



City of Stockbridge
Bringing People
Together

STOCKBRIDGE CITY COUNCIL

Mayor Judy Neal

Mayor Pro Tem Anthony S. Ford

Councilman Elton Alexander

Councilman John Blount

Councilwoman LaKeisha Gantt

Councilwoman Neat Robinson

CITY MANAGER

Michael Harris

CITY CLERK

Vanessa Holiday

DEPUTY CLERK

Randi Rainey

CITY ATTORNEY

Michael Williams

**Council Meeting
Agenda
January 31, 2017 6:00 PM**



Council Chamber 2nd Floor

4640 N. Henry Blvd.

Stockbridge, GA 30281

Website: www.cityofstockbridge.com

Phone: 770-389-7900

Fax: 770-389-7912



AGENDA COUNCIL MEETING CITY OF STOCKBRIDGE

TUESDAY, JANUARY 31, 2017 6:00 PM

Mayor & City Council

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

Administration

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

I. Call to Order

II. Roll Call

Present	Absent
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Mayor Pro Tem Ford	_____	_____
Councilman Alexander	_____	_____
Councilman Blount	_____	_____
Councilwoman Gantt	_____	_____
Councilwoman Robinson	_____	_____

III. Invocation

IV. Pledge of Allegiance

V. Adoption of the Agenda

VI. Review of Minutes for 12/12/2016, 12/14/2016, 12/16/2016, 12/27/2016

Organizational Appointments: Municipal Court Judge & CPA/Auditor

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.

NEW BUSINESS

Item # 1 - Council Consideration to approve recommendation for Engineering Services for the City

Presented by: Michael Harris, City Manager

Item # 2 - Council Consideration to approve the use of MMCC for Back to School Event July 29, 2017

Presented by: Councilman Blount

Item # 3 - Council Consideration to approve to 2017 voting schedule

Presented by: City Clerk, Vanessa Holiday

Item # 4 - Council Consideration to approve Safety Committee Guidelines for the City

Presented by: Renee Wheeler, Human Resources Manager

DISCUSSION

Item # 5 - Council Consideration to amend the Travel Policy for the City

Presented by: Michael Harris, City Manager

Item # 6 - Branding Services for the City

Presented by: Michael Harris, City Manager

Item # 7 - Social Media Policy for the City

Presented by: Michael Harris, City Manager

Item # 8 - Variance Request- VR-16-14-S

Waffle House Inc., of Norcross GA requests a variance from development regulations for the property located at the Southeast corner of the Intersection of Eagles Landing Parkway and Parkside Lane, Land Lot 1 of the 11th District. Parcel ID no.069-01-008-009. The property consists of 0.898 +/- acres, and the request is for wall and ground signs.

Presented by: Michael Harris, City Manager

Item # 9 - Annexation Request- AX17-51

City- Initiated annexation request consisting of 2.87 +/- acres of parcel no.030-0100200, 415 Flippen Rd. in Land Lot 38 of the 12th District.

Presented by: Michael Harris, City Manager

Item # 10 - Request for Amendment of the City's Zoning Code in regards to brick facade` requirements

Presented by: Michael Williams, City Attorney

Item # 11 - Update of the City's Official Zoning Map

Presented by: Michael Harris, City Manager

Item # 12 - Fiber Optics Connection

Presented by: Councilman Alexander

Item # 13 - Public Safety

Presented by: Councilman Alexander

CITY MANAGER'S COMMENTS

Michael Harris

COUNCIL'S COMMENTS

Councilman Alexander

Councilman Blount

Mayor Pro Tem Ford

Councilwoman Gantt

Councilwoman Robinson

MAYOR'S COMMENTS

Mayor Judy Neal

EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Acts)

Item # 14 - Appointment of Council Representative on the Downtown Authority Board

Presented by:

Item # 15 - Appointment of Council Representative on Main Street Advisory Board

Presented by:

Item # 16 - Appointment to the Main Street Advisory Board

Presented by:

Item # 17 - Appointment of Council on Aging Representative

Presented by:

Item # 18 - Appointment of Youth Council Advisory Committee

Presented by:

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 check the city's website www.cityofstockbridge.com or contact City Hall offices at 770.389-7900 for information.

- Council Retreat- Thursday, February 9, 2017 at 2:00pm- 6:00pm and Friday, February 10, 2017 8:00am-5:00pm in Newnan, GA.
- Main Street Advisory Board Meeting - Friday, February 10, 2017 at 9:00 a.m. at City Hall in the Levi Meeting Room.
- Council Meeting – Monday, February 13, 2017 at 6:00 p.m. at City Hall in the Council Chamber.
- Joint Town Hall- Thursday, February 16, 2017 at 7:00pm at Red Oak UMC 3894 Walt Stephens Rd. Stockbridge, GA 30281.
- Stockbridge Zoning Advisory Board Meeting – Thursday, February 23, 2017 at 6:00 p.m. at City Hall in the Levi Meeting Room.
- Downtown Development Authority Board Meeting – Monday, February 27, 2017 at 6:00 p.m. at City Hall in the Levi Meeting Room.
- Council Work Session – Tuesday, February 28, 2017 at 6:00 p.m. at City Hall in the Council Chamber.

Motion to Adjourn.

RESOLUTION NO. _____

**A RESOLUTION TO AUTHORIZE A FIRM TO PROVIDE
ENGINEERING SERVICES TO THE CITY**

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 proposes to enter into a contract with a firm to provide engineering services to the City;

WHEREAS, _____ is the recommended firm;

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

SECTION 1. Approval of Purchase. The entering into a contract to provide engineering services with _____, as presented to the City Council on January 9, 2017 is hereby approved by the City Council.

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 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.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO RESOLVED this 9th day of January, 2017.

JUDY NEAL, Mayor

ATTEST:

VANESSA HOLIDAY, City Clerk

APPROVED AS TO FORM:

MICHAEL WILLIAMS, City Attorney

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING A BACK TO SCHOOL PROGRAM AT
THE MERLE MANDERS CONFERENCE CENTER**

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds;

WHEREAS, Section 1.12(b)(41) of the City Charter, the City is vested with certain broad powers "to exercise and enjoy all other powers, functions, rights, privileges, and immunities necessary or desirable to promote or protect the safety, health, peace, security, good order, comfort, convenience, or general welfare of the city and its inhabitants;"

WHEREAS, Section 1.12(b) of the City Charter states that "the powers of this city shall be construed liberally in favor of the city. The specific mention or failure to mention particular powers shall not be construed as limiting in any way the powers of this city;"

WHEREAS, the City desires to conduct a back to school event for students within the Henry County School District, whom are residents of the City of Stockbridge;

WHEREAS, it is in the vital public interest of the City that the next generation of residents being cultivated within the public schools that serve the residents of the City of Stockbridge but properly educated;

WHEREAS, the City specifically finds that the proposed back to school program promotes and protects the safety, health, peace, security, good order, comfort, convenience, and general welfare of the city and its inhabitants;

WHEREAS, the Mayor and Council believe that the back to school program is in the best interest of the City and its citizens;

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED as follows:

Section 1. **Authorization** -- The Mayor and Council of the City of Stockbridge hereby authorizes a back to school event to occur on July 29, 2017 at the Merle Manders Conference Center.

Section 2. **Documents** -- The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

Section 3. **Severability** - To the extent any portion of this Resolution is declared to be invalid, unenforceable, or non-binding, that shall not affect the remaining portions of this Resolution.

Section 4. **Repeal of Conflicting Provisions** - All City resolutions inconsistent with this Resolution are hereby repealed.

Section 5. **Effective Date** - This Resolution shall be effective immediately upon the date of its adoption by the City Council and Mayor as provided in the City Charter.

SO RESOLVED, this the _____ day of
_____, 2017.

CITY OF STOCKBRIDGE, GEORGIA

JUDY NEAL, MAYOR

ATTEST:

VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

MICHAEL WILLIAMS, CITY ATTORNEY

STOCKBRIDGE OPTION 1

PROPOSED OPTION 1 w/Two Saturdays - One Week MMCC	DATE
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	16-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	17-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	18-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	19-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	20-Oct
EARLY VOTING - MMCC - SATURDAY 8AM - 2PM	21-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	23-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	24-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	25-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	26-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	27-Oct
EARLY VOTING - MMCC - SATURDAY 8AM - 4PM	28-Oct
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	30-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	30-Oct
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	31-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	31-Oct
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	1-Nov
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	1-Nov
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	2-Nov
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	2-Nov
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	3-Nov
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	3-Nov
ELECTION DAY - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	7-Nov
ELECTION DAY - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	7-Nov
EARLY VOTING - MMCC RUN-OFF - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	27-Nov
EARLY VOTING - MMCC RUN-OFF - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	28-Nov
EARLY VOTING - MMCC RUN-OFF - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	29-Nov
EARLY VOTING - MMCC RUN-OFF - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	30-Nov
EARLY VOTING - MMCC RUN-OFF - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	1-Dec
ELECTION DAY - RUN-OFF MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	5-Dec
ELECTION DAY - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	5-Dec

ESTIMATED COST

\$ 23,500.00

STOCKBRIDGE OPTION 1-A

PROPOSED OPTION 1-A W/Two Saturdays - One Week MMCC & Early Voting HC Elections Office

EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	16-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	17-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	18-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	19-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	20-Oct
EARLY VOTING - MMCC - SATURDAY 8AM - 2PM	21-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	23-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	24-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	25-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	26-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	27-Oct
EARLY VOTING - MMCC - SATURDAY 8AM - 4PM	28-Oct
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	30-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	30-Oct
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	31-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	31-Oct
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	1-Nov
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	1-Nov
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	2-Nov
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	2-Nov
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	3-Nov
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	3-Nov
ELECTION DAY - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	7-Nov
ELECTION DAY - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	7-Nov
EARLY VOTING - RUN-OFF- H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT	27-Nov
EARLY VOTING - RUN-OFF- H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT	28-Nov
EARLY VOTING - RUN-OFF- H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT	29-Nov
EARLY VOTING - RUN-OFF- H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT	30-Nov
EARLY VOTING - RUN-OFF- H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT	1-Dec
ELECTION DAY - RUN-OFF MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	5-Dec
ELECTION DAY - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	5-Dec

ESTIMATED COST

\$ 19,000.⁰⁰

STOCKBRIDGE OPTION 2

PROPOSED OPTION 2 W/One Saturday - One Week @ MMCC

EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	16-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	17-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	18-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	19-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	20-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	23-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	24-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	25-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	26-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	27-Oct
EARLY VOTING - MMCC - SATURDAY 8AM - 4PM	28-Oct
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	30-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	30-Oct
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	31-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	31-Oct
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	1-Nov
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	1-Nov
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	2-Nov
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	2-Nov
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	3-Nov
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	3-Nov
ELECTION DAY - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	7-Nov
ELECTION DAY - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	7-Nov
EARLY VOTING - MMCC RUN-OFF - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	27-Nov
EARLY VOTING - MMCC RUN-OFF - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	28-Nov
EARLY VOTING - MMCC RUN-OFF - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	29-Nov
EARLY VOTING - MMCC RUN-OFF - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	30-Nov
EARLY VOTING - MMCC RUN-OFF - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	1-Dec
ELECTION DAY - RUN-OFF MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	5-Dec
ELECTION DAY - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	5-Dec

ESTIMATED COST

\$ 21,500.⁰⁰

STOCKBRIDGE OPTION 2-A

PROPOSED OPTION 2 W/One Saturday - One Week @ MMCC & Early Voting at HC Election Office

	Date
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	16-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	17-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	18-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	19-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	20-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	23-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	24-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	25-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	26-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	27-Oct
EARLY VOTING - MMCC - SATURDAY 8AM - 4PM	28-Oct
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	30-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	30-Oct
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	31-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	31-Oct
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	1-Nov
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	1-Nov
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	2-Nov
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	2-Nov
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	3-Nov
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	3-Nov
ELECTION DAY - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	7-Nov
ELECTION DAY - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	7-Nov
EARLY VOTING - RUN-OFF- H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	27-Nov
EARLY VOTING - RUN-OFF- H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	28-Nov
EARLY VOTING - RUN-OFF- H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	29-Nov
EARLY VOTING - RUN-OFF- H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	30-Nov
EARLY VOTING - RUN-OFF- H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	1-Dec
ELECTION DAY - RUN-OFF MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	5-Dec
ELECTION DAY - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	5-Dec

ESTIMATED COST

\$ 17,000.⁰⁰

STOCKBRIDGE OPTION 3

PROPOSED OPTION 3 w/No Weekend - One Week MMCC- Run-Off at MMCC		Date
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM		16-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM		17-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM		18-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM		19-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM		20-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM		23-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM		24-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM		25-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM		26-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM		27-Oct
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM		30-Oct
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM		31-Oct
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM		1-Nov
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM		2-Nov
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM		3-Nov
ELECTION DAY - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM		7-Nov
ELECTION DAY - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM		7-Nov
EARLY VOTING - MMCC RUN-OFF - ONLY IF TIME PERMITS TO BUILD BALLOT		27-Nov
EARLY VOTING - MMCC RUN-OFF - ONLY IF TIME PERMITS TO BUILD BALLOT		28-Nov
EARLY VOTING - MMCC RUN-OFF - ONLY IF TIME PERMITS TO BUILD BALLOT		29-Nov
EARLY VOTING - MMCC RUN-OFF - ONLY IF TIME PERMITS TO BUILD BALLOT		30-Nov
EARLY VOTING - MMCC RUN-OFF - ONLY IF TIME PERMITS TO BUILD BALLOT		1-Dec
ELECTION DAY RUN-OFF MERLE MANDERS CONFERENCE CENTER 7AM - 7PM		5-Dec
ELECTION DAY - RUN-OFF HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM		5-Dec

ESTIMATED COST

\$18,500.⁰⁰

STOCKBRIDGE OPTION 3-A

PROPOSED OPTION 3-A w/No Weekend - One Week MMCC Run-Off at H C Election Office

	Date
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	16-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	17-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	18-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	19-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	20-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	23-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	24-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	25-Oct
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EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	2-Nov
EARLY VOTING - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	3-Nov
ELECTION DAY - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	7-Nov
ELECTION DAY - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	7-Nov
EARLY VOTING - RUN-OFF- H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	27-Nov
EARLY VOTING - RUN-OFF- H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	28-Nov
EARLY VOTING - RUN-OFF- H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	29-Nov
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EARLY VOTING - RUN-OFF- H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	1-Dec
ELECTION DAY - RUN-OFF MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	5-Dec
ELECTION DAY - RUN-OFF HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	5-Dec

ESTIMATED COST

\$ 14,000.00

STOCKBRIDGE OPTION 4

PROPOSED OPTION 4 w/No Weekend - All Early Voting at Henry County Office

Date

EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	16-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	17-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	18-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	19-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	20-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	23-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	24-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	25-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	26-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 8AM - 5PM	27-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	30-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	31-Oct
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	1-Nov
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	2-Nov
EARLY VOTING - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	3-Nov
ELECTION DAY - MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	7-Nov
ELECTION DAY - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	7-Nov
EARLY VOTING - RUN-OFF @ H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	27-Nov
EARLY VOTING - RUN-OFF @ H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	28-Nov
EARLY VOTING - RUN-OFF @ H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	29-Nov
EARLY VOTING - RUN-OFF @ H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	30-Nov
EARLY VOTING - RUN-OFF @ H C ELECTIONS OFFICE - ONLY IF TIME PERMITS TO BUILD BALLOT 7AM - 7PM	1-Dec
ELECTION DAY RUN-OFF MERLE MANDERS CONFERENCE CENTER 7AM - 7PM	5-Dec
ELECTION DAY - RUN-OFF - HENRY COUNTY ELECTIONS OFFICE 7AM - 7PM	5-Dec

ESTIMATED COST

\$ 10,000.00



CITY OF STOCKBRIDGE
SAFETY MANUAL

BE SMART ABOUT SAFETY

INTRODUCTION FROM THE CITY MANAGER

January, 2016

To All City of Stockbridge Employees:

Much of what we do as public servants has to do with ensuring the safety of the people we serve and many of you work every day to make citizens safe.

This is a gentle reminder to you that your safety is important, too. There are all sorts of good reasons for organizations like ours to preach safety that have to do with efficiency and productivity and finances. All of those reasons are legitimate and important.

More important, though, is your individual safety. I don't want you or your colleagues hurt on the job because I don't want anyone to suffer the pain, disability or worse that come with workplace injuries. We need to take care of ourselves and each other, so please, pay careful attention to the procedures and guidelines in your safety program. Be safe. And thanks for all you do.

Sincerely,

Michael Harris

City Manager

**ADMINISTRATIVE RULE #12
SAFETY PROGRAM
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I. CITY OF STOCKBRIDGE SAFETY POLICY STATEMENT

The City of Stockbridge believes that its most valuable resource is its employees. The safety of City employees is, therefore, a primary focus of all City activities. The City also recognizes its legal obligation to maintaining a safe and healthy workplace as described in the Stockbridge Safety Culture Act and other state and federal statutes including but not limited to those administered by the Georgia Department of Labor and Commerce and the Occupational Safety and Health Administration.

We recognize that a safe workplace is a shared responsibility which must be fostered and cultivated as a part of regular work duties and responsibilities. City administrators are committed to providing a workplace free of avoidable health and safety hazards. City employees are encouraged to fulfill vital roles in providing a safe and healthful workplace.

The City of Stockbridge's safety mission is to elevate workplace safety to a preeminent position in the minds of all employees of the City, thereby preserving precious human resources as well as controlling financial losses.

It is the policy of the City of Stockbridge to provide and maintain safe and healthy working conditions, routine safety training and education, and to follow practices that will safeguard all employees that result in safe working conditions and efficient operation.

II. MANAGEMENT COMMITMENT

The purpose of safety policies and procedures is to provide a mechanism for the prevention of occupational injuries and illnesses as well as to comply with regulations concerning occupational safety and health. Safety policies and procedures assign safety responsibilities, declare citywide procedures, and set minimum safety program requirements for issues involving city departments.

This safety plan provides general direction for the administration of occupational safety and health management for the City of Stockbridge. Departments and Divisions may issue separate safety policies and procedures as needed to address specific safety and health issues or to meet regulatory requirements for written compliance programs.

The City of Stockbridge is committed to providing dependable, economical services to the public. The City recognizes that some incidents are caused by unsafe conditions or unsafe behavior and strives to systematically eliminate unsafe acts and conditions.

The management staff will not tolerate actions that jeopardize the safety and health of employees or the general public, including actions that risk non-compliance with established safety and health regulations. Employees who violate city, departmental, and/or divisional rules are subject to disciplinary action. Fulfillment of safety-related responsibilities will be considered a factor in performance reviews and promotion.

III. OVERVIEW OF CITY-WIDE SAFETY PROGRAM

A. Safety Program Elements

The City of Stockbridge Safety Program shall contain the following elements:

1. **Safety committees** will be established as described in Section III B to maximize employee involvement and awareness of safety in the workplace. Committees will be formed at various levels of the City organization.
2. **Safety training** shall occur throughout the City organization and shall include new employee orientation, job or task-specific training and continuous (see Section VI, **Safety Training**) safety refresher training for all employees.
3. **Safety inspections and hazard identification** shall be performed on a regular basis as described in Section XI and XIII.

4. **Personal protective equipment use** shall be mandatory for certain defined work tasks and groups.
5. **Incident reporting** will be performed promptly and consistently throughout the City's employment groups.
6. **Safety policies and procedures** will be developed for all major aspects of the citywide safety program.
7. **A safety resource library** will be coordinated by the Human Resources Department for the dissemination of safety-related materials and training resources which are available in various departments throughout the City.

B. Safety Committee Structure

In order to be successful at reducing or eliminating workplace incidents on the job injuries, the City of Stockbridge has established a comprehensive education-based safety program. Safety program activities will consist of a city wide safety steering committee.

1. **The City Wide Safety Steering Committee** shall be composed of members from General Maintenance, Water Facilities, Administration and the Public Works Director and is charged with a broad range of safety-related functions.

IV. SAFETY PROGRAM RESPONSIBILITIES

All City of Stockbridge employees share in the responsibility to establish and maintain a safe working environment. The following responsibilities are guidelines to establish accountability for the Safety Program and promote safety in the workplace. These responsibilities are outlined for the purpose of reducing occupational injuries and illnesses by promoting safety in the workplace and to control the costs for workers compensation insurance. Specific employee responsibilities include:

A. Employees

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries, not only to themselves, but to their fellow employees and citizens. It is the responsibility of all City of Stockbridge employees to:

1. Abide by the City of Stockbridge department/division work practices established for specific job assignments and occupations. If any doubt exists about the safety of doing a job assignment, employees shall STOP and get instructions from their supervisor before continuing to work.
2. Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the appropriate department or division head for prompt attention.
3. Immediately report occupational injuries, incidents, illnesses and near misses to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in incident investigations as requested by the supervisor.

4. Attend safety training sessions as required. Suggest improvements in safety training requirements or programs to supervisor or safety committee.
5. Wear prescribed personal protective equipment such as safety vests, hard hats, gloves, and goggles as appropriate to perform work safely. This includes seat belts.
6. Employees failing to follow and practice safety policies and procedures in the workplace may be subject to disciplinary.

B. Supervisory Personnel

It shall be the responsibility of supervisory personnel to:

1. Establish policies, procedures and safe work practices for department/division occupations, tasks, and locations. Written copies of work rules and safety procedures shall be submitted to the Safety Steering Committee prior to adoption. Copies of the rules shall be available for review in the Human Resources Department.
2. Monitor workplace conditions and employee work behavior through regular, scheduled inspections and frequent observation of the work environment. Identify unsafe work conditions and unsafe practices. Correct immediate hazards within ability or report them to the appropriate department head and/or safety committee member.
3. Provide sufficient training and instruction to ensure all employees are familiar with work rules and fully trained for assigned tasks.
4. Ensure employees participate in city and department required safety training. Recommend additions, deletions, and modifications of safety training requirements or training programs based on observed workplace conditions and employee work behavior.
5. Submit reports of job related injuries and incidents using the Incident Investigation Report form and the First Report of Occupational Injury or Occupational Disease (workers' compensation claim form).
6. Investigate incidents involving employee injury or illness and/or damage to vehicles or other city property. Determine the facts and cause of the incident. Implement or recommend corrective actions for the purpose of preventing future occurrences.
7. Devote a portion of staff meetings to review department/division incidents and discuss plans to bring about a reduction in losses. This procedure will vary with the frequency or severity of losses and the degree of hazardous operations.
8. Ensure that all employees understand the need for, and are trained to use, personal protective equipment.
9. Ensure that all employees understand disciplinary actions associated with failure to comply with safety policies and procedures.
10. Include on the job safety record as a part of the performance review process.
11. Keep a record of the following safety-related matters:
 - Employee recommendations for correction of a potentially unsafe (or hazardous) situation for discussion at employee safety committee meetings;
 - Time and subject of safety meetings

- Time, location, and comments about spot inspections of employee worksites;
- Actions taken to correct unsafe (or hazardous) situations;
- Incidents, and "near misses" at the worksite.

Supervisors are expected to anticipate the unexpected, the unusual, and the consequences of a "worse case" incident when assigning a task to an employee. It is the supervisor's responsibility to communicate these concerns and observations to that employee.

12. Promote employee education in the area of off-the-job safety and injury prevention.

C. Department or Division Heads

Each department or division head is responsible for maintaining safe working conditions within his/her jurisdiction. Each department or division head will:

1. Ensure policies, procedures and safe work practices are adhered to for department occupations, tasks and locations.
2. Ensure the design, maintenance of facilities, tools, equipment and vehicles meet or exceed established safety standards.
3. Establish a department or work team safety committee which meets regularly. Provide opportunity for periodic work-place hazard assessments during meetings to encourage employees to notify supervisors immediately upon discovery of any work-place hazards.
4. Review department Incident Investigation Reports, First Reports of Occupational Injury and Occupational Disease Report trends. Resolve corrective action issues that are beyond the scope of the supervisor to accomplish.
5. Review workplace inspections with supervisors and direct appropriate corrective action to achieve a safe work environment.
6. Share information from City-Wide Safety Steering Committee meetings with employees and supervisors.
7. Provide training, literature, or other information to ensure that supervisors and employees understand incident reporting procedures, safe work practices, and other safety concerns.
8. Secure sufficient training and instruction to ensure all employees are familiar with work rules and fully trained for assigned tasks.
9. Maintain procedures to promptly and thoroughly investigate all incidents. Take prompt corrective action when unsafe acts or conditions are observed.
10. Include safety performance as part of performance review for supervisors.
11. Report changes made in operating procedures which improve safety, at City-Wide Safety Steering Committee meetings.
12. Provide training for supervisors on hazard awareness and assessment.
13. Ensure that supervisors make prompt efforts to remedy any job site hazards.
14. Cooperate with state or federal agency safety inspection activities.

D. Safety Committee Chair

1. Assist and advise all levels of management in establishing an effective safety program.
2. Provide new employee general safety and health training/orientation.
3. Plan and coordinate committee meetings and assist management in all areas of safety and health.
4. Act as permanent Chairperson and coordinate support for Safety Committee.

V. SAFETY COMMITTEE CITY WIDE GUIDELINES

Safety committees are designed to encourage the exchange of ideas between personnel and to enhance the definition of policies covering hazards, problem areas, and the promotion of loss prevention measures.

A. City-Wide Safety Committee Guidelines

The City-Wide Safety Committee is an advisory group organized to bring employees and management together in a cooperative effort to foster a safety culture and reduce on the job injuries and illnesses in the workplace

- B. The City Wide Safety Committee will meet monthly and shall be comprised of up to four rotating staff members from the following departments; Public Works Director, Water Facilities, General Maintenance, and Administration. Members will be appointed by the Department Head of each of the represented departments and approved by the City Manager, members will serve a two-year staggered term, at least two new members will be added each year. The Committee Chair shall be selected by the City Wide Safety Committee Members.
- C. Duties and functions of the committee shall include, but not be limited to the following:
- a.) Review loss experiences and cost analysis figures, and monitor the progress of the City's incident prevention efforts.
 - b.) Insure that all procedures for reporting, investigating, and taking corrective action on incidents are being performed.
 - c.) Discuss conditions which pose continuing or expanding loss exposure.
 - d.) Discuss and propose recommendations for safety issues which cannot be resolved at the department level.
 - e.) Establish City-wide performance objectives which can be measured in terms of reductions in loss frequency and/or severity.
 - f.) Share information about safety approaches or techniques which are successful.
 - g.) Discuss unsuccessful approaches to specific safety problems and recommend changes.
 - h.) Develop and establish standardized City wide safety policies and procedures for such items as trenching and shoring, hazard communication, confined space entry, blood borne pathogens, lock-out and tag-out procedures, etc..
 - i.) Conduct annual review of safety programs including policies, procedures and forms. Make recommendations for necessary changes to City Administration.

