

Stockbridge

Bringing People Together



AGENDA WORK SESSION MEETING

TUESDAY APRIL 26, 2016 6:00 p.m.

Mayor & City Council

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

Administration

Michael Harris, 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 Alexander

Councilman Blount

Mayor Pro Tem Ford

Councilwoman Gantt

Councilwoman Robinson

V. Adoption of the Agenda

VI. Review of Minutes for Adoption 3/8/2016, 3/14/2016, 3/29/2016

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.

CEREMONIAL

Letter of Commendation – Eagle's Landing High School

Devin Dixon and Track Team

Presented to: Devin Dixon & ELHS Track Team

Presented by: Mayor Pro Tem Ford

PRESENTATION

ITEM #1 –Annexation Master Plan for the City of Stockbridge.

Presented by: Dale Hall, Administration and Community Development Director and Paula Sanford, Ph. D, Carl Vinson Institute of Government

OLD BUSINESS

None

NEW BUSINESS

ITEM #2 – Resolution to name N. Henry Bridge in honor of M L King, Sr.

Presented by: State Representative Andy Welch

ITEM #3 – Resolution to approve Employee Progressive Discipline Policy

Presented by: Renee Wheeler, HR Manager and Michael Harris, City Manager

ITEM #4 – Resolution to Write-Off 2014 and Prior Probation Fees/Fines 2014 and Prior – Municipal Court in the Amount of \$92,877.00.

Presented by: Anita Gunnoe, Court Clerk and Linda Nabers, Treasurer.

ITEM #5 – Ordinance – Budget Amendment 2015-005 FYE2015 – \$2,537,363.00

Presented by: Linda Nabers, Treasurer.

ITEM #6 – Ordinance – Budget Amendment 2015-006- FYE2015 – \$1,730,362.00

Presented by: Linda Nabers, Treasurer.

ITEM #7 – Ordinance – Budget Amendment 2016-007 – FYE2016 - \$75,000.00

Presented by: Linda Nabers, Treasurer.

ITEM #8 – Ordinance – Food Trucks in the City of Stockbridge

Presented by: Michael Williams, City Attorney

ITEM #9 – Resolution establishing a policy for City of Stockbridge Volunteers.

Presented by: Michael Williams, City Attorney

ITEM #10 – Resolution establishing a policy for proclamations.

Presented by: Michael Williams, City Attorney

ITEM #11 – Resolution to Authorize Hispanic Community Event as a 2016 City Event.

Presented by Councilwoman Robinson.

ITEM #12 – Stockbridge Campaign Policy

Presented by City Attorney, Michael Williams.

PLANNING & ZONING

None

COUNCIL DISCUSSION

None

EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Act)

- ☐ A. Meeting to discuss or vote to authorize the settlement of a matter covered by the attorney-client privilege as provided in Georgia Code section 50-14-2(1) and 50-14-3(b)(1)(A). The subject discussed was [identify the case or claim discussed but not the substance of the attorney-client discussion].
- ☐ B. Meeting to discuss or vote to authorize negotiations to purchase, dispose of or lease property as provided in Georgia Code section 50-14-3(b)(1)(B).
- ☐ C. Meeting to discuss or vote to authorize the ordering of an appraisal related to the acquisition or disposal of real estate as provided in Georgia Code section 50-14-3(b)(1)(C).
- ☐ D. Meeting to discuss or vote to enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote as provided in Georgia Code section 50-14-3(b)(1)(D).
- ☐ E. Meeting to discuss or vote to enter into an option to purchase, dispose of, or lease real estate subject to approval in a subsequent public vote as provided in Georgia Code section 50-14-3(b)(1)(E).
- ☐ F. Meeting to discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee as provided in Georgia Code section 50-14-3(b)(2).
- ☐ G. Meeting to interview one or more applicants for the position of the executive head of an agency as provided in Georgia Code section 50-14-3(b)(2).
- ☐ H. Pursuant to the attorney-client privilege and as provided by Georgia Code section 50-14-2(1), a meeting otherwise required to be open was closed to the public in order to consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the agency or any officer or employee or in which the agency or any officer or employee may be directly involved and the matter discussed was [identify the matter but not the substance of the discussion].

- I. Staff meeting held for investigative purposes under duties or responsibilities imposed by law as provided by Georgia Code section 50-14-3(a) (1).

CITY MANAGER'S COMMENTS

Michael Harris

COUNCIL'S COMMENTS

Councilman Alexander

First Quarter Public Safety Committee Report

Councilman Blount

First Quarter Community Relations Committee Report

Councilwoman Gantt

First Quarter Finance Committee Report

Councilwoman Robinson

First Quarter Public Works Committee Report

MAYOR PRO TEM'S COMMENTS

Anthony S. Ford

First Quarter Building Committee Report

ANNOUNCEMENT OF UPCOMING MEETINGS & EVENTS

All meetings 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.

- Food Truck Tasty Tuesdays – 5:30 – 9:00 p.m. **EVERY TUESDAY – CITY HALL**
- Public Works Committee Meeting, Chairperson Councilwoman Robinson, Wednesday, April 27, 2016 at 5:00 p.m. City Hall - Patrick Henry Meeting Room
- New Sanitation begins May 1, 2016. New Company – Waste Industries – Call (770) 474-9273 for questions and Recycle Sign-Up.
- National Day of Prayer –Spearheaded by Councilman Blount - Thursday, May 5, 2016 City Hall Steps – 7pm.
- City Council Meeting, Monday, May 9, 2016 6 p.m. Council Chamber
- Unity in the Community Exhibition Basketball Game – Spearheaded by Councilwoman Robinson - Friday, May 13, 2016 at 5pm at the J.P. Moseley Recreation Center – Millers Mill Road – Stockbridge, GA
- Public Works Committee Meeting, Chairperson Councilwoman Robinson,

Wednesday, May 25, 2016 at 5:00 p.m. City Hall - Patrick Henry Meeting Room

- City Council Work Session, Tuesday, May 31, 2016 6 p.m. Council Chamber

MOTION TO ADJOURN

**DRAFT MINUTES
SPECIAL CALLED
MEETING
3/8/2016**

Stockbridge

Bringing People Together



DRAFT MINUTES SPECIAL CALLED MEETING

TUESDAY, MARCH 8, 2016 7:00 P.M.

Mayor & City Council

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

Administration

**Michael Harris, City Manager
Vanessa Holiday, City Clerk
Randi Rainey, Deputy City Clerk
Michael Williams, City Attorney**

Mayor Pro Tem Ford called the meeting to order.

Mayor Pro Tem Ford provided the invocation.

The pledge of Allegiance was recited in unison. City Clerk, Vanessa Holiday proceeded with a verbal roll call of the Council. All members were present and a quorum was confirmed.

Councilman Alexander motioned to adopt the Agenda as printed; second by Councilman Blount; the motion passed 5-0.

Item #1 – Annexation

City Manager, Michael Harris stated he has been in contact with Senator Emanuel Jones who has indicated there may be other options the City could pursue in regards to annexations.

City Attorney, Michael Williams recommended Council defer any further action until after Executive Session.

Councilwoman Gantt motioned to convene Executive Session for items A-H; second by Councilwoman Robinson; the motion passed 5.0

ITEM #1 - EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Act)

- ❑ A. Meeting to discuss or vote to authorize the settlement of a matter covered by the attorney-client privilege as provided in Georgia Code section 50-14-2(1) and 50-14-3(b)(1)(A). The subject discussed was [identify the case or claim discussed but not the substance of the attorney-client discussion].
- ❑ B. Meeting to discuss or vote to authorize negotiations to purchase, dispose of or lease property as provided in Georgia Code section 50-14-3(b)(1)(B).
- ❑ C. Meeting to discuss or vote to authorize the ordering of an appraisal related to the acquisition or disposal of real estate as provided in Georgia Code section 50-14-3(b)(1)(C).
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- ❑ E. Meeting to discuss or vote to enter into an option to purchase, dispose of, or lease real estate subject to approval in a subsequent public vote as provided in Georgia Code section 50-14-3(b)(1)(E).
- ❑ F. Meeting to discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee as provided in Georgia Code section 50-14-3(b)(2).
- ❑ G. Meeting to interview one or more applicants for the position of the executive head of an agency as provided in Georgia Code section 50-14-3(b)(2).
- ❑ H. Pursuant to the attorney-client privilege and as provided by Georgia Code section 50-14-2(1), a meeting otherwise required to be open was closed to the public in order to consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the agency or any officer or employee or in which the agency or any officer or employee may be directly involved and the matter discussed was [identify the matter but not the substance of the discussion].
- ❑ I. Staff meeting held for investigative purposes under duties or responsibilities imposed by law as provided by Georgia Code section 50-14-3(a) (1).

Councilwoman Robinson motioned to adjourn Executive Session; second by Councilman Alexander; the motion passed 5-0.

Councilwoman Gantt motioned to reconvene the Special Called Meeting; second by Councilman Alexander; the motion passed 5-0.

Administration and Community Service Director, Dale Hall presented to Council the proposed annexations map referencing mapped locations A-G.

Mayor Pro Tem Ford motioned to approve a Resolution requesting the Introduction and Passage of Local Legislation providing for the revision of the Corporate City Limits of the City of Stockbridge (by the Stockbridge Delegation); second by Councilwoman Gantt; the motion passed 5-0.

Councilwoman Gantt motioned to adjourn the Special Called Meeting; second by Councilman Blount; the motion passed 5-0.

Respectfully submitted by:

Vanessa Holiday, City Clerk

Anthony S. Ford, Mayor Pro Tem

DRAFT MINUTES

COUNCIL

MEETING

3/14/2016

Stockbridge

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DRAFT MINUTES COUNCIL MEETING

MONDAY, MARCH 14, 2016 6:00 p.m.

Mayor & City Council

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

Administration

**Michael Harris, City Manager
Vanessa Holiday, City Clerk
Randi Rainey, Deputy City Clerk
Michael Williams, City Attorney**

The Meeting was called to order by Mayor Pro-Tem Ford at 6:05pm.

The invocation was provided by Associate Pastor Reverend Slater of Red Oak UMC.

The 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 and a quorum was confirmed.

First motion - Councilwoman Gantt motioned to amend the Agenda by moving Item #6 City's Solid Waste Conversion forward to Item #2; second by Councilwoman Robinson; the motion passed 5-0.

Second motion - Councilman Alexander motioned to add Item #7 Easter Egg Hunt under Discussion; second by Councilwoman Robinson; the motion passed 5-0.

Councilwoman Gantt motioned to adopt the Minutes of 1/11/2016 and 1/26/2016; second by Councilman Blount; the motion passed 5-0.

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.

Ms. Judy Neal referenced an event by Clayton/Henry Genealogical Society being held at Cannon Cleveland Funeral Home on 5/14/16 at 2pm featuring "Carrie Mae Hambrick's" story. This is a fundraiser event called the "Promenade through History". Additionally, the Historical Society in McDonough offers ancestor search services for \$35.

CEREMONIAL

Proclamation – Dutchtown High School – College Board AP Champ

Presented by: Councilman Blount

Mayor Pro Tem Ford and Councilman Blount presented to Principal Shaw, Assistant Principal Stanton, Athletic Coach and several students of the AP Honors Program, a proclamation referencing the schools' many academic and athletic accolades.

Proclamation – Women's History Month

Presented by: Councilman Alexander

Mayor Pro Tem Ford read excerpts from the 2016 Presidential Proclamation for Women's History Month and several women of the community were acknowledged by Councilman Alexander and received certificates and flowers.

PRESENTATIONS

ITEM #1 – Henry County Planning and Zoning

(PTD) Planned Town Development Ordinance Process

Presented by: Stacey Jordan, Henry County Planning & Zoning Office

Stacey Jordan of the Henry County Planning Office presented an overview of the City's Zoning Code: 8.36.050 relating to (PTD) Planned Town Development.

Mr. Jordan noted the (3) three different processes when applying for rezoning in the Downtown Development District. The first process is called the Preliminary Concept Plan Review, the second process is called Master Development Plan and the third is called the Review of the application for rezoning.

Mr. Jordan explained the Preliminary Concept Plan Review is a period of time (that does not exceed 30 days) for the City and County staff to come together and evaluate the proposed application of anyone who has requested a Planned Town Development rezoning.

Mr. Jordan stated there are certain documents and information required for the applicant to provide before the City and County come together to evaluate the Preliminary Concept Plan Review and once the County and City come together and makes modifications, the applicant takes the information back to the drawing board and makes the changes that are indicated by the City and County staff; this is then called the Master Development Plan. Mr. Jordan further explained the Master Development Plan has two parts: a Site Plan and a Written Master Report. Once both the Site Plan and Master Report have been submitted to the City, the process for rezoning can begin.

OLD BUSINESS

PRESENTATION

Item #2 – City's Solid Waste Conversion

Presented by: Michael Harris, City Manager

Mr. Harris stated several months ago, the City started the process of looking a new sanitation services and privatization and noted research was done and an RFP was issued for proposals; Council approved moving forward with Waste Industries to provide sanitation and recycling services. Mr. Harris further stated there have been a few Town Hall meetings held to inform the community and then introduced Mr. Don Collins of Waste Industries.

Mr. Don Collins of Waste Industries presented the new Solid Waste Program for the City of Stockbridge that will begin on May 1, 2016 and stated Waste Industries has been in business for over 45 years, serving over 1.6 million residential, commercial and industrial customers. Mr. Collins noted the home base will be located on North Henry Blvd. for the South Atlanta operations.

Mr. Collins noted residents will receive a 95 gallon cart that will be delivered during the last two weeks of April; the carts will be picked up weekly; they will collect bulk waste (residents will need to call the office to schedule a pick-up date); and all the services will be provided on the same day. Mr. Collins expressed the recycling services are bi-weekly, and not every week and customers need to request the recycle service. Mr. Collins also noted Waste Industries will communicate to residents via post cards and will speaking at Town Hall Meeting on Tuesday, April 5, 2016 and that citizens could visit the Waste Industries website for additional information and could also contact them directly for complaints, issues or service requests.

Councilwoman Robinson inquired about the elderly rolling out the 95 gallon containers to the curb and Mr. Collins stated the back door service currently offered by the City to the elderly and handicapped residents would continue, and registration was in effect for that service.

Councilman Blount inquired if there has been a name change and Mr. Collins responded Waste Industries had bought out CLM Sanitation in 2010, but kept their name locally due to having a strong brand name.

Councilman Blount then inquired if residents will be able to just place trash in the bins or garbage is required to be placed in bags. Mr. Collins expressed they would certainly prefer to have everything bagged.

Mayor Pro Tem Ford inquired if the driver would get out to dump the extra bags that may be placed outside of the containers. Mr. Collins stated the driver will get out and get the extra bags; however, the accounts would be tracked, and if a pattern of extra garbage bags is noted, the customer would be required to order a second cart. Also, the customer could order a second cart in advance if the family tends to have more than a 95-gallon would hold (there is a fee associated with the 2nd cart).Mr. second cart.

Mayor Pro Tem Ford inquired as to how the community could find out their scheduled days for service. Mr. Collins stated the citizens will be able to find out their pick-up days by visiting the City's website cityofstockbridge.com or their website at wasteindustries.com. Mr. Collins noted the trash, yard waste and bulk items would have the same day service provided the customer has called in prior to schedule the additional service at least one day prior.

ITEM #3 –Resolution - Stockbridge/Flint, MI Sister City Measure.

Presented by: Councilman Alexander

Councilman Alexander stated the City reached out directly to the City of Flint to let them know the City of Stockbridge cares and wants to let them know their city is not alone in America.

Mayor Pro Tem Ford motioned to approve the Resolution for the Stockbridge/Flint, MI Sister City Measure; second by Councilman Alexander; the motion passed 5-0.

Councilman Alexander presented a certificate to Broadway Arts and Dance Academy for their water collection efforts for Flint, MI residents.

Tabernacle of Praise representatives were not in attendance to accept Certificate of Community Service for collection of water for Flint, MI residents.

NEW BUSINESS

PUBLIC HEARING

ITEM #4 – PLANNING & ZONING – PUBLIC HEARING

Variance Number VR-16-01-S – Red Oak Village of Stockbridge, LP of Clarkson, MO requests a variance from development regulations for the property located on the southeast side of Rock Quarry Road at Red Oak Road in Land Lots 29 and 30 of the 12th District. The property consists of 10.0 +/- acres, and the request is for age-restricted multi-family housing.

Presented by: Administration and Community Services Director, Dale Hall

Mr. Hall stated this item came before Council back in June 2015 to request rezoning to RM-1 (age restricted multi-family residence) which was approved with the 9 conditions. The applicant is requesting tonight a reduction in the required parking

Mr. Hall noted as the Ordinance is written, it requires the development to have two parking spaces per unit. The applicant is requesting to reduce that to 1.5 parking spaces per unit.

Councilman Blount expressed his concerns are still the same and noted most homes need (2) two parking spaces per unit.

Applicant: Jim Makel, Director of Acquisitions & Development spoke in favor of the proposed Variance.

SPEAKERS IN FAVOR – None.

SPEAKERS OPPOSED – None.

Following some discussion, Mayor Pro Tem Ford motioned to approve the variance number VR-16-01-S – Red Oak Village of Stockbridge; the motion failed for lack of a second.

ITEM #5 – Code of Conduct for Officials of the City of Stockbridge

Presented by: Michael Williams, City Attorney

Mr. Williams stated that at the retreat, Council discussed a Code of Conduct to be adopted by the Council for elected officials. Mr. Williams referenced a Code of Conduct policy used by a California city and issued by their institute of local government, an entity similar to the Carl Vinson Institute.

Mr. Williams stated there are two items to approve, a Resolution to approve the Code of Conduct for Officials and make it a stated policy. The second item is the actual Ordinance which would amend the current Ethics Code, and could be heard by an Ethics Committee.

Councilwoman Gantt motioned to approve the Resolution authorizing the Code of Conduct for Officials of the City of Stockbridge; second by Councilman Blount; the motion passed 5-0.

Councilwoman Gantt motioned to approve the Ordinance for Code of Conduct for Officials of the City of Stockbridge; second by Councilwoman Robinson; the motion passed 5-0.

COUNCIL DISCUSSION

ITEM #6 – Request for Resolution to Authorize Use of the Merle Manders Conference Center for the Annual Back to School Event July 30, 2016.

Presented by: Councilman Blount.

Councilman Blount motioned to approve the request for a Resolution to authorize use of the Merle Manders Conference Center for the Annual Back to School Event on July 30, 2016; second by Councilwoman Gantt; the motion passed 5-0.

ITEM #7 – Easter-Egg Hunt – Partner with Broadway Arts and Dance Academy to hold Easter Egg Hunt in Memorial Park and Waive Park Rental Fee request.

Presented by: Councilman Alexander

Councilman Alexander stated he was approached by Dee Clemons, the owner of Broadway Arts and Dance Academy; with the idea of partnering with the City to hold an Easter-Egg Hunt at Memorial Park on April 26, 2016. Mr. Alexander stated he thinks if the City partners up, it would be a plus for the community.

Councilman Blount stated he is fine with bringing the initiative forward, however, he would like to make sure it does not conflict with other businesses hosting Easter-Egg hunts.

Councilwoman Robinson inquired as to whether or not the organization had already secured the park. Councilman Alexander stated they had not, and would like for the City partner with them, secure the park and ask the City to waive all associated fees.

Councilman Blount expressed his concern with the short time frame and what others may have already planned at the park for that day.

Councilwoman Robinson suggested Council publically agree on the City partnering with the event, later have Ms. Clemons inform about the time frame.

Councilwoman Gantt mentioned she is in support with helping the youth; however, noted concern of the type of partnership; specifically if the City waives the fees for one, they would have to do it for all.

Councilman Alexander motioned to approve the Easter-egg hunt; second by Councilwoman Robinson.

During discussion, Attorney Williams noted once the City agrees to become a partner of the event, there would be a factor of liability on the City's behalf.

The motion Failed 1-4 w/Councilman Alexander in favor.

EXECUTIVE SESSION

Councilwoman Gantt motioned to convene Executive Session for Items A, F, H; second by Councilman Blount; the motion passed 5-0

Councilman Alexander motioned to adjourn Executive Session; second by Councilwoman Gantt; the motion passed 5-0.

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

CITY MANAGER'S COMMENTS

Michael Harris – No Comments

COUNCIL'S COMMENTS

Councilman Alexander referenced a request for a budget discussion at the upcoming Work Session; reflected on honoring community women for Women's History Month; referenced Sounds of Summer concerts and Food Truck Tuesdays and budget challenges.

Councilman Blount thanked everyone for coming out and commended Dutchtown High School for their awards and accomplishments; noted that he likes the progress being made by the City; and thanked colleagues for moving the City forward.

Councilwoman Gantt thanked everyone for attending the meeting; referenced the next Finance Committee meeting on April 30th; stated her excitement about the upcoming Food Truck Tuesdays; noted the Walk Talk Love Stockbridge event coming to neighborhoods; thanked staff for their efforts; and asked for continued support and prayers.

Councilwoman Robinson thanked everyone for coming out; thanked Councilman Alexander for acknowledging the Women Trailblazers of the Community; thanked City Manager and City Attorney for their efforts; noted volunteers are needed to assist with City Events and to check the website for more volunteer info; and thanked fellow women colleagues elected to serve.

MAYOR PRO TEM'S COMMENTS

Anthony S. Ford noted he was happy to see the women being honored tonight as an outstanding opportunity; and wished everyone a Happy Easter.

Mayor Pro Tem Ford read the following:

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- Coffee with a Cop, Spearheaded by Mayor Pro Tem Ford, Saturday, March 19, 2016 from 8:30 a.m. to 10:00 a.m. at Bridgeview Country Cooking 4727 N Henry Blvd, Stockbridge, GA 30281
- Walk, Talk, Love Stockbridge, Spearheaded by Councilwoman Gantt, Saturday, March 19, 2016, at Ansley Park Neighborhood 555 Davis Rd. at 10:30 a.m.
- Building Committee Meeting, Chairperson Mayor Pro Tem Ford, Tuesday, March 22, 2016 at 6:00 p.m. in the Patrick Henry Meeting Room – City Hall.
- Public Works Town Hall Meeting, Chairperson Councilwoman Robinson, Thursday, March 24, 2016 at 6:30 p.m. - City Hall Council Chamber.
- Work Session Meeting Tuesday, March 29, 2016 at 6:00 p.m. - City Hall Council Chamber.
- Public Works Committee Meeting, Chairperson Councilwoman Robinson, Wednesday, March 30, 2016 at 5:00 p.m. in the Patrick Henry Meeting Room – City Hall.
- Finance Committee Meeting, Chairperson Councilwoman Gantt, Wednesday, March 30, 2016 at 5:30 p.m. in the Levi Meeting Room – City Hall.
- Community Relations Committee Meeting, Chairperson Councilman Blount, Wednesday, March 30, 2016 at 6:30 p.m. in the Levi Meeting Room – City Hall.

- Council Meeting Monday, April 11, 2016 at 6:00 p.m. – City Hall Council Chamber.
- Food Truck Tuesdays begins Tuesday, April 12, 2016 – 5:30 p.m. City Hall Parking Lot.

Councilwoman Gantt motioned to adjourn; second by Councilwoman Robinson; the motion passed 5-0.

Respectfully submitted by:

Vanessa Holiday, City Clerk

Anthony S. Ford, Mayor Pro Tem.

DRAFT MINUTES
COUNCIL
MEETING
3/29/2016

Stockbridge

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DRAFT MINUTES WORK SESSION MEETING

TUESDAY, MARCH 29, 2016 6:00 p.m.

Mayor & City Council

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

Administration

**Michael Harris, City Manager
Vanessa Holiday, City Clerk
Randi Rainey, Deputy City Clerk
Michael Williams, City Attorney**

The meeting was called to order by Mayor Pro Tem Ford at 6:05pm.

Invocation was provided by Pastor Cecilia Green.

The pledge of allegiance was recited in unison.

City Clerk, Vanessa Holiday proceed with a verbal roll call, all members of Council were present.

Councilwoman Gantt motioned to amend the Agenda to remove Item #8 and Item #9; second by Councilman Blount; the motion passed 3-2 with Councilmembers Alexander and Robinson opposed.

Councilwoman Gantt motioned to adopt the Minutes of 2/8/16, 2/8/16 SCM, 2/23/16; second by Councilwoman Robinson; the motion passed 5-0.

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.

Mr. Leonard Yancey noted the reported disturbances were not being addressed and likewise there was no enforcement of parking on the streets.

Mr. Yancey further referenced the lack of code enforcement after 5pm and on weekends. Additionally, there were not changes at the Transfer Station.

Ms. Mildred Reed complimented Kira Harris-Braggs and Ebony Grundy for initiating and receiving the \$5,000 Grant Funding for the M L King, Sr. Heritage Trail.

Mr. Alphonso Thomas commended Kira Harris-Braggs on her due diligence for obtaining the M L King, Sr. Heritage Trail Grant and further noted the King initiative has caused a ripple effect throughout Henry County with Locust Grove naming a street, and Representative Welch naming a bridge in honor King Jr. and King Sr. and referenced the correlation to tourism and economic development as a result.

Ms. Judy Neal made a request to reconsider the scheduling of meetings on Wednesday evening.

Ms. Annette Edwards on behalf of the NAACP noted some irregularities regarding the Merle Manders Conference Center.

CEREMONIAL

Proclamation – National Colon Cancer Prevention/Awareness Month

Presented by: John Blount

Mayor Pro Tem Ford read the proclamation and Councilman Blount thanked Doctors of Southern Gastroenterology Specialists, P.C. for working diligently here in the Stockbridge community to Prevent, Treat and Beat Colorectal Cancer.

Proclamation – National Autism Awareness Month

Presented by: Councilwoman LaKeisha Gantt

Mayor Pro Tem Ford read the proclamation and Councilwoman Gantt recognized Ms. Pamela Mitchell for establishing a center in Stockbridge specializing in and working with autistic individuals and also made the announcement to wear blue on April 2, 2016 for Autism Awareness Day. The City will also turn the fountain blue for the month of April.

Recognition – Women's History Month

Presented by: Councilman Alexander and Councilman Blount

Mayor Pro Tem read the proclamation and Councilman Alexander recognized Annette Edwards and Dr. Donna McBride of the Henry County Board of Education as Trailblazers in Women's History Month. Councilman Blount recognized Councilwoman LaKeisha Gantt for her accolades and achievements for Women's History Month.

PRESENTATION

ITEM #1 - Tourism Production Development Grant for the Martin Luther King, Sr. Heritage Trail received in the amount of \$5,000.

Presented by: Kira Harris-Braggs, Main Street Manager

Mrs. Harris-Braggs noted her appreciation for all of the kind words and gave an overview of the M. L. King, Sr. Heritage Trail grant process. Mrs. Harris-Braggs gave a special thanks to Ebony Grundy for her assistance in obtaining the grant.

Mrs. Harris-Braggs noted the City received a grant in the amount of \$5,000 from the Georgia Department of Economic Development Tourism Department for the MLK. Senior Heritage Trail to further develop the trail.

Mrs. Harris- Braggs expressed the funds will be used to help install colorful light poles and banners that will help light the trail and the path throughout Downtown Stockbridge. The funding will also allow local communities to build new tourism products.

NEW BUSINESS

ITEM #2 – Ordinance to approve Job Description for Procurement Specialist; Pay Scale and Classification and Organizational Chart; Budget Amendment.

Presented by: Renee Wheeler, Human Resources Mgr. and Linda Nabers, Treasurer

Ms. Nabers stated the Finance Department is looking to upgrade the Purchasing Clerk position to a Procurement Specialist noted her intention to hire someone with purchasing experience and preferably with certification - CPPB (Certified Public Purchasing Professional Buyer). Ms. Nabers stated the position is currently a grade 15, and would like to upgrade to grade 17 and the upgrade would increase the top end by \$10,525; but does not mean that will be the actual dollar amount spent.

Ms. Wheeler stated she researched the surrounding Southern Crescent area to obtain the amount for the new position. The salary would range from \$39,000-\$54,000.

Councilman Alexander inquired about the funding of the position.

Ms. Nabers explained the money was budgeted using the current salary for the Purchasing Clerk; and the salary for the newly upgraded position would have to come out of the fund balance.

Councilman Blount motioned to approve with a contingency to include the comparison of documents; second by Councilwoman Gantt; the motion passed 4-1 (Councilman Alexander opposed).

Councilwoman Gantt noted for clarification, the current Procurement Clerk's position is a vacant and that this request was not for a new position, but rather, an upgraded position and would discuss more in detail at the upcoming Finance Committee Meeting.

ITEM #3 – Ordinance – Stockbridge Cemetery Ordinance

Presented by: Michael Williams, City Attorney

Attorney Williams noted the City chose to repeal the prior cemetery ordinance during a previous administration and stated there is an issue with the Ordinance in regards to the municipally owned cemeteries.

Attorney Williams stated the vacant plots have all been purchased or reserved; however there nothing in place for the funeral homes to contact the City to inform them of a burial taking place. Mr. Williams noted this draft Ordinance would codify a system requiring funeral directors to first notify the City, and before they could be bury anyone, they would have to provide adequate proof the deceased is entitled to be buried in the plot; the City Clerk would then verify the plot and they could proceed with the burial process.

Mr. Williams further noted, an additional responsibility for the Public Works Director to provide supervision and management of the cemeteries.

Mr. Williams referenced the organization, Georgia Association of Municipal Cemeteries for additional information and assistance.

Councilwoman Robinson inquired about fees being imposed and how the family would know what plot belongs to whom. Ms. Holiday noted the City has over the years maintained excellent cemetery records and noted her only concern was lack of a gate and where the responsibility lies for the maintenance of the sites.

Councilman Alexander inquired on how the issue came about. Mr. Williams referenced a few instances where people have buried their loved ones without notification to the City and noted that should not be the case, and the city; and there should be something in place requiring contact be made to the City prior to such action.

Councilman Blount motioned to approve the Stockbridge Cemetery Ordinance; second by Councilwoman Gantt; the motion passed 4-1 (Councilman Alexander opposed).

ITEM #4 – Resolution – Encouraging Business Owners and Operators to provide Equal Pay for Equal Work for Women.

Presented by: Councilman Alexander

Councilman Alexander stated he believes this is a big issue seeing women continue to be under paid; and would like to encourage all businesses in the City to establish the goal of making sure women have equal pay just as males co-workers.

Councilwoman Gantt motioned to approve the Resolution encouraging business owners and operators to provide equal pay for equal work for women; second by Councilman Robinson; the motion passed 5-0.

