



CITY COUNCIL

Kim Learnard, Mayor

Frank Destadio, Mayor Pro Tem | Laura Johnson, Post 1

Suzanne Brown, Post 2 | Clinton Holland, Post 3

SCAN FOR AGENDA
PACKET



Regular Meeting Agenda

April 18, 2024 | 9:30 AM

City Hall

1. **Call to Order**
2. **Pledge of Allegiance and Moment of Silence**
3. **Announcements, Awards, Special Recognition**
 - A. Georgia Cities Week Proclamation
4. **Presentation**
 - A. Police Department CALEA presentation (Janet Moon)
 - B. Peachtree City Fire Rescue ISO Class 1 Presentation (Clint Murphy)
5. **Public Comment**
6. **Agenda Changes**
7. **Minutes**
 - A. April 4, 2024 Regular Meeting Minutes
8. **Consent Agenda**
 - A. FY2024 Budget Amendment- Sunset Sounds Sponsorship
 - Funding Source: Sponsorship check from Wihelm Real Estate
 - B. FY2024 Budget Amendment and Intent to Finance - Police Vehicles
 - Funding Source: 337-9999-393500 - Capital Lease Proceeds
 - C. Consider Path Easement from Peachtree City United Methodist Church
 - Funding Source: 329-6110-541200-IMP22-08 Robinson Rd Multi-Use Path Extension
 - D. Reclassifications & Position Title Changes for Human Resources, CVB and Finance
 - Funding Source: 100-1540-511100 Human Resources
 - 100-1511-511100 Finance
 - 100-7545-511100 Tourism
 - E. Consider ADA Transition Plan Submittal to GDOT
 - F. Integrity Fusion Stormwater Facility Maintenance Agreement
9. **Old Agenda Items**
10. **New Agenda Items**

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

This meeting will be held in Council Chambers at City Hall.

11. Public Hearings

12. Council/Staff Topics

A. Celebration of Service for Robert Curnow

13. Executive Session

14. Adjourn

It is the policy of the City of Peachtree City that all city-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the City's ADA Coordinator, Dr. Teaa Allston-Bing at (770) 632-4276 or e-mail tallston-bing@peachtree-city.org at least three (3) business days before the scheduled meeting or event to request an accommodation.

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

This meeting will be held in Council Chambers at City Hall



Proclamation

Georgia Cities Week 2024

- Whereas:** City government is the closest to most citizens, and the one with the most direct daily impact upon its residents; and,
- Whereas:** City government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and
- Whereas:** City government officials and employees share the responsibility to pass along their understanding of public services and their benefits; and,
- Whereas:** Georgia Cities Week is a very important time to recognize the important role played by city government in our lives; and,
- Whereas:** The Georgia Municipal Association and its member cities have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and,
- Whereas:** Georgia Cities Week offers an important opportunity to convey to all the citizens of Georgia that they can shape and influence government through their civic engagement.

Now, therefore, be it resolved, by the Mayor and Council of the City of Peachtree City, Georgia, that the week of April 21-27, 2024 is hereby proclaimed **Georgia Cities Week** and all citizens, city government officials and employees are encouraged to do everything possible to ensure that this week is recognized and celebrated.

This 18th day of April 2024

Kim Learnard, Mayor

Frank Destadio, Mayor Pro Tem

Laura Johnson, Post 1

Suzanne Brown, Post 2

Clinton Holland, Post 3

City Council of Peachtree City
Meeting Minutes
Thursday, April 4, 2024
6:30 PM

Call to Order

The Mayor and Council of Peachtree City met in regular session on Thursday, April 4, 2024. Mayor Kim Learnard called the meeting to order at 6:30 p.m. Council members attending: Laura Johnson, Suzanne Brown, Clinton Holland, and Frank Destadio.

Pledge of Allegiance and Moment of Silence

Announcements, Awards, Special Recognition

Johnson said she might have to leave the meeting early to catch a flight.

Public Comment

Keith Larson told Council that heavy trucks on neighborhood streets were a concern to many residents and proposed they revise the City ordinance that prohibited heavy trucks on certain streets to include Holly Grove Road, Robinson Road, portions of MacDuff and Senoia Road, as well as Crosstown Road. Larson said the pending construction at the SR 74/54 intersection hastened the need for this revision as truck drivers would be looking for alternate routes to avoid that area.

Tom Crofton related how he took up pickleball after he developed knee problems. He then said he had a major heart attack three years ago and died in the ambulance. Now he cherished every day and felt he was on borrowed time, so he was asking Council to get more pickleball courts built in the City soon. The recent recreation survey showed pickleball as a major interest for citizens, and \$700,000 of Special Purpose Local Option Sales Tax (SPLOST) had been allocated for pickleball.

Agenda Changes

Johnson moved to move New Agenda item E, 04-24-05, Ordinance 1218--City Council Meeting Procedures and Rules, above New Agenda item A and reorder the new agenda items. Destadio seconded. Motion carried unanimously.

Minutes

Johnson moved to approve the March 21, 2024, Regular Meeting Minutes, the March 21, 2024, Executive Session Minutes, the March 28, 2024 Special Called Meeting Minutes, and the March 28, 2024 Executive Session Minutes. Destadio seconded. Motion carried unanimously.

A. March 21, 2024 Regular Meeting Minutes

APPROVED 5-0

B. March 21, 2024 Executive Session Minutes

APPROVED 5-0

C. March 28, 2024 Special Called Meeting Minutes

APPROVED 5-0

D. March 28, 2024 Executive Session Minutes

APPROVED 5-0

Consent Agenda

Holland moved to approve Consent Agenda items A, B, and C. Johnson seconded. Motion carried unanimously.

A. PD Hardware/Software Annual Renewal and Brand Name Approval

APPROVED 5-0

B. Surplus and disposal of decommissioned vehicles/equipment

APPROVED 5-0

C. Start time change for the second City Council meetings scheduled in April, May, and June

APPROVED 5-0

Old Agenda Items

None

New Agenda Items

A. 04-24-05 Ordinance # 1218 City Council Meeting Procedures and Rules

The Mayor noted that this amendment referred to placing an item on the agenda and not deciding on an issue. She turned the floor over to Johnson, who she said had done a tremendous amount of legwork.

Johnson moved to approve New Agenda item A. with the following amendment: (c) Agenda item request. City staff with approval from the City Manager may request to have an item placed on the agenda, by filing such request in writing with the City Clerk prior to noon on the Thursday preceding the council meeting. The Mayor or any Council member may introduce an item in accordance with Sec. 2-36 (i), under Council and Staff Topics. Consensus must be reached in a public meeting, by the Mayor and Council, to determine if further investigation and research into the matter is warranted prior to bringing the item back for an official action at a subsequent meeting. Such items may not be placed or discussed on the agenda if Council has already decided the issue within 180 days. Destadio seconded.

Johnson said she had put a lot of thought into this. The proposal would require the support of three Council members or two Council members and the Mayor to put an item on the agenda. It had been mentioned that this proposal could be perceived as a quorum reaching a consensus behind closed doors. There were other scenarios discussed, she related, including two Council members and the City Manager or two Council members, the Mayor, and the City Manager, but none seemed like good procedure because the City Manager was not an elected official and should not have veto power over what could be put on an agenda.

After much research and thought, she said she had come up with a procedure that should be feasible, but first she wanted to state what she saw as problems with the current system. When a Council member placed an item on the agenda, it lacked transparency as it did not include a memo from staff giving an explanation, thus causing confusion for citizens. Council members got emails from citizens saying they were trying to do something was the opposite of the item's purpose.

Items could be hastily added to the agenda and become items to vote on the very next week, creating a time- and labor-intensive process as Council sought to understand the item's need, purpose, repercussions, and how they stood on the item. Johnson commented that much work was created for an item that was possibly only supported by one Council member. Council members had also spent taxpayer dollars by bypassing staff and going straight to the City Attorney to get his approval for an item that might have just the one person's backing.

Johnson remarked that Peachtree City's citizens cared and paid attention, saying she valued transparency as many of them did and felt this proposal gave them transparency on a silver platter and provided solutions to the issues she had mentioned. She proposed that items be added to an agenda by a majority of Council during Council/Staff Topics at an open meeting. This would not be an official action, only consensus on a future actionable item. It would allow the public to see who was putting forth an item and who supported it. It allowed Council to openly discuss the need for an item in front of citizens without the pressure of a required vote.

Staff would have time then to work on the items and bring them back at a later date for Council's vote. With this process, each item would include a memo giving clarity to every item in the agenda packet. With the help of staff, they would see quality items that had a higher likelihood of having Council support before going to legal, thereby saving taxpayer money.

Individual Council members were not allowed to direct staff, Johnson pointed out; it took three of them. This proposal would give Council the opportunity to tell staff what they wanted them to focus on and held the elected Council members accountable to citizens.

Johnson also noted that if a citizen had a concern, they could come to a Council member and have it discussed during Council/Staff Topics at the next meeting. She said someone could have come to her that day and had their issue discussed at this meeting. Any Council member could bring up any topic to discuss in that portion of a meeting.

She asked for Council's support in this proposal, saying she believed it to be more transparent and unifying. It allowed for better communication in front of residents and saved time for Council and staff and money for the taxpayers. Johnson

summed it up as a win for Council, staff, and citizens.

Destadio noted they had discussed who could put items on a City Council agenda for at least two years. Last year they agreed on a version that said all a citizen had to do to get an item on the agenda was get the support on one Council member. It had worked fine for the last year or so, he added. They still received criticism for not allowing enough time for the citizens, Destadio commented, so they reviewed the options, and Council members like Johnson had offered suggestions on how they could do this faster and more openly. Johnson's proposal had been vetted by several members already, he stated.

Other Fayette municipalities had similar ordinances and all called for some combination of endorsement by City Council members, City Manager, or Mayor in order to get an item on the agenda. Destadio said he appreciated Johnson's approach because it was open and easy to get something on the agenda.

Brown, however, called it an insult to Council members and an attempt to prevent them from addressing theirs or their constituents' grievances with Council. She said she found it odd that the Mayor brought this to the agenda immediately after she (Brown) placed the TDK resolution on the agenda for March 3 meeting. She said she withdrew it at the request of the Mayor and Holland. Was the timing of this change planned to block her from bringing the TDK resolution to the agenda? Brown asked.

Brown recalled that as a citizen she placed an item on the City Council agenda regarding disenfranchisement of voters in the Rising Starr precinct after the special election. Almost immediately after that, a proposal was made to change the procedure for citizens to place an item on the agenda. It required a citizen to speak during Public Comments and ask to have an item added to a future agenda if the Mayor and a Council member agreed to add it.

She remarked that changing the procedure would have a direct impact on a Council member sponsoring a citizen item. Two Council members would be needed in addition to the one making the proposal. Brown said tonight's proposal was the Mayor's attempt to take away free speech from Council and citizens, both of whom had a right to redress grievances to full Council. She said Learnard was asking Council to vote to take away their own rights.

This was a veiled attack on her abilities to function on behalf of her constituents, Brown claimed, adding she viewed it as an attempt to silence her and every member of the Council to bring issues to the agenda, especially if the Mayor did not like them or support their ideas.

Brown called the idea that there were too many frivolous items on the agenda and that it cost too much a "sham." Few items were placed by Council members on the agenda and those that were were to execute the business of the city and the best

interests of the citizens.

She said she, as an elected official, had the right to bring items to Council's attention by placing them on the agenda for discussion and a vote. Brown said a Council that had no voice was not a Council.

A Council member who wanted to place an item on the agenda must gain the support of two other members and that required too many conversations behind closed doors. She said it ran the risk of three Council members saying they did not support an item, then, in total darkness outside the view of citizens, Council members could conduct the equivalent of a vote by a majority of members to block an issue. She declared that changing the ordinance would violate the open meetings law by requiring a majority of Council to discuss the item prior to it being shown to the public.

Brown concluded by saying she did not support this proposal at all. She thanked Johnson for her work on a compromise, but she could not support that, either.

Learnard asked City Attorney Ted Meeker if he had reviewed this verbiage and did it pass muster? Meeker said the change to having the discussion in public alleviated his major concern with the original proposal.

Holland reflected that Peachtree City was a special place where citizens had the opportunity to redress their grievances. He agreed that Johnson did a great job in trying to find a compromise. However, he felt this was a solution looking for a problem. They went through a lot of discussion last year to come up with what they had today, and that solution had worked for a year, Holland remarked. He said he could not support this.

Learnard called Johnson's work "masterful" and said she appreciated her talking through this with staff. She asked Interim City Manager Justin Strickland if he had any concerns, and he said staff would follow whatever Council decided.

The Mayor then said she and Brown met in her office on March 26, and she ran this by her then. Brown submitted the TDK resolution on March 27 as an agenda item for the April 4 agenda. The Mayor said she talked with each Council member about this item before putting it on an agenda. Brown noted that she did not agree with it then. Learnard again stated that Brown placed the TDK resolution of the agenda the next day.

Learnard said this was a huge step in the right direction and would maximize Council and staff time. It would ensure that Council could hear the agenda items, have discussions, and vote in public. They could hear from the public during Public Comments, in workshops. She remarked that they all read every email they received, answered phone calls, had coffee meetings; they were there to listen to

their constituents. Learnard said she disagreed that citizens felt they were not being heard. She thought this was a step in the right direction and asked if anyone had any final comments.

Johnson stated that she would not have put this forward if she felt it was putting things behind closed doors. The original item might have seemed so, but the amended version prevented that. She again mentioned that Council could bring any topic to the dais and could bring it to Council/Staff Topics the day of the meeting. It did not limit them as Council members because they could bring up as many items as they wanted to discuss in Council/Staff Topics.

Her goal in this, she continued, was to have a better relationship with other Council members. She said if she brought something up in Council/Staff Topics, she would have first gone to every one of the other Council members and have a clear plan when she presented it. The public would not find out about something when it appeared on an agenda; it would be on the agenda because Council had reached a consensus at an earlier meeting. All citizens would have the ability to talk to Council during the period between the decision to put the item on an agenda and the actual meeting where it would be decided. The first discussion would just be to ask staff to spend time on it.

Johnson told the other Council members she understood their points, but this was a true effort to bring clarity and to be transparent.

Destadio reminded them that at the retreat in January, Council gave staff a list of about 40 projects that the public had asked for, from pickleball courts to dredging the lake. They were working on those, and results had been seen. Anyone who said there needed to be a plan could find it on the City website. They were talking about transparency, and Council wanted to be transparent.

However, he continued, they had to think of the repercussions of putting an item on the agenda. Destadio used Brown's pet project of allowing backyard hens as an example. Before adopting an ordinance for that, staff would have to review a lot of factors, so they needed to consider the cost in time and money, as well as scheduling. Those were the kind of things they were trying to cut costs on. Every time somebody complained about not having enough pickleball courts, Destadio continued, they should consider that somebody else put something on the agenda that bumped it down. They needed a system to regulate putting things on the agenda that took time away from staff and cost the city more money.

They already had the right to bring any issue up during Council/Staff topics, Brown noted, as well as the right to request it been added to the agenda. This required them to get someone else to agree just to put it on the agenda. They were elected with the right to put something on the agenda, and to vote for this was an egregious takeaway of freedom of speech for Council members, she commented. She should have the right to put any issue on the agenda. It did not happen

enough to bankrupt the city, Brown told Destadio.

Holland said they should consider the citizens; previously, a citizen could come to one of them, and they could put something on the agenda. Now there would be a number of hoops to go through. He said it was a restriction on their First Amendment rights of free speech and redress.

