

**Peachtree City Water & Sewerage Authority
Regular Meeting
Agenda
Monday, June 3, 2019
6:30 p.m.**

I. Pledge of Allegiance

II. Public Comment

III. Minutes

May 6, 2019 - Regular Meeting Minutes

IV. Reports

A. Authority Members

B. General Manager

V. Fixed Asset Module – Amendment to Agreement with BS&A

VI. Golf cart path request from City of Peachtree City

VII. Compensation Resources

a. 2019 Benefits Study Report of Findings

b. Market Study Report of Findings

c. Employee Pay Ranges

VIII. Controller and Deputy GM Job Listings

IX. Short-Term Disability Quote

X. Executive Session – Real Estate, Personnel, Potential Litigation

XI. Adjourn

**** Location of meeting is Peachtree City Water & Sewerage Authority at 1127 Hwy. 74, South ****

NOTE: This agenda is subject to change up to twenty-four hours prior to the scheduled meeting.

A quorum of City Council will be in attendance.

Peachtree City Water and Sewerage Authority

May 6, 2019

The Peachtree City Water and Sewerage Authority held its monthly meeting on Monday, May 6, 2019, in the conference room of the John W. Gronner Administrative Center. The following individuals were present: Chairman Vanessa Fleisch, Vice-Chairman Mike King, Treasurer/Secretary Terry Ernst, Board Member Kevin Madden, Ms. Melissa Griffis (attorney with Rosenzweig, Jones, Horne & Griffis), Mr. Dan Davis (ISE), Ms. Leslie Baer (ISE), Mr. Bo Davis (ISE), Mr. Cary Dial (ISE), Mr. Charlie Hawkins (The Hawkins Firm, LLC), Mr. Thomas Greer (attorney with Greer Tisinger, LLC), Mr. Clay McEntire (J. Smith Lanier), Mr. David Irwin (Mauldin & Jenkins), Mr. Larry Michaels (WASA staff), Ms. Maria Fourqurean (WASA staff), Ms. Marian Lee (WASA staff), Mr. John Dufresne, Ms. Corinne Kehayes, and Mr. Kevin Heine.

Ms. Fleisch called the meeting to order at 6:30 pm, and began with the Pledge of Allegiance.

Ms. Fleisch opened the meeting up for public comment. Ms. Marian Lee (650 Gary Sumner Road, Senoia, GA) spoke during public comment. Ms. Lee stated she is an employee (Plant Operator/Lab Analyst) of WASA and had a comment for the Board from the staff. Ms. Lee read the following statement:

WASA staff would like to request the Board not approve the proposed employee handbook on the agenda tonight. The staff has several concerns with the new policies and would like to be included in the discussions to address those concerns before the proposed book is approved. A major concern is the conversion to Paid Time Off (PTO). During development of the City handbook, the City discussed the need for catastrophic sick leave as a safety net for an employee with a severe injury or medical illness requiring an extended amount of time away from work. The proposed Paid Time Off maximum carry over for the next two years and going forward will not be sufficient. Once the WASA employee uses the three weeks off, there will no longer be a paycheck to cover rent or mortgage, or to pay for health care which will no longer be covered since the employee is no longer working. By January 1, 2021, if an employee requires a hospital stay and extended time off, three weeks will not be sufficient. We are not asking for benefits greater than surrounding organizations, but we are asking for comparable benefits. Thank you.

Ms. Fourqurean (380 Ridgemont Drive, Fayetteville, GA; WASA employee) provided copies of the data referenced, comparing the City of Peachtree City time off policy to the proposed WASA time off policy.

Ms. Fleisch asked for a motion to approve the April 8, 2019 regular meeting minutes. Mr. King made the motion, seconded by Mr. Ernst. Motion carried.

Ms. Fleisch stated Board member Mr. Phil Prebor has taken a leave of absence due to personal reasons. Ms. Griffis noted the Authority's enabling legislation requires the presence of four board members for a quorum; moving forward board meetings will need to be rescheduled if four board members cannot be present.

There were no reports from the authority members or General Manager.

Mr. David Irwin presented the audit report (attached) results. Mr. Irwin stated they, as the external auditor, are responsible for issuing an opinion on the financial statements in accordance with

governmental auditing standards and generally accepted audit standards. Mr. Irwin stated the firm was issuing a clean or unmodified opinion on this year's report. Mr. Irwin stated in their opinion the financial statements are fairly stated and follow generally accepted accounting standards. There were no audit findings to report (in other words there were no deficiencies in internal controls over financial reporting; without proper internal controls the financial statements could be materially misstated or incorrect). Mr. Irwin stated it was a seamless transition and smooth audit. Mr. Irwin noted the Management Discussion and Analysis (MD&A) was excluded from the report. Mr. Irwin stated the MD&A is written by management and summarizes the financial statements. Mr. Irwin stated because of the changes in management after year end, we did not find it was appropriate or necessary to include the MD&A in this year's report. Mr. Irwin stated the MD&A is not critical to the report. Mr. Irwin discussed specifics of the report, including reviewing the balance sheet. The balance sheet shows assets, liabilities and ending net position; there is a decrease of \$1.8 million from the prior year because of the increase in depreciation expense; with a \$22.1 million total net position. Mr. Madden asked regarding the \$1.5 million in increased net position from last year. Mr. Irwin stated several factors: revenues were flat from last year, operating income is lower than the prior year, the estimated useful life of assets were found to be longer than they should have been resulting in an increase in depreciation expense, and capital contributions increased by \$1.6 million (sewer lines, etc.). Net cash flow has increased from last year by approximately \$446,000. Mr. Dan Davis stated new financial software has been installed which will include an asset management system, which was recommended by Mauldin & Jenkins. Mr. Dan Davis stated this software will eliminate any potential human error with respect to estimating asset useful life. Mr. Madden asked if this report of \$2.5 million cash equivalent is indicative of a well-run authority. Mr. Irwin stated yes; there is a solid net position, good current assets able to pay off current liabilities, generating sufficient operating revenues allowing for debt payment, and allowing for investing in the system.

Mr. Kevin Heine asked regarding Mr. Irwin's experience with other similar organizations. Ms. Fleisch responded that this is not a public hearing.

Mr. McEntire presented the commercial insurance renewal summary – Property, Crime, General Liability, Boiler & Machinery, Umbrella, Auto, Inland Marine, Employment Practices Liability, Public Entity Liability, Flood & Earthquake and CyberFirst Liability Insurance Coverage (attached). Mr. McEntire stated the current provider (State National) quoted an increase in premiums. Mr. McEntire requested alternative quotes and received a lower quote from Travelers resulting in savings and additional coverage (cyber liability). Mr. King confirmed the apparent lower cost for more coverage; Mr. McEntire confirmed that is the case. Mr. McEntire stated the overall yearly cost will decrease by approximately \$10,000 with much broader coverage. Mr. McEntire stated MedPay has been excluded this year because people historically have fraudulent claims. Mr. Madden asked regarding the forgery and alteration coverage – if it covers an employee pursuing business opportunities during working hours; Mr. McEntire stated this covers forging checks or altering invoices/POs. Mr. McEntire stated the coverage renewal date is May 1st; the quote was not received prior to the April board meeting. Mr. Madden asked about computer fraud; Mr. McEntire stated that coverage is for using the computer to steal from WASA as an employee. Ms. Fleisch asked for a motion to approve Property, Crime, General Liability, Boiler & Machinery, Umbrella, Auto, Inland Marine, Employment Practices Liability, Public Entity Liability, Flood & Earthquake and CyberFirst Liability Insurance Coverage renewal effective May 1, 2019. The motion was made by Mr. King and seconded by Mr. Ernst. Motion carried.

Mr. Dan Davis stated the appraisal for the golf cart path request from the City of Peachtree City was not received in time for publication with the agenda prior to the meeting. Mr. Dan Davis asked that the

request be moved to the June 3, 2019 agenda. Mr. Ernst made a motion to move this item to the June 3, 2019 meeting agenda and seconded by Mr. King. Motion carried.

