



City of Stockbridge

Bringing People

Together

STOCKBRIDGE CITY COUNCIL

Mayor

Anthony Ford

Mayor Pro Tem LaKeisha Gantt

Councilman Elton Alexander

Councilman John Blount

Councilwoman Neat Robinson

Councilman Alphonso Thomas

CITY MANAGER

Randy Knighton

CITY CLERK

Vanessa Holiday

DEPUTY CLERK

Randi Rainey

CITY ATTORNEY

Michael Williams

**Council Meeting
Agenda
December 10, 2018 6:00 PM**



Stockbridge City Hall

4640 N. Henry Blvd.

Stockbridge, GA 30281

Website: www.cityofstockbridge.com

Phone: 770-389-7900

Fax: 770-389-7912



AGENDA COUNCIL MEETING CITY OF STOCKBRIDGE

MONDAY, DECEMBER 10, 2018 6:00 PM

Mayor & City Council

Mayor Anthony S. Ford
Councilman Elton Alexander
Councilman John Blount
Councilwoman LaKeisha Gantt
Councilwoman Neat Robinson
Councilman Alphonso Thomas

Administration

Randy Knighton, City Manager
Vanessa Holiday, City Clerk
Randi Rainey, Deputy City Clerk
Michael Williams, City Attorney

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF THE AGENDA

ADOPTION OF THE MINUTES FOR THE FOLLOWING MEETINGS: 10/30/2018 & 11/12/2018

- 1 Draft Minutes of 10/30/2018
- 2 Draft Minutes of 11/12/2018

CEREMONIAL REVIEW

Boy Scouts Recognition

National Day of Racial Healing

Citizens Hero Recognition

PUBLIC COMMENTS

PUBLIC HEARING**3 PUBLIC HEARING**

Third Reading & Adoption of the FY2019 Operating Budget

OLD BUSINESS

- 4 Council Consideration to approve the 2019 Meeting Schedules
No changes to the 2nd Monday 6pm Location: Council Chambers
 a) Option 1 Work Session 4:00pm- Location: Council Chambers
 b) Option 2 Work Session 6:00pm- Location: Council Chambers
 c) Option 3 Work Session 4:00pm- Location: Levi Meeting Room
 d) Option 4 Work Session 6:00pm- Location: Levi Meeting Room

NEW BUSINESS

- 5 Council Consideration to approve the 2019 Municipal Court Arraignment Calendar
- 6 Council Consideration to approve the 2019 Voting Schedule
- 7 Council Consideration to approve the City's 2019 Holiday Schedule
- 8 Council Consideration to approve the selection of the Grants Writer
- 9 Council Consideration to approve the 2019 Water/Sewer Rate Schedule Effective January 1, 2019
- 10 Council Consideration to approve the addition of Sidewalks Assessment with the FY2019 Assessment
- 11 Council Consideration to approve 2019 LMIG Street Surfacing
- 12 Council Consideration to approve the Transportation Enhancement Agreement for the Davis Road Sidewalk Project
- 13 Council Consideration to approve the Wrecker Service Bid Award
- 14 Council Consideration to approve the 2019 Fee Schedule
- 15 Council Consideration to approve the City of Stockbridge ADA Self-Evaluation and Transition Plan
- 16 Council Consideration to establish the Stockbridge Association of Business
- 17 Council Consideration to approve the City's Branding
- 18 Council Consideration to approve the Main Street Board's amended By-Laws
- 19 Council Consideration to approve the Re-appointment of members of the Main Street Advisory Board
- 20 Council Consideration to approve use of the Ted Strickland Community Center for a Bingo Bash on 12/12/2018 10am-noon

- 21 Council Consideration to approve Facility use for 2019
- 22 Council Consideration to approve a Resolution regarding the establishment of Council Districts

CITY MANAGER'S COMMENTS (Randy Knighton)

CITY CLERK'S COMMENTS (Vanessa Holiday)

COMMENTS FROM THE CITY COUNCIL

MAYOR'S COMMENTS (Mayor Anthony Ford)

EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Acts)

ANNOUNCEMENTS OF UPCOMING MEETINGS & EVENTS

ADJOURNMENT



Mission: To provide visionary leadership and superior municipal services that enhance the quality of life for citizens while creating a welcoming business atmosphere focused on sustainability and expansion of tourism and cultural events.



SUMMARY MINUTES WORK SESSION MEETING

TUESDAY, OCTOBER 30, 2018 4:00 P.M.

Mayor & City Council

**Mayor Anthony S. Ford
Councilman Elton Alexander
Councilman John Blount
Mayor Pro Tem LaKeisha Gantt
Councilwoman Neat Robinson
Councilman Alphonso Thomas**

Administration

**Randy Knighton, City Manager
Camilla Moore, Asst. City Manager
Vanessa Holiday, City Clerk
Randi Rainey, Deputy City Clerk
Michael Williams, City Attorney**

The meeting was called to order by Mayor Ford.

Invocation by James Touchton

Pledge of Allegiance was recited in unison.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All members of Council were present except for Councilman Alexander.

Mayor Pro Tem Gantt motioned to adopt the Agenda; second by Councilman Thomas. The motion passed 4-0.

Review of the Minutes for the following meetings: No action taken.

1. 7/21/2018 (Joint Meeting)
2. 9/25//2018
3. 9/28/2018
4. 10/8/2018

Councilman Alexander joined the meeting.

PUBLIC COMMENTS

All persons wishing to speak for public comment must sign in with the City Clerk prior to the beginning of the meeting. You must sign your name, address, and phone number. You will be

able to address the Mayor and Council for three (3) minutes. Speakers must respect all members of the elected body, officials, and staff. Defamation, unruliness and/or swearing will not be tolerated while meetings are in session.

Anika Potts spoke in favor of adopting the Main Street (RSVP) Renaissance Strategic Visioning Planning (RSVP) plan for downtown Stockbridge.

Mildred Reed spoke in favor of adopting the Main Street (RSVP) Renaissance Strategic Visioning Planning (RSVP) plan for downtown Stockbridge.

PRESENTATION

5. Nuisance & Abatements

Presented by: Michael Williams, City Attorney /Jessica O'Connor
Chief of Staff/Staff Attorney, City of Griffin

Attorney Williams referenced a Nuisance and Abatement presentation during a recent GMA (Georgia Municipal Association) Conference pertaining to how Cities deal with abatements the correct way and thought it would be helpful for city officials.

Jessica O'Connor, Chief of Staff for the City of Griffin was introduced.

Ms. O'Connor gave an overview of the Nuisance and Abatement program in place for the City of Griffin.

Councilman Thomas noted his request to bring this item before Council as it is greatly needed in the City of Stockbridge. Mr. Knighton noted there is a \$50,000-line item in the proposed FY2019 budget for this program.

Ms. Moore noted the ordinances are in place and only the funding needs to be identified and to complete a survey to identify the properties.

Councilman Alexander agreed with the program and inquired about increasing the funding amount to be more aggressive.

Mayor Pro Tem Gantt expressed concern regarding the homeowners who faced financial challenges and could not afford to make repairs to the properties.

Ms. Connor stated the Ordinance states the judge cannot look at financials, but rather question if the property was a nuisance or not. Ms. Connor added you can abate through demolition or rehabilitation.

There was no action taken.

Prior to hearing Item #6, Councilman Alexander motioned to amend the Agenda to include a Council Discussion on the ground breaking of the Amphitheater; second by Councilwoman Robinson. The motion failed 2-3

Councilman Alexander proceeded to question (specifically the City Manager) as to why the groundbreaking ceremony had been canceled, noting funding had been identified for the project; Councilwoman Robinson also questioned why the event had been canceled.

Councilman Blount called for a Point of Order stating the motion on the floor was to amend the Agenda, not discussion of the amphitheater.

After some discussion, Mayor Pro Tem Gantt directed staff to send an updated timeline on the amphitheater.

Mayor Ford recalled the motion to amend the Agenda. The motion failed 2-3-0. (Thomas, Blount and Gantt opposed).

6. Health & Awareness Diabetes Education Presentation – Council Consideration to use the Merle Manders Conference Center Meeting Rm 1, 2 and 3 for an education workshop.
Presented by: Mayor Ford / Annie Carr of Delta Sigma Theta
Ms. Carr, a representative of the National Negro Council of Women of Henry County made a request to partner with the City to host a Health & Awareness Diabetes Education Workshop on November 10, 2018 at the Merle Manders Conference Center using rooms 1,2 and 3 from 9:00am- 1:00pm. Ms. Carr expressed the National Negro Council of Women plans to educate citizens on how to delay, control and manage diabetes.

Mayor Pro Tem Gantt motioned to approve the Health & Awareness Diabetes Education Presentation; and to use the Merle Manders Conference Center Meeting Rm 1, 2 and 3 for an education workshop; second by Councilman Blount. The motion passed 5-0.

QUARTERLY REPORTS

7. Fourth Quarter Reporting
 1. Henry County Public Safety – North Precinct- Written report only; there was no presentation.
 2. Youth Council - Kenneth McFarland, Youth Council Advisory Committee Chair noted the Youth Council has been volunteering on Councilmember projects and has raised several thousands of dollars to attend the National League of Cities City Summit

Conference in Los Angeles, CA. Mr. McFarland also stated Councilman Alexander attended a Youth Council Advisory Committee meeting and made an inquiry to the Committee regarding the use of funds that would need to be reallocated for the LA trip and stated he had concerns with members of the City Council attending the conference. Mr. McFarland further stated he has been asking Council about use of the funds for the Youth Council trip but has yet to receive a response. Mr. McFarland also noted he plans to resign from the board in May or 2019.

Councilman Blount called for a Point of Order stating Mr. McFarland was in attendance to present the Youth Council's quarterly report.

Mayor Pro Tem Gantt thanked Mr. McFarland for his service and support and stated there had already been a consensus of the Council to release the funds and apologized if he did not receive the message.

Councilwoman Robinson thanked Mr. McFarland for his service and mentioned there was a misunderstanding with Council on a statement she made to them at the Budget Retreat regarding the funds and apologized to her colleagues. Councilwoman Robinson then stated the Youth Council was told they could not use city funds and sought sponsorships from: Vulcan Materials, Grace Baptist Church, Tabernacle of Praise Church, The Collaborative Firm, Fincher & Denmark and a private developer and thanked all those who sponsored the trip.

Councilwoman Robinson stated she was told the Youth Council had to get sponsors and couldn't use the pre-approved money that had been allocated; however, two (2) Councilmembers were registered to attend the National League of Cities Conference using City funds.

Councilman Blount noted less than 50% of the youth council members would be attending the NLC in Los Angeles and would like to see more members participating and more leadership being taught to the youth.

Councilman Alexander stated he found it to be unfair to have two (2) Councilmembers attend the National League of Cities Conference in Los Angeles after stating they were against going.

Vanessa Holiday, City Clerk requested and was granted a 5- minute recess.

Following the recess, Main Street was called to offer their quarterly report.

3. Main Street- Main Street Manager Kira Harris-Braggs noted this past July, the Main Street Program attempted to host it's 2nd summer movie; however, the radio station sponsoring decided to cancel it due to inclement weather; attended the City's joint meeting in July; completed and submitted the 2nd Tourism Product Development Grant which was written in support by Council and Stockbridge Stories Historic Preservation. Mrs. Harris-Braggs stated the grant was successful and they will move forward with the Green Front Café Identification Project. Noted staff attended the Georgia Downtown Conference in Braselton, GA in August; submitted the final draft of the City's first Downtown Specific Development Plan RSVP where staff is recommending the 2018 Stockbridge Renaissance Strategic Plan be included as an addendum to the City of Stockbridge's 2038 Comprehensive Plan, noting the alternative is to have staff recommend the RSVP Plan to be adopted by Resolution as the City's Official plan for downtown development where the RSVP will serve as the guide to Stockbridge's DDA, Main Street Program and of the Cities Economic Community Development. Mrs. Harris-Braggs noted the movie Coco was shown as the kick-off of BridgeFest; and the Main Street Program successfully hosted its first Muscle and Mystic Car Show during BridgeFest.

Councilman Thomas agreed with the recommendation to add the RSVP Plan to the 2038 Comprehensive Plan.

4. Downtown Development Authority- Mayor Pro Tem Gantt noted the DDA had recently appointed a new member, Roger Custin, who represents BarnBeautifu, a business in the downtown district; thanked Ms. Reed for her service on the DDA board; noted the DDA is waiting to hear back on bids for the old fire station; noted DDA members spoke with Main Street regarding a mural in the downtown district noting it would be a part of the RSVP plan; referenced a DDA Retreat being planned and welcomed the new Economic Development Director, James Touchton to the team.
5. Community Development- Community Development Director, Camilla Moore noted the renewal process has been expedited for those business owners who may be affected if Eagles Landing

becomes a City; noted Business Services is almost up to date with renewals from last year, with an outstanding balance of \$3,600; stated the last function of Planning with the County will move to the City on December 3, 2018; stated the City will have Senior Planner position filled by the end of December 2018. Ms. Moore encouraged all citizens to use See Click Fix when they see issues within the city limits; referenced plans of an Open House the first of December in conjunction with Economic Development, Business Services and Community Development to invite all the developers to come in and familiarize themselves with the development process, information on parcels and land use development. Ms. Moore noted the last Education and Information Town Hall Meeting was held on October 29th; noted the City is waiting on the feedback and approval from the Department of Community Affairs about the 2038 Comprehensive Plan and will have an update at the next council meeting. Ms. Moore concluded by referencing the proposed parking ordinance noting staff will bring forth the subdivision parking results at the next scheduled meeting.

6. Public Works Public Works Director, Decius Aaron gave an overview of more than 55 Public Works projects that have been completed along with a timeline for completion; noted Stormwater has added 5 more projects to be completed before the end of the year; noted Wastewater has one major project pending that will need additional funding; noted Water has two projects that have being identified with 100% SPLOST funding; and noted Public Works has obtained all acquisitions for Phase I of the Davis Road Sidewalk project.
7. Finance Interim Treasurer, John Wiggins noted as of September 30th, the City's revenue was \$5,197,800; and, as of today, the city's revenue is \$5,650,526, which gives the City positive revenue of \$452,726. Mr. Wiggins noted the city's expenses as of September 30th totaled \$6,471,739 with encumbrances of \$6,446,271, leaving a variance of \$25,468. Mr. Wiggins also stated if revenues were compared to expenditures, it would leave a negative -\$795,746, due to revenue that comes in at the end of the year and has not yet been received and recorded.

OLD BUSINESS

8. Council Consideration to extend Moratorium for certain businesses in the City.
Presented by: Michael Williams, City Attorney
Attorney Williams noted Council received a list of documents that

state the number of types of businesses that would have been subjected to the Moratorium back in September; and, stated the Moratorium has since expired. Attorney Williams noted the Council made a request that staff prepare the number for the businesses and relate them to the population to get a sense to see if there is saturation in the area. Attorney Williams also suggested Council look at the distance separation requirements and move forward to re-establish the moratorium.

Ms. Moore noted there will be a physical map attached noting where the businesses will be located which will be presented at the next council meeting.

Mayor Pro Tem Gantt motioned to extend the 120-day Moratorium on the following businesses: Beauty Salons, Assembly Uses, Auto Brokers, Barber Shops, Car Repair Shops, Cash Shops, Nail Salons, Pawn Shops, Tattoo Shops, Thrift/Consignment/Used Appliance Stores, Tire Shops, Title Lending and Vapor Shops; second by Councilman Alexander. The motion passed 3-1-1 (Blount opposed, and Thomas abstained).

NEW BUSINESS

9. Council Consideration to approve the Spanish Village Subdivision Speed Humps Request – (Bryant Street)
Presented by: Decius Aaron, Public Works Director
Mr. Aaron noted residents of the Spanish Village Subdivision had made a request for speed humps on Bryant St. and noted 51% of residents must approve the speed humps further noting the Spanish Village Subdivision has 63% approval from its residents.

Councilman Alexander motioned to approve the Spanish Village Subdivision Speed Humps; second by Mayor Pro Tem Gantt. The motion passed 5-0.

10. Council Consideration to approve the use of the Merle Manders Conference Center for the African-American History Program to be held on February 9, 2019.
Presented by: Councilman Thomas
Councilman Thomas noted the request for use the Merle Manders Conference Center on February 9, 2019 for the 9th Annual African-American History Program.

Councilman Thomas motioned to approve; second by Councilwoman Robinson. The motion passed 5-0.

11. Council Consideration to approve the Renaissance Strategic Visioning Planning (RSVP) plan for downtown Stockbridge.
Presented by: Kira Harris-Braggs, Main Street Manager
Mrs. Harris-Braggs noted staff's recommendation to add the RSVP as an addendum to the 2038 Comprehensive Plan or adopt the plan by Resolution as the City's official plan for downtown development, noting the RSVP would be the go-to document of any downtown planning, development or re-development projects.

Councilwoman Robinson motioned to approve the RSVP plan as an addendum to the 2038 Comprehensive Plan; second by Councilman Alexander. The motion passed 5-0.

PUBLIC HEARING

12. **PUBLIC HEARING**- Council Consideration to approve the adoption of the Short-Term Work Program/Capital Improvement Element (STWP/CIE)

Presented by: Camilla Moore, Asst. City Mgr./Community Dev. Dir.
Ms. Moore noted this item has not completed and made a request that the Public Hearing be continued and heard on November 12, 2018.

13. **PUBLIC HEARING**- Council Consideration to approve the Transmittal for the 2038 Comprehensive Plan

Presented by: Camilla Moore, Asst. City Mgr./Community Dev. Dir.
Ms. Moore noted this item has not completed and made a request that the Public Hearing be continued and heard on November 12, 2018.

Councilman Thomas exited the meeting.

COMMENTS FROM THE CITY MANAGER

Mr. Knighton commended the staff for the success on so many ongoing projects and town halls and thanked everyone for their hard work.

COMMENTS FROM THE CLERK'S OFFICE

Mrs. Holiday reminded voters of Early Voting this week through Friday, November 2nd here in Stockbridge at the Municipal Court building and that voting will take place on Tuesday, November 6th at your regular polling location.

COMMENTS FROM THE CITY COUNCIL

Councilman Blount invited everyone out to Noel in November Saturday, November 17th at the Merle Manders Conference Center – admission is one free unwrapped toy and make a child smile on Christmas; and is seeking to win the battle to keep the City whole.

Mayor Pro Tem Gantt had no comments.

Councilman Alexander thanked everyone for tuning in and referenced being transparent and encouraged citizens to participate; referenced Council's commitment to adopt district representation requesting the matter be presented to the General Assembly; referenced the recent Town Hall where an update was presented on the Campground Rd. Extension; noted he was displeased with that there was not discussion of the proposed amphitheater and that Mr. McFarland's presentation was not completed; noted officials were elected and should likewise be held accountable by its constituents; asked that the City move forward.

Councilwoman Robinson noted she will fight for the citizens; referenced Pastor McFarland's position as a Youth Advisor and stated members of the Youth Council were unable to attend the NLC Conference due to other activities and commitments; stated her frustration with the politics and noted will serve and be transparent; and thanked Pastor McFarland for travelling to the Budget Retreat in August to represent the Youth Council.

COMMENTS FROM THE MAYOR

Mayor Ford continued to express his desire to keep the City whole and not split and asked that everyone keep the faith; referred to the comment regarding Council Districts noting this was presented to the opposition prior to the legislation being passed and they were not interested.

UPCOMING MEETINGS

Meeting will be held at City Hall unless otherwise noted. Meeting dates and times are subject to change. Please visit the city's website www.cityofstockbridge.com, Facebook page or contact City Hall offices at 770-389-7900 for updates and detailed information.

- Education & Information Town Hall –Thursday, November 1, 2018 at 7:00 p.m.
Location: City Hall Chamber 4640 North Henry Blvd. Stockbridge, GA
- Main Street Advisory Board Meeting, Friday, November 9, 2018 at 9:00 a.m. in the Levi Meeting Room. Meeting will be rescheduled for Friday, November 16th due to the Veterans Day Parade.
- Council Meeting – First FY2019 Operating Budget Public Hearing, Monday, November 12, 2018 at 6:00 p.m. at City Hall in the Levi Meeting Room
- Youth Council Meeting, Wednesday, November 14, 2018 at 5:30 p.m. at City Hall in the Levi Meeting Room
- Downtown Development Authority Meeting, Monday, November 19, 2018 at 6:00 p.m. at City Hall in the Levi Meeting Room

- Youth Council Advisory Committee Meeting, Wednesday, November 21, 2018 at 6:30 p.m. at City Hall in the Levi Meeting Room
- Council Work Session Meeting, Tuesday, November 27, 2018 at 4:00 p.m. at City Hall in the Levi Meeting Room
- Planning Commission Meeting (as needed)
- Stockbridge Association of Business Meeting (as needed)

UPCOMING EVENT(S) & ANNOUNCEMENTS

- Don't Trash Stockbridge No Litter Campaign – Ongoing – spearheaded by Councilman Thomas. Contact: LaQuinda Jackson @ 678-833-3348 for more information.
- Veterans Day Parade Friday, November 9, 2018 at 10:00 a.m. Please be advised of road closures along North Henry Blvd. and vicinity from 9:30 a.m. – 11:00 a.m.
- The Urban League Homebuyer Education Workshop and Resource Fair in partnership with Councilwoman Neat Robinson on Saturday, November 17, 2018 at the Merle Manders Conference Center lower level from 8:30 a.m. – 4:30 p.m.
- Noel in November in partnership with Councilman John Blount on Saturday, November 17, 2018 at the Merle Manders Conference Center Ballroom from 6:00 p.m. – 8:30 p.m. Admission is (1) one or more new, unwrapped toys.
- Shop Small Saturday Pop Up Shop Schedule – Saturday November 24, 2018 from 10:00 a.m. – 4:00 p.m. at the Ted Strickland Community

COME #SHOPSMALL WITH US

November 24, 2018



EXECUTIVE SESSION

Councilman Blount motioned to convene into Executive Session for Litigation, Personnel and Real Estate; second by Councilman Alexander. The motion passed 4-0.

Mayor Pro Tem Gantt exited the meeting during Executive Session.

Mayor Pro Tem Gantt rejoined the meeting following Executive Session.

Councilwoman Robinson motioned to adjourn Executive Session; second by Councilman Blount. The motion passed 4-0.

Councilman Alexander motioned to reconvene the meeting; second by Mayor Pro Tem Gantt. The motion passed 4-0.

ADJOURN

Councilwoman Robinson motioned to adjourn the meeting; second by Mayor Pro Tem Gantt. The motion passed 4-0.

Respectfully submitted by:

Vanessa Holiday, City Clerk CMC

Anthony S. Ford, Mayor



Mission: To provide visionary leadership and superior municipal services that enhance the quality of life for citizens while creating a welcoming business atmosphere focused on sustainability and expansion of tourism and cultural events.



AGENDA WORK SESSION MEETING

TUESDAY, NOVEMBER 27, 2018 4:00 P.M.

Mayor & City Council

Mayor Anthony S. Ford
Councilman Elton Alexander
Councilman John Blount
Mayor Pro Tem LaKeisha Gantt
Councilwoman Neat Robinson
Councilman Alphonso Thomas

Administration

Randy Knighton, City Manager
Camilla Moore, Asst. City Manager
Vanessa Holiday, City Clerk
Randi Rainey, Deputy City Clerk
Michael Williams, City Attorney

I. Call to Order

II. Invocation

III. Pledge of Allegiance

IV. Roll Call

Present

Absent

Councilman Thomas

Councilman Blount

Mayor Ford

Mayor Pro Tem Gantt

Councilman Alexander

Councilwoman Robinson

V. Motion to adopt the Agenda

VI. Review of the Minutes for the following meetings:

1. 10/30/2018

2. 11/12//2018

PUBLIC COMMENTS

All persons wishing to speak for public comment must sign in with the City Clerk prior to the beginning of the meeting. You must sign your name, address, and phone number. You will be able to address the Mayor and Council for three (3) minutes. Speakers must respect all members of the elected body, officials, and staff. Defamation, unruliness and/or swearing will not be tolerated while meetings are in session

OLD BUSINESS
PUBLIC HEARING

3. **Second Reading** – FY2019 Proposed Operating Budget
Presented by: Randy Knighton, City Manager and
John Wiggins, Interim Treasurer

NEW BUSINESS

4. Council Consideration to approve 2018 Utility Billing Write-Off's in the amount of \$17,699.27
Presented by: John Wiggins, Interim Treasurer
5. Council Consideration to approve bid for City Fleet Vehicles
Presented by: Donald Riley, Procurement Specialist
6. Council Consideration to approve 2018 Surplus List
Presented by: Donald Riley, Procurement Specialist
7. Council Consideration to approve bid for Allsouth Constructors, LLC in the amount of \$4,615,391.00 consisting of: \$294,605.86 Impact Fees, \$78,805 WWTP Head Works, Phase 2-SPLOST III, \$721,977 SCADA Replacement (Control and Data Acq) – SPLOST III, \$1,000,000 WWTP Upgrades SPLOST IV, \$2,272,542.24 Water/Sewer Fund Balance and \$461,539.10 10% Contingencies for Wastewater Treatment Plant Improvements.
Presented by: Decius Aaron, Public Works Director
8. Council Consideration to approve Reeves Creek Trail Parking Lot Expansion in the amount of \$24,780.00 – SPLOST IV Funding
Presented by: Decius Aaron, Public Works Director
9. Council Consideration to approve the selection of the Grants Writer.
Presented by: Renee Wheeler, Human Resources Manager
10. Council Consideration to approve partnership with Henry County Partners in School program.
Presented by: Mayor Pro Tem Gantt

11. Council Consideration to approve the 2019 Meeting Schedules:

1. Council Regular Meetings/Work Sessions Option 1
2. Council Regular Meetings/Work Sessions Option 2.

Presented by: Vanessa Holiday, City Clerk

COMMENTS FROM THE CITY MANAGER

COMMENTS FROM THE CLERK'S OFFICE

COMMENTS FROM THE CITY COUNCIL

COMMENTS FROM THE MAYOR

UPCOMING MEETINGS

Meeting will be held at City Hall unless otherwise noted. Meeting dates and times are subject to change. Please visit the city's website www.cityofstockbridge.com, Facebook page or contact City Hall offices at 770-389-7900 for updates and detailed information.

- Henry County SPLOST V Meeting, Thursday, November 29, 2018 from 6:30 – 8:30 p.m. at the Merle Manders Conference Center 111 Davis Rd. Stockbridge, GA
- Council Meeting and Final Adoption of the FY2019 Budget Hearing, Monday, December 10, 2018 at 6:00 p.m. at City Hall in Council Chamber.
- Youth Council Meeting, Wednesday, December 12, 2018 at 5:30 p.m. at City Hall in the Levi Meeting Room
- Stockbridge Main Street Advisory Board Meeting, Friday, December 14, 2018 at 9:00 a.m. at City Hall in the Levi Meeting Room
- Downtown Development Authority Meeting, Monday, December 17, 2018 at 6:00 p.m. at City Hall in the Levi Meeting Room
- Youth Council Advisory Committee Meeting, Wednesday, December 19, 2018 at 6:30 p.m. at City Hall in the Levi Meeting Room
- Work Session Meeting Tuesday, December 18, 2018 at 6:00 p.m. at City Hall in Council Chamber.

UPCOMING EVENT(S) & ANNOUNCEMENTS

- Senior Bingo Bash – Wednesday, November 28, 2018 from 10:00 a.m. – 12:00 noon at the Ted Strickland Community Center 130 M L King, Sr. Heritage Trail, Stockbridge, GA spearheaded by Councilman John Blount
- City of Stockbridge Holiday Festival, Thursday, December 6, 2018 from 5:00 – 9:00 p.m. at the Merle Manders Conference Center 111 Davis Rd. Stockbridge, GA



- Holiday Giveback Toiletry Drive – Thursday, December 13, 2018 at 7:00 p.m. at the Savoy Bar & Grill spearheaded by Councilwoman Neat Robinson
- Holiday Giveback Toy Drive – Friday, December 14, 2018 at 7:30 p.m. at the Ted Strickland Conference Center spearheaded by Councilwoman Neat Robinson in partnership with the Dream Achievers Foundation – Stockbridge/Jonesboro Alumni Chapter of Kappa Alpha Psi Fraternity, Inc.
- Holiday Giveback Distribution - Blankets/Coats/Toiletries/Turkeys and Toys, Saturday, December 15, 2018 from 10:00 a.m. – 12:00 noon at Floyd Chapel Baptist Church spearheaded by Councilwoman Neat Robinson in partnership with Representative Sandra Scott, Dream Achievers Foundation – Stockbridge/Jonesboro Alumni Chapter of Kappa Alpha Psi Fraternity, Inc. and Georgia Showcase Baseball Team. One Turkey per household (limited quantities)
- Adopt-A-Family Christmas Toy Giveaway, Saturday, December 22, 2018 from 10:00 a.m. – 12:00 noon at Red Oak United Methodist Church 3894 Walt Stephens Rd. Stockbridge spearheaded by Councilman Alexander in partnership with Red Oak United Methodist Church Vulcan Materials, Eagles Landing Baptist Church, Toys for Tots, , Because We Care Henry – Atlanta South, Smoothie King – Eagles Landing Pkwy.

ONGOING INITIATIVES

- Don't Trash Stockbridge No Litter Campaign – Ongoing – spearheaded by Councilman Thomas. Contact: LaQuinda Jackson @ 678-833-3348 for more information.
- Quarterly Town Hall – Ongoing – spearheaded by Councilman Alexander. Next meeting Tuesday, December 4, 2018 at 7:00 at JW Event Suite 5056 EL Pkwy. Stockbridge, GA
- Keep Stockbridge Beautiful – Ongoing – spearheaded by Councilman Alexander. Contact LaQuinda Jackson @ 678-833-3348 for more information.

EXECUTIVE SESSION



Mission: To provide visionary leadership and superior municipal services that enhance the quality of life for citizens while creating a welcoming business atmosphere focused on sustainability and expansion of tourism and cultural events.



SUMMARY MINUTES COUNCIL MEETING

MONDAY, NOVEMBER 12, 2018 6:00 P.M.

Mayor & City Council

**Mayor Anthony S. Ford
Councilman Elton Alexander
Councilman John Blount
Mayor Pro Tem LaKeisha Gantt
Councilwoman Neat Robinson
Councilman Alphonso Thomas**

Administration

**Randy Knighton, City Manager
Camilla Moore, Asst. City Manager
Vanessa Holiday, City Clerk
Randi Rainey, Deputy City Clerk
Michael Williams, City Attorney**

The meeting was called to order by Mayor Ford.

Invocation by Bishop Irvine Bryer.

Pledge of Allegiance was recited in unison.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All members of Council were present except for Mayor Pro Tem Gant.

Councilwoman Robinson motioned to adopt the Agenda; second by Councilman Alexander. The motion failed 2-3-0 (Blount, Thomas, and Ford opposed).

Councilman Blount motioned to amend the Agenda to add Item #10, and Item #11 and remove Item #9; second by Councilman Thomas.

Councilwoman Robinson stated she was against the removal of Item #9 and would like to keep it on the Agenda for discussion purposes only.

Councilman Alexander stated he is an advocate for having districts and believes Council should be accountable and have good representation and thinks the discussion should remain on the Agenda.

The motion to amend the Agenda passed 3-2-0 (Alexander and Robinson opposed).

Councilman Blount motioned to adopt the Minutes for the following meetings;

1. 7/21/2018 (Joint Meeting) 2. 9/25//2018 3. 9/28/2018 4. 10/8/2018

Second by Councilman Thomas. The motion passed 4-0.

Mayor Ford reviewed the following ceremonial presentations of the day:

Small Business Proclamation
National Retired Educators Proclamation
BridgeFest Sponsors

Mayor Pro Tem Gantt joined the meeting at 6:30 p.m.

PUBLIC COMMENTS

All persons wishing to speak for public comment must sign in with the City Clerk prior to the beginning of the meeting. You must sign your name, address, and phone number. You will be able to address the Mayor and Council for three (3) minutes. Speakers must respect all members of the elected body, officials, and staff. Defamation, unruliness and/or swearing will not be tolerated while meetings are in session.

Dr. Pamela Mitchell expressed her concern with a funeral home/crematory being located at Hwy. 42 and Eagle's Landing Parkway citing traffic problems. Dr. Mitchell also addressed the conduct and statements made by Councilman Alexander on the Next-Door App and her dialogue with him as unprofessional.

OLD BUSINESS **PUBLIC HEARING**

5. Council Consideration to approve the adoption of the 2038 Comprehensive Plan and Short-Term Work Program/Capital Improvement Element (STWP/CIE) 2018 - 2023
Presented by: Camilla Moore, Asst. City Mgr./Community Dev. Dir.
Ms. Moore noted staff has received approval for adoption from the Department of Community Affairs (DCA) and Atlanta Regional Commission (ARC) and asked for Council's approval as well.

Councilman Alexander asked Ms. Moore to go into detail about the Comprehensive Plan who explained in 2017 Council gave the authorization to move forward with its own Comprehensive Plan, separate from the County. Ms. Moore noted the Collaborative Firm was hired and along with the assistance of staff, public meetings were held to hear the citizens input of how they would like the City to look for the next 20 years. Ms. Moore noted the Comprehensive Plan covers the years from 2019-2038, has 11 components of plans and noted all comments were combined into a document sent to the ARC which has since been adopted by the ARC.

PUBLIC HEARING

Speakers in Favor: Dr. Pamela Mitchell
Speakers Opposed: None

Councilman Alexander motioned to approve the adoption of the 2038 Comprehensive Plan and Short-Term Work Program/Capital Improvement Element (STWP/CIE) 2018 – 2023; second by Councilman Thomas. The motion passed 5-0.

6. Council Consideration to amend Section 10.12.020 of the Stockbridge Municipal Code as it relates to On-Street Parking.
Presented by: Camilla Moore, Asst. City Mgr./Community Dev. Dir.
Ms. Moore noted staff was instructed by Council to address parking issues within the city limits. Ms. Moore mentioned when the subdivisions that were created over 30 years ago, had streets between 20-23 ft. wide, with the average being at least 27 ft. wide. Ms. Moore noted there were several requests from citizens inquiring about parking and how it should be addressed and handled. Ms. Moore stated Town Hall meetings were held and staff reached out to all HOS's for participation.

Ms. Moore noted based on the survey results; for street width of 27 feet or less (curb to curb):

- there shall be no parking on the streets without a permit
- Parking on left side of the street only with permit
- Overnight parking with permit
- Special Events (parking permits required for parties, graduations, etc.) Monday -Thursday
- Emergency Waiver Permit- Medical (available upon request)
- Holiday and Weekends Exemptions (No permit required to park on left side of street- 5:00pm on Friday to 3:00am Sunday morning)
- Towing of vehicles by HOA is permissible (must use city towing services)
- Towing by vehicles by City of Stockbridge for all violations
- A graduated permit fee and structure to be determined by COS
- 2 (two) courtesy permits per home
- Exemption for "trade workers" performing work at home
- Vehicles must be parked in compliance with signage provided by COS which will provide adequate notice to residents and visitors as to the restrictions being imposed
- Parking areas designated by HOA's are exempt from parking conditions
- Permits must be visible and located in the designated area as specified by COS

Ms. Moore noted for street widths of 27 feet to 34 feet (curb to curb):

- Parking on left side of the street; no permit required
- Overnight parking with permit
- Special Events Parking Permits required for parties, graduations, etc.) Monday-Thursday
- Emergency Waiver Permit- medical (available upon request)
- Holiday & Weekend Exemptions (No permit required to park on left side of street- 5:00pm on Friday to 3:00am Sunday morning)

- Towing of vehicles by HOA is permissible (must use city towing services)
- Towing by vehicles by City of Stockbridge for all violations
- A graduated permit fee and structure to be determined by COS
- 2 (two) courtesy permits per home
- Exemption for "trade workers" performing work at home
- Vehicles must be parked in compliance with signage provided by COS which will provide adequate notice to residents and visitors as to the restrictions being imposed
- Parking areas designated by HOA's are exempt from parking conditions
- Permits must be visible and located in the designated area as specified by COS

Ms. Moore noted for street width greater than 34 feet (curb to curb)

- Parking on both sides of the street. No permit required
- Overnight parking with permit
- Special Events Parking Permits required for parties, graduations, etc.) Monday-Thursday
- Emergency Waiver Permit- medical (available upon request)
- Holiday & Weekend Exemptions (No permit required to park on left side of street- 5:00pm on Friday to 3:00am Sunday morning)
- Towing of vehicles by HOA is permissible (must use city towing services)
- Towing by vehicles by City of Stockbridge for all violations
- A graduated permit fee and structure to be determined by COS
- 2 (two) courtesy permits per home
- Exemption for "trade workers" performing work at home
- Vehicles must be parked in compliance with signage provided by COS which will provide adequate notice to residents and visitors as to the restrictions being imposed
- Parking areas designated by HOA's are exempt from parking conditions
- Permits must be visible and located in the designated area as specified by COS

Councilman Blount referred to the overlap of street widths that needed to be corrected.

Mayor Pro Tem Gantt inquired about the number of streets within the city limits that are less than 27ft. Ms. Moore's response was most streets are under 27ft. and each resident will receive a permit with exclusions for weekends and holidays.

Councilman Alexander noted his issue with exempting the weekends where majority of the issues arrive from and stated that he would not charge for the permit and is okay with the holiday and thinks citizens should have the option of printing out the permits online without coming to City Hall.

Ms. Moore noted that was not the consensus of those who completed the survey; and further noted the city does not have the technology to monitor permit pass printing. Ms. Moore also noted staff has recommended starting at a baseline with monitoring for the first 6 months, then come back to see how the process is working and will tweak what needs to be tweaked.

Ms. Moore stated most of the issues occurred during the week after 7pm and not the weekends.

Councilwoman Robinson requested an update to make sure all other streets within the city limits are identified and stated she does not want certain streets targeted with the no parking signs.

Mr. Knighton stated the No Parking signs have been placed on 4 or 5 streets that are extremely narrow noting the criteria was developed by the Public Works Department to determine which streets would have the signage.

Mayor Pro Tem Gannt noted the public should know which side would be considered the left side. Ms. Moore noted staff will work in conjunction with EMS to determine which side would be considered the left.

Attorney Williams noted the signage will clarify where there will be no parking.

PUBLIC HEARING

Speakers in Favor: Dr. Pamela Mitchell

Speakers Opposed: Mr. Oswin Jackson

Councilman Alexander motioned to approve and amend Section 10.12.020 of the Stockbridge Municipal Code as it relates to On-Street Parking; second by Councilman Blount. The motion passed 5-0.

NEW BUSINESS

PUBLIC HEARING

7. First Reading – FY2019 Proposed Operating Budget

Presented by: Randy Knighton, City Manager

Mr. Knighton stated this is the first reading of the proposed FY2019 Operating Budget and noted citizens may access the proposed budget on the city's website or review printed copies placed inside City Hall. Mr. Knighton stated the proposed overall General Fund Operating Budget is \$10.81 million; with some variances being largely due to restructuring of the budget. Mr. Knighton noted there are a couple of newly proposed positions which are: Fire Marshal, Building and Permit Coordinator, Purchasing Clerk (re-classification) and an Inventory Clerk. Mr. Knighton stated the overall Operating Budget for departments remained the same with a few increases and some decreases. Mr. Knighton also stated the proposed increases in the overall budget are due to items listed, one being a contingency fund. Mr. Knighton explained the City did not previously have a fund set up for

contingencies and has proposed \$150,000; there is also a Hwy. Exit Beautification contingency proposal of \$50,000; and a Nuisance and Abatement contingency proposed at \$50,000; COS Health Benefit Increase is proposed at \$109,000; Annual COLA for staff (5% total) is being proposed at \$146,000; Information Technology Upgrades is being proposed at \$50,000 and the Amphitheater Management/Startup is being proposed at \$50,000 in earnest. Mr. Knighton added the next Budget Hearing will be held on November 27, 2018 at the City Council Work Session Meeting with the final hearing and adoption on December 10, 2018. Mr. Knighton encouraged citizens to call with any questions and concluded by noting the City is in a strong solid fiscal position.

PUBLIC HEARING

Speakers in Favor: Mr. Oswin Jackson

Speakers Opposed: Ms. Judy Smith

No action taken. The next Public Hearing will be held on November 27, 2018 at the Work Session Meeting at 4:00pm, followed by the final hearing and adoption on December 10, 2018 at the City Council Meeting.

NEW BUSINESS

8. Council Consideration to fill vacancies and appoint members to the Main Street Advisory Board
Presented by: Kira Harris-Braggs, Main Street Program Manager
Item to be heard following Executive Session.

DISCUSSION

9. Council Districts for the City of Stockbridge
Presented by: Michael Williams, City Attorney
This item was removed from the Agenda and not heard.
10. Council Consideration to authorize use of the Ted Strickland Community Center for a Senior Bingo Bash on Wednesday, November 28, 2018 from 10:00 a.m. – 12:00 p.m.
Presented by: Councilman Blount
Councilman Blount noted he held the first Senior Bingo Bash on October 3rd and motioned for approval for use of the Ted Strickland Community Center for a second Senior Bingo Bash on Wednesday, November 28, 2018 from 10:00 a.m. – 12:00 p.m.; second by Mayor Pro Tem Gantt. The motion passed 5-0.
11. Council Consideration to authorize use of the Merle Manders Center for a Citizens/Volunteers/Appreciation Event on Friday, December 14, 2018 at 6:00 p.m.
Presented by: Mayor Pro Tem Gantt
Mayor Pro Tem Gantt motioned to use the Merle Manders Center for a Citizen/Volunteer/Appreciation Event thanking everyone for their efforts throughout the year, to take place on Friday, December 14, 2018 at 6:00 p.m.; second by Councilman Thomas. The motion passed 5-0.

COMMENTS FROM THE CITY MANAGER

Mr. Knighton thanked staff for their hard work and looks forward to great things for the City.

COMMENTS FROM THE CLERK'S OFFICE

Mrs. Holiday wished everyone a safe and Happy Thanksgiving.

COMMENTS FROM THE CITY COUNCIL

Councilman Thomas thanked all the citizens that worked in the trenches and allowed your voices to be heard for keeping Stockbridge whole; thanked citizens for always getting involved stating this is your city, and noted that when called upon, the citizens of Stockbridge answer and volunteer; stated is satisfying to know we have great citizens here and has no problem hearing the criticism, as the city needs to hear you, that's how things are fixed and asked that you not sit at home; asked that everyone get involved noting the Stockbridge train is moving and asked all to get on board.

Councilman Blount invited everyone out to the upcoming Noel in November Toy Drive event where (1) one toy is your admission to this event that will help kids smile on Christmas morning; stated that he can't say "thank you" enough as everyone worked together to keep the City whole; stated the officials are not perfect, but are working in a collaborative effort and is looking forward to an awesome future for the City of Stockbridge and is glad that you all voted to be a part of that future.

Mayor Pro Tem Gantt thanked everyone, noting it has been a long two years for the City; and stated more importantly, it was an excellent job done by the citizens, standing your ground to keep the city together; thanked the sister cities who stood by us and the more than 100 cities across the state who sent Resolutions of support, the lobbyist, our City Attorney, and staff who spent countless long hours; noted the large sum of money for litigation was spent, however, because 50% of the tax based was proposed to be removed, they were not afraid to spend it; referenced the question posed as to why the City had such a large Fund Balance and noted the many years of litigation to have funds and properties returned to the City and then the years fighting the de-annexation legislation which caused the City to remain cautious with spending; stated Senator Jones, Rep. Demetrius Douglas, Rep. Sandra Scott and staff can't be thanked enough for an unbelievable job well done, noting this is what community looks like and you stand up for what is right; and asked that you continue to volunteer keep up the momentum; and asked everyone for continued support and prayers for the City and feel free to contact her at any time.

Councilman Alexander gave thanks to the Lord and Savior Jesus Christ where through Him all things are possible; noted the neither the House, the Senate nor the Courts stopped the Referendum, but you, the citizens did as the deck was stacked against the City and this is the morale victory and the citizens declared to

remain in Stockbridge; asked that we continue to keep the momentum going with projects noting developers have been sitting on the sidelines awaiting the outcome of the referendum and is expecting the flood gates to open with fiber optic in the City, technology and medical companies coming to Stockbridge for the live, work and play environments; asked that companies bring the A+ package as the Stockbridge community deserves better.

Councilwoman Robinson thanked everyone noting she is all about being progressive; echoed the sentiments of her fellow colleagues; thanked the foot soldiers who worked hard; noted she is all about transparency, specifically the Council Districts discussion being removed from the Agenda as citizens have travelled in bad weather to hear or may be watching online to find out what the next steps are for the City noting that the governing body is currently elected At-Large and on top of each other, whereas with districts there is accountability with citizens can holding the officials feet to the fire and reiterated her disappointment of removing the discussion from the Agenda; and wished everyone a Happy Thanksgiving.

COMMENTS FROM THE MAYOR

Mayor Ford thanked everyone who was able to vote and stated he was extremely grateful; noted Stockbridge was ground zero for this issue of De-Annexation and the matter was not local, but national; referenced the many media outlets and interviews that he and others had throughout the process; stated the healing process must begin as the City continues to move forward; thanked the Ballot Committees, staff as this was a Team win; noted it was all about working together; Thanked God for all Veterans; welcomed the Thanksgiving, Christmas, and Football seasons, and is looking forward to the Super Bowl in Atlanta; asked everyone to keep the faith; and stated we are stronger together.

UPCOMING MEETINGS

Meeting will be held at City Hall unless otherwise noted. Meeting dates and times are subject to change. Please visit the city's website www.cityofstockbridge.com, Facebook page or contact City Hall offices at 770-389-7900 for updates and detailed information.

- Youth Council Meeting, Wednesday, November 14, 2018 at 5:30 p.m. at City Hall in the Levi Meeting Room
- Stockbridge Main Street Advisory Board Meeting, Friday, November 16, 2018 at 9:00 a.m. at City Hall in the Levi Meeting Room
- Downtown Development Authority Meeting, Monday, November 19, 2018 at 6:00 p.m. at City Hall in the Levi Meeting Room
- Youth Council Advisory Committee Meeting, Wednesday, November 21, 2018 at 6:30 p.m. at City Hall in the Levi Meeting Room
- Council Work Session Meeting, Tuesday, November 27, 2018 at 4:00 p.m. at City Hall in the Levi Meeting Room

- All City Offices will be closed November 22– 23, 2018 for the Thanksgiving holiday.

UPCOMING EVENT(S) & ANNOUNCEMENTS

- The Urban League Homebuyer Education Workshop and Resource Fair in partnership with Councilwoman Neat Robinson on Saturday, November 17, 2018 at the Merle Manders Conference Center lower level from 8:30 a.m. – 4:30 p.m.
- Noel in November in partnership with Councilman John Blount on Saturday, November 17, 2018 at the Merle Manders Conference Center Ballroom from 6:00 p.m. – 8:30 p.m. Admission is (1) one or more new, unwrapped toys.
- Small Business Saturday Pop Up Shop Schedule – Saturday November 24, 2018 from 10:00 a.m. – 4:00 p.m. at the Ted Strickland Community

ONGOING INITIATIVES

- Don't Trash Stockbridge No Litter Campaign – Ongoing – spearheaded by Councilman Thomas. Contact: LaQuinda Jackson @ 678-833-3348 for more information.
- Quarterly Town Hall – Ongoing – spearheaded by Councilman Alexander. Next meeting Tuesday, December 4, 2018 at 7:00 at JW Event Suite 5056 EL Pkwy. Stockbridge, GA
- Keep Stockbridge Beautiful – Ongoing – spearheaded by Councilman Alexander. Contact LaQuinda Jackson @ 678-833-3348 for more information.

EXECUTIVE SESSION

Mayor Pro Tem Gantt motioned to convene Executive Session for Personnel, Litigation and Real Estate; Councilman Blount provided the second. The motion passed 5-0.

Councilman Alexander motioned to adjourn Executive Session; Mayor Pro Tem Gantt provided the second. The motion passed 5-0.

Councilwoman Robinson motioned to reconvene meeting; Councilman Alexander provided the second. The motion passed 5-0.

Councilman Thomas motioned to appoint Mildred Reed, Pamela Sanders and Martin Deen to the Main Street Advisory Board; Mayor Pro Tem Gantt provided the second. The motion passed 5-0.

ADJOURN

Councilman Alexander motioned to adjourn the meeting; Councilman Thomas provided the second. The motion passed 5-0.

