

**City Council of Peachtree City
Agenda
March 21, 2013
7:00 p.m.**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Announcements, Awards, Special Recognition**
Recognize Art Siverlsen – 10 Years of Service
Matt Forshee & Emily Poole, FCDA Update
- IV. Public Comment**
- V. Agenda Changes**
- VI. Minutes**
March 7, 2013, Regular Meeting Minutes
- VII. Monthly Reports**
- VIII. Consent Agenda**
 - 1. Consider Stormwater Fund Budget Amendment**
 - 2. Consider Purchase of Self Contained Breathing Apparatus & Cylinders**
 - 3. Consider Capital Improvement to the Batting Cages at Baseball/Soccer Complex**
- IX. Old Agenda Items**
 - 03-13-02 Public Hearing – Consider Variance to Floodplain Management/ Floodplain Protection Ordinance, Somerby Project, Rockaway Road**
Request from Applicant to continue to April 4
 - 03-13-04 Consider RFP for Library Roof Installation**
Request from Applicant to continue to April 4
- X. New Agenda Items**
 - 03-13-10 Public Hearing – Consider Amendments to the City Charter (Initial Adoption) – Oath of Office**
 - 03-13-11 Consider RFP for BCS Pond Repairs**
Memo to be ready Monday
- XI. Council/Staff Topics**
Hot Topics Update
Review of Amendment to Purchasing Ordinance Approved August 1, 2012
- XII. Executive Session**

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

**City Council of Peachtree City
Meeting Minutes
March 7, 2013
7:00 p.m.**

The Mayor and City Council of the City of Peachtree City met in regular session on Thursday, March 7, 2013. Mayor Haddix called the meeting to order at 7:02 p.m. Other Council Members in attendance: George Dienhart, Vanessa Fleisch, Eric Imker, and Kim Learnard.

Announcements, Awards, Special Recognition

Mayor Haddix proclaimed March as Red Cross Month. The BMX Parents Association was recognized for its 30th anniversary. Billy Spezzano of the Recreation Department was recognized as Employee of the Month. LaGrange Police Chief Lou Dekmar, a member of the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), presented Police Chief H.C. "Skip" Clark with the Police Department's certificate of accreditation (gold standard).

10-minute Talks

Krista Gonce, Georgia Center for Child Advocacy

Gonce, the regional prevention coordinator, discussed the statewide child sexual abuse prevention initiative. The premise was that adults were responsible for the safety of children, and the goal was to make prevention the standard. Working in partnership with the South Carolina-based Darkness to Light program, the Center offered training for all adults who work with youth to help them recognize the signs of child abuse. The cost was \$15 per person.

Agenda Changes

Learnard suggested switching the Old Agenda Items since "09-12-06 Facilities Bond Projects Status Report/Update" could take some time.

Imker moved to move consideration of the WASA appointments ahead of the other Old Agenda item. Learnard seconded. Motion carried unanimously.

Minutes

February 21, 2013, Regular Meeting Minutes

Imker moved to approve the February 21, 2013, regular meeting minutes as written. Fleisch seconded. Motion carried unanimously.

Consent Agenda

- 1. Consider Alcohol License – NEW – Designs N Wine**
- 2. Consider Transfer of Property to WASA for Pump Station**
- 3. Consider Items for Surplus – Public Works**

Haddix noted that Item 2 had been moved to the March 21 agenda. Dienhart moved to approve Consent Agenda Items 1 and 3. Learnard seconded. Motion carried unanimously.

Old Agenda Items

- 01-13-CA11 Consider Appointments – WASA – John Cheatham, John Harrell, & Terry Garlock, William Holland as alternate**

Imker said it had been wise to allow additional candidates to offer their time to serve on the Water and Sewerage Authority (WASA). He noted that three of the four candidates were attending the Council meeting, and the fourth person sent an e-mail with an apology for being unable to attend. He thanked the candidates for attending. Imker said had spoken to all four people because he had realized the importance of the WASA operation. He noted that a

resident's annual sewer bill was about \$50 higher than the taxes paid on the average home in the City, adding he was excited to see a new group of citizen volunteers.

Haddix pointed out there had not been enough applicants to fill the seats, so they would have had to re-advertise anyway. Either way, Council would have been at the same point. Haddix said he understood Imker's point.

Imker moved to approve the recommendation in the agenda packet for the four individuals identified – John Cheatham, John Harrell, Terry Garlock, and William Holland as the alternate – to be appointed to the WASA. Learnard seconded. Motion carried unanimously.

09-12-06 Facilities Bond Projects Status Report/Update

Community Services Director Jon Rorie addressed Council, saying there had been 36 original projects. Twenty-eight were funded, 15 had been completed, and 10 were active and in progress. Eight projects had been "parked," with the initial funding reallocated to other projects, and three projects should be removed from the list. The City was on the downhill slope of completing the projects. Some of the lower priority projects had been completed by leveraging funding from the departmental budgets. There was also a lot of internal effort not reflected on the spreadsheets. As an example, Rorie said there had been some shrubs blocking the signs on McIntosh Trail. The shrubs were dug out and replanted at Braelinn Fields, where more landscaping had been needed. There were many projects moving forward that were not associated with the Public Facilities Bond, including upgrades at City parks completed by City staff.

Rorie went over the Facilities Bond funding, pointing out that any funds left from the projects were being reallocated to the Library roof, which would be discussed later in the meeting. He said the project began with an engineering assessment, and the quotes had come in 23% higher than the estimated cost. Rorie researched the difference in the cost, and he had compared the Library project to the City Hall roof, which had the same type of roof put on in 2006. The City Hall roof was approximately 11,000 square feet, and the cost was approximately \$80,000. The Library roof was three times the size of City Hall's, and seven years later, the cost was \$268,000. While it was an over-budget bid, Rorie said the bid was still very reasonable. The funds would be reallocated. Rorie said staff would continue to look at every dollar and seek the second right answer.

Dienhart asked what went wrong with the cost of the Library roof. Rorie said the only thing wrong was the opinion of the probable cost on the front end. Nothing had been wrong with the specifications or the bid process. Staff's opinion was the original estimate had been low.

Dienhart said he wanted staff to follow-up on this. Rorie said staff was already doing so. Dienhart asked if the City could recoup any of the money paid to the engineering company that provided an estimate that was off by 20%. Rorie said no, most of that was spent on the specifications, not the cost estimate.

Fleisch recalled waiting to hear about the state grant around the same time last year. It seemed to take the engineering company a long time to come up with the specifications, and she wanted to hold their feet to the fire.

New Agenda Items

03-13-01 Public Hearing – Consider Variance to Watershed Protection Buffers, 404 General Hardee Square (North Cove)

Haddix noted there was an additional document on the dais – a copy of the letters from the neighbors.

City Planner David Rast addressed Council, noting the request for a variance to Sections 1004(b)(4)a (100-foot undisturbed natural buffer area for a water supply, measured from normal pool elevation or stream bank, to be maintained) and 1004(b)(4)b (impervious surfaces prohibited within 150 feet of normal pool elevation or stream bank) of the City's Watershed Protection Buffer Ordinance. North Cove was a cluster subdivision on Lake Kedron. The lots were small, and the zoning allowed for special character [Limited Use Residential (LUR)-3]. The subdivision was designated as Multi-family on the Land Use Plan because of the density.

Rast continued that the lot backed up to Lake Kedron. The intent of the 100-foot undisturbed buffer was to filter out sediment before the drainage water entered the lake. Property owners were allowed to limb up trees that blocked the view of the lake and to remove noxious vegetation. Staff usually went out on a lot-by-lot basis to work with homeowners and landscape contractors. In addition there was also a 150-foot no impervious buffer designed to filter out sediment. The no impervious buffer was used to place sewer and utility lines. The no impervious buffer encroached onto the Wintertons' property. The lot was 0.175 acres in size, or 7,500 square feet. The home was designed to open up to the side yard, which faced Lake Kedron.

Rast added that residents had been allowed to put some things within the no impervious buffer, including concrete pavers, which could be considered impervious. Staff had required those items to be installed on a sand or gravel base so the water could travel through them and percolate into the ground, which met the intent of the ordinance.

Greg Arnold, the architect for the Wintertons, requested Council reduce the no impervious buffer from 50 feet to 35 feet to allow for 12-foot by 12-foot pool and spa area, noting the patio area already extended that far into the buffer. There would also be a structure to house the pool equipment that would complement the home and grill housing. The equipment building would be incorporated into the retaining wall. All the surface drainage would be piped into a perc chamber, which was a large perforated pipe with a gravel pit. Arnold said the homeowners association (HOA) architectural review board approved the plans, adding there were letters from several neighbors who supported the variance.

Rast added that an approximately 250 square-foot area would be used. He continued there were two ways of looking at the variance. One was reducing the no impervious buffer from 50 feet to 35 feet or allowing the pool to encroach into the buffer, which was the way staff preferred. All of the other improvements would be constructed on a sand base.

Haddix opened the public hearing. No one spoke for or against the variance. The public hearing closed.

Learnard asked Arnold to go over the cistern/pipe structure and whether it was above or below ground. Arnold said it would be below ground, adding they would perforate a large pipe, then they would auger gravel into a trench, forming a reservoir that held the water until it dissipated into the soil. It would also take rainwater from the downspouts. Learnard asked what the total amount of impervious surface would be, including the pool, spa, and patio. Arnold said the new area would be 250 – 300 square feet, and 250 square feet of impervious surface was already in the buffer.

Dienhart asked what was currently in the no impervious surface buffer. Arnold said there was a poured concrete terrace. Dienhart said it appeared the plans would improve the drainage. Arnold said they were trying to increase the flow that was there now.

Haddix asked what the lifespan of the drainage system was. Arnold said pavers would last indefinitely if the base was good, but he preferred not to use pavers in shady areas like this one because moss would grow up between them, becoming a maintenance and safety issue. His preference was to use mortar step stone or architectural concrete.

Learnard asked if any of the letters from the neighbors were from Lots 18, 19, or 24. Andrea Winterton answered the question, but did not come to the microphone. Her remarks were inaudible.

Fleisch asked Rast if approving the variance would set a precedent. Rast said it had to be looked at on a case-by-case basis. There was already pervious pavement within the no impervious buffer. The majority of the no impervious buffer was located outside the property. There had been other variance requests from North Cove. A request to build a three-car garage that extended into the buffer had been denied. It would have been a massive structure that consumed a big part of the property. There had been variance requests regarding encroachments into the no impervious buffer. Some requests never made it to Council, going through the staff review process for low-impact projects. Rast did not believe approving the request would be precedent-setting to the point of having to approve any other variance.

Dienhart asked Rast if he felt the drainage would improve. Rast said that, with the improvements that were planned, the drainage would be more controlled.

Haddix said he had mixed feelings. He understood the arguments in favor of the variance. However, it was an encroachment, and Council had required people to remove things from the buffers in the past. Council had denied a swimming pool that encroached into the buffer, asking why this request was more acceptable. Rast said Council had required a homeowner to take out a basketball court that was built without a permit on City property. He noted Council had denied a variance for a pool in Southern Shore, but there had been other places on the property to locate the pool without getting a variance. There would also have been a greater impact on the buffer than the variance under consideration.

Haddix asked if there had been similar variances granted in North Cove. Rast said there had. Rast did not recall if they had been for pools, noting staff had met with homeowners on several lots about retaining walls, fountains, and pavers, mostly about smaller courtyard amenities. Haddix said the extent of the request concerned him.

Imker asked what would stop the request for the garage from coming back if Council approved this variance. Rast said staff would have to look at the request. Imker said the requests were the same, and the question seemed to be the magnitude of the intrusion. Rast said he would have to look at it. Imker said there were three options – to approve it, to disapprove it, or to disapprove it and tell the homeowner to rip out the patio area located in the buffer already. Haddix pointed out that the adjoining properties appeared to be prime candidates for the same thing.

Fleisch asked if the difference was basically between a large enclosed structure and the more open pool area. Rast said the garage had not just been an encroachment but a character change for the neighborhood. He did not recall if the HOA had been in favor of the garage or not. Fleisch said this lot was unique in North Cove as it was one of the row houses. Rast said

most of the area along the lake was owned by the HOA. Most of the back yards were cleared to the 100-foot undisturbed buffer.

Haddix referred to a point made by Fleisch at another meeting, saying the owners knew what they were buying.

Learnard asked Arnold and Winterton to find letters in the packet they had provided from Lots 24, 18, and 19. If those three were fine with the variance, then Learnard said she would support it. Neither Arnold nor Winterton spoke into the microphone. Their comments were inaudible, but it appeared there were no letters from those homeowners. At least one of the property owners might have been traveling. Winterton said her back neighbor had told her he had no issues the variance.

Imker asked why this situation was unique. Rast said staff had looked at the proposed improvements and whether they could be relocated in the yard outside of the no impervious buffer. The pool, spa, and pool house were the only elements that would be located within the no impervious buffer, and there was really no other place for them to go in the yard. They were making an attempt to comply with the ordinance using the pervious pavers. The area was also secluded on the lot.

Learnard said she really did not like to have this many things going into the no impervious buffer. At the same time, she liked the improvements to the property, adding it was an extremely unique location. She would support it, but she wanted the two e-mails/letters from the other property owners to be included in the application file as a condition. She did not want to get a phone call.

Haddix said his problems were the size of the expansion into the no impervious buffer, and the possibility that when the undeveloped lots were built the owners would want to do the same thing.

Fleisch said this situation was pretty unique, and she would support it.

Dienhart said he had no problem with owners improving their property, which increased the value. They had gone to a great effort to make the pool fit into a small space, there was already an encroachment with the patio, and the drainage would be improved. Haddix said there were buffers and protected areas for a reason. Dienhart said this would be an improvement over what was there now. Learnard said that was why this was a difficult decision.

Imker said Council was there to help citizens thrive and improve, and he did not want to deny them that opportunity. He was in favor of the variance. Haddix said he understood all the arguments, he was not criticizing anyone. He was looking at the whole picture. He hoped the rest of Council understood his position.

Fleisch move to approve the variance to the Watershed Protection Ordinance at 404 General Hardee Square in North Cove with the three conditions set forth in the staff memo:

1. *The applicant shall continue to coordinate with City Staff to ensure disturbance within the no impervious buffer is kept to a minimum prior to, during, and following construction activities.*

2. The variance shall be limited to the encroachment as shown on the Garden Plan for the Winterton residence as prepared by Greg Arnold, ASLA (dated January 22, 2013). There shall be not other encroachments permitted without first securing additional variances.
3. Following completion of construction and prior to issuance of a Certificate of Occupancy, the Applicant shall provide a revised Foundation Survey to the Building Official identifying the location of the new construction. The purpose of this survey is to ensure the new construction does not encroach any further into the no impervious setback than permitted by this variance.

Learnard asked that the e-mails from the other property owners be added as a condition. City Attorney Ted Meeker said that should not be included in the motion because the condition was impossible to enforce.

Dienhart seconded. Motion carried 4-1 (Haddix).

03-13-02 Public Hearing – Consider Variance to Floodplain Management/ Floodplain Protection Ordinance, Somerby Project, Rockaway Road

Haddix noted there was an additional document on the dais – the staff memo, which included a request for continuance of the public hearing from the applicant.

Imker moved to continue Agenda item 03-13-02 until March 21. Learnard seconded. Motion carried unanimously.

03-13-03 Consider Bids for Pursuit Cars & Accessories for Pursuit Cars

Haddix noted there was an additional document on the dais – an updated staff memo.

Clark said the lowest bidder, All-Pro Auto Group, was not able to provide the vehicles since the order deadline for them had passed. The next lowest bid was from Team Chevrolet, with the bid price of \$189,987 for seven 2013 Patrol Chevrolet Caprice 9C1 vehicles. The difference between the two bids was \$168. Clark continued that staff recommended TransComm Services – Griffin for the purchase and installation of aftermarket accessories for \$107,836.05.

Clark explained the process used when considering which vehicles to replace, adding the bids had come in \$10,000 over the projected price. Additionally, staff requested Council declare 10 Police vehicles surplus so they could be disposed of either by reassignment in the City or auction.

Learnard moved to approve the purchase of seven vehicles for \$189,987 and aftermarket accessories as presented in the staff memo. Imker seconded. Motion carried unanimously.

Clark added that the fleet would be reduced by two vehicles.

