

City Council of Peachtree City
Agenda
December 5, 2013
7:00 p.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Announcements, Awards, Special Recognition**
Presentation of Saved by the Belt Award – Police Department
- IV. 10-Minute Talk**
Trey Ragsdale and Randy Weaver, Fayette Visioning Process
- V. Public Comment**
- VI. Agenda Changes**
- VII. Minutes**
November 21, 2013, Regular Meeting Minutes
- VIII. Consent Agenda**
 - 1. Consider Elimination/Replacement of One Position in Community Services Department**
 - 2. Consider Elimination/Replacement of One Position in Public Services Division**
 - 3. Update – Old Agenda Item 09-12-06 Facilities Bond Projects Status Report**
- IX. Old Agenda Items**
- X. New Agenda Items**
 - 12-13-01 Consider Approval of The Show Business as Brand Name Production Provider for The Fred**
 - 12-13-02 Consider Authorizing Resolution for Condemnation Proceedings for Stormwater Easements at 108 & 115 Wynnmeade**
 - 12-13-03 Consider Bid – Stormwater Collection System Cleaning and CCTV Inspection Services**
 - 12-13-04 Presentation of Public Safety Assessment by Matrix**
- XI. Council/Staff Topics**
Hot Topics Update
- XII. Executive Session**

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

City Council of Peachtree City
Meeting Minutes
November 21, 2013
7:00 p.m.

The Mayor and Council of Peachtree City met on Thursday, November 21, 2013, at City Hall. Mayor Don Haddix called the meeting to order at 7:00 p.m. Other Council Members attending: Vanessa Fleisch, Eric Imker, and Kim Learnard. Mike King was present and sworn in as the Post 2 Council Member after the certification of the election results.

New Agenda Item 11-13-10 Certify Election Results

Public Information Officer/City Clerk Betsy Tyler reported the results of the municipal election and special election held on November 5, 2013. The final results had been certified by the County's Election Board. Council was also required to certify the results for inclusion in the meeting minutes. The summary of the official results included:

Mayor

George Dienhart	957 (20.29%)	
Vanessa Fleisch	1849 (39.21%)	– Runoff Election December 3
Don Haddix	238 (5.05%)	
Ryan Jolly	361 (7.65%)	
Harold Logsdon	1291 (27.37%)	– Runoff Election December 3
Write-in Votes	20 (0.42%)	

City Council Post 3

Cathy Haddix	588 (13.18%)
Kim Learnard	3824 (85.74%)
Write-in Votes	48 (1.08%)

City Council Post 4

Terry Ernst	2763 (65.12%)
Stephanie Franz	1467 (34.57%)
Write-in Votes	13 (0.31%)

City Council Post 2 (Special Election)

Austin Chanslor	341 (8.24%)
Mike King	2915 (70.43%)
Shayne V.W. Robinson	856 (20.90%)
Write-in Votes	18 (0.43%)

Learnard moved to certify the election results as indicated in the Council packet. Fleisch seconded. Motion carried 4-0.

Oath of Office – Council Post 2, Mike King

Skip Ragan administered the Oath of Office to Mike King, newly elected to Council Post 2.

Announcements, Awards, Special Recognition

Les Dyer, vice-commander of Veterans of Foreign Wars (VFW) Post 9949, presented Learnard with a certificate of appreciation for her work with the VFW's Patriot's Pen essay program, which is open to students in grades six through eight.

Haddix recognized Kathy Gray of the Building Department for 20 years of service to the City. The graduates of the most recent Community Emergency Response Team (CERT) training were recognized by Police Capt. Stan Pye.

Interim Fire Chief Joe O'Connor was presented with the 2013 Silent Hero Leadership Award given by the Ronnie Thames Foundation. Pam Bozek and Kathy Norton, members of the foundation's board of directors, presented the award. Following the award presentation, City Manager Jim Pennington announced that O'Connor had been selected as the City's fire chief, removing "interim" from the title.

Public Comment

There were no public comments.

Agenda Changes

There were no agenda changes.

Minutes

Learnard moved to approve the November 7, 2013, regular meeting minutes as written. Fleisch seconded. Motion carried 4-0-1 (King).

Monthly Reports

There were no comments on the Monthly Reports.

Consent Agenda

- 1. Consider Budget Amendments – FY 2013**
- 2. Consider Budget Amendments – FY 2014**
- 3. Consider Acceptance of Georgia Trauma Care Network Commission Grant**

Fleisch moved to approve Consent Agenda items 1 – 3. Learnard seconded. Motion carried unanimously (5-0).

New Agenda Items

11-13-11 Consider Lease/Purchase Schedule (Peachtree City Governmental Finance Corp.)

Financial Services Director Paul Salvatore asked Council to approve Lease Schedule #3 from Chase Equipment Finance. He said the equipment had been approved and purchased in the FY 2013 budget, and the City had adopted a reimbursement resolution to finance the purchases after acquisition. The interest rate was very favorable at 1.21%. Salvatore said staff planned to invest the loan proceeds to recover the interest expense.

King asked questions regarding the motorcycle in the equipment list and whether it was an additional motorcycle. Pennington said the motorcycle on the list was the City's second motorcycle, which had been purchased last year. It was not a third motorcycle.

Learnard moved to approve Lease Schedule #3 as listed in the Council packet. Fleisch seconded. Motion carried unanimously.

11-13-12 Consider Amendment to Code of Ordinances – Section 2-336(a) Commission, authority, and association selection process

The agenda item was an amendment to Section 2-336(a), which would change the way selections were made to City boards. Imker moved to continue the agenda item indefinitely. Learnard seconded. Motion carried unanimously.

11-13-13 Presentation on Affordable Care Act

Human Resources and Risk Management Director Ellece Brown and Ben Leathers of McGriff, Seibels, and Williams, Inc., the City's insurance consultant, gave a presentation on the Affordable Care Act (ACA) and how it would affect the City. Brown noted the City had a self-insured plan, which was common among large employers and gave them the most control over the plan. The City's insurance cost would increase approximately \$28,000 in 2014.

Imker expressed concern about budgeting for insurance, and Salvatore said that the amount budgeted for insurance was based on the past history of how claims had run.

Imker asked if there was anything the City could do to help citizens get insurance at a lower cost, and if the City could help entities such as the Water and Sewerage Authority (WASA) and the Peachtree City Airport Authority (PCAA). Leathers said there could not be a citizen buy-in to the City's health plan. Everyone would have to be added to the payroll.

Salvatore noted that the CVB, Amphitheater, and the Stormwater Utility were part of the City's payroll system. Imker noted that WASA and the PCAA were separate entities, but they were still part of the City, and he would like to extend a helping hand to them, if possible.

John Dufresne said the news media had given the impression that the self-insured would have to give a pound of flesh to the insurance pool. Leathers said there had been no decision on that yet, but there were discussions on whether or not to apply certain mandates to self-insured plans.

Imker said he was comfortable with the budgeting and how it was done.

No action was required.

Council/Staff Topics

Pennington announced that Public Services Director Mark Caspar was attending his last meeting. He would be leaving for Alabama on December 1.

Fleisch reported that 1,000 participants had already registered for the Diva Marathon that would be held in the City on September 6, 2014. She continued that it was reported at the Convention & Visitors Bureau (CVB) that two recent sports events had an economic impact of hundreds of thousands of dollars.

Haddix read the following statement:

I have been made aware of issues to be brought forward before the end of this Council term, but after the election.

In example, with the CVB, where Councilmember Fleisch sits on their board, they are bringing back some proposals and adding additional ones. They are scheduling this for the December 19th Council Meeting.

The date is interesting to begin with, since it has been tradition to cancel the last meeting of December, in this case being only six days before Christmas. Too many employees are on vacation and citizens do not attend meetings near key holidays.

Also interesting is Councilwoman Fleisch has not notified the rest of Council this is in work.

The changes are:

- Bringing back the new compensation package for the CVB Director, Nancy Price. It includes another pay raise on top of the 2 percent already received by all employees and a one-time bonus, not given to any other employee.
- Changing the duties and authority of the Director.
- Changing the goals of the CVB.

There are a number of issues with these proposals. While not getting into details, CVB duties are clearly outlined in State Law. As well, the intention is to make the Sports Alliance their main focus.

Inclusive in that is more control over Peachtree City Recreational fields, etc. There is a desire to duplicate the Fayette Senior Services relationship with the City.

That is not nor ever was the intent of the CVB.

Being the one who drove the change from Tourism to the CVB, safe guards were built in. Lessons learned from Tourism were not forgotten when creating the CVB.

A major point to be made here is this is all being funded via the increase in the Hotel/Motel Tax.

Haddix said his information came from a one and one-half hour phone conversation with a concerned citizen.

There being no further business, Learnard moved to adjourn the meeting. King seconded. Motion carried unanimously. The meeting adjourned at 8:31 p.m.

Pamela Dufresne, Deputy City Clerk

Don Haddix, Mayor

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and City Council

VIA: City Manager 
Financial Services Director 
Community Services Director 

FROM: Director, HR & Risk Management 

DATE: November 24, 2013

SUBJECT: Consider Elimination/Replacement of One (1) of the General Program Coordinator Positions in the Community Services Division

Recommendation

Staff recommends eliminating one of the General Program Coordinator positions (Grade 277) in the Recreation and Special Events Department of the Community Services Division and replacing it with a Facilities Coordinator position (Grade 277).

