



CITY COUNCIL

Kim Learnard, Mayor

Laura Johnson, Post 1 | Suzanne Brown, Post 2

Clinton Holland, Post 3 | Michael Polacek, Post 4

SCAN FOR AGENDA
PACKET



Work Session Agenda

January 5, 2026 | 8:30 AM

City Hall

1. **Call to Order**
2. **Pledge of Allegiance and Moment of Silence**
3. **Oath of Office Council Post 4**
4. **Selection and Oath of Office Mayor Pro Tem**
5. **Public Comment**
6. **Agenda Changes**
7. **Consent**
 - A. New Alcohol License - Biscuit Belly, 238 City Circle, Suite 1020
 - B. FY26 Budget Amendment – Acceptance of Opioid Settlement Proceeds (McKinsey Subdivisions Settlement)
 - C. 2025 Walmart Local Community Grant
 - D. Resolution # 01052026-CA-D Indemnification of Public Officials
 - E. Legal Organ - Fayette County News
 - F. Appointment of Public Facilities Authority Board Member
 - G. Agreement with Capella University and Liberty University
 - H. Library Painting Proposals
 - I. Approve purchase of new cardiac monitor for Fire Department
 - J. Grinding and Removal of Organic Matter at the Recycling Center
8. **Work Session Discussion Items**
 - A. Personnel Policy Revisions (Teaa Allston-Bing)
 - B. Introduction to Upcoming Text Amendments (Shayla Reed)
 - C. Crosstown Tunnels Design (David Borkowski)
 - D. Transportation Improvement Program (TIP) Grant Application - Grade Separated Crossing to Connect Booth Middle School and McIntosh High School (David Borkowski)
 - E. Resolution - Transportation Improvement Program (TIP) Grant Application - SR 54 Corridor Study (David Borkowski)
 - F. Public Participation Ordinance (Suzanne Brown)

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

This meeting will be held in the Frances Meaders Council Chambers at City Hall. Page 1 of 140

9. New Agenda Items

- A. 01-26-01 HVAC Replacement Purchases for Fire Station 84 (David Borkowski)
- B. 01-26-02 FY25 Budget Amendment/Meade Field Paving (Jonathan Miller)
- C. 01-26-03 Appointment of Board Member to the Fayette County Development Authority (Yasmin Julio)

10. Public Hearings

- A. 01-26-04 Variance request from rear setback, 103 Harris Halt (Shayla Reed)
- B. 01-26-05 Variance request for new curb cut, 479 Crabapple Lane (John Schnick)

11. Council/Staff Topics

- A. Massage Ordinance
- B. February Council Meetings
- C. Annexation Study

12. Executive Session

13. 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 and are in compliance with Title VI of the Civil Rights Act of 1964. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA or need assistance per Title VI, please contact the City's Title VI and ADA Coordinator, Dr. Teaa Allston-Bing at (770) 632-4276 or e-mail tallston-bing@peachtree-city.org at least three (3) business days before the scheduled meeting or event to request an accommodation.

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

This meeting will be held in Council Chambers at City Hall

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Yasmin Julio, City Clerk/ Director of Executive Services 12/19/2025
Justin Strickland, City Manager 12/29/2025

DATE: January 5, 2026

SUBJECT: New Alcohol License - Biscuit Belly, 238 City Circle, Suite 1020

Recommendation:

Approve a new alcohol license for Biscuit Belly at 238 City Circle, Suite 1020.

Discussion:

Biscuit Belly, 238 City Circle, Suite 1020, has submitted a request for a new alcohol license. Mr. Chad Coulter has requested to be appointed as the Licensee and Bryson Brewer as the License Representative.

The business location, as well as Mr. Coulter and Mr. Brewer, have met the requirements of the alcohol ordinance to be granted a license.

Budget Impact:

The budgetary impact of the alcohol beverage license will be positive. The applicant will be required to pay the annual fee for malt beverages, wine, and distilled spirits, which is \$5,000 as well as \$500 for Sunday Sales.

Attachments:

1. 3401_001_Redacted



Office of the City Clerk

City of Peachtree City
151 Willowbend Road
Peachtree City, GA 30269
Phone: 770-487-7657
Fax: 770-631-2505
PeachtreeCityGA.gov

Application for Alcoholic Beverage License

Business Name: Biscuit Belly ATL Biscuits LLC	Business Location: 238 City Circle, Ste 1020 Peachtree City 30269	Number of Serving Bars: 1
Nature of Business: Breakfast restaurant	Mailing Address: [REDACTED] Louisville KY 40205	Business Phone Number: [REDACTED]
Name of Licensee: (chad) Chad Coulter	Home Address: [REDACTED] Louisville KY 40205	Home/Cell Phone Number: [REDACTED]
Name of License Representative: (GM) Bryson Brewer or Bryson	Home Address: [REDACTED] Buford GA 30519	Home/Cell Phone Number: [REDACTED]

Type of License:

Retail Consumption Dealer		Retail Package Dealer		Wholesale Dealer		Manufacturer	
Malt Beverage		Malt Beverage		Malt Beverage		Malt Beverage	
Wine	✓	Wine		Wine		Wine	
Distilled Spirits	✓	Distilled Spirits		Distilled Spirits		Distilled Spirits	
Sunday Sales	✓	Holidays					
		Tastings					

Please complete information below (use separate sheet if necessary):

Name:	Address:	Phone Numbers:
Individual Owner's Name, Partners' Names, Corporation Name, and name of Contact Person regarding License Changes, Taxes, etc.	Please provide Home Addresses for the individuals listed	Please provide Home and Business Phone Numbers for individuals listed
Atlanta BB Holdings LLC (100%)	[REDACTED] Louisville KY 40205	[REDACTED]
Chad Coulter (CEO)	" " "	" " "

Contact Person:

Chad Coulter

E-mail Addresses for License Applicant(s):

[REDACTED]

Is any person who owns an interest in the Alcohol License an employee of the City of Peachtree City? YES/NO

If YES, please provide name of employee: _____

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Kelly Bush, Financial & Administrative Services Director 12/22/2025
Justin Strickland, City Manager 12/29/2025

DATE: January 5, 2026

SUBJECT: FY26 Budget Amendment – Acceptance of Opioid Settlement Proceeds (McKinsey Subdivisions Settlement)

Recommendation:

Approve the attached FY26 budget amendment 26-09 to recognize opioid settlement revenue in the amount of \$11,313.71 in the Special Revenue Fund 204 and appropriate the funds for eligible opioid remediation purposes.

Discussion:

Settlement proceeds are restricted and can only be used for approved opioid abatement and remediation efforts. Staff plans to use these funds for activities such as opioid prevention, public awareness, training, harm-reduction tools, and support for first responders, all of which are allowable uses under the settlement. The attached budget amendment increases revenue in the Special Revenue Fund 204 and appropriates the funds for these purposes.

Budget Impact:

The proposed amendment increases both revenues and expenditures in the Special Revenue Fund 204

Attachments:

1. FY2026 Budget Amendments 26-09 Opioid Settlement

[illegible]

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Matt Myers, Assistant Police Chief 12/18/2025
Janet Moon, Police Chief 12/18/2025
Dustin Farron, Assistant Financial & Administrative Services Director 12/18/2025
Kelly Bush, Financial & Administrative Services Director 12/18/2025
Justin Strickland, City Manager 12/29/2025

DATE: January 5, 2026

SUBJECT: 2025 Walmart Local Community Grant

Recommendation:

Approval to apply for, accept, and pass a budget amendment for a Local Community Grant from Walmart in the amount of up to \$1,727.00

Discussion:

These funds would be awarded to the Peachtree City Police Department on behalf of Walmart. These funds will help support retail crime suppression in the City of Peachtree City.

Under the guidelines for this grant, these funds are required to "Support public safety programs through training programs or equipment in the United States." If this grant is approved and received, the funds will be used to improve crime intervention efforts targeting retail centers.

Budget Impact:

This grant would impact the Police Grants Fund by increasing both revenue and expenditures in the Grant Fund (208-3210-521300) by \$1,727.00.

Attachments:

1. FY2026 Budget Amendments 26-10 Walmart Grant

[illegible]

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Yasmin Julio, City Clerk/ Director of Executive Services 12/19/2025
Justin Strickland, City Manager 12/29/2025

DATE: January 5, 2026

SUBJECT: Resolution # 01052026-CA-D Indemnification of Public Officials

Recommendation:

Approve Resolution #01052026-CA-D for the Indemnification of Public Officials.

Discussion:

Each year, Council adopts a resolution indemnifying officials and employees and agreeing to defend and pay judgments rendered against them for acts or omissions performed or neglected to be performed by them in the course of their employment or association with the City. This indemnification does not apply to individuals who act outside of the scope of their duties or authority, or act oppressively, maliciously, corruptly, or without authority, nor does it apply to City authorities that function autonomously and have their own liability coverage.

Budget Impact:

Other than as outlined, legal representation for this type of claim is included under the umbrella of the City's Liability Insurance Policy.

Attachments:

1. 2026 Indemnification Resolution

RESOLUTION # 01052026-CA-D

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PEACHTREE CITY
REGARDING POTENTIAL LIABILITY OF CITY ELECTED OFFICIALS,
APPOINTED OFFICIALS AND EMPLOYEES**

WHEREAS: The City of Peachtree City is a municipal corporation duly chartered and incorporated by the State of Georgia; and,

WHEREAS: As a result of certain decisions by State and Federal Courts, elected and appointed officials and employees of the City may be subject to suits seeking to hold these persons personally liable for damages; and,

WHEREAS: Elected and appointed officials, employees, and other individuals may be subject to formal complaints under the City Code of Ethics; and

WHEREAS: The City Council deems it to be in the best interest of the City to indemnify, defend, and protect City elected and appointed officials and employees from certain liability.

NOW, THEREFORE BE IT RESOLVED THAT:

The City of Peachtree City shall indemnify, defend and pay any and all judgments rendered against any City elected official or appointed official (with exception of officials of authorities) or employees for any and all suits brought against them for any acts or omissions performed or neglected to be performed by them in the course of their employment, or association with the City.

The City of Peachtree City shall provide legal counsel to any elected official, appointed official, employee, or other individual who is investigated under the City's Code of Ethics (with the exception of officials of authorities) for representation before the Hearing Officer, the investigation conducted by the Hearing Officer, and any action taken by Council. Such legal counsel shall be selected by the individual requesting representation and be reimbursed by the City at a rate not to exceed the approved hourly rate of the City Attorney plus 20%.

The indemnification shall not apply to those individuals who acted oppressively, maliciously, corruptly, or without authority of law as defined under O.C.G.A. §36-33-4.

The resolution shall remain in full force and effect until such time as it may be amended or repealed by a subsequent resolution of the City Council.

SO RESOLVED, in open session assembled pursuant to law, this 5th day of January, 2026.

Kim Learnard, Mayor

Laura Johnson, Post 1

Suzanne Brown, Post 2

Clinton Holland, Post 3

Michael Polacek, Post 4

ATTEST: _____
Yasmin Julio, City Clerk

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Yasmin Julio, City Clerk/ Director of Executive Services 12/19/2025
Justin Strickland, City Manager 12/29/2025

DATE: January 5, 2026

SUBJECT: Legal Organ - Fayette County News

Recommendation:

Designate the *Fayette County News* as the legal organ for the City of Peachtree City.

Discussion:

Each year, the City of Peachtree City must designate the official legal organ in which notices of public hearings, millage rate, and other ads required by state law and City Ordinance will be displayed.

County legal organs are designated by the Probate Court Judge, Sheriff, and Superior Court Clerk. State law specifies that certain public notices be advertised in the County legal organ. The designated Fayette County legal organ for 2026 will remain the Fayette County News.

Staff is recommending that City Council again designate Fayette County News as the legal organ for 2026 to ensure proper placement of legal ads in compliance of state law.

Budget Impact:

No additional budgetary impact as legal ads have been budgeted accordingly for FY-2026.

Attachments:

None

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Yasmin Julio, City Clerk/ Director of Executive Services 12/19/2025
Justin Strickland, City Manager 12/29/2025

DATE: January 5, 2026

SUBJECT: Appointment of Public Facilities Authority Board Member

Recommendation:

Appoint Council Member Michael Polacek to the Public Facilities Authority.

Discussion:

The enabling legislation of the Public Facilities Authority states that “the authority shall consist of five members who shall be appointed by the Mayor and Council of the City of Peachtree City. City Council members may be appointed as members of the authority”. Therefore, it is recommended that Council Member Michael Polacek be appointed to serve on the Peachtree City Public Facilities Authority.

Budget Impact:

There is no impact on the budget.

Attachments:

None

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Teaa Allston-Bing, Director - Human Resources & Risk Management 12/18/2025
Kelly Bush, Financial & Administrative Services Director 12/18/2025
Justin Strickland, City Manager 12/29/2025

DATE: January 5, 2026

SUBJECT: Agreement with Capella University and Liberty University

Recommendation:

Approve the Corporate Program Agreements with Capella University and Liberty University as presented.

Discussion:

Establishing these agreements with higher education institutions contributes to the City's commitment to employee development and provides a structured pathway for ongoing education and skill-building, while also providing tuition discounts for employees of our organization.

Budget Impact:

None

Attachments:

1. Capella University Agreement
2. Liberty University Agreement

This corporate alliance program ("Program") agreement ("Agreement") is entered into, _____ by and between Peachtree City, located at 153 Willowbend Road, Peachtree City, GA 30269, ("Partner"), and by Capella University, located at 225 South 6th Street, 9th floor, Minneapolis, MN 55402, ("Capella"). Capella University is accredited by the Higher Learning Commission.

1. PURPOSE

Partner's participation in the Program offers a powerful, flexible, and economical way to deliver quality online education to Partner's workforce.

2. ELIGIBILITY

The benefits provided in this Agreement are restricted to Alliance Member(s) defined as follows:

1) eligible Partner employees and eligible members of the employee's immediate family including employee's spouse or domestic partner and unmarried children of employee, spouse or domestic partner; and 2) unmarried children must reside regularly in employee's household and not be members of another household and be under the age of 30.

3. BENEFITS PROVIDED BY CAPELLA UNIVERSITY

- a. Alliance Members will receive a 10% tuition discount on all Capella courses, beginning with the Effective Date of this Agreement, as long as this Agreement is in effect. This discount shall not apply to any other fees or residential colloquia. The tuition discount is not retroactive and existing learners will realize tuition changes upon their next quarter start. Capella University reserves the right to change its tuition.
- b. Capella will provide a dedicated primary contact to facilitate the Program between Partner and Capella ("Alliance Manager").
- c. Capella will provide a welcome page specifically for Partner Alliance Members on the Capella website (www.capella.edu/peachtreecity).
- d. Capella will provide marketing assistance and communication for Partner to support promotion of continuing education.

4. PARTNER PARTICIPATION GUIDELINES

- a. Partner will assign a primary point of contact person to work with the Alliance Manager in order to effectively implement participation benefits to Alliance Members.
- b. Partner will build and maintain a link from its Intranet and/or learning portal to the customized welcome page on the Capella website so that Partner's employees may click through to Capella for information, course registration, direct enrollment and financial aid.
- c. Partner will deliver communications to their employees about this partnership with Capella.

5. MUTUAL PARTICIPATION GUIDELINES

Neither party may publicly disclose the relationship between Capella and Partner or use the other's logo(s), trademark(s), trade name(s) or service mark(s) (whether registered or not) without first obtaining the express prior written consent of the other party. Provided, however, that Partner grants Capella non-exclusive, worldwide, royalty-free license to use Partner's name and mark strictly for performance and display of the Partner Alliance Member webpage described in Paragraph 3(c).

6. PROCESS FOR IDENTIFYING MEMBERSHIP

Capella will establish a procedure to assist with identifying Alliance Members by the time of application. However, it is ultimately the responsibility of Alliance Members to identify themselves in order to receive the tuition discount and be considered a participant in the Agreement. Alliance Members failing to officially notify Capella until after they begin their course work will not be entitled to receive a retroactive tuition discount. Their tuition discount and participation in the benefits of the Agreement will begin the following academic quarter. Tuition and fee rates, admission criteria and academic and other requirements will be subject to the Capella University Catalog at the time of the learner's admission to Capella. Capella will periodically verify the learner's continued relationship with the Partner organization or Partner employee. If it is determined that an Alliance Member experiences a change in status resulting in him/her no longer being an Alliance Member, that former Alliance Member remains eligible to receive the tuition discount until the former Alliance Member withdraws from Capella, is

administratively withdrawn from Capella, or fails to enroll continuously in each consecutive quarter following the last quarter as an Alliance Member.

7. NON-ASSIGNMENT/TRANSFERABILITY

The benefits granted to Partner under this Agreement may not be transferred or assigned without express written consent from Capella.

8. DURATION, TERMINATION AND GOVERNING LAW

- a. Participation in the Program will be in effect for one (1) year and will be deemed to renew automatically for additional one-year terms as long as the obligations of the relationships are being met by both parties unless either party provides written notice to the other party of its intention to terminate this Agreement, which notice must be received not less than sixty (60) days prior to the end of the then-current term.
- b. Either party may terminate participation in the Agreement with or without cause by giving a 90-day written notice to the other party. Alliance Members enrolled at the time of termination will be grandfathered in and receive a tuition discount so long as the former Alliance Member remains continuously enrolled for each consecutive quarter. However, once a former Alliance Member withdraws from Capella, is administratively withdrawn from Capella, or fails to enroll continuously in each consecutive quarter following the last quarter that former Alliance Member's eligibility will cease.

9. NOTICES

All notices, authorizations, and requests in connection with this Agreement shall be deemed given on the day they are (i) deposited in the U.S. mails, postage prepaid, certified or registered, return receipt requested; or (ii) sent by air express courier (e.g. Federal Express, UPS), charges prepaid, signature receipt requested; and addressed as set forth below:

For: Peachtree City
153 Willowbend Road, Peachtree
City, GA 30269

Attn: Mayor Kim Learnard
Email: klearnard@peachtree-city.org
Phone: 770-487-7657

For: Capella University
Capella Tower

225 South 6th Street, 9th Floor
Minneapolis, MN 55402
Attn: Office of General Counsel
Email: contracts@capella.edu
Phone: 612.977.5220
Fax: 612.977.5060

Capella looks forward to working with you and adding value to your organization. Please sign below if you choose to execute this Agreement as described above.

PARTNER

X

(Signature)

Printed Name

Title

Date

CAPELLA UNIVERSITY

X

(Signature)

Printed Name

Title

Date

CORPORATE PROGRAM AGREEMENT

This program agreement is dated **September 1, 2025** and is by and between Liberty University, Inc., a Virginia non-stock corporation ("Liberty") and City of Peachtree City, GA ("Company").

Preliminary Statements

Liberty and Company desire to provide Company's employees with a tuition discount to enroll in online programs offered by Liberty University.

Company is willing to promote Liberty's tuition discount and Liberty's academic programs as part of Company's employee benefits program.

The parties desire to memorialize the terms and conditions of the tuition discount and each party's respective obligations.

In consideration of the mutual promises contained herein, the parties hereby adopt the above statements as true and agree as follows:

Agreement

1. Liberty's Obligations.

a. *Benefits.* Liberty agrees to provide Company's employees with the following benefits:

- i. Fifteen percent online tuition discount (both full time and part time);
- ii. Dedicated liaison to work with a liaison of Company; and
- iii. Free evaluation of previous education transcripts and training for potential academic credit.

b. *Tuition Rate Schedule.* Liberty shall provide Company with a schedule of standard online tuition rates. Certain military and emergency response personnel may receive different tuition rates. Tuition rates are subject to change each new academic year.

c. *Education Financing Assistance.* Liberty shall assist Company's employees with finding avenues for financing their educations, including federal financial aid, state financial aid (where applicable), tuition assistance programs, outside scholarships, and payment plans.

d. *Marketing Materials.* Liberty shall provide certain marketing materials tailored to Company to promote the benefit program described herein, including email content, URL, website content and other items mutually agreed to by Liberty and Company.

2. Company's Obligations.

a. *Promotion of Liberty.* Company shall promote Liberty's tuition discount to its employees by:

- (i) Emailing company staff about the recent partnership between company and Liberty,
- (ii) Placing a sourced URL, provided by Liberty, on Company's benefits website/intranet,
- (iii) Inviting representatives from Liberty to attend Company's sponsored education and/or benefit fairs,
- (iv) sending to Company's employees invitations to any such sponsored education, benefit fairs where information concerning the Liberty tuition discount benefit will be disseminated,
- (v) Annually distributing Liberty marketing material to employees, and,
- (vi) Notifying employees of the creation of the discount for Liberty University's online degree programs.

b. *Certification of Employment.* Company shall, upon request from Liberty or one of Company's employees, submit a document on Company's letterhead or other similar official form certifying that a particular individual is a current, eligible employee of Company. The letter or form must include the current residence of the employee, together with legible copies of government-issued photo ID(s) (e.g. any current driver's license or passport) of the employee for audit purposes.

3. **Term.** The term of this agreement will be one (1) year, beginning on October 1, 2025 and ending on September 30, 2026; provided however, that this agreement shall automatically renew for one (1) additional term of one year, beginning on October 1, 2026 and ending on September 30, 2027, unless either party notifies the other party of its intention to not renew this agreement, which notice must be provided not less than thirty (30) days prior to the end of the then-current term of this agreement. Liberty may terminate this agreement, at its sole discretion and at no cost to either party upon thirty (30) days written notice to Company. Company's employees of employees who are enrolled at the time of expiration or termination will continue to receive the tuition discounts for as long as they remain continuously enrolled at Liberty until they take a break of at least one full academic year (Fall through Summer) or finish the degree program in which they were enrolled at the time of the expiration or termination, whichever comes first. Any tuition discount will be available to Company employees for as long as those employees remain employed with Company and remain enrolled as provided above, regardless of whether the employees have reached their annual tuition assistance cap for purposes of employer-provided educational assistance under Section 127 of the Internal Revenue Code.

4. **Other Terms and Conditions.**

a. Tuition discounts are applied as a 15 percent discount on tuition only, excluding fees. Tuition discounts apply only to remaining tuition balances after subtracting non-loan financial aid. Employees must complete the Free Application for Federal Student Aid each year; and Virginia residents must complete the Virginia Tuition Assistance Grant application. Liberty must provide prior written commission for Tuition discounts that may be combined or stacked with any other discount, including the military discount, and under no circumstances can the discount exceed the cost of tuition. Tuition discounts are not applicable to residential or Liberty Online Academy programs.

b. Company's employees must (i) abide by all Liberty Admissions and Financial Aid policies and guidelines, as amended from time to time, including the Broken Enrollment Policy, (ii) maintain Financial Aid Satisfactory Academic Progress as defined by Liberty University, and (iii) complete an annual online form to verify their vocational/ministry status, as applicable.

5. **Permissions.** Each party grants to the other party the right to use its name, logo, and other promotional materials to promote the program and benefits program described herein with prior approval of the materials from the owner of the name, logo, etc. Company grants Liberty permission to contact Company's employees who have expressed an interest in Liberty.

- a. Company and Liberty University agree to advertise, promote, and recruit freely for this arrangement, within the following parameters:
 - i. A marketing/promotion plan must be provided by Company to luorecruitment@liberty.edu in advance of any promotion, and must include the following:
 - 1. A listing of all planned promotional materials/formats.
 - 2. Confirmation of all university logos and likenesses to be used.
 - 3. Any URL's that will contain promotional material for this affiliation.
 - ii. Company shall receive logo links in size and relation reasonably determined by Liberty University. Third Party Affiliates shall only be permitted to place Liberty trademarks ("marks") to show affiliation on websites, blogs, and social networking pages owned by Company only. Any other placements of Liberty "marks" on any other webpages requires the prior written approval of Liberty University.
 - iii. Liberty University shall use reasonable efforts in assisting Company in developing affiliate-oriented content for distribution across the Company's digital platforms, including, but not limited to the websites, social media channels such as Facebook, Twitter, YouTube, etc.
 - iv. Such content includes, but is not limited to, video, text, photography, and audio. The university owns all Liberty-oriented content created or produced by or behalf of Liberty for Company's digital platform.
 - v. The licenses granted in this agreement are for affiliation promotion only. Liberty grants the Company the right during the specified terms, at no additional expense on a royalty-free basis, to use the Liberty "marks" for advertising and promotion of the affiliation.
 - vi. Any questions about the Liberty University marks can be directed to luorecruitment@liberty.edu.

6. **Non-discrimination.** Consistent with university policies, Liberty agrees that it will not unlawfully discriminate against Company's employees in providing any of the benefits promised in this Agreement or in the administration of its educational policies, admissions policies, scholarship and loan programs, and other university-administered programs.

7. **Changes or Updates.** If future changes in federal, state, or local laws governing higher education or in regulations issued by Southern Association of Colleges and Schools require that certain provisions of this Agreement be voided or revised, Liberty will notify Company of such changes and which provisions must be voided or revised, which will become effective

upon receipt by Company. In such event, the remaining provisions of this Agreement will remain valid, binding, and enforceable.

8. **No Partnership.** Each party agrees that it will not hold the other party out as an agent, partner, or co-venturer of the other and that this agreement is not intended to and does not create an agency, partnership, or joint venture or any other type of relationship except the contractual relationship created herein.

9. **Governing Law; Forum Selection.** This agreement and the rights of the parties hereunder shall be governed by and enforced in accordance with the laws of the State of Georgia, without regard to its conflict of law of provisions. In all matters to be litigated wherein Liberty is the complainant, the parties agree that the federal and state courts located in Georgia shall have jurisdiction and venue over such disputes. In all matters to be litigated wherein Company is the complainant, the parties agree that the federal and state courts located in Fayette County, Georgia shall have jurisdiction and venue over such disputes.

10. **Assignment; Delegation.** Neither party may assign any right or delegate any duty under this agreement without prior written consent of the other party.

11. **Waiver.** The parties may not waive this agreement, in whole or in part, except by a writing executed by the party against whom the waiver is sought to be enforced. No failure or delay in exercising any right or remedy, or in requiring the satisfaction of any condition, under this agreement, and no act, omission, or course of dealing between the parties, operates as a waiver of any right, remedy or condition. A waiver made in writing on one occasion is effective only in that instance and only for the purpose stated. A waiver once given is not to be construed as a waiver on any future occasion, unless expressly stated as such.

12. **Entire Agreement; Modifications.** This agreement is the complete and exclusive understanding of the parties. This agreement may be modified or rescinded only by a writing signed by both parties.

13. **Notice.** All notices hereunder must be in writing and given by personal delivery, registered or certified mail to the addresses listed below:

To: City of Peachtree City
153 Willowbend Rd.
Peachtree City, GA 30269
Attn: Teaa Allston-Bing

To Liberty University:
Liberty University
Attn: Contracts
1971 University Blvd.
Lynchburg, VA 24515

Signed and agreed to be effective as of date first mentioned above.

COMPANY

By: _____

Name: _____

Its: Director of Human Resources _____

Date: _____

LIBERTY UNIVERSITY, INC.

By: Hunter Targosh

Name: Hunter Targosh

Its: Contracts Specialist

Date: 9/4/25

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Angela Egan, Purchasing Manager 12/18/2025
Dustin Farron, Assistant Financial & Administrative Services Director 12/18/2025
Kelly Bush, Financial & Administrative Services Director 12/18/2025
Chris Hobby, Assistant City Manager 12/22/2025
Justin Strickland, City Manager 12/29/2025

DATE: January 5, 2026

SUBJECT: Library Painting Proposals

Recommendation:

Approve the award for painting of the library to KDL Painting in the amount of \$55,850 and \$18,078.15 to Sunbelt rental for a total project cost of \$73,928.15.

Discussion:

The repainting of the entire interior of the library is an approved FY 2026 Capital Improvement Project. Staff reached out to our preferred vendor, KDL painting, for quotes to paint the interior of the library. Due to the unique high ceiling in the elevator area a large scaffolding is needed to be rented and constructed. With the large square-footage of the library and the scaffolding rental, the overall cost of the project is over the \$40,000 approval limit of the City Manager. Therefore, we are requesting approval from City Council for the entire project.

Budget Impact:

The project has come in **under the approved CIP budget** of \$88,000.