The current ordinance, adopted last year, Destadio noted, did just what this said. If you got one more person to agree, it could go on the agenda. This was not taking away anyone's rights; it was what was currently there, he remarked.

The Mayor said she was glad she and Brown could clear up the misunderstanding about the dates of their conversation and Brown's request to add something to the agenda. There was a motion on the table, and she called for the vote.

The motion carried 3-2, with Learnard, Destadio, and Johnson voting in favor, and Brown and Holland voting against.

B. 04-24-01 Meade Field Softball Lighting Bid

City Engineer Dave Borkowski requested Council approve a bid to replace the lights on the lower pinwheel at Meade Field. Currently, there were halogen lights there. Borkowski said they hired an architect to do the design work, then put the project out to bid. Three bids were received, from PSG, Georgia Power, and West Georgia Lighting, with PSG the lowest at \$340,912.

Borkowski said these lights could be maintained from ground level and were LEDs, which lasted much longer than halogen lights. They vetted the bids with the architect and electrical engineer. Funding would come from the American Rescue Plan Act (ARPA).

Holland moved to approve New Agenda item 04-24-01, Meade Field softball lighting bid to PSG in the amount of \$340,912. Destadio seconded. Motion carried unanimously.

C. 04-24-02 SR 54 and Lake Peachtree Bridge Project Change Order

Borkowski said they were familiar with the project to widen the path bridge over Lake Peachtree on SR 54. Construction had begun, and Kiewit, the contractor, applied to receive a permit for lane closures from the Georgia Department of Transportation (GDOT). GDOT objected to the number of days traffic needed to be restricted to one lane through the construction area to accommodate the cranes.

They looked at options including driving the piles at night, but that was not possible due to the proximity of residential areas. Moving the construction out into the lake would be two or three times more expensive. The alternative they came up with was to take out a portion of the existing grass median and build two lanes through the worksite.

The change order from Kiewit for the required additional work came to \$281,596.29, and Borkowski said he requested Council approve this. He noted there was a lot of work involved in this. The money was available in the 2017 SPLOST.

Holland moved to approve New Agenda item 04-24-02, SR 54 and Lake Peachtree Bridge Project Change Order, in the amount of \$281,596.29. Destadio seconded.

Holland confirmed with Borkowski that GDOT was in no way going to allow SR 54 to be shut down to one lane for 18 days, and Borkowski said that was correct.

Motion carried unanimously.

D. 04-24-03 Resolution of Support for FEMA SAFER Grant

Assistant Fire Chief Wil Harbin said he was asking for Council's support of their application for the Federal Emergency Management Agency Staffing for Adequate Fire and Emergency Management Response (FEMA SAFER) grant, which would provide funds to hire nine firefighters to staff the new Station 85 that was approved in the 2023 SPLOST. This grant would provide 36 months of salary. Support from Council would look good on the application, he remarked, because it showed a commitment from the City to keep these firefighters on after the 36 months.

Holland moved to approve New Agenda item 04-24-03 Resolution of Support for FEMA SAFER Grant. Johnson seconded.

Brown asked Harbin to explain to the public what these firefighters would be doing. He said Station 85 would be opening in the next few years, and they did not have staffing to run the new fire engine. By hiring them soon, Brown noted, they would be trained and ready to go when the new station opened.

Holland thanked Harbin for applying for this grant. He noted that it would total about \$2.5 to \$3 million over the course of three years. Harbin said that was correct; they would hire firefighters and firefighter/EMTs/paramedics, and the average wage and benefits would come to about \$100,000 for each position. Holland noted that would be \$900,000 a year taxpayers did not have to pay.

Council voted unanimously to approve the motion.

E. 04-24-04 Resolution in Opposition of TDK Extension

Brown said she wanted it known that no one on Council or staff had suggested extending TDK Boulevard. However, she continued, the issue of extending TDK Boulevard across Line Creek and into Coweta County had been a hot topic for more than 20 years. Brown recalled that in her campaign, she promised to resist urbanization, and nothing was more urban than mass traffic running through peaceful streets.

Prior administrations had looked at the connection as being favorable for both counties, she remarked, but that was when the southeast portion of Coweta was mostly agricultural. Council members learned nearly 20 years ago that nearly one million square feet of commercial development and about 3,950 homes were proposed in that area and abandoned the plan to extend TDK. By 2007, Mayor Harold Logsdon had removed the TDK expansion from the transportation plan.

While many of the vehicles arriving in Peachtree City via a TDK extension would turn north on SR 74, others would continue on through Braelinn Village via Crosstown Drive and out of Peachtree City on Ebenezer Road. The volume of traffic would be devastating to the City's repaving budget, and the commercial operations would impact many of Peachtree City's small businesses and the loss of sales tax would impact the budget, possibly requiring an increase in property taxes, Brown continued.

As recently as March 21, 2019, the Peachtree City Council unanimously approved a resolution against the TDK Boulevard extension. Brown said the decisions of one Council did not bind the actions of another Council, and they needed to sign another resolution.

She noted that the Mayor and Holland were working on organizing a study committee for the SR 54 corridor consisting of representatives from Fayette and Coweta counties, Fayetteville, Sharpsburg, and Peachtree City. Brown said the SR 54 road easement was wide enough to add another traffic lane in each direction from the 54/74 intersection west into Coweta County to Fischer Road. She added that it would help if Coweta improved Fischer Road from SR 54 to Interstate 85.

This traffic study with representatives from five governments would have more clout than one from a single area, but Brown cautioned that it could also allow Coweta to press for an extension of TDK Boulevard. That was why she wanted this Council to pass a resolution. She wanted the other governments to know that extending TDK was not an option. She said anyone on the Council who wanted the TDK option to remain was not working for what was best for Peachtree City.

Brown also stated there were many indicators that Coweta developers had not given up hope for a TDK extension so they could build massive developments along the border with Peachtree City. If signing this resolution meant Coweta County would refuse to work with them, so be it, Brown remarked.

Brown moved to approve the resolution as written. Holland seconded.

Destadio said he wanted to set the record straight. He believed they should sign Brown's resolution, but this was a dead issue. Peachtree City owned all the land on the other side of Lake McIntosh, so they could not extend TDK without taking the land or Peachtree City giving in. He said Brown could sound the alarm all she

wanted, but nothing was going to happen. None of them wanted or were willing to let it happen.

Holland had no comments. Johnson agreed that none of them wanted it open.

Learnard remarked that as the Georgia General Assembly ended, retiring legislators had been asked what advice they would give to their successors. One said that he had noticed that new people coming in wanted everything done quickly, while another noted that building relationships took time, and you could not get anyone on your side without those relationships. Another advised newcomers to listen to people who had been there for years; they knew what they were talking about.

The fact that this resolution found its way to City Council was an insult to a community partner that they had just begun to work with, Learnard said. She read from an email from a former Council member who asked why there was a need for another TDK resolution? Peachtree City had made all of the stakeholders aware of their opposition for decades. The excessive 54/74 traffic was a regional project that would require a teamwork to solve, the email continued, and concluded by saying this resolution was unnecessary and would alienate the decisionmakers they needed to work with.

As Destadio had pointed out, Peachtree City owned the tract of land that stood between Peachtree City and Coweta County, Learnard said; they secured that tract when she was on City Council.

The Mayor said she would vote for the resolution, but it would prove to be a very costly resolution and Peachtree City could do better.

The motion carried unanimously.

Public Hearings

None

Council/Staff Topics

A. Redwine Road Tunnel Project

Strickland said the County had contacted them about the Redwine tunnel project, a County project which had been going on for about three years now. It was nearing the point of bidding out the construction to drop the tunnel into Redwine. Redwine Road would have to be closed for at least four weeks, so the project was originally set for this summer while school was out. However, they would not be able to meet that deadline.

They could bid it out and do the work in the fall while school was in session or wait until school was out again next summer. Although Peachtree City had no real say in the decision, the County was seeking their opinion.

Lernard asked about a detour, and Strickland said there was no specific detour designated now, but he believed the detour would be Robinson Road to Holly Grove, then back to SR 74. The detour would go into Peachtree City, which was why the County had asked for their input.

Brown said she believed the traffic count on Redwine was 9,000 or 11,000 cars per day and reflected on that traffic being rerouted for four weeks. That was going to happen no matter when it was done, Strickland noted, and Brown said she would assume that traffic during summer was less.

What would be the negative impact of delaying it to summer 2025? Brown asked. Strickland said the faster you bid something out, the cheaper it was; prices were rising. Also, he noted that the County had been working on this for years, so he was sure they wanted to get it done. He noted they were getting feedback from the Board of Education as well.

Destadio said you had always rather do construction projects in the summer, rather than fall. He thought costs would be less, and there would be less impact on students and parents if they went with summer.

Holland supported next summer, and he said there had been discussions of the viability of the project at Fayette County Transportation Committee meetings he had attended. He thought a delay would give them a chance to look for alternatives.

Johnson said she supported next summer because of the school. Brown agreed, as did Lernard. Strickland said he would let the County know they supported summer 2025.

B. Recreation Committee

Holland noted he just voted “no” on an item regarding putting items on the agenda, but now he would be the first to use the method proposed by Johnson. He reported that a number of citizens wanted to be involved in a recreation committee and opine on the recreation master plan being created by outside consultants. He asked Council to look at creating such a committee and get citizen input in addition to the input from stakeholders that had already been collected.

Lernard replied that it was her understanding that they planned to create a committee after the master plan had been released. They would discuss as a Council what all the next steps would be, including budgetary considerations, pickleball, staffing, facilities; the citizen recreation committee would be part of those discussions.

Holland said he thought it would be better to have citizens involved in the process as opposed to opining on something that had already been decided. Brown agreed,

saying getting more people involved before the final plan was adopted was not a bad thing.

Destadio said he had no problem with keeping citizens informed but was skeptical about the practicality of getting too many people involved in the creation of the plan. They should not just open things up and get all this input and get things confused.

Council had just heard a presentation on this, Johnson observed, and they had asked Cyndee Bonacci of CPL about a committee. Bonacci said that was why they did the citizen survey and talked with stakeholders. Johnson noted that the City had invested a lot into having a company come in and do this recreation master plan, and she wanted to talk to Bonacci before creating a committee to see when it would be appropriate, so they were not throwing a wrench in things and were working with this company that they had paid so many tax dollars to hire.

There were untold staff hours in dealing with any kind of committee, the Mayor commented. She did not think they were ready to have this conversation until they understood what the staff time would be and when that time might be available. She thought they needed to get a handle on that before making a decision.

Holland said he did not disagree with that, but he was trying to make a distinction between stakeholders and citizens. The stakeholders were in charge of an organization, be it pickleball or a sports league; others, such as casual runners, did not have an organization behind them. He wanted to involve average people.

City Clerk Yasmin Julio pointed out that there were stakeholder meetings, but, also, approximately 2,000 residents filled out the recreation survey. Opinions were not collected only from stakeholders. She said presentation of the plan was not approval of anything; this plan would just present what citizens and stakeholders said they wanted to see.

Strickland said he, too, was going to mention the survey the company did and heard back from 2,000 average residents. Holland said he had seen that data, but those were structured questions. He wanted an open forum.

Learnard said her opinion was to let the process play out; staff was on it, and the plan should be ready by this summer. They would be making budget considerations, staffing considerations, and facilities considerations. At that time, they could form any committee they felt they needed to carry it out and prioritize projects. She was not prepared to encumber staff at this time.

Destadio said he agreed and recalled the citizen committee on the multi-use paths, saying it did not get everything done. He wanted citizen input, but at the right time.

C. Landscaping at City Hall

Learnard thanked staff for the landscaping in front of City Hall. She said the public buildings and grounds crew had done a great job. She mentioned that the exterior and interior of the building had also gotten some improvements.

D. New meeting times for April, May and June

Learnard noted that the next Council meeting would be at 9:30 a.m. on April 18. In May and June, the second meetings of the month would also be held at 9:30 a.m.

E. Heavy vehicles ordinance

Brown, going back to citizen Larson's comments, said she felt a discussion was needed on updating the ordinance regarding truck traffic limitations. It would be exacerbated by the displaced left turn construction this summer with too many trucks attempting to use MacDuff as an alternate route. Redwine Road might have designations, but Robinson and Holly Grove did not, so the tunnel projects might shift trucks to them. She thanked Larson for his research.

F. Wreaths Across America

Johnson said she was excited to see so much brought up during Council/Staff topics. She then mentioned the Wreaths Across America exhibit at Drake Field, saying it was impressive. She thanked Holland for helping bring it to the City.

Destadio said the Knights of Columbus placed wreaths at the Newnan Cemetery, and Brown said they did it in Fayetteville, too. At Drake Field, they collected enough money to provide 61 wreaths.

G. Memorial Day Service

There would be a Memorial Day service at City Hall at 9 a.m., Holland said. Strickland was coordinating it, and it might include a flyover.

Destadio said he wanted to speak as the elder statesman. Except for the Mayor, he had been on Council the longest and was on the Planning Commission for 11 years and chairman for seven of those. He said he had lived in Peachtree City 24 years and had a lifetime of leadership roles. He believed he was qualified to speak out.

Destadio commented that he read the newspaper but did not recognize the city depicted in it. He wondered where columnist Steve Brown, who he described as a friend, got the ideas for his topics. Brown referred often to how Council members felt and thought, but how did he know what each Council member thought? Who told him? Whoever was telling him did not know what he was thinking.

He went on to say that the City Manager worked for all Council members, not just one, as had been alleged. The opinions stated were often wrong and look bad for the city. Destadio remarked that he was friends with the editor, but said he took anything anybody wanted to send him and put it in the newspaper, resulting in a lot of people regurgitating things they knew nothing about. Why could they not stop

and be the old Peachtree City they used to be?

Destadio said Holland had submitted a comment to the editor regarding City Manager Robert Curnow. It said, and Destadio echoed it, that they had gotten to know Curnow and found him to be a trustworthy person. They did not believe it was anything other than family obligations that led him to resign, and Destadio said Curnow had assured him that was the case.

Council and staff needed to work together. These articles that were bad for everyone needed to stop. They were full of innuendo and blown out of proportion, Destadio stated. Who would want to come and live and work in Peachtree City after reading these articles? They needed to stop this and work together, he concluded.

H. April 16th GDOT Town Hall

Julio announced there would be a town hall on April 16 when GDOT officials would discuss and answer questions about the displaced left turn and other roadwork.

Executive Session

NONE

Adjourn

There being no further business, Holland moved to adjourn at 7:50 p.m. Destadio seconded. Motion carried unanimously.

Martha Barksdale, Recording Secretary

Kim Learnard, Mayor

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, Interim City Manager

FROM: Cathy Wilder, Recreation Director 4/4/2024
Paul Salvatore, Finance Director 4/4/2024
Justin Strickland, Interim City Manager 4/12/2024

DATE: April 18, 2024

SUBJECT: FY2024 Budget Amendment- Sunset Sounds Sponsorship

Recommendation:

Approve the budget amendment for the acceptance of a sponsorship toward the Recreation Non-Support Program- Sunset Sounds

Discussion:

Staff received a sponsorship from Denise Wilhelm Real Estate in the amount of \$2,500 towards the Sunset Sounds concert series.

The attached budget amendment accepts the \$2,500 in sponsorship and budgets for the expense in the recreation non-support programs.

Budget Impact:

The proposed budget amendment will increase both revenues and expenditures in the General Fund by \$2,500.