03-13-04 Consider RFP for Library Roof Installation

City Engineer Dave Borkowski said staff recommended the City award the Library roof replacement to Rycars Construction, Inc., for \$261,470. He continued that there were many ongoing problems with the Library roof. The roof was in poor condition. The consultants had done detailed drawing and specifications so the requests for proposal (RFP) could be sent out to find a quality contractor. Four proposals were received, and they were evaluated for price, qualifications, and references. Rycars came out on top. The funding would come from the Facilities Authority bond, and the City would receive \$100,000 reimbursement from the state after construction was completed.

Learnard asked how old the current roof was. Borkowski said it was re-roofed in 2005, adding there were several factors that contributed to the roof replacement. Learnard said she expected to get more than seven or eight years on a roof on her house, asking what had happened. Borkowski said there were several factors, including poor installation, as well as issues with the roof materials and the flashing. Borkowski said staff could continue to make repairs, but the constant repairs were weakening the roof. Learnard said she wanted to know why the City was in this position after only seven years. Dienhart said he wanted to know what was being done differently this time so the City was not in the same position in another seven years.

Borkowski said that was why they were working with an architect, to ensure the same thing would not happen again. There would also be a 20-year warranty on the roof. Learnard asked how long the warranty was on the current roof. Borkowski said 20 years. Borkowski said staff felt it was in the best interests of the City to replace the roof with better materials and installation rather than keep making warranty calls. Dienhart said the City should not be paying for the warranty calls. Borkowski said the City had done some of the work so it could be done quicker. Fleisch asked if that had voided the warranty. Borkowski said it had not.

Fleisch asked who installed the roof. Borkowski said the company was no longer in business, but the manufacturer was still in business.

Dienhart said he was not in favor of getting a new roof when the City could still get warranty work done. Learnard said she was not opposed, but was looking for facts. Under warranty usually meant things were fixed or replaced at no charge. Borkowski said it was difficult getting the manufacturer to do the warranty work in a timely manner, which was one of the reasons staff recommended the new roof. To keep books from getting wet, the repairs had to be made by the City.

Dienhart suggested that Meeker draft a letter to the manufacturer explaining the problems and telling them to fix the roof immediately. Borkowski cited the \$100,000 grant from the state, adding that was one of the reasons staff decided to pursue a new roof.

Rorie said the roof had been put on in 2005. From what he understood, staff had chased around the leaks, and there was a patchwork of repairs. Every time a repair was made they were plugging to the rubber membrane, which further weakened it.

Haddix asked if the warranty included full replacement. Rorie said the warranty was only for repairs, so the same cycle would continue. Haddix said there had been problems with the Library construction since he had come on Council, and he was very frustrated. Rorie said staff had inherited the problems, and they were trying to take care of them.

Meeker said he had not seen the warranty, but there were three courses of action Council could take. They could reject the bid and pursue the warranty. They could continue the agenda item for two weeks to give him time to look at the warranty. They could approve the bid conditionally subject to a review of the warranty. Meeker said he was leaning toward the second option.

Fleisch asked who recommended Rycars. Meeker said sometimes the low bids presented problems, but staff was compelled to go with them. Staff considered those issues, and they came back with the position that Rycars' other customers were satisfied. Haddix said some private companies threw out the highest and the lowest bids to begin because the high bid was too much and there was something wrong with the low bid. Meeker said private companies had more leeway to do that. Sometimes governments gravitated to the low bid automatically.

Borkowski said Rycars was an international company with an office in Atlanta. One of the reasons staff chose to go with a request for proposal (RFP) was because they wanted to weigh project experience heavily. Rycars had done eight projects in five years on the same type of roof. All the customer responses had been good.

Imker asked if there would be any problem with the grant if the agenda item was continued. City Manager Jim Pennington said there would be enough time if Council made a decision in two weeks. Rorie added that staff would let the state know what was happening.

Learnard moved to continue the agenda item until the next Council meeting (March 21). Fleisch seconded. Motion carried unanimously.

03-13-05 Consider Bid for 50-foot Boom Lift

Public Services Director Mark Caspar said staff had budgeted for a 30-foot boom in the 2013 Public Improvement Program (PIP). Since taking over more facilities maintenance, staff had found the need to rent a 50-foot boom quite often, at a cost of \$1,500 per month. The 50-foot boom had been used to put up lights at Christmas, to pressure wash the Library, and to limb the trees at Pebblepocket Park. Caspar said there was not a cost savings to buy a used boom, which had no warranty, adding replacing the batteries would cost \$500 – \$600.

Caspar continued that \$27,000 was budgeted, and the 50-foot boom would cost \$38,876, which would be \$2,600 more in debt service per year. He pointed out that amount would be eaten up in two months to rent the taller boom. Staff recommended awarding the bid to Hertz Equipment Rental for \$38,876.

Learnard moved to approve the bid from Hertz Equipment Rental for the JLG T500J Boom Lift for \$38,876. Fleisch seconded. Motion carried unanimously.

03-13-06 Consider Brand Name/Sole Source for Emergency Pipe Lining – 1104 Hippocket Road

Caspar said staff had discussed the issues with the pipe recently with Council. There was a major hole over the center of the pipe underneath the road. The lining option was the most economical (\$72,035) compared to a cost of \$250,000 to open trench the pipe for replacement. He continued that Utility Asset Management, Inc., had worked for the City before, and it was the sole authorized vendor in the state for the product. Funds were available in the Renewal and Extension Line of the Stormwater Utility.

Learnard moved to approve the emergency pipe lining in the amount of \$72,035 from Utility Asset Management. Fleisch seconded. Motion carried unanimously.

03-13-07 Consider Paying Off Remainder of Series 2002 G.O. Bond (Airport Refinancing)

Financial Services Director Paul Salvatore said the Series 202 General Obligation Bond was now callable, and the City had the opportunity to pay it off. The City could save \$17,355 in interest payments by paying it off. The bond had one of the higher interest rates at approximately 4.5%. The remaining principle was \$310,000. The total payoff would be \$314,115, which Salvatore reiterated would save the City \$17,355 in debt service. In the next tax levy, Council would also be able to reduce the bond millage rate by approximately 0.12 mills. The funds would be taken from the Cash Reserves, which were projected to be at 35% by the end of the fiscal year and would consequently drop to 34%, but that would not hurt the City's credit rating. This would be a one-time expense to reduce debt. The City's financial advisor, Todd Barnes, said paying off the bond would be a solid financial move. The question was whether Council was willing to give up liquidity to see a reduction in the bond millage rate.

Imker moved to pay off the remainder of the Series 2002 G.O. Bond (Airport Refinancing). Learnard seconded. Motion carried unanimously.

Salvatore said the payoff would occur on April 15. The bond attorneys would be notified the next day to provide the required 30-day notice on the payoff of the bond.

03-13-08 Consider Intergovernmental Agreement for the Title Ad Valorem Tax (TAVT)

Haddix noted there was an additional document on the dais – the staff memo. Pennington reported that he, Haddix, and Salvatore had met with the County Tax Commissioner along with representatives from the other municipalities to discuss the collection and distribution of revenue collected under the new TAVT (HB 386). The proposed intergovernmental agreement established the funding distribution. The base year was 2012. Residents would continue to pay the annual ad valorem tax on their current vehicles. After March 1, 2013, residents who purchased a new car in Georgia would pay the one-time TAVT of 6%. The tax commissioner would collect the two different taxes and distribute them. Pennington said no one could answer whether the change would be a positive or negative for the counties and municipalities. The assumption was it would break even. There were other caveats to the TAVT, such as, if a person went out of state to purchase a new car, they would pay the ad valorem tax on the new car. Pennington said signing the intergovernmental agreement was not a matter of negotiation. Council needed to approve the agreement and authorize the Mayor to sign it to get the revenues.

Haddix said the TAVT was complex and convoluted, and the City would end up on the losing end. Pennington agreed, saying his best guess was the City would lose money.

Imker asked how much revenue the City received from the ad valorem tax on vehicles. Salvatore said it was less than \$1 million. He explained that the distribution would break even for a while, but would decline as the older cars were traded and sold. There were three pots of money – one-third went to the Board of Education and two-thirds went to the County and the cities. One-third of the two-thirds would be split based on the Local Option Sales Tax (LOST) distribution. The other one-third would be split based on any Special Purpose Local Option Sales Tax (SPLOST), but since there was no SPLOST, that one-third would also be based on the LOST. It would not be a benefit to the cities.

Imker asked what the underlying motivation was for the change in the tax, saying this could be a six-figure reduction in revenues in the future. Meeker said it had been to eliminate the birthday tax, which was when the ad valorem tax was due.

Imker moved to approve the intergovernmental agreement for the TAVT distribution. Fleisch seconded. Motion carried unanimously.

03-13-09 Consider Ratification of Settlement between City and Martine Piers

Meeker noted that Council had been aware there were two Equal Employment Opportunity Commission (EEOC) charges against the Fire Department. He reported both cases had been successfully mediated. The settlement in one case had been covered by the Georgia Interlocal Risk Management Agency (GIRMA). In the second case (Martine Piers), GIRMA had paid \$250,000, and the City needed to pay \$50,000. Ratification of the settlement was required under the Georgia Open Meetings Law.

Haddix noted that everyone had strong feelings about this. Imker said he was upset with the inaccurate and misleading media headlines in the newspapers. The citizens were out \$50,000, and GIRMA was supported by taxpayers, so the residents were out \$300,000. Meeker added

GIRMA was supported by the residents of the member cities. Imker said the residents knew Council was taking corrective action, and the Human Resources policies had been abused by certain individuals. When the issues were brought to Council's attention, they were addressed.

Learnard pointed out that an outside entity had conducted mandatory sexual harassment training for every City employee. She had attended training, saying everyone had a responsibility for harassment in the workplace. She believed future problems would remain small because they would be reported early and consistently. She thanked Pennington for holding the training.

Dienhart moved to ratify the agreement and payment of \$50,000. Imker seconded. Motion carried unanimously.

Council/Staff Topics

Hot Topics

Pennington said the sound system in Council Chambers would be examined. Court had experienced issues with the sound and the recording on March 6.

The Public Information Network for Electronic Services (PINES) would be down March 22 – 24, so the Library would be closed those days.

Pennington said there had been some questions from residents about the street lights at the intersections of SR 54/Peachtree Parkway, SR 54/Stevens Entry, and SR 54/Robinson Road, asking Borkowski to give an update.

Borkowski referred to the signal upgrades that had been performed by the state's Department of Transportation (DOT) in 2011. Staff discovered that putting the street lights back up had not been included in the scope of the project. Staff also found that DOT had a "hands off" policy on street lights. If a municipality wanted them, it was the municipality's responsibility. The only item DOT put up was the mast arm without a light at the top of the signal poles. Borkowski said staff was working on how to get the lights back, adding they had gotten an estimate from Georgia Power. The power company would maintain the street lights since the City did not have the necessary equipment. The cost would be \$55,350 for the three intersections. The work included boring under the road because the electricity for the signals and the lights had to be separated rather than using the signal box as in the past. Staff had looked at the accident data for the intersections 16 months before the lights were taken down and 16 months after the lights were gone. The data for the accidents was essentially the same. Staff planned to further analyze the accident data to see whether the accidents occurred at night or during the day. If there was an issue with an increase in accidents at night, staff would come back to Council. Fleisch was surprised it had taken a year to get the information, directing staff to provide an update to the citizen. Borkowski said staff had been working with DOT and Georgia Power during that time.

Pennington referred to the lighting on the CSX golf cart bridge on SR 54, which had also had issues. Borkowski said staff had gotten prices to replace the lights, but also suspected the problem was with the photo sensors rather than the lights.

Caspar said a bid had gone out to fix the lights, and no bids were returned due to the additional safety requirements that would be needed. Due to the lights' location over the railroad, there were many safety requirements. A vendor had been found who was willing to do the work. The vendor believed the problem with the lights was with the photo cells due to the distance between the lights rather than to the lights not functioning. As one light went on, another light

would go out because the sensor sensed daylight. Caspar said, if that was the problem, there were several alternatives to address the issue.

Imker said the lights were of aesthetic value, and it was a low priority to him until Council got the information on the accidents at the other intersections on SR 54.

Learnard commented that the astronomy programs recently sponsored by the Library were well attended. She thanked staff for arranging for the programs.

Haddix asked Clark about the left lane law recently passed by the State Legislature. Clark said he knew the legislation had been approved, but at this point he did not know the impact it would have in the City. Pennington noted the new law was specifically for expressways, and there were none in the City. Haddix said there would be e-mails about it, and it would better if Council had a uniform response. Clark said he would find out more information.

Fleisch moved to convene in executive session to discuss pending or threatened litigation and real estate at 9:32 p.m. Learnard seconded. Motion carried unanimously.

Dienhart moved to reconvene in regular session at 10:37 p.m. Imker seconded. Motion carried unanimously.

There being no further business to discuss, Learnard moved to adjourn the meeting. Dienhart seconded. Motion carried unanimously. The meeting adjourned at 10:38 p.m.

Pamela Dufresne, Deputy City Clerk

Don Haddix, Mayor

City Event Calendar

		<u>March</u>
		3/1 – Registration ends for Senior Homestead Exemption 3/5 – Council Workshop (Tentative), 6:30 pm 3/7 – City Council Meeting, 7 pm 3/21 – City Council Meeting, 7 pm
<u>April</u>	<u>May</u>	<u>June</u>
4/2 – Council Workshop (Tentative), 6:30 pm 4/4 – City Council Meeting, 7 pm 4/18 – City Council Meeting, 7 pm 4/20 – March of Dimes Walk, Picnic Park, 9 am 4/27 – Fayette Co. Earth Day, McIntosh Tr. 4/27 & 28 – WW II Heritage Days, ARA-Falcon Field, 9 am	5/2 – City Council Meeting, 7 pm 5/7 – Council Workshop (Tentative), 6:30 pm 5/16 – City Council Meeting, 7 pm 5/18 – Los Lobos & Los Lonely Boys @ The Fred 5/25 – All American 5K 5/27 – Memorial Day, City Offices Closed	6/4 – Council Workshop (Tentative), 6:30 pm 6/6 – City Council Meeting, 7 pm 6/8 – World Classic Rockers @ The Fred 6/20 – City Council Meeting, 7 pm 6/29 – The Temptations & The Four Tops @ The Fred
<u>July</u>	<u>August</u>	<u>September</u>
7/2 – Council Workshop (Tentative), 6:30 pm 7/4 – Independence Day, City Offices Closed – Parade & Fireworks 7/12 – The Fab Four, The Ultimate Tribute @ The Fred 7/18 – City Council Meeting, 7 pm 7/20 – “Where the Action Is” Tour @ The Fred	8/1 – City Council Meeting, 7 pm 8/6 – Council Workshop (Tentative), 6:30 pm 8/15 – City Council Meeting, 7 pm 8/23 – Huey Lewis and the News @ The Fred 8/26, 8:30 am – 8/30, 4:30 pm – Qualifying for Municipal Election, City Hall	9/2 – Labor Day, City Offices Closed 9/3 – Council Workshop (Tentative), 6:30 pm 9/5 – City Council Meeting, 7 pm 9/13 – Hotel California, The Original Eagles Tribute Band @ The Fred 9/19 – City Council Meeting, 7 pm
<u>October</u>	<u>November</u>	<u>December</u>
10/1 – Council Workshop (Tentative), 6:30 pm 10/3 – City Council Meeting, 7 pm 10/12 & 13 – Great Georgia Airshow, 10 am 10/17 – City Council Meeting, 7 pm	11/5 – Election Day, 7 am – 7 pm 11/5 – Council Workshop (Tentative), 6:30 pm 11/7 – City Council Meeting, 7 pm 11/21 – City Council Meeting, 7 pm 11/28 & 29 – Thanksgiving Holiday, City Offices Closed	12/3 – Run-off Election if needed 12/3 – Council Workshop (Tentative), 6:30 pm 1/25 – City Council Meeting, 7 pm 12/19 – City Council Meeting, 7 pm 12/24 & 25 – Christmas Holiday, City Offices Closed

Note: Items in **BOLD** are new additions

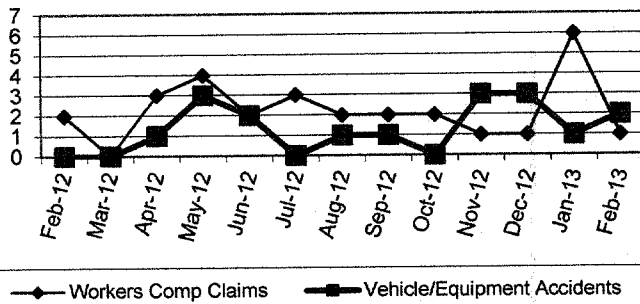
Updated 3/14/2013

Administrative Services

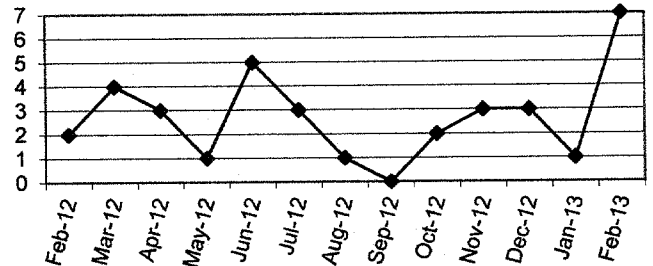
Monthly Report

Human Resources & Risk Management

Workers Comp Claims & Vehicle/Equipment Accidents



Employee Resignations/Terminations



Turnover Rate (Annual)

FY 2013 (YTD)

5.33%

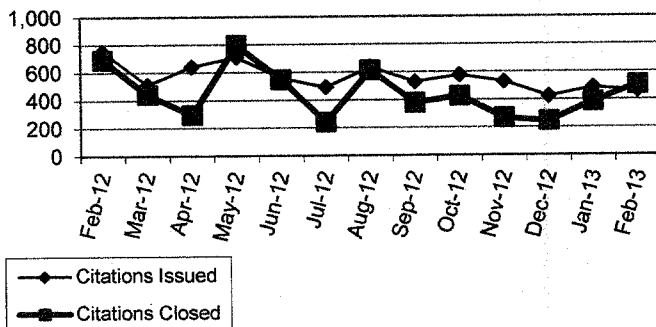
FY 2012

10.69%

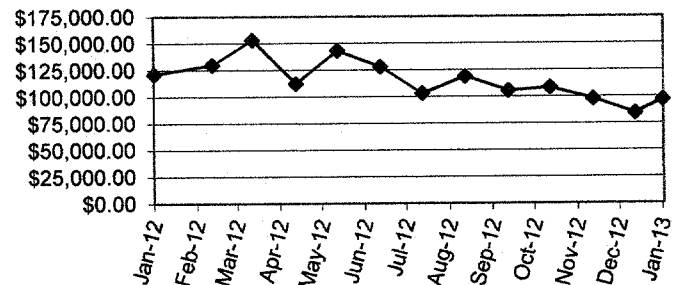
NOTES: FY 2013 figures do not include RIFs or seasonal positions.