- j.) Keep record of meeting activities by taking meeting minutes. Minutes will be distributed to all safety committee members, department heads, and human resource and posted in each department. Minutes should include:

1. Date, time and location of meeting;
2. Attendance;
3. Topics or issues discussed;
4. Recommendations or suggestions made.

VI. SAFETY TRAINING

Training and education are an integral part of all safety activities. Safety training will commence with new employee orientation and shall continue throughout an employee's tenure with the City. Employees are expected to participate and cooperate fully in training programs and to accept and follow established safety and health precautions. Each worksite presents a unique training challenge. Therefore, each department/division is expected to specify and provide safety training that is tailored to each employee's occupation, tasks and job location. All safety training must be documented; the records are to be maintained in the Human Resources Department files and/or department files. Documentation shall include a list of employees in attendance, date, name of trainer and an outline of the topics discussed or category of safety training delivered.

The comprehensive safety training program for the City of Stockbridge shall contain the following major elements:

A. New Employee Orientation

As part of the general orientation to the City, each new employee shall be given a "new employee safety orientation" by his/her immediate supervisor within the first three days or 30 working hours of employment. New employee orientation shall be designed to identify on-the-job hazards and to provide necessary safety training to accomplish tasks essential for the job.

B. Annual Safety Training

Annual safety training shall be conducted and be of sufficient duration and content to assure continued safe operations.

The City of Stockbridge Human Resources Department shall provide training annually on the following safety topics:

1. Proper Lifting Techniques
2. Violence In The Workplace – **Resource:** U.S. Department of Labor, OSHA, <http://www.osha.gov/SLTC/workplaceviolence/>
3. Fall Protection
4. Personal Protective Equipment
5. Blood and Air Borne Pathogens
6. Hazmat-MSDS
7. Defensive Driving
8. Lock Out Tag Out

9. Repetitive Motion/Ergonomics

10. Recreation or Off Work Activities

11. General Workplace Safety

In addition to the Human Resources Department trainings, each individual Department shall provide additional training appropriate to the work performed by the employees and applicable to the level of exposure.

C. Job or Task-Specific Safety Training

Job-specific safety training includes personal on-the-job instruction, safety meetings and/or formal classroom instruction intended to enhance the safety of specific tasks or occupations. Some job-specific training is prescribed in the City of Stockbridge/departamental policies and procedures or in regulatory requirements. Departments and divisions will provide additional training as necessary to improve employee knowledge of safety rules, procedures and safe practices. The intent of this policy is that safety training will enhance the employee's understanding of workplace hazards and the prevention of occupational injuries and illnesses, rather than to prescribe the specific format of the safety training.

Each employee shall receive job or task-specific training prior to the performance of any potentially dangerous activities, and should include the following steps:

12. Preparation

- a.) Define the task and determine the employee's familiarity with the equipment (if any).
- b.) Break tasks into component steps or movements.
- c.) Instruct the employee on correct body mechanics (i.e. location of feet and hands), machine operations and methods necessary to accomplish the task. Instruction should take place prior to initial attempt to perform the task and should be designed to reduce the chance of a potential injury.

13. Presentation

- a.) Demonstrate each step individually.
- b.) Provide clear instructions. Cover no more than the employee can effectively learn at one time.

14. Performance

- a.) Have the employee demonstrate the task as instructed.
- b.) Have him/her explain each component step to you as he/she repeats the task.
- c.) Continue until you are satisfied that the employee can safely perform the task and/or operate the equipment.

15. Follow-Up

- a.) Check back frequently with employee to make sure the task is understood.
- b.) Encourage questions.
- c.) Use Work Team Safety Committee meeting to provide opportunities for refresher safety training. This may involve lectures from guest speakers, safety videos, hands-on training activities, and/or prepared safety training programs available through various safety organizations.

D. Safety Training Resource Library

The City's Human Resource Department will coordinate a central library of printed or recorded safety training materials which will be available to employee safety committees.

VII. SAFETY RULES AND REGULATIONS

As a basis for employee responsibilities and participating in the City of Stockbridge's Safety Program, the general safety rules listed below will apply to all employees. Employee cooperation by voluntarily complying with these rules and all other safety responsibilities will be appreciated and expected. The intention of the following policies is to establish a minimum level of compliance and safety standards. It will be necessary for some departments and divisions to expand or enhance these requirements specific to the individual workplace requirements.

A. General Safety Rules

1. Seek medical attention, if necessary, for any incidents resulting in an injury. All incidents must be reported to the supervisor within 24 hours.
2. Report unsafe conditions, procedures and practices to supervisor immediately.
3. Possession of firearms on City of Stockbridge property or in City vehicles is prohibited unless part of the employee's job description.
4. The use or possession of alcohol, illegal drugs or other controlled substances on the job is prohibited.
5. Smoking is not permitted in City vehicles or on City premises.
6. Each employee is responsible for good housekeeping. Keep work area clean and uncluttered.
7. Obey all warning tags and signs.
8. No employee should take chances on the job that could endanger personal safety and health or the safety and health of co-workers or others.
9. Do not operate machinery or use tools not qualified to use.
10. Do not enter hazardous areas without prior authorization.
11. Use all personal protective equipment and devices required and provided.
12. If an established job procedure must be deviated from, supervisory approval must be obtained and an alternative, temporary job procedure must be agreed on. This alternative job procedure must not create any new or additional hazards or unnecessarily expose employees to hazards.
13. Become familiar with and conduct work activities in accordance with these general safety rules and other specific safe operating procedures which are applicable.
14. Follow proper lifting procedures at all times.
15. When operating city vehicles or equipment, drivers must operate/drive safely and prudently.
16. Wearing safety restraints when riding/driving city vehicles is mandatory if so equipped.
17. When using cell phones in city vehicles, pull over and stop on the side of the road or utilize hands free device.

18. Know the location of fire/safety exits and evacuation procedures.

19. Participate in Safety Training.

B. Lock Out / Tag Out

OSHA Standard 29 CFR 1910.147 requires that hazardous energy must be controlled during service or maintenance of machines and equipment. Lockout and tag out (LO/TO) procedures are necessary to protect workers from electric shock, incidental start-ups, or other release of energy.

1. Every division and/or department that has employees performing maintenance where there is exposure to hazardous energy must have:

- a.) Lockout devices and tags that are not used for anything else
- b.) Procedures for performing specific maintenance in their area
- c.) Training for all employees involved in maintenance activities

2. Basic Rules for Using Lock Out/Tag Out

- a.) All equipment shall be locked out or tagged out to protect against incidental or inadvertent operation when such operation could cause injury to personnel.
- b.) Do not attempt to operate any switch, valve or other energy isolating device, when it is locked out or tagged out.
- c.) Lockout/ tag out devices shall be removed only by the employee who applied the device.
[EXCEPTION: In cases where the authorized employee who applied the lock or tag is not available, the lock or tag may be removed by the direct supervisor/superintendent in charge of either the department involved or the maintenance crew that placed the LO/TO or under his/her direct authority.] The employee whose lock was removed must be notified by the supervisor prior to returning to the work site.
- d.) The division supervisor/superintendent will inform outside contractors of the elements of the City's lockout/tag out program and ensure that work efforts are fully coordinated and that compliance is achieved.
- e.) Where shift or personnel changes occur before the lockout/tag out is terminated, a changeover period will be established by the supervisor. Departing employees will remove locks and/or tags and arriving employees will apply their locks and/or tags. The supervisor will fully inform arriving employees of the scope and stage of the work.

All incidents involving lockout/tag out must be reported immediately to the City of Stockbridge Human Resources Office.

Resource: federal OSHA standard, CFR 1910.147 -

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9804

C. Lifting Procedures

Proper manual lifting techniques will prevent most back injuries. The following techniques are not natural movements and must be learned and practiced.

1. Assess load before lifting. Know your limitations and get help for heavy or bulky objects. Use mechanical lifting device when needed and available.
2. Spread feet shoulder width apart to form a solid base of support.
3. Place feet as close as possible to the base of the object being lifted with one foot slightly in front of the other.
4. Bend with the knees and maintain the natural curve in the back during entire lifting operation (weightlifter position).
5. Get a good grip on the object and primarily use the leg muscles, not the back, to lift the load.
6. Move feet to change directions -- avoid twisting.
7. Don't overdo. Take frequent breaks for repetitive lifts.
8. Use mechanical device assistance when available.

Resource: OSHA, http://www.osha.gov/dts/osta/otm/otm_vii/otm_vii_1.html

D. Office Safety

Good housekeeping and proper storage are important factors in office safety and fire prevention. Proper lifting techniques will prevent most back injuries. Offices are typically inspected for safety compliance less often than other areas. It is important that employees correct or report unsafe conditions to their supervisor.

1. Every employee is responsible for keeping his/her work area clean and orderly.
2. Open doors slowly. Be extra cautious when approaching a door that can be opened in your direction.
3. Keep file, desk and table drawers closed when not in use.
4. Never open more than one file drawer at a time.
5. Be careful when opening drawers to full extension in case there is no locking device.
6. Load file cabinets and bookcases with the heaviest items in the bottom to prevent tipping.
7. Maintain office tables, desks and chairs in good condition and free from sharp corners, projecting edges, wobbly legs, etc.

8. Use chairs sensibly. Do not tilt chair or slump back, which may cause the chair to slip or break.
9. Never use a chair, desk or other office furniture for a step stool or ladder.
10. Keep razor and "exacto" blades covered. Report even minor injuries and take precautions to avoid infection.
11. Be sure that cords and plugs on all electrical equipment are in good shape. Do not overload outlets.
12. Keep electrical cords and other tripping hazards out of aisle ways. Do not run cords through doorways.
13. Do not attempt any electrical repairs.
14. Use handrails when ascending or descending stairs. Don't carry a load that restricts vision.
15. Avoid spilling or splashing liquids on the floor. If liquid spills, clean up. Provide barricades or other warnings as necessary.

Resources: Center for Disease Control: <http://www.cdc.gov/niosh/topics/officeenvironment/>

Underwriter's Laboratories:

<http://www.ul.com/global/eng/pages/offerings/perspectives/consumer/officesafety/>

E. Office Ergonomics

Ergonomic injuries include tendonitis, carpal tunnel syndrome, lower back pain and other disorders that involve pain and damage to muscles, tendons and nerves in the back, neck, shoulders, elbows, wrists and hands.

1. Musculoskeletal problems are referred to as Cumulative Trauma Disorders (CTD) or repetitive motion injuries. Prevent CTD's by avoiding awkward body positions:
 - a.) Adjust workstation before beginning work
 - b.) Maintain the natural curve in back while sitting, standing and lifting.
 - c.) Keep wrist straight as much as possible while typing or doing other repetitive tasks
 - d.) Take breaks from repetitive motion tasks by switching periodically to other tasks
 - e.) Use tools appropriate for the job, especially when used often or for long periods of time
2. Employees with duties requiring a lot of time at a computer workstation should:
 - a.) Position keyboard so that wrists are kept straight – use wrist rest if necessary. Elbows should be at about the same height as the keyboard.
 - b.) Sit with back in a neutral posture, maintaining the natural curve, with feet on the floor and thighs parallel to the floor. (Adjust the chair height and use a foot rest if necessary.)
 - c.) Position computer screen just below eye level and about 18-24" away to prevent neck and shoulder strain (the screen should be lower if employees uses bifocals)

- d.) Change positions, stretch and take “mini-breaks” periodically
- 3. Pay attention to early signs of Cumulative Trauma Disorders and make adjustments to workstations. Employees must report symptoms to supervisor and work together to correct the causes of the injuries. Early indicators of CTD, which usually occur in the hands, arms, shoulders, neck and back, include:
 - a.) Stiffness or soreness
 - b.) Aches and pains
 - c.) Numbness or tingling
 - d.) Swelling
 - e.) Burning sensation
 - f.) Reduced strength

Resource: OSHA, <http://www.osha.gov/SLTC/ergonomics/>

F. Working in Extreme Weather Conditions

Stockbridge’s climate may be severe and conditions may change rapidly. Hot weather and exposure to the sun present the potential for heat stress and sunburn. Cold conditions can lead to hypothermia or frostbite, either of which can be fatal in the worst cases. Employees are expected to monitor weather and be prepared to protect themselves against its effects.

In general, employees will provide clothing as protection from severe weather conditions, if it is the type of clothing that may be used both on and off the job. Examples include coats, hats or caps, boots and gloves. Departments may provide some or all of such clothing, employees should check with the supervisor.

1. Hot Weather Guidelines

- a.) Dress for conditions – lightweight and light-colored clothing. If working out in sun wear a hat with a wide brim.
- b.) Use sunscreen.
- c.) Reflected sun is even more potent than direct exposure. Be particularly careful of sun exposure on cloudy days and near water, concrete or sand.
- d.) Eat a well-balanced diet.
- e.) Drink plenty of fluids.

Resource: OSHA, https://www.osha.gov/dts/osta/otm/otm_iii/otm_iii_4.html

2. Cold Weather Guidelines

- a.) Dress for the conditions in layers of dry clothing.
- b.) If clothing gets wet change clothing right away.
- c.) Cover head and face. Up to 40 percent of body heat is lost if no hat is worn.

d.) Wear shoes and gloves designed for cold weather.

e.) Keep moving when in the cold.

f.) Return to a warm vehicle or take regular breaks in warm areas frequently.

For hypothermia, get medical help quickly and keep the person covered with blankets. Don't use hot baths, electric blankets or hot water bottles. For frostbite, get medical help and warm the body part with blankets or warm (not hot!) water. Don't rub, use heat lamps or hot water bottle or go near a hot stove. Don't break any blisters that form.

Resource: OSHA, http://www.osha.gov/as/opa/cold_weather_prep.html

G. Confined Space Entry

DO NOT ENTER HAZARDOUS AREAS WITHOUT PRIOR AUTHORIZATION.

Very few work situations have as much potential for serious safety hazards as confined spaces. The atmosphere in a confined space may have insufficient oxygen to support life, or may be toxic, flammable or explosive. The lack of ventilation in confined spaces causes welding, painting, use of hazardous materials, or other activities that change the atmosphere to be especially dangerous. The limited opening for entry and exit makes rescue difficult and dangerous.

Most of the severe injuries and fatalities in confined spaces occur because an employee either went into a confined space without first testing its atmosphere or did not continuously monitor the space. These are general guidelines for all employees. Each department/division that encounters confined spaces in assigned duties will develop, train, operate and monitor a specific confined space program for their area.

A confined space entry is a space that has all of the following characteristics:

1. Is large enough for an employee to bodily enter and configured so that the employee can perform assigned work, and
2. Has limited or restricted means for entry or exit, and
3. Is not designed for continuous employee occupancy

Examples of confined spaces include: tanks, vessels, manholes, storm drains, headwalls, silos, storage bins, hoppers, meter vaults, digesters, lift and transfer stations, shafts and pits. Unfavorable natural ventilation is common in confined spaces.

Resource: federal OSHA standard 29 CFR 1910.146

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9797

H. Personal Protective Equipment and Clothing

Personal protective clothing and equipment (PPE) plays an important role in protecting employees from hazards on the job. PPE is required in particular locations and for certain tasks, based on safety regulations and good safety practices. Examples of PPE include, but are not limited to:

1. Safety shoes
2. Fall protection harnesses
3. Protective headgear
4. Safety glasses

5. Goggles
6. Face shields
7. Welding glasses
8. Protective clothing
9. High-visibility clothing
10. Hearing protection
11. Air purifying respirators
12. Self-contained breathing apparatus (SCBA)
13. Welding clothing
14. Gloves
15. Rubber boots

The City of Stockbridge provides personal protective equipment if required for certain tasks or in certain locations. Employees need to check with their supervisor to learn what equipment is required and/or provided in their work areas. Departments will specify and issue all required safety equipment to employees except in some cases where the PPE must be fitted to the employee, such as safety shoes or prescription safety glasses. Employees must obtain department approval prior to purchasing safety shoes and/or or glasses, and must demonstrate that all safety specifications are met, to be reimbursed for the cost. Supervisors need to budget appropriately based on required PPE and pursuant to all collective bargaining agreements.

All PPE must meet the appropriate American National Standards Institute (ANSI) specifications as directed by OSHA. Any employee who provides his or her own PPE must present the PPE to the supervisor for approval prior to use on the job.

Even where specific PPE is not required, certain types of clothing may not be appropriate for some jobs or work locations. For example, sandals, high-heeled shoes and athletic-type shoes may not be suitable for some types of jobs. Some non-PPE clothing and equipment may be provided by the department, but generally it is the employee's responsibility to be dressed properly for work.

Employee responsibilities:

1. Always use PPE when and where it is required.
2. Inspect PPE prior to each use.
3. Never use defective or damaged PPE.
4. Keep PPE in a clean and sanitary condition.
5. Follow the correct methods of putting on, taking off and adjusting PPE.
6. Properly care for, maintain and dispose of PPE.

Resource: federal OSHA standard, 29 CFR 1910 CFR Subpart I,
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10118

I. Hearing Conservation/Protection

High noise levels damage hearing and may also cause stress and fatigue. Hearing protection such as safety earmuffs and earplugs are designed to reduce exposure to harmful noise, while they enable employees to hear conversations and machine warnings. Never substitute audio headphones for hearing protection devices.

Employees must always wear hearing protection in areas posted "HEARING PROTECTION REQUIRED" and follow department rules for use of hearing protection for designated operations or near particular equipment. In addition, employees must follow the three-foot rule – hearing protection must be used in situations where employees must raise their voices to be heard by a co-worker at a distance of three feet.

Insert foam earplugs properly – roll the plug between thumb and forefinger until it is completely compressed. With the opposite hand pull the outer ear up and out and insert the plug into the ear, leaving a small portion of the plug exposed.

When using earmuffs, employees need to have a good seal between the muff and the skin around your ear. Be sure that hair, jewelry, and glasses do not interfere with the seal. Earmuffs and earplugs may be worn together for added protection.

Resource: federal OSHA standard, 29 CFR 1910.95
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9735

J. Respiratory Protection

Respiratory protection is required for some employees as protection from exposure to high dust or particulate levels, exposure to toxic materials or oxygen deficiency. If an employee is required to wear a respirator, the employee will be given a medical examination, fit tested with the respirator and trained on the proper use and care of the respirator. In addition, the employee will be required to be clean-shaven where the respirator face piece contacts the skin.

In some situations, such as dusty outdoor conditions, dust masks will be available as a convenience. There is no obligation that the masks be worn, and the requirements in the above paragraph do not apply.

Resource: federal OSHA standard, 29 CFR 1910.132
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12716

K. Blood-borne Pathogens

Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), which causes AIDS, are the two most prominent blood borne pathogens.

1. Although these diseases are most commonly transmitted by sexual contact or sharing infected hypodermic needles, occupational exposure usually occurs by:
 - a.) Incidental puncture with an infected needle
 - b.) Getting infected blood or other potentially infectious materials on skin, especially if skin has open sores, nicks or cuts
 - c.) Getting infected blood or other potentially infectious materials in the mucous membranes of eyes, nose or mouth

In addition to blood, potentially infectious materials include semen, vaginal secretions and certain other body fluids (cerebrospinal, etc.).

2. The following precautions are useful in avoiding exposure to blood-borne pathogens:

- a.) Do not eat, drink or use tobacco products around blood or other potentially infectious materials.
- b.) Do not perform janitorial, emergency rescue or other jobs where there is risk of exposure to blood-borne pathogens, unless trained to do so.
- c.) Follow department requirements concerning exposure to BBP, including use of personal protective equipment such as nitrile or other impervious gloves,
- d.) Minimize the risk of puncture by a discarded hypodermic needle:
 - don't reach into trash containers or attempt to compact trash by pressing with hands or feet
 - watch for needles in parks, rest rooms, storm sewers, sanitary water system, police vehicles and other places where they may be discarded
 - don't pick up a needle with your bare hands – wear gloves or use tongs.
- e.) Avoid direct contact with blood or other potentially infectious materials:
 - use tongs or wear gloves to pick up condoms, sanitary napkins and other items which may be contaminated with body fluids
 - use an approved disinfectant to destroy BBP virus before cleaning a potentially infected area
- f.) Clean up own blood if possible after a minor injury; dispose of small quantities of cleanup materials in a toilet.
- g.) Cover all wounds with waterproof bandages; replace bandage as necessary.
- h.) Minimize contact with injured persons if not trained in emergency medical response.
- i.) Wash with soap and water.
- j.) Report all exposure incidents to supervisor and report to hospital for evaluation and treatment.

Follow department procedures for dealing with potentially infectious materials

Resource: federal OSHA standard, 29 CFR 1910.1030

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051

VIII. DISCIPLINARY POLICY

MAJOR ACCIDENTS

The Federal Transit Administration defines major accidents as an accident where a fatality, disabling damage to one or more vehicles or an injury requiring immediate transport to a medical facility is required has occurred. This type of accident, when it is determined that the employee was at fault, will be reviewed by the Department Head, Division Director and Risk Management. After reviewing, the accident and driving record of the driver administrative action up to and including termination of employment may be administered.

OTHER ACCIDENTS AND/OR INCIDENTS

"Any occurrence in which the county vehicle comes into contact with another vehicle, a person, an object or an animal which results in death, personal injury or property damage, regardless of who was injured, what property was damaged or to what extent, where it occurred or who was responsible. **All** accidents, regardless of the nature or how trivial the damage, must be reported." Henry County Safety Manual

These procedures are based on a 36-month time line. The initial time line begins when the first accident/incident occurs. A new and additional 36-month time line begins with the occurrence of each accident/incident thereafter. A time line expires when 36 months have passed from the date of the accident/incident.

- First chargeable accident/incident – verbal reprimand
- Second chargeable accident/incident within a 36 month period – written reprimand
- Third chargeable accident/incident within a 36 month period – one day suspension without pay.
- Fourth chargeable accident/incident two day suspension without pay.

EXAMPLE

First accident/incident is on July 2, 2005

36 months expires July 2, 2008

Second accident/incident is on April 10, 2006

36 months expires April 10, 2009

The consequence for the first is a verbal reprimand and the consequence for the second is a written reprimand.

If there were a third, accident/incident before July 2, 2008 the consequence would be a one-day suspension without pay. Revised July 28, 2010

IX. ACCIDENT/INCIDENT REPORTING - WORKERS' COMPENSATION

Employee occupational injuries and illnesses are covered by Workers' Compensation Insurance provided by the City of Stockbridge. Workers' Compensation covers medical and rehabilitation expenses, partial income replacement if the employee is out of work more than 4 days or 32 working hours, as well as benefits to the surviving family in case of death. It is a no-fault system, providing exclusive remedy for on-the-job injuries or illnesses regardless of blame, except in certain situations, such as employees:

- Willfully hurting themselves;
- Acting in a premeditated way to cause injury;
- Starting a fight with a co-worker

- Intentionally violating safety rules; and
- Becoming intoxicated or impaired by alcohol and/or drug use.

If an employee is injured on the job or has a work-related illness it must be reported to the supervisor immediately in addition to getting proper medical treatment. Worker's compensation benefits may be denied if an employee waits too long to report an injury, as it may be difficult to establish the cause of the injury. Cooperate with City, medical, professional and insurance claims personnel in order to ensure that you receive your full Workers' Compensation benefits.

Recovery from an occupational injury or illness is sometimes slow, but light duty or alternative duty is sometimes possible during your transition back to normal employment. Transitional employment situations, and sometimes rehabilitation programs recommended by medical professionals, can speed recovery and provide better compensation than Workers' Compensation benefits allow.

Workers' Compensation income replacement does not begin until the occupational illness or injury has caused the employee to miss work for 32 working hours, and provides only a portion of your normal wage. Employees may elect to use vacation and/or sick leave credits in lieu of Workers' Compensation wage payments.

A. Reporting Requirements

Employees must report job related injuries to their supervisor/employer within 24 hours of the injury occurring. Minor injuries need to be reported to the supervisor/employer whether or not medical treatment is sought.

Employees must fill out a First Report/Injury form and submit it to the Human Resources Department. Human Resources will administer the benefits to be received by an employee due to a work related injury. For all circumstances an employee who is off work due to a work related injury or illness must have a note from a licensed medical care provider taking the employee off work before the injury can be considered compensable under the Workers' Compensation.

The City of Stockbridge's Workers' Compensation administrator and claims processor is:

Key Risk
P.O. Box 49129
Greensboro, NC, 27419
1-800-942-0225

Physicians need to address claim questions to the above workers' compensation administrator. Claim numbers will be available several days following an injury. When the claim is received, by Key Risk, a number will be assigned to the claim. **A claim number is not required for a physician to file paperwork with Key Risk. Please advise physicians to include patient's name, date of injury and employer on paperwork.**

B. Early Return to Work

Employees who are injured on the job must report all injuries to their supervisor within 24 hours of the injury. Employees seeking medical attention must advise their treating physician of the possibility of a light or modified work assignment so the treating physician can evaluate if the employee can return to work in a light or modified capacity. Employees released to light or modified work duties must provide their supervisor with medical certification from their treating physician documenting any specific work restrictions.

Supervisors/Managers will work aggressively to return employees injured on the job back to work as soon as medically feasible. The focus will be to modify the employee's existing position and/or work schedule temporarily, or to create a position based on the temporary restriction identified by the treating physician. Light duty will be evaluated based on the departments need and medical treatment of the employee. When an employee is released without restrictions employees must provide their supervisor with medical certification from their treating physician documenting their full release to work. If the injury results in permanent restrictions, medical certification documenting permanent restrictions will be reviewed by Human Resource.

C. Reporting Other Accidents/Corrective Actions

The Safety Coordinator, or his designee, should immediately complete an accident investigation on all injuries to employees, and on all damage to property. Near misses that could have resulted in injury or property damage should also be investigated and reported.

The investigation should be completed using the Accident Investigation Reports provided below.

Why are accidents investigated?

The purpose of an accident investigation is PREVENTION!

The purpose in conducting an accident investigation is not to pin the blame on someone, or to avoid taking responsibility, or to satisfy higher management. The purpose of Accident Investigation is to determine the "real" cause of accidents, and to provide information that we will use in our Loss Prevention efforts to help us avoid accidents that could cause injury or property damage. Keep this in mind and make sure employees understand this when you are conducting investigations

When is the time for accident investigation?

The time for accident investigation is always as soon as possible. The less time between accident and investigation, the better the information which can be obtained. Facts are clearer, more details remembered, and the conditions are nearest those at the time of the accident. The only situations which should be permitted to delay the investigation are when medical intervention is needed, or the employee is emotionally upset.

