(b) City employees shall not take part in any political management or political campaigns for the election of mayor or any member of the city council for the City of Peachtree City during any period of time for which he is expected to perform work or receive compensation from the city.

(c) No employee, official or other person shall solicit, orally or by letter, or be in any other manner concerned in obtaining any assessments, contributions, or services for any political party from any employee during his hours of duty, service, or work with the city.

(d) Employees shall not represent the city by wearing any uniform or portion thereof that is issued by the city while participating in any campaign at any time.

(e) The city in no way seeks to influence employees in their choice of party affiliations or candidates, recognizing that this is a matter for each person to decide. Therefore, nothing contained herein shall be construed to restrict the right of the employee to hold membership in and support a political party, to vote as he chooses, to express opinions on political subjects or candidates, to maintain political neutrality, to attend political parties after work hours, or to campaign actively during off duty hours in all areas of political activity.

(f) Employees shall not utilize any city equipment or vehicles in support of any political campaign.

Section 62-90. Enforcement and administration

(a) **Board of Ethics.**

The Board of Ethics of the City of Peachtree City is hereby created and authorized by the Mayor and City Council of the City of Peachtree City.

The Board of Ethics of the City shall be composed of five (5) residents of the City to be appointed as provided in paragraphs 2 and 3 of this subsection. Each member of the Board of Ethics shall have been a resident of the City for at least one (1) year immediately preceding the date of taking office and shall remain a resident of the City while serving as a member of the Board of Ethics. No person shall serve as a member of the Board of Ethics if the person has, or has had within the preceding one (1) year period, any interest in any contract, transaction, or official action of the City.

The Mayor and Councilmembers shall each designate two (2) qualified citizens to provide a pool of ten individuals who have consented to serve as a member of such Board of Ethics and who will be available for a period of two (2) years to be called upon to serve in the event a Board of Ethics is appointed. The City Manager shall maintain a listing of these ten qualified citizens.

All complaints against an official or city employee shall be filed in writing and submitted to the City Manager. The City Manager shall provide a copy of the complaint to the Mayor and Council. The Mayor and Council, at the first public meeting after such complaint is filed, shall each draw names randomly from the listing of qualified citizens until the specified five (5) members of the Board of Ethics have been appointed. Such Board will elect one of its members to serve as Chairman.

The members of the Board of Ethics shall serve without compensation. The Governing Authority of the City shall provide meeting space for the Board of Ethics. Subject to budgetary procedures and requirements of the City, the City shall provide the Board of Ethics with such supplies and equipment as may be reasonably necessary for it to perform its duties and responsibilities.

The City Attorney is designated to be the legal advisor of the Board, except that the City Attorney is not authorized to represent the Board in any legal action if doing so would create a conflict, which would prevent the City Attorney from also representing the Mayor, the City Manager, or the governing body.

The City Clerk shall serve as the recording secretary to the Board and shall provide such administrative services to the Board as may be necessary.

(b) **The constituted Board of Ethics shall have the following duties and powers:**

(1) To hold a public hearing within sixty (60) days after the receipt of complaint;

(2) To receive and hear complaints of violations of the standards required by this ordinance;

(3) To make such investigation and response to a complaint as it deems necessary to determine whether any person has violated any provisions of this Ordinance;

(4) To hold such hearings and make such inquiries as deemed necessary to investigate and rule upon complaints;

(5) Recommend any legislative or administrative action regarding the City's policies and practices which the Board believes would or could enhance the ethical environment in which public servants work;

(6) To report its findings to the City Council for such action as the Governing Authority deems appropriate.

(7) Upon completion of its investigation of a complaint, the ethics committee shall be empowered to dismiss those complaints which are unjustified, frivolous, patently unfounded or which fail to state facts sufficient to invoke the disciplinary jurisdiction; provided, however, that a rejection of such complaint by the ethics committee shall not deprive the complaining party of any action he might otherwise have at law or in equity against the respondent government servant.

(c) **Penalty and Member Rights.**

(1) The City Council at its next regular meeting not less than 15 days after the Board of Ethics makes its report, shall act upon the report either by censuring or reprimanding the official/employee, or, in its discretion, by taking no further action.

(2) At any hearing held by the Board of Ethics, the official or employee who is the subject of inquiry shall have the right to written notice of the allegations at least 10 business days before a hearing, to be represented by counsel, to hear and examine the evidence and witnesses and to present evidence and witnesses in opposition or in extenuation.

(d) Appeals.

(1) Any official, employee or complainant adversely affected by these findings of the Board of Ethics may obtain judicial review of such decision.

(2) An action for judicial review may be commenced by filing an application for a writ of certiorari in the Superior Court of Fayette County within thirty (30) days after the final decision by the Mayor and City Council. The filing of such application shall act as supersedes.

(e) Advisory opinions.

