



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



Special Called Meeting

June 4, 2024 | 6:30 PM

City Hall

1. **Call to Order**
2. **Pledge of Allegiance and Moment of Silence**
3. **Public Comment**
4. **Minutes**
 - A. May 16, 2024, Regular Meeting Minutes
5. **Consent Agenda**
 - A. FY2024 Budget Amendment- Reclassification of Human Resources Coordinator to Human Resources Generalist
 - Funding Source: 100-0000-389025 – General Fund Surplus Carryover (Reserves) to 100-1540-511100 – Regular Salaries - Human Resources
6. **New Agenda Items**
 - A. Approve purchase contract for property located at 104 Guthrie Way, Peachtree City, GA 30269
 - B. FY2024 Budget Amendment - Allocate funds for Police Annex Building
 - Funding Source: 100-0000-389025 - Surplus Carryover (General Fund Reserves) - \$4,942,201
 - 329-3210-341327 - Impact Fees - Police Expansion - \$403,689
 - 383-321-541310-FB24-001 - Facilities Authority Bond Fund for Police Department Annex (already budgeted) - \$3,154,111
7. **Council/Staff Topics**
 - A. Transportation Advisory Group
 - B. June 6, 2024, City Council Meeting Canceled (Yasmin Julio)
8. **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.

The workshop will begin immediately following the adjournment of the special called meeting.

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

City Council of Peachtree City
Abbreviated Meeting Minutes
Thursday, May 16, 2024
9:30 AM

Call to Order

The Mayor and Council of Peachtree City met in regular session on Thursday, May 16, 2024. Mayor Kim Learnard called the meeting to order at 9:30 a.m. Council members attending: Laura Johnson, Suzanne Brown, Clinton Holland, and Frank Destadio.

Pledge of Allegiance and Moment of Silence

Announcements, Awards, Special Recognition

Presentation

A. Audit Presentation

David Irwin of Mauldin & Jenkins presented the findings of the annual review of the independent auditor's report, compliance reports, and financial statements. He explained that Peachtree City prepared an Annual Comprehensive Financial Report (ACFR), which went above and beyond basic reporting requirements, and noted that the City had been awarded the ACFR Certificate for Excellence in Financial Reporting for 35 consecutive years.

The government-wide financial statements showed \$200.8 million in equity, up \$7.7 million from last year, and Irwin said the City was in a good liquid financial position. Another slide showed total revenues to the General Fund at around \$48.8 million, and that the City ended the year with a fund balance equal to about nine and a half months of expenses.

Destadio commended the Finance Department staff. Holland asked how many years Mauldin & Jenkins had been doing these audits for Peachtree City, and Irwin said at least 10 years. Interim City Manager Justin Strickland said this was the first time since he had been with the City that they had asked Mauldin & Jenkins to present this report, and he thought it was valuable.

Public Comment

Jackie DiPietre said she represented the 250 families in the competitive swimming team and 1,200 families in the swim league. They were interested in working with Council on the Recreation Master Plan and getting a new pool structure that would meet the needs of citizens of all ages. She also thanked Council for holding morning meetings.

Rhonda Quillian was upset that public comments at meetings could not include comments regarding what was on that meeting's agenda. She then accused the Mayor of hindering the process of allowing Council members to place something on the agenda and said Council members should not have discussions outside of public

meetings. Quillian also said Learnard was pushing for more high-density housing, maybe not apartments, but condominiums and townhomes, and that was not what citizens wanted.

Keep Peachtree City Beautiful (KPTCB) Director Al Yougel said KPTCB would be removing the 140 recycling containers around the city. The market for many recycled items, such as plastic, had declined, and removing the containers would give them more time to take care of cardboard, which was the biggest problem.

Mary Plant also sought community and Council support for a new aquatics facility. She said she was an Olympic medalist in swimming and was grateful for the discipline she learned and what the sport did for her in preparing for life's challenges. She believed swimming should be a cradle to grave endeavor.

Agenda Changes

None

Minutes

Johnson moved to approve the May 2, 2024, regular meeting minutes, the May 2, 2024, executive session minutes, and the May 7, 2024 workshop minutes. Brown seconded. Motion carried unanimously.

A. May 2, 2024 Regular Meeting Minutes

APPROVED 5-0

B. May 2, 2024 Executive Session Minutes

APPROVED 5-0

C. May 7, 2024 Workshop Minutes

APPROVED 5-0

Consent Agenda

Destadio moved to approve Consent Agenda items A and B. Holland seconded. Motion carried unanimously.

A. Reclassification & Position Title Change for one Public Communications Specialist

APPROVED 5-0

B. Approval of New Cardiac Monitor Purchase.

APPROVED 5-0

Old Agenda Items

A. 08-22-01CST - Crosstown and Peachtree Parkway Roundabout 60% Design

City Engineer Dave Borkowski introduced Dan Davis of Integrated Science and Engineering (ISE), who said previous Councils had been eyeing solutions to Peachtree Parkway/Crosstown Road intersection congestion for at least 10 years. When ISE presented the 30% design, Council directed them to advance it to the

60% level in order to get a tighter range on cost estimates.