Respectfully submitted by:

Vanessa Holiday, City Clerk CMC

Anthony S. Ford, Mayor

**3rd Reading &
Adoption
Proposed
FY2019
Operating
Budget**



CITY OF STOCKBRIDGE

2019

PROPOSED BUDGET

General Fund Proposed Budget

GF	EXPENDITURES	2019	2018		
100		BUDGET AMOUNT	BUDGET AMOUNT	VARIANCE	VARIANCE %
11100	GOVERNING BODY	317,077.00	305,775.00	(11,302.00)	1.7%
11300	CITY CLERK	438,575.94	-	(438,575.94)	67.7%
13000	EXECUTIVE	775,969.90	1,004,400.00	228,430.10	-35.3%
15100	FINANCIAL ADMINISTRATION	1,013,102.00	1,724,480.00	711,378.00	-109.8%
15160	BUSINESS SERVICES	202,582.22	209,680.00	7,097.78	-1.1%
15650	GOVERNMENT BLDG/PROPERTY	861,746.62	738,525.00	(123,221.62)	19.0%
15400	HUMAN RESOURCES	457,151.42	-	(457,151.42)	70.6%
15350	INFORMATION TECHNOLOGY	265,000.00	215,800.00	(49,200.00)	7.6%
25000	MUNICIPAL COURT	204,248.09	149,225.00	(55,023.09)	8.5%
32100	POLICE ADMINISTRATION	350,000.00	350,000.00	-	0.0%
42200	PUBLIC WORKS	2,314,616.62	2,445,230.00	130,613.38	-20.2%
61900	CITY EVENTS	286,861.30	201,135.00	(85,726.30)	13.2%
62200	PARKS	274,106.00	203,500.00	(70,606.00)	10.9%
72000	PERMITTING DEVELOPMENT	497,819.75	401,500.00	(96,319.75)	14.9%
74100	PLANNING & ZONING	285,151.30	177,900.00	(107,251.30)	16.6%
74500	CODE ENFORCEMENT	154,456.54	151,285.00	(3,171.54)	0.5%
75100	ECONOMIC DEVELOPMENT	149,865.96	-	(149,865.96)	23.1%
75500	MAIN STREET PROGRAM	198,650.00	204,950.00	6,300.00	-1.0%
75700	GIS/PLANNING	167,200.00	145,600.00	(21,600.00)	3.3%
90000	OTHER FINANCING USES	1,605,661.22	1,542,915.00	(62,746.22)	9.7%
		<u>10,819,841.88</u>	<u>10,171,900.00</u>	<u>(647,941.88)</u>	<u>100.0%</u>
GF	REVENUE	2019	2018		
		BUDGET AMOUNT	BUDGET AMOUNT	VARIANCE	VARIANCE %
100	GENERAL FUND	<u>10,819,841.88</u>	<u>10,171,900.00</u>	<u>(647,941.88)</u>	<u>100.0%</u>
		<u>10,819,841.88</u>	<u>10,171,900.00</u>	<u>(647,941.88)</u>	<u>100%</u>
GF	DIFFERENCE (EXP-REV)	0.00	-	(0.00)	

Enterprise Funds Proposed Budget

EXPENDITURES	2019	2018	VARIANCE	VARIANCE %
	BUDGET AMOUNT	BUDGET AMOUNT		
275 HOTEL/MOTEL	375,000.00	375,000.00	-	0.0%
340 CAPITAL PROJECT GRANTS	150,000.00	150,000.00	-	0.0%
350 URA	1,208,360.00	1,209,000.00	640.00	0.0%
353 CAPITAL CITYWIDE	7,515,000.00	-	(7,515,000.00)	105.4%
355 DDA	45,000.00	45,000.00	-	0.0%
495 CEMETERY	20,000.00	-	(20,000.00)	0.3%
505 WATER	1,728,000.00	1,830,925.00	102,925.00	-1.4%
505 SEWER	1,569,504.72	1,709,500.00	139,995.28	-2.0%
505 DEBT SERVICE	176,001.00	187,250.00	11,249.00	-0.2%
510 STORMWATER	1,046,100.00	1,281,400.00	235,300.00	-3.3%
540 SANITATION	1,520,050.00	1,483,050.00	(37,000.00)	0.5%
555 MMCC	506,801.22	458,065.00	(48,736.22)	0.7%
560 TSCC	38,250.00	36,750.00	(1,500.00)	0.0%
	<u>15,898,066.94</u>	<u>8,765,940.00</u>	<u>(7,132,126.94)</u>	<u>100.0%</u>

REVENUES	2019	2018	VARIANCE	VARIANCE %
	BUDGET AMOUNT	BUDGET AMOUNT		
275 HOTEL/MOTEL	375,000.00	375,000.00	-	0.0%
340 CAPITAL PROJECT GRANTS	150,000.00	150,000.00	-	0.0%
350 URA	1,208,360.00	1,209,000.00	640.00	0.0%
353 CAPITAL CITYWIDE	7,515,000.00	-	(7,515,000.00)	105.4%
355 DDA	45,000.00	45,000.00	-	0.0%
495 CEMETERY	20,000.00	-	(20,000.00)	0.3%
505 WATER	1,851,001.00	1,782,000.00	(69,001.00)	1.0%
505 SEWER	1,569,504.72	1,439,800.00	(129,704.72)	1.8%
505 RESERVES	53,000.00	505,875.00	452,875.00	-6.3%
510 STORMWATER	1,046,100.00	1,281,400.00	235,300.00	-3.3%
540 SANITATION	1,520,050.00	1,483,050.00	(37,000.00)	0.5%
555 MMCC	506,801.22	458,065.00	(48,736.22)	0.7%
560 TSCC	38,250.00	36,750.00	(1,500.00)	0.0%
	<u>15,898,066.94</u>	<u>8,765,940.00</u>	<u>(7,132,126.94)</u>	<u>100.0%</u>

DIFFERENCE (EXP-REV)	(0.00)	-	0.00
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GENERAL FUND BUDGET WORKSHEET

Budget Worksheet



Division: 15100 - FINANCIAL ADMINISTRATION

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
Account Number	Account Description						
100 15100 511100	REGULAR EMPL. SALARIES			279,558.65	415,338.20	467,000.00	354,704.00
100 15100 511300	OVERTIME			809.78	1,666.66	3,000.00	1,000.00
100 15100 512100	GRP INSRNC MEDICAL/DENTAL			87,444.60	94,035.38	130,000.00	78,000.00
100 15100 512101	FEES GRP INS			1,182.25	964.25	3,000.00	1,800.00
100 15100 512110	GROUP INSURANCE LIFE			1,709.60	1,643.51	1,800.00	1,080.00
100 15100 512111	GROUP INSURANCE VISION			764.71	703.50	900.00	540.00
100 15100 512200	MEDICARE 1.45%			5,793.45	5,981.42	7,000.00	4,200.00
100 15100 512400	PENSION			43,495.23	47,301.50	65,380.00	39,228.00
100 15100 512600	UNEMPLOYMENT INSURANCE			(192.00)	-	6,000.00	3,600.00
100 15100 512700	WORKER'S COMPENSATION			3,793.64	3,506.72	5,000.00	3,000.00
100 15100 512800	EMPLOYEE ASSISTANCE PROG.			1,337.60	1,318.40	1,500.00	900.00
100 15100 512851	HRA DEDUCTIBLE			3,333.71	8,199.69	9,000.00	5,000.00
100 15100 521100	CONSULTANT FEES			29,870.44	130,149.79	100,000.00	50,000.00
100 15100 521210	ACCOUNTING, ANNUAL AUDIT			40,500.00	47,708.00	60,000.00	50,000.00
100 15100 521217	LEGAL			251,885.71	202,739.37	200,000.00	200,000.00
100 15100 521218	LEGAL, OTHER			-	20,549.50	50,000.00	-
100 15100 521219	LEGAL, SMITH WELCH WHITE			19,762.62	1,147.13	-	-
100 15100 521223	PAYROLL FEES			10,852.10	10,362.22	15,000.00	15,000.00
100 15100 521335	SHREDING			1,262.76	1,147.41	2,000.00	2,000.00
100 15100 522210	MAINTENANCE AGREEMENTS			38,083.99	40,471.82	55,000.00	55,000.00
100 15100 522230	EQUIPMENT REPAIRS			370.15	305.70	500.00	500.00
100 15100 522250	AUTO & TRUCK REPAIR			400.02	629.74	1,500.00	1,000.00
100 15100 522320	RENTAL OF EQUIP & VEHICLE			5,177.95	4,573.70	10,000.00	5,000.00
100 15100 523110	INSURANCE GEN. LIABILITY			161,151.08	155,494.15	185,000.00	-
100 15100 523231	CELL PHONES			912.56	1,861.91	800.00	2,000.00
100 15100 523240	AT&T CLUB SERVICE			6,488.29	3,536.35	8,000.00	10,000.00
100 15100 523246	TELECOMMUNICATION			26,366.13	30,599.11	30,000.00	35,000.00
100 15100 523300	ADVERTISING			-	-	1,500.00	500.00
100 15100 523310	PUBLIC NOTICES			466.00	190.00	100.00	-
100 15100 523400	PRINTING & BINDING			49.00	314.00	2,500.00	500.00
100 15100 523500	TRAVEL			2,818.61	5,897.14	7,000.00	6,500.00
100 15100 523600	DUES & FEES			9,826.66	9,796.02	15,000.00	750.00
100 15100 523700	EDUCATION & TRAINING			6,655.00	4,859.95	10,000.00	6,000.00
100 15100 523850	PERSONNEL SERVICE			28,773.80	47,735.30	20,000.00	15,000.00
100 15100 523851	INTERN HELP			12,191.50	5,535.50	10,000.00	-
100 15100 523855	CONTRACT SERVICES			8,120.00	4,722.53	14,000.00	15,000.00
100 15100 523901	BANK CHARGES			1,109.34	3,723.94	8,000.00	5,000.00
100 15100 523909	CREDIT CARD EXPENSES			4,881.63	7,557.74	8,000.00	5,000.00
100 15100 523930	DRUG TESTING, VACCINES			1,335.71	2,638.86	5,000.00	-
100 15100 523936	HR EXPENSES			1,035.09	2,740.72	8,000.00	-
100 15100 523937	HEALTH & WELLNESS			37,742.33	23,776.33	35,000.00	-
100 15100 523940	POSTAGE			5,688.19	5,604.80	10,000.00	10,000.00
100 15100 523945	WEB SITE			-	4,046.00	5,000.00	5,000.00
100 15100 531110	COMPUTER EXPENSE			17,230.19	27,154.49	40,000.00	5,000.00
100 15100 531120	ELECTION EXPENSE			7,833.99	17,428.34	8,000.00	-

100	15100	531130	OFFICE SUPPLIES	16,907.46	20,307.82	20,000.00	2,500.00
100	15100	531140	SUPPLIES & MATERIALS	-	-	-	2,500.00
100	15100	531600	SMALL EQUIPMENT - NON CAPITAL	-	-	-	500.00
100	15100	531700	MISCELLANEOUS EXPENSE	7,766.16	10,466.11	10,000.00	2,000.00
100	15100	531701	HOSPITALITY/FOOD/BEVERAGE	5,747.42	5,093.97	5,000.00	-
100	15100	531710	CHRISTMAS DECORATIONS	371.79	86.88	5,000.00	-
100	15100	531720	SIGNS	-	10,611.02	1,000.00	-
100	15100	531725	PROMOTIONAL ITEMS	-	-	-	-
100	15100	531750	UNIFORMS	108.17	-	1,000.00	200.00
100	15100	541406	STORM WATER/PROPERTY TAX	9,968.31	10,287.21	10,000.00	10,000.00
100	15100	542200	VEHICLES	-	-	-	-
100	15100	542300	FURNITURE & FIXTURES	-	9,171.40	5,000.00	600.00
100	15100	542500	EQUIPMENT	6,145.00	7,070.01	16,000.00	2,000.00
100	15100	572065	Transfer to Library	10,080.00	-	-	-
100	15100	573200	LIABILITY INSURANCE DEDUCT	1,000.00	995.00	7,000.00	-
100	15100	573500	SETTLEMENT-LEGAL FEES	6,757.80	3,700.00	-	-
Division: 15100 - FINANCIAL ADMINISTRATION Total:				1,232,724.17	1,483,446.21	1,704,480.00	1,013,102.00

Budget Worksheet



Division: 15160 - BUSINESS SERVICES

Account Number			Account Description	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
100	15160	511100	REGULAR SALARIES	-	-	77,634.00	85,052.22
100	15160	511300	OVERTIME	-	-	-	-
100	15160	512100	GRP INSRNC MEDICAL/DENTAL	-	-	35,000.00	35,000.00
100	15160	512110	GROUP INSURANCE LIFE	-	-	550.00	550.00
100	15160	512111	GROUP INSURANCE VISION	-	-	180.00	180.00
100	15160	512200	MEDICARE 1.45%	-	-	1,200.00	1,200.00
100	15160	512400	PENSION	-	-	12,500.00	12,500.00
100	15160	512600	UNEMPLOYMENT INSURANCE	-	-	2,000.00	2,000.00
100	15160	512700	WORKER'S COMPENSATION	-	-	2,000.00	2,000.00
100	15160	512851	HRA DEDUCTIBLE	-	-	2,000.00	2,000.00
100	15160	521201	PROFESSIONAL FEES	-	-	1,000.00	1,000.00
100	15160	521300	TECHNICAL SERVICES	-	-	1,000.00	1,000.00
100	15160	521310	SOFTWARE	-	-	1,000.00	1,000.00
100	15160	522210	MAINTENANCE AGREEMENT	-	-	1,500.00	1,500.00
100	15160	523231	CELL PHONES	-	-	1,000.00	2,000.00
100	15160	523245	TELECOMMUNICATIONS	-	-	1,000.00	1,000.00
100	15160	523300	ADVERTISEMENT	-	-	1,000.00	1,000.00
100	15160	523400	PRINTING & BINDING	-	-	2,000.00	2,000.00
100	15160	523500	TRAVEL	-	-	1,500.00	3,000.00
100	15160	523501	S BUSINESS ASSOCIATION TRAVEL	-	-	1,000.00	-
100	15160	523600	DUES & FEES	-	-	750.00	3,000.00
100	15160	523700	EDUCATION & TRAINING	-	-	2,000.00	2,000.00
100	15160	523701	S BUSINESS ASSOCIATION ED & TRAIN	-	-	10,000.00	-
100	15160	523850	PERSONNEL SERVICES	-	-	5,189.31	-
100	15160	523940	POSTAGE	-	-	6,000.00	6,000.00
100	15160	531110	COMPUTER EXPENSE	-	-	-	1,000.00
100	15160	531132	S BUSINESS ASSOCIATION SUPPLIES	-	-	20,000.00	30,000.00
100	15160	531140	SUPPLIES & MATERIALS	-	-	3,000.00	3,000.00
100	15160	531600	SMALL EQUIPMENT - NON CAPITAL	-	-	2,500.00	2,500.00
100	15160	531701	HOSPITALITY/FOOD/BEVERAGE	-	-	20,000.00	-
100	15160	531725	PROMOTIONAL ITEMS	-	-	1,000.00	1,000.00
100	15160	531750	UNIFORMS	-	-	500.00	100.00
Division: 15160 - BUSINESS SERVICES Total:				-	-	216,003.31	202,582.22

Budget Worksheet



Division: 11300 - CITY CLERK

Account Number			Account Description	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
100	11300	511100	REGULAR EMPL. SALARIES	-	-	-	268,185.94
100	11300	512100	GRP INSRNC MEDICAL/DENTAL	-	-	-	65,000.00
100	11300	512101	FEES GRP INS	-	-	-	1,500.00
100	11300	512110	GROUP INSURANCE LIFE	-	-	-	900.00
100	11300	512111	GROUP INSURANCE VISION	-	-	-	450.00
100	11300	512200	MEDICARE 1.45%	-	-	-	3,500.00
100	11300	512400	PENSION	-	-	-	32,690.00
100	11300	512600	UNEMPLOYMENT INSURANCE	-	-	-	3,000.00
100	11300	512700	WORKER'S COMPENSATION	-	-	-	2,500.00
100	11300	512800	EMPLOYEE ASSISTANCE PROG.	-	-	-	750.00
100	11300	512851	HRA DEDUCTIBLE	-	-	-	4,000.00
100	11300	523231	CELL PHONES	-	-	-	3,000.00
100	11300	523400	PRINTING & BINDING	-	-	-	5,000.00
100	11300	523500	TRAVEL	-	-	-	7,000.00
100	11300	523600	DUES & FEES	-	-	-	500.00
100	11300	523700	EDUCATION & TRAINING	-	-	-	7,000.00
100	11300	523940	POSTAGE	-	-	-	500.00
100	11300	531110	COMPUTER EXPENSE	-	-	-	1,000.00
100	15100	531120	ELECTION EXPENSE	-	-	-	20,000.00
100	11300	531130	OFFICE SUPPLIES	-	-	-	2,500.00
100	11300	531140	SUPPLIES & MATERIALS	-	-	-	3,000.00
100	11300	531600	SMALL EQUIPMENT - NON CAPITAL	-	-	-	1,000.00
100	11300	531725	PROMOTIONAL ITEMS	-	-	-	5,000.00
100	11300	531750	UNIFORMS	-	-	-	600.00
Division: 11300 - CITY CLERK Total:				-	-	-	438,575.94

Budget Worksheet



Division: 61900 - CITY EVENTS

Account Number			Account Description	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
100	61900	511100	REGULAR EMPL. SALARIES	11,826.90	42,710.91	44,500.00	45,726.30
100	61900	512100	GRP INSRNC MEDICAL/DENTAL	873.34	5,358.95	6,500.00	6,500.00
100	61900	512110	GROUP INSURANCE LIFE	28.60	143.00	1,155.00	1,155.00
100	61900	512111	GROUP INSURANCE VISION	4.59	55.08	715.00	715.00
100	61900	512200	MEDICARE 1.45%	144.08	619.32	645.00	645.00
100	61900	512400	PENSION	-	4,569.73	6,230.00	6,230.00
100	61900	512600	Unemployment Insurance	-	-	1,735.00	1,735.00
100	61900	512700	WORKER'S COMPENSATION	-	615.60	1,155.00	1,155.00
100	61900	512581	HRA REIMBURSEMENT	-	-	1,000.00	1,000.00
100	61900	523231	CELL PHONES	148.43	883.89	500.00	500.00
100	61900	523245	Telecommunications	259.00	-	-	-
100	61900	523300	ADVERTISING	3,895.00	330.00	1,500.00	5,000.00
100	61900	531110	Computer Expense	922.23	-	-	-
100	61900	531705	HOLIDAY GALA	14,443.25	17,038.18	20,000.00	20,000.00
100	61900	531710	CHRISTMAS DECORATIONS	5,773.91	-	10,000.00	10,000.00
100	61900	531727	MEMORIAL DAY MARCH	3,316.44	2,611.34	6,000.00	6,000.00
100	61900	531729	SUMMER EVENTS	33,779.54	33,675.85	32,500.00	35,000.00
100	61900	531731	PRETTY IN PINK	-	5,341.11	5,000.00	7,000.00
100	61900	531732	CAREER FAIRS	-	732.66	1,500.00	1,500.00
100	61900	531733	9/11 CEREMONY	-	-	500.00	500.00
100	61900	531734	BRIDGEFEST	27,513.61	31,325.85	35,000.00	55,000.00
100	61900	531736	FOOD TRUCKS	966.84	16,903.98	15,000.00	15,000.00
100	61900	531737	VETERAN'S DAY PARADE	8,608.09	7,009.35	10,000.00	10,000.00
100	61900	531746	CITY/COUNTY ANNUAL DINNER	1,806.96	-	-	-
100	61900		AMPHITHEATER EVENT	-	-	-	50,000.00
100	61900	531720	SIGNS	-	-	-	5,000.00
100	61900	531701	HOSPITALITY	-	-	-	1,500.00
Division: 61900 - CITY EVENTS Total:				114,310.81	169,924.80	201,135.00	286,861.30

Budget Worksheet



Division: 74500 - CODE ENFORCEMENT

Division: 74500 - CODE ENFORCEMENT

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
Account Number		Account Description					
100	74500	511100	REGULAR EMPL. SALARIES	105,337.67	86,287.11	88,000.00	91,171.54
100	74500	511300	OVERTIME	90.33	613.60	-	-
100	74500	512100	GRP INSRNC MEDICAL/DENTAL	10,888.55	11,187.64	13,905.00	13,905.00
100	74500	512110	GROUP INSURANCE LIFE	412.40	342.35	550.00	550.00
100	74500	512111	GROUP INSURANCE VISION	159.71	150.54	180.00	180.00
100	74500	512200	MEDICARE 1.45%	1,509.84	1,245.18	1,250.00	1,250.00
100	74500	512400	PENSION	9,862.92	11,471.54	12,400.00	12,400.00
100	74500	512700	WORKER'S COMPENSATION	1,514.01	1,472.40	2,100.00	2,100.00
100	74500	512850	HRA REIMBURSEMENT	-	-	2,000.00	2,000.00
100	74500	521201	PROFESSIONAL FEES	430.00	-	500.00	500.00
100	74500	521300	TECHNICAL SERVICES	-	-	1,000.00	500.00
100	74500	521310	SOFTWARE	-	-	1,000.00	2,000.00
100	74500	522210	MAINTENANCE AGREEMENT	-	-	1,500.00	3,500.00
100	74500	522250	AUTO & TRUCK REPAIR	765.00	-	1,000.00	1,000.00
100	74500	523231	Cell Phones	1,204.98	1,247.49	2,000.00	2,000.00
100	74500	523245	TELECOMMUNICATIONS	-	-	3,500.00	3,500.00
100	74500	523400	PRINTING & BINDING	-	49.00	-	-
100	74500	523500	TRAVEL	1,071.97	1,058.00	1,500.00	2,000.00
100	74500	523600	DUES & FEES	632.00	652.00	200.00	200.00
100	74500	523700	EDUCATION & TRAINING	765.00	868.00	2,500.00	2,500.00
100	74500	531110	COMPUTER EXPENSE	172.00	7,802.40	5,000.00	2,000.00
100	74500	531140	SUPPLIES & MATERIALS	235.63	1,271.34	2,000.00	2,000.00
100	74500	531270	ENERGY-GASOLINE/DIESEL	882.29	2,474.61	2,700.00	2,700.00
100	74500	531600	SMALL EQUIPMENT - NON CAPITAL	-	-	1,000.00	1,000.00
100	74500	531740	TIRE EXPENSE	-	-	500.00	500.00
100	74500	531750	UNIFORMS	265.49	1,764.30	1,000.00	1,000.00
100	74500	542200	VEHICLES	24,192.00	28,438.00	-	-
100	74500	542300	FURNITURE & FIXTURES	-	377.00	1,000.00	1,000.00
100	74500	542500	EQUIPMENT	-	-	3,000.00	3,000.00
Division: 74500 - CODE ENFORCEMENT Total:				160,391.79	158,772.50	151,285.00	154,456.54

Budget Worksheet



Division: 25000 - MUNICIPAL COURT

Account Number	Account Description	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
100 25000 511140	JUDGE	16,800.00	4,400.00	4,800.00	4,800.00
100 25000 511141	SOLICITOR	15,400.00	4,200.00	4,200.00	4,200.00
100 25000 511142	COURT CLERK & ASSISTANTS	144,637.96	86,810.96	47,300.00	80,339.92
100 25000 512100	GRP INSRNC MEDICAL/DENTAL	10,477.70	4,385.97	6,500.00	13,000.00
100 25000 512110	GROUP INSURANCE LIFE	603.57	242.23	1,020.00	2,040.00
100 25000 512111	GROUP INSURANCE VISION	110.17	64.26	360.00	720.00
100 25000 512200	MEDICARE 1.45%	2,651.18	1,382.40	2,045.00	4,090.00
100 25000 512400	PENSION	14,709.72	14,749.15	7,900.00	15,800.00
100 25000 512600	UNEMPLOYMENT INSURANCE	-	-	1,000.00	2,000.00
100 25000 512700	WORKER'S COMPENSATION	2,271.02	2,103.45	3,000.00	6,000.00
100 25000 512851	HRA DEDUCTIBLE	-	-	3,000.00	3,000.00
100 25000 521221	LEGAL - INDIGENT	14,550.00	1,750.00	5,000.00	5,000.00
100 25000 521225	INTERPRETER	24.65	5.95	100.00	100.00
100 25000 521226	ZSI PROBATION	12,549.38	1,605.00	5,000.00	5,000.00
100 25000 521301	CODIFICATION	606.37	620.74	800.00	800.00
100 25000 521310	COURT SOFTWARE	7,715.41	888.00	1,500.00	1,500.00
100 25000 521335	SHREDING	686.31	548.40	700.00	700.00
100 25000 522210	MAINTENANCE AGREEMENTS	2,770.39	2,079.40	5,000.00	5,000.00
100 25000 522230	EQUIPMENT REPAIRS	-	-	1,500.00	1,500.00
100 25000 522320	RENTAL OF EQUIP & VEHICLE	1,293.60	750.72	2,000.00	2,000.00
100 25000 523220	GEORGIA TECHNOLOGY AUTH.	147.18	76.70	150.00	150.00
100 25000 523245	TELECOMMUNICATIONS	8,590.66	5,122.21	10,000.00	10,000.00
100 25000 523310	PUBLIC NOTICES	50.00	-	-	-
100 25000 523400	PRINTING & BINDING	618.50	-	100.00	100.00
100 25000 523500	TRAVEL	1,918.32	-	2,000.00	1,000.00
100 25000 523600	DUES & FEES	90.00	44.10	800.00	800.00
100 25000 523700	EDUCATION & TRAINING	675.00	550.00	2,000.00	500.00
100 25000 523860	P O SALARIES - EXTRA DUTY	22,680.00	3,960.00	5,000.00	5,000.00
100 25000 523902	CREDIT CARD EXPENSES	1,436.25	208.05	1,500.00	1,500.00
100 25000 523940	POSTAGE	14.10	83.30	250.00	250.00
100 25000 531110	COMPUTER EXPENSE	2,737.22	2,109.22	2,500.00	1,000.00
100 25000 531130	OFFICE SUPPLIES	799.42	237.16	1,000.00	1,000.00
100 25000 531211	NTRL GAS,4545 MUNI COURT	1,969.53	2,133.09	2,000.00	2,000.00
100 25000 531227	GA PWR,4602 MUNICIPAL CRT	11,567.17	11,135.08	10,500.00	10,500.00
100 25000 531280	CABLE COURTS	857.63	526.08	1,000.00	1,000.00
100 25000 531700	MISCELLANEOUS EXPENSE	800.00	437.50	3,000.00	3,000.00
100 25000 531710	CHRISTMAS DECORATIONS	-	-	250.00	250.00
100 25000 531720	SIGNS	-	-	250.00	250.00
100 25000 531750	UNIFORMS	-	-	700.00	350.00
100 25000 542300	FURNITURE & FIXTURES	-	-	1,000.00	1,000.00
100 25000 542400	COMPUTER SOFTWARE	2,109.22	-	2,000.00	2,000.00
100 25000 573001	BRAIN & SPINAL INJURY	959.95	41.96	-	30.99
100 25000 573002	STATE PROBATION SYS FUND	912.84	125.00	-	50.00

100	25000	573003	FINES 10% JAIL	31,920.85	4,293.58	-	1,176.45
100	25000	573004	VICTIMS ASSIST. FUND	15,734.26	2,135.25	-	567.59
100	25000	573005	BOND REFUND	7,860.00	5,036.00	-	-
100	25000	573006	GA CRIME VICTIM'S FUND	292.15	26.00	-	-
100	25000	573007	CTY DRUG ABUSE TR AND EDU	3,984.48	505.09	-	-
100	25000	573008	P. O. A&B FUND	15,073.72	2,275.23	-	633.64
100	25000	573009	P. O. TRAINING FUND	23,356.19	3,262.75	-	858.05
100	25000	573010	INDIGENT DEFENSE FUND	29,543.13	4,437.25	-	1,128.45
100	25000	573011	DRIVERS ED/TRAINING FUND	3,207.16	244.13	-	63.00
100	25000	573020	WITNESS FEES	-	-	500.00	500.00
Division: 25000 - MUNICIPAL COURT Total:				437,762.36	175,591.36	149,225.00	204,248.09

Budget Worksheet



Division: 75100 - ECONOMIC DEVELOPMENT

Division: 75100 - ECONOMIC DEVELOPMENT

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
Account Number		Account Description					
100	75100	511100	REGULAR SALARIES	-	-	-	79,515.96
100	75100	512100	GRP INSRNC MEDICAL/DENTAL	-	-	-	20,000.00
100	75100	512110	GROUP INSURANCE LIFE	-	-	-	550.00
100	75100	512111	GROUP INSURANCE VISION	-	-	-	200.00
100	75100	512200	MEDICARE 1.45%	-	-	-	1,100.00
100	75100	512400	PENSION	-	-	-	10,300.00
100	75100	512600	UNEMPLOYMENT INSURANCE	-	-	-	2,000.00
100	75100	512700	WORKER'S COMPENSATION	-	-	-	2,000.00
100	75100	512851	HRA DEDUCTIBLE	-	-	-	2,000.00
100	75100	521200	PROFESSIONAL SERVICES	-	-	-	6,000.00
100	75100	521310	SOFTWARE	-	-	-	-
100	75100	522210	MAINTENANCE AGREEMENTS	-	-	-	-
100	75100	522250	AUTO & TRUCK REPAIR	-	-	-	-
100	75100	523231	CELL PHONES	-	-	-	1,000.00
100	75100	523245	TELECOMMUNICATIONS	-	-	-	3,000.00
100	75100	523300	ADVERTISEMENT	-	-	-	-
100	75100	523400	PRINTING & BINDING	-	-	-	3,000.00
100	75100	523500	TRAVEL	-	-	-	3,700.00
100	75100	523600	DUES & FEES	-	-	-	1,500.00
100	75100	523700	EDUCATION & TRAINING	-	-	-	3,300.00
100	75100	523940	POSTAGE	-	-	-	1,000.00
100	75100	531110	COMPUTER EXPENSE	-	-	-	1,500.00
100	75100	531140	SUPPLIES & MATERIALS	-	-	-	4,000.00
100	75100	531725	Promotional Supplies	-	-	-	-
100	75100	531701	HOSPITALITY/FOOD/BEVERAGE	-	-	-	4,000.00
100	75100	531750	UNIFORMS	-	-	-	200.00
Division: 75100 - ECONOMIC DEVELOPMENT Total:				-	-	-	149,865.96

Budget Worksheet



Division: 13000 - EXECUTIVE

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Number				BUDGET			
Account Description							
100	13000	511100	REGULAR EMPL. SALARIES	440,273.72	393,774.85	631,500.00	395,537.90
100	13000	512100	GRP INSRNC MEDICAL/DENTAL	42,476.14	31,576.56	140,000.00	52,000.00
100	13000	512110	GROUP INSURANCE LIFE	1,533.23	1,324.71	4,000.00	1,200.00
100	13000	512111	GROUP INSURANCE VISION	599.16	449.65	900.00	720.00
100	13000	512200	MEDICARE 1.45%	6,297.72	5,677.75	10,000.00	360.00
100	13000	512400	PENSION	33,928.20	48,418.91	71,000.00	2,800.00
100	13000	512401	RETIREMENT CONTRIBUTION	12,453.45	4,942.08	18,500.00	26,152.00
100	13000	512600	UNEMPLOYMENT INSURANCE	-	-	3,600.00	2,400.00
100	13000	512700	WORKER'S COMPENSATION	3,433.83	3,194.46	4,200.00	2,000.00
100	13000	512800	EMPLOYEE ASSISTANCE PROG.	-	-	-	600.00
100	13000	512850	HRA REIMBURSEMENT	1,257.15	-	5,000.00	3,000.00
100	13000	522000	ROW Landscaping	-	-	-	50,000.00
100	13000	522250	AUTO & TRUCK REPAIR	95.81	-	-	-
100	13000	522320	RENTAL OF EQUIP & VEHICLE	2,166.17	1,859.05	2,500.00	2,500.00
100	13000	523231	CELL PHONES	2,736.60	3,123.67	2,500.00	2,500.00
100	13000	523400	PRINTING & BINDING	-	98.00	1,200.00	1,200.00
100	13000	523500	TRAVEL	4,473.31	6,517.77	7,000.00	10,000.00
100	13000	523600	DUES & FEES	2,307.08	2,438.92	2,500.00	4,000.00
100	13000	523700	EDUCATION & TRAINING	4,046.43	4,749.00	9,000.00	9,000.00
100	13000	531110	COMPUTER EXPENSE	6,180.68	8,614.17	10,000.00	2,000.00
100	13000	531130	OFFICE SUPPLIES	3,586.67	6,742.45	4,500.00	4,000.00
100	13000	531700	MISCELLANEOUS EXPENSE	357.39	276.19	2,500.00	2,000.00
100	13000	531701	HOSPITALITY/FOOD/BEVERAGE	711.63	571.38	1,500.00	1,500.00
100	13000	531750	UNIFORMS	175.63	-	500.00	500.00
100	13000	571000	ABATEMENT PROGRAM	-	-	-	50,000.00
100	13000	579000	CONTINGENCIES	-	-	-	150,000.00
Division: 13000 - EXECUTIVE Total:				569,090.00	524,349.57	932,400.00	775,969.90

Budget Worksheet



Division: 75700 - GIS/PLANNING

Account Number	Account Description	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
100 75700 511100	REGULAR EMPLOYEE SALARIES	25,313.60	51,793.70	60,500.00	60,500.00
100 75700 512100	GRP INSUR MEDICAL / DENTAL	3,060.54	5,371.41	5,000.00	5,000.00
100 75700 512110	GROUP INSURANCE LIFE	77.07	178.17	150.00	150.00
100 75700 512111	GROUP INSURANCE VISION	36.70	50.49	150.00	150.00
100 75700 512200	MEDICARE 1.45%	338.00	750.99	900.00	900.00
100 75700 512400	PENSION	2,663.01	3,947.99	8,500.00	8,500.00
100 75700 512600	UNEMPLOYMENT INSURANCE	-	-	700.00	700.00
100 75700 512700	WORKERS' COMPENSATION	67.20	350.55	500.00	500.00
100 75700 512851	HRA DEDUCTABLE	-	-	1,000.00	1,000.00
100 75700 521200	PROFESSIONAL SERVICES	-	41,196.90	50,000.00	58,000.00
100 75700 521202	CONSULTING SERVICES - BSD	-	28,178.80	-	-
100 75700 521300	Technical Services	6,000.00	-	-	6,000.00
100 75700 521310	SOFTWARE	-	-	-	5,000.00
100 75700 522210	MAINTENANCE AGREEMENTS	90.80	363.20	-	3,400.00
100 75700 523231	CELL PHONES	229.72	282.52	1,000.00	1,500.00
100 75700 523245	TELECOMMUNICATION	-	-	-	-
100 75700 523400	PRINTING & BINDING	-	-	-	5,000.00
100 75700 523500	TRAVEL	-	2,300.69	1,000.00	2,000.00
100 75700 523600	DUES & FEES	491.40	444.40	1,200.00	700.00
100 75700 523700	EDUCATION & TRAINING	3,644.75	-	3,500.00	1,000.00
100 75700 523850	PERSONNEL SERVICES	-	-	36,810.69	-
100 75700 531110	COMPUTER EXPENSE	4,825.33	43,070.24	5,000.00	1,000.00
100 75700 531140	SUPPLIES & MATERIALS	1,209.64	16,543.40	6,000.00	6,000.00
100 75700 531702	Zoning Advisory Board	-	372.09	-	-
100 75700 531708	HOSPITALITY/FOOD/BEVERAGE	-	1,528.21	-	-
100 75700 531750	UNIFORMS	67.35	22.45	500.00	200.00
Division: 75700 - GIS/PLANNING Total:		48,115.11	196,746.20	182,410.69	167,200.00

Budget Worksheet



Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY

Account Number				Account Description	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
100	15650	511100		REGULAR EMPL. SALARIES	132,105.55	85,528.44	119,000.00	147,251.62
100	15650	511300		OVERTIME	2,804.92	423.14	5,000.00	5,000.00
100	15650	512100		GRP INSRNC MEDICAL/DENTAL	26,153.37	23,358.59	45,000.00	57,000.00
100	15650	512110		GROUP INSURANCE LIFE	494.74	352.43	1,500.00	1,500.00
100	15650	512211		GROUP INSURANCE VISION	308.78	216.96	1,400.00	1,400.00
100	15650	512200		MEDICARE 1.45%	1,945.08	1,283.05	2,175.00	2,200.00
100	15650	512400		PENSION	17,865.84	14,451.21	21,750.00	22,000.00
100	15650	512700		WORKER'S COMPENSATION	1,665.46	2,108.04	2,500.00	2,500.00
100	15650	512851		HRA DEDUCTIBLE	1,283.78	-	3,000.00	3,000.00
100	15650	521200		PROFESSIONAL FEES	-	-	50,000.00	5,000.00
100	15650	521222		IT SERVICES	-	-	50,000.00	3,000.00
100	15650	521230		ENGINEERING FEES	1,700.00	7,883.20	50,000.00	3,000.00
100	15650	522210		MAINTENANCE AGREEMENTS	15,485.38	20,552.42	30,000.00	30,000.00
100	15650	522214		FACILITY CLEANING, 4640	22,200.00	20,350.00	50,000.00	-
100	15650			FACILITY CLEANING CITY HALL	-	-	-	16,667.00
100	15650			FACILITY CLEANING MMCC	-	-	-	16,667.00
100	15650			FACILITY CLEANING TSCC	-	-	-	16,667.00
100	15650			FACILITY CLEANING MUNICIPAL COURT	-	-	-	16,667.00
100	15650			FACILITY CLEANING MAINTENANCE SHOP	-	-	-	16,667.00
100	15650			FACILITY CLEANING WWTP	-	-	-	16,667.00
100	15650	522216		LANDSCAPING/PLANTS NEW CH	21,605.92	12,318.50	25,000.00	25,000.00
100	15650	522218		CLEANING - COURT	11,400.00	8,550.00	15,000.00	25,000.00
100	15650	522219		LANDSCAPING	53,034.50	72,696.76	135,500.00	150,000.00
100	15650	522220		MAINTENANCE & CLEANING	25,763.84	47,684.65	25,000.00	-
100	15650			MAINTENANCE & CLEANING CITY HALL	-	-	-	5,833.00
100	15650			MAINTENANCE & CLEANING MMCC	-	-	-	5,833.00
100	15650			MAINTENANCE & CLEANING TSCC	-	-	-	5,833.00
100	15650			MAINTENANCE & CLEANING MUNICIPAL COURT	-	-	-	5,833.00
100	15650			MAINTENANCE & CLEANING MAINTENANCE SHOP	-	-	-	5,833.00
100	15650			MAINTENANCE & CLEANING WWTP	-	-	-	5,833.00
100	15650	522222		STREETSCAPE - LANDSCAPING	4,731.81	-	-	-
100	15650	522224		FOUNTAIN MAINTENANCE	2,987.81	863.23	35,000.00	15,000.00
100	15650	522230		EQUIPMENT REPAIRS	13,937.61	7,354.13	15,000.00	-
100	15650			EQUIPMENT REPAIRS CITY HALL	-	-	-	1,667.00
100	15650			EQUIPMENT REPAIRS MMCC	-	-	-	1,667.00
100	15650			EQUIPMENT REPAIRS TSCC	-	-	-	1,667.00
100	15650			EQUIPMENT REPAIRS MUNICIPAL COURT	-	-	-	1,667.00
100	15650			EQUIPMENT REPAIRS MAINTENANCE SHOP	-	-	-	1,667.00
100	15650			EQUIPMENT REPAIRS WWTP	-	-	-	1,667.00
100	15650	522310		Rental of Land and Building	609.64	618.08	1,000.00	1,000.00
100	15650	522320		RENTAL OF EQUIP & VEHICLE	3,428.69	2,498.24	1,000.00	1,000.00
100	15650	523231		CELL PHONES	-	-	1,000.00	1,000.00
100	15650	531110		COMPUTER EXPENSE	2,006.50	5,500.00	5,000.00	1,000.00
100	15650	531140		SUPPLIES & MATERIALS	8,254.61	1,446.44	10,000.00	10,000.00

100	15650	531142	HAND TOOLS & SMALL EQUIP.	-	11,187.09	10,500.00	10,500.00
100	15650	531143	SECURITY UPGRADE	-	-	30,000.00	55,000.00
100	15650	531222	GA POWER ELECTRICITY	16,709.90	3,030.87	18,000.00	18,000.00
100	15650	531224	GA PWR,LIGHTS,TAG OFFICE	2,343.30	2,310.00	3,000.00	3,000.00
100	15650	531225	GA PWR,4640 CITY HALL	60,577.95	63,041.99	65,000.00	65,000.00
100	15650	531271	Admin Vehicles	3,696.48	1,755.21	6,500.00	6,500.00
100	15650	531280	Cable	856.56	862.72	1,500.00	1,700.00
100	15650	531700	MISCELLANEOUS EXPENSE	-	269.47	3,000.00	1,000.00
100	15650	531720	SIGNS	317.18	114.79	2,500.00	2,500.00
100	15650	531750	UNIFORMS	-	755.71	1,200.00	2,000.00
100	15650	541103	CITY HALL LIGHTING	-	26,708.00	-	-
100	15650	542400	COMPUTER SOFTWARE	-	-	7,500.00	7,500.00
100	15650	542500	Equipment	9,940.00	-	20,000.00	32,193.00
Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY Total:				466,215.20	446,073.36	868,525.00	861,746.62

Budget Worksheet



Division: 11100 - GOVERNING BODY

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Number	Account Description					BUDGET	BUDGET
100 11100 511120	MAYOR			735.48	14,400.00	14,400.00	14,400.00
100 11100 511121	COUNCIL			60,000.00	60,000.00	60,000.00	60,000.00
100 11100 512100	GRP INSRNC MEDICAL/DENTAL			45,886.60	57,644.78	65,700.00	65,700.00
100 11100 512110	GROUP INSURANCE LIFE			134.40	149.52	300.00	300.00
100 11100 512111	GROUP INSURANCE VISION			564.50	541.32	500.00	500.00
100 11100 512200	MEDICARE 1.45%			828.49	1,025.52	1,200.00	1,200.00
100 11100 512400	PENSION			4,790.52	8,044.95	10,800.00	10,800.00
100 11100 512600	UNEMPLOYMENT INSURANCE			-	-	-	-
100 11100 512700	WORKER'S COMPENSATION			1,514.01	1,402.27	2,300.00	2,300.00
100 11100 512800	EMPLOYEE ASSISTANCE PROG.			-	-	-	-
100 11100 512851	HRA			-	-	12,000.00	12,000.00
100 11100 521101	OFFICIAL/ADMINISTRATIVE			10,464.16	7,087.81	12,000.00	12,000.00
100 11100 521210	ACCOUNTING, ANNUAL AUDIT			4,500.00	-	5,000.00	-
100 11100 521301	CODIFICATION			11,584.20	3,254.38	10,000.00	15,000.00
100 11100 523231	CELL PHONES			4,699.02	6,038.46	3,000.00	-
100 11100	CELL PHONES MAYOR			-	-	-	500.00
100 11100	CELL PHONES COUNCIL 1			-	-	-	500.00
100 11100	CELL PHONES COUNCIL 2			-	-	-	500.00
100 11100	CELL PHONES COUNCIL 3			-	-	-	500.00
100 11100	CELL PHONES COUNCIL 4			-	-	-	500.00
100 11100	CELL PHONES COUNCIL 5			-	-	-	500.00
100 11100 523310	PUBLIC NOTICES			2,320.80	1,834.80	5,000.00	3,500.00
100 11100 523400	PRINTING & BINDING			922.60	778.00	4,000.00	4,000.00
100 11100 523500	TRAVEL			11,292.71	16,168.29	20,500.00	-
100 11100	TRAVEL MAYOR			-	-	-	3,500.00
100 11100	TRAVEL COUNCIL 1			-	-	-	3,500.00
100 11100	TRAVEL COUNCIL 2			-	-	-	3,500.00
100 11100	TRAVEL COUNCIL 3			-	-	-	3,500.00
100 11100	TRAVEL COUNCIL 4			-	-	-	3,500.00
100 11100	TRAVEL COUNCIL 5			-	-	-	3,500.00
100 11100 523600	DUES & FEES			46.00	46.00	500.00	-
100 11100	DUES & FEES MAYOR			-	-	-	100.00
100 11100	DUES & FEES COUNCIL 1			-	-	-	100.00
100 11100	DUES & FEES COUNCIL 2			-	-	-	100.00
100 11100	DUES & FEES COUNCIL 3			-	-	-	100.00
100 11100	DUES & FEES COUNCIL 4			-	-	-	100.00
100 11100	DUES & FEES COUNCIL 5			-	-	-	100.00
100 11100 523700	EDUCATION & TRAINING			16,922.00	18,945.37	25,000.00	-
100 11100	EDUCATION & TRAINING MAYOR			-	-	-	4,200.00
100 11100	EDUCATION & TRAINING COUNCIL 1			-	-	-	4,200.00
100 11100	EDUCATION & TRAINING COUNCIL 2			-	-	-	4,200.00
100 11100	EDUCATION & TRAINING COUNCIL 3			-	-	-	4,200.00

100	11100		EDUCATION & TRAINING COUNCIL 4	-	-	-	4,200.00
100	11100		EDUCATION & TRAINING COUNCIL 5	-	-	-	4,200.00
100	11100	523910	COUNCIL INITIATIVES	9,512.51	10,927.21	15,000.00	-
100	11100		COUNCIL INITIATIVES MAYOR	-	-	-	3,000.00
100	11100		COUNCIL INITIATIVES COUNCIL 1	-	-	-	3,000.00
100	11100		COUNCIL INITIATIVES COUNCIL 2	-	-	-	3,000.00
100	11100		COUNCIL INITIATIVES COUNCIL 3	-	-	-	3,000.00
100	11100		COUNCIL INITIATIVES COUNCIL 4	-	-	-	3,000.00
100	11100		COUNCIL INITIATIVES COUNCIL 5	-	-	-	3,000.00
100	11100	531110	COMPUTER EXPENSE	5,167.96	227.73	5,500.00	-
100	11100		COMPUTER EXPENSE MAYOR	-	-	-	917.00
100	11100		COMPUTER EXPENSE COUNCIL 1	-	-	-	917.00
100	11100		COMPUTER EXPENSE COUNCIL 2	-	-	-	917.00
100	11100		COMPUTER EXPENSE COUNCIL 3	-	-	-	917.00
100	11100		COMPUTER EXPENSE COUNCIL 4	-	-	-	917.00
100	11100		COMPUTER EXPENSE COUNCIL 5	-	-	-	917.00
100	11100	531130	OFFICE SUPPLIES	1,244.70	1,217.31	1,500.00	1,500.00
100	11100	531132	COMMITTEE SUPPLIES	169.19	43.55	2,000.00	2,000.00
100	11100	531700	MISCELLANEOUS EXPENSE	5,973.79	1,516.30	3,500.00	3,500.00
100	11100	531701	HOSPITALITY/FOOD/BEVERAGE	1,180.22	126.70	3,000.00	6,000.00
100	11100	531747	CIVIC EVENTS	2,989.84	5,110.54	9,000.00	9,000.00
100	11100	531748	YOUTH ADVISORY COUNCIL	-	9,631.15	18,275.00	18,275.00
100	11100	531750	UNIFORMS	687.92	825.00	1,800.00	-
100	11100		UNIFORMS MAYOR	-	-	-	300.00
100	11100		UNIFORMS COUNCIL 1	-	-	-	300.00
100	11100		UNIFORMS COUNCIL 2	-	-	-	300.00
100	11100		UNIFORMS COUNCIL 3	-	-	-	300.00
100	11100		UNIFORMS COUNCIL 4	-	-	-	300.00
100	11100		UNIFORMS COUNCIL 5	-	-	-	300.00
Division: 11100 - GOVERNING BODY Total:				204,131.62	226,986.96	311,775.00	317,077.00

Budget Worksheet



Division: 15400 - HUMAN RESOURCES

Division: 15400 - HUMAN RESOURCES

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Number		Account Description				BUDGET	BUDGET
100	15400	511100	REGULAR EMPL. SALARIES			-	78,718.42
100	15400	511300	OVERTIME			-	-
100	15400	512100	GRP INSRNC MEDICAL/DENTAL			-	13,000.00
100	15400	512101	FEES GRP INS			-	300.00
100	15400	512110	GROUP INSURANCE LIFE			-	180.00
100	15400	512111	GROUP INSURANCE VISION			-	90.00
100	15400	512200	MEDICARE 1.45%			-	700.00
100	15400	512400	PENSION			-	6,538.00
100	15400	512600	UNEMPLOYMENT INSURANCE			-	600.00
100	15400	512700	WORKER'S COMPENSATION			-	500.00
100	15400	512800	EMPLOYEE ASSISTANCE PROG.			-	150.00
100	15400	512851	HRA			-	2,000.00
100	15400	521100	CONSULTANT FEES			-	10,000.00
100	15400	522210	MAINTENANCE AGREEMENTS			-	1,000.00
100	15400	522230	EQUIPMENT REPAIRS			-	500.00
100	15400	523110	INSURANCE GEN. LIABILITY			-	185,000.00
100	15400	523300	ADVERTISING			-	500.00
100	15400	523400	PRINTING & BINDING			-	500.00
100	15400	523500	TRAVEL			-	3,275.00
100	15400	523600	DUES & FEES			-	500.00
100	15400	523700	EDUCATION & TRAINING			-	19,800.00
100	15400	523850	PERSONNEL SERVICE			-	30,000.00
100	15400	523851	INTERN HELP			-	9,100.00
100	15400	523855	CONTRACT SERVICES			-	10,000.00
100	15400	523909	CREDIT CARD EXPENSES			-	4,000.00
100	15400	523930	DRUG TESTING, VACCINES			-	5,000.00
100	15400	523936	HR EXPENSES			-	8,000.00
100	15400	523937	HEALTH & WELLNESS			-	35,000.00
100	15400	523940	POSTAGE			-	10,000.00
100	15400	531110	COMPUTER EXPENSE			-	1,000.00
100	15400	531130	OFFICE SUPPLIES			-	1,500.00
100	15400	531700	MISCELLANEOUS EXPENSE			-	500.00
100	15400	531701	HOSPITALITY/FOOD/BEVERAGE			-	5,000.00
100	15400	531710	CHRISTMAS DECORATIONS			-	5,000.00
100	15400	531750	UNIFORMS			-	200.00
100	15400	542300	FURNITURE & FIXTURES			-	1,000.00
100	15400	542500	EQUIPMENT			-	1,000.00
100	15400	573200	LIABILITY INSURANCE DEDUCT			-	7,000.00
Division: 15400 - HUMAN RESOURCES Total:				-	-	-	457,151.42

Budget Worksheet



Division: 15350 - INFORMATION TECHNOLOGY

Division: 15350 - INFORMATION TECHNOLOGY

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
Account Number		Account Description					
100	15350	521211	IT Services for Governing Body	22,638.51	18,914.40	22,000.00	22,000.00
100	15350	521212	IT Services for Executive	11,306.12	12,878.88	15,000.00	20,000.00
100	15350	521213	IT Services for Administration	38,844.67	33,510.48	39,000.00	45,000.00
100	15350	521214	IT Services for Government Buildings	4,522.45	4,803.00	5,000.00	5,000.00
100	15350	521215	IT Services for Courts	11,306.12	8,586.00	10,000.00	10,000.00
100	15350	521216	IT Services for Public Works	11,306.12	11,591.04	13,500.00	15,000.00
100	15350	521217	IT Services for Code Enforcement	2,261.22	2,575.80	3,000.00	3,000.00
100	15350	521218	IT Services for Main Street	8,064.23	6,868.80	8,000.00	8,000.00
100	15350	521219	IT Services for Planning	-	-	-	5,000.00
100	15350	521220	IT Services for Business Services	-	-	-	5,000.00
100	15350	531110	COMPUTER EXPENSE	-	59,205.44	100,300.00	127,000.00
100	15350	541400	Computer NETWORK INFRASTRUCTURE	-	147,862.68	-	-
Division: 15350 - INFORMATION TECHNOLOGY Total:				110,249.44	306,796.52	215,800.00	265,000.00

Budget Worksheet



Division: 75500 - Main Street Program

Division: 75500 - Main Street Program				FY 2016	FY 2017	FY 2018	FY 2019
Account Description				ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
Account Number							
100	75500	511100	REGULAR SALARIES	82,695.76	100,604.53	104,500.00	109,725.00
100	75500	512100	GRP INSRNC MEDICAL/DENTAL	14,832.84	23,367.09	24,000.00	24,000.00
100	75500	512110	GROUP INSURANCE LIFE	310.54	417.90	620.00	620.00
100	75500	512111	GROUP INSURANCE VISION	189.40	216.96	350.00	350.00
100	75500	512200	MEDICARE 1.45%	1,165.58	1,388.09	1,500.00	1,500.00
100	75500	512400	PENSION	7,298.52	10,652.19	13,800.00	13,800.00
100	75500	512600	UNEMPLOYMENT INSURANCE	-	-	600.00	600.00
100	75500	512700	WORKER'S COMPENSATION	832.72	771.22	1,155.00	1,155.00
100	75500	512851	HRA DEDUCTIBLE	-	-	2,000.00	2,000.00
100	75500	521200	PROFESSIONAL FEES	3,725.00	4,191.90	4,000.00	5,000.00
100	75500	523231	CELL PHONES	406.45	155.08	1,000.00	1,000.00
100	75500	523245	TELECOMMUNICATIONS	-	-	3,000.00	3,000.00
100	75500	523400	PRINTING & BINDING	195.12	88.83	3,000.00	3,000.00
100	75500	523500	TRAVEL	2,026.92	1,984.57	3,700.00	3,700.00
100	75500	523600	DUES & FEES	800.00	401.67	1,200.00	1,200.00
100	75500	523700	EDUCATION & TRAINING	2,030.00	2,015.00	3,300.00	3,300.00
100	75500	523851	INTERN HELP	-	2,038.00	2,100.00	-
100	75500	523940	POSTAGE	450.00	125.15	500.00	500.00
100	75500	523945	WEB SITE	-	1,470.29	3,000.00	3,000.00
100	75500	531110	COMPUTER EXPENSE	1,489.94	1,237.18	1,500.00	1,500.00
100	75500	531140	SUPPLIES & MATERIALS	8,215.56	3,876.45	6,000.00	6,000.00
100	75500	531701	HOSPITALITY/FOOD/BEVERAGE	5,455.84	4,777.71	5,000.00	6,200.00
100	75500	53170	ENTERTAINMENT	-	-	-	7,000.00
100	75500	531725	PROMOTIONAL SUPPLIES	15,416.84	16,492.23	14,000.00	-
100	75500	531750	UNIFORMS	-	125.00	125.00	500.00
100	75500	542300	FURNITURE & FIXTURES	325.36	-	5,000.00	-
Division: 75500 - Main Street Program Total:				147,862.39	176,397.04	204,950.00	198,650.00

Budget Worksheet



Division: 90000 - OTHER FINANCING USES

Account Number				FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
100	90000	611200	TRANSFER GF AND MMCC	-	-	282,065.00	332,301.22
100	90000	611276	TRANSFER GF AND CEMETERY	-	-	6,850.00	20,000.00
100	90000	611300	TRANSFER GF AND SDDA	-	-	45,000.00	45,000.00
100	90000	612000	TRANSFER TO URA	-	-	1,209,000.00	1,208,360.00
Division: 90000 - OTHER FINANCING USES Total:				-	-	1,542,915.00	1,605,661.22