When any official or employee has a doubt regarding the applicability of any provision of this article to a particular situation, or regarding the definition of its terms, he may apply in writing to the city attorney for an advisory opinion. The advisory opinion shall be written, and may be provided directly to the requestor of such opinion. Nothing in this ordinance shall be construed to prohibit a request for an informal opinion by any public servant for the City Attorney regarding a potential conflict of interest. Neither a request for an informal opinion, nor the making of a statement concerning a potential conflict of interest made by a member of the governing body in the course of abstaining from voting shall create a presumption or inference that a public servant actually has a personal interest in the matter about which the opinion was requested.

Such opinion until amended or revoked shall be binding on the city, the city council, and the city attorney in any subsequent actions concerning the official or employee who sought the opinion and acted on it in good faith, unless material facts were omitted or misstated in the request for the advisory opinion. Such opinion, however, shall not be binding in any action initiated by any private citizen.

Any advisory opinion prepared by the city attorney shall be made public.

Section 62-91. Distribution.

The Personnel Manager shall cause a copy of this article to be distributed to every official and employee of the city within 30 days after its enactment. Each official and employee elected, appointed or otherwise hired thereafter shall be furnished a copy before entering upon the duties of his office or employment.

Section 62-92. Construction, application.

(a) This article shall be construed liberally to effectuate its purposes and policies and to supplement such existing laws as may relate to the conduct of the persons made subject to this article.

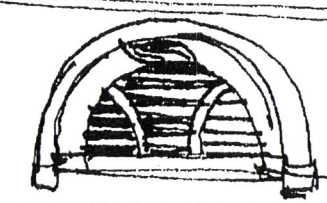
(b) This article shall in no way be construed as creating an employment contract between the city and its officials and employees. Nevertheless, any official or employee affected by this article shall be required to affirm in writing that he has received a copy of this article and has read it and understands its provisions.

(c) The propriety of any official act or action taken by or transaction involving any official or employee immediately prior to the time this article shall take effect shall not be affected by the enactment of this article.

(d) The provisions of this article are severable; and if any of its provisions shall be held unconstitutional or invalid by a court of competent jurisdiction, the decision of the court shall not affect or impair any of the remaining provisions.

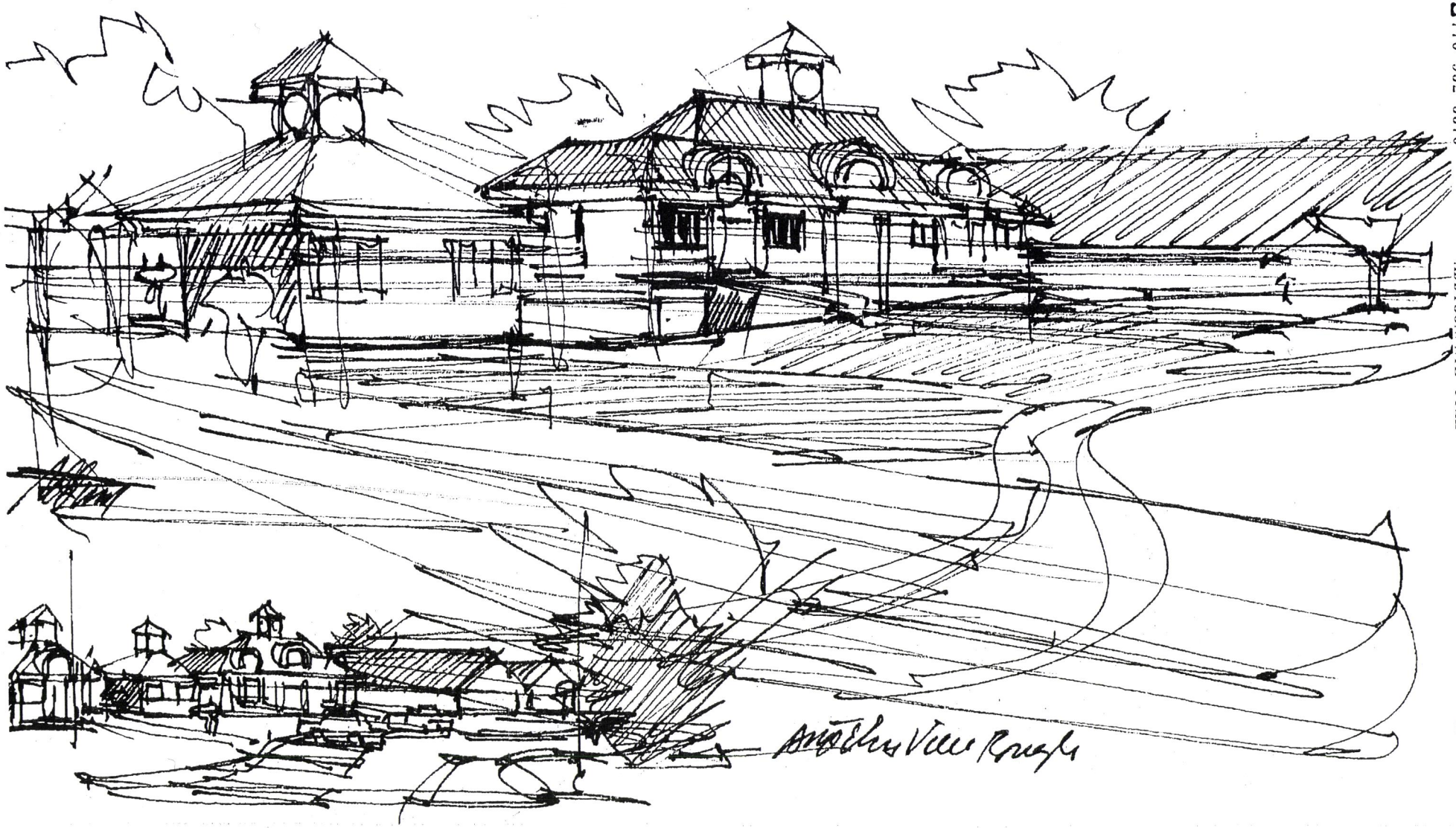
03/24/00 10:39 ☎770 952 3570 ADDISON/NYE TIME 002