Completing the Accident Investigation Report

An accident investigation report is just what its name implies, the report of an accident investigation. It is not the accident investigation but a report of the findings from the accident investigation. While this may seem clear enough, the two are frequently confused. Filling out a form is not an accident investigation, though many may call it that. The form is completed as a record of the actual investigation.

Right or wrong, the outcome of an accident investigation will be based, in large part, on the accident investigation report. It is important to know exactly what each question means, why it is needed, and how it should be recorded.

1. Who caused the accident?

The reason for identifying the person may seem clear enough, but it has special significance for the department supervisor. To other readers of the Accident Investigation Reports, it is a means of identification, but to a manager, it is his/ her employee. Knowing the employee may give the supervisor a number of possible leads in analyzing the accident's cause. Identify them fully by giving their full name.

2. When did it happen?

This means the date and exact time of the accident such as "Thursday, 12/01/15 at 3:35 P.M." This is needed not only to place the accident in time but because it is directly related to important factors such as shift, schedules, and workload. It may have special meaning to other readers.

3. Where did it happen?

This is the location of the accident and is needed so others can tell exactly where the accident happened. The causes of an accident are frequently directly related to the location, lightning, etc. Be as specific as you can.

4. What inflicted the injury or damage?

This simply means what equipment, chemical, condition, etc. actually caused the injury or property damage.

5. Who had the most control over the cause of the injury or damage?

This refers to the person who had the most control over the equipment, conditions, etc. that contributed to the injury or property damage. It is not always the person injured.

6. What happened?

This is the accident itself. It must be clearly described in detail. Use sketches to paint a picture of the accident. This should be a step by step account of all events leading up to, and contributing to, the accident. Make it complete but as short and to the point as you can.

7. What things caused the accident?

This is why the accident happened. Be very careful here, since a hasty or casual analysis can sabotage all your efforts. Few accidents have a single cause. There are almost always multiple causes and contributing factors involved and as many as possible must be identified for correction.

Accident causes can be identified as immediate or basic. The immediate cause is usually the most apparent and the "closest" to the accident. An example of an immediate cause might be an electrical extension cord, which tripped an employee. Identifying only the immediate cause of an accident is the most common failure of accident investigations.

By "back tracking" from the immediate cause of the accident, you might find the basic or fundamental cause. This is the "root cause" of an accident and is not nearly so easy to pinpoint as an immediate cause. In the example of the extension cord, for instance, your "root cause" investigation might reveal: (1) The cord was across the walkway because it was not connected to its regular outlet. (2) It was not connected to its regular outlet because that outlet was inoperable. (3) The regular outlet was inoperable because the circuit breaker for the outlet keeps tripping.

8. How can the accident be prevented from occurring again?

The search for the root cause of an accident should generally lead you to the best action to correct the problem and minimize the possibility of further accidents of the same type. In our extension cord example we realize that contracting with an electrician to evaluate and repair the electrical problem is probably our best solution. This action would remove the need to have a cord across the walkway.

A good accident investigation should distinguish between necessary intermediate actions and permanent actions that need to be taken.

Intermediate actions are ones that can be taken immediately to reduce the likelihood of reoccurrence. These "stop-gap" measures are usually ones, which can be taken by the Department Supervisor or Maintenance Staff. Some type of intermediate action can usually be taken for every unsafe condition.

In our extension cord example, the intermediate measures might be to tape the extension cord flat to the floor to minimize the trip hazard, or to temporarily run the extension cord overhead in some manner.

Permanent actions are those taken to permanently correct accident causes. They may require more time to accomplish and may require the action of higher management if significant money must be spent to achieve a fix. The manager must be sure to "follow-up" on these permanent measures to be sure they are done. Be sure to describe the actions already taken when writing your report. Set target dates and times for the completion of permanent corrections. Do not spoil an accurate, conscientious investigation and report a weak, generalized prevention measure such as "warned them to be more careful," or "instructed to follow policy." This destroys the

effectiveness of the best-written report. State the specific, constructive measures taken for prevention.

In the electrical cord example described above, the action taken could be stated as: "scheduled the ABC Electric Company to evaluate and repair electrical problem."

X. TRAINING REQUIREMENTS FOR SAFETY & HEALTH

The Human Resources Department will be responsible for providing additional opportunities for safety training for all employees. Departments and Divisions are strongly encouraged to notify HR prior to providing additional safety training so that others may be made aware of the availability. Any department or division requiring specific or general safety training should utilize the Human Resources Department as a resource for obtaining such training.

Human Resources will assist departments and divisions to develop and provide additional safety training when a new safety program is established, employee job assignments change, new substances, processes, procedures or equipment are introduced, or when a new hazard is identified.

XI. EMERGENCY EVACUATION & RESPONSE PLANS

Each Department and/or Division within the City shall have posted in their work area a current Emergency Evacuation and Response Plan, a copy of which shall be maintained in the Human Resources Department.

This plan shall include maps and/or drawings indicating the safe egress from work places and buildings and a procedure to be followed by employees in the event of specific emergency situations, such as fire or earthquake. As part of each plan there should be a designated safe gathering area for employees following such an evacuation, which will allow for a proper accounting of employees.

Any revisions in the current plan must be submitted to the Human Resources Department for review.

XII. ALCOHOL AND OTHER DRUGS

The City of Stockbridge is committed to maintaining a safe, healthy, and productive work environment which is drug and alcohol free. Substance abuse increases the potential for incidents, absenteeism, sub-standard performance, and poor employee morale. Impaired judgment of employees may have serious financial consequences for the City through increased risk of incidents, potential incident liabilities, increased Worker's Compensation liabilities, and potential faulty decision-making. Substance abuse undermines the City's mission to provide the community with an excellent quality of life through leadership, communication and delivery of services which are responsive to citizen's needs, cost effective, and oriented to the future.

The use of City vehicles and equipment, during or following the consumption of alcoholic beverages, illegal/legal drugs is prohibited. It does not matter whether the employee is off-duty, on-duty, or on-call. This may be grounds for immediate dismissal. Such an employee shall be immediately dismissed from on-call status and not considered to be acting within the scope of his/her employment.

XIII. SAFETY AND HEALTH INSPECTIONS

Occupational safety and health audits of ALL work teams and work areas shall be conducted ANNUALLY by the work team or department committee. At least one other informal inspection shall be accomplished annually to assure that hazards are kept at a minimum and safe work practices are enforced. Unannounced formal inspections on OSHA standards may be made by the State of Georgia at any time. Departments are encouraged to invite state or OSHA inspectors to do inspections of City worksites.

XIV. HAZARD COMMUNICATION

All City departments, divisions, and work teams are required to comply with OSHA standards for hazard communication. The following procedures must be followed at any work site where toxic or hazardous substances are used or stored:

- A. Read and understand the OSHA standards.
- B. Maintain a current list of all hazardous chemicals in each workplace.
- C. Obtain Material Safety Data Sheets (M.S.D.S.) for all chemical substances. Make sure that all employees have easy access to the M.S.D.S.
- D. Make sure that all containers are properly labeled.
- E. Develop and implement a written hazard communication program.

XV. OFF THE JOB INJURY CONTROL

Off-the-job injuries present many of the same problems to the injured employee and to the City as do on-the-job injuries. Since twice as many injuries occur off-the-job as occur at work, the need for efforts to control them is obvious; yet, this is an area which is generally ignored or resented because of the infringement upon the freedom of the individual to do as he/she pleases on his/her time off. Any attempt to control these injuries, therefore, must be by way of appeal to the better judgment of each individual. This can be accomplished by citing examples of errors that brought about misfortune to others.

Prevention of off-the-job injuries is an integral part of the City's commitment to safety. The impact of off-the-job injuries upon the efficient operation of city government is the same as on-the-job injuries and includes: absenteeism, disruption of work schedules, pain and suffering. To promote off-the-job safety, the following recommendations are directed to supervisors and employees:

- A. Supervisors should devote a portion of the safety meeting for the promotion of off-the-job safety. Appropriate subjects may include seasonal activities such as proper use and handling of firearms (hunting season), boat and water safety, power mower safety, workshop hazards, hazards of home repairs, hazards of do-it-yourself construction projects, etc. Discuss injuries that have resulted from these activities.
- B. Encourage employees to submit ideas for the promotion of off-the-job safety.

**First Report of Injury or Occupational
Disease
Instructions**

Workers' compensation insurance is a state-required insurance, which provides medical benefits, wage compensation and rehabilitation to workers injured on the job. Severe penalties can be assessed against an uninsured employer. Neither general liability nor health and accident insurance policies are substitutes for workers' compensation insurance.

The worker and employer may complete this form together or they may each submit a separate form.

Injured Worker's Instructions

Workers have two reporting requirements: 1) Notify your employer of an on-the-job injury within 30 days of its occurrence and

2) Complete this form as a claim for compensation. The form must be signed and submitted to the employer's insurer or the Department of Labor and Industry within 12 months of the accident. The form must be submitted for all injuries in order to protect your right to benefits in the event a seemingly minor injury develops into a more serious condition.

Complete a report of the injury

Be thorough in completing all areas except the gray shaded areas. It is important to you that we have complete information. You must provide your Social Security Number (SSN). The SSN is used as a key identifier of the claimant, and is needed because of the number of persons who have similar names and birth dates, and whose identities can only be distinguished by the SSN. Use extra sheets of paper if needed. Type or print with a ballpoint pen.

To ensure that workers' compensation systems will not be disrupted, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, 42 USC 1301, et. seq., **permits the disclosure of protected health care information pursuant to the provisions of state laws regarding workers' compensation.** 45 CFR 164.512(l) states: "Standard: Disclosures for workers' compensation: A covered entity may disclose protected health information **as authorized by and to the extent necessary to comply with laws relating to workers' compensation** or other similar programs, established by law, that provide benefits for work-related injuries or illness without regard to fault."

Employer's Instructions

The City requires employers to complete this form within six days after notice of every on-the-job accident, injury and/or occupational disease (OD) by a worker. Ensure all areas are completed except the gray shaded areas, which your insurer will complete. **It is important that we have complete information.**

Type or print with a ballpoint pen. If you are completing with WORD software, you may tab through the fields. If the injured worker is available to do so, they may file a claim for workers' compensation by completing and signing their portions of this form. You may then complete the employer section.

Send the original immediately to your workers' compensation insurer. **SEND THIS FORM WITHIN THE 6-DAY LIMIT EVEN IF THE WORKER IS NOT AVAILABLE TO SIGN.** This form must be submitted even if the employer questions whether or not the reported injury and/or OD are job-related. Additional sheets of paper may be attached, if needed to fully explain all conditions concerning the injury and/or OD.

The United States Department of Labor, OSHA, requires employers to maintain a record of occupational injuries in the employer's office. Please copy the completed form for your records.

Insurer/Adjuster (not submitting electronically)

Please complete all gray shaded areas, and mail a completed copy immediately to the Key Risk and

Industry at the address shown below. Boxes that have been **BOLDED** are mandatory in order to file this report. If you wish to file First Report information electronically, please contact the Employment Relations Division.

Further Information

Key Risk

P.O. Box 49129

Greensboro, NC, 27419

1-800-942-0225

The United States Department of Labor, OSHA, requires employers to maintain a record of occupational injuries in the employer's office.

POLICY

Accident Investigation

Location: Stockbridge

Effective Date: January, 2016

The City of Stockbridge

XVI. Purpose

This policy establishes how The City of Stockbridge will investigate workplace accidents.

After reading this policy, employees will understand:

- Who conducts accident investigations
- What information needs to be recorded
- How information is recorded
- What actions must be taken after an investigation

XVII. Scope

This policy applies to all employees at The City of Stockbridge.

XVIII. Operating Procedures

The following outlines the proper procedures employees must follow during an accident investigation.

WHO

- The supervisor/safety manager/PW director in charge of the area or department where the accident occurred is responsible for conducting the investigation.
- The investigator should be held accountable for reporting the investigation carefully and clearly.

WHAT

The investigator will determine:

- Whether the accident is work-related
- The scope of the investigation
- What happened

Describe what took place that prompted the investigation and what the employee(s) was/were doing at the time of the accident.

WHEN

- The investigation should be done immediately following the accident.

WHERE

- The investigation and witness statements should be completed at the scene of the accident.
- Take pictures of the scene.
- Draw a sketch or diagram of the accident.

WHY

- Determine why the accident happened.

Obtain all the facts surrounding the accident.

- o What caused the accident to occur—direct or indirect cause
- o The sequence of events before the accident occurred
- o Who was involved
- o What is the extent of the injuries and/or damage resulting from the accident
- o Was/were the employee(s) involved properly trained
- o Was/were the employee(s) qualified to perform the functions involved in the accident
- o Were proper operating procedures established for the task involved
- o Were the proper operating procedures followed—if not, why not

HOW

Use accident recording forms and an accident investigation kit to record the investigation and ensure you gather all necessary information.

AFTER THE INVESTIGATION

- Provide copies of the forms used as well as any notes on the investigation to J. Smith Lanier & Co. or your insurance carrier.
- If the accident is OSHA recordable, enter it into your OSHA log.
- Determine whether the situation or conditions that led to this accident exist anywhere else in the company.

If so, take action to correct this.

- Use the accident as an opportunity to review safety procedures, personal protective equipment use or any other applicable training with your employees.

SAFETY & HEALTH COMMITTEE RESPONSIBILITIES

The City of Stockbridge

In order to promote better communication between employees and management, a Safety & Health Committee has been established for The City of Stockbridge. Its primary function is to serve as a two-way channel of communication and to promote safety awareness throughout the workplace.

ORGANIZATION

The Safety & Health Committee will consist of:

- Safety Coordinator (TBD)
- Associate Safety Coordinator (a rotated member)
- Administration Committee Member
- General Maintenance Shop Supervisor or designee
- Wastewater Superintendent or designee
- Water Superintendent or Water Systems Chief Operator

The Employee Safety & Health Committee will meet quarterly. The meeting will be chaired by the Safety Coordinator or Associate Safety Coordinator. Should a scheduled meeting have to be postponed, it will be held later in the month, on a date and at a time determined by the Safety Coordinator.

FUNCTION

The Safety & Health Committee has the following functions:

1. Conduct Safety/Housekeeping inspection(s) of one or more departments as part of each meeting.
2. Review and update safety rules and safe operating procedures.
3. Review accidents and "near miss" incidents reported since the last meeting, and suggest means for preventing future occurrences.
4. Convey, review and comment on safety suggestions submitted by Employees.
5. Plan and carry out various safety promotion activities (such as contests, award programs, etc.).
6. Promote safety awareness among all employees through safe attitudes and day-to-day interactions.
7. Review safety impacts of equipment/facility changes and multi-shift operations.

When selecting members, take into account an employee's personal experience with safety. Someone from a specific work area with a history of accident or injury problems can bring valuable insights to the Committee. Volunteers or individuals who show they have an interest in safety are also good candidates. Likewise, individuals with a good safety record can bring their own experience to the group.

SAFETY & HEALTH COMMITTEE RESPONSIBILITIES

The City of Stockbridge

Rotate membership so that members exposed to Safety & Health Committee issues are "circulated" back into the workforce and others are brought in. Occasionally, specialists or consultants may be added to the Committee to address a specific situation or problem. Also, ad hoc subcommittees may be used to analyze and formulate recommendations on a particular problem.

The Safety & Health Committee should also be involved with developing SAFETY INCENTIVE PROGRAMS and in recognizing individual employees who have contributed to safety efforts and positive results.

Written documentation of Safety & Health Committee meetings should be maintained. A log or written minutes should be taken at each meeting. Meetings should follow a standard agenda.

A Safety Plan will be distributed which details the program guidelines and expectations.

Travel Policy

Amendments:

Re: 50-mile radius to
Exclude Mayor's Day
Conference

Re: 50-mile radius to
Exclude Training with
Consecutive Dates of
Training

CITY OF STOCKBRIDGE TRAVEL POLICY AND PROCEDURES

Accounting Manual Reference:

Section: Travel

Sub-section: City-wide Travel Policy

Revised Date: 1/31/2017

City Travel Regulations

Index:

Introduction

Authority

Compliance and Accountability

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INTRODUCTION:

Purpose

The purpose of this Policy is to provide guidelines for payment of travel expenses in an efficient, cost effective manner, and to enable travelers to successfully execute their travel requirements at the lowest reasonable costs, resulting in the best value for the City. Teleconferencing instead of travel should be considered when possible. Each department is charged with the responsibility for determining the necessity, available resources and justification for the need and the method of travel.

The Policy is based on travel industry best practices and with total cost management in mind. As such, it is important for Elected Officials and employees to understand the intent of the Policy and work with their management on managing work related travel, accordingly.

The travel regulations outlined in this document are effective on:

CITY OF STOCKBRIDGE TRAVEL POLICY AND PROCEDURES

AUTHORITY

The City Manager and the Treasurer are authorized to adopt rules and regulations governing in-state and out-of-state travel and travel reimbursement that promote economy and efficiency in city government and which treat elected officials and employees fairly and equitably.

Compliance and Accountability

Throughout this document words like “must” and “should” are used. When the term “must” is used, no department or individual has the authority to deviate from the specific policy/procedure. The term “should” is used to convey that departments and individuals are expected to follow the policy/procedure as written and are required to justify any departures from such policy/procedure when the specifics of the situation indicate an alternate procedure is a reasonable departure from the recommended policy/procedure.

All departments and governing body are required to follow the guidelines outlined in the City of Stockbridge Travel Regulations. Departments are not authorized to set more lenient policies than the City of Stockbridge Travel Regulations; however, departments may establish policies that further restrict an employee’s travel if the department determines that stricter policies are necessary; except that a mileage rate that is different than the rates established in accordance with OCGA 50-19-7 may not be adopted. Departments are encouraged to utilize teleconferencing to minimize overall travel costs whenever possible. For personnel with disabilities, the City has authority to provide reasonable accommodations during travel on official city business.

Elected Officials and employees with questions concerning the travel regulations should first contact the City Manager. Any unresolved questions should be forwarded to Finance at 678-833-3302.

General Provisions

The City of Stockbridge reimburses travelers for reasonable and necessary expenses incurred in connection with approved travel on its behalf. The City encourages travelers to take advantage of arranged travel discounts whenever possible.

A necessary expense is one for which there exists a clear business purpose and is within the City’s expense policy limitations. A clear business purpose contains all information necessary to substantiate the expenditure including a list of attendees, if appropriate, and their purpose for attending, business topics discussed, or how the expenditure benefited the City.

Establishing policies and procedures for travel expenses enable the City to effectively comply with federal and state regulations.

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These policies are intended to be guidelines for the planning and reimbursement of all City approved travel expenses. There are several key points to remember when incurring expenses on behalf of the City:

- Under no circumstances should an individual approve his/her own expense report. In most cases he/she should not approve the expense report of a person to whom he/she functionally or administratively reports.
- All expense reports must be submitted by the individual who incurred the expense.
- A large number of exceptions or Policy violations will increase the likelihood of expense report audits.
- The City will not reimburse employees or Elected Officials for personal expenses.

AUTHORIZATION FOR TRAVEL:

Elected Officials and employees may be reimbursed for reasonable travel-related expenses incurred while on official business for the City. Subject to the provisions outlined in these travel regulations, the Finance Department has authorized reimbursement for the following expenses associated with employee travel:

- Meals associated with overnight travel and in certain circumstances where there is no overnight lodging;
- Lodging expenses;
- Mileage for use of a personal motor vehicle;
- Transportation expenses;
- Certain miscellaneous expenses associated with travel, such as parking and toll fees. The specific policies regarding the reimbursement of travel expenses, as well as expense limits and required documentation are outlined in the following sections.

Authorization for Employee Travel

Elected Officials and employees who are required to travel for their job and are eligible for travel reimbursement should receive authorization from their department head or other designated official prior to performing the travel. Elected Officials and employees must provide a copy of their liability insurance coverage when using their personal vehicles for city business.

Departments should establish a written policy designating persons/positions that may authorize and approve travel. Departments must utilize the blanket travel authorization/travel request form for in-state and out-of-state travel. However, department heads or their designees should specifically authorize out-of-state travel prior for each trip. Signature of the approving official on the travel expense form constitutes authorization of employee travel. Each department should provide Finance with a list of all persons/positions authorized to approve travel expense

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statements. This information is necessary for fiscal office personnel to issue reimbursement travel payments.

Travel to Conferences for Certification Purposes

Department heads, Elected Officials and employees traveling to or for certification purposes should limit their travel to these conferences and prohibit “discretionary” travel. If travel for certification is necessary, then efforts should be made to seek a location within the State of Georgia or closer to Georgia. Elected Officials and employees shall consider sharing lodging as an option, if members of the same sex have to travel. If several elected officials and employees are traveling to the same in-state conference, then traveling together is required.

REIMBURSEMENT PROCEDURES

Required Documentation of Travel Expenses

Elected Officials and employees requesting reimbursement for travel expenses are required to submit their claim to authorized personnel on the employee travel expense statement. A copy of the standard travel expense statement may be accessed on City of Stockbridge “H” drive; see also **Appendix A**.

Requests for reimbursement should include the following information:

- Itemized expenses for authorized lodging, mileage, transportation, and miscellaneous expenses. The types of expenses which are authorized and the allowable limits are discussed in subsequent sections;
- Explanation of any expenses which exceed the established limits and of any unusual expenses;
- Explanation of the purpose for the trip; and
- Description of the type(s) of transportation used.

Elected Officials and employees are required to sign their travel expense statement, attesting that the information presented on the form is accurate. Elected Officials and employees who provide false information are subject to disciplinary action that may include suspension or termination.

Elected Officials and employees are required to submit receipts for the following expenses:

- Meals purchased in lieu of those provided at conference/training
- Lodging
- Airline or Railroad fares,
- Rental of motor vehicles,
- Registration Fees,
- Visa/Passport fees, and
- Any other valid expense over \$ 25.00

Receipts for the following expenses are required if amounts are more than the **\$25.00 threshold**:

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- Gasoline purchased for rental vehicles,
- Parking,
- Tollway,
- Mass transit,
- Taxi, and
- Airport vans.

If the above items are over \$25 and a receipt is not available, Elected Officials and employees are required to include an explanation of the expense on the travel expense statement. Receipt for meals on Per Diem are not required, except as noted above. Credit card receipts are valid provided they contain complete details of the purchase. Other receipt requirements apply to the following items:

SUPPLIES – a receipt regardless of the amount must accompany any expenses claimed by the employee for purchases (i.e. supplies) on the travel claim form. Department Heads, elected officials and employees are encouraged to become familiar with price agreements and not purchase supplies that are available on price agreement.

PHONE – Receipts are required for all phone reimbursements. Official local or long distance business phone calls are reimbursable expenses up to \$50.00. Any associated hotel access charges are also reimbursable. Receipts should show the date of the phone call, minutes used, and cost.

PERSONAL CELL PHONE – Reimbursement for personal cell phones for official business use while on travel status is permitted with documentation showing date and minutes of business call and appropriate computation of the cost per minute calculated by any method that results in the lower cost per minute to the City.

BAGGAGE AND LUGGAGE FEES – Baggage and luggage fees are a reimbursable expense. All travelers should consider the extra fees charged by the airlines prior to making their travel arrangements and plan accordingly. When combining personal travel and City business travel, baggage and luggage fees should be allocated accordingly and reasonable under the circumstances.

Meals and Incidental Travel Expenses:

General

Generally, meals are reimbursable on a per diem basis (not actual expenses) for overnight business travel outside the traveler's primary work station. Reasonable incidental travel expense, also known as incidentals, are reimbursed separately from Per Diem Rates for In- State or Out of State travel; incidental travel expenses are not included in the Per Diem Rates. These rates can be found on the GSA website.

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Meals Per Diem during Overnight Travel

Elected Officials and employees traveling overnight are generally eligible for per diem amounts designed to cover the cost of three (3) meals per day for all days on travel status other than the day of departure and the day of return.

Travelers are eligible for 75 percent (75%) of the total per diem rate on the first and last day of travel. For example, if the per diem rate allows a \$28 total reimbursement, \$21.00 would be allowable on a travel departure or return day ($\$28 \times .75 = \21 .) As a result, the time of departure and time of return are not considerations for calculating the Meal Per Diem when associated with overnight travel.

For trips involving multiple travel destinations, base the reduction on the per diem rate in effect where the night was spent, as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night before returning to your Residence or Primary Work Station.

When meals are provided to an employee in conjunction with travel events on a travel departure or return day, the full meals per diem reimbursement rate is reduced by the amount of the provided meal (s) after the 75% proration. For example, if the per diem allows a \$28 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$14 ($\$28 \times .75 = \21) less \$7 lunch = \$14.00.

In- State High Cost Areas:

Increased per diem allowances are available in certain locations designated as “high-cost areas”. The high cost areas in Georgia and the current rates for these area are provided in the GSA federal per diem rates.

For travel on or after March 1, 2015, high cost areas in Georgia are limited to the following counties: Chatham, Cobb, DeKalb, Fulton, Glynn, Gwinnett, and Richmond counties.

Meals Associated with Overnight Travel Outside of Georgia

Elected Officials and employees are considered traveling outside of Georgia when their official responsibilities must be performed at an out-of-state-location. Elected Officials and employees traveling outside of Georgia may receive meal Per Diem amounts up to the federal Per Diem rates. The federal Per Diem rates (for locations within the continental United States) a breakdown for federal Per Diem amounts may be found at the following address:

<http://www.gsa.gov/perdiem>.

High cost areas within Georgia are changed only upon notification from the Department of Finance via revisions to this policy.

Meals Per Diem During Non- Overnight Travel

Employees on City Business who travel more than 50 miles from their Residence and Primary Work Station on a work assignment, AND are away for more than twelve (12) hours, may receive the total eligible per diem allowance for that day, even when there is no overnight

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lodging. The per diem allowance for that day, even when there is no overnight lodging. The per diem allowance must, however, be adjusted for any meals provided to the traveler as stated above.

It should be noted that the City of Stockbridge Travel Regulations **does not** authorize Elected Officials and employees to receive Per Diem for a “lunch meeting” in which the meal and meeting are the same.

Meals while Taking Leave

Employees who take leave while on travel status are **not** authorized to receive Per Diem for any meal during the period of leave. Documentation relating to meal receipts are not required for meals, if claiming a Per Diem, except as discussed in the section labeled “Meals Associated with Overnight Travel in Georgia”. Time of departure (for the day of departure) and return (for the day of return) should be noted on the travel expense statement to substantiate meals eligible for payment of Per Diem. All meals included as a part of conference registration fees, etc., should be noted on travel form. Meal expenses incurred that exceed the authorized Per Diem amounts due to travel in high cost areas or out-of-state should be itemized separately and explained on the travel expense statement, and are eligible for reimbursement as determined by the approving official.