Municipal Court

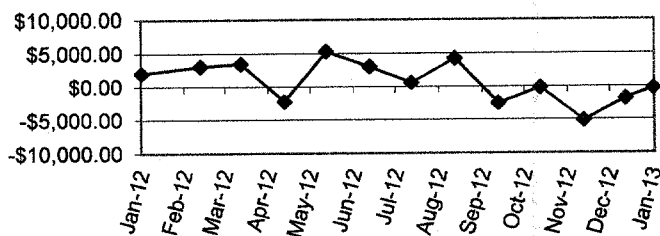
Citations Issued vs Closed



Fines Assessed*



Jail Fund Balance
\$124,149.22
as of February 28, 2013**



* Approximately 33% of the Municipal Court Fines Collected reflect mandated add-ons that pass through to State and other agencies. The monies reflected above are not the actual revenues received; for revenue received, please refer to Financial Services report "General Fund Revenues Received: Fines & Forfeitures"

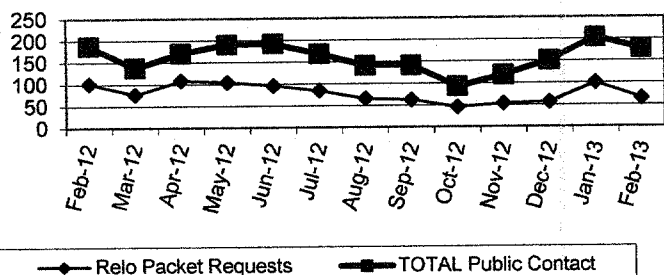
** A positive Jail Fund Balance reflects a credit with the County based on jail fees paid versus number of prisoners housed

Administrative Services

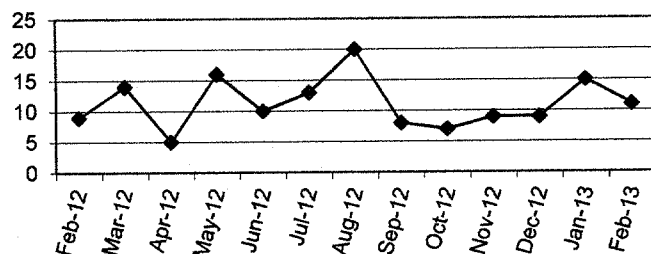
Monthly Report

Public Information

Public Contact / Comments / Questions



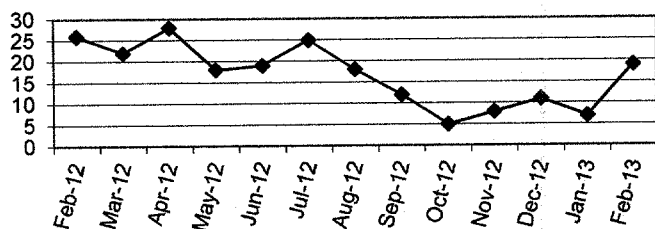
Open Records / Discovery Requests



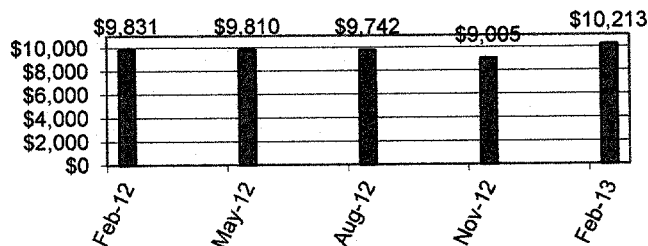
* Online Packet Request and other web forms inoperable January 28 - February 13, 2013.

City Clerk

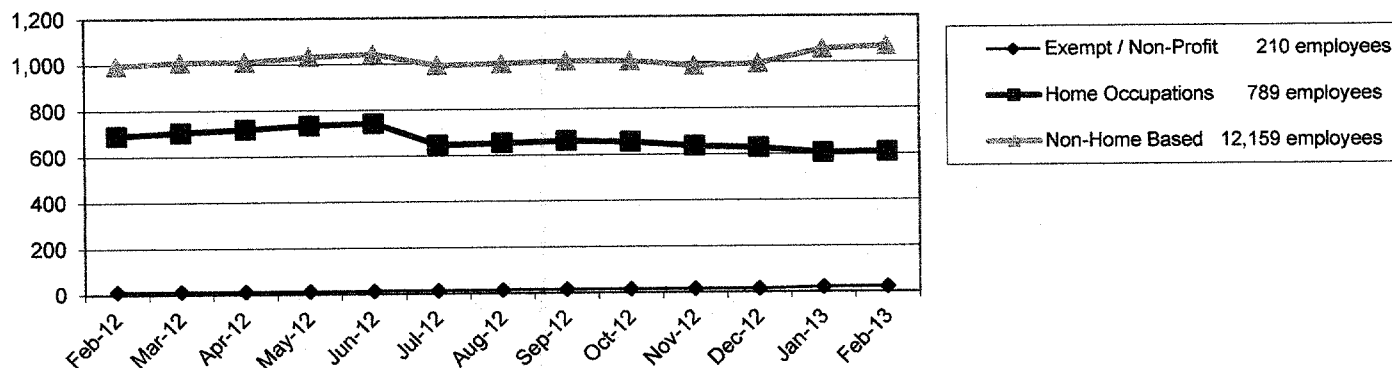
New Businesses Registered



Quarterly Sanitation Franchise Fees



Registered Businesses
(with current employment figures)



Note: Exempt/Non-Profit is either Home Based or Non-Home Based. 82% of registered businesses have renewed for 2013. April - June finalizes the annual registration and eliminates closed businesses for previous year. New businesses are added as they register.

Top 10 Employers by # of employees:

NCR, Cooper Lighting, Panasonic, Hoshizaki, Alenco, Wal-Mart, Kroger (Kedron), Avery Dennison, Southland Nursing Home, Kroger (Braelinn)

City Council Monthly Report

DEPARTMENT: PLANNING & ZONING
SUPERVISOR: DAVID RAST

FISCAL YEAR: 2013
CREATOR: KATHY GRAY

As of: 3/11/2013

MONTH:	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
--------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Single Family Units	1	5	2	1	1							
Single Family C.O.'s	2	4	1	1	4							
Multi Family Units	0	0	0	0	0							
Multi Family C.O.'s	0	0	0	0	0							
Miscellaneous*	34	22	26	19	14							
INSPECTIONS:	169	176	173	156	137							

YTD	YTD of	YTD of
FY 2013	FY 2012	FY 2011
10	8	2
12	8	3
0	0	0
0	0	0
115	120	18
811	623	157

New Construction:	1	0	1	2	0							
Non-Residential C.O.'s	5	2	8	3	1							
Expansion/Renovation/Tenant Finish	6	5	4	6	7							
Miscellaneous*	7	3	1	2	1							
INSPECTIONS:	96	73	79	77	58							

4	0	1
19	26	2
28	21	6
14	6	0
383	439	76

DEVELOPMENT PERMITS	2	2	5	1	4							
POPULATION ESTIMATE*	34,444	34,454	34,456	34,458	34,466							
BUILDING PERMIT FEES	\$15,955	\$51,187	\$24,934	\$45,390	\$19,703							

14	4	0
34,466	34,403	38,640
\$157,169	\$142,715	16,794

PLANNING & ZONING	67	44	31	48								
Tree Removal Permits	\$700	\$200	\$700	\$330	\$100							
Sign Permits	\$295	\$205	\$55	\$30	\$50							
Banner Special Event Permits	\$415	\$1,350	\$700	\$2,472	\$1,603							
New Construction Plan Reviews	\$325	\$1,685	\$850	\$500	\$918							
Other Plan Reviews/Permits	\$57	\$67	\$195	\$252	\$35							
Miscellaneous fees	\$900	\$1,985	\$1,350	\$2,778	\$864							
Fire Department Permit Fees	\$2,692	\$5,492	\$3,850	\$6,362	\$3,570							
TOTAL PLAN REVIEW FEES	\$18,647	\$56,619	\$28,784	\$51,732	\$23,278							

190	107	CE
\$2,030	\$2,060	\$400
\$635	\$1,490	\$185
\$6,540	\$2,150	\$300
\$4,278	\$7,333	\$102
\$608	\$100	\$0
\$7,877	\$5,118	\$500
\$21,966	\$18,251	\$1,487
\$179,135	\$160,966	\$10,274

* Miscellaneous permits are: Fences, Pools, Additions/Alterations, Renovations, etc.

* Based on 200 people per residential CO

* Other plan reviews: Soil Erosion permits, Land Disturbance Fee, Site Plan & Final Site Plan reviews

* Figures adjusted per current report

**CITY OF PEACHTREE CITY
MONTHLY REPORT
GENERAL FUND AND HOTEL/MOTEL TAX FUND
BUDGET COMPARISON (UNAUDITED)
FOR THE FIVE MONTHS ENDED FEBRUARY 28, 2013**

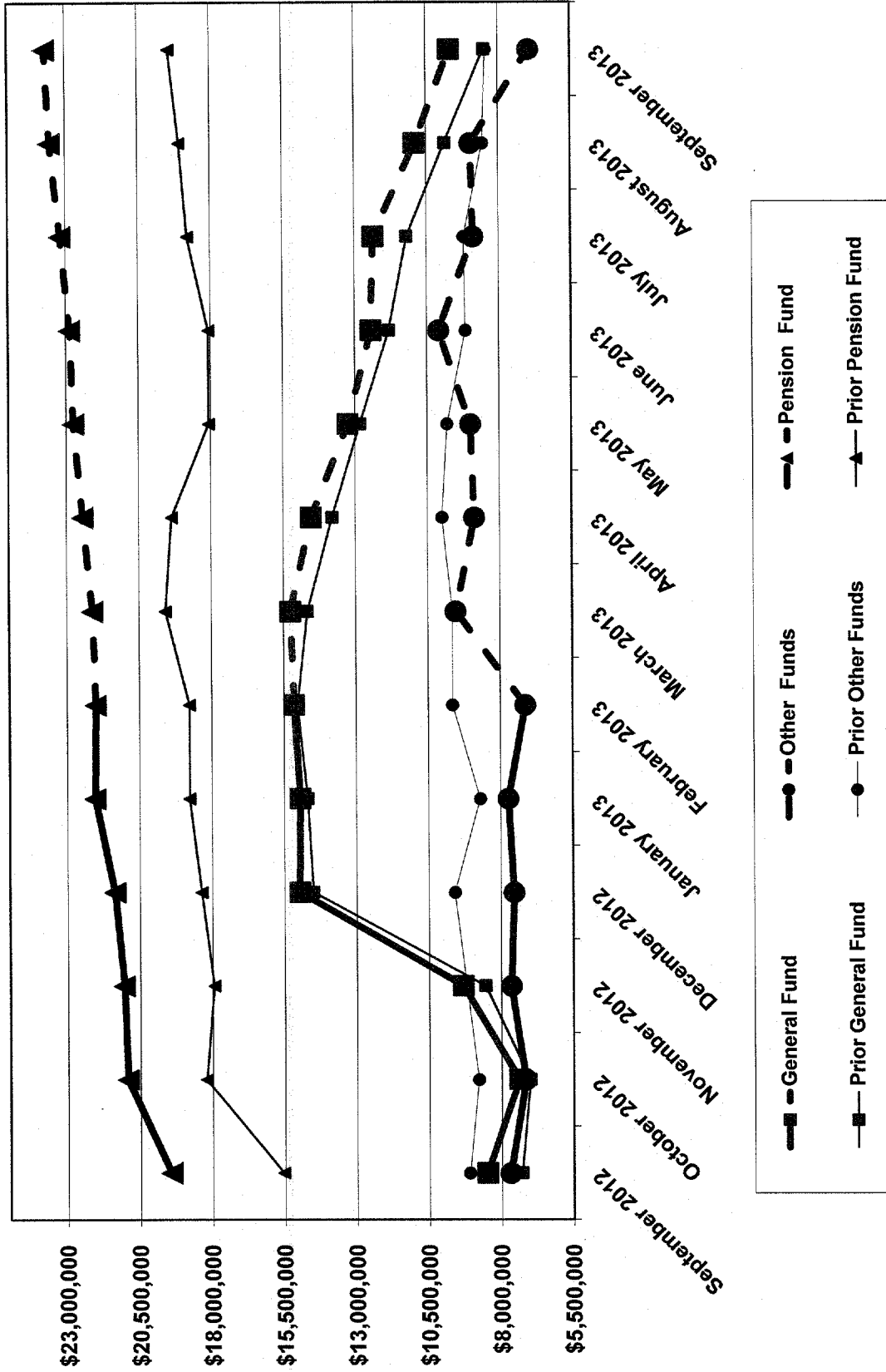
PERCENTAGE OF BUDGET YEAR COMPLETED 42% (ACTUAL TRANSACTIONS STILL PENDING)				
GENERAL FUND REVENUES BY MAJOR CATEGORIES				
Description	2013 Budget	YTD Actual	Dollar Difference	Percentage To-Date
General Property Taxes	\$ 11,832,989	\$ 10,892,343	\$ (940,646)	92.05%
Franchise Taxes	2,628,893	1,222,794	(1,406,099)	46.51%
Local Option Sales Tax	6,537,861	2,786,561	(3,751,300)	42.62%
Other Sales & Use Taxes	718,870	309,069	(409,801)	42.99%
Business Taxes	2,135,151	2,050,479	(84,672)	96.03%
Licenses & Permits	655,664	452,186	(203,478)	68.97%
Intergovernmental/Grants	251,613	95,221	(156,392)	37.84%
Charges for Services - Other	1,137,463	385,435	(752,028)	33.89%
EMS Billings	473,704	244,646	(229,058)	51.65%
Fines & Forfeitures	1,215,392	333,325	(882,067)	27.43%
Investment Income	57,429	16,542	(40,887)	28.80%
Other Revenue	160,146	46,534	(113,612)	29.06%
Other Financing Sources	310,370	102,252	(208,118)	32.95%
Total General Fund Revenues	\$ 28,115,545	\$ 18,937,387	\$ (9,178,158)	67.36%
Surplus Carryover	457,770			
Total General Fund	\$ 28,573,315			

GENERAL FUND EXPENDITURES BY DIVISION AND/OR TYPE				
Division and/or Type	2013 Budget	YTD Actual	Dollar Difference	Percentage To-Date
Executive Services	\$ 395,197	\$ 143,500	\$ 251,697	36.31%
Administrative Services	1,209,180	429,197	779,983	35.49%
Financial Services	1,154,065	419,004	735,061	36.31%
Police Services/Code Enforcement	7,022,968	2,817,540	4,205,428	40.12%
Fire/EMS Services	6,908,103	2,628,256	4,279,847	38.05%
Public Works/Buildings & Grounds/Engineering	5,067,113	1,777,398	3,289,715	35.08%
Community Services	4,287,868	1,548,084	2,739,784	36.10%
Non-Divisional:				
Unemployment Insurance	48,000	5,802	42,198	12.09%
Council Contingency	-	-	-	0.00%
Non-Profit Organizations	22,500	15,000	7,500	66.67%
Transfers to Other Funds	2,652,992	1,309,865	1,343,127	49.37%
Liability Insurance	94,205	2,133	92,072	2.26%
Litigation Services	102,000	87,853	14,147	86.13%
General Administration/Miscellaneous	122,818	17,000	105,818	13.84%
Budgeted Savings	(513,694)	-	(513,694)	0.00%
Total General Fund	\$ 28,573,315	\$ 11,200,632	\$ 17,372,683	39.20%

HOTEL/MOTEL FUND REVENUES				
Description	2013 Budget	YTD Actual	Dollar Difference	Percentage To-Date
Total Hotel/Motel Taxes	\$ 826,112	\$ 306,757	\$ (519,355)	37.13%

HOTEL/MOTEL TRANSFERS OUT				
Type	2013 Budget	YTD Actual	Dollar Difference	Percentage To-Date
Transfer to General Fund	\$ 275,371	\$ 102,252	\$ 173,119	37.13%
Transfer to Tourism Association	550,741	204,505	346,236	37.13%
Total Hotel/Motel Transfers Out	\$ 826,112	\$ 306,757	\$ 519,355	37.13%

CITY OF PEACHTREE CITY
FISCAL YEAR 2013 (with prior year comparison and current year estimates)
MONTHLY ENDING CASH/INVESTMENT BALANCES
(UNAUDITED)



Note: Other Funds include Special Revenue Funds, Capital Projects Funds, Debt Service Funds, Proprietary Funds (including the Stormwater Utility Fund), and Agency Funds.