Budget Worksheet



Division: 74100 - PLANNING & ZONING

Account Number			Account Description	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
100	74100	511100	REGULAR SALARIES	-	-	72,366.00	72,751.30
100	74100	512100	GRP INSRNC MEDICAL/DENTAL	-	-	19,000.00	19,000.00
100	74100	512110	GROUP INSURANCE LIFE	-	-	550.00	550.00
100	74100	512111	GROUP INSURANCE VISION	-	-	200.00	200.00
100	74100	512200	MEDICARE 1.45%	-	-	1,100.00	1,100.00
100	74100	512400	PENSION	-	-	10,300.00	10,300.00
100	74100	512600	UNEMPLOYMENT INSURANCE	-	-	2,000.00	2,000.00
100	74100	512700	WORKER'S COMPENSATION	-	-	2,000.00	2,000.00
100	74100	512851	HRA DEDUCTIBLE	-	-	2,000.00	2,000.00
100	74100	521150	ZONING BOARD STIPEND	-	-	5,000.00	5,000.00
100	74100	521200	PROFESSIONAL SERVICES	-	-	-	100,000.00
100	74100	521300	TECHNICAL SERVICES	-	-	1,000.00	1,000.00
100	74100	521310	SOFTWARE	-	-	1,000.00	4,000.00
100	74100	522210	MAINTENANCE AGREEMENTS	-	-	2,000.00	2,000.00
100	74100	522250	AUTO & TRUCK REPAIR	-	-	3,000.00	3,000.00
100	74100	523231	CELL PHONES	-	-	2,000.00	2,000.00
100	74100	523245	TELECOMMUNICATIONS	-	-	3,000.00	3,000.00
100	74100	523300	ADVERTISEMENT	-	-	3,000.00	6,000.00
100	74100	523400	PRINTING & BINDING	-	-	3,000.00	6,000.00
100	74100	523500	TRAVEL	-	-	3,000.00	3,000.00
100	74100	523501	ZONING ADVISORY BOARD TRAVEL	-	-	2,750.00	2,750.00
100	74100	523600	DUES & FEES	-	-	1,500.00	1,500.00
100	74100	523700	EDUCATION & TRAINING	-	-	5,000.00	5,000.00
100	74100	523701	ZONING ADVISORY BD ED & TRAINING	-	-	3,000.00	3,000.00
100	74100	523940	POSTAGE	-	-	3,000.00	4,000.00
100	74100	531110	COMPUTER EXPENSE	-	-	10,000.00	1,000.00
100	74100	531140	SUPPLIES & MATERIALS	-	-	7,500.00	7,500.00
100	74100	531270	ENERGY-GASOLINE/DIESEL	-	-	2,500.00	2,500.00
100	74100	531600	SMALL EQUIPMENT - NON-CAPITAL	-	-	3,000.00	3,000.00
100	74100	531701	HOSPITALITY/FOOD/BEVERAGE	-	-	2,000.00	2,000.00
100	74100	531703	HISTORIC PRESERVATION	-	-	-	7,000.00
100	74100	531750	UNIFORMS	-	-	1,000.00	1,000.00
100	74100	542200	VEHICLES	-	-	-	-
Division: 74100 - PLANNING & ZONING Total:				-	-	176,766.00	285,151.30

Budget Worksheet



Division: 62200 - PARKS

Account Number			Account Description	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
100	62200	522224	FOUNTAIN MAINTENANCE	-	30,000.00	30,000.00	30,000.00
100	62200	522225	BRIDGE MAINTENANCE	1,641.36	51.06	20,000.00	20,000.00
100	62200	522230	EQUIPMENT REPAIRS	2,472.23	2,494.95	3,000.00	3,000.00
100	62200	522250	AUTO & TRUCK REPAIR	-	-	2,500.00	2,500.00
100	62200	523220	GEORGIA TECHNOLOGY AUTH.	249.72	278.04	1,000.00	1,000.00
100	62200	523240	AT&T CLUB SERVICE	2,865.64	2,011.74	3,500.00	3,500.00
100	62200	531140	SUPPLIES & MATERIALS	12,504.85	20,634.03	15,000.00	15,000.00
100	62200	531143	SECURITY UPGRADES	-	-	-	50,000.00
100	62200	531222	GA POWER ELECTRICITY	19,929.56	22,099.56	20,000.00	21,000.00
100	62200	531270	ENERGY-GASOLINE/DIESEL	-	4,000.00	-	3,500.00
100	62200	541209	IMPROVEMENTS	-	-	73,500.00	55,000.00
100	62200	542300	FURNITURE & FIXTURES	2,190.42	799.24	25,000.00	25,000.00
100	62200	542400	COMPUTER SOFTWARE	333.33	1,666.67	5,000.00	2,000.00
100	62200	542500	EQUIPMENT	11,289.91	27,625.02	5,000.00	42,606.00
Division: 62200 - PARKS Total:				53,477.02	77,660.31	173,500.00	274,106.00



Division: 72000 - PERMITTING DEVELOPMENT

Account Number			Account Description	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
100	72000	511100	REGULAR EMPL. SALARIES	-	-	-	110,000.00
100	72000	511300	OVERTIME	-	-	-	-
100	72000	512100	GRP INSRNC MEDICAL/DENTAL	-	-	-	20,000.00
100	72000	512110	GROUP INSURANCE LIFE	-	-	-	550.00
100	72000	512111	GROUP INSURANCE VISION	-	-	-	200.00
100	72000	512200	MEDICARE 1.45%	-	-	-	1,000.00
100	72000	512400	PENSION	-	-	-	10,400.00
100	72000	512600	UNEMPLOYMENT INSURANCE	-	-	-	2,000.00
100	72000	512700	WORKER'S COMPENSATION	-	-	-	2,000.00
100	72000	512851	HRA DEDUCTIBLE	-	-	-	3,000.00
100	72000	521202	CONSULTING SERVICES - BSD	-	-	-	300,000.00
100	72000	521303	CONSULTING SERVICES - ENGINEERING	-	-	-	100,000.00
100	72000	523500	TRAVEL	-	-	-	1,000.00
100	72000	523600	DUES & FEES	-	-	-	1,000.00
100	72000	523700	EDUCATION & TRAINING	-	-	-	2,000.00
100	72000	531110	COMPUTER EXPENSE	-	-	-	1,000.00
100	72000	531140	SUPPLIES & MATERIALS	-	-	-	3,000.00
100	72000	531750	UNIFORMS	-	-	-	100.00
Division: 72000 - PERMITTING DEVELOPMENT Total:				-	-	-	557,250.00

Budget Worksheet



Division: 32100 - POLICE ADMINISTRATION

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Number Account Description						BUDGET	BUDGET
100	32100	521201	PROFESSIONAL FEES	-	19,950.00	-	-
100	32100	523860	P.O. SALARIES - EXTRA DUTY	71,415.00	72,030.00	300,000.00	300,000.00
100	32100	523860	P.O. SALARIES PARKS	64,845.00	69,300.00	50,000.00	50,000.00
100	32100	531600	SMALL EQUIPMENT	112.61	-	-	-
Division: POLICE ADMINISTRATION Total:				136,372.61	161,280.00	350,000.00	350,000.00

Budget Worksheet



Division: 42200 - PUBLIC WORKS

Account Number			Account Description	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
100	42200	511100	REGULAR EMPL. SALARIES	594,041.15	673,007.75	687,000.00	735,416.62
100	42200	511300	OVERTIME	6,536.84	2,225.17	30,000.00	25,000.00
100	42200	512100	GRP INSRNC MEDICAL/DENTAL	139,413.30	150,021.01	150,000.00	160,000.00
100	42200	512110	GROUP INSURANCE LIFE	2,656.05	2,693.94	3,800.00	3,800.00
100	42200	512111	GROUP INSURANCE VISION	1,318.44	1,195.22	1,975.00	2,000.00
100	42200	512200	MEDICARE 1.45%	8,584.82	9,744.14	10,400.00	10,400.00
100	42200	512400	PENSION	72,252.48	74,341.54	100,380.00	105,000.00
100	42200	512600	UNEMPLOYMENT INSURANCE	3,136.00	1,372.00	5,000.00	5,000.00
100	42200	512700	WORKER'S COMPENSATION	35,554.85	28,694.87	40,500.00	50,000.00
100	42200	512851	HRA DEDUCTIBLE	4,000.00	2,434.91	15,000.00	10,000.00
100	42200	521201	PROFESSIONAL	2,125.02	1,826.42	10,000.00	10,000.00
100	42200	521222	IT PUBLIC WORKS	-	-	-	-
100	42200	521230	ENGINEERING FEES	7,497.66	216.00	25,000.00	25,000.00
100	42200	522210	MAINTENANCE AGREEMENTS	3,531.00	738.58	6,000.00	6,000.00
100	42200	522219	LANDSCAPING	-	-	-	-
100	42200	522220	MAINTENANCE & CLEANING	4,205.15	3,282.84	5,000.00	5,000.00
100	42200	522230	EQUIPMENT REPAIRS	15,936.22	14,537.09	25,000.00	25,000.00
100	42200	522241	LMIG S013642-PRC,3 STRTS	56,909.60	249,226.00	265,675.00	271,000.00
100	42200	522242	STREET/TRACK MAIN. & REP.	2,424.60	11,838.23	20,000.00	20,000.00
100	42200	522250	AUTO & TRUCK REPAIR	8,779.99	28,060.24	40,000.00	30,000.00
100	42200	522253	DAMAGE TO CITIZEN VEHICLE	30.35	440.61	2,500.00	2,500.00
100	42200	522320	RENTAL OF EQUIP & VEHICLE	1,790.20	5,506.55	7,500.00	5,000.00
100	42200	523231	CELL PHONES	6,900.48	2,953.76	8,000.00	8,000.00
100	42200	523245	TELECOMMUNICATIONS	9,221.46	14,446.08	12,000.00	13,000.00
100	42200	523310	PUBLIC NOTICES	-	71.60	-	-
100	42200	523400	PRINTING & BINDING	-	49.00	500.00	-
100	42200	523500	TRAVEL	352.49	1,743.00	3,000.00	3,000.00
100	42200	523600	DUES & FEES	930.00	470.00	2,000.00	1,000.00
100	42200	523700	EDUCATION & TRAINING	150.00	2,727.50	10,000.00	5,000.00
100	42200	523800	LICENSES	-	-	2,500.00	-
100	42200	523850	PERSONNEL SERVICE	74,660.22	63,715.89	100,000.00	100,000.00
100	42200	523851	UTILITY PROTECTION SERV.	2,188.14	1,710.45	5,000.00	-
100	42200	523852	INSPECTOR - CONTRACTOR	-	-	60,000.00	-
100	42200	523930	DRUG TESTING, VACCINES	-	2,244.25	3,500.00	3,500.00
100	42200	523935	DRIVERS LICENSES	-	-	1,000.00	1,000.00
100	42200	523940	POSTAGE	65.31	-	1,000.00	-
100	42200	523960	REIMBURSEMENT/REPAIRS	-	-	2,500.00	2,500.00
100	42200	531110	COMPUTER EXPENSE	2,202.78	1,871.55	3,500.00	1,000.00
100	42200	531130	OFFICE SUPPLIES	662.45	1,000.13	5,000.00	500.00
100	42200	531140	SUPPLIES & MATERIALS	21,063.50	9,405.10	20,000.00	20,000.00
100	42200	531142	HAND TOOLS & SMALL EQUIP.	10,936.83	13,535.12	20,000.00	20,000.00
100	42200	531145	MOSQUITO SPRAYING	-	440.00	1,000.00	1,000.00
100	42200	531211	NTRL GAS,4545 MUNI COURT	10,242.24	9,003.75	10,000.00	15,000.00
100	42200	531222	GA POWER ELECTRICITY	14,251.48	13,328.87	18,000.00	18,000.00

100	42200	531233	STREET LIGHTS, OUTSIDE	362,626.15	388,148.46	415,000.00	340,000.00
100	42200	531240	ENERGY-BOTTLED GAS	-	-	1,000.00	1,000.00
100	42200	531270	ENERGY-GASOLINE/DIESEL	25,085.35	27,500.08	40,000.00	40,000.00
100	42200	531700	MISCELLANEOUS EXPENSE	225.79	9,820.36	5,000.00	5,000.00
100	42200	531710	CHRISTMAS DECORATIONS	14,434.45	500.00	15,000.00	15,000.00
100	42200	531720	SIGNS	3,435.34	2,507.59	2,500.00	2,500.00
100	42200	531740	TIRE EXPENSE	6,571.38	5,911.67	15,000.00	15,000.00
100	42200	531750	UNIFORMS	10,785.26	6,270.20	20,000.00	30,000.00
100	42200	541403	PAVING	-	-	10,000.00	15,000.00
100	42200	542200	VEHICLES	32,921.09	77,413.00	125,000.00	50,000.00
100	42200	542400	COMPUTER SOFTWARE	-	-	7,500.00	7,500.00
100	42200	542500	EQUIPMENT	66,081.36	112,749.03	50,000.00	75,000.00
Division: 42200 - PUBLIC WORKS Total:				1,646,717.27	2,030,939.55	2,445,230.00	2,314,516.62



REVENUE BUDGET

Budget Worksheet



Fund: 340 - CAPITAL PROJECT GRANT FUND -LCI

Account Number		Account Description	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
340	00000	389011 CDBG MISCELLANEOUS	-	-	150,000.00	150,000.00
340	00000	391100 TRANSFER FROM SPLOST III	24,553.61	-	-	-
Division: 00000 - OPENING ENTRIES Total:			24,553.61	-	150,000.00	150,000.00

Budget Worksheet



Fund: 355 - DOWNTOWN DEVELOPMENT AUTHORITY

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
Account Number		Account Description					
355	00000	389030	MISC REVENUE	-	86.90	45,000.00	45,000.00
355	00000	391100	OP TRANSFER IN	-	-	-	-
355	00000	393100	EXTINGUISHMENT OF DEBT	60,000.00	-	-	-
Division: 00000 - OPENING ENTRIES Total:				60,000.00	86.90	45,000.00	45,000.00

Budget Worksheet



Fund: 100 - GENERAL FUND

Revenue

Division: 00000 - OPENING ENTRIES

Account Number			Account Description	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
100	00000	311500	INTANGIBLE RECORDING TAX	46,265.52	54,938.66	45,000.00	48,534.16
100	00000	311600	REAL ESTATE TRANSFER	19,128.48	25,142.39	20,000.00	21,570.74
100	00000	311710	FRANCHISE TAX-ELECTRIC	1,089,242.05	1,028,850.03	1,090,000.00	1,114,129.77
100	00000	311715	FRANCHISE TAX - EMC	6,132.70	25,032.20	15,000.00	16,178.05
100	00000	311720	FRANCHISE TAX-COLLEGE PK.	7,414.42	8,527.95	8,000.00	8,628.29
100	00000	311730	FRANCHISE TAX-GAS	92,727.40	91,023.29	85,500.00	92,214.90
100	00000	311750	FRANCHISE TAX-TELV CABLE	138,603.20	184,187.88	170,000.00	183,351.26
100	00000	311760	FRANCHISE TAX-TELEPHONE	93,570.23	78,288.54	110,000.00	118,639.05
100	00000	311790	FRANCHISE TAX-OTHER	5,399.59	3,484.29	5,600.00	6,039.81
100	00000	313100	LOCAL OPTION SALES/USE TX	3,785,414.20	3,887,722.07	3,778,475.00	4,075,224.49
100	00000	313110	HCTC - AVT TAX	124,283.54	126,814.11	175,000.00	188,743.95
100	00000	314201	BEER TAX	383,599.24	378,747.46	370,000.00	399,058.63
100	00000	314202	LIQUOR TAX-PACKAGE SALES	171,272.63	184,015.92	160,000.00	172,565.89
100	00000	314203	WINE TAX	117,418.59	118,717.64	105,000.00	113,246.37
100	00000	314204	CONSUMPTION TAX - LIQUOR	39,111.36	44,963.59	35,000.00	37,748.79
100	00000	316100	OCCUPATIONAL TAX	453,677.79	575,488.02	569,500.00	614,226.73
100	00000	316112	GA MUNICIPAL LICENSE FEE	55,009.70	51,210.00	25,000.00	26,963.42
100	00000	316113	MISC BUSINESS TAX	1,840.00	4,650.00	5,000.00	5,392.68
100	00000	316150	OCCUPATIONAL TAX ADMIN.	90,983.97	81,232.52	75,000.00	80,890.26
100	00000	316200	INSURANCE PREMIUM TAX	1,642,740.02	1,751,246.60	1,750,000.00	1,887,439.47
100	00000	319111	Financial Institution Taxes	89,228.82	96,757.34	70,000.00	75,497.58
100	00000	319111	FORECLOSED/VACANT-REG FEE	4,000.00	3,600.00	5,000.00	5,392.68
100	00000	321110	OT ALCOHOLIC BEV-BEER	48,500.00	41,985.00	45,000.00	48,534.16
100	00000	321120	OT ALCOHOLIC BEV-WINE	41,875.00	37,950.00	40,000.00	43,141.47
100	00000	321130	OT ALCOHOLIC BEV-LIQUOR	95,872.20	103,500.00	100,000.00	107,853.68
100	00000	321140	ALCOHOLIC BEV-SPEC. EVENT	-	-	-	-
100	00000	321150	OT APPLICATION FEE	690.00	-	2,000.00	2,157.07
100	00000	321200	OT REGULATORY FEE	1,230.40	1,411.70	-	-
100	00000	322200	BSD - BUILDING PERMIT FEES - COMMERCIAL	-	25,430.92	150,000.00	143,239.41
100	00000	322201	BSD - MECH, ELEC, PLUMBING PERMIT FEES - COMMER	-	2,170.00	10,000.00	9,531.69
100	00000	322203	BSD - OTHER PERMIT FEES - COMMERCIAL	-	4,415.75	5,000.00	1,976.19
100	00000	322204	BSD - BUILDING PERMIT FEES RESIDENTIAL	-	3,974.50	105,500.00	241,632.30
100	00000	322205	BSD - MECH,ELEC,PLUMBING - PERMIT FEES RESIDENT.	-	-	5,000.00	4,945.08
100	00000	322207	BSD - OTHER PERMIT FEES RESIDENTIAL	-	-	25,000.00	16,475.02
100	00000	322215	ZONING VERIFICATION FEES	-	-	-	5,716.25
100	00000	323100	OCCUPATIONAL TAX PENALTY	11,402.73	9,111.27	5,000.00	5,392.68
100	00000	323101	ENG - PERMITS	-	-	11,000.00	26,157.44
100	00000	323400	OCCUPATIONAL TAX-INTEREST	1,281.50	10,042.31	500.00	539.27
100	00000	323901	ENG - HOURLY	-	-	5,000.00	4,689.55
100	00000	323902	ENG - PLAN REVIEW	-	-	5,000.00	17,794.93
100	00000	323903	ESPC - STATE	-	-	-	733.41
100	00000	323904	ESPC - INSPECTIONS	-	-	-	37.75
100	00000	324210	BSD PENALTY	-	-	-	183.83
100	00000	334311	GRANTS FOR STREETS	182,602.79	239,652.60	265,675.00	286,540.28

100	00000	341300	BSD - PLAN CHECK FEES - COMMERCIAL	-	-	20,000.00	23,551.22
100	00000	341301	BSD - PLAN CHECK FEES - RESIDENTIAL	-	-	60,000.00	62,855.00
100	00000	341400	PRINTING & DUPLICAT SRVCS	144.90	2,131.56	150.00	161.78
100	00000	341910	OTHER-ELECTION QUAL FEE	1,620.00	2,736.00	-	-
100	00000	343400	RIGHT OF WAY PERMIT FEE	3,350.00	2,265.00	500.00	539.27
100	00000	349300	BAD CHECK FEES	475.00	725.00	500.00	539.27
100	00000	351140	FINES & FORFEITURES	539,215.08	57,195.60	55,000.00	59,319.53
100	00000	351145	CODE ENFORCEMENT FINES	-	11,456.00	20,000.00	21,570.74
100	00000	361000	INTEREST REVENUES	1,380.96	1,919.57	1,000.00	1,078.54
100	00000	361015	PENALTY & INT. ALCOHOL TX	2,775.00	787.90	-	-
100	00000	381100	SPRINT COM - RENT	43,421.17	40,370.32	40,000.00	43,141.47
100	00000	381200	PARK PAVILION RENTAL	22,200.00	31,310.06	34,000.00	36,670.25
100	00000	381300	T-MOBILE TOWER LEASE	37,773.45	35,897.57	35,000.00	37,748.79
100	00000	389012	INS.REIM.DAM./STOLEN PROP	4,000.13	612.42	2,500.00	2,696.34
100	00000	389012	YOUTH COUNCIL FUNDRAISER	-	-	-	-
100	00000	389013	CITY EVENTS REVENUE	24,121.00	26,544.50	8,000.00	8,628.29
100	00000	389016	PROCEEDS LAWSUIT SETLMNT	20,000.00	-	-	-
100	00000	389030	MISCELLANEOUS	10,107.09	5,017.16	5,000.00	5,392.68
100	00000	389038	MAIN STREET SPONSORS	-	600.00	500.00	539.27
100	00000	389040	FROM RESERVES	-	-	318,000.00	99,831.50
100	00000	391100	OPERATING TRANSFER IN	113,510.00	111,000.00	120,000.00	136,629.48
100	00000	392100	SALE OF GEN FIXED ASSETS	-	58,441.19	-	20,000.00
100	00000	392200	PROPERTY SALE	-	489,195.88	-	-
Division: 00000 - OPENING ENTRIES Total:				9,664,611.85	10,162,490.28	10,171,900.00	10,819,841.88

Budget Worksheet



Fund: 275 - HOTEL/MOTEL TAX

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
Account Number		Account Description					
275	00000	314100	HOTEL/MOTEL TAX	222,993.03	445,239.68	375,000.00	375,000.00
275	00000	389040	FROM RESERVES	-	-	-	-
Division: 00000 - OPENING ENTRIES Total:				222,993.03	445,239.68	375,000.00	375,000.00

Budget Worksheet



Fund: 555 - MERLE MANDERS CONFERENCE CENTER

Account Number			Account Description	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
555	00000	381000	RENTS & ROYALTIES	165,499.00	193,276.00	155,000.00	155,000.00
555	00000	381201	EQUIPMENT RENTAL	-	-	1,000.00	1,000.00
555	00000	381301	DANCE FLOOR RENTAL	600.00	-	5,000.00	5,000.00
555	00000	389001	LINEN RENTAL	-	20.00	-	-
555	00000	389004	KITCHEN RENTAL \$600	-	500.00	15,000.00	1,750.00
555	00000	389007	CANCELLATION FEE	2,775.00	1,975.00	-	1,250.00
555	00000	389018	CLIENT EVENT ATTENDANT	-	1,350.00	-	11,000.00
555	00000	389030	MISCELLANEOUS	-	1,375.00	-	1,000.00
555	00000	389040	FROM RESERVES	-	-	-	-
555	00000	391100	OPERATING TRANSFERS IN	168,236.00	231,785.00	282,065.00	330,801.22
Division: 00000 - OPENING ENTRIES Total:				337,110.00	430,281.00	458,065.00	506,801.22

Budget Worksheet



FUND 505 - SEWER

FUND 505 - SEWER				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Number		Account Description				BUDGET	BUDGET
505	43300	344230	SEWER RESIDENTIAL	521,284.47	554,190.90	510,000.00	515,000.00
505	43300	344231	SEWER HC LEXINGTON SQUARE	51,091.34	48,413.95	40,000.00	45,000.00
505	43300	344232	SEWER COLLECTION FEE HC	4,260.76	4,722.41	3,500.00	3,500.00
505	43300	344233	SEWER APTS/MOBILE HOMES	330,922.22	347,765.27	335,000.00	335,000.00
505	43300	344234	SEWER HC B OF ED,3 CONYER	43,806.37	44,775.88	20,000.00	25,000.00
505	43300	344235	SEWER COMMERCIAL	344,707.26	362,012.16	320,000.00	320,000.00
505	43300	344236	SEWER BASE RESIDENTIAL	155,954.68	157,114.68	170,000.00	160,000.00
505	43300	344237	SEWER BASE COMMERCIAL	22,738.00	22,437.55	25,000.00	22,000.00
505	43300	344239	WILDWIND SEWER	2,560.36	1,737.98	5,000.00	5,000.00
505	43300	344240	SEWER CONNECT	7,000.00	18,500.00	1,000.00	50,000.00
505	43300	344299	SEWER IMPACT FEES	31,416.00	68,376.00	10,000.00	50,000.00
505	43300	361000	INTEREST REVENUES	2.46	-	300.00	300.00
505	43300	391100	OPERATING TRANSFERS IN	11,664.59	-	-	38,704.72
Division: 43300 - SEWER Total:				1,527,408.51	1,630,046.78	1,439,800.00	1,569,504.72

Budget Worksheet



Fund: 540 - SANITATION SOLID WASTE COLLECTION

Fund: 540 - SANITATION SOLID WASTE COLLECTION

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Number	Account Description					BUDGET	BUDGET
540 00000 319901	PENALTY/INTEREST SANI			3,168.96	1,560.67	-	1,000.00
540 00000 344110	SAN-REVENUE			1,066,610.43	1,077,344.98	1,060,000.00	1,200,000.00
540 00000 344130	SAN-RECYCLED MAT REVENUE			393.60	1,336.95	2,000.00	2,000.00
540 00000 349801	SANI-PRIOR YEARS REVENUE			5,379.45	4,860.67	5,000.00	5,000.00
540 00000 381000	RENTS & ROYALTIES			136,694.33	152,147.12	95,000.00	125,000.00
540 00000 389040	FROM RESERVES			-	-	321,050.00	187,050.00
540 00000 392200	Sale of Fixed Assets			-	-	-	-
Division: 00000 - OPENING ENTRIES Total:				1,212,246.77	1,237,250.39	1,483,050.00	1,520,050.00

Budget Worksheet



Fund: 510 - STORMWATER

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Number		Account Description				BUDGET	BUDGET
510	00000	319900	PENALTY/INTEREST STRMWTR	4,298.38	675.99	-	-
510	00000	349700	STORMWATER FEES	470,560.26	489,860.76	750,000.00	795,000.00
510	00000	349800	STORMWATER FEES PRIOR YRS	35,027.13	20,382.94	30,000.00	30,000.00
510	00000	389040	FROM RESERVES	-	-	501,400.00	221,100.00
Division: 00000 - OPENING ENTRIES Total:				509,885.77	510,919.69	1,281,400.00	1,046,100.00

Budget Worksheet



Fund: 560 - TED STRICKLAND COMMUNITY CENTER

Account Number			Account Description	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
560	00000	381000	RENTS & ROYALTIES	47,913.00	43,592.00	36,750.00	24,175.00
560	00000	389007	CANCELLATION FEE	525.00	355.00	-	575.00
560	00000	389018	CLIENT EVENT ATTENDANT	-	2,250.00	-	12,000.00
560	00000	389030	MISCELLANEOUS	100.00	220.00	-	-
560	00000	392505	Contributed Capital	34,497.92	-	-	-
560	00000	391100	OPERATING TRANSFERS IN	-	-	-	1,500.00
Division: 00000 - OPENING ENTRIES Total:				83,035.92	46,417.00	36,750.00	38,250.00

Budget Worksheet



Fund: 350 - URBAN REDEVELOPMENT AGENCY

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Number		Account Description				BUDGET	BUDGET
350	00000	391100	OPERATING TRANSFERS IN	1,208,950.75	1,210,858.50	1,209,000.00	1,208,360.00
Division: 00000 - OPENING ENTRIES Total:				1,208,950.75	1,210,858.50	1,209,000.00	1,208,360.00

Budget Worksheet



FUND 505 - WATER

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Number		Account Description				BUDGET	BUDGET
505	44200	344210	WATER RESIDENTIAL	598,067.45	643,522.27	590,000.00	552,236.00
505	44200	344211	WATER APTS./MH	330,922.22	348,598.36	330,000.00	330,000.00
505	44200	344212	WATER IRRIGATION	46,935.24	28,722.60	25,000.00	25,000.00
505	44200	344215	WATER COMMERCIAL	448,872.43	460,919.31	435,000.00	435,000.00
505	44200	344216	WATER BASE RESIDENTIAL	165,955.27	167,220.61	175,000.00	175,000.00
505	44200	344217	WATER BASE COMMERCIAL	124,540.00	122,227.50	135,000.00	135,000.00
505	44200	344220	WATER CONNECT	16,650.00	29,600.00	5,000.00	55,000.00
505	44200	344221	WATER 2ND FIRELINE METERS	2,062.80	2,062.80	2,000.00	2,000.00
505	44200	344223	WATER MISCELLANEOUS	200.00	200.00	-	-
505	44200	344290	LATE FEES	73,479.03	84,785.68	65,000.00	71,765.00
505	44200	344295	RECONNECT FEE	11,600.00	9,750.00	10,000.00	10,000.00
505	44200	344299	WATER IMPACT FEES	21,328.00	52,653.00	10,000.00	60,000.00
505	44200	361000	INTEREST REVENUES	1.55	-	-	-
Division: 44200 - WATER Total:				1,840,613.99	1,950,262.13	1,782,000.00	1,851,001.00

Budget Worksheet



Fund - Water & Sewer

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Number		Account Description				BUDGET	BUDGET
505	00000	389040	FROM RESERVES	-	-	305,875.00	53,000.00
505	00000	392505	CONTRIBUTED CAPITAL	428,345.73	2,207,822.91	200,000.00	0.00
Division: 00000 - OPENING ENTRIES Total:				428,345.73	2,207,822.91	505,875.00	53,000.00



ENTERPIRSE FUND EXPENDITURES

Budget Worksheet



CEMETERY

Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY

Account Number				Account Description	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
495	15650	522220		MAINTENANCE & CLEANING	-	-	6,850.00	20,000.00
Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY Total:					-	-	6,850.00	20,000.00

Budget Worksheet



Downtown Development Authority

Division: 15100 - FINANCIAL ADMINISTRATION

Division: 15100 - FINANCIAL ADMINISTRATION

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Number		Account Description				BUDGET	BUDGET
355	15100	511100	Salaries	3,750.66	827.35	-	-
355	15100	521100	CONSULTANT FEES	24,505.35	-	-	-
355	15100	521201	PROFESSIONAL FEES	-	600.00	1,500.00	1,500.00
355	15100	521220	LEGAL	1,010.50	2,760.60	15,000.00	15,000.00
355	15100	521240	APPRAISALS	5,300.00	-	-	-
355	15100	522200	REPAIRS & MAINTENANCE	1,170.00	-	-	-
355	15100	522219	LANDSCAPING	8,880.00	5,517.50	-	-
355	15100	523110	LIABILITY INSURANCE	1,455.00	1,455.00	1,500.00	1,500.00
355	15100	523310	PUBLIC NOTICES	124.80	-	2,000.00	2,000.00
355	15100	523400	PRINTING & BINDING	-	-	1,000.00	1,000.00
355	15100	523500	Travel	865.70	-	2,500.00	2,500.00
355	15100	523600	DUES AND FEES	-	-	500.00	500.00
355	15100	523700	Education and Training	815.00	-	2,500.00	2,500.00
355	15100	523850	CONTRACT LABOR	18,275.31	-	-	-
355	15100	531140	SUPPLIES & MATERIALS	-	-	1,000.00	1,000.00
355	15100	531210	Water / sewerage	2,651.60	1,784.21	-	-
355	15100	531230	Electricity	24,123.70	20,972.81	-	-
355	15100	531700	MISCELLANEOUS EXPENSE	7,681.24	5,276.79	-	-
355	15100	531703	HOSPITALITY	-	-	2,500.00	2,500.00
355	15100	541101	FACADE GRANT	-	5,000.00	15,000.00	15,000.00
Division: 15100 - FINANCIAL ADMINISTRATION Total:				100,608.86	44,194.26	45,000.00	45,000.00

Budget Worksheet



Fund: 505 - WATER & SEWER

Division: 80000 - DEBT SERVICES

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Number Account Description						BUDGET	BUDGET
505	80000	581300	PRINCIPAL - OTHER DEBT			85,450.00	127,240.20
505	80000	582300	INTEREST - OTHER DEBT	46,564.87	44,111.01	41,800.00	48,760.80
Division: 80000 - DEBT SERVICES Total:				46,564.87	44,111.01	127,250.00	176,001.00



HOTEL/MOTEL TAX

Division: 15100 - FINANCIAL ADMINISTRATION

Account Number				Account Description	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
275	15100	523310		PUBLIC NOTICES	60.00	-	825.00	825.00
275	15100	523600		DUES & FEES	-	-	2,800.00	2,800.00
275	15100	531709		PROMOTIONAL SUPPLIES - MAIN STREET	-	7,000.00		7,000.00
275	15100	531709		PROMOTIONAL SUPPLIES - ECO DELVP	-			7,500.00
275	15100	531709		PROMOTIONAL SUPPLIES - MERLE	-			5,000.00
275	15100	531709		ADVERTISEMENT - MERLE	-			20,000.00
275	15100	531709		ADVERTISEMENT - TED	-			5,000.00
275	15100	531720		CITY QUARTERLY NEWSLETTER	-	17,634.03	25,000.00	25,000.00
275	15100	531726		CITY EVENT, FOOD TRUCKS	26,109.35	-	-	-
275	15100	531730		TOURISM	42,016.89	18,921.32	40,000.00	86,875.00
275	15100	531731		CITY EVENT SOUNDS OF SUMMER	-	-	-	-
275	15100	542500		OTHER-WAYFINDING SIGNAGE	-	-	25,250.00	25,000.00
275	15100	572000		H.C. CHAMBER 2%/3.5% - 8/1/2015	97,218.77	192,750.65	163,125.00	190,000.00
Division: 15100 - FINANCIAL ADMINISTRATION Total:					165,405.01	295,764.93	375,000.00	375,000.00

Budget Worksheet



Fund: 555 - MERLE MANDERS CONFERENCE CENTER
Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Number	Account Description					BUDGET	BUDGET
555 15650 511100	REGULAR EMPL. SALARIES			99,167.28	112,285.30	138,600.00	139,417.22
555 15650 511300	OVERTIME			-	1,181.22	-	1,000.00
555 15650 512100	GRP INSRNC MEDICAL/DENTAL			19,272.80	36,117.69	60,000.00	60,000.00
555 15650 512110	GROUP INSURANCE LIFE			337.36	490.04	1,200.00	1,200.00
555 15650 512111	GROUP INSURANCE VISION			203.20	325.17	800.00	800.00
555 15650 512200	MEDICARE 1.45%			1,350.15	1,616.63	2,100.00	2,100.00
555 15650 512401	RETIREMENT CONTRIBUTIONS			32,448.37	(15,192.53)	19,500.00	19,500.00
555 15650 512600	UNEMPLOYMENT INSURANCE			3,960.00	-	5,000.00	5,000.00
555 15650 512700	WORKER'S COMPENSATION			1,728.16	2,048.78	3,500.00	3,500.00
555 15650 512850	HRA REIMBURSEMENT			-	-	3,000.00	3,000.00
555 15650 521201	PROFESSIONAL FEES			2,440.02	2,651.42	-	500.00
555 15650 521222	IT Services for MMCC			2,261.21	2,575.80	3,000.00	3,000.00
555 15650 521340	WEB-SITE			651.00	315.34	1,000.00	1,000.00
555 15650 522200	REPAIRS & MAINTENANCE			1,181.14	3,167.99	2,500.00	25,000.00
555 15650 522210	MAINTENANCE AGREEMENTS			1,105.90	865.90	3,500.00	3,500.00
555 15650 522213	CLEANING			27,000.00	72,188.60	22,000.00	22,000.00
555 15650 522219	LANDSCAPING			19,926.00	22,020.00	18,000.00	-
555 15650 522220	MAINTENANCE & CLEANING			3,214.32	11,015.16	5,040.00	-
555 15650 522230	EQUIPMENT REPAIRS			488.42	4,699.18	7,500.00	35,000.00
555 15650 522251	AUTO EXPENSE			-	-	200.00	-
555 15650 522320	RENTAL OF EQUIP & VEHICLE			217.68	187.68	600.00	600.00
555 15650 523231	CELL PHONES			551.79	461.11	2,500.00	1,000.00
555 15650 523245	CBeyond COMMUNICATIONS			249.72	6,284.51	2,150.00	7,000.00
555 15650 523300	ADVERTISING			-	-	-	-
555 15650 523310	PUBLIC NOTICES			-	-	-	-
555 15650 523400	PRINTING & BINDING			-	173.98	500.00	500.00
555 15650 523500	TRAVEL			-	-	2,500.00	3,000.00
555 15650 523600	DUES & FEES			85.00	665.65	800.00	800.00
555 15650 523700	EDUCATION & TRAINING			-	395.00	2,700.00	4,700.00
555 15650 523850	Personnel Services			42,932.50	49,419.39	60,000.00	60,000.00
555 15650 523851	CLIENT EVENT ATTENDANT			-	3,435.26	-	-
555 15650 523902	MERCHANT FEES CREDIT CARD			2,506.47	2,560.77	2,250.00	2,550.00
555 15650 523933	LINEN			479.68	1,771.17	4,000.00	4,000.00
555 15650 523940	POSTAGE			-	-	-	500.00
555 15650 531110	COMPUTER EXPENSE			1,645.72	8,330.90	2,000.00	3,000.00
555 15650 531130	OFFICE SUPPLIES			4,039.41	3,075.11	2,500.00	2,500.00
555 15650 531140	SUPPLIES & MATERIALS			674.81	457.95	1,000.00	3,500.00
555 15650 531142	HAND TOOLS & SMALL EQUIP.			-	-	1,000.00	1,000.00
555 15650 531213	NATURAL GAS			1,985.68	3,246.57	2,500.00	2,500.00
555 15650 531232	GEORGIA POWER			23,026.41	22,173.97	25,000.00	25,000.00
555 15650 531271	FUEL			935.17	413.14	500.00	500.00
555 15650 531700	Expense for Double Booking			2,285.95	-	-	-
555 15650 531704	OTHER SUPPLIES			478.68	150.95	525.00	-

555	15650	531708	FOOD AND BEVERAGE	76.46	411.30	800.00	2,500.00
555	15650	531710	CHRISTMAS DECORATIONS	-	4,657.95	5,000.00	5,000.00
555	15650	531720	SIGNS	-	-	1,000.00	1,500.00
555	15650	531725	PROMOTIONAL SUPPLIES	-	2,254.94	2,500.00	-
555	15650	531750	UNIFORMS	117.78	548.62	800.00	1,500.00
555	15650	541200	SITE IMPROVEMENTS	4,478.85	-	3,500.00	3,500.00
555	15650	542400	Computer Software	166.67	833.33	-	-
555	15650	542500	EQUIPMENT	-	-	35,000.00	44,134.00
555	15650	561000	DEPRECIATION	89,815.63	86,499.17	-	-
555	15650		BOOKS & PERIODICALS	-	-	-	500.00
Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY Total:				393,485.39	456,780.11	458,065.00	506,801.22

Budget Worksheet



Fund: 505 - WATER & SEWER

Division: 43300 - SEWER

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Number	Account Description					BUDGET	BUDGET
505 43300 511100	REGULAR EMPL. SALARIES			393,989.93	416,447.28	465,500.00	484,054.72
505 43300 511300	OVERTIME			19,173.13	26,573.07	33,000.00	33,000.00
505 43300 512100	GRP INSRNC MEDICAL/DENTAL			100,203.11	94,527.35	200,000.00	123,736.00
505 43300 512110	GROUP INSURANCE LIFE			1,595.05	1,673.59	3,000.00	3,000.00
505 43300 512111	GROUP INSURANCE VISION			1,074.97	965.73	2,000.00	2,000.00
505 43300 512200	MEDICARE 1.45%			6,020.74	6,222.68	7,500.00	7,500.00
505 43300 512401	RETIREMENT CONTRIBUTIONS			57,969.58	11,989.64	72,500.00	72,500.00
505 43300 512600	UNEMPLOYMENT INSURANCE			-	-	5,000.00	5,000.00
505 43300 512700	WORKER'S COMPENSATION			22,601.32	21,160.34	35,000.00	35,000.00
505 43300 512850	HRA-REIMBURSEMENT			2,927.31	-	9,000.00	9,000.00
505 43300 521201	PROFESSIONAL			7,500.00	7,920.00	15,000.00	15,000.00
505 43300 521222	IT Services for Sewer			8,479.62	6,439.44	7,500.00	7,500.00
505 43300 521230	ENGINEERING FEES			-	4,645.00	15,000.00	15,000.00
505 43300 521341	TESTING - ANALYTICAL COST			4,323.00	5,632.13	9,000.00	9,000.00
505 43300 522200	REPAIRS & MAINTENANCE			4,408.21	-	4,000.00	4,000.00
505 43300 522210	MAINTENANCE AGREEMENTS			2,101.90	1,165.57	17,500.00	17,500.00
505 43300 522211	DISPOSAL			-	-	1,000.00	1,000.00
505 43300 522220	MAINTENANCE & CLEANING			2,532.95	2,161.63	3,500.00	3,500.00
505 43300 522229	EQUIPMENT REPAIRS - PLANT			19,559.54	-	-	5,000.00
505 43300 522231	EQPMNT REPAIR PUMP STATIO			39,716.22	45,517.25	75,000.00	75,000.00
505 43300 522232	REPAIR, WWTP PLANT			19,886.47	32,782.54	46,500.00	46,500.00
505 43300 522233	PUMP STATION REPAIR(BLDG)			792.00	-	2,500.00	2,500.00
505 43300 522234	PUMP STATION ROADS REPAIR			704.00	-	2,500.00	2,500.00
505 43300 522235	VACCUUM CLEAN SEWER LINES			20,628.20	21,558.00	25,000.00	30,000.00
505 43300 522240	STREET REPAIRS/MAINTENANC			-	360.80	15,000.00	15,000.00
505 43300 522250	AUTO & TRUCK REPAIR			6,967.76	15,963.09	15,000.00	15,000.00
505 43300 522255	DAMAGE TO PROPERTY			971.82	-	5,000.00	5,000.00
505 43300 522320	RENTAL OF EQUIP & VEHICLE			1,080.60	898.85	1,500.00	1,500.00
505 43300 523231	CELL PHONES			4,850.22	2,052.92	5,000.00	6,750.00
505 43300 523240	AT&T CLUB SERVICE			15,498.25	6,790.06	15,000.00	12,500.00
505 43300 523245	CBeyond COMMUNICATIONS			6,766.70	8,145.27	6,000.00	6,000.00
505 43300 523310	PUBLIC NOTICES			414.40	221.40	1,000.00	1,000.00
505 43300 523400	PRINTING & BINDING			3,980.07	4,263.89	5,000.00	7,500.00
505 43300 523500	TRAVEL			3,569.20	4,534.44	5,000.00	5,500.00
505 43300 523600	DUES & FEES			1,113.58	2,121.00	3,500.00	3,500.00
505 43300 523700	EDUCATION & TRAINING			3,635.00	3,644.39	8,000.00	8,000.00
505 43300 523849	CONTRACT LABOR			1,448.69	2,659.23	7,500.00	7,000.00
505 43300 523900	OTHER (PURCHASED SRVCS)			-	615.42	-	-
505 43300 523902	MERCHANT FEES CREDIT CARD			10,128.80	8,680.42	11,000.00	10,500.00
505 43300 523905	COLL. FEE HENRY COUNTY			9,489.78	9,318.99	8,500.00	7,500.00
505 43300 523930	DRUG TESTING, VACCINES			393.57	858.91	1,500.00	2,000.00
505 43300 523940	POSTAGE			6,289.65	6,839.05	7,000.00	10,000.00

505	43300	523990	LANDFILL FEES	14,281.08	4,710.41	30,000.00	30,000.00
505	43300	531110	COMPUTER EXPENSE	4,946.43	6,041.03	10,000.00	1,000.00
505	43300	531130	OFFICE SUPPLIES	1,939.84	1,484.94	2,000.00	2,200.00
505	43300	531140	SUPPLIES & MATERIALS	9,800.76	8,762.49	10,000.00	9,000.00
505	43300	531142	HAND TOOLS & SMALL EQUIP.	8,199.03	16,089.37	10,000.00	10,000.00
505	43300	531214	ENERGY - NATURAL GAS	1,395.07	1,521.13	2,000.00	2,000.00
505	43300	531221	SNAPPING SHOALS EMC	4,567.61	5,493.46	6,000.00	6,000.00
505	43300	531223	GA POWER LIFT STATIONS	38,948.49	36,035.65	40,000.00	40,000.00
505	43300	531229	GA POWER - WWTP	146,631.70	138,890.33	145,000.00	140,000.00
505	43300	531270	ENERGY-GASOLINE/DIESEL	16,106.85	19,450.74	25,500.00	25,000.00
505	43300	531700	MISC EXPENSE	-	627.15	2,000.00	2,000.00
505	43300	531703	LAB SUPPLIES/OTHER	8,777.08	9,848.71	12,500.00	12,500.00
505	43300	531706	CHEMICALS	56,110.37	46,077.38	50,000.00	50,000.00
505	43300	531720	SIGNS	-	107.40	1,000.00	1,000.00
505	43300	531740	TIRE EXPENSE	1,377.97	2,370.75	4,500.00	5,000.00
505	43300	531750	UNIFORMS	4,619.25	4,729.52	8,500.00	13,000.00
505	43300	542200	VEHICLES	-	-	25,000.00	-
505	43300	542400	COMPUTERS	-	-	7,500.00	7,500.00
505	43300	542500	EQUIPMENT	2,421.14	7,606.87	90,000.00	29,264.00
505	43300	542517	WATERSHED MONITORING I&II	12,707.50	17,304.50	25,000.00	25,000.00
505	43300	573105	CONSENT ORDER - FINE	-	-	3,000.00	3,000.00
505	43300	573110	BAD DEBT EXP. W/S	20,118.88	22,409.41	23,000.00	23,000.00
Division: 43300 - SEWER Total:				1,165,734.39	1,134,910.61	1,709,500.00	1,569,504.72

Budget Worksheet



Fund: 540 - SANITATION

Division: 45200 - SANITATION SOLID WASTE COLLECTION

Account Number			Account Description	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
540	45200	511100	REGULAR EMPL. SALARIES	88,119.52	35,580.35	82,000.00	82,000.00
540	45200	511300	OVERTIME	213.98	6.35	5,000.00	5,000.00
540	45200	512100	GRP INSRNC MEDICAL/DENTAL	52,817.05	23,072.67	38,000.00	38,000.00
540	45200	512110	GROUP INSURANCE LIFE	457.24	155.94	2,000.00	2,000.00
540	45200	512111	GROUP INSURANCE VISION	429.07	161.88	1,000.00	1,000.00
540	45200	512200	MEDICARE 1.45%	1,433.35	502.67	1,300.00	1,300.00
540	45200	512401	RETIREMENT CONTRIBUTIONS	(54,336.92)	(20,671.07)	12,700.00	12,700.00
540	45200	512700	WORKER'S COMPENSATION	33,202.85	1,262.02	1,850.00	1,850.00
540	45200	512850	HRA REIMBURSEMENT	-	-	2,000.00	2,000.00
540	45200	521222	IT TOTAL TECH	-	-	2,500.00	2,500.00
540	45200	521300	Technical Services	3,200.00	3,287.50	-	-
540	45200	522210	MAINTENANCE AGREEMENTS	210.36	210.36	700.00	700.00
540	45200	522230	EQUIPMENT REPAIRS	-	-	7,500.00	7,500.00
540	45200	522246	KUBOTA SANI VEHICLES	-	-	5,000.00	5,000.00
540	45200	522250	AUTO & TRUCK REPAIR	7,716.63	2,381.45	5,000.00	5,000.00
540	45200	522252	DAMAGE TO CITIZEN ITEMS	453.47	-	1,000.00	1,000.00
540	45200	523231	CELL PHONES	806.06	-	500.00	500.00
540	45200	523310	PUBLIC NOTICES	187.20	-	5,000.00	5,000.00
540	45200	523400	PRINTING & BINDING	1,579.40	307.58	3,000.00	3,000.00
540	45200	523700	EDUCATION & TRAINING	-	-	1,500.00	1,500.00
540	45200	523850	PERSONNEL SERVICE	27,959.36	-	-	-
540	45200	523902	MERCHANT FEES CREDIT CARD	195.10	3,560.04	1,000.00	1,000.00
540	45200	523906	H. C. COLL. FEE	-	-	10,000.00	10,000.00
540	45200	523930	DRUG TESTING, VACCINES	-	-	500.00	500.00
540	45200	523940	POSTAGE	4,361.39	130.00	10,000.00	10,000.00
540	45200	523990	LANDFILL FEES	223,419.71	291,601.00	350,000.00	350,000.00
540	45200	523991	Sanitation Collections Outsourcing	556,420.90	859,506.22	915,000.00	952,000.00
540	45200	524000	SWMP COST JT. HC AND CITY	15,787.70	16,590.50	2,000.00	2,000.00
540	45200	531110	COMPUTER EXPENSE	942.20	810.00	2,000.00	2,000.00
540	45200	531130	OFFICE SUPPLIES	224.94	-	500.00	500.00
540	45200	531140	SUPPLIES & MATERIALS	-	-	4,000.00	4,000.00
540	45200	531270	ENERGY-GASOLINE/DIESEL	11,957.95	2,801.07	5,000.00	5,000.00
540	45200	531704	OTHER SUPPLIES	550.00	-	1,000.00	1,000.00
540	45200	531740	TIRE EXPENSE	5,145.79	126.45	3,000.00	3,000.00
540	45200	531750	UNIFORMS	1,332.59	-	1,500.00	1,500.00
540	45200	561000	DEPRECIATION	40,005.07	33,978.46	-	-
540	45200	573111	BAD DEBT EXP. - SAN.	(120.00)	160.00	-	-
540	45200	575000	Loss/Gain on Disposition of Assets	24,405.98	-	-	-
Division: 45200 - SANITATION SOLID WASTE COLLECTION Total:				1,049,077.94	1,255,521.44	1,483,050.00	1,520,050.00

Budget Worksheet



Fund: 510 - STORMWATER

Division: 42500 - STORMWATER

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
Account Number	Account Description						
510 42500 511100	REGULAR EMPL. SALARIES			193,191.50	280,942.41	250,000.00	279,488.66
510 42500 511300	OVERTIME			873.40	2,044.90	5,000.00	5,000.00
510 42500 512100	GRP INSRNC MEDICAL/DENTAL			43,014.26	70,829.25	94,000.00	85,000.00
510 42500 512110	GROUP INSURANCE LIFE			652.12	1,186.45	1,785.00	1,600.00
510 42500 512111	GROUP INSURANCE VISION			325.04	631.74	1,050.00	1,000.00
510 42500 512200	MEDICARE 1.45%			2,804.20	4,091.04	4,400.00	4,000.00
510 42500 512400	PENSION			53,736.61	2,599.02	44,000.00	44,000.00
510 42500 512600	UNEMPLOYMENT INSURANCE			-	-	7,500.00	7,500.00
510 42500 512700	WORKER'S COMPENSATION			7,839.50	17,984.17	25,650.00	25,000.00
510 42500 512850	HRA REIMBURSEMENT			-	2,000.00	7,000.00	7,000.00
510 42500 521201	PROFESSIONAL FEES			1,000.00	8,045.71	2,000.00	2,000.00
510 42500 521222	IT Services for Stormwater			6,218.40	6,439.43	7,500.00	7,000.00
510 42500 521230	ENGINEERING FEES			9,712.50	34,362.50	50,000.00	100,000.00
510 42500 522210	MAINTENANCE AGREEMENTS			543.06	1,300.36	7,000.00	7,000.00
510 42500 522220	STREET SWEEPING			-	-	50,000.00	25,000.00
510 42500 522230	EQUIPMENT REPAIRS			29.26	47.88	5,000.00	5,000.00
510 42500 522240	STREET REPAIRS/MAINTENANC			1,044.87	-	20,000.00	30,000.00
510 42500 522250	AUTO & TRUCK REPAIR			11,644.91	9,460.46	10,000.00	10,000.00
510 42500 523110	LIABILITY INSURANCE			1,835.79	3,500.94	2,500.00	2,500.00
510 42500 523231	CELL PHONES			2,047.89	837.99	3,000.00	3,000.00
510 42500 523304	PERMITS/ANNUAL REPORT			8,195.00	11,242.50	30,000.00	20,000.00
510 42500 523310	PUBLIC NOTICES			30.00	-	3,500.00	3,500.00
510 42500 523400	PRINTING & BINDING			147.72	560.78	10,000.00	10,000.00
510 42500 523500	TRAVEL			109.16	498.04	2,000.00	3,000.00
510 42500 523600	DUES & FEES			349.00	437.60	1,000.00	1,000.00
510 42500 523700	EDUCATION & TRAINING			689.00	2,041.86	3,500.00	5,000.00
510 42500 523852	NOI IMPLEMENTATION			-	-	7,500.00	7,500.00
510 42500 523901	BANK CHARGES			-	-	500.00	500.00
510 42500 523902	CREDIT CARD EXPENSES			-	2,189.56	-	500.00
510 42500 523930	DRUG TESTING, VACCINES			225.00	522.55	500.00	500.00
510 42500 523990	LANDFILL FEES			2,098.65	4,041.85	5,000.00	5,000.00
510 42500 531110	COMPUTER EXPENSE			1,096.00	6,432.80	10,000.00	5,000.00
510 42500 531130	OFFICE SUPPLIES			823.49	-	2,000.00	2,000.00
510 42500 521140	SUPPLIES & MATERIALS			1,623.25	3,458.30	4,000.00	4,000.00
510 42500 531142	HAND TOOLS & SMALL EQUIP.			2,596.45	3,235.50	4,000.00	4,000.00
510 42500 531270	ENERGY-GASOLINE/DIESEL			5,197.22	8,288.47	10,000.00	15,000.00
510 42500 531700	MISCELLANEOUS EXPENSE			70.32	984.87	3,000.00	3,000.00
510 42500 531740	TIRE EXPENSE			1,791.41	1,884.31	5,000.00	5,000.00
510 42500 531750	UNIFORMS			2,096.61	2,905.86	5,000.00	10,000.00
510 42500 541476	EASEMENTS			-	1,454.00	-	45,000.00
510 42500 542400	COMPUTER SOFTWARE			-	-	5,000.00	5,000.00