Davis explained this project was first identified in the Fayette County Transportation Plan in 2004. Five traffic studies had been performed on this intersection, yielding two solutions. One was a traditional traffic signal, and the other solution was a roundabout, which all five studies concluded was the best option. A traffic signal would lessen congestion for only a decade or so. ISE considered several variations on the roundabout design and concluded that a single-lane roundabout would be sufficient to upgrade the intersection and maintain that level of service for many years.

Utility relocation would be a challenge, with the main obstacle being a 20-inch Fayette County water main. This design pushed out the utilities so no utility relocation would be necessary when a multi-lane roundabout was needed, which probably wouldn't be until around 2050.

Davis noted that roundabouts were becoming more popular throughout the country. They were safer because the design prevented T-bone crashes and lessened pollution and traffic noise. Davis also said he had noticed that traffic signals seemed to trigger changes in land use in the area that roundabouts did not.

This newer design reduced the footprint a bit from the 30% rendering. Davis said neighborhoods on the eastern side of the intersection as well as Regions Bank and Arbor Terrace on the west would be well-buffered from the roundabout by undisturbed natural areas and landscaping.

The cost, Davis told Council, would be \$3.2 million, which included acquisition of rights-of-way and easements, project management fees, and additional engineering fees, plus construction cost. The next step would be for Council to advance this to 100% design and put the project out to bid.

Strickland wanted the public to have more information about non-standard intersections, and Davis explained this one was non-standard because it was a four-lane road that intersected with a two-lane road at a four-way stop. The traffic study noted that numerous accidents had occurred there.

Did he expect costs to go up from the \$3.2 million at the 100% level? Holland asked. Davis said this was the best estimate at this time. Holland also asked why some slip lanes had long lead times and others did not? Davis said that was the recommendation, noting that slip lanes not only guided safety, but efficiency of movement. Holland also wanted to know about safety for big trucks, and Davis pointed out an area around the roundabout's center circle that was designated for a tractor-trailer's wheels.

What about access and egress from Crosstown to Arbor Terrace? Holland continued. Davis said they would make the Arbor Terrace driveway a right-in, right-

out. People leaving Arbor Terrace would turn right and go through the roundabout to head in any direction. Also, Davis noted, the intersection at Village Park onto Peachtree Parkway should be converted to an R-cut so people could not turn left upon exiting. Holland asked if people going west on Crosstown could make a left into Arbor Terrace? and Davis said drivers would have to pass Arbor Terrace, then turn around at Kroger. They had also looked at the possibility of a new driveway from Arbor Terrace to Crosstown, but Arbor Terrace had to agree.

Destadio asked about a timeframe. Advancing this to 100% design would take three or four months, preparation of bid documents another two months, and evaluating bids two months after that. Construction could start at the end of this year, and utility relocation would take as long as a year. Davis said he would allow for a year and a half or two years construction time.

Johnson asked if Council would see this again after the 100% design was complete? Davis said Council would provide direction, but he certainly could come back and provide an updated cost estimate.

Holland asked where the money would come from if costs ran over. Strickland said there was \$1.5 million from an intergovernmental agreement with the County in 2018 from 2003 Special Purpose Local Option Sales Tax (SPLOST) funds. There was about half a million from the 2017 SPLOST, and the remainder could come from SPLOST surplus.

Holland moved to advance to 100% design and bid the project. Destadio seconded. Motion carried unanimously.

New Agenda Items

A. 05-24-06 2024 Paving Bid Award

Public Works Director Jonathan Miller said he received four bids for the annual paving program, ranging from \$5.5 million to \$6.5 million for 10.5 miles of road resurfacing. Funds were available through the Local Maintenance and Improvement Grant and the 2017 SPLOST. Atlanta Paving and Concrete was the low bidder, and Miller recommended Council approve that bid.

Johnson moved to approve awarding the paving bid to Atlanta Paving and Concrete for \$5,555,555. Holland seconded. Motion carried unanimously.

B. 05-24-07 Drainage Easement Abandonment Request- 713 Magnolia Walk

City Attorney Ted Meeker said this was a request to initiate the abandonment of a portion of an easement. The subdivision at issue had reflected on its plat a 20-foot drainage easement along the rear of the property. A pool permit was pulled and construction started, but an inspection showed that the pool wall encroached 3.8 feet into the drainage area.

Section 915 of the Zoning Ordinance said no permanent structures should be placed on easement areas. Meeker said if Council wanted to move forward, they would have to comply with State law dealing with abandoning any interest in property. If Council was not interested, a motion to that effect was needed. He noted that abandoning property was one of the last vestiges of true discretion for Council as to whether it was in the City's best interests.

The owner, Dr. Joli McCarthy, said she bought the property in June of last year, and no one mentioned an easement along the back. When building the pool, they discovered that the survey measurement had been taken from the back corner of the patio as opposed to the back corner of the house, which meant the pool was dug and poured 3 feet, 8 inches into the easement.

McCarthy hired a hydrologic engineer to do a study, and it said there was no issue with the drainage patterns, rainfall, etc. where the pool was currently dug and poured.