Mr. Hawkins discussed specific policies included in the revised Employee Handbook. Mr. Hawkins stated the new PTO system is different than a sick/vacation system. Mr. Hawkins referred to the handout presented by Ms. Lee and noted that some WASA employees will be earning more hours under the new PTO system compared to the City's sick/vacation system. Mr. Hawkins stated employees can use PTO for any reason; simplifying the system. Mr. Hawkins stated the new PTO system rewards employees who do not use a lot of sick leave; and provides flexibility on how time is used – they can use the time off for whatever they wish. Mr. Hawkins referred to the handout presented by Ms. Lee and noted that some employees will be able to carry over more hours under the new PTO system compared to the City's sick/vacation system. Mr. Hawkins stated that if the Board approves the new Handbook and adopts the new PTO policy, no employee loses anything as a result; the clock does start ticking towards the end of the year when the maximum carry over is limited to 250 hours and then 120 the following year – the number of vacation hours is not being taken away from an employee now. If an employee wants to go ahead and use those hours, they'll get the full benefit of those hours – that is the purpose of the vacation system. The system is changing, but the employee has the opportunity to use up those hours before the end of the year. Mr. Hawkins stated 39% of the employees have less than 50 hours of sick leave; under the PTO transition plan into next year they can carry over up to 50 hours – they will not lose any sick time. Mr. Hawkins stated 61% of the employees have less than 250 hours of vacation; they will be able to convert up to 250 hours of combined vacation/sick time into the new PTO system. A majority of the employees will not be negatively affected by the new policy, even if they did not take the vacation time that we're encouraging them to take. There are six employees (26%) that have greater than 450 hours of leave who could potentially lose leave, but they can take leave before the end of the year. Mr. Hawkins stated that to transition (particularly these people) at the end of this year, if an employee has over 200 hours vacation, we will pay them for hours over 200 at ½ times their regular rate. For example someone with 450 hours of vacation (or 250 hours over the vacation carry over): $250 \text{ hours} \times \$30(\text{hourly rate})/2 = \$3,750$ paid to the employee and they can still carry over 200 hours of vacation and 50 hours of sick time – starting the year with 250 hours PTO. The average employee vacation balance is 227.81 hours; the average employee sick leave balance is 200.82 hours. Mr. Hawkins stated going into 2021 the PTO carry over maximum will be 120 hours. Mr. Hawkins stated he understands an employee's concern, "I want to have a lot of sick leave in case I get sick and need to be out of work, I want to make sure my family is protected until I can start earning a paycheck again." The problem with this from an employee's perspective is that if they have a large bank of sick leave and they leave, by WASA policy it is not paid out – only vacation will be paid out. If an employee has a large bank of sick leave, it is there basically like an insurance policy – when they leave they will not be paid for the sick time. So the issue becomes how can we give the employee assurance, if they don't have a large bank of sick time, that they will be taken care of. The way to address this issue is through insurance. WASA currently provides employees with a long-term disability insurance (with a 60-day elimination period) policy. So how do we protect people during the time from when they become unable to work and the start of long-term disability? WASA currently offers a short-term disability policy, but it is an individually purchased policy. About half the employees currently pay for a short-term disability policy. The short-term disability policy would cover the timeframe prior to the beginning of long-term disability. Mr. Hawkins stated the board can look at providing a short-term disability policy to bridge the gap to long-term disability. Mr. Hawkins stated that he understands concerns and changes can be unsettling, but we have given a lot of thought as to how to structure the transition; employees will have time to use extra vacation time, they will be paid for some of the time if they don't use it, and if we can get a short-term disability plan in place they will still be protected. Mr. King asked if Mr. Hawkins proposed that

WASA pay for the short-term disability policy. Mr. Hawkins stated he proposes that we look at the cost of WASA paying for a short-term disability policy for all employees; it may be cost effective to provide the coverage at a group rate versus the employees purchasing individual policies. Ms. Baer stated the average employee cost for individual coverage is \$22 per paycheck, but this varies based on the individual's circumstances (elimination period, amount of coverage, etc.). Mr. King stated he proposes WASA evaluate the cost of providing a short-term disability policy for employees. Mr. Ernst proposed modifying the handbook to add a floating holiday for a total of 10 holidays. Mr. Ernst made a motion to approve the Employee Handbook with the added floating holiday. It was seconded by Mr. King. Motion carried.

Ms. Fleisch asked regarding providing an orientation or education with the employees regarding the new handbook. Mr. Dan Davis stated an orientation session discussing the new handbook will be provided for the employees. Ms. Fleisch requested that the team get a quote for providing a short-term disability policy.

Ms. Fleisch asked for a motion to adjourn into Executive Session for the purposes of Real Estate, Potential Litigation and Personnel. The motion was made by Mr. King and seconded by Mr. Madden. Motion carried. The meeting was adjourned into Executive Session at 7:21 pm.

The meeting was reconvened at 8:44 pm.

Mr. King made a motion to approve the Joint Defense Common Interest Agreement with Peachtree City. The motion was seconded by Mr. Madden. Motion carried.

Ms. Fleisch asked for a motion to adjourn. The motion was made by Mr. King and seconded by Mr. Ernst. Motion carried. The meeting was adjourned at 8:44 pm.

Chairman - Vanessa Fleisch

Treasurer/Secretary - Terry Ernst

Peachtree City

Annual Leave (Vacation) Yearly Accrual Hours	
Up to 1 year	40
1 up to 4 years	80
4 up to 9 years	120
9+ years	160
Maximum Annual Leave Carry Over Hours	
Up to 1 year	40
1 up to 4 years	100
4 up to 9 years	150
9+ years	200
Bi-Weekly Accrual Sick Leave Hours	
Regular Full-Time	3.7
Maximum Cap Regular Sick Leave Hours	
Full-Time Hired Before 7/1/2012	480
Full-Time Hired on/after 7/1/2012	240
Maximum Cap Catastrophic Sick Leave Hours	
Full-Time Hired Before 7/1/2012	480

City Employee	
Hire Date	Maximum Carry Over on January 1, 2021
Hired on/before 1/1/2011 200 + 480 + 480	1160 Hours/ 29 Weeks
Hired on 6/30/2012 150 + 480 + 336	966 Hours/ 24 Weeks
Hired on 7/1/2012 150 + 240	440 Hours/ 11 Weeks

WASA

Paid Time Off (PTO) (Combined Vacation/Sick/Personal) Yearly Accrual Days (Hours)	
0 - 5 years	18 days (144 Hours)
6 - 15 years	23 days (184 Hours)
15+ years	28 days (224 Hours)
Maximum Annual Limit PTO Carry Over Hours	

January 1, 2020	250
January 1, 2021	120
Accrual Regular & Catastrophic Sick Leave Hours *The PTO Policy takes the place of Annual Leave and Sick Leave	
Accrual Regular Sick Leave Hours *The PTO Policy takes the place of Annual Leave and Sick Leave	
Accrual Catastrophic Sick Leave Hours *The PTO Policy takes the place of Annual Leave and Sick Leave	

WASA Employee	
Hire Date	Maximum Carry Over on January 1, 2021
Hired on/before 1/1/2011	120 Hours/ 3 Weeks
Hired on 6/30/2012	120 Hours/ 3 Weeks
Hired on 7/1/2012	120 Hours/ 3 Weeks

recommended, meaning firefighters would lose three hours per holiday. Shift personnel worked 24-hour shifts. For a firefighter to take a shift off from work, three holidays would now be needed. Haddix asked Pennington or Brown to elaborate. Brown said Mundy was correct. Dienhart clarified that it currently took multiple days to be off for a shift. Brown said yes, but the other side was that if a firefighter took a week of vacation, they would not take off for five shifts. Mundy said that was correct, adding they would take 48 hours of leave. He continued when a firefighter was scheduled to work on December 24, they would work 16 hours on December 24, and eight hours on December 25, while everyone else was off.

Mundy addressed short-term disability and Worker's Comp, saying when an employee used accrued sick leave, they received 100% of their leave and their pay. Short-term disability and Worker's Comp, the pay was reduced by 40% to 45%.

Dienhart said Council needed to ensure any employee injured in service of the City did not go without pay while healing. Having the City provide the short-term disability was a must for him. Pennington said he had worked in nine cities, and he had never known an employee to be out without some kind of remuneration during that time period. Dienhart asked if anyone had ever seen an employee out on leave and not being paid. Mundy said there was currently a volunteer time request being circulated for a police officer so he could maintain his home. Pennington said that was correct, and it was standard practice to allow other employees to contribute banked time to help another employee. Dienhart asked if the employee was hurt in service to the City. Mundy said, in this case, he was not.

Mundy referred to the catastrophic sick bank, saying it came into existence when late City Clerk Jane Miller had been stricken with cancer. After a long career with the City, it was realized that those time banks could be exhausted quickly. The City enabled employees, once they had reached the max cap for sick leave, to dump the additional time into a bank that could be used under the criteria for catastrophic leave. Mundy added, to his understanding, that time was not paid out at separation or retirement, but was a safety net for employees who had a severe injury or medical illness requiring an extended amount of time. Mundy said he had used both short-term disability and Worker's Comp during his career, and it was tough for a family to live on 60% of a salary.

