CITY COUNCIL OF PEACHTREE CITY
REGULAR MEETING AGENDA
SEPTEMBER 16, 2021
6:30 p.m.

Peachtree City
Mayor & City Council
Vanessa Fleisch, Mayor
Phil Prebor – Post 1
Mike King – Post 2
Kevin Madden – Post 3
Terry Ernst – Mayor Pro Tem
Post 4

I. **Call to Order**

II. **Pledge of Allegiance**

III. **Announcements, Awards, Special Recognition**
Service Award – Joe O'Conor – 20 Years – Chief, Fire Department
Service Award – Paul Smilley – 20 Years – Officer, Police Department

IV. **Public Comment**

V. **Agenda Changes**

VI. **Minutes**
September 2, 2021 Meeting Minutes

VII. **Consent Agenda**
1. Consider Appointment of Planning Commission Member
2. Master Lease-Purchase- Lease Schedule #5

VIII. **Old Agenda Items**

IX. **New Agenda Items**

X. **Council/Staff Topics**
1. GDOT Displaced Left Turn(DLT) Project Update **(Borkowski)**

XI. **Executive Session**

XII. **Adjourn**

City Council of Peachtree City
Meeting Minutes
Thursday, September 2, 2021
6:30 p.m.

The Mayor and Council of Peachtree City met in regular session on Thursday, September 2, 2021. Mayor Vanessa Fleisch called the meeting to order at 6:30 p.m. Others attending: Terry Ernst, Mike King, and Kevin Madden. Councilman Phil Prebor was absent.

Public Comment
Suzanne Brown discussed the nomination of Jim Kuo of Hoshizaki to the Fayette County Development Authority (FCDA), saying she would like to see Kuo address Council before the appointment was finalized.

Agenda Changes
None

Minutes
King moved to approve the August 19, 2021, regular meeting and August 19, 2021, executive session minutes as written. Madden seconded. Motion carried unanimously.

Consent Agenda
1. **Reappointment of Jim Kuo to Fayette County Development Authority Board**
2. **FY2021 Budget Amendment - Donation from Kiwanis Club of Peachtree City**
3. **FY2021 Budget Amendment - Wellness Program ARPA**
4. **Policy/Procedure 10-03 - Private Subdivision Paving Coordination**
5. **Cavalier Manor Lot 5 Stormwater Facility Maintenance Agreement**
6. **Easements for 522 Golfview Drive Drainage Improvements Project**
7. **F-350 Dump Truck Replacement**
8. **B95C Backhoe Purchase**
9. **Kubota RTV Purchase**

Ernst moved to approve Consent Agenda items 1-9. Madden seconded. Motion carried unanimously.

Old Agenda items
None

New Agenda items
09-21-01 Adopt Ordinance #1194 - 2021 Personnel Policy Manual
Human Resources and Risk Management Director Ellece Brown explained that the manual was a vital resource for employees and managers, containing key policies and expectations of the City as an employer. It was a "living" document that changed over time. It must comply with Federal and State laws, which changed over the years, and they also wanted it to comply with best practices that were accepted by local governments and by businesses and organizations across the country.

Brown noted that when she arrived, the personnel policy manual had not been updated in many years; 30 years, the Mayor added. They revamped and reformatted the policy, and Council approved it in October, 2013. The updated policy she was now presenting reflected current legislation and best business practices to ensure Peachtree City's competitiveness in the marketplace. The manual's format did not change. Brown said the changes involved correcting language and typos, as well as simple procedure changes, along with incorporating changes due to increased work schedules of the Police and Fire Departments.

Other updates incorporated notable changes to policies, Brown continued, such as the increase in the probationary period for new employees from six months to one year. The updated policy also noted that offers of employment could include salary increases when the candidate had additional educational degrees not required by the job description. All job descriptions included educational requirements, such as having a high school diploma/GED or a master's degree. This change would let the City recognize the additional knowledge the candidate who had a higher level of education than was required. This increase to the base salary would be $1,000 for an associate's degree, $2,000 for a bachelor's, and, starting in fiscal year 2022, $2,000 for a master's.

They added the Performance Talk Process, which was adopted in 2016. Brown explained this replaced the traditional performance evaluation as a more positive method of motivating employees to perform. A paragraph on the Fire Department's Career Stipend Program was added. This program gave incentive pay to personnel who performed specialized functions beyond their normal job duties.

Information was added on how a standard salary adjustment, usually thought of as a cost of living adjustment (COLA), was determined. It was based on budget appropriation, performance of the departments, and the Consumer Price Index (CPI).