510	42500	542500	EQUIPMENT	3,242.14	-	10,000.00	10,000.00
510	42500	542515	STORMWATER REPAIR	1,320.00	-	467,515.00	200,000.00
510	42500	542518	WATERSHED ASSES. PHASE II	-	-	10,000.00	5,511.34
510	42500	561000	DEPRECIATION	21,784.89	32,516.06	25,000.00	25,000.00
Division: 42500 - STORMWATER Total:				389,998.62	528,999.16	1,221,400.00	1,046,100.00

Budget Worksheet



Fund: 560 - TED STRICKLAND COMMUNITY CENTER
Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY

Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY					FY 2016	FY 2017	FY 2018	FY 2019
Account Number					ACTUAL	ACTUAL	AMENDED BUDGET	PROPOSED BUDGET
560	15650	512100	GRP INSRNC MEDICAL/DENTAL		-	511.07	-	-
560	15650	521222	IT Services for TSCC		1,130.46	858.49	1,000.00	1,000.00
560	15650	522210	MAINTENANCE AGREEMENTS		-	-	2,500.00	2,500.00
560	15650	522219	LANDSCAPING		3,509.00	3,449.00	3,000.00	-
560	15650	522220	MAINTENANCE & CLEANING		9,931.64	11,784.10	8,500.00	8,500.00
560	15650	522230	EQUIPMENT REPAIRS		159.29	1,374.74	1,000.00	1,000.00
560	15650	523241	AT&T (BELLSOUTH)		3,069.05	2,010.32	4,000.00	4,000.00
560	15650	523300	ADVERTISING		-	-	-	-
560	15650	523851	CLIENT EVENT ATTENDANT		-	3,265.01	-	-
560	15650	523902	MERCHANT FEES CREDIT CARD		1,120.66	849.22	5,000.00	5,000.00
560	15650	523903	DISCOUNT ON ROOM RENTAL		-	64.00	750.00	750.00
560	15650	531110	COMPUTER EXPENSE		1,202.00	1,144.90	-	-
560	15650	531140	SUPPLIES & MATERIALS		514.71	25.32	-	2,500.00
560	15650	531231	GA PWR,130 COMMUNITY CNTR		8,014.95	7,029.15	8,000.00	8,000.00
560	15650	531720	SIGNS		-	709.12	-	-
560	15650	542300	FURNITURE & FIXTURES		2,790.51	50.00	3,000.00	5,000.00
560	15650	542400	Computer Software		80.00	400.00	-	-
560	15650	561000	DEPRECIATION		20,352.93	22,652.80	-	-
Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY Total:					51,875.20	56,177.24	36,750.00	38,250.00

Budget Worksheet



URBAN REDEVELOPMENT AGENCY

Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY

				FY 2016	FY 2017	FY 2018	FY 2019
				ACTUAL	ACTUAL	AMENDED	PROPOSED
Account Number		Account Description				BUDGET	BUDGET
350	15650	521100	CONSULTANT FEES			2,050.00	2,050.00
350	15650	523901	BANK CHARGES			450.00	450.00
Division: 15650 - GOVERNMENT BUILDINGS/PROPERTY Total:				-	-	2,500.00	2,500.00

Budget Worksheet



Fund: 505 - WATER & SEWER

Division: 44200 - WATER

Account Number			Account Description	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED BUDGET	FY 2019 PROPOSED BUDGET
505	44200	511100	REGULAR EMPL. SALARIES	293,298.57	321,556.80	342,000.00	366,000.00
505	44200	511300	OVERTIME	17,888.47	19,265.97	25,000.00	28,000.00
505	44200	512100	GRP INSRNC MEDICAL/DENTAL	72,803.30	83,070.39	105,000.00	105,000.00
505	44200	512110	GROUP INSURANCE LIFE	1,065.81	1,296.88	2,000.00	2,000.00
505	44200	512111	GROUP INSURANCE VISION	743.78	811.53	1,200.00	1,200.00
505	44200	512200	MEDICARE 1.45%	4,548.20	4,837.16	5,525.00	5,000.00
505	44200	512401	RETIREMENT CONTRIBUTIONS	(52,822.31)	(11,210.77)	55,200.00	45,000.00
505	44200	512600	UNEMPLOYMENT INSURANCE	-	-	5,000.00	5,000.00
505	44200	512700	WORKER'S COMPENSATION	18,001.04	17,424.99	27,000.00	20,000.00
505	44200	512850	HRA REIMBURSEMENT	-	2,000.00	7,000.00	7,000.00
505	44200	521201	PROFESSIONAL	2,565.02	1,826.42	-	-
505	44200	521222	IT Services for Water	11,306.12	10,732.44	12,500.00	12,000.00
505	44200	521230	ENGINEERING FEES	-	1,320.00	10,000.00	10,000.00
505	44200	521305	WATER TEST	7,610.00	7,610.00	10,000.00	10,000.00
505	44200	522210	MAINTENANCE AGREEMENTS	61,109.46	60,064.23	115,000.00	105,000.00
505	44200	522220	MAINTENANCE & CLEANING	2,779.25	3,020.74	15,000.00	10,000.00
505	44200	522231	EQPMNT REPAIR PUMP STATIO	19,656.45	29,437.58	20,000.00	15,000.00
505	44200	522240	STREET REPAIRS/MAINTENANC	2,808.03	4,034.33	23,500.00	20,000.00
505	44200	522250	AUTO & TRUCK REPAIR	6,614.60	4,823.31	10,000.00	7,500.00
505	44200	522255	DAMAGE TO PROPERTY	2,359.64	2,031.03	1,500.00	1,500.00
505	44200	522320	RENTAL OF EQUIP & VEHICLE	861.60	1,525.45	3,500.00	2,500.00
505	44200	523110	LIABILITY INSURANCE	64,915.13	71,060.16	70,000.00	70,000.00
505	44200	523231	CELL PHONES	3,046.61	1,098.54	4,000.00	4,000.00
505	44200	523245	CBeyond COMMUNICATIONS	6,766.73	9,133.29	10,000.00	8,300.00
505	44200	523310	PUBLIC NOTICES	1,248.00	1,043.40	2,000.00	2,000.00
505	44200	523400	PRINTING & BINDING	3,830.05	4,398.91	5,500.00	5,500.00
505	44200	523500	TRAVEL	3,192.32	4,957.62	3,500.00	4,000.00
505	44200	523600	DUES & FEES	2,335.50	1,501.50	4,000.00	2,000.00
505	44200	523700	EDUCATION & TRAINING	2,769.00	5,091.25	5,500.00	5,500.00
505	44200	523840	COLLECTION AGENCY SRVICES	350.18	366.24	1,000.00	1,000.00
505	44200	523849	CONTRACT LABOR	-	-	1,500.00	1,500.00
505	44200	523902	MERCHANT FEES CREDIT CARD	10,113.75	8,677.68	9,000.00	10,500.00
505	44200	523930	DRUG TESTING, VACCINES	385.72	1,181.43	1,000.00	2,000.00
505	44200	523940	POSTAGE	6,248.65	6,687.26	7,500.00	10,500.00
505	44200	531110	COMPUTER EXPENSE	4,622.23	9,952.55	10,000.00	5,000.00
505	44200	531130	OFFICE SUPPLIES	1,839.70	1,942.07	2,500.00	2,500.00
505	44200	531140	SUPPLIES & MATERIALS	32,282.00	52,000.25	50,000.00	30,000.00
505	44200	531142	HAND TOOLS & SMALL EQUIP.	5,039.12	6,592.81	20,000.00	40,000.00
505	44200	531221	SNAPPING SHOALS EMC	31,559.02	31,917.63	33,000.00	33,000.00
505	44200	531229	GA POWER - WTP	3,048.10	3,139.35	5,000.00	3,000.00
505	44200	531270	ENERGY-GASOLINE/DIESEL	8,409.58	11,396.68	15,000.00	17,500.00
505	44200	531510	INV PCH FOR RSALE-WATER	559,392.53	590,380.70	595,000.00	565,000.00

505	44200	531703	LAB SUPPLIES/OTHER	1,660.39	2,406.81	3,500.00	3,500.00
505	44200	531706	CHEMICALS	3,535.25	6,308.50	10,500.00	7,500.00
505	44200	531740	TIRE EXPENSE	337.50	4,341.09	5,500.00	5,500.00
505	44200	531750	UNIFORMS	4,408.73	3,063.19	5,500.00	6,000.00
505	44200	542200	VEHICLES	-	-	45,000.00	-
505	44200	542401	COMPUTERS	-	-	10,000.00	5,000.00
505	44200	561000	DEPRECIATION	643,593.60	669,957.43	100,000.00	100,000.00
Division: 44200 - WATER Total:				1,878,126.42	2,074,074.82	1,830,925.00	1,728,000.00

CAPITAL IMPROVEMENT PLAN

CIP EXPENDITURES SUMMARY BY PROJECT										
FUND - 353										
	Estimated Project Cost	Amount Anticipated To Be Used In	Balance To Be Carried Over To	Proposed Expenditures For Planning Years					Projected Five Year	
	FY2018	FY2018	FY2019	FY2019	FY2020	FY2021	FY2022	FY2023	Total	Funding Source
Projects:										
Amphitheater	\$ 6,000,000	\$ 116,667	\$ -	\$ 2,300,000	\$ 925,000	\$ 925,000	\$ 925,000	\$ 925,000	\$ 6,000,000	Sale of Land/Fund Balance
Monument Sign	\$ 115,000	\$ 116,667	\$ -	\$ 115,000					\$ 115,000	Fund Balance
Cultural Art Center	\$ 15,000,000	\$ 116,666	\$ -	\$ 1,000,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$15,000,000	Future SPLOST (V)/Fund Balance
Multi-Purpose Facility	\$ 6,000,000	\$ -	\$ -	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 6,000,000	Fund Balance
Public Works Facility	\$ 3,200,000	\$ -	\$ -		\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 3,200,000	SPLOST (IV)
Old Fire Station Renovation	\$ 500,000	\$ -	\$ -	\$ 250,000	\$ 250,000				\$ 500,000	Fund Balance
Splash Pad Park	\$ 150,000			\$ 150,000					\$ 150,000	General Fund
Road Improvement	\$ 5,000,000			\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000	Future SPLOST (V)/Fund Balance
Infrastructure Improvement	\$ 7,500,000			\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 7,500,000	Future SPLOST (V)/Fund Balance
Total Proposed Expenditures	\$ 43,465,000	\$ 350,000	\$ -	\$ 7,515,000	\$ 9,175,000	\$ 8,925,000	\$ 8,925,000	\$ 8,925,000	\$43,465,000	

	Final Adopted	Amount Anticipated To Be Used In	Balance To Be Carried Over To	Proposed Funding Sources					Projected Five Year
Funding Type	FY2018	FY2018	FY2019	FY2019	FY2020	FY2021	FY2022	FY2023	Total
General Fund	\$ 150,000	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
CIP Bond	\$ -	\$ -	\$ -						\$ -
Future SPLOST (V)	\$ 15,000,000	\$ -	\$ -		\$ 3,750,000	\$ 3,750,000	\$ 3,750,000	\$ 3,750,000	\$15,000,000
SPLOST IV	\$ 3,200,000	\$ -	\$ -	\$ 640,000	\$ 640,000	\$ 640,000	\$ 640,000	\$ 640,000	\$ 3,200,000
Reprogrammed SPLOST IV	\$ 4,500,000								
Grants	\$ -	\$ -	\$ -						\$ -
Fund Balance	\$ 18,315,000	\$ -	\$ -	\$ 4,545,000	\$ 4,755,000	\$ 4,505,000	\$ 4,505,000	\$ 4,505,000	\$22,815,000
Sale of Land	\$ 2,300,000	\$ -	\$ -	\$ 2,300,000					\$ 2,300,000
Total Proposed Funding Sources	\$ 43,465,000	\$ -	\$ -	\$ 7,515,000	\$ 9,175,000	\$ 8,925,000	\$ 8,925,000	\$ 8,925,000	\$43,465,000

Job Title: Inventory Clerk

Job Summary: This is an administrative non-exempt position responsible for overseeing and assisting with the receiving, issuing, handling, and accounting of the city assets in the inventory system.

Major Duties:

- Oversees and manages the process of issuing supplies, materials, and equipment to City employees; completes all necessary paperwork for stock items issued;
- Utilizes computer to properly account for issues, returns, receipts of new materials and associated back orders; inputs essential data on all materials handled; adheres to strict accounting procedures in this regard;
- Conducts weekly cycle counts of inventory materials based upon computer-monitored suggested re-order listing; assists in conducting complete physical inventory count annually;
- Organizes and maintains inventory and works with staff to ensure the efficient material storage and handling; maintains labeling system on all inventoried items; on occasion may manually stock inventory shelving with stock items received or returned;
- Compiles and maintains records for fixed assets;
- Updates and prepares lists for proper sale and disposal of items declared surplus by the City Council on GovDeals;
- Performs related duties as required.

Knowledge Required by the Position:

- Knowledge of inventory control practices;
- Knowledge of computer terminal operation;
- Knowledge of hazards and safety precautions relating to equipment operation, loading and unloading of materials;
- Skill in operating of assigned equipment;
- Ability to establish and maintain effective working relationships with other employees and vendors; ability to organize items by broad and specific classifications;
- Ability to perform minor equipment maintenance and repair;
- Ability to follow standard safety practice and procedures common to equipment operation work;
- Ability to follow written and verbal instruction;
- Ability to maintain accurate records with some knowledge of mathematical conversions.

Supervisory Controls: The Purchasing Supervisor assigns work. Work is spot-checked in progress and reviewed when completed for accuracy, nature and propriety of the final results.

Guidelines: Guidelines include departmental and safety policies and procedures and supervisory instructions. These guidelines are clear and specific but may require some interpretation in application.

Complexity: This is administrative and technical work that consists of related inventory control duties.

Scope and Effect: The purpose of this position is to supervise the receipt and distribution of materials and supplies to City departments.

Personal Contacts: Contacts are typically with co-workers and vendors.

Purpose of Contacts: Contacts are typically to exchange information and provide services.

Physical Demands: The work is typically performed with the employee intermittently sitting, standing, walking, bending, crouching or stooping. The employee must frequently lift light and heavy objects, equipment and materials, climb ladders, and use tools or equipment requiring a moderate degree of dexterity.

Work Environment: The work is typically performed in and outdoors. The employee may be exposed to noise, dust, dirt, irritating chemicals, machinery with moving parts, and occasional hot, cold or inclement weather. This work may require the use of protective devices such as masks, goggles or gloves.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

High School degree and/or Associate's degree in Business Administration or related field; two (2) to four (4) years of warehouse and/or inventory experience; equivalent combination of education and experience. Must be proficient in Microsoft Office Suite. Must have a valid Georgia drivers license.

Job Title: Building & Permit Coordinator

Job Summary: This position is responsible for coordinating and implementing the City permitting and building processes. The work involves a variety of highly responsible and complex clerical and routine administrative duties that support the Building & Permitting Section.

Class Characteristics: This is the full-performance non-exempt classification level.

Major Duties:

- Reviews permit applications; issues construction permits and other permits such as HVAC, plumbing, electrical, and building;
- Processes receipt charges for zoning applications, building permits, development permits, impact fees, and inspection fees;
- Provides information to internal and external customers about permits;
- Receives permit applications, checking for completeness; schedules pre-application meetings, as required; assigns issue date, routes to appropriate teams for review, and monitors for status; notifies customer of target date of permit issuance;
- Maintains computer input on permits and tracks their status; updates files on a daily basis;
- Investigates and resolves customer complaints;
- Performs administrative projects for management personnel;
- Research and compile background data;
- Maintain records and files regarding department administrative activities;
- Perform records management duties, including sorting, filing, indexing, purging, scanning, research, and retrieval of documents in paper and digital form;
- Performs research for building-related matters;
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of maintaining zoning and permitting files;
- Knowledge of or ability to understand and interpret municipal laws, policies, codes, and regulations;
- Knowledge of or ability to understand modern records management techniques;
- Knowledge of or ability to learn the legal requirements related to keeping and preserving all official building and development records;

Job Title: Building & Permit Coordinator (continued)

- Skill in using a variety of computer programs for administrative functions;
- Ability to communicate clearly and effectively, orally and in writing;
- Ability to read, analyze and interpret complex documents;
- Ability to prepare clear and concise reports and maintain minutes and important records;
- Ability to maintain confidentiality and exercise considerable skill in handling sensitive information and data;
- Ability to establish and maintain effective working relationships with city officials, employees and the public.
- Knowledge of modern office procedures and equipment;
- Consistently demonstrate ability to respond to changing situations in a flexible manner in order to meet current needs, such as reprioritizing work as necessary;
- Ability to take the initiative to make decisions/choices without direct supervision;
- Excellent knowledge of City ordinances, policies and procedures;
- Ability to carry out oral and written instructions;
- Ability to maintain an organized office environment;
- Ability to exercise judgment to resolve constituent inquiries.

Supervisory Controls: The work of this position is performed under the general supervision of the Community Development Director or designee.

Guidelines: Guidelines include state and federal laws and regulations governing municipal administration; City and departmental rules and regulations, and City zoning and development ordinances, policies and procedures.

Complexity: Work consists of a variety of technical and administrative duties.

Personal Contacts: Contacts typically occur with co-workers, developers, builders and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve conflicts, solve problems and provide services.

Job Title: Building & Permit Coordinator (continued)

Physical Demands: This work is performed indoors in an office setting and involves occasional light lifting.

Work Environment: This work is performed indoors in an office setting.

Supervisory and Management Responsibility: None.

Minimum Qualifications: Associate's degree or two (2) years of college or technical coursework required supplemented by three (3) years of experience performing administrative support and clerical duties in a permitting and development office or for public officials; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; ability to accurately type a minimum of 45 words per minute; valid State of Georgia Driver's License; valid Notary Public.

Job Title: Purchasing Supervisor

Job Summary: The position is responsible for planning, organizing and supervising the comprehensive purchasing functions of the City in compliance with mandated requirements; overseeing daily activities including major purchases; responding to a range of inquiries regarding processes or bid status; negotiating terms and conditions with vendors and/or service providers; and achieving department objectives and goals within budget.

Class Characteristics: This is the full-performance classification level.

Major Duties:

- Acts as a liaison between City departments and vendors;
- Approves price increases provided for in contracts and makes changes as necessary and appropriate per City Treasurer;
- Conducts research, evaluates findings, and makes decisions on procurement matters;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
- Develops and updates policies and procedures for the centralized contract administration program;
- Randomly audits procurement activities for compliancy;
- Interprets contract provisions;
- Obtains price quotes from vendors and compares quotes with the specifications and availability of items;
- Organizes, updates and retains product information files and purchase order records;
- Prepares purchase orders through a computerized system and places orders for the purchase of goods and services;
- Resolves procurement inquiries and complaints from the public;
- Responsible for compiling and filing mandated annual reports;
- Responsible for maintaining the city's vendor management system;
- Reviews bid protests and prepares oral or written recommendations;
- Reviews contracts to evaluate overall revisions, price, and past performance of each contract prior to bid or renewal;
- Serves as the city's asset manager, responsible for inventory management for audit compliancy and proper sale and disposal of items declared surplus by the City Council;
- Supervises, evaluates and directs the procurement activity of professional and technical personnel;
- Writes and evaluates specifications and invitations to bid;
- Performs other duties as assigned.

Job Title: Purchasing Supervisor (continued)**Knowledge Required by the Position:**

- Ability to communicate clearly and in a pleasant manner with the general public, elected officials and other City employees.
- Ability to comprehend and make inferences from material written in the English language such as laws, rules, ordinances, regulations, and procedures governing public procurement;
- Ability to enter data or information into a terminal, PC or other keyboard device to prepare purchase orders;
- Ability to express ideas clearly while making oral presentations.
- Ability to make arithmetical computations (multiplication, division, percentage calculations, addition, and subtraction);
- Ability to obtain appropriate commodities in a timely manner;
- Ability to operate a computerized accounting system;
- Ability to organize data and compile clear, concise reports;
- Ability to perform a broad range of supervisory responsibilities over others;
- Ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar;
- Ability to work cooperatively with other City employees and the public.
- Ability to work safely without presenting a direct threat to self or others;
- Excellent written and verbal communication skills; proficient mathematical skills;
- Knowledge of accounting principles, practices and procedures;
- Knowledge of assigned commodities and services including sources of supply, commodity markets, price trends, grades, and qualities;
- Knowledge of City ordinances, policies and procedures;
- Knowledge of common business practices relating to the purchase, pricing, terms, shipment, taxes, and payment for commodities and services;
- Knowledge of contract administration principles;
- Knowledge of large scale purchasing methods and procedures;
- Knowledge of modern office procedures and equipment;
- Knowledge of municipal finance and budget administration;
- Knowledge of supervisory principles and practices;
- Knowledge of technical writing principles.
- Knowledge of Uniform Commercial Code;
- Skill in using a variety of computer programs for administrative functions

Job Title: Purchasing Supervisor (continued)

Supervisory Controls: The work of this position is performed under the general supervision of the Treasurer.

Guidelines: Guidelines include GAAP, GASB and other federal and state regulations governing municipal accounting and financial management; City and departmental safety manuals, policies and procedures.

Complexity: The work consists of administrative and bookkeeping duties and requires the application of basic knowledge of public finance, budgeting and accounting.

Personal Contacts: Contacts are typically with co-workers, elected officials and the general public.

Purpose of Contacts: Contacts typically occur in order to give and exchange information and provide services.

Physical Demands: This work is performed indoors in an office setting and involves occasional light lifting.

Work Environment: This work is performed indoors in an office setting.

Supervisory and Management Responsibility: This position exercises supervision of the Inventory Clerk.

Minimum Qualifications: Bachelor's degree in business or public administration, economics, marketing, supply chain management, accounting or closely related field supplemented by three (3) to five (5) years of experience in governmental purchasing or public finance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; must have excellent writing and communication skills, must have knowledge of contract and vendor management; proficient in windows based applications including Word, Excel and Procurement financial systems. **Preferred qualifications:** Certified Public Purchasing Professional Buyer (CPPB) certification and government purchasing experience. Experience with E-Verify reporting requirements and Incode Financial Software.

Job Title: Purchasing Supervisor

Job Summary: The position is responsible for planning, organizing and supervising the comprehensive purchasing functions of the City in compliance with mandated requirements; overseeing daily activities including major purchases; responding to a range of inquiries regarding processes or bid status; negotiating terms and conditions with vendors and/or service providers; and achieving department objectives and goals within budget.

Class Characteristics: This is the full-performance classification level.

Major Duties:

- Acts as a liaison between City departments and vendors;
- Approves price increases provided for in contracts and makes changes as necessary and appropriate per City Treasurer;
- Conducts research, evaluates findings, and makes decisions on procurement matters;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
- Develops and updates policies and procedures for the centralized contract administration program;
- Randomly audits procurement activities for compliancy;
- Interprets contract provisions;
- Obtains price quotes from vendors and compares quotes with the specifications and availability of items;
- Organizes, updates and retains product information files and purchase order records;
- Prepares purchase orders through a computerized system and places orders for the purchase of goods and services;
- Resolves procurement inquiries and complaints from the public;
- Responsible for compiling and filing mandated annual reports;
- Responsible for maintaining the city's vendor management system;
- Reviews bid protests and prepares oral or written recommendations;
- Reviews contracts to evaluate overall revisions, price, and past performance of each contract prior to bid or renewal;
- Serves as the city's asset manager, responsible for inventory management for audit compliancy and proper sale and disposal of items declared surplus by the City Council;
- Supervises, evaluates and directs the procurement activity of professional and technical personnel;
- Writes and evaluates specifications and invitations to bid;
- Performs other duties as assigned.

Job Title: Purchasing Supervisor (continued)**Knowledge Required by the Position:**

- Ability to communicate clearly and in a pleasant manner with the general public, elected officials and other City employees.
- Ability to comprehend and make inferences from material written in the English language such as laws, rules, ordinances, regulations, and procedures governing public procurement;
- Ability to enter data or information into a terminal, PC or other keyboard device to prepare purchase orders;
- Ability to express ideas clearly while making oral presentations.
- Ability to make arithmetical computations (multiplication, division, percentage calculations, addition, and subtraction);
- Ability to obtain appropriate commodities in a timely manner;
- Ability to operate a computerized accounting system;
- Ability to organize data and compile clear, concise reports;
- Ability to perform a broad range of supervisory responsibilities over others;
- Ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar;
- Ability to work cooperatively with other City employees and the public.
- Ability to work safely without presenting a direct threat to self or others;
- Excellent written and verbal communication skills; proficient mathematical skills;
- Knowledge of accounting principles, practices and procedures;
- Knowledge of assigned commodities and services including sources of supply, commodity markets, price trends, grades, and qualities;
- Knowledge of City ordinances, policies and procedures;
- Knowledge of common business practices relating to the purchase, pricing, terms, shipment, taxes, and payment for commodities and services;
- Knowledge of contract administration principles;
- Knowledge of large scale purchasing methods and procedures;
- Knowledge of modern office procedures and equipment;
- Knowledge of municipal finance and budget administration;
- Knowledge of supervisory principles and practices;
- Knowledge of technical writing principles.
- Knowledge of Uniform Commercial Code;
- Skill in using a variety of computer programs for administrative functions

Job Title: Purchasing Supervisor (continued)

Supervisory Controls: The work of this position is performed under the general supervision of the Treasurer.

Guidelines: Guidelines include GAAP, GASB and other federal and state regulations governing municipal accounting and financial management; City and departmental safety manuals, policies and procedures.

Complexity: The work consists of administrative and bookkeeping duties and requires the application of basic knowledge of public finance, budgeting and accounting.

Personal Contacts: Contacts are typically with co-workers, elected officials and the general public.

Purpose of Contacts: Contacts typically occur in order to give and exchange information and provide services.

Physical Demands: This work is performed indoors in an office setting and involves occasional light lifting.

Work Environment: This work is performed indoors in an office setting.

Supervisory and Management Responsibility: This position exercises supervision of the Inventory Clerk.

Minimum Qualifications: Bachelor's degree in business or public administration, economics, marketing, supply chain management, accounting or closely related field supplemented by three (3) to five (5) years of experience in governmental purchasing or public finance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; must have excellent writing and communication skills; must have knowledge of contract and vendor management; proficient in windows based applications including Word, Excel and Procurement financial systems. **Preferred qualifications:** Certified Public Purchasing Professional Buyer (CPPB) certification and government purchasing experience. Experience with E-Verify reporting requirements and Incode Financial Software.

Job Title: Fire Marshal

Job Summary: Under general supervision from the Community Development Director, performs professional and technical work in the field of building code violations, permit violations, destruction of property, investigations and notices served, and issues Certificates of Occupancy when approved. Enforcement of fire and safety codes, life safety dangers during onsite inspections and at pre-construction meetings with developers and business owners.

Class Characteristics: This is the full-performance classification level.

Major Duties:

- Holds responsibility for enforcing the provisions of the Fire Prevention Code and the laws and regulations of the City, pertaining to fire prevention and fire protection.
- Has responsibility for the inspection of all buildings and premises within the City of Stockbridge in accordance with the provision of the Fire Prevention Code and the Official Code of Georgia, Title 25, Chp.2.
- Reviews building, and fire sprinkler plans to assure fire code requirements are met; ensures fire protection and life safety systems are installed and maintained to operate in an effective manner.
- Investigates complaints received, establishes and maintains comprehensive records of all business transacted such as complaints, inspections, investigations, notices served and permits written.
- Makes reports to the City Manager and his designee; provides information to the business community and the public upon request;
- Review plans and specifications for proposed buildings and structures, issue joint building permits with the Building department when plans are approved and conducts fire and life safety inspections of such buildings and structures.
- Issues joint Certificates of Occupancy with the Building department when all appropriate inspections have been approved.
- Performs other related duties as assigned.

Purpose of Contacts: Contacts typically occur in order to give and exchange information and provide services.

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 job. 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 frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; 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 frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: Work is performed primarily in an office setting, vehicles, and other outdoor settings, in all weather conditions, including temperature extremes, during day and evening. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

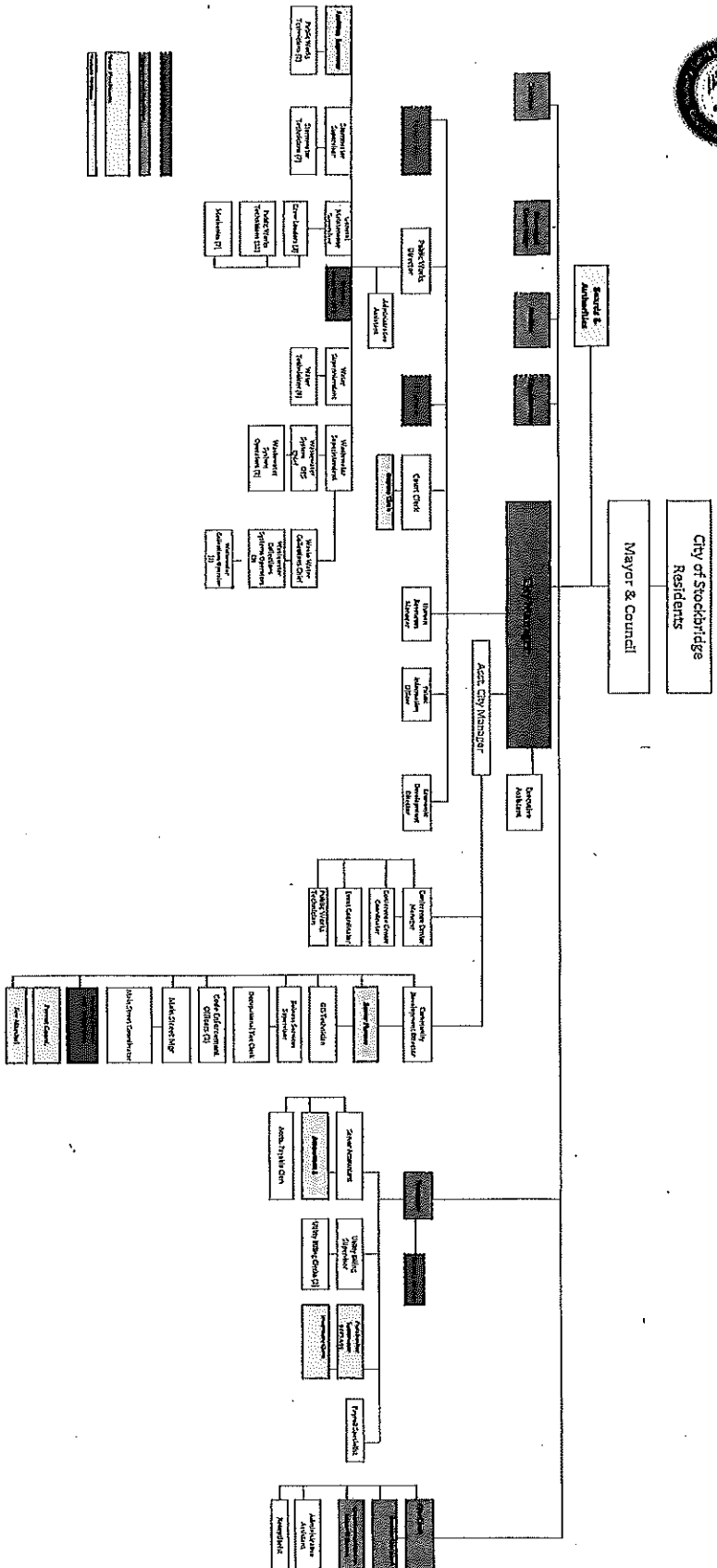
Supervisory and Management Responsibility: none

Minimum Qualifications: An Associates Degree in Fire Science, completion of Fire Inspector I certification, International Fire Code Certification, and six (6) years of experience in the firefighting field, including at least two (2) years as a Deputy Fire Marshal OR any equivalent combination of education and experience. Must possess a valid Georgia Drivers License, must be Fire Code certified, must be Fire Inspector I certified.

Employee signature: _____ Date: _____
I have read the job description and will comply with all aspects of the duties and responsibilities.

City of Stockbridge Pay Plan 2019

DEPARTMENT	REPORTS TO	CLASS TITLE	Pay Grade	Min	Mid	Max
City Clerk	City Clerk	Receptionist	101	\$24,252.80	\$30,922.32	\$37,591.84
Conference Center Manager	Conference Center Manager	Public Works Technician	102	\$25,465.44	\$32,468.44	\$39,471.43
Public Works	General Maintenance Supervisor	Public Works Technician	102	\$25,465.44	\$32,468.44	\$39,471.43
Administration	Procurement Specialist	Inventory Clerk	102	\$25,465.44	\$32,468.44	\$39,471.43
Sanitation	Utility Billing Supervisor	Utility Billing Clerk	104	\$28,075.65	\$35,796.45	\$43,517.25
Sewer	Wastewater Superintendent	Wastewater Collections Operator I	104	\$28,075.65	\$35,796.45	\$43,517.25
Sewer	Utility Billing Supervisor	Utility Billing Clerk	104	\$28,075.65	\$35,796.45	\$43,517.25
Water	Water Systems Superintendent	Water Systems Technician I	104	\$28,075.65	\$35,796.45	\$43,517.25
Sewer	Wastewater Superintendent	Wastewater Systems Operator I	105	\$29,479.43	\$37,586.27	\$45,693.12
City Clerk	City Clerk	Administrative Assistant	106	\$30,953.40	\$39,465.59	\$47,977.77
Public Works	Public Works Administrative Assistant	Administrative Assistant	106	\$30,953.40	\$39,465.59	\$47,977.77
Public Works	General Maintenance Supervisor	Mechanic	106	\$30,953.40	\$39,465.59	\$47,977.77
Sewer	Wastewater Superintendent	Wastewater Technician I	106	\$30,953.40	\$39,465.59	\$47,977.77
Stormwater	Stormwater Supervisor	Stormwater Technician	106	\$30,953.40	\$39,465.59	\$47,977.77
Water	Water Superintendent	Water Systems Technician II	106	\$30,953.40	\$39,465.59	\$47,977.77
Business Services	Business Services Supervisor	Occupational Tax Clerk	107	\$32,501.07	\$41,438.87	\$50,376.66
Administration	Senior Accountant	Accounts Payable Clerk	107	\$32,501.07	\$41,438.87	\$50,376.66
Public Works	General Maintenance Supervisor	Public Works Crew Leader	107	\$32,501.07	\$41,438.87	\$50,376.66
Sewer	Wastewater Superintendent	Wastewater Systems Operator II	107	\$32,501.07	\$41,438.87	\$50,376.66
Main Street	Main Street Manager	Main Street Coordinator	108	\$34,126.13	\$43,510.81	\$52,895.49
Code Enforcement	Community Development Director	Code Enforcement Officer	108	\$34,126.13	\$43,510.81	\$52,895.49
Water	Water Superintendent	Water Systems Technician III	108	\$34,126.13	\$43,510.81	\$52,895.49
Administration	Treasurer/CFO	Purchasing Supervisor	109	\$36,173.69	\$46,121.46	\$56,069.22
Business Services	Community Development Director	Business Services Supervisor	109	\$36,173.69	\$46,121.46	\$56,069.22
Administration	Treasurer/CFO	Payroll Specialist	109	\$36,173.69	\$46,121.46	\$56,069.22
Municipal Court	Court Clerk	Deputy Court Clerk	109	\$36,173.69	\$46,121.46	\$56,069.22
Community Development Director	Community Development Director	Conference Center Coordinator	109	\$36,173.69	\$46,121.46	\$56,069.22
Treasurer/CFO	Treasurer/CFO	Utility Billing Clerk Supervisor	109	\$36,173.69	\$46,121.46	\$56,069.22
Executive	City Manager	Executive Assistant	110	\$38,344.11	\$48,888.75	\$59,433.38
MMCC	Conference Center Manager	Events Coordinator	110	\$38,344.11	\$48,888.75	\$59,433.38
Permitting	Community Development Director	Building Permit Coordinator	110	\$38,344.11	\$48,888.75	\$59,433.38
Planning	Senior Planner	GIS Technician	110	\$38,344.11	\$48,888.75	\$59,433.38
Administration	Senior Accountant	Accountant	111	\$40,644.76	\$51,822.07	\$62,999.38
City Clerk	City Clerk	Deputy City Clerk	111	\$40,644.76	\$51,822.07	\$62,999.38
Stormwater	Public Works Director	Stormwater Supervisor	112	\$43,083.45	\$54,931.39	\$66,779.34
Permitting	Community Development Director	Fire Marshal	112	\$43,083.45	\$54,931.39	\$66,779.34
Executive	City Manager	Public Information Officer	113	\$45,668.45	\$58,227.28	\$70,786.10
Main Street	Community Development Director	Main Street Manager	113	\$45,668.45	\$58,227.28	\$70,786.10
Administration	Treasurer/CFO	Senior Accountant	113	\$45,668.45	\$58,227.28	\$70,786.10
MMCC	Community Development Director	Conference Center Manager	113	\$45,668.45	\$58,227.28	\$70,786.10
Municipal Court	City Manager	Court Clerk	113	\$45,668.45	\$58,227.28	\$70,786.10
Sewer	Wastewater Superintendent	Wastewater Systems Chief Operator	113	\$45,668.45	\$58,227.28	\$70,786.10
Sewer	Wastewater Superintendent	Wastewater Collections Chief Operator	113	\$45,668.45	\$58,227.28	\$70,786.10
Water	Water Superintendent	Water Systems Chief Operator	113	\$45,668.45	\$58,227.28	\$70,786.10
Public Works	Public Works Director	General Maintenance Supervisor	116	\$54,391.86	\$69,349.62	\$84,307.38
Sewer	Public Works Director	Wastewater Plant Superintendent	116	\$54,391.86	\$69,349.62	\$84,307.38
Water	Public Works Director	Water Superintendent	116	\$54,391.86	\$69,349.62	\$84,307.38
Executive	City Manager	Project Manager	118	\$61,691.25	\$78,656.34	\$95,621.43
Econ Development	City Manager	Economic Development Director	119	\$66,009.63	\$84,162.28	\$102,314.93
Human Resources	City Manager	Human Resources Manager	119	\$66,009.63	\$84,162.28	\$102,314.93
City Clerk	Mayor & Council	City Clerk	119	\$66,009.63	\$84,162.28	\$102,314.93
Public Works	City Manager	Public Works Director	121	\$75,574.43	\$96,357.40	\$117,140.37
Community Development Director	City Manager	Community Development Director	122	\$80,864.64	\$103,102.42	\$125,340.19
Executive	Mayor & Council	Treasurer/CFO	123	\$86,525.16	\$110,319.58	\$134,114.00
Executive	City Manager	Assistant City Manager	124	\$92,581.93	\$118,041.96	\$143,501.98
Executive	Mayor & Council	City Manager	125	\$99,062.66	\$126,304.89	\$153,547.12





**2019 NOTICE OF PUBLIC MEETINGS
CITY OF STOCKBRIDGE
4640 NORTH HENRY BLVD.
STOCKBRIDGE, GA 30281**

**COUNCIL MEETINGS ARE HELD THE 2nd MONDAY OF
EACH MONTH (EXCEPT WHERE NOTED*) IN THE
COUNCIL CHAMBER 2nd FLOOR AT 6:00 P.M.**

**January 14, 2019
February 11, 2019
March 11, 2019
April 8, 2019
May 13, 2019
June 10, 2019**

**July 8, 2019
August 12, 2019
September 9, 2019
October 14, 2019
November 11, 2019
December 9, 2019**

**WORK SESSION MEETINGS ARE HELD THE LAST TUESDAY
OF EACH MONTH (EXCEPT WHERE NOTED*) IN THE
COUNCIL CHAMBER 2ND FLOOR AT 4:00 P.M.**

**January 29, 2019
February 26, 2019
March 26, 2019
April 30, 2019
May 28, 2019
June 26, 2019***Wednesday****

**July 30, 2019
August 27, 2019
September 24, 2019
October 29, 2019
November 26, 2019
December 18, 2019***

OPTION 1

ALL MEETINGS ARE OPEN AND THE PUBLIC IS ENCOURAGED TO ATTEND



**2019 NOTICE OF PUBLIC MEETINGS
CITY OF STOCKBRIDGE
4640 NORTH HENRY BLVD.
STOCKBRIDGE, GA 30281**

**COUNCIL MEETINGS ARE HELD THE 2ND MONDAY OF
EACH MONTH (EXCEPT WHERE NOTED*) IN THE
COUNCIL CHAMBER 2ND FLOOR AT 6:00 P.M.**

**January 14, 2019
February 11, 2019
March 11, 2019
April 8, 2019
May 13, 2019
June 10, 2019**

**July 8, 2019
August 12, 2019
September 9, 2019
October 14, 2019
November 11, 2019
December 9, 2019**

**WORK SESSION MEETINGS ARE HELD THE LAST TUESDAY
OF EACH MONTH (EXCEPT WHERE NOTED*) IN THE
COUNCIL CHAMBER 2ND FLOOR AT 6:00 P.M.**

**January 29, 2019
February 26, 2019
March 26, 2019
April 30, 2019
May 28, 2019
June 26, 2019***Wednesday****

**July 30, 2019
August 27, 2019
September 24, 2019
October 29, 2019
November 26, 2019
December 18, 2019***

OPTION 2

ALL MEETINGS ARE OPEN AND THE PUBLIC IS ENCOURAGED TO ATTEND



**2019 NOTICE OF PUBLIC MEETINGS
CITY OF STOCKBRIDGE
4640 NORTH HENRY BLVD.
STOCKBRIDGE, GA 30281**

**COUNCIL MEETINGS ARE HELD THE 2nd MONDAY OF
EACH MONTH (EXCEPT WHERE NOTED*) IN THE
COUNCIL CHAMBER 2nd FLOOR AT 6:00 P.M.**

January 14, 2019	July 8, 2019
February 11, 2019	August 12, 2019
March 11, 2019	September 9, 2019
April 8, 2019	October 14, 2019
May 13, 2019	November 11, 2019
June 10, 2019	December 9, 2019

**WORK SESSION MEETINGS ARE HELD THE LAST TUESDAY
OF EACH MONTH (EXCEPT WHERE NOTED*) IN THE
LEVI ROOM 1ST FLOOR AT 4:00 P.M.**

January 29, 2019	July 30, 2019
February 26, 2019	August 27, 2019
March 26, 2019	September 24, 2019
April 30, 2019	October 29, 2019
May 28, 2019	November 26, 2019
June 26, 2019*Wednesday	December 18, 2019*

OPTION 3

ALL MEETINGS ARE OPEN AND THE PUBLIC IS ENCOURAGED TO ATTEND



**2019 NOTICE OF PUBLIC MEETINGS
CITY OF STOCKBRIDGE
4640 NORTH HENRY BLVD.
STOCKBRIDGE, GA 30281**

**COUNCIL MEETINGS ARE HELD THE 2nd MONDAY OF
EACH MONTH (EXCEPT WHERE NOTED*) IN THE
COUNCIL CHAMBER 2nd FLOOR AT 6:00 P.M.**

January 14, 2019	July 8, 2019
February 11, 2019	August 12, 2019
March 11, 2019	September 9, 2019
April 8, 2019	October 14, 2019
May 13, 2019	November 11, 2019
June 10, 2019	December 9, 2019

**WORK SESSION MEETINGS ARE HELD THE LAST TUESDAY
OF EACH MONTH (EXCEPT WHERE NOTED*) IN THE
LEVI ROOM 1ST FLOOR AT 6:00 P.M.**

January 29, 2019	July 30, 2019
February 26, 2019	August 27, 2019
March 26, 2019	September 24, 2019
April 30, 2019	October 29, 2019
May 28, 2019	November 26, 2019
June 26, 2019*Wednesday	December 18, 2019*

OPTION 4

ALL MEETINGS ARE OPEN AND THE PUBLIC IS ENCOURAGED TO ATTEND



2019
MUNICIPAL COURT
ARRAIGNMENT CALENDAR

**CITY OF STOCKBRIDGE
4602 NORTH HENRY BLVD.
STOCKBRIDGE, GA 30281**

**2ND MONDAY OF EACH MONTH
(UNLESS OTHERWISE PUBLISHED)
AT 9:00 A.M.**

January 14, 2019	July 8, 2019
February 11, 2019	August 12, 2019
March 11, 2019	September 9, 2019
April 8, 2019	October 14, 2019
May 13, 2019	November 11, 2019
June 10, 2019	December 9, 2019

ALL MEETINGS ARE OPEN AND THE PUBLIC IS ENCOURAGED TO ATTEND

PROPOSED OPTION 1

(3) Weeks Early Voting at Elections Office (1) Saturday at the Elections Office & (1) week Early Voting @ Municipal Court

EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	14-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	15-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	16-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	17-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	18-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	21-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	22-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	23-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	24-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	25-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE - SATURDAY 9AM - 4PM	26-Oct
EARLY VOTING - STOCKBRIDGE MUNICIPAL COURT 7AM - 7PM	28-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	28-Oct
EARLY VOTING - STOCKBRIDGE MUNICIPAL COURT 7AM - 7PM	29-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	29-Oct
EARLY VOTING - STOCKBRIDGE MUNICIPAL COURT 7AM - 7PM	30-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	30-Oct
EARLY VOTING - STOCKBRIDGE MUNICIPAL COURT 7AM - 7PM	31-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	31-Oct
EARLY VOTING - STOCKBRIDGE MUNICIPAL COURT 7AM - 7PM	1-Nov
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	1-Nov
ELECTION DAY -LOCAL POLLING LOCATIONS 7AM - 7PM	5-Nov

PROPOSED OPTION 2

(3) Weeks Early Voting at Elections Office (1) Saturday at the Elections Office & Municipal Court
and (1) Week Early Voting at Municipal Court

[Type here]

EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	14-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	15-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	16-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	17-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	18-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	21-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	22-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	23-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	24-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	25-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE - SATURDAY 9AM - 4PM	26-Oct
EARLY VOTING - STOCKBRIDGE MUNICIPAL COURT - SATURDAY 9AM - 4PM	26-Oct
EARLY VOTING - STOCKBRIDGE MUNICIPAL COURT 7AM - 7PM	28-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	28-Oct
EARLY VOTING - STOCKBRIDGE MUNICIPAL COURT 7AM - 7PM	29-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	29-Oct
EARLY VOTING - STOCKBRIDGE MUNICIPAL COURT 7AM - 7PM	30-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	30-Oct
EARLY VOTING - STOCKBRIDGE MUNICIPAL COURT 7AM - 7PM	31-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	31-Oct
EARLY VOTING - STOCKBRIDGE MUNICIPAL COURT 7AM - 7PM	1-Nov
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	1-Nov
ELECTION DAY -LOCAL POLLING LOCATIONS 7AM - 7PM	5-Nov

CITY OF STOCKBRIDGE

City of Stockbridge 2019 Holiday Schedule

January 1	New Year's Day (Tuesday)
January 21	MLK (Monday)
April 19	Good Friday (Friday)
May 27	Memorial Day (Monday)
July 4	Independence Day (Thursday)
September 2	Labor Day (Monday)
November 28	Thanksgiving Day (Thursday)
November 29	Day after Thanksgiving (Friday)
December 24	Christmas Eve (Tuesday)
December 25	Christmas Day (Wednesday)

Council Consideration
to approve the
selection of the Grants
Writer.

Presented by: Renee
Wheeler, Human
Resources Manager

CITY OF STOCKBRIDGE
WATER AND SEWER RATE SCHEDULE
EFFECTIVE JANUARY 1, 2019 BILLING DATE
(Refer to Ordinance 6.04.040-B)

WATER AND SEWER RATE SCHEDULE

Residents and Commercial Users on City of Stockbridge Water and Sewer

Monthly Minimum Base Charge

<u>Meter Size</u>	<u>1/1/2019 Water Rates</u>	<u>1/1/2019 Sewer Rates</u>
3/4" (Most Residential)	\$ 6.00	\$ 6.00
1"	\$ 7.00	\$ 7.00
1.5"	\$ 37.00	\$ 12.00
2"	\$ 100.00	\$ 12.00
3"	\$ 175.00	\$ 12.00
4"	\$ 225.00	\$ 12.00
6"	\$ 300.00	\$ 12.00
8"	\$ 400.00	\$ 12.00
10"	\$ 700.00	\$ 12.00

Gallons of Water Metered

<u>Residential</u>	<u>1/1/2019 Water Rates</u>	<u>1/1/2019 Sewer Rates</u>
0 through 4,000 gallons	\$ 6.03 Per Thousand	\$ 6.03 Per Thousand
4,001 through 9,000 gallons	\$ 9.26 Per Thousand	\$ 9.26 Per Thousand
9,001 gallons and up	\$ 12.44 Per Thousand	\$ 12.44 Per Thousand

Commercial, Apartments and Mobile Home Parks

	<u>1/1/2019 Water Rates</u>	<u>1/1/2019 Sewer Rates</u>
0 through 10,000 gallons	\$ 7.63 Per Thousand	\$ 7.63 Per Thousand
10,001 gallons and up	\$ 9.16 Per Thousand	\$ 9.16 Per Thousand

Irrigation

	<u>1/1/2019 Water Rates</u>
Per Thousand Gallons	\$ 12.24

Hydrant Meter

	<u>1/1/2019 Water Rates</u>
Per Thousand Gallons	\$ 12.24

* Total Amount Billed Includes Monthly Minimum Base Charge Plus Usage.



City of Stockbridge

Staff/Council Recommendation For Council Approval

Meeting Date

12/10/2018

FUNDING SOURCE

☒ Action requested by City Council

☐ For informational purposes only

☐ Budget Amendment Required

FROM ACCOUNT:

TO ACCOUNT:

PRESENTER: Decius T. Aaron

ITEM/PROJECT/EVENT: FY2019 Street Assessment

☐ GENERAL FUND
☐ FUND BALANCE
☒ SPLOST
☐ CDBG
☐ GRANT FUNDING
☐ COUNCIL INITIATIVE
☐ SPONSORSHIP
☐ DEPT. FUND BALANCE

DESCRIPTION:

Council approval to add sidewalks assessment to FY2019 streets assessment. There is a balance of **\$22,336.00** in SPLOST IV for Road Assessments/Pavement Analysis. Funding may need to be supplemented.