Attachments:

1. Budget Amendments for FY2024 - Sponsor Sunset Sounds

[illegible]

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, Interim City Manager

FROM: Janet Moon, Police Chief 4/8/2024
Paul Salvatore, Finance Director 4/8/2024
Justin Strickland, Interim City Manager 4/12/2024

DATE: April 18, 2024

SUBJECT: FY2024 Budget Amendment and Intent to Finance - Police Vehicles

Recommendation:

Approve the attached amendment to the FY2024 budget resolution and intent to finance two (2) police vehicles for new personnel.

Discussion:

In the budget process, it was unclear if we were going to reach full capacity and need additional police vehicles outside the recurring replacement vehicles. Currently, the two additional police officer positions approved for fiscal year 2024 have been hired and need vehicles. The attached budget amendment creates a budget for the vehicles and accessories to be purchased then reimbursed through our financing process.

Budget Impact:

The attached budget amendment will increase revenues and expenses in the Capital Equipment Fund 337.

Attachments:

1. Budget Amendments for FY2024 - Police Vehicles

CITY OF PEACHTREE CITY

BUDGET AMENDMENT

NUMBER 24-13

DATE 04/18/2024

[illegible]

NOW , THEREFORE, BE IT RESOLVED Council hereby amends the Fiscal Year 2024 Budget Resolution to purchase two additional police vehicles for new personnel. Council also, hereby declares its intent to use proceeds through financing to reimburse its general fund for the money used to pay expenditures for this project.

Entered

Approved

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, Interim City Manager

FROM: Kelly Bush, Assistant Finance Director 4/12/2024
Paul Salvatore, Finance Director 4/12/2024
Yasmin Julio, Interim Assistant City Manager 4/12/2024
Justin Strickland, Interim City Manager 4/12/2024

DATE: April 18, 2024

SUBJECT: Consider Path Easement from Peachtree City United Methodist Church

Recommendation:

Authorize the purchase and accept the path easement from Peachtree City United Methodist Church for the amount of \$2,000, and authorize the Mayor to sign the necessary documents.

Discussion:

As the Fayette County Board of Education was constructing Stagecoach Road to the new middle school, it was the responsibility of the City to build the path connection. Staff worked with the church early on to lay out a new path connection through their property to the Stagecoach path. The church was gracious enough to let us utilize a rear portion of their property adjacent to their dumpster to lay out and construct the path connection. This new connection was needed as the previous path through the church property was going away from the construction of the Stagecoach Road right-turn lane.

Staff had a third-party appraisal performed on the value of the easement and presented it to the church. The church council has accepted the offer and now Staff is presenting this to the City Council to authorize payment and acceptance for maintenance.

Budget Impact:

Funds are available and appropriate to be allocated for this project in the Impact Fee Fund.

Attachments:

1. Final Easement
2. Church Minutes
3. Approximate easement area needed

After recording, return to:

City Engineer
Peachtree City
209 McIntosh Trail
Peachtree City, Georgia 30269

DEED OF EASEMENT

This Multi-use Path Easement is given this 27 day of February 2024, by the Peachtree City United Methodist Church, Inc. (hereinafter "Grantor") to the City of Peachtree City, Georgia, a political subdivision of the State of Georgia (hereinafter "Grantee").

WITNESSETH

WHEREAS, The Grantor is the owner of said property know as all that tract of land lying and being in Land Lot 68 of the 7th District of Fayette County, Georgia; being described by deed, recorded in Plat Book 1434 Pages 12, Records of Fayette County, Georgia and further described therein, and;

WHEREAS, The Grantee has requested that the Grantor grant and convey to the Grantee a permanent multi-use path easement over, upon, across, and under and through a portion of the property of the Grantor for the purpose of construction, operating, maintaining, repairing, inspecting and reconstructing a multi-use path and appurtenances and the Grantor has agreed to do so.

NOW, THEREFORE, the Grantor, for and inconsideration of the sum of two-thousand dollars (\$2,000) and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, has given, granted and conveyed, and by the presents does give, grant, and convey unto the Grantee, its successors and assigns, the right, privilege and easements to construct, operate, maintain, repair, inspect and reconstruct a multi-use path and appurtenances over upon, across, under, and through the above referenced property of the Grantor, said permanent easement being described as follows:

PERMANENT EASEMENT: A nonexclusive permanent easement will be executed by all parties. The permanent easement will be for purposes of construction, operating, maintaining, repairing, inspecting and reconstruction the multi-use path, together with such appurtenances as from time to time may be required, and for purposes of inspecting said permanent easement, including but not limited to, archaeological and environmental studies, and together with the full right of access to and egress to and egress from said permanent easement. Said permanent easement is shown as a shaded area on the plat titled "Stagecoach Road Cart Path", prepared by Integrated Science and Engineering., dated 12/27/23 and attached hereto and made a part of this deed as Exhibit "A". Said permanent easement consists of 2,178 ± square feet or 0.05 acres more or less, and being more particularly described in the Legal Description attached hereto as Exhibit "B" and incorporated herein by express reference.

IN WITNESS WHEREOF, the grantor has hereunto set their hands and seals, or if corporate, have caused this document to be executed by its duly authorized officers and its seal to be hereunto affixed, as of this day and the year first above written.

ATTEST:

By: Eric S Cooley
Printed Name

[Signature]
Signature

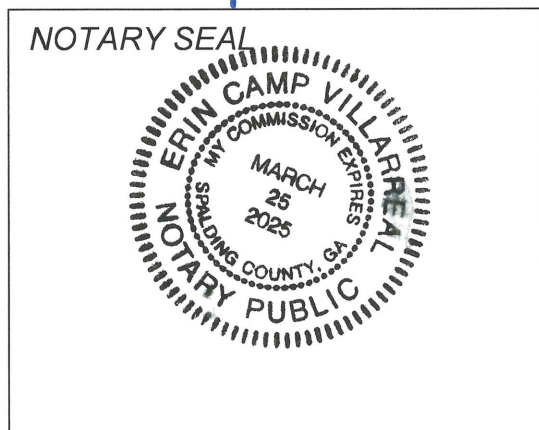
NOTARY:

Erin Camp Villarreal
Printed name

[Signature]
Signature

My Commission expires:

03/25/25



Signed, sealed and delivered,
In the presence of

[Signature]
Witness

ATTEST: Peachtree City

By: _____
Printed Name

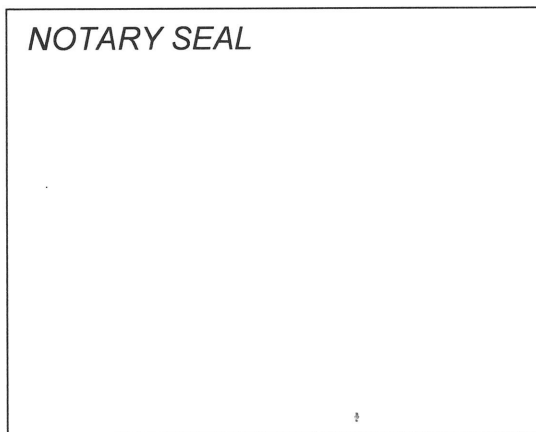
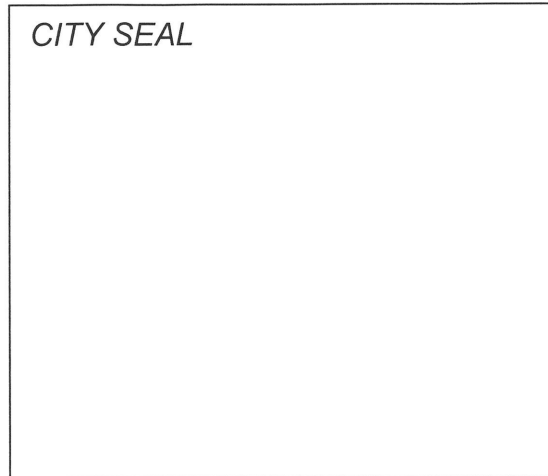
Signature

NOTARY:

Printed name

Signature

My Commission expires:



Signed, sealed and delivered,
In the presence of

Witness



Approximate easement area:
1,800 sq-ft

Path Centerline

RELOCATED APPR

SPEED
LIMIT
25

CONCEPTUAL FUTURE
PARKING LAYOUT

PC 696

EXISTING BUILDING

EXISTING CONCRETE

EXISTING POOL

PROPOSED PARKING
4220 SF

WIRING
TO BE
INSTALLED

PC LINE
1200 LF

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, Interim City Manager

FROM: Teaa Allston-Bing, Director - Human Resources & Risk Management 4/11/2024
Paul Salvatore, Finance Director 4/11/2024
Tyler Runyon, Convention and Visitors Bureau Executive Director 4/11/2024
Justin Strickland, Interim City Manager 4/12/2024

DATE: April 18, 2024

SUBJECT: Reclassifications & Position Title Changes for Human Resources, CVB and Finance

Recommendation:

Approve the following position reclassifications: Human Resources Manager, Marketing Manager, and Senior Accountant and Accountant. Approve the following title changes: Human Resources Generalist and Visitor Services Specialist.

Discussion:

Human Resources, CVB and Finance have identified position reclassification and title changes that ensure the job descriptions accurately reflect the duties and responsibilities currently being performed by the employee and comply with legal and regulatory requirements related to employment classifications.

Budget Impact:

Human Resources Manager reclassification affects the budget at an additional 10% for salary. Marketing Manager reclassification affects the budget at 5%. Senior Accountant reclassification affects the budget at 5%. All three departments have savings in their budgets, so no budget amendment is needed at this time.

Attachments:

1. Human Resources Manager (Proposed)
2. Marketing Manager (Proposed)
3. Senior Accountant Job Description (Proposed)
4. Accountant Job Description (Proposed)
5. Human Resources Generalist (Proposed)
6. Visitor Services Specialist (Proposed)
7. Proposed Pay Scales effect 4.18.24



Human Resources Manager

Human Resources

HR/2

Reports to: Director of Human Resources

Salary Grade: 118

Job Code: HR/2

FLSA Status: Exempt

Date: April 1, 2024

JOB SUMMARY

This position is responsible for managing the day-to-day administration of assigned human resources division, functions, programs, and activities. This position will manage the functional areas of the Human Resources Department including but not limited to employee relations and discipline, talent acquisition, payroll, performance management, benefits administration, leave management, organizational development, and safety and risk management programs. Functions as a senior level Human Resources professional in providing guidance and technical assistance to Human Resources and administrative support staff under the general supervision of the Human Resources Director.

ESSENTIAL FUNCTIONS

ADMINISTRATION DIVISION

- Processing of employee-related documents through spreadsheet tracking and payroll calculation, submission to internal and external entities, and coordination with payroll processing.
- Ensures compliance with internal and external policies and procedures.
- Administers benefits and retirement programs to include education, invoice payables, and customer service; prepares pension calculation information for actuary.
- Manages the city's separation and offboarding activities; Conducts employee Exit Interviews.
- Coordinates Open Enrollment for employees.
- Assists with Annual Employee Benefits and Wellness Fair.
- Reviews and audits monthly insurance bills; processes payment requests; provides employees with insurance policies and related documents; assists with annual employee benefits enrollment processes.
- Manages the HR module of the City's ERP computer system and is responsible for data entry into this module.

- Responsible for data entry related to benefits, FMLA, etc.
- Administers and manages the City's FMLA leave program in compliance with established policies and governmental laws; reviews required leave requests and medical documentation for FMLA leave to ensure compliance; approves/denies FMLA leave requests; and tracks leave balances in appropriate software.
- Evaluates reports, decisions, and results of department initiatives in relation to established goals; recommends new approaches, policies, and procedures to affect continual improvements in efficiency of department and services provide.
- Assists and guides departmental staff to achieve departmental and professional goals.
- Prepares and composes memoranda, correspondence, monthly newsletter, and distributes Annual Employee Benefits Statements.
- Prepares and updates a variety of departmental reports, BS&A reports, EEO-4, etc.
- Ensures compliance with the Patient Protection and Affordable Care Act (PPACA or ACA) and prepares related employer reporting as required.
- Ensures City compliance with all Federal, State, and local employment law.
- Assists in preparing the departmental budget.
- Completes employment verifications on employees when requested.
- Performs related duties.

OPERATIONS DIVISION

- Ensures compliance with internal and external policies and procedures.
- Manages the HR module of the City's ERP computer system and is responsible for data entry into this module.
- Evaluates reports, decisions, and results of department initiatives in relation to established goals; recommends new approaches, policies, and procedures to affect continual improvements in efficiency of department and services provide.
- Assists directors and supervisors with employee relations issues; resolving workplace conflict; researches and explains laws and legal affairs concerning employment.
- Identifies and analyzes issues with employee relations infractions; applies policy to recommendations for discipline.

- In collaboration with the Director, develop and implement comprehensive training and development strategies aligned with city-wide goals and objectives.
- Assess training needs through surveys, interviews, and consultations with managers and employees to identify skill gaps and development opportunities; track training hours in ERP system; maintain transcripts.
- Partner with HR and department managers to develop career development plans, mentorship programs, and succession planning initiatives to support employee growth and advancement.
- Provide training and support to managers and employees on performance management best practices, including goal setting, performance feedback, and performance improvement planning.
- Review performance evaluations; Provide guidance and support to managers in addressing performance issues and implementing performance improvement plans.
- Assists and guides departmental staff to achieve departmental and professional goals.
- Prepares and updates a variety of departmental reports.
- Prepares Bureau of Labor Statistics monthly reports and other reports as necessary.
- Prepares Human Resources Quarterly Council Report according to deadline.
- Develop key HR metrics, such as employee turnover, recruitment effectiveness, and demographics
- Prepare and present findings and recommendations to HR leadership and stakeholders through written reports, presentations, and data visualizations.
- Ensures City compliance with all Federal, State, and local employment law.
- Assists in preparing the departmental budget.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of human resources principles, practices, and procedures.
- Knowledge of applicable federal, state, and local laws.
- Knowledge of benefits management principles and retirement programs.
- Knowledge of the structure, functions, and operations of City departments.
- Knowledge of computers and job-related software programs. Must be extremely proficient in Excel

and Word and must be able to learn software programs quickly. Knowledge of SharePoint a plus.

- Knowledge of the federal FMLA and ADA.
- Knowledge of the Patient Protection and Affordable Care Act (PPACA or ACA) and required reporting.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Director of Human Resources assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include employment laws, personnel policies, IRS guidelines, and City and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, operations, and management duties. The variety of duties and strict regulations contribute to the complexity of the position.
- The purpose of this position is to administer a variety of assigned human resource functions for the City. Successful performance ensures compliance with relevant local, state, and federal regulations and contributes to the provision of an efficient and effective workforce.

CONTACTS

- Contacts are typically with coworkers, City managers/supervisors, City employees, attorneys, vendors, and the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light to medium-weight objects.

- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over staff assigned to the HR Administration Division or HR Operations Division.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the functions of the Human Resources Department to be able to answer questions and resolve problems, usually associated with a minimum of five to seven years' experience.
- CHRM, ACHRM, aPHR, PHR, SPHR, SHRM-CP, SHRM-SCP, or other similar Certification preferred or the ability to achieve CHRM, PHR, or SHRM-CP certification within 36 months of employment.

The qualifications listed above represent the credentials necessary to perform the essential functions of this position. To be successful in this position, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.



Marketing Manager

Convention & Visitors Bureau

CVB/03

Reports to: CVB Executive Director

Salary Grade: 112

Job Code: CVB/09

FLSA Status: Exempt

Date: April 10, 2024

JOB SUMMARY

This position is responsible for managing the resources and information related to marketing, public relations, digital campaigns, advertising, social media, and website management. This position will assist in the overall marketing strategy of the destination. This position will be responsible for managing all operations of the Visitor Center, as part of the marketing towards the tourist and visitors.