Pennington said what was proposed was standard practice. Staff had looked at how leave and sick time were accounted for, and the City was not incompatible with most communities he was aware of. Compensatory time was the most serious issue. Following the FLSA, non-exempt employees were entitled to time and a half for any time worked over 40 hours a week, and there were different standards for fire and police employees. Under FLSA, cities could either allow employees to accumulate comp time or get paid. Most cities were dropping comp time because the comp time was now a liability. In the past, the City did not have much overtime built into the budget, so comp time off was permitted. The City was obligated to pay comp time at some point in time. Pennington said his preference was to pay employees for overtime in the pay period during which it was earned. In the past, employees could use comp time, which was fine, but if a cap needed to be placed on it to make sure it was taken. Staff needed to ensure the comp time did not continue to accumulate and stay on the books. Comp time for exempt employees was not a principle that should be followed. Exempt employees were expected to be on the job as long as it took to get the job done. If an exempt employee needed time for a doctor's appointment or other reason, there was not a problem. The directors and supervisors were responsible for maintaining the appropriate professional attitude in moving forward with that. For non-exempt employees, the cap of 48 hours was chosen because it was a good number for the City's accounting system to handle.

Haddix asked if non-traditional shifts had been considered. Pennington said the shifts were not addressed in the memo; it was one of the issues that had to be addressed on a separate basis. There was a difference in how hours were calculated and it was accounted for in the FLSA. Staff wanted to make sure nothing was lost.

Brown pointed out that the City's exempt employees currently completed out time sheets, which could be a violation of FLSA, which was another reason for making the change on exempt employees. The City did not have a large number of exempt employees. Learnard said the changes were completely rational and logical, but she wanted to know the effect of the changes on the non-traditional shifts and the military days.

Pennington noted that military days were permitted, as well as mandated. Meeker said the leave policy currently had 144 hours military leave time. Brown said an employee was allowed 18 days annually based on the federal government's fiscal year, which ran from October 1 through September 30, the same as the City's. Those days had to be granted regardless of whether the employee worked an 8-, 12-, or 24-hour shift. Sewall said the 18 days were based on whatever type of shift was worked. He was paid for 18 12-hour days, and for a firefighter, it was 18 24-hour days. Learnard asked how the proposed changes would affect that. Sewall said the overall changes would not affect military leave, as it was mandated by state and federal law.

Dienhart asked for more information on paying for short-term disability. Brown said she could get quotes, noting that open enrollment for insurance was in August/September and the plan year began November 1. Pennington said he and Brown had discussed the fiscal impact of bridging the gap, and they had wanted to explore it.

Learnard asked what the term "soft dollars" meant. Brown said that was time employees were away from their jobs. By limiting the amount of leave time, it was time employees would be working. The dollar savings accounted for the firefighters because there were 19 on each shift, so there was an actual hard dollar savings when a firefighter was away and someone was brought in to work the shift.

Brown continued that the change to the method of accruing leave time was due to the trend of accruing annual leave on a payroll basis. New employees had to wait one year before receiving any type of annual leave (40 hours at the end of the year), but they would accrue 20 hours by the end of the probationary six months, which helped them have time to deal with things that happened such as doctor appointments or cars breaking down.

Haddix asked if an employee on a 16-hour shift wanted to take a day off, would it be one holiday or two. Brown said it would be two. Haddix said he was struggling with that when their normal shift was 16 hours. Dienhart said that was a pre-existing issue. Brown said the change in the leave policy did not change how pay was received.

Learnard moved to approve the changes to compensatory time and City leave policies per the Council packet. Imker seconded. Motion carried unanimously.

Haddix asked anyone who had a concern to contact him and tell him what was wrong. He would then speak with Pennington and Brown to see if something had been missed. Dienhart said he would closely watch the implementation of the short-term leave policy. **Employees should not be left unable to pay for necessities.**

7. The developer shall pay impact fees as identified within the City's Impact Fee Ordinance.
8. The site lighting plan shall include all fixtures proposed on the exterior of the building and those proposed to uplight or highlight architectural features of the building. Colored lighting shall not be used to illuminate the parapet, nor shall any light used to illuminate the parapet be visible from the adjoining residential tract.

Imker moved to approve the rezoning petition from GC to LUC at the site specified in the agenda packet to include the eight conditions as listed in the agenda packet. Fleisch seconded. The motion carried unanimously.

10-13-02 Consider New Personnel Policy Manual, Repeal of Internal Policies, and Repeal Conflicting Ordinances

Haddix noted there were additional documents on the dais – one correction to the staff memo and the three ordinances required for approval of the new policy. Haddix said he agreed with City Attorney Ted Meeker that three separate votes would be required.

City Manager Jim Pennington said the new manual included everything he and Council had discussed for approximately two years. The old manual, along with the City Administrative Regulations (CARs) and City Administrative Manual (CAMs), were a jumble that needed to be brought together in one document.

Human Resources and Risk Management Director Ellece Brown said staff had been working on the manual since February, and it included rules and regulations for management, employees, and operations. The current manual had been written in the early 1980s, and very few changes had been made since that time. Some laws had changed, as well as the best management practices used today. Some divisions had their own policies as well. Everything had been organized into one location. The new manual was needed for the City to remain competitive in the market place and to retain employees. Input had been solicited from the division directors, and the manual had been reviewed by Ellerbe Thompson, the City's labor relations attorneys. Meetings with employees had been held over the last few weeks (10 meetings), with an emphasis on the changes that had been made. Changes based on employee feedback had also been made. A copy of the presentation had been included in the meeting packet, along with a copy of the new manual. The entire document had been rewritten. Approximately 30 CARs and CAMs would be repealed if Council adopted the new manual, as they had been encompassed in the manual. The budget impact would be neutral.

Pennington said each session with employees lasted two and one-half to three hours, and between 14 and 20 significant changes were made based on employee input.

Haddix asked if all the Council Member concerns had been addressed and if the employees' concerns had been looked at and addressed. Brown said they had been.

Learned thanked Brown and Pennington for their efforts, adding she did have one person call her who was concerned about the timing of this item with the election on the horizon. Haddix said a review and update of the policy was long past due, adding his thanks as well.

Pennington said a review of the remaining CARs and CAMs had started, and some of them needed to be rejected. Some of the CARs and CAMs had been approved by Council, while others had been written by administrative staff, which was where the lines had blurred.

Imker said he did not want each employee to get several hundred pages of paper. He would prefer they just sign one sheet that had directions on how to access the manual on the website. He wanted people to be able to go and look at the manual when they needed to without having a password. Pennington said he wanted the manual to be open, transparent, and easy to get to for employees. The new policy required annual training on topics such as harassment and workplace violence.

Learnard moved to adopt the new Peachtree City personnel policy manual. Fleisch seconded. Motion carried unanimously.

Learnard moved to repeal certain CARs and CAMs reflected in Exhibit A of the ordinance. Fleisch seconded. Motion carried unanimously.

Learnard moved to amend the existing Code of Ordinances provisions that conflicted with the newly adopted personnel policy manual, in particular amending Sections 2-126, 2-149, 2-150, 2-175, 2-212, and 2-246. Fleisch seconded. Motion carried unanimously.

10-13-03 Consider Bid for Rockspray Dam Rehab Project – North Georgia Concrete

Public Services Director Mark Caspar said the bid had been for the complete rehabilitation of the dam at Rockspray Pond dam, which was similar to the work done at Huddleston Pond several years ago. He asked Council to approve the unit cost bid of \$991,180.26 from North Georgia Concrete. The bid had come in over budget, and staff met with North Georgia Concrete as the lowest bidder, which was allowed under state law, to work on some value engineering items, which should bring the project in on budget or possibly under.

Caspar continued that the estimated cost had included \$105,000 for unsuitable soils, which could be a possibility when the dam was cut open, and staff wanted to be prepared for the worst. The geotechnical reports did not show there would be a lot of organic material in the dam, but the funds were available if needed. Since it was a unit cost bid, the City would only pay for the units that were replaced.

Learnard asked Caspar if the motion should still be for \$991,180.26. Caspar said yes because a change order had not been done yet.

Haddix asked why a complete rehabilitation had to be done. Caspar said the principal spillway of the dam had failed several years ago, and the primary spillway had been filled with concrete a few years ago. A temporary bypass structure had been put in until funding was available to take care of the big picture. A new pipe would be placed in the center of the dam along with a new outlet structure. Trees would be removed from the dam.

Learnard moved to award the bid for the Rockspray Pond dam rehabilitation to North Georgia Concrete for the unit cost-based amount of \$991,180.26. Fleisch seconded. Motion carried unanimously.