APPROVED BY:

FINANCE DEPT. _____

CITY MANAGER _____

AMOUNT

\$22,336.00



City of Stockbridge

Staff/Council Recommendation For Council Approval

Meeting Date

12/10/2018

FUNDING SOURCE

☒ Action requested by City Council

☐ For informational purposes only

☐ Budget Amendment Required

☒ GENERAL FUND

☒ FUND BALANCE

☐ SPLOST

☐ CDBG

☐ GRANT FUNDING

☐ COUNCIL INITIATIVE

☐ SPONSORSHIP

☐ DEPT. FUND BALANCE

FROM ACCOUNT:

TO ACCOUNT:

PRESENTER: Decius T. Aaron

ITEM/PROJECT/EVENT: 2019 LMIG Resurfacing List

DESCRIPTION:

Council approval of the 2019 LMIG resurfacing list. Funding Sources:

GDOT	\$351,158.20
General Fund Budget	\$81,036.51
Fund Balance	\$627,325.29
Total	\$1,059,520.00

APPROVED BY:

FINANCE DEPT. _____

CITY MANAGER _____

AMOUNT

\$1,059,520.00

2019 LMIG RESURFACING LIST

Location	From Road	To Road	Subciv Name	GOOGLE EARTH LENGTH	Total Score	Scaled Total Score	PRELIMINARY COST ESTIMATE
ADDISON WAY	GREENLAND DR.	Cul-De-Sac	THE TERRACE	740	17	28.3	\$ 31,820.00
GABLES COURT	GREENLAND DR.	Cul-De-Sac	THE TERRACE	730	17	28.3	\$ 31,390.00
GAELIC CIRCLE - CG	GREENLAND DR.	Cul-De-Sac	THE TERRACE	240	15	25.0	\$ 10,320.00
COLWELL LN. - CG	GREENLAND DR.	Cul-De-Sac	THE TERRACE	730	15	25.0	\$ 31,390.00
GALLOWAY CT. - CG	COLWELL LN.	Cul-De-Sac	THE TERRACE	100	13	21.7	\$ 4,300.00
GREENLAND CT. - CG	GREENLAND DR.	Cul-De-Sac	THE TERRACE	210	13	21.7	\$ 9,030.00
TERRACE TRAIL - CG	GREENLAND DR.	Cul-De-Sac	THE TERRACE	640	16	26.7	\$ 27,520.00
LAMBERT DRIVE	NORTH HENRY BLVD	Dead End	TIP PHILLIPS	1080	23	38.3	\$ 46,440.00
SPRING STREET - 1 SIDE	ROCK QUARRY RD	Dead End	TIP PHILLIPS	1240	14	23.3	\$ 53,320.00
LOVE STREET	EAST ATLANTA RD	BURKE STREET	W.D. GRANT	480	25	41.7	\$ 20,640.00
BURKE STREET	NORTH HENRY BLVD	LOVEJOY STREET	W.D. GRANT	1250	21	35.0	\$ 53,750.00
MISTY RIDGE TRAIL - CG	TYE STREET	TYE STREET	WILDWIND	5080	16	26.7	\$ 218,440.00
BREEZY HILL WALK - CG	MISTY RIDGE TRAIL	MISTY RIDGE TRAIL	WILDWIND	590	15	25.0	\$ 25,370.00
CREEKVIEW OVERLOOK - CG	MISTY RIDGE TRAIL	MISTY RIDGE TRAIL	WILDWIND	1510	10	16.7	\$ 64,930.00
WINDY WAY - CG	CREEKVIEW OVERLOOK	MISTY RIDGE TRAIL	WILDWIND	230	10	16.7	\$ 9,890.00
MOONLIT CRESCENT - CG	MISTY RIDGE TRAIL	MISTY RIDGE TRAIL	WILDWIND	670	9	15.0	\$ 28,810.00
BRIGHT MORNING WAY - CG	MISTY RIDGE TRAIL	Cul-De-Sac	WILDWIND	460	7	11.7	\$ 19,780.00
SUNNY FIELD CT. - CG	MISTY RIDGE TRAIL	Cul-De-Sac	WILDWIND	360	6	10.0	\$ 15,480.00
KETTLETOFT CT. - CG	TRAMORE DRIVE	Cul-De-Sac	GLYNN ADDY	260	15	25.0	\$ 11,180.00
TRAMORE PASS - CG	TRAMORE DRIVE	GLYNN ADDY DR.	GLYNN ADDY	940	15	25.0	\$ 40,420.00
TINA HELY COURT - CG	ADDY LANE	Cul-De-Sac	GLYNN ADDY	700	11	18.3	\$ 30,100.00
TRAMORE DRIVE - CG	GLYNN ADDY DR.	TYE STREET	GLYNN ADDY	1900	9	15.0	\$ 81,700.00
TRAMORE COURT - CG	TRAMORE DRIVE	Cul-De-Sac	GLYNN ADDY	350	7	11.7	\$ 15,050.00
COUNTRY CLUB DR. S.	EAGLE'S LANDING PKWY	ROCK QUARRY RD		4150	20	33.3	\$ 178,450.00
							\$ 1,059,520.00
							24640
							\$



City of Stockbridge

Staff/Council Recommendation For Council Approval

Meeting Date

12/10/2018

FUNDING SOURCE

☒ Action requested by City Council

☐ For informational purposes only

☐ Budget Amendment Required

☐ GENERAL FUND

☐ FUND BALANCE

☐ SPLOST

☐ CDBG

☐ GRANT FUNDING

☐ COUNCIL INITIATIVE

☐ SPONSORSHIP

☐ DEPT. FUND BALANCE

FROM ACCOUNT:

TO ACCOUNT:

PRESENTER: Decius T. Aaron

ITEM/PROJECT/EVENT: Transportation Enhancement Agreement

DESCRIPTION:

Council approval for Mayor Ford to sign Transportation Enhancement Agreement with GDOT for Phase I of the Davis Road Sidewalk Project.

APPROVED BY:

FINANCE DEPT. _____

CITY MANAGER _____

AMOUNT



Russell R. McMurry, P.E., Commissioner
One Georgia Center
600 West Peachtree NW
Atlanta, GA 30308
(404) 631-1990 Main Office

December 5, 2018
PI 0010731, Henry County
CR 82/CS 755/Davis Rd @ 1 Loc & CS 584/Shields Rd @ 1 Loc

The Honorable Anthony Ford
City of Stockbridge
4640 N. Henry Blvd
Stockbridge, GA 30281

Subject: Transportation Enhancement (TE) Agreement

Dear Mayor Ford:

We are enclosing two (2) copies of the TE Agreement for the above-referenced TE project. Please have your legal counsel review these documents, and if satisfactory, have the appropriate individuals sign on the required pages of both Agreements. We are enclosing a checklist of items needed to complete the TE Agreements. Please be sure that all signatures, seals, and notary stamps are original on all three TE Agreements.

The Georgia Public Work and Contractor Protection Act requires contractors working for public employers provide a signed, notarized affidavit attesting the affiant has registered with, is authorized to use, and uses the federal authorization program. The Georgia Department of Transportation has determined this requirement applies to non-procurement contracts. TE Agreements are non-procurement contracts where the sponsor is considered the contractor. Therefore, all sponsors must complete the E-Verify affidavit.

Please complete all items on the enclosed checklist before returning two (2) signed TE Agreements to Mr. Mark Lawing at Moreland Altobelli Associates, Inc., 2450 Commerce Avenue, Suite 100, Duluth, GA 30096. Upon receipt, they will review then forward these Agreements to GDOT for execution. After the bid results are evaluated, we will send you a copy of the executed Agreement and the Notice to Proceed with Construction.

We are looking forward to the successful completion of this TE project. If you have any questions, please contact Mr. Mark Lawing at (404) 631-1582 or mlawing2@dot.ga.gov.

Sincerely,

A handwritten signature in blue ink that reads "Kimberly Nesbitt". The signature is fluid and cursive, with the first name "Kimberly" and last name "Nesbitt" clearly distinguishable.

Kimberly Nesbitt
State Program Delivery Administrator

AVS:ML

cc: Ms. Dana Lemon, State Transportation Board Member
Mr. Michael Presley, District Engineer
Mr. Mark Lawing, GDOT Project Manager
File
Enclosures

AGREEMENT
for
TRANSPORTATION ENHANCEMENT ACTIVITIES
between
DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA
and the
City of Stockbridge

THIS AGREEMENT, made and entered into this _____ day of _____, 201__, by and between the DEPARTMENT OF TRANSPORTATION, an agency of the State of Georgia, hereinafter referred to as the "DEPARTMENT", and the City of Stockbridge, hereinafter referred to as the "SPONSOR".

WHEREAS, the SPONSOR has been approved by the DEPARTMENT to carry out a Transportation Enhancement Activity which consists of: **P.I. No. 0010731, Henry County**, hereinafter referred to as the "PROJECT"; and

WHEREAS, the DEPARTMENT is authorized to receive federal funding for Transportation Enhancement Activities for Georgia pursuant to provisions of Title 23, Chapter 2, Subchapter 1, Section 133; and

WHEREAS, the PROJECT is expected to positively impact the quality of transportation in the State of Georgia; and

WHEREAS, the DEPARTMENT desires to financially participate with the SPONSOR in the implementation of the PROJECT; and

WHEREAS, the SPONSOR has represented to the DEPARTMENT that it has the authority to receive and expend federal funds for the purpose of this PROJECT and is qualified and experienced to provide such services necessary for the construction of the PROJECT and the DEPARTMENT has relied upon such representations; and

WHEREAS, under O.C.G.A. Section 32-2-2(a)(7), the DEPARTMENT is authorized to participate in such an undertaking.

NOW, THEREFORE, the DEPARTMENT and the SPONSOR, both governmental entities of the State of Georgia, pursuant to Article IX, Section III, Paragraph I(a) of the Georgia Constitution of 1983, and in consideration of the mutual promises and covenant contained herein, do hereby agree as follows:

ARTICLE I SCOPE AND PROCEDURE

The SCOPE AND PROCEDURE for this PROJECT shall be: **Construction of CR 82/CS 755/Davis Rd @ 1 Loc & CS 584/Shields Rd @ 1 Loc**, as set forth in Exhibit A, WORK PLAN, which is attached hereto and incorporated as if fully set out herein. The scope of work is further defined by the PROJECT design and construction plans ("PROJECT PLANS") on file with the DEPARTMENT and the SPONSOR and referenced as if attached hereto and incorporated as if fully set out herein.

The SPONSOR shall be responsible for assuring that the PROJECT will be economically feasible and based upon sound engineering principles, meet American Association of State Highway and Transportation Officials ("AASHTO") Guidelines and will be sensitive to ecological, environmental and archeological issues.

The WORK PLAN, Exhibit A, sets out the scope of work for the PROJECT. It is understood and agreed that the DEPARTMENT shall participate only in the PROJECT as specified in Exhibit A, WORK PLAN.

During the development of the PROJECT the SPONSOR has taken into consideration, as applicable, the DEPARTMENT's "Standard Specifications", 2013 Edition; ***"Supplemental Specifications Book", current edition;*** and any Supplemental Specifications and Special Provisions; AASHTO standards for bicycle facilities; FHWA guidelines for pedestrian facilities; compliance with the Americans with Disabilities Act of 1990; compliance with the U.S. Secretary of the Interior "Standards and Guidelines, Archaeology and Historic Preservation"; compliance with Section 106 of the National Historic Preservation Act of 1966 and with Section 4(f) of the US DOT Act of 1966; compliance with the Archaeology and Historic Preservation Act of 1974; compliance with the Archaeological Resources Protection Act of 1979 and with the Native American Graves Protection and Repatriation Act, the Georgia Abandoned Cemeteries and Burial Grounds Act of 1991; compliance with the DEPARTMENT's Scenic Byways Designation and Management Program, and with the American Society of Landscape Architect Guidelines; compliance with the Outdoor Advertising Requirements as outlined in the O.C.G.A. Section 32-6-70 *et seq.* and other standards and guidelines as may be applicable to the PROJECT.

The SPONSOR hereby certifies that no right-of-way acquisition occurred prior to the DEPARTMENT issuing the SPONSOR the Notice to Proceed with right-of-way acquisition. Right-of-way acquisition was in accordance with Public Law 91-646, the Uniform Relocation Assistance and Real Properties Policies Act of 1970, as amended; the rules and regulations of the FHWA including, but not limited to, Title 23, United States Code, 23 CFR Part 710, and 49 CFR Part 24; and the rules and regulations of the DEPARTMENT. Failure of the SPONSOR to follow these requirements may result in the loss of Federal funding for the PROJECT and it will be the responsibility of the SPONSOR to make up the loss of that funding. All required right of way shall be cleared of obstructions, including underground storage tanks, prior to advertising the PROJECT for bids. The SPONSOR shall further be responsible for making all changes to the approved right-of-way plans, as deemed necessary by the DEPARTMENT, for whatever reason,

to match actual conditions encountered. The SPONSOR further acknowledges that no acquisition of rights of way occurred prior to all applicable archaeological, environmental, and historical preservation clearances approval, and receipt of the DEPARTMENT issued notice to proceed with acquisition.

The SPONSOR shall ensure that all contracts as well as any subcontracts for implementation of the PROJECT shall comply with the Federal and State legal requirements imposed on the DEPARTMENT and any amendments thereto. The SPONSOR is required and does agree to abide by those provisions governing the DEPARTMENT's authority to contract, specifically, but not limited to O.C.G.A. Sections 32-2-60 through 32-2-77; the DEPARTMENT's Rules and Regulations governing the Prequalification of Prospective Bidders, Chapter 672-5; and the DEPARTMENT's "Standard Specifications", 2013 Edition; *"Supplemental Specifications Book", current edition*; and any Supplemental Specifications and Special Provisions as applicable for the PROJECT.

The SPONSOR further agrees to comply with and shall require the compliance and physical incorporation of Federal Form FHWA-1273 into all contracts or subcontracts for construction, as well as any required attachments thereto.

ARTICLE II TIME OF PERFORMANCE

TIME IS OF THE ESSENCE IN THIS AGREEMENT. The SPONSOR shall perform its responsibilities for the PROJECT, commencing on receipt of written "Notice to Proceed" from the DEPARTMENT, and shall complete the PROJECT no later than **December 31, 2020**. **No work on any phase shall begin without a written Notice to Proceed from the DEPARTMENT. The DEPARTMENT's Notice to Proceed with Construction must be issued within 210 days from the execution date of this contract and the SPONSOR must submit an invoice for reimbursement within 270 days of the execution date of this contract or the contract is terminated without further notice and the funds will be de-obligated.**

The work shall be carried on expeditiously, it being understood, however, that this Agreement may be extended or continued in force by mutual consent of the parties and evidenced by a written amendment hereto.

ARTICLE III CONTINGENT INTEREST

The DEPARTMENT shall retain a contingent interest in the PROJECT for as long as there continues a Federal interest in the PROJECT as determined by the DEPARTMENT's calculation of the economic life of the PROJECT. Should the work under the Agreement include Federal monies for purchase of real property, the Federal interest, and therefore the DEPARTMENT's contingent interest, shall be perpetual and recorded as described below. Based on the scope of work, as set forth in Exhibit A, WORK PLAN AND

APPLICABLE PHASE, the DEPARTMENT has determined the economic life of the PROJECT to be Five (5) years from the date of PROJECT Final Acceptance.

Upon any sale or disposition of the PROJECT or the filing of an application for abandonment of the PROJECT under United States Code (U.S.C.) Title 49 Chapter 109 of all or any part of the PROJECT, the SPONSOR shall repay immediately in full to the DEPARTMENT an amount equal to the Federal Share of the funds involved in the improvement or rehabilitation of such part, segment or entirety of the PROJECT under this Agreement, said Federal Share to be determined in accordance with the DEPARTMENT's determination of the fair market value of the PROJECT at the time of disposition.

The term "any sale or disposition" as used in this Article shall mean any sale, abandonment, or disposition (1) for use not consistent with the purposes for which the Federal Share was originally granted pursuant to the Agreement, or (2) for a use consistent with such purposes wherein the transferee in the sale or disposition does not enter into an assignment and assumption agreement with the owner with respect to the owner's obligation thereunder as if the transferee had been the original owner thereof.

Upon completion of the PROJECT, the SPONSOR shall record in the appropriate land records, if applicable, in a form mutually agreeable to the parties hereto, a notice reciting that the property was improved with Federal assistance under this Agreement and that its use and disposition are subject to the terms of this Agreement. Verification of compliance with this paragraph shall be provided to the DEPARTMENT.

ARTICLE IV COVENANTS AGAINST CONTINGENT FEES

The SPONSOR shall comply with all relevant requirements of all Federal, State and local laws. The SPONSOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the SPONSOR, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the SPONSOR, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the DEPARTMENT shall have the right to annul this Agreement without liability, or in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

ARTICLE V EMPLOYMENT OF DEPARTMENT'S PERSONNEL

The SPONSOR shall not employ any person or persons in the employ of the DEPARTMENT for any work required by the terms of this Agreement, without the written permission of the DEPARTMENT except as may otherwise be provided for herein.

ARTICLE VI REVIEW OF WORK

Authorized representatives of the DEPARTMENT and the Federal Highway Administration, ("FHWA"), may at all reasonable times review and inspect the activities and data collected under the terms of this Agreement and any amendments thereto, including but not limited to, all reports, drawing, studies, specifications, estimates, maps and computations prepared by or for the SPONSOR. The DEPARTMENT reserves the right for reviews and acceptance on the part of affected public agencies, railroads and utilities insofar as the interest of each is concerned.

Acceptance shall not relieve the SPONSOR of its professional obligation to correct, at its expense, any of its errors in the work. The DEPARTMENT's review recommendations shall be incorporated into the work activities of the SPONSOR.

The SPONSOR shall keep accurate records in a manner approved by the DEPARTMENT with regard to the use of the property and submit to the DEPARTMENT upon request, such information as is required in order to ensure compliance with this ARTICLE.

ARTICLE VII RESPONSIBILITY FOR CLAIMS AND LIABILITY

The SPONSOR shall be responsible for any and all damages to property or persons and shall indemnify and save harmless the DEPARTMENT, its officers, agents and employees from all suits, claims, actions or damages of any nature whatsoever resulting from the negligence of the SPONSOR in the performance of work under this Agreement.

The SPONSOR shall be responsible to perform all work required to obtain all applicable PROJECT permits, including, but not limited to, Cemetery, Tennessee Valley Authority (TVA) and US Army Corps of Engineers permits, Stream Buffer Variances and Federal Emergency Management Agency (FEMA) approvals. The SPONSOR shall provide all mitigation required for the project, including but not limited to permit related mitigation. All mitigation costs are considered PE costs. PROJECT permits and non-construction related mitigation must be obtained and completed 3 months prior to the scheduled let date. These efforts shall be coordinated with the DEPARTMENT.

It is understood by the SPONSOR that claims, damages, losses and expenses may include monetary claims made by the construction contractor for the PROJECT, and its related facilities, that are a result of the SPONSOR's negligence or improper representation in the plans.

The SPONSOR shall require that the provisions of this Article are included in all contracts and subcontracts.

These indemnities shall not be limited by reason of any insurance coverage held by the SPONSOR or the SPONSOR's contractors or subcontractors.

ARTICLE VIII COMPENSATION AND PAYMENT

It is agreed that the compensation hereinafter specified includes both direct and indirect costs chargeable to the PROJECT under generally accepted accounting principles and as allowed in the Federal Acquisition Regulations Subpart 31.6, and not prohibited by the Laws of the State of Georgia.

It is understood that the PROJECT is being developed under the guidance of the Innovative Financing Procedures as agreed to by the SPONSOR and as set forth in the executed Memorandum of Understanding, herein after referred to as the MOU, executed by the Parties on 10/25/16 and on file with the DEPARTMENT. The Innovative Financing Procedures allow the SPONSOR to initiate Preliminary Engineering and Right-of-Way acquisition and apply allowable expenditures for these Phases toward the required Twenty Percent (20%) Local Match. Per the MOU the SPONSOR is responsible for 100% of Preliminary Engineering and Right-of-Way acquisition.

The estimated cost of the project is **Four Hundred Eighty Seven Thousand Five Hundred** and No/100 Dollars (**\$487,500.00**). The DEPARTMENT shall reimburse the Sponsor up to eighty percent (80%) of the total cost of all eligible project expenses not to exceed the federal contribution. The SPONSOR shall be responsible for all cost exceeding the DEPARTMENT's contribution but shall contribute a minimum of twenty percent (20%).

	<u>Federal</u>	<u>Local</u>	<u>Total</u>
Construction	\$390,000	\$97,500	\$487,500

The total federal contribution for this PROJECT is **Three Hundred Ninety Thousand** and No/100 Dollars (**\$390,000.00**) and is the maximum amount of the DEPARTMENT's obligation. The SPONSOR shall be solely responsible for any and all amounts in excess of the maximum amount of the DEPARTMENT's obligation.

Federal funds may not be used to reimburse costs incurred by SPONSORS prior to the date construction funds are authorized. The DEPARTMENT will reimburse the SPONSOR for construction expenditures that occur after FHWA funds authorization. Eligible expenditures may include payment to construction contractors, testing, Construction Engineering and Inspection, construction administration and pre-approved Force Account payments to SPONSORS. The PROJECT's total reimbursement cannot exceed the total construction expenditures or the total federal contribution.

Prior to award of the project the SPONSOR shall submit to the DEPARTMENT its written recommendation for award including a bid tabulation, the low bidder's Disadvantaged Business

Enterprise (herein after referred to as "DBE") goal sheet, and the SPONSOR's cost estimate. The DEPARTMENT will review the information and issue a written recommendation to award or reject the bids. If a recommendation to award is given by the DEPARTMENT, then a written Notice to Proceed with Construction, herein after referred to as NTP, will be issued. No work shall begin until this NTP has been issued. Once the NTP is issued by the DEPARTMENT, the SPONSOR will provide the DEPARTMENT with the following: PROJECT PLANS, prime construction contract, all sub-contracts, Notice to Award, and Sponsor's NTP for construction to the prime contractor. A pre-construction meeting will be held with all parties.

The SPONSOR shall coordinate construction activities with the DEPARTMENT's Area Manager. In the event the SPONSOR, or Area Manager recommend changes representing a fundamental departure from the PROJECT's approved WORK PLAN, the changes shall be reviewed by the DEPARTMENT's Project Manager. If the changes are approved, the DEPARTMENT's Project Manager shall prepare a supplemental agreement to amend the AGREEMENT's Exhibit A.

The SPONSOR shall submit to the DEPARTMENT monthly reports of the PROJECT's progress including: monthly status reports, invoices, DBE reports, etc.; further work to be done and any problems encountered or anticipated. Payment shall be made monthly on the basis of calendar months, in proportion to the percentage of work completed for each phase of work and after approval of a certified voucher from the SPONSOR. Should the work for the PROJECT begin within any one month, the first voucher shall cover the partial period from the beginning date of the work through the last day of that month. The vouchers shall be numbered consecutively and submitted each month until work on the PROJECT is completed.

Payment shall be made in the amount of sums earned less previous partial payments. The final invoice shall reflect the actual cost of work accomplished by the SPONSOR and shall be the basis for final payment. The final invoice shall include all eligible costs incurred by the SPONSOR for Administration, Preliminary Engineering, Right of Way, and Construction. Final payment will be made at eighty (80) percent of the final invoice, less previous partial payments, amount not to exceed the total federal contribution or the total construction expenditures.

Expense for travel will be an allowable expense for the SPONSOR under this AGREEMENT; however, travel will be limited to charges that are directly attributable to the project. In addition, no travel expenses will be allowed for out of state travel.

Should the DEPARTMENT, pursuant to the provisions of ARTICLE XIV, terminate the work under this agreement, the SPONSOR shall be paid for the percentage of work completed at the point of termination, notwithstanding any just claims by the SPONSOR and provided construction funds were authorized and eligible construction expenditures occurred.

ARTICLE IX FINAL PAYMENT

IT IS FURTHER AGREED that upon completion and acceptance of the work by the SPONSOR, the SPONSOR shall submit to the DEPARTMENT *the "Sponsor's Certification of Final Acceptance"* form, **Final DBE Report with proofs of payment, Sponsor's Material Certification form with the approved Materials Quality Assurance Form, Sponsor's Statement of Final Project Expenditures with proof of payment, and any other project documentation required to satisfy the requirements of the Environmental Commitments Table** with the final invoice. The DEPARTMENT shall process the final invoice report initiating the DEPARTMENT's project close-out procedures. Whereupon the DEPARTMENT shall pay to the SPONSOR a sum equal to one hundred percent (100%) of the total compensation as set forth in ARTICLE VIII, herein, and consistent with all approved invoices, less the total of all previous partial payments, paid or in the process of payment.

The SPONSOR agrees that acceptance of this final payment shall be in full and final settlement of all claims arising against the DEPARTMENT for work done, materials furnished, costs incurred, or otherwise arising out of this Agreement and shall release the DEPARTMENT from any and all further claims of whatever nature, whether known or unknown, for and on account of said Agreement, and for any and all work done, and labor and materials furnished in connection with the same.

The SPONSOR shall allow the examination and verification of costs by the DEPARTMENT's representatives, in accordance with the provisions of Article XII, herein. If the DEPARTMENT's examination of the contract cost records, as provided for in Article XII, results in unallowable expenses, the SPONSOR shall immediately be responsible for reimbursing the DEPARTMENT the full amount of such disallowed expenses

ARTICLE X RIGHT OF FIRST REFUSAL

A determination by the SPONSOR to sell or dispose of the PROJECT shall entitle the DEPARTMENT to the right of first refusal to purchase or lease the PROJECT at net liquidation value. Such right of first refusal shall be retained for as long as the DEPARTMENT holds a contingent interest in the PROJECT pursuant to Article III of this Agreement.

Should the DEPARTMENT elect to purchase or lease the PROJECT at any time after completion of the PROJECT no compensation shall be provided for the value added as a result of the PROJECT.

ARTICLE XI SUBSTANTIAL CHANGES

No material changes in the scope, character, complexity or duration of the PROJECT from those required under the Agreement shall be allowed without the execution of a Supplemental Agreement between the DEPARTMENT and SPONSOR.

Minor changes in the work which do not involve increased compensation, extensions of time or changes in the goals and objectives of the PROJECT, may be made by written notification of such change by either party with written approval by the other party.

ARTICLE XII MAINTENANCE OF CONTRACT COST RECORDS

The SPONSOR shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the PROJECT, inclusive of a job cost or project cost report, and used in support of its proposal and shall make such material available at all reasonable times during the period of the Agreement and for three years from the date of final payment under this Agreement, for inspection by the DEPARTMENT, and any reviewing agencies, and copies thereof shall be furnished upon request. The SPONSOR agrees that the provisions of this Article shall be included in any contracts it may make with any subcontractor, assignee or transferee.

ARTICLE XIII SUBLETTING, ASSIGNMENT OR TRANSFER

It is understood by the parties to this Agreement that the work of the SPONSOR is considered personal by the DEPARTMENT. The SPONSOR agrees not to assign, sublet or transfer any or all of its interest in this Agreement without prior written approval of the DEPARTMENT.

The DEPARTMENT reserves the right to review all subcontracts prepared in connection with the Agreement, and the SPONSOR agrees that it shall submit to the DEPARTMENT any proposed subcontract documents together with subcontractor cost estimates for review and written concurrence of the DEPARTMENT in advance of their execution.

All subcontracts in the amount of \$10,000.00 or more shall include the provisions set forth in this Agreement.

ARTICLE XIV TERMINATION

The DEPARTMENT reserves the right to terminate this Agreement at any time for any reason, with or without cause upon thirty (30) days written notice to the SPONSOR,

notwithstanding any just claims by the SPONSOR for payment for services rendered prior to the date of termination.

It is understood by the parties hereto that should the DEPARTMENT terminate this Agreement prior to the completion of an element of work the SPONSOR shall be reimbursed for such work element based upon the percentage of work completed.

Failure to meet the time set out for completion of an approved work authorization may be considered just cause for termination of the Agreement.

ARTICLE XV OWNERSHIP OF DOCUMENTS

The SPONSOR agrees that all reports, drawings, studies, specifications, survey notes, estimates, maps, computations, computer diskettes and printouts and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain the property of the DEPARTMENT upon termination or completion of the work. The DEPARTMENT shall have the right to use the same without restriction or limitation and without additional compensation to the SPONSOR other than that provided for in this Agreement.

ARTICLE XVI PUBLICATION AND PUBLICITY

Articles, papers, bulletins, data, studies, statistics, interim or final reports, oral transmittals or any other materials reporting the plans, progress, analyses, results, or findings of work conducted under this Agreement shall not be presented publicly or published without prior written approval by the DEPARTMENT.

IT IS FURTHER AGREED that all releases of information, findings, and recommendations shall include a disclaimer provision and that all published reports shall include that disclaimer on the cover and title page in the following form:

"The contents in this publication reflect the views of the author(s), who is (are) responsible for the facts and accuracy of the data presented herein. The opinions, findings, and conclusions in this publication are those of the author(s) and do not necessarily reflect the official views or policies of those of the Department of Transportation, State of Georgia or the Federal Highway Administration. This publication does not constitute a standard, specification or regulation."

IT IS FURTHER AGREED that if any information concerning the PROJECT, its conduct, results or data gathered or processed should be released by the SPONSOR without prior approval from the DEPARTMENT, the release of same shall constitute grounds for termination

of this Agreement without indemnity to the SPONSOR; but should any such information be released by the DEPARTMENT, or by the SPONSOR with such prior written approval, the same shall be regarded as public information and no longer subject to the restrictions of this Agreement.

Provided, however, that should the release of such information be required under the Georgia Open Records Act, O.C.G.A. Section 50-18-70, *et seq.*, the restrictions and penalties set forth herein shall not apply. Any request for information directed to the SPONSOR, pursuant to the Georgia Open Records Act, for documents that are either received or maintained by the SPONSOR in the performance of a service or function for or on behalf of the DEPARTMENT shall be released pursuant to provisions of the Act. Further, the SPONSOR agrees to consult with the DEPARTMENT prior to releasing the requested documents.

ARTICLE XVII COPYRIGHTING

The SPONSOR shall be prohibited from copyrighting the final reports or copyrighting any papers, interim reports, forms or other material which are a part of the work under this Agreement, without written approval from the DEPARTMENT. The DEPARTMENT reserves the right to a royalty-free, non-exclusive and irrevocable license to reproduce, publish, use and authorize others to use, the work prepared under this Agreement.

ARTICLE XVIII CONTRACT DISPUTES

This Agreement shall be deemed to have been executed in Fulton County, Georgia, and all questions of interpretation and construction shall be governed by the laws of the State of Georgia.

ARTICLE XIX INSURANCE

Prior to beginning work, the SPONSOR shall obtain and where applicable cause its contractors and subcontractors to obtain and furnish certificates to the DEPARTMENT for the following minimum amounts of insurance:

- (1) Workman's Compensation Insurance in accordance with the laws of the State of Georgia.
- (2) Public Liability Insurance in an amount of not less than one hundred thousand dollars (\$100,000.00) for injuries, including those resulting in death to any one person, and in an amount of not less than three hundred thousand dollars (\$300,000.00) on account of any one occurrence.

- (3) Property Damage Insurance in an amount of not less than fifty thousand dollars (\$50,000.00) from damages on account of any occurrence, with an aggregate limit of one hundred thousand dollars (\$100,000.00).
- (4) Valuable Papers Insurance in an amount sufficient to assure the restoration of any plans, drawings, field notes, or other similar data relating to the work covered by the PROJECT.

Insurance shall be maintained in full force and effect during the life of the Agreement and until final completion of the PROJECT.

ARTICLE XX COMPLIANCE WITH APPLICABLE LAW

A. IT IS FURTHER CERTIFIED that the SPONSOR has read and understands the regulations for "CERTIFICATION OF COMPLIANCES WITH FEDERAL PROCUREMENT REQUIREMENTS, STATE AUDIT REQUIREMENT, AND FEDERAL AUDIT REQUIREMENTS" as stated in Attachment A of this Agreement and will comply in full with said provisions.

B. IT IS FURTHER CERTIFIED that the SPONSOR has read and understands the provisions of O.C.G.A. Sections 50-24-1 through 50-24-6, relating to the "Drug-Free Workplace Act" as stated in Attachment B of this Agreement and will comply in full with said provisions.

C. IT IS FURTHER CERTIFIED that the SPONSOR has read and understands the provisions of the "Sponsor Certification Regarding Debarment, Suspension and Other Responsibility Matters" as stated in Attachment C of this Agreement and will comply in full with said provisions.

D. IT IS FURTHER CERTIFIED that the SPONSOR has read and understands the regulations for "COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964," as amended, and 23 CFR 200, *et seq.* as stated in Attachment D of this Agreement and will comply in with said provisions.

E. The undersigned certify that the provisions of O.C.G.A. Sections 45-10-20 through 45-10-28 relating to Conflict of Interest and State Employees and Officials Trading with the State have been complied with in full.

F. The SPONSOR acknowledges and agrees that failure to complete appropriate certifications or the submission of a false certification shall result in the termination of this Agreement pursuant to the provisions of Article XIV.

G. IT IS FURTHER AGREED that the SPONSOR shall use its best efforts to subcontract a minimum of **Fifteen** percent (**15%**) of the total amount of PROJECT funds to Disadvantaged Business Enterprise (DBE) as defined and provided for under the Federal Rules and Regulations 49 CFR 26, *et seq.* The SPONSOR shall ensure that DBE firms are certified with the DEPARTMENT's Equal Employment Opportunity Office. The SPONSOR shall submit to the DEPARTMENT, for its review and concurrence, a copy of the proposed subcontract including the name of the DBE subcontractor. The Sponsor further agrees to the following assurances for participation by Disadvantaged Business Enterprises in Department of Transportation financial assistance programs:

(1) The Sponsor shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The Sponsor shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The Sponsor's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation in this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the Sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter to enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*).

(2) The Contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the Sponsor deems appropriate.

H. IT IS FURTHER AGREED that the SPONSOR shall comply and shall require its subcontractors to comply with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. 12101, *et seq.* and 49 U.S.C. 322; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 791; and regulations and amendments thereto.

I. IT IS FURTHER AGREED that the SPONSOR shall, and shall require its contractors and subcontractors to, comply with all applicable requirements of the Davis-Bacon Act of 1931, 40 U.S.C. 276(a); as prescribed by 23 U.S.C. 113, for Federal-aid highway projects.

J. IT IS FURTHER AGREED that the SPONSOR shall be responsible for repayment of any expended federal funds if the PROJECT does not proceed forward to completion due to a lack of available funding in future PROJECT phases, changes in local priorities or cancellation of the PROJECT by the SPONSOR without concurrence by the DEPARTMENT, or if the SPONSOR is not compliant with Federal laws and regulations.

The covenants herein contained shall, except as otherwise provided, accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.

IN WITNESS WHEREOF, said parties have hereunto set their hand and affixed their seals the day and year above first written.

DEPARTMENT OF TRANSPORTATION CITY OF STOCKBRIDGE

Commissioner (SEAL)

MAYOR

ATTEST SIGNATURE:

Treasurer

Witness Signature

Signed, Sealed & Delivered

This ____ Day of _____,
201____.
in the presence of:

Impress Sponsor's Official Seal Here

NOTARY PUBLIC SIGNATURE

Impress Sponsor's Notary Stamp Here

ATTEST SIGNATURE:

Federal Employer Tax No.

insert

AUTHORIZING RESOLUTION

here

(see following example)

FOR EXAMPLE ONLY

AUTHORIZING RESOLUTION

Resolution authorizing <SPONSOR> (hereinafter referred to as "SPONSOR") and the Georgia Department of Transportation (hereinafter referred to as "DEPARTMENT") to contract for funding under the Transportation Equity Act for the 21st Century (hereinafter referred to as "TEA-21").

WHEREAS, the Secretary of the United States Department of Transportation (hereinafter referred to as "US DOT") and the Commissioner of the DEPARTMENT are authorized to contract for Transportation Enhancement Projects; and

WHEREAS, the contract for financial assistance imposes certain duties upon SPONSOR including but not limited to the provision of its local share of the project costs; and

WHEREAS, SPONSOR guarantees that it will comply with Title VI of the Civil Rights Act of 1964, all other pertinent directives and all US DOT requirements; and

WHEREAS, to complete the project, SPONSOR will use Disadvantaged Business Enterprises to the fullest extent possible and will implement and administer procedures to ensure that minority businesses are competitive for contracts and purchase orders when procuring services including but not limited to construction contracts, supplies, equipment contracts or consultant contracts.

NOW, THEREFORE, BE IT RESOLVED BY SPONSOR THAT:

1. _____ is authorized to execute the contract on behalf of _____ with the DEPARTMENT for aid in financing construction, and all other activities incidental thereto, of Transportation Enhancement Activity pursuant to Public Law 105-178 (1998); and all other provisions as set forth in the contract with the DEPARTMENT.
2. _____ is authorized to execute and file an assurance or any other document required by the US DOT and the DEPARTMENT certifying compliance with Title VI of the Civil Rights Act of 1964.
3. _____ is authorized to furnish any and all additional information that may be required by US DOT or the DEPARTMENT in connection with the application for the Transportation Enhancement Activity project and budget.
4. That _____ is authorized to set forth and execute affirmative disadvantaged business policies in connection with the *participation goal established by the Georgia Department of Transportation.*

CERTIFICATION

The undersigned duly qualified and acting as _____ of the <SPONSOR> certifies the following:

The <SPONSOR> has contributed to date the sum of \$_____ towards preliminary engineering for this project.

The <SPONSOR> has identified sufficient resources to complete the Scope of Work for this project and make all payments not covered by the federal Transportation Enhancement Activity funding contribution.

The foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the _____ held on _____ 20__.

<<IMPRESS OFFICIAL SEAL HERE>>

Signature of Recording Officer

Title of Recording Officer

Date

insert

OPINION OF COUNSEL

here

(see following example)

FOR EXAMPLE ONLY

OPINION OF COUNSEL

Georgia Department of Transportation
Office of Program Delivery
One Georgia Center
600 W. Peachtree Street NW
Atlanta, GA 30308

Re: Contracts for Transportation Enhancement Activity funds

Dear Mr. Kimberly Nesbitt:

This communication serves as the official opinion of counsel regarding the above referenced matter pursuant to the requirements of the Transportation Equity Act for the 21st Century (TEA-21), P. L. 105-178 (1998). <SPONSOR> (hereinafter referred to as "SPONSOR") has been approved for funding under TEA-21 and that the Federal Highway Administration (FHWA) has concurred in said approval. As such, I certify that SPONSOR is authorized to plan, construct and implement Transportation Enhancement Activity projects for the following reasons:

1. SPONSOR is authorized under (cite and quote from legal authority) to plan, construct, implement and maintain Transportation Enhancement Activity projects. These functions may be carried out directly by SPONSOR or by agreements with other parties.
2. SPONSOR is authorized under (cite source and provide a copy) to provide for its share of project funds for the Transportation Enhancement Activity project. *See Attached*

Further, I certify that contracting for Transportation Enhancement Funds does not violate applicable Federal, State and/or local laws. Moreover, I certify that there is no pending litigation or other pending action that may adversely affect the proposed project in the program or SPONSOR's ability to perform its duties under the contract.

Sincerely,

Legal Counsel for <SPONSOR>

CERTIFICATION OF SPONSOR

I hereby certify that I am the Mayor and duly authorized representative of the City of Stockbridge whose address is 4640 N. Henry Blvd Stockbridge, GA 30281. I hereby certify to the best of my knowledge and belief that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure Form to Report Lobbying', in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

The SPONSOR also agrees that the language of this certification shall be included in all subcontracts and lower tier subcontracts which exceed \$10,000.00 and that all such recipients and sub-recipients shall certify and disclose accordingly.

I also certify that neither I nor the above entity I here represent has:

- (a) employed or retained for a commission, percentage, brokerage contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above entity) to solicit or secure this Agreement.
- (b) agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the Agreement, or
- (c) paid or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above entity) any fee, contribution,

donation, or consideration of any kind for, or in connection with, procuring or carrying out the Agreement;

except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Department of Transportation and the Federal Highway Administration, U.S. Department of Transportation, in connection with this Agreement involving participation of Federal Highway Funds, and is subject to applicable State and Federal laws, both criminal and civil.

Date

Signature

IMPRESS OFFICIAL SEAL HERE

CERTIFICATION OF DEPARTMENT OF TRANSPORTATION

STATE OF GEORGIA

I hereby certify that I am the Commissioner of the Department of Transportation of the State of Georgia, and that the above consulting firm, or its representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this Agreement to:

- (a) employ or retain, or agree to employ or retain, any firm or person, or
- (b) pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as here expressly stated, (if any):

I acknowledge that this certificate is to be furnished to the Federal Highway Administration, U.S. Department of Transportation, in connection with this Agreement involving participation of Federal Highway Funds, and is subject to applicable State and Federal Laws, both criminal and civil.

Date

Commissioner

ATTACHMENT A

CERTIFICATION OF COMPLIANCES

I hereby certify that I am a principal and duly authorized representative of the City of Stockbridge whose address is 4640 N. Henry Blvd Stockbridge, GA 30281 and it is also certified that:

I. PROCUREMENT REQUIREMENTS

The below listed provisions of Federal Procurement requirements shall be complied with throughout the contract period:

- (a) 2 CFR Part 200 and 2 CFR Part 1201
- (b) 23 CFR 635 Subpart A – Contract Procedures

II. STATE AUDIT REQUIREMENT

The provisions of O.C.G.A. Section 36-81-7 shall be complied with throughout the contract period in full.

III. FEDERAL AUDIT REQUIREMENT

The provisions of 2 CFR Part 200 Subpart F shall be complied with throughout the contract period in full such that:

- (a) Pursuant to 2 CFR § 200.504. Audit required. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR Part 200 Subpart F.
- (b) Pursuant to 2 CFR § 200.501: Single audit. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with 2 CFR § 200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.
- (c) Pursuant to 2 CFR § 200.501: Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 Program-specific audits. A program-specific audit may not be elected for R&D

unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

- (d) Pursuant to 2 CFR § 200.501: Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$ 750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in 23 CFR § 200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office.
- (e) Pursuant to 2 CFR § 200.504: Except for the provisions for **biennial** audits provided in paragraphs (1) and (2) below, audits required by this Part 2 CFR Part 200 Subpart F must be performed annually. Any **biennial** audit must cover both years within the **biennial** period.
 - (1) A state, local government, or Indian tribe that is required by constitution or statute, in effect on January 1, 1987, to undergo its audits less frequently than annually, is permitted to undergo its audits pursuant to this Part biennially. This requirement must still be in effect for the **biennial** period.
 - (2) Any nonprofit organization that had **biennial** audits for all **biennial** periods ending between July 1, 1992, and January 1, 1995, is permitted to undergo its audits pursuant to this Part biennially.

Date

Signature

ATTACHMENT B

CERTIFICATION OF SPONSOR DRUG-FREE WORKPLACE

- (1) The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Workplace Act" have been complied with in full; and
- (2) A drug-free workplace will be provided for the SPONSOR's employees during the performance of the contract; and
- (3) Each subcontractor hired by the SPONSOR shall be required to ensure that the subcontractor's employees are provided a drug-free workplace. The SPONSOR shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with the SPONSOR, <the subcontractor> certifies to the SPONSOR that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section 50-24-3"; and
- (4) It is certified that the SPONSOR will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

ATTACHMENT C

SPONSOR CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The SPONSOR certifies that it has read and understands the attached instructions and that to the best of my knowledge and belief the firm and its representatives:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by the Georgia Department of Transportation and by any Federal department or agency;
- (b) Have not within a three year period preceding this Agreement been convicted of or had a civil judgement rendered against the firm or its representatives for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or Local) transaction or contract under a public transaction in violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification;
- (d) Have not within a three year period preceding this Agreement had one or more public transactions (Federal, State or Local) terminated for cause or default; and
- (e) That the firm will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as attached hereto and without motivation, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

I acknowledge that this certification is provided pursuant to Executive Order 12549 and 49 CFR Part 29 and that this firm agrees to abide by the rules and conditions set forth therein for any misrepresentation that would render this certification erroneous, including termination of this Agreement and other remedies available to the Georgia Department of Transportation and Federal Government.

I further acknowledge that this certificate is to be furnished to the Georgia Department of Transportation, in connection with this Agreement involving participation of Federal Highway Funds, and is subject to applicable State and Federal laws, both criminal and civil.

Instructions for Attachment C Certification

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions (SPONSORS)

1. By signing and submitting this contract the SPONSOR is providing the certification set out in Attachment C.

2. The inability of the SPONSOR to provide the certification required may not necessarily result in denial of participation in this covered transaction. The SPONSOR shall then submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the Department's determination whether to enter into this transaction. However, failure of the SPONSOR to furnish a certification or an explanation shall disqualify such person or firm from participation in this transaction.

3. The certification, Attachment C, is a material representation of fact upon which reliance is placed by the Department before entering into this transaction. If it is later determined that the SPONSOR knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department may terminate this transaction for cause of default.

4. The SPONSOR shall provide immediate written notice to the Department if at any time the SPONSOR learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in these instructions and the certification, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the Department for assistance in obtaining a copy of those regulations.

6. The SPONSOR agrees by submitting this proposal/contract that should the proposed covered transaction be entered into, it shall not knowingly enter into a lower tier covered transaction with a person/firm who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction unless authorized by the Department.

7. The SPONSOR further agrees by submitting this proposal/contract that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction", as provided by the Department without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A SPONSOR in a covered transaction may rely upon a certification of a prospective participant in lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. The SPONSOR may decide the method and frequency by which it determines the eligibility of its principals.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by these instructions. The knowledge and information of the SPONSOR is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if the SPONSOR in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction in addition to other remedies available to the Federal Government, the Georgia Department of Transportation may terminate this transaction for cause or default.

ATTACHMENT D

NOTICE TO SPONSOR COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

During the performance of this Agreement, the SPONSOR, for itself, its assignees and successors in interest (hereinafter referred to as the "SPONSOR"), agrees as follows:

(1) **Compliance with Regulations:** The SPONSOR will comply with the Regulations of the Department of Transportation relative to nondiscrimination in Federally assisted programs of the Department of Transportation (Title 49, Code of Federal Regulations, Part 21, hereinafter referred to as the Regulations [also 49 CFR Part 27]), which are herein incorporated by reference and made a part of this contract.

(2) **Nondiscrimination:** The SPONSOR, with regard to the work performed by it after award and prior to completion of the contract work, will not discriminate on the grounds of race, color, national origin, or sex in the selection and retention of subcontractors including procurement of materials and leases of equipment. The SPONSOR will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program, set forth in Appendix B of the Regulations. In addition, the SPONSOR will not participate either directly or indirectly in the discrimination prohibited by 23 CFR 200.

(3) **Solicitations for Subcontracts, Including Procurement of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiations made by the SPONSOR for work to be performed under a subcontract, including procurement of materials or equipment, each potential subcontractor or supplier shall be notified by the SPONSOR of the SPONSOR's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin or sex.

(4) **Information and Reports:** The SPONSOR will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the SPONSOR is in the exclusive possession of another who fails or refuses to furnish this information, the SPONSOR shall so certify to the State Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain this information.

(5) **Sanctions for Noncompliance:** In the event of the SPONSOR's noncompliance with the nondiscrimination provisions of this contract, the State Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- (a) withholding of payments to the SPONSOR under the contract until the SPONSOR complies, and/or
- (b) cancellation, termination or suspension of this contract, in whole or in part.

(6) **Incorporation of Provisions:** The SPONSOR will include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, order, or instructions issued pursuant thereto. The SPONSOR will take such action with respect to any subcontract or procurement as the State Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the SPONSOR becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the SPONSOR may request the State to enter into such litigation to protect the interests of the State, and, in addition, the SPONSOR may request the United States to enter into such litigation to protect the interests of the United States.

**EXHIBIT A
WORK PLAN
CONSTRUCTION PHASE**

The Scope and Procedure of the Project is stated as follows:

SECTION A - DESCRIPTION OF THE PROJECT

The PROJECT consists of providing services connected with construction of CR 82/CS 755/Davis Rd @ 1 Loc & CS 584/Shields Rd @ 1 Loc in

Henry County. The PROJECT PLANS on file with the DEPARTMENT and the SPONSOR and referenced as if attached hereto and incorporated as if fully set out herein identify the detailed construction work to be accomplished for the PROJECT.

The SPONSOR shall be responsible for the following activities:

1. Comply with conditions listed in the Georgia Department of Natural Resources Historic Preservation Division finding of no adverse effect.
2. Advertise the project for public bid according to the requirements of the Official Code of Georgia, Title 32, Chapter 2, excluding that provision which provides for negotiations and the Required Contract Provisions (Form FHWA-1273) as given in 23 C.F.R. 633 subpart A and 49 C.F.R. Part 18. Upon opening bids, the SPONSOR shall award the PROJECT to the lowest reliable bidder.
3. All bidders submitting bids must be registered or pre-qualified. All bidders submitting bids in excess of \$2,000,000 must be pre-qualified with the DEPARTMENT. If construction work involves welded structures, such as bridges, the manufacturer of the structure shall be on the GDOT QPL List 60.
4. The SPONSOR shall hold a pre-construction conference for the project with, at a minimum, the contractor, DBE subcontractors, DEPARTMENTS Project Manager and Area Manager.
5. Provide copies of the SPONSOR's construction subcontract, construction schedule, and contact list to the DEPARTMENT's Area Manager for use in monitoring PROJECT construction and reviewing payment invoices.
6. Provide copies of the completed construction plans to the DEPARTMENT's Project Manager and to the local Area Manager.

7. Submit to the DEPARTMENT's Area Manager a copy of all proposed DBE subcontracts, including the name of the subcontractor.
8. Ensure that DBE firms are certified with the DEPARTMENT'S Equal Employment Opportunity Office and registered subcontractors.
9. Check the third party contractor's payrolls for, including but not limited to, compliance with appropriate wage rates and Disadvantage Business Enterprise (DBE) participant goal and submit monthly reports on DBE participation to the DEPARTMENT's Area Manager. DBE monitoring and reporting requirements are outlined in the DEPARTMENT's publication entitled "Disadvantaged Business Enterprise Program Criteria for Acceptability", current edition.
10. Retain a Resident On-site Construction Inspector.
11. Provide for total on-site PROJECT management; working with the third party contractor to establish sequences for work.
12. Submit monthly progress reports and invoices to the DEPARTMENT's Area Manager until final acceptance of the PROJECT by the SPONSOR and submittal of "Sponsor's Certification of Final Acceptance" form, final voucher, materials certification statement, and "Statement of Final Project Expenditures" form.
13. Maintain adequate project files including but not limited to project diary, material certificates, insurance documents, complete construction plans and specifications, and third party contractor payrolls.
14. The Sponsor is responsible for field quality testing (i.e. slump, air, cylinders) of concrete used in sidewalks and other minor concrete items. The technicians that perform this work shall be GDOT certified. Concrete cylinders may be brought to a GDOT laboratory for testing or can be tested at a non-GDOT laboratory, as long as the laboratory is accredited by AASHTO in AASHTO T-22 or ASTM C-39. The Sponsor must notify the Area Manager when the contractor intends to place concrete or asphalt mixtures. For all materials not tested by the DEPARTMENT, the SPONSOR will certify that material suppliers and materials conform to the requirements of the Agreement, plans and specifications. These materials are expected to comply with generally accepted industry standards for the individual items.
15. Have a Resident Inspector obtain AS BUILT CONSTRUCTION PLANS.
16. Furnish the DEPARTMENT with a copy of the AS BUILT CONSTRUCTION PLANS.

17. Comply with all applicable state and federal laws, rules and regulations and guidelines as well as the environmental commitments for the project.

The DEPARTMENT shall be responsible for the following activities:

1. Provide a project engineer to conduct spot inspections, verify progress, and approve invoices for payment.
2. Conduct materials testing of all materials typically used in highway construction that become a permanent part of the travelway and its safety appurtenances. An exception to this are minor concrete items such as sidewalks.

The SPONSOR and DEPARTMENT shall follow the following reimbursement procedures:

For payment purposes, the SPONSOR shall forward monthly invoices, with copies of the contractor's invoices, descriptions of work performed during the payment period, and any other documentation requested or required by the DEPARTMENT, to the DEPARTMENT's Area Manager. The DEPARTMENT shall process the SPONSOR's reimbursement request according to standard procedures established by the DEPARTMENT. It is understood that the DEPARTMENT shall process or make findings on all reimbursement requests in a timely and efficient manner.

The SPONSOR agrees to abide by the terms and conditions governing the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 49 CFR Part 18.

The SPONSOR shall comply with the following provisions applicable to construction of the PROJECT:

- a. Content of Construction Contracts. The SPONSOR hereby agrees to contract for the construction of the PROJECT in accordance with the legal requirements imposed on the DEPARTMENT, specifically but not limited to the provisions governing the DEPARTMENT's authority to enter into contracts, Sections 32-2-60 through 32-2-77 of the Official Code of Georgia Annotated, as amended and the Department of Transportation's Rules and Regulations governing the Prequalification of Prospective Bidders, Chapter 672-5 and 23 CFR Part 633, Required Contract Provisions (Form FHWA -1273)

The SPONSOR certifies and shall require any contractor or subcontractor to certify that it has examined the plans for the PROJECT and the Department's "Standard Specifications", 2013 Edition; ***"Supplemental***

Specifications Book", current edition; and any Supplemental Specifications and Special Provisions applicable for the PROJECT and shall construct or cause the construction of the PROJECT in accordance with the requirements of the DEPARTMENT.

The SPONSOR further certifies and shall require any contractor or subcontractor to certify compliance with the responsibilities detailed under Subsection e. Work Stoppage, below.