Discussion

When the incumbent in the General Program Coordinator position resigned from the City, the Community Services Director re-evaluated the needs of the Recreation and Special Events Department and determined that the major need was not a position that focused on more programming; the Department currently has another General Program Coordinator. The need was a position entitled Facilities Coordinator which would be responsible for overseeing recreational facilities used by organizations and associations and City and community-based special events.

The position would be responsible for inspecting recreational facilities and making recommendations for necessary repairs/maintenance; planning and implementing preventive maintenance activities; supervising part-time employees; assisting in the execution of all phases of community and special events; etc. A new job description was written (See attached.) and was submitted to The Mercer Group for evaluation of the factoring as is outlined in our compensation policy. Upon receiving the final evaluation from The Mercer Group, it was recommended that the position be placed at a Grade 277.

Budget Impact

The budget impact for reclassifying this position in FY 14 is revenue neutral since the Facilities Coordinator position will be in the same salary grade level. Once approved, the position will be posted and will be filled by either an internal City employee or a new hire.

THE CITY OF PEACHTREE CITY

JOB DESCRIPTION

Title:	Facilities Coordinator
Division:	Community Services
Department:	Recreation and Special Events
Job Code:	398
Level:	277
Eligible for Overtime:	Yes
Reports To:	Recreation and Special Events Administrator
Prepared By:	Community Services Director
Prepared Date:	September 4, 2013

I. POSITION SUMMARY

This position is responsible for overseeing recreational facilities used by organizations and associations and City and community-based special events.

II. ESSENTIAL DUTIES

- Inspects facilities and makes recommendations to Recreation and Special Events Administrator for necessary repairs and/or maintenance.
- Plans and implements preventive maintenance activities on building interiors, exteriors, and systems within the recreational facilities.
- Assists in the execution of all phases of community and special events (i.e. Fourth of July parade/fireworks, Shakerag Arts and Crafts Festival, triathlon, etc.) and must be able to work flexible work weeks or overtime to facilitate these events in the best interest of the City.
- May develop bid specifications.
- Supervises part-time employees, including planning, scheduling, organizing, and directing work and training personnel when needed.
- Provides direction for daily maintenance operations to assigned workers by assigning objectives, priorities and deadlines, and assisting employees with unusual situations which do not have a precedent.
- Researches material needs, availability and costs and provides quotes and recommendations per City procurement guidelines.
- Must attend specialized training, including safety training, as required by management.
- Provides input during budget preparation.
- Confers with public, disseminates information, and receives and handles complaints and problems in an effective and customer friendly manner.
- Performs other duties as assigned by supervisor.

III. QUALIFICATIONS

The qualifications listed below 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.

A. Education and/or Experience

- High School diploma (or GED) and seven to ten years related experience; or two years of college or Associate's Degree and two to less than five years related experience; or Bachelor's Degree and less than two years related experience.

B. Knowledge/Skills/Abilities

- Must have advanced technical knowledge of electrical, plumbing, mechanical, and structural systems as they apply to City facilities.
- Must possess the ability to handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the job.
- Must possess the ability to obtain, clarify, or give information regardless of the nature of the information, i.e. the data may range from easily understood to highly technical.
- Must be knowledgeable of current building codes.
- Must possess outstanding communication skills, both orally and in writing.
- Must have the ability to utilize the computer systems used by the City.
- Must be able to problem solve effectively.

C. Certificates/Licenses/Registrations

- Must possess a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR).

IV. WORKING CONDITIONS

A. Physical Demands

- The position requires physical exertion, such as walking over rough or difficult terrain; recurring standing, stooping, climbing or walking; recurring lifting of moderately heavy items weighing between 25 and 75 pounds and may require the occasional lifting of objects weighing in excess of 75 pounds. The work may require specific physical characteristics and abilities such as heightened strength, mobility, and dexterity.

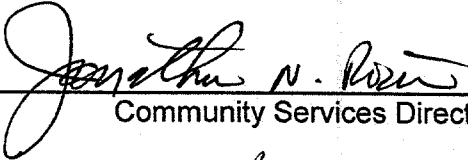
B. Work Environment

- The incumbent will work in an environment involving moderate risks or discomforts which require special safety precautions. The employee may be required to use protective clothing or equipment, such as masks, coats, vests, chaps, hats, boots, goggles, gloves, shield, seatbelt, etc.

C. Travel Requirements

- The incumbent will be required to travel on a limited basis.

V. APPROVAL SIGNATURES


Community Services Director

11-25-13
Date


Director, Human Resources & Risk Management

11/24/13
Date


City Manager

11/25/13
Date

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and City Council

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

FROM: Director, HR & Risk Management *EB*

DATE: November 24, 2013

SUBJECT: Consider Elimination/Replacement of One (1) Position in the Public Services Division

Recommendation

Staff recommends eliminating the Development Inspector/Stormwater position (Grade 275) in the Public Services Division and replacing it with a Stormwater System Inspector position (Grade 275).

Discussion

When the incumbent in the Development Inspector/Stormwater position was nearing retirement (during the last year), the main focus of this position shifted from land development activities to the City Stormwater system. The incumbent no longer needed to spend the majority of her time on inspecting land development activities for compliance with City codes and ordinances, but spent the majority of her time on inspecting the City Stormwater infrastructure to determine the overall condition and maintenance needs. Since the retirement of the Development Inspector/Stormwater, the Public Services Director has significantly revised the job description of the position to meet the current needs of the Stormwater function, allowing for better operations in that function. Additional responsibilities include: inspects all sites for compliance with erosion control and stormwater regulations, assists Stormwater Manager in the inspection of all stormwater BMP's and issues inspection reports to owners for remediation, reporting, etc.

Because the responsibilities of the Development Inspector/Stormwater position were changed significantly, a new job description entitled Stormwater System Inspector was written (See attached.) and was submitted to The Mercer Group for evaluation of the factoring as is outlined in our compensation policy. Upon receiving the final evaluation from The Mercer Group, it was recommended that the position be placed at a Grade 275.

Budget Impact

The budget impact for reclassifying this position in FY 14 is revenue neutral since the Stormwater System Inspector position will be in the same salary grade level. Once approved, the position will be posted and will be filled by either an internal City employee or a new hire.

THE CITY OF PEACHTREE CITY

JOB DESCRIPTION

Title:	Stormwater System Inspector
Division:	Public Services
Department:	Stormwater
Job Code:	498
Level:	275
Eligible for Overtime:	Yes
Reports To:	Stormwater Manager
Prepared By:	Public Services Director
Prepared Date:	October 8, 2013

I. POSITION SUMMARY

This position inspects City Stormwater infrastructure in accordance with the City inspection protocols, inspects land development activities for compliance with City codes and ordinances, and collects data pertaining to water quality.

II. ESSENTIAL DUTIES

- Annually inspects the City's Stormwater infrastructure to determine the overall condition and maintenance needs.
- Aids the Stormwater Manager in setting priorities of maintenance needs based on the inspections conducted.
- Completes annual dry weather screening as is required by the City's Stormwater Management Plan.
- Completes source tracing as required.
- Inspects all sites for compliance with erosion control and stormwater regulations.
- Assists the Stormwater Manager in the inspection of all stormwater BMP's throughout the City and issues inspection reports to owners for remediation as outlined in the City's Stormwater Management Plan.
- Responds to citizen complaints regarding drainage and erosion control issues.
- Completes quarterly reporting to the State Environmental Protection Division as required.
- Inspects the installation of stormwater infrastructure, including all stormwater BMP's.
- Performs other duties as assigned by supervisor.

III. QUALIFICATIONS

The qualifications listed below 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.

A. Education and/or Experience

- High school diploma (or GED) and five to less than seven years directly related experience or two years of college or Associate's Degree and less than two years directly related experience.
- Previous experience in erosion and sediment control practices preferred.
- Prior knowledge of stormwater BMPs, such as detention ponds, bio-retention, etc., and their functions and installation methods preferred.

B. Knowledge/Skills/Abilities

- Must possess outstanding communication skills, both orally and in writing.
- Must possess the ability to understand and follow oral/written policies, procedures, and instructions.
- Must have the ability to operate a personal computer using a variety of standard or customized applications to complete tasks.
- Knowledge of ARC GIS systems and the ability to edit database preferred (or must have the ability to obtain knowledge within three months of hire).
- Proficiency in using various water quality meters such as a colorimeter preferred (or must have the ability to obtain knowledge within three months of hire).
- Knowledge of the proper process for collecting and analyzing water samples preferred (or must have the ability to obtain knowledge within three months of hire).

C. Certificates/Licenses/Registrations

- Must have (or have the ability to obtain within six months of hire) and maintain throughout employment certification as GSWCC Erosion Control Level 1B Certified Inspector.

IV. WORKING CONDITIONS

A. Physical Demands

- The position requires some physical exertion, such as periods of standing, walking over rough or difficult surfaces, recurring stooping, climbing; recurring lifting of moderately heavy items weighing less than 25 pounds and may occasionally require lifting objects in excess of 25 pounds. The work may require specific, but common physical characteristics and abilities, such as mobility and dexterity.

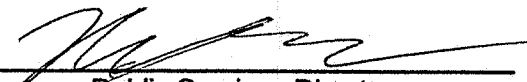
B. Work Environment

- The incumbent will work in an environment involving high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions. This includes working in extreme hot and cold climate.