LODGING EXPENSES:

Elected Officials and employees who travel more than 50 miles from their office and/or residence, may be reimbursed for lodging expenses associated with approved overnight travel.

Elected Officials and employees will be reimbursed for the actual lodging expenses, providing the expenses are reasonable.

Responsibilities of Employee

Elected Officials and employees traveling overnight are responsible for ensuring the most reasonable lodging rates are obtained. To accomplish this, the employee should:

- Provide human resources with information about hotel accommodations,
- Utilize minimum rate accommodations,
- Avoid the “deluxe” hotels and motels, and
- Obtain city/government rates, whenever possible.

Reimbursement of Lodging Expenses for Overnight Travel Outside of Georgia

Lodging expenses for hotels/motels outside Georgia may exceed the maximum reasonable rates set by the City. Elected Officials and employees traveling out-of-state should refer to the federal Per Diem rates to identify high cost areas of the United States, and to determine whether higher expenses are justified. The rates published by the federal government, however, should only be used as a guide. Lodging expenses associated with the travel to high cost areas should be approved by the department head or other designated official prior to the trip.

The federal Per Diem rates (for locations within the continental United States) can be accessed at the following address: <http://www.gsa.gov/perdiem>.

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Lodging Associated with a Meeting or Seminar

Elected Officials and employees who stay at a hotel/motel that is holding a scheduled meeting or seminar may incur lodging expenses that exceed the per diem rates are generally considered reasonable. The higher cost may be justified in order to avoid excessive transportation costs between a lower cost hotel/motel and the location of the meeting.

Taxes Associated with Lodging Expenses

Elected Officials and employees should review hotel/motel receipts to ensure that taxes have not been applied to their lodging expenses in accordance with the state tax laws and regulations. Elected Officials and employees should attempt to resolve any problems with the billing prior to checkout.

- ❖ Lodging paid directly by employee (personal credit card, personal check, or cash).
- ❖ Lodging paid directly by the City (direct bill, city credit card, or government check).
The hotel/motel should not collect any taxes associated with the lodging expenses.

Local government officials and Elected Officials and employees traveling within the state for official business are exempt from paying the *county or municipal excise tax* on lodging ("hotel/motel" or "occupancy" tax). [OCGA 48- 13-51 (H) (3)], regardless of the payment method being used. Elected Officials and employees are **required to pay** any state/local sales use taxes. The exemption when paying by personal credit card, check or cash applies **only** to the hotel/motel tax.

Elected Officials and employees are required to submit a copy of the hotel/motel tax-exemption from when they register at a hotel/motel. A copy of this form is provided in **Appendix A** or can be obtained from the Finance Department. This exemption does not apply to Elected Officials and employees staying at an out of state hotel/motel. Elected Officials and employees should be able to provide proper identification to document their employment as a City/local government employee or official.

Lodging Expenses Incurred while Taking Leave employees who take annual/vacation leave while on travel status will not be reimbursed for lodging expenses incurred during the period of leave.

Cancellation

Travelers should not book nonrefundable rates or rates that require a deposit unless required by conference lodging. It is the traveler's or arranger's responsibility to understand the cancellation rules of the room confirmed. No-show charges and penalties will not be reimbursed when the traveler does not cancel reservations within the allotted time. Nonrefundable rates cannot be changed or cancelled; therefore, the traveler is accepting the risk of a non-reimbursable cancellation fee. All expenses must be reimbursed to the City when cancellations/no shows occur and the city has paid for those expenses.

In a case where all efforts have been taken, and a fee is still charged, an explanation must be provided when submitting the traveler's expense report in order for the fee to be reimbursed.

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TRAVEL BY CITY OWNED or PERSONAL VEHICLES:

Mileage rates are based on the federal per diem rates in effect and based on a determination of the most advantageous form of travel. Advantageous use may be determined based on energy conservation, total cost to the City (including costs of overtime, lost work time, and actual transportation costs), total distance traveled, number of points visited, and number of travelers. Documentation of the determination of “advantageous use” should be retained for audit purposes.

Determination of Business Miles Traveled

Elected Officials and employees may be reimbursed for the mileage incurred from the point of departure to the travel destination. If you depart from the City, mileage is calculated from the City to the destination point. If you depart from your residence, mileage is calculated from the residence to the destination point, with a **reduction** for normal one-way commuting miles. For the return trip, if an employee returns to the City, mileage is calculated based on the distance to the City. If an employee returns to his/her residence, mileage is calculated based on the distance to the residence, with a reduction for normal one-way commuting miles. In addition, **normal commuting miles must be deducted when calculating total mileage reimbursement**. Mileage travelled by City travelers between their Residence and Primary Work Station is considered “commuting miles”.

The mileage reimbursement encompasses all expenses associated with the operation of a personal motor vehicle, with the exception of tolls and parking expenses, which are reimbursed separately.

Mileage rates are changed only upon notification from the Finance Department via revisions to this policy; new rates should be applied based solely on federal per diem rates.

Any reimbursement of mileage claims paid to an employee in excess of rates stipulated in this policy must be refunded to the City or characterized as taxable compensation to the employee.

Required Transportation Documentation – All travel by rented or public transportation must be reported on the travel expense statement. Elected Officials and employees requesting reimbursement must submit receipts for travel by commercial air carrier or railroad and for the cost of rented vehicles, including the cost of gasoline purchased when the amount is over \$10.00. All transportation expenses should be itemized on the travel expense statement.

Privately owned vehicles – A traveler may use a privately owned vehicle such as auto or government owned, when it is in the best interest of the City. The approving official shall be responsible for substantiating that use of a privately owned vehicle is in the City’s best interest. Mileage rates are based on the federal per diem rate in effect and the most advantageous form of travel. The traveler shall receive a mileage reimbursement equal to the established rates. If the use of a personal vehicle is the most advantageous, the following conditions have to be met:

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- No suitable City vehicle is available.
- Traveling outside the city, but within 300-mile radius of the city.
- The requesting party has a physical handicap which requires the use of a specially equipped vehicle.
- An employee's family member(s) will accompany the employee on the trip.
- In Georgia, state statute specifies that Automobile Insurance follows the vehicle. If a personal auto is being used, the personal auto policy covering that vehicle would be responsible for any loss.
- City owned vehicles are covered under GIRMA (the City's liability carrier).

Exceptions:

• If travel occurs on a weekend or holiday outside of the normal work schedule, mileage is calculated from the point of departure with no reduction for normal commuting miles.

Prohibited Mileage Reimbursement – Elected Officials and employees are not entitled to mileage reimbursement for travel between their place of residence and their official headquarters, or personal mileage incurred while on travel status.

Parking Fees and Tolls – Finance may reimburse elected officials and employees who incur parking and toll expenses while on official business for the City. Elected Officials and employees that attend offsite meetings or training sessions may also be reimbursed for parking expenses. These expenses are reimbursable for travel in both city-owned and personal vehicles. Elected Officials and employees are expected to obtain receipts for these expenses even if not over the \$25 threshold. If it is not possible to obtain a receipt, then a written explanation should be included on the expense statement.

Travel Expenses and Required Receipts/Documentation – All requests for reimbursement of mileage, parking, and toll charges must be documented on the travel expense statement and a receipt must accompany the documentation. Employee should claim mileage based on the most direct route from the point of departure to the destination.

TRAVEL BY COMMERCIAL or PUBLIC TRANSPORTATION

When commercial transportation is necessary, elected officials and employees may be reimbursed for the expenses incurred. Elected Officials and employees will be reimbursed for actual expenses incurred, provided the appropriate steps were taken to obtain the lowest possible fare or cost.

Authorized department personnel must approve travel by commercial or public transportation prior to the date of travel. When considering such a request, designated personnel should consider the distance to be traveled, the travel time and the cost.

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Commercial Air Transportation

Elected Officials and employees should utilize commercial air transportation when it is more cost effective and efficient to travel by air than by vehicle. Elected Officials and employees who choose to travel by personal vehicle when air travel is more cost effective should only be reimbursed for the cost of the lowest available airfare to the specified destination. In some instances, a higher airfare may be appropriate to reduce or eliminate for multiple stops and extended travel time.

Under such circumstances, the City of Stockbridge may reimburse elected officials and employees for expenses incurred for air travel, provided these expenses were approved prior to the date of travel. Additionally, the City may reimburse elected officials and employees for reasonable expenses associated with selecting seats or checking bags. These expenses should be included in the total cost of the airline ticket.

Elected Officials and employees who require air travel should obtain the lowest available airfare to the specified destination by comparing rates as follows:

- Utilize the Internet (i.e. Priceline.com, Expedia.com, Travelocity.com)
- Contact carriers directly

Tickets may be purchased using a city issued city charge card, personal credit card (on an as-needed basis with prior approval of the Finance Dept.).

In general, it will be the City's policy that the Mayor and Council Members or Elected Officials and employees traveling by commercial air carrier travel in the most cost-effective manner and utilize the lowest possible coach fares. City Officials or Elected Officials and employees traveling by commercial air carrier will not be reimbursed for the portion of non-coach (first class, business class, etc.) airfare that exceeds the cost of the lowest, available fare on the same flight unless:

- There is no other space available on the needed flight.
- A licensed medical practitioner certifies that because of a person's mental or physical condition, specific air travel arrangements are required; or
- The City Manager certifies that specific air travel arrangements are necessary for security reasons.

It is the responsibility of department heads, to obtain necessary medical certifications for any employee that requires special air travel arrangements due to a medical condition. Department Heads should also obtain information specifying the expected length of time such condition would have an impact on travel needs. The Finance Department should maintain such information in a manner that would enable the auditors to determine who is subject to these special travel provisions.

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Upgrades to Non-Coach Travel

City Officials or Elected Officials and employees may, at any time use personal frequent flyer miles or similar programs to upgrade to non-coach travel. In addition, nothing in this policy shall preclude a city official or employee from personally paying for an upgrade to non-coach travel.

For purposes of conducting official city business, city officials or Elected Officials and employees may negotiate or arrange for upgrades to non-coach travel with individual commercial carriers if:

- The flight is international and over five hours in duration; and
- The carrier agrees not to charge any additional cost to the city.

Indemnification Received Due to Travel Inconveniences Imposed by Airlines

Occasions may arise when airlines overbook, change, delay or cancel flights, thereby imposing travel inconveniences on their passengers. In these instances, airlines often offer the affected passenger's indemnification for these inconveniences. Examples of indemnification that may be offered by an airline include vouchers for meals or lodging, upgrades to non-coach travel, and credits toward future flight costs. City Elected Officials and employees are authorized to accept such indemnification if the travel inconvenience was imposed by the airline and there is no additional cost to the City.

If travel transportation cost was reimbursed to Elected Officials and employees and travel was cancelled and not rescheduled, the employee maybe required to reimburse the City. Elected Officials and employees shall inform Finance, in writing, when travel is cancelled. They shall also include statements regarding rescheduled travel if applicable.

Travel by Mass Transportation, Taxi or Airport Vans

Elected Officials and employees officially on travel status may be reimbursed for necessary costs of transportation by bus, taxi, or airport vans for the following situations:

- Between the individual's departure point and the common carrier's departure point;
- Between the common carrier's arrival point and the individual's lodging or meeting place; and
- Between the lodging and meeting places if at different locations.
- Elected Officials and employees will be reimbursed for economy parking only.

It is expected that airport vans will be utilized when available and practical, and when they are the lowest cost alternative.

Required Documentation of Expenses (see also Reimbursement Procedures)

All travel by rented or public transportation must be reported on the employee travel expense statement. Elected Officials and employees requesting reimbursement must submit receipts for travel by commercial air carrier or railroad and for the cost of rented vehicles, including the cost of gasoline purchased when the amount is over \$10.00. Although receipts are not needed for

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expenses under \$10.00, Elected Officials and employees must include a point-to-point explanation for each item reimbursed. All transportation expenses should be itemized on the travel expense statement. Employee shall attach the boarding pass to travel expense for all travel on commercial air or rail transportation.

Expense Reimbursement Timing

Travelers should submit all expenses for reimbursement and reconciliation within 10 days of the completion of the event or trip but **no later than 45 calendar days**. However, a reimbursement request will preferably be held until an amount of at least \$10 is due.

IRS regulations state the traveler must adequately account to the employer and submit travel expense reimbursement requests within 60 days of the end of the trip. Such expenses, if reimbursed after 60 days, become taxable income to the traveler.

All expense reimbursement requests must be submitted as soon as possible, in conjunction with an employee's last day of employment, when applicable, but no later than 45 calendar days after the last day of employment. Outstanding requests not submitted after this time period will not subsequently be reimbursed.

Internal Revenue Service Requirements

In order for travel advances and reimbursements of travel expenses to be excluded from a traveler's taxable income, the City's travel policies must meet the Internal Revenue Service (IRS) requirements for an "Accountable Plan". In general, the Citywide Travel Policy has been developed with the IRS Regulations as its primary payment framework. Accordingly:

- Advances and reimbursements must be reasonable in amount, must be made for travel only, must be in line with actual costs incurred and must be within Policy limitations. Expenses that do not comply with Policy guidelines will be the obligation of the individual that incurred the expense.

MISCELLANEOUS TRAVEL EXPENSES

Telephone/Telegraph/FAX Expenses

Elected Officials and employees may be reimbursed for expenses, up to \$50, incurred for work-related telephone, telegraph, and FAX messages. Elected Officials and employees must document these claims on the travel expense statement, and indicate the location from which each call was made, the person contacted, and the reason for the communication.

Internet Usage Charges

Elected Officials and employees may be reimbursed for work-related internet usage charges. These charges should be separately identified on the itemized hotel/motel bill, but should not be listed on the travel reimbursement request as "lodging;" rather, these charges should be included in the "voice/data communications" section of the travel expense form.

Stationary/Supplies/Postage Expenses

Reimbursement for stationary, supplies, stenographic, or duplicating services may be reimbursed, provided the expense is directly associated with a work-related project and the cost

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is reasonable. In addition, work related postage expenses may be reimbursed. Elected Officials and employees requesting reimbursement for these expenses must document actual expenses on the travel statement and explain the purpose for these expenses. Receipts/invoices should accompany the travel expense statement.

Baggage Handling Services

Elected Officials and employees may be reimbursed for reasonable expenses associated with baggage handling services (portage) when an expense is actually incurred in moving luggage into or out of lodging places, common carriers, and/or airports.

Registration Fees

Registration fees required for participation in workshops, seminars, or conferences that an employee is directed and/or authorized to attend will be allowed when supported by a paid receipt or a copy of the check showing payment. Any part of a registration fee applicable to meals will be reported as a meal expense, and not as a registration fee, if the costs can be separately identified.

Unallowable Expenses

The following expenses are not reimbursable unless specific legal authority has been established:

- Laundry (allowable when overnight travel exceeds seven (7) consecutive days)
- Valet services for parking, when self-parking options are available
- Tipping for maid services
- Theatre
- Entertainment
- Alcoholic beverages
- Bank charges for ATM withdrawals
- Clothing or toiletry items
- Commuting between Residence and Primary Work Station
- Country Club dues
- Expenses related to vacation or personal days taken before, during or after a business trip
- Haircuts and personal grooming
- Laundry, cleaning, pressing costs for trips of less than seven days
- Loss or theft of cash advance, money or airline tickets
- Loss or theft of personal funds or property
- Lost baggage
- Luggage or briefcases
- Medical expenses while traveling (*Exceptions may be made to accommodate ADA compliance*)
- Mini-bar charges
- Movies

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- No-show/Cancellation fees or fees related to hotel late check-out (unless business or weather related)
- Personal reading materials (magazines, newspapers, etc.)
- Personal vehicle maintenance
- Personal entertainment
- Personal Pet care
- Recreational expenses
- Saunas, massages
- Shoe Shines
- Souvenirs or personal gifts
- Traffic citations (moving violations), parking tickets, court fees and other fines
- Travel accident insurance premiums
- Valet services for parking, when self-parking options are available, unless there are valid security reasons

CITY CHARGE CARDS AND TRAVEL ADVANCES

Purpose of Travel Advances

The purpose of travel advances is to minimize the financial burden on Elected Officials and employees while traveling on behalf of the State. This objective can be accomplished either by the issuance of city charge cards or by cash advances to the Elected Officials and employees.

City Charge Cards

The City Manager or his/her designee may issue city charge cards to eligible Elected Officials and employees upon approval. City charge cards are beneficial because they:

- Reduce the employee's and the city's cash flow by minimizing the need for cash advances;
- Reduce the frequency of reimbursements for travel expenses;
- Require no annual membership fee or finance charges if paid within the terms of the agreement;
- Provide emergency cash to the employee;
- Eliminate the need for the City to directly pay airline tickets and car rental agencies;
- Provide guarantee for hotel rooms and other services requiring a deposit; and
- Provide the city with various financial reports regarding employee travel expenses.

City charge cards are issued only to the City Clerk, Treasurer and City Manager to charge travel for hotel.

Elected Officials and employees who are issued city charge cards are authorized to use the charge cards for business purposes only.

Authority to Advance Cash for Travel

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Since city charge cards are not available to Elected Officials and employees, departments should request the use of cash advances. However, department personnel should consider issuing cash advances for the following circumstances:

- For justifiable reason(s), the employee has not received a city charge card;
- For Elected Officials and employees who generally do not travel and are making a one-time trip; or
- For special exceptions approved by the department head.
- Per Diem for meals.
- Transportation for travel by automobile to cover gas charges.

The Finance Director and the City Manager are authorized to advance City funds to Elected Officials and employees traveling on behalf of the City. Funds may be advanced for anticipated subsistence (meals and lodging), as well as mileage and other transportation costs which are reimbursable under these travel regulations. Travel advances are not required by State law or by these regulations, but are left to the discretion of the City Manager.

Approval of Cash Advance for Travel

The Finance Director and the City Manager are required to authorize cash advances made to an employee. The written authorization for a cash advance should be included on the travel advance authorization form. This form should also be signed by the employee to document that the cash advance was received.

Amount of Cash Advance

The Finance Department will establish the policy regarding cash advance limits. Departments should consider the nature and probable duration of the travel when determining cash advance limits. The amount of a cash advance shall be related to the estimated cost of travel, as outlined on the travel authorization form, but shall be held to a minimum and allowed only when the department head determines that an advance is warranted.

Employee and Department Accountability of Funds Advanced

Each employee receiving a cash advance shall sign and date the travel advance authorization for acknowledging receipt of the funds. All Elected Officials and employees are fully responsible for funds advanced to them and shall account for the funds in accordance with the Citywide Travel Regulations. Elected Officials and employees are liable for any advanced funds that are lost or stolen.

Neither state law nor these regulations, however, in any way relieve the department head from the responsibility of accounting for all funds expended for travel purposes.

Recovery of Cash Advances Made for Specific Trips

When the actual travel expenditures reported on the travel expense statement exceed the amount of the cash advance, the employee shall be reimbursed for the additional travel costs incurred. The employee must submit request for reimbursement no later than 10 business days after travel is completed. If request is not received timely, the employee will not be reimbursed for additional travel cost.

CITY OF STOCKBRIDGE TRAVEL POLICY AND PROCEDURES

Cash advances for specific trips shall be recovered under the following circumstances:

When the actual travel expenditures reported on the travel expense statement are less than the amount of the cash advance, the employee shall reimburse the City for the difference. This reimbursement shall be made at the same time that the travel expense statement is submitted, within 10 business days after the completion of travel. If the travel expenditures report is not complete within 10 business days, the total travel cost may be deducted from the employee's next paycheck.

- In the event of cancellation or indefinite postponement of authorized travel, any cash advances which were made shall be refunded immediately; and
- Outstanding travel advances should be recovered from terminating Elected Officials and employees. The City Clerk shall establish procedures to ensure that terminating Elected Officials do not have outstanding cash advances and have turned in their city charge cards, if applicable. The department head shall recover all travel cash advances if not paid, prior to termination of an employee or notify the Finance Department immediately.

Cancellations

It is the traveler's responsibility to closely examine the cancellation/exchange rules and fees before purchasing a ticket. If a trip is cancelled after a ticket has been issued, the airline reservation must be cancelled at least one hour prior to the scheduled flight. If the ticket is refundable, the traveler should request a refund.

Exchanges

Unused tickets that are not used prior to their expiration lose their value. It is the traveler's responsibility to use airline credits prior to expiration. Credits for cancelled tickets should be used as soon as possible. Most airlines require tickets to be exchanged and used within one year from original purchase. Credits shall be used for the traveler's next trip if the airline serves the destination.

Baggage Charges

Most airlines are now charging for checked luggage and for curbside check-in. In the event there is a charge for checking the traveler's first piece of luggage, the City will reimburse for that charge. If there is no charge for the first piece of luggage, the City will not reimburse for additional pieces of checked luggage unless an appropriate business purpose explanation is provided.

Baggage charges incurred for excess weight will not be reimbursed, unless an appropriate business purpose explanation is provided.

APPENDIX A

Appendix A includes a copy of all standard forms associated with City Travel. The forms included in this appendix are the:

- Request for Training Form (Travel Authorization Form)
- Employee Travel Expense Statement
- Exemption form for Local Motel/Hotel Excise Tax (will be provided when hotel arrangements are made)

DEFINITIONS:

A. ACCOUNTABILITY means that elected officials and employees are responsible for accounting for their travel expenses accurately. All staff will ensure travel is conducted in the most efficient and cost effective manner.

B. COMMERCIAL TRANSPORTATION means any entity that offers transportation of people or goods to the public for pay.

C. COUNTY OR MUNICIPAL EXCISE TAX means the local taxes charged by hotel/motels for lodging, also referred to as “hotel/motel” or “occupancy” tax. This tax is separate from the state sales tax.

D. EMPLOYEE TRAVEL EXPENSE STATEMENT means the accounting document used as the basis to reimburse a city employee for travel expenses incurred while on official business.

E. FEDERAL PER DIEM RATE means the maximum allowance for expenses of elected officials and employees who are on travel status. The available rates only include locations within the continental United States. Separate per diem limits have been established for non-contiguous U.S. and foreign travel.

F. HIGH COST AREA means any area within Georgia within which meal expenses may be reimbursed at a higher amount than the limits that otherwise apply to travel within Georgia. High cost areas are those counties which are assigned higher than the standard “CONUS” ranges for meals and incidental expenses (M& IE) by the U.S. General Services Administration.

G. LODGING means a hotel, motel, inn, apartment, or similar entity that furnished lodging to the public for pay.

H. MISCELLANEOUS TRAVEL EXPENSE means a necessary and reasonable expense incurred by a city employee while traveling on official business. This term does not apply to meals, lodging, mileage or transportation costs.

CITY OF STOCKBRIDGE TRAVEL POLICY AND PROCEDURES

I. MOTOR POOL VEHICLES means the fleet that is operated on behalf of the City of Stockbridge.

J. NORMAL COMMUTING MILES means the miles traveled on a regular (usually daily) basis from an employee's residence to the location most frequently associated with work performed outside of that residence (generally, office). This should be a standard distance that does not change from one reimbursement request to the next.

K. OFFICIAL STATION means the physical work location where an employee is permanently assigned.

L. OUT OF STATE TRAVEL means when an employee travels from a point of origin within Georgia to a point of destination within another state and return. Out-of-state travel rates are used for all travel with a destination outside the state of Georgia.

M. PERSONAL MOTOR VEHICLE means a motor vehicle that is owned or leased for personal use by an employee. Personal motor vehicles include automobiles, aircraft, and motorcycles.

N. PER DIEM ALLOWANCE refers to the maximum food allowance for which Elected Officials and employees can be reimbursed per day. The amount is not a reimbursement of actual expenses incurred. Receipts are not required for meal per diem amounts.

O. POINT OF DEPARTURE means the beginning location used to calculate city-used miles traveled in a personal motor vehicle.

P. TRAVEL ADVANCE means any payment to an employee for travel expenses that will be incurred for a scheduled, future trip.

Q. TRAVEL ADVANCE AUTHORIZATION FORM means the form used to document approval of cash advances by a department head or designee and to document receipt of the cash advance by the employee.

R. TRAVEL EXCEPTION means written authorization for travel reimbursement of expenses generally not allowable under the City of Stockbridge Travel Regulations.

S. TRAVEL EXPENSES means meal, lodging, mileage, transportation, parking, and miscellaneous expenses.

Discussion

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Branding

&

Marketing

Playbook: Leadership Communications

Volume 2: Social Media and Local Government



Introduction

With the wide reach and instant communication afforded through channels such as Twitter, Facebook, and LinkedIn, social media is of growing interest for local governments as they search for new and better ways to promote transparency, enhance engagement, and foster collaboration.

The Blackboard Connect™ Social Media and Local Government Playbook uses tips, strategies, examples, and best practices to provide you with a blueprint for communicating with constituents efficiently and effectively using social media.

SOCIAL MEDIA TODAY

Did You Know . . .

According to recent research . . .

- ▶ 82% of Internet users (representing 61% of all American adults) looked for information or completed a transaction on a government website in the twelve months preceding a Pew Internet survey.¹
- ▶ Followed by television and local radio, the Internet is the third most popular way for people to gather emergency information, with 18% of both the general and the online population specifically using Facebook for that purpose.¹
- ▶ Nearly a fourth (24%) of the general population and a third (31%) of the online population would use social media to let loved ones know they are safe.²
- ▶ Compared to the average adult Internet user, active adult social networkers are 26% more likely to give their opinion on politics and current events.³
- ▶ Internet users over the age of 55 are driving the growth of social networking through mobile devices.³
- ▶ Social networks and blogs now account for nearly a quarter of the total time users spend on the Internet.³
- ▶ Internet users are increasingly visiting social media sites to learn and share their findings with their social networks.²
- ▶ Data from ICMA's 2011 membership survey indicate that 67% of respondents use Facebook, 29% use Twitter, and 45% use YouTube.

These data show that citizens are increasingly relying on social media to obtain and share information. It follows that local governments need to develop and maintain a dynamic social media presence to more effectively reach their citizenry.

SOCIAL MEDIA DO'S AND DON'TS

- ▶ **Don't** link Facebook and Twitter accounts. Different social media channels require different packaging of content. **Do** present the content in a way that is sure to resonate with the audience and avoid repetition.
- ▶ **Don't** overly censor Wall postings or user comments on Facebook. Be sure to remove offensive posts and don't respond to negativity, but **do** try to foster a place where opinions and perspectives can be shared freely by engaging and responding to comments positively.
- ▶ **Don't** have a split online personality. Determine the tone and perspective of your organization's online persona and stick to it. **Do** carry it across social media and online channels to keep it consistent.
- ▶ **Don't** single out one interest group. **Do** consider all your stakeholders and publish content to include information relevant to local businesses, schools, and other community organizations.
- ▶ **Don't** forget to post! **Do** be sure to update social media profiles and pages on a daily basis.

