

STOCKBRIDGE CITY COUNCIL

Vacant

Mayor at Large

Mayor Pro Tem Elton Alexander

Council District 5

Councilmember LaKeisha Gantt

Council District 1

Councilmember Antwan Cloud

Council District 2

Councilmember Kyle D. Berry, Sr.

Council District 3

Councilmember Yolanda Barber

Council District 4

CITY MANAGER

Shawn Edmondson

INTERIM CITY CLERK

Cassandra Lester

CITY TREASURER

Frank Milazi

CITY ATTORNEY

Quinton G. Washington

Council Meeting Agenda September 14, 2026 6:00 PM



STOCKBRIDGE CITY HALL

4640 NORTH HENRY BLVD.

STOCKBRIDGE, GA 30281

Website: www.stockbridgega.org

Phone: 770-389-7900

Fax: 770-389-7912

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AGENDA COUNCIL MEETING CITY OF STOCKBRIDGE

MONDAY, SEPTEMBER 14, 2026 6:00 PM

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF THE AGENDA

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

CEREMONIAL: Swearing in Ceremony for Youth Council

PRESENTATION

- 1 Council Consideration for 2025 Audit Report Approval - Presented by:
- 2 Presentation seeking support to establish an externship partnership between the City of Stockbridge and the Interactive College of Technology (ICT) through approval of an Affiliation Agreement that would facilitate student externship placements within City departments. - Presented by: Dwayne Pollock
- 3 Presentation and Adoption of the Updated Employee Policy Manual
- Presented by: Dwayne Pollock

CONSENT AGENDA

- 4 Council Consideration to approve the first (1st) of four (4) one-year renewal options for Request for Proposals No. 2025-0007 with Crabapple Landscape Experts, Right-of-Way Maintenance and Other Services for the term of January 1 through December 31, 2027 in the amount of \$300,000.00. Council approved the award through Resolution R25-1851. **Funding Source:** Account Number

- 100-42200-522000 (ROW Maintenance) in the Public Works budget.
- Presented by: Decius Aaron
- 5 Council Consideration to approve the first (1st) of four (4) one-year renewal options for Request for Proposals No. 2025-0004 with CGS, LLC for the term of January 1 through December 31, 2027 in the amount of \$200,000.00. On October 28, 2025, the Department of Public Works re-presented a request to Council for approval to award a fixed contract to CGS, LLC, for a total amount not to exceed \$200,000.00. Council approved the award through Resolution R25-1848. **Funding Source:** SPLOST VI. - Presented by: Decius Aaron
- 6 Council Consideration to approve the fourth (4th) and final renewal option to the competitively solicited Contract pursuant to Request for Proposals (RFP) No. 2022-0006, On- Call General Engineering Services - Falcon Design Group, LLC in the amount of \$200,000.00. The third (3rd) contract renewal option was approved by Council on August 26, 2025 through Resolution No. R25-1835. **Funding Source:** Account Numbers 505-44200-521230, 505-43300-521230, 100-42200-521230 and 100-15650-521230.
- Presented by: Decius Aaron
- 7 Council Consideration to approve the fourth (4th) and final renewal option of the competitively solicited Contract pursuant to Request for Proposals (RFP) No. 2022-0006, On- Call General Engineering Services - Carter & Sloope, Inc. in the amount of \$200,000.00. The third (3rd) contract renewal option was approved by Council on August 26, 2025 through Resolution No. R25-1834. **Funding Source:** Account Numbers 505-44200-521230, 505-43300-521230, 100-42200-521230 and 100-15650-521230. - Presented by: Decius Aaron
- 8 Council Consideration to approve the first (1st) of four (4) one-year renewal options for Request for Proposals No. 2025-0006 with Site Engineering, Inc. for the term of January 1 through December 31, 2027 in the amount of \$400,000.00. On September 8, 2025, the Department of Public Works presented a request to Council for approval to award a fixed contract to two (2) vendors for a total amount not to exceed \$400,000.00. Professional Pipeline, LLC was designated as the primary vendor, and Site Engineering, Inc. was designated as the secondary vendor. Council approved the award through Resolution R25-1843. **Funding Source:** Account Numbers 321-15110-542515, 321-15110-541470, and 321-43300-541405. - Presented by: Decius Aaron
- 9 Council Consideration to approve the first (1st) of four (4) one-year renewal options for Request for Proposals No. 2025-0006 with Professional Pipeline, LLC, for the term of January 1 through December 31, 2027 in the amount of \$400,000.00. On September 8, 2025, the Department of Public Works presented a request to Council for approval to award a fixed contract to two (2) vendors for a total amount not to exceed \$400,000.00. Professional Pipeline, LLC was designated as the primary vendor, and Site Engineering, Inc. was designated as the secondary vendor. Council approved the award through Resolution R25-1843. **Funding Source:** Account Numbers 321-15110-542515, 321-15110-541470, and 321-43300-541405. - Presented by: Decius Aaron

NEW BUSINESS

- 10 Council Consideration to approve Professional Pipeline to replace the culvert and repair a sinkhole at 286 Nightwind Drive in the amount of **\$76,795**. Funding source is **\$60,780.00** from SPLOST VI account number 321-15110-542515 and **\$19,015.00** from account number 510-42500-542515 (Stormwater Repairs).
- Presented by: Decius Aaron
- 11 Council Consideration to approve Public Works to apply to the Georgia Department of Natural Resources for Land and Water Conservation Fund assistance for Clark Community Park-Phase 2.2 committing the required local match of **\$750,000.00**. Funding source is from SPLOST VI. - Presented by: Decius Aaron
- 12 Council Consideration to approve the third (3rd) of four (4) one-year renewal options for RFP No. 2024-0005, City of Stockbridge Janitorial Maintenance Services with Intercontinental Commercial Services, Inc. (ICS) in the amount of \$152,100.00. The contract is increasing by \$9,000.00 per year due to the addition of the new Police Substation. On August 25, 2025, Council approved to exercise the second (2nd) one (1) year renewal option for Janitorial Maintenance Services with Intercontinental Commercial Services through Resolution No. R25- 1838. Originally, on April 24, 2024, the Procurement Department solicited RFP's from qualified firms to provide Janitorial Maintenance Services to all city buildings. On June 26, 2024, the Council approved awarding the contract for Janitorial Maintenance Services to Intercontinental Commercial Services, Inc. (ICS) in the amount of \$152,100.00 through Resolution No. R24-1722. **Funding Source:** Account Numbers 100-15650-522318 (Facility Cleaning Police Department), 110-15650-522319 (Facility Cleaning Public Works Administrative Building), 100-15650-522321 (Facility Cleaning City Hall), 100-15650-522322 (Facility Cleaning Merle Manders Conference Center), 100-15650-522323 (Facility Cleaning Downtown Connection Center), 100-15650-522324 (Facility Cleaning Municipal Court), 100-15650-522325 (Facility Cleaning Maintenance Shop), 100-15650-522326 (Facility Cleaning WWTP), and 100-15650-522327 (Facility Cleaning Merle Manders Conference Center Administrative Building) in the Government Buildings budget. - Presented by: Decius Aaron
- 13 Council Consideration to approve Change Order No. 3 with Prime Contractors, Inc. in the amount of **\$78,814.39** for additional fill dirt (furnish and install approximately 230 CY of fill dirt to entire perimeter removed during demo to get to correct grade due to concrete area being more than 6" thick), turnaround expansion (remove an additional 10 linear feet of turnaround space for trucks to get around building easier), and electrical service change (furnish and install (3) 3 ½" PVC conduit an extra 101 linear feet to new Ga Power transformer location and furnish and install (4) 400 MCM Copper wire in each 3 ½" conduit to new Ga Power transformer location for a total of 1,212 linear feet). Funding source is from SPLOST VI account number 321-2200-541318. - Presented by: Decius Aaron
- 14 Requesting Council approval for the establishment and implementation of a Real Time Crime Center (RTCC) for the Stockbridge Police Department and authorize the purchase of the turnkey RTCC solution from Fountain Head Controls in an amount not to exceed \$157,881.19, with \$148,500.00 funded through the Department's Violent Crime Reduction Grant (Consultant Fees

- 255-32100-521100) and \$9,381.19 funded through Red Speed funds (Contract Services 212-32100-523855). - Presented by: Orrin Hamilton
- 15 Council consideration to approve the purchase of 10 RollShieldMH-Handgun ballistic shields and 9 RollShieldMH-Rifle from Verco Materials, LLC, in an amount not to exceed \$102,875.04. utilizing funds awarded through the Public Safety and Community Violence Grant. The requested shields provide an additional layer of protection for officers responding to high-risk incidents where ballistic protection is necessary. Approval of this item enhance officer safety and provide officers with rapidly deployable ballistic protection during incidents involving elevated or active threats. - Presented by: Orrin Hamilton
- 16 **WHITLEY ENGINEERING 2027 CONTRACT RENEWAL.**
Council consideration of a contract renewal with Whitley Engineering in the amount of \$100,000 to provide civil engineering services to the City of Stockbridge for 2027. - Presented by: Ryan Anderson
- 17 **SagesGov Network 2027 CONTRACT RENEWAL.**
Council consideration of a second contract renewal with SagesGov Network to provide the City of Stockbridge with cloud-based software, licensing, maintenance, and support services in the amount of \$58,318.00 for 2027. GL Number / Account No.: 100-72000-521310. - Presented by: Ryan Anderson
- 18 **DEESCO FIRE PROTECTION, INC. 2027 CONTRACT RENEWAL.**
Council consideration of a 2027 contract renewal with DEESCO Fire Protection, Inc. for the first (1st) optional renewal year, January 1 through December 31, 2027. RFQ No. 2025-0005 for fire protection services. GL: 100-72000-523850. Financial Impact: \$100,000. - Presented by: Ryan Anderson
- 19 **CPL ARCHITECTS, ENGINEERS AND LANDSCAPE ARCHITECTS 2027 CONTRACT RENEWAL.**
Council consideration of a 2027 contract extension with CPL Architects, Engineers and Landscape Architects, D.PC for professional Planning services to update the Unified Development Code (UDC). Request for Proposals Contract No. R25.18842.00. Request for City Council's approval of the first (1st) optional renewal year, January 1 through December 31, 2027. GL: 100-74100-521200. Financial Impact: \$27,761.20. - Presented by: Ryan Anderson

COMMENTS- MAYOR PRO TEM

EXECUTIVE SESSION (Exemptions to the Georgia Open Meetings Acts)

ANNOUNCEMENTS OF UPCOMING MEETINGS & EVENTS

City Council Meetings are held on the second Monday of each month, and Work Sessions are held the last Tuesday of the month at the Stockbridge City Hall - City Council Chamber. Meeting times and dates may change. Please visit www.stockbridgega.org for updates. The City of Stockbridge adheres to the Americans with Disabilities Act (ADA). If you need auxiliary services to

participate in the meetings, please contact City Hall at 770-389-7900 in advance.

ADJOURNMENT



City of Stockbridge

AGENDA ITEM

MEETING DATE

September 14, 2026

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 or TSPLOST
- ☐ ARPA
- ☐ GRANT
- ☐ HOTEL/MOTEL TOURISM
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER:

Frank S. Milazi

DEPARTMENT:

Finance

ITEM/PROJECT/EVENT:

Council consideration for 2025 Audit Report Approval.

BACKGROUND INFORMATION:

The 2025 Annual Audit Report was presented to the Governing Body during the 2027 Budget Retreat. Council will accept the Audit Report during the Work session Meeting.

APPROVALS: CITY MANAGER 

CITY TREASURER Frank S. Milazi

CITY ATTORNEY _____

GRANTS ADMIN. _____

☐ FINANCIAL IMPACT ☒ N/A

AMOUNT \$

ATTACHMENTS:

☐

ITEM/PROJECT/EVENT:

BACKGROUND INFORMATION:

STAFF RECOMMENDATION:

Staff Signature_____

CITY OF STOCKBRIDGE, GEORGIA



ANNUAL COMPREHENSIVE FINANCIAL REPORT

**FOR THE YEAR ENDED
DECEMBER 31, 2025**

CITY OF STOCKBRIDGE, GEORGIA

**ANNUAL COMPREHENSIVE
FINANCIAL REPORT**

**FOR THE YEAR ENDED
DECEMBER 31, 2025**

Prepared By: Department Of Finance

CITY OF STOCKBRIDGE, GEORGIA

ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

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CITY OF STOCKBRIDGE, GEORGIA

ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

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CITY OF STOCKBRIDGE, GEORGIA
ANNUAL COMPREHENSIVE FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

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INTRODUCTORY SECTION



City of Stockbridge

4640 North Henry Blvd. • Stockbridge, GA 30281

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

July 30, 2026

To the Honorable Mayor, Distinguished Members of City Council
And the Citizens of the City of Stockbridge:

Ladies and Gentlemen:

State Law requires that all general-purpose local governments publish within six months of the close of each fiscal year a complete set of financial statements presented in conformity with general accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. Pursuant to that requirement, we hereby issue the Annual Comprehensive Financial Report of the City of Stockbridge, Georgia for the fiscal year ended December 31, 2025.

This report consists of management's representations concerning the finances of the City of Stockbridge, Georgia. Consequently, management assumes full responsibility for the completeness and reliability of all of the information presented in this report. To provide a reasonable basis for making these representations, management of the City of Stockbridge has established a comprehensive internal control framework that is designed both to protect the government's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City of Stockbridge's financial statements in conformity with GAAP. Because the cost of the internal controls should not outweigh their benefits, the City of Stockbridge's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The City of Stockbridge's financial statements have been audited by Mauldin and Jenkins LLC, a firm of licensed certified public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements of the City of Stockbridge for the fiscal year ended December 31, 2025, are free of material misstatement. The independent audit involved examining on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified opinion that the City of Stockbridge's financial statements for the fiscal year ended December 31, 2025, are fairly presented in conformity with GAAP. The independent auditor's report is presented as the first component of the financial section of the report. A single audit was necessary in 2025. The requirement for a single audit is the expense of \$1,000,000 or more in federal funds.

Government Auditing Standards require the independent auditor to report not only on the fair presentation of the financial statements, but also on the audited government's internal controls and compliance with legal requirements. This report is available under a separate cover.

GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The City of Stockbridge's MD&A can be found immediately following the report of the independent auditors.

PROFILE OF THE CITY

The City of Stockbridge was founded in 1829 and was incorporated as a city in 1920. Stockbridge is located in the northern part of Henry County, Georgia and is approximately eighteen miles from the state capital of Atlanta. The city is a municipal corporation created under the laws of the State of Georgia and has its corporate name as "City of Stockbridge, Georgia." The affairs of the city are conducted by a Mayor and a five-member city council. The Mayor is elected at large, while City Council members are elected by districts. This elected body is responsible for the active coordination of community resources, to anticipate problems and meet community needs.

The City Manager, who is appointed by the Mayor and City Council, oversees the day-to-day operations of the city and ensures the smooth and efficient delivery of city services. All activities and functions of the city are administered by the City Manager, and City Clerk are under the jurisdiction of the Mayor and City Council, as set forth in State and local laws.

The city provides a full range of services to approximately 36,000 residents. These services are provided as a whole either by the city or through contractual agreements with Henry County. They include public safety (police and fire), community development, highways and streets, water, sewer, sanitation, public improvements, planning and zoning, code enforcement and general administrative services.

The City is one of four incorporated municipalities within Henry County and is not included in Henry County's reporting entity.

The annual budget serves as the foundation for the City of Stockbridge's financial planning and control. All funds and departments of the City are required to submit requests for appropriations to the City Treasurer and City Manager in April of each year. The City Treasurer and City Manager use these requests as the starting point for developing a proposed budget. The City Manager then presents this proposed budget to the Council for review in August. The Council is required to hold public hearings on the proposed budget and to adopt a final budget no later than December 31, the closure of the City of Stockbridge's fiscal year. The appropriated budget is prepared by funds and department. Department supervisors may make transfers of appropriations within a department budget.

Transfers of appropriations between departments require the special approval of the governing body through budget amendment. Budget to actual comparisons is provided in this report for the general fund and other funds including enterprise funds. These comparisons are presented beginning on page 22 of the basic financial statements.

On January 1, 1995, the City of Stockbridge received its status as a Certified City by the State of Georgia Department of Community Affairs. The State designated the Stockbridge Main Street Program on January 26, 2015. The Main Street Program was established to design an identifiable downtown historic district that promotes economic vitality, encourages cultural enrichment and nurtures a collaborative community spirit.

FACTORS AFFECTING FINANCIAL CONDITION

The information presented in the financial statements is perhaps best understood when it is considered from the broader perspective of the specific environment within which the City of Stockbridge operates.

Strategic Financial Planning

The Mayor and Council of the City of Stockbridge are very diligent in budgeting and planning. With the Joint Comprehensive Development Plan, the Short-Term Work program as well as other programs, we share in the planning for growth and development of infrastructure with Henry county. These plans also address population, economic development, natural histories and cultural resources as well as transportation and community facilities throughout the city and county. In May 2016, sanitation services were contracted through Waste Industries at no additional cost to the citizens. Waste Industries also offers curbside recycling services. With the implementation of the Stockbridge Police Department, tickets are now diverted back to our Municipal Court, thus increasing revenues for fines and forfeitures.

Local Economy

Stockbridge is intersected by two interstate expressways, I-75 and I-675. These heavily traveled interstates bring tourists into our city. The tourist boosts the sales tax revenue as well as the Hotel/Motel tax revenue. The city has a Hotel/Motel tax rate of 8%. We currently have 12 hotels in the city limits of Stockbridge for which we receive this tax revenue. This revenue has increased due to the overall economy growth in the City.

Our citizens' employment, as well as our local economy, depends largely on what happens in and around Metro Atlanta. The 2025 unemployment rates for the State of Georgia and the City of Stockbridge, are at 3.1% and 3.4%, respectively. Property values have started to recover with an increase of 4% in the net maintenance and operation tax digest since 2021.

The city depends largely on Local Option Sales Tax for revenue and fees for various services provided by the city. The 2025 sales tax revenue increased as it has been since 2020. Other increases in revenue occurred in hotel/motel taxes, occupational taxes, insurance premium taxes and franchise fees.

RELEVANT FINANCIAL POLICIES

Fiscal Policies

The City of Stockbridge actively supports economic development efforts to expand our revenue base and extend support to local business owners already established within our city limits. Budgeted revenue projections are made conservatively so that actual revenues will consistently meet or exceed budgeted revenues. The City provides medical, dental, and life insurance for its employees. The cost for these benefits is shared by the City and its employees. The city also provides a defined benefit pension plan for the City employees and elected officials and health insurance at no cost to the beneficiaries.

Treasury Policies

The City's financial policies authorize investment in any securities approved by the State of Georgia for local governments. The city administers the conservative treasury approach, and we employ safe and financially stable practices to protect the City's liquid assets. Other financial policies that have been approved by the Governing Body include Internal Controls, Budget Process, Fund Balance, Grants management, Capital Assets, as well as Purchasing and Procurement.

MAJOR INITIATIVES AND ACCOMPLISHMENTS

In 2016, the Mayor and Council adopted a Mission statement:

To provide visionary leadership and superior municipal services that enhance the quality of life for the citizens while creating a welcoming business atmosphere focused on sustainability and expansion of tourism and cultural events. They are passionate about establishing the Values of PEACE.

Professionalism
Excellence
Adaptability
Communications
Ethics

Special Purpose Local Option Sale Tax IV was passed by the citizens in November of 2013. We began receiving these funds in May of 2014. The plans are to use these funds for Capital Projects such as roads, bridges, sidewalks as well as public works facilities and equipment, parks and recreation and public safety facilities and equipment.

There are currently several projects that are being funded through our SPLOST and TSPLOST revenues and supplemented by fund balance whenever necessary. The following are some of the many projects undertaken throughout the City in 2025:

- FY 2025 LMIG – approximately \$2,984,645.22 for roads resurfacing, repairs and maintenance.
- Merle Manders, Tag Office, and Police Department Building Roof –approximately \$156,112.80
- Eagles Landing PKWY, Hudson Bridge Road, East Lake PKWY (IGA-Henry County) –approximately \$3,973,863.65
- Amphitheater Flex Pavers Project – approximately \$212,850.00

The Future

As we move through 2026, the City is transitioning from a period of significant growth and investment toward an increased emphasis on execution, accountability, sustainability, and measurable results.

Our work in 2026 will focus on several interconnected priorities.

Financial Stewardship and Accountability.

We will continue strengthening financial controls, procurement practices, budget monitoring, capital planning, and organizational accountability. Protecting public resources and maintaining the confidence of our residents will remain fundamental to every financial and operational decision.

Infrastructure and Capital Investment.

The City will continue advancing transportation, road, sidewalk, facility, water and sewer, parks, and other infrastructure improvements. Particular attention will be placed on completing projects already underway, maximizing outside funding opportunities, and ensuring that future capital commitments are financially sustainable.

Public Safety.

The City will continue investing in a professional, responsive, and community-focused Police Department. Recruitment, retention, training, equipment, technology, employee development, and community engagement will remain important components of our public safety strategy.

Economic Development and Downtown Revitalization.

Stockbridge will continue working to attract quality investment while supporting existing businesses. Revitalization of our downtown, redevelopment opportunities, business recruitment and retention, tourism, entertainment, and strategic partnerships will remain important components of expanding and diversifying the City's economic base.

Organizational Excellence and Customer Service.

Residents and businesses should receive professional, efficient, and responsive municipal services. During 2026, we will continue evaluating internal processes, strengthening departmental accountability, developing our workforce, improving coordination across departments, and using technology to make City government more efficient and accessible.

Quality of Life and Community Investment.

Growth must ultimately translate into a better quality of life. The City will continue investing in parks, recreation, community facilities, cultural opportunities, special events, public spaces, and programs that strengthen the connection between residents and their community.

Strategic and Sustainable Growth.

As Stockbridge continues to grow, our responsibility is to ensure that development occurs strategically. Decisions involving land use, infrastructure, transportation, economic development, and municipal services must consider not only immediate needs but also their long-term financial and operational impact.

Our objective for 2026 is straightforward: **protect the City's financial position, complete the work we have started, strengthen the organization, invest strategically in our community, and ensure that Stockbridge is positioned for sustainable growth well into the future.**

AWARDS AND ACKNOWLEDGEMENTS

The Government Finance Officers Association of the United States and Canada (GFOA) awarded the City of Stockbridge the Certificate of Achievement for Excellence in Financial Reporting for its Annual Comprehensive Financial Report for the fiscal year ended December 31, 2024.

The Certificate of Achievement represents a significant accomplishment by a government and its management and reflects the City's commitment to transparency and high standards in governmental financial reporting. We believe the current Annual Comprehensive Financial Report continues to meet the requirements of the Certificate of Achievement Program and will submit it to GFOA for consideration.

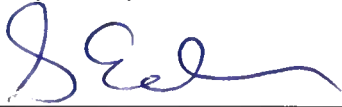
Preparation of this report requires significant coordination and effort. We extend our appreciation to the employees of the Finance Department, Executive Department, and all City departments whose work contributed to the completion of this report.

We also thank Mauldin & Jenkins LLC for its professional services throughout the independent audit process.

Finally, we acknowledge the Mayor and City Council for their leadership and support of sound financial management and thank our employees for their continued commitment to serving the citizens of Stockbridge.

The City enters 2026 from a position of opportunity, but we recognize that continued progress requires discipline, accountability, collaboration, and responsible stewardship. We remain committed to ensuring that the resources entrusted to the City are managed carefully and strategically for the benefit of the community we serve.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'S Edmondson', written over a horizontal line.

Shawn Edmondson, City Manager



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**City of Stockbridge
Georgia**

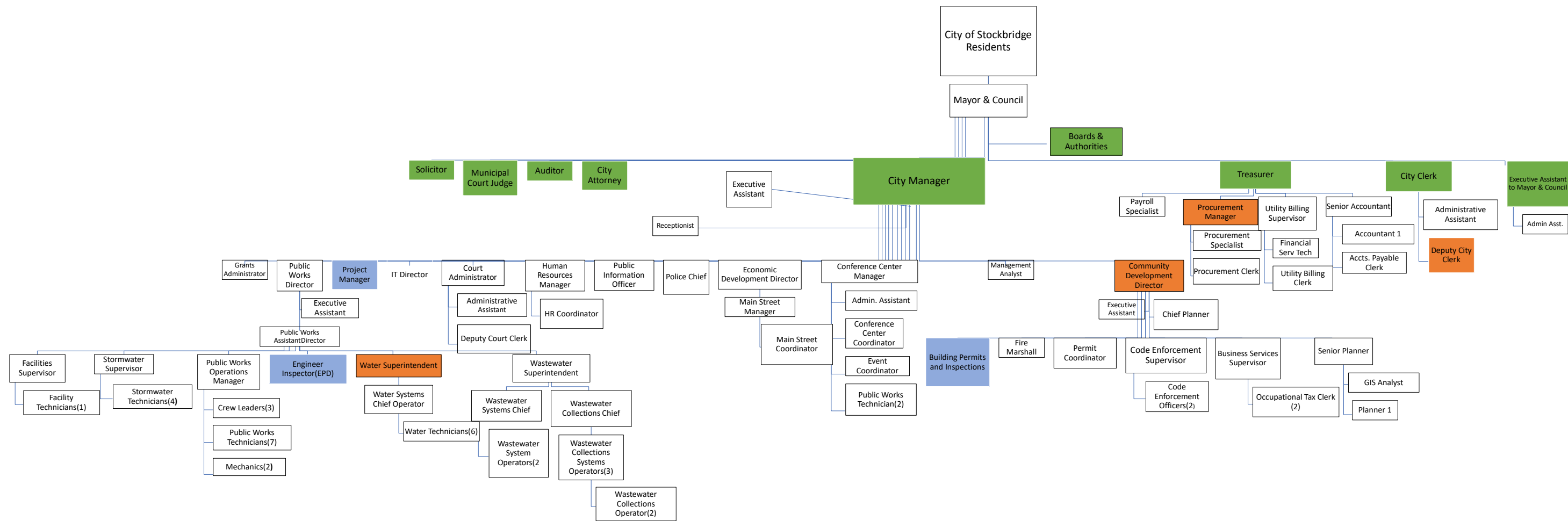
For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

December 31, 2024

Christopher P. Morrell

Executive Director/CEO

City of StockBridge Organizational Chart - effective 01/01/2025

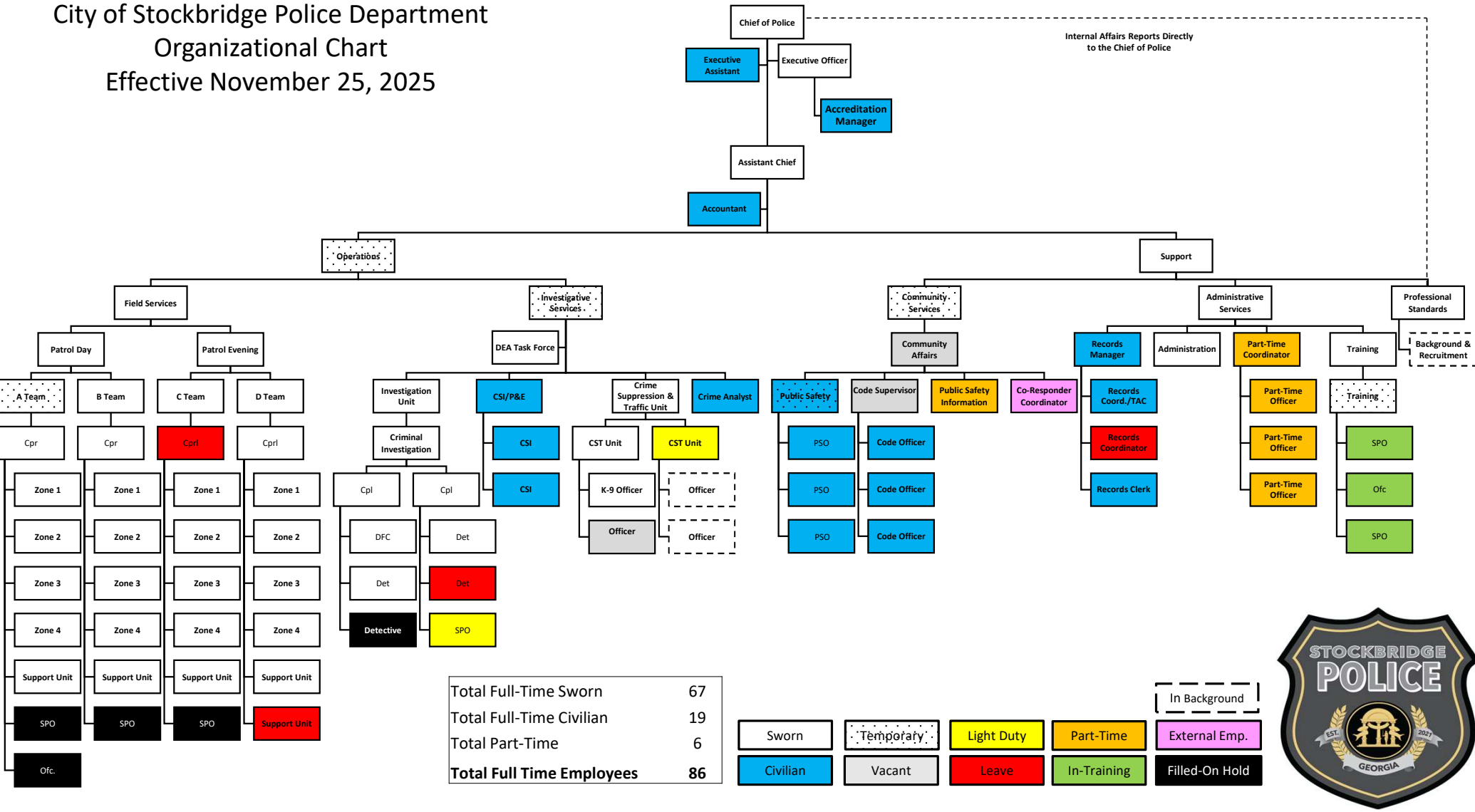


Contracted Services
Appointed Position
New Position
Vacant Position

City of Stockbridge Police Department

Organizational Chart

Effective November 25, 2025



Total Full-Time Sworn	67
Total Full-Time Civilian	19
Total Part-Time	6
Total Full Time Employees	86

Sworn	Temporary	Light Duty	Part-Time	External Emp.
Civilian	Vacant	Leave	In-Training	Filled-On Hold



CITY OF STOCKBRIDGE, GEORGIA

LIST OF ELECTED AND APPOINTED OFFICIALS December 31, 2025

LEGISLATIVE BRANCH

MAYOR AND CITY COUNCIL

Anthony Ford	Mayor
LaKeisha Gantt	Mayor Pro Tem
Elton Alexander	Council Member
Yolanda Barber	Council Member
Kyle Berry Sr.	Council Member
Alphonso Thomas	Council Member

OFFICERS OF THE MAYOR AND COUNCIL

Shawntez Edmondson	City Manager
Frank S. Milazi	City Treasurer
Vanessa Holiday	City Clerk
Cassandra Lester	Deputy City Clerk
Quinton Washington	City Attorney
Jeremy Berry	City Attorney
Megan McCulloch	City Attorney

JUDICIAL BRANCH

Matthew McCord	Municipal Court Judge
Julie Kert	City Solicitor
Genea Stanley	Court Clerk

FINANCIAL SECTION



INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Members
of the City Council
City of Stockbridge, Georgia
Stockbridge, Georgia

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Stockbridge, Georgia (the "City"), as of and for the year ended December 31, 2025, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of December 31, 2025, and the respective changes in financial position and, where applicable, cash flows thereof, and the budgetary comparison for the General Fund, the Grants Fund, and the American Rescue Plan Act ("ARPA") Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis (on pages 5 through 13), the Schedule of Changes in the City's Net Pension Liability and Related Ratios (on pages 61 and 62), and the Schedule of City Contributions (on pages 63 and 64) be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with generally accepted auditing standards, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The accompanying combining and individual nonmajor fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The Schedules of Expenditures of Special Purpose Local Option Sales Tax ("SPLOST") proceeds as required by the Official Code of Georgia Annotated ("O.C.G.A.") §48-8-121, and the Schedule of Expenditures of Transportation Special Purpose Local Option Sales Tax ("TSPLOST") proceeds, as required by O.C.G.A. §48-8-269.5, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by Title 2 *U.S. Code of Federal Regulations* ("CFR") Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and is also not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements and schedules, the Schedules of Expenditures of Special Purpose Local Option Sales Tax Proceeds, the Schedule of Expenditures of Transportation Special Purpose Local Option Sales Tax Proceeds, and the Schedule of Expenditures of Federal Awards (the "supplementary information") are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated July 30, 2026, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Mauldin & Jenkins, LLC

Macon, Georgia
July 30, 2026

CITY OF STOCKBRIDGE, GEORGIA

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

As management of the City of Stockbridge (the "City"), we offer readers of the City of Stockbridge's financial statements this narrative overview and analysis of the financial activities of the City of Stockbridge for the fiscal year ended December 31, 2025. We encourage readers to read the information presented here in conjunction with additional information that we have furnished in the City's financial statements, which follow this narrative.

Financial Highlights

- The assets and deferred outflows of the City of Stockbridge exceeded their liabilities and deferred outflows on December 31, 2025, by \$156,023,271 (total net position). Of this amount, \$23,719,172 is unrestricted and may be used to meet the government's ongoing obligations to citizens and creditors.
- The total net position, on an entity wide basis, increased by \$14,367,798. Of this amount, an increase of \$11,644,325 was associated with governmental activities and an increase of \$2,723,473 was associated with business-type activities.
- As of the close of the current fiscal year, the City of Stockbridge's governmental funds reported combined ending fund balances of \$68,396,495, an increase of \$7,742,271 compared to the prior year. The General Fund, which serves as the City's chief operating fund, reported an ending fund balance of \$17,913,854.
- The City of Stockbridge's bonds and notes payables decreased by \$5,793,938 for an overall decrease of 25% due to scheduled debt service payments. Due to the implementation of GASB 87 Statement No 87, Leases as of December 13, 2025, totaled \$137,222.
- The City of Stockbridge imposed its first property tax, with a millage rate of 3.77 in 2023. The total property tax collected on December 31, 2025, was \$7,186,782 which will add revenues to the General Fund.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to City of Stockbridge's basic financial statements. The City's basic financial statements consist of three components.

- 1) Government-wide financial statements.
- 2) Fund financial statements; and
- 3) Notes to the financial statements.

The basic financial statements present two different views of the City through the use of government-wide statements and fund financial statements. In addition to the basic financial statements, this report contains other supplemental information that will enhance the reader's understanding of the financial condition of the City of Stockbridge.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Basic Financial Statements

The first two statements in the basic financial statements are the Government-wide Financial Statements. They provide both short and long-term information about the City's financial status.

The next statements are Fund Financial Statements. These statements focus on the activities of the individual parts of the City government. These statements provide more detail than the government-wide statements. There are three parts to the Fund Financial Statements:

- 1) The governmental funds statements.
- 2) The budgetary comparison statements; and
- 3) The proprietary fund statements.

The next section of the basic financial statements is the notes. The notes to the financial statements explain in detail some of the data contained in those statements. After the notes, supplemental information is provided to show details about the (type of unit-city, county, etc.) individual funds. Budgetary information required by the General Statutes also can be found in this part of the statements.

Government-wide Financial Statements

The government-wide financial statements are designed to provide the reader with a broad overview of the City's finances, similar in format to a financial statement of a private-sector business. The government-wide statements provide short and long-term information about the City's financial status.

The two government-wide statements report on the City's net assets and how they have changed. Net assets are the difference between the City's total assets and total liabilities. Measuring net assets is one way to gauge the City's financial condition.

The government-wide statements are divided into three categories:

- 1) Governmental activities.
- 2) Business-type activities, and;
- 3) Component units.

The governmental activities include most of the City's basic services such as public safety and courts, highways and streets, parks and recreation, tourism and promotion, code enforcement, and general administration.

The business-type activities are those that the City charges customers to provide. These include the water and sewer, solid waste management, conference center, community center, and stormwater management services offered by the City of Stockbridge.

MANAGEMENT'S DISCUSSION AND ANALYSIS

The final category is the component unit. Although legally separate from the City of Stockbridge, the Urban Redevelopment Agency is important to the City because the City exercises control over the Board by appointing its members and because the Board is required to distribute its profits to the City

Financial Fund Statements

The fund financial statements provide a more detailed look at the City's most significant activities. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of Stockbridge, like all other governmental entities in Georgia, uses fund accounting to ensure and reflect compliance (or non-compliance) with finance-related legal requirements, such as the General Statutes or the City's budget ordinance. All of the funds of the City of Stockbridge can be divided into two categories: governmental funds and proprietary funds.

Governmental Funds

Governmental funds are used to account for those functions reported as governmental activities in the government-wide financial statements. Most of the City's basic services are accounted for in governmental funds. These funds focus on how assets can readily be converted into cash flow in and out, and what monies are left at year-end that will be available for spending in the next year. Governmental funds are reported using an accounting method called modified accrual accounting that provides a short-term spending focus. As a result, the governmental fund financial statements give the reader a detailed short-term view that helps him or her determine if there are more or less financial resources available to finance the City's programs. The relationship between government activities (reported in the Statement of Net assets the Statement of Activities) and governmental funds is described in a reconciliation that is a part of the fund financial statements.

The City of Stockbridge adopts an annual budget for its General Fund, as required by state law. The budget is a legally adopted document that incorporates input from the citizens of the City, the management of the City, and the decisions of the Mayor and Council about which services to provide and how to pay for them. It also authorizes the City to obtain funds from identified sources to finance these current period activities. The budgetary statement provided for the General Fund demonstrates how well the City complied with the budget ordinance and whether or not the City succeeded in providing the services as planned when the budget was adopted. The budgetary comparison statement uses the budgetary basis of accounting and is presented using the same format, language, and classifications as the legal budget document. The statement shows four columns:

- 1) The original budget was adopted by the Council.
- 2) The final budget as amended by the Council;
- 3) The actual resources, charges to appropriations, and ending balances in the General Fund; and
- 4) The difference or variance between the final budget and the actual resources and charges.

MANAGEMENT'S DISCUSSION AND ANALYSIS

To account for the difference between the budgetary basis of accounting and the modified accrual basis, a reconciliation showing the differences in the reported activities is shown at the end of the budgetary statement.

The City maintains seven major governmental funds: the General Fund, Hotel/Motel Tax Fund, SPLOST V and TSPLOST State and Federal Grants Funds, Urban Redevelopment Fund, and the Perpetual Care Permanent Fund. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for all major funds.

Proprietary Funds

Enterprise funds (a component of proprietary funds) are used to report the same functions presented as business-type activities in the government-wide financial statements. The City has five enterprise funds: Water and Sewer Fund, Solid Waste Management Fund, Conference Center Fund, Community Center, and its Stormwater Management Fund. These funds are the same as those functions shown in the business-type activities in the Statement of Net assets and the Statement of Activities.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements and accompanying notes, this report includes certain required supplementary information concerning the City of Stockbridge's progress in funding its obligation to provide pension benefits to its employees.

Government-Wide Financial Analysis

As noted earlier, net position may serve over time as one useful indicator of a government's financial position. The assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$156,023,271 as of December 31, 2025. The City's net position reflects their investment in capital assets of \$97,258,790, less any related debt used to acquire those assets that are still outstanding. The City of Stockbridge uses capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

MANAGEMENT'S DISCUSSION AND ANALYSIS

The City of Stockbridge Net Position

	Governmental Activities		Business-Type Activities		Totals	
	2025	2024	2025	2024	2025	2024
Current and other assets	\$ 72,427,850	\$ 67,476,583	\$ 11,669,853	\$ 9,304,052	\$ 84,097,703	\$ 76,780,635
Capital assets	51,058,527	49,926,544	48,813,799	49,153,799	99,872,326	99,080,343
Total assets	123,486,377	117,403,127	60,483,652	58,457,851	183,970,029	175,860,978
Deferred outflows of resources						
Pension	2,116,762	1,428,409	629,279	422,159	2,746,041	1,850,568
Long-term liabilities outstanding	22,683,057	26,041,374	1,378,812	1,734,271	24,061,869	27,775,645
Other liabilities	3,171,171	4,387,571	3,459,759	3,506,778	6,630,930	7,894,349
Total liabilities	25,854,228	30,428,945	4,838,571	5,241,049	30,692,799	35,669,994
Deferred inflows of resources						
Pension	-	298,005	-	88,074	-	386,079
Net position:						
Net investment in capital assets	48,568,371	42,189,004	48,690,419	46,676,826	97,258,790	88,865,830
Restricted	35,045,309	43,483,078	-	-	35,045,309	43,483,078
Unrestricted	16,135,231	2,432,504	7,583,941	6,874,061	23,719,172	9,306,565
Total net position	\$ 99,748,911	\$ 88,104,586	\$ 56,274,360	\$ 53,550,887	\$ 156,023,271	\$ 141,655,473

The City received \$764,547 for Local Maintenance Improvement Grants for the year associated with street construction, repairs and improvements.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Governmental Activities

City of Stockbridge Changes in Net Position

	Governmental Activities		Business-Type Activities		Total	
	2025	2024	2025	2024	2025	2024
Revenues:						
Program revenues:						
Charges for services	\$ 3,732,930	\$ 6,691,081	\$ 11,659,085	\$ 12,054,524	\$ 15,392,015	\$ 18,745,605
Capital grants and contributions	28,102,997	27,608,223	-	-	28,102,997	27,608,223
General revenues:						
Other tax	18,149,936	17,687,165	-	-	18,149,936	17,687,165
Interest	739,506	219	1	-	739,507	219
Loss on disposal of capital assets	-	(97,844)	-	-	-	(97,844)
Total Revenues	<u>50,725,369</u>	<u>51,888,844</u>	<u>11,659,086</u>	<u>12,054,524</u>	<u>62,384,455</u>	<u>63,943,368</u>
Expenses:						
General Government	6,784,010	7,862,580	-	-	6,784,010	7,862,580
Judicial	1,007,011	996,738	-	-	1,007,011	996,738
Public safety	11,201,320	10,110,171	-	-	11,201,320	10,110,171
Public works	10,225,698	9,132,532	-	-	10,225,698	9,132,532
Culture and Recreation	8,949	9,011	-	-	8,949	9,011
Housing and development	4,069,160	3,037,046	-	-	4,069,160	3,037,046
Interest on long-term debt	612,001	712,944	-	-	612,001	712,944
Water and sewer	-	-	5,706,357	5,463,511	5,706,357	5,463,511
Stormwater management	-	-	993,318	1,351,190	993,318	1,351,190
Solid waste	-	-	2,531,154	2,599,035	2,531,154	2,599,035
Conference center	-	-	3,962,337	721,019	3,962,337	721,019
Amphitheater	-	-	915,342	8,133,471	915,342	8,133,471
Total Expenses	<u>33,908,149</u>	<u>31,861,022</u>	<u>14,108,508</u>	<u>18,268,226</u>	<u>48,016,657</u>	<u>50,129,248</u>
Increase (decrease) in net position before transfers	16,817,220	20,027,822	(2,449,422)	(6,213,702)	14,367,798	13,814,120
Transfers	(5,172,895)	(7,964,120)	5,172,895	7,964,120	-	-
Increase (decrease) in net position	<u>11,644,325</u>	<u>12,063,702</u>	<u>2,723,473</u>	<u>1,750,418</u>	<u>14,367,798</u>	<u>13,814,120</u>
Net position - beginning of year, as restated	<u>88,104,586</u>	<u>76,040,884</u>	<u>53,550,887</u>	<u>51,800,469</u>	<u>141,655,473</u>	<u>127,841,353</u>
Net position - end of year	<u>\$ 99,748,911</u>	<u>\$ 88,104,586</u>	<u>\$ 56,274,360</u>	<u>\$ 53,550,887</u>	<u>\$ 156,023,271</u>	<u>\$ 141,655,473</u>

Business-type Activities

Business-type activities increased the City of Stockbridge's net position by \$2,723,473. The transfers from the City's General Fund were to supplement the operations of the Amphitheater, the Conference Center, the newly created Information Technology department as well as the growing Police Department.

Financial Analysis of the City's Funds

As noted earlier, the City of Stockbridge uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the City of Stockbridge's governmental funds is to provide information on near-term inflows, outflows, and balances of usable resources. Such information is useful in assessing the City of Stockbridge's financing requirements. Specifically, unreserved fund balance can be a useful measure of a government's net resources available for spending at the end of the fiscal year.

MANAGEMENT'S DISCUSSION AND ANALYSIS

The General Fund is the chief operating fund of the City of Stockbridge. At the end of the current fiscal year, the unassigned fund balance of the General Fund was \$16,423,053. As a measure of the General Fund's liquidity, it may be useful to compare both unreserved fund balance and total fund balance to total fund expenditures. Unreserved fund balance represents 65.70% of total General Fund expenditures, while total fund balance of \$17,913,854 represents 71.64% of that same amount.

During the current fiscal year, the City's General Fund balance increased by \$14,987,631. This increase reflects the transfers from SPLOST V to reimburse the General Fund for prior years expenditures to complete SPLOST V projects. General Fund expenditures rose by 12%, increasing from \$22,300,069 in 2024 to \$25,004,564 in 2025. The City collected a total of \$8,921,296 in local sales taxes for 2025, a decrease of 0.05% over 2024. Franchise taxes increased by 12% to \$2,784,891 in 2025 from \$1,851,713 in 2024, for electric, television and telephone taxes. In 2025, tax revenues increased due to various reasons such as increase in tax assessment values leading to increase in property tax revenues, and an increase of the city's population (homeowners) as a result of couple annexations into the city that increased the overall tax digest.

The City's SPLOST III and IV revenue has decreased by 70% from \$8,489,440 to \$2,556,967 with the ending of SPLOST III and SPLOST IV. TSPLOST revenue increased by 0.06% from \$7,204,270 in 2024 to \$7,251,139 in 2025.

As of December 31, 2025, the Urban Redevelopment Agency of the City of Stockbridge had long-term liabilities from Revenue Bonds in the amount of \$6,270,000. Most of these funds were used to acquire property, building and furnishing a new City Hall facility which was completed in 2009. The cost of the building is approximately \$11,964,000.

The Hotel/Motel Tax Fund is used to promote tourism in the City. The fund is used to account for proceeds from the City's Hotel / Motel tax. The City is required to pay Henry County Chamber of Commerce a percentage of all collected funds. As of December 31, 2025, the total amount collected for this fund was \$1,166,109.

The City has a Perpetual Fund which is for the upkeep of the City Cemetery. A donation of \$5,000 was made with investment earnings. These funds are used or the maintenance and upkeep of the Cemetery as needed. This fund is held as a Certificate of Deposit ("CD") at Ameris Bank.

Proprietary Funds

The City's proprietary funds provide the same type of information found in the government-wide financial statements but in more detail.

Unrestricted net position of the proprietary funds at the end of the year were \$7,583,941 of which Water and Sewer Funds had \$1,762,875 (23%) the Solid Waste Fund had \$1,487,304 (20%). The Amphitheater Fund had \$1,717,191 (23%) and all other enterprise funds had \$2,616,571 (34.5%).

MANAGEMENT'S DISCUSSION AND ANALYSIS

General Fund Budgetary Highlights:

The amended balanced budget for the City's General Fund for 2025 was \$29,734,159. This is an increase of \$667,616 from the final budget of 2024 which was \$29,067,538.

Capital Asset and Debt Administration

Capital assets. The City's investment in capital assets for its governmental and business type activities on December 31, 2025, amounts to \$97,258,790. This investment in capital assets includes land, buildings, improvements, automobiles and equipment, sidewalks, bridges and roads. Due to the City's fiscal responsibility, the long-term debt has been reduced by paying off debt of \$5,763,674 in 2025. As a result of that, the City credit rating is increasing. General Fund balance increased by recapturing interfund payables and capital assets acquisition.

American Rescue Plan Act ("ARPA") Fund and Grant Fund have both tremendously increased net assets of the City due to many capital projects citywide that have changed the city's outlook. Public Facilities Authority Fund and Citywide Capital Projects Fund through borrowed funds have enabled the city to accomplish its objective of investing in capital projects to better serve the Stockbridge citizens.

Major capital assets events during the current fiscal year include the following:

- FY 2025 LMIG – approximately \$2,984,645.22 for roads paving, maintenance and repairs
- Merle Manders, Tag Office, and Police Department Building Roof – approximately \$156,112.80
- Eagles Landing PKWY, Hudson Bridge Road, East Lake PKWY (IGA-Henry County) – approximately \$3,973,863.65
- Amphitheater Flex Pavers Project – approximately \$212,850.00

Additional information on the City's capital assets can be found in Note 6.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Long-term Debt

As of December 31, 2025, the City had \$24,061,869 in outstanding debt consisting of the following:

	<u>Balance</u>
Governmental Activities:	
Revenue Bonds	\$ 17,445,000
Accrued Compensated Absences	1,226,444
Net Pension Liability	3,874,391
Lease liability	137,222
Business-Type Activities:	
Accrued Compensated Absences	227,016
Net Pension Liability	<u>1,151,796</u>
Total	<u>\$ 24,061,869</u>

The City of Stockbridge's total debt decreased by \$3,713,776. Additional information on the City's long-term debt can be found in Note 7.

State statutes limit the amount of general obligation debt a governmental entity may issue to 10% of its total assessed valuation. The current debt limitation for the City is \$194,020,390, which is more than the City's outstanding general obligation debt.

Economic Factors and Next Year's Budgets and Rates

- Annexations within the City will continue to increase the population of the City of Stockbridge
- The need for more of a police presence within the City, new developments bring in new residents
- Cost of Living in the region is comparable to national increases
- Property taxes have been rising in recent years
- During 2026 and going forward, the City will continue to do its best to secure additional funding sources, such as fees, grants and private participation, to continue to construct roads and capital projects, land & building purchases and improve capital items. Various fees rates will increase in 2026, it has been years when fees were adjusted.

All of these factors were considered in the preparation of the City's budget for the Fiscal Year 2026.

Requests for Information

This financial report is designed to provide a general overview of the City of Stockbridge's finances, comply with finance-related laws and regulations, and demonstrate the City's commitment to public accountability. Questions concerning this report or requests for additional information can be obtained by contacting the City at (770) 389-7000 or at the following address: **City of Stockbridge, Finance Department, 4640 North Henry Boulevard, Stockbridge, Georgia 30281.**

BASIC FINANCIAL STATEMENTS

CITY OF STOCKBRIDGE, GEORGIA

STATEMENT OF NET POSITION DECEMBER 31, 2025

	Primary Government		
	Governmental Activities	Business-type Activities	Total
ASSETS			
Cash and cash equivalents	\$ 66,788,209	\$ 8,856,379	\$ 75,644,588
Investments	14,419	58,000	72,419
Taxes receivable	3,811,054	-	3,811,054
Accounts receivable, net of allowances	322,328	1,051,339	1,373,667
Due from other governments	1,512,709	63,343	1,576,052
Internal balances	(1,511,670)	1,511,670	-
Inventories	-	70,061	70,061
Prepaid expenses	71,479	59,061	130,540
Assets held for resale	1,419,322	-	1,419,322
Capital assets, non-depreciable	19,087,118	1,909,047	20,996,165
Capital assets, depreciable, net of accumulated depreciation and amortization	31,971,409	46,904,752	78,876,161
Total assets	123,486,377	60,483,652	183,970,029
DEFERRED OUTFLOWS OF RESOURCES			
Pension	2,116,762	629,279	2,746,041
Total deferred outflows of resources	2,116,762	629,279	2,746,041
LIABILITIES			
Accounts payable	1,285,656	465,548	1,751,204
Retainage payable	-	123,380	123,380
Accrued interest expense	238,244	-	238,244
Other accrued expenses	471,241	57,850	529,091
Customer deposits	-	231,684	231,684
Unearned revenue	1,176,030	2,581,297	3,757,327
Leases, due within one year	32,529	-	32,529
Leases, due in more than one year	104,693	-	104,693
Compensated absences due within one year	245,289	45,403	290,692
Compensated absences due in more than one year	981,155	181,613	1,162,768
Bonds payable due within one year	2,225,000	-	2,225,000
Bonds payable due in more than one year	15,220,000	-	15,220,000
Net pension liability due in more than one year	3,874,391	1,151,796	5,026,187
Total liabilities	25,854,228	4,838,571	30,692,799
NET POSITION			
Net investment in capital assets	48,568,371	48,690,419	97,258,790
Restricted for capital projects	31,738,847	-	31,738,847
Restricted for public safety	2,550,935	-	2,550,935
Restricted for tourism	741,081	-	741,081
Restricted for cemetery maintenance - non-expendable	5,000	-	5,000
Restricted for cemetery maintenance - expendable	9,446	-	9,446
Unrestricted	16,135,231	7,583,941	23,719,172
Total net position	\$ 99,748,911	\$ 56,274,360	\$ 156,023,271

The accompanying notes are an integral part of these financial statements.

CITY OF STOCKBRIDGE, GEORGIA

STATEMENT OF ACTIVITIES FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

Functions/Programs	Expenses	Program Revenues	
		Charges for Services	Capital Grants and Contributions
Primary government			
Governmental activities:			
General government	\$ 6,784,010	\$ 2,627,673	\$ 7,389,171
Judicial	1,007,011	1,105,257	792,024
Public safety	11,201,320	-	9,244,124
Public works	10,225,698	-	7,364,218
Culture and recreation	8,949	-	328
Housing and development	4,069,160	-	3,313,132
Interest on long-term debt	612,001	-	-
Total governmental activities	<u>33,908,149</u>	<u>3,732,930</u>	<u>28,102,997</u>
Business-type activities:			
Water and sewer	5,706,357	5,510,461	-
Stormwater	993,318	1,421,306	-
Solid waste	2,531,154	2,931,582	-
Amphitheater	3,962,337	1,633,859	-
Conference center	915,342	161,877	-
Total business-type activities	<u>14,108,508</u>	<u>11,659,085</u>	<u>-</u>
Total primary government	<u>\$ 48,016,657</u>	<u>\$ 15,392,015</u>	<u>\$ 28,102,997</u>

General revenues:

- Property taxes
- Franchise taxes
- Alcoholic beverage excise taxes
- Business and occupation taxes
- Insurance premium taxes
- Hotel/motel taxes
- Other taxes
- Unrestricted investment earnings

Transfers

- Total general revenues and transfers
- Change in net position
- Net position, beginning of year, as previously reported
- Restatement - error correction
- Net position, beginning of year, as restated
- Net position, end of year

The accompanying notes are an integral part of these financial statements.

Net (Expenses) Revenues and Changes in Net Position		
Governmental Activities	Business-type Activities	Total
\$ 3,232,834	\$ -	\$ 3,232,834
890,270	-	890,270
(1,957,196)	-	(1,957,196)
(2,861,480)	-	(2,861,480)
(8,621)	-	(8,621)
(756,028)	-	(756,028)
(612,001)	-	(612,001)
(2,072,222)	-	(2,072,222)
-	(195,896)	(195,896)
-	427,988	427,988
-	400,428	400,428
-	(2,328,478)	(2,328,478)
-	(753,465)	(753,465)
-	(2,449,423)	(2,449,423)
(2,072,222)	(2,449,423)	(4,521,645)
8,137,253	-	8,137,253
1,979,543	-	1,979,543
881,877	-	881,877
1,696,328	-	1,696,328
3,880,138	-	3,880,138
1,289,772	-	1,289,772
285,025	-	285,025
739,506	1	739,507
(5,172,895)	5,172,895	-
13,716,547	5,172,896	18,889,443
11,644,325	2,723,473	14,367,798
87,454,929	52,996,126	140,451,055
649,657	554,761	1,204,418
88,104,586	53,550,887	141,655,473
\$ 99,748,911	\$ 56,274,360	\$ 156,023,271

CITY OF STOCKBRIDGE, GEORGIA

BALANCE SHEET GOVERNMENTAL FUNDS DECEMBER 31, 2025

	General Fund	ARPA Fund	Grants Fund
ASSETS			
Cash and cash equivalents	\$ 1,484,143	\$ -	\$ -
Investments	-	-	-
Taxes receivable	2,551,655	-	-
Accounts receivable	169,079	-	-
Due from other governments	796,413	-	716,296
Due from other funds	19,463,728	-	615,215
Prepaid expenditures	71,479	-	-
Assets held for resale	1,419,322	-	-
Total assets	<u>\$ 25,955,819</u>	<u>\$ -</u>	<u>\$ 1,331,511</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES			
LIABILITIES			
Accounts payable	\$ 839,793	\$ -	\$ 9,734
Accrued liabilities	468,863	-	2,378
Unearned revenue - occupational taxes	1,176,030	-	-
Unearned revenue - grants	-	-	-
Due to other funds	5,070,054	-	-
Total liabilities	<u>7,554,740</u>	<u>-</u>	<u>12,112</u>
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue - grants	-	-	611,203
Unavailable revenue - court fines	127,907	-	-
Unavailable revenue - property taxes	359,318	-	-
Total deferred inflows of resources	<u>487,225</u>	<u>-</u>	<u>611,203</u>
FUND BALANCES			
Non-spendable:			
Prepays	71,479	-	-
Permanent fund corpus	-	-	-
Assets held for resale	1,419,322	-	-
Restricted for:			
Capital projects	-	-	-
Public safety	-	-	708,196
Tourism	-	-	-
Cemetery maintenance	-	-	-
Assigned for:			
Capital projects	-	-	-
Unassigned	16,423,053	-	-
Total fund balances	<u>17,913,854</u>	<u>-</u>	<u>708,196</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 25,955,819</u>	<u>\$ -</u>	<u>\$ 1,331,511</u>

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets and lease assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.

Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds.

The net pension liability and related deferred outflows and inflows of resources are not financial resources and, therefore, are not reported in the governmental funds.

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.

Net position of governmental activities

The accompanying notes are an integral part of these financial statements.

Public Facilities Authority	SPLOST V Fund	SPLOST VI Fund	TSPLOST Fund	Nonmajor Governmental Funds	Total Governmental Funds
\$ 15,092,066	\$ 20,330,586	\$ 3,144,167	\$ 20,836,425	\$ 5,900,822	\$ 66,788,209
-	-	-	-	14,419	14,419
-	-	638,973	617,846	2,580	3,811,054
-	-	-	-	153,249	322,328
-	-	-	-	-	1,512,709
-	2,943,169	-	-	519,453	23,541,565
-	-	-	-	-	71,479
-	-	-	-	-	1,419,322
<u>\$ 15,092,066</u>	<u>\$ 23,273,755</u>	<u>\$ 3,783,140</u>	<u>\$ 21,454,271</u>	<u>\$ 6,590,523</u>	<u>\$ 97,481,085</u>

\$ -	\$ 116,214	\$ 206,968	\$ 41,215	\$ 71,732	\$ 1,285,656
-	-	-	-	-	471,241
-	-	-	-	-	1,176,030
-	-	-	-	-	-
-	19,705,065	-	-	278,116	25,053,235
<u>-</u>	<u>19,821,279</u>	<u>206,968</u>	<u>41,215</u>	<u>349,848</u>	<u>27,986,162</u>

-	-	-	-	-	611,203
-	-	-	-	-	127,907
-	-	-	-	-	359,318
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,098,428</u>

-	-	-	-	-	71,479
-	-	-	-	5,000	5,000
-	-	-	-	-	1,419,322

15,092,066	3,452,476	3,576,172	21,413,056	3,297,143	46,830,913
-	-	-	-	1,842,739	2,550,935
-	-	-	-	741,081	741,081
-	-	-	-	9,446	9,446
-	-	-	-	353,351	353,351
-	-	-	-	(8,085)	16,414,968
<u>15,092,066</u>	<u>3,452,476</u>	<u>3,576,172</u>	<u>21,413,056</u>	<u>6,240,675</u>	<u>68,396,495</u>

<u>\$ 15,092,066</u>	<u>\$ 23,273,755</u>	<u>\$ 3,783,140</u>	<u>\$ 21,454,271</u>	<u>\$ 6,590,523</u>	
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51,058,527
1,098,428

(1,757,629)
(19,046,910)

\$ 99,748,911

CITY OF STOCKBRIDGE, GEORGIA

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES GOVERNMENTAL FUNDS FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

	General Fund	ARPA Fund	Grants Fund
Revenues			
Taxes	\$ 16,684,424	\$ -	\$ -
Licenses and permits	1,561,473	-	-
Intergovernmental	8,921,296	961,895	1,509,886
Fines and forfeitures	1,105,257	-	-
Charges for services	798,535	-	-
Impact fees	-	-	-
Contributions	28,499	-	-
Interest income	737,371	-	-
Other revenues	239,166	-	-
Total revenues	<u>30,076,021</u>	<u>961,895</u>	<u>1,509,886</u>
Expenditures			
Current:			
General government	7,771,438	-	-
Judicial	837,449	-	-
Public safety	8,884,845	-	786,803
Public works and parks	4,863,349	-	680,999
Culture and recreation	328	-	-
Housing and development	2,605,756	851,072	-
Capital outlay:			
General government	-	-	-
Public works	-	110,823	-
Culture and recreation	-	-	-
Debt service:			
Principal	30,264	-	-
Interest	11,135	-	-
Total expenditures	<u>25,004,564</u>	<u>961,895</u>	<u>1,467,802</u>
Excess (deficiency) of revenues over (under) expenditures	<u>5,071,457</u>	<u>-</u>	<u>42,084</u>
Other financing sources (uses)			
Proceeds from sale of assets	36,100	-	-
Transfers in	22,126,610	-	-
Transfers out	<u>(12,246,536)</u>	<u>-</u>	<u>(6,234)</u>
Total other financing sources (uses)	<u>9,916,174</u>	<u>-</u>	<u>(6,234)</u>
Net change in fund balances	14,987,631	-	35,850
Fund balances, beginning of year, as previously reported	1,920,655	-	472,346
Restatement - error correction	<u>1,005,568</u>	<u>-</u>	<u>200,000</u>
Fund balances, beginning of year, as restated	2,926,223	-	672,346
Fund balances, end of year	<u>\$ 17,913,854</u>	<u>\$ -</u>	<u>\$ 708,196</u>

The accompanying notes are an integral part of these financial statements.

Public Facilities Authority	SPLOST V Fund	SPLOST VI Fund	TSPLOST Fund	Total Nonmajor Governmental Funds	Total Governmental Funds
\$ -	\$ -	\$ -	\$ -	\$ 1,289,772	\$ 17,974,196
-	-	-	-	-	1,561,473
-	2,556,967	4,986,709	7,251,139	-	26,187,892
-	-	-	-	-	1,105,257
-	-	-	-	-	798,535
-	-	-	-	1,066,164	1,066,164
-	-	-	-	-	28,499
-	140	-	-	2,135	739,646
-	-	-	-	848,801	1,087,967
-	2,557,107	4,986,709	7,251,139	3,206,872	50,549,629
369	-	-	-	-	7,771,807
-	-	-	-	-	837,449
-	-	-	-	762,759	10,434,407
-	-	-	-	911	5,545,259
-	-	-	-	-	328
-	-	-	-	612,332	4,069,160
-	-	-	-	63,482	63,482
-	1,526,212	1,410,537	2,041,917	-	5,089,489
-	269,211	-	-	-	269,211
4,050,000	-	-	-	890,000	4,970,264
336,740	-	-	-	309,562	657,437
4,387,109	1,795,423	1,410,537	2,041,917	2,639,046	39,708,293
(4,387,109)	761,684	3,576,172	5,209,222	567,826	10,841,336
-	-	-	-	-	36,100
4,386,740	-	-	-	2,928,851	29,442,201
-	(19,185,612)	-	-	(2,934,764)	(34,373,146)
4,386,740	(19,185,612)	-	-	(5,913)	(4,894,845)
(369)	(18,423,928)	3,576,172	5,209,222	561,913	5,946,491
15,092,435	21,876,404	-	15,613,622	5,678,762	60,654,224
-	-	-	590,212	-	1,795,780
15,092,435	21,876,404	-	16,203,834	5,678,762	62,450,004
\$ 15,092,066	\$ 3,452,476	\$ 3,576,172	\$ 21,413,056	\$ 6,240,675	\$ 68,396,495

CITY OF STOCKBRIDGE, GEORGIA

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

Amounts reported for governmental activities in the Statement of Activities are different because:

Net change in fund balances - total governmental funds	\$ 5,946,491
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeded depreciation and amortization expense in the current period.	1,373,933
The net effect of various miscellaneous transactions involving capital assets (i.e., sales, trade-ins, and donations) is to decrease net position.	(241,950)
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.	175,740
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position.	4,970,264
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	<u>(580,153)</u>
Changes in net position - governmental activities	<u>\$ 11,644,325</u>

The accompanying notes are an integral part of these financial statements.

CITY OF STOCKBRIDGE, GEORGIA

GENERAL FUND STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES BUDGET AND ACTUAL FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

	Budget			Variance With
	Original	Final	Actual	Final Budget
Revenues				
Property taxes	\$ 7,189,056	\$ 6,958,237	\$ 7,186,782	\$ 228,545
Other taxes	6,993,300	9,254,480	9,497,642	243,162
Licenses and permits	1,478,500	1,561,473	1,561,473	-
Intergovernmental	10,195,512	8,921,296	8,921,296	-
Fines and forfeitures	1,410,000	1,226,939	1,105,257	(121,682)
Charges for services	690,800	794,334	798,535	4,201
Contributions	25,700	28,499	28,499	-
Interest income	1,800	737,371	737,371	-
Other revenues	405,126	251,530	239,166	(12,364)
Total revenues	28,389,794	29,734,159	30,076,021	341,862
Expenditures				
Current:				
General government:				
Mayor and council	581,904	570,715	567,362	3,353
Executive	439,020	448,266	446,866	1,400
City manager	794,655	584,761	521,244	63,517
Financial administration	2,681,792	2,357,565	2,395,745	(38,180)
Business services	261,723	246,134	243,833	2,301
Data processing	891,286	1,009,048	989,470	19,578
Building and plant	1,073,708	1,096,533	1,098,918	(2,385)
Human resources	981,003	1,502,812	1,508,000	(5,188)
Total general government	7,705,091	7,815,834	7,771,438	44,396
Judicial:				
Municipal court	766,406	840,279	837,449	2,830
Public safety:				
Police administration	8,867,557	8,458,708	8,884,845	(426,137)
Public works:				
Public works	4,235,046	4,051,228	4,653,088	(601,860)
Parks	221,000	211,960	210,261	1,699
Total public works	4,456,046	4,263,188	4,863,349	(600,161)
Culture and recreation:				
Community Center	-	-	328	(328)
Total culture and recreation	-	-	328	(328)
Housing and development:				
Main street	243,059	190,044	188,912	1,132
Planning and zoning	1,386,893	1,000,102	997,208	2,894
Permitting development	670,259	663,062	661,381	1,681
City events	670,000	762,256	758,255	4,001
Total housing and development	2,970,211	2,615,464	2,605,756	9,708
Debt service:				
Principal	-	-	30,264	(30,264)
Interest	-	-	11,135	(11,135)
Total debt service	-	-	41,399	(41,399)
Total expenditures	24,765,311	23,993,473	25,004,564	(1,011,091)
Excess of revenues over expenditures	3,624,483	5,740,686	5,071,457	(669,229)
Other financing sources (uses)				
Proceeds from sale of assets	634,517	444,020	36,100	(407,920)
Transfers in	215,000	750,852	22,126,610	21,375,758
Transfers out	(4,525,000)	(6,935,558)	(12,246,536)	(5,310,978)
Total other financing sources (uses), net	(3,675,483)	(5,740,686)	9,916,174	15,656,860
Net change in fund balances	(51,000)	-	14,987,631	14,987,631
Fund balances, beginning of year, as previously reported	1,920,655	1,920,655	1,920,655	-
Restatement - error correction	1,005,568	1,005,568	1,005,568	-
Fund balances, beginning of year, as restated	2,926,223	2,926,223	2,926,223	-
Fund balances, end of year	\$ 2,875,223	\$ 2,926,223	\$ 17,913,854	\$ 14,987,631

The accompanying notes are an integral part of these financial statements.

CITY OF STOCKBRIDGE, GEORGIA

ARPA FUND STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES BUDGET AND ACTUAL FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

	Budget Original/Final	Actual	Variance With Final Budget
Revenues			
Intergovernmental	\$ 961,395	\$ 961,895	\$ 500
Total revenues	961,395	961,895	500
Expenditures			
Current:			
General government:			
Financial administration	26,000	-	26,000
Total general government	26,000	-	26,000
Housing and development:			
City events	850,574	851,072	(498)
Total housing and development	850,574	851,072	(498)
Capital outlay:			
Public safety	500	-	500
Public works	110,823	110,823	-
Total capital outlay	111,323	110,823	500
Total expenditures	987,897	961,895	26,002
Deficiency of revenues under expenditures	(26,502)	-	26,502
Other financing sources			
Transfers in	26,502	-	(26,502)
Total other financing sources	26,502	-	(26,502)
Net change in fund balances	-	-	-
Fund balances, beginning of year	-	-	-
Fund balances, end of year	\$ -	\$ -	\$ -

The accompanying notes are an integral part of these financial statements.

CITY OF STOCKBRIDGE, GEORGIA

GRANTS FUND STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES BUDGET AND ACTUAL FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

	Budget Original/Final	Actual	Variance With Final Budget
Revenues			
Intergovernmental	\$ 1,709,887	\$ 1,509,886	\$ (200,001)
Other revenues	219,755	-	(219,755)
Total revenues	<u>1,929,642</u>	<u>1,509,886</u>	<u>(419,756)</u>
Expenditures			
Current:			
Public safety	1,248,643	786,803	461,840
Public works	<u>680,999</u>	<u>680,999</u>	<u>-</u>
Total expenditures	<u>1,929,642</u>	<u>1,467,802</u>	<u>461,840</u>
Excess of revenues over expenditures	<u>-</u>	<u>42,084</u>	<u>42,084</u>
Other financing uses			
Transfers out	<u>-</u>	<u>(6,234)</u>	<u>(6,234)</u>
Total other financing uses	<u>-</u>	<u>(6,234)</u>	<u>(6,234)</u>
Net change in fund balances	-	35,850	(35,850)
Fund balance, beginning of year, as previously reported	472,346	472,346	-
Restatement - error correction	<u>200,000</u>	<u>200,000</u>	<u>-</u>
Fund balance, beginning of year, as restated	672,346	672,346	-
Fund balance, end of year	<u>\$ 672,346</u>	<u>\$ 708,196</u>	<u>\$ (35,850)</u>

The accompanying notes are an integral part of these financial statements.

CITY OF STOCKBRIDGE, GEORGIA

STATEMENT OF NET POSITION PROPRIETARY FUNDS DECEMBER 31, 2025

	Water and Sewer Fund	Solid Waste Fund	Amphitheater Fund	Nonmajor Enterprise Funds	Total
ASSETS					
CURRENT ASSETS					
Cash and cash equivalents	\$ 1,699,442	\$ 4,148,533	\$ 1,253,409	\$ 1,754,995	\$ 8,856,379
Investments	58,000	-	-	-	58,000
Accounts receivable, net of allowances	540,161	143,757	-	367,421	1,051,339
Due from other governments	11,768	25,302	-	26,273	63,343
Due from other funds	-	-	594,659	917,011	1,511,670
Inventories	70,061	-	-	-	70,061
Prepaid expenses	54,421	-	2,400	2,240	59,061
Total current assets	2,433,853	4,317,592	1,850,468	3,067,940	11,669,853
NON-CURRENT ASSETS					
Capital assets:					
Capital assets, non-depreciable	1,880,406	-	-	28,641	1,909,047
Capital assets, depreciable, net of accumulated depreciation	23,332,630	19,872	19,842,041	3,710,209	46,904,752
Total capital assets	25,213,036	19,872	19,842,041	3,738,850	48,813,799
Total assets	27,646,889	4,337,464	21,692,509	6,806,790	60,483,652
DEFERRED OUTFLOWS OF RESOURCES					
Pension	310,458	27,371	-	291,450	629,279
Total deferred outflows of resources	310,458	27,371	-	291,450	629,279
LIABILITIES					
CURRENT LIABILITIES					
Accounts payable	96,698	216,535	133,277	19,038	465,548
Retainage payable	123,380	-	-	-	123,380
Accrued liabilities	32,428	1,623	-	23,799	57,850
Unearned revenue	-	2,581,297	-	-	2,581,297
Compensated absences due within one year	17,720	1,621	-	26,062	45,403
Customer deposits	195,464	-	-	36,220	231,684
Total current liabilities	465,690	2,801,076	133,277	105,119	3,505,162
NON-CURRENT LIABILITIES					
Compensated absences due in more than one year	70,882	6,485	-	104,246	181,613
Net pension liability	568,244	50,098	-	533,454	1,151,796
Total non-current liabilities	639,126	56,583	-	637,700	1,333,409
Total liabilities	1,104,816	2,857,659	133,277	742,819	4,838,571
NET POSITION					
Net investment in capital assets	25,089,656	19,872	19,842,041	3,738,850	48,690,419
Unrestricted	1,762,875	1,487,304	1,717,191	2,616,571	7,583,941
Total net position	\$ 26,852,531	\$ 1,507,176	\$ 21,559,232	\$ 6,355,421	\$ 56,274,360

The accompanying notes are an integral part of these financial statements.

CITY OF STOCKBRIDGE, GEORGIA

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION PROPRIETARY FUNDS FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

	Water and Sewer Fund	Solid Waste Fund	Amphitheater Fund	Nonmajor Enterprise Funds	Total
OPERATING REVENUES					
Charges for services:					
Water sales	\$ 3,126,465	\$ -	\$ -	\$ -	\$ 3,126,465
Sewer sales	2,299,920	-	-	-	2,299,920
Ticket sales	-	-	1,204,257	-	1,204,257
Concession sales	-	-	7,651	-	7,651
Stormwater fees	-	-	-	1,421,306	1,421,306
Sanitation charges	-	2,833,905	-	-	2,833,905
Sponsorships	-	-	379,000	-	379,000
Rentals	-	97,677	-	161,877	259,554
Rents and royalties	-	-	42,875	-	42,875
Other fees and charges	84,076	-	76	-	84,152
Total operating revenues	<u>5,510,461</u>	<u>2,931,582</u>	<u>1,633,859</u>	<u>1,583,183</u>	<u>11,659,085</u>
OPERATING EXPENSES					
Personnel services and employee benefits	1,633,110	104,886	-	1,284,786	3,022,782
Contracted services	698,390	2,408,016	3,329,668	118,532	6,554,606
Supplies	2,003,286	3,279	-	129,945	2,136,510
Repairs and maintenance	33,938	-	-	133,509	167,447
Bad debt expense	25,349	-	-	-	25,349
Depreciation	1,284,577	14,973	632,669	241,888	2,174,107
Total operating expenses	<u>5,678,650</u>	<u>2,531,154</u>	<u>3,962,337</u>	<u>1,908,660</u>	<u>14,080,801</u>
Operating income (loss)	<u>(168,189)</u>	<u>400,428</u>	<u>(2,328,478)</u>	<u>(325,477)</u>	<u>(2,421,716)</u>
NON-OPERATING EXPENSE					
Interest income	1	-	-	-	1
Interest expense	(27,707)	-	-	-	(27,707)
Total non-operating expenses	<u>(27,706)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(27,706)</u>
Income (loss) before capital contributions and transfers	(195,895)	400,428	(2,328,478)	(325,477)	(2,449,422)
CAPITAL CONTRIBUTIONS	193,560	-	-	48,390	241,950
TRANSFERS IN	765,000	-	3,600,000	565,945	4,930,945
Change in net position	762,665	400,428	1,271,522	288,858	2,723,473
NET POSITION, beginning of year, as previously reported	25,695,918	1,106,748	20,287,710	5,905,750	52,996,126
Restatement - error correction	393,948	-	-	160,813	554,761
NET POSITION, beginning of year, as restated	<u>26,089,866</u>	<u>1,106,748</u>	<u>20,287,710</u>	<u>6,066,563</u>	<u>53,550,887</u>
NET POSITION, end of year	<u>\$ 26,852,531</u>	<u>\$ 1,507,176</u>	<u>\$ 21,559,232</u>	<u>\$ 6,355,421</u>	<u>\$ 56,274,360</u>

The accompanying notes are an integral part of these financial statements.

CITY OF STOCKBRIDGE, GEORGIA

STATEMENT OF CASH FLOWS PROPRIETARY FUNDS FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

	Water and Sewer Fund	Solid Waste Fund	Amphitheater Fund	Nonmajor Enterprise Funds	Totals
CASH FLOWS FROM OPERATING ACTIVITIES					
Receipts from customers	\$ 5,551,433	\$ 2,829,115	\$ 1,633,859	\$ 1,541,999	\$ 11,556,406
Payments to suppliers and service providers	(2,804,119)	(2,414,830)	(3,824,392)	(1,291,210)	(10,334,551)
Payments to employees	(1,557,037)	(96,061)	-	(1,180,051)	(2,833,149)
Net cash provided by (used in) operating activities	1,190,277	318,224	(2,190,533)	(929,262)	(1,611,294)
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES					
Transfers from other funds	765,000	-	3,600,000	565,945	4,930,945
Net cash provided by non-capital financing activities	765,000	-	3,600,000	565,945	4,930,945
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES					
Purchase of property and equipment	(1,344,327)	-	(212,850)	(34,980)	(1,592,157)
Principal payments on notes payable	(823,674)	-	-	-	(823,674)
Interest paid	(27,707)	-	-	-	(27,707)
Net cash used in capital and related financing activities	(2,195,708)	-	(212,850)	(34,980)	(2,443,538)
CASH FLOWS FROM INVESTING ACTIVITIES					
Interest on investments	1	-	-	-	1
Net cash provided by investing activities	1	-	-	-	1
Increase (decrease) in cash and cash equivalents	(240,430)	318,224	1,196,617	(398,297)	876,114
Cash and cash equivalents:					
Beginning of year	1,939,872	3,830,309	56,792	2,153,292	7,980,265
End of year	\$ 1,699,442	\$ 4,148,533	\$ 1,253,409	\$ 1,754,995	\$ 8,856,379

(Continued)

CITY OF STOCKBRIDGE, GEORGIA

STATEMENT OF CASH FLOWS PROPRIETARY FUNDS FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

	Water and Sewer Fund	Solid Waste Fund	Amphitheater Fund	Nonmajor Enterprise Funds	Total
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES					
Operating income (loss)	\$ (168,189)	\$ 400,428	\$ (2,328,478)	\$ (325,477)	\$ (2,421,716)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:					
Depreciation	1,284,577	14,973	632,669	241,888	2,174,107
Decrease (increase) in accounts receivable	9,469	11,931	-	(29,474)	(8,074)
Decrease in inventories	48,593	-	-	-	48,593
Decrease in prepaid expenses	9,072	-	1,952	459	11,483
Decrease (increase) in due from other governments	2,199	(14,017)	-	(18,097)	(29,915)
Increase in due from other funds	-	-	(594,659)	-	(594,659)
Increase in deferred outflows of resources - pension	(102,184)	(9,009)	-	(95,927)	(207,120)
Increase in customer deposits	29,304	-	-	6,387	35,691
(Decrease) in due to other funds	-	-	(104)	(917,011)	(917,115)
Increase in accrued liabilities	21,968	4,055	-	53,941	79,964
Increase (decrease) in accounts payable	(224,201)	(3,535)	98,087	7,328	(122,321)
Increase in retainage payable	123,380	-	-	-	123,380
(Decrease) in unearned revenue	-	(100,381)	-	-	(100,381)
(Decrease) in deferred inflows of resources - pension	(43,452)	(3,831)	-	(40,791)	(88,074)
Increase in net pension liability	199,741	17,610	-	187,512	404,863
Net cash provided by (used in) operating activities	<u>\$ 1,190,277</u>	<u>\$ 318,224</u>	<u>\$ (2,190,533)</u>	<u>\$ (929,262)</u>	<u>\$ (1,611,294)</u>
SCHEDULE OF NON-CASH CAPITAL AND RELATED FINANCING ACTIVITIES					
Contributions of capital assets from other funds	<u>\$ 193,560</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 48,390</u>	<u>\$ 241,950</u>
Net non-cash flows from capital and related financing activities	<u>\$ 193,560</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 48,390</u>	<u>\$ 241,950</u>

The accompanying notes are an integral part of these financial statements.

CITY OF STOCKBRIDGE, GEORGIA

**STATEMENT OF FIDUCIARY NET POSITION
CUSTODIAL FUND
DECEMBER 31, 2025**

	<u>Property and Evidence Fund</u>
ASSETS	
Cash	<u>\$ 70,321</u>
Total assets	<u>70,321</u>
 NET POSITION	
Restricted for organizations and other governments	<u>\$ 70,321</u>

The accompanying notes are an integral part of these financial statements.

CITY OF STOCKBRIDGE, GEORGIA

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
CUSTODIAL FUND
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

	<u>Property and Evidence Fund</u>
ADDITIONS	
Fines and forfeitures collected	\$ 14,358
DEDUCTIONS	
Fines and forfeitures disbursed	<u>79,080</u>
Change in net position	(64,722)
NET POSITION	
Beginning of year	<u>135,043</u>
End of year	<u><u>\$ 70,321</u></u>

The accompanying notes are an integral part of these financial statements.

NOTES TO FINANCIAL STATEMENTS

CITY OF STOCKBRIDGE, GEORGIA

NOTES TO FINANCIAL STATEMENTS DECEMBER 31, 2025

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Stockbridge, Georgia (the "City") have been prepared in conformity with accounting principles generally accepted in the United States of America ("GAAP") as applied to governments. The Governmental Accounting Standards Board ("GASB") is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the City's accounting policies are described below.

A. Reporting Entity

The City was incorporated in 1920 and is located in the northern part of Henry County about 18 miles south of Atlanta. The City provides a full range of services to approximately 36,331 residents. These services are provided in whole by the City or through contractual agreements with Henry County. These services include public safety, community development, highways and streets, water and sewer, sanitation, parks, public works, planning and zoning, and general administrative services.

In 2013, the City adopted the provisions of GASB Statement No. 61, *The Financial Reporting Entity: Omnibus – an amendment to GASB Nos. 14 and 34*, which defines the reporting entity for determining which potential component units should be included in the primary government's financial statements. Inclusion is based on financial accountability or the fact that exclusion would make the financial statements misleading or incomplete. The criterion for determining financial accountability includes appointing a voting majority of an organization's governing body and: 1) the ability of the City to impose its will on that organization, or 2) the potential for the organization to provide specific financial benefits or to impose specific financial burdens on the City. In addition to the above criteria, GASB Statement No. 61 added that if the primary government is expected to repay substantially all of the component unit's debt, then the component unit should be blended.

Blended Component Units - Blended component units, although legally separate entities, are, in substance, part of the government's operations.

The City of Stockbridge Urban Redevelopment Agency (the "URA") was created by the City's elected officials to provide for the issuance of bonds to finance the construction of the Town Center facilities including City Hall. The City Council appoints the majority of the URA board members, and the URA's debt is expected to be repaid almost entirely from the resources of the City. Although legally separate, the URA is blended as a governmental fund into the primary government. Separate financial statements for the URA are not issued.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Government-wide and Fund Financial Statements

The City of Stockbridge Public Facilities Authority (the "PFA") was created by the City's elected officials to provide for the issuance of bonds to finance the construction of the Amphitheater and Cultural Arts Center, to fund the Trails Project, and to fund purchase of police equipment. The City Council appoints the majority of the PFA board members, and the PFA's debt is expected to be repaid almost entirely from the resources of the City. Although legally separate, the PFA is blended as a governmental fund into the primary government. Separate financial statements for the PFA are not issued.

The City of Stockbridge Downtown Development Authority (the "DDA") exists to encourage growth and redevelopment of the Stockbridge, Georgia central business district. The City Council appoints the majority of the DDA board members, and the DDA's debt is expected to be repaid almost entirely from the resources of the City. Although legally separate, the DDA is blended as a nonmajor governmental fund into the primary government. Separate financial statements for the DDA are not issued.

The City of Stockbridge City-wide Development Authority (the "CDA") exists to stimulate economic and quality growth throughout the entire city of Stockbridge, Georgia. The City Council appoints the majority of the CDA board members, and the CDA's debt is expected to be repaid almost entirely from the resources of the City. Although legally separate, the CDA is blended as a nonmajor governmental fund into the primary government. Separate financial statements for the CDA are not issued.

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the non-fiduciary activities of the government. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include: 1) charges to those who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual Enterprise Funds are reported as separate columns in the fund financial statements.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus, Basis of Accounting and Basis of Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Capital asset acquisitions, including entering into contracts giving the City the right to use leased assets, are reported as expenditures in governmental funds. Proceeds of general long-term liabilities and acquisitions under financed purchases and leases are reported as other financing sources. Issuance of long-term debt and financing through leases are reported as other financing sources.

Property taxes, intergovernmental grants and investment income associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the City.

Substantially all governmental fund revenues are accrued. In applying GASB Statement No. 33 to grant revenues, the provider recognizes liabilities and expenses, and the recipient recognizes receivables and revenues when the applicable eligibility requirements, including time requirements, are met. Resources transmitted before the eligibility requirements are met, are reported as advances by the provider and unearned revenue by the recipient.

The format of the fund financial statements has been modified by GASB Statement No. 34. Major individual governmental funds and major individual Enterprise Funds are reported as separate columns in the fund financial statements. GASB Statement No. 34 also requires, as Required Supplementary Information ("RSI"), the Management's Discussion and Analysis ("MD&A") which includes an analytical overview of the City's financial activity.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus, Basis of Accounting and Basis of Presentation (Continued)

The City reports the following major governmental funds:

The **General Fund** is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The **American Rescue Plan Act ("ARPA") Fund** is used for accounting for the financial resources provided and subsequently expended from the ARPA grant received from the federal government.

The **Grants Fund** accounts for various intergovernmental revenues received and expended.

The **Public Facilities Authority ("PFA")** accounts for capital expenditures. Funding is provided by bonds issued in fiscal year 2021.

The **Special Purpose Local Option Sales Tax ("SPLOST") V Fund** accounts for capital expenditures. Funding is provided by special purpose sales taxes, which are collected by Henry County and remitted to the City through an intergovernmental agreement.

The **Special Purpose Local Option Sales Tax ("SPLOST") VI Fund** accounts for capital expenditures. Funding is provided by special purpose sales taxes, which are collected by Henry County and remitted to the City through an intergovernmental agreement.

The **Transportation Special Purpose Local Option Sales Tax ("TSPLOST") Fund** accounts for capital expenditures. Funding is provided by special purpose sales taxes, which are collected by Henry County and remitted to the City through an intergovernmental agreement.

The City reports the following major proprietary funds:

The **Water and Sewer Fund** accounts for the operation of the water and sewerage system including all revenues from sources applicable to these operations and all expenses of the operation.

The **Solid Waste Fund** accounts for revenues generated from the charges for sanitation and recycling services provided to the residential and commercial users of the City.

The **Amphitheater Fund** accounts for activities related to the Amphitheater.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus, Basis of Accounting and Basis of Presentation (Continued)

The ***Property and Evidence Fund*** accounts for money collected and disbursed by the City on behalf of other governments, organizations, and individuals, such as fines and forfeitures. A liability is recorded when an event compels a government to disburse fiduciary resources. This fund meets the criteria under GASB Statement No. 84 to be reported as a Custodial Fund.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the City's water and sewer function and the other functions of the government. Elimination of these charges would distort the direct costs reported for the various functions concerned.

Proprietary funds distinguish *operating* revenues and expenses from *non-operating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the enterprise funds are charges for goods and services provided. Operating expenses of the enterprise funds include the cost of these goods and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

D. Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

E. Cash and Investments

Cash includes amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the City. For purposes of the Statement of Cash Flows, the Enterprise Funds consider all highly liquid investments (including restricted assets) with a maturity date of three months or less when purchased to be cash equivalents.

The City's investments consist of Certificates of Deposit with a maturity date greater than three months from the date of purchase. For reporting purposes, all investments are recorded at fair value.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Cash and Investments (Continued)

State statutes authorize the City to invest in: obligations of the United States, the State of Georgia and other political subdivisions of the State of Georgia, and other states; prime bankers' acceptances; repurchase agreements; and the Georgia Fund 1.

The City's policy is to hold investments to maturity.

In applying GASB Statement No. 72, the City utilized the following methods and assumptions as of December 31, 2025:

1. Fair value is based on quoted market prices as of the valuation date; and
2. The investment portfolio did not hold investments in any of the following: a) items required to be reported at amortized costs; b) items subject to involuntary participation in an external pool; and c) items associated with a fund other than the fund to which the income is assigned.

F. Inventories

Inventories are valued at cost, which approximates market, using the first in/first out ("FIFO") method. The consumption method is used to account for inventories. Under the consumption method, inventory items are recognized as expenditures when used.

G. Prepaid Expenditures/Expenses

Prepaid items are accounted for using the consumption method. A prepaid item is recognized when a cash expenditure/expense is made for goods or services that were purchased for consumption, but not consumed as of December 31, 2025.

H. Deferred Outflows/Inflows

In addition to assets, the Statement of Net Position will sometimes report a separate section for *deferred outflows of resources*. This separate financial statement element represents a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The City has three items that qualify for reporting in this category. These three items relate to the City's defined benefit pension plan. The pension experience differences, the pension investment earnings difference, and the contributions made subsequent to the measurement date are deferred and recognized as pension expense in future years.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

H. Deferred Outflows/Inflows (Continued)

In addition to liabilities, the Statement of Net Position and/or the Governmental Funds Balance Sheet will sometimes report a separate section for *deferred inflows of resources*. This separate financial statement element represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has one item that qualifies for reporting in this category. This item, unavailable revenue, arises only under the modified accrual basis of accounting, and is reported only in the Governmental Funds Balance Sheet. The governmental funds report unavailable revenue for property taxes, court fines, and grants, and these amounts are deferred and will be recognized as an inflow of resources in the period in which the amounts become available.

I. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City of Stockbridge Retirement Plan (the "Plan") and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

J. Capital Assets

General capital assets are capital assets which are associated with and generally arise from governmental activities. They generally result from expenditures in governmental funds. General capital assets are reported in the governmental activities' column of the government-wide Statement of Net Position but are not reported in the fund financial statements. Capital assets utilized by the proprietary funds are reported both in the business-type activities column of the government-wide Statement of Net Position and in respective funds.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

J. Capital Assets (Continued)

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at acquisition value. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on capital assets and amortization on right to use lease assets is provided on the straight-line basis over the following estimated useful lives:

<u>Asset</u>	<u>Years</u>
Building and improvements	30 – 50
Improvements other than buildings	25 – 50
Furniture and fixtures	10 – 20
Vehicles	5 – 10
Machinery and equipment	5 – 10
Office equipment	5 – 10

The City only reports infrastructure assets purchased subsequent to December 31, 2003.

K. Compensated Absences

In 2017, the City switched from using a Paid Time Off (“PTO”) system to a compensated absences system. Under the compensated absences system, the City accrues accumulated unpaid vacation and sick benefits. Annual leave will be paid to employees upon separation from service when earned (or estimated to be earned) by the employee. The non-current portion (the amount estimated to be used in subsequent fiscal years) for governmental funds is maintained separately and represents a reconciling item between the fund and government-wide presentations. In accordance with the provisions of GASB Statement No. 101, the City also accrues an estimate of sick time to be used by employees as paid time off in the future.

L. Accrued Liabilities and Long-Term Obligations

All payables, accrued liabilities, and long-term obligations are reported in the government-wide financial statements. All payables, accrued liabilities, and long-term obligations payable from proprietary funds are reported on the proprietary fund financial statements.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

L. Accrued Liabilities and Long-Term Obligations (Continued)

In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources and are reported as obligations of the funds. However, claims and judgments and compensated absences that will be paid from governmental funds are reported as liabilities in the fund financial statements only to the extent that they are due for payment during the current year. Long-term loans are recognized as a liability on the governmental fund financial statements when due.