ITEM #5 – Resolution – Request use of the Merle Manders Conference Center – Meeting Rooms 1, 2 & 3 for Georgia Government Transparency & Campaign Finance Commission free training workshop Monday, April 11, 2016.

Presented by: Vanessa Holiday, City Clerk

Ms. Holiday stated she received a request from Maria Bazile of the Georgia Transparency & Campaign Finance Commission for the City of Stockbridge to host Campaign Workshop/Training be held on April 11, 2016 at the Merle Manders Conference Center lower level meeting rooms, on training for the Public Officials and candidates running for office.

Mrs. Holiday noted the training will cover how to properly complete campaign reporting forms; as well as training for Qualifying Officers.

Councilwoman Gantt motioned to approve the request for use of the Merle Manders Conference Center for Georgia Government Transparency & Campaign Finance Commission free training workshop Monday, April 11, 2016; second by Councilman Blount; the motion passed 5-0.

PLANNING & ZONING

ITEM #6 RZ-15-22-S – Rezoning Request

Narayan Patel of Stockbridge, GA requests a rezoning from C-1 (Neighborhood Commercial) to C-3 (Highway Commercial) for the property located at 1024 Highway 138, in Land Lot 55 of the 12th District. The property consists of 2.91+/- acres, and the request is for a hotel and restaurant development.

Presented by: Dale Hall, Administration & Community Services Director

Mr. Hall noted this is a request for rezoning from C-1 (neighborhood commercial) to C-3 (highway commercial); and the Henry County Planning and Zoning staff and the Zoning Advisory Board both recommend. The ZAB recommended and approved with two conditions:

1. The City may require any or all requirements of the Highway 138 Overlay Districts' Ordinance adopted by the Clayton County Board of Commissioners otherwise applicable to a similar development proposed on the subject property in the City of Stockbridge. These requirements may be required by the City in addition to or in place of the requirements of the City of Stockbridge Code of Ordinance at the City's sole discretion.
2. Subject to Clayton County Water Authority approval, a multi-use path a minimum of ten feet (10') in width shall be provided all along the sanitary sewer easement along Reeves Creek within the boundaries of the subject property.

Mr. Hall stated he had met several times with the developer and introduced Mr. Steve Moore to speak.

Mr. Moore stated the property is zoned for C-1 that authorizes use of the restaurant; however, the hotel will require a C-3. Mr. Moore also stated the developer would like to build a franchise hotel and the Site Plan has met all the requirements the Ordinance requires and he would like to sit down with staff and pick key components to apply to the district overlay.

No action taken. A Public Hearing is scheduled for April 11, 2016 for this item.

ITEM #7 RZ-16-03- Rezoning Request

Estate of Guey L. Chen and The Martial Trust/Trustee Yee Chen of McDonough, GA requests a rezoning from a County designation of RA (Residential-Agricultural) to a City of Stockbridge designation of PTD (Planned Town Development) for the property located at 2153 Jodeco Road, in Land Lots 77, 78, and 83 of the 6th District. The property consists of 158.65+/- acres, and the request is for a commercial and residential development.

Presented by: Dale Hall, Administration & Community Services

Mr. Hall stated this is a property south of I-75 and is currently undeveloped. This is a multi-use, mix-use project that has residential, commercial, entertainment, office, apartments, etc. in the area. This was reviewed by the ARC (Atlanta Regional Commission) and the DRI (Development of Regional Impact) was completed back in October 2015.

Mr. Hall stated Henry County Planning & Zoning staff reviewed and recommended approval with multiple conditions that complied with the DRI requirements. The Zoning Advisory Board also recommend approval in March 2016 with the same conditions as Henry County P&Z staff. Mr. Hall expressed City staff has been working with the agent and the owner of the property to come up with development conditions and design guidelines.

No action taken. A Public Hearing is scheduled for April 11, 2016.

COUNCIL DISCUSSION

ITEM #8 – Capping Check Cashing Businesses Ordinance.

Presented by: Councilman Alexander

Councilman Alexander stated he was under the impression that Check Cashing Businesses and Pawn Shops were equally capped and that while he believes businesses have a right to conduct business in the City, but not over populate the city with these types of businesses. Councilman Alexander would like to take an additional step to impose a restriction on pawn shops.

Councilman Alexander posed a question to Council and the City Attorney on what they could do to cap those types of businesses so they will not over proliferate other businesses. City Attorney, Mike Williams responded and Ordinance can be adopted with a cap on business that derive more than a certain percentage of their revenue from check cashing; however, difficulty lies there. Most business will have a variety of other things they are selling called financial products. Mr. Williams stated if those things were defined, a cap could be put into place.

Councilman Blount stated he would like to look further into this before making any decisions. City Clerk, Vanessa Holiday asked Mr. Williams if the Occupational Tax Department could require certain aesthetics for those types of businesses before a license is issued. Mr. Williams replied, if they City regulates them separately from the Occupational Tax, they could attempt to do that; however, a lot of the business regulations currently fall under the sign ordinance.

ITEM #9 – City Pool – Downtown Stockbridge.

Presented by: Councilman Alexander

Councilman Alexander stated currently all of the Henry County swim teams must travel to compete in Clayton County for lack of a pool facility in Henry County. Additionally, kids who are less fortunate don't have the advantages of having a pool to play or learn how to swim. Councilman Alexander stated he would like to see a pool in the City limits of Stockbridge; and this was discussed during the Retreat along with the splash pad.

Mayor Pro Tem Ford stated the splash pad is different from the pool and is more appropriate in the Downtown area and asked Mr. Harris what type of funds would be used.

Mr. Harris responded it would more than likely be a SPLOST project and stated there are funds set aside for a Feasibility Study for a water recreation facility.

ITEM #10 – Car Rental Tax

Presented by: Michael Harris, City Manager

Mr. Harris stated there was research done from other jurisdictions on how they handle Car Rental Tax. Mr. Harris then Georgia Code O.C.G.A 48-14-93 and stated an Ordinance would need to be adopted.

Mayor Pro Tem Ford stated he is in favor and wants staff to look more into it.

The consensus of the Council was for staff to move forward with preparing information on this item.

ITEM #11 – Ordinance – Stockbridge Food Truck Ordinance

Presented by: Michael Williams, City Attorney

Mr. Williams noted cities have been struggling to see what to do with the growing food truck industry and how to regulate them. The City of Atlanta has the most detailed ordinance pertaining to food trucks.

Mr. Williams expressed the difficulty of having a food truck ordinance as the trucks are mobile and his intent was to take the City of Atlanta ordinance and modify it to meet the City of Stockbridge needs; however, upon drafting the ordinance, he realized he was getting more into policy decision making and is asking Council for guidance with what they want in the ordinance.

Councilwoman Robinson stated she would want to see fair play with the other restaurant businesses. Councilwoman Gantt thanked Mr. Williams for the research. Councilman Alexander stated he would like for Mr. Williams to look at Locust Groove and model their ordinance.

Consensus of the Council was for staff to move forward with preparing a Food Truck Ordinance for the City.

ITEM #12 – Food Truck Tuesdays Update

Presented by: Councilwoman Gantt & Cie McGhee, Conference Center & Events Manager

Councilwoman Gantt thanked the staff members for putting this together; and stated Food Truck Tuesday will kick-off on Tuesday, April 12th at City Hall.

Mrs. McGhee, stated the Food Truck Tasty Tuesdays Event is scheduled to run from April 12- October 25th from 5:30-9pm to include live entertainment, kids activities and a variety of trucks to choose from.

Mrs. McGhee noted the City of Stockbridge will partner with Atlanta Food Park and Market who will provide at least 4-6 food trucks and 1-2 desert trucks each Tuesday. The grand opening will be held on April 12, 2016 at City Hall and thereafter will take place at Clark Park.

CITY MANAGER'S COMMENTS

Michael Harris noted lights on the fountain would be blue throughout the month of April promoting awareness of Autism and Childhood Abuse Prevention Month; noted staff has been working on the Public Works Building Design; noted an amendment to the Procurement Policy coming to the Council for approval; noted the closing on the property purchased by the City in the amount of \$30,000 (175 Burke Street); responded to a citizen comment noting staff and Public Safety Firm will fill the gaps regarding parks and the trail and the process is moving forward regarding after-hours and the weekend patrolling of the City.

COUNCIL'S COMMENTS

Councilman Alexander thanked Mr. Walter for City Hall clean-up efforts with pressure washing; noted that Public Safety was #1 and noted the City was in the final stages of selecting a security provider and that Henry County Police would continue to provide police services; noted his request for a budget review and that he would not be available to attend the Finance Meeting on tomorrow; noted Council should take a look at City Events, concerts and Bridgefest and the number of Sounds of Summer concerts and assess the return on value of City Events.

Councilman Blount thanked everyone for attending the meeting; referenced the Community Relations Committee Council is made up of volunteers from and around the City; noted several initiatives are coming forward and volunteers will be needed and he is just glad to be a part of it.

Councilwoman Gantt thanked everyone for coming out; acknowledged Mr. Harris for holding down the City with all that's going on; commended staff for their efforts; announced the 2nd Non-Profit Expo to exchange information and/or receive assistance on April 18th during Cities Week; thanked colleague for recognizing her for Women's History Month.

Councilwoman Robinson thanked staff for remaining throughout the meeting; noted a meeting with Kira Harris-Braggs and Rocio Camacho regarding National Hispanic Heritage Month to coincide with Bridgefest and the forming of a committee; and noted Public Works Committee Meeting would follow up on recent Town Hall regarding CID and beautification.

MAYOR PRO TEM'S COMMENTS

Anthony S. Ford noted the last meeting spoke to the water crisis in Flint, MI and that residents should be proud of the Stockbridge Water Dept. as they recently received the Gold Award for water quality; thanked everyone for coming out.

The following News & Announcements were read:

- *Public Works Committee Meeting, Chairperson Councilwoman Robinson, Wednesday, March 30, 2016 at 5:00 p.m. in City Hall - Patrick Henry Meeting Room.*
- *Finance Committee Meeting, Chairperson Councilwoman Gantt, Wednesday, March 30, 2016 at 5:30 p.m. in the Levi Meeting Room – City Hall.*

- *Community Relations Committee Meeting, Chairperson Councilman Blount, Wednesday, March 30, 2016 at 6:30 p.m. in the Levi Meeting Room – City Hall.*
- *Ethics Board Meeting, Chairperson Sheryl Freeman, Wednesday, March 30, 2016 at 6:30 p.m. in the Library – 2nd Floor – City Hall*
- *Town Hall for New Sanitation Services – Tuesday, April 5, 2016 at 6pm City Hall Council Chamber 4640 N. Henry Blvd. Stockbridge, GA*
- *Council Meeting Monday, April 11, 2016 at 6:00 p.m. – City Hall Council Chamber.*
- *Food Truck Tasty Tuesdays begins Tuesday, April 12, 2016 – 5:30 p.m. City Hall*
- *2nd Annual Non-Profit Expo, Monday, April 18, 2016 at 6:00pm at the Merle Manders Conference Ctr. 111 Davis Rd. Stockbridge, GA Spearheaded by Councilwoman LaKeisha Gantt.*
- *Coffee with a Cop, Spearheaded by Mayor Pro Tem Ford, Saturday, April 23, 2016 from 8:30 am to 10:00 am at Best Breakfast 4961 N Henry Blvd, Stockbridge, GA 30281.*
- *Walk, Talk, Love Stockbridge, Spearheaded by Councilwoman Gantt, Saturday, April 23, 2016 from 8:30 am at Brentwood Subdivision Walt Stephens Rd, Stockbridge, GA*
- *Work Session Meeting Tuesday, April 26, 2016 at 6:00 p.m. - City Hall Council Chamber.*
- *Public Works Committee Meeting, Chairperson Councilwoman Robinson, Wednesday, April 27, 2016 at 5:00 p.m. City Hall - Patrick Henry Meeting Room*
- *Community Relations Committee Meeting, Chairperson Councilman Blount, Wednesday, April 27, 2016 at 6:30 p.m. in the Levi Meeting Room – City Hall.*
- *New Sanitation in Stockbridge! May 1, 2016. New Company – Waste Industries*
- *April 17th – 23rd Cities Weeks. More information to follow.*

Councilwoman Gantt motioned to adjourn the meeting; second by Councilwoman Robinson; the motion passed 5-0.

Respectfully submitted by:

Vanessa Holiday, City Clerk

Anthony S. Ford, Mayor Pro Tem

CEREMONIAL

**Letter of Commendation
Eagle's Landing
High School
Devin Dixon and
Eagle's Landing
Track Team**

**Presented to: Devin Dixon
& ELHS Track Team**

**Presented by:
Mayor Pro Tem Ford**

PRESENTATION

ITEM # 1

**Annexation Master Plan for the
City of Stockbridge.**

**Presented by: Dale Hall,
Administration and Community
Development Director and
Paula Sanford, Ph. D,
Carl Vinson Institute of
Government**



Fiscal Analysis of Proposed Annexation for the City of Stockbridge

March 2016

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Figure 1: Historical Proposed Annexation Areas

Figure 2: Boundaries of City of Stockbridge and Study Areas

Chapter 1: Executive Summary

In May 2015, the City of Stockbridge requested that the Carl Vinson Institute of Government conduct a study of the fiscal impacts of a possible annexation of four areas and the de-annexation of one area. This report presents an analysis of how annexing/de-annexing these areas would affect the city's finances. More specifically, we studied whether the estimated municipal revenues derived in the study areas will be greater or lesser than the cost to provide levels of service in the study areas comparable to that currently received by Stockbridge residents and businesses. This study should not be viewed as a statement supporting or discouraging annexation; rather it is an information tool for the elected and appointed officials and the citizens of Stockbridge.

The study areas were identified by the City Manager and Director of Administration and Community Services for the City of Stockbridge. These areas are referred to in the report as Study Area 1 (SA1), Study Area 2 (SA2), Study Area 3 (SA3), Study Area 4 (SA4), and Study Area 5 (SA5) and are shown on a map in Chapter 2 of this report. If all the study areas were annexed/de-annexed, the city's land area would increase by 75.7 percent, going from 8,518 acres (13.31 square miles) to 14,963 acres (23.38 square miles). Furthermore, we estimate the city's 2014 population would increase from 27,619 to 40,473 or 46.5 percent.

To carry out the analysis, we focused on two questions: 1) how much revenue would Stockbridge have collected from the study areas in fiscal year 2014 (January 1, 2014 to December 31, 2014) if the land had been annexed into the city and 2) how much would Stockbridge have spent in 2014 to provide services to the study areas. For the purpose of the revenue analysis, we specified that the study areas had been annexed one or more years prior to fiscal year 2014 and as a result there are no lost revenues due to transition issues nor do we consider the effects of cash flow.

Population, Households, and Businesses in the Study Area

The analysis began with an examination of the demographic composition of the study area, since both revenues and expenditures depend largely on the numbers of households and businesses that annexation would bring into the city. Using 2010 U.S. Census Block data, Census estimates for 2014, and tax maps, we estimated the 2014 population of the study areas, which range from 133 in SA2 to 2,644 in SA5. We applied Stockbridge's average household size of 2.84 to the annexation areas, resulting in a combined number of households in study areas to be approximately 4,526. The study areas also contain about 321 commercial and industrial parcels with a total assessed value of \$126,972,520.

Estimated Study Area Revenues for FY 2014

To estimate revenues that would have been generated from the study areas, we reported actual numbers for revenue categories where data was available, and estimated other revenues using information on the study area's population, number of households, number of businesses, and property tax information.

We estimated that if the study areas had been part of the City of Stockbridge in FY 2014, they would have produced approximately \$2,584,719 in gross new revenues or \$201.08 per capita. We assumed that the residents and businesses of the annexed areas would have been charged the same tax rates, fees, and service charges that were in effect for city residents during FY 2014. The sources of the largest amounts of additional revenues would have included franchise fees, \$878,284, insurance premium taxes, \$660,824, and fines and forfeitures, \$544,104.

Three major revenues sources: real property taxes, local option sales taxes, and the Title Ad Valorem Tax (TAVT) are not estimated for the study areas. Stockbridge currently does not assess property taxes and therefore this revenue would not be applied to the annexation areas. The city does receive local option sales taxes (LOST) but its current agreement with Henry County states that Stockbridge would not receive any additional revenues in the event of annexation. This agreement will be in effect until 2022. Because this LOST agreement prevents the city from increasing its sales tax revenue due to annexation for the next several years, we also exclude any increases for the TAVT.¹ We believe excluding LOST and the TAVT from the analysis provides a more conservative and realistic revenue picture, at least until a new LOST agreement is adopted.

Estimated Study Area Expenditures for FY 2014

In calculating general fund expenditures, we used three methodologies that create a range of cost estimates. The methodologies represent different underlying assumptions; however, we generally believe that the best estimates come from detailed examinations of costs as done with the case study approach. That said, for all three scenarios, we *estimated* costs for a reality that did not exist (i.e., that the study areas were a part of the City of Stockbridge in 2014). The *actual* future costs to provide services in the annexation will depend upon the policy and implementation decisions of Stockbridge's elected officials and governmental employees.

¹ The TAVT is distributed based on a combination of a local government's motor vehicle tax, LOST, and ELOST collections. Even though Stockbridge has never assessed motor vehicle taxes, it still receives a portion of the TAVT.

Method 1: Combined Per Capita and Proportional Valuation

The first method is based on several earlier studies completed by the Carl Vinson Institute of Government. These studies used the per capita method to calculate expenditures for services to residences; and the proportional valuation method (cost per \$1 of assessed property value to provide a service) to determine the cost to serve commercial and industrial areas. Based on these Institute of Government studies, 10 percent of expenditures were considered fixed and not sensitive to population changes due to annexation. Of the remaining 90 percent of the budget, 70 percent was assumed to be used for residential-related expenditures, and 30 percent was assumed to be designated for commercial and industrial (C&I) property. The result of this combined method for estimating expenditures was that Stockbridge would have spent approximately \$2,435,098 to serve the study areas in FY 2014.

Method 2: Department-Specific Unit Measures

In the second method, we rely on the same underlying assumption as the per capita / proportional valuation method for estimating service costs: that citizens and businesses in the study areas are similar to those in Stockbridge. In this method though, we used unit measures that were more tailored to individual services. In other words, we used measures that attempted to capture service demands. For police, per capita costs continued to be the unit of measurement while for others, like public works, we chose miles of road as a better reflection of service demands. In the case of public works, which provides many different kinds of services, one basis of measurement may not be particularly accurate, necessitating a more detailed analysis, such as the case study approach (Method 3). The total 2014 estimated expenditures under this method was \$3,850,224.

Method 3: Case Study

The final method we used to calculate estimated general fund expenditures was the case study method. This method required interviewing department heads to discuss the level and cost of service delivery to the annexed areas as well as the annexation's possible impact on the existing city. In addition, we reviewed financial documents and adjusted operating expenditures based on individual line-items, rather than treating all operating costs similarly, like the two previous estimation methods. The case study method allows us to account for excess or deficient capacity to provide services, and therefore provides a more accurate estimate of expenditures that will be needed.

We interviewed department heads and asked them to consider their individual departmental budgets for FY 2014. We then asked them to project the effect annexation would have on their department's budget, including personnel-related expenditures, operating expenditures, and equipment. According to what we learned from these

interviews, the need for personnel and equipment increases varied by department but all would need some additional staff. Stockbridge manages its operations very efficiently and therefore, has little excess capacity in terms of personnel time. However, with the new city hall and planned new public works building, the city should have sufficient space to house any new personnel. According to our analysis and discussions with city employees, the total estimated amount to provide services in the study areas for on-going expenditures and equipment and for purchasing Mickie D. Cochran Park (in SA1) for FY 2014 would have been \$2,156,500.

The reader of this report should understand that the per capita and proportional valuation and department-specific measures may misrepresent the amount that would actually be needed to pay for services in the study areas. For instance, the per capita method assumes that the characteristics of the study area are similar to those of the city. In that regard, we assume that the demand for police services in the annexation areas are the same for the City of Stockbridge. Until the annexation is implemented and the city experiences demands for police services, it is impossible to know if our assumption in this regard is correct.

Net Fiscal Impact: Comparing Revenues and Expenditures in the Study Areas

Our analysis provides a range of results depending upon the expenditure methodology used. Table 1.1 shows the estimated general fund revenues, expenditures, and the difference between the two for the three expenditure estimation methodologies. Method 1, the combined case study / per capita method, found that revenues less expenditure would result in net \$149,621. For our second methodology which uses department-specific measures, the result is a very large negative fiscal impact of -\$1,265,505. The primary reasons for this are the estimated expenditures for Public Works and Financial Administration. Due to the large differences between these estimates and those from the case study, the expenditures for Method 2 are most likely overstated. Finally, the case study method revealed that the city would have a positive financial impact from the annexation, showing a balance of \$428,219 even when including equipment and long-term capital expenses.

Table 1.1 Summary of 2014 General Fund Revenue and Expenditure Estimates for All Study Areas			
	Method 1: Per Capita & AV	Method 2: Department- Specific	Method 3: Case Study
<i>Revenues</i>			
General Fund Revenues	\$2,584,719	\$2,584,719	\$2,584,719
<i>Operating Expenditures</i>			
Governing Body	\$81,102	\$142,402	\$63,114
Executive	\$133,760	\$236,572	\$231,920
Financial Administration	\$851,887	\$995,285	\$304,355
Govt. Buildings/Property	\$101,986	\$179,152	\$0
Municipal Court	\$223,317	\$280,297	\$150,964
Police Administration	\$226,008	\$264,022	\$264,022
Public Works	\$763,482	\$1,708,982	\$952,283
City Events	\$0	\$0	\$0
Parks	\$53,556	\$43,512	\$73,848
Other Financing Uses	\$0	\$0	\$0
<i>Total Operating</i>	<i>\$2,435,098</i>	<i>\$3,850,224</i>	<i>\$2,040,506</i>
Equipment/Capital	\$0	\$0	\$97,007
Land	\$0	\$0	\$18,987
Total Expenditures	\$2,435,098	\$3,850,224	\$2,156,500
Revenues less Expenditures	\$149,621	(\$1,265,505)	\$428,219
Per Capita	\$11.64	(\$98.45)	\$33.31

Some factors to keep in mind when analyzing the estimated annexation revenues and expenditures are as follows:

Factors which would make expenditures higher than revenues:

- The study areas have relatively less commercial and industrial property overall compared to Stockbridge as a percentage of total assessed value. This matters because commercial and industrial property typically requires fewer resources to serve than residential property.
- The city has little excess capacity in terms of personnel and equipment to accommodate the significant growth from the annexation.

- The city would not be able to collect additional HOST or TAVT revenues for the first several years if the annexation occurred. However, this could change with a new HOST agreement.

On the other hand, some factors favor a positive balance between revenues and expenditures:

- The municipal services that Stockbridge provides do not require major investments in infrastructure in order to serve a larger area (i.e., they do not need to build or purchase a fire station, or extend sewer or water lines).
- Proportionally to residential properties and population, Study Areas 1 and 2, do have a substantial number of commercial and industrial properties.

Other Governmental and Proprietary Funds

We anticipate one proprietary fund, the Water & Sewer Fund, will be impacted by the proposed de-annexation (SA3) as these customers would no longer receive these services from Stockbridge. The other study areas are not served by the city which would continue to be the case even after annexation. After summing the reduced revenues and anticipated savings, the net impact on the fund ranges from a negative \$111,886 to a savings of \$5,298. We discuss the de-annexation's impact more fully in Chapter 6.

Stockbridge has several other governmental and proprietary funds we do not expect to be impacted by annexation. Stockbridge has a sanitation fund but since the city is planning on privatizing this service, we do not consider the impact of sanitation services with the exception of chipping and metal pick up. The city anticipates continuing to provide these services even after privatization; however, they would be general fund expenditures and thus are considered in this report with the Public Works Department's services. The city's remaining proprietary funds: Storm water, Merle Manders Conference Center, and the Ted Strickland Community Center would not be financially impacted from the annexations/de-annexation. In the case of the Storm Water Fund, the city may collect additional fees which would be spent for stormwater projects but the city should not incur any expenses beyond the fees collected. Finally, we do not anticipate any of the city's other governmental funds: Capital Projects Fund, SPLOST II, SPLOST III, SPLOST IV, Urban Redevelopment Agency, and Hotel /Motel, to be affected by annexation. The Hotel / Motel Fund will not be impacted because there are no hotels or motels in the annexation study areas.

Chapter 2: Background Information: Stockbridge and Study Areas

Although the purpose of this study is to assess the fiscal impact of the proposed annexation on the City of Stockbridge, an annexation of this size will potentially have a much greater influence, such as on the city's culture and make-up. To better appreciate these other issues, we have included brief background information on the City of Stockbridge.

City of Stockbridge

According to the city's official website, Stockbridge is situated between major interstates and is just miles east of Hartsfield-Jackson International Airport, providing businesses and residents with easy access to the Metro Atlanta Area. Incorporated as a town in 1895, the area was originally a crossroads community and grew with the establishment of a railroad depot in 1882. Today, the city continues to offer a small town feel in a large urban area. The government prides itself on providing high quality services without property taxes.

Stockbridge is geographically large for its population, with 8,518 acres or approximately 13.31 square miles. The perception of its size is further increased because it surrounds large portions of unincorporated land, giving it an "amoeba-like" shape. On the west, it borders Clayton County with I-75 running through portions of the western side of the city. If the proposed annexation / de-annexation occurs, the city would become more compact in that those unincorporated areas that are nearly surrounded by Stockbridge would become incorporated² and the city would grow to closely align with an annexation plan developed by the city many years ago (see Figure 1 on page 8).

² Legal counsel for the city have determined that the unincorporated areas within the city do not officially constitute unincorporated islands.

Figure 1: Historical Proposed Annexation Areas



Demographic Composition

According to the 2010 U.S. Census, Stockbridge is now comprised of:

- 27,619 people (2014 estimate) of which:
- 55.7% are African American
- 28.8% are White
- 9.5% are Hispanic or Latino³
- 7.6% are Asian
- 3.7% are two or more races
- 0.4% are other Ethnic Minorities

Stockbridge has increased from 26,319 in 2010 to 27, 619 in 2014, an increase of 1,295 persons. This increase translates to an average annual growth rate of about 1.2 percent or 4.9 percent over four years. We are using the 2014 Census estimates for all our per capita calculations.

Households and Ages⁴

Based on the average household size of 2.84 person per household,⁵ Stockbridge had an estimated 9,725 household in 2014. From the 2010 US Census composition of households, 33.9 percent had children under the age of 18 living with them, 46.4 percent were married couples living together, 9.0 percent had a female head of household, and 30.8 percent were non-families. The average household size of 2.84 persons is somewhat larger than for the state as a whole, which had an average household size of 2.71 persons in 2010.

For 2013, the city had a slightly younger age population as compared to the state. Slightly over 30 percent (30.5%) of the population was under the age of 18 as compared to 25.7 percent statewide. Stockbridge's working age population, 18 - 64, equaled 63.2 percent of the total, and just 6.3 percent of city residents were 65 years of age or older. In Georgia, 10.7 percent of the population was 65 and older. Stockbridge also had slightly lower median age of 34.8 as compared to the state as a whole (35.6%).

Income, Poverty, and Education

The median income for a household in the city was \$54,190 according to the 2010 US Census and the per capita income equaled \$22,871. About 13.7 percent of the population lived below the poverty line, which is much lower than the state average of 18.2 percent.

³ According to the US Census, Hispanics may be of any race, so are also included in any applicable categories.

⁴ US Census Bureau Quickfacts and 2013 American Fact Finder.

⁵ 2010 US Census data for the City of Stockbridge.

The percent of the adult population (25+) with a high school degree or higher was 88.6 percent and the percent with bachelor's degree or higher was 32.9 percent. In comparison, the State of Georgia's median household income in 2010 equaled \$49,179, \$5,000 less than that of Stockbridge.

Occupations

Generally, Stockbridge residents have a wide diversity in their occupations. By far the largest occupational area is related to education/health/social service with 26.5 percent of working persons within these fields. The remaining occupational classifications⁶ have employment rates from 10.3 percent for transportation/warehousing/utilities to 2.1 percent for information services.