**CITY OF PEACHTREE CITY
FINANCIAL SERVICES
MONTHLY REPORT
(UNAUDITED)
AS OF FEBRUARY 28, 2013**

SUMMARY OF PURCHASE ORDERS ISSUED OVER \$25,000 APPROVED BY CITY MANAGER FEBRUARY 2013			
Description	Vendor	Award	Date
Ampitheater Sprinkler System Repair & Replacement	Prostar Fire Systems, Inc.	36,388.00	2/5/2013
PURCHASING REPORT FOR MONTH ENDED FEBRUARY 28, 2013 AND FEBRUARY 28, 2012			
Activity	Fiscal Year 2013	Fiscal Year 2012	
Purchase Orders / Requisitions Processed	221	266	
City Store Requisitions Processed	8	14	
Sealed Bids Requested	0	3	
Requests for Proposals	0	0	
Bids Awarded	3	1	
Requests for Proposals Awarded	0	2	
Contracts Prepared	1	1	
Electronic Auction	0	0	
Fixed Assets Purchases	1	1	
Radio replacements for patrol vehicles			

CITY OF PEACHTREE CITY
DONATIONS RECEIVED
FEBRUARY 2013

Donation for Drinking Fountain	PTC Running Club	\$	5,700.00
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TOTAL MONTH OF FEBRUARY 2013		\$	<u>5,700.00</u>
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**CITY OF PEACHTREE CITY
LITIGATION SERVICES
FISCAL YEAR 2013
PAID AS OF FEBRUARY 28, 2013**

Litigation Services (100-1505-579130)

Vendor	Month Paid	Project	Amount
GIRMA	October 2012	EEOC Claim	\$ 5,898.11
GIRMA	October 2012	EEOC Claim	49.40
GIRMA	November 2012	EEOC Claim	3,357.90
HENDERSON & HUNDLEY	November 2012	Haddix vs. City Hall	2,445.00
SUMNER/MEEKER	November 2012	BCS	33.00
SUMNER/MEEKER	November 2012	EEOC Claim	1,577.84
SUMNER/MEEKER	November 2012	Claim	495.00
SUMNER/MEEKER	November 2012	LOST	561.00
SUMNER/MEEKER	November 2012	Mrosek	440.00
SUMNER/MEEKER	November 2012	EEOC Claim	957.00
SUMNER/MEEKER	November 2012	Triad	451.00
SUMNER/MEEKER	December 2012	BCS	176.00
SUMNER/MEEKER	December 2012	EEOC Claim	451.00
SUMNER/MEEKER	December 2012	EEOC Claim	1,167.51
SUMNER/MEEKER	December 2012	EEOC Claim	44.00
SUMNER/MEEKER	December 2012	LOST	2,855.15
SUMNER/MEEKER	December 2012	Mrosek	473.00
SUMNER/MEEKER	December 2012	EEOC Claim	187.00
SUMNER/MEEKER	December 2012	Triad	1,584.00
SUMNER/MEEKER	January 2013	EEOC Claim	275.00
SUMNER/MEEKER	January 2013	BSC	22.00
SUMNER/MEEKER	January 2013	EEOC Claim	1,798.65
SUMNER/MEEKER	January 2013	EEOC Claim	752.84
SUMNER/MEEKER	January 2013	LOST	2,575.51
SUMNER/MEEKER	January 2013	Mrosek	363.00
SUMNER/MEEKER	January 2013	EEOC Claim	33.00
SUMNER/MEEKER	January 2013	Triad	451.00
HENDERSON & HUNDLEY	January 2013	Council / Haddix Case	776.60
SUMNER/MEEKER	February 2013	EEOC Claim	676.95
SUMNER/MEEKER	February 2013	BSC	165.00
SUMNER/MEEKER	February 2013	EEOC Claim	2,222.00
SUMNER/MEEKER	February 2013	LOST	3,135.97
SUMNER/MEEKER	February 2013	Mrosek	517.00
SUMNER/MEEKER	February 2013	EEOC Claim	555.95
SUMNER/MEEKER	February 2013	Triad	330.00
SETTLEMENT	February 2013	EEOC Claim	50,000.00
Total Litigation Services to Date			<u>\$ 87,853.38</u>

February 2013 Litigation Expenses

\$ 57,602.87

ACTIVITY DESCRIPTION	UNIT	October	November	December	January	February	March	April	May	June	July	August	September	FY2013 YEAR-TO-DATE	FY2012 YEAR-TO-DATE
Items - Acquired	Num.	520	693	366	370	289								2,238	2,271
Items - Circulated	Num.	37,687	34,388	29,493	35,752	33,486								170,806	181,251
Items - Loaned to Other Libraries	Num.	1,278	1,134	1,080	1,234	1,205								5,931	5,955
Items - Borrowed From Other Libraries	Num.	2,331	1,871	1,584	2,469	1,973								10,228	10,172
Class Visits	Num.	3	2	0	2	0								7	12
Group Meetings	Num.	46	34	18	25	28								151	146
Monthly Traffic	Num.	29,411	19,097	18,658	18,322	20,453								105,941	96,951
Children's Programs	Num.	22	18	9	17	22								88	77
Number of Participants	Num.	983	368	216	385	652								2,604	2,970
Adult Programs	Num.	4	5	2	3	3								17	13
Number of Participants	Num.	90	43	68	34	120								355	436
Revenue from Overdue Books	Dis.	4,670	4,139	3,839	5,119	5,038								22,805	18,092
Revenue from Copies Made	Dis.	409	651	431	585	714								2,790	2,960
Reference Assistance	Num.	853	1,515	1,128	1,443	1,280								6,219	6,674
Internet Usage	Num.	2,585	2,208	1,873	2,056	1,867								10,589	12,947
Volunteers	Num.	42	39	35	36	42								194	175
Number of Hours Worked	Num.	341	272	195	295	319								1,422	1,307
eBook/Audio Downloads	Num.	923	774	928	1,000	878								4,503	4,405

Notes: Family Stargazing Night on Feb. 9th was "sold out" with 125 attending. March 2 Mobile Planetarium at Kedron "sold out" with 300 people registering online in 15 minutes. Both events were sponsored by the Friends of the Library. Major upgrade to PINES system is scheduled for March 21-24. ILS will be down for the duration of the weekend. Library will be closed Fri March 22 - Sun March 24 with staff reporting to do collection shifting and other projects. Re-roofing of library is scheduled to take place March 8 & April. Staff has begun planning for summer VRP for both children and adults. More to come!

**PEACHTREE CITY POLICE DEPARTMENT
2013 MONTHLY REPORT**

JANUARY 2013

FEBRUARY 2013

2013
Calendar Year to Date

2012
Calendar Year to Date

PART I CRIMES: Criminal Homicide, Forcible Rape, Robbery, Aggravated Assault, Arson, Motor Vehicle Theft, Theft, Burglary

TOTAL PART I CRIMES	36	34	70	95
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<u>DUI ARRESTS</u>	10	7	17	18
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DRUG ARRESTS: Marijuana, Methamphetamine, Cocaine, Other (opium, heroin, etc)

TOTAL DRUG ARRESTS:	3	9	12	13
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OTHER ARRESTS

PROPERTY CRIMES	16	13	29	50
PERSON CRIMES	6	8	14	7
TRAFFIC OFFENSES	17	14	31	31
OTHER	21	34	55	54

<u>CALLS ANSWERED:</u>	4,832	3,512	8,344	9,725
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TRAFFIC:

CITATIONS ISSUED	427	504	931	1,572
CITY ORDINANCES	20	19	39	87
WARNINGS	574	578	1,152	2,189
ACCIDENTS	95	81	176	166

PEACHTREE CITY CONVENTION & VISITORS BUREAU ATTENDANCE RECORD

2 Year Term (unless specified below)

Term of Appointment

February-13

Report Date: Month Year

Name & Term Length (start/end)	Meetings Held Past 12 Months	# of Meetings Member Eligible to Attend	# Meetings Attended	# Meetings Absent	Meeting Dates Absent	Percentage Attendance
Kai Wolter 01/01/12 - 12/31/13	11	11	10	1	2/20/2013	91%
Shayne Robinson Until no longer Recreation & Special Events Chairperson	11	11	10	1	5/16/2012	91%
Sherri Smith Brown 02/2012 - 12/31/13	11	11	8	3	07/18/2012 10/17/2012 2/20/13	73%
Andy Dunn 1/1/2013 - 12/13/14	11	2	2	0		100%
Vanessa Fleisch 1/1/13 - 12/31/13	11	11	10	1	4/18/2012	91%
Airport Authority 1/1/13 - 12/31/13	11	0	0	0		#DIV/0!
Rick Barnes 1/1/12 - 12/31/13	11	11	10	1	11/14/2012	91%
Byron Perryman 1/1/12 - 12/31/14	11	2	1	1	1/16/2013	50%

PLANNING COMMISSION ATTENDANCE RECORD

3-Year Term

February 2013

Term of Appointment

Report Date: Month Year

Name & Term Length (start/end)	Meetings Held Past 12 Months	# of Meetings Member Eligible to Attend	# Meetings Attended	# Meetings Absent	Meeting Dates Absent	Percentage Attendance
David Conner 10/07/10 - 09/30/13	13	13	13	0		100%
Aaron Dally, Vice Chairman 10/10/11 - 09/30/14	13	13	12	1	1/14/2013	92%
Frank Destadio, Chairman 04/21/11 - 09/30/15	13	13	13	0		100%
Robert Napoli 10/01/12 - 09/30/15	13	5	4	0	2/11/2013	80%
Lynda Wojcik 02/23/09 - 09/30/13	13	13	13	0		100%

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: James L. Pennington, City Manager 

FROM: Paul J. Salvatore, Financial Services Director P.S.
Beverly Waldrup, Assistant Finance Director BW

DATE: March 14, 2013

SUBJECT: Fiscal Year 2013 Budget Amendments

March 21, 2013 City Council Consent Agenda

Recommendation:

It is Staff's recommendation that City Council approve the attached budget amendments to the fiscal year 2013 budget resolution.

Discussion:

Attached please find budget amendment 13-009 and 13-010 for fiscal year 2013 submitted for your approval. Budget amendment 13-009 increases the Stormwater Fund budget to account for the increase of Stormwater fees from \$3.95 per ERU to \$6.89 per ERU. The Stormwater budget is also increased to account for the addition of a public properties surcharge established to pay for impervious surfaces associated with streets, cart paths, public buildings and other public facilities which have been historically paid for out the City's General Fund. The General Fund expenditure budget is reduced for the last half of FY2013 by the amount of the surcharge. Budget amendment 13-010 establishes a budget for Stormwater projects and bond issuance costs to be funded out of 2013 revenue bond proceeds.

Budget Impact:

The rate adjustments increase the FY2013 Stormwater Fund revenue and expense budgets by \$413,789. The General Fund budget is reduced by \$177,818.

Bond proceeds from the current 2013 series issuance will provide \$7,507,533 for funding Stormwater infrastructure projects and bond issuance costs.

Attachment

CITY OF PEACHTREE CITY

DATE 3/14/2013

AMENDMENT NUMBER 13-009

ACCOUNT			DESCRIPTION	INCREASE	DECREASE
521	4250	344261	STORMWATER CHGS - AR-TIER I	1,331	
521	4250	344262	STORMWATER CHGS - AR-TIER II	13,869	
521	4250	344263	STORMWATER CHGS - SFR-TIER I	82,991	
521	4250	344264	STORMWATER CHGS - SFR-TIER II	155,001	
521	4250	344265	STORMWATER CHGS - SFR-TIER III	114,977	
521	4250	344266	STORMWATER CHGS - NSFR-A	732	
521	4250	344267	STORMWATER CHGS - NSFR	282,663	
521	4250	344268	STORMWATER CHGS - CITY PROPTY		10,007
521	4250	344269	STORMWATER CHGS - CITY INFRST		167,812
521	4250	389000	OTHER REVENUE	20	
521	0000	389025	SURPLUS CARRYOVER		59,976
521	4250	521200	PROFESSIONAL SERVICES	50,000	
521	4250	521245	CONTRACTUAL SERVICES	100,000	
521	4250	521300	TECHNICAL SERVICES	75,000	
521	4250	522200	EQUIPMENT REPAIR & MAINTENANCE	5,000	
521	4250	522300	RENTALS	10,000	
521	4250	523400	PRINTING & BINDING	7,000	
521	4250	523450	POSTAGE	2,000	
521	4250	523600	DUES & FEES	400	
521	4250	523700	EDUCATION & TRAINING	500	
521	4250	531150	OFFICE SUPPLIES	1,000	
521	4250	531175	OPERATING SUPPLIES	33,000	
521	4250	531270	GASOLINE	1,500	
521	4250	531285	DIESEL FUEL	2,000	
521	4250	531650	SMALL TOOLS & EQUIPMENT	5,000	
521	4250	531725	UNIFORMS	1,000	
521	4250	582100	REVENUE BOND INTEREST	120,389	
100	4250	531290	STORMWATER UTILITY CHARGES		177,818
100	0000	389025	SURPLUS CARRYOVER		177,818
Total Revenue Budget				\$ 651,584	\$ 415,613
Total Expenditure Budget				\$ 413,789	\$ 177,818
Amend Stormwater Enterprise Fund and General Fund budgets to account for the Stormwater rate increase.					

**CITY OF PEACHTREE CITY
BUDGET AMENDMENT**

DATE 3/14/2013

AMENDMENT NUMBER 13-010

ACCOUNT	DESCRIPTION	INCREASE	DECREASE
521 4250 393105	Bond Proceeds	7,507,533	
521 4250 541921	Rockspray pond rehabilitation	911,000	
521 4250 541945	BSC pond stilling basin repairs	120,000	
521 4250 541941	Kedron ponds east rehabilitation	600,000	
521 4250 541940	Kedron ponds west rehabilitation	600,000	
521 4250 541931	Golfview Drive drainage system replacement	1,294,000	
521 4250 541934	Harbor Loop drainage system replacement	1,800,000	
521 4250 541946	Pipe lining Woodsdale/Lenox Road	450,000	
521 4250 541947	Pipe lining program / misc. projects	1,480,373	
521 4250 584000	Issuance Costs	252,160	
Total Revenue Budget		\$ 7,507,533	\$ -
Total Expenditure Budget		\$ 7,507,533	\$ -
Set up capital budgets for projects to be funded by 2013 bond proceeds.			