Attachments:

1. PTC Library Main Floor
2. PTC Library Stairway
3. PTC Library Basement

KDL PAINTING

62 Mimosa Dr.
Sharpsburg, Ga.30277
Kdlpainting.com
404-925-2053

December 1, 2025

PROPOSAL

Submitted to:

Peachtree City Public Works

Address work to be performed at:

PTC Library
201 Willowbend Rd
Peachtree City, Ga, 30269

Main Floor Quote

**Lobby - Cafe - Men's & Woman's Restroom
- Teen Room - Two Large Book Areas -
Circulation Desk Area - Reference Desk Area
- 2 Cell Phone Booths - Studio's ABCD - Boys**

& Girls Restroom - Children's Area - Back Hallway

- Move any book shelving and other items as needed
- Cover all areas needed with tape and plastic
- Cover all flooring with clean drop cloths
- Patch and repair all holes and cracks on both the ceilings and walls with screws and joint tape
- Sand all repaired areas with a dustless sander machine
- Prime all repaired areas
- Tape all cove base
- Apply two coats of paint to all ceilings and walls in all areas listed above for a color change
- Sand and dust all metal trim
- Paint all metal window frames and door frames
- Clean, degrease, sand, stain and poly both sides of 22 wood doors
- Prep and apply two coats of paint to the split face block in the atrium and the children's area

**Contractor supplies all paint, materials and equipment
Premium Sherwin Williams CASHMERE paint to be used**

TOTAL COST: \$30,000.00

KDL PAINTING

62 Mimosa Dr.
Sharpsburg, Ga.30277
Kdlpainting.com
404-925-2053

December 1, 2025

PROPOSAL

Submitted to:

Peachtree City Public Works

Address work to be performed at:

PTC Library
201 Willowbend Rd
Peachtree City, Ga, 30269

Library Stairway Quote

- Cover all flooring with clean drop cloths
- Patch and repair all tape joints, holes, cracks, nail pops and all areas needed on the cathedral ceiling and all walls
- Sand, prime and apply two coats of paint to the cathedral ceiling and the ceiling on the first floor
- Sand and prime all repaired areas and apply two coats of paint to all walls

- Sand, prep and paint all metal handrails, doors, door frames and painted baseboards
- Prep and paint the two elevator doors and frames
- Clean, degrease, sand, stain and poly all of the wood doors
- Replace all cove base on the top floor

City supplies cove base

Contractor supplies all paint and equipment

Premium Sherwin Williams Cashmere paint to be used

TOTAL COST: \$5,850.00

KDL PAINTING

62 Mimosa Dr.
Sharpsburg, Ga.30277
404-925-2053

December 1, 2025

PROPOSAL

Submitted to:

Peachtree City Public Works

Address work to be performed at:

PTC Library
201 Willowbend Rd
Peachtree City, Ga, 30269

Basement Quote

**Floy Farr Room - Kitchen - Room #2 -
Multipurpose Room - Theater Room - All
Closets - Janitors Closet - Storage Closet -
Mens's & Women's Restrooms - Lobby -
Hallway_**

- Cover all flooring with clean drop cloths
- Remove all old cove base
- Patch and repair all holes, cracks, nail pops and all areas needed on all walls
- Remove wallpaper in the men's and woman's restroom, prime all walls with oil primer, apply a skim coat of sheetrock mud to make smooth, sand and prime again and apply two additional coats of paint to all walls
- Sand and prime all repaired areas and apply two coats of paint to all walls
- Prep, prime and paint all bookshelves
- Sand, prep and paint all metal doors and door frames
- Clean, degrease, sand, stain and poly all of the wood doors both sides
- Install new cove base to all area listed above

City supplies all cove base

Contractor supplies all paint and equipment

Premium Sherwin Williams Cashmere paint to be used

TOTAL COST: \$20,000.00

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Clint Murphy, Fire Chief
Angela Egan, Purchasing Manager
Dustin Farron, Assistant Financial & Administrative Services Director
Kelly Bush, Financial & Administrative Services Director
Justin Strickland, City Manager

DATE: January 5, 2026

SUBJECT: Approve purchase of new cardiac monitor for Fire Department

Recommendation:

Approve purchase of new cardiac monitor for Fire Department

Discussion:

The Fire Department seeks to purchase (x1) LifePak 35 cardiac monitor (which includes batteries, charges, and necessary accessories) from Stryker Sales Corp. as a replacement for an aging cardiac monitor in the amount of \$63,000.00 (freight costs included). This cardiac monitor will be placed into service as a direct replacement for an aging cardiac monitor.

Budget Impact:

No negative impact.

Attachments:

None

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Angela Egan, Purchasing Manager 12/22/2025
Kelly Bush, Financial & Administrative Services Director 12/22/2025
Chris Hobby, Assistant City Manager 12/22/2025
Justin Strickland, City Manager 12/29/2025

DATE: January 5, 2026

SUBJECT: Grinding and Removal of Organic Matter at the Recycling Center

Recommendation:

Award of the Grinding and Removal of Organic Matter Bid to Complete Resource Management for FY 2026, with the option to renew annually through FY 2030.

Discussion:

Staff solicited bids for grinding and removal of organic matter at the Recycling Center. The city received five bids in response to the invitation to bid for grinding and removal. This bid dictated that the award of the contract would be determined by the 5-year average price for grinding and removal of organic matter. The bid results are as follows with the averages highlighted:

		GRINDING ONLY OF ORGANIC MAT CY)			
	GRD&REM 5YR AVERAGE	FY26	FY27	FY28	FY29
Big Woody's Tree Services, LLC	\$21.00	\$6.00	\$6.30	\$6.62	\$6.95
Complete Resource Management	\$10.60	no bid	no bid	no bid	no bid
M.W. Collins, Inc.	No bid	\$20.00	\$22.00	\$24.00	\$26.0
South East Mowing, LLC	\$16.58	\$6.50	\$6.50	\$6.69	\$6.89
Trees R Us Inc.	\$30.75	\$11.25	\$11.75	\$12.25	\$12.7

Budget Impact:

There are sufficient funds available in the Public Works General Fund for this service.

Attachments:

None

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Teaa Allston-Bing, Director - Human Resources & Risk Management 12/22/2025
Justin Strickland, City Manager 12/30/2025

DATE: January 5, 2026

SUBJECT: Personnel Policy Revisions

Recommendation:

Approve recommended personnel policy revisions as presented.

Discussion:

These personnel policy updates ensure ongoing legal compliance and integrate best practices to strengthen organizational effectiveness, risk management, and employee support. The following policies have been updated:

Salary Increases for Merit

Recognized Holidays — added Juneteenth

Discipline

Probation Period Requirements

Use of Sick Leave

Retirement Award

Leave due to Inclement Weather or Other Emergencies

Field Training Officer (FTO) Pay

Take Home Vehicles

Bereavement Leave

Budget Impact:

None.

Attachments:

1. Personnel Policy Proposed Changes

The decision to place an employee on Administrative Leave is entirely discretionary. An extended Administrative Leave may be granted without pay at management's discretion. Certain acts of misconduct or criminal arrests may be more suitable for immediate termination as determined by the Division Director and the Director of Human Resources and Risk Management.

(h) **Leave Due to Inclement Weather or Other Emergencies**

The continuity of critical operations/services during adverse weather or other emergency conditions is essential. Departments may be required to maintain the minimum level of staffing needed to provide such services. Under conditions of emergencies and/or closings, critical operation personnel may be required to work when other employees are not required to work, regardless of the weather and regardless of whether the City is "closed."

Division Directors and/or their designees are responsible for defining and notifying those employees who are "critical operation personnel" in a given situation. During inclement weather, an emergency, and/or closing, critical operation personnel must report to work. (NOTE: An employee may be designated as part of the critical operation personnel in one given situation and non-critical operation personnel in another situation.) The decision to designate an individual as part of the critical operation personnel is determined by the Division Director or his/her designee.

1. **Employee Notification** — In the event of inclement weather and/or other emergencies, employees should check the City website and listen to local newscasts for delayed opening or closing information. Unless otherwise notified by these means or by direct communication from the City of Peachtree City, all employees are to assume that the City will be open for business regardless of any weather or other emergency condition. Non-critical operation personnel should make every effort to report to work when the City is open unless his/her personal safety or the safety of his/her family is at risk. A non-critical operation employee who is not able to report to work must follow the normal "call-in" procedures to report his/her absence. If a non-critical operation employee makes every effort to report safely to work, but cannot, and notifies his/her supervisor of his/her absence according to the normal "call-in" procedures, the employee's absence will be charged against any accrued annual leave or other leave balances (excluding sick leave) or compensatory time. If no such accrued leave exists, the employee will not be compensated.
2. **Closings and Delayed Openings**
 - a. Full Closing — If City offices are fully closed, employees who are not designated as critical operation personnel will be excused from work. Critical operation personnel may be required to report to work. ~~Critical operation personnel who do not report to work during closed status when required to do so may be subject to disciplinary action up to and including termination of employment~~Critical operation personnel's absence will be charged against any accrued annual leave or other leave balances (excluding sick leave) or compensatory time. If no such accrued leave exists, the employee will not be compensated.
 - b. Early Closing — If City offices are closed early, employees who are not designated as critical operation personnel will be excused from work. Critical operation personnel may be required to remain at work. Critical operation personnel who do not remain at work when required to do so during closed status may be subject to disciplinary action up to and including termination of employment. Critical operation personnel's absence will be charged against any accrued annual leave or other leave balances (excluding sick leave) or compensatory time. If no such accrued leave exists, the employee will not be compensated.

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- c. Delayed Openings — If the opening of City offices is delayed, critical operation personnel may be required to report to work for normal or extended work hours. All non-critical operation personnel are expected to report at the announced time. If an employee reports later than the announced opening time, the employee will be charged any accrued annual leave or other leave balances (excluding sick leave) or compensatory time for the period of absence between the delayed opening time and the time the employee actually reports for duty. If no such accrued leave exists, the employee will not be compensated.
 - d. Partial Closings/Locations — If the emergency or other circumstance is limited to a portion of City offices, employees may be relocated to an unaffected designated area of the City.

3. **Compensation**

- a. **Non-exempt critical operation personnel** who are required to work during a period of inclement weather or other emergency events as declared by the City Manager will receive the following compensation:

- (1) ~~Regular-Double~~ pay for all hours worked.
- (2) ~~Non-exempt critical operation personnel will also receive regular pay for the same hours that non-critical operation personnel receive when not reporting to work.~~

Example 1: ~~If, due to inclement weather, a non-critical operation employee does not report to work for one work day (8 hours) due to a City "closing," the critical operation personnel who work on that work day when the City is "closed" will receive an additional eight (8) hours of pay.~~

Example 2: ~~If, due to inclement weather, the City delays opening for two hours, the non-critical operation employee will receive two (2) hours pay; the critical operation employee who is working even though the City has a delayed opening will receive an additional two (2) hours of pay as well.~~

- (3) Non-exempt critical operation personnel cannot bank inclement weather pay as compensatory time. Inclement weather is paid out at the time it is given.
- ~~(4) Non-exempt critical operation personnel may also earn overtime pay according to the City's Overtime Policy.~~
- (5) If a non-exempt critical operation employee is called into work when the City is officially closed, it is considered a call back for emergency reasons, and the employee shall be compensated according to the ~~call back pay policy when applicable~~ inclement weather policy.

- b. **Non-exempt non-critical operation personnel** (full-time) will be paid regular pay for the hours that the City offices are officially closed (up to 8 hours per day) for inclement weather or other emergency event. Non-exempt non-critical operation personnel whose work schedule exceeds 8 hours per day will be paid regular pay for the hours that the City offices were officially closed (up to 8 hours per day). He/she will be charged any accrued annual leave or other leave balances (excluding sick leave) or compensatory time for the remaining hours of his/her shift. If no such accrued leave exists, the employee will not be compensated.

Non-exempt non-critical operation part-time employees will be paid regular pay for the hours that they are scheduled to work when the City offices are officially closed for inclement weather or other emergency event.

- c. **Exempt critical operation personnel** (as determined by the Division Director or his/her designee) who are required to work during inclement weather or other emergency events will receive the following compensation:
 - (1) Regular salary.
 - (2) Exempt critical operation personnel will also receive pay at their determined hourly rate for the same hours that non-critical operation personnel receive when not reporting to work.
 - (3) Exempt critical operation personnel cannot bank inclement weather pay as compensatory time. Inclement weather is paid out at the time it is given.
 - (4) Exempt critical operation personnel do not earn overtime pay.
- d. **Exempt non-critical operation personnel** will be paid their regular salary for the hours that the City offices are officially closed for inclement weather or other emergency event. They are not eligible for additional pay or overtime pay.
- e. **Employees ~~on leave~~ who are scheduled to be on approved leave (whether exempt or non-exempt)** during inclement weather or other emergency events as declared by the City Manager will be treated as though the inclement weather or other emergency event had not occurred not be required to use their leave time for the period the workplace has officially closed.

~~**Example 1:** If an employee is out on Workers' Compensation leave, he/she would continue to receive Workers' Comp pay at 66-2/3% (as determined by the Workers' Comp Insurance) and could utilize any other accrued leave balances (sick, annual, banked holiday, etc.) or compensatory time to make-up the difference in his/her regular pay (up to 100%). The employee would not receive additional pay for inclement weather or other emergency event.~~

~~**Example 2:** If an employee is out on short-term disability, he/she would continue to receive short-term disability payments at 60% (as determined by the short-term disability insurance carrier) and could utilize any other accrued leave balances (sick, annual, banked holiday, etc.) or compensatory time to make-up the difference in his/her regular pay (up to 100%). The employee would not receive additional pay for inclement weather or other emergency event.~~

~~**Example 3:** If an employee is out on military leave, he/she would continue to receive military pay (up to 18 days per federal fiscal year) as long as he/she has not exhausted his/her 18 days. The employee would not receive additional pay for inclement weather or other emergency event.~~

~~**Example 4:** If an employee is out on unpaid FMLA, he/she would not receive pay for inclement weather or other emergency event.~~

(i) **Holidays**

1. The City observes the following holidays and such other days as may be designated by City Council:

New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day

Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
2 Floating Holidays

When a holiday falls on a Saturday, the preceding Friday shall be declared a holiday for City employees. When a holiday falls on a Sunday, the following Monday shall be declared a holiday for City employees.

2. Regular full-time employees receive eight (8) hours for holiday pay. Full-time police shift employees receive eight point five (8.5) hours for holiday pay, while full-time fire shift employees receive eleven point twenty-five (11.25) hours for holiday pay. Part-time, temporary, and seasonal employees are not eligible for holiday pay except as specified below.
3. In order to receive pay for an observed holiday, regular full-time non-exempt employees must work the scheduled work day immediately before and after the observed holiday or must not be absent without an excused leave approved in advance. If an employee's absence is due to illness, the employee must present a doctor's note covering the absence in order to be paid for the holiday. In like manner, should an employee miss the day before or after a two-day holiday (e.g. Thanksgiving and the day after Thanksgiving or Christmas Eve and Christmas Day) and should he/she fail to bring a doctor's note, he/she would lose the two-day holiday pay.
4. Regular full-time employees receive two (2) paid floating holidays at the beginning of each calendar year. Newly hired full-time employees and employees transitioning from part-time to full-time receive paid floating holidays during their first calendar year of employment according to the following:

Hire Date / Transition Date	Floating Holidays Received
January 1 — March 31	2.0 days
April 1 — June 30	1.5 days
July 1 — September 30	1.0 day
October 1 — December 31	.5 day

Floating holidays must be used by December 31st each year, or they will be lost. In addition, unused floating holidays will not be paid out upon separation of employment.

5. When eligible employees are required to work on a holiday, they shall be remunerated according to one of the following:
 - a. Regular full-time non-exempt employees will be paid their regular pay plus an additional eight (8) hours pay. Full-time police shift employees will be paid their regular pay plus an additional eight point five (8.5) hours pay, or eleven point twenty-five (11.25) hours for full-time and part-time fire shift employees, including Battalion Chiefs.
 - b. However, if a calendar holiday falls on the weekend (e.g. Christmas Eve, Christmas Day, New Year's Day, or Independence Day) and if the City observes a different day for the holiday, those regular full-time non-exempt police shift employees who work the actual calendar holiday will be paid the additional 8.5 hours holiday pay. Those regular full-time non-exempt fire shift employees (including Fire Department Battalion Chiefs and part-time fire shift employees) who work the actual calendar holiday will be paid the additional 11.25 hours holiday pay. At no time will employees receive more than nine (9) holidays and two (2) floating holidays in a calendar year.

NOTE: Any part-time fire shift employee who works any portion of the actual calendar holiday will be paid the additional 11.25 hours holiday pay.

- c. Regular Full-Time Exempt Employees — Division Directors have the authority to arrange the schedules of the employees that they supervise.
- 6. When an observed holiday falls on an employee's normally scheduled off day, the employee will be paid for the holiday. At no time will employees receive more than nine (9) holidays and two (2) floating holidays in a calendar year.
- 7. Holiday Observance for Non-Public Safety Departments with 7-Day Operations: Non-Public Safety facilities that are open seven days a week will close on the actual holiday, and if the observed day is other than the actual holiday (i.e. Christmas on Sunday with the observed holiday on Monday), the facility will also be closed on the observed day. Employees will receive pay for the observed day.

Section II-B-5: Other Leave Types

(a) Bereavement Leave

1. Full-time employees may be granted up to ~~24 hours~~three (3) calendar days of bereavement leave with pay upon the death of a member of the employee's ~~immediate family~~relative. ~~Immediate family~~relative is defined in the definition section. ~~Hours~~Calendar days do not have to be taken simultaneously. ~~An employee may receive up to 24 hours bereavement leave with pay per death regardless of the number of hours worked in the week. Example: If an employee has worked 18 hours on Monday and Tuesday, he/she would still be paid an additional 24 hours for bereavement for Wednesday through Friday, for a total of 42 hours for the week. The 42 hours would be paid at straight time because the employee did not work more than 40 hours that week.~~
2. Employees must request bereavement leave by contacting their supervisor.
3. Bereavement leave should be used within ten (10) calendar days of the death or when the employee is notified of the death. Exceptions to the ten (10) calendar-day period, necessitated by special arrangements for the deceased, may be approved by the City Manager.
34. The ~~24 hours~~three (3) calendar days of bereavement leave may be extended ~~under unusual circumstances~~ with the approval of the City Manager.
45. When attending a funeral of an individual other than ~~immediate family member~~the employee's relative as defined in the definition section, the employee must use his/her banked leave time (except sick pay) to cover his/her absence from work.
56. Employees attending a funeral of a City employee may be granted up to a maximum of ~~three~~four (34) hours of paid time to attend the funeral during their normal scheduled work hours; banked leave time (except sick pay) must be used to cover absences exceeding ~~three~~four (34) hours.
67. Employees serving as officials or delegates representing Peachtree City at funerals for Police Officers or Firefighters that have died while in the line of duty shall be paid up to a maximum of two (2) hours to attend the funeral during their normal scheduled work hours; those attending on their off day will not be paid for this time.
78. There is no accumulation of bereavement leave, and no payment upon separation from City employment.

(b) Civil Leave

1. An employee [full-time, part-time, and temporary or seasonal (if applicable)] shall be given time off with pay up to a maximum of eighteen (18) days per calendar year when performing jury duty or required by proper authority to be a witness in legal proceedings, unless he/she is a litigant (plaintiff, defendant, or other principal party) or has any other personal or familial interest in the proceedings. Time off for jury duty exceeding eighteen (18) days will be granted without pay, unless an employee has other paid leave (excluding sick leave) available.
2. An employee's compensation will not be penalized for time away from work for civil leave up to the maximum of eighteen (18) days per calendar year.
3. An employee should be paid for time off for civil leave (up to 18 days per calendar year) regardless of the number of hours he/she has worked in the work week. Example: If an employee works 28 hours from Monday through Wednesday, and he/she attends jury duty on Thursday and Friday of the same

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1. Sick leave may be used for appointments for medical, dental, or optical examinations or treatment when such appointments cannot be reasonably scheduled during non-working hours. Examination appointments generally should be approved at least one (1) work day in advance by the Division Director or designee. Sick leave can also be used for unplanned sick absences. In unplanned circumstances, an employee should make every attempt to report to his/her supervisor within one (1) hour of the scheduled starting time the reason for absence. Where a relief employee is required in a department which must provide 24 hours sustained service, the employee must report his/her absence two (2) hours before the designated reporting time. Failure to comply with the reporting requirements may lead to the employee being charged with leave without pay on the affected payroll.
2. Eligible employees may also use sick leave to attend to the illness/injury of an immediate family member. For purposes of this policy, immediate family member shall include children, spouse, parents, grandparents, grandchildren, or any person identified as a dependent on the employee's most recent tax return.
3. ~~A Division Director or designee may require employees to provide doctor's certificates for periods of absence.~~
4. If an employee is absent for more than three (3) consecutive days for personal or family illness, he/she shall be required to provide a physician's certificate upon his/her return attesting to his/her inability to have reported to work during this absence.
5. A Division Director or designee may require employees to provide doctor's certificates for any periods of absence.

Department management will be responsible for monitoring abuse of the sick leave privilege, and employees may be subject to disciplinary action, up to and including termination, for any abuse of the sick leave benefit.

6. If an employee who sustains an on-the-job injury/illness which necessitates the employee's absence from work, he/she may use sick leave or other available leave during the Workers' Compensation waiting period. Once Workers' Compensation begins to make payments to the employee, the employee may use sick leave or other available leave to offset the difference between the statutory Workers' Compensation rate and the employee's regular rate of pay.
7. An employee who becomes ill during his/her vacation (annual leave) may be granted the option of changing annual leave to sick leave upon presentation of a doctor's certificate.

(e) **Payment of Sick Leave**

1. Pay for sick leave shall be at the employee's regular rate of pay in effect for the employee's regular job on the pay date immediately preceding the employee's sick leave period.
2. An employee separating from the City due to retirement or death will not receive sick leave for his/her last bi-weekly pay period unless he/she works half of his/her last pay period.
3. Payment for accrued sick leave will be made upon death or retirement from the City up to the following maximum levels:

Full-Time Years of Service	Regular Full-Time Employee	Police Shift Employee	Fire Shift Employee
Minimum of 10 Years	240 Hours	252 Hours	375 Hours
15+ Years	480 Hours	504 Hours	750 Hours

4. For full-time Firefighters and Police Officers, payment for accrued sick leave will be made as stated above when retirement occurs between the ages of 55 and 65 with ten (10) years or greater service.

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Section II-A-4: Changes in Salary

(a) Standard Salary Adjustments

Subject to annual budget appropriation, performance of the departments, and the Consumer Price Index (CPI), standard salary adjustments may be established annually. The Pay Plan will be adjusted according to the standard salary adjustment.

(b) Salary Increases for Merit

The goal of merit increases is to reward the most productive and the highest performing employees who exceed the expectations of their roles. Rewarding deserving employees can go a long way in retaining top talent, building loyalty, and boosting morale, and it can in turn incentivize others to do better. Merit pay sends a powerful message about what employee efforts and contributions the City wants to recognize. Justification for a merit increase is important because of the message it sends and because of the financial investment the pay increase represents.

Employees may be considered for a merit pay increase only if the employee has completed 12 months of continuous employment with the City and has completed an annual performance evaluation. ~~Position probationary evaluations are not connected to the city's merit program. If an employee is in their probationary period, including promotions, on January 1st, they will not be eligible for a merit increase.~~ The Mayor and Council will decide the allocation granted for merit increases each fiscal year at the adoption of the budget.

(c) Salary Changes Due to Promotions

The pay for employees receiving a promotion will be the greater of either the minimum of the pay grade of the promoted position or a ten (10) percent increase. The City Manager may allow a greater increase in order to address any internal equity issue.

(d) Salary Changes Due to Reclassification

The pay for an employee whose position is reclassified to a higher pay grade will be the greater of either the minimum of the pay grade of the reclassified position or a ten (10) percent increase. If the pay for an employee whose position has been reclassified to a lower pay grade exceeds the maximum of the salary grade, the employee's pay will be "frozen" until such time that the maximum of the salary grade exceeds the employee's pay.

(e) Salary Changes Due to Demotion

The pay changes for employees receiving a demotion will be as follows:

1. Demotions Based on Performance

The pay for employees receiving a demotion based on performance will be decreased by a minimum of five (5) percent. At the Division Director's request, the City Manager may allow a greater or lesser decrease in order to address any internal equity issue.

2. Voluntary Demotions (not performance based)

The salary of an employee who voluntarily demotes to a position in a lower pay grade based on a personal decision to do so will be determined upon the recommendation of the Division Director, but will not exceed the maximum of the lower pay grade.

3. Involuntary Demotions (not performance based)

The salary of an employee who has been involuntarily demoted due to business needs or for accommodation purposes and not based on performance will not experience any change in pay if

the employee's salary falls within the lower salary grade and is comparable to employees within the same salary grade.

(f) **Other Salary Increases**

1. The City Manager reserves the right to make additional pay adjustments as necessary for business operations or to address any internal **equity** issues provided that funds are available.
2. Special increases and cash bonuses must be approved by City Council and shall be effective on the date approved by City Council.

(g) **Progression from Uncertified Police Officer to Certified Police Officer**

When an Uncertified Police Officer becomes a Certified Police Officer, his/her hourly rate shall move to the minimum of the pay grade for Certified Police Officer, and any compensation increases that the employee has received for advanced education degrees, COLA's, etc., should be added to the minimum rate of the pay grade for Certified Police Officer.

(h) **Progression from Uncertified Firefighter/EMT to Certified Firefighter/EMT**

When an Uncertified Firefighter/EMT becomes a Certified Firefighter/EMT, his/her hourly rate shall move to the minimum of the pay grade for Certified Firefighter/EMT, and any compensation increases that the employee has received for advanced education degrees, COLA's, etc., should be added to the minimum rate of the pay grade for Certified Firefighter/EMT.

(i) **Progression for Maintenance Technicians, Buildings & Grounds Maintenance Technicians, and Mechanics**

Maintenance Technicians, Buildings & Grounds Maintenance Technicians, and Mechanics should be evaluated for job proficiency and should be compensated at a pay rate commensurate with their technical skill levels. To accomplish this goal, the following criteria have been established:

1. **Maintenance Technicians and Buildings & Grounds Maintenance Technicians**

Maintenance Technicians and Buildings & Grounds Maintenance Technicians will be hired at level I, II, or III based on their education, years of experience, and their technical skill level as demonstrated by the pre-employment interview, written test, and practical examination. Once employed and after one year of service with the City, a Maintenance Technician or a Buildings & Grounds Maintenance Technician may test and be considered for advancement to a Technician II or III position, as long as the employee has the minimum years of related experience as required by the specific job description. In order to progress to a Technician II or III position, the employee must pass a written examination, practical examination, and a supervisor evaluation to demonstrate his/her technical skill level. If the employee passes all requirements for a Technician II or III, he/she would receive a five (5) percent progression increase for each level. If an employee fails to pass any portion of this process, he/she may take the examination/evaluation again after ninety (90) days. Once an employee has progressed to a Technician Level II, he/she is not eligible to be considered for the next level until he/she completes six (6) months as a Technician II.

2. **Mechanics**

The City's goal is to hire skilled, experienced Mechanics, and every effort will be made to hire Mechanics who possess at least four (4) Automotive Service Excellence (ASE) certifications. If a Mechanic who does not hold four (4) ASE's is hired, he/she must obtain four (4) certifications within twelve (12) months of employment; upon obtaining the four (4) ASE's, he/she would receive a five (5) percent progression increase. Thereafter, Mechanics will receive a five (5) percent progression increase for each two (2) additional ASE certifications received. **The total of all progression increases, however, cannot exceed fifteen percent (15%).**

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(j) **Employees at Maximum of Pay Range**

Should an employee's pay rate reach the maximum of his/her assigned range, and an increase (COLA, market, or merit) is granted to employees, the affected employee will receive a one-time, lump-sum payment which will be in an amount equal to the increase. If the employee is a non-exempt employee, the affected employee will receive a one-time, lump-sum payment which will be in an amount equal to a percentage of the employee's **total annual income (including overtime pay)** paid by the City for the preceding 12 months. If the pay scale is adjusted by the increase (e.g. COLA), a one-time lump sum payment will not be needed.

(Ord. No. 1236, § 2(Exh. B), 4-3-2025)

Section I-C-3: Probation Period Requirements

(a) **Policy Statement**

It is the purpose of the probationary period to provide a time by which both employee and employer can decide whether to continue employment. Probationary employees and supervisors should utilize the time to examine all aspects of the job and related performance.

(b) **Original Probation Period**

All newly hired employees are subject to a one (1) year probationary period in the position to which they are hired (the "Original Probation Period"). Uncertified Police Officers have a one (1) year probationary period from the date they become certified. New hires who fail to complete the probationary period at an acceptable level shall be terminated from employment.

