PEACHTREE CITY
PLAN TO STAY™

CITY COUNCIL MEMBERS
Vanessa Fleisch, Mayor
Kim Learnard – Mayor Pro-tem
Phil Prebor – Post 1
Mike King, Post 2
Terry Ernst – Post 4

City Council of Peachtree City
REVISED AGENDA
February 16, 2017
7:00 p.m.

I. **Call to Order**

II. **Pledge of Allegiance**

III. **Announcements, Awards, Special Recognition**
Proclamation – DeMolay Month

IV. **Public Comment**

V. **Agenda Changes**

VI. **Minutes**
February 2, 2017, Regular Meeting Minutes
February 7, 2017, Workshop Minutes

VII. **Consent Agenda**
1. Consider Agreement with Fayette County for 2017 Municipal Election
2. Consider Acceptance of Donation from Osmose Utilities Services, Inc.
3. Consider Application for $12,000 GEMA/Homeland Security Grant
4. Consider Application for GBI West Metro Regional Drug Enforcement Grant
5. Consider Application for GAEMS Grant and Corresponding FY 2017 Budget Amendment if Received

VIII. **Old Agenda Items**

IX. **New Agenda Items**
02-17-02 Consider Ordinance Amendment – Land Development Ordinance (Section 1133 – Removal of Trees and Vegetation within Designated Buffers and Greenbelts) *(Mike Warrix)*
02-17-03 Discuss Amendments to City Budgetary Policies *(Rorie/Salvatore)*

X. **Council/Staff Topics**
Ordinance Preview – Proposed Amendments to Soil Erosion & Sedimentation Control Ordinance

XI. **Executive Session**

XII. **Adjourn**

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

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Jonathan Rorie, City Manager
Paul Salvatore, Director of Financial Services P.S.
Kelly Bush, Assistant Finance Director KB
Joe O'Conor, Fire Chief

FROM: Kevin L. Baggett, Assistant Chief

DATE: February 14, 2017

SUBJECT: Budget Amendments – Georgia Association of Emergency Medical Services Operating Supply Grant

February 16, 2017 City Council Consent Agenda

Recommendation:

It is Staff's recommendation that City Council approve the application and the attached budget amendment to the fiscal year 2017 budget resolution.

Discussion:

Peachtree City has been offered the opportunity to apply for a grant from the Georgia Trauma Care Network through the Georgia Association of Emergency Medical Services in the amount of $4,412.00. If awarded, these funds must be used to purchase trauma related equipment. Use of this grant will benefit the citizens by offsetting equipment costs associated with upgrading current equipment. Under the terms of the grant, Peachtree City would purchase the items and then be reimbursed up to $4,412.00.

The attached budget amendment will increase the general fund other revenue account budget and the EMS operating supplies budget to accommodate that reimbursement.

Budget Impact:

Be it resolved the attached budget amendment will increase both revenues and expenditures in the general fund by $4,412.00. This is a reimbursement grant with no matching requirements.

Attachments: Budget Amendment.

kb: council reports/Budget Amendments for 2017

CITY OF PEACHTREE CITY

BUDGET AMENDMENT

NUMBER 17-009

DATE 02/16/17

ACCOUNT	PROJECT	DESCRIPTION	INCREASE	DECREASE
100-9999-389000		Other Revenue	4,412	
100-3600-531175		Operating Supplies - EMS	4,412	
			8,824	-

Budget Amendment to budget for operating grant from Georgia Association of Emergency Medical Services to reimburse operating supplies.

Entered __________

Approved __________

PEACHTREE CITY
PLAN TO STAY™

CITY COUNCIL MEMBERS
Vanessa Fleisch, Mayor
Kim Learnard – Mayor Pro-tem
Phil Prebor – Post 1
Mike King, Post 2
Terry Ernst – Post 4

City Council of Peachtree City
Agenda
February 16, 2017
7:00 p.m.

I. Call to Order

II. Pledge of Allegiance

III. Announcements, Awards, Special Recognition
Proclamation – DeMolay Month

IV. Public Comment

V. Agenda Changes

VI. Minutes
February 2, 2017, Regular Meeting Minutes
February 7, 2017, Workshop Minutes

VII. Consent Agenda
1. **Consider Agreement with Fayette County for 2017 Municipal Election**
2. **Consider Acceptance of Donation from Osmose Utilities Services, Inc.**
3. **Consider Application for $12,000 GEMA/Homeland Security Grant**
4. **Consider Application for GBI West Metro Regional Drug Enforcement Grant**

VIII. Old Agenda Items

IX. New Agenda Items
02-17-02 **Consider Ordinance Amendment – Land Development Ordinance (Section 1133 – Removal of Trees and Vegetation within Designated Buffers and Greenbelts)** *(Mike Warrix)*
02-17-03 **Discuss Amendments to City Budgetary Policies** *(Rorie/Salvatore)*

X. Council/Staff Topics

XI. Executive Session

XII. Adjourn

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
February 2, 2017
7:00 p.m.

The Mayor and Council of Peachtree City met in regular session on Thursday, February 2, 2017. Mayor Vanessa Fleisch called the meeting to order at 7:00 p.m. Others attending: Terry Ernst, Mike King, Kim Learnard, and Phil Prebor.

<u>Announcements, Awards, Special Recognition</u>
Mayor Fleisch recognized the Grounds Maintenance Team from Public Works for their work in building a large sleigh for Santa Claus that was also used for photos during the Hometown Holiday event in December. Tim Smith and Brody Stanford accepted the recognition. Additional team members included Mike Bulcher and Mike Lankford.