The updated policy had information about how merit increases were awarded. Brown said, in the past, when merit increases were given, they seemed to not have a lot of structure. Now, there was a rigorous process in place, and it was done in the spring and in the fall. Supervisors could not recommend merit increases for more than 25% of their department, and most were below that. Supervisors and managers had to complete a three-page form detailing why the employee deserved a merit increase. They had to go beyond the duties of their job description to merit an increase. All the directors reviewed the requests and passed on those who they thought deserving to the City Manager for the final verdict. The amount of the merit increases was established every year. It was $1,300 for a full-time employee and $650 for part-time. They had been following this process for a few years, Brown commented.

They had added information regarding the Career Development Plan, which had been in place at the Police and Fire Departments for a few years, but had now been expanded to all employees. It allowed employees to gain additional training, knowledge, or certifications that would help them in the jobs.

Ernst went back to the merit increases, confirming that they were the same amount regardless of position. Brown said that was right; it was not a percentage of pay, but a flat dollar amount.

Bi-weekly accrual rates for annual leave for new employees and those having up to four years of service had been increased to two weeks from the previous one week per year in order to remain competitive in the marketplace. Employees with four to nine years with the City got three weeks of vacation, and those with more than that received four weeks.

Another way to remain competitive in the marketplace was the change in the maximum cap of regular sick leave hours for new employees to match that of current employees. Before July, 2012, all employees could receive up to 480 hours of regular sick leave. Brown said she was not there when the change was made, but she assumed that it was because the City provided long-term disability insurance, but there was a six-month waiting period. Those 480 hours of sick leave equaled six months. In July, 2012, they decided new employees could have a maximum of 240 hours. The updated policy would change that back to 480 hours for everyone.

They also removed the maximum cap on accrued catastrophic sick leave hours and added language regarding how those hours could be used. Catastrophic sick leave went above and beyond regular sick leave, Brown explained, and it had a cap. It was never paid out, and they were not proposing that it be paid out. They were proposing that it continue to be used for catastrophic illnesses and/or for bridging as described in the Defined Benefit (DB) Pension Plan. The pension plan already stated that employees could use catastrophic sick leave to bridge in years of service or age to be qualified for the pension plan.

She asked how an employee could accrue 480 hours of sick leave, plus additional catastrophic sick leave time? City Manager Jon Rorie said it was by not using it. Those were typically employees who were dedicated to their jobs, Brown continued, and this was a way to reward them and incentivize others. Right now, their accrued catastrophic leave time just disappeared when they left the City's employ.

The updated policy included allowing for voting time, Brown commented.

Rorie reflected on the catastrophic leave, saying when he was Public Services Director in 2013, he investigated the use and abuse of sick leave among its 69 employees. Unpredictable attendance made it difficult to deliver services. He found that most people did not abuse the system, but there were two employees that he had to put on six-month performance improvement plans due to attendance. One of them had been with the City for more than 20 years and had no accrued sick leave. They performed well for six months, Rorie stated, but reverted back to their old habits afterwards and were let go. The change in this "use it or lose it" mentality should incentivize those who chose not to use their accrued leave, he concluded.

Family Medical Leave Act (FMLA) procedures were clarified in the new policy, Brown continued. FMLA had been around for more than 25 years and was a complicated law. It was the only law that put the burden on the employer to designate leave time when the reason for the absence qualified under FMLA. It stated that if the employee was absent for a reason that qualified, they could be out for up to 12 weeks without penalty. The updated policy clarified that because some employees said they did not want to use FMLA. It was not their choice, Brown noted; the law said if it qualified, it was up to the employer to protect it under FMLA. That was what they had clarified in the policy.

They had removed the option to bank holiday time. It was the City's intent to compensate employees for earned holiday time, as it occurred, at their current hourly rate. For example, right now, an employee could bank the time if they worked on a holiday. They might make $16 an hour, but if that time was banked, they might be paid out at $25 an hour, due to pay increases in the future. The policy was changed so that employees could not choose to bank holiday time; they would be paid for it at their current pay rate.

Reimbursement through the Educational Assistance Program was increased from $1,500 per year to $3,000, effective January 1, 2022. Brown explained this was in line with what other cities offered. She added that probably only a small number of employees would utilize this assistance, but they would like to see that number increase.

These were only a few of the changes made in the 170-page policy manual, Brown concluded.

Ernst asked her to go back over the part concerning voting. She said they encouraged early or absentee voting, but an employee, with their supervisor's approval, could be given time off to vote, up to a maximum of two hours if the employee began work less than two hours after the polls opened or left work less than two hours before the polls closed.

Rorie said the personnel policy would always be a work in progress, recalling they had come before Council many times since 2013 to present proposed changes, such as for catastrophic leave and the Career Development Plan. All they were doing was codifying the changes that had been made over the years. There would continue to be changes, which Council would eventually be asked to again codify. He asked Council to repeal the 2013 document and adopt this new one.