10-13-04 Consider Intergovernmental Agreement with Fayette County – 2013 SPLOST

Pennington asked Council to continue the agreement until the October 17 meeting as there were questions regarding the data in the agreement that needed to be clarified. Haddix agreed that it would be better to wait.

Imker move to continue the agenda item 10-13-04 to October 17. Learnard seconded. Motion carried unanimously.

is taken or when short- or long-term disability benefits are paid. PTO is not earned by temporary or contract employees or those whose job descriptions specifically exclude this benefit. PTO is earned on the following schedule:

Years of Service	PTO Accrued
0-5	18 days/year or 5.54 hours/pay period
6-15	23 days/year or 7.08 hours/pay period
15+	28 days/year or 8.62 hours/pay period

Procedures. PTO should be scheduled as early as possible in advance, according to department policy, and must have supervisory approval. Time off taken in excess of the amount that will be earned during the calendar year will be without pay.

Payment of unused PTO. You will be paid accrued and unused PTO if you resign (including retirement), so long as you give **PCWASA** at least ten full working days advance notice prior to the effective date of your termination. You will also be paid accrued and unused vacation if **PCWASA** terminates your employment without good cause, including an involuntary layoff. You will not be paid accrued and unused PTO if you are terminated for cause or do not give **PCWASA** at least ten full working days advance notice.

PTO for new hires and rehires. New and rehired employees begin accruing PTO beginning with the date of hire. If an employee is rehired, prior service will be added to current service to determine the PTO accrual rate in the years following the year of rehire, unless the time away from the company exceeds the length of prior service.

Transition from Annual Leave/Sick Leave to PTO. As stated above, the existing Annual Leave/Sick Leave system will remain in effect until December 31, 2019. Employees may carry over up to 200 hours of Annual Leave and 50 hours of Sick Leave into 2020, both of which will be converted to PTO. In other words, employees will begin calendar year 2020 with up to 250 hours of PTO (depending on their balances of Annual Leave/Sick Leave as of December 31, 2019) and then begin to accrue PTO according to the schedule set forth above. In addition, employees with more than 200 hours of Annual Leave as of December 31, 2019 will be paid for the excess over 200 hours at ½ of the value of the excess.

Limits on carry over of PTO. Effective January 1, 2021, and each calendar year thereafter, employees may carry over a maximum of 120 hours of PTO from the prior calendar year. Any PTO over 120 hours at the end of calendar year 2020 and thereafter will be forfeited. You should therefore plan to use your PTO each year so that you do not have a balance of more than 120 hours at the end of the year starting with calendar year 2020.

Military Leave

PCWASA supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the HR Administrator and his or her supervisor,

4. At their anniversary date, eligible employees will be allowed to carry over up to one year's accrued annual leave hours up to a maximum cap according to the chart below. Any hours in excess of the applicable carry-over will be forfeited. Since 2013 is a transition year (change to bi-weekly accrual rates), the maximum carry-over for accrued annual leave will not be applied. **However, in 2014 and thereafter, the carry-over cap for maximum annual leave hours will be applied. Once the maximum annual leave hours are accrued, no further annual leave hours may be accrued until annual leave is taken to reduce the accrued hours.**

Maximum Annual Leave Hours Carry Over	
Years of Service	Hours
Regular Full-time Employees and Full-time Police Shift Employees	
Up to 1 Year	40
1 up to 4 years	100
4 up to 9 years	150
9+ years	200
Full-Time Fire Shift Employees	
Up to 1 Year	48
1 up to 4 years	150
4 up to 9 years	210
9+ years	300

Section 4: Regular Sick Leave

(a) Eligibility

It is the policy of the City to provide sick leave with pay for eligible employees. Sick leave is a privilege and may be used when an employee is incapacitated due to personal illness or injury or has a medical/dental/optical appointment. In addition, sick leave (up to a maximum of 24 hours in a calendar year) may be used when an employee's spouse, child, or parent is incapacitated due to personal illness or injury or has a medical/dental/optical appointment.

1. Regular full-time employees and police and fire shift employees are deemed eligible employees for sick leave purposes.

Nothing in this manual is to be construed to create a contract between the City and its employees. Any benefit, rule, or provision provided in this handbook may be modified or withdrawn at any time without notice, except as provided by federal or state law.

2. Eligible employees while on authorized paid sick leave will continue to accrue annual and sick leave hours.
3. Eligible employees can take leave immediately once hours have been accrued and approved by department management.

(b) Sick Leave Accrual Rate

1. The following chart reflects the bi-weekly accrual rates for sick leave for eligible City employees. The accrual will begin immediately upon hire.

Bi-Weekly Accrual Rates for Sick Leave	
Regular Full-Time Employees & Full-Time Police Shift Employees	3.7 hours
Full-Time Fire Shift Employees	5.0 hours

2. Eligible employees may accrue sick hours up to a maximum cap. Once the maximum cap has been reached, as described by the chart below, the employee will not continue to accrue regular sick leave hours.

Maximum Cap of Regular Sick Leave Hours	
Regular Full-time Employees and Full-time Police Shift Employees hired before 7/1/12	480
Regular Full-time Employees and Full-time Police Shift Employees hired after 7/1/12	240
Full-time Fire Shift Employees hired before 7/1/12	720
Full-time Fire Shift Employees hired after 7/1/12	360

(c) Catastrophic Sick Leave

1. All regular full-time employees and fire and police shift employees hired before 7/1/12 are eligible to earn catastrophic sick leave once the employees have accrued the maximum regular sick leave allowed.
2. Regular full-time employees and full-time police shift employees accrue 3.7 catastrophic sick leave hours per pay period. Full-time fire shift employees (working a 24-hour shift) accrue 5.0 catastrophic sick leave hours per pay period.

Nothing in this manual is to be construed to create a contract between the City and its employees. Any benefit, rule, or provision provided in this handbook can be modified or withdrawn at any time without notice, except as provided by federal or state law.

3. Regular full-time employees and police shift employees can accrue a maximum of 480 hours of catastrophic sick leave; regular fire shift employees (working a 24-hour shift) can accrue a maximum of 720 hours of catastrophic sick leave.
4. Catastrophic sick leave shall only be used once all accrued regular sick leave and any other banked leave have been exhausted.

(d) Use of Sick Leave

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 use up to 24 hours of sick leave in a calendar year to attend to the illness/injury of an immediate family member. For purposes of this policy, immediate family member shall include spouse, child, or parent.
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) days, he/she shall be required to provide a doctor's certificate upon his/her return attesting to his/her inability to have reported to work during this absence.
5. 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

**FAYETTE COUNTY
POLICIES AND PROCEDURES**

**HR – LEAVE MANAGEMENT
Annual Leave
420.03**

PURPOSE

Annual leave is a type of paid leave accrued by an employee based on length of service and utilized under certain conditions. Annual leave is considered a benefit for eligible employees. Employees are eligible to take accrued annual leave from the date of employment. No employee may take annual leave in excess of the number of hours he/she has accrued. Employees separating from County employment, who have been employed a minimum of three (3) months, shall be paid for unused annual leave, up to the allowed maximum, upon retirement, resignation, termination or death.

Provide guidelines for the request and assignment of annual leave.

POLICY

There shall be a consistent process for the accrual and use of annual leave of regular full-time and part-time County employees.

PROCEDURE

Eligibility for Annual Leave

All regular full-time and regular part-time employees of Fayette County shall be eligible to accrue annual leave. Annual leave shall be charged to the nearest quarter hour.

Accrual Rate of Annual Leave

Annual leave for regular full-time employees shall be calculated on a per hour basis in accordance with the following schedule:

40 Hr. Workweek			43 Hr. Workweek			53 Hr. Workweek	
Years of Service	Per Hr.	Days/year	Per Hr.	Days/year		Per Hr.	Shifts/year
Up to 1	.0231	6	.0615	16		.0696	8
1 up to 4	.0462	12	.0846	22		.0957	11
5 up to 9	.0577	15	.0961	25		.1088	12.5
10 up to 20	.0692	18	.1076	28		.1219	14
20+ years	.0808	21	.1192	31		.1349	15.5

Annual leave accruals for employees on a 43-hour workweek or a 24-hour duty schedule include holiday accrual.

Regular part-time employees who work thirty (30) hours or more but less than forty (40) hours during a work period shall accrue annual leave at the rate of one-half (1/2) the schedule of regular full-time employees.

**FAYETTE COUNTY
POLICIES AND PROCEDURES**

HR – LEAVE MANAGEMENT

Annual Leave

420.03

Request for Annual Leave

The earliest possible notice of intent to take annual leave shall be given by employees who are eligible to take annual leave. A request for annual leave shall be submitted to the employee's immediate supervisor a minimum of two weeks in advance. Department heads may grant annual leave with a shorter notice if the work load of the department permits. A Department may designate an annual sign up period.