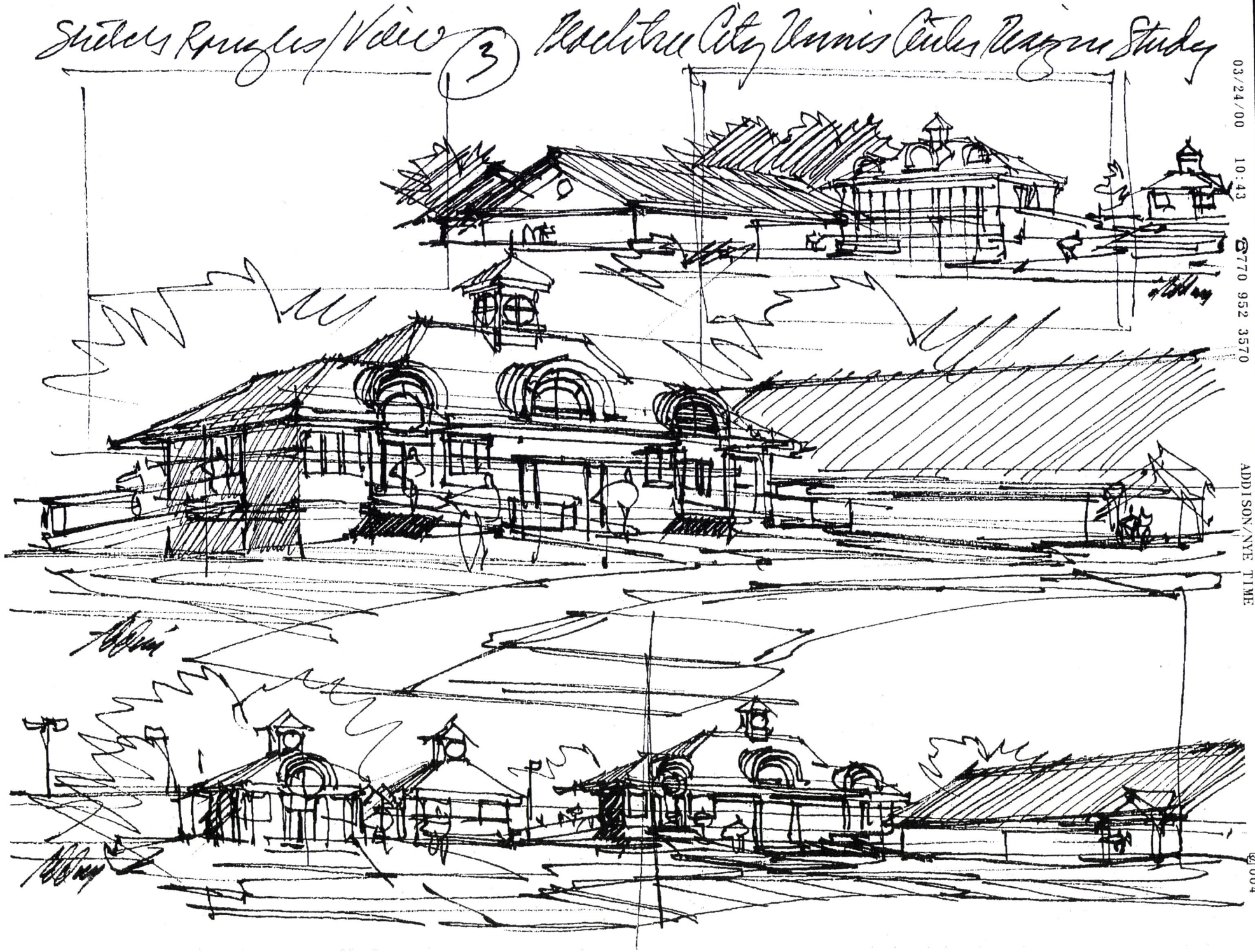
Sketch Rough View. ① Peachtree City Tennis Center Study