ESSENTIAL FUNCTIONS

- Assists all walk-in visitors and answers all visitor inquiry telephone calls, email and mail promptly and informatively.
- Assist and manage marketing projects from Executive Director; manage marketing efforts with content writing, social media posting, blog writing, proofing/editing, website updates and additional marketing responsibilities as needed.
- Provides support to the sales and marketing efforts as assigned; prepares correspondence; maintains files and records; and prepares regular and special reports.
- Creates and manage events or programs to attract more visitors into the Welcome Center partnership with the Executive Director and provide support for event operations as needed.
- Maintains a well-informed, working knowledge of Peachtree City's accommodations, attractions, events, services, recreation areas, weather conditions, and general local information available in the area to help visitors; act as a resource between these entities and the visitor.
- Ensures that visitor information publications are well stocked in the lobby, outside the lobby, and on display tables; disposes of outdated materials. Arranges annual mailing and ongoing mailings of the Peachtree City Guides to third party fulfillment center and state VICs; arrange seasonal mailing of promotion brochures with third-party fulfillment center.

Replenish supplies with them as needed. Maintain a list of locations that display Peachtree City brochures. Ensure all locations are adequately supplied with the most up to date brochures.

- Fulfill requests from all advertising and sales lead sources and develop specialized visitor information for each lead as needed in a timely manner.
- Supports sales with promotional and informational collateral, content curation, and creative.
- Assists in filling group information requests/welcome packets as needed in a timely manner.
- Covers booths at events and welcome tables at booked conferences, manages events or programs to attract more visitors into the Welcome Center and handles merchandise sales.
- Responsible for managing merchandising and inventory reporting of Welcome Center Store inventory and marketing items.
- Makes bank cash deposits from Welcome Center cash register and makes trips to bank for change.
- Maintain Welcome Center Handbook/Visitor Information resource book for quick reference.
- Acts as back-up to part-time Visitor Center Information Representative to cover absences due to vacation, illness, etc.
- Occasional overnight travel for select conferences and training, including after-hours and weekend events required.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of social media, websites, and advertising management.
- Knowledge of City and departmental policies and procedures.
- Knowledge of the structure, functions, and operations of City departments.
- Knowledge of computers and job-related software programs with a high level of understanding in Word, Excel and PowerPoint.
- Knowledge of email marketing software.
- Skill in problem solving.
- Skill in prioritizing and organizing work.

- Skill in the provision of customer service.
- Skill in the maintenance of files and records.
- Skill in the use of office equipment such as a computer, scanner, and copier.
- Skill in oral and written communication.
- Skill in interpersonal, organizational and communication skills.
- Proficient in management of social media channels.
- Proficient in content creation.
- Ability to work cooperatively and collaboratively in a workplace of dignity and respect.
- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

SUPERVISORY CONTROLS

The CVB Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include City and departmental policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative and customer service duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide support for sales and marketing, event planning, and event operations. Successful performance contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with the advertising agency of record, publication sales staff and advertising departments, local businesses and hotels, co-workers, other City employees, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee frequently lifts heavier objects weighing approximately 25-30 pounds.
- The work is typically performed in an office or at event sites/booked conferences.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Prefers Bachelor's degree, preferably in marketing, public relations, communications, or related fields.

The qualifications listed above represent the credentials necessary to perform the essential functions of this position. To be successful in this position, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.



Senior Accountant

Finance Department

FIN/04
Reports To: Accounting Manager

Salary Grade: 116
Job Code: FIN/04

FLSA Status: Exempt
Date: April 10, 2024

JOB SUMMARY

This position performs complex accounting duties to support the city's financial operations, ensure accurate reporting, and maintain compliance with relevant regulations and standards. This position operates independently, executing complex accounting tasks with minimal oversight and ensuring accurate, transparent financial reporting across the organization.

ESSENTIAL FUNCTIONS

- Oversees reconciliation of bank statements and financial accounts, including daily cash receipts, ensuring accuracy and prompt discrepancy resolution.
- Monitors city bank balances for accounts payable, payroll, and investments, offering strategic recommendations to maintain sufficient funds.
- Supports the Accounting Manager with the financial management of the Amphitheater and CVB, including transaction recording, financial reporting, and audit preparation.
- Analyzes department budgets, collaborates with departments to resolve discrepancies, and ensures accurate budget allocation.
- Prepares and submits regular and special financial reports, including quarterly reports to the City Council, maintaining accuracy and meeting submission deadlines.
- Records, maintains, and reviews complex journal entries and reports for major revenue and expenditure allocations, ensuring financial records are accurate and up-to-date.
- Reviews and maintains general ledger records, verifying accuracy and compliance with generally accepted accounting principles (GAAP).
- Maintains and updates fixed asset records and reports, ensuring accurate tracking, depreciation, and reporting of capital assets.
- Assists in the preparation of the annual audit, coordinating with auditors, gathering necessary documentation, and ensuring compliance with audit requirements.

- Provides support for payroll, accounts payable, and stormwater billing functions.
- Performs other related duties as assigned, demonstrating flexibility and adaptability in supporting the City's financial management needs.

KNOWLEDGE REQUIRED BY THE POSITION

- Thorough understanding of Generally Accepted Accounting Principles (GAAP) and pronouncements set forth by the Governmental Accounting Standards Board (GASB).
- Proficiency in double-entry accounting practices and financial reporting standards.
- Familiarity with pertinent federal and state legislation.
- In-depth knowledge of the City's financial ordinances, financial policies, and procedures.
- Expertise in the use of computerized accounting systems.
- Proficient in problem-solving, with strong mathematical and strategic planning capabilities.
- Exceptional oral and written communication skills.
- Adept in using computers, standard business application software, and office equipment.
- Strong ability to work cooperatively and collaboratively in a respectful workplace environment.
- Exhibits strong leadership skills that promote teamwork and foster a culture of respect.

SUPERVISORY CONTROLS

- The Accounting Manager assigns work based on very general instructions and reviews it through conferences, reports, and observation of department activities.

GUIDELINES

- Guidelines include internal control procedures, relevant state and federal laws, and City and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied financial and administrative duties. Strict regulations and the need for accuracy contribute to the position's complexity.
- This position provides accounting services for the City's financial activities. Successful performance ensures the safeguarding of the City's financial assets and the accuracy of financial reporting.

CONTACTS

- Contacts are typically with co-workers, department heads, other City employees, vendors, contractors, other Finance professionals, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- None.

MINIMUM QUALIFICATIONS

- Requires a Bachelor's Degree in Accounting, Finance, or related field.
- Requires five (5) years of experience or equivalent education, training, and experience that provides the requisite knowledge, skills, and abilities.

The qualifications listed above represent the credentials necessary to perform the essential functions of this position. To be successful in this position, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.



Accountant

Finance Department

FIN/06

Reports To: Accounting Manager

Salary Grade: 114

Job Code: FIN/06

FLSA Status: Exempt

Date: April 10, 2024

JOB SUMMARY

This position performs essential accounting duties to support the city's financial operations, ensure accurate reporting, and maintain compliance with relevant regulations and standards. This role functions independently, performing accounting duties with minimal supervision and ensuring precise, accurate, and transparent financial reporting throughout the organization.

ESSENTIAL FUNCTIONS

- Assists in the daily processing of financial transactions, including bank deposits, electronic funds transfers, and journal entries, ensuring accuracy and compliance with established policies and procedures.
- Prepares and maintains financial records, reports, and statements, including bank reconciliations, budget reports, and monthly sales tax reports.
- Analyzes financial data, identifying discrepancies and recommending solutions to maintain the integrity of the city's financial records.
- Assists in the preparation of the city's annual budget, including gathering and organizing financial data, preparing budget worksheets, and entering budget information.
- Assists in maintaining the city's fixed asset records, including recording new assets, calculating depreciation, and preparing reports for management and auditors.
- Facilitates the City's ambulance billing process by reconciling monthly accounts receivable, handling inquiries, maintaining accurate records, and collaborating with the City's third-party ambulance billing provider.
- Provides customer service support for various financial inquiries, including responding to questions from vendors, employees, and other stakeholders.
- Provides support for payroll, accounts payable, and stormwater billing functions as needed.
- Performs other related duties as assigned, demonstrating flexibility in support of the city's financial operations.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Generally Accepted Accounting Principles (GAAP) and pronouncements set forth by the Governmental Accounting Standards Board (GASB).
- Proficiency in double-entry accounting practices and financial reporting standards.
- Awareness of pertinent federal and state legislation.
- Familiarity with the City's financial ordinances, financial policies, and procedures.
- Expertise in the use of computerized accounting systems.
- Skilled in problem-solving, with strong mathematical capabilities.
- Exceptional oral and written communication skills.
- Adept in using computers, standard business application software, and office equipment.
- Ability to work cooperatively and collaboratively in a workplace of dignity and respect.

SUPERVISORY CONTROLS

- The Accounting Manager assigns work based on very general instructions and reviews it through conferences, reports, and observation of department activities.

GUIDELINES

- Guidelines include internal control procedures, relevant state and federal laws, and City and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied financial and administrative duties. Strict regulations and the need for accuracy contribute to the position's complexity.
- This position provides accounting services for the City's financial activities. Successful performance ensures the safeguarding of the City's financial assets and the accuracy of financial reporting.

CONTACTS

- Contacts are typically with co-workers, department heads, other City employees, vendors, contractors, other Finance professionals, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- None.

MINIMUM QUALIFICATIONS

- Requires a Bachelor's Degree in Accounting, Finance, or related field.
- Requires two (2) years of experience or equivalent education, training, and experience that provides the requisite knowledge, skills, and abilities.

The qualifications listed above represent the credentials necessary to perform the essential functions of this position. To be successful in this position, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.



Human Resources Generalist

HR/5

Human Resources

Reports to: Director of Human Resources

Salary Grade: 112

Job Code: HR/5

FLSA Status: Exempt

Date: April 3, 2024

JOB SUMMARY

This position is responsible for managing the recruitment and selection process for the City; the Wellness, Safety, and Workers' Comp Programs; and other administrative projects.

ESSENTIAL FUNCTIONS

ADMINISTRATION DIVISION

- Administers the recruitment and selection process for all city positions, including advertising open positions, posting internal job postings, scheduling and conducting interviews, extending offers of employment, preparing offer letters, checking references of potential candidates, processing background checks, scheduling pre-employment drug screenings, etc.
- Manages the recruitment module of the City's ERP computer system.
- Administers the promotional procedures, the Internal Job Bid Program, the CDP Program, and the progression programs to ensure that appropriate consideration is given to internal applicants' qualifications, performance, knowledge, skills, and abilities.
- Responsible for ensuring that the City Council Authorized Positions Report is followed at all times.
- Administers the City's Internship Program.
- Administers the on-boarding process for new employees; conducts new hire orientations; etc.
- Ensures that proper payroll forms are completed for all employee position changes (new hires, promotions, CDP changes, progressions, etc.).
- Acts as back-up to Human Resources Coordinator in scheduling random drug tests for current employees.

- Responds to all initial unemployment claims.
- Assists with the City's Wellness Program.
- Coordinates Annual Benefits and Wellness Fair for employees.
- Administers the City's safety program; develops incentives to keep employees safe; conducts safety audits and inspections; makes recommendations to correct deficiencies; reviews accident and workers' compensation reports; makes recommendations to reduce accidents; and applies annually for GMA's Safety and Liability Management Grant Program.
- Assists with risk management functions; serves as a liaison to insurance carrier in reporting vehicle accidents and property damage; assists with the annual GIRMA renewal process and ongoing reporting, tracking, and coordination with insurance provider.
- Conducts annual audit and inspection of employee bulletin boards throughout the City to ensure compliance with federal and state governmental laws; updates bulletin boards when necessary.
- Coordinates payment of various department-related bills as necessary.
- Assists with annual employee events, such as Employee Picnic and Employee Holiday and Awards Luncheon.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of human resources management principles, practices, and procedures.
- Knowledge of applicable federal, state, and local laws.
- Knowledge of employee recruitment strategies, including social media.
- Knowledge of employee wellness programs.
- Knowledge of occupational health and safety principles.
- Knowledge of Workers' Compensation law, practices, and procedures.
- Knowledge of budgeting and accounting principles.
- Knowledge of the structure, functions, and operations of City departments.
- Knowledge of computers and job-related software programs.
- Skill in problem solving.
- Skill in prioritizing and planning.

- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to work cooperatively and collaboratively in a workplace of dignity and respect.

SUPERVISORY CONTROLS

The Human Resources Manager assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal, state, and local laws; the City Personnel Policy Manual; and City and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative duties. The variety of duties and strict regulations contribute to the complexity of the position.
- The purpose of this position is to manage the recruitment and selection process for the City and the Wellness, Safety, and Workers' Compensation Programs. Successful performance ensures compliance with relevant local, state, and federal regulations and contributes to the provision of an efficient and effective workforce.

CONTACTS

- Contacts are typically with coworkers, City managers/supervisors, City employees, attorneys, job applicants, vendors, and the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light to medium-weight objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the functions of the Human Resources Department to be able to answer questions and resolve problems, usually associated with a minimum of five years' experience in an HR role.
- CHRM, ACHRM, aPHR, PHR, SPHR, SHRM-CP, SHRM-SCP, or other similar Certification preferred or the ability to achieve CHRM, PHR, or SHRM-CP certification within 36 months of employment.

The qualifications listed above represent the credentials necessary to perform the essential functions of this position. To be successful in this position, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.



Visitor Services Specialist
Convention & Visitors Bureau

CVB/05
Reports to: CVB Executive Director

Salary Grade: 104
Job Code: CVB/05

FLSA Status: Non-Exempt
Date: April 10, 2024

JOB SUMMARY

This position provides customer service to all individuals who contact or visit the CVB Visitor Center, while adding support to the marketing and services of the CVB operations.

ESSENTIAL FUNCTIONS

- Assists all walk-in visitors and visitor inquiry telephone calls and emails promptly and informatively.
- Maintains a working knowledge of Peachtree City's accommodations, recreation areas, attractions, events, weather conditions, and general local information.
- Ensures that visitor information publications are well stocked in the lobby, outside the lobby, and on display tables; disposes of outdated materials.
- Assists in maintaining and updating the hotel, event, and attractions information within the CVBs shared drive and CMS.
- Provides support in the marketing and servicing needs of the CVB, as needed.
- Provides working support for the CVBs sponsored events throughout the year.
- Performs related duties as assigned by the CVB Executive Director.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of City and departmental policies and procedures.
- Skill in the provision of customer service.
- Skill in prioritizing and organizing work.

- Skill in oral and written communication.
- Skill in performing routine clerical tasks.
- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Ability to handle routine problems.
- Ability to work cooperatively and collaboratively in a workplace of dignity and respect.