Department heads shall be responsible for the scheduling of annual leave of employees without decreasing the operating efficiency of the department. The annual leave schedule shall be arranged in each department so that insofar as practicable; the department can function without hiring temporary help.

Annual Leave Carryover

Employees cannot accrue annual leave beyond the following year. For example, employees who accrue annual leave from January through and including December 2007 cannot carry over that accrued leave beyond December 2008.

**FAYETTE COUNTY
POLICIES AND PROCEDURES**

HR – LEAVE MANAGEMENT

**Sick Leave
420.17**

PURPOSE

Provide guidelines for the request and use of sick leave. Sick leave benefits are provided to ease the financial burden when employees are required to be absent from their jobs because of an illness or injury.

Sick leave is a type of paid employee leave which is accrued by an employee and utilized by the employee in restricted situations. Sick leave may also be used to obtain preventive medical care. Sick leave is a privilege given by the Board of County Commissioners. Sick leave shall be taken for instances of illness or injury of the employee or for the care of a family member as defined in the County's Family and Medical Leave Policy. Sick leave may not be used for annual leave purposes except when an employee has exhausted all other leave and the employee is unable to return to work because of an illness or injury.

POLICY

There shall be a consistent and uniform process for the use of sick leave by County employees.

PROCEDURE

Eligibility for Sick Leave

Employees are eligible to take accrued sick leave from the date of employment. No employee may take sick leave in excess of the number of hours he/she has accrued.

Accrual of Sick Leave

Sick leave shall be accrued on a per hour basis for all regular full-time employees.

EMPLOYEE	ANNUAL ACCRUAL	MAXIMUM ACCRUAL
Regular full-time	96 hours	960 hours
Regular part-time	48 hours	480 hours
Public Safety (8.6 shift)	103.2 hours	1032 hours
Fire/EMS (24 hour shift)	144 hours	1440 hours

Employees shall retain all benefits and seniority while on paid sick leave.

Change Request

BS&A Software, Inc. | bsasoftware.com | 855 BSASOFT

Customer: City of Peachtree Water and Sewage Authority, Fayette County GA

Prepared By: Kevin Schafer, Account Executive

Change #	1	Date Submitted	5/16/2019
		Date Required	5/16/2019
Application/Area Affected	Fixed Assets		
Description	Add Fixed Assets .NET to the project scope.		

No.	Changed Deliverable	Reason or Description	Net Change in Cost
1	Add Fixed Assets .NET	Per customer	\$4,745
2	Annual Support – Year One		\$1,110
3	Database Setup for Fixed Assets	Setup of Assets, Entry of Value, Accumulated Depreciation	\$2,375
Total Net Changes			\$8,230.00

Customer Acceptance

BS&A Software

Signature _____

Signature _____

Date _____

Date _____

APPRAISAL REPORT

Touchstone Appraisal Services

3 Plum Lane Peachtree City, Georgia 30263

Phone 770-301-4343

tomtouchstone33@gmail.com

May 3, 2019

Dan Davis
Integrated Science and Engineering as property manager for
Peachtree City Water and Sewer Authority
1039 Sullivan Road
Newnan, GA 30265

Dear Mr. Davis:

In accordance with your request, I have appraised the real property interests consisting of a permanent easement approximately 6,670 square feet (0.153 acres) in size.

An on-site inspection of the property was made within accessible areas of the easement and the Larger Parcel. The Larger Parcel is estimated to be approximately 576,865 square feet (13.243 acres) in size. The Larger Parcel consists of two adjoining parcels owned by Peachtree City Water and Sewer Authority for the Flat Creek pump station site. The easement at issue is generally located in the western portion of the Larger Parcel. The area of the Larger Parcel impacted by the taking is 6,670 square feet total. The Larger Parcel is located:

**Off of the northeast side of Georgia Highway 74 north of the Peachtree City Police Station
Peachtree City, Fayette County, Georgia**

The purpose of this appraisal is to estimate the market value of the subject real property. The rights appraised are permanent easement interests in the property as of May 1, 2019 the last date of inspection. Based on an analysis of the property it is my opinion that the estimate of market value, as of the effective date of this report to be:

---\$5,600---

Five Thousand, Six Hundred Dollars

The attached report contains the description, analysis, and supportive data for the conclusions, final estimate of value, descriptive photographs, limiting conditions and appropriate certifications.

Respectfully Submitted,

Thomas M. Touchstone, Georgia Certified General Real Property Appraiser 3799

Section 1 - Project Identification

The project is identified as part of the Peachtree City golf cart path system, more particularly an expansion of the existing 100-mile +/- network of multi-use paths for pedestrians, cyclist and golf carts located throughout most of Peachtree City. A Permanent Easement is to be conveyed for expansion through the Larger Parcel. The area of the easement is generally located in the western portion of the Larger Parcel.

The Larger Parcel is located east of Briarwood Court and northeast of Georgia Highway 74. The Larger Parcel is bound by Open Space area owned and maintained by the city of Peachtree City in the southern portion of Peachtree City in the southwestern area of Fayette County. The Larger Parcel can be accessed from the northeast side of Georgia Highway 74 via a shared easement estimated to be 470 feet long approximately.

The Larger Parcel is commonly referred to as the Flat Creek Plant site. No physical address as been assigned apparently.

Project Number: N/A

Section 2 - Parcel Identification

Project Parcel Number: N/A

Street Address: (Not assigned), Northeast side of Georgia Highway 74

City/County: Peachtree City, Fayette County

Incorporated Peachtree City

Tax Parcel ID: 0614 027 (parent tract)

Fee Owner(s) Name: Peachtree City Water and Sewage Authority

Telephone Number: 404-275-4869

Fee-Owner's Representative: Dan Davis, Integrated Science and Engineering as property manager for Peachtree City Water and Sewer Authority

Fee Owner(s) Address:

1039 Sullivan Road
Newnan, GA 30265

Section 3 - Owner Contact / Ownership Interests

Contact

Owner Contacted

Dan Davis, President of Integrated Science and Engineering, engaged me to provide an opinion of value of the subject property for the proposed Peachtree City golf cart path expansion project where the subject property is located. A signed Letter of Engagement was submitted via email correspondence on April 30, 2019. Mr. Davis identified himself as the property contact and granted permission to access the property.

An inspection of the Larger Parcel was made on-site in accessible areas and the area of acquisition on May 1, 2019 without the owner's representative present. The inspection was more concentrated to the area of the proposed golf cart path. The appraiser was able to delineate to a reasonable degree the property boundaries and area of acquisition from the engineering plan, tax maps, topographic maps, flood maps and aerial photographs and was able to adequately assess the Larger Parcel for the purpose of appraising it.

Date/Method of Contact

March 27, 2019 (date) Telephone (method)

Owner Agreed to On-Site Inspection

X yes no

Owner / Representative contact as of

May 1, 2019 (date)

Attempts to Contact Owner

1 (number)

Methods of Attempted Contact

Telephone (phone, in person, certified letter)

Dates of Attempted Contact

N/A – Dan Davis made telephone contact (dates)

Inspection

Date of Inspection

May 1, 2019

Effective Date of Value

May 1, 2019

Owner/representative on Inspection

None (name or none)

Appraisers Present on Inspection

Tom Touchstone (name or none)

Date of Meeting with Owner

N/A (date)

Location of Owner Meeting

N/A (place)

Underground Items

Underground Storage Tanks

None (in R/W, information)

Septic System/Wells

None (in R/W, location)

Underground Sprinklers

None (in R/W, information)

Other

None (in R/W, location)

Occupancy

Occupant of Improvements

N/A, vacant (name)

Relationship to Owner

N/A (tenant, relative, etc.)

Rent

Actual Rent	N/A	(yearly amount)
Written Lease	N/A	(y/n)
Actual Rent Type	N/A	(MH site/land/improvements)
Rent Terms	N/A	(length, written/oral, expenses, etc.)
<i>(If major improvement w/in take)</i>		
Economic Rent	N/A	(monthly amount)
Economic Rent Type	N/A	(MH site/land/improvements)
Support for Economic Rent	N/A	(in DB, addenda, etc)

No leases are known, apparent or reported

TITLE HISTORY

Transfers of title have occurred within the past five years (yes or no): **No**

According the Fayette County tax assessor records the Peachtree City Water and Sewage Authority has owned the subject property for many years. There is no recorded transfer cited on the Fayette County tax assessor records.

