

1. Agenda

Documents:

[BOMC-2-23-22-WS-AGENDA.PDF](#)

2. Meeting Called To Order/Adoption Of Agenda

3. Police Update

4. Gas Leaf Blower Discussion

5. Proposed Capital Projects Manager Position

Documents:

[CAPITAL PROJECTS CONSTRUCTION AND MAINTENANCE DIRECTOR.PDF](#)
[ORG CHART 12.2021.PDF](#)

6. Town Green Market Pavillion Update

7. Purchase Of Police Radios

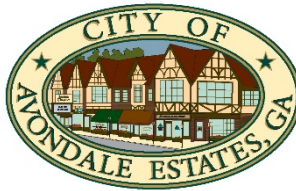
Documents:

[POLICE RADIO QUOTE.PDF](#)

8. Recommendation To Purchase A New Computer Server And Related Software And Installation Services

9. Public Comment

10. Adjournment



**BOARD OF MAYOR AND COMMISSIONERS
WORK SESSION
FEBRUARY 23rd, 2022
IMMEDIATELY FOLLOWING REGULAR MEETING**

AGENDA

- Item #1 Meeting Called to Order
- Item #2 Adoption of Agenda
- Item #3 **Police Update**
- Item #4 **Gas Leaf Blower Discussion**
- Item #5 **Proposed Capital Projects Manager Position**
- Item #6 **Town Green Market Pavillion Update**
- Item #7 **Purchase of Police Radios**
Five of the handheld radios used by the Police Department are obsolete and need to be replaced. The other eleven radios were replaced using funding from the Capital Project Fund during 2021.
- Item #8 Public Comment
- Item #9 Adjournment

CAPITAL PROJECTS CONSTRUCTION AND MAINTENANCE DIRECTOR

SUMMARY

Avondale Estates is a progressive and evolving city located eight miles east of Downtown Atlanta. Nearing 4,000 residents and growing, the 1.23 square mile Avondale Estates treasures its beautiful historic neighborhoods, rolling landscapes, signature parks and a downtown on the verge of a major transformation. One of the most celebrated additions to the downtown is a new signature town green, scheduled to be delivered this spring.

As an organization, the City is also evolving with new leadership and a progressive approach to municipal governance. The administration is committed to improving and sustaining the quality of life for Avondale Estates while developing the downtown. On ongoing basis, the City is responsible for planning, zoning, building permits, executing transportation enhancements, maintaining and addressing stormwater infrastructure, building and maintaining public parks and plazas, public safety and courts, solid waste collection, recycling, a maintenance and beautification program, and ensuring the active engagement of our stakeholders and the community.

This position is responsible for managing transportation, stormwater, parks and public-spaces, and public facilities investments that will enhance the single-family neighborhood and parks and transform Avondale Estates' downtown into a more walkable, bikeable community. In addition to large scale projects, this position will also manage smaller projects to maintain and enhance the City such as the installation of new crosswalks, bike racks, benches, or repairs to curbs, potholes as well as manage construction or renovation of city-owned building or properties.

After several years of concentrated long-range planning, the City of Avondale Estates has the following projects funded and in the pipeline:

- New streets and upgrades to existing streets in the Downtown consistent with the adopted street grid.
- A \$7M complete street project on North Avondale/East College Avenue – the City's main street - to add a multi-use path, decorative lights, trees, on-street parking, upgraded signals, and a median by converting five travel lanes to three.
- Ongoing repaving and upgrades to residential and commercial streets as prioritized in the street plan.
- Stormwater projects identified in the 2021 Stormwater Master Plan.

Capital projects are funded through the general fund, state and federal grants, the stormwater utility fund, and the Downtown Development Authority.

The Capital Projects Director will implement capital projects through project management, staff and consultant management, communications, coordination with public and private partners and property owners, pursuit of grant opportunities and public outreach associated with these projects.