Budget Totals

	Current Budget	Proposed Amendments	Adjusted Budget
Stormwater Fund Revenue Budget	\$ 2,433,055	\$ 7,743,504	\$ 10,176,559
Stormwater Fund Expenditure Budget	2,358,996	7,743,504	10,102,500
General Fund Revenue Budget	\$ 28,573,315	\$ (177,818)	\$ 28,395,497
General Fund Expenditure Budget	28,573,315	(177,818)	28,395,497

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and City Council

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

FROM: Joe O'Connor, Interim Fire Chief

DATE: March 14, 2013

SUBJECT: Request to Purchase Self Contained Breathing Apparatus & Cylinders

Recommendation:

The Fire Department requests authorization to purchase four (4) Scott brand Self Contained Breathing Apparatus (SCBA) (p/n AP-2140203200202) and thirty six (36) each Scott brand SCBA cylinders with valve assemblies (p/n 804722-01) from Municipal Emergency Services (MES) for the total price of \$ 47,071.84.

Discussion:

Self contained breathing apparatus cylinders have a maximum service life of 15 years under ideal circumstances. Several years ago it was identified that the majority of the fire department's one hundred and forty (140) cylinders would reach their end of life during 2014. During the fiscal year 2013 budget process, the Fire Department was authorized to purchase the second of three rounds of self contained breathing apparatus cylinders in the estimated amount of \$50,100.00.

The City's Purchasing Agent with assistance from Firefighter/Paramedic Gary Meyer prepared a bid package to replace some of the expiring cylinders with identical carbon fiber wrapped with valve assembly 45 minute/4,500 psi cylinders from the same manufacturer, Scott in order to maintain NIOSH safety compliance. Bid packages were sent to fifteen (15) vendors with two responsive bids: Municipal Emergency Services (MES) from Sandy Hook, CT for \$ 855.00 each and Wise Safety & Environmental for \$ 953.40 each. During the evaluation of existing breathing apparatus it was determined that the department needed four additional complete air packs. The low bidder MES provided a quote of \$ 4,072.96 for each air pack.

Purchasing four air packs and thirty-six cylinders from the low bidder this year will meet our immediate need, completing this project and any anticipated expense in the 2014 budget.

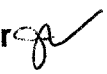
Budget Impact:

The Fire Department 2013 operating budget allocated \$ 50,100.00 (100-3510-54-2050) for the second year of this project. This purchase of four air packs for a total of \$ 16,291.84 and thirty-six cylinders for \$30,780.00 for a grand total of \$ 47,071.84 will be \$ 3,028.16 under budget.

CITY OF PEACHTREE CITY
INTEROFFICE MEMORANDUM

TO: Mayor & Council Members

VIA: James L. Pennington, City Manager 

FROM: Jonathan N. Rorie, Community Services Director 

DATE: March 15, 2013

SUBJECT: Consider Capital Improvement Project to the Batting Cages at the
Baseball/Soccer Complex
March 21, 2013, City Council Meeting

Recommendation:

Staff recommends approval of the installation of lighting for the batting cages at the Baseball/Soccer Complex.

Discussion:

Based upon our facility use agreements associations are not allowed to alter, add, delete or improve the facilities without prior written consent by the City. The purpose of pre-approval is to insure that improvements meet existing applicable City codes and become and remain City property.

As attached the current proposal is for the installation of lighting in the batting cages at BSC. The cost of the proposal is approximately \$10,000. All funding for the installation and use of the lights will be borne by the three baseball associations. If approved, staff will prepare an amendment to the Baseball Association Agreements specifically detailing the responsibility for installation, use, maintenance and electrical charges of the batting cage facility as an association responsibility.

Budget Impact:

The associations will fund the entire cost of installation, maintenance, and electrical charges for the facility upgrades.

Mayor Don Haddix
Council Member Post 1 Eric Imker
Council Member Post 2 George Dienhart
Council Member Kim Learnard
Council Member Vanessa Fleisch
Recreational and Special Events Coordinator Cajen Rhodes
Public Services Director Mark Caspar
151 Willowbend Road
Peachtree City, GA 30269

Mayor Haddix, City Council Members and Staff,

On behalf of Peachtree City Travel Baseball (PTB), I want to send a collective thank you to the city. Over the past 18 months we have seen, and appreciate, the work being performed at the Baseball and Soccer Complex (BSC) and the Braelinn Recreational Complex (BRC). With the city led improvements and continued efforts of volunteers, the fields are in better shape than any of the previous 6 years and we are anxious for baseball to start again.

As you know, the three local baseball clubs- PTB, Peachtree City Little League (PTCLL), and Big League (BL), raised funds several years ago and built a covered batting cage structure at the BSC. It is a great asset to the clubs and the city and enjoyed by thousands of local youth baseball players each season.

We now want to improve on these cages by the addition of lights. Lighted cages will allow usage during overcast days and past sundown, increasing the options for our managers and teams. The use of lights also provides a safer environment in low light conditions. We have obtained bids for the lights (from Cooper Lighting, attached) and for the labor and miscellaneous supplies required for installation (Frontier Electric, also attached). The electrician is one familiar to the city and will follow all code requirements.

The clubs will fund the entire cost of the installation. The lights to be used are LED and the anticipated power consumption is negligible. Even though the anticipated consumption is small, and would probably not alter the existing power bills for the facility, the installation will include an independent meter. PTCLL will be the subscriber for all electrical consumption on this meter and two clubs (PTB and PTCLL) will incur all costs associated with the account. Neither the installation or future usage of the lights will cost the city.

PTB, PTCLL, Cooper Lighting and Frontier Electric are all prepared to move on this project. The installation can be performed in time for usage in the 2013 spring baseball season. On behalf of both organizations, we hope the city approves this project. I can be reached at the listed phone number and e-mail for any questions or concerns. Thank you in advance

for your attention in this matter.

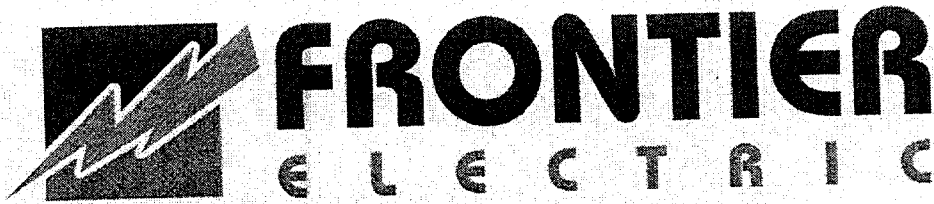
Sincerely,

A handwritten signature in dark ink, appearing to read 'Robert Norton', with a stylized, cursive script.

Robert Norton
President, Peachtree City Travel Baseball
404-569-7114
RMNorton2@yahoo.com

With concurrence of;

Brandon Taylor
President, Peachtree City Little League
404-210-2052
btaylor@webb-firm.com



P.O. BOX 2704
PEACHTREE CITY, Ga. 30269
email: frontierelectric@bellsouth.net

Phone 770-652-1451

Fax 770-487-2871

TO: PTC Little League

ATTN: Rob Norton

DATE: January 16, 2013

ELECTRICAL PROPOSAL

PROJECT: Batting Cage Lighting

- Furnish and install (1) new 120/240 Volt single phase 200 Amp electrical service with a Fused disconnect cut-off switch and (1) 125 Amp Main lug (copper bus bar / bolt-in breakers) electrical load center. New service to be independent of any city of Peachtree City electrical service metering devices.
- Provide all necessary conduit, wiring and devices (including trenching and asphalt cutting/repair) for 16 LED strip light fixtures (provided by others) and install light fixtures.
- Furnish and install (1) new lockable metal enclosure with (6) single pole toggle switches, (1) Intermatic time clock controller and (1) weatherproof duplex receptacle.
- Coordinate all work with Georgia Power and the City Of Peachtree City.
- Obtain necessary permits and underground utility locations.

TOTAL: \$6795.00

Project Name: Rob Norton PTC Little League
Quotation #: 000-64224-000

Issued On: 01/14/2013



Project Number: 000-01496
Project Location: Peachtree City, GA
Agent Contact:

Bid Date: 01/14/2013
Issue Date: 01/14/2013
Expiration Date: 03/15/2013

Comments:

All

Three fixtures per bay, Six bays per pavilion.

This is a special "Friends of the Industry" quote.

* This is a "cash in advance purchase" only

* This is a 0% commission quote

* These sales are not included in your Sales performance goals

* It cannot be used with any other promos

* Customer is responsible for all taxes

* Please review BOM carefully - No returns are allowed on these transactions.

* Cooper Lighting freight terms apply

* Quoted price does not include freight or taxes

* When ordering the BOM, please send a copy of the quote to Sampleorders@Cooperindustries.com or Heather Brantley at

Heather.Brantley@Cooperindustries.com

* Heather Brantley will have to provide the exact freight charges and taxes that will be applied.

* Please send payment to Cooper Lighting in care of Dorothy Stone, reference the quote number and order number that Heather Brantley provides.

Items

Ln	Qty	Type	Manufacturer	Catalog # / Line Comments	Unit Price	Ext. Price
1	18		Cooper	VT-LD2-68DR-UNV-L840-CD2-WL-U	\$172.85	\$3,111.30
Total						\$3,111.30

Cooper Terms and Conditions:

1. This assumes standard Cooper transportation methods and carriers are used.
2. Special transportation requirements including city delivery truck, union driver, or lift gate may increase cost and require additional charges.
3. Quotes and Orders for Corelite, Ametrix and Neo-Ray reflects \$5,000 FFA

Manufacturer:

Note:

Quotation Notes:

Additional Comments:

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council Members

VIA: City Manager 
Community Services Director
City Engineer

FROM: Planning and Zoning Administrator *David*

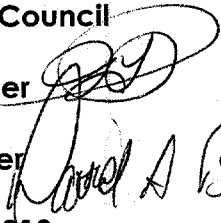
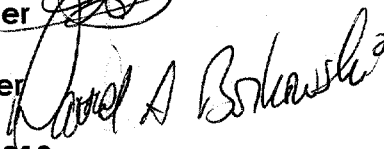
DATE: March 14, 2013

SUBJECT: Proposed Variance – Dominion Partners (V-2013-03)
March 21, 2013 City Council agenda

At the request of the Applicant, Staff is recommending this item be continued until the April 4, 2013 City Council meeting.

CITY OF PEACHTREE CITY

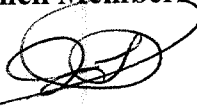
INTEROFFICE MEMORANDUM

TO: Mayor and Council
VIA: City Manager 
FROM: City Engineer 
DATE: March 15, 2013
SUBJECT: Awarding of Library Roof Replacement
March 21, 2013 Council Meeting

Staff and City Attorney are continuing to research and request item to be continued to the April 4th Council meeting.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor & Council Members
FROM: City Manager 
DATE: March 15, 2013
SUBJECT: Consider Charter Amendment – Oath of Office
March 21, 2013, City Council Meeting

Recommendation:

That Council discuss the attached proposed amendment to Charter regarding the Oath of Office. If Council wishes to enact the amendment, the motion should be for initial adoption of the amendment.

Discussion:

Several months ago, Council Member Fleisch asked to have the City's Oath of Office amended to reflect some of the elements used in the firefighter oath. The oath in the Charter also needed updating to reflect language mandated by State law.

To enact a charter change of this nature, legal ads must be placed for three weeks prior to final adoption, and Council must consider and adopt the change at two meetings. If Council opts to move forward with the change, the item will be brought back on April 4 for final adoption. The legal ads were placed for March 20, March 27, and April 3.

Budget Impact:

This item should have no budgetary impact.

AN ORDINANCE TO AMEND THE MUNICIPAL CHARTER OF THE CITY OF PEACHTREE CITY, GEORGIA, AS AMENDED, TO PROVIDE FOR THE OATH OF OFFICE FOR THE ELECTED OFFICIALS OF THE CITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF PEACHTREE CITY, and it is hereby ordained by authority of the same, that:

Section 1. Article II, Section 2.7, subparagraph of the City Charter, as amended, be further amended as follows:

Sec. 2.7. - Date of municipal general election; election of mayor and councilmembers, post designation; assuming office; term; oath.

(f) Candidates elected to office shall on or before the day of assuming office qualify by taking and subscribing before the municipal judge, the mayor, or some other officer authorized by law to administer oaths, the following oath:

~~"I do solemnly swear or affirm that I will well and truly perform the duties of (mayor) (mayor pro tem) (councilmember) of Peachtree City by adopting such measures as in my judgment shall be best calculated to promote the general welfare of the inhabitants of Peachtree City and that I will support and defend the Charter and ordinances thereof as well as the constitution and laws of the State of Georgia and of the United States of America. So help me God."~~

"I do solemnly swear or affirm that I will faithfully execute my duties of (OFFICE) of the City of Peachtree City, Georgia. I will uphold my responsibilities with integrity, dedication, and diligence to serve our citizens to the best of my ability. I will support and defend the constitution of the United States of America, the constitution of the State of Georgia, and the Charter of the City of Peachtree City.

I do further swear that I am not the holder of any unaccounted for public money due this State or any political subdivision or authority thereof; that I am not the holder of any office or trust under the government of the United States, any other state, or any foreign state which, by the laws of the State of Georgia, I am prohibited from holding; and that I am otherwise qualified to be a public officer according to the Constitution and Laws of the State of Georgia.

I duly affirm that I will act at all times in a manner befitting the trust and confidence placed in me by those I serve; I will take pride in all my endeavors; and will treat my subordinates, peers, and constituents with respect.

So Help Me God.

Said oath shall include any additional language prescribed by state law.

Such oath shall be filed with the city clerk, who shall record the same upon the minutes of the meeting of the council of Peachtree City and as provided by state law, next following such

filing, unless such oath is filed during a regular meeting of the said council in which latter case such oath shall be recorded upon the minutes of the meeting then in session.

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

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

Section 4. This ordinance shall be in full force and effect upon its adoption.

This _____ day of _____ 2013.

Don Haddix, Mayor

Attest: _____
City Clerk

City Council of Peachtree City
REVISED AGENDA
March 21, 2013
7:00 p.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Announcements, Awards, Special Recognition**
Recognize Art Sivertsen – 10 Years of Service
Matt Forshee & Emily Poole, FCDA Update
- IV. 10-Minute Talk – Pam Young, Southern Conservation Trust**
- V. Public Comment**
Any member of the public attending the meeting may comment on any issue or item that is not included on the agenda. The time limit is two (2) minutes.
- VI. Agenda Changes**
- VII. Minutes**
March 7, 2013, Regular Meeting Minutes
- VIII. Monthly Reports**
- IX. Consent Agenda**
 - 1. Consider Stormwater Fund Budget Amendment**
 - 2. Consider Purchase of Self Contained Breathing Apparatus & Cylinders**
 - 3. Consider Capital Improvement to the Batting Cages at Baseball/Soccer Complex**
 - 4. Consider Confirmation of Emergency Expenditure for AV Equipment Repair & Upgrade**
 - 5. Consider Grant Application for Metro Atlanta Traffic Enforcement Network (MATEN)**
- X. Old Agenda Items**
 - 03-13-02 Public Hearing – Consider Variance to Floodplain Management/ Floodplain Protection Ordinance, Somerby Project, Rockaway Road**
Request from Applicant to continue to April 4
 - 03-13-04 Consider RFP for Library Roof Installation**
Request from Applicant to continue to April 4
- XI. New Agenda Items**
 - 03-13-10 Public Hearing – Consider Amendments to the City Charter (Initial Adoption) – Oath of Office**
 - 03-13-11 Consider RFP for BCS Pond Repairs**
~~Memo to be ready Monday~~ **Memo Included**
- XII. Council/Staff Topics**
Hot Topics Update
Review of Amendment to Purchasing Ordinance Approved August 1, 2012
- XIII. Executive Session**

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

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: CITY COUNCIL AND MAYOR

VIA: JAMES PENNINGTON, CITY MANAGER 
PAUL SALVATORE, FINANCE DIRECTOR 

FROM: H.C. "SKIP" CLARK II, CHIEF OF POLICE 

DATE: MARCH 18, 2013

SUBJECT: GOHS / MATEN HIGHWAY SAFETY GRANT

Recommendation:

The Police Department is requesting to accept grant funding from the Georgia Governor's Office of Highway Safety (GOHS) via the Metro Atlanta Traffic Enforcement Network (MATEN) for the amount of \$20,000 (to be allocated as described below).

