



Utility Committee Meeting

AGENDA

April 3, 2012

I. CALL TO ORDER

II. MATTERS BEFORE COMMITTEE

1. [Approval - Purchase Lawn Mower for Sewer Plant](#)
2. [Discussion / Approval - Utility Administrative Assistant Job Description](#)

III. ADJOURN



Utility Committee Meeting

AGENDA

April 3, 2012

Item:

Approval - Purchase Lawn Mower for Sewer Plant

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Lawn Mower Info](#)

03/19/2012

SOCIAL CIRCLE ACE HOME CENTER
181 S. CHEROKEE ROAD
SOCIAL CIRCLE, GA. 30025
770-464-3354

CITY OF MONROE
P.O. BOX 1249
MONROE, GA. 30655
ATT: BIL J. BRASWELL
Fax: 678-635-8074

RE: QUOTE FOR 60" ZERO TURN MOWER

BILL,

THIS IS THE QUOTE YOU REQUESTED FOR A 2012 EXMARK 60" ZERO TURN
MOWER, #LZE740KC604.
KOHLER 740CC ENGINE
SERIES 4 COMMERCIAL DECK
REGULAR PRICE: 8299.
BID PRICE: 7054.

IF YOU DECIDE YOU WANT THIS UNIT, WE WILL NEED A BID REQUEST
FROM YOU ON THE COMPANY LETTERHEAD, REQUESTING A BID FOR THIS
UNIT.

IF YOU HAVE ANY QUESTIONS, GIVE ME A CALL AT THE ABOVE NUMBER.

THANKS,



ERIC RICE

S & C REPAIR SHOP, INC.

d/b/a Stephens Repair Shop
765 Conyers Rd. Hwy. 20
P.O. Box 218
Loganville, GA 30052
770-466-1150

2012 Toro 60"
Model 74903 List. 10,832.00
your cost. 7257.44

2012 Toro 60"
Model. List. 11610.00 (higher end mower)
your cost 7750.00

STYLE 2.05 (REV 11-09)

Systems Software, Inc., Canton, TX

To: 6786358074

P.1/3

LOWE TRUE VALUE HARDWARE
 4250 ATLANTA HWY - P.O. BOX 7457
 ATHENS, GEORGIA 30604
 (706) 369-8000

KEEP THIS INVOICE AS IT IS YOUR ONLY COPY

SOLD TO:
 CITY OF MONROE
 P.O. BOX 1249
 MONROE, GA 30655

SHIP TO:
 CITY OF MONROE
 P.O. BOX 1249
 MONROE, GA 30655

2677536

TERMINAL: 16

Thank you! Please provide receipt for all returns and exchanges. No returns on electrical parts. A 25% fee on returned special order parts.

SHIPPED VIA: CUSTOMER PICKUP
 10:07:05 PAGE: 1 OF 1

ACCT. NO.	DATE	INVOICE NO.	SALESMAN	STORE	PO NUMBER	SPECIAL INFORMATION		
2677536	3/16/12	170049	004/004	1	NO	DOUG		
ORD.	SHIP	B/O	LINE	PART NUMBER	DESCRIPTION	LIST	NET	AMOUNT
1	1			SCWSTT61V-27CH EN-	51 27HP VELOCITY DEC 1.		8959.20	8959.20
QUOTE ONLY						SUB TOTAL	8959.20	
						MISC.	0.00	
						LABOR	0.00	
						TAX @ .001	0.00	
REC'D BY _____						Item # INVOICE TOTAL	8959.20	

IMPORTANT NOTICE: It is agreed as part of the consideration for this sale that the price shown hereon for the goods shall be paid on or before the 10th day of the month following the month of purchase. Any portion of the sale price not paid within said time period shall thereafter bear interest at the HIGHEST PREVAILING RATE. All claims and returned goods MUST be accompanied by this invoice. There will be no refund or exchange on electrical parts. The factory warranty constitutes all of the warranties with respect to the sale of this merchandise. This seller hereby expressly disclaims all warranties, other expressed or implied, including any implied warranty.