MAJOR DUTIES

- Implement transportation, streetscape enhancements, transportation network operations upgrades, and park, green space and civic plaza expansions and public art, including:
 - Manage development of concept designs and documentation.
 - Monitor design intent and design decisions to ensure consistency with City plans and standards.
 - Procure necessary supplemental reports such as traffic studies and surveys, as needed.
 - Establish preliminary design and construction budgets for individual capital projects.
 - Work to achieve efficiencies and cost savings.
 - Ensure oversight and adherence with established project budgets and contract amounts.
 - Select and hire consultants (through RFP process, design competition, etc.) in accordance with City or State standards as required.
 - Manage the consultant teams to ensure that the projects are delivered on time, within budget and to established standards.

- Engage as the Owner’s representative throughout the development and construction process and provide city management with regular reports.
- Plan and execute stakeholder engagement process and public partner approvals.
- Effectively communicate key messages to stakeholders provide updates, promote projects; track progress and communicate the financial management of projects.
- Pursue grant and funding opportunities and manage relationships and reporting.
- Initiate and manage procedures to ensure the maintenance and installation of street furniture and landscaping elements including, but are not limited to wayfinding signs, streetlights, trash and recycling cans, medians, tree wells, trees, planter pots, bike racks and public art.
- Assume responsibilities for special projects as needed.

KNOWLEDGE REQUIRED BY THE POSITON

1. Knowledge of computers and job-related software programs such as CAD, Excel, Word, Power Point.
2. Knowledge of best practices in construction of public works projects.
3. Knowledge of procurement of services and materials needed for capital projects.
4. Knowledge of Georgia public bidding requirements.
5. Skill in negotiating contracts and agreements.
6. Skill in establishing priorities and organizing work.
7. Skill in budget management.
8. Skill in managing contractors.
9. Skill in problem-solving.
10. Skill in interpersonal relations.
11. Skill in oral and written communication.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects and distinguishes between shades of color. The work will require outdoor field visits occasionally in wooded or natural environments and

oversight during inclement weather. This position will be a hybrid position working in the office at times, remotely much of the week, and in the field.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of general instructions and provides input into the nature and propriety of the results in close collaboration with Assistant City Managers and the Public Works Director.

SUPERVISORY AND MANAGEMENT RESPONSIBILITIES

None

CONTACTS

Contacts are with construction contractors, consultants, co-workers, other city employees, business and property owners, and members of the public. Contacts are typically to provide services, to give or exchange information, to justify or settle matters, to motivate personnel, or to resolve problems.

MINIMUM QUALIFICATIONS

- Bachelor's degree in a course of study related to the occupational field required and at least 5 years of experience with increasing responsibilities in the job duties specific to this position.

Desired Qualifications:

- Master's Degree in a course of study related to the position
- Professional Project Management with Relevant Experience