<u>Minutes</u>
January 19, 2017, Regular Meeting Minutes
King moved to approve the January 19, 2017, regular meeting minutes as written. Ernst seconded. Motion carried unanimously.

<u>Consent Agenda</u>
1. **Consider Alcohol License – NEW – Dickey's Barbecue Pit, 460 Crosstown Drive**
2. **Consider Addendum to Verizon Tower Lease**
3. **Consider FY 2017 Budget Amendment**
4. **Approve Updated City Manager Agreement**

Learnard moved to approve Consent Agenda items 1, 2, 3, and 4. Prebor seconded. Motion carried unanimously.

<u>New Agenda Items</u>
02-17-01 Public Hearing – Consider Re-adoption of Zoning Map and Zoning Ordinance
Planning & Development Director Mike Warrix addressed Council, noting the public hearing was for the annual re-adoption of the City's Zoning Map and Zoning Ordinance. Staff had recommended the re-adoption be done each year in order to incorporate all the amendments to the map and the ordinance during the previous year. The Planning Commission had considered the Zoning Map at its meeting on January 9 and forwarded it to Council with a recommendation for re-adoption. Warrix said copies of the map and the ordinance had been available for inspection at City Hall prior to the public hearing.

Fleisch opened the public hearing. No one spoke for or against the re-adoption of the Zoning Map and Zoning Ordinance. Fleisch closed the public hearing. There were no comments from Council.

Ernst moved to approve New Agenda item 02-17-01, the re-adoption of the Zoning Map and Zoning Ordinance. Prebor seconded. Motion carried unanimously.

<u>Council/Staff Topics</u>
Peachtree City Convention & Visitors Bureau (CVB) – Branding Update
Executive Director Jennifer Johnson updated Council on the CVB's new branding plans. She announced that the plans to move the CVB offices and Visitors Center to The Avenue were going well, and they should be moved into the new location above Thai Spice in approximately three weeks. Johnson noted the relocation and a new brand were recommendations made during the

recent assessment done by the state. The branding was the last recommendation to be implemented.

Johnson continued that the current logo, which included an outline of a peach with a golf cart on it, was not conducive to most platforms. The current logo had worked when created; however, the smaller the footprint, the less readable the brand became. Getting the peach and green colors correct was also an issue when the logo was reproduced on many items, and the hats and t-shirts with the current logo on them were not selling. People did not want something that had Convention and Visitors Bureau on it. They wanted a t-shirt that had something about Peachtree City on it. With the move, all of the CVB materials would have to be reprinted, so it was a good time to re-brand and modernize the logo, she added.

The new brand under consideration was very clean, Johnson said. One of the critical elements in the current brand was the use of the golf cart. Many people felt the City was a golfing destination because of the cart in the logo, but the golf courses were all private and not open to the public.

Johnson presented several possible ideas that incorporated the paths, which included a peach star and the words "Peachtree City" or "PTC CVB" in a black font that appeared to flow like Peachtree City's paths flowed through the trees. She pointed out that the Georgia outline was popular for trade shows, and she had an example of that with the star marking the City's location. The proposed tagline was "the path to perfect," which was something they could use for different types of events. "Plan to Play" or "Plan to Stay" did not work for the CVB since the CVB wanted people to stay in the hotels and leave money behind. Some of the merchandise examples utilized the City's upcoming 60th anniversary in 2019 by using "PTC since 1959."

Johnson noted the ideas she presented were clean and easy to read and could be used on every platform. The new brand would also be different from the City logo, and when it was printed on employees' shirts, it would not look like members of the public wearing the shirts worked for the City. The CVB had an agreement with the City to sell Peachtree City merchandise, so Johnson said she would like feedback from Council on the proposed brands and merchandise items, asking them to e-mail comments to her or anyone on her staff.

City Manager Jon Rorie asked Council to hold their questions, noting the Visioning task force was working on a County-wide branding campaign. He asked Chamber of Commerce President Carlotta Ungaro for an update on the County branding.

Ungaro reported the Fayette branding objectives included economic development, talent recruitment, and community cohesiveness. The economic development objectives were to increase awareness of Fayette County and increase the number of requests for information, and to increase the number of successful relocations and expansions in the targeted industries of aviation/aerospace, advanced manufacturing, data processing, film/new media, headquarters, and IT. The objective in talent recruitment was to position Fayette County as the choice for young adults starting families, particularly those who place a high value on educations. The objective in community cohesiveness was to foster the community and sense of place by creating a brand that could be used across many sectors and target audiences.

A great deal of research had been done by DCI, the company working on the branding. Ungaro reported that DCI was still on track to have the brand ready by the end of March. Site selection consultants had been surveyed about Fayette County. Thirty-six responses had been received, and half of those responding had visited Fayette County. Questions about the metro Atlanta region's reputation for economic development were asked, as well as other communities, then the questions focused on Fayette County. The Atlanta region had a highly favorable score of 3.9 on a scale of 5. Those responding considered Fayette County strengths to be labor availability (20%), transportation (15%), logistics (15%), Hartsfield-Jackson airport proximity (12%), and the business climate (12%). She was surprised the airport proximity had a lower rating from people who were familiar with the County. She said that meant the County's story was not getting out very well, and that was the reason for branding.

