



Where Community Connects

STOCKBRIDGE

CITY COUNCIL

Mayor

Anthony Ford

Mayor Pro Tem Elton Alexander

Councilwoman Yolanda Barber

Councilman John Blount

Councilwoman LaKeisha Gantt

Councilman Alphonso Thomas

CITY MANAGER

Randy Knighton

CITY CLERK

Vanessa Holiday

CITY TREASURER

John Wiggins

CITY ATTORNEY

Quinton G. Washington

Jeremy T. Berry

**Council Meeting
Agenda
August 31, 2021 6:00 PM**



Stockbridge City Hall

4640 N. Henry Blvd.

Stockbridge, GA 30281

Website: www.cityofstockbridge.com

Phone: 770-389-7900

Fax: 770-389-7912



AGENDA COUNCIL MEETING CITY OF STOCKBRIDGE

TUESDAY, AUGUST 31, 2021 6:00 PM

Mayor & City Council

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

Administration

Randy Knighton, City Manager
Vanessa Holiday, City Clerk
John Wiggins, City Treasurer
Quinton G. Washington, City Attorney
Jeremy T. Berry, City Attorney

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA

REVIEW OF THE MINUTES

- 1 Draft Minutes July 6, 2021
- 2 Draft Minutes July 12, 2021
- 3 Draft Minutes July 27, 2021

PUBLIC COMMENTS - All public comments must be submitted to the Clerk no later than one hour prior to the meeting. The Public Comment Form can be found on the City's webpage on the City Clerk's page at: <https://stockbridge.seamlessdocs.com/f/20pkdz4mo7xb> and the form must include your name, phone, and email contact information. Comments are limited to (3) three minutes and will be read by the Clerk during the meeting, respecting all members of the elected body, officials, and staff. Comments including defamation, unruliness and/or swearing will not be accepted.

PRESENTATION

- 4 Emergency Preparedness - Henry County - Presented by: Don Ash Henry County EMA Director

PUBLIC HEARING

- 5 Council Consideration to approve the Annual 2021-2026 (STWP) Short-Term Work Program & (CIE) Capital Improvement Element Update for Transmission to the ARC (Atlanta Regional Commission) - Presented by: Brecca Johnson

NEW BUSINESS

- 6 Council Consideration to approve the Voting Precinct Changes for Stockbridge Municipal Elections - Presented by: Vanessa Holiday, Quinton Washington, Jeremy Berry
- 7 Council Consideration to Amend Section 11.26 of the Stockbridge Code of Ordinances - Presented by: Quinton Washington
- 8 Council consideration to approve Task Order No. 35 with Carter & Sloope - Wastewater Treatment Plant Pole Barn Design in the amount of \$62,500.00 - Presented by: Decius Aaron, Brad Holtsinger
- 9 Council consideration to approve Site Engineering to raise fifty-eight (58) manholes throughout the City in the amount of \$93,300.00 - Presented by: Decius Aaron, Brad Holtsinger
- 10 Council Consideration to approve TSW Architectural On-Call Services - City of Stockbridge No. 22 Project Assignment Agreement for Cultural Art Center Design, Construction Documents, & Construction Administration - Presented by: Randy Knighton
- 11 Council Consideration to approve Keck & Wood, Inc. for professional services in assisting the City with Program Management Services for the Design, Bidding, and Construction of the Stockbridge Cultural Arts Center. - Presented by: Randy Knighton
- 12 Council Consideration to appoint members to the Main Street Advisory Board - Presented by: Kira Harris- Braggs
- 13 Council Consideration to amend Procurement Manual Revisions - Presented by: Jeremy Berry, Quinton Washington

MAYOR'S COMMENTS (Mayor Anthony Ford)**EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Acts)**

ANNOUNCEMENTS OF UPCOMING MEETINGS & EVENTS-☐ Main Street Advisory Board Meeting, 2nd Friday of each month 9:00 a.m. - Via Zoom - (Sept 10) ☐ City Council Meeting at 6:00 p.m. Via Zoom 2nd Monday of each month

(Sep 14) □ Youth Council Meeting, 5:30 p.m. Via Zoom - 2nd Wednesday of each month (Sep 8) □ Downtown Development Authority Meeting, 6:00 p.m. Via Zoom - 3rd Tuesday of each month (Sep 21) □ Youth Council & Advisory Meeting, 6:30 p.m. Via Zoom - 3rd Tuesday of each month (Sep 21) □ Planning Commission Meeting, at 6:30 p.m. Via Zoom – 4th Thursday of each month (Sep 23) □ City Council Work Session at 6:00 p.m. Via Zoom – Last Tuesday of each (Sep 28).
CITY EVENT/INITIATIVES Please join Councilwoman Barber at the Merle Manders Conference Center for FREE Zumba (Fitness in the Park) this Saturday and every Saturday through September 25th at 8 a.m. at Clark Park 111 Davis Rd. Here's your opportunity to Meet the Mayor, and voice your questions and/or concerns Monday, September 20, 2021 from 10 a.m. to noon. Call City Hall to schedule an appointment. 770-389-7900. Stockbridge Amphitheater Grand Opening featuring Award-Winning Musical Giants Gladys Knight and Patti Labelle, Saturday, September 25th at 7:00 p.m.

ADJOURNMENT



Where Community Connects

SPECIAL CALLED MEETING SUMMARY MINUTES

TUESDAY, JULY 6, 2021 6:00 P.M.

Mayor & City Council

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

Administration

Randy Knighton, City Manager
Vanessa Holiday, City Clerk
John Wiggins, City Treasurer
Quinton Washington, City Attorney
Jeremy T. Berry, City Attorney

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

The meeting was called to order by Mayor Ford.

Invocation by Councilman Blount.

Pledge of Allegiance was recited all in unison.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All members were present for the roll call.

Mayor Pro Tem Alexander motioned to adopt the Agenda: Second by Councilwoman Barber. The motion passed 5-0.

NEW BUSINESS

1. Council Consideration to approve Revised TSPLOST Project List with the following adjustments to the original list: Wilson Ave., Nolan St., Childs St., Wilson St., Walker St., Welch St., Jennings Way, Second St., First St., Tye St., Church St and Carrie Mae Lane (Curb and gutter, sidewalks and widening) \$2.5 million TSPLOST and \$2 million ARPA; Davidson Pkwy. (Resurfacing and Sidewalks) \$1.5 million TSPLOST and \$2.1 million ARPA; Old Atlanta Rd. (Resurfacing and Sidewalks) \$1.5 million TSPLOST and \$1 million ARPA; Davis Rd. (Curb and Gutter, and Sidewalks from Shields Rd. to Clark Park) \$2.5 million TSPLOST and \$1,850,000 ARPA (American Rescue Plan Act).
Presented by Randy Knighton - City Manager
Mr. Knighton noted Mayor and Council met and discussed the TSPLOST (Transportation Special Purpose Local Option Sales Tax) Project List and Henry County's list at a previous Work Session meeting; with the County planning a meeting on July 7, 2021 to consider an overall list and IGA (Intergovernmental Agreement) related to TSPLOST.

Mr. Knighton gave a brief TSPLOST presentation and noted the TSPLOST is expected to generate \$245-\$250 million total with the County expecting city contributions with certain projects, with the City of Stockbridge share at \$30,542,625; noted the County was looking for support from the City with Rock Quarry Rd. widening from Hudson Bridge/Hospital Dr. to SR 138 consisting of 2.45 miles for a total of \$26,605,000.00 with proposed city funding at \$4 million; noted Council should consider making some adjustments to the TSPLOST numbers and not adjustments in terms of the project's totality needed to complete the projects; noted a few of the street projects have been reduced and proposed to use the balance of the ARP (American Rescue Plan) funds to help support the projects, with the projects totaling \$22,305,000.00; noted the TSPLOST projects includes Rock Quarry Rd widening at \$4 million, Rock Quarry Rd extension at \$2 million, Downtown Pedestrian Bridge at \$800,000, Campground Rd sidewalks at \$500,000, Peach Dr sidewalks at \$300,000.00 and Hudson Bridge/Eagles Landing Pkwy resurfacing at \$489,982,000.00; noted the total project funding is \$22,305,000.00 for base projects and \$8,089,982 for new projects for a grand total of \$30,394,982.00.

Mayor Ford noted he believes using the ARP funds is a great concept and inquired if the total of the ARP funds equals \$9 million dollars; Mr. Knighton noted \$9 million dollars is an estimate.

Councilman Blount inquired how does this list of projects differ from the LMIG (Local Maintenance Improvement Grant) resurfacing projects and asked for an explanation of the rating system.

Mr. Knighton explained the LMIG list is done yearly through a rating system to determine which roads would be serviced; and noted a consultant looks at each road's age, the wear and tear, etc. to determine which roads would be put on the list based on the numbers of lane miles provided.

Mr. Aaron added a survey of all roads within the city limits was completed in 2019, and the roads were rated based on the base of the road to determine if there were cracks and other defects. Mr. Aaron also noted staff is using a list to generate a resurfacing list with each road which receives a score and based on the score, its placed on the LMIG list.

Councilman Blount inquired if the TSPLOST list was based off the conditions of the road or esthetics.

Mr. Aaron noted the TSPLOST list was generated by the ability to improve transportation throughout the city.

Councilwoman Barber inquired on what the ARP (American Rescue Plan) can be used for, specifically.

Mr. Knighton noted the funds could be used for sewer, water, stormwater, and broadband infrastructure.

Mayor Ford inquired if what was presented tonight would be turned over to the County for assistance with joint projects and funding following signing the IGA (Intergovernmental Agreement).

Mr. Knighton noted the main objective was to have Council approve a project list with the County meeting on July 7th to go over the list and the IGA; once County passes IGA, the city could approve its IGA.

Attorney Washington noted an updated IGA was just received which will be submitted to Council for review.

Mr. Knighton noted the deadline for the IGA is July 20th and mentioned Locust Grove had changes with their project list as well as the city's changes.

Mayor Ford inquired on the new census data and asked if the city is not the largest in the county would it change. Mr. Knighton noted the city has a good solid number.

Mayor Pro Tem Alexander motioned to approve Revised TSPLOST Project List with the following adjustments to the original list: Wilson Ave., Nolan St., Childs St., Wilson St., Walker St., Welch St., Jennings Way, Second St., First St., Tye St., Church St and Carrie Mae Lane (Curb and gutter, sidewalks and widening) \$2.5 million TSPLOST and \$2 million ARPA; Davidson Pkwy. (Resurfacing and Sidewalks) \$1.5 million TSPLOST and \$2.1 million ARPA; Old Atlanta Rd. (Resurfacing and Sidewalks) \$1.5 million TSPLOST and \$1 million ARPA; Davis Rd. (Curb and Gutter, and Sidewalks from Shields Rd. to Clark Park) \$2.5 million TSPLOST and \$1,850,000 ARPA (American Rescue Plan Act): Second by Councilman Thomas. The motioned passed 5-0

2. Executive Session - Personnel, Litigation and Real Estate

Mayor Pro Tem Alexander motioned to convene Executive Session: Second by Councilman Thomas. The motion passed 3-2 (Blount/Gantt Opposed).

Mayor Pro Tem Alexander motioned to end Executive Session: Second by Councilwoman Barber. The motion passed 3-0 (Blount/Gantt were not present for the vote).

Councilwoman Barber Motion to reconvene the meeting: Second by Mayor Pro Tem Alexander. The motion passed 3-0 (Blount/Gantt were not present for the vote).

Mayor Pro Tem Alexander motion to adjourn the meeting: Second by Councilman. The motion passed 3-0 (Blount/Gantt were not present for the vote.) 9:30 p.m.

Respectfully submitted by:

Vanessa Holiday, City Clerk MMC

Anthony S. Ford, Mayor



COUNCIL MEETING SUMMARY MINUTES

MONDAY, JULY 12, 2021 6:00 P.M.

Mayor & City Council

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

Administration

Randy Knighton, City Manager
Vanessa Holiday, City Clerk
John Wiggins, City Treasurer
Quinton Washington, City Attorney
Jeremy T. Berry, City Attorney

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

The meeting was called to order by Mayor Ford.

Invocation by Councilwoman Gantt.

Pledge of Allegiance was recited all in unison.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All members were present for the roll call.

Mayor Pro Tem Alexander motioned to adopt the Agenda: Second by Councilwoman Gantt. The motion passed 5-0.

Councilwoman Barber motioned for the Approval of the Minutes for the following meetings: Second by Mayor Pro Tem Alexander. The motion passed 5-0.

1. 4/15/21
2. 5/10/21
3. 5/25/21

PUBLIC COMMENTS

All public comments must be submitted to the Clerk no later than one hour prior to the meeting. The Public Comment Form can be found on the City's webpage on the City Clerk's page at: <https://stockbridge.seamlessdocs.com/f/20pkdz4mo7xb> and the form must include your name, phone, and email contact information. Comments are limited to (3) three minutes and will be read by the Clerk during the meeting, respecting all members of the elected body, officials, and staff. Comments including defamation, unruliness and/or swearing will not be accepted.

Sunny Randazzo asked the city to address the bright Amphitheater lighting facing the residents of Bryant Street throughout the night and expressed concerns of cost and the environment.

CEREMONIAL

4. Proclamation - DeVry University Celebrating 90 years presented by Mayor Ford
Ms. Moore thanked the city of the recognition of the school's 90th anniversary and gave an overview of the education opportunities, and desire for partnerships throughout the community.
5. Proclamation - Archbishop Ruth W. Smith presented by Mayor Ford
6. Proclamation - U. S. 12th. Amendment presented by Mayor Ford

OLD BUSINESS

7. Council Consideration to approve the TSPLOST Intergovernmental Agreement (IGA) between the City of Stockbridge, Henry County, and the cities of Hampton, Locust Grove and McDonough.
Presented by Randy Knighton - City Manager
Mr. Knighton noted Council has discussed the TSPLOST (Transportation Special Local Option Sales Tax) and approved a list of projects for \$30.5 million which includes a contribution for the city with a few joint projects with the County and includes the Rock Quarry Rd extension and resurfacing projects; noted the IGA (Intergovernmental Agreement) was approved by the County and provided to the Cities for approval and once everything goes through, the County will call for the referendum vote on November 2, 2021; noted he is recommending approval of the IGA (Intergovernmental Agreement) with the total amount of the TSPLOST (Transportation Special Local Option Sales Tax) estimated at \$245-\$250 million; and stated if the TSPLOST is approved, a significant amount of funds would be utilized for transportation projects, improvements, trails, sidewalks, etc.

Attorney Berry added the referendum is a 1% tax and the city would get 12.75% and would be allocated to the approved project list.

Mayor Pro Tem Alexander motioned to approve the TSPLOST Intergovernmental Agreement (IGA) between the City of Stockbridge, Henry County, and the cities of Hampton, Locust Grove and McDonough: Second by Councilwoman Barber.
The motion passed 5-0.

NEW BUSINESS

8. Council Consideration to approve Task Order No. 21 with TSW, Inc. - City of Stockbridge Parks Master Plan in the amount of \$124,060.00.
Funding Source - SPLOST
Presented by Decius Aaron - Public Works Director
Mr. Aaron noted staff met with Heather Hubble of TSW to look at refreshing the parks systems by upgrading the restrooms and pavilions at Clark, Memorial and Gardner parks and increasing parking at Memorial Park.

Ms. Hubble noted TSW toured the parks with Mr. Knighton and discovered a few functional issues with how the parks would like to be

used but cannot be used in the current state with the parks restrooms not being up to code; noting all three (3) parks needs to have the existing infrastructure looked at and improve them with the hopes of not discarding some of the existing infrastructure; and proposed to have a survey completed for all three (3) parks to understand the physical infrastructure, which is ½ of the proposal and the other ½ of the proposal going towards design work; noted TSW will create a set of bubble diagrams for each park that will show how the infrastructure could be used and discard some of the existing infrastructure to improve them along with options and cost. Ms. Hubble noted the survey would include topography, existing trees, location of the structures and utilities.

Councilman Thomas noted his concern is connectivity to the Martin Luther King Sr. Heritage Trail and the Reeves Creek Trail which is currently fragmented and lacks parking at Memorial Park; noted there needs to be accessibility to access Memorial Park from Martin Luther King Sr. Heritage Trail.

Mr. Bryan Bays of TSW noted two (2) of the things mentioned by Councilman Thomas are external to the parks and noted the park connectivity and access are not in the scope of work, but are very valuable; however, parking is a part of the proposal for all three (3) parks.

Councilman Thomas noted there needs to be a way to access Memorial Park without going through the neighborhood.

Mr. Knighton noted the scope would be expanded for TSW to assess and analyze the current and future projects the city has.

Councilman Thomas inquired how citizens would access with vehicles Memorial Park from Rock Quarry Rd and Martin Luther King Sr. Heritage trail.

Ms. Hubble noted there be a scope extension and would need to be more of a survey limit.

Mayor Pro Tem Alexander noted the city has several access points to get to the Reeves Creek Trail and supports increasing the scope of work and mentioned including the entire city in the Parks Master Plan.

Councilman Blount inquired if the study would address the drainage issue at Clark Park.

Ms. Hubble noted the issue has been noted and will need to be addressed.

Mr. Bays noted the survey would not be a detail engineering study, but more of where the lines would be and where they could fill in due to the area being in a flood plain and would provide a recommendation from the study.

Mr. Knighton noted staff could look at the vehicular access and other concerns mentioned in a more comprehensive parks master planning assessment.

Councilwoman Gantt inquired on a funding source and budget amount.

Mr. Knighton noted funding would be determined once the assessment is completed with an approval amount set by Council; with \$1.5 million in SPLOST IV that could be used with additional funding sources.

Councilwoman Barber inquired if it would be appropriate to approach Georgia Power with adding an entry way or partnering up where the easement is located on Rock Quarry Rd.

Mr. Knighton noted he believes it would be appropriate to converse about potential use of the easement.

Councilman Thomas motioned to approve Task Order for Clark & Gardner parks scope of work and issue a new scope of work for Memorial Park and setting the funding aside for Memorial Park: Failed for lack of a 2nd vote.

Councilwoman Barber motioned to task TSW to prepare a Parks System Plan for the City with Memorial Park to be priority: Second by Mayor Pro Tem Alexander. The motion passed 5-0.

9. Council Consideration to approve Reeves Creek Pedestrian Bridge Project Change Order No. 1 in the amount of \$55,845.50
Funding Source - SPLOST
Presented by Decius Aaron - Public Works Director
Mr. Aaron noted this is the final Change Order for the project which would replace sidewalk panels and remove trees that could potentially damage trail even more; and noted the vendor removed trees and replaced the cracked sidewalk panels.

Councilwoman Barber motioned to approve Reeves Creek Pedestrian Bridge Project Change Order No. 1 in the amount of \$55,845.50: Second by Councilwoman Gantt. The motion passed 5-0.

COMMENTS FROM THE MAYOR

Mayor Ford referenced the TSPLOST IGA (Intergovernmental Agreement) between the four cities and Henry County that he will sign tomorrow, noting Henry County is the 2nd fastest growing county in the state and in the Top 10 in the nation and continues to get bigger and more diverse; referenced the gridlock on many of the streets and highways where the proposed TSPLOST will generate an estimated \$245 million dollars to help fund road and transportation projects in the County and encouraged everyone to vote yes; noted the Delta Variant of COVID-19 is very active and the pandemic is still with us, and asked that everyone get tested and vaccinated; noted COVID-19 testing appointments are available Monday - Friday from 10am - 3pm and Saturday 9am - noon by calling 800-847-4262; noted you must contact the Public Health Department at 888-457-0186 for COVID vaccination appointments Monday - Friday from 8am - 8pm and Saturday & Sunday from 8am - 5pm where you will be asked about your demographics, health history, age, past infections, COVID testing, COVID vaccination status, and contact information and asked everyone to listen to the information from the health officials noting the data is true and important and expressed that everyone should get tested and vaccinated.

UPCOMING MEETINGS & ANNOUNCEMENTS: Meeting will be held via Zoom until further notice. Meeting dates and times are subject to change. Please visit the city's website www.cityofstockbridge.com for the meeting invitation link, Facebook page or contact City Hall offices at 770-389-7900 for updates.

- Downtown Development Authority Meeting, 6:00 p.m. Via Zoom - 3rd Tuesday of each month (Jul 20)
- Youth Council & Advisory Meeting, 6:30 p.m. Via Zoom - 3rd Tuesday of each month (Jul 20)
- Planning Commission Meeting, at 6:30 p.m. Via Zoom – 4th Thursday of each month (Jul 22)
- City Council Work Session at 6:00 p.m. Via Zoom – Last Tuesday of each month unless otherwise noted (July 27).
- Main Street Advisory Board Meeting, 2nd Friday of each month 9:00 a.m. - Via Zoom - (Aug 13)
- City Council Meeting at 6:00 p.m. Via Zoom – Revised Schedule - Monday. (Aug 16)

CITY EVENT/INITIATIVES

Food Truck Tasty Tuesday returns to Clark Park 111 Davis Rd. Dates: July 20th July 27th, August 3rd, and August 10th 5pm - 8pm.

Please join Councilwoman Gantt for the “Let’s Get Back to Normal” Food Truck Council Initiative on Tuesday, July 13th from 5:30 p.m. to 8:00 p.m. at Clark Park.

Please join Councilwoman Barber at the Merle Manders Conference Center for the Blood Drive Council Initiative on Saturday, July 17th from 10 a.m. to 4 p.m. Please donate.

Please join the Main Street Program for the first mural unveiling on Friday, July 16th at 6:30 p.m. at Harrell Street & North Henry Blvd.

EXECUTIVE SESSION

Councilwoman Gantt motioned to convene Executive Session for Real Estate, Personnel and Litigation: Second by Councilman Blount. The motion passed 5-0.

Mayor Pro Tem Alexander motioned to end Executive Session: Second by Councilman Thomas. The motion passed 3-0. (Barber/Gantt were not present for the vote).

Mayor Pro Tem Alexander motioned to reconvene the meeting: Second by Councilman Thomas. The motion passed 3-0. (Barber/Gantt were not present for the vote).

ADJOURN

Mayor Pro Tem Alexander motioned to adjourn: Second by Councilman Thomas. The motion passed 4-0. (Gantt was not present for the vote). 10:30 p.m.

Respectfully submitted by:

Vanessa Holiday, City Clerk MMC

Anthony S. Ford, Mayor



WORK SESSION MEETING SUMMARY MINUTES

TUESDAY, JULY 27, 2021 6:00 P.M.

Mayor & City Council

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

Administration

Randy Knighton, City Manager
Vanessa Holiday, City Clerk
John Wiggins, City Treasurer
Quinton Washington, City Attorney
Jeremy T. Berry, City Attorney

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

The meeting was called to order by Mayor Ford.

Invocation by Mayor Pro Tem Alexander.

Pledge of Allegiance was recited all in unison.

City Clerk, Vanessa Holiday was asked to proceed with a verbal roll call. All members were present.

Mayor Pro Tem Alexander motioned to amend the agenda item #5 from Public Hearing and place under New Business allowing for public comments: Second by Councilwoman Barber. The motion passed 5-0.

Review of the Minutes for the following meetings: No Action

1. 6/14/21
2. 6/27/21

PUBLIC COMMENTS

All public comments must be submitted to the Clerk no later than one hour prior to the meeting. The Public Comment Form can be found on the City's webpage on the City Clerk's page at: <https://stockbridge.seamlessdocs.com/f/20pkdz4mo7xb> and the form must include your name, phone, and email contact information. Comments are limited to (3) three minutes and will be read by the Clerk during the meeting, respecting all members of the elected body, officials, and staff. Comments including defamation, unruliness and/or swearing will not be accepted. None

PRESENTATION

3. FY2020 Financial Audit/CAFR Report

Presented by Hope Pendergrass, Mauldin & Jenkins

Ms. Pendergrass presented the FY2020 Audit noting the City received an Unmodified Clean Opinion, which is the best you can get; noted the Fund Balance was strong and exceeds annual expenditures, and stated not many governments can say that, especially without having a city tax; noted six million dollars was transferred to Capitol Projects and the Merle Manders Conference Center; noted the URA transferred to pay the City Hall debt; and noted Water and Sewer had positive cash flow and the City's financials overall were very strong; noted there were Findings related to the timing of items being processed either before or after the 12/31 date where material adjustments were made and made recommendations to staff how to correct going forward.

Mayor Ford asked Ms. Pendergrass to explain Unmodified Clean Opinion.

Ms. Pendergrass noted an Unmodified Clean Opinion means it is a standard report that has a clean opinion, and the financial statements are correct as of 12/31/2020, noting it is the best you can get.

Mayor Pro Tem Alexander inquired on how much was left over with the year- end fund balance and Hotel/Motel taxes.