Holland moved to deny New Agenda item 05-24-07, drainage easement abandonment request- 713 Magnolia Walk. Brown seconded.

Destadio noted that every time someone made a mistake, they came to Council to ask that the ordinance be put aside, and he was tired of that. Ordinances were there for a reason; the owners should hire the right people to do things correctly or take the non-compliant structure out.

Brown agreed, noting that eventually there would be that 100-year storm, and if the drainage easements weren't functioning correctly, there would be a problem.

Johnson said she got some reassurance from the engineer's report that abandoning the easement wouldn't cause drainage problems, but then there was the issue of what if another neighbor wanted the same thing.

The swimming pool builder, Timothy Broadwell of Atlanta Pool Solutions, said there had been a lot of inconsistencies from the City, and they were not told until lately that a variance was an option. The plat showed a 20-foot easement, but the water ran much closer to the greenbelt. There were 33 feet, six inches behind the pool wall that could be used, and he said the plat was not a good representation of reality. Other properties in this subdivision had retaining walls that went farther past where this pool wall was.

Broadwell added that the back of the pool would work as a retaining wall. Even if there was a flood, there was no way water could encroach on this property. He said all the Council members had the engineering report and could see that this construction wasn't done haphazardly. He added that communications with the City had been difficult, but they would be happy to do anything the City wished to improve drainage if they would grant this.

Destadio asked about a photo in the packet. Broadwell said it was of the back of the house and showed the discrepancies between the initial survey and the pool foundation survey requested by the City. He added that the surveyor noted the drainage easement could not be located precisely because there were no pins to mark it.

Learnard called this “heartbreaking,” but said she had a concern about replicating this situation with neighbors along this street and a longer-term concern about a cumulative effect along the swale that did not exist yet but should. She told McCarthy that her issue was with the pool company and told Broadwell that a variance not have been feasible.

Johnson said they needed to discuss the City’s path in the future regarding this development, but then said that was probably a separate issue.

The Mayor called for a vote, and Holland’s motion for denial passed unanimously.

Public Hearings

A. 05-24-08 New Alcohol License - Qualified Location Permit - Lela’s Place

Interim City Clerk Stacey Collins said this was a special events facility, and the qualified location license would allow service of beer and wine. Cash bars were not allowed. Each time there was an event, the vendor would have to obtain a special event permit.

The Mayor opened the public hearing. No one wished to speak either in favor or in opposition, and she closed the hearing.

Brown moved to approve Public Hearing item 05-24-08, new alcohol license - qualified location permit - Lela's Place. Brown seconded. Motion carried unanimously.

B. 05-24-09 Resolution- 05-16-2024PH 2024 Capital Improvement Element (CIE) Annual Update

Assistant Finance Director Kelly Bush, standing in for Planning Director Robin Cailloux, explained that the Capital Improvement Element (CIE) was part of the Comprehensive Plan. Nothing about this was anything that hadn’t been budgeted or planned or before Council previously. Impact fees could only be spent on expansions or new services. This report showed where they started the year, the fees they collected, the categories they were collected in, how the money was spent and how they stood at the end of the year.

Today, she was asking Council to sign the Transmittal Resolution that authorized staff to send the report to the Atlanta Regional Commission and the Department of Community Affairs for review. It would come back to Council for adoption in June or

July.

The Mayor opened the public hearing. No one wished to speak in favor or in opposition, and she closed the hearing.

Brown moved to approve the resolution as submitted. Johnson seconded. Motion carried unanimously.

C. 05-24-10 Ordinance #1219- Rezoning request for 1 Paschal Road from GI to LUI

Meeker said this was a request to rezone this property from General Industrial (GI) to Limited Use Industrial (LUI) to allow for its subdivision into two lots. The uses allowed in LUI included the uses in GI and Light Industrial (LI). The Planning Commission unanimously recommended approving this rezoning with the conditions regarding utility easements and access.

The applicant, Adam Baaklini, said this was one of the original industries in Peachtree City, and he wanted to renovate it and keep jobs here.

The Mayor opened the public hearing. No one wished to speak in favor or in opposition, and she closed the hearing.

Holland said he was glad to see industrial redevelopment. Brown said she visited the site, and asked Baaklini if he was in agreement with the proposed ordinance? He said he was. Brown, too, was glad to see this development, as were Johnson and Destadio.

Holland moved to approve the rezoning from GI to LUI and adopt the ordinance in the Council packet. Brown seconded. Motion carried unanimously.

Council/Staff Topics

Brown reminded everyone that advance voting for the primary election was nearing an end, and election day was the next Tuesday.

Holland invited the public to the ceremony planned at City Hall at 9 a.m. on Memorial Day.

Strickland added that the Fire Department was observing Mental Health Awareness Month, and the previous day had been Peace Officers Memorial Day.

Budget workshops and hearings would be held in June, Strickland promised.

Executive Session

Johnson moved to adjourn to executive session at 11:01 a.m. to discuss pending or threatened litigation and the sale, lease, or acquisition of real estate. Brown seconded. Motion carried unanimously.