Table 2.1	
Occupation by Industry City of Stockbridge, 2000	
Occupation	Percent
Educational, health and social service	26.5%
Transportation and warehousing, and utilities	10.3%
Arts, entertainment, recreation, accommodation and food services	9.9%
Retail trade	9.1%
Public administration	8.4%
Professional, scientific, management, administrative, and waste management services	7.2%
Finance, insurance, real estate, and rental and leasing	6.9%
Other services (except public administration)	6.8%
Manufacturing	6.7%
Wholesale trade	3.8%
Construction	2.3%
Information	2.1%

Annexation Study Areas

The boundaries of the proposed annexation areas are shown in Figure 2 on page 12 which closely but not exactly match the lines of historical proposed boundaries (i.e., northern boundary of the city does not grow). Because the annexation areas conform to major thoroughfares and actually fill-in unincorporated areas that the city currently surrounds (e.g., Flippen Road and Jodeco Road), the city will likely have a much easier time providing services to residents and businesses in the future. Table 2.2 lists the estimated population and households for the study areas in 2014. Using 2010 Census block data, we determined the population for each study area and then applied Stockbridge's growth rate for 2010 – 2014 (4.92%) to them. We believe using Stockbridge's population growth is more

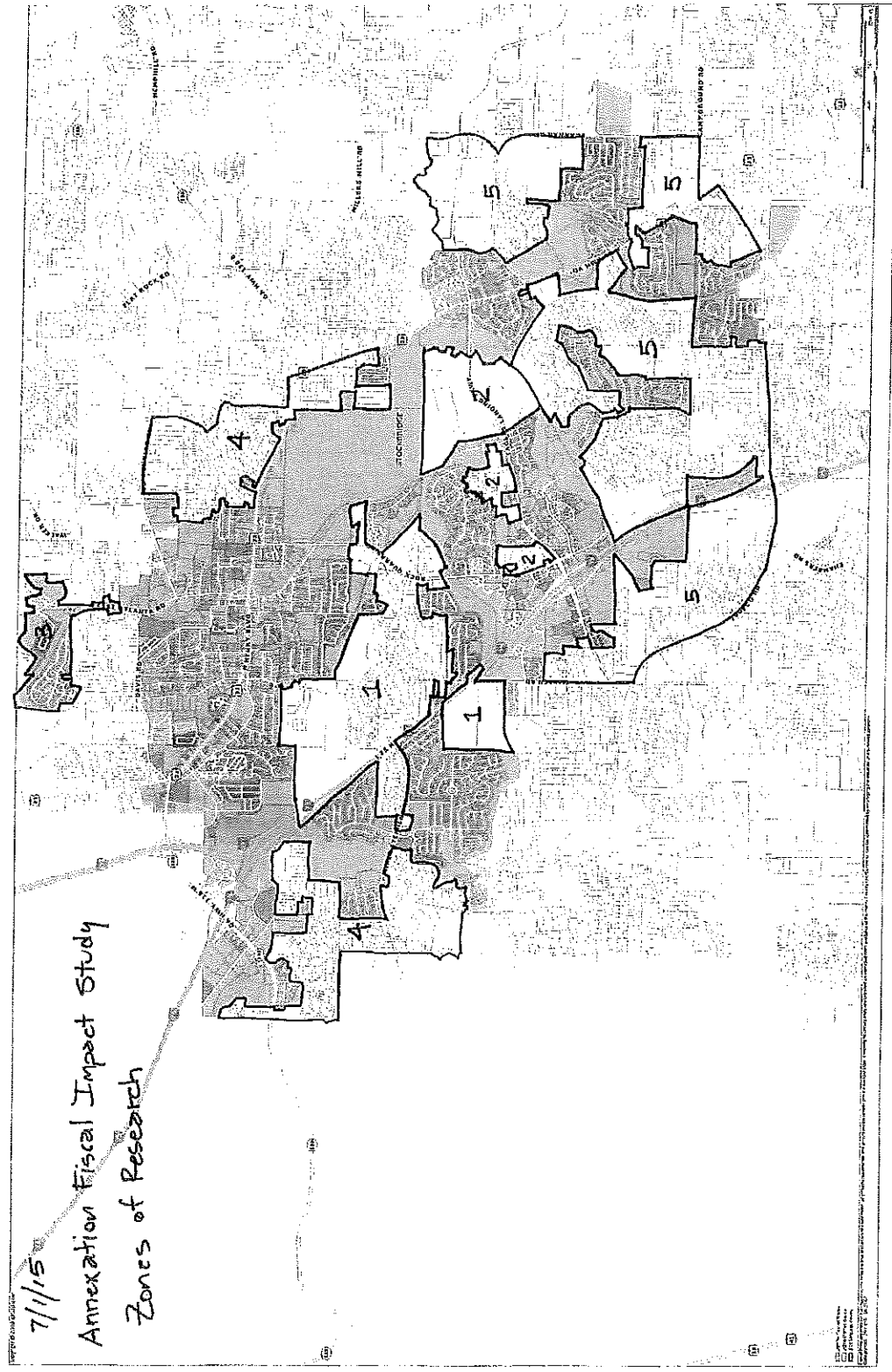
⁶ US Census 2009 - 2013 American Community Survey: occupation classes used for this ACS data set

appropriate than Henry's County's because 1) these areas are adjacent to the city and thus are more likely to have similar growth patterns, 2) we apply similar rationale (i.e., the study areas populations act like residents of Stockbridge) for our revenue and expenditure estimates, and 3) Henry County is geographically much larger than the annexation areas and thus its growth rate may be due to very different conditions or circumstances than the activities near Stockbridge. Similarly, we apply Stockbridge's household size of 2.84 to calculate the number of households in the study area. We divide each study area's population by 2.84.

Table 2.2						
Estimated 2014 Population and Household Size of Study Area						
	SA 1	SA 2	SA 3	SA 4	SA 5	All Areas
Population	3,142	133	-610	2,681	7,508	12,854
Households	1,106	47	-215	944	2,644	4,526

2010 US Census Bureau

Figure 2: Boundaries of City of Stockbridge and Study Areas



Chapter 3: Study Area Revenues

In Chapter 2, we presented information about the land and demographic characteristics of the study areas. This information is important because it specifies the numbers of persons and households that would have been in the city if the study areas had been annexed prior to 2014. This baseline information is needed to estimate both the revenues and expenditures that would be generated by annexing the study areas.

In this section, we present our estimates of the revenues that would have been collected in the study area during FY 2014 (January 1, 2014 to December 31, 2014) if those areas had been part of Stockbridge. We begin with an underlying assumption that this area had been annexed more than a year earlier. Thus, we disregard the timing of revenue collections and any other accounting issues that immediately follow an annexation.

If the study areas had been a part of Stockbridge during FY 2014, they would have generated revenue from the following sources:

- Property transfer taxes
- Franchise taxes paid by the telephone, gas, electric, and cable television companies for the right to operate in the city
- Motor vehicle taxes
- Alcohol license fees and excise taxes
- Occupational taxes
- Business licenses
- Financial institution taxes
- Court fines and fees
- Insurance premium taxes (an official population count by the Bureau of the Census would be required to adjust the distribution)
- Park pavilion fees
- Other service fees and miscellaneous collections

Because we are making estimates for an event that has not occurred (i.e., an annexation), by necessity we must make assumptions in determining the factors that influence revenue collections. One of the more commonly used assumptions is that people in the annexation areas behave similarly to those living in the City of Stockbridge. This assumption permits us to extrapolate Stockbridge revenue on a per capita or other basis to the study areas. We rely on several other similar assumptions that are based on our knowledge of the type of revenue and what we perceive as the primary driver of it.

In order to help readers familiar with the City of Stockbridge's general operating budget, this report presents the general fund revenue estimates similarly to that document. By presenting information in this way, we can also consolidate those revenues that are estimated with the same methodology and are collected by a single department.

General Fund Revenues – Administration

Stockbridge does not assess real property taxes and will be unable to increase its proportion of sales taxes for several years due to its current Local Option Sales Tax (LOST) agreement with Henry County which is not set to expire until 2022. Therefore these two typically prominent revenue sources are excluded from this study.

Real Property Tax Revenue

Generally speaking, property taxes have many favorable features. They are collected through a well-established process once a year. Cities deposit these revenues into their general funds and can spend them on any city service. **For informational purposes only**, we show in Table 3.1 how much revenue would be generated from a 2 mil property tax in the annexation study areas and the city's current tax digest. Since SA3 is a de-annexation, the table shows the potential loss of assessed property and potential property taxes. As a comparison, the millage rates for the City of McDonough is 11.219 mils while the new cities of Brookhaven and Dunwoody have millage rates of 2.795 and 2.740, respectively. The cities of Johns Creek, Milton, and Sandy Springs all have millage rates ranging from 4.6 to 4.731.⁷

Table 3.1						
Assessed Values and Potential Tax Revenue in Stockbridge and the Study Areas						
	Stockbridge	SA 1	SA 2	SA 3	SA 4	SA 5
Commercial & Industrial	326,063,582	21,468,960	49,092,716	(372,040)	8,452,720	48,330,164
Residential	341,131,563	37,009,880	5,134,920	(3,120,600)	50,525,640	197,006,308
Total AV ¹	667,195,145	58,478,840	54,227,636	(3,492,640)	58,978,360	245,336,472
Mil	2	2	2	2	2	2
Tax Rev (\$)	\$1,334,390	\$116,958	\$108,445	(\$6,985)	\$117,957	\$490,673
Total Potential Tax Revenue All Study Areas					\$827,058	
Total Potential Tax Revenue Stockbridge and Study Areas					\$2,161,448	

1. Assessed values: includes only commercial, industrial, and residential property

Source: Stockbridge 2014 tax digest, Henry County Board of Tax Assessor for study areas property values

⁷ Brookhaven and Dunwoody do not provide fire service while Johns Creek, Milton, and Sandy Springs do.

Study areas 1, 2, and 4 have very similar total assessed property values yet their compositions differ significantly, reflecting their various concentrations of population and commercial enterprises. SA5 has the largest population while SA2 has the smallest. If the city ever chose to collect property taxes with a homestead exemption, SA2 would show the highest net revenue gains while the study areas with more residential property would contribute less revenue.

We also present the annual cost to a homeowner of a 2⁸ mil property tax in Table 3.2.

Table 3.2 Hypothetical Property Tax on a Residence without a Homestead Exemption		
Appraised Value (market)	\$250,000	\$150,000
Assessed Value (40% appraised)	\$100,000	\$60,000
Millage Rate	2	2
Assessed Property Taxes	\$200	\$120

Real Estate Transfer Taxes

Estimated intangible taxes in the annexation areas are based on the revenue generated per assessed value of all commercial, industrial, and residential property in Stockbridge. The real estate transfer tax uses just residential property values as an estimation basis because this class of property is most frequently sold. The combined estimated revenue from the study areas for real estate transfer taxes is very close to the total amount Stockbridge collected in 2014 because the study areas total residential property nearly equals that of the city. Area 4 in particular has a high residential property value base, reflecting a higher average assessed value per residential parcel than in Stockbridge.

Table 3.3 FY 2014 Stockbridge Assessed Value and Property Tax Revenue			
Revenue Source	Revenue	Assessed Value (in \$10,000's)	Revenue/ AV
Intangible Recording	\$34,175	\$66,720	\$0.51
Real Estate Transfer	\$9,667	\$34,113	\$0.28

Stockbridge 2014 end-of-year fiscal activity report

⁸ 1 mil is equivalent to a \$1.00 tax on a \$1,000 of assessed property

Table 3.4			
2014 Estimated Intangible Recording Revenue for Study Areas			
Study Areas	Com&Ind AV (\$10,000)	Stockbridge Rev /AV	Study Area Revenue
SA 1	\$5,847.9	\$0.51	\$2,892
SA 2	\$5,422.8	\$0.51	\$2,766
SA 3	(\$349.3)	\$0.51	(\$178)
SA 4	\$5,897.8	\$0.51	\$3,008
SA 5	\$24,533.6	\$0.51	\$12,512
Total Revenue			\$21,090

Henry County Board of Tax Assessors

Table 3.5			
2014 Estimated Real Estate Transfer Revenue for Study Areas			
Study Areas	Residential AV (\$10,000)	Stockbridge Rev /AV	Study Area Revenue
SA 1	\$3,701	\$0.28	\$1,036
SA 2	\$513	\$0.28	\$144
SA 3	(\$312)	\$0.28	(\$87)
SA 4	\$5,053	\$0.28	\$1,415
SA 5	\$19,701	\$0.28	\$5,516
Total Revenue			\$8,024

Henry County Board of Tax Assessors

Franchise Fees

Georgia cities are permitted by law to enter into franchise agreements with utilities that provide electric service, gas service, telephone service, cable television, and other utilities within their borders that generate fees for the cities in exchange for granting rights of occupancy to municipal rights-of-way. In 2014, the City of Stockbridge collected \$1,453,511 in franchise fees on cable, natural gas, telecommunications, and electricity. Typically, revenue estimates for the first three services are relatively stable and population driven, and therefore can be calculated on a per household basis. Table 3.6 shows Stockbridge's total and per capita franchise fee collection for cable, natural gas, and telecommunications in 2014 and Table 3.7 applies that per capita revenue to the study areas.

Table 3.6 Cable, Natural Gas, and Telecommunications Franchise Fees Stockbridge 2014			
	Stockbridge Revenue	Households	Stockbridge Per Capita \$
Cable	\$170,012	9,725	\$17.48
Natural Gas	\$85,822	9,725	\$8.82
Telephone	\$110,873	9,725	\$11.40

Stockbridge 2014 end-of-year, fiscal activity report, US Census Bureau

Table 3.7 2014 Estimated Cable, Natural Gas, and Telecommunications Franchise Fee Revenue for the Study Areas						
Revenue	Per Capita	SA1	SA2	SA3	SA4	SA5
<i>Households</i>		<i>1,106</i>	<i>47</i>	<i>-215</i>	<i>944</i>	<i>2,644</i>
Cable	\$17.48	\$19,333	\$822	(\$3,758)	\$16,501	\$46,217
Natural Gas	\$8.82	\$9,755	\$415	(\$1,896)	\$8,326	\$23,320
Telephone	\$11.40	\$12,608	\$536	(\$2,451)	\$10,762	\$30,142
Cable, Natural Gas, and Telephone Franchise Revenue All Study Areas						\$170,632

US Census Bureau

Next we need to adjust the expected franchise fees from the electrical use component of total franchise fees by a factor that can help account for possible differences in energy use in the study areas and Stockbridge. The key driver of electrical use in communities is the mix of electrical users. In particular and on average, industrial users tend to use more power than commercial users, and commercial users tend to use more than residential users. Because land use data tend to track electricity use data (which is not available from power companies at the level of geographic detail that is needed for this analysis), land use provides a key proxy indicator of electricity use.

Our estimation for electrical franchise fees is based on the revenues from comparable governments (see Appendix A⁹). First, we looked at the percent composition of residential, commercial, and industrial property for each study area (see Table 3.8). Next, we found three to four comparable governments for each study area based on similar property-use/class distributions (i.e., percent each commercial, industrial, and residential), taking

⁹ See Appendix A for the list of comparable governments, their respective tax digests, population, and franchise fee revenue.

into consideration the overall size of the tax digest and populations.¹⁰ Using self-reported FY 2013¹¹ financial data available from the Carl Vinson Institute of Government Tax and Expenditure Data Center (TED), we found the franchise fee revenue for every comparable government and created a franchise fee average for each set of comparable governments.¹² We also calculated the average population for each set of comparable governments. The average franchise fee was divided by the average population for an average franchise fee per capita for each study area.

By finding comparable governments based on land use, we adjust for the different levels of electric franchise fee revenue for each type of land: commercial, industrial, residential. For example, SA2 results in a very high revenue per capita amount, \$468.62, but this area also has a very small population.

Table 3.8 Estimated Per Capita Electrical Franchise Fee Revenue for Comparable Governments By Study Area					
	Comp. Govt. Group - SA1	Comp. Govt. Group - SA2	Comp. Govt. Group - SA3	Comp. Govt. Group - SA4	Comp. Govt. Group - SA5
Avg. Franchise Fee Revenue	\$266,359	\$288,669	\$36,275	\$63,089	\$68,171
Avg. Population	3,946	616	902	1,344	1,542
Franchise Fee / Per Capita	\$67.50	\$468.62	\$40.22	\$46.94	\$44.21

CVIOG Tax and Expenditure Data Center, US Census Bureau

These franchise fee per capita figures were then applied to the populations for the study areas to determine their respective estimated electrical franchise fees.¹³ The estimated total electrical franchise fee revenue equals \$707,652.

¹⁰ Used 2013 tax digest data and 2010 US Census population data. We were unable to find 2013 population estimates for many of the very small cities used as comparable governments. For consistency, we used 2010 population figures for every city.

¹¹ Latest year available.

¹² The franchise revenue did include all types of franchise fees, not just electrical. However, since electrical franchise fees are much larger than for the other sources, we do not believe this figure will significantly overstate potential electrical franchise fees in the study areas.

¹³ Institute of Government faculty tested other franchise fee units of analysis such as revenue per commercial and industrial assessed values but the resulting estimated franchise fee revenue appeared to be grossly overstated when compared to the actual franchise fees collected by the City of Stockbridge.

Table 3.9					
2014 Estimated Electrical Franchise Fee Revenue for the Study Areas					
Revenue	SA1	SA2	SA3	SA4	SA5
Population	3,142	133	-610	2,681	7,508
Franchise Fee / Per Capita	\$67.50	\$468.62	\$40.22	\$46.94	\$44.21
Revenue	\$212,085	\$62,326	(\$24,534)	\$125,846	\$331,929
Electrical Franchise Revenue All Study Areas					\$707,652

A summary of the new franchise fees is presented below. For all franchise fees across all five study areas, the 2014 estimated revenue is \$878,284.

Table 3.10					
Total 2014 Estimated Franchise Fees for Study Areas					
	Cable	Natural Gas	Telephone	Electricity	Total by SA
SA1	\$19,333	\$9,755	\$12,608	\$212,085	\$253,781
SA2	\$822	\$415	\$536	\$62,326	\$64,099
SA3	(\$3,758)	(\$1,896)	(\$2,451)	(\$24,534)	(\$32,639)
SA4	\$16,501	\$8,326	\$10,762	\$125,846	\$161,435
SA5	\$46,217	\$23,320	\$30,142	\$331,929	\$431,608
Total	\$79,115	\$39,920	\$51,597	\$707,652	
Total Estimated Franchise Fees for All Study Areas					\$878,284

Alcohol Taxes

Stockbridge charges businesses that serve alcohol a beverage excise tax as well as requiring them to obtain specific licenses to sell beer, wine, and/or liquor. In 2014, Stockbridge collected \$663,250 in alcohol tax revenue and \$114,900 in alcohol beverage licenses from 52 establishments. We calculated an average alcohol tax and license revenue for each establishment and applied that figure to the number of establishments selling alcohol in the study areas. The study areas have far fewer establishments that serve alcohol than Stockbridge, relatively speaking. We searched for restaurants and package/liquor stores selling alcohol using Google Maps. Faculty contacted every restaurant located within the annexation areas and of these, only four sold any type of alcohol.¹⁴ No alcohol, package or grocery stores were found within the annexation areas. For all the study areas, the total estimated revenue for alcohol taxes equaled \$38,815 and beverage licenses equaled \$11,048.

¹⁴ Italian Oven, Sabiang Thai, 15th Street Pizza and Pub, Mesquite Mexican Bar and Grill

Table 3.11 2014 Stockbridge Alcohol Beverage Taxes¹			
Revenue Source	Alcohol Tax Revenue	Establishments	Average Tax/Establishment
Beer & Wine Taxes	\$469,857	52	\$9,035.71
Liquor Consumption Tax	\$34,735	52	\$667.98
Total Alcohol Taxes	\$504,592	52	\$9,703.69

1. Since there are no package, liquor, or grocery stores in the annexation areas, Liquor Tax-Package sales are not considered.

Stockbridge FY 2014 end-of-year fiscal activity report, email correspondence with Stockbridge City Treasurer

Table 3.12 2014 Estimated Alcohol Taxes in the Study Areas			
	Number Establishments	Stockbridge Rev/Establishment	Revenue Study Area
SA 1	0	\$9,703.69	\$0
SA 2	1	\$9,703.69	\$9,704
SA 3	0	\$9,703.69	\$0
SA 4	0	\$9,703.69	\$0
SA 5	3	\$9,703.69	\$29,111
Total Study Area	4		\$38,815

Google Maps

Stockbridge also collects occupational taxes for businesses that serve alcohol. The total revenue collected for beer, wine, liquor, and special events totaled \$114,900 in 2014. This revenue is estimated similarly to that of the general alcohol taxes-revenue per establishment serving alcohol. With 52 licensed businesses serving alcohol in Stockbridge in 2014, the revenue equated to an average of \$2,209.62 per establishment. This figure is multiplied by the number of restaurants in the annexation areas for a total estimated revenue \$11,048.

Table 3.13		
2014 Estimated OT Alcoholic Beverage Tax for Study Areas		
Stockbridge FY 2014 OT Beverage Revenue		\$114,900
Stockbridge Establishments with Licenses		52
Stockbridge OT Beverage \$/establishment		\$2,209.62
Study Area	Population	SA Revenue
SA 1	0	\$0
SA 2	1	\$2,210
SA 3	0	\$0
SA 4	0	\$0
SA 5	3	\$8,838
Study Area Total Beverage License Revenue		\$11,048

Stockbridge FY 2014 end-of-year fiscal activity report, email correspondence with Stockbridge City Treasurer, Google Maps

Occupation Taxes

We estimated the occupation tax and business license fee revenue for the study areas by first, identifying businesses located in the study areas and second, multiplying that number by the proportion of occupational tax and occupational tax administrative fee revenue to total businesses paying the tax in Stockbridge. To determine the number of businesses, we assume that the study areas have the same ratio of businesses to commercial parcels as Stockbridge. We believe this assumption is fair because the study areas are already developed. In Stockbridge, there were 567 developed commercial and industrial parcels in 2014 (property classes: C3, C4, I3, I4)¹⁵ and 170 businesses paid for a standard business license. This equates to 0.30 businesses per parcel. From the 2014 Henry County tax digest, we know that there are 301 commercial and industrial developed parcels in the study areas. Therefore, the number of businesses in the study areas are estimated to total 90.

¹⁵ Property class stratification codes for Georgia use numbers 3 and 4 to classify small (3) and large (4) tracks of land.

Table 3.14		
2014 Estimated Businesses for Study Areas		
Stockbridge Commercial & Industrial Parcels		567
Stockbridge Business Licenses		170
Stockbridge Businesses per Parcel		0.30
Study Area	Com & Ind Parcels	Est. Businesses
SA 1	40	12
SA 2	54	16
SA 3	4	1
SA 4	88	26
SA 5	115	35
Study Area Total Estimated Businesses		90

GA DOR Tax Digest, Stockbridge Finance Office, Henry County Tax Assessor, City of Stockbridge Business License Office

Next, we calculated the average occupational revenue per business in Stockbridge by dividing total occupational taxes for 2014 by the number of licenses. This figure, \$2,573.61, was multiplied with the estimated number of businesses in the study areas, resulting in total estimated revenues of \$226,477.

Table 3.15		
2014 Estimated Occupation Taxes for Study Areas		
Stockbridge FY 2014 Occupation Tax Revenue		\$346,274
Stockbridge Business Licenses		170
Stockbridge Revenue per Business License		\$2,573.61
Study Area	Estimated Business	SA Revenue
SA 1	12	\$30,883
SA 2	16	\$41,178
SA 3	1	(\$2,574)
SA 4	26	\$66,914
SA 5	35	\$90,076
Study Area Total Occupational Tax Revenue		\$226,477

Stockbridge 2014 end-of-year fiscal activity report

GA Municipal License Fee

Municipalities may impose an annual license fee on each insurance company doing business within its borders. For Stockbridge, the maximum rate is \$100 per business. In 2014, the city collected \$28,100. Insurance companies do not have to be physically located within a jurisdiction but only provide services in it to be assessed the license fee. We use a per capita basis to calculate the charge based on the assumption that business

opportunities will increase as the population of the city grows, allowing Stockbridge to generate additional insurance business licenses.

Table 3.16		
Estimated 2014 Municipal License Fee Revenue for Study Areas		
Stockbridge FY 2014 Fee Revenue		\$28,100
Stockbridge Population		27,619
Stockbridge MLF revenue per person		\$1.02
Study Area	Population	SA Revenue
SA 1	3,142	\$3,205
SA 2	133	\$136
SA 3	-610	(\$622)
SA 4	2,681	\$2,735
SA 5	7,508	\$7,658
Study Area Total Municipal License Fee		\$13,112

Insurance Premium Tax

Another source of revenue from the study areas would be insurance premium taxes. These taxes are levied by city and county governments on life insurance (1 percent) and on other types of insurance (no more than 2.5 percent). The insurance premium tax is based on a percentage of gross direct premiums received by each insurer writing insurance policies within the city or county during the preceding calendar year. Taxes are collected by the Georgia Commissioner of Insurance and distributed on a per capita basis among the government levying the taxes.

Although the Georgia Insurance Department has no specific provisions for adjusting shares of insurance premium taxes following annexations, legislation does require that tax distributions be adjusted to reflect official population corrections or changes made by the Bureau of the Census. The authorizing statute requires that the Georgia Commissioner of Insurance use corrected, revised, or additional data issued by the Census Bureau as of September 1 in allocating the revenues:

...[P]opulation shall be measured by the United States decennial census of 1990 or any future such census plus any corrections or revisions contained in official statements by the United States Bureau of the Census made prior to the first day of September immediately preceding the distribution of the proceeds of such taxes by the Commissioner and any additional official census data received by the Commissioner from the United States Bureau of the Census or its successor agency pertaining to any newly incorporated municipality. Such corrections, revisions, or

additional data shall be certified to the Commissioner by the Office of Planning and Budget on or before August 31 of each year [O.C.G.A. § 33-8-8.1].

As noted, the insurance premium tax revenue is distributed on a per capita basis using official U.S. Census figures. It would take approximately one year for the city to begin receiving these tax revenues following the proposed annexation, to allow time for the U.S. Bureau of the Census to certify the new Stockbridge boundary with its larger population.

The amount of insurance premium tax revenue generated by the study area would have been the same per capita amount (using 2014 population figures) in the study areas as received by Stockbridge in 2014. We determined the amount per capita by dividing the total revenues the city received for FY 2014, \$1,419,779, by the Census estimated 2014 population of Stockbridge, 27,619. This calculation showed the tax revenue per person to be \$51.41. We multiplied this amount by the calculated 2014 population of the study areas to estimate the insurance premium tax revenues that would have been received from each study area if it had been a part of the city in 2014. Table 3.17 shows the calculation of insurance premium tax collections for Stockbridge and the study areas.

Table 3.17			
2014 Estimated Insurance Premium Tax Collections			
	2014 Estimated Population	Tax per Capita	Total Revenue
Stockbridge	27,619	\$51.41	\$1,419,779
SA 1	3,142	\$51.41	\$161,530
SA 2	133	\$51.41	\$6,838
SA 3	-610	\$51.41	(\$31,360)
SA 4	2,681	\$51.41	\$137,830
SA 5	7,508	\$51.41	\$385,986
Total Study Areas			\$660,824

Stockbridge 2014 end-of-year fiscal activity report, US Census Bureau

Financial Institutions

Financial institutions pay a fee in order to operate within the City of Stockbridge. In 2014, nine institutions contributed a total of \$57,596 for their business licenses, at an average of \$6,400 each. An internet search of the annexation areas found three financial institutions all of which are located in SA2. Therefore, we estimate that this study area would have collected \$19,200 in financial institutions revenue had it been part of the city in 2014. No revenue would have been collected from the other study areas.

Table 3.18 2014 Estimated Financial Institutions Revenue for Study Areas				
Stockbridge Revenue	Number Stockbridge Institutions	Average Revenue per Institution	SA2 Financial Institutions	Revenue SA2
\$57,596	9	\$6,400	3	\$19,200

Stockbridge 2014 end-of-year fiscal activity report, Google Maps

Other Revenues for Administration

We categorize two of the remaining smaller revenues¹⁶ as Other Revenues (interest and miscellaneous). With the proposed annexation, the city's financial resources will increase significantly in that the city will have more cash coming into the organization. We expect that Stockbridge would seek to maintain the same proportion of fund balance to operating expenses after the annexation as it currently maintains, thereby resulting in a proportional increase in investment revenue. Therefore, we calculate estimated interest as a percent of all general fund revenues. For miscellaneous revenues we included several smaller revenues that Stockbridge collects including bad check fees, \$1,000, insurance reimbursement for stolen or damaged property, \$29,538, printing, \$187, miscellaneous business tax,¹⁷ \$9,742, and miscellaneous, \$27,508. Because of the diverse nature of miscellaneous revenues, we use a per capita basis to calculate it. Table 3.20 applies the revenue ratios from Stockbridge to the study areas. The total estimated revenue equals \$78,892.

Table 3.19 Stockbridge 2014 Other Revenues			
Revenue Type	Revenue	Basis for Estimate	Revenue/Basis
Interest	\$10,917	% of GF revenue	0.12%
Miscellaneous	\$67,975	Per capita	\$2.46

Stockbridge 2014 end-of-year, fiscal activity report

¹⁶ A handful of other revenues that Stockbridge currently collects: sale of fixed assets, cellular tower leases, and city events revenue were not included in this study because they were deemed either to be too unpredictable (e.g., sale of fixed assets), or would not be collected in the study areas.

¹⁷ Miscellaneous Business Tax is specifically for smaller business revenues such as fees on taxis, media permits, etc.

Table 3.20				
2014 Estimated Other Revenue for Study Areas				
	Interest		Miscellaneous	
Study Areas	Total Revenue	Est. Revenue	Population	Est. Revenue
SA1	\$603,004	\$713	3,142	\$7,729
SA2	\$213,269	\$247	133	\$327
SA3	(\$103,913)	(\$122)	-610	(\$1,501)
SA4	\$555,393	\$653	2,681	\$6,595
SA5	\$1,358,263	\$1,607	7,508	\$18,470
Total Revenue		\$3,098		\$31,620
Other Revenue All Study Areas			\$34,718	

Revenues Attributable to Service Departments

Foreclosed/Vacant Registration Fee

Owners of vacant residential property must register their properties, such as banks taking over foreclosed homes or landlords who leave vacant their rental property. This fee is to account for the extra work required by the Code Enforcement Department to regulate these properties. In 2014, the city collected \$11,100 in fees. To estimate the how much revenue would have been generated in the study areas, we apply Stockbridge's 2014 revenue per \$10,000 in assessed residential property and apply that ratio to the value of residential property in the study areas.

Table 3.21		
Estimated 2014 Foreclosed/Vacant Registration Fees for Study Areas		
Stockbridge FY 2014 Fee Revenue		\$11,100
Stockbridge AV Residential Property		\$341,131,563
Stockbridge F/V Registration revenue per \$1,000 Residential AV		\$0.033
Study Area	Residential AV	SA Revenue
SA 1	\$37,009,880	\$1,221
SA 2	\$5,134,920	\$169
SA 3	(\$3,120,600)	(\$103)
SA 4	\$50,525,640	\$1,667
SA 5	\$197,006,308	\$6,501
Study Area Total TAVT Revenue		\$9,455

Stockbridge 2014 end-of-year, fiscal activity report, GA DOR Tax Digest, Henry County Board of Tax Assessors

Business License Application and Regulatory Fees

We calculated occupational regulatory and concomitant administration fee revenue with the same methodology used for occupation tax revenue (see Tables 3.14 and 3.15). Stockbridge's Code Enforcement Department is responsible for investigating and regulating businesses, including those serving alcohol, in Stockbridge. In 2014, Stockbridge collected \$20,930 in business license application and regulatory fees from 170 businesses, resulting in an average revenue collection per business of \$123.12. Applying this average collection to the estimated businesses in the study areas results in revenue totaling \$10,834.

Table 3.22		
2014 Estimated Business License Fees for Study Areas		
Stockbridge FY 2014 Business License Revenue		\$20,930
Stockbridge Business Licenses		170
Stockbridge Revenue per Business License		\$123.12
Study Area	Estimated Business	SA Revenue
SA 1	12	\$1,477
SA 2	16	\$1,970
SA 3	1	(\$123)
SA 4	26	\$3,201
SA 5	35	\$4,309
Study Area Total Business License Revenue		\$10,834

Stockbridge 2014 end-of-year fiscal activity report, City of Stockbridge Business License Office

Fines and Forfeitures

The City of Stockbridge collects fines and forfeitures revenue from municipal court, parking violations, and condemnations with 4 days of court per month.¹⁸ In 2014, this amounted to \$1,399,641. However, some of this revenue came from fine "add ons" that are passed through to the county such as for victim's assistance, indigent defense, driver training, etc. which equaled a total of \$311,448. To avoid overstating estimated fine and forfeiture revenues in the study areas, these "add ons" are subtracted from Stockbridge's revenue.¹⁹ The city's Clerk of Court estimates that two additional days of court will be needed per month with the annexation, raising revenues by approximately 50 percent. Based on this assessment, we divided the net fine and forfeiture revenues by 48 (12 months x 4 days per month) for a value of \$22,671. This basis amount is multiplied by the additional court days

¹⁸ Of the four monthly court days, four are for arraignments, one is for probation hearings, and one is for bench trials.