MODEL SPECIFICATION SHEET

TURF TIGER™

MODEL NUMBER: STT61V-27CH

ENGINE

General Type:	Heavy-duty Industrial/commercial
Brand:	Kohler 27 HP Command
Model:	CH27S
Horsepower:	27 HP @ 3600 RPM
Type:	4 cycle gas, twin cylinder, air-cooled, horizontal shaft engine
Displacement:	725 cc
Cylinders:	2 cast-iron sleeves
Governor:	Mechanical type governor with variable speed control set at 3600rpm (±100 rpm), Idle set at 1400 rpm
Air Intake Group:	Large capacity 2-stage canister air filter
Exhaust Group:	Single exhaust canister muffler
Fuel Pump Group:	Mechanical fuel pump with in-line fuel filter, fixed jet carburetor and fuel shutdown solenoid
Oil Pump Group:	Positive displacement Gerotor™ oil pump with remote oil filter, capacity 2.1 U.S. quarts with filter, remote oil cooler
Valve Group:	Hydraulic valve lifters standard
Starter/Electrical:	12 volt "Maintenance Free" sealed battery (350 CCA) with alternator, solid state ignition with key start, Electronic spark system
Charging System:	15 amp

ENGINE DECK

Fuel Tank:	Single, 8.5 gallon (32.2 liters) seamless polyethylene tank with fuel gauge gas cap. Mounted low, in the center of the mower to lower the center-of-gravity for increased hillside stability. Extra large, angled filler neck for easy filling.
Drive Wheels/Tires:	24 x 12 - 12 four-ply pneumatic tubeless, radius edge, offset rims to improve operator's view
Parking Brake:	Lever operated interlocked parking brake prevents operation with parking brake engaged
Frame:	Compact tractor frame with welded, structural steel double tube construction. Engineered to provide a low center-of-gravity for increased stability on inclines.

DRIVE SYSTEM

Type:	Hydro drive with two variable displacement pumps and two cast-iron motors for independent control of each drive wheel
Hydro Pumps:	Two Hydro-Gear 16cc pumps with dump valves for movement without running engine. Internal shock valves to protect hydraulic system.
Drive Wheel Motors:	Two Parker 15 cubic inch cast-iron high torque wheel motors
Transmission Bolt Loader:	Self-adjusting, self-lightening
Hydro Fluid Cooling Group:	4 qt. system capacity with nylon fluid reservoir and external hydraulic oil coolers, uses SAE 20W50 fluid and 10 micron filter
Steering/Travel Control:	Twin "Quick-Fit" lever fingertip steering control with gas shock dampeners for smooth, responsive control to each wheel
Axles:	1-1/4" heavy-duty, tapered motor shafts
Wire Harness:	14 gauge wire. Tightly wound protective wire loom. Dielectric grease at major electrical connections.
Safety Group:	Seat actuated engine kill, neutral interlock, mower engagement (BBC) switch, parking brake
Instrument Panel:	Ammeter, key switch, throttle, fuses, manual choke, BBC switch, water temperature, (SmartSense digital hour meter located at rear of mower displays maintenance reminders)
Forward Ground Speed Range:	0 up to 10.5 mph
Reverse Ground Speed Range:	0 up to 5.0 mph

CUTTER DECK

Type:	Velocity Plus, floating, adjustable, anti-scalping, hybrid design combines out-front and belly-mount designs, special raised front edge allows grasses to enter the deck standing upright for a fast, manicured cut.
Construction:	Tri-Plate construction consists of a 10-gauge steel cutter deck top reinforced with 7-gauge upper support plate and a 11-gauge lower spindle support plate. Those three layers of steel equal close to a 1/2" thick steel cutter deck top. Deck skirt is 7-gauge. Trim side wear pad protects deck and landscape.



MODEL SPECIFICATION SHEET TURF TIGER™

MODEL NUMBER: STT61V-27CH (continued)

CUTTER DECK (continued)

True Cutting Width:	61.0 inches (155.0 cm)
Cutting Height Adjustment:	Foot-operated pedal adjustment from operator's seat, 1" to 6" in 1/4" increments; 3-position adjustable pedal accommodates various operator heights
Cutter Blades:	Three (3) 21" high strength Marbain™ blades
Cutter Deck Drive:	Double clamp drive shaft to 90 degree gear box
Cutter Deck Baffles:	Velocity Plus deck baffles direct air flow for maximum quality-of-cut. Custom Cut Baffle allows adjustment to individual cutting conditions (7 positions)
Blade Engagement:	Electric PTO via Ogura GT3.5 (260 ft. lb) clutch brake with control panel knob
Discharge Opening:	Extra wide 18.5" tapered discharge opening. Spring-loaded, non-denting polypropylene discharge chute combines strength and flexibility. Minimizes damage to landscape and trees. Turbo-Baffle increases discharge velocity for an even spread of clippings.
Caster Wheels:	13 x 6.5 x 6 flat-free castor wheels with tapered roller bearing pivots
Spindles:	Heavy-duty 1-1/8" top dimension spindle shaft, cast-iron housing, taper roller bearing, low maintenance with top access grease fitting and grease overfill relief poppet.
Spindle Pulleys:	Split Steel design with easily removed taper hubs. Split steel is stronger than stamped or cast iron pulley designs.
Cutter Deck Belts:	B-section with Kevlar cord
Anti-Scalp Rollers:	Two front corner adjustable, three front corner adjustable, two rear corner adjustable, two rear fixed