WHAT CAN SOCIAL MEDIA DO FOR LOCAL GOVERNMENT?



While starting as an online phenomenon primarily used by young adults and teenagers, social networks have become an important communications and information gathering method for everyday citizens, particularly with the proliferation of

smartphones. From students to parents to professionals to elected officials, people from every walk of life are posting their statuses, checking their newsfeeds, or sharing news to their social networks via social media.

City and county governments can benefit by engaging their constituents and disseminating important information through social media channels.

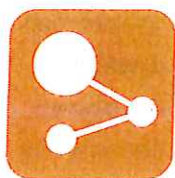
General Outreach and Greater Community Engagement

More and more municipalities are using social media



channels to share information and communicate regularly with residents. With regular updates and the incorporation of other media, like videos or photos, cities and counties can use social media to engage fans, and encourage participation within the community.

Proving that engaged citizens make for better government, some cities, such as St. Paul, Minnesota, are using Facebook as another channel in addition to phone, Internet, mail, and e-mail, to conduct surveys and promote city meetings. Others, like the city of Ann Arbor, Michigan, are finding social media tools can help in encouraging citizens to vote or participate in community watch and clean-up programs.



Improved Communication

With more direct channels of communication, governments have been able to keep the public better informed on a range of urgent matters—including imminent severe weather, fires, road closures, evacuation routes, disaster preparedness, and relief services.



Establishing Leadership

Governments are more proactive and better able to satisfy pledges to transparency. Social media tools are relatively inexpensive, allowing them to enhance service to citizens even during challenging economic times, inspiring trust and confidence in government and its leaders.



Economic Benefits

Social media use can result in cost savings and revenue generation. Proactively providing information via social media and responding to questions in this way is more efficient than handling phone calls and has the added benefit of being read by many people, making it less likely that others will need to raise the same issue. Publicizing activities and events with social media can create better attendance, with a resulting increase in user fees, admission charges, concession sales, and related revenues.

SOCIAL MEDIA SERVICES



Numerous social media outlets are available, with new ones being developed almost daily, and there is increasing integration of social media components into everything online, such as news aggregators and

mainstream news sites. However, local governments can benefit most by devoting resources to the use of the most frequently used tools and services, including:



► **Facebook** – The largest social media site, geared toward connecting you with people you know or with whom you share common interests, with more than 845 million users as of February 2012.⁴ Potential uses include interaction with citizens, promotion of special events, sharing photos, and much more.



► **Twitter** – A microblogging service, which allows messages of 140 or fewer characters to be transmitted quickly to followers. Emergency messages, links to detailed messages, and event promotion are some of its potential uses.



► **YouTube** – A video-sharing service, allowing users to upload their own short videos and comment on others. Messages from civic leadership, highlights of activities, and image-building are potential subjects for such videos. YouTube videos can be easily embedded into blogs, websites, and Facebook pages. Custom channels can be developed at no charge, while premium options are available for branding, customization, and promotional purposes.



► **Blogs** – Blogs provide an online forum for civic leaders and others to post opinions, discuss events, explain decisions, and gather feedback from citizens.



► **LinkedIn** – Sometimes described as “Facebook for businesspeople,” LinkedIn is better suited for building professional connections between individuals, while the channels described above are more appropriate for building community engagement. However, government agencies can establish a presence as an avenue to keep interested citizens up-to-date regarding personnel moves and other significant activities. LinkedIn Groups can help you stay informed about popular discussions people are having on specific topics.

Also see the Social Media Glossary on page 16.

DEVELOPING A SOCIAL MEDIA STRATEGY

Simply creating a Twitter or Facebook account is not a social media strategy. The use of social media in a governmental setting requires clearly defined goals and outcomes. Developing an understanding of the potential audience and creating an implementation plan are also necessary. Defining expectations and developing ways to evaluate whether those expectations are being met are equally essential.

Understanding Your Audience

For your social media effort to gain traction with your audience, it is necessary to know a few things about them, such as:

- Who are they? (demographics, socioeconomics, etc.)
- What do we know about them? (beliefs, attitudes, behaviors, influences, etc.)
- How have we previously attempted to communicate with them?

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- ▶ What was learned as a result?
- ▶ Which social media channels are most popular with them?⁵



Defining Goals and Outcomes

Determining goals and outcomes starts by answering two questions: what do you want to accomplish with social media, and why are these

things important to accomplish? As you define goals and outcomes, consider objectives that fall into one or more of the following categories:

- ▶ **Engagement** – Communicating with the public in a more meaningful way.
- ▶ **Open Innovation** – Social media provides a great platform for opening up innovation beyond the walls of the organization.
- ▶ **Participation** – Make it easier for the public to take part and share their thoughts and ideas.
- ▶ **Collaboration** – Partner with others, sharing information to maximize involvement.
- ▶ **Crowdsourcing** – Get the opinions and ideas of those whom your decisions will impact.
- ▶ **Knowledge Sharing** – Maximize limited resources across the organization by sharing experiences and information gained with multiple departments.⁶

Other examples of goals and outcomes include:

- ▶ **Reaching new and underserved populations** – Younger constituents and more tech-savvy segments of the population are increasingly relying on their mobile devices and social media tools to stay in touch and informed. Additionally, according to a report by the Pew Internet & American Life Project, African-American and English-speaking Latinos are among the most active users of the mobile web, with 87 percent of minority cell phone owners taking significant advantage of the greater range of their phones' features.¹
- ▶ **Build community confidence in government** – The immediacy and accessibility of social media and other social media applications allows government to issue synchronized and rapid responses or alerts

during times of crisis and to disseminate accurate, relevant information to dispel rumors that tend to proliferate when information is lacking.

- ▶ **Communicate instantaneously** – The Internet and social media technology provide emergency managers and public information officers with unprecedented opportunities to interact quickly and directly with millions of people whenever and wherever they may be.
- ▶ **Create an information exchange** – Forward-thinking municipalities are finding social media tools can build relationships with constituents and create new opportunities to exchange different kinds of information, and even solicit and refine ideas, as in crowdsourcing.



Evaluating Your Efforts

Define metrics that tie directly to your statement of benefits, as you would do when evaluating the effectiveness of traditional

communications. Given the relative youth of social media compared to other communication channels, determining whether a social media campaign is successful remains a somewhat fluid task. While the impact is difficult to measure in terms of dollars and cents, there are factors that can be used to evaluate the success of your campaign:

- ▶ Raw follower/friend count
- ▶ Influential/relevant follower/friend count
- ▶ Retweets and mentions
- ▶ Discussion/engagement on Facebook
- ▶ Comments on blog posts
- ▶ Shared links
- ▶ Site traffic
- ▶ Inward information flow⁷

Some of these measures are more tangible and quantifiable than others, but all can be used to customize and refine your efforts.



Creating Implementation Plans

Different channels will have different implementation and management considerations, including:



► **Facebook** – Define content organization. Use Facebook tabs to separate content areas (for tab ideas and tools, visit appbistro.com). Leverage content to appeal to target audiences. Review and refine editorial content for consistency of message and tone.



► **Twitter** – Create a custom background for easy identification. Identify and deploy appropriate keywords to ensure listing in Twitter directories. Identify and use third-party applications (some examples are Hootsuite, bit.ly, and Tweetdeck) for more efficient posting, URL shortening, and workflow management. You also need to determine appropriate account names and hashtags.



► **YouTube** – Group all government-related videos into a single channel, enabling easy search and retrieval, and utilize a custom background. Insert custom links on the channel page. Post links to YouTube videos on appropriate municipal web pages.



► **Blogs** – Coordinate blog postings with social network postings, linking as appropriate. Enable RSS subscriptions.

Developing a Content Schedule/Calendar



A social media presence which is not kept current and up-to-date is worse than having no social media presence at all. Likewise, a social media presence is never “finished,” but evolves and grows over time. To keep content fresh and relevant, and more importantly, to keep citizens coming back, establish a regular schedule for updates. One scenario could involve particular departments issuing updates on a certain day each week, with primary pages being updated more frequently as events warrant.

SOCIAL MEDIA AND LOCAL GOVERNMENT CHECKLIST

Keys to successful implementation and use of social media:

- ☐ Determine goals, purposes, and desired outcomes of social media use
- ☐ Identify an individual or group to develop and oversee social media policy
- ☐ Identify and appropriately leverage social media channels
- ☐ Develop guidelines for proper use by citizens as well as internal stakeholders
- ☐ Understand that negative comments will occur, and develop appropriate responses
- ☐ Measure social media exposure and engagement, and use findings to refine content
- ☐ Develop appropriate department-level means of social media use
- ☐ Incorporate use of social media as part of a multi-channel communication strategy

INTEGRATING NEW MEDIA AND TRADITIONAL MEDIA



Integrating social media with traditional media involves more than simply adding “follow us on Twitter” to your materials and website pages. Some things to consider include:

- ▶ Understand the major difference between social media and traditional media. Traditional media is typically a one-way transaction, while social media is a dialogue. This distinction means that social media messages cannot be controlled in the same manner as those in traditional media.
- ▶ Concentrate on the message, not the technology. Your goal should be to increase and improve your connection with the public. Typically, the tone of that connection should be less formal than it will be when communicating through traditional channels, such as printed publications, media releases, or your website.
- ▶ Find out what others are saying, and be prepared to have a conversation. Trying to assert control over a social media discussion can backfire if others perceive that their efforts to communicate are being hindered.
- ▶ Choose tools to support the message rather than craft the message to fit the tools. Examine ways to extend a message beyond a basic news story into multiple social media channels.

BUILDING A SOCIAL MEDIA COMMUNITY



The biggest advantage of social media over other online tools, such as websites and e-mail, is the ready ability to interact and carry on two-way communication with the public. Take the

following steps when building your community:

- ▶ Whenever possible, create opportunities for citizens to provide feedback when posting.
- ▶ When community members contribute, acknowledge their contribution and respond.
- ▶ Find ways to reward frequent contributors and build community cohesion.
- ▶ Don't dictate terms to your audience; engage them on their own terms.
- ▶ Maintain dialogue with the community, particularly when launching new initiatives.
- ▶ Don't spread your efforts too thin; determine the platforms your audience uses most.
- ▶ Give your community manager the resources needed to fully engage with the community.
- ▶ Train subject matter experts to contribute as needed; don't rely solely on one person.⁸

Most importantly, respond to feedback in a one-to-one fashion. Doing so will reinforce the interactivity of your social media presence, and create a community of supporters. Even on occasions when your response is not what a citizen had hoped for, seeing that their concerns are taken seriously will build trust, not only with that particular citizen, but also with others who are following the discussion.

PROPER USAGE AND ENFORCEMENT GUIDELINES

When the goals and expectations of your social media presence are well defined for your staff and your audiences, you then need to develop guidelines to describe proper use of social media channels. Additionally, you need to establish a mechanism to ensure that published content is in line with the defined goals and expectations.

Create Content Guidelines for Staff

Clear expectations and guidelines must be in place to guide governmental use of social media. It is essential that an individual or group be given the authority to develop and implement these guidelines before posting begins. It is equally essential that those who use social media on behalf of the governing body (e.g., moderators, bloggers) clearly understand the guidelines, as well as who will be enforcing them.

Clearly define absolute do's and don'ts in the guidelines. For example, while governments should encourage moderators to post information that can engage

audiences, they should be careful not to post any information that could hamper governmental functions or operations. A useful parallel could be that, just as some items of government business are discussed in closed session, items of similar sensitivity should not be posted using social media. Also, keep all political comments out of government postings.

Copyright Protection/Infringement/Terms of Service

- ▶ Policies should include a clear understanding of the terms of service and that employees are solely responsible for posted content.
- ▶ Posting of someone else's work without proper citation should not be permissible.
- ▶ Include other copyright laws that are relevant or can be implied with respect to the social media policy.
- ▶ Provide clear attribution to content posted from a third party.
- ▶ Prohibit any posting of obscene content or material derogatory to the organization

SOCIAL MEDIA PITFALLS

Avoid potential land mines to establish a positive social media presence:

- ▶ **Develop and Adhere to Privacy Guidelines** – User privacy concerns are a hot-button issue. Not only do users want their information protected, but your government must avoid potential liability issues. Consult with legal counsel to develop a privacy policy.
- ▶ **Develop and Clearly State Usage Terms and Conditions** – Users, both internal and external, need a clear understanding of what is and is not permissible when posting to your social media site. Create and state your policies, issuing periodic reminders to ensure compliance.
- ▶ **Be Careful What You Ask For** – If you ask for feedback, be prepared to do something with it. Aside from obvious spam and troll postings, users expect that their feedback will at least be acknowledged, if not acted upon. Whenever feedback is solicited, respond as soon as possible, even if the response is as simple as "We're looking into that. Thanks for letting us know."
- ▶ **Maintain Brand Consistency** – When citizens visit one of your social media sites, it should be apparent to them right away that the site represents your governing body. Keep a uniform look and feel to all of your sites to avoid citizen confusion and brand dilution.

Adapted from "Pitfalls in Government Social Networks Targeted at External Users," Social InSites Blog. <http://blogs.newsgator.com/daily/2010/09/pitfalls-in-government-social-networks-targeted-at-external-users.html>



Publish Engagement Guidelines

Terms of use should be clear and posted publicly, for citizens as well as for other stakeholders, such as employees and elected officials.

Citizen engagement guidelines should promote a user-friendly environment and a free exchange of views. The City of New York offers citizen guidelines, including:

- ▶ Comments should be related to the posted topic for the city's social media page or post.
- ▶ Users are subject to the terms of service (TOS) of the host site. Information (photos, videos, etc.) shared with or posted to official agency pages are also subject to the TOS of the host site and may be used by the owners of the host site for their own purposes.
- ▶ Social media accounts are not open to comments promoting or opposing any person campaigning for election to a political office, nor to promoting or advertising a business or commercial transaction.
- ▶ Use of obscene, threatening, or harassing language is prohibited.

- ▶ Personal attacks of any kind or offensive comments that target or disparage any ethnic, racial, age, or religious group, gender, sexual orientation or disability status are prohibited.
- ▶ Comments advocating illegal activity or posting of material that violates copyrights or trademarks of others are prohibited.⁹

Stakeholder engagement guidelines should state processes and procedures for stakeholder use of social media. The city of Seattle, Washington, has published a detailed social media use policy. Among its highlights:

- ▶ The city of Seattle has an overriding interest and expectation in deciding what is "spoken" on behalf of the city on social media sites.
- ▶ All city of Seattle social media sites posted by executive departments will be subject to approval by the mayor's communications director.
- ▶ The city of Seattle's websites will remain the city's primary and predominant Internet presences.
- ▶ Wherever possible, content posted to city of Seattle social media sites will also be available on the city's main websites.

The Seattle policy also details appropriate policies and standards in the areas of acceptable use of city equipment and Internet access, blogging policy, online privacy and security policy, policy on non-government information and links, and several others.¹⁰

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BLOGGING DO'S AND DON'TS

DO

- ▶ Keep posts simple, focused, and relevant
- ▶ Publish regularly
- ▶ Enable readers to comment
- ▶ Comment on other blogs, while linking back to your own
- ▶ Make it easy to share content, subscribe, and connect to your blog
- ▶ Include photos to break up blocks of text

DON'T

- ▶ Moderate relevant (i.e., non-spam) comments
- ▶ Automatically launch audio or video content when users visit
- ▶ Publish for publishing's sake; ensure all content is useful and relevant
- ▶ Wait too long between blog posts; visitors don't return for outdated content
- ▶ Publish sensitive content
- ▶ Overdo add-ons and plugins; too many will clutter your blog

Visit the "Social Media" topic page of ICMA's Knowledge Network (icma.org/socialmedia) to join a conversation about social media with other local leaders and find examples of local government policies.

Responding to Negativity

When negative feedback arises, your response should be guided by the nature of the feedback, so start by determining the nature of the negative comment:

Straight Problems – Someone has a service-related issue, and has detailed their concern. Feedback of this type paints your city/county in a poor light, but can be helpful when real problems that need to be dealt with are brought to the surface.

Constructive Criticism – Some citizens will use social media to suggest ways in which you can improve local services. While this type of feedback may highlight flaws, and is thus negative, it can be extremely helpful in uncovering problems or suggesting creative approaches.

Merited Attack – While the attack itself may not have merit, the issue that provoked it does. Essentially, your

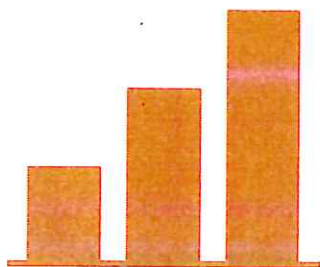
locality did something wrong, in someone's view, and they are angry as a result.

Trolling/Spam – The difference between trolling and a merited attack is that trolls have no valid reason for being angry at you. Also in this category are spammers, who may use a negative comment about your services (whether true or not) to promote a competing service.

After determining the type of negative feedback, craft an appropriate response. For the first three categories, respond positively and thank the citizen(s) for taking time to voice their concern. If a change is necessary once the concern is brought to light, describe what changes will be made, as well as the timeframe for implementing them. If a change in policies, procedures, or actions will not be forthcoming, clarify why the issue is handled the way it is, while offering citizens thanks for their suggestions and feedback.

It is almost always best not to respond to trolling or spam. Typically, it is designed to provoke an unnecessary and image-damaging argument. Ignore such feedback, removing it from public view when appropriate."

MEASURING SOCIAL MEDIA EXPOSURE AND ENGAGEMENT



The effectiveness of social media is not always easy to measure. However, two areas can provide insight into the effectiveness of a social media ef-

fort: exposure and engagement.

Exposure

The simplest measurement of exposure is determining the number of people who have seen your message. While trying to track exposure to the greatest extent will typically result in diminishing returns, there are some relatively easy ways to determine how many people are getting your message.

► **Twitter:** Determine monthly potential reach by looking at your number of followers along with the number of followers who retweeted your message. You should track these separately and then compare the month-over-month growth rate of each of these metrics so you can determine where you're seeing the most growth. A great free tool to use for Twitter measurement is TweetReach.

► **Facebook:** Track the total number of "likes" of your page. In addition, review the number of friends from those who became fans during a specified period of time or during a contest or other promotion, as well as those who commented on or liked your posts to identify the potential monthly Facebook reach. Facebook Insights is a free tool which can offer guidance regarding what your community wants from your page.

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- ▶ **YouTube:** For videos tied to specific promotions, measure the number of views over a specific period of time, as well as the total number of subscribers.
- ▶ **Blog:** Measure the number of visitors who viewed the posts tied to your communication or over a specific period of time.

Engagement

Engagement is the next step up from exposure. It measures the number of people who were moved to action as a result of your message. Action can take various forms, depending on the social media platform:

- ▶ **Twitter:** Determine how many times your links were clicked, your message was retweeted, and your hashtag was used, then determine how many people were responsible for the activity. You can also track @replies and direct messages if you can link them to a particular communication, campaign, or promotion.
- ▶ **Facebook:** Determine the number of times your links were clicked and your messages were liked or commented on. Then break this down by how many people created this activity. You can also track wall posts and private messages if you can link them to activity that is directly tied to a specific communication or social media campaign.

- ▶ **YouTube:** Assess the number of comments on your video, the number of times it was rated, the number of times it was shared and the number of new subscribers.
- ▶ **Blog:** Evaluate the number of comments, the number of subscribers generated, and the number of times the posts were shared and "where" they were shared (e.g., Facebook, Twitter, e-mail, etc.). Measure how many third-party blogs you commented on and the resulting referral traffic to your site.

Examination of exposure and engagement can provide insight as to the type of information citizens prefer, which you then can use to refine and direct creation of future social media content.

As you work to determine the effectiveness of your efforts, define metrics that tie directly to your statement of benefits, much as you would when evaluating the effectiveness of your traditional communication activities. In addition to the free tools already mentioned, a number of easy-to-use fee-based tools are available to measure social media engagement, including *Radian 6*, *Biz360*, and *TweetEffect*.¹²

DEPARTMENTAL EXAMPLES OF SOCIAL MEDIA USE

For many government agencies, online social media platforms offer an avenue to engage residents and increase community participation. Government organizations and agencies have taken different approaches in establishing profiles on popular social media sites and generating relevant content for their communities.



Public Safety/Emergency Preparedness

Police, fire, and emergency response departments can use social media to inform the public about safety issues. In addition, they can use social media to offer an effective response to inaccurate public perceptions

of their agencies and the spread of misinformation.

Law enforcement officers risk their lives every day in an effort to protect the greater good. To promote positive news and accomplishments, the Houston, Texas, Police Department uses its Facebook page to share and spread stories of heroic and courageous officers. This ensures that the daily news cycle of traditional local media outlets doesn't prevent stories of courage and bravery from being shared with citizens.

The Alameda County, California, Fire Department uses their Facebook page to promote special safety training classes and events available to the public, encouraging residents to be actively involved and knowledgeable of

continued on next page ▶

safety and preparation skills. The department showcases community partnerships and involvement with local organizations through media, such as photo albums, to demonstrate support of various causes affecting the community-at-large.

To give insight into the daily routine of an on-duty officer, the Seattle, Washington, Police Department decided to offer followers to join in a virtual ride-along as they “live tweet” while working a shift. Using a hashtag, the Seattle Police Department uses regular updates and photos to illustrate a regular outing with an on-duty officer.

After the city of Joplin, Missouri, was hit with a devastating tornado, city officials utilized their Facebook page to disseminate information and document relief and recovery efforts as they began rebuilding their community. Information regarding public services and resources available to residents is on the Facebook page, along with status updates as buildings are reopened and schedules return to normal.



Utilities

With instant communication becoming an expectation, municipal utilities are increasingly called upon to communicate quickly with residents, as outages and

interruptions in service can cause severe disruption. Many such utilities are using social media to provide information and updates to citizens during service disturbances.

Part of an ongoing effort to educate citizens on conservation methods and practices, the Santa Rosa, California, Utilities Department uses their Facebook page to promote educational events and classes available to the public. To garner interest, posts often feature “teaser” lessons, demonstrating common misconceptions of wasteful habits and encouraging residents to actively participate in sponsored community events.

The city of Sacramento, California, often responds to various questions and concerns from citizens on a daily basis. To alleviate the amount of incoming calls and free up staff resources, the Sacramento Utilities Department uses Twitter to answer frequently asked questions and inquiries from residents.



Parks & Recreation

While some municipal agencies often receive considerable coverage from traditional local media, city and county parks and recreation departments must create

ways to attract attention. Used primarily as a promotional tool, social media is helping parks and recreation departments garner interest in local attractions and community resources.

To engage their Facebook audience, the city of Roanoke, Virginia, Parks and Recreation Department implemented a weekly trivia game to promote upcoming events and activities organized or sponsored by the city. Prizes are awarded to the game winners, who are determined by their peers, as the comment with the most “likes” wins.

Using a popular Facebook feature, the Warren, Michigan, Parks and Recreation Department creates ‘Events’ to advertise and promote activities to community residents and page fans. By creating an “Event,” individuals can be invited and can share opinions on the discussion board, encouraging attendance and participation.

To promote the classes and activities offered every season, the Frederick County, Maryland, Parks and Recreation Department uses its Twitter feed to highlight popular programs, while offering additional information on how to sign up online. Providing links and directing users to online resources about community activities can help in driving registration.

OTHER INTERESTING GOVERNMENT USES OF SOCIAL MEDIA



Using Social Media To Stimulate Local Economies

In the effort to fight economic woes and showcase their communities as good locations

for business, many local and regional governments are using social media. Some uses include:

- ▶ **Image Strengthening/Rebranding** – A social media campaign can reinforce a city's familiar strengths, as well as highlight lesser-known aspects in order to attract companies, professionals, and families.

With a rich historical past, the city of Alexandria, Virginia, posts archival pictures of well-known landmarks or long-forgotten buildings and areas, sharing with followers what the city was like at different points in its history. To engage fans, pictures are posted with informational captions and trivia questions.

- ▶ **Providing Media with Story Ideas** – Not only will the news media monitor your social media channels for possible stories, your fans will let the media know when you've done something they want to know more about.
- ▶ **Enticing Former Residents to Return** – Social media efforts can revive past connections to an area, making former residents aware of positive changes in a community.
- ▶ **Bringing Jobs and Job Seekers Together** – Economic development organizations can use social media to promote job openings at little cost, as well as focus on workforce development.
- ▶ **Promoting Local Resources** – In areas with significant outdoor assets, cultural resources, or historic sites, social media can be used to increase awareness and usage, boosting related economic activity.¹³

As a major metropolitan area, the city of Boston, Massachusetts, hardly lacks things to do on a given day. To keep track of it all and promote activities sponsored by city organizations, the City of Boston uses its Facebook page to share information about things happening in and around town.

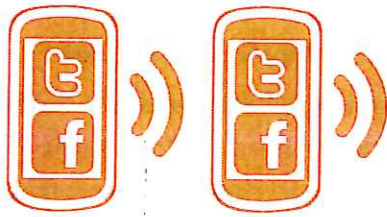
Social Media as a Crime-Fighting Tool

Law enforcement agencies across America are turning to social media in their efforts to prevent and solve crime. The immediacy of social media offers a number of potential applications, such as:

- ▶ **Online Police Blotters** – Using departmental blogs, police departments can post publicly available details of crimes themselves, providing citizens with information backed with the trust and authority of their local crime-fighters.
- ▶ **Digital "Wanted" Posters** – Using Facebook and Twitter, police departments can solicit information and assistance from the public, resulting in leads which help solve crimes.
- ▶ **Anonymous E-Tipsters** – The ability of tipsters to send information anonymously through channels such as web-based chat, text messages, and social media sites enables the public to provide information without the fear of retribution.
- ▶ **Social Media Stakeouts** – Patterns of tweets and Facebook posts can serve as early warning systems, enabling police departments to monitor potential developments.
- ▶ **Undercover Online**
 - Criminals use social media, too. Law enforcement agencies have been able to infiltrate street gangs by posing as other gang members on social media sites, gaining trust of actual gang members, and intercepting criminal communication as it happens.
- ▶ **Informing About Current Situations** – Many police departments are using social media tools to alert followers of problems and situations as they develop in real time. Fires, missing children alerts, and robberies are just a few of the items about which police can use social media to inform the public.¹⁴



Social Media as a Communication Tool for Local Leaders



Following the lead of President Obama's 2008 campaign, many influential government figures and

leaders have embraced social media, voicing opinions and views on topical issues or events, while offering constituents the opportunity for direct interaction.