If yes, five year delineation of title to real property, source of information, include all pertinent sales data if transaction occurred:

	Most Recent Sale	Next Most Recent Sale
Grantor / Grantee:	N/A	N/A
Deed Book/Page:		
Sale Date:		
Consideration:		
Price/Unit:		
Financing:		
Zoning at Sale:		
Verification:		
Conditions of Sale:		
Highest & Best Use at sale:		
Use at Sale:		
Total Area (land/building):		
Remarks:		

PHYSICAL HISTORY

Current Use:	Pump Station site
# of Years of Use:	20 +
Previous Use (if current use less than 5 years):	N/A
Anticipate Use (if change anticipated):	Same

OTHER PROPERTY INTERESTS

	Name	Address	Telephone
Lessee	N/A		
Sub lessee	N/A		
Trade Fixtures	N/A		
Easements			
Life Estate	N/A		

Section 4 – Reporting Disclosure

This report is intended for use by the client only. If a General Data Book was prepared, the report may not be properly understood without the information contained in that General Data Book, unless such information is contained in this report in lieu of the Data Book.

Purpose and intended use of the appraisal: Estimate market value of the property as a whole before the acquisition, the market value of the part to be acquired as part of the whole, market value of the remainder before and after the acquisition, and consequential damages, less benefits, if any, to the remainder. The intended use is for negotiation purposes by the city of Peachtree City in acquiring a permanent easement for the golf cart path expansion of Peachtree City.

Intended client and intended user of the appraisal: City of Peachtree City and the Peachtree City Water and Sewage Authority.

Property rights being appraised and property rights proposed for acquisition: Permanent Easement rights

State and reference a definition of the value to be estimated: Market value, as used within this report, is as defined by the Office of the Controller of the Currency under 12 CFR, Part 34, Subpart C, as follows:

The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. *Buyer and seller are typically motivated;*
2. *Both parties are well informed or well advised, and acting in what they consider their own best interest;*
3. *A reasonable time is allowed for exposure in the open market;*
4. *Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and*
5. *The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associate with the sale.*

Exposure Time: Based on conversations with local realtors and review of information found in Georgia multiple listing service, 12 to 24 months seems to be a reasonable exposure time. Effort for exposure is assumed to be adequate, sufficient and reasonable. Exposure time is assumed to precede the effective date of value. The time frame is an integral part of the appraisal analysis and is based on one or more of the following:

- ◆ Statistical information about days on the market
- ◆ Information gathered through sales verification; and
- ◆ Interviews of market participants

Easements (*type, definitions*): The Appraisal of Real Estate, 12th edition defines an easement as an interest in real property that transfers use, but not ownership, of a portion of an owner's property.

Easements present on the subject property include sanitary sewer easements and standard utility easements such as power and fiber optic cable. The presence of these easements do not affect the subject adversely. Sanitary sewer easements traverse the western and southeastern portions of the Parent Tract as delineated on a survey provided by the client and included in the addenda section of this report. The presence of these easements does not impact the utility of the Parent Tract significantly.

According to the survey provided the subject is accessed via a perpetual access easement for ingress and egress. The access easement is apparently shared with the Peachtree City Police Department and extends from the usable area of the subject site in a southerly and southwesterly fashion to Georgia Highway 74. The access easement is 60 feet wide and approximately 470 feet long.

According to the engineering plan submitted by the client, only a permanent easement is proposed. The permanent easement is 6,670 square feet (0.153 acres) in size is included in the expansion of the golf cart path system of Peachtree City.

The dimensions of the area to be encumbered were roughly defined on the engineering plan provided and are approximately 12 feet wide and 556 feet long. The permanent easement is to be used by the general public in perpetuity.

Appraisal Type:

Total Acquisition

_____ Residential Improved
 _____ Non-residential Improved

Partial Acquisition

_____ Non Residential Improved - Impact on Remainder ____/No Impact on Remainder
 _____ X _____ Land (All Types) With _____ Without X _____ Site Improvements - Before & After
 _____ Land & Residential Improvements (Single Family and Duplex Only),
 Impact On Remainder _____ No Impact On Remainder X

The tax assessor plat of the Parent Tract denotes two adjoining parcels that total 13.243 acres referred to as tax parcel 0614 027. The Larger Parcel has been estimated by me to be approximately 576,865 square feet in size (13.243 acres). The Larger Parcel has an irregular shape that widens at the southern end slightly and more prominently at the northern end where the proposed trail will be located.

The Larger Parcel is bound by dedicated open space (greenbelt) along west, north and east; a detention pond in favor of the South 74 Industrial Park Owners' Association to the south; the Peachtree City Police Department to the south and southeast of the access corridor.

Scope of Assignment - Extent and process of collecting, confirming and reporting all data, report:

Thomas M. Touchstone of Touchstone Appraisal Services was engaged by Dan Davis, president of Integrated Science and Engineering on behalf of the Peachtree City Water and Sewage Authority. Integrated Science and Engineering reportedly manages the sewage treatment system and pump station which is located on the subject property.

In arriving at the Market Value estimate contained in this report, the appraiser has gathered pertinent information and conducted a physical inspection of the subject property. Please note that a thorough on-site inspection of the Larger Parcel was not practical due to lack of access and thick underbrush present on the property. The descriptions of the property are based on notes taken from an inspection of the property from the area of proposed construction. The appraiser was able to inspect the subject Larger Parcel to a reasonable degree so as to ascertain the physical characteristics of the property.

In addition to gathering data regarding the subject, the appraiser inspected the surrounding neighborhood and gathered market data regarding similar property sales in the area. The sales were inspected and verified independently by the appraiser. Economic and demographic data were also considered in order to measure the vitality of this particular market. Sources for data include public records, CoStar, Georgia MLS, real estate brokers, and the GSCCCA website which records and indexes real estate deed transfers for each county of Georgia. Other specific sources may be identified in the appraisal report. The time period from which market data was investigated is April 2016 through the current date. It was necessary to extend the time parameter for this market search due to a limited number of similar sales within the last two years. This time period tends to reasonably reflect current market conditions. Slight upward adjustments are necessary to reflect inflationary increases in values that have occurred over the previous two-year period.

After gathering market data, appropriate units of comparison were then analyzed and value estimates were concluded for the subject property after considering its comparative features and attributes. Since the subject essentially involves unimproved land, only the Sales Comparison Approach is utilized. The subject is not improved according to tax assessor records. Because the subject is essentially vacant unimproved land the Cost Approach has not been utilized. The Income Approach has not been developed because vacant land tracts similar in size and location and with similar zoning are not typically purchased for income production.

All Limiting Conditions and Assumptions which affect the analyses, opinions and conclusions, are included in the Addenda of this report. The appraiser has the knowledge and expertise to complete this assignment competently or has disclosed the lack of knowledge, taken any necessary or appropriate steps to complete this assignment, and described these steps herein.

Describe any special limitations: None

Section 5 - Local Government Requirements

Zoning Classification: LUI – Limited Use Industrial

Future Land Use Prescription: Industrial

Government Jurisdiction: City of Peachtree City

Major Permitted Uses: Industrial, commercial

Major Restrictions/Restricted Uses: N/A

	Zoning Regulations	Subject Before	Subject After
Area	80,000 SF 1.835 acres	13.243 acres	13.243 acres
Frontage	None required	None	None
Front yard setback	50 feet	N/A	N/A
Side yard setback	20 feet	N/A	N/A
Rear yard setback	50 feet	N/A	N/A
Minimum lot width at front setback line	200 feet	N/A	N/A
Minimum lot depth avg	No minimum	No minimum	No minimum
Minimum floor area in Square feet per unit	N/A	N/A	N/A
Maximum impervious area	N/A	N/A	N/A
Maximum story height	N/A	N/A	N/A
Maximum bldg height	None - Special review made for buildings exceeding 35 feet in height	N/A	N/A

Taxes

The Parent Tract is noted as being Tax Parcel 0614 027. The Tax Parcel is 13.243 acres and the total tax value for the land is \$660,000 or approximately \$49,838 per acre.

Year of valuation: 2017

County valuation: \$1

Land:	\$660,000
Improvements:	\$150,000
Total:	\$810,000

Assessment factor: 40%

Current millage rate: 31.86 (2018)

Annual taxes: \$0

Tax liens: None apparent

Comments: According to the Fayette County Tax Commissioners website the subject property is not taxed.

Section 6 – Area and Submarket Description

Market Area Location and Boundaries

The subject market area considered is the southern portion of the city limits of Peachtree City. The boundaries are Lake McIntosh along west and Line Creek along south and west, Hwy 54 along north, and Lake Peachtree and Flat Creek along east.