(c) **Position Probation Period**

Employees who are promoted, demoted, or transferred to a different position are subject to a six (6) month probationary period in the new position (the "Position Probation Period"). This includes Public Safety employees. If the employee fails to successfully complete a "position probation period" following promotion, he/she shall be reinstated in his/her former position at his/her former rate of pay if the position is vacant. If the position is not vacant, the employee may be assigned to any vacant position for which he/she is qualified at a rate of pay within the salary range of the vacant position. If no vacant position for which he/she is qualified is available, the employee will be terminated. If the employee fails to successfully complete a "position probation period" following demotion or transfer, he/she may be assigned to any vacant position for which he/she is qualified at a rate of pay within the salary range of the vacant position. If no vacant position for which he/she is qualified is available, the employee will be terminated.

When an employee advances or progresses within a position, he/she is not subject to a six (6) month Position Probation Period (e.g., Maintenance Tech I to Maintenance Tech II, Maintenance Tech II to Maintenance Tech III, etc.).

Employees may be promoted during the original probation period. In such cases, the employee will serve a probationary period equal to the greater of:

1. The remainder of their original one-year new hire probationary period (measured from date of hire), or
2. The six-month promotional probationary period (measured from the effective date of promotion).

(d) **Extension of Probation**

The probationary period may be extended one time for a period not to exceed ninety (90) days by the Division Director with notice to the Director of Human Resources and Risk Management. If the probationary period is to be extended, the employee will be notified in writing.

(e) **Probation Period Restrictions**

~~Employees in a probationary status are not eligible for reassignment, promotions, or voluntary transfer unless specifically approved by the City Manager.~~

(f) **Grievance Appeal Rights**

New employees in their original probationary status do not have grievance or appeal rights in connection with disciplinary action or termination of employment.

III-L. EMPLOYEE AWARDS

Section III-L-1: Policy Statement

Employee awards have been established to recognize those City employees who have performed or provided a notable act or exemplary achievement or service for the City of Peachtree City. Any employee (full-time or part-time) of the City may be nominated and may participate in the awards.

Section III-L-2: Employee Recognition

Employees are eligible to receive the following City awards:

(a) **Service Awards**

All employees will be recognized for their longevity. Employees will be awarded at the following service designations: 2 Years, 5 Years, 10 Years, 15 Years, 20 Years, 25 Years, 30 Years, 35 Years, 40 Years, and every 5-year interval thereafter. Employees will receive a Certificate of Recognition and may select a gift from an Award Catalog provided to them.

The Division Director shall present all two (2) and five (5) year service awards. All other service awards will be presented by the Mayor at a City Council meeting unless the employee prefers to receive it within his/her Division.

A special Service Milestone Reception will be held to honor those employees reaching twenty (20), twenty-five (25), thirty (30), thirty-five (35), forty (40) years of service (and every 5-year interval thereafter) unless the employee chooses not to have a reception. The Division will host the special reception in honor of the employee reaching the special service milestone. All City-sponsored receptions must be held at a City facility during normal working hours with all City employees invited to attend. A maximum of \$300 should be allotted for each reception. Approval of the City Manager is required if additional funds are needed.

(b) **Retirement Award**

Any retiring employee who has faithfully served the City is eligible for this award. A reception should be held by the retiring employee's Division at a City facility during normal working hours with all City employees, along with other guests, invited to attend (unless the employee chooses not to have a reception). The retiring employee shall receive a retirement gift (no cash or gift card) from the City valued as follows:

Less than 14 years of service	\$100-250
15 — 19 years of service	\$200-400
20 — 24 years of service	\$300-500
25+ years of service	\$400-750
<u>30+ years of service</u>	<u>\$1,000</u>

The retiring employee's reception should be allotted as follows: A maximum of \$300 should be allotted for the reception. Approval of the City Manager is required if additional funds are needed.

<u>Less than 14 years of service</u>	<u>\$400</u>
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<u>15 — 19 years of service</u>	<u>\$500</u>
<u>20 — 24 years of service</u>	<u>\$600</u>
<u>25+ years of service</u>	<u>\$700</u>

Employees retiring from the City may continue to receive complimentary annual City pool/gym passes for them, their spouses, and their children (under age 26) who reside with them, and they may participate in the City's Wellness Program exercise classes when offered.

(c) **City Employee of the Month**

This award will be presented monthly to one non-supervisory City employee or a team of employees who has demonstrated excellent performance and productivity, loyalty, professional pride, and other noteworthy accomplishments. Nominations may be made by a peer, the employee's immediate supervisor, department head, or Division Director and should be submitted to the Human Resources Department by the deadline communicated by the Human Resources Department. Final selection shall be made by a panel composed of the Division Directors. A plaque and a check for \$25 will be presented at the City Council meeting by the Mayor unless the employee prefers to receive the award in his/her Division. If a team of employees is selected for this honor, each team member will receive a "Team Recognition Award" certificate which will be presented at the City Council meeting as well unless the team prefers to receive the award in the Division. Team Recognition Awards will not include a monetary award.

(d) **City Supervisor of the Quarter**

This award will be presented quarterly to a supervisor who has performed in an outstanding manner. This employee must have displayed extensive job knowledge, good supervisory skills, loyalty, and professionalism. Nominations may be made by a peer, subordinates, the employee's immediate supervisor, department head, or Division Director and should be submitted to the Human Resources Department by the established deadline. Final selection shall be made by a panel composed of the Division Directors. A plaque and a check for \$25 will be presented at the City Council meeting by the Mayor unless the employee prefers to receive the award in his/her Division.

(e) **City Employee of the Year**

This award will be given to one non-supervisory City employee who has demonstrated excellent performance and productivity, loyalty, professional pride, and other noteworthy accomplishments. A ballot will be comprised from a list of all City Employees of the Month for the entire year, and final selection shall be made by a panel comprised of all Division Directors. A plaque and a check in the amount of \$500 will be presented to the employee at the Annual Employee Christmas and Awards Luncheon.

(f) **City Supervisor of the Year**

This award will be given to one supervisory employee who has exhibited outstanding performance, professionalism, and supervisory skills. A ballot will be comprised from a list of all City Supervisors of the Quarter for the entire year, and final selection shall be made by a panel comprised of all Division Directors. A plaque and a check in the amount of \$500 will be presented to the supervisor at the Annual Employee Christmas and Awards Luncheon.

III-C. DISCIPLINE

Section III-C-1: Policy Statement

The City of Peachtree City believes that each employee desires to provide quality public service by meeting high standards of job performance and conduct and by following established policies, procedures, regulations, and practices.

The primary purpose of disciplinary action is to correct or prevent the recurrence of employee performance or conduct that is detrimental to quality job performance or to the interest of the citizenry, the employee, the City, or other employees. The City's discipline policies emphasize the employee's responsibility for the consequences of his/her own behavior with a focus on communicating expectations for changes in behavior and needed improvement.

When an employee's conduct does not meet standards or results in deficiencies in job performance or violations of law, City regulations, or rules, it is the policy of the City to take appropriate action to improve and/or correct the conduct or performance or, if necessary, remove the employee from the City workforce through application of disciplinary actions. Disciplinary action should be carried out privately and confidentially.

Section III-C-2: General Provisions

(a) **Level of Discipline**

Disciplinary action will be consistent with the nature of the deficiency or infraction involved and with other relevant factors. In reaching a decision as to the level of discipline to be applied, the supervisor should consider such factors as the type and severity of the infraction, the results of the infraction, the employee's work record, prior disciplinary actions, and any mitigating circumstances which may be relevant to the situation.

(b) **Format and Location of Disciplinary Actions**

All disciplinary action should be documented in writing on the designated form. The supervisor shall ensure that the Disciplinary Action Form is filled out completely and accurately and that needed signatures are obtained. An employee's signature does not indicate agreement with the disciplinary action, but represents an acknowledgement of receipt of the form. Should an employee refuse to sign the form, the supervisor should write "refused to sign" on the form with the appropriate date. The employee should be given a copy of the disciplinary action form. The original disciplinary action form should be maintained in the employee's personnel file in the Human Resources Department. All appeals by employees must be in writing. All responses to, and decisions on, appeals must be in writing.

(c) **Progressive Discipline**

While it is expected that disciplinary action be exercised progressively, the circumstances of any particular situation, as well as the nature of the deficiency and the violation in any particular situation, may preclude the exercise of a less severe discipline option. Typical disciplinary actions may include oral or written reprimand, suspensions (with or without pay), performance improvement plan (PIP), demotions, and termination. Employee actions/behavior of a serious nature may be cause for immediate termination while bypassing any or all other levels of disciplinary action. Reference Progressive Discipline Chart on the following page.

(d) **Suspension of Exempt Employees**

Except in the case of a major safety violation, any unpaid suspension of an exempt employee must be made in full-week increments only. Major safety violation suspensions may be made in full day increments.

(e) **Disciplinary Options**

Only Division Directors in coordination with the Director of Human Resources and Risk Management are authorized to demote or terminate employees. The Division Director or a designee may suspend employees or place an employee on a performance improvement plan (PIP) in coordination with the Director of Human Resources and Risk Management.

(f) **Impact of Disciplinary Action**

An employee's record is not "cleared" of disciplinary action at the beginning of a calendar or fiscal year. Generally, an employee's record will be cleared after one year of satisfactory performance and/or behavior, but the disciplinary action form will remain in the personnel file.

(g) **Probationary Employees**

New employees in a probationary status do not have appeal rights to disciplinary action or termination of employment.

ACTION	USE	RESPONSE / APPEAL
Oral Counseling	A private discussion between a supervisor and employee. Documents kept in Human Resources.	No appeal
Oral Reprimand	An oral warning/instruction from the supervisor to the employee. Documents kept in Human Resources.	No appeal
Written Reprimand	A written warning/admonishment from the supervisor to the employee. The supervisor, Division Director, and Human Resources should be involved at this level. Documents kept in Human Resources.	Employee has five calendar days to appeal to the Division Director or through the chain of command to the next level supervisor. Appeal does not go beyond the next level of supervision of the supervisor issuing the reprimand.
Suspension	Relief from duty for a specified amount of time. Requires coordination with Human Resources. Documents kept in Human Resources.	Employee has five calendar days to appeal to the Division Director. After the Division Director's decision, the employee has five calendar days to appeal to the City Manager. The final decision rests with the City Manager.
Performance Improvement Plan (PIP)	Probationary period for a specified amount of time, generally 90 days, to ensure that <u>performance</u> deficiencies are understood and that management is <u>coaching</u> the employee to improve. Requires coordination with Human Resources.	No appeal

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	Documents kept in Human Resources.	
Demotion	Reduction in rank or classification consistent with deficiency of the violation. This is not an option for probationary employees. Requires coordination with Human Resources. Documents kept in Human Resources.	Employee has five calendar days to appeal to the Division Director. After the Division Director's decision, the employee has five calendar days to appeal to the City Manager. The final decision rests with the City Manager.
Termination	Involuntary separation of employee from City employment. Requires coordination with the Director of Human Resources and Risk Management. Documents kept in Human Resources.	Employee has five calendar days to appeal to the Division Director. After the Division Director's decision, the employee has five calendar days to appeal to the City Manager. The final decision rests with the City Manager.

I-J. TAKE HOME VEHICLES

Section I-J-1: Policy Statement

It is the City's policy that all City vehicles be operated in a careful, safe, and prudent manner consistent with all policies, regulations, and procedures of the City and with all local and State laws. City vehicles will be maintained in a safe and cost effective manner and will be used only for intended purposes. Further, to promote good public relations, employees are expected to display courteous and considerate driving habits when operating a City vehicle.

Section I-J-2: General Provisions

(a) **Eligibility**

Employees whose job requirements meet the following criteria may be authorized by the City Manager to drive a City vehicle home:

1. Drivers of City vehicles must possess a valid State of Georgia Motor Vehicle License required for the type of vehicle being operated or a valid Driver's License from the state in which the employee resides which allows the employee to legally operate a City vehicle on Georgia roads.
2. The employee, required by job description, must regularly return to work on City business, which includes checking facilities when problems arise or those required to respond to emergency or medical situations to evaluate the scene.
3. The employee must have completed generally six months of employment and reside within 30 miles of his/her work facility (i.e., City Hall, Public Works, Police Department, or Fire Department).
4. Take home privileges are authorized by the City Manager. The following positions have been authorized to take home a City vehicle:

-City Manager	Police Chief
Fire Chief	Assistant Police Chief
Assistant Fire Chief/Operations Deputy Fire Chief	Police Lieutenant
	<u>Police Captain</u>
Fire Marshal Division Fire Chief	Police Sergeant
Assistant Fire Marshal Community Risk Reduction Employees	Police Corporal
Training Officer	Police Detective
Assist. Fire Chief/Training & Special Operations	Police Officers
Operations Officer	Public Works Superintendent/Director Public Works On-Call Employees
<u>Recreation and Special Events Director</u>	

5. The Division Directors reserve the right to remove take-home vehicle privileges from employees for severe disciplinary reasons, poor cleanliness, poor maintenance, at-fault accidents, traffic complaints, or excessive wear or abuse.

(b) **Vehicle Assignment**

1. At their discretion, take home vehicles will be assigned by the Division Director. Vehicle assignments are based on availability.
2. All vehicle assignments are subject to recall at any time.

(c) **Mileage**

1. Those employees assigned take home vehicles will have mileage deducted from their pay at the following rates:

<u>Mileage (one-way)</u>	<u>Cost to Employee</u>
Within the City	No Cost
0-10 Miles outside the City	\$15.00 per pay period No Cost
10.1-20 Miles outside the City	\$30.00 per pay period No Cost
20.1- 45 30 Miles outside the City	\$50.00 per pay period No Cost
30 45+ Miles outside the City	Requires approval and determination of cost by the City Manager

2. Employees with take home vehicles will be required to sign a "Take Home Vehicle User Agreement."

(d) **Business Use**

1. Except as specified in this manual, City vehicles are furnished for official City business and may not be used for personal reasons without express written consent by the applicable Division Directors.
2. Employees with "take home" privileges are authorized to make stops while traveling to and from work for legitimate reasons (i.e. Doctor/dentist appointment, exercise gym, etc.).
3. Employees are allowed to transport immediate family members to and from work, school, and day care while in route to and from work themselves. Under no circumstances will family members be allowed to ride in the rear seat of a patrol vehicle equipped for prisoner transports with the cage and plastic seating. Immediate family member passengers are not covered by the City's umbrella of automobile insurance coverage.
4. While operating a take home vehicle, employees are prohibited from patronizing bars, package stores, or any establishment that would result in public criticism. Violation of this section shall result in discontinued privileges from the program.
5. No passengers except those expressly allowed in this policy may be transported in take home vehicles unless they are connected to City business or unless authorized by the Division Director or City Manager.
6. City vehicles may be used to transport an employee to the doctor or hospital when a Workers' Compensation injury occurs. For all Workers' Compensation follow-up office visits, the employee must use his/her personal vehicle. Mileage for personal vehicle usage may be reported to and reimbursed through our Workers' Compensation insurance carrier. When on duty, employees that have assigned take home vehicles will be allowed to use the City vehicles for local (Coweta or Fayette County) follow-up visits due to not having their personal vehicles available at work.
7. Participation in the Take Home Vehicle Program will be suspended for those Public Safety employees driving marked Public Safety vehicles who are assigned to light duty or while on an injury-related absence. This policy is to protect an employee from being called upon by the public to perform a task from which he/she is restricted or a task that could aggravate his/her injury. Once an employee is returned to full duty, he/she may again participate in the Take Home Vehicle Program.

(e) **Off Duty Use of Take Home Vehicles**

1. While not on duty, police officers and emergency personnel operating their assigned vehicles will take police and emergency response action as necessary. The employee will notify 9-1-1 via radio of the action, and the responsible jurisdiction will be notified by 9-1-1. Once on scene, the responsible jurisdiction will take over as soon as feasible.
2. Officers and emergency personnel will not respond to routine calls for service while off duty.
3. Police Officers and emergency personnel will monitor their radios while operating their take home vehicles off duty and will answer radio calls directed to them according to the Department's SOP.

(f) **Driver's Responsibilities**

1. Drivers must be thoroughly familiar with State and local laws governing motor vehicle operations and must adhere to those laws.
2. Drivers must at all times adhere to City and Department policies and procedures which regulate the operation, maintenance, and cleanliness of City vehicles.
3. Drivers shall inspect the vehicle daily prior to driving in accordance with the Fleet Manager's inspection protocols.
4. Employees who are assigned a City vehicle are responsible for ensuring the preventative maintenance and repair schedule is met on the vehicle through the Public Works maintenance shop. Failure to ensure proper repair and maintenance may result in disciplinary action, up to and including discontinued privileges from the program.
5. Emergency personnel and Police Officers will have their badges and duty weapons, if applicable, immediately available while traveling in marked take home vehicles at all times. This includes while attending training or other authorized off-duty use of the take home vehicle. Emergency personnel and Police Officers will be properly dressed while in plain clothes in their take home vehicles.
6. Drivers are responsible for fueling vehicles assigned to them.
7. Tobacco use in City-owned or leased vehicles is prohibited.

CHAPTER II. COMPENSATION & BENEFITS

II-A. COMPENSATION

Section II-A-1: Policy Statement

The City of Peachtree City's compensation philosophy is to maintain a competitive pay structure for the purpose of recruiting and retaining an effective and efficient workforce. The pay structure is designed to pay employees based on what their job is worth; ensure they appropriately move through the salary range for their classification; and recognize performance through merit pay, where applicable. The pay plan is designed to comply with Federal and State law, including the Fair Labor Standards Act (FLSA). All aspects of the pay plan are contingent upon the availability of funds as determined at the sole discretion of the City Council.

Section II-A-2: Pay System

(a) **Pay Period**

All City employees will be paid on a bi-weekly basis. The work week will start with the beginning of a shift on Monday and end at the conclusion of any shift which began on Sunday. The actual pay date will be Thursday following the end of a pay period. When a pay date falls on an official City holiday, employees will be paid on the date preceding the holiday.

(b) **Time Increments**

All regular hours earned by non-exempt employees will be in increments of the nearest quarter hour.

(c) **Combination of Pay**

When receiving any type of accrued leave (annual, sick, holiday, etc.), short-term disability benefits, Workers' Compensation benefits, etc., for absences from work, the combination of the pay received cannot exceed the employee's normal pay.

(d) **Employee Time Records and Payroll Deadline**

All non-exempt employees are required to record their work time daily either by utilizing a time clock or by completing an electronic time sheet. Employees must accurately record actual hours worked including starting time, ending time, and meal breaks. All time records must be submitted by the employee and approved by the Division Director.

The employee time records are approved by the Division Directors no later than noon on Monday of payroll week. Special submission deadlines may be established by the Finance Department during holiday weeks.

(e) **Direct Deposit**

Participation in the direct deposit program is strongly encouraged for all City employees. All pay-related items, such as reimbursements, may flow through the regular pay cycle.

(f) **Types of Pay Other than Base Rate**

1. **Overtime Pay**

Overtime work is work performed by a non-exempt employee which exceeds the regular work week as defined in the Fair Labor Standards Act (FLSA).

a. **When Overtime Is Earned**

All overtime pay must be pre-authorized by the supervisor and is earned by non-exempt employees according to the following schedule:

Type of Employee	When Overtime is Earned
Police Officer	86 84 hours bi-weekly
Firefighter	Over 212 hours in a 28-day cycle
All Other Non-Exempt Employees	Over 40 hours in a 1-week period

Compensation for overtime hours shall be at time-and-a-half for hours worked in excess of the regular schedule. Overtime will be earned in 15-minute increments. Annual, sick, holiday, or other types of leave will not be considered as hours worked for overtime computation purposes.

b. **Exempt Employees**

Exempt employees are not eligible for overtime pay.

2. **Compensatory Time**

It shall be the City's policy to allow the accrual of Compensatory Time (Comp Time) in lieu of payment for overtime hours worked by non-exempt employees to reduce the cost of overtime wages and to assist employee productivity and effectiveness without extra cost to the City. Comp Time is defined as time off granted to a non-exempt employee to offset overtime hours worked by the employee. Comp Time cannot be accrued unless the non-exempt employee actually works overtime in the pay period. The accrual of Comp Time for exempt employees is not allowed. (The Human Resources Department maintains a list of exempt positions.)

Each department may decide to utilize Comp Time. The Division Director is responsible for making that decision. **Employees must agree to receive Comp Time in lieu of overtime payment.**

a. **Accrual**

Comp Time will accrue at a rate of one and one-half hours for each hour of employment for which overtime compensation is otherwise required and where the employee has not accrued Comp Time beyond the maximum limit that the City has established. Comp time will be earned in 15-minute increments. Accrual of Comp Time must be approved in advance by the employee's supervisor except in cases of emergency. Supervisors are expected to organize their projects and tasks appropriately to minimize Comp Time accruals.

The maximum accrual of Comp Time is limited to 72 hours for Fire Department shift employees and to 48 hours for all other non-exempt employees. An employee who reaches this threshold shall, for additional overtime hours of work, be paid overtime compensation. Supervisors should attempt to schedule the utilization of Comp Time as it is accrued.

b. **Utilization**

Comp Time accrued should be utilized (redeemed) at a time mutually agreeable to the employee and supervisor. This time will also be utilized with the least amount of disruption to productivity and effectiveness to minimize hardship. Use of Comp Time must be approved in advance by the employee's supervisor except in cases of emergency. The use

of Comp Time upon employee request must be permitted unless to do so would unduly disrupt the department's operations. In order to prevent the excessive accrual of Comp Time and to avoid the extra overtime liability to the City, a supervisor may compel an employee to utilize Comp Time.

If an employee with accrued Comp Time is promoted to an exempt position, all accrued Comp Time will be paid out as overtime prior to the effective date of the promotion.

3. **On-Call Status**

Some operational divisions in the City may designate non-exempt employees to be on-call to provide for after-hours service needs. Any on-call policy shall be determined by the applicable Division Director with approval of the City Manager depending upon the needs of the individual department and appropriations in the fiscal budget.

- a. **Restricted On-Call** means the time spent on-call on or away from City premises under conditions that prevent the employee from using the time for personal activities. The employee on Restricted On-Call status is required to report for any on-call assignment that arises during the applicable on-call period. This category of on-call is compensatory. Employees on a Restricted On-Call status will be paid one hour per day at their regular rate and will receive pay for such time actually worked if called to respond to an emergency. Employees who receive a stipend (e.g. CID) will not receive the additional one-hour pay per day.
- b. **Unrestricted On-Call** means the time spent on-call on or away from City premises under conditions that do not prevent the employee from using the time for personal activities. The employee on Unrestricted On-Call status may choose to report for an on-call assignment, but is not required to do so. Unrestricted On-Call status is not compensatory, except for such time actually worked, should the employee report for an on-call assignment. Employees will not be compensated for time spent on unrestricted on-call status. Employees will be paid their regular rate for time actually worked.

4. **Call Back Pay**

A call back occurs when there is an emergency or after hours service need for which an employee reports to work as a result. A call back does not include additional hours of work scheduled in advance.

- a. A non-exempt employee (full-time and part-time) responding to a call back will be credited the greater of two hours or the actual time worked on the call back assignment.
- b. Travel time is included in the calculation of call back hours.
- c. Exempt employees are not eligible for call back compensation.

5. **Mandatory Meeting Pay**

If a non-exempt employee is required to attend a mandatory meeting held during the employee's regularly scheduled day off, the employee will be paid a minimum of two (2) hours pay. This applies to part-time and full-time employees.

6. **Pay for Care of Canine**

Police Officers who are canine handlers will be compensated an additional 30 minutes per calendar day for the training, care, and maintenance of the canine. This additional pay is for feeding, bathing, grooming, providing needed medication, providing exercise, removing fleas/ticks, etc. The 30 minutes per day should be reflected on the Police Officer's time record each pay period. However, any hours in excess of ~~86~~84 hours for that pay period should be paid at the overtime rate.

7. **CID Assignment Pay**

Those employees who are assigned to CID within the Peachtree City Police Department (Lieutenant, Sergeant, Detectives, and Police Officers) will be compensated an additional 5% of their base pay. This additional pay is to cover on-call status, required clothing, etc.

8. **Field Training Officer (FTO) Pay**

~~Police Officers assigned as Field Training Officers (FTOs) will receive one additional hour of compensation for each day they are actively engaged in training a new employee. This additional hour must be clearly and accurately recorded on the officer's time record for each applicable day within the pay period. Any total hours worked in excess of 84 hours during a pay period will be compensated at the applicable overtime rate in accordance with Fair Labor Standards Act (FLSA) guidelines and departmental policy. Those employees in the Police Department who are designated as Field Training Officers (FTO's) shall be compensated an additional \$2.00/hour when actively training new employees.~~

9. **Career Stipend Program in Fire Department**

The Stipend Program in the Fire Department is designed to provide incentive pay to career fire personnel who occasionally perform specialized functions beyond the scope of their job descriptions. These stipends include: Acting Leadership Assignment, Instruction Assignment, and Maintenance Assignment. The Stipend Program continues contingent upon available funding. Complete details regarding the Career Stipend Program are found in the Fire Department's SOP.

10. **Step-Up Pay for Ushers in the Amphitheater**

When Step-Up Pay is needed in the Amphitheater, the Usher would receive the minimum pay for the Box Office Assistant position or the Production Assistant position for the actual time worked in these positions.

11. **Acting Status Pay**

Employees who are temporarily re-assigned to perform the duties of a higher classification for thirty (30) consecutive days or more may receive a compensation increase for the duration of the temporary assignment. The appropriate increase shall be recommended by the Director of Human Resources and Risk Management, but at no time should be less than the minimum pay range for the temporary assignment classification.

12. **Final Pay**

Upon end of employment, employees will receive any compensation due on the following regular pay period. Employees will be paid at their base rate for any unused accrued annual leave balances excluding accrued sick leave, catastrophic sick leave, and unused floating holidays. Only those employees who retire from City employment or who die while in City service will be paid for any accrued sick leave according to the guidelines in this manual.

Note: Catastrophic sick leave and floating holidays are not payable upon any separation from the City.

The final paycheck that an employee receives will be a "live" paper check, not direct deposit, unless extenuating circumstances exist.

Section II-A-3: Compensation Plan

(a) **Pay Plan**

1. The City will maintain a Classification and Pay Plan, including a complete inventory of all positions in the City's service, accurate job descriptions, specific salary grades with minimum and maximum pay

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Shayla Reed, Planning Director 12/29/2025
Justin Strickland, City Manager 12/29/2025

DATE: January 5, 2026

SUBJECT: Introduction to Upcoming Text Amendments

Recommendation:

City staff is to provide status updates for previously proposed/initiated text amendments and request for review, updates, and guidance for each amendment.

Discussion:

The item before Mayor and City Council consists of a list of proposed text amendments to the city's ordinances. Some of these amendments have previously been initiated by City Council, while others are newly proposed by the Planning Commission and have not yet been formally reviewed by Council.

The purpose of this agenda item is twofold:

1. To provide City Council with an update on the status of previously discussed or pending text amendments; and
2. To receive guidance from City Council regarding whether staff should proceed with additional proposed text amendments recommended by the Planning Commission.

Direction from Mayor and City Council will assist staff in prioritizing ordinance amendments, preparing draft language, and scheduling future public hearings in accordance with adopted procedures.

Budget Impact:

There are no budget impacts associated with this request.

Attachments:

1. Proposed Text Amendments (Status Update w/ Links)

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO Mayor and City Council

TO: VIA: Justin Strickland, City Manager

FROM: Shayla Reed, Planning Director

DATE: January 5, 2026

SUBJECT: Proposed Text Amendments (Status Update and Direction Request)

Recommendation:

City staff is to provide status updates for previously proposed text amendments and request for review, updates, and guidance for each amendment. Updates provided below.