Individuals ages 25 – 44 from the Atlanta metro area were queried about Fayette County, and 250 responses had been received. Twenty-five of those responding had lived in Fayette County at some time. Nearly 90% of them had some college or a degree. Items to be highlighted when marketing to this sector included housing costs, schools, and outdoor recreation.

Seventy-five stakeholders responded that the best things about the County were it was a great place to raise a family and a great place to live.

Ungaro continued that the next steps included value proposition, key messages, and an analysis of strengths, weaknesses, opportunities, and threats. They were in the process of logo and tagline development and were currently in the test market phase. The brand implementation plan was still in the process. Specific suggestions and best practices would be provided to the Fayette County Development Authority (FCDA) and the Chamber of Commerce.

Ungaro noted that Johnson was working with the Visioning Committee, and they had discussed the CVB's new branding as well and how it might work with the County's.

Learnard asked Johnson if there were any metrics to measure the effectiveness of a new brand. Johnson said they tracked everything now and would continue to do so. They just could no longer use the existing logo in the ways they needed to. Their goals and targets had expanded, and a new brand would be better for all of those. They were now in a time crunch with the move coming up.

Prebor said the number one thing his visitors wanted to do was ride in the golf carts. The new logo made sense, but he would rather the brand tied in with what the City did as well as tie in with the County's new brand. He did not see paths or golf carts in what had been presented.

Rorie said the work on the branding had been going on for some time, asking Ungaro if the purpose of the County branding was to get people to come and stay. He continued that they had talked about the shift in demographics in the County a year ago, and the City was working on the Comprehensive Plan, which looked 20 years out. The CVB encouraged tourism-related events (come, give us your money, then leave). The branding should have a connection, but there was also a difference in the variables. The City's number one amenity was the path system. The City was known for it, and the go-forward for the City should be connecting the dots. The City was in need of a refresh and update.

Staff was working on the website, Rorie said. The City did not need to forget its past and eliminate golf carts from its logos, but how people connected with the various entities in the County and gathered information was important. The Atlanta metro area was expected to grow by 1.8 million people in the next 20 years. Rorie asked where were they going, and the City needed to think about that long term. What was going on County-wide would help people connect those dots and get information out. The City would be 60 years old in a few years, and the website needed to be refreshed, as well as the platforms used by the City. It all had to be working in conjunction with the Chamber of Commerce, the CVB, and the County.

Johnson said that, based on their research, 75% of money that came to the City was not from leisure travelers. The hotel/motel tax was paid by corporate travelers, conventions, and sports groups. Less than 10% of the requests the CVB received asked where to rent a golf cart. Large groups that brought in money were not renting golf carts. The proposed brand would be one that the CVB could change based on what was needed for the ad or event, providing the flexibility they did not have currently. Fleisch asked what her board's reaction had been so far. Johnson said the marketing committee approved everything. The board had been briefed. She noted some new members were needed, asking anyone interested to apply.

Ungaro continued that they were cognizant that most of the people in the community were over 50, and what they liked was different from what younger people liked. They wanted to convey messages to businesses to move here, as well as the town attractions. There were ways to co-brand or tie things together. The Chamber had worked on tying their brands together for their events, and the changes were subtle.

Prebor agreed that, ideally, the City should try to make the brands work in concert with each other.

Rorie said the City's message was "this is the best place to live" and that was the focus. Fleisch asked what the City's target time should be for refreshing and rebranding. Rorie said it probably would not happen this year.

Rorie reminded Council and the meeting attendees that a workshop was scheduled on February 7 at 6:30 p.m. to provide information on the City projects listed in the Special Purpose Local Option Sales Tax (SPLOST) referendum scheduled March 21. Another event would be held on Saturday, March 4. Staff was available to meet with homeowners' associations and civic clubs interested in more information on the SPLOST.

Executive Session

Learnard moved to convene in executive session for the acquisition or sale of real estate and pending or threatened litigation at 7:36 p.m. King seconded. Motion carried unanimously.

King moved to reconvene in regular session at 8:07 p.m. Learnard seconded. Motion carried unanimously.

There being no further business, Ernst moved to adjourn. King seconded. Motion carried unanimously. The meeting adjourned at 8:08 p.m.

Pamela Dufresne, Deputy City Clerk

Vanessa Fleisch, Mayor

City Council of Peachtree City
Workshop Minutes
February 7, 2017
6:30 p.m.

The Peachtree City Mayor and Council held a workshop meeting on Tuesday, February 7, 2017, in Council Chambers. Mayor Vanessa Fleisch opened the workshop at 6:30 p.m. Others present: Terry Ernst and Phil Prebor. Mike King and Kim Learnard were unable to attend.

The purpose of the workshop was to provide information on the Peachtree City projects included in the 2017 SPLOST Referendum that would be held on March 21, 2017.

Staff reviewed the Peachtree City projects in the project manual. Attendees were able to ask questions during the presentation.

The workshop ended at 7:45 p.m., and staff remained to answer any additional questions attendees wished to pose.

______________________________ ______________________________

Betsy Tyler, City Clerk | Vanessa Fleisch, Mayor

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor & Council Members

VIA: Jonathan N. Rorie, City Manager

FROM: Betsy Tyler, Public Information Officer/ City Clerk

DATE: February 10, 2017

SUBJECT: Consider Intergovernmental Agreement for 2015 Municipal Election
February 16, 2017, City Council Meeting

Recommendation:

That Council approve and authorize the Mayor to sign the attached agreement with Fayette County for conducting the 2017 municipal election.