Ms. Pendergrass noted the year-end was \$17 million dollars; noting transfers for the Amphitheater and Merle Manders Conference Center; and stated public facilities such as these bring great things to the community, although not self- sustaining, they are economic engines that bring business, restaurants and retail encouraging economic development in the community.

Councilwoman Gantt noted the Fund Balance was \$17 million and asked how much of Fund Balance was liquid cash.

Ms. Pendergrass clarified Fund Balance does not necessarily equal cash in the bank and part of the fund balance is related to properties acquired by the Downtown Development Authority (DDA) which makes up about \$2.2 million dollars.

Councilwoman Gantt inquired how much liquid cash the City has in the General Fund.

Ms. Pendergrass noted there was \$11 million as of 12/31/2020.

INFORMATIONAL

4. FY2021 Mid-Year Budget Review

Presented by John Wiggins, City Treasurer

Mr. Wiggins presented the City's FY2021 Mid-Year review noting the city was trending in a positive direction with an increase in permits and LOST

Local Option Sales Tax revenue up as well; and noted the City's FY2020 surplus was \$3.9 million dollars.

Mr. Wiggins noted the 2021 Operating and Capital Budgets totaled \$46 million with the Fund Balance totaling \$16,286,058 as of 6/30/2021.

Councilman Thomas inquired on licenses and permits revenue from January-June 2021. Mr. Wiggins noted the license and permits budget started at \$1,027,589 at the beginning of the year; with collecting: \$227,338 in January, \$441,487 in February, \$26,867 in March, \$40,495 in April, \$26,530 in May and \$34,432 in June which has a total of \$397,150.00.

Mr. Wiggins noted in the General Fund Mid-Year Revenues Analysis; revenues have increased by \$127,834 (16%), Local Option Sales Tax (LOST) has increased by \$91,340 (18%), Franchise tax has increased by \$3,012 (7%), expenditures are over revenues by \$45,909 monthly and \$910,224 Year to date; noted expenses have increased by \$50,301 (6%) due to consultant fees, legal fees, consolidation of Information Technology (IT) charges and security upgrades; noted expenditures are short by \$390,572.71 from the budget of \$6,379,969 compared to actual of \$5,989,396.29, which is a positive.

Mr. Wiggins noted in the Enterprise Fund Revenue Analysis compared to last year, Water & Sewer has decreased by \$111,478 (11%), Storm Water Revenue increased by \$24,528 (49%) and Sanitation Revenue has decreased by \$529,700 (528%); noted in the Enterprise Fund Expenditures Analysis compared to last year, W&S expenditures increased by \$25,485 (1.3%), Storm Water expenditures increased by \$4,472 (1.7%) and Sanitation expenditures decreased by \$94,341 (14%).

Mr. Wiggins noted many General Fund revenues are expected to outperform the original budget estimate such as sales tax, will continue to work with Departments to monitor their expenditures and if the City stays on course and remain fiscally conservative, the 5-year forecast projects a positive fund balance for the next 3 years.

NEW BUSINESS

5. Council Consideration to amend the Design Standards for Bridges at Jodeco: Multi-Family Development Code & Master Plan
Presented by Brecca Johnson, Community Development Director
Ms. Johnson noted this items referenced the 142 +/- acre Master Development guidelines approved by council on how development would be built and noted each pod will include different types of uses such as: retail, Multi-Family and Single-Family to create a work, live and play community; noted development is for the purpose of creating a 14-acre multi-family and mixed-use development with: a proposed 306 apartment units, 6,200 sq. ft proposed retail space, updating the Master Plan for Pods B, D & E, and an upgrade of modern Multi-Family/ Mixed use versus Garden style Apartments.

Mayor Ford noted Councilman Blount's power has gone out at 6:54pm.

Councilwoman Barber inquired about a price point.

Mr. Patterson of Sterling Development, LLC noted 1-bedroom units will be \$1300 - \$1600/month, 2-bedroom units will be between \$1650-1850/month and 3-bedroom units will be \$2000+/month; and further noted the percentage standpoint is: 35% for the 1-bedroom, 55% for the 2-bedrooms and 10% for the 3-bedrooms.

Mayor Ford noted Councilman Blount is back at 7:01pm.

Mayor Ford opened the floor for Public Comments.

Mr. Charles Marshall noted he is President of an organization of residents living within the north central portion of the County in the Eagles Landing area where the median income is over \$100,000 and noted residents are ready to spend money and is pleased to see projects of this caliber come to the community.

Ms. Vivian Thomas inquired on the types of commercial businesses that would be included with the development.

Mr. Patterson noted it will be a smaller mixed-use and will not have restaurants at the bottom of the apartments and will be more of a boutique retail area.

Mayor Pro Tem Alexander motioned to approve to amend the Design Standards for Bridges at Jodeco: Multi-Family Development Code & Master Plan: Second by Councilman Blount. The motion passed 5-0.

6. Council Consideration to approve the Extension of and Minor Revision of a Moratorium for the acceptance of applications for buildings intended for residential purposes, also known as Resolution R21-1259. Presented by Brecca Johnson, Community Development Director
Ms. Johnson noted the request is for an extension of the existing moratorium put into place in January and based on the work being done with the Unified Development Code (UDC), staff would like to comprehensively address the intent with the moratorium by keeping single-family detached subdivisions from coming into the city as rentals; noted staff is requesting the revision to address the building and rental purpose buildings to only be single-family detached homes; noted staff will continue working towards a comprehensive review of the city codes to address those types of developments in the Unified Development Code (UDC).

Councilman Blount expressed he would like to ask Council to keep any moratoriums in place until the UDC is completed.

Mayor Pro Tem Alexander suggested looking at the City of South Fulton's Ordinance and incorporate it into the UDC with a rental cap included.

Councilman Blount motioned to approve the extension of all moratoriums through October 31, 2021 or the completion of the Unified Development Code, whichever comes first: Second by Councilman Thomas. The motion passed 5-0.

7. Council Consideration to approve a request for Road B / Argento Drive Dedication to the City of Stockbridge (Bridges at Jodeco Development). Presented by Brecca Johnson, Community Development Director
Ms. Johnson noted this item is a request to dedicate the newly proposed Road B/Argento Drive to the city; and noted Performance Bonds and Maintenance Bonds ensure that once the development is put into place, the roads are brought up to current standards.

Mayor Ford inquired about the dedication and wondering if it meant the city would be responsible for maintain the road.

Ms. Johnson responded yes, it would become a city road and the City of Stockbridge would be responsible for the maintenance.

Councilwoman Barber motioned to approve a request for Road B / Argento Drive Dedication to the City of Stockbridge (Bridges at Jodeco Development): Second by Councilwoman Gantt. The motion passed 5-0.

8. Council Consideration to approve the extension of the contract Consultant Services for the preparation of the (UDC) Unified Development Code Presented by Lindell Miller, Procurement Manager and Brecca Johnson, Community Development Director
Ms. Miller noted the contract extension would allow consultants and the Community Development to thoroughly review the UDC sections including the Downtown area, design guidelines, set up appropriate meetings with the Planning Commission and City Council to obtain input and make revisions and prepare an updated online official zoning map.

Ms. Johnson reiterated staff will met with the Planning Commission and Council to address concerns regarding Code changes, downtown design guidelines, sign codes and a virtual online zoning map.

Councilman Thomas noted to use the word extension and not renewal and the submittal proposed date is October 31, 2021.

Councilman Blount motioned to approve the extension through October 31, 2021: Second by Councilman Thomas. The motion passed 5-0.

9. Council Consideration to approve Surplus Items (Public Works Trucks)
Presented by Lindell Miller, Procurement Manager
Ms. Miller noted the Public Works Department is requesting that City Council declare the surplus inventory list for Trucks deemed unserviceable items, since the items can no longer be used advantageously by City staff. City staff has examined and assessed the items listed below and confirmed that the items are unserviceable and impractical. Ms. Miller noted the trucks are: 1987 Chevrolet, 2006 Ford F-350 and 2008 Swap Loader International Durastar.

Councilman Blount motioned to approve Surplus Items (Public Works Trucks): Second by Councilwoman Gantt. The motion passed 5-0.

10. Council Consideration to approve Request for Proposal (RFP) No. 2019-00022P Renewal - CGL Facility Management, LLC, Facility Maintenance Solutions/Grounds Keeper from in the amount of \$210,000.00. Funding Source: FY2021 Public Works Budget.
Presented by Lindell Miller, Procurement Manager and Decius Aaron, Public Works Director
Ms. Miller noted the Public Works Department is requesting City Council's approval to renew the term contract for contract No. 2019-00022P, Facility Maintenance Solutions/ Grounds Keeper Landscaper, between CGL Facilities Management, LLC, and the City of Stockbridge, and increase the annual expenditure amount from \$150,000.00 to an annual amount of \$210,000.00 as approved in the FY2021 budget, to include Campground Road, Jodeco Road, Bridges at Jodeco area, and the Jodeco Road (Bridges Area) authorizing the mayor to execute same; and authorizing the City Manager to execute all administrative and budgetary actions related to the Agreement.

Councilman Thomas questioned Public Work's use of outsourcing rather than training staff to have the capabilities to complete the duties requested more training opportunities be offered in the Public Work General Maintenance Department.

Mr. Aaron noted this contract is for the additional right-of-way areas the city has in place with a budget of \$210,000; noted the city and has been advertising for since January eight (8) Public Works Technician positions that were approved in the FY2021 budget that have yet to be filled due to COVID crisis; and noted the County notified the city on June 30th they will no longer cut the city limits of Campground Rd.

Councilman Thomas inquired on the types of training available.

Mr. Aaron noted GDOT has LTAP programs available for Public Works and General Maintenance workers as well as flagging training, but its up to the individual to take training courses.

Mayor Pro Tem Alexander inquired what other changes were made.

Mr. Knighton noted the contract is related to corridors with an approved budgeted amount and the bulk of Campground rd. is situated in the city limits; and noted in the Service Delivery Strategies Agreement (SDS), roads that were deemed in the county as of 2019 are still within the county and will be maintained by the county.

Mayor Pro Tem Alexander motioned to approve a Request for Proposal (RFP) No. 2019-00022P Renewal - CGL Facility Management, LLC, Facility Maintenance Solutions/Grounds Keeper from in the amount of \$210,000.00: Second by Councilwoman Barber. The motion passed 5-0.

11. Council Consideration to award a fixed contract to the lowest responsive, responsible bidder, Summit Construction and Development, LLC, Invitation to Bid (ITB) number 2021-0003, for the City of Stockbridge East Atlanta Rd./Lee Street Roadway Improvements, in the total amount of \$2,644,451.02. Funding Source: SPLOST
Presented by Lindell Miller, Procurement Manager and Decius Aaron, Public Works Director
Ms. Miller noted the City of Stockbridge Procurement Division is requesting approval to award a fixed contract to the lowest responsive, responsible bidder, Summit Construction and Development, LLC, Invitation To Bid (ITB) Number 2021-0003, for the City of Stockbridge East Atlanta Road/ Lee Street Roadway Improvements, in the total amount of \$2,644,451.02, and will consists of furnishing and installing all materials, labor, tools, equipment, and related services required for a complete project.

Mr. Knighton added it is related to the full right turn lane on East Atlanta Rd. and the intersection improvements and realignment on North Lee St. and South Lee St.

Councilwoman Barber inquired on how long it will take the project to be completed and noted she would like to see a draft of the contract.

Mr. Knighton noted about 9 months from start to finish if approved.

Councilman Thomas expressed his concerns with the dates and inquired how could the city have concerts at the amphitheater while there is construction going on.

Mr. Knighton noted the engineers will put out an extensive time frame to make sure they cover anything related to weather and unforeseen circumstances.

Mayor Pro Tem Alexander motioned to approve award a fixed contract to the lowest responsive, responsible bidder, Summit Construction and Development, LLC, Invitation to Bid (ITB) number 2021-0003, for the City of Stockbridge East Atlanta Rd./Lee Street Roadway Improvements, in the total amount of \$2,644,451.02: Second by Councilman Thomas. The motion passed 5-0.

2nd Motion: Mayor Pro Tem Alexander motioned to have Staff directed to prepare an RFP for beautification from the new Amphitheater Road along N. Lee Street to Bryant Street and bring to the Council at the August 31, 2021 Work Session for approval: Second by Councilman Thomas. The motion passed 5-0.

12. Council Consideration to the Quiet Zone Designation at Love Street and consent to the closing of Nolan Street.

Presented by Randy Knighton, City Manager

Mr. Knighton noted the proposed Resolution would set in motion with Norfolk Southern and begin a series of steps that would lead to the quiet zone and closing of Nolan St. with a payment from Norfolk Southern to the city in the amount of \$50,000 and additional \$7,500 from GDOT which could be used to help construct the quiet zone.

Councilman Thomas noted he is in favor of the Quiet Zone Designation and not in favor of closing Nolan Street and because the two are combined in the Resolution and because of that he will abstain from voting.

Mayor Pro Tem Alexander motioned to approve the Quiet Zone Designation at Love Street and consent to the closing of Nolan Street: Second by Councilman Blount. The motion passed 4-0-1 (Thomas Abstained).

DISCUSSION

13. Council Discussion of the amendment of job descriptions for the Executive Assistant to Mayor & Council, and Administrative Asst. to Mayor & Council positions.

Presented by Renee Wheeler, Human Resources Manager

Mr. Knighton noted the emphasis was to provide to Council an opportunity to discuss both positions and how Council would like to see specific aspects of the job duties and functions being incorporated into the job descriptions.

Attorney Washington noted comments can be emailed to the HR Manager no later than August 13th for review.

COMMENTS FROM THE MAYOR

Mayor Ford noted with great sadness the passing of our beloved colleague and employee CieCie McGhee who worked for 5+ years for the City of Stockbridge as the Conference Center & Events Manager, noting she will be greatly missed, left us all with fond memories, was a breast cancer survivor and is now resting in a better place; and Mayor Ford called for a moment of silence in her memory; noted the Covid Delta Variant is upon us and that Henry County has had 20,446 COVID-19 confirmed cases and 319 deaths;

noted we all collectively need to get a handle on the virus and should listen to the doctors and the science, noting nearly 100% of the patients on ventilators and hospitalized have not been vaccinated; encouraged testing, because the virus is not getting any better, noting testing was available at Red Hawk Field 143 Henry Pkwy Tue and Thu by calling 800-847-4262 to schedule and appointment; and for vaccinations, please call the National Health Department at 888457-0186 for an appointment where you will be asked your demographics, health history, vaccine history and status; noted there is talk about going back to mandatory mask wearing, even if vaccinated, and asked that you look after your health, your family's health, and keep each other healthy and safe, get the right information and talk to doctors, loved ones about getting tested and/or vaccinated; asked everyone to vote yes for TSPLOST on the November 2nd ballot, if passed, Stockbridge is scheduled to receive an estimated \$30.5 million to go toward road projects, trails, sidewalks, curb & gutter; noted more information is coming forward with a town hall to provide more information.

UPCOMING MEETINGS & ANNOUNCEMENTS: Meeting will be held via Zoom until further notice. Meeting dates and times are subject to change. Please visit the city's website www.cityofstockbridge.com for the meeting invitation link, Facebook page or contact City Hall offices at 770-389-7900 for updates.

- Main Street Advisory Board Meeting, 2nd Friday of each month 9:00 a.m. - Via Zoom - (Aug 13)
- City Council Meeting at 6:00 p.m. Via Zoom – **Revised Schedule** - Monday (Aug 16) * **SPECIAL DATE**
- Downtown Development Authority Meeting, 6:00 p.m. Via Zoom - 3rd Tuesday of each month (Aug 17)
- Youth Council & Advisory Meeting, 6:30 p.m. Via Zoom - 3rd Tuesday of each month (Aug 17)
- Planning Commission Meeting, at 6:30 p.m. Via Zoom – 4th Thursday of each month (Aug 26)
- City Council Work Session at 6:00 p.m. Via Zoom – Last Tuesday of each month unless otherwise noted (Aug 31).

CITY EVENT/INITIATIVES

Food Truck Tasty Tuesday returns to Clark Park 111 Davis Rd. Dates: July 27th, August 3rd, and August 10th 5pm - 8pm.

Please join Councilwoman Barber at the Merle Manders Conference Center for the Blood Drive Council Initiative, Saturday, August 21st from 10 a.m. to 4 p.m. Please donate.

Here's your opportunity to *Meet the Mayor*, and voice your questions and/or concerns Monday August 23, 2021, from 10 a.m. to noon. Call City Hall for an appt. 770-389-7900.

EXECUTIVE SESSION

Councilwoman Barber motioned to convene Executive Session for Personnel, Real Estate and Litigation: Second by Mayor Pro Tem Alexander. The motion passed 5-0.

Mayor Pro Tem Alexander motioned to adjourn Executive Session: Second by Councilwoman Gantt. The motion passed 3-0. (Councilwoman Barber and Councilman Blount were not present for the vote).

Councilwoman Gantt motioned to reconvene the meeting: Second by Mayor Pro Tem Alexander. The motion passed 4-0. (Councilman Blount was not present for the vote).

ADJOURN

Councilwoman Gantt motioned to adjourn the meeting: Second by Councilwoman Barber. The motion passed 4-0. (Councilman Blount was not present for the vote).

Respectfully submitted by:

Vanessa Holiday, City Clerk MMC

Anthony S. Ford, Mayor

Emergency Preparedness - Henry County
Presented by Don Ash, Henry County Emergency
Management



City of Stockbridge

AGENDA ITEM

MEETING DATE

August 31, 2021

FUNDING SOURCE

- ☐ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☒ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☒ GENERAL FUND
- ☐ FUND BALANCE
- ☒ SPLOST IV/V
- ☐ TSPLOST
- ☒ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☒ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Brecca Johnson, Community Development Director

DEPARTMENT: Community Development

ITEM/PROJECT/EVENT:

Council Consideration to approve the Transmittal of the City of Stockbridge 2021-2026 Short-Term Work Program Capital Improvement Element (STWP/CIE) to the Department of Community Affairs & the Atlanta Regional Commission.

BACKGROUND INFORMATION:

This is a state mandated annual update to be heard as a Public Hearing for transmission to the GA Department of Community Affairs and the Atlanta Regional Commission. Both will review over the next 30 days and provide comments. The City of Stockbridge is charged with adopting the 2021-2026 Short-Term Work Program Capital Improvement Element (STWP/CIE) to remain in compliance with state minimum standards.

SIGNATURES:

CITY MANAGER _____

CITY TREASURER _____

CITY ATTORNEY _____

☒ FINANCIAL IMPACT ☐ N/A

AMOUNT See Attached STWP in its entirety

ATTACHMENTS: ☒



Short-Term Work Program & CIE Update 2021-2026 CITY OF STOCKBRIDGE, GEORGIA

Contents

SHORT TERM WORK PROGRAM ANNUAL UPDATE	Page 2-7
CAPITAL IMPROVEMENT ELEMENT	Page 8-11

Community Facilities						
Item	Activity	Years	Responsible Party	Cost Estimate	Funding Source	Status
1	Splash Pad/Park Design - Construction	2015-2026	Community Development	\$750,000	General Fund	Concept Plan Process
2	Amphitheater	2018-2026	Community Development	\$23,085,254	Fund Balance/Bond Financing/SPLOST IV	Complete
3	Monument Sign (City Hall Fountain)	2018-2026	Community Development	\$152,000	General Fund	Concept Plan Process
4	Multi-Purpose Facility (Youth/Senior)	2018-2026	Community Development	\$8,000,000	General Fund/Bond Financing	Bid Precess Underway Concept Plan Process
5	Old Fire Station Renovation	2018-2025	Community Development	\$1,500,000	Bond Financing	Concept Plan Precess Property Sold- No Longer A Viable Project
7	Cultural Arts Center	2018-2026	Community Development	\$16,000,000 \$18,000,000	General Fund Bond Financing/SPLOST V	Concept & Development Plan Process
8	Wastewater Treatment Plant Upgrade Plans/Engineering	2015-2025	Public Works	\$2,000,000 \$5,858,344	SPLOST III, IV	Complete
9	Water supply source development	2015-2025	Public Works	\$500,000 \$102,900	SPLOST III, IV	2 wells drilled, did not supply sufficient water, and were abandoned.
10	Sewer reconstruction & Pump Station replacement	2015-2025	Public Works	\$1,000,000	SPLOST IV	Complete
11	Water main and service line replacement	2016-2024	Public Works	\$1,642,464 \$276,000	Water Fund/ Impact Fees/SPLOST IV	Complete
12	GIS – Infrastructure inventory and detailed mapping	2016-2025	Public Works	\$300,000 \$50,000	SPLOST IV	In Progress
13	Sewer – infiltration and inflow study	2016-2026	Public Works	\$750,000 \$1,500,000	SPLOST IV	In Progress

Community Facilities, Continued						
14	Wastewater Heads Work, Phase 2	2018-2025	Public Works	\$3,232,367.00	SPLOST III/Sewer Fund/ Impact Fees	Complete
15	SCADA Replacement	2018-2025	Public Works	\$721,977.00	SPLOST III	Complete
16	Waste Water Treatment Plant Upgrade	2018-2025	Public Works	\$4,000,000 \$1,414,000	SPLOST IV	Complete
17	Public Works Facility	2018-2026	Public Works	\$3,000,000	SPLOST IV	In Progress
Subtotal				\$68,642,842		

Economic Development						
Item	Activity	Years	Responsible Party	Cost Estimate	Funding Source	Status
1	Create a Citywide Marketing Plan (Rebranding)	2016-2026	Economic Development	\$75,000	Hotel/ Motel	On-going
2	Establish Stockbridge Assoc. of Businesses	2017-2026	Economic Development	\$20,000	General Fund	Underway
3	Create Economic Development Marketing Plan	2017-2026	Economic Development	\$100,000	Hotel/ Motel	In Progress
4	Opportunity Zone Designation Study	2017-2026	Economic Development	\$25,000	General Fund	In Progress
Subtotal				\$220,000		

Land Use						
Item	Activity	Years	Responsible Party	Cost Estimate	Funding Source	Status
1	Trail Study Implementation	2016-2025	Community Development	\$25,000 \$1,000,000	General Fund Bond Financing/ SPLOST V	In Progress
2	Comprehensive Plan Update	2017-2024	Community Development	\$100,000	General Fund	Complete
3	Update City Unified Development Codes	2018-2025	Community Development	\$100,000	General Fund	Adoption Underway
4	Overlay District Designation	2018-2025	Community Development	\$75,000	General Fund	In Progress
5	LCI Implementation & Update – Supplemental Study	2018-2025	Community Development	\$150,000	General Fund	Scope Development
6	Park Plan Development (passive, active, pocket) city-wide (south, west, east, north)	2018-2025	Community Development	\$25,000 \$100,000	General Fund SPLOST V	Scope Development
7	Update of Sign Ordinance	2019-2025	Community Development	\$100,000	General Fund	Adoption Underway
Subtotal				\$1,625,000		

Transportation						
Item	Activity	Years	Responsible Party	Cost Estimate	Funding Source	Status
1	Roadway Construction Projects/Engineering and ROW Acquisition	2016-2026	Public Works	\$3,000,000	SPLOST IV	In Progress
2	Sidewalk – repair and reconstruction	2015-2026	Public Works	\$500,000	SPLOST IV	On-going
3	Davis Road from Shields Road to Highway 42 (Sidewalks and Streetscape)	2015-2024	Public Works	\$1,150,000	SPLOST, TE General Fund	Complete
4	Road Improvements for City Project and streets	2018-2026	Public Works	\$5,000,000	SPLOST V	Concept Plan Process
5	Infrastructure Improvements for city projects	2018-2026	Public Works	\$7,000,000	SPLOST V	Concept Plan Process
Subtotal					\$16,650,000	

Completed Projects

Item	Activity	Years	Responsible Party	Cost Estimate	Funding Source	Status
1	Amphitheater	2018-2025	Community Development	\$100,000.00	Fund Balance/Bond Financing/SPLOST IV	Complete
2	Multiuse trail for Reeves Creek Phase 2: From Dabney-Hunter-Simmons Park to Tye Street	2015	Public Works	\$700,000	General Fund, LCI, TE	Complete
3	Burke Street – Streetscape	2014-2018	Public Works	\$1,500,000	General Fund, TE,	Complete
4	Update Comprehensive Transportation Plan	2015-2016	Community Development	\$20,000	General Fund	Complete
5	South Berry Street Sidewalks	2015-2016	Public Works	\$142,000	General Fund	Complete
6	Multiple Demolition	2015-2017	Public Works	\$8,790	SPLOST III	Complete
7	Bike Pedestrian and Trail Master Plan	2015-2017	Community Development	\$50,000	General Fund	Complete
8	City water meter replacement – intelligent meters & SCADA Replacement	2015-2018	Public Works	\$1,700,000	SPLOST III, IV	Complete
9	Parks Improvements including handicap play equipment	2015-2018	Public Works	\$1,000,000	CDBG, SPLOST IV	Complete
10	Road Assessment and Pavement Analysis	2016-2018	Public Works	\$50,000	SPLOST IV	Complete
11	Water main and service line replacement	2016-2024	Public Works	\$276,000	Water Fund/ Impact Fees/ SPLOST IV	Complete
12	Comprehensive Plan Update	2017-2024	Community Development	\$100,000	General Fund	Complete
13	Davis Road from Shields Road to Highway 42 (Sidewalks and Streetscape)	2015-2024	Public Works	\$605,725	SPLOST, TE General Fund	Complete
14	Wastewater Treatment Plant Upgrade Plans/Engineering	2015-2025	Public Works	\$5,858,344	SPLOST III, IV	Complete
15	Sewer reconstruction & Pump Station replacement	2015-2025	Public Works	\$1,350,000	SPLOST IV	Complete