- b. Right to Inspect. The DEPARTMENT, its authorized representatives, agents or employees and the Federal Highway Administration shall have the right to inspect any and all construction and work within the right of way of the PROJECT in order to verify that the SPONSOR, its authorized representatives, agents, employees, contractor, or subcontractor are complying with all undertakings, duties and obligations under this Agreement. Such inspections shall not unreasonably or unnecessarily interfere with any construction. The SPONSOR shall keep the DEPARTMENT notified of all construction and construction schedules.

The right to inspect shall include but not be limited to the right to spot inspect and verify the progress of the work, confirm quantities and quality of the work and provide for the testing of concrete and asphalt if needed.

At approximately fifty percent (50%) completion of the PROJECT, the SPONSOR shall contact the Historic Preservation Division of the Georgia Department of Natural Resources and arrange a site visit. Upon completion of the PROJECT, the SPONSOR shall contact the Historic Preservation Division in order to arrange for a final site visit. The purpose of the inspections by the Historic Preservation Division is to ensure that the materials used will meet the U.S. Secretary of Interior's Standards for Rehabilitation.

- c. No Assumption of Liability. The DEPARTMENT by reserving the right to review and inspect the SPONSOR's construction plans, contract documents and schedules and to inspect and review the construction and work shall have no obligation to inspect and review. Further, the DEPARTMENT, does not assume, but expressly disclaims, any liability or responsibility for the SPONSOR's or any other entities work on the PROJECT.
- d. Standards of Construction. All construction activities on the PROJECT shall be performed:

1. in a good, workmanlike and non-negligent manner;
 2. in a manner that avoids endangering the safety of any person, employee, tenant, servant, guest, invitee, contractor, subcontractor or agent;
 3. in accordance with all applicable laws, the provision of applicable contract documents and the applicable provisions of this Agreement; and
 4. free of all mechanics' and material liens upon or against the entire PROJECT property.
- e. Work Stoppage. In the event of the discovery of significant archaeological remains, construction shall be stopped and the SPONSOR shall notify the Georgia Department of Natural Resources of the discovery. In this context, to be "significant", such remains would have to be able to provide important and non-redundant information that could not be obtained from other sources. The SPONSOR shall notify the Georgia Department of Natural Resources of the discovery of intact cultural features such as, but not limited to, foundations and wells. The construction shall remain stopped until the Georgia Department of Natural Resources has completed their evaluation of the remains.
- f. Project Maintenance and Operation. Upon completion of the PROJECT, the SPONSOR shall assume full responsibility for the continued operation and maintenance, including the grass strip between the curb and gutter and the sidewalk within the Project limits, at no additional cost to the DEPARTMENT. The DEPARTMENT and Federal Highway Administration reserve the right to conduct periodic site inspections for the purpose of confirming proper operation and maintenance of the PROJECT.

**Contract ID:
Federal Award Identification
Transportation Enhancement Program**

Project ID 0010731

Title Transportation Enhancement Project

**Subrecipient
Name**

FEI#

FAIN 130010731L220E

Date

**Anticipated Period of
Performance**

from

to

Federal Funds

80%

State Funds

20%

Other: _____

0%

Total Amount of Award

Project Description

Awarding Agency

Federal Highway Administration

Pass-through Entity

Georgia Department of Transportation

Awarding Office Contact Info

Mark Lawing, One Georgia Center, 600 West
Peachtree St, NW, Atlanta, GA 30308; E-mail:
mlawing2@dot.ga.gov; Phone: 404-631-1582

**CFDA
Number**

20.205

Name Highway Planning and Construction

R&D ☐ Yes ☒ No

**Indirect Cost
Rate**

N/A



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor's Name:	City of Stockbridge
Solicitation/Contract No./ Call No. or Project Description:	PI # 0010731, Henry County, CR 82/CS 755/Davis Rd @ 1 Loc & CS 584/Shields Rd @ 1 Loc

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the Georgia Department of Transportation has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number
(EEV / E-Verify User Identification Number)

Date of Authorization

Name of Contractor

**I hereby declare under penalty of perjury
that the foregoing is true and correct**

Printed Name (of Authorized Officer or Agent of Contractor)

Title (of Authorized Officer or Agent of Contractor)

Signature (of Authorized Officer or Agent)

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ DAY OF _____, 20____

Notary Public

[NOTARY SEAL]

My Commission Expires: _____

REQUIRED CONTRACT PROVISIONS FEDERAL-AID CONSTRUCTION CONTRACTS

- I. General
- II. Nondiscrimination
- III. Nonsegregated Facilities
- IV. Davis-Bacon and Related Act Provisions
- V. Contract Work Hours and Safety Standards Act Provisions
- VI. Subletting or Assigning the Contract
- VII. Safety: Accident Prevention
- VIII. False Statements Concerning Highway Projects
- IX. Implementation of Clean Air Act and Federal Water Pollution Control Act
- X. Compliance with Governmentwide Suspension and Debarment Requirements
- XI. Certification Regarding Use of Contract Funds for Lobbying

ATTACHMENTS

A. Employment and Materials Preference for Appalachian Development Highway System or Appalachian Local Access Road Contracts (included in Appalachian contracts only)

I. GENERAL

1. Form FHWA-1273 must be physically incorporated in each construction contract funded under Title 23 (excluding emergency contracts solely intended for debris removal). The contractor (or subcontractor) must insert this form in each subcontract and further require its inclusion in all lower tier subcontracts (excluding purchase orders, rental agreements and other agreements for supplies or services).

The applicable requirements of Form FHWA-1273 are incorporated by reference for work done under any purchase order, rental agreement or agreement for other services. The prime contractor shall be responsible for compliance by any subcontractor, lower-tier subcontractor or service provider.

Form FHWA-1273 must be included in all Federal-aid design-build contracts, in all subcontracts and in lower tier subcontracts (excluding subcontracts for design services, purchase orders, rental agreements and other agreements for supplies or services). The design-builder shall be responsible for compliance by any subcontractor, lower-tier subcontractor or service provider.

Contracting agencies may reference Form FHWA-1273 in bid proposal or request for proposal documents, however, the Form FHWA-1273 must be physically incorporated (not referenced) in all contracts, subcontracts and lower-tier subcontracts (excluding purchase orders, rental agreements and other agreements for supplies or services related to a construction contract).

2. Subject to the applicability criteria noted in the following sections, these contract provisions shall apply to all work performed on the contract by the contractor's own organization and with the assistance of workers under the contractor's immediate superintendence and to all work performed on the contract by piecework, station work, or by subcontract.

3. A breach of any of the stipulations contained in these Required Contract Provisions may be sufficient grounds for withholding of progress payments, withholding of final payment, termination of the contract, suspension / debarment or any other action determined to be appropriate by the contracting agency and FHWA.

4. Selection of Labor: During the performance of this contract, the contractor shall not use convict labor for any purpose within the limits of a construction project on a Federal-aid highway unless it is labor performed by convicts who are on parole, supervised release, or probation. The term Federal-aid highway does not include roadways functionally classified as local roads or rural minor collectors.

II. NONDISCRIMINATION

The provisions of this section related to 23 CFR Part 230 are applicable to all Federal-aid construction contracts and to all related construction subcontracts of \$10,000 or more. The provisions of 23 CFR Part 230 are not applicable to material supply, engineering, or architectural service contracts.

In addition, the contractor and all subcontractors must comply with the following policies: Executive Order 11246, 41 CFR 60, 29 CFR 1625-1627, Title 23 USC Section 140, the Rehabilitation Act of 1973, as amended (29 USC 794), Title VI of the Civil Rights Act of 1964, as amended, and related regulations including 49 CFR Parts 21, 26 and 27; and 23 CFR Parts 200, 230, and 633.

The contractor and all subcontractors must comply with: the requirements of the Equal Opportunity Clause in 41 CFR 60-1.4(b) and, for all construction contracts exceeding \$10,000, the Standard Federal Equal Employment Opportunity Construction Contract Specifications in 41 CFR 60-4.3.

Note: The U.S. Department of Labor has exclusive authority to determine compliance with Executive Order 11246 and the policies of the Secretary of Labor including 41 CFR 60, and 29 CFR 1625-1627. The contracting agency and the FHWA have the authority and the responsibility to ensure compliance with Title 23 USC Section 140, the Rehabilitation Act of 1973, as amended (29 USC 794), and Title VI of the Civil Rights Act of 1964, as amended, and related regulations including 49 CFR Parts 21, 26 and 27; and 23 CFR Parts 200, 230, and 633.

The following provision is adopted from 23 CFR 230, Appendix A, with appropriate revisions to conform to the U.S. Department of Labor (US DOL) and FHWA requirements.

1. Equal Employment Opportunity: Equal employment opportunity (EEO) requirements not to discriminate and to take affirmative action to assure equal opportunity as set forth under laws, executive orders, rules, regulations (28 CFR 35, 29 CFR 1630, 29 CFR 1625-1627, 41 CFR 60 and 49 CFR 27) and orders of the Secretary of Labor as modified by the provisions prescribed herein, and imposed pursuant to 23 U.S.C. 140 shall constitute the EEO and specific affirmative action standards for the contractor's project activities under

this contract. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) set forth under 28 CFR 35 and 29 CFR 1630 are incorporated by reference in this contract. In the execution of this contract, the contractor agrees to comply with the following minimum specific requirement activities of EEO:

a. The contractor will work with the contracting agency and the Federal Government to ensure that it has made every good faith effort to provide equal opportunity with respect to all of its terms and conditions of employment and in their review of activities under the contract.

b. The contractor will accept as its operating policy the following statement:

"It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training."

2. EEO Officer: The contractor will designate and make known to the contracting officers an EEO Officer who will have the responsibility for and must be capable of effectively administering and promoting an active EEO program and who must be assigned adequate authority and responsibility to do so.

3. Dissemination of Policy: All members of the contractor's staff who are authorized to hire, supervise, promote, and discharge employees, or who recommend such action, or who are substantially involved in such action, will be made fully cognizant of, and will implement, the contractor's EEO policy and contractual responsibilities to provide EEO in each grade and classification of employment. To ensure that the above agreement will be met, the following actions will be taken as a minimum:

a. Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six months, at which time the contractor's EEO policy and its implementation will be reviewed and explained. The meetings will be conducted by the EEO Officer.

b. All new supervisory or personnel office employees will be given a thorough indoctrination by the EEO Officer, covering all major aspects of the contractor's EEO obligations within thirty days following their reporting for duty with the contractor.

c. All personnel who are engaged in direct recruitment for the project will be instructed by the EEO Officer in the contractor's procedures for locating and hiring minorities and women.

d. Notices and posters setting forth the contractor's EEO policy will be placed in areas readily accessible to employees, applicants for employment and potential employees.

e. The contractor's EEO policy and the procedures to implement such policy will be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.

4. Recruitment: When advertising for employees, the contractor will include in all advertisements for employees the notation: "An Equal Opportunity Employer." All such advertisements will be placed in publications having a large circulation among minorities and women in the area from which the project work force would normally be derived.

a. The contractor will, unless precluded by a valid bargaining agreement, conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minorities and women. To meet this requirement, the contractor will identify sources of potential minority group employees, and establish with such identified sources procedures whereby minority and women applicants may be referred to the contractor for employment consideration.

b. In the event the contractor has a valid bargaining agreement providing for exclusive hiring hall referrals, the contractor is expected to observe the provisions of that agreement to the extent that the system meets the contractor's compliance with EEO contract provisions. Where implementation of such an agreement has the effect of discriminating against minorities or women, or obligates the contractor to do the same, such implementation violates Federal nondiscrimination provisions.

c. The contractor will encourage its present employees to refer minorities and women as applicants for employment. Information and procedures with regard to referring such applicants will be discussed with employees.

5. Personnel Actions: Wages, working conditions, and employee benefits shall be established and administered, and personnel actions of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination, shall be taken without regard to race, color, religion, sex, national origin, age or disability. The following procedures shall be followed:

a. The contractor will conduct periodic inspections of project sites to insure that working conditions and employee facilities do not indicate discriminatory treatment of project site personnel.

b. The contractor will periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices.

c. The contractor will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, the contractor will promptly take corrective action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.

d. The contractor will promptly investigate all complaints of alleged discrimination made to the contractor in connection with its obligations under this contract, will attempt to resolve such complaints, and will take appropriate corrective action within a reasonable time. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective action shall include such other persons. Upon completion of each investigation, the contractor will inform every complainant of all of their avenues of appeal.

6. Training and Promotion:

a. The contractor will assist in locating, qualifying, and increasing the skills of minorities and women who are

applicants for employment or current employees. Such efforts should be aimed at developing full journey level status employees in the type of trade or job classification involved.

b. Consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs, i.e., apprenticeship, and on-the-job training programs for the geographical area of contract performance. In the event a special provision for training is provided under this contract, this subparagraph will be superseded as indicated in the special provision. The contracting agency may reserve training positions for persons who receive welfare assistance in accordance with 23 U.S.C. 140(a).

c. The contractor will advise employees and applicants for employment of available training programs and entrance requirements for each.

d. The contractor will periodically review the training and promotion potential of employees who are minorities and women and will encourage eligible employees to apply for such training and promotion.

7. Unions: If the contractor relies in whole or in part upon unions as a source of employees, the contractor will use good faith efforts to obtain the cooperation of such unions to increase opportunities for minorities and women. Actions by the contractor, either directly or through a contractor's association acting as agent, will include the procedures set forth below:

a. The contractor will use good faith efforts to develop, in cooperation with the unions, joint training programs aimed toward qualifying more minorities and women for membership in the unions and increasing the skills of minorities and women so that they may qualify for higher paying employment.

b. The contractor will use good faith efforts to incorporate an EEO clause into each union agreement to the end that such union will be contractually bound to refer applicants without regard to their race, color, religion, sex, national origin, age or disability.

c. The contractor is to obtain information as to the referral practices and policies of the labor union except that to the extent such information is within the exclusive possession of the labor union and such labor union refuses to furnish such information to the contractor, the contractor shall so certify to the contracting agency and shall set forth what efforts have been made to obtain such information.

d. In the event the union is unable to provide the contractor with a reasonable flow of referrals within the time limit set forth in the collective bargaining agreement, the contractor will, through independent recruitment efforts, fill the employment vacancies without regard to race, color, religion, sex, national origin, age or disability; making full efforts to obtain qualified and/or qualifiable minorities and women. The failure of a union to provide sufficient referrals (even though it is obligated to provide exclusive referrals under the terms of a collective bargaining agreement) does not relieve the contractor from the requirements of this paragraph. In the event the union referral practice prevents the contractor from meeting the obligations pursuant to Executive Order 11246, as amended, and these special provisions, such contractor shall immediately notify the contracting agency.

8. Reasonable Accommodation for Applicants / Employees with Disabilities: The contractor must be familiar

with the requirements for and comply with the Americans with Disabilities Act and all rules and regulations established there under. Employers must provide reasonable accommodation in all employment activities unless to do so would cause an undue hardship.

9. Selection of Subcontractors, Procurement of Materials and Leasing of Equipment: The contractor shall not discriminate on the grounds of race, color, religion, sex, national origin, age or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall take all necessary and reasonable steps to ensure nondiscrimination in the administration of this contract.

a. The contractor shall notify all potential subcontractors and suppliers and lessors of their EEO obligations under this contract.

b. The contractor will use good faith efforts to ensure subcontractor compliance with their EEO obligations.

10. Assurance Required by 49 CFR 26.13(b):

a. The requirements of 49 CFR Part 26 and the State DOT's U.S. DOT-approved DBE program are incorporated by reference.

b. The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the contracting agency deems appropriate.

11. Records and Reports: The contractor shall keep such records as necessary to document compliance with the EEO requirements. Such records shall be retained for a period of three years following the date of the final payment to the contractor for all contract work and shall be available at reasonable times and places for inspection by authorized representatives of the contracting agency and the FHWA.

a. The records kept by the contractor shall document the following:

(1) The number and work hours of minority and non-minority group members and women employed in each work classification on the project;

(2) The progress and efforts being made in cooperation with unions, when applicable, to increase employment opportunities for minorities and women; and

(3) The progress and efforts being made in locating, hiring, training, qualifying, and upgrading minorities and women;

b. The contractors and subcontractors will submit an annual report to the contracting agency each July for the duration of the project, indicating the number of minority, women, and non-minority group employees currently engaged in each work classification required by the contract work. This information is to be reported on [Form FHWA-1391](#). The staffing data should represent the project work force on board in all or any part of the last payroll period preceding the end of July. If on-the-job training is being required by special provision, the contractor

will be required to collect and report training data. The employment data should reflect the work force on board during all or any part of the last payroll period preceding the end of July.

III. NONSEGREGATED FACILITIES

This provision is applicable to all Federal-aid construction contracts and to all related construction subcontracts of \$10,000 or more.

The contractor must ensure that facilities provided for employees are provided in such a manner that segregation on the basis of race, color, religion, sex, or national origin cannot result. The contractor may neither require such segregated use by written or oral policies nor tolerate such use by employee custom. The contractor's obligation extends further to ensure that its employees are not assigned to perform their services at any location, under the contractor's control, where the facilities are segregated. The term "facilities" includes waiting rooms, work areas, restaurants and other eating areas, time clocks, restrooms, washrooms, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing provided for employees. The contractor shall provide separate or single-user restrooms and necessary dressing or sleeping areas to assure privacy between sexes.

IV. DAVIS-BACON AND RELATED ACT PROVISIONS

This section is applicable to all Federal-aid construction projects exceeding \$2,000 and to all related subcontracts and lower-tier subcontracts (regardless of subcontract size). The requirements apply to all projects located within the right-of-way of a roadway that is functionally classified as Federal-aid highway. This excludes roadways functionally classified as local roads or rural minor collectors, which are exempt. Contracting agencies may elect to apply these requirements to other projects.

The following provisions are from the U.S. Department of Labor regulations in 29 CFR 5.5 "Contract provisions and related matters" with minor revisions to conform to the FHWA-1273 format and FHWA program requirements.

1. Minimum wages

a. All laborers and mechanics employed or working upon the site of the work, will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions

of paragraph 1.d. of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph 1.b. of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

b. (1) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(i) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(ii) The classification is utilized in the area by the construction industry; and

(iii) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(2) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(3) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Wage and Hour Administrator for determination. The Wage and Hour Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or

will notify the contracting officer within the 30-day period that additional time is necessary.

(4) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs 1.b.(2) or 1.b.(3) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

c. Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

d. If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program. Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

2. Withholding

The contracting agency shall upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the contractor under this contract, or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the contract, the contracting agency may, after written notice to the contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

3. Payrolls and basic records

a. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-

Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

b.(1) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the contracting agency. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the contracting agency for transmission to the State DOT, the FHWA or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the contracting agency..

(2) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(i) That the payroll for the payroll period contains the information required to be provided under §5.5 (a)(3)(ii) of Regulations, 29 CFR part 5, the appropriate information is being maintained under §5.5 (a)(3)(i) of Regulations, 29 CFR part 5, and that such information is correct and complete;

(ii) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(iii) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(3) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph 3.b.(2) of this section.

(4) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

c. The contractor or subcontractor shall make the records required under paragraph 3.a. of this section available for inspection, copying, or transcription by authorized representatives of the contracting agency, the State DOT, the FHWA, or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the FHWA may, after written notice to the contractor, the contracting agency or the State DOT, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

4. Apprentices and trainees

a. Apprentices (programs of the USDOL).

Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice.

The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed.

Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly

rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination.

In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

b. Trainees (programs of the USDOL).

Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration.

The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration.

Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed.

In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

c. Equal employment opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

d. Apprentices and Trainees (programs of the U.S. DOT).

Apprentices and trainees working under apprenticeship and skill training programs which have been certified by the Secretary of Transportation as promoting EEO in connection with Federal-aid highway construction programs are not subject to the requirements of paragraph 4 of this Section IV. The straight time hourly wage rates for apprentices and trainees under such programs will be established by the particular programs. The ratio of apprentices and trainees to journeymen shall not be greater than permitted by the terms of the particular program.

5. Compliance with Copeland Act requirements. The contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.

6. Subcontracts. The contractor or subcontractor shall insert Form FHWA-1273 in any subcontracts and also require the subcontractors to include Form FHWA-1273 in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

7. Contract termination: debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

8. Compliance with Davis-Bacon and Related Act requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

9. Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

10. Certification of eligibility.

a. By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

b. No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

c. The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

V. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

The following clauses apply to any Federal-aid construction contract in an amount in excess of \$100,000 and subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. These clauses shall be inserted in addition to the clauses required by 29 CFR 5.5(a) or 29 CFR 4.6. As used in this paragraph, the terms laborers and mechanics include watchmen and guards.

1. Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

2. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1.) of this section, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1.) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1.) of this section.

3. Withholding for unpaid wages and liquidated damages. The FHWA or the contracting agency shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2.) of this section.

4. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1.) through (4.) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1.) through (4.) of this section.

VI. SUBLETTING OR ASSIGNING THE CONTRACT

This provision is applicable to all Federal-aid construction contracts on the National Highway System.

1. The contractor shall perform with its own organization contract work amounting to not less than 30 percent (or a greater percentage if specified elsewhere in the contract) of the total original contract price, excluding any specialty items designated by the contracting agency. Specialty items may be performed by subcontract and the amount of any such specialty items performed may be deducted from the total original contract price before computing the amount of work required to be performed by the contractor's own organization (23 CFR 635.116).

a. The term "perform work with its own organization" refers to workers employed or leased by the prime contractor, and equipment owned or rented by the prime contractor, with or without operators. Such term does not include employees or equipment of a subcontractor or lower tier subcontractor, agents of the prime contractor, or any other assignees. The term may include payments for the costs of hiring leased employees from an employee leasing firm meeting all relevant Federal and State regulatory requirements. Leased employees may only be included in this term if the prime contractor meets all of the following conditions:

(1) the prime contractor maintains control over the supervision of the day-to-day activities of the leased employees;

(2) the prime contractor remains responsible for the quality of the work of the leased employees;

(3) the prime contractor retains all power to accept or exclude individual employees from work on the project; and

(4) the prime contractor remains ultimately responsible for the payment of predetermined minimum wages, the submission of payrolls, statements of compliance and all other Federal regulatory requirements.

b. "Specialty Items" shall be construed to be limited to work that requires highly specialized knowledge, abilities, or equipment not ordinarily available in the type of contracting organizations qualified and expected to bid or propose on the contract as a whole and in general are to be limited to minor components of the overall contract.

2. The contract amount upon which the requirements set forth in paragraph (1) of Section VI is computed includes the cost of material and manufactured products which are to be purchased or produced by the contractor under the contract provisions.

3. The contractor shall furnish (a) a competent superintendent or supervisor who is employed by the firm, has full authority to direct performance of the work in accordance with the contract requirements, and is in charge of all construction operations (regardless of who performs the work) and (b) such other of its own organizational resources (supervision, management, and engineering services) as the contracting officer determines is necessary to assure the performance of the contract.

4. No portion of the contract shall be sublet, assigned or otherwise disposed of except with the written consent of the contracting officer, or authorized representative, and such consent when given shall not be construed to relieve the contractor of any responsibility for the fulfillment of the contract. Written consent will be given only after the contracting agency has assured that each subcontract is

evidenced in writing and that it contains all pertinent provisions and requirements of the prime contract.

5. The 30% self-performance requirement of paragraph (1) is not applicable to design-build contracts; however, contracting agencies may establish their own self-performance requirements.

VII. SAFETY: ACCIDENT PREVENTION

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

1. In the performance of this contract the contractor shall comply with all applicable Federal, State, and local laws governing safety, health, and sanitation (23 CFR 635). The contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions as it determines, or as the contracting officer may determine, to be reasonably necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.

2. It is a condition of this contract, and shall be made a condition of each subcontract, which the contractor enters into pursuant to this contract, that the contractor and any subcontractor shall not permit any employee, in performance of the contract, to work in surroundings or under conditions which are unsanitary, hazardous or dangerous to his/her health or safety, as determined under construction safety and health standards (29 CFR 1926) promulgated by the Secretary of Labor, in accordance with Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3704).

3. Pursuant to 29 CFR 1926.3, it is a condition of this contract that the Secretary of Labor or authorized representative thereof, shall have right of entry to any site of contract performance to inspect or investigate the matter of compliance with the construction safety and health standards and to carry out the duties of the Secretary under Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C.3704).

VIII. FALSE STATEMENTS CONCERNING HIGHWAY PROJECTS

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

In order to assure high quality and durable construction in conformity with approved plans and specifications and a high degree of reliability on statements and representations made by engineers, contractors, suppliers, and workers on Federal-aid highway projects, it is essential that all persons concerned with the project perform their functions as carefully, thoroughly, and honestly as possible. Willful falsification, distortion, or misrepresentation with respect to any facts related to the project is a violation of Federal law. To prevent any misunderstanding regarding the seriousness of these and similar acts, Form FHWA-1022 shall be posted on each Federal-aid highway project (23 CFR 635) in one or more places where it is readily available to all persons concerned with the project:

18 U.S.C. 1020 reads as follows:

"Whoever, being an officer, agent, or employee of the United States, or of any State or Territory, or whoever, whether a person, association, firm, or corporation, knowingly makes any false statement, false representation, or false report as to the character, quality, quantity, or cost of the material used or to be used, or the quantity or quality of the work performed or to be performed, or the cost thereof in connection with the submission of plans, maps, specifications, contracts, or costs of construction on any highway or related project submitted for approval to the Secretary of Transportation; or

Whoever knowingly makes any false statement, false representation, false report or false claim with respect to the character, quality, quantity, or cost of any work performed or to be performed, or materials furnished or to be furnished, in connection with the construction of any highway or related project approved by the Secretary of Transportation; or

Whoever knowingly makes any false statement or false representation as to material fact in any statement, certificate, or report submitted pursuant to provisions of the Federal-aid Roads Act approved July 1, 1916, (39 Stat. 355), as amended and supplemented;

Shall be fined under this title or imprisoned not more than 5 years or both."

IX. IMPLEMENTATION OF CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

By submission of this bid/proposal or the execution of this contract, or subcontract, as appropriate, the bidder, proposer, Federal-aid construction contractor, or subcontractor, as appropriate, will be deemed to have stipulated as follows:

1. That any person who is or will be utilized in the performance of this contract is not prohibited from receiving an award due to a violation of Section 508 of the Clean Water Act or Section 306 of the Clean Air Act.

2. That the contractor agrees to include or cause to be included the requirements of paragraph (1) of this Section X in every subcontract, and further agrees to take such action as the contracting agency may direct as a means of enforcing such requirements.

X. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

This provision is applicable to all Federal-aid construction contracts, design-build contracts, subcontracts, lower-tier subcontracts, purchase orders, lease agreements, consultant contracts or any other covered transaction requiring FHWA approval or that is estimated to cost \$25,000 or more — as defined in 2 CFR Parts 180 and 1200.

1. Instructions for Certification – First Tier Participants:

a. By signing and submitting this proposal, the prospective first tier participant is providing the certification set out below.

b. The inability of a person to provide the certification set out below will not necessarily result in denial of participation in this

covered transaction. The prospective first tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective first tier participant to furnish a certification or an explanation shall disqualify such a person from participation in this transaction.

c. The certification in this clause is a material representation of fact upon which reliance was placed when the contracting agency determined to enter into this transaction. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the contracting agency may terminate this transaction for cause of default.

d. The prospective first tier participant shall provide immediate written notice to the contracting agency to whom this proposal is submitted if any time the prospective first tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

e. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

f. The prospective first tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

g. The prospective first tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the department or contracting agency, entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.

h. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.

i. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of the prospective participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

j. Except for transactions authorized under paragraph (f) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – First Tier Participants:

a. The prospective first tier participant certifies to the best of its knowledge and belief, that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;

(2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (a)(2) of this certification; and

(4) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

b. Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

2. Instructions for Certification - Lower Tier Participants:

(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost \$25,000 or more - 2 CFR Parts 180 and 1200)

a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.

b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which

this transaction originated may pursue available remedies, including suspension and/or debarment.

c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.

d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.

g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.

h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the

department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

* * * * *

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Participants:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

* * * * *

XI. CERTIFICATION REGARDING USE OF CONTRACT FUNDS FOR LOBBYING

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts which exceed \$100,000 (49 CFR 20).

1. The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. The prospective participant also agrees by submitting its bid or proposal that the participant shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such recipients shall certify and disclose accordingly.

**ATTACHMENT A - EMPLOYMENT AND MATERIALS
PREFERENCE FOR APPALACHIAN DEVELOPMENT
HIGHWAY SYSTEM OR APPALACHIAN LOCAL ACCESS
ROAD CONTRACTS**

This provision is applicable to all Federal-aid projects funded under the Appalachian Regional Development Act of 1965.

1. During the performance of this contract, the contractor undertaking to do work which is, or reasonably may be, done as on-site work, shall give preference to qualified persons who regularly reside in the labor area as designated by the DOL wherein the contract work is situated, or the subregion, or the Appalachian counties of the State wherein the contract work is situated, except:

a. To the extent that qualified persons regularly residing in the area are not available.

b. For the reasonable needs of the contractor to employ supervisory or specially experienced personnel necessary to assure an efficient execution of the contract work.

c. For the obligation of the contractor to offer employment to present or former employees as the result of a lawful collective bargaining contract, provided that the number of nonresident persons employed under this subparagraph (1c) shall not exceed 20 percent of the total number of employees employed by the contractor on the contract work, except as provided in subparagraph (4) below.

2. The contractor shall place a job order with the State Employment Service indicating (a) the classifications of the laborers, mechanics and other employees required to perform the contract work, (b) the number of employees required in each classification, (c) the date on which the participant estimates such employees will be required, and (d) any other pertinent information required by the State Employment Service to complete the job order form. The job order may be placed with the State Employment Service in writing or by telephone. If during the course of the contract work, the information submitted by the contractor in the original job order is substantially modified, the participant shall promptly notify the State Employment Service.

3. The contractor shall give full consideration to all qualified job applicants referred to him by the State Employment Service. The contractor is not required to grant employment to any job applicants who, in his opinion, are not qualified to perform the classification of work required.

4. If, within one week following the placing of a job order by the contractor with the State Employment Service, the State Employment Service is unable to refer any qualified job applicants to the contractor, or less than the number requested, the State Employment Service will forward a certificate to the contractor indicating the unavailability of applicants. Such certificate shall be made a part of the contractor's permanent project records. Upon receipt of this certificate, the contractor may employ persons who do not normally reside in the labor area to fill positions covered by the certificate, notwithstanding the provisions of subparagraph (1c) above.

5. The provisions of 23 CFR 633.207(e) allow the contracting agency to provide a contractual preference for the use of mineral resource materials native to the Appalachian region.

6. The contractor shall include the provisions of Sections 1 through 4 of this Attachment A in every subcontract for work which is, or reasonably may be, done as on-site work.

SPECIAL PROVISION

Required Contract Provisions Federal-Aid Construction Contracts

1. *Subsection I.4 Selection of Labor; Delete the last sentence in the paragraph.*
2. *Subsections IV Davis Bacon and Related Act Provisions; Delete the first paragraph in its entirety and substitute the following:*

“This section is applicable to all Federal-aid construction projects exceeding \$2,000 and to all related subcontracts. The requirements apply to all projects located within the right-of-way of a roadway.”

**GEORGIA DEPARTMENT OF TRANSPORTATION
REQUIRED CONTRACT PROVISIONS, FEDERAL-AID HIGHWAY PROGRAM**

EFFECTIVE FEBRUARY 15, 2016

The Cargo Preference Act (CPA) establishes certain requirements for the use of privately owned United States-flag commercial vessels in transporting equipment, materials, and commodities by ocean vessel. Contractors are required to comply with the CPA requirements and 46 CFR 381 and are required to insert the substance of these provisions into any subcontracts issued pursuant to this contract.

Cargo Preference Act Requirements

All Federal-aid projects shall comply with 46 CFR 381.7 (a)–(b) as follows:

(a) *Agreement Clauses.* Use of United States-flag vessels:

(1) Pursuant to Pub. L. 664 (43 U.S.C. 1241(b)) at least 50 percent of any equipment, materials or commodities procured, contracted for or otherwise obtained with funds granted, guaranteed, loaned, or advanced by the U.S. Government under this agreement, and which may be transported by ocean vessel, shall be transported on privately owned United States-flag commercial vessels, if available.

(2) Within 20 days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, ‘on-board’ commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph (a)(1) of this section shall be furnished to both the Contracting Officer (through the prime contractor in the case of subcontractor bills-of-lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590.

(b) *Contractor and Subcontractor Clauses.* Use of United States-flag vessels: The contractor agrees—

(1) To utilize privately owned United States-flag commercial vessels to ship at least 50 percent of the

Gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to this contract, to the extent such vessels are available at fair and reasonable rates for United States-flag commercial vessels.

(2) To furnish within 20 days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, ‘on-board’ commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph (b) (1) of this

section to both the Contracting Officer (through the prime contractor in the case of subcontractor bills-of-lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590.

(3) To insert the substance of the provisions of this clause in all subcontracts issued pursuant to this contract.

The CPA requirements would be appropriate for oceanic shipments of materials or equipment that is intended for use on a specific Federal-aid project, such as a precast concrete structural members, fabricated structural steel, tunnel boring machines, or large-capacity cranes.

The CPA requirements are not applicable for goods or materials that come into inventories independent of an FHWA funded-contract. For example, the requirements would not apply to shipments of Portland cement, asphalt cement, or aggregates, as industry suppliers and contractors use these materials to replenish existing inventories. In general, most of the materials used for highway construction originate from existing inventories and are not acquired solely for a specific Federal-aid project.

A test for whether CPA requirements apply or do not apply to shipped goods or materials would be if the goods or materials are what one would consider to be common inventory supplies for highway construction contractor, then CPA would **not apply**. If the materials or goods are considered to be supplies one would consider to be not common supplies of a highway construction contractor then CPA would **apply**.

10'x10' STANDARD TENT
BLACK WITH FULL COLOR
THERMAL IMPRINT 8 LOCATIONS



Stockbridge Main Street

10'x10' STANDARD TENT
BLACK WITH FULL COLOR
THERMAL IMPRINT 8 LOCATIONS



Stockbridge Main Street Program

Council
Consideration to
approve the
Wrecker Service
Bid Award
Presented by:
Donald Riley,
Procurement
Specialist



City of Stockbridge

Agenda Request Form For Community Development

Meeting Date

December 10, 2018

- ☒ Action requested by City Council
☐ For informational purposes only
☐ Budget Amendment Required
☒ Attachment (s)

FROM ACCOUNT: N/A

TO ACCOUNT:

PRESENTER: Camilla Moore

ITEM/PROJECT/EVENT: 2019 FEE SCHEDULES

ACTION

- ☐ PUBLIC HEARING
☐ ORDINANCE
☒ RESOLUTION
☐ BID/RFP AWARD
☐ PRESENTATION
☒ DISCUSSION
☐ REPORT
☐ DISCUSSION

DESCRIPTION:

Below is the recommended 2019 Fee Schedules for the following:

1. Planning & Zoning
2. Permitting and Inspections
3. Civil and Development
4. Business Services
5. Film
6. Cometary

APPROVED BY:

LEGAL: YES ☒ NO ☐
FINANCE DEPT: YES ☐ NO ☐ or N/A ☒
CITY MANAGER: YES ☒ NO ☐

AMOUNT

\$ N/A

CITY OF STOCKBRIDGE PLANNING AND ZONING 2019 FEE SCHEDULE

Rezoning Application Fee Schedule

Acreage	Single-Family Residential		Multi-Family Residential		Commercial - Industrial		DRI	
Acreage Numbers	Single-Family Residential Base Fee	Plus Acreage Tariff (per acre)	Multi-Family Residential Base Fee	Plus Acreage Tariff (per acre)	Commercial - Industrial Base Fee	Plus Acreage Tariff (per acre)	DRI Pre-Application: (no zoning action)	DRI Application (Zoning Action)
0-5	\$ 250.00	\$ 50.00	\$ 500.00	\$ 50.00	\$ 750.00	\$ 50.00	\$ 100.00	add'l \$400
5.001-10.00	\$ 500.00	\$ 50.00	\$ 750.00	\$ 50.00	\$ 1,000.00	\$ 50.00	\$ 100.00	add'l \$400
10.001-20.00	\$ 750.00	\$ 50.00	\$ 1,250.00	\$ 50.00	\$ 1,500.00	\$ 50.00	\$ 100.00	add'l \$400
20.001-50.00	\$ 1,250.00	\$ 25.00	\$ 1,500.00	\$ 25.00	\$ 2,000.00	\$ 25.00	\$ 100.00	add'l \$400
50.001-100.00	\$ 1,750.00	\$ 25.00	\$ 2,250.00	\$ 25.00	\$ 3,500.00	\$ 25.00	\$ 100.00	add'l \$400
100.001+	\$ 3,000.00	\$ 25.00	\$ 2,500.00	\$ 25.00	\$ 3,500.00	\$ 25.00	\$ 100.00	add'l \$400

FEE CATEGORY-APPLICATIONS	FEE	
Administrative Waiver	\$300	
Annexations	\$300	
Application Tabling Fee	\$300	
Concept Plan Review	\$50	
Combination Plat	\$150	
Comprehensive Plan Amendment	\$300	
Conditional Use	\$500	(Plus \$5 per acre)
Planning Commission Address List	\$25	
Sign Permit Review Fee - Zoning	\$50	
Special Use Permit	\$300	
Temporary Permit for Special Event	\$50	
ULDC Text Amendment	\$300	
Variance and appeals	\$500	
WCF Administrative Review	\$50	
WCF Conditional Use Application	\$7,000	
Zoning Certification Letter	\$150	
Zoning Modification to Zoning conditions: Major (More than 10 acres)	\$300	
Zoning Modification to Zoning conditions: Minor (Less than 10 acres)	\$300	(Plus \$25 per acre)
Zoning Verification	\$50	

Map Request	
A-Size (8 ½ x11)	\$5
B-Size (11x17)	\$10
C-Size (17x22)	\$15
D-Size (22x34)	\$20
E-Size (36x44)	\$25
CD's	\$3

**OCCUPATION TAX
2019 FEE SCHEDULE**

Occupational Tax	CATEGORY	FEE-Year 2018	FEE-Year 2019
03.16.040(A)	Business and O.T. Late Penalty	\$2 per day	\$2 per day
03.16.090(H)-3	Hotel/Motel Utilities and Fac. in ROW	0.03	0.03
03.16.120	Insurance and Agent Lic. Fee	\$100 per Year	\$100 per Year
03.16.130	Insurance and Agent Lic. Fee Add.	\$35 per Year	\$35 per Year
03.16.240	Hotel Motel Tax	(8.00%) of the gross rent for such occupancy	(8.00%) of the gross rent for such occupancy
03.16.303	Operator Fee	3% of Amount Due	3% of Amount Due
03.16.304	Hotel/Motel Penalties and Interest	5% or \$5 -> 30days 25% or \$25	5% or \$5 -> 30days 25% or \$25
03.16.305(C)	Hotel/Motel Add. Penalties and Interest	5% or \$5 -> 30days 25% or \$25	5% or \$5 -> 30days 25% or \$25
09.01.030(B)	Regulatory Fee (on or after July 1st)	50% of Regulatory Fee, Same for OT	50% of Regulatory Fee, Same for OT
09.01.040	Occupation Tax Levy	See Chart in 09.01.040	See Chart in 09.01.040
09.01.090	Professional Tax	\$400	\$400
09.01.100	Professional Tax Delinquency Fee	See 09.01.100 (Same as tax execution)	See 09.01.100 (Same as tax execution)
09.01.180	Regulatory Fee Late Penalty	10% of Fee + 1.5% interest Monthly	10% of Fee + 1.5% interest Monthly
09.01.200	O.T. Records Deficiency Fee	10% of Deficiency + 1% interest Monthly	10% of Deficiency + 1% interest Monthly
09.01.240	Public hearing before future tax increases	Public Hearing	Public Hearing
09.01.250	Occupational Tax Administrative Fee	Due @ Application-\$60, Non-Refundable	Due @ Application-\$70, Non-Refundable
09.01.250	Non Profit Administrative Fee	\$0	\$0
09.04.140(B)	Alcohol Application Investigation Fee	\$210 due @application	\$210 due @application
09.04.160(B)	Hotel/Motel/Restaurant/Club Multiple License.	\$1000 per Additional Location	\$1000 per Additional Location
09.04.260(B)	Alcohol License Fee Schedule	See 9.04.260(B) Chart	See 9.04.260(B) Chart
09.04.270	Denial of State License	Refund, less \$50	Refund, less \$50
09.04.277	Ancillary growler malt beverage tasting license	To be set by council	To be set by council
09.04.290	Alcohol Bulk Package Sales Tax	See 09.04.240	See 09.04.240
09.04.680 [C]	Alcohol Caterers (Not located in City)	\$100 per Event	\$100 per Event
09.08.180(B-1,2,3)	CPNC Vehicle for Hire Permit	State Requirement	State Requirement
09.12.090	Solicitation Permit	\$150 for 60 days (not including background check)	\$150 for 60 days (not including background check)
09.17.050	Precious Metal/Gem Dealer	\$350	\$450
09.20.070(A,B)	Billiard/Pool Hall Fee Schedule	\$350	\$450
09.24.100	Flea Market/Retail Booth		
09.28.010(B-3)	Garage Sale (Commercial)	\$75	\$100
09.36.060	Display of Merchandise Permit	4 days a year	6 days a year
09.40.070(A,B)	Massage Establishment	\$350	\$450
09.43.130(H)	Youth Activity Center (Event Relocation)		
09.43.230	Youth Activity Center Event Readmission		
09.43.250	Youth Activity Center License		
09.43.260	Youth Activity Center Prorated License		
09.48.040	Fortuneteller License Application Fee		
09.50.020(B)	Bingo Games (Non-profit organization)		
09.60.070(I)	Body Crafting Application Fee	\$250 yearly	\$250 yearly
09.60.080(B)	Body Crafting Individual Application Fee		
09.60.090(C)	Body Crafting Health Fee		
09.75.080(A,B,D)	Colon Hydrotherapy Facility		
	OT License Reprint	\$25	\$30
09.78.010(H1)	Film Processing Fee	\$150 per day	\$150 per day
09.78.010(K)	Filming at City Facilities	See attached chart	See attached chart

**CIVIL AND DEVELOPMENT
2019 FEE SCHEDULE**

CIVIL AND DEVELOPMENT FEE SCHEDULE		
Application Fee (Applies to all permits and plan review applications in addition to all listed fees UNO)	\$25	
Miscellaneous	Permit Fee	Plan Review
Street name change	\$250	
Timbering Permit	\$100 + \$10 per acre or fraction thereof	
Street Dedication Only	\$1 per linear foot- min \$200 and \$1000 max (Council approval required)	
Billboards		
Oversized Sign (Bill Board)	\$500 per sign (plus the cost of building Permit)	\$250
Planning and Zoning		
Development Plan Review / Zoning Compliance	Fee	Plan Review Fee
Planning and Zoning reviews in conjunction with a Building Permit for a One or Two-Family New Home, Additions, Alterations, Swimming Pools/Spas and other work on a single residential lot.		\$50.00
All OTHERS		
< 3 acres		\$500
3 to 5 acres		\$750
5 acres or more		\$750 for the first 5 acres, plus \$100 for each additional acre or fraction thereof (\$5,000 max)
General Revisions/ Resubmittals		\$300
Erosion, Sedimentation and Pollution Control - NPDES (Permit Fees are in accordance EPD)		
(PLAN REVIEW, INSPECTION and RE-INSPECTION FEES)	ESPC Inspection Fees	Plan Review Fee
Erosion Control Plan Review Submittals (Tertiary - Single Family)		\$50
If not ready for the initial site inspection, an additional fee of \$35.00 shall be charged for each re-inspection. (Residential)		
Erosion Control Plan Review 1st Submittal (Commercial)		\$300
Erosion Control Plan Review 2nd Re-submittal (Commercial)		
Initial BMP Site Inspection to issue LDP (Commercial)	\$50	
If not ready for the initial site inspection, an additional fee of \$100.00 shall be charged for each re-inspection. (Commercial)	\$100	
Weekly and Rain Event Inspections (each occurrence) Commercial	\$25	
Failed Weekly or Rain Event Inspection (each occurrence) Commercial and Residential (verbal warnings at no charge)	\$50	
Plat Reviews and Approval		
Subdivision	Fee	Plat Review Fee
Minor Subdivision, up to 5 Lots		\$250

**CIVIL AND DEVELOPMENT
2019 FEE SCHEDULE**

Major Subdivision, > 5 Lots		\$50 per Lot with a \$2,500 (max)
Preliminary Plat Reviews shall be required when Land Disturbance Permits are not being applied for.		\$25 per Lot with a \$1,250 (max)
Final Plat		\$50 per Lot
Recombinations		\$250
Recording Fee	\$100	
Civil Engineering/ Land Disturbance/ Stormwater (For other projects not listed - \$125 per hour)		
Project Scope	Permit Fee (Up to 4 site inspections included)	Plan Review Fee
Clearing and Grubbing Only		
Clearing and Grubbing Only Residential and Non Residential	\$250	\$25 per disturbed acre (min \$50) if Preliminary Plat/Development Plans have been submitted , fee is \$50
Residential (1 or 2 Family)		
single lot (within a subdivision) < 1 acre and less than 15K PV	\$75.00	\$50
< 3 acres	\$250	Additional 25% of Permit Fee
3 or more acres	\$500	
Residential Subdivision		
< 3 acres	\$200 for the first lot, plus \$50 for each additional lot	
3 or more acres	\$300 for the first lot, plus \$50 for each additional lot	
Multi-Family/ Commercial/ Other		
< 3 acres	\$500	
3 or more acres	\$1,200 for the first 3 acres, plus \$200 for each additional acres or fraction thereof (\$10,000 max)	
Minor Sitework, (driveways, patios, retaining walls, swimming pools, hardscapes, etc.	\$75	\$25
Detention Ponds/ Vault Permit	\$500	\$500
Retaining Wall Permit < 8 ft	\$500	\$250
Retaining Wall Permit > 8 ft	\$1,500	\$1,000
Permit Renewal (Permits valid for 1yr from issuance)	\$250	
General Revisions		\$150
Site Inspection Fees for LDPs and Road Constuction projects (Does not apply to a Single Parcel/Single Family Home LDPs when less than 1 acre and less than 15K PV)		
Inspections	Inspection Fee (each occurrence)	
0-1 Acre	\$100.00	
1-5 Acres	\$200.00	
6-10 Acre	\$300.00	
11-20 Acres	\$400.00	
Over 21 Acres	\$400 plus \$6 per acre over 20 acres	
Street Improvement /Road Construction - Plan Reviews		
Plan Review		Plan Review
Road Construction Plan Review		\$500 + \$5 per lot

**CIVIL AND DEVELOPMENT
2019 FEE SCHEDULE**

Road Construction 2nd and subsequent re-submittals		
Road Construction 2nd and subsequent re-submittals		
Bonds:		
Maintenance Bond Fee Schedule		
Residential roads (22' pavement widths):		
Without Sidewalks	\$40 per lineal foot	
With Sidewalks	\$40 per lineal foot	
Commercial/Office Roads (24' pavement width)		
Without Sidewalks	\$50 per lineal foot	
With Sidewalks	\$50 per lineal foot	
Industrial Roads (26' pavement width)		
Without Sidewalks	\$65 per lineal foot	
With Sidewalks	\$75 per lineal foot	
Decel/Ascel Lanes- Residential/Commercial/Office (8/3/1.5" paving section)		
Without Sidewalks	\$28 per lineal foot	
With Sidewalks	\$33 per lineal foot	
Decel/Ascel Lanes- industrial/Higher Traffic Right Turn(10/4/1.5" paving section)		
Without Sidewalks	\$31 per lineal foot	
With Sidewalks	\$36 per lineal foot	
Sidewalks Only(5' width)		
Both Sides of Street	\$10 per lineal foot	
One Side of Street	\$5 per lineal foot	
Performance Bond Fee Schedule		
Temporary Residential cul-de-sac(40' radius w/6" of GAB)	\$10,000	
Residential cul-de-sac(40' radius /GAB, asphalt , and curb w/o sidewalk)	\$25,000	
Residential cul-de-sac(40' radius /GAB, asphalt , and curb w/ sidewalk)	\$30,000	
Sidewalks Only(5' width)		
Both Sides of Street	\$30 per lineal foot	
One Side of Street	\$15 per lineal foot	

CIVIL AND DEVELOPMENT
2019 FEE SCHEDULE

2nd Re-Submittal
\$250
2nd Resubmittal
\$50.00
\$300
2nd Re-submittal
\$50
200
2nd Re-submittal

CIVIL AND DEVELOPMENT 2019 FEE SCHEDULE

50% of Original
2nd Re-submittal
25% of original plan review fee
\$250
2nd Re-Submittal

CIVIL AND DEVELOPMENT 2019 FEE SCHEDULE

[illegible]



2017-2018 BUILDING SAFETY DIVISION PLAN REVIEW AND PERMITTING FEE SCHEDULE

CALCULATING PROJECT VALUATION a. b. c. d. e.	Unless noted otherwise, the project valuation will be based on the actual contract cost of the work, or calculated by the Building Safety Division based on the use of the structure, the type of construction, and the size of the building using the cost per square foot as shown in the most recently published Building Valuation Data (BVD) Table published by the International Code Council (ICC), whichever is the greater amount.	
	a. Applies to permit fees for all construction, including additions and alterations.	
	b. The Building Valuation Data Table represents average square foot costs for most buildings. Costs are based on national averages and include total design, inspection, and construction of the particular building and appurtenances. The table presents 18 occupancy categories, e.g., dwelling, church, office, restaurant, and retail store. Each occupancy is sorted into nine types of construction, for which there is a square foot construction cost.	
	c. Interior Completion Only, the construction cost is valued at 50% of the ICC BVD	
	d. Shell Only Permit, the construction cost is valued at 70% of the ICC BVD	
	e. Foundation Only Permit, the construction cost is valued at 20% of the ICC BVD	
CALCULATING THE PERMIT COST USING THE CALCULATED PROJECT VALUATION	\$1.00 to \$10,000	\$10.00 for each \$1,000 or fraction thereof, to and including \$10,000
	\$10,000.01 to \$50,000	\$100.00 for the first \$10,000 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000
	\$50,000.01 to \$100,000	\$300.00 for the first \$50,000 plus \$4.75 for each additional thousand or fraction thereof, to and including \$100,000
	\$100,000.01 to \$500,000	\$537.50 for the first \$100,000 plus \$4.50 for each additional thousand or fraction thereof, to and including \$500,000
	\$500,000.01 and up	\$2337.50.00 for the first \$500,000 plus \$4.25 for each additional thousand or fraction thereof
PLAN REVIEW / PLAN CHECK	UNO, when the valuation of the proposed construction exceeds \$1,000 and a plan for the construction is required to be submitted, a plan-checking fee is required to be paid to the City at the time of submitting plans and specifications for plan review. Said plan-checking fee shall be equal to one-half of the building permit fee UNO. Such plan-checking fee is in addition to the permit fee. (All plan review fees include the initial submittal and the 1st Resubmittal) Plan Review/Plan Check fees are non-refundable.	
	Minimum Plan review Fee is \$50.00.	
	Subsequent Re-submittals or Revisions are billed at \$110.00 per hour (billed in full hour increments)	
APPLICATION FEES	\$25.00 (applies to all permits and plan review applications in addition to all listed fees UNO)	
MINIMUM BUILDING PERMIT FEES (UNO)	Residential (One and Two Family Structures) - \$100.00	
	Commercial (All others) - \$200.00	
SINGLE LEVEL UNCOVERED DECKS	Residential - Valuation is based upon \$15.00 per s.f.	
	Commercial - Valuation is based upon \$25.00 per s.f.	
GARAGES	Use the ICC BVD Project Valuation Table	
ROOFING PERMIT (Recover or Replacement)	Residential - \$75.00 (Only required when reroofing or recovering more than 100 s.f.)	
	Commercial - Roof Area in s.f. (Only required when reroofing or recovering more than 100 s.f.)	
	100 to 10,000 s.f.	\$200.00
	10,001 to 20,000 s.f.	\$400.00
	20,001 to 30,000 s.f.	\$600.00
	30,001 to 40,000 s.f.	\$800.00
	40,001 to unlimited s.f.	\$1000.00
SIDING REPLACEMENT	\$100.00 (Permit required when the siding replacement area is greater than 50 s.f.)	
FENCES	Residential \$50.00 / \$100.00 Commercial	
DRIVEWAYS	Residential \$50.00 / Commercial projects use the Site Development Process and Fees	
POOLS AND SPAS	Residential \$300.00 (Combination all Trade Permit with affidavits / fences permitted separately)	
	Commercial (based upon customer's contracted project cost / fences permitted separately)	

DEMOLITION	Residential \$200.00 / Residential (Interior Only) \$50.00	
	Commercial \$500.00 / Commercial (Interior Only) \$200.00	
MOBILE HOMES / MANUFACTURED	Building Permit Set-up Fee is \$250.00 Set-up fee includes the electrical, plumbing & HVAC permit fees. All fees paid by and the permit is issued to the installer/contractor.	
POLE BARNs / ACCESSORY STORAGE SHED (without permanent foundation) / DUMPSTER ENCLOSURES	\$14.00 per s.f. (Average Valuation per Tax Assessor)	
VACANT AND FORECLOSED STRUCTURES	Residential	\$100 registration fee every 12 months
		Initial Inspection \$60.00 / Re-inspections \$60.00 each
	Commercial	\$100 registration fee every 12 months
		Initial Inspection 100.00 / Re-inspections \$100.00 each
PERMIT TO SECURE (Boarding)	\$100.00 Permit must be renewed every 12 months.	
SIGNS	Monument / Free Standing up to 64 s.f. per side - \$50.00 Permit / \$50.00 Plan Review	
	Monument / Free Standing larger than 64 s.f. per side - \$100.00 Permit / \$75.00 Plan Review	
	Wall Sign \$50.00.00 (each sign or raceway) / \$50.00 Plan Review	
	Face Changeout Only (Using Existing Box/Channel Letters - No Fee	
	Temp Sign or Banner or BannerFlag/FeatherFlag - each element/each 30 days - \$25.00	
	Billboard - \$2000.00	
CELL TOWERS	New Towers \$500.00. / New Co-locate \$400.00 / Antenna or Equipment upgrade \$150.00 (Title 36 of the Official Code of Georgia Annotated)	
TRADE PERMITS	Residential (One and Two Family Structures) - \$80.00 base fee plus individual fixture/item cost	
	Commercial (All others) - \$100.00 minimum base plus individual fixture/item cost	
RESIDENTIAL ONE-STOP WATER HEATER CHANGEOUT OR HVAC CHANGEOUT (Single System)	Single Inspection - \$50.00 (Failed Inspections at the normal rate)	
UTILITY RESTORATION PERMITS	Required if Service has been off or suspended for 180 days or more.	
	Residential \$50.00 single inspection - may not include repairs, alterations, extensions (each trade, each service)	
	Required if Service has been off or suspended for more than 180 days	
	Commercial \$75.00 single inspection - may not include repairs, alterations, extensions (each trade, each service)	
TEMPORARY UTILITY CONNECTION	\$50.00 (Each Service, each Trade)	
INSPECTIONS OUTSIDE OF BUSINESS HOURS	\$150.00 per hour (2 hour minimum)	
FAILED INSPECTIONS (Fees must be paid before rescheduling)	1st occurrence - \$35.00	
	2nd occurrence for same item(s) - \$50.00	
	3rd and subsequent occurrence for same item(s) - \$100.00 each	
TRIP CHARGE	\$35.00 (No inspection performed due to No Access, No Permit Card Posted, or No Plans on Site) (Fees must be paid before rescheduling)	
OCCUPATIONAL TAX CERTIFICATE BUILDING SAFETY INSPECTION	\$100.00 Regulatory Fee O.C.G.A. 48-13-9 (2010); O.C.G.A. 48-13-8 (2010) - Failing Inspections result in Code Enforcement Notice of Violation in accordance with the Stockbridge Property Maintenance Code Checklist)	
LOST PERMIT / LOST PERMIT CARD	\$25.00	
TEMPORARY ADMIN. or CONSTRUCTION TRAILER	\$100.00 (Does not include electric permit)	
PERMIT EXTENSION	\$50.00 per month	
CERTIFICATES	Certificate of Occupancy (CO) \$25.00 / Certificate of Completion (CC) \$25.00	
TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)	City Fee - 50% of permit fee each 30 days (Must be agreed upon and coordinated with County Fire Marshal)	
	County Fee - Calculated by and paid directly to Henry County Fire Marshal	
PENALTY FEE	100% of calculated permit fees Work performed without a permit (applies whether or not work is completed or removed)	

PENALTY FEE (Habitual Offenders)	\$1000.00 per occurrence in addition to the required permit fee. A Habitual Offender is defined as: 1. A contractor, owner, or tenant who fails to purchase a permit before the commencement of work at a single location on more than one occasion within a 24 month period; or 2. A contractor, owner, or tenant who fails to purchase a permit before the commencement of work on more than one occasion and at more than one location within a 24 month period.
REFUND AND PERMIT TRANSFER POLICY	All permit and plan review fees are non-refundable and non-transferable once any inspection has begun, or plan check activity has begun. Application fees are non-refundable. Permits are non transferrable if an inspection has begun. Permits may be transferred for a fee of \$50.00

**CITY OF STOCKBRIDGE 2019
FILM PERMIT FEE SCHEDULE**

FEE CATEGORY	FEE
Carpet cleaning for city hall use	\$750.00
Catering Kitchen Space (1 time fee)	\$500.00
Clark Park (Bridge Area)	\$500.00
EMT (minimum 3 hours)	\$125.00
Film Permit	\$300.00
Film Permit received less than one (1) week before filming	\$600.00
Filming Mayor's office	\$2,000.00
Filming Council Chamber and bathrooms	\$2,000.00
Filming Permits	\$100.00
Full Street Closure	\$500.00
Merle Mandors (entire building)	\$5,000.00
Off Site Parking (Trucks) City Hall	\$100.00
Off-Duty police officer (mimumum 3 hours)	\$30.00
Partial Street Closure	\$250.00
Public Notices	\$250.00
Staff review of Traffic Control Plan (1 time fee up until Wed)	\$100.00
Staff Support	\$100.00
Staff Support For Road Closure - East Atlanta, Davis Road	\$160.00
Staging Area (Base Camp)	\$150.00
Street Closures	\$500.00
Use of other City Facilities	TBD
Use of City owned land and parks	TBD
Use of City owned land for vehicles and equipment parking	\$300.00



CITY OF

Stockbridge

GEORGIA

STOCKBRIDGE/BURKE CEMETERY

Cemetery Fee Schedule

5.16.050 - Rules for interment.