Discussion:

In January, Council approved the formal resolution calling for the November 7 Municipal Election and designating the Fayette County Board of Elections as the Elections Superintendent and Absentee Ballots Clerk. The attached contract finalizes that arrangement. Peachtree City contracts this service because Fayette County owns the voting equipment and the County elections staff attends annual training and conducts annual elections, which ensures that Peachtree City's municipal elections are held in accordance with State and Federal law.

The attached agreement gives the Fayette County Board of Elections the authority to conduct the November 7 Municipal Election and any necessary Run-off Election in December. This includes transportation and setup of voting equipment, issuing absentee ballets, staffing the polls, and training and paying poll workers.

The City will reimburse the County for all expenses incurred in managing the election, and City Staff will continue to qualify candidates and notify the State of candidates who must file campaign reports.

Budget Impact:

The proposed FY 2018 Budget will include funding for the November 7 Election and runoff-election, which would be required for any seat in which no candidate receives 50% plus one of the votes cast.

STATE OF GEORGIA

COUNTY OF FAYETTE

INTERGOVERNMENTAL AGREEMENT FOR CONDUCTING MUNICIPAL ELECTIONS

This Agreement entered into this ______ day of _______________ 2017 between the CITY OF PEACHTREE CITY, a municipal corporation lying wholly or partially within Fayette County, Georgia, hereinafter referred to as "The City" and Fayette County, Georgia, a political subdivision of the State of Georgia hereinafter referred to as "The County".

WITNESSETH:

WHEREAS, the City in performance of its governmental functions will hold the elections hereinafter described; and,

WHEREAS, under the provisions of the Georgia Election Code, particularly O.C.G.A. § 21-2-45 of the Official Code of Georgia Annotated, the City may, by ordinance, authorize the County to conduct such elections and the City has heretofore adopted such an ordinance; and

WHEREAS, the County has staff and equipment to conduct such elections; and

WHEREAS, the County desires to assist said City in the conduct of its municipal elections.

NOW THEREFORE, for an in consideration of the premises contained herein, it is hereby agreed as follows:

1.

This Agreement shall govern the conduct of the City of Peachtree City's general election to be held on November 7, 2017 and any and all run-offs which may be necessary and any special elections that may occur within twelve (12) months of this Agreement.

2.

Fayette County through the Fayette County Board of Elections shall operate as superintendent of the aforementioned elections and shall perform any and all functions of the City or any of the City's officials in connection with the conduct of such elections with the exception of duties pertaining to the qualification of candidates and pertaining to the responsibility of acting as the Qualifying Officer and providing notification to the State Elections Commission concerning candidacy compliance.

3.

A City official shall operate as the Superintendent with respect to the qualification of candidates. Such official shall perform any and all functions of the City or any of its officials in connection with the qualifications of candidates in accordance with O.C.G.A. § 21-2-45(C)(2). Further, such official shall be responsible for acting as the Qualifying Officer and for notification to the State Elections Commission concerning candidacy compliance.

4.

The County shall supply all of the necessary manpower and transportation to pick up, deliver, set up, store, and return to the County all of the voting equipment used in the elections along with all ancillary equipment and necessary supplies.

5.

All the voting equipment shall be programmed by the Center for Elections located at Kennesaw State University.

6.

All absentee ballots shall be ordered, issued, mailed, and accounted for by the County.

7.

Staffing for the polling locations and training of the staff shall be provided by the County.

8.

All expenses and charges incurred in the performance of said elections (except for the actual cost of the State-owned voting system and State-owned ancillary equipment) shall be the responsibility of the City. Said expenses and charges shall include but not be limited to the following: all costs of training and providing personnel for the elections, costs of printing, mailing and processing absentee ballots, the costs of expendable supplies and a pro-rated maintenance cost for the voting equipment. An invoice for the costs and expenses of the elections shall be submitted to the City and the City shall remit payment of the invoice to Fayette County within thirty (30) days of receipt of the invoice.

9.

To the extent permitted by law, the City shall indemnify, defend and hold harmless the County from any liability and/or litigation expenses to which the County may be subjected as a consequence of or as a result of the elections for the City. The City will furthermore, to the extent provided by law, reimburse the County for any and all necessary legal representation, by counsel chosen by the County, in any action arising from the conduct of the City elections. Said reimbursement shall be paid by the City within thirty (30) days of invoice by the County.

10.

This intergovernmental contract is a full and complete statement of the agreement of the parties as to the subject matter hereof and has been authorized by proper action of the respective parties.

11.

Should any provision of this Agreement or application thereof to any person or circumstance be held invalid or unenforceable, the remainder of this Agreement or the application of such provision to any person or circumstance, other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the full extent permitted by law.

12.

Should it be necessary to comply with any legal requirements, the necessary members of the County's personnel may be temporarily sworn in as officers and employees of the City.

FAYETTE COUNTY, GEORGIA

By: ________________________________

Eric K. Maxwell, Chairman

Attest:

____

Tameca P. White, County Clerk

CITY OF PEACHTREE CITY

By: ________________________________

Vanessa Fleisch, Mayor

Attest:

____

Betsy Tyler, Clerk

Attest:

Floyd L. Jones

____

Floyd L. Jones, Elections Supervisor

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and Council Members**

VIA: **Jon Rorie, City Manager**
Paul Salvatore, Financial Services Director P.S.
Kelly Bush, Assistant Financial Director KB

FROM: **Janet Moon, Chief of Police** JLM

DATE: **January 27, 2017**

SUBJECT: **Acceptance of a donation from Osmose Utilities, Services, Inc.**
Consent Agenda –February 16, 2016 City Council Meeting

Recommendation:

The Police Department is requesting Council approval to accept a donation from Osmose Utilities Services, Inc., in the amount of $250.00.