Completed Projects, Continued

16	Wastewater Heads Work, Phase 2	2018-2025	Public Works	\$3,232,367.00	SPLOST III/Sewer Fund/ Impact Fees	Complete
17	SCADA Replacement	2018-2025	Public Works	\$721,977.00	SPLOST III	Complete
18	Waste Water Treatment Plant Upgrade	2018-2025	Public Works	\$1,414,000	SPLOST IV	Complete
Subtotal				\$16,117,598		



CITY OF STOCKBRIDGE,
GEORGIA
CAPITAL IMPROVEMENTS ELEMENT
UPDATE 2021-2026

PUBLIC FACILITY: CITY OF STOCKBRIDGE
SERVICE AREA: CITY OF STOCKBRIDGE

CIP EXPENDITURES SUMMARY BY PROJECT

FUND - 353

Projects:	Estimated Project Cost	Amount		Balance To Be Carried Over To	FY2022	FY2023	FY2024	FY2025	FY2026	Total Year	Funding Source
		Anticipated To Be Used In	Be Used In								
	FY2021	FY2021									
Amphitheater	\$ 23,085,254	\$ 22,985,254	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	Fund Balance/SPLOST
Monument Sign	\$ 152,000	\$ -	\$ 79,820	\$ 79,820	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,820	IV/Bonds
Cultural Art Center	\$ 18,000,000	\$ 226,832	\$ 17,773,168	\$ 3,554,634	\$ 3,554,634	\$ -	\$ 3,554,634	\$ 3,554,634	\$ 3,554,634	\$ 17,773,168	Fund Balance
Multi-Purpose Facility/Senior and Youth	\$ 10,000,000	\$ -	\$ 10,000,000	\$ 2,000,000	\$ 2,000,000	\$ -	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 10,000,000	Bonds
Public Works Facility	\$ 3,045,268	\$ 3,045,268	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	SPLOST IV
Alleyway Project	\$ 350,000	\$ -	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	Fund Balance/SPLOST V
Ted Strickland Community Center Renovation	\$ 444,000	\$ -	\$ 444,000	\$ 444,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 444,000	Fund Balance
Splash Pad Park	\$ 500,000	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	SPLOST IV/Bonds
Reeves Creek Trail Improvement	\$ 1,421,987	\$ 1,421,987	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Master Trail Project	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	-
Wayfinding Project	\$ 1,000,000	\$ -	\$ 1,000,000	\$ 333,333	\$ 333,333	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	-
Sidewalks and Streetscape Improvement	\$ 3,655,725	\$ -	\$ 1,000,000	\$ 333,333	\$ 333,333	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	-
Road Improvement	\$ 5,000,000	\$ 381,132	\$ 5,141,732	\$ 1,028,346	\$ 1,028,346	\$ -	\$ -	\$ -	\$ -	\$ 923,774	SPLOST V
Infrastructure Improvement	\$ 7,000,000	\$ -	\$ 7,000,000	\$ 1,400,000	\$ 1,400,000	\$ -	\$ 1,400,000	\$ 1,400,000	\$ 1,600,000	\$ 7,200,000	SPLOST V
Total Proposed Expenditures	\$ 74,654,234	\$ 28,060,473	\$ 44,388,720	\$ 10,623,467	\$ 9,149,647	\$ 8,649,647	\$ 7,982,980	\$ 8,078,408	\$ 44,484,148		



Funding Type	Amount		Balance To		Projected Five						
	Anticipated To		Be Carried		Year						
	Final Adopted	Be Used In	Over To		FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Total
General Fund	\$ 12,000,000	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	-	\$ 1,500,000	
CIP Bond	\$ 27,190,764	\$ -	\$ -	\$ 3,237,907	\$ 3,101,677	\$ 2,063,131	\$ 2,729,798	\$ 2,729,799	\$ 13,862,312		
Future SPLOST (V)	\$ 20,525,912	\$ -	\$ -	\$ 3,554,634	\$ 3,547,970	\$ 4,086,516	\$ 3,753,182	\$ 3,848,610	\$ 18,790,912		
SPLOST IV (Suntrust Cash)	\$ 5,353,937	\$ -	\$ -	\$ 2,330,926	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ 4,330,926		
Grants/AAPR	\$ 9,583,620	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,500,000	\$ 1,500,000	\$ 6,000,000		
Sale of Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Proposed Funding Sources	\$ 74,654,234	\$ -	\$ -	\$ 10,623,467	\$ 9,149,646	\$ 8,649,647	\$ 7,982,980	\$ 8,078,409	\$ 44,484,149		



ANNUAL FINANCIAL REPORT FOR 2021

City of Stockbridge

(1) Public Facility Type	Water Supply	Wastewater	TOTAL
(2) Service Area	City-Wide	City-Wide	City-Wide
(3) Beginning Impact Fee Fund Balance	\$199,491	\$267,396	\$466,887
(4) Impact Fees Collected	\$6,000	\$8,000	\$14,000
(5) Accrued Interest	\$0	\$0	\$0
(6) Project Expenditures	0	0	\$0
(7) Administrative Costs	0	0	\$0
(8) Impact Fee Refunds	0	0	\$0
(9) Ending Impact Fee Fund Balance	\$205,491	\$275,396	\$480,887
(10) Impact Fees Encumbered	\$205,491	\$267,396	\$480,887



4.3 Community Work Program 2021-2026

SCHEDULE OF IMPROVEMENTS-STWP ADDENDUM

(1) Project Description	(2) Service Area	(3) Project Start Date	(4) Project Completion Date	(5) Estimated Project Cost	(6) Portion Chargeable to	(7) Sources of Funds (& Share)	(8) Responsibility Party
WWTP Head Works, Phase 2	City-Wide	2019	2021	\$9,090,711	\$192,692 (Impact Fee)	\$192,692.00 (Impact Fee)	
						\$3,000,000.00 (Sewer Fee)	
						\$1,000,000.00 (SPLOST III)	Public Works
						\$4,898,019.00 (SPLOST IV)	
	City-Wide	2019	2021	\$276,000	NA	\$276,000.00 (SPLOST IV)	Public Works
	City-Wide	2019	2021	\$721,977	NA	\$721,977 (SPLOST III)	Public Works
Waste Water Treatment Plant Upgrades							
	City-Wide	2019	2021	\$1,414,000	NA	\$1,414,000 (SPLOST IV)	Public Works
				<u>\$11,502,688</u>			
					<u>\$192,692</u>		

* Contingency Fund is Typically Ten (10) of the Bid Price

Shaping Stockbridge Together For 2038: City of Stockbridge Comprehensive Plan



City of Stockbridge

AGENDA ITEM

MEETING DATE

August 31, 2021

FUNDING SOURCE

- ☒ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☒ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☒ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST IV
- ☐ TSPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Vanessa Holiday, Quinton Washington, Jeremy Berry

DEPARTMENT: City Clerk's Office

ITEM/PROJECT/EVENT: Stockbridge Municipal Voting Precinct Changes

Recommendation of Precinct Boundary Modifications for 33-Red Oak;
and 39-Stockbridge East/West Precincts

BACKGROUND INFORMATION:

The City of Stockbridge does hereby provide notice, as required in O.C.G.A. §21-2-261 (a), (c) and § 21-2-262 (a), (c), of a change of precinct boundaries involving the 33-Red Oak; and 39-Stockbridge East/West precincts. The intent of the change is to align municipal voting precincts to the precincts used for county elections.

The polling place 33-Red Oak precinct will be Red Oak United Methodist located at 3894 Walt Stephens Road, Stockbridge, GA 303281. The polling place for 39-Stockbridge East/West will be Stockbridge First United Methodist located at 4863 North Henry Boulevard, Stockbridge, GA 30281.

SIGNATURES:

CITY MANAGER _____

CITY TREASURER _____

CITY ATTORNEY _____

☒ FINANCIAL IMPACT ☐ N/A

AMOUNT: TBD

ATTACHMENTS: ☒

ITEM/PROJECT/EVENT:

BACKGROUND INFORMATION:

City of Stockbridge - Public Notice of Voting Precinct Changes

The City of Stockbridge proposes to change the boundaries of certain voting precincts as listed below. A hearing to approve a final order adopting these changes is scheduled to take place on August 31, 2021 at 6:00 p.m. Any person objecting to any of these changes must file his or her objections prior to August 31, 2021 at 12:00 p.m., at the City of Stockbridge, City Clerk's Office, 4640 North Henry Boulevard, Stockbridge, GA 30281. Any person with questions regarding these precinct changes may contact Vanessa Holiday, City Clerk, at 678-833-3303 or by email at vholiday@cityofstockbridge-ga.gov.

The precinct boundaries will be changed to follow the boundaries used for Henry County elections.

Notice of Precinct Boundary Modifications for 33-Red Oak; and 39-Stockbridge East/West Precincts:

The City of Stockbridge does hereby provide notice, as required in O.C.G.A. §21-2-261 (a), (c) and § 21-2-262 (a), (c), of a change of precinct boundaries involving the 33-Red Oak; and 39-Stockbridge East/West precincts. The intent of the change is to align municipal voting precincts to the precincts used for county elections.

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City of Stockbridge

AGENDA ITEM

MEETING DATE

August 31, 2021

FUNDING SOURCE

- ☐ RESOLUTION
- ☒ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☒ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST V
- ☐ TSPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☒ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Quinton Washington, City Attorney

DEPARTMENT:

ITEM/PROJECT/EVENT:

Amending the Stockbridge Noise Ordinance Chapter 11.26

BACKGROUND INFORMATION:

SIGNATURES:

CITY MANAGER 

CITY TREASURER _____

CITY ATTORNEY _____

☐ FINANCIAL IMPACT ☒ N/A

ATTACHMENTS: ☒

Chapter 11.26 - NOISE NUISANCES

11.26.010 - Name, policy and purpose.

- A. Name. This chapter shall be informally known as the Stockbridge Noise Ordinance.
- B. Policy and Purpose. The provisions contained in this ordinance are enacted for the purpose of preventing noise disturbances or unreasonable noise. Above certain levels, unreasonable noise or noise disturbance is detrimental to the health and welfare of the citizenry and the individual's right to peaceful and quiet enjoyment. Therefore, it is hereby declared to be the policy of the city to prohibit noise disturbances or unreasonable noise from all sources, subject to its police power in order to secure and promote the public health, comfort, convenience, safety, welfare, and prosperity of the citizens of Stockbridge. Nothing in this ordinance is intended to deter individuals from lawfully exercising the individual right to freedom of speech or any other freedom guaranteed under the Constitutions of the United States of America or of the State of Georgia.

(Ord. 02-38 § 1, 2002)

11.26.020 - Definitions.

Unless the context indicates otherwise, the meaning of the terms used in this article is as set forth in this section.

"Ambient sound level" means the total sound pressure level in the area of interest excluding the noise source of interest (see, also, "background sound level," this section).

"A-weighted sound level (or) A-band Level (dBA)" means the sound pressure level in decibels as measured on a sound level meter using the A-weighted network. The level so read is designated "dBA."

"Background sound level" means the total sound pressure level in the area of interest excluding the noise source of interest (see also, "ambient sound level," this section).

"Band pressure level" means, for a specified band, the sound pressure level for the sound contained within the restricted band. The reference pressure shall be specified.

"City" means the City of Stockbridge, Georgia.

"Cycle" means the complete sequence of values of a periodic quantity which occurs during a period.

"Commercial area" means a group of commercial facilities and the abutting public right-of-way and public spaces.

"Commercial facility" means any premises, property or facility involving traffic in goods or furnishing of services for sale or profit, including but not limited to:

1. Banking and other financial institutions;
2. Dining establishments;
3. Establishments for providing retail or wholesale services;
4. Establishments for recreation and entertainment;
5. Office buildings;
6. Transportation; and
7. Warehouses.

"Construction" means any site, preparation, assembly, erection, substantial repair, alteration or similar action but excluding demolition, for or of public or private right-of-way, structures, utilities or similar property.

"C-weighting" means the electronic filtering in sound level meters that models a flat response (output equals input) over the range of maximum human hearing frequency sensitivity.

"Daytime" means that period of time covering the hours of seven (7:00) a.m. (0700) to ten (10:00) p.m. (2200).

"dBA" means an A-weighted unit of sound level.

"dBC" means a C-weighted unit of sound level.

"Decibel" (db) means a unit for measuring the volume of a sound, equal to twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of the sound measured to the reference pressure, which is twenty (20) micropascals (twenty (20) micronewtons per square meter).

"Emergency" means any occurrence or set of circumstances involving actual or imminent physical trauma or property damage which demands immediate action.

"Emergency work" means work made necessary to restore property to a safe condition following a public calamity or work required to protect persons or property from an imminent exposure to danger.

"Equivalent sound level (Leq)" means the non-varying sound level that would contain the equivalent amount of energy as a varying sound level. Note that Leq can be weighted or unweighted and can be integrated over durations ranging from less than a second to many hours. The notation should indicate weighting used and duration, e.g., eighty-five (85) dBC Leq (six min.) is a C-weighted eighty-five (85) decibel equivalent sound level, integrated over a six (6)-minute period.

"Frequency" means a function periodic in time, the reciprocal of the primitive period. The unit is the cycle per unit time and shall be specified.

"Impulsive sound" means any sound of short duration, usually less than one (1) second, with an abrupt onset and rapid decay, e.g., explosions, blasting and discharge of firearms.

"Industrial facility" means any activity and its related premises, property, facilities, or equipment involving the fabrication, manufacture, or production of durable or nondurable goods.

"Land use categories" means, for the purpose of this article the land use categories shown on Table 1 as "residential," "commercial" and "industrial" shall have their ordinary and customary meaning provided further that the Residential classifications shall include the following classifications from the city zoning ordinance: RA, R-1, R-2, R-3, RD, RM, RMH, and PD (for all residential uses). The commercial classifications shall include the following classification from the city zoning ordinance: C-1, C-2, C-3, M-1, M-2, and OI (for all commercial uses). The industrial classifications shall include the following classification from the city zoning ordinance: M1 and M2 (for all industrial uses).

"Maximum sound level (Lmax)" means the maximum root mean square sound level measured or not to be exceeded by time varying sounds.

"Microbar" means a unit of pressure commonly used in acoustics, and which is equal to one dyne per square centimeter.

"Motor vehicles" means all self-propelled vehicles as defined in the Georgia Motor Vehicle Code, specifically including but not limited to mini-bikes, recreational vehicles, trail bikes and go-carts.

"Muffler" means a sound-dissipative device or system for lessening the sound of the exhaust of an internal combustion engine.

"Nighttime" means that period of time cover the hours from ten (10:00) p.m. (2200) to seven (7:00) a.m. (0700).

"Noise" means any sound of such level and duration as to be or tend to be injurious to human health or welfare, or which would unreasonably interfere with the enjoyment of life or property throughout the city or in any portions thereof, but excludes all aspects of the employer employee relationship concerning health and safety hazard within the confines of a place of employment.

"Noise disturbance" means any sound that a) endangers the safety or health of any person, b) disturbs a reasonable person of normal sensitivities, or c) endangers personal or real property.

"Peak sound level (Lpk)" means the absolute positive or negative value (not the root mean square value) of the sound energy in a discrete event typically of very short duration.

"Period" means, with reference to a periodic quantity, the smallest increment of time for which the function repeats itself.

"Periodic quantity" means an oscillating quantity, the values of which recur for equal increments of time.

"Person" means any individual, corporation, company, association, society, firm partnership, joint stock company, the municipality any political subdivision, agency or instrumentality of the municipality.

"Public right-of-way" means any street, avenue, boulevard, road, highway sidewalk, or alley that is leased, owned, or controlled by a governmental entity.

"Public space" means any real property or structures thereon that is owned, leased, or controlled by a governmental entity.

"Pure tone" means a sound dominated by energy in single frequency.

"Real property boundary" means an imaginary line along the ground surface, and its vertical extension, which separates the real property owned by one (1) person from that owned by another, but not including intra-building real property divisions.

"Receiving land use category" means that parcel of real property onto which noise travels or is received from any source on another parcel or real property.

"Residential area" means a group of residential properties and the abutting public rights-of-way and public spaces.

"Residential property" means property used for human habitation, including but not limited to: a) Private property used for human habitation; b) Commercial living accommodations and commercial property used for human habitation; c) Recreational and entertainment property used for human habitation; and d) Community service property used for human habitation.

"Sound" means an oscillation in pressure, particle displacement, particle velocity or other physical parameter, in a medium with internal forces that cause compression and rarefaction of that medium. The description of sound may include any characteristics of such sound, including, but not limited to duration, intensity and frequency.

"Sound analyzer" means a device for measuring the bandpressure level or pressure spectrum level of a sound as a function of frequency.

"Sound level meter" (SLM) means an instrument, including a microphone, an amplifier, an output meter, and frequency weighing networks, for the measurement of noise and sound levels in a specified manner.

"Sound pressure level" means, in decibels of a sound, twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of this sound to the reference pressure, which reference pressure shall be explicitly stated.

"Spectrum" means a function of time, a description of its resolution into components, each of a different frequency.

"Time period" means the hours denoted herein as ten (10:00) p.m. to seven (7:00) a.m., shall be deemed to refer to nighttime hours commencing at ten (10:00) p.m. of one day and ending at seven (7:00) a.m. of the following day.

"Tonal sound" means a sound dominated by energy in a narrow band of frequencies.

In addition, all definitions contained in applicable publications of the American National Standards Institute (ANSI) (si.1-175 Acoustical Terminology) or its successor body, are incorporated by reference.

(Ord. 02-38 § 2, 2002)

11.26.030 - Sound measurement procedures and maximum permissible sound levels.

A. Sound Measurement Procedures.

1. Insofar as practicable, sound will be measured while the source under investigation is operating at normal, routine conditions and, as necessary, at other conditions, including but not limited to, design, maximum, and fluctuating rates. All noise measurements shall be made at or within the property line of the impacted site, unless otherwise directed in this ordinance. When instrumentation cannot be placed at or within the property line, the measurement shall be made as close thereto as is reasonable. However, noise measurements shall not be made at a distance of less than twenty-five (25) feet from the edge of a noise source.
2. All tests shall be conducted in accordance with the following procedures:
 - (1) The city shall, to the extent practicable, identify all sources contributing sound to the point of measurement.
 - (2) Measurements shall be taken at or within the property line of the affected person(s), including the city.
 - (3) The SLM must be calibrated using a calibrator recommended by the SLM manufacturer before and after each series of readings and at least once each hour.
 - (4) The SLM must be recertified and the calibrator must be recalibrated at least once each year by the manufacturer or by a person that has been approved by the NCA. A copy of written documentation of such recertification and recalibration, in a form approved by the NCA, shall be kept with the equipment to which it refers.
 - (5) No outdoor measurements shall be taken:
 - a. During periods when wind speeds (including gusts) exceed fifteen (15) mph;
 - b. Without a windscreen, recommended by the SLM manufacturer, properly attached to the SLM;
 - c. Under any condition that allows the SLM to become wet; or
 - d. When the ambient temperature is out of the range of the tolerance of the SLM.
3. The report for each measurement session shall include:
 - A. The date, day of the week, and times at which measurements are taken;
 - B. The times of calibration;
 - C. The weather conditions;
 - D. The identification of all monitoring equipment by manufacturer, model number, and serial number;

- E. The normal operating cycle of the sources in question with a description of the sources;
 - F. The ambient sound level, in dBA, with the sources in question operating;
 - G. The background sound level, in dBA, without the sources in question operating; and
 - H. A sketch of the measurement site, including measurement locations and relevant distances, containing sufficient information for another investigator to repeat the measurements under similar conditions.
4. Prior to taking noise measurements, a city official or his designee shall explore the vicinity of the source in question to identify any other sound sources that could affect measurements, to establish the approximate location and character of the principal sound source, and to select suitable locations from which to measure the sound from the source in question.
 5. When measuring continuous sound, or sound that is sustained for more than one second at a time, the SLM shall be set for A-weighting, slow meter response speed, and the range (if the SLM is designed to read levels over different ranges of SPLs) shall be set to that range in which the meter reads closest to the maximum end of the scale. When the measured sound level is variable or fluctuating over a range greater than $\pm$ three (3) dBA, using the slow meter response speed, the fast meter response speed shall be used. In either case, both the minimum and maximum readings shall be recorded to indicate the range of monitored values.
 6. The SLM shall be placed at a minimum height of three (3') feet above the ground or from any reflective surface. When handheld, the microphone shall be held at arm's length and pointed at the source at the angle recommended by the SLM manufacturer.
 7. If extraneous sound sources, such as aircraft flyovers or barking dogs, that are unrelated to the measurements increase the monitored sound levels, the measurements should be postponed until these extraneous sounds have become of such a level as not to increase the monitored sound levels of interest.
 8. The monitoring session should last for a period of time sufficient to ensure that the sound levels measured are typical of the source in question, but in no event shall the duration of testing be less than five (5) minutes.
 9. The background sound levels shall be subtracted from the measured sound levels of the source of interest by using Table 1 to determine the sound levels from the source of interest alone. If the ambient sound level is less than three (3) dBA higher than the background sound level, the source level cannot be derived and a violation of the article cannot be substantiated.

Table 1: Correction for background levels

(In dBA)

Difference between ambient and background sound levels	Correction factor to be subtracted from ambient level for source level
3	3
4, 5	2
6-9	1
10 or more	0

Maximum Permissible Sound Levels

B.

- a. It shall be unlawful, except as expressly permitted herein, to make, cause or allow the making of any noise or sound which violates the provisions of this article.
- b. No person shall operate or cause to be operated any source of sound from any location in such a manner as to create a sound level which exceeds the limits set forth in Table 2 for the receiving land use category (zoning classification) as measured at any point along the real property boundary separating the real property from which the sound emanates from the receiving land use category.
- c. Sound level measurement shall be made with a sound level meter using the A-weighting scale in accordance with the standards promulgated by the American National Standards Institute (ANSI) for a Type 2 or better sound level instrument and with the measurement period being the minimum of thirty (30) minutes continuous duration.
- d. Impulsive sounds as defined in this chapter shall be permitted provided such impulsive sounds do not create a sound level which exceeds the limits set forth in Table 2 for the receiving land use category as measured at the real property boundary when measured at or beyond the property boundary of the land use category from which the sound emanates.
- e. If the sound source in question is a pure tone then the sound level limitations set forth here in Table 2 shall be reduced by five (5) db.

**MAXIMUM PERMISSIBLE SOUND
LEVELS Leq dB (A)**

Averaged over six (6) minutes

TABLE 2

Receiving Property	Daytime (7:01 a.m.—10:00 p.m.)	Nighttime (10:01 p.m.—7:00 a.m.)
Zoning Classification Residential (RA, R-1, R-2, R-3, RD, RM, RMH, PD, PTD)	55	50
Commercial (C-1, C-2, and C-3)	70	65
Industrial (O-I, M-1, and M-2)	75	70

At no time shall noise levels be produced that exceed sixty-five (65) dB(C) Leq (one second) at a residential receiving property line.

(Ord. 02-38 § 3, 2002)

11.26.040 - Specific prohibitions.