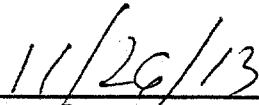
C. Travel Requirements

- The incumbent will be required to travel on a limited basis.

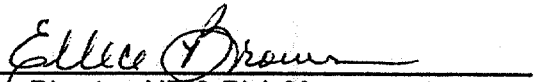
V. APPROVAL SIGNATURES



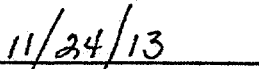
Public Services Director



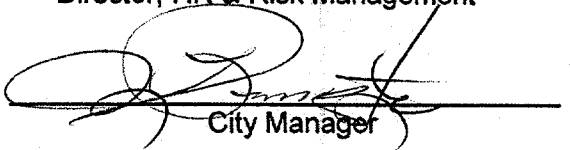
Date



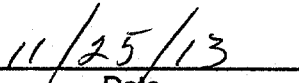
Director, HR & Risk Management



Date



City Manager



Date

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and City Council

VIA: James Pennington, City Manager 
Paul Salvatore, Finance Director

FROM: Jonathan N. Rorie, Community Services Director 

DATE: November 26, 2013

SUBJECT: Facility Authority Bond Project Status
December 5, 2013 *City Council Meeting*

Discussion

Staff continues to make progress toward completion of authorized facility bond projects. At the beginning of the process we had identified thirty-six (36) initial projects. As the projects evolved, funding was shifted among the projects to meet greater priorities. In addition, staff continued to work on some projects by leveraging funding within departmental budgets to complete lower level needs. Based upon the thirty-six (36) initial projects:

- 28 - Projects were funded
- 26 - Projects have been completed
- 5 - Projects remain active and in progress
- 5 - Projects have been "parked" with initial funding re-allocated to other projects.
- 2 - Projects should be deleted from the list (Riley Field Sewer Upgrade, BSC Parking Lots)

Funding for project CIP-066:Station 83 Sewer was expensed to an outstanding Bricks and Mortar loan; Therefore, Facility Bond Funding for CIP-066 Station 83 Sewer was placed back into contingency.

At this time, contingency (unencumbered) amounts total approximately \$75,000. I would recommend maintaining the contingency amount to cover anticipated and potential overages for remaining active projects. In the end, I anticipate an opportunity to re-allocate funding to currently parked projects such as BMX Tower or Battery Way Boat Docks.

CITY OF PEACHTREE CITY
FUND 380 (FACILITIES AUTHORITY)
November 21, 2013

FACILITIES BOND FINANCIAL STATUS	Budget Status			Funding Balance Status			Project Balance 11/21/2013
	Budget as of 10/1/2013	Budget Adjustments	Amended Budget 11/21/2013	Previous FY Expenditures	To Date FY14 Expenditures	Encumbered as of 11/21/2013	
	=H5+I5		=SUM(J5:K5)				=L5+N5+O5+P5
Fire Department							
Station 81 Driveway & Parking Lot	-		-	-	-	-	-
Fire Department Parking Resurfacing	25,055		25,055	(25,055)	-	-	-
Station 82 Exterior Sealing	22,897		22,897	(22,897)	-	-	-
Station 82 Roof Remodel	-		-	-	-	-	-
Station 81 Exterior Sealing	23,901	-	23,901	(23,901)	-	-	-
Fire Dept Training Fac Upgrade	60,069		60,069	(60,069)	-	-	-
Station 83 Sewer	-	-	-	-	-	-	-
Police Department							
PD HVAC Upgrades	95,000	-	95,000	(95,000)	-	-	-
Public Works							
BSC Building Improvements	-		-	-	-	-	-
PW Breakroom & Restrooms	7,229	-	7,229	(7,229)	-	-	-
PW Fuel Pump Canopy	64,608	-	64,608	(64,608)	-	-	-
Bulk Oil Storage	13,680		13,680	(13,680)	-	-	-
Culture & Recreation							
Gathering Place Improvements	59,394		59,394	(59,394)	-	-	-
Recreation Admin. Building Upgrade	549,918	(11,396)	538,522	(533,122)	(5,400)	-	-
All Children's Playground	42,000	-	42,000	-	-	-	42,000
All City Pools Electrical Upgrade	45,000	-	45,000	-	-	-	45,000
BMX Tower/Pavilion Upgrade	3,741		3,741	(3,741)	-	-	-
BSC Parking Lots	-		-	-	-	-	-
BSC Irrigation Pump	62,013		62,013	(62,013)	-	-	-
Battery Way Boat Docks	-		-	-	-	-	-
Braelinn Field Upgrade	18,323	-	18,323	(18,323)	-	-	-
Cast House	10,114		10,114	(10,114)	-	-	-
City Tennis Court Upgrades	213,480		213,480	(193,620)	-	-	19,860
Tennis Center Improvements	240,679	881	241,560	(222,483)	(19,077)	-	-
Amphitheater Improvements	105,055	-	105,055	(105,055)	-	-	-
McIntosh Sanitary Sewer	196,168	(2,056)	194,112	(194,112)	-	-	-
Meade Field Electrical Upgrade	12,777		12,777	(12,777)	-	-	-
Riley Field Sewer Upgrade	-		-	-	-	-	-
Kedron Large Pool Resurfacing	29,650	-	29,650	(29,650)	-	-	-
Kedron Small Pool Resurfacing	13,475	-	13,475	(13,475)	-	-	-
Kedron Bubble Replacement	667,505		667,505	(667,505)	-	-	-
Library Exterior Sealing	105,743	-	105,743	(105,743)	-	-	-
Library Building Repairs	56,596		56,596	(56,596)	-	-	-
Library Roof Replacement	186,716	-	186,716	(186,716)	-	-	-
Amphitheater Box Office	-		-	-	-	-	-
Glenlock Rec Center	20,000	(137)	19,863	(19,863)	-	-	-
PIP Contingency	62,623	12,208	74,831	-	-	-	74,831
Issuance costs	2,162	500	2,662	(2,162)	(500)	-	-
	\$ 3,015,571	\$ -	\$ 3,015,571	\$ (2,808,903)	\$ (24,977)	\$ -	\$ 181,691

GA Public Library Grant	100,000	(100,000)	Check
Interest Earnings FY 2013 (through August)	1,132	Prior Years's Interest of \$2,134 added to contingency for FY 2013 budget	\$ 3,015,571

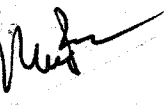
Proceeds of \$5,774,330 consisted of \$5,475,000 (bond par value) & \$299,330 (premium on bonds)	
Costs associated with retiring debt consisted of the following:	
Premium on Bond Redemption	\$18,532
2007 Brick & Mortar Principal (Note w/BB&T)	\$1,853,215
2006 Lease Principal (Energy Performance)	\$725,773
2007 B&M Interest	\$5,504
	<u>\$2,603,024</u>
Costs associated with issuance	\$159,001
Balance left for projects	\$3,012,305
Interest earnings for projects	\$3,266
	<u>\$5,774,330</u>

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Jim Pennington, City Manager 

VIA: Paul Salvatore, Financial Services Director P.S.
Angela Egan, Purchasing Agent 

FROM: Nancy Price, Amphitheater Manager 

DATE: November 20, 2013

SUBJECT: Brand Name request for The Show Business
Dec. 5, Council Meeting

Recommendation

The Show Business has supplied Sound and Lighting Production and Backline Services for The Fred since 1997. They have provided exemplary service over the years and their contract is currently up for renewal at the end of December. The Amphitheater is requesting City Manager recognition of The Show Business as a Brand Name Provider for fiscal years 2014-2016.

Discussion

Since the Show Business first started providing A/V services at the Fred, they have supplied 8 major improvements / upgrades to equipment packages during that sixteen year period. Currently they provide a more modern and more requested package than what is used at Chastain Park Amphitheatre, Atlanta.

The Show Business currently handles A/V needs for Lakewood Amphitheater, Southern Ground Amphitheater, many events annually at GICC as well as GWCC, Woodward Academy, the Union City concerts. The Show Business also provides A/V systems and technical support to entertainment venues in Los Angeles, Boston, New York, St. Louis, Charlotte and Columbia.

Budget Impact

Current projected costs for Amphitheater Production in 2014 is \$68,400.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council Members

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

FROM: Stormwater Manager

DATE: November 26, 2013

SUBJECT: Catch Basin, Pipe Cleaning and Video Services for Stormwater Infrastructure
December 5, 2013 City Council Agenda

Recommendation:

Staff recommends that City Council award a one-year contract beginning January 1, 2014, through December 31, 2014, to All Pipeline T.V. Inc (APT) of Hampton, Georgia, with two (2) one-year automatic renewals, for annual Catch Basin, Pipe Cleaning and Video Services for the amount not to exceed \$60,000 annually.

Discussion:

The City's Phase II Notice of Intent (NOI) for Municipal Separate Storm Sewer Systems (MS4) has a requirement for inspection and maintenance of the City's Stormwater infrastructure. To be compliant with this state requirement, the City must conduct removal of debris, litter, and sediment. In addition to facilitating the annual requirement with the state this is an invaluable part of our stormwater system maintenance.