Discussion:

These funds are a result of a donation from Osmose Services Utilities, Inc. for the building of the Peachtree City Police Department's obstacle course. The obstacle course is primarily used by the department's Special Response Team for training and physical agility tests.

Budget Impact:

This donation will impact the Police Donation Fund by increasing revenue in the Donation Fund by $250.00. There are no matching funds required on behalf of the City.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and Council Members**

VIA: **Jonathan Rorie, City Manager** JR
Paul Salvatore, Financial Services Director P.S.
Kelly Bush, Assistant Financial Director KB
Angela Egan, Purchasing Agent ae

FROM: **Janet L. Moon, Chief of Police** JLM

DATE: **February 07, 2017**

SUBJECT: **2017 Citizen Corp Community Emergency Response Team Grant (CERT)**
(City Council Meeting February 16, 2017)

Recommendation:

The Police Department is requesting to apply for a grant from the Georgia Emergency Management Agency in the amount of $12,000.00.

Discussion:

These funds would be awarded to the Peachtree City CERT Program on behalf of the Georgia Emergency Management Agency and the Homeland Security Division. These funds would help support the PTC CERT Program.

Under the guidelines for this grant these funds are for items such as medical supplies, promotional materials, training material, and includes general machinery/equipment maintenance and purchases. As a condition of the grant, the City must furnish expenditure documentation for the money spent. The Police Department has received previous grants that require this documentation and has been very diligent in this reporting requirement. The Peachtree City C.E.R.T. program was established in 2005. As of the date of this request, we have trained over 1200 adult and young adults in disaster preparedness. If this grant is approved and received, we should be able to provide training to over 1300 citizens by December 2017.

Budget Impact:

This grant would impact the Police Grants Fund by increasing both revenue and expenditures in the Grant Fund by the $12,000.00. There are no matching funds required on behalf of the City.

JLM/slp

CITY OF PEACHTREE CITY

BUDGET AMENDMENT

NUMBER 17-008

DATE 02/16/2017

ACCOUNT	PROJECT	DESCRIPTION	INCREASE	DECREASE
209-3210-334100		PD/CERT / GEMA Grant	12,000	
209-3210-531175		Operating Supplies	12,000	

Budget Amendment

To amend FY17 Budget Resolution for FY17 CERT Grant

Entered ____________

Approved ____________

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: CITY COUNCIL AND MAYOR

VIA: JON RORIE, CITY MANAGER
PAUL SALVATORE, FINANCE DIRECTOR PS
KELLY BUSH, ASSISTANT FINANCE DIRECTOR KB

FROM: JANET L. MOON, CHIEF OF POLICE Janet Moon

DATE: January 27th, 2017

SUBJECT: GBI WEST METRO REGIONAL DRUG ENFORCEMENT GRANT
Consent Agenda- February 16, 2017 Council Meeting

Recommendation:

The Police Department is requesting to apply for and accept grant funding from West Metro Regional Drug Enforcement Office as part of their Edward Byrne Memorial Justice Assistance Grant.

Discussion:

This grant was awarded to the West Metro Drug Enforcement Office (WMDREO) and is used to reimburse personnel costs for each participating agency. The Peachtree City Police Department currently has one officer assigned to the West Metro Drug Enforcement Office. Grant funded salary reimbursement will be distributed to each agency quarterly.

Budget Impact:

These funds will offset the budgeted police salary general ledger account.

JLM

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: **Mayor and Council Members**

VIA: **Jonathan N. Rorie, City Manager**

FROM: **Michael Warrix, AICP**
Planning and Development Director

DATE: **February 9, 2017**

SUBJECT: **Consider Text Amendment – Article XI, Division 5, Section 1133 Land Development Ordinance**
February 16, 2017 City Council Agenda

Recommendation:

That Council adopt the text amendment to Article XI, Division 5, Section 1133 of the Land Development Ordinance as presented by staff.

Discussion:

Article XI, Division 5, Section 1133 provides regulations regarding the removal of trees and vegetation within designated buffers and city-owned greenbelts. Earlier this year staff was tasked with reviewing Section 1133 to clarify provisions regarding required city approvals, enforcement procedures, and to add a minimum monetary penalty for violators in the amount of $500.00 per tree for trees removed from a city-owned greenbelt. The language of the attached draft ordinance was previewed at the January 19, 2017 City Council meeting.

Budget Impacts:

There are no budget impacts associated with this request.

Sec. 1133. - Removal of trees and vegetation within designated buffers and greenbelts, prohibited.

Clearing, thinning and/or removal of any trees or vegetation within designated natural buffers, undisturbed buffers, tree save and landscape buffers, or any protected area on residential lots is strictly prohibited without first obtaining written approval and associated permits from the Planning and Development Department.

Clearing, thinning and/or removal of any vegetation within city-owned greenbelts is strictly prohibited. Each removed tree shall be considered a separate offense and will be subject to a citation from Code Enforcement to appear in Municipal Court and a fine of not less than $500.00 per tree.

In addition to the citation and fine, the person responsible for clearing, thinning or removal of vegetation within a city-owned greenbelt shall be required to replace the total caliper inches of vegetation removed to assist in re-naturalizing the disturbed areas adjacent to their property. A detailed plant list of all material to be planted must be submitted to the Planning and Development Department for approval prior to installation, and all plant material must be guaranteed for a period of no less than two years from the date of final acceptance by the city.