B.) The city clerk and public works director shall be authorized to impose an administrative fee to cover the cost of processing all applications for burials in municipal cemeteries and monitoring compliance with the regulations contained herein.

Administration Fee: \$100.00



City of Stockbridge

Staff Recommendation Form For Council Approval/Review

Meeting Date

12/10/2018

- ☒ Action requested by City Council
- ☐ For informational purposes only
- ☐ Discussion Item
- ☐ Budget Amendment Required
- ☐ Presentation

FUNDING SOURCE

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ SPONSORSHIP
- ☐ DEPT. FUND BALANCE

FROM ACCOUNT: N/A

TO ACCOUNT:

PRESENTER: Camilla Moore

DEPARTMENT: Community Development

ITEM/PROJECT/EVENT: ADA Municipal Assessment Transit Plan

DESCRIPTION:

In August 2018, The Georgia Department of Transportation requested that the Cities in Henry County submit an Americans with Disabilities Act (ADA) and ADA Standards for Accessible Design (Self Evaluation and Transition Plan Project) by December 31, 2018.

The City of Stockbridge began the assessment of all public buildings, activities, parks, and streets for the development of a Transit Plan. Staff is submitting the attached proposed Transit Plan which was developed as a multi-phase, multi-year Plan to address the delivery of programs, services, and activities to the public and specifically, the citizens of Stockbridge with disabilities.

Staff requests adoption of the Plan for its submittal to GDOT

APPROVED BY:

FINANCE _____

CITY MANAGER _____

CITY ATTORNEY _____

AMOUNT

\$ N/A

ATTACHMENTS:

☒

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF STOCKBRIDGE TO ADOPT ITS ADA
TRANSITION PLAN AND TO PROVIDE FOR AN EFFECTIVE DATE.**

WHEREAS, the governing authority of the City of Stockbridge, in compliance with Title II of the Americans with Disabilities Act (ADA) is required to address the subject of ensuring that Stockbridge services and facilities are accessible to those with disabilities; and,

WHEREAS, the governing authority of the City of Stockbridge now desires to adopt the "ADA Transition Plan" attached hereto as Exhibit "A" and including any attachments thereto, said exhibit being by reference fully included in this resolution as if specifically set out herein;

THEREFORE, THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY RESOLVES:

SECTION 1. Approval. The City Council of the City of Stockbridge hereby approves the ADA Transition Plan as shown on the attached Exhibit A.

SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Stockbridge.

SECTION 3. Approval of Execution. The Mayor, City Clerk and City Treasurer are hereby authorized to sign all documents necessary to effectuate this Resolution.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this resolution, subject to approval as to form by the City Attorney.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

SO RESOLVED this the 10th day of December, 2018.

ANTHONY S. FORD, MAYOR

ATTEST:

VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

MICHAEL WILLIAMS, CITY ATTORNEY

EXHIBIT A

SCHEDULE OF FEES



City of Stockbridge
4640 N. Henry Blvd.
Stockbridge, Georgia 30281

December 7, 2018

Kimberly Seveur
EEO Specialist/ADA Coordinator
Georgia Department of Transportation
600 West Peachtree St. NW
7TH Floor
Atlanta, GA 30308

Cc: Randy Knighton, City Manager
Renee Wheeler, Human Resources Manager
Decius T. Aaron, Public Works Director

Dear Kimberly Seveur:

I have enclosed the updates to the Self- Evaluation and Transition Plan for the City of Stockbridge in response to your letter sent August 27, 2018.

Please let me know if you have any questions or concerns.

Sincerely,

Camilla Moore
Assistant City Manager

EXECUTIVE SUMMARY

In 1972, Section 504 of the Rehabilitation Act of 1973 prohibited discrimination of people with disabilities who were otherwise qualified. Title II mandates that the protections given to individuals under Section 504 be expended to State and local governments. The requirements for a transition plan are found in the Code of Federal Regulations (CFR), specifically, 28CFR 35.150 Section (a) of 35.150: "A public entity shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities." Section 35.105 also requires that a report contain a list of those consulted, a description of the areas inspected and the problems encountered. The plan shall also contain any measures taken to correct the noted problems.

Municipalities are held to a stricter interpretation of the Act than the private sector. The Act touches every aspect of the City government to ensure that there are no barriers to the equal participation of all citizens. The most quoted standard in this report is the ADAAG. The Department of Justice (DOJ) has adopted this standard. Standards issued by the DOJ apply to all ADA facilities except transportation facilities. Transportation facilities are subject to standards that are maintained by the Department of Transportation (DOT).

It is the responsibility of the City to ensure that all services are accessible by the residents who are represented and served by the City. It should be noted that the City is not required to fundamentally change any service or program to accommodate an individual. The ADA Best Practices Tool Kit defines a "Fundamental Alteration" as "a change to such a degree that the original program, service, or activity is no longer the same." Furthermore the city is not required to make accommodations for a person who is not qualified as defined in the regulations. A "qualified individual with a disability" is someone who meets the essential eligibility requirements for a program, service, or activity with or without (1) reasonable modifications to rules, policies, or procedures; (2) removal of physical and communication barriers; and (3) providing auxiliary aids or services for effective communications.

The evaluation process for the programs and processes was accomplished with the aid of the Department of Justice questionnaire. The inspections for the removal of structural barriers were guided by the ADA Accessibility Guidelines for Buildings and Facilities (ADAAG). This document can be found at <http://www.access-board.gov/adaag/html/adaag.htm>.

The evaluation process revealed several areas that require modification to be brought into compliance. We have identified some minor structural barriers in City owned buildings, there were a few more structural barriers that will require more intensive work in our City Parks in order to meet ADA compliance. An accessibility inventory of sidewalks and curb ramps, as well as crosswalks, and pedestrian poles on city streets and near City facilities has been completed, and an approach plan is being devised to ensure that all public ramps to sidewalks are handicap accessible. This plan when complete will be posted on the City's website for viewing by the general public.

The City of Stockbridge will budget each fiscal year \$ 25,000.00 to correct deficiencies systematically that have been identified in this report. The City of Stockbridge facilities, programs, services, policies and procedures will continue to be surveyed on an on-going basis, and the ADA Transition plan may be revised to account for changes to the City activities.

INTRODUCTION TO THE ADA

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, provides comprehensive civil rights protections to persons with disabilities in the areas of employment, state and local government services, access to public accommodations, transportation, and telecommunications. The ADA is companion civil rights legislation with the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. This legislation mandates that qualified individuals with a disability shall not be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity. The Act also provides employees with disabilities with certain protections and requires employers to make reasonable accommodation for qualified applicants and employees.

The ADA is divided into five parts, covering the following areas:

Title I: Employment: Under this title, employers, including governmental agencies, must ensure that their practices do not discriminate against persons with disabilities in the application, hiring, advancement, training, compensation, or discharge of an employee, or in other terms, conditions, and rights of employment. Title II: Public Services: This title prohibits state and local governments from discriminating against persons with disabilities or from excluding participation in or denying benefits of programs, services, or activities to persons with disabilities. It is under this Title that this ADA Transition Plan Update has been prepared. A transition plan is intended to describe what physical changes are to be implemented to provide programmatic access to a public entity's programs and services.

Title III: Public Accommodations: Title III of the ADA requires places of public accommodation to be accessible to and usable by persons with disabilities. The term "public accommodation" as used in the definition is often misinterpreted as applying to public agencies, but the intent of the term is to refer to any privately funded and operated facility serving the public.

Title IV: Telecommunications: This title covers regulations regarding private telephone companies and requires common carriers offering telephone services to the public to increase the availability of interstate and intrastate telecommunications relay services to individuals with hearing and speech impairments.

Title V: Miscellaneous Provisions: This title contains several miscellaneous regulations, including construction practices, attorney's fees, and technical assistance provisions.

Title II of the ADA dictates that a public entity must evaluate its services, programs, policies, and practices to determine whether they are in compliance with the nondiscrimination regulations of the ADA. The regulations detailing compliance requirements were issued on July 26, 1991. These regulations mandate that each public entity is required to examine activities and services, identify problems or physical barriers that may limit accessibility for persons with disabilities, and to describe potential compliance solutions. The entity must then proceed to make the necessary changes resulting from the evaluation, and a transition plan must be prepared to describe any structural or physical changes required to make programs accessible.

In the ADA, the term "disability" means, with respect to an individual:

- 1) A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- 2) A record of such an impairment; or
- 3) Being regarded as having such impairment. If an individual meets any one of these three tests, he or she is considered to be an individual with a disability for purposes of coverage under the

Americans with Disabilities Act. The Final Rules of the ADA describe in greater detail the conditions included and excluded as disabilities under the ADA, and these rules should be referred to if more detailed descriptions of covered disabilities are desired. The final Rules and Regulations of the ADA describe the requirements for implementation and enforcement (Code of Federal Regulations, Title 28, Part 35, Subpart D). As described earlier, a public entity must operate its services, programs, and activities, when viewed in their entirety, so that they are accessible to and usable by individuals with disabilities. In order to achieve this basic goal, a public entity must implement policies and procedures intended not only to remove any discriminatory practices toward persons with disabilities but also to bring about conditions that comply with policies that have become common practice.

Enforcement under the ADA is generally provided in one or more of three ways:

- 1) The U. S. Department of Justice: Any person may file a complaint with that agency, and it is responsible for investigating such complaints and resolving disputes through its own regulatory policies.
- 2) The ADA generally provides for civil litigation as a method of effecting enforcement, and any person may file a civil complaint as a result of alleged discrimination under the ADA.
- 3) Each public entity is responsible for establishing its own grievance procedures for bringing about enforcement under the ADA. Complaint and grievance procedures must follow guidelines described in the ADA. A public entity is also responsible for a continual monitoring of its policies and procedures with respect to its implementation of the ADA.

PUBLIC AGENCY RESPONSIBILITIES UNDER THE ADA

Public agencies, including municipal city governments, have various obligations under Title II of the ADA. Title II of the ADA is similar to Section 504 of the Rehabilitation Act of 1973, but differs in that Section 504 applies only to agencies that receive federal financial assistance. The purpose of Section 504 is to ensure that no qualified individual with a disability shall, solely by reason of his or her disability, be discriminated against under any program or activity receiving federal financial assistance.

Title II of the ADA mandates that public entities may not require eligibility criteria for participation in programs and activities that would screen persons with disabilities, unless it can be proven that such requirements are necessary for the mandatory provision of the service or program. A public entity must reasonably modify its policies and procedures to avoid discrimination toward disabled residents. However, if the public entity can demonstrate that a modification would fundamentally alter the nature of its service, it would not be required to make that modification. The lone exception to these requirements would be because of undue hardship. "Undue hardship" is defined in the ADA as an "action requiring significant difficulty or expense" when considering the nature and cost of the accommodation in relation to the size, resources, and structure of the specific operation. Undue hardship is determined on a case-by-case basis.

The ADA specifically states the intent not to apply lesser standards than are required under other federal, state, or local laws; therefore, the law that is the most stringent takes precedence. This intent has particular application with respect to the City's obligations under the ADA, Section 504, Georgia Accessibility Code Chapter 120-3-20, A and the International Building Code (IBC), which in some cases exceeds ADA requirements with respect to structural and physical changes.

A public entity is required to designate a person to be responsible for coordinating the implementation of ADA requirements, including the transition plan, and for investigating complaints of alleged noncompliance. The ADA Coordinator and the duties involved are described later in this transition plan update.

A public entity that employs 50 or more persons is required by the ADA to adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by Title II. The grievance procedures as they relate to the City's public rights-of-way and sidewalks are provided in another section of this transition plan, and these procedures, or other existing procedures currently used by the City, may be used as deemed to be appropriate by the City.

A public agency is required to prepare a transition plan if physical or structural modifications are required to provide access to programs or services. The transition plan is limited to evaluating physical barriers; however, an analysis of the programs and services rendered by the City is also important to determine what physical changes are necessary. The transition plan documents what actions the City has taken or will take to alter its facilities. Generally, the transition plan lists existing barriers in public rights-of-way under the City's jurisdiction, and it further schedules, which barriers are to be removed to provide access for individuals with disabilities to City programs.

A transition plan is required by Department of Justice regulations to address the following aspects of accessibility:

(1) If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the ADA, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.

(2) The transition plan shall identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;

(3) The transition plan shall describe the methods that will be used to make the facilities accessible; and

(4) The transition plan shall specify the schedule for taking the steps necessary to achieve compliance with the ADA and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period. The ADA does not designate a specific code or standard for evaluating access to existing facilities.

Title II gives government agencies a choice between the Uniform Federal Access Standards (UFAS) and the Americans with Disabilities Act Accessibility Guidelines (ADAAG) as a standard for renovations. Since the ADA specifically states that it does not override requirements of other state and local requirements, the *Georgia Accessibility Code Chapter 120-3-20*, *International Building Code (IBC)*, and *American national Standards Institute (ANSI) 117.1 2009 regulations must also be applied*.

Therefore, for the purpose of this transition plan update, each facility or site area should be evaluated based on the most stringent requirements of the ADA Accessibility Guidelines dated July 26, 1991 and the latest updates of *Georgia Accessibility Code Chapter 120-3-20*, *International Building Code (IBC)*, and *American national Standards Institute (ANSI) latest edition*.

The ADA states that a public entity is required to make available to applicants, participants, residents, and other interested parties information regarding the transition plan and its applicability to the services, programs, or activities of the public entity. It is also required that the public be allowed to have an active role in the overall process. The entity is required to apprise the public of the protections against discrimination afforded to them by the Title II, including information about how Title II requirements apply to its particular programs, services and activities. A public entity is required to provide an opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments and making specific recommendations. A copy of any transition plan or update should be made available for public inspection during a formal citizen review period.

PROGRAM ACCESSIBILITY REQUIREMENTS

The final Rules and Regulations of the ADA describe the requirements for “program accessibility” (Code of Federal Regulations, Title 28, Part 35, Subpart D, and U.S. D.O.J. Technical Assistance Manual, Section II-5.1000). A public entity may not deny the benefits of its programs, activities, and services to individuals with disabilities because its facilities are inaccessible. A public entity shall operate each service, program, or activity, when viewed in its entirety, so that it is accessible to and usable by individuals with disabilities. The ADA does not require the public entity to make all of its existing facilities accessible, nor does it require a public entity to take any action that would fundamentally alter the nature of a service, program, or activity. Also, it does not require implementation of the ADA that would result in undue financial and administrative burdens. In such cases where documentation is provided in keeping with strict procedures outlined in the ADA, there are various methods that may be appropriate for providing “program accessibility” in lieu of making actual physical structural changes to facilities.

Public entities may achieve program accessibility by a number of methods. In most situations, providing access to facilities through structural methods, such as alteration of existing facilities and acquisition or construction of additional facilities, may be the most efficient method of providing program accessibility. The public entity may, however, pursue alternatives to structural changes in order to achieve program accessibility. Nonstructural methods include acquisition or redesign of equipment, assignment of aides to beneficiaries, and provision of services at alternate accessible sites. When choosing a method of providing program access, a public entity must give priority to the one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities.

With these facts in mind, the first step in determining what structural changes to existing facilities are necessary is to develop an understanding of the specific public programs and activities occurring at existing facilities within the City. That is what this section attempts to do. It should be noted that this section is not intended to be a “self-evaluation”, as described in the ADA. A self-evaluation includes an analysis of all programs and services offered by a public entity, and the City has previously executed an ADA self-evaluation. This process included communications, publications, employment, and many other factors that are separate from proposed structural or physical modifications to facilities.

Determination that a facility, including a City's public right-of-way, is accessible is primarily based on the standards of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), and the criteria established by the transition plan document. The transition plan update provides the scoping requirements in place of those provided by the ADA and ADAAG for new construction and remodeling. Since the ADA specifically states that it does not override requirements of other state and local requirements, the *Georgia Accessibility Code*, *International Building Code (IBC)*, and *American national Standards Institute (ANSI)* access regulations must also be applied if actual construction is undertaken.

Therefore, for the purpose of this transition plan, the construction work required at each facility is evaluated based on the most stringent requirements of the ADAAG, or *Georgia Accessibility Code*, *International Building Code (IBC)*, and *American national Standards Institute (ANSI)* latest editions. Where the City undertakes new construction or modernization that is not restricted to accessibility, modifications to upgrade accessibility features that are not proposed in the transition plan may be required. Such work may also be triggered by the applicable guidelines or building code, and such work is separate from the program access requirement addressed by the transition plan.

INTENT OF THIS ADA TRANSITION PLAN

The transition plan contained in this document represents an extended process for evaluating the City's properties in compliance with Title II of the ADA. The City of Stockbridge has prepared a Citywide ADA evaluation (in prior time the City's ADA Transition Plan was part of the Henry County ADA Transition Plan). This plan evaluates deficiencies with respect to disabled access for all City owned buildings, parks, and inventories deficiencies in the public right-of-way for providing future improvements to mitigate such deficiencies. City is currently implementing a plan for a number of access renovations at various facilities within the City. At this point in time, in conjunction with the City's overall efforts to evaluate elements within the City as part of the Master Plan, this evaluation has been undertaken to make an assessment of all accessibility work undertaken in response to the requirements of Title II of the ADA, and to create its transition plan accordingly.

The City of Stockbridge's Americans with Disabilities Act (ADA) Transition Plan was begun in October 2018 after first notice from Georgia Department of Transportation in August of 2018. The overall purpose of the project is to identify any and all accessibility deficiencies and update the City's policies and practices for implementing physical accessibility improvements on City properties within the City. The main purpose of the project is to describe facility needs within the City of Stockbridge and to outline the City's procedures for implementing and scheduling work to provide complying facilities.

The overall ADA Transition Plan portion of the project has consisted of five major tasks:

- Task 1, completed in October 2018, consisted of inspecting and assessing the condition of All Parks and City Owned Buildings.
- Task 2, began in October 2018 and was completed in November 2018, involved the investigation and documentation of ADA standards and policies for all City Right-of-Way in Stockbridge, inspecting every intersection within the City boundaries, as well as sidewalks throughout the City.
- Task 3 consists of on-going coordination with City departments and committees to review all task and meet throughout the course of the project to coordinate policy development and modifications planned.
- Task 4 consists of the preparation and adoption of the final Detailed ADA Transition Plan for facilities and right-of way

C Task 5, to be completed in October, 2019, is a re-inspection, the major mechanism for recommendations for updates and revisions to City of Stockbridge's ADA Transition Plan

ADA COORDINATOR AND DUTIES

Under Title II of the ADA, any public entity with fifty or more employees must designate at least one employee to coordinate ADA compliance [28 C.F.R. § 35.107 (a)]. The regulations refer to this person, or persons, as the "responsible employee or employees"; this transition plan uses the more commonly used term, "ADA Coordinator." The ADA Coordinator is the key player in ensuring ADA compliance. The ADA Coordinator's role includes planning and coordinating overall compliance efforts, ensuring that the implementation is completed, and receiving and investigating complaints related to discrimination on the basis of disability. To fulfill the job, the ADA

Coordinator must have the authority, knowledge, skills, and motivation to implement the regulations effectively.

One purpose of this requirement is to ensure the members of the public can readily identify a person that is familiar with ADA requirements and can communicate those requirements to other key staff. It is expected that this employee will have the authority to take whatever action is needed to correct infractions. In order to ensure that individuals can easily identify the ADA Coordinator, the public entity must provide the ADA Coordinator's name, office address, and telephone number to all interested individuals [28 C.F.R § 35.107 (a)]. Notice of the identity of the ADA Coordinator is generally combined for ease and efficiency with notice of ADA requirements.

The ADA Coordinator should oversee a variety of tasks related to implementation of the ADA regulations regarding curb ramps and the public right-of-way and City owned facilities including parks, and organize the Department's ongoing compliance efforts. Specific duties that should be included in the ADA Coordinator's job description include the following tasks:

- (1) Coordinate the development, refinement, and implementation of the Department's policies and plans for complying with the requirements of the ADA, as well as other disability laws. Collaborate with staff from various departments in developing and reviewing plans and policies in their areas of responsibility under the ADA.
- (2) Develop strategies for informing employees, managers, and community groups about departmental policies concerning the accommodation of persons with disabilities.
- (3) Maintain a working knowledge of architectural accessibility regulations and codes, including those in the Americans with Disabilities Act Accessibility Guidelines and the Georgia Accessibility Code, International Building Code (IBC), and American national Standards Institute (ANSI) Accessibility Standards. Monitor federal and State legislation and regulations, rulings by governmental enforcement agencies, and court cases for developments that might affect departmental policies and procedures.
- (4) Investigate and resolve complaints and grievances alleging either failure to comply with ADA regulations or discrimination on the basis of disability.
- (5) Prepare periodic reports in response to requests by government agencies, other departments, staff, and the public.
- (6) Maintain liaison with the City Manager's Office, City Council, and the Citywide ADA Coordinator to promote coordination of departmental approaches, policies, and procedures regarding equal access and accommodation of persons with disabilities.
- (7) Oversee and monitor implementation of the final City Council approved ADA Transition Plan

GRIEVANCE PROCEDURES

ADA Title II regulations provide that the ADA Coordinator is to oversee the investigation and resolution of complaints [28 C.F.R. § 35.107 (a)]. The Title II regulation also provides that public entities must adopt and publish grievance procedures, providing for prompt and equitable resolution of complaints [28 C.F.R. § 35.107 (b)]. The public entity may use a grievance procedure that is already in place; it is not necessary to design a separate process specifically for the ADA.

Any person with a disability or any parent or guardian who represents a minor person with a disability, who believes that they have been the subject of disability related discrimination on the basis of the denial of access to facilities, programs, or services, may file a grievance.

A grievance procedure should include the following components:

- A detailed description of the procedures for submitting a grievance;
- A two-step review process that allows for appeal;
- Reasonable time frames for review and resolution of the grievance;
- Records of all complaints submitted, responses given, and steps taken to resolve the issue; and
- An alternative procedure if the complainant alleges that the ADA coordinator, or other officials with responsibilities regarding the grievance procedures process, are a part of the alleged discrimination.

Even though citizen requests may not specifically be considered complaints or grievances, prompt and appropriate responses to such requests are important to the overall ADA compliance efforts. As part of the ADA Transition Plan, forms for use by citizens to request accessibility improvements within the public right-of-way should be updated. These forms should be made available both on-line and at selected locations throughout the City.

The City of Stockbridge has provided the ADA Grievance Policy and Procedure located on page fourteen (14) of this document.

MAINTENANCE OF ACCESSIBLE FEATURES

Under ADA Title II regulations, public entities must maintain in working condition those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities under the ADA [28 C.F.R. § 35.133(a)]. Section 504 regulations do not contain a comparable provision concerning the maintenance of accessible features. This particular ADA requirement would also apply to alternative programs and services that are enacted to provide programmatic accessibility in lieu to physical accessibility. For example, programs and services that provide effective communications under the ADA must be maintained in operation as required to continue the services so that they may be used by someone in the future, even though they may not be actively used at the particular time.

It should be noted that ADA requirements regarding the maintenance of accessible features do not prohibit temporary obstructions or isolated instances of mechanical failure [28 C.F.R. § 35.133(b)(Preamble)]. Isolated or temporary interruptions in service or access due to maintenance or repairs are also not prohibited [28 C.F.R. § 35.133(b)]. However, allowing obstructions or “out of service” equipment to persist beyond a reasonable period of time would violate this requirement, as would repeated mechanical failures due to improper or inadequate maintenance [28 C.F.R. § 35.133(Preamble)].

The City should maintain improvements within all City owned facilities and parks as well as the public right-of-way to assure compliance with the ADA Accessibility Guidelines and to take all reasonable steps to provide both programmatic and physical access for persons with disabilities. Physical access items should be reviewed at a general level by the ADA Coordinator and the City’s facilities and maintenance departments, who would ultimately be responsible for maintenance and repairs. It is usually recommended that a public works department or transportation department appoint a supervisory-level person within the facilities and/or maintenance departments to be responsible for maintenance and repairs of accessibility-related improvement, train personnel, order parts, and resolve details of potential or reported problems. Examples of specific conditions that should be maintained to provide physical accessibility include, but are not necessarily limited to, the following items:

- 1) Maintain exterior sidewalks and walkways and repair any surface irregularities that may become greater than 1/2” due to wear or cracking, and make other repairs to keep pathways from causing hazardous conditions (Note: The City may utilize other City regulations to require adjacent property owners to maintain such facilities.)
- 2) Maintain accessible street parking spaces to have all appropriate signage and to keep access aisles or clear areas next to the spaces clear and usable.
- 3) Maintain and replace as required all signage that would direct persons with disabilities to the accessible paths of travel.
- 4) Maintain curb ramps to be clear of appurtenances and to have any detectable warnings firmly attached to the surface.
- 5) Maintain pedestrian signals to be functional and usable at all times.
- 6) Maintain all City owned parks
- 7) Maintain all City owned buildings/facilities

ADA DESIGN STANDARDS

This section describes the ADA Design Standards that are to be utilized for construction and alteration work under the ADA Transition Plan Update within the public right-of-way in the City of Stockbridge. These were developed to combine and resolve any conflicts between the Americans with Disabilities Act Accessibility Guidelines (ADAAG), published by the U.S. Architectural and Transportation Barriers Compliance Board in July, 1991, and the Georgia Accessibility Code, International Building Code (IBC), and American national Standards Institute (ANSI) latest edition.

The ADA Design Standards described in this section are intended to apply to all construction undertaken with the City right-of way after approval of the ADA Transition Plan. This would include all new construction and all construction undertaken as part of any Capital Improvement Programs.

SECTION 1: APPLICABILITY OF CITY ADA STANDARDS

1.1 New Construction: All areas of newly designed and newly constructed facilities in the City should comply with these standards.

1.2 Additions in existing facilities: Each addition to an existing City-regulated City regulated property should comply with the applicable provisions of these standards.

Where the addition connects with existing construction, the connection should comply with "Alterations", as described in the next subsection.

1.3 Alterations in the existing buildings/facilities: Where existing elements or, each altered element or space should comply with the applicable provisions of these standards.

1.3.1 Exception: In alterations, where compliance with applicable provisions is technically infeasible, the alteration should comply to the maximum extent feasible.

1.3.2 Prohibited Reduction in Access. An alteration that decreases or has the effect of decreasing the accessibility of a building/facility or site arrival points to buildings or facilities adjacent to the altered portion of the public right-of-way, below the requirements for new construction at the time of the alteration, is prohibited.

1.4 Dimensional Tolerances: All dimensions and numerical requirements contained in these standards are absolute and requirements have been derived taking into account construction practices and constraints, and no dimensional tolerances beyond the maximum or minimum dimensions are allowed, unless otherwise stated. It is advised that designers use numerical criteria in designs and specifications that are below the maximum or are above the minimum requirements stated in these standards, so that the final constructed improvements meet the stated requirements.

1.5 Future Applicable Federal and State Code Revisions: All future enactments and revisions to legally applicable Federal or State accessibility codes, standards, or guidelines, such as the ADA Accessibility Guidelines or Georgia Accessibility Code, International Building Code (IBC), and American national Standards Institute (ANSI), should be incorporated into these ADA Design Standards to the extent that such enactments or revisions exceed the requirements contained herein.

SECTION 2: APPLICABLE REFERENCE CODES AND STANDARDS

The following codes and standards are referenced as applicable by law or statute. Nothing in the

City's ADA Design Standards shall have the effect of reducing any specific requirements of the referenced standards, or any other codes or standards required by applicable law or statute.

- Uniform Federal Accessibility Standard (UFAS);
- Americans With Disabilities Act Accessibility Guidelines for Building and Facilities (ADAAG);
- Architectural Barriers Act of 1968, as amended, 42 U.S.C. §§ 4151 et seq. (ABA);
- Georgia Accessibility Code Chapter 120-3-20;
- International Building Code (IBC); and
- American National standards Institute (ANSI) A117.1
- Current City of Stockbridge Standards.

Most of the ADA standards have evolved from the UFAS and can be found in 29 CFR part 36. This is also known as ADA Standards for Accessible Design (ADAAG). Each department within the Federal Government must adopt the standards. This means each department will adopt ADAAG with some changes. One must know which version to use, the Georgia Accessibility Code Chapter 120-3-20 is yet another version of the ADAAG with changes that have been made by the State of Georgia. ANSI A117.1 is the standard for buildings and structures regardless of the federal funding. This standard has been adopted by the City as referenced by the International Building Code. All of the standards refer to the International Building Code (IBC) as the technical application of the standards. Throughout the IBC are codes that inform us on how to apply to the provided standards. Items like egress, fire, smoke barriers, room sizes, plumbing, electrical, and mechanical requirements are all provided in the IBC.

GRIEVANCE POLICY AND PROCEDURES

This grievance policy and procedure has been developed to provide a prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations, which implement Title II of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act. Grievances should be filed with the Human Resources Department at:

City of Stockbridge
Human Resources Department
Attn: ADA Coordinator
4640 N. Henry Blvd.
Stockbridge, GA 30281
770-389-7900

A grievance Procedure consist of the following:

1. A complaint should be filed in writing (but can be submitted in an alternate format due to needs of the individual's disability), containing the name and address of the person(s) filing it, and briefly describe the alleged violation or the regulations or discriminatory act.
2. A complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination, which occurred before this grievance procedure was in place, will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, will follow the filing of a complaint and will be conducted by the ADA Coordinator. These rule contemplate informal but thorough investigations, affording all interested parties and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. The ADA Coordinator will provide the City Attorney, a written determination, as to the validity of the complaint and a description of the resolution, if any, and a copy will be forwarded to the City Manager, along with the original complaint, no later than thirty (30) days after its filing.
5. The ADA Coordinator will maintain the files and records of the City of Stockbridge relating to all ADA grievances and complaints filed.
6. The right to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person(s) pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency, such as the U.S Department of justice at (800) 514-0301. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies afforded by law.
7. These rules will be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that the City of Stockbridge complies with the ADA and implementing regulations.



City of Stockbridge

ADA Employee Grievance Form

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Location of problem: _____

Date noticed: _____

Nature of Grievance:

***Please attach additional pages if needed**

The grievance form should be submitted by the grievant and/or his/her designee as soon as possible but no later than 30 calendar days after the alleged violation to:

City of Stockbridge

Human Resources Department

Attn: ADA Coordinator

4640 N. Henry Blvd.

Stockbridge, GA 30281

770-389-7900

FOR OFFICE USE ONLY

Date interview conducted with employee: _____

Investigative process and findings: _____

Action Taken: _____

Additional Comments: _____

Department Head Signature: _____

ADA Representative Signature: _____

Employee Signature: _____

The City of Stockbridge

ADA Coordinator

4640 N. Henry Blvd.

Stockbridge, GA 30281

770-389-7900



**Title II of the Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
Discrimination Complaint Form**

Please complete form completely and legibly, sign and return to ADA Coordinator.

Full Name: _____

Address: _____ Apt. #: _____

City: _____ State: _____ Zip: _____

Home #: _____ Cell: _____ Business: _____

Person Discriminated Against (if different from above) _____

Address: _____ Apt. #: _____

City: _____ State: _____ Zip: _____

Home #: _____ Cell: _____ Business: _____

When did the discrimination occur? Date: _____

Describe the acts of discrimination providing the name(s) where possible of the individuals who discriminated.

Have efforts been made to resolve the complaint through the internal grievance
Procedure? Yes _____ No _____

If yes, agency or court? _____ Date filed: _____

Contact person name and title: _____

Address: _____ City: _____

State: _____ Zip: _____ Telephone: _____

Do you intend to file with another agency or court? Yes _____ No _____

If yes, agency or court? _____ Date filed: _____

Contact person name and title: _____

Address: _____ City: _____

State: _____ Zip: _____ Telephone: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date received: _____ by: _____

Investigative process and findings:

Action Taken:

ADA Self-Evaluation: 2012

Name of City/County and/or Activity: City of Stockbridge

Address: 4640 N. Henry Blvd.

Number of Employees: 75

1. Do you have a statement that prohibits discrimination on the basis of disability in the provision of or admission to your programs services and activities as required by the Title II ADA and Section 504 regulations (statement of non-discrimination)?

Yes X No

2. Have you designated an employee responsible for compliance with the regulations (Coordinator)?

Yes X No

3. Have you informed the public of the name, title, office address and phone number of the Coordinator?

Yes X No

4. Is your statement of nondiscrimination included in recruitment materials or publications containing general information that it makes available to participants, beneficiaries, applicants, or employees?

Yes X No

Signature: _____ Title: _____

Date: _____

Return to: Georgia Department of Transportation
Equal Employment Opportunity Office
600 West Peachtree Street, N.W., 7th Floor
Atlanta, GA 30308
PHONE: (404) 631-1272
FAX: (404) 631-1943
ATTENTION: Kimberly Seveur



City of Stockbridge

Agenda Request Form For Community Development

Meeting Date

NOVEMBER 27, 2018

- ☒ Action requested by City Council
☐ For informational purposes only
☐ Budget Amendment Required
☒ Attachment (s)

FROM ACCOUNT: N/A

TO ACCOUNT:

PRESENTER: Camilla Moore

ITEM/PROJECT/EVENT: SAB RESOLUTION

ACTION

- ☐ PUBLIC HEARING
☐ ORDINANCE
☒ RESOLUTION
☐ BID/RFP AWARD
☐ PRESENTATION
☐ DISCUSSION
☐ REPORT
☐ DISCUSSION

DESCRIPTION:

In 2017 City Council authorized the creation of the Stockbridge Association of Businesses (SAB) with an activation date of November 2017. However, the Resolution creating SAB as a city entity was not submitted by the Treasurer at the time of the adoption of the budget.

Attached is the Resolution for the official creation. SAB will continue to operate in compliance with board requirements as established by mayor/council and adopted By-laws.

APPROVED BY:

LEGAL: YES ☒ NO ☐
FINANCE DEPT: YES ☐ NO ☐ or N/A ☒
CITY MANAGER: YES ☒ NO ☐

AMOUNT

\$ N/A

STOCKBRIGE ASSOCIATION OF BUSINESSES BYLAWS

ADOPTED [DATE]

STOCKBRIDGE ASSOCIATION OF BUSINESSES BYLAWS

1 PREAMBLE

1.1 Name and Authority

[Enter text and define acronym: Stockbridge Association of Businesses, herein referred to as SAB]

1.2 Mission

The Stockbridge Association of Businesses is a public/private organization (board) created by the City of Stockbridge and funded by the City and its private sector members. The mission of SAB is to improve and promote the business community of Stockbridge through the active participation with its members. Through working partnerships with fellow businesses, government, educators, and public safety entities, SAB members advocate for a safe, vibrant business community for the residents, and its stakeholders of Stockbridge, while enabling the support and resources needed to ensure the vitality of their own businesses.

1.3 Vision

We will be **the** engine powering business growth, vitality, and professional excellence in the Stockbridge business community.

1.4 Limitations

[Any expenditures of funds allocated by the City of Stockbridge must be pre-approved by the City.

STOCKBRIGE ASSOCIATION OF BUSINESSES BYLAWS

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STOCKBRIDGE ASSOCIATION OF BUSINESSES BYLAWS

2 OFFICES

2.1 Offices

The principal office of the SAB shall be located at its principal place of business or such other place as the Board of Directors ("Board") may designate.

3 MEMBERSHIP

3.1 Classes of Membership

SAB shall initially have one class of members. Additional classes of members, the manner of election or appointment of each class of members, and the qualifications and rights of each class of members may be established by amendment to these Bylaws.

3.2 Qualifications for Membership

In order to qualify for membership, a member shall be the designated representative of an active business paying Occupational Tax to the City of Stockbridge. Members may have such other qualifications as the Board may prescribe by amendment to these Bylaws.

3.3 Voting Rights

3.3.1 One Vote per Member

Each member entitled to one vote with respect to the subject matter of an issue submitted to the members.

3.3.2 Voting for Directors

Each member entitled to vote at an election of Directors may cast one vote for as many persons as there are Directors to be elected and for whose election such member has a right to vote.

3.3.3 Proxies

A member may vote by proxy executed in writing by the member or by his or her attorney-in-fact. Such proxy shall be filed with the Secretary of the SAB before or at the time of the meeting. A proxy shall become invalid eleven months after the date of its execution unless otherwise provided in the proxy. A proxy with respect to a specific meeting shall entitle the holder thereof to vote at any reconvened meeting following adjournment of such meeting but shall not be valid after the final adjournment thereof.

3.3.4 Manner of Acting

The vote of a majority of the votes entitled to be cast by the members represented in person [or by proxy] at a meeting at which a quorum is present shall be necessary for

STOCKBRIDGE ASSOCIATION OF BUSINESSES BYLAWS

the adoption of any matter voted upon by the members, unless a greater proportion is required by applicable law or these Bylaws.

4 MEETINGS

4.1 Meetings

Board meetings shall be open to all SAB members and held at a time and place determined by the Board. The Secretary shall send a notice of the meeting via email, or other method as agreed to by the Board, at least thirty (30) days before each meeting. The Chair shall prepare the agenda for all meetings. An Annual meeting shall include the purpose of electing Directors. The Chair, or a majority of the Board Directors, may call for a Special meeting, and/or cancel or change the date, time, and/or location of a scheduled meeting. A quorum shall consist of at least three (3) and represent a majority of active Board members. The Secretary shall take minutes of each meeting and share the draft for adoption at least seven (7) days prior to the next regular meeting. The Chair and/or the Secretary may delegate these responsibilities to another active Board member.

4.2 Meetings by Telephone

Members of the SAB may participate in a meeting of members by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

5 BOARD OF DIRECTORS

5.1 Composition

The Board of Directors ("Board") shall be composed of up to twelve (12) elected, active SAB members. The governance and policy-making responsibility of the SAB shall be vested in the Board, which shall oversee its operations, control its property, be responsible for its finances and direct its affairs.

5.2 Qualifications

Directors shall be active members of the SAB, must be in good standing with the City of Stockbridge Occupational Tax Office, and may have such other qualifications as the Board may prescribe by amendment to these Bylaws.

5.3 Term of Office

Directors shall serve for a term of 2 year(s) aligned with the SAB fiscal calendar or until their successors are elected. The term shall begin on the date the Director is elected by SAB member majority, or as indicated by the Board prior to the election. If a Director is elected during a term, he or she will serve the remainder of that term.

STOCKBRIGE ASSOCIATION OF BUSINESSES BYLAWS

Term periods for one-half of the elected Directors will be on alternating years, to ensure continuity of Board operations. During the SAB establishment period, one-half of the elected Directors will serve a half term (one year) to initiate alternating terms.

5.4 Removal

A Board Member who fails to attend three or more regular board meetings annually may be removed by the action of the majority of the other Board Members. Any member of The Board may be removed from office for cause by a two-thirds majority vote of the remainder of Board of Directors or by a majority vote of the SAB members voting at any membership meeting where a quorum is present, provided any Board Member so removed shall first be given a chance to be heard at the membership meeting.

5.5 Vacancies

The Board may decide to fill a Board vacancy either by majority vote or by member election. The term shall be for the unexpired period of that particular vacancy. All candidates for appointment to Board must meet the same qualifications required of candidates in the most recently held election.

5.6 Presumption of Assent

A Director of the SAB present at a Board meeting at which action on any matter is taken shall be presumed to have assented to the action taken unless his or her dissent or abstention is entered in the minutes of the meeting, or unless such Director files a written dissent or abstention to such action with the Secretary of the SAB within one (1) day immediately after the adjournment of the meeting. Such right to dissent or abstain shall not apply to a Director who voted in favor of such action.

5.7 Resignation

Any Director may resign at any time by delivering written notice to the Chair or the Secretary, or by giving oral or written notice at any Board meeting. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

5.8 Compensation

The Directors shall receive no compensation for their service as Directors but may receive reimbursement for expenditures incurred on behalf of the SAB.

6 OFFICERS

6.1

STOCKBRIGE ASSOCIATION OF BUSINESSES BYLAWS

SAB members shall elect Officers to carry out the purpose of the Association. The Officers so elected shall be a Chair, Vice-Chair, Secretary, and Treasurer, and may include other Officers as indicated by Board majority. The Parliamentary position is to be appointed by the Chair and approved by the Board. These Officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Board.

6.2 Duties and Functions of the Officers of the Association

6.2.1 Chair

The Chair shall be the chief Officer of the SAB, and, subject to the Board's control, shall supervise and control all of the assets, business and affairs of the SAB. The Chair shall preside over meetings of the members and the Board. The Chair may sign deeds, mortgages, bonds, contracts, or other instruments, except when the signing and execution thereof have been expressly delegated by the Board or by these Bylaws to some other Officer or Agent of the SAB or are required by law to be otherwise signed or executed by some other Officer or in some other manner. In general, the Chair shall perform all duties incident to the office of the Chair and such other duties as are assigned by the Board from time to time.

1. To preside at all meetings of the SAB and to maintain order and decorum during the course thereof,
2. To call all meetings of the SAB in accordance with these rules and to verify that written notices and advertisements for all SAB meetings are in proper form,
3. To execute official documents on behalf of, and at the direction of, the SAB and to manage all correspondence on behalf of the SAB,
4. To review all minutes of meetings of the SAB,
5. To establish a tentative agenda and submit said agenda to the Secretary no less than ten (10) days prior to the regularly scheduled meeting of the SAB,
6. To represent the SAB at Board meetings or appoint a Director to represent in his or her absence,
7. To appoint a Parliamentary subject to the approval of the Board, and
8. To nominate Committee Chairs subject to Board majority approval.

6.2.2 Vice-Chair

In the of the Chair inability to act, the Vice-Chair shall perform the duties of the Chair, except as may be limited by resolution of the Board, with all the powers of and subject to all the restrictions upon the Chair. Vice-Chairs shall have, to the extent authorized

STOCKBRIGE ASSOCIATION OF BUSINESSES BYLAWS

by the Chair or the Board, the same powers as the Chair to sign deeds, mortgages, bonds, contracts or other instruments. Vice-Chairs shall perform such other duties as from time to time may be assigned to them by the Chair or the Board.

1. In the event of absence, disability, resignation or disqualification of the Chair, to perform all of the duties and functions of the Chair, and
2. To be a current Officer member of all committees and to supervise the proper functioning and reporting of all committees, and
3. To otherwise assist the Chair.

6.2.3 Secretary

The Secretary shall: (a) keep the minutes of meetings of the members and the Board, and minutes which may be maintained by committees of the Board; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the corporate records of the SAB; (d) keep records of the post office address and class, if applicable, of each member and Director and of the name and post office address of each Officer; (e) sign with the Chair, or other Officer authorized by the Chair or the Board, deeds, mortgages, bonds, contracts, or other instruments; and (f) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Chair or the Board.

1. To record the highlights of all meetings of the Association, except that the Secretary shall take an exact record of all motions, resolutions, and amendments to the Bylaws,
2. To prepare and mail or otherwise distribute all notices and required agendas, and to mail or otherwise distribute a notice to each SAB member at least seven (7) days prior to each regular or special meeting of the SAB,
3. To act as the custodian of all written records of the SAB, and
4. To handle correspondence directed to the SAB under the direction of the Chair and to assist the Chair and SAB members in handling all SAB correspondence.

6.2.4 Treasurer

If requested by the Board, the Treasurer shall give a bond for the faithful discharge of his or her duties in such amount and with such surety or sureties as the Board may determine. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the SAB; receive and give receipts for moneys due and payable to the SAB from any source whatsoever, and deposit all such moneys in the name of the SAB in banks, trust companies or other depositories selected in accordance with the provisions of these Bylaws; and in general, perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her

STOCKBRIGE ASSOCIATION OF BUSINESSES BYLAWS

by the Chair or the Board.

1. To act as the custodian of all funds of the SAB and to provide periodic reports to the Board and Members as to the status of those funds, and
2. In cooperation with the Secretary, keep the membership list updated and send notices to members for the payment of dues.

6.2.5 Parliamentary

1. Appointed by the Chair and subject to approval of the Board,
2. Serve as advisor and consultant to the Chair, the Board, the standing and special committees, and the SAB on matters of Parliamentary procedure, and
3. Be permitted to exercise full membership rights, voting privileges, and authority the same as any other member.

6.3 Composition of Officers

The officers of the SAB shall be a Chair, one or more Vice-Chairs, a Secretary, and a Treasurer, each of whom shall be elected by SAB members. Other Officers and Assistant Officers may be elected or appointed by the Board, such Officers and Assistant Officers to hold office for such period, have such authority and perform such duties as are provided in these Bylaws or as may be provided by resolution of the Board. Any Officer may be assigned by the Board any additional title that the Board deems appropriate. Any two or more offices may be held by the same person, except the offices of Chair and Secretary.

6.4 Election and Term of Office

The Officers of the SAB shall be elected each year by the Board at the annual meeting of the Board. Unless an Officer resigns, is removed from office, or is unable to perform his or her duties, he or she shall hold office until the next annual Board or until his or her successor is elected.

6.5 Resignation

Any Officer may resign at any time by delivering written notice to the Chair or Secretary or the Board, or by giving oral or written notice at any Board meeting. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

6.6 Removal

Any Officer or agent elected or appointed by the Board may be removed from office by

STOCKBRIGE ASSOCIATION OF BUSINESSES BYLAWS

the Board whenever in its judgment the best interests of the Association of Business would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

6.7 Vacancies

A vacancy in any office created by the resignation, removal, disqualification, or inability to perform his or her duties, creation of a new office, or any other cause may be filled by the Board for the unexpired portion of the term or for a new term established by the Board.

7 Committees:

7.1 Committees

7.1.1 Assignment

The Board may, by majority vote, assign one or more committee(s) in support of the SAB's mission. The committee assignment shall indicate the scope, authority, membership, and limitations of the committee.

7.1.2 Limitation

No committee shall have the authority to: (a) amend, alter or repeal these Bylaws; (b) elect, appoint or remove any member of any other committee or any Director or officer of the SAB; (c) amend the Articles of the SAB; (d) adopt a plan of merger or consolidation with another Association of Business(es); (e) authorize the sale, lease or exchange of all or substantially all of the property and assets of the SAB not in the ordinary course of business; (f) authorize the voluntary dissolution of the SAB or revoke proceedings therefor; (g) adopt a plan for the distribution of the assets of the SAB; or (h) amend, alter or repeal any resolution of the Board which by its terms provides that it shall not be amended, altered or repealed by a committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board or any individual Director of any responsibility imposed upon it, him or her by law.