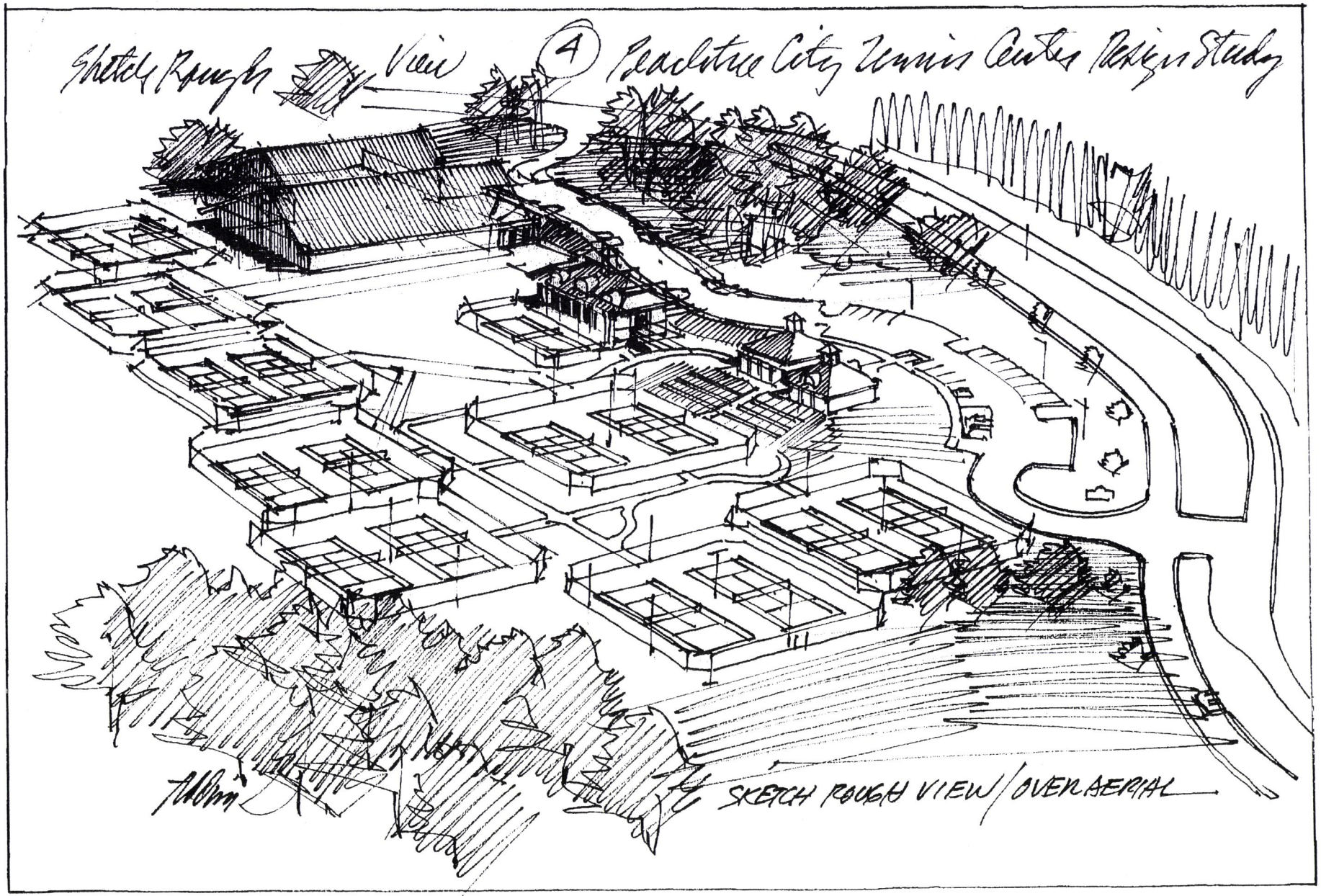
Main window
at Administration & Pro Shops
could be Logo — Stained glass

Sketch Rough/View (2) Peachtree City Unions Center Design Center.





03/24/00 10:43 ☎770 952 3570 ADDISON/NYE TIME 004


Sketch Rough View (4) Peachtree City Tennis Center Design Study
SKETCH ROUGH VIEW / OVER AERIAL