SUPERVISORY CONTROLS

The CVB Executive Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include City and departmental policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related customer service duties. Frequent interruptions contribute to the complexity of the position.
- This position provides customer service to all individuals who contact or visit the CVB Visitor Center, while adding support to the marketing and services of the CVB operations.
- Successful performance contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, other City employees, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

The qualifications listed above represent the credentials necessary to perform the essential functions of this position. To be successful in this position, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

Peachtree City Pay Plan
Effective 4/24/2023

Pay Grade	Position Code	Position	Annual Minimum	Annual Mid	Annual Max	Hourly Min	Hourly Mid	Hourly Max	FLSA STATUS	EEO CATEGORY
100			\$32,943.22	\$42,002.61	\$51,062.57	\$15.84	\$20.19	\$24.55		
104			\$40,042.69	\$51,054.44	\$62,066.88	\$19.25	\$24.55	\$29.84		
	FIN08	CUSTOMER SERVICE REPRESENTATIVE (P/T)							NON-EXEMPT	Administrative Support
	CRT05	DEPUTY CLERK (F/T)							NON-EXEMPT	Administrative Support
	CRT06	DEPUTY CLERK (P/T)								
	CVB05	VISITOR CENTER INFORMATION REPRESENTATIVE (P/T)							NON-EXEMPT	Administrative Support
	REC13	RECREATION ASSISTANT (F/T)							NON-EXEMPT	Administrative Support
	REC16	RECREATION ASSISTANT (P/T)							NON-EXEMPT	Administrative Support
	LIB09	LIBRARY ASSISTANT I (P/T)							NON-EXEMPT	Paraprofessionals
	PDC06	COURT AMBASSADOR (P/T)							NON-EXEMPT	Administrative Support
	REC12	MAINTENANCE TECH I - REC							NON-EXEMPT	Service - Maintenance
	PW16	MAINTENANCE TECH I - PW							NON-EXEMPT	Service - Maintenance
	GM07	MAINTENANCE TECH I - GM							NON-EXEMPT	Service - Maintenance
	SW09	MAINTENANCE TECH I - SW							NON-EXEMPT	Skilled Craft Workers
	BM06	MAINTENANCE TECH I - BM							NON-EXEMPT	Service - Maintenance
	PW17	SIGN TECHNICIAN I							NON-EXEMPT	Service - Maintenance
105			\$42,044.83	\$53,607.16	\$65,170.22	\$20.21	\$25.77	\$31.33		
	PW14	MAINTENANCE TECH II - PW							NON-EXEMPT	Service - Maintenance
	LIB08	LIBRARY ASSISTANT II (P/T)								
	GM06	MAINTENANCE TECH II - GM							NON-EXEMPT	Service - Maintenance
	SW08	MAINTENANCE TECH II - SW							NON-EXEMPT	Skilled Craft Workers
	REC11	MAINTENANCE TECH II - REC							NON-EXEMPT	Service - Maintenance
	BM05	MAINTENANCE TECH II - BM							NON-EXEMPT	Service - Maintenance
	PW15	SIGN TECHNICIAN II							NON-EXEMPT	Service - Maintenance
106			\$44,147.07	\$56,287.52	\$68,428.73	\$21.22	\$27.06	\$32.90		
	PDC04	TERMINAL AGENCY COORDINATOR							NON-EXEMPT	Administrative Support
	LIB05	CIRCULATION SPECIALIST							NON-EXEMPT	Paraprofessionals
	LIB06	CIRCULATION SPECIALIST (P/T)							NON-EXEMPT	Paraprofessionals
	PDC03	RECORDS COORDINATOR - PD							NON-EXEMPT	Administrative Support
	LIB07	REFERENCE SPECIALIST (P/T)							NON-EXEMPT	Paraprofessionals
	FDC03	LOGISTICS SPECIALIST							NON-EXEMPT	Administrative Support
	GM05	MAINTENANCE TECHNICIAN III - GM							NON-EXEMPT	Service - Maintenance
	BM04	MAINTENANCE TECHNICIAN III - BM							NON-EXEMPT	Service - Maintenance
	SW07	MAINTENANCE TECHNICIAN III - SW							NON-EXEMPT	Skilled Craft Workers
	PW12	MAINTENANCE TECHNICIAN III - PW							NON-EXEMPT	Service - Maintenance
	PW18	PUBLIC WORKS ADMINISTRATIVE ASSISTANT							NON-EXEMPT	Administrative Support
	REC10	MAINTENANCE TECHNICIAN III - REC							NON-EXEMPT	Service - Maintenance
	PW13	SIGN TECHNICIAN III							NON-EXEMPT	Service - Maintenance
107			\$46,354.42	\$59,101.89	\$71,850.17	\$22.29	\$28.41	\$34.54		
	CRT04	SENIOR DEPUTY CLERK							NON-EXEMPT	Administrative Support
	PW11	HEAVY EQUIPMENT OPERATOR - PW							NON-EXEMPT	Skilled Craft Workers
	SW05	HEAVY EQUIPMENT OPERATOR - SW							NON-EXEMPT	Skilled Craft Workers

Peachtree City Pay Plan
Effective 4/24/2023

Pay Grade	Position Code	Position	Annual Minimum	Annual Mid	Annual Max	Hourly Min	Hourly Mid	Hourly Max	FLSA STATUS		EEO CATEGORY
	PW10	HEAVY TRUCK DRIVER - PW							NON-EXEMPT	Skilled Craft Workers	
	SW06	HEAVY TRUCK DRIVER - SW							NON-EXEMPT	Skilled Craft Workers	
	BM03	MAINTENANCE TECH IV - BM							NON-EXEMPT	Skilled Craft Workers	
	GM04	MAINTENANCE TECH IV - GM							NON-EXEMPT	Skilled Craft Workers	
	REC09	MAINTENANCE TECH IV - REC							NON-EXEMPT	Skilled Craft Workers	
	REC17	RECREATION LEADER (P/T)							NON-EXEMPT	Paraprofessionals	
108			\$48,672.14	\$62,056.99	\$75,442.68	\$23.40	\$29.84	\$36.27			
	CLK04	ADMINISTRATIVE CLERK (CC) (P/T)							NON-EXEMPT	Administrative Support	
109			\$51,105.75	\$65,159.83	\$79,214.81	\$24.57	\$31.33	\$38.08			
	FDC02	FIRE ADMINISTRATIVE COORDINATOR							NON-EXEMPT	Administrative Support	
	PDC01	POLICE ADMINISTRATIVE COORDINATOR							NON-EXEMPT	Administrative Support	
	CE03	CODE ENFORCEMENT OFFICER							NON-EXEMPT	Technicians	
	HR06	HUMAN RESOURCES ADMINISTRATIVE COORDINATOR							NON-EXEMPT	Administrative Support	
	ES04	PW & ENGINEERING SERVICES ADMINISTRATIVE COORDINATOR							NON-EXEMPT	Administrative Support	
	REC08	RECREATION ADMINISTRATIVE COORDINATOR							NON-EXEMPT	Administrative Support	
	PW08	CREW LEADER - PATHS							NON-EXEMPT	Service - Maintenance	
	GM03	CREW LEADER - GM							NON-EXEMPT	Service - Maintenance	
	REC07	CREW LEADER - REC							NON-EXEMPT	Service - Maintenance	
	SW04	CREW LEADER - SW							NON-EXEMPT	Skilled Craft Workers	
	PW09	CREW LEADER - STREETS							NON-EXEMPT	Service - Maintenance	
	PW07	MECHANIC							NON-EXEMPT	Skilled Craft Workers	
110			\$53,661.04	\$68,417.83	\$83,175.55	\$25.80	\$32.89	\$39.99			
	REC14	ATHLETIC COORDINATOR (P/T)							NON-EXEMPT	Paraprofessionals	
	PDC02	EVIDENCE TECHNICIAN							NON-EXEMPT	Administrative Support	
	CLK02	DEPUTY CITY CLERK							NON-EXEMPT	Administrative Support	
	FIN07	REVENUE ACCOUNTING SPECIALIST							NON-EXEMPT	Administrative Support	
	FIN05	SENIOR ACCOUNTING SPECIALIST							NON-EXEMPT	Administrative Support	
	REC06	GENERAL PROGRAMS COORDINATOR							EXEMPT	Paraprofessionals	
	PIO05	PUBLIC COMMUNICATIONS SPECIALIST (P/T)							NON-EXEMPT	Paraprofessionals	
	PIO04	PUBLIC COMMUNICATIONS SPECIALIST (F/T)							NON-EXEMPT	Paraprofessionals	
	REC15	RECREATION SUPERVISOR (P/T)							NON-EXEMPT	Professionals	
	FDC01	LOGISTICS COORDINATOR							NON-EXEMPT	Professionals	
	REC05	SPECIAL EVENTS & MARKETING COORDINATOR							NON-EXEMPT	Paraprofessionals	
	CM03	EXECUTIVE ASSISTANT							NON-EXEMPT	Administrative Support	
111			\$56,344.09	\$71,838.72	\$87,334.33	\$27.09	\$34.54	\$41.99			
	HR05	HUMAN RESOURCES COORDINATOR							NON-EXEMPT	Administrative Support	
	SW03	STORMWATER SYSTEM INSPECTOR							NON-EXEMPT	Technicians	
112			\$59,161.30	\$75,430.65	\$91,701.05	\$28.44	\$36.26	\$44.09			
	REC03	ATHLETIC FACILITIES SUPERVISOR							NON-EXEMPT	Service - Maintenance	
	REC19	RECREATION PROGRAMS SUPERVISOR							NON-EXEMPT	Paraprofessionals	
	PW04	STREETS SUPERVISOR							NON-EXEMPT	Skilled Craft Workers	
	REC04	RECREATION FACILITIES SUPERVISOR							NON-EXEMPT	Service - Maintenance	
	BM02	BUILDING MAINTENANCE SUPERVISOR							NON-EXEMPT	Service - Maintenance	

Peachtree City Pay Plan
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Pay Grade	Position Code	Position	Annual Minimum	Annual Mid	Annual Max	Hourly Min	Hourly Mid	Hourly Max	FLSA STATUS		EEO CATEGORY
	GM02	GROUNDS MAINTENANCE SUPERVISOR							NON-EXEMPT		Service - Maintenance
	PW05	FLEET SUPERVISOR							NON-EXEMPT		Skilled Craft Workers
	PW06	PATHS SUPERVISOR							NON-EXEMPT		Service - Maintenance
	SW02	STORMWATER SUPERVISOR							NON-EXEMPT		Skilled Craft Workers
	HR04	HUMAN RESOURCES GENERALIST							EXEMPT		Professionals
	CVB02	SALES MANAGER							EXEMPT		Administrative Support
	CVB03	MARKETING MANAGER							NON-EXEMPT		Skilled Craft Workers
113			\$62,119.36	\$79,202.19	\$96,286.10	\$29.87	\$38.08	\$46.29			
	LIB04	ADULT SERVICES LIBRARIAN							EXEMPT		Professionals
	LIB02	REFERENCE LIBRARIAN							EXEMPT		Professionals
	LIB03	YOUTH SERVICES LIBRARIAN							EXEMPT		Professionals
114			\$65,225.33	\$83,162.30	\$101,100.40	\$31.36	\$39.98	\$48.61			
	FIN04	ACCOUNTANT							EXEMPT		Professionals
	IT02	INFORMATION SYSTEM SUPPORT SPECIALIST							EXEMPT		Technicians
115			\$68,486.60	\$87,320.41	\$106,155.42	\$32.93	\$41.98	\$51.04			
	GIS02	GIS ANALYST							EXEMPT		Technicians
116			\$71,910.93	\$91,686.43	\$111,463.20	\$34.57	\$44.08	\$53.59			
	FIN04	SENIOR ACCOUNTANT							EXEMPT		Professionals
	CE02	SENIOR CODE ENFORCEMENT OFFICER							NON-EXEMPT		Technicians
	PL03	SENIOR PLANNER							EXEMPT		Professionals
117			\$75,506.47	\$96,270.75	\$117,036.35	\$36.30	\$46.28	\$56.27			
	CRT06	CHIEF COURT CLERK							EXEMPT		Paraprofessionals
	PW02	PUBLIC WORKS SUPERINTENDENT							EXEMPT		Officials & Administrators
118			\$79,281.80	\$101,084.29	\$122,888.17	\$38.12	\$48.60	\$59.08			
	GIS01	GIS MANAGER							EXEMPT		Professionals
	SW01	STORMWATER MANAGER							EXEMPT		Professionals
	FIN09	PURCHASING MANAGER							EXEMPT		Professionals
	BM01	FACILITIES MANAGER							EXEMPT		Officials & Administrators
	PW03	FLEET MANAGER							EXEMPT		Technicians
	HR03	HUMAN RESOURCES MANAGER							EXEMPT		Professionals
119			\$83,245.89	\$106,138.51	\$129,032.58	\$40.02	\$51.03	\$62.03			
	FIN03	ACCOUNTING MANAGER							EXEMPT		Professionals
	REC18	RAQUET CENTER MANAGER							EXEMPT		Professionals
	PUR01	PURCHASING AGENT							EXEMPT		Professionals
121			\$91,778.59	\$117,017.70	\$142,258.42	\$44.12	\$56.26	\$68.39			
	CVB01	CVB EXECUTIVE DIRECTOR							EXEMPT		Professionals
122			\$96,367.52	\$122,868.59	\$149,371.34	\$46.33	\$59.07	\$71.81			
	CRT02	COURT SOLICITOR							EXEMPT		Professionals

Peachtree City Pay Plan
Effective 4/24/2023

Pay Grade	Position Code	Position	Annual Minimum	Annual Mid	Annual Max	Hourly Min	Hourly Mid	Hourly Max	FLSA STATUS	EEO CATEGORY
125			\$111,557.45	\$142,235.75	\$172,916.00	\$53.63	\$68.38	\$83.13		
	REC02	ASSISTANT RECREATION & SPECIAL EVENTS DIRECTOR							EXEMPT	Officials & Administrators
	ES02	ASSISTANT CITY ENGINEER							EXEMPT	Professionals
127			\$122,992.09	\$156,814.91	\$190,639.89	\$59.13	\$75.39	\$91.65		
	FIN02	ASSISTANT FINANCIAL & ADMINISTRATIVE SERVICES DIRECTOR							EXEMPT	Officials & Administrators
128			\$129,141.69	\$164,655.66	\$200,171.88	\$62.09	\$79.16	\$96.24		
	CLK01	CITY CLERK							EXEMPT	Officials & Administrators
	HR01	HUMAN RESOURCES DIRECTOR							EXEMPT	Officials & Administrators
	PL01	PLANNING & DEVELOPMENT DIRECTOR							EXEMPT	Officials & Administrators
	REC01	RECREATION & SPECIAL EVENTS DIRECTOR							EXEMPT	Officials & Administrators
	PW01	PUBLIC WORKS DIRECTOR							EXEMPT	Officials & Administrators
	ES01	CITY ENGINEER							EXEMPT	Officials & Administrators
	LIB01	LIBRARY SERVICES DIRECTOR							EXEMPT	Officials & Administrators
130			\$142,378.71	\$181,532.86	\$220,689.50	\$68.45	\$87.28	\$106.10		
	FIN01	FINANCIAL & ADMINISTRATIVE SERVICES DIRECTOR							EXEMPT	Officials & Administrators
133			\$164,821.16	\$210,146.98	\$255,475.68	\$79.24	\$101.03	\$122.82		
	CM02	ASSISTANT CITY MANAGER							EXEMPT	Officials & Administrators
137			\$200,341.15	\$255,434.97	\$310,532.29	\$96.32	\$122.81	\$149.29		
	CM01	CITY MANAGER							EXEMPT	Officials & Administrators