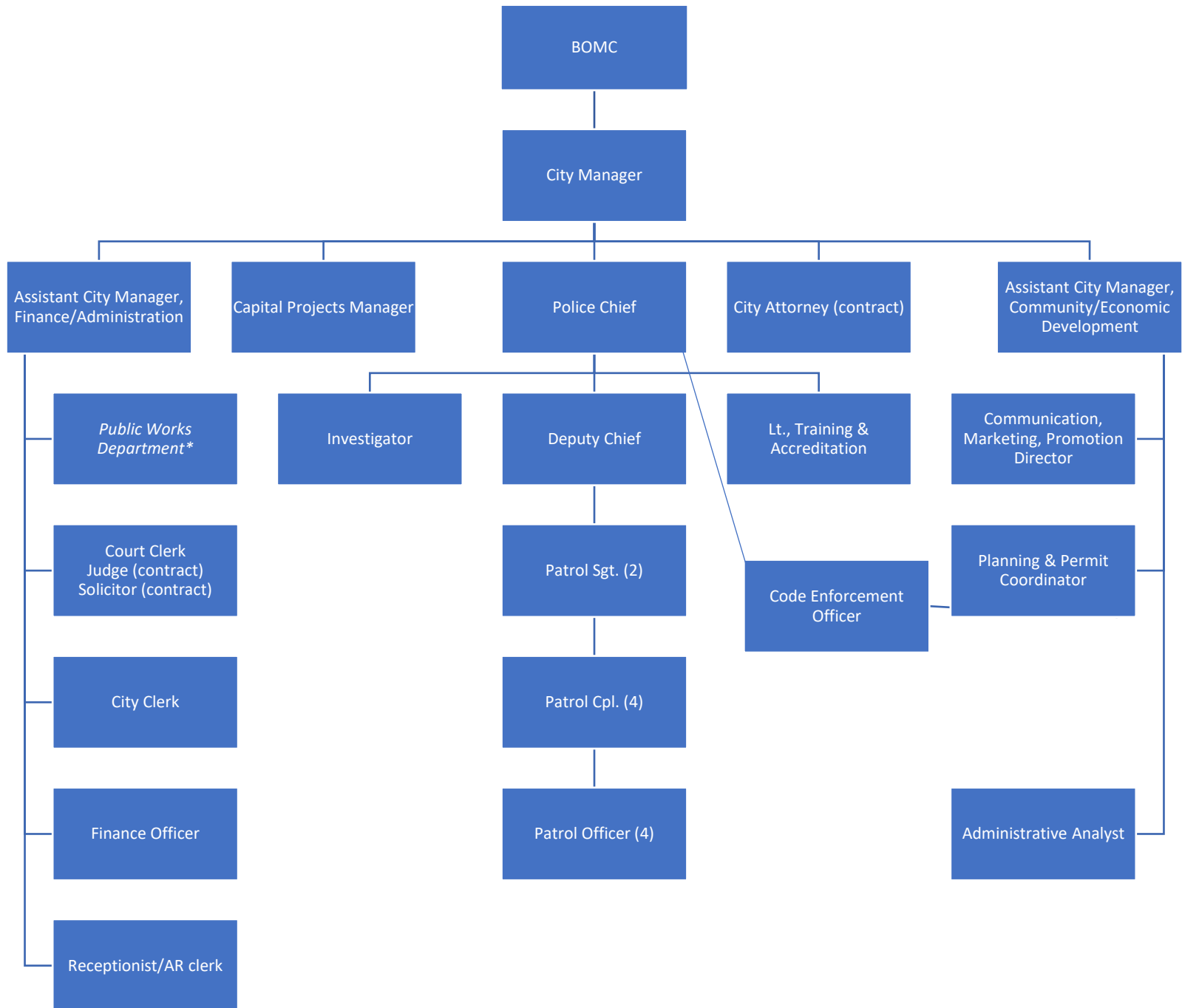
The ideal candidate for this position will be:

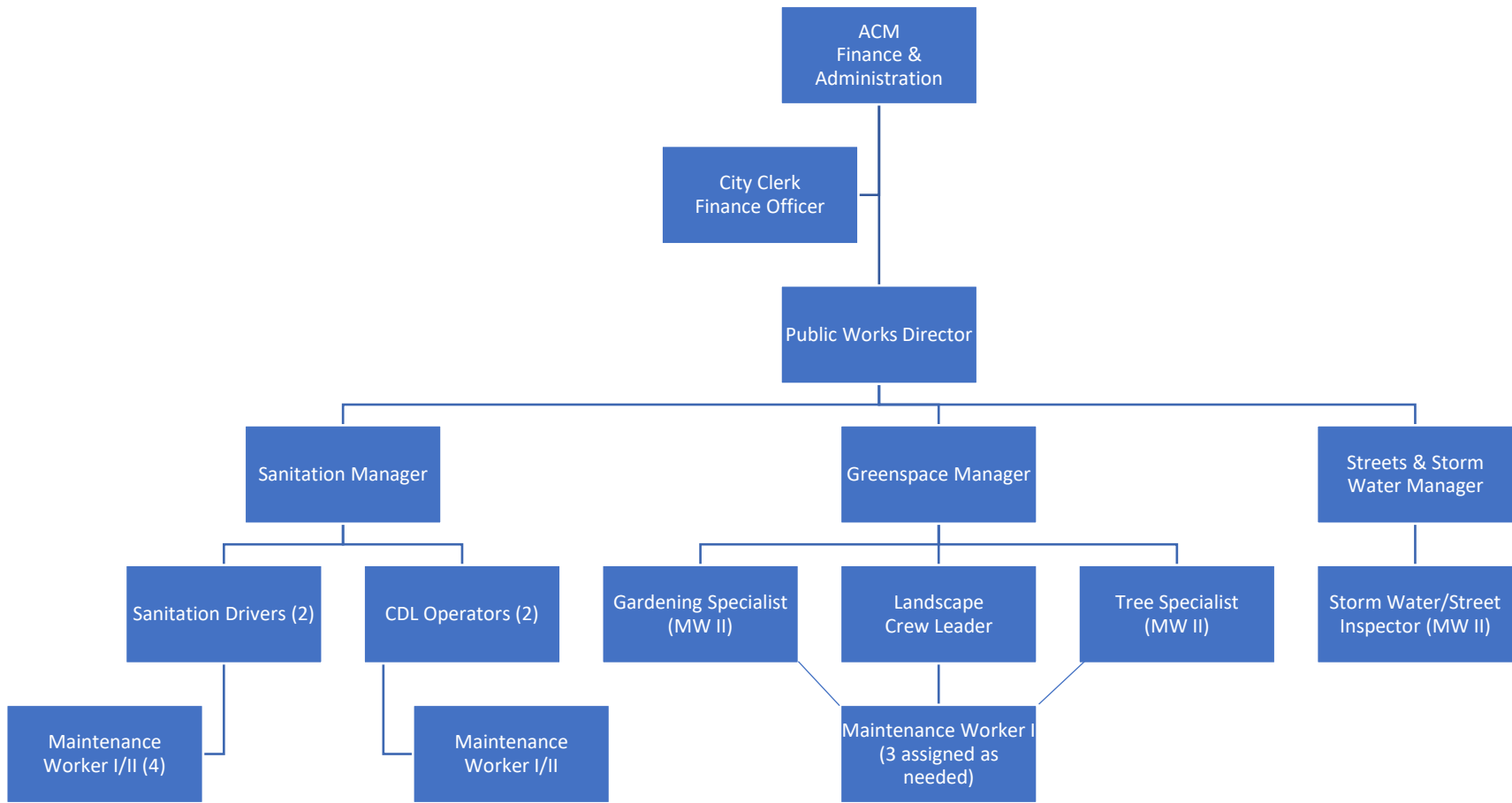
- Passionate about the City of Avondale Estates and its vision for the future
- Ability to create great working relationships at all levels
- Organized and detail oriented
- A self-starter
- Flexible and willing to take leadership on a variety of projects and assignments
- Able to be a strong collaborator as part of a team
- Politically perceptive
- Persuasive with a focus on action plans

SALARY RANGE

A competitive salary commensurate with experience plus a full benefits package will be offered.