In order to get the best vendor and prices for these services, the City solicited proposals. The City received one response to this request. The responsive proposal was received from All Pipe Line T.V. APT has been working with the City for the past three years and has been an exceptional contractor. As such staff is not hesitant in recommending the renewal of their contract.

Budget Impact:

If approved by City Council, funds totaling \$60,000 will be appropriated from Stormwater Account 521-4250-52-1245.

SUMNER | MEEKER
LLC

ATTORNEYS AT LAW

THEODORE P. MEEKER, III

14 EAST BROAD STREET
NEWNAN, GEORGIA 30263

TELEPHONE 770-251-1750
FACSIMILE 770-251-1770

TO: City Council
City of Peachtree City

FROM: Theodore P. Meeker, III 
City Attorney

DATE: November 25, 2013

RE: Use of eminent domain to acquire stormwater easements at 108
Wynnmeade and 115 Wynnmeade

Attached are two (2) resolutions which authorize the use of eminent domain proceedings to acquire stormwater easements for the Wynnmeade project.

In both instances, the property owners have been contacted repeatedly to acquire the necessary easements. To date, there has been no response. For one of the parcels, there are a number of title issues which would likely necessitate the use of eminent domain in order to have clear title for the easement.

The easements have been appraised, and the value will be deposited with the Court upon the filing of the Petition.

Staff has viewed the use of eminent domain as a last resort to obtain the easements. In order to proceed with this project and maintain the desired time line, acquiring the easements via this process is necessary.

TPM/kg

Resolution No. _____

ORDER AND RESOLUTION
OF THE MAYOR AND CITY COUNCIL OF THE
CITY OF PEACHTREE CITY, FAYETTE COUNTY, GEORGIA

WHEREAS, the City Council of the City of Peachtree City, Fayette County, Georgia has determined that the stormwater collection system in the Wynnmeade Subdivision needs certain maintenance and improvements; and

WHEREAS, in order to maintain the projected schedule of Wynnmeade Parkway Drainage Improvements Project, it is necessary that the easements, and other rights, if any, for the construction of said project be acquired without delay; and

WHEREAS, the parcel(s) of right of way and other rights as herein described and listed as below, shown of record as owned by the person named herein, all as described and shown in the attachments to this order hereinafter enumerated, all of said attachments, being by reference made a part of this order, are essential for the construction of said project:

Required:	108 Wynnmeade Parkway, <u>426.00 SF</u> Permanent Easement, as designated on plat attached hereto as Exhibit "A", and <u>947.00 SF</u> Temporary Construction Easement as designated on plat attached hereto as Exhibit "B"
Attachment:	Exhibit "A" – permanent easement Exhibit "B" – temporary easement
Owner/ Interested Party	RUBEN LAGOS BANK OF AMERICA, N.A. CAPITAL ONE BANK USA, N.A.

NOW THEREFORE, it is found by the Mayor and City Council that the circumstances are such that it is necessary that the easements and other rights, if any, as described in attachments to this order be acquired by condemnation under the provisions of the Official Code of Georgia Annotated Sections 32-3-4 thru 32-3-19; and

IT IS ORDERED AND RESOLVED that the Mayor and City Council, through the Mayor and City Attorney, proceed to acquire the title, estate or interest in the lands hereinafter described in attachments to this order and resolution by condemnation under the provisions of said Code, and the City Attorney, is authorized and directed to file condemnation proceedings, including a Declaration of Taking, to acquire said title, estate or interest in said lands and to deposit in the Court the sum estimated as just

compensation, all in accordance with the provisions of said Code. It is further ordered and resolved that the Mayor is authorized to take all actions and sign all documents necessary to proceed with this condemnation.

SO ORDERED AND RESOLVED in lawfully assembled open session, this
_____ day of _____, 2013.

Betsy Tyler, City Clerk

Donnie O. Haddix, Mayor

GEORGIA, FAYETTE COUNTY

I, Betsy Tyler, do hereby certify that I am City Clerk of the City of Peachtree City, of Fayette County, Georgia.

I further certify that the foregoing _____ pages constitute a true and exact copy of an Order and Resolution of the Council of the City of Peachtree City, Fayette County, Georgia entered on the _____ day of _____, 2013, as same applied to the tract or parcel of land described in said _____ pages; and the original of said Order is on file at my office at the City Hall, City of Peachtree City, 151 Willowbend Road, Peachtree City, Georgia 30269.

Given under my hand and seal, this _____ day of _____, 2013.

Betsy Tyler, City Clerk
City of Peachtree City, Georgia

DECLARATION OF TAKING
108 Wynnmeade Parkway
CITY OF PEACHTREE CITY, GEORGIA
WYNNMEADE PARKWAY DRAINAGE IMPROVEMENT

WHEREAS, pursuant to a Resolution of the City Council of the City of Peachtree City, Georgia, adopted _____, 2013, there was declared the public purpose of and necessity for acquisition of a permanent easement in that certain parcel of land, identified as 108 Wynnmeade Parkway on Construction Plans for WYNNMEADE PARKWAY DRAINAGE IMPROVEMENT, as prepared by Integrated Science & Engineering, Inc. dated April, 2012, together with a temporary construction easement;

WHEREAS, pursuant to the authority granted by said Resolution, the City Manager, for and on behalf of said City, attempted a tender of the estimated just compensation in the sum of \$653.00 to be made to the property owner of record, Ruben Lagos, and other holders of legal interests therein as shown by an examination of record title; however, no response was made to such offer;

WHEREAS, pursuant to a Resolution of the City Council of the City of Peachtree City, Georgia, adopted _____, 2013, said City Council authorized the filing of a condemnation action, using the Declaration of Taking method, to acquire the required property interests;

NOW, THEREFORE, IT IS ORDERED that a permanent easement (having an area of 426.00 sq. ft.), together with a temporary construction easement (having an area of 947.00 sq.ft.), in the land shown and described in Exhibit "A" attached hereto be acquired by condemnation under the provisions of O.C.G.A. Sec. 32-3-1, et seq., as authorized by O.C.G.A. Sec. 22-3-140; and it is therefore DECLARED that title to said land interests be taken for use of the CITY OF PEACHTREE CITY, GEORGIA, by virtue of this Declaration, pursuant to this Resolution, by condemnation without delay. The City Manager shall pay into the registry of the Clerk of Superior Court of Fayette County, Georgia, the sum of \$653.00, as estimated just and adequate compensation based upon the Appraiser's Affidavit attached hereto as Exhibit "B". The temporary construction easement shall terminate by operation of law on the first anniversary of the filing of this Declaration of Taking.

FURTHER ORDERED, in accordance with O.C.G.A. Sec. 32-2-7, that upon the filing of this Declaration of Taking in the land records of the Clerk of Superior Court, and the deposit into the Clerk's registry made at the time this Declaration of Taking is filed of the sum of money estimated in the Declaration by the condemning authority to be just compensation, title to the property, in fee simple or such lesser interest as is specified in this Declaration of Taking, shall vest in the CITY OF PEACHTREE CITY, GEORGIA. Said land shall be deemed to be condemned and taken for the use of the condemnor, and the right to just compensation shall vest in the persons entitled thereto.

This _____ day of _____, 2013.

CITY OF PEACHTREE CITY, GEORGIA

By: _____
Donnie O. Haddix, Mayor

Attest: _____
Ann E. Tyler, City Clerk

(SEAL)

Exhibit A
DESCRIPTION
PERMANENT DRAINAGE EASEMENT
108 WYNNMEADE PARKWAY

All that tract or parcel of land lying and being in Land Lot 159 of the 7th Land District of Fayette County, Georgia, and being more particularly described as follows:

Begin at the northwest corner of Lot 10 – 'B', Wynnmeade -Unit One as per Plat recorded in Plat Book 7, Page 28, Fayette County, Georgia Records, said point being the POINT OF BEGINNING;

Thence, along the northeasterly lot line of said lot, S 63° 11' 58" E – 10.20' to a point;
Thence, leaving said lot line, S 16° 49' 59" W – 33.29' to a point;
Thence, N 68° 12' 20" W – 14.98' to a point on the southeasterly Right of Way (R/W) of Wynnmeade Parkway (80' R/W);
Thence, along said R/W, N 24° 18' 14" E – 14.58' along the chord of a curve to the right with Arc = 14.58' and Rad = 318.10' to a point;
Thence, continue along said R/W, N 25° 37' 02" E – 19.53' to a point, being the POINT OF BEGINNING;

Said parcel containing 426 Sq. Ft. (Permanent Drainage Easement # 1) as shown on an "Easement Exhibit For Wynnmeade Parkway Drainage Improvements, City of Peachtree City, Georgia", said Exhibit prepared by Integrated Science & Engineering.

A copy of said Exhibit is attached to this Deed of Easement as Exhibit "A" and which is incorporated herein by express reference.