M. Leases

Lessee. The City is a lessee for noncancellable leases of equipment. The City recognizes a lease liability and an intangible right-to-use lease asset in the government-wide financial statements. At the commencement of a lease, the City initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

Key estimates and judgments related to leases include how the City determines: 1) the discount rate it uses to discount the expected lease payments to present value, 2) lease term, and 3) lease payments.

- The City uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the City generally uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period for the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option prices that the City is reasonably certain to exercise.

The City monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affected the amount of the lease liability.

Lease assets are reported with capital assets and lease liabilities are reported with non-current liabilities on the Statement of Net Position.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

N. Interfund Activity

Interfund activity is reported as either loans, services provided, reimbursements or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be market or near market rates, are treated as revenues and expenditures/expenses and are not eliminated in the process of consolidation. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers between governmental funds are netted as part of the reconciliation to the government-wide financial statements. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

O. Budgets and Budgetary Accounting

The City adopts project length budgets for the SPLOST Capital Projects Funds, the Public Facilities Authority Fund, the City-wide Capital Projects Fund, the TSPLOST Fund, and the State and Federal Grants Fund. The City adopts an annual budget for the ARPA Fund, Hotel/Motel Fund, Grants Fund, Burke Cemetery Fund, the Downtown Development Fund, the Urban Redevelopment Fund, City-wide Development Fund, and the Impact Fee Fund. The City is required by state law to adopt annual budgets for the General Fund and its Special Revenue Funds (ARPA Fund, Hotel/Motel Tax Fund, and Grants Fund). A budget was not required for the Confiscated Assets Fund. Public hearings are conducted to obtain taxpayer comments. The operating budget includes proposed expenditures and the means of financing them. The budget is legally enacted by the passage of an ordinance. Any revisions that alter the total expenditures of any department must be approved by City Council. Formal budgetary integration is employed as a management control device during the year.

Governmental fund type budgets are adopted on a basis consistent with GAAP at the legal level of budgetary control which is the department level. Expenditures may not exceed the appropriations within a fund. Budgets, as reported in the financial statements, are as amended in December 2025. All annual appropriations lapse at year-end.

For the year ended December 31, 2025, the following General Fund departments had actual expenditures in excess of budgeted amounts: Financial administration \$38,180, Building and plant \$2,385, Human resources \$5,188, Police administration \$426,137, Public works \$601,860, Community center \$328, and Debt service \$41,399. The ARPA Fund had actual expenditures in excess of budget amounts for City events in the amount of \$498. The City-wide Development Fund had actual expenditures in excess of budget amount for General government in the amount of \$17,988. The Downtown Development Fund had actual expenditures in excess of budget amounts for Housing and development in the amount of \$40,877. These over expenditures were covered by under expenditures in other departments.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

P. Fund Balance and Fund Net Position

Fund Balance – Generally, fund balance represents the difference between the assets and deferred outflows, and liabilities and deferred inflows under the current financial resources measurement focus of accounting. In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Fund balances are classified as follows:

- **Nonspendable** – Fund balances are reported as nonspendable when amounts cannot be spent because they are either: a) not in spendable form (i.e., items that are not expected to be converted to cash), or b) legally or contractually required to be maintained intact.
- **Restricted** – Fund balances are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.
- **Committed** – Fund balances are reported as committed when they can be used only for specific purposes pursuant to constraints imposed by formal action of the City Council. The action to commit funds must occur prior to fiscal year-end, to report such commitments in the balance sheet of the respective period, even though the amount may be determined subsequent to fiscal year-end. Only the City Council may modify or remove the commitment.
- **Assigned** – Fund balances are reported as assigned when amounts are constrained by the City's intent to be used for specific purposes but are neither restricted nor committed. Through resolution, the City Council has authorized the Treasurer and his designee to assign fund balances. Assignments may occur subsequent to fiscal year-end.
- **Unassigned** – Fund balances are reported as unassigned when the balances do not meet any of the above criterion. The City reports positive unassigned fund balances only in the General Fund. All funds may report negative unassigned fund balances.

Flow Assumptions – When both restricted and unrestricted amounts of fund balances are available for use for expenditures incurred, it is the City's policy to use restricted amounts first and then unrestricted amounts as they are needed. For unrestricted amounts of fund balances, it is the City's policy to use fund balances in the following order: 1) committed; 2) assigned; and 3) unassigned.

NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

P. Fund Balance and Fund Net Position (Continued)

Net Position – Net position represents the difference between assets and deferred outflows, and liabilities and deferred inflows in reporting which utilizes the economic resources measurement focus. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used (i.e., the amount that the City has spent) for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through constitutional provisions or enabling legislation or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

The City applies restricted resources first when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

NOTE 2. RECONCILIATION OF GOVERNMENT-WIDE FINANCIAL STATEMENTS AND FUND FINANCIAL STATEMENTS

A. Explanation of Certain Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position

The Governmental Funds Balance Sheet includes a reconciliation between *fund balances – total governmental funds* and *net position – governmental activities* as reported in the government-wide Statement of Net Position. One element of that reconciliation explains that “Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.” The details of this difference are as follows:

Accrued interest payable	\$ (238,244)
Compensated absences payable	(1,226,444)
Bonds payable	(17,445,000)
Leases	(137,222)
Net adjustment to reduce <i>fund balances – total governmental funds</i> to arrive at <i>net position – governmental activities</i>	<u><u>\$ (19,046,910)</u></u>

Another element of that reconciliation explains that “the net pension liability and related deferred outflows and inflows of resources are not financial resources and, therefore, are not reported in the governmental funds.” The details of this difference are as follows:

Deferred outflows of resources - pension	\$ 2,116,762
Net pension liability	(3,874,391)
Net adjustment to reduce <i>fund balances – total governmental funds</i> to arrive at <i>net position – governmental activities</i>	<u><u>\$ (1,757,629)</u></u>

NOTES TO FINANCIAL STATEMENTS

NOTE 2. RECONCILIATION OF GOVERNMENT-WIDE FINANCIAL STATEMENTS AND FUND FINANCIAL STATEMENTS (CONTINUED)

B. Explanation of Certain Differences Between the Governmental Fund Statement of Revenues, Expenditures and Changes in Fund Balances and the Government-wide Statement of Activities

The governmental fund Statement of Revenues, Expenditures and Changes in Fund Balances includes a reconciliation between *net changes in fund balances – total governmental funds* and *changes in net position of governmental activities* as reported in the government-wide Statement of Activities. One element of that reconciliation explains that “Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their useful lives and reported as depreciation expense.” The details of this difference are as follows:

Capital outlay	\$ 3,802,330
Depreciation and amortization expense	<u>(2,428,397)</u>
Net adjustment to increase <i>net changes in fund balances - total governmental funds</i> to arrive at <i>changes in net position of governmental activities</i>	<u><u>\$ 1,373,933</u></u>

Another element of that reconciliation states that “The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position.” The details of this difference are as follows:

Principal payments: bonds payable	\$ 4,940,000
Principal payments: leases	<u>30,264</u>
Net adjustment to increase <i>net changes in fund balances - total governmental funds</i> to arrive at <i>changes in net position of governmental activities</i>	<u><u>\$ 4,970,264</u></u>

Another element of that reconciliation states that “Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.” The details of this difference are as follows:

Compensated absences	\$ (264,869)
Pension expense	(360,720)
Accrued interest	<u>45,436</u>
Net adjustment to decrease <i>net changes in fund balances - total governmental funds</i> to arrive at <i>changes in net position of governmental activities</i>	<u><u>\$ (580,153)</u></u>

NOTES TO FINANCIAL STATEMENTS

NOTE 3. CASH AND INVESTMENTS

Credit Risk. State statutes authorize the City to invest in: obligations of the United States, the State of Georgia and other political subdivisions of the State of Georgia, and other states; prime bankers' acceptances; repurchase agreements; and Georgia Fund 1.

Interest Rate Risk. The City does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Custodial Credit Risk – Deposits. Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. State statutes require all deposits and investments (other than federal or state government instruments) to be collateralized by depository insurance, obligations of the U.S. government, or bonds of public authorities, counties, or municipalities. As of December 31, 2025, all of the deposits for the City were fully collateralized in accordance with the state statutes.

Fair Value Measurements. The City categorizes its fair value measurements within the fair value hierarchy established by GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs. Georgia Fund 1 is an investment pool which does not meet the criteria of GASB Statement No. 79 and is thus valued at fair value in accordance with GASB Statement No. 31. As a result, the City does not disclose the investment in Georgia Fund 1 within the fair value hierarchy. Additionally, the City's Certificates of Deposit are nonnegotiable and, therefore, are not subject to fair value hierarchy.

Investments. The City's financial policies authorize investment in any securities approved by the State of Georgia for local governments. Authorized investments include Certificates of Deposit, repurchase agreements, direct and agency obligations of the United States, obligations of the State of Georgia, pooled investment programs of the State of Georgia, and no-load mutual funds of direct obligations of the United States.

At December 31, 2025, the City had the following investments:

Investment	Maturities	Fair Value
Certificate of Deposit	August 19, 2029	\$ 14,419
Certificate of Deposit	June 30, 2026	58,000
		<u>\$ 72,419</u>

NOTES TO FINANCIAL STATEMENTS

NOTE 4. PROPERTY TAXES

Property taxes attached as an enforceable lien on property as of January 1, 2025. The City, when applicable, obtains the services of Henry County to bill and collect the City's property taxes. Henry County remits taxes collected to the City on a bi-monthly basis. Property taxes were levied on August 19, 2025, billed on September 26, 2025, and payable on or before December 1, 2025. The lien date on unpaid taxes is June 1, 2026. Property taxes levied for 2025 are recorded as receivables, net of estimated uncollectible property taxes. Net receivables estimated to be collectible subsequent to March 1, 2026, are recorded as revenue when received. A local option sales tax is in force. Proceeds from the tax are remitted to the City monthly and are utilized to give property tax owners tax relief.

NOTE 5. RECEIVABLES

Receivables at December 31, 2025 for the City's individual major funds and nonmajor funds in the aggregate, including the applicable allowances for uncollectible accounts are as follows:

Governmental Funds

	General	Grants Fund	SPLOST VI Fund	TSPLOST Fund	Nonmajor Governmental Funds	Total
Receivables:						
Intergovernmental	\$ 796,413	\$ 716,296	\$ -	\$ -	\$ -	\$ 1,512,709
Taxes	2,551,655	-	638,973	617,846	2,580	3,811,054
Accounts	314,263	-	-	-	153,249	467,512
Gross receivables	3,662,331	716,296	638,973	617,846	155,829	5,791,275
Less allowance for uncollectibles	(145,184)	-	-	-	-	(145,184)
Net total receivables	<u>\$ 3,517,147</u>	<u>\$ 716,296</u>	<u>\$ 638,973</u>	<u>\$ 617,846</u>	<u>\$ 155,829</u>	<u>\$ 5,646,091</u>

Proprietary Funds

	Water and Sewer	Solid Waste	Nonmajor Enterprise Funds	Total
Receivables:				
Intergovernmental	\$ 11,768	\$ 25,302	\$ 26,273	\$ 63,343
Accounts	553,482	143,757	367,421	1,064,660
Gross receivables	565,250	169,059	393,694	1,128,003
Less allowance for uncollectibles	(13,321)	-	-	(13,321)
Net total receivables	<u>\$ 551,929</u>	<u>\$ 169,059</u>	<u>\$ 393,694</u>	<u>\$ 1,114,682</u>

NOTES TO FINANCIAL STATEMENTS

NOTE 6. CAPITAL ASSETS

Capital asset activity for the fiscal year ended December 31, 2025 is as follows:

	Beginning Balance	Increases	Decreases	Transfers	Ending Balance
Governmental activities:					
Capital assets, not being depreciated:					
Land	\$ 11,587,728	\$ -	\$ -	\$ -	\$ 11,587,728
Construction in progress	4,719,224	2,780,166	-	-	7,499,390
Total	16,306,952	2,780,166	-	-	19,087,118
Capital assets, being depreciated:					
Buildings and improvements	30,652,641	-	-	-	30,652,641
Improvements other than buildings	5,319,497	-	-	-	5,319,497
Infrastructure	9,608,833	-	-	-	9,608,833
Machinery and equipment	2,326,264	223,391	-	-	2,549,655
Office equipment	1,574,168	-	-	-	1,574,168
Vehicles	5,271,576	798,773	-	(241,950)	5,828,399
Furniture and fixtures	1,370,113	-	-	-	1,370,113
Lease office equipment	173,361	-	-	-	173,361
Total	56,296,453	1,022,164	-	(241,950)	57,076,667
Less accumulated depreciation and amortization for:					
Buildings and improvements	(9,998,871)	(864,349)	-	-	(10,863,220)
Improvements other than buildings	(2,573,360)	(240,508)	-	-	(2,813,868)
Infrastructure	(3,187,954)	(214,071)	-	-	(3,402,025)
Machinery and equipment	(1,655,932)	(139,465)	-	-	(1,795,397)
Office equipment	(1,268,976)	(80,723)	-	-	(1,349,699)
Vehicles	(2,833,162)	(821,458)	-	-	(3,654,620)
Furniture and fixtures	(1,152,922)	(33,719)	-	-	(1,186,641)
Lease office equipment	(5,684)	(34,104)	-	-	(39,788)
Total	(22,676,861)	(2,428,397)	-	-	(25,105,258)
Total capital assets, being depreciated and amortized, net	33,619,592	(1,406,233)	-	(241,950)	31,971,409
Governmental activities capital assets	\$ 49,926,544	\$ 1,373,933	\$ -	\$ (241,950)	\$ 51,058,527

The beginning capital asset balance for governmental activities has been restated as of December 31, 2024. Refer to Note 15, Restatement of Errors in Prior Year Reporting, for a detailed explanation regarding the nature of this error correction.

NOTES TO FINANCIAL STATEMENTS

NOTE 6. CAPITAL ASSETS (CONTINUED)

	Beginning Balance	Increases	Decreases	Transfers	Ending Balance
Business-type activities:					
Capital assets, not being depreciated:					
Land	\$ 445,603	\$ -	\$ -	\$ -	\$ 445,603
Construction in progress	119,117	1,344,327	-	-	1,463,444
Total	<u>564,720</u>	<u>1,344,327</u>	<u>-</u>	<u>-</u>	<u>1,909,047</u>
Capital assets, being depreciated:					
Buildings and improvements	42,167,894	212,850	-	-	42,380,744
Improvements other than buildings	17,523,414	-	-	-	17,523,414
Infrastructure	1,575,109	-	-	-	1,575,109
Vehicles	2,402,548	-	-	241,950	2,644,498
Furniture and fixtures	635,928	-	-	-	635,928
Machinery and equipment	5,819,084	34,980	-	-	5,854,064
Total	<u>70,123,977</u>	<u>247,830</u>	<u>-</u>	<u>241,950</u>	<u>70,613,757</u>
Less accumulated depreciation for:					
Buildings and improvements	(10,323,951)	(1,300,648)	-	-	(11,624,599)
Improvements other than buildings	(5,377,869)	(372,280)	-	-	(5,750,149)
Infrastructure	(311,572)	(52,372)	-	-	(363,944)
Vehicles	(2,039,412)	(148,210)	-	-	(2,187,622)
Furniture and fixtures	(487,520)	(22,937)	-	-	(510,457)
Machinery and equipment	(2,994,574)	(277,660)	-	-	(3,272,234)
Total	<u>(21,534,898)</u>	<u>(2,174,107)</u>	<u>-</u>	<u>-</u>	<u>(23,709,005)</u>
Total assets, being depreciated, net	<u>48,589,079</u>	<u>(1,926,277)</u>	<u>-</u>	<u>241,950</u>	<u>46,904,752</u>
Business-type activities capital assets, net	<u>\$ 49,153,799</u>	<u>\$ (581,950)</u>	<u>\$ -</u>	<u>\$ 241,950</u>	<u>\$ 48,813,799</u>

The beginning capital asset balance for business-type activities has been restated as of December 31, 2024. Refer to Note 15, Restatement of Errors in Prior Year Reporting, for a detailed explanation regarding the nature of this error correction.

NOTES TO FINANCIAL STATEMENTS

NOTE 6. CAPITAL ASSETS (CONTINUED)

Depreciation expense was charged to functions/programs of the City as follows:

Governmental activities:

General government	\$ 735,533
Judicial	90,388
Public safety	843,688
Public works	758,788
Total depreciation expense - governmental activities	<u>\$ 2,428,397</u>

Business-type activities:

Water and sewer	\$ 1,284,577
Solid waste	14,973
Stormwater	133,247
Conference center	108,641
Amphitheater	632,669
Total depreciation expense - business-type activities	<u>\$ 2,174,107</u>

Net investment in Capital Assets. Net investment in capital assets on the government-wide Statement of Net Position and the major proprietary funds Statement of Net Position as of December 31, 2025 are as follows:

Governmental Activities:

Capital assets, non-depreciable	\$ 19,087,118
Capital assets, depreciable	57,076,667
Accumulated depreciation	(25,105,258)
Lease liability	(137,222)
Bonds payable	(17,445,000)
Unspent proceeds - Public Facilities Authority	<u>15,092,066</u>
Net investment in capital assets,	
Governmental Activities	<u><u>\$ 48,568,371</u></u>

NOTES TO FINANCIAL STATEMENTS

NOTE 6. CAPITAL ASSETS (CONTINUED)

Net investment in Capital Assets (Continued).

Business-type Activities:

Capital assets, non-depreciable	\$ 1,909,047
Capital assets, depreciable	70,613,757
Accumulated depreciation	(23,709,005)
Retainage payable	<u>(123,380)</u>
Net investment in capital assets, Business-type Activities	<u>\$ 48,690,419</u>

Water and Sewer Fund:

Capital assets, non-depreciable	\$ 1,880,406
Capital assets, depreciable	40,053,688
Accumulated depreciation	(16,721,058)
Retainage payable	<u>(123,380)</u>
Net investment in capital assets, Water and Sewer Fund	<u>\$ 25,089,656</u>

Solid Waste Fund:

Capital assets, depreciable	\$ 468,080
Accumulated depreciation	<u>(448,208)</u>
Net investment in capital assets, Solid Waste Fund	<u>\$ 19,872</u>

Amphitheater Fund:

Capital assets, depreciable	\$ 22,837,959
Accumulated depreciation	<u>(2,995,918)</u>
Net investment in capital assets, Amphitheater Fund	<u>\$ 19,842,041</u>

NOTES TO FINANCIAL STATEMENTS

NOTE 7. LONG-TERM DEBT

Changes in Long-term Debt. The following is a summary of changes in long-term liabilities reported in the government-wide financial statements for the year ended December 31, 2025:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental activities:					
Urban Redevelopment revenue bonds	\$ 7,160,000	\$ -	\$ (890,000)	\$ 6,270,000	\$ 930,000
Public Facilities Authority revenue bonds	15,225,000	-	(4,050,000)	11,175,000	1,295,000
Accrued compensated absences	961,575	264,869	-	1,226,444	245,289
Net pension liability	2,527,313	1,347,078	-	3,874,391	-
Lease liability	167,486	-	(30,264)	137,222	32,529
Total governmental-type activity long-term debt	<u>\$ 26,041,374</u>	<u>\$ 1,611,947</u>	<u>\$ (4,970,264)</u>	<u>\$ 22,683,057</u>	<u>\$ 2,502,818</u>
Business-type activities:					
GEFA notes payable	\$ 823,674	\$ -	\$ (823,674)	\$ -	\$ -
Accrued compensated absences	163,664	63,352	-	227,016	45,403
Net pension liability	746,933	404,863	-	1,151,796	-
Total business-type activity long-term debt	<u>\$ 1,734,271</u>	<u>\$ 468,215</u>	<u>\$ (823,674)</u>	<u>\$ 1,378,812</u>	<u>\$ 45,403</u>

The City's General Fund is typically used to liquidate all governmental activity long-term liabilities. However, proceeds from any asset sales relative to the Urban Redevelopment Project or Public Facilities Project will be used to liquidate the related revenue bond obligation.

The Water and Sewer Enterprise Fund is used to liquidate all of the business-type activity long-term liabilities.

Urban Redevelopment Revenue Bonds. The City entered into an agreement with a financial institution that provided for the issuance of revenue bonds for the purchase of land and construction of structures and improvements for the New Town Center. Various bond issues were used by the City during the purchase and construction phases. During the year ended December 31, 2025, the City repaid various bond issues in the amount of \$890,000. Amounts outstanding at year-end of \$6,270,000 reflect total drawdowns to date net of repayments, if any.

NOTES TO FINANCIAL STATEMENTS

NOTE 7. LONG-TERM DEBT (CONTINUED)

Urban Redevelopment Revenue Bonds (Continued). Urban Redevelopment Fund long-term liabilities outstanding at December 31, 2025 are as follows:

Series 2005 B Revenue bonds payable to Capital One Bank, in the total amount of \$7,330,000, interest at 4.45%, matures 2/1/31.	\$ 1,755,000
Series 2006 A Revenue bonds payable to Capital One Bank, in the total amount of \$4,795,000, current interest at 4.58%, matures 2/1/31.	2,645,000
Series 2006 C Revenue bonds payable to Capital One Bank, in the total amount of \$5,000,000, current interest at 4.865%, matures 2/1/31.	<u>1,870,000</u>
Total	<u><u>\$ 6,270,000</u></u>

Annual debt service requirements to maturity for the revenue bonds that have closed are as follows:

Fiscal Year	Principal	Interest	Total
2026	\$ 930,000	\$ 267,625	\$ 1,197,625
2027	975,000	223,719	1,198,719
2028	1,020,000	177,731	1,197,731
2029	1,065,000	129,673	1,194,673
2030	1,115,000	79,423	1,194,423
2031	1,165,000	26,859	1,191,859
Total	<u><u>\$ 6,270,000</u></u>	<u><u>\$ 905,030</u></u>	<u><u>\$ 7,175,030</u></u>

Public Facilities Authority Revenue Bonds. The City entered into an agreement with a financial institution that provided for the issuance of revenue bonds for the purchase of land and equipment for the Amphitheater and Cultural Arts Center, the purchase of buildings for the Cultural Arts Center, and the improvement of trails. Various bond issues were used by the City during the purchase and construction phases. Amounts outstanding at year-end of \$11,175,000 reflect total drawdowns to date net of repayments, if any.

NOTES TO FINANCIAL STATEMENTS

NOTE 7. LONG-TERM DEBT (CONTINUED)

Public Facilities Authority Revenue Bonds (Continued). Public Facilities Authority Fund long-term liabilities outstanding at December 31, 2025 are as follows:

Series 2021 C Revenue bonds payable to Truist Bank, in the total amount of \$14,865,000, current interest at 2.53%, matures 12/31/2036.	\$ 11,175,000
Total	<u>\$ 11,175,000</u>

Annual debt service requirements to maturity for the revenue bonds that have closed are as follows:

Fiscal Year	Principal	Interest	Total
2026	\$ 1,295,000	\$ 266,346	\$ 1,561,346
2027	1,325,000	233,203	1,558,203
2028	1,360,000	199,238	1,559,238
2029	820,000	171,661	991,661
2030	845,000	150,598	995,598
2031 – 2035	4,550,000	417,577	4,967,577
2036	980,000	12,397	992,397
Total	<u>\$ 11,175,000</u>	<u>\$ 1,451,020</u>	<u>\$ 12,626,020</u>

Lease Liability. The City enters into lease agreements for periods of five years as lessee for the use of copiers. These leases have an imputed interest rate of 2%.

Principal and interest requirements to maturity for the lease liability as of December 31, 2025 are as follows:

Fiscal Year	Principal	Interest	Total
2026	\$ 32,529	\$ 8,870	\$ 41,399
2027	34,964	6,435	41,399
2028	37,581	3,818	41,399
2029	32,148	1,041	33,189
	<u>\$ 137,222</u>	<u>\$ 20,164</u>	<u>\$ 157,386</u>

NOTES TO FINANCIAL STATEMENTS

NOTE 8. INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS

Interfund receivable and payable balances as of December 31, 2025 are as follows:

Receivable Fund	Payable Fund	Amount
General Fund	SPLOST V Fund	\$ 19,185,612
General Fund	Nonmajor Governmental Funds	278,116
Grants Fund	General Fund	615,215
Nonmajor Governmental Funds	SPLOST V Fund	519,453
SPLOST V Fund	General Fund	2,943,169
Nonmajor Enterprise Funds	General Fund	917,011
Amphitheater Fund	General Fund	594,659
		<u>\$ 25,053,235</u>

The outstanding balances between funds result mainly from the time lag between the dates that: 1) interfund goods and services are provided or reimbursable expenditures occur, 2) transactions are recorded in the accounting system, and 3) payments between funds are made. These balances normally clear within one to two months. Amounts due from the SPLOST V Fund are to reimburse the General Fund for allowable SPLOST projects.

Interfund transfers are as follows:

Transfers In	Transfers Out				
	General Fund	Grants Fund	SPLOST V Fund	Nonmajor Governmental Funds	Total
General Fund	\$ -	\$ 6,234	\$ 19,185,612	\$ 2,934,764	\$ 22,126,610
Public Facilities Authority	4,386,740	-	-	-	4,386,740
Nonmajor Governmental Funds	2,928,851	-	-	-	2,928,851
Water & Sewer Fund	765,000	-	-	-	765,000
Amphitheater Fund	3,600,000	-	-	-	3,600,000
Nonmajor Enterprise Funds	565,945	-	-	-	565,945
Total	<u>\$ 12,246,536</u>	<u>\$ 6,234</u>	<u>\$ 19,185,612</u>	<u>\$ 2,934,764</u>	<u>\$ 34,373,146</u>

Transfers are used to: 1) move revenues from the fund that the statute or budget requires to collect them to the fund that the statute or budget requires to expend them, and 2) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

NOTES TO FINANCIAL STATEMENTS

NOTE 9. JOINT VENTURE

Under Georgia law, the City, in conjunction with other cities and counties in the ten-county Atlanta area, is a member of the Atlanta Regional Commission (“ARC”) and is required to pay annual dues thereto. Membership in the ARC is required by the O.C.G.A. §50-8-34 which provides for the organizational structure of the ARC in Georgia. The ARC Board membership includes the chief elected official of each county and municipality of the area. O.C.G.A. §50-8-39.1 provides that the member governments are liable for any debts or obligations of a regional commission. Henry County makes contributions on behalf of the City to the ARC. Separate financial statements may be obtained from:

Atlanta Regional Commission
40 Courtland Street, NE
Atlanta, Georgia 30303

NOTE 10. DEFINED BENEFIT PENSION PLAN

A. Plan Description

The City’s pension plan is administered through the Georgia Municipal Employee Benefit System (“GMEBS”), an agent multiple-employer pension plan administered by the Georgia Municipal Association. The Plan (the “Plan”) provides retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members and beneficiaries. Benefits are provided by the Plan whereby retirees receive between 1% and 1.75% multiplied by the average of the five highest years of regular earnings multiplied by the total credited years of service. The City Council, in its role as the Plan sponsor, has the governing authority to establish and amend from time to time, the benefits provided and the contribution rates of the City and its employees. The Georgia Municipal Association issues a publicly available financial report that includes financial statements and Required Supplementary Information for GMEBS. That report may be obtained at www.gmanet.com or by writing to Georgia Municipal Association, Risk Management and Employee Benefit Services, 201 Pryor Street, NW, Atlanta, Georgia 30303 or by calling (404) 688-0472.

B. Plan Membership

As of July 1, 2025, the date of the most recent actuarial valuation, there were 288 participants consisting of the following:

Inactive plan members or beneficiaries currently receiving benefits	48
Inactive plan members entitled to but not receiving benefits	53
Active plan members	187
Total Plan Members	<u>288</u>

NOTES TO FINANCIAL STATEMENTS

NOTE 10. DEFINED BENEFIT PENSION PLAN (CONTINUED)

C. Contributions

The Plan is subject to minimum funding standards of the Georgia Public Retirement Systems Standards law. The Board of Trustees of GMEBS has adopted a recommended actuarial funding policy for the Plan which meets state minimum requirements and will accumulate sufficient funds to provide the benefits under the Plan. The funding policy for the Plan, as adopted by the City Council, is to contribute an amount equal to or greater than the actuarially recommended contribution rate. This rate is based on the estimated amount necessary to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of plan members, as determined by the City Council. For the year ended December 31, 2025, the City's contribution rate was 10.3% of annual payroll. City contributions to the Plan were \$1,131,874 for the year ended December 31, 2025.

D. Net Pension Liability of the City

The City's net pension liability was measured as of March 31, 2025. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2024 with updated procedures performed by the actuary to roll forward to the total pension liability measured as of March 31, 2025.

Actuarial Assumptions. The total pension liability in the July 1, 2025 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.25%
Salary increases	2.25% – plus service based merit increases
Investment rate of return	7.375%

Mortality rates were based on the sex-distinct Pri-2012 head-count weighted Healthy Retiree Mortality Table with rates multiplied by 1.25.

The actuarial assumptions used in the July 1, 2025 valuation were based on the results of an actuarial experience study for the period January 1, 2015 – June 30, 2019.

NOTES TO FINANCIAL STATEMENTS

NOTE 10. DEFINED BENEFIT PENSION PLAN (CONTINUED)

D. Net Pension Liability of the City (Continued)

Actuarial Assumptions (Continued). The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of March 31, 2025 are summarized in the following table:

Asset Class	Target Allocation	Long-term expected real rate of return*
Domestic equity	45%	6.60%
International equity	20%	7.03%
Domestic fixed income	20%	2.70%
Real estate	10%	3.40%
Global fixed income	5%	3.70%
Total	100%	

* Rates shown are net of the 2.25% assumed rate of inflation.

E. Discount Rate

The discount rate used to measure the total pension liability was 7.375%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that City contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all of the projected benefit payments to determine the total pension liability.

NOTES TO FINANCIAL STATEMENTS

NOTE 10. DEFINED BENEFIT PENSION PLAN (CONTINUED)

F. Changes in the Net Pension Liability of the City

The changes in the components of the net pension liability of the City for the year ended December 31, 2025 were as follows:

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balances at December 31, 2024	\$ 16,661,372	\$ 13,387,126	\$ 3,274,246
Changes for the year:			
Service cost	899,854	-	899,854
Interest	1,266,620	-	1,266,620
Differences between expected and actual experience	853,626	-	853,626
Contributions - employer	-	779,000	(779,000)
Net investment income	-	696,890	(696,890)
Benefit payments, including refunds of employee contributions	(773,444)	(773,444)	-
Administrative expense	-	(28,285)	28,285
Other	179,446	-	179,446
Net changes	<u>2,426,102</u>	<u>674,161</u>	<u>1,751,941</u>
Balances at December 31, 2025	<u>\$ 19,087,474</u>	<u>\$ 14,061,287</u>	<u>\$ 5,026,187</u>

The required Schedule of Changes in the City's Net Pension Liability and Related Ratios immediately following the notes to the financial statements presents multi-year trend information about whether the value of plan assets is increasing or decreasing over time relative to the total pension liability.

G. Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability of the City, calculated using the discount rate of 7.375%, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.375%) or 1-percentage-point higher (8.375%) than the current rate:

	1% Decrease (6.375%)	Current Discount Rate (7.375%)	1% Increase (8.375%)
City's net pension liability	\$ 7,599,913	\$ 5,026,187	\$ 2,890,498

NOTES TO FINANCIAL STATEMENTS

NOTE 10. DEFINED BENEFIT PENSION PLAN (CONTINUED)

G. Sensitivity of the Net Pension Liability to Changes in the Discount Rate (Continued)

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future, and actuarially determined amounts are subject to continual revision as results are compared to past expectations and new estimates are made about the future. Actuarial calculations reflect a long-term perspective. Calculations are based on the substantive plan in effect as of March 31, 2025, and the current sharing pattern of costs between employer and employee.

H. Pension Expense and Deferred Outflows of Resources

For the year ended December 31, 2025, the City recognized pension expense of \$1,604,513. At December 31, 2025, the City reported deferred outflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources
	<u> </u>
Differences between expected and actual experience	\$ 1,308,221
Net difference between projected and actual earnings on pension plan investments	305,946
City contributions subsequent to the measurement date	1,131,874
Total	<u><u>\$ 2,746,041</u></u>

City contributions subsequent to the measurement date of \$1,131,874 are reported as deferred outflows of resources and will be recognized as a reduction of the net pension liability in the year ending December 31, 2026. Other amounts reported as deferred outflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year ending December 31,</u>	
2026	\$ 658,336
2027	628,625
2028	98,567
2029	228,639
Total	<u><u>\$ 1,614,167</u></u>

NOTES TO FINANCIAL STATEMENTS

NOTE 11. RISK MANAGEMENT

The City is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions, injuries to employees, and natural disasters. The City carries commercial insurance in amounts deemed prudent by City management. Commercial insurance is carried for coverage of property, errors and omissions, professional liability and injuries to employees.

There have been no significant reductions of insurance coverage from coverage in the prior year and settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

NOTE 12. COMMITMENTS AND CONTINGENCIES

Amounts received or receivable from grant agencies are subject to audit and adjustments by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of any expenditures that may be disallowed by the grantor cannot be determined at this time, although the government expects such amounts, if any, to be immaterial.

In 2014, the citizens of Henry County voted to approve a Special Purpose Local Option Sales Tax ("SPLOST") to help finance the acquisition and construction of major capital equipment and facilities. In relation to this, the City entered into an intergovernmental agreement with Henry County and the other cities inside the County whereby Henry County would issue revenue bonds to finance some of the SPLOST projects in advance of the SPLOST collections. The City received \$6,000,000 from Henry County under this agreement in fiscal year 2015.

The revenue bonds are in the name of Henry County and are not a direct liability of the City. However, under the terms of the intergovernmental agreement, Henry County will retain all of the first SPLOST revenue collections for each year in amounts that will satisfy the annual debt service requirements. The agreement also requires the City to pay its share of debt service requirements should the SPLOST revenue collections not be sufficient to satisfy the debt service requirements under the bond issue. Management believes the SPLOST revenue collections will be sufficient to satisfy all debt service requirements under the bond ordinance.

NOTE 13. HOTEL/MOTEL TAX

The City levies an 8% hotel/motel tax in accordance with the provisions of O.C.G.A. §48-13-51. In order to comply with the expenditure requirements of this code section, the City remits 40% of the monies from the first 5% collected under this provision to the Henry County Chamber of Commerce. The Henry County Chamber of Commerce also receives 50% of the additional 3%. Total collections for the year ended December 31, 2025, were \$1,166,109. The amount remitted to the Henry County Chamber of Commerce totaled \$507,275.

NOTES TO FINANCIAL STATEMENTS

NOTE 14. LEASE AGREEMENTS

The City leases its solid waste transfer station to Lamar County Regional Solid Waste Management Authority who subleases to Waste Management. The current lease extends until April 30, 2026. The monthly rental charged by the City is \$1.40 for each ton of waste received at the site through April 30, 2021, at which time the monthly rental will be adjusted by the Consumer Price Index ("CPI") annually through the termination of the agreement. For the year ended December 31, 2025, the City received \$97,677 in rental fees under the contract. The leased assets cost \$36,116 and are reported net of accumulated depreciation of \$36,116 for a net carrying value of \$0.

The City's lease agreements, other than the agreement described above, are relatively minor commitments whereby the City is leasing various pieces of office equipment.

NOTE 15. RESTATEMENT OF ERRORS IN PRIOR YEAR REPORTING

The City has determined a restatement to beginning net position and fund balance of various funds is required as of January 1, 2025. During our audit procedures, management identified the following errors in the recording of due from other governments, capital assets, assets held for sale, unearned revenue, and taxes receivable. Management was able to provide corrected listings, which reflected material adjustments to the beginning balances of these accounts as follows:

	Governmental Activities	Business-type Activities	General Fund	Grants Fund	TSPLOST Fund	Water and Sewer Fund	Nonmajor Enterprise Funds
Net position, as previously reported	\$ 87,454,929	\$ 52,996,126					
Fund balance, as previously reported			\$ 1,920,655	\$ 472,346	\$ 15,613,622	\$ 25,695,918	\$ 5,905,750
Adjustment to due							
from other governments	1,528,080	-	1,528,080	-	-	-	-
Adjustment to capital assets	(1,146,123)	554,761	-	-	-	393,948	160,813
Adjustment to assets held for resale	(522,512)	-	(522,512)	-	-	-	-
Adjustment to unearned revenue	200,000	-	-	200,000	-	-	-
Adjustment to taxes receivable	590,212	-	-	-	590,212	-	-
Net position, as restated	<u>\$ 88,104,586</u>	<u>\$ 53,550,887</u>					
Fund balance, as restated			<u>\$ 2,926,223</u>	<u>\$ 672,346</u>	<u>\$ 16,203,834</u>	<u>\$ 26,089,866</u>	<u>\$ 6,066,563</u>

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF STOCKBRIDGE, GEORGIA

REQUIRED SUPPLEMENTARY INFORMATION SCHEDULE OF CHANGES IN THE CITY'S NET PENSION LIABILITY AND RELATED RATIOS FOR THE FISCAL YEAR ENDED DECEMBER 31,

	2025	2024	2023	2022
Total pension liability				
Service cost	\$ 899,854	\$ 878,381	\$ 459,717	\$ 395,098
Interest on total pension liability	1,266,620	1,138,822	981,875	874,286
Differences between expected and actual experience	853,626	424,513	926,528	713,153
Benefit payments, including refunds of employee contributions	(773,444)	(687,229)	(630,164)	(546,464)
Other	179,446	-	-	-
Net change in total pension liability	2,426,102	1,754,487	1,737,956	1,436,073
Total pension liability - beginning	16,661,372	14,906,885	13,168,929	11,732,856
Total pension liability - ending (a)	19,087,474	16,661,372	14,906,885	13,168,929
Plan fiduciary net position				
Contributions - employer	779,000	761,562	591,026	562,067
Net investment income	696,890	1,918,646	(819,343)	706,176
Benefit payments, including refunds of employee contributions	(773,444)	(687,229)	(630,164)	(546,464)
Administrative expenses	(28,285)	(19,363)	(21,654)	(19,801)
Net change in Plan fiduciary net position	674,161	1,973,616	(880,135)	701,978
Plan fiduciary net position - beginning	13,387,126	11,413,510	12,293,645	11,591,667
Plan fiduciary net position - ending (b)	14,061,287	13,387,126	11,413,510	12,293,645
City's net pension liability (a) - (b)	\$ 5,026,187	\$ 3,274,246	\$ 3,493,375	\$ 875,284
Plan fiduciary net position as a percentage of the total pension liability	73.7%	80.3%	76.6%	93.4%
Covered payroll	\$ 12,104,944	\$ 9,699,839	\$ 8,889,756	\$ 4,612,475
City's net pension liability as a percentage of covered payroll	41.52%	33.76%	39.30%	18.98%

2021	2020	2019	2018	2017	2016
\$ 395,087	\$ 333,901	\$ 329,372	\$ 322,052	\$ 297,396	\$ 247,214
828,056	770,863	750,914	685,378	650,509	611,199
(60,831)	382,053	(312,679)	180,527	(11,712)	132,894
(524,505)	(510,620)	(501,679)	(487,128)	(485,418)	(482,759)
-	(80,734)	-	145,682	-	-
637,807	895,463	265,928	846,511	450,775	508,548
11,095,049	10,199,586	9,933,658	9,087,147	8,636,372	8,127,824
11,732,856	11,095,049	10,199,586	9,933,658	9,087,147	8,636,372
479,659	454,251	411,823	373,239	334,499	401,339
3,628,109	(609,481)	306,333	951,855	870,208	20,122
(524,505)	(510,620)	(501,679)	(487,128)	(485,418)	(482,759)
(18,658)	(20,941)	(19,245)	(18,215)	(18,512)	(13,276)
3,564,605	(686,791)	197,232	819,751	700,777	(74,574)
8,027,062	8,713,853	8,516,621	7,696,870	6,996,093	7,070,667
11,591,667	8,027,062	8,713,853	8,516,621	7,696,870	6,996,093
\$ 141,189	\$ 3,067,987	\$ 1,485,733	\$ 1,417,037	\$ 1,390,277	\$ 1,640,279
98.8%	72.3%	85.4%	85.7%	84.7%	81.0%
\$ 3,993,352	\$ 3,819,839	\$ 2,956,753	\$ 2,982,269	\$ 2,839,086	\$ 2,777,571
3.54%	80.32%	50.25%	47.52%	48.97%	59.05%

CITY OF STOCKBRIDGE, GEORGIA

REQUIRED SUPPLEMENTARY INFORMATION SCHEDULE OF CITY CONTRIBUTIONS FOR THE FISCAL YEAR ENDED DECEMBER 31,

	2025	2024	2023	2022
Actuarially determined contribution	\$ 1,131,874	\$ 1,035,667	\$ 670,194	\$ 564,637
Contributions in relation to the actuarially determined contribution	1,131,874	1,035,667	670,194	564,637
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 11,029,381	\$ 9,392,961	\$ 10,122,678	\$ 8,047,255
Contributions as a percentage of covered payroll	10.3%	11.0%	6.6%	7.0%

Notes to the Schedule:

Valuation date	July 1, 2025
Cost method	Projected Unit Credit
Actuarial asset valuation method	Sum of actuarial value at beginning of year and the cash flow during the year plus the assumed investment return, adjusted by 10% of the amounts that the value exceeds or is less than the market value at the end of the year. The actuarial value is adjusted, if necessary, to be within 20% of market value.
Assumed rate of return on investments	7.375%
Projected salary increases	2.25% plus service based merit increases
Cost of living adjustments	N/A
Amortization method	Closed level dollar for remaining unfunded liability
Remaining amortization period	Remaining amortization period varies for the bases, with a net effective amortization period of 13 years.

2021	2020	2019	2018	2017	2016
\$ 561,211	\$ 452,475	\$ 454,363	\$ 397,643	\$ 365,104	\$ 324,417
561,211	452,475	454,363	397,643	365,104	324,417
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 4,531,408	\$ 3,544,664	\$ 4,009,122	\$ 3,401,666	\$ 3,251,123	\$ 3,141,666
12.4%	12.8%	11.3%	11.7%	11.2%	10.3%

**COMBINING AND INDIVIDUAL FUND
STATEMENTS AND SCHEDULES**

NONMAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

Hotel/Motel Tax Fund – This fund is used to account for hotel/motel taxes collected.

Confiscated Assets Fund – This fund is used to account for cash received either as a result of cash confiscation or cash received from a sale of capital assets acquired from a drug raid.

Redspeed Fund – This fund is used to account for revenues derived from traffic camera enforcement activities.

Tax Allocation District Fund – This fund is used to account for taxes collected by Henry County and remitted to the City.

PERMANENT FUND

Burke Cemetery Fund – This fund is used to account for revenues earned from a trust set up for cemetery improvements at Burke Cemetery.

CAPITAL PROJECTS FUNDS

State and Federal Grants Fund – This fund is used to account for the acquisition and construction of major capital facilities which are financed with state and federal assistance.

Special Purpose Local Option Sales Tax (“SPLOST”) III Fund – This fund is used to account for capital expenditures. Funding is provided by special purpose sales taxes, which are collected by the County and remitted to the City through an intergovernmental agreement.

Downtown Development Authority Fund – This fund is used to account for the activities of the City’s blended component unit, the Downtown Development Authority.

Special Purpose Local Option Sales Tax (“SPLOST”) IV Fund – This fund is used to account for capital expenditures. Funding is provided by special purpose sales taxes, which are collected by Henry County and remitted to the City through an intergovernmental agreement.

Urban Redevelopment Fund – This fund is used to account for the proceeds from the issuance of bonds to finance the acquisition and construction of major capital facilities.

City-wide Development Fund – This fund is used to account for the activities of the City’s blended component unit, the City-wide Development Authority.

Impact Fee Fund – This fund is used to account for the proceeds from new development taxes used for capital projects.

CITY OF STOCKBRIDGE, GEORGIA

REQUIRED SUPPLEMENTARY INFORMATION SCHEDULE OF CITY CONTRIBUTIONS FOR THE FISCAL YEAR ENDED DECEMBER 31,

	2025	2024	2023	2022
Actuarially determined contribution	\$ 1,131,874	\$ 1,035,667	\$ 670,194	\$ 564,637
Contributions in relation to the actuarially determined contribution	1,131,874	1,035,667	670,194	564,637
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 11,029,381	\$ 9,392,961	\$ 10,122,678	\$ 8,047,255
Contributions as a percentage of covered payroll	10.3%	11.0%	6.6%	7.0%

Notes to the Schedule:

Valuation date	July 1, 2025
Cost method	Projected Unit Credit
Actuarial asset valuation method	Sum of actuarial value at beginning of year and the cash flow during the year plus the assumed investment return, adjusted by 10% of the amounts that the value exceeds or is less than the market value at the end of the year. The actuarial value is adjusted, if necessary, to be within 20% of market value.
Assumed rate of return on investments	7.375%
Projected salary increases	2.25% plus service based merit increases
Cost of living adjustments	N/A
Amortization method	Closed level dollar for remaining unfunded liability
Remaining amortization period	Remaining amortization period varies for the bases, with a net effective amortization period of 13 years.

2021	2020	2019	2018	2017	2016
\$ 561,211	\$ 452,475	\$ 454,363	\$ 397,643	\$ 365,104	\$ 324,417
561,211	452,475	454,363	397,643	365,104	324,417
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 4,531,408	\$ 3,544,664	\$ 4,009,122	\$ 3,401,666	\$ 3,251,123	\$ 3,141,666
12.4%	12.8%	11.3%	11.7%	11.2%	10.3%

CITY OF STOCKBRIDGE, GEORGIA

**COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
DECEMBER 31, 2025**

	Special Revenue Fund				Permanent Fund	Capital Projects Funds	
	Hotel/Motel Tax Fund	Confiscated Asset Fund	Redspeed Fund	Tax Allocation District Fund	Burke Cemetery Fund	State and Federal Grants Fund	SPLOST III Fund
ASSETS							
Cash and cash equivalents	\$ 735,944	\$ 126,308	\$ 1,642,370	\$ 121,083	\$ 27	\$ 353,351	\$ 579
Investments	-	-	-	-	14,419	-	-
Taxes receivable	-	-	-	2,580	-	-	-
Accounts receivable	76,688	-	74,061	-	-	-	-
Due from other funds	-	-	-	-	-	-	519,453
Total assets	<u>\$ 812,632</u>	<u>\$ 126,308</u>	<u>\$ 1,716,431</u>	<u>\$ 123,663</u>	<u>\$ 14,446</u>	<u>\$ 353,351</u>	<u>\$ 520,032</u>
LIABILITIES AND FUND BALANCES (DEFICIT)							
Liabilities							
Accounts payable	\$ 71,551	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due to other funds	-	-	-	-	-	-	-
Total liabilities	<u>71,551</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balances (Deficit)							
Non-spendable:							
Permanent fund corpus	-	-	-	-	5,000	-	-
Restricted:							
Cemetery maintenance	-	-	-	-	9,446	-	-
Capital projects	-	-	-	123,663	-	-	520,032
Public safety	-	126,308	1,716,431	-	-	-	-
Tourism	741,081	-	-	-	-	-	-
Assigned for capital projects	-	-	-	-	-	353,351	-
Unassigned	-	-	-	-	-	-	-
Total fund balances (deficit)	<u>741,081</u>	<u>126,308</u>	<u>1,716,431</u>	<u>123,663</u>	<u>14,446</u>	<u>353,351</u>	<u>520,032</u>
Total liabilities and fund balances (deficit)	<u>\$ 812,632</u>	<u>\$ 126,308</u>	<u>\$ 1,716,431</u>	<u>\$ 123,663</u>	<u>\$ 14,446</u>	<u>\$ 353,351</u>	<u>\$ 520,032</u>

Capital Projects Funds					Total Nonmajor Governmental Funds
Downtown Development Fund	SPLOST IV Fund	Urban Redevelopment Fund	City-wide Development Fund	Impact Fee Fund	
\$ 204,218	\$ -	\$ 33,256	\$ 285,139	\$ 2,398,547	\$ 5,900,822
-	-	-	-	-	14,419
-	-	-	-	-	2,580
2,500	-	-	-	-	153,249
-	-	-	-	-	519,453
<u>\$ 206,718</u>	<u>\$ -</u>	<u>\$ 33,256</u>	<u>\$ 285,139</u>	<u>\$ 2,398,547</u>	<u>\$ 6,590,523</u>
\$ 157	\$ -	\$ -	\$ 24	\$ -	\$ 71,732
214,646	-	-	63,470	-	278,116
<u>214,803</u>	<u>-</u>	<u>-</u>	<u>63,494</u>	<u>-</u>	<u>349,848</u>
-	-	-	-	-	5,000
-	-	-	-	-	9,446
-	-	33,256	221,645	2,398,547	3,297,143
-	-	-	-	-	1,842,739
-	-	-	-	-	741,081
-	-	-	-	-	353,351
(8,085)	-	-	-	-	(8,085)
<u>(8,085)</u>	<u>-</u>	<u>33,256</u>	<u>221,645</u>	<u>2,398,547</u>	<u>6,240,675</u>
<u>\$ 206,718</u>	<u>\$ -</u>	<u>\$ 33,256</u>	<u>\$ 285,139</u>	<u>\$ 2,398,547</u>	<u>\$ 6,590,523</u>

CITY OF STOCKBRIDGE, GEORGIA

**COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025**

	Special Revenue Fund				Permanent Fund	Capital Projects Funds	
	Hotel/Motel Tax Fund	Confiscated Asset Fund	Redspeed Fund	Tax Allocation District Fund	Burke Cemetery Fund	State and Federal Grants Fund	SPLOST III Fund
Revenues							
Property taxes	\$ -	\$ -	\$ -	\$ 123,663	\$ -	\$ -	\$ -
Other taxes	1,166,109	-	-	-	-	-	-
Impact fees	-	-	-	-	-	-	-
Interest income	-	-	-	-	2,135	-	-
Other revenues	-	-	839,901	-	400	-	-
Total revenues	1,166,109	-	839,901	123,663	2,535	-	-
Expenditures							
Current:							
Public works	-	-	-	-	911	-	-
Housing and development	526,455	-	-	-	-	-	-
Capital outlay:							
General government	-	-	-	-	-	-	226
Public safety	-	-	762,759	-	-	-	-
Debt service:							
Principal	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-
Total expenditures	526,455	-	762,759	-	911	-	226
Excess (deficiency) of revenues over (under) expenditures	639,654	-	77,142	123,663	1,624	-	(226)
Other financing sources (uses)							
Transfers in	-	-	1,639,289	-	-	-	-
Transfers out	(2,080,684)	-	-	-	-	-	(618,000)
Total other financing sources (uses)	(2,080,684)	-	1,639,289	-	-	-	(618,000)
Net change in fund balances	(1,441,030)	-	1,716,431	123,663	1,624	-	(618,226)
Fund balances, beginning of year	2,182,111	126,308	-	-	12,822	353,351	1,138,258
Fund balances (deficit), end of year	\$ 741,081	\$ 126,308	\$ 1,716,431	\$ 123,663	\$ 14,446	\$ 353,351	\$ 520,032

Capital Projects Funds					Total Nonmajor Governmental Funds
Downtown Development Fund	SPLOST IV Fund	Urban Redevelopment Fund	City-wide Development Fund	Impact Fee Fund	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 123,663
-	-	-	-	-	1,166,109
-	-	-	-	1,066,164	1,066,164
-	-	-	-	-	2,135
-	-	-	8,500	-	848,801
-	-	-	8,500	1,066,164	3,206,872
-	-	-	-	-	911
85,877	-	-	-	-	612,332
-	268	-	62,988	-	63,482
-	-	-	-	-	762,759
-	-	890,000	-	-	890,000
-	-	309,562	-	-	309,562
85,877	268	1,199,562	62,988	-	2,639,046
(85,877)	(268)	(1,199,562)	(54,488)	1,066,164	567,826
45,000	-	1,199,562	45,000	-	2,928,851
-	(236,080)	-	-	-	(2,934,764)
45,000	(236,080)	1,199,562	45,000	-	(5,913)
(40,877)	(236,348)	-	(9,488)	1,066,164	561,913
32,792	236,348	33,256	231,133	1,332,383	5,678,762
\$ (8,085)	\$ -	\$ 33,256	\$ 221,645	\$ 2,398,547	\$ 6,240,675

CITY OF STOCKBRIDGE, GEORGIA

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - BUDGET AND ACTUAL
SPECIAL REVENUE FUND - HOTEL/MOTEL TAX FUND
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025**

	Hotel/Motel Tax Fund		
	Final Budget	Actual	Variance With Final Budget
Revenues			
Taxes	\$ 2,607,139	\$ 1,166,109	\$ (1,441,030)
Total revenues	<u>2,607,139</u>	<u>1,166,109</u>	<u>(1,441,030)</u>
Expenditures			
Current:			
Housing and development	526,455	526,455	-
Total expenditures	<u>526,455</u>	<u>526,455</u>	<u>-</u>
Excess of revenues over expenditures	<u>2,080,684</u>	<u>639,654</u>	<u>(1,441,030)</u>
Other financing uses:			
Transfers out	(2,080,684)	(2,080,684)	-
Total other financing uses	<u>(2,080,684)</u>	<u>(2,080,684)</u>	<u>-</u>
Net change in fund balances	-	(1,441,030)	(1,441,030)
Fund balances, beginning of year	<u>2,182,111</u>	<u>2,182,111</u>	<u>-</u>
Fund balances, end of year	<u>\$ 2,182,111</u>	<u>\$ 741,081</u>	<u>\$ (1,441,030)</u>

CITY OF STOCKBRIDGE, GEORGIA

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - BUDGET AND ACTUAL
SPECIAL REVENUE FUND - REDSPEED FUND
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025**

	Redspeed Fund		
	Final Budget	Actual	Variance With Final Budget
Revenues:			
Other revenues	\$ 1,365,530	\$ 839,901	\$ (525,629)
Total revenues	1,365,530	839,901	(525,629)
Expenditures:			
Capital outlay:			
Public safety	1,365,530	762,759	602,771
Total expenditures	1,365,530	762,759	602,771
Excess of revenues over expenditures	-	77,142	77,142
Other financing sources:			
Transfers in	-	1,639,289	1,639,289
Total other financing sources	-	1,639,289	1,639,289
Net change in fund balances	-	1,716,431	1,716,431
Fund balances, beginning of year	-	-	-
Fund balances, end of year	<u>\$ -</u>	<u>\$ 1,716,431</u>	<u>\$ 1,716,431</u>

CITY OF STOCKBRIDGE, GEORGIA

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - BUDGET AND ACTUAL
PERMANENT FUND - BURKE CEMETERY FUND
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025**

	Burke Cemetery Fund		
	Final Budget	Actual	Variance With Final Budget
Revenues:			
Interest income	\$ 10,000	\$ 2,135	\$ (7,865)
Miscellaneous revenues	-	400	400
Total revenues	10,000	2,535	(7,465)
Expenditures:			
Current:			
Public works	10,000	911	9,089
Total expenditures	10,000	911	9,089
Net change in fund balances	-	1,624	1,624
Fund balances, beginning of year	12,822	12,822	-
Fund balances, end of year	<u>\$ 12,822</u>	<u>\$ 14,446</u>	<u>\$ 1,624</u>

CITY OF STOCKBRIDGE, GEORGIA

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - BUDGET AND ACTUAL
CAPITAL PROJECTS FUND - DOWNTOWN DEVELOPMENT FUND
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025**

	Downtown Development Fund		
	Final Budget	Actual	Variance With Final Budget
Revenues:			
Other revenues	\$ 45,000	\$ -	\$ (45,000)
Total revenues	45,000	-	(45,000)
Expenditures:			
Current:			
Housing and development	45,000	85,877	(40,877)
Total expenditures	45,000	85,877	(40,877)
Deficiency of revenues under expenditures	-	(85,877)	(85,877)
Other financing sources:			
Transfers in	-	45,000	45,000
Total other financing sources	-	45,000	45,000
Net change in fund balances	-	(40,877)	(40,877)
Fund balances, beginning of year	32,792	32,792	-
Fund balances (deficit), end of year	\$ 32,792	\$ (8,085)	\$ (40,877)

CITY OF STOCKBRIDGE, GEORGIA

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - BUDGET AND ACTUAL
CAPITAL PROJECTS FUND - URBAN REDEVELOPMENT FUND
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025**

	Urban Redevelopment Fund		
	Final Budget	Actual	Variance With Final Budget
Revenues:			
Other revenues	\$ -	\$ -	\$ -
Total revenues	-	-	-
Expenditures:			
Debt service:			
Principal	2,110,066	890,000	1,220,066
Interest	165,033	309,562	(144,529)
Total expenditures	2,275,099	1,199,562	1,075,537
Deficiency of revenues under expenditures	(2,275,099)	(1,199,562)	1,075,537
Other financing sources:			
Transfers in	2,275,099	1,199,562	(1,075,537)
Total other financing sources	2,275,099	1,199,562	(1,075,537)
Net change in fund balances	-	-	-
Fund balances, beginning of year	33,256	33,256	-
Fund balances, end of year	\$ 33,256	\$ 33,256	\$ -

CITY OF STOCKBRIDGE, GEORGIA

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL CAPITAL PROJECTS FUND - CITY-WIDE DEVELOPMENT FUND FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

	City-wide Development Fund		
	Final Budget	Actual	Variance With Final Budget
Revenues:			
Miscellaneous revenues	\$ 45,000	\$ 8,500	\$ (36,500)
Total revenues	45,000	8,500	(36,500)
Expenditures:			
Capital outlay:			
General government	45,000	62,988	(17,988)
Total expenditures	45,000	62,988	(17,988)
Deficiency of revenues under expenditures	-	(54,488)	(54,488)
Other financing sources:			
Transfers in	-	45,000	45,000
Total other financing sources	-	45,000	45,000
Net change in fund balances	-	(9,488)	(9,488)
Fund balances, beginning of year	231,133	231,133	-
Fund balances, end of year	<u>\$ 231,133</u>	<u>\$ 221,645</u>	<u>\$ (9,488)</u>

CITY OF STOCKBRIDGE, GEORGIA

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - BUDGET AND ACTUAL
CAPITAL PROJECTS FUND - IMPACT FEE FUND
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025**

	Impact Fee Fund		
	Final Budget	Actual	Variance With Final Budget
Revenues:			
Impact fees	\$ 1,066,164	\$ 1,066,164	\$ -
Total revenues	<u>1,066,164</u>	<u>1,066,164</u>	<u>-</u>
Net change in fund balances	1,066,164	1,066,164	-
Fund balances, beginning of year	<u>1,332,383</u>	<u>1,332,383</u>	<u>-</u>
Fund balances, end of year	<u><u>\$ 2,398,547</u></u>	<u><u>\$ 2,398,547</u></u>	<u><u>\$ -</u></u>

NONMAJOR ENTERPRISE FUNDS

The Stormwater Fund – This fund is used to account for revenues generated from the charges for stormwater services provided to the citizens of the City.

Conference Center Fund – This fund is used to account for activities related to the Merle Manders Conference Center.

CITY OF STOCKBRIDGE, GEORGIA

COMBINING STATEMENT OF NET POSITION NONMAJOR ENTERPRISE FUNDS DECEMBER 31, 2025

	Stormwater Fund	Conference Center Fund	Total
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	\$ 1,754,995	\$ -	\$ 1,754,995
Accounts receivable	367,421	-	367,421
Due from other governments	26,273	-	26,273
Due from other funds	917,011	-	917,011
Prepaid expenses	-	2,240	2,240
Total current assets	3,065,700	2,240	3,067,940
NON-CURRENT ASSETS			
Capital assets, net of accumulated depreciation	1,488,080	2,250,770	3,738,850
Total non-current assets	1,488,080	2,250,770	3,738,850
Total assets	4,553,780	2,253,010	6,806,790
DEFERRED OUTFLOWS OF RESOURCES			
Pensions	164,733	126,717	291,450
Total deferred outflows of resources	164,733	126,717	291,450
LIABILITIES			
CURRENT LIABILITIES			
Accounts payable	9,425	9,613	19,038
Accrued liabilities	12,520	11,279	23,799
Customer deposits	-	36,220	36,220
Compensated absences due within one year	9,962	16,100	26,062
Total current liabilities	31,907	73,212	105,119
NON-CURRENT LIABILITIES			
than one year	39,846	64,400	104,246
Net pension liability	301,518	231,936	533,454
Total non-current liabilities	341,364	296,336	637,700
Total liabilities	373,271	369,548	742,819
NET POSITION			
Investment in capital assets	1,488,080	2,250,770	3,738,850
Unrestricted (deficit)	2,857,162	(240,591)	2,616,571
Total net position	\$ 4,345,242	\$ 2,010,179	\$ 6,355,421

CITY OF STOCKBRIDGE, GEORGIA

COMBINING STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION NONMAJOR ENTERPRISE FUNDS FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

	Stormwater Fund	Conference Center Fund	Total
OPERATING REVENUES			
Charges for services:			
Rentals	\$ -	\$ 161,877	\$ 161,877
Stormwater fees	1,421,306	-	1,421,306
Total operating revenues	<u>1,421,306</u>	<u>161,877</u>	<u>1,583,183</u>
OPERATING EXPENSES			
Personnel services	612,746	672,040	1,284,786
Contracted services	87,729	30,803	118,532
Supplies	34,671	95,274	129,945
Repairs and maintenance	124,925	8,584	133,509
Depreciation	133,247	108,641	241,888
Total operating expenses	<u>993,318</u>	<u>915,342</u>	<u>1,908,660</u>
Operating income (loss)	<u>427,988</u>	<u>(753,465)</u>	<u>(325,477)</u>
CAPITAL CONTRIBUTIONS	48,390	-	48,390
Change in net position	<u>476,378</u>	<u>(187,520)</u>	<u>288,858</u>
NET POSITION, beginning of year, as previously reported	3,868,864	2,036,886	5,905,750
Restatement - error correction	<u>-</u>	<u>160,813</u>	<u>160,813</u>
NET POSITION, beginning of year, as restated	<u>3,868,864</u>	<u>2,197,699</u>	<u>6,066,563</u>
NET POSITION, end of year	<u>\$ 4,345,242</u>	<u>\$ 2,010,179</u>	<u>\$ 6,355,421</u>

CITY OF STOCKBRIDGE, GEORGIA

COMBINING STATEMENT OF CASH FLOWS
NONMAJOR ENTERPRISE FUNDS
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

	Stormwater Fund	Conference Center Fund	Total
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers	\$ 1,373,735	\$ 168,264	\$ 1,541,999
Payments to suppliers and service providers	(1,159,917)	(131,293)	(1,291,210)
Payments to employees	(570,431)	(609,620)	(1,180,051)
Net cash used in operating activities	(356,613)	(572,649)	(929,262)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Purchase of property and equipment	(34,980)	-	(34,980)
Net cash used in capital and related financing activities	(34,980)	-	(34,980)
Change in cash and cash equivalents	(391,593)	(6,704)	(398,297)
Cash and cash equivalents:			
Beginning of year	2,146,588	6,704	2,153,292
End of year	<u>\$ 1,754,995</u>	<u>\$ -</u>	<u>\$ 1,754,995</u>
Reconciliation of operating income (loss) to net cash used in operating activities:			
Operating income (loss)	\$ 427,988	\$ (753,465)	\$ (325,477)
Adjustments to reconcile operating income (loss) to net cash used in operating activities:			
Depreciation	133,247	108,641	241,888
Increase in accounts receivable	(29,474)	-	(29,474)
Increase in due from other governments	(18,097)	-	(18,097)
Decrease in prepaid expenses	-	459	459
Increase in due from other funds	(917,011)	-	(917,011)
Increase in deferred outflows of resources - pension	(54,220)	(41,707)	(95,927)
Increase in customer deposits	-	6,387	6,387
Increase (decrease) in accrued liabilities and compensated absences	13,606	40,335	53,941
Increase in accounts payable	4,419	2,909	7,328
Decrease in deferred inflows of resources - pension	(23,056)	(17,735)	(40,791)
Increase in net pension liability	105,985	81,527	187,512
Net cash used in operating activities	<u>\$ (356,613)</u>	<u>\$ (572,649)</u>	<u>\$ (929,262)</u>
NON-CASH CAPITAL AND RELATED FINANCING ACTIVITIES			
Contributions of capital assets from other funds	<u>\$ 48,390</u>	<u>\$ -</u>	<u>\$ 48,390</u>

CITY OF STOCKBRIDGE, GEORGIA

SCHEDULE OF EXPENDITURES OF SPECIAL PURPOSE LOCAL OPTION SALES TAX PROCEEDS - SPLOST III FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

Project	Original Estimated Cost	Current Estimated Cost	Expenditures			Estimated Percent Complete
			Beginning of Year	Current Year	To Date	
Roads, bridges, sidewalks and transportation facilities	\$ 3,060,000	\$ 1,742,941	\$ 1,742,941	\$ -	\$ 1,742,941	100.00%
Public safety facilities and equipment	2,000,000	2,551,386	2,551,386	-	2,551,386	100.00%
Public works facilities and equipment	17,097,500	7,782,674	6,541,861	618,000	7,159,861	92.00%
Construction and renovation of municipal buildings	10,700,000	6,370,531	6,358,696	-	6,358,696	99.81%
Total	<u>\$ 32,857,500</u>	<u>\$ 18,447,532</u>	<u>\$ 17,194,884</u>	<u>\$ 618,000</u>	<u>\$ 17,812,884</u>	<u>96.56%</u>
Expenditures above				\$ 618,000		
Non-SPLOST III expenditures				226		
Total expenditures, SPLOST III Fund				<u>\$ 618,226</u>		

CITY OF STOCKBRIDGE, GEORGIA

SCHEDULE OF EXPENDITURES OF SPECIAL PURPOSE LOCAL OPTION SALES TAX PROCEEDS - SPLOST IV FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

Project	Original Estimated Cost	Current Estimated Cost	Expenditures			Estimated Percent Complete
			Beginning of Year	Current Year	To Date	
Roads, bridges, sidewalks and transportation facilities	\$ 1,500,000	\$ 6,720,810	\$ 6,720,810	\$ -	\$ 6,720,810	100.00%
Public safety facilities and equipment	4,180,000	367,900	131,817	236,080	367,897	100.00%
Public works facilities and equipment	19,000,000	8,095,941	8,095,941	-	8,095,941	100.00%
Parks and recreation	2,000,000	8,387,991	8,387,991	-	8,387,991	100.00%
Total	<u>\$ 26,680,000</u>	<u>\$ 23,572,642</u>	<u>\$ 23,336,559</u>	<u>\$ 236,080</u>	<u>\$ 23,572,639</u>	<u>100.00%</u>
Expenditures above				\$ 236,080		
Non-SPLOST IV expenditures				268		
Total expenditures, SPLOST IV Fund				<u>\$ 236,348</u>		

CITY OF STOCKBRIDGE, GEORGIA

SCHEDULE OF EXPENDITURES OF SPECIAL PURPOSE LOCAL OPTION SALES TAX PROCEEDS - SPLOST V FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

Project	Original Estimated Cost	Current Estimated Cost	Expenditures			Estimated Percent Complete
			Beginning of Year	Current Year	To Date	
Roads, bridges, sidewalks and transportation facilities	\$ 4,720,959	\$ 4,872,276	\$ 4,872,276	\$ -	\$ 4,872,276	100.00%
Civic projects	9,852,437	13,352,000	281,695	13,069,401	13,351,096	99.99%
Parks and recreation	1,231,554	2,045,000	391,901	1,649,214	2,041,115	99.81%
Sewer/Water/Stormwater infrastructure	4,720,959	7,450,000	1,181,417	6,262,420	7,443,837	99.92%
Total	<u>\$ 20,525,909</u>	<u>\$ 27,719,276</u>	<u>\$ 6,727,289</u>	<u>\$ 20,981,035</u>	<u>\$ 27,708,324</u>	<u>99.96%</u>

CITY OF STOCKBRIDGE, GEORGIA

SCHEDULE OF EXPENDITURES OF SPECIAL PURPOSE LOCAL OPTION SALES TAX PROCEEDS - SPLOST VI FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

Project	Original Estimated Cost	Current Estimated Cost	Expenditures			Estimated Percent Complete
			Beginning of Year	Current Year	To Date	
Road resurfacing and sidewalks	\$ 13,000,000	\$ 13,000,000	\$ -	\$ -	\$ -	0.00%
Municipal building projects	22,514,673	22,514,673	-	611,763	611,763	2.72%
Infrastructure projects	13,700,000	13,700,000	-	-	-	0.00%
Parks improvements	6,124,417	6,124,417	-	-	-	0.00%
Vehicles and equipment	2,500,000	2,500,000	-	798,774	798,774	31.95%
Total	<u>\$ 57,839,090</u>	<u>\$ 57,839,090</u>	<u>\$ -</u>	<u>\$ 1,410,537</u>	<u>\$ 1,410,537</u>	<u>2.44%</u>

CITY OF STOCKBRIDGE, GEORGIA

SCHEDULE OF EXPENDITURES OF TRANSPORTATION SPECIAL PURPOSE LOCAL OPTION SALES TAX PROCEEDS FOR THE FISCAL YEAR ENDED DECEMBER 31, 2025

Project	Original Estimated Cost	Current Estimated Cost	Expenditures			Estimated Percent Complete
			Beginning of Year	Current Year	To Date	
Roads, bridges, sidewalks and transportation facilities	\$ 12,200,000	\$ 12,200,000	\$ 2,382,325	\$ 2,012,063	\$ 4,394,388	36.02%
Parks and recreation	10,105,000	10,105,000	133,297	29,854	163,151	1.61%
Total	<u>\$ 22,305,000</u>	<u>\$ 22,305,000</u>	<u>\$ 2,515,622</u>	<u>\$ 2,041,917</u>	<u>\$ 4,557,539</u>	<u>20.43%</u>

STATISTICAL SECTION

STATISTICAL SECTION

This part of the City of Stockbridge, Georgia's (the "City") Annual Comprehensive Financial Report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and Required Supplementary Information says about the City's overall financial health.

Page

Financial Trends 84 – 95

These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.

Revenue Capacity 96 – 100

These schedules contain information to help the reader assess the City's most significant local revenue source, sales taxes.

Debt Capacity 101 – 105

These schedules present information to help the reader assess the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.

Demographic and Economic Information..... 106 – 108

These schedules offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place.

Operating Information 109 – 114

These schedules contain service and infrastructure data to help the reader understand how the information in the City's financial report relates to the services the City provides and the activities it performs.

Sources: Unless otherwise noted, the information in these schedules is derived from the annual financial reports for the relevant year.

CITY OF STOCKBRIDGE, GEORGIA

NET POSITION BY COMPONENT LAST TEN FISCAL YEARS (ACCRUAL BASIS OF ACCOUNTING)

	Fiscal Year				
	2016	2017	2018	2019	2020
Governmental Activities:					
Net investment in capital assets	\$ 24,706,392	\$ 25,476,622	\$ 26,862,664	\$ 28,435,249	\$ 43,717,019
Restricted	16,757,135	15,313,394	16,603,867	16,772,774	9,284,117
Unrestricted	14,920,345	17,534,743	17,496,942	18,313,148	13,597,025
Total governmental activities net position	<u>\$ 56,383,872</u>	<u>\$ 58,324,759</u>	<u>\$ 60,963,473</u>	<u>\$ 63,521,171</u>	<u>\$ 66,598,161</u>
Business-Type Activities:					
Net investment in capital assets	\$ 16,337,920	\$ 18,655,646	\$ 18,698,180	\$ 22,251,421	\$ 23,368,409
Unrestricted	7,495,232	7,231,099	7,462,589	6,117,244	5,522,733
Total business-type activities net position	<u>\$ 23,833,152</u>	<u>\$ 25,886,745</u>	<u>\$ 26,160,769</u>	<u>\$ 28,368,665</u>	<u>\$ 28,891,142</u>
Primary Government:					
Net investment in capital assets	\$ 41,044,312	\$ 44,132,268	\$ 45,560,844	\$ 50,686,670	\$ 67,085,428
Restricted	16,757,135	15,313,394	16,603,867	16,772,774	9,284,117
Unrestricted	22,415,577	24,765,842	24,959,531	24,430,392	19,119,758
Total primary government net position	<u>\$ 80,217,024</u>	<u>\$ 84,211,504</u>	<u>\$ 87,124,242</u>	<u>\$ 91,889,836</u>	<u>\$ 95,489,303</u>

Fiscal Year				
2021	2022	2023	2024	2025
\$ 48,261,529	\$ 33,292,952	\$ 39,579,866	\$ 43,335,127	\$ 48,568,371
11,599,061	25,321,397	30,954,716	43,283,078	35,045,309
15,443,768	4,602,348	5,965,369	836,724	16,135,231
<u>\$ 75,304,358</u>	<u>\$ 63,216,697</u>	<u>\$ 76,499,951</u>	<u>\$ 87,454,929</u>	<u>\$ 99,748,911</u>
\$ 21,459,083	\$ 46,971,570	\$ 47,350,358	\$ 46,122,065	\$ 48,690,419
5,252,432	5,299,457	4,450,111	6,874,061	7,583,941
<u>\$ 26,711,515</u>	<u>\$ 52,271,027</u>	<u>\$ 51,800,469</u>	<u>\$ 52,996,126</u>	<u>\$ 56,274,360</u>
\$ 69,720,612	\$ 80,264,522	\$ 86,930,224	\$ 89,457,192	\$ 97,258,790
11,599,061	25,321,397	30,954,716	43,283,078	35,045,309
20,696,200	9,901,805	10,415,480	7,710,785	23,719,172
<u>\$ 102,015,873</u>	<u>\$ 115,487,724</u>	<u>\$ 128,300,420</u>	<u>\$ 140,451,055</u>	<u>\$ 156,023,271</u>

CITY OF STOCKBRIDGE, GEORGIA

CHANGES IN NET POSITION LAST TEN FISCAL YEARS (ACCRUAL BASIS OF ACCOUNTING)

	Fiscal Year				
	2016	2017	2018	2019	2020
Expenses					
Governmental activities:					
General government	\$ 3,496,445	\$ 3,397,192	\$ 4,192,501	\$ 3,901,360	\$ 4,448,902
Judicial ⁽¹⁾	447,338	172,218	-	187,427	276,608
Public safety	177,125	436,880	198,810	266,742	292,705
Public works	2,058,092	2,608,574	4,768,839	5,915,846	4,191,206
Health and welfare	-	-	-	-	1,509,531
Culture and recreation	-	-	-	-	-
Housing and development	739,159	1,037,910	1,480,341	1,878,636	1,639,480
Interest on long-term debt	602,535	573,861	544,013	512,812	480,220
Total governmental activities expenses	<u>7,520,694</u>	<u>8,226,635</u>	<u>11,184,504</u>	<u>12,662,823</u>	<u>12,838,652</u>
Business-type activities:					
Water and sewer	3,090,427	3,429,805	3,515,666	3,784,323	4,359,746
Stormwater	389,999	599,575	620,265	478,698	573,183
Solid waste	1,024,671	1,270,720	1,417,032	1,464,732	1,577,462
Conference center	393,485	492,130	502,506	572,740	639,116
Community center	51,876	56,177	60,532	49,948	44,115
Amphitheater	-	-	-	-	-
Total business-type activities	<u>4,950,458</u>	<u>5,848,407</u>	<u>6,116,001</u>	<u>6,350,441</u>	<u>7,193,622</u>
Total primary government	<u>\$ 12,471,152</u>	<u>\$ 14,075,042</u>	<u>\$ 17,300,505</u>	<u>\$ 19,013,264</u>	<u>\$ 20,032,274</u>
Program Revenues					
Governmental activities:					
Charges for services:					
General government	\$ 430,767	\$ 440,347	\$ 963,720	\$ 1,098,764	\$ 1,019,736
Judicial	419,041	43,678	28,600	263,253	22,212
Capital grants and contributions	<u>2,863,565</u>	<u>2,811,531</u>	<u>3,387,128</u>	<u>3,580,528</u>	<u>8,950,956</u>
Total governmental activities program revenues	<u>3,713,373</u>	<u>3,295,556</u>	<u>4,379,448</u>	<u>4,942,545</u>	<u>9,992,904</u>
Business-type activities:					
Charges for services:					
Water and sewer	3,356,353	3,580,309	3,972,963	4,169,272	4,388,102
Stormwater	509,886	510,920	521,509	527,501	1,024,877
Solid waste	1,212,246	1,237,250	1,248,109	1,219,300	1,231,457
Amphitheater	-	-	-	-	-
Conference center	168,874	198,496	186,452	121,965	26,508
Community center	48,538	46,417	47,086	50,239	1,428
Capital grants and contributions	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,139,259</u>	<u>427,618</u>
Total business-type activities program revenues	<u>5,295,897</u>	<u>5,573,392</u>	<u>5,976,119</u>	<u>8,227,536</u>	<u>7,099,990</u>
Total primary government program revenues	<u>\$ 9,009,270</u>	<u>\$ 8,868,948</u>	<u>\$ 10,355,567</u>	<u>\$ 13,170,081</u>	<u>\$ 17,092,894</u>

Fiscal Year					
2021	2022	2023	2024	2025	
\$ 3,760,382	\$ 14,215,859	\$ 5,354,193	\$ 7,862,580	\$ 6,784,010	
155,059	1,625,210	777,988	996,738	1,007,011	
345,410	8,317,170	8,271,475	10,110,171	11,201,320	
3,149,973	20,668,385	9,210,873	9,132,532	10,225,698	
42,502	-	-	-	-	
376,263	-	12,556	9,011	8,949	
1,972,305	2,989,823	3,147,200	3,037,046	4,069,160	
1,381,846	914,109	815,032	712,944	612,001	
11,183,740	48,730,556	27,589,317	31,861,022	33,908,149	
4,370,327	4,457,740	4,434,695	4,909,923	5,706,357	
628,728	579,548	560,434	1,351,190	993,318	
1,658,235	1,884,867	2,169,370	2,599,035	2,531,154	
2,315,364	665,555	711,272	683,245	915,342	
567,622	-	-	-	-	
-	3,081,604	7,664,383	8,133,471	3,962,337	
9,540,276	10,669,314	15,540,154	17,676,864	14,108,508	
\$ 20,724,016	\$ 59,399,870	\$ 43,129,471	\$ 49,537,886	\$ 48,016,657	
1,382,633	1,252,877	3,398,445	5,393,763	2,627,673	
56,495	256,485	998,484	1,297,318	1,105,257	
11,203,137	32,021,633	22,829,625	27,408,223	28,102,997	
12,642,265	33,530,995	27,226,554	34,099,304	31,835,927	
3,949,637	3,991,542	4,532,877	4,924,282	5,510,461	
1,042,072	1,037,207	1,397,200	1,432,477	1,421,306	
1,785,974	1,811,707	1,804,957	2,810,527	2,931,582	
173,695	447,580	3,664,265	2,714,210	1,633,859	
-	10,785	126,100	173,028	161,877	
-	-	-	-	-	
563,657	24,555,035	-	-	-	
7,515,035	31,853,856	11,525,399	12,054,524	11,659,085	
\$ 20,157,300	\$ 65,384,851	\$ 38,751,953	\$ 46,153,828	\$ 43,495,012	

(Continued)

CITY OF STOCKBRIDGE, GEORGIA

CHANGES IN NET POSITION LAST TEN FISCAL YEARS (ACCRUAL BASIS OF ACCOUNTING)

	Fiscal Year				
	2016	2017	2018	2019	2020
Program Revenues (Continued)					
Net (expense)/revenue:					
Governmental activities	\$ (3,807,321)	\$ (4,931,079)	\$ (6,805,056)	\$ (7,720,278)	\$ (2,845,748)
Business-type activities	345,439	(275,015)	(139,882)	1,877,095	(93,632)
Total primary government net expense	<u>\$ (3,461,882)</u>	<u>\$ (5,206,094)</u>	<u>\$ (6,944,938)</u>	<u>\$ (5,843,183)</u>	<u>\$ (2,939,380)</u>
General Revenues and Other Changes in Net Position					
Governmental activities:					
Taxes:					
Property taxes	\$ 124,284	\$ 126,814	\$ 221,334	\$ 352,331	\$ 544,338
Sales taxes	3,785,414	3,887,722	4,161,389	4,474,981	-
Franchise taxes	1,480,642	1,419,291	1,497,519	1,559,754	1,599,506
Alcoholic beverage taxes	711,402	726,445	747,612	760,087	842,612
Business and occupation taxes	601,511	661,371	815,350	827,926	959,288
Insurance premium taxes	1,642,740	1,751,247	1,888,635	2,012,698	2,122,713
Hotel/Motel taxes	222,993	445,240	454,239	472,110	349,863
Other taxes	103,613	180,437	68,837	136,456	93,190
Unrestricted investment earnings	1,381	2,007	2,761	12,434	27,337
Gain on sale of capital assets	-	-	-	-	-
Transfers	(493,164)	(2,328,608)	(413,906)	(330,801)	(616,109)
Total governmental activities	<u>8,180,816</u>	<u>6,871,966</u>	<u>9,443,770</u>	<u>10,277,976</u>	<u>5,922,738</u>
Business-type activities:					
Unrestricted investment earnings	4	-	-	-	-
Gain on sale of capital assets	-	-	-	-	-
Transfers	493,164	2,328,608	413,906	330,801	616,109
Total business-type activities	<u>493,168</u>	<u>2,328,608</u>	<u>413,906</u>	<u>330,801</u>	<u>616,109</u>
Total primary government	<u>\$ 8,673,984</u>	<u>\$ 9,200,574</u>	<u>\$ 9,857,676</u>	<u>\$ 10,608,777</u>	<u>\$ 6,538,847</u>
Change in Net Position					
Governmental activities	\$ 4,373,495	\$ 1,940,887	\$ 2,638,714	\$ 2,557,698	\$ 3,076,990
Business-type activities	838,607	2,053,593	274,024	2,207,896	522,477
Total primary government	<u>\$ 5,212,102</u>	<u>\$ 3,994,480</u>	<u>\$ 2,912,738</u>	<u>\$ 4,765,594</u>	<u>\$ 3,599,467</u>

Note:

⁽¹⁾ The Community Center and the Conference Center activity was moved from a separate fund to a department within the General Fund in 2021.

Fiscal Year				
2021	2022	2023	2024	2025
\$ 1,458,525	\$ (15,199,561)	\$ (362,763)	\$ 2,238,282	\$ (2,072,222)
(2,025,241)	21,184,542	(4,014,755)	(5,622,340)	(2,449,423)
<u>\$ (566,716)</u>	<u>\$ 5,984,981</u>	<u>\$ (4,377,518)</u>	<u>\$ (3,384,058)</u>	<u>\$ (4,521,645)</u>
\$ 806,485	\$ 770,169	\$ 9,368,344	\$ 7,889,884	\$ 8,137,253
-	-	-	-	-
1,494,487	1,614,172	1,767,594	348,499	1,979,543
841,605	851,324	841,664	856,107	881,877
1,083,528	1,210,279	1,529,950	1,695,250	1,696,328
2,187,071	2,389,696	2,568,811	3,404,723	3,880,138
546,818	484,363	1,022,886	1,124,280	1,289,772
131,398	165,611	90,757	250,130	285,025
1,894	1,256	208	219	739,506
-	-	-	424,668	-
154,386	(4,374,970)	(3,544,197)	(6,817,997)	(5,172,895)
<u>7,247,672</u>	<u>3,111,900</u>	<u>13,646,017</u>	<u>9,175,763</u>	<u>13,716,547</u>
-	-	-	-	1
-	-	-	-	-
(154,386)	4,374,970	3,544,197	6,817,997	5,172,895
(154,386)	4,374,970	3,544,197	6,817,997	5,172,896
<u>\$ 7,093,286</u>	<u>\$ 7,486,870</u>	<u>\$ 17,190,214</u>	<u>\$ 15,993,760</u>	<u>\$ 18,889,443</u>
\$ 8,706,197	\$ (12,087,661)	\$ 13,283,254	\$ 11,414,045	\$ 11,644,325
(2,179,627)	25,559,512	(470,558)	1,195,657	2,723,473
<u>\$ 6,526,570</u>	<u>\$ 13,471,851</u>	<u>\$ 12,812,696</u>	<u>\$ 12,609,702</u>	<u>\$ 14,367,798</u>

CITY OF STOCKBRIDGE, GEORGIA

GOVERNMENTAL ACTIVITIES TAX REVENUES BY SOURCE LAST TEN FISCAL YEARS (ACCRUAL BASIS OF ACCOUNTING)

Fiscal Year	Property Tax	Sales Tax	Franchise Tax	Alcoholic Beverage Tax	Business and Occupation Tax	Insurance Premium Tax
2016	\$ 124,284	\$ 3,785,414	\$ 1,480,642	\$ 711,402	\$ 601,511	\$ 1,642,740
2017	126,814	3,887,722	1,419,291	726,445	661,371	1,751,247
2018	221,334	4,161,389	1,497,519	747,612	815,350	1,888,635
2019	352,331	4,474,981	1,559,754	760,087	827,926	2,012,698
2020	544,338	-	1,599,506	842,612	959,288	2,122,713
2021	806,485	-	1,494,487	841,605	1,083,528	2,187,071
2022	770,169	-	1,614,172	851,324	1,210,279	2,389,696
2023	9,368,344	-	1,767,594	841,664	1,529,950	2,568,811
2024	7,889,884	-	348,499	856,107	1,695,250	3,404,723
2025	8,137,253	-	1,979,543	881,877	1,696,328	3,880,138

Note: Sales and Use Tax revenues along with most other tax revenue sources have increased due to the significant growth in both population and commercial businesses. The City began collecting property taxes during 2023.

	Other Taxes		Total
\$	326,606	\$	8,672,599
	625,677		9,198,567
	523,076		9,854,915
	608,566		10,596,343
	443,053		6,511,510
	678,216		7,091,392
	649,974		7,485,614
	1,113,643		17,190,006
	1,374,410		15,568,873
	1,574,797		18,149,936

CITY OF STOCKBRIDGE, GEORGIA

FUND BALANCES OF GOVERNMENTAL FUNDS LAST TEN FISCAL YEARS (MODIFIED ACCRUAL BASIS OF ACCOUNTING)

	Fiscal Year				
	2016	2017	2018	2019	2020
General Fund:					
Nonspendable	\$ 4,605,760	\$ 2,289,521	\$ 2,274,304	\$ 2,276,346	\$ 2,293,686
Restricted	-	-	-	-	-
Assigned	58,937	2,874	829,299	315,625	1,104,366
Unassigned	11,326,184	16,328,566	15,634,005	16,648,682	13,603,614
Total General Fund	<u>\$ 15,990,881</u>	<u>\$ 18,620,961</u>	<u>\$ 18,737,608</u>	<u>\$ 19,240,653</u>	<u>\$ 17,001,666</u>
All Other Governmental Funds:					
Nonspendable	\$ 5,597	\$ 5,000	\$ 5,000	\$ 5,824	\$ 5,000
Restricted, reported in:					
Special revenue funds	187,190	337,145	506,466	691,087	839,531
Capital project funds	16,557,661	14,963,965	16,085,451	16,069,737	8,432,636
Permanent fund	7,284	7,284	6,950	6,950	6,950
Assigned, reported in:					
Capital project funds	-	-	(162,940)	(61,322)	(3,030,430)
Unassigned	-	-	-	-	-
Total all other governmental funds	<u>\$ 16,757,732</u>	<u>\$ 15,313,394</u>	<u>\$ 16,440,927</u>	<u>\$ 16,712,276</u>	<u>\$ 6,253,687</u>

Fiscal Year				
2021	2022	2023	2024	2025
\$ 2,298,715	\$ 2,569,719	\$ 2,486,118	\$ 2,631,093	\$ 1,490,801
-	-	-	-	-
7,975,208	679,237	8,468	-	-
5,769,093	1,212,272	3,462,355	(710,438)	16,423,053
<u>\$ 16,043,016</u>	<u>\$ 4,461,228</u>	<u>\$ 5,956,941</u>	<u>\$ 1,920,655</u>	<u>\$ 17,913,854</u>
\$ 5,000	\$ 5,566	\$ 5,000	\$ 9,705	\$ 5,000
1,059,221	1,098,311	1,715,767	2,776,598	1,575,585
28,620,712	39,430,598	44,319,427	55,586,631	46,830,913
6,950	6,950	7,284	7,284	9,446
353,351	353,351	353,351	353,351	353,351
-	(260,855)	-	-	(8,085)
<u>\$ 30,045,234</u>	<u>\$ 40,633,921</u>	<u>\$ 46,400,829</u>	<u>\$ 58,733,569</u>	<u>\$ 48,774,295</u>

CITY OF STOCKBRIDGE, GEORGIA

CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS LAST TEN FISCAL YEARS (MODIFIED ACCRUAL BASIS OF ACCOUNTING)

	Fiscal Year				
	2016	2017	2018	2019	2020
Revenues					
Taxes	\$ 8,625,047	\$ 9,266,993	\$ 9,854,915	\$ 10,596,343	\$ 6,522,700
Licenses and permits	258,637	291,989	714,550	697,648	819,533
Intergovernmental	2,839,897	2,758,823	3,278,162	3,437,264	8,780,119
Fines and forfeitures	539,215	68,652	39,297	77,523	26,498
Charges for services	5,590	7,858	74,112	159,781	85,649
Impact fees	-	-	-	-	292,941
Rental income	-	600	30,969	36,531	278
Investment earnings	25,049	54,715	111,727	155,698	66,383
Miscellaneous	161,623	139,752	144,089	204,804	114,115
Total revenues	<u>12,455,058</u>	<u>12,589,382</u>	<u>14,247,821</u>	<u>15,365,592</u>	<u>16,708,216</u>
Expenditures					
General government	2,701,378	2,990,473	4,665,663	4,558,705	4,075,046
Judicial	437,762	180,971	122,342	220,695	214,208
Public safety	136,373	161,280	148,680	199,803	232,493
Public works and parks	1,699,509	2,122,376	2,361,610	2,571,822	2,964,115
Health and welfare	-	-	-	-	1,509,531
Culture and recreation	-	-	-	-	-
Housing and development	739,159	1,042,949	1,479,499	1,881,539	1,637,282
Capital outlay	869,169	4,121,584	2,886,748	3,621,973	16,959,540
Debt service:					
Principal	595,000	625,000	650,000	680,000	710,000
Interest	613,951	585,859	556,491	525,860	493,848
Bond issuance costs	-	-	-	-	-
Total expenditures	<u>7,792,301</u>	<u>11,830,492</u>	<u>12,871,033</u>	<u>14,260,397</u>	<u>28,796,063</u>
Excess of revenues over (under) expenditures	<u>4,662,757</u>	<u>758,890</u>	<u>1,376,788</u>	<u>1,105,195</u>	<u>(12,087,847)</u>
Other financing sources (uses)					
Proceeds from debt issues	-	-	-	-	-
Recognition of extinguishment of debt	4,532,836	-	-	-	-
Transfers	(54,726)	(120,785)	(162,065)	(330,801)	(616,109)
Proceeds from sale of assets	-	547,637	19,457	-	6,380
Proceeds from leases	-	-	-	-	-
Total other financing sources (uses)	<u>4,478,110</u>	<u>426,852</u>	<u>(142,608)</u>	<u>(330,801)</u>	<u>(609,729)</u>
Net change in fund balances	<u>\$ 9,140,867</u>	<u>\$ 1,185,742</u>	<u>\$ 1,234,180</u>	<u>\$ 774,394</u>	<u>\$ (12,697,576)</u>
Debt service as a percentage of non-capital expenditures	17.7%	14.7%	11.4%	9.9%	10.0%

Fiscal Year				
2021	2022	2023	2024	2025
\$ 7,074,412	\$ 7,483,294	\$ 16,337,181	\$ 15,548,668	\$ 17,974,196
667,913	813,684	1,541,760	2,360,466	1,561,473
10,967,695	31,806,828	22,825,522	26,683,983	26,187,892
56,495	256,485	998,484	1,297,318	1,105,257
168,441	280,123	648,673	1,558,890	798,535
234,829	213,480	2,370	588,763	1,066,164
-	31,560	25,827	21,192	28,499
2,507	2,581	1,941	1,796	739,646
546,279	127,510	1,182,185	1,587,115	1,087,967
19,718,571	41,015,545	43,563,943	49,648,191	50,549,629
4,462,556	6,218,975	6,386,982	7,206,557	7,771,807
212,568	357,139	673,186	899,945	837,449
1,126,188	4,435,360	7,902,482	9,881,296	10,434,407
3,530,060	5,883,404	3,446,186	4,019,627	5,545,259
42,502	-	-	-	-
365,855	-	-	-	328
1,974,293	2,990,746	3,148,134	3,037,046	4,069,160
9,340,130	13,444,994	5,643,276	6,260,326	5,422,182
745,000	3,476,897	4,762,688	4,918,679	4,970,264
644,376	943,550	858,036	757,147	657,437
536,098	-	-	-	-
22,979,626	37,751,065	32,820,970	36,980,623	39,708,293
(3,261,055)	3,264,480	10,742,973	12,667,568	10,841,336
25,805,000	-	-	-	-
-	-	-	-	-
154,386	(4,374,970)	(3,480,352)	(5,077,180)	(4,930,945)
134,566	-	-	532,705	36,100
-	-	-	173,361	-
26,093,952	(4,374,970)	(3,480,352)	(4,371,114)	(4,894,845)
\$ 22,832,897	\$ (1,110,490)	\$ 7,262,621	\$ 8,296,454	\$ 5,946,491
14.7%	15.8%	18.7%	16.9%	15.7%

CITY OF STOCKBRIDGE, GEORGIA

GENERAL GOVERNMENT TAX REVENUES BY SOURCE LAST TEN FISCAL YEARS (MODIFIED ACCRUAL BASIS OF ACCOUNTING)

Fiscal Year	Property Tax	Franchise Tax	Alcoholic Beverage Tax	Insurance Premium Tax	Business and Occupation Tax	Other Taxes	Total
2016	\$ 124,284	\$ 1,433,090	\$ 711,402	\$ 1,642,740	\$ 546,502	\$ 381,615	\$ 4,839,633
2017	126,814	1,487,717	726,445	1,751,247	661,371	625,677	5,379,271
2018	221,334	1,497,519	747,612	1,888,635	815,350	523,076	5,693,526
2019	352,331	1,559,754	760,087	2,012,698	827,926	608,566	6,121,362
2020	555,528	1,599,506	842,612	2,122,713	959,288	443,053	6,522,700
2021	806,485	1,494,487	841,605	2,187,071	1,083,528	678,216	7,091,392
2022	770,169	1,614,172	851,324	2,389,696	1,210,279	649,974	7,485,614
2023	9,368,344	1,767,594	841,664	2,568,811	1,529,950	1,113,643	17,190,006
2024	7,889,884	348,499	856,107	3,404,723	1,695,250	1,374,410	15,568,873
2025	8,137,253	1,979,543	881,877	3,880,138	1,696,328	1,574,797	18,149,936

Note: Sales and Use Tax revenues along with most other tax revenue sources have increased due to the significant growth in both population and commercial businesses.