Discussion:

This grant is funded by the Georgia Governor's Office of Highway Safety (GOHS) and administered by the Metro Atlanta Traffic Enforcement Network via the Peachtree City Police Department. The purpose of the grant is to facilitate the accomplishment of the Governor's goal to improve highway safety and reduce the number of injuries and deaths on Georgia roadways. The selection of our agency to administer this grant is based upon the election of one of the Police Department's Lieutenants as the Metro Atlanta Traffic Enforcement Network (MATEN) Coordinator. MATEN is a network of the 61 law enforcement agencies that provide traffic enforcement services to the Metro Atlanta area and is aimed at facilitating improved practices and better overall traffic safety among participating areas.

The grant has a maximum value of twenty thousand dollars (\$20,000) and is divided into three components; Seven thousand five hundred dollars (\$7,500) is allocated to the administering agency (Peachtree City in this case) for the purchase of traffic safety equipment as an incentive for their participation in allowing an employee to allocate time to assist in facilitating the network. Seven thousand five hundred dollars (\$7,500) is to be allocated to purchasing incentive items to be distributed at MATEN meetings to attending agencies to encourage participation in network events. Five thousand dollars (\$5,000) is allocated to any travel expenses the coordinator may incur attending designated highway safety conferences. All purchases are to be made by Peachtree City and are then 100% reimbursed by GOHS per the agreement.

The Peachtree City Police Department is honored to be selected as a recipient of this funding and have the opportunity to further serve the citizens of the City of Peachtree City.

CITY OF PEACHTREE CITY
RECREATION REVENUE
AS OF FEBRUARY 28, 2013
WITH COMPARISONS TO FEBRUARY 28, 2010, 2011, & 2012

	ACTUAL THRU FEBRUARY		ORIGINAL BUDGET FY 2013	BUDGET ADJUSTMENTS FY 2013	CURRENT BUDGET FY 2013	ACTUAL THRU FEBRUARY 2013
	FY 2010	FY 2011				
RECREATION REVENUE						
Program Fees - Recreation	\$ 46,279	\$ 48,583	\$ 187,533.00	\$ -	\$ 187,533	\$ 56,606
Program Fees - Kedron	39,799	51,179	188,268	-	188,268	50,123
Program Fees - Kedron Open Gym	-	-	17,275	-	17,275	6,516
Facility Maintenance Rec.- Athletic Assoc.	-	-	93,000	-	93,000	16,760
Facility Maintenance Ked- Athletic Assoc.	-	-	\$62,500	-	62,500	12,130
Facility Rental - Recreation	860	2,366	8,000	-	8,000	1,869
Facility Rental - Kedron	3,779	3,608	17,789	-	17,789	8,179
Program Fees - Pool Fees/Passes	33,371	49,340	96,042	-	96,042	19,460
Program Fees - Kedron Swim Teams	-	-	6,000	-	6,000	12,053
Program Fees - Kedron Swim Lessons	-	-	24,000	-	24,000	1,960
Program Fees - Rec Pool Revenue	2,395	-	12,000	-	12,000	173

\$ 126,483	\$ 155,076	\$ 122,582	\$ 712,407	\$ -	\$ 712,407	\$ 185,829
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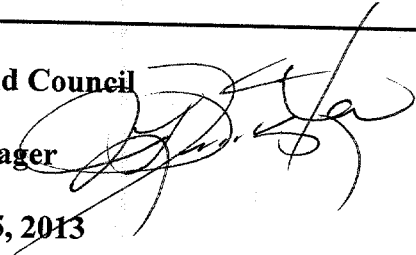
Recreation Programming Notes- Trinity Christian School and "Dare to Dream" both began utilizing Riley Track this month by renting times that are available. Fayette County Lacrosse began renting a field at Braelinn and Riley for practices and games. Our Winter Basketball League wrapped up this month with 16 teams participating in two different divisions. The PTC Youth Basketball Association wrapped their season up with a championship weekend on the 9th and 10th. The Knights of Columbus held a Free Throw Contest at Kedron on the 11th with three PTC children making it to the district tournament.. We hosted a Nike Basketball camp the 20th- 22nd. The Campus wrapped their basketball season up at Kedron on the 11th.

Special Events Notes- The Kedron Heart Race was scheduled for the 9th at Kedron Elementary and surrounding carl paths. We hosted a Star Gazing event on the Glenloch Soccer fields on the 9th. The Coca Cola Space Center participated in the event along with the Friends of the Library to make the event successful. We hosted our annual Father Daughter Valentine Dance at Kedron on the 16th. The event was full and everything ran smoothly as expected. There were multiple BMX Clinics, practices and races during the month of February in preparation for their 30th anniversary event.

Tournaments Notes- No tournaments were scheduled for the month of February. Work continues with planning of the tournaments that are booked for this upcoming

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council
FROM: City Manager 
DATE: March 15, 2013
SUBJECT: Confirmation of Emergency Expenditure for Audio Visual Equipment Repair and Upgrade

Recommendation:

The City Manager recommends the confirmation and approval of an agreement with *Sound Principles* to provide emergency repairs and upgrade to the Council/Court Chambers audio and visual equipment

Discussion:

On March 13, 2013 major problems were experienced with the Council/Court Chambers audio visual systems. The systems failed to function during Court preempting the necessary recording and presentation of visual/audio proceedings. In addition, the City Clerk's office experienced problems with significant gaps in recent recordings. Further checks revealed that the on-line streaming was not working well and that there were serious sound difficulties detectable both from individuals in the Council Chambers and in the streaming.

Since we must have a working system for both Court and Council, I determined that this was an emergency and authorized staff to proceed to obtain a qualified company to fix the problem as soon as possible. It was determined that the most practical, immediate and cost effective path was to contact *Sound Principles* for pricing and installation timing. *Sound Principles* was a logical choice since they had completed the upgrade of the *Fred's* sound system.

On March 14th, *Sound Principles* reviewed the system, determined the problems and prepared a plan for repair and upgrade. The company began work on March 15th to provide temporary system. It was determined that since much of the main equipment is approximately 20 years old, a band aid approach was not appropriate. The goal is to have a temporary system functional for court and council meetings the week of March 18th. It will take approximately 30 days to complete the full system update.

Budget:

The city received a very favorable quote of \$13, 426 from *Sound Principles* and I ordered the work to begin as this was an emergency. Funds are available in general administration contingency.

Attachment

Invoice #2708

Sound Principles

Pro Multimedia Group
Consulting - Acoustical Design - Installation
Sound Systems - Video Systems - Lighting Systems

The Show Business Sound and Lighting Inc.

7576 Southlake Pkwy
Jonesboro, GA 30236
Phone: 770-477-6227
www.theshowbusiness.com
matt@theshowbusiness.com
Fax: 770-472-3727
3/14/13

Rep: MR
Load In: TBD
Performance:
Load Out:

Location: PTC Council Chambers
Project Name: Audio System and Design - Recording and Live sound

P.O. No.

Bill To: Peachtree City

Contact: Paul Salvatore

Address: 151 Willowbend Road
Peachtree City, GA 30269

Phone: 770 487-7657

Cell:

E-Mail: Psalvatore@peachtree-city.org

Deposit Received: \$0.00

Invoice Subtotal: \$8,951.00

Tax Rate: 7.00%

Labor: \$4,475.00

Invoice Total: \$13,426.00

Total Amount Due:

Amount Paid:

Quantity	Description	Unit Price	Amount
1	Mackie 1604 VLZ3 16 channel rack mount mixer	\$899.00	\$899.00
1	Rack Mount kit for Mackie Mixer	\$63.00	\$63.00
1	Presonus audio box usb 2 channel interface to record to computer w/ software	\$189.00	\$189.00
1	Cable bundle for all interconnect w/ amps and equipment	\$1,042.00	\$1,042.00
2	QSC RMX 1850HD power amplifier	\$639.00	\$1,278.00
10	JBL control 28 speakers w/ mount	\$228.00	\$2,280.00
2	Rack mount kits to mount existing Shure wireless systems	\$55.00	\$110.00
5	Shure MX 418 goose neck microphones (will replace existing bench microphones)	\$199.00	\$995.00
5	Shure MX 396/C Tri Element flat desk top boundary mic	\$419.00	\$2,095.00
	Deposit of \$8426.00 is due to order equipment and install loaner system		
	Balance of \$5000 due upon completion		
	*Will add new USB interface to existing computer for audio recording		
	*Customer to pull cable from bench area back to equipment closet behind bench		
	*Will run new cable for computer audio to mixer to play through new speakers		
1	Installation of speakers, Mixer and amp and recording signal runs to new audio laptop	\$3,255.00	
1	Loaner / temporary system to be installed and stay until new system installs	\$1,220.00	
1	Package and Design price		
	Basic instruction and operation of system complete		
	*If applicable customer to be billed for or provide lift/special scaffolding and electrical expense		
Customer	Signature	*Prices good for 30 days	

Subtotal \$8,951.00

Tax \$0.00

Labor \$4,475.00

Total \$13,426.00

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CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: CITY COUNCIL AND MAYOR

VIA: JAMES PENNINGTON, CITY MANAGER 
PAUL SALVATORE, FINANCE DIRECTOR 

FROM: H.C. "SKIP" CLARK II, CHIEF OF POLICE 

DATE: MARCH 18, 2013

SUBJECT: GOHS / MATEN HIGHWAY SAFETY GRANT

Recommendation:

The Police Department is requesting to accept grant funding from the Georgia Governor's Office of Highway Safety (GOHS) via the Metro Atlanta Traffic Enforcement Network (MATEN) for the amount of \$20,000 (to be allocated as described below).

Discussion:

This grant is funded by the Georgia Governor's Office of Highway Safety (GOHS) and administered by the Metro Atlanta Traffic Enforcement Network via the Peachtree City Police Department. The purpose of the grant is to facilitate the accomplishment of the Governor's goal to improve highway safety and reduce the number of injuries and deaths on Georgia roadways. The selection of our agency to administer this grant is based upon the election of one of the Police Department's Lieutenants as the Metro Atlanta Traffic Enforcement Network (MATEN) Coordinator. MATEN is a network of the 61 law enforcement agencies that provide traffic enforcement services to the Metro Atlanta area and is aimed at facilitating improved practices and better overall traffic safety among participating areas.

The grant has a maximum value of twenty thousand dollars (\$20,000) and is divided into three components; Seven thousand five hundred dollars (\$7,500) is allocated to the administering agency (Peachtree City in this case) for the purchase of traffic safety equipment as an incentive for their participation in allowing an employee to allocate time to assist in facilitating the network. Seven thousand five hundred dollars (\$7,500) is to be allocated to purchasing incentive items to be distributed at MATEN meetings to attending agencies to encourage participation in network events. Five thousand dollars (\$5,000) is allocated to any travel expenses the coordinator may incur attending designated highway safety conferences. All purchases are to be made by Peachtree City and are then 100% reimbursed by GOHS per the agreement.

The Peachtree City Police Department is honored to be selected as a recipient of this funding and have the opportunity to further serve the citizens of the City of Peachtree City.

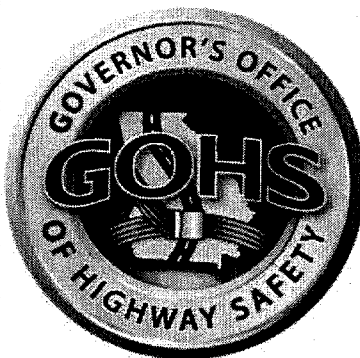
As part of this grant we must enter an agreement/certification with the State of Georgia Governor's Office of Highway Safety. This agreement constitutes a Grant Application with standard reporting criteria, conditions, and terms. The funded equipment would be used within our traffic enforcement activities such as Road Safety Checks, traffic saturation patrols, and overall efforts to reduce driving while under the influence, increase wearing of seatbelts and use of child restraints. In the event of a traffic fatality, the equipment would aid our investigation.

Acceptance of this grant allows the Police Department to obtain, at no cost, additional equipment and that would otherwise not be obtainable without significant budgetary impact to the City. Implementation of this equipment will improve the efficiency and function of the department's traffic safety efforts.

Budget Impact:

There is no budget impact to the City. This is a fully funded, non-matching grant.

HCC/mm



GEORGIA HIGHWAY SAFETY GRANT APPLICATION

Governor's Office of Highway Safety
7 Martin Luther King Jr Drive, Suite 643
Atlanta, Georgia 30334
Tel: (404) 656-6996 Fax: (404) 651-9107
www.gahighwaysafety.org

GRANT TERMS, CONDITIONS AND CERTIFICATION

GRANT TERMS AND CONDITIONS

1. AVAILABILITY OF FEDERAL FUNDS:

All grant awards are contingent upon the availability of federal funds.

2. APPLICABLE FEDERAL REGULATIONS:

Grantees must comply with all applicable federal and state laws and requirements including those in 49 CFR Part 18 and the following Office of Management and Budget (OMB) Circulars:

- OMB Circular A-87 - Cost Principles for State, Local and Indian Tribal Government
- A - 21 - Cost Principals for Institutions of Higher Education
- OMB Circular A-133 - Audit of State and Local Governments, Non-Profit Organizations (same as 49CFR Part 90)
- OMB Circular A-122 - Cost Principles for Non-profit Organizations
- State of Georgia Senate Bill 474 Audit Requirements for private, Non-Profit Organizations
- O.C.G.A. § 10-12-1

Note: OMB Circulars may be viewed on the World Wide Web at: www.1800net.com/nprc/ State of Georgia Senate Bill 474 Requirements: www2.state.ga.us/departments/audit.

3. AUDIT REQUIREMENTS

Grantee agrees to comply with the following audit requirements:

Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions OMB Circular A-133.

An entity includes not only the grantee, but also the entire jurisdiction. As an example, if your agency were a city police department the entity would encompass the entire city. If your agency were a county agency, the entity would encompass the entire county. Therefore, to determine if your agency falls within the requirements to submit an audit, the federal funds for the entire city, county, etc. must be considered, not just the funds expended in your grant.

The audit requirements are established to determine whether (a) financial operations are conducted properly, (b) the financial statements are presented fairly, (c) the organization has complied with laws and regulations affecting the expenditure of federal funds, (d) internal procedures have been established to meet the objectives of federally assisted programs, and (e) financial reports to the Federal Government contain accurate and reliable information. In an organization wide audit, GOHS funds must be clearly identified using the catalog of Domestic Federal Assistance (CDFA) number of 20.600.

Audits shall be carried out in accordance with generally accepted auditing standards as adopted by the American Institute of Certified Public Accountants Guidelines for the Audit of State and Local Governments, as well as the booklet "Standards for Audit of Governmental Organizations, Programs, Activities and Functions," by the Comptroller General of the United States and OMB Circulars A-133 or A-110 whichever is applicable.

The audit report must include as a minimum the following:

- Financial statements including a supplemental schedule covering federal funds expended during the audit period.

- A study and evaluation of the recipient's internal control system.
- A study and evaluation of the contracting agency's compliance with the laws and regulations for federally funded programs.
- A schedule of all questioned costs and incidents of noncompliance related to the federally funded project.

The grantee's response to all findings and questioned costs, including corrective action taken or planned and the disposition of questioned costs, must accompany the audit report. This information must be sent to GOHS within 30 days of receipt of the audit report.

Failure to furnish an acceptable audit, as determined by the state and/or federal cognizant audit agency, may be a basis for denial and/or refund of federal funds. Federal funds determined to have been misspent are subject to refund or other resolution.

4. ACCESS TO RECORDS

The Governor's Office of Highway Safety, the Comptroller General of the United States, or any of their authorized representatives, shall have the right to access any pertinent books, documents, papers and records of the grantee or subcontractor for the purpose of making audits, examinations, excerpts and transcripts.

5. ACCOUNTING RECORDS/SOURCE DOCUMENTATION

The grantee must maintain an accounting system, which identifies the source and application of all funds provided for the grant's activities. The system must record and summarize financial transactions in a manner sufficient to permit the required reports to be prepared from them. These financial transactions should be recorded in books of original entry (cash receipts and disbursement journals) and summarized through the use of ledgers, which identify the financial results of the grant's activities. All transactions should be adequately documented and identified in the accounting records in order that they can be traced from the original source documents to the accounting records and then to the monthly claim for reimbursement submitted to GOHS.