A. Specific Prohibitions.

In addition to the general prohibitions set out above, the following specific acts are declared to be in violation of this article:

1. Horns, signaling devices. The sounding of any horn or signaling device on any motor vehicle or any street or public place in the city continuously and/or incessantly for a period in excess of sixty (60) seconds, except as a danger warning.
2. Radios, televisions, loudspeakers, musical instruments, and similar amplified devices. The operating and playing of any horn, player piano, radio, phonograph, computer, MP3, compact disc, computer disk, or audio tape player, musical instrument, loudspeaker, or similar device or attachment which produces or reproduces sound on the public right-of-way in such a manner as to be plainly audible to any person other than the operator of the device, except by permit issued by the city pursuant to section 11.26.050(B). Provided, however, that sound amplification to a level of sixty-five (65) decibels at a hundred feet from the source of the sound without a permit shall be allowed for a limited period of time not to exceed two (2) hours.
3. Animals. The owning, possessing or harboring of any animal which frequently, or for continued duration howls, barks, meows, squawks or makes other sounds which annoy or disturb an ordinary reasonable person of normal sensitivities across a residential or commercial boundary line or within a noise-sensitive area. For the purpose of this article, "barking dog" shall mean a dog that barks, bays, cries, howls, or makes any other noise continuously and/or incessantly for a period of fifteen (15) minutes, or barks intermittently for one-half hour or more to the disturbance of any person at any time of the day or night, regardless of whether the dog is physically situated in or upon private property; provided, however, that a dog shall not be deemed a "barking dog" if, at the time the dog is barking making any other noise, a person is trespassing or threatening to trespass upon property in or upon which the dog is situated.
4. Alarms and emergency warning systems.
 - a. Except in a case of an emergency, the intentional sounding of any alarm between the hours of nine (9:00) p.m. and eight (8:00) a.m.
 - b. The testing of any alarm for a period in excess of sixty (60) seconds at any time.
 - c. The testing of a complete emergency warning system, including the signaling device and the personnel response to the signaling device, more than once in each calendar month, and the sounding of said emergency warning system for a period in excess of fifteen (15) minutes.

B. Temporary Permit Procedures and Requirements.

1. Sound Amplification Devices.
 - a. General. Except as otherwise provided for in this chapter, no person shall use or operate, or cause to be used or operated, any sound amplification device in any location within the city where the sounds therefrom may be heard in any public place or public street without first having obtained a permit from the city. For purposes of this chapter, "sound amplification device" shall mean means the speaker or mechanism from which amplified sound emanates.
 - b. Separate Permits. A separate permit and fee shall not be required for each sound amplification device but shall be required for each day during which a sound amplification device is used; provided, however, where authorized by this article, a single permit may be issued which will extend for the two (2) hour period between 12:01 a.m. and two (2:00) a.m. of the subsequent day. This restriction shall not apply where the permit is requested to use or operate a sound amplification device in a park or in connection with an activity for which the city council has approved a street closure.
 - c. Frequency of Permit Issuance. No permit may be issued for the use or operation of a sound amplification

device if a sound amplification permit had been obtained for the same tract of land or address within the previous thirty (30) days; provided, however, this restriction shall not apply to parks or in connection with an activity for which the city council has approved a street closure.

- d. Application Procedure. Each person desiring to use or operate a sound amplification device shall make an application in writing to the city clerk on form(s) provided by the city, requesting a permit for such use or operation. The form of such application shall be prescribed by the city clerk and shall include the name, address and telephone number of the applicant; the address or location upon which the applicant proposes to use or operate a sound amplification device; the hours during which the applicant proposes to use or operate such device; and a statement by which the applicant accepts and assumes responsibility for ensuring compliance with all terms and conditions of any permit issued to the applicant.
- e. Permit Based on Certain Conditions. The city clerk shall, upon receipt of such application and after payment of the required application fee, issue the applicant a sound amplification permit in accordance with the conditions established in this article:
 - (A) No permit shall be issued for the use or operation of a sound amplification device at any location within one hundred (100) feet of any property having a residential zoning designation; provided, this restriction shall not apply to public parks or a street closure approved by the city council,
 - (B) No permit shall be issued for the use or operation of a sound amplification device located for within three hundred (300) feet of a school, church or hospital; provided, however, this prohibition shall not apply if approval in writing is obtained by the applicant from the affected school, church or hospital, and included with the application,
 - (C) A permit for the use of a sound amplification device on a vehicle traveling the public streets or rights-of-way will be granted conditioned upon the use of such device between the hours of ten (10:00) a.m. and seven (7:00) p.m. only on Monday through Saturday, and between the hours of twelve (12:00) noon and six (6:00) p.m. on Sunday. Notwithstanding any other provision of this article, written permission of a church, school or hospital shall not be required as a condition for the issuance of a permit for the amplification of sound from a moving vehicle,
 - (D) If the sound amplification device is to be used or operated within a park, any permit shall be conditioned upon the use or operation of such device between the hours of ten (10:00) a.m. and ten (10:00) p.m., except as provided hereinafter:
 - (1) If approval for use of the park beyond the established curfew has been obtained from the city, and the sound amplification device is to be used or operated on a permanently constructed bandstand, or within or about a building utilized for dances, performances, parties or similar activities, any permit shall be conditioned upon the use or operation of such device between the hours of ten (10:00) a.m. and two (2:00) a.m.,
 - (2) If approval for use of the park beyond the established curfew has been obtained from the city, and the amplified sound device is more than six hundred (600') feet from any property having a residential zoning designation, any permit shall be conditioned upon the use or operation of the sound amplification device between the hours of ten (10:00) a.m. and two (2:00) a.m.,
 - (3) In addition to the preceding time restrictions, no amplification device shall be used or operated within a park to produce a sound in excess of eighty-five (85) dB between ten (10:00) a.m. and ten (10:00) p.m.; and eighty (80) dB between ten (10:00) p.m. and two (2:00) a.m., as measured one hundred (100) feet in front of the device or at the boundary of such park in front of the device, whichever distance is lesser,

- (E) If the tract of land or location upon which the applicant proposes to use or operate the sound amplification device is beyond one hundred (100) feet but within six hundred (600) feet of any property having a residential zoning designation, any permit will be conditioned upon such use or operation between the hours of ten (10:00) a.m. and ten (10:00) p.m. on Friday and Saturday through Thursday, and between the hours of ten (10:00) a.m. and ten (10:00) p.m. on Friday and Saturday.
- (F) If the tract of land or location upon which the applicant proposes to use or operate the sound amplification device is beyond six hundred (600) feet of any property having a residential zoning designation, any permit will be conditioned upon such use or operation between the hours of ten (10:00) a.m. and two (2:00) a.m.
- f. Copy for Permittee. A copy of any original permit shall be provided to the applicant.
- g. Exemptions.
 - 1. The permit requirement contained in this section shall not apply to a person using a device for the amplification of sound at a permanent business location or at a stadium or ballpark, or at a church where such device is used for the amplification of clarences. Such persons shall be governed by the provisions of this section generally.
 - 2. The permit requirement shall also not apply to officers and employees of the city, the county, the state, the United States of America or any official governmental entity when such amplification of sound is being used by such officer or employee while engaged in his official duty.
- h. Fee. Applicants for permits shall pay a fee of twenty-five dollars (\$25.00) to cover expenses resulting from the processing of the application for a temporary permit.
- i. No temporary permit shall be approved unless the applicant presents adequate proof that:
 - (1) Noise levels occurring during the period of the temporary permit will not constitute a danger to public health; and
 - (2) Compliance with the article would impose an unreasonable hardship on the applicant without equal or greater benefits to the public;
- j. In making the determination of granting a temporary permit, the city shall consider the following factors:
 - (1) The character and degree of injury to, or interference with, the health and welfare or the reasonable use of property that is caused or threatened to be caused;
 - (2) The social and economic value of the activity for which the temporary variance is sought; and
 - (3) The ability of the applicant to apply the best practical noise control measures.
- k. The temporary permit may be revoked by the city if the terms of the temporary permit are violated.
- l. A temporary permit may be revoked by the city if there is:
 - 1. Violation of one or more conditions of the temporary permit;
 - 2. Material misrepresentation of fact in the temporary permit application; or
 - 3. Material change in any of the circumstances relied on by the city in granting the temporary permit.

(Ord. 02-38 § 4, 2002)

11.26.050 - Exemptions.

The following are exempt from the sound level limits of Table 2, set forth at the end of Section 11.26.030:

- 1. Domestic power tools, chain saws, lawn mowers, blowers, agricultural equipment and other domestic power-operated equipment when operated with a properly functioning muffler meeting manufacturer's standards,

between the hours of seven (7:00) a.m. and ten (10:00) p.m. on weekdays, and between the hours of eight (8:00) a.m. and nine (9:00) p.m. on Sundays.

2. Noises resulting from any authorized emergency vehicles when responding to an emergency.
3. Noises made by persons having obtained a parade, concert or construction permit from the city, except to the extent provided for elsewhere in Chapter 11.26, the permit conditions, or provisions of the city code regulating parades, concerts, or construction.
4. Any noise resulting from activities of a temporary duration, for which a special permit has been granted pursuant to this article, and which conforms to the conditions and limits stated thereon.
5. Aircraft-related noises associated with aircraft while in flight and while under the jurisdiction of the Federal Aviation Administration or the Department of Defense.
6. Railroad-related noises associated with trains while operating and while under the jurisdiction of applicable federal or state entities.
7. This will not apply to the operations of existing mining operations within the city.

(Ord. 02-38 § 5, 2002)

11.26.060 - Motor vehicles.

- a. Maximum Sound Levels. No person shall operate a motor vehicle or motorcycle at any time on a public or private road in such a manner as to exceed the sound level limits for the category of motor vehicle shown in Table 3, which appears at the end of this section. The sound level shall be measured at a distance of at least fifty (50') feet from the centerline of the path of the vehicle being monitored and at a height of at least four (4') feet above the immediately surrounding surface. This section shall apply to the total noise from a vehicle.
- b. Adequate mufflers or sound-dissipative devices.
 1. No person shall operate or cause to be operated any motor vehicle or motorcycle on a public or private road which is not equipped with a muffler in proper working order and in constant operation.
 2. No person shall remove or render inoperative or cause to be removed or rendered inoperative any muffler or sound-dissipative device on a motor vehicle or motorcycle other than for purposes of maintenance, repair or replacement.
 3. The provisions of the subsections of this section apply to moving motor vehicles. Those motor vehicles operating in a stationary position or condition are governed by the provisions of Section 11.26.030 and the levels specified in Table 2.

APPLICABLE NOISE LIMITS

TABLE 3

No person shall operate a motor vehicle or combination of vehicles of a type subject to registration by the motor vehicle laws of the State of Georgia at any time or under any conditions of grade, load, acceleration or deceleration in such a manner as to exceed the following noise limits for the category of motor vehicle within the speed limits specified below:

Sound Level in Decibels

A-scale (dBA)

Motor Vehicle Category	35 mph or less	More than 35 mph
------------------------	----------------	------------------

Motor vehicles with a weight rating of 6,000 pounds or more	86	90
Any motorcycle or other than motor-driven cycle	82	86
All other motor vehicles and any combination of vehicles towed by such vehicle	72	76

(Ord. 02-38 § 6, 2002)

11.26.070 - Special temporary permits.

- a. Any person desiring temporary relief from any provisions of this article may apply for a special permit to cause or create a noise at sound levels which would otherwise be in violation of this article. Applications for a special permit shall be made in writing to the city manager or his designee on forms provided for that purpose. The city manager or his designee shall conduct an investigation and make a recommendation to the mayor and city council concerning such permit. In this connection, the city manager or his designee may require the applicant for the special permit to submit reports and documents showing noise levels customarily generated by such activity, proposed means for regulating or controlling such sounds, and other such information and data as may be deemed appropriate by the building official. The fee of twenty-five dollars (\$25.00) shall accompany the application.
- b. The special permit provided in this chapter may be granted to the applicant by the mayor and city council for a period of up to fifteen (15) days following a review of the report and information compiled by the building official and upon a showing of any of the following:
 - (1) Additional time is necessary for the applicant to alter or modify the sound-producing activity in order to comply with the provisions of this article;
 - (2) The activity operation or noise source shall be of a temporary duration, and repetitive and continuous, and cannot be done in a manner that would comply with the provisions of this article; or
 - (3) No reasonable economic or technological alternative, as determined by the mayor and city council in its sole discretion, is currently available to the applicant.
- c. Any permit granted pursuant to this section shall contain thereon all conditions upon which said permit shall have been granted, including but not limited to the effective date of the permit, the time of day when the noise-producing activities may be conducted by the applicant, the location in which said activities may be conducted, the duration of the permit, any sound, level limits imposed by the permit, and any equipment limitations that may be imposed.
- d. Any special permit granted hereunder may be extended upon new application made for additional fifteen (15) day intervals by the mayor and city council provided good cause is shown.

(Ord. 02-38 § 7, 2002)

11.26.080 - Enforcement responsibility.

- a. Upon receipt of a complaint brought by a citizen or property owner or upon their own motion following independent investigation of possible infractions of this article, the mayor, or his or her authorized designees, and all city law enforcement personnel, including members of the Henry County Police Department, shall be authorized to enforce the provisions of this article.
- b. The expenses of sound level testing performance by the city in checking the sound levels produced by a particular land use or activity may, at the discretion of the city, be assessed against the producer of such sound or against the complaining party if the complaint is found to be wholly frivolous and without merit.

(Ord. 02-38 § 8, 2002)

11.26.090 - Penalties.

- a. Any person violating the terms of this ordinance [chapter] shall be punished in municipal court as provided for in Section 1.04.080.
- b. Each day any violation of this article shall continue shall constitute a new and separate offense.
- c. In addition to the penalties provided in this section, any condition caused or permitted to exist in violation of any provisions of this article shall be deemed a public nuisance and may be abated by the city or its designee as provided by law or ordinance, either summarily by a restraining order or by a court of competent jurisdiction.

(Ord. 02-38 § 9, 2002)

(Ord. No. 14-345, § 26, 5-12-2014)

11.26.100 - Inconsistent provisions.

Insofar as the provisions of this chapter are inconsistent with any other title of the city code, or any other rule or regulation of the city, then the provisions of this noise control ordinance shall be controlling.

(Ord. 02-38 § 10, 2002)

Chapter 11.26 - NOISE NUISANCES

11.26.010 - Name, policy and purpose.

- A. Name. This chapter shall be informally known as the Stockbridge Noise Ordinance.
- B. Policy and Purpose. The provisions contained in this ordinance are enacted for the purpose of preventing noise disturbances or unreasonable noise. Above certain levels, unreasonable noise or noise disturbance is detrimental to the health and welfare of the citizenry and the individual's right to peaceful and quiet enjoyment. Therefore, it is hereby declared to be the policy of the city to prohibit noise disturbances or unreasonable noise from all sources, subject to its police power in order to secure and promote the public health, comfort, convenience, safety, welfare, and prosperity of the citizens of Stockbridge. Nothing in this ordinance is intended to deter individuals from lawfully exercising the individual right to freedom of speech or any other freedom guaranteed under the Constitutions of the United States of America or of the State of Georgia.

(Ord. 02-38 § 1, 2002)

11.26.020 - Definitions.

Unless the context indicates otherwise, the meaning of the terms used in this article is as set forth in this section.

"Ambient sound level" means the total sound pressure level in the area of interest excluding the noise source of interest (see, also, "background sound level," this section).

"A-weighted sound level (or) A-band Level (dBA)" means the sound pressure level in decibels as measured on a sound level meter using the A-weighted network. The level so read is designated "dBA."

"Background sound level" means the total sound pressure level in the area of interest excluding the noise source of interest (see also, "ambient sound level," this section).

"Band pressure level" means, for a specified band, the sound pressure level for the sound contained within the restricted band. The reference pressure shall be specified.

"City" means the City of Stockbridge, Georgia.

"Cycle" means the complete sequence of values of a periodic quantity which occurs during a period.

"Commercial area" means a group of commercial facilities and the abutting public right-of-way and public spaces.

"Commercial facility" means any premises, property or facility involving traffic in goods or furnishing of services for sale or profit, including but not limited to:

1. Banking and other financial institutions;
2. Dining establishments;
3. Establishments for providing retail or wholesale services;
4. Establishments for recreation and entertainment;
5. Office buildings;
6. Transportation; and
7. Warehouses.

"Construction" means any site, preparation, assembly, erection, substantial repair, alteration or similar action but excluding demolition, for or of public or private right-of-way, structures, utilities or similar property.

"C-weighting" means the electronic filtering in sound level meters that models a flat response (output equals input) over the range of maximum human hearing frequency sensitivity.

"Daytime" means that period of time covering the hours of seven (7:00) a.m. (0700) to ten (10:00) p.m. (2200).

"dBA" means an A-weighted unit of sound level.

"dBC" means a C-weighted unit of sound level.

"Decibel" (db) means a unit for measuring the volume of a sound, equal to twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of the sound measured to the reference pressure, which is twenty (20) micropascals (twenty (20) micronewtons per square meter).

"Emergency" means any occurrence or set of circumstances involving actual or imminent physical trauma or property damage which demands immediate action.

"Emergency work" means work made necessary to restore property to a safe condition following a public calamity or work required to protect persons or property from an imminent exposure to danger.

"Equivalent sound level (Leq)" means the non-varying sound level that would contain the equivalent amount of energy as a varying sound level. Note that Leq can be weighted or unweighted and can be integrated over durations ranging from less than a second to many hours. The notation should indicate weighting used and duration, e.g., eighty-five (85) dBC Leq (six min.) is a C-weighted eighty-five (85) decibel equivalent sound level, integrated over a six (6)-minute period.

"Frequency" means a function periodic in time, the reciprocal of the primitive period. The unit is the cycle per unit time and shall be specified.

"Impulsive sound" means any sound of short duration, usually less than one (1) second, with an abrupt onset and rapid decay, e.g., explosions, blasting and discharge of firearms.

"Industrial facility" means any activity and its related premises, property, facilities, or equipment involving the fabrication, manufacture, or production of durable or nondurable goods.

"Land use categories" means, for the purpose of this article the land use categories shown on Table 1 as "residential," "commercial" and "industrial" shall have their ordinary and customary meaning provided further that the Residential classifications shall include the following classifications from the city zoning ordinance: RA, R-1, R-2, R-3, RD, RM, RMH, and PD (for all residential uses). The commercial classifications shall include the following classification from the city zoning ordinance: C-1, C-2, C-3, M-1, M-2, and OI (for all commercial uses). The industrial classifications shall include the following classification from the city zoning ordinance: M1 and M2 (for all industrial uses).

"Maximum sound level (Lmax)" means the maximum root mean square sound level measured or not to be exceeded by time varying sounds.

"Microbar" means a unit of pressure commonly used in acoustics, and which is equal to one dyne per square centimeter.

"Motor vehicles" means all self-propelled vehicles as defined in the Georgia Motor Vehicle Code, specifically including but not limited to mini-bikes, recreational vehicles, trail bikes and go-carts.

"Muffler" means a sound-dissipative device or system for lessening the sound of the exhaust of an internal combustion engine.

"Nighttime" means that period of time cover the hours from ten (10:00) p.m. (2200) to seven (7:00) a.m. (0700).

"Noise" means any sound of such level and duration as to be or tend to be injurious to human health or welfare, or which would unreasonably interfere with the enjoyment of life or property throughout the city or in any portions thereof, but excludes all aspects of the employer employee relationship concerning health and safety hazard within the confines of a place of employment.

"Noise disturbance" means any sound that a) endangers the safety or health of any person, b) disturbs a reasonable person of normal sensitivities, or c) endangers personal or real property.

"Peak sound level (Lpk)" means the absolute positive or negative value (not the root mean square value) of the sound energy in a discrete event typically of very short duration.

"Period" means, with reference to a periodic quantity, the smallest increment of time for which the function repeats itself.

"Periodic quantity" means an oscillating quantity, the values of which recur for equal increments of time.

"Person" means any individual, corporation, company, association, society, firm partnership, joint stock company, the municipality any political subdivision, agency or instrumentality of the municipality.

"Public right-of-way" means any street, avenue, boulevard, road, highway sidewalk, or alley that is leased, owned, or controlled by a governmental entity.

"Public space" means any real property or structures thereon that is owned, leased, or controlled by a governmental entity.

"Pure tone" means a sound dominated by energy in single frequency.

"Real property boundary" means an imaginary line along the ground surface, and its vertical extension, which separates the real property owned by one (1) person from that owned by another, but not including intra-building real property divisions.

"Receiving land use category" means that parcel of real property onto which noise travels or is received from any source on another parcel or real property.

"Residential area" means a group of residential properties and the abutting public rights-of-way and public spaces.

"Residential property" means property used for human habitation, including but not limited to: a) Private property used for human habitation; b) Commercial living accommodations and commercial property used for human habitation; c) Recreational and entertainment property used for human habitation; and d) Community service property used for human habitation.

"Sound" means an oscillation in pressure, particle displacement, particle velocity or other physical parameter, in a medium with internal forces that cause compression and rarefaction of that medium. The description of sound may include any characteristics of such sound, including, but not limited to duration, intensity and frequency.

"Sound analyzer" means a device for measuring the bandpressure level or pressure spectrum level of a sound as a function of frequency.

"Sound level meter" (SLM) means an instrument, including a microphone, an amplifier, an output meter, and frequency weighing networks, for the measurement of noise and sound levels in a specified manner.

"Sound pressure level" means, in decibels of a sound, twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of this sound to the reference pressure, which reference pressure shall be explicitly stated.

"Spectrum" means a function of time, a description of its resolution into components, each of a different frequency.

"Time period" means the hours denoted herein as ten (10:00) p.m. to seven (7:00) a.m., shall be deemed to refer to nighttime hours commencing at ten (10:00) p.m. of one day and ending at seven (7:00) a.m. of the following day.

"Tonal sound" means a sound dominated by energy in a narrow band of frequencies.

In addition, all definitions contained in applicable publications of the American National Standards Institute (ANSI) (si.1-175 Acoustical Terminology) or its successor body, are incorporated by reference.

(Ord. 02-38 § 2, 2002)

11.26.030 - Sound measurement procedures and maximum permissible sound levels.

A. Sound Measurement Procedures.

1. Insofar as practicable, sound will be measured while the source under investigation is operating at normal, routine conditions and, as necessary, at other conditions, including but not limited to, design, maximum, and fluctuating rates. All noise measurements shall be made at or within the property line of the impacted site, unless otherwise directed in this ordinance. When instrumentation cannot be placed at or within the property line, the measurement shall be made as close thereto as is reasonable. However, noise measurements shall not be made at a distance of less than twenty-five (25) feet from the edge of a noise source.
2. All tests shall be conducted in accordance with the following procedures:
 - (1) The city shall, to the extent practicable, identify all sources contributing sound to the point of measurement.
 - (2) Measurements shall be taken at or within the property line of the affected person(s), including the city.
 - (3) The SLM must be calibrated using a calibrator recommended by the SLM manufacturer before and after each series of readings and at least once each hour.
 - (4) The SLM must be recertified and the calibrator must be recalibrated at least once each year by the manufacturer or by a person that has been approved by the NCA. A copy of written documentation of such recertification and recalibration, in a form approved by the NCA, shall be kept with the equipment to which it refers.
 - (5) No outdoor measurements shall be taken:
 - a. During periods when wind speeds (including gusts) exceed fifteen (15) mph;
 - b. Without a windscreen, recommended by the SLM manufacturer, properly attached to the SLM;
 - c. Under any condition that allows the SLM to become wet; or
 - d. When the ambient temperature is out of the range of the tolerance of the SLM.
3. The report for each measurement session shall include:
 - A. The date, day of the week, and times at which measurements are taken;
 - B. The times of calibration;
 - C. The weather conditions;
 - D. The identification of all monitoring equipment by manufacturer, model number, and serial number;

- E. The normal operating cycle of the sources in question with a description of the sources;
 - F. The ambient sound level, in dBA, with the sources in question operating;
 - G. The background sound level, in dBA, without the sources in question operating; and
 - H. A sketch of the measurement site, including measurement locations and relevant distances, containing sufficient information for another investigator to repeat the measurements under similar conditions.
4. Prior to taking noise measurements, a city official or his designee shall explore the vicinity of the source in question to identify any other sound sources that could affect measurements, to establish the approximate location and character of the principal sound source, and to select suitable locations from which to measure the sound from the source in question.
 5. When measuring continuous sound, or sound that is sustained for more than one second at a time, the SLM shall be set for A-weighting, slow meter response speed, and the range (if the SLM is designed to read levels over different ranges of SPLs) shall be set to that range in which the meter reads closest to the maximum end of the scale. When the measured sound level is variable or fluctuating over a range greater than $\pm$ three (3) dBA, using the slow meter response speed, the fast meter response speed shall be used. In either case, both the minimum and maximum readings shall be recorded to indicate the range of monitored values.
 6. The SLM shall be placed at a minimum height of three (3') feet above the ground or from any reflective surface. When handheld, the microphone shall be held at arm's length and pointed at the source at the angle recommended by the SLM manufacturer.
 7. If extraneous sound sources, such as aircraft flyovers or barking dogs, that are unrelated to the measurements increase the monitored sound levels, the measurements should be postponed until these extraneous sounds have become of such a level as not to increase the monitored sound levels of interest.
 8. The monitoring session should last for a period of time sufficient to ensure that the sound levels measured are typical of the source in question, but in no event shall the duration of testing be less than five (5) minutes.
 9. The background sound levels shall be subtracted from the measured sound levels of the source of interest by using Table 1 to determine the sound levels from the source of interest alone. If the ambient sound level is less than three (3) dBA higher than the background sound level, the source level cannot be derived and a violation of the article cannot be substantiated.