Peachtree City Pay Plan
Effective 4/24/2023

Pay Grade	Position Code	Position	Annual Minimum	Annual Mid	Annual Max	Hourly Min	Hourly Mid	Hourly Max	FLSA STATUS	EEO CATEGORY
200 PD		2184 HOURS	\$53,978.40	\$68,822.46	\$83,666.52	\$24.72	\$31.51	\$38.31		
	PD12	UNCERTIFIED POLICE OFFICER							NON-EXEMPT	Protective Service Workers
	PD13	BALIFF PT							NON-EXEMPT	Protective Service Workers
201 PD		2184 HOURS (receives 3% increase per step)	\$59,976.00	\$83,875.58	\$107,775.16	\$27.46	\$38.40	\$49.35		
	PD11	POLICE OFFICER I							NON-EXEMPT	Protective Service Workers
	PD10	POLICE OFFICER II							NON-EXEMPT	Protective Service Workers
	PD09	POLICE OFFICER III							NON-EXEMPT	Protective Service Workers
	PD08	POLICE OFFICER IV							NON-EXEMPT	Protective Service Workers
	PD14	FORENSIC TECHNICAL SPECIALIST-CERTIFIED							NON-EXEMPT	Protective Service Workers
	PD15	FORENSIC TECHNICAL SPECIALIST-UNCERTIFIED *2080 HOURS				\$28.83	\$40.32	\$51.81	NON-EXEMPT	Protective Service Workers
202 PD		2184 HOURS	\$73,008.98	\$93,086.44	\$113,163.92	\$33.43	\$42.62	\$51.81		
	PD07	POLICE CORPORAL							NON-EXEMPT	Protective Service Workers
	PD06	POLICE DETECTIVE							NON-EXEMPT	Protective Service Workers
203 PD		2184 HOURS	\$76,659.43	\$97,740.77	\$118,822.12	\$35.10	\$44.75	\$54.41		
204 PD		2184 HOURS	\$80,492.40	\$102,627.81	\$124,763.22	\$36.86	\$46.99	\$57.13		
	PD05	POLICE SERGEANT							NON-EXEMPT	Protective Service Workers
207 PD		2080 HOURS	\$93,180.01	\$118,804.52	\$144,429.02	\$44.80	\$57.12	\$69.44		
	PD04	POLICE LIEUTENANT							EXEMPT	Professionals
213 PD		2080 HOURS	\$124,870.13	\$159,209.41	\$193,548.70	\$60.03	\$76.54	\$93.05		
	PD02	ASSISTANT POLICE CHIEF							EXEMPT	Officials & Administrators
217 PD		2080 HOURS	\$151,780.42	\$193,520.04	\$235,259.65	\$72.97	\$93.04	\$113.11		
	PD01	POLICE CHIEF							EXEMPT	Officials & Administrators

Peachtree City Pay Plan
Effective 4/24/2023

Pay Grade	Position Code	Position	Annual Minimum	Annual Mid	Annual Max	Hourly Min	Hourly Mid	Hourly Max	FLSA STATUS	EEO CATEGORY
300 FD		2920 HOURS	\$53,978.40	\$68,822.46	\$83,666.52	\$18.49	\$23.57	\$28.65		
	FD20	UNCERTIFIED FIREFIGHTER							NON-EXEMPT	Protective Service Workers
301 FD		2920 HOURS - (10% increase from EMT to Medic)	\$59,976.00	\$83,875.58	\$107,775.16	\$20.54	\$28.72	\$36.91		
	FD19	FIRE INSPECTOR							NON-EXEMPT	Protective Service Workers
	FD23	TRAINING COORDINATOR-FIREFIGHTER							NON-EXEMPT	Protective Service Workers
	FD22	CERTIFIED FIREFIGHTER EMT I (P/T)							NON-EXEMPT	Protective Service Workers
	FD18	CERTIFIED FIREFIGHTER EMT I							NON-EXEMPT	Protective Service Workers
	FD17	CERTIFIED FIREFIGHTER EMT II							NON-EXEMPT	Protective Service Workers
	FD16	CERTIFIED FIREFIGHTER EMT III							NON-EXEMPT	Protective Service Workers
	FD15	CERTIFIED FIREFIGHTER EMT IV							NON-EXEMPT	Protective Service Workers
	FD21	CERTIFIED FIREFIGHTER PARAMEDIC I							NON-EXEMPT	Protective Service Workers
	FD14	CERTIFIED FIREFIGHTER PARAMEDIC I (P/T)							NON-EXEMPT	Protective Service Workers
	FD13	CERTIFIED FIREFIGHTER PARAMEDIC II							NON-EXEMPT	Protective Service Workers
	FD12	CERTIFIED FIREFIGHTER PARAMEDIC III							NON-EXEMPT	Protective Service Workers
	FD11	CERTIFIED FIREFIGHTER PARAMEDIC IV							NON-EXEMPT	Protective Service Workers
302 FD		2920 HOURS	\$73,008.98	\$93,086.44	\$113,163.92	\$25.00	\$42.62	\$51.81		
	FD10	FIRE SERGEANT							NON-EXEMPT	Protective Service Workers
304 FD		2920 HOURS	\$80,492.40	\$102,627.81	\$124,763.22	\$27.57	\$35.15	\$42.73		
	FD09	FIRE LIEUTENANT							NON-EXEMPT	Protective Service Workers
306 FD		2920 HOURS	\$88,742.87	\$113,147.16	\$137,551.45	\$30.39	\$38.75	\$47.11		
	FD08	FIRE CAPTAIN							NON-EXEMPT	Protective Service Workers
307 FD			\$93,180.01	\$118,804.52	\$144,429.02	\$44.80	\$57.12	\$69.44		
	FD07	BATTALION CHIEF (2920 Hours)				\$31.91	\$40.69	\$49.46	NON-EXEMPT	Professionals
		2080 HOURS								
	FD06	OPERATIONS OFFICER							EXEMPT	Professionals
	FD05	TRAINING OFFICER							EXEMPT	Professionals
310 FD		2080 HOURS	\$107,867.51	\$137,531.08	\$167,194.64	\$51.86	\$66.12	\$80.38		
	FD04	FIRE MARSHALL							EXEMPT	Officials & Administrators
313 FD		2080 HOURS	\$124,870.13	\$159,209.41	\$193,548.70	\$60.03	\$76.54	\$93.05		
	FD03	ASSISTANT FIRE CHIEF - TRAINING							EXEMPT	Officials & Administrators
	FD02	ASSISTANT FIRE CHIEF - OPERATIONS							EXEMPT	Officials & Administrators
317 FD		2080 HOURS	\$151,780.42	\$193,520.04	\$235,259.65	\$72.97	\$93.04	\$113.11		
	FD01	FIRE CHIEF							EXEMPT	Officials & Administrators

Peachtree City
Public Safety Pay Plan
Effective 4/24/2023

PEACHTREE CITY POLICE											
Job Title	PD Scale	FLSA Status / Hrs		MIN Hourly	MID Hourly	MAX Hourly		MIN Annual	MID Annual	MAX Annual	EEO CATEGORY
Uncertified Police Officer	200 PD	Non-Exempt (2184)		\$24.72	\$31.51	\$38.31		\$53,978.40	\$68,822.46	\$83,666.52	PROTECTIVE SERVICE WORKERS
Police Officer I - IV	201 PD	Non-Exempt (2184)		\$27.46	\$38.40	\$49.35		\$59,976.00	\$83,875.58	\$107,775.16	PROTECTIVE SERVICE WORKERS
Police Corporal	202 PD	Non-Exempt (2184)		\$33.43	\$42.62	\$51.81		\$73,008.98	\$93,086.44	\$113,163.92	PROTECTIVE SERVICE WORKERS
Police Detective	202 PD	Non-Exempt (2184)		\$33.43	\$42.62	\$51.81		\$73,008.98	\$93,086.44	\$113,163.92	PROTECTIVE SERVICE WORKERS
Police Sergeant	204 PD	Non-Exempt (2184)		\$36.13	\$46.07	\$56.01		\$78,914.12	\$100,615.50	\$122,316.88	PROTECTIVE SERVICE WORKERS
Police Lieutenant	207 PD	Exempt (2080)		\$43.92	\$56.00	\$68.08		\$91,352.95	\$116,475.02	\$141,597.08	PROFESSIONALS
Assistant Police Chief	213 PD	Exempt (2080)		\$58.86	\$75.04	\$91.23		\$122,421.70	\$156,087.66	\$189,753.63	OFFICIALS & ADMINISTRATORS
Police Chief	217 PD	Exempt (2080)		\$71.54	\$91.21	\$110.89		\$148,804.34	\$189,725.53	\$230,646.72	OFFICIALS & ADMINISTRATORS
PEACHTREE CITY FIRE / RESCUE											
Job Title	FD Scale	FLSA Status/Hrs		MIN Hourly	MID Hourly	MAX Hourly		MIN Annual	MID Annual	MAX Annual	EEO CATEGORY
Uncertified Firefighter	300 FD	Non-Exempt (2920)		\$18.12	\$23.11	\$28.09		\$52,920.00	\$67,473.00	\$82,026.00	PROTECTIVE SERVICE WORKERS
Fire Inspector	301 FD	Non-Exempt (2080)		\$28.27	\$39.53	\$50.80		\$58,800.00	\$82,230.96	\$105,661.92	PROTECTIVE SERVICE WORKERS
Certified Firefighter/EMT I - IV	301 FD	Non-Exempt (2920)		\$20.14	\$28.16	\$36.19		\$58,800.00	\$82,230.96	\$105,661.92	PROTECTIVE SERVICE WORKERS
Certified Firefighter/Paramedic I - IV *	301 FD	Non-Exempt (2920)		\$20.14	\$28.16	\$36.19		\$58,800.00	\$82,230.96	\$105,661.92	PROTECTIVE SERVICE WORKERS
Fire Sergeant	302 FD	Non-Exempt (2920)		\$24.51	\$31.25	\$37.99		\$71,577.43	\$91,261.22	\$110,945.02	PROTECTIVE SERVICE WORKERS
Fire Lieutenant	304 FD	Non-Exempt (2920)		\$27.03	\$34.46	\$41.89		\$78,914.12	\$100,615.50	\$122,316.88	PROTECTIVE SERVICE WORKERS
Fire Captain	306 FD	Non-Exempt (2920)		\$29.80	\$37.99	\$46.18		\$87,002.81	\$110,928.59	\$134,854.36	PROTECTIVE SERVICE WORKERS
Battalion Chief	307 FD	Exempt (2920)		\$43.92	\$56.00	\$68.08		\$91,352.95	\$116,475.02	\$141,597.08	PROFESSIONALS
Operations Officer	307 FD	Exempt (2080)		\$43.92	\$56.00	\$68.08		\$91,352.95	\$116,475.02	\$141,597.08	PROFESSIONALS
Training Officer	307 FD	Exempt (2080)		\$43.92	\$56.00	\$68.08		\$91,352.95	\$116,475.02	\$141,597.08	PROFESSIONALS
Fire Marshal	310 FD	Exempt (2080)		\$50.84	\$64.82	\$78.81		\$105,752.46	\$134,834.39	\$163,916.32	OFFICIALS & ADMINISTRATORS
Assistant Fire Chief -- Training	313 FD	Exempt (2080)		\$58.86	\$75.04	\$91.23		\$122,421.70	\$156,087.66	\$189,753.63	OFFICIALS & ADMINISTRATORS
Assistant Fire Chief -- Operations	313 FD	Exempt (2080)		\$58.86	\$75.04	\$91.23		\$122,421.70	\$156,087.66	\$189,753.63	OFFICIALS & ADMINISTRATORS
Fire Chief	317 FD	Exempt (2080)		\$71.54	\$91.21	\$110.89		\$148,804.34	\$189,725.53	\$230,646.72	OFFICIALS & ADMINISTRATORS

*FF/Paramedics receive a 10% increase over FF/EMT's.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, Interim City Manager

FROM: Teaa Allston-Bing, Director - Human Resources & Risk Management 4/11/2024
Jonathan Miller, Public Works Director 4/12/2024
Yasmin Julio, Interim Assistant City Manager 4/12/2024
Justin Strickland, Interim City Manager 4/12/2024

DATE: April 18, 2024

SUBJECT: Consider ADA Transition Plan Submittal to GDOT

Recommendation:

Authorize Staff to submit the attached ADA transition plan to the Georgia Department of Transportation (GDOT).

Discussion:

The GDOT has notified the City that we must submit an ADA transition plan to them in order to remain eligible for grant opportunities. This plan outlines thirteen requirements that need to be complied with that only deal with our transportation system, not facilities. Staff has gone through the items and identified areas where we are currently doing what is required and where we have to devise a plan and timeline to comply.

The GDOT has requested this plan by the end of April; therefore Staff is requesting Council approval to transmit the plan.

Budget Impact:

There is no budget impact for submitting the plan.

Attachments:

1. Final PTC Transition Plan 4.11.24

Transition Plan Checklist 2023

Thank you for taking the time to conduct thorough and detailed self-evaluation and Transition Plans. There are two checklists to which I would ask that you refer. The first of which is too extensive to be duplicated and therefore can be found by clicking the link below:

<https://www.ada.gov/racheck.pdf>

The second is in the chart below:

I	☒ Yes ☐ No	Brief Introduction that includes some town history, population, region, mayor, and other interesting facts.
II	☐ Yes ☒ No	Written policies and procedures that govern how your entity constructs, alters, maintains and repairs highways, roads, streets, sidewalks, pedestrian crossings and curb ramps.
III	☐ Yes ☒ No	Your city's long range plan for the construction, alteration, and/or repair of highways, roads, streets, sidewalks, pedestrian crossings, and curb ramps.
IV	☐ Yes ☒ No	Written procedures your municipality uses to evaluate requests for installation of, or modification to curb ramps.
V	☐ Yes ☒ No	Written policies and procedures your entity uses to ensure that the accessibility of curb ramps at pedestrian crossings is maintained.
VI	☐ Yes ☒ No	Survey the pedestrian crossings on the highways, streets and roads maintained by your entity. Do they meet the requirements since the Policy change implemented in January 1992?
VII	☐ Yes ☒ No	Seek input from persons with various disabilities when determining the accessibility of your city.
VIII	☐ Yes ☒ No	Chart those sidewalks, crossings and ramps that do not meet the requirements set forth by the federal government on January 26, 1992, indicating the location, type of barrier, barrier resolution, anticipated date of resolution and estimated cost.
IX	☐ Yes ☒ No	Your city's procedure to ensure that requests from the public are prioritized in your overall plan
X	☒ Yes ☐ No	Please include the ADA Coordinator and creator(s) of your document along with their contact information.
XI	☐ Yes ☒ No	Your city's complaint procedure for employees and local residents.
XII	☐ Yes ☒ No	Your city's assurance that the ADA Coordinator has been or plans to attend ADA training.
XIII	☐ Yes ☒ No	Accomplishment list: a list of ADA resolutions made by your city with the last two years

I. Introduction

Peachtree City is one of the most affluent communities in Georgia with a median household income of \$111,850 (source: 2022 American Community Survey 5-Year Estimates), and a population of 39,562. The city continues to benefit economically from its location within the Metropolitan Atlanta area and situated just south of the world's busiest airport, the Atlanta Hartsfield Jackson International Airport. Strategically located along the CSX rail line connecting Atlanta directly to the Brunswick and Savannah deepwater ports, Peachtree City has over 2,044 acres dedicated to industrial use. Over 356 acres are still available for future industrial growth.