In League City, Texas, Kristi Wyatt, the city's Director of Communication and Media Relations, utilizes Facebook, Twitter, and YouTube to inform community members of events such as city council meetings, historic building commemorations, seasonal parks and recreation kickoff games, and general weekly updates, to name just a few. Leveraging multiple social media outlets helps city management ensure their target audience not only hears the message but also feels more engaged.

Louis Celaya, Deputy City Manager of Agoura Hills, California, uses Twitter to update citizens about traffic issues, construction project updates, city council meetings and hearings, waste collection and recycling special events, and other local issues and events. The Agoura Hills Facebook page provides a platform for their Community Services Department to share everything from graphics containing the rec center's schedule of fitness classes to upcoming art show flyers, and as a communication portal to get information out and get feedback on programs and events.

The **Public Information Office of the County of Kaua'i, in Hawaii,** engages community members by posting government meeting reminders, press releases, community events, police updates and reports, and citizen-submitted photos to the county's Facebook page. As a result, the citizens of Kaua'i can

easily create a direct, two-way link with the county by using Facebook's tools to share, like, and comment on local happenings. This tool was especially helpful in disseminating information in the critical hours following the tsunami generated by an earthquake off the coast of Japan in March 2011.

In Decano, Colorado, Interim City Manager

A.J. Euckert uses Facebook and Twitter to keep citizens of the city of Dacono abreast of upcoming community classes; local snow removal and response plans; and city events, such as holiday tree-lighting ceremonies. Residents also watch city council meetings and council candidate forums from their city's YouTube page, maximizing community engagement and transparency in Dacono.

In Memphis, Tennessee, Mayor A.C. Wharton, provides over 6,000 fans real insight into his day-to-day activities, as he takes responsibility for posting updates to his official Facebook page. Often providing information about events he's attending or activities he's participating in, the mayor makes good use of the online channel by sharing honest feedback and communicating directly with constituents.

Mayor Bryon W. Brown, of Buffalo, New York, doesn't just promote local initiatives to his fans; he documents success and progress within the community via Facebook updates. By providing links to detailed blogs covering administrative success and productivity, the mayor's Facebook page provides a quick overview of his success in office.

To help followers decipher and consume updates, **the city of Asheville, North Carolina,** utilizes hashtags, a convention for grouping and searching messages, when posting news and information to their Twitter feed. By coordinating with other city departments and organizations, the same hashtags are used throughout Asheville's various social media channels.

WAYS THAT SOCIAL MEDIA IS TRANSFORMING THE BUSINESS OF GOVERNMENT

The openness and transparency of social media is beginning to have a significant impact on governmental operations and bureaucracies. Increased collaboration and engagement are changing the business of government in many ways, including:

- ▶ **Bypassing “proper channels” to communicate directly with government officials** – Organizational charts and official points of contact are being replaced by tweets, blog posts, and Facebook friends.
- ▶ **Reducing the challenges of acquisition and procurement** – Social media tools can make selling to

government a more transparent and easily understood process. Cutting red tape enables more and better communication among government, citizens, and businesses of any size.

- ▶ **Less competition, more collaboration** – Vendors and contractors have seen social media break down the walls that held in their proprietary data. Instead of waiting for proposals and information, they can work together to help define requirements, resulting in time savings, quality improvement, and greater transparency.¹⁵

CONCLUSION

No government organization can rely on only one channel to communicate and receive important information. Refining communications strategies for time-sensitive information is a continuous process. Governments that stay abreast of new communication

channels and introduce them alongside current channels open exciting opportunities for increased community engagement, transparent government, and improved services.

SOCIAL MEDIA GLOSSARY

The social media environment has its own vocabulary. Some of the more commonly used terms you may encounter include:

Facebook

Friend – a verb, indicating the establishment of a two-way connection between individuals. Also a noun indicating the number of Facebook connections an individual has.

Page – the recommended method for connecting and engaging with the Facebook community. The benefit of a Page is that citizens can follow it by clicking the “Like” button without the connection having to be reciprocated.

Tabs – content separated into categories, indicated in the Tab list along the top of the Page. Additional tabs can be added with customized programming or the use of pre-built applications. When a user visits a Page, the Wall is the default tab shown, but other tabs can also be used as the default.

Personal profile – the Page of an individual Facebook user. Governments should create a Page, rather than a personal profile.

Like – the term “Like” has several meanings on Facebook:

- ▶ The button at the top of a Facebook page, allowing a citizen to “join” the page and receive information and updates automatically. The number of users who “like” a given page is listed on the page.
- ▶ Individual posts can be “liked” by clicking the “Like” button within the post; “liking” a post implies a recommendation or approval of the post’s content.
- ▶ A “Like” button can be added to your website as an enticement for viewers to visit your Facebook Page (details available at www.facebook.com/badges).

News Feed – a list of items posted by “liked” individuals, businesses, and organizations on a user’s profile.

Crowdsourcing – the practice of asking a collection of individuals online for opinions, suggestions, or submissions. Helpful for gathering input when trying to decide between options. Also used in other social media contexts.

Share – posting or publishing of content on Facebook; other users wishing to share your post with their friends can click “Share” in your post, which will then post your content to their wall and add it to the News Feeds of their friends.

Wall – an individual’s profile page; updates can be posted by the individual, their friends, or public users, based on the individual’s privacy settings.

Twitter

Tweet – a comment posted to Twitter.

Follow – the act of connecting with another Twitter user. Your followers will see your tweets in their timeline.

RT/Retweet – the Twitter equivalent of a forwarded e-mail, retweets are tweets that a user finds interesting and shares with their followers.

Timeline – a chronological list of all tweets in a particular feed. A timeline could include your tweets, another user’s, or a list in a trending topic.

Trending Topics – a list of ten “hot” topics appearing in the main Twitter web interface.

Hashtag – words preceded by a # sign (e.g., #yourcity) can be used to tie various tweets together and relate them to a topic of your choosing. Twitter automatically links all hashtags so users can search for other tweets using the same tag.

YouTube

Embedded links – YouTube videos that are linked directly on websites, Facebook pages, and other online locations, allowing users to view your video without having to leave your page.

Channel – your home page on YouTube (i.e., youtube.com/yourcity). All of your videos can be grouped under one channel, which can be customized to ensure consistency with your established branding.

Blogs

Blog – a contraction of the original term, “web log”, “blog” refers to a website or part of a website where you can post text, video, and/or audio on any subject you choose. The word is also used as a verb to describe the act of entering information into a blog, i.e., “blogging.”

RSS – an acronym for “Really Simple Syndication,” RSS feeds allow content from multiple blogs and websites to be aggregated and posted to one site, often called a RSS reader. Opting to follow a RSS feed is known as “subscribing.”

Vlog – a video blog, which consists primarily of audiovisual content.

WordPress – a widely used, freely available, and highly customizable software package for creating blogs and other websites. WordPress can be installed as the primary content management system for a new website, or as a blog management component of an existing website.

Adapted from “Social Media Glossary: Learn the language of social media marketing.” <http://www.constantcontact.com/learning-center/glossary/social-media/index.jsp>

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ABOUT

ABOUT ICMA

ICMA, the International City/County Management Association, advances professional local government world-wide. ICMA's mission is to create excellence in local governance by developing and fostering professional management to build sustainable communities that improve people's lives. ICMA provides member support; publications; data and information; peer and results-oriented assistance; and training and professional development to nearly 9,000 city, town, and county experts and other individuals and organizations throughout the world. The management decisions made by ICMA's members affect millions of individuals living in thousands of communities, from small villages and towns to large metropolitan areas.

ABOUT BLACKBOARD CONNECT

Blackboard Connect has been the go-to mass notification service provider for local communities and has proven its reliability time and again in emergency situations. Messages can be sent automatically to all constituents, or targeted to reach groups in affected areas, via phone, e-mail or Short Message Service (SMS or text messaging), providing you with quicker message delivery and increased public safety. Blackboard Connect provides millions nationwide with time-sensitive information – via voice, text, e-mail, Facebook, Twitter, and more. It is a proven way to alert your stakeholders and enhance their safety by keeping them informed, involved, and prepared.

The Blackboard Connect platform allows officials to send thousands of messages in minutes, requires no additional hardware, and can be used from any computer with Internet access or telephone. This ensures that administrators can send vital messages from wherever they are located—even if they are evacuated. Additionally, officials receive detailed reports on contacts that did not receive a message, enabling them to follow up through alternative means as needed.

Ask your Blackboard representative about additional Playbooks, containing communication strategies and information to use when responding to emergencies.

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Blackboard

City of Suwanee

Social Media Policy

The social media adventure

The City of Suwanee has embarked on the adventure that is today's social media. In an effort to build relationships; reach audiences that don't have access to or typically utilize the City's more traditional means of communication (e.g., newsletter); share information, as needed, on a real-time basis; and retain its reputation as a progressive community, Suwanee has begun to utilize social media outlets. We anticipate that our foray into social media will be an ongoing adventure that will require us to be flexible and open to opportunities.

Despite the fact that social media is still an emerging technology and that the way in which people use the technology will continue to morph, the City of Suwanee, through this policy, seeks to establish some basic guidelines for use of its social media outlets.

Our vision for social media usage

- While social media provide an effective forum for building relationships and for conveying small "bites" of information, they do not serve as the City's sole or even primary means of communication with residents, businesses, and others. The City of Suwanee utilizes well-established means (e.g., public meetings, website, newsletter, e-mail blasts) to effectively share information with a variety of audiences.
- Social media forums provide an *interactive* means of sharing information that relates to the City of Suwanee and of engaging in ongoing conversation. They provide an easy-to-use means of engaging citizens and others.
- Social media can be especially effective in communicating information in crisis situations when timeliness of the information is crucial.
- Social media is a particularly ineffective tool for communicating about complex issues and for addressing riled emotions. The City will use more appropriate means to communicate detailed information about complex issues and to discuss concerns with citizens and others who post potentially volatile comments.
- Practical and legal considerations may sometimes constrain, prevent, or prohibit discussion of certain topics, such as court cases, through this medium.
- We recognize that not everything posted will (or should be) flattering to the City. Posts that offer thoughtful criticism of the organization (not individuals) and City initiatives are welcome and shall not be removed or altered except as provided for in this policy.

Maintenance of City-owned accounts

- The City of Suwanee will utilize one central account with desired social media networks (e.g., Facebook, Twitter, and others). Individual departments and employees will utilize the central account to convey desired communication.

- Management of social media accounts and initiatives shall lie primarily within the economic and community development department, and specifically (but not solely) with the public information officer.
- A limited number of staff members, including those in economic and community development and the police department, shall have access to social media accounts and passwords and permission to post as "City of Suwanee."
- Elected officials and other staff members are not to post, without advance approval, to the City of Suwanee pages as representatives of the organization.
- Other City staff members may request that authorized staff post a message from the City of Suwanee on their behalf.
- Posts to City pages/accounts from employees' personal accounts are permitted. Employees are encouraged to disclose their relationship/employment with the City. See Employee Internet & Social Media Posting Policy.
- The City will strive to share information honestly and openly and to receive comments and feedback with an "open mind" in a spirit of collaboration.
- The City shall not post untruthful and purposefully inaccurate information. If an inadvertent inaccuracy is posted, a correction will be published as soon as possible.
- Designated City staff members may post comments/replies without advance review or permission of City management. However, if staff members have concerns or desire advance review, they may request such from the city manager, assistant to the city manager, or appropriate department head.
- The City will not edit others' posts.
- At all times, employees shall use good judgment when posting. Employees shall refrain from posts that may be interpreted as offensive, obscene, demeaning, or inflammatory. Confidential information shall not be posted.
- At times, employees may determine other means/tools are more appropriate ways to respond to citizen/fan posts or may determine that it is best not to respond to a post at all.
- In general, individual complaints, concerns, or service requests will not be addressed via social media.
- Staff members shall resist the temptation to engage in back-and-forth conversation regarding topics that are complex, controversial, heated, or otherwise sensitive. Employees will use the City of Suwanee Web Posting Response Assessment flowchart to help determine if replies are warranted.
- City employees, in consultation with the city manager, will determine when an issue raised by others has reached a "critical mass" that requires a City response on the account.
- When employees do choose to reply to negative or heated comments, they need to do so in a manner that reflects positively on the City.
- A standard reply may be used to direct users with concerns related to sensitive or complex issues. This standard reply shall read something like: The City of Suwanee is very interested in insights, concerns expressed here. However, complex topics typically are not effectively discussed in forums such as this. Please contact EMPLOYEE NAME at

770/945-8996 if you wish to voice your concerns further or obtain additional information.

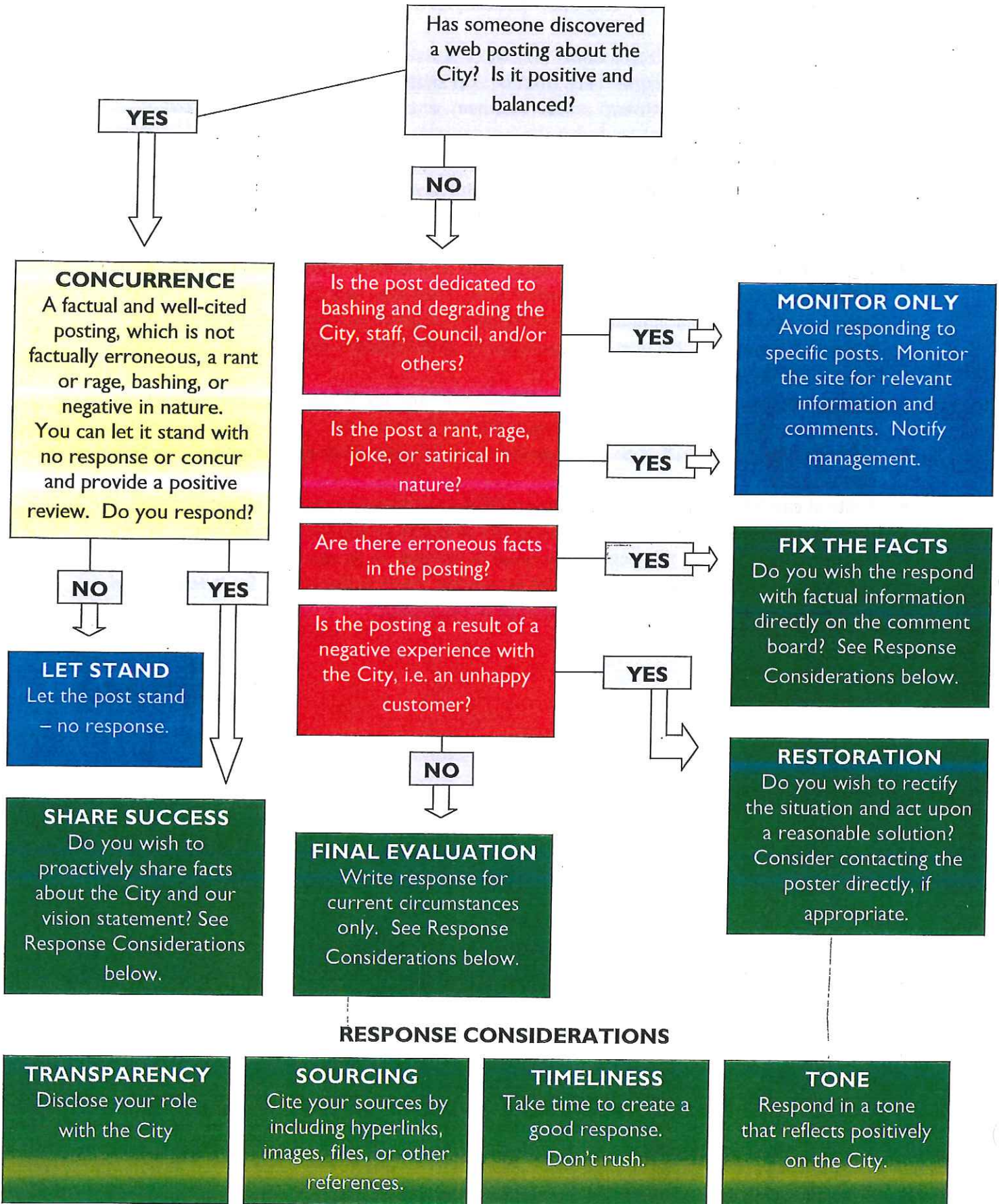
- Employees who post to City accounts (as City of Suwanee) shall strive to be sure that their posts pass the “grandma” test; that is, posts shall be of the sort that would **not** cause grandma disappointment, embarrassment, or to shake her finger and scold.

Guidelines and limitations for all users

- The conversation shall remain civil and respectful always.
- Inaccurate information posted by non-employees may be addressed and corrected, on a factual basis only.
- In an effort to keep the conversation open to all and to limit spam, posts from the same individual or organization shall be limited to no more than two (2) per day.
- Personal attacks, vulgar language, discriminatory or inflammatory posts by others are strongly discouraged. If a post is determined to be in violation of this policy, such posts may be removed.
- Elected officials may not post as “City of Suwanee” and are discouraged from discussing campaigns, issues, and other political matters on City accounts.
- Campaigning – on behalf of political candidates or in support or opposition to issues – is discouraged.
- Political candidates are encouraged to establish their own fan pages and social media accounts and are discouraged from using City of Suwanee accounts, pages, etc.
- Repeated violations to this policy may result in removal of access to the service.
- This Social Media Policy shall be revised as needed. Posts to the City of Suwanee’s social media accounts shall constitute acceptance of this policy.

Policy created 8/13/09

CITY OF SUWANEE WEB POSTING RESPONSE ASSESSMENT





HENRY COUNTY PLANNING & ZONING

Variance Evaluation Report City of Stockbridge Zoning Advisory Board

VR-16-14-S

City of Stockbridge

Staff Report Prepared By: Stacey Jordan-Rudeseal, Chief Planner

Applicant: Waffle House
5986 Financial Drive
Norcross, GA 30071
770-729-5897

Agent: Erin Cleland
5986 Financial Drive
Norcross, GA 30071
770-729-5897

Location: Southeast corner of the intersection of Eagles Landing Parkway and Parkside Lane
Land Lot 1 of the 11th District

Parcel ID(s): 069-01-008-009

Request: Variance from development regulations:
1) Increase the allowable size of one (1) ground sign
2) Increase the allowable number of wall signs

**Proposed Use/
Purpose:** Commercial

Current Land Use: Vacant

Posted Sign: January 12, 2017

COS-ZAB Meeting: January 30, 2017

Council Meeting: February 13, 2017

Size of Tract: 0.898 +/- acres

Road Access: Eagles Landing Parkway (Major Arterial)

Zoning History:

The subject property is currently zoned C-2 (General Commercial). No conditions of zoning were found. Table 1.0 indicates adjacent zoning districts and land uses.

Table 1.0 Current Zoning & Land Use of Adjacent Properties

	Current Zoning	Land Uses
North	C-2 (General Commercial)	Commercial
East	C-2 (General Commercial)	Commercial
South	C-2 (General Commercial)	Vacant
West	RM (Multi-Family Residential)	Single-Family SD Common Area

Source: City of Stockbridge Official Zoning Map

Executive Summary:

The applicant is requesting a variance from sign regulations to allow for an increase in the signable area of a proposed monument sign. Per Unified Development Code (UDC) requirement, and based upon the conceptual site plan provided, a ground sign at the subject property could have a maximum area of approximately 26 square feet. The applicant proposes a ground sign 48 square feet in area.

The applicant has requested a variance to increase the allowable number of wall signs as well. The UDC limits the number of wall signs to one (1) per primary façade and one (1) per secondary façade.

The applicant requests the variance on the basis that the shape of their lot, and, thus, the orientation of their building prevents them from achieving the Code's full allowable signage area.

Criteria for Granting a Variance per Chapter 11: Section 11.02.03 (A-G)

Section 8.12.070 Variances provides the exclusive procedures for granting variances to the signage requirements. The procedures do not provide for variances for properties that are less than ten (10) acres.

Criteria 1: Extraordinary and exceptional circumstances pertaining to the particular piece of property in question exist due to its size, shape, or topography that are not found on other properties in the same district.

There are no extraordinary and exceptional conditions pertaining to the subject property due to its size, shape, or topography that are not applicable to other lands, or structures in the C-2 (General Commercial) zoning district.

Criteria 2: A literal interpretation of the provisions of this UDC would deprive the applicant of rights commonly enjoyed by owners of other properties located in the same zoning district.

A literal interpretation of the provisions of this Chapter would not deprive the applicant of rights commonly enjoyed by other properties within the district.

Criteria 3: Granting the variance requested will not confer upon the property owner any special privileges that are denied to other owners of property in the same zoning district.

Granting the variance would not necessarily confer special privileges that are denied to other properties within the C-2 zoning district.

Criteria 4: The variance will be consistent with the purposes and intent of this UDC, will be compatible with uses on neighboring properties, and will serve the public welfare.

The requested variance, if approved, will not be in harmony with the purpose and intent of the UDC as this variance is not supported by *Section 8.12.070* of the City of Stockbridge Code.

In the present case, the applicant has not presented an extenuating circumstance or hardship.

Criteria 5: The extraordinary circumstances are not the result of the actions of the applicant.

The special circumstance is the result of the proposed actions by the applicant.

Criteria 6: The variance is the minimum relief that will allow the legal use of the land, building or structure.

The subject property needs no variance to allow a legal use.

Criteria 7: The variance is not a request to permit a use of land, buildings, or structures that is prohibited in the same zoning district.

The requested variance is not required to allow a permitted use.

Recommendation:

Planning Staff recommends **denial** of the requested variance.

Attachments:

- Application
- Letter of Intent
- Site Plan/ Survey
- Proposed Signage Renderings
- Zoning Map
- Sign Photo

Henry County Planning & Zoning
Variance Request Application

Name of Applicant Waffle House Inc. Phone: 770-729-5897 Date: 9/26/16
Address Applicant: 5986 Financial Dr. Fax _____ Pager/Cell # _____
City: Norcross State: GA Zip: 30071 E-mail: erincleland@wafflehouse.com
Name of Agent Erin Cleland Phone: 770-729-5897 Date: 9/26/16
Address Agent: 5986 Financial Dr. Fax _____ Pager/Cell # _____
City: Norcross State: GA Zip: 30071 E-mail: erincleland@wafflehouse.com

THE APPLICANT NAMED ABOVE AFFIRMS THAT THEY ARE THE OWNER OR AGENT OF THE OWNER OF THE PROPERTY DESCRIBED BELOW AND REQUESTS

Variance being requested: Wall and ground signs

Address of Property: IBD Eagles Landing Pkwy. Nearest intersection to the property: S.R. 42
(Street Address)

Size of Tract: approx 0.89 acre(s), Land Lot Number(s): 1, District(s): 11

Property Tax Parcel Number: 069-01-008-009 (Required)

Witness Signature

Ray D. Peterson

Printed Name of Witness

Anita Duno

Notary

Signature of Applicant/s

Erin Cleland

Erin Cleland

Printed Name of Applicant/s

Signature of Agent

NOTARY STAMP:



(For Office Use Only)

Total Amount Paid \$ 300 Cash _____ Check # 01911482 Received by [Signature] (FEES ARE NON-REFUNDABLE)

Application checked by: _____ Date: _____ Map Number(s): _____

Pre-application meeting: _____ Date: _____

Zoning Advisory Board Decision: _____

BOC Decision: _____

Planning Director's Signature: _____ Date: _____

WAFFLE HOUSE®

"GOOD FOOD FAST"

P.O. BOX 6450, NORCROSS, GEORGIA 30091-6450
5986 FINANCIAL DRIVE, NORCROSS, GEORGIA 30071
(770) 729-5700

September 26, 2016

Henry County Planning and Zoning Department
140 Henry Parkway
McDonough, GA 30253

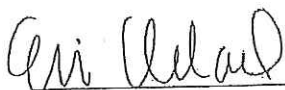
RE: Variance Application Letter of Ownership and Intent
Northernmost portion of 3.196 ac.
Eagles Landing Parkway near SR 42
Tax ID: 069-01-008-009
Approximately 39,000 sqft.

This letter is being written to make known that the owner, Gerald Taylor, President of All American Quality Foods, Inc. approves Waffle House, Inc. to submit a variance request for the above referenced parcel of land. This variance request is for wall and ground signage.

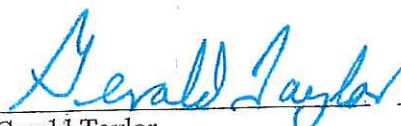
The proposed use and development intent of the property is to construct and operate a 24 hour Waffle House restaurant.

This should suffice the requirements for the Letter of Ownership and Letter of Intent that is required for the Variance Application that will be submitted by Waffle House, Inc.

Sincerely,


Erin Cleland
Real Estate Representative
Waffle House, Inc.
770-729-5897

9/26/16
Date


Gerald Taylor
President
All American Quality Foods, Inc.