Ordinance Number ______

AN ORDINANCE TO AMEND ARTICLE XI, DIVISION 5, OF THE LAND DEVELOPMENT ORDINANCE OF THE CITY OF PEACHTREE CITY, GEORGIA, AS AMENDED, SPECIFICALLY TO ADDRESS REMOVAL OF TREES AND VEGETATION WITHIN DESIGNATED BUFFERS AND GREENBELTS; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR SEVERABILITY; TO ESTABLISH AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

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

Section 1. Article XI, Division 5, Section 1133, Removal of trees and vegetation within designated buffers and greenbelts, prohibited, be amended to read as follows:

> Section 1133. - Removal of trees and vegetation within designated buffers and greenbelts, prohibited.
>
> Clearing, thinning and/or removal of any trees or vegetation within designated natural buffers, undisturbed buffers, tree save and landscape buffers, or any protected area on residential lots is strictly prohibited without first obtaining written approval and associated permits from the Planning and Development Department.
>
> Clearing, thinning and/or removal of any vegetation within city-owned greenbelts is strictly prohibited. Each removed tree shall be considered a separate offense and will be subject to a citation from Code Enforcement to appear in Municipal Court and a fine of not less than $500.00 per tree.
>
> In addition to the citation and fine, the person responsible for clearing, thinning or removal of vegetation within a city-owned greenbelt shall be required to replace the total caliper inches of vegetation removed to assist in re-naturalizing the disturbed areas adjacent to their property. A detailed plant list of all material to be planted must be submitted to the Planning and Development Department for approval prior to installation, and all plant material must be guaranteed for a period of no less than two years from the date of final acceptance by the city.

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

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

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

This ________ day of ______________________ 2017.

____
Vanessa Fleisch, Mayor

____

____

____

____

Attest: ______________________________
City Clerk

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO:	**Mayor and City Council**
VIA:	**Jonathan Rorie, City Manager**
FROM:	**Paul J. Salvatore, Financial Services Director** P.S.
DATE:	**February 9, 2017**
SUBJECT:	**Discuss edits to city Budgetary Policies** ***February 16, 2017, City Council Meeting***

Recommendation

Consider approval of edits to the city's budgetary policy and/or provide other comments or direction to staff.

Discussion:

City staff will review key provisions of the city's budgetary policies and explain all proposed edits. Staff will seek input from City Council in regard to those edits or any other concerns and will answer any questions. A red-line copy of the policy is attached for review.

Budget Impact

N/A

~~CAR~~ COP- XXX~~9-5~~ BUDGET POLICIES
~~CAR 9-5~~

OPR: Finance

06/21/01 (Revised ~~7/30/2010~~29/16~~15~~/2017~~6~~)

I. Purpose

The City of Peachtree City has enacted the following policies as a basis for the City's routine financial practices associated with preparation, adoption, and execution of the City's operating and capital budgets. Their primary objective is to provide a standard of budgetary performance that both staff and Council have endorsed and to provide budgetary decision making with greater continuity, reinforcing the City's core financial values and preserving them for successive staff and Council.

Regular, updated budget policies can be an important tool to ensure that City resources are used to meet its commitments, to provide needed services to the citizens of Peachtree City, and to maintain sound financial management practices. These policies are therefore guidelines for general use and allow for exceptions in extraordinary conditions.

These policies have been approved by the City Manager and Financial Services Division and have been adopted by the City Council. The Budget Policies of the City will be reviewed annually and can be adjusted at any time by action of the City Council.

II. OPERATING & CAPITAL BUDGET POLICIES

Budget Scope:

Policy 1. Funds included in the operating budget. The operating budget shall include the following funds:

- Governmental Type Funds
  - General Fund
  - Special Revenue Funds
  - Capital Projects Funds
  - Debt Service Funds
- Proprietary Type Funds
  - Stormwater Utility Fund (including stormwater capital projects)
  - Amphitheater Fund

Policy 2. Integration with capital budget. All capital project budgets will be prepared concurrently with the annual operating budgets for each fund, and are to be an integral part of the operating budget.

Policy 3. Baseline and service level funding. In the absence of a fiscal crisis, the City's top program priority is the maintenance of existing service levels in all divisions and departments. To reflect this, the budget process should include the calculation of baseline funding levels for all departments, reflecting current staffing, and inflationary increases in supplies and service budgets. This baseline should serve as an agreed upon point of departure for subsequent budget discussions, such as the impact of adding additional personnel or a new facility or service. Any additional services above the baseline level shall be fully funded at the time of the adoption of the annual budget, and the ongoing funding source(s) for these additional services, for the current and all subsequent years, shall be clearly identified. Such ongoing funding sources must be in the form of either new or increased revenues, or clearly identified expense reductions.

Budgetary Balance:

Policy 4. Adoption. The City shall adopt and operate under an annual balanced budget for the General Fund, the Capital Projects Funds, each Special Revenue Fund, and each Debt Service Fund in use by the City. The annual balanced budget shall be adopted by resolution of the City Council prior to the start of each fiscal year.

Policy 5. Balance defined. The budget resolution is balanced when the sum of the estimated revenues and appropriated fund balances is equal to appropriations. Appropriations of fund balances shall only be made in compliance with the "Reserves" section of this policy. There are additional requirements for budgetary balance that apply to the Stormwater Utility Fund. Per requirements set forth in the original Storm Water Bond covenants, the utility must also maintain a bond debt service coverage ratio of at least 1.15, on an annual basis. This means that the annual revenue available for debt service, after payment of all other annual operating expenses, must exceed the amount of the annual debt service by at least fifteen percent (15%). This standard shall remain in place as a management policy, regardless of the original bond covenant requirements, unless future bond covenants require a more restrictive coverage ratio.

Policy 6. Capital projects. The City shall adopt and operate under a project-length balanced budget for each capital projects fund in use by the City. The project-length balanced budget shall be adopted by resolution in the year that the project initially begins, and shall appropriate total expenditures for the duration of the capital project. Following are the guidelines to be used for ranking capital projects for inclusion in the city's capital budget:

Capital Project Ranking Criteria:

Core Projects
Projects that must be funded and meet one of the following criteria:

- Critical to remedying or preventing a major health/safety hazard (e.g. sewer line problem, sink-hole in roadway, or other failing infrastructure)
- Legally mandated (e.g. DOT and EPA standards – especially if fines for non-compliance)
- Essential to completing a project phase (e.g. complete construction of a building partially funded in a prior period)

Essential Projects
Projects that are essential in order for the City to provide services (ranked in order of importance):

- **Positive Fiscal Impact** – the project creates revenues or identifies savings in excess of the project cost and is justified by a cost-benefit analysis
- **Outside Agency Grants** - Projects recommended by the state and/or county development authorities that are expected to provide economic benefit to the community (job creation, tax revenue, etc.)

- **Facilities/Equipment Maintenance or Replacement** – a maintenance or replacement program essential to avoid a predicted failure in the near future
- **Conformance with Plans/Policies** – the project implements a specific policy/plan that has been adopted by the City Council
- **Project Interdependence** – the project interrelates with other projects or programs that are underway or completed (e.g. furniture & fixtures for new building, vehicles and equipment for new station, etc.)
- **Severity of Foregoing the project** – service levels will be severely impacted as a result of not going forward with the project
- **Leverage (Optional Grants)** – city funds provide committed federal or state funds at a ratio of 1:3 or greater (e.g. 20% local share of GA DOT landscaping projects)

Discretionary Projects

If/when discretionary funds are available after meeting the aforementioned criteria, consideration will be given to projects such as the following:

- Optional Remodeling or Construction and Office Equipment/Furniture
- Optional purchase of land for additional green space and/or use in expanding recreation or other optional services
- Optional additional vehicles & equipment and/or upgrades from existing

Policy 7. Budgeting/accounting basis. The City will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

Budgetary Reserves:

Policy 8. Types and levels of reserves. The City, in conjunction with Governmental Standards Board Statement No. 54 (Fund Balance Reporting and Governmental Fund Type Definitions), shall maintain the following fund balances (reserves) in all governmental type funds that are established in Policy 1:

- Non-spendable – to establish balances that cannot be spent because they are in a non spendable form (i.e. inventories, prepaid amounts, long-term loans and notes receivables, or property held for resale).
- Restricted – to establish balances constrained for a specific purpose through restrictions of external parties (i.e. creditors, grantors, contributors, or laws or regulations of other governments)~~,~~ or by constitutional provision or enabling legislation. These balances may include monies from loans, grants, and donors, particularly in those governmental fund types normally other than the City's General Fund.
- Committed – to establish balances constrained for specific purposes imposed by formal action (ordinance or resolution) of the City Council and shall include all funds not designated as non-spendable, restricted, assigned, or unassigned. These funds will be for the specific purpose of establishing a revenue stabilization fund to provide resources to cover anticipated and unanticipated revenue shortfalls in subsequent years. If available, committed reserves shall also be used to replenish the unassigned reserves to the minimum ~~20~~25% level should they fall below that level.
- Assigned – to establish balances to be set aside by City management to fund a projected budgetary deficit in a subsequent year's budget as adopted by City Council.
- Unassigned – remaining amount that has not been classed as non-spendable, restricted, committed, or assigned that shall remain equal to or greater than twenty five percent

(25~~20~~%) of the "Total Uses of Funds" amount appropriated in the General Fund budget. These unassigned funds are intended for the following purposes:

- Cash Flow – to maintain sufficient cash on hand to satisfy cash flow needs of the City, especially between the start of the fiscal year and such time that property tax revenues are received.
- Operating Contingencies – to provide resources to pay for expenses that were not originally appropriated in the annual operating budget.
- Insurance – to provide funding for unanticipated costs associated with the repair and/or replacement of City property that is unexpectedly damaged or destroyed, and for other liabilities for claims against the City in excess of the amount recovered through claims filed against individuals or with the City's insurance carriers, or other reimbursements such as State and/or Federal disaster assistance.
- Grants – to provide funding to cover costs associated with grant projects when funds must be expended prior to submitting for grant reimbursement (i.e. SAFER, CERT, COPS FAST, GA DOT, etc.)
- Loans – to provide funding to cover costs associated with purchases and construction of fixed assets that will be financed upon completion through a reimbursement resolution process.

Unassigned reserve fund balance shall be reviewed annually and any significant amounts over the ~~20~~25% minimum shall be reclassified as committed, unless an alternate use is agreed upon by Council. Similarly, any available committed reserves shall be used to replenish the unassigned fund balance should it fall below the ~~20~~25% minimum.

- **Capital Project (~~PIP~~CIP) Contingency** – to provide funding for unanticipated costs associated with capital projects/equipment in the Capital~~Public~~ Improvement Program, or for new projects/equipment that were not originally appropriated in the C~~P~~IP budget. Subject to annual review, the City shall appropriate an amount per year, as deemed necessary in a C~~P~~IP Contingency account to serve these purposes. Any excess project funds, including interest earnings of capital projects funds, shall also be transferred into this account upon completion of any project that completes under budget. The City Manager shall review the C~~P~~IP Contingency Fund balances on a regular basis to determine if they will still be needed for projects. If not, they may be transferred back to the General Fund or be used for other lawful purposes.
- **Special Consideration** – at the will of Council, any of the committed, assigned, or unassigned funds balances (reserve amounts) described in this policy may be combined and used for any lawful purpose that Council sees fit, provided that a sound financial plan for replenishment of the reserve funds is established prior to any such disbursement. The use of any committed funds requires formal action through a Council resolution and must be enacted prior to the close of each fiscal year.
- **The City shall strive to meet the above reserve requirements, and staff and Council will review the requirements annually.**

Budget Responsibility*:*

Policy 9. Preparation and submittal. Per City Ordinance, the City Manager has the responsibility for the preparation and submittal of the City's annual budget. In this capacity, he shall have the authority to standardize budget documentation, to prepare the budget calendar, and to review departmental budget requests for accuracy and conformity to budget guidelines. He shall also review all revenue forecasts prepared during the budget process. The Financial Services Division shall assist the City Manger in fulfilling these responsibilities by preparing and submitting a draft budget to the City Manager.

Policy 10. Implementation. The Financial Services Director shall be responsible for overseeing budget implementation. Duties in this phase will include, but are not limited to, preparation and review of interim financial reports, monitoring revenues, reviewing departmental expenditure requests for conformity with budget, reviewing supplementary appropriation requests, and recommending transfers across accounts or departments in conformity with the City's budget implementation policies.

BUDGET IMPLEMENTATION POLICIES

Budget Amendments and Reallocations:

Policy 11. Legal level of control. Means the lowest level of budgetary detail at which a local government's management or budget officer may not reassign resources without approval of the governing authority. Per Georgia State law, the City's legal level of control shall be, at a minimum, expenditures for each department for each fund for which a budget is required.

Policy 12. Budget amendments. Any increase in appropriation at the legal level of control whether accomplished through a change in anticipated revenues in any fund or through a transfer of appropriations among divisions, shall require the approval of the City Council. Such amendment shall be adopted by resolution.
Carryovers. Financial Services staff shall prepare an estimate for each project that staff intends to re-appropriate funds for at year-end. City staff shall be authorized to carry forward any available appropriations from previous years' approved budgets for any capital projects that are still active based upon *actual* available balances at fiscal year-end, although such amounts may differ from the estimates prepared during the budget process. Funds may also be carried forward for essential expenditures of the General Fund that, according to generally accepted accounting principles, have not been incurred by year-end. Such General Fund carryovers shall be included in a budget amendment for the subsequent fiscal year, which will be presented to Council for approval.

Policy 13. Reallocations. Transfers of appropriations within any fund below the City's legal level of control shall require only the approval of ~~the departmental Director or Chief, or their designee, and~~ the Financial Services Director. Departmental requests for reallocations must be sent to the Financial Services Director by a Director or Chief or their designee. In general, funds may not be reallocated from the Personnel Services group of accounts since such ~~funds~~allocations must be preserved in order to meet budgeted savings projected from position vacancies. Exceptions may be made under certain circumstances, such as a reallocation for using temporary contracted labor during the time period of a position vacancy.

Policy 14. Preventing overspending. The City Manager may impound budgetary authority for spending in situations when total revenues of a fund fail to keep pace with estimated revenues budgeted for that fund, or in other situations where the cost of any particular service or commodity is expected to be significantly less than the amount appropriated.

Policy 15. Reporting. The Finance Department shall be responsible for preparing monthly budget status reports that will be made available to the public. They are also responsible for preparing an annual financial report as of fiscal year-end.

REVENUE POLICIES

Policy 16. Review of fees and charges. ~~A comprehensive analysis of all City fees and charges will be conducted at least once every three years. At least one public hearing shall be held, prior to adoption of any changes to the fee schedules, to disclose the results of the survey and to discuss staff's~~

~~recommendations.~~Each department shall be responsible for conducting a survey of all fees and charges pertaining to their operations on a regular basis, but no less than every three years. Per city ordinance, all proposed fee changes must be approved by City Council before being implemented.

Policy 17. Use of one-time revenues. One-time revenues shall generally not be used for on-going operating expenses, such as additional personnel or new contracts for goods or services that will remain in effect after the one-time revenue source~~s~~ has been exhausted. Examples of allowable uses of one-time revenues are purchases of capital assets, start-up costs, early debt retirement, and deposit to the operating reserve fund. Use of one-time revenues for other purposes may be considered on a case-by-case basis.

Policy 18. Adjustment to millage rate. At the will of the Council, reductions in the Maintenance and Operation millage rate may be made in any budget year where Special Purpose Local Option Sales Tax (SPLOST) or other voted revenue sources will be available to provide funding for eligible projects of such funding sources covered by Maintenance and Operation ad valorem property taxes. Conversely, should a SPLOST or other revenue source cease to exist, Council should consider adjusting the millage rate accordingly to recover the lost revenue, unless another new or increased revenue source is available.

APPROVED:
City Council
City Manager
Assistant City Manager
Financial Services Director