The grantee must support accounting records with source documentation such as cancelled checks, paid bills, etc. When personal services are funded as part of the grant, the agency shall maintain the following additional documentation:

- payroll records;
- time distribution and attendance records for individual employees;
- salaries and wages of employees, chargeable to more than one project or cost;
- appropriate time distribution records showing time allocated to each function.

Documentation for matching funds must also meet the criteria above.

Support of salaries and wages

Where grantee employees are expected to work solely on a single Federal Award or cost objective, charges for their salaries and wages must be supported by semi-annual certification. This document verifies that the employee worked solely on that program for the period covered by the certification. The certification periods cover October – March and April – September. Grantees with personal service costs within their budget must complete and submit the Semi Annual Certification Form provided by their assigned GOHS Planner no later than thirty (30) days after the close of each period. The form must be signed by the employee or their supervisory official having firsthand knowledge of

the work performed by the employee.

6. COSTS

a. ALLOWABLE COSTS

Payment for costs incurred shall be on a reimbursable basis. An advance of funding is not allowable for Highway Safety activities. Cost incurred means the grant must have established a liability for payment.

Items must meet all of the following criteria to be an admissible cost for reimbursement of an approved highway safety grant:

All items must:

- be an item or service approved in the grant.
- represent an actual expenditure and be chargeable to the grant.
- be incurred on or after the authorized effective date of the grant and on or before the ending date of the grant period.
- be necessary for proper and efficient administration of the project and be allocated to the activities in the grant
- be reasonable when compared to unit value.
- be reduced by all applicable credits.
- be in the pro-rata share of the approved project (when allowable costs are to be allocated or pro-rated to a project, an allocation or pro-ration worksheet must be prepared and retained by the agency for audit).
- be permissible under federal, state and local laws, regulations and practices.
- not result in a profit or other increment to the grantee, unless the profit is used to advance the project within the grant limits.
- not be allocated to, or included, as a cost of any other federally financed program.

Specific allowable costs are outlined by cost category in Chapter II of Grant Management Manual.

b. UNALLOWABLE COSTS

- Compensation for time spent in court.
- Compensation for overtime paid at one and a half times pay unless the following conditions are met:
 - 1) Payments for overtime, which are clearly defined, and separately delineated in the grant application, exhibited as a separate cost category in the budget pages of the grant application, and pre-approved by GOHS.
 - 2) A plan for overtime payment, including the existing departmental or agency overtime policy for non-project personnel, must be submitted for review and approval by GOHS prior to expense being incurred.
- Employee's salary while pursuing training nor to pay the salary of the employee's replacement, except where the employee's salary is supported with federal funds under an approved GOHS project.

7. COMPLIANCE WITH STATEWIDE REPORTING REQUIREMENTS

The grantee, as a condition of the grant, must comply with all state criminal justice reporting requirements mandated by law, or agency regulation. This includes, but is not limited to the following Sections of the Official Code of Georgia Annotated.

- 24-3-17 Admissibility of certified copies of records of Department of Public Safety or comparable agencies in other states; admissibility of computer-transmitted records.
- 40-6-278 The Commissioner of Department of Driver Services shall prescribe, by rule, uniform motor vehicle accident reports and reporting procedures that shall be used by all police officers, whether state, county, or municipal.
- 40-13-1 The Commissioner of Public Safety shall develop a uniform traffic citation and complaint form.
- H.B. 489 Service Delivery Strategy Act.

8. COURT PAY

The Governor's Office of Highway Safety cannot reimburse expenditures for court pay. Section 24-10-27 of the Official Code of Georgia Annotated, entitled witness fee for police officers, etc., indicates that expenditures for court pay to law enforcement officers shall be paid by the governing body authorized to disperse public funds for the operation of the court. Therefore, no federal funds can be utilized to supplant these local funds.

9. EDUCATION AND TRAINING

Development costs associated with new training curriculums and materials are allowable if they will not duplicate materials already developed for similar purposes by DOT/NHTSA/FHWA or by other states and are approved by the NHTSA/FHWA Regional Administrator. This does not preclude modifications of present material necessary to meet particular state and local instructional needs.

In order for the cost of training to be approved for funding in the grant, the following criteria apply:

- All personnel to receive training must currently be working in an area dealing with the highway safety grant or project.
- The person(s) receiving the training will be used in a highway safety area or project for a reasonable period of time after receiving the training.
- The training requested must be critical to the operation of the highway safety grant/project.

10. EQUAL OPPORTUNITY

The grantee agrees to comply with federal and state laws, rules and regulations and policies relative to nondiscrimination in employment practices because of political affiliation, religion, race, creed, color, sex, disability, age, national origin or one's limited English proficiency. Nondiscrimination in employment practices is applicable to employees, applicants for employment, promotions, demotions, dismissals and other elements affecting employment and employees.

The grantee agrees to comply with Section 504 of the Rehabilitation Act of 1973 (The Act). No otherwise qualified disabled person shall, solely by reason of disability, be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from federal financial assistance. The grantee agrees it will ensure that requirements of The Act shall be included in the agreements with and be binding on all its sub-grantees, contractors and subcontractors.

The grantee agrees to comply with all requirements of the Americans Disabilities Act of 1990 (ADA) as applicable.

The grantee shall post in a conspicuous place, available to all employees and applicants for employment and services, notices setting the provisions of the above-mentioned Equal Opportunity certifications.

The grantee assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, disability, age, political affiliation, creed or one's limited English proficiency or sex against a recipient of funds, the recipient will immediately forward a copy of the findings to the Governor's Office of Highway Safety (GOHS).

11. FINANCIAL MANAGEMENT SYSTEMS

Financial management systems shall provide for accurate, current and complete disclosure of financial results for each grant program. These systems must also provide records that identify the application of grant funds; effective control and accountability for all funds and property; comparisons of actual outlays with budgeted amounts; and a systematic method to assure timely and appropriate resolution of audit findings and recommendations.

12. GRANT CLOSEOUT PROCEDURES

Upon completion of the grant, settlements of adjustment and payments shall be made after final claims for reimbursement and final program reports are received. Grants may be suspended, payments may be withheld or grantees may be prohibited from incurring additional expenses, if a grantee has failed to comply with the stipulations, standards or conditions of the grant awarded.

GOHS may terminate any grant, in part or in whole at any time before the completion of the grant, whenever it is determined that the grantee has failed to comply with the conditions of the grant. Also a grant may be terminated when both parties agree that continuation of the grant would not produce beneficial results. Provisions for project termination are further detailed in the grant agreement and should be reviewed prior to approval.

All grant funded purchases must be requested, purchased, invoiced and delivered prior to September 30.

13. BUY AMERICA ACT

The grantee will comply with provisions of the Buy America Act (49 U.S.C. 5323(j)) which contains the following requirements:

Only steels, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would

be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

14. POLITICAL ACTIVITY (HATCH ACT)

The grantee will comply as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

The Hatch Act's Section 12(a) states in part:

"No officer or employee of any state or local agency whose principal employment is in connection with any activity which is financed in whole or in part by loans or grants made by the United States or any federal agency shall take any active part in political management or in political campaigns."

This section covers state and local government employees whose principal employment (generally has been defined as occupying at least fifty percent of the employee's time) is in connection with highway safety projects supported in whole or in part by federal funds under the Highway Safety Act of 1966. An "active part" in political management or campaigns may be defined as: spending time, money or supporting publicly the political campaign of any individual for public office with the purposes of and to solicit the support of others to the campaign.

15. CONFLICTS OF INTEREST

Personnel and other officials connected with this grant shall adhere to the requirements given below:

1. No official or employee of a state or unit of local government or of non-government grantees/sub-grantee shall participate personally through sole approval or disapproval of a grant application or a grant's budgetary matters, when doing so would create a conflict of interest, potential conflict of interest, or appearance of impropriety.
2. Appearance: An appearance of a conflict exists when a reasonable person would conclude from the circumstances that an employee's ability to protect the public interest, or perform public duties, is compromised by personal interests. An appearance of conflict could exist even in the absence of a true conflict. In the use of these grant funds, officials or employees of state or local units of government and non-governmental grantees/sub-grantees shall avoid any action which might result in, or create the appearance of:
 - Using his or her official position for private gain;
 - Giving preferential treatment to any person;
 - Losing complete independence or impartiality;
 - Making an official decision outside official channels; or
 - Affecting adversely the confidence of the public in the integrity of the government or the program.
3. The grantee certifies that the provisions of the Official Code of Georgia Annotated, Section 45-10-20 through 45-10-28, as amended, which prohibits and regulates certain transactions between certain state officials, employees and the state of Georgia, have not been violated and will not be violated in any respect.

16. SUPPLANTING

The grantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled. Costs for personnel can only be reimbursed for the time spent directly on the project.

The replacement of routine and/or existing state or local expenditures with the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is considered to be supplanting and is not allowable. Failure to comply with this requirement could result in the following actions:

- Refund to GOHS its portion of compensation (salary/fringe benefits) previously received.
- Termination of the federally funded grant.

If a grant employed person is unable to fulfill his or her duties for a period longer than two (2) weeks, the grantee is expected to replace that employee. Contact your assigned GOHS planner for additional instructions.

17. PROJECT IMPLEMENTATION

The grantee agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first progress report and claim submission.

a. eGOHS Login Process

Active grantees utilizing the eGOHS System are required to login at least once per grant year. This includes the Agency's Authorized Official (AO), the Financial Officer (FO) and the Project Director (PD). If the AO, FO or PD fail to use their login in eGOHS within 36 consecutive months, their login status will become deactivated and then it will require the eGOHS Help Desk to reset their password.

b. GOHS Certification Page

Grantee must inform GOHS immediately when changes occur within the Agency's Authorized Official (AO), the Financial Officer (FO) and the Project Director (PD). Grantee agrees to submit a new GOHS Certification page signed by the AO, FO and the PD in blue ink. The new form must be submitted to the assigned GOHS Planner no later than five (5) days after the change has been made in eGOHS.

18. MODIFICATIONS/BUDGET AND PROGRAM

If after the implementation date of a project, it becomes necessary to make budget revisions, programmatic changes or schedule modifications, the grantee should detail the modification necessary and the justification for the change. Written modifications are necessary for all budget changes, time extensions beyond the approved ending date and for any major deviations from project goals and objectives. The request for the modification must be submitted by the grantee and approved by GOHS prior to the end of the grant period. The modification is not approved until the grantee receives approval notice through eGOHS. Contact your assigned GOHS planner for specific instructions to request modifications.

19. MONITORING AND REPORTING PROGRAM PERFORMANCE

Grantee shall constantly monitor the performance of grant activities to ensure that time schedules and other performance goals are being achieved. Actual progress toward established goals and objectives shall be compared monthly and reasons for not meeting objectives shall be reported quarterly. A Final Report must be submitted 45 days after the end of the grant period.

On-site monitoring by GOHS personnel will be conducted soon after the effective date of the grant and periodically thereafter. Monitoring visits may review, in detail, the progress of the project, record keeping and support documents, accountability of equipment, budget, time frames, and ensure monies obligated are spent in accordance with the grant agreement.

20. OBLIGATION OF FUNDS

Grant funds may not, without advance written approval by the GOHS, be obligated prior to the effective date or subsequent to the termination date of the grant period. No obligations are allowed after the end of the grant period, and the final request for payment must be submitted no later than 45 calendar days after the grant period.

21. PROCUREMENT STANDARDS

Grantees will follow the same policies and procedures it used for procurement covered by their non-grant funds. These procedures must be written and should reflect applicable state and local laws and regulations. The grantee's procurement system will provide for maximum open and free competition concerning its procurement transactions.

Grantee will maintain a written code of conduct governing the performance of their employees engaged in the award and administration of contracts and bids. No employee, officer or agent of the grantee shall participate in selection, or in the award or administration of a contract or bid supported by Federal funds if a conflict of interest, real or apparent, would be involved.

Grantee procedures will provide for review of proposed procurement to avoid purchase of unnecessary or duplicate items. Whenever possible, the grantee should enter into state and local intergovernmental agreements for the procurement of common goods.

The grantee will maintain records sufficient to detail the significant history of the purchase.

Equipment items with a unit cost of \$5,000.00 or more must have prior approval from NHTSA through GOHS before being purchased.

22. PROGRAM INCOME

Program income means gross income earned by the grantee from grant-supported activities. Program income may include but is not limited to revenue from service fees, sale of commodities acquired with federal funds, use of rental fees for property acquired with federal funds and royalties on patents and copyrights.

Income generated from a highway safety funded grant must be utilized in operation of the project, to defray on-going expenses during the grant period and should be credited against expenses claimed. Documentation shall be maintained for any such income. Agencies no longer receiving highway safety financial assistance but generating income from previously supported activities are encouraged

to use the income to support continuation of the highway safety activity.

Proceeds from the sale of equipment will be handled in accordance with the requirements outlined in this chapter's Property Management Section and reported using the Property Management Form in the Grantee's Manual.

23. REPORTS

The grantee shall submit, at such times and in such forms as may be prescribed, such reports as the Governor's Office of Highway Safety (GOHS) may reasonably require, including monthly financial reports, progress reports, final financial reports and evaluations reports. The grantee shall provide a final narrative report on project performance no later than 45 days after the close of the grant period.

Should we choose to include you in an evaluation to measure the effectiveness of your grant program, you agree to cooperate fully with the evaluation and provide information related to the grant.

The Georgia Electronic Records and Signatures Act (O.C.G.A. § 10-12-1 et. seq.) recognizes the legal validity of transactions carried out electronically and permits the recording and retention of information and documents in electronic form. It goes further to define the term "electronic record" as information created, transmitted, received, or stored by electronic means and retrievable in human perceivable form. Compliance with this act will allow the Governor's Office of Highway Safety to receive and process monthly financial claims based on the electronic submission of the claim forms through our eGOHS program. The Authorized parties that submit the claims electronically are in effect signing to the validity of these expenditures in lieu of submitting a signed form. A signed form is still an acceptable method of submitting a claim but is no longer required as stated in this Code Section.

The integrity of the eGOHS system adopted and established by GOHS personnel has become intrinsic in the ability to manage grants as effectively and efficiently as possible. Effective October 1, 2007 GOHS will authorize payments based on the electronic submission of claims and no longer require a hard copy with original signatures from the grantee. Hard copies will still be an acceptable method but are no longer required after submission through the eGOHS system.

Grantee's Reimbursement Checks

- a. Grantees agree to cash reimbursement checks within 60 days from the date listed on the face of the check. Grantee understands that the holding of reimbursement checks may result in payment being cancelled by GOHS.

Automatic Clearing House (ACH)

- b. Effective January 1, 2012, grantees will be required to receive their claim for reimbursement payment electronically. Upon receipt of GOHS award letter, grantee must complete and submit the Vendor Management Form (VMF) within the first forty-five days (45) of the grant period. Claims for reimbursement will be withheld if grantee fails to submit the VMF.

FOR LAW ENFORCEMENT AGENCIES ONLY

In the case of grants involving traffic law enforcement activities or small grants in support of law enforcement departments, grantee will ensure the completion of the Georgia Uniform Motor Vehicle Accident Report form for all crashes occurring within their jurisdiction. Grantee will further ensure that said report is forwarded to the Georgia Department of Motor Vehicle Safety within 30 days of the end of the month in which the crash occurred.

Electronic Crash Reporting and Citation Systems

- a. GOHS strongly encourages all law enforcement agencies to implement/participate in the electronic crash report and citation systems, which provide for reporting local crash and citation data electronically. Grantee's participation here provides for better data analysis, officer's safety and in some cases revenue opportunities.

24. PROPERTY MANAGEMENT

Non-expendable tangible personal property acquired by the grantee wholly or in part with federal funds, will have title vested in the grantee subject to the following management requirements and restrictions on use and disposition of the property:

A. Insurance

Grantees are required to carry full coverage on any motor vehicle purchased with grant funds as long as GOHS retains an interest in the vehicle.

- B. The grantee shall retain the property as long as it is used and there is a need for it to accomplish the purpose of the grant program, whether or not the program continues to be assisted by federal funds. **(NOTE: If GOHS terminates a grant for cause prior to the end of the project period, disposition instructions for equipment will be issued within 120 calendar days after the end of the federal support of the project for which it was acquired.)** Procedures for grantee to manage the equipment until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained, including a description of the property, a serial number or other identification numbers, title holder, the acquisition date, cost of the property, percentage of federal participation in the cost of the property, the location, use and condition of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage or theft shall be investigated and reported to GOHS within 30 days.
4. Adequate maintenance procedures must be developed to keep the property in good condition.