¹⁹ The subtracted fine "add ons" equal the 2014 pass through expenditures in the municipal court's and police administration's end-of-year fiscal activity report.

(24) to determine the estimated new fines and forfeiture revenue in the study areas of \$544,104.

Next, we had to estimate how much revenue is attributable to each study area and we used a land mile basis. Although population is a common basis for determining fines and forfeiture revenue, it loses accuracy when specific study areas have high levels of traffic that generate driving ticket revenue. Ideally, we would be able to distribute revenues based on vehicle miles traveled (VMT) other than just lane mileage but (VMT) street level data is not available. Therefore, some error likely exists in the revenue distribution among the study areas.²⁰ We expect Study Area 2's revenues to be somewhat understated and other study areas' revenues may be overstated. Since we calculate municipal court expenditures using the same methodology as here, Study Area 2's estimated municipal court costs are proportionally smaller as well.

Table 3.23			
2014 Estimated Fines & Forfeitures Revenue for Study Areas			
Stockbridge FY 2014 Fine & Forfeiture			\$1,399,641
Less fine "add ons" passed through to county			\$1,088,193
Stockbridge Court Days			48
Stockbridge F&F Revenue per court day			\$22,671
Estimated Additional Court Days - all areas			24
Revenue from All Study Areas			\$544,104
Study Area	Lane Miles	Pct. lane mile	SA Revenue
SA 1	29.04	18.9%	\$102,823
SA 2	14.86	9.7%	\$52,615
SA 3	-7.70	5.0%	(\$27,264)
SA 4	38.17	24.8%	\$135,150
SA 5	79.13	51.6%	\$280,780
Study Area Total Fine & Forfeiture			\$544,104

Stockbridge 2014 end-of-year fiscal activity report, CVIOG's ITOS Division for lane mileage

Public Works Revenue

General purpose local governments in Georgia annually receive a road improvement grant from the Georgia Department of Transportation (GDOT), referred to as the LMIG. The grant's distribution is based on a local government's population and road miles. With annexation, both of these factors would increase for the City of Stockbridge and concomitantly its LMIG award. We were able to locate GDOT's 2016 grant award

²⁰ We did consider using population; however, we believe the error would be greater because of the very small population in SA 2 that has high traffic volume.

distribution and use this figure. We believe that the estimate is close enough to 2014 to not result in a significantly different estimate. The specific formula is as follows:

$$1) \text{ LMIG Formula Factor} = (\text{local government population} / \text{state total population}) \times 1/3 \\ + (\text{local government road miles} / \text{total local government road miles}) \times 2/3$$

$$2) \text{ LMIG Factor} \times \text{State Allocation} = \text{Local Govt. Grant}$$

Table 3.24 2014 Estimated LMIG Revenue					
State Population				10,097,343	
Total Local Govt. Road Miles				108,263.45	
State Appropriation				\$120,000,000	
Study Area Variables					
	SA1	SA2	SA3	SA4	SA5
Population	3,142	133	-610	2,681	7,508
Road Miles ¹	14.52	5.35	-3.48	18.93	37.46
LMIG Formula Factor ²	.00019314	.00003733	-.00004157	.00020507	.00047853
LMIG Revenue	\$23,176	\$4,480	(\$4,988)	\$24,609	\$57,423
Total LMIG Revenues – All Study Areas				\$104,700	

1. Center lane miles

2. LMIG factors have been rounded for presentation in this table but not so for calculating revenues.

Study area lane mileage from CVIOG's ITOS Division; GA DOT, FY 2016 LMIG Formula Amounts:

www.dot.ga.gov/PartnerSmart/Local/Pages/LMIG.aspx

Parks

The City of Stockbridge Parks provides high quality passive-use parks for community enjoyment. The only revenue the city collects from its parks is pavilion and gazebo rentals which generated \$17,100 in 2014. With annexation, Stockbridge would likely seek to purchase Mickie D. Cochran Park from Henry County located in Study Area 1. This park has several amenities, including two tennis courts, a football field, basketball court, concession stands, two playgrounds, and two picnic pavilions which we assume will be rented to the public.²¹ In estimating the amount of park additional revenue for the city, we divided Stockbridge's 2014 park pavilion rental revenue by its park pavilions and gazebos. Since gazebos cost less to rent than pavilions, they are counted as half a pavilion. Because Mickie D. Cochran Park is located in Study Area 1, we estimate only this area as receiving park revenues.

²¹ Henry County Parks and Recreation Department Parks Amenity List.

<http://www.co.henry.ga.us/ParksRecreation/docs/HCPRD-ParksAmenityList.pdf>

Table 3.25 2014 Estimated Parks Revenue for Study Areas				
Stockbridge Revenue	Number Stockbridge Pavilions	Average Revenue per Pavilion	SA1 Pavilions	Revenue SA1
\$17,144	8.5	\$2,017	2	\$4,034

Stockbridge 2014 end-of-year, fiscal activity report, correspondence with the Director of Administration and Community Services, Henry County Parks Amenities List

Summary of Revenues

In Table 3.26, we present the estimated revenues that would have been collected from the study areas if they had been in Stockbridge in FY 2014. This table is a summary of all of the preceding tables showing the different types of revenues that would have been collected in the study areas.

According to the information in this table, about one-third, 34.0%, of all general fund revenues collected by the city from the study area would have been collected from franchise fees. The second most significant source revenue comes from insurance premium taxes, contributing 25.6% of the total general fund. The remainder would have come from various other taxes, fees, and fines. The estimated general fund revenue of \$2,584,719 translates to \$201.08 per capita. We see that Study Area 2, with \$1,549.50, has a significantly larger per capita revenue estimate than the other study areas which is likely due to the former having a very small population relative to its commercial base. The remaining study areas have per capita revenues that more closely align, ranging from (\$166.49) for Study Area 3 to \$203.36 in Study Area 4.

Table 3.26 Summary of 2014 Estimated Study Areas' Revenues						
General Fund Revenue	SA1 Revenue	S2 Revenue	SA3 Revenue	SA4 Revenue	SA5 Revenue	All SAs Revenue
<i>General Administration</i>						
Intangible Recording	\$2,982	\$2,766	(\$178)	\$3,008	\$12,512	\$21,090
Real Estate Transfer	\$1,036	\$144	(\$87)	\$1,415	\$5,516	\$8,024
Franchise Fees	\$253,781	\$64,099	(\$32,639)	\$161,435	\$431,608	\$878,284
Alcohol Beverage Taxes	\$0	\$9,704	\$0	\$0	\$29,111	\$38,815
Alcohol Occupational Tax	\$0	\$2,210	\$0	\$0	\$8,838	\$11,048
Occupational Taxes & Penalties	\$30,883	\$41,178	(\$2,574)	\$66,914	\$90,076	\$226,477
Georgia Municipal License Fee	\$3,205	\$136	(\$622)	\$2,735	\$7,658	\$13,112
Insurance Premium Tax	\$161,530	\$6,838	(\$31,360)	\$137,830	\$385,986	\$660,824
Financial Institutions Tax	\$0	\$19,200	\$0	\$0	\$0	\$19,200
Interest	\$713	\$247	(\$122)	\$653	\$1,607	\$3,098
Miscellaneous	\$7,729	\$327	(\$1,501)	\$6,595	\$18,470	\$31,620
<i>Subtotal Administration</i>	<i>\$461,859</i>	<i>\$146,849</i>	<i>(\$69,083)</i>	<i>\$380,585</i>	<i>\$991,382</i>	<i>\$1,911,592</i>
<i>Service Departments</i>						
Foreclosed/Vacant Reg. Fees	\$1,221	\$169	(\$103)	\$1,667	\$6,501	\$9,455
Business License Fees	\$1,477	\$1,970	(\$123)	\$3,201	\$4,309	\$10,834
Fines & Forfeitures	\$102,823	\$52,615	(\$27,264)	\$135,150	\$280,780	\$544,104
LMIG	\$23,176	\$4,480	(\$4,988)	\$24,609	\$57,423	\$104,700
Park Pavilion Rental	\$4,034	\$0	\$0	\$0	\$0	\$4,034
<i>Subtotal Service Department</i>	<i>\$132,731</i>	<i>\$59,234</i>	<i>(\$32,478)</i>	<i>\$164,627</i>	<i>\$349,013</i>	<i>\$673,127</i>
Total General Fund Revenues	\$594,590	\$206,083	(\$101,561)	\$545,212	\$1,340,395	\$2,584,719
Per Capita General Fund	\$189.24	\$1,549.50	(\$166.49)	\$203.36	\$178.53	\$201.08

Chapter 4: Expenditures in the Study Areas

In this section, we address the question of how much the City of Stockbridge would have spent in FY 2014 to extend services to the annexation study areas. To estimate these expenditures, we utilize three methods. The first method uses a per capita and assessed value methodology, which has been applied in previous Institute annexation studies. The second method uses departmental-specific per unit measures and the third method involves a case study calculation. Methodologies 1 and 2 do not consider any transitional or new capital costs that may be necessary due to the annexation. However, the case study methodology does include transitional and capital costs that would seem necessary for an annexation that is as significant both in terms of land mass and population growth as the one studied here.

Method 1: Combined Methodologies

The first method combines two techniques for estimating expenditures and is based on the methodology used in prior Institute of Government annexation studies. This method makes two basic assumptions:

1. that the city would have spent the same amount *per capita* on residents in the annexation areas as it spent in FY 2014 on city residents (these expenditures are calculated using the **per capita method**); and
2. that the city would have spent the same amount on commercial and industrial property in the study areas as it did in the city (these expenditures are measured in terms of **expenditures per \$10,000 of assessed value** of commercial and industrial²² (C & I, real property)).

In the Institute of Government's earlier studies, faculty found that 70 percent of a city's budget is typically spent on services for residential customers, while 30 percent is spent on commercial, industrial, and other (nonresidents, visitors) groups. The Institute of Government also assumes that ten percent of expenditures would be fixed and would not change as a result of an increase in population. Therefore, we remove ten percent of the Stockbridge's expenditures and divide the remaining 90 percent with 70 percent assigned as resident-based cost and 30 percent as business-based cost.

²² In the Institute of Government's previous studies, utility property was included. However, our property value data from the Henry County Tax Assessor's Office for the study areas excludes values for utility property.

The logic behind the prior Institute of Government studies was this: although the assessed value of commercial and industrial property in Stockbridge is 48.2 percent of all taxable real property (according to the FY 2014 digest),²³ services for non-residents are concentrated, making the cost of those services less expensive on a per dollar basis than comparable services for residences. In our study, we are assuming the following:

- 10 percent of Stockbridge's total general fund budget = fixed / non-variable expenditures that will not change as a result of population increases²⁴

Of the remaining 90 percent of Stockbridge's general fund budget:

- 70 percent = variable expenditures for services to residents
- 30 percent = variable expenditures for services to commercial and industrial property

Two budget departments would not be impacted by annexation so are not included in this methodology: City Events and Other Financing Uses. Because residents within the study areas already have the opportunity to participate in the city's community events without extra charge, we do not believe that these events, such as the city's annual holiday festival or Veteran's Day parade, would be more expensive because of annexation. The Other Financing Uses budget department shows the general fund transfer to the Merle Manders Conference Center and the city's debt service payments. Again, neither of these will increase simply due to annexation. We also removed the public safety pass-through expenditures to Henry County within the Municipal Court and Police Administration budgets that are related to additional fines on traffic tickets. These county-designated revenues have also been excluded from our analysis (see Chapter 3).

It could be argued that the city's building maintenance department would be unaffected by annexation as well since the city would not need to expand its facilities in order to serve any additional residents or businesses from annexation. In order to err on the side of conservativeness, we decided to keep this budget department in our analysis and thus estimate higher annexation costs.

Once we determined the city's variable expenditures for 2014, we multiplied each department's expenditures by 70 percent (.70) to determine the resident-related

²³Excludes heavy equipment, mobile homes, exempt property

²⁴ To confirm removing 10 percent of the expenditures from the base was appropriate, faculty reviewed each department's line-item expenditures for FY 2014. Those expenditures department directors considered fixed for the purposes of the case study methodology were separated from variable expenditures. Those fixed expenditures represented approximately 11 percent of the total operating budget (i.e., personnel and operating). Therefore, our 10 percent reduction is appropriate if not a bit conservative.

expenditures. We divided those amounts by Stockbridge's 2014 population to find a per capita expenditure for each service. Finally, we multiplied the per capita figure for each service by the study areas' populations. A total of \$1,822,955 is estimated to serve residents in all five study areas.

Table 4.1			
2014 Stockbridge Per Capita Variable Expenditures			
Population of Stockbridge: 27,619			
Service	Variable Expenditure¹	Resident Expenditures (70%)	Per Capita Expenditures
Governing Body	\$183,144	\$128,201	\$4.64
Executive	\$302,361	\$211,653	\$7.66
Financial Administration	\$1,924,713	\$1,347,299	\$48.78
Government Buildings	\$230,269	\$161,188	\$5.84
Municipal Court ²	\$504,528	\$353,170	\$12.79
Police Administration	\$510,656	\$357,459	\$12.94
Public Works	\$1,725,171	\$1,207,620	\$43.72
Parks	\$120,952	\$84,666	\$3.07

1. Variable expenditures equal 90% of all operating expenditures, including equipment

Stockbridge 2014 end-of-year fiscal activity report, US Bureau of the Census

2. Municipal Court and Police expenditures exclude those related to fine "add ons" that are completely passed through to Henry County.

Table 4.2					
2014 Estimated Study Area Resident-Based Expenditures					
	SA1	SA2	SA3	SA4	SA5
<i>Population</i>	<i>3,142</i>	<i>133</i>	<i>-610</i>	<i>2,681</i>	<i>7,508</i>
Service					
Governing Body	\$14,579	\$617	(\$2,830)	\$12,440	\$34,837
Executive	\$24,068	\$1,019	(\$4,673)	\$20,536	\$57,511
Financial Admin.	\$153,267	\$6,488	(\$29,756)	\$130,779	\$366,240
Govt. Buildings	\$18,349	\$777	(\$3,562)	\$15,657	\$43,847
Municipal Court	\$40,186	\$1,701	(\$7,802)	\$34,290	\$96,027
Police Admin.	\$40,657	\$1,721	(\$7,893)	\$34,692	\$97,154
Public Works	\$137,368	\$5,815	(\$26,669)	\$117,213	\$328,250
Parks	\$9,646	\$408	(\$1,873)	\$8,231	\$23,050
Total	\$438,120	\$18,546	(\$85,058)	\$373,838	\$1,046,916
Total Estimated Resident-Related Expenditures					\$1,792,362

US Bureau of the Census

Next, we used the proportional valuation method to calculate the expenditures needed to serve commercial and industrial (C&I) properties in the study areas. First, we determined the amount that is spent per \$10,000 dollars of assessed value of commercial and industrial

(C&I) property in Stockbridge. Then, we multiplied that fraction for each service by the assessed values of C&I property in each study area. The total represents the estimated expenditures the city would have spent in 2014 to serve businesses in the study areas.

Table 4.3			
2014 Stockbridge Per Capita Variable Expenditures			
Stockbridge Commercial & Industrial Assessed Value: \$326,063,582			
Service	Variable Expenditure¹	Business Expenditures (30%)	Expenditures Per \$10,000 AV
Governing Body	\$183,144	\$54,943	\$1.69
Executive	\$302,361	\$90,708	\$2.78
Financial Administration	\$1,924,713	\$577,414	\$17.71
Government Buildings	\$230,269	\$69,081	\$2.12
Municipal Court	\$504,528	\$151,358	\$4.64
Police Administration	\$510,656	\$153,197	\$4.70
Public Works	\$1,725,171	\$517,551	\$15.87
Parks	\$120,952	\$36,286	\$1.11

1. Variable expenditures equal 90% of all operating expenditures, including equipment
Stockbridge 2014 end-of-year fiscal activity report, Stockbridge 20145 Tax Digest

Table 4.4					
2014 Estimated Study Area Business-Based Expenditures					
	SA1	SA2	SA3	SA4	SA5
<i>C&I AV</i>	<i>\$21,468,960</i>	<i>\$49,092,716</i>	<i>(\$372,040)</i>	<i>\$8,452,720</i>	<i>\$48,330,164</i>
Service					
Governing Body	\$3,628	\$8,297	(\$63)	\$1,429	\$8,168
Executive	\$5,968	\$13,648	(\$103)	\$2,350	\$13,436
Financial Admin.	\$38,022	\$86,943	(\$659)	\$14,970	\$85,593
Govt. Buildings	\$4,551	\$10,408	(\$79)	\$1,792	\$10,246
Municipal Court	\$9,962	\$22,779	(\$173)	\$3,922	\$22,425
Police Admin.	\$10,090	\$23,074	(\$175)	\$3,973	\$22,715
Public Works	\$34,071	\$77,910	(\$590)	\$13,414	\$76,700
Parks	\$2,383	\$5,449	(\$41)	\$938	\$5,365
Total	\$108,675	\$248,508	(\$1,883)	\$42,788.	\$244,648
Total Estimated Business-Related Expenditures					\$642,736

Henry County Board of Tax Assessors

Table 4.4 indicates that \$642,736 will be needed for expenditures to provide services for commercial and industrial property in the study areas. By adding the amount from business-related expenditures to the amount needed to serve residents, \$1,792,362, we get a total estimate of \$2,435,098 that the city would have spent in FY 2014 if the study areas

had been annexed. Table 4.5 combines Tables 4.2 and 4.4 for the total estimated expenditure using Methodology 1.

Table 4.5 Summary of 2014 Estimated Study Areas Expenditures: Combined Methodology						
Service Area	SA1	S2	SA3	SA4	SA	All SAs
Governing Body	\$18,207	\$8,914	(\$2,893)	\$13,869	\$43,005	\$81,102
Executive	\$30,036	\$14,667	(\$4,776)	\$22,886	\$70,947	\$133,760
Financial Administration	\$191,289	\$93,431	(\$30,415)	\$145,749	\$451,833	\$851,887
Government Buildings	\$22,900	\$11,185	(\$3,641)	\$17,449	\$54,093	\$101,986
Municipal Court	\$50,148	\$24,480	(\$7,975)	\$38,212	\$118,452	\$223,317
Police Administration	\$50,747	\$24,795	(\$8,068)	\$38,665	\$119,869	\$226,008
Public Works	\$171,439	\$83,725	(\$27,259)	\$130,627	\$404,950	\$763,482
Parks	\$12,029	\$5,857	(\$1,914)	\$9,169	\$28,415	\$53,556
Total Est. Expenditure:	\$546,795	\$267,054	(\$86,941)	\$416,626	\$1,291,564	\$2,435,098
Combined Methodology						

Method 2: Departmental Per Unit Estimates

Based on interviews with the department directors, we developed per unit measures that best fit the services that each department provides. In other words, we examined the primary cost driver in each department and developed a per unit measure to estimate costs for the annexation areas. In this methodology, we provide a more conservative cost estimate by using 100 percent of Stockbridge's 2014 expenditures, rather than assuming 10 percent are fixed and would not change due to annexation. However, we still exclude spending for City Events and Other Financing Uses as well as the Municipal Court and Police expenditures related to the fines and forfeitures that are passed through to Henry County. Table 4.6 provides the unit measure and unit cost for each department.

Table 4.6				
2014 Stockbridge Per Unit Expenditures				
Department	Unit of Measurement	Unit Value	Stockbridge Expenditures	Expenditure / Unit
Governing Body	Pct. of Direct Svc.	6.20%	\$203,493	Not applicap.
Executive	Pct. of Direct Svc.	10.30%	\$335,957	Not applicap.
Financial Administration	Per Capita	27,619	\$2,138,570	\$77.43
Government Buildings	Pct. of Direct Svc.	7.80%	\$255,854	Not applicap.
Municipal Court ¹	Court Days	48	\$767,735	\$11,679
Police Administration ¹	Per Capita	27,619	\$567,395	\$20.54
Public Works	Lane Miles	165.67	\$1,558,829	\$9,409
Street Lights	Center Lane Miles	72.78	\$358,028	\$3,615
Parks	Park Acres	38.3	\$134,391	\$3,509

1. Municipal Court and Police expenditures exclude those related to fine "add ons" that are completely passed through to Henry County.

Stockbridge 2014 end-of-year fiscal activity report; 2014 U.S. Census Bureau; City of Stockbridge Municipal Court Clerk, GA Department of Transportation, City of Stockbridge website and Public Works Department

Governing and Support Services

Because of their support functions, we assume growth in the Governing, Executive, and Government Buildings Departments is relatively proportional to budgetary increases of direct service agencies. In other words, as direct service departments, like public works and police, expand in size to serve a larger community, so too would support functions. The city council would have required a larger budget if the study areas had been a part of the city in 2014 since members would have responded to more constituents from annexation. We consider Municipal Court, Police Administration, Public Works (and street lights), Parks, and City Events as direct services.

The Financial Service Department is an exception because not only does this department include staff that account for the city's finances and human resources, it also includes expenditures for code enforcement and many citywide costs that are for direct services departments. Therefore, we use population as the unit of measurement for Financial Administration.

Municipal Court

Similarly to our calculation of revenues, expenditures are based on the number of court days per year, 48. The Clerk of Court estimated that two additional days of court per month would be needed to serve all the annexation areas. Once the total estimated court expenditure was determined, we divided that cost among the annexation areas based on lane miles. For a more in depth description about this methodology, please see the Revenue Chapter, *Revenues Attributable to Service Departments* section.

Police

Stockbridge contracts with Henry County for police services with the cost being negotiated on a flat rate. The city and county are currently negotiating a new agreement. However, it is reasonable to expect that if the city's population and land area had increased due to annexation in 2014, the county would have required a larger payment for services. Therefore, we estimate this increase using population as it is a traditional expenditure measure for police services.

Public Works Administration, Streets, and Street Lights

The Institute of Government's Information Technology Outreach Services Division (ITOS) measured 153.67 lane miles and 72.78 center lane miles of county and state roads in the annexation areas. Road mileage for Stockbridge comes from the Georgia Department of Transportation (GDOT). Based on GDOT data, the city has 165.67 lane miles and 99.05 center lane miles. We separate out street light expenditures from public works and apply a center lane mile cost basis because the number of lights is not based on road width.

Parks

Park acreage is a common unit of measure for park maintenance and so we use it here.

Summary Unit Expenditures

Table 4.7 applies the per unit expenditures from Stockbridge to the Study Areas. We see that total estimated expenditures for all five areas equals \$3,850,224.

Table 4.7

Estimated 2014 Per Unit Expenditures for Study Areas

Department	SA1 Units	SA1 Expend.	SA2 Units	SA2 Expend	SA3 Units	SA3 Expend.	SA4 Units	SA4 Expend.	SA5 Units	SA5 Expend.
Governing Body	6.20%	\$30,178	6.20%	\$11,718	6.20%	(\$6,919)	6.20%	\$34,240	6.20%	\$73,185
Executive	10.30%	\$50,135	10.30%	\$19,467	10.30%	(\$11,495)	10.30%	\$56,883	10.30%	\$121,582
Financial										
Administration	3,142	\$243,285	133	\$10,298	-610	(\$47,232)	2,681	\$207,590	7,508	\$581,344
Government										
Buildings	7.80%	\$37,966	7.80%	\$14,742	7.80%	(\$8,705)	7.80%	\$43,077	7.80%	\$92,072
Municipal Court ¹	18.9%x24	\$52,969	9.7%x24	\$27,106	-5.0%x24	(\$14,045)	24.8%x24	\$69,623	51.6%x24	\$144,644
Police										
Administration	3,142	\$64,537	133	\$2,732	-610	(\$12,529)	2,681	\$55,068	7,508	\$154,214
Public Works	29.04	\$273,237	14.86	\$139,818	-7.70	(\$72,449)	38.17	\$359,142	79.30	\$746,134
Street Lights	14.52	\$52,490	5.35	\$19,340	-3.48	(\$12,580)	18.93	\$68,432	37.46	\$135,418
Parks	12.4	\$43,512	0	\$0	0	\$0	0	\$0	0	\$0
Total		\$848,309		\$245,221		(\$111,603)		\$894,055		\$2,048,593

1. Municipal Court's Unit of expenditure represents the proportion of a study area's lane miles to all lane miles being annexed. This unit of measure is multiplied by the 24 additional court days that would have been needed had all five study areas been a part of Stockbridge in 2014.
 Stockbridge 2014 end-of-year fiscal activity report, 2014 U.S. Census Bureau, City of Stockbridge Municipal Court Clerk, CVIOG-ITOS, Henry County Parks and Recreation Department website.

There are inherent problems with applying a cost per unit methodology to determine expenditures. The underlying assumptions of this methodology are that 1) the city and the study areas are alike and that 2) the city has sufficient excess equipment, land, and facility capacity such that capital costs would not be needed. These assumptions are not fully accurate in this case. In Stockbridge, the 2014 digest shows that 44.9 percent of the gross total digest is commercial; 3.3 percent is industrial, and 50.4 percent is residential.²⁵ Comparatively, in the study areas, only 17.8 percent of property is commercial, 12.9 percent is industrial property; and 69.3 percent is residential. Clearly, the differences between these two areas make it more challenging to draw comparisons based on land use. To the extent that property classes and demographics differ between Stockbridge and the study areas, Stockbridge's existing per unit costs may be either too little or too high for the study areas.

The City of Stockbridge should have sufficient excess capacity in regards to building space to meet the service demands of annexation. However, that is unlikely when it comes to equipment. Therefore, the city will need to increase some of its capital outlays as part of the annexation. Because the city has sufficient capital (e.g., major equipment, buildings) for current services, we see little of this kind of expenditure in the city's operating budget, resulting in capital expenditures not being included in the per unit study area estimates.

Method 3: Case Study

The case study methodology requires interviews with the city's staff which are combined with other cost projections to create an overall estimate of fiscal impact. We interviewed Stockbridge department heads to discuss the types of costs their programs would incur if they were to provide the same levels of service in the annexation areas as they currently do for Stockbridge residents and businesses. These interviews were followed up with additional questions and written correspondence. From these interviews, we were able to determine the increases, if any, that would be needed to serve the study areas if they were a part of the city in FY 2014. This information was combined with data obtained from the city's 2014 end-of-year fiscal operating report, and the Henry County Tax Digest to determine the expenditures that would be needed if the city annexed the study areas. We generally follow the philosophy that those within an organization and managing programs are in the best position to estimate future demand. Furthermore, our goal is to create realistic cost estimates for providing services in the study areas and therefore, we rely on Stockbridge's current or recently incurred expenses.

²⁵ Excluding motor vehicle, motor homes, and exempt property

Because there are several annexation areas within this fiscal analysis, the case study methodology estimates costs as if they were one. We believe it would be misleading to look at each zone independently because departments may have sufficient capacity to serve nearly or entirely one study area when viewed singularly with its current resources. However, when all the study areas are combined the department could not. Furthermore, it would be too difficult to estimate the exact “tipping point” for when current capacity had been exceeded by combining study areas. For example, would an additional staff person be required if the city only annexed Study Areas 1 and 2 but what about annexing only 2 and 5?

We have broken out the cost estimates according to type or object: personnel, operating, and equipment/capital. Estimated salary information comes from the Georgia Department of Community Affairs (DCA) 2014 Municipal Wage and Salary Survey. From the survey we used salaries from Group B, which includes the City of Stockbridge. Personnel benefits for proposed positions are calculated as a percentage of salaries for each department. For operating expenditures, we include only those that would increase due to population or land increases (i.e., variable ones). An item’s variability was determined through interviews with department directors. For those costs that are variable, we increased them using a metric that was most appropriate for it. For example, within the parks budget, a cost increase may be based on the number of parks or on acres of park land to be managed. We believe this individualization of cost metrics provides a more realistic estimate. For a list of expenditures that are treated as fixed for each department, please see Appendix B.

Based on conversations with the City Manager and department directors, it appears that even though the scope of the annexation is large, the city would not have to significantly change how it operates. In other words, the city would not be compelled to hire contractors because of the annexation or reorganize the structure of its departments. Of course, additional staff and equipment will be needed. This equipment is estimated to be paid over multiple years and all of it includes an inflation factor of 4 percent.²⁶ However, because the city recently built a new city hall and has plans to build a facility to house Public Works staff and equipment, the annexation would not require a major capital facilities investment.

Governing Body

If the proposed annexation occurs, the ratio of elected representatives to citizens will change from 5,524 citizens per council member to 8,095 persons per council member. Although not legally required in annexation, if we assume that Stockbridge citizens want to maintain approximately the ratio of representation, the council would need two additional

²⁶ A 4 percent rate is higher than the average inflation rate over the last several years. However, we chose this higher rate in order to be more conservative.

council members (See Table 4.8). The seven-member council would have a new resident-council member ratio of 5,782. Costs for the additional council persons are calculated on a cost per council member basis. We include the mayor in this calculation as the expenditures for this office are within this budget department. Each council member would require a laptop computer at a cost of \$1,200 each with a four-year lifespan. Since computers need to be regularly replaced, we consider this information technology expenditure to be on-going.

Finally, we want to acknowledge that municipal elections costs would likely increase due to serving a larger number of voters. Because 2014 is not an election year for the city, no costs are within its budget. However the 2015 budget includes \$15,500 for elections. The Henry County Board of Elections and Registration negotiates the cost of elections with the city using a base amount plus additional costs due to extended voting hours and days.²⁷

Table 4.8	
Estimated 2014 Expenditures – Governing Body	
Total Council salary ¹	\$42,000
Number of council persons	5
<i>Salary per council person</i>	<i>\$8,400</i>
Council Benefits	\$43,424
<i>Benefits per Council Member²</i>	<i>\$10,060</i>
<u>Personnel Costs per council member</u>	<u>\$18,460</u>
Total Variable Operating Costs	\$78,577
Number of council persons + Mayor	6
<u>Operating Costs per Council Member</u>	<u>\$13,097</u>
Number of New Council Members	2
Estimated 2014 Governing Body Personnel and Operating Cost for Study Areas	\$63,114
Annual Cost for 2 Laptop Computers ³	\$662
Total Cost for 2 Council Members	\$63,776

1. Council salaries are accounted for separately from the mayor so this cost is divided by 5 rather than 6.

2. These benefits were determined based on the number of elected officials who used a particular benefit. We assume the new council members would take advantage of every benefit.