Adjourn

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 5/30/2024
Kelly Bush, Assistant Finance Director 5/31/2024
Yasmin Julio, Interim Assistant City Manager 5/31/2024
Justin Strickland, Interim City Manager 5/31/2024

DATE: June 4, 2024

SUBJECT: FY2024 Budget Amendment- Reclassification of Human Resources Coordinator to Human Resources Generalist

Recommendation:

Approve the reclassification and title change for one (1) Human Resources Coordinator to Human Resources Generalist and the attached amendment to the FY2024 Budget Resolution.

Discussion:

Human Resources has identified a position reclassification and title change that ensures the job description accurately reflects the duties and responsibilities needed to be performed by the position and complies with legal and regulatory requirements related to the employment classification. The request is to reclassify the currently vacant position of Human Resources Coordinator from pay grade 111 to a Human Resources Generalist at pay grade 112. The budget amendment is for \$3,000 to cover the remainder of the fiscal year (\$1,455.00) and any incidentals needed for the new hire.

Budget Impact:

The attached budget amendment will increase both revenues and expenses in the General Fund by \$3,000 with revenue coming from reserves.

Attachments:

1. Budget Amendments for FY2024 - HR Position Reclassification
2. Human Resources Generalist job description

CITY OF PEACHTREE CITY

BUDGET AMENDMENT

NUMBER 24-20

DATE 06/04/2024

[illegible]

NOW , THEREFORE, BE IT RESOLVED Council hereby amends the Fiscal Year 2024 Budget Resolution to increase salaries in the Human Resources Department for position reclassification.

Entered

Approved



Human Resources Generalist

HR/5

Human Resources

Reports to: Human Resources Manager

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 and Risk Management Programs; and other administrative projects.

ESSENTIAL FUNCTIONS

ADMINISTRATION DIVISION

- Provides general support to the Director and the Human Resources Manager.
- Acts as back-up to Human Resources Generalist Operations in random drug tests and First Report of Injury reports.
- 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.
- Maintains departmental filing systems.
- Responsible for data entry into the HRIS system and with other data entry needs of the department.
- Prepares new hire documents and separation documents when needed.
- Runs requested reports from HRIS and prepares Excel spreadsheets (including formulas) as needed.
- Conducts annual I9 audit and inspection.
- Responsible for employee badge program (new hires and replacement badges).
- Provides customer service; provides information and assistance; refers to appropriate personnel;

takes messages and makes appointments.

- Enters new hires into Georgia New Hires Reporting portal per reporting deadline.
- Assists with Human Resources Quarterly Council Report according to deadline.
- Assists with annual benefits fair/open enrollment processes.
- 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.
- Assists with 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.).
- Maintains employee files and records; responsible for scanning electronic employee files and records into Laserfiche; and filing paper copies of appropriate documents into employee retirement/pension files as well.
- Receives, prepares, and distributes correspondence, memoranda, reports, forms, and monthly newsletter.
- Assists with Human Resources Quarterly Council Report according to deadline.
- Assists with annual benefits fair/open enrollment processes.
- Responds to all initial unemployment claims.
- Assists Human Resources Manager with verification of employment requests.
- Processes payment of various department-related bills as necessary.
- Assists with exit interviews.
- Assists with the City's Wellness Program.
- Coordinates Annual Benefits and Wellness Fair for employees.
- Assists with annual employee events, such as Employee Picnic and Employee Holiday and Awards Luncheon.

- Responsible for employee recognition events, such as Employee of the Month, Team of the Month, and Supervisor of the Quarter Program.
- Serves as a member of the Wellness and Safety Committees.
- Performs related duties.

OPERATIONS DIVISION

- Schedules random drug tests for current employees.
- Provides general support to the Director and the Human Resources Manager.
- Acts as back-up to Administration Human Resources Generalist in processing internal job postings and external advertisements for open positions.
- Maintains departmental filing systems.
- Responsible for data entry into the HRIS system and with other data entry needs of the department.
- Runs requested reports from HRIS and prepares Excel spreadsheets (including formulas) as needed.
- Responsible for employee badge program (new hires and replacement badges).
- Schedules random drug tests for current employees.
- Responsible for verifying Motor Vehicle Report requirements.
- Collects and distributes mail within the HR Department.
- Responsible for ensuring adherence to timeframe for submission and accuracy of first report of injuries by department Directors and Supervisors; submits injury reports to Worker's Comp claims examiner.
- 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.
- Participates in related professional organizations to stay abreast of safety program developments.
- 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.

- Processes Educational Assistance Program requests and maintains payment records.
- Provides customer service; provides information and assistance; refers to appropriate personnel; takes messages and makes appointments.
- Maintains employee files and records; responsible for scanning electronic employee files and records into Laserfiche; and filing paper copies of appropriate documents into employee retirement/pension files as well.
- Receives, prepares, and distributes correspondence, memoranda, reports and forms.
- Maintains employee pictures on SharePoint.
- Coordinates payment of various department-related risk management invoices as necessary.

Serves as a member of the Wellness and Safety Committees.

- 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 and Risk Management 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.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, Interim City Manager

FROM: Kelly Bush, Assistant Finance Director 5/31/2024
Justin Strickland, Interim City Manager 5/31/2024

DATE: June 4, 2024

SUBJECT: Approve purchase contract for property located at 104 Guthrie Way, Peachtree City, GA 30269

Recommendation:

Approve purchase contract for property located at 104 Guthrie Way, Peachtree City, GA 30269.