CITY OF STOCKBRIDGE, GEORGIA

ASSESSED VALUE OF TAXABLE PROPERTY LAST TEN FISCAL YEARS

Tax Year	Assessed Value				Less: Tax-Exempt Property	Total Taxable Assessed Value	Total Direct Tax Rate
	Real and Personal Property	Motor Vehicle	Mobile Home	Other			
2016	\$ 806,767,219	\$ 11,699,210	\$ 1,475,725	\$ 20,499	\$ (8,617,909)	\$ 811,344,744	0.000
2017	851,439,452	8,526,740	1,540,136	-	(13,588,601)	847,917,727	0.000
2018	903,388,035	5,912,810	1,534,666	57,530	(15,504,457)	895,388,584	0.000
2019	962,641,023	4,770,560	1,755,941	112,255	(12,896,367)	956,383,412	0.000
2020	1,016,246,217	3,822,220	1,767,905	42,036	(16,847,322)	1,005,031,056	0.000
2021	1,071,979,964	3,081,600	1,774,787	39,322	(19,642,092)	1,057,233,581	0.000
2022	1,308,782,765	2,928,210	1,862,463	18,410	(27,440,912)	1,286,150,936	0.000
2023	1,862,016,835	3,223,550	1,934,485	5,260	(41,485,697)	1,825,694,433	3.770
2024	1,946,152,488	3,426,920	2,032,449	7,529	(44,708,060)	1,906,911,326	3.770
2025	1,935,469,504	2,680,570	2,043,056	10,770	(116,606,438)	1,823,597,462	3.770

SOURCE:

Henry County Tax Commissioner

Note: Assessed value is calculated at 40% of estimated actual fair market value.

CITY OF STOCKBRIDGE, GEORGIA

PROPERTY TAX RATES DIRECT AND OVERLAPPING GOVERNMENTS (PER \$1,000 OF ASSESSED VALUE) LAST TEN FISCAL YEARS

Tax/Fiscal Year	City	County	County School District M&O	County School District Bond	Water	Hospital	State	Total
2016	-	12.73	20.00	3.63	2.00	-	-	38.36
2017	-	12.73	20.00	3.63	2.00	-	-	38.36
2018	-	12.73	20.00	3.63	2.00	-	-	38.36
2019	-	12.73	20.00	3.63	2.00	-	-	38.36
2020	-	12.73	20.00	3.63	2.00	-	-	38.36
2021	-	12.73	20.00	3.63	2.00	-	-	38.36
2022	-	12.73	20.00	3.63	2.00	-	-	38.36
2023	3.77	10.28	20.00	3.63	2.00	-	-	39.67
2024	3.77	10.73	20.00	2.00	2.00	-	-	38.50
2025	3.77	10.73	21.80	2.00	2.00	-	-	40.30

SOURCE:

Henry County Tax Commissioner

Note: All tax rates are per \$1,000 assessed valuation, less exemptions.

CITY OF STOCKBRIDGE, GEORGIA

PRINCIPAL PROPERTY TAXPAYERS CURRENT YEAR AND NINE YEARS AGO

Taxpayer	Fiscal Year 2025			Fiscal Year 2016		
	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Sterling Atlanta Apartments LLC	60,600	1	3.12%	-		-
St. Ives LLC	55,200	2	2.85%	26,361	1	3.54%
CSP Community Owner LLC	52,084	3	2.68%	21,600	3	2.90%
Eastwood Villlage Garden LP	46,500	4	2.40%	-		-
Washreit 860 South LLC	44,577	5	2.30%	-		-
AR-Eagles Lndg LLC, JFB - Eagles Lndg LLC	43,500	6	2.24%	-		-
Waterford Landings Apartments LLC	40,173	7	2.07%	-		-
Render Apartment	36,240	8	1.87%	-		-
700 Rock Quarry Property LLC	35,289	9	1.82%	-		-
Washreit 900 Dwell LLC	35,275	10	1.82%	-		-
South Atlanta Eastwood Village LLC	-		-	24,967	2	3.36%
Wal-Mart Real Estate Business Trust #3402.00	-		-	19,425	4	2.61%
JES at Eagles Landing LLC & Roundtrippers	-		-	19,300	5	2.59%
HPI Waterford Landing DST	-		-	19,015	6	2.56%
Wal-Mart Real Estate Business Trust	-		-	15,987	7	2.15%
Georgia Power Company	-		-	15,835	8	2.13%
Sagebrush Stonegate Apartments LLC	-		-	14,937	9	2.01%
Eagles Landing First Baptist	-		-	14,810	10	1.99%
Total	<u>\$ 449,438</u>		<u>23.17%</u>	<u>\$ 192,237</u>		<u>25.84%</u>

SOURCE:

Henry County Tax Commissioner

Note: Amounts expressed in thousands.

Note: Information based on total tax for all Henry County taxpayers.

CITY OF STOCKBRIDGE, GEORGIA

PRINCIPAL FRANCHISE TAXPAYERS CURRENT YEAR AND NINE YEARS AGO

Franchise Taxpayer	Fiscal Year 2025			Fiscal Year 2016		
	Revenue	Rank	Percentage of Total Revenue	Revenue	Rank	Percentage of Total Revenue
Georgia Power Company	\$ 1,558,817	1	79.97%	\$ 1,111,355	1	72.21%
Atlanta Gas Light	231,530	2	11.88%	92,568	4	6.01%
Charter	72,835	3	3.74%	136,255	2	8.85%
Snapping Shoals	39,748	4	2.04%	5,987	8	0.39
Comcast	24,867	5	1.28%	43,269	5	2.81%
Directv	9,642	6	0.49%	-	-	-
College Park	6,882	7	0.35%	132,306	3	8.60%
Bellsouth	4,583	8	0.24%	7,833	6	0.51%
Weave Communication	313	9	0.02%	-	-	-
Spectrotel	25	10	0.00%	-	-	-
Vontage	-	-	-	165	10	-
Fusion Cloud (Birch)	-	-	-	2,505	9	0.16%
Fusion (Cbeyond Communications)	-	-	-	6,799	7	0.44%
Total	<u>\$ 1,949,242</u>		<u>100.00%</u>	<u>\$ 1,539,042</u>		<u>100.00%</u>

SOURCE:

Stockbridge Finance Department

CITY OF STOCKBRIDGE, GEORGIA

RATIOS OF OUTSTANDING DEBT BY TYPE LAST TEN FISCAL YEARS

Fiscal Year	Governmental Activities				Business-type Activities		
	Redevelopment Agency Bonds	Public Facilities Authority Bonds	Leases	Total	Revenue Bonds	Notes Payable	Total
2016	\$ 13,025,000	\$ -	\$ -	\$ 13,025,000	\$ -	\$ 1,515,078	\$ 1,515,078
2017	12,400,000	-	-	12,400,000	-	1,432,156	1,432,156
2018	11,750,000	-	-	11,750,000	-	1,346,713	1,346,713
2019	11,070,000	-	-	11,070,000	-	1,258,670	1,258,670
2020	10,360,000	-	-	10,360,000	-	1,213,649	1,213,649
2021	9,615,000	25,805,000	-	35,420,000	-	1,120,169	1,120,169
2022	8,835,000	23,120,000	105,492	32,060,492	-	1,023,845	1,023,845
2023	8,015,000	19,205,000	77,804	27,297,804	-	924,592	924,592
2024	7,160,000	15,225,000	167,486	22,552,486	-	823,674	823,674
2025	6,270,000	11,175,000	137,222	17,582,222	-	-	-

SOURCE:

Population data from Quick Facts Census I

Note: Details regarding the City's outstanding debt can be found in Note 7 of the current financial statements.

	Total Primary Government	Population	Percentage of Personal Income		Per Capita
\$	14,540,078	28,202	2.25%	\$	516
	13,832,156	29,114	2.07%		475
	13,096,713	29,638	1.81%		442
	12,328,670	29,904	1.59%		412
	11,573,649	24,794	1.49%		467
	36,540,169	29,163	4.71%		1,253
	33,084,337	29,064	3.89%		1,138
	28,222,396	28,567	3.91%		988
	23,376,160	35,893	3.91%		651
	17,582,222	36,331	3.91%		484

CITY OF STOCKBRIDGE, GEORGIA

DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT AS OF DECEMBER 31, 2025

<u>Category of Debt</u>	<u>Amount of Outstanding Debt</u>	<u>Percentage Applicable To Government</u>	<u>Amount Applicable to City of Stockbridge</u>
Direct:			
City of Stockbridge URA Revenue Bonds	\$ 6,270,000	100.00%	\$ 6,270,000
City of Stockbridge PFA Revenue Bonds	11,175,000	100.00%	11,175,000
Leases	137,222	100.00%	137,222
Total Direct Debt	<u>17,582,222</u>		<u>17,582,222</u>
Overlapping:			
General Obligation Debt:			
Henry County Leases	3,014,915	13.36%	402,793
Henry County General Obligation	6,700,000	13.36%	895,120
	<u>9,714,915</u>		<u>1,297,913</u>
Henry County Schools Leases	2,279,111	13.36%	304,489
Henry County Schools Bonds Payable	244,240,000	13.36%	32,630,464
	<u>246,519,111</u>		<u>32,934,953</u>
Total Direct and Overlapping Debt	<u>\$ 273,816,248</u>		<u>\$ 51,815,088</u>

SOURCE:

Henry County Audited FY 2024 Financial Statements.

Henry County Board of Education Audited FY 2024 Financial Statements.

CITY OF STOCKBRIDGE, GEORGIA

LEGAL DEBT MARGIN INFORMATION LAST TEN FISCAL YEARS

	Fiscal Year				
	2016	2017	2018	2019	2020
Debt limit	\$ 81,134,474	\$ 84,791,773	\$ 89,538,858	\$ 95,638,341	\$ 100,503,106
Total net debt applicable to limit	-	-	-	-	-
Legal debt margin	<u>\$ 81,134,474</u>	<u>\$ 84,791,773</u>	<u>\$ 89,538,858</u>	<u>\$ 95,638,341</u>	<u>\$ 100,503,106</u>
Total net debt applicable to the limit as a percentage of debt limit	0.00%	0.00%	0.00%	0.00%	0.00%

Note: Under Georgia law, the City's outstanding general obligation debt should not exceed 10% of total assessed property value. The City has no general obligation debt that is subject to the debt limitation.

Fiscal Year				
2021	2022	2023	2024	2025
\$ 105,723,358	\$ 128,615,094	\$ 182,569,443	\$ 195,161,939	\$ 194,020,390
-	-	-	-	-
<u>\$ 105,723,358</u>	<u>\$ 128,615,094</u>	<u>\$ 182,569,443</u>	<u>\$ 195,161,939</u>	<u>\$ 194,020,390</u>
0.00%	0.00%	0.00%	0.00%	0.00%

CITY OF STOCKBRIDGE, GEORGIA

PLEDGED REVENUE COVERAGE LAST TEN FISCAL YEARS

Fiscal Year	Water & Sewer Debt					
	Water & Sewer Fund Gross Revenues	Less: Operating Expenses	Net Available Revenue	Principal	Interest	Coverage
2016	\$ 3,784,703	\$ 2,400,268	\$ 1,384,435	\$ 80,474	\$ 46,565	10.90
2017	5,788,132	2,715,737	3,072,395	82,922	44,111	24.19
2018	4,224,804	2,778,790	1,446,014	85,443	41,583	11.38
2019	6,308,531	2,955,003	3,353,528	88,043	38,977	26.40
2020	4,721,445	3,545,305	1,176,140	45,021	18,373	18.55
2021	4,404,851	3,528,253	876,598	93,480	33,760	6.89
2022	5,744,460	3,611,789	2,132,671	96,324	30,917	16.76
2023	4,596,722	3,565,255	1,031,467	99,253	27,987	8.11
2024	6,665,099	3,978,587	2,686,512	100,918	23,402	21.61
2025	6,275,461	4,394,073	1,881,388	823,674	27,707	2.21

Notes:

- (1) Details regarding the City's outstanding debt can be found in the notes to the financial statements.
- (2) Operating expenses do not include interest, depreciation, or amortization expense.
- (3) Gross revenues include capital contributions.

Urban Redevelopment Revenue Bonds				
	Gross/ Pledged Revenues	Principal	Interest	Coverage
\$	1,208,951	\$ 595,000	\$ 613,951	1.00
	1,210,859	625,000	585,859	1.00
	1,206,491	650,000	556,491	1.00
	1,205,860	680,000	525,860	1.00
	1,203,848	710,000	493,848	1.00
	1,205,337	745,000	460,337	1.00
	1,205,213	780,000	425,213	1.00
	1,208,356	820,000	388,356	1.00
	1,204,765	855,000	349,765	1.00
	1,199,562	890,000	309,562	1.00

CITY OF STOCKBRIDGE, GEORGIA

DEMOGRAPHIC AND ECONOMIC STATISTICS LAST TEN FISCAL YEARS

Fiscal Year	Population	Personal Income (thousands) ⁽²⁾	Per Capita Personal Income ⁽²⁾	Median Age ⁽²⁾⁽⁵⁾	School Enrollment ⁽³⁾	Stockbridge Unemployment Rate ⁽⁴⁾
2016	28,202 ⁽⁵⁾	647,094,890	22,945	35.8	1,604	6.6%
2017	29,114 ⁽⁵⁾	667,234,652	22,918	35.3	1,617	4.9%
2018	29,638 ⁽⁵⁾	724,826,928	24,456	35.8	1,612	4.3%
2019	29,904 ⁽⁵⁾	775,470,528	25,932	34.6	1,522	4.7%
2020	24,794 ⁽⁵⁾	775,470,528	25,932	34.6	1,522	4.7%
2021	29,163 ⁽⁵⁾	848,409,996	29,092	36.7	1,436	3.8%
2022	29,064 ⁽⁵⁾	720,612,816	24,794	36.7	1,414	2.9%
2023	28,567 ⁽⁵⁾	655,469,815 ⁽⁵⁾	22,945 ⁽²⁾	36.4	1,518	3.6%
2024	35,893 ⁽⁵⁾	1,286,082,083 ⁽⁵⁾	35,831 ⁽²⁾	39.5	1,413	3.6%
2025	36,331 ⁽⁵⁾	1,298,869,581 ⁽⁵⁾	35,751 ⁽²⁾	36.4	1,413	4.3% ⁽⁶⁾

SOURCES:

⁽¹⁾ Atlanta Regional Commission

⁽²⁾ Sperling's Best Places

⁽³⁾ Henry County Board of Education

⁽⁴⁾ Homefacts.com

⁽⁵⁾ U.S. Census Bureau Estimates

⁽⁶⁾ Georgia Labor Market Explorer

CITY OF STOCKBRIDGE, GEORGIA

PRINCIPAL EMPLOYERS CURRENT YEAR AND NINE YEARS AGO

Employer	Fiscal Year 2025			Fiscal Year 2016		
	Employees	Rank	Employer's percentage of total employment	Employees	Rank	Employer's percentage of total employment
Piedmont Hospital	1,505	1	40.23%	N/A		-
Walmart Supercenter	644	2	17.21%	722	1	40.20%
Kohl's Department Store	437	3	11.68%	94	7	5.23%
Publix Super Market	227	4	6.07%	268	2	14.92%
Henry County Schools within the City	197	5	5.27%	188	3	10.47%
Costco	192	6	5.13%	N/A		-
City of Stockbridge	179	7	4.78%	71	8	3.95%
Eagles Landing Christian Academy	172	8	4.60%	144	4	8.02%
Eagles Landing Country Club	98	9	2.62%	46	9	2.56%
Ingles	-	10	-	102	8	5.68%
Brandsmart USA	90		2.41%	104	5	5.79%
Vulcan Materials	-		-	29	10	1.61%
Total	3,741			1,768		

SOURCE:

City of Stockbridge, Georgia records.

N/A - information not available.

CITY OF STOCKBRIDGE, GEORGIA

FULL-TIME EQUIVALENT CITY GOVERNMENT EMPLOYEES BY FUNCTION LAST TEN FISCAL YEARS

Function	Fiscal Year									
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Executive	5	4	5	5	7	6	5	6	5	5
Administration	10	12	12	6	8	10	13	10	-	0
Human resources	-	-	-	-	-	-	-	-	2	4
Finance	-	-	-	-	-	-	-	-	7	9
Governing body	-	-	-	-	-	-	-	-	2	2
City clerk	-	-	-	5	5	5	6	4	3	3
Facilities maintenance	4	2	2	2	2	2	2	2	3	2
Municipal court	3	1	1	2	2	2	2	3	3	2
Public works and parks	17	13	19	17	18	18	21	18	26	24
City events	1	1	1	1	1	1	3	-	-	7
IT	-	-	-	-	-	-	-	3	3	2
Code enforcement	2	2	2	2	2	3	2	3	-	0
Police	-	-	-	-	-	5	62	62	71	74
Permitting development	-	-	-	2	2	2	2	3	-	6
Planning and zoning	-	-	-	2	2	2	5	2	-	5
Community development	-	-	-	-	-	-	-	-	12	0
Business Services	-	-	-	-	-	-	-	-	-	3
Economic development	-	-	-	1	1	1	-	1	5	2
Main street	2	2	2	2	2	2	2	3	-	2
GIS	1	1	1	1	1	1	1	1	-	1
Water/Sewer	16	15	18	18	18	22	14	16	15	17
Stormwater	7	7	6	5	5	5	3	4	7	8
Sanitation	1	1	1	1	1	1	1	1	1	1
Conference Center	2	3	3	4	4	5	3	6	7	0
Total	71	64	73	76	81	93	147	148	172	179

SOURCE:

City of Stockbridge, Georgia records

Notes:

- (1) Elected officials and appointed court personnel are not included.
- (2) The City uses personnel services lawn maintenance, not included above.

CITY OF STOCKBRIDGE, GEORGIA

OPERATING INDICATORS BY FUNCTION LAST TEN CALENDAR YEARS

Function	Fiscal Year				
	2016	2017	2018	2019	2020
Municipal Court					
Fines and forfeitures	\$ 539,215	\$ 57,196	\$ 27,845	\$ 55,425	\$ 25,287
Number of cases	1,702	281	300	574	131
Conference Center					
Annual rents	168,874	191,568	160,280	155,582	17,038
Occupation Tax					
Annual renewals	1,539	1,681	1,880	2,056	2,354
New business licenses	279	228	202	128	250
Public Works					
Miles resurfaced	2.4	5.0	5.1	4.7	5.7
Stormwater					
Potential ponds identified	188	188	186	193	193
Total number of pipes	3,102	3,102	3,102	3,433	359
Total number of feet of pipes	434,491	434,491	432,960	101,385	48,959
Complaints	119	88	111	101	52

SOURCE:

City of Stockbridge, Georgia records.

Note: Revenues from fines decreased significantly in 2016 as Henry County diverted citations to the Henry County State Court and due to the change in probation tolling laws. Revenues decreased significantly in 2020 due to facilities being closed due to COVID-19. Additionally, there was a change in the State probation tolling laws.

Fiscal Year				
2021	2022	2023	2024	2025
\$ 37,728 381	\$ 58,522 1,819	\$ 875,456 4,764	\$ 1,243,457 5,991	\$ 1,105,256 5,014
9,660	10,170	148,281	130,635	145,425
2,432 263	2,487 485	2,495 229	2,086 190	2,443 220
4.7	5.1	7.0	7.9	6.8
37 311	52 216	52 3,213	169 3,360	198 3,505
187,672 68	85,743 69	489,034 43	496,000 36	434,496 217

CITY OF STOCKBRIDGE, GEORGIA

CAPITAL ASSET STATISTICS BY FUNCTION LAST TEN FISCAL YEARS

Function/Program	Fiscal Year				
	2016	2017	2018	2019	2020
Public Works					
City limits (square miles)	14.1	14.1	14	14	14.1
Paved roads (miles)	97.08	97.08	97	97	97.08
Sanitation					
Transfer stations	1	1	1	1	1
Collection trucks	5	1	1	1	1
Small collection vehicles	9	5	5	5	5
Recreation and culture					
Parks	4	4	4	4	4
Community centers	2	2	2	2	2
Library	1	1	1	1	1
Cemeteries	3	3	3	3	3
Water					
Water mains (miles)	44.5	44.5	44.5	45.0	45
Fire hydrants	457	458	459.00	460.00	460.00
Service connections	2,764	2,726	2,833	2,866	2,958
Daily avg consumption (gallons)	679,564	684,970	627,728	515,828	500,000
Storage capacity (gallons)	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
Sewer					
Sanitary sewers (miles)	39.5	40.0	40.0	40.0	40.0
Service connections	4,858	2,431	2,516	2,568	2,568
Treatment plants	1	1	1	1	1
Daily avg treatment (gallons)	.754 MGD	.761 MGD	.761 MGD	.761 MGD	.761 MGD
Treatment capacity	1.5 MGD	1.5 MGD	1.5 MGD	1.5 MGD	1.5 MGD

SOURCE:

City of Stockbridge, Georgia records.

Fiscal Year				
2021	2022	2023	2024	2025
14.1	14.1	14.1	14.1	19.1
97.08	97.08	141.18	141.18	141.18
1	1	1	1	1
1	1	1	1	1
5	5	-	-	6
4	4	4	4	5
2	2	2	2	1
1	1	1	1	1
3	3	2	2	2
45	45	45	45	45
460.00	460.00	460.00	460.00	475.00
2,958	2,958	2,901	3,105	2,976
500,000	500,000	853,000	853,000	879,771
1,800,000	1,800,000	1,800,000	1,800,000	1,800,000
40.0	40.0	40.0	40.0	41.0
2,467	2,467	2,901	2,901	2,816
1	1	1	1	1
.761MGD	.714MGD	.960MGD	.960MGD	.645MGD
1.5MGD	1.5MGD	1.5MGD	1.5MGD	1.5MGD

COMPLIANCE SECTION



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

**Honorable Mayor and Members
of City Council
City of Stockbridge, Georgia
Stockbridge, Georgia**

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States ("*Government Auditing Standards*"), the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the **City of Stockbridge, Georgia** (the "City") as of and for the year ended December 31, 2025, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated July 30, 2026.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2025-001 through 2025-005 that we consider to be material weaknesses.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The City of Stockbridge's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City's response to the findings identified in our audit and described in the accompanying Schedule of Findings and Questioned Costs. The City's responses were not subjected to the other auditing procedures applied in the audit of the financial statements, and accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Mauldin & Jenkins, LLC

Macon, Georgia
July 30, 2026



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Honorable Mayor and Members
of City Council
City of Stockbridge
Stockbridge, Georgia

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the City of Stockbridge, Georgia's (the "City") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended December 31, 2025. The City's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, the City of Stockbridge, Georgia complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2025.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America ("GAAS"); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States ("*Government Auditing Standards*"); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified and unmodified opinions on compliance for each major federal program. Our audit does not provide a legal determination of City's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to City's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about City's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

Government Auditing Standards requires the auditor to perform limited procedures on the City of Stockbridge, Georgia's response to the noncompliance finding identified in our compliance audit described in the accompanying Schedule of Findings and Questioned Costs. The City of Stockbridge, Georgia's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Mauldin & Jenkins, LLC

Macon, Georgia
July 30, 2026

CITY OF STOCKBRIDGE, GEORGIA

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED DECEMBER 31, 2025

Grant Program	Federal Assistance Listing Number	Grant I.D.	Expenditures
U.S. Department of Treasury			
Direct Award:			
COVID-19 Coronavirus State and Local: Fiscal Recovery Fund	21.027	N/A	\$ 961,396
Pass-through from the State of Georgia:			
Public Safety and Community Violence Reduction Grant Program	21.027	GA-0013874	416,553
Total U.S. Department of Treasury			<u>1,377,949</u>
U.S. Department of Justice			
Direct Award:			
Public Safety Partnerships and Community Policing Grants: COPS Hiring Program	16.710	15JCOPS-22-GG-03440-UHPX	266,420
Public Safety Partnerships and Community Policing Grants: Supporting Law Enforcement Agencies in Seeking Accreditation	16.710	15JCOPS-23-GG-02083-PPSE	57,300
Bulletproof Vest Partnership Program	16.607	2023-BU-BX-23035646	531
Byrne Discretionary Grants	16.753	15PBJA-23-GG-00087-BRND	39,577
Total U.S. Department of Justice			<u>363,828</u>
Total Expenditures of Federal Awards			<u>\$ 1,741,777</u>

CITY OF STOCKBRIDGE, GEORGIA

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED DECEMBER 31, 2025

NOTE 1. BASIS OF PRESENTATION

The Schedule of Expenditures of Federal Awards includes the federal grant activity of the City of Stockbridge, Georgia (the "City") and is presented on the accrual basis of accounting.

The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

NOTE 2. DE MINIMIS INDIRECT COST RATE

The City elected not to use the 10% de minimis cost rate for the year ended December 31, 2025.

NOTE 3. SUBRECIPIENTS

The City did not pass through any funds to subrecipients during the year ended December 31, 2025.

CITY OF STOCKBRIDGE, GEORGIA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED DECEMBER 31, 2025

SECTION I SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP.

Unmodified

Internal control over financial reporting:
Material weaknesses identified?

☒ Yes ☐ No

Significant deficiencies identified not considered to be material weaknesses?

☐ Yes ☒ None Reported

Noncompliance material to financial statements noted?

☐ Yes ☒ No

Federal Awards

Internal Control over major programs:
Material weaknesses identified?

☒ Yes ☐ No

Significant deficiencies identified?

☐ Yes ☒ None Reported

Type of auditor's report issued on compliance for major programs

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

☐ Yes ☒ No

Identification of major program:

Assistance Listing Number
21.027

Name of Federal Program or Cluster
COVID-19 – Coronavirus State and Local
Fiscal Recovery Fund

Dollar threshold used to distinguish between Type A and Type B programs:

\$1,000,000

Auditee qualified as low-risk auditee?

☐ Yes ☒ No

CITY OF STOCKBRIDGE, GEORGIA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED DECEMBER 31, 2025

SECTION II FINANCIAL STATEMENT FINDINGS AND RESPONSES

2025 – 001. Management of Receivable, Revenue, Unearned Revenue and Unavailable Revenue Accounts

Criteria: Generally accepted accounting principles require revenues to be recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. As a part of these processes, the City should review all revenue transactions to determine reporting in the proper period.

Condition: The City did not properly adjust receivables and related balances in the various funds as of December 31, 2025.

Effect: The following adjustments were made to adjust receivables and related balances as of December 31, 2025:

- General Fund – Net adjustments to increase receivables by \$2,084,550, increase revenue by \$475,908, increase expenditures by \$2,392, increase fund balance by \$1,528,080, and increase unavailable revenue by \$82,955.
- Grants Fund – Net adjustments to decrease revenue by \$200,000 and increase fund balance by \$200,000.
- SPLOST V Fund – Net adjustments to decrease revenue and taxes receivable by \$625,872.
- SPLOST VI Fund – Net adjustments to decrease revenue and cash by \$638,974.
- TSPLOST Fund – Net adjustment to decrease revenue by \$590,212 and increase fund balance by \$590,212.
- Water & Sewer Fund – Net adjustment to decrease receivables by \$14,687, decrease revenue by \$14,687, decrease expenditures by \$2,638, and decrease the allowance for doubtful accounts by \$2,638.
- Stormwater Fund – Net adjustment to increase receivables by \$55,747, increase revenue by \$56,147, and increase expenses by \$400.
- Solid Waste Fund – Net adjustments to increase receivables by \$47,454, increase revenue by \$31,524, increase expenses by \$491, and increase unavailable revenue by \$16,420.
- Conference Center Fund – Net adjustments to increase revenue by \$24,954, to increase unearned revenue by \$4,923, to decrease accounts payable by \$17,710, and to increase expenses by \$12,166.
- Tax Allocation District Fund – Net adjustment to increase taxes receivable and tax revenue by \$2,580.

Cause: Management oversight.

Recommendation: We recommend that the City strengthen its control over its receivables and related balances to ensure balances are properly stated at year-end.

Views of Responsible Officials and Planned Corrective Action: We concur. We will implement procedures to strengthen controls over the City's receivables and related balances at year-end to ensure balances are properly stated.

CITY OF STOCKBRIDGE, GEORGIA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED DECEMBER 31, 2025

SECTION II FINANCIAL STATEMENT FINDINGS AND RESPONSES (CONTINUED)

2025 – 002. Depreciation and Accumulated Depreciation for Governmental Funds

Criteria: Generally accepted accounting principles require depreciation to be reported in the government-wide financial statements because these statements are prepared on the full accrual basis of accounting, which recognizes the consumption of long-term assets. In contrast, governmental funds, which focus on short-term financial resources, are reported on the modified accrual basis and therefore do not report depreciation.

Condition: During fiscal year 2025, the City recorded depreciation and accumulated depreciation in the General Fund.

Effect: The following adjustments were made to properly state the expenditures in the General Fund:

- An adjustment to increase expenditures by \$528,478.
- An adjustment to decrease cash by \$531,877.
- An adjustment to decrease accumulated depreciation by \$82,214.
- An adjustment to decrease depreciation by \$78,815.

Cause: Management oversight.

Recommendation: We recommend that the City strengthen internal controls over the recording of depreciation and accumulated depreciation in the correct types of funds to ensure that balances are properly stated at year-end.

Views of Responsible Officials and Planned Corrective Action: We concur. Additional controls will be implemented to ensure expenditures are properly reported at year-end.

CITY OF STOCKBRIDGE, GEORGIA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED DECEMBER 31, 2025

SECTION II FINANCIAL STATEMENT FINDINGS AND RESPONSES (CONTINUED)

2025 – 003. Capitalization of Capital Assets & Accounting for Assets Held for Resale

Criteria: Generally accepted accounting principles require capital assets purchased or acquired be reported at historical cost or estimated historical cost. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Assets held for resale should be recorded at the lower of cost or net realizable value.

Condition: The City excluded capital items from its governmental capital assets detail and its business-type detail for the year December 31, 2025. Additionally, the City did not properly transfer capital assets between governmental and business-type funds when projects were completed. Assets held for resale were incorrectly removed from governmental funds during 2025.

Effect: The following adjustments were made to properly record activity during the year:

- General Fund: An adjustment to decrease assets held for sale and fund balance by \$522,512.
- Water & Sewer Fund: An adjustment to increase cash by \$531,877, increase capital assets by \$2,788,947, increase accumulated depreciation by \$2,370,042, increase depreciation expense by \$981,054, increase capital contributions by \$193,560, decrease net position by \$393,948, and decrease expenses by \$1,344,328.
- Stormwater Fund: An adjustment to decrease capital assets by \$261,662, increase accumulated depreciation by \$144,561, increase depreciation expense by \$489,593, increase capital contributions by \$48,390, and decrease expenses by \$34,980.
- Solid Waste Fund: An adjustment to decrease capital assets by \$29,946, increase accumulated depreciation by \$14,973, and increase depreciation expense by \$44,918.
- Conference Center Fund: An adjustment to increase capital assets and decrease expenses by \$12,893.
- Amphitheater Fund: An adjustment to increase capital assets by \$212,850, increase accumulated depreciation by \$1,217,123, increase depreciation expense by \$1,217,123, and decrease expenses by \$212,850.
- Governmental Activities: Adjustment to decrease construction in progress by \$1,146,123.

Cause: Internal controls over capital assets were not in place to ensure the proper capitalization of all capital assets.

Recommendation: We recommend that the City strengthen internal controls over the capitalization and reporting of capital assets

Views of Responsible Officials and Planned Corrective Action: We concur. We will strengthen procedures to ensure capital assets are properly recorded.

CITY OF STOCKBRIDGE, GEORGIA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED DECEMBER 31, 2025

SECTION II FINANCIAL STATEMENT FINDINGS AND RESPONSES (CONTINUED)

2025 – 004. Accounting and Reporting of Amphitheater Expenditures

Criteria: Generally accepted accounting principles require that expenses must be recorded in the fund from which they are legally or contractually authorized to be paid. Additionally, proper internal controls should be in place to ensure that all disbursements are properly reviewed and approved by an authorized individual.

Condition: During fiscal year 2025, the City did not properly adjust expenditures in the General Fund for the activity of the Amphitheater, as well as payment to a third party. During the testing of Amphitheater expenditures, it was noted that two disbursements did not have proper approvals by management or supporting documentation.

Effect: The following adjustments were made to properly state expenditures:

- General Fund – An adjustment to increase expenditures and decrease cash by \$6,013,271.

Cause: Management oversight.

Recommendation: We recommend that the City strengthen internal controls over expenditures and related activity for the Amphitheater to ensure that balances are properly stated at year-end and that all expenditures are reviewed and approved by management before being paid.

Views of Responsible Officials and Planned Corrective Action: We concur. Additional controls will be implemented to ensure expenditures are properly reviewed and approved at year-end.

CITY OF STOCKBRIDGE, GEORGIA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED DECEMBER 31, 2025

SECTION II FINANCIAL STATEMENT FINDINGS AND RESPONSES (CONTINUED)

2025 – 005. Interfund Activity

Criteria: Generally accepted accounting principles require the reporting of interfund receivables and payables when transactions occur between individual funds for goods provided or services rendered. Additionally, transfers should be recorded for when funds are not expected to repay interfund receivables/payables.

Condition: Interfund receivables/payables and transfers were not properly stated for the period ended December 31, 2025.

Effect: The following adjustments were made to properly state the interfund amounts:

- General Fund – Net adjustments to increase cash by \$388,326, increase interfund payables by \$4,843,114, increase transfers out by \$4,046,366, decrease accounts payable by \$504, decrease revenues by \$407,920, and to decrease expenditures by \$1.
- Grants Fund – An adjustment to decrease cash by \$626,999, increase interfund receivables by \$620,765, and to increase transfers out by \$6,234.
- Downtown Development Fund – An adjustment to increase cash by \$5,946, increase interfund payables by \$45,893, increase transfers in by \$45,000, and increase expenditures by \$84,947.
- City-wide Development Fund – An adjustment to decrease cash by \$417,050, decrease interfund payables by \$407,753, increase transfers in by \$45,000, increase expenditures by \$62,797, and increase revenue by \$8,500.
- Public Facilities Authority – An adjustment to decrease interfund payables and expenditures by \$4,386,740.
- Water & Sewer Fund – An adjustment to increase cash by \$1,631,254 and decrease interfund receivables by \$1,631,254.
- Stormwater Fund – An adjustment to increase cash and interfund payables by \$314,825.
- Solid Waste Fund – An adjustment to increase cash and interfund payables by \$3,831,866.
- Amphitheater Fund – An adjustment to increase cash by \$3,635,185, increase interfund payables by \$35,185, increase transfers in by \$2,638,457, and decrease expenses by \$961,544.
- SPLOST IV Fund – An adjustment to decrease cash by \$356,661, decrease interfund payables by \$119,577, and increase transfers out by \$236,080.
- Urban Redevelopment Fund – An adjustment to increase cash and interfund payables by \$33,256.
- Impact Fee Fund – An adjustment to increase cash and interfund payables by \$1,332,383.

Cause: Management oversight.

Recommendation: We recommend that the City strengthen internal controls over interfund activity to ensure interfund activity is properly stated at year-end.

Views of Responsible Officials and Planned Corrective Action: We concur. Additional controls will be implemented to ensure interfund activity is properly recorded.

CITY OF STOCKBRIDGE, GEORGIA

SCHEDULE OF PRIOR YEAR FINDINGS FOR THE YEAR ENDED DECEMBER 31, 2025

2024 – 001. Management of Receivable, Revenue, Unearned Revenue and Unavailable Revenue Accounts

Criteria: Generally accepted accounting principles require revenues to be recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. As a part of these processes, the City should review all revenue transactions to determine reporting in the proper period.

Condition: The City did not properly adjust receivables and related balances in various funds as of December 31, 2024.

Auditee Response/Status: Unresolved – See Finding 2025 – 001.

2024 – 002. Interfund Activity

Criteria: Generally accepted accounting principles require the reporting of interfund receivables and payables when transactions occur between individual funds for goods provided or services rendered.

Condition: Interfund receivables/payables and transfers were not properly stated for the period ended December 31, 2024.

Auditee Response/Status: Unresolved – See Finding 2025 – 005.

2024 – 003. Management of Prepaid Assets and Expenditures

Criteria: Generally accepted accounting principles require expenses to be recognized in the same accounting period as the revenues they help generate. Accordingly, prepaid assets are recognized when an expenditures/expense is made for goods or services that were purchased for consumption but not consumed as of year-end.

Condition: Interfund receivables/payables and transfers were not properly stated for the period ended December 31, 2024.

Auditee Response/Status: Resolved.

CITY OF STOCKBRIDGE, GEORGIA
SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2025

2024 – 004. Inventory

Criteria: Generally accepted accounting principles require inventory to be reported as an asset and the recognition of expense to be deferred to the period in which the inventory is consumed.

Condition: During fiscal year 2024, the City did not reconcile the general ledger to reflect inventory on hand as of December 31, 2024.

Auditee Response/Status: Resolved.

2024 – 005. Expenditures and Adjustments to Cash

Criteria: Generally accepted accounting principles require expenses to be reported when they are incurred, regardless of the timing of related cash flows.

Condition: During fiscal year 2024, the City recorded expenditures due to resolutions being passed but in which actual expenditures were not incurred during the year.

Auditee Response/Status: Resolved.

2024 – 006. Accounting and Reporting of Amphitheater Expenditures

Criteria: Generally accepted accounting principles require that expenses must be recorded in the fund from which they are legally or contractually authorized to be paid. Additionally, proper internal controls should be in place to ensure that all disbursements are properly reviewed and approved by an authorized individual.

Condition: During fiscal year 2024, the City did not properly adjust expenditures in the General Fund for the activity of the Amphitheater. During the testing of Amphitheater expenses, it was noted that numerous disbursements did not have proper approvals by management. Additionally, support for some disbursements was not available.

Auditee Response/Status: Partially resolved – See Finding 2025 – 004.

CITY OF STOCKBRIDGE, GEORGIA

SCHEDULE OF PRIOR YEAR FINDINGS FOR THE YEAR ENDED DECEMBER 31, 2025

2024 – 007. Accounting and Reporting of Expenses and Accrued Liabilities

Criteria: Generally accepted accounting principles require timely reporting of all current liabilities when goods have been received or services have been performed, regardless of the timing of related cash flows.

Condition: During fiscal year 2024, the City did not properly adjust liabilities in the SPLOST IV fund as of December 31, 2024.

Auditee Response/Status: Resolved.

2024 – 008. Depreciation and Accumulated Depreciation for Governmental Funds

Criteria: Generally accepted accounting principles require depreciation to be reported in the government-wide financial statements because these statements are prepared on the full accrual basis of accounting, which recognized the consumption of long-term assets. In contrast, governmental funds, which focus on short-term financial resources, are reported on the modified accrual basis and therefore do not report depreciation.

Condition: During fiscal year 2024, the City recorded depreciation and accumulated depreciation in the General Fund.

Auditee Response/Status: Unresolved – See Finding 2025 – 002.

2024 – 009. Capitalization of Capital Assets

Criteria: Generally accepted accounting principles require capital assets purchased or acquired to be reported at historical cost or estimated historical cost. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized.

Condition: During fiscal year 2024, the City excluded capital items from its governmental capital assets detail and its business-type detail for the year ended December 31, 2024.

Auditee Response/Status: Unresolved – See Finding 2025 – 003.

CITY OF STOCKBRIDGE, GEORGIA

SCHEDULE OF PRIOR YEAR FINDINGS FOR THE YEAR ENDED DECEMBER 31, 2025

2024 – 010. COVID-19 Coronavirus State and Local Fiscal Recovery Fund Grants (“CSLFRF”) – Assistance Listing 21.027 – Reporting

Criteria: Recipients are required to submit quarterly financial reports within thirty days of the close of a quarterly time period.

Condition: Multiple required reports were not submitted timely.

Auditee Response/Status: Resolved.

2024 – 011. Public Safety Partnerships and Community Policing Grants (“COPS”) – Assistance Listing 16.710 – Reporting

Criteria: Recipients are required to submit quarterly financial and semi-annual performance reports within thirty days of the close of a quarterly or semi-annual time period. The quarterly reports are also required to have all financial records, such as general ledgers and supporting documentation.

Condition: Multiple required reports were not submitted timely.

Auditee Response/Status: Resolved.



City of Stockbridge

4640 North Henry Blvd. • Stockbridge, GA 30281

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

CITY OF STOCKBRIDGE, GEORGIA MANAGEMENT'S CORRECTIVE ACTION PLAN FOR THE YEAR ENDED DECEMBER 31, 2025

2025 – 001. Management of Receivable Accounts

Name of Contact Person Responsible for Corrective Action Plan: Frank S. Milazi, Treasurer/CFO

Corrective Action Plan:

The City will strengthen its management of accounts receivable by implementing standardized receivable procedures, including timely billing, monthly reconciliation of subsidiary ledgers to the general ledger, and periodic review of aged receivable balances. Tyler ERP 10 Accounts Receivable functionality will be utilized to improve invoice tracking, customer account management, aging reports, and collection monitoring. Management will establish a monthly review process to identify delinquent accounts and evaluate the adequacy of the allowance for uncollectible accounts in accordance with applicable GASB reporting requirements. Staff responsible for receivable processing will receive additional training on Tyler ERP 10 and governmental accounting best practices to ensure consistent application of established procedures.

Anticipated Completion Date: Fiscal year 2026

2025 – 002. Depreciation and Accumulated Depreciation for Governmental Funds

Name of Contact Person Responsible for Corrective Action Plan: Frank S. Milazi, Treasurer/CFO

Corrective Action Plan:

The City will enhance its year-end capital asset reporting process by utilizing the Tyler ERP 10 Fixed Assets module to maintain complete and accurate capital asset records, including acquisition dates, historical cost, useful lives, and depreciation schedules. Management will perform periodic reconciliations between the capital asset records and the general ledger to ensure completeness and accuracy. Depreciation calculations will be reviewed annually to ensure compliance with applicable GASB standards governing capital asset reporting in the government-wide financial statements. Staff will receive additional training on governmental fixed asset accounting and Tyler ERP 10 reporting capabilities to improve consistency and accuracy.

Anticipated Completion Date: Fiscal year 2026

2025 – 003. Capitalization of Capital Assets & Accounting for Assets Held for Resale

Name of Contact Person Responsible for Corrective Action Plan: Frank S. Milazi, Treasurer/CFO

Corrective Action Plan:

The City will establish formal procedures for evaluating expenditures to determine whether they meet the City's capitalization policy and applicable GASB criteria for capital assets. Assets meeting capitalization thresholds will be recorded promptly in the Tyler ERP 10 Fixed Assets module and reconciled to supporting documentation. Management will also develop procedures for identifying and accounting for assets held for resale, including periodic review of asset status and appropriate financial statement classification. Supervisory review will be incorporated into the year-end closing process to verify that capital asset additions, disposals, and assets held for resale have been properly recorded and reported.

Anticipated Completion Date: Fiscal year 2026

2025 – 004. Accounting and Reporting of Amphitheater Expenditures

Name of Contact Person Responsible for Corrective Action Plan: Frank S. Milazi, Treasurer/CFO

Corrective Action Plan:

The City will strengthen project accounting procedures for amphitheater-related expenditures by utilizing Tyler ERP 10 project and capital asset functionality to track project (show) costs by funding source and expenditure category. Management will perform periodic reviews of project expenditures to determine whether costs should be capitalized or expensed in accordance with applicable GASB guidance. Project costs will be reconciled regularly to the general ledger, and supporting documentation will be maintained for all significant transactions. Coordination between Finance and project management personnel will be enhanced to ensure expenditures are accurately classified throughout the construction process and upon project completion.

Anticipated Completion Date: Fiscal year 2026

2025 – 005. Interfund Activity

Name of Contact Person Responsible for Corrective Action Plan: Frank S. Milazi, Treasurer/CFO

Corrective Action Plan:

The City will implement enhanced procedures for recording, reconciling, and reviewing interfund receivables, payables, transfers, and reimbursements. Tyler ERP 10 will be utilized to improve interfund transaction processing and reconciliation through standardized account mapping and reporting. Finance personnel will perform monthly reconciliations of interfund balances to ensure reciprocal accounts agree and any differences are identified and resolved timely. Year-end supervisory review will confirm that interfund balances and transfers are properly reported and eliminated as required under applicable GASB standards.

Anticipated Completion Date: Fiscal year 2026



EXTERNSHIP AFFILIATION AGREEMENT

Agreement by and between Interactive College of Technology (the COLLEGE) and

Name of the Company/Organization (the FACILITY)

Located at _____
Address City State Zip

Contact Person _____ / _____ Phone: (____) _____ - _____
Position Cell

Email Address _____ Phone: (____) _____ - _____
Work

Executed this date: ____/____/____

An integral part of the COLLEGE'S academic program is an EXTERNSHIP whereby the student(s) may obtain in-field experience. This component is done for academic credit and is expected to encompass 135 hours. The student(s) acceptance of this assignment indicates acknowledgement of the responsibility to complete a substantial portion of the required hours and receive satisfactory performance ratings so as to receive a passing grade. Ninety-five hours is the minimum for a passing grade.

The FACILITY recognizes the need for providing this experience for qualified student(s) as they prepare to enter their selected field.

The COLLEGE and FACILITY agree to cooperate in providing this practical experience. The FACILITY has the opportunity to interview and approve the student(s) in advance of the beginning of the externship assignment.

THE COLLEGE AGREES:

- a) To assist the FACILITY in orienting the student(s) to the policies and procedures of the site, with emphasis on respecting any special requirements of the FACILITY, including confidentiality.
- b) To be responsible for the educational program of the student(s) assigned to the FACILITY and for the selection and assignment in accord with agreed upon schedules and work assignments.
- c) To be responsible for the proper conduct of the student(s) during his/her/their rotation, as governed by the rules and regulations of the FACILITY.
- d) To not discriminate against any employee, employer, or applicant in the course of study because of race, color, creed, sex or national origin.
- e) To maintain an insurance program for the student(s) so that the FACILITY is not liable for injury sustained and/or property damaged in the pursuit of the educational program at the FACILITY'S site.

THE FACILITY AGREES:

- a) To provide practical instructions and facilities to the student(s), in one or more of the selected occupational programs below, recognizing the purpose is to provide hands-on real work experience(s) to the trainee. Please check all that apply.

☐ A.S. Office Technology (Accounting)	☐ Diploma: Accounting & Professional Business Applications
☐ A.S. Office Technology (Medical Office Administration)	☐ Diploma: Business Information Systems
☐ A.S. Office Technology (Business Information Systems)	☐ Diploma: HVAC (Pasadena Only)
☐ A.S. Business Management	☐ Diploma: HVAC/R Technology (Chamblee Only)
☐ A.S. Commercial Refrigeration (Chamblee Only)	☐ Diploma: Heating, Ventilation, & Air Conditioning (HVAC) Residential (Newport Only)
☐ A.S. Human Resource Management	☐ Diploma: Information Technologies Specialist (Chamblee & Southwest Houston Only)
☐ A. S. Information Technology (Chamblee & Southwest Houston Only)	☐ Diploma: Medical Office Administration

Note: The Externship Agreement Addendum for each program checked above must be attached to this Externship Affiliation Agreement.

- b) To provide the necessary orientation, administrative guides and procedures and other media deemed essential to the conduct of the work experience.
- c) To maintain administrative and professional supervision of the student(s) insofar as his/her/their presence affects the operation of the Facility.
- d) To complete designated evaluation forms of the student(s) and fax, email, or deliver on a timely basis in order that the experience achieves its desired results and so appropriate academic records/credit can be maintained and awarded. Weekly reports are preferred.
- e) To not knowingly place the safety of the student(s) at risk.
- f) To have the sole right, which is non-reviewable, to reject or terminate any trainee at any time for cause or without cause.
- g) There is no employee/employer relationship created in this training agreement, and the FACILITY is under no obligation to provide any compensation to the student(s).
- h) To provide students with opportunities to practice with skills outlined in the Work-Based Activity Addendum to this Agreement.

MUTUAL TERMS:

- a) To establish acceptable schedules and work assignments that will not interfere with the mission of the FACILITY.
- b) To ensure instructors, coordinators, and FACILITY will cooperate in the evaluation of the student(s) performance.
- c) To conduct an annual review of the progress and policies of the externship program.
- d) To assure the COLLEGE shall hold the facility harmless in the event of any negligent act which is committed by the student(s), facility, and employees.

The signatures below are an indication of our agreement to the terms, conditions, and responsibilities outlined in the Agreement. Either party may terminate this agreement upon notice to the other at least (30) days in advance of the next training experience. This agreement shall remain in force unless otherwise termination notice has been provided by either party. From time-to-time, and as needed, this agreement may require a renewal.

For Interactive College of Technology:

Signature _____	_____/_____/_____ Date
Printed Name _____	Position _____
Address _____	(_____) _____ - _____ Phone
City _____ State _____ Zip _____	(_____) _____ - _____ Fax
Email _____	

For Facility:

Signature _____	_____/_____/_____ Date
Printed Name _____	Position _____
Address _____	(_____) _____ - _____ Phone
City _____ State _____ Zip _____	(_____) _____ - _____ Fax
Email _____	



City of Stockbridge

AGENDA ITEM

MEETING DATE

09/14/2026

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
- ☐ GRANT FUNDING
- ☐ TRAFFIC CAMERA FUNDING
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BOND

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Dwayne Pollock

DEPARTMENT: Human Resources

ITEM/PROJECT/EVENT:

Presentation seeking support to establish an externship partnership between the City of Stockbridge and the Interactive College of Technology (ICT) through approval of an Affiliation Agreement that would facilitate student externship placements within City departments.

BACKGROUND INFORMATION:

The City is considering an Affiliation Agreement with Interactive College of Technology (ICT) to establish externship opportunities for students enrolled in business, accounting, human resources, information technology, and related academic programs. The agreement would allow students to complete supervised, unpaid externships for academic credit while gaining practical experience within City operations. ICT would maintain liability insurance coverage for participating students, and the City would retain the authority to interview, accept, or terminate externship placements as appropriate. The partnership supports workforce development and community engagement while providing students with valuable hands-on learning opportunities.

SIGNATURES:

CITY MANAGER Frank S. Milazi

CITY TREASURER Quinton Washington

CITY ATTORNEY _____

eSigned via GovOS.com

Shawn Edmondson

eSigned via GovOS.com

eSigned via GovOS.com

☐ FINANCIAL IMPACT ☒ N/A

AMOUNT:

0.00

ATTACHMENTS:



ITEM/PROJECT/EVENT:

Presentation seeking support to establish an externship partnership between the City of Stockbridge and the Interactive College of Technology (ICT) through approval of an Affiliation Agreement that would facilitate student externship placements within City departments.

STAFF RECOMMENDATION:

Receive the presentation from Interactive College of Technology (ICT) to discuss the proposed externship partnership, and authorize staff to proceed with final legal review and execution of the Affiliation Agreement, subject to approval by the City Manager.

eSigned via GovOS.com

Dwayne Pollock

ICT AT A GLANCE

- Founded in 1983
- 40+ Years of Workforce Development
- 7 Campuses Across 3 States
- Programs: Business, Technology, Medical, HVAC & VESL
- Preparing students for in-demand careers



MISSION STATEMENT

- Our mission focuses on preparing students for in-demand occupations that lead to well-paying careers.
- We emphasize not just employment, but long-term career success.
- Core Values: Ingenuity, Performance, Nurturing, Honesty, Success & Tenacity.
- Why It Matters: Workforce Readiness, Career Advancement, Community Impact

VISION STATEMENT

- We are an educational organization that combines superior accredited programs of study with a nurturing environment.
- Creating a better chance for success for every student.
- Focus: Student Success, Employer Partnerships, Workforce Development, Economic Growth

EXTERNSHIP PROGRAM

- 135-Hour Real-World Learning Experience
- Bridges classroom learning and industry needs
- Builds confidence and professional skills
- Creates pathways to employment

BENEFITS TO EMPLOYERS

- Access to trained, motivated talent
- Opportunity to evaluate future hires
- Support workforce pipeline development
- Strengthen community partnerships

COMMUNITY IMPACT

- Career-ready graduates
- Stronger local workforce
- Economic growth and opportunity
- Support for employers and the community

CONTACT INFORMATION

- Anjaly Davis
- Employment Assistance Coordinator
- Interactive College of Technology - Morrow Campus
- 3000 Corporate Center Dr. Suite 200, Morrow, GA 30260
- Cell: 678-717-7339

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

09/04/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff, a MMA LLC Company 295 West Clayton Street Suite 200 Athens GA 30601	CONTACT NAME: PHONE (A/C, No, Ext): 678 726-0540 FAX (A/C, No): 770 725-5282 E-MAIL ADDRESS: mcg.certificateofinsurance@marshmma.com														
INSURED Interactive Learning Systems, Inc. 5303 New Peachtree Road ATLANTA, GA 30341-2818	<table border="1"> <thead> <tr> <th data-bbox="815 426 1437 451">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1437 426 1572 451">NAIC #</th> </tr> </thead> <tbody> <tr> <td data-bbox="815 451 1437 478">INSURER A : Travelers Indemnity Co of America</td> <td data-bbox="1437 451 1572 478">25666</td> </tr> <tr> <td data-bbox="815 478 1437 506">INSURER B : Travelers Property Casualty Co of Amer</td> <td data-bbox="1437 478 1572 506">25674</td> </tr> <tr> <td data-bbox="815 506 1437 533">INSURER C : Technology Insurance Company</td> <td data-bbox="1437 506 1572 533">42376</td> </tr> <tr> <td data-bbox="815 533 1437 560">INSURER D : Westchester Surplus Lines Insurance</td> <td data-bbox="1437 533 1572 560">10172</td> </tr> <tr> <td data-bbox="815 560 1437 588">INSURER E :</td> <td data-bbox="1437 560 1572 588"></td> </tr> <tr> <td data-bbox="815 588 1437 615">INSURER F :</td> <td data-bbox="1437 588 1572 615"></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Travelers Indemnity Co of America	25666	INSURER B : Travelers Property Casualty Co of Amer	25674	INSURER C : Technology Insurance Company	42376	INSURER D : Westchester Surplus Lines Insurance	10172	INSURER E :		INSURER F :	
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INSURER D : Westchester Surplus Lines Insurance	10172														
INSURER E :															
INSURER F :															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

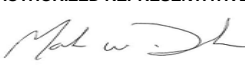
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	☒	☒	6601S684272	05/03/2026	05/03/2027	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$0 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY			BA1S6839942614G	05/03/2026	05/03/2027	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☐ EXCESS LIAB ☒ OCCUR ☐ CLAIMS-MADE DED ☒ RETENTION \$10000			CUP1S688812	05/03/2026	05/03/2027	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? ☒ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		☒	TWC4805275	05/03/2026	05/03/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Cyber Liability			G75617872001	05/03/2026	05/03/2027	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**** Supplemental Name ****

First Supplemental Name applies to all policies - Interactive Learning Systems, Inc.
 Peachtree Educational Services, Inc.
 5303 New Peachtree Road LLC
 Peachtree Credit Company LLC
 (See Attached Descriptions)

CERTIFICATE HOLDER**CANCELLATION**

Interactive Learning Systems, Inc. 5303 New Peachtree Road Chamblee, GA 30341-2818	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

DESCRIPTIONS (Continued from Page 1)

Zackmaxx, LLC

RE: 3000 Corporate Center Dr, Suite 200 & 210 Morrow GA 30260.
Evidence of Coverage.



QUAD VISION
SOLUTIONS

City of Stockbridge

Employee Policy Manual Update

Summary of Revisions and Additions

Presented by:
Human Resources Department and
Teesha Carter, QUAD Vision
Solutions



Purpose & Scope

Conduct a comprehensive review and modernization of the Employee Policy Manual to ensure City policies:

- Reflect current federal, state, and local employment laws
- Support operational excellence and organizational effectiveness
- Promote consistency across all City departments
- Clearly define employee and supervisor expectations
- Incorporate current HR best practices and emerging workplace trends
- Enhance accountability, transparency, and risk management



Handbook Review & Update Process

Discovery Sessions

- Met with Human Resources to understand organizational goals, priorities, and operational challenges.

Leadership Listening Sessions

- Gathered input from executive leadership to identify policy gaps, operational needs, and opportunities for improvement.

Comprehensive Policy Review

- Conducted a section-by-section review of the existing Employee Policy Manual to identify areas requiring clarification, modernization, or enhancement.

Redlined Policy Updates

- Developed a comprehensive redlined draft reflecting proposed revisions, additions, deletions, and policy enhancements.

Legal Review

- Submitted the revised handbook for legal review to ensure compliance with applicable federal, state, and local employment laws.

Major Areas Updated

Employment Practices

- Recruitment & Selection
- Employee Appointments
- Performance Management
- Compensation
- Employee Benefits
- Leave Administration

Workplace Expectations

- Technology
- Social Media
- Workplace Conduct
- Safety
- Emergency Procedures

New & Enhanced Policies

Examples include:

- Alternative Work Arrangements
- Personal Mobile Devices
- Emergency Procedures
- Background & Driving Record Reviews
- Employee Referral Incentive Program
- Updated Complaint Procedures
- Technology Resources
- Social Media

Formal Report

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed dapibus non fella in auctor. Nulla eget mi mi. Fusce mauris ipsum, ultricies ac nibh quis, pellentesque tempus augue.

Handbook Enhancements

The Employee Policy Manual was redesigned to improve usability, organization, and long-term maintenance.

- **One Policy Per Page** – Each policy now begins on its own page, making future revisions easier to manage without affecting surrounding content.
- **Standardized Numbering System** – Implemented a logical, easy-to-follow policy numbering structure for improved organization and reference.
- **Policy Identification** – Each policy includes a policy title, policy number, effective date, and revision date for consistency and version control.
- **Amendment Summary** – Added a revision summary appendix to document future policy revisions and additions, providing a clear history of handbook updates.
- **Improved Organization** – Policies were reorganized into clearly defined chapters with standardized formatting and layout throughout the handbook.
- **Enhanced Readability** – Consistent formatting, headings, and structure improve navigation and make policies easier for employees and supervisors to locate and understand.

Employee-Focused Enhancements

The updated Employee Policy Manual includes several enhancements designed to support employee development, flexibility, and work-life balance.

Highlights

- **Increased Paid Time Off (PTO) Accruals** – Enhanced annual leave accrual schedule to provide employees with additional paid time off as they progress in service.
- **PTO Buyback Program** – Added/updated provisions allowing eligible employees to sell back a portion of accrued leave, providing **additional financial flexibility while encouraging responsible leave management**.
- **Expanded Tuition Reimbursement** – Enhanced educational assistance to support employee professional development and continuous learning.
- **Employee Referral Incentive Program** – Introduced a referral program to encourage employees to help recruit qualified candidates.
- **Improved Leave Administration** – Clarified leave eligibility, accruals, carryover, and administrative procedures to improve consistency and transparency.

Organizational Benefits

The revised Employee Policy Manual provides the City with a stronger foundation for consistent, compliant, and effective workforce management.

- Strengthens legal compliance with current employment laws
- Promotes consistency in the application of employment policies across all departments
- Clarifies employee and supervisor roles, responsibilities, and expectations
- Supports fair and equitable employment practices
- Reduces organizational and legal risk through updated policies and procedures
- Improves operational efficiency through standardized processes
- Enhances recruitment, employee development, and retention efforts
- Establishes a framework for maintaining and updating the handbook as organizational needs evolve

Implementation & Next Steps

1. Final Legal Review (if applicable)
2. Mayor & Council Approval
3. Supervisor & Leadership Training
 - Review significant policy changes
 - Clarify supervisor responsibilities
 - Prepare leaders to answer employee questions
4. Distribute Employee Policy Manual
5. Employee Information Sessions
 - Highlight key policy updates
 - Explain employee responsibilities
 - Address questions
6. Employee Acknowledgment
 - Obtain signed acknowledgment of receipt and understanding
7. Ongoing Policy Review & Updates
 - Maintain the handbook through periodic reviews and the amendment summary

Thank You!

Questions & Discussion

info@teeshacarter.com

757-660-2707

www.TeeshaCarter.com



City of Stockbridge
Employee Policy Manual: Summary of Revisions and Additions

Chapter 1 – Equal Opportunity Employment

Overview: This chapter was revised to modernize employment practices, strengthen legal compliance, clarify reporting expectations, and reinforce the City's commitment to providing a respectful, inclusive, and legally compliant workplace.

Policy	What Changed	Why
Equal Employment Opportunity	Modernized policy language and updated protected classifications. Reinforced the City's commitment to a workplace free from discrimination, harassment, and retaliation.	To align with current employment laws and reaffirm the City's commitment to equal employment opportunity.
Prohibited Conduct	Expanded definitions of prohibited conduct, added examples of unacceptable workplace behavior, clarified reporting procedures, confidentiality expectations, corrective action, and retaliation protections.	To provide clearer behavioral expectations, strengthen reporting procedures, and promote a respectful workplace.
Americans with Disabilities Act (ADA)	Clarified the reasonable accommodation process, interactive dialogue, documentation requirements, confidentiality, and employee responsibilities.	To improve ADA compliance and ensure a consistent process for accommodation requests.
Employment Eligibility Verification	Updated I-9 and E-Verify procedures, clarified employment verification requirements, and modernized onboarding language.	To ensure compliance with federal and state employment eligibility requirements and improve onboarding consistency.

Key Enhancements

- Expanded examples of discrimination, harassment, and retaliation.
- Added stronger confidentiality provisions during investigations.
- Added enhanced anti-retaliation protections.
- Added clearer guidance regarding E-Verify and employment eligibility verification.
- Standardized policy formatting and numbering throughout the chapter.

Chapter 2 – Complaint Procedures

Overview: This chapter was substantially revised to strengthen the City's complaint reporting process by expanding reporting options, reinforcing protections against retaliation, clarifying investigation procedures, and promoting a workplace culture of accountability, professionalism, and ethical conduct.

Policy	Type of Change	What Changed	Why
Complaint Procedure	Revision	Expanded the complaint process to include a broader range of workplace concerns, clarified reporting expectations, authorized employees to bypass the chain of command when appropriate, and established multiple reporting channels.	To encourage employees to report concerns promptly, improve access to reporting, and ensure concerns are addressed appropriately and consistently.
Complaint Procedure	Addition	Added alternative reporting channels when complaints involve supervisors, Human Resources, the City Manager, or elected officials, including guidance for potential conflicts of interest.	To provide employees with safe and appropriate reporting options regardless of who is involved in the complaint.
Complaint Procedure	Addition	Added language encouraging prompt reporting, cooperation during investigations, confidentiality, and protection from retaliation.	To strengthen employee confidence in the complaint process and reinforce accountability.
Review of Complaint	Revision	Clarified the City's responsibility to conduct prompt, objective, and confidential investigations, communicate outcomes when appropriate, and implement corrective action when warranted.	To ensure complaints are handled consistently, fairly, and in accordance with applicable laws and City policies.
Intentionally False Claims	Revision	Updated language regarding knowingly false or malicious complaints and clarified potential disciplinary action for intentional false reporting.	To protect the integrity of the complaint process while encouraging employees to report concerns in good faith.

Key Enhancements

- Expanded employee reporting options.
- Established multiple escalation paths for complaints involving leadership.
- Strengthened anti-retaliation protections.
- Clarified investigation and confidentiality expectations.
- Reinforced employee rights to report concerns without fear of retaliation.
- Improved consistency and transparency in complaint resolution.

Chapter 3 – Recruitment & Selection

Overview: This chapter was extensively revised to modernize the City's recruitment and selection practices, improve consistency throughout the hiring process, strengthen documentation, and establish clearer guidance for employment decisions. The revisions support fair, transparent, and efficient hiring practices while enhancing the overall candidate and employee experience.

Policy	Type of Change	What Changed	Why
Filling Vacant Positions	Revision	Updated procedures for identifying vacancies, initiating recruitment, and posting open positions. Clarified departmental responsibilities during the hiring process.	To improve consistency, accountability, and efficiency in filling vacant positions.
Recruitment for Vacant Positions	Revision	Modernized recruitment practices by clarifying recruitment methods and advertising requirements while allowing flexibility based on organizational needs.	To expand recruitment efforts and improve the City's ability to attract qualified candidates.
Employment Applications	Revision	Updated the application process to reflect the City's online recruitment system, clarified applicant requirements, and strengthened language regarding incomplete or false applications.	To streamline recruitment, improve efficiency, and ensure applicants provide complete and accurate information.
Disqualification	Revision	Clarified circumstances under which applicants may be removed from consideration, including minimum qualifications, incomplete applications, false statements, employment eligibility, and other disqualifying factors.	To establish consistent and objective hiring standards while reducing organizational risk.
Selection	Revision	Updated the selection process by clarifying interviews, candidate evaluation, reference checks, background requirements, and final hiring decisions.	To promote fair, merit-based hiring decisions and improve consistency throughout the selection process.
Starting Salary Placement	Revision	Clarified salary placement guidelines and factors considered when determining starting pay.	To promote equitable, consistent, and competitive compensation practices.

Policy	Type of Change	What Changed	Why
New Employee Orientation & Onboarding	Addition	Added a comprehensive onboarding process, including orientation expectations, completion of employment documentation, and introduction to City policies and procedures.	To improve the employee experience, support successful onboarding, and promote early engagement and productivity.
Position Reclassification	Revision	Clarified the process for requesting and evaluating position reclassifications based on organizational needs and job responsibilities.	To ensure positions accurately reflect assigned duties and maintain internal equity.
Promotion	Revision	Updated promotion procedures, qualification requirements, and selection expectations.	To provide transparency and consistency in advancement opportunities.
Transfers	Revision	Clarified voluntary and management-initiated transfer procedures.	To support organizational flexibility while ensuring fair employment practices.
Demotion	Revision	Updated procedures governing voluntary and involuntary demotions and clarified administrative expectations.	To establish consistent practices when organizational or performance-related changes require reassignment.
Appointment of Positions & Department Heads	Revision	Clarified appointment authority and approval responsibilities for key leadership positions.	To ensure consistency in executive-level hiring and organizational governance.
Employment of Relatives	Revision	Updated nepotism guidelines and clarified restrictions involving supervisory relationships and potential conflicts of interest.	To promote fairness, prevent conflicts of interest, and maintain public confidence in employment decisions.
Approved Exceptions from Vacancy Announcements	Addition	Established circumstances under which recruitment requirements may be modified or waived.	To provide operational flexibility while maintaining appropriate oversight and accountability.

Key Enhancements

- Modernized recruitment and hiring practices.
- Transitioned to an online employment application process.
- Established a more comprehensive onboarding program.
- Clarified salary placement and compensation decisions.
- Improved consistency in promotions, transfers, demotions, and reclassifications.
- Strengthened hiring documentation and approval processes.
- Enhanced transparency and fairness throughout the recruitment and selection process.
- Increased operational flexibility while maintaining accountability and compliance.

Chapter 4 – Employment Policies and Procedures

Overview: Chapter 4 was significantly revised to modernize workplace policies, address emerging workplace issues, strengthen organizational accountability, improve operational consistency, and reduce organizational risk. Several new policies were introduced, and existing policies were expanded to provide clearer expectations for employees and supervisors.

Policy	Type of Change	What Changed	Why
Employee Policy Manual Administration & Amendments	Revision	Clarified the administration, interpretation, and amendment process for the Employee Policy Manual.	To ensure the handbook remains current and provides flexibility for future policy updates.
At-Will Employment	Revision	Updated language reinforcing the City's at-will employment relationship and handbook disclaimer.	To clarify employment status and reduce legal risk.
Introduction Period	Revision	Clarified expectations, evaluation, and successful completion of the introductory employment period extended.	To establish consistent onboarding and performance expectations for new employees.
Reduction in Force	Revision	Updated procedures governing workforce reductions and organizational restructuring.	To ensure fair, consistent, and legally compliant workforce decisions.
Fraternization Policy	Revision	Clarified expectations regarding workplace relationships and conflicts of interest.	To maintain professionalism and minimize potential workplace conflicts.
Workplace Violence Policy	Revision	Expanded prohibited behaviors, reporting requirements, investigation	To promote a safe work environment and reduce organizational risk.

Policy	Type of Change	What Changed	Why
		procedures, and corrective action.	
Tobacco and Smoke-Free Workplace	Revision	Updated tobacco-free workplace standards to reflect current workplace expectations.	To promote employee health and maintain a safe work environment.
Drug-Free and Alcohol-Free Workplace	Revision	Clarified prohibited conduct, testing procedures, reporting expectations, and disciplinary actions.	To maintain workplace safety and comply with applicable laws.
Use of Technology Resources	Addition/Revision	Modernized acceptable use standards for City-owned technology (including AI), electronic communications, internet usage, cybersecurity, and data protection.	To address evolving technology, safeguard City resources, and establish clear expectations for responsible technology use.
Use of Personal Mobile Devices	Addition	Established expectations for the appropriate use of personal mobile devices while conducting City business.	To protect confidential information, improve productivity, and reduce cybersecurity risks.
Social Media Policy	Addition/Revision	Expanded guidance regarding employee use of social media, including personal and official communications that may impact the City.	To protect the City's reputation while providing employees with clear expectations regarding responsible social media use.
Political Activity	Revision	Clarified employee participation in political activities while maintaining compliance with applicable laws and ethical standards.	To ensure employees understand permissible political activities and avoid conflicts of interest.
Inclement Weather & Emergency Circumstances	Revision	Updated procedures for weather-related closures, emergency operations, and employee notification.	To improve business continuity and employee safety during emergencies.
Safe Driving Policy	Revision	Clarified driver responsibilities, vehicle safety expectations, and reporting requirements for	To reduce liability, improve public safety, and protect City assets.

Policy	Type of Change	What Changed	Why
		employees operating City vehicles.	
Emergency Procedures Policy	Addition	Added comprehensive emergency response guidance for employees during workplace emergencies and critical incidents.	To improve organizational preparedness, employee safety, and continuity of operations.
Outside Employment	Revision	Clarified approval requirements and limitations regarding secondary employment.	To prevent conflicts of interest and ensure outside employment does not interfere with City responsibilities.
Confidential Information	Revision	Expanded employee responsibilities regarding confidential and sensitive information.	To protect City records, employee privacy, and public trust.
Gifts, Gratuities & Community Benefit Programs	Revision	Updated ethics guidance related to gifts, gratuities, and conflicts of interest. Clarified Community Benefit Programs.	To reinforce ethical decision-making and maintain public confidence.
Use and Return of City Property	Revision	Clarified employee responsibilities for safeguarding and returning City-owned equipment and property.	To improve accountability and protect City assets.
Dress Code & Personal Appearance	Revision	Modernized employee appearance standards while maintaining professionalism and safety.	To provide consistent expectations across all departments.
Non-Interference with Administration	Revision	Clarified expectations regarding appropriate authority, organizational structure, and workplace responsibilities.	To support effective governance and operational efficiency.
Children at Work	Addition	Established guidelines regarding children in the workplace and approved exceptions.	To promote workplace safety while providing clear expectations for employees.

Policy	Type of Change	What Changed	Why
Infectious Disease & Communicable Illness Policy	Addition/Revision	Added guidance regarding communicable illnesses, reporting requirements, workplace safety, and return-to-work expectations.	To protect employee health and support continuity of operations.
Background & Driving Record Reviews	Addition	Established procedures for conducting background investigations and motor vehicle record reviews for designated positions.	To improve hiring decisions, protect City resources, and reduce organizational risk.

Key Enhancements

- Modernized workplace policies to reflect current HR best practices.
- Added new technology, mobile device, emergency management, and communicable illness policies.
- Expanded guidance regarding cybersecurity, confidentiality, and social media.
- Strengthened workplace safety, ethics, and risk management provisions.
- Clarified employee responsibilities and supervisor expectations.
- Improved operational consistency while reducing legal and organizational risk.

Chapter 5 – Types of Appointments

Overview: Chapter 5 was revised to clarify the various employment appointment classifications used by the City. The revisions establish consistent definitions, identify the conditions under which each appointment type may be used, and provide greater flexibility to meet operational and staffing needs while ensuring consistency in employment practices.

Policy	Type of Change	What Changed	Why
Regular Appointments	Revision	Clarified the definition, eligibility, and expectations for employees appointed to regular full-time and part-time positions.	To ensure employees understand their employment status and associated benefits and expectations.
Temporary Appointments	Revision	Updated the criteria, duration, and use of temporary appointments to address short-term operational needs.	To provide departments with flexibility in meeting temporary staffing demands while maintaining consistency.

Policy	Type of Change	What Changed	Why
Interim and Acting Appointments	Addition/Revision	Clarified the circumstances under which employees may be assigned interim or acting responsibilities, including appointment authority and compensation considerations.	To establish a consistent process for temporary leadership assignments and ensure continuity of operations.
Limited-Term Appointments	Addition	Added guidance defining limited-term appointments, including duration and employment expectations.	To provide flexibility for grant-funded, project-based, seasonal, or time-limited positions.
Emergency Appointments	Addition	Established procedures for emergency appointments during unforeseen staffing shortages or emergency situations.	To ensure the City can respond quickly to critical operational needs while maintaining appropriate hiring practices.
Re-Employment (Break in Service)	Revision	Clarified eligibility and employment considerations for individuals returning to City employment following a break in service.	To promote consistency in rehiring practices and clearly define employment status upon reemployment.

Key Enhancements

- Standardized employment appointment classifications.
- Clarified employment status definitions and expectations.
- Established guidance for interim, acting, emergency, and limited-term appointments.
- Improved flexibility to address operational staffing needs.
- Enhanced consistency in appointment and reemployment decisions.

Chapter 6 – Compensation and Performance

- **Overview:** Chapter 6 was substantially revised to strengthen the City's compensation and performance management practices by clarifying pay administration, work schedules, timekeeping, performance evaluations, and compensation-related procedures. The revisions promote consistency, accountability, compliance, and transparency in the administration of employee compensation and performance.

Policy	Type of Change	What Changed	Why
Overtime	Revision	Updated overtime eligibility, approval requirements, and compensation procedures in accordance with applicable wage and hour laws.	To ensure legal compliance and consistent administration of overtime.
Meal Break Periods	Revision	Clarified employee meal break eligibility, scheduling expectations, and supervisor responsibilities.	To establish consistent workplace practices and ensure compliance with labor regulations.
Work Schedules and Hours of Work	Revision	Updated standard work schedules, attendance expectations, and departmental scheduling flexibility.	To provide operational consistency while allowing departments to meet service delivery needs.
Alternative Work Arrangements	Addition	Added guidelines for alternative work arrangements, including eligibility, approval, performance expectations, and management oversight.	To support operational flexibility while maintaining accountability and productivity.
Performance Management	Revision	Modernized the performance management process by clarifying evaluation procedures, performance expectations, documentation requirements, and supervisor responsibilities.	To promote employee development, improve accountability, and support consistent performance evaluations.
Compensation Administration	Revision	Updated compensation administration practices, including salary structure, pay decisions, and administrative responsibilities.	To ensure equitable and consistent compensation practices across the organization.
Compensation Adjustments	Revision	Clarified procedures for salary adjustments, promotions, reclassifications, market adjustments, and other compensation-related actions.	To provide transparency and consistency in compensation decisions.
Recording Your Time	Revision	Updated employee timekeeping responsibilities and supervisor approval requirements for hours worked and leave reporting.	To improve payroll accuracy, accountability, and compliance with wage and hour requirements.
Pay Procedures	Revision	Clarified payroll processing, pay periods, direct deposit, payroll corrections, and employee responsibilities.	To improve payroll administration and provide employees with a better

Policy	Type of Change	What Changed	Why
			understanding of payroll procedures.
Special Compensation	Revision	Updated guidance regarding additional compensation, including acting pay, specialty pay, certifications, and other approved compensation programs.	To standardize special compensation practices and ensure equitable administration.
Payroll Deductions	Revision	Clarified mandatory and voluntary payroll deductions and employee authorization requirements.	To improve transparency and ensure compliance with applicable payroll laws and regulations.

Key Enhancements

- Modernized compensation administration practices.
- Strengthened performance management and evaluation processes.
- Added guidance for alternative work arrangements.
- Clarified payroll administration and employee timekeeping responsibilities.
- Improved consistency in salary administration and compensation adjustments.
- Enhanced supervisor accountability for performance documentation and payroll approvals.
- Increased compliance with wage and hour regulations.

Chapter 7 – Employee Expectations

Overview: Chapter 7 was revised to strengthen employee accountability by clarifying standards of conduct, disciplinary procedures, workplace expectations, and employee rights. The revisions promote professionalism, ethical conduct, consistency in corrective action, and a respectful work environment while providing supervisors with clearer guidance for addressing workplace issues.

Policy	Type of Change	What Changed	Why
Employee Privacy Policy	Revision	Clarified employee privacy expectations and the City's responsibility for protecting personnel information while recognizing the City's operational needs.	To establish appropriate expectations regarding privacy in the workplace and ensure compliance with applicable laws.
Search and Inspection of City Property	Revision	Updated the City's authority to inspect City-owned property, workspaces, equipment, electronic	To protect City assets, maintain workplace security, and reinforce appropriate employee expectations.

Policy	Type of Change	What Changed	Why
		devices, and other City resources when appropriate.	
Standards of Conduct	Revision	Expanded and clarified expectations for professional behavior, ethics, attendance, workplace conduct, and employee responsibilities.	To establish clear behavioral expectations and promote a professional, respectful workplace culture.
Corrective Action and Discipline	Revision	Updated corrective action procedures, clarified disciplinary options, and reinforced management discretion when addressing employee misconduct or performance concerns.	To promote consistency, fairness, and accountability while allowing supervisors flexibility in addressing workplace issues.
Progressive Discipline Procedures	Revision	Clarified the progressive discipline process, documentation expectations, and circumstances where progressive discipline may not be appropriate.	To provide supervisors with a consistent framework for addressing misconduct while recognizing that certain situations may warrant immediate disciplinary action.
Disciplinary Appeal Procedure	Revision	Updated the process for employees to appeal disciplinary actions and clarified applicable timelines and responsibilities.	To ensure employees have a fair and consistent process for requesting review of disciplinary decisions.
Bulletin Boards / Solicitation & Distribution	Revision	Clarified employee expectations regarding workplace postings, solicitation activities, and distribution of materials on City property.	To maintain an orderly workplace while ensuring consistent application of City policies.

Key Enhancements

- Strengthened employee accountability and workplace expectations.
- Clarified disciplinary procedures and management discretion.
- Improved consistency in corrective action and documentation.
- Expanded guidance regarding professional conduct and ethics.
- Clarified employee privacy expectations.
- Strengthened workplace security through updated inspection procedures.
- Improved transparency regarding disciplinary appeals.

Chapter 8 – Employee Benefits

Overview: Chapter 8 was revised to clarify the City's employee benefits programs, improve consistency in benefit administration, and provide employees with a better understanding of available programs and eligibility requirements. The revisions also introduce incentives that support employee development and recruitment.

Policy	Type of Change	What Changed	Why
Employee Benefits	Revision	Updated the overview of employee benefit programs, clarified eligibility requirements, enrollment information, and the administration of benefits available to eligible employees.	To improve employee understanding of available benefits and ensure consistent administration of benefit programs.
Tuition Reimbursement Program	Addition	Added eligibility requirements, reimbursement procedures, approval processes, and employee obligations for educational assistance.	To encourage professional development, support employee growth, and establish consistent program administration.
Employee Referral Incentive Program	Addition	Added an Employee Referral Incentive Program outlining eligibility, referral requirements, incentive payments, and program administration.	To strengthen recruitment efforts by encouraging employees to refer qualified candidates while supporting workforce growth and retention.

Key Enhancements

- Clarified employee benefit eligibility and administration.
- Strengthened guidance regarding educational assistance.
- Introduced an Employee Referral Incentive Program to support recruitment efforts.
- Improved transparency regarding benefit programs and employee participation.
- Enhanced opportunities for employee development and engagement.

Chapter 9 – Types of Leave

Overview: Chapter 9 was comprehensively revised to modernize the City's leave administration policies, clarify employee eligibility and responsibilities, and promote consistency in the administration of paid and protected leave. The revisions improve compliance with federal and state laws while providing employees and supervisors with clearer guidance regarding leave benefits and procedures.

Policy	Type of Change	What Changed	Why
Holidays	Revision	Updated the City's recognized holiday schedule and clarified holiday eligibility, pay practices, and holiday observance procedures.	To ensure consistency in holiday administration and employee understanding of holiday benefits.
Leave and Attendance Administration	Revision	Clarified employee and supervisor responsibilities regarding attendance, leave requests, approvals, documentation, and leave administration.	To improve consistency, accountability, and effective management of employee leave.
Accrual of Annual Leave	Revision	Increased annual leave accrual schedules, eligibility requirements, and accrual methodology.	To provide a clear, equitable, and consistent approach to annual leave benefits.
Carry Over of Annual Leave	Revision	Clarified annual leave carryover limits and procedures for unused leave balances.	To ensure consistent administration of leave balances and support workforce planning.
Prior Accrued Leave	Revision	Updated provisions addressing previously accrued leave balances and transition requirements.	To provide clarity regarding existing leave balances and policy implementation.
Annual Leave Pay Out	Revision	Clarified eligibility and procedures for payment of unused annual leave upon separation from employment.	To ensure equitable administration of leave payouts and reduce misunderstandings.
Jury, Civil, and Voting Leave	Revision	Updated employee eligibility and procedures for jury duty, court appearances, and voting leave.	To support employees' civic responsibilities while maintaining operational consistency.
Bereavement Leave	Revision	Clarified eligibility, approved relationships, and leave administration procedures.	To provide compassionate support while ensuring consistent application of the policy.
Military Leave	Revision	Updated military leave provisions to reflect applicable federal and state laws governing military	To maintain compliance with USERRA and support employees serving in the military.

Policy	Type of Change	What Changed	Why
		service and reemployment rights.	
Sick Leave	Revision	Clarified sick leave eligibility, accrual, usage, documentation requirements, and supervisor responsibilities.	To promote consistent administration of sick leave while supporting employee wellness.
Paid Time Off (PTO) Sell-Back	Addition/Revision	Added eligibility requirements, participation guidelines, and procedures for the PTO Sell-Back Program.	To provide employees with additional flexibility in managing accrued leave while maintaining fiscal responsibility.
Family and Medical Leave Act (FMLA)	Revision	Updated FMLA eligibility, qualifying events, employee rights, employer responsibilities, certification requirements, and leave administration procedures.	To ensure compliance with federal law and provide employees with a comprehensive understanding of FMLA benefits and responsibilities.
Donated Leave	Revision	Clarified eligibility, donation procedures, approval requirements, and program administration for the Donated Leave Program.	To establish a fair and consistent process for employees experiencing qualifying hardships.

Key Enhancements

- Modernized leave administration practices.
- Clarified annual and sick leave accrual and usage.
- Strengthened attendance and leave approval procedures.
- Updated FMLA provisions to reflect current legal requirements.
- Improved consistency in military, bereavement, jury, and civic leave administration.
- Expanded guidance regarding PTO Sell-Back and Donated Leave.
- Enhanced employee understanding of leave benefits and supervisor responsibilities.

Chapter 10 – Separations

Overview: Chapter 10 was revised to clarify the City's separation procedures, establish consistent expectations for employees leaving employment, protect City assets, and ensure orderly transitions. The revisions provide greater guidance regarding resignation, separation, exit responsibilities, and employment records while supporting operational continuity and compliance.

Policy	Type of Change	What Changed	Why
Types of Separation	Revision	Updated and clarified the various types of employment separation, including voluntary resignation, retirement, dismissal, reduction in force, and other separation actions.	To establish consistent separation practices and improve employee understanding of separation classifications.
Exit Procedures and Return of City Property	Revision	Clarified employee responsibilities for completing the separation process, participating in exit procedures, and returning City-issued equipment, records, identification, and other property.	To protect City assets, safeguard confidential information, and promote a smooth transition at the end of employment.
Voluntary Resignation	Revision	Updated resignation procedures, notice expectations, and supervisor responsibilities related to employee resignations.	To encourage orderly workforce transitions and provide departments with adequate time to plan for staffing changes.
Job References	Revision	Clarified the City's policy regarding employment verification and the release of employment information to outside organizations.	To ensure consistency, accuracy, and compliance when responding to employment reference requests.
Job Abandonment and Presumptive Resignation	Revision	Clarified the circumstances under which an employee may be considered to have abandoned their position and established procedures for documenting and processing presumptive resignations.	To provide consistent administration of attendance-related separations while protecting the City's operational interests and ensuring due process.

Key Enhancements

- Clarified separation classifications and procedures.
- Strengthened exit process expectations and accountability.
- Improved procedures for returning City property and protecting confidential information.
- Standardized resignation and employment verification practices.
- Clarified the administration of job abandonment and presumptive resignation.
- Improved consistency in offboarding procedures across departments.

CITY OF STOCKBRIDGE

EMPLOYEE POLICY MANUAL

Building a Community of Professionalism, Excellence, Adaptability, Communication, and Ethics



Prepared For: City of Stockbridge Employees	Prepared By: Human Resources Department
Effective Date: 00/00/0000	Updated Date: 00/00/0000

Welcome

Welcome to the City of Stockbridge Employee Policy Manual. This manual serves as a guide to the policies, procedures, expectations, and values that support our commitment to serving the community with excellence.

The City of Stockbridge is dedicated to fostering a professional, respectful, and collaborative workplace where employees are empowered to grow, lead, and make a positive impact.

This manual is designed to provide employees with important information regarding employment practices, workplace expectations, benefits, conduct, and organizational policies.

CITY OF STOCKBRIDGE

Human Resources Department

4640 North Henry Boulevard

Stockbridge, Georgia 30281

Phone: 770-389-7900



Welcome to the City of Stockbridge

Welcome to the City of Stockbridge team.

We are pleased that you have chosen to join an organization dedicated to serving our community with professionalism, integrity, accountability, and excellence. Our employees are our most valuable asset, and the services we provide each day contribute directly to the quality of life for our residents, businesses, and visitors.

This Employee Handbook has been designed to provide you with important information regarding employment policies, benefits, workplace expectations, and available resources. While no handbook can address every situation, it serves as a guide to help you understand your role and responsibilities as a member of the City of Stockbridge team.

We encourage you to familiarize yourself with the contents of this handbook and refer to it whenever questions arise. Your supervisor and the Human Resources Department are available to provide guidance and support throughout your employment.

At the City of Stockbridge, we believe that success is built through collaboration, respect, innovation, and a commitment to public service. We are excited to have you as part of our team and look forward to the contributions you will make to our organization and community.

Thank you for choosing to serve the City of Stockbridge. We wish you success in your career and welcome you to our team.

Together, we are building a stronger Stockbridge.

City of Stockbridge

www.stockbridgega.org/departments/human-resources

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THE CITY OF STOCKBRIDGE

Statement of Philosophy and Mission

Statement of Our Vision

To be the most progressive business and family-oriented community in Metro Atlanta with a focus on enhanced Quality of Life initiatives which promote a sustainable “Live, Work, Play” environment.

Statement of Our 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.

Statement of Our Values

- Professionalism
- Excellence
- Adaptability
- Communications
- Ethics

“We will act in a way that promotes peace and unity.”

THE CITY OF STOCKBRIDGE

Purpose of the Manual

This manual is designed as an advisory guide to assist the City and its supervisors with the effective management of employees. The guidelines contained in this manual are not binding on the City and may be changed, interpreted, modified, revoked, suspended, terminated, or added to by the City, in whole or in part, at any time, at the City's sole option, and without prior notice to employees. This Manual is not meant to address every conceivable situation or issue that may arise in the workplace or to create specific policy to be applied in every instance. Instead, this manual is intended only to give supervisors general advice concerning employee decisions. Of course, this manual and any practice or policy of the City will be applied consistent with all applicable laws and regulations. This manual revoke, replaces, and supersedes any prior manuals, policies, or procedures previously in place and makes ineffective any verbal or written representations contrary to this manual, unless expressly approved by the City Council.

Nothing in this manual is intended to, nor shall it be construed to create a contract of employment of any kind or a property right or entitlement to employment, continued employment, or any specific terms or conditions of employment. Nothing in this Manual is intended to provide any assurance of continued employment. The only exception to this policy is a written employment agreement approved at the discretion of the City Council. Otherwise, all employment with the City is at will and for no specific period of time and may be terminated at any time and for any reason or no reason at all, with or without advance notice.