There are 20,719 jobs located in Peachtree City (source: Census OnTheMap). Of these jobs, 3,528 are within the manufacturing sector. Peachtree City is home to many internationally based manufacturers such as Rinnai, Sigvaris, TDK, Panasonic, and Hoshizaki. The Chinese-based SANY Corporation calls Peachtree City home for their North American headquarters as does the Dutch Innovative Packaging Network. Gerresheimer recently announced plans to expand their medical equipment manufacturing capacity in Peachtree City by building over 200,000 square feet of manufacturing space and adding at least 200 new jobs.

The workforce of Peachtree City is highly skilled and educated with over 97% having a bachelor's or higher degree. The greatest proportion of the Peachtree City workforce (20%) works in management jobs making a median earning of \$200,761. (source American Community Survey 2021). Other sectors that many of our residents work in include Transportation and Warehousing, Health Care, and Educational Services. Overall, this strong foundation in a variety of trades makes Peachtree City a great place to call home.

II. Policies and Procedures

- a. Peachtree City will develop written policies and procedures governing the construction, alteration, maintenance and repairs for pedestrian crossings and curb ramps by July 1, 2024.

III. Long Range Plan

- a. Currently the City has a Multi-Use Path Master Plan for the planned construction of new paths. The City also has an informal policy to upgrade path curb ramps when the streets are resurfaced; however, a formal written policy/procedure is not in place that governs this. Staff will develop a written policy/procedure by July 1, 2024.

IV. Requests for Curb Ramp Installation/Modification

- a. Currently any requests for this would come to the city via email, phone, letter or website portal and would be routed to Public Works or Engineering Services for consideration. However, there is no written procedure for evaluating these requests. Staff will develop a written policy/procedure by July 1, 2024.

V. Maintenance Policy

- a. Currently the practice is to repair any curb ramps when the path/sidewalk is repaved, or a complaint is received. Currently there is no written policy on ensuring the accessibility of curb ramps is maintained. Staff will develop a written policy/procedure by July 1, 2024.

VI. Curb Ramp Survey

- a. The city has a Geographic Information System (GIS) inventory of all the curb ramps and crossings maintained by the city. There are 274 crossings and 1130 curb ramps. The city has currently hired a company (IMS) to survey the paths to determine if transverse and longitudinal slopes are in compliance with ADA standards.

VII. Citizen Input

- a. Currently the city has a formal engagement process to seek input from citizens with disabilities on accessibility of the City. This is outlined in the city's policies CAR 6-2 and 6-4. Staff will review these policies and determine what if any revisions are needed by July 1, 2024.
- VIII. Chart of Mitigation
 - a. Currently the city is in the process of assessing its inventory. This work should be completed in the next few months. Staff will develop a plan of needed corrections with anticipated resolution, date, and cost by October 30, 2024.
- IX. Public Requests
 - a. Currently there is no official procedure for ensuring public requests are incorporated into the overall plan, however the city does have a website portal for specific ADA requests or complaints that are received by our ADA Coordinator. Staff will develop a formal procedure by July 1, 2024.
- X. ADA Coordinator
 - a. The City's ADA Coordinator is:
 - i. Dr. Tea Allston-Bing, Director of Human Resources and Risk Management
 - ii. 151 Willowbend Road, Peachtree City, Georgia 30269
 - iii. 770-632-4276
- XI. Complaint Procedure
 - a. Currently any requests for this would come to the city via email, phone, letter or website portal and would be routed to Public Works or Engineering Services for consideration. There are also some written procedures in the city's CAR 6-2 and 6-4. Staff will review these policies and procedures and make any needed updates by July 1, 2024.
- XII. ADA Coordinator Training
 - a. The city will develop a process to ensure ADA Coordinator attends the required training by July 1, 2024.
- XIII. Accomplishment List
 - a. The city has a GIS inventory of assets and an asset management program that will enable tracking of corrections made. Once the other above items are implemented, we will begin tracking accomplishments.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, Interim City Manager

FROM: David Borkowski, City Engineer 4/11/2024
Yasmin Julio, Interim Assistant City Manager 4/12/2024
Justin Strickland, Interim City Manager 4/12/2024

DATE: April 18, 2024

SUBJECT: Integrity Fusion Stormwater Facility Maintenance Agreement

Recommendation:

Authorize the Mayor to execute the attached Stormwater Management Facility Maintenance Agreement with Yelken Properties at Gardner Park.

Discussion:

The City's stormwater management ordinance requires that all new developments submit an agreement to the City stating that they will maintain the stormwater best management practices that they install. The agreement does not obligate the City financially or require the City to perform maintenance.

Integrity Fusion has submitted their agreement to the City and staff recommends signing the agreement in accordance with our ordinance.

Budget Impact:

There is no budget impact with this item.

Attachments:

1. SW Agreement

Record and return to:

Cinnamon Mack
City of Peachtree City
209 McIntosh Road
Peachtree City, Georgia 30269

STORMWATER MANAGEMENT FACILITY MAINTENANCE AGREEMENT

THIS AGREEMENT, made and entered into this 22nd day of March, by and between Velken Properties at Gardner Park, a Georgia resident (hereinafter called the "Landowner") and **PEACHTREE CITY, GEORGIA** (hereinafter called the "City").

WITNESSETH, that WHEREAS, the Landowner is the owner of certain real property described as 270 Parkade Court, Peachtree City, GA, as recorded by deed in the land records of Fayette County, Georgia, Deed Book _____, Page _____ (hereinafter called the "Property");

WHEREAS, the Landowner is proceeding to build on and develop a portion of the property as shown on Exhibit "A";

WHEREAS, the Site Plan/Subdivision Plan known as "Integrity Fusion", dated 12/22/2023 and approved by the City on 2/22/2024 (hereinafter called the "Plan"), which is expressly made a part hereof, as approved or to be approved by the City, provides for management of stormwater, as indicated, within the confines of the Property;

WHEREAS the City and the Landowner, its successors and assigns, including any office park or industrial park association, agree that the health, safety, and welfare of the residents of Peachtree City, Georgia, require that on-site stormwater management facilities be constructed and maintained on the Property; and

WHEREAS, the City requires that on-site stormwater management facilities as shown on the Plan be constructed and adequately maintained by the Landowner, its successors and assigns, including any office park or industrial park association.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The on-site stormwater management facilities shall be constructed by the Landowner, its successors and assigns, in accordance with the plans and specifications identified in the Plan.
2. The Landowner, its successors and assigns, including any office park or industrial park association, shall adequately maintain the stormwater management facilities. This includes all pipes, channels or other conveyances built to convey stormwater to the facility, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. Adequate maintenance is herein defined as good working condition so that these facilities are performing their design functions. The Stormwater Structural Control Maintenance Checklists found in the latest edition of the *Georgia Stormwater Management Manual* are to be used to establish what constitutes "good working condition," under this Agreement.

3. The Landowner, its successors and assigns, shall inspect the stormwater management facility and submit an inspection report annually. The purpose of the inspection is to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities, berms, outlet structure, pond areas, access roads, etc. Deficiencies shall be noted in the inspection report.
4. The Landowner, its successors and assigns, hereby grant permission to the City, its authorized agents and employees, to enter upon the Property and to inspect the stormwater management facilities whenever the City deems necessary. The purpose of inspection is to follow-up on reported deficiencies and/or to respond to citizen complaints. The City shall provide the Landowner, its successors and assigns, copies of the inspection findings and a directive to commence with the repairs if necessary.
5. In the event the Landowner, its successors and assigns, fails to maintain the stormwater management facilities in good working condition acceptable to the City, the City may enter upon the Property and take whatever steps necessary to correct deficiencies identified in the inspection report and to charge the costs of such repairs to the Landowner, its successors and assigns. The Landowner shall be given notice of the deficiencies identified in the inspection report so as to take the necessary corrective action. Such corrective action shall be completed within thirty (30) days of the Landowner's receipt of such notice. In the event that the Landowner cannot complete such remedial action within this time period, the Landowner shall provide a schedule for completion, which scheduled must be approved by the City. This provision shall not be construed to allow the City to erect any structure of permanent nature on the land of the Landowner outside of the easement for the stormwater management facilities. It is expressly understood and agreed that the City is under no obligation to routinely maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the City.
6. The Landowner, its successors and assigns, will perform the work necessary to keep these facilities in good working order as appropriate. In the event a maintenance schedule for the stormwater management facilities (including sediment removal) is outlined on the approved plans, the schedule will be followed.
7. In the event the City, pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner, its successors and assigns, shall reimburse the City upon demand, within thirty (30) day of receipt thereof for all actual costs incurred by the City hereunder.
8. This agreement imposes no liability of any kind whatsoever on the City and the Landowner agrees to indemnify and hold the City harmless from any liability in the event the stormwater management facilities fail to operate properly.
9. This agreement shall be recorded among the land records of Fayette County, Georgia, and shall constitute a covenant running with the land, and shall be binding on the Landowner, its administrators, executors, assigns, heirs and any other successors in interests, including any office park or industrial park association.

WITNESS the following signatures and seals:

Signed, sealed and delivered
in the presence of:

Conrad J. Jansen
Witness

Andrea Fouce
Notary Public

My commission expires: 3/12/2027

Signed, sealed and delivered
in the presence of:

Witness

Notary Public

My commission expires: _____

Maintenance Facility Contact Information: (Please print or type)

Doug Yelken
Name

270 Parkade Court
Address

Peachtree City, GA 30269
City/State/Zip

770-682-7530
Telephone Number

Approved as to Form:

City Attorney

Doug Yelken (Corp. Seal if applicable)
(Owner Signature)

Doug Yelken, Integrity Fusion
(Owner Printed Name & Company Name)
Yelken Properties at Gashner
Park

ANDREA FOUCE
NOTARY PUBLIC
Fayette County
State of Georgia
My Comm. Expires March 12, 2027

PEACHTREE CITY, GEORGIA

By: _____

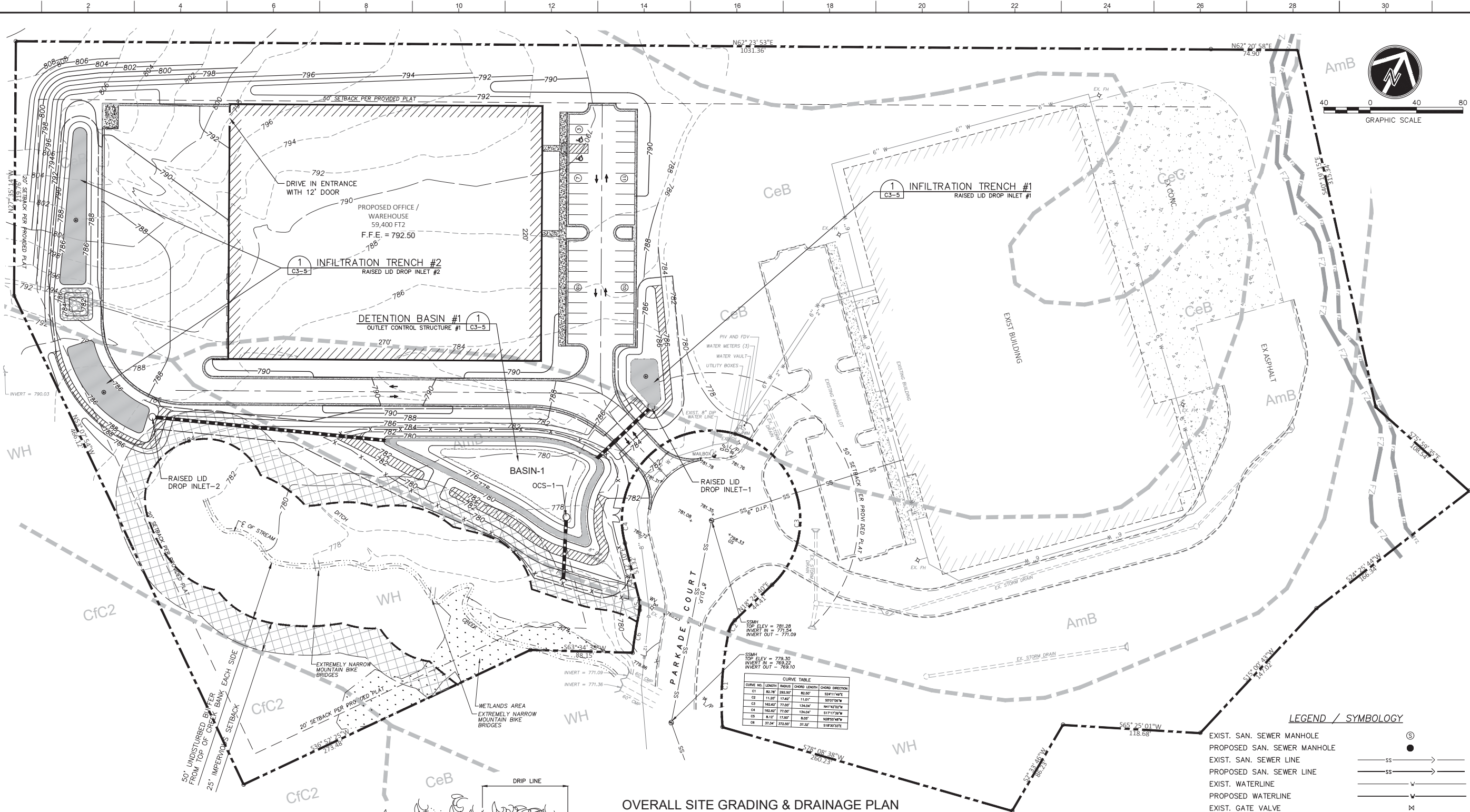
Name: _____

Title: _____

(Seal)

doug@integrityfusion.com
E-mail address

Feb 19, 2024 - 2:15pm - D:\BACK-UP\Projects\jobs\WAT_PROJECTS\LEWIS_GENERAL_CONTRACTORS\INTEGRITY_FUSION_CONSTRUCTION_PLANS\DWG\Sheet\000-303 GRADING PLAN.dwg

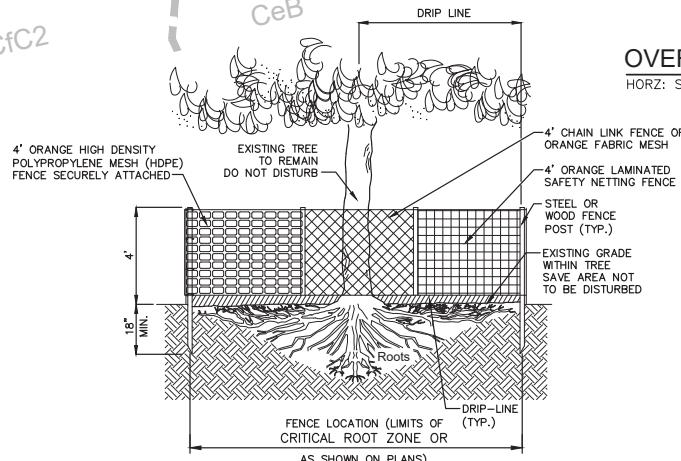


OVERALL SITE GRADING & DRAINAGE PLAN

HORZ: SCALE: 1" = 40'

NOTE

THIS OVERALL PLAN LAYOUT SHOWS THE COMPLETE GRADING & DRAINAGE PLAN IN ITS ENTIRETY. FOR CLARITY, ALL THE ANNOTATION AND OTHER INTRICATE DETAIL INFORMATION ARE NOT SHOWN ON THIS DRAWING. SEE SHEET C3.4 FOR MORE DETAILED INFORMATION.