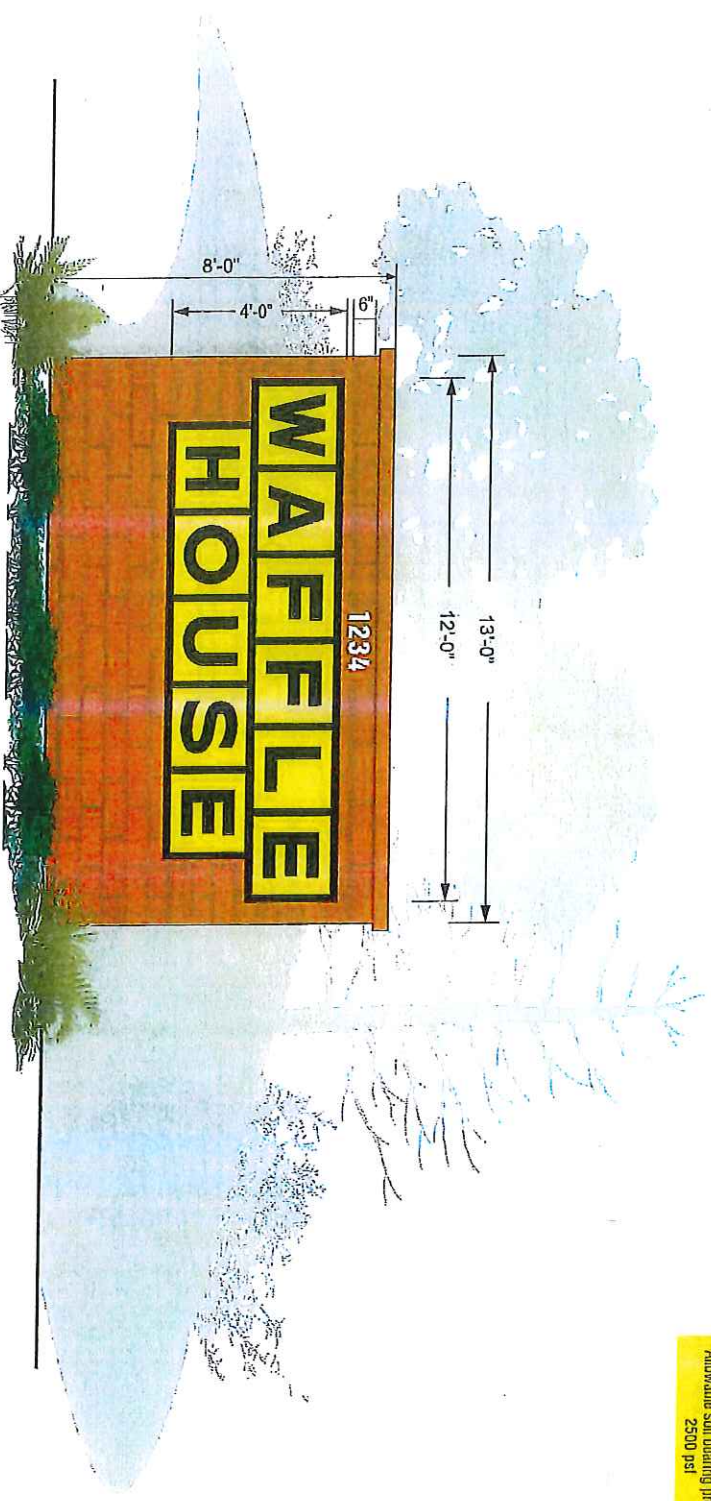
9/28/16
Date

YELLOW - lacryl 413 Doffdill
BLACK - 3m 3632-22 Black

IBC 2006 - Wind speed 90mph
 Allowable soil bearing pressure
 2500 psi



5198 North Lake Drive
 Lake City, GA 30260
 404-361-3800
 fax 404-361-7038
 www.layfonsigns.com



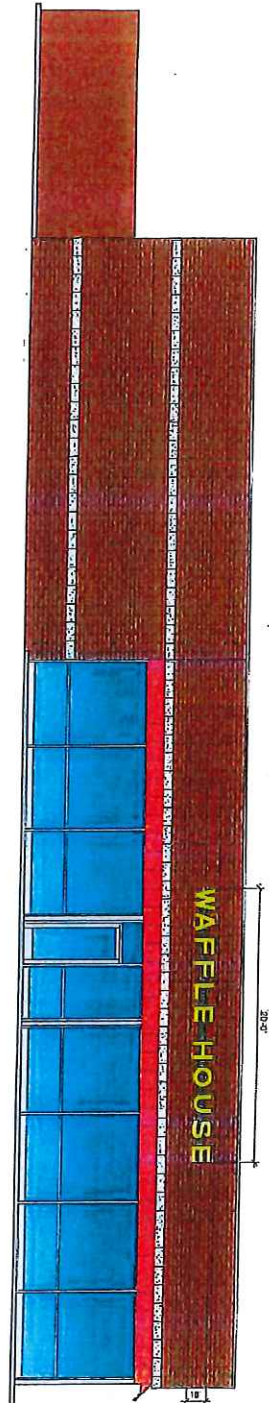
Internally Illuminated (LED's) Monument Sign

Scale: 3/8"=1'

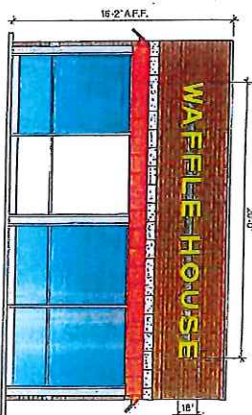
50 Sq. Ft.

		SINGLE FACED CABINET		WET LOCATED	
LED'S PERMISSIBLE - THE SIGNAGE FROM THE EXTERIOR AS VIEWED					
THIS SIGN IS APPROVED BY THE NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION (NECA) FOR USE IN WET LOCATIONS. THE SIGNAGE SHALL BE INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION (NECA) STANDARDS.		THE SIGNAGE SHALL BE INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION (NECA) STANDARDS.		THE SIGNAGE SHALL BE INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION (NECA) STANDARDS.	

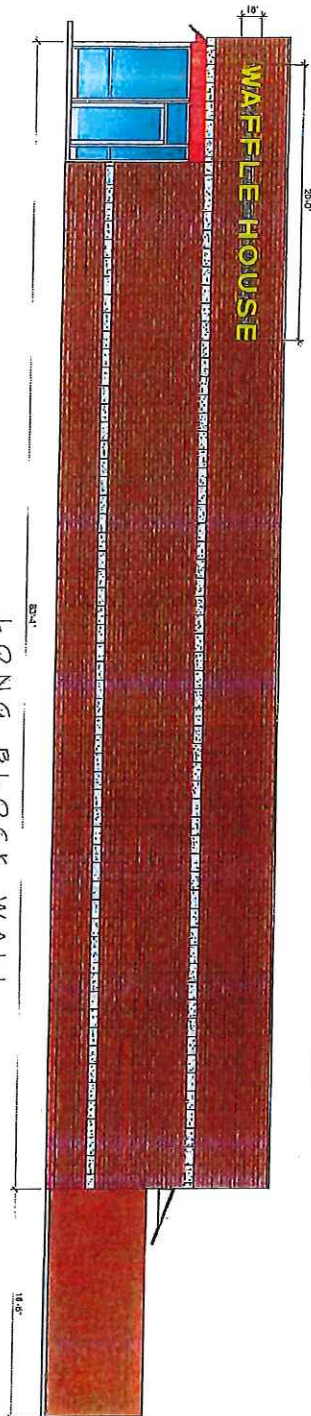
DATE: 10.2.16	
SIGN TYPE: MONUMENT SIGN	
PROJECT NAME: WAFFLE HOUSE, 1234 N. LAKE DRIVE, LAKE CITY, GA 30260	
CLIENT INFORMATION: EDDY DESIGN	
DESIGNER: TINA KACULSTER	
ACCOUNT REP: ROBERT LYNCH	
Scale: AS NOTED	
DRAWING FILE NAME: 1234 WAFFLE HOUSE	
ALL ELECTRICALS ARE 120 VOLTS UNLESS OTHERWISE INDICATED	
© 2005 ALL RIGHTS RESERVED	



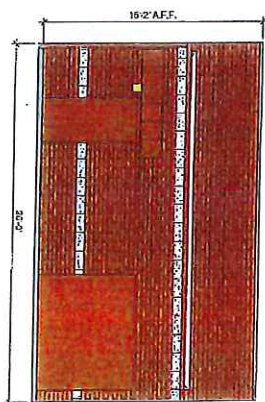
LONG GLASS WALL



STRETCH END



LONG BLOCK WALL



REAR

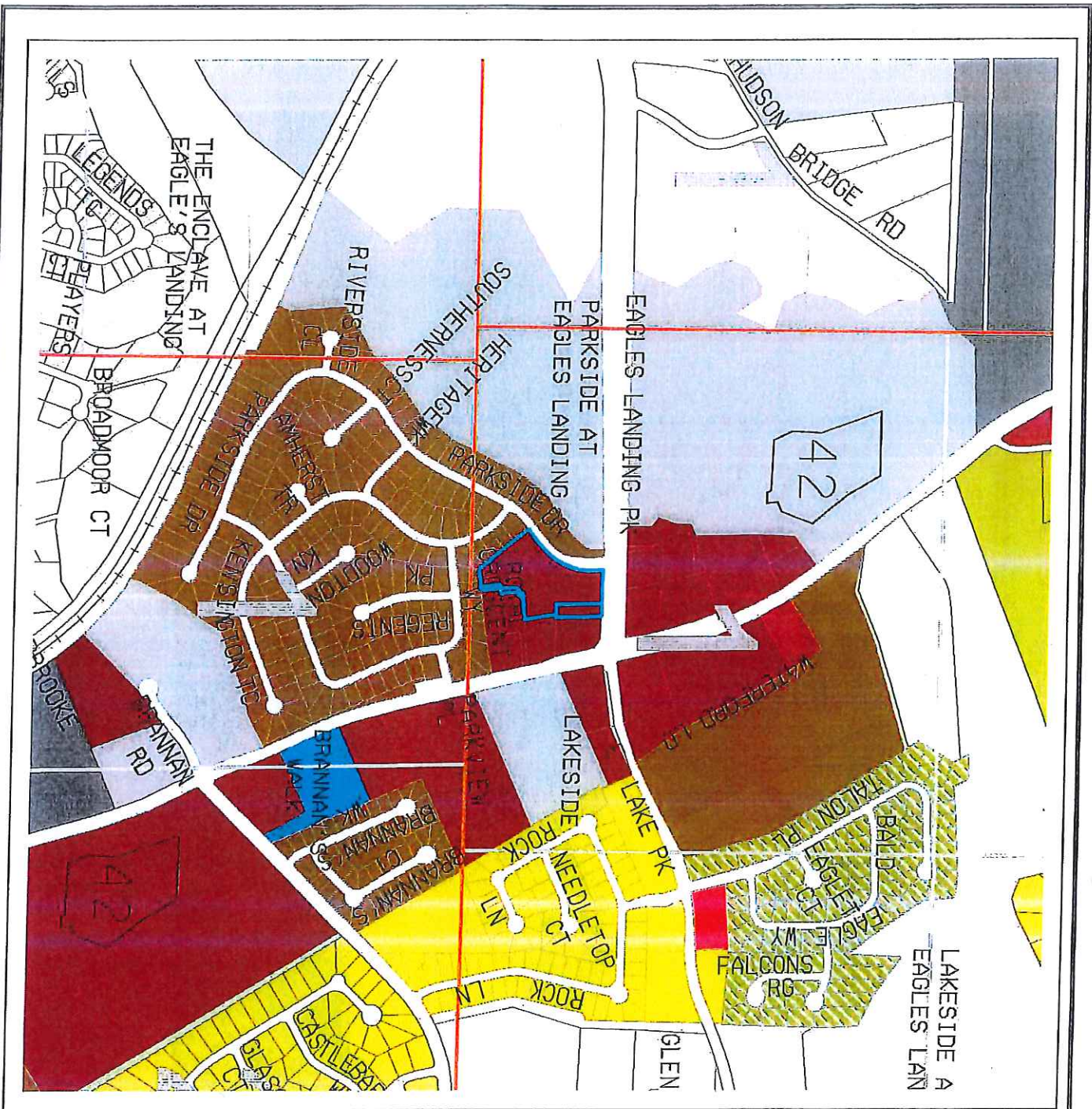
PROPOSED WAFFLE HOUSE

EAGLES LANDING PKWY. - STOCKBRIDGE, GA

RIGHT HAND, KW-2.1 MEDIUM PARAPET BUILDING
RED STANDING SEAM METAL AWNING
RICHFELD BLEND QUIKBRK
W/ GRAY SPLIT-FACE BLOCK ACCENT BANDS
SCALE: N.T.S.



OCTOBER 4, 2016



Legend

- RA
- R-1
- R-2
- R-3
- R-4
- RD
- RM
- RMH
- OI
- C-1
- C-2
- C-3
- M-1
- M-2
- PD
- CITY

Scale: 1" = 1000'

Current Zoning Map

This map is for graphical representation only. It is not a legal document.



VARIANCE

CITY OF STOCKBRIDGE PUBLIC HEARING

RE: Dev Regs (Council)

DATE: Feb 13, 2017

TIME: 6:00 pm

LOCATION: Stockbridge City Hall
4640 North Henry Blvd., Stockbridge, GA

FOR MORE INFO:

770-288-7526 / www.hepz.org

CE

PUBLIC HEARING
(ZAB)

2017

City Hall
Stockbridge, GA

INFO:
www.hepz.org



VARIANCE

CITY OF STOCKBRIDGE PUBLIC HEARING

RE: Dev. Regs (ZAB)

DATE: Jan. 30, 2017

TIME: 6:00 pm

LOCATION: Stockbridge City Hall
4640 North Henry Blvd., Stockbridge, GA

FOR MORE INFO:

770-288-7526 / www.hcpz.org

VARIANCE

CITY OF STOCKBRIDGE

RE: Dev. Regs

DATE: Feb 13,

TIME: 6:00 pm

LOCATION: Stockbridge
4640 North Henry Blvd.,

FOR MORE

770-288-7526 / w

RECEIVED

JAN 12 2017



CITY OF STOCKBRIDGE | APPLICATION FOR ANNEXATION

4640 North Henry Boulevard
Stockbridge, GA 30281
Phone: (770) 389-7900
Fax: (770) 389-7912

Annexation No: AX17-51

Date: 1/12/2017

City Clerk's Office
City of Stockbridge

Received by: J. Holiday

TYPE OF ANNEXATION

- ☐ **60% Method:** Petitioners owning at least 60% of the property in the area to be annexed, and at least 60% of the voters in an area, may seek to have their property annexed into an adjacent city.
- ☒ **100% Method:** Property owners of all the land in an area may seek to have their property annexed into an adjacent city by signing a petition.

Property Address: 525 Flippen Road, Stockbridge, Georgia 30281

Is this property contiguous to the city limits? ☒ Yes ☐ No

LAND USE AND ZONING

County: Henry

County Zoning Classification: RA (Residential Agricultural)

Present Land Use: Parking lot/Trail Head

Requested Zoning Classification: RA (Residential Agricultural)

PROPERTY OWNER

Name: The City of Stockbridge

Mailing Address: 4640 North Henry Blvd

Telephone: (770) 389-7900

Email: planning@cityofstockbridge-ga.gov

Signature: [Signature]

Date: 1/12/2017

* If this application is submitted pursuant to the 60% Method, please attach additional names, signatures, addresses, dates of signature, and elector/landowners information on a separate sheet.

APPLICANT

Name: The City of Stockbridge

Mailing Address: 4640 North Henry Blvd.

Telephone: (770) 389-7900

Email: planning@cityofstockbridge-ga.gov

Signature: [Signature]

Date: 1/12/2017

Signature: [Signature]

PLEASE DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Date: 1/12/2017



City of Stockbridge

4640 North Henry Blvd. • Stockbridge, GA 30281

City Hall: (770) 389-7900 • Fax: (770) 389-7912

January 13, 2017

VIA CERTIFIED MAIL

Cheri Hobson-Matthews, Assistant County Manager
Henry County Administration Building
140 Henry Parkway
McDonough, Georgia 30253

Re: Notification of Annexation Request for 2.87 +/- acres of
Parcel ID: 030-01002003, Land Lot 38, District 12

Dear Ms. Hobson-Matthews:

Please be advised the City of Stockbridge, Georgia, by the authority vested in the Mayor and Council of the City of Stockbridge, Georgia by Article 2 of Chapter 36, Title 36, O.C.G.A., is presenting a city-initiated annexation request for 2.87 +/- acres of Parcel ID: 030-01002003, property address 525 Flippen Rd. Stockbridge, GA 30281 in Land Lot 38 of the 12th District.

Attached, please find the annexation application and property legal description.

The above referenced annexation item will be heard by the Stockbridge Zoning Advisory Board on Monday, January 30, 2017 at 6pm and a Public Hearing will be held at the Stockbridge City Council meeting on Monday, February 13, 2017 at 6 p.m. at Stockbridge City Hall 4640 North Henry Blvd. Stockbridge, GA 30281.

If you have any questions regarding this matter, please contact Michael Harris, City Manager at (770) 389-7904.

Sincerely,

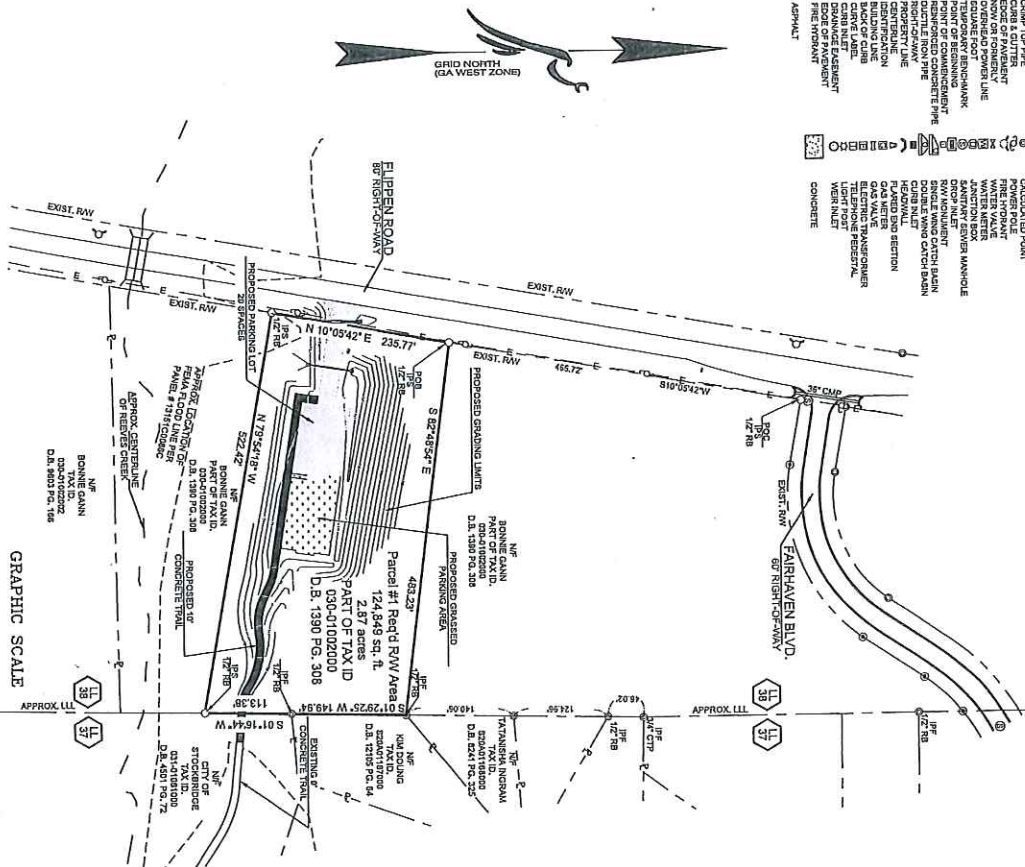
Vanessa Holiday, CMC
City Clerk

Encl.

cc: Michael Harris, City Manager
Daunte Gibb, Henry County Planning & Zoning Director

LEGEND

- [illegible]



1. FINAL PLAT FOR APPLETON SUBDIVISION PHASE TWO PREPARED BY LEWIS HUND ENGINEERS DATED AUGUST 28, 1986 RECORDED IN PLAT BOOK 17 PAGE 128 OF THE HENRY COUNTY RECORDS.
2. FINAL PLAT FOR GUYTON ADDY PREPARED BY R.M. BOYD & ASSOCIATES DATED NOVEMBER 9, 1986 AND RECORDED IN PLAT BOOK 28 PAGE 104 OF THE HENRY COUNTY RECORDS.

SURVEY NOTES

NO G.A. MONUMENT FOUND WITHIN 500 FEET OF ANY POINT ON THE SUBJECT PROPERTY. ALL PROPERTY CORNERS REFERENCED IN L.P. 2, INDICATES A V. MEANS PLAIN UNLESS OTHERWISE NOTED.

PLAIN DESIGN CONTINGENCY, L.L.C. AND/OR ROE DESIGN DO NOT GUARANTEE THAT ALL EXISTING AND SUBJUGATED CONDITIONS WHICH MAY AFFECT THE PROPERTY ARE SHOWN. THE DRAWING HAS BEEN GENERATED ELECTRONICALLY THIS MEANS SHOULD NOT BE CONSIDERED A CERTIFIED VAIL DOCUMENT UNDER COLORADO LAW.

ROBERT J. DEHN IN CHARGE OF FIELD DATA ACQUISITION

THE P.L.A.T HAS BEEN PREPARED FOR THE EXCLUSIVE USE OF THE PARTY OR ENTITY NAMED HEREIN, AND THE CORRECTIONS WOULD NOT BE BINDING ON ANY OTHER PARTY.

THE P.L.A.T MAY NOT CONFORM TO THE STANDARD AND SPECIFICATIONS AS SET FORTH IN THE FIELD BOOK OF THE ADVANCE IN SURVEILLING TECHNOLOGY SUCH AS ELECTRONIC DISTANCE MEASURING DEVICES AND THE ADVENT OF SMART PHONE USE OF A REBOUNDABLE DISPLAY.

THIS SURVEY IS REFERENCED TO THE NORTH AMERICAN DATUM 1983 OF HEIGHT 1000.000 METERS. THE SURVEY IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF THE SURVEYOR. THE USE OF A SURVEYING TECHNIQUE WERE USED, THE CORRELATING HEIGHTS WERE DERIVED FROM THE FIELD DATA.

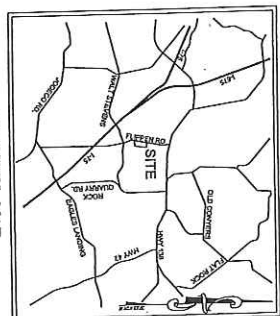
ALL CORNERS SHOWN HEREON ARE HORIZONTAL, GROUND DISTANCES UNLESS OTHERWISE NOTED.

SURVEY CERTIFICATE

REGISTERED LAND SURVEYOR FORM

DATE: _____

"As used in the Certification, early means to state or declare a professional opinion or conclusion regarding those facts or findings which are the subject of the certification and does not constitute a warranty or guarantee, either expressed or implied.



PROPOSED BOUNDARY EXHIBIT

PROPOSED BOUNDARY EXHIBIT
FOR CITY OF STOCKBRIDGE, GA
LOCATED IN:
HENRY COUNTY, GA
1 AND LOT 3B OF THE 12th DISTRICT



REVISIONS	
1.	REVISED CALLS/PROPOSED AREA 5-8-12
2.	
3.	
4.	

THIS FLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS, OR ENTITY NAMED IN THE CERTIFICATE HEREON, SAID CERTIFICATE DOES NOT EXTEND TO ANY UNNAMED PERSON WITHOUT AN EXPRESS RECERTIFICATION BY THE SURVEYOR NAMING

THIS FLAT WAS PREPARED FOR THE EXCLUSIVE
USE OF THE PERSON, PERSONS, OR ENTITY
NAMED IN THE CERTIFICATE HEREON, SAID
CERTIFICATE DOES NOT EXTEND TO ANY
UNNAMED PERSON WITHOUT AN EXPRESS
RECERTIFICATION BY THE SURVEYOR NAMING
SAID PERSON.

SHEET NUMBER

Request to amend the City's Zoning Code in regards to Brick Facade

CURRENT:

Each commercial or industrial building shall maintain a decorative facade on that portion of the building that faces on all public streets. The decorative facade shall consist of brick, masonry, and/or wood. Glass may be used in combination with brick, masonry, and/or wood. All windows shall be consistent with the decorative facade design, considering materials and color.

PROPOSED:

Exterior surfaces, exclusive of windows and doors, of each commercial or industrial building shall be faced on three (3) sides with one hundred percent (100%) brick and the front side shall be faced with fifty percent (50%) brick, stone or stucco. The remainder of the front side may include wood, stone, decorative glass, decorative block, architectural concrete or precast concrete units, provided that surfaces are molded, serrated, or treated with a textured material in order to give the front side a three-dimensional character. All windows shall be consistent with the decorative facade design, considering materials and color. Vinyl, metal, or hardiplank siding may be used in the eaves, soffits and gables of a building. Metal roofing material may be acceptable. The type, quality and arrangement of all such permitted materials shall be compatible with other development throughout the district.

January 31st 2017



**Discussion
Fiber Optics
Connection
Presented by:
Councilman
Alexander**

**Discussion
Public Safety
Presented by:
Councilman
Alexander**

**Appointment of
Council
Representative
on the
Downtown
Development
Authority Board**

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION NO. _____

A RESOLUTION NAMING AND APPOINTING MEMBERS OF THE MAIN STREET ADVISORY BOARD TO FILL A CERTAIN VACANCIES; PROVIDING FOR SEVERABILITY; REPEALING INCONSISTENT RESOLUTIONS; PROVIDING FOR AN EFFECTIVE DATE OF THIS RESOLUTION; AND FOR OTHER PURPOSES.

WHEREAS, the City of Stockbridge ("City") is a municipal corporation located within Henry County, Georgia duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City;

WHEREAS, as the result of certain expirations of terms, certain vacancies exist on the Main Street Advisory Board for the City of Stockbridge; and

WHEREAS, the City Council finds it necessary and proper to name certain individuals to fill such vacancies.

NOW THEREFORE, THE MAYOR AND CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY RESOLVE AS FOLLOWS;

Section 1. **Board of Directors** – The Mayor and City Council of the City of Stockbridge resolve that there is hereby named and appointed as members of the Main Street Advisory Board the following named persons, which appointments are contingent upon the successful passage of a background check:

Name

Terms of Office

_____ until _____

_____ until _____

The Mayor and Council of the City further resolve that commencing with the date of adoption of this resolution each of the persons named above as directors shall serve in such capacity for the term set forth opposite his or her respective name.

Section 2. **Documents** – The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

Section 3. **Severability** - To the extent any portion of this Resolution is declared to be invalid, unenforceable, or non-binding, that shall not affect the remaining portions of this Resolution.

Section 4. **Repeal of Conflicting Provisions** - All City resolutions inconsistent with this Resolution are hereby repealed.

Section 5. **Effective Date** - This Resolution shall be effective immediately upon the date of its adoption by the City Council and Mayor as provided in the City Charter.

SO RESOLVED, this the _____ day of _____, 2017.

CITY OF STOCKBRIDGE, GEORGIA

JUDY NEAL, MAYOR

ATTEST:

VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:

MICHAEL WILLIAMS, CITY ATTORNEY



City of Stockbridge
4640 North Henry Blvd.
Stockbridge, GA 30281



APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Citizens provide a great insight and knowledge to City government. An avenue that the City of Stockbridge uses to get this insight is through the various Boards and Commissions of the City of Stockbridge. The members of the Boards and Commissions make decisions and help recommend and review policies for the City of Stockbridge and its Mayor and Council. This questionnaire will assist the Mayor and Council in the review process and in determining applicant eligibility requirements and qualifications for Board or Commission membership.

Questions to consider before applying for membership on a Board or Commission:

- Do I fully understand what this Board or Commission expects from me?
- Am I committed to the goals and mission of this Board or Commission?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board or Commission?
- Am I willing to participate in necessary Board or Commission training, education and development activities that will improve my effectiveness in my position?