7.1.3 Resignation

Any member of any committee may resign at any time by delivering written notice thereof to the SAB Chair or Secretary, or chairperson of such committee, or by giving oral or written notice at any meeting of such committee. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

7.1.4 Removal of Committee Member

STOCKBRIDGE ASSOCIATION OF BUSINESSES BYLAWS

The Board, by resolution adopted by a majority of the Directors in office, may remove from office any member of any committee elected or appointed by it.

8 FINANCES

8.1 Finance Responsibilities

The Finance role is to oversee the financial affairs of the SAB and review and make recommendations to the Board about the financial affairs and policies of the SAB. Appointees are to be free of any relationship that, in the opinion of the Board, would interfere with his or her exercise of independent judgment.

- Regularly review financial results and provide guidance to the Board about:
 - Policies and management relating to cash flow, cash management and working capital, and investments (if any);
 - Timely and accurate financial information to key decision-makers;
 - Review and recommend annual operating budgets including any necessary augmentations during the year;
 - Adjustments to the SAB capital structure;
 - Capital and debt issuances;
 - Review and recommend major capital expenditures or disposals;
 - Financial strategies;
 - Insurance and risk management (if applicable);
 - Tax planning and compliance; and
 - Other transactions or financial issues requested by the Board.

8.2 Funds / Payment Processing

Any expenditure of city funds must be processed through the City of Stockbridge for payments and processing.

8.3 Fiscal Year

The fiscal accounting year of the SAB shall be the twelve months ending in December.

8.4 Budget

Funds allocated to the SAB shall be maintained by the City as apart of the Businesses Services Budget.

STOCKBRIGE ASSOCIATION OF BUSINESSES BYLAWS

8.5 Audits

The Board may authorize an auditing function to assist the Board in discharging its responsibilities relating to independent oversight, financial reporting, budget, corporate controls and related matters. Audit responsibilities may include:

- Retain and terminate the independent auditor.
- Review the term of the independent auditor with the intent to rotate every five years.
- Oversee the performance of the independent auditor.
- Confer with the auditor to ensure the affairs of the organization are in order.
- Review and recommend approval of the annual audit report to the whole board.
- Oversee the organization's accountability documentation.
- Designate methods for whistleblower compliance.
- Approve any non-audit services performed by the auditing firm.
- Review adoptions and implementation of internal controls through the audit process.
- Monitor the organization's response to potentially illegal or unethical practices within the organization, including but not limited to fraudulent accounting.
- Develop and oversee the organization's document retention and destruction policy.

9 DISSOLUTION

9.1 Procedure

[Enter text]

10 ADMINISTRATIVE PROVISIONS

10.1 Books and Records

The SAB shall keep at its principal or registered office copies of its official documents including the current Bylaws, Amendments, Election Ballots, and meeting minutes; correct and adequate records of accounts and finances; minutes of the proceedings of its members and Board, and any minutes which may be maintained by committees of the Board; records of the name and address and class, if applicable of each member and Director, and of the name and post office address of each Officer; and such other records as may be necessary or advisable. All books and records of the SAB shall be open at any reasonable time to inspection by any member.

10.2 Rules of Procedure

The rules of procedure at meetings of the Board and committees of the Board shall be

STOCKBRIGE ASSOCIATION OF BUSINESSES BYLAWS

rules contained in Roberts' Rules of Order on Parliamentary Procedure, newly revised, so far as applicable and when not inconsistent with these Bylaws or any resolution of the Board.

11 AMENDMENTS

11.1 Procedure

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the vote of a majority of the number of Directors in office. The foregoing Bylaws were adopted by the Board of Directors on [REDACTED], [REDACTED].
[REDACTED] Secretary

11.2 Recording

Recording of these minutes shall be recorded by the Clerk's Office of the City of Stockbridge.

R&R

RHYME & REASON
DESIGN

CITY OF STOCKBRIDGE • Logo Directions Presentation • 12.10.18



Brand Descriptors

Community	Striving
Inclusivity	Family-Friendly
Convenient	Growth
Capability	Progressive
Potential	Small Town
Comfortable	



Key Markets

- Potential New Residents and Businesses
- Current Residents
- People visiting family in the area

Primary Target Audience

Charles & Denise

Living in Atlanta: Mid-30s

Charles and Denise are a married couple living in Atlanta, GA. Charles moved from nearby Henry County, GA and Denise from a small town in North Carolina. The past 10 years in a bustling metro area have been fun, but as they consider starting a family and buying a home, areas outside of Atlanta are looking more and more desirable. Having both grown up in small towns, they imagine a similar childhood for their kids. They also regularly visit Charles' family in Henry County and feel a sense of community there that is lacking in Atlanta.

They're somewhat flexible professionally but where a community is situated in relation to Atlanta is important. Denise works as a copyeditor and Charles is a mid-level manager at Delta. He'd like his commute to stay around 30 minutes. Denise can work anywhere she can plug in her laptop. As they shop for their next community without leaving their beloved city too far out of sight, they can't wait to see which locales will rise to the top!

Uniques

- Celebrates community through events such as Food Truck Tuesday and Bridgifest ft. Hispanifest
- Moving toward developing a more robust downtown area through the Main Street Program
- An approximately 30 min. drive to and from Atlanta
- Historical significance as the birthplace of Martin Luther King, Sr. and now featuring the MLK Sr. Heritage Trail

Brand Descriptors

- Convenient (in proximity to Atlanta)
- Inclusive
- Family-friendly
- Potential

Key focus areas of potential brand identity

Community

Inclusivity

Convenient

Accessible to Atlanta & the airport

Capability

Potential & Growth

Stockbridge, GA

Ideally located in the northern section of Henry County, GA, the City of Stockbridge experienced rapid growth during the past few decades but never developed a distinct identity of its own that shows its strengths as a family-friendly community with a rich history and great potential for growth. In an effort to overcome outside perceptions, mainly as the exit where traffic slows on I-75, Stockbridge is perfectly primed to put their aspirations to work and focus on developing a tangible brand identity that will grow engagement with potential residents and businesses.

A new brand image will build the foundation for forward movement and allow Stockbridge to position itself as an inclusive community with a small-town vibe and great potential for economic and cultural development, that is close to Atlanta without the stresses of living in a large city.





You're in Good Company

Why we like this: This option covers a lot of ground—imparting to potential residents and businesses that what they'll discover in Stockbridge is a good, solid community and reaffirms with current residents that they are part of this “good company.”

R&R

RHYME & REASON
DESIGN

CITY OF STOCKBRIDGE • Logo Directions Presentation • 12.10.18



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Direction 1

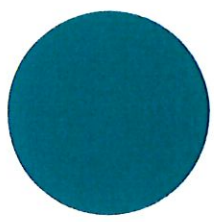


Stockbridge
You're in good company.

Stockbridge
You're in good company.

Stockbridge
You're in good company.

Stockbridge
You're in good company.



ALL THAT JADE



RED ORANGE



MERRY GOLD

BRAND TYPEFACES

FREIGHT DISPLAY PRO BOLD

AaBbCcDdEeFfGgHh
IiJjKkLlMmNnOoPpQq
RrSsTtUuVvWwXxYyZz
0123456789

GIBSON

AaBbCcDdEeFfGgHh
IiJjKkLlMmNnOoPpQq
RrSsTtUuVvWwXxYyZz
0123456789



Stockbridge

S



Bridging the community, Brush
strokes signify moving forward,
Strong bold colors that can stand
alone, but work well together

Direction 2

DIRECTION 2

STOCKBRIDGE

YOU'RE IN GOOD COMPANY

STOCKBRIDGE

YOU'RE IN GOOD COMPANY

STOCKBRIDGE

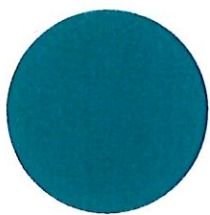
YOU'RE IN GOOD COMPANY

STOCKBRIDGE

YOU'RE IN GOOD COMPANY

STOCKBRIDGE

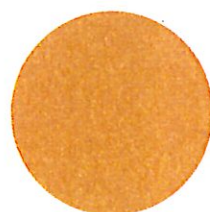
YOU'RE IN GOOD COMPANY



ALL THAT JADE



RED ORANGE



MERRY GOLD

BRAND TYPEFACES

TRUMP SOFT PRO

AaBbCcDdEeFfGgHh
IiJjKkLlMmNnOoPpQq
RrSsTtUuVvWwXxYyZz
0123456789

GIBSON

AaBbCcDdEeFfGgHh
IiJjKkLlMmNnOoPpQq
RrSsTtUuVvWwXxYyZz
0123456789



A large, white, stylized letter 'S' is centered on a solid teal background. The 'S' is composed of two thick, slightly irregular strokes, giving it a hand-drawn or brush-like appearance.A large, white, stylized letter 'S' is centered on a solid teal background. The 'S' is composed of two thick, slightly irregular strokes, giving it a hand-drawn or brush-like appearance.

STOCKBRIDGE

Bridging the community, Brush
strokes signify moving forward,
Strong bold colors that can stand
alone, but work well together

Thank You



City of Stockbridge

Staff/Council Recommendation For Council Approval

Meeting Date

December 10, 2018

FUNDING SOURCE

☒ Action requested by City Council

☐ For informational purposes only

☐ Budget Amendment Required

FROM ACCOUNT: N/A

TO ACCOUNT:

PRESENTER: Kira Harris Braggs, Main St. Prog. Mgr.

ITEM/PROJECT/EVENT: Main St. By-Laws Changes

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ SPONSORSHIP
- ☐ DEPT. FUND BALANCE

DESCRIPTION:

The Main Street Staff recommends the changes to current Main Street By-laws to:

1. Incorporate new language that has been ratified under the National Main Street Center's 4-Point program.
2. To standardize Main Street Advisory Board Terms.

See attached document: By-Laws of the Stockbridge Main Street Advisory Board—Proposed Changes

APPROVED BY:

FINANCE DEPT. _____

CITY MANAGER _____

AMOUNT

\$ 0

PROPOSED CHANGES



By-Laws of the Stockbridge Main Street Advisory Board

Adopted August 11, 2014

Updated December 14, 2015

Updated: December 27, 2016

BY-LAWS OF THE STOCKBRIDGE MAIN STREET ADVISORY BOARD

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BY-LAWS OF THE STOCKBRIDGE MAIN STREET ADVISORY BOARD

The City of Stockbridge became a candidate for National Main Street designation by being accepted into the Georgia Department of Community Affairs Office of Downtown Development's *Georgia Main Street Start-up Program* in December 2013. The following by-laws have been created to provide the framework within which the Stockbridge Main Street Program Advisory Board shall function:

Article I. ADVISORY BOARD PURPOSE

The Stockbridge Main Street Program (hereinafter Main Street) shall have a governing Advisory Board. The Stockbridge Main Street Advisory Board (hereinafter the Board) shall be comprised of a group of concerned stakeholders—representing business and property owners/operators, citizens, community groups, government officials, schools, and various professionals who are genuinely interested in the overall revitalization of the Stockbridge Main Street District (hereinafter Main Street District) and the City of Stockbridge's (hereinafter the City) historic downtown area with an emphasis on the four components of the Main Street Four-Point Approach®:

Section 1.01 Design

Design explores the avenues for getting the Main Street District into top physical shape—creating a safe, inviting environment for restaurant goers, shoppers, workers, and visitors. It takes a close look at aspects such as the district's buildings, storefronts, signage, public spaces, parking areas, street furniture, public art, landscaping, merchandising, window displays, and promotional materials. An appealing atmosphere, created through attention to all of these visual elements, conveys a positive message about the Main Street District and what it has to offer. Design activities also include instilling good maintenance practices, enhancing the district's physical appearance through the rehabilitation of historic buildings, encouraging appropriate new construction, and developing sensitive design management systems, while also educating business and property owners about design quality and long-term planning. **Design supports a community's transformation by enhancing the physical and visual assets and aspects that set the Main Street District apart.**

Section 1.02 Economic Vitality

Economic vitality focuses on creating a Main Street District that serves the needs of today's consumers. This is accomplished by **active efforts to create and attract capital, incentives, and other economic and financial tools to assist new and existing businesses; catalyze property development; create a supportive environment for entrepreneurs and innovators;** retain and expand already successful downtown businesses; provide a balanced commercial mix; sharpen the competitiveness of downtown businesses **and their owners;** and **develop strategies for attracting** new businesses to the area **that will drive the local economy.**

Section 1.03 Organization

Organization **involves creating a strong foundation for sustainable revitalization efforts by** ~~provides~~ **providing** management, establishing consensus, and inspiring cooperation through **cultivating resources** and the building of partnerships among the various groups that have a stake in the Main Street District. This component brings everyone—business and property owners/operators, citizens, community groups, government officials, schools, and various professionals—to the table with the common goals of implementing positive change; effecting economic sustainability; and encouraging advocacy for the downtown,

Section 1.04 Promotion

Promotion takes many forms. It has the ultimate goal of creating a positive image that will rekindle community pride and improve consumer and investor confidence in the Main Street District. Advertising, retail promotions, special events, and marketing campaigns help sell the image and promise of Main Street to the community and surrounding region. **Promotion is** designed to communicate the district's unique characteristics, **while positioning the Main Street District as the center of the community and a hub of activity** ~~business establishments, and activities~~ to shoppers, restaurant goers, investors, potential business/property owners, and especially visitors.

Article II. CITY OF STOCKBRIDGE COMMITMENT

As stipulated by the *Memorandum of Understanding*¹ between the City of Stockbridge (the City) and the Georgia Department of Community Affairs Office of Downtown Development (DCA), the City agrees to:

Section 2.01 Identify, through boundaries, a Main Street District.
(See *Article VII* of these By-laws)

Section 2.02 Provide a Training and Travel Budget for the program.
A budget for required training and travel (a minimum of \$1,500 per year) shall be provided for the Main Street Program Manager and Advisory Board members to obtain DCA-approved education and technical assistance so that they can learn and stay abreast of Main Street trends; successfully implement the Main Street Four-Point Approach®; and stay in compliance with both statewide and national Main Street standards.

Section 2.03 Hire a full-time, paid program manager.
The Main Street Program Manager shall facilitate the daily operations of the Main Street Program.

Section 2.04 Appoint a working Board of Directors for the program.
All appointments to the Main Street Advisory Board shall be made by the City of Stockbridge Mayor and Council (hereinafter the Mayor and Council) according to the City's established Board and Commission Appointment procedures.

Section 2.05 Support a systematic approach to Downtown Revitalization.
Through Main Street programming, projects, and initiatives, the City shall support all components of the Main Street Four-Point Approach.®

Section 2.06 Possess a historic preservation ethic.
Through Main Street programming, projects, and initiatives, the City shall maintain a healthy historic preservation ethic.

¹ The *Memorandum of Understanding* (MOU) between the City of Stockbridge and the Georgia Department of Community Affairs (DCA) is an annually renewable agreement that is required for participation in the Georgia Main Street Program. DCA is the sponsoring state agency for the administration of the Georgia Main Street Program and is licensed by the National Main Street Center® to designate, assess, and recommend accreditation for Main Street Programs within the State of Georgia.

Section 2.07 Host at least one meeting per year that includes an update about the Stockbridge Main Street Program².

At least once per calendar year, the Mayor and Council will invite the Main Street Program Manager and/or members of the Board to attend a Council meeting or workshop to provide an update, about Main Street programming, projects, and initiatives.

Section 2.08 Maintain an annual membership with the National Main Street Center.

To maintain National Main Street accreditation, the Stockbridge Main Street Program must sustain an annual membership with the National Main Street Center.

Section 2.09 Maintain an annual membership with the Georgia Downtown Association.

To maintain status as a Georgia Main Street Program, the Stockbridge Main Street Program must sustain an annual membership with the Georgia Downtown Association.

Article III. The Stockbridge Main Street Advisory Board

Section 3.01 The Stockbridge Main Street Advisory Board shall serve in an advisory capacity.

The Board shall serve in an advisory capacity to the Main Street staff, providing business, community, economic, and policy-related expertise.

Section 3.02 Board Members

The Board shall consist of members who:

- (a) are citizens of the State of Georgia and the United States;
- (b) are at least eighteen (18) years of age;
- (c) have a high school education or the equivalent;
- (d) have a genuine interest in implementing policy to create a positive change in the Stockbridge Main Street District;
- (e) have a genuine interest in the successful commercial revitalization in the Stockbridge Main Street District;
- (f) have a genuine interest in historic preservation;
- (g) are willing to serve a minimum ~~one (1) to~~ two (2) year term of service (depending upon the position held);

² This does not have to be a meeting that is specifically called for the purposes of providing the community with a Main Street Update. The update can be presented at any regularly scheduled Council Meeting or workshop.

- (h) are willing to attend a least eight (8) hours of approved training;
- (i) are willing to attend regularly scheduled, monthly Board and committee meetings during their term of service;
- (j) are willing to volunteer a minimum of eight (8) hours of time to Stockbridge Main Street programming per term of service (does not include Board meetings and required trainings); and
- (k) have not been convicted of a felony involving moral turpitude³.

Section 3.03 Board Member Appointment

All Board members shall be approved and appointed by the Mayor and Council according to the City's established Board appointment procedures.

- (a) **Application:** All persons interested in serving on the Board must complete and submit the City's *Application for Board or Commission Appointment* to the City Clerk. This application is available on the City's Website: www.cityofstockbridge.com
- (b) **Appointment Deadlines:** New Board appointments and/or re-appointments for all vacant positions and/or positions with terms expiring in the current year, should be made no later than December 31st of that same year.

Section 3.04 Board positions available for appointment⁴ include:

Board members will each serve a specified term and can be reappointed to the Board, upon staff recommendation, by the Mayor and Council. Board positions available for appointment shall include, a City Council Member, a representative from the Downtown Development Authority (DDA), three (3) Stockbridge residents, four (4) business owners or property owners/operators (two (2) within and two (2) outside of the Main Street District), a Henry Count-based Architect, Contractor, Interior Designer, or Landscape Architect, a representative from a Stockbridge-based arts organization, a representative from a Stockbridge-based financial institution, and a representative from the Stockbridge Association of Businesses (SAB).

³ Moral turpitude generally refers to a crime that encompasses a base or vile act. The following offenses have typically been found to be crimes of moral turpitude: crimes which involve either an intent to defraud or an intent to steal as an element; crimes which involve an element of intentional or reckless infliction of harm to persons or property; and sex crimes, in which "lewd" intent is an element. Additionally, felonies and some misdemeanors in which malice is an element are commonly held to be crimes of moral turpitude.

⁴ A minimum of four (4) Board members must be appointed to the Board at all times.
(See Article III, Section 3.16(f) of these *By-laws*.)

Position	Status	Term	Term Notes
City Council Member	Ex officio ⁵ Board Member	1-year Term of Service	Can be reappointed based on the calendar year, and approval by the City Council
Representative from the Downtown Development Authority (DDA)	Ex Officio Board Member	1-Year Term of Service	Can be reappointed by the organization, then approved by the City Council.
3 - Stockbridge Residents [added to further ensure a truly representative cross-section of the existing Stockbridge community.]	Regular Board Member	2 years	Can be reappointed by the City Council
2 - Stockbridge Business or Property Owners / Operators (Within the Main Street District)	Regular Board Member	2-years 3 years	Can be reappointed by the City Council
2- Stockbridge Business or Property Owners / Operators (Outside of the Main Street District)	Regular Board Member	2 years	Can be reappointed by the City Council
Architect, Contractor, Interior Designer, <u>or</u> Landscape Architect (Henry County-based)	Regular Board Member	2 years	Can be reappointed by the City Council
Representative from a Stockbridge-based Arts Organization	Regular Board Member	2 years	Can be reappointed by the organization, then approved by the City Council.
Representative from a Stockbridge-based financial institution	Regular Board Member	2 years	Can be reappointed by the financial institution, then approved by the City Council.
Representative from the Stockbridge Association of Businesses (SAB)	Regular Board Member	2 years	

⁵ An Ex-Officio Board Member serves on the Board because of another office or position that he/she currently holds. The term is Latin, meaning literally "from the office", and the sense intended is "by right of office." Ex Officio members are afforded the same rights as regular Board members, including debate, making formal motions, and voting.

Section 3.05 Addition or Removal of Board positions

The addition or removal of Board positions as listed in Article III, Section 3.04 of these *By-laws* must:

- (a) Be proposed at a regularly scheduled monthly Board meeting.
- (b) Be approved by majority vote; and
- (c) Be approved by the Mayor and Council.

Section 3.06 Board Member Terms of Service

All Board members, with the exception of the City Council, DDA, Financial Institution, and Arts Organization representatives, shall have an initial two-year term of service. The City Council, DDA, Financial Institution, and Arts Organization representatives shall have an initial single-year term of service, but can be reappointed by City Council for an additional term(s).

- (a) A year ~~in the term~~ of service is one calendar Year⁶.
- (b) All terms of service are renewable.
- (c) The Board member's calendar year starts on January 1st.⁷
- (d) All Board members must submit a **Statement of Intent**⁸ at least sixty (60) days prior to the end of their term of service.
(See Article 3, Section 3.16(d))

Section 3.07 Board Members Representing Other Designated Organizations

- (a) Members who serve on the Board as representatives from other designated organizations, may serve on the Board at the will of said organization.
- (b) Members who serve on the Board as Representatives from other designated organizations must be currently active and in good standing with said organization.
- (c) **Members who serve on the Board as Representatives from other designated organizations must provide regular updates/reports to**

⁶ A calendar year runs from January 1st to December 31st.

⁷ If appointed to the Board after January 1st, the member will complete the remainder of the current year. His/her term of service will not officially begin to toll until January 1st of the following year. For example, if a member is appointed to the board on July 1, 2014 and has a two-year term, he/she will serve on the board through December 31, 2014. He/she will then continue as a Board member, with his/her term of service starting to toll on January 1, 2015. The term of service will extend from January 1, 2015 to December 31, 2016.

⁸ The *Stockbridge Main Street Advisory Board Statement of Intent* form can be obtained from the Main Street Program Manager.

their organization regarding Main Street activities and initiatives, and from their organization to keep Main Street informed of the organization's goals, priorities, initiatives, activities, etc.

Section 3.08 Ex Officio Board Members

Ex Officio Board Members serve on the Board to provide special insight and program support. They are voting members, but may not serve as Board officers.

Section 3.09 Board Member Conduct

All Board members must always conduct themselves in a professional manner which is conducive to conducting Main Street business.

- (a) **Communications:** Said conduct includes verbal, written and electronic communications with other Board members, Main Street staff, City Staff, City Council members, the Mayor, and the public.
- (b) **Behavior:** Combativeness, rudeness, unmitigated conflict of interest, and/or general disrespect toward other Board members, Main Street Staff, City staff, City Council members, the Mayor, and/or the public during the conducting of Main Street business, or while representing Main Street and/or Main Street interests will not be tolerated.
- (c) **Board member Misconduct** is grounds for removal from the Board and/or a Board office. (See Article III, Section 3.17 of these By-laws)

Section 3.10 Board Member Training

All Board members must attend the scheduled, Main Street annual planning meeting/retreat and must commit to attending a minimum of eight (8) hours of approved training per term of service.

Section 3.11 Board Member Volunteerism

All Board members must commit to provide a minimum of eight (8) hours of time to Main Street programming per two-year term of service (does not include Board meetings, committee meetings, or required trainings).

Section 3.12 Board Member Committee Involvement

All Board members must serve on at least one (1) Main Street Committee. (See Article VI of these By-Laws.)

Section 3.13 Board Member Compensation

Service on the Board is voluntary. All members shall serve without compensation.

Section 3.14 Member in “Good Standing”

A Board member is in “good standing” if he/she:

- (a) has been properly appointed to the Board;
- (b) has accrued no more than two (2) unexcused absences in the calendar year;
- (c) has accrued no more than three (3) excused absences in the calendar year;
- (d) has completed a minimum of two (2) hours of training by the end of the calendar year;
- (e) has volunteered a minimum of four (4) hours of time to Main Street programming by the end of the calendar year, and
- (f) has served on at least one Main Street Committee.

Section 3.15 Member with “Provisional Membership”

A Board member will have “provisional membership” if he/she:

- (a) has not met one or more of the *Member in “Good Standing”* criteria listed in Article III, Section 3.13 of these by-laws; or
- (b) has violated the Board Member Conduct requirements listed in Article III, Section 3.09 of these By-laws.

Section 3.16 Remedy to “Provisional Membership”

“Provisional Membership” can be remedied by:

- (a) Correcting any “provisional membership” issue(s) (i.e. providing proof of excused absence, attending minimum required training, performing required minimum volunteer hours, etc.); or
- (b) Obtaining a waiver⁹ for any “provisional membership” issue(s) from the Main Street Program Manager.

⁹ Waivers are only available at the discretion of the Main Street Program Manager.

Section 3.17 Board Vacancies

The Board must move with expediency to fill all Board positions and/or office vacancies.

- (a) All vacant Board positions should be filled within sixty (60) Days of vacancy, except where the vacancy is due to unexpected circumstances.
- (b) All vacant Board offices should be filled within (15) business days of the vacancy.
- (c) Appointments to fill Board position vacancies must be done according to the City's established Board or appointment policies and procedures.

(d) Board Vacancy Due to Term of Service Expiration

At least sixty (60) days prior¹⁰ to the end of a Board member's term of service, the Board member must formally indicate whether, or not, he/she wants to continue their service on the Board. This can be done in writing by either:

- (1) Submitting a *Statement of Intent* form or letter indicating his/her plans to apply for reappointment to the Board to the Main Street Program Manager, in addition to submitting the City's required *Application for Board or Commission Appointment* to the City Clerk. This application is available on the City's Website: www.cityofstockbridge.com, or can be picked-up in person at Stockbridge City Hall; or
- (2) Submitting a *Statement of Intent Form* or letter indicating his/her plans to retire from the Board.

(e) Board Vacancy Due to Unexpected Circumstances

When a Board vacancy occurs due to unexpected circumstances, the Board should take immediate steps to recruit a replacement Board member and have that Board member appointed to the Board. In this instance, the Board has an additional 30 days, for a total of ninety (90) days to fill the vacancy.

¹⁰ Statements of Intent for Board Members whose terms of service are about to expire, must submit a Statement of Intent form to the Main Street Program Manager before November 1st of the year in which the term is due to expire.

(f) Minimum Board Appointments

There must be at least four (4) Board members appointed to the Board at all times.

Section 3.18 Removal of Board Members and Officers

Removal of a member from the Board or the office he/she holds requires a majority vote of the Board.

(a) Members may be removed from the Board or the office he/she holds for several reasons, including:

- (1) Board member misconduct
- (2) Dereliction of duty
- (3) Gross by-laws violation(s)
- (4) Commission of a felony involving moral turpitude
- (5) Unresolved conflict of interest issues (See Article III, Section 3.18 of these *By-laws*.)
- (6) Failure to remedy “provisional membership” issues

(b) Before the removal, all current Board members must be informed of the proposed removal.

(c) Before being removed, the Board member or officer must be:

- (1) informed of the proposed removal by letter that indicates the reason for the proposed removal
- (2) given at least 10 business days to respond to the proposed removal

(d) Voting for the removal of a member from the Board or the office he/she holds must be conducted at a regularly scheduled, monthly Board meeting.

- (1) Voting may be done by ballot.
- (2) The member selected for removal from the Board or removal from office may be present at the meeting, but will not be eligible to vote on the matter.

(e) If a member is removed from the Board or the office he/ she holds, the vacancy must be filled in a timely manner.

(See Article III, Section 3.16 of these *By-laws*.)

(f) If a member is removed from the Board or the office he/she holds, the Mayor, Council, and the City Manager must be notified of the recommendation for removal.

Section 3.19 Board Member Conflict of Interest¹¹

A conflict of interest arises when member(s) of the Board and/or any Main Street committee member is in the position to influence program operations in a way that could directly or indirectly bring about monetary benefits or an unfair advantage to that member, or any of his/her immediate family members. Be it known that:

- (a) No member shall be disqualified from holding any Board office, dealing with Main Street, either as vendor, purchaser, or otherwise, or contracting or entering into any other transaction with the Main Street Program; and
- (b) No Main Street transaction shall be voidable by reason of the fact that any member or officer has an interest in the concern with which such transaction is entered into, provided that:
 - (1) The interest of such member or officer is fully disclosed and deemed acceptable to the Board;
 - (2) Such transaction is duly approved by the Board members who do not share the same interest;
 - (3) The interested Board member or officer voluntarily abstains from voting and/or lobbying on the matter;
 - (4) The interested Board member or officer is not counted in determining the existence of a quorum at the meeting(s) at which the transaction is being voted on and/or the matter being determined; and
 - (5) The minutes of said meeting(s), at which such votes are taken, clearly records the disclosure and abstention of the interested Board member or officer, in addition to the rationale for approval or disapproval of the matter.

¹¹ It is not automatically an unacceptable conflict of interest for a board, committee or staff member to derive personal or professional benefit from a Main Street activity. Many associated with Main Street, such as downtown business and property owners, stand to gain some benefit from their service to the organization. Such indirect benefit is entirely proper.

Article IV. Board Meetings

The Board shall host regularly scheduled monthly meetings.

Section 4.01 Board Meeting Date

Board meetings will be held on a date designated by the Board. Once established, the Board will meet on that date for an entire calendar year, unless otherwise scheduled by the Main Street Program Manager. If the need arises to change the Board meeting date, an alternate date is acceptable if approved by a majority vote of the Board and with proper notice to the public (See section 4.04).

Section 4.02 Board Meeting Time

Board meetings will be held at a time designated by the Board. Once established, the Board will meet at that time for an entire calendar year, unless otherwise scheduled by the Main Street Program Manager.

Section 4.03 Board Meeting Location

Meetings will be held in the Stockbridge City Hall Building, unless otherwise determined by the Main Street Program Manager.

Section 4.04 Board Meeting Public Notification

Public notification of the Board meeting schedule for the current year will be made no later than January 15th on the City's website and in the City's legal organ of record. In addition, the Main Street Program will adhere to all City public meeting notification policies. In the event there is a need for changing a scheduled Board meeting date, the public must be notified via the City's public meeting notification policies.

Section 4.05 Board Meeting Attendance

Board members, by accepting their appointment, agree to attend all regularly scheduled Board Meetings.

Section 4.06 Board Meeting Absences

A Board member cannot accrue more than two (2) unexcused absences and/or three (3) excused absences from regularly scheduled Board meetings.

- (a) **Excused Absence** – If a Board member is unable to attend a regularly scheduled Board meeting, he/she must contact the Main Street Manager by telephone or email at least one hour prior to the scheduled meeting. (Notice of at least 24 hours is preferred.)

If required notice is received, the absence is excused. The accrual of more than three (3) excused absences in a calendar year, automatically converts the Board member's membership into a "Provisional Membership."

- (b) **Unexcused Absence** – If a Board member is unable to attend a regularly scheduled Board meeting, and fails to give the Main Street Manager proper notice as described in *Article IV, Section 4.05(a)* of these by-laws, the absence is unexcused. The accrual of more than two (2) unexcused absences in a calendar year, automatically converts the Board member's membership to a "Provisional Membership."
- (c) Waiver of an unexcused absence is only available at the discretion of the Main Street Manager.
- (d) The accrual of more than five (5) absences, whether excused or unexcused, in a calendar year, automatically converts the Board member's membership to a "Provisional Membership."

Section 4.07 Annual Meeting / Retreat

A mandatory, annual meeting/retreat shall be held no later than April 30th of each year to facilitate Main Street Program planning.

Section 4.08 Board Quorum

A Board quorum¹² shall be established when at least one officer (Board Chairman, Vice Chairman, or Secretary) and two (2) other Board members are present at the Board meeting.

Section 4.09 Majority Vote

Majority vote is established when the number of voters or votes in agreement, constitutes more than half of the total number available.

- (a) **Board Majority Vote:** All action(s) of the Board that require a vote shall be determined by majority vote of those in attendance at any Board meeting where a quorum is present.
- (b) **Committee Majority Vote:** All action(s) of any Main Street committee shall be determined by majority vote of those in attendance at any committee meeting.

¹² A quorum is the minimum number of members in an organization or committee that is required to be present in order to conduct business.

Section 4.10 Tie Vote

A tie vote occurs when the number of voters or votes in agreement and against are equal. In the event of a tie vote regarding any action(s) of the Main Street Advisory Board and/or a Main Street committee, the deciding vote shall be cast by the Main Street Manager.

Section 4.11 Proxy Vote¹³

In the event that there is an exigent situation which requires an immediate vote and a Board member is unable to vote in person, their proxy may be provided in writing to the Main Street Manager, who will, in turn, present the proxy vote when it is time for votes to be cast.

Article V. Board Officers

There shall be three (3) mandatory Board officers¹⁴. Terms will last for one year. Officers may be re-elected for additional terms by majority vote. Those officers shall include:

Section 5.01 Chairman

The Chairman shall preside at all Advisory Board meetings, but may at his or her discretion or at the suggestion of the Board arrange for another officer or the Main Street Manager to preside. The Chairman shall also perform such duties as are usually incumbent upon the office, in addition to such duties as may be directed by a vote of the Board and/or Organization committee. The Chairman shall be one of the officers who may sign official documents for the Board and/or Main Street.

Section 5.02 Vice Chairman

The Vice Chairman shall act in the absence or disability of the Chairman, and/or serve as an assistant to the Chairman. The Vice Chairman shall perform such duties as are usually incumbent upon the office, in addition to such duties as may be directed by a vote of the Board and/or Organization Committee. The Vice Chairman shall be one of the officers who may sign official documents for the Board and/or Main Street.

¹³ A proxy vote is a ballot/vote cast by one person on behalf of another person who has voting power, but is unable to attend the meeting to vote in person

¹⁴ There is no need for the office of Treasurer. All financial matters will be handled by the Main Street Program Manager and the City's financial staff.

Section 5.03 Secretary

The Secretary shall work cooperatively with the Main Street staff to ensure that minutes of all Advisory Board meetings, proceedings, and annual meetings/retreats are accurately recorded; that all program minutes, financial records and correspondence are maintained in good order; that copies of the minutes for the previous Board meeting are attached to the agenda of the next regular Board meeting; and that regular meetings of the Advisory Board are scheduled and properly posted. The Secretary shall perform such duties as are usually incumbent upon the office, in addition to such duties as may be directed by a vote of the Board and/or Organizations committee. The Secretary shall be one of the officers who may sign official documents for the Board and/or Main Street.

Section 5.04 Officer Nominations

Officers shall be nominated from the current Board membership, and shall be elected by a majority vote. (See Article IV, Section 5.05)

Section 5.05 Officer Elections

Board Officers Elections shall be held annually and overseen by the Nominating Committee. (See Article VI, Section 6.05 of these By-laws.)

- (a) **Notice of Elections:** All Board members must be notified of any upcoming election at least five (5) business days prior to the meeting where the election will be held.
- (b) **Date of Elections:** Elections should be held no later than November 30th of every year, except where a board position has been unexpectedly vacated after that date. In this instance, a “special election” can be held to fill the position.
- (c) **Voting:** All voting must be done in person by show of hands or by submitting a ballot.
- (d) **Majority Vote:** Officers are elected by majority vote as established by Article 4, Section 4.09 of these By-laws.
- (e) **Special Election:** A “special election” is one that takes place due to an unexpected vacancy or creation of a new office. All policies and procedures that apply to regular elections, also apply to “special elections.”
- (f) **Elections Oversight:** All elections shall be administered by the Main Street Program Manager and at least one (1) member of the Nominating Committee.

Section 5.06 Additional Board Officers

Additional officers may be added by recommendation of the Organization Committee, members of the Board, and/or the Main Street Program Manager.

- (a) These officers shall be elected by majority vote at any Board meeting where a quorum is present.
- (b) These officers shall automatically become members of the Organization Committee.

Article VI. Main Street Committees

The Advisory Board shall establish four (4) standing committees and a Nominating Committee to achieve Main Street goals and facilitate program initiatives. With the exception of the nominating committee, these committees will meet as deemed necessary and shall be based on the Main Street Four-Point Approach™, which focuses on Design, Economic Vitality, Promotion, and Organization.

Section 6.01 Design Committee

The Design Committee is a group formed from existing Board members and community stakeholders that are focused on shaping the physical image of Main Street. (See Article I, Section 1.01 of these By-laws.) This Committee's primary goal is to create a Main Street District that is attractive and safe for consumers, investors, property owners, business owners/operators, and visitors. To succeed, the Committee shall endeavor to persuade said business owners/operators and property owners, as well as civic leaders, to adopt viable approaches for making physical improvements to the buildings, businesses, and public areas within the Main Street District.

- (a) **Design Committee Members:** There must be at least three (3) members on the Design Committee, with at least one person serving as the Committee Chairman.
- (b) **Design Committee Meetings:** Once established, the Design Committee should meet at least once per year, but can meet as many times as deemed necessary by the Main Street Manager and/or Design Committee Chairman.
- (c) **Collaboration:** The duties of the Design Committee may be designated to or shared by an established Historic Preservation Commission, Historical Society, or similar organization that works collaboratively with Main Street. (See Article VI, Section 6.07 of these By-Laws.)

Section 6.02 Economic Vitality Committee

The Economic Vitality Committee is a group formed from existing Board and community stakeholders that are tasked with analyzing current market forces to develop long-term solutions. (See Article I, Section 1.02 of these By-laws.) Priorities for this committee include, but are not limited to, new business recruitment, current business retention, creative utilization and/or revitalization of existing properties, and sharpening the overall competitiveness of businesses within the Main Street District.

- (a) **Economic Vitality Committee Members:** There must be at least three (3) members on the Economic Vitality Committee, with at least one person serving as the Committee Chairman.
- (b) **Economic Restructuring Committee Meetings:** Once established, the Economic Vitality Committee should meet at least once per year, but can meet as many times as deemed necessary by the Main Street Manager and/or Economic Vitality Committee Chairman.
- (c) **Collaboration:** The duties of the Economic Vitality Committee may be designated to or shared by the Stockbridge Downtown Development Authority, or similar organization that works collaboratively with Main Street. (See Article VI, Section 6.07 of these By-Laws.)

Section 6.03 Organization Committee

The Organization Committee functions as Board's "Executive Committee." It is the responsibility of this group to establish Board Policy, assist the Main Street Manager with program budgeting, and communicate with program staff to ensure that Main Street is serving its mission. The Organization committee is empowered to make and implement major organizational decisions. (See Article I, Section 1.03 of these By-laws.)

- (a) **Organization Committee Members:** The Organization Committee consists of all Board Officers and Committee Chairmen, with the Board Chairman also serving as the chair of the Organization Committee.
- (b) **Organization Committee Meetings:** Once established, the Organization Committee should meet at least once per year, but can meet as many times as deemed necessary by the Main Street Manager and/or Board Chairman.

- (c) **Exigent Situations:** In exigent situations where the full Board cannot be convened, the Organization Committee can be called upon to make decisions for the Board. In Exigent situations, a quorum is established when all three officers and at least one other Organization Committee member is present and able to discuss and/or vote on the matter.

Section 6.04 Promotion Committee

The Promotion Committee is a group, formed from existing Board and community stakeholders, which is tasked with cultivating the Main Street District's image as the center of commerce, culture, and community life for the City's residents and visitors. This is achieved by creating an aggressive marketing strategy that reaches beyond the local community; hosting engaging activities and special events; and working closely with businesses and property owners to create incentives for residents and visitors to shop, dine, do business, and enjoy recreational activities in the Main Street District. (See Article I, Section 1.04 of these By-laws.)

- (a) **Promotion Committee Members:** There must be at least three (3) members on the Promotion Committee, with at least one person serving as the Committee Chairman.
- (b) **Promotion Committee Meetings:** Once established, the Promotion Committee should meet at least once per year, but can meet as many times as deemed necessary by the Main Street Manager and/or Promotion Committee Chairman.
- (d) **Collaboration:** The duties of the Promotion Committee may be designated to or shared by a local merchants association, or similar organization that works collaboratively with Main Street. (See Article VI, Section 6.07 of these By-Laws.)

Section 6.05 Nominating Committee

The nominating committee is a group formed from existing Board, **Main Street Staff**, and Main Street Committee members for the purpose of nominating candidates for Board offices, committee chairmanships and/or other leadership positions associated with Main Street when necessary.

- (a) **Nominating Committee Members:** There must be at least three (3) members on the Nominating Committee, with at least one person serving as the Committee Chairman.

- (b) **Nominating Committee Meetings:** The nominating committee will meet at least once per year to prepare for annual elections of Board officers. All other meetings will be called as needed.

Section 6.06 Other Committees and Project Coordinators

The Advisory Board may form special committees and/or appoint project coordinators to oversee specific Main Street activities and initiatives, and/or projects when deemed necessary.

Section 6.07 Committee Collaboration

With the exception of the Organization and Nominating Committees, the goals, objectives, and responsibilities of Main Street Committees can be achieved by, and/or in cooperation with, partnering organizations (i.e. the Downtown Development Authority (DDA), the Historic Preservation Commission (HPC), **Stockbridge Association of Businesses (SAB), the Cochran Library, arts organizations, community-based nonprofit organizations and groups, ~~merchant associations~~**, etc.)

Article VII. Main Street District Boundaries

Main Street and its Board shall confine the majority of its activities to the area designated as the Stockbridge Main Street District, but may use its discretion—based on the Main Street mission, vision, and established goals— when operating in other areas of the City.

Section 7.01 Main Street District Boundaries – Description

The Main Street District shall encompass the downtown area around the City's town square (across from City Hall) and shall be generally identified as the area around Stockbridge City Hall Complex that is bounded by:

- Clark Park
- The Old Stockbridge High School Property,
- Tye Street, and
- MLK, Sr. Heritage Trail (See Attachment A - Stockbridge Main Street District Map.)

Section 7.02 Main Street District Boundaries – Modification

The Main Street District boundaries may be modified at any time upon recommendation of the Board and approval by the Council.

Article VIII. Miscellaneous

Section 8.01 By-laws Modification

These by-laws may be modified at any time upon recommendation of the Board and approval by the Stockbridge City Council.

Section 8.02 General Financial Practices

Main Street, the Board, and all committees shall comply with the City's established purchasing and financial recording policies.

Section 8.03 Fundraiser Depositories

Proceeds¹⁵ from Main Street-hosted and/or co-hosted events, fundraisers, and/or initiatives, unless otherwise determined by the Board, shall be deposited into an established account for the City's *Façade Grant Program* by the City's Finance staff after funds are verified by the Main Street Program Manager and the Downtown Development Authority (DDA) Treasurer.

Section 8.04 Fiscal Year

The fiscal year for the Stockbridge Main Street Program coincides with that of the City.

¹⁵ Proceeds are funds realized from Main Street events, fundraisers and initiatives, after all commissions, expenses, fees, and taxes have been deducted.

Attachment A



December 14, 2015

Legend



Not to Scale

Stockbridge Main Street District



City of Stockbridge

Staff/Council Recommendation For Council Approval

Meeting Date
December 10, 2018

- ☒ Action requested by City Council
- ☐ For informational purposes only
- ☐ Budget Amendment Required

FROM ACCOUNT: N/A

TO ACCOUNT:

PRESENTER: Kira Harris Braggs, Main St. Prog. Mgr.

ITEM/PROJECT/EVENT: Main St. Adv. Board Re-Appointments

FUNDING SOURCE

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ SPONSORSHIP
- ☐ DEPT. FUND BALANCE

DESCRIPTION:

The Main Street Staff recommends the reappointment of the following members to the Main Street Advisory Board:

1. Mr. Shomari Futch, Financial Institution Representative
2. Mr. Willie Hopkins, Stockbridge Citizen
3. Mr. Greg Horton, Business Owner (within the Main Street District)
4. Mrs. Anika Potts, Stockbridge Citizen

APPROVED BY:

FINANCE DEPT. _____

CITY MANAGER _____

AMOUNT

\$ 0

Stockbridge Main Street

Advisory Board Members Requesting Reappointment

Name	Position	Appointed	End Date	New Term End Date
Shomari Furtch	Financial Institution	7/26/16	12/31/18	12/31/21
Willie Hopkins	Citizen	2/13/16	12/31/18	12/31/21
Greg Horton	Business Owner (Inside Main St. Dist.)	2/13/16	12/31/18	12/31/21
Anika Potts	Citizen	12/27/16	12/31/18	12/31/21

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING BINGO BASH AT THE TED
STRICKLAND COMMUNITY CENTER**

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds;

WHEREAS, Section 1.12(b)(41) of the City Charter, the City is vested with certain broad powers "to exercise and enjoy all other powers, functions, rights, privileges, and immunities necessary or desirable to promote or protect the safety, health, peace, security, good order, comfort, convenience, or general welfare of the city and its inhabitants;"

WHEREAS, Section 1.12(b) of the City Charter states that "the powers of this city shall be construed liberally in favor of the city. The specific mention or failure to mention particular powers shall not be construed as limiting in any way the powers of this city;"

WHEREAS, the City desires to authorize a Bingo Bash for seniors at the Ted Strickland Community Center;

WHEREAS, the Mayor and Council believe that this usage is in the best interest of the City and its citizens;

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED as follows:

Section 1. **Authorization** – The Mayor and Council of the City of Stockbridge hereby authorizes a Bingo Bash for seniors at the Ted Strickland Community Center on December 12, 2018.

Section 2. **Documents** – The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

Section 3. **Severability** - To the extent any portion of this Resolution is declared to be invalid, unenforceable, or non-binding, that shall not affect the remaining portions of this Resolution.

Section 4. **Repeal of Conflicting Provisions** - All City resolutions inconsistent with this Resolution are hereby repealed.

Section 5. **Effective Date** - This Resolution shall be effective immediately upon the date of its adoption by the City Council and Mayor as provided in the City Charter.

SO RESOLVED, this the 10th day of December, 2018.

CITY OF STOCKBRIDGE, GEORGIA

ANTHONY S. FORD, MAYOR

ATTEST:

VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

MICHAEL WILLIAMS, CITY ATTORNEY

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE USE OF THE TED STRICKLAND
COMMUNITY CENTER AND MERLE MANDERS CONFERENCE
CENTER FOR CERTAIN EVENTS**

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds;

WHEREAS, Section 1.12(b)(41) of the City Charter, the City is vested with certain broad powers "to exercise and enjoy all other powers, functions, rights, privileges, and immunities necessary or desirable to promote or protect the safety, health, peace, security, good order, comfort, convenience, or general welfare of the city and its inhabitants;"

WHEREAS, Section 1.12(b) of the City Charter states that "the powers of this city shall be construed liberally in favor of the city. The specific mention or failure to mention particular powers shall not be construed as limiting in any way the powers of this city;"

WHEREAS, the City desires to authorize the use of certain events at the Ted Strickland Community Center and Merle Manders Conference Center;

WHEREAS, the Mayor and Council believe that this usage is in the best interest of the City and its citizens;

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED as follows:

Section 1. **Authorization** – The Mayor and Council of the City of Stockbridge hereby authorizes events outlined in Exhibit A.

Section 2. **Documents** – The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

Section 3. **Severability** - To the extent any portion of this Resolution is declared to be invalid, unenforceable, or non-binding, that shall not affect the remaining portions of this Resolution.

Section 4. **Repeal of Conflicting Provisions** - All City resolutions inconsistent with this Resolution are hereby repealed.

Section 5. Effective Date - This Resolution shall be effective immediately upon the date of its adoption by the City Council and Mayor as provided in the City Charter.

SO RESOLVED, this the 10th day of December, 2018.

CITY OF STOCKBRIDGE, GEORGIA

ANTHONY S. FORD, MAYOR

ATTEST:

VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

MICHAEL WILLIAMS, CITY ATTORNEY

DATE 2019 FACILITIES USE CALENDAR

EXHIBIT A

	MONTHLY BINGO BASH - BLOUNT - TSCC 8AM - 1PM
8-Feb	SENIORS MIXER - TSCC - GANTT
2-Mar	WOMEN'S HISTORY MONTH CELEBRATION - MIMCC BALLROOM - ALEXANDER 8AM - 2PM
17-Apr	FIRST RESPONDERS APPRECIATION LUNCHEON - THOMAS - MIMCC BALLROOM 12PM-2PM
23-Apr	GA CITIES WEEK - THOMAS - SCOUTS EVENT - TSCC 5PM - 10PM
25-Apr	GA CITIES WEEK - GANTT - NON-PROFIT MIXER - MIMCC
10-May	WOMEN ON THE MOVE CONFERENCE - MIMCC BALLROOM- ROBINSON 8AM - 3PM
27-Jul	BACK TO SCHOOL KICKOFF MIMCC-FULL USE - BLOUNT 7AM - 4PM
10-Oct	HOMETOWN CONNECTION - MIMCC BALLROOM - ROBINSON
11-Oct	DIVERSITY CELEBRATION - MIMCC - GANTT
2-Nov	HOUSING FORUM - MIMCC - BALLROOM - ROBINSON 7AM - 6PM
9-Nov	DIABETES EDUCATION WORKSHOP - MIMCC - GROUND FLOOR MEETING ROOMS 7AM - 4PM - FORD
15-Nov	NOEL IN NOVEMBER MIMCC - BALLROOM - BLOUNT 6PM - 9PM
23-Nov	COMMUNITY THANKSGIVING DINNER- THOMAS - TSCC 8AM - 4PM
13-Dec	HOLIDAY GIVEBACK - TSCC 4PM - 11PM

NOTE: TIMES LISTED REPRESENT BUILDING USE FOR SETUP AND BREAKDOWN

RESOLUTION NO. _____

RESOLUTION REGARDING ESTABLISHMENT OF COUNCIL DISTRICTS; PROVIDING FOR SEVERABILITY, REPEALING INCONSISTENT RESOLUTIONS, PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

WHEREAS, the City of Stockbridge ("City") is a municipal corporation located within Henry County, Georgia duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City;

WHEREAS, the area of Stockbridge was settled in 1829;

WHEREAS, the City was formally incorporated in 1895 and officially became a municipal corporation of the State of Georgia in 1920;

WHEREAS, it has been proposed that there be established geographic districts within the corporate city limits of Stockbridge from which members of the City Council are to be elected;

WHEREAS, a number of residential subdivisions have either submitted applications for annexation or expressed interest in being annexed into the City of Stockbridge;

WHEREAS, in 2020, the U.S. Census Bureau will conduct the 2020 census as required under the United States Constitution;

WHEREAS, the City of Stockbridge has previously requested the assistance of the Georgia General Assembly in establishing more logical and easily discernable corporate city limits for the City of Stockbridge;

WHEREAS, there continues to exist a substantial level of confusion among residents living within both the incorporated areas of Stockbridge and unincorporated areas of Henry County with respect to whether such residents live inside or outside the City of Stockbridge;

WHEREAS, such confusion manifested itself during the recent referendum pertaining to the proposed City of Eagle's Landing; and

WHEREAS, the City of Stockbridge does not desire to add to any such confusion by establishing council districts until (a) such time as any additional annexation applications are considered thereby further clarifying the corporate limits of the City of Stockbridge and (b) the 2020 Census is concluded so that accurate data can be utilized to assess the impact of establishing council districts in the City of Stockbridge;

NOW THEREFORE, THE COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY RESOLVES AS FOLLOWS;

Section 1. **Expression of Intent of Council.** – The City Council of the City of Stockbridge hereby declares its intent not to consider the establishment of council districts until (a) such time as any additional annexation applications are considered thereby further clarifying the corporate limits of the City of Stockbridge and (b) the 2020 Census is concluded so that accurate data can be utilized to assess the impact of establishing council districts in the City of Stockbridge.

Section 2. **Approval of Execution** - The Mayor or Mayor Pro Tem is hereby authorized to sign all documents and to perform all other acts necessary to effectuate this Resolution on behalf of the City of Stockbridge. The City Clerk is authorized to execute, attest to, and seal any document which may be necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

Section 3. **Severability** - To the extent any portion of this Resolution is declared to be invalid, unenforceable, or non-binding, that shall not affect the remaining portions of this Resolution.

Section 4. **Repeal of Conflicting Provisions** - All City resolutions inconsistent with this Resolution are hereby repealed.

Section 5. **Effective Date** - This Resolution shall be effective on the date of its approval by the City Council and Mayor as provided in the City Charter.

SO RESOLVED, this the 10th day of December, 2018.

CITY OF STOCKBRIDGE, GEORGIA

ANTHONY S. FORD, MAYOR

ATTEST:

VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

MICHAEL WILLIAMS, CITY ATTORNEY