Madden thanked Brown and staff for their work, noting there were 164 changes made in the policy. Brown said there had been a lot of conversation with all departments and the City Manager. Madden said it was necessary to update the policy in order to attract and retain qualified employees.

Ernst moved to approve New Agenda item 09-21-01, adopt Ordinance #1194 - 2021 Personnel Policy Manual. King seconded. Motion carried unanimously.

09-21-02 Public Hearing - 509 Clearwater Cove - Variance - Rear setback Encroachment
Planning and Development Director Robin Cailloux said the property owner wanted to rebuild and enlarge an existing deck. She showed the location of this property, saying it was in the heart of Braelinn Village and zoned GR-18. The lot was oddly-shaped in the back because of a stream, and the area behind it was a publicly-owned greenbelt. She indicated the home and the existing deck on a diagram of the property, noting how the deck was built so as not to encroach into the existing setbacks. The diagram also depicted the deck they would like to build, which required an 11-foot encroachment into the 20-foot rear setback. There was a special exception variance, but it did not apply here because the encroachment of more than 25% of the setback. Part of the new deck would be covered, and it would be elevated due to the slope of the lot.

Cailloux reviewed the six criteria a variance was subject to, noting first that the zig-zag rear property line created a special condition other properties in the area did not have. Applying the ordinance did create a practical hardship, and she showed on the diagram how the existing deck had to be constructed with a "hallway" from the door to the main part of the deck. The deck was only nine feet wide. The lot shape was the only exceptional circumstance and granting the variance would not constitute a special privilege because of those limitations. There was no known harm to the public health, safety, or welfare, and the applicant had signed approval letters from the adjacent neighbors and the homeowners association. This variance did not conflict with any policies of the Comprehensive Plan, which encouraged reinvestment into property.

The applicant, Roger Pfannenstiel, noted that the property backed up to a stormwater drainage area, and that was where the encroachment would be. It would not impact any of his neighbors' property. It would be viewable from the street, and only one neighbor would have a view, and she had approved the plan. He noted that 94% of the proposed deck was within the setback guidelines. He said he would not term the shape of the property as a hardship, but it did create an inconvenience because when you walked out the back door, you had to make an immediate left to get to the main part of the deck.

He noted that the Brookfield subdivision was unique. All the homeowners took pride in their property, and they were responsible for their own streets, signs, and street lights, paid for with HOA dues. They recently voted not to allow future rentals in the neighborhood. The HOA board did a good job and did not approve every plan brought before them. After receiving HOA approval, Pfannenstiel said he visited three neighbors and shared the plans and got their approval. He told Council they had moved from a larger home in Peachtree City to this one and wanted to remain there, with a deck they could enjoy.

He pointed out to Cailloux that the paperwork showed that the variance request was for 11 feet, but it was actually 13. Cailloux said they would make that change in the motion.

No one wished to speak in either favor or opposition to the request, and Fleisch closed the public hearing.

Madden asked about the creek, and Cailloux said they would have to meet environmental standards and that would be reviewed during the permitting process.

King said he had no problem since the neighbors and the HOA agreed with the variance. Ernst agreed, and Fleisch noted the Brookfield HOA was one of the more strict ones in the City.

Madden moved to approve New Agenda item 09-21-02, variance at 509 Clearwater Cove for a 13-foot rear setback encroachment. King seconded. Motion carried unanimously.

Council/Staff Topics

Fleisch, reflecting that her tenure would be ending this year, noted that they had come up with a sign policy for subdivisions that the City was responsible for, and asked that they update some of them with the new design that the Peachtree City Athletic Complex was using.

She thanked City Clerk Yasmin Julio and Assistant City Manager Justin Strickland for handling the printing and framing of a picture.

There being no further business, King moved to adjourn. Ernst seconded. Motion carried unanimously, and the meeting adjourned at 7:19 p.m.

__________________________________ __________________________________

Martha Barksdale, Recording Secretary **Vanessa Fleisch, Mayor**

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

TO: Mayor and Council

VIA: Jonathan N. Rorie, City Manager

FROM: Yasmin Julio, City Clerk/Administrative Coordinator

DATE: September 9, 2021

SUBJECT: Consider Appointment of Planning Commission Members
Consent Agenda September 16, 2021

Recommendation:

Re-appoint Michael Link to the Planning Commission Board for the term from 10/01/21-09/30/24. In addition, extend the current appointments of the board member Frank Destadio and alternate member Rick Mendenhall until November 4, 2021.

Discussion:

Two board seats and one alternate position on the Planning Commission are set to end on September 30, 2021. The application period opened from July 1, 2021-July 30, 2021, five applications were received. The Planning Commission terms are for four years. Due to the impeding deadline, current members will be asked continue to serve until all applicants can be interviewed for the remaining seats.

Discussion:

This item has no budgetary impact.