Chapter 1: Equal Opportunity Employment

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Equal Employment Opportunity Policy	Policy Number: 101.1
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Equal Employment Opportunity Policy

The city is committed to maintaining a workplace that is free of inappropriate or unlawful conduct on the basis of race, color, religion, sex, gender, national origin, age, disability, veteran status, genetic information, or other protected status as provided by law. In keeping with this commitment, the city prohibits the unlawful treatment of employees, including harassment, discrimination, and retaliation, by anyone, including any supervisor, coworker, contractor, subcontractor, vendor, or citizen of the City. It is the City's policy to comply with all applicable federal, state, and local law.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Prohibited Conduct	Policy Number: 101.2
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Prohibited Conduct

Purpose

The City of Stockbridge is committed to providing a workplace free from unlawful harassment, discrimination, and retaliation. Any form of harassment or discrimination based on race, color, religion, sex, pregnancy, childbirth, or related medical conditions, national origin, age, disability, genetic information, veteran status, or any other protected characteristic under applicable federal, state, or local law is strictly prohibited.

Harassment may include, but is not limited to, offensive verbal or physical conduct, jokes, slurs, epithets, threats, intimidation, derogatory comments, unwanted advances, inappropriate displays, or any other conduct that creates an intimidating, hostile, or offensive work environment or interferes with an individual's work performance.

Examples of unacceptable behavior may include, but are not limited to:

- Offensive comments, jokes, or remarks regarding an individual's protected status;
- Unwelcome physical contact or advances;
- Displaying or distributing offensive materials, images, or messages;
- Verbal abuse, threats, ridicule, or intimidation;
- Repeated conduct that creates a hostile, intimidating, or offensive work environment;
- Harassment through electronic communications, social media, text messages, voicemail, or other technology platforms;
- Retaliation against an individual for reporting or participating in an investigation of a complaint.

Reporting Procedures

Employees who believe they have experienced or witnessed harassment, discrimination, or retaliation should report the matter immediately to their supervisor, department director, Human Resources, or any member of management. Employees are not required to report concerns to a supervisor if the supervisor is involved in the alleged conduct.

All complaints will be taken seriously and investigated promptly, thoroughly, and impartially to the extent possible. Employees are expected to cooperate fully in any investigation.

Confidentiality

The City will make reasonable efforts to maintain confidentiality throughout the investigation process. Information will be shared only with those who have a legitimate business need to know in order to investigate and resolve the matter.

Non-Retaliation

Retaliation against any employee who reports a concern, files a complaint, participates in an investigation, or otherwise exercises rights protected by law is strictly prohibited. Any employee found to have engaged in retaliation will be subject to disciplinary action, up to and including termination of employment.

Corrective Action

Any employee who violates this policy will be subject to appropriate corrective or disciplinary action, up to and including termination of employment. The City will take prompt and appropriate action to address violations and prevent future occurrences.

Policy Administration

Questions regarding this policy should be directed to the Human Resources Department. The City of Stockbridge reserves the right to interpret, modify, amend, or discontinue this policy at any time, subject to applicable law.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Americans with Disabilities Act	Policy Number: 101.3
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Americans with Disabilities Act

It is the City's policy to provide equal employment opportunity to applicants and employees with covered disabilities under the Americans with Disabilities Act ("ADA") or other applicable law. This policy applies to all aspects of employment and application for employment. As required by the ADA or other applicable law, the city will provide reasonable accommodations to qualified individuals with a disability in the workplace unless such accommodations present an undue hardship or if the individual is a direct threat to the health or safety of the individual or others.

An individual with a disability may request a reasonable accommodation at any time during the application process or during employment. Reasonable accommodations are changes made to the work environment or to the manner or circumstances in which the job customarily is performed that allow an individual with a disability to perform all essential job functions. The city is not required, however, to provide an accommodation if doing so would cause an undue hardship to the City or if the individual is a direct threat to the health or safety of the individual or others in the workplace.

All requests for accommodation will be addressed in connection with an interactive dialogue with the affected individual. To request an accommodation, which may include unpaid leave or modification of your working environment, an individual should complete an Accommodation Request Form (which is available in the City Clerk's office) and return it to the Human Resources Director.

Upon receiving a request for accommodation, the City will seek an interactive process with the individual to clarify his or her needs and identify the appropriate reasonable accommodation. During this process, the City may request reasonable documentation, including medical documentation, of the individual's disability and the need for a reasonable accommodation. Failure to provide required medical information or to otherwise participate in a meaningful way in the interactive dialogue process regarding an accommodation request may result in denial of an accommodation. Because of the personal nature of some disability issues, the City will make every reasonable effort to ensure confidentiality during the review process.

Individuals will be notified of the City's decision regarding their request for an accommodation. Any individual believing that a reasonable accommodation has not been provided should follow the City's Complaint Procedure set forth in this Chapter.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Employment Eligibility Verification	Policy Number: 101.4
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Employment Eligibility Verification

Purpose

The City of Stockbridge complies with all applicable federal and state laws regarding employment eligibility verification. As a condition of employment, all newly hired employees must provide documentation establishing their identity and authorization to work in the United States.

I-9 Employment Verification

Federal law requires all employers to verify the identity and employment eligibility of each employee hired after November 6, 1986. Employees must complete Section 1 of the Employment Eligibility Verification Form (Form I-9) on or before their first day of employment and provide acceptable documentation as required by federal law.

E-Verify

The City of Stockbridge participates in the federal E-Verify program. E-Verify is an internet-based system operated by the U.S. Department of Homeland Security in partnership with the Social Security Administration that electronically confirms employment eligibility by comparing information provided on an employee's Form I-9 with government records.

Compliance

Failure to provide required documentation or successfully complete the employment eligibility verification process may affect an individual's eligibility for employment with the City. The City will maintain all employment verification records in accordance with applicable laws and regulations.

Notices regarding E-Verify participation and employee rights are posted in accordance with federal and state requirements.

Chapter 2: Complaint Procedures

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Complaint Procedure	Policy Number: 102.1
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Complaint Procedure

The City is committed to maintaining a workplace free from unlawful conduct, policy violations, unethical behavior, retaliation, discrimination, harassment, and other inappropriate conduct. Employees are encouraged to promptly report concerns so they may be appropriately reviewed and addressed.

Employees who believe they have experienced, witnessed, or become aware of:

- Harassment or discrimination;
- Retaliation;
- Improper denial of a request for accommodation;
- Improper denial of leave rights under applicable law;
- Violations of City policies, procedures, or ethical standards;
- Wage and hour violations;
- Abuse of authority;
- Misconduct by employees, supervisors, managers, Department Directors, appointed officials, elected officials, contractors, vendors, or other individuals conducting business with the City; or
- Any other unlawful, unethical, inappropriate, or concerning conduct;
- should promptly report the matter to Human Resources, preferably in writing.

Employees are specifically authorized to bypass their chain of command when making a complaint and may report concerns directly to Human Resources without first notifying their supervisor.

Alternative Reporting Channels

If the complaint involves the employee's supervisor, Department Director, or another management official, the employee may report the concern directly to the Human Resources Director.

If the complaint involves the Human Resources Director, the complaint may be reported directly to the City Manager.

If the complaint involves the City Manager, the complaint may be reported directly to the Mayor.

If the complaint involves an elected official, appointed official, or circumstances in which the employee reasonably believes normal reporting channels present a conflict of interest, the complaint may be submitted directly to the Mayor, City Council, City Attorney, or another authority designated by the City to receive and investigate such complaints.

The City will review complaints as promptly and confidentially as practicable and will take appropriate corrective action when warranted.

Protection Against Retaliation

Retaliation against any employee who in good faith reports a concern, participates in an investigation, provides information, or otherwise exercises rights under this policy is strictly prohibited. Any employee found to have engaged in retaliation may be subject to disciplinary action, up to and including termination.

Nothing in this policy prevents an employee from reporting concerns to an appropriate government agency or exercising rights protected by federal or state law.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Review of Complaint	Policy Number: 102.2
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Review of Complaint

The city will undertake an objective and appropriate review of any complaint and expects all employees to fully cooperate with internal investigations that may be conducted by the city. To the extent practicable and appropriate, the City will keep any complaint and the terms of its resolution confidential. The city will take corrective action as deemed appropriate, including such discipline up to and including termination of employment. The city will undertake corrective action to stop inappropriate conduct before it rises to the level of an unlawful action. You will be notified about the outcome of your complaint. If you have any questions about the status of your complaint at any time, you should contact the Human Resources Director at the telephone number and address below.

Human Resources Department

4640 North Henry Boulevard

Stockbridge, Georgia 30281

Phone: 770-389-7900

Each employee also should be aware that he or she has the right to file a charge of discrimination with the Equal Employment Opportunity Commission (EEOC) or other state agency as provided by law. According to the EEOC, the deadline for filing any such charge runs from the last date of unlawful conduct, not from the date that the complaint is resolved.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Intentionally False Claims	Policy Number: 102.3
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Intentionally False Claims

The City recognizes that intentional or malicious false accusations of misconduct can have a serious effect on innocent people. Individuals making such false accusations of misconduct will be disciplined in accordance with the nature and extent of his or her false accusation. The City encourages any employee to raise questions he or she may have regarding misconduct or this Policy with the Human Resources Director.

Chapter 3: Recruitment and Selection

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Filling Vacant Positions	Policy Number: 103.1
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Filling Vacant Positions

Department Heads are responsible for notifying the Human Resources Director of vacant or soon-to-be-vacant positions in their department by submitting a Personnel Action Form. The notification should include the class, title, and salary range. The Human Resources Director should then post a vacancy announcement at City Hall and on the City's official website. All vacancy announcements should be posted for a minimum of three (3) business days.

Employees interested in applying for a posted position must complete an application and submit it along with a current resume to the Human Resources Director by the specified deadline. Employees may be considered for an interview only after their personnel file has been reviewed and is considered satisfactory, and after it is determined that they meet the minimum qualifications of the posted position. If the application deadline date has passed, but no hiring decision has been made, employees may still apply for the vacant position and may be considered for the position along with external applicants in the manner set forth herein.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Recruitment for Vacant Positions	Policy Number: 103.2
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Recruitment for Vacant Positions

Except as provided for herein, to recruit for vacant positions, when necessary, the Human Resources Director should publicize such vacancies by posting vacancies on the City's official website promptly so that interested candidates have an opportunity to apply. The Human Resources Director may also advertise the vacancies in the newspaper of record for the City and/or County, as well as on industry and Internet websites. However, vacancies do not have to be publicly advertised as described herein if internal applicants from within the City have already applied for the job, are qualified, and are recommended for the position by the applicable Department Head.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Employment Applications	Policy Number: 103.3
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Employment Applications

All applications for employment with the City shall be submitted through the City's designated online recruitment portal and will only be accepted for advertised or otherwise authorized vacancies. Applicants shall provide all information requested through the application process, including education, training, experience, work history, and any other information necessary to evaluate qualifications for employment.

Applications must be completed accurately and submitted by the established closing date and time, if applicable. Incomplete applications, false statements, misrepresentations, or omissions of material information may result in disqualification from consideration or dismissal from employment. If a position remains vacant due to an insufficient number of qualified applicants or applications, the City may extend the posting period or continue accepting applications as deemed appropriate.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Disqualification	Policy Number: 103.4
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Disqualification

The City Manager, the Department Head, or the Human Resources Director may reject from further consideration any application or applicant in their discretion for reasons, including, but not limited to:

- A. The applicant does not meet the minimum qualifications established for the position.
- B. The applicant has not submitted a properly completed employment application form.
- C. The applicant failed to submit his or her application by the specified deadline.
- D. The applicant has made a false statement in the application, or otherwise practices deception in his or her application.
- E. The applicant has an unsatisfactory employment history of such a nature as to demonstrate unsuitability for employment by the city or the position sought.
- F. After a conditional offer of employment has been made to applicants that failed to successfully pass a medical examination and/or drug test.
- G. The applicant is not eligible for employment in the United States.
- H. The applicant has used or attempted to use political pressure or bribery to secure an advantage in the examination or in employment.
- I. The applicant has previously been dismissed from a position in the city or other public service.
- J. The applicant has taken part in the compilation, administration, or correction of the examination for a position and is an examinee for that position.
- K. The applicant has directly or indirectly obtained information regarding an examination for a position and is an examinee for that position;
- L. The applicant for promotion has received less than a “satisfactory” performance appraisal within twelve months prior to the closing date for receipt of applications.
- M. The applicant is not believed to have the necessary skills, training, or experience required for the job, or is believed not to have a sufficient history of satisfactory job performance or conduct on the job.
- N. The applicant has otherwise violated the provisions of these rules or is barred from employment as otherwise outlined herein.
- O. The applicant does not receive employment references that satisfy the City Manager, Department Head, or the Human Resources Director; and
- P. The City Manager, Department Head, or Human Resources Director believes there are other candidates who are more qualified, more experienced, better suited, or preferable for the job.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Selection	Policy Number: 103.5
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Selection

The City Manager, Department Head, Human Resources Director, or his or her designee will review all employment applications to determine whether applicants meet the qualifications for the position. Where appropriate, examinations or assessments may be used, which may be written, oral, computer-based, or a combination of these exercises. In all cases, any examination or assessment shall be job-related. Examination of employees may also consist of a review of educational experience necessary to perform the duties of the position or any other criteria deemed necessary to evaluate qualification.

The desired candidate will be selected from among the qualified applicants for the position. Thereafter, the applicant may receive a conditional job offer contingent upon the applicant successfully completing any other requirements, such as a medical examination and/or drug test, where required.

Nothing in this Manual shall prevent the City from closing or suspending a vacancy notice and choosing not to fill a position in its discretion.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Starting Salary Placement	Policy Number: 103.6
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Starting Salary Placement

The starting salary of a newly hired exempt or non-exempt employee shall be established at the minimum rate of the assigned pay grade.

Exceptions may be approved when:

- A. A shortage of qualified applicants exists at the minimum rate of the pay grade.
- B. The applicant's qualifications, experience, education, certifications, or specialized skills exceed the minimum requirements of the position.
- C. The applicant does not fully meet the minimum qualifications of the position but demonstrates the ability to meet those requirements within a designated probationary period.

In these circumstances, or when other extenuating factors warrant consideration, the Human Resources Director and City Manager may authorize a starting salary above the minimum rate of the assigned pay grade. Requests for salaries above the minimum rate must be supported by appropriate documentation demonstrating the business need and the candidate's qualifications.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: New Employee Orientation and Onboarding	Policy Number: 103.7
Effective Date: 00/00/0000	Revision Date: 00/00/0000

New Employee Orientation and Onboarding

The City is committed to providing a structured onboarding process that supports employee success, promotes engagement, and ensures employees understand their responsibilities, performance expectations, and the policies governing their employment.

All newly hired employees shall participate in the City's onboarding and orientation process as prescribed by the Human Resources Department.

The onboarding process may include, but is not limited to:

- A. Completion of all required employment documentation;
- B. Review of employee benefits and enrollment materials;
- C. Review of workplace safety procedures and emergency protocols;
- D. Technology and system access training;
- E. Departmental orientation and job-specific training;
- F. Review of City policies, procedures, and workplace expectations;
- G. Introduction to the City's mission, values, organizational structure, and customer service standards; and
- H. Any additional training or orientation requirements established by Human Resources or the employee's department.

As part of the onboarding process, employees shall be provided access to the Personnel Manual and shall acknowledge receipt and understanding of applicable City policies through the City's designated Human Resources Information System (HRIS) or other approved method.

Employees shall also review and acknowledge receipt of their current job description, including the essential functions, qualifications, physical requirements, and performance expectations associated with their position.

Supervisors are responsible for ensuring that employees receive appropriate onboarding, training, and performance expectations necessary to successfully perform their assigned duties.

The Human Resources Department shall establish onboarding procedures, training requirements, and documentation standards necessary to administer this policy.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Position Reclassification	Policy Number: 103.8
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Position Reclassification

The City conducts position reclassification reviews as part of the annual budget development process. Departments requesting a reclassification must submit a completed Reclassification Request Form and any supporting documentation by the deadlines established by Human Resources and the Finance Department.

Reclassification requests shall be evaluated based on substantial and permanent changes in the duties, responsibilities, scope, complexity, or requirements of a position. Requests may also be considered when operational changes, service demands, organizational restructuring, or regulatory requirements significantly alter the nature of the work performed.

The following factors, by themselves, shall not constitute justification for reclassification:

- A. Length of service or seniority;
- B. Employee performance;
- C. Volume of work without a corresponding change in the level or nature of responsibilities; or
- D. Recruitment or retention concerns.

The Human Resources Department shall review all requests and make recommendations regarding the appropriate classification of positions. Final approval of reclassification requests shall be subject to budgetary considerations and approval by the City Manager.

Reclassification requests will generally be considered only during the annual budget process. However, the Human Resources Director and City Manager may approve an exception when special circumstances exist, including but not limited to significant organizational changes, regulatory requirements, operational necessity, or situations where the reclassification will not result in a budgetary impact.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Promotion	Policy Number: 103.9
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Promotion

A promotion occurs when an employee is appointed to a position assigned to a higher pay grade and involving greater responsibility, complexity, authority, or accountability.

Employees selected for promotion must meet the minimum qualifications established for the position.

Promoted employees shall serve a promotional probationary period in accordance with the City's probationary period policy.

Upon promotion, an employee shall receive either:

- A. A five percent (5%) increase above the employee's current base salary; or
 - B. The minimum salary of the new pay grade;
- whichever is greater.

In no event shall the employee's salary exceed the maximum rate of the assigned pay grade unless otherwise authorized by the City Manager.

The Human Resources Director shall review all promotional salary recommendations for compliance with the City's compensation plan and internal equity considerations.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Transfers	Policy Number: 103.10
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Transfers

A transfer is the movement of an employee from one position to another position within the same pay grade. Transfers may occur within a department or between departments based on operational needs, employee development opportunities, or organizational requirements.

A transfer does not normally result in a change in compensation.

Employees transferred to a new position may be required to serve a probationary period if the Human Resources Director determines that the duties and responsibilities of the new position differ substantially from those of the employee's previous position.

All transfers are subject to approval by the receiving department, the Human Resources Director, and the City Manager or designee.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Demotion	Policy Number: 103.11
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Demotion

A demotion occurs when an employee is assigned to a position in a lower pay grade than the position previously held.

Demotions may be voluntary or involuntary and may occur as a result of organizational restructuring, disciplinary action, inability to satisfactorily perform assigned duties, employee request, or other business necessity.

An employee who is demoted shall receive a reduction in compensation commensurate with the pay grade assigned to the new position. The Human Resources Director shall recommend the employee's salary placement within the lower pay grade based on internal equity, qualifications, experience, and budgetary considerations. Final approval shall be granted by the City Manager.

Employees who voluntarily request a demotion may be required to serve a probationary period in the new position.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Appointment of Positions and Department Heads	Policy Number: 103.12
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Appointment of Positions and Department Heads

The City Manager shall employ all authorized budgeted positions of the City, provided that exceptions from the power of this employment are those offices and employees who, by City Charter, are appointed or selected by the Mayor or City Council. The mayor and/or City Council shall make all appointments to fill positions where so authorized by the City Charter. In addition, when the position of any Department Head appointed by the is to be filled, or when the status of the current Department Head is changed by administrative action, the provisions of Georgia state law creating the City shall supersede the provisions of this chapter. They shall govern with regard to the special powers and authorities of the Mayor and City Council.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Employment of Relatives	Policy Number: 103.13
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Employment of Relatives

It is the City's policy not to employ relatives by blood or marriage within the same department. If a conflict of this policy occurs because of the marriage of two employees, one employee will be transferred in order to comply with this policy. If a transfer violates this policy, it may be denied. For purposes of this policy, relatives include an employee's spouse, children, stepchildren, mother, father, mother-in-law, father-in-law, brothers, and sisters. The definition is extended to any other person who is domiciled in the employee's household and who is otherwise recognized by law as a dependent of the employee

No person related to the mayor, or any member of the City Council, or any employee appointed by the Mayor or City Council shall be appointed or selected to any office, position, clerkship, or other position of employment or service with the City. In addition, the City Manager shall not approve the appointment to any supervisor's work group any person who is related to that supervisor, nor shall the appointment of any member of the immediate family of any Department Head be approved. No family member of any elected or appointed official of the City shall be hired into a position that violates the above policy for the duration of that elected or appointed official's term of office.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Approved Exceptions from Vacancy Announcements	Policy Number: 103.14
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Approved Exceptions from Vacancy Announcements

While it is anticipated that most job vacancies will meet the criteria for posting, there may be circumstances that do not warrant advertising certain positions. The following is a non- exhaustive listing of special staffing situations that may be exempted from the competitive job posting process:

- A. Appointed Positions (internal promotion).
- B. Reassignments or voluntary transfers at the same or lower pay grade level.
- C. Management directed reassignments at the same or lower pay grade level.
- D. Reorganizations and reductions in force that require reassignment of affected staff to newly created or existing vacancies.
- E. Reclassifications of jobs that are currently encumbered result in a higher pay grade level.
- F. Internal promotions are similar to position upgrades and likewise “may” not require external job postings unless no qualified applications apply.; and
- G. Other reassignments are necessary to implement this Manual.

Chapter 4: Employment Policies and Procedures

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Employee Policy Manual Administration and Amendments	Policy Number: 104.1
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Employee Policy Manual Administration and Amendments

This Employee Policy Manual is intended to provide employees with information regarding the City's employment policies, procedures, benefits, workplace expectations, and personnel practices. The Manual is designed to promote consistency, fairness, accountability, and effective municipal operations.

The City reserves the right to interpret, modify, amend, suspend, or discontinue any provision of this Employee Policy Manual at any time, with or without notice, as permitted by law. Nothing contained in this Manual shall be construed as creating a contract of employment or guaranteeing employment for any specific duration.

The Human Resources Department shall periodically review this Employee Policy Manual and may recommend revisions as necessary to ensure compliance with federal and state laws, organizational needs, operational requirements, and human resources best practices.

Amendments to this Employee Policy Manual shall become effective upon approval by the City Council, City Manager, or other authority designated by law or City policy.

Employees are responsible for complying with all current policies and procedures, including any amendments issued after publication of this Manual.

A record of substantive amendments and revisions shall be maintained in the **Employee Policy Manual Revision History** located at the conclusion of this Manual.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: At-Will Policy	Policy Number: 104.2
Effective Date: 00/00/0000	Revision Date: 00/00/0000

At-Will Policy

Employment with the City is voluntary and at-will, meaning that the relationship between the city and all of its employees is subject to termination by the employee or the city at-will as defined in O.C.G.A. § 34-7-1, with or without cause, and with or without notice, at any time at the option of the City or the employee. Nothing in these policies should be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of any employee of the City.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the City Council. This Manual is not intended to be and shall not be construed as creating a contract of employment of any kind.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Introduction Period	Policy Number: 104.3
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Introduction Period

All new employees hired by the City shall serve an introductory period of three hundred sixty-five (365) days (twelve (12) months) from the date of employment. This introductory period is intended primarily to allow both the City and the employee to determine whether the employee can adequately perform the duties of the position and whether the position is a good fit for the employee.

This policy also applies to employees who are promoted to a higher-level position or transferred to a different position, regardless of pay grade level. At the conclusion of the introductory period, the employee's performance shall be reviewed and a determination made regarding continued employment or the successful completion of the introductory period.

If additional time is needed to evaluate an employee's performance, the Department Head may request an extension of the introductory period, subject to approval by the Human Resources Director and City Manager.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Reduction in Force	Policy Number: 104.4
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Reduction in Force

A lay-off or reduction in force is an involuntary separation of an employee from employment with the City, which has been made necessary due to shortage of funds or work, the elimination of the employee's job position, changes in the duties or organization of the position or department, or for other reasons which are generally outside the employee's control.

When a reduction in force becomes necessary, the City Manager shall confer with other appropriate officials to ensure that the reduction is carried out appropriately and orderly. The following guidelines and procedures shall apply to any reduction in force:

- A. The City Manager, upon direction by the Mayor and City Council, will determine the number of positions to be affected in each department.
- B. The City Manager will prepare a list of all employee(s) within each department. The list should identify each employee's name along with his or her date of hire with the City, current status (e.g., regular, probationary period, temporary, part-time, full-time, etc.), job title, and exempt/non-exempt status.
- C. The City Manager will provide each department's list to the appropriate Department Head with instructions to select the required number of employees for layoff or reduction. Each Department Head will then review the list and any other information he or she deems relevant and identify the required number of employees for layoff or reduction. Such layoff or reduction decisions may be based on any and all factors deemed relevant to the Department Head, and may include, but are not limited to, the following: consideration of the value of employees to the City in terms of meeting operating requirements, the qualifications and performance of individuals, performance appraisal history, job criticality, any information contained in each employee's personnel file, information and/or recommendations received from the City Manager or other sources, and length of employment with the City.
- D. Each Department Head will meet with the City Manager and provide him or her with the names of the employees selected for layoff and reduction and the reasons for their selection. The City Manager will review and evaluate the Department Head's selections and reasons. The City Manager may accept, reject, or modify the selections recommended by the Department Head. All selections must be approved by the City Manager for layoff or reduction to occur. The City Manager's decision may be based on all factors deemed relevant to the City Manager, including all the factors set forth above regarding the Department Head's decision.
- E. Generally, non-regular status employees within a classification, and those in emergency and temporary positions, should be the first to be separated, unless circumstances require otherwise.
- F. If a regular status employee is scheduled to be separated and there is a vacancy in a lower classification, the employee will have the opportunity to apply for the vacancy and be considered to demote into the lower classification if he or she is qualified to fill the position and is otherwise in

good standing with the City. The determination of qualifications and good standing shall be made by the City Manager.

- G. The Mayor and City Council retain final authority over all reallocations, reorganizations, and reductions in force or other changes in human resource matters within the City. Any lay-off or reduction in force shall be conducted in accordance with applicable federal and state law.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Fraternization Policy	Policy Number: 104.5
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Fraternization Policy

The city prohibits dating or romantic relationships between a supervisor and a subordinate employee who reports either directly or indirectly to that supervisor. This prohibition applies to all employees regardless of whether the position is appointed or elected, and regardless of their marital status. In the event a supervisor and subordinate desire to date or enter into a romantic relationship, the supervisor should immediately notify the Human Resources Director

so that the city may take appropriate steps to avoid any adverse impact in the workplace. This may include the transfer, reassignment, or resignation of one (or both) of the employees involved. The City may, at its discretion, also require any participants in a consensual romantic and/or sexual relationship to execute a Consensual Relationship Agreement. The City will address these situations as confidentially and discreetly as possible. When a violation of this policy is determined to have occurred, appropriate disciplinary action, up to and including discharge, will be taken. Please also see the City's Policy on the Employment of Relatives.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Workplace Violence Policy	Policy Number: 104.6
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Workplace Violence Policy

The city is committed to providing its employees a safe environment for working and conducting business. In this regard, the city will not tolerate any threats, threatening behavior, acts of violence, or any related disruptive conduct which interferes with or disrupts the City’s safe working environment. This prohibition applies to City employees, vendors, customers, and visitors, whether or not the conduct occurs on or off City property.

Threats, threatening behavior, acts of violence, or related disruptive conduct includes conduct against persons or property that is sufficiently severe, offensive, or intimidating that it disturbs, interferes with, or prevents normal work functions or activities. Specific examples of conduct that may be considered “threats, threatening behavior, acts of violence, or any related disruptive conduct” include, but are not limited to, the following:

- A. Hitting or shoving an individual;
- B. Threatening to harm an individual or his or her family, friends, or associates, or their property;
- C. The intentional destruction or threat of destruction of property owned, operated, or controlled by the City;
- D. Harassing or threatening individuals through any form of written or electronic communications;
- E. Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the City;
- F. Harassing surveillance of another City employee and making a credible threat with intent to place the other person in reasonable fear of his or her safety; and
- G. Unlawful possession of firearms, weapons, or any other dangerous devices on City property, except as provided for by the Business Security and Employee Privacy Act, which, subject to several exceptions, allows employees who are licensed to carry concealed weapons to store firearms in their vehicles while on City property, as long as the firearm is properly concealed in a glove box, trunk, or other enclosed compartment within the vehicle.

All employees are responsible for refraining from making threats; engaging in threatening behavior, acts of violence, or related disruptive conduct; and for seeking assistance to resolve personal issues that may lead to acts of violence in the workplace. If you feel that you have experienced or witnessed conduct that is prohibited under this policy, you are to follow the City’s Complaint Procedure set forth in this Manual.

The City of Stockbridge is committed to maintaining a workplace that is free of violence. Every employee should clearly understand what workplace violence means and their role in preventing it. Leadership recognizes the potential for violence in the workplace and will make every reasonable effort to identify all potential sources of such risk, for the purpose of eliminating or minimizing threats to the work environment by enforcing its workplace violence policy.

The City of Stockbridge will not tolerate any type of violence, including bullying, harassment and/or stalking, within the workplace during work-related activities or those activities that start on city property and are perpetuated away from city grounds.

Applicability and Scope

This policy applies to all COS employees, contractors, and visitors who encounter and/or witness the threat of violence, including bullying, harassment, and/or stalking.

Workplace Violence includes, but is not limited to the following behaviors:

Threat (verbal or written): A communicated intent to inflict harm on any person or property by some malicious act including the following:

A **direct threat** is clear and explicit communication, distinctly indicating that the potential offender intends to do harm. Situational examples include statements such as, "I am going to make you pay for what you did to me."

A **conditional threat** includes actions such as taking an aggressive posture by standing over or blocking an entrance/exit to a door. Situational examples include statements such as, "If you don't leave me alone you will regret it," which leaves little to no doubt in the mind of the victim that the perpetrator intends to harm.

Psychological Abuse: is defined as a behavior that potentially lowers self-esteem and/or self-efficacy, creating a perception of being targeted, threatened, or intimidated. Like other forms of abuse, psychological abuse is based on power and control. Situational examples include actions such as swearing, cussing, put-downs name-calling, labeling the victim in a derogatory manner, such as stupid, crazy, or irrational; involves acts of humiliation, extreme jealous behavior, attacking the victim's self-esteem in other ways; it can also include damaging personal property.

Workplace Bullying: is defined as aggressive behavior that is intentional and that involves an imbalance of power (whether actual or perceived). A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending themselves.

Workplace Harassment: is defined as belittling, threatening, or any other hostile behavior directed at an individual worker including domestic or intimate partner, or any other covered person.

Confidentiality

To protect the privacy of all people involved, confidentiality will be exercised throughout the investigatory process to the greatest extent practicable. Since the city is subject to the Open Records act, and the Open Meetings Acts, absolute confidentiality cannot be assured.

Complaint Reporting and Investigation Procedures:

The City of Stockbridge Employees are responsible for notifying Human Resources of any threats which they have witnessed, received, or have been told that another person has witnessed or received-including those related to partner violence. Even without an actual threat, employees should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related, might be carried out on a city-controlled site, or is connected to company employment. Employees are responsible for reporting such behavior regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) being threatened or were the focus of the threatening behavior. If the designated representative is not available, employees should report the threat to their supervisor or another member of the management team.

City of Stockbridge understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s). Consistent with the values of the City of Stockbridge, people should act in ways that maintain respect and dignity for individuals, while acting in an accountable and swift manner to address the situation.

Designated Human Resource Representative - All departments are responsible to notify the Human Resource department of threats and/or incidents of workplace violence following immediate notification of their direct supervisor or department Human Resources Representative. Human Resources department will act as the designated Human Resources Representative.

Generally, department management will be responsible for ensuring notification is received by the Human Resources Department. However, a participant in and/or witness to a violence incident may contact Human Resources directly by phone, or in person:

Complaint Procedure:

The complaint will be reduced to a written statement, on an appropriate form, by the employee/complainant and presented to the department's Human Resources Representative. An accurate record of objectionable behavior is necessary to resolve a complaint of bullying or workplace violence.

- A. The department's Human Resources Representative will review the complaint to ensure that the issue is appropriate for the anti-bullying and workplace violence complaint process. If it is incomplete, the department's Human Resources Representative will seek clarification.
- B. The department's Human Resources Representative will forward the complaint, on the appropriate form, to the City Attorney and/or Employment Attorney.
- C. An investigation of the complaint will be initiated by the Human Resources Department.
- D. Upon completion of the investigation, the City Attorney and/or Employment Attorney will receive a report of the investigation, with recommendations for appropriate resolution or corrective action, to the City Manager for review and any recommended changes.

- E. If the investigation report indicates that there is reasonable cause to believe that bullying or workplace violence has occurred, the department head shall initiate disciplinary actions as appropriate.

The City of Stockbridge strictly prohibits the use of violence or threats of violence in the workplace and views such actions/behaviors very seriously. Therefore, possession of weapons in the workplace, threats, threatening or menacing behavior, stalking, or acts of violence against any employee, visitor, guest, or other individual(s) by anyone on City of Stockbridge property will not be tolerated. Violations of this policy will lead to disciplinary actions up to and including termination of employment and the involvement of appropriate law enforcement authorities as needed.

Employees who engage in workplace violence behaviors are subject to disciplinary action which could include a written warning, suspension, demotion, or dismissal. In addition, retaliation against someone for filing a bullying complaint is also unacceptable and could result in disciplinary actions including a written warning, suspension, demotion, or dismissal.

When threatening behavior is exhibited, harassing behavior is exhibited, or acts of violence are committed; the City of Stockbridge will initiate an appropriate response. This response may include, but is not limited to, evaluation by City Manager, suspension and/or termination of any business relationship, reassignment of job duties, suspension, or termination of employment. No existing City of Stockbridge policy, practice, or procedure shall supersede or prohibit decisions designed to prevent a threat from being carried out, violence from occurring, or a life- threatening situation from developing.

Intimate Partner Violence and the Workplace

The city of Stockbridge recognizes the impact of intimate partner violence in the workplace. Intimate partner violence is defined by City of Stockbridge as abusive behavior occurring between two people in an intimate relationship. It may include physical violence, sexual, emotional, and psychological intimidation, verbal abuse, or stalking and economic control. The city of Stockbridge is committed to raising awareness of intimate partner violence as well as providing guidance for employees and management to address the occurrence of intimate partner violence and its effects on the workplace. The city of Stockbridge intends to make assistance available to employees experiencing intimate partner violence. This assistance may include confidential means of requesting help, resource and referral information, special considerations at the workplace for employee safety, work schedule adjustments, or leave necessary to obtain medical, counseling, or legal assistance, workplace relocation (if available), security involvement to ensure the threatening individual does not enter the premises. When responding to intimate partner violence, the City of Stockbridge will maintain appropriate confidentiality and respect for the rights of the parties involved. The city of Stockbridge intends to publish, maintain, and post in locations of high visibility a list of resources for survivors and perpetrators of intimate partner violence.

Employee Training Requirements:

Training will increase the understanding of prevention, mitigation, preparation, and response to active shooter threats. Safety training will increase awareness and assist employees in recognizing potential signs of an individual who may show the propensity of violent behavior that can lead to workplace violence or an active shooter event.

To ensure the safety of all employees, annual safety training is a requirement of all city employees.

Existing Employees: Are required to attend Occupational Safety & Health Training annually. This includes a training module dedicated to Workplace Violence with an emphasis on active shooter events and procedures.

New/Extra Help/Temporary Employees: Employees who fall into the categories listed (new, extra help and temporary) are required to attend Safety & Health training within their first 30 days of employment and will be retrained annually

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Tobacco and Smokefree Workplace	Policy Number: 104.7
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Tobacco and Smoke-Free Workplace

The use of tobacco products, electronic nicotine delivery systems (ENDS), vaping devices, and smokeless tobacco is prohibited while employees are on duty and in the following locations:

- A. In City-owned or leased buildings and facilities;
- B. In City-owned or leased vehicles and equipment;
- C. On City-owned or leased property;
- D. At City-sponsored events or activities;
- E. While wearing a City uniform, badge, logo, or other City-issued identification in public.

For purposes of this policy, tobacco products include, but are not limited to, cigarettes, cigars, pipes, smokeless tobacco, snuff, chewing tobacco, and similar products. Electronic nicotine delivery systems include electronic cigarettes (e-cigarettes), vape pens, electronic cigars, electronic pipes, and other devices used to deliver nicotine or other inhaled substances.

The use of nicotine replacement products approved by the U.S. Food and Drug Administration (FDA), including nicotine gum, patches, lozenges, or similar cessation aids, is permitted and is not prohibited by this policy.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Drug and Alcohol-Free Workplace	Policy Number: 104.8
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Drug-Free and Alcohol-Free Workplace

The City is committed to maintaining a safe, healthy, and productive workplace. Employees are prohibited from reporting to work, remaining at work, or performing City business while impaired by alcohol, illegal drugs, controlled substances, or the misuse of prescription or over-the-counter medications.

Employees shall not:

- A. Use, possess, manufacture, distribute, dispense, purchase, sell, or be under the influence of alcohol, illegal drugs, or controlled substances while on duty, conducting City business, operating City vehicles or equipment, or while on City property.
- B. Report to work or remain at work with a prohibited level of alcohol or controlled substances in their system.
- C. Misuse prescription or over-the-counter medications in a manner that impairs the safe and effective performance of assigned duties.
- D. Refuse to submit to a required drug or alcohol test.
- E. Tamper with, adulterate, substitute, or otherwise interfere with the testing process.

Alcohol Concentration Levels

Employees shall not perform work duties with a Breath Alcohol Concentration (BAC) of two hundredths (0.02) or greater. A confirmed BAC of two hundredths (0.02) or greater may result in removal from duty and disciplinary action. A confirmed BAC of four hundredths (0.04) or greater shall be considered a violation of this policy and may result in disciplinary action up to and including termination.

Drug Test Name Tolerance Level

Amphetamine/Meth.	1000	nanograms/milliliter
Cannabinoids	50	nanograms/milliliter
Cocaine Metabolite	300	nanograms/milliliter
Opiates	2000	nanograms/milliliter
Phencyclidine	25	nanograms/milliliter
Barbiturates	200	nanograms/milliliter
Benzodiazepine	200	nanograms/milliliter

Prescription and Over-the-Counter Medications

Employees taking prescription or over-the-counter medications that may impair their ability to safely perform their duties shall notify their supervisor or the Human Resources Director before reporting to work. Employees will not be required to disclose confidential medical information beyond what is necessary to determine fitness for duty and workplace safety.

Drug and Alcohol Testing

The City reserves the right to require drug and alcohol testing in accordance with applicable laws and City procedures, including but not limited to:

- A. Pre-employment testing;
- B. Reasonable suspicion testing;
- C. Post-accident testing;
- D. Return-to-duty testing;
- E. Follow-up testing; and
- F. Random testing for employees in designated safety-sensitive positions.

Notification of Arrests and Convictions

Employees shall notify the Human Resources Director within five (5) calendar days of any arrest, citation, charge, conviction, plea of guilty, plea of nolo contendere, or other disposition involving:

- A. Illegal drugs or controlled substances;
- B. Driving under the influence (DUI), driving while intoxicated (DWI), or similar offenses;
- C. Any criminal offense that may affect the employee's ability to perform assigned duties, maintain required licenses or certifications, operate City vehicles or equipment, or otherwise impact employment with the City.

Failure to provide the required notification may result in disciplinary action, up to and including termination.

Violations

Any employee who violates this policy may be subject to disciplinary action, up to and including termination of employment. The City reserves the right to remove an employee from duty whenever there is a reasonable belief that the employee's ability to safely or effectively perform assigned duties has been impaired.

Employee Assistance

The City will attempt to assist employees who voluntarily report substance abuse problems prior to a positive test in finding effective treatment. For more detailed information regarding providers of employee assistance, including drug and alcohol abuse, mental health providers, and other persons, entities, or organizations available to assist employees with personal or behavioral problems, any employee may contact the Human Resources Director. The City maintains a resource file of such providers, which will be available upon request to the Human Resources Director.

Confidentiality

All reports of test results for drug and alcohol, searches, or any employee referral, or participation in an assistance program will be treated as confidential. Any unlawful or unauthorized access to or disclosure of such information by an employee is prohibited and may subject the employee to disciplinary action, up to and including termination of employment. The confidentiality of such information shall not apply to any

use by or communication to the City Attorney, or where the information is relevant to the City's defense in an administrative or legal action. Such information may also be disclosed to the extent required by any federal, state or local law, statute, ordinance, or regulation.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Use of Technology Resources	Policy Number: 104.9
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Use of Technology Resources

Purpose and Application

The city provides a variety of technology resources to its employees for purposes of its business operations and to help employees perform their jobs. While these technology resources are often necessary and helpful tools, they also pose risks and must be used with common sense and good judgment. As such, the City has developed this policy to establish guidelines for the use of its technological resources. For purposes of this policy, the City uses the term “technology resources” to refer generally to all of the City’s network and electronic resources, such as computers, software, networks, email systems, telephones and mobile phones, voicemail systems, fax machines, Internet access, etc.

Business Use Only

The use of the City’s technology resources is for City business and is to be used for authorized purposes only. The City’s technology resources are established, maintained, and provided by the City for employees to use for the performance of their job duties and the furtherance of the City’s business. As such, use of the City’s technological resources should be limited to business use only.

The City recognizes, however, that some personal use by employees of its technological resources may be necessary at times. As such, employees may use the City’s technology resources for personal reasons, provided that such personal use is minimal, reasonable, and does not interfere with the performance of one’s job duties. The City has sole discretion to determine what constitutes reasonable personal use and whether personal use is interfering with the performance of one’s job duties.

Ownership and Access to Technology Resources

All of the City’s technology resources, as well as all data and files stored on or transmitted using the City’s technology resources, are the property of the City. This means that the City owns all data and files stored on or transmitted using any of the City’s technology resources, such as computers, network servers, or email servers. As such, the City retains the right to access, monitor, and inspect its technology resources and any of the data and files therein or transmitted thereon, at any time. This applies even with respect to data or information transmitted or received using any of the City’s technology resources, such as its networks or Internet connection, even if such is done using an employee’s personal device, such as a personal mobile phone, smartphone, or computer. This right applies both during an employee’s employment with the City and after its termination for any reason, voluntary or involuntary.

Employees should not have an expectation of privacy in anything they create, store, send, or receive on any of the City’s technology resources (including anything they create, send, or receive on a personal

device using any of the City's technology resources, such as its data networks or Internet connection). In this regard, employees are specifically advised that passwords on City devices are designed to give employees access to all or part of the City's technology resources; they are not designed to guarantee employee privacy or security in any data or file created, stored, sent, or received on any of the City's technology resources. Employees may not change passwords without prior express permission. Upon termination of employment, employees must return all passwords to the City.

General Guidelines for Acceptable Use

Employees are expected to access and use the City's technology resources in a professional manner and in compliance with this and all other City policies. Therefore, employees are prohibited from engaging in any unauthorized, prohibited, or inappropriate conduct using the City's technology resources including, but not limited to, the activities described below. This list is not intended to be an exhaustive description of all conduct that may be inappropriate or violate this policy, but is illustrative of the type of prohibited conduct for which employees may have their privileges of use and access to the City's technology resources revoked and be subjected to disciplinary action:

- A. Accessing any technology resources, including networks, servers, drives, folders, or files, to which the employee has not been granted access or authorization or in a manner that exceeds such employee's access or authorization (accessing any other person's computer, voicemail, files, or data without approval).
- B. Making unauthorized copies of the city files or other data;
- C. Using any of the City's files or other data for an unauthorized purpose, even if the employee was otherwise authorized to access such files or data.
- D. Revealing, publicizing, or otherwise disclosing any confidential information belonging to the City without authorization.
- E. Destroying, deleting, erasing, or concealing City files or other data, or otherwise making such files or data unavailable or inaccessible to the city or to other authorized users of the City's technology resources.
- F. Violating any law, regulation, or order of the United States or any state, county, City, local government, or jurisdiction in any way.
- G. Violating the terms of any user agreement, license agreement, or other type of contractual agreement of any software program, application, website, or other product or service;
- H. Illegally downloading, copying, transmitting, viewing, or accessing any material protected under copyright law or make such material available to others.
- I. Engaging in any other unlawful or malicious activities;
- J. Intentionally propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either The City's technology resources or those of any other individual or entity;
- K. Defeating or attempting to defeat security restrictions on any of the City's technology resources;
- L. Viewing or transmitting any material, or engaging in any conduct, that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, violates the City's Equal Employment Opportunity Policy or other policies set forth in this Manual, or that is otherwise unlawful or inappropriate. The City has sole discretion to determine what constitutes inappropriate use or material under this policy. If you are unsure whether any use or material would be

considered inappropriate, you should seek clarification from your supervisor before accessing or distributing such material. If you are in any doubt, do not access or distribute the material;

- M. Using abusive, profane, threatening, discriminatory, harassing, offensive, otherwise objectionable language in either public or private messages;
- N. Sending, receiving, downloading, uploading, or otherwise accessing or viewing any pornographic materials;
- O. Causing congestion, disruption, disablement, alteration, or impairment of the City's technology resources;
- P. Installing any software without written authorization from the City Manager; and
- Q. Using any City technology resource for personal financial or political gain unrelated to one's employment with the City.

Installation and Use of Software

Employees, other than those employees and/or contractors responsible for Information Technology for the City, may not download or install any software, application, program, or update onto any City computer or technology resource without prior written authorization from the City Manager.

Employees may not run any software on any City computer or technology resource that is not properly purchased, licensed, and installed by those employees and/or contractors responsible for Information Technology for the City.

Employees may not share their credentials for accessing the City's technology resources or that of its vendors, including logging on and running any software, with others and may not use anyone's credentials other than their own for such purposes without the express written permission of the City Manager.

Artificial Intelligence (AI) Tools

The City recognizes that artificial intelligence (AI) and generative AI tools may provide efficiencies in research, drafting, data analysis, and administrative tasks. Employees may use approved AI tools only in accordance with City policies, applicable laws, and established cybersecurity standards.

Employees shall not:

- A. Enter confidential, sensitive, proprietary, personnel, financial, legal, law enforcement, protected health, or personally identifiable information into public or unapproved AI platforms.
- B. Use AI-generated content as the sole basis for employment decisions, personnel actions, legal determinations, procurement decisions, regulatory actions, or other official City actions.
- C. Represent AI-generated content as factual, accurate, or official City information without appropriate review and verification.
- D. Use AI tools in a manner that violates copyright laws, public records requirements, data privacy regulations, cybersecurity standards, or any other City policy.

Employees are responsible for reviewing, verifying, and validating the accuracy, completeness, and appropriateness of all AI-generated content before using it for City business. Any work product generated with the assistance of AI remains the responsibility of the employee.

The City reserves the right to restrict, monitor, approve, or prohibit the use of AI tools on City systems and devices. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

All the City's policies, including, but not limited to, its policy on Equal Employment Opportunity, apply to the use of the City's technology resources. If any employee feels that he or she has witnessed or been the subject of any conduct in violation of this policy, the employee should utilize the Complaint Procedure set forth in this Manual.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Use of Personal Mobile Devices	Policy Number: 104.10
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Use of Personal Mobile Devices

Employees may bring personal mobile devices to work, such as personal cell phones, smart phones, and tablets. However, these personal mobile devices may not be used to perform any City business or work-related activities and may not be used to access the City’s data or networks, unless authorized in advance and configured by those employees and/or contractors responsible for Information Technology for the City. If written authorization by the City Manager is given to use a personal mobile device for work purposes or to access the City’s data or networks, the employee must comply with the City’s Technology Resources Policy when using the device. Employees also may not use the authorization to use a personal mobile device for work purposes or to access the City’s data or networks to work from home or otherwise work additional time not approved in advance by the city. Employees should not have an expectation of privacy in anything they create or store on, send, or receive on their personal mobile device if such material was in any way transmitted using the City’s technology resources, including its data networks or Internet connection. The above provisions of this policy regarding the City’s right to inspect and monitor devices apply with respect to such material. Note that use of a personal mobile device in relation to City business may also implicate the Georgia Open Records Act, and City-related communications on such a personal mobile device may be subject to disclosure under the Act.

In addition, although employees are permitted to bring personal mobile devices to work, they are at all times expected to devote their entire time and attention to performing their job duties for the city without distraction by their personal mobile devices. Therefore, employees may not use personal mobile devices during work hours except for emergency reasons only. Employees may, however, use personal mobile devices during non-work hours, such as during an approved break or meal period, provided that such use is outside the view of public who may be at City offices and not used in violation of any policies in this Manual, including the City’s Technology Resources Policy. In addition, employees must keep their personal mobile devices on “vibrate” or “silent” mode at all times while at work.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Social Media Policy	Policy Number: 104.11
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Social Media Policy

In general, the City views social networking websites (e.g., Facebook and Twitter), personal websites, and blogs positively and respects the right of employees to use them as a medium of self-expression. However, the use of these types of websites can impact both the city and employees alike. Therefore, the City has created this policy to establish its expectations for employee use of these types of websites.

Applicability

This policy is meant to apply to social networking sites; personal websites; blogs; photo, video and file sharing sites; podcasts; as well as bulletin boards and comments posted on other websites. For ease of reference, this policy refers to all of these types of websites generically as “social media websites”. The absence of an explicit reference to a specific website is not meant to limit the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. You should consult with your supervisor if you are uncertain about any of your activities on a social media website.

No Interference with Job Duties

As set forth in the City’s Use of Technology Resources Policy, the City’s Internet and computer resources are provided to employees to allow them to complete their job duties and should be used for business purposes only. As such, the city does not allow personal use of social media websites using City computers, equipment, or networks or at all during an employee’s work time.

Use Outside of Work

Employees may use social media websites during their personal time outside of work and without the use of City computers, equipment, or networks. Employees must be aware, however, that information they display on the Internet reflects not only of them but could be associated with the city as well. Therefore, employees are expected to follow these guidelines when using any social media website:

- A. Employees who wish to identify themselves as employees of the city on any social media website must first obtain written permission from the City Manager. After receiving permission, employees must place a disclaimer in their profile, post, or publication which clearly states that any and all opinions or views expressed are those of the employee and not the city. It is recommended, though not required, that even employees who do not wish to identify themselves as employees of the City utilize a similar disclaimer stating that any and all views or opinions expressed are their own and not that of their employer.

- B. Employees should use their best judgment and discretion when posting material and information online.
- C. Confidential and proprietary information of the city is not to be shared, discussed or referred to by employees on any social media website, even in private messages between site members who have authorized access to the information.
- D. Employees should refrain from making knowingly false, malicious, or reckless statements that publicly disparage the City, its elected officials, employees, services, operations, or reputation, or otherwise undermine public confidence in the City's ability to effectively serve the community.
- E. Employees are responsible for reading, knowing, and complying with the Terms of Service of the social media websites they use.
- F. Employees are expected at all times to comply with the law in regard to copyright, trademark, and plagiarism. Posting of someone else's work without permission is not allowed.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Political Activity	Policy Number: 104.12
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Political Activity

City employees are encouraged to exercise their right to vote, but City employees may not engage in any political campaign activities while on duty, while in the workplace, while in uniform, or using any City property or equipment, including any City computer, network, or vehicle. This prohibited activity includes, but is not limited to, distributing information, assisting with campaign materials or initiatives, or soliciting contributions or services for any political party, political candidate or organization, or otherwise spending work time on an activity in furtherance of any political party, candidate, or political organization while on duty. Nothing contained herein shall be construed to restrict the right of City employees to hold membership in and support a political party or candidate, to vote as he or she chooses, to express personal opinions on political subjects and candidates, to maintain political neutrality, or to attend political meetings during non-working hours.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Inclement Weather and Emergency Circumstances	Policy Number: 104.13
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Inclement Weather and Emergency Circumstances

If the City Manager or designee determines that existing or anticipated weather conditions, natural disasters, public health emergencies, utility failures, or other circumstances warrant the closure of City offices or facilities, the City Manager or designee may excuse employees from duty for such period as deemed necessary without loss of pay or charge to accrued leave.

Employees who are scheduled to work during an authorized City closure but are not required to report to work shall receive their regular rate of pay for the hours they were scheduled to work during the closure.

Employees designated as essential personnel or otherwise required to work during an authorized City closure shall be compensated as follows:

- A. Non-exempt employees shall receive compensation at one and one-half (1.5) times their regular rate of pay for all hours actually worked during the authorized closure.
- B. Exempt employees shall continue to receive compensation in accordance with applicable provisions of the Fair Labor Standards Act (FLSA) and City policy.
- C. If City offices and facilities remain open, but an employee is unable to report to work due to severe weather conditions or other emergency circumstances, the employee may:
- D. Make up the time lost from work, provided that non-exempt employees complete the make-up time within the same workweek and exempt employees complete the make-up time within fifteen (15) workdays following the absence;
- E. Charge the absence to accrued annual leave; or
- F. Be placed on leave without pay if no accrued leave is available and make-up time is not approved.

Employees who are not directly affected by the severe weather conditions or emergency circumstances and employees who are not scheduled to work during the affected period shall not accrue any right to additional compensation or leave benefits as a result of an authorized absence granted to other employees.

Emergency Procedures

In the event of a crisis, emergency, or other uncertain situation:

- A. Employees shall not leave their assigned work location without notifying their immediate supervisor, except when there is an immediate threat to personal safety, and must immediately notify their immediate supervisor of the incident and their absence upon reaching a safe location.
- B. Supervisors shall consult with management before authorizing employees to leave work or take other emergency-related actions whenever practicable.
- C. Employees may contact their Department Director if their supervisor is unavailable.
- D. Supervisors, Managers, and Department Directors should consult with the City Manager or designee regarding emergency actions affecting City operations or personnel.

- E. The City Manager or designee shall have final authority regarding office closures, operational modifications, employee reporting requirements, and the resumption of normal operations.

Disaster Volunteer Leave

An employee who is a certified disaster service volunteer of the American Red Cross may be granted a leave of absence to participate in specialized disaster relief services for the American Red Cross.

Disaster Volunteer Leave shall:

- A. Not be charged to annual leave, sick leave, or personal leave.
- B. Be authorized only if the employee's services are requested by the American Red Cross.
- C. Be at the discretion of the City Manager and coordinate through the director of Emergency Management.
- D. Be granted only for services related to a disaster occurring within this state or in a contiguous state which has a reciprocal statutory provision; and,
- E. Not exceed one hundred twenty (120) hours in any twelve (12) month period.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Safe Driving Policy	Policy Number: 104.14
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Safe Driving Policy

The city strives to provide a safe working environment and to protect its employees from job-related injuries and illnesses. The intent of this policy is to guide employees in the required use of safety belts and the expected use of telecommunication devices. It is the goal of the city to eliminate driver distractions by its employees due to talking or texting on a telecommunication device while operating a vehicle during the commission of their official duties. In addition to this Safe Driving Policy, all employees covered by this policy are expected to know and to abide by the Georgia Uniform Rules of the Road, found in O.C.G.A. §§ 40-6-1 through 40-6-397.

Definitions

Vehicle – Every motor vehicle, including, but not limited to, pickup trucks, vans, and sport utility vehicles, designed to carry ten passengers or fewer and used for the transportation of persons.

Motorized Equipment – City equipment such as lawn mowers, tractors, spreaders, street sweepers, back hoes, construction equipment and other outdoors wheeled equipment operated by City employees.

Telecommunication Device – Any device capable of sending and/or receiving voice, text, photographic, video, or other communication wirelessly via analog, digital, or any other technology that may be carried on or about a person. Examples include cellular telephone, text messaging device, personal digital assistant, standalone computer, or any other similar wireless device that can be used to initiate or receive a wireless communication.

Driving – Operating a motor vehicle or equipment on a roadway, including temporarily stationary because of traffic, a traffic light, stop sign, or otherwise. It does not include being in a vehicle (with or without the motor running) in a location off the roadway where it is safe and legal to park.

Text Messaging – Reading from or entering data into any handheld or other telecommunication device, including for the purpose of short message service texting, emailing, instant messaging, or engaging in any other form of electronic data retrieval or electronic data communication.

Applicability

This policy applies to all employees who operate or drive City-owned vehicles and equipment and to employees who drive privately-owned or rented vehicles during work time or while otherwise conducting City business. However, the portions of this policy relevant to the use of a telecommunication device do not apply to the following employees or situations:

- A. Reporting a traffic accident, medical emergency, fire, serious road hazard, or a situation in which the employee believes a person's health or safety is in immediate jeopardy.
- B. Reporting the perpetration or potential perpetration of a crime.

- C. A public utility employee or contractor acting within the scope of his or her employment when responding to a public utility emergency.
- D. Engaging in wireless communication while a motor vehicle is off the roadway where it is safe and legal to park; and
- E. Using a city-issued two-way radio device (e.g., 800 MHz radio) for time-sensitive communications or a GPS navigation device provided that all due care is taken to ensure the safe operation of the vehicle.

Safety Belt Use and Maintenance

- A. All employees and passengers are required to wear a properly adjusted and fastened safety belt;
- B. All mowing, grading, and similar equipment which has the capability to exceed fifteen (15) mph during travel shall be equipped with a roll over protection device and safety belts that must be worn by the operator at all times;
- C. No employee may allow another person to ride as a passenger on a trailer or in the bed of a pickup truck or any other towed equipment; and
- D. It is the responsibility of the driver and the supervisor to ensure that safety belts are maintained in good working condition by ensuring that: (a) safety belts are inspected regularly; (b) safety belts are visible and readily accessible for use in vehicles and on equipment; and (c) safety belts are regularly cleaned and are operational at all times.

Distracted Driving

- A. Employees must exercise due care in operating a motor vehicle and/or motorized equipment and shall not engage in any actions that distract employees from the safe operation of vehicles and equipment.
- B. Except for the exclusions noted above, all uses of telecommunication devices, including hands free equipment and technology such as Bluetooth are prohibited while driving. No employee shall operate a motor vehicle or motorized equipment for work purposes on any public road, public property, street, or highway while using a telecommunication device to talk, write, send, or read any text-based communication, including, but not limited to, a text message, instant message, or electronic mail.
- C. In the event that a phone call must be made, or a text message must be sent or received, an employee must find a location off the roadway where it is safe and legal to park to use the device.

Business Use Only

City vehicles are to be used for purposes of conducting City business only and may not be used for any personal reason, including driving to or from lunch or any other location when not required for City business. City vehicles may only be used by City employees and officials. See also Resolution No. 10-273, the provisions of which are incorporated herein.

Notification of Accidents

Any employee who is involved in a vehicle accident while on duty or performing City business, whether in a city vehicle or privately owned or rented vehicle, must notify their Department Head immediately. Employees who are required to have a valid driver's license for their job or utilize City vehicles for official business must also notify their Department Head immediately if their license is lost, confiscated, suspended or revoked for any reason.

Disciplinary Action

The City takes the obligations described in this policy seriously. Failure to comply with this policy may result in driving privileges being revoked, which may prohibit an employee from fulfilling the duties and responsibilities of his or her position, and/or disciplinary action up to and including termination.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Emergency Procedures Policy	Policy Number: 104.15
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Emergency Procedures Policy

The city is committed to providing a safe working environment for all of our employees. Your safety, and the safety of others, require that you make safety a priority on the job. The following are emergency numbers that should be contacted in the event of an emergency:

SERVICE	PHONE NUMBER
Fire, Police, Ambulance	911
Poison Control	(800) 282-5846

In the event of an emergency, the following procedures should be followed:

- A. **Fire** – Any fire, regardless of size, must be reported to the fire department (911) immediately. Persons reporting the fire should give their name, the organization's name, the building or area involved, the exact location of the fire and a description of the type of fire. If a fire is noticed, the nearest alarm box must be activated and the person reporting the fire must remain on the property to inform the authorities about the fire. Fire extinguishers are located throughout the facility and should be used to fight small fires only. All persons leaving the building or area should await instructions from maintenance or the fire department before re-entering the area. Elevators should not be used during a fire emergency. Supervisors should see to the safety of all persons with disabilities and should assist them to stairwells.
- B. **Thunderstorms/Lightning** – In the event of a thunderstorm or lightning, all staff will be required to seek shelter and remain inside until the storm or lightning has ceased. The City is not responsible for any injury sustained from a thunderstorm or a lightning strike, by any person or persons who refuse to abide by this policy.
- C. **Accidents and Injuries** – All accidents, regardless of how minor, must be reported to the department supervisor immediately. First aid supplies are available for minor injuries. All life-threatening injuries and serious accidents should be handled by calling 911 emergency services. **If you are injured on the job, no matter how slight, you must immediately report the incident to your supervisor.** Further, a first report of injury must be prepared in writing, signed by your supervisor and submitted to the Human Resources Director within twenty-four (24) hours of the incident. For all injuries requiring medical attention, barring any life-threatening emergencies, all employees are required to seek care from one of the physicians on the Workers' Compensation panel. This panel (list of doctors) is in the break and copier rooms of all City facilities and is generally bright pink in color.

- D. Emergency Reporting and Escalation- Employees shall immediately report any emergency, safety hazard, facility issue, utility outage, security concern, or other incident that may affect employee safety, City property, or City operations to their supervisor.

Supervisors shall promptly notify their Department Director and any appropriate emergency response personnel when circumstances warrant. Department Directors shall notify the City Manager or designee of significant incidents involving serious injury, substantial property damage, disruption of City services, emergency declarations, or other events that may impact City operations or public safety.

Employees shall follow all instructions provided by emergency responders, supervisors, Department Directors, and authorized City officials during an emergency situation.

Emergency Communications and Notifications

The City utilizes multiple communication methods to provide employees with timely information regarding emergency situations, office closures, delayed openings, severe weather events, operational disruptions, and other urgent matters.

Employees should not rely solely on television or radio broadcasts for emergency notifications. Official City emergency communications may be distributed through one or more of the following channels:

- A. The City's official website;
- B. The City's official social media platforms;
- C. The City's Human Resources Information System (HRIS) mobile application and notification system;
- D. Email communications;
- E. Text message alerts; and
- F. Other communication methods designated by the City.

Employees are responsible for maintaining current contact information within the City's HRIS and for monitoring official communication channels during emergency situations. The City reserves the right to determine the most appropriate communication method based on the nature and urgency of the event.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Outside Employment	Policy Number: 104.16
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Outside Employment

City employees may engage in outside employment that does not create a conflict of interest or interfere with their performance of duties for the city. However, any outside employment must be approved by the employee's Department Head in advance. To obtain approval, an employee must submit a written request to the Department Head and meet with the Department Head to discuss outside employment and whether it will create a conflict of interest or interfere with the performance of job duties. All Department Heads must discuss the request with the City Manager before approving a written request to engage in outside employment. If the request is approved, the Department Head will sign the request and provide it to the Human Resources Director to be retained in the employee's personnel file.

Any outside employment by Department Heads must be approved by the City Manager in advance, and if approved, will be put in writing and provided to the Human Resources Director to be retained in the Department Head's personnel file.

Newly hired employees who hold an outside job, own a business, or are self-employed at the time of hire with the City must notify the City during the application process and then submit a request for outside employment immediately upon employment with the City using the following procedure described above.

Failure to submit a request for approval prior to engaging in outside employment, any conflict of interest as a result of outside employment, or any interference with the performance of job duties for the City as a result of outside employment, may be cause for disciplinary action up to and including termination of employment.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Confidential Information	Policy Number: 104.17
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Confidential Information

Employees must carefully protect and may not, directly or indirectly, make any unauthorized disclosure or use of any confidential information acquired by virtue of their employment with the City except as required for the performance of their authorized employment duties on behalf of the City. Employees may not provide to anyone or permit others to use confidential information except in the performance of their authorized employment duties. Please review Section 2.16 of the City Charter and the City's ethics ordinance for further guidance.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Gifts, Gratuities and Community Benefit Programs	Policy Number: 104.18
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Gifts, Gratuities and Community Benefit Programs

Employees may not solicit or accept gifts, gratuities, loans, favors, services, or anything of value from organizations, business entities, vendors, contractors, applicants, or individuals with whom they have official City business relationships or whose interests may be affected by City actions.

These limitations are not intended to prohibit:

- A. Items distributed free of charge to the general public;
- B. Token gifts exchanged during recognized holidays or special occasions, provided the fair market value does not exceed twenty-five dollars (\$25) and acceptance does not create an actual or perceived conflict of interest;
- C. Occasional donations of perishable food items for the benefit of an entire department, such as candy, cookies, fruit baskets, cakes, soft drinks, or similar items, provided the total value of the donation does not exceed one hundred dollars (\$100). Gifts exceeding this amount shall be declined or returned. Donated catered meals are prohibited except during emergency operations, training sessions, official meetings, employee recognition events, or other City-approved functions; and
- D. Contributions, donations, sponsorships, or gifts received as part of a City-approved community benefit program or charitable initiative, including but not limited to Shop with a Cop, holiday assistance programs, toy drives, school supply drives, community outreach events, and similar programs intended to benefit residents or community members rather than individual employees.

All gifts, donations, sponsorships, and contributions associated with a City-approved community benefit program shall be administered in accordance with applicable City policies, financial controls, purchasing requirements, and ethics provisions. Employees shall not personally benefit from donations intended for community programs.

Employees must comply with the City's Ethics Ordinance, Purchasing Ordinance, and all applicable conflict-of-interest requirements. Questions regarding the acceptance of gifts, donations, or sponsorships should be directed to the Human Resources Director, City Manager, or City Attorney.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Use and Return of City Property	Policy Number: 104.19
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Use and Return of City Property

New employees may be issued City property upon hire. This may include: (a) key or key card for access to buildings and offices; (b) photo identification card; (c) uniforms required to be worn for one's job; and (d) computers or mobile phones.

No employee or City official may use any equipment, materials, supplies, or other City property or the services of City employees for his personal benefit. Employees are expected to use proper care when using the City's property and equipment. No property may be removed from the premises without the proper authorization of the employee's Department Head or the City Manager. If an employee loses, breaks, or damages any property, he must report it to his supervisor immediately. **An employee who loses his or her required uniform or loses or breaks his or her City-issued computer or mobile device will be required to replace them at their own expense.**

Upon termination of employment for any reason, employees must promptly return all City property that is in their possession, custody, or control. This policy specifically requires employees to return all City property (including electronically stored information) that employees may have taken outside of the office (e.g., personal residence) or transferred to or stored on non-City computers and other electronic storage devices during the course of their employment. Employees should clearly understand that, upon the termination of their employment, they are without authorization to access or use any such City property, whether through a City computer or non-City computer. Further, for the avoidance of doubt, this policy makes clear that no employee is authorized to access the City's computer systems or networks, including City email services, after the termination of employment, unless such post-termination access is expressly authorized in writing by the City Manager.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Dress Code and Personal Appearance	Policy Number: 104.20
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Dress Code and Personal Appearance

Employees are expected to maintain the highest standards of personal cleanliness, grooming, and professional appearance at all times. Employees represent the City through both their conduct and appearance and are expected to present a professional image that reflects positively on the City and promotes public confidence.

The City maintains a business casual dress code. Acceptable business casual attire includes dress pants, suits, dresses, skirts, sweaters, blouses, turtlenecks, and collared shirts, including approved City-logo apparel. Clothing must fit appropriately, be clean, neat, properly maintained, and free from excessive wear, tears, holes, or fraying.

Dresses and skirts must be no shorter than knee length. Clothing that is excessively tight, revealing, sheer, low-cut, or otherwise inappropriate for a professional work environment is prohibited.

Employees required to wear a City-issued uniform shall wear the designated uniform while on duty and shall ensure it is neat, clean, properly fitted, and maintained in good condition. Uniform components shall not be intermixed with non-uniform clothing unless specifically authorized. Employees may not wear City uniforms while off duty except as authorized for official City business.

Casual Fridays

Unless otherwise directed by the City Manager, employees may wear approved casual attire on Fridays. Casual Friday attire must remain professional, neat, and appropriate for a governmental workplace.

Acceptable Casual Friday attire includes:

- Clean, professional jeans without holes, tears, fraying, patches, or excessive fading;
- Khaki pants and casual slacks;
- City-logo shirts, sweatshirts, and pullovers;
- Non-graphic shirts and professional casual tops;
- Dresses and skirts that meet the City's dress code requirements;
- Mid-calf dress capris that are not form-fitting; and
- Professional footwear, including clean athletic shoes and office-appropriate sandals with heel straps.

Department Heads may require employees to adhere to standard business casual attire on Fridays when meetings, public events, court appearances, inspections, presentations, or other business needs warrant a more professional appearance.

Religious Accommodations

The City recognizes the importance of sincerely held religious beliefs and will provide reasonable accommodation regarding workplace attire and grooming practices unless doing so would create an undue hardship or pose a safety risk. Requests for accommodation shall be submitted to Human Resources.

Inappropriate Attire

The following items are prohibited at all times unless specifically required for approved work activities:

- Shorts;
- Halter tops, tank tops, tube tops, spaghetti strap tops, or crop tops;
- Leggings, jeggings, yoga pants, or similar form-fitting attire worn as outerwear;
- Clothing with holes, tears, frayed edges, or excessive wear;
- Cargo pants, overalls, jogging suits, sweatpants, exercise attire, or athletic wear;
- Mini-skirts, mini-dresses, or dresses and skirts above knee length;
- Clothing with excessively low necklines or exposed undergarments;
- Sheer, transparent, or revealing clothing;
- Flip-flops, slippers, bedroom slippers, Crocs, or sandals without heel straps;
- Clothing, hats, or accessories displaying offensive, discriminatory, political, profane, disruptive, or inappropriate words, slogans, images, or messages.

Policy Enforcement

Department Heads, supervisors, Human Resources, and the City Manager shall have the authority to interpret and enforce this policy.

Employees who report to work in violation of this policy may be required to leave the workplace and return in appropriate attire. Time away from work for this purpose shall be charged to the employee's accrued leave or leave without pay if accrued leave is unavailable.

Repeated violations of this policy may result in corrective or disciplinary action, up to and including termination of employment.

Personal Hygiene

Employees are expected to maintain appropriate personal hygiene. Excessive use of perfumes, colognes, scented products, or poor hygiene that disrupts the work environment may be addressed by the employee's supervisor. Concerns shall be discussed privately and professionally. Continued issues may result in corrective action.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Non-Interference with Administration	Policy Number: 104.21
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Non-Interference with Administration

The City recognizes that employees perform best when allowed to do their jobs without interference from outside influences. The Mayor and City Council members are not to generally deal with City employees who are subject to the direction and supervision of the City Manager and are prohibited from giving orders directly to City employees. Exceptions to this policy occur when the City Council makes inquiries and investigations under the power of the City Charter or when emergencies arise. Please refer to City Charter 2.22 for more information. Should you feel that an elected official has acted inconsistently with this policy, please immediately inform the City Manager.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Children at Work	Policy Number: 104.22
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Children at Work

The presence of children in the workplace during an employee's workday is generally inappropriate and should be avoided except in limited emergency or unavoidable circumstances. This policy is intended to minimize disruptions to City operations, maintain a professional work environment, promote workplace safety, and reduce liability risks.

If an employee believes bringing a child to work is unavoidable, the employee must notify his or her supervisor as soon as possible. The supervisor shall consult with Human Resources regarding the request. Approval must be obtained from the City Manager or designee before a child may accompany an employee to work.

Factors that may be considered when evaluating a request include:

- A. The age of the child;
- B. The anticipated length of time the child will be present;
- C. The nature of the employee's work environment;
- D. Safety and security considerations;
- E. The potential impact on City operations and customer service; and
- F. The potential disruption to the employee's duties and the work of others.

Children are not permitted in areas that present safety hazards or security concerns, including but not limited to construction sites, maintenance facilities, public safety facilities, equipment operation areas, or other restricted work locations.

Any child authorized to be present in the workplace shall remain under the direct supervision and responsibility of the employee parent/guardian at all times. The employee shall ensure the child does not disrupt City operations, interfere with the work of others, or create a safety risk.

Approval to bring a child to work is temporary, applies only to the specific circumstance for which it was granted, and may be revoked at any time if operational, safety, or workplace concerns arise.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Infectious Disease and Communicable Illness Policy	Policy Number: 104.23
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Infectious Disease and Communicable Illness Policy

The City is committed to providing a safe and healthy work environment for employees and the public. During periods of increased communicable illness, infectious disease outbreaks, public health emergencies, or other health-related events, the City may implement temporary workplace safety measures consistent with guidance from public health authorities and operational needs.

The City may take reasonable actions to protect employees, residents, and visitors, including modifying workplace practices, implementing enhanced cleaning procedures, adjusting work schedules, authorizing telework where appropriate, limiting access to facilities, or taking other measures deemed necessary to maintain City operations and protect public health.

Employees are expected to:

- A. Practice appropriate hygiene and infection prevention measures;
- B. Follow all applicable workplace safety procedures;
- C. Notify their supervisor when they are unable to report to work due to illness in accordance with City attendance and leave policies;
- D. Cooperate with reasonable workplace health and safety measures implemented by the City during a public health event; and
- E. Refrain from reporting to work when experiencing symptoms of a contagious illness that could pose a risk to others.

Employees who are ill should utilize available leave benefits and follow applicable departmental reporting procedures. The City may require medical documentation, fitness-for-duty certification, or other information permitted by law when necessary to determine an employee's ability to safely perform assigned duties or return to work.

The City may implement temporary health and safety measures during an infectious disease outbreak or public health emergency, including but not limited to health screenings, personal protective equipment requirements, telework arrangements, social distancing protocols, travel restrictions, facility access controls, or other measures recommended by public health authorities or deemed necessary by the City Manager.

All medical information obtained by the City shall be maintained as confidential and handled in accordance with applicable laws and City policies.

The City Manager or designee shall have the authority to implement, modify, suspend, or terminate workplace health and safety measures based on operational needs, public health guidance, legal requirements, and the nature of the public health event.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Background and Driving Record Reviews	Policy Number: 104.24
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Background and Driving Record Reviews

To promote public trust, workplace safety, risk management, and operational effectiveness, the City reserves the right to conduct criminal background checks, motor vehicle record (MVR) reviews, and other lawful screenings on applicants and employees as permitted by law.

Pre-Employment Screening

Applicants selected for employment may be required to successfully complete a criminal background check, motor vehicle record review, reference verification, drug screening, and any other screening deemed necessary for the position before employment is finalized.

Periodic Reviews

The City may conduct periodic criminal background checks and motor vehicle record reviews on current employees whose job duties require the operation of City-owned vehicles, operation of equipment, access to sensitive information, handling of financial transactions, public safety responsibilities, or other positions designated by the City.

Periodic reviews may be conducted annually or at such intervals as determined by the Human Resources Director and City Manager.

Employee Notification Requirements

Employees shall immediately notify their supervisor and Human Resources of:

- A. The suspension, revocation, expiration, restriction, or loss of a driver's license required for their position;
- B. Any conviction, guilty plea, nolo contendere plea, First Offender disposition, or similar disposition involving a motor vehicle offense that may affect the employee's ability to perform assigned duties;
- C. Any criminal conviction that may affect the employee's qualifications, licensure, certification, job responsibilities, or suitability for continued employment.

Failure to provide required notification may result in disciplinary action, up to and including termination.

Review and Employment Actions

The existence of a criminal conviction, adverse background information, or unfavorable driving record shall not automatically disqualify an applicant or employee. The City shall consider the nature of the offense, the relationship of the offense to the position, the time elapsed since the offense, applicable legal requirements, and other relevant factors.

Based on the results of a background check or motor vehicle record review, the City may take appropriate action, including reassignment of duties, suspension of driving privileges, transfer, demotion, disciplinary action, or termination of employment.

The Human Resources Director shall administer this policy and may establish procedures governing the frequency, scope, and review of background checks and motor vehicle record reviews.

Chapter 5: Types of Appointments

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Regular Appointments	Policy Number: 105.1
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Regular Appointments

Regular appointment to full and part-time positions shall occur after the procedures outlined in Chapter Two have been completed. All employees employed under this method shall serve an Introductory Period as described in Chapter 4.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Temporary Appointments	Policy Number: 105.2
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Temporary Appointments

Temporary appointments may be made for special project(s) or other work of a temporary nature. The services to be rendered by an appointee for a temporary period are not to exceed six (6) months in any twelve (12) month period. The Department Head will consult with the Human Resources Director to assure budgetary compliance. Temporary appointments are subject to the approval of the City Manager. Temporary employees are ineligible for benefits and privileges provided to regular status employees.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Interim and Acting Appointments	Policy Number: 105.3
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Interim and Acting Appointments

The City may assign an employee to serve in an interim or acting capacity when a position becomes vacant, when an employee is absent for an extended period, during a recruitment process, or when operational needs require temporary leadership or additional responsibilities.

An interim or acting appointment is a temporary assignment and does not constitute a promotion, guarantee future employment in the position, or create any expectation of permanent appointment.

To be eligible for interim or acting pay, the employee must be assigned responsibilities that are substantially greater than and outside the scope of the employee's regularly assigned duties and responsibilities. Interim or acting assignments must be approved in advance by the Department Director, Human Resources Director, and City Manager.

Employees assigned to an approved interim or acting role shall receive the following temporary compensation adjustment:

- A. Non-managerial positions: Five percent (5%) above the employee's current base rate of pay.
- B. Managerial and supervisory positions: Ten percent (10%) above the employee's current base rate of pay.

The temporary compensation adjustment shall become effective on the date established in the approved appointment and shall remain in effect only for the duration of the assignment.

An employee serving in an interim or acting capacity shall continue to perform the essential duties of his or her regular position unless otherwise directed by management.

The interim or acting pay adjustment shall automatically end upon completion of the assignment, appointment of a permanent incumbent, return of the regular employee, reassignment of duties, or termination of the interim or acting designation. Upon conclusion of the assignment, the employee's compensation shall revert to the rate of pay in effect immediately prior to the interim or acting appointment, subject to any intervening salary adjustments approved by the City.

The City Manager reserves the right to modify, extend, or terminate an interim or acting appointment at any time based on operational needs.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Limited Term Appointments	Policy Number: 105.4
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Limited Term Appointments

Vacancies created by a leave of absence without pay may be filled by limited term appointment. The normal selection procedures will be followed in order to fill the position under a limited term appointment.

A person holding a limited term appointment may be terminated when the person replaced returns to the position. Transfer from limited term to regular appointment may be made if the person being replaced fails to return on the termination of leave. Employees holding limited term appointments shall be eligible for holiday pay only. No other rights or privileges shall be granted to these employees.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Emergency Appointments	Policy Number: 105.5
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Emergency Appointments

When an emergency involving serious impairment of the public business makes it impossible to fill a vacant position through the competitive process, the Department Head, subject to the approval of the City Manager, may appoint any qualified person to such a position temporarily in order to continue public business and prevent serious inconvenience to the public. Any such person shall be employed only during such an emergency and for a period not to exceed ninety (90) days, during which the normal selection procedures will be followed to fill the position under a regular appointment.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Re-Employment (Break in Service)	Policy Number: 105.5
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Re-Employment (Break in Service)

A regular status employee, who separates employment from the City in good standing and is eligible for re-employment, may be re-employed, provided the absence is for a period not to exceed three hundred and sixty-five (365) days. Upon re-employment, the employee's leave balance will be zero. Leave time will be granted as provided for in this manual. Persons re-employed after a period of absence greater than three hundred and sixty-five (365) days will be treated as newly employed. The date of employment will be counted from the date of rehire.

Chapter 6: Compensation and Performance

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Overtime	Policy Number: 106.1
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Overtime

The City complies with the requirements of the Fair Labor Standards Act (FLSA) and any applicable local law with respect to wages and hours. Please understand that there may be times when you will need to work overtime. However, all overtime must be approved in advance by your supervisor. Any employee who works unauthorized hours or overtime, including arriving early or staying late, working through lunch or break periods, or working from home, may be subject to disciplinary action, up to and including termination of employment.

Non-exempt hourly employees may be paid overtime at a rate of one and one-half (1.5) times their regular hourly rate for all hours worked over forty (40) hours in a week. Compensatory time may be given in lieu of overtime payments. Exempt salaried employees are subject to deductions from their salaries only for lawful reasons.

If an employee feels he or she has been subject to an improper salary deduction, has been improperly classified as exempt or non-exempt, or has not been paid overtime for any hours worked over forty (40) hours in a week, the employee should notify the city using the Complaint Procedure set forth in this manual. In the event it is determined that an improper salary deduction was made or that an employee was not paid any overtime due, the city will reimburse the employee.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Meal/Break Periods	Policy Number: 106.2
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Meal Break Periods

Meal and/or break periods are not required by the Fair Labor Standards Act (FLSA) and are not formally designated by the city but may be authorized by a Department Head. Any meal and/or break period may only be taken as approved by the employee’s Department Head. Breaks from zero (0) to twenty (20) minutes in length will be treated as hours worked. However, any breaks longer than 20 minutes or bona fide meal periods of thirty (30) minutes or more in which an employee is totally relieved of duties will not count as hours worked, and employees are responsible for clocking in and out, or otherwise accurately recording their time, for such break or meal periods.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Work Schedules and Hours of Work	Policy Number: 106.3
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Work Schedules and Hours of Work

A normal workday and work week for full-time employees generally are considered eight (8) hours per day, 7:00 am to 4:00 pm or 8:00 am to 5:00 pm, five (5) days per week. The work week is defined as running from Monday through Saturday. Actual work hours during each day, and workdays during each week, may vary depending on an employee's job position.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Alternative Work Arrangements	Policy Number: 106.4
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Alternative Work Arrangements

Alternative work arrangements, including telecommuting, flexible work schedules, compressed workweeks, and other modified work arrangements, are management tools intended to support operational efficiency, business continuity, recruitment and retention efforts, and temporary employee needs when appropriate. Alternative work arrangements are not an employee benefit, a condition of employment, or an entitlement.

All alternative work arrangements are temporary, discretionary, and subject to operational needs. Approval of an alternative work arrangement does not create a contractual right or guarantee continued participation.

Eligibility

Employees requesting an alternative work arrangement must generally:

- A. Have completed at least twelve (12) months of continuous employment with the City, unless otherwise approved by the City Manager;
- B. Maintain satisfactory job performance and attendance;
- C. Occupy a position that is suitable for the requested arrangement; and
- D. Demonstrate the ability to perform assigned duties effectively under the proposed arrangement.

Eligibility does not guarantee approval.

Application Process

Employees requesting an alternative work arrangement must submit a written application on a form approved by Human Resources. The application shall identify the type of arrangement requested, the business justification, anticipated duration, proposed work schedule, and any other information required by the City.

The employee's supervisor and Department Director shall review the request and provide a recommendation.

Human Resources shall evaluate the request for policy compliance, operational impact, equity considerations, risk management concerns, and legal requirements and shall provide a recommendation to the City Manager.

Final approval authority rests solely with the City Manager.

Duration and Review

Alternative work arrangements shall be approved for a specified period not to exceed twelve (12) months. Approved arrangements shall be reviewed periodically by the employee's supervisor, Department Director, and Human Resources to determine whether the arrangement continues to meet operational and performance expectations.

Unless specifically renewed through the approval process, alternative work arrangements shall automatically expire at the end of the approved period.

The City reserves the right to modify, suspend, or terminate any alternative work arrangement at any time, with or without notice, based on operational needs, performance concerns, staffing requirements, budgetary considerations, changes in job duties, or other business reasons.

Employees may be required to return to their regular work schedule and designated work location immediately upon notice from management.

Definitions

There are various alternative work schedule options available to employees. These options include:

1. Flextime, which is a block of time at the start and end of traditional eight-hour shifts during which employees may report and complete their required shift hours of work. May be used for an employee's part-time, intermittent, and emergencies.
 - a. May not be used to provide reasonable accommodation pursuant to the Americans with Disabilities Act and its Amendments without advance review and approval of an employee's request for accommodation by Human Resources.
 - b. Transitional Flexible Work Arrangements – When an employee is transitioning into retirement or leaving their job in the city, it is beneficial to maintain continuity of operations.
2. Compressed Workweeks allow employees to work a standard number of hours over less than a five-day period in one work or a 10-day period in two weeks. A common compressed workweek schedule is 10 hours a day for four days a week. A nine- hour/eight-hour day shift with five workdays on week one and four days on week two with a designated day off every other week. This schedule is only allowed for exempt employees because of the overtime pay inherit in the schedule. This schedule will only be allowed during the summer months.
3. Telecommuting is allowable when employees can perform work from a remote location (usually a home office) rather than commuting into the workplace.

Before entering into any telecommuting agreement, the employee, supervisor, Department Director, and Human Resources Department shall evaluate the suitability of the proposed arrangement. Human Resources shall review the request for policy compliance, operational impact, equity considerations, risk management concerns, and legal requirements and provide a recommendation to the City Manager. Final approval authority for all telecommuting arrangements rests solely with the City Manager.

The evaluation shall include, but not be limited to, the following factors:

- **Employee Suitability** – The employee's performance history, attendance record, ability to work independently, productivity, and demonstrated ability to successfully perform assigned duties with limited supervision.
- **Position Suitability** – Whether the essential functions of the position can be effectively performed remotely without negatively impacting customer service, operational effectiveness, teamwork, communication, or service delivery.
- **Operational Needs** – The impact of the arrangement on departmental operations, staffing levels, service delivery, public access, and the work of other employees.
- **Equipment, Technology, and Security Requirements** – The availability of necessary equipment, technology, internet connectivity, cybersecurity protections, and the employee's ability to maintain the confidentiality and security of City information.
- **Workspace and Safety Considerations** – The suitability and safety of the proposed remote work location and the employee's ability to maintain a work environment that supports productivity and protects City property and information.
- **Legal, Regulatory, and Risk Management Considerations** – Any applicable legal, tax, workers' compensation, records retention, or other compliance requirements associated with the arrangement.

Approval of a telecommuting arrangement is temporary, may be revoked at any time, and does not establish a right to continued telecommuting or future approval of similar requests.

Work Schedule, Availability, and Performance Expectations

Employees approved for telecommuting or other alternative work arrangements are expected to maintain the same level of productivity, responsiveness, professionalism, and accountability as employees working at a City facility.

Employees must:

- A. Adhere to their approved work schedule and designated work hours;
- B. Be available and accessible during scheduled work hours by telephone, email, video conference, Microsoft Teams, or other communication methods designated by the City;
- C. Attend meetings, training sessions, and work-related events as directed;
- D. Accurately record all hours worked in accordance with City timekeeping procedures;
- E. Perform assigned duties during scheduled work hours and devote full attention to City business;
and
- F. Report to their designated work location when directed by their supervisor, Department Director, Human Resources Director, or the City Manager.

Telecommuting and alternative work arrangements are not intended to serve as a substitute for childcare, elder care, dependent care, or other personal obligations. Employees must make appropriate arrangements to ensure that personal responsibilities do not interfere with the performance of assigned job duties.

Failure to adhere to approved schedules, maintain availability, accurately report work time, meet performance expectations, or comply with the terms of an approved alternative work arrangement may result in revocation of the arrangement and may subject the employee to corrective or disciplinary action.

Vacation and sick leave benefits will accrue at the same rate as for any employee on a regular work schedule. If an employee works a compressed work week (4) 10-hour days and requests vacation or sick leave, the hours charged will be 10 hours against the accumulation vacation or sick day.

Holiday Pay – All eligible employees will ONLY receive 8 hours of holiday pay. If you work one of the alternative work schedules, you will be required to adjust your schedule to not go over the 40 hours work week or use annual leave.

- Example 1: An employee is working the (4) 10-hour days schedule and a holiday fall on one of their 10-hour workdays – they will be required to work an additional 2 hours one of the other days or take 2 hours of annual leave.
- Example 2: An employee is working the (4) 10-hour days schedule and a holiday fall on their scheduled day off- they will be paid for 48 hours. They will only receive 40 hours of pay, which includes 8 hours of holiday pay. They will need to adjust their working hours to 32 hours for the remainder of the week.

Security

Consistent with the organization's expectation of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of the proprietary city and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. The employee will establish an appropriate work environment within his or her home for work purposes. The City of Stockbridge will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The City of Stockbridge will provide a checklist for the employees and must be turned into human resources. Injuries sustained by the employee in a home office location and in conjunction with his or her regular duties are covered by the worker's compensation policy. Telecommuters are responsible for notifying the employer of such injuries as soon as predictable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Performance Management	Policy Number: 106.5
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Performance Management

The City is committed to fostering a culture of continuous feedback, employee development, accountability, and performance excellence. Performance management is an ongoing process that includes goal setting, coaching, feedback, training, employee development, and formal performance evaluations.

Supervisors are encouraged to provide employees with regular feedback regarding performance, accomplishments, expectations, and development opportunities throughout the year. Informal coaching and performance discussions may occur at any time and are intended to promote employee growth and organizational success.

Introductory Period Evaluations

Employees serving an introductory period shall receive formal performance evaluations at approximately three (3) months and six (6) months of employment. Additional feedback and coaching may be provided as needed throughout the introductory period.

Successful completion of an introductory period evaluation does not guarantee continued employment, promotion, compensation increases, or continued assignment in a particular position.

Annual Performance Evaluations

All employees shall participate in the City's annual performance evaluation process. Performance evaluations shall be conducted according to a citywide schedule established by the Human Resources Department rather than on individual employment anniversary dates.

The Human Resources Department shall establish evaluation timelines, procedures, training requirements, rating methodologies, and submission deadlines.

Performance evaluations shall be completed electronically through the City's designated performance management system and shall include:

- A. An employee self-evaluation, which is strongly encouraged and may be required by Human Resources;
- B. A supervisor evaluation;
- C. A review of accomplishments, goals, and development needs;
- D. Evaluation of City core values and behavioral expectations;
- E. Assessment of job-specific competencies and performance expectations associated with the employee's position; and
- F. Any additional performance criteria established by Human Resources.

Employees and supervisors shall participate in any required performance management training established by the Human Resources Department.

Mid-Year Performance Review

Employees and supervisors shall participate in a mid-year performance review or progress discussion to evaluate goals, discuss accomplishments and challenges, identify development opportunities, and provide ongoing performance feedback. The purpose of the mid-year review is to promote continuous communication and ensure performance expectations remain aligned with organizational goals.

Performance Review Meetings

Supervisors shall meet with employees to discuss performance evaluation results, performance expectations, development opportunities, and future goals. Employees shall have the opportunity to provide comments regarding their evaluation.

An employee's signature or electronic acknowledgment indicates receipt and discussion of the evaluation and does not necessarily indicate agreement with the evaluation's contents.

Performance Evaluations and Employment Decisions

Performance evaluations are intended to facilitate communication, employee development, performance improvement, and organizational effectiveness. Performance evaluation results may be considered in decisions regarding training opportunities, succession planning, promotional opportunities, corrective action, compensation recommendations, and other employment-related decisions.

A favorable performance evaluation does not guarantee a salary increase, promotion, transfer, continued employment, or any other employment benefit.

Appointed Officials

Employees appointed by the Mayor and Council, including the City Manager, City Clerk, City Treasurer, City Attorney, and Executive Assistant to Mayor and Council, shall be evaluated in accordance with procedures established by the Mayor and Council. Compensation and employment decisions regarding appointed officials shall remain within the authority of the Mayor and Council.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Compensation Administration	Policy Number: 106.6
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Compensation Administration

The City is committed to maintaining a compensation system that is equitable, competitive, fiscally responsible, legally compliant, and aligned with the City's strategic objectives. The compensation program is designed to attract, retain, and motivate qualified employees while ensuring internal equity and external market competitiveness.

All positions shall be assigned to a pay grade within the City's classification and compensation system. Each pay grade shall establish a minimum and maximum rate of pay, and employees shall be compensated within the assigned pay grade based on factors including qualifications, experience, performance, internal equity, budgetary considerations, and applicable City policies.