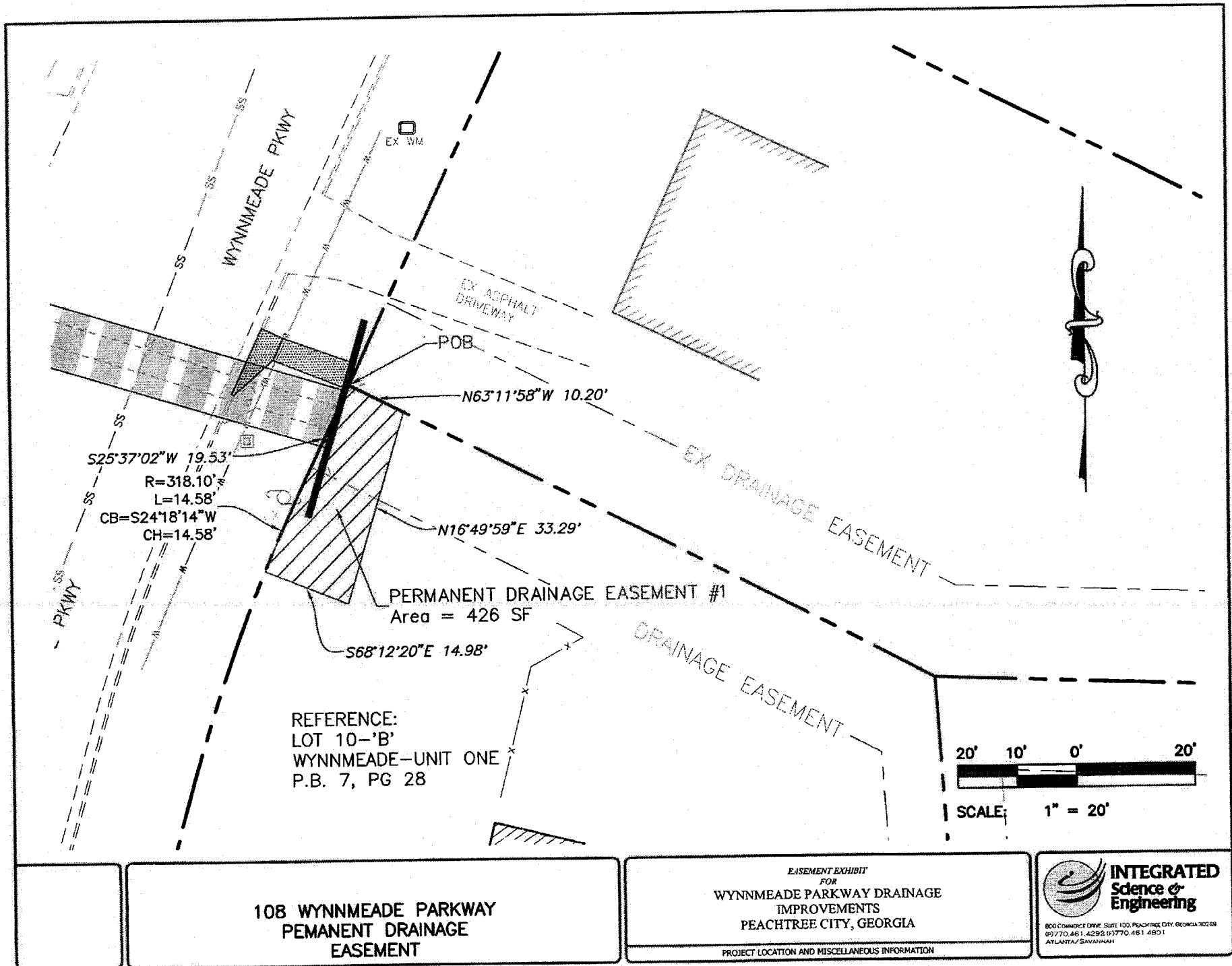


Exhibit B
DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT
108 WYNNMEADE PARKWAY

All that tract or parcel of land lying and being in Land Lot 159 of the 7th Land District of Fayette County, Georgia, and being more particularly described as follows:

Begin at the northwest corner of Lot 10 - 'B', Wynnmeade - Unit One as per plat recorded in Plat Book 7, Page 28, Fayette County Records;
Thence, along the northeasterly lot line of said lot, S 63° 11' 58" E - 10.20' to a point, being the POINT OF BEGINNING;

Thence, continue along said northeasterly lot line, S 63° 11' 46" E - 26.12' to a point;
Thence, leaving said lot line, S 24° 33' 52" W - 36.02' to a point;
Thence, N 68° 06' 00" W - 36.44' to a point on the southeasterly Right of Way (R/W) of Wynnmeade Parkway (80' R/W);
Thence, along said R/W, N 22° 32' 16" E - 5.03' along the chord of a curve to the right with Arc = 5.03' and Rad = 318.10' to a point;
Thence, leaving said R/W, S 68° 12' 20" E - 14.98' to a point;
Thence, N 16° 49' 59" E - 33.29' to a point, being the POINT OF BEGINNING;

Said parcel containing 947 Sq. Ft. (Temporary Construction Easement # 1) as shown on an "Easement Exhibit For Wynnmeade Parkway Drainage Improvements, Peachtree City, Georgia", said Exhibit prepared by Integrated Science & Engineering.

A copy of said Exhibit is attached to this Deed of Easement as Exhibit "A" and which is incorporated herein by express reference.

Resolution No. _____

ORDER AND RESOLUTION
OF THE MAYOR AND CITY COUNCIL OF THE
CITY OF PEACHTREE CITY, FAYETTE COUNTY, GEORGIA

WHEREAS, the City Council of the City of Peachtree City, Fayette County, Georgia has determined that the stormwater collection system in the Wynnmeade Subdivision needs certain maintenance and improvements; and

WHEREAS, in order to maintain the projected schedule of Wynnmeade Parkway Drainage Improvements Project, it is necessary that the easements, and other rights, if any, for the construction of said project be acquired without delay; and

WHEREAS, the parcel(s) of right of way and other rights as herein described and listed as below, shown of record as owned by the person named herein, all as described and shown in the attachments to this order hereinafter enumerated, all of said attachments, being by reference made a part of this order, are essential for the construction of said project:

Required:	115 Wynnmeade Parkway, <u>211.00 SF</u> Permanent Easement, as designated on plat attached hereto as Exhibit "A", and <u>375.00 SF</u> Temporary Construction Easement as designated on plat attached hereto as Exhibit "B"
Attachment:	Exhibit "A" – permanent easement Exhibit "B" – temporary easement
Owner/ Interested Party	DANIEL ACOSTA MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. CENDANT MORTGAGE CORP. D/B/A PHH MORTGAGE SERVICES, FINANCE AMERICA, LLC UNITED STATES INTERNAL REVENUE SERVICE

NOW THEREFORE, it is found by the Mayor and City Council that the circumstances are such that it is necessary that the easements and other rights, if any, as described in attachments to this order be acquired by condemnation under the provisions of the Official Code of Georgia Annotated Sections 32-3-4 thru 32-3-19; and

IT IS ORDERED AND RESOLVED that the Mayor and City Council, through the Mayor and City Attorney, proceed to acquire the title, estate or interest in the lands hereinafter described in attachments to this order and resolution by condemnation under the provisions of said Code, and the City Attorney, is authorized and directed to file condemnation proceedings, including a Declaration of Taking, to acquire said title, estate or interest in said lands and to deposit in the Court the sum estimated as just compensation, all in accordance with the provisions of said Code. It is further ordered and resolved that the Mayor is authorized to take all actions and sign all documents necessary to proceed with this condemnation.

SO ORDERED AND RESOLVED in lawfully assembled open session, this _____ day of _____, 2013.

Betsy Tyler, City Clerk

Donnie O. Haddix, Mayor

GEORGIA, FAYETTE COUNTY

I, Betsy Tyler, do hereby certify that I am City Clerk of the City of Peachtree City, of Fayette County, Georgia.

I further certify that the foregoing _____ pages constitute a true and exact copy of an Order and Resolution of the Council of the City of Peachtree City, Fayette County, Georgia entered on the _____ day of _____, 2013, as same applied to the tract or parcel of land described in said _____ pages; and the original of said Order is on file at my office at the City Hall, City of Peachtree City, 151 Willowbend Road, Peachtree City, Georgia 30269.

Given under my hand and seal, this _____ day of _____, 2013.

Betsy Tyler, City Clerk
City of Peachtree City, Georgia

DECLARATION OF TAKING
115 Wynnmeade Parkway
CITY OF PEACHTREE CITY, GEORGIA
WYNNMEADE PARKWAY DRAINAGE IMPROVEMENT

WHEREAS, pursuant to a Resolution of the City Council of the City of Peachtree City, Georgia, adopted _____, 2013, there was declared the public purpose of and necessity for acquisition of a permanent easement in that certain parcel of land, identified as 115 Wynnmeade Parkway on Construction Plans for WYNNMEADE PARKWAY DRAINAGE IMPROVEMENT, as prepared by Integrated Science & Engineering, Inc. dated April, 2012, together with a temporary construction easement;

WHEREAS, pursuant to the authority granted by said Resolution, the City Manager, for and on behalf of said City, attempted a tender of the estimated just compensation in the sum of \$437.00 to be made to the property owner of record, Daniel Acosta, and other holders of legal interests therein as shown by an examination of record title; however, no response was made to such offer;

WHEREAS, pursuant to a Resolution of the City Council of the City of Peachtree City, Georgia, adopted _____, 2013, said City Council authorized the filing of a condemnation action, using the Declaration of Taking method, to acquire the required property interests;

NOW, THEREFORE, IT IS ORDERED that a permanent easement (having an area of 211.00 sq. ft.), together with a temporary construction easement (having an area of 375.00 sq.ft.), in the land shown and described in Exhibit "A" attached hereto be acquired by condemnation under the provisions of O.C.G.A. Sec. 32-3-1, et seq., as authorized by O.C.G.A. Sec. 22-3-140; and it is therefore DECLARED that title to said land interests be taken for use of the CITY OF PEACHTREE CITY, GEORGIA, by virtue of this Declaration, pursuant to this Resolution, by condemnation without delay. The City Manager shall pay into the registry of the Clerk of Superior Court of Fayette County, Georgia, the sum of \$437.00, as estimated just and adequate compensation based upon the Appraiser's Affidavit attached hereto as Exhibit "B". The temporary construction easement shall terminate by operation of law on the first anniversary of the filing of this Declaration of Taking.