Discussion:

The purchase of this property is needed to complete the purchase of the adjacent property of 102 Guthrie Way which City Council has already approved. Staff has been developing plans to expand our Police Department building over the past three years with various options being considered and conceptualized. Staff is of the opinion that this is a legitimate use of cash reserves and the best scenario for current needs of the City and that this purchase will be beneficial for the long-term operations of the City, especially our Police Department. The acquisition of the property at 102 Guthrie Way allows immediate relief in space needs and training facilities for our police. The acquisition of 104 Guthrie Way clears any concern of easement use or property lines concerning the entrance to the facility and parts of the parking lot. Owning the adjacent parcel will also provide space for future growth of our public safety departments and will also provide a direct connection to the current police department building at 350 Hwy 74.

Budget Impact:

Funds are available for this \$2M purchase in General Fund cash reserves. A Budget Amendment is proposed in a subsequent agenda item.

Attachments:

1. South 74 Industrial Park Plat_2017

REVISED FINAL PLAT OF
LOT 4 SOUTH INDUSTRIAL PARK
Land Lots 49 & 52 6th District
Peachtree City, Fayette County, GA

Doc ID: 010083730001 Type: PLAT
Recorded: 02/21/2017 at 11:55:00 AM
Fee Amt: \$8.00 Page 1 of 1
Fayette, Ga. Clerk Superior Court
Sheila Studdard Clerk of Court
BK 49 PG 203

COPY

Drainage note:

The owner of record, on behalf of himself and all successors in interest specifically releases the City of Peachtree City from any and all liability and responsibility for flooding or erosion from storm drains or erosion from storm drains or from flooding from high water of natural creeks, rivers or drainage features shown herein. A drainage easement is hereby established for the sole purpose of providing for the emergency protection of the free flood surface waters along all watercourses as established by the city. The City Engineer and/ or the City's Public Works Department may conduct emergency maintenance operations within this easement where emergency conditions exist. Emergency maintenance shall be the removal of trees and other debris, excavation, filling and the like, necessary to remedy a condition which in the judgment of the City Engineer or Public Works Director, is potentially injurious to life, property or the public roads or utility system. Such emergency maintenance, conducted for the common good, shall not be construed a continuing maintenance obligation of the City of Peachtree City nor an abrogation of the city's rights to seek reimbursement from the owner (s) of the property(ies) of the lands that generated the conditions. The City of Peachtree City shall not be held accountable or liable for claims of injury or damage resulting from the stormwater drainage system installed on the property identified on this plat and shall be indemnified from claims brought by downstream owners based on the operation, failure to operate, improper design or improper construction.

n/f
Peachtree City
Db. 769 Pg. 154

Note: Pond Not Complete

Curve Table				
Curve #	Length	Radius	Bearing	Chord
C4	153.48'	70.00'	N10° 00' 02"E	124.53'
C3	41.28'	70.00'	S89° 42' 22"W	40.68'
C2	167.52'	1099.50'	N46° 16' 26"E	167.36'
C1	69.06'	1099.50'	N52° 26' 18"E	69.05'

Final surveyor's certificate.

It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property made by me or under my supervision; that all monuments shown hereon actually exist or are marked as "future" and their location, size, type, and material are correctly shown: This plat conforms to all requirements of Georgia Plat Act.

By: Ronald T. Godwin, Registered Georgia Land Surveyor No.2696

Date 2/21/17

Final plat approval.

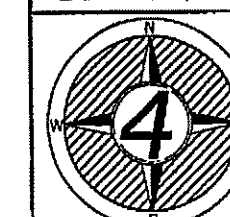
This plat complies with the zoning regulations, the land development ordinance and all other regulations governing the land development for the City of Peachtree City.

Handwritten signatures and dates for City Engineer, City Planner, Mayor/City Manager, and City Clerk, all dated 2/17/2017.

Prepared For:

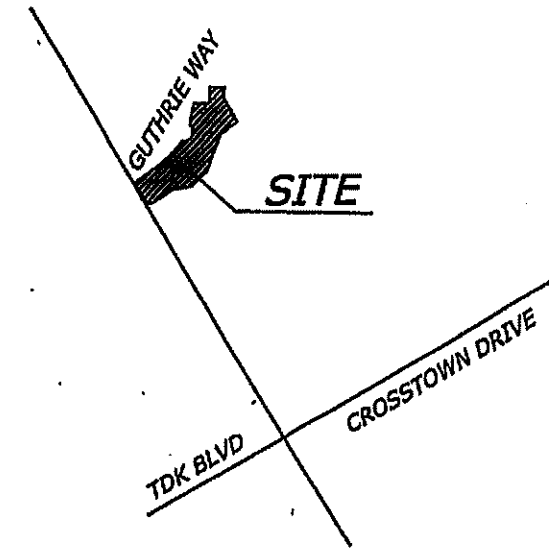
THE DOCKERY GROUP

Subdivision: SOUTH 74 INDUSTRIAL PARK
Lot: 4
Land Lot: 49 & 52
County: FAYETTE, GA
Scale: 1" = 100'
P.B. 43 ~ PG. 74-78
District: 6th
F.W.P.D. 12/19/16
Date: 02/09/17
Job No: 13-032



FOUR CORNERS SURVEYING

P.O. BOX 15
Tyrone, GA 30290
770-560-3910
& 770-823-9377
FOUR_CORNERS@BELL.SOUTH.NET



VICINITY MAP
Not To Scale

Health Department

Prior to submittal of building plans, the owner of each lot shall submit a Level 3 soils test to the Fayette County Health Department indicating the lot is suitable for a septic system.