3. Assumes a 4-year lifespan and a 4% inflation factor (\$331 each). Four years is chosen because of term length of the council members.

As the population of a jurisdiction increases, it inevitably reaches a “tipping point” in terms of the nature and kind of community it is. When a government becomes larger, its elected

²⁷ Based on email correspondence with Tina Lunsford, Director of Election and Registration Office.

officials will inevitably need assistance in working with constituents. For example, under the proposed annexation, the Mayor of Stockbridge would represent nearly 40,800 residents rather than less than 28,000 currently, making it more time consuming to personally address the needs and concerns of constituents. Although not included as a cost in the study, Stockbridge may want to consider whether administrative help for the council would be needed with the increase in population due to the annexation.

Executive Department

The Executive Department includes the salaries and benefits for senior management including the City Manager, City Clerk, and City Treasurer. In addition, we calculated some operating expense to support these positions based on a per employee basis (i.e., variable operating costs are divided by three). We believe the City Manager's responsibilities will grow with the proposed annexation to a point that he will need an Assistant Manager. In other words, the City Manager would not be able to maintain the current level of service he provides without additional assistance. The City Manager also believes that with a city of nearly 40,500 people, the government would need a public information officer to respond to media and citizen inquiries as well as proactively promote the city's messages and events.

In addition to personnel and operating costs, both positions will need a computer and an office suite (desk, chair, and file cabinet). City Hall has sufficient space to house these new positions. The computers are estimated to cost \$2,000 each and have a five-year life span. Since computers should be regularly replaced, we consider this information technology expense to be on-going. Each office suite is assumed to cost \$1,600 and is paid for over three years.²⁸

²⁸ Based on State of Georgia purchasing contract.

Table 4.9		
Estimated 2014 Executive Department Expenditures for Study Areas		
	Assistant City Manager	Public Information Officer
Annual Salary ¹	\$111,890	\$51,236
Benefits at 33.0% of Salary ²	\$36,924	\$16,908
<i>Total Personnel Costs</i>	<i>\$148,814</i>	<i>\$68,144</i>
City's Variable Oper. Costs	\$22,445	\$22,445
Current Positions	3	3
<i>Operating Cost per Position</i>	<i>\$7,481</i>	<i>\$7,481</i>
Computer ³	\$449	\$449
Office Furniture ³	\$430	\$430
<i>On-Going and Start-Up Capital</i>	<i>\$879</i>	<i>\$879</i>
Total Executive Positions	\$157,174	\$76,504
Total Cost - Executive		\$233,678

1. Georgia DCA 2014 Municipal Wage and Salary Survey, Group B. Salary equals the average of the "Average" and "Highest" Minimum Entry-Level Wage. There was no specific position titled "Public Information Officer" in the survey so the Marketing Specialist salary is used instead.

2. Total current salaries equaled \$235,218 and total personnel benefits equaled \$77,583 in 2014 for a benefits to salaries ratio of 33.0%

3. Includes a 4% inflation factor

Stockbridge 2014 end-of-year fiscal report

Financial Administration

The Financial Administration Department's budget includes operating costs for finance staff, human resources, code enforcement, and some general citywide administration. We estimate that many of these costs will increase with the proposed annexation. Furthermore, how they will increase varies by one of two cost drivers: hiring new employees (per employee) or increase in commercial activity (commercial AV). However, specific expenditures within this department are dedicated to differing numbers of employees. Some line-items are only for the seven finance staff while others are for employees located in city hall (20 employees), all general fund employees (40 staff) or citywide employee²⁹ (70 staff). Table 4.10 shows the unit of measurement and the value from which the 2014 operating expenditures will be divisible. For example, the Financial Administration Department spent \$3,558 for education and training with the cost being predominately driven by the number of finance employees. So, \$3,558 is divided by number of finance employees within this departmental budget: 7.

²⁹ Employees funded from general fund and all enterprise funds

Table 4.10 Unit of Measures for Department of Financial Administration Operating Expenditures	
Unit of Measurement	Stockbridge Value
Per Finance Employee	7 employees
Per City Hall Employee	20 employees
Per General Fund Employee	40 employees
Per Citywide Employee	70 employees
Commercial Property (AV)	\$303,619,975

Interview with Linda Nabors, City Treasurer and GA DOR 2014 Tax Digest

Within this department, the City Treasurer believes she will require three additional staff: an accountant, account clerk, and an account technician to assist with the greater work load from the annexation. In addition, the Administration and Community Services Director believes that he will need a planner position to prepare zoning requests for review by the city council and special projects. Currently, Mr. Hall performs these tasks and with the large geographic expansion proposed with the annexation, he would be unable to effectively continue with his other duties and the additional planning work. Mr. Hall does not believe the city would need additional code enforcement staff. The new planning and finance staff combined equals four.

Table 4.11 lists the line-item operating expenditures that would likely increase with the proposed annexation, the unit measure used to calculate the increase, and the estimated expenditure for all five study areas. For those expenditures that are used for all general fund employees or citywide, the increase will be based on all the estimated new positions across all departments (17 positions).³⁰ Those expenditures spent on city hall employees will be multiplied by 6, which equals the estimated new employees needed for the Executive and Financial Administration Departments. Finally, the costs dedicated to only the Financial Administration staff will increase by four. Personnel and equipment costs are shown separately.

³⁰ No enterprise funds are estimated to need positions. General Fund positions by department are: Executive – 2, Financial Administration – 4, Municipal Court – 1 (part-time), Public Works – 9 (6 standard public works and 3 for chipping and metal pickup), Parks – 1.

Table 4.11 Estimated 2014 Department of Financial Administration Operating Expenditures in Study Areas				
Item¹	Unit of Measurement	Stockbridge Expenditure	Unit Cost	All SAs Cost
Employee Assist. Program	40 employees	\$1,256	\$31.40	\$534
IT Total Tech	40 employees	\$26,958	\$673.95	\$11,457
Payroll Fees	70 employees	\$45,190	\$645.57	\$10,975
Maintenance Agreements	20 employees	\$60,264	\$3,013.20	\$18,079
Telecommunications	20 employees	\$24,105	\$1,205.25	\$7,232
Travel	7 employees	\$2,156	\$308.00	\$1,232
Education & Training	7 employees	\$3,558	\$508.29	\$2,033
Credit Card Expense	Commercial AV ²	\$13,096	\$0.43	\$6,346
Drug Testing/Vaccine	40 employees	\$3,470	\$86.75	\$1,475
HR Expenses	70 employees	\$3,141	\$44.87	\$763
Health & Wellness	70 employees	\$13,887	\$198.39	\$3,373
Postage	Commercial AV ²	\$8,030	\$0.26	\$3,837
Computer Expense	7 employees	\$25,573	\$3,653.29	\$14,613
Office Supplies	40 employees	\$16,626	\$415.65	\$7,066
Uniforms	7 employees	\$364	\$52.00	\$208
Subtotal Operating			\$89,223	

1. Expenditures not anticipated to change due to annexation are listed in Appendix B.

2. Per \$10,000 of assessed commercial property

City of Stockbridge 2014 end-of-year fiscal report, phone interview with Stockbridge City Treasurer

In addition to personnel and operating costs, all four positions will need a computer and the finance staff will need one scanner. Each computer is estimated to cost \$2,000 while the scanner is budgeted at \$800 with all of the equipment having a five-year life span. Since the computers and scanners should be regularly replaced, we consider this information technology expenditure to be on-going. Both the City Treasurer and the Administration and Community Services Director believe there is sufficient office space and existing office equipment for these positions. The city already has a plotter and printer so no specialized planning equipment would be needed.

Table 4.12				
Estimated 2014 Executive Department Expenditures for Study Areas				
	Planner	Accountant	Account Clerk	Account Tech.
Annual Salary ¹	\$48,562	\$40,742	\$35,763	\$33,937
Benefits at 35.3% of Salary ²	\$17,142	\$14,382	\$12,624	\$11,980
<i>Total Personnel Costs</i>	<i>\$65,704</i>	<i>\$55,124</i>	<i>\$48,387</i>	<i>\$45,917</i>
Computer ³	\$449	\$449	\$449	\$449
Scanner ³				\$180
<i>On-Going Capital</i>	<i>\$449</i>	<i>\$449</i>	<i>\$449</i>	<i>\$629</i>
Financial Admin. Positions	\$66,153	\$55,573	\$48,836	\$46,546
All Operating - Financial Administration				\$89,223
Total Cost - Financial Administration				\$306,331

1. Georgia DCA 2014 Municipal Wage and Salary Survey, Group B. Salary equals the average of the "Average" and "Highest" Minimum Entry-Level Wage.

2. Total current salaries plus overtime equaled \$545,800 and total personnel benefits equaled \$192,858 in 2014 resulting in a benefits to salaries ratio of 35.3%

3. Includes a 4% inflation factor

Stockbridge 2014 end-of-year fiscal report

Government Buildings and Property

Because there will be no facility expansion due to annexation, no additional costs for Government Buildings and Property are expected due to the proposed annexation

Municipal Court

The City of Stockbridge holds municipal court four days a month for violations of the city's municipal ordinances (2 days for arraignments, 1 day for probation, and 1 day for bench trials). The Court Clerk believes that two additional court days per month will be necessary if the proposed annexation occurs. To manage this additional work load, Ms. Gunnoe believes she will need a part-time secretary. This person would work 1.5 days for each additional court day or three days per month. This personnel addition is not proportional to the other cost estimates which are based on "per day of court" basis. When determining the court's variable operating expenditures, we excluded those that are passed through to the county from the "add-on" court fines which totaled \$207,128 for FY 2014. We did however, keep in bond refunds as a variable operating expenditure.

Tables 4.13 and 4.14 list the salary and operating expenditures for holding two additional days of municipal court per month (24 annually). Since the new position is part-time, only

Medicare benefits are included.³¹ This position would require a computer which is estimated at \$2,000 with a five-year life span; however, no office equipment would be needed.

Table 4.13	
Estimated 2014 Personnel Costs – Municipal Court	
Secretary Salary – Annual Cost ¹	\$31,923
Hourly Wage ²	\$16.80
Medicare Hourly	\$0.24
<i>Subtotal Hourly Position Cost</i>	<i>\$17.04</i>
Hours per Court Day	12
Position Personnel Cost per Court Day	\$204.48

1. Georgia DCA 2014 Municipal Wage and Salary Survey, Group B. Salary equals the average of the “Average” and “Highest” Minimum Entry-Level Wage.

2. Based on a 1,900 hour work year. This equals 47.5 weeks at 40 hours per week. The reduced time adjusts for vacation, sick leave, and holidays.

Table 4.14			
Estimated 2014 Expenditures in Study Areas - Municipal Court			
Item	Stockbridge Expenditure	Expenditure Per Court Day	Expenditure for Study Areas
Judge Salary + Medicare		\$814.06	\$19,537
Solicitor Salary + Medicare		\$610.28	\$14,647
Part-Time Secretary (Table 4.14)		\$204.48	\$4,908
<i>Subtotal Personnel</i>			<i>\$39,092</i>
Legal Indigent	\$39,778	\$828.71	\$19,889
Interpreter	\$263	\$5.48	\$132
ZSI Probation	\$9,501	\$197.94	\$4,751
Police Officer – Extra Duty	\$45,480	\$947.50	\$22,740
Bond Refund	\$67,700	\$1,410.42	\$33,850
Witness Fees	\$150	\$3.13	\$75
Restitution	\$823	\$17.15	\$412
General Office Expenditures	\$60,045	\$1,250.94	\$30,023
<i>Subtotal Operating</i>			<i>\$111,872</i>
Computer ¹			\$449
<i>On-Going Capital</i>			<i>\$449</i>
Total Municipal Court Expenditures			\$151,413

1. Includes a 4% inflation factor
Stockbridge 2014 end-of-year fiscal report

³¹ Stockbridge does not participate in Social Security.

Police Administration

An annexation that increases a city's population by over 46 percent will undoubtedly increase public safety service demands. Currently, Henry County provides police services to the City of Stockbridge through a contract. In FY 2014, the city paid \$567,395 to the county for police services. This amount excludes payments to the county related to fine "add ons" as these revenues were also removed from fines and forfeiture revenue estimates. We assume that if the annexation areas had been a part of the city in 2014, Stockbridge would have paid Henry County proportionally more for police services. We use a traditional unit basis for police - population - to estimate expenditures for the study areas.

Table 4.15				
2014 Estimated Expenditures in Study Areas – Police Administration				
Stockbridge Expenditure	Pop	Unit Cost	SAs Total Pop	SA Total Expenditure
\$567,395	27,619	\$20.54	12,854	\$264,022 ¹

1. Rounded by \$1 to match estimated police expenditures in Method 2
Stockbridge 2014 end-of-year fiscal report, US Census Bureau

Public Works

The Stockbridge Public Works Department provides a myriad of programs for its residents and businesses including streets, rights-of-way and sidewalk maintenance; stormwater drainage system maintenance; solid waste, leaf and limb, and metal pickup and disposal; and park maintenance. The Director of Public Works oversees water and sewer services as well.

Street and Rights-of-Way Maintenance

With annexation, the lane mileage for the City will increase by 153.67 lane miles (72.78 center lane miles) which equates to a 92.8 percent increase from the city's current 165.67 lane miles. To provide the same levels of service in the annexation areas as the city residents and businesses currently receive, the Public Works Department will need additional employees for streets and right of way maintenance. The Public Works Director believes he will need two permanent employees and three temporary employees for rights-of-way maintenance and one additional four-man crew for street maintenance. Costs for the temporary employees are included within the operating portion of this estimate.

Table 4.16				
Estimated 2014 Street Maintenance and Rights-of-Way Personnel for Study Areas				
	Street Maintenance		Rights of Way Maint.	
	Road Crew Supervisor	Laborer¹ (3 positions)	Crew Leader	Light Equip. Operator
Annual Salary ²	\$48,058	\$75,552	\$31,483	\$27,416
Benefits at 45.7% of Salary ³	\$21,963	\$34,527	\$14,388	\$12,529
Street Maintenance and Rights-of-Way Positions	\$70,021	\$110,079	\$45,871	\$39,945

1. The annual salary of one laborer is estimated to equal \$25,184

2. Georgia DCA 2014 Municipal Wage and Salary Survey, Group B. Salary equals the average of the "Average" and "Highest" Minimum Entry-Level Wage. Titles reflect those used from the Salary Survey.

3. Total current salaries plus overtime equaled \$752,768 and total personnel benefits equaled \$344,238 in 2014 resulting in a benefits to salaries ratio of 45.7%.

Concomitantly, operating costs will increase with annexation, but the driver of specific operating items will vary by either hiring new permanent employees (per employee), temporary employees (per temporary employee), or servicing more roads (lane miles). Table 4.17 shows the unit of measurement and the value from which the 2014 operating expenditures will be divisible. For example, the Public Works Department spent \$11,436 for auto and truck repair and the cost of which is predominately driven by the number of road miles. So, \$11,436 is divided by the city's lane miles: 165.67.

Table 4.17		
Unit of Measures for Department of Public Works		
Operating Expenditures		
Unit of Measurement	Stockbridge Value	SA's Value
Per Public Works Employee	40 employees	6
Per Temporary Employee	12 employees	3
Per City Lane Miles	165.67	153.67

We went through each line-item with the Public Works Director and determined which expenditures would be best measured by number of permanent employees (e.g., telecommunications, drug testing/vaccines), temporary employees (i.e., professional services), and lane miles (e.g., gasoline, engineering fees, supplies and materials). The total estimated operating costs came to \$270,276.

In addition to personnel and operating supplies, Public Works will need capital equipment to service the annexation areas. This equipment represents only large purchases, as tools and smaller pieces of equipment are included within operating costs. For all the capital equipment, we have annualized the cost according to estimated useful life with a four

percent inflation factor. Because these items will need continual replacement, we consider them on-going costs. Additional space for the new staff should not be needed as the city is planning to build a new public works building.

Table 4.18 Estimated 2014 Equipment Expenditures - Street Maintenance and Rights-of Way for Study Areas				
Equipment	Service	Total Cost	Useful Life	Annual Cost
Truck	Street Maint.	\$100,000	8 years	\$14,853
Bobcat	Street Maint.	\$65,000	8 years	\$9,654
2 Vehicles ¹	Rts.-of-Way	\$60,000	5 years	\$13,478
2 Trailers ¹	Rts.-of-Way	\$20,000	12 years	\$2,131
4 Mowers ¹	Rts.-of-Way	\$48,000	6 years	\$9,157
Total Equipment Cost				\$49,273

1. Vehicles estimated at \$30,000 each, trailers at \$10,000 each, and mowers at \$12,000 each
Interview with the Public Works Director and the General Maintenance Supervisor.

Street Lights

In 2014, Stockbridge spent \$358,028 on street lights. Since this service's cost is not determinant on the width of a road, we consider a center-lane mile basis rather than lane mileage as more appropriate for our calculation. To have provided street lights in the annexation areas in 2014, we estimate that the city would have spent **\$263,072**.

Table 4.19 2014 Estimated Expenditures in Study Areas - Police Administration				
Stockbridge Expenditure	Center Lane Miles	Unit Cost	SAs Center Lane Miles	SA Total Expenditure
\$358,028	99.05	\$3,614.62	72.78	\$263,072

General Fund Sanitation Services

Stockbridge is in the process of contracting out for sanitation services. Staff anticipate that the contract will exclude leaf and limb (chipping) and metal pick-up services; however, the city would continue to provide these services for residents. Therefore, the additional sanitation services would be paid using general fund revenues rather than solid waste charges. To acknowledge the change to contracting for sanitation, we include additional costs to provide leaf and limb and metal pick-up services here. The Public Works Director estimates his department will need two full-time positions for leaf and limb and one additional person for metal pick up for a total of three new positions. No funding for temporary employees is included. To determine the proportion of benefits to salaries, we use data from the Solid Waste Collection Fund as these types of positions are currently funded there.

Table 4.20		
Estimated 2014 Leaf & Limb and Metal Personnel for Study Areas		
	Leaf & Limb Pick Up	Metal Pick Up
	Refuse Collector (2 positions)¹	Refuse Truck Driver
Annual Salary ²	\$43,198	\$25,825
Benefits at 51.1% of Salary ³	\$22,074	\$13,197
Sanitation Positions	\$65,272	\$39,022

1. The annual salary of one refuse/recycling collector is estimated to equal \$21,599

2. Georgia DCA 2014 Municipal Wage and Salary Survey, Group B. Salary equals the average of the "Average" and "Highest" Minimum Entry-Level Wage. Titles reflect those used from the Salary Survey.

3. Total current salaries plus overtime equaled \$198,254 and total personnel benefits equaled \$101,315 in 2014 resulting in a benefits to salaries ratio of 51.1%.

To estimate operating expenditures, we also used data from the Solid Waste Collection Fund. Since these costs include those attributable to providing trash collection and disposal, applying 100 percent of operating expenditures would likely overstate the amount needed for just leaf and limb and metal pick-up. Therefore, we only apply 15 percent of the total spent in 2014 for operating. We then followed a methodology similar to the other departments by first deciding the appropriate unit of measurement for each type of expenditure and applying it to the annexation areas. The unit measures were either based on service area covered (center lane miles),³² service level (households), or number of employees (employees).

Table 4.21		
Unit of Measures for Department of Public Works - Sanitation Operating Expenditures		
Unit of Measurement	Stockbridge Value	SA's Value
Per City Center Lane Miles	99.05	72.78
Per Household	9,725	4,526
Per Sanitation Employee	7	3

The estimated operating costs equal \$24,400 for leaf and limb pick-up and \$24,325 for metal pick up with a total of **\$48,725**. The slightly higher costs for leaf and limb pick-up are attributable to the additional employee.

³² Center lane miles are used here rather than total lane mileage because trash service is not dependent on width of a road but simply how much refuse collection vehicles drive (i.e., miles driven).

Equipment would be needed to provide leaf and limb services in the annexation areas but not for metal pick up as the city already has a truck that can be utilized. However, the additional wear and tear on that vehicle up will result in it having a shorter useful life. Equipment is considered on-going as it will need to be continually replaced. The estimate is calculated with four percent interest.

Table 4.22 Estimated 2014 Equipment Expenditures - Sanitation - for Study Areas			
Equipment	Total Cost	Useful Life	Annual Cost
2 - Truck with Chipper ¹	\$300,000	17 years	\$24,660

1. Truck with Chipper estimated at \$150,000 each

Interview with the Public Works Director and the General Maintenance Supervisor

Other Public Works Costs

It should be noted that by relying on FY 2014 expenditures, this cost estimate does not include anticipated but not yet funded road projects such as new signage required by the Georgia Department of Transportation and future sidewalk improvements for compliance with the Americans with Disabilities Act. With the annexation and increase in the number of lane miles, the city should expect a greater financial commitments in these areas.

Furthermore, the city will need to maintain some traffic lights with the annexation. Currently it does not. Stockbridge would likely contract with Henry County for this service as having the city develop internal capacity would be relatively costly. At the time of writing, the amount of money the county might charge the city for traffic light maintenance was not available. Since there are only a handful of traffic lights in the annexation areas, we anticipate that this cost would be relatively modest.

Finally, please note that we excluded stormwater expenditures from this study because they are within an enterprise fund, which according to best governmental accounting practices, should be self-funded. To adhere to this accounting standard, the storm water fund should reimburse the general fund fully for any stormwater expenses incurred. For example, if public works employees spend time on stormwater projects, the stormwater fund would reimburse the general fund for the workers' time.

Table 4.23 summarizes all the estimated expenditures for the Department of Public Works.

Table 4.23 Estimated 2014 Total Public Works Expenditures in Study Areas	
	All SAs
Street Maintenance Positions	\$180,100
Rights-of-Way Positions	\$85,816
Leaf & Limb Pick-up Positions	\$65,272
Metal Pick Up Positions	\$39,022
<i>Subtotal Personnel</i>	<i>\$370,210</i>
Public Works Operating	\$270,276
Street Lights	\$263,072
Sanitation Operating	\$48,725
<i>Subtotal Operating</i>	<i>\$582,073</i>
Street Maintenance Equipment	\$24,507
Rights-of-Way Equipment	\$24,766
Leaf & Limb Pick-Up Equipment	\$24,660
<i>Subtotal On-Going Equipment</i>	<i>\$73,933</i>
Total Estimated Public Works	\$1,026,216

Parks and Recreation

We are assuming that all cost increases related to the proposed annexation for the Parks Department come from the City's acquisition of Mickie D. Cochran Park, located on Banks Road in Study Area 1.³³ The Henry County Parks and Recreation Department website describes Mickie D. Cochran Park as having 12.4 acres with one football field, an outside basketball court, two lighted tennis courts, 0.3 miles of paved walking/jogging trails, two playgrounds, two picnic pavilions, and a concession stand. With the addition of Mickie D. Cochran Park, Stockbridge's park land would increase by nearly one-third from its current 38.3 acres.

To maintain the park, the Public Works Director estimates he will need one additional groundskeeper. Since Public Works employees maintain the parks, we use the same benefit to salary ratio for this employee, 45.7 percent

³³ We also assumed that new recreation revenues came from Blackburn as well rather than increased participation from Stockbridge's existing recreation programs.

Table 4.24	
Estimated Personnel Needs Mickie D. Cochran Park	
Personnel	Cost
Salary: Groundskeeper ¹	\$25,307
Benefits at 45.7% of Salary ²	\$11,565
Total Estimated Personnel Costs	\$36,872

1. Georgia DCA 2014 Municipal Wage and Salary Survey, Group B. Salary equals the average of the "Average" and "Highest" Minimum Entry-Level Wage. Titles reflect those used from the Salary Survey.

2. Total current salaries plus overtime equaled \$752,768 and total personnel benefits equaled \$344,238 in 2014 resulting in a benefits to salaries ratio of 45.7%.

To determine the operating expenditures for the Parks Department, we used two different units of measurement depending upon which appeared to be the most accurate cost driver: park acreage or number of parks, as some expenditures are the same irrespective of a park's size. Like revenues, we attribute all additional operating costs to the acquisition of Mickie D. Cochran Park to Study Area 1.

Table 4.25		
Unit of Measures for Department of Parks Operating Expenditures		
Unit of Measurement	Stockbridge Value	SA's Value
Per Park Acreage	38.3	12.4
Per Number of Parks	4	1

The estimated cost to have serviced the park in 2014 is **\$36,976**.

Rather than requiring large pieces of equipment, maintaining Mickie D. Cochran Park will require capital investments, more specifically for the two playgrounds³⁴ and two tennis courts. We include a four percent inflation factor and consider these costs to be on-going. These cost estimates come from a conversation with the Public Works Director and the General Maintenance Supervisor.

³⁴ In 2015 the Carl Vinson Institute of Government completed a report, *A Study of Fiscal Feasibility for a Proposed City of South DeKalb* that estimated the cost of a new playground at \$125,000 with a 12-year lifespan. Therefore, we consider the costs proposed by Stockbridge to very conservative.

Table 4.26 Estimated 2014 On-Going Capital - Parks for Study Area 1			
Equipment	Total Cost	Useful Life	Annual Cost
2 - Playgrounds ¹	\$150,000	12 Years	\$15,983
2- Tennis Courts ²	\$10,000	5 Years	\$2,246
Estimated On-Going Capital			\$18,229

1. Each playground is estimated to cost \$75,000 to replace.

2. Each tennis court is estimated to cost \$5,000 each to resurface.

As stated earlier in this chapter, we anticipate the City of Stockbridge would want to acquire Mickie D. Cochran Park, located in Study Area 1 as an asset for its residents. However, Georgia annexation laws provide that "ownership and control of county owned public properties and facilities are not diminished or otherwise affected by annexation of the area in which the county owned public property or facility is located."³⁵ Because we do not know whether Henry County will choose to maintain or sell the park property, we estimate the capital cost for Stockbridge acquiring the park using multiple scenarios.

1. Henry County deeds the properties without charge to Stockbridge (based on the

³⁵ O.C.G.A. §36-36-7. Effect of annexation upon county owned property or facilities; notice; acquisition of property or facilities by municipality.

(a) Upon receiving notice of a proposed annexation pursuant to Code Section 36-36-6, the county governing authority shall notify the governing authority of the municipality within five business days of receipt of such notice if any county owned public facilities are located in the area proposed to be annexed.

(b) Except as otherwise provided in this Code section, ownership and control of county owned public properties and facilities are not diminished or otherwise affected by annexation of the area in which the county owned public property or facility is located.

(c) Whenever a municipality annexes land on both sides of a county road right of way, the annexing municipality shall assume the ownership, control, care, and maintenance of such right of way unless the municipality and the county agree otherwise by joint resolution.

(d) Whenever county owned property or a county owned facility within an area annexed by a municipality is no longer usable for service to the unincorporated area of the county as a result of the annexation, the annexing municipality shall be required to acquire said property from the county governing authority under the following conditions:

(1) The annexation must be final;

(2) The county property or facility must be funded by revenues derived from the unincorporated areas of the county and must be used to provide services solely to the unincorporated areas of the county;

(3) The county adopts a resolution declaring that the property or facility is no longer usable for service to the unincorporated area of the county as a result of the annexation; and

(4) Unless otherwise provided by mutual agreement, the county shall be compensated in an amount equal to the fair market value of the property or facility which is no longer usable for service to the unincorporated area. If the county and municipality fail to agree as to the fair market value of the property or facility within 180 days following adoption of the resolution required by paragraph (3) of this subsection, the question of fair market value shall be submitted to a special master appointed by the superior court of the county in which the property or facility is located for determination of value. (Code 1981, § 36-36-7, enacted by Ga. L. 1992, p. 2592, § 3.)

theory that the residents in these areas helped pay for the park through their county taxes).

2. Henry County agrees to deed the properties to Stockbridge for the appraised market value of the properties (based on the theory that the county owns the properties and can use their sale to recoup losses due to the annexation).
3. Henry County deeds the properties to Stockbridge in return for receiving a conservation value for the properties (based on the theory that the county owns the properties and should recoup some costs, but that the county has an interest in keeping the land for park and recreation use). Typically, conservation values are determined by factors such as soil type and other environmentally-specific features of the land. In this case, the land would not be used for agricultural purposes; rather, it would remain solely for recreational or leisure use.³⁶
4. Henry County maintains ownership of the property and continues to operate the park as a county park.

In order to develop cost estimates on the various options for the proposed cities, we examined properties in Henry County's tax assessor's database. From these data, we developed value estimates for the park land located in Study Area 1. First, the Henry County 2014 Tax Digest lists the appraised values of the park as follows:³⁷

Land:	\$114,200
Improvements:	<u>\$39,800</u>
Total Appraised:	\$154,000

It should be recognized that actual purchase costs for this capital asset may be higher or lower than its appraised value. As a test, we examined the appraised land value of two neighboring residential lots also located on Banks Road. These two lots had land valued at \$9,077 per acre (open lot) and \$8,500 per acre (with a house). In comparison, the park's land (sans improvements) is appraised at \$10,930 per acre so it appears the Board of Tax Assessors has not undervalued the park's land.

³⁶ In Georgia, property is appraised based on: the value which would be realized from a cash sale, but not forced sale, of the property and subjects as such property and subjects are usually sold, or as the amount a knowledgeable buyer would pay for the property and a willing seller would accept for the property in an arm's length, bona fide sale. O.C.G.A. §48-5-1, O.C.G.A. §48-5-2(3).

³⁷ This estimate includes three parcels: 031-01207000, 031-01028000, and 031-01029005. The first parcel lists the address as Mickie D. Cochran Park. The other two lie adjacent to the park and only have land values appraised for them.

To estimate the conservation value of park, we took the average per acre appraised value of conservation land within the City of Stockbridge and applied it to the park's acreage.

Table 4.27	
Estimated Conservation Value of Mickie D. Cochran Park	
Stockbridge Total Conservation Property AV	\$412,840
Acres of Land Classified as Conservation	309.9
Assessed Value per Acre	\$1,336
Appraised Value per Acre ¹	\$3,340
Acres of Park Land	12.4
Estimated Conservation Value of Park Land	\$41,416

1. Assessed value is 40% of appraised value
Stockbridge 2014 Tax Digest

Table 4.28 presents the results of this estimation process. Based on this analysis, the range of potential costs to purchase Mickie D. Cochran, spans from approximately \$1 to \$154,000.