Table 1: Correction for background levels

(In dBA)

Difference between ambient and background sound levels	Correction factor to be subtracted from ambient level for source level
3	3
4, 5	2
6-9	1
10 or more	0

B. Maximum Permissible Sound Levels

- a. It shall be unlawful, except as expressly permitted herein, to make, cause or allow the making of any noise or sound which violates the provisions of this article.
- b. No person shall operate or cause to be operated any source of sound from any location in such a manner as to create a sound level which exceeds the limits set forth in Table 2 for the receiving land use category (zoning classification) as measured at any point along the real property boundary separating the real property from which the sound emanates from the receiving land use category.
- c. Sound level measurement shall be made with a sound level meter using the A-weighting scale in accordance with the standards promulgated by the American National Standards Institute (ANSI) for a Type 2 or better sound level instrument and with the measurement period being the minimum of thirty (30) minutes continuous duration.
- d. Impulsive sounds as defined in this chapter shall be permitted provided such impulsive sounds do not create a sound level which exceeds the limits set forth in Table 2 for the receiving land use category as measured at the real property boundary when measured at or beyond the property boundary of the land use category from which the sound emanates.
- e. If the sound source in question is a pure tone then the sound level limitations set forth here in Table 2 shall be reduced by five (5) db.

**MAXIMUM PERMISSIBLE SOUND
LEVELS Leq dB (A)**

Averaged over six (6) minutes

TABLE 2

Receiving Property	Daytime (7:01 a.m.—10:00 p.m.)	Nighttime (10:01 p.m.—7:00 a.m.)
Zoning Classification Residential (RA, R-1, R-2, R-3, RD, RM, RMH, PD, PTD)	55	50
Commercial (C-1, C-2, and C-3)	70	65
Industrial (O-I, M-1, and M-2)	75	70

At no time shall noise levels be produced that exceed sixty-five (65) dB(C) Leq (one second) at a residential receiving property line.

(Ord. 02-38 § 3, 2002)

11.26.040 - Specific prohibitions.

A. Specific Prohibitions.

In addition to the general prohibitions set out above, the following specific acts are declared to be in violation of this article:

1. Horns, signaling devices. The sounding of any horn or signaling device on any motor vehicle or any street or public place in the city continuously and/or incessantly for a period in excess of sixty (60) seconds, except as a danger warning.
 2. Radios, televisions, loudspeakers, musical instruments, and similar amplified devices. The operating and playing of any horn, player piano, radio, phonograph, computer, MP3, compact disc, computer disk, or audio tape player, musical instrument, loudspeaker, or similar device or attachment which produces or reproduces sound on the public right-of-way in such a manner as to be plainly audible to any person other than the operator of the device, except by permit issued by the city pursuant to section 11.26.050(B). Provided, however, that sound amplification to a level of sixty-five (65) decibels at a hundred feet from the source of the sound without a permit shall be allowed for a limited period of time not to exceed two (2) hours.
 3. Animals. The owning, possessing or harboring of any animal which frequently, or for continued duration howls, barks, meows, squawks or makes other sounds which annoy or disturb an ordinary reasonable person of normal sensitivities across a residential or commercial boundary line or within a noise-sensitive area. For the purpose of this article, "barking dog" shall mean a dog that barks, bays, cries, howls, or makes any other noise continuously and/or incessantly for a period of fifteen (15) minutes, or barks intermittently for one-half hour or more to the disturbance of any person at any time of the day or night, regardless of whether the dog is physically situated in or upon private property; provided, however, that a dog shall not be deemed a "barking dog" if, at the time the dog is barking making any other noise, a person is trespassing or threatening to trespass upon property in or upon which the dog is situated.
 4. Alarms and emergency warning systems.
 - a. Except in a case of an emergency, the intentional sounding of any alarm between the hours of nine (9:00) p.m. and eight (8:00) a.m.
 - b. The testing of any alarm for a period in excess of sixty (60) seconds at any time.
 - c. The testing of a complete emergency warning system, including the signaling device and the personnel response to the signaling device, more than once in each calendar month, and the sounding of said emergency warning system for a period in excess of fifteen (15) minutes.
- B. Temporary Permit Procedures and Requirements.
1. Sound Amplification Devices.
 - a. General. Except as otherwise provided for in this chapter, no person shall use or operate, or cause to be used or operated, any sound amplification device in any location within the city where the sounds therefrom may be heard in any public place or public street without first having obtained a permit from the city. For purposes of this chapter, "sound amplification device" shall mean means the speaker or mechanism from which amplified sound emanates.
 - b. Separate Permits. A separate permit and fee shall not be required for each sound amplification device but shall be required for each day during which a sound amplification device is used; provided, however, where authorized by this article, a single permit may be issued which will extend for the two (2) hour period between 12:01 a.m. and two (2:00) a.m. of the subsequent day. This restriction shall not apply where the permit is requested to use or operate a sound amplification device in a park or in connection with an activity for which the city council has approved a street closure.
 - c. Frequency of Permit Issuance. No permit may be issued for the use or operation of a sound amplification

device if a sound amplification permit had been obtained for the same tract of land or address within the previous thirty (30) days; provided, however, this restriction shall not apply to parks or in connection with an activity for which the city council has approved a street closure.

- d. Application Procedure. Each person desiring to use or operate a sound amplification device shall make an application in writing to the city clerk on form(s) provided by the city, requesting a permit for such use or operation. The form of such application shall be prescribed by the city clerk and shall include the name, address and telephone number of the applicant; the address or location upon which the applicant proposes to use or operate a sound amplification device; the hours during which the applicant proposes to use or operate such device; and a statement by which the applicant accepts and assumes responsibility for ensuring compliance with all terms and conditions of any permit issued to the applicant.
- e. Permit Based on Certain Conditions. The city clerk shall, upon receipt of such application and after payment of the required application fee, issue the applicant a sound amplification permit in accordance with the conditions established in this article:
 - (A) No permit shall be issued for the use or operation of a sound amplification device at any location within one hundred (100) feet of any property having a residential zoning designation; provided, this restriction shall not apply to public parks or a street closure approved by the city council,
 - (B) No permit shall be issued for the use or operation of a sound amplification device located for within three hundred (300) feet of a school, church or hospital; provided, however, this prohibition shall not apply if approval in writing is obtained by the applicant from the affected school, church or hospital, and included with the application,
 - (C) A permit for the use of a sound amplification device on a vehicle traveling the public streets or rights-of-way will be granted conditioned upon the use of such device between the hours of ten (10:00) a.m. and seven (7:00) p.m. only on Monday through Saturday, and between the hours of twelve (12:00) noon and six (6:00) p.m. on Sunday. Notwithstanding any other provision of this article, written permission of a church, school or hospital shall not be required as a condition for the issuance of a permit for the amplification of sound from a moving vehicle,
 - (D) If the sound amplification device is to be used or operated within a park, any permit shall be conditioned upon the use or operation of such device between the hours of ten (10:00) a.m. and ten (10:00) p.m., except as provided hereinafter:
 - (1) If approval for use of the park beyond the established curfew has been obtained from the city, and the sound amplification device is to be used or operated on a permanently constructed bandstand, or within or about a building utilized for dances, performances, parties or similar activities, any permit shall be conditioned upon the use or operation of such device between the hours of ten (10:00) a.m. and two (2:00) a.m.,
 - (2) If approval for use of the park beyond the established curfew has been obtained from the city, and the amplified sound device is more than six hundred (600') feet from any property having a residential zoning designation, any permit shall be conditioned upon the use or operation of the sound amplification device between the hours of ten (10:00) a.m. and two (2:00) a.m.,
 - (3) In addition to the preceding time restrictions, no amplification device shall be used or operated within a park to produce a sound in excess of eighty-five (85) dB between ten (10:00) a.m. and ten (10:00) p.m.; and eighty (80) dB between ten (10:00) p.m. and two (2:00) a.m., as measured one hundred (100) feet in front of the device or at the boundary of such park in front of the device, whichever distance is lesser,

- (E) If the tract of land or location upon which the applicant proposes to use or operate the sound amplification device is beyond one hundred (100) feet but within six hundred (600) feet of any property having a residential zoning designation, any permit will be conditioned upon such use or operation between the hours of ten (10:00) a.m. and ten (10:00) p.m. on Sunday through Thursday, and between the hours of ten (10:00) a.m. and ten (10:00) p.m. on Friday and Saturday.
- (F) If the tract of land or location upon which the applicant proposes to use or operate the sound amplification device is beyond six hundred (600) feet of any property having a residential zoning designation, any permit will be conditioned upon such use or operation between the hours of ten (10:00) a.m. and two (2:00) a.m.
- f. Copy for Permittee. A copy of any original permit shall be provided to the applicant.
- g. Exemptions.
 - 1. The permit requirement contained in this section shall not apply to a person using a device for the amplification of sound at a permanent business location or at a stadium or ballpark, or at a church where such device is used for the amplification of clarebells. Such persons shall be governed by the provisions of this section generally.
 - 2. The permit requirement shall also not apply to officers and employees of the city, the county, the state, the United States of America or any official governmental entity when such amplification of sound is being used by such officer or employee while engaged in his official duty.
- h. Fee. Applicants for permits shall pay a fee of twenty-five dollars (\$25.00) to cover expenses resulting from the processing of the application for a temporary permit.
- i. No temporary permit shall be approved unless the applicant presents adequate proof that:
 - (1) Noise levels occurring during the period of the temporary permit will not constitute a danger to public health; and
 - (2) Compliance with the article would impose an unreasonable hardship on the applicant without equal or greater benefits to the public;
- j. In making the determination of granting a temporary permit, the city shall consider the following factors:
 - (1) The character and degree of injury to, or interference with, the health and welfare or the reasonable use of property that is caused or threatened to be caused;
 - (2) The social and economic value of the activity for which the temporary variance is sought; and
 - (3) The ability of the applicant to apply the best practical noise control measures.
- k. The temporary permit may be revoked by the city if the terms of the temporary permit are violated.
- l. A temporary permit may be revoked by the city if there is:
 - 1. Violation of one or more conditions of the temporary permit;
 - 2. Material misrepresentation of fact in the temporary permit application; or
 - 3. Material change in any of the circumstances relied on by the city in granting the temporary permit.

(Ord. 02-38 § 4, 2002)

11.26.050 - Exemptions.

The following are exempt from the sound level limits of Table 2, set forth at the end of Section 11.26.030:

- 1. Domestic power tools, chain saws, lawn mowers, blowers, agricultural equipment and other domestic power-operated equipment when operated with a properly functioning muffler meeting manufacturer's standards,

between the hours of seven (7:00) a.m. and ten (10:00) p.m. on weekdays, and between the hours of eight (8:00) a.m. and nine (9:00) p.m. on Sundays.

2. Noises resulting from any authorized emergency vehicles when responding to an emergency.
3. Noises made by persons having obtained a parade, concert or construction permit from the city, except to the extent provided for elsewhere in Chapter 11.26, the permit conditions, or provisions of the city code regulating parades, concerts, or construction.
4. Any noise resulting from activities of a temporary duration, for which a special permit has been granted pursuant to this article, and which conforms to the conditions and limits stated thereon.
5. Aircraft-related noises associated with aircraft while in flight and while under the jurisdiction of the Federal Aviation Administration or the Department of Defense.
6. Railroad-related noises associated with trains while operating and while under the jurisdiction of applicable federal or state entities.
7. This will not apply to the operations of existing mining operations within the city.

(Ord. 02-38 § 5, 2002)

11.26.060 - Motor vehicles.

- a. **Maximum Sound Levels.** No person shall operate a motor vehicle or motorcycle at any time on a public or private road in such a manner as to exceed the sound level limits for the category of motor vehicle shown in Table 3, which appears at the end of this section. The sound level shall be measured at a distance of at least fifty (50') feet from the centerline of the path of the vehicle being monitored and at a height of at least four (4') feet above the immediately surrounding surface. This section shall apply to the total noise from a vehicle.
- b. **Adequate mufflers or sound-dissipative devices.**
 1. No person shall operate or cause to be operated any motor vehicle or motorcycle on a public or private road which is not equipped with a muffler in proper working order and in constant operation.
 2. No person shall remove or render inoperative or cause to be removed or rendered inoperative any muffler or sound-dissipative device on a motor vehicle or motorcycle other than for purposes of maintenance, repair or replacement.
 3. The provisions of the subsections of this section apply to moving motor vehicles. Those motor vehicles operating in a stationary position or condition are governed by the provisions of Section 11.26.030 and the levels specified in Table 2.

APPLICABLE NOISE LIMITS

TABLE 3

No person shall operate a motor vehicle or combination of vehicles of a type subject to registration by the motor vehicle laws of the State of Georgia at any time or under any conditions of grade, load, acceleration or deceleration in such a manner as to exceed the following noise limits for the category of motor vehicle within the speed limits specified below:

Sound Level in Decibels

A-scale (dBA)

Motor Vehicle Category	35 mph or less	More than 35 mph
------------------------	----------------	------------------

Motor vehicles with a weight rating of 6,000 pounds or more	86	90
Any motorcycle or other than motor-driven cycle	82	86
All other motor vehicles and any combination of vehicles towed by such vehicle	72	76

(Ord. 02-38 § 6, 2002)

11.26.070 - Special temporary permits.

- a. Any person desiring temporary relief from any provisions of this article may apply for a special permit to cause or create a noise at sound levels which would otherwise be in violation of this article. Applications for a special permit shall be made in writing to the city manager or his designee on forms provided for that purpose. The city manager or his designee shall conduct an investigation and make a recommendation to the mayor and city council concerning such permit. In this connection, the city manager or his designee may require the applicant for the special permit to submit reports and documents showing noise levels customarily generated by such activity, proposed means for regulating or controlling such sounds, and other such information and data as may be deemed appropriate by the building official. The fee of twenty-five dollars (\$25.00) shall accompany the application.
- b. The special permit provided in this chapter may be granted to the applicant by the mayor and city council for a period of up to fifteen (15) days following a review of the report and information complied by the building official and upon a showing of any of the following:
 - (1) Additional time is necessary for the applicant to alter or modify the sound-producing activity in order to comply with the provisions of this article;
 - (2) The activity operation or noise source shall be of a temporary duration, and repetitive and continuous, and cannot be done in a manner that would comply with the provisions of this article; or
 - (3) No reasonable economic or technological alternative, as determined by the mayor and city council in its sole discretion, is currently available to the applicant.
- c. Any permit granted pursuant to this section shall contain thereon all conditions upon which said permit shall have been granted, including but not limited to the effective date of the permit, the time of day when the noise-producing activities may be conducted by the applicant, the location in which said activities may be conducted, the duration of the permit, any sound, level limits imposed by the permit, and any equipment limitations that may be imposed.
- d. Any special permit granted hereunder may be extended upon new application made for additional fifteen (15) day intervals by the mayor and city council provided good cause is shown.

(Ord. 02-38 § 7, 2002)

11.26.080 - Enforcement responsibility.

- a. Upon receipt of a complaint brought by a citizen or property owner or upon their own motion following independent investigation of possible infractions of this article, the mayor, or his or her authorized designees, and all city law enforcement personnel, including members of the Henry County Police Department, shall be authorized to enforce the provisions of this article.
- b. The expenses of sound level testing performance by the city in checking the sound levels produced by a particular land use or activity may, at the discretion of the city, be assessed against the producer of such sound or against the complaining party if the complaint is found to be wholly frivolous and without merit.

(Ord. 02-38 § 8, 2002)

11.26.090 - Penalties.

- a. Any person violating the terms of this ordinance [chapter] shall be punished in municipal court as provided for in Section 1.04.080.
- b. Each day any violation of this article shall continue shall constitute a new and separate offense.
- c. In addition to the penalties provided in this section, any condition caused or permitted to exist in violation of any provisions of this article shall be deemed a public nuisance and may be abated by the city or its designee as provided by law or ordinance, either summarily by a restraining order or by a court of competent jurisdiction.

(Ord. 02-38 § 9, 2002)

(Ord. No. 14-345, § 26, 5-12-2014)

11.26.100 - Inconsistent provisions.

Insofar as the provisions of this chapter are inconsistent with any other title of the city code, or any other rule or regulation of the city, then the provisions of this noise control ordinance shall be controlling.

(Ord. 02-38 § 10, 2002)



City of Stockbridge

AGENDA ITEM

MEETING DATE

August 31, 2021

FUNDING SOURCE

- ☒ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☒ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND
- ☒ FUND BALANCE
- ☐ SPLOST
- ☐ TSPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT BUDGET
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Decius T. Aaron/Brad Holtsinger

DEPARTMENT: Sewer

ITEM/PROJECT/EVENT:

Wastewater Treatment Plant Pole Barn

BACKGROUND INFORMATION:

Carter & Sloop will prepare design documents for the enclosure of the existing Pole Barn adjacent to the de-watering building on three (3) sides with two (2) overhead doors on the fourth (4th), northern, wall complete with heating and ventilation and design a new pole barn, approximately 150'x50', along the west side of the WWTP entrance complete with concrete slab, access drives and all necessary clearing, grading and paving.

SIGNATURES:

CITY MANAGER _____

CITY TREASURER _____

CITY ATTORNEY _____

☐ FINANCIAL IMPACT ☐ N/A

AMOUNT \$62,500.00

ATTACHMENTS:



Task Release

THIS ___ day of _____, 2021 the undersigned Owner offers and the undersigned Engineer agrees to provide and perform services as identified herein (the "Work") on a project identified herein (the "Project") under the terms and conditions set forth herein and in a certain extension of **Master Agreement** for engineering services, dated January 31, 2017, between the Owner and the Engineer (the "Master Agreement") which is incorporated herein by reference and made a part hereof as if fully restated herein.

1. The Project:

- 1.1 This Task Release is for a Project described as:
Wastewater Treatment Plant Pole Barn
C&S Project No.: S9100.042

It is our understanding that the project will generally include the following:

1. Enclosing the existing Pole Barn adjacent to the de-watering building on three sides with two overhead doors on the fourth, northern, wall complete with heating and ventilation.
2. Design of a new pole barn, approximately 150'x50', along the west side of the WWTP entrance complete with concrete slab, access drives and all necessary clearing, grading and paving.

2. The Work:

- 2.1 Engineer shall provide the following Work on the Project as defined herein and as follows:

1. Engineering Design

C&S will prepare preliminary design documents for the enclosure of the existing Pole Barn adjacent to the de-watering building and design of the proposed pole barn adjacent to the WWTP access drive. Carter & Sloope, Inc. will furnish a 2-person survey crew to survey the Project areas. Field-run topographic surveying will generate 2 ft. contour data of the project area tied to the Georgia State Plane Coordinate System using NAVD-88 elevation datum and it will locate the existing features including any above ground utilities or below ground utilities that are marked by the utility owner. We will not conduct any boundary surveys unless requested by the Client as an Additional Service or unless included as part of our Basic Services for providing easement sketches. Prior to beginning surveying, we will contact the Utilities Protection Center and request a design locate. It has been our experience that most non-municipal utility owners like the phone, power and cable companies, do not respond or respond very slowly to design locate requests so it has been our experience that local knowledge from Client's personnel is extremely valuable; therefore, we will work closely with the Client in identifying areas of

potential conflict. Carter & Sloope will not conduct any subsurface investigations or subsurface utility engineering (SUE) to locate existing utilities or determine elevations of subsurface utilities unless requested by the Client as an Additional Service.

After survey is complete, C&S will prepare design documents for the proposed barn layout. At approximately 60% completion, we will meet with Client's personnel to present the preliminary design for review. We will address any comments the Client has with the preliminary design and then prepare and furnish detailed final design Drawings and Specifications in a 16-division format (100% complete) indicating the scope, extent and character of the work to be performed and furnished by the Contractor during the construction of the Project. We will submit the 100% complete Drawings and Specifications to the Client for their review and approval and we will review any comments and recommendations and incorporate needed changes in the final design 100% complete Documents, which will include detailed construction plans and technical specifications of the following general items:

- a. Civil engineering design including site work, yard piping, valves, access driveways and soil erosion and sediment control for the proposed pole barn; and, design and specification for enclosure of the existing pole barn.
- b. Electrical engineering design for the existing pole barn for lighting, receptacles and power to HVAC equipment and HVAC design for the existing pole barn building (heating and ventilation only).
- c. Structural Engineering design.
- d. Geotechnical Engineering evaluation of the existing site conditions to include four (4) soil borings at the proposed pole barn location.

Contemporaneous with the presentation of each design, Carter & Sloope will provide the Client with a Preliminary Opinion of Probable Construction Cost and Total Project Costs known to the Engineer for both the preliminary design (60% complete) and final designs (100% complete). This preliminary cost estimate will itemize the quantities and anticipated unit prices for each component needed for the Project.

Carter & Sloope, Inc. will also provide the Client with one (1) full-size set of final design documents (100% complete) plus digital copies in Adobe Acrobat (PDF) format. All other documents, including calculations, estimates, etc., will be submitted in their native format.

The number of prime contracts for this Project that is designed or specified by Engineer upon which the Engineer's compensation has been established under this Agreement is one (1). If more prime contracts are awarded, Engineer shall be entitled to an equitable increase in its compensation under this Agreement.

2. Bidding

C&S will assist the Client in advertising and obtaining competitive and qualified bids or proposals for the project in accordance with local and State law. The advertisement period shall last a minimum of 30 days and the Client will pay all necessary advertising fees. C&S will provide the Client with the necessary Bidding Documents, which will include one (1) full-size hard copy set of final

design Drawings and Specifications to be kept on file during the advertisement period. The client may place a copy of the Advertisement for Bids (Section 00100) on their website during the advertisement period, however, electronic copies of the entire set of Bidding Documents shall not be placed on the Client's website, FTP site or other electronic platform during Bidding for download by bidders or any third party without the Engineer's consent and approval.

C&S will maintain a record of prospective bidders to whom Bidding Documents have been issued and receive and process nominal fees or charges from bidders to compensate the Engineer for costs associated with printing, reproduction and shipping the Bidding Documents to bidders. We will respond to Requests for Information (RFIs) and issue Addenda as appropriate to clarify, correct, or change the Bidding Documents. We will also consult with the Client and participate in all decisions as to the acceptability of substitute materials, subcontractors, suppliers, and other individuals and entities proposed by prospective contractors for those portions of the Project as to which such acceptability is required by the Bidding Documents. We do not believe a pre-bid conference is necessary for this type of project, so we have excluded that from our Scope of Work, however, one can be added as an Additional Service if requested by the Client.

C&S will attend and manage the Bid Opening, review bids, and prepare a Certified Bid Tabulation. We will consult with the Client as to the qualifications of prospective Contractors, Subcontractors, suppliers and other individuals and entities proposed. We will provide a Letter of Recommendation to the Client regarding award of the contract as appropriate and assist in assembling and executing the contracts for the Project.

C&S will prepare the Notice of Award and Contract Documents and forward them to the selected Contractor for execution. We will receive the executed contracts, bonds and insurance documents from the contractor and forward them to the Client for their review and approval.

3. Construction Contract Administration

Management of construction efforts (i.e. "construction management" services) are specifically excluded from our Scope of Work; however, C&S will provide professional services in the general administration of the construction contract and act as the Client's representative during construction to the extent and limitations of the duties, responsibilities and authority of the Engineer as established in this written Agreement and in the Contract Documents, which is assigned in EJCDC C-700 Standard General Conditions of the construction contract included in the Bidding Documents.

For the purposes of this Agreement, we are assuming the construction contract period will be **150 calendar days (or 5-months)**.

After the contracts have been executed by all parties, C&S will complete, with reasonable promptness, the following tasks as needed during construction of the Project:

- a. *Pre-Construction Conference:* Attend and lead one (1) pre-construction conference that will be hosted by the Client at their office and issue a Notice to Proceed to the selected Contractor.
- b. *Baselines and Benchmarks:* As appropriate, establish baselines and benchmarks for locating the Work which, in the Engineer's judgment, are necessary to enable the Contractor to proceed.
- c. *Clarifications, Interpretations and Field Orders:* Respond in writing with reasonable promptness to Requests for Information (RFI's) and issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of Contractor's work and subject to any limited in the Construction Contract Documents, and prepare and issue Field Orders requiring minor changes in the work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents and shall be provided as part of the Engineer's Scope of Services; however, if the Contractor's request for information, clarification, or interpretation are, in the Engineer's professional opinion, for information readily apparent from reasonable observation of field conditions or a review of the Contract Documents, or are reasonably inferable there from, the Engineer shall be entitled to compensation for Additional Services for the Engineer's time spent responding to such request provided the Engineer notify Client in advance that it deems such request to be so apparent, seek compensation for such clarification and interpretation and Client does not timely instruct the Engineer not to undertake the clarification or interpretation. Should the Client agree to reimburse the Engineer for these Additional Services, the Engineer shall prepare a Change Order for the Client that will deduct the cost of these Additional Services from the Client's contract with the Contractor.
- d. *Selection of Independent Testing Laboratory:* Assist Owner in the selection of an independent testing laboratory to perform the testing services identified Construction Contract Documents.
- e. *Shop Drawings and Samples:* Review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for general conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.
- f. *Schedules:* Review and determine the acceptability of schedules which the Contractor is required to develop and submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values. Since C&S will have no control over any Contractor's schedule or work progress, we cannot develop and control the construction schedule beyond establishing the contract time and establishing liquidated damages if the Contractor does not obtain substantial completion within the required contract time.