ADDITIONAL SPECIFICATIONS

R.O.P.S.:	OSHA 1928 certified roll-over protection system. System has foldable design for loading into enclosed trailers. Retractable seatbelt included.
"Command Comfort" Operator Station:	"Quick-Fit" adjustable control levers. 3-position adjustable deck lift pedal. Standard torsion spring suspension seat, adjusts to operator's weight for a stable, comfortable ride. Features forward/rearward adjustment with adjustable back angle.
Cup Holder:	Features handle recess and rubber container grips. Steel construction.
Flat-Free Caster Tires:	Semi-pneumatic castor tires eliminate downtime resulting from flats.

OPTIONAL ITEMS/ATTACHMENTS

Grass Catcher (3) Three Fabric Bag:	STT Grass Catcher with 16 bushel (148 gallon) capacity. Three separate, commercial grade fabric debris bags with hard plastic bottoms and steel handles. Vertical blower design adds only 8.5" to the width of the cutter deck. Spindle driven blower design, 4-blade, all steel construction. Blower shreds debris for maximum density in the debris bags. Easy on and off design - no tools needed to remove and install after initial installation is complete.
GC-STT-GS Grass Collection System:	Dump from the seat "Clam Shell" collection system allows operator to empty the hopper without leaving the seat for increased productivity. Spindle driven catcher system has 12 bushel (112 gallon) capacity. All steel, vertically mounted blower housing. Patented sweeping device clears debris from the hopper every time the door is opened. Debris screen removes from side of hopper for easy cleaning even when hopper is partially full. After initial installation, the entire system removes and installs in the field with no tools in just minutes. Front weight kit included with catcher system.
Lawn Striping System:	Patented Tiger Stripe kit features eight (8) individual rollers with bushings for long life. Spring-loaded design pushes the grass down for a deep, longer lasting stripe. Unit locks up and can be removed without tools with two (2) quick-pins.
Trailer Hitch:	Bolt-on trailer hitch with 250 lb capacity.
Light Kit:	76 watt halogen light kit is easy to mount, and provides bright white light. Two (2) lights; 38 watts per light.
Blade Buddy:	Blade protector makes blade removal and re-installation quick and easy.
Mulching System:	Patented Hurricane Plus Mulch System includes "Eye of the Hurricane" mulching plates, bolt-in v-baffles and flow directors, Eliminator blades, a side discharge close-off plate and hardware. Best performing, most productive mulching system available for commercial mowers.
Mulching Plate:	Closes off discharge chute opening to keep clippings under deck where they can be shredded into fine particles. May be used with Scag Eliminator Mulching Blades for increased performance.

APPROXIMATE DIMENSIONS

Length:	87.5"
Tracking Width:	56"
Width:	73.5"
Width (with discharge in transport position):	62"
Height (with ROPS up):	67.5"
Height (with ROPS folded down):	56.5"
Turning Radius:	zero radius turning
Weight (with ROPS):	1350 lbs



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Discussion / Approval - Utility Administrative Assistant Job Description

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 [Job Description](#)

City of Monroe Position Description

Position Title: Administrative Assistant
Department: Utilities
Class Code:
Pay Grade:
FLSA Status: Nonexempt
Established:
Revised: August 2008

SUMMARY:

This position is responsible for support of electric, natural gas, water, sewer, CATV, and Internet departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Compiles annual reports to various governmental agencies.
- Assists all utility department heads with administrative tasks.
- Assist developers and builders with new construction projects, including accepting fees, following up reviews with engineers, and scheduling and participating in meetings with developers and utility department heads.
- Handles calls for various utility inspections.
- Corresponds and works with Walton County Environmental Health and restaurants regarding grease trap ordinance and inspections.
- Maintains databases, mapping, and other files pertaining to all utilities.
- General secretarial duties such as typing correspondence, answering telephone calls and creating work orders.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATIONS:

To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of city policies and procedures related to the performance of duties listed above.
- Knowledge of utility design in subdivisions.

- Ability to read and understand blueprints.
- Ability to use several software programs, including word processing, databases, and spreadsheets.
- Skill in oral and written communication.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or equivalent combination of related training and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of the City.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

There are no required certificates, licenses, or registrations for this position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move light objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed in an office.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference check; must meet physical standards test, and other related tests may be required. Drug screen required. Hire is subject to criminal history investigation.

NOTE:

The position description does not constitute an agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.