FURTHER ORDERED, in accordance with O.C.G.A. Sec. 32-2-7, that upon the filing of this Declaration of Taking in the land records of the Clerk of Superior Court, and the deposit into the Clerk's registry made at the time this Declaration of Taking is filed of the sum of money estimated in the Declaration by the condemning authority to be just compensation, title to the property, in fee simple or such lesser interest as is specified in this Declaration of Taking, shall vest in the CITY OF PEACHTREE CITY, GEORGIA. Said land shall be deemed to be condemned and taken for the use of the condemnor, and the right to just compensation shall vest in the persons entitled thereto.

This _____ day of _____, 2013.

CITY OF PEACHTREE CITY, GEORGIA

By: _____
Donnie O. Haddix, Mayor

Attest: _____
Ann E. Tyler, City Clerk

(SEAL)

Exhibit A
DESCRIPTION
PERMANENT DRAINAGE EASEMENT
115 WYNNMEADE PARKWAY

All that tract or parcel of land lying and being in Land Lot 159 of the 7th Land District of Fayette County, Georgia, and being more particularly described as follows:

Begin at the southeast corner of Lot 8 – 'A', Wynnmeade – Unit One as per plat recorded in Plat Book 7, Page 28, Fayette County Records, said point being the POINT OF BEGINNING;

Thence, along the southwesterly line of said lot, N 80° 16' 58" W - 12.22' to a point;

Thence, leaving said line N 09° 16' 56" E – 18.08' to a point;

Thence, S 80° 43' 04" E – 10.98' to a point on the westerly Right of Way (R/W) of Wynnmeade Parkway (80' R/W);

Thence, along said R/W, S 05° 22' 49" W – 18.21' along the chord of a curve to the right with Arc = 18.21' and Rad = 437.47' to a point, being the POINT OF BEGINNING;

Said parcel containing 211 Sq. Ft. (Permanent Drainage Easement # 7) as shown on an "Easement Exhibit For Wynnmeade Parkway Drainage Improvements, Peachtree City, Georgia", said Exhibit prepared by Integrated Science & Engineering.

A copy of said Exhibit is attached to this Deed of Easement as Exhibit "A" and which is incorporated herein by express reference.



REFERENCE:
LOT 8-'A' WYNNMEADE
UNIT ONE
PG 7, PG 28

EX ASPHALT
DRIVEWAY

EX WM

WYNNMEADE PKWY

EX DRAINAGE EASEMENT

S80°43'04"E 10.98'

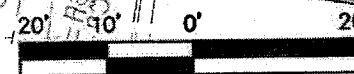
N9°16'56"E 18.08'

PERMANENT DRAINAGE EASEMENT #7
Area = 211 SF

EX DRAINAGE EASEMENT

N80°16'58"W 12.22'

R=437.47'
L=18.21'
CB=S5°22'49"W
RCH=18.21'



SCALE: 1" = 20'

115 WYNNMEADE PARKWAY
PERMANENT DRAINAGE
EASEMENT

EASEMENT EXHIBIT
FOR
WYNNMEADE PARKWAY DRAINAGE
IMPROVEMENTS
PEACHTREE CITY, GEORGIA

PROJECT LOCATION AND MISCELLANEOUS INFORMATION



**INTEGRATED
Science &
Engineering**

800 COMMERCE DRIVE, SUITE 100, PEACHTREE CITY, GEORGIA 30269
(977) 70-4611 / 4232 (977) 70-4611
ATLANTA/SAVANNAH

Exhibit B
DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT
115 WYNNMEADE PARKWAY

All that tract or parcel of land lying and being in Land Lot 159 of the 7th Land District of Fayette County, Georgia, and being more particularly described as follows:

Begin at the southeast corner of Lot 8 – 'A', Wynnmeade – Unit One as per plat recorded in Plat Book 7, Page 28, Fayette County Records;
Thence, along the southwesterly line of said lot, N 80° 16' 58" W - 12.22' to a point, being the POINT OF BEGINNING;

Thence, continue along said line, N 80° 16' 07" W – 36.67' to a point;
Thence, leaving said line, N 02° 16' 16" E – 10.04' to a point;
Thence, S 72° 07' 06" E – 15.85' to a point;
Thence, N 83° 28' 57" E – 23.10' to a point;
Thence, S 09° 16' 56" W – 14.17' to a point, being the POINT OF BEGINNING;

Said parcel containing 375 Sq. Ft. (Temporary Construction Easement # 6) as shown on an "Easement Exhibit For Wynnmeade Parkway Drainage Improvements, Peachtree City, Georgia", said Exhibit prepared by Integrated Science & Engineering.

A copy of said Exhibit is attached to this Deed of Easement as Exhibit "A" and which is incorporated herein by express reference

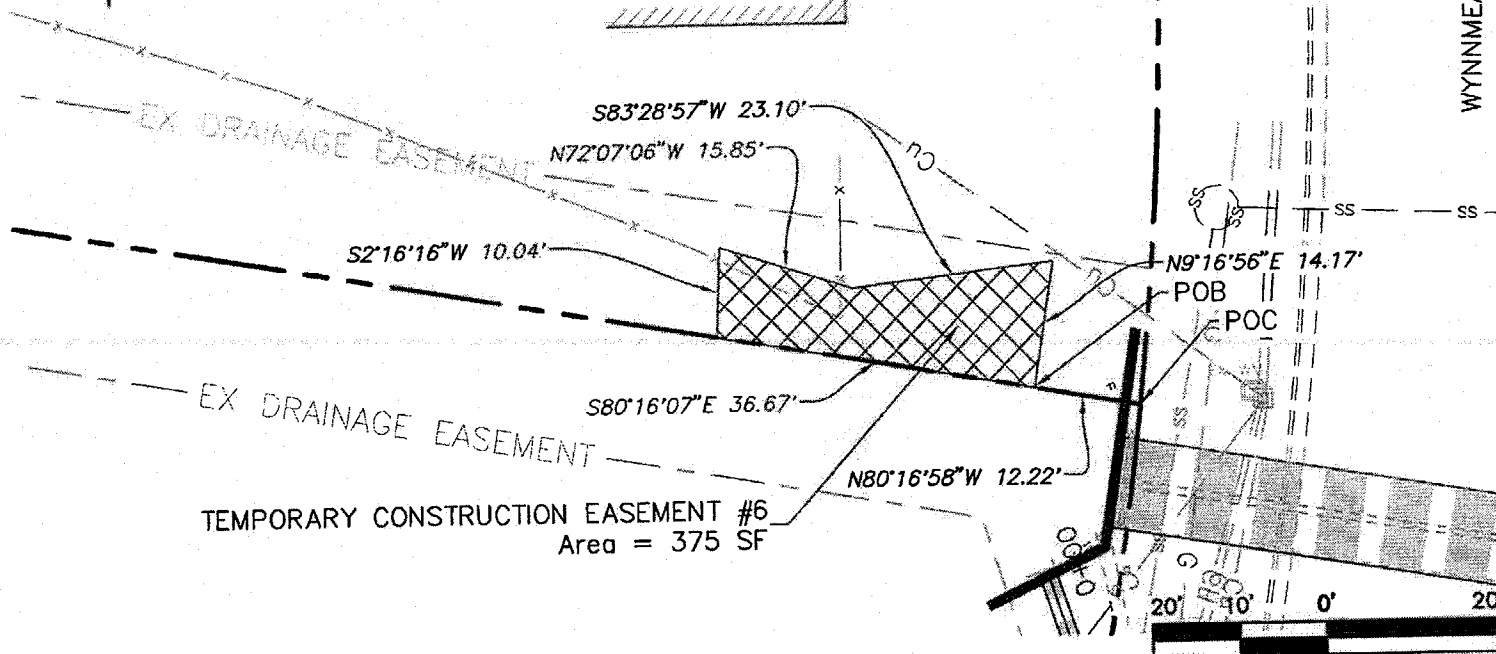


REFERENCE:
LOT 8-'A' WYNNMEADE
UNIT ONE
PG 7, PG 28

EX ASPHALT
DRIVEWAY

EX WM

WYNNMEADE PKWY



SCALE: 1" = 20'

115 WYNNMEADE PARKWAY
TEMPORARY CONSTRUCTION
EASEMENT

EASEMENT EXHIBIT
FOR
WYNNMEADE PARKWAY DRAINAGE
IMPROVEMENTS
PEACHTREE CITY, GEORGIA

PROJECT LOCATION AND MISCELLANEOUS INFORMATION



300 COMMERCE DRIVE, SUITE 100 PEACHTREE CITY, GEORGIA 30269
(404) 461-4292 (404) 461-4801
ATLANTA/SAVANNAH

Send PP on fire &
police to Pat

Eric - Out of town

City Council of Peachtree City
REVISED AGENDA
December 5, 2013
7:00 p.m.