Market Area and Property Characteristics

This area of Peachtree City is bifurcated by Georgia Highway 74 and includes the Peachtree City Industrial District west of Highway 74. This industrial park is well established and has developed over the last 30 years or so with a variety of industrial and heavy commercial buildings. This district also includes Falcon Field which is the municipal airport of Peachtree City, a public recreation complex known as South 74 Baseball and Soccer Complex and several smaller passive recreation parks. This submarket is well connected to the surrounding Peachtree City area via a good public road system as well as its unique golf cart path system.

Industrial properties in this submarket vary greatly and range in quality and size. Flex space typical of this market area ranges from 1,500 SF to 20,000 SF suites. Single user buildings most often range from 5,000 to 30,000 SF. There are also numerous large major manufacturing facilities, corporate offices and research labs that often exceed 200,000 SF.

Most uses in the Peachtree City Industrial District include a wide variety of light and heavy manufacturing industries. There are some small distribution facilities, corporate headquarters, office / warehouses, service industries, automotive and equipment repair, golf cart sales and service, other heavy commercial uses, professional offices and a few commercial retail establishments. Nationally and internationally recognized employers in Peachtree City include NCR, Hoshisaki, Eaton's Cooper Lighting, Hella Automotive Lighting, Matsushita Electronics, Panasonic, Rinnai of America, Sigvaris, TDK and Universal Environmental Services.

According to analytical data obtained through CoStar Commercial and LoopNet industrial sales volume increased steadily after 2012 to 2015 as the submarket and surrounding region began a growth mode in the industrial sector. Since that time sales volume has stabilized. Average sales prices for industrial properties have greatly fluctuated according to these sources. However, this is likely the result of a limited number of sales in the annual time periods for this submarket. Cap rates have decreased steadily since 2013 which is indicative of positive growth and continued recovery of this property sector. I estimate the median sales price for industrial properties to be about \$50 per square foot after review and analysis of the data found.

Most notable vacancies in the industrial sector are mid-sized to large industrial plants or manufacturing facilities that are somewhat use-specific and more often than not exhibit some degree of functional obsolescence. Vacancies of mid-sized industrial buildings, and industrial flex space (5,000 to 30,000 SF) that are not use-specific are fairly low and estimated to be less than 5%. Leasing demand and vacancies have stabilized in the last year. Recent or anticipated deliveries of industrial space should not oversupply the market but should meet the future demand for the foreseeable future.

Commercial uses are prominent along Highway 54 and Highway 74 and Crosstown Road. Commercial uses are predominantly retail and service related and include both freestanding buildings and small strip centers. The most prominent commercial retail development is The Avenue which a pedestrian friendly "lifestyle center" with both regionally and nationally recognized retail establishments and national chain restaurants and locally owned eateries.

This market area is also comprised of two main residential districts. The most recent and prominent residential district is a single-family residential development known as Planterra Ridge which features an 18 hole semi-private golf course and the Peachtree City tennis complex, the largest in Fayette County. Planterra Ridge features homes priced from the low \$300,000's and up that were typically built between 2000 and 2005. The other residential portion of this submarket is one of the original phases of Peachtree City which dates back to the early 1970's.

The population of this area of Peachtree City has been stable in this submarket for some time and the surrounding Peachtree City market also enjoys a stable population. Population increases are constrained by a very limited supply of new housing in Peachtree City. However, a large expansion to the northern section of Wilksmoor Village is under development currently and robust residential development has emerged between Wilksmoor Village and the city of Tyrone to the north.

Home prices have enjoyed moderate increases in the last three years and sales volume has increased substantially in the last two years. The general residential real estate market is judged to be stable and healthy and supply and demand is fairly balanced to slightly under-supplied.

Market Conditions / Economic Trends

Property values and demand for real estate in Peachtree City and most competing submarkets of southern metropolitan Atlanta have increased over the last three years. There are no adverse conditions attributable solely to this submarket that are known at this time and none area foreseen. Area and Property Use Characteristics as well as Land Use Trends are cited below. Economic trend data noted is relative to this submarket for the last 12 to 24 months.

Area & Property Use Characteristics

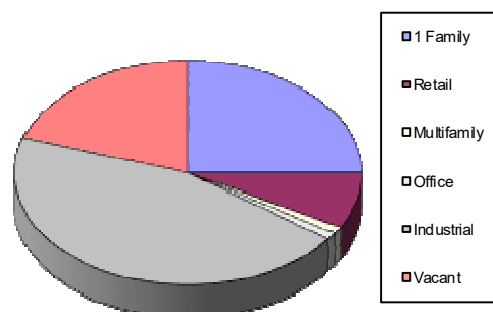
						Up	Stbl	Dn
Location	<input type="checkbox"/> Urban	<input checked="" type="checkbox"/> Suburban	<input type="checkbox"/> Rural	Population Trend		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Build Up	<input checked="" type="checkbox"/> Over 75%	<input type="checkbox"/> 25% to 75%	<input type="checkbox"/> Under 25%	Employment Trend		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Built Up <input checked="" type="checkbox"/> Fully Dev.	<input type="checkbox"/> Rapid	<input type="checkbox"/> Steady	<input type="checkbox"/> Slow	Personal Income Level		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Property Values	<input checked="" type="checkbox"/> Increasing	<input type="checkbox"/> Stable	<input type="checkbox"/> Declining	Retail Sales		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demand/Supply	<input checked="" type="checkbox"/> Shortage	<input type="checkbox"/> In Balance	<input type="checkbox"/> Over Supply	New Construction		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vacancy Trend	<input type="checkbox"/> Increasing	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Declining	Vacancy Trend		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Change in Economic Base	<input type="checkbox"/> Likely	<input checked="" type="checkbox"/> Unlikely	<input type="checkbox"/> Taking Place	Rental Demand		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Land Use Trends

	Supply/Demand			
Present Land Use	Under	In Bal.	Over	Vacancy
25% 1 Family	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2%
8% Retail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5%
1% Multifamily	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2%
1% Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5%
45% Industrial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5%
20% Vacant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
100%				

Change in Land Use	Likely	<input type="checkbox"/>
	Not Likely	<input checked="" type="checkbox"/>
	Taking Place	<input type="checkbox"/>

Land Use



Section 7 - Property Description Before Acquisition

Property Location:	West side of Georgia Highway 74 Peachtree City, Georgia Land lot 19, Land District 5 Fayette County
LAND	
size:	13.243 acres (Larger Parcel)
shape:	Slightly irregular but well balanced
frontage:	None, accessed via shared ingress / egress easement – estimated to be approximately 470 feet in length to Georgia Highway 74 (paved, four to six lanes with raised median)
dimensions:	The Larger Parcel has an irregular “L” shape. The dimensions are approximated in a clockwise fashion to be: 899’ along south, 660’ along west, 320’ along northwest, 255’ along north, 448’ along east, 525’ along north, 126’ along east, 96’ along south and 227’ along east. Refer to copy of survey.
topography:	The topographic characteristics of the subject vary somewhat as much of the land has been cleared and roughly graded. The predominant topography is gently rolling with gentle slopes. The eastern portion and northwestern corner of the property are low lying. A small area of the eastern portion is situated within 500 year and 100 year flood plain boundaries.
Timber:	The majority of the subject is cleared. The perimeter of the property and areas of flood plain are heavily wooded with a naturally generated mix of trees and thick underbrush. The value of timber present has not been considered within the scope of this assignment.
Soil/subsoil conditions:	I have not been provided with soil studies specific to the subject property. It is assumed that no adverse soil or subsoil conditions exist. The soil conditions in low lying, flood prone areas are not typically well suited for development due to slow percolation.
drainage:	The vast majority of the property appears to have adequate drainage. Flood prone areas are assumed to have slow drainage.