- g. *Substitutes and “or equal”*: Evaluate and determine the acceptability of substitute or “or-equal” materials and equipment proposed by the Contractor, but subject to the provisions outlined in Additional Services.
- h. *Change Orders and Work Change Directives*: Review and recommend Change Order justifications and prepare Change Orders and Work Change Directives, as appropriate, to modify the Contract Documents as may be necessary.
- i. *Differing Site Conditions*: Respond to any notice from Contractor of differing site conditions, including conditions relating to underground facilities such as utilities, and hazardous environmental conditions. Promptly conduct reviews, obtain information, and prepare findings, conclusions, and recommendations for Client’s use, subject to the limitations and responsibilities under the Agreement and the Construction Contract.
- j. *Non-reviewable matters*: If a submitted matter in question concerns the Engineer’s performance of its duties and obligations, or terms and conditions of the Construction Contract Documents that do not involve (1) the performance or acceptability of the Work under the Construction Contract Documents, (2) the design (as set forth in the Drawings, Specifications, or otherwise), or (3) other engineering or technical matters, then Engineer will promptly give written notice to Client and Contractor that Engineer will not provide a decision or interpretation.
- k. *Standards for Certain Construction-Phase Decisions*: Engineer will render decisions regarding the requirements of the Construction Contract Documents, and judge the acceptability of the Work, pursuant to the specific procedures set forth in the Construction Contract for initial interpretations, Change Proposals, and acceptance of the Work. In rendering such decisions and judgements, Engineer will not show partiality to Client or Contractor, and will not be liable to Client, Contractor, or others in connection with any proceedings, interpretations, decisions, or judgements conducted or rendered in good faith.
- l. *Progress Meetings*: C&S will attend progress meetings at the jobsite as needed, but at a minimum, monthly. We will prepare meeting agendas, lead the progress meetings and issue meeting minutes for review and approval by the Client and Contractor.
- m. *Applications for Payments*: Based on Engineer’s observations as an experienced and qualified professional and on review of Applications for Payment and accompanying supporting documentation:
 - 1) Determine the amount that Engineer recommends Contractor be paid. Recommend reductions in payment (set-offs) based on the provisions for set-offs stated in the Construction Contract. Such recommendations of payment will be in writing and will constitute Engineer’s representation to Client, based on such observations and review, that, to the best of Engineer’s reasonable knowledge, information and belief, Contractor’s Work has progressed to the point indicated, the quality of such Work is generally in accordance with the Construction Contract Documents

(subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Construction Contract Documents, and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe Contractor's Work. In the case of unit price work, Engineer's recommendations of payment will include final determinations of quantities and classifications of Contractor's Work (subject to any subsequent adjustments allowed by the Construction Contract Documents).

- 2) By recommending any payment to the Contractor, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed or special inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment including final payment will impose on Engineer responsibility to supervise, direct, or control Contractor's Work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work beyond the responsibilities specifically assigned to the Engineer in this Agreement. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, or to determine that title to any portion of the Work in progress, materials, or equipment has passed to Client free and clear of any liens, claims, security interests, or encumbrances, or that there may not be other matters at issue between Client and Contractor that might affect the amount that should be paid.
- n. *Contractor's Completion Documents:* Receive from the Contractor and transmit to the Client operating and maintenance manuals, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Contract Documents, certificates of inspection, tests and approvals, Shop Drawings, Samples and other data, including the annotated Record Documents and Record Drawings which are to be assembled by Contractor and furnished to us.
 - o. *Record Drawings:* Prepare and furnish the Client one (1) set of reproducible and one (1) electronic copy in Adobe Acrobat PDF format of the Project Record Drawings showing appropriate record information that is annotated and furnished to us by the Contractor in accordance with the Contract Documents after construction is complete. The extent of Engineer's review of record documents shall be to check that the Contractor has submitted all pages.

- p. *Substantial Completion:* After receiving notice from Contractor that they consider the entire Work complete and ready for its intended use, we will conduct one (1) pre-final observation in company with the Client and Contractor to observe the Contractor's work to determine if, based on the Engineer's professional opinion and belief and based only on information available at the time of pre-final on-site observation, the Work is substantially complete. If we do not consider the Work substantially complete, we will notify the Contractor in writing giving reasons therefore. If, after considering any objections of Client, Engineer considers the Work substantially complete, Engineer shall deliver a certificate of Substantial Completion to Client and Contractor in accordance with the provisions in the Contract Documents. Attached to the certificate will be a punch-list of items that, in the Engineer's professional opinion, knowledge and belief, are deficient and must be completed or corrected before we recommend final payment be made to the Contractor by the Client. The certificate of Substantial Completion is intended to be interpreted only as an expression of professional opinion and therefore does not constitute an expressed warranty or guarantee.
- q. *Final Notice of Acceptability of the Work:* After receiving notice from the Contractor that the punch-list items are completed, we will conduct one (1) final on-site observation in company with Client and the Contractor to determine if the completed Work of Contractor is acceptable in the Engineer's professional opinion, reasonable knowledge and belief and based only on information available at the time of final on-site observation and to the extent of the services provided by Engineer under this Agreement, so that Engineer may recommend, in writing, final payment to Contractor. We will notify the Contractor and the Client in writing of any particulars in which the final observation reveals that the Work is incomplete or defective.
- r. *Limitation of Responsibilities:* Engineer shall not be responsible for the acts or omissions of any Contractor, or of any subcontractors, suppliers, or other individuals or entities performing or furnishing any portions of the Work, or any agents or employees of any of them. The Engineer shall not be responsible for the failure of any Contractor to perform or furnish the Work in accordance with the Contract Documents or any laws, codes, rules or regulations.
- s. *Post-Construction Phase:* The Engineer will, together with Owner, visit the Project with one month before the end of the Construction Contract's correction period to ascertain whether any portion of the Work or the repair of any damage to the Site or adjacent areas is defective and therefore subject to correction by Contractor.

4. Construction Observation

C&S will provide visits to the Project site at intervals appropriate to the various stages of construction, as Engineer deems necessary, or as otherwise agreed to in writing by the Client and the Engineer, during construction, to observe as an experienced and qualified design professional the progress and quality of Contractor's executed Work. Such visits and observations by Engineer, and/or his Resident Project Representative, if any, are not intended to be an exhaustive

check or to extend to every aspect of Contractor's Work in progress or to involve detailed inspections or Special Inspections or tests of Contractor's Work in progress beyond the responsibilities specifically assigned to the Engineer in this Agreement and the Contract Documents, but rather our site visits will be limited to spot checking and similar methods of general observation of the Work based on Engineer's exercise of professional judgment as assisted by the Resident Project Representative, if any. Based on information obtained during such visits and general observations, Engineer will determine, in general, if the Work is proceeding in accordance with the Construction Contract Documents, and Engineer shall keep the Client informed of the progress of the Work.

The purpose of Engineer's visits to, and representative's visits, if any, at the Project site will be to enable Engineer to better carry out the duties and responsibilities assigned to and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents. The Engineer and/or his Resident Project Representative will not supervise, direct or have control over Contractor's work during such visits or as a result of such observations of Contractor's Work, nor will we have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by the Contractor, for security or safety at the Site, for safety precautions and programs incident to any Constructor's work in progress, for the coordination of Constructors' work or schedules, nor for any failure of any Constructor to comply with Laws and Regulations applicable to furnishing and performing of its work.. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents. Accordingly, we will neither guarantee the performance of any Contractor nor assume responsibility for any Contractor's failure to furnish and perform the Work in accordance with the Contract Documents. We will record our observations in Project observation reports and at the end of the Project, we will assemble these reports and provide the Client with one (1) hard copy and one (1) electronic copy in Adobe PDF format.

Continuous onsite observation by a Resident Project Representative at the Project site will not be included in our budget, unless requested by the Client and agreed to by the Engineer as Additional Services in accordance with the terms of this Agreement and the Agreement amended accordingly. For the purposes of this Task Order, we have budgeted **24 man-hours** for periodic Onsite Construction Observations.

- a. *Jobsite Safety:* Neither the professional activities of the Engineer, or the presence of the Engineer or its employees and sub-consultants at the construction site / Project site, shall impose any duty on the Engineer, nor relieve the Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the Contract Documents and any health or safety

precautions required by any regulatory agencies. The Engineer and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the Contractor shall be solely responsible for jobsite safety, and warrants the intent shall be carried out in the Client's contract with the Contractor. The Client also agrees that the Contractor shall defend and indemnify the Client, the Engineer and the Engineer's sub-consultants and they shall be made additional insureds under the Contractor's policies of general liability insurance.

- b. *Inspections and Tests:* The Engineer will require special inspections or tests of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents. Engineer's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Engineer shall be entitled to rely on the results of such tests.
- c. *Defective Work:* The Engineer will recommend to Client that the Contractor's Work be rejected while it is in progress if, on the basis of Engineer's or his representative's observations, Engineer believes that such Work will not produce a completed Project that conforms generally to the Contract Documents or that it will threaten the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.
- d. *Disagreements between Client and Contractor:* The Engineer will render formal written decisions on all duly submitted issues relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the execution, performance, or progress of Contractor's Work; review each duly submitted Claim by Client or Contractor, and in writing either deny such Claim in whole or in part, approve such Claim, or decline to resolve such Claim if Engineer in its discretion concludes that to do so would be inappropriate. In rendering such decision, Engineer shall be fair and not show partiality to Client or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.

3. Contract Time:

Upon execution of this Contract and commitment by Owner of funds to complete the Project, Engineer will commence performance of its services hereunder, and will complete same within a time period mutually established between Owner and Engineer to meet Project schedules.

4. Fee Summary:

Fee Basis

We propose to complete our work for Basic Services described herein for the lump sum and hourly, not-to-exceed amount as scheduled below. No fee amount may be exceeded without prior written approval from the Owner.

<u>Task No.</u>	<u>Description</u>	<u>Fee Basis</u>
1	Engineering Design	Total Lump Sum \$ 37,200.00
2	Bidding	Total Lump Sum \$ 7,000.00
3	Construction Contract Administration	Hourly not-to-exceed \$ 14,600.00
4	Construction Observation (assumes 24 man-hours)	Hourly not-to-exceed \$ 3,700.00
		<i>Total of Items 1 - 4 Inclusive: \$ 62,500.00</i>

Hourly rates for Basic and Additional Services are provided in the Master Agreement.

- 4.1 The Owner agrees to pay the Engineer for the Work described the amounts up to the not-to-exceed pricing provided herein for the agreed upon scope described herein.
- 4.2 **Reimbursable Expenses:** There are no fees for reimbursable expenses from Carter & Sloope, Inc. for the Basic Services of the Engineer. All costs associated with normal travel, meals, printing/reproduction, etc. are included in our lump sum fee.
- 4.3 **Additional Services:** Services not included within the Basic Scope of Services above, which are considered Additional Services, are specifically excluded from the Scope of the Engineer's services, but can be provided on an hourly basis in accordance with Exhibit A in the Master Agreement executed between the Owner and the Engineer. Additional Services include, but are not limited to, the following:
 - a. Services resulting from significant changes in the scope, extent, or character of the portions of the Project or its design requirements including, but not limited to, changes in size, complexity, Client's schedule, character of construction, or method of financing; and revising previously accepted reports, Drawings or Specifications, or other project related documents when such revisions are required by changes in Laws and regulations enacted subsequent to the date of this proposal or are due to any other causes beyond Engineer's control.
 - b. Services required as a result of Client providing incomplete or incorrect Project information to Engineer.

- c. Furnishing services of Engineer's Sub-Consultants, if any, for other than Basic Services.
- d. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to construction management, cost estimating, Project peer review, value engineering, and constructability review requested by Client; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other Bidding Documents as a result of such review processes.
- e. Preparing additional Bidding Documents or Contract Documents for alternate bids or prices requested by Client for the Work or a portion thereof.
- f. Determining the acceptability of substitute materials and equipment proposed after the Bidding and making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or-equal" items; and services after the award of the Construction Contract in evaluating and determining the acceptability of a substitution which is found to be inappropriate for the Project or an excessive number of substitutions.
- g. Assistance in connection with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services.
- h. Providing Construction Phase services beyond the construction Contract Times, which is estimated at 150 days, or man-hours listed herein.
- i. Preparing to serve or serving as a consultant or witness for Client in any litigation, arbitration, or other dispute resolution process related to the Project. Preparation time for deposition and trial testimony or arbitration will be charged at hourly rate multiplied by 1.25. Actual time for deposition, trial testimony or arbitration including travel time will be charged at hourly rate multiplied by 2.0. Reimbursable expenses will be charged at actual cost multiplied by 1.15.
- j. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Client and not specifically provided in the Basic Services.
- k. Services in connection with Work Change Directives and Change Orders to reflect changes requested by Client so as to make compensation commensurate with the extent of the Additional Services rendered.
- l. Additional or extended services made necessary by (1) emergencies or acts of God endangering the Work, (2) the presence at the Site of any Hazardous Materials and/or Environmental Conditions (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials), (3) Work damaged by fire or other cause during construction, (4) a significant amount of defective, neglected, or delayed work by Contractor, (5) acceleration of the progress schedule involving services beyond normal working hours, or (6) default by Contractor.
- m. Reviewing Shop Drawings more than two (2) times as a result of repeated inadequate submissions by Contractor. In such an event, the Engineer shall prepare a Change Order for the Client that will deduct the cost of these Additional Services from the Client's contract with the Contractor.
- n. Geotechnical engineering unless specifically detailed in the Basic Services.
- o. Archeological and Historical Preservation consulting;
- p. Delineating wetlands or flood plain determinations.
- q. U.S. Army Corps of Engineering Permitting,
- r. Providing topographic surveys or construction surveys and/or staking to enable Contractor to perform its work and any type of property or boundary surveys or easements or related engineering or surveying services needed for the transfer of

interests in real property; and providing other special field surveys not specifically detailed in the Basic Services.

- s. Assistance with funding alternative including, but not limited to, loan/funding applications, grant writing, engineering reports, rates studies, etc. unless specifically included in the Basic Services;
- t. Environmental Surveys including, but not limited to, wetlands, endangered species, cultural resources, historic preservation resources or special sub-consultants for permits.
- u. Preparing for and participating in public meetings and/or public hearings unless specifically included in the Basic Services;
- v. Other services performed or furnished by Engineer not otherwise detailed or provided for in this Agreement including, but not limited to design, bidding or construction phase services.
- w. Work resulting from changes in scope or magnitude of the project as described and agreed to under the Basic Services Agreement.
- x. All building and permit fees and building inspection fees.

5. The Primary Contacts:

- 5.1 The Engineer designates the following individual as its primary contact for day-to-day communications with the Owner under this Task Release:

Martin C. Boyd, P.E. (706) 769-4119
Name Phone

mboyd@cartersloope.com
Email

- 5.2 The Owner designates the following individual as its primary contact for day-to-day communications with the Engineer under this Task Release:

Name Phone

Email

WITNESS the signatures of the Owner's and the Engineer's authorized representatives placed on duplicate copies of this Task Release on the day and year first above written.

Carter & Sloope, Inc. ("Engineer")	City of Stockbridge ("Owner")
 _____ Signature By: <u>Martin C. Boyd, PE.</u> Title: <u>President / Principal Engineer</u> Date: <u>August 10</u> , 2021	_____ Signature By: <u>Randy Knighton</u> Title: <u>City Manager</u> Date: _____, 2021



City of Stockbridge

AGENDA ITEM

MEETING DATE

August 31, 2021

FUNDING SOURCE

- ☒ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND
- ☒ FUND BALANCE
- ☐ SPLOST
- ☐ TSPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT BUDGET
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Decius T. Aaron/Brad Holtsinger

DEPARTMENT: Sewer

ITEM/PROJECT/EVENT:

Raise fifty-eight (58) manholes throughout the City.

BACKGROUND INFORMATION:

Site Engineering will furnish all materials, labor and equipment necessary to raise fifty-eight (58) manholes throughout the City. The Contractor will complete all necessary clean-up and restoration work including filling, finish grading, landscaping, pavement repairs, and other necessary restoration activities such that post construction conditions are equal to or better than those conditions that existed prior to any construction activity occurring.

SIGNATURES:

CITY MANAGER _____

CITY TREASURER _____

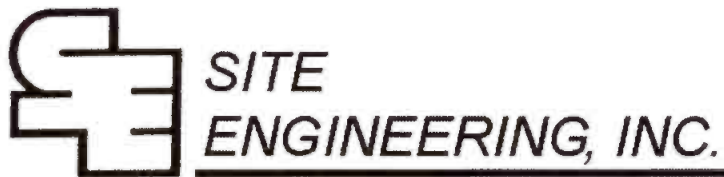
CITY ATTORNEY _____

☐ FINANCIAL IMPACT ☐ N/A

AMOUNT 98,300.00

ATTACHMENTS:





7025 Best Friend Rd. • Atlanta, GA 30340 • 770-263-7234 • Fax # 770-263-0892

August 5, 2021

Brad Holtsinger
Sewer Superintendent
City of Stockbridge

RE: Adjusting Sanitary Sewer Manhole to Grade

Site Engineering, Inc. proposes to complete the MH adjustments for the following price. Additional charges will be added if traffic control (flaggers only) are required. Also, additional charge will apply if NEW ring & cover is needed.

Roadway = \$1350/each
Traffic Control (Flagger) = \$1000/day
New Ring & Cover = \$700/each

Note: Pricing includes materials necessary to adjust manhole covers to current road grades by use of adjustment "riser" rings and/or brick. Each location will be saw cut in a square pattern and replaced with 3000 psi concrete as per City of Stockbridge Detail SMH-1.

Site Engineering, Inc. anticipates approximately 2-3 MH's per day production.

Total estimated cost for work:

- 58 each @ \$1350/each = \$78,300
- Estimated traffic control (assume 20 days) @ \$1000/day = \$20,000
- **ESTIMATED TOTAL = \$98,300**
 - (Note this does not include any NEW R&C's)

If you have any questions, please contact me at david@siteengineeringinc.com or 678-776-8084.

Thank you,

David Hess PE, Site Engineering, Inc.

City of Stockbridge

Sewer Department

There are currently a total of fifty-Eight manholes that need raising due to being paved over. The sewer department does not have access to all these manholes. If there was a sewer backup this could pose a major issue. In some cases, especially on Hwy 42 some of the manholes are a safety hazard to drivers.

1. Hwy 42 – 24
2. Railroad St. – 1
3. Walter Way – 2
4. Willow Springs Ln. – 3
5. Spring Creek Dr. – 2
6. Samantha Cr. – 3
7. North Bridge Dr. – 1
8. Seaboard Dr. – 1
9. Central Ln. – 1
10. Sheffield Ct. – 1
11. Berry St. – 3
12. Turning Point – 1
13. Meadow Ridge Wy – 2
14. Meadow Ridge Ct. 1
15. Oak Cr. – 1
16. Landover Dr. – 2
17. Wren Ct. – 1
18. Tramore Dr. – 2
19. Tramore Ps. – 1
20. Tina Hely Ct. – 3
21. Tramore Ct. – 1
22. Hamilton Ct. - 1

TOTAL = 58



City of Stockbridge

AGENDA ITEM

MEETING DATE

August 31, 2021

FUNDING SOURCE

- ☐ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☒ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☒ SPLOST V
- ☐ TSPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☒ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Randy Knighton City Manager

DEPARTMENT: Executive

ITEM/PROJECT/EVENT:

To approve TSW, the city architect for comprehensive design and biddable construction document for the new City of Stockbridge Art Center.

BACKGROUND INFORMATION:

The Project is to provide a comprehensive design and biddable construction document for the new City of Stockbridge Art Center. The scope shall also include construction observation of the Project.

SIGNATURES:

CITY MANAGER 

CITY TREASURER _____

CITY ATTORNEY _____

☒ FINANCIAL IMPACT ☐ N/A

\$1,164,461

ATTACHMENTS: ☒



ARCHITECTURAL ON-CALL SERVICES CITY OF STOCKBRIDGE

NO. 22 PROJECT ASSIGNMENT AGREEMENT CULTURAL ART CENTER DESIGN, CONSTRUCTION DOCUMENTS, & CONSTRUCTION ADMINISTRATION

July 1, 2021

Project Understanding:

The Project is to provide a comprehensive design and biddable construction document for the new City of Stockbridge Art Center. The scope shall also include construction observation of the Project. This Project will include the follow disciplines and consultants:

Surveying-	Valentino & Associates, Inc.
Geo technical-	Atlas (formally Piedmont Geotechnical Consultants)
Phase 1 Environmental Site Assessment-	Atlas (formally Piedmont Geotechnical Consultants)
Civil Engineering-	Eberly & Associates
Landscape Architecture-	TSW
Fountain Designer-	Standard Aquatics and Recreation LLC
Irrigation Design-	Irrigation Design Consultant, Inc.
Site Lighting-	Covalent Engineering
Architecture-	TSW
Theater Designer-	Graham, Swift, & Company LLC (Designers of Sylvia Beard Theater)
Interior Designer-	Focus Design Interiors
Mechanical Engineering-	Covalent Engineering
Plumbing Engineering-	Covalent Engineering
Electrical Engineering-	Covalent Engineering
Fire Protection Engineering-	Covalent Engineering
Acoustical Engineering-	Acustica
Security & Access Control Design-	J&A Engineering
Audio Visual Design-	J&A Engineering
Telecom Infrastructure-	J&A Engineering

PRE-DESIGN

TASK 1: ENVIRONMENT PHASE 1, GEO TECHNICAL, & SURVEY

The TSW Team has completed the Phase 1 Environment Study. The Geotechnical and Survey shall be completed within 5 business days of the notice to access the land parcels. Also, within 5 business days of signing of this Project Assignment Agreement, the TSW Team will initiate a Project Kick-off Meeting with the City of Stockbridge. This initial meeting will focus on the following Project start-up items:

- City of Stockbridge goals and vision for the Project
- Project Team introductions for the Client team, design team, and other key stakeholders
- Project Design Schedule & Deliverable Dates

Deliverables:

- Kick-off meeting (Meeting No. 1)
- Signed & Sealed Site Survey (in process)
- Geotechnical Soil Bearing Report
- Phase 1 Environmental Site Assessment Report (already completed)

SCHEMATIC DESIGN

TASK 2: SCHEMATIC WORK SESSION

A thoroughly integrated project schematic is critical to the success of the Stockbridge Art Center. Each space use has unique adjacencies and program requirements that must be aligned for a well developed building program to function properly. To properly integrate these, the TSW Team will conduct a two day schematic work session including Design Team member firms, the Client Team, and key stakeholders. The Work Session will have the following format:

- Meeting No. 2- Interviews & program confirmation
- Meeting No. 3- Building component edited concepts & important relationships (including confirmation of overall site design)

Deliverables:

- Meeting No. 2 & 3
- Adjusted Program for Art Center
- Updated schematic Site Plan
- Updated Adjacency Floor Plans

TASK 3: FINAL SCHEMATICS

Based on feedback for the City of Stockbridge, the TSW Team will create a final schematic design package for the Stockbridge Art Center.

Deliverables:

- Detailed Program & Updated Order of Magnitude Cost Estimate
- Schematic Site Plan
- Typical Adjacency Floor Plans
- Building and Life Safety Code Summary
- Systems descriptions for Civil, Structural, Low Voltage, Fire Protection, & MEP
- (2) Street Elevations
- (2) 3D Perspective Renderings

DESIGN DEVELOPMENT

TASK 4: SITE DESIGN DEVELOPMENT

Following completion of the Schematic Design Phase, the TSW Team will focus on developing the design of the site. This work will include design work on utility connections, grading, storm water management, loading, accessibility, entry, security, visibility, streetscape, and parking lot design.

Deliverables:

- Site plan and details necessary to convey design intent and provide accurate cost estimating
- Overall hardscape and landscape plans
- Site Design Development Construction Cost Pricing
- Meeting No. 4

TASK 5: BUILDING DESIGN DEVELOPMENT

In conjunction with the Site Design Development, the TSW Team will develop working floor plans and

sections that address life safety, structural, mechanical, electrical, plumbing, fire protection, theater design, acoustical design, interior design, and security systems. During Design Development, focus will also be placed on the exterior material selections for the Client's review and input.