Grade 22: Starting pay \$82,956-\$99,547 (midpoint)





Grade	Position(s)	2021 min	2021 max		2022 min	2022 max
10	Public Works Maintenance Worker I	\$30,872.75	\$43,221.85		\$32,416.39	\$45,382.95
11		\$32,950.49	\$46,130.68		\$34,598.01	\$48,437.22
12	Public Works Maintenance Worker II	\$35,026.71	\$49,037.40		\$36,778.05	\$51,489.27
13	CDL Operator	\$38,946.20	\$54,524.69		\$40,893.51	\$57,250.92
14	Receptionist/AR Clerk Public Works Crew Leader Sanitation Driver	\$43,304.28	\$60,626.00		\$45,469.50	\$63,657.30
15	Patrol Officer	\$46,786.82	\$65,501.54		\$49,126.16	\$68,776.62
16	Administrative Analyst Code Enforcement Officer – P.O.S.T. Certified Court Clerk Police Corporal	\$52,097.12	\$72,935.97		\$54,701.97	\$76,582.76
17	Police Sergeant	\$57,408.25	\$80,371.55		\$60,278.66	\$84,390.13
18	Sanitation Manager Streets & Stormwater Manager Greenspace Manager	\$59,670.14	\$83,538.19		\$62,653.64	\$87,715.10
19	Finance Officer Police Lieutenant	\$61,925.49	\$86,695.68		\$65,021.76	\$91,030.47
20	City Clerk Planning and Permitting Coordinator	\$66,031.15	\$92,443.61		\$69,332.70	\$97,065.79
21	Public Works Director Deputy Police Chief	\$70,409.01	\$98,572.62		\$73,929.46	\$103,501.25
22	Capital Projects Manager	\$79,005.95	\$110,608.33		\$82,956.25	\$116,138.75
23	Chief of Police Creative, Marketing, and Communications Director	\$87,598.33	\$122,637.66		\$91,978.25	\$128,769.54
24	Assistant City Manager	\$94,769.17	\$132,676.83		\$99,507.62	\$139,310.67



AVONDALE ESTATES, CITY OF

02/10/2022

02/10/2022

AVONDALE ESTATES, CITY OF
21 N AVONDALE PLAZA AVE
AVONDALE ESTATES, GA 30002

Billing Address:
 AVONDALE ESTATES, CITY OF
 21 N AVONDALE PLAZA AVE
 AVONDALE ESTATES,
 GA 30002
 US

Quote Date:02/10/2022
 Expiration Date:04/01/2022
 Quote Created By:
 Adam Gartner
 adamgartner@callmc.com

 End Customer:
 AVONDALE ESTATES, CITY OF

 Contract: 36717 - GA NASPO

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 6000 Series	APX6000				
1	H98UCD9PW5BN	APX6000 7/800 MHZ MODEL 1.5 PORTABLE	5	\$6,182.00	\$4,545.53	\$22,727.65
1a	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	5			
1b	QA05570AA	ALT: LI-ION IMPRES 2 IP68 3400 MAH	5			
1c	Q361AR	ADD: P25 9600 BAUD TRUNKING	5			
1d	H38BT	ADD: SMARTZONE OPERATION	5			
1e	Q58AL	ADD: 3Y ESSENTIAL SERVICE	5			
1f	QA00580AC	ADD: TDMA OPERATION	5			
1g	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	5			
1h	H122BR	ALT: 1/4 WAVE 7/8 STUBBY (NAR6595)	5			
2	PMMN4062AL	AUDIO ACCESSORY- REMOTE SPEAKER MICROPHONE,IMPRES RSM, NOISE CANC. EMERGENCY BUTTON 3.5MM JACK IP54	5	\$127.12	\$92.80	\$464.00
3	PMNN4486A	BATT IMPRES 2 LIION R IP67 3400T	5	\$179.30	\$130.89	\$654.45



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
4	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	5	\$169.56	\$123.78	\$618.90
5	RLN4941A	REC ONLY EARPIECE W/ TRANSLUCET TUBE	5	\$76.76	\$56.03	\$280.15
Product Services						
6	LSV00Q00202A	DEVICE PROGRAMMING	5	\$100.00	\$100.00	\$500.00
Grand Total				\$25,245.15(USD)		

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Purchase Order Checklist

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead
(PO will not be processed without this)

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the *Legal* Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept

Ship To Contact Name & Phone #

Tax Exemption Status

Signatures (As required)