The City Council shall adopt and maintain a compensation plan establishing pay grades and salary ranges for all authorized positions. The Human Resources Director shall administer the compensation plan and may recommend modifications as necessary to maintain competitiveness, equity, and operational effectiveness. The City Manager shall review compensation recommendations and submit proposed changes to the City Council for consideration and approval when required.

Compensation decisions shall be made in accordance with applicable laws, the City's compensation plan, and established personnel policies. Placement within a pay grade, promotional increases, reclassifications, acting assignments, and other compensation actions shall be administered in accordance with the applicable provisions of this Personnel Manual.

The City shall periodically review its classification and compensation system to ensure that positions remain appropriately classified and compensated. A comprehensive classification and compensation study shall generally be conducted every three (3) to five (5) years, or more frequently as determined by the City Manager, Human Resources Director, or City Council based on market conditions, organizational changes, recruitment and retention challenges, budgetary considerations, or other operational needs.

Nothing in this policy shall be construed as creating a contractual right to a salary increase, adjustment, or compensation action. All compensation actions remain subject to budgetary approval and the authority of the City Council and City Manager as provided by law and City policy.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Compensation Adjustments	Policy Number: 106.7
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Compensation Adjustments

Employees may be eligible for compensation adjustments based on factors determined by the City, including performance, market conditions, internal equity, classification changes, budgetary considerations, and other operational needs.

Performance-based compensation adjustments, if approved, shall be administered in connection with the City's annual performance evaluation process. Eligibility for and receipt of a performance evaluation does not guarantee a salary increase.

The Human Resources Department shall administer the annual compensation review process and may provide recommendations regarding compensation adjustments. Any compensation adjustments shall be subject to available funding, budgetary approval, and authorization by the City Manager and City Council, as applicable.

Compensation adjustments shall be implemented in accordance with the adopted budget and compensation plan. The amount and timing of any salary increase shall be determined by the City based on organizational needs, available resources, employee performance, and other relevant factors.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Recording Your Time	Policy Number: 106.8
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Recording Your Time

All employees are required to accurately record and report all hours worked using the City's designated timekeeping system. Employees are responsible for ensuring that all time records are complete, accurate, and submitted in accordance with established payroll procedures.

Non-exempt employees must accurately record the time they begin, and end work each day, meal periods, unpaid breaks, and any other periods during which they are relieved of work duties. Employees must also accurately report all leave usage, including vacation, sick leave, holiday leave, bereavement leave, jury duty leave, military leave, leave without pay, and any other authorized absence.

Employees approved for telework or alternative work arrangements remain subject to all City timekeeping requirements and must accurately record all hours worked.

Employees may not:

- A. Falsify, alter, misrepresent, or omit time worked or leave taken;
- B. Record time for another employee or permit another employee to record time on their behalf;
- C. Work unauthorized overtime or off-the-clock hours;
- D. Fail to accurately report all hours worked; or
- E. Tamper with, manipulate, or improperly access the City's timekeeping system or records.

Employees are responsible for reviewing and certifying the accuracy of their time records prior to submission. Supervisors are responsible for reviewing, approving, and verifying employee time records for accuracy and compliance with City policies.

Corrections to time records must be documented and approved by the employee's supervisor in accordance with established payroll procedures. All-time record modifications shall be maintained within the City's payroll or timekeeping system and are subject to audit and review.

Falsification of time records, unauthorized alteration of timekeeping information, payroll fraud, or any other violation of this policy is considered a serious offense and may result in disciplinary action, up to and including termination of employment.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Pay Period	Policy Number: 106.9
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Pay Procedures

The City shall establish and maintain payroll schedules for employees as determined by the City. Employees will be paid in accordance with the payroll schedule applicable to their position or department.

Employees are encouraged to enroll in direct deposit. Electronic pay statements will be made available through the City's designated payroll or Human Resources Information System (HRIS). Employees are responsible for reviewing their pay statements and leave balances for accuracy upon receipt.

Any employee who believes there is an error in his or her pay, leave balance, deductions, or other payroll-related matter must promptly notify his or her supervisor and the Human Resources or Finance Department.

When a scheduled payday falls on a holiday or other day when City offices are closed, employees will generally be paid on the preceding business day or as otherwise determined by the City.

Payroll advances will not be provided except as required by law or approved by the City Manager under extraordinary circumstances.

The City reserves the right to correct payroll errors, overpayments, underpayments, and administrative mistakes in accordance with applicable law and City procedures.

Questions regarding compensation, deductions, direct deposit, payroll processing, or leave balances should be directed to the Human Resources or Finance Department.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Special Compensation	Policy Number: 106.10
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Special Compensation

The City may provide special compensation in limited circumstances when employees are required to perform work, assume responsibilities, or remain available for service beyond their regularly assigned duties or work schedules. Special compensation is subject to applicable laws, budgetary constraints, and approval requirements established by the City.

Special compensation shall not be considered part of an employee's base salary and shall not create an entitlement to future payments.

The Human Resources Director shall administer special compensation programs and may establish procedures and forms necessary for implementation. All special compensation payments are subject to budgetary approval and authorization by the City Manager or designee.

Holiday Premium Pay

Non-exempt employees who are required and authorized to work on an official City holiday shall receive compensation at one and one-half (1.5) times their regular rate of pay for all hours actually worked on the holiday.

Holiday premium pay shall apply only to hours actually worked on the designated holiday and shall not apply to holiday leave hours, paid leave hours, or other non-worked hours.

Exempt employees are not eligible for holiday premium pay unless specifically authorized by the City Manager.

Nothing in this policy shall be construed as guaranteeing employees the right to, nor approval of, work on a holiday. Department Directors may schedule employees to work on holidays as necessary to meet operational needs and maintain essential City services.

On-Call Status Pay

Certain positions may be designated by the City as eligible for on-call assignments when operational needs require employees to be available to respond to emergencies, service interruptions, public safety concerns, weather events, utility failures, or other business needs outside of their regular work schedule.

Employees assigned to on-call status shall receive an on-call stipend of ten dollars (\$10.00) per day for each day they are officially designated and authorized to be on call.

Employees assigned to on-call status must:

- A. Remain fit for duty and able to perform assigned responsibilities;

- B. Be reachable by telephone or other designated communication methods;
- C. Respond to calls, messages, or notifications within the time period established by the department;
and
- D. Report to work or otherwise respond when directed.

The on-call stipend compensates employees for their availability and does not constitute compensation for hours worked.

Non-exempt employees who are required to perform work while on call shall be compensated for actual hours worked in accordance with the Fair Labor Standards Act (FLSA) and applicable City policies. Any applicable overtime shall be calculated based on hours worked.

On-call assignments must be approved by the Department Director and administered in accordance with departmental procedures. The City reserves the right to modify, suspend, or discontinue on-call assignments based on operational needs.

Failure to comply with on-call requirements may result in removal from on-call assignments and may subject the employee to disciplinary action.

Additional Compensation for Supplemental Duties

The City may authorize additional compensation when an employee performs duties that are substantially beyond, separate from, or in addition to the employee's regularly assigned responsibilities. Additional compensation is intended to address temporary operational needs and does not constitute a promotion, reclassification, or permanent adjustment to an employee's base salary.

Prior to performing supplemental duties for additional compensation, the employee must receive written approval from the Department Director, Human Resources Director, and City Manager.

Additional compensation may be approved when:

- A. The employee performs work for another department outside of the employee's regular work schedule and outside the normal scope of assigned duties;
- B. The employee performs duties that are separate and distinct from the employee's regular position and are associated with another job classification;
- C. The employee performs temporary project-based work, special assignments, training responsibilities, emergency assignments, or other duties determined by management to warrant additional compensation; or
- D. The City determines that temporary operational needs require supplemental staffing and the use of existing employees is more practical than hiring temporary personnel.

The rate of additional compensation shall be determined by Human Resources and approved by the City Manager based upon the nature of the work, the applicable pay grade, internal equity considerations, and budgetary constraints.

Additional compensation shall not exceed five hundred (500) hours within a calendar year without the approval of the City Manager.

A Personnel Action Form or other documentation prescribed by Human Resources must be completed and approved before additional compensation may be paid. Payments shall be processed through the City's payroll system in accordance with established payroll procedures.

Nothing in this policy guarantees the availability of supplemental work or additional compensation opportunities.

Retroactive Pay Adjustments

Retroactive pay adjustments shall generally be limited to four (4) pay periods preceding the date the adjustment is approved and processed.

Retroactive pay may be approved when necessary to correct administrative errors, payroll processing errors, approved personnel actions, compensation adjustments, reclassifications, promotions, acting assignments, or other employment actions authorized by the City.

Retroactive pay exceeding four (4) pay periods may be approved only by the City Manager upon recommendation of the Human Resources Director when extenuating circumstances exist.

Retroactive pay shall not ordinarily be granted due to delays in submitting performance evaluations, personnel action forms, payroll documentation, or other required approvals when such delays result from the failure of an employee, supervisor, Department Director, or other responsible party to comply with established procedures and deadlines.

Employees, supervisors, Department Directors, Human Resources, and Payroll personnel share responsibility for ensuring that personnel actions, performance evaluations, and payroll-related documents are completed and submitted in a timely manner.

Nothing in this policy shall require the City to provide retroactive pay beyond the limitations established herein unless otherwise required by law.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Payroll Deductions	Policy Number: 106.11
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Payroll Deductions

The City shall make all payroll deductions required by applicable federal and Georgia law. Required deductions may include federal income tax withholding, Medicare withholding, retirement contributions, and other deductions authorized or required by law.

The City may also withhold amounts from an employee's earnings pursuant to court orders, tax levies, garnishments, child support orders, or other legally authorized deductions.

Employees may authorize voluntary payroll deductions for insurance premiums, retirement plan contributions, deferred compensation plans, supplemental benefits, charitable contributions, or other programs approved by the City. Voluntary deductions shall be made only with the employee's written or electronic authorization and in accordance with applicable laws and plan requirements.

Employees are responsible for reviewing their pay statements and promptly reporting any questions or concerns regarding compensation, deductions, leave balances, or payroll processing. Employees who believe an improper deduction has been made from their pay should notify Human Resources or the Finance Department as soon as practicable so the matter may be reviewed.

The City shall investigate reported payroll discrepancies and, when appropriate, make corrections in accordance with applicable laws, payroll procedures, and City policy.

Chapter 7: Employee Expectations

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Employee Privacy Policy	Policy Number: 107.1
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Employee Privacy Policy

It is the City's policy to respect the privacy of employee personnel and payroll records to the extent possible while at the same time complying with the City's operational needs and all obligations regarding the public availability of open records and required production of records pursuant to a subpoena, court order, or otherwise. Therefore, absent the consent of the individual involved, a request made under the Georgia Open Records Act, or a subpoena, court order, or other circumstances requiring production, employee personnel and payroll records will only be made available for inspection and review to authorized individuals on a "need-to-know" basis.

In addition, an employee will be given access to inspect their own personnel and payroll records upon request and scheduling an appointment at appropriate time, outside of the employee's work hours, that is approved by the Human Resources Director. The employee will be charged for any copies requested at the same rate the city charges for copying documents pursuant to an Open Records Request. An employee may request, through their Department Head, the correction, amendment or supplementation of records that they believe are not accurate, timely or complete. However, such corrections, amendments, or supplementation is not guaranteed and will only be made in the discretion of the City Manager.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Search and Inspection of City Property	Policy Number: 107.2
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Search and Inspection of City Property

Employees shall have no expectation or right of privacy with respect to City facilities, property, and equipment including computers, desks, cabinets, drawers, and lockers. Employees shall not affix any personal locks to any City facilities, property, and equipment. The City reserves the right to search all City facilities, property, and equipment at any time with or without notice and for any reason, and to search employee personal items that are located or stored in any City facility, property, and equipment for work-related reasons, upon reasonable suspicion for such reasons.

Please also refer to the City's Technology Policy.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Standard of Conduct	Policy Number: 107.3
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Standard of Conduct

Employees are expected to conduct themselves in a professional, ethical, lawful, and responsible manner at all times. Conduct that interferes with City operations, negatively impacts public trust, creates safety concerns, violates City policies, or otherwise fails to meet the standards expected of City employees may result in corrective action or disciplinary action, up to and including termination of employment.

The examples below are illustrative and are not intended to be all-inclusive. The City reserves the right to determine the appropriate level of corrective or disciplinary action based on the circumstances of each situation.

Examples of misconduct include, but are not limited to:

Attendance and Dependability

- A. Excessive absenteeism, tardiness, or unauthorized departures from work;
- B. Improper use, abuse, or falsification of leave benefits;
- C. Failure to report to work as scheduled or failure to follow established attendance procedures.

Performance and Accountability

- A. Inefficiency, negligence, incompetence, or unsatisfactory job performance;
- B. Failure to perform assigned duties or follow reasonable work instructions;
- C. Failure to complete required training, certifications, or job-related requirements;
- D. Refusal to accept reasonable work assignments.

Professional Conduct

- A. Discourteous, disrespectful, disruptive, threatening, intimidating, harassing, or abusive conduct toward the public, elected officials, coworkers, supervisors, vendors, or others;
- B. Conduct that reflects negatively on the City or undermines public confidence in City government;
- C. Misuse of authority, position, or City resources;
- D. Violation of departmental rules, policies, procedures, or lawful directives.

Integrity and Ethics

- A. Dishonesty, fraud, theft, misrepresentation, falsification of records, payroll documents, reports, applications, time records, or other official documents;
- B. Misappropriation or unauthorized use of City funds, equipment, vehicles, property, technology, or resources;
- C. Acceptance of gifts, favors, gratuities, or other benefits in violation of City policy;
- D. Conflicts of interest or violations of the City's Ethics Ordinance.

Confidentiality and Information Security

- A. Unauthorized disclosure, removal, alteration, destruction, or misuse of confidential, sensitive, or protected information;
- B. Sharing passwords, granting unauthorized access to City systems, or compromising information security.

Safety and Workplace Conduct

- A. Violation of safety rules or creating unsafe working conditions;
- B. Fighting, workplace violence, horseplay, or other conduct that endangers individuals or property;
- C. Possession, use, sale, distribution, or being under the influence of alcohol, illegal drugs, or controlled substances in violation of City policy;
- D. Refusal to comply with authorized drug or alcohol testing requirements.

Legal and Regulatory Compliance

- A. Criminal conduct that adversely affects the employee's ability to perform assigned duties or the City's reputation;
- B. Operating a City vehicle or conducting City business without required licenses, certifications, or authorizations;
- C. Violation of applicable federal, state, or local laws related to employment or job responsibilities.

Nothing in this policy limits the City's ability to address misconduct not specifically identified above. The City reserves the right to determine the appropriate corrective or disciplinary action based on the nature and severity of the conduct, the employee's work history, and the circumstances of each case.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Corrective Action and Discipline	Policy Number: 107.4
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Corrective Action and Discipline

The purpose of corrective action and discipline is to promote positive employee performance, ensure compliance with City policies and expectations, maintain operational effectiveness, and provide quality service to the public. Corrective action is intended to address performance deficiencies, misconduct, attendance concerns, policy violations, and other workplace issues in a fair, consistent, and constructive manner.

The City encourages supervisors to address concerns promptly through coaching, counseling, training, and performance management whenever appropriate. However, corrective action may be imposed when necessary to address misconduct, policy violations, safety concerns, performance deficiencies, or other inappropriate conduct.

The City generally follows a system of progressive discipline; however, the City reserves the right to determine the appropriate level of corrective action based on the nature and severity of the offense, the employee's work history, prior disciplinary record, operational impact, safety considerations, and other relevant circumstances.

Nothing in this policy requires the City to apply corrective actions in any particular order or to utilize every step of the progressive discipline process. Serious misconduct may result in immediate suspension, demotion, or termination without prior disciplinary action.

Corrective action may include, but is not limited to:

- A. Coaching or counseling;
- B. Verbal warning;
- C. Written warning;
- D. Final written warning;
- E. Performance Improvement Plan (PIP);
- F. Suspension with or without pay, as permitted by law;
- G. Demotion;
- H. Reduction in compensation;
- I. Termination of employment.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Progressive Discipline Procedures	Policy Number: 107.5
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Progressive Discipline Procedures

When appropriate, the City may utilize the following progressive discipline process:

Step 1 – Coaching and Counseling

Supervisors are encouraged to address minor performance or conduct issues through informal coaching, counseling, instruction, training, or corrective guidance. Coaching discussions may be documented and maintained by the supervisor.

Step 2 – Verbal Warning

If a problem continues or if circumstances warrant, the supervisor may issue a verbal warning outlining the concern, expected improvement, and consequences of continued deficiencies. Documentation of the verbal warning may be maintained in supervisory files.

Step 3 – Written Warning

A written warning may be issued when performance or conduct concerns persist or when the seriousness of the matter warrants formal disciplinary action. The written warning shall identify the issue, expected corrective action, and consequences for future violations. A copy of such shall be maintained in the employee's personnel files, maintained by Human Resources.

Step 4 – Final Written Warning or Performance Improvement Plan

The City may issue a final written warning or place the employee on a Performance Improvement Plan (PIP) specifying performance expectations, timelines, required improvements, and consequences for failing to meet expectations. A copy of such shall be maintained in the employee's personnel files, maintained by Human Resources.

Step 5 – Suspension, Demotion, Reduction in Compensation, or Termination

When warranted, the City may impose suspension, demotion, reduction in compensation, or termination of employment.

Prior to imposing suspension, demotion, reduction in compensation, or termination, the employee shall generally be provided notice of the proposed action and an opportunity to respond, unless immediate action is necessary to protect public safety, City operations, City property, or the interests of the City.

The Human Resources Director shall review all disciplinary actions involving suspension, demotion, reduction in compensation, or termination before implementation whenever practicable.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Disciplinary Appeal Procedure	Policy Number: 107.6
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Disciplinary Appeal Procedure

Regular employees who are suspended, demoted, involuntarily reduced in compensation, or terminated may appeal the disciplinary action.

An employee seeking to appeal a disciplinary action must submit a written appeal to the Human Resources Director within five (5) business days of receiving notice of the disciplinary action. The appeal shall identify the disciplinary action being challenged and the basis for the appeal.

Upon receipt of an appeal, Human Resources shall review the matter and schedule an appeal meeting or hearing with the appropriate management representative, hearing officer, or review panel designated by the City Manager.

The employee shall have the opportunity to present information, documentation, and relevant facts supporting the appeal.

Following review of the appeal, a written decision shall be issued by the Human Resources Director. The decision shall affirm, modify, or overturn the disciplinary action.

Unless otherwise required by law, the decision issued through the disciplinary appeal process shall be final and binding.

Nothing in this policy alters the at-will employment status of employees or creates a contractual right to continued employment.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Bulletin Boards/Solicitation & Distribution	Policy Number: 107.7
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Bulletin Boards / Solicitation & Distribution

Bulletin Boards are provided for official City business, announcements, holiday notices, job openings, policies and procedures. Any posting on bulletin boards shall only be upon written authorization by the City Manager. Employees should periodically check the boards for updates or new announcements. Bulletin boards shall not post commercial or political advertising or any other activity, meetings or announcements unless sponsored by the City.

It is the City's policy to forbid all solicitation for contributions, membership in clubs or organizations, signatures for petitions or the sale of consumer products, or other outside business on City premises. An exception is made for City-approved charitable endeavors. The City may also choose to recognize charitable drives as a community-backed effort.

In order to avoid unnecessary annoyances and interruptions during the workday, solicitation by an employee of another employee is prohibited on the premises. Distribution of literature by employees is prohibited at all times on City premises.

Non-employees may not solicit for any purpose or engage in distribution of any literature or commercial goods of any kind in work areas at any time.

Chapter 8: Employee Benefits

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Employee Benefits	Policy Number: 108.1
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Employee Benefits

Purpose

The City of Stockbridge is committed to providing a competitive benefits package designed to support the health, well-being, and financial security of eligible employees and their families.

Eligibility

Eligibility for benefits is determined by employment status, position classification, and applicable plan requirements. Employees are responsible for completing enrollment requirements within established deadlines.

Health and Wellness Benefits

Eligible employees may participate in medical, dental, vision, prescription drug, wellness, and other health-related benefit programs offered by the City.

Income Protection Benefits

The City may provide or make available life insurance, disability insurance, and other income protection benefits for eligible employees.

Voluntary Benefits

Eligible employees may elect to participate in voluntary benefit programs offered through the City, subject to applicable plan provisions and employee contributions.

Leave Benefits

The City provides eligible employees with various leave benefits. Employees should refer to Chapter 9, Types of Leave, for specific provisions, eligibility requirements, and administration of leave programs.

Retirement Benefits

The City offers retirement benefits to eligible employees in accordance with applicable retirement plans and policies. Please see the Pension Policy for additional information regarding retirement benefits, eligibility requirements, participation, and plan provisions.

Social Security and Medicare

The City of Stockbridge participates in a qualified retirement system in lieu of Social Security retirement participation. As a result, employees do not contribute to the Social Security retirement program through payroll deductions. Employees remain subject to Medicare tax withholding as required by federal law.

Benefit Plan Administration

All benefits are subject to the terms, conditions, limitations, and exclusions contained in applicable plan documents, insurance contracts, policies, and governing regulations. In the event of a conflict between this policy and an official plan document, the official plan document shall control. The City reserves the right to amend, modify, suspend, or terminate any benefit program, contribution, or plan at any time, subject to applicable law.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Tuition Reimbursement Program	Policy Number: 108.2
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Tuition Reimbursement Program

The City encourages employee development and lifelong learning by providing tuition reimbursement opportunities for eligible employees pursuing education that enhances their current job performance, supports career development within the City, or prepares employees for future organizational needs.

Tuition reimbursement is subject to annual budgetary appropriations and available funding and is not a guaranteed employee benefit.

Eligibility

To be eligible for tuition reimbursement, an employee must:

- A. Be a regular full-time employee;
- B. Have successfully completed the introductory period;
- C. Be in good standing and maintain satisfactory job performance; and
- D. Obtain all required approvals before enrolling in the course or program.

Eligible Coursework

Coursework must:

- A. Be related to the employee's current position, career path, professional development, or anticipated future opportunities within the City;
- B. Be part of a vocational certificate, technical certification, associate degree, bachelor's degree, or master's degree program;
- C. Be offered through an accredited vocational school, technical school, college, or university recognized by the U.S. Department of Education or other accrediting authority acceptable to the City;
- D. Be completed while the employee remains actively employed by the City; and
- E. Not interfere with the employee's work schedule or job performance.

Doctoral degree programs are not eligible for reimbursement unless specifically approved by the City Manager.

Reimbursement Amounts

The City may reimburse eligible expenses for tuition, required textbooks, and mandatory course fees.

The following expenses are not eligible for reimbursement:

- Application fees;
- Registration fees;

- Parking fees;
- Travel expenses;
- Technology fees;
- Computer hardware or software;
- Supplies, equipment, or materials; and
- Any other expenses not specifically approved by the City.

Employees must successfully complete the course with a grade of "C" or better for undergraduate coursework or meet the minimum academic standards established by the educational institution for graduate-level coursework.

The maximum reimbursement available shall be five thousand dollars (\$5,000) per employee per fiscal year, subject to available funding and budget approval.

The City shall not reimburse expenses paid by scholarships, grants, veterans' benefits, employer-sponsored educational assistance programs, or other third-party funding sources. Reimbursement shall be limited to the employee's actual out-of-pocket eligible expenses.

Approval Process

Employees seeking tuition reimbursement must submit a Tuition Reimbursement Request Form and obtain approval from:

- A. The Department Director;
- B. The Human Resources Director; and
- C. The City Manager or designee.

Approval must be obtained before the start of the course or program.

To receive reimbursement, employees must submit:

- A. Proof of successful course completion;
- B. Official grade documentation;
- C. Receipts for eligible expenses; and
- D. Documentation of any grants, scholarships, or other educational assistance received.

All documentation must be submitted within thirty (30) days of course completion unless otherwise approved by Human Resources.

Repayment Obligation

Employees who voluntarily resign or retire within twelve (12) months of receiving tuition reimbursement shall reimburse the City for the tuition reimbursement received during the preceding twelve (12) months.

Repayment shall be calculated on a prorated basis based upon the number of months remaining in the twelve-month commitment period.

To the extent permitted by law, employees authorize the City to deduct any repayment obligation from their final paycheck, accrued leave payout, or other amounts owed by the City. Any remaining balance shall be due and payable to the City and may be subject to collection efforts.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Employee Referral Incentive Program	Policy Number: 108.3
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Employee Referral Incentive Program

The City recognizes that current employees are often an excellent source of qualified candidates. The Employee Referral Incentive Program is intended to encourage employees to assist in recruiting talented individuals for City employment opportunities.

The Employee Referral Incentive Program is subject to annual budget approval and may be modified, suspended, or discontinued at any time by the City.

Eligibility

All regular full-time and part-time employees are eligible to participate in the Employee Referral Incentive Program unless otherwise prohibited by this policy.

The following individuals are not eligible to receive referral incentives:

- A. Human Resources employees involved in the recruitment process;
- B. Hiring managers and supervisors responsible for filling the vacancy;
- C. Department Directors for positions within their department;
- D. Temporary employees, interns, contractors, or volunteers.

Referral Incentive

Employees who refer a candidate who is subsequently hired into a regular full-time position may be eligible to receive a referral incentive of five hundred dollars (\$500).

Employees who refer a candidate who is subsequently hired into a regular part-time position may be eligible to receive a referral incentive of two hundred and fifty dollars (\$250).

The referral incentive shall be paid after the referred employee successfully completes the introductory period and remains actively employed by the City.

The referring employee must also remain actively employed by the City at the time the incentive is paid.

Referral Process

To qualify for the incentive:

- A. The referring employee must submit a Referral Incentive Form to Human Resources before or at the time the candidate applies;
- B. The candidate must identify the referring employee on the employment application; and
- C. Human Resources must be able to verify the referral.

Only one referral incentive may be paid per hired employee. If multiple employees refer the same candidate, the first documented referral received by Human Resources shall be recognized.

Payment and Administration

Referral incentives shall be processed through payroll and are subject to applicable tax withholdings.

Human Resources shall determine eligibility for referral incentives and administer the program.

Program Administration

The City reserves the right to approve, deny, modify, suspend, or discontinue referral incentives at any time based on operational needs, recruitment objectives, or budgetary considerations.

Nothing in this policy creates a contractual right to a referral incentive or guarantees employment for any applicant.

Chapter 9: Types of Leave

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Holidays	Policy Number: 109.1
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Holidays

The city observes the following holidays during the year:

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Juneteenth Day	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

Observation of Holidays

Holidays are observed as non-workdays with pay only when proclaimed for observance by the Mayor and Council. Holidays that occur on a Saturday will normally be proclaimed for observance on the preceding Friday. Holidays that occur on a Sunday will normally be proclaimed for observance on the following Monday.

An employee who works on statutory holidays not proclaimed and observed as a non-workday with pay and resigns or separates before the Mayor and Council authorizes a compensatory non-workday is not entitled for compensation on that statutory holiday.

An employee required to work on a day proclaimed as a holiday, or an employee whose normal time off occurs on a day proclaimed as a holiday, shall be compensated for the work or granted equivalent time off. An employee who separates or is separated from employment with the City shall be paid for any equivalent time off not utilized prior to separation.

A regular part-time employee shall not receive additional compensation or time off for a holiday which occurs on a regularly scheduled off day. An employee may not be granted holiday pay in advance of the declaration and observance of such holiday. A regular part-time employee will receive payment if the holiday falls on their regular scheduled workday.

An employee shall be paid for a holiday or unanticipated non-workday only if the employee is in pay status the full scheduled work shifts the calendar day before or after the holiday; however, the compensation of an employee who is separating from employment in order to receive benefits under the retirement system shall not be reduced by such requirement. An employee shall not be paid for a holiday if the employee is separating from service and the holiday is in a different calendar year. An employee shall not be paid for a holiday if the employee enters, or reenters service the calendar day following the holiday.

Requests to Observe Other Religious Holidays

An employee who requests time away from work to observe religious holidays not proclaimed by the Mayor and Council, shall be given priority consideration. Requests for priority consideration to observe religious holidays shall be made at least seven (7) days in advance and are limited to three (3) workdays in each calendar year

Any paid time for such religious holiday observance shall be charged to accrued annual leave available to the employee at the time of the holiday observance.

A request by an employee for time away from work shall not be denied unless (a) the employee does not have adequate accrued annual leave to cover such period of absence; or (b) the duties performed by employee are urgently required and the employee is the only person available who can perform the duties.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Leave and Attendance Administration	Policy Number: 109.2
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Leave and Attendance Administration

Purpose

The purpose of this policy is to establish consistent guidelines for attendance, leave accrual, leave usage, leave requests, and leave administration for City of Stockbridge employees. Regular attendance and punctuality are essential to the efficient operation of City services and the accomplishment of departmental objectives.

Employees are expected to report to work as scheduled, on time, and prepared to perform their assigned duties. Excessive absenteeism, abuse of leave benefits, unauthorized absences, chronic tardiness, or failure to comply with attendance requirements may result in corrective action, up to and including termination.

Eligibility

Eligible full-time employees who are in pay status for forty (40) hours or more during a pay period shall accrue annual and sick leave at the end of the pay period. Full-time employees in pay status for fewer than forty (40) hours during a pay period shall not accrue leave for that pay period.

Eligible part-time employees who are regularly scheduled to work twenty (20) or more hours per week may accrue annual and sick leave on a prorated basis in accordance with City policy.

The following employees are not eligible to accrue annual or sick leave unless otherwise required by law:

- Temporary employees;
- Seasonal employees;
- Intermittent employees;
- Part-time employees regularly scheduled to work fewer than twenty (20) hours per week; and
- Employees appointed for a limited duration anticipated to last less than nine (9) months.

Employee Responsibilities

Employees are responsible for accurately recording time worked and leave used in the City's designated timekeeping system.

Employees requesting annual leave should submit requests as far in advance as practicable and no less than two (2) business days before the requested leave date whenever possible.

Employees who are absent due to illness, injury, emergency, or other unforeseen circumstances shall notify their supervisor in accordance with departmental procedures as soon as practicable and no later than one hour before the start of their shift.

Employees are responsible for obtaining approval for leave, providing required documentation, and complying with all attendance and leave procedures.

Supervisor Responsibilities

Supervisors are responsible for administering leave consistently, monitoring attendance, maintaining adequate staffing levels, and ensuring compliance with City policies.

Leave requests should be reviewed and approved or denied within two (2) business days whenever practicable.

In situations involving extended absences where an employee is unable to enter leave into the City's timekeeping system, the supervisor may submit leave on the employee's behalf and maintain appropriate documentation.

Supervisors shall ensure that all leave transactions are accurately recorded and approved within established payroll processing deadlines.

Leave Approval

Leave is a benefit provided by the City and is subject to operational needs and supervisory approval.

Whenever possible, leave requests should be approved before the absence occurs. Approval of leave requests may be based upon staffing levels, operational requirements, workload demands, employee leave balances, and other business considerations.

The Human Resources Director may establish additional leave administration procedures and forms as necessary to ensure consistent application of this policy.

Attendance Expectations

Each Department Director, manager, and supervisor is responsible for monitoring employee attendance and addressing attendance concerns in a timely and consistent manner.

Frequent absences, unauthorized leave, excessive tardiness, abuse of leave benefits, failure to follow attendance procedures, or patterns of attendance issues may result in corrective action, up to and including termination of employment.

Attendance records shall be maintained through the City's payroll and timekeeping systems and shall serve as the official record of employee attendance and leave usage.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Accrual of Annual Leave	Policy Number: 109.3
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Accrual of Annual Leave

Rate of Accrual – Eligible full-time employees shall earn leave as follows:

Years of Service	Days Per Year	Hours Per Pay Period*
0 – 5	14	4.31
6 – 10	18	5.54
11 – 15	22	6.77
16 – 20	26	8.00
21 +	30	9.23

An employee shall begin accruing at the advanced rate the month following completion of the required months of service.

Use of Annual Leave – Annual leave should be requested in a timely manner. No employee shall be granted use of sick or annual leave before such leave has been earned.

Unpaid Personal Leave of Absence – An employee who is absent after all sick leave and annual leave has been exhausted shall be placed on Family or Medical Leave without Pay, leave without Pay, or released. This leave may be granted to regular full- and part-time employees

Unpaid personal leave is limited to one per year. Upon expiration of all accrued annual leave requests for unpaid personal leave must be made in writing to the employee's department manager with a copy to the Human Resources Director and should indicate the reason and the length of leave requested. Upon approval such leave of absence shall be granted as Leave without Pay (LWOP). The employee's right to return at the expiration of the leave shall be contingent upon there being a suitable vacancy available as specified at the time the leave is granted.

Procedure for returning from unpaid personal leave – An employee who has been granted an unpaid personal leave of absence shall give the department manager reasonable notification of the intent to return to work at least two weeks prior to the return date.

Upon receiving notification of the employee's availability, the supervisor or department head will arrange to have the employee reinstated to the employee's previous position, if available.

If the previous position is no longer available, the employee may be considered for other open positions which the employee is qualified for as they become available.

If no position exists, the employee will remain on unpaid leave status until a suitable opening develops. If such an opening does not occur within a sixty (60) day period, any obligation to reinstate the employee is

discontinued and the employee's leave status is changed to a voluntary termination. Future reemployment would be as a rehire with only legally required reinstatement of applicable benefits.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Carry Over of Annual Leave	Policy Number: 109.4
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Carry Over of Annual Leave

Annual leave shall be cumulative for not more than two hundred forty (240) hours. The maximum balance of annual leave that may be carried forth to the next month is two hundred forty (240) hours. All annual leave in excess of two hundred forty (240) hours will be forfeited upon each employee's anniversary date.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Prior Accrued Leave	Policy Number: 109.5
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Prior Accrued Leave

Annual days accrued under the former PTO days will replace paid time off allotted under prior City policies. All PTO will be converted to annual leave and sick days, into an equivalent amount of upon adoption of this manual effective January 1, 2017.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Annual Leave Pay Out	Policy Number: 109.6
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Annual Leave Pay Out

Payment for accrued and unused annual leave up to two hundred forty (240) hours may be made on the pay period following the employee's last pay period in pay status provided the employee separates in good standing.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Jury, Civil and Election Leave	Policy Number: 109.7
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Jury, Civil and Election Leave

An employee shall be given time off without loss of pay when performing jury duty or when subpoenaed to appear before a court, public body, or commission in connection with City business. Employees must provide notice of jury summons or subpoena and should plan with their supervisor as soon as a summons or subpoena is received. Employees are expected to promptly return to work if they are excused from jury duty or appear for testimony during their regular working hours.

Employees are encouraged to exercise their right to vote. Employees also may be given up to two (2) hours of unpaid leave to vote on the day of an election. However, such leave may only be taken during the hours specified by your Department Head. This provision does not apply to employees whose hours of work begin at least two (2) hours after the polls open or end at least two (2) hours before the polls close.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Bereavement Leave	Policy Number: 109.8
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Bereavement Leave

Upon approval by the Department Head, bereavement leave up to three (3) consecutive working days per calendar year typically will be granted with pay for an employee's absence from duty in the event of death in the immediate family, as defined below. Bereavement leave will be granted for the death of any of the following persons: spouse, parent, child or stepchild, sibling, grandparent, grandchildren, or any of the above-listed members of the employee's current spouse's family, or any person who is domiciled in the employee's household. Employees must be scheduled to work during the time they are off for bereavement leave. Any additional approved time off will be taken without pay or may be charged against the employee's available annual or sick leave. The City reserves the right to deny any request based on operational and staffing needs and further reserves the right to require an employee to document the death of a family member.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Military Leave	Policy Number: 109.9
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Military Leave

Pay for Military Leave

Employees ordered to military duty without their consent shall be paid their salary while performing such duty and while going to and returning from such duty not to exceed a total of one hundred forty-four (144) hours in any one federal fiscal year and not exceeding one hundred forty-four (144) hours in any one continuous period of such absence.

Employees ordered to military duty with their consent shall be paid their salary while performing such duty and while going to and returning from such duty, not to exceed a total of one hundred forty-four (144) hours in any one federal fiscal year and not exceeding one hundred forty-four (144) hours in any one continuous period of such absence only if the period of ordered duty is thirty (30) days or less. Employees ordered to military duty of more than thirty (30) calendar days with their consent shall be granted a leave of absence without pay for the entire period of such duty as required by law.

Employees who are absent from work due to orders received to report for any pre- induction or other examination to determine physical or other fitness for service in the armed forces of the United States, may request the use of accrued annual or personal leave. An employee who does not desire to use accrued leave for this purpose, may be granted a leave of absence without pay for the period of the absence.

In the event the Governor declares an emergency and orders an employee to Active Duty as a member of the National Guard, the employee shall be paid his or her salary while performing such duty not to exceed two hundred forty (240) hours in any one federal fiscal year and not exceeding two hundred forty (240) hours in any one continuous period of such State Active-Duty service.

An employee whose work schedule is established as less than forty (40) hours per week shall be eligible for paid leave prorated upon the employee's normal work schedule. Employees ordered to military duty who exceed one hundred forty-four (144) hours may elect to use annual, personal, and compensatory time in lieu of leave without pay.

Employment Reinstatement

Employees who are called to active duty have a right to reemployment after their tour of duty is finished as long as their duty time does not exceed five (5) years, including any previous active duty. Time during which an employee is absent shall not constitute an interruption of continuous employment.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Sick Leave	Policy Number: 109.10
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Sick Leave

All eligible full-time employees compensated weekly and bi-weekly earn sick leave at a rate of two (2) to four (4) hours per pay period regardless of length of service. Sick leave is not transferable to annual leave.

Limitation of Accrual

Sick leave shall be cumulative for not more than four hundred eighty (480) hours. The maximum balance of sick leave that may be carried forth to the next month is four hundred eighty (480) hours. All sick leave in excess of 480 hours will be forfeited at the end of the month in which it is accrued.

Use of Sick Leave

Sick Leave may be used upon approval of the unit supervisor or the supervisor's designee for absences due to the following circumstances:

- Personal illness or disability
- Absences necessitated by employee's exposure to contagious disease where the health of others would be endangered
- Personal dental or medical care
- Illness or accident in employee's immediate family which requires the employee's presence
- Dental or medical care in employee's immediate family which requires the employee's presence; or
- Death in employee's family that is not otherwise defined under bereavement leave.

Sick leave may be used in the amount necessitated by the circumstances.

Personal Illness During a Period of Annual Leave

If an employee is ill for three (3) workdays or more during a period of annual leave, the period of illness may be charged to sick leave upon presentation of satisfactory written evidence. The charges against annual leave shall then be reduced accordingly, provided that the request for substitution of sick leave for annual leave is submitted to the Human Resources Office within two (2) weeks after the employee has returned to duty. No substitution of sick for annual leave is permitted for illness of a family member, nor is substitution allowed for any employee illness of less than three (3) workdays.

Sick Leave Exhausted

If an employee is absent because an illness extends beyond the sick leave accrued to the employee, the absence will be charged to accrued annual leave, if available. Otherwise, the time will be without pay. No request is necessary.

Compensable Injury or Disease

An employee shall not be allowed to use accrued leave for absences due to an accidental injury or occupational disease which is compensable under the Georgia Workers' Compensation Act, until the employee elects in writing to use accrued leave in lieu of worker's compensation benefits. The leave granted for such purpose shall be credited on a day-for-day basis as compensation against any indemnity award by the State Board of Workers' Compensation. A written election to use accrued leave in lieu of workers' compensation benefits may be executed prospectively.

Sick Leave or Disability Leave Without Pay

Documentation:

Employees are required to submit a statement from an attending physician certifying the period of expected illness or disability for use of three (3) continuous days or more of sick leave or disability leave without pay.

Upon advance notice to the employee, the authorizing supervisor may require satisfactory evidence for use of any amount of sick leave; however, such evidence will not be required for use of less than fifteen (15) hours of sick leave in any thirty (30) day period unless the employee has demonstrated excessive or abusive use of sick leave. Excessive or abusive use of sick leave is defined as a pattern of intermittent, short-term usage. Establishment of this pattern includes but is not limited to the following indicators:

- Frequent use of sick leave in conjunction with holidays, scheduled off days, or distribution of paychecks.
- Frequent use of sick leave when scheduled for undesirable temporary shifts or assignments, or during periods of peak workloads.
- Requested sick leave for an absence for which annual leave has previously been denied.
- Frequent occurrences of illness during the workday.
- Peculiar and increasingly improbable excuses.
- Repetitive use of less than fifteen (15) hours of sick leave in thirty (30) day periods.
- Prior written notification of failure to adhere to procedures for approval of leave, inappropriate attendance, or inappropriate use of leave.

If a period of certified disability appears to be lengthy, the Human Resources Office may, at its discretion, request a re-certification with a detailed explanation of the length of disability or may request or require a review by an independent physician.

An employee who does not submit satisfactory evidence for use of ten (10) days or more of sick leave or disability leave without pay, or for use of any amount of sick leave when notified in advance that evidence is required may be placed on Unauthorized Absence.

An employee may be separated as if voluntarily resigned after five (5) consecutive days of unauthorized absence.

Conditions for Return to Duty

An employee who is absent from duty with or without pay because of illness or disability may be required to supply an appropriate medical release or certification that the employee is able to return to duty. Such a release or certification shall indicate the extent to which the employee is able to perform the essential functions of the employee's position and may be required as a precondition to the employee's return to duty.

In accordance with the Return-to-Work Program, employees with occupational or non-occupational injuries/illnesses are encouraged to return to work as quickly and safely as possible through the development of a transitional employment plan.

An employee who is unable to obtain a medical release or certification to return to duty may request an extension of leave, if applicable, or shall be separated from employment as a voluntary separation.

Disability Leave Without Pay

An eligible employee who does not have enough sick, or annual leave to cover a period of disability or illness may request a leave of absence without pay for the period of the disability or illness as certified by the attending physician.

Unless the employee is eligible for Family Leave in accordance with the Family Leave Policy, return from such leave of absence without pay shall be contingent upon there being a mutually suitable vacancy at the time the employee is ready to return.

The maximum amount of time an employee may be placed on leave of absence without pay is twelve (12) months. Any request for extension beyond the period initially requested by the employee must be in writing in advance and supplemented by an additional certification of disability. If an employee does not return to duty at the expiration of an approved leave of absence, whether due to the employee's action or due to the lack of a mutually suitable vacancy, the employee shall be released from employment as voluntary separation.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Paid Time Off (PTO) Sell-Back	Policy Number: 109.11
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Paid Time Off (PTO) Sell-Back

The City may allow eligible employees to voluntarily sell back a portion of their accrued Paid Time Off (PTO) balance, subject to available funding and administrative approval.

Eligibility

Regular full-time employees who have successfully completed their introductory period and maintain a satisfactory performance record may request to sell back accrued PTO.

To be eligible, an employee must maintain a minimum accrued PTO balance of eighty (80) hours after the sell-back is processed.

Maximum Sell-Back Amount

Eligible employees may request payment for up to forty (40) hours of accrued PTO per calendar year.

Unused sell-back eligibility may not be carried forward to future years.

Compensation

Approved PTO sell-back hours shall be paid at the employee's regular base rate of pay in effect at the time of payment. PTO sell-back payments shall not be calculated using acting pay, interim assignment pay, special compensation, overtime rates, or any other premium pay.

All applicable taxes and payroll deductions shall be withheld as required by law.

Approval Process

Employees requesting PTO sell-back must submit a request in the form prescribed by Human Resources.

Requests must be approved by:

- The employee's supervisor;
- The Department Director; and
- Human Resources.

Requests must be submitted at least two (2) weeks prior to the applicable payroll processing deadline.

Administration

PTO sell-back payments shall be processed through the City's regular payroll system and are subject to normal payroll processing schedules.

The City reserves the right to modify, suspend, or discontinue the PTO Sell-Back Program at any time based on operational needs, budgetary considerations, or other business factors.

The City Manager may approve exceptions to this policy when extraordinary or extenuating circumstances exist, and/or such approval is determined to be in the best interests of the City.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Family and Medical Leave Act (FMLA)	Policy Number: 109.12
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) provides unpaid, job-protected leave to eligible employees for certain family and medical reasons, without loss of health insurance benefits. The existence of this Policy shall not alter or expand the statutory requirements of the FMLA, and the application of this Policy is correspondingly limited to those employers and employees who are protected based on the provisions of the FMLA.

Request for and Designation of Leave

To request FMLA leave, the employee must complete and sign a Request for Family and Medical Leave form and submit it to the Human Resources Director. When the need for FMLA leave is foreseeable, the employee must provide notice and submit the Request for Family and Medical Leave form at least thirty (30) calendar days in advance of the effective date of the leave. If thirty (30) days' notice is not practicable (such as if the employee is uncertain as to when the leave will begin or in the case of a medical emergency), the employee must provide notice as soon as practicable. If the need for leave is not foreseeable or in the case of a qualifying exigency, the employee must give the City notice of the need for FMLA leave as soon as practicable under the particular circumstances.

Certification and Recertification of Leave

- A. The City requires that an employee provide a complete and sufficient certification of a serious health condition of the employee or the employee's family member, of a qualifying exigency, or of the need to care for a covered service member with a serious injury or illness. Certification forms are available from the City's Human Resources Department. The employee must submit the completed certification form to the city within fifteen (15) calendar days, unless it is not practicable to do so under the particular circumstances. Failure to provide such certification may result in the delay or denial of FMLA leave.
- B. If the City has reason to doubt the validity of a medical certification, the city, at its own expense, may require a second medical opinion from a physician it chooses. If the first and second opinions differ, the city, at its own expense, may require the opinion of a third health care provider that is approved jointly by the city and the employee. The third opinion will be considered final and binding.
- C. Where the employee's need for leave is due to the serious health condition of the employee or covered family member and lasts beyond a single leave year, the City requires the employee to provide a new medical certification in each subsequent year leave is taken.

- D. Where leave is taken for the serious health condition of the employee or the employee's covered family member, the City may require recertification of the leave every six (6) months, or on a more frequent basis in certain circumstances.
- E. Employees returning from an approved FMLA leave due to their own serious health condition will be required to present a fitness-for-duty certification from their health care provider indicating that they are medically able to resume work. This certification must specifically address the employee's ability to perform the essential functions of his or her job. The city may delay returning the employee to work until this certification is received. Failure to provide this certification may subject the employee to termination.
- F. In the case of intermittent FMLA leave for an employee's own serious health condition, employees are required to present a fitness-for-duty certification every thirty (30) days if the City determines that reasonable safety concerns exist regarding the employee's ability to perform his or her duties because of the employee's serious health condition.

Employee Responsibilities While on Leave

- A. During an approved FMLA leave, employees are entitled to the same health insurance they had before the leave began. Employees who pay some or their entire health insurance premium will be required to continue to pay the premiums in order to continue benefit coverage during the leave period. The employee is responsible for planning to pay any premiums due during the leave period. Employees who do not return to work following FMLA leave will be liable for the payment of any health insurance premiums paid by the employer during unpaid FMLA leave, unless the failure to return to work was due to the continuation, recurrence, or onset of a serious health condition or for other circumstances beyond the employee's control.
- B. Employees will be required to periodically advise the City of their status and intent to return to work at the conclusion of the FMLA leave. Employees also must provide notice to the City at least two (2) business days prior to their return to work. If an employee unequivocally indicates his or her intent not to return to work after taking FMLA leave, the employee is subject to termination.
- C. While on leave, the employee may not be eligible for bonuses or other payments based on attendance or job-related performance goals, in the City's discretion, where the employee has not met that goal due to FMLA leave.
- D. Outside employment during your leave period without City approval is prohibited and may result in disciplinary action, up to and including termination of employment.

Return from Leave

- A. Employees returning from FMLA leave will be restored to the same or an equivalent job. The FMLA does not entitle a restored employee to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken leave.
- B. A request to substitute paid leave for unpaid FMLA leave or a request for any leave not covered by the FMLA may be subject to additional approval, certification, and reinstatement requirements. In

addition, employees requesting to substitute paid leave for unpaid FMLA leave or requesting other approved leave will be required to complete all applicable forms.

Complaint Procedure

If you believe you have been denied any right under the FMLA, contact the Human Resources Department.

Workers' Compensation

All employees are covered under the provisions of the Workers' Compensation Act. This act provides protection of the employee in the event of injury or death arising out of and in the course of performing work for the city. It is designed to pay medical expenses for an on-the-job injury or illness and pay a portion of the employee's lost wages. If you are involved in an accident during any time for which you are earning wages from the city, you are to immediately notify your supervisor so that a First Report of Injury form can be completed, as is required by law. If medical attention is necessary, you must seek treatment from a physician listed on the "Panel of Physician's," which is posted in your department. In the case of an emergency, seek treatment from the nearest emergency room, urgent care clinic, or physician. If an employee is out for an extended time and there is no leave to cover his/her absence, while on worker's compensation, he/she will be responsible for paying their medical/dental/vision/ family coverage, deferred compensation and any other ancillary benefits until they return to work.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Donated Leave	Policy Number: 109.13
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Donated Leave

The Donated Leave policy exists to provide support for employees who have experienced a significant long-term illness or injury, resulting in an extended period of absence from work. This policy is designed to assist those employees who have exhausted all accrued leave due to their condition allowing them to receive leave donations from other employees. The goal of this policy is to ensure that employees afflicted with a significant injury or illness can have the necessary time to recover without the added stress of unpaid leave.

General Provisions/Definitions:

For purposes of this policy:

"Recipient" means an eligible employee who has been authorized to solicit donations of leave from other employees.

"Donor" means an eligible employee who has elected to donate leave to another employee.

Leave donations shall be from employee to employee and shall be strictly voluntary. The identity of donors shall be confidential and shall not be provided to the recipient or to any other individual unless necessary to administer the donation or required by law.

Exclusions

An employee shall not be eligible to solicit leave donations for:

- Any occupationally related accident or illness which is compensable under Workers' Compensation benefits; or,
- Disability incurred in the course of committing a felony or assault; or
- An abuser of accrued leave.

Approval and Solicitation

The City of Stockbridge (COS) shall have the discretion to approve all requests for solicitation of leave donations prior to the circulation of such solicitation. Following approval of a request to solicit leave donations, the City shall designate staff to assist the recipient in developing a solicitation announcement. The recipient or the recipient's designee shall agree, in writing, that the announcement is satisfactory prior to any circulation of such announcement. Solicitation announcements shall be circulated to the extent necessary to encourage donations. The City shall determine the scope and duration of solicitation announcements; provided, however, solicitation announcements shall be posted for not less than ten (10) workdays.

Donor

To be eligible to donate leave a Donor must:

- Have been continuously employed for not less than twelve (12) months in a position(s) entitled to earn leave.
- Be a City of Stockbridge full-time employee.

If donating annual leave, have a balance of not less than eighty (80) hours of annual leave after donation, and.

If donating sick leave, have a balance of not less than eighty (80) hours of sick leave after donation.

A Donor may donate any amount of annual leave or sick leave and not more than one hundred and twenty (120) hours of sick leave in a calendar year. All donations should be in increments of whole hours.

A Donor shall identify in writing the recipient and the type and amount of leave being donated. Such authorization shall specify that the Donor surrenders any claim to any donated leave credited to the Recipient. Leave may not be donated to any Recipient that has not been authorized by the City to receive such donations.

Recipient Eligibility and Exceptions

To be eligible to receive donated leave, a Recipient must:

- Be employed in a position eligible to earn and use leave and not be in a leave without pay status at the time of application;
- Have been continuously employed by the City for at least twelve (12) months in a leave-earning position as of the date the request is submitted;
- Have exhausted all accrued annual leave, sick leave, compensatory time, and any other available paid leave balances;
- Be experiencing a serious illness, injury, medical condition, or other qualifying hardship that results in an extended absence from work; and
- Demonstrate responsible use of accrued leave and be in good standing with the City.

A Recipient may request leave donations no more than thirty (30) calendar days before exhausting all available paid leave. Requests shall be submitted in the form prescribed by the Human Resources Department and shall include any supporting medical or other documentation deemed necessary by the City.

The Human Resources Director shall review all requests and make a recommendation regarding eligibility.

Exception Authority

The City Manager may approve exceptions to the eligibility requirements or usage limitations of this policy when extraordinary or extenuating circumstances exist, and such approval is determined to be in the best interests of the employee and the City. Examples may include catastrophic illness or injury, prolonged hospitalization, organ donation and recovery, family medical emergencies, natural disasters, or other situations creating significant hardship.

Any exception approved under this provision shall be documented in writing and maintained by the Human Resources Department.

City Donations and/or Credits

Donations, not to exceed two hundred and forty (240) hours, shall be credited to a Recipient in a manner determined by the City; provided, however, that donations received after the maximum has been reached shall not be accepted and shall be returned to the appropriate Donor. Once a Recipient has returned to duty, not more than forty (40) hours of previously donated leave may be retained for the Recipient's use.

Multiple donations shall be permitted for the same Recipient; provided, however, no recipient shall be credited with more than four hundred (400) hours of donated leave in any consecutive two (2) calendar year period.

Penalty

No employee shall threaten, coerce or attempt to threaten or coerce another employee for the purpose of interfering with rights involving the donation, receipt or use of leave. Such prohibited acts shall include, but not be limited to, promising to confer or conferring a benefit such as an appointment, promotion, or salary increase, or making a threat to engage in or engaging in an act of retaliation against an employee. Any violation of this shall be misconduct and shall be subject to disciplinary action up to and including dismissal.

Chapter 10: Separations

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Types of Separation	Policy Number: 110.1
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Types of Separation

Employment with the City may be separated for a variety of reasons. The following categories generally identify the types of separation that may occur:

Voluntary Resignation

Separation initiated by the employee.

Retirement

Separation from employment upon eligibility for retirement benefits or voluntary retirement from City service.

Compulsory Resignation

Separation resulting from an employee's inability to meet a condition of employment, maintain required qualifications, certifications, licenses, or other employment requirements.

Layoff

Separation due to lack of work, organizational restructuring, budgetary constraints, reduction in force, elimination of a position, or other operational needs.

Disability

Separation resulting from an employee's inability to perform the essential functions of the position with or without reasonable accommodation, subject to applicable law.

Job Abandonment

Separation resulting from an employee's failure to report to work or notify the City of an absence for a period established by City policy.

Involuntary Termination

Separation initiated by the City for performance deficiencies, misconduct, violation of City policy, or other legitimate business reasons.

Death

Separation resulting from the death of an employee while actively employed by the City.

The City reserves the right to determine the appropriate classification of a separation based upon the circumstances of each case and applicable laws and policies.

Upon separation from employment, employees shall be required to comply with all applicable exit procedures, including the return of City property, completion of required documentation, and participation in the offboarding process as established by the City.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Exit Procedures and Return of City Property	Policy Number: 110.2
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Exit Procedures and Return of City Property

Upon separation from employment for any reason, employees shall immediately return all City property, records, equipment, identification badges, keys, access cards, uniforms, vehicles, technology devices, documents, passwords, purchasing cards, and any other materials belonging to the City.

The employee's supervisor or Department Director shall coordinate the collection of City property and completion of any required separation documentation. A separation clearance process may be required to verify the return of City property and the completion of all outstanding obligations.

Upon notification of an employee's separation, the Department Director or designee shall promptly notify Human Resources, Information Technology, Finance, Payroll, Facilities, and any other affected departments to ensure the timely removal of access privileges, recovery of City assets, processing of final pay, and completion of all offboarding requirements.

Employees shall remain responsible for any City property not returned upon separation. To the extent permitted by law, the City may seek reimbursement for lost, damaged, unreturned, or improperly retained City property.

In the case of a Department Director's separation, all City property, records, files, passwords, and other City assets shall be returned to the City Manager or designee.

The City reserves the right to conduct an exit interview and require completion of all separation procedures prior to final processing of the employee's separation.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Voluntary Resignation	Policy Number: 110.3
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Voluntary Resignation

Employees who choose to resign from employment with the City are encouraged to provide at least two (2) weeks' written notice to their supervisor or Department Director. Employees who provide the required notice, satisfactorily perform their duties through their final day of employment, return all City property, and complete all required separation procedures may be considered to have resigned in good standing. Employees who resign in good standing may be eligible for reemployment with the City, subject to the City's hiring policies and the discretion of the City.

Failure to provide the required notice may be documented in the employee's personnel file and may affect future employment opportunities with the City.

Employees who resign in good standing may be eligible for reemployment with the City, subject to the City's hiring policies and the discretion of the City.

Eligible employees who voluntarily separate from employment and resign in good standing may receive payment for accrued but unused leave benefits in accordance with applicable City policies. Employees who are involuntarily terminated, separated for misconduct, or fail to satisfy the requirements for resignation in good standing shall not be eligible for payout of accrued leave benefits unless otherwise required by law or City policy.

The City may conduct an exit interview to obtain feedback regarding the employee's employment experience and to assist with organizational improvement efforts.

Separation Procedures

Employees are encouraged to review Policy 110.2, entitled "Exit Procedures and Return of City Property." Upon separation from employment, employees shall immediately return all City property, including but not limited to identification badges, keys, access cards, uniforms, equipment, technology devices, records, documents, purchasing cards, vehicles, and any other City-owned property.

The employee's supervisor or Department Director shall notify Human Resources, Information Technology, Finance, Payroll, Facilities, and other appropriate departments to facilitate the employee's separation, removal of system access, recovery of City assets, and processing of final pay and benefits.

Final compensation shall be processed in accordance with applicable federal and Georgia law and City payroll procedures. Employees participating in direct deposit may have final wages issued through direct deposit or by paper check, as determined by the City and applicable payroll processing requirements.

Employees shall complete all required separation and clearance procedures before the separation process is considered complete.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Job References	Policy Number: 110.4
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Job References

The City's reference policy is that employees are not to provide any reference regarding a current or former employee's employment with the City. Any request for a reference or employment history of any kind should be directed to the Human Resources Director. The response of the Human Resources Director, or their designee, will be limited to providing dates of employment, position history and salary history. No one other than the Human Resources Director may respond to a job reference inquiry.

CITY OF STOCKBRIDGE	EMPLOYEE POLICY MANUAL
Policy Title: Job Abandonment and Presumptive Resignation	Policy Number: 110.5
Effective Date: 00/00/0000	Revision Date: 00/00/0000

Job Abandonment and Presumptive Resignation

Employees are expected to report to work as scheduled and to notify their supervisor in accordance with City attendance and leave procedures when they are unable to report to work.

An employee who is absent from work for three (3) consecutive scheduled workdays, or the equivalent of twenty-four (24) scheduled work hours, without notifying the City or obtaining proper authorization for the absence may be deemed to have voluntarily resigned employment through job abandonment.

Similarly, an employee who fails to return to work upon the expiration of an approved leave of absence, including but not limited to family and medical leave, personal leave, military leave, administrative leave, or any other authorized leave, may be deemed to have voluntarily resigned employment unless the employee has obtained an approved extension of leave or otherwise communicated with the City regarding the absence.

Prior to processing a separation under this policy, the City may make reasonable efforts to contact the employee to determine the reason for the absence and provide an opportunity for the employee to respond.

The determination of whether an employee has abandoned their position or is deemed to have voluntarily resigned shall be made by the Human Resources Director in consultation with the Department Director and shall be based upon the facts and circumstances of each situation.

Employees separated under this policy shall be notified in writing of the separation. Such separation shall be classified as a voluntary resignation through job abandonment or presumptive resignation and may affect eligibility for reemployment with the City.

Nothing in this policy limits the City's authority to take disciplinary action when appropriate under other provisions of this manual.

DEFINITIONS

For purposes of this Employee Policy Manual, the following terms shall have the meanings set forth below unless otherwise required by law or specifically stated within a policy.

City

The City of Stockbridge, Georgia.

City Manager

The individual appointed by the Mayor and Council to serve as the chief administrative officer of the City.

Department Director/Department Head

The individual responsible for the management and operation of a City department and the supervision of employees assigned to that department.

Human Resources Director

The individual designated by the City to administer personnel policies, employment practices, benefits, compensation, employee relations, and other human resources functions.

Employee

An individual employed by the City in a position authorized by the City and compensated through the City's payroll system.

Regular Full-Time Employee

An employee who is regularly scheduled to work forty (40) hours per workweek and is eligible for benefits as provided by City policy.

Regular Part-Time Employee

An employee who is regularly scheduled to work fewer than forty (40) hours per workweek and whose eligibility for benefits is determined by applicable City policies and benefit plans.

Temporary Employee

An employee hired for a specific project, seasonal assignment, temporary need, or limited duration and who is not considered a regular employee.

Exempt Employee

An employee classified as exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

Non-Exempt Employee

An employee classified as eligible for overtime compensation in accordance with the Fair Labor Standards Act (FLSA).

Introductory Period

The initial period of employment during which an employee's performance, conduct, attendance, and overall suitability for employment are evaluated.

Supervisor

An employee who has responsibility for directing, assigning, evaluating, or overseeing the work of other employees.

Workweek

The seven (7) consecutive twenty-four (24) hour periods established by the City for payroll and overtime calculation purposes.

Compensation

All wages, salaries, incentives, special compensation, and other forms of monetary payment provided to employees.

Personnel File

The official employment record maintained by the Human Resources Department.

Immediate Family Member

A spouse, child, stepchild, parent, stepparent, sibling, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, legal guardian, or other individual residing in the employee's household, unless otherwise specified in a particular policy.

Good Standing

An employee who is meeting performance expectations, is not currently subject to disciplinary action that would affect eligibility, and satisfies any additional requirements established by City policy.

Telecommuting (Remote Work)

A temporary work arrangement approved by the City that allows an employee to perform assigned duties from an approved location other than a City facility.

HRIS (Human Resources Information System)

The City's designated electronic system used for personnel administration, payroll, benefits, timekeeping, performance management, training, and employee records.

Corrective Action

Coaching, counseling, disciplinary action, or other measures taken to address performance deficiencies, policy violations, misconduct, or workplace concerns.

May

Indicates a discretionary action.

Shall

Indicates a mandatory requirement.

Should

Indicates a recommended practice or expectation.

EMPLOYEE POLICY MANUAL REVISION HISTORY

The City of Stockbridge Employee Policy Manual shall be reviewed periodically by the Human Resources Department to ensure compliance with applicable laws, operational needs, organizational objectives, and human resources best practices.

Substantive amendments, revisions, additions, and deletions to this manual shall be documented below.

Revision Date	Section/Policy Revised	Description of Change	Approved By
July 1, 2026	Employee Policy Manual	Comprehensive policy review and modernization	Mayor and Council

Document Information

Original Effective Date: _____

Current Effective Date: _____

Last Revision Date: _____

Next Scheduled Review Date: _____

Maintained By: Human Resources Department

EMPLOYEE POLICY MANUAL ACKNOWLEDGMENT

I, the undersigned, acknowledge that I have received access to a copy of the City of Stockbridge Employee Policy Manual and understand that it contains important information regarding the City's employment policies, procedures, benefits, workplace expectations, and standards of conduct.

I understand that it is my responsibility to read, familiarize myself with, and comply with the policies, procedures, and guidelines contained in the Employee Policy Manual, as well as any amendments, revisions, or updates issued by the City.

I understand that the Employee Policy Manual is intended to serve as a guide to employment and does not constitute a contract of employment or a guarantee of employment for any specific duration. Nothing contained in the Employee Policy Manual alters the employment relationship between the City and the employee or limits the City's right to modify, amend, suspend, or discontinue policies as permitted by law.

I understand that the City may revise, amend, or update the Employee Policy Manual from time to time and that I am responsible for complying with all current policies and procedures, including those issued after the date of this acknowledgment.

I understand that questions regarding the interpretation or application of any policy should be directed to my supervisor or the Human Resources Department.

By signing below, or by providing an electronic acknowledgment through the City's Human Resources Information System (HRIS) or other authorized electronic platform, I acknowledge that I have received access to the Employee Policy Manual, understand my responsibility to review and comply with its contents, and understand that it is my responsibility to remain informed of future revisions.

Employee Name (Print): _____

Employee Signature: _____

Date: _____

Electronic Acknowledgment

Employees who acknowledge receipt of the Employee Policy Manual through the City's designated Human Resources Information System (HRIS) or other approved electronic system shall be deemed to have electronically signed this acknowledgment. Electronic acknowledgments shall have the same force and effect as an original handwritten signature and may be retained in electronic form as part of the employee's personnel record.



City of Stockbridge

AGENDA ITEM

MEETING DATE

09/14/2026

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
- ☐ GRANT FUNDING
- ☐ TRAFFIC CAMERA FUNDING
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BOND

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Dwayne Pollock

DEPARTMENT: Human Resources

ITEM/PROJECT/EVENT:

Presentation and Adoption of the Updated Employee Policy Manual

BACKGROUND INFORMATION:

Consideration of the revised City of Stockbridge Employee Policy Manual, incorporating comprehensive updates to employment practices, recruitment and selection, compensation and benefits, leave administration, workplace conduct, technology use, complaint procedures, safety, and other personnel policies. The revisions are intended to ensure legal compliance, operational consistency, risk management, and alignment with current human resources best practices.

SIGNATURES:

CITY MANAGER Frank S. Milazi

CITY TREASURER Quinton Washington

CITY ATTORNEY _____

eSigned via GovOS.com

Shawn Edmondson

eSigned via GovOS.com

eSigned via GovOS.com

☐ FINANCIAL IMPACT ☒ N/A

AMOUNT:

0.0

ATTACHMENTS:



ITEM/PROJECT/EVENT:

Consideration and approval of the revised City of Stockbridge Employee Policy Manual, updated to reflect current employment laws, organizational practices, and human resources best practices.

STAFF RECOMMENDATION:

Consideration and approval of the revised City of Stockbridge Employee Policy Manual, updated to reflect current employment laws, organizational practices, and human resources best practices.

eSigned via GovOS.com

Dwayne Pollock



CONTRACT RENEWAL EVALUATION FORM

Date: Tuesday, July 28, 2026

To: Decius Aaron, Public Works Director
Daaron@stockbridgega.org

From: Wanda J. Cooley, Contract Specialist
Email: wcooley@stockbridgega.org

Subject: Contract Renewal No. RFP 2025-0007 with Crabapple Landscape Experts, for City of Stockbridge Right-Of-Way Maintenance Services – Exercise of First (1st) Optional Renewal Year

It is time to review the option to renew the Right-of-Way Maintenance Services and Other Purposes, Contract No. RFP 2025-0007 with Crabapple Landscape Experts. The initial first (1st) term year expires December 31, 2026. The First (1st) optional renewal year, if approved, will expire December 31, 2027.

Please indicate your recommendation as to exercising the option, along with the option-year budgeted amount, account number, and department head's signature. Return to Wanda J. Cooley, Procurement Department, no later than Monday, August 3, 2026. If you intend to disapprove of this option, please provide a concise statement of your rationale for disapproval.

Per Section 1, please indicate whether you wish to renew this contract.

Complete the Survey (Section 2, below) evaluating the Contractor's performance during the past Contract Term. If answering "No" to any question, please explain briefly on page 2 in the comment section.

Section 1: Renewal

Approval Option: Decius T. Aaron August 20, 2026
(Signature) (Date)

Disapprove Option: _____
(Signature) (Date)

Amount Budgeted for Option Year: \$300,000.00

Account #: 100-42200-522000

Department Head: Decius T. Aaron
(Signature)

Contract Renewal Evaluation Form
RFP 2025-0007, COS Right-of-Way Maintenance Services w/Crabapple Landscape Experts
Department of Public Works - Page 2 of 2

Section 2: Contractor Evaluation

	YES	NO	N/A
1. Contractor performed all work in conformance with the Contract requirements?	<u>X</u>	<u> </u>	<u> </u>
2. Contractor was responsive and professional?	<u>X</u>	<u> </u>	<u> </u>
3. Are you satisfied with the quality of the work performed by the Contractor?	<u>X</u>	<u> </u>	<u> </u>
4. Did the Contractor anticipate your needs and provide value-added services beyond the scope/requirements of the Contract?	<u> </u>	<u> </u>	<u>X</u>

Comments: _____

For Approval by Executive Staff. Signatures below will be obtained by the Contract Specialist "if" the budgeted amount is less than \$50,000.00; otherwise, the section below will not be completed due to Council's approval.

Procurement Manager's Signature of Approval:

Approval Date:

Chief Financial Officer's Signature of Approval:

Approval Date:

City Manager's Signature of Approval:

Approval Date:

Notes (if any): _____



BUDGET AVAILABILITY CERTIFICATION FORM

The purpose of the Budget Availability Certification Form is to confirm that sufficient funds are available within the approved budget to support a proposed procurement. Completed during the initial meeting between the end user and the procurement department, the form ensures that solicitations are fiscally feasible before further action is taken. By verifying budget availability early in the process, the City promotes responsible financial management, prevents unfunded commitments, and documents compliance with applicable budgetary and procurement policies.

The Department Head is responsible for ensuring that all necessary budget line transfers are completed prior to initiating a purchase order request. This step ensures that sufficient funds are properly allocated for the intended expenditure and that funds may be encumbered in accordance with approved budgetary and procurement policies.

SECTION:**DETAILS/ENTRIES:*****Department/Division:***Department of Public Works***Date:***August 20, 2026***Fund Cluster/Account:***ROW Maintenance Account No. 100-42200-522000***Purchase / Project Title:***ROW Maintenance***Amount Request:***\$300,000.00***Amount Currently Available in Budget:***Funds will be expended in the FY 2027 budget.

REMARKS (if any):

Community Development: _____

Procurement Division: _____

Procurement Division's Budget Availability Certification Form
RFP 2025-0007, COS Right-Of-Way Maintenance Svs w/Crabapple Landscape Experts
Department of Public Works - Page 2

CERTIFICATION:

I hereby certify that the above-requested amount is **available** and chargeable against the indicated fund cluster/account code.

Note: Approvals confirm that funds are available, properly authorized, and compliant with organizational financial policies before any expenditure is made:

CERTIFIED BY (BUDGET OFFICER):

Name: Lisa Diggs, Budget Manager Title: Budget Manager

Signature: 
Lisa Diggs, Budget Manager (Aug 21, 2026 10:20:53 EDT) Date: 08/21/2026

APPROVALS:

Department Head:

➤ Name : Decius T. Aaron

Signature:  Date: August 20, 2026

Procurement Manager:

➤ Name: Jeremy Andrews

Signature: 
Jeremy Andrews (Aug 21, 2026 11:55:03 EDT) Date: 08/21/2026

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION NO. R25-1851

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA APPROVING THE AWARD OF A CONTRACT FOR RIGHT OF WAY MAINTENANCE TO CRABAPPLE LANDSCAPEEXPERTS (RFP 2025-0007); AND FOR OTHER PURPOSES.

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

WHEREAS, the Department of Public Works seeks Council approval to award a contract for right of way maintenance to Crabapple LandscapExperts, to be funded from budgeted department funds, as detailed in *Exhibit A* for a period of one (1) year, with the option to renew for four (4) one (1) year periods; and

WHEREAS, the right of way maintenance contract's scope of work to be performed, in general, consists of moving and related maintenance services to provide an orderly and uniform visual appearance of right of ways and public property. The locations of work will be located throughout the City; and

WHEREAS, pursuant to Stockbridge Municipal Code Section 3.30.227:

"The City Council shall approve all renewals or term contract extensions:

(A). To afford the city a continuous supply of items or services in the event of the termination or near-termination of the award/contract and

(B). where cost is greater than fifty-thousand dollars (\$50,000.00); and when the original contract was approved by the City Council;" and,

WHEREAS, the Department request for contract adoption has been approved by the City Treasurer, Procurement and Council; and

WHEREAS, the City Council requests that all procurement matters and contracts get presented to them at least 180 days prior to their expiration date and all parties are hereby notified by this resolution of such request;

WHEREAS, the City Council finds that this purchase is necessary to ensure continued compliance with environmental regulations and to maintain efficient operation of the City's wastewater treatment system.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA AS FOLLOWS:

SECTION 1. APPROVAL OF AWARD OF RFP 2025-0007.

The City Council hereby approves the award of a contract for right of way maintenance to Crabapple LandscapExperts, to be funded from budgeted department funds, as detailed in *Exhibit A* for a period of one (1) year, with the option to renew for four (4) one (1) year periods.

City Council here by authorizes the Mayor to execute the same, and authorizes and directs the City Manager to execute all administrative and budgetary actions necessary to implement this Resolution.

SECTION 2. SEVERABILITY.

If any part of this resolution is adjudged invalid, such judgment shall not affect the remainder of this resolution.

SECTION 3. REPEAL OF CONFLICTING PROVISIONS.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4. CITY ATTORNEY'S AUTHORITY.

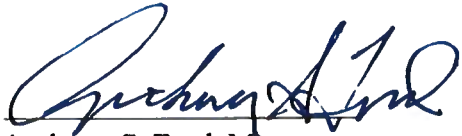
Pursuant to the City's charter and with explicit consent of the City Counsel, the City Attorney is duly authorized to make requisite amendments to all contracts, ordinances, resolutions, and documents, as may be necessary, in order to secure conformity with the express intent of the City Council and to ensure adherence to all pertinent laws and ordinances of the City.

SECTION 5. EFFECTIVE DATE.

This Resolution shall be effective immediately upon adoption.

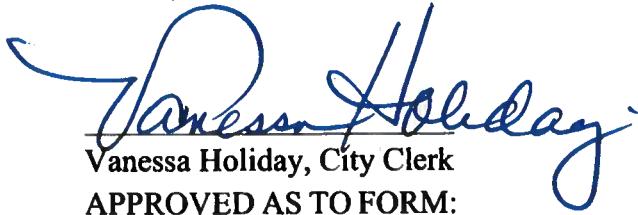
RESOLVED this 28th day of October, 2025.

[SIGNATURES ON THE FOLLOWING PAGE]



Anthony S. Ford, Mayor

ATTEST:



Vanessa Holiday, City Clerk

APPROVED AS TO FORM:



Quinton G. Washington, City Attorney

Contract
RFP NO. 2025-0007 Right of Way Maintenance Services
Crabapple LandscapExperts

This CONTRACT made and entered into this 30th day of October, 2025 by and between the City of Stockbridge, (Party of the First Part, hereinafter called the "City"), and Crabapple LandscapExperts Party of the Second Part, hereinafter called the "Service Provider" or "Contractor").

NOW THEREFORE, for and in consideration of the mutual promises and obligations contained herein and under the conditions hereinafter set forth, the parties do hereby agree as follows:

1. TERMS:

The services to be performed under this Contract shall commence upon the date stated in the notice to proceed letter. The contract period for this contract is for the duration of the project. Upon the completion of the full scope of work the contract shall terminate absolutely and without further obligation as required by O.C.G.A. §36-60-13, as amended, unless terminated earlier in accordance with the provisions of this Contract.

OPTIONAL RENEWALS:

This Contract may be renewed at the sole discretion of the City for four (4) additional twelve-month terms, upon the same terms and conditions, as provided for in this Contract, unless terminated by the City, by notice to the service provider or termination and non-renewal by December 31 of the Contract year.

2. ATTACHMENTS:

The following documents are attached and are specifically incorporated herein by reference; and, along with this Contract and the General Conditions attached as Exhibit A encompass all of the Contract documents:

- Exhibit A: General Conditions.
- Exhibit B: Specifications and Scope of Work (RFP 2025-0007 Right of Way Maintenance)
- Exhibit C: Request for Proposal
- Exhibit D: Bond Documents: Not Applicable
- Exhibit E: Georgia Security and Immigration Compliance Affidavit.
- Exhibit F: Drug Free Workplace.
- Exhibit G: Purchasing Policy Addendum.
- Exhibit H: Affidavit Verifying Status for Public Benefit Application.
- Exhibit I: Cost Proposal.

3. PERFORMANCE:

Service Provider agrees to furnish all skill and labor of every description necessary to carry out perform, perform the services in accordance with the Contract Documents (the "Work").

4. PRICE:

The City agrees to pay the Service Provider following receipt by the City of a detailed invoice reflecting the actual work performed by the Service Provider, provided, however, Service Provider

guarantees that the maximum price for materials, labor and expenses, shall be the amount reflected in Exhibit I.

5. INDEMINIFICATION AND HOLD HARMLESS:

[See Section 13 of Exhibit A, --- General Conditions]

Service Provider further agrees to protect, defend, indemnify, and hold harmless the CITY, its council members, officers, agents, and employees from and against any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee or subcontract of the Service Provider, as allowed under the law.

6. TERMINATION FOR CAUSE:

The City may terminate this Contract for cause upon ten (10) days prior written notice to the Service Provider of the Service Provider's default in the performance of any term of this Contract. Such termination shall be without prejudice to any City's rights or remedies provided by law.

7. TERMINATION FOR CONVENIENCE:

The City may terminate this Contract for its convenience at any time upon (30) days written notice to the Service Provider. In the event of the City's termination of this Contract for convenience, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider who shall itemize each element of performance.

8. TERMINATION FOR FUND APPROPRIATION:

The City may unilaterally terminate this Contract due to lack of funding at any time by written notice to the Service Provider. In the event of the City's termination of this Contract for fund appropriation, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance.

9. CONTRACT NOT TO DISCRIMINATE:

During the performance of this Contract, the Service Provider will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, or disability which does not preclude the applicant or employee from performing the essential functions of the position. The Service Provider will also, in all solicitations or advertisements for employees placed by qualified applicants, consider the same without regard to race, creed, color, sex, national origin, age, or disability which does not preclude the applicant from performing the essential functions of the job. The Service Provider will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provision will be binding upon each subservice providers for standard commercial supplies of raw materials.

10. ASSIGNMENT:

The Service Provider shall not sublet, assign, transfer, pledge, convey, sell or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous consent of the City in writing.

11. WAIVER:

A waiver by either party of any breach of any provision, term, covenant, or condition of this Contract shall not be deemed a waiver of any subsequent breach of the same or any other provision, term, covenant, or condition.

12. SEVERABILITY:

The parties agree that each of the provisions included in this Contract is separate, distinct and severable from the other and remaining provisions of this Contract, and that the invalidity of any Contract provision shall not affect the validity of any other provision or provisions of this Contract.

13. GOVERNING LAW:

The parties agree that this Contract shall be governed and construed in accordance with the laws of the State of Georgia. This Contract has been signed in Henry County, Georgia.

14. MERGER CLAUSE:

The parties agree that the terms of this Contract included the entire Contract between the parties, and as such, shall exclusively bind the parties. No other representations, either oral or written, may be used to contradict the terms of this Contract.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized agents, have caused this **CONTRACT** to be signed, sealed and delivered.

Signatures on following page.

STOCKBRIDGE, GEORGIA

By: _____

Anthony S. Ford

Mayor, City of Stockbridge, Georgia

ATTEST: _____

Vanessa Holiday

City Clerk

APPROVED AS TO FORM:

City Attorney

SERVICE PROVIDER:

Signature _____

Date _____

Print Name _____

Print Title _____

ATTEST: _____

Signature _____

Date _____

Print Name _____

Print Title _____

EXHIBIT I
COST PROPOSAL
RFP 2025-0007

ROAD	LUMP SUM ANNUAL COSTS
Campground Road (From State Route 42 to Peach Drive- Approximately 7,400 feet both ways to include three (3) medians)	\$ 21,417.00
Davidson Parkway (From North Henry Boulevard to City Limit sign (through Old Atlanta Road); both east and west bound; approximately 1.2 miles both ways)	\$ 7,551.00
East Atlanta Road (from Love Street to Valley Hill Road); both east (0.7 miles) and west bound (0.7 miles)	\$ 11,641.00
Flippen Road (From North Henry Boulevard to City Limit sign; both north (2.5 miles) and south bound (2.5 miles)	\$13,641.00
Hwy 138 West of I-75 (Flower Beds)	\$ 1,277.00
Hwy 138 (From I-75 south entrance and exit ramps to City limit sign past Spivey Road; both east and west bound)	\$16,697.00
Hudson Bridge Road (Medians)	\$ 1,277.00
Hudson Bridge Road (From I-75 south entrance and exit ramps to City limit sign past Hudson Bridge Road Town Homes; both east and west bound)	\$ 15,139.00
Jodeco Road (Bridge Area) Exit #222 on I-75 (From ENTRANCE ramp to EXIT ramp; both sides of the bridge)	\$ 4,832.00
North Henry Boulevard (From Daniel Drive to Scott Boulevard; both east and west bound; approximately 3 miles both ways)	\$ 31,160.00
Old Atlanta Road (From Flippen Road to Dead End (through Davidson Parkway); both north and south bound; approximately 2.2 miles both ways)	\$ 13,016.00
Rock Quarry Road (From North Henry Boulevard to Eagles Landing Parkway; both north and south bound; approximately 2.5 miles both ways)	\$ 12,783.00
Walt Stephens Road (from I-75 overpass to City Limit sign (through intersection of Blackhall Road & Speer Road); both east (0.75 miles) and west bound (0.75 miles)	\$ 8,269.00
TOTAL	\$ 158,700.00

EXHIBIT I
COST PROPOSAL
RFP 2025-0007

Total Base Bid Amount: \$158,700.00

Total Base Bid Amount in Words: One hundred fifty-eight thousand, seven hundred

Contractor: Crabapple Turf Management, Inc. dba Crabapple LandscapEXPERTS

Signature: Penelope Hilliard

Print: Penelope Hilliard / Director of Business Development

Date: 07/14/2025

End of Exhibit I



City of Stockbridge

AGENDA ITEM

MEETING DATE

September 14, 2026

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
- ☐ GRANT FUNDING
- ☐ TRAFFIC CAMERA FUNDING
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BOND

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Decius T. Aaron

DEPARTMENT: Public Works

ITEM/PROJECT/EVENT:

Request For Proposals No. 2025-0007 - City of Stockbridge Right-of-Way and Other Purposes with Crabapple Landscape Experts. Funding Source: Account Number 100-42200-522000 (ROW Maintenance) in the Public Works budget.

BACKGROUND INFORMATION:

The Public Works Department is requesting City Council approval to exercise the first (1st) year optional renewal for RFP No. 2025-0007, Right-Of-Way Maintenance and Other Services with Crabapple Landscape Experts for the period of January 1 through December 31, 2027.

On June 4, 2025, the Procurement Department solicited RFPs from qualified firms to provide Right-of-Way maintenance services to provide orderly and uniform significant visual appearance to the eleven (11) corridors.

SIGNATURES:

CITY MANAGER Frank S. Milazi

CITY TREASURER Quinton G. Washington

CITY ATTORNEY _____

eSigned via GovOS.com
Shawn Edmondson

☒ FINANCIAL IMPACT ☐ N/A

AMOUNT:

\$300,000.00

ATTACHMENTS:



ITEM/PROJECT/EVENT:

City of Stockbridge Right-of-Way and Other Purposes with Crabapple Landscape Experts.

STAFF RECOMMENDATION:

The Public Works Department respectfully requests City Council approval to exercise the first (1st) of four (4) optional renewals for RFP No. 2025-0007, Right-of-Way Maintenance with Crabapple Landscape Experts for dates January 1, 2027 through December 31, 2027.

The City's overall goal with this contract is to provide an orderly and uniform visual appearance throughout significant corridors that define the City's boundaries. The eleven (11) corridors are State Route 138 West, North Henry Boulevard, East Atlanta Road, Campground Road, Davidson PKWY, Flippen Road, Hudson Bridge Road, Jodeco Road, Old Atlanta Road, Rock Quarry Road, and Walt Stephens Road.

The contract terms provides for an initial one (1)-year term, with the option to renew for up to four (4) additional one-year periods, at the sole discretion of the City of Stockbridge and subject to City Council approval, as applicable.

The Public Works Department has evaluated Crabapple Landscape Experts' performance and determined that the contractor has satisfactorily fulfilled its contractual obligations and continues to provide quality On-Call General Engineering Maintenance Services in accordance with the requirements and specifications of the contract.

The initial term year expires December 31, 2026. Accordingly, the Public Works Department is requesting approval to exercise the first (1st) renewal option January 1 through December 31, 2027.

The Public Works Department recommends that the Mayor and City Council approve the first (1st) optional renewal year of RFP No. 2025-0007, Right-of-Way Maintenance Services, with Crabapple Landscape Experts in an amount not to exceed \$300,000.00, authorizing the associated budgetary actions, and extend the contract term through December 31, 2027.

ATTACHMENTS:

Exhibit 1: Completed Contract Renewal Evaluation Form
Exhibit 2: Completed Budget Availability Certification Form
Exhibit 3: Resolution (R25-1851)
Exhibit 4: Contractual Agreement and Cost Proposal

Funding Source: Account Number 100-42200-522000 (ROW Maintenance) in the Public Works budget.

eSigned via GovOS.com
Decius T. Aaron



City of Stockbridge

AGENDA ITEM

MEETING DATE

September 14, 2026

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
- ☐ GRANT FUNDING
- ☐ TRAFFIC CAMERA FUNDING
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BOND

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Decius T. Aaron

DEPARTMENT: Public Works

ITEM/PROJECT/EVENT:

Request For Proposals No. 2025-0004, Annual On-Call Sidewalk Repairs And Replacements – CGS, LLC. Funding source SPLOST VI.

BACKGROUND INFORMATION:

The Public Works Department is requesting Council's approval of the first (1st) of four (4) optional renewal terms with CGS, LLC for dates January 1 through December 31, 2027.

On October 28, 2025, the Department of Public Works re-presented a request to Council for approval to award a fixed contract to CGS, LLC, for a total amount not to exceed \$200,000.00. Council approved the award through Resolution R25-1848.

SIGNATURES:

CITY MANAGER

Frank S. Milazi

CITY TREASURER

Quinton G. Washington

CITY ATTORNEY

eSigned via GovOS.com

Shawn Edmondson

eSigned via GovOS.com

eSigned via GovOS.com

☒ FINANCIAL IMPACT ☐ N/A

AMOUNT:

\$200,000.00

ATTACHMENTS:



ITEM/PROJECT/EVENT:

Annual On-Call Sidewalk Repairs And Replacements.

STAFF RECOMMENDATION:

STAFF RECOMMENDATION:

The Public Works Department respectfully requests City Council approval to exercise the first (1st) of four (4) optional renewal years for RFP No. 2025-0004, Annual On-Call Sidewalk Repairs And Replacement with CGS, LLC, in the estimated amount not to exceed \$200,000.00 through the contract term of December 31, 2027.

The Annual On-Call Sidewalk Repairs and Replacement contract's scope of work to be performed, in general, consists of removing and replacing damaged sections of existing concrete sidewalk, curb, gutter, curb ramp, and driveway; repairing sections of ailed asphalt concrete pavement; replacement of curb inlets and concrete repair of adjacent sidewalk flags. The work shall include traffic control, saw cutting, excavation, backfilling, compaction; installation of root barriers, patching asphalt confirms adjacent to new gutters, and clearing and grubbing. The locations of work will be located throughout the City.

The original contract provides for an initial one (1)-year term, with the option to renew for up to four (4) additional one-year periods, at the sole discretion of the City of Stockbridge and subject to City Council approval, as applicable.

The initial one (1) year term expires December 31, 2026. Accordingly, the Public Works Department is requesting approval to exercise the first (1st) renewal option for CGS, LLC, extending the contract through December 31, 2027.

The Public Works Department has evaluated CGS, LLC, and has determined that the contractor has satisfactorily fulfilled their contractual obligations and continues to provide quality Annual On-Sidewalk Repairs & Replacement Services in accordance with the requirements and specifications of the contract.

The Public Works Department recommends that the Mayor and City Council approve the first (1st) optional renewal year of Contract # RFP No. 2025-0004, Annual On-Call Sidewalk Repairs & Replacement with CGS, LLC, in the estimated amount not to exceed \$200,000.00 through the contract term of December 31, 2027.

ATTACHMENTS:

Exhibit 1: Completed Contract Renewal Evaluation Form
Exhibit 2: Completed Budget Availability Certification Form
Exhibit 3: Resolution (R25-1848)
Exhibit 4: Contractual Agreement and Cost Proposal

Funding Source: SPLOST VI

eSigned via GovOS.com

Decius T. Aaron



CONTRACT RENEWAL EVALUATION FORM

Date: Wednesday, July 29, 2026

To: Decius Aaron, Public Works Director
Daaron@stockbridgega.org

From: Wanda J. Cooley, Contract Specialist
Email: wcooley@stockbridgega.org

Subject: Contract Renewal No. RFP 2025-0004 for Annual On-Call Sidewalk Repairs and Replacement with CGS, LLC – Exercise of the First (1st) Optional Renewal Year

It is time to review the option to renew the Annual On-Call Sidewalk Repairs and Replacement Contract No. RFP 2025-0004 with CGS, LLC. The initial one (1) year term expires December 31, 2026. The first (1st) optional renewal year, if approved, will expire December 31, 2027.

Please indicate your recommendation as to exercising the option, along with the option-year budgeted amount, account number, and department head's signature. Return to Wanda J. Cooley, Procurement Department, no later than Tuesday, August 4, 2026. If you intend to disapprove of this option, please provide a concise statement of your rationale for disapproval.

Per Section 1, please indicate whether you wish to renew this contract.

Complete the Survey (Section 2, below) evaluating the Contractor's performance during the past Contract Term. If answering "No" to any question, please explain briefly on page 2 in the comment section.

Section 1: Renewal

Approval Option: Decius T. Aaron August 20, 2026
(Signature) (Date)

Disapprove Option: _____
(Signature) (Date)

Amount Budgeted for Option Year: \$200,000.00

Account #: 335-42200-541404

Department Head: Decius T. Aaron
(Signature)

Contract Renewal Evaluation Form
RFP 2025-0004 - Annual On-Call Sidewalk Repairs & Replacement with CGS, LLC
Department of Public Works - Page 2 of 2

Section 2: Contractor Evaluation

	YES	NO	N/A
1. Contractor performed all work in conformance with the Contract requirements?	☐	☐	☒
2. Contractor was responsive and professional?	☐	☐	☒
3. Are you satisfied with the quality of the work performed by the Contractor?	☐	☐	☒
4. Did the Contractor anticipate your needs and provide value-added services beyond the scope/requirements of the Contract?	☐	☐	☒

Comments: The City has not performed any contracted sidewalk maintenance in FY 2026.

For Approval by Executive Staff. Signatures below will be obtained by the Contract Specialist "if" the budgeted amount is less than \$50,000.00; otherwise, the section below will not be completed due to Council's approval.

Procurement Manager's Signature of Approval:

Approval Date:

Chief Financial Officer's Signature of Approval:

Approval Date:

City Manager's Signature of Approval:

Approval Date:

Notes (if any): _____



BUDGET AVAILABILITY CERTIFICATION FORM

The purpose of the Budget Availability Certification Form is to confirm that sufficient funds are available within the approved budget to support a proposed procurement. Completed during the initial meeting between the end user and the procurement department, the form ensures that solicitations are fiscally feasible before further action is taken. By verifying budget availability early in the process, the City promotes responsible financial management, prevents unfunded commitments, and documents compliance with applicable budgetary and procurement policies.

The Department Head is responsible for ensuring that all necessary budget line transfers are completed prior to initiating a purchase order request. This step ensures that sufficient funds are properly allocated for the intended expenditure and that funds may be encumbered in accordance with approved budgetary and procurement policies.

SECTION:**DETAILS/ENTRIES:*****Department/Division:***Department of Public Works***Date:***August 20, 2026***Fund Cluster/Account:***TSPLOST Account No. 335-42200-541404***Purchase / Project Title:***Sidewalk Maintenance***Amount Request:***\$200,000.00***Amount Currently Available in Budget:***Funds will be expended in the FY 2027 budget.

REMARKS (if any):Community Development:

Procurement Division:

Procurement Division's Budget Availability Certification Form
RFP 2025-0004, Annual On-Call Sidewalk Repairs and Replacement with CGS, LLC.
Department of Public Works - Page 2

CERTIFICATION:

I hereby certify that the above-requested amount is **available** and chargeable against the indicated fund cluster/account code.