Environmental Health Specialist

Date

Owner's Certificate

I, being the owner of the land shown on this plat, hereby certify that all state, city and county taxes or other assessments now due on this land have been paid; all streets, drainage ways and easements shown hereon are dedicated to the use of the public and enforcement by public safety officials forever; and, that I will be responsible for the maintenance and repair of all infrastructure associated with this development until expiration of the maintenance period.

Owner

Date

Owner's Acknowledgement

The owner of the land shown on this plat and whose name is subscribed hereto, and in person or through a duly authorized agent, acknowledges that this plat was made from an actual survey, and that he or she is aware and acknowledges the changes shown on this plat.

Owner/Agent

Date: 2/17/17

Closure Data

Field closure=1" IN 10,000+
Angle point error=< 20"
Equipment used=Topcon 3005W,
Sokkia SX, & Topcon hyper GA GPS System
Adjustment method=Compass rule
Plat closure=1" IN 100,000+

Legend

OTP=Open Top Pipe
RBF=Rebar Found
RBS=Rebar Set
R/W=Right of Way
MAS=Magnetic
P.O.B.=Point of Beginning
B/L=Building Line
D.E.=Drainage Easement
N/F=Now or Formerly
F.W.P.D.=Field Work Performed Date
⊗=Gas Valve
⊗=Water Meter
⊗=Utility Pole
⊗=Drop Inlet
⊗=Fire Hydrant
⊗=Light Pole
⊗=Fence
⊗=Drainage Manhole
⊗=Over Head Electric Line
TBD = To be determined

NOTE:

- All Structures shown on plat to remain.
- Vertical Datum Used - NAVD 1988
- Horizontal Datum - Georgia State Plane West
- Improvements approved prior to the subdivision of this lot are grandfathered from this new buffer and setback, but can not be increased. Not grandfathered from 25' Undisturbed Buffer
- 1,940 Sq. Ft. of Lot 4A is in the Future Flood Plain, 135,434 Sq. Ft. out of Future Flood Plain.

It is hereby certified that this plat conforms to all requirements of the Georgia plat act (O.C.G.A. 15-6-67).

Water and Sewer Note:

Water provided by Fayette County Water, sewer service is provided by city by Peachtree City Water and Sewerage authority.

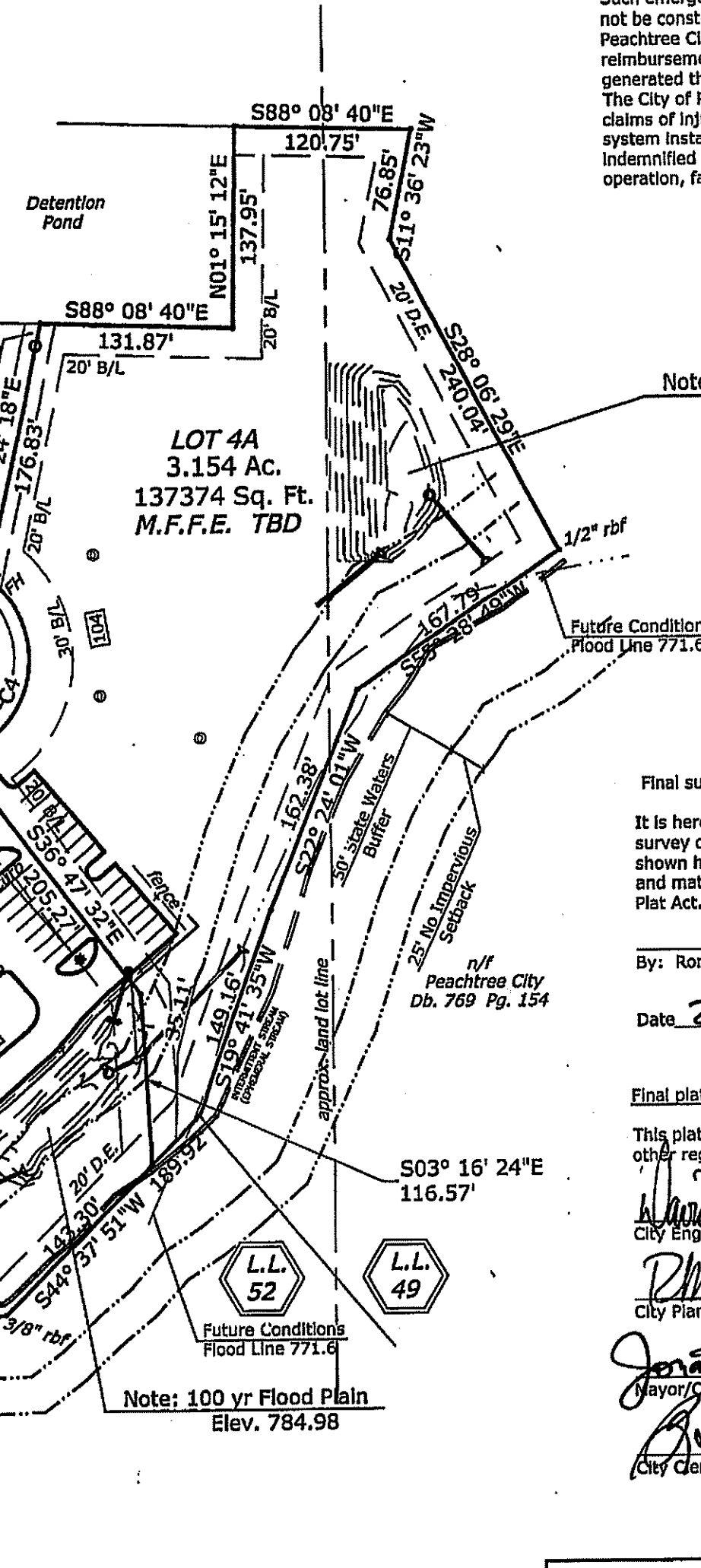
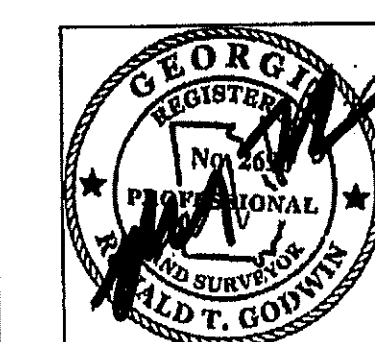
Building Lines
Front - 30'
Side - 20'
Rear - 20'

In my opinion this property does not appear to lie within a 100 year flood plain according to F.I.R.M. #13113C0089E Dated 09/26/2008.

This survey does not constitute a title search by surveyor. All information regarding record encumbrances, adjoiners and other documents that might affect the quality of title to tract shown were not supplied to this office.

Declaration is made to original purchaser of the survey. Any use by third parties is at their own risk. Survey is valid only if print has original seal and original signature of surveyor.

GRAPHIC SCALE
0 50 100 200



Note: 100 yr Flood Plain
Elev. 784.98

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, Interim City Manager

FROM: Janet Moon, Police Chief 5/6/2024
Paul Salvatore, Finance Director 5/6/2024
Yasmin Julio, Interim Assistant City Manager 5/7/2024
Justin Strickland, Interim City Manager 5/31/2024

DATE: June 4, 2024

SUBJECT: FY2024 Budget Amendment - Allocate funds for Police Annex Building

Recommendation:

Approve the attached budget amendment to fund the purchase and renovation of the Police Annex.

Discussion:

On March 7, 2024, Council approved the purchase contract for property located at 102 Guthrie Way, Peachtree City GA 30269 for the purchase price of \$4,000,000 to provide for current and future growth of our Police Department operations as well as space for a dedicated Emergency Operations Center.

During our due diligence period, the need and the opportunity to purchase the adjacent property at 104 Guthrie Way, for \$2,000,000 was presented. The attached budget amendment allocates funds for the purchase of both properties, along with funds for starting renovations.

Budget Impact:

The attached budget amendment will increase revenue and expenditures in the General Fund (\$4,942,201) for transfer to the CIP Fund, increase revenue and expenditures in the CIP Fund (\$4,942,201) with transfers coming from the General Fund, and will increase revenue and expenditures in the Impact Fee fund (\$18,656) to recognize fees collected for police expansion from the beginning of the fiscal year to date.

Attachments:

1. Budget Amendments for FY2024 - Police Annex

CITY OF PEACHTREE CITY

BUDGET AMENDMENT

NUMBER 24-12

DATE 06/04/2024

ACCOUNT	PROJECT	DESCRIPTION	INCREASE	DECREASE
100-0000-389025		Surplus Carryover	442,201	
100-0000-389025		Surplus Carryover	4,500,000	
100-1505-611350		Operating transfer to CIP Fund	442,201	
100-1505-611350		Operating transfer to CIP Fund	4,500,000	
329-3210-341327		Impact Fees - Police	18,656	
329-3210-579101		Departmental Contingency - PD	18,656	
329-3210-541310	FB24-001	Police Annex	403,689	
329-3210-579101		Departmental Contingency - PD		403,689
335-0000-391200		Operating Transfer from Fund 100	442,201	
335-0000-391200		Operating Transfer from Fund 100	4,500,000	
335-3210-541310	FB24-001	Police Annex	442,201	
335-3210-541310	FB24-001	Police Annex	4,500,000	

NOW , THEREFORE, BE IT RESOLVED that this Council hereby amends the Fiscal Year 2024 Budget Resolution to fund the purchase and renovation of property on Guthrie Way for Police Annex.

\$3,154,111 is already budgeted in the Facilities Authority Fund 383.
Total budget for purchase of both properties and starting renovation is \$8,500,000.

Entered

Approved

Peachtree City, Georgia



Transportation Advisory Group

Draft 05.17.2024

Table of Contents

NAME.....3

ADVISORY BOARD MEMBERS3

CONCEPT.....3

OBJECTIVES:.....4

APPLICATION & QUESTIONNAIRE:5-6

NAME

Peachtree City Transportation Advisory Group

MEMBERS

The advisory group shall be comprised of six (6) appointed voting members and one (1) ex-officio voting member as shown below and non-voting staff/support members. Applications are solicited as designated by code Sec, 2-336- Commission, authority, and board appointments.

Seat 1: Voting member shall be a resident of Peachtree City, who shall represent a bicycle advocacy organization.

Seat 2: Voting member shall be a resident of Peachtree City, who shall represent a running and/or walking advocacy organization.

Seat 3: Voting member shall be a resident of Peachtree City, who shall represent Americans with Disabilities (ADA).

Seat 4: Voting member shall be a resident of Peachtree City, who shall represent the over 65 community.

Seat 5 & 6: Voting members shall be residents of Peachtree City, at least one (1) who shall be a parent or guardian of a teenage driver between the ages of 12-17, and at least one (1) who shall be a parent or guardian of a minor of any age.

Seat 7: Voting members shall be the City Engineer or Public Works Director.

The advisory group shall serve at the pleasure of the Mayor and Council and may be removed or disbanded at any time.

CONCEPT

The Transportation System Advisory Group is an ad-hoc advisory group assembled for the purpose of soliciting comments, concerns, and advice from Peachtree City residents regarding the impacts, conflicts, and benefits associated with use of the multi-use path system, road system, and other means of transportation throughout the city. Ultimately, the group will serve to evaluate citizen concerns and proposals to better develop recommendations that are prioritized based upon feasibility and funding parameters. It is the City Council's desire that the group work collaboratively for site visits, open discussions, product evaluations, etc. to properly vet citizen concerns, issues, proposals, and ideas. Recommendations shall be taken into consideration by staff and/or the Mayor and Council, however, there is no requirement to implement or take any action on any items presented or proposed by the advisory group.

OBJECTIVES

The committee may make recommendations to the Mayor and Council for new or changes to path system projects and traffic related issues that have been referred to them by the City Manager or City Staff, including but not limited to:

- Recommending measures to mitigate safety concerns throughout the multi-use path system.
- Recommending measures to mitigate safety or traffic concerns on city-maintained roadways throughout Peachtree City.
- Recommending promotional and educational strategies for transportation awareness and safety.
- Locating and advising staff of potential upgrades to path transitions, crossings, tunnels, bridges, and areas for traffic calming measures.
- Reviewing path pavement condition index ratings and street resurfacing annually.
- Collaborating with staff for an annual prioritization of path reconstruction.
- An annual review with staff regarding recommended changes, additions, or deletions to the Path System Master Plan with the approval of the City Council.
- An annual review with staff regarding recommended changes, additions, or deletions to the city's Americans with Disability Act Transition Plan.
- The ex-officio member of the Transportation Advisory Group will present reports and recommendations to the Mayor and Council, or the Fayette County Transportation Committee, on behalf of the group at least once per calendar year.



APPLICATION FOR APPOINTMENT

Volunteer Position on Transportation Advisory Group

The Transportation Advisory Group is an ad-hoc advisory group assembled for the purpose of soliciting comments, concerns, and advice from Peachtree City residents regarding the impacts, conflicts, and benefits associated with use of the multi-use path system and other means of transportation throughout the city.

The advisory group shall be comprised of six (6) appointed voting members and one (1) ex-officio voting member as shown below and non-voting staff/support members.

An applicant must be a legal resident of the State of Georgia, have been a resident of Peachtree City for at least six months prior to the date the application is submitted, and be eligible to vote in Peachtree City Municipal elections. Elected officials of any governmental jurisdiction in the County and City employees are not eligible for appointment.

The City will be accepting applications and resumes for this position.

Name: _____

Address: _____

Cell Phone: _____

Alt Phone: _____

Age: _____

E-mail: _____

Signature Date

Information provided on this form is subject to disclosure as a public record under Georgia Open Records Law.

APPLICATION FOR APPOINTMENT

Transportation Advisory Group

1. How long have you been a resident of Peachtree City?
2. Why are you interested in serving on the Transportation Advisory Group?

3. What qualifications and experience do you possess for appointment?
(check all that apply)

_____ Bicycle Advocacy Organization _____ Running/Walking Advocacy Organization

_____ Parent/Guardian of Teenage Driver

List ages of golf cart drivers in home: _____

4. List your recent employment experiences to include name of company and position related to path and/or transportation.
5. How often do you use the Path System? Please describe your usage.
6. What is your preferred method of transportation when traversing the paths?
7. Are you willing to take continuing education classes, paid by the City?
8. Would there be any possible conflict of interest between your employment and you're serving on the Transportation Advisory Group?
9. Describe your current community involvement.