FEMA Map No./Date of Map:	Fayette County 13113C 089E September 26, 2008
floodplain/wetlands:	100 year (Zone A) – 0.04 acres estimated 500 year (Zone B) – 1.05 acres estimated No wetland is known to have been delineated on the property. However, the presence of wetland is likely in and along the a creek that traverses the subject and along a stream located in the northwestern portion of the property.
private utilities:	There are no private utilities in place
public utilities:	Electricity, telephone, public water, sewer and natural gas are available along Georgia Highway 74. A public sewer main line and electricity is available at the site.
access/driveways:	The subject has a shared easement access to Georgia Highway 74. A public sidewalk is located along Georgia Highway 74 about 470' south of the subject.
exposure:	No exposure to traffic along Highway 74
adjoining uses:	The subject is surrounded by open space (greenspace) land owned and maintained by Peachtree City to the west, north and east. The property to the south is the Peachtree City police station site.
off-site considerations:	The subject is surrounded protected greenspace and has access to a major thoroughfare (Highway 74) which is developed with commercial and industrial uses.
on-site considerations:	The subject is not improved but has access to public sewer.
remarks/conclusions:	The Part to be Acquired (Permanent Easement) is accessible to and from Georgia Highway 74.
IMPROVEMENTS	
General description:	The site is improved with a lift pump station for the municipal sewer system. The pumping system has a paved pad, generator, security fencing and lighting. An asphalt paved driveway is in place but is in poor condition. The site is partially fenced. However, portions of the fence have been badly damaged. The fencing does protect the property from vehicular trespass.
Site Improvements:	Grading / clearing and a electrical service line

Section 8 - Description of the Part to be Acquired

Fee Simple and/or Permanent Easement and/or Temporary Easement and/or Access Rights

LAND	The Acquisition includes a Permanent Easement
size:	Permanent Easement – 6,670 square feet (0.153 acres)
general shape:	Irregular, elongated and curved
approximate dimensions:	Permanent Easement is reportedly 12 feet wide and approximately 556 feet long
topography:	Gentle slopes
soil / subsurface conditions:	A soil study has not been provided to the appraiser. For the purposes of this appraisal it is assumed that the area of flood plain present in the subject has adverse soil conditions that are not suited for development. No other adverse soil conditions are known or are apparent.
flood plain/wetlands:	The project overlay provided by the client does not features flood plain delineation. The Area of Acquisition does not appear to be situated in 500-year flood plain.
access/driveways:	No recorded easements or driveways appear to be located in the Area of Acquisition.
remarks/conclusions:	The Part to be Acquired appears to be fully usable and accessible to Highway 74 via a shared easement. The Part to be Acquired includes both wooded and open land. No adverse conditions are apparent.
IMPROVEMENTS:	Improvements within the Area of Acquisition include asphalt paving in poor condition. The paving is judged to have no measurable value.

Section 9 - Impact of the Acquisition on the Remaining Property

size:	Other than a diminished usable area of the Larger Parcel there is no significant impact to the remainder. After construction the remaining land will retain sufficient land area for its current use or possibly to be developed. There should be no measurable negative impact on the remainder as a result of the taking other than a permanent reduction of land area held in Fee Simple interest after the acquisition.
shape:	The Parent Tract and the remaining property both have an irregular "L" shape. The change in shape as a result of the acquisition is considered to be insignificant, therefore the acquisition is judged to have no adverse impact on the utility and market value of this remainder.
topography:	No impact
access:	As a result of the taking the subject will be more accessible via the expansion of the municipal golf cart path system. Existing vehicular access to Highway 74 should not be impacted.
exposure:	No impact
Off-site considerations:	There are no significant off-site considerations that have any affect on the Remainder

How does the acquisition affect the value of the remainder?

The Larger Parcel is an irregular, "L" shaped parcel of land that is currently used as the lift station site for the Peachtree City Water and Sewage Authority. The Larger Parcel can be accessed via a shared ingress and egress easement which extends about 470 feet north and northeast from Georgia Highway 74. After completion of construction and expansion of the municipal golf cart path system accessibility will be enhanced and the value of the remainder may increase, although nominally. Other than a slight reduction in Fee Simple land area resulting from the acquisition, the value of the Remainder should be very similar to the value of the Larger Parcel as it presently exists.

The acquisition will sever a very small and narrow area along the western boundary of the Remainder. However, it appears that nearly all of the area severed is situated within the 20-foot side setback requirement. Thus no measurable diminution in value should result. Therefore, no further damages result from the taking.

Section 10 - Highest and Best Use

Highest and Best Use is defined in The Dictionary of Real Estate Appraisal, Fourth Edition, published in 2003 by the Appraisal Institute, as:

"The reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value. The four criteria the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum profitability."

In this analysis, Highest and Best Use will first be considered for the land as a whole before the acquisition. This will be followed by a Highest and Best Use analysis of the part to be acquired, and then for the Remainder after the acquisition.

BEFORE THE ACQUISITION, AS VACANT

Legally Permissible – The Parent Tract is currently zoned LUI, Limited Use Industrial by the city of Peachtree City. Legal uses within this designation include a variety of light industrial uses that are not objectionable due to noise, emissions, aesthetics, etc. Alternative uses include commercial retail with up to a 10,000 SF building or professional office.

The subject is in an area that consists predominantly of similar zoning and uses with exception of a residential district located west of the surrounding open space.

Appropriately supported – This can only be achieved when the use is legally permissible. Alternative uses of the Larger Parcel are ultimately subject to approval of the city of Peachtree City.

Physically Possible – The subject has an irregular, "L" shape and is approximately 13.243 acres in size. The site is adequately accessible via a shared ingress / egress easement for the legal uses permitted. The site is encumbered by sewer easements along the western and eastern boundaries. The majority of the areas impacted are within building setback lines and therefore do not significantly reduce the usable land area. Additionally, I have estimated just over one acre to be in 500 year flood plain and a nominal area to be in 100 year flood plain. The total area rendered unusable due to easements and flood plain is estimated by me to be about 10%. There is more than adequate and sufficient land area for most any use that is legally permissible.

Financially feasible – Of the legally permissible and physically possible uses of the property light industrial and professional or institutional uses are deemed financially feasible. Commercial retail is not considered to be feasible due to lack of direct access and exposure to traffic. It would not be financially feasible to explore other uses of the property.

Highest Value – Land prices for light industrial development or office development with indirect access and exposure are considered to be very similar. Development costs for either of these uses should be similarly returned financially.

The Highest and Best Use Before the Acquisition, as Vacant is therefore considered to be light industrial or professional or institutional office development.

BEFORE THE ACQUISITION, AS IMPROVED

The subject is improved with a wastewater lift pump station to serve the municipal sewer system of Peachtree City. The area of the lift station is approximately 40 feet by 45 feet or 1,800 square feet total. This area represents about (0.003) 3/1000ths of the total land area. In effect the Highest and Best Use of the subject property before the acquisition, as improved is essentially the same as if vacant.

AFTER THE ACQUISITION, AS VACANT

The unencumbered area of the subject will be reduced very slightly as a result of the acquisition. However, the Area of Acquisition will not be significantly impacted by the acquisition. The remainder is still viable for the same uses after the acquisition as before the acquisition. Therefore, the remainder is judged to have no change in its Highest and Best Use as a result of the acquisition. The Highest and Best Use of the subject property after the acquisition and as vacant is therefore considered to be light industrial or professional office or institutional office.

AFTER THE ACQUISITION, AS IMPROVED

The minimal impact of improvements present on the subject property combined with a very slight reduction in land area does not impact the highest and best use after the acquisition, as improved. Therefore, the Highest and Best Use of the subject property after the acquisition and as improved is judged to be light industrial or professional office or institutional office development.

Section 11 – Valuation Before Acquisition

APPRAISAL PROCEDURE:

The appraiser has at his disposal three approaches typically used to estimate the fee simple interest in real property. They are the Sales Comparison, Income, and Cost Approaches. The subject would not typically be purchased for income production therefore the Income Approach is not applicable. The subject is essentially vacant therefore the Cost Approach is not applicable. Only the Sales Comparison Approach will be utilized in this appraisal.

The Sales Comparison Approach makes use of actual sales, and properties available to purchase that are sufficiently similar to the subject property to warrant the use of them as comparable properties. In this case the most comparable or relevant sales are sales of similarly zoned vacant parcels or tracts of land that are suited for development of light industrial building(s) or professional or institutional office building(s). Similar property sales were found in the city of limits of Peachtree City particularly the Peachtree City Industrial District.

The Larger Parcel is 13.243 acres in size total. After consideration of data available I find that sales of similar size to be most relevant and appropriate for this analysis. However, most sales with similar zoning are somewhat smaller than the subject and slight adjustments are necessary. It should be noted that the size of the subject has been bracketed in this analysis. Although the sales found are typically smaller than the Larger Parcel they reflect and are very comparable to the subject considering Highest and Best Use and other physical characteristics.

Adjustments are made to the comparable properties to bring them in line with the subject. The subject property is the base (100%). For each significant item of dissimilarity, a positive or negative adjustment factor is estimated. A positive adjustment indicates the subject is more desirable than the comparable, and a negative adjustment indicates the subject is less desirable than the comparable.

This analysis is based upon the assumption that a relationship exists between various value elements and/or factors, which make up the total value of the property. All the forces of value are considered to be interrelated and interdependent.

LAND VALUATION:

As previously discussed, the Sales Comparison Approach is used for estimating the value of the land. Sales deemed appropriate for use in valuing the subject land are profiled on the following pages. Following the presentation of the sales, a land sale adjustment grid summarizes significant characteristics with adjustments for dissimilarities.