Sign Ordinance

- Purpose: The city's Sign Ordinance defines ([Sec. 66-3](#)) and prohibits ([Sec. 66-5](#)) "Roof Signs." However, it allows Roof Signs by way of a parapet wall, via [Sec. 66-15](#). Staff would like to have language that clearly provides direction in receiving sign applications that are placed along a parapet wall.
- Initiated by City Council
 - August 7, 2025 City Council Work Session
- Planning Commission Recommendation
 - September 8, 2025
- City Council Action (Approve/Deny)
 - **January 15, 2026, as currently advertised**

Cosmetic Tattoo and Microblading

- Purpose: The Zoning Ordinance does not define 'Tattoo Parlors,' but restricts them in [General Commercial \(GC\)](#) zoning under Sections 1006.2a and 1006C.1.2 (Property Rezoned to GC). The Ordinance also does not refer to "Cosmetic Tattooing, Microblading Services, or Body Art" in the Zoning Ordinance. These terms are only referenced in Chapter 42, Health and Sanitation. The Zoning Ordinance would include specific land-use provisions addressing Cosmetic Tattoo and Microblading.
- Initiated by City Council
 - March 20, 2025 City Council Meeting
- Planning Commission Recommendation
 - Various meetings held, most recent on September 8, 2025
- City Council Action (Approve/Deny)
 - **TBD**
 - **Staff recommend February 19, 2026**

Native and Invasive Plants

- Purpose: City Council has directed staff to draft an ordinance addressing planting requirements, with the intent of prohibiting the use of invasive plant species. Additionally, the Planning Commission has requested that staff develop regulations encouraging and governing the use of native plant species.
- Initiated by City Council
 - April 3, 2025
- Planning Commission Recommendation
 - Various meetings held, most recent on December 15, 2025
 - Still under review by Planning Commission
- City Council Action (Approve/Deny)
 - **TBD**

Short-Term Rental

- Purpose: The FIFA World Cup will be hosted in the United States, with multiple matches taking place in Atlanta. A significant influx of visitors is anticipated in Fayette County, particularly due to the recent establishment of the U.S. Soccer Headquarters within the county. This proposed ordinance amendment would temporarily allow property owners to offer short-term rentals from June 1, 2026, through July 31, 2026, without obtaining a city-issued permit or paying associated fees.
- Initiated by City Council
 - August 21, 2025 City Council Meeting
- Planning Commission Recommendation
 - **Staff recommend January 26, 2026**
- City Council Action (Approve/Deny)
 - TBD
 - **Staff recommend February 19, 2026**

Parking Ordinance (Golf Cart Parking)

- Purpose: The Planning Commission has requested that City Council consider amendments to [Sec. 909, Off-Street Automobile Parking Requirements](#), to incorporate provisions that promote golf cart parking for commercial and industrial developments. Given the city's requirement that all new developments connect to the existing golf cart path system, the Planning Commission finds it appropriate to establish standards for the provision of dedicated golf cart parking spaces. Additionally, the City Manager has recommended that staff conduct a comprehensive review of the off-street parking regulations to determine whether the current code adequately addresses the city's existing and future parking needs.
- Initiated by City Council
 - **TBD**
 - **Staff recommend January 5, 2026**
- Planning Commission Recommendation
- City Council Action (Approve/Deny)

LED Lighting

- Purpose: [Section 731.2](#), Light Fixtures, currently provides that “only incandescent, fluorescent, metal halide, mercury vapor, or color-corrected high-pressure sodium lighting may be used.” Recent development proposals, including city-initiated projects, have identified LED lighting as the preferred lighting type; however, the current ordinance does not permit its use. Accordingly, staff propose amending the code to allow LED lighting for commercial and industrial land development projects, at the discretion of the developer.
- Initiated by City Council
 - **TBD**
 - **Staff recommend January 5, 2026**
- Planning Commission Recommendation
- City Council Action (Approve/Deny)

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: David Borkowski, City Engineer 12/26/2025
Kelly Bush, Financial & Administrative Services Director 12/29/2025
Chris Hobby, Assistant City Manager 12/29/2025
Justin Strickland, City Manager 12/29/2025

DATE: January 5, 2026

SUBJECT: Crosstown Tunnels Design

Recommendation:

No action required at this time.

Discussion:

One of the projects approved as part of the 2023 SPLOST was to evaluate and replace (if needed) the existing corrugated metal tunnels on the City's path system. The SPLOST emphasized evaluating the tunnels around Braelinn Village shopping center first, due to their high traffic numbers. City Staff began with a feasibility study of the two tunnels that run under Crosstown Road. These tunnels are known as the Taco Bell Tunnel (T08) and the Regions Bank Tunnel (T09).

Both of these tunnels are lower than more modern tunnels. This means that newer golf carts often have to find an alternate route to avoid these tunnels or risk becoming stuck. These tunnels are also narrow, only allowing a single cart to pass through at a time, which causes delays for pedestrians and other carts waiting to access the tunnel. The southern approach to tunnel T09 is a combination of sharp turns and a steep hill which makes visibility difficult for users approaching the tunnel. All of these factors combine to create tunnels that are less safe and more difficult to utilize. In addition, both tunnels are located near to the floodplain and multiple drainage channels.

The feasibility study recommends replacing the existing tunnels with concrete box culverts to provide a long-term solution. The final alignments will be determined during the design process, but they will remain in generally the same locations. The feasibility study estimated a construction cost per tunnel of approximately \$1.4 million.

The next step in this process is for the consulting engineer to design the proposed replacement tunnels and create construction plans. During this phase they will survey the area around each tunnel for an accurate representation of the current conditions,

analyze the floodplains to avoid creating flooding problems and provide for positive drainage away from the tunnels, develop construction drawings for the entire project, and refine the cost estimate to more precisely approximate the construction cost of each tunnel.

The City has been working with POND & Company as the design engineer on this project because they have a history of quality design and engineering for transportation projects in the City. Most recently, POND has consulted on the assessment and repairs of multiple bridges and tunnels in the City. POND has shown a consistently high level of professionalism, concern for citizen safety, respect for City facilities, attention to detail, adherence to scope of work, ability to stay within budget and responsiveness.

The proposal for the entire design scope of work is \$300,000, with an expected timeline of 12–18 months.

Budget Impact:

This project will be funded from SPLOST 2023. There is adequate funding available in the account.

Attachments:

1. Crosstown Tunnels Feasibility Study

To: John Shnick, PE
From: Arwin Lopez, PE, Pond & Company
Date: September 3, 2025
Subject: Crosstown Drive Tunnels Feasibility Study
Pond Proj. # 1250565
CC: Dave Borkowski, P.E, M. ASCE City Engineer
Pedram Rahbar, PE
Sean Bush

Introduction And Purpose

The two (2) multi-use pedestrian tunnels under Crosstown Drive between SR 74/Joel Cowan Parkway and South Peachtree Parkway are part of Peachtree City's 2023 SPLOST. Pond and Company was tasked with a feasibility study to evaluate replacements of these tunnels. This memorandum documents the items considered as part of this feasibility.

The following summary of the tunnel replacement evaluation is based off GIS data supplied by the city. The tunnel's horizontal and vertical alignment was evaluated to accommodate a proposed 8-foot x 14-foot interior concrete culvert. Pond and Company considered drainage, utilities, constructability, and right-of-way required to implement this new tunnel.

For the purpose of this feasibility study, the tunnel located 1,800 feet east of SR 74/Joel Cowan Pkwy will be referred to as tunnel #8 and the tunnel located 500 feet west of South Peachtree Pkwy will be referred to as tunnel # 9. This numbering is based on Pond's previously completed Tunnel Assessment Study.

Design Standards

Tunnels

The design speed used for both the trails is 20mph. A minimum grade of approximately 0.5% through the tunnel was utilized to facilitate drainage. A maximum grade of 5% was used where practical; however, tunnel 9 does have existing steep approach grades. An interior width of 8'-0" and height of 14'-0" was used in the design as shown on the Multi-Use Path Tunnel Detail in the Peachtree City Location Design Manual.

Roadway

Crosstown Drive is currently posted at 40 mph. The proposed grades are relatively flat throughout the project, with most being less than 2%. The grade east of Tunnel 9 as it approaches Peachtree Parkway is approximately 4.7%.

Tunnel and Trail Cross Section

The tunnel cross section used in the feasibility of these two locations consists of a pre-cast bottomless arch culvert with a clear opening width of 14'-0" and a clear height of 8'-0" in the center. Both the walls and ceiling of the proposed tunnel are 8" thick. The surface of the trail is assumed to be paved with 2" of 9.5 mm Superpave over 4" of graded aggregate base.

TUNNEL #8 FEASIBILITY

Existing Conditions

Tunnel #8 is located under Crosstown Drive, approximately 1,800 feet northeast of the intersection of Crosstown Drive with SR 74/Joel Cowan Pkwy. The existing tunnel consists of a steel plate arch that measures 103'-3" in length with a minimum vertical clearance of 6'-5" and a horizontal clearance of 8'-0". The tunnel floor is paved with concrete, and the wing walls are stone walls. There are no lights installed inside the tunnel. This tunnel crossing is within a FEMA regulated flood zone.

Proposed Horizontal Geometry

This feasibility study evaluated maintaining the existing horizontal alignment. The proposed horizontal alignment begins approximately 160 feet west of the beginning of the existing tunnel and extends eastward 360 feet— along the existing trail alignment – to the intersection with an existing trail.

Proposed Vertical Geometry

This tunnel crossing evaluated a balanced approach between lowering the profile of the trail and raising the profile of the road. The proposed trail profile reconstruction begins approximately 160 feet west of the beginning of the existing tunnel and extends eastward 360 feet. The trail profile was lowered by a maximum of 1.5 feet to accommodate the additional height of the proposed tunnel while maintaining positive drainage. See section below for further discussion on drainage. The trail profile provides an approximate 4-foot cover over the existing 36" ductile iron sanitary sewer line that crosses below the proposed tunnel.

The road profile is raised approximately 2 feet above the existing grade to accommodate the additional height of the proposed tunnel.

This balance approach of lowering trail and raising road profile was required due to this crossing occurring within a FEMA flood zone. Only lowering the trail profile would not allow for positive drainage of the site. While raising the road profile too much would negatively affect the cut/fill balance required to accommodate this reconstruction. This feasibility study did not evaluate the cut/fill balance required within the FEMA Flood Zone; further evaluation will be required.

Construction

The construction of these tunnels should be coordinated to avoid disruption to access to properties along Crosstown Drive and the trail system that these tunnels serve. For the purpose of this study it is assumed that

one tunnel crossing will be closed at a time at the trail and road level. The project limits of this tunnel crossing under Crosstown Drive will require an open-cut and traffic will be detoured during construction. The two driveways east of the tunnel crossing have alternate access points further east along Crosstown Drive. The trail traffic is also assumed to be detoured. See attached detour map.

Drainage

This location's runoff flows southwesterly towards Flat Creek. This tunnel is within a FEMA Flood Zone. Due to the location being in a low-lying area, only lowering the trail profile, and not raising the road profile, was not feasible. Therefore, we balanced the design by lowering the trail profile while also raising the road profile. The trail profile was lowered to a point where a ditch of 0.5% slope can be graded along the south of Crosstown Drive between Flat Creek and the tunnel.

There is an existing 24" Corrugated Metal Pipe that crosses the trail along the north end of the crossing. This pipe will likely require reconstruction.

Utilities

A 36" ductile iron sanitary sewer line crosses under Tunnel 8. This sewer line is not anticipated to be in conflict with the proposed construction per the elevation provided by Peachtree City.

A telecommunications box and pedestal were observed during the field visit. It is assumed that telecommunication lines run parallel to the tunnel. These lines, boxes, and pedestals will likely require relocations as part of the tunnel reconstruction. It is assumed that the cost of the telecommunication relocations will be paid by the utility company.

Property

Easements will be required for both trail construction as well as drainage improvements necessary to provide positive flow from the trail to the outfall.

TUNNEL #9 FEASIBILITY

Existing Conditions

Tunnel #9 is located under Crosstown Drive, approximately 500 feet west of the intersection of Peachtree Parkway. The tunnel consists of a steel plate arch that measures 103'-3" in length with a minimum vertical clearance of 7'-1" and a horizontal clearance of 7'-9". The tunnel floor is paved with concrete and the wingwalls are stone walls. There are no lights installed inside the tunnel. The eastern approach to the tunnel has an existing steep slope of approximately 22% which ties to a trail that runs east to west (See tunnel 9 photos).

Proposed Horizontal Geometry

This feasibility study evaluated maintaining the existing horizontal alignment. The proposed horizontal alignment begins approximately 150 feet north of the beginning of the existing tunnel and extend – along the existing trail alignment southward – to the intersection with an existing trail.

Proposed Vertical Geometry

The proposed profile begins approximately 150 feet north of the beginning of the existing tunnel and drops below the existing grade in order to accommodate the extra height of the proposed tunnel, minimum cover above the tunnel, as well as the proposed pavement section of Crosstown Drive. A portion of the existing profile exceeds 22% as it rises to terminate at the intersection of an existing trail. This grade was evaluated to be flattened to approximately 14.3%. This does not meet the maximum multi-use trail grade of 5% without handrail or as an 8.33% ramp with handrail. To bring this grade to the standard the tunnel – and therefore roadway – would have to be raised. This would be extensive reconstruction of the road considering the proximity of Peachtree Parkway intersection and the entrance to Arbor Terrace.

Construction

The construction of these tunnels should be coordinated to avoid disruption to access to properties along Crosstown Drive and the trail system that these tunnels serve. For the purpose of this study it is assumed that one tunnel crossing will be closed at a time at the trail and road level. The project limits of this tunnel crossing under Crosstown Drive will require an open-cut and traffic will be detoured during construction. Trail traffic is also assumed to be detoured. See attached detour map.

Drainage

This location's runoff flows towards the west to a culvert crossing located to 240 feet from the pedestrian tunnel location. This culvert is along a tributary to Flat Creek. Due to the lowering of the trail, a 300-foot ditch would be required from the tunnel to the structure.

Utilities

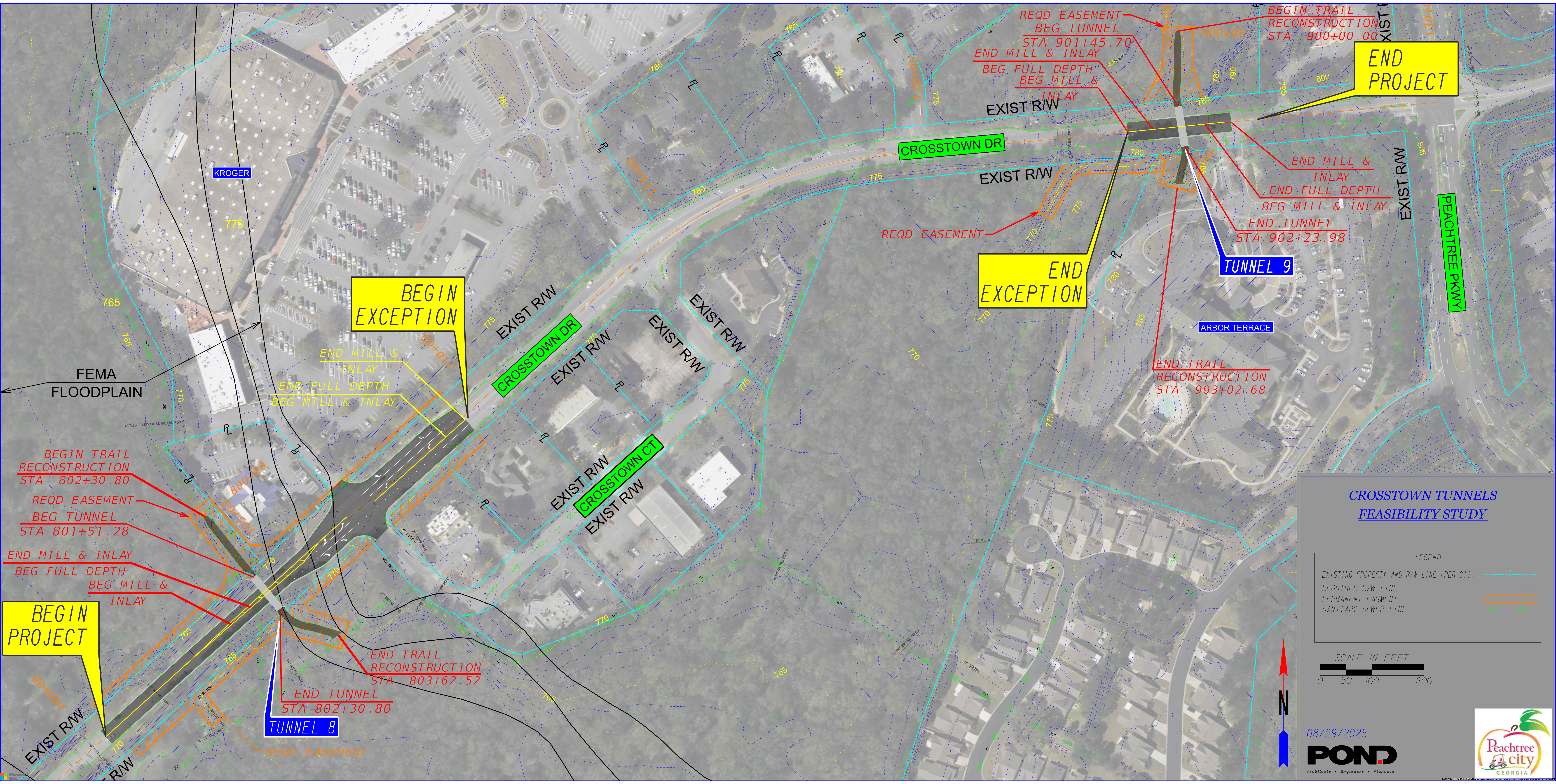
The County GIS information did not provide evidence of existing utilities at this location. There were no evidence of utilities as part of the site visit.

Property

Easements will be required for both trail construction as well as drainage improvements necessary to provide positive flow from the trail to the outfall.

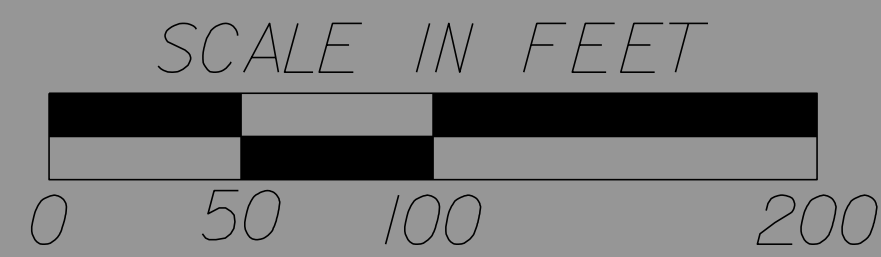
ATTACHMENTS

- Plan view of tunnels 8 and 9
- 05 -Typical sections
- 15 - Road profiles
- 16 -Path Profiles
- 19 - Detour maps
- Cost Estimates
- Photos



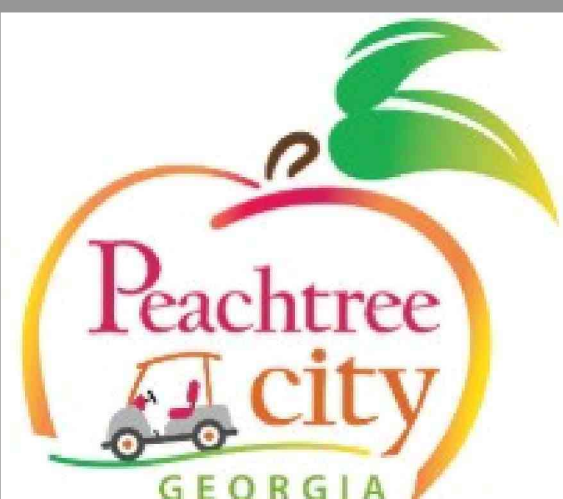
**CROSSTOWN TUNNELS
FEASIBILITY STUDY**

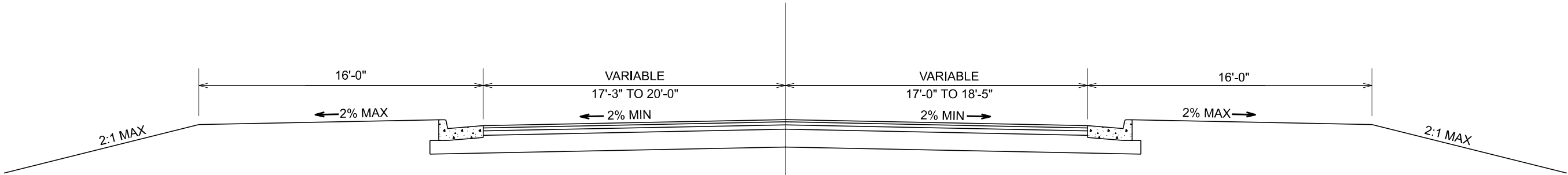
LEGEND	
EXISTING PROPERTY AND R/W LINE (PER GIS)	
REQUIRED R/W LINE	
PERMANENT EASEMENT	
SANITARY SEWER LINE	



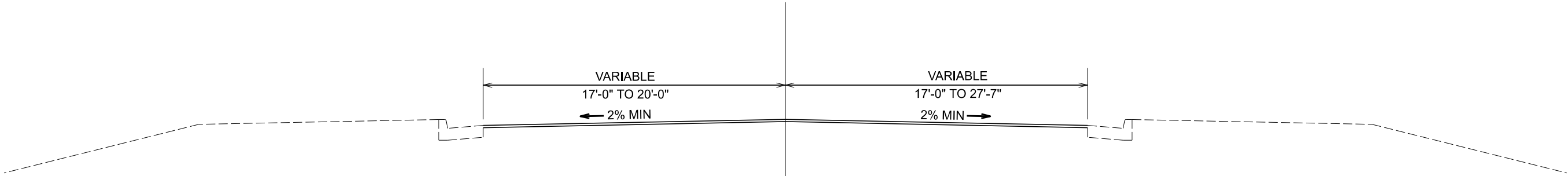
08/29/2025

POND
Architects • Engineers • Planners

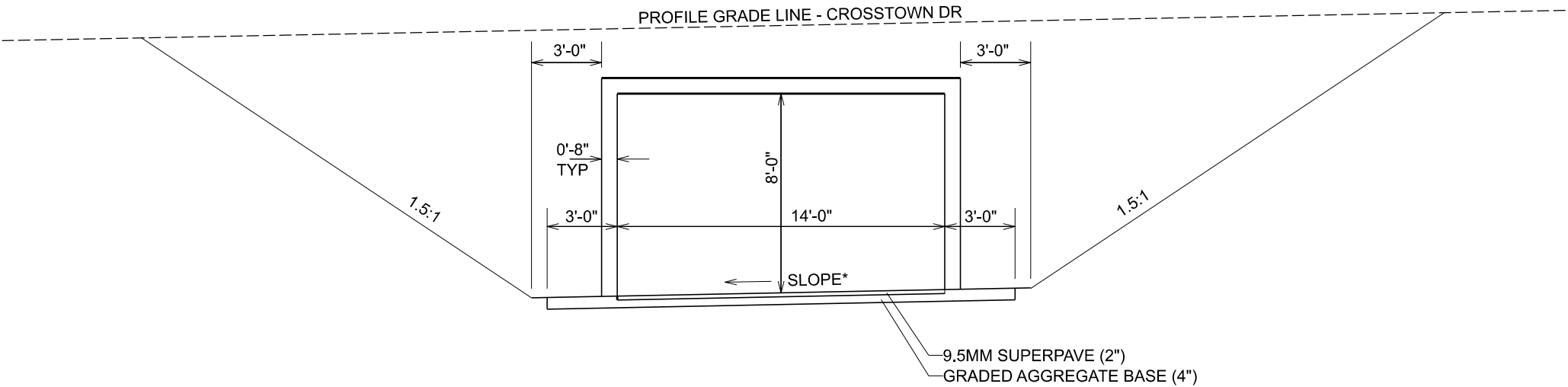




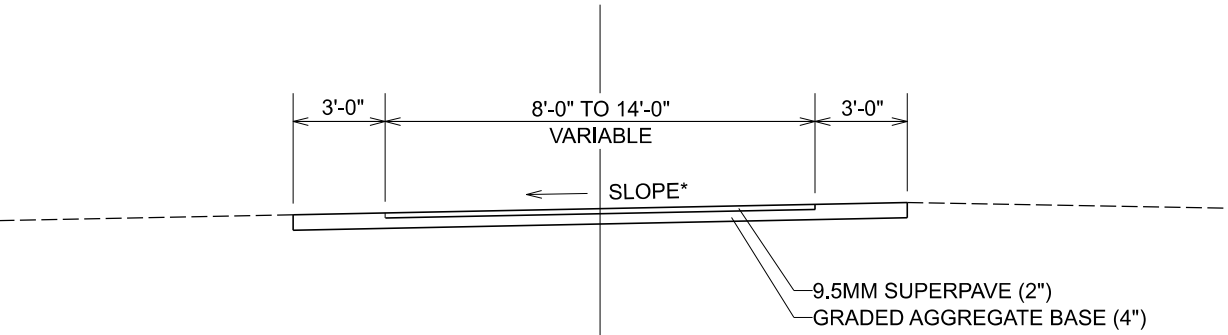
CROSSTOWN DR
FUL DEPTH PAVING SECTION



CROSSTOWN DR
MILL AND INLAY SECTION



TUNNEL CROSS SECTION



TRAIL CROSS SECTION

*CROSS SLOPES SHALL NOT EXCEED 2.0% (1/4" PER FOOT) FOR PAVED SURFACES OR SHOULDERS



NOT TO SCALE

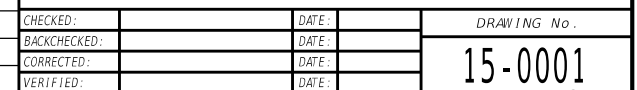
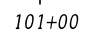
REVISION DATES

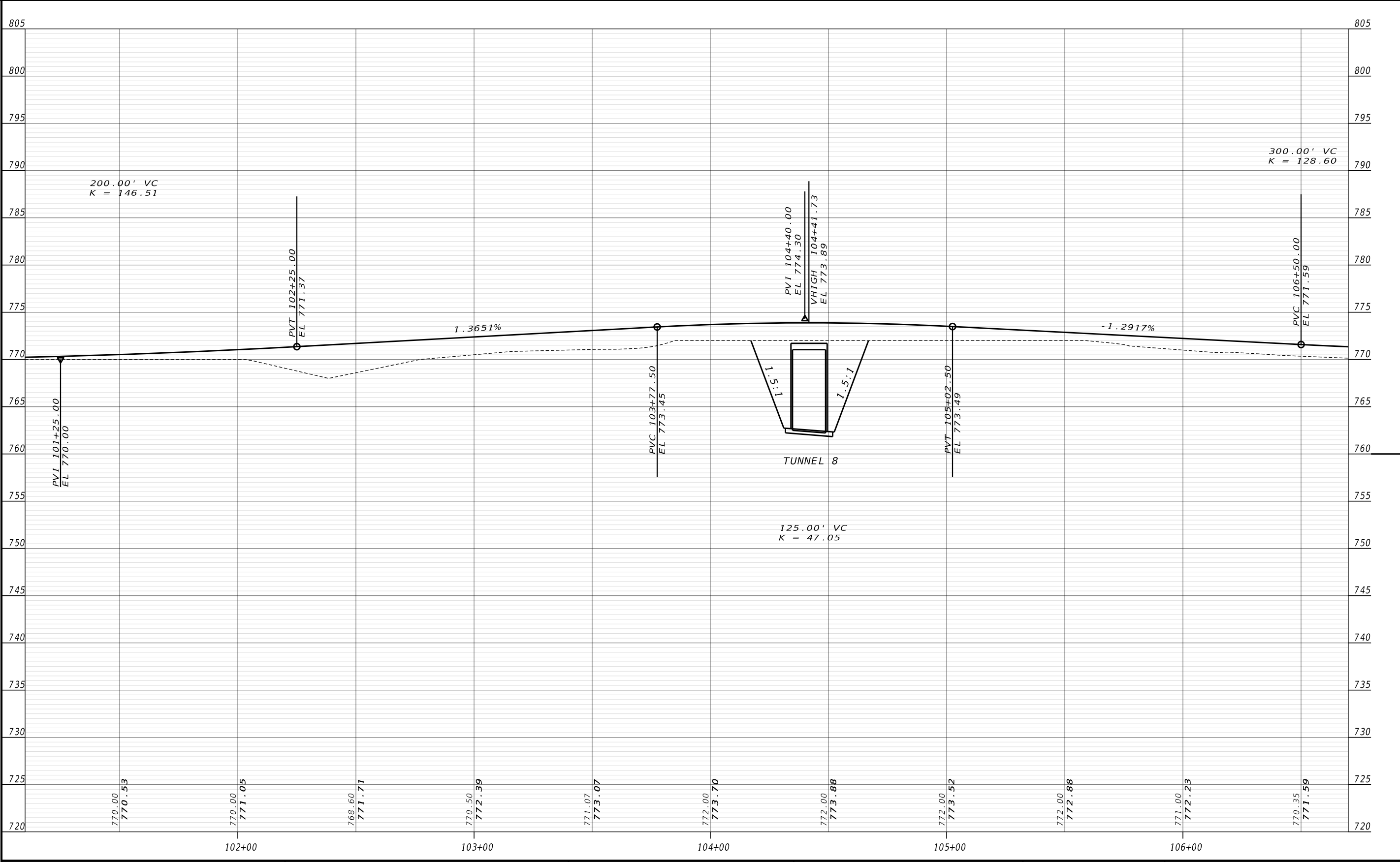
TYPICAL SECTIONS
TUNNELS 8 AND 9

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DRAWING No.:

05-0002





Architects ■ Engineers ■ Planners

VERTICAL
1" = 10'

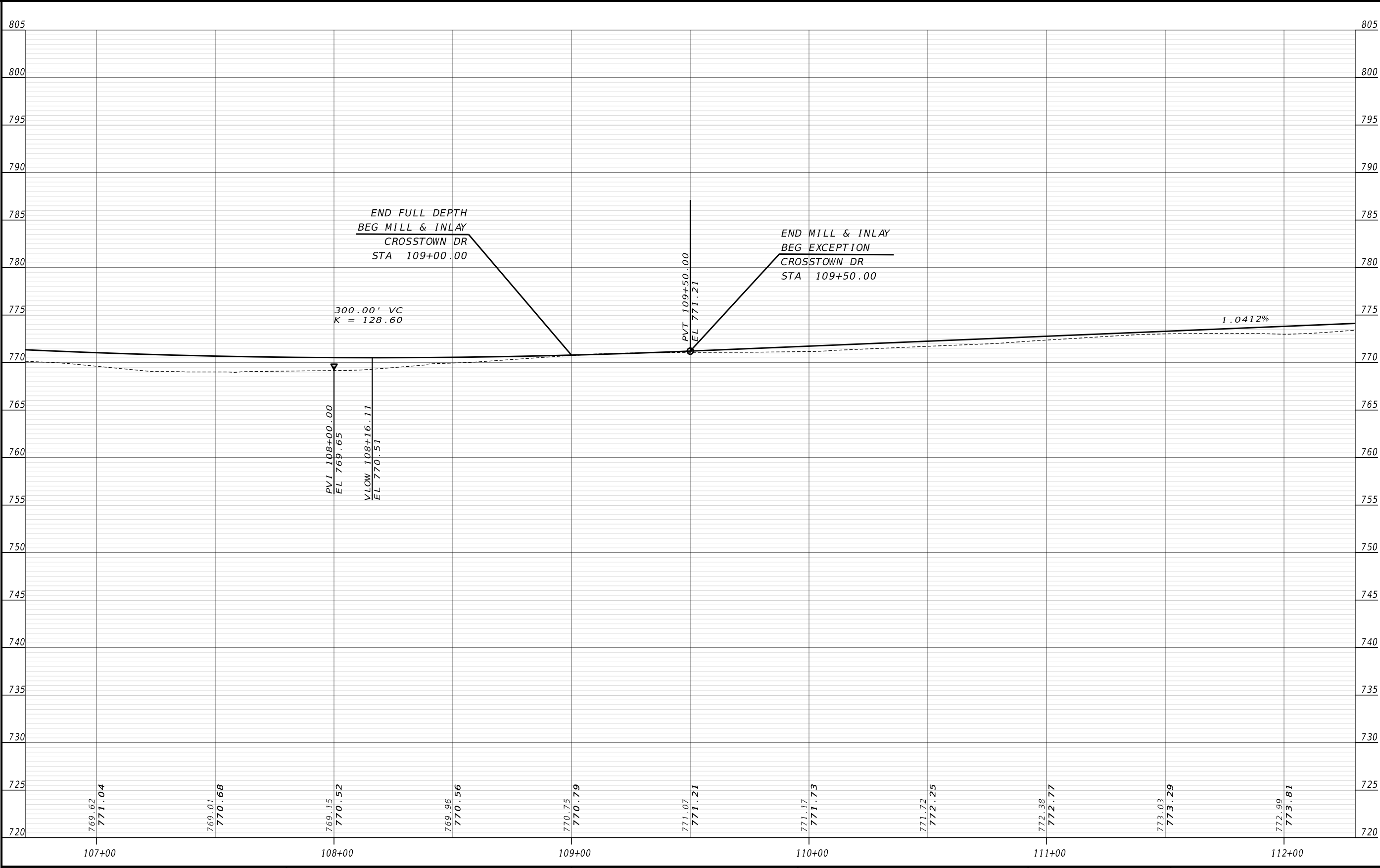
HORIZONTAL
1" = 40'

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ROADWAY PROFILE
CROSSTOWN DRIVE

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15-0002	



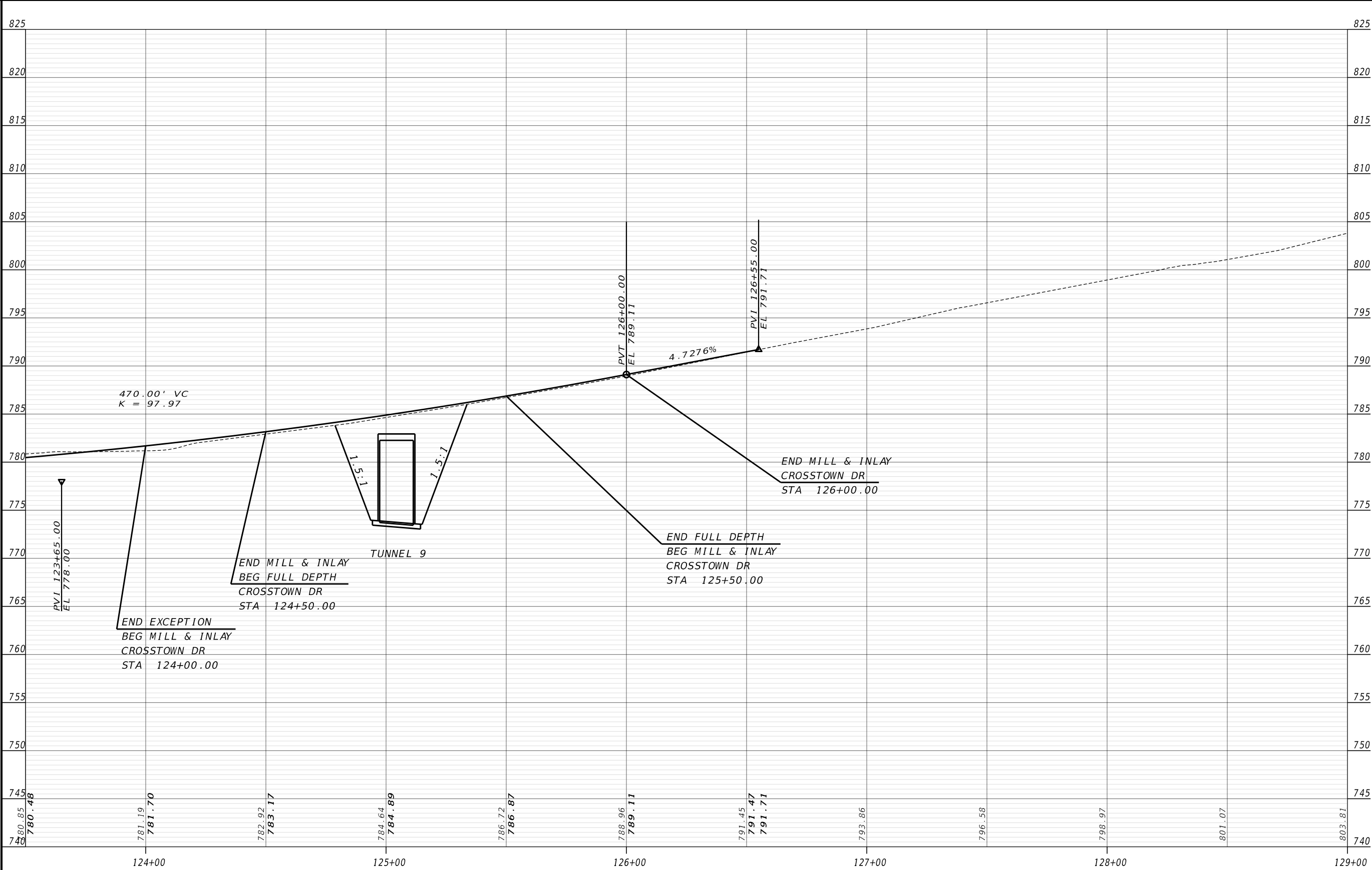
VERTICAL
1" = 10'

HORIZONTAL
1" = 40'

REVISION DATES		

ROADWAY PROFILE CROSSTOWN DRIVE	
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15-0003	



VERTICAL
1" = 10'

HORIZONTAL
1" = 40'

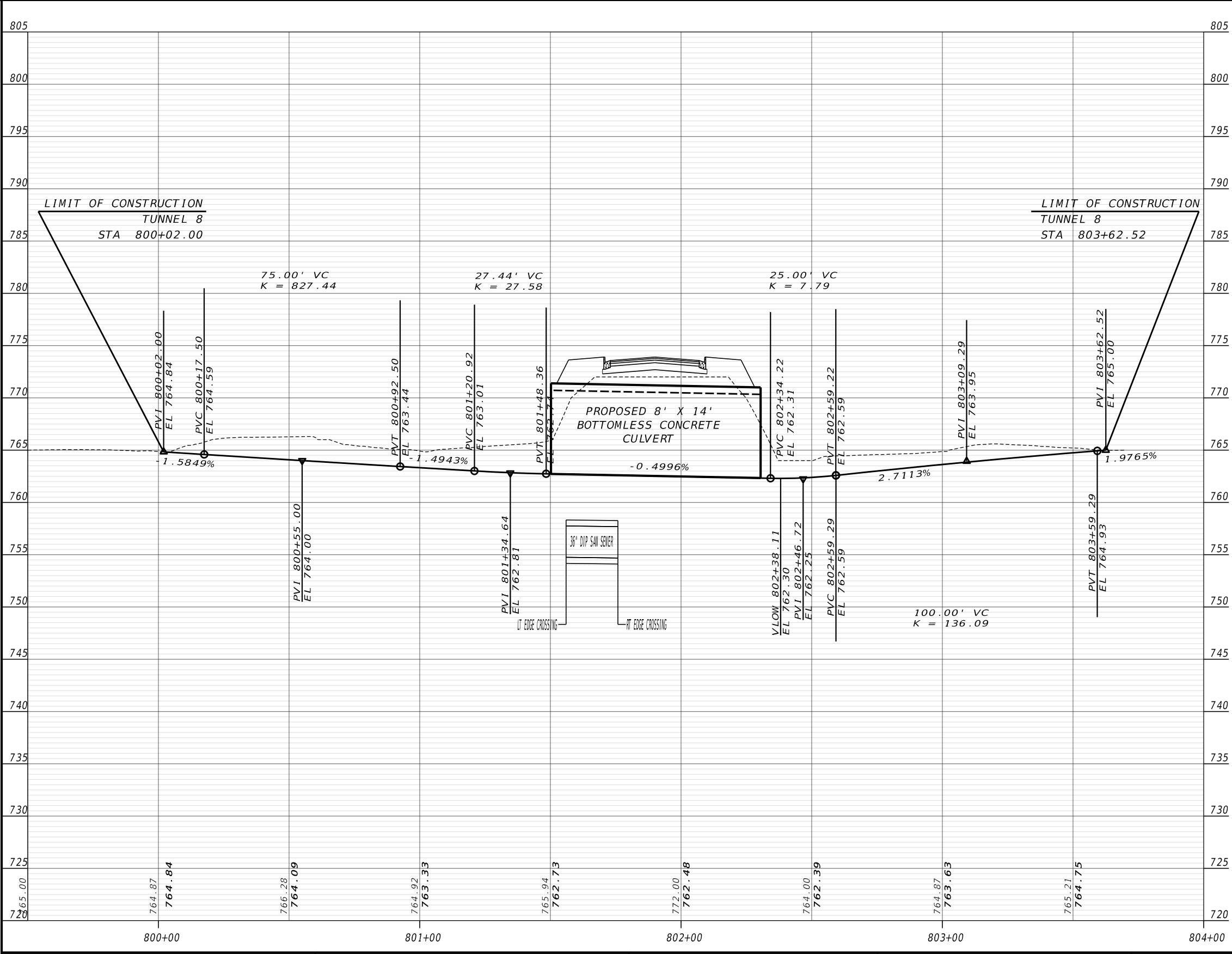
REVISION DATES

ROADWAY PROFILE
CROSSTOWN DRIVE

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DRAWING No.

15-0004



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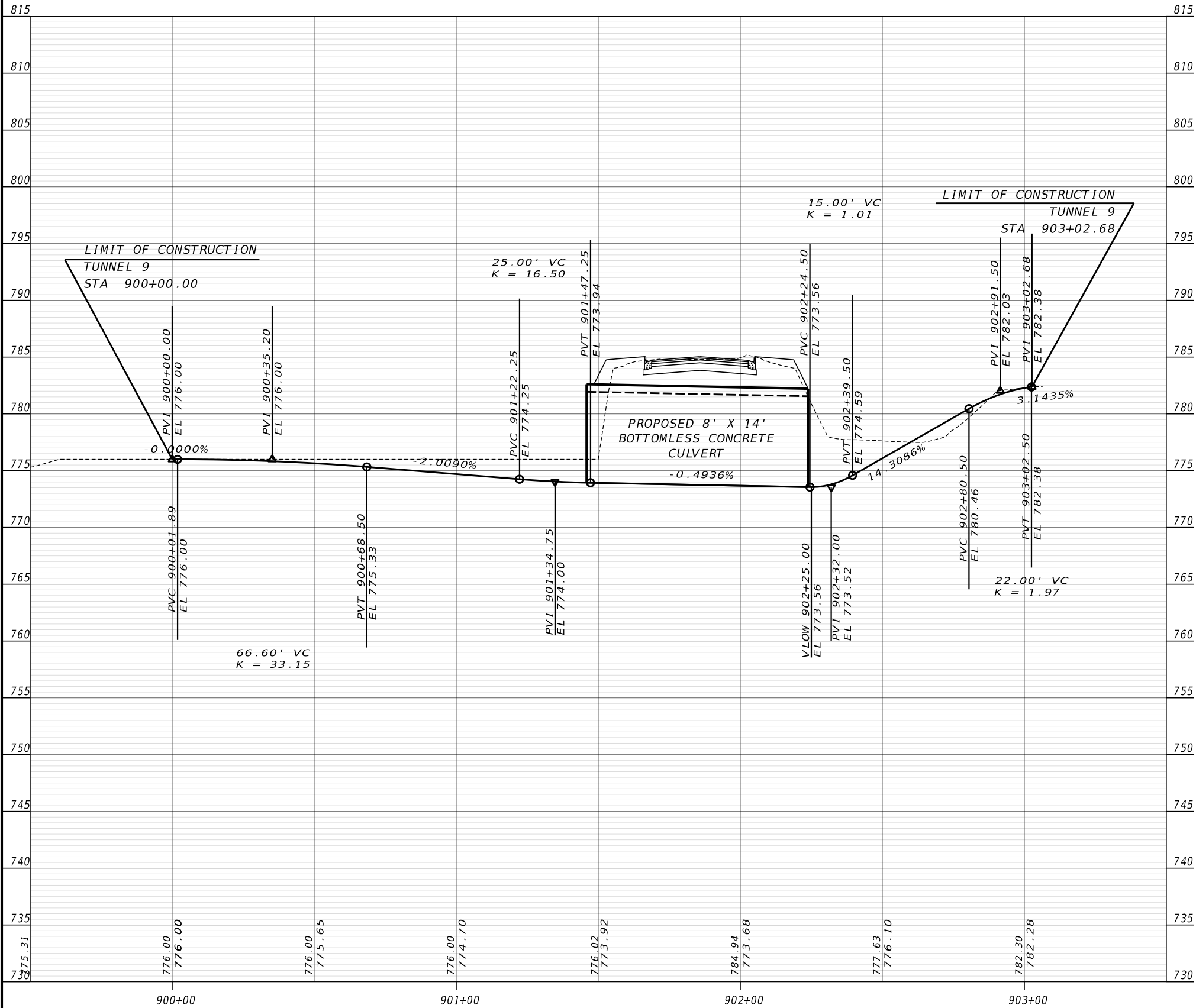
HORIZONTAL
1" = 40'

REVISION DATES

PEACHTREE CITY TUNNELS
CROSTOWN DRIVE
TUNNEL 8

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16-0001



VERTICAL
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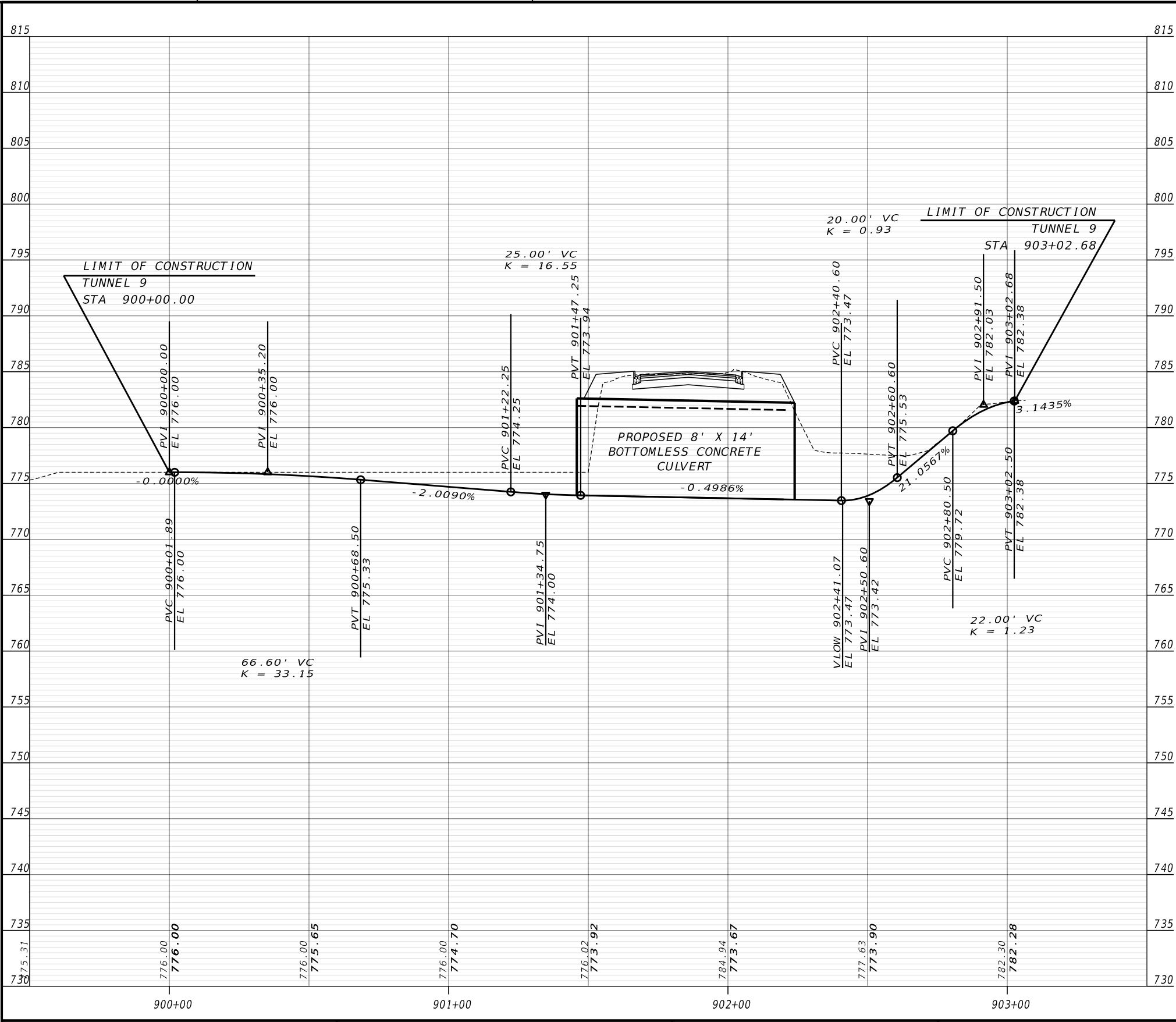
HORIZONTAL
1" = 40'

REVISION DATES

PEACHTREE CITY TUNNELS
CROSTOWN DRIVE
TUNNEL 9

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VERIFIED:		DATE:		

16-0002



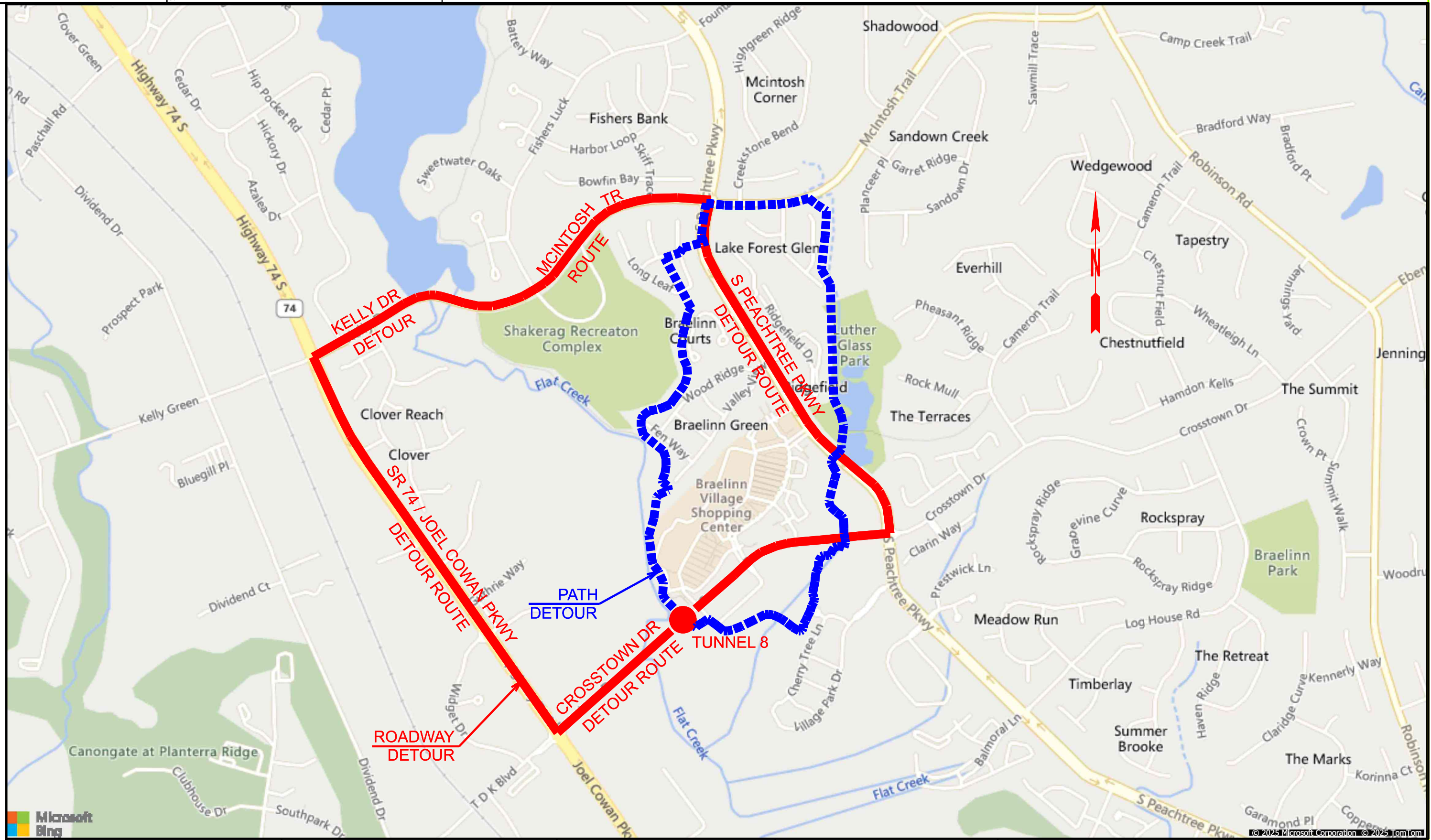
VERTICAL
1" = 10'

HORIZONTAL
1" = 40'

REVISION DATES		

PEACHTREE CITY TUNNELS CROSSTOWN DRIVE TUNNEL 9 (Matching Exist Steep Slope)			
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16-XXXX

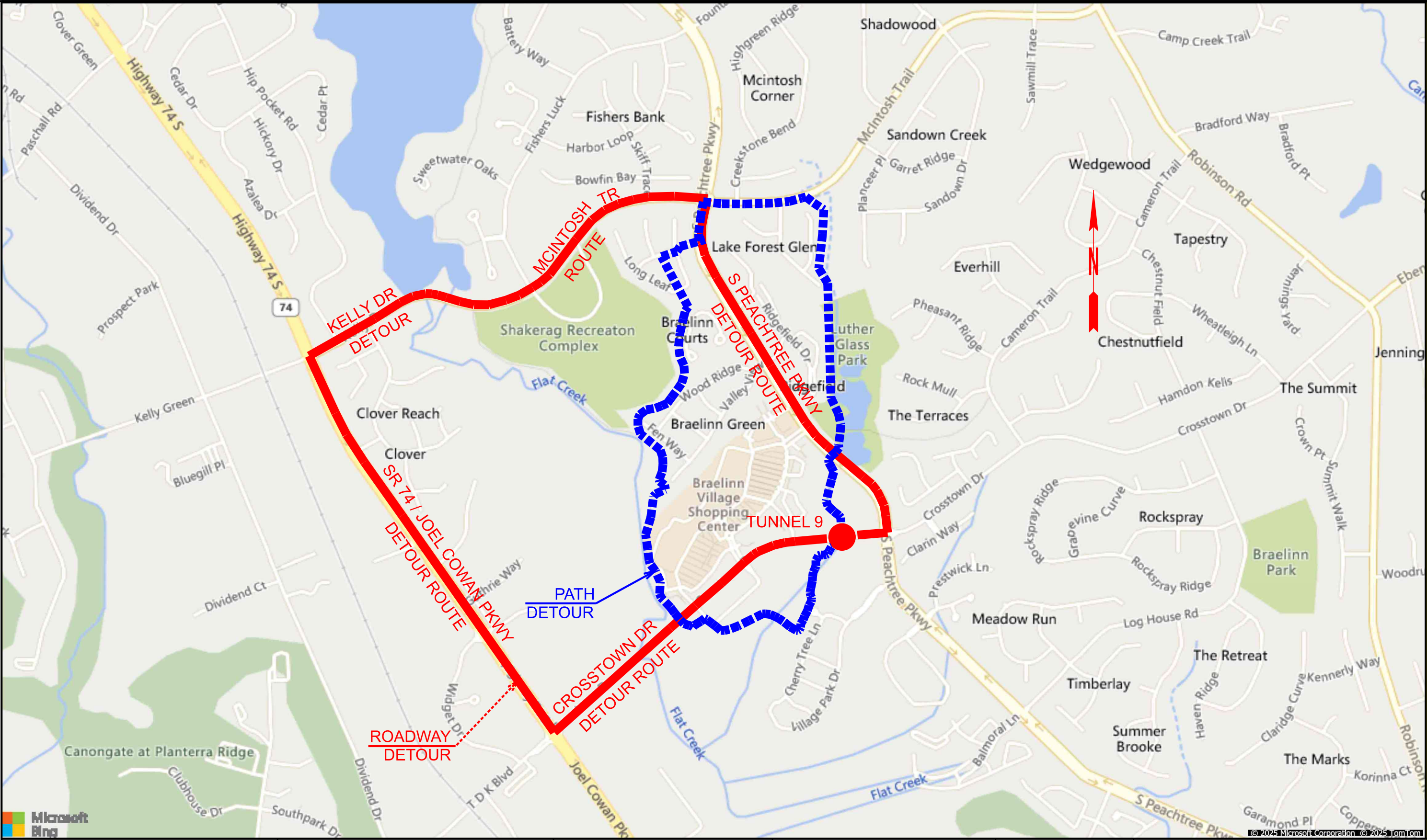


A horizontal scale bar labeled "SCALE IN FEET" in red. The bar has a black outline and is divided into four equal segments by three vertical black lines. Below the bar, the numbers 0, 500, 1000, and 2000 are written in black, corresponding to the segment boundaries. The first segment (0 to 500) is filled with solid blue. The second segment (500 to 1000) is filled with a light blue diagonal hatching pattern. The third segment (1000 to 1500) is filled with a light blue horizontal hatching pattern. The fourth segment (1500 to 2000) is filled with a light blue vertical hatching pattern.