Table 4.28	
Mickie D. Cochran: Capital Cost Alternatives	
	Est. Cost to Purchase
Options 1 & 4: No charge	\$1
Option 2: Appraised Market Value	\$154,000
Option 4: Conservation Value	\$41,416

Because of the difficulty in knowing how Henry County will address the transfer of this capital asset, we will use the appraised value placed on the property by the Henry County Board of Tax Assessors as the baseline cost that Stockbridge will likely have to pay to acquire the property, \$154,000. Since the appraised value of the park is modest, we assume the city will finance the park for 10 years at 4 percent interest for an annual cost of \$18,987.

Table 4.29 summarizes the estimated cost the city would have paid if Mickie D. Cochran Park had been annexed in 2014

Table 4.29 Estimated 2014 Total Parks Expenditures in Study Area 1	
Personnel Expenditures	\$36,872
Operating Expenditures	\$36,976
On-Going Expenditure	\$18,229
Park Acquisition	\$18,987
Total Expenditures	\$111,064

Summary of Expenditure Methods: 1, 2 & 3

Table 4.30 summarizes the expenditure estimates for the three methodologies: combined per capita and assessed valuation, department-specific unit measures, and the case study method. The methodologies provide a range of expenditure estimates for the study areas, with the department-specific methodology having the highest expenditures and case study methodology being the lowest. As the table shows, the estimates from Method 1 and Method 3 are much closer than that of Method 2. The largest differences come from estimates for Financial Administration and the Public Works Department. Even though it has the lowest cost estimates, the Case Study Methodology relies on the knowledge of Stockbridge staff and includes costs for on-going capital and equipment; therefore, we believe that it likely provides the most accurate cost estimate.

Table 4.30 Summary of 2014 Expenditure Estimates for Study Areas 1 and 2			
Department	Method 1: Per Capita & AV	Method 2: Department-Specific	Method 3: Case Study
Governing Body	\$81,102	\$142,402	\$63,776
Executive	\$133,760	\$236,572	\$233,678
Financial Administration	\$851,887	\$995,285	\$306,331
Government Buildings	\$101,986	\$179,152	\$0
Municipal Court	\$223,317	\$280,297	\$151,413
Police Administration	\$226,008	\$264,022	\$264,022
Public Works	\$763,482	\$1,708,982	\$1,026,216
Parks	\$53,556	\$43,512	\$111,064
Total Expenditures	\$2,435,098	\$3,850,224	\$2,156,500

Chapter 5: Comparing Revenues and Expenditures from Annexation in the Study Areas

In the preceding sections, we estimated the revenues that would have been collected from the study areas if they had been in the City of Stockbridge in FY 2014, and estimated the expenditures that would have been needed to provide services to those areas. A comparison of the estimated revenues and expenditures is presented in Tables 5.1, 5.2, 5.3, 5.4, 5.5., and 5.6 for Study Areas 1 through 5 and combined, respectively. Because the case study method aggregates costs, only Table 5.6 includes this methodology. One exception is for Parks, because all the costs and revenues associated with this service are within Study Area 1 we show it the estimated revenues and expenditures for it in Table 5.1.

Some factors to keep in mind in analyzing the estimated revenues and expenditures following annexation are as follows:

Factors which would make expenditures higher than revenues:

- The study area has relatively less commercial and industrial property compared to Stockbridge on percentage of total assessed value basis.
- The city has little excess capacity in terms of personnel and equipment to accommodate the significant growth from the annexation.
- The city would not be able to collect additional HOST or TAVT revenues for the first several years if the annexation occurred. However, this could change with a new HOST agreement.

On the other hand, some factors favor a positive balance between revenues and expenditures:

- The municipal services that Stockbridge provides do not require major investments in infrastructure in order to serve a larger area (i.e., they do not need to build or purchase a fire station, or extend sewer or water lines).
- Proportionally to residential properties and population, Study Areas 1 and 2, do have a substantial number of commercial and industrial properties.

Table 5.1 Summary of 2014 Revenue and Expenditure Estimates for Study Area 1			
	Method 1: Per Capita & AV	Method 2: Department-Specific	Method 3: Park Case Study
Revenues			
General Fund Revenues	\$594,590	\$594,590	\$4,034
Operating Expenditures			
Governing Body	\$18,207	\$30,178	
Executive	\$30,036	\$50,135	
Financial Administration	\$191,289	\$243,285	
Government Buildings	\$22,900	\$37,966	
Municipal Court	\$50,148	\$52,969	
Police Administration	\$50,747	\$64,537	
Public Works	\$171,439	\$325,727	
Parks	\$12,029	\$43,512	\$73,848
Total Operating	\$546,795	\$848,309	\$73,848
Capital Outlays	\$0	\$0	\$18,229
Land	\$0	\$0	\$18,987
Total Expenditures	\$546,795	\$848,309	\$111,064
Revenues less Expenditures	\$47,795	(\$253,719)	(\$107,030)

Table 5.2 Summary of 2014 Revenue and Expenditure Estimates for Study Area 2		
	Method 1: Per Capita & AV	Method 2: Department-Specific
Revenues		
General Fund Revenues	\$206,083	\$206,083
Expenditures		
Governing Body	\$8,914	\$11,718
Executive	\$14,667	\$19,467
Financial Administration	\$93,431	\$10,298
Government Buildings	\$11,185	\$14,742
Municipal Court	\$24,480	\$27,106
Police Administration	\$24,795	\$2,732
Public Works	\$83,725	\$159,158
Parks	\$5,857	\$0
Total Expenditures	\$267,054	\$245,221
Revenues less Expenditures	(\$60,971)	(\$39,138)

Table 5.3 Summary of 2014 Revenue and Expenditure Estimates for Study Area 3		
	Method 1: Per Capita & AV	Method 2: Department-Specific
Revenues		
General Fund Revenues	(\$101,561)	(\$101,561)
Expenditures		
Governing Body	(\$2,893)	(\$6,919)
Executive	(\$4,776)	(\$11,495)
Financial Administration	(\$30,415)	(\$47,232)
Government Buildings	(\$3,641)	(\$8,705)
Municipal Court	(\$7,975)	(\$14,045)
Police Administration	(\$8,068)	(\$12,529)
Public Works	(\$27,259)	(\$85,029)
Parks	(\$1,914)	\$0
Total Expenditures	(\$86,941)	(\$185,954)
Revenues less Expenditures	(\$14,620)	\$84,393

Table 5.4 Summary of 2014 Revenue and Expenditure Estimates for Study Area 4		
	Method 1: Per Capita & AV	Method 2: Department-Specific
Revenues		
General Fund Revenues	\$545,212	\$545,212
Expenditures		
Governing Body	\$13,869	\$34,240
Executive	\$22,886	\$56,883
Financial Administration	\$145,749	\$207,590
Government Buildings	\$17,449	\$43,077
Municipal Court	\$38,212	\$69,623
Police Administration	\$38,665	\$55,068
Public Works	\$130,627	\$427,574
Parks	\$9,169	\$0
Total Expenditures	\$416,626	\$894,055
Revenues less Expenditures	\$128,586	(\$348,843)

Table 5.5		
Summary of 2014 Revenue and Expenditure Estimates for Study Area 5		
	Method 1: Per Capita & AV	Method 2: Department-Specific
Revenues		
General Fund Revenues	\$1,340,395	\$1,340,395
Expenditures		
Governing Body	\$43,005	\$73,185
Executive	\$70,947	\$121,582
Financial Administration	\$451,833	\$581,344
Government Buildings	\$54,093	\$92,072
Municipal Court	\$118,452	\$144,644
Police Administration	\$119,869	\$154,214
Public Works	\$404,950	\$881,552
Parks	\$28,415	\$0
Total Expenditures	\$1,291,564	\$2,048,593
Revenues less Expenditures	\$41,385	(\$708,198)

Comparing the net revenues between the methodologies for each study area reveals some interesting findings and demonstrates 1) the importance of commercial property relative to the fiscal feasibility of an annexation and 2) the importance of the basis from which to calculate expenditures. For example, there is a \$757,029 span in cost estimates between Method 1 and Method 2 for Area 5. Furthermore, because Method 1 and Method 2 assume proportional cost increases in all services, including for administrative functions, the estimates for Financial Administration are particularly high. Realistically, administrative functions can achieve some economies of scale, as expressed in Method 3, the case study approach.

Because we cannot practically estimate expenditures by study area for Method 3, we cannot effectively tell which areas would likely have a net positive or net negative financial impact. Although averaging Methods 1 and 2, may give a good indication.

In considering the net fiscal impact for each area, it is also important to consider revenues. This analysis does not consider HOST or the Title Ad Valorem Tax, although over the long-term these revenues should increase with annexation. However, the extent to which would be dependent upon negotiations with Henry County. Finally, as stated in Chapter 3, based on limited data, a robust estimate for fines and forfeitures is difficult to achieve. Based on

the traffic volume of the various study areas, it is likely that fines and forfeiture revenues are somewhat understated for Study Area 2 revenues and overstated for Study Area 5. This qualification should be considered when looking at the net revenues for each study area.

Table 5.6			
Summary of 2014 Revenue and Expenditure Estimates for All Study Areas			
	Method 1: Per Capita & AV	Method 2: Department-Specific	Method 3: Park Case Study
<i>Revenues</i>			
General Fund Revenues	\$2,584,719	\$2,584,719	\$2,584,719
<i>Operating Expenditures</i>			
Governing Body	\$81,102	\$142,402	\$63,114
Executive	\$133,760	\$236,572	\$231,920
Financial Administration	\$851,887	\$995,285	\$304,355
Government Buildings	\$101,986	\$179,152	\$0
Municipal Court	\$223,317	\$280,297	\$150,964
Police Administration	\$226,008	\$264,022	\$264,022
Public Works	\$763,482	\$1,708,982	\$952,283
Parks	\$53,556	\$43,512	\$73,848
<i>Total Operating</i>	<i>\$2,435,098</i>	<i>\$3,850,224</i>	<i>\$2,040,506</i>
Equipment/Capital	\$0	\$0	\$97,007
Land	\$0	\$0	\$18,987
<i>Total Expenditures</i>	<i>\$2,435,098</i>	<i>\$3,850,222</i>	<i>\$2,156,500</i>
Revenues less Expenditures	\$149,621	(\$1,265,505)	\$428,219

As we have discussed earlier in the report, we believe that utilizing the department-specific unit measure and the per capita / proportional valuation methodologies to estimate expenditures will probably make expenditures appear higher than they actually would be. Although it is still only an estimate, the use of the case study methodology (i.e., Method 3) provides a good alternative for planning what the revenues and expenditures will likely be. The actual impact of the proposed annexation on the city's finances probably falls somewhere in between the net amount estimated for Method 1 and Method 3.

Impact on Henry County

With the incorporation of the study areas, we anticipate some fiscal impact on Henry County. Due our focus on the City of Stockbridge, we did not develop cost estimates on the impact the annexation may have on the Henry County government. We can however, mention several factors that influence whether the impact will be positive or negative. First, it is important to remember that countywide services and bond payments will not be affected through the annexation. As residents of the county, property owners in the annexation areas would continue to pay for countywide services, regardless of whether they are within the City of Stockbridge. Secondly, Stockbridge does not provide fire service so city residents and business owners would continue to rely on Henry County's fire protection service, paying for it through countywide property taxes after the annexation. The county would incur revenue losses in insurance premiums, cable franchise fees, fines and forfeitures, occupational taxes, and minor revenues associated with alcohol taxes and regulatory fees but these losses would be fairly small in relation to the entire Henry County budget.

As for any excess capacity caused by the annexation, the major county service that would be impacted is public works. Since the City of Stockbridge contracts with Henry County for police services, we do not foresee any negative impact for this service from annexation. Furthermore, if Stockbridge purchases Mickie D. Cochran Park, the county could use these revenues to partially offset potential revenue losses or adjustments in excess capacity.

Chapter 6: Governmental and Proprietary Funds

Stockbridge uses several governmental and enterprise funds to properly account for resources outside the general fund. The city's governmental funds with fiscal activity in FY 2014 include:

- Hotel / Motel Tax
- Capital Project Fund – LCI
- SPLOST II Fund
- SPLOST III Fund
- SPLOST IV Fund
- Urban Redevelopment Agency Fund

We do not believe these funds will be impacted by annexation.

The City maintains the following proprietary funds:

- Water & Sewer Fund
- Stormwater
- Sanitation Solid Waste Collection
- Merle Manders Conference Center
- Ted Strickland Community Center

Of all the city's proprietary funds, only one is anticipated to be affected by annexation, the Water & Sewer Fund. According to verbal communication with the Public Works Supervisor and the Waste Water Plant Superintendent for the City of Stockbridge, water and sewer services would only be impacted in one study area, SA3. The other study areas do not receive these services from the city and this would continue after annexation. Water and sewer services are accounted for in a separate enterprise fund that is fully self-funded. Therefore any impact from the de-annexation on the water and sewer fund would not affect the general fund. However, we do estimate the impact on the Water & Sewer Fund from de-annexation in SA3. See the following page for more details.

In the case of the stormwater program, the city accounts for these revenues and expenditures through an enterprise fund. As such, we anticipate the stormwater program will be self-sustaining and therefore, adding additional users to the program (through annexation) or removing users from the program (through de-annexation) would not have a negative fiscal impact on the city. The city provides sanitation services for all residents and businesses. However, the city is in the process of privatizing this service so we do not consider it in this report. Two related-services: leaf and limb pick-up and metal pick-up will

likely continue even after privatization and the cost to provide these services in the study areas is considered in Chapter 4. Finally, we do not anticipate the conference and community centers as being impact from annexation because non-residents are currently able to enjoy the benefits of these rental facilities.

Water & Sewer Fund

Revenues

In FY 2014, the Water & Sewer Fund collected \$1,625,866 in water revenue from 2,572 customers and ended the year with a revenue loss of \$63,377.³⁸ Study Area 3 includes 215 households, all of whom are customers of the City of Stockbridge's water services. The Wastewater Plant Superintendent did not anticipate any reduction on sewer expenditures from the de-annexation so we only consider the water portion (division) of the fund. We estimate lost revenues from de-annexation of the study area on a per customer basis.

Table 6.1				
Estimated 2014 Revenue Loss from De-Annexation Study Area 3				
Stockbridge Revenues	Total Customers	Revenue per Customer	SA3 Customers	Revenue Loss
\$1,625, 866	2,572	\$632.14	-215	(\$135,910)

Stockbridge FY 2014 end-of-year fiscal activity report, correspondence with Leslie Norsworthy, Public Works Administrative Assistant, and US Census Bureau

Expenditures

To estimate the expenses that would have been saved if Study Area 3 had been de-annexed in 2014, we apply the same three methodologies we used for general fund expenditures. For more information about these methodologies, please see Chapter 4.

³⁸ Includes \$509,498 in depreciation expense.

Method 1- Combined Per Capita and Assessed Value

The estimated expenditures savings from de-annexing Study Area 3 equals -\$24,024.

Table 6.2					
Estimated 2014 Expenditures for Water & Sewer Fund: Method 1 – Study Area 3					
Estimated Resident Expenditures					
Variable Expenditure¹	Resident Expenditures (70%)	Stockbridge Population	Per Capita Expenditure	SA3 Population	SA3 Expenditure
\$1,520,319	\$1,064,224	27,619	\$38.53	-610	(\$23,503)
Estimated Commercial Expenditures					
Variable Expenditure¹	Business Expenditures (30%)	Stockbridge C&I AV	Per AV Expenditure (\$1,000 AV)	SA3 Commercial AV	SA3 Expenditure
\$1,520,319	\$456,096	\$326,063,582	\$1.40	(\$372,040)	(\$521)
Total Estimated Expenditures Method 1 - SA3					(\$24,024)

1. Variable expenditures equal 90% of all operating expenditures, including depreciation expense.

Stockbridge FY 2014 end-of-year fiscal activity report, US Bureau of the Census, DOR Tax Digest, Henry County Board of Tax Assessors

Method 2 –Department-Specific

For this method, we use customers as the department-specific measure. This basis also matches the basis from which we calculated estimated lost revenues from de-annexation. We use households as a proxy for customers as this area is completely served by the city. Under this method, the city would have experienced \$141,028 fewer expenditures if Study Area 3 had been de-annexed in 2014.

Table 6.3				
Estimated 2014 Expenditures for Water & Sewer Fund: Method 2 – Study Area 3				
Stockbridge Expenditure	Current Customers	Expenditure Per Customer	SA3 Customers	SA3 Expenditures
\$1,689,243	2,572	\$656.78	-215	(\$141,208)

Stockbridge 2014 end-of-year, fiscal activity report, correspondence with Leslie Norsworthy, Public Works Administrative Assistant, US Bureau of the Census

Method 3 – Case Study

The last expenditure methodology is the case study approach. The Wastewater Plant Superintendent anticipates the proposed de-annexation of Study Area 3 would affect water and sewer services by reducing the cost to purchase water for resale by 10 percent and reducing the need for one employee by 25 percent. He did not discuss any cost savings for sewer services from de-annexation. The water portion of the water and sewer fund pays the salaries and benefits for five employees. We do not expect the Public Works

Department would sell any of its equipment due to the de-annexation, therefore we estimate no impact for equipment. Table 6.4 outlines the proposed expenditure impacts.

Table 6.4	
Estimated 2014 Expenditures for Water & Sewer Fund:	
Method 3 – Study Area 3	
Total Water Salaries + Overtime	\$244,131
Total Water Personnel Benefits	\$103,935
Total Water Permanent Personnel Costs	\$348,066
Number of Permanent Employees	5
Personnel Cost Per Employee	\$69,613
<i>Reduction 25% of One employee</i>	<i>(\$17,403)</i>
Water for Resale Expenditure	\$593,004
<i>10% Reduction in Water Purchase</i>	<i>(\$59,300)</i>
Total Estimated Water & Sewer Fund	(\$76,703)

Stockbridge 2014 end-of-year, fiscal activity report; interview with the Superintendent of the Wastewater Treatment Plant.

Net Fiscal Impact

We see a range of net fiscal impacts on the Water & Sewer Fund depending upon the expenditure methodology used. Because water service is based on customers, not necessarily population, we believe that Method 1 is the least accurate methodology. Method 2 assumes that the city would be able to proportionally reduce all its water and sewer expenditures and therefore, may overstate expenditure savings. However, since the water fund would be reducing its customer base by 8.4 percent with the de-annexation, we expect that over time, the city would be able to experience higher cost reductions than only from water purchases for resale and one-fourth of an employee as shown in Method 3. Therefore, the net fiscal impact likely lies somewhere between Methods 2 and 3. To make up for the lost revenues, the city would either have to increase water rates or find other ways to reduce expenditures from the Water & Sewer Fund.

Table 6.5			
Estimated 2014 Fiscal Impact Water & Sewer Fund – Study Area 3			
	Method 1 Combined	Method 2 Department-Specific	Method 3 Case Study
Water Revenues	(\$135,910)	(\$135,910)	(\$135,910)
Operating	(\$24,024)	(\$141,208)	(\$76,703)
Net Fiscal Impact Savings/(Cost)	(\$111,886)	\$5,298	(\$59,207)

Appendix A: Electric Franchise Fee Comparison Governments - 2013

Study Area 1 Comparable Governments									
Comparable Cities	Assessed Property Values ¹			Pct. of Tax Digest ²					
	Residential	Commercial	Industrial	Total	Res.	Com.	Ind.	C&I	Pop ³
Rossville	\$41,369	\$20,606	\$3,425	\$65,400	63.3%	31.5%	5.2%	36.7%	4,105
Marshallville	\$8,581	\$4,560	\$486	\$13,627	63.0%	33.5%	3.6%	37.0%	1,498
Thunderbolt	\$61,334	\$36,091	\$561	\$97,986	62.6%	36.8%	0.6%	37.4%	2,668
Braselton	\$60,340	\$36,479	\$3	\$96,822	62.3%	37.7%	0.0%	37.7%	7,511
Average - Comp	\$42,906	\$24,434	\$1,119	\$68,459	62.8%	34.9%	2.3%	37.2%	3,946
<i>Study Area 1</i>	<i>\$37,010</i>	<i>\$16,816</i>	<i>\$4,653</i>	<i>\$58,479</i>	<i>63.3%</i>	<i>28.8%</i>	<i>8.0%</i>	<i>36.7%</i>	<i>3,142</i>

Study Area 2 Comparable Governments									
East Ellijay	\$10,230	\$61,406	\$116	\$71,752	14.3%	85.6%	0.2%	85.7%	546
McIntyre	\$3,780	\$1,358	\$45,980	\$51,118	7.4%	2.7%	90.0%	92.6%	650
Blairsville	\$4,203	\$53,175	\$2,463	\$59,841	7.0%	88.9%	4.1%	93.0%	652
Average - Comp	\$6,071	\$38,646	\$16,186	\$60,904	9.6%	59.0%	31.4%	90.4%	616
<i>Study Area 2</i>	<i>5,135</i>	<i>19,079</i>	<i>30,014</i>	<i>\$54,228</i>	<i>9.5%</i>	<i>35.2%</i>	<i>55.4%</i>	<i>90.5%</i>	<i>133</i>

Study Area 3 Comparable Governments									
Poulan	\$6,292	\$725	\$0	\$7,017	89.7%	10.3%	0.0%	10.3%	851
Williamson	\$7,622	\$892	\$0	\$8,514	89.5%	10.5%	0.0%	10.5%	352
Nelson	\$10,291	\$165	\$1,083	\$11,539	89.2%	1.4%	9.4%	10.8%	1314
Ray City	\$8,016	\$997	\$0	\$9,013	88.9%	11.1%	0.0%	11.1%	1090
Average - Comp	\$8,055	\$695	\$271	\$9,021	89.3%	8.3%	2.3%	10.7%	902
<i>Study Area 3</i>	<i>\$3,121</i>	<i>\$325</i>	<i>\$47</i>	<i>\$3,493</i>	<i>89.4%</i>	<i>9.3%</i>	<i>1.4%</i>	<i>10.7%</i>	<i>610</i>

1. Shown in \$1,000s.

2. Only includes residential, commercial, and industrial property values.

3. 2010 Population

GA DOR Consolidated Tax Digest data, US Census Bureau

Study Area 4 Comparable Governments									
Comparable Cities	Assessed Property Values ¹			Pct. of Tax Digest ²				Pop ³	Franchise Fees
	Residential	Commercial	Industrial	Total	Res.	Com.	Ind.		
Demorest	\$23,109	\$3,774	\$0	\$26,883	86.0%	14.0%	0.0%	1,823	\$73,282
Mountain City	\$12,947	\$2,028	\$97	\$15,072	85.9%	13.5%	0.6%	1,088	\$43,608
Winterville	\$25,150	\$4,260	\$0	\$29,410	85.5%	14.5%	0.0%	1,122	\$72,377
Average - Comp	\$20,402	\$3,354	\$32	\$23,788	85.8%	14.0%	0.2%	1,344	\$63,089
Study Area 4	\$50,526	\$3,345	\$5,107	\$58,978	85.7%	5.7%	8.7%	2,681	

Study Area 5 Comparable Governments									
Comparable Cities	Assessed Property Values ¹			Pct. of Tax Digest ²				Pop ³	Franchise Fees
	Residential	Commercial	Industrial	Total	Res.	Com.	Ind.		
Luthersville	\$8,742	\$2,124	\$24	\$10,890	80.3%	19.5%	0.2%	874	\$41,901
Rutledge	\$9,585	\$1,706	\$664	\$11,955	80.2%	14.3%	5.6%	781	\$33,222
Lula	\$265,667	\$5,154	\$1,501	\$272,322	97.6%	1.9%	0.6%	2758	\$110,057
Varnell	\$30,744	\$6,703	\$1,223	\$38,670	79.5%	17.3%	3.2%	1755	\$87,503
Average - Comp	\$78,685	\$3,922	\$853	\$83,459	84.4%	13.2%	2.4%	1,542	\$68,171
Study Area 5	\$197,006	\$34,873	\$13,457	\$245,336	80.3%	14.2%	5.5%	7,508	

1. Shown in \$1,000s.

2. Only includes residential, commercial, and industrial property values.

3. 2010 Population

GA DOR Consolidated Tax Digest data, US Census Bureau

Appendix B: Fixed Operating Costs
(Excluded from Operating Cost Estimations – Case Study)

Governing Body

Accounting Audit - \$4,629
Codification – \$5,177
Public Notices - \$2,497
Dues and Fees - \$700
Police Officers – Extra Salaries - \$15,690

Executive

Dues and Fees - \$553
Hospitality - \$157

Financial Administration

Accounting Annual Audit - \$68,466
Legal - \$542,420
Smith Welsh White - \$39,845
Engineering Fees - \$5,000
Appraisals - \$800
Shredding - \$672
Maintenance and Cleaning - \$1,801
Facility Cleaning 4640 - \$32,832
Equipment Repairs - \$331
Auto & Truck Repair - \$1,169
Rental Equipment/Vehicle - \$13,004
Insurance General Liability - \$235,471
Insurance Pollution Control - \$8,545
Cell Phones - \$3,439
AT&T Club Service - \$5740
Advertising - \$300
Newsletter - \$10,046
Public Notices - \$874
Printing and Binding - \$2,444
Dues and Fees - \$25,561
Personnel Services - \$112,240
Contract Services - \$2,250
Bank Charges - \$4,678
Energy – Gasoline - \$2,520
Cable - \$950
Miscellaneous Expense - \$3,622
Hospitality - \$5,282
Christmas Decoration - \$650
Signs - \$98
Storm Water/Property Tax - \$7,466

Livable Communities - \$3,401
Liability Insurance Deductible - \$10,324

Municipal Court

Codification - \$631
Landscaping - \$6,984
Maintenance and Cleaning - \$1,869
Rental of Equipment & Vehicles - \$1,458
GA Technical Authority - \$113
Public Notices - \$100
Travel - \$901
Natural Gas – Muni Court - \$2,751
GA Power – Muni Court - \$10,668
Cable Courts - \$66
Cable - \$734
Hospitality - \$83
Christmas Decorations - \$250
Signs - \$88
Computer Software - \$39,313

Police Administration

Fines 10% Jail - \$69,977
Victims Assistance Fund - \$34,343

Public Works

IT Total Tech - \$5,274
Maintenance and Cleaning - \$2,289
Natural Gas – Muni Ct. - \$10,186
Georgia Power Electricity - \$14,773
Vehicles - \$29,526

Sanitation Fund

Personnel Services - \$68,766
Depreciation - \$60,339
Bad Debt Expense - \$680
Loss/Gain Disposition of Assets - \$25,724

City Events

Department excluded from analysis

Parks

All operating line-items are included

Other Financing Uses

Department excluded from analysis

Appendix C: City Staff Interviewed for Study

Michael Harris – City Manager

Dale Hall – Director of Administration and Community Services

Linda Nabers – City Treasurer

Anita Gunnoe – Clerk of Municipal Court

Kevin Walter – Director of Public Works

Jeff Greenway – General Maintenance Supervisor

Brad Holsinger – Waste Water Treatment Plant Superintendent

Leslie Norsworthy – Administrative Assistant, Public Works Department

ITEM # 2

**Resolution
To name N. Henry
Bridge in honor of
M L King, Sr.
Presented by:
State
Representative
Andy Welch**

House Resolution 1052

A RESOLUTION

Dedicating certain portions of the state highway system; and for other purposes.

WHEREAS, Mr. Martin Luther King, Sr., the beloved son of James and Delia Linsey King, was born Michael King in 1899 in a sharecropper's cabin in Stockbridge, Georgia; and

WHEREAS, affectionately known as "Daddy King," Mr. King was the father of Nobel Peace Prize recipient Reverend Dr. Martin Luther King, Jr.; and

WHEREAS, Mr. King attended the Stockbridge Rosenwald School and was licensed as a preacher at the age of 15, preaching his first sermon at Floyd Chapel Baptist Church; and

WHEREAS, in 1934, Mr. Martin changed his name and that of his son to Martin Luther and encouraged his son to become active in the Civil Rights Movement; and

WHEREAS, Mr. King was a major influence on his son's decision to enter the ministry and the guidance he provided to Martin Luther King, Jr., as a child and young adult had an everlasting impact on the man he became; and

WHEREAS, it is abundantly fitting and proper that this remarkable and distinguished Georgian be recognized appropriately by dedicating a bridge in his memory.

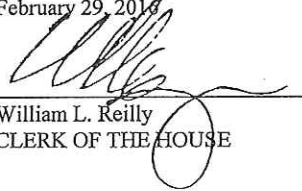
NOW, THEREFORE, BE IT RESOLVED AND ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA that the bridge over the Norfolk Southern rail lines/North and South Berry Streets on State Route 42 in Henry County is dedicated as the Martin Luther King, Sr., Memorial Bridge.

BE IT FURTHER RESOLVED that the Department of Transportation is authorized and directed to erect and maintain appropriate signs dedicating the road facilities named in this resolution.

BE IT FURTHER RESOLVED that the Clerk of the House is authorized and directed to make appropriate copies of this resolution available for distribution to the Department of Transportation and to the family of Mr. Martin Luther King, Sr.

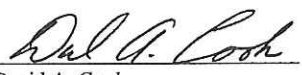
IN HOUSE

Read and Adopted
February 29, 2016


William L. Reilly
CLERK OF THE HOUSE

IN SENATE

Read and Adopted
March 22, 2016


David A. Cook
SECRETARY OF THE SENATE



ITEM #3

**Resolution
To approve Employee
Progressive
Discipline Policy
Presented by:
Renee Wheeler,
HR Manager and
Michael Harris,
City Manager**

RESOLUTION NO. _____

**A RESOLUTION TO ADOPT A PROGRESSIVE DISCIPLINE POLICY
FOR THE EMPLOYEES OF THE CITY OF STOCKBRIDGE**

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; and

WHEREAS, the City Council desires to establish a fair and equitable progressive discipline policy for the employees of the City of Stockbridge;

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

SECTION 1. Approval. The progressive discipline policy attached hereto as Exhibit A is hereby approved.

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. Authorization of Execution. The Mayor or Mayor Pro Tem is 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 ordinance, 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 REOLVED this _____ day of _____, 2016.

ANTHONY S. FORD, MAYOR PRO TEM

ATTEST:

APPROVED AS TO FORM:

(SEAL)
VANESSA HOLIDAY, City Clerk

MICHAEL WILLIAMS, City Attorney

EXHIBIT A

Progressive Discipline Policy

Section 730.000

Progressive Discipline

Progressive discipline includes a series of increasingly severe penalties for repeated offenses, typically beginning with a counseling to termination.

Disciplinary action may include a verbal counseling, written warning, suspension without pay, and termination from employment. However, the City reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense.