Deliverables:

- Building floor plans and elevations
- Site plans and details
- Exterior Building Material Boards
- Interior Concepts and Boards
- Site Materials Boards
- Building and Site Design Development Pricing
- Meeting No. 5

TASK 6: FINAL DESIGN DEVELOPMENT DOCUMENTS

The final Design Development deliverables shall be formatted to 24x36 or 30x42 sheet size. This set will likely include 30 to 40 sheets and shall include:

- Code summary and life safety plan
- Outline specifications and notes
- Site & Civil Plans
- 3D Perspectives
- Interior and Exterior Material Selections
- Floor, roof, and reflected ceiling plans
- Elevations and sections
- Enlarged plan area
- Theater Sections and Elevations
- Structural foundation and framing plans with member and footing sizes
- Key structural details and sections
- Mechanical, electrical, and plumbing plans, schedules, and legends
- Security, AV, and Acoustical system plans
- Construction Cost Estimate
- Meeting No. 6

CONSTRUCTION DOCUMENTS

TASK 7: 50% CONSTRUCTION DOCUMENTS

The TSW Team will create 50% Construction Documents based on the Client Approved Design Development Plans. The Construction Documents will include plans and specifications required to receive additional updated pricing. All documents and drawings will be reviewed using our QA/QC process before releasing documents for the Client's Review. The 50% Construction Documents will include the follow drawings:

Deliverables:

- Code summary and life safety plan
- Project Manual format specifications
- Reference perspectives for the project
- Grading and Utility Plan
- 3-phase Erosion Control Plan
- Landscape hardscape and softscape within 15' of the building
- Street lighting plan and details
- Dimensioned floor, roof, and reflected ceiling plans
- Dimensioned and coordinated elevations and sections
- Wall, door, and window schedules

- Structural foundation plan with dimensions, footing locations, and footing schedules
- Structural Live, Dead, Snow, and Wind Loading
- Structural sections and details
- Mechanical, electrical, and plumbing plans, schedules, and legends
- Public address, security, voice & data, CATV, and Noise Cancellation system drawings and details
- Finish Schedules & Furniture Selections
- Interior Elevations
- Updated construction cost
- Meeting No. 7

TASK 8: 95% CONSTRUCTION DOCUMENTS

The TSW Team will continue to develop the 50% Construction Documents and the following items will be added to the Construction Documents. All documents will include both detailed and performance specifications for design elements to give the Contractor the maximum ability to provide solutions that meet the design intent at competitive prices. All documents and drawings will go through a second round of our QA/QC process before being released for bidding and permitting.

Deliverables:

- Utility Profiles & Details
- UL assembly ratings and fire barriers requirement
- Special inspection requirements
- Comcheck energy statements and performance
- Riser diagrams, single line diagrams, specification of equipment, and system details
- Final interior finish selections
- Meeting No. 8

BIDDING & APPROVALS

TASK 9: APPROVALS

The TSW Team will pursue the required governmental permits for the construction of the project. TSW Team will participate in phone calls with City Officials, provide any required revisions to drawings, and participate in meetings as needed to ensure the building permit is obtained in a timely manner.

Deliverables:

- Hard copy plans required for Permitting
- Land Disturbance & Building Permit

TASK 10: BIDDING

The TSW Team will assist the City during the bidding process answering prospective bidder's questions about the design and evaluate bids.

Deliverables:

- Meeting No. 9 - attendance at pre-bid meeting
- Answers to bid questions and any related addenda
- Meeting No. 10 - bid opening
- Participating in bid evaluation and recommendations

CONSTRUCTION ADMINISTRATION

TASK 11: CONSTRUCTION OBSERVATION

TSW Team's Construction Phase Services are based on a 14 month construction period. The TSW Team will provide Construction Administration services acting as the City's representative during construc-

tion. Typical construction observation activities include:

- Construction Kick-off Meeting
- Attendance at regular Owner-Architect-Contractor (OAC) meeting
- Site Visits with field report
- Request for Information (RFI) responses
- Architects Supplemental Information (ASI) design clarifications
- Contractor submittal reviews
- Contractor mock-up reviews
- Monthly Contractor pay application review and approval
- Punch-list review and creation
- Substantial Completion Certificate

Per the Master Contract, the City desires to have bi-monthly site visits during the construction of the Project. The below list includes the number of site visits needed to meet the weekly site visit requirement. Total site visits for each discipline shall include the following number of construction site visits:

- Civil - 15 individual site visits
- Landscape - 6 individual site visits
- Architecture - 28 individual site visits
- Theater Design- 6 individual site visits
- Interior Design - 5 individual site visits
- Structural - 4 individual site visits
- MEP&F - 5 individual site visits
- Security - 4 individual site visits
- Audio Visual- 4 individual site visits
- Acoustical- 3 individual site visits

PROFESSIONAL FEE

Task 1: Pre-Design	\$ 8,368	(1%)
Task 2: Schematic Design	\$ 75,390	(6%)
Task 3: Design Development	\$ 218,660	(19%)
Task 4: Construction Documents	\$ 492,810	(42%)
Task 5: Bidding & Permitting	\$ 42,685	(4%)
Task 6: Construction Administration	\$ 284,850	(24%)
Reimbursables	\$ 41,698	(4%)
TOTAL FEE	\$1,164,461	(100%)

The overall Professional fee is based on quoted professional fees from all consultants. The above fee represents a 8.93% fee based on the construction budget.

EXCLUSIONS

The following items are excluded from the Project scope and may be provided for an additional fee:

- Special Inspections
- Above Ground Cistern Design
- Site Shade Structures not attached to the building
- LEED Submission & Design
- Construction Inspections and Testing
- Fees for Construction Permitting
- Sewer or Tap Fees
- Public Meetings
- Zoning or Variance Work and Submissions
- Construction Phase Services due to an extend construction schedule beyond 14 months

Profession Time

See attached schedule for the duration of the Project.

Reimbursable:

Reimbursable for the this scope shall be \$41,698 maximum. These reimbursable shall adhere to the terms of the Master Agreement.

Billing and Payment Policies:

The above Scope and the policies of the Stockbridge Master Agreement with TSW are part of this Project Assignment Agreement. Signing this Project Assignment Agreement signifies the City's intent to contract TSW, Inc. for professional services. In contracting with TSW, the Client warrants that funds are available to compensate TSW for the total amount of services and expenses contracted, and that these funds are neither encumbered nor contingent upon subsequent approvals, permits, or financing commitments by lending institutions or other parties.

TSW, Inc. submits monthly invoices. Invoices are due and payable upon receipt and become delinquent if not paid in full thirty (30) days after their date. The City shall notify TSW of any dispute regarding invoices received within twenty one (21) days of receipt of invoice. Only the disputed portion of the payment may be withheld.

Accounts delinquency longer than forty-five (45) days will result in the stoppage of work on the job by TSW, Inc. Seven (7) days notice will be given prior to stoppage of work to enable accounts to be brought current. Work will recommence upon payment of all fees and service charges due.

Initiation of Work:

The City may initiate the Work described above Scope of Services by signing where indicated below as an agreement and acceptance of this Project Agreement. TSW will begin to execute work upon receipt of this authorization.

City of Stockbridge



TSW, Inc.

Date

1 July 2021

Date



City of Stockbridge

AGENDA ITEM

MEETING DATE

August 31, 2021

FUNDING SOURCE

- ☐ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☒ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☒ SPLOST V
- ☐ TSPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☒ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Randy Knighton City Manager

DEPARTMENT: Executive

ITEM/PROJECT/EVENT:

Program Management Services for the Design, Bidding and Construction of the Stockbridge Cultural Arts Center.

BACKGROUND INFORMATION:

Proposal to provide professional services form Keck and Wood the city Project Manager in assisting the City of Stockbridge ("City") with Program Management Services for the Design, Bidding and Construction of the Stockbridge Cultural Arts Center

SIGNATURES:

CITY MANAGER 

CITY TREASURER _____

CITY ATTORNEY _____

☒ FINANCIAL IMPACT ☐ N/A

\$270,000

ATTACHMENTS: ☒

June 7, 2021

Mr. Randy Knighton, City Manager
City of Stockbridge

Sent via email: rknighton@cityofstockbridge-ga.gov

Re: Task Order Proposal – Cultural Arts Center
K+W Ref. No. 211020.00

Dear Mr. Knighton:

Keck & Wood, Inc. (“K+W”) appreciates this opportunity of presenting a proposal to provide professional services in assisting the City of Stockbridge (“City”) with Program Management Services for the Design, Bidding and Construction of the Stockbridge Cultural Arts Center. Consideration of our firm for this assignment is most appreciated. This assignment will be performed under the terms and conditions of the Agreement signed by the City of Stockbridge and Keck & Wood, Inc. on May 29, 2019 and renewed on March 29, 2021.

Scope of Services: During the Design Phase K+W will:

- coordinate, on behalf of the Owner, obtaining sources to conduct due diligence activities,
- assist the Owner and Architect in developing the program requirements of the project,
- provide service as requested by the Owner, including assisting in land acquisitions, zoning, permitting, etc.,
- provide frequent reporting (as requested by the Owner), to Owner’s agents, including the City Manager and the City Council,
- develop, with the input of the Architect, a preconstruction schedule which will establish the timeline of activities leading up to the start of construction. This schedule will also include activities and milestones for decisions and actions by the Owner,
- determine a meeting schedule for the purpose of reviewing the progress of the program and for deliberating and deciding pertinent issues,
- keep notes of the meetings and issue minutes which will document all decisions made,
- will review the information that is completed by the Architect as a part of the Design Development. This includes: developing the basis for structural components, identifying exterior building components and materials, identifying interior finish materials, door and window schedules, reflected ceiling plans, roof plans, interior and exterior wall sections and schedules, narratives and basic design of building systems (air-conditioning, plumbing, electrical systems, etc.),
- oversee the activities of the Architect during the Design Phase,
- facilitate obtaining budget costs from the Architect based on the documents provided by the Architect, and approved by the Owner, at the end of the Schematic Phase,
- Develop and maintain Owner’s overall project budget.
- Provide monthly updates and reports reflecting budget updates, committed expenditures, and actual expenditures. Report will include a projected total project over/under report,
- Provide cash flow projections and analysis at points required by the Owner and/or owner’s financing agent,

- obtain progress sets from the Architect at various intervals during the Design Phase to ensure the progress of the documents, and to review the details for compliance with the Owner's program, to provide input on the viability of the details, and look for long term operations and maintenance concerns,
- participate in a pricing exercise and review a revised budget model based on the documents provided by the Architect, and approved by the Owner, at the end of the Design Phase,
- Upon completion of the Construction Documents, host a review session with the Owner to review the Documents. The Owner's program will be reviewed, and the documents analyzed to ensure conformance.

During the Construction Phase K+W will:

- convene weekly meetings with the Architect and the Owner, issue minutes of these meetings. The meetings will include a discussion of quality issues, the schedule, change order pricing, information requests, the submittal and procurement process, and other miscellaneous items,
- make quality control inspections before each meeting,
- make unscheduled job inspection visits at other times,
- evaluate the schedule each week and will advise the Owner,
- advise the Owner on the timing of decisions required. These may include color selections, keying systems, scope changes, signage requirements, etc.,
- Update Owner's overall project budget.
- obtain pricing from the Architect for any change order work that arises,
- make cost evaluations in conjunction with the Architect. All change order pricing will be discussed with the Owner prior to issuing to the Architect.
- Review "as-built" plans weekly for accuracy
- Provide monthly updates and reports reflecting budget updates, committed expenditures, and actual expenditures. Report will include a projected total project over/under report.

Compensation: Compensation for work performed shall be 1.5% of the budgeted \$18,000,000 project cost (\$270,000) according to the estimated hours noted in the chart below. Once per month during the existence of the contract, the Engineer shall submit to the City an invoice for payment based on the actual work performed for the project though the invoice period. Should additional services be required, we are happy to provide those services according to our hourly rate schedule or an agreed upon lump sum. Our proposed fees are as follows:

	Hours per Phase
Task	
Design Phase	520
Construction Phase	848
Total Hours	1368
Total Cost	\$270,000.00

Schedule: Design and Permitting 12-15 Months, Construction 12 -14 Months – Total 24-29 Months

Please contact me if you have any questions or concerns at 770-712-2004.

Sincerely,
KECK & WOOD, INC.

A handwritten signature in blue ink, appearing to read 'Eric C. Pitts', with a stylized flourish at the end.

Eric C. Pitts, P.E.
Vice President



City of Stockbridge

AGENDA ITEM

MEETING DATE

August 31, 2021

FUNDING SOURCE

- ☒ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
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- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST IV
- ☐ TSPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BONDING

ACCOUNT TRANSFER FROM: N/A

ACCOUNT TRANSFER TO: N/A

PRESENTER: Kira Harris –Braggs

DEPARTMENT: Main Street Advisory Board

ITEM/PROJECT/EVENT: To fill vacancies

Recommendation to appoint: Vanessa Gibson, Owner — Eagles Landing Dance Center (to fill the Arts Organization position) and Prayre Finely, CEO — Elf Cakery (to fill the Business Outside the Main Street District position) to the Main Street Advisory Board.

BACKGROUND INFORMATION:

Please see attached Resumes.

SIGNATURES:

CITY MANAGER 

CITY TREASURER _____

CITY ATTORNEY _____

☐ FINANCIAL IMPACT ☒ N/A

AMOUNT: TBD

ATTACHMENTS: 



Where Community Connects

4640 North Henry Blvd. Stockbridge, GA 30281

APPLICATION FOR BOARD, COMMITTEE 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, Committee or Commission expects from me?
- Am I committed to the goals and mission of this Board, Committee 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, Committee or Commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the Board, Committee or Commission?
- Am I willing to participate in necessary Board, Committee or Commission training, education and development activities that will improve my effectiveness in my position?
- Am I willing to complete a Criminal Background Check upon selection?

APPLICANT INFORMATION

Applicant Name: Prayre Finley

Occupation: CEO

Employer: ELF's Cakery

Home Address: 211 Fair Oaks Ct

City: Stockbridge

Zip: 30281

Home Phone: ()

Home E-Mail: elf@elfscakery.com

Work Phone: 478 554-5858

Work E-Mail: elf@elfscakery.com

Cell Phone: 770 289-6631

Preferred E-Mail: ☐ Home ☒ Work

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

ELF's Cakery 5396 N Henry Blvd, Stockbridge, GA 30281

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

- a) Which Board(s) or Commission(s) do you wish to be appointed to? Stockbridge Main Street Advisory Board
If applying for the Main Street Advisory Board, which position? Business Owner (within Main Street
(see positions noted below)
- b) How long have you been a resident or business owner/operator in the City of Stockbridge? 11 Years 0 Months
- c) Are you current with all your financial obligations to the City of Stockbridge? ☒ 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:

Owner of ELF's Cakery within the City of Stockbridge for 11 years

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

City of Stockbridge

BOARD, COMMITTEE OR COMMISSION APPLICATION

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

As a business owner within the City of Stockbridge for 11 years, I would love the opportunity to further grow our community by providing insight from a business owner and consumer perspective.

- 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):

- k) **Please attach a Resume of Qualifications for the Board position for which you are applying.**

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Signature

Prayre Finley

Printed Name

07/26/2021

Date

Please return signed application to:

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

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

Prayre Finley

Address: 211 Fair Oaks Court | Stockbridge, Georgia 30281



Experience

CEO of ELF's Cakery

March 2010 – Present

- ELF's Cakery is a bakery in Stockbridge that specializes in premium cakes for all occasions. We currently have 9 employees, and have consistently maintained a profit margin the past six years of operation. I am responsible for designing seasonal promotions, establishing and maintaining databases, filing and retrieving documents for accounting, bookkeeping, supervising and training staff, interacting with incoming clients, and maintaining the overall organization of the company's documents and reference materials. I manage work schedules and create weekly budgets for supplies and expenses.

Administrative Assistant for Henry County Board of Education

July 2015 – Present

- I am an Administrative Assistant in the Residency division of Family & Student Support. I am responsible for screening proof of residency of parents looking to enroll their children in Henry County Schools. I file and input the data into manual and digital systems. I also notarize upon request if our wait time begins to exceed one hour. We see approximately 200-300 families per day. When I first started, typical wait time was between 2-3hrs. Now, we average 15-30min.

Head Supervisor/Representative for Berklee Annual Fundraiser

January 2011 – December 2012

- My responsibilities included supervising all student callers and other supervisors by monitoring nightly calling shifts, managing the schedule, reporting our daily productivity, and training new representatives. I kept everyone motivated to raise money for Berklee, and I also participated in our philanthropic initiatives as well. As a representative, I raised over 200% more donations than my previous semester, thus earning my promotion. As Head Supervisor, my team raised over \$40,000 (133% increase) in one semester making it the most successful semester of our Fundraiser.

Sales Associate for Forever 21

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- Responsible for providing excellent customer service to all persons that entered our retail location. I was expected to maintain explicit knowledge about the company's policies and procedures, sales promotions, and inventory.

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Berklee College of Music

September 2010 – May 2013

Graduated Summa Cum Laude in the Music Business and Management major with a focus on Entrepreneurship having completed the following related courses:

- | | |
|--|--|
| 1. Introduction to Music Technology | 2. Writing and Communication |
| 2. Principles of Marketing | 3. Principles of Business Management |
| 3. Spanish 1-3 | 4. Website Design & Management |
| 4. Business Leadership and Ethics | 5. Principles of Financial Accounting |
| 5. Data Management and Statistics | 6. Business Finance |
| 6. Managing Technology-Driven Business | 7. Professional Development Seminar |
| 7. Music Intermediaries | 8. Computer Applications in the Music Industry |
| 8. Concerts and Touring | |

Skills

Typing 70wpm

Very Sociable

Punctual

Sales/Communication

Time Management

Proficient Grammar

Languages: English (primary), Spanish, ASL

Technology (Macintosh and Windows):

- | | |
|---|--|
| 1. Email Servers (Gmail, Yahoo, etc.) | 2. HTML Applications (BBEdit, TextWrangler, etc...) |
| 2. Microsoft Office (Word, Excel, PowerPoint, etc...) | 3. Social Networks (Facebook, Instagram, Twitter, YouTube, etc...) |
| 3. WordPress | 4. Graphic Design (PhotoShop, Affinity Photo) |

Stockbridge

Where Community Connects

4640 North Henry Blvd. Stockbridge, GA 30281

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- Am I willing to complete a Criminal Background Check upon selection?

APPLICANT INFORMATION

Applicant Name: Vanessa Gibson

Occupation: Business Owner

Employer: Self Employed

Home Address: 109 Hay Lake Dr.

City: Stockbridge

Zip: 30281

Home Phone: ()

Home E-Mail: vgo@stockbridgega.com

Work Phone: ()

Work E-Mail: vgo@stockbridgega.com

Cell Phone: 770-490-9334

Preferred E-Mail: ☐ Home

☒ Work

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

Eagles Landing Dance Center, 627 Red Oak Rd., Stockbridge, GA 30281

BOARD, COMMITTEE OR COMMISSION APPLICATION

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If applying for the Main Street Advisory Board, which position? Rep for Stockbridge Arts Organization
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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 regarding your participation on a Board or Commission? ☐ Yes ☒ No
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BOARD, COMMITTEE OR COMMISSION APPLICATION

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

I would like to serve on the Main Street Advisory Board because I believe that I could provide a lot of insight into the Arts World. I would also like to be a part of the creative process in making sure that the arts is always considered when creating community events and programs. Most importantly, being a part of a board that really believes in rebuilding our community and making sure to include all aspects of each business that's important to our county.

- 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):

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Vanessa B. Gibson
Signature

Vanessa B. Gibson
Printed Name

8/3/21
Date

Please return signed application to:

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

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

VANESSA GIBSON

Phone: (770) 490-9334

Email: vanessa@eagleslandingdancecenter.org

Website: www.eagleslandingdancecenter.org

627 Red Oak Rd.
Stockbridge, GA 30281

Summary

I would be able to contribute to the overall success of your organization through my 40+ years experience in the arts as a dancer, teacher, and as an Artistic Director and Business Owner. I would offer excellent customer service and management skills. Also, my talent and drive has been acknowledged with various awards.

Work Experience

Artistic Director

Eagles Landing Dance Center, June 2005 – Present

- Create dance curriculums based on age and level.
- Teaching multiple dance styles to ages 3-18.
- Choreographing award winning competition routines.
- Directing and coordinating community performances for the ELDC Performing Company.
- Produce summer camp programs that incorporate singing, dancing, acting and arts & crafts activities.
- Promote studio offerings and quality of programs through advertising.
- Determine budgets, expenses and business goals, both short and long term.
- Recruit and interview dance teachers for yearly positions.
- Implement social media content and website tools to increase brand exposure and to increase enrollment.
- Facilitate and organize year-end shows, fundraisers, special events and community presence to obtain donations, sponsorships, volunteers and to promote a positive studio reputation.
- Collaborate with master teachers & choreographers and professional dance companies to provide training for students with collegiate and professional performing arts aspirations and goals.

Summer Intensive Coordinator - Atlanta

Debbie Allen Dance Academy, June 2015 – June 2019

- Reserved venues for summer intensives.
- Marketed and promoted auditions and summer activities to increase participants.
- Hired and managed master teachers and staff.
- Taught classes and choreographed routines.
- Designed program pamphlet and weekly schedules.
- Communicated with parents to answer questions as it related to the summer program.
- Continually monitored all processes to identify areas of improvements.

Education

- Bachelors of Business Administration – (Mercer University – Atlanta, GA), 1989

VANESSA GIBSON


Website: www.eagleslandingdancecenter.org

627 Red Oak Rd.
Stockbridge, GA 30281

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City of Stockbridge

AGENDA ITEM

MEETING DATE

August 31, 2021

FUNDING SOURCE

- ☒ RESOLUTION
- ☐ ORDINANCE
- ☐ CONTRACT APPROVAL/RENEWAL
- ☐ PUBLIC HEARING
- ☐ PRESENTATION
- ☐ BID SELECTION/AWARD
- ☐ TASK ORDER
- ☐ CHANGE ORDER
- ☐ BUDGET AMENDMENT
- ☐ BUDGET TRANSFER
- ☐ PAYMENT APPROVAL
- ☐ OTHER

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☐ SPLOST IV
- ☐ TSPLOST
- ☐ CDBG
- ☐ GRANT FUNDING
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BONDING

ACCOUNT TRANSFER FROM: N/A

ACCOUNT TRANSFER TO: N/A

PRESENTER: Kira Harris –Braggs

DEPARTMENT: Main Street Advisory Board

ITEM/PROJECT/EVENT: To fill vacancies

Recommendation to appoint: Vanessa Gibson, Owner — Eagles Landing Dance Center (to fill the Arts Organization position) and Prayre Finely, CEO — Elf Cakery (to fill the Business Outside the Main Street District position) to the Main Street Advisory Board.

BACKGROUND INFORMATION:

Please see attached Resumes.

SIGNATURES:

CITY MANAGER 

CITY TREASURER _____

CITY ATTORNEY _____

☐ FINANCIAL IMPACT ☒ N/A

AMOUNT: TBD

ATTACHMENTS: 



Where Community Connects

4640 North Henry Blvd. Stockbridge, GA 30281

APPLICATION FOR BOARD, COMMITTEE OR COMMISSION APPOINTMENT

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APPLICANT INFORMATION

Applicant Name: Prayre Finley

Occupation: CEO

Employer: ELF's Cakery

Home Address: 211 Fair Oaks Ct

City: Stockbridge

Zip: 30281

Home Phone: ()

Home E-Mail: [REDACTED]

Work Phone: 470-554-5858

Work E-Mail: [REDACTED]

Cell Phone: 770-289-6631

Preferred E-Mail: ☐ Home ☒ Work

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

ELF's Cakery 5396 N Henry Blvd, Stockbridge, GA 30281

BOARD, COMMITTEE OR COMMISSION APPLICATION

-

- Owner of ELF's Cakery within the City of Stockbridge for 11 years

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

BOARD, COMMITTEE OR COMMISSION APPLICATION

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Signature

Prayre Finley

Printed Name

07/26/2021

Date

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

Prayre Finley

Address: 211 Fair Oaks Court | Stockbridge, Georgia 30281



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CEO of ELF's Cakery

March 2010 – Present

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| • Music Intermediaries | • Computer Applications in the Music Industry |
| • Concerts and Touring | |

Skills

Typing 70wpm
Punctual
Time Management
Languages: English (primary), Spanish, ASL
Very Sociable
Sales/Communication
Proficient Grammar

Technology (Macintosh and Windows):

- | | |
|--|---|
| • Email Servers (Gmail, Yahoo, etc.) | • HTML Applications (BBEdit, TextWrangler, etc...) |
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Stockbridge

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APPLICANT INFORMATION

Applicant Name: Vanessa Gibson

Occupation: Business Owner

Employer: Self Employed

Home Address: 109 Hay Lake Dr.