Note: Approvals confirm that funds are available, properly authorized, and compliant with organizational financial policies before any expenditure is made:

CERTIFIED BY (BUDGET OFFICER):

Name: _____

Title: _____

Signature: _____

Date: _____

APPROVALS:

Department Head:

➤ Name : Decius T. Aaron

Signature: Decius T. Aaron

Date: August 20, 2026

Procurement Manager:

➤ Name: _____

Signature: _____

Date: _____

Contract

RFP No. 2025-0004, Annual On-Call Sidewalk Repairs & Replacement

This CONTRACT made and entered into this 5th day of November, 2025 by and between the City of Stockbridge, (Party of the First Part, hereinafter called the "City"), and CGS. LLC.
Party of the Second Part, hereinafter called the "Service Provider" or "Contractor").

NOW THEREFORE, for and in consideration of the mutual promises and obligations contained herein and under the conditions hereinafter set forth, the parties do hereby agree as follows:

1. TERMS:

The services to be performed under this Contract shall commence upon the date stated in the notice to proceed letter. The contract period for this contract is for the duration of the project. Upon the completion of the full scope of work the contract shall terminate absolutely and without further obligation as required by O.C.G.A. §36-60-13, as amended, unless terminated earlier in accordance with the provisions of this Contract.

OPTIONAL RENEWALS:

This Contract may be renewed at the sole discretion of the City for four (4) additional twelve-month terms, upon the same terms and conditions, as provided for in this Contract, unless terminated by the City, by notice to the service provider or termination and non-renewal by December 31 of the Contract year.

2. ATTACHMENTS:

The following documents are attached and are specifically incorporated herein by reference; and, along with this Contract and the General Conditions attached as Exhibit A encompass all of the Contract documents:

- Exhibit A: General Conditions.
- Exhibit B: Scope of Work and Specifications.
- Exhibit C: Request for Proposal.
- Exhibit D: Bond Documents.
- Exhibit E: Georgia Security and Immigration Compliance Affidavit.
- Exhibit F: Drug-Free Workplace.
- Exhibit G: Purchasing Policy Addendum.
- Exhibit H: Affidavit Verifying Status for Public Benefit Application.
- Exhibit I: General Concrete Work Bid Form/Cost Proposal.

3. PERFORMANCE:

Service Provider agrees to furnish all skill and labor of every description necessary to carry out perform, perform the services in accordance with the Contract Documents (the "Work").

4. PRICE:

The City agrees to pay the Service Provider following receipt by the City of a detailed invoice reflecting the actual work performed by the Service Provider, provided, however, Service Provider guarantees that the maximum price for materials, labor and expenses, shall be the amount reflected in Exhibit I.

5. INDEMINIFICATION AND HOLD HARMLESS:

[See Section 13 of Exhibit A. --- General Conditions]

Service Provider further agrees to protect, defend, indemnify, and hold harmless the CITY, its council members, officers, agents, and employees from and against any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee or subcontract of the Service Provider, as allowed under the law.

6. TERMINATION FOR CAUSE:

The City may terminate this Contract for cause upon ten (10) days prior written notice to the Service Provider of the Service Provider's default in the performance of any term of this Contract. Such termination shall be without prejudice to any City's rights or remedies provided by law.

7. TERMINATION FOR CONVENIENCE:

The City may terminate this Contract for its convenience at any time upon (30) days written notice to the Service Provider. In the event of the City's termination of this Contract for convenience, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider who shall itemize each element of performance.

8. TERMINATION FOR FUND APPROPRIATION:

The City may unilaterally terminate this Contract due to lack of funding at any time by written notice to the Service Provider. In the event of the City's termination of this Contract for fund appropriation, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance.

9. CONTRACT NOT TO DISCRIMINATE:

During the performance of this Contract, the Service Provider will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, or disability which does not preclude the applicant or employee from performing the essential functions of the position. The Service Provider will also, in all solicitations or advertisements for employees placed by qualified applicants, consider the same without regard to race, creed, color, sex, national origin, age, or disability which does not preclude the applicant from performing the essential functions of the job. The Service Provider will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provision will be binding upon each subservice providers for standard commercial supplies of raw materials.

10. ASSIGNMENT:

The Service Provider shall not sublet, assign, transfer, pledge, convey, sell or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous consent of the City in writing.

11. WAIVER:

A waiver by either party of any breach of any provision, term, covenant, or condition of this Contract shall not be deemed a waiver of any subsequent breach of the same or any other provision, term, covenant, or condition.

12. SEVERABILITY:

The parties agree that each of the provisions included in this Contract is separate, distinct and severable from the other and remaining provisions of this Contract, and that the invalidity of any Contract provision shall not affect the validity of any other provision or provisions of this Contract.

13. GOVERNING LAW:

The parties agree that this Contract shall be governed and construed in accordance with the laws of the State of Georgia. This Contract has been signed in Henry County, Georgia.

14. MERGER CLAUSE:

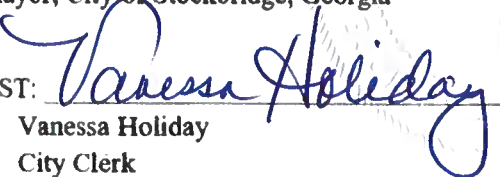
The parties agree that the terms of this Contract included the entire Contract between the parties, and as such, shall exclusively bind the parties. No other representations, either oral or written, may be used to contradict the terms of this Contract.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized agents, have caused this **CONTRACT** to be signed, sealed and delivered.

Signatures on following page.

STOCKBRIDGE, GEORGIA

By: 
Anthony S. Ford
Mayor, City of Stockbridge, Georgia

ATTEST: 
Vanessa Holiday
City Clerk

APPROVED AS TO FORM:

City Attorney

SERVICE PROVIDER:

Signature 

Date _____

Print Name Joaquin Contreras

Print Title Owner

ATTEST:


Signature

Date 10/24/15

Print Name Natalie Barenza

Print Title Secretary

PROPOSAL LETTER
Request for Proposal No. 2025-0004
Annual On-Call Sidewalk Repairs and Replacement

We propose to furnish and deliver all the deliverables and services named in the attached Request for Proposal (RFP). The price or prices offered herein shall apply for the period stated in the RFP.

We further agree to strictly abide by all the terms and conditions contained in the City of Stockbridge Procurement Manual as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with this bid.

It is understood and agreed that this statement of Proposal and proposal constitutes an offer, which when accepted in writing by Purchasing Office, City of Stockbridge, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Stockbridge.

It is understood and agreed that we have read the City's specifications shown or referenced in the RFP and that this statement is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this statement meet or exceed all such City specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City of Stockbridge reserves the right to reject any or all offers, waive technicalities, and informalities, and to make an award in the best interest of the city.

It is understood and agreed that this statement of Proposal and proposal shall be valid and held open for a period of one hundred twenty (120) days from opening date.

PROPOSAL SIGNATURE AND CERTIFICATION
(Proposer to sign and return)

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized ~~Sixth~~ ^{Signature} on this proposal for the proposer. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. have not been violated and will not be violated in any respect.

Authorized Signature _____

Date 5/27/2025

Print/Type Name Joaquin Contreras

Print/Type Company Name Here CGS LLC

Email info@cgscontractors.com

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION NO. R25-1848

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA APPROVING THE AWARD OF A CONTRACT FOR ANNUAL ON-CALL SIDEWALK REPAIRS AND REPLACEMENT TO CGS, LLC. (RFP 2025-0004); AND FOR OTHER PURPOSES.

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

WHEREAS, the Department of Public Works seeks Council approval to award a fixed contract for on-call sidewalk repairs and replacement to CGS, LLC., in the amount of \$300,000, to be funded from SPLOST VI, as detailed in *Exhibit A* for a period of one (1) year, with the option to renew for four (4) one (1) year periods; and

WHEREAS, the annual on-call sidewalk repair and replacement contract's scope of work to be performed, in general, consists of removing and replacing damaged sections of existing concrete sidewalk, curb, gutter, curb ramp, and driveway; repairing sections of failed asphalt concrete pavement; replacement of curb inlets and concrete repair of adjacent sidewalk flags. The work shall include traffic control, saw cutting, excavation, backlifting, compaction; installation of root barriers, patching asphalt conforms adjacent to new gutters, and clearing and grubbing. The locations of work will be located throughout the City; and

WHEREAS, pursuant to Stockbridge Municipal Code Section 3.30.227:

"The City Council shall approve all renewals or term contract extensions:

- (A). To afford the city a continuous supply of items or services in the event of the termination or near-termination of the award/contract and
- (B). where cost is greater than fifty-thousand dollars (\$50,000.00); and when the original contract was approved by the City Council;" and,

WHEREAS, the Department request for contract adoption has been approved by the City Treasurer, Procurement and Council; and

WHEREAS, the City Council requests that all procurement matters and contracts get presented to them at least 180 days prior to their expiration date and all parties are hereby notified by this resolution of such request;

WHEREAS, the City Council finds that this purchase is necessary to ensure continued compliance with environmental regulations and to maintain efficient operation of the City's wastewater treatment system.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA AS FOLLOWS:

SECTION 1. APPROVAL OF AWARD OF RFP 2025-0004.

The City Council hereby approves the award of a fixed contract for on-call sidewalk repairs and replacement to CGS LLC., in the amount of \$300,000, to be funded from SPLOST VI, as detailed in *Exhibit A* for a period of one (1) year, with the option to renew for four (4) one (1) year periods.

City Council here by authorizes the Mayor to execute the same, and authorizes and directs the City Manager to execute all administrative and budgetary actions necessary to implement this Resolution.

SECTION 2. SEVERABILITY.

If any part of this resolution is adjudged invalid, such judgment shall not affect the remainder of this resolution.

SECTION 3. REPEAL OF CONFLICTING PROVISIONS.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4. CITY ATTORNEY'S AUTHORITY.

Pursuant to the City's charter and with explicit consent of the City Counsel, the City Attorney is duly authorized to make requisite amendments to all contracts, ordinances, resolutions, and documents, as may be necessary, in order to secure conformity with the express intent of the City Council and to ensure adherence to all pertinent laws and ordinances of the City.

SECTION 5. EFFECTIVE DATE.

This Resolution shall be effective immediately upon adoption.

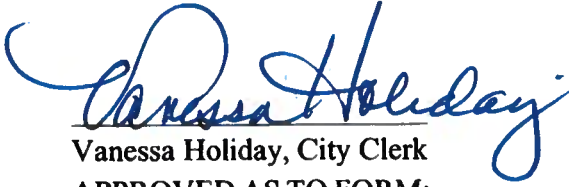
RESOLVED this 28th day of October, 2025.

[SIGNATURES ON THE FOLLOWING PAGE]



Anthony S. Ford, Mayor

ATTEST:



Vanessa Holiday, City Clerk

APPROVED AS TO FORM:



Quinton G. Washington, City Attorney

EXHIBIT I:
CITY OF STOCKBRIDGE GENERAL CONCRETE WORK BID FORM/COST PROPOSAL
RFP No. 2025-0004
ANNUAL ON-CALL SIDEWALK REPAIRS AND REPLACEMENT

ITEM DESCRIPTION	UNIT	UNIT PRICE	AMOUNT
REMOVAL & DISPOSAL OF RIGID PAVEMENT (SIDEWALK, ETC.,)	S.Y.	\$ 30.63	\$ 30.63
REMOVAL OF CURB (EXTRUDED, DETACHED, CURB & GUTTER)	L.F.	\$ 13.75	\$ 13.75
CONCRETE SIDEWALK (4-INCH DEPTH, 3,000 PSI, BROOM FINISH)	S.F.	\$ 8.13	\$ 8.13
EXPOSED AGGREGATE CONCRETE SIDEWALK (4-INCH DEPTH, 3000 PSI), (see Sect. II note 4.)	S.F.	\$ 8.13	\$ 8.13
EXPOSED AGGREGATE CONCRETE DRIVEWAY (6-INCH DEPTH, 4,000 PSI, WITH FIBER MESH)	S.F.	\$ 8.38	\$ 8.38
CONCRETE HANDICAP RAMP (4-INCH THICKNESS, 3,000 PSI, RETROFIT W/DETECTABLE WARNING PER CITY STANDARD)	S.F.	\$ 30	\$ 30
CONCRETE DRIVEWAY (BROOM FINISH, 4-INCH DEPTH, 4,000 PSI, WITH FIBER MESH)	S.F.	\$ 8.50	\$ 8.50
CONCRETE DRIVEWAY (BROOM FINISH, 6-INCH DEPTH, 4,000 PSI W/FIBER MESH)	S.F.	\$ 9.25	\$ 9.25
BLACK FIBER BOARD EXPANSION JOINT	L.F.	\$ 1.88	\$ 1.88
RUBBERIZED EXPANSION JOINT (ASTM D-1751-97)	L.F.	\$ 6.25	\$ 6.25
EXTRUDED MOUNTABLE CURB (NEW INSTALLATION, Spring Hill STD.)	L.F.	\$ 33.13	\$ 33.13
CONCRETE COMBINED CURB & GUTTER (NEW INSTALLATION, Spring Hill STD)	L.F.	\$ 38.13	\$ 38.13
ADJUSTMENT OF CATCH BASIN GRATES & FRAMES	EACH	\$ 23.75	\$ 23.75
ADJUSTMENT OF WATER VALVE BOXES	EACH	\$ 312.50	\$ 312.50

EXHIBIT I

CITY OF STOCKBRIDGE GENERAL CONCRETE WORK BID FORM/COST PROPOSAL

RFP No. 2025-0004

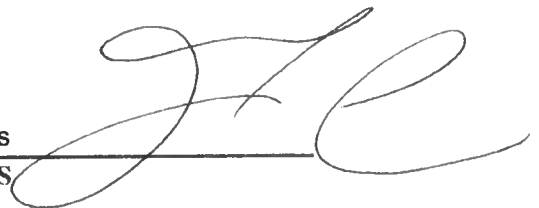
ANNUAL ON-CALL SIDEWALK REPAIRS AND REPLACEMENT

ADJUSTMENT OF MANHOLE COVERS & FRAMES	EACH	\$ 1,375	\$ 1,375
ADJUSTMENT OF WATER METERS	EACH	\$ 437.50	\$ 437.50
BERMUDA SOD – PER GDOT	S.F.	\$ 20	\$ 20
ITEM DESCRIPTION	UNIT	UNIT PRICE	AMOUNT
SEED & STRAW – PER GDOT	S.F.	\$ 1.50	\$ 1.50
REMOVAL OF TREE & STUMP GRINDING	EACH	\$ 537.50	\$ 537.50
REMOVAL OF TREE ROOT UNDER THE SIDEWALK ONLY	EACH	\$ 350	\$ 350
REMOVAL AND INSTALLATION OF ADA RAMP INCLUDING DETECTOR WARNING STRIPS	EACH	\$ 3,187.50	\$ 3,187.50

TOTAL BASE BID \$ 6,441.41

Six Thousand Four Hundred Forty One and Forty One Cents

TOTAL BASE BID IN WORDS



End of Exhibit I.



City of Stockbridge

AGENDA ITEM

MEETING DATE

September 14, 2026

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
- ☐ GRANT FUNDING
- ☐ TRAFFIC CAMERA FUNDING
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BOND

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Decius T. Aaron

DEPARTMENT: Public Works

ITEM/PROJECT/EVENT:

Request For Proposals No. 2022-0006, On-Call General Engineering Services - Falcon Design Group, LLC.

BACKGROUND INFORMATION:

The Public Works Department is requesting approval to renew the fourth (4th) and final renewal option to the competitively solicited Contract pursuant to Request for Proposals (RFP) No. 2022-0006, On-Call General Engineering Services - Falcon Design Group, LLC.

The third (3rd) contact renewal option was approved by Council on August 26, 2025. Resolution No. R25-1835.

SIGNATURES:

CITY MANAGER Frank S. Milazi

CITY TREASURER Quinton G. Washington

CITY ATTORNEY _____

eSigned via GovOS.com

Shawn Edmondson

eSigned via GovOS.com

eSigned via GovOS.com

☒ FINANCIAL IMPACT ☐ N/A

AMOUNT:

\$200,000.00

ATTACHMENTS:



ITEM/PROJECT/EVENT:

On-Call General Engineering Services

STAFF RECOMMENDATION:

STAFF RECOMMENDATION:

The Public Works Department respectfully requests City Council approval to exercise the fourth (4th) and final optional renewal year for RFP No. 2022-0006, On-Call General Engineering Services Contract with Falcon Design Group, LLC, to authorize the associated budgetary actions necessary on a task-order-basis to continue the services.

The On-Call General Engineering Contract's scope of services consist of providing on-call general municipal engineering services related to but not limited to: general consulting; civil engineering; surveying; management of Capital Improvement Projects (CIPs); project design (water, sewer, stormwater, and roadway infrastructure); construction support and other civil engineering and/or community development projects deemed necessary by the City.

The original contract provides for an initial one (1)-year term, with the option to renew for up to four (4) additional one-year periods, at the sole discretion of the City of Stockbridge and subject to City Council approval, as applicable.

The Public Works Department has evaluated Falcon Design Group, LLC's performance and determined that the contractor has satisfactorily fulfilled its contractual obligations and continues to provide quality On-Call General Engineering Services in accordance with the requirements and specifications of the contract.

The third (3rd) optional renewal year expires December 31, 2026. Accordingly, the Public Works Department is requesting approval to exercise the fourth (4th) and final renewal option, extending the contract through December 31, 2027, at a cost that is per task order.

The Public Works Department recommends that the Mayor and City Council approve the fourth(4th) and final renewal of RFP No. 2022-0006, On-Call General Engineering Services, with Falcon Design Group, LLC, authorizing the associated budgetary actions, and extend the contract term through December 31, 2027.

ATTACHMENTS:

Exhibit 1: Completed Contract Renewal Evaluation Form
Exhibit 2: Completed Budget Availability Certification Form
Exhibit 3: Resolution (R25-1835)
Exhibit 4: Contractual Agreement and Cost Proposal

Funding Source: Account Numbers 505-44200-521230, 505-43300-521230, 100-42200-521230 and 100-15650-521230.

eSigned via GovOS.com

Decius T. Aaron



CONTRACT RENEWAL EVALUATION FORM

Date: Tuesday, July 28, 2026

To: Decius Aaron, Public Works Director
Daaron@stockbridgega.org

From: Wanda J. Cooley, Contract Specialist
Email: wcooley@stockbridgega.org

Subject: Contract Renewal with Falcon Design Group, LLC, for Annual On-Call General Engineering Services – Exercise of Fourth (4th) and Final Optional Renewal Year

It is time to review the option to renew the Annual On-Call General Engineering Contact with Falcon Design Group, LLC. The Third (3rd) optional renewal year expires December 31, 2026. The Fourth (4th) and Final optional renewal year, if approved, will expire December 31, 2027.

Please indicate your recommendation as to exercising the option, along with the option-year budgeted amount, account number, and department head's signature. Return to Wanda J. Cooley, Procurement Department, no later than Monday, August 3, 2026. If you intend to disapprove of this option, please provide a concise statement of your rationale for disapproval.

Per Section 1, please indicate whether you wish to renew this contract.

Complete the Survey (Section 2, below) evaluating the Contractor's performance during the past Contract Term. If answering "No" to any question, please explain briefly on page 2 in the comment section.

Section 1: Renewal

Approval Option: Decius T. Aaron August 20, 2026
(Signature) (Date)

Disapprove Option: _____
(Signature) (Date)

Amount Budgeted for Option Year: \$N/A (Cost is determined by number of Task Orders)

Account #: 505-44200-521230, 505-43300-521230, 100-42200-521230, and 100-15650-521230

Department Head: Decius T. Aaron
(Signature)

Contract Renewal Evaluation Form
Annual On-Call General Engineering Services with Falcon Design Group, LLC
Department of Public Works – Page 2 of 2

Section 2: Contractor Evaluation

	YES	NO	N/A
1. Contractor performed all work in conformance with the Contract requirements?	<u>X</u>	—	—
2. Contractor was responsive and professional?	<u>X</u>	—	—
3. Are you satisfied with the quality of the work performed by the Contractor?	<u>X</u>	—	—
4. Did the Contractor anticipate your needs and provide value-added services beyond the scope/requirements of the Contract?	<u>X</u>	—	—

Comments: _____

For Approval by Executive Staff. Signatures below will be obtained by the Contract Specialist "if" the budgeted amount is less than \$50,000.00; otherwise, the section below will not be completed due to Council's approval.

Procurement Manager's Signature of Approval:

Approval Date:

Chief Financial Officer's Signature of Approval:

Approval Date:

City Manager's Signature of Approval:

Approval Date:

Notes (if any): _____



BUDGET AVAILABILITY CERTIFICATION FORM

The purpose of the Budget Availability Certification Form is to confirm that sufficient funds are available within the approved budget to support a proposed procurement. Completed during the initial meeting between the end user and the procurement department, the form ensures that solicitations are fiscally feasible before further action is taken. By verifying budget availability early in the process, the City promotes responsible financial management, prevents unfunded commitments, and documents compliance with applicable budgetary and procurement policies.

The Department Head is responsible for ensuring that all necessary budget line transfers are completed prior to initiating a purchase order request. This step ensures that sufficient funds are properly allocated for the intended expenditure and that funds may be encumbered in accordance with approved budgetary and procurement policies.

SECTION:

DETAILS/ENTRIES:

Department/Division:

Department of Public Works

Date:

August 20, 2026

Fund Cluster/Account:

505-44200-521230, 505-43300-521230, 100-42200-521230, and 100-15650-521230

Purchase / Project Title:

Engineering

Amount Request:

N/A (Cost is determined by number of Task Orders)

Amount Currently Available in Budget:

Funds will be expended in FY 2027 budget.

REMARKS (if any):

Community Development: _____

Procurement Division: _____

**Procurement Division's Budget Availability Certification Form
Annual On-Call General Engineering Services Contract w/Falcon Design Group,
LLC**

Department of Public Works - Page 2

CERTIFICATION:

I hereby certify that the above-requested amount is available and chargeable against the indicated fund cluster/account code.

Note: Approvals confirm that funds are available, properly authorized, and compliant with organizational financial policies before any expenditure is made:

CERTIFIED BY (BUDGET OFFICER):

Name: Lisa Diggs, Budget Manager

Title: Budget Manager

Signature: 
Lisa Diggs, Budget Manager (Aug 21, 2026 10:20:53 EDT)

Date: 08/21/2026

APPROVALS:

Department Head:

➤ Name : Decius T. Aaron

Signature: 

Date: August 20, 2026

Procurement Manager:

➤ Name: Jeremy Andrews

Signature: 
Jeremy Andrews (Aug 21, 2026 11:55:03 EDT)

Date: 08/21/2026

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION NO. R25-1835

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA APPROVING THE CONTRACT RENEWAL FOR ON-CALL GENERAL ENGINEERING SERVICES WITH FALCON DESIGN GROUP, LLC., (REQUEST FOR PROPOSAL 2022-0006); AND FOR OTHER PURPOSES.

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

WHEREAS, the Department of Public Works seeks Council approval to exercise the third renewal option for Request for Proposal for On-Call General Engineering Services with Falcon Design Group, LLC. (RFP 2022-0006) in the amount of \$200,000, with funds from the Public Works budget as detailed in Exhibit A; and

WHEREAS, the contract with Falcon Design Group, LLC., provides for on-call general municipal engineering services related, but not limited to: general consulting, civil engineering, surveying, management of Capital Improvement Projects, project design, construction support and other civil engineering and/or community development projects deemed necessary by the City; and

WHEREAS, the City entered into the initial contract with Falcon Design Group, LLC. on October 10, 2022 and signed on November 4, 2022, for a one (1) year with the option to renew for four (4) one-year renewal periods, the current renewal being the third renewal as detailed in Exhibit A; and

WHEREAS, pursuant to Stockbridge Municipal Code Section 3.30.227:

"The City Council shall approve all renewals or term contract extensions:
(A). To afford the city a continuous supply of items or services in the event of the termination or near-termination of the award/contract and
(B). where cost is greater than fifty-thousand dollars (\$50,000.00); and when the original contract was approved by the City Council;" and,

WHEREAS, Falcon Design Group, LLC. has performed services with the City in accordance with contract requirements, at a quality level; and,

WHEREAS, the Department request for contract renewal has been approved by the City Treasurer, Procurement and Council; and

WHEREAS, the City Council requests that all procurement matters and contracts get presented to them at least 180 days prior to their expiration date and all parties are hereby notified by this resolution of such request;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA AS FOLLOWS:

SECTION 1. APPROVAL OF RENEWAL OF RFP 2018-0010Q.

Council hereby approves renewal of the on-call general engineering services contract with Falcon Design Group, LLC., in the amount of \$200,000 annually from January 1, 2026 – December 31, 2026. City Council hereby authorizes the Mayor to execute the same, and authorizes and directs the City Manager to execute all administrative and budgetary actions necessary to implement this Resolution. Council further authorizes and directs the City Manager, or his designee to determine if a new Request for Proposal for these services is warranted.

SECTION 2. SEVERABILITY.

If any part of this resolution is adjudged invalid, such judgment shall not affect the remainder of this resolution.

SECTION 3. REPEAL OF CONFLICTING PROVISIONS.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4. CITY ATTORNEY'S AUTHORITY.

Pursuant to the City's charter and with explicit consent of the City Counsel, the City Attorney is duly authorized to make requisite amendments to all contracts, ordinances, resolutions, and documents, as may be necessary, in order to secure conformity with the express intent of the City Council and to ensure adherence to all pertinent laws and ordinances of the City.

SECTION 5. EFFECTIVE DATE.

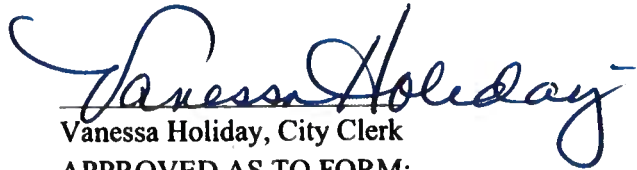
This Resolution shall be effective immediately upon adoption.

RESOLVED this 26th day of August, 2025.

[SIGNATURES ON THE FOLLOWING PAGE]


Anthony S. Ford, Mayor

ATTEST:


Vanessa Holiday, City Clerk
APPROVED AS TO FORM:


Quinton G. Washington, City Attorney

SERVICE AGREEMENT

BY AND BETWEEN
FALCON DESIGN GROUP, LLC
AND
THE CITY OF STOCKBRIDGE, GEORGIA

This Agreement ("Agreement") is made and entered into this 21st day of November, 2022, by and between Falcon Design Group, LLC. (hereinafter, "CONTRACTOR"), and the City of Stockbridge, Georgia (hereinafter, "City") (CONTRACTOR and City sometimes referred to herein as "Parties").

WHEREAS, City desires to engage the services of CONTRACTOR to perform for City services regarding annual on-call engineering services, as stated in City RFP No. 2022-0006 (the "Project"); and

NOW, THEREFORE, in consideration of the promises and mutual agreements herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. **Termination.** This Agreement shall expire after one (1) year, though the Agreement can be renewed for up to four (4), one (1) year periods. The provisions of Section 2(c) below shall specifically survive the termination or expiration of this Agreement. The City may terminate this Agreement at any time for any reason with thirty (30) days advance written notice.

2. **Services.**

(a) Subject to the terms and conditions set forth in this Agreement, City hereby retains CONTRACTOR to provide the services set forth on Exhibit A entitled "Scope of Work" and all responses to the RFP all attached hereto and incorporated herein by reference. The RFP No. 2022-0006 and all terms therein shall be incorporated completely herein by reference.

(b) The standard of care applicable to CONTRACTOR's services will be the degree of skill and diligence normally employed by professional contractors performing the same or similar services at the time said services are performed. CONTRACTOR will re-perform any services not meeting this standard without additional compensation. CONTRACTOR warrants that any services it conducts will be adequate and sufficient to accomplish the purposes for which they are performed, and no review or approval thereof by the City shall be deemed to diminish this warranty in any way.

(c) CONTRACTOR shall indemnify and hold harmless the City and its agents and employees (i) from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the Project, provided that any such claim, damage, loss, expense or attorney's fees is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and is caused in whole or in part by any negligent act or omission of the

CONTRACTOR, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not the negligent act is caused in part by a party indemnified hereunder and (ii) from the inadequacy of the Services performed by CONTRACTOR or anyone for whom CONTRACTOR is responsible. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Clause. In any and all claims against the City or any of its agents or employees, by any employee of the CONTRACTOR, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation set forth in this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any Subcontractor under workers' or workman's compensation acts, disability benefit acts or other employee benefit acts.

3. **Compensation.** CONTRACTOR shall receive compensation from the City as set forth in the cost proposal attached hereto as Exhibit B.

4. **Miscellaneous.**

(a) This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

(b) CONTRACTOR may not assign this Agreement, in whole or in part, without the prior written consent of City. City may assign this Agreement, in whole or in part, without the prior consent of CONTRACTOR; however, City shall provide CONTRACTOR with prior written notice of any such assignment.

(c) This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

(d) The headings contained herein are for the convenience of the parties only and shall not be interpreted to limit or affect in any way the meaning of the language contained in this Agreement.

(e) This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same Agreement. Any signature page of any such counterpart, or any electronic facsimile thereof, may be attached or appended to any other counterpart to complete a fully executed counterpart of this Agreement, and any telecopy or other facsimile transmission of any signature shall be deemed an original and shall bind such party.

(f) If any provision of this Agreement shall be held void, voidable, invalid or inoperative, no other provision of this Agreement shall be affected as a result thereof, and accordingly, the remaining provisions of this Agreement shall remain in full force and effect as though such void, voidable, invalid or inoperative provision had not been contained herein. If any of the provisions of this Agreement shall be declared unenforceable as to certain parties, then the

performance of said provision shall be excused by the parties hereto and the remaining provisions of this Agreement shall remain in full force and effect.

(g) This Agreement, including all exhibits hereto (which are incorporated herein by this reference), contains the entire agreement and understanding concerning the subject matter hereof between the parties hereto. No waiver, termination or discharge of this Agreement, or any of the terms or provisions hereof, shall be binding upon either party hereto unless confirmed in writing. This Agreement may not be modified or amended, except by a writing executed by both parties hereto. No waiver by either party hereto of any term or provision of this Agreement or of any default hereunder shall affect such party's rights thereafter to enforce such term or provision or to exercise any right or remedy in the event of any other default, whether or not similar.

(h) CONTRACTOR shall at all times maintain sufficient liability insurance and payment and performance bonds to cover their services under this Agreement.

IN WITNESS WHEREOF, the Parties intending to be legally bound hereby, have executed this Agreement as of the date first above written.

By: _____

Mayor

CITY OF STOCKBRIDGE, GEORGIA

By: _____

Falcon Design Group, LLC

ATTEST:

Tanessa Holiday

City Clerk

APPROVED AS TO FORM:

City Attorney

REVISED
COST PROPOSAL AND EVALUATION CRITERIA

CLASSIFICATION	2022 Hourly Billing Rate	2023 Hourly Billing Rate	2024 Hourly Billing Rate	2025 Hourly Billing Rate
Principal Engineer	\$ 175 /Per hour	\$ 175 /Per hour	\$ 185 /Per hour	\$ 185 /Per hour
Senior Manager	\$ 150 /Per hour	\$ 150 /Per hour	\$ 155 /Per hour	\$ 155 /Per hour
Project Manager	\$ 135 /Per hour	\$ 135 /Per hour	\$ 140 /Per hour	\$ 140 /Per hour
Senior Designer	\$ 120 /Per hour	\$ 120 /Per hour	\$ 125 /Per hour	\$ 125 /Per hour
Project Engineer	\$ 140 /Per hour	\$ 140 /Per hour	\$ 145 /Per hour	\$ 145 /Per hour
Appraiser	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour
CAD Technician	\$ 105 /Per hour	\$ 105 /Per hour	\$ 110 /Per hour	\$ 110 /Per hour
Mapping Technician	\$ 115 /Per hour	\$ 115 /Per hour	\$ 120 /Per hour	\$ 120 /Per hour
Licensed Surveyor	\$ 120 /Per hour	\$ 120 /Per hour	\$ 125 /Per hour	\$ 125 /Per hour
2- Person Survey Team	\$ 150 /Per hour	\$ 150 /Per hour	\$ 155 /Per hour	\$ 155 /Per hour
3- Person Survey Team	\$ 185 /Per hour	\$ 185 /Per hour	\$ 195 /Per hour	\$ 195 /Per hour
Senior Inspector	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour
Inspector	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour
Cost Estimator	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour
CAD Drafter	\$ 90 /Per hour	\$ 90 /Per hour	\$ 95 /Per hour	\$ 95 /Per hour
Information System Professional	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour
Clerical	\$ 60 /Per hour	\$ 60 /Per hour	\$ 65 /Per hour	\$ 65 /Per hour

The cost proposal shall be based on the labor categories and qualifications. The Consultant shall identify hourly rates by labor category. Rates shall be fully burdened billing rates to include all overhead and profit, at the prime and sub-consultant levels. Hourly rates shall be provided for each of the four (4) years (one year contract with the option to renew for four (4) additional one year period Agreement. Labor rates to be included in the Services Agreement will be negotiated with the selected Consultant based on its Proposal and the City's analysis of the labor rate proposals submitted by all Consultants.



City of Stockbridge

AGENDA ITEM

MEETING DATE

September 14, 2026

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
- ☐ GRANT FUNDING
- ☐ TRAFFIC CAMERA FUNDING
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BOND

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Decius T. Aaron

DEPARTMENT: Public Works

ITEM/PROJECT/EVENT:

Request For Proposals No. 2022-0006, On-Call General Engineering Services - Carter & Sloope, Inc.

BACKGROUND INFORMATION:

The Public Works Department is requesting approval to renew the fourth (4th) and final renewal option of the competitively solicited Contract pursuant to Request For Proposals (RFP) No. 2022-0006, On-Call General Engineering Services - Carter & Sloope, Inc.

The third (3rd) contract renewal option was approved by the Council on August 26, 2025. Resolution No. R25-1834.

SIGNATURES:

CITY MANAGER Frank S. Milazi

CITY TREASURER Quinton G. Washington

CITY ATTORNEY _____

eSigned via GovOS.com

Shawn Edmondson

eSigned via GovOS.com

eSigned via GovOS.com

☒ FINANCIAL IMPACT ☐ N/A

AMOUNT:

\$200,000.00

ATTACHMENTS:



ITEM/PROJECT/EVENT:

On-Call General Engineering Services.

STAFF RECOMMENDATION:

STAFF RECOMMENDATION:

The Public Works Department respectfully requests City Council approval to exercise the fourth (4th) and final optional renewal year for RFP No. 2022-0006, On-Call General Engineering Services with Carter & Sloope, Inc., to authorize the associated budgetary actions necessary on a task-order-basis to continue the services January 1 through December 31, 2027.

The On-Call General Engineering contract with Carter & Sloope, Inc. provides on-call general municipal engineering services related, but not limited to: general consulting, civil engineering, surveying, management of Capital Improvement Projects, project design, construction support and other civil engineering and/or community development projects deemed necessary by the City.

The original contract provided for an initial one (1)-year term, with the option to renew for up to four (4) additional one-year periods, at the sole discretion of the City of Stockbridge and subject to City Council's approval, as applicable.

The Public Works Department has evaluated Carter & Sloope, Inc.'s performance, and has determined that they have satisfactorily fulfilled their contractual obligations and continues to provide quality On-Call General Engineering Services in accordance with the requirements and specifications of the contract.

The third (3rd) year term expires December 31, 2026. Accordingly, the Public Works Department is requesting approval to exercise the fourth (4th) and final optional renewal year, January 1 through December 31, 2027, at a per task order cost.

The Public Works Department recommends that the Mayor and City Council approve the fourth (4th) and final optional renewal for contract # RFP No. 2022-0006, On-Call General Engineering with Carter & Sloope, Inc., to authorize the associated budgetary actions necessary on a task order-basis, January 1 through December 31, 2027.

ATTACHMENTS:

Exhibit 1: Completed Contract Renewal Evaluation Form
Exhibit 2: Completed Budget Availability Certification Form
Exhibit 3: Resolution (R25-1834)
Exhibit 4: Contractual Agreement and Cost Proposal

eSigned via GovOS.com

Decius T. Aaron



CONTRACT RENEWAL EVALUATION FORM

Date: Tuesday, July 28, 2026

To: Decius Aaron, Public Works Director
Daaron@stockbridgega.org

From: Wanda J. Cooley, Contract Specialist
Email: wcooley@stockbridgega.org

Subject: Contract Renewal with Carter & Sloope, Inc. for Annual On-Call General Engineering Services – Exercise of Fourth (4th) and Final Optional Renewal Year

It is time to review the option to renew the Annual On-Call General Engineering Contact with Carter & Sloope, Inc. The Third (3rd) optional renewal year expires December 31, 2026. The Fourth (4th) Final optional renewal year, if approved, will expire December 31, 2027.

Please indicate your recommendation as to exercising the option, along with the option-year budgeted amount, account number, and department head's signature. Return to Wanda J. Cooley, Procurement Department, no later than Monday, August 3, 2026. If you intend to disapprove of this option, please provide a concise statement of your rationale for disapproval.

Per Section 1, please indicate whether you wish to renew this contract.

Complete the Survey (Section 2, below) evaluating the Contractor's performance during the past Contract Term. If answering "No" to any question, please explain briefly on page 2 in the comment section.

Section 1: Renewal

Approval Option: Decius T. Aaron August 20, 2026
(Signature) (Date)

Disapprove Option: _____
(Signature) (Date)

Amount Budgeted for Option Year: \$N/A (Cost is determined by number of Task Orders)

Account #: 505-44200-521230, 505-43300-521230, 100-42200-521230, and 100-15650-521230

Department Head: Decius T. Aaron
(Signature)

Contract Renewal Evaluation Form
Annual On-Call General Engineering Services with Carter & Sloope, Inc.
Department of Public Works - Page 2 of 2

Section 2: Contractor Evaluation

	YES	NO	N/A
1. Contractor performed all work in conformance with the Contract requirements?	<u>X</u>	—	—
2. Contractor was responsive and professional?	<u>X</u>	—	—
3. Are you satisfied with the quality of the work performed by the Contractor?	<u>X</u>	—	—
4. Did the Contractor anticipate your needs and provide value-added services beyond the scope/requirements of the Contract?	<u>X</u>	—	—

Comments: _____

For Approval by Executive Staff. Signatures below will be obtained by the Contract Specialist "if" the budgeted amount is less than \$50,000.00; otherwise, the section below will not be completed due to Council's approval.

Procurement Manager's Signature of Approval:

Approval Date:

Chief Financial Officer's Signature of Approval:

Approval Date:

City Manager's Signature of Approval:

Approval Date:

Notes (if any): _____



BUDGET AVAILABILITY CERTIFICATION FORM

The purpose of the Budget Availability Certification Form is to confirm that sufficient funds are available within the approved budget to support a proposed procurement. Completed during the initial meeting between the end user and the procurement department, the form ensures that solicitations are fiscally feasible before further action is taken. By verifying budget availability early in the process, the City promotes responsible financial management, prevents unfunded commitments, and documents compliance with applicable budgetary and procurement policies.

The Department Head is responsible for ensuring that all necessary budget line transfers are completed prior to initiating a purchase order request. This step ensures that sufficient funds are properly allocated for the intended expenditure and that funds may be encumbered in accordance with approved budgetary and procurement policies.

SECTION:

DETAILS/ENTRIES:

Department/Division:

Department of Public Works

Date:

August 20, 2026

Fund Cluster/Account:

505-44200-521230, 505-43300-521230, 100-42200-521230, and 100-15650-521230

Purchase / Project Title:

Engineering

Amount Request:

N/A (Cost is determined by number of Task Orders)

Amount Currently Available in Budget:

Funds will be expended in FY 2027 budget.

REMARKS (if any):

Community Development: _____

Procurement Division: _____

**Procurement Division's Budget Availability Certification Form
Annual On-Call General Engineering Services Contract w/Carter & Sloope, Inc.
Department of Public Works - Page 2**

CERTIFICATION:

I hereby certify that the above-requested amount is available and chargeable against the indicated fund cluster/account code.

Note: Approvals confirm that funds are available, properly authorized, and compliant with organizational financial policies before any expenditure is made:

CERTIFIED BY (BUDGET OFFICER):

Name: Lisa Diggs, Budget Manager

Title: Budget Manager

Signature: 
Lisa Diggs, Budget Manager (Aug 21, 2026 10:20:53 EDT)

Date: 08/21/2026

APPROVALS:

Department Head:

➤ Name : Decius T. Aaron

Signature: 

Date: August 20, 2026

Procurement Manager:

➤ Name: Jeremy Andrews

Signature: 
Jeremy Andrews (Aug 21, 2026 11:55:03 EDT)

Date: 08/21/2026



4640 North Henry Boulevard
Stockbridge, Georgia 30281
770.389.7900

August 18, 2026

Georgia Department of Transportation
District 3 Main Office
Attn: Utility Coordination Department
115 Transportation Blvd
Thomaston, GA 30286

**RE: Agreement to Take Ownership and Relocate 2"
Force Main within GDOT Right-of-Way**

Dear Utility Coordinator:

This letter serves as the City of Stockbridge's formal response to our meeting on **August 18, 2026** regarding the existing 2" force main currently owned by American Capital. To expedite the process between American Capital and GDOT, GDOT is taking on the responsibility of relocating (including cost) the force main.

In accordance with Georgia state law requiring all utilities within the Right-of-Way (R/W) to be permitted, the City hereby agrees to accept ownership of this force main within the GDOT right-of-way.

This agreement is contingent upon the fulfillment of the following requirements:

- **Complete Relocation:** All existing pipe located within the right-of-way will be fully relocated.
- **Standard Installation:** All new lines will be reinstalled according to the City's minimum standards.
- **Specification Compliance:** Construction will adhere strictly to the provided sketch, City regulations, and the specific supplementary requests transmitted via email.

The City accepts these terms to ensure full regulatory compliance, address utility permitting under state mandates, and maintain regional project continuity. We look forward to working with GDOT to finalize the permitting process.

Sincerely,

Decius T. Aaron
Public Works Director

DTA:da

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION NO. R25-1834

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA APPROVING THE CONTRACT RENEWAL FOR ON-CALL GENERAL ENGINEERING SERVICES WITH CARTER & SLOOPE (REQUEST FOR PROPOSAL 2022-0006); AND FOR OTHER PURPOSES.

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

WHEREAS, the Department of Public Works seeks Council approval to exercise the third renewal option for Request for Proposal for On-Call General Engineering Services with Carter & Sloope (RFP 2022-0006) in the amount of \$200,000, with funds from the Public Works budget as detailed in Exhibit A; and

WHEREAS, the contract with Carter and Sloope provides for on-call general municipal engineering services related, but not limited to: general consulting, civil engineering, surveying, management of Capital Improvement Projects, project design, construction support and other civil engineering and/or community development projects deemed necessary by the City; and

WHEREAS, the City entered into the initial contract with Carter & Sloope on October 25, 2022 and signed on July 5, 2023, for a one (1) year with the option to renew for four (4) one-year renewal periods, the current renewal being the third renewal as detailed in Exhibit A; and

WHEREAS, pursuant to Stockbridge Municipal Code Section 3.30.227:

"The City Council shall approve all renewals or term contract extensions:

(A). To afford the city a continuous supply of items or services in the event of the termination or near-termination of the award/contract and

(B). where cost is greater than fifty-thousand dollars (\$50,000.00); and when the original contract was approved by the City Council;" and,

WHEREAS, Carter & Sloope has performed services with the City in accordance with contract requirements, at a quality level; and,

WHEREAS, the Department request for contract renewal has been approved by the City Treasurer, Procurement and Council; and

WHEREAS, the City Council requests that all procurement matters and contracts get presented to them at least 180 days prior to their expiration date and all parties are hereby notified by this resolution of such request;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA AS FOLLOWS:

SECTION 1. APPROVAL OF RENEWAL OF RFP 2018-0010Q.

Council hereby approves renewal of the on-call general engineering services contract with Carter & Sloope, in the amount of \$200,000 annually from January 1, 2026 – December 31, 2026. City Council hereby authorizes the Mayor to execute the same, and authorizes and directs the City Manager to execute all administrative and budgetary actions necessary to implement this Resolution. Council further authorizes and directs the City Manager, or his designee to determine if a new Request for Proposal for these services is warranted.

SECTION 2. SEVERABILITY.

If any part of this resolution is adjudged invalid, such judgment shall not affect the remainder of this resolution.

SECTION 3. REPEAL OF CONFLICTING PROVISIONS.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4. CITY ATTORNEY'S AUTHORITY.

Pursuant to the City's charter and with explicit consent of the City Counsel, the City Attorney is duly authorized to make requisite amendments to all contracts, ordinances, resolutions, and documents, as may be necessary, in order to secure conformity with the express intent of the City Council and to ensure adherence to all pertinent laws and ordinances of the City.

SECTION 5. EFFECTIVE DATE.

This Resolution shall be effective immediately upon adoption.

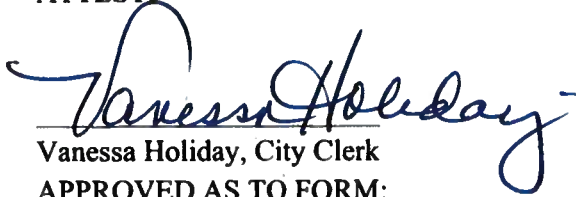
RESOLVED this 26th day of August, 2025.

[SIGNATURES ON THE FOLLOWING PAGE]



Anthony S. Ford, Mayor

ATTEST:



Vanessa Holiday, City Clerk

APPROVED AS TO FORM:



Quinton G. Washington, City Attorney

**SERVICE AGREEMENT
BY AND BETWEEN
CARTER & SLOOPE, INC.
AND
THE CITY OF STOCKBRIDGE, GEORGIA**

July This Agreement ("Agreement") is made and entered into this *5th* day of ~~June~~, 2023, by and between Carter & Sloope, Inc. (hereinafter, "CONSULTANT"), and the City of Stockbridge, Georgia (hereinafter, "City") (CONSULTANT and City sometimes referred to herein as "Parties").

WHEREAS, City desires to engage the services of CONSULTANT to perform for City professional services regarding annual on-call engineering services, as stated in City RFP No. 2022-0006 (the "Project"); and

NOW, THEREFORE, in consideration of the promises and mutual agreements herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Termination. This Agreement shall expire after one (1) year, though the Agreement can be renewed for up to four (4), one (1) year periods. Either party shall have the right to terminate this Agreement at any time for cause upon sixty (60) days written notice. If the City decides not to renew the contract, the City shall provide the Consultant sixty (60) days written notice of such decision. The provisions of Section 2(c) below shall specifically survive the termination or expiration of this Agreement. The City may terminate this Agreement at any time for any reason (without cause or for convenience) with thirty (30) days advance written notice.

2. Services.

(a) Subject to the terms and conditions set forth in this Agreement, City hereby retains CONSULTANT to provide the services set forth on Exhibit A entitled "Scope of Work" and all responses to the RFP all attached hereto and incorporated herein by reference. The RFP No. 2022-0006 and all terms therein, including CONSULTANT's response to the RFP, shall be incorporated completely herein by reference.

(b) The standard of care applicable to CONSULTANT's services will be the degree of skill and diligence normally employed by members of the profession currently performing the same or similar services at the time in the same locality under similar conditions said services are performed. CONSULTANT will re-perform any services not meeting this standard without additional compensation.

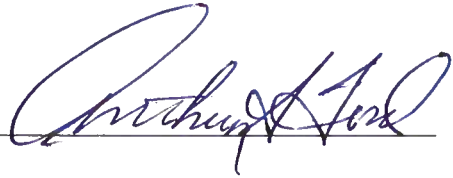
(c) CONSULTANT shall indemnify and hold harmless the City and its employees (i) from and against, damages, losses and expenses, including but not limited to attorney's fees recoverable under law, owed to a Third party, provided that any such, damage, loss, expense or attorney's fees is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, but only to the extent

performance of said provision shall be excused by the parties hereto and the remaining provisions of this Agreement shall remain in full force and effect.

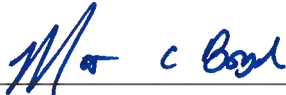
(g) This Agreement, including all exhibits hereto (which are incorporated herein by this reference), contains the entire agreement and understanding concerning the subject matter hereof between the parties hereto. No waiver, termination or discharge of this Agreement, or any of the terms or provisions hereof, shall be binding upon either party hereto unless confirmed in writing. This Agreement may not be modified or amended, except by a writing executed by both parties hereto. No waiver by either party hereto of any term or provision of this Agreement or of any default hereunder shall affect such party's rights thereafter to enforce such term or provision or to exercise any right or remedy in the event of any other default, whether or not similar.

(h) CONSULTANT shall at all times maintain sufficient liability insurance to cover their services under this Agreement.

IN WITNESS WHEREOF, the Parties intending to be legally bound hereby, have executed this Agreement as of the date first above written.

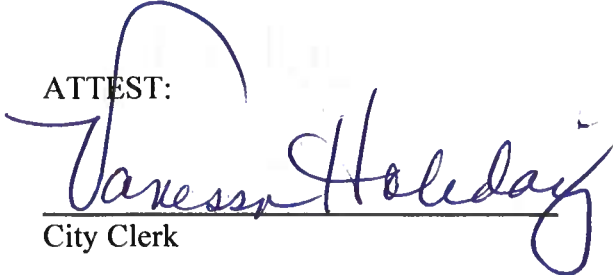
By: 

CITY OF STOCKBRIDGE, GEORGIA

By: 

MARTIN C. BOYD, PE, PRESIDENT
Carter & Sloope, Inc.

ATTEST:


City Clerk

APPROVED AS TO FORM:

City Attorney

reasonable opinion, would be contrary to the Consultant's professional responsibilities to protect the public. The City shall take all actions and render all reports required of the City in a timely manner. Should the City fail to take any required actions or render any required notices to appropriate public authorities in a timely manner, the City agrees that the Consultant has the right to exercise its professional judgment in reporting to appropriate public officials or taking other necessary action. The City agrees to take no action against or attempt to hold the Consultant liable in any way for carrying out what the Consultant reasonably believes to be its public responsibility. Furthermore, the City agrees the Consultant shall not be held liable in any respect for reporting said conditions. Accordingly, the City agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and sub-consultants (collectively, Consultant) against all damages, liabilities or costs arising out of or in any way connected with the Consultant's notifying or failing to notify appropriate public officials.

7. Specification of Materials. The City understands and agrees that products or building materials that are permissible under current building codes and ordinances may, at some future date, be banned or limited in use in the construction industry because of presently unknown hazardous and/or defective characteristics. The Consultant is only expected to meet current industry standards and may rely on manufacturers' information and representations. The City agrees that if any product or material specified for this Project by the Consultant shall, at any future date be suspected or discovered to be defective or a health or safety hazard, then the City shall waive all claims as a result thereof against the Consultant. The City further agrees that if the City directs the Consultant to specify any product or material after the Consultant has informed the City that such product or material may not be suitable or may embody characteristics that are suspected of causing or may cause the product or material to be considered a hazardous substance in the future, the City waives all claims as a result thereof against the Consultant, and the City agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant from any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising in any way from the specification or use of any products or materials which, at any future date, become known or suspected health or safety hazards
8. Opinions or Estimates of Costs. If included in the Services, the Consultant will provide preliminary opinions of probable costs of materials, installation, remediation or construction and/or total project costs based on the Consultant's experience on similar projects, which are not intended for City's or others' use in developing firm budgets or financial models, or making investment decisions. City agrees that any opinion of cost is still merely an estimate.
9. Jobsite Safety: Neither the professional activities of the Consultant, or the presence of the Consultant or its employees and sub-consultants at a construction site / Project site, shall impose any duty on the Consultant, nor relieve the General 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 Consultant 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 City agrees that the Contractor shall be solely responsible for jobsite safety, and warrants the intent shall be carried out in the City's contract with the General Contractor. The City also agrees that the General Contractor shall defend and indemnify the City, the Consultant and the Consultant's sub-consultants and they shall be made additional insureds under the General Contractor's policies of general liability insurance.

Exhibit A – Scope of Services



Where Community Connects

City of Stockbridge Procurement Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

Responder: Please complete the attached Cost Proposal Form and return them with this cover page. The cost proposal must be submitted in a separate, sealed envelope with the Responder's name and "Request for Proposals No. 2022-0006 City of Stockbridge On-Call General Municipal Engineering Services" clearly identified on the outside of the envelope.

By signing this page, Responder acknowledges that he has carefully examined and fully understands the Contract, Scope of Work, and other attached documents, and hereby agrees that if his proposal is accepted, he will contract with the City of Stockbridge according to the Request for Proposal documents.

Please provide the following information:

Name of Firm: Carter & Sloope, Inc.

Address: 1031 Stonebridge Parkway Watkinsville, GA 30677

Contact Person Submitting Proposal: Martin C. Boyd, P.E.

Title of Contact Person: President

Telephone Number: (706) 769-4119

Fax Number: (706) 769-4546

E-mail Address: mboyd@cartersloope.com

Signature of Contact Person

PRESIDENT

Title of Contact Person

REVISED
COST PROPOSAL AND EVALUATION CRITERIA

CLASSIFICATION	2022 Hourly Billing Rate	2023 Hourly Billing Rate	2024 Hourly Billing Rate	2025 Hourly Billing Rate
Principal Engineer	\$ 230 /Per hour	\$ /Per hour	\$ /Per hour	\$ /Per hour
Senior Manager	\$ 165 /Per hour	\$ 170 /Per hour	\$ 175 /Per hour	\$ 180 /Per hour
Project Manager	\$ 130 /Per hour	\$ 135 /Per hour	\$ 140 /Per hour	\$ 145 /Per hour
Senior Designer	\$ 180 /Per hour	\$ 185 /Per hour	\$ 190 /Per hour	\$ 195 /Per hour
Project Engineer	\$ 105 /Per hour	\$ 110 /Per hour	\$ 115 /Per hour	\$ 120 /Per hour
Appraiser	\$ 125 /Per hour	\$ 130 /Per hour	\$ 135 /Per hour	\$ 140 /Per hour
CAD Technician	\$ 80 /Per hour	\$ 85 /Per hour	\$ 90 /Per hour	\$ 95 /Per hour
Mapping Technician	\$ 80 /Per hour	\$ 85 /Per hour	\$ 90 /Per hour	\$ 95 /Per hour
Licensed Surveyor	\$ 105 /Per hour	\$ 110 /Per hour	\$ 115 /Per hour	\$ 120 /Per hour
2- Person Survey Team	\$ 165 /Per hour	\$ 170 /Per hour	\$ 175 /Per hour	\$ 180 /Per hour
3- Person Survey Team	\$ 200 /Per hour	\$ 205 /Per hour	\$ 210 /Per hour	\$ 215 /Per hour
Senior Inspector	\$ 135 /Per hour	\$ 140 /Per hour	\$ 145 /Per hour	\$ 150 /Per hour
Inspector	\$ 95 /Per hour	\$ 100 /Per hour	\$ 105 /Per hour	\$ 110 /Per hour
Cost Estimator	\$ 125 /Per hour	\$ 130 /Per hour	\$ 135 /Per hour	\$ 140 /Per hour
CAD Drafter	\$ 60 /Per hour	\$ 65 /Per hour	\$ 70 /Per hour	\$ 75 /Per hour
Information System Professional	\$ 150 /Per hour	\$ 155 /Per hour	\$ 160 /Per hour	\$ 165 /Per hour
Clerical	\$ 60 /Per hour	\$ 65 /Per hour	\$ 70 /Per hour	\$ 75 /Per hour

The cost proposal shall be based on the labor categories and qualifications. The Consultant shall identify hourly rates by labor category. Rates shall be fully burdened billing rates to include all overhead and profit, at the prime and sub-consultant levels. Hourly rates shall be provided for each of the four (4) years (one year contract with the option to renew for four (4) additional one year period Agreement. Labor rates to be included in the Services Agreement will be negotiated with the selected Consultant based on its Proposal and the City's analysis of the labor rate proposals submitted by all Consultants.

Carter & Sloope, Inc.
2022 BILLING RATE TABLE

Staff Level	Activity	Description	Rate
30	03	Principal III	230.00
30	02	Principal II	205.00
30	01	Principal I	200.00
30	00	Principal	190.00
31	05	Senior Professional Engineer V	230.00
31	04	Senior Professional Engineer IV	215.00
31	03	Senior Professional Engineer III	195.00
31	02	Senior Professional Engineer II	180.00
31	01	Senior Professional Engineer I	165.00
32	06	Project Engineer VI	155.00
32	05	Project Engineer V	145.00
32	04	Project Engineer IV	135.00
32	03	Project Engineer III	125.00
32	02	Project Engineer II	115.00
32	01	Project Engineer I	105.00
32	00	Staff Engineer	95.00
33	09	Project Manager IX	210.00
33	08	Project Manager VIII	200.00
33	07	Project Manager VII	190.00
33	06	Project Manager VI	180.00
33	05	Project Manager V	170.00
33	04	Project Manager IV	160.00
33	03	Project Manager III	150.00
33	02	Project Manager II	140.00
33	01	Project Manager I	130.00
34	05	Design Technician V	120.00
34	04	Design Technician IV	110.00
34	03	Design Technician III	100.00
34	02	Design Technician II	90.00
34	01	Design Technician I	80.00
35	00	CADD Drafter	60.00
36	07	Construction Observer VII	145.00
36	06	Construction Observer VI	135.00
36	05	Construction Observer V	125.00
36	04	Construction Observer IV	115.00
36	03	Construction Observer III	105.00
36	02	Construction Observer II	95.00
36	01	Construction Observer I	75.00
37	05	Administrative Support Staff V	100.00
37	04	Administrative Support Staff IV	90.00

REVISED
COST PROPOSAL AND EVALUATION CRITERIA

CLASSIFICATION	2022 Hourly Billing Rate	2023 Hourly Billing Rate	2024 Hourly Billing Rate	2025 Hourly Billing Rate
Principal Engineer	\$ 175 /Per hour	\$ 175 /Per hour	\$ 185 /Per hour	\$ 185 /Per hour
Senior Manager	\$ 150 /Per hour	\$ 150 /Per hour	\$ 155 /Per hour	\$ 155 /Per hour
Project Manager	\$ 135 /Per hour	\$ 135 /Per hour	\$ 140 /Per hour	\$ 140 /Per hour
Senior Designer	\$ 120 /Per hour	\$ 120 /Per hour	\$ 125 /Per hour	\$ 125 /Per hour
Project Engineer	\$ 140 /Per hour	\$ 140 /Per hour	\$ 145 /Per hour	\$ 145 /Per hour
Appraiser	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour
CAD Technician	\$ 105 /Per hour	\$ 105 /Per hour	\$ 110 /Per hour	\$ 110 /Per hour
Mapping Technician	\$ 115 /Per hour	\$ 115 /Per hour	\$ 120 /Per hour	\$ 120 /Per hour
Licensed Surveyor	\$ 120 /Per hour	\$ 120 /Per hour	\$ 125 /Per hour	\$ 125 /Per hour
2- Person Survey Team	\$ 150 /Per hour	\$ 150 /Per hour	\$ 155 /Per hour	\$ 155 /Per hour
3- Person Survey Team	\$ 185 /Per hour	\$ 185 /Per hour	\$ 195 /Per hour	\$ 195 /Per hour
Senior Inspector	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour
Inspector	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour
Cost Estimator	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour
CAD Drafter	\$ 90 /Per hour	\$ 90 /Per hour	\$ 95 /Per hour	\$ 95 /Per hour
Information System Professional	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour	\$ N/A /Per hour
Clerical	\$ 60 /Per hour	\$ 60 /Per hour	\$ 65 /Per hour	\$ 65 /Per hour

The cost proposal shall be based on the labor categories and qualifications. The Consultant shall identify hourly rates by labor category. Rates shall be fully burdened billing rates to include all overhead and profit, at the prime and sub-consultant levels. Hourly rates shall be provided for each of the four (4) years (one year contract with the option to renew for four (4) additional one year period Agreement. Labor rates to be included in the Services Agreement will be negotiated with the selected Consultant based on its Proposal and the City's analysis of the labor rate proposals submitted by all Consultants.



City of Stockbridge

AGENDA ITEM

MEETING DATE

September 14, 2026

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
- ☐ GRANT FUNDING
- ☐ TRAFFIC CAMERA FUNDING
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BOND

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Decius T. Aaron

DEPARTMENT: Public Works

ITEM/PROJECT/EVENT:

Request For Proposals No. 2025-0006, Annual On-Call Water And Sewer Emergency Operational Repair, Maintenance And Construction – Site Engineering, Inc.

BACKGROUND INFORMATION:

The Public Works Department is requesting Council's approval of the first (1st) of four (4) optional renewal terms with Site Engineering, Inc. for the period January 1, 2027 - December 31, 2027.

On September 8, 2025, the Department of Public Works presented a request to Council for approval to award a fixed contract to two (2) vendors for a total amount not to exceed \$400,000.00. Professional Pipeline, LLC was designated as the primary vendor, and Site Engineering, Inc. was designated as the secondary vendor. Council approved the award through Resolution R25-1843. Funding Source: Account Numbers 321-15110-542515, 321-15110-541470, and 321-43300-541405.

SIGNATURES:

CITY MANAGER Frank S. Milazi

CITY TREASURER Quinton G. Washington

CITY ATTORNEY _____

eSigned via GovOS.com

Shawn Edmondson

eSigned via GovOS.com

eSigned via GovOS.com

☒ FINANCIAL IMPACT ☐ N/A

AMOUNT:

\$100,000.00

ATTACHMENTS:



ITEM/PROJECT/EVENT:

Annual On-Call Water And Sewer Emergency Operational Repair, Maintenance And Construction.

STAFF RECOMMENDATION:

STAFF RECOMMENDATION:

The Public Works Department respectfully requests City Council approval to exercise the first (1st) of four (4) optional renewal years for RFP No. 2025-0006, Annual On-Call Water and Sewer Emergency Operational Repair, Maintenance, Construction Services with (secondary vendor) Site Engineering, Inc, in the estimated amount not to exceed \$100,000.00 through the contract term of December 31, 2027.

The Annual On-Call Water and Sewer Emergency, Operational Repair, Maintenance, and Construction scope of services consists of tasks assigned as individual tasks during the contract period. The type of work may include, but is not limited to, repair and/or replacement of the following: wastewater collection system and related infrastructure, water distribution system and related infrastructure and storm water system and related infrastructure and any other repair activities to be determined by the City.

The original contract provides for an initial one (1)-year term, with the option to renew for up to four (4) additional one-year periods, at the sole discretion of the City of Stockbridge and subject to City Council approval, as applicable.

The initial one (1) year term expires December 31, 2026. Accordingly, the Public Works Department is requesting approval to exercise the first (1st) renewal option January 1 through December 31, 2027.

The Public Works Department has evaluated Site Engineering, Inc., and has determined that the contractor has satisfactorily fulfilled their contractual obligations and continues to provide quality Annual On-Call Water And Sewer Emergency Operation Repair, Maintenance, and Construction Services in accordance with the requirements and specifications of the contract.

The Public Works Department recommends that the Mayor and City Council approve the first (1st) optional renewal year of Contract # RFP No. 2025-0006, Annual On-Call Water and Sewer Emergency Operational Repair, Maintenance, and Construction Services, with (secondary vendor) Site Engineering, Inc., in the estimated amount not to exceed \$100,000.00 through the contract term of December 31, 2027.

ATTACHMENTS:

- Exhibit 1: Completed Contract Renewal Evaluation Form
- Exhibit 2: Completed Budget Availability Certification Form
- Exhibit 3: Resolution (R25-1843)
- Exhibit 4: Contractual Agreement and Cost Proposal

eSigned via GovOS.com

Decius T. Aaron

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION NO. R25-1842

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA APPROVING THE CONTRACT FOR ON-CALL WATER AND SEWER EMERGENCY AND OPERATIONAL REPAIR, PRIMARILY WITH PROFESIONAL PIPELINE, LLC., AND SECONDARILY WITH SITE ENGINEERING, INC. (REQUEST FOR PROPOSAL 2025-0006); AND FOR OTHER PURPOSES.

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

WHEREAS, the Department of Public Works seeks Council approval to award a fixed contract to two (2) vendors, with the primary recipient Professional Pipeline, LLC, and the secondary recipient Site Engineering, Inc., in an amount not to exceed \$400,000 with funds from SPLOST V and the Department budget as detailed in Exhibit A, for a period of one (1) year, with the option to renew for four (4) one (1) year periods, with such options in the City's sole discretion; and

WHEREAS, the annual on-call water and sewer emergency, operational repair, maintenance, and construction scope of services consist of tasks assigned as individual tasks during the contract period. The type of work may include, but is not limited to, repair and/or replacement of the following: wastewater collection system and related infrastructure, water distribution system and related infrastructure and storm water system and related infrastructure and any other repair activities to be determined by the City; and

WHEREAS, pursuant to Stockbridge Municipal Code Section 3.30.227:

"The City Council shall approve all renewals or term contract extensions:

- (A). To afford the city a continuous supply of items or services in the event of the termination or near-termination of the award/contract and
- (B). where cost is greater than fifty-thousand dollars (\$50,000.00); and when the original contract was approved by the City Council;" and,

WHEREAS, the Department request for contract adoption has been approved by the City Treasurer, Procurement and Council; and

WHEREAS, the City Council requests that all procurement matters and contracts get presented to them at least 180 days prior to their expiration date and all parties are hereby notified by this resolution of such request;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA AS FOLLOWS:

SECTION 1. APPROVAL OF AWARD OF RFP 2025-0006.

Council hereby approves of the award of the annual on-call water and sewer emergency, operational repair, maintenance, and construction contract primarily to Professional Pipeline, LLC, and the secondarily to Site Engineering, Inc., in an amount not to exceed \$400,000 with funds from SPLOST V and the Department budget as detailed in Exhibit A for a period of one (1) year, with the option to renew for four (4) one (1) year periods, with such options in the City's sole discretion.

City Council hereby authorizes the Mayor to execute the same, and authorizes and directs the City Manager to execute all administrative and budgetary actions necessary to implement this Resolution. This contract shall be brought back to City Council approximately 180 days before the expiration of the contract.

SECTION 2. SEVERABILITY.

If any part of this resolution is adjudged invalid, such judgment shall not affect the remainder of this resolution.

SECTION 3. REPEAL OF CONFLICTING PROVISIONS.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4. CITY ATTORNEY'S AUTHORITY.

Pursuant to the City's charter and with explicit consent of the City Council, the City Attorney is duly authorized to make requisite amendments to all contracts, ordinances, resolutions, and documents, as may be necessary, in order to secure conformity with the express intent of the City Council and to ensure adherence to all pertinent laws and ordinances of the City.

SECTION 5. EFFECTIVE DATE.

This Resolution shall be effective immediately upon adoption.

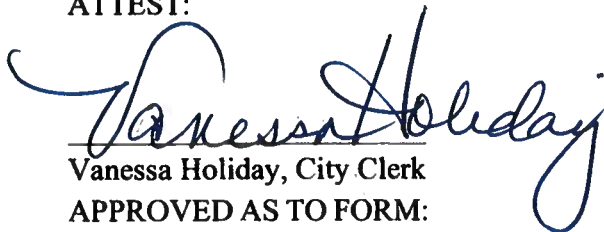
RESOLVED this 30th day of September, 2025.

[SIGNATURES ON THE FOLLOWING PAGE]



Anthony S. Ford, Mayor

ATTEST:



Vanessa Holiday, City Clerk

APPROVED AS TO FORM:



Quinton G. Washington, City Attorney



Where Community Connects

CONTRACT RENEWAL EVALUATION FORM

Date: Tuesday, July 28, 2026

To: Decius Aaron, Public Works Director
Daaron@stockbridgega.org

From: Wanda J. Cooley, Contract Specialist
Email: wcooley@stockbridgega.org

Subject: Contract Renewal with Site Engineering, Inc. for Annual On-Call Water And Sewer Emergency Operational Repair, Maintenance and Construction - Exercise of First (1st) Optional Renewal Year

It is time to review the option to renew the Annual On-Call Water And Sewer Emergency Operational Repair, Maintenance and Construction with Site Engineering, Inc. The initial term year expires December 31, 2026. The First (1st) optional renewal year, if approved, will expire December 31, 2027.

Please indicate your recommendation as to exercising the option, along with the option-year budgeted amount, account number, and department head's signature. Return to Wanda J. Cooley, Procurement Department, no later than Monday, August 3, 2026. If you intend to disapprove of this option, please provide a concise statement of your rationale for disapproval.

Per Section 1, please indicate whether you wish to renew this contract.

Complete the Survey (Section 2, below) evaluating the Contractor's performance during the past Contract Term. If answering "No" to any question, please explain briefly on page 2 in the comment section.

Section 1: Renewal

Approval Option: Decius T. Aaron August 20, 2026
(Signature) (Date)

Disapprove Option: _____
(Signature) (Date)

Amount Budgeted for Option Year: \$100,000.00

Account #: 505-44200-522240, 505-43300-522240, and 510-42500-542515

Department Head: Decius T. Aaron
(Signature)

Contract Renewal Evaluation Form
Annual On-Call Water And Sewer Emergency Operational Repair, Maintenance and
Construction with Site Engineering, Inc.
Department of Public Works - Page 2 of 2

Section 2: Contractor Evaluation

	YES	NO	N/A
1. Contractor performed all work in conformance with the Contract requirements?	<u>X</u>	<u> </u>	<u> </u>
2. Contractor was responsive and professional?	<u>X</u>	<u> </u>	<u> </u>
3. Are you satisfied with the quality of the work performed by the Contractor?	<u>X</u>	<u> </u>	<u> </u>
4. Did the Contractor anticipate your needs and provide value-added services beyond the scope/requirements of the Contract?	<u> </u>	<u> </u>	<u>X</u>

Comments: _____

For Approval by Executive Staff. Signatures below will be obtained by the Contract Specialist "if" the budgeted amount is less than \$50,000.00; otherwise, the section below will not be completed due to Council's approval.

Procurement Manager's Signature of Approval:

Approval Date:

Chief Financial Officer's Signature of Approval:

Approval Date:

City Manager's Signature of Approval:

Approval Date:

Notes (if any): _____



BUDGET AVAILABILITY CERTIFICATION FORM

The purpose of the Budget Availability Certification Form is to confirm that sufficient funds are available within the approved budget to support a proposed procurement. Completed during the initial meeting between the end user and the procurement department, the form ensures that solicitations are fiscally feasible before further action is taken. By verifying budget availability early in the process, the City promotes responsible financial management, prevents unfunded commitments, and documents compliance with applicable budgetary and procurement policies.

The Department Head is responsible for ensuring that all necessary budget line transfers are completed prior to initiating a purchase order request. This step ensures that sufficient funds are properly allocated for the intended expenditure and that funds may be encumbered in accordance with approved budgetary and procurement policies.

SECTION:

DETAILS/ENTRIES:

Department/Division:

Department of Public Works

Date:

August 20, 2026

Fund Cluster/Account:

505-44200-522240, 505-43300-522240, and 510-42500-542515

Purchase / Project Title:

Water, Sewer, and Stormwater Repairs.

Amount Request:

\$100,000.00

Amount Currently Available in Budget:

Funds will be expended in the FY 2027 budget.

REMARKS (if any):

Community Development: _____

Procurement Division: _____

Procurement Division's Budget Availability Certification Form
Annual On-Call Water & Sewer Emergency, Operational Repair, Maintenance & Construction
Site Engineering, Inc.
Department of Public Works - Page 2

CERTIFICATION:

I hereby certify that the above-requested amount is available and chargeable against the indicated fund cluster/account code.

Note: Approvals confirm that funds are available, properly authorized, and compliant with organizational financial policies before any expenditure is made:

CERTIFIED BY (BUDGET OFFICER):

Name: Lisa Diggs, Budget Manager

Title: Budget Manager

Signature: 
Lisa Diggs, Budget Manager (Aug 21, 2026 10:20:53 EDT)

Date: 08/21/2026

APPROVALS:

Department Head:

➤ Name : Decius T. Aaron

Signature: 

Date: August 20, 2026

Procurement Manager:

➤ Name: Jeremy Andrews

Signature: 
Jeremy Andrews (Aug 21, 2026 11:55:03 EDT)

Date: 08/21/2026

Contract
**RFP No. 2025-0006, Annual On-Call Water And Sewer Emergency,
Operational Repair, Maintenance and Construction**

This **CONTRACT** made and entered into this 20th day of October 2025 by and between the City of Stockbridge, (Party of the First Part, hereinafter called the "City"), and Site Engineering, Inc., Party of the Second Part, hereinafter called the "Service Provider" or "Contractor").

NOW THEREFORE, for and in consideration of the mutual promises and obligations contained herein and under the conditions hereinafter set forth, the parties do hereby agree as follows:

1. TERMS:

This Agreement shall be effective upon its execution (the "Effective Date"). The services to be performed under this Contract shall commence upon the date stated in the notice to proceed letter. This Contract shall terminate absolutely and without further obligation on the part of the City on December 31, 2026, and each December 31 of each succeeding and renewed year, as required by O.C.G.A. §36-60-13, as amended, unless terminated earlier in accordance with the provisions of this Contract

OPTIONAL RENEWALS:

This Contract may be renewed at the sole discretion of the City for four (4) additional twelve-month terms, upon the same terms and conditions, as provided for in this Contract, unless terminated by the City, by notice to the service provider, or termination and non-renewal by December 31 of the Contract year.

Upon each renewal option, the contractor shall provide the City with updated contact information for the designated person responsible for overseeing the work. This information must include their name, telephone number, email address, cell phone number, and contact information for their immediate supervisor.

2. ATTACHMENTS:

The following documents are attached and are specifically incorporated herein by reference; and, along with this Contract and the General Conditions attached as Exhibit A encompass all of the

Contract documents:

- Exhibit A: General Conditions.
- Exhibit B: Specifications and Scope of Work.
- Exhibit C: Request for Proposal.
- Exhibit D: Bond Documents.
- Exhibit E: Georgia Security And Immigration Compliance Act Affidavit..
- Exhibit F: Drug-Free Work Place.
- Exhibit G: Purchasing Policy Addendum.
- Exhibit H: Affidavit Verifying Status For Public Benefit Application.
- Exhibit I: Cost Proposal.

3. PERFORMANCE:

Service Provider agrees to furnish all skill and labor of every description necessary to carry out perform, perform the services in accordance with the Contract Documents (the "Work").

4. PRICE:

The City agrees to pay the Service Provider following receipt by the City of a detailed invoice reflecting the actual work performed by the Service Provider, provided, however, Service Provider guarantees that the maximum price for materials, labor and expenses, shall be the amount reflected in Exhibit I.

5. INDEMINIFICATION AND HOLD HARMLESS:

[See Section 13 of Exhibit A, --- General Conditions]

Service Provider further agrees to protect, defend, indemnify, and hold harmless the CITY, its council members, officers, agents, and employees from and against any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee or subcontract of the Service Provider, as allowed under the law.

6. TERMINATION FOR CAUSE:

The City may terminate this Contract for cause upon ten (10) days prior written notice to the Service Provider of the Service Provider's default in the performance of any term of this Contract. Such termination shall be without prejudice to any City's rights or remedies provided by law.

7. TERMINATION FOR CONVENIENCE:

The City may terminate this Contract for its convenience at any time upon (30) days written notice to the Service Provider. In the event of the City's termination of this Contract for convenience, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider who shall itemize each element of performance.

8. TERMINATION FOR FUND APPROPRIATION:

The City may unilaterally terminate this Contract due to lack of funding at any time by written notice to the Service Provider. In the event of the City's termination of this Contract for fund appropriation, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance.

9. CONTRACT NOT TO DISCRIMINATE:

During the performance of this Contract, the Service Provider will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, or disability which does not preclude the applicant or employee from performing the essential functions of the position. The Service Provider will also, in all solicitations or advertisements for employees placed by qualified applicants, consider the same without regard to race, creed, color, sex, national origin, age, or disability which does not preclude the applicant from performing the essential functions of the job. The Service Provider will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provision will be binding upon each subservice providers for standard commercial supplies of raw materials.

10. ASSIGNMENT:

The Service Provider shall not sublet, assign, transfer, pledge, convey, sell or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous consent of the City in writing.

11. WAIVER:

A waiver by either party of any breach of any provision, term, covenant, or condition of this Contract shall not be deemed a waiver of any subsequent breach of the same or any other provision, term, covenant, or condition.

12. SEVERABILITY:

The parties agree that each of the provisions included in this Contract is separate, distinct and severable from the other and remaining provisions of this Contract, and that the invalidity of any Contract provision shall not affect the validity of any other provision or provisions of this Contract.

13. GOVERNING LAW:

The parties agree that this Contract shall be governed and construed in accordance with the laws of the State of Georgia. This Contract has been signed in DeKalb County, Georgia.

14. MERGER CLAUSE:

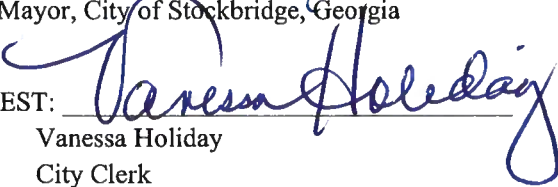
The parties agree that the terms of this Contract included the entire Contract between the parties, and as such, shall exclusively bind the parties. No other representations, either oral or written, may be used to contradict the terms of this Contract.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized agents, have caused this **CONTRACT** to be signed, sealed and delivered.

Signatures on following page.

STOCKBRIDGE, GEORGIA

By: 
Anthony S. Ford
Mayor, City of Stockbridge, Georgia

ATTEST: 
Vanessa Holiday
City Clerk

APPROVED AS TO FORM:

City Attorney

SERVICE PROVIDER:

Signature Dwight A Voyles

Date 7.3.2025

Print Name Dwight A Voyles

Print Title Vice President

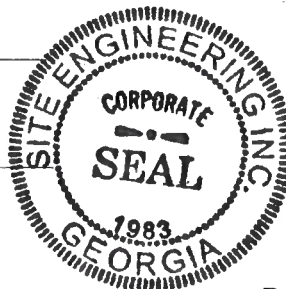
ATTEST:

Diane Belisario
Signature

Date 7.3.2025

Print Name Diae Belisario

Print Title Corporate Secretary



PROPOSAL LETTER

We propose to furnish and deliver all the deliverables and services named in the attached Request for Proposal (RFP). The price or prices offered herein shall apply for the period stated in the RFP.

We further agree to strictly abide by all the terms and conditions contained in the City of Stockbridge Procurement Manual as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with this bid.

It is understood and agreed that this statement of Proposal and proposal constitutes an offer, which when accepted in writing by Purchasing Office, City of Stockbridge, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Stockbridge.

It is understood and agreed that we have read the City's specifications shown or referenced in the RFP and that this statement is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this statement meet or exceed all such City specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City of Stockbridge reserves the right to reject any or all offers, waive technicalities, and informalities, and to make an award in the best interest of the city.

It is understood and agreed that this statement of Proposal and proposal shall be valid and held open for a period of one hundred twenty (120) days from opening date.

PROPOSAL SIGNATURE AND CERTIFICATION (Proposer to sign and return)

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. have not been violated and will not be violated in any respect.

Authorized Signature Dwight A Voyles Date 6.2.2025

Print/Type Name Dwight A Voyles

Print/Type Company Name Here Site Engineering Inc.

Email dwright@siteengineeringinc.com

Site ENGINEERING

**EXHIBIT I:
COST PROPOSAL
RFP No. 2025-0006**

**ANNUAL ON-CALL WATER AND SEWER EMERGENCY, OPERATIONAL REPAIR,
MAINTENANCE AND CONSTRUCTION**

Instructions: The successful Contractor is required to furnish all labor, travel, resources, materials, equipment and services required to satisfactorily complete the installation and set-up of all items as stated below. All costs listed below are inclusive. The City will not be responsible for charges that are not included on this Bid Pricing Form. Please do not make modifications to this form as any change may render Contractor's Bid nonresponsive. Please complete the form in its entirety. PLEASE INSERT THE TOTAL COST FOR EACH COST PROPOSAL ITEMS 1 THRU 132 BID SUMMARY:

Item No.	Item Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
8 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER				
1	Depth 0 – 6 Feet	LF	\$ 290.00	\$ 290.00
2	Depth 6.1 – 12 Feet	LF	\$ 340.00	\$ 340.00
3	Depth 12.1 – 18 Feet	LF	\$ 410.00	\$ 410.00
4	Depth Installed in 16 Inch Steel Casing	LF	\$ 500.00	\$ 500.00
8 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER (TOTAL ITEM NO. 1-4)				\$ 1,540.00

EXHIBIT I:
COST PROPOSAL
RFP No. 2025-0006
ANNUAL ON-CALL WATER AND SEWER EMERGENCY, OPERATIONAL REPAIR,
MAINTENANCE AND CONSTRUCTION

Item No.	Item Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
8 INCH PVC SDR 26 GRAVITY SEWER				
5	Depth 0 – 6 Feet	LF	\$ 250.00	\$ 250.00
6	Depth 6.1 – 12 Feet	LF	\$ 300.00	\$ 300.00
7	Depth 12.1 – 18 Feet	LF	\$ 370.00	\$ 370.00
8	Depth Installed in 16 Inch Steel Casing	LF	\$ 500.00	\$ 500.00
8 INCH PVC SDR 26 GRAVITY SEWER (TOTAL ITEM NO. 5-8)				\$ 1,420.00

Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
10 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER				
9	Depth 0 – 6 Feet	LF	\$ 300.00	\$ 300.00
10	Depth 6.1 – 12 Feet	LF	\$ 350.00	\$ 350.00
11	Depth 12.1 – 18 Feet	LF	\$ 420.00	\$ 420.00
12	Depth Installed in 18 Inch Steel Casing	LF	\$ 550.00	\$ 550.00
10 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER (TOTAL ITEM NO. 9-12)				\$ 1,620.00

EXHIBIT I:
COST PROPOSAL
RFP No. 2025-0006
ANNUAL ON-CALL WATER AND SEWER EMERGENCY, OPERATIONAL REPAIR,
MAINTENANCE AND CONSTRUCTION

Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
10 INCH PVC SDR 26 GRAVITY SEWER GRAVITY SEWER				
13	Depth 0 – 6 Feet	LF	\$ 260.00	\$ 260.00
14	Depth 6.1 – 12 Feet	LF	\$ 310.00	\$ 310.00
15	Depth 12.1 – 18 Feet	LF	\$ 380.00	\$ 380.00
16	Depth Installed in 18 Inch Steel Casing	LF	\$ 550.00	\$ 550.00
10 INCH PVC SDR 26 GRAVITY SEWER GRAVITY SEWER (TOTAL ITEM NO. 13-16)				\$ 1,500.00

Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
12 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER				
17	Depth 0 – 6 Feet	LF	\$ 370.00	\$ 370.00
18	Depth 6.1 – 12 Feet	LF	\$ 420.00	\$ 420.00
19	Depth 12.1 – 18 Feet	LF	\$ 490.00	\$ 490.00
20	Depth Installed in 20 Inch Steel Casing	LF	\$ 600.00	\$ 600.00
12 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER (TOTAL ITEM NO. 17-20)				\$ 1,880.00

EXHIBIT I:
COST PROPOSAL
RFP No. 2025-0006
ANNUAL ON-CALL WATER AND SEWER EMERGENCY, OPERATIONAL REPAIR,
MAINTENANCE AND CONSTRUCTION

Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
12 INCH PVC SDR 26 GRAVITY SEWER GRAVITY SEWER				
18	Depth 0 – 6 Feet	LF	\$ 320.00	\$ 320.00
19	Depth 6.1 – 12 Feet	LF	\$ 370.00	\$ 370.00
20	Depth 12.1 – 18 Feet	LF	\$ 440.00	\$ 440.00
21	Depth Installed in 20 Inch Steel Casing	LF	\$ 600.00	\$ 600.00
12 INCH PVC SDR 26 GRAVITY SEWER GRAVITY SEWER (TOTAL ITEM NO. 18-21)				\$ 1,730.00

Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
HDPE PIPE SLIP LINING				
22	Diameter 8 Inches	LF	\$ 250.00	\$ 250.00
23	Diameter 10 Inches	LF	\$ 300.00	\$ 300.00
24	Diameter 12 Inches	LF	\$ 350.00	\$ 350.00
HDPE PIPE SLIPLINING (TOTAL ITEM NO. 22-24)				\$ 900.00

EXHIBIT I:
COST PROPOSAL
RFP No. 2025-0006
ANNUAL ON-CALL WATER AND SEWER EMERGENCY, OPERATIONAL REPAIR,
MAINTENANCE AND CONSTRUCTION

Item No.	Item e Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
SERVICE LINE RECONNECTIONS				
25	By excavation of HDPE, pipe bursting or CIPP 0 – 10' depth	EA	\$ 12,000.00	\$ 12,000.00
26	By excavation of HDPE, pipe bursting or CIPP greater than 10' depth	EA	\$ 15,000.00	\$ 15,000.00
27	By internal reinstatement for CIPP	EA	\$ 2,500.00	\$ 2,500.00
SERVICE LINE RECONNECTIONS (TOTAL ITEM NO. 25-27)				\$ 29,500.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
4 FOOT DIAMETER MANHOLE REHABILITATION – SPRAY ON CEMENTIOUS				
28	Depth Up to 5 Feet	VF	\$ 1,000.00	\$ 1,000.00
29	Depth 6.0 – 10 Feet	VF	\$ 1,200.00	\$ 1,200.00
30	Depth 11.0 – 15 Feet	VF	\$ 1,400.00	\$ 1,400.00
4 FOOT DIAMETER MANHOLE REHABILITATION – SPRAY ON CEMENTIOUS (TOTAL ITEM NO. 28-30)				\$ 3,600.00

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
4 FOOT DIAMETER PRECAST MANHOLE				
31	Depth Up to 6 Feet	VF	\$ 1,000.00	\$ 1,000.00
32	Depth 6.1 – 12 Feet	VF	\$ 1,200.00	\$ 1,200.00
33	Depth 12.1 – 18 Feet	VF	\$1,400.00	\$ 1,400.00
4 FOOT DIAMETER PRECAST MANHOLE (TOTAL ITEM NO. 31-33)				\$ 3,600.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
4 FOOT DIAMETER PRECAST DOGHOUSE MANHOLE				
34	Depth Up to 5 Feet	VF	\$ 1,500.00	\$ 1,500.00
35	Depth 5.1 – 10 Feet	VF	\$ 1,200.00	\$ 1,200.00
36	Depth 10.1 – 15 Feet	VF	\$ 1,400.00	\$ 1,400.00
37	Depth 15.1 – 20 Feet	VF	\$ 1,600.00	\$ 1,600.00
4 FOOT DIAMETER PRECAST DOGHOUSE MANHOLE (TOTAL ITEM NO. 34-37)				\$ 5,700.00

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit = Est. Total)
MANHOLE ASSESSORIES				
38	Safety Platform	EA	\$ 2,000.00	\$ 2,000.00
39	Standard Ring and Cover	EA	\$ 1,500.00	\$ 1,500.00
40	Standard Ring and Cover – Traffic Rated	EA	\$ 2,000.00	\$ 2,000.00
41	Bolt down Watertight Ring and Cover	EA	\$ 2,000.00	\$ 2,000.00
42	Hinged (Pamrex or Equivalent) Ductile Iron Ring and Cover	EA	2,500.00	2,500.00
MANHOLE ASSESSORIES (TOTAL ITEM NO. 38 - 42)				\$ 10,000.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit = Est. Total)
MANHOLE MODIFICATIONS				
43	Adjust Existing Manhole Cover to Grade (In Pavement)	EA	\$ 5,000.00	\$ 5,000.00
44	Adjust Existing Manhole Cover to Grade (Out of Pavement)	EA	\$ 4,000.00	\$ 4,000.00
45	Adjust Existing Precast Manhole	EA	\$ 5,000.00	\$ 5,000.00
46	Adjust Existing Brick Manhole	EA	\$ 5,000.00	\$ 5,000.00
47	Hinged (Pamrex or Equivalent) Ductile Iron Ring and Cover	EA	\$ 2,500.00	\$ 2,500.00
MANHOLE MODIFICATIONS (TOTAL ITEM NO. 43 - 47)				21,500.00

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
MANHOLE CONNECTIONS				
48	8" Inside Drop Connection	EA	\$ 4,000.00	\$ 4,000.00
49	8" Outside Drop Connection	EA	\$ 5,000.00	\$ 5,000.00
50	8" Core and Boot	EA	\$ 2,500.00	\$ 2,500.00
51	10" Core and Boot	EA	\$ 3,000.00	\$ 3,000.00
MANHOLE CONNECTIONS (TOTAL ITEM NO. 48 - 51)				\$ 14,500.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
MANHOLE CONNECTIONS				
52	Gravel Driveway Replacement	Per SY	\$ 30.00	\$ 30.00
53	Asphalt Driveway Replacement	Per SY	\$ 80.00	\$ 80.00
54	Concrete Driveway Replacement Residential	Per SY	\$ 120.00	\$ 120.00
55	Concrete Driveway Replacement Commercial	Per SY	\$ 150.00	\$ 150.00
56	Concrete Sidewalk	Per SY	\$ 100.00	\$ 100.00
57	Concrete Curb and Gutter	Per LF	\$ 100.00	\$ 100.00
58	Asphalt Pavement Removal and Replacement	Per SY	\$ 200.00	\$ 200.00
MANHOLE CONNECTIONS (TOTAL ITEM NO. 52 - 58)				\$ 780.00

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MAINTENANCE AND CONSTRUCTION

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CAST IN PLACE CONCRETE				
59	Concrete Piers	Per VF	\$ 2,000.00	\$ 2,000.00
CAST IN PLACE CONCRETE (TOTAL ITEM NO. 59)				\$ 2,000.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
EMERGENCY SERVICES				
60	Sewer Superintendent with pickup truck	Per HR	\$ 250.00	\$ 250.00
61	Sewer crew truck fully equipped with tools and repair parts including but not limited to pipe saw, wacker-packer, chain saw and miscellaneous hand tools, including Sewer Foreman and three (3) laborers	Per HR	\$ 800.00	\$ 800.00
62	Rubber tire front end loader with trailer and operator	Per HR	\$ 400.00	\$ 400.00
63	Rubber tire backhoe with trailer and operator	Per HR	\$ 400.00	\$ 400.00
64	Excavator with trailer and Operator	Per HR	\$ 500.00	\$ 500.00
65	Trench compactor with Operator	Per HR	\$ 300.00	\$ 300.00
66	Mobile air compressor with hoses and air tools (jackhammer, etc.)	Per HR	\$ 300.00	\$ 300.00
EMERGENCY SERVICES (TOTAL ITEM NO. 60 - 66)				\$ 2,950.00

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MAINTENANCE AND CONSTRUCTION

COST PROPOSAL WATER SERVICES

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
WATER SERVICES				
67	6 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$ 185.00	\$ 185.00
68	8 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$ 200.00	\$ 200.00
69	10 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$ 226.00	\$ 226.00
68	12 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$ 260.00	\$ 260.00
69	16 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$ 335.00	\$ 335.00
70	Fittings	Per LB	\$ 10.00	\$ 10.00
(TOTAL ITEM NO. 67 - 70)				\$ 1,216.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
FIRE HYDRANTS				
71	Fire Hydrant Assembly	EA	\$ 12,000.00	\$ 12,000.00
72	Hydrant Extension	Per LF	\$ 200.00	\$ 200.00
73	Salvage Existing Hydrant and Return to City	EA	\$ 1,000.00	\$ 1,000.00
(TOTAL ITEM NO. 71- 73)				\$ 13,200.00

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
VALVES				
74	6" Gate Valve	EA	\$ 5,000.00	\$ 5,000.00
75	8" Gate Valve	EA	\$ 6,000.00	\$ 6,000.00
76	10" Gate Valve	EA	\$ 8,500.00	\$ 8,500.00
77	12" Gate Valve	EA	\$ 10,000.00	\$ 10,000.00
78	16" Gate Valve	EA	\$ 24,000.00	\$ 24,000.00
79	Valve Adjustments in Pavement (0 – 5')	EA	\$ 3,000.00	\$ 3,000.00
80	Valve Adjustments in Pavement (5' or Greater)	EA	\$ 5,000.00	\$ 5,000.00
81	Valve Adjustments Out of Pavement (5' or Greater)	EA	\$ 4,000.00	\$ 4,000.00
VALVES (TOTAL ITEM NO. 74 – 81)				\$ 65,500.00

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CONNECTIONS TO EXISTING WATER LINES – TAPPING SLEEVE AND VALVE				
82	8 X 8 Tapping Sleeve and Valve	EA	\$ 12,000.00	\$ 12,000.00
83	10 X 8 Tapping Sleeve and Valve	EA	\$ 15,000.00	\$ 15,000.00
84	10 X 10 Tapping Sleeve and Valve	EA	\$ 18,000.00	\$ 18,000.00
85	12 X 10 Tapping Sleeve and Valve	EA	\$ 19,000.00	\$ 19,000.00
86	12 X 12 Tapping Sleeve and Valve	EA	\$ 24,000.00	\$ 24,000.00
CONNECTIONS TO EXISTING WATER LINES – TAPPING SLEEVE AND VALVE (TOTAL ITEM NO. 82 - 86)				\$ 88,000.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CONNECTIONS TO EXISTING WATER LINES – CUT IN CONNECTIONS				
87	Cut in Connection on 6" Line	EA	\$ 6,000.00	\$ 6,000.00
88	Cut in Connection Valve on 8" Line	EA	\$ 7,500.00	\$ 7,500.00
89	Cut in Connection on 10" Line	EA	\$ 8,000.00	\$ 8,000.00
90	Cut in Connection on 12" Line	EA	\$ 10,000.00	\$ 10,000.00
91	Cut in Connection on 16" Line	EA	\$ 12,000.00	\$ 12,000.00
CONNECTIONS TO EXISTING WATER LINES – CUT IN CONNECTIONS (TOTAL ITEM NO. 87 - 91)				\$ 43,500.00

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CONNECTIONS TO EXISTING WATER LINES – STRAIGHT CONNECTIONS				
92	Straight Connection on 6" Line	EA	\$ 6,000.00	\$ 6,000.00
93	Straight Connection on 8" Line	EA	\$ 7,500.00	\$ 7,500.00
94	Straight Connection on 10" Line	EA	\$ 8,000.00	\$ 8,000.00
95	Straight Connection on 12" Line	EA	\$ 10,000.00	\$ 10,000.00
96	Straight Connection on 16" Line	EA	\$ 12,000.00	\$ 12,000.00
CONNECTIONS TO EXISTING WATER LINES – STRAIGHT CONNECTIONS (TOTAL ITEM NO. 92 - 96)				\$ 43,500.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
ABANDON EXISTING WATER MAIN				
97	Cut and Plug Deadman Restraint 1 ½ to 6" Line	EA	\$ 8,000.00	\$ 8,000.00
98	Cut and Plug Deadman Restraint 8 to 12" Line	EA	\$ 12,000.00	\$ 12,000.00
ABANDON EXISTING WATER MAIN (TOTAL ITEM NO. 97 - 98)				\$ 20,000.00

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
WATER SERVICE CONNECTIONS				
99	New ¾" Service Line	LF	\$ 60.00	\$ 60.00
100	New 1" Service Line	LF	\$ 65.00	\$ 65.00
101	New 1 1/2" Service Line	LF	\$ 70.00	\$ 70.00
102	New 2" Service Line	LF	\$ 100.00	\$ 100.00
WATER SERVICE CONNECTIONS (TOTAL ITEM NO. 99 - 102)				\$ 295.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
WATER SERVICE CONNECTIONS				
103	Changeover Setup	EA	\$ 2,500.00	\$ 2,500.00
104	Replace Existing ¾" Service Line	LF	\$ 50.00	\$ 50.00
105	Replace Existing 1" Service Line	LF	\$ 50.00	\$ 50.00
106	Replace Existing 1 1/2" Service Line	LF	\$ 75.00	\$ 75.00
107	Replace Existing 2" Service Line	LF	\$ 110.00	\$ 110.00
108	Water Meter Relocation	EA	\$ 2,000.00	\$ 2,000.00
WATER SERVICE CONNECTIONS (TOTAL ITEM NO. 103 - 108)				\$ 4,785.00

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
4- OR 5-FOOT DIAMETER PRECAST VALVE VAULT OR MANHOLE				
109	0.0 – 8 Feet Deep	VF	\$ 1,000.00	\$ 1,000.00
110	Greater Than 8 Feet Deep	VF	\$ 2,000.00	\$ 2,000.00
4- OR 5-FOOT DIAMETER PRECAST VALVE VAULT OR MANHOLE (TOTAL ITEMS 109 – 110)				\$ 3,000.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
STORM DRAINPIPE				
111	12" RCP	LF	\$ 160.00	\$ 160.00
112	12" CMP	LF	\$ 160.00	\$ 160.00
113	18" RCP	LF	\$ 185.00	\$ 185.00
114	18" CMP	LF	\$ 185.00	\$ 185.00
115	24" RCP	LF	\$ 215.00	\$ 215.00
116	24" CMP	LF	\$ 215.00	\$ 215.00
117	36" RCP	LF	\$ 300.00	\$ 300.00
118	36" CMP	LF	\$ 300.00	\$ 300.00
STORM DRAINPIPE (TOTAL ITEMS 111 – 118)				\$ 1,720.00

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
DRIVEWAY AND ROAD REPAIR AND REPLACEMENT				
119	Gravel Driveway Replacement	SY	\$ 20.00	\$ 20.00
120	Asphalt Driveway Replacement	SY	\$ 50.00	\$ 50.00
121	Concrete Driveway Replacement Residential	SY	\$ 100.00	\$ 100.00
122	Concrete Driveway Replacement Commercial	SY	\$ 120.00	\$ 120.00
123	Concrete Sidewalk	SY	\$ 100.00	\$ 100.00
124	Concrete Curb and Gutter	LF	\$ 100.00	\$ 100.00
125	Asphalt Pavement Removal and Replacement	SY	\$ 200.00	\$ 200.00
DRIVEWAY AND ROAD REPAIR AND REPLACEMENT (TOTAL ITEMS 119 – 125)				\$ 690.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CAST IN PLACE CONCRETE				
126	Gravel Driveway Replacement	SY	\$ 20.00	\$ 20.00
127	Asphalt Driveway Replacement	SY	\$ 50.00	\$ 50.00
128	Concrete Driveway Replacement Residential	SY	\$ 100.00	\$ 100.00
CAST IN PLACE CONCRETE (TOTAL ITEMS 126 – 128)				\$ 170.00

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**ANNUAL ON-CALL WATER AND SEWER EMERGENCY, OPERATIONAL REPAIR,
MAINTENANCE AND CONSTRUCTION**

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
EMERGENCY SERVICES				
126	Water Superintendent with pickup truck	HR	\$ 250.00	\$ 250.00
127	Water crew truck fully equipped with tools and repair parts including but not limited to pipe saw, wacker-packer, chain saw and miscellaneous hand tools, including Sewer Foreman and three (3) laborers	HR	\$ 800.00	\$ 800.00
128	Rubber tire front end loader with trailer and operator	HR	\$ 400.00	\$ 400.00
129	Rubber tire backhoe with trailer and operator	HR	\$ 400.00	\$ 400.00
130	Trench compactor with Operator	HR	\$ 300.00	\$ 300.00
131	Mobile air compressor with hoses and air tools (jackhammer, etc.)	HR	\$ 300.00	\$ 300.00
EMERGENCY SERVICES (TOTAL ITEMS 126 – 131)				\$ 2,450.00
OVERALL TOTAL AMOUNT (TOTAL ITEMS 1-132)				\$392,746.00

ITEM 132 – CONTRACT MOBILIZATION

For Each Project Less Than \$25,000	\$500.00/EA
For Each Project \$25,000 to \$75,000	\$1,000.00/EA
For Each Project Greater Than \$75,000	\$500.00/EA

Please complete the form in its entirety. Please inset the total cost for each cost proposal, items one (1) thru One Hundred Thirty Two (132) BID SUMMARY:

OVERALL TOTAL BASE BID (ITEMS NUMBER 1 THRU 132) \$ 392,746.00

Three Hundred Ninety Two Thousand Seven Hundred Forty Six Thousand & 00/100 Dollars

OVERALL TOTAL BASE BID IN WORDS

Total points awarded for price will be determined by applying the following formula:
(Lowest Overall Annual Contract Cost /Proposer's Price) x 35 = Price Score

Please note that prices may be negotiated in the best interest of the City after the scoring is completed.