e-mail
Brad Williams
name of receipt

- I. Call to Order
- II. Pledge of Allegiance
- III. Announcements, Awards, Special Recognition
Presentation of Saved by the Belt Award – Police Department
- IV. 10-Minute Talk
Trey Ragsdale and Randy Weaver, Fayette Visioning Process
- V. Public Comment
- VI. Agenda Changes
- VII. Minutes
November 21, 2013, Regular Meeting Minutes *approved 4-0*
- VIII. Consent Agenda *approved 4-0*
 1. Consider Elimination/Replacement of One Position in Community Services Department
 2. Consider Elimination/Replacement of One Position in Public Services Division – Stormwater
 3. Consider Elimination/Replacement of One Position in Public Services Division –
Building & Grounds
 4. Consider Elimination/Replacement of One Position in Police Department
 5. Consider Authorizing Fire Department to Return to Full Staff
 6. Consider Vehicles for Surplus & Bid for Police Vehicles – Brannen Motor Co.
 7. * Update – Old Agenda Item 09-12-06 Facilities Bond Projects Status Report
(*Change in Position on Agenda Only)
- IX. Old Agenda Items
- X. New Agenda Items
 - 12-13-01 Consider Approval of The Show Business as Brand Name Production Provider for
The Fred *approved 4-0*
 - 12-13-02 Consider Authorizing Resolution for Condemnation Proceedings for Stormwater
Easements at 108 & 115 Wynnmeade – *approved 4-0*
 - 12-13-03 Consider Bid – Stormwater Collection System Cleaning and CCTV Inspection
Services *approved 4-0*
 - 12-13-04 Presentation of Public Safety Assessment by Matrix – *no action*
 - 12-13-05 Consider Cancellation of December 19 and January 2 Meetings – *no action*
- XI. Council/Staff Topics
Hot Topics Update
- XII. Executive Session

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

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and City Council

VIA: City Manager 
Financial Services Director 
Director of Community Services 

FROM: Director, HR & Risk Management 

DATE: December 4, 2013

SUBJECT: Consider Elimination/Replacement of One (1) of the Buildings & Grounds Maintenance Technician Positions in the Public Services Division

Recommendation

Staff recommends eliminating one of the Buildings & Grounds Maintenance Technician positions (Grade 272) in the Public Services Division and replacing it with a Crew Leader position (Grade 274).

Discussion

As part of the review of positions in the Buildings & Grounds Department of Public Services, it is evident that the span of control of the Grounds Maintenance Supervisor (5 full-time and 8 part-time) exceeds best management practices. Within the Public Services Division, there are six separate organizational work units (such as Streets, Stormwater, Paving, etc.). Of the six, five have a Crew Leader position with the exception of Buildings & Grounds Maintenance. Therefore, the recommendation is to reclassify one of the Buildings & Grounds Maintenance Technician positions into a Crew Leader position to enhance operation accountability and supervision. This reclassification will not change head count. Once approved, the Crew Leader position will be posted and filled internally.

Budget Impact

The annual budget impact will depend on who is selected through the Job Bid process. The maximum annual budget impact for reclassifying this position in FY 14 is approximately \$6693.95. The amount required for this reclassification is minimal and can be absorbed in the FY 14 Public Services budget.

THE CITY OF PEACHTREE CITY

JOB DESCRIPTION

Title:	Crew Leader
Division:	Public Services
Department:	Public Works
Job Code:	446
Level:	274
Eligible for Overtime:	Yes
Reports To:	Supervisor
Prepared By:	Director, Human Resources & Risk Management
Prepared Date:	December 4, 2013 (Revised)

I. POSITION SUMMARY

This position works closely with the supervisor and assists in directing personnel in the construction and maintenance of streets and roadways; storm water infrastructure; or cart paths.

II. ESSENTIAL DUTIES

A. When on Streets crew:

- Oversees and operates asphalt street repair and maintenance equipment on streets and drains.
- Operates the City's heavy equipment, such as the jet/vacuum combination trucks, loaders and backhoes, and any other heavy equipment.
- Ensures safe operation of heavy equipment in compliance with Federal and State regulations.
- As needed aids in masonry work such as building headwalls, retaining walls, and catch basins. Grades; prepares forms, pours and finishes concrete in the installation of curbs and handicap access ramps; flags for traffic.
- Keeps accurate daily records of time, equipment, and materials for work assigned.
- As needed picks up and disposes of litter; empties trash cans; loads and unloads materials, supplies, equipment, trash, and other debris.
- Performs daily safety check of equipment; ensures vehicle and equipment maintenance and cleaning; reports mechanical or other defects to supervisor.
- Reports safety hazards or maintenance problems to Supervisor.
- Responds to and participates in emergency calls.
- Perform other duties as assigned by supervisor.

B. When on Cart Path crew/Buildings and Grounds crew:

- As needed cuts and removes trees; trims shrubbery; removes brush; sweeps streets.
- Responds to citizen input, inquiries, and complaints.
- Operates a variety of specialized tools and light and medium equipment including portable power tools, riding and push mowers, chain saws, tractors with a variety of attachments, weed eaters, backhoes, and dump trucks.
- Ensures safe operation of heavy equipment in compliance with Federal and State regulations.
- Keeps accurate daily records of time, equipment, and materials for work assigned.
- As needed, picks up and disposes of litter; empties trash cans; loads and unloads materials, supplies, equipment, trash, and other debris.
- As needed, cleans restrooms.
- Performs daily safety check of equipment; ensures vehicle and equipment maintenance and cleaning; reports mechanical or other defects to supervisor.
- Reports safety hazards or maintenance problems to Supervisor.
- Responds to and participates in emergency calls.
- Perform other duties as assigned by supervisor.

B. When on Stormwater crew:

- Maintains a general knowledge of the City's drainage infrastructure.
- As needed cuts and removes trees; trims shrubbery; removes brush; sweeps streets.
- As needed helps to install and repair drainage pipes; repairs potholes, trenches, and curbs; digs trenches for the installation of pipes; cleans debris and trash out of storm sewers, catch basins, and drains.
- Operates a variety of specialized tools and light and medium equipment including portable power tools, riding and push mowers, chain saws, tractors with a variety of attachments, weed eaters, backhoes, and dump trucks.
- Ensures safe operation of heavy equipment in compliance with Federal and State regulations.
- Keeps accurate daily records of time, equipment, and materials for work assigned.
- As needed picks up and disposes of litter; empties trash cans; loads and unloads materials, supplies, equipment, trash, and other debris.
- Performs daily safety check of equipment; ensures vehicle and equipment maintenance and cleaning; reports mechanical or other defects to supervisor.
- Reports safety hazards or maintenance problems to Supervisor.
- Responds to and participates in emergency calls.
- Perform other duties as assigned by supervisor.

III. QUALIFICATIONS

The qualifications listed below 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.

A. Education and/or Experience

- High school diploma or equivalent preferred or two years of college or Associate's Degree and less than two years directly related experience.
- Experience in operating hand and power tools, vehicles and related light and medium equipment, etc., is preferred.
- Any equivalent combination of education and experience is acceptable.

B. Knowledge/Skills/Abilities

- Must possess the ability to handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the job.
- Must possess the ability to obtain, clarify, or give information regardless of the nature of the information, i.e. the data may range from easily understood to highly technical.
- Must possess knowledge of hand tools and light equipment, such as drills, various carpentry saws, routers.

C. Certificates/Licenses/Registrations

- Possession of a valid State of Georgia Driver's License Commercial Driver's License (CDL) and a satisfactory Motor Vehicle Record (MVR).
- Possession of a Georgia Department of Transportation Flagging Certificate.

IV. WORKING CONDITIONS

A. Physical Demands

- The position requires physical exertion, such as walking over rough or difficult terrain; recurring standing, stooping, climbing or walking; recurring lifting of moderately heavy items weighing between 25 and 75 pounds and may require the occasional lifting of objects weighing in excess of 75 pounds. The work may require specific physical characteristics and abilities such as heightened strength, mobility, and dexterity.

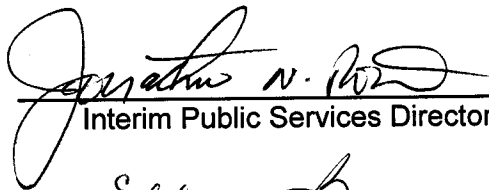
B. Work Environment

- The incumbent will work in an environment involving high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions.

C. Travel Requirements

- The incumbent will be required to travel on a limited basis.

V. APPROVAL SIGNATURES


Interim Public Services Director

12/4/13
Date


Director, Human Resources & Risk Management

12/4/13
Date


City Manager

12/4/13
Date

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and City Council

VIA: City Manager
Financial Services Director *Q.S.*
Chief of Police *[Signature]*

FROM: Director, HR & Risk Management *EB*

DATE: December 4, 2013

SUBJECT: Consider Elimination/Replacement of One (1) of the Staff Assistant Positions in the Police Department

Recommendation

Staff recommends eliminating one of the Staff Assistant positions (Grade 272) in the Police Department and replacing it with an Executive Assistant position (Grade 275).