Formal Disciplinary Action will comprise of three levels.

Level One: will be an oral reminder. The supervisor will speak with the employee regarding the violation of the policy/procedure or infraction and explain the consequences if the problem continues. If no further disciplinary actions occur over a six month period the discipline will be deactivated. Supervisors will be responsible for documenting the oral reminder, and keeping on file until deactivated.

Level Two: will be a written reminder. The employee will receive a formal write-up of the policy/procedure violated, the date the infraction occurred and exactly what occurred. The employee will provide his/her statement, sign the form and during the meeting the supervisor will obtain the employee's agreement to change the behavior or correct the performance issue, and determine the action the employee will take to resolve the issue. If no further disciplinary actions occur over a twelve month period the discipline will be deactivated.

Level Three: will result in decision making leave. This level is part of the progressive process and one to five day suspensions can be given depending on violation. The employee will receive a formal discipline report with the policy/procedure or infractions violated, dates these incidents occurred and a suspension. This level of discipline is putting the employee on notice that he or she will be terminated unless the performance issue is corrected and there is a behavior change. At this level coaching and feedback have been provided to the employee and corrective action is required. The employee will return and be placed on a performance improvement plan with goals and actions to be accomplished during a 30, 60 or 90 day period. If further discipline continues after level three and no positive improvement has been made the final result will be termination.

The following examples may result in disciplinary action, up to and including termination:

1. Misconduct;
2. Violation of the City's policies set forth in this Manual or in the City's charter or any City resolution or ordinance;
3. Insubordination;
4. Excessive absenteeism or tardiness, being absent three or more days without notification to supervisor. Phone calls without speaking to supervisor do not excuse an absence.
5. Violation of the City's Drug-Free Workplace Policy, including possession, use or sale of drugs or alcohol during working hours, reporting to work under the influence of drugs or alcohol, or unlawful use of drugs or alcohol;

6. Possession of dangerous instruments on City property, including any firearms;
7. Unsatisfactory job performance;
8. Suspicion of theft or dishonesty;
9. Violation of the City's Equal Employment Opportunity Policy or disrespect toward fellow employees, customers, visitors or other members of the public;
10. Violation of the City's Workplace Violence Policy;
11. Using the computer systems, including accessing and deleting confidential computer files and data;
12. Sabotaging the facility, grounds or equipment;
13. Engaging in indecent behavior;
14. Soliciting gifts or tips from business-related contracts;
15. Disrespectful or unprofessional conduct;
16. Unauthorized or inappropriate use or disclosure of confidential information or trade secrets;
17. Violating the City's Dress Code Policy, including wearing one's City work uniform while off duty; and
18. Other misconduct as determined by the City.

Responsibilities of Employees

It is the duty and the responsibility of every employee to be aware of and abide by existing policies and work rules. It is also the responsibility of employees to perform their duties to the best of their ability and to the standards set forth in their job descriptions or as otherwise established. Employees are encouraged to take advantage of all learning opportunities available and to request feedback when needed.

Responsibilities of Supervisors, Managers and Directors

The immediate supervisor, manager or director should approach corrective measures in an objective manner. If the employee's performance or assigned tasks is the issue, the supervisor, manager or director should confirm that proper instructions, appropriate orientation and training have been given and that the employee is aware of job expectations. Not only single incidents, but also patterns of poor performance, should be of concern as these are indicative of overall performance. If misconduct is the issue, the supervisor manager or director should take steps to ensure that the employee has been made aware of the City's policies and regulations regarding the infraction. If, in either case, appropriate instruction or information was not communicated, a performance improvement plan for such communication should be immediately developed and reviewed and signed by the employee. Document the discussion, follow-up to make sure that the problem has been solved.

Dismissal

Dismissal is an immediate termination of employees for serious breaches of responsibility, unsatisfactory performance or misconduct. A supervisor or department head may recommend termination after consultation with the Human Resources Manager. Final approval will be required from the City Manager.

ITEM # 4

**Resolution
To Write-Off 2014 and
Prior Probation
Fees/Fines**

**Presented by:
Anita Gunnoe, Court
Clerk and
Linda Nabers,
Treasurer**

\$92,877.00

RESOLUTION NO. _____

**A RESOLUTION TO AUTHORIZE THE WRITING OFF OF
CERTAIN UNCOLLECTABLE AND/OR EXPIRED FINES**

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, and

WHEREAS, the City Treasurer and Municipal Court Clerk have reported to the Mayor and Council that certain uncollectable expired fee fines have accrued within the Municipal Court;

WHEREAS, the City Treasurer has advised that the Mayor and Council that said fines cannot be collected in light of certain decisions of the courts;

WHEREAS, the City Council finds it necessary and prudent to write off said fines;

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 writing off of certain uncollectable and expired fines within the Municipal Court as shown on the attached Exhibit A and authorizes the Municipal Clerk and the City Treasurer to write off such fines.

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 _____ day of _____, 2016.

ANTHONY S. FORD, MAYOR PRO TEM

ATTEST:

(SEAL)
VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

MICHAEL WILLIAMS, CITY ATTORNEY

EXHIBIT A

SCHEDULE OF EXPIRED FINES

ITEM #5

**Ordinance
Budget Amendment
2015-005 FYE2015
\$2,537,363.00
Presented by:
Linda Nabers,
Treasurer**

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY BUDGET FOR FISCAL YEAR 2015 FOR THE CITY OF STOCKBRIDGE; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WITNESSETH:

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 providing public services to residents located within the corporate limits of the City;

WHEREAS, the City adopted its final operating budget for fiscal year 2015 on December 11, 2014;

WHEREAS, Section 6.27 (b) of the City Charter provides that the City Council by majority vote may make changes in the appropriations contained in the budget at any regular meeting or special or emergency meeting called for such purposes;

WHEREAS, having complied with all necessary legal requirements, the City Council wishes to amend the 2015 budget with the budget amendment marked accordingly and attached hereto;

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

SECTION 1. Adoption by Reference. The document attached hereto as Exhibit "A" comprised of a budget amendment numbered 2015-005 is incorporated herein by reference and is hereby adopted as an amendment to the Budget for Fiscal Year 2015 for the City of Stockbridge, Georgia.

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 is hereby authorized to sign all documents necessary to effectuate this Ordinance.

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

SECTION 5. Codification and Severability.

(a) It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were upon their enactment believed by the City Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the City Council that to the greatest extent allowed by law each and every section, paragraph, sentence, clause or phrase of this ordinance is severable from every other section, paragraph, sentence, clause or phrase of this ordinance. It is hereby further declared to be the intention of the City Council that to the greatest extent allowed by law no section, paragraph, sentence, clause or phrase of this ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this ordinance.

(c) In the event that any section, paragraph, sentence, clause or phrase of this ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the ordinance and that to the greatest extent allowed by law all remaining Sections, paragraphs, sentences, clauses, or phrases of the ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

SECTION 5. Repeal of Conflicting Provisions. Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 6. Effective Date. This ordinance 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 ORDAINED this _____ day of _____, 2016.

ANTHONY S. FORD, MAYOR PRO TEM

ATTEST:

(SEAL)
VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

MICHAEL WILLIAMS, CITY ATTORNEY

Date Presented to Mayor: _____

Date Received from Mayor: _____

CITY OF STOCKBRIDGE

BUDGET AMENDMENT

NUMBER 2015-005

DATE 4/26/2016

ACCOUNT	PROJECT	DESCRIPTION	Debits	Credits
100-00000-3XXXXXX		General Fund Revenues		853,893
100-11100-5XXXXXX		Governing Body Expenses		62,764
100-13000-5XXXXXX		Executive Expenses		101,258
100-15100-5XXXXXX		Financial Administrative Expenses		356,646
100-15350-5XXXXXX		Information Technology		1,309
100-15650-5XXXXXX		Government Buildings / Property Expenses		218,509
100-25000-5XXXXXX		Municipal Court Expenses		42,061
100-32100-5XXXXXX		Police Administration Expenses	35,475	
100-42200-5XXXXXX		Public Works Expenses		453,466
100-61900-5XXXXXX		City Events Expenses		25,340
100-62200-5XXXXXX		Parks Expenses		56,890
100-74500-5XXXXXX		Code Enforcement		44,388
100-75500-5XXXXXX		Main Street Program		36,689
100-90000-612000		Transfers Out - URA		2,053
100-00000-389040		To Fund Balance	2,219,791	
275-00000-3XXXXXX		Hotel Motel Revenues		18,088
275-15100-5XXXXXX		Hotel Motel Expenses		40,855
275-00000-389040		Hotel Motel Fund Balance	58,943	
340-00000-3XXXXXX		TE Revenues		163,195
340-15100-5XXXXXX		TE Admin Expenses	15	
340-42311-5XXXXXX		TE Public Works Expenses	16,230	
340-00000-389040		TE Fund Balance	146,950	
350-00000-3XXXXXX		URA Revenues	2,053	
350-15100-5XXXXXX		URA Expenses		2,096
350-80000-58XXXX		URA Debt Service	73	
350-00000-389040		From URA Fund Balance	30	
555-00000-3XXXXXX		MMCC Revenues	12,211	
555-00000-5XXXXXX		MMCC Expenses	45,592	
555-00000-391100		MMCC Transfer In From General Fund		57,803
		Totals	2,537,363	2,537,303

2015 End of Year Budget Adjustments for Funds 100, 275, 340, 350, 555
General Fund, Hotel/Motel, TE, URA and MMCC

Entered _____

Approved _____

ITEM # 6

**Ordinance
Budget Amendment
2015-006 FYE2015
\$1,730,362.00
Presented by:
Linda Nabers,
Treasurer**

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY BUDGET FOR FISCAL YEAR 2015 FOR THE CITY OF STOCKBRIDGE; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WITNESSETH:

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 providing public services to residents located within the corporate limits of the City;

WHEREAS, the City adopted its final operating budget for fiscal year 2015 on December 11, 2014;

WHEREAS, Section 6.27 (b) of the City Charter provides that the City Council by majority vote may make changes in the appropriations contained in the budget at any regular meeting or special or emergency meeting called for such purposes;

WHEREAS, having complied with all necessary legal requirements, the City Council wishes to amend the 2015 budget with the budget amendment marked accordingly and attached hereto;

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

SECTION 1. Adoption by Reference. The document attached hereto as Exhibit "A" comprised of a budget amendment numbered 2015-006 is incorporated herein by reference and is hereby adopted as an amendment to the Budget for Fiscal Year 2015 for the City of Stockbridge, Georgia.

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 is hereby authorized to sign all documents necessary to effectuate this Ordinance.

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

SECTION 5. Codification and Severability.

(a) It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were upon their enactment believed by the City Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the City Council that to the greatest extent allowed by law each and every section, paragraph, sentence, clause or phrase of this ordinance is severable from every other section, paragraph, sentence, clause or phrase of this ordinance. It is hereby further declared to be the intention of the City Council that to the greatest extent allowed by law no section, paragraph, sentence, clause or phrase of this ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this ordinance.

(c) In the event that any section, paragraph, sentence, clause or phrase of this ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the ordinance and that to the greatest extent allowed by law all remaining Sections, paragraphs, sentences, clauses, or phrases of the ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

SECTION 5. Repeal of Conflicting Provisions. Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 6. Effective Date. This ordinance 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 ORDAINED this _____ day of _____, 2016.

ANTHONY S. FORD, MAYOR PRO TEM

ATTEST:

(SEAL)
VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

MICHAEL WILLIAMS, CITY ATTORNEY

Date Presented to Mayor: _____

Date Received from Mayor: _____

CITY OF STOCKBRIDGE

BUDGET AMENDMENT

NUMBER 2015-006

DATE 4/26/2016

ACCOUNT	PROJECT	DESCRIPTION	Debits	Credits
495-00000-3XXXXXX		Cemetary Fund Revenues	257	
495-15650-5XXXXXX		Cemetary Fund Expenses		350
495-00000-389040		Cemetary Fund Balance	93	
505-00000-3XXXXXX		Contributed Capital - SPLOST, fixed assets, ins		108,500
505-43300-3XXXXXX		Sewer Revenues		124,174
505-44200-3XXXXXX		Water Revenues		231,307
505-43300-5XXXXXX		Sewer Expenses		108,834
505-44200-5XXXXXX		Water Expenses	619,135	
505-80000-5XXXXXX		Debt Services		78,304
505-00000-389040		Water / Sewer Fund Balance	31,984	
510-00000-3XXXXXX		Stormwater Revenues	321,934	
510-42500-5XXXXXX		Stormwater Expenses		604,486
510-00000-389040		Stormwater Fund Balance	282,552	
540-00000-3XXXXXX		Sanitation Revenues		12,973
540-45200-5XXXXXX		Sanitation Expenses		449,646
540-00000-389040		Sanitation Fund Balance	462,619	
560-00000-3XXXXXX		TSCC Revenues		11,788
560-00000-5XXXXXX		TSCC Expenses	10,512	
560-00000-389040		From TSCC Fund Balance	1,276	
		Totals	1,730,362	1,730,362

2015 End of Year Budget Adjustments for Funds 495, 505, 510, 540, 560

Cemetary Fund, Water/Sewer, Stormwater, Sanitation, TSCC

Entered _____

Approved _____

ITEM # 7

**Ordinance
Budget Amendment
2016-007 FYE2016
\$75,000.00
Presented by:
Linda Nabers,
Treasurer**

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY BUDGET FOR FISCAL YEAR 2016 FOR THE CITY OF STOCKBRIDGE; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WITNESSETH:

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 providing public services to residents located within the corporate limits of the City;

WHEREAS, the City adopted its final operating budget for fiscal year 2016 on December 14, 2015;

WHEREAS, Section 6.27 (b) of the City Charter provides that the City Council by majority vote may make changes in the appropriations contained in the current operating budget at any regular meeting or special or emergency meeting called for such purposes;

WHEREAS, having complied with all necessary legal requirements, the City Council wishes to amend the 2016 budget with the budget amendment marked accordingly and attached hereto;

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

SECTION 1. Adoption by Reference. The document attached hereto as Exhibit "A" comprised of a budget amendment numbered 2016-007 is incorporated herein by reference and is hereby adopted as an amendment to the Budget for Fiscal Year 2016 for the City of Stockbridge, Georgia.

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 is hereby authorized to sign all documents necessary to effectuate this Ordinance.

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

SECTION 5. Codification and Severability.

(a) It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were upon their enactment believed by the City Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the City Council that to the greatest extent allowed by law each and every section, paragraph, sentence, clause or phrase of this ordinance is severable from every other section, paragraph, sentence, clause or phrase of this ordinance. It is hereby further declared to be the intention of the City Council that to the greatest extent allowed by law no section, paragraph, sentence, clause or phrase of this ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this ordinance.

(c) In the event that any section, paragraph, sentence, clause or phrase of this ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the ordinance and that to the greatest extent allowed by law all remaining Sections, paragraphs, sentences, clauses, or phrases of the ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

SECTION 5. Repeal of Conflicting Provisions. Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 6. Effective Date. This ordinance 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 ORDAINED this _____ day of _____, 2016.

ANTHONY S. FORD, MAYOR PRO TEM

ATTEST:

(SEAL)
VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

MICHAEL WILLIAMS, CITY ATTORNEY

Date Presented to Mayor: _____

Date Received from Mayor: _____

CITY OF STOCKBRIDGE

BUDGET AMENDMENT

NUMBER 2016 - 007

DATE 04/26/2016

ACCOUNT	PROJECT	DESCRIPTION	Increases	Decreases
510-00000-117500		Machinery and Equipment	75,000	
510-00000-389040		From Fund Balance		75,000
Totals			75,000	75,000

This amendment is to purchase a mini excavator for the stormwater fund.

Entered _____

Approved _____

ITEM # 8

**Resolution
Establishing a policy
for City of
Stockbridge
Volunteers**

**Presented by:
Michael Williams,
City Attorney**

RESOLUTION NO. _____

**A RESOLUTION TO ADOPT A VOLUNTEER SERVICE POLICY FOR
THE CITY OF STOCKBRIDGE**

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; and

WHEREAS, the City Council desires to establish a fair and equitable volunteer service policy for the City of Stockbridge;

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

SECTION 1. Approval. The volunteer service policy attached hereto as Exhibit A is hereby approved.

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. Authorization of Execution. The Mayor or Mayor Pro Tem is 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 ordinance, 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 REOLVED this _____ day of _____, 2016.

ANTHONY S. FORD, MAYOR PRO TEM

ATTEST:

APPROVED AS TO FORM:

(SEAL)
VANESSA HOLIDAY, City Clerk

MICHAEL WILLIAMS, City Attorney

EXHIBIT A

Volunteer Service Policy

ITEM # 9

**ORDINANCE
FOOD TRUCKS
IN THE
CITY OF STOCKBRIDGE**

**Presented by:
Michael Williams,
City Attorney**

ITEM # 10

Resolution

**Establishing a policy
for proclamations**

Presented by:

**Michael Williams,
City Attorney**

RESOLUTION NO. _____

**A RESOLUTION TO ADOPT A PROCLAMATIONS POLICY FOR THE
CITY OF STOCKBRIDGE**

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; and

WHEREAS, the City Council desires to establish a fair and equitable proclamations policy for the City of Stockbridge;

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

SECTION 1. Approval. The proclamations policy attached hereto as Exhibit A is hereby approved.

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. Authorization of Execution. The Mayor or Mayor Pro Tem is 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 ordinance, 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 REOLVED this _____ day of _____, 2016.

ANTHONY S. FORD, MAYOR PRO TEM

ATTEST:

APPROVED AS TO FORM:

(SEAL)
VANESSA HOLIDAY, City Clerk

MICHAEL WILLIAMS, City Attorney

EXHIBIT A

Proclamations Policy



ABOVE AND BEYOND. BY DESIGN.

Proclamation Requests

Proclamations are provided by the Mayor's office as a courtesy to residents of Overland Park or the Kansas City metropolitan area. These public service documents are strictly honorary and are not legally binding. All proclamations will be reviewed on a case-by-case basis. The Mayor's office reserves the right to decline any request for a proclamation or to make exception to the following guidelines.

Proclamations recognize and are issued only for a specific day, week, or month.

Proclamations are issued for nonprofit organizations with citywide, regional or statewide interest. Proclamations will not be issued to endorse or promote a private, for-profit business that competes with similar for-profit businesses, or to endorse or promote a partisan political position or candidate.

Send Requests

Requesters are encouraged to submit a proclamation request in writing 4-6 weeks in advance of the requested date. The request should be accompanied by a draft of the proclamation. Any draft proclamation language submitted may be edited or rewritten at the discretion of the Mayor's office.

Requests may email the Mayor's executive assistant or mail to the Office of the Mayor, City of Overland Park, 8500 Santa Fe Drive, Overland Park, KS 66212. Please include all contact information, including a mailing address and telephone number.

Places

- [Arboretum](#)
- [Community Centers](#)
- [Farmers' Market](#)
- [Farmstead](#)
- [Golf Courses](#)
- [Parks](#)
- [Municipal Court](#)
- [Pools](#)
- [Scheels Overland Park Soccer Complex](#)

Online Services

- [OPCares](#)
- [Pay a Fine or Fee](#)
- [Make a Police Report](#)
- [Find an Accident Report](#)
- [Online Development](#)
- [Reserve a City Facility](#)
- [Traffic Cameras](#)
- [Documents & Forms](#)

Popular Contacts

- [Main Line](#) city@opkansas.org 913-895-6000
- [Police](#) 913-895-6300
- [Municipal Court](#) 913-327-6800
- [Public Information Officers](#) 913-895-6109
- [Property Maintenance](#) property@opkansas.org 913-895-6270
- [Animal Control](#) 913-895-6300
- [Soccer Complex](#) 913-685-1512




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[Stage 2 Water Restrictions](#)

[City of Manor Weather](#)

Proclamations

The Mayor and City Council welcome the opportunity to recognize residents, special events and programs, businesses, corporate partners, and employees on those exceptional occasions which make Manor a community we are all proud to call home.

Process

1. All proclamation requests are subject to final approval by the Mayor and/or City Council. The City of Manor reserves the right to:

- * edit all proclamation requests to reflect the City's vision, mission, and goals; and
- * decline any proclamation request without further details.

2. All proclamation requests should have a specific local connection with the City of Manor unless the request involves a special significance to the City, region, or state, as determined by the Mayor.

3. In order to accommodate preparation and scheduling, all requests should be made as far in advance as possible, with a minimum of 10 business days prior to the occasion for the ceremonial item.

4. All requests should be made through email to:

Frances M. Aguilar fmaquilar@cityofmanor.org and Lluvia Tijerina ltijerina@cityofmanor.org

Guidelines

Proclamations – A proclamation is a formal declaration by the Mayor in honor of a person, group or event. Proclamations will not be issued for business groundbreaking, ribbon-cutting, or grand-opening events. Whenever possible, a sample proclamation or wording should be provided. Proclamations should include no more than (5) five "whereas" statements, and each statement should be no more than 35 words in length. Longer requests may be shortened by City staff. One formal presentation copy will be provided at no charge. Proclamations should be picked up at the City of Manor, 105 E. Eggleston Street, unless other arrangements have been made. If you would like the proclamation presented by the Mayor or Council at a Council Meeting or an event, please indicate this with your request.

Come Visit Us at City Hall:
105 E. Eggleston St.
P.O. Box 387
Manor, Tx 78653
512 - 272 - 5555

Hours:
Monday - Friday
8am to 5pm

The City of Manor Strives to promote Community spirit through the preservation of our unique character and heritage, while fostering a dynamic economic environment.

powered by ezTastTM

Proclamation Guidelines

Proclamations are ceremonial documents to honor, celebrate or create awareness of an event or significant issue. They may be issued for:

Public awareness

Charitable fundraising campaigns

Non-profit organizations

Arts and cultural celebrations

Special honors, determined by Mayor

Proclamations will not be issued for:

For profit businesses, as an advertisement or commercial promotion

Matters of political or religious nature

Events or organizations with no direct relationship to the City of Carlsbad

Campaigns or events contrary to city policies

Guidelines

Mayor's office reserves the right to approve or decline any proclamation request and to edit the drafted material for final wording.

All proclamation requests will be reviewed on a case-by-case basis.

An organization can request only one proclamation annually.

A certificate of recognition or congratulatory letter is an alternative where the criteria for a proclamation are not met.

If you have a question, please contact the City Council secretary at 760-434-2830. Direct requests may be sent to:

Mayor's Office

Carlsbad City Hall

1200 Carlsbad Village Drive

Carlsbad, CA 92008

council@carlsbadca.gov

760-720-9461 Fax

City Proclamation

Who can make a proclamation request?

- Requests must be made by a City of Carlsbad resident or employee.

•

- How do you request a proclamation?

- All requests must be made in writing via email, hand-delivered, faxed or sent by U.S. mail.
- Each request should be made 30 days in advance of the date the proclamation is needed.

What should be included in the request?

- Please provide a contact person's first and last name, phone number, home address and email address.
- Provide a brief summary of the event or organization.
- Provide a specific name and date for the day, week or month or event to be proclaimed.
- Provide the exact date the proclamation is needed.
- Each request must include a draft text of the proclamation, including four to five "whereas" clauses.
- Provide a mailing address to send the final proclamation or indication of whether it will be picked up.
- Proclamations must fit on a single page and be in 12 point font, with room remaining for the Mayor's signature.

PROCLAMATIONS

Among the many ceremonial functions of the office of Mayor is recognizing and honoring people, events, activities, organizations, issues, etc. through the issuance of formal proclamations. Proclamations may or may not be issued publicly, depending on timing, the wishes of the recipient(s), and available time and space on City Council agendas. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of local citizens and non-profit organizations, honor occasions of importance and significance, and to increase public awareness of issues to improve the well-being of the citizens of Greenville.

GUIDELINES

The issuance of a proclamation does not require action by the City Council as a whole. It should, however, comply with the guidelines below.

Proclamations may generally be issued for the following purposes:

- Memorializing special or exemplary events or days, both within and outside of Greenville, including certain national days of celebration, recognition, or mourning.
- Encouraging or supporting local charitable fundraising campaigns.
- Recognizing business anniversaries of fifty years or more.
- Recognizing retirements from the City of Greenville following thirty-five or more years of continuous service.
- Supporting local arts and cultural celebrations.
- Recognizing achievement of high rank or success within a local non-profit organization, such as scouting.
- Recognizing unique or especially successful local school-related activities, such as in academics, athletics, music, etc.
- Honoring local nonprofit service groups for their work in the community.
- Recognizing individuals for outstanding achievements in or for contributions to the community.
- Supporting public awareness campaigns that have the potential to enhance public health, safety, or wellness.
- Recognizing individual birthdays of 100 years or more.
- Recognizing wedding anniversaries of fifty years or more.
- Recognizing special or unique honors.
- Recognizing other exceptional events, activities, and/or people.

Proclamations may generally not be issued for the following purposes:

- Groups or individuals from outside Greenville.
- Matters of a political nature.
- Controversial issues or organizations.
- Events or activities that do not benefit Greenville.
- National or international groups requesting a proclamation without an in-city sponsor.

- Events, campaigns, or activities that are contrary to or in opposition to adopted City policies, plans, or ordinances.
- Personal activities not of a general public interest, such as deaths, family reunions, birthdays of less than 100 years, groundbreakings, business endorsements, etc.

PROCEDURE

All proclamation requests must be submitted in writing using the attached form at least two weeks prior to a regular council meeting date or of the event to be recognized. Submission of a proclamation request does not guarantee its issuance. The Mayor reserves the right and has the final decision to modify or deny any proclamation request, consistent with this policy.

Individual(s) or organization(s) seeking a proclamation must accompany the request with:

- Contact person's first and last name, address, telephone number, and e-mail address.
- A brief summary or background of the event or organization.
- Proposed text to enable writing of the proclamation, including a minimum of four points.
- The name and date(s) of the day, week, month, or event to be proclaimed.
- Date of event for proclamation and date proclamation is to be ready for pick up.

DISTRIBUTION

Proclamations shall be distributed in one of the following ways:

- Presented at a City Council meeting;
- Photo opportunity with the Mayor, or Mayor Pro-Tem in the absence of the Mayor; or
- Picked up in the City Secretary's office.

Proclamations presented at a City Council meeting may be limited due to time, and will be scheduled on a first request basis. Proclamations presented at a meeting shall be sponsored by the Mayor, a Council Member, or City Staff.

PROCLAMATION REQUEST

All requests must be submitted in writing at least two weeks prior to a regular council meeting date or of the event to be recognized. Submission of a proclamation request does not guarantee its issuance. The Mayor reserves the right and has the final decision to modify or deny any proclamation request, consistent with the proclamation policy adopted by City Council July 14, 2015.

DATE OF REQUEST: _____

NAME OF PERSON REQUESTING: _____

ADDRESS/TELEPHONE/EMAIL:

BRIEF SUMMARY OR BACKGROUND OF THE EVENT OR ORGANIZATION:

FOUR POINTS TO BE INCLUDED IN PROCLAMATION:

NAME AND DATE(S) OF THE DAY, WEEK, MONTH, OR EVENT TO BE PROCLAIMED:

DATE OF EVENT FOR PROCLAMATION:

PRESENTATION OF PROCLAMATION (Please select one)

- _____ REQUEST MAYOR TO PRESENT PROCLAMATION AT EVENT
- _____ PROCLAMATION TO BE PICKED UP FROM CITY CLERK
- _____ PROCLAMATION TO BE PRESENTED AT COUNCIL MEETING

(Proclamations presented at a meeting shall be sponsored by the Mayor, a Council Member, or City Staff.)

Proclamation Request

City Council welcomes the opportunity to recognize exceptional individuals and events within the City. These keepsake proclamations may be issued in honor of civic events, to recognize noteworthy achievements or to celebrate important dates in the life of an individual or organization. A request for a proclamation must be made at least 10 business days prior to the date requested. Please read the Proclamation Guidelines before making a request. You can upload your draft proclamation below.

Proclamation Guidelines

Proclamations are ceremonial documents signed by the President of City Council and are issued to:

- Promote local art and cultural celebrations
- Raise public awareness of local issues that impact health and safety in Colorado Springs
- Support charitable fundraising campaigns that benefit a majority of Colorado Springs residents

Proclamations recognizing individuals will generally not be considered unless they concern Colorado Springs:

- Citizens
- Business owners
- City employees and/or local officials who are recognized for their outstanding service to the public
- Retiring military officials who have made a significant contribution to the Armed Forces and are/were stationed at one of our local military bases

Proclamations will not be issued for:

- Campaigns or events contrary to city policies
- Events or organizations with no direct relationship to the City of Colorado Springs
- For-profit causes
- Matters of political controversy, ideological or religious beliefs or individual conviction
- Pending ballot or legislative issues

Presentation of Proclamation at City Council Meeting

Only proclamations related to city-sponsored events or programs or in recognition of outstanding community service are read and presented at meetings. A representative should be available at the meeting to receive the proclamation and make a few brief remarks about the subject of the proclamation.

Additional Guidelines:

- An organization does not have exclusive rights to the day, week or month of their proclamation
- Other organizations can share the day, week or month of a proclamation
- An organization should request only one proclamation annually
- Proclamations are not automatically renewed. Requests must be made on an annual basis
- Proclamations must fit on a single page and be in 12 point font, with room remaining for the signature of the President of Council and the City Seal
- More than one cause can be proclaimed simultaneously
- The City Council President reserves the right to modify or deny any proclamation request. In cases where proclamation criteria are not met, a Certificate of Appreciation, Recognition or Congratulatory Letter is an alternative

- Any questions please [contact Jacquelyn Puett](mailto:jpuett@springsgov.com) (<mailto:jpuett@springsgov.com>), 719-385-5453.

Proclamation Request Form

Event or Organization Name *

First Name *

Last Name *

Address *

Country

Address 1 *

Address 2

City *

State *

ZIP code *

Phone Number *

Date the Proclamation is needed *

Year	Month	Day
---------------------------	----------------------------	--------------------------

Name of Proclamation *

Date of the event to be proclaimed *

Would you like your proclamation mailed to you? *

- ☐ Yes
☐ No

Upload your draft proclamation

No file chosen

Files must be less than 2 MB.

Allowed file types: gif jpg png txt pdf doc docx.

Additional Comments

SUBMIT

[← Historic City Hall \(/city-council/page/historic-city-hall\)](#)

[up \(/a
bout-
city-
council
\)](#)

[Sales Tax > \(/finance/page/sales-tax\)](#)

Office of the City Clerk – Proclamations

PROCLAMATIONS are ceremonial documents issued by the Mayor, that recognize, celebrate, and honor:

- Non-profit organizations recognizing extraordinary achievements of citizens of Vero Beach and youth attending City schools,
- Occasions of importance and significance taking place within the City of Vero Beach;
- Days that are noteworthy or historically significant;
- Special events taking place within the City.
- Non-profit organization's campaigns to increase public awareness of issues to improve the well-being of the people of this city.