End of Exhibit I.

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION NO. R25-1842

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA APPROVING THE CONTRACT FOR ON-CALL WATER AND SEWER EMERGENCY AND OPERATIONAL REPAIR, PRIMARILY WITH PROFESIONAL PIPELINE, LLC., AND SECONDARILY WITH SITE ENGINEERING, INC. (REQUEST FOR PROPOSAL 2025-0006); AND FOR OTHER PURPOSES.

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

WHEREAS, the Department of Public Works seeks Council approval to award a fixed contract to two (2) vendors, with the primary recipient Professional Pipeline, LLC, and the secondary recipient Site Engineering, Inc., in an amount not to exceed \$400,000 with funds from SPLOST V and the Department budget as detailed in Exhibit A, for a period of one (1) year, with the option to renew for four (4) one (1) year periods, with such options in the City's sole discretion; and

WHEREAS, the annual on-call water and sewer emergency, operational repair, maintenance, and construction scope of services consist of tasks assigned as individual tasks during the contract period. The type of work may include, but is not limited to, repair and/or replacement of the following: wastewater collection system and related infrastructure, water distribution system and related infrastructure and storm water system and related infrastructure and any other repair activities to be determined by the City; and

WHEREAS, pursuant to Stockbridge Municipal Code Section 3.30.227:

"The City Council shall approve all renewals or term contract extensions:

- (A). To afford the city a continuous supply of items or services in the event of the termination or near-termination of the award/contract and
- (B). where cost is greater than fifty-thousand dollars (\$50,000.00); and when the original contract was approved by the City Council;" and,

WHEREAS, the Department request for contract adoption has been approved by the City Treasurer, Procurement and Council; and

WHEREAS, the City Council requests that all procurement matters and contracts get presented to them at least 180 days prior to their expiration date and all parties are hereby notified by this resolution of such request;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA AS FOLLOWS:

SECTION 1. APPROVAL OF AWARD OF RFP 2025-0006.

Council hereby approves of the award of the annual on-call water and sewer emergency, operational repair, maintenance, and construction contract primarily to Professional Pipeline, LLC, and the secondarily to Site Engineering, Inc., in an amount not to exceed \$400,000 with funds from SPLOST V and the Department budget as detailed in Exhibit A for a period of one (1) year, with the option to renew for four (4) one (1) year periods, with such options in the City's sole discretion.

City Council here by authorizes the Mayor to execute the same, and authorizes and directs the City Manager to execute all administrative and budgetary actions necessary to implement this Resolution. This contract shall be brought back to City Council approximately 180 days before the expiration of the contract.

SECTION 2. SEVERABILITY.

If any part of this resolution is adjudged invalid, such judgment shall not affect the remainder of this resolution.

SECTION 3. REPEAL OF CONFLICTING PROVISIONS.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4. CITY ATTORNEY'S AUTHORITY.

Pursuant to the City's charter and with explicit consent of the City Counsel, the City Attorney is duly authorized to make requisite amendments to all contracts, ordinances, resolutions, and documents, as may be necessary, in order to secure conformity with the express intent of the City Council and to ensure adherence to all pertinent laws and ordinances of the City.

SECTION 5. EFFECTIVE DATE.

This Resolution shall be effective immediately upon adoption.

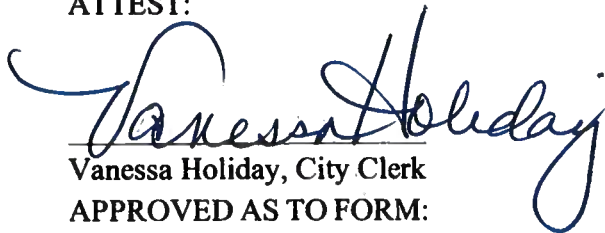
RESOLVED this 30th day of September, 2025.

[SIGNATURES ON THE FOLLOWING PAGE]



Anthony S. Ford, Mayor

ATTEST:



Vanessa Holiday, City Clerk

APPROVED AS TO FORM:



Quinton G. Washington, City Attorney



CONTRACT RENEWAL EVALUATION FORM

Date: Tuesday, July 28, 2026

To: Decius Aaron, Public Works Director
Daaaron@stockbridgega.org

From: Wanda J. Cooley, Contract Specialist
Email: wcooley@stockbridgega.org

Subject: Contract Renewal with Professional Pipeline, LLC. for Annual On-Call Water And Sewer Emergency Operational Repair, Maintenance and Construction - Exercise of First (1st) Optional Renewal Year

It is time to review the option to renew the Annual On-Call Water And Sewer Emergency Operational Repair, Maintenance and Construction with Professional Pipeline, LLC. The initial term year expires December 31, 2026. The First (1st) optional renewal year, if approved, will expire December 31, 2027.

Please indicate your recommendation as to exercising the option, along with the option-year budgeted amount, account number, and department head's signature. Return to Wanda J. Cooley, Procurement Department, no later than Monday, August 3, 2026. If you intend to disapprove of this option, please provide a concise statement of your rationale for disapproval.

Per Section 1, please indicate whether you wish to renew this contract.

Complete the Survey (Section 2, below) evaluating the Contractor's performance during the past Contract Term. If answering "No" to any question, please explain briefly on page 2 in the comment section.

Section 1: Renewal

Approval Option:

Decius T. Aaron
(Signature)

August 20, 2026

(Date)

Disapprove Option:

(Signature)

(Date)

Amount Budgeted for Option Year: \$400,000.00

Account #: 505-44200-522240, 505-43300-522240, and 510-42500-542515

Department Head:

Decius T. Aaron
(Signature)

Contract Renewal Evaluation Form
Annual On-Call Water And Sewer Emergency Operational Repair, Maintenance and
Construction with Professional Pipeline, LLC
Department of Public Works – Page 2 of 2

Section 2: Contractor Evaluation

	YES	NO	N/A
1. Contractor performed all work in conformance with the Contract requirements?	<u>X</u>	—	—
2. Contractor was responsive and professional?	<u>X</u>	—	—
3. Are you satisfied with the quality of the work performed by the Contractor?	<u>X</u>	—	—
4. Did the Contractor anticipate your needs and provide value-added services beyond the scope/requirements of the Contract?	<u>X</u>	—	—

Comments: _____

For Approval by Executive Staff. Signatures below will be obtained by the Contract Specialist "if" the budgeted amount is less than \$50,000.00; otherwise, the section below will not be completed due to Council's approval.

Procurement Manager's Signature of Approval:

Approval Date:

Chief Financial Officer's Signature of Approval:

Approval Date:

City Manager's Signature of Approval:

Approval Date:

Notes (if any): _____



BUDGET AVAILABILITY CERTIFICATION FORM

The purpose of the Budget Availability Certification Form is to confirm that sufficient funds are available within the approved budget to support a proposed procurement. Completed during the initial meeting between the end user and the procurement department, the form ensures that solicitations are fiscally feasible before further action is taken. By verifying budget availability early in the process, the City promotes responsible financial management, prevents unfunded commitments, and documents compliance with applicable budgetary and procurement policies.

The Department Head is responsible for ensuring that all necessary budget line transfers are completed prior to initiating a purchase order request. This step ensures that sufficient funds are properly allocated for the intended expenditure and that funds may be encumbered in accordance with approved budgetary and procurement policies.

SECTION:**DETAILS/ENTRIES:*****Department/Division:***Department of Public Works***Date:***August 20, 2026***Fund Cluster/Account:***505-44200-522240, 505-43300-522240, and 510-42500-542515***Purchase / Project Title:***Water, Sewer, and Stormwater Repairs.***Amount Request:***\$400,000.00***Amount Currently Available in Budget:***Funds will be expended in the FY 2027 budget.

REMARKS (if any):Community Development:

Procurement Division:

Procurement Division's Budget Availability Certification Form
Annual On-Call Water & Sewer Emergency, Operational Repair, Maintenance & Construction
Professional Pipeline, LLC
Department of Public Works - Page 2

CERTIFICATION:

I hereby certify that the above-requested amount is available and chargeable against the indicated fund cluster/account code.

Note: Approvals confirm that funds are available, properly authorized, and compliant with organizational financial policies before any expenditure is made:

CERTIFIED BY (BUDGET OFFICER):

Name: Lisa Diggs, Budget Manager

Title: Budget Manager

Signature: 
Lisa Diggs, Budget Manager (Aug 21, 2026 10:20:53 EDT)

Date: 08/21/2026

APPROVALS:

Department Head:

➤ Name : Decius T. Aaron

Signature: 

Date: August 20, 2026

Procurement Manager:

➤ Name: Jeremy Andrews

Signature: 
Jeremy Andrews (Aug 21, 2026 11:55:03 EDT)

Date: 08/21/2026

Contract
RFP No. 2025-0006, Annual On-Call Water And Sewer Emergency
Operational Repair, Maintenance and Construction

This **CONTRACT** made and entered into this 20th day of October 2025 by and between the City of Stockbridge, (Party of the First Part, hereinafter called the "City"), and **Professional Pipeline, LLC**, Party of the Second Part, hereinafter called the "Service Provider" or "Contractor").

NOW THEREFORE, for and in consideration of the mutual promises and obligations contained herein and under the conditions hereinafter set forth, the parties do hereby agree as follows:

1. TERMS:

This Agreement shall be effective upon its execution (the "Effective Date"). The services to be performed under this Contract shall commence upon the date stated in the notice to proceed letter. This Contract shall terminate absolutely and without further obligation on the part of the City on December 31, 2026, and each December 31 of each succeeding and renewed year, as required by O.C.G.A. §36-60-13, as amended, unless terminated earlier in accordance with the provisions of this Contract

OPTIONAL RENEWALS:

This Contract may be renewed at the sole discretion of the City for four (4) additional twelve-month terms, upon the same terms and conditions, as provided for in this Contract, unless terminated by the City, by notice to the service provider, or termination and non-renewal by December 31 of the Contract year.

Upon each renewal option, the contractor shall provide the City with updated contact information for the designated person responsible for overseeing the work. This information must include their name, telephone number, email address, cell phone number, and contact information for their immediate supervisor.

2. ATTACHMENTS:

The following documents are attached and are specifically incorporated herein by reference; and, along with this Contract and the General Conditions attached as Exhibit A encompass all of the **Contract documents:**

- Exhibit A: General Conditions.
- Exhibit B: Specifications and Scope of Work.
- Exhibit C: Request for Proposal.
- Exhibit D: Bond Documents.
- Exhibit E: Georgia Security And Immigration Compliance Act Affidavit..
- Exhibit F: Drug-Free Work Place.
- Exhibit G: Purchasing Policy Addendum.
- Exhibit H: Affidavit Verifying Status For Public Benefit Application.
- Exhibit I: Cost Proposal.

3. PERFORMANCE:

Service Provider agrees to furnish all skill and labor of every description necessary to carry out perform, perform the services in accordance with the Contract Documents (the "Work").

4. PRICE:

The City agrees to pay the Service Provider following receipt by the City of a detailed invoice reflecting the actual work performed by the Service Provider, provided, however, Service Provider guarantees that the maximum price for materials, labor and expenses, shall be the amount reflected in Exhibit I.

5. INDEMINIFICATION AND HOLD HARMLESS:

[See Section 13 of Exhibit A, --- General Conditions]

Service Provider further agrees to protect, defend, indemnify, and hold harmless the CITY, its council members, officers, agents, and employees from and against any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee or subcontract of the Service Provider, as allowed under the law.

6. TERMINATION FOR CAUSE:

The City may terminate this Contract for cause upon ten (10) days prior written notice to the Service Provider of the Service Provider's default in the performance of any term of this Contract. Such termination shall be without prejudice to any City's rights or remedies provided by law.

7. TERMINATION FOR CONVENIENCE:

The City may terminate this Contract for its convenience at any time upon (30) days written notice to the Service Provider. In the event of the City's termination of this Contract for convenience, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider who shall itemize each element of performance.

8. TERMINATION FOR FUND APPROPRIATION:

The City may unilaterally terminate this Contract due to lack of funding at any time by written notice to the Service Provider. In the event of the City's termination of this Contract for fund appropriation, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance.

9. CONTRACT NOT TO DISCRIMINATE:

During the performance of this Contract, the Service Provider will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, or disability which does not preclude the applicant or employee from performing the essential functions of the position. The Service Provider will also, in all solicitations or advertisements for employees placed by qualified applicants, consider the same without regard to race, creed, color, sex, national origin, age, or disability which does not preclude the applicant from performing the essential functions of the job. The Service Provider will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provision will be binding upon each subservice providers for standard commercial supplies of raw materials.

10. ASSIGNMENT:

The Service Provider shall not sublet, assign, transfer, pledge, convey, sell or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous consent of the City in writing.

11. WAIVER:

A waiver by either party of any breach of any provision, term, covenant, or condition of this Contract shall not be deemed a waiver of any subsequent breach of the same or any other provision, term, covenant, or condition.

12. SEVERABILITY:

The parties agree that each of the provisions included in this Contract is separate, distinct and severable from the other and remaining provisions of this Contract, and that the invalidity of any Contract provision shall not affect the validity of any other provision or provisions of this Contract.

13. GOVERNING LAW:

The parties agree that this Contract shall be governed and construed in accordance with the laws of the State of Georgia. This Contract has been signed in DeKalb County, Georgia.

14. MERGER CLAUSE:

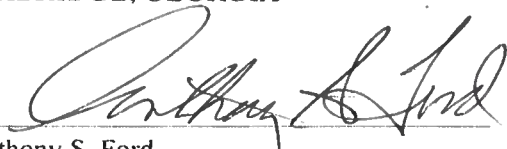
The parties agree that the terms of this Contract included the entire Contract between the parties, and as such, shall exclusively bind the parties. No other representations, either oral or written, may be used to contradict the terms of this Contract.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized agents, have caused this **CONTRACT** to be signed, sealed and delivered.

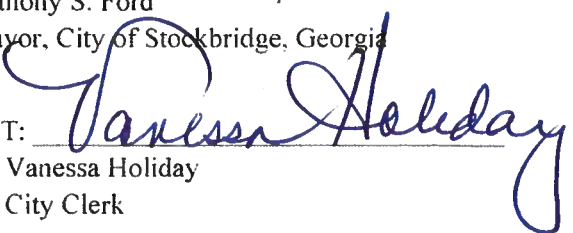
Signatures on following page.

STOCKBRIDGE, GEORGIA

By:


Anthony S. Ford
Mayor, City of Stockbridge, Georgia

ATTEST:

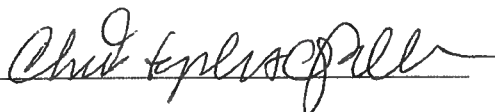

Vanessa Holiday
City Clerk

APPROVED AS TO FORM:

City Attorney

SERVICE PROVIDER:

Signature



Date 7-3-2025

Print Name

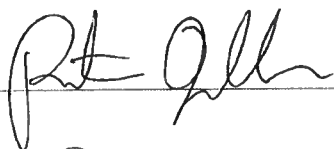
CHRISTOPHER A. OPOLKA

Print Title

president

ATTEST:

Signature



Date 7-3-2025

Print Name

Pete Opolka

Print Title

Controller

PROPOSAL LETTER

We propose to furnish and deliver all the deliverables and services named in the attached Request for Proposal (RFP). The price or prices offered herein shall apply for the period stated in the RFP.

We further agree to strictly abide by all the terms and conditions contained in the City of Stockbridge Procurement Manual as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with this bid.

It is understood and agreed that this statement of Proposal and proposal constitutes an offer, which when accepted in writing by Purchasing Office, City of Stockbridge, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Stockbridge.

It is understood and agreed that we have read the City's specifications shown or referenced in the RFP and that this statement is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this statement meet or exceed all such City specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City of Stockbridge reserves the right to reject any or all offers, waive technicalities, and informalities, and to make an award in the best interest of the city.

It is understood and agreed that this statement of Proposal and proposal shall be valid and held open for a period of one hundred twenty (120) days from opening date.

**PROPOSAL SIGNATURE AND CERTIFICATION
(Proposer to sign and return)**

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. have not been violated and will not be violated in any respect.

Authorized Signature  Date 6/3/2025

Print/Type Name Christopher A. Opolka

Print/Type Company Name Here Professional Pipeline LLC

Email Chris@professionalpipeline.net

EXHIBIT I:
COST PROPOSAL
RFP No. 2025-0006
ANNUAL ON-CALL WATER AND SEWER EMERGENCY, OPERATIONAL REPAIR,
MAINTENANCE AND CONSTRUCTION

Instructions: The successful Contractor is required to furnish all labor, travel, resources, materials, equipment and services required to satisfactorily complete the installation and set-up of all items as stated below. All costs listed below are inclusive. The City will not be responsible for charges that are not included on this Bid Pricing Form. Please do not make modifications to this form as any change may render Contractor's Bid nonresponsive. Please complete the form in its entirety. PLEASE INSERT THE TOTAL COST FOR EACH COST PROPOSAL ITEMS 1 THRU 132 BID SUMMARY:

Item No.	Item Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
8 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER				
1	Depth 0 – 6 Feet	LF	\$ 150.00	\$ 150.00
2	Depth 6.1 – 12 Feet	LF	\$ 175.00	\$ 175.00
3	Depth 12.1 – 18 Feet	LF	\$ 200.00	\$200.00
4	Depth Installed in 16 Inch Steel Casing	LF	\$ 450.00	\$ 450.00
8 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER (TOTAL ITEM NO. 1-4)				\$ 975.00

EXHIBIT I:
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Item No.	Item Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
8 INCH PVC SDR 26 GRAVITY SEWER				
5	Depth 0 – 6 Feet	LF	\$100.00	\$ 100.00
6	Depth 6.1 – 12 Feet	LF	\$ 125.00	\$ 125.00
7	Depth 12.1 – 18 Feet	LF	\$ 150.00	\$ 150.00
8	Depth Installed in 16 Inch Steel Casing	LF	\$ 450.00	\$ 450.00
8 INCH PVC SDR 26 GRAVITY SEWER (TOTAL ITEM NO. 5-8)				\$ 825.00

Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
10 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER				
9	Depth 0 – 6 Feet	LF	\$ 175.00	\$ 175.00
10	Depth 6.1 – 12 Feet	LF	\$ 180.00	\$ 180.00
11	Depth 12.1 – 18 Feet	LF	\$ 190.00	\$190.00
12	Depth Installed in 18 Inch Steel Casing	LF	\$ 450.00	\$450.00
10 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER (TOTAL ITEM NO. 9-12)				\$ 995.00

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Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
10 INCH PVC SDR 26 GRAVITY SEWER GRAVITY SEWER				
13	Depth 0 – 6 Feet	LF	\$ 150.00	\$ 150.00
14	Depth 6.1 – 12 Feet	LF	\$ 160.00	\$ 160.00
15	Depth 12.1 – 18 Feet	LF	\$ 175.00	\$ 175.00
16	Depth Installed in 18 Inch Steel Casing	LF	\$ 450.00	\$ 450.00
10 INCH PVC SDR 26 GRAVITY SEWER GRAVITY SEWER (TOTAL ITEM NO. 13-16)				\$ 935.00

Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
12 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER				
17	Depth 0 – 6 Feet	LF	\$ 200.00	\$ 200.00
18	Depth 6.1 – 12 Feet	LF	\$ 225.00	\$225.00
19	Depth 12.1 – 18 Feet	LF	\$ 275.00	\$ 275.00
20	Depth Installed in 20 Inch Steel Casing	LF	\$ 475.00	\$475.00
12 INCH DIP (SPECIFICALLY COATED FOR SEWER USE) GRAVITY SEWER (TOTAL ITEM NO. 17-20)				\$ 1175.00

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COST PROPOSAL
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MAINTENANCE AND CONSTRUCTION

Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
12 INCH PVC SDR 26 GRAVITY SEWER GRAVITY SEWER				
18	Depth 0 – 6 Feet	LF	\$ 150.00	\$ 150.00
19	Depth 6.1 – 12 Feet	LF	\$ 175.00	\$ 175.00
20	Depth 12.1 – 18 Feet	LF	\$ 200.00	\$200.00
21	Depth Installed in 20 Inch Steel Casing	LF	\$ 450.00	\$ 450.00
12 INCH PVC SDR 26 GRAVITY SEWER GRAVITY SEWER (TOTAL ITEM NO. 18-21)				\$ 975.00

Item No.	Item e Description	Unit	Dollars Per Linear Feet (LF)	Estimated Total (unit x dollars Per LF =Est. Total)
HDPE PIPE SLIP LINING				
22	Diameter 8 Inches	LF	\$ 300.00	\$ 300.00
23	Diameter 10 Inches	LF	\$ 400.00	\$400.00
24	Diameter 12 Inches	LF	\$ 500.00	\$ 500.00
HDPE PIPE SLIPLINING (TOTAL ITEM NO. 22-24)				\$ 1200.00

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Item No.	Item e Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
SERVICE LINE RECONNECTIONS				
25	By excavation of HDPE, pipe bursting or CIPP 0 – 10' depth	EA	\$ 300.00	\$ 300.00
26	By excavation of HDPE, pipe bursting or CIPP greater than 10' depth	EA	\$ 400.00	\$ 400.00
27	By internal reinstatement for CIPP	EA	\$ 500.00	\$ 500.00
SERVICE LINE RECONNECTIONS (TOTAL ITEM NO. 25-27)				\$ 1200.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
4 FOOT DIAMETER MANHOLE REHABILITATION – SPRAY ON CEMENTIOUS				
28	Depth Up to 5 Feet	VF	\$ 1100.00	\$ 1100.00
29	Depth 6.0 – 10 Feet	VF	\$ 1200.00	\$ 1200.00
30	Depth 11.0 – 15 Feet	VF	\$ 1500.00	\$ 1500.00
4 FOOT DIAMETER MANHOLE REHABILITATION – SPRAY ON CEMENTIOUS (TOTAL ITEM NO. 28-30)				\$ 3800.00

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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
4 FOOT DIAMETER PRECAST MANHOLE				
31	Depth Up to 6 Feet	VF	\$ 1200.00	\$ 1200.00
32	Depth 6.1 – 12 Feet	VF	\$ 1300.00	\$ 1300.00
33	Depth 12.1 – 18 Feet	VF	\$ 1500.00	\$ 1500.00
4 FOOT DIAMETER PRECAST MANHOLE (TOTAL ITEM NO. 31-33)				\$ 4000.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
4 FOOT DIAMETER PRECAST DOGHOUSE MANHOLE				
34	Depth Up to 5 Feet	VF	\$ 870.00	\$ 870.00
35	Depth 5.1 – 10 Feet	VF	\$ 880.00	\$ 880.00
36	Depth 10.1 – 15 Feet	VF	\$ 900.00	\$ 900.00
37	Depth 15.1 – 20 Feet	VF	\$ 1200.00	\$ 1200.00
4 FOOT DIAMETER PRECAST DOGHOUSE MANHOLE (TOTAL ITEM NO. 34-37)				\$ 3850.00

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MAINTENANCE AND CONSTRUCTION

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
MANHOLE ASSESSORIES				
38	Safety Platform	EA	\$ 2200.00	\$ 2200.00
39	Standard Ring and Cover	EA	\$ 1750.00	\$ 1750.00
40	Standard Ring and Cover – Traffic Rated	EA	\$ 2000.00	\$ 2000.00
41	Bolt down Watertight Ring and Cover	EA	\$ 2200.00	\$ 2200.00
42	Hinged (Pamrex or Equivalent) Ductile Iron Ring and Cover	EA	3500.00	3500.00
MANHOLE ASSESSORIES (TOTAL ITEM NO. 38 - 42)				\$ 11650.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit = Est. Total)
MANHOLE MODIFICATIONS				
43	Adjust Existing Manhole Cover to Grade (In Pavement)	EA	\$ 3000.00	\$ 3000.00
44	Adjust Existing Manhole Cover to Grade (Out of Pavement)	EA	\$ 2000.00	\$ 2000.00
45	Adjust Existing Precast Manhole	EA	\$ 2000.00	\$ 2000.00
46	Adjust Existing Brick Manhole	EA	\$ 2000.00	\$ 2000.00
47	Hinged (Pamrex or Equivalent) Ductile Iron Ring and Cover	EA	\$ 3500.00	\$ 3500.00
MANHOLE MODIFICATIONS (TOTAL ITEM NO. 43 - 47)				12500.00

EXHIBIT I:
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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
MANHOLE CONNECTIONS				
48	8" Inside Drop Connection	EA	\$ 8000.00	\$ 8000.00
49	8" Outside Drop Connection	EA	\$ 8000.00	\$ 8000.00
50	8" Core and Boot	EA	\$ 3500.00	\$ 3500.00
51	10" Core and Boot	EA	\$ 4000.00	\$ 4000.00
MANHOLE CONNECTIONS (TOTAL ITEM NO. 48 - 51)				\$ 23,500.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
MANHOLE CONNECTIONS				
52	Gravel Driveway Replacement	Per SY	\$ 35.00	\$ 35.00
53	Asphalt Driveway Replacement	Per SY	\$ 90.00	\$ 90.00
54	Concrete Driveway Replacement Residential	Per SY	\$ 86.00	\$ 86.00
55	Concrete Driveway Replacement Commercial	Per SY	\$ 97.00	\$ 97.00
56	Concrete Sidewalk	Per SY	\$ 76.00	\$ 76.00
57	Concrete Curb and Gutter	Per LF	\$ 40.00	\$ 40.00
58	Asphalt Pavement Removal and Replacement	Per SY	\$ 150.00	\$ 150.00
MANHOLE CONNECTIONS (TOTAL ITEM NO. 52 - 58)				\$ 574.00

EXHIBIT I:
COST PROPOSAL
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**ANNUAL ON-CALL WATER AND SEWER EMERGENCY, OPERATIONAL REPAIR,
MAINTENANCE AND CONSTRUCTION**

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CAST IN PLACE CONCRETE				
59	Concrete Piers	Per VF	\$ 3500.00	\$ 3500.00
CAST IN PLACE CONCRETE (TOTAL ITEM NO. 59)				\$ 3500.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
EMERGENCY SERVICES				
60	Sewer Superintendent with pickup truck	Per HR	\$ 150.00	\$ 150.00
61	Sewer crew truck fully equipped with tools and repair parts including but not limited to pipe saw, wacker-packer, chain saw and miscellaneous hand tools, including Sewer Foreman and three (3) laborers	Per HR	\$ 475.00	\$ 475.00
62	Rubber tire front end loader with trailer and operator	Per HR	\$ 250.00	\$ 250.00
63	Rubber tire backhoe with trailer and operator	Per HR	\$ 250.00	\$ 250.00
64	Excavator with trailer and Operator	Per HR	\$ 450.00	\$450.00
65	Trench compactor with Operator	Per HR	\$ 125.00	\$ 125.00
66	Mobile air compressor with hoses and air tools (jackhammer, etc.)	Per HR	\$ 100.00	\$ 100.00
EMERGENCY SERVICES (TOTAL ITEM NO. 60 - 66)				\$ 1800.00

EXHIBIT I:
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MAINTENANCE AND CONSTRUCTION

COST PROPOSAL WATER SERVICES

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
WATER SERVICES				
67	6 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$ 88.00	\$ 88.00
68	8 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$ 125.00	\$ 125.00
69	10 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$ 190.00	\$ 190.00
68	12 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$ 200.00	\$ 200.00
69	16 Inch DIP (PRESSURE CLASS 350) Water Main Depth 0-8 Feet	Per LF	\$ 250.00	\$ 250.00
70	Fittings	Per LB	\$ 15.00	\$ 15.00
(TOTAL ITEM NO. 67 - 70)				\$ 868.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
FIRE HYDRANTS				
71	Fire Hydrant Assembly	EA	\$ 11000.00	\$ 11,000.00
72	Hydrant Extension	Per LF	\$ 400.00	\$ 400.00
73	Salvage Existing Hydrant and Return to City	EA	\$ 790.00	\$ 790.00
(TOTAL ITEM NO. 71- 73)				\$ 12,190.00

EXHIBIT I:
COST PROPOSAL
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ANNUAL ON-CALL WATER AND SEWER EMERGENCY, OPERATIONAL REPAIR,
MAINTENANCE AND CONSTRUCTION

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
VALVES				
74	6" Gate Valve	EA	\$ 2200.00	\$ 2200.00
75	8" Gate Valve	EA	\$ 3500.00	\$ 3500.00
76	10" Gate Valve	EA	\$ 4500.00	\$ 4500.00
77	12" Gate Valve	EA	\$ 6500.00	\$ 6500.00
78	16" Gate Valve	EA	\$ 7500.00	\$ 7500.00
79	Valve Adjustments in Pavement (0 – 5')	EA	\$ 1500.00	\$ 1500.00
80	Valve Adjustments in Pavement (5' or Greater)	EA	\$ 2500.00	\$ 2500.00
81	Valve Adjustments Out of Pavement (5' or Greater)	EA	\$ 1000.00	\$ 1000.00
VALVES (TOTAL ITEM NO. 74 – 81)				\$ 29,200.00

EXHIBIT I:
COST PROPOSAL
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ANNUAL ON-CALL WATER AND SEWER EMERGENCY, OPERATIONAL REPAIR,
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Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CONNECTIONS TO EXISTING WATER LINES – TAPPING SLEEVE AND VALVE				
82	8 X 8 Tapping Sleeve and Valve	EA	\$ 9000.00	\$ 9000.00
83	10 X 8 Tapping Sleeve and Valve	EA	\$ 9000.00	\$ 9000.00
84	10 X 10 Tapping Sleeve and Valve	EA	\$ 11000.00	\$ 11000.00
85	12 X 10 Tapping Sleeve and Valve	EA	\$ 11500.00	\$ 11500.00
86	12 X 12 Tapping Sleeve and Valve	EA	\$ 15000.00	\$ 15000.00
CONNECTIONS TO EXISTING WATER LINES – TAPPING SLEEVE AND VALVE (TOTAL ITEM NO. 82 - 86)				\$ 55,500.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CONNECTIONS TO EXISTING WATER LINES – CUT IN CONNECTIONS				
87	Cut in Connection on 6" Line	EA	\$ 6500.00	\$ 6500.00
88	Cut in Connection Valve on 8" Line	EA	\$ 8000.00	\$ 8000.00
89	Cut in Connection on 10" Line	EA	\$ 8000.00	\$ 8000.00
90	Cut in Connection on 12" Line	EA	\$ 9000.00	\$ 9000.00
91	Cut in Connection on 16" Line	EA	\$ 11000.00	\$ 11,000.00
CONNECTIONS TO EXISTING WATER LINES – CUT IN CONNECTIONS (TOTAL ITEM NO. 87 - 91)				\$ 42,500.00

EXHIBIT I:
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MAINTENANCE AND CONSTRUCTION

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CONNECTIONS TO EXISTING WATER LINES – STRAIGHT CONNECTIONS				
92	Straight Connection on 6" Line	EA	\$ 5000.00	\$ 5000.00
93	Straight Connection on 8" Line	EA	\$ 6000.00	\$ 6000.00
94	Straight Connection on 10" Line	EA	\$ 7000.00	\$ 7000.00
95	Straight Connection on 12" Line	EA	\$ 8000.00	\$ 8000.00
96	Straight Connection on 16" Line	EA	\$ 9000.00	\$ 9000.00
CONNECTIONS TO EXISTING WATER LINES – STRAIGHT CONNECTIONS (TOTAL ITEM NO. 92 - 96)				\$ 35,000.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
ABANDON EXISTING WATER MAIN				
97	Cut and Plug Deadman Restraint 1 ½ to 6" Line	EA	\$ 3500.00	\$ 3500.00
98	Cut and Plug Deadman Restraint 8 to 12" Line	EA	\$ 6600.00	\$ 6600.00
ABANDON EXISTING WATER MAIN (TOTAL ITEM NO. 97 - 98)				\$ 10100.00

EXHIBIT I:
COST PROPOSAL
RFP No. 2025-0006
ANNUAL ON-CALL WATER AND SEWER EMERGENCY, OPERATIONAL REPAIR,
MAINTENANCE AND CONSTRUCTION

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
WATER SERVICE CONNECTIONS				
99	New ¾" Service Line	LF	\$ 22.00	\$ 22.00
100	New 1" Service Line	LF	\$ 30.00	\$ 30.00
101	New 1 1/2" Service Line	LF	\$ 45.00	\$ 45.00
102	New 2" Service Line	LF	\$ 75.00	\$ 75.00
WATER SERVICE CONNECTIONS (TOTAL ITEM NO. 99 - 102)				\$ 172.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
WATER SERVICE CONNECTIONS				
103	Changeover Setup	EA	\$ 240.00	\$ 240.00
104	Replace Existing ¾" Service Line	LF	\$ 900.00	\$ 900.00
105	Replace Existing 1" Service Line	LF	\$ 1000.00	\$ 1000.00
106	Replace Existing 1 1/2" Service Line	LF	\$ 1500.00	\$ 1500.00
107	Replace Existing 2" Service Line	LF	\$ 2500.00	\$ 2500.00
108	Water Meter Relocation	EA	\$ 300.00	\$ 300.00
WATER SERVICE CONNECTIONS (TOTAL ITEM NO. 103 - 108)				\$ 6440.00

EXHIBIT I:
COST PROPOSAL
RFP No. 2025-0006
ANNUAL ON-CALL WATER AND SEWER EMERGENCY, OPERATIONAL REPAIR,
MAINTENANCE AND CONSTRUCTION

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
4- OR 5-FOOT DIAMETER PRECAST VALVE VAULT OR MANHOLE				
109	0.0 – 8 Feet Deep	VF	\$ 890.00	\$ 890.00
110	Greater Than 8 Feet Deep	VF	\$ 900.00	\$ 900.00
4- OR 5-FOOT DIAMETER PRECAST VALVE VAULT OR MANHOLE (TOTAL ITEMS 109 – 110)				\$ 1790.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
STORM DRAINPIPE				
111	12" RCP	LF	\$ 76.00	\$ 76.00
112	12" CMP	LF	\$ 65.00	\$ 65.00
113	18" RCP	LF	\$ 125.00	\$ 125.00
114	18" CMP	LF	\$ 100.00	\$ 100.00
115	24" RCP	LF	\$ 130.00	\$ 130.00
116	24" CMP	LF	\$ 100.00	\$ 100.00
117	36" RCP	LF	\$ 225.00	\$ 225.00
118	36" CMP	LF	\$ 150.00	\$ 150.00
STORM DRAINPIPE (TOTAL ITEMS 111 – 118)				\$ 971.00

EXHIBIT I:
COST PROPOSAL
RFP No. 2025-0006
ANNUAL ON-CALL WATER AND SEWER EMERGENCY, OPERATIONAL REPAIR,
MAINTENANCE AND CONSTRUCTION

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
DRIVEWAY AND ROAD REPAIR AND REPLACEMENT				
119	Gravel Driveway Replacement	SY	\$ 33.00	\$ 33.00
120	Asphalt Driveway Replacement	SY	\$ 99.00	\$ 99.00
121	Concrete Driveway Replacement Residential	SY	\$ 88.00	\$ 88.00
122	Concrete Driveway Replacement Commercial	SY	\$ 99.00	\$ 99.00
123	Concrete Sidewalk	SY	\$ 75.00	\$75.00
124	Concrete Curb and Gutter	LF	\$ 40.00	\$ 40.00
125	Asphalt Pavement Removal and Replacement	SY	\$ 150.00	\$ 150.00
DRIVEWAY AND ROAD REPAIR AND REPLACEMENT (TOTAL ITEMS 119 – 125)				\$ 584.00

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
CAST IN PLACE CONCRETE				
126	Gravel Driveway Replacement	SY	\$ 24.00	\$ 24.00
127	Asphalt Driveway Replacement	SY	\$ 105.00	\$ 105.00
128	Concrete Driveway Replacement Residential	SY	\$ 86.00	\$ 86.00
CAST IN PLACE CONCRETE (TOTAL ITEMS 126 – 128)				\$ 215.00

EXHIBIT I:
COST PROPOSAL
RFP No. 2025-0006

**ANNUAL ON-CALL WATER AND SEWER EMERGENCY, OPERATIONAL REPAIR,
MAINTENANCE AND CONSTRUCTION**

Item No.	Item Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit =Est. Total)
EMERGENCY SERVICES				
126	Water Superintendent with pickup truck	HR	\$ 150.00	\$ 150.00
127	Water crew truck fully equipped with tools and repair parts including but not limited to pipe saw, wacker-packer, chain saw and miscellaneous hand tools, including Sewer Foreman and three (3) laborers	HR	\$ 500.00	\$ 500.00
128	Rubber tire front end loader with trailer and operator	HR	\$ 250.00	\$ 250.00
129	Rubber tire backhoe with trailer and operator	HR	\$ 400.00	\$ 400.00
130	Trench compactor with Operator	HR	\$ 150.00	\$ 150.00
131	Mobile air compressor with hoses and air tools (jackhammer, etc.)	HR	\$ 200.00	\$ 200.00
EMERGENCY SERVICES (TOTAL ITEMS 126 – 131)				\$ 1650.00
OVERALL TOTAL AMOUNT (TOTAL ITEMS 1-132)				\$272,384.00

ITEM 132 – CONTRACT MOBILIZATION

For Each Project Less Than \$25,000	\$500.00/EA
For Each Project \$25,000 to \$75,000	\$1,000.00/EA
For Each Project Greater Than \$75,000	\$500.00/EA

Please complete the form in its entirety. Please inset the total cost for each cost proposal, items one (1) thru One Hundred Thirty Two (132) BID SUMMARY:

OVERALL TOTAL BASE BID (ITEMS NUMBER 1 THRU 132) **\$ 272,634.00**

Two Hundred Seventy Two Thousand, Six hundred thirty four dollars and zero cents

OVERALL TOTAL BASE BID IN WORDS

Total points awarded for price will be determined by applying the following formula:
(Lowest Overall Annual Contract Cost /Proposer's Price) x 35 = Price Score

Please note that prices may be negotiated in the best interest of the City after the scoring is completed.

End of Exhibit I.



City of Stockbridge

AGENDA ITEM

MEETING DATE

September 14, 2026

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
- ☐ GRANT FUNDING
- ☐ TRAFFIC CAMERA FUNDING
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BOND

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Decius T. Aaron

DEPARTMENT: Public Works

ITEM/PROJECT/EVENT:

Request For Proposals No. 2025-0006, Annual On-Call Water And Sewer Emergency Operational Repair, Maintenance And Construction – Professional Pipeline, LLC.

BACKGROUND INFORMATION:

The Public Works Department is requesting Council's approval of the first (1st) of four (4) optional renewal terms with Professional Pipeline, LLC for the period January 1, 2027 - December 31, 2027.

On September 8, 2025, the Department of Public Works presented a request to Council for approval to award a fixed contract to two (2) vendors for a total amount not to exceed \$400,000.00. Professional Pipeline, LLC was designated as the primary vendor, and Site Engineering, Inc. was designated as the secondary vendor. Council approved the award through Resolution R25-1843. Funding Source: Account Numbers 321-15110-542515, 321-15110-541470, and 321-43300-541405.

SIGNATURES:

CITY MANAGER Frank S. Milazi

CITY TREASURER Quinton G. Washington

CITY ATTORNEY _____

eSigned via GovOS.com

Shawn Edmondson

eSigned via GovOS.com

eSigned via GovOS.com

☒ FINANCIAL IMPACT ☐ N/A

AMOUNT:

\$400,000.00

ATTACHMENTS:



ITEM/PROJECT/EVENT:

Annual On-Call Water And Sewer Emergency Operational Repair, Maintenance And Construction.

STAFF RECOMMENDATION:

The Public Works Department respectfully requests City Council approval to exercise the first (1st) of four (4) optional renewal years for RFP No. 2025-0006, Annual On-Call Water And Sewer Emergency Operational Repair, Maintenance And Construction with (primary vendor) Professional Pipeline, LLC, in the estimated amount not to exceed \$400,000.00 through the contract term of December 31, 2027.

The Annual On-Call Water and Sewer Emergency, Operational Repair, Maintenance, and Construction scope of services consists of tasks assigned as individual tasks during the contract period. The type of work may include, but is not limited to, repair and/or replacement of the following: wastewater collection system and related infrastructure, water distribution system and related infrastructure and storm water system and related infrastructure and any other repair activities to be determined by the City.

The original contract provides for an initial one (1)-year term, with the option to renew for up to four (4) additional one-year periods, at the sole discretion of the City of Stockbridge and subject to City Council approval, as applicable.

The initial one (1) year term expires December 31, 2026. Accordingly, the Public Works Department is requesting approval to exercise the first (1st) renewal option for (primary vendor) Professional Pipeline, LLC, extending the contract through December 31, 2027.

The Public Works Department has evaluated (primary vendor) Professional Pipeline, LLC, and has determined that the contractor has satisfactorily fulfilled their contractual obligations and continues to provide quality Annual On-Call Water And Sewer Emergency Operational Repair, Maintenance, And Construction Services in accordance with the requirements and specifications of the contract.

The Public Works Department recommends that the Mayor and City Council approve the first (1st) optional renewal year of Contract # RFP No. 2025-0006, Annual On-Call Water And Sewer Emergency Operational Repair, Maintenance, and Construction Services, with (primary vendor) Professional Pipeline, LLC, in the estimated amount not to exceed \$400,000.00 through the contract term January 1 through December 31, 2027.

ATTACHMENTS:

- Exhibit 1: Completed Contract Renewal Evaluation Form
- Exhibit 2: Completed Budget Availability Certification Form
- Exhibit 3: Resolution (R25-1843)
- Exhibit 4: Contractual Agreement and Cost Proposal

eSigned via GovOS.com

Decius T. Aaron



City of Stockbridge

AGENDA ITEM

MEETING DATE

September 14, 2026

FUNDING SOURCE

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

- ☐ GENERAL FUND
- ☐ FUND BALANCE
- ☒ SPLOST
- ☐ TSPLOST
- ☐ CDBG GRANT
- ☐ GRANT FUNDING
- ☐ TRAFFIC CAMERA FUNDING
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BOND

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Decius T. Aaron

DEPARTMENT: Public Works

ITEM/PROJECT/EVENT:

Council Consideration to approve Professional Pipeline to replace the culvert and repair a sinkhole at 286 Nightwind Drive in the amount of \$76,795.00. Funding source is \$60,780.00 from SPLOST VI account number 321-15110-542515 and \$19,015.00 from account number 510-42500-542515 (Stormwater Repairs).

BACKGROUND INFORMATION:

The purpose of this item is to authorize emergency infrastructure repairs at 286 Nightwind Drive.

SIGNATURES:

CITY MANAGER Frank S. Milazi

CITY TREASURER Quinton G. Washington

CITY ATTORNEY _____

eSigned via GovOS.com
Shawn Edmondson

☒ FINANCIAL IMPACT ☐ N/A

AMOUNT:

\$76,795.00

ATTACHMENTS:



ITEM/PROJECT/EVENT:

A failing underground drainage culvert has collapsed, resulting in the formation of a significant sinkhole on the property. This failure poses an immediate risk to local right-of-way stability, utility lines, and stormwater management efficiency in the surrounding area.

Professional Pipeline has submitted a scope of work to completely remove the compromised culvert, install a resilient replacement system, backfill the area, and remediate the sinkhole to restore safety and proper drainage flow.

STAFF RECOMMENDATION:

Public Works recommends approval.

eSigned via GovOS.com

Decius T. Aaron

Professional Pipeline LLC
2472 Autumn Maple Drive
Braselton, GA 30517

Proposal:286 Northwind Drive
Job Location:Stockbridge, GA

Date:8/12/2026

	Phase 2				
Item #	Description	Quantity	Units	Unit Price	Total Value
132	Mobilization	1	EA	\$ 500.00	\$ 500.00
117	36" RCP	81	LF	\$ 225.00	\$ 18,225.00
118	36" HDPE	70	LF	\$ 150.00	\$ 10,500.00
121	Driveway Concrete	100	Syds	\$ 88.00	\$ 8,800.00
124	Curb and Gutter	20	LF	\$ 40.00	\$ 800.00
	Tree Removal & Stump Haul Off	2	EA	\$ 2,500.00	\$ 5,000.00
	Gravel	40	Tons	\$ 80.00	\$ 3,200.00
	Rip Rap	10	Tons	\$ 85.00	\$ 850.00
	Tie Into Existing Catch Basins	1	EA	\$ 1,250.00	\$ 1,250.00
	Remove/Haul off Existing Pipe	151	LF	\$ 70.00	\$ 10,570.00
	Remove/Replace Top & Throat	1	EA	\$ 4,750.00	\$ 4,750.00
	Silt Fence	100	LF	\$ 5.00	\$ 500.00
	Manhole With Pedestal Top	5	VF	\$ 1,100.00	\$ 5,500.00
	Sod	300	Syds	\$ 17.00	\$ 5,100.00
	Remove and Reset headwall. Cut for pipe	1	EA	\$ 1,250.00	\$ 1,250.00
				Grand Total:	\$ 76,795.00

**STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE**

RESOLUTION NO. R26-_____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA, AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE GEORGIA DEPARTMENT OF NATURAL RESOURCES FOR LAND AND WATER CONSERVATION FUND ASSISTANCE FOR CLARK COMMUNITY PARK, PHASE 2.2 — SOUTH SIDE RENOVATIONS; COMMITTING THE REQUIRED LOCAL MATCHING FUNDS AND PROVIDING FOR OPERATION AND MAINTENANCE; ACCEPTING THE PERPETUAL PUBLIC OUTDOOR RECREATION USE RESTRICTION IMPOSED BY 54 U.S.C. § 200305(f)(3); DESIGNATING AN AUTHORIZED REPRESENTATIVE; AUTHORIZING THE MAYOR TO EXECUTE NECESSARY DOCUMENTS; AND FOR OTHER PURPOSES.

WHEREAS, the City of Stockbridge, Georgia (the “City”) is a municipal corporation authorized under Article IX, Section II, Paragraph III(a)(1) of the Constitution of the State of Georgia and O.C.G.A. § 36-64-1 et seq. to provide parks, recreational areas, programs, and facilities, and recognizes the importance of providing high-quality, accessible outdoor recreation opportunities for its residents and visitors; and

WHEREAS, the Land and Water Conservation Fund, established by Public Law 88-578, codified at 54 U.S.C. § 200301 et seq., and permanently funded by the Great American Outdoors Act, Pub. L. No. 116-152 (2020), provides assistance of up to fifty percent (50%) of total eligible project cost for the acquisition, development, and renovation of public outdoor recreation areas and facilities, and is administered in Georgia by the Georgia Department of Natural Resources (“GDNR”) under the authority of the National Park Service (“NPS”); and

WHEREAS, the City is a qualified local government with an approved comprehensive plan under the Georgia Planning Act of 1989, is covered by a verified service delivery strategy under O.C.G.A. § 36-70-20 et seq., and is in good standing with respect to the program; and

WHEREAS, the City’s [Parks System Master Plan, adopted _____], adopted following opportunity for public input, identifies Clark Community Park, Phase 2.2 — South Side Renovations (the “Project”) as a priority project, and the Project consists of outdoor recreation improvements at Clark Community Park, 111 Davis Road, Stockbridge, Georgia, as described in Exhibit A attached hereto and incorporated herein; and

WHEREAS, the total estimated cost of the Project is \$ _____; the City desires to request assistance not to exceed Seven Hundred Fifty Thousand and 00/100 Dollars (\$750,000.00), the maximum available for a single application; and

WHEREAS, the Land and Water Conservation Fund requires that assistance be matched dollar-for-dollar from non-federal funds, and the City has identified funds sufficient to provide the required local matching funds; and

WHEREAS, the Mayor and City Council understand and acknowledge that, if assistance is awarded, the City will be responsible for meeting all applicable program requirements, and that

property acquired or developed with Land and Water Conservation Fund assistance may not be converted to other than public outdoor recreation uses without the approval of the Secretary of the Interior under 54 U.S.C. § 200305(f)(3) and 36 C.F.R. Part 59, that this restriction runs in perpetuity, and that it applies to all property within the boundary shown on the boundary map submitted with the application; and

WHEREAS, this Resolution is considered and adopted at a meeting open to the public under O.C.G.A. § 50-14-1 et seq., and the Mayor and City Council find that the application and the commitments made herein serve a valid and substantial public purpose.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF
THE CITY OF STOCKBRIDGE, GEORGIA, AS FOLLOWS:**

SECTION 1. Authorization to Apply. The Mayor and City Council hereby authorize the submission to GDNR of a pre-application and a formal application for Land and Water Conservation Fund assistance for the Project in an amount not to exceed Seven Hundred Fifty Thousand and 00/100 Dollars (\$750,000.00).

SECTION 2. Project Scope; Exhibit A. The Project shall consist of the outdoor recreation improvements described in Exhibit A, which may include tennis and pickleball facilities, picnic shelters, restrooms, accessible walkways and parking, wayfinding, and other supporting park amenities. The City Manager may make or approve non-material adjustments to the Project scope required by GDNR, NPS, final design, permitting, or bid results. Any material change in the Project scope, in the amount of assistance requested, or in the City's share shall be presented to the Mayor and City Council for approval before submission to GDNR.

SECTION 3. Local Matching Funds. The City commits local matching funds in an amount not less than the assistance awarded for the Project, up to Seven Hundred Fifty Thousand and 00/100 Dollars (\$750,000.00), and commits to fund the balance of the total Project cost from lawfully available City funds. The local matching funds shall be derived from [Special Purpose Local Option Sales Tax (SPLOST VI)] proceeds lawfully available for parks and recreation purposes under the resolution calling the tax, as required by O.C.G.A. § 48-8-121(a)(1), and, to the extent necessary, from other lawfully available City funds, subject in each case to appropriation. The City certifies that no federal financial assistance shall be used to satisfy the local matching requirement except as expressly permitted by 54 U.S.C. § 200305(f)(1).

SECTION 4. Operation, Maintenance, and Public Access. The City commits to operate and maintain the assisted area in a safe, sanitary, and attractive condition and in the state of repair required for its intended public outdoor recreation use, at the City's expense and from lawfully available City funds, for so long as the restriction in Section 5 remains in effect. The assisted area shall remain open to the general public on a nondiscriminatory basis. Any user fees shall be reasonable and shall not discriminate on the basis of residence, consistent with 54 U.S.C. § 200305(f)(8) and 36 C.F.R. § 59.4, and no fee charged to a nonresident shall exceed twice the fee charged to a resident.

SECTION 5. Perpetual Public Outdoor Recreation Use; Boundary. The Mayor and City Council accept, on behalf of the City, that property acquired or developed with Land and Water Conservation Fund assistance shall not be converted to other than public outdoor recreation uses without the approval of the Secretary of the Interior under 54 U.S.C. § 200305(f)(3) and 36 C.F.R. Part 59, and that this restriction runs in perpetuity. The Land and Water Conservation Fund

boundary shall encompass no more of Clark Community Park than is reasonably necessary for the funded Project and its supporting facilities. No boundary map shall be submitted to GDNr or NPS until it has been reviewed by the City Attorney. No conversion, disposition, encumbrance, easement, lease, or non-recreational use of any property within the boundary shall be undertaken except upon prior approval of the Mayor and City Council and compliance with 36 C.F.R. Part 59.

SECTION 6. Assurances. The City agrees to comply with all applicable federal and state requirements associated with the application and any award, including: (a) the Land and Water Conservation Fund Act, 54 U.S.C. § 200301 et seq., and NPS program guidance; (b) Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.; (c) Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; (d) the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., the Architectural Barriers Act of 1968, 42 U.S.C. § 4151 et seq., and applicable accessibility design standards; (e) the National Environmental Policy Act of 1969, 42 U.S.C. § 4321 et seq.; (f) Section 106 of the National Historic Preservation Act, 54 U.S.C. § 306108, including review by the State Historic Preservation Office; (g) if the Project involves acquisition of real property or displacement of any person, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. § 4601 et seq.; and (h) 2 C.F.R. Part 200.

SECTION 7. Authorized Representative; Execution of Documents. The City Manager is designated the City's Authorized Representative for the Project and is authorized to prepare and submit the application and supporting materials, to serve as the City's point of contact with GDNr and NPS, and to submit programmatic correspondence, progress reports, and requests for reimbursement; this designation confers no authority to execute contracts. The Mayor is authorized and directed to execute, on behalf of the City, the grant application, any project agreement, and such other documents as are necessary to carry out the intent of this Resolution, in each case after the document has been drawn or reviewed and signed by the City Attorney as required by Section 6.30 of the Charter. In the absence, unavailability, or disability of the Mayor, the Mayor Pro Tem is authorized and directed to execute such documents in the Mayor's stead. The City Clerk is authorized to attest the same and to affix the seal of the City. No action taken under this Resolution shall increase the City's financial commitment beyond that authorized by Section 3.

SECTION 8. Return to the Mayor and City Council. Before submission of the formal application to GDNr, and in any event before execution of any project agreement, staff shall present to the Mayor and City Council an updated resolution if the total Project cost, the amount of assistance requested, the City's share, or the Project scope has materially changed from that authorized by this Resolution.

SECTION 9. City Attorney's Authority. The City Attorney is authorized to make non-substantive corrections to this Resolution and its exhibits necessary to conform them to the action taken by the Mayor and City Council, to complete blanks with information confirmed by staff and the City Clerk, and to review and approve as to form all documents executed pursuant to this Resolution.

SECTION 10. Severability; Repealer; Effective Date. If any portion of this Resolution is held invalid, that portion shall be deemed separate and independent and the remainder shall stand. All resolutions and parts of resolutions in conflict herewith are repealed to the extent of the conflict. This Resolution shall become effective immediately upon its adoption.

SO RESOLVED AND ADOPTED this ____ day of _____, 2026.

CITY OF STOCKBRIDGE, GEORGIA

Jayden L. Williams, Mayor

[or Elton Alexander, Mayor Pro Tem, in the Mayor's absence, unavailability, or disability]

ATTEST:

Cassandra Lester

Interim City Clerk (SEAL)

APPROVED AS TO FORM:

Quinton G. Washington

City Attorney, City of Stockbridge · Washington Legal Group

Attachment: Exhibit A — Application and Project Description



City of Stockbridge

AGENDA ITEM

MEETING DATE

September 14, 2026

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
- ☐ GRANT FUNDING
- ☐ TRAFFIC CAMERA FUNDING
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BOND

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Decius T. Aaron

DEPARTMENT: Public Works

ITEM/PROJECT/EVENT:

Request For Proposals No.2024-0005 - City of Stockbridge Janitorial Maintenance Services with Intercontinental Commercial Services, Inc. (ICS).

BACKGROUND INFORMATION:

On August 25, 2025, Council approved to exercise the second (2nd) one (1) year renewal option for Janitorial Maintenance Services with Intercontinental Commercial Services. Resolution No. R25-1838

Originally, on April 24, 2024, the Procurement Department solicited RFP's from qualified firms to provide Janitorial Maintenance Services to all city buildings. On June 26, 2024, the Council approved awarding the contract for Janitorial Maintenance Services to Intercontinental Commercial Services, Inc. (ICS) in the amount of \$ 143,100.00. Resolution No. R24-1722.

SIGNATURES:

CITY MANAGER Frank S. Milazi

CITY TREASURER Quinton G. Washington

CITY ATTORNEY _____

eSigned via GovOS.com

Shawn Edmondson

eSigned via GovOS.com

eSigned via GovOS.com

☒ FINANCIAL IMPACT ☒ N/A

AMOUNT:

\$152,100.00

ATTACHMENTS:



ITEM/PROJECT/EVENT:

City of Stockbridge Janitorial Maintenance Services with Intercontinental Commercial Services, Inc. (ICS).

STAFF RECOMMENDATION:

The Public Works Department respectfully requests City Council approval to exercise the third (3rd) year renewal option for RFP No. 2024-0005, Janitorial Maintenance Services, with Intercontinental Commercial Services, Inc. (ICS), in the amount of \$152,100.00, and to authorize the associated budgetary actions necessary to continue the services. The contract increased by \$9,000.00 due to the addition of the Police Department Substation.

In accordance with City Council recommendations and the applicable approved ordinance, the Procurement Division solicited proposals from qualified contractors with demonstrated experience and proven performance records in providing janitorial maintenance services for City facilities. The scope of services includes routine janitorial maintenance, cleaning, wipe-downs, disinfecting, and other related services necessary to maintain clean, safe, and sanitary City facilities and to support efforts to mitigate the spread of contagious viruses.

The original contract provides for an initial one (1)-year term, with the option to renew for up to four (4) additional one-year periods, at the sole discretion of the City Council approval, as applicable.

The Public Works Department has evaluated ICS's performance and determined that the contractor has satisfactorily fulfilled its contractual obligations and continues to provide quality janitorial maintenance services in accordance with the requirements and specifications of the contract.

The second-year renewal period expires December 31, 2026. Accordingly, the Public Works Department is requesting approval to exercise the third (3rd) year renewal option, extending the contract through December 31, 2027, at a cost not to exceed \$152,100.00.

The Public Works Department recommends that the Mayor and City Council approve the third (3rd) year renewal of RFP No. 2024-0005, Janitorial Maintenance Services, with Intercontinental Commercial Services, Inc., in an amount not to exceed \$152,100.00, authorize the associated budgetary actions, and extend the contract term through December 31, 2027.

ATTACHMENTS:

Exhibit 1: Completed Contract Renewal Evaluation Form

Exhibit 2: Completed Budget Availability Certification Form

Exhibit 3: Resolutions (R25-1838)

Exhibit 4: Contractual Agreement to include Cost Proposal

Funding Source: Account Numbers 100-15650-522318 (Facility Cleaning Police Department), 110-15650-522319 (Facility Cleaning Public Works Administrative Building), 100-15650-522321 (Facility Cleaning City Hall), 100-15650-522322 (Facility Cleaning Merle Manders Conference Center), 100-15650-522323 (Facility Cleaning Downtown Connection Center), 100-15650-522324 (Facility Cleaning Municipal Court), 100-15650-522325 (Facility Cleaning Maintenance Shop), 100-15650-522326 (Facility Cleaning WWTP), and 100-15650-522327 (Facility Cleaning Merle Manders Conference Center Administrative Building) in the Government Buildings budget.

eSigned via GovOS.com

Decius T. Aaron



CONTRACT RENEWAL EVALUATION FORM

Date: Tuesday, July 28, 2026

To: Decius Aaron, Public Works Director
Daaron@stockbridgega.org

From: Wanda J. Cooley, Contract Specialist
Email: wcooley@stockbridgega.org

Subject: Contract Renewal with Intercontinental Commercial Services (I.C.S.), Inc. – Exercise of Third (3rd) Optional Renewal Year

It is time to review the option to renew the Janitorial Maintenance Services Contact with Intercontinental Commercial Services, Inc. The second (2) optional renewal year expires December 31, 2026. The third (3rd) optional renewal year, if approved, will expire December 31, 2027.

Please indicate your recommendation as to exercising the option, along with the option-year budgeted amount, account number, and department head's signature. Return to Wanda J. Cooley, Procurement Department, no later than Monday, August 3, 2026. If you intend to disapprove of this option, please provide a concise statement of your rationale for disapproval.

Per Section 1, please indicate whether you wish to renew this contract.

Complete the Survey (Section 2, below) evaluating the Contractor's performance during the past Contract Term. If answering "No" to any question, please explain briefly on page 2 in the comment section.

Section 1: Renewal

Approval Option: Decius T. Aaron August 20, 2026
(Signature) (Date)

Disapprove Option: _____
(Signature) (Date)

Amount Budgeted for Option Year: \$143,100.00

Account #: 100-15650-522318, 100-15650-522319, 100-15650-522321, 100-15650-522322, 100-15650-522323, 100-15650-522324, 100-15650-522325, and 100-15650-522326.

Department Head: Decius T. Aaron
(Signature)

**Contract Renewal Evaluation Form
Janitorial Maintenance Services Contract with ICS, Inc.
Department of Public Works – Page 2 of 2**

Section 2: Contractor Evaluation

	YES	NO	N/A
1. Contractor performed all work in conformance with the Contract requirements?	<u>X</u>	<u> </u>	<u> </u>
2. Contractor was responsive and professional?	<u>X</u>	<u> </u>	<u> </u>
3. Are you satisfied with the quality of the work performed by the Contractor?	<u>X</u>	<u> </u>	<u> </u>
4. Did the Contractor anticipate your needs and provide value-added services beyond the scope/requirements of the Contract?	<u> </u>	<u> </u>	<u>X</u>

Comments: _____

For Approval by Executive Staff. Signatures below will be obtained by the Contract Specialist "if" the budgeted amount is less than \$50,000.00; otherwise, the section below will not be completed due to Council's approval.

Procurement Manager's Signature of Approval:

Approval Date:

Chief Financial Officer's Signature of Approval:

Approval Date:

City Manager's Signature of Approval:

Approval Date:

Notes (if any): _____



BUDGET AVAILABILITY CERTIFICATION FORM

The purpose of the Budget Availability Certification Form is to confirm that sufficient funds are available within the approved budget to support a proposed procurement. Completed during the initial meeting between the end user and the procurement department, the form ensures that solicitations are fiscally feasible before further action is taken. By verifying budget availability early in the process, the City promotes responsible financial management, prevents unfunded commitments, and documents compliance with applicable budgetary and procurement policies.

The Department Head is responsible for ensuring that all necessary budget line transfers are completed prior to initiating a purchase order request. This step ensures that sufficient funds are properly allocated for the intended expenditure and that funds may be encumbered in accordance with approved budgetary and procurement policies.

SECTION:

DETAILS/ENTRIES:

Department/Division:

Department of Public Works

Date:

August 20, 2026

Fund Cluster/Account:

100-15650-522318, 100-15650-522319, 100-15650-522321, 100-15650-522322, 100-15650-522323, 100-15650-522324, 100-15650-522325, and 100-15650-522326.

Purchase / Project Title:

Janitorial Services

Amount Request:

\$143,100.00

Amount Currently Available in Budget:

Funds will be expended in FY 2027 budget.

REMARKS (if any):

Community Development: _____

Procurement Division: _____

**Procurement Division's Budget Availability Certification Form
Janitorial Services Contract with Intercontinental Commercial Svs.
Department of Public Works - Page 2**

CERTIFICATION:

I hereby certify that the above-requested amount is available and chargeable against the indicated fund cluster/account code.

Note: Approvals confirm that funds are available, properly authorized, and compliant with organizational financial policies before any expenditure is made:

CERTIFIED BY (BUDGET OFFICER):

Name: Lisa Diggs, Budget Manager

Title: Budget Manager

Signature: 
Lisa Diggs, Budget Manager (Aug 21, 2026 10:20:53 EDT)

Date: 08/21/2026

APPROVALS:

Department Head:

➤ Name : Decius T. Aaron

Signature: 

Date: August 20, 2026

Procurement Manager:

➤ Name: Jeremy Andrews

Signature: 
Jeremy Andrews (Aug 21, 2026 11:55:03 EDT)

Date: 08/21/2026

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION NO. R25-1838

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA APPROVING THE CONTRACT RENEWAL FOR JANITORIAL MAINTENANCE SERVICES WITH INTERCONTINENTAL COMMERCIAL SERVICES, INC. (REQUEST FOR PROPOSAL 2024-0005); AND FOR OTHER PURPOSES.

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

WHEREAS, the Department of Public Works seeks Council approval for the second renewal of a contract with Intercontinental Commercial Services, Inc., in the amount of \$143,100.00 annually, from the Public Works budget as detailed in in Exhibit A; and

WHEREAS, the City entered into the initial contract with Intercontinental Commercial Services, Inc., for janitorial maintenance services on June 26, 2024 for one (1) year with an option to renew for four (4) one-year renewal periods, the current renewal being the second renewal, as detailed in Exhibit A; and

WHEREAS, pursuant to Stockbridge Municipal Code Section 3.30.227:

"The City Council shall approve all renewals or term contract extensions:
(A). To afford the city a continuous supply of items or services in the event of the termination or near-termination of the award/contract and
(B). where cost is greater than fifty-thousand dollars (\$50,000.00); and when the original contract was approved by the City Council;" and,

WHEREAS, Intercontinental Commercial Services, Inc., has performed services with the City in accordance with contract requirements, at a quality level; and,

WHEREAS, the Department request for contract renewal has been approved by the City Treasurer, Procurement and Council; and

WHEREAS, the City Council requests that all procurement matters and contracts get presented to them at least 180 days prior to their expiration date and all parties are hereby notified by this resolution of such request;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA AS FOLLOWS:

SECTION 1. APPROVAL OF RENEWAL OF INTERCONTINENTAL COMMERCIAL SERVICES, INC. CONTRACT (REQUEST FOR PROPOSAL 2024-0005).

Council hereby approves renewal of the contract for Intercontinental Commercial Services, Inc., for janitorial maintenance services one (1) year, in the amount of \$143,100.00 from the Public Works budget as detailed in Exhibit A. City Council hereby authorizes the Mayor to execute the same, and authorizes and directs the City Manager to execute all administrative and budgetary actions necessary to implement this Resolution.

SECTION 2. SEVERABILITY.

If any part of this resolution is adjudged invalid, such judgment shall not affect the remainder of this resolution.

SECTION 3. REPEAL OF CONFLICTING PROVISIONS.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4. CITY ATTORNEY'S AUTHORITY.

Pursuant to the City's charter and with explicit consent of the City Counsel, the City Attorney is duly authorized to make requisite amendments to all contracts, ordinances, resolutions, and documents, as may be necessary, in order to secure conformity with the express intent of the City Council and to ensure adherence to all pertinent laws and ordinances of the City.

SECTION 5. EFFECTIVE DATE.

This Resolution shall be effective immediately upon adoption.

RESOLVED this 26th day of August, 2025.

[SIGNATURES ON THE FOLLOWING PAGE]

APPENDIX B Contract Agreement

This Contract Agreement made and entered into this 9th day of **July** in the year **2024** (the "Agreement"); by and between The **City of Stockbridge**, Georgia (the "City"), having its principal place of business at 4640 North Henry Boulevard, Stockbridge, Georgia 30281 and **Intercontinental Commercial Services, Inc.** (the "Contractor").

WHEREAS, the City has caused the Request for Proposal to be issued soliciting bids/proposals from qualified firms to furnish all items, labor services, materials and appurtenances called by them in accordance with the 2024-0005; and

WHEREAS, the Contractor submitted a proposal in response to the RFP; and

WHEREAS, the Contractor's proposal was deemed by the City to be the most advantageous to the City;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the receipt and sufficiency of which being hereby acknowledged by the parties, the parties agree as follows

1.0 SCOPE OF WORK

In accordance with Stockbridge's Janitorial Maintenance Services project, the Contractor shall furnish all materials, equipment and labor to provide the services described in the RFP to the specifications as directed in the RFP and pursuant to the terms of this Agreement, including all incidentals as directed by the City's Public Works Department and the City Manager or his/her representative.

The services shall be performed in a prompt and professional manner in accordance with the standards of the profession.

The scope of services for this Agreement consists of the following listed under the proposal, complete janitorial services for the City of Stockbridge, which are listed within this proposal, from a certified, bonded Contractor. Additionally, the City will need a Contractor that can perform daily wipe downs and disinfecting services to combat COVID-19.

The City currently has nine (9) locations that require janitorial services. The total square footage to be serviced is approximately one hundred twenty-two thousand five hundred (122,500) square feet. This number is subject to change and the City reserves the right to either add or delete locations, square footage and/or frequency of service(s). The successful Contractor will be required to provide quality service with minimal service call backs.

Payment. The City shall pay and the Contractor shall receive the prices stipulated in the proposal hereto attached as full compensation for everything furnished and done

by the Contractor under this Agreement, which shall in be in the based amount of \$143,100.00 which sum shall be paid in the manner and terms specified in the Agreement. Before issuance of certificate of payment, if the Contractor has not submitted evidence satisfactory to the City that all payrolls, materials bills, and other indebtedness connected with the Project have been paid, the City may withhold, in addition to the retained percentages, such amount or amounts as may be necessary to pay just claims for labor and services rendered and materials in and about the work on the Project (the "Work"), and such amount or amounts withheld or retained may be applied by the City to the payment of such just claims.

2.1 Term

This Agreement shall be effective upon its execution _____. The initial term of this Contract shall be through December 31, 2024. This Contract shall terminate absolutely and without further obligation on the part of the City on December 31, 2024, and each December 31 of each succeeding and renewed year, as required by O.C.G.A. §36-60-13, as amended, unless terminated earlier in accordance with the provisions of this Contract.

This Contract may be renewed for four (4) additional twelve-month terms, upon the same terms and conditions, as provided for in this Contract, unless terminated by the City, by notice to service provider or termination and non-renewal by December 31 of the Contract year.

If the Project has not been completed by (_____N/A_____), this Agreement shall automatically renew for an additional one year or part of the year necessary to conclude the Project unless the City chooses to terminate this Agreement pursuant to the provisions of this Agreement by giving seven (7) days written notice to the Contractor.

2.2 Change Orders

Written approval shall be obtained by the Contractor for all change orders or contingency items prior to the start of any work.

3.0 INDEPENDENT CONTRACTOR

3.1 The Contractor shall be an independent contractor. The Contractor is not an employee, agent or representative of the City. The Contractor shall obtain and maintain, at the Contractor's expense, all permits, licenses or approvals that may be necessary for the performance of the services. The Contractor shall furnish copies of all such permits, licenses or approvals to the City Representative at the time of executing the Agreement.

3.2 Neither the City nor the Contractor has the authority to bind the other to any third person or otherwise to act in any way as the representative of the other, unless otherwise expressly agreed to in writing signed by both parties hereto. The Contractor agrees not to represent itself as the City's agent for any purpose to any party or to allow any

employee of the Contractor to do so, unless specifically authorized, in advance and in writing, to do so, and then only for the limited purpose stated in such authorization. The Contractor shall assume full liability for any contracts or agreements the Contractor enters into on behalf of the City without the express knowledge and prior written consent of the City.

4.0 INDEMNIFICATION

The Service Provider agrees to indemnify the City (including elected officials and employees) and hold the City harmless from and against any and all claims, liabilities, damages, losses, costs or expenses, including, without limitation, reasonable attorney's fees arising out of or related to: (a) a breach of the contract by Service Provider or (b) the performance of this Contract, whether by Service Provider, a subcontractor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, liability, damage, loss, cost or expense is caused by the gross negligence or willful misconduct of a party indemnified hereunder. Service Provider's indemnification obligation shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for Service Provider or subcontractor under any insurance required by the contract, including workers' compensation acts, disability benefit acts, other employee benefit acts, or any other insurance. Service Provider shall not settle or compromise any indemnifiable claims hereunder without the prior written consent of the City. The City cannot and does not agree to indemnify, hold harmless, exonerate or assume the defense of Service Provider or any other person or entity whatsoever, for any purpose whatsoever.

5.0 INSURANCE

The Contractor shall, at its own cost and expense, obtain and maintain workers' compensation and commercial general liability insurance coverage covering the period of this Agreement, such insurance to be obtained from a responsible insurance company acceptable to the City and legally licensed and authorized to transact business in the State of Georgia. Any such insurance shall be in force on the date of execution of the Agreement and shall remain continuously in force for the duration of the Agreement.

The Contractor and its sub-Contractors shall secure and maintain the following insurance as itemized below:

5.1.1 Workers' Compensation Insurance

Workers' Compensation insurance shall meet the statutory obligations with Coverage B- Employers Liability limits of at least \$100,000 each accident, \$5,00,000 disease-policy limit and \$100,000 disease each employee.

5.1.2 Commercial General Liability Insurance

Commercial General Liability insurance shall be at the limits of at least \$1,000,000 general aggregate, \$1,000,000 personal and advertising injury, \$1,000,000 each occurrence, \$50,000 fire damage and \$1,000 medical expense any one person. The policy shall be on an "occurrence" basis shall include contractual liability coverage and the City shall be named an additional insured. The insurance shall include up to \$10,000 expenses to extract pollutants from land or water at the "premises" if the discharge, dispersal, seepage, migration, release, escape or emission of the pollutants is caused by or results from a covered cause of loss.

5.1.3 Commercial Automobile Liability Insurance

Commercial Automobile Liability insurance covering all owned, non-owned and hired automobiles with limits of at least \$1,000,000 per accident. This insurance shall include a cause of loss where there is a spill of fuels and lubricants used in the vehicle for its operation.

5.1.4 Professional Liability Insurance or Errors & Omissions Insurance

The Contractor shall maintain Professional Liability (Errors & Omissions) Insurance with coverage and limits no less than \$1,000,000 each occurrence and \$1,000,000 annual aggregate, in the event a contractor is performing design, engineering or other professional services.:

The insurance policy must provide the protection stated for three (3) years after completion of the Work. Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Contractor. Any policy deductibles or retention shall be the responsibility of the Contractor. The Contractor shall control any special or unusual hazards and be responsible for any damages that result from those hazards.

The City does not represent that the insurance requirements are sufficient to protect the Contractor's interest or provide adequate coverage. Evidence of coverage is to be provided on a City-approved Insurance Certificate. If the policy is canceled, not renewed or materially changed, Contractor must provide notice to the City no more than thirty (30) days after the date of such cancellation, non-renewal or change.

The Contractor shall require any of its Sub-Contractors, if sub-contracting is allowable under this Agreement, to comply with these provisions.

5.2 Accounting Standards

The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by Generally Accepted Accounting Principles (GAAP) to properly account for expenses incurred under this Agreement.

5.3 Retention of Records

The Contractor shall retain all records pertinent to expenditures incurred under this Agreement for a period of three (3) years after the resolution of all audit findings. Records for non-expendable property acquired with funds under this Agreement shall be retained for three (3) years after final disposition of such property.

6.0 TERMINATION

6.1 TERMINATION FOR CAUSE:

The City may terminate this Contract for cause upon ten (10) days prior written notice to the Service Provider of the Service Provider's default in the performance of any term of this Contract. Such termination shall be without prejudice to any City's rights or remedies provide by law.

6.2 TERMINATION FOR CONVENIENCE:

The City may terminate this Contract for its convenience at any time upon (30) days written notice to the Service Provider. In the event of the City's termination of this Contract for convenience, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider who shall itemize each element of performance.

6.3 TERMINATION FOR FUND APPROPRIATION:

The City may unilaterally terminate this Contract due to lack of funding at any time by written notice to the Service Provider. In the event of the City's termination of this Contract for fund appropriation, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance.

7.0 INCLUSION OF DOCUMENTS

The Agreement, any amendments thereto, the RFP, and the Contractor's Bid/Proposal submitted in response thereto, including any best and final offer, are incorporated in this Agreement by reference and form an integral part of this Agreement. In the event of a conflict in language between this Agreement and the foregoing documents incorporated herein, the provisions and requirements set forth in this Agreement shall govern. In the event of a conflict between the language of the RFP, as amended, and the Contractor's Proposal, the language in the former shall govern.

8.0 COMPLIANCE WITH ALL LAWS AND LICENSES

The Contractor must obtain all necessary licenses and comply with local, state and federal requirements. The Contractor shall comply with all laws, rules and regulations of any governmental entity pertaining to its performance under this Agreement.

9.0 ASSIGNMENT

The Contractor shall not assign or subcontract the whole or any part of this

Agreement without the City's prior written consent.

10.0 AMENDMENTS IN WRITING

No amendments to this Agreement shall be effective unless it is in writing and signed by duly authorized representatives of the parties.

11.0 DRUG-FREE AND SMOKE-FREE WORK PLACE

11.1 A drug-free and smoke-free workplace will be provided for the Contractor's employees during the performance of this Agreement; and

11.2 The Contractor will secure from any subcontractor hired to work in a drug-free and smoke-free work place a written certification so stating and in accordance with Paragraph (7), subsection (b) of the Official Code of Georgia Annotated Section 50-24-3.

11.3 The Contractor may be suspended, terminated, or debarred if it is determined that:

11.3.1 The Contractor has made false certification herein; or

11.3.2 The Contractor has violated such certification by failure to carry out the requirements of Official Code of Georgia Annotated Section 50-24-3.

12.0 WORK AUTHORIZATION PROGRAM

Exhibit "A" is hereby incorporated into this Agreement and made a part hereto. Exhibit "A" enables all parties to be in compliance with O.C.G.A. § 13-10-91 as it pertains to statutorily-required verification of employees.

13.0 GOVERNING LAW AND VENUE

This Agreement shall be governed in all respects by the laws of the State of Georgia. Any disputes that arise under this Agreement shall be subject to the jurisdiction of the courts of Henry County, Georgia or the Northern District of Georgia, as applicable.

14.0 MISCELLANEOUS PROVISIONS

- A. It is understood and agreed by and between the City and the Contractor that, on account of breach or default by either party of any of their obligations hereunder, it shall become necessary for the other party to employ and/or consult with an attorney to give advice, or to enforce or demand any of either party's rights or remedies hereunder, then, and in any such event, the defaulting or breaching party shall pay all attorney's fees, court costs and other expenses occasioned by such default(s) or breach(es).

- B. All notices from Contractor to the City shall be served on or sent to the City at the following address:

City of Stockbridge
Attn: Procurement Department
4640 North Henry Boulevard
Stockbridge, Georgia 30281-3651

With a copy to:

City of Stockbridge
Attn: City Attorney
4640 North Henry Boulevard
Stockbridge, Georgia 30281-3651

All notices from the City to the Contractor shall be served on or sent to Contractor at its registered office and at the following contact format:

Name:	Intercontinental Commercial Services, Inc. (ICS, Inc.)
Address:	912 Hurricane Shoals Rd. NE
City, State & Zip	Lawrenceville, Georgia 30043
Telephone Number:	(678) 530-0401

- C. **Force Majeure.** Neither party hereto shall be liable to the other party for any nonperformance, in whole or in part, of its obligations under this Agreement caused by the occurrence of any contingencies beyond the control of the parties, including but not limited to the weather (including but not limited to rain, showers, hurricanes, floods), declared or undeclared war, sabotage, insurrection, riot or other acts of civil disobedience, acts of a public enemy acts of governments or agencies affecting the terms of this Agreement, strikes, labor disputes, acts of third parties not within the control of the party whose performance is affected, shortages of fuel, failures of power, accidents, fires, explosions, hurricanes, storms, floods, or other acts of GOD. In the event, that any such contingencies occur, the party whose performance is affected shall have a reasonable time in which to resume performance and such party's nonperformance shall not constitute a default. Notwithstanding the foregoing, if the non-performing party is unable to resume full performance despite reasonable attempts to do so, the other party shall have the right to terminate this Agreement pursuant to the provisions of Paragraph 4 above.

15.0 ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties with respect to the subject matter contained herein; all prior agreements, representations, statement, negotiations, and undertakings are suspended hereby. Neither party has relied on any representation, promise, nor inducement not contained herein

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their duly authorized officers as of the day and year set forth next to each signature.

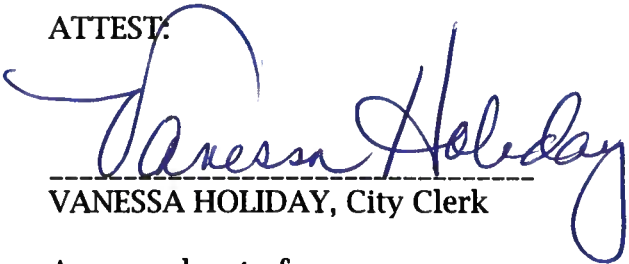
MAYOR AND COUNCIL FOR
THE CITY OF STOCKBRIDGE

(SEAL)

By: _____

ANTHONY S. FORD, Mayor

ATTEST:


VANESSA HOLIDAY, City Clerk

Approved as to form:

City Attorney

CONTRACTOR

(SEAL)

By: _____


Seung Kim, Secretary

ATTEST:


Elissa Dodsworth, Manager

[THIS SPACE INTENTIONALLY LEFT BLANK]

Intercontinental Commercial Services, Inc. (ICS) Cost Proposal

ICS

COST PROPOSAL EXHIBIT

Instructions: The successful Contractor is required to furnish all labor, travel, resources, materials, equipment, and services required to satisfactorily complete the installation and set-up of all items as stated below. All costs listed below are inclusive. The City will not be responsible for charges that are not included on this Bid Pricing Form. Please do not make modifications to this form as any change may render Contractor's Bid nonresponsive. Please complete the form in its entirety. The City has several buildings and locations requiring janitorial services. Please provide an estimate of the approximate monthly cost, noting the total square footage for each site. All square footages are approximate; refer to the scope of services for Work Schedule Details and the attached floor plans.

Item No.	Building	Square Footage	Monthly Service Cost	No. of Months	Per square footage x Monthly Serv. Cost X No. of Months = Annual Service Cost
1	City Hall Offices 5 Days per Week 4640 North Henry BLVD	28,000	\$ 2,675.00	12	\$ 32,100.00
2	Municipal Court Building 2 Days per Week 4602 North Henry BLVD	9,900	\$ 900.00	12	\$ 10,800.00
3	Merle Manders Conference Center Administrative Building 2 Days per Week 111 Davis Road	1,500	\$ 425.00	12	\$ 5,100.00
4	Merle Manders Conference CTR 7 Days per Week 111 Davis Road	19,200	\$ 2,250.00	12	\$ 27,000.00
5	Main Street Office 2 Days per Week 130 Berry ST	3,600	\$ 650.00	12	\$ 7,800.00
6	Public Works Maintenance Shop 2 Days per Week 351 Taylor DR	25,300	\$ 975.00	12	\$ 11,700.00
7	WWTP 2 Days per Week 100 Stapleton DR	2,700	\$ 650.00	12	\$ 7,800.00
8	Public Works Administrative Building 2 Days per Week 321 Taylor DR	12,500	\$ 1,250.00	12	\$ 15,000.00
9	Police Department 5 Days per Week 4545 North Henry BLVD	19,800	\$ 2,150.00	12	\$ 25,800.00
Overall Annual Contract Cost Includes Items			\$ 143,100.00		

Total points awarded for price will be determined by applying the following formula:

(Lowest Overall Annual Contract Cost / Proposer's Price) x 30 = Price Score

Please note that prices may be negotiated in the best interest of the City after the scoring is completed

cost = 30 points

APPENDIX C

COST PROPOSAL

Total Contract Value for ALL Requirements including G & A \$ 143,100.00 annually

*G&A = **all** General and Administrative Costs, Profits, Travel, per Diem, and **ALL** costs associated with this Contract.

Where there is a reference in the RFP to deliverables, submission requirements or other response and contract performance discussions, said discussion may not be all inclusive or all requirements in the RFB/RFP. It is incumbent upon the Contractor to read this entire RFB carefully and respond to, and price, all requirements and ensure **"Total Contract Value for ALL Requirements"** above includes **all requirements**.

UNSCHEDULED WORK

The Contractor shall provide a price for hourly labor costs to perform miscellaneous unscheduled work.

Price per Hour: \$ 18.50

CLEAN, STRIP & WAX/POLISH FLOORS

The Contractor shall provide a price per square foot to perform clean, strip and wax/polish of hard surfaced floor finishing in accordance with the Janitorial Performance Standards.