Discussion

As part of the Police Chief's review of positions in his department, one of the Staff Assistant positions that supports the Police Chief and the Command Staff was evaluated. It was found that the job description/job title did not match the actual work being completed. Additional responsibilities included: receiving, preparing, and distributing correspondence (including confidential memoranda), etc., for the Chief of Police and Command Staff; scheduling appointments and travel arrangements for the Police Chief; managing and maintaining the false alarm program; acting as back-up coordinator for extra duty detail program; acting as coordinator for the Take Home Vehicle Program for the department; processing payroll for the department; coordinating accounts payable for the department; preparing presentations; budget maintenance; and much more. Once the job description was modified (See attached.), it was sent to The Mercer Group for evaluation of the factoring as is outlined in our compensation policy.

The result of the refactoring from The Mercer Group was a recommended reclassification of this Staff Assistant position from Grade 272 to Grade 275. The Mercer Group also recommended a job title change to Executive Assistant.

Budget Impact

The annual budget impact for reclassifying this position in FY 14 is approximately \$2605.16. The amount required for this reclassification is minimal and can be absorbed in the FY 14 Police Department budget.

THE CITY OF PEACHTREE CITY

JOB DESCRIPTION

Title:	Executive Assistant (Police)
Division:	Public Safety
Department:	Police
Job Code:	696
Level:	275
Eligible for Overtime:	Yes
Reports To:	Police Chief
Prepared By:	Director, Human Resources & Risk Management
Prepared Date:	February 22, 2012

I. POSITION SUMMARY

This position is responsible for providing general administrative and clerical support to the Police Chief, Assistant Chief of Police, and senior staff.

II. ESSENTIAL DUTIES

- Answers phone calls and responds to public and employee inquiries.
- Screens citizen complaints and follows up with the appropriate divisions within the Police Department.
- Reviews mail and documentation for Chief of Police and Command Staff; categorizes for review, follow-up, and response required; monitors to ensure timely responses; and coordinates feedback for clarification when necessary.
- Receives, prepares, and distributes correspondence, memoranda, reports, forms, proclamations, awards, and other documentation; produces confidential memoranda for Chief of Police and Command Staff when necessary.
- Maintains and schedules appointments, manages calendar, and makes arrangements for travel/training for the Police Chief. Also manages the department training room calendar.
- Utilizes databases for tracking, mailings, etc.
- Manages and maintains the false alarm program (data entry, mail notifications, and processing payments).
- Acts as back-up coordinator for extra duty detail program, including resolving scheduling conflicts and entering vendor information.
- Acts as Coordinator for the Take Home Vehicle Program for the department.
- Coordinates Field Training Officer time log and payment requests.
- Sends out press releases to press contacts.
- Coordinates special events/receptions at Police Department.
- Processes department time sheets before submitting to the Payroll Department, as well as tracks various forms of leave (military, sick leave used for a family member, loss of safety time, etc.).
- Prepares presentations and completes end of month reports such as Traffic Safety Report, bias based profiling report, and budget status report.

- Files, retrieves, and maintains materials/data from department's computerized and manual filing systems.
- Coordinates all accounts payable, as well as budget maintenance, for the department.
- Maintains log of all seized evidence money deposits, as well as manages overtime reimbursements from the DEA.
- Files annual Equitable Sharing Agreement with the Department of Justice.
- Processes and provides accident reports to the City's Engineering Department as requested.
- Purges records and files according to state guidelines.
- Assists with the maintenance and updating of the Police Department web site and brochures.
- Orders/maintains office, operating, and break room supplies for the Police Department.
- Performs other duties as assigned by supervisor.

III. QUALIFICATIONS

The qualifications listed below 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.

A. Education and/or Experience

- High school diploma and seven to ten years related experience or two years of college or Associate's Degree and two to less than five years related experience or a Bachelor's Degree with less than two years related experience.

B. Knowledge/Skills/Abilities

- Must possess outstanding communication skills.
- Must possess the ability to understand and follow oral/written policies, procedures, and instructions.
- Must have the ability to relate to individuals from all social and economic segments of the community.
- Must possess excellent customer service skills, having the ability to deal with different personalities in a professional calm manner.
- Must be comfortable with computer software programs, such as Word, Excel, and PowerPoint.
- Must be detail-oriented.

C. Certificates/Licenses/Registrations

- None required.

IV. WORKING CONDITIONS

A. Physical Demands

- The work is mainly sedentary, but may require some walking, standing, stooping, carrying of light items, such as papers, books, or small parts. No special physical demands are required to perform the work.

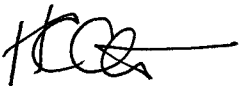
B. Work Environment

- The incumbent will work in an environment involving everyday risks or discomforts which require normal safety precautions. Use of safe work practices with office equipment, avoidance of trips and falls, and observance of fire regulations are minimally required.

C. Travel Requirements

- The incumbent may be required to travel on a very limited basis.

V. APPROVAL SIGNATURES



Police Chief

12/4/13

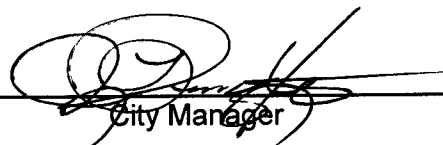
Date



Director, Human Resources & Risk Management

12/4/13

Date



City Manager

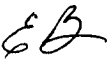
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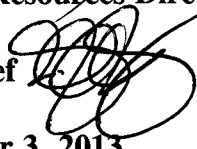
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CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor & Council Members

VIA: City Manager 
Human Resources Director 

FROM: Fire Chief 

DATE: December 3, 2013

SUBJECT: Request Authorization to Return Fire Department to Full Staff
December 5, 2013 *City Council Agenda*

Recommendation:

The Fire Department requests the authorization to hire three (3) full time firefighter/paramedics to fill three (3) Sergeant vacancies; thereby returning the department to full staff.

Discussion:

The department has three (3) vacant Sergeant positions as a result of recent retirements. While we have a current validated promotional list, I have elected to not promote Sergeants pending the recommendation from the Matrix Operational Efficiency Study. While the department continues to review their recommendations in their entirety, I believe returning each shift to its full complement of nineteen (19) full time employees will improve our efficiency and reduce overtime.

Should, ultimately, the decision be made to promote, fully qualified internal candidates would be promoted ensuring the department never exceeds our authorized number of full time employees.

Budget Impact:

The department will remain within its authorized full time head count; therefore this should have no negative budget impact.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council Members

VIA: Jim Pennington, City Manager 
 Paul Salvatore, Financial Services Director *P.S.*
 Kelly Bush, Assistant Financial Services Director *KB*
 Angela Egan, Purchasing Agent *one*

FROM: H.C."Skip" Clark II, Chief of Police 

DATE: December 2, 2013

SUBJECT: Police Vehicles & Surplus Vehicles
 December 5th, 2013 City Council Meeting

Recommendation:

Staff recommends the purchase of seven (7) 2014 Patrol Chevrolet Caprice 9C1 vehicles from Brannen Motor Co., for the bid price of \$199,290.00. Additionally, Staff requests seven (7) Police Department vehicles be declared surplus and recommends these vehicles be disposed of via reassignment in the City or auctioned.

Discussion:

Bid packages were emailed to a number of Chevrolet distributors, as well as posted to the City's website. Bid responses were received from Brannen Motor Co, as well from the state contract holder, Hardy Chevrolet.

Patrol Chevrolet Caprice vehicles:

Dealer:	Price per Vehicle:	Extended Price (7):
Brannen Motor Co.	\$28,470.00	\$199,290.00
Hardy Chevrolet	\$29,231.00	\$204,617.00

This purchase is necessary to maintain a sufficient fleet of patrol units and pool vehicles that have not exceeded 100,000 miles in compliance with the City's Personnel Policy Manual (I. Safety & Accident Reporting, section 7 – Repair & Replacement). Projections indicate the seven (7) vehicles included in the table below are expected to exceed 100,000 miles prior to the arrival of the new patrol vehicles in approximately 6 months. If declared surplus, these vehicles will be turned over to Public Works for evaluation and distributed to other departments, or disposed of as determined by the city's Fleet Manager.

Vehicle Year	Make/Model	City Asset #	Current mileage	Projected mileage May 2014
2008	Ford Crown Vic	2061	86,253	96,161**
2007	Ford Crown Vic	2082	99,697	103,569
2007	Ford Crown Vic	2086	97,963	108,049
2007	Ford Crown Vic	2089	97,145	101,013
2007	Ford Crown Vic	2090	85,606	96,734**
2007	Ford Crown Vic	2092	92,704	100,000*
2007	Ford Crown Vic	2094	96,500	102,500

*No current assignment, but will accumulate on average 1200 miles/month with new officer hire/assignment.

**Although below 100,000 miles they may accumulate 1200 miles/month and exceed mileage depending upon delivery date of new vehicles.

Budget Impact:

The 2014 PIP budget for the seven (7) replacement patrol vehicles is \$395,500.00. This will leave \$196,210.00 for the aftermarket accessories, cameras, radios, and graphics.

2014 PIP Budget		\$395,500.00
2013 Chevy Caprice	actual	- \$199,290.00
Balance after purchase of vehicles		\$196,210.00
After market accessories***	estimate	- \$134,830.50
Coban digital cameras	actual	- \$ 35,770.00
Motorola Radios	actual	- \$ 22,144.50
Graphics	estimate	- \$ 3,465.00
		\$ 0.00

***emergency lighting, sirens, prisoner cages, equipment & consoles, radars, gun mounts, push bumper.