City: Stockbridge

Zip: 30281

Home Phone: ()

Home E-Mail: vgo@stockbridgega.com

Work Phone: ()

Work E-Mail: vanessa.gibson@stockbridgega.com

Cell Phone: 770-995-9334

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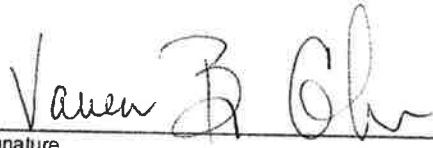
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Signature

Vanessa B. Gibson
Printed Name

8/3/21
Date

Please return signed application to:

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Stockbridge, Georgia 30281

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

VANESSA GIBSON

Phone: (770) 490-9334

Email: vanessa@eagleslandingdancecenter.org

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- Determine budgets, expenses and business goals, both short and long term.
- Recruit and interview dance teachers for yearly positions.
- Implement social media content and website tools to increase brand exposure and to increase enrollment.
- Facilitate and organize year-end shows, fundraisers, special events and community presence to obtain donations, sponsorships, volunteers and to promote a positive studio reputation.
- Collaborate with master teachers & choreographers and professional dance companies to provide training for students with collegiate and professional performing arts aspirations and goals.

Summer Intensive Coordinator - Atlanta

Debbie Allen Dance Academy, June 2015 – June 2019

- Reserved venues for summer intensives.
- Marketed and promoted auditions and summer activities to increase participants.
- Hired and managed master teachers and staff.
- Taught classes and choreographed routines.
- Designed program pamphlet and weekly schedules.
- Communicated with parents to answer questions as it related to the summer program.
- Continually monitored all processes to identify areas of improvements.

Education

- Bachelors of Business Administration – (Mercer University – Atlanta, GA), 1989

VANESSA GIBSON

~~Vanessa.Gibson@eagleslandingdancecenter.org~~
Website: www.eagleslandingdancecenter.org

627 Red Oak Rd.
Stockbridge, GA 30281

Summary

I would be able to contribute to the overall success of your organization through my 40+ years experience in the arts as a dancer, teacher, and as an Artistic Director and Business Owner. I would offer excellent customer service and management skills. Also, my talent and drive has been acknowledged with various awards.

Work Experience

Artistic Director

Eagles Landing Dance Center, June 2005 – Present

- Create dance curriculums based on age and level.
- Teaching multiple dance styles to ages 3-18.
- Choreographing award winning competition routines.
- Directing and coordinating community performances for the ELDC Performing Company.
- Produce summer camp programs that incorporate singing, dancing, acting and arts & crafts activities.
- Promote studio offerings and quality of programs through advertising.
- Determine budgets, expenses and business goals, both short and long term.
- Recruit and interview dance teachers for yearly positions.
- Implement social media content and website tools to increase brand exposure and to increase enrollment.
- Facilitate and organize year-end shows, fundraisers, special events and community presence to obtain donations, sponsorships, volunteers and to promote a positive studio reputation.
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Advisory Legal Opinion on Procurement Revisions

TO: Mayor Anthony Ford
Stockbridge City Council

FROM: Quinton G. Washington
City Attorney
Jeremy Berry
City Attorney

DATE: 08/16/2021

CASE: *Procurement Revisions*

cc: Randy Knighton
Ms. Holiday

What follows are suggested edits to the Procurement Code based on comments that we have received or edits that we suggest the City implements.

I. Suggested Revisions

1. Categorize all solicitations with specific guidelines for advertisements (example: basic services (Janitorial, landscaping, professional services solicitations should be posted for 30 days. However, if less than three proposals have been received, prior to the solicitation closing date, staff should extend the deadline to allow more time to solicit additional participation from potential bidders. – Councilwoman Barber

Analysis:

Due dates should not be extended based on the number of bids or offerors and it is against best practices to do so.

Recommended Revision:

Due dates should not be extended based on the number of bids or offerors and it is against best practices to do so.

2. Establish and incorporate processes staff should take to solicit additional participation. – Councilwoman Barber

Analysis:

This is an area also not found in other cities however the council should be wary of policies to “solicit” additional participation so as to not be seen violating best practices.

Recommended Revision:

N/A

3. Describe Procurement's role and responsibilities with Contract Administration and Contract Management. – Councilwoman Barber

Analysis:

This is already located in manual on page 68 - 72 as follows:

7.2. Step 1: User Department Contract Administration Responsibilities

All contracts require a consistent monitoring effort throughout the term of the agreement in order to ensure compliance with contractual terms and conditions. The specific nature and extent of contract administration will vary from minimum acceptance of a delivery & payment to extensive involvement such as review/audit of a program, monitoring, surveys, etc. Factors influencing the degree of contract administration include the nature of the work, the type of contract and the experience of the personnel involved.

7.2.1. Purpose of Contract Administration

The purpose of contract administration is to ensure that the contract is performed by the contractor and the responsibilities of both parties are properly performed. It is the responsibility of the Contract Administrator to oversee, monitor and provide technical guidance to the contractors performing the contract. It is also the responsibility of the Contract Administrator to ensure that the City receives/acquires the services and outcomes specified in the contract within the time specified in the contract and that payments are reviewed, approved and monitored to ensure that the City receives what it pays for.

7.2.2. Role of Contract Administrator

Up to this point, the Purchasing Representative has been the lead person throughout the purchasing process. After the award, the designated contract administrator is the point of contact for the contract and is responsible for managing the contract. It is the responsibility of the User Department to designate staff to serve as the Contract Administrator for contracts within their respective department(s). For purposes of this manual, any City employee whose duties and

responsibilities include day-to-day administration and management of City contract(s) and other forms of contractual agreements, will be designated as “Contract Administrator”. The Contract Administrator’s role begins after the contract has been awarded. The Contract Administrator must first understand their duties and responsibilities. Listed below are the Contract Administrator’s key responsibilities for managing a contract:

- Conduct scheduled meetings at least quarterly, bi-monthly or monthly depending on the type of contract, to review the status of the contract and to ensure the contractor is in compliance with the contract requirements.
- Establish contract deliverables and/or performance standards for the contractor.
- Establish what is to be evaluated for each contract and to determine how the contractor’s performance will be evaluated and what methods will be used for monitoring, such as contractor performance reports, progress reports, citizen surveys, internal surveys, etc.
- Establish procedures for review of contract issues, problems and disputes; prescribe methods and procedures for the resolution of contract issues and disputes.
- Monitor the performance of the contractor in person by establishing a performance monitoring schedule.
- Prepare and distribute written reports on the contractor’s performance and/or the overall effectiveness and/or productivity of the program.
- Plan and manage surveys of citizens and other clients and stakeholders.
- Ensure the timely submission of required reports from the contractor. 70
- Review and monitor the contractor’s expenditures to ensure that the expenditures are eligible expenses and are in compliance with the approved contract budget.
- Review and recommend approval of all payment requests.
- Analyze all data and other information received regarding the performance of the contract to identify ways to improve the effectiveness and efficiency of the services being provided.
- Make recommendations to the Department Head, City Manager if any changes to the contract need to be implemented, such as additional services, under-utilized services, program change requests received, etc.
- Monitor the contractor’s utilization of female and minority-owned businesses as identified in the contract and to report any discrepancies.
- Maintain a detailed file on the performance of the contract and document all actions taken regarding the contract.
- Recommend renewal of the contract as well as other contract modifications that may be necessary.

- At the end of the contract, the Contract Administrator is responsible for the closeout of the contract file. 71 The four major functions of contract administration and the responsibilities for each phase are listed below in Table 7.2. *Table available on pages 71-72

Recommended Revision:

N/A

4. Describe Legal Counsel's role and responsibilities with Contract Administration and Contract Management. – Councilwoman Barber

Analysis:

Legal Counsel's role with Contract Administration and Management should be a passive one. Counsel should only be asked to assist on a case-to-case basis and in case of a dispute.

Recommended Revision:

N/A

5. All final Procurement documents including fully executed contracts, agreements, containing Addendums, Change Orders, Work Orders. Notice to Proceed, Notice of Award, etc. should be forwarded and retained by the Clerk's Office-Custodial of Records. – Councilwoman Barber

Analysis:

This is a simple revision that can be added to the Procurement Manual as written, likely around page 65-66.

Recommended Revision:

All final Procurement documents including fully executed contracts, agreements, containing Addendums, Change Orders, Work Orders. Notice to Proceed, Notice of Award, etc. should be forwarded and retained by the Clerk's Office-Custodial of Records.

6. List of specific documents during solicitation process that requires Council Approval. – Councilwoman Barber

Analysis:

These documents are already laid out on page 63-64 of the Procurement Manual as follows:

6.4. Step 3: Council Approval Process

All Procurement Agenda Items to be considered by the Council must be signed by Procurement. The following procurements must be presented to the Council for approval:

- Any procurement solicited via ITB or RFP that exceed \$49,999.99
- Any procurement that requires the approval and execution of a written contract, regardless of the amount (i.e., professional services)
- Sole Source Procurements that exceed \$49,999.99
- Emergency procurements, that exceed \$49,999.999 that have been approved by the City Manager, must be ratified by the Council at the next scheduled meeting of the Council.
- All contract modifications and change orders

3.30.223 - Change orders and contract modifications.

A. Except as hereinafter provided, any change order or other modification of a contract term shall be approved by the city council.

B. City Manager Authority. The city manager shall have authority to approve all change orders to purchase orders and contracts up to an absolute value of twenty (20) percent of the original contract, provided the total change order amount is twenty-five thousand dollars (\$25,000.00) or less.

3.30.227 - Renewals and extensions.

B. Approval Authority. The city council shall approve all renewals or term contract extensions:

1. Where cost is greater than fifty thousand dollars (\$50,000.00).
2. When the original contract was approved by the city council.

C. The city manager shall otherwise approve all other renewals and extensions.

- Use of Statewide Contracts exceeding \$49,999.99
- Use of Cooperative Purchasing exceeding \$49,999.99

Recommended Revision:

N/A

7. Selection and establishing the Evaluation Committee. – Councilwoman Barber

Analysis:

I used the verbiage from Councilwoman Barber's suggestion.

Below are other similar policies from other cities for your consideration. It should be noted that the evaluation teams from other cities are primarily from Procurement and Purchasing as they are the most qualified in handling these matters. Furthermore, we should consider if we are continually pulling people from other departments to handle evaluations it could create logistical issues.

Stockbridge Charter: "The user departments will have primary responsibility for establishing proposal requirements and evaluation of the proposals while purchasing will ensure that the process is handled in accordance with this policy. Any agent or firm employed to assist in any procurement project shall be required to adhere to the requirements of this policy." - Ord. No. OR 13-301, § 1, 3-11-2013 – Page 15 of Attachment

Johns Creek policy: "For proposals, an evaluation team is formulated to review and rank the proposers. By City Ordinance, as a minimum, the evaluation team shall consist of the Purchasing Manager, the Department Head, and a designee within the user department. The basis for award of a contract shall be to the contractor which is deemed to be in the best interest to the City." – Page 16

Dekalb County: "The user departments will have primary responsibility for establishing proposal requirements and evaluation of the proposals while the Purchasing and Contracting Department will ensure that the process is handled in accordance with this Policy. Any agent or firm employed to assist in any procurement project shall be required to adhere to the requirements of this Policy." – Page 23

Brookhaven "An ad-hoc team of subject matter experts conducts the technical evaluations. This team of employees may conduct interviews and negotiations for a specific product or service following receipt of sealed bids." – Page 19

Recommended Revision:

There should be no less than 5 participants. No two committee members should be from the same department. Legal Counsel nor any member of the Procurement staff should participate in determining the outcome of the decisions of the proposals evaluated by the committee.

8. Define the spending authorization processes and determine when expenditures above the City Manager's authorization should come before the Council. Example: Keck and Wood was awarded a PSA and was approved by the Council. However, once the invoices reach the City Manager's spending authorization (\$25k), all other invoices should be forwarded for Council's approval. I need further clarity on how this has been conducted in the past.
– Councilwoman Barber

Analysis:

The limits to the City Manager's authority are shown on page 22 of attachment and listed below however if the city has approved a PSA or contract of any form then where the invoices

are sent is a moot point. If the council wishes to be furnished with invoices for the City that can be added however it makes more logistical sense to request them as needed otherwise limits should be set within the PSA or contract prior to approval that it is only approved up to a certain dollar amount before it must be reapproved by the council.

Recommended Revision:

N/A

9. Use of City's credit card policy. What should be charged and should be procured using the credit card. What staff members should have a card and for what purpose. – Councilwoman Barber

Analysis:

There is no policy listed in the Stockbridge Employee Manual or Charter. This policy doesn't appear to occur in any other city's procurement policy either however something of this nature would be placed in the City of Stockbridge Employee Manual not the Procurement Manual.

Recommended Revision:

N/A

10. Would you please ensure that there is language included in the Procurement Manual to task staff with negotiating with the top 3 ranked firm for best and final offer? – Councilwoman Barber

Analysis:

Best and Final Offers (BAFO) should not be required in every procurement. They should be considered as part of a negotiation strategy but not necessary or efficient to have in every procurement. However, verbiage is already in the Procurement policy located on pages 57-59 as follows:

5.2.3.6. Negotiation Process

This step discusses when and how negotiations should be conducted based on the type of procurement, the composition of the negotiation team and the termination of negotiations. The negotiation process is the final step to be completed after making the recommendation for award. Negotiating is a critical component of the strategic sourcing process. Once RFP responses have been analyzed and evaluated, a negotiations strategy should be developed, and discussions should be held to negotiate the best possible price for the City.

5.2.3.6.1. Authority to Negotiate

Negotiations are authorized by the Purchasing Code and are based on the solicitation type as defined in Table 5.3 below: * Available in attachment*

5.2.3.6.2. Convening a Negotiation Team

The Purchasing Representative must follow the guidelines found in the RFP. The Purchasing Representative assigned to the project must continue to serve as the official point of contact between the City and the respondent. The NT can consist of the following individuals, as appropriate:

- User Department Representative(s)
- Finance Department Representative(s)
- City Attorney Representative(s)
- Technical advisors

To ensure that NT members do not possess a conflict of interest, each member will be required to sign the Confidentiality Agreement and Disclosure Form and to comply with the provisions of the RFP. If EC members serve on the NT also, they will not be required to sign an additional Confidentiality Agreement and Disclosure Form.

5.2.3.6.3. Negotiation Invitations

Proposers selected to participate in negotiations will be notified by the Purchasing Representative of the following:

- The City is initiating negotiations
- The anticipated schedule for the negotiations
- The procedures to be followed during negotiations

5.2.3.6.4. Terminating Negotiations,

It is expected that negotiations will be completed in a reasonable time period and that the City has complete discretion to determine when to terminate negotiations and move to the next ranked offeror.

Recommended Revision:

N/A

11. Negotiations are a basic function of Procurement. It is not necessary for staff to request Council's approval of bid rankings. – Councilwoman Barber

Analysis:

It does not appear there is any verbiage that the Council's approval is needed therefore there is not action needed here.

Recommended Revision:

N/A

12. Include the steps staff takes to conduct Market Surveys during the Competitive Bidding process. – Councilwoman Barber

Analysis:

This is not something that is able to be located in other cities Procurement Manual. I would advise reaching out to Procurement to determine how they currently conduct Market Surveys so the procedure can be refined and codified.

Recommended Revision:

N/A

13. Please ensure a 'draft' of all Contract Language/details (including all other supporting documents) are provided to the Council for review when staff adds an item to the Agenda requesting Council's approval of an award of a contract. – Councilwoman Barber

Analysis:

This could be added under 6.4 Step 3: Council Approval Process on page 63 of the Procurement Manual.

Recommended Revision:

All Procurement Agenda Items to be considered by the Council must be signed by Procurement and a 'draft' of all Contract Language/details (including all other supporting documents) must be provided to the Council for review when staff adds an item to the Agenda requesting Council's approval of an award of a contract.. The following procurements must be presented to the Council for approval:

14. 6.8.2. City Execution of Contract Once the contracts have been returned from the Contractor and reviewed by the Purchasing representative, the contracts are routed to the City Clerk who will distribute to the appropriate City officials for signature. – Ms. Holiday

Analysis:

Clarifying that the contracts should be routed to the Clerk is a simple revision. The suggested verbiage works perfectly and was applied.

Recommended Revision:

6.8.2. City Execution of Contract Once the contracts have been returned from the Contractor and reviewed by the Purchasing representative, the contracts are routed to the City Clerk who will distribute to the appropriate City officials for signature.

15. Change the legal custodian of procurement files to the City Clerk – Ms. Holiday

Analysis:

The suggested verbiage works perfectly and was applied.

Recommended Revision:

After the contract has been executed, the Purchasing Representative is responsible for the distribution of the contracts to the Contractor and the User Department(s). The Clerk of the Council retains an original copy of the contract when the contracts are forwarded to their office for execution. The contract marked “Purchasing Original” is retained by the Purchasing Representative for the contract file. The City Clerk is designated as the legal custodian of the procurement file. The Purchasing Representative must distribute the contracts to the Contractor and User Department(s).

16. All Procurement Staff must be cross-trained for departmental efficiency. - Councilman Thomas

Analysis:

This revision lacks clarity on what they should be cross-trained on. It’s also worth noting that this would be more fitting in something like the employee handbook rather than a Manual for executing purchases and contracts.

Recommended Revision:

N/A

17. Inclusion of Bid Protest Procedures. – Attorney Washington (legal revisions)

Analysis:

The City of Brookhaven’s Bid Protest policy is comprehensive in nature and sufficient. I utilized the verbiage from it in my revision. It’s available for review on page 21 of the Brookhaven Purchasing Policy.

Recommended Revision:

Any responsive, timely bidder may protest the process or apparent award or recommendation by submitting a protest in writing to the Purchasing Manager within five (5)

business days of the posting on the City's website of the intent to award letter. Only timely, written protests delivered by statutory overnight delivery, USPS, or hand delivered will be accepted. Emails or faxes will not be accepted or deemed a valid protest under this policy. A processing fee of \$50 must accompany any protest. A decision will be issued by City officials within ten (10) business days.

Open Records Provisions for Bids and Proposals:

All submitted bids/proposals shall be subject to the requirements of the State of Georgia Open Records Act, O.C.G.A. § 50-18-70, and made available for public inspection and/or copying per the law. If a bidder or interested party would like to review specific bid(s), that party must first submit a request to the City Clerk. The City of Stockbridge has three (3) working days to respond, stating the length of time and associated costs necessary to provide the information, if it is available. Purchasing will make an appointment for time to review the document(s). Proprietary and/or confidential information may be redacted from any bid material in the City's possession, at the charges listed in the adopted City's fee schedule. Information regarding bids and proposals over \$50,000 is not available until the City Council approves the award and the award has been made

18. Creating Minority Set-Asides for Procurement. – Attorney Washington (legal revisions)

Analysis:

The City currently has a supplier diversity program, however, this will need to be updated and requires factual analysis to withstand legal challenge

Recommended Revision:

N/A

19. Designating that member of Procurement may not receive Gratuity. – Attorney Washington (legal revisions)

Analysis:

The City of Stockbridge's Charter specifically outlines it under Prohibitions as follows

2.40.040 – Prohibitions

D. No city official shall directly or indirectly receive, or agree to receive, any compensation, gift, reward, or gratuity in any matter or proceeding connected with, or related to, the duties of his office except as may be provided by law.

Recommended Revision:

N/A

20. § 3.30.040(J) – remove the phrase “as the treasurer shall direct.” – Jeremy Berry

Analysis:

We think it is best to remove this phrase to take any possible influence out and ensure the procurement department is independent.

Recommended Revision:

The purchasing agent shall have the following powers and duties:

J. Perform such other duties not inconsistent with this chapter.

21. § 3.30.080(B) – change the word “must” to “should” (“Generally, the following conditions should be met:”) – Jeremy Berry

Analysis:

The City cannot require that three bidders or offerors participate in the process.

Recommended Revision:

Competitive Sealed Bidding. In most cases the competitive sealed bid is the preferred method of procurement in the public sector and should be used whenever possible as it allows qualified, responsive bidders to compete on the basis of price. Generally, the following conditions should be met:

22. § 3.30.080(B)(2) – change to read: “The City prefers that three or more vendors compete in a procurement, however, this is a goal and not a requirement.” – Jeremy Berry

Analysis:

The City can state a preference that three or more bidders or offerors participate in a procurement but the City cannot require this.

Recommended Revision:

The City prefers that three or more vendors compete in a procurement, however, this is a goal and not a requirement.

23. § 3.30.080(D) – change the end of the first sentence to add “and the user agency has submitted a written memo to the Procurement Department justifying the use of and need for a sole source procurement.” – Jeremy Berry

Analysis:

Best practices require that a sole source procurement includes a written memo from the user agency to explain and justify the sole source.

Recommended Revision:

Sole Source Purchase. A sole source procurement may be used when only one (1) vendor or supplier is able to fill requirements for the intended use and the user agency has submitted a written memo to the Procurement Department justifying the use of and need for a sole source procurement. Sole source may be used for compatibility with equipment for repair purposes, or for compatibility with existing systems. Standardization may require a sole source procurement, depending upon the intended use. Standardization, which is either established as a result of past procurement(s) or by approval of the city manager, can be a satisfactory justification for a sole source. The city council shall approve all purchases where cost is greater than fifty thousand dollars (\$50,000.00).

24. § 3.30.082(B)(4) – this sentence should be deleted– Jeremy Berry

Analysis:

A disqualified bidder should only be able to challenge the disqualification through a bid protest process and that is different than what is contemplated here.

Recommended Revision:

N/A

25. § 3.30.090(A) – *consider* whether purchases under \$50,000 must be approved by City Council. – Jeremy Berry

Analysis:

This is an optional consideration and would just be a check on procurements (if Council were to approve).

Recommended Revision:

N/A

26. § 3.30. 100(I)(2) – *consider* revising to read “All bid awards above \$50,000 shall be approved by the City Council.” – Jeremy Berry

Analysis:

This is an optional consideration and would just be a check on procurements (if Council were to approve).

Recommended Revision:

27. § 3.30.100(I)(3) – remove the language “or defer bid awards to allow time for additional evaluation or review of bids or for other business purposes” from this provision. – Jeremy Berry

Analysis:

Deferring bids is not prudent. The City should either award or cancel a procurement, but not defer (unless there is a compelling reason to do so).

Recommended Revision:

The purchasing agent may reject bids consistent with the best interest of the city.

28. § 3.30110(C) – remove the language “placed in a sealed envelope or package” (because some proposals are submitted electronically) – Jeremy Berry

Analysis:

Remove the language “placed in a sealed envelope or package” (because some proposals are submitted electronically).

Recommended Revision:

All proposals shall be stamped or annotated with the date and time of receipt and secured until the designated opening time. A proposal delivered late shall under no circumstances be eligible for consideration by the city.

29. Consider adding a formal bid protest process. – Jeremy Berry

Analysis:

A bid protest process is a check on the procurement process in case an error is made or an offeror or bidder believes they were not evaluated correctly.

Recommended Revision:

N/A

30. § 3.30.223(A) – add the phrase “greater than \$25,000.00” so that the section reads “. . . any change order greater than \$25,000.00 or other modification of a contract term shall be approved by the City Council.” – Jeremy Berry

Analysis:

This is an optional consideration and would just be a check on procurements (if Council were to approve).

Recommended Revision:

Except as hereinafter provided, any change order or other modification greater than \$25,000.00 of a contract term shall be approved by the city council.

31. Add:

“When the procurement or real estate transaction involves the expenditure of federal assistance or contract funds, the procurement or real estate transaction shall be conducted in accordance with any applicable mandatory federal law and authorized regulations which are not reflected in this article. Notwithstanding, where federal assistance or contract funds are used in a procurement or real estate transaction, requirements that are more restrictive than federal requirements shall be followed.” – Jeremy Berry

Analysis:

This just makes clear that federal law needs to be complied with when federal funds are used.

Recommended Revision:

N/A

32. Add:

Reporting to the Council:

The Procurement Department shall submit to the council every three months a report listing for the previous month the following information, which shall be updated from the previous report:

- (1) The titles of all requests for proposals and bids and the method of source selections to be used;
- (2) All contracts authorized by the council, the method of source selection used and the total dollar amount;

(3) All change orders of contract modifications authorized by the council, the dollar amount, and the reason; and

(4) The status of any pending requests for proposals or bids.

– Jeremy Berry

Analysis:

Providing an update to council on the status of procurements (only information that is public) will ensure that council knows what is going on with procurements and that procurements are proceeding.

Recommended Revision:

N/A

V. CONCLUSIONS AND RECOMMENDATIONS

Most of the requested revisions here either already exist in the Manual or there is no similar policies or verbiage that exists in other cities therefore we need to be advised as to what the Council or Procurement would like those standards to be.