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO: Mayor and City Council

VIA: Jonathan Rorie, City Manager JR

FROM: Paul J. Salvatore, Financial Services Director P.S.

DATE: September 2, 2021

SUBJECT: Master Lease-Purchase – Lease Schedule #5
September 16, 2021 Council Agenda

Recommendation:

Approve Lease Schedule #5 for the costs of acquiring Capital Vehicles and Equipment in the total amount of $1,547,507.64 and authorize the Mayor and City Council to sign the documents.

Discussion:

On January 5, 2017 City Council approved a Master Lease-Purchase Agreement for the financing of machinery and equipment in conjunction with Banc of America. This request is for Lease Schedule (Draw) #5 against that Master Lease-Purchase Agreement. The total amount for Schedule #5 of $1,547,507.64 is for capital purchases of technology software and equipment upgrades and replacements, public safety, grounds, and public works vehicle and equipment replacements. The vehicles and equipment are financed over a five (5) year period with the first quarterly payment due December 31, 2021 and the last payment on September 30, 2026.

The City is expected to close (fund) this transaction on Friday, September 17, 2021, following approval by the City, who will meet on Thursday, September 16, 2021 to approve the transaction. The final documents to be signed by the Mayor and City Council, as well as, the interest rate will be provided prior to the meeting.

Budget Impact:

Funds for the debt service payments are budgeted in the FY22 Budget Resolution adopted by Council. Debt service payments for future fiscal years will be included in the annual operating budgets proposed to City Council.

If you have any questions, please do not hesitate to contact Paul Salvatore.

Thank you for your attention to this matter.

Attachments
KB/Financing/BOA Lease Purchase Schedule #5

City of Peachtree City
Lease/Purchase
September 2021 for FY2021

Department	Project Description	Amount		
IT				
	Software Upgrades	$ 49,979.00		
	Storage Replacement & Additions	$ 199,927.66		
	Cisco Network Switch Replacements	$ 149,967.27		
	MS Office Updates	$ 124,750.00		
	MS Exchange Software Upgrade	$ 75,000.00		
	Fuel Master Pump Upgrades	$ 17,889.00		
	Data Security Upgrades (AI-Based)	$ 39,970.00		
			$ 657,482.93	
Grounds				
	Zero Turn Mowers			
		$ 42,344.44		
			$ 42,344.44	
Police				
	Replacement Vehicles/Cameras			
		$ 756,135.27		
			$ 756,135.27	
Fire				
	SCBA Air Compressor Replacement			
		$ 35,870.00		
Public Works			$ 35,870.00	
	F-350 Dump Truck			
		$ 55,675.00		
			$ 55,675.00	
				$ 1,547,507.64

CITY OF PEACHTREE CITY

INTEROFFICE MEMORANDUM

MEMO TO:	Mayor and City Council
VIA:	Jonathan Rorie, City Manager JR
FROM:	Paul J. Salvatore, Financial Services Director PS
DATE:	September 2, 2021
SUBJECT:	Master Lease-Purchase – Lease Schedule #5 *September 16, 2021 Council Agenda*

Recommendation:

Approve Lease Schedule #5 for the costs of acquiring Capital Vehicles and Equipment in the total amount of $1,511,637.64 and authorize the Mayor to sign the documents and the Mayor and City Council Members to sign the City's Certificate of Incumbency.

Discussion:

On January 5, 2017 City Council approved a Master Lease-Purchase Agreement for the financing of machinery and equipment in conjunction with Banc of America. This request is for Lease Schedule (Draw) #5 against that Master Lease-Purchase Agreement. The total amount for Schedule #5 of $1,511,637.64 is for capital purchases of technology software and equipment upgrades and replacements, public safety, grounds, and public works vehicle and equipment replacements. The vehicles and equipment are financed over a five (5) year period with the first quarterly payment due December 31, 2021 and the last payment on September 30, 2026.

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Attachments
KB/Financing/BOA Lease Purchase Schedule #5

City of Peachtree City
Lease/Purchase
September 2021 for FY2021

Department	Project Description	Amount		
IT				
	Software Upgrades	$	49,979.00	
	Storage Unit Replacement	$	199,927.66	
	Cisco Network Switch Replacements	$	149,967.27	
	MS Office Updates	$	124,750.00	
	MS Exchange Software Upgrade	$	75,000.00	
	Fuel Master Pump Upgrades	$	17,889.00	
	Data Security Upgrades (AI-Based)	$	39,970.00	
				$ 657,482.93
Grounds				
	Zero Turn Mowers			
		$	42,344.44	
				$ 42,344.44
Police				
	Replacement Vehicles/Cameras			
		$	756,135.27	
				$ 756,135.27
Public Works				
	F-350 Dump Truck Replacement			
		$	55,675.00	
				$ 55,675.00
				$ 1,511,637.64