REVISION DATES	
1	2018-01-01
2	2018-01-01
3	2018-01-01
4	2018-01-01
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100	2018-01-01

DETOUR MAP
TUNNEL 8

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CORRECTED:		DATE:		
VERIFIED:		DATE:		



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REVISION DATES

DETOUR MAP
TUNNEL 9

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19-0002

DATE :		9/4/2025			
PAGE :		1			
		CONSTRUCTION COST ESTIMATE			
JOB NUMBER: 1250565					
DESCRIPTION: Peachtree Tunnels Feasibility Study - Tunnel 8					
ITEM	UNIT	DESCRIPTION	PRICE	QUANTITY	AMOUNT
005-0002	LS	INSTALLATION OF LIGHTING FACILITIES	\$50,000.00	1	\$50,000.00
150-1000	LS	TRAFFIC CONTROL	\$130,000.00	1	\$130,000.00
163-9999	LS	EROSION CONTROL	\$44,000.00	1	\$44,000.00
210-0100	LS	GRADING COMPLETE	\$130,000.00	1	\$130,000.00
310-1101	SY	GR AGGR BASE CRS, INCL MATL	\$45.00	2450	\$110,238.15
318-3000	TN	AGGR SURF CRS	\$52.00	100	\$5,200.00
402-3121	TN	RECYCLED ASPH CONC 25 MM SUPERPAVE, GP 1 OR 2, INCL BITUM MATL & H LIME	\$125.00	756	\$94,441.88
402-3130	TN	RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 2 ONLY, INCL BITUM MATL & H LIME	\$117.00	607	\$70,993.42
402-3190	TN	RECYCLED ASPH CONC 19 MM SUPERPAVE, GP 1 OR 2,INCL BITUM MATL & H LIME	\$128.00	504	\$64,472.32
413-0750	GL	TACK COAT	\$2.00	775	\$1,549.08
432-5010	SY	MILL ASPH CONC PVMT, VARIABLE DEPTH	\$3.40	524	\$1,780.09
441-6222	LF	CONC CURB & GUTTER, 8 IN X 30 IN, TP 2	\$32.00	1578	\$50,496.00
550-2240	LF	SIDE DRAIN PIPE, 24 IN, H 1-10	\$75.00	48	\$3,600.00
550-4124	EA	FLARED END SECTION 24 IN, SIDE DRAIN	\$940.00	1	\$940.00
653-0120	EA	THERMOPLASTIC PVMT MARKING ARROW, TP 2	\$90.00	8	\$720.00
653-1704	LF	THERMOPLASTIC SOLID TRAF STRIPE, 24 IN, WHITE	\$9.00	30	\$270.00
653-1906	LF	THERMOPLASTIC SOLID TRAF STRIPE, 6 IN, WHITE	\$0.87	2382	\$2,072.34
653-2602	LF	THERMOPLASTIC SOLID TRAF STRIPE, 6 IN, YELLOW	\$0.85	2345	\$1,993.25
653-4503	GLF	THERMOPLASTIC SKIP TRAF STRIPE, 6 IN, WHITE	\$0.52	456	\$237.12
653-6006	SY	THERMOPLASTIC TRAF STRIPING, YELLOW	\$5.25	150	\$787.50
668-5000	EA	JUNCTION BOX	\$5,473.59	1	\$5,473.59
207-0203	CY	FOUND BACKFILL MATL, TP II	\$110.00	460	\$50,600.00
603-0006	SY	STONE BLANKET PROTECTION, 6 IN	\$20.00	10	\$200.00
603-7000	SY	PLASTIC FILTER FABRIC	\$6.97	34	\$236.98
960-0550	LF	PRECAST THREE SIDED CULVERT, SINGLE BARREL	\$5,000.00	80	\$400,000.00
500-3002	CY	CLASS AA CONCRETE	\$1,500.00	50	\$75,000.00
511-1000	LB	BAR REINF STEEL	\$1.50	4140	\$6,210.00
CONSTRUCTION SUBTOTAL					\$1,220,301.72
CONTINGENCY PERCENT (20.0):					\$244,060.34
INFLATION (3%/YEAR) (ASSUMED 3 YEARS):					\$131,792.59
ESTIMATED CONSTRUCTION TOTAL:					\$1,596,154.65
UTILITY RELOCATION COST					\$0.00
CONTINGENCY PERCENT (20.0):					\$0.00
INFLATION (3%/YEAR) (ASSUMED 5 YEARS):					\$0.00
ESTIMATED UTILITY TOTAL:					\$0.00
ESTIMATED ROW COST:					\$0.00
CONTINGENCY PERCENT (20.0):					\$0.00
INFLATION (3%/YEAR) (ASSUMED 5 YEARS):					\$0.00
ESTIMATED ROW TOTAL:					\$0.00
ESTIMATED GRAND TOTAL:					\$1,596,154.65

DATE :		9/4/2025			
PAGE :		1			
		CONSTRUCTION COST ESTIMATE			
JOB NUMBER: 1250565					
DESCRIPTION: Peachtree Tunnels Feasibility Study - Tunnel 9					
ITEM	UNIT	DESCRIPTION	PRICE	QUANTITY	AMOUNT
005-0002	LS	INSTALLATION OF LIGHTING FACILITIES	\$50,000.00	1	\$50,000.00
150-1000	LS	TRAFFIC CONTROL	\$67,000.00	1	\$67,000.00
163-9999	LS	EROSION CONTROL	\$30,000.00	1	\$30,000.00
210-0100	LS	GRADING COMPLETE	\$59,000.00	1	\$59,000.00
310-1101	SY	GR AGGR BASE CRS, INCL MATL	\$45.00	374	\$16,827.25
318-3000	TN	AGGR SURF CRS	\$52.00	100	\$5,200.00
402-3121	TN	RECYCLED ASPH CONC 25 MM SUPERPAVE, GP 1 OR 2, INCL BITUM MATL & H LIME	\$125.00	756	\$94,441.88
402-3130	TN	RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 2 ONLY, INCL BITUM MATL & H LIME	\$117.00	127	\$14,895.24
402-3190	TN	RECYCLED ASPH CONC 19 MM SUPERPAVE, GP 1 OR 2,INCL BITUM MATL & H LIME	\$128.00	45	\$5,733.69
413-0750	GL	TACK COAT	\$2.00	98	\$195.15
432-5010	SY	MILL ASPH CONC PVMT, VARIABLE DEPTH	\$3.40	406	\$1,380.02
441-6222	LF	CONC CURB & GUTTER, 8 IN X 30 IN, TP 2	\$32.00	200	\$6,400.00
653-1906	LF	THERMOPLASTIC SOLID TRAF STRIPE, 6 IN, WHITE	\$0.87	400	\$348.00
653-2602	LF	THERMOPLASTIC SOLID TRAF STRIPE, 6 IN, YELLOW	\$0.85	400	\$340.00
207-0203	CY	FOUND BACKFILL MATL, TP II	\$110.00	460	\$50,600.00
603-0006	SY	STONE BLANKET PROTECTION, 6 IN	\$20.00	10	\$200.00
603-7000	SY	PLASTIC FILTER FABRIC	\$6.97	34	\$236.98
960-0550	LF	PRECAST THREE SIDED CULVERT, SINGLE BARREL	\$5,000.00	78	\$390,000.00
500-3002	CY	CLASS AA CONCRETE (Wingwalls)	\$1,500.00	50	\$75,000.00
511-1000	LB	BAR REINF STEEL (Wingwalls)	\$1.50	4140	\$6,210.00
CONSTRUCTION SUBTOTAL					\$874,008.20
CONTINGENCY PERCENT (20.0):					\$174,801.64
INFLATION (3%/YEAR) (ASSUMED 3 YEARS):					\$94,392.89
ESTIMATED CONSTRUCTION TOTAL:					\$1,143,202.73
UTILITY RELOCATION COST					\$0.00
CONTINGENCY PERCENT (20.0):					\$0.00
INFLATION (3%/YEAR) (ASSUMED 5 YEARS):					\$0.00
ESTIMATED UTILITY TOTAL:					\$0.00
ESTIMATED ROW COST:					\$0.00
CONTINGENCY PERCENT (20.0):					\$0.00
INFLATION (3%/YEAR) (ASSUMED 5 YEARS):					\$0.00
ESTIMATED ROW TOTAL:					\$0.00
ESTIMATED GRAND TOTAL:					\$1,143,202.73



Tunnel 8 Eastern Approach



Tunnel 8 Western Approach



Tunnel 8 Eastern Approach



Tunnel 8 Western Approach



Tunnel 9 Southern Approach



Tunnel 9 Northern Approach



Tunnel 9 View from Northern Approach



Tunnel 9 View from inside tunnel towards steep Southern

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: David Borkowski, City Engineer 12/26/2025
Kelly Bush, Financial & Administrative Services Director 12/29/2025
Chris Hobby, Assistant City Manager 12/29/2025
Justin Strickland, City Manager 12/29/2025

DATE: January 5, 2026

SUBJECT: Transportation Improvement Program (TIP) Grant Application - Grade Separated Crossing to Connect Booth Middle School and McIntosh High School

Recommendation:

No action required as of this time.

Discussion:

The Atlanta Regional Commission (ARC) has put out a call for transportation grant project applications for their 2027 and 2028 fiscal years. Specifically, they have requested scoping studies **or** construction projects that are intersection, safety and/or pedestrian-related projects. In addition, the projects must be on an officially adopted transportation plan and the cost needs to be above \$4,000,000. Staff reviewed our plans and landed on the construction project for the Grade Separated Crossing to Connect Booth Middle School and McIntosh High School, which is a 2023 SPLOST Project. This project meets all the grant qualifications and is SPLOST funded; therefore, the City has funding for the local match.

The grant application period opened on December first, and closes on January 23, 2026. The application period is tight and several items will need to be submitted. One of them is a resolution of support from the City Council. A draft resolution is attached for review. Staff anticipates a total cost of approximately \$10,000,000 with a local match of about \$2,000,000. Since this is a SPLOST project the local match can come from both the 2023 and 2017 SPLOST accounts.

Fayette County has agreed to sponsor the City in this application. The City will do all the work with the assistance of a consultant, and the County will function as the funding agency to distribute money to the City from the ARC.

Staff will be available to answer any questions during the workshop meeting.

Budget Impact:

Adequate funds for the match for the Bridge are available in the 2023 SPLOST account. Funding may need to be transferred into the 2017 SPLOST account to cover its portion of the match.

Attachments:

1. DRAFT Resolution_Peachtree City_ bridge

**Resolution of Commitment to Implement ARC 2027-2028 TIP
Local Let Multi-Use Bridge and Path Project – C-435**

WHEREAS, Peachtree City continues to support the development and enhancement of its transportation infrastructure as a means to create and sustain livable environments, efficient vehicular movement, reduced congestion, improved air quality, safer roads, and general facilitation of public mobility; and

WHEREAS, the Atlanta Regional Commission (ARC) has issued a 2027-2028 solicitation for Transportation Improvement Program (TIP) project funding proposals, and Peachtree City desires to apply for consideration to fund the construction of a multi-use bridge crossing over State Route 54 and its associated path connections within the City; and

WHEREAS, the purpose of this project is to enhance the safety for pedestrians and other multi-use path users along State Route 54 within Peachtree City that provide essential connectivity on a local level; and

WHEREAS, the grant agreement for Federal financial assistance, if awarded, will impose certain obligations upon Peachtree City, to provide the local share of the project costs; and

WHEREAS, Peachtree City will provide all necessary certifications and assurances to the ARC required for the project.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council of Peachtree City authorizes the filing of a grant application with the Atlanta Regional Commission (ARC) for the resurfacing of multiple roads within the incorporated limits of Peachtree City, in an amount of \$;
2. The City Council of Peachtree City is aware that the ARC may award an amount that is less than the amount for which the City has applied (\$);
3. The Mayor of Peachtree City is authorized to execute and file the necessary certifications, assurances and other documents required by the ARC for the grant application; and
4. Peachtree City commits to providing the required local match up to \$ (20% of CST +CEI+PE) for the project in Peachtree City if the project is awarded.

This _____ day of _____, 2026

ATTEST:

Yasmin Julio, City Clerk

Kim Learnard, Mayor

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: David Borkowski, City Engineer 12/26/2025
Kelly Bush, Financial & Administrative Services Director 12/29/2025
Chris Hobby, Assistant City Manager 12/29/2025
Justin Strickland, City Manager 12/29/2025

DATE: January 5, 2026

SUBJECT: Resolution - Transportation Improvement Program (TIP) Grant
Application - SR 54 Corridor Study

Recommendation:

No action required as of this time.

Discussion:

The Atlanta Regional Commission (ARC) has put out a call for transportation grant project applications for their 2027 and 2028 fiscal years. Specifically, they have requested scoping studies or construction projects that are intersection, safety and/or pedestrian-related projects. In addition, the projects must be on an officially adopted transportation plan and the cost needs to be above \$4,000,000. Staff reviewed our plans and projects with the Fayette County Transportation Committee and decided to move forward with a scoping study.

The grant application period opened on December first, and closes on January 23, 2026. The application period is tight and several items will need to be submitted. One of them is a resolution of support from the City Council. A draft resolution is attached for review. Staff is currently working with Fayette County Staff to come up with a realistic project cost. Staff will have a proposed cost and grant match at the next Council Meeting.

Budget Impact:

Funding will need to be transferred into the 2017 SPLOST account to cover the match.

Attachments:

1. DRAFT Resolution_Peachtree City_54 Corridor Study

**Resolution of Commitment to Implement ARC 2027-2028 TIP
Local Let SR 54 Corridor Study**

WHEREAS, Peachtree City continues to support the development and enhancement of its transportation infrastructure as a means to create and sustain livable environments, efficient vehicular movement, reduced congestion, improved air quality, safer roads, and general facilitation of public mobility; and

WHEREAS, the Atlanta Regional Commission (ARC) has issued a 2027-2028 solicitation for Transportation Improvement Program (TIP) project funding proposals, and Fayette County desires to apply for consideration to fund a Corridor Study for SR 54 within Fayette County and Coweta County; and

WHEREAS, the purpose of the study is to analyze and find cost effective solutions to congestion along the SR 54 corridor within Fayette County, Coweta County, Peachtree City and Fayetteville; and

WHEREAS, the grant agreement for Federal financial assistance, if awarded, will impose certain obligations upon Fayette County, including Peachtree City, Coweta and Fayetteville to provide the local share of the project costs; and

WHEREAS, Peachtree City will provide all necessary certifications and assurances to the ARC required for the project.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council of Peachtree City authorizes the filing of a grant application with the Atlanta Regional Commission (ARC) for a Corridor Study along SR 54 within Fayette County and Coweta County in the amount of \$;
2. The City Council of Peachtree City is aware that the ARC may award an amount that is less than the amount for which the City has applied (\$);
3. The Mayor of Peachtree City is authorized to execute and file the necessary certifications, assurances and other documents required by the ARC for the grant application; and
4. Peachtree City commits to providing the required local match up to \$ (20% of CST +CEI+PE) for its portion of the project if awarded.

This _____ day of _____, 2026

ATTEST:

Yasmin Julio, City Clerk

Kim Learnard, Mayor

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Suzanne Brown, Council member 12/22/2025

DATE: January 5, 2026

SUBJECT: Public Participation Ordinance

Recommendation:

Action may be taken at the January 5, 2026, meeting to make revisions to Sec. 2-35. – Public Participation

Discussion:

The current version of Sec. 2-35. - Public participation, reads as follows:

“(a)Right to address council.

(1) Each speaker must pre-register with city staff no earlier than 30 minutes prior to the start of the meeting or later than the start time of the meeting.

(2) Each speaker will be called to speak in the order in which he/she registered.

(3) Each speaker, when called to speak, will proceed to the microphone and state his/her name and neighborhood.

(4) Each speaker will be limited to three minutes and this time may only be extended by a majority vote of the mayor and council.

(5) Comments must be directed to city council.

(6) Council will be hearers and not engage in dialogue with the speaker.

(7) A record of comments made will be included in the official council meeting minutes.

(8) A 30-minute time limit for public comments per meeting, may only be extended by the majority vote of council.

(9) The public comment period shall not be utilized to comment on items listed on the agenda under public hearing. (b)Public comment to be germane. The presiding officer shall rule on the germaneness of these comments. Anyone making personal, impertinent, or slanderous remarks shall be barred by the presiding officer from further comment before the council during the meeting. (c)Applause. The mayor or presiding officer can determine individuals to be out of order for applauding public comments. Applause for public comment is discouraged as it may discourage individuals with opposing views from speaking.

I propose that we address at least two of the provisions listed above, parts 4 and 8, although other sections may also be discussed at the pleasure of council. The first part to discuss should be (4) “Each speaker will be limited to three minutes and this time may only be extended by a majority vote of the mayor and council.”

At recent meetings, we have seen many citizens struggle to complete their comments before the end of their allotted three minutes. Many admit that the time clock is intimidating, and they are not experienced public speakers. Options would be:

- 1- to leave the maximum time for each speaker at three minutes
- 2- to increase the maximum time for each speaker to four minutes,
- 3- to increase the maximum time for each speaker to five minutes, or
- 4- to have no time limit.

The second part of Sec.2-35 we should discuss is part (8) "A 30-minute time limit for public comments per meeting, may only be extended by the majority vote of council."

At recent meetings, when more than 10 speakers sign up, the council has consistently voted to extend the 30-minute time limit to whatever is needed to give each person their full time to speak, as opposed to dividing the 30 minutes between the number of speakers.

Options would be: Please note, these are just some of the available options, and do not reflect the only options)

- 1- to remove this provision entirely; everyone who signs up gets their 4 minutes regardless of how long it will take to accommodate every speaker
- 2- to make it a longer time, 40 minutes, 60 minutes, 90 minutes; this would be similar to what we have now, but a longer total time to accommodate more speakers getting their full time allotment, with an option for a council member to make a motion to increase the time so that no speaker's time is reduced
- 3- establish two Public Comment sessions; the "Early Public Comment Session" at the beginning of the meeting with a set maximum time (45, 60 or 90 minutes- whatever the council decides), and also a "Late Public Comment session" just before Council Staff topics. Anyone who does not get to speak in the Early Public Comment session would have to wait until the "Late Public Comment" session to speak. No one would have their maximum time diminished because of a lot of speakers signing up to make a comment. Another advantage of this is that council and city staff may be sure to get through Old Agenda Items, New Agenda Items and Public Hearings before opening the second Public Comments session. The City Clerk would need to time each commenter, and the total time for the early session. As soon as the total time has elapsed, the City Clerk would announce that the time for the Early Session has expired and all remaining speakers will be given their time to speak in the Late Session. Advantages are: citizens get their full allotment of time to speak, the city gets to complete agenda items before it gets too late (so some staff may be able to depart), and the council speaks at the very end of the meeting so issues brought up by citizens may be addressed. The Council may want the length of the Early Session to be 60 minutes or more. If only a few speakers have not spoken, a majority vote of council could allow them to speak in the Early Session.

Budget Impact:

Unknown at this time

Attachments:

1. 2026 01 05 Public Participation power point Final

Public Participation

Sec. 2-35 – Public Participation

“(a) Right to address council.

1) Each speaker must pre-register with city staff no earlier than 30 minutes prior to the start of the meeting or later than the start time of the meeting.

(2) Each speaker will be called to speak in the order in which he/she registered.

(3) Each speaker, when called to speak, will proceed to the microphone and state his/her name and neighborhood.

(4) Each speaker will be limited to three minutes and this time may only be extended by a majority vote of the mayor and council.

(5) Comments must be directed to city council.

Sec. 2-35 – Public Participation

(6) Council will be hearers and not engage in dialogue with the speaker.

(7) A record of comments made will be included in the official council meeting minutes.

(8) A 30-minute time limit for public comments per meeting, may only be extended by the majority vote of council.

(9) The public comment period shall not be utilized to comment on items listed on the agenda under public hearing.

Sec. 2-35 – Public Participation

(b) Public comment to be germane. The presiding officer shall rule on the germaneness of these comments. Anyone making personal, impertinent, or slanderous remarks shall be barred by the presiding officer from further comment before the council during the meeting.

(c) Applause. The mayor or presiding officer can determine individuals to be out of order for applauding public comments. Applause for public comment is discouraged as it may discourage individuals with opposing views from speaking.

(Ord. No. 721, 10-21-1999; Ord. No. 737, 5-4-2000; Ord. No. 881, § 1, 4-20-2006; Ord. No. 1153, § 1, 10-18-2018; Ord. No. 1224, § 1, 8-15-2024)”

Propose to change:

(4) Each speaker will be limited to three minutes and this time may only be extended by a majority vote of the mayor and council.

Options would be “four” minutes, “five minutes” or an unlimited time. We could add that each speaker’s time would not be diminished based on the number of speakers.

Propose to change:

(8) A 30-minute time limit for public comments per meeting, may only be extended by the majority vote of council.

Options would be:

1. to remove this provision entirely; everyone who signs up gets their 4 minutes regardless of how long it will take to accommodate every speaker
2. to make it a longer time, 40 minutes, 60 minutes, 90 minutes; this would be similar to what we have now, but a longer total time to accommodate more speakers getting their full time allotment, with an option for a council member to make a motion to increase the time so that no speaker's time is reduced, or

3 - establish two Public Comment sessions; the “Early Public Comment Session” at the beginning of the meeting with a set maximum time (45, 60 or 90 minutes- whatever the council decides), and also a “Late Public Comment session” just before Council Staff topics. Anyone who does not get to speak in the Early Public Comment session would have to wait until the “Late Public Comment” session to speak.

- No one would have their maximum time diminished because of a lot of speakers
- Council and city staff get through Old Agenda Items, New Agenda Items and Public Hearings before opening the Late Public Comments session.
- The City Clerk would time each commenter, and the total time for the early session.
- As soon as the total time has elapsed, the City Clerk would announce the Early Session has expired, and all remaining speakers will be given their time to speak in the Late Session.
- Advantages are: citizens get their full allotment of time to speak, the city gets to complete agenda items before it gets too late (so some staff may be able to depart), and the Council and Staff Comments is at the very end of the meeting so issues brought up by citizens may be addressed. If only one or two speakers are remaining, a majority vote of council could allow them to speak in the Early Session.



The great [★]part is:
We get to decide

And if it doesn't work . . .
we can change it, at our discretion



★
Thank you!

Presented by:
Councilwoman Suzanne Brown

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Angela Egan, Purchasing Manager 12/29/2025
Dustin Farron, Assistant Financial & Administrative Services Director 12/29/2025
Kelly Bush, Financial & Administrative Services Director 12/29/2025
Chris Hobby, Assistant City Manager 12/29/2025
Justin Strickland, City Manager 12/29/2025

DATE: January 5, 2026

SUBJECT: 01-26-01 HVAC Replacement Purchases for Fire Station 84

Recommendation:

Approve the purchase of two new split systems in the amount of \$40,574 from Shumate Mechanical under the terms of our annual contract.

Discussion:

Fire Station 84 has two split systems that have reached the end of their useful life and are in need of replacement. Their replacement has been anticipated and accounted for in the FY 2026 Capital Improvement Program (CIP). Therefore Staff requested a proposal from Shumate Mechanical under the terms of our annual maintenance contract (their volume pricing offers the city discounts). The attached proposal contains all the necessary parts and labor to make the replacements. Staff recommends approval of the purchase.

Budget Impact:

The proposed cost has come in under the \$45,000 that was allocated in the FY 26 CIP program for this purchase.

Attachments:

1. PTC Fire Station 84 hvac proposal 11-4-25

Proposal

Prepared by: Roger Gilmore
Cell: 770-294-7346
rgilmore@ShumateMech.com

Date: 11/4/2025

Name: Peachtree City Fire Station 84
Attention: David McDaniel
Phone: 404-798-0590
Email: dmcdaniel@peachtree-city.org

Customer #: 16774
Project: Replace 2 split systems

Shumate Mechanical proposes the following scope of work for a total price of

\$ 40,574.00

We specifically INCLUDE the following:

New equipment to best match existing and connect to existing duct work

Existing Equipment					New Equipment
Tag	Mfg	Model #	Serial #	DOM	Description
FUR001	LENNOX	G51MP60C09007	5907H11328	2007	Trane - S9V2B060U4PSC 90%+ Efficiency, 2 Stage, Variable Speed, with Evap Coil
CU001	LENNOX	AC13-048-230-04	5807H30052	2007	Trane - 5TTR7048A1 4 ton Outdoor Unit, R-454B 200/230/60/1
FUR002	CARRIER	58MVC080-1-10114	0511A06000	2011	Trane - S9V2B060U4PSC 90%+ Efficiency, 2 Stage, Variable Speed, with Evap Coil
CU002	CARRIER	24ACB736A300	0211E12776	2011	Trane - 5TTR7036A1 4 ton Outdoor Unit, R-454B 200/230/60/1

- **Refrigerant Lines** – Flush and Reuse existing lineset , install new filter drier
- **Duct work** - Connect to existing
- **Controls** – Emerson Touch Screen programable thermostat(s)
- **Gas Piping** – Connect to existing gas piping
- **Condensate** - Connect to existing drain line
- **Smoke Detector** – Reuse existing
- **Electrical Connections** – New NEMA3 outdoor disconnect(s)
- **Venting** - Connect to existing below roof line
- **Start-up** – Check operations

Warranty – 1-Year Labor / 1-Year Parts / 5 Years Compressor (parts only) / 10 Year Heat Exchanger
**All removed equipment will be taken off site, reclaimed, and recycled –unless otherwise specified.*

We specifically EXCLUDE the following:

- **After hours labor or Weekend labor (assumed during normal business hours)**
- Annual Service/Maintenance Agreement
- Ceiling removal, replacement, or repair
- Cleaning of existing diffusers, grilles, and ductwork
- Leak repairs in existing refrigerant piping to remain or replacement of refrigerant piping.
- Supplemental/Temporary Cooling while equipment being replaced and off.
- Fees incurred from diagnostic service calls/repairs leading up to replacement/repair proposal.
- Replacement or addition of In-Duct Smoke Detectors
- Changes, Modifications, Unforeseen items or Deviations from the above scope- any work outside defined scope will be billed as an extra cost.

We appreciate the opportunity to quote this project.

Please contact us with any questions.

Sincerely,



Commercial Sales / Commercial Division

Customer Acceptance of Proposal:

Signed By: _____

Printed Name: _____

PO # (if required): _____

Billing Address: _____

Date Accepted: _____

Payment Terms: 30 days net from date of invoice- Shumate Mechanical reserves right to lien property and/or repossess equipment if terms not met

Proposal Terms: Proposal Prices are subject to change daily please confirm for current pricing

This proposal has been prepared with the best known availability of equipment at the time of estimate – due to an unpredictable supply chain the availability of each model and manufacturer is not foreseeable until time of order. In the unfortunate event we are not able to procure the quoted equipment we will do our best to get a suitable match. There may be additional cost as not all manufacturers have the same pricing nor does their equipment have the same dimensions so adaptors or other modifications may be required.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Jonathan Miller, Public Works Director 12/29/2025
Angela Egan, Purchasing Manager 12/29/2025
Kelly Bush, Financial & Administrative Services Director 12/29/2025
Chris Hobby, Assistant City Manager 12/29/2025
Justin Strickland, City Manager 12/29/2025

DATE: January 5, 2026

SUBJECT: 01-26-02 FY25 Budget Amendment/Meade Field Paving

Recommendation:

Approve the attached budget amendment 25-24 along with a change order increase in the amount of \$400,000 to the 2025 Paving Contract.

Discussion:

Staff has prepared cost estimates for paving Meade Field Drive, completing additional paving throughout the Meade Complex, and constructing a new entrance to access the lower parking lot. These estimates were developed using the unit bid prices from the 2025 Paving Contract awarded to Atlanta Paving and Concrete. The detailed estimates are shown below, and the total projected cost for the entire Meade Paving Project is \$1,316,285.00.

Meade Field Roadway Construction

General Conditions	1	LS	\$	59,876.00	\$	59,876.00
Demolition	1	LS	\$	21,502.00	\$	21,502.00
Erosion Control	1	LS	\$	77,698.00	\$	77,698.00
Earthwork	1	LS	\$	116,645.00	\$	116,645.00
Storm Drain	1	LS	\$	212,342.00	\$	212,342.00
Concrete Flatwork	1	LS	\$	64,542.00	\$	64,542.00
GAB	1050	TONS	\$	45.65	\$	47,932.50
19mm SP with Lime	265	TONS	\$	138.00	\$	36,570.00
9.5mm SP with Lime	200	TONS	\$	118.00	\$	23,600.00
5" Yellow Striping Thermo	1950	LF	\$	0.52	\$	1,014.00
5" White Thermoplastic	400	LF	\$	0.52	\$	208.00
Stop Bar Thermoplastic	2	EA	\$	100.00	\$	200.00
Roadway Signage	3	EA	\$	525.00	\$	1,575.00
				Total	\$	663,704.50

Meade Field Drive and Complex Paving Estimate

Item	Unit	Estimated Quantities	Bid Price	Cost
Portland Cement	TN	227	\$234.00	\$53,118.00
FDR in Place	SY	13625	\$7.94	\$108,182.50
Asphalt 9.5mm	TN	1565	\$118.00	\$184,670.00
curb and gutter	LF	2887	\$30.00	\$86,610.00
Stormwater	LS	1	\$220,000.00	\$220,000.00

Estimated Total \$652,580.50

All roadways identified in the 2025 Paving Contract have been completed, and staff is currently awaiting final invoices related to punch list items. Upon completion of the roadway paving and approval of the budget amendment for the additional \$595,000.00 in LMIG funds received, the 2025 Paving Contract will have an estimated remaining balance of \$995,000.00 available. Therefore, a change order in the amount of \$400,000.00 will be required to fully fund and complete the Meade Paving Project, which is estimated at \$1,316,285.00.

Budget Impact:

The attached budget amendment will increase both revenues and expenses in Fund 335. There are sufficient funds available in 2023 SPLOST for the paving contract.

Attachments:

1. Budget Amendments 25-24 Additional LMIG

[illegible]

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Justin Strickland, City Manager 12/29/2025

DATE: January 5, 2026

SUBJECT: 01-26-03 Appointment of Board Member to the Fayette County Development Authority

Recommendation:

Approve a designee to serve on the FCDA board as the Peachtree City appointee.

Discussion:

The Fayette County Development Authority made City officials aware that the term of Peachtree City's appointed representative on the FCDA Board, Jim Kuo, ended on October 1, 2025, and the Council needs to replace this seat with a new designee.

The FCDA Bylaws dated August 28, 2014, state in Section 4. A. "The Mayor and Council of the City of Peachtree City shall appoint one (1) taxpayer residing in the City of Peachtree City to serve as a member of the Fayette County Development Authority, such member to serve for a term of four years or until his/her successor is duly appointed.

Budget Impact:

None

Attachments:

None

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: Shayla Reed, Planning Director 12/29/2025
Justin Strickland, City Manager 12/29/2025

DATE: January 5, 2026

SUBJECT: 01-26-04 Variance request from rear setback, 103 Harris Halt

Recommendation:

Should the City Council decide to approve the variance request, staff has no recommended conditions.

Discussion:

The subject property is located at 103 Harris Halt. The development consists of a 1-story residential structure and is zoned R-1 (one-family residential districts).

At the time of construction in 1976, the property was zoned R-75, which required a 30-foot rear setback. The current zoning of the property is R-1 which also requires a 30-foot rear setback. Zoning Map of the property is included.

The applicant is requesting a variance from Section 1011.4(h), which requires a minimum rear setback of 30 feet. As shown on the applicant's survey dated July 1987, the existing home and deck were constructed within the required rear setback.

The applicant is proposing to repair and replace the existing aged and damaged deck/porch. The applicant has stated that the deck was damaged during a storm in May 2025 and has since posed a safety hazard. Because the proposed work to the deck/porch structure constitutes new construction, a building permit is required. As part of the permitting process, an approved variance is necessary to allow the continued encroachment into the rear setback. The applicant has indicated that the proposed replacement deck/porch will maintain the same square footage as the existing structure. Additionally, a portion of the principal structure also encroaches into the 30-foot rear setback and will require approval of an Administrative Variance, which the applicant will pursue through the appropriate process.

The current survey indicates that a portion of the principal structure at the southwest corner encroaches 1 foot, 2 inches into the required 30-foot rear setback. This encroachment appears to have occurred at the time of the home's original construction in 1976. The survey further shows a proposed replacement of a covered porch

measuring 12 feet, 4 inches by 14 feet, 2 inches, as well as, a proposed replacement of a wood deck measuring 25 feet, 2 inches by 12 feet, 4 inches. Both structures would extend 12 feet, 8 inches into the required 30-foot rear setback.

As part of the application, the applicant has included a justification of the request and a site plan showing the proposed development layout. The applicant cites a hardship related to the existing location of the deck entrance, which is situated above a 3-to-4-foot crawl space. The applicant asserts that relocating the porch would interfere with the home's existing entrance configuration. The applicant's full justification is attached.

Variance Consideration

In accordance with Section 1202 of the Zoning Ordinance, City Council may grant a variance when:

- a) Relief, if granted, would be in harmony with, or could be made to be in harmony with, the general purpose and intent of the zoning ordinance; or
- b) The application of the particular provision of the zoning ordinance to a particular piece of property, due to extraordinary and exceptional conditions pertaining to that property because of its size, shape, or topography, would create an unnecessary hardship for the owner while causing no detriment to the public.

Per section 1207 of the Peachtree City Zoning Ordinance, City Council shall consider the following factors when making a decision:

- (a.) There are special circumstances applicable to the property, including location, shape, size, surroundings, or topography so that the strict application of this ordinance denies the property of privileges enjoyed by other property in the vicinity and under identical zoning district classification;
- (b.) The strict or literal interpretation and application of this ordinance would result in practical difficulties or unnecessary hardships inconsistent with the general purpose and intent of the Zoning Ordinance, or would deprive the Applicant of privileges granted to others in similar circumstances;
- (c.) There are exceptional or extraordinary circumstances or conditions applicable to the property involved or the intended development of the property which preclude the applicant from complying with this ordinance and that do not apply generally to other property in the same zoning district and which prevent the applicant from complying with existing regulations;
- (d.) The granting of such variance will not constitute the granting of special privileges inconsistent with the limitations on other property in the same zoning district;
- (e.) The granting of such variance will not be materially detrimental to the public health, safety, or general welfare nor injurious to property or improvements in the zone or neighborhood in which the property is located; and
- (f.) The granting of such variance will not create inconsistencies with any objective of the Comprehensive Plan.

Staff Comments:

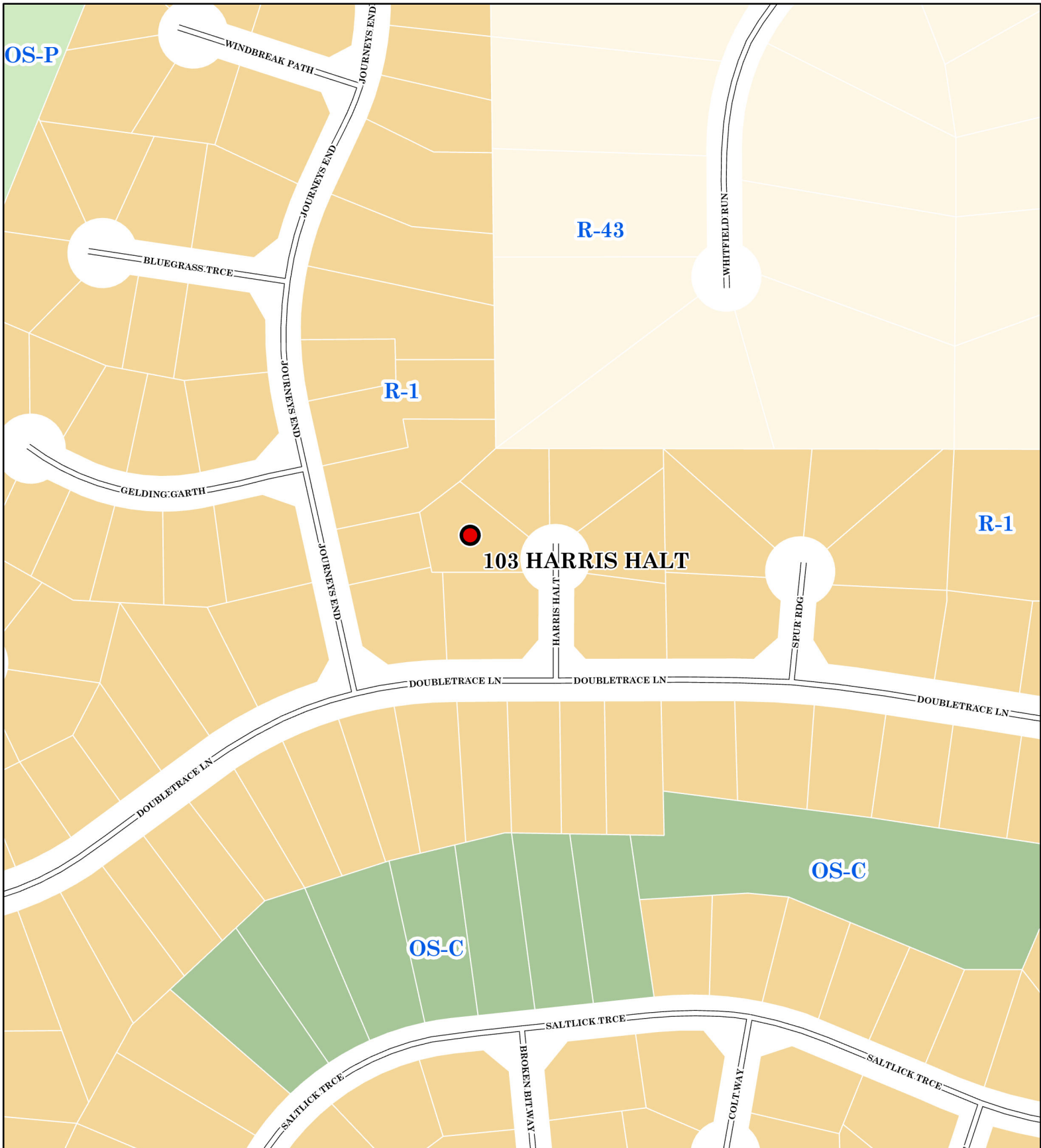
The applicant is requesting a reduction of the required 30-foot rear setback to 17 feet to allow construction of a new deck and covered porch. If City Council approves this variance request, staff has no recommended conditions.

Budget Impact:

There are no budget impacts associated with this request.

Attachments:

1. Zoning Map
2. 103 Harris Halt Application Packet



Zoning Map: 2025

**103 Harris Halt
ZONED: R-1**

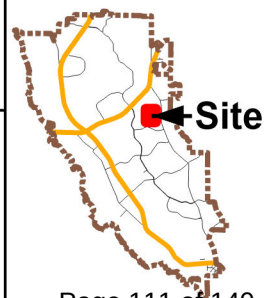
For information purposes only



1 inch = 184 feet

Feet

- 103 Harris Halt
- R-43
- R
- OS-C
- OS-P





VARIANCE APPLICATION

153 Willowbend Rd, Peachtree City, GA 30269
Phone: 770-487-5731

WWW.PEACHTREE-CITY.ORG

Variance Fee: \$300.00 + \$100
for each additional request

VARIANCE LOCATION	Street Address <u>103 Harris Hall</u> <u>Peachtree City, GA</u> Zoning District: <u>7th</u>	PROPERTY OWNER	Name <u>Deborah Mercado</u> Phone _____ Email _____
APPLICANT	Name <u>Deborah Mercado</u> Address <u>103 Harris Hall</u> City, State, Zip <u>PTC, GA 30269</u> Phone # _____ Email _____	SUPPORTING DOCUMENTS	Please submit the following items in support of the requested variances. See the second page of this form for additional details. ☒ Site plan (with property lines and proposed work) ☒ A detailed report responding to the criteria listed on the back of this form ☒ Letters of support from adjacent property owners and/or HOA ☒ Other items demonstrating need
VARIANCE CATEGORY	☒ Zoning Section: <u>7</u> ☐ Sign Sec.: _____ ☐ Land Development Sec.: _____	SUMMARY	Briefly describe why this variance is being requested: <u>To replace a deck damaged in a storm</u> _____ _____ _____

I hereby certify that I am the owner of the property on which a variance is being requested and that all information provided as a part of this application is true and correct to the best of my knowledge. By signing this application, I am granting City staff permission to enter the property and gather information required for the variance review.

Signature of Owner/Agent: D Mercado Date 11/10/25

To whom it concerns:

Variance Request for 103 Harris Halt Peachtree city

My deck was damaged in a storm in May 2025.

The deck was original to the house in 1976.(Original Survey attached)

I purchased the house with the deck in 2014.

The deck is a rectangle measuring 39'4" long by 12'4" deep. One portion of it has been screened in (12'4" x 14'2").

After the deck was damaged by trees, I worked with my contractor, the city, and State Farm to determine if the entire structure needed to be redone or if we could just fix the section that was damaged. It was agreed that the proper thing to do was to replace the entire deck structure.

As requested by the city, a new survey was done.(attached)

There is a portion of both the house and the deck that are in the 30' setback required.

As the location of the deck and house were part of the original plan in 1976 and they were there when I purchased the home in 2014, I am asking for the variance to replace the damaged structure. **The new deck/porch will be within the same footprint. We are not enlarging the structure, simply replacing it.**

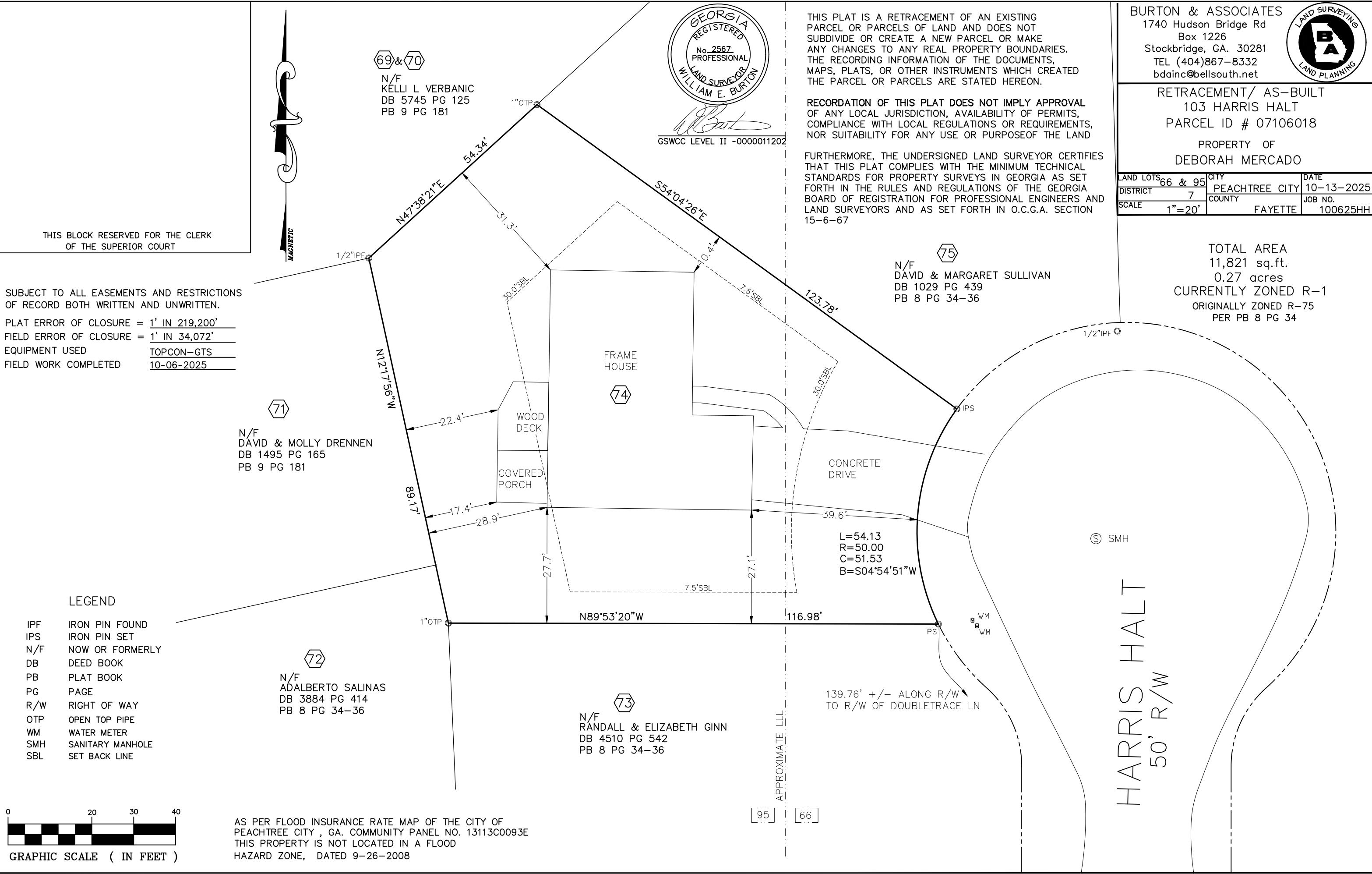
The deck has been a safety hazard since May 2025.

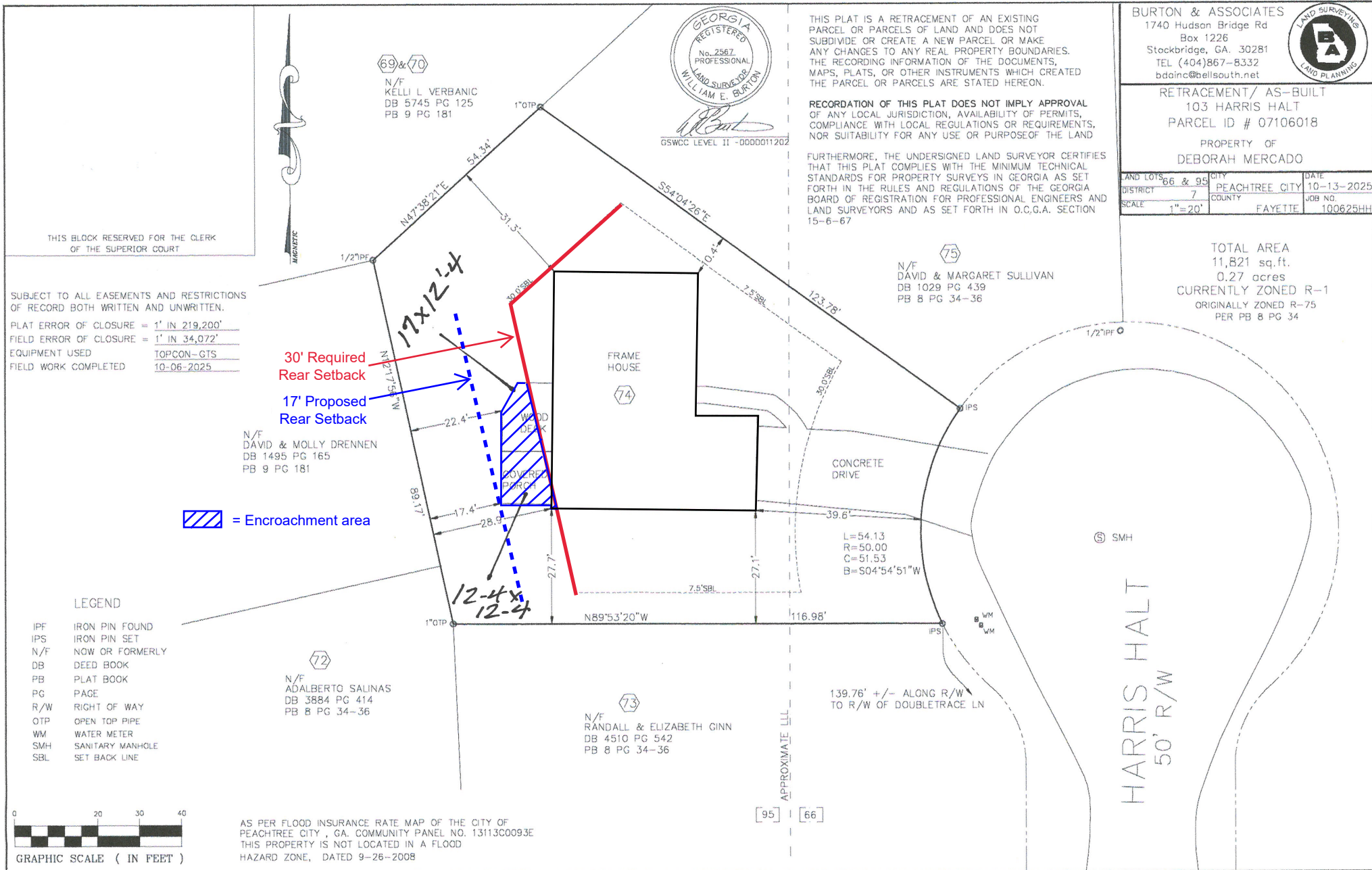
It is not practical to relocate the house or deck. The entrance to the deck from the house is over the crawl space and is 3-4 ft high.

This house and deck have been here since 1976, replacing it with the same footprint will not have any impact.

Pictures of the structure are attached.

Neighbors have signed a form acknowledging no issue. (Did not get a response back from neighbors directly behind)





To Whom it concerns:

I am aware that my neighbor Deborah Mercado who owns the property at 103 Harris Halt, had her deck damaged during storms in May.

The deck is the original structure on the house and I understand it is her intention to fix the damaged portions of the deck and patio and bring it up to code.

I also understand she is requesting a variance as the house itself, and the deck do not meet setback requirements. The House and Deck were on the original plot on file with the county from 1976. I understand that her intent is to replace the deck/patio within the existing footprint.

I have no objections to her request for a variance.

Randall E. Ginn
203 Doubletrace Ln Peachtree City, GA 30269

Owner

Address

Randall E. Ginn

Signature

Phone Number

To Whom it concerns:

11/07/25

I am aware that my neighbor Deborah Mercado who owns the property at 103 Harris Halt, had her deck damaged during storms in May.

The deck is the original structure on the house and I understand it is her intention to fix the damaged portions of the deck and patio and bring it up to code.

I also understand she is requesting a variance as the house itself, and the deck do not meet setback requirements. The House and Deck were on the original plot on file with the county from 1976. I understand that her intent is to replace the deck/patio within the existing footprint.

I have no objections to her request for a variance.

David Sullivan
105 Harris Halt

Owner

Address

David Sullivan

Signature

Phone Number













CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Justin Strickland, City Manager

FROM: John Schnick, Assistant City Engineer 12/29/2025
David Borkowski, City Engineer 12/29/2025
Shayla Reed, Planning Director 12/29/2025
Chris Hobby, Assistant City Manager 12/29/2025
Justin Strickland, City Manager 12/29/2025

DATE: January 5, 2026

SUBJECT: 01-26-05 Variance request for new curb cut, 479 Crabapple Lane

Recommendation:

Should the City Council decide to approve the variance request, staff recommends the following conditions be adopted:

1. Curb cut shall be located at Location 2 as indicated on Engineering Report provided by Primus Engineering and the necessary grading should be completed to meet the recommendations in the report. Per the engineer's report this location provides adequate site distance that meets the requirements of the latest edition of the "Policy on Geometric Design of Highways and Streets" by the American Association of State Highway Transportation Officials (AASHTO).
2. The existing driveway shall be fully removed from Crabapple Lane ROW and the multi-use path extended across the former driveway location.
3. Proposed driveway shall connect to the multi-use path on either side at the existing grades.
4. Curb cut shall be a minimum of 20 feet, measured from back of curb, to any property line, as stated in Sec. 803 - Design/construction standards of the Peachtree City Land Development Ordinance.

Discussion:

The applicant is requesting relief from Section 803(a)(6) of the Land Development Ordinance, which states "No direct residential access (drive cuts) onto arterials and collector thoroughfares shall be allowed unless a variance is first granted by the city council of Peachtree City". The request is for a new driveway cut on Crabapple Lane, which is designated as a Community Collector.

The property is about or around 2.718 acres, is zoned R-43 (One-Family Residential),

and is located at the northernmost boundary of the city as a single-family residential lot.

Variance Criteria

Section 803 of the Land Development Ordinance states a variance may be granted if all the following requirements are met:

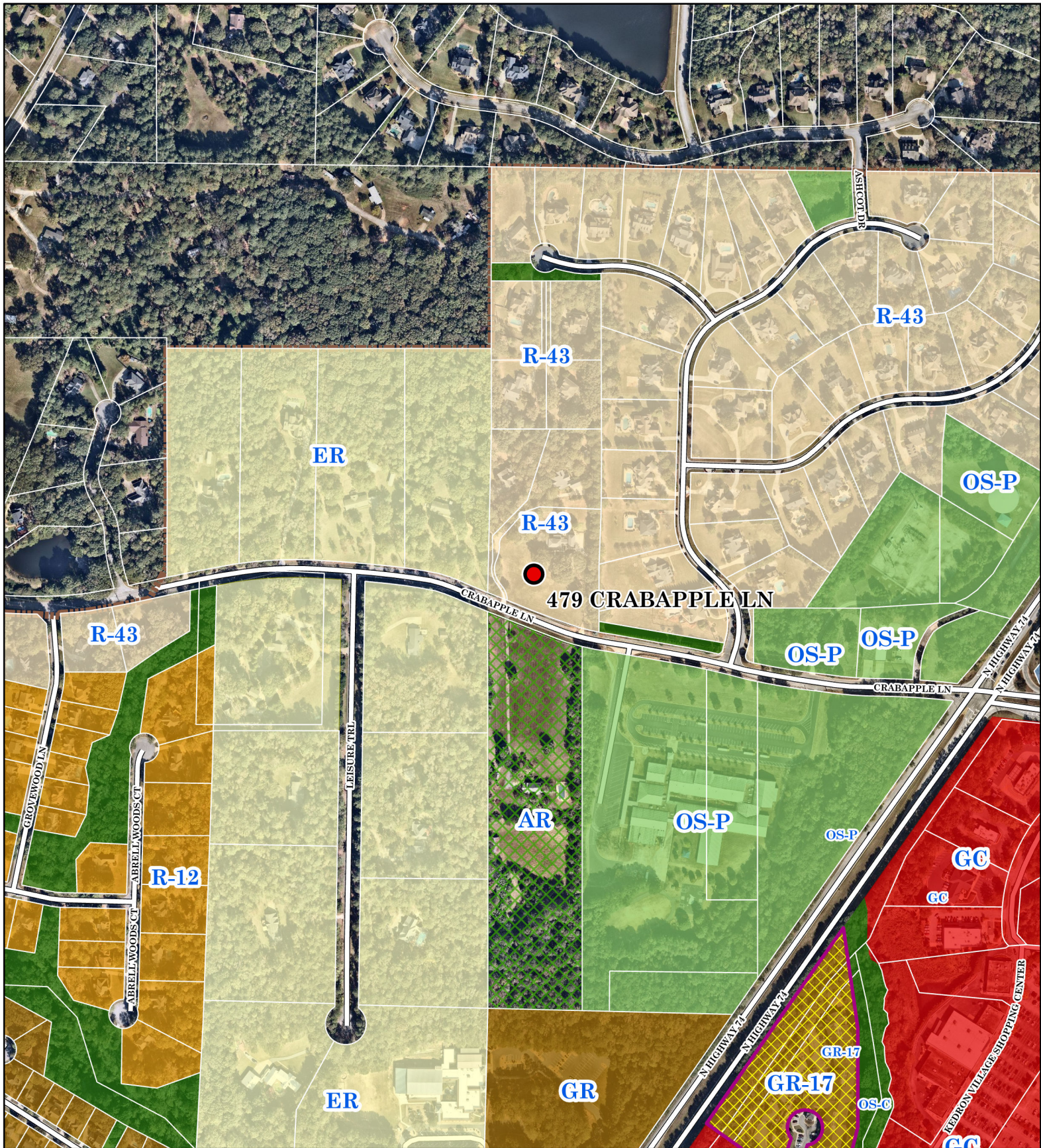
- a. There are extraordinary exceptional, or peculiar conditions pertaining to the particular piece of land, structure or building in question which are not applicable to other lands, structures or buildings in the same district; and
- b. The application of these regulations to a particular piece of property would create a practical difficulty or unnecessary hardship; and
- c. Relief, if granted, would not be injurious to the neighborhood or otherwise detrimental to the public welfare or impair the purposes and intent of these regulations; and
- d. A literal interpretation of this ordinance would deprive the applicant of any rights that others in the same district are afforded; or would deprive the applicant from access to their property; and
- e. The special conditions and circumstances are not a result of any actions of the applicant; and the applicant has demonstrated that there is no other way to access their property and
- f. That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures or buildings in the same district.

Budget Impact:

There are no budget impacts associated with this request.

Attachments:

1. Zoning Map
2. 479 Crabapple Ln Application Packet_Redacted
3. Sight Distance Report



Zoning Map: 2025

479 Crabapple Ln
ZONED: R-43

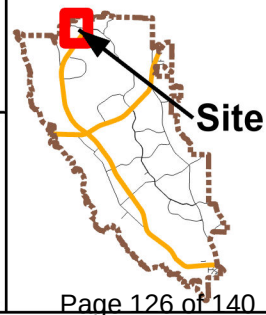
For information purposes only



1 inch = 433 feet

Feet

	479 Crabapple Ln		R
	Zoning Condition		GR
	AR		OI
	ER		GC
	R-43		OS-C
			OS-P





VARIANCE APPLICATION
153 Willowbend Rd, Peachtree City, GA 30269
Phone: 770-487-5731
WWW.PEACHTREE-CITY.ORG

Variance Fee: \$300.00 + \$100
for each additional request

VARIANCE LOCATION	Street Address <u>479 Crabapple Lane</u> <u>Peachtree City, GA 30269</u> Zoning District: _____	PROPERTY OWNER	Name <u>John & Laura Gillanders</u> Phone _____ Email _____
APPLICANT	Name <u>John Gillanders</u> Address <u>479 Crabapple Lane</u> City, State, Zip <u>Peachtree City, GA 30269</u> Phone # <u>[REDACTED]</u> Email <u>[REDACTED]</u>	SUPPORTING DOCUMENTS	Please submit the following items in support of the requested variances. See the second page of this form for additional details. ☒ Site plan (with property lines and proposed work) ☒ A detailed report responding to the criteria listed on the back of this form ☒ Letters of support from adjacent property owners and/or HOA ☐ Other items demonstrating need
VARIANCE CATEGORY	☐ Zoning Section: _____ ☐ Sign Sec.: _____ ☒ Land Development Sec.: <u>803(A) #6</u>	SUMMARY	Briefly describe why this variance is being requested: <u>MOVE Driveway Access to a Safer location</u> _____ _____ _____

I hereby certify that I am the owner of the property on which a variance is being requested and that all information provided as a part of this application is true and correct to the best of my knowledge. By signing this application, I am granting City staff permission to enter the property and gather information required for the variance review.

Signature of Owner/Agent: _____

Date

9-17-25

Variance Application Request – 479 Crabapple Lane Driveway Shift

Since 1978, when my family built a home and placed the driveway, Crabapple Lane has seen significant changes. The road has been paved, golf cart paths added, Crabapple Elementary School built, high transmission lines installed, multiple subdivisions added (Maple Shade, Crabapple Woods and Ardenlee), MacDuff Parkway expansion approved (making Crabapple a cut through) and a major shopping center positioned just across Highway 74. With all this development, car and golf cart traffic on Crabapple Lane can be substantial. All of this has exposed the fact that our current driveway enters onto Crabapple Lane at a very unsafe location and angle. Exiting the driveway requires a driver to put the nose of the vehicle nearly into the road and entirely across the golf cart path to see any oncoming traffic. There have been many near accidents with cars/carts entering and leaving our driveway. Also, during school pick-up times we are prevented from entering our driveway from both directions. Removing the visual obstacles is not feasible as it would require eliminating a high transmission line, removing a block wall, replumbing home water lines (meters) and cutting down numerous trees.

It is our request that the current driveway entrance be shifted @95' west on Crabapple Lane to a much safer and flatter area. We believe the shift in the driveway location would allow a clear path for all car and golf cart traffic and eliminate potential accidents. It would also allow us and all visitors to have an additional path in and out of our driveway during school pick-up hours. Per PTC engineering department request, we had the new driveway location approved by the department of health services as to not have any impact on our septic system. We also had the proposed driveway added to our official plat for easy review. Additionally, AT&T has already raised all low-level cable and phone lines to proper heights.

In 2005, PTC planning department approved a rezoning of our entire property allowing us an additional lot and driveway onto Crabapple Lane. In 2022, we merged the additional lot into our current one. We did so knowing it would be the only way to move our driveway to a safer location and reduce the number of driveways added to the street.

It is our assessment that shifting the driveway does not create any inconsistencies with the objective of the comprehensive plan for Crabapple Lane. Nor will the shift have any impact on neighboring properties. It should only create a safer situation for all traffic.

Sept 10, 2025

To Peachtree City Planners,

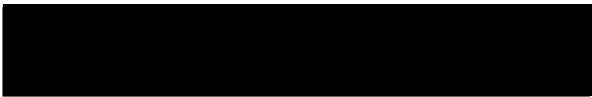
Dear Sirs:

I have read the plan for the driveway relocation of my neighbors, Scott & Laura Gillanders , @ 479 Crabapple Lane Peachtree City, GA 30269. I have no objections to the relocation and think it is a very good idea as well as a much safer location for departing their driveway. It would also help the flow of traffic especially when Crabapple Elem lets out. Cars start to line up along Crabapple blocking both lanes in the afternoons between 2-2:35pm making it difficult to navigate. Moving this driveway further away from the school traffic would be very helpful.

We have been neighbors since 1981 and I have driven up and down their driveway hundreds of times. The relocation would be a lot safer as the visibility would be much better if they moved it more to the center. It would also help with the traffic flow during school let out times. Currently it is hard to see when driving out of their drive unless you go past the mailbox & golf cart path.

Thank you for your continued community support and keeping our neighborhoods beautiful.

Sincerely,
Bonnie & Bob Beerbower
488 Crabapple Ln PTC 30269



Gillander's Family Driveway change

1 message

OWEN MORGAN - [Redacted]

Thu, Sep 11, 2025 at 10:59 AM

To: [Redacted]

To whom it may concern,
Please accept this email as an endorsement for the proposed change to the Gillander's driveway. We have lived on or off Crabapple Lane since December 1999 and know that the current configuration poses an undue hazard. I have reviewed the plan for the new driveway configuration and feel that it is much safer and more conducive to the traffic flow on Crabapple Lane (especially during school drop-off/pick-up time).
Please feel free to contact me if you have any questions

Respectfully
Owen P. Morgan
487 Crabapple Lane
Peachtree City GA 30269



Georgia Department of Public Health On-Site Sewage Management System Performance Evaluation Report Form

APPLICANT NAME: Chris Cull		PROPERTY/SYSTEM ADDRESS: 479 CRABAPPLE LN PEACHTREE CITY, GA 30269		EVALUATION ID: 022247	
APPLICANT PHONE: [REDACTED]		SUBDIVISION/LOT/BLOCK: Pennlyn Place/7&8/.		COUNTY: Fayette	
APPLICANT EMAIL ADDRESS:				REASON FOR EVALUATION: New Driveway	
Inspection Records					
Yes	1. Inspection records exist for this septic system.				
Yes	2. Inspection records indicate that all components of the septic system were properly constructed and approved at the time of original inspection. A copy of the original inspection report is attached.				
Maintenance Records (applicable copies are attached)					
No	3. Maintenance or installation records indicate that the tank has been pumped out or installed within the past 5 years. Note: it is recommended that septic tanks be pumped at least once every 5 years.				
N/A	4. Systems with aerobic treatment unit(s) (ATU): Records indicate the ATU has been serviced in accordance with the manufacturer's recommended maintenance schedule OR an authorized representative of the manufacturer has provided documentation that the ATU is operating sufficiently.				
N/A	5. Systems with grease trap(s): Maintenance records indicate the grease trap(s) has been pumped out within the last 6 months OR documentation has been provided by a qualified individual confirming that the grease trap contains less than 75% of the designed grease holding capacity and is operating sufficiently.				
System Assessment and Existing Site Conditions (applicable copies are attached)					
No	6. The septic tank was uncovered at the time of this County Board of Health Evaluation OR maintenance records exist and the tank appears to meet the required design, construction, and installation criteria. The appropriateness of the sizing and installation criteria of the absorption field cannot be verified since no initial inspection records exist.				
No	7. A Georgia certified septic tank installer has provided written documentation of the system design, location, and components.				
Yes	8. This site evaluation by the County Board of Health revealed no evidence of system failure.				
Yes	9. This site evaluation by the County Board of Health revealed no evidence of adverse conditions which would affect the functioning of the system.				
Addition to Property					
Yes	10. This site evaluation as well as the provided information indicate that the proposed construction to the home or property should not adversely affect the functioning of the existing system.				
Relocation of Home or Change of Use					
N/A	11. This site evaluation as well as the provided information indicate that the system appears to meet the required design, construction, and installation criteria to accommodate the proposed relocation of the home or change of use for the facility should not adversely affect the functioning of the existing system.				

See 2nd page for evaluation notes, disclaimer, and signature.

Performance Evaluation Report Form (continued)

PROPERTY/SYSTEM ADDRESS:
479 CRABAPPLE LN PEACHTREE CITY, GA 30269

EVALUATION ID:

022247

SUBDIVISION/LOT/BLOCK:

Pennlyn Place/7&8/.

Adverse Conditions (i.e. malfunctioning or damaged system or clear evidence of a condition, or conditions, that would likely contribute to system malfunction or unacceptable risk to public health):

No adverse conditions noted at this time.

Additional Notes/Comments:

Driveway relocation approved at this time. Construction is not to extend beyond the house as the left side of the property has the septic system. Current staking of the project as it was staked on 01/24/2025 is acceptable.

No obvious signs of failure at time of evaluation.

No records available showing that the tank has been pumped within the last 5 years. Recommend pumping the tank.

Inspector:
Joseph Addison

Signature:



Date:
01/28/2025

I verify the above information to be correct at the date and time of this evaluation only. **Disclaimer:** This verification shall not be construed as a guarantee of the proper functioning of this system for any given period of time. No liability is assumed for future damages that may be caused by system malfunction.



Kathleen Toomey, MD, MPH, Commissioner | Brian Kemp, Governor

Beverley Townsend, MD, MBA, FFAFP
Interim District Health Director

Fayette County Environmental Health Department

140 Stonewall Ave. W., Ste. 200, Fayetteville, GA 30214

Phone: (770) 305-5415 • Fax: (770) 305-5183

PAID \$125
FAYETTE COUNTY HEALTH DEPT
DATE 01/07/25

Additions, Private Pools, Accessory Structures:

____ Bedroom Home Addition * total number of bedrooms after addition: ____

____ Non-Bedroom Home Addition

____ Garage

____ Barn

____ Storage Building

____ Private Pool Construction

X Other *Please describe DRIVEWAY RE LOCATE

Property Owner: SCOTT GILLMAN Phone #: _____

Street Address of Property: 479 CRABAPPLE LN

City: FTL

State: GA

Zip: 30269

Subdivision: Pennlyn Place

Lot#: 788

Lot size: _____

*Email: _____

*all evaluations will be emailed unless otherwise noted on application

Water Supply: Public ✓ Private _____ Community _____ Garbage Disposal: Y/N _____

For non-home additions, will the structure have water usage? Y/N N/A

If yes, do you plan to connect to the existing septic system or install a new septic system? _____

Description of Addition to Home or Property (include dimensions): DRIVEWAY RE LOCATE

• Please initial each below to verify you have read and understand the evaluation process:

✓ ADDITION OR CONSTRUCTION SITE MUST BE STAKED FOR INSPECTION

✓ A site plan must be submitted (include location of property lines, driveway, well(s), and any structures on the property- does not have to be to scale but, must include dimensions).

✓ For all indoor revisions provide a proposed floor plan, scope of work, and an existing floor plan.

✓ Allow 10 business days for the completion of an evaluation.

✓ Ensure all gates are unlocked, pets are relocated if necessary, and the area of the septic system is easily accessible. Please make a note if a phone call is required or requested prior to site-visit.

✓ If any of the above conditions are not met, then a re-visit fee of \$50 will be charged prior to completing the evaluation.

NOTES FOR INSPECTOR: NEW DRIVEWAY IS STAKED

Applicant's Name (if different from owner): CHARS CUL

Email: _____ Phone #: _____

I understand that obstacles such as rock, water lines, gas lines, etc. may be encountered in the approved area and I hereby agree to assume full responsibility for any damage or inconveniences these obstacles may cause. I furthermore understand this site approval does not guarantee that a septic system will not be encountered since systems are often repaired or altered after being installed originally. I understand that if any changes are made, it is the property owner's responsibility to contact this office. If a septic system is encountered, I will repair it immediately according to current rules and regulations for individual on-site sewage management systems. I understand that my application is not complete without the required documents and payment. It is my responsibility to ensure Environmental Health receives the required documents and payment.

Approved: Y/N Y Date: 1/23/25 Comments: _____

EH Signature [Signature]

EH hold required: Y/N N

REVISED FINAL PLAT OF LOT 5, LOT 7 AND LOT 8 PENNLYN ESTATES PHASE II

TABLE OF CORNER DATA

Corner	Point	Distance	Bearing	Point	Distance	Bearing
1	222.23	11.23	112.34	1	222.23	11.23
2	222.23	11.23	112.34	2	222.23	11.23
3	222.23	11.23	112.34	3	222.23	11.23
4	222.23	11.23	112.34	4	222.23	11.23
5	222.23	11.23	112.34	5	222.23	11.23
6	222.23	11.23	112.34	6	222.23	11.23
7	222.23	11.23	112.34	7	222.23	11.23
8	222.23	11.23	112.34	8	222.23	11.23
9	222.23	11.23	112.34	9	222.23	11.23
10	222.23	11.23	112.34	10	222.23	11.23

OWNER'S CERTIFICATE LOT 5

I, the undersigned, being the owner of the land shown on this plat, hereby certify that the same is true and correct and that the same is in accordance with the plat of the same as shown on this plat.

OWNER'S CERTIFICATE LOT 7 AND LOT 8

I, the undersigned, being the owner of the land shown on this plat, hereby certify that the same is true and correct and that the same is in accordance with the plat of the same as shown on this plat.

NOTES

- THIS IS A REVISION OF THE PLAT OF LOT 5, LOT 7 AND LOT 8 PENNLYN ESTATES PHASE II, PLAT NO. 123, 124 AND 125, FILED FOR RECORD IN THE CLERK'S OFFICE OF THE COUNTY OF FAIRFAX, VIRGINIA, ON 12/12/2021.
- THE LAND SHOWN ON THIS PLAT IS THE SAME AS SHOWN ON THE PLAT OF LOT 5, LOT 7 AND LOT 8 PENNLYN ESTATES PHASE II, PLAT NO. 123, 124 AND 125, FILED FOR RECORD IN THE CLERK'S OFFICE OF THE COUNTY OF FAIRFAX, VIRGINIA, ON 12/12/2021.
- THE LAND SHOWN ON THIS PLAT IS THE SAME AS SHOWN ON THE PLAT OF LOT 5, LOT 7 AND LOT 8 PENNLYN ESTATES PHASE II, PLAT NO. 123, 124 AND 125, FILED FOR RECORD IN THE CLERK'S OFFICE OF THE COUNTY OF FAIRFAX, VIRGINIA, ON 12/12/2021.
- ALL DISTANCES ARE MEASURED ALONG THE CENTERLINE OF THE DRIVEWAY.
- ALL DISTANCES ARE MEASURED ALONG THE CENTERLINE OF THE DRIVEWAY.

FOR THE STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

THIS PLAT IS A REVISION OF THE PLAT OF LOT 5, LOT 7 AND LOT 8 PENNLYN ESTATES PHASE II, PLAT NO. 123, 124 AND 125, FILED FOR RECORD IN THE CLERK'S OFFICE OF THE COUNTY OF FAIRFAX, VIRGINIA, ON 12/12/2021.

FOR THE STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

THIS PLAT IS A REVISION OF THE PLAT OF LOT 5, LOT 7 AND LOT 8 PENNLYN ESTATES PHASE II, PLAT NO. 123, 124 AND 125, FILED FOR RECORD IN THE CLERK'S OFFICE OF THE COUNTY OF FAIRFAX, VIRGINIA, ON 12/12/2021.

FINAL PLAT APPROVAL

This plat complies with the zoning regulations of the City of Fairfax, Virginia, and is hereby approved for record.

Survey Data

The survey was conducted by Laura Gillanders, a Professional Engineer, on 12/12/2021. The survey was conducted in accordance with the Virginia Surveying Act of 1968, as amended.

Find Surveyer Certificate

I, the undersigned, being the surveyor of the land shown on this plat, hereby certify that the same is true and correct and that the same is in accordance with the plat of the same as shown on this plat.

Scale

1 inch = 100 feet



VIEW: ACROSS STREET PERSPECTIVE



VIEW: DRIVER VIEW WHEN NOSE OF CAR AT
GOLF CART PATH



VIEW: NEW PROPOSED LOCATION VIEW



December 23, 2025

City of Peachtree City
Community Development Department
c/o Mr. John Schnick

Re: 479 Crabapple Lane (PV25-0017)

Dear Mr. Schnick

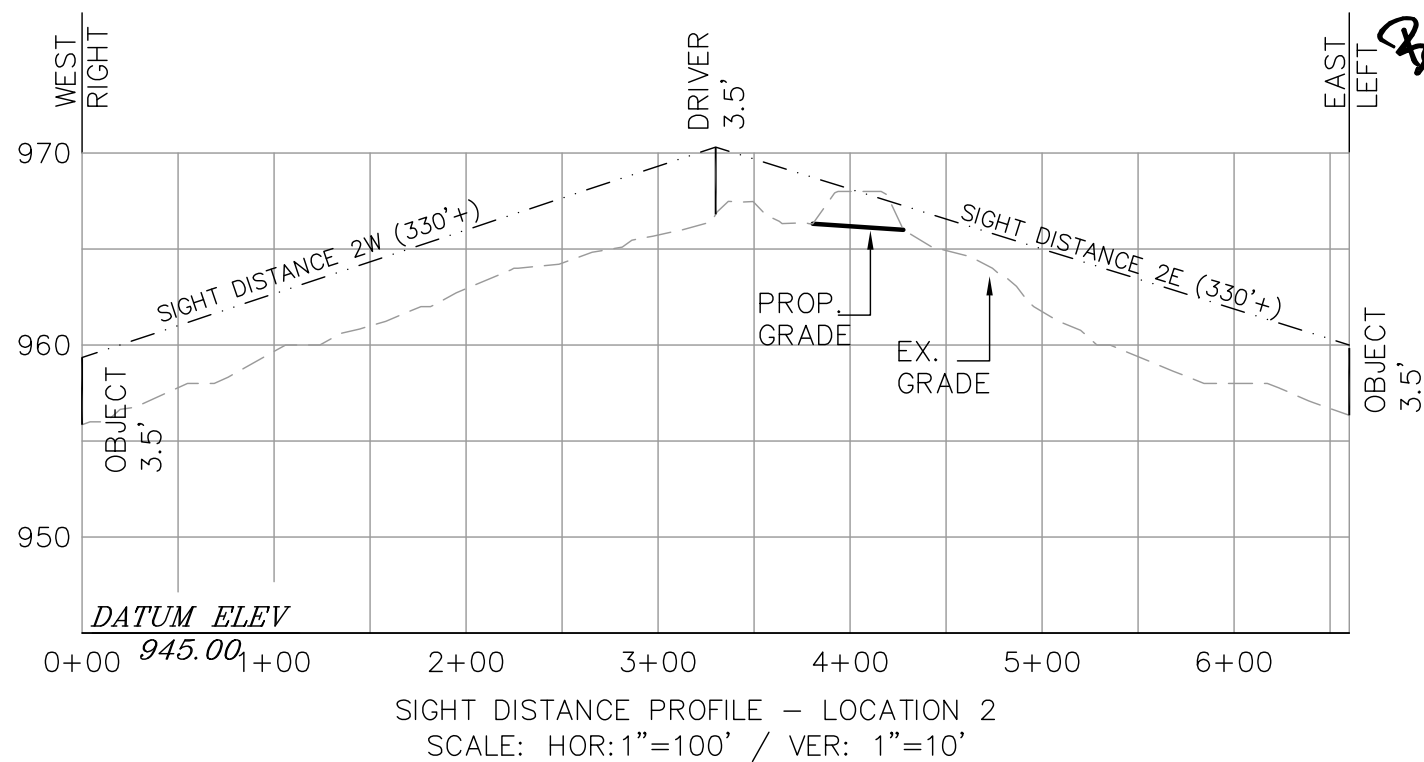
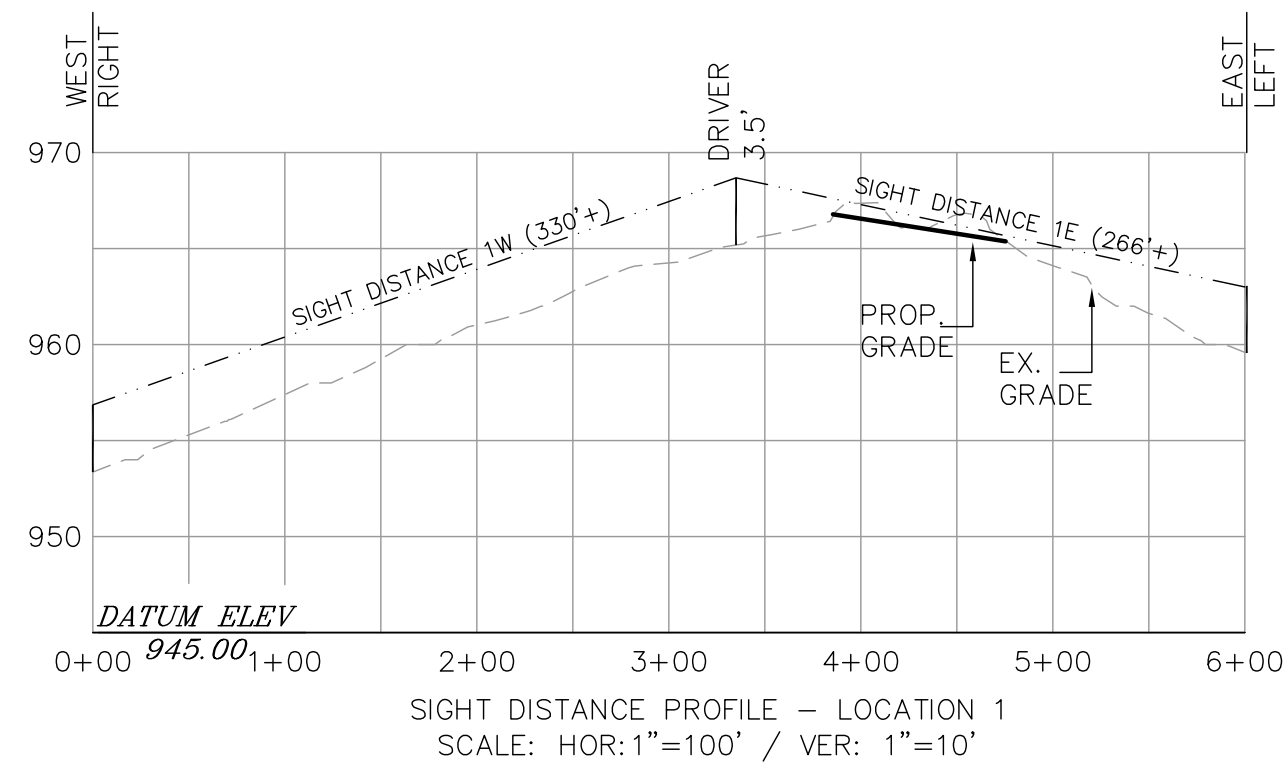
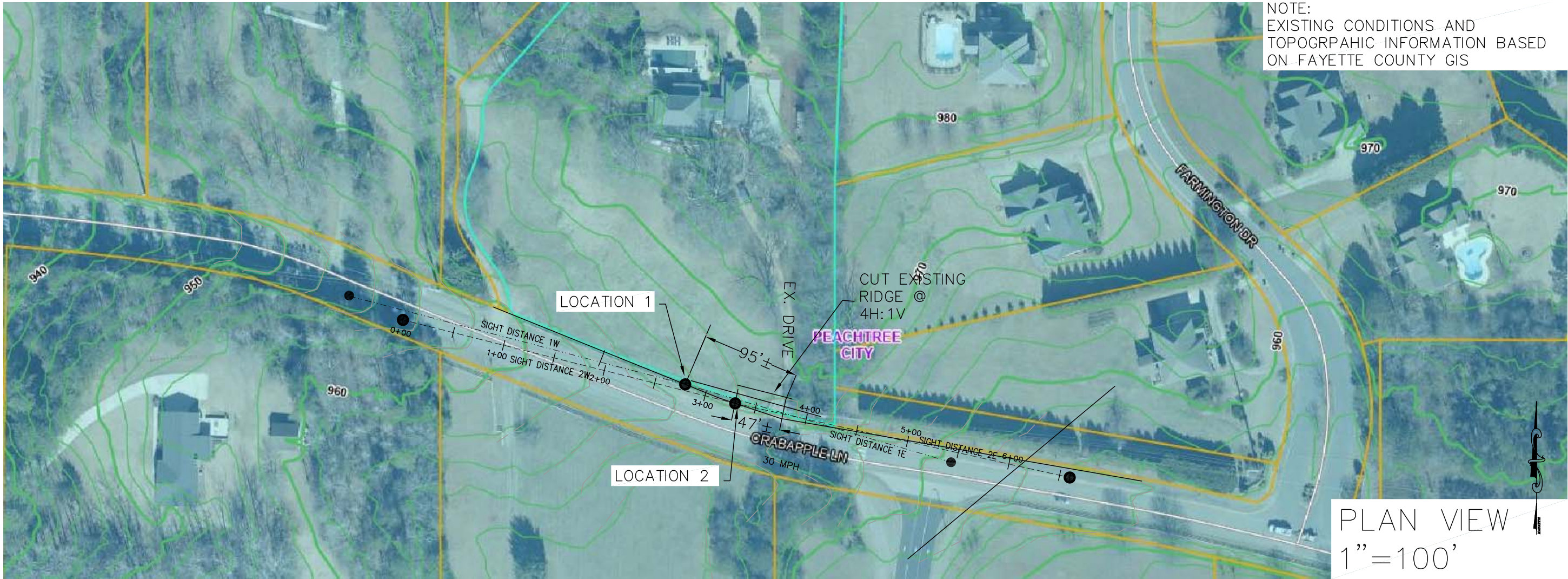
This letter certifies the findings on the attached exhibit regarding the sight distance provided by the two proposed locations. These locations are labeled as Location 1 and Location 2 in the exhibit. The sight distance provided by these locations was determined using GDOT sight distance specifications and existing conditions based on Fayette County GIS. The exhibit demonstrates that Location 1 provides approximately 266' of sight distance to the east and 330'+ to the west. Location 2 provides approximately 330' of sight distance to the east and 330'+ to the west. This determination assumes the light grading to the west of the current driveway location is performed. This determination is based on GIS and street level photographic information and should be field verified to determine the presence of unknown obstructions such as vegetation. Please contact this office for any questions concerning this matter. Thank you.

v/r

A handwritten signature in black ink, appearing to read "Byron J. Arceneaux", is written over a horizontal line.

Byron J. Arceneaux, P. E.
President





PREPARED BY
PRIMUS
ENGINEERING, INC.
3210 HAMILTON MILL RD.
Buford, Georgia 30518
CONTACT:
Byron J. Arceneaux, P.E.
678 858-3842
byron@primusatlanta.com

PREPARED FOR:
SCOTT GILLANDERS

479 CRABAPPLE LANE
CITY OF PEACHTREE CITY
SIGHT DISTANCE EXHIBIT

SIGNED / SEALED
GEORGIA REGISTERED
No. 2785 PROFESSIONAL
ENGINEER
BYRON J. ARCEAUX

DATE:									
REVISION									
NO.									
DESIGNED BY: BJA									1"=100'
DRAWN BY: BJA									1
CHECKED BY: BJA									SHEET
12-23-25									25036