- C. When original or replacement equipment acquired under a grant is no longer needed for the original project, or for other activities currently or previously supported by a federal agency, disposition of the equipment will be made as follows:

- Items or equipment with a current per unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to GOHS.

25. EQUIPMENT

Equipment acquired under this agreement for use in highway safety program areas shall be used and kept in operation for highway safety purposes by the grantee; or the State, by formal agreement with appropriate officials of a political subdivision or State agency, shall cause such equipment to be used

and kept in operation for highway safety purpose 23 CFR 1200.21.

GOHS retains the right to reclaim any equipment item purchased with federal highway safety funds provided through this grant. This right is established when:

- a. The equipment item is not being used for the purposes for which it is purchased and has a fair market value of \$5,000 or more;
- b. The grantee can no longer perform established objectives detailed in the grant;
- c. If the grantee fails to comply with State and Federal laws or policies that govern the terms and conditions of this grant.

The equipment shall be delivered and/or made available to GOHS within thirty (30) days after GOHS's written request.

26. PUBLIC INFORMATION AND EDUCATION

Projects receiving GOHS funding will be reviewed to determine if a Public Information and Education (PI&E) task needs to be an integral part of the effort. Where applicable, the GOHS staff will assist in the development and coordination of any public information activities.

Public Information and Education activities shall be included in monthly activity reports and the final reports. Copies of PI&E materials should be included as an attachment to these reports.

To be eligible for reimbursement, expenditures of funds for public information activities must have prior approval of GOHS. All public information material should recognize the support of GOHS, National Highway Traffic Safety Administration and/or Federal Highway Administration as applicable.

Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of Federal Government shall include closed-captioning of the verbal content of such announcement.

Federal highway safety funds cannot be used to pay the costs of advertising space or time unless special permission has been granted by GOHS and the National Highway Traffic Safety Administration (NHTSA).

27. COPY RIGHT

Except as otherwise provided in the terms and conditions of this grant, the grantee or a contractor paid through this grant is free to copyright any books, publications or other copyrightable materials developed in the course of or under this grant. However, the federal awarding agency and/or GOHS reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government and/or GOHS purposes:

- the copyright in any work developed under this grant or through a contract under this grant; and,
- any rights of copyright to which a grantee or sub-grantee purchases ownership with grant support.

The federal government's rights and/or GOHS's rights identified above must be conveyed to the publisher and the language of the publisher's release form must ensure the preservation of these rights.

28. PRODUCED MATERIALS

Materials produced as part of the grant shall indicate that the project is sponsored by the Governor's Office of Highway Safety. All public awareness/education materials developed as a part of a highway safety grant are to be submitted in draft to GOHS for written approval prior to the final production and/or distribution. Prior to submission of the final request for payment, the sub-grantee shall submit to GOHS two copies of all written materials produced as part of the grant.

29. RECORD RETENTION

All financial, statistical and other pertinent records shall be retained for at least three (3) years after submission of the final expenditure report. In the event any litigation, claims or audit has been initiated involving grantee's records before the end of the three period, the records will be retained for three (3) years after the litigation, claim or audit is resolved. Non-expendable property records shall be retained for three (3) years after the disposition of the property.

30. SAFETY BELT UTILIZATION AND COMPLIANCE WITH GEORGIA'S SAFETY BELT AND CHILD RESTRAINT LAWS

Grantees must have a written agency seat belt policy. Emphasis will be placed on encouraging each employee to use safety belts and comply with Georgia safety belt and child restraint laws.

31. CIVIL RIGHTS

The local highway safety grantee will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse of alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

32. MINORITY BUSINESS ENTERPRISE POLICY

It is the policy of the U.S. Department of Transportation that minority business enterprises as defined in 49 CFR Part 23 shall have the maximum opportunity to participated in the performance of contracts and subcontracts financed in whole or n part with federal funds under this agreement. Consequently, the MBE requirements of 49 CFR Part 23 apply to this agreement.

33. MINORITY BUSINESS ENTERPRISE OBLIGATION

The grantee agrees to ensure that minority business enterprises as defined in 49 CFR Part 23 have maximum opportunity to participate in the performance of contracts/subcontracts financed in whole or in part with federal funds provided under this grant. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that minority business contractors shall not discriminate on the basis of race, color, creed, national origin, sex in the award performance of contracts.

34. DEPARTMENT OF TRANSPORTATION LIMITED ENGLISH PROFICIENT (LEP) GUIDANCE

The Georgia Governor's Office of Highway Safety will comply and inform its sub-recipient to comply with the "Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons" (DOT LEP Guidance).

35. CONFIDENTIAL INFORMATION

Any reports information, data given to or prepared or assembled by the grantee under this grant which GOHS requests to be kept confidential shall not be made available to any individual or organization by the grantee without prior written approval GOHS.

36. DRUG-FREE WORK PLACE CERTIFICATION

The grantee will provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b) Establishing a drug-free awareness program to inform employees about:
 - i) The dangers of drug abuse in the workplace.
 - ii) The grantee's policy of maintaining a drug-free workplace.
 - iii) Any available drug counseling, rehabilitation, and employee assistance programs.
 - iv) The penalties that may be imposed upon employees for drug violations occurring in the workplace.
- c) Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 - i) Abide by the terms of the statement.
 - ii) Notifying the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- e) Notifying the agency within ten (10) days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction.
- f) Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted –
 - i) Taking appropriate personnel action against such an employee, up to and including termination.
 - ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agencies.

- g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f) above.

This certification is required by the federal regulations implementing the Federal Drug-Free Workplace Act of 1988. The federal regulations, published in the January 31, 1989 Federal Register, require certification by state agency grantees that they will maintain a drug-free workplace. The certification is a material representation of fact upon which reliance will be placed when GOHS determines to award the grant. False Certification or violation of the Certification shall be grounds for suspension of payments, suspension or termination of the grant; or government-wide suspension or debarment.

37. OBSERVANCE OF NATIONAL SAFETY WEEKS

All grantees shall assist the Governor's Office of Highway Safety in promoting the observance of "National Child Passenger Safety Week" (September); "Click It or Ticket Week" (May and November); "Operation Zero Tolerance" (July and September) and "Drunk and Drugged Awareness Month" (December) as requested.

38. SPECIALIZED EQUIPMENT/OCCUPANT PROTECTION DEVICE PURCHASES

According to NHTSA Grants Funding Policy, Part II, A. (3), costs for the following items are subject to compliance with any applicable standards and specifications established by NHTSA, the Research and Special Programs Administration, The American College of Surgeons or by other nationally recognized standard-setting agencies (or by state standards and specifications, as long as they are at least as stringent as applicable national standards and specifications.): 1) police traffic radar and speed measuring devices and costs for re-certification of such devices used by the police and 2) Alcohol/drug testing devices and costs for re-certification of such devices.

Child restraint devices purchased with Highway Safety grant funds must meet Federal Motor Vehicle Safety Standard 213. Bicycle helmets purchased with Highway Safety grant funds must meet ANSI standards or those of the Snell Memorial Foundation.

39. SELF-SUFFICIENCY ASSURANCE

State and local agencies must demonstrate a willingness and the ability to assume the costs of continuing activities after highway safety funding assistance has been terminated. The level of activity on continuation projects should extend to a point in the future substantially beyond the project expiration date. There should not be a significant reduction of the level or thrust of the effort.

40. SUBCONTRACTS

If a grantee needs to obtain a contract to perform certain phases of the work outlined in the approved grant, a subcontract may be initiated. GOHS must give written approval of the subcontract prior to its execution. The subcontract must cover the work to be accomplished by the subcontractor. All costs associated with contractual services must meet the same requirements for reimbursement as those for the grantee.

41. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

The grantee will report for each **sub-grant** awarded:

- a) Name of the entity receiving the award;

- b) Amount of the award;
- c) Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source;
- d) Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country; and an award title descriptive of the purpose of each funding action;
- e) A unique identifier (DUNS);
- f) The names and total compensation of the five most highly compensated officers of the entity if—of the entity receiving the award of the parent entity of the recipient, should the entity be owned by another entity;
 - i) The entity in the preceding fiscal year received –
 - (1) Eighty percent (80%) or more of its annual gross revenues in Federal awards; and
 - (2) \$25,000,000 or more in annual gross revenues from Federal awards; and
 - ii) The public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15
 - iii) U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986;
- g) Other relevant information specified by the Office of Management and Budget in subsequent guidance or regulation.

42. TRAVEL

Travel costs must be directly related to work under the highway safety grant or incurred in the normal course of administering the grant. Reimbursement should be consistent with those costs normally allowed by the grantee agency in its regular operations.

Should a grantee not have a specific written travel reimbursement policy, the State of Georgia Travel Regulations are to be used. Travel costs are only reimbursed for personnel funded by the grant unless prior written approval is obtained from GOHS.

Out-of-state travel must be approved as a part of the original grant application for highway safety funding. The grant application must specify the out-of-state location, number of persons attending, and purpose. Unforeseen requirements, for out-of-state travel may be approved in writing by the Director of GOHS on a case-by-case basis only before the travel is initiated. If a budget revision is necessary to cover expenses, the revision must be approved prior to commencement of travel. All requests for travel must be submitted on the Training Application Form (*see Chapter III Programmatic & Financial Reporting*). The request must be approved in advance.

On some occasions, GOHS may hold workshops, conferences, etc. and directly pay the associated travel costs of attendees. Grantees must maintain these costs separate from their regular grant record to prevent confusion during an audit or review.

43. PERFORMANCE

This grant may be terminated or fund payments discontinued by GOHS where it finds a substantial failure to comply with the provisions governing these funds or regulations promulgated, including those grant conditions or other obligations established by GOHS. In the event the grantee fails to perform the services described herein, and has previously received financial assistance from GOHS, the grantee shall reimburse GOHS the full amount of the payments made.

However, if the services described herein are partially performed, and the grantee has previously received financial assistance, the grantee shall proportionally reimburse GOHS for payments made. This grant agreement may also be terminated due to non-availability of funds.

44. COMPLIANCE AGREEMENT

The Grantee agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by GOHS. Failure to comply could result in a "Stop Payment" being placed on the grant and/or repayment by the grantee of costs deemed unallowable.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under the applicable CFR covering New Restrictions on Lobbying, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Governor's Office of Highway Safety determines to award the covered transaction, grant or cooperative agreement.

45. RACIAL PROFILING

If any agency or organization is found to have engaged in "racial profiling," GOHS reserves the right to terminate the grant immediately. The term "racial profiling" means the practice of a law enforcement officer relying, to any degree, on race, ethnicity, or national origin in selecting individuals to subject to routine investigatory activities, or in deciding upon the scope and substance of law enforcement activity following the initial routine investigatory activity, except that racial profiling does not include reliance on such criteria in combination with other identifying factors when the law enforcement officer is seeking to apprehend a specific suspect whose race, ethnicity, or national origin is part of the description of the suspect (U.S. H.R. 2074).

46. LOBBYING

Certification Regarding Federal Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

47. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (SUB-RECIPIENT)

- A. As required by Executive Order 12549, Debarment and Suspension, and implemented under the applicable CFR, for prospective participants in primary covered transactions, as defined in the applicable CFR.

The applicant certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency.
 2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, local or state) with commission of any of the offenses enumerated in paragraph A of this certification; and
 4. Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

C. INSTRUCTIONS FOR LOWER TIER CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

48. POLICY TO BAN TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, grantees are encouraged to:

- 1) Adopt and enforce workplace safety policies to decrease crashes caused by distracted driving including policies to ban text messaging while driving –
 - a) Company-owned or – rented vehicles, or Government-owned, leased or rented vehicles; or
 - b) Privately-owned when on official Government business or when performing any work on or behalf of the Government.
- 2) Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as–
 - a) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - b) Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

49. CASH MANAGEMENT

Cash drawdowns will be initiated only when actually needed for disbursement (i.e., as close as possible to the time of making disbursements). Cash disbursements and balances will be reported in a timely manner as required by NHTSA. 49 CFR 18.20

For subgrantees, grantees must establish reasonable procedures to ensure the receipt of reports on subgrantees' cash balances and cash disbursements in sufficient time to enable them to prepare complete and accurate cash transactions reports to the awarding agency. Grantees must monitor cash drawdowns by their subgrantees to assure that they conform substantially to the same standards of timing and amount as apply to advances to the grantees. 49 CFR 18.20

Failure to adhere to these provisions may result in the termination of drawdown privileges.

CERTIFICATION PAGE

Application ID: _____

ALL SIGNATURES MUST BE IN BLUE INK.

Print and return to GOHS this Certification page only (1 original and 3 copies with all signatures).

Agency Name: _____

Project Title: _____

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the applicant to perform the tasks as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the grantee; and, that the receipt of grantor funds through the Governor's Office of Highway Safety will not supplant state or local funds. **Monthly reimbursement claim submissions filed electronically are in effect, "electronically signed".**

PROJECT DIRECTOR *

Name: _____
(Please Print or Type)

Title: _____
(Please Print or Type)

Agency: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-mail address: _____

Signature: _____

Bonded:

Yes		No	
-----	--	----	--

Date: _____

FINANCIAL OFFICER *

Name: _____
(Please Print or Type)

Title: _____
(Please Print or Type)

Agency: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-mail address: _____

Signature: _____

Bonded:

Yes		No	
-----	--	----	--

FEI Number: _____

Date: _____

AUTHORIZING OFFICIAL *

Name: _____
(Please Print or Type)

Title: _____
(Please Print or Type)

Agency: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-mail address: _____

Signature: _____

Bonded:

Yes		No	
-----	--	----	--

Date: _____

ALTERNATE SIGNATURE

Other person(s) authorized to sign for Authorizing Official for Monthly Activity Report and Reimbursement Claim submissions:

Name: _____
(Please Print or Type)

Title: _____
(Please Print or Type)

Signature: _____

NOTE: *THE PROJECT DIRECTOR, FINANCIAL OFFICER AND AUTHORIZING OFFICIAL CANNOT BE THE SAME PERSON WITHOUT GOHS APPROVAL. STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS WITHOUT GOHS APPROVAL.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council Members

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

FROM: Stormwater Manager 

DATE: March 14, 2013

SUBJECT: BCS Pond Stilling Basin
March 21, 2013 City Council Agenda

Recommendation

Staff recommends that City Council award the bid for the BCS Pond Stilling Basin to Crawford Grading and Pipeline, Inc. for their lump sum bid amount of **\$85,223.00**.

Discussion:

This purpose of this project is to repair structural deficiencies associated with primary outlet for the pond and to repair erosion at the pond outlet. The scope of this project will include outlet structure modification, structural lining of the outlet pipe and installation of gabion structures to repair the eroded areas. The results of the bid are as follows:

Crawford Grading and Pipeline, Inc.	\$ 85,223.00
Site Engineering, Inc.	\$ 96,150.00
IPR Southeast	\$ 110,580.00
Cline Services Corp.	\$ 171,856.00

Based on these bids, staff recommends the award of this project to Crawford Grading and Pipeline for their lump sum bid amount of **\$85,223.00**.

Budget:

There are adequate funds allotted for this project in the Stormwater Utility Account Number 521-4250-541945.

cc: File

Calendar Days

Lump Sum Bid

Unit costs:

		CRAWFORD Grading & Pipeline, Inc.	Site Engineering, Inc. IPR Southeast	Cline Service Corp.
		60	60	60
		\$85,223.00	\$96,150.00	\$110,580.00
				\$171,856.00
Gabion Basket (3 Cell 3' x 3' x 9')	EA	\$550.00	\$1,050.00	\$1,205.00
Type C Silt Fence	LF	\$4.00	\$3.00	\$3.45
Type 1 Rip Rap	TN	\$40.00	\$70.00	\$80.50
Type 3 Rip Rap	TN	\$38.00	\$65.00	\$74.75
#4 Stone	TN	\$35.00	\$30.00	\$34.50
GAB	TN	\$32.00	\$25.00	\$28.75
Unsuitable Soils Export	CY	\$15.00	\$20.00	\$23.00
Suitable Soils Import installed	CY	\$15.00	\$25.00	\$28.75
Geotechnical Fabric (non-woven) installed	SY	\$5.00	\$2.00	\$2.30
Geo Grid (Tensar TX7) installed	SY	\$8.00	\$5.00	\$5.75
Concrete (4,000 psi)	CY	\$300.00	\$150.00	\$172.50
Tree Protection Fencing	LF	\$5.00	\$1.00	\$1.15
				\$2.50