Proclamations will not be issued for matters of political controversy, ideological or religious beliefs or individual conviction; campaigns or events contrary to City policies, espousing hatred, violence, or racism. Proclamations are not automatically renewed.

Proclamations are strictly honorary, and they are issued as a courtesy. Further, they are not legally binding and do not constitute an endorsement by the City.

CONGRATULATORY LETTERS

The City of Vero Beach strongly encourages personal achievements and wishes to showcase significant milestones in the lives of residents. Congratulatory Letters may be used to honor special events or individuals. These may include conferences, conventions, family reunions, community celebrations, award ceremonies, and significant birthdays (100) and achievements.

PROCEDURES

Individuals and organizations seeking a Proclamation or Congratulatory Letter shall submit their request in writing to the Office of the City Clerk. Requestors may use the City's Proclamation Request Form or a letter to submit their request, at least thirty (30) days prior to the date needed. The Proclamation Request Form is available on the City's website and at the Office of the City Clerk

Requests may also be submitted through a member of the City Council.

Request must include the request form, available on the City website, which includes:
Contact person's first and last name, address, and telephone number.

1. The name and date(s) of the day, week, month or event to be proclaimed.
2. A brief summary and/or background of the event, organization, or person.
3. Date to be presented and/or when needed.
4. Draft text for the proclamation, including 3 – 5 "whereas" clauses.

Submission of a Proclamation or Congratulatory Letter request does not guarantee issuance. Further, the City Clerks, Mayor and City Commission reserve the right to modify or deny any Proclamation, Greeting, or Congratulatory Letter request.

City Proclamation Guidelines

Proclamations are ceremonial documents signed by the Mayor and issued for:

- Public awareness
- Charitable fundraising campaigns
- Arts and cultural celebrations
- Special honors (on the recommendation of the Mayor)

Proclamations will not be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual conviction
- Events or organizations with no direct relationship to the City of Cleveland
- Campaigns or events contrary to City policies

Other:

- The Mayor's Office reserves the right to modify or deny any proclamation request.
- An organization may request only one proclamation annually.
- More than one cause can be proclaimed simultaneously.
- An organization does not have exclusive rights to the day, week or month of their proclamation.
- A Certificate of Recognition or Congratulatory letter is an alternative where proclamation criteria are not met.

Who can make a proclamation request?

- Request must be made by a City of Cleveland resident.
- Proclamations must affect a broad group of people. We will not issue proclamations for individuals. For individuals, depending on the occasion or event, either a Certificate of Recognition or Congratulatory letter will be provided.

How should a proclamation request be made?

- All requests must be made in writing. Request can be mailed, faxed or hand-delivered or email. If mailed or faxed, please call to verify receipt by our office.
- Requests should be made at least 10 business days in advance of the date the document is needed. The exception to this rule is condolence requests- these should be made as soon as possible after a person's passing.

What must the request include?

- Contact person's first and last name, address, and telephone number.
- A brief summary and/or background of the event or organization.
- The name and date (s) of the day, week, month or event to be proclaimed.
- Draft text for the proclamation, including 4-6 "whereas" clauses.
- An indication of whether the proclamation should be mailed or will be picked up and the date.
- A date when the proclamation is needed.

PROCLAMATION POLICY



Resolution No. 56-09, June 22nd, 2009

CITY OF STUART PROCLAMATION POLICY

The Mayor of the City of Stuart shall be permitted to sign and issue "proclamations," at no charge, to recognize individuals or organizations for their outstanding achievement to the community, or for special events, or for days or months that are noteworthy, or that have historical significance, subject to the following additional considerations:

1. Proclamations will not be issued for commercial purposes, such as the opening of a new business, provision of a new service or a new product. Business anniversaries of less than 100 years, and personal service to the community of less than 25 years shall not normally be recognized by proclamation.
2. In addition, proclamations shall not be issued for deceased persons, retirements, birthdays, weddings, wedding anniversaries, or family reunions, except at the direct request of the city manager.
3. Individuals or organizations periodically or routinely seeking proclamations may be asked to provide new or additional information for the proclamation.
4. A request for a proclamation shall be made in writing to the City Manager's Office at least 7 days prior to the date that will be proclaimed or the date the document will be presented. The City Manager may waive the time requirement, at his decision.
5. Each request must be accompanied by the name, email address, and telephone number of a responsible person who can answer additional questions about the proposed proclamation.
6. Individual(s) or organization(s) seeking a proclamation must accompany the request with:
 - a. Facts about the subject matter; enough information to make 3 or 4 points.
 - b. Specific title of what is to be proclaimed.
 - c. Date of the proclamation, and date to be presented, if any.
 - d. Name of person who will accept the proclamation.

Normally, proclamations shall be presented at a City Commission Meeting, unless prior arrangements are made to have it mailed or picked up at the City Manager's Office.

The City Manager shall pre-approve all proclamations, prior to forwarding to the Mayor for execution.

Tweet

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Share



**CITY OF SUNNY ISLES BEACH
PROCLAMATION/ GREETING/
CONGRATULATORY LETTER
REQUEST FORM**

Office of the City Clerk, 18070 Collins Avenue, Sunny Isles Beach, FL 33160
(305) 792-1703 Direct Phone (305) 947-0606 Main Phone (305) 949-3113 Fax

City Clerk's Date Stamp

This is a request for a ☐ Proclamation ☐ Greeting ☐ Congratulatory Letter (Check One)

Name of Requestor/Contact: _____

Organization: _____

Address (including City/State/Zip): _____

Phone Number/Email Address: _____

Name of Individual/Organization to be honored: _____

Title for Proclamation/Greeting/Recognition: _____

Day, Week, or Month to be recognized: _____

List the reason this individual or organization is being recognized (example: reaching a personal milestone, accomplishment, or achievement or receiving a distinction). _____

Any specific information, contributions, anecdotes, etc. that you wish to have considered for inclusion: _____

How is this individual or organization connected to the City of Sunny Isles Beach? _____

Date Needed: _____

Check One: ☐ I will pick up the document. Please call me at _____ when ready.
☐ Please mail the document to the above address.
☐ I would like to have the Proclamation presented at a City Commission Meeting in _____ (month)

Administrative Use Only

Office of the City Clerk: ☐ Proclamation ☐ Greeting ☐ Congratulatory Letter (check one)

Approved: ☐ Yes ☐ No If no, reason: _____

Sponsoring Official: _____

Date Issued: _____

Log Number: _____

Date Logged: _____

Initials: _____



Search



Melody Paradise, Mayor

Fred Adair,
Councilmember, Place 1Don Funderlic,
Councilmember, Place 2Jane Barrett,
Councilmember, Place 3Russell Brewster, Mayor
Pro Tem, Place 4Don Surratt,
Councilmember, Place 5Mayoral Proclamations and
Ribbon Cuttings[Home](#) > [Government](#) > [Mayor and City Council](#) > Mayoral Proclamations and Ribbon Cuttings

Mayoral Proclamations and Ribbon Cuttings

Official proclamations from the Office of the Pantego Mayor are issued to honor a person or an event that reflects positively upon the Town. They are intended to recognize a person, organization, business, or specific day, week, month, or event deemed to be of interest or benefit to increase public awareness to citizens of the Town of Pantego and often are issued at a ribbon cutting or Grand Opening of a new business. The proclamations are a one-page document from the Office of the Mayor that are issued at no charge and prepared by the City Secretary. Proclamations are issued at the Mayor's discretion.

There are three types of Town of Pantego proclamations and you may request one online using this web page:

1. **Acknowledgment and/or Honor Proclamation** - An Acknowledgment and/or Honor Proclamation recognizes and celebrates an extraordinary achievement that is prepared and presented at a regularly scheduled Town Council meeting. (i.e., David's Bar-B-Que for 100 years of service, Boy Scout Eagle and/or Girl Scout Gold).
2. **Business Proclamation** - A Business Proclamation is requested and presented by the Office of the Mayor in conjunction with the Pantego Economic Development Corporation at a ribbon cutting event, grand opening, or other qualifying event of historical importance to both the business and the Town. Personal endorsements for individuals or businesses are not considered for proclamations.
3. **Mayoral / Town Council Proclamation** - A Mayoral / Council Proclamation is issued to charitable and non-profit organizations to increase public awareness of their causes and/or promote fund-raising activities, support major sporting, cultural, and entertainment programs of significance to the Town, and Town initiatives that are requested by a local individual, group, or organization. Proclamations that involve commercial enterprises (other than the Business Proclamation) and/or political parties do not qualify. A Mayoral and/or Town Council Proclamation is usually prepared and read at a regularly scheduled Town Council meeting and is presented to a representative in attendance.

How to apply

Requests for proclamations should be made in writing to the City Secretary's Office at least 10 working days in advance of when it is needed:

Town of Pantego
Attn - City Secretary
1614 S. Bowen Rd.
Pantego, TX 76013

Or by email to the [City Secretary](#)

Typically, only one proclamation is issued for each event, and duplicate originals are not provided. Requests should provide the following information:

- A clear and concise description of the event or issue - enough information to make four points and/or draft language and background of the person, organization, or event being proclaimed.
- The date of the proclamation and the date to be presented.
- The name, telephone number, and email address (where applicable) of the contact person making the request, as well as the name and address of the person to receive the signed proclamation.
- The specific title of what will be proclaimed and why the event / issue is of importance to the Town as a whole.

Engage your community - connect to news, events and information you care about. [View more information...](#)

[Sign In](#)

another Councilmember to make the presentation. The proclamation may be picked up by the person or organization requesting it as well if no presentation is required. Presentations by the Mayor during a Town Council meeting are to be placed on the agenda at the Mayor's discretion.

Guidelines Criteria

Proclamations:

- Should be requested by a Pantego citizen or business owner.
- Should have a positive Townwide impact.
- Should not duplicate other requests.
- Should not take sides in matters of political controversy, ideological or religious beliefs, or individual conviction.

The Mayor's issuance of a proclamation does not constitute an endorsement.

Ribbon Cuttings, Grand Openings or Groundbreaking Ceremonies

The Mayor and Town Council are always pleased to take part in welcoming new businesses to the Town by supporting either a Ribbon Cutting, a Grand Opening or a Groundbreaking Ceremony. If your company is planning on or recently has opened its doors, moved to a new location or expanded its current locations, the Town staff will work to help promote your event via the Town's website and Facebook pages. The following criteria must be met:

- Should take place within six months of the opening, moving, or expansion of the business.
- Four week notice is recommended to allow time to publicize the event.
- Should be scheduled on weekends.

Tips for a successful Ribbon Cutting, Grand Opening or Groundbreaking Ceremony**The More the Merrier...**

While the Town invites elected officials and PEDC Directors, we encourage businesses to invite clients, vendors, neighboring businesses, family and friends to ribbon cuttings. This is not only to have a large gathering for photo opportunities, it enables the business to showcase its assets to more people in the community.

Celebrate and Decorate...

Celebrate this great event by having festive décor—balloons and company signage not only draw attention to your business, it brings a celebratory spirit to the ceremony and makes it easier for attendees to locate your business.

Chips, Dip and Everything in Between...

Since celebrations traditionally take place during the lunch hours of 11 a.m. to 2 p.m., we encourage member businesses to have refreshments, snacks, cake, etc., for attending guests. This also adds to the flair of the event!

Open up...

Give guests a brief tour of your company and explain its function. You may never know what this can do for making business contacts in the future!

Ordinances, Resolutions, Proclamations & Letters

ORDINANCES

An "Ordinance" is an action taken by the Board of County Commissioners that creates a law that governs the behavior of everyone. It is a municipal law which may be amended or repealed by adoption of another ordinance. Except in cases of emergency or a suspension of the rules, ordinances are adopted by during Regular Session meetings of the Board.

RESOLUTIONS

A "Resolution" is an administrative act taken by the Board of County Commissioners to agree to County business and transactions. A resolution may be issued to express the Board's policy; direct administrative or legal action; or to make a public statement from the Board. A "motion" is used by the Board to indicate approval or denial of a procedural action. Except in cases of emergency or a suspension of the rules, resolutions are adopted during Regular Session meetings of the Board.

- Mail requests to:
Michelle Parker-Evans, Clerk to the Board
200 East Main Street, 2nd Floor
Durham, NC 27701
- E-mail requests to:
clerk@dconc.gov
- Fax requests to:
(919) 560-0013

[Resolution Policy and Request Form](#)

[Resolution Template](#)

[Resolution Sample](#)

PROCLAMATIONS

A "Proclamation" is a ceremonial document issued by the Board that may be used to formally recognize certain events, causes, groups or people. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of Durham County residents and non-profit organizations, to honor occasions of importance and significance to Durham County residents, and to increase public awareness of issues with the hope of improving the well-being of citizens of Durham County. The documents are not legally binding and should not be interpreted as a policy endorsement. Proclamations are issued during Regular Session meetings of the Board.

Requests for a proclamation signing should be made four to six weeks prior to the requested date. Requests can be mailed, e-mailed, faxed or hand-delivered. Because of the large volume of requests, we cannot honor telephone requests. Please submit your proclamation with the request form, adhering to the required guidelines.

- Mail requests to:
Michelle Parker-Evans, Clerk to the Board
200 East Main Street, 2nd Floor
Durham, NC 27701
- E-mail requests to:
clerk@dconc.gov
- Fax requests to:
(919) 560-0013

Proclamation Policy and Request Form

Proclamation Template

Proclamation Sample

CEREMONIAL LETTERS

A "Ceremonial Letter" is issued for programs, brochures, and other publications for medium to large-size events taking place in Durham County. The decision to write a ceremonial letter is done completely at the discretion of the Chairman of the Board, and he and County staff reserve the right to deny requests for ceremonial letters at any time. Ceremonial letters are issued on a "rolling" basis.

Ceremonial letters are prepared by the Public Information Office and include the signature of the chairman of the Board. Requests for ceremonial letters should be made two to four weeks prior to the requested date. Requests may be made to:

- Durham County Public Information Office
Deborah Craig-Ray, Assistant County Manager; or
Dawn Dudley, Senior Public Information Specialist
200 East Main Street, 2nd Floor
Durham, NC 27701
(919) 560-0000
publicinformationoffice@dconc.gov



COUNTY OF DURHAM

Proclamation Policy

Proclamations are issued by the Chairman of the Board of County Commissioners to honor and celebrate events, recognize achievements or increase public awareness of noteworthy causes. Requests are reviewed on a case-by-case basis and are honored at the Chairman's discretion and subject to the guidelines of this policy. The Board of County Commissioners/Clerk to the Board's Office/County Manager's Office reserve the right to decline any proclamation request or edit any draft language.

Proclamations are strictly ceremonial. These documents are not legally binding and should not be interpreted as a policy endorsement. Requests should be received four to six weeks before the requested date and may be rejected if they are not received sooner.

What are the criteria for a proclamation request?

- Proclamations must hold statewide significance or serve an educational purpose for a significant number of Durham County citizens
- Proclamations may recognize a day, week or month
- Proclamations for the benefit of specific for-profit organizations, policy organizations, businesses or individuals will not be issued
- Proclamations for anniversaries, weddings, birthdays or retirements will not normally be issued except in extraordinary circumstances such as a 100th birthday or 75th anniversary
- Requests must be made on an annual basis. Proclamations will not be automatically renewed
- Multiple requests from the same organization may not be honored in the same calendar year
- Requests that are similar to proclamations that have already been issued may be denied

Who can make a proclamation request?

Anyone may make a proclamation request. However, proclamations must have a direct relationship to Durham County citizens, events, achievements, services or noteworthy causes. The decision to issue a proclamation is done completely at the discretion of the Chairman of the Board, and he and County staff reserve the right to deny requests for proclamations at any time.

How should a proclamation request be made?

Requests can be mailed, e-mailed, faxed or hand-delivered. Because of the large volume of requests, we cannot honor phone requests.

Mail Requests to:
V. Michelle Parker-Evans
Clerk to the Board
200 East Main Street, 2nd Floor
Durham, NC 27701

Email Requests to:
clerk@dconc.gov

Fax Requests to:
(919) 560-0013



COUNTY OF DURHAM

Proclamation Information

Required fields are marked by an asterisk (*).

*Name: _____

*Phone (day): _____

Phone (evening/cell): _____

Address: _____

Email Address: _____

Unless advised otherwise, all contact regarding this request will be to the above listed person.

*Title of Proclamation: _____

*Date Proclamation is Needed: _____

*Purpose of the Proclamation (draft language and/or background of the person, event or organization):

INTERNAL USE ONLY. DO NOT WRITE BELOW THIS LINE.

☐ Approved

☐ Not Approved

Approved By: _____

Date Request Received: _____ Date to be Introduced: _____

☐ Presentation: _____

Please forward completed form to the Clerk to the Board's Office
Durham County Administrative Complex | 200 East Main Street, 2nd Floor | Durham, NC 27701
Phone: (919) 560-0025 | Fax: (919) 560-0013
Email: clerk@dconc.gov

PROCLAMATION FORMAT

Format: Times New Roman-12, no smaller than Times New Roman-11. Body should have full justification. Standard type unless otherwise indicated.

Before you submit, check your numbering, spelling and format. Submit to Clerk to the Board.

PROCLAMATION TITLE
[ALL CAPS, BOLD]

WHEREAS, [TEXT]; and

WHEREAS, [TEXT]; and

WHEREAS, [TEXT]; and

WHEREAS, [TEXT]; and

WHEREAS, [TEXT]; and

WHEREAS, [TEXT];

NOW, THEREFORE, I, Michael D. Page, Chairman of the Durham Board of County Commissioners and on behalf of the Durham Board of County Commissioners, do hereby proclaim [DATE] as

“TITLE OF EVENT (WEEK/DAY/MONTH)”
[ALL CAPS, BOLD, IN QUOTATION MARKS]

in Durham County, North Carolina and [TEXT].

This the [DAY] day of [MONTH], [YEAR].

Michael D. Page, Chairman
Durham Board of County Commissioners

ITEM # //

**Resolution
To Authorize
Hispanic Community
Event as a 2016
City Event
Presented by:
Councilwoman
Robinson**

Vanessa Holiday

From: Vanessa Holiday
Sent: Wednesday, March 23, 2016 12:57 PM
To: Neat Robinson
Cc: Council and Mayor; Michael Harris; Kira Harris-Braggs
Subject: RE: Hispanic Community Events

Councilwoman Robinson,

If this intended to be a City Event the item would need approval from the Council.

Thanks,

Vanessa Holiday
City Clerk, CMC
City of Stockbridge
Direct: 678-833-3303
Fax: 770-389-7912
Email: vholiday@cityofstockbridge-ga.gov

READER ADVISORY NOTICE: This information is intended only for the individual named above. If you received this in error, please call 678-833-3303 to notify the sender, and then delete the email without printing, copying or retransmitting it.

Georgia has a very broad Public Records Law. All written communications prepared and maintained or received in the course of official business by the City of Stockbridge are open records available to the public and news media upon request unless otherwise exempted by law (Ga. Statute 50-18-70).

From: Neat Robinson
Sent: Wednesday, March 23, 2016 11:37 AM
To: Vanessa Holiday <VHoliday@cityofstockbridge-ga.gov>
Cc: Council and Mayor <CouncilandMayor@cityofstockbridge-ga.gov>; Vanessa Holiday <VHoliday@cityofstockbridge-ga.gov>; Michael Harris <MHarris@cityofstockbridge-ga.gov>; Kira Harris-Braggs <KHarris-Braggs@cityofstockbridge-ga.gov>
Subject: Re: Hispanic Community Events

Madam Clerk if this needs to be voted on by Council please add to the next meeting

Many Thanks

Neat Robinson
Councilwoman
City of Stockbridge
340 N. Henry Blvd.
Stockbridge, GA 30281
iPhone Cellular 678-951-5562

Nrobinson@cityofstockbridge-ga.gov

"The Time is Always Right, To Do what is Right". - Dr. Martin Luther King Jr.

On Mar 23, 2016, at 11:32 AM, Neat Robinson <NRobinson@cityofstockbridge-ga.gov> wrote:

Good morning Kira hope your day is well,
I was following up with Rocio on the meeting myself and Councilman Alexander initially had with her bringing the Hispanic Celebration to The City Events. As you know they will be bringing in sponsorships to aide their event.
The Hispanic Celebration Dates are Sept 15-Oct 15 and we need to make sure this event is placed on Our Master Calendar for **Saturday Sept 17th**

Please include myself and Councilman Alexander on all meetings and email communication

Many Thanks

Neat Robinson
Councilwoman
City of Stockbridge
4640 N. Henry Blvd.
Stockbridge, GA 30281
iPhone Cellular 678-951-5562
Nrobinson@cityofstockbridge-ga.gov

"The Time is Always Right, To Do what is Right". - Dr. Martin Luther King Jr.

ITEM # 12

**APPROVAL OF
CAMPAIGN POLICY**

**Presented by:
City Attorney
Michael Williams**

STOCKBRIDGE POLICY REGARDING POLITICAL CAMPAIGN ACTIVITIES ON PUBLIC FACILITIES OR AT PUBLIC EVENTS

PURPOSE

This policy provides a consistent approach and direction to City employees on how City resources can and cannot be used during municipal, school board, county, state and federal election campaigns or campaigns on questions on a ballot.

DEFINITIONS

"Campaigning" – means any activity by or on behalf of a candidate, political party or question on a ballot meant to elicit support. Campaigning does not include the appearance of elected officials, other candidates or their supporters, or registrants at an event in their personal capacity without the display of any signage or graphic which identifies the individual as a candidate or registrant and without the solicitation of votes. Wearing of t-shirts, hats or other similar apparel shall not constitute signage or graphics for purposes of this definition.

"Campaign Materials" – means any materials used to solicit votes for a candidate(s) or question in an election including but not limited to literature, banners, posters, pictures, or other similar printed paraphernalia. Campaign materials include materials in all media, for example, print, displays, electronic radio or television, online including websites or social media. T-shirts, hats or other similar apparel shall not constitute signage or graphics for purposes of this definition.

"Candidate" – means any person who has filed and not withdrawn for an elected office.

"City of Stockbridge Resources" – includes but is not limited to City employees, City events, City facilities, City funds, City information and City infrastructure. These are further defined as follows:

"City employees" – means all employees or public officials of the City of Stockbridge., excluding candidates and Elected Officials.

"City events" – means events funded or organized by the City of Stockbridge or Members of Council, including events that may be jointly organized with community organizations and/or with external sponsors. City events include, but are not limited to: community meetings and consultations, parks, recreation or cultural facility openings or celebrations.

"City facilities" – means any facility which is owned or leased by a City of Stockbridge department and which is directly managed and operated by the City. City facilities do not include public right-of-ways such as sidewalks, roads and boulevards, laneways, except the sidewalk adjacent to City Hall.

"City funds" – means funding support through the City's annual operating or capital budgets, including but not limited to funds provided directly to City programs and services.

"City information" – means any information in the custody and control of the City, including databases that may be the repository of names, contact information, business records, financial information or other identifiers compiled and used by City of Stockbridge employees to conduct City business.

"City infrastructure" – means any physical or technology systems that support the operation of City programs and services, including but not limited to the City's vehicles, computer network, telecommunications and e-mail system, wireless equipment, computer hardware, software and peripherals, internet and intranet.

"Contribution" – means any money, goods and services given to and accepted by or on behalf of a person or group for an election campaign.

"Election" – means an election at the municipal, school board, county, state or federal level and ballot questions.

"Election Period" – means the period between the time candidates qualify for an election and election day.

"Elected Official" – means an individual elected to hold public office.

"Glad-handing" – means attending a City event as a private individual and interacting with other event attendees without displaying signage or disseminating material which identifies the individual as a candidate and without encouraging votes for a candidate, a political party or a position on a question on a ballot.

"Media Event" – means an event such as a press conference or photo opportunity to which the media is invited and the purpose of which is to promote a candidate, a political party or a position on a question on a ballot. Features of a Media Event can include but are not limited to, the issuing of a media advisory stating date, time and location of briefing/press conference, use of backdrops, podiums or public address systems, the distribution of media releases and/or media kits and/or the display of signage and/or other materials to promote a candidate or a position on a question on a ballot.

"Media Scrum" – means an unplanned encounter between a candidate, their staff and/or a member or members of the media.

"New/Social Media" – means online technologies and practices used to share opinions, insights, experiences, and perspectives through words, pictures, music, videos and audio. Social media can take many different forms, including but not limited to internet forums, web logs (blogs), social blogs, messaging, wikis, podcasts, pictures, video, music sharing, rating and bookmarking.

"Political Party" – means an organization whose fundamental purposes is to participate in public affairs by endorsing one or more of its members as candidates and supporting their election, or to promote the acceptance of a certain position on a question on a ballot.

"Question on a Ballot" – means any question or matter submitted for consideration by the voters.

PRINCIPLES

The City of Stockbridge must balance the need for freedom of expression and assembly of candidates and its legal responsibility to not provide an unfair advantage to any candidate, political party or a supporter of a question on a ballot during an election.

The City of Stockbridge cannot make a contribution (including money, goods and services) to any candidate, political party or a supporter of a question on a ballot during an election.

City of Stockbridge resources cannot be used to promote one candidate, political party or a supporter of a question on a ballot during an election over another candidate, political party or a supporter of a question on a ballot during an election.

This policy is intended to enable continued public and media access to candidates for information and interviews. The policy distinguishes between unplanned media scrums or chance public encounters by candidates and the media, whether in person or online, and actual planned media events or rallies.

The policy recognizes that Members of Council are holders of their office until the end of their term and supports Members in continuing to fulfill their responsibilities as Members of Council.

POLICY

A. Activities Allowable during an Election

A1) A candidate may use a City facility during a campaign if the property is a public forum open to all members of the general public, such as the City Hall steps, sidewalks, or public parks and such use does not occur at the same time as a City event.

A2) Campaign events in public facilities, including public parks, are subject to the same rules as any other event and may require an application or fee depending on City's established codes, policies and procedures regarding the use of City facilities.

A2) City facilities may be used for political forums when the forum is open to all candidates in a specific race and the general public is invited to attend the event. This clause is subject to all other applicable City codes, policies and procedures regarding the use of City facilities.

A2) Candidate, political party or a supporter of a question on a ballot during an election are permitted to distribute campaign materials on public right of way sidewalks and thoroughfares and at City parks, subject to any existing permitting policies for these facilities.

A3) Informal media scrums are permitted in public or common areas at the following City facilities provided that no apparatus, mechanism or device for the amplification of the human voice or any sounds is used and that the activity is not disruptive to regular City business in the vicinity. If the media scrum is disruptive, employees may ask the participants to find an alternative location:

- o Stockbridge City Hall
- o Any City park.

A4) Candidate, political party or a supporter of a question on a ballot during an election are permitted to attend City events, or events held at City facilities, in either their capacity as elected representatives or as private citizens to glad-hand with attendees and visitors, but may not solicit votes for themselves, a political party or a supporter of a question on a ballot, except in the areas designated for such activities by the City at such event. No election signs may be posted and no campaign materials may be disseminated at City events, except in the areas designated for such activities by the City at such event. This clause is subject to all applicable City codes, policies and procedures.

A6) Permits for generic election-related purposes, such as educating citizens and/or prospective candidates on election matters, can be issued for City facilities as long as no one particular candidate, political party or a supporter of a question on a ballot during an election is promoted or endorsed at the event.

A7) Elected officials are permitted to attend City-organized events or events held on City of Stockbridge property and act as ceremonial participants in their capacity as elected officials, including speaking at the event and partaking in ceremonial activities.

A8) City of Stockbridge online information related to elected officials will continue to be accessible by the public.

A9) City of Stockbridge databases already made available for public use may be used by candidate, political party, registrant or a supporter of a question on a ballot during an election.

A10) City employees may work on a campaign or support a candidate outside of their work hours, as long as they abide by the City's Employee Manual.

B. Activities Not Allowable during an Election

B1) City of Stockbridge resources may not be used to support, endorse or otherwise provide an unfair advantage to any candidate, political party or a supporter of a question on a ballot during an election.

B2) City of Stockbridge employees may not campaign or actively work in support of municipal, school board, county, state and federal election campaigns or campaigns on questions on a ballot during working hours unless they are on a leave of absence without pay or vacation leave.

B3) City facilities and City infrastructure cannot be used for any election-related purposes by candidate, political party or a supporter of a question on a ballot during an election, including for the display of any campaign-related signs in windows or on the facilities, as well as for any other form of campaigning on the facilities, except as described in section A of this policy.

B4) Any Candidate, political party or a supporter of a question on a ballot during an election shall not distribute any campaign materials in City of Stockbridge facilities or at City of Stockbridge events, except on public right-of ways, thoroughfares, in City parks and on City civic squares as described in section A of this policy.

B5) City of Stockbridge communications materials, whether for internal or for public distribution, must not:

- a. Profile (name or photograph), make reference to and/or identify any individual as a candidate in any election or any question on a ballot.
- b. Advocate for or against a particular candidate, political party or question on a ballot.

Communications materials include but are not limited to: media releases, media advisories, invitations for special events, flyers, posters, banners, brochures and newsletters.

B6) An elected official may not hand out a city-funded newsletter during a campaign event or while soliciting votes after qualifying as a candidate for municipal office. An elected official may not use photographs paid for by city funds in campaign literature unless the photographs are available for use by any member of the public. An elected official cannot use city funds to pay for email services and mailings for political campaign purposes.

B7) Websites or domain names that are funded by the City of Stockbridge must not include any campaign materials, make reference to and/or identify any individual as a candidate, political party or a supporter of a question on a ballot during an election, or profile any slogan or symbol associated with a candidate, political party or a supporter of a question on a ballot during an election.

B8) New/Social media sites, blogs, and other new media created and managed by City employees must not make reference to and/or identify any individual as a candidate, political party or a supporter of a question on a ballot during an election.

B9) Photographic or video materials which have been or may be created by City employees or with City resources must not be used in any campaign materials.

B10) The City of Stockbridge logo must not be used in any campaign materials.

B11) City databases must not be used by any candidate, political party or a supporter of a question on a ballot during an election, unless the database has already been released for public use or in connection with an Open Records Act request.

B12) City infrastructure cannot be used for any election purposes.

B13) City of Stockbridge employees will not perform any service, offer any advice or provide any information solely for the use of one candidate, political party or a supporter of a question on a ballot.