APPLICANT INFORMATION

Applicant Name: Willie E. Hopkins

Occupation: Chief Probation Officer

Employer: DeKalb County State Court Probation

Home Address: 57 Carriage Lake Dr.

City: Stockbridge

Zip: 30281

Home Phone: _____

Home E-Mail: _____

Work Phone: _____

Work E-Mail: _____

Cell Phone: _____

Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

N/A

City of Stockbridge

BOARD OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? Main Street Advisory Board
If applying for the Main Street Advisory Board, which position? Board Member
(see positions noted below)

b) How long have you been a resident or business owner/operator in the City of Stockbridge? 17 Years 0 Months

c) Are you current with all of your financial obligations to the City? ☒ Yes ☐ No

d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No

e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application. Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No

f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

N/A

g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge? ☐ Yes ☒ No If yes, please explain:

N/A

h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

N/A

City of Stockbridge

BOARD OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

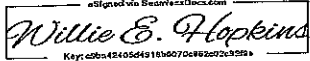
Since living in the city of Stockbridge unincorporated since the year 2000 and now recently being annexed, if given the opportunity; I would like to serve on the Main Street Advisory Board so that I could give back to the city and county that I live in. I would like to promote my "Givers gain" mentality by improving our society and the City of Stockbridge as a whole, while assisting our neighbors throughout the community that have come to know and love the City of Stockbridge.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

Council on Aging (COA)

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

eSigned via SignericaDocs.com

Key: c2b442405d491156075c992072c3255

Signature

Willie E. Hopkins

Printed Name

12/21/2016

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov

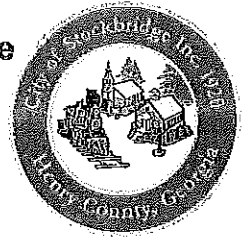
RECEIVED

DEC 16 2016



City Of Stockbridge
4640 North Henry Blvd.
Stockbridge, GA 30281

City Of Stockbridge
12pm



APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

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- Can I work effectively with the other members of the Board or Commission?
- Am I willing to participate in necessary Board or Commission training, education and development activities that will improve my effectiveness in my position?

APPLICANT INFORMATION

Applicant Name: GREG HORTON

Occupation: OWNER Employer: BARN BEAUTIFUL, INC

Home Address: 121 DUVALL DRIVE City: Stockbridge Zip: 30281

Home Phone: N/A Home E-Mail: _____

Work Phone: _____ Work E-Mail: _____

Cell Phone: _____ Preferred E-Mail: ☐ Home ☒ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

BARN BEAUTIFUL INCORPORATED
108 MARTIN LUTHER KING SR. HERITAGE TRAIL, Stockbridge

City of Stockbridge

BOARD OR COMMISSION APPLICATION

a) Which Board(s) or Commission(s) do you wish to be appointed to?

MAIN STREET ADVISORY Board

If applying for the Main Street Advisory Board, which position?
(see positions noted below)

Stockbridge Business Owner
7th DISTRICT

b) How long have you been a resident or business owner/operator in the City of Stockbridge? 6 Years Months

c) Are you current with all of your financial obligations to the City? ☒ Yes ☐ No

d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No

e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No

f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

City of Stockbridge

BOARD OR COMMISSION APPLICATION

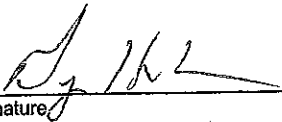
- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

Own a business within the MAINSTREET DISTRICT AND
wish to participate in its development.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☐ Yes ☒ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.


Signature

GREG HORTON
Printed Name

12/16/16
Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov



RECEIVED
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, GA 30281
City Clerk's Office
City of Stockbridge



APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

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- Do I fully understand what this Board or Commission expects from me?
- Am I committed to the goals and mission of this Board or Commission?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board or Commission?
- Am I willing to participate in necessary Board or Commission training, education and development activities that will improve my effectiveness in my position?

APPLICANT INFORMATION

Applicant Name: Rangadevi Dasi Chakraborty

Occupation: Student Employer: n/a

Home Address: 128 ventura trail City: stockbridge Zip: 30281

Home Phone: _____ Home E-Mail: _____

Work Phone: (____) _____ Work E-Mail: _____

Cell Phone: (____) _____ Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable) _____

City of Stockbridge

BOARD OR COMMISSION APPLICATION

a) Which Board(s) or Commission(s) do you wish to be appointed to? Main Street Advisory Board

If applying for the Main Street Advisory Board, which position?
(see positions noted below)

b) How long have you been a resident or business owner/operator in the City of Stockbridge? 2 Years 11 Months

c) Are you current with all of your financial obligations to the City? ☒ Yes ☐ No

d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No

e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No

f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

City of Stockbridge

BOARD OR COMMISSION APPLICATION

i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

I wish to serve on the Main Street Advisory Board because I'm sick and tired of driving to Atlanta every time I want to go do something fun with my friends. I need Stockbridge to step up its game and become a respectable city. I come with a ton of creative ideas and plans for this Board to consider. It's time that tax dollar are spent in Stockbridge, and that we can fix our own roads.

j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☐ Yes ☒ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

eSigned via SecureDocs.com
Rangadevi Chakraborty
Key: a0ba42405d491950070cd68cd3a829a

Signature

Rangadevi Chakraborty

Printed Name

11/11/2016

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912

Email: vholiday@cityofstockbridge-ga.gov



City of Stockbridge
4640 North Henry Blvd.
Stockbridge, GA 30281



APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

Citizens provide a great insight and knowledge to City government. An avenue that the City of Stockbridge uses to get this insight is through the various Boards and Commissions of the City of Stockbridge. The members of the Boards and Commissions make decisions and help recommend and review policies for the City of Stockbridge and its Mayor and Council. This questionnaire will assist the Mayor and Council in the review process and in determining applicant eligibility requirements and qualifications for Board or Commission membership.

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- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board or Commission?
- Am I willing to participate in necessary Board or Commission training, education and development activities that will improve my effectiveness in my position?

APPLICANT INFORMATION

Applicant Name: Shirley Wallace

Occupation: Program Analyst Employer: VA

Home Address: 310 Torre Trail City: Stockbridge Zip: 30281

Home Phone: _____ Home E-Mail: _____

Work Phone: (____) _____ Work E-Mail: _____

Cell Phone: (____) _____ Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable) _____

City of Stockbridge

BOARD OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? Main Street Advisory Board
If applying for the Main Street Advisory Board, which position? _____
(see positions noted below)
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? ____ Years 84 Months
- c) Are you current with all of your financial obligations to the City? ☒ Yes ☐ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

City of Stockbridge

BOARD OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

Community Service is important for many reasons. Taking part and volunteering in my community is my way of insuring all of Stockbridge residence have reason to want to stay within the city and strive for a better quality of living. One of my favorite things about community service is to bring awareness to the opportunities and choices to the residents that are in our city.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

Zoning Board and Ethics Board

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

eSigned via DocuSign
Shirley R Wallace
Key: 0701241010100070307020202020

Signature

Shirley Wallace

Printed Name

11/09/2016

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov



City of Stockbridge
4640 North Henry Blvd.
Stockbridge, GA 30281



APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

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- Am I willing to participate in necessary Board or Commission training, education and development activities that will improve my effectiveness in my position?

APPLICANT INFORMATION

Applicant Name: Willie E. Hopkins

Occupation: Chief Probation Officer

Employer: DeKalb County State Court Probation

Home Address: 57 Carriage Lake Dr.

City: Stockbridge

Zip: 30281

Home Phone: _____

Home E-Mail: _____

Work Phone: _____

Work E-Mail: _____

Cell Phone: _____

Preferred E-Mail:

☒ Home

☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

N/A

City of Stockbridge

BOARD OR COMMISSION APPLICATION

a) Which Board(s) or Commission(s) do you wish to be appointed to? Main Street Advisory Board

If applying for the Main Street Advisory Board, which position?
(see positions noted below)

Board Member

b) How long have you been a resident or business owner/operator in the City of Stockbridge? 17 Years 0 Months

c) Are you current with all of your financial obligations to the City? ☒ Yes ☐ No

d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No

e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No

f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

N/A

g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

N/A

h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

N/A

City of Stockbridge

BOARD OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

Since living in the city of Stockbridge unincorporated since the year 2000 and now recently being annexed, if given the opportunity; I would like to serve on the Main Street Advisory Board so that I could give back to the city and county that I live in. I would like to promote my "Givers gain" mentality by improving our society and the City of Stockbridge as a whole, while assisting our neighbors throughout the community that have come to know and love the City of Stockbridge.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

Council on Aging (COA)

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

esigned via ScanLifeDocs.com
Willie E. Hopkins
Key: 0fba4265d191630070c69202282094

Signature

Willie E. Hopkins

Printed Name

12/21/2016

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov

RECEIVED

DEC 16 2016



City Of Stockbridge
4640 North Henry Blvd.
Stockbridge, GA 30281

City Of Stockbridge
12pm



APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

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Questions to consider before applying for membership on a Board or Commission:

- Do I fully understand what this Board or Commission expects from me?
- Am I committed to the goals and mission of this Board or Commission?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled Board or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board or Commission?
- Am I willing to participate in necessary Board or Commission training, education and development activities that will improve my effectiveness in my position?

APPLICANT INFORMATION

Applicant Name: GREG HORTON

Occupation: OWNER Employer: BARN BEAUTIFUL, INC

Home Address: 121 DUVALL DRIVE City: Stockbridge Zip: 30281

Home Phone: () N/A Home E-Mail:

Work Phone: () Work E-Mail: ()

Cell Phone: () Preferred E-Mail: ☐ Home ☒ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)

BARN BEAUTIFUL INCORPORATED
108 MARTIN LUTHER KING SR. HERITAGE TRAIL, Stockbridge

City of Stockbridge

BOARD OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? MAIN STREET ADVISORY Board
If applying for the Main Street Advisory Board, which position? Stockbridge Business Owner
(see positions noted below) of the District
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 6 Years Months
- c) Are you current with all of your financial obligations to the City? ☒ Yes ☐ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application. Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge? ☐ Yes ☒ No If yes, please explain:

- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

City of Stockbridge

BOARD OR COMMISSION APPLICATION

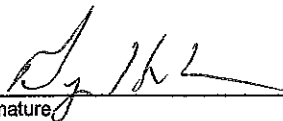
- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

Own a business within the MAIN STREET DISTRICT AND
wish to PARTICIPATE in it's development.

- ii) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☐ Yes ☒ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.


Signature

GREG HORTON
Printed Name

12/16/16
Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov



RECEIVED
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, GA 30281
City Clerk's Office
City of Stockbridge



APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

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Questions to consider before applying for membership on a Board or Commission:

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- Can I work effectively with the other members of the Board or Commission?
- Am I willing to participate in necessary Board or Commission training, education and development activities that will improve my effectiveness in my position?

APPLICANT INFORMATION

Applicant Name: Rangadevi Dasi Chakraborty

Occupation: Student

Employer: n/a

Home Address: 128 ventura trail

City: stockbridge

Zip: 30281

Home Phone: _____

Home E-Mail: _____

Work Phone: (____) _____

Work E-Mail: _____

Cell Phone: (____) _____

Preferred E-Mail:

☒ Home

☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable) _____

City of Stockbridge

BOARD OR COMMISSION APPLICATION

a) Which Board(s) or Commission(s) do you wish to be appointed to? Main Street Advisory Board

If applying for the Main Street Advisory Board, which position?
(see positions noted below)

b) How long have you been a resident or business owner/operator in the City of Stockbridge? 2 Years 11 Months

c) Are you current with all of your financial obligations to the City? ☒ Yes ☐ No

d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No

e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No

f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:

h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

City of Stockbridge

BOARD OR COMMISSION APPLICATION

i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

I wish to serve on the Main Street Advisory Board because I'm sick and tired of driving to Atlanta every time I want to go do something fun with my friends. I need Stockbridge to step up its game and become a respectable city. I come with a ton of creative ideas and plans for this Board to consider. It's time that tax dollar are spent in Stockbridge, and that we can fix our own roads.

j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☐ Yes ☒ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

APPLICANT STATEMENT

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Signed via SendlessDocs.com
Rangadevi Chakraborty
Key: c0b41210d491810070c162d924822e

Signature

Rangadevi Chakraborty

Printed Name

11/11/2016

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov



City of Stockbridge
4640 North Henry Blvd.
Stockbridge, GA 30281



APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

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- Can I work effectively with the other members of the Board or Commission?
- Am I willing to participate in necessary Board or Commission training, education and development activities that will improve my effectiveness in my position?

APPLICANT INFORMATION

Applicant Name: Shirley Wallace

Occupation: Program Analyst Employer: VA

Home Address: 310 Torre Trail City: Stockbridge Zip: 30281

Home Phone: _____ Home E-Mail: _____

Work Phone: (____) _____ Work E-Mail: _____

Cell Phone: (____) _____ Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable) _____

City of Stockbridge

BOARD OR COMMISSION APPLICATION

a) Which Board(s) or Commission(s) do you wish to be appointed to? Main Street Advisory Board

If applying for the Main Street Advisory Board, which position?
(see positions noted below)

b) How long have you been a resident or business owner/operator in the City of Stockbridge? Years 84 Months

c) Are you current with all of your financial obligations to the City? ☒ Yes ☐ No

d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No

e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No

f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:

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☐ Yes ☒ No If yes, please explain:

h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:

City of Stockbridge

BOARD OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

Community Service is important for many reasons. Taking part and volunteering in my community is my way of insuring all of Stockbridge residence have reason to want to stay within the city and strive for a better quality of living. One of my favorite things about community service is to bring awareness to the opportunities and choices to the residents that are in our city.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☒ Yes ☐ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

Zoning Board and Ethics Board

APPLICANT STATEMENT

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Signed via BearFaxDoc.com

Key: 2282724954918500704820222018

Signature

Shirley Wallace

Printed Name

11/09/2016

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov



City of Stockbridge
4640 North Henry Blvd.
Stockbridge, GA 30281



APPLICATION FOR BOARD OR COMMISSION APPOINTMENT

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- Am I willing to participate in necessary Board or Commission training, education and development activities that will improve my effectiveness in my position?

APPLICANT INFORMATION

Applicant Name: TYRONE CHARLES ANDERSON Sr.

Occupation: Retired Train Service Supervisor Employer: New York City Transit Authority

Home Address: 570 Goldfinch Way City: Stockbridge Zip: 30281

Home Phone: () Home E-Mail:

Work Phone: () Work E-Mail:

Cell Phone: (678) Preferred E-Mail: ☒ Home ☐ Work

Name and address of the business entity you own/operate, located within the city limits of Stockbridge (if applicable)
N/A

BOARD OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? COUNCIL ON Aging
If applying for the Main Street Advisory Board, which position?
(see positions noted below) N/A
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 16 Years ___ Months
- c) Are you current with all of your financial obligations to the City? ☒ Yes ☐ No
- d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☒ Yes ☐ No
- e) Available Boards and Commissions and their terms and meeting schedules are listed at the end of this application.
Are you able to meet the attendance requirements of the position for which you are applying? ☒ Yes ☐ No
- f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the Board or Commission? ☐ Yes ☒ No If yes, please explain:
N/A
- g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Stockbridge
☐ Yes ☒ No If yes, please explain:
N/A
- h) Do you have any employment or contractual relationship with the City of Stockbridge that would create a continuing or frequently recurring conflict with regard to your participation on a Board or Commission? ☐ Yes ☒ No
If yes, please explain:
N/A

BOARD OR COMMISSION APPLICATION

- i) Please briefly explain your reasons for wishing to serve on the Board or Commission you select:

The reason that I would like to work on the council of aging is, because I like to talk to people, listen to people, serving people and working in the community where I live. I also like seeing plans come together that I have participated in.

- j) Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice? ☐ Yes ☒ No If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board or Commission office of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

Tyrone C. Anderson
Signature

Tyrone C. Anderson
Printed Name

JUN 13, 2017
Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov

RECEIVED

NOV 4 2016

City Clerk's Office
City of Stockbridge



City of Stockbridge
4640 North Henry Blvd.
Stockbridge, GA 30281

APPLICATION FOR YOUTH ADVISORY BOARD

Citizens provide a great insight and knowledge to City government. The Stockbridge Youth Advisory Board is an avenue to strengthen relationships between the youth and their community by creating programs and encouraging opportunities for youth to give back to the community.

REQUIREMENTS FOR PARTICIPATION:

- Must be a resident of City Limits of Stockbridge.
- Must be at least 18 years of age
- Must pass a background check

APPLICANT INFORMATION

Applicant Name: Emma Lewis

Occupation: CEO, Klds With A Message, Inc. and

Home Address: 135 Davis Rd

City: Stockbridge

Zip: 30281

Home Phone: 678-2891289

Home E-Mail: tonia9712@gmail.com

Work Phone: 770-655-8096

Work E-Mail: _____

Cell Phone: _____

Preferred E-Mail:

☒ Home

☐ Work

YOUTH ADVISORY BOARD APPLICATION

Page 2 of 2

a.) Why are you interested in participating?

I would love to connect and build our community by working to enhance both knowledge and skills of Youth

b.) What pertinent skills/experiences and contributions can you bring to this program?

Writer and researcher, editor of one unpublished book (soon to be published), song writer/singer, grant writer, designer of brochures, and some program development skills.

In my former capacity as an MSW worker, I developed family history sections of various assessments, and provided counseling to at risk youth and parents. I love organizing activities, speaking, listening, learning, loving, caring, and

eSigned Via eSignatures.com
Emma Lewis
Key: 1ea7b046a194e015b102b5d6b02e0a

Emmma Lewis

11/04/2016

Signature

Printed Name

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov



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- Must be at least 18 years of age
- Must pass a background check

APPLICANT INFORMATION

Applicant Name: Kenneth McFarland

Occupation: Youth Director

Home Address: 413 Lytton Ct

City: Stockbridge

Zip: 30281

Home Phone: _____

Home E-Mail: _____

Work Phone: _____

Work E-Mail: _____

Cell Phone: _____

Preferred E-Mail: ☒ Home

☐ Work

YOUTH ADVISORY BOARD APPLICATION

Page 2 of 2

a.) Why are you interested in participating?

I am interested to help young boys and girls take responsibilities with their community and their lives.

b.) What pertinent skills/experiences and contributions can you bring to this program?

I have worked as a director for the Boys and Girls Club, motivating young women and men to move in a positive direction.

eSigned via SecureDoc.com
Kenneth McFarland
Key: 1a07b040a194ed1831e5d8b0f7e70c

Kenneth McFarland

11/03/2016

Signature

Printed Name

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov



City of Stockbridge
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Stockbridge, GA 30281



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- Must be at least 18 years of age
- Must pass a background check

APPLICANT INFORMATION

Applicant Name: Diane D. Miller

Occupation: Management Consultant

Home Address: 804 Rum Hill Ct. City: Stockbridge Zip: 30281

Home Phone: () _____ Home E-Mail: diane.miller@stockbridgega.gov

Work Phone: () _____ Work E-Mail: _____

Cell Phone: () 678-211-1234 Preferred E-Mail: ☒ Home ☐ Work

YOUTH ADVISORY BOARD APPLICATION

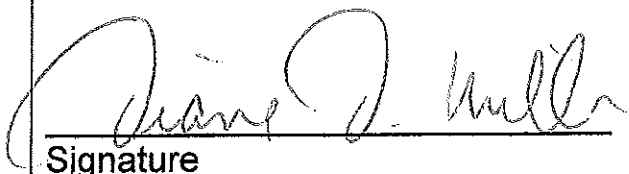
Page 2 of 2

a.) Why are you interested in participating?

I would like to make a more significant contribution to the city of Stockbridge and I have a particular affinity to working with youth. I have been the primary organizer of the job shadow program for girls hosted by my employer and I am active in other youth activities sponsored by WIT. (Women in Technology)

b.) What pertinent skills/experiences and contributions can you bring to this program?

- Organization & Planning (certified Project Manager)
- Youth programs (Girl Scout Troop leader, girls in IT)
- A love of Stockbridge!
- United Way trained for non-profit board leadership (2016)



Signature

Diane D. Miller

Printed Name

11/30/16

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov



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- Must pass a background check

APPLICANT INFORMATION

Applicant Name: Joc'Quelyn E. Carter

Occupation: Administrative Assistant/ Pastor

Home Address: 166 Glynn Addy Drive

City: Stockbridge

Zip: 30281

Home Phone: _____

Home E-Mail: _____

Work Phone: _____

Work E-Mail: _____

Cell Phone: _____

Preferred E-Mail:

☒ Home

☐ Work

YOUTH ADVISORY BOARD APPLICATION

Page 2 of 2

a.) Why are you interested in participating?

I am an advocate for children. I believe all kids deserve a chance to achieve if provided with the right resources.

b.) What pertinent skills/experiences and contributions can you bring to this program?

I have been a youth pastor, tutor, coached soccer and flag football at SUMC and taught pre-k at SUMC. I bring a wealth of experience as a veteran, parent and minister.

eSigned via SecureDocx.com
Joc'Quelyn E. Carter
Key: 1a57b048b104ed1535e0d16d22990c

Joc'Quelyn E. Carter

11/03/2016

Signature

Printed Name

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov



City of Stockbridge
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APPLICATION FOR YOUTH ADVISORY BOARD

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REQUIREMENTS FOR PARTICIPATION:

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- Must be at least 18 years of age
- Must pass a background check

APPLICANT INFORMATION

Applicant Name: Xavier Ross

Occupation: Youth Pastor/Financial Services

Home Address: 5200 N. Henry Blvd (5220 N. Henry Blvd

City: Stockbridge

Zip: 30281

Home Phone: _____

Home E-Mail: mr.ross@stockbridgega.gov

Work Phone: _____

Work E-Mail: no_email

Cell Phone: _____

Preferred E-Mail:



Home



Work

YOUTH ADVISORY BOARD APPLICATION

Page 2 of 2

a.) Why are you interested in participating?

For years I have always been interested in how youth voice their opinions and make an indelible impression on society. As a resident of the city of Stockbridge and a Youth Pastor within our community I make it my mission to

b.) What pertinent skills/experiences and contributions can you bring to this program?

For years I have served in many roles. I have a way of gathering young people. During my time in the late 2000's as the NACCP Youth President from Clayton County - We consistently had the most active member in the state averaging over 125 youth per meeting coming from 15 when I first took over. Furthermore, my skills include being a founding member of the CORY Program. (City of Riverdale Youth Program which is presently known today as the Riverdale Youth Council. When the initial concept came into place in the summer of 2005, I was actively involved

eSigned via eSignless.com
Xavier O. Ross
Key: 1a07b04da19acd15336a5d908202da

Xavier Ross

12/28/2016

Signature

Printed Name

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov

Randi Rainey

From: Xavier Ross <mrxo.ross@gmail.com>
Sent: Wednesday, December 28, 2016 10:21 AM
To: Randi Rainey
Subject: Xavier Ross - Youth Council Advisory Application
Attachments: City of Stockbridge Youth App - Completed.pdf

Good Morning!

Thanks for receiving my application. Below is a link to an article that can be submitted with my attached application. Furthermore, please disregard any previous filings.

http://www.news-daily.com/news/riverdale-freshman-a-voice-for-clayton-youth/article_95db0067-c9c8-52d7-88f7-70e85b14167a.html

Thanks so much.

Excelsior,

Xavier Ross!

Xavier Ross

~The Xavier Ross Project~

"In all things you do, execute them with dignity, character, & class..." ~Dr. Gloria Duncan~

http://www.news-daily.com/news/riverdale-freshman-a-voice-for-clayton-youth/article_95db0067-c9c8-52d7-88f7-70e85b14167a.html

Riverdale freshman a voice for Clayton youth

Staff Apr 21, 2005

By Justin Boron

Few high school students have a penchant for Bach and Mozart. But Riverdale High School freshman Xavier Ross does.

Rarely do high school students appear before the Clayton County Board of Commissioners and criticize it for not responding to the public. But the 14-year-old did that as well two weeks ago, when the community pressured the board about plans to build recreation centers in the county.

The outspoken, overachieving high school student isn't too concerned with the perceived norm for his peer group anyway. He said it doesn't really hold him back from anything he wants to do.

"I don't like to sit around and let things happen," he said. "I feel like a normal teenager . . . sometimes I do different things."

His community involvement is partly to ensure that young people have a voice to which county leaders will respond, Ross said.

With friends at each high school in the county, he said he is able to keep his finger on the pulse of the community's young people.

Ross is on a laundry list of youth advisory boards and chairs the Clayton County Youth Leadership Planning Committee.

Aside from his interest in leadership and politics, he has an affinity for the fine arts. At Riverdale High School, he is part of the poetry club, plays the viola in the orchestra, and sings in the gospel choir.

Ross said he got interested in the viola after listening to classical music throughout elementary school.

In middle school, he said he saw an opportunity to play the music he loved in the school orchestra.

"The orchestra plays that, so I wanted to be a part of that," he said.

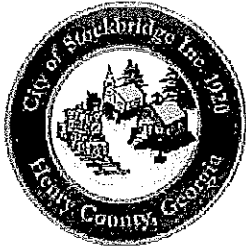
And when the violin spots filled up too quickly, he said, "If I can't play the violin, I'm going to get the closest thing."

Ross said he has three siblings LaScarlett, 9, O'Shae, 18, and his oldest sister Rachel Adams. His parents are Garry and Jennifer Ross.

The freshman class president, who has aspirations to represent the county politically some day, is well connected too.

He receives accolades from several legislators and local leaders.

State Rep. Roberta Abdul-Salaam, D-Riverdale appointed him to her legislative advisory group.



City of Stockbridge
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Stockbridge, GA 30281



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REQUIREMENTS FOR PARTICIPATION:

- Must be a resident of City Limits of Stockbridge.
- Must be at least 18 years of age
- Must pass a background check

APPLICANT INFORMATION

Applicant Name: Kali Robinson

Occupation: Program Specialist

Home Address: 165 Tumble Run City: Stockbridge Zip: 30281

Home Phone: _____ Home E-Mail: _____

Work Phone: _____ Work E-Mail: _____

Cell Phone: _____ Preferred E-Mail: ☐ Home ☒ Work

YOUTH ADVISORY BOARD APPLICATION Page 2 of 2

a.) Why are you interested in participating?

I am a mother of a teenager and work in the community to assist youth to become successful adults.

b.) What pertinent skills/experiences and contributions can you bring to this program?

I am an owner of a nonprofit called GOALS, and currently manager the State office for youth services for Mothers Against Drunk Driving. My personal mission is teach youth about the dangers of underage drinking and drug use prevention.

*Signed via DocuSign
Kali Robinson
Kali Robinson

Signature

Kali Robinson

Printed Name

01/04/2017

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov