**City Council of Peachtree City**
**Minutes of Meeting**
**January 22, 1998**
**7:00 p.m.**

The City Council of Peachtree City met in a regular session Thursday, January 22, 1998, at 7:00 p.m. in the City Hall Council Chambers.

Mayor Pro tem Brooks led those attending in the pledge of allegiance. Council members present were: Carol Fritz, Annie McMenamin, Robert Brooks, and Jim Pace. Mayor Lenox was absent.

## ANNOUNCEMENTS, AWARDS, SPECIAL RECOGNITION

The Employee of the Month Award was presented to Troy Besseche.

The Supervisor of the Quarter Award was presented to Tony Wood.

The following "Builder" awards were presented:

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| "Builder of the Year" | Huddleston/Thompson, Inc. |
| "Superintendent of the Year" | Johnny Wright of Kenny Johnson Homes |
| "Best Commercial Sites" | Garrard Construction Company |
| "Job Site Safety" | Richard Simms Homes |

Certificates of recognition were presented to Chadwick Homes, Kenny Johnson Homes and Richard Simms Homes in recognition of their spirit of teamwork.

## APPROVAL OF MINUTES

McMenamin made a motion to approve the minutes of January 8, 1998 as presented. Pace seconded the motion. Motion carried unanimously.

## NEW AGENDA ITEMS

### 01-98-07 Consider Alcohol Beverage License Representative Change A & P Grocery Store

City Manager, Jim Basinger, said Mr. Alfred Wilson Beaty had asked to be appointed as the new License Representative for the A & P Food Market. The previous License Representative was no longer employed with the store.

McMenamin asked Mr. Beaty how long he had been working at the local A & P Food Market and if workers under the age of 21 were familiar with the alcohol laws. Beaty replied that he had been in the Peachtree City store for over a year and that employees were familiar with the alcohol laws. He added that his store had a training program in place for all employees concerning alcohol.

McMenamin made a motion to appoint Mr. Beaty as the License Representative for the A& P Food Market. Fritz seconded the motion. Motion carried unanimously.

**01-98-08 Leach Station Property Acquisition**

Basinger said Fire Chief Reed had attempted for several years to locate property in Peachtree City on which a number of training facilities could be located. These facilities would include: a fire training tower, a burn building, a vehicle extracting training area, and areas for compressed gas and flammable liquids training. He said the ideal location for these training facilities would be at a fire station but there was not enough land at any one of the four existing stations to put the training facilities.

Basinger explained that there had been plans to construct a new fire station at the existing Leach Station site because there was a need for the station to remain in that vicinity to serve its designated area of the city. He said while it would be possible, putting the new Leach Station on the current one-acre site would be difficult because there was a need to enlarge the station.

Basinger said it seemed to make sense to take a look at the 4.88 acre site across the street from the station on the southwest corner of Paschall Road and Clover Green since it could accommodate the training facilities and the new station. He said staff approached the owners of the property, DAMAJIST, to see if the site was for sale and after several months of negotiations a sales contract was offered on the property at a price of $180,000. He said appraisals of the property indicate that it was a fair market price.

Basinger said staff had evaluated the site and it was their opinion that the proposed site was well suited to accommodate the new Fire Station and training facilities.

He said staff had: prepared a boundary survey; identified a .344 acre out parcel on the tract, owned by PCDC, who offered to transfer the property to the city at no cost; identified and surveyed a small cemetery on the site; plotted the topography of the site; located all significant trees; identified the rock outcroppings; prepared a conceptual master plan for site; and inspected the on-site conditions to determine any obvious problems implementing the conceptual plan

Basinger recommended that Council approve the purchase of the site from DAMAJIST at a cost of $180,000 with funding to come from the Public Improvement Program where there was $955,430 budgeted for the station and burn building training facility. He said staff would then strive to construct the station and burn building with the remaining $775,430; however, if it were not possible, staff would return to Council with an additional funding recommendation. He emphasized that all the training facilities in the conceptual plan were not planned or budgeted to be constructed at this time. He also recommended Mayor Lenox be authorized to sign the deed to the property.

McMenamin agreed that Leach Station needed to be replaced. Brooks asked Chief Reed if he had any concerns about the property. Reed said he felt it was suitable for their training needs and would not impact the surrounding area. Reed said it was critical to have the station within the present vicinity and that it would be very beneficial to have training sites located at the fire station.

McMenamin asked if the existing station would remain in place while the new station was being built. Basinger said that it would and added that the funds in the Public Improvement Program earmarked for the project came from the Local Option Sales Tax.

Pace said he felt the fire station needed to be replaced and that the fire department needed to have training facilities. Pace also felt the proposed location was the best site for the facilities and made a motion to approve the purchase the 4.88 acre site from DAMAJIST for $180,000 with funding to come from the 1998 Public Improvement Program and that Mayor Lenox be authorized to sign the deed to the property. McMenamin seconded the motion. Motion carried unanimously.

**01-98-09 Consider Comprehensive Plan Update - Short Term Work Study**

City Planner, David Rast, reminded Council that several months ago they had passed a Resolution to forward an update of the Comprehensive Plan to the Atlanta Regional Commission (ARC). He said the ARC recommended minor revisions to the Short Term Work Plan and Capital Improvement Element and requested that Impact Fees established by the City's Ordinance be included in the plan. Rast said with those revisions in place the ARC and Georgia Department of Community Affairs had approved the plan but it needed to be officially adopted by City Council.

Rast said in order for the city to keep its ARC status of "Qualified Local Government" the plan would need to be updated on an annual basis beginning in February 1999.

McMenamin made a motion to pass the Resolution to adopt the changes to the Comprehensive Plan. Pace seconded the motion. Motion passed unanimously.

**01-98-10 Consider Local Government Project Agreement with DOT - Highway 74 South Widening Project**

Basinger said the proposed Local Government Project Agreement with DOT concerned the widening project of Highway 74 from Highway 54 to Sierra Drive. He said it would ensure DOT that Council would pay all eligible relocation costs.

Basinger explained that it was the Georgia Department of Transportation's (DOT) policy that it does not pay any costs associated with relocating utilities. He said the DOT required either the local government or the utility company to pay the cost of all utility relocations. Normally if the utility lines were in place before the road was constructed, the local government would pay. If the utility

lines were installed later, the utility company would pay. Basinger said the only utility eligible for reimbursement costs associated with the Highway 74 South widening project was Georgia Power at a cost of $15,156. The remaining utilities would have to be relocated at each utilities' expense.
Basinger said; however, prior to the last City Council meeting, the City received a letter from the Water and Sewerage Authority (WASA) indicating that their sewer line had also been in place prior to the construction of the road and they felt they should not have to pay the estimated $295,000 to relocate their line. He said staff had since met with Mr. Davis and the WASA Attorney, Mr. Doug Warner, and it was Mr. Warner's legal opinion that the relocation costs were a WASA expense.

Basinger said that staff requested that the City assist DOT by possibly obtaining donation of some right-of-way property in lieu of paying the $15, 156 cost of relocating Georgia Power's lines. He said DOT had agreed to this and staff would be coordinating that aspect of the widening project with DOT. He said staff assured WASA that they would do what they could to minimize the sewer line relocation costs by striving to obtain enough ROW to also receive credit for the $295,000 sewer relocation cost. He said DOT would also have to agree to this credit.

Basinger said the DOT advised the ROW acquisition for the widening project would begin in Fiscal Year 1999, which begins July 1 of this year and construction would commence in 2001.

Pace made a motion to authorize Mayor Lenox to sign the Local Government Agreement for the SR-74 project. McMenamin seconded the motion. Motion carried unanimously.

**01-98-11 Consider DOT ROW Agreement - Hwy 74/Kelly Drive Intersection**

Basinger said staff had been working for an extended period of time with the Thomaston DOT District Office in a concerted effort to add turn lanes and a traffic signal at the intersection of Highway 74 and Kelly Drive. He said to date, the City had not received approval for the improvements; however, as an interim measure DOT approved lowering the speed limit to 45 MPH.

He said the agreement was the first written indication received that DOT may be ready to approve the lanes and signalization of the intersection. The Thomaston District Office was also attempting to obtain a contract with the city that would obtain some DOT funding for the project.

Basinger explained the ROW Agreement would commit the city to the following: Provide sufficient title for the ROW necessary to make the improvements; Provide for proper maintenance after the improvements are made; Coordinate all necessary utility relocations associated with the project;Obtain DOT approval for any new utility encroachments or pavement cuts;Remove any other obstructions in the ROW; and Hold DOT harmless for any liability associated with the project.

Basinger said once the City received final approval from DOT, staff anticipated the costs to run from $200,000 to $300,000 and suggested that since it was a public safety issue, funding should come from the Council Contingency Fund.

McMenamin made a motion to approve the agreement with funding to come from the Council Contingency Fund. Fritz seconded the motion. Motion carried unanimously.

**01-98-12 Consider County-wide Purchasing Program**

Basinger said in June 1997 all the municipal mayors and city managers in Fayette County, the county commission chairman, the county administrator, and the school board chairman and superintendent met at a Retreat. He said the purpose of the Retreat was to discuss and brainstorm ways the different entities could reduce costs in the purchasing of equipment, vehicles and products.

He said the group also discussed House Bill 489 which required all entities to look at every service that is provided to citizens to determine if it makes sense to consolidate each service or cooperate in reducing the costs to provide that service. He said it did not require consolidation or cooperation; only that it be reviewed and evaluated. He said if it was determined that consolidation or cooperation in the delivery of a particular service was not practical, feasible or economical, then it would not have to be done.

He said at the first meeting the group decided that the initial effort was not intended to be part of the requirements of House Bill 489, but it would give the committee some experience and a head start with implementing the bill, which was not required until 1998. He said the group elected to refer to itself as the FUTURE Committee. The letters in the acronym stand for "Fayette Unified Team to Use Resources Efficiently." The FUTURE Committee decided that it would, as its initial effort, evaluate the following areas under the direction of the following administrators:

Fleet Maintenance - County Administrator - Bill Beckett;
Fire Services - Fayetteville City Manager - Joe Morton;
Transportation - Tyrone Town Manager - Barry Amos; and
Purchasing - Peachtree City Manager - Jim Basinger

Representing Peachtree City on the Purchasing Committee was Steve Rapson, former Financial Director; Marcie Blind, Purchasing Agent; and Betsy Tyler, Public Information Specialist. The other entities were represented by either or both their Finance Director and Purchasing Official. The mayors or an elected designee of Brooks and Woosley also served on the committee.

He said each entity committee member filled out data collection forms to determine and evaluate the following: common products and services;
who was buying what products and services and from whom; agreements for professional services; computer system used by each entity; process used by each entity to dispose of surplus property; facilities and space for a consolidated purchasing department and for a warehouse; and staffing levels and budgets for each purchasing function.

Basinger said the findings, conclusions and recommendations of the committee were as follows:

1. Engaging in the centralized purchasing of common products and services would reduce costs immediately. If consolidated purchasing had been in effect last year, the entities could have saved approximately $41,000 which did not take volume discount into consideration. In this area the committee recommended the immediate implementation of County-wide "Collaborative Purchasing". The committee also recommended that each government entity strive for standardization of products, equipment, vehicles and services in order to expand the opportunities for collaborative buying.

2. An array of computer systems and software programs were being used by the different entities. To operate effectively, a consolidated purchasing department would require a computer network with capabilities to interface. The committee recommended the appointment of an Information Systems Committee charged with the responsibility of developing a plan for a centralized data automation system linking all entities.

3. No entity had a location suitable for a centralized purchasing office and warehouse, but several possibilities would be available in the near future. One possibility would be the "Old Fayette County High School." The facility had loading bays for tractor trailer deliveries that would be conducive to high volume deliveries of goods, and would have adequate space for a consolidated centralized purchasing office. The committee recommended it be pursued.

4. Holding combined auctions for the disposal of surplus items would allow for events with a larger pool of goods to attract bidders and result in obtaining better prices. The committee recommended to immediately begin holding combined auctions.

5. Entities were currently providing purchasing functions with relatively limited budgets and a minimum of dedicated purchasing personnel. The committee concluded that in the long-run, a consolidated purchasing department could result in manpower and budget savings.

Basinger said the conclusion of the committee was that a total County-wide consolidation of purchasing functions was not immediately feasible primarily due to the lack of a computer network with capabilities to interface, as well as due to the lack of office space and storage facilities. However, as the first step toward consolidation, the committee recommended approval of an initial phase that would entail the collaborative buying of common products and services to achieve volume discounts. To implement this initial phase of collaborative purchasing staff recommends Council approval of:

1) An Intergovernmental Agreement to: establish collaborative purchasing among the governmental entities of Fayette County; establish a permanent County-wide Collaborative Purchasing Committee; and authorize the Committee to immediately begin the collaborative purchase of selected goods and services.

2) Approve the proposed changes to the Purchasing Ordinance, Section 9-13 (7), authorizing the Purchasing Agent to use collaborative purchasing as another means of obtaining goods and services.

3) Approve the proposed Collaborative Purchasing Policies and Procedures. These policies would be placed in a City Purchasing Regulation upon approval by Council.

McMenamin made a motion to approve the Intergovernmental Agreement, the proposed changes to Ordinance 9-13 (7); and the Collaborative Purchasing Policies and Procedures. Pace seconded the motion. Motion carried unanimously.

McMenamin commended Basinger on his efforts in organizing the purchasing committee.

Brooks made a motion to adjourn into Executive Session to discuss a legal matter. Motion was seconded by McMenamin and passed unanimously.

**Executive Session**

No action was taken in executive session. Brooks made a motion to adjourn the meeting at 8:07 p.m. McMenamin seconded the motion. Motion passed unanimously.

Nancy Faulkner
Nancy Faulkner, City Clerk

Attest: Robert L. L
Mayor