THIS DETAIL SHOWS THREE TYPES OF TREE PROTECTION FENCE THAT CAN BE USED IN THE STATE OF GEORGIA

1 TREE PROTECTION FENCE DETAIL
C1-3 N.T.S.

NOTE:

REGARDLESS OF THE MATERIAL USED FOR THE TREE PROTECTION FENCE, IT IS IMPERATIVE THAT THE TREE PROTECTION ZONE BE PROPERLY MAINTAINED FROM SITE DEMOLITION THROUGHOUT SITE CONSTRUCTION.

ONLY THE APPROVED METHOD BY PEACHTREE CITY SHALL BE USED ON THIS PROJECT.

NOTES:

TREE PROTECTION AREA (TPA): ANY PORTION OF A SITE LOCATED WITHIN TREE PROTECTION BOUNDARY AREA WITH EXISTING TREES TO BE PRESERVED IN COMPLIANCE TO REQUIREMENTS OF THE CITY OF FAYETTEVILLE. THE TREE PROTECTION AREA SHALL INCLUDE NO LESS THAN THE TOTAL AREA BENEATH THE TREE CANOPY AS DEFINED BY THE DRIP LINE OF THE TREE OR GROUP OF TREES COLLECTIVELY.

THERE SHALL BE NO DISCRIMINATE REMOVAL OF TREES FROM THIS SITE. AN ASSERTED EFFORT TO PRESERVE AND RETAIN SPECIMEN EXISTING TREES WILL BE MADE.

BEING DEVELOPED SHALL MAINTAIN A MINIMUM TREE DENSITY BASED UPON THE MAXIMUM NUMBER OF TREES THAT CAN BE MAINTAINED IN ACCORDS WITH THE ORDINANCE FOR TREE SIZE AND DENSITY.

THE CLEANING OF EQUIPMENT, STORAGE OF MATERIALS OR DIRT, DISPOSAL OF WASTE MATERIAL SUCH AS PAINT, OIL SOLVENT OR OTHER HARMFUL SUBSTANCES, OR ANY OTHER SUCH ACT WHICH MAY BE HARMFUL TO THE CONTINUED VITALITY OF THE TREE(S) WITHIN THE TREE PROTECTION AREA, IS PROHIBITED.

PRIOR TO COMMENCEMENT OF ANY GRADING, CONSTRUCTION OR TREE REMOVAL, A TREE PROTECTION AREA FOR ANY TREE LOCATED WITHIN TWENTYFEET FEET (25') OF ANY PROPOSED GRADING, CONSTRUCTION OR TREE REMOVAL MUST BE ESTABLISHED BY PHYSICAL BARRIER AND MAINTAINED UNTIL SUCH WORK IS COMPLETED.

STORM DRAIN ABBREVIATIONS

(REFERENCE INFORMATION TO BE APPLIED WHERE APPLICABLE.)

BOW - BOTTOM OF WALL ELEV.	HW - HEADWALL
TOW - TOP OF WALL ELEV.	D.W.C.B. - DOUBLE WING CATCH BASIN
EOW - END OF WALL ELEV.	S.W.C.B. - SINGLE WING CATCH BASIN
F.F.E. - FINISH FLOOR ELEV.	R.L.D.I. - RAISED LID DROP INLET
F.E.S. - FLARED END SECTION	J.B. - JUNCTION BOX
M.F.E.S. - METAL FLARED END SECTION	WQS - WATER QUALITY STRUCTURE
RCP - REINFORCED CONCRETE PIPE	D.I. - (DROP INLET)
B.C.M.P. - BITUMINOUS COATED METAL PIPE	D.I. (G) - DROP INLET (GRATE TYPE)
H.D.P.E. - HIGH DENSITY POLYETHYLENE PIPE	C.I. (CURB INLET)
O.F. (OUTFALL)	G.I. (GRATE INLET)
AUL-T2 (ALUMINIZED STEEL TYPE 2)	

LEGEND / SYMOLOGY

EXIST. SAN. SEWER MANHOLE	SS
PROPOSED SAN. SEWER MANHOLE	SS
EXIST. SAN. SEWER LINE	SS
PROPOSED SAN. SEWER LINE	SS
EXIST. WATERLINE	SS
PROPOSED WATERLINE	SS
EXIST. GATE VALVE	SS
PROPOSED GATE VALVE	SS
EXIST. FIRE HYDRANT	SS
PROPOSED FIRE HYDRANT	SS
PROPOSED DOUBLE WING CATCH BASIN	SS
PROPOSED SINGLE WING CATCH BASIN	SS
PROPOSED JUNCTION BOX	SS
EXIST. STORM DRAIN LINE	SS
PROPOSED STORM DRAIN LINE	SS
SPECIMEN TREES	SS
PROPOSED TREE PROTECTION	SS
TREE REMOVAL	SS
DIRECTIONAL FLOW ARROW	SS
BASEIN MAINTENANCE EASEMENT LINE	SS
STORM DRAIN EASEMENT	SS

H & A
HOVEY & ASSOCIATES INC.
ENGINEERING CONSULTANTS
130 HOWARD LANE, SUITE B
FAYETTEVILLE, GA 30214
PHONE: 770-460-2200
EMAIL: ghovey@hoveyandassociates.com

PREPARED FOR:
YELKEN PROPERTIES AT GARDNER
PO BOX 1062
TYRONE, GA 30220
24 HOUR CONTACT:
NAME: JEREMY BROWN
PHONE: 404-886-8275
EMAIL: jeremy.brown@lewis-gc.com



HOVEY & ASSOCIATES, INC.
LIC. MECHANICAL ACTIVE
SCALE: HORIZONTAL 1" = 40'
VERTICAL

NO.	DATE	DESCRIPTION	REVISION BY
7			
6			
5			
4			
3			
2	12/22/23	REVISED PER REVIEW COMMENTS FROM PEACHTREE CITY	
1	11/07/23	REVISED PER REVIEW COMMENTS FROM PEACHTREE CITY	

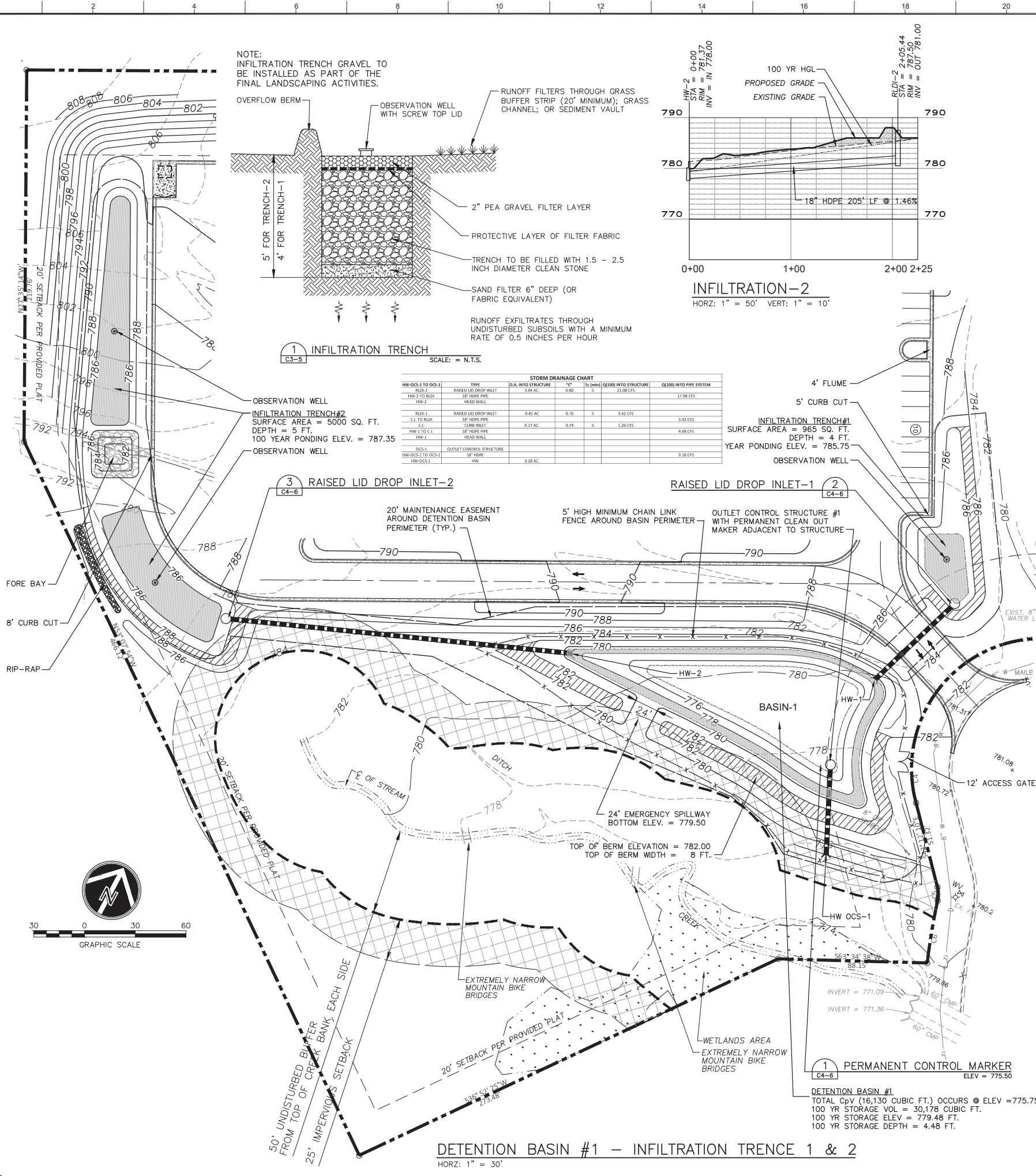
DRAWN BY:
J.FINNEY
DESIGNED BY:
D. HOVEY
CHECKED BY:
D. HOVEY
ISSUE DATE:
10/02/2023
PROJECT NUMBER:
2023-26



CONSTRUCTION PLANS
FOR
LEWIS GENERAL CONTRACTORS, INC.
INTEGRITY FUSION PROPOSED BUILDING & PARKING LOT
LAND LOT 46 - 6th DISTRICT
PEACHTREE CITY - FAYETTE COUNTY
OVERALL GRADING & DRAINAGE PLAN

SHEET
C3.3

Feb 19, 2024 - 2:17pm - D:\BACK-UP\Projects\jobs\WAT_PROJECTS\LEWIS_GENERAL_CONTRACTORS\INTEGRITY_FUSION_CONSTRUCTION_PLANS\DWG_Sheet\Files\00C-305-BASINS-1.dwg



STORM DRAINAGE CHART					
HW-DCS-1 TO DCS-2	TYPE	D.A. INTO STRUCTURE	1" (MIN)	15 (MIN)	Q (100) INTO PIPE SYSTEM
RDI-1	RAISED LID DROP INLET	3.54 AC	0.80	5	21.08 CFS
HW-2 TO RDI-1	18" HDPE PIPE				17.98 CFS
HW-2	HEAD WALL				
RDI-1	RAISED LID DROP INLET	0.45 AC	0.76	5	3.42 CFS
CL TO RDI-1	18" HDPE PIPE				3.42 CFS
HW-1 TO CL	18" HDPE PIPE	0.17 AC	0.24	5	1.28 CFS
HW-1	HEAD WALL				4.68 CFS
DCS-1	OUTLET CONTROL STRUCTURE				
HW-DCS-1 TO DCS-1	18" HDPE				9.38 CFS
HW-DCS-1	HW	9.28 AC			

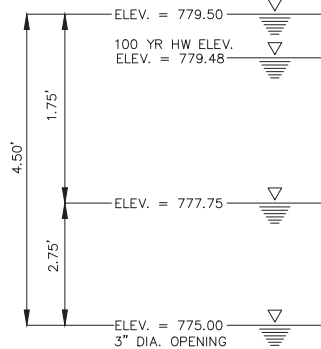
INFILTRATION-2
HORZ: 1" = 50' VERT: 1" = 10'

NOTE: CONTRACTOR TO FIELD VERIFY 6" SAN. SEWER LATERAL DEPTH.

INFILTRATION-1
HORZ: 1" = 50' VERT: 1" = 10'

BASIN #1 OCS
HORZ: 1" = 50' VERT: 1" = 10'

TOP / RIM ELEV. = 780.50
6" THICK MIN. (TOP)



BASIN #1
OUTLET CONTROL STRUCTURE
WATER QUALITY / RUNOFF REDUCTION
N.T.S.

LEGEND / SYMBOLOGY

- EXIST. SAN. SEWER MANHOLE
- PROPOSED SAN. SEWER MANHOLE
- EXIST. SAN. SEWER LINE
- PROPOSED SAN. SEWER LINE
- EXIST. WATERLINE
- PROPOSED WATERLINE
- EXIST. GATE VALVE
- PROPOSED GATE VALVE
- EXIST. FIRE HYDRANT
- PROPOSED FIRE HYDRANT
- PROPOSED DOUBLE WING CATCH BASIN
- PROPOSED SINGLE WING CATCH BASIN
- PROPOSED JUNCTION BOX
- EXIST. STORM DRAIN LINE
- PROPOSED STORM DRAIN LINE
- SPECIMEN TREES
- PROPOSED TREE PROTECTION
- TREE REMOVAL
- DIRECTIONAL FLOW ARROW
- BASIN MAINTENANCE EASEMENT LINE
- STORM DRAIN EASEMENT

BASIN NOTE:
THE DETENTION BASIN OUTLET STRUCTURE BOTTOM OPENING SHALL BE TEMPORARILY PLUGGED DURING CONSTRUCTION TO ALLOW FOR SURFACE WITHDRAWAL.

NOTES

- ALL EASEMENTS IS A MINIMUM 20' WIDE UNLESS OTHERWISE SPECIFIED.
- ALL CUT AND FILL TIE-IN SLOPES ARE 2:1 UNLESS OTHERWISE SPECIFIED, WITH THE EXCEPTION OF DETENTION BERMS.
- SPOT ELEVATIONS ARE GUTTER LINE OR FINISHED ASPHALT.

H & A

HOVEY & ASSOCIATES INC.

ENGINEERING CONSULTANTS

130 HOWARD LANE, SUITE B

FAYETTEVILLE, GA 30514

PHONE: 770-460-2200

EMAIL: ghovey@hoveyinc.net

PREPARED FOR:

YELKEN PROPERTIES AT GARDER

PO BOX 1062

TYRONE, GA 30220

24 HOUR CONTACT:

NAME: JEREMY BROWN

PHONE: 404-586-9275

EMAIL: jeremy.brown@lewis-gc.com

HOVEY & ASSOCIATES, INC.

LIC. #19000

PROFESSIONAL ENGINEER

DAVID G. HOVEY

SCALE: HORIZONTAL = 50'

VERTICAL = 10'

REVISIONS

NO.	DATE	DESCRIPTION
7		
6		
5		
4		
3	02/15/24	REVISED PER REVIEW COMMENTS FROM PEACHTREE CITY
2	12/22/23	REVISED PER REVIEW COMMENTS FROM PEACHTREE CITY
1	11/07/23	REVISED PER REVIEW COMMENTS FROM PEACHTREE CITY

DRAWN BY:

J.FINNEY

DESIGNED BY:

D. HOVEY

CHECKED BY:

D. HOVEY

ISSUE DATE

10/02/2023

PROJECT NUMBER

2023-26

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CONSTRUCTION PLANS

FOR

LEWIS GENERAL CONTRACTORS, INC.

INTEGRITY FUSION PROPOSED BUILDING & PARKING LOT

LAND LOT 46 - 6TH DISTRICT

PEACHTREE CITY - FAYETTE COUNTY

STORM BASIN PLAN

SHEET

C3.5