Price per Square Foot: \$ 0.35

SHAMPOO/EXTRACT CARPET

The Contractor shall provide a price per square foot to perform carpet shampooing in accordance with Janitorial Performance Standards.

Price per Square Foot: \$ 0.10

EXTERIOR WINDOWS

The Contractor shall provide a unit price (each) for the thorough cleaning of exterior glass/windows to include screens, adjacent trim and sills.

Price per Unit (Each): \$ 10.00

INTERIOR WINDOWS

The Contractor shall provide a unit price (each) for the thorough cleaning of interior glass/window, include blinds, adjacent trim and sills.

Price per Unit (Each): \$ 7.00

SHAMPOO CHAIRS

The Contractor shall provide a price per chair to perform shampooing in accordance with Janitorial Performance Standards.

Price per Chair: \$ 6.00

Work Order Signature Document

EZIQC Contract No.: GA-ST02-040820-PCI			
☐ New Work Order		☒ Modify an Existing Work Order	
Work Order Number: 139242.05		Work Order Date: 09/04/2026	
Work Order Title: COS - PEMB & Buildout PH2 Additional Electrical & Dirt			
Owner Name: City of Stockbridge		Contractor Name: Prime Contractors, Inc.	
Contact: Terry Harden		Contact: Gary Frantz	
Phone: 470-488-7384		Phone: 813-205-9762	
Work to be Performed Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of EZIQC Contract No GA-ST02-040820-PCI. <u>Brief Work Order Description:</u> COS - PEMB & Buildout PH2 Additional Electrical & Dirt			
Time of Performance		<i>See Schedule Section of the Detailed Scope of Work</i>	
Liquidated Damages		Will apply: ☐ Will not apply: ☒	
Work Order Firm Fixed Price: \$78,814.39			
Owner Purchase Order Number:			

Approvals

Owner	Date	Contractor	Date
-------	------	------------	------

Detailed Scope of Work

To: Gary Frantz
Prime Contractors, Inc.
3406 Florence Circle
Powder Springs, GA 30127
813-205-9762

From: Terry Harden
City of Stockbridge

470-488-7384

Date Printed: September 04, 2026

Work Order Number: 139242.05

Work Order Title: COS - PEMB & Buildout PH2 Additional Electrical & Dirt

Brief Scope: COS - PEMB & Buildout PH2 Additional Electrical & Dirt

☐**Preliminary**☐**Revised**☒**Final**

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

See attached DSOW

Contractor

Date

Owner

Date

Contractor's Price Proposal - Summary

Date:	September 04, 2026
IQC Master Contract #:	GA-ST02-040820-PCI
Work Order Number:	139242.05
Owner PO #:	
Work Order Title:	COS - PEMB & Buildout PH2 Additional Electrical & Dirt
Contractor:	Prime Contractors, Inc.
Proposal Name:	COS - PEMB & Buildout PH2 Additional Electrical & Dirt
Proposal Value:	\$78,814.39

Additional Fill Dirt	\$18,256.81
Bond	\$1,348.60
Electrical Service Change	\$45,412.30
Turnaround Expanded	\$13,796.68
Proposal Total	\$78,814.39

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

Contractor's Price Proposal - Detail

Date: September 04, 2026

IQC Master Contract #: GA-ST02-040820-PCI

Work Order Number: 139242.05

Owner PO #:

Work Order Title: COS - PEMB & Buildout PH2 Additional Electrical & Dirt

Contractor: Prime Contractors, Inc.

Proposal Name: COS - PEMB & Buildout PH2 Additional Electrical & Dirt

Proposal Value: \$78,814.39

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		
Additional Fill Dirt					
1	01 22 23 00 0195		DAY	5 Ton, Single Padfoot Drum, Ride-On Self-Propelled Vibratory Roller With Full-Time Operator	\$1,918.24
			Installation	Quantity 2.00 x Unit Price 876.23 x Factor 1.0946 = Total 1,918.24	
2	01 22 23 00 0297		WK	3,200 To 3,500 LB Capacity, 78" Wide, Tracked Skid-Steer Loader With Full-Time Operator	\$5,059.31
			Installation	Quantity 1.00 x Unit Price 4,622.06 x Factor 1.0946 = Total 5,059.31	
3	01 22 23 00 0334		WK	90 To 105 HP, D4 Or D5 Bulldozer With Full-Time Operator	\$5,424.24
			Installation	Quantity 1.00 x Unit Price 4,955.45 x Factor 1.0946 = Total 5,424.24	
4	01 71 13 00 0002		EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Rollback Flatbed TruckIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as trenchers, skid-steer loaders (bobcats), industrial warehouse forklifts, sweepers, scissor platform lifts, telescoping and articulating boom man lifts with up to 40' boom lengths, etc.	\$365.31
			Installation	Quantity 1.00 x Unit Price 333.74 x Factor 1.0946 = Total 365.31	
5	01 71 13 00 0003		EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc.	\$1,433.89
			Installation	Quantity 1.00 x Unit Price 1,309.97 x Factor 1.0946 = Total 1,433.89	
6	31 23 16 36 0012		CY	Relocating On Site Excavated Stockpiled Material With Dozer From Excavation For Building Foundations and Other Structures >100' to 300'	\$886.19
			Installation	Quantity 230.00 x Unit Price 3.52 x Factor 1.0946 = Total 886.19	
7	31 23 16 36 0012	0020	MOD	For >50 To 250, Add	\$354.98
			Installation	Quantity 230.00 x Unit Price 1.41 x Factor 1.0946 = Total 354.98	
8	31 23 16 36 0017		CY	Backfilling Around Building Foundations And Other Structures By Skid-Steer Loader	\$689.82
			Installation	Quantity 230.00 x Unit Price 2.74 x Factor 1.0946 = Total 689.82	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 139242.05

Work Order Title: COS - PEMB & Buildout PH2 Additional Electrical & Dirt

Proposal Name: COS - PEMB & Buildout PH2 Additional Electrical & Dirt

Proposal Value: \$78,814.39

Sect.	Item	Modifier	UOM	Description	Line Total															
Labor	Equip.	Material	(Excluded if marked with an X)																	
Additional Fill Dirt																				
9	31	23	16	36 0017	0020	MOD	For >50 To 250, Add								\$276.93					
															Quantity	Unit Price	Factor	=	Total	
															230.00	1.10	1.0946		276.93	
															x	x				
10	31	23	16	36 0021		CY	Compaction Of Fill Or Subbase For Building Foundations and Other Structures by Vibratory Plate, Air Tamper, Etcetera								\$1,319.21					
															Quantity	Unit Price	Factor	=	Total	
															230.00	5.24	1.0946		1,319.21	
															x	x				
11	31	23	16	36 0021	0024	MOD	For >50 To 250, Add								\$528.69					
															Quantity	Unit Price	Factor	=	Total	
															230.00	2.10	1.0946		528.69	
															x	x				
Subtotal for Additional Fill Dirt															\$18,256.81					
Bond																				
12	01	22	16	00 0002		EA	Reimbursable FeesReimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.								\$1,348.60					
															Quantity	Unit Price	Factor	=	Total	
															1,226.00	1.00	1.1000		1,348.60	
															x	x				
Subtotal for Bond															\$1,348.60					
Electrical Service Change																				
13	01	22	16	00 0002		EA	Reimbursable FeesReimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.								-\$836.64					
															Quantity	Unit Price	Factor	=	Total	
															-836.64	1.00	1.0000		-836.64	
															x	x				
															Customer Credit					
14	01	22	23	00 0429		WK	11,000 LB Mini-Excavator With Full-Time Operator								\$4,170.50					
															Quantity	Unit Price	Factor	=	Total	
															1.00	3,810.07	1.0946		4,170.50	
															x	x				

Contractor's Price Proposal - Detail Continues..

Work Order Number: 139242.05

Work Order Title: COS - PEMB & Buildout PH2 Additional Electrical & Dirt

Proposal Name: COS - PEMB & Buildout PH2 Additional Electrical & Dirt

Proposal Value: \$78,814.39

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		
Electrical Service Change					
15	01 71 13 00 0003		EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc.	\$1,433.89
			Installation	Quantity Unit Price Factor = Total	
				1.00 x 1,309.97 x 1.0946 = 1,433.89	
16	26 05 19 16 0101		MLF	400 MCM, Type USE, 600 Volt, Underground Feeder And Branch Circuits, Single Stranded Copper Cable	\$26,156.91
			Installation	Quantity Unit Price Factor = Total	
				1.20 x 19,913.60 x 1.0946 = 26,156.91	
17	26 05 33 13 1958		LF	3-1/2" Polyvinyl Chloride (PVC) Coated, Urethane Lined, Rigid Galvanized Steel (RGS) Conduit, Direct Burial	\$5,793.06
			Installation	Quantity Unit Price Factor = Total	
				101.00 x 52.40 x 1.0946 = 5,793.06	
18	26 05 33 13 1971		EA	3-1/2" Polyvinyl Chloride (PVC) Coated, Urethane Lined, Rigid Galvanized Steel (RGS) Coupling, Direct Burial	\$2,565.30
			Installation	Quantity Unit Price Factor = Total	
				30.00 x 78.12 x 1.0946 = 2,565.30	
19	26 05 33 13 1984		EA	3-1/2" Polyvinyl Chloride (PVC) Coated, Urethane Lined, Rigid Galvanized Steel (RGS) Standard Radius Elbow, Direct Burial	\$1,711.91
			Installation	Quantity Unit Price Factor = Total	
				6.00 x 260.66 x 1.0946 = 1,711.91	
20	26 05 33 13 2008		EA	3-1/2" Polyvinyl Chloride (PVC) Coated, Urethane Lined, Rigid Galvanized Steel (RGS) 18" Large Radius Elbow, Direct Burial	\$4,417.37
			Installation	Quantity Unit Price Factor = Total	
				9.00 x 448.40 x 1.0946 = 4,417.37	
Subtotal for Electrical Service Change					\$45,412.30

Turnaround Expanded					
21	01 22 23 00 0343		WK	335 HP, D8 Bulldozer With Full-Time Operator	\$12,812.76
			Installation	Quantity Unit Price Factor = Total	
				1.00 x 11,705.43 x 1.0946 = 12,812.76	
22	31 23 16 36 0024		SY	Rough Grading For Building Foundations And Other Structures by Machine	\$137.10
			Installation	Quantity Unit Price Factor = Total	
				167.00 x 0.75 x 1.0946 = 137.10	
23	31 23 16 36 0025		SY	Finish Grading For Building Foundations And Other Structures by Machine	\$223.01
			Installation	Quantity Unit Price Factor = Total	
				167.00 x 1.22 x 1.0946 = 223.01	
24	31 23 16 36 0031		CY	Spread Excess Or Imported Material On Site By Machine	\$623.81
			Installation	Quantity Unit Price Factor = Total	
				278.00 x 2.05 x 1.0946 = 623.81	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 139242.05
Work Order Title: COS - PEMB & Buildout PH2 Additional Electrical & Dirt

Proposal Name: COS - PEMB & Buildout PH2 Additional Electrical & Dirt
Proposal Value: \$78,814.39

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		
Subtotal for Turnaround Expanded					\$13,796.68
Proposal Total					\$78,814.39

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

Client - City of Stockbridge

Detailed Scope of Work

Print Date: September 04, 2026
Work Order Number: 139242.05
Work Order Title: COS - PEMB & Buildout PH2 Additional Electrical & Dirt
Contractor: GA-ST02-040820-PCI - Prime Contractors, Inc.
Brief Scope: COS - PEMB & Buildout PH2 Additional Electrical & Dirt

To: Gary Frantz Prime Contractors, Inc. 3406 Florence Circle Powder Springs, GA 30127 813-205-9762	From: Terry Harden City of Stockbridge 470-488-7384
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The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

Detailed Scope:

See attached DSOW

Owner

Date

Contractor

Date



Stockbridge – Maintenance Building Phase 1 – CO#5
321 Taylor Dr.
Stockbridge, GA 30281

Scope of Work

Summary Scope (September 4th, 2026)

This work order consists of; Electrical Service Change, Additional Fill Dirt, and Turnaround Expanded per detailed Scope of Work below

1. Drawings and Specifications

Referenced and attached hereto;

- 1.1 Specifications created from Site Visits with Ga Power Service for Electrical Changes and Site Conditions of perimeter of building.

2. Detailed Scope of Work

The Contractor shall perform all work as described below per any and all attached specifications and drawings:

2.1 Electrical Service Change

- Furnish and install (3) 3 ½" PVC conduit an extra 101 LF to new Ga Power Transformer location.
- Furnish and install (4) 400 MCM Copper wire in each 3 ½" conduit to new Ga Power Transformer location for a total of 1,212 LF..

2.2 Additional Fill Dirt

- Furnish and install approximately 230 CY of fill dirt to entire perimeter removed during demo to get to correct grade due to concrete area being more than 6" thick.
- Includes installing the dirt, grading the dirt, and compacting the dirt.

2.3 Turnaround Expanded

- Cut out an additional 10 Lf of turnaround space for trucks to get around building easier.
- Includes approximately 10' LF back, 100 LF long, and 5' tall of dirt to be pushed up the hill or spread onsite.

- **Proposal does not include any concrete additional.**

3. Details that Apply to All Work Areas

- 3.1 Contractor shall utilize the latest issue of the Sourcewell Specifications for all work.
- 3.2 Contractor and all of their subcontractors on site will adhere to the security requirements of the campus including background checks and orientation classes
- 3.3 Contractor and subcontractors will at all times wear shirts identifying the company they are employed with, accompanied by a badge when deemed necessary.
- 3.4 Contractor shall perform work, schedule deliveries and have access to areas of work during and after normal business hours as agreed upon and coordinated with Owners contact for this project: **Gary Frantz**
- 3.5 Contractor shall work with administrators to coordinate around scheduling conflicts with the occupation in the building
- 3.6 Contractor shall be responsible for all safety code compliance pertaining to their portion of work
- 3.7 Contractor shall maintain clean work areas at all times, remove and dispose of all demolished materials and construction debris, rubbish, and waste material from the property of the Owner on a daily basis unless noted otherwise
- 3.8 No tobacco or alcohol will be permitted on the property of the Owner or in the vehicles of the contractor or their subcontractors
- 3.9 No radios are permitted
- 3.10 All measurements and quantities supplied in this scope of work are approximate in nature and are supplied as a convenience for the contractor. The contractor is responsible for field verification of all measurements and quantities.
- 3.11 Contractor shall verify all new and existing conditions and dimensions at job site.
- 3.12 Parking and staging areas will be made available for the Contractor by the Owner and will be coordinated with the Owner prior to beginning work.
- 3.13 Contractor is responsible for protection of all surfaces including those not in the scope of work from construction dust, debris or damage during construction up until final acceptance. The methods of protection including plastic, paper, sealing doors or windows, etc.
- 3.14 Contractor shall install and maintain 48" orange safety fencing around all staging areas or temporary facilities
- 3.15 Contractor shall not be required to pay Davis Bacon wage rates

4. Warranty

- 4.1 The Contractor shall provide all extended manufacturers warranties to the owner prior to project closeout.
- 4.2 All documents necessary, will be addressed to the appropriate Owner Representative for energy rebates when applicable.

5. Permitting:

- 5.1 At the time of issuance of a Purchase Order for this work, it is understood that a permit is required at no cost to General Contractor. Prime Contractors Inc. will be responsible for obtaining such applicable permits and the Owner will be responsible for ensuring no cost to contractor.

6. Submittals

- 6.1 The Contractor shall submit for approval the manufacturer's cut sheets for materials and equipment utilized for this project prior to commencing any work.
- 6.2 All finishes and other standard submittals are to be provided to the Owner prior to installation by the contractor.

7. Project Schedule

- 7.1 Majority of work shall be completed during normal working hours 8:00 am – 5:00 pm Monday thru Friday. After hours and weekends when needed will be coordinated with the Owner at no additional cost. Total project duration is expected to be **1.5 months** after receipt of purchase order and mobilization.

8. Clarifications

- 8.1 The following items are specifically excluded by Contractor and are not part of this agreement. If at any time during work a hazardous material or unknown condition is uncovered, work will cease until the appropriate scope of work is agreed upon and executed as a supplemental work order package or remedied by the Owner:
 - 8.1.1 Any item not included in the specifications or contract.
 - 8.1.2 Permitting and any associated fees
 - 8.1.3 Hazardous materials not in this scope of work

9. Owner Responsibilities

- 9.1 Coordinate any State/Local Fire Marshal approvals as necessary.
- 9.2 Provide access to the worksite during scheduled working hours.
- 9.3 Provide a staging area for project related materials.
- 9.4 Owner shall be responsible for re-routing employee and student traffic as necessary.



City of Stockbridge

AGENDA ITEM

MEETING DATE

09/14/2026

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
- ☒ GRANT FUNDING
- ☐ TRAFFIC CAMERA FUNDING
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BOND

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER:

Chief Orrin Hamilton

DEPARTMENT:

Police Department

ITEM/PROJECT/EVENT:

Requesting Council approval for the establishment and implementation of a Real Time Crime Center (RTCC) for the Stockbridge Police Department. and authorize the purchase of the turnkey RTCC solution from FountainHead Controls in an amount not to exceed \$157,881.19, with \$148,500.00 funded through the Department's Violent Crime Reduction Grant (Consultant Fees 255-32100-521100) and \$9,381.19 funded through Red Speed funds (Contract Services 212-32100-523855).

BACKGROUND INFORMATION:

In 2025, the Stockbridge Police Department began assessing the feasibility of establishing a Real Time Crime Center to enhance the Department's ability to interfere with, prevent, and respond to criminal activity. The proposed RTCC will serve as a centralized source of real-time intelligence, technology integration, and investigative support for the Stockbridge Police Department. The RTCC will provide SPD with an enhanced ability to collect, analyze, and distribute actionable information to officers and investigators during active incidents and ongoing investigations. Following extensive research and discussions with the three viable providers, SPD recommends FountainHead Controls as the preferred vendor.

SIGNATURES:

CITY MANAGER

Frank S. Milazi

CITY TREASURER

Quinton Washington

CITY ATTORNEY

eSigned via GovOS.com

Shawn Edmondson

eSigned via GovOS.com

eSigned via GovOS.com

☒ FINANCIAL IMPACT ☐ N/A

AMOUNT:

157,881.19

ATTACHMENTS:



ITEM/PROJECT/EVENT:

Ultimately, selecting FountainHead Controls represents the most advantageous investment and strategic partnership for the City of Stockbridge. At \$157,881.19, FountainHead delivers a fully integrated, turnkey solution that offers the best total value. Beyond providing competitive pricing for a complete system, FountainHead has demonstrated an unparalleled level of responsiveness, hands-on immersion in the specific software and hardware needs aligned with our vision, partnership with and the endorsement from our IT Department, and a genuine commitment to our agency's mission. FountainHead's proven track record with comparable law enforcement agencies, paired with their direct support and long-term investment in our ongoing success, ensures that our Real Time Crime Center will deliver immediate operational value, flawless integration with our essential software platforms, and the highest quality service to the Stockbridge community.

STAFF RECOMMENDATION:

Staff recommends approval for the establishment and implementation of a Real Time Crime Center (RTCC) for the Stockbridge Police Department.

eSigned via GovOS.com

Nickalia Hines-Wilson



STOCKBRIDGE POLICE DEPARTMENT

4545 North Henry Boulevard, Stockbridge, Georgia 30281
Telephone: (678) 833-3334

O.S. Hamilton
Chief of Police

R.A. Godfrey
Assistant Chief

August 13, 2026

EXECUTIVE SUMMARY

Chief Hamilton and Assistant Chief Godfrey,

Initiated in 2025, the Stockbridge Police Department undertook the task of assessing the feasibility of standing up a Real Time Crime Center (RTCC) to interfere with, prevent, and respond to criminal activity. This is a multi-faceted project that requires phased research to include buildout, staffing, and training. To best meet the needs of this research, I attended the 2025 Real Time Crime Center Conference in Atlanta, I toured both the Dunwoody PD and Conyers PD RTCC's as comparable Department models, I spoke with representatives of the Athens-Clarke County and Chamblee RTCC's, and I researched "turnkey" vendors to provide the infrastructure, software, hardware, training, and technical support for the creation of our Stockbridge RTCC.

To facilitate quotes for our RTCC, I identified the only three vendors in this space who provide "turnkey" RTCC's, two of which are proprietary and one which contracts out the constituent parts of their overall service, respectively: FountainHead Controls, Constant Technologies, and Winsted Company. Assistant Chief Godfrey directed that our RTCC quotes and proposals not exceed a \$160k budget, and all three vendors were able to provide quotes which were under this threshold. The quotes from all vendors include everything except the physical computers, which would require specification and build requirements from our City of Stockbridge I.T. Department due to firewalls and accessibility requirements. The quote from Winsted provides furniture and video wall monitors, computer monitors, network, network accessories, network install, software packages, training, or technical support. These are sourced through two separate entities, Winsted and a contractor, "TruConnect". The quotes from each of the three vendors returned as-follows:

FountainHead Controls (complete): \$157,881.19
Winsted Company (complete): \$157,925.75
Constant Technologies (complete): \$159,941.12

As a source of real-time intelligence and investigative tools, our RTCC would need to ingest our RMS and CAD platform, Tyler Technologies, and also be fully integrated with our proposed Operating System (OS), sentient camera, automated license plate reader, and in the future, Drone as First Responder (DFR) program, Flock Safety. As this is a critical component of our RTCC, I do not recommend Winsted Company; a contract with them would be contingent upon a second sub-contract to coordinate network and technical support, and the contractor provides only limited training at the inception of the project.



STOCKBRIDGE POLICE DEPARTMENT

4545 North Henry Boulevard, Stockbridge, Georgia 30281
Telephone: (678) 833-3334

O.S. Hamilton
Chief of Police

R.A. Godfrey
Assistant Chief

After numerous conversations and meetings with representatives of the three viable providers, I determined that two of the three vendors, FountainHead and Constant, will be able to meet the needs of the Stockbridge RTCC. This finding is supported by their clients of comparable agency size in our area, all of whom vouched for one of these two vendors. Following my research, meetings, conversations, and reviews of their overall proposals, I recommend FountainHead Controls as the best choice for our RTCC needs, with Constant Technologies as a reliable secondary choice. FountainHead Controls has been the most responsive, immersive, and invested company committed to the success of our RTCC as a vehicle to provide the highest quality service to our growing community.

Agenda Item:

Ultimately, selecting FountainHead Controls represents the most advantageous investment and strategic partnership for the City of Stockbridge. At **\$157,881.19**, FountainHead delivers a fully integrated, turnkey solution that offers the best total value. Beyond providing competitive pricing for a complete system, FountainHead has demonstrated an unparalleled level of responsiveness, hands-on immersion in the specific software and hardware needs aligned with our vision, partnership with and the endorsement from our IT Department, and a genuine commitment to our agency's mission. FountainHead's proven track record with comparable law enforcement agencies, paired with their direct support and long-term investment in our ongoing success, ensures that our Real Time Crime Center will deliver immediate operational value, flawless integration with our essential software platforms, and the highest quality service to the Stockbridge community.

Respectfully submitted,

Captain Jimmy P. Keyes
Stockbridge Police Department
Office of Professional Standards



FOUNTAINHEAD CONTROL ROOMS

The Future of Mission-Critical Spaces

Proposal To:
Stockbridge, GA PD

For:
City of Stockbridge PD RTCC

August 7, 2026



Our Story

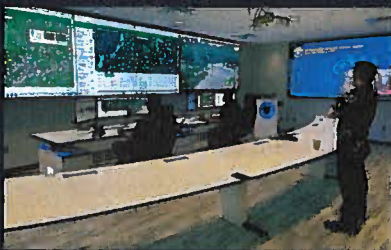
Fountainhead Control Rooms, Inc. is a Veteran-Owned Small Business with over 13 years of experience delivering turnkey control room environments for mission-critical operations. From public safety and military command centers to utility operations and enterprise NOCs, FCR has designed and built control rooms for some of the most demanding organizations in the country — including NASA, Boeing, Raytheon, FEMA, and ConocoPhillips. We provide a single point of accountability from initial design through final commissioning.

Our Passion

We believe control rooms should be engineered around the people who use them. Every project starts with understanding your operators' workflows, sight lines, and daily demands — then designing a space that makes their job easier, safer, and more effective. From ergonomic furniture and lighting to videowall systems and network architecture, every decision is made with operational performance in mind.

Our Team

Our team combines decades of experience across control room design, mission-critical AV integration, and technology consulting. We bring specialized expertise in visualization platforms, network-based video distribution, and 24/7 operational environments — ensuring your investment is built on proven technology and practical field experience.



Dunwoody PD RTCC

Dunwoody, GA

Fountainhead Control Rooms delivered the Dunwoody Police Department's Real-Time Crime Center, integrating license plate recognition, gunshot detection, body cameras, and citywide video into a unified environment that supports real-time intelligence, faster response, and more effective investigations.



Gastonia PD RTCC

Gastonia, NC

"The Real Time Crime Center is a game-changer for Gastonia. By integrating cutting-edge technology with real-time data, we are giving our officers the tools they need to prevent crime, respond faster, and ultimately make our community safer. This investment shows our city's commitment to protecting both people and property."



Chamblee Police Dept RTCC

Chamblee, GA

Fountainhead delivered Chamblee PD's Real-Time Crime Center, integrating cameras, license plate readers, and alerts into a unified system with a central video wall, providing officers with real-time intelligence to enhance response and investigations.



Cumming Police Dept RTCC

Cumming, GA

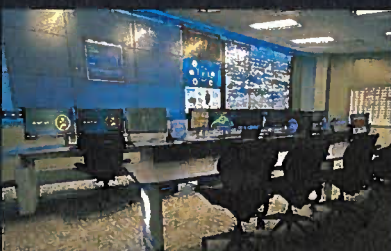
Fountainhead delivered Cumming PD's Real-Time Crime Center (RTCC), a centralized environment designed to enhance real-time response with greater speed and precision. By integrating surveillance, license plate recognition, and data analysis tools, the RTCC provides officers with immediate, actionable intelligence in the field.



Spokane County Sheriffs Office RTCC

Spokane, WA

The Spokane County Real-Time Crime and Emergency Operations Center is a 24/7 intelligence hub where analysts monitor live feeds—911 calls, license plate readers, cameras, body-worn video, social media, and law enforcement databases—delivering actionable intelligence directly to deputies in the field.



Oxford Police Dept - East Metro Area Crime Center (EMACC)

Oxford, AL

The updated EMACC is built for modern policing, featuring ergonomic operator consoles and a central video wall that provides real-time visibility into live video, data, and critical information.



Fountainhead Control Rooms

COVER LETTER

Captain Keyes,

Thank you for the opportunity to propose a Real-Time Crime Center for the Stockbridge Police Department. Fountainhead Control Rooms specializes in the design, integration, and deployment of mission-critical operations environments for law enforcement, emergency management, and public safety organizations. We bring a focused approach to RTCC design, drawing on direct experience with departments that share the same operational profile and growth trajectory as Stockbridge PD.

This proposal delivers a fully integrated RTCC environment purpose-built for 24/7 operation. The space is anchored by a pair of 85-inch commercial-grade displays providing the shared situational-awareness surface for the room, a two-operator sit/stand console outfitted with six 32-inch curved monitors, and 24/7-rated operator seating. Sources route through a fully managed AV-over-IP transport that supports any-source-to-any-destination control without bandwidth or layout limitations. A Real-Time Crime Center is a system that grows with the department, so the architecture is sized to expand cleanly into additional operator positions, additional display surfaces, and additional source feeds without forklift change-out of the central system.

At the heart of the design is the vis|ability video wall management platform from Activu. We selected vis|ability after a careful review of the available platforms because it gives Stockbridge PD operational independence from any single hardware vendor, runs on commercial off-the-shelf compute that the department's IT staff already understand and support, and provides a clean, intuitive interface for managing layouts, sources, and shared situational awareness across the room. The platform's daily workflows — recall layouts, push to wall, manage source pools, brief shift change — are designed to be operated by department personnel without specialized programming knowledge, and the system is sized so that operational changes and expansion can be handled by your team without waiting on a service call.

We would welcome the chance to demonstrate the platform. A remote demo of the actual operator interface is available at your convenience and is the fastest way to validate that the system fits the way your operators actually work.

Our team has commissioned similar RTCC environments for departments across the region, and the engineering, project management, and field installation staff assigned to this project have direct experience with every element of the proposed system. We treat each RTCC as a long-term operational partnership — the goal is not just to turn the system over at substantial completion, but to have the room continue to perform on day 365 the same way it does on day 1.

We welcome the opportunity to walk through any portion of the design, scope, or pricing in detail. If a phone call, on-site visit, or live system demonstration would be helpful at any stage of your evaluation, please let us know and we will arrange it promptly.

Thank you again for the opportunity.

Respectfully,

Noah White
Director of Control Room Solutions

Tyler Danielson
Director of Engineering

Fountainhead Control Rooms, Inc.

RTCC

SCOPE

1. Project Overview

Fountainhead Control Rooms will design, furnish, install, and commission a turnkey Real-Time Crime Center for the Stockbridge Police Department. The delivered environment is purpose-built for 24/7 operation and integrates two large-format commercial displays, vis|ability Display Processing, Visionary Solutions AV-over-IP source transport, and a two-operator console environment with supporting ergonomic seating and workstation monitors.

This proposal is a complete turnkey package covering all equipment, software, freight, on-site installation labor, commissioning, training, and project management.

2. Deliverables

2.1 vis|ability Software Suite

- vis|ability System Manager (hosted on a dedicated Dell PowerEdge R360 / Windows Server 2022 appliance)
- One (1) vis|ability Display Node
- Eight (8) Basic Display Licenses covering the command displays and operator-position display destinations
- Four (4) vis|ability Desktop Client licenses for operator workstation capture, multi-view, and content sharing

2.2 Displays & Processing

- Two (2) Samsung QM85C 85" commercial 4K UHD displays
- Two (2) Chief Tempo FP wall mount systems with integrated PDU bundles
- One (1) Dell Precision 7960 dual-GPU rackmount workstation (vis|ability Display Processor, Win11 LTSC24, 3-year ProSupport)
- One (1) Matrox Mura IPX 4K capture and IP decode card — direct 4K HDMI capture of up to four (4) fixed sources, with hardware-accelerated decode of up to 32 simultaneous HD camera streams
- Two (2) StarTech Mini DisplayPort to HDMI 4K60 adapters

2.3 AV-over-IP Source Transport

- Two (2) Visionary Solutions E5100 encoders — 4K60 4:4:4 visually lossless transport
- Two (2) Visionary Solutions D5100 decoders
- One (1) Apple TV deployed as a fixed network source for streaming and presentation content
- One (1) Netgear M4250-10G2F-POE+ managed switch dedicated to the AV-over-IP network

2.4 Operator Consoles & Seating

- One (1) SPF EliteAir 24/7 two-operator sit/stand console with integrated power distribution, cable management, backlit customer logo panels, and RGB accent lighting
- Two (2) BodyBilt Next24 3500 Series 24/7-rated high-back task chairs
- Six (6) Samsung S32CG552EN 32" curved 1440p desktop monitors deployed three per operator position

2.5 Professional Services

- Remote software commissioning of the vis|ability platform by the vis|ability engineering team
- On-site installation labor and system integration at the RTCC, self-performed by Fountainhead
- Commissioning and factory acceptance testing of the installed system
- Comprehensive operator and administrator training on the vis|ability platform
- System documentation and operational handoff
- Project management, design, and general administration

- Local travel mileage

3. Scope of Work

This project delivers a complete turnkey RTCC environment built around a single two-operator command position. The operator environment is anchored by an SPF EliteAir 24/7 two-operator sit/stand console, configured with integrated power distribution, cable management, backlit Stockbridge PD branding, and RGB accent lighting. Two BodyBilt Next24 3500 Series 24/7-rated task chairs complete the operator positions, with six Samsung S32CG552EN 32" curved monitors deployed three per operator station.

Two Samsung QM85C 85" commercial 4K UHD displays are mounted to the designated structural wall using Chief Tempo full-service wall mounts with integrated PDU bundles, and driven by the vis|ability Display Processor (Dell Precision 7960) running the vis|ability software platform. A Matrox Mura IPX 4K capture and decode card provides direct 4K HDMI capture of up to four fixed-room sources and hardware-accelerated decode of up to 32 simultaneous HD camera streams — significantly higher throughput than CPU-only decode paths. The vis|ability platform includes a Genetec viewer, allowing existing camera feeds to be rendered directly on the command displays.

Visionary Solutions E5100/D5100 encoder/decoder pairs provide cost-effective 4K60 4:4:4 AV-over-IP transport across the environment, carried over a dedicated Netgear M4250 PoE+ switch. An Apple TV is deployed as a fixed network source for streaming and presentation content. Additional source feeds can be added through the AV-over-IP encoders without changes to the central management system.

The vis|ability System Manager — hosted on a dedicated Dell PowerEdge R360 appliance running Windows Server 2022 — coordinates user access, licensing, layouts, templates, and source routing. Four vis|ability Desktop Client licenses enable operator workstations to view, control, and share content from any connected source directly from their own workstation, without additional endpoint hardware.

Remote software commissioning of the vis|ability platform will be performed by the vis|ability engineering team prior to on-site mobilization — a proven workflow used successfully on comparable deployments that keeps the commissioning schedule predictable and reduces operational disruption. Fountainhead will perform all on-site installation work, including rack-mounting and cabling of the vis|ability processing server and System Manager, display mounting and alignment, AV-over-IP encoder/decoder deployment, and console assembly, along with full system integration and commissioning. Factory acceptance testing will be conducted with department staff before handoff, along with comprehensive hands-on training for operators and administrators covering the vis|ability platform and Desktop Client usage, ensuring your team is fully comfortable with the new system before handoff.

4. Assumptions

- Client will provide a suitable physical space with appropriate power, HVAC, and lighting for a 24/7 operations environment.
- Structural mounting points for the command displays are adequate for the combined weight of two (2) 85" displays and full-service wall mounts, and wall backing is suitable for the specified mount type.
- Adequate network infrastructure (drops, bandwidth, switching outside the dedicated AV-over-IP switch, VLAN provisioning, firewall exceptions, IP addressing) will be provided by the client to support vis|ability platform operation, Desktop Client traffic, and any integration with existing agency systems.
- Client will provide the equipment rack enclosure, associated PDUs, and UPS capacity sized to serve the equipment listed in this scope.
- Client will provide operator workstation PCs. vis|ability Desktop Client will be installed by Fountainhead onto client-provided workstations.
- Licensed access to any third-party video management or camera systems to be integrated with the vis|ability platform will be provided by the client, along with API credentials and coordination with the applicable vendor.
- Client will provide reasonable and timely access to the facility, equipment rack, and installation areas during the installation and commissioning phases.
- Client will designate a primary point of contact with decision-making authority to facilitate timely approvals and communication throughout the project.
- The site will be "install ready" per the conditions outlined in the proposal terms at the time of scheduled installation.

5. Exclusions

- Structural modifications, electrical work, or HVAC upgrades to the facility



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- Wall construction, paint, finish carpentry, wall covering, and room acoustic treatment
- Raised access flooring or under-floor electrical distribution
- Equipment rack enclosure, rack-level PDUs, and UPS equipment
- Operator workstation computers, keyboards, mice, or peripherals beyond the operator monitors and visibility Desktop Client software licenses included in this scope
- KVM or operator-side source-switching hardware
- Network infrastructure beyond the dedicated AV-over-IP switch explicitly listed in this scope
- Third-party software licensing (e.g., video management systems, camera platforms, Microsoft Teams, monitoring platforms)
- Audio system integration, DSP, or dedicated control processor hardware (e.g., Q-SYS) — not included in this scope
- Voice-over-IP phone systems, radio dispatch integration, and body-worn camera platforms
- Permits, inspections, or regulatory compliance filings
- Disposal or removal of existing equipment
- Ongoing maintenance beyond the included software maintenance agreement term

VIDEOWALL

QTY	DESCRIPTION	PRICE	PRICE EXT
1	Fountainhead Control Rooms System Design & Docs System Design, Documentation, Drawings		
1	Fountainhead Control Rooms Project Management		
2	Samsung QM85C /w Mount	\$4,834.67	\$9,669.34
1	Samsung QM85C 85-inch Commercial 4K UHD Display, 500 NIT		
1	Chief AS3LDP7 TEMPO FP WALL MOUNT SYSTEM, PDU BUNDLE		
VIDEOWALL TOTAL			\$9,669.34

VIDEO

QTY	DESCRIPTION	PRICE	PRICE EXT
6	Samsung S32CG552EN 32" Curved Desktop Monitor	\$453.33	\$2,719.98
2	Visionary Solutions D5100 A/V Decoder, 4K60 4:4:4 UHD over IP cinema quality ultra-low latency visually los...	\$926.67	\$1,853.34
2	Visionary Solutions E5100 A/V Encoder, 4K60 4:4:4 UHD over IP cinema quality ultra-low latency visually los...	\$926.67	\$1,853.34
1	Visionary Solutions GSM4212P-100NAS M4250-10G2F-POE+ MANAGED SWITCH / 8 x Gigabit Ethernet PoE+, 2..	\$716.00	\$716.00
6	C2G CG50183 8ft Premium High Speed HDMI Cable	\$27.99	\$167.94
1	Apple APPLE TV APPLE TV	\$186.25	\$186.25
VIDEO TOTAL			\$7,496.85

NETWORK

QTY	DESCRIPTION	PRICE	PRICE EXT
6	C2G CG50612 15ft/4.5M High Speed HDMI Cable w/ Eth	\$17.14	\$102.84
2	C2G CG27572 RJ45 CAT5E MOD PLUG RND SLD/STRND 10PK	\$8.00	\$16.00
1	C2G C2G56028 1000FT CAT5E SOLID UTP CMR BLUE TAA	\$464.99	\$464.99
NETWORK TOTAL			\$583.83

TECHNICAL FURNITURE & CONSOLES

QTY	DESCRIPTION	PRICE	PRICE EXT
1	SPF ELITEAIR-24/7 SIT/STAND CONSOLE 2 OPERATORS	\$20,555.87	\$20,555.87
1	SPF ELITEAIR-24/7 SIT/STAND CONSOLE 2 OPERATORS		



Fountainhead Control Rooms

QTY	DESCRIPTION	PRICE	PRICE EXT
1	SPF 200-0035349 ELITEAIR-FOOT LEFT		
1	SPF 200-0035348		
1	SPF 200-0036399		
1	SPF 200-0035671		
2	SPF 200-0037277		
1	SPF 200-0038129 ELITE-BRACKETS PDU IBC 1PC CABINET (X2)		
1	SPF 200-0038149 IBC*-PDU 6US (371.5)		
2	SPF 200-0037596 ELITE-BACKLIT CUSTOMER LOGO (x2)		
2	SPF 200-0037131		
2	SPF 200-0037556		
6	SPF 200-0036663 NOV-991+3019+000 CLU PLUS C TABLE MOUNT, SILVER		
2	SPF 200-0036859		
2	SPF 200-0037042 IBC*-PDU 10XUS		
3	SPF 200-0036287 IBC-CABLE USA-WIELAND 3AWG-14 LH BLACK 3M (x2)		
2	SPF 200-0035421 ELITE-PS BOX 12V 60W 8 EXIT 4WAY RGB COMMANDER RF		
2	SPF 200-0037143 CBL-IEC-C13 NEMA-5-15P SVT 18/3AWG 10A 0.4M BLACK		
2	SPF 200-0029993 CBL-IEC-C13 NEMA-5-15P SVT 18/3AWG 10A BLACK 1M		
1	SPF 200-0037280 ELITEAIR-KIT LED RGB FOOT LEFT		
1	SPF 200-0037284		
1	SPF 200-0037281		
4	SPF 200-0035319 ELITE-KIT LED 24V RGB WORKSURFACE CORNER (X2) (x2)		
1	SPF 200-0035669 ELITE-ASSEMBLY INSTRUCTIONS MANUAL		
1	SPF 200-0035668 ELITE-CONSOLE PACKAGING (x4)		
2	BodyBilt 3500 SEAT 7 BodyBilt Next24 3500 Chair - Double stitching, Skydex Upholstery, HD Cylinder, 5 S...	\$1,785.33	\$3,570.66
TECHNICAL FURNITURE & CONSOLES TOTAL			\$24,126.53

VIDEOWALL PROCESSOR

QTY	DESCRIPTION	PRICE	PRICE EXT
1	vis ability System Manager Bundle Hardware and Software to run the vis-ability suite	\$38,373.08	\$38,373.08
1	vis ability R360_3Yr PowerEdge R360 Server, 3yr ProSupport Plus (System Manager)		
1	Microsoft P73-08328 Server 2022 Standard 16 Core		
1	Activu ACTVISSYS vis ability System Manager (VM)		
1	vis-ability Display Node Bundle Hardware and Software to run the RTCC Videowall Processor	\$24,310.77	\$24,310.77
1	Dell R7960_3YR_2C_LTSC24 vis ability Display Processor Dell 7960 Workstation / 2 GPU / 3 Yr Support / W. .		
1	Matrox MURAIPXI-D4JHF Fanless 4K Capture and IP Decode Board		
2	StarTech ST-MDP2HD4K60S StarTech MDP2HD4K60S Mini DisplayPort to HDMI Adapter - 4K 60Hz		
1	Activu ACTVISDNA vis ability Display Node		
8	vis ability ACTVISDP1_NA Display License - Basic		
4	Activu ACTVISU1 vis ability Desktop Client (Single License)	\$816.67	\$3,266.68
2	Activu ACTVISCT_NA Software Commissioning and Training (End User and System Administration)	\$2,266.67	\$4,533.34
1	Activu ACTMAINT Software Maintenance	\$6,645.33	\$6,645.33
VIDEOWALL PROCESSOR TOTAL			\$77,129.20



Fountainhead Control Rooms

EQUIPMENT TOTAL	\$119,005.75
LABOR TOTAL	\$20,018.19
SHIPPING	\$3,965.31
MISCELLANEOUS HARDWARE	\$1,321.77
ADMIN FEE	\$3,570.17
FREIGHT	\$10,000.00
RTCC TOTAL	\$157,881.19



System Diagram

ACCEPTANCE

FINANCIAL

PAYMENT SCHEDULE

- 60% product down payment due with purchase order for material mobilization
- 35% due with delivery, NET30
- 5% remaining due with substantial completion, NET30

EQUIPMENT TOTAL		\$119,005.75
ENGINEERING		\$8,988.52
INSTALLATION		\$3,687.38
MANAGEMENT		\$5,111.12
PROGRAMMING		\$2,231.17
SHIPPING		\$3,965.31
MISCELLANEOUS HARDWARE		\$1,321.77
ADMIN FEE		\$3,570.17
FREIGHT		\$10,000.00
SUBTOTAL		\$157,881.19
TOTAL TAX		\$0.00
PROJECT TOTAL		\$157,881.19

TERMS

1. Assumptions

The following assumptions form the basis of this proposal. Any material deviation from these assumptions may result in adjustments to scope, schedule, or pricing via written change order.

- Client will provide a suitable physical space with appropriate power, HVAC, and lighting for a 24/7 operations environment.
- Adequate network infrastructure (drops, bandwidth, switching) will be available for AV-over-IP transport, vis|ability platform operation, and any PoE-powered endpoints.
- Client will provide reasonable and timely access to the facility, equipment racks, and installation areas during the installation and commissioning phases.
- Operator workstations are network-connected and capable of running the vis|ability desktop client software.
- Structural mounting points for videowall displays are adequate for the combined weight of displays and mounting hardware, and wall backing is suitable for the specified mount type.
- An accessible network drop will be available at the location where any touch panel controllers or control system endpoints will reside. (if applicable)
- Existing cabling and infrastructure (if applicable to a processor swap or upgrade project) between the equipment rack and display endpoints is functional and will be reused.
- Client will designate a primary point of contact with decision-making authority to facilitate timely approvals and communication throughout the project.

2. Exclusions

The following items are expressly excluded from this proposal unless specifically listed in the deliverables or optional packages:

- Operator workstation computers, monitors, keyboards, mice, or peripherals beyond vis|ability desktop client software licenses
- Ongoing maintenance beyond the included software maintenance agreement term



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- Furniture, seating, or fixtures other than those specified in the equipment schedule
- Replacement of existing display hardware (unless explicitly included)
- New cabling runs or infrastructure modifications (unless explicitly included)
- Third-party software licensing (e.g., Microsoft Teams, monitoring platforms, VMS systems)
- Permits, inspections, or regulatory compliance filings
- Disposal or removal of existing equipment

3. Lead Time

16 - 18 week lead time from receipt of purchase order, processing of initial milestone payment, and signed production sign-off drawings (if applicable).

Expedited shipping is available for an additional fee. All lead times are estimates, not guarantees, and are not subject to liquidated or consequential damages. Lead time shall not commence until all listed conditions are fully satisfied.

4. Pricing & Proposal Validity

Pricing is contingent upon receipt of all items listed in the equipment schedule as a complete package. Individual line items may not be separated or awarded independently without written approval from Fountainhead Control Rooms, Inc.

This proposal is valid until September 4, 2026. Proposed pricing is subject to price review and validation if award is given and accepted after the date of validity.

This proposal is valid only if accepted in writing by Stockbridge, GA PD and deposit payment received no later than September 4, 2026.

5. Logistics & Freight

The quoted freight cost is an estimate. If actual freight costs exceed the estimate, Fountainhead Control Rooms, Inc. will invoice the actual freight cost plus a 15% administrative fee. Buyer agrees to pay such adjusted freight costs without delay. Due to market volatility, this policy ensures that we can continue to provide reliable service.

Delivery is to the loading dock. Inside delivery is not included in the pricing. Risk of loss and responsibility for the Equipment shall transfer to Buyer upon delivery at the loading dock. The end-user team is responsible for receiving, storage, and movement from delivery truck to project installation site. Buyer must notify Fountainhead Control Rooms, Inc. in writing within a commercially reasonable time in the event of any damage to shipping crates.

6. Install Ready Requirements

Prior to installation of equipment, Fountainhead Control Rooms, Inc. must be assured that physical spaces are in conditions that do not result in damage, malfunction, loss, or theft of equipment. The following minimum requirements must be met for a space to be considered "install ready":

- All "hot work" (e.g., welding, torch cutting) must be complete
- Conduits, junction boxes, electrical receptacles, and outlet boxes (floor and/or wall) must all be installed and trimmed out
- Cable pathways to/from console locations must be available and completed as specified
- Overhead work (ceiling installation, HVAC ducting, fire suppression systems, etc.) must be completed
- All lighting, finished floor, finished ceiling, and other construction-related work must be completed

In the event that the installation location is not found to be within parameters of "install ready," delays may occur and require rescheduling. If personnel have already arrived on-site after confirmation of install ready and the site is not



ready, then associated costs (labor hours, flights, per diem, lodging, etc.) will be billed to the end-user at actual expense in addition to the contract price.

6. Finish Selection

Color selection, logo files, and final confirmations are required before manufacturing commencement. Changes to design may be requested after confirmation, but pricing and lead time may be subject to change. Not all changes can be accommodated during manufacturing and are subject to review and approval by the manufacturer.

7. Delays

The timely completion of the project is contingent upon end-user cooperation. The following actions (or inactions) by the end user shall constitute excusable delays and shall entitle Fountainhead Control Rooms, Inc. to a reasonable extension of time for performance, for which Fountainhead Control Rooms, Inc. shall bear no liability for any resulting schedule impacts:

1. **Approval Delays:** Failure to review and approve designs, drawings, and/or other required documentation within the agreed timeline.
2. **Site Access Issues:** Lack of access to the installation site or readiness of the site as per the project schedule (see Install Ready Requirements).
3. **Change Requests:** Modifications to the scope of work, materials, or design after approvals have been granted.
4. **Payment Delays:** Failure to make payments per milestones as stipulated in the contract.

In the event of such delays, Fountainhead Control Rooms, Inc. reserves the right to adjust the project schedule, in its reasonable discretion, and recover any additional costs incurred, including storage fees, re-mobilization charges, and labor rescheduling fees relating to end-user-induced delays.

Such delays shall not constitute a breach of contract and shall not give rise to any liquidated damages, delay damages, or other claims related to project timing.

8. Force Majeure

Fountainhead Control Rooms, Inc. shall use commercially reasonable efforts to render the Services and/or Equipment in accordance with any committed timetable set forth in the SOW; however, all such timetables are estimates only and not guarantees of performance. During the course of providing the Services and/or Equipment, events outside the reasonable control of Fountainhead Control Rooms, Inc. (collectively, "Force Majeure Events") may impact the completion schedule. Fountainhead Control Rooms, Inc. shall be entitled to a reasonable extension of time for performance and shall not be held responsible for any such delays in meeting the completion schedule or failure to deliver or perform as a result of any delays resulting from any such occurrence.

As used in this Agreement, Force Majeure Events include but are not limited to (i) any cause beyond Fountainhead Control Rooms, Inc.'s reasonable control; (ii) acts of God, acts of Client, acts of civil or military authority, governmental priority, strikes or other labor disturbances, flood, epidemic, war, riot, delay in transportation or carrier shortages; or (iii) inability, due to causes beyond reasonable control, to obtain necessary materials, components, services, or facilities.

Fountainhead Control Rooms, Inc. will notify the Client promptly of any material delay excused by this clause and will specify the revised delivery date as soon as practicable. Delays or changes in predecessor or dependent tasks shall automatically extend Fountainhead Control Rooms, Inc.'s performance schedule accordingly.

Under no circumstances shall Fountainhead Control Rooms, Inc. be liable for any liquidated damages, delay damages, or consequential damages arising from delivery or schedule impacts, including those related to Force Majeure Events or freight-related delays.

9. Limitation of Liability

Fountainhead Control Rooms, Inc.'s total liability under this Agreement shall not exceed the total contract value. In no event shall Fountainhead Control Rooms, Inc. be liable for indirect, incidental, or consequential damages.

10. Storage

If the end-user's actions or inactions result in delays preventing the delivery, installation, or completion of the project, Fountainhead Control Rooms, Inc. reserves the right to store the products at the end user's expense. This includes, but is not limited to:

5. Delays in Site Readiness: The installation site is not prepared or accessible as per the agreed timeline (see Install Ready Requirements).
6. Postponed Delivery: Client requests to defer delivery beyond the scheduled date.

Storage fees will be charged at a rate of \$50.00 per day beginning 7 calendar days after the originally scheduled delivery date. All storage fees must be paid in full before the release or rescheduling of delivery. Fountainhead Control Rooms, Inc. is not responsible for any damage, degradation, or additional handling costs incurred due to extended storage.

11. Change Orders

Any additions to and/or deletions from the materials and labor to be provided under this proposal and any resulting change(s) in cost shall only be by way of written change order(s) and shall be valid only after being signed by both the Client and Fountainhead Control Rooms, Inc. Verbal agreements or informal communications do not constitute authorized changes to the scope of work.

12. Termination & Cancellation

Fountainhead Control Rooms, Inc. reserves the right to terminate the agreement if the end user:

7. Fails to meet payment obligations within 120 days of the due date.
8. Violates any terms of the agreement.

In such cases, the end user will be liable for all costs incurred to date, plus any applicable cancellation fees. All deposits made by the end user are non-refundable unless otherwise agreed in writing. Upon termination, Fountainhead Control Rooms, Inc. retains ownership of all work, materials, and designs created. The end user must return any delivered materials not yet paid for or compensate Fountainhead Control Rooms, Inc. for their value.

13. Confidentiality

During the course of this Agreement, each party, its employees, subcontractors, officers, and agents may receive or have access to Confidential Information of the other party (each, a "Receiving Party" when the recipient of Confidential Information, and a "Disclosing Party" when the discloser of Confidential Information). In the event the Receiving Party obtains Confidential Information from the Disclosing Party, the Receiving Party agrees to keep such Confidential Information in the strictest confidence and safeguard such information using the same degree of care as it uses to safeguard its own Confidential Information, which in no case shall be less than a reasonable degree of care.

Each party's Confidential Information consists of its business plans and customer lists, any information the Disclosing Party identifies as confidential at the time of disclosure (or if in writing the Disclosing Party marks as Confidential), and any information a reasonable person would consider confidential under the circumstances.



14. Acceptance & Authorization

I accept this proposal and hereby authorize Fountainhead Control Rooms to proceed with the installation of the included systems at the facilities of Stockbridge, GA PD constructing at 4545 N. Henry Blvd Stockbridge, GA 30281 as described in the totality of this document. I further authorize Fountainhead Control Rooms to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to Fountainhead Control Rooms. In keeping with the Terms of Payment listed above: It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until Stockbridge, GA PD and Fountainhead Control Rooms agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by Stockbridge, GA PD or their staff, construction, other building trades or any other party, and additional costs may be incurred by Stockbridge, GA PD from Fountainhead Control Rooms. If such delays result in additional costs that are not covered by the pricing in this proposal: I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by Stockbridge, GA PD and Fountainhead Control Rooms. This proposal is valid only if accepted in writing by Stockbridge, GA PD and deposit payment received no later than September 4, 2026

ACCEPTANCE

STOCKBRIDGE, GA PD

SIGNED

DATE

PRINT NAME

TITLE

FOUNTAINHEAD CONTROL ROOMS

SIGNED

DATE

PRINT NAME

TITLE

What is vis|ability System Manager?

System Manager manages the configuration of sources of content, like video walls and display endpoints, externally controlled devices, user profiles, and permissions, in a central database, and serves them to authenticated components of the vis|ability software platform.

✓ Centralized Management

The ultimate hub for complete control: manage Users, Sources, Displays, and Integrations seamlessly from a single interface.

✓ Robust Security

Access is protected through a secure, authenticated interface, ensuring administrative actions remain in trusted hands.

✓ High Availability

Deploy System Manager with unmatched flexibility—physical or virtual configurations tailored to your redundancy and uptime requirements.

Key Benefits

+ Expandability

Effortlessly scale your system—add unlimited information to meet evolving needs without limitations.

+ Simplicity

Designed with an intuitive admin interface, enabling administrators to expand the system quickly and easily with minimal effort.

+ Resilience

Built for secure disaster recovery from any location, leveraging virtual or clustered physical machines to ensure continuous operation and reliability.



Model:	vis ability Minimum Server	vis ability Enterprise Server	vis ability Virtual Machine	vis ability Cloud
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Typical Use	For small teams with low display requirements.	For medium and large teams, with larger displays and multiple locations.	Scalable deployment based on system size and requirements.	Removes the hardware burden from the user's organization, and is available anywhere by default.
Chipset	Intel i7 12th Generation or higher or equivalent.	Intel XEON Silver 4xxx Series or higher.	2 processors, 6 cores each.	
CPU	12 cores	24 cores	12 cores	
RAM	32GB DDR4	64GB DDR5	32GB DDR4	
Storage	512 GB free storage, SSD highly suggested*	512 GB free storage, SSD required*	512GB high speed storage	
Network	2x 1Gbps	2x 1Gbps, optional 10 Gbps support where required.	Virtual networking equivalent of 1Gbps, multiple virtual networks if needed.	

*Suggest minimum RAID 1 drive arrays, RAID 5 recommended. Storage requirement may be higher if large amount of media sources are required.

vis|ability

Seamless Situational Awareness

What is vis|ability Desktop Client?

Desktop Client enables users to organize and publish visual information to **Display Nodes**, share it with others (even outside the network), and capture application windows or screens as **Sources**, such as sharing an operator's screen to a video wall.

Desktop Client provides intuitive access to vis|ability advanced features such as scripting, creating and using **Action Panels**, and optional features such as **Link** and **Web Portal**.

✓ Ease of Use

An intuitive user interface allows real-time content management at the desktop, on large-format displays, and facilitates seamless collaboration between users, displays, locations, and business units.

✓ Authentication and Security

Integrates with **Active Directory** for single sign-on (SSO), ensuring secure and streamlined access for all users.

✓ Comprehensive Source Management

Capture and publish application windows or entire screens as **Sources**, enabling flexible sharing and enhanced situational awareness.

Key Benefits

+ Simple Yet Powerful

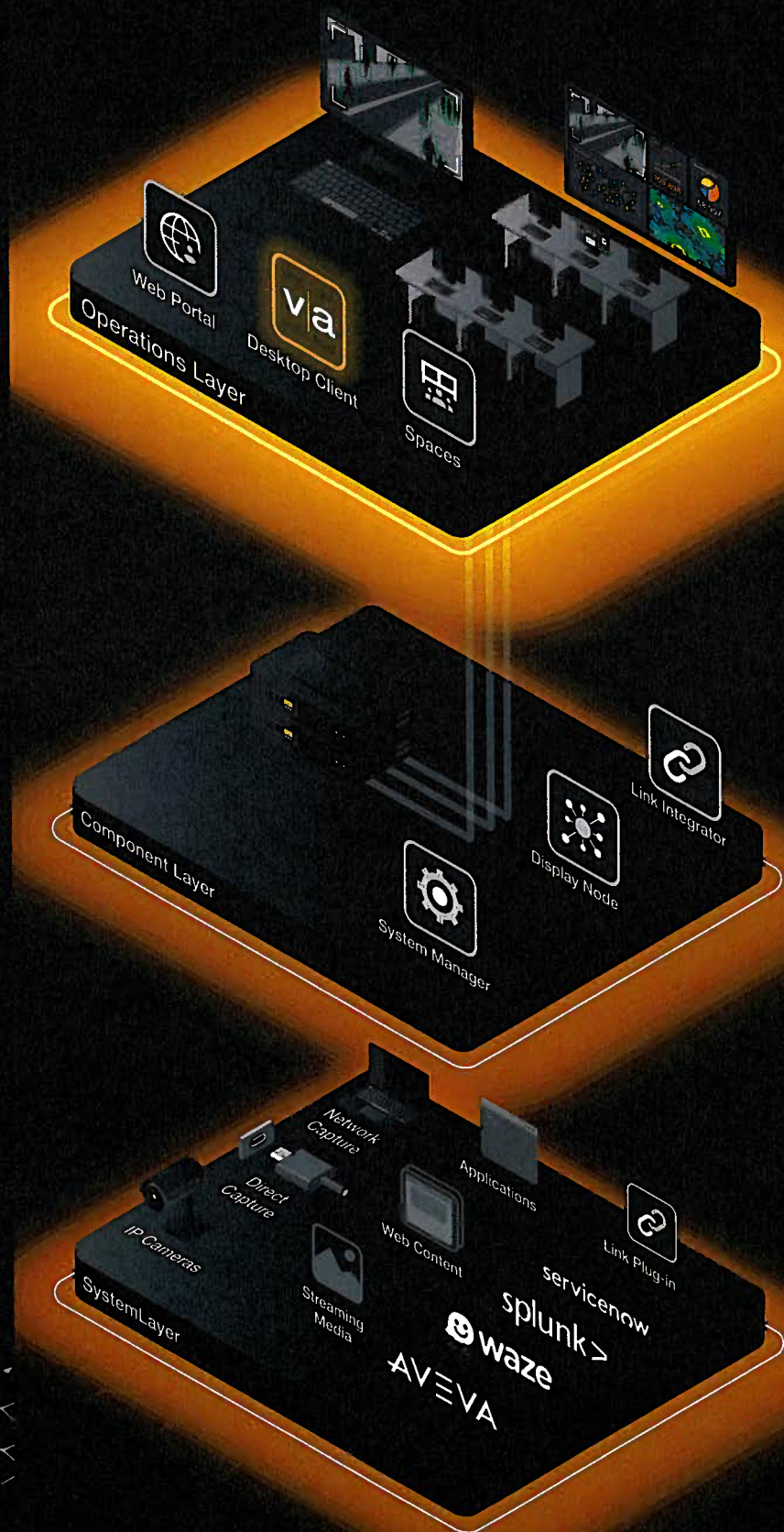
An intuitive interface makes it easy to organize, publish, and share visual information while offering robust capabilities for advanced needs.

+ Enhanced Collaboration

Enables seamless sharing of content with users, both within and outside the network, fostering better teamwork and communication.

+ Versatile Source Management

Allows users to capture and publish application windows or entire screens, such as operator displays, to video walls for real-time situational awareness.



What is vis|ability Spaces?

Spaces, a **Desktop Client** component, lets users create and manage virtual, real-time operating views directly from their desktop. These customizable **Spaces** organize, view, and share critical content across the organization, accessible on any vis|ability platform display—video walls, desktops, or mobile devices.

✓ Collaboration

Enable seamless collaboration by providing a unified operating picture that connects operators, management, and field personnel, ensuring everyone works from the same real-time information.

✓ Enhanced Situational Awareness

When an anomaly occurs, end users can initiate a collaborative session directly from their desktop, bringing together the most relevant personnel and critical content to streamline incident recovery.

Key Benefits

+ Share to Display Wall

Collaborative sessions can be seamlessly shared to any destination within the platform, including video walls, enhancing visibility and coordination.

+ Enhanced Collaboration

Enables teams to work together in realtime, integrating critical data and inputs from multiple users for more effective decision-making.

+ Contextual Relevance

Organizes and presents only the most pertinent information, ensuring focus on what matters during critical operations.





What is vis|ability Capture Client?

The **Capture Client** agent is an encoding tool that enables vis|ability to acquire content from any network connected computer and deliver that content to any defined end point. It is able to intake an entire desktop, one or multiple screens, a single application, or predefined areas of the desktop- all while maintaining high security and network efficiency.

- ✓ **Flexible Content Capture:** Supports capturing entire desktops, specific screens, individual applications, or predefined desktop areas to meet diverse operational needs.
- ✓ **Secure and Efficient Encoding:** Maintains high security and network efficiency while encoding and transmitting content across the vis|ability platform.

Key Benefits

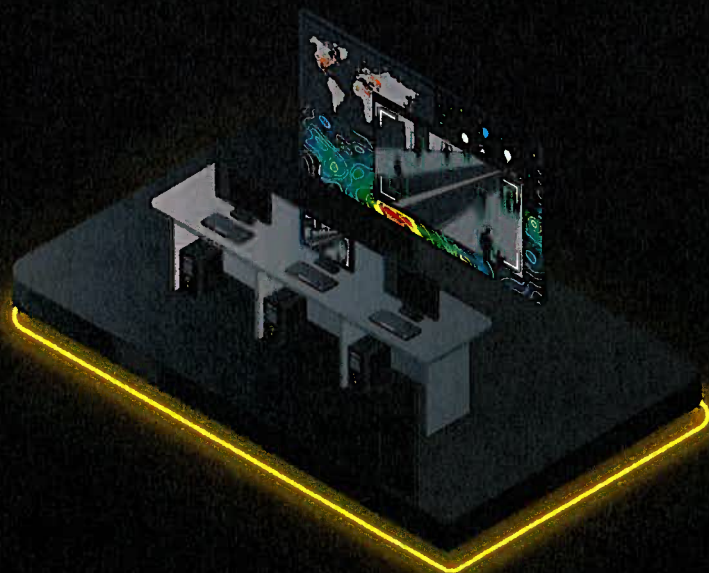
- + **Enhanced Collaboration:** Enables seamless sharing of critical visual information across endpoints, improving teamwork and decision-making.
- + **Operational Flexibility:** Adapts to various use cases by capturing and delivering exactly what's needed, from a single application to multiple screens.
- + **Streamlined Integration:** Simplifies content acquisition from any network-connected computer, ensuring compatibility and ease of use within existing workflows.

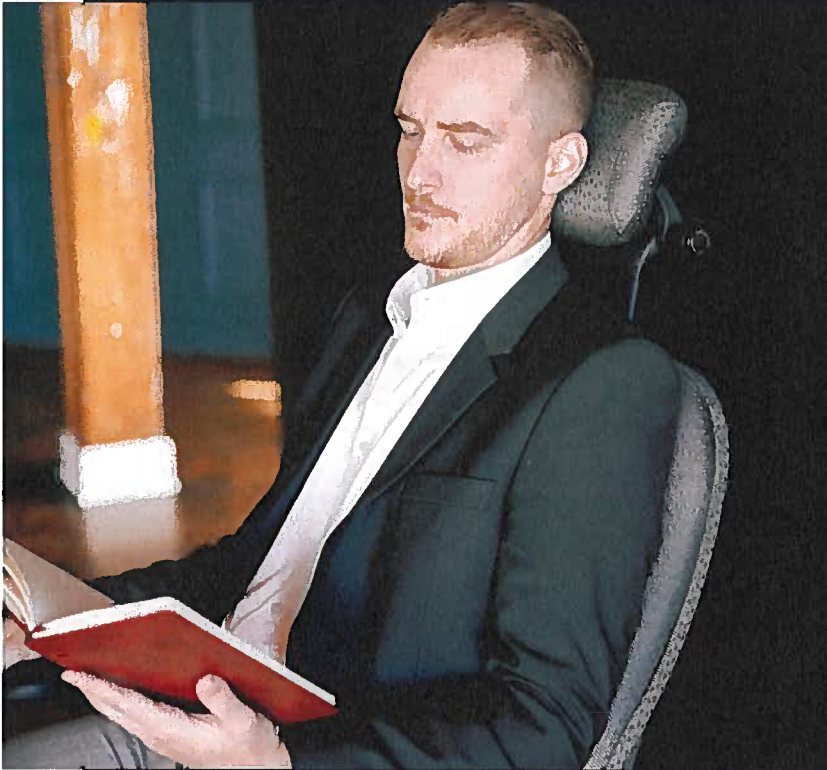


Crisis Room



Integrated Operations Center





3500 SERIES CHAIRS

The J3500 series is a high-back executive ergonomic chair that offers a moderately contoured seat and comfortable high back with an exchangeable seat pan which stimulates correct ergonomic posture. This ergonomic seat is designed for the very busy exec that would like a balance between ease and performance. Rely on this ergonomic chair to improve your day-to-day productivity.



HEALTHCARE



LABORATORY



OFFICE



HOME



HEAD AND NECK SUPPORT

The neckroll is made to fit behind the neck, providing extra support. Adjustable in height, angle, and bend.

ADJUSTABLE ARMS

The soft 6-way adjustable arms adjust in height, angle, and width.

BASE AND CASTER CHOICES

Durable five star base with carpet or hard floor casters. Other styles and sizes available.



Color Options

Carbon | Ink | Steel

SEAT OPTIONS

Seat available in flat, moderate contour, deep contour and petite.

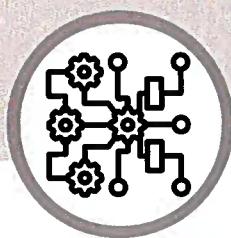
J / R / E MECHANISM

Your choice of (3) different mechanisms, all with multiple adjustment points and specific recline features.

SPECIFICATIONS

Backrest Width, Shoulder Region	19.00"
Backrest Width, Lumbar Region	23.00"
Backrest Height	22.00"
Backrest Height Adjustment	4.00"
Lumbar Height Adjustment	4.00"
Seat Width	21.00"
Seat Depth	19.50"
Seat Depth Adjustment	2.50"
Seat Height (range)	17.50" - 21.00"
Armrest Height Adjustment	4.50"
Arm Pad Length	10.00"
Arm Pad Width	4.50"
Base Diameter	26.00"
Weight Capacity	300 lbs.

WHAT DO YOU GET WITH BODYBILT?



TECHNOLOGY

Always innovative, BodyBilt is constantly incorporating technologies from other industries to maximize performance and comfort.



ERGONOMICS

From contoured seats reducing seated pressure to a multitude of adjustments in every main component, our chairs mold to your body, ensuring you're ergonomically supported at every angle.



DURABILITY

Built to last, our chairs are constructed with quality, resistant materials. Ensures you a lasting experience of healthy and comfortable seating for many years to come.

Mini DisplayPort to HDMI Adapter - Active mDP 1.4 to HDMI 2.0 Video Converter - 4K 60Hz - Mini DP or Thunderbolt 1/2 Mac/PC to HDMI Monitor/TV/Display - mDP to HDMI Dongle

Product ID: MDP2HD4K60S



This Mini DisplayPort to HDMI adapter lets you output HDMI video and audio from an mDP device, with support for Ultra HD 4K at 60Hz. The Mini DisplayPort adapter is the perfect accessory for any of your Microsoft Surface Pro devices with mDP.

The adapter lets you harness the video capabilities that are built into your Mini DisplayPort connection, to deliver the astonishing quality of UHD to your 4K 60Hz display. This makes it easier for you to multitask while using multiple monitors to work on resource-demanding applications.

Unlike many 4K Mini DisplayPort to HDMI adapters that only support a 30Hz refresh rate, this adapter works with HDMI 2.0 displays that can deliver output resolutions of up to 3840 x 2160p at 60Hz. Support for HDMI 2.0 means this adapter can support bandwidth up to 18Gbps, making it an ideal solution for performing high-resolution tasks such as editing 4K video.

The adapter is backward compatible with 1080p displays, which ensures compatibility with lower resolution displays such as TVs or projectors around your home or office.

The compact video adapter is highly portable and lightweight. It's the perfect accessory for your portable mDP devices, fitting easily into your laptop bag or carrying case.

The portable adapter is the perfect accessory for deployment with company computers, enabling your employees to interface with BYOD (Bring Your Own Device) HDMI applications around the office, such as working at a hot-desk with an HDMI display or sharing your laptop's screen on a boardroom projector.

To ensure compatibility with any Mini DisplayPort output, the mDP adapter offers active conversion. Active video conversion is required to maintain 4K resolutions when converting Mini DisplayPort to HDMI. An active mDP adapter is also ideal for outputting 1080p resolutions by ensuring compatibility with graphics cards that are not capable of outputting multi-mode DP++ signals, such as ATI Eyefinity cards.

For a hassle-free setup, the Mini DisplayPort to HDMI adapter allows for plug-and-play installation without any additional software or drivers.

The MDP2HD4K60S is backed by a 3-year StarTech.com warranty and free lifetime technical support.

Certifications, Reports and Compatibility



Applications

- Connect your 4K 60Hz HDMI display to a Mini DisplayPort output port
- Deploy this adapter with company laptops to ensure your employees can interface with BYOD displays around the office
- Hassle-free setup with an active Mini DisplayPort conversion

Features

- **PRODUCT PERFORMANCE:** Mini DisplayPort 1.4 to HDMI 2.0 adapter supports UHD 4K 60Hz (4096x2160 or 3840x2160), 18Gbps bandwidth, 7.1ch Audio, HDCP 2.2 & DPCP 5.8in (15cm) attached cable Backward compatible with 1080p
- **HOST COMPATIBILITY:** Active Mini DP to HDMI adapter supports mDP/mDP++ source including Thunderbolt 1 & 2 MacBooks, MacBook Air & Mac Mini, Microsoft Surface Pro 1-6, desktops (AMD FirePro/NVidia Quadro), laptops, mini itx computers, Intel NUC & docks
- **INCREASE PRODUCTIVITY:** Mini DisplayPort to HDMI display adapter connects an HDMI monitor, TV or projector, or add a second display to your workstation; Compact, small form factor design makes it easy to carry between home office and office
- **RELIABLE CONNECTION:** MiniDisplayPort to HDMI video converter is designed with nickel-plated connectors to ensure enhanced signal quality Tested with HDMI cables up to 23ft (7m) mDP Male to HDMI Female
- **EASY TO USE:** With no software or drivers required, the mDP to HDMI adapter dongle works with any OS including macOS, Windows & Ubuntu; Compatible with MiniDP devices like Microsoft Surface PCs or TB1/TB2 MacBooks

Hardware

Warranty	3 Years
Active or Passive Adapter	Active
AV Input	Mini DisplayPort - 1.4
Ports	1

AV Output	HDMI - 2.0
Audio	Yes
Industry Standards	DPCP (DisplayPort Content Protection) HDCP 2.2 (High Definition Content Protection) DisplayPort 1.2 HDMI 2.0
Chipset ID	Parade - PS176

Performance

Maximum Cable Distance To Display	23.0 ft [7 m]
Maximum Digital Resolutions	4K x 2K @ 60 Hz
Supported Resolutions	4k x 2K (Ultra HD) @ 60 Hz 1920x1200 1920x1080 (1080p) 1280x720 (720p)
Wide Screen Supported	Yes
Audio Specifications	HDMI - 7.1 Channel Audio

Connector(s)

Connector A	1 - Mini-DisplayPort (20 pin)
Connector B	1 - HDMI (19 pin)

Special Notes / Requirements

Note	This video adapter is not compatible with cables that use RedMere technology.
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Environmental

Operating Temperature	5C to 35C (41F to 95F)
Storage Temperature	-25C to 70C (13F to 149F)
Humidity	-25C to 85C (77F to 185F) at 80% - 95%

Physical

Characteristics

Color	Black
Cable Length	5.8 in [148 mm]
Product Length	6.0 in [15.2 cm]
Product Width	0.9 in [2.2 cm]
Product Height	0.4 in [1.0 cm]
Weight of Product	0.6 oz [18.0 g]

Packaging Information

Package Quantity	1
Package Length	7.8 in [19.8 cm]
Package Width	5.0 in [12.6 cm]
Package Height	0.6 in [1.4 cm]
Shipping (Package) Weight	1.2 oz [34.0 g]

What's in the Box

Included in Package	1 - Mini DisplayPort to HDMI adapter
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Warranty Information

Warranty	3 Years
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****Product appearance and specifications are subject to change without notice.***

vis|ability

Seamless Situational Awareness

What is vis|ability Display Node?

Display Node software operates on any computer, scaling seamlessly from single monitors to expansive video walls. It empowers network users to view any system-defined sources in any configuration across all connected displays.

✓ Flexible

Transforms any display—whether a conference room monitor or a massive video wall—into a fully integrated system node or destination.

✓ High-Resolution Support

Delivers seamless visualization of high-quality content across multiple displays, accommodating complex layouts and configurations.

✓ Scalable Deployment

Easily adapts to environments of any size, supporting additional displays and configurations as operational needs grow.

Key Benefits

+ Enhanced Visual Impact

Provides crystal-clear, dynamic content presentation on any display, improving situational awareness and decision-making.

+ Increased Collaboration

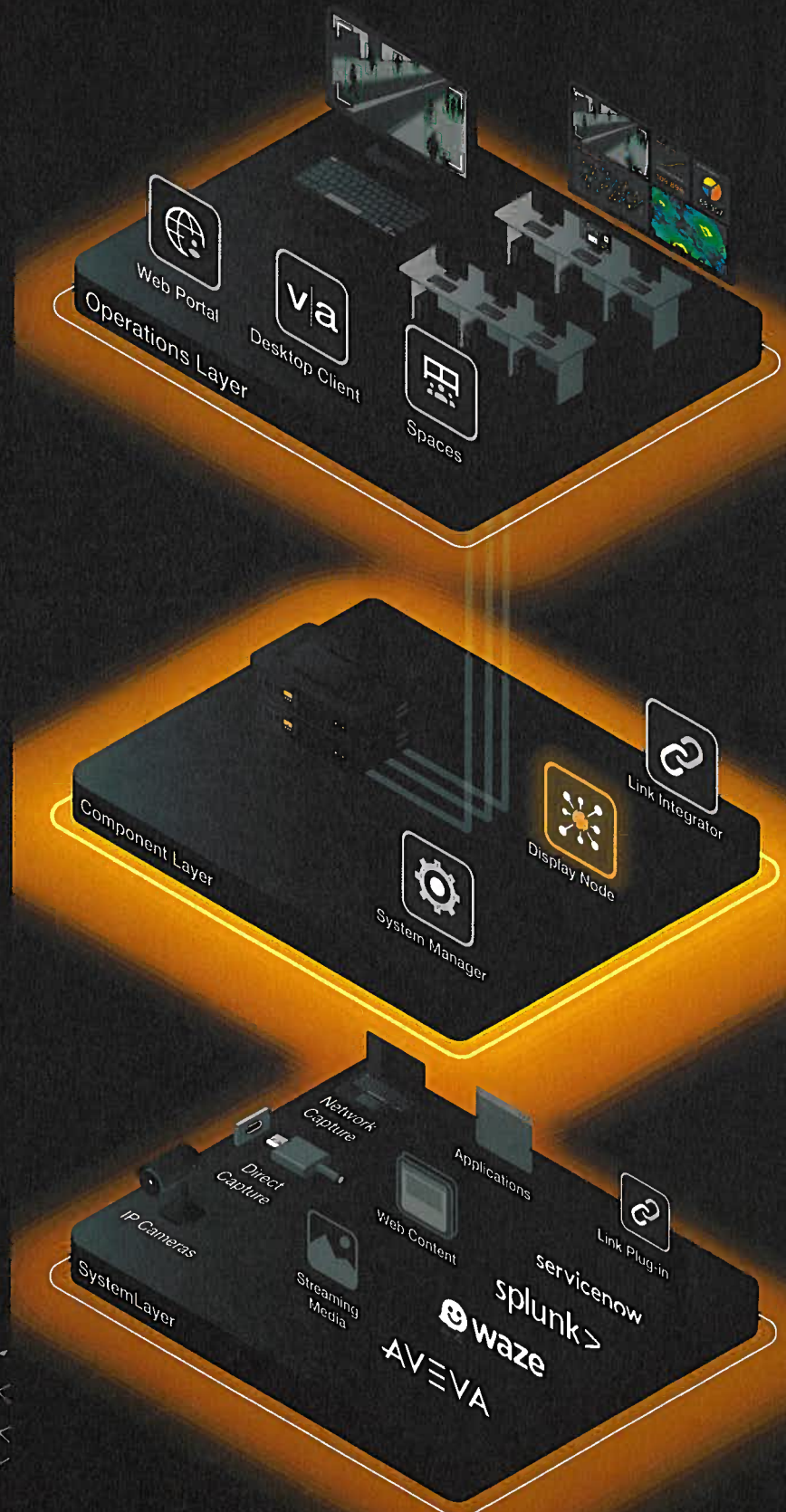
Enables real-time sharing of critical information across displays, connecting teams and locations effortlessly.

+ Cost-Effective Scalability

Allows organizations to expand their system incrementally, using existing displays and infrastructure for greater ROI. A single Display Node can be configured to drive multiple independent video walls.

+ Seamless Common Operating Picture

Display Node can support specialized hardware, to provide direct inputs, support high-density IP decoding, and support capture and re-encoding of direct input devices, offering the flexibility and tools needed to accommodate even the most complex requirements.



Model →	Basic/Entry	Standard	Large/Advanced
Application Space	Single video walls, up to 16 HD displays (with external scaling), light duty, web dashboards, limited IP video decode	Multimedia video walls, up to 48 HD displays (with external scaling) or multiple independent video walls, direct capture input and IP stream decoding	Large video walls, up to 64 HD displays (with external scaling), multiple independent large video walls, high-capacity direct capture input and IP stream decoding
CPU	Core i7 12th generation or later SFF chassis, integrated graphics	Intel Core i9, current generation Discrete graphics Direct capture IP Decoding	Intel Xeon Discrete graphics Direct capture IP Decoding
Memory	16GB, DDR4	32GB, DDR5	64GB, DDR5
Graphics Output	Intel 700 series integrated graphics or better	AMD W7600, Nvidia RTX A4000 Multiple cards supported	
Video Wall Support	Up to 4 4K outputs single Video Wall	Up to 12 4K outputs or up to 48 HD outputs	Up to 16 4K outputs or up to 64 HD outputs
Graphics Input	Not supported	Support for Matrox IPX (Capture and Decode, Capture & Decode/Encode), Matrox C4K. Number of inputs limited by number of compatible slots in host computer and number of installed cards.	
Storage	256GB minimum available capacity, SSD recommended, RAID 1 or 5 recommended		
RAID	Recommended		
Network	Gigabit NIC		Gigabit NIC Multiple NIC support for redundant or multiple independent networks
Operating System	Windows 11 Pro x64 (LTSC)		
Sample Configuration	Intel NUC 13 Pro, i7-1360P, 16GB DDR4, Iris Xe Graphics (up to 4 outputs), 1TB SSD	Dell 3680 Tower, Intel i9 14th Gen, 32GB DDR5, AMD 7600 graphics, Matrox IPX Capture and Decode	ASUS W790-SAGE SE, XEON W7-345, 64GB DDR5, 512GB M.2 SSD x2, up to 4 Nvidia RTX-A4000 graphics cards, up to 6 Matrox IPX Input cards

E5100 • Encoder | D5100 • Decoder

Distribute 4K60 4:4:4 Video and Audio over Gigabit Ethernet

Overview

Visionary Solutions proudly presents the next-generation E/D5100 AV over IP endpoints, designed to meet the growing demand for 4K video in converged AV/IT environments. Building on the success of our PoE 4K UHD over IP cinema-quality, ultra-low latency (~1 frame, visually lossless) encoders and decoders, the E/D5100 series now supports 4K60 4:4:4 video for enhanced visual fidelity.

These advanced endpoints bypass the limitations of traditional switch matrix distribution systems by harnessing the flexibility and scalability of converged IP networks. Professional AV designers and IT directors choose Visionary Solutions' products as a cutting-edge alternative to conventional distribution systems.

The E/D5100 AV over IP endpoints can be deployed on any industry-standard IP network, offering seamless integration with existing enterprise IP networks or separate parallel private



E5100 • Encoder

D5100 • Decoder

networks. This flexibility allows for efficient installation without intermingling video traffic with data or voice, ensuring optimal network performance and stability.

Upgrade your AV installations with Visionary Solutions' next-generation E/D5100 4K60 4:4:4 capable AV over IP endpoints and experience the future of AV distribution.

Features

Gigabit LAN Port for 4K UHD 4:4:4 Video, Control, and Powered Device (PD)

- A single Ethernet port for AV over IP, KVM over IP, USB over IP and RS-232 over IP, and POE Power Input

HDMI loop-through (Encoder)

- Single HDMI loop-through

Independent Routing

- Independently route all signals with the ability to separately matrix video, audio, and USB.

Auto Video Scaler

- No need to worry about configuring the source resolution
- 4K in/1080P out, 1080P in/4K out

Isochronous USB 2.0 over IP

- Enables real-time data transfer for USB devices, such as webcams and microphones, over the network. This feature

simplifies the deployment of video conferencing solutions and offers greater flexibility in AV system design. By leveraging the AV over IP infrastructure, it allows seamless integration and extension of USB peripherals.

Dynamically Optimized (Adaptive) bit-rate compression CODEC w/ built-in AI

- Visionary's highly efficient video compression codec is a modified full frame encoding that dynamically optimizes for fine lines (computer generated graphics) or motion video by using sophisticated AI to analyze the input source content. Actively matching the level of compression to a scene by leveraging periods of low motion video content reduces the stream's size and enhances performance - enabling, without compromising image quality, Visually Lossless transmission of computer generated graphics or full-motion video sources.
- Adjustable Video Bitrate: (50 – 200 Mbps or Auto [800Mbps max])

E5100 • Encoder | D5100 • Decoder

Features cont.

Enterprise Level Security –AES Encryption, 802.1x, HTTPS, SSH

Enterprise applications demand a secure Network AV solution

- AES Stream Encryption - The Advanced Encryption Standard, or AES, is a worldwide standard and was adopted as the standard encryption algorithm by the U.S. government for encrypting classified information
- HTTPS Secure API - Using secure SSL/TLS communications HTTPS provides integrity that a client is communicating with the real API and receiving back authentic data.
- 802.1x Authentication for Network access control -
- SSH Network Protocol - SSH is a network protocol used to remotely access and manage a device through command line communications.

USB 2.0 over IP (KVM), RS-232 over IP, and CEC over IP

- Control practically any remotely located device using USB devices and interfaces
- Also supports KVM over IP
- Control any device with an RS-232 interface
- HDMI CEC signal extension over IP

4K60 4:4:4 Video Support

- Experience ultra-high-definition video with 4K resolution at 60 frames per second and full 4:4:4 color sampling for unparalleled image quality, suitable for professional applications where every detail matters.

Built in Video Wall Functions

- A Single platform to support distributed displays and Video Walls; without expensive video wall processors
- Enhanced Video Wall functionality – supports video rotation 180/270 degrees
- Easily create video walls using normal commodity displays
- Built-in video wall processor that allows you to build up to a 16x16 video wall

GPIO - 1x1 I/O User Configurable

- Control third party devices from any endpoint on the network

Dynamic OSD text overlay capabilities

- The ability to overlay dynamic or fixed text on screen enables displaying of alerts, announcements, special instructions, clocks / timers, schedules, and other messaging

Mass Configuration

- Auto Discover all endpoints on the network, export to .CSV file (all configurable parameters included), make changes offline, upload .CSV file through embedded web page of encoder/decoder and push configuration to the network
- No external software required – mass configuration capabilities built into the endpoint embedded webpage UI

LLDP Support

- Link Layer Discovery Protocol (LLDP) is a protocol used by network devices for advertising their identity, capabilities, and neighbors on a local area network based on IEEE 802 technology
- Allows for dynamic control of endpoints based on automatic discovery of physical location

QoS Support

- Quality of Service (QoS) is an advanced feature that prioritizes network traffic resulting in performance improvement for critical network traffic

Control

- Vision Lite Control Software
- 3rd Party Control Drivers [Crestron, QSC, Symetrix, RTI, etc.]
- *API providing access to the full range of features on the encoders and decoders offered to qualified System Integrators

KVM Multi Display Roaming

- Switch keyboard and mouse control automatically and seamlessly between PC's by moving the cursor across the boundaries of a display and 'roaming' to adjacently mapped displays.

E5100 • Encoder | D5100 • Decoder

Features cont.

Full Motion MJPEG Substream

- Maximize bandwidth efficiency and enhance video quality with a full motion MJPEG substream, delivering smooth, high-quality video feeds for preview or monitoring purposes without impacting the primary 4K60 4:4:4 video stream.

Seamless Fast Switching

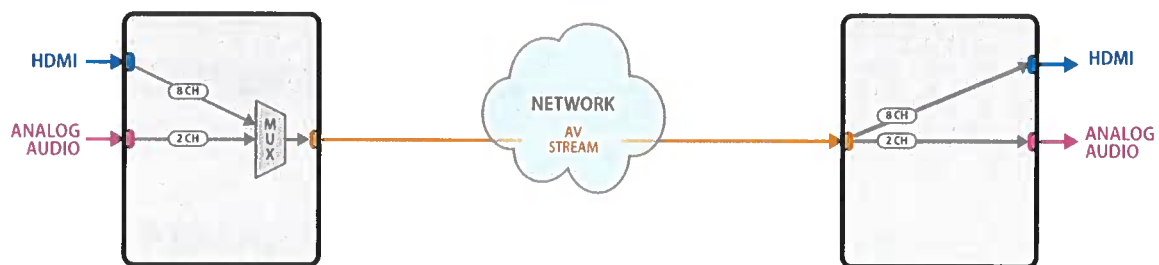
- Tearing free, no black screen, no frame lock

HDMI 2.0 and HDCP 2.2, 2.3 Compliant

Benefits

- A single Gigabit LAN Port for PoE Power, 4K60 4:4:4: Video, Audio, and Control
- Easy Control Integration
- Ultra-low Latency [~1 frame - visually lossless]
- Low bitrates
- No fiber or 10 Gigabit switch required
- Low-Cost network switches are used
- Scalable / Unlimited Distribution
- Any number and combination of inputs/outputs [in increments of one]
- Standard network cabling [CAT5e/6]
- Utilize existing network resources
- Rapid deployment
- Single network for AV and IT
- Reduced operating costs

Audio Workflow



E5100 • Encoder

D5100 • Decoder



LAN POE HDMI IN HDMI LOOP



PWR LINK RS-232 AUDIO INPUT USB



LAN POE HDMI OUT



PWR LINK RS-232 AUDIO OUT USB USB

E5100 • Encoder | D5100 • Decoder

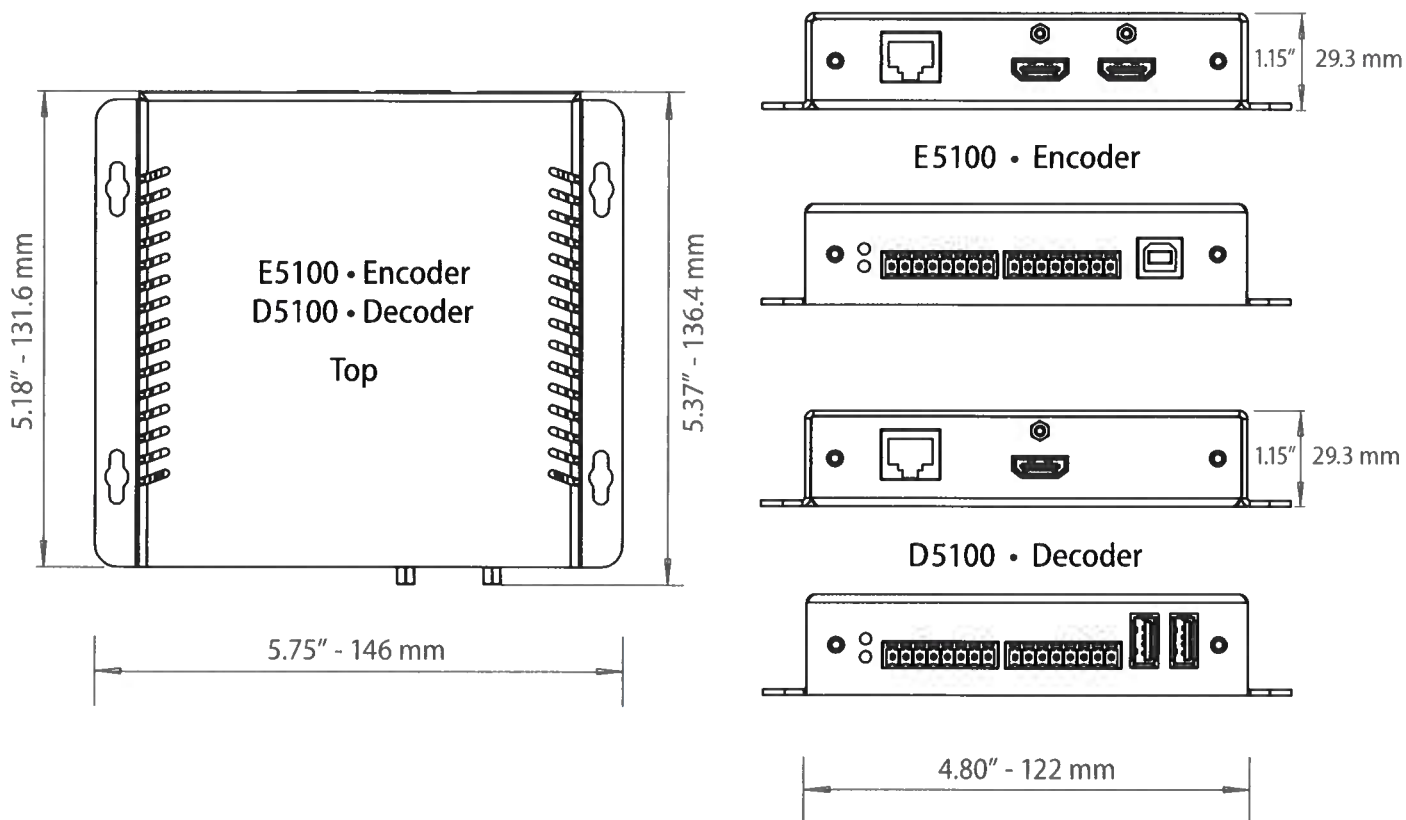
Specifications

Encoding / Decoding	
Video Codec	JPEG2000 based visually lossless video compression algorithm
Audio Codec	LPCM
Bit Rates	50 to 800 Mbps
Latency	Ultra-low Latency (visually lossless video) 17ms @ 1080p60 & 4K60 4:4:4 33ms @ 4K30 4:4:4
Streaming Protocols	IP, UDP, TCP, ICMP, IGMP
Copy Protection	HDCP 2.2, 2.3, AES-256 Encryption
Video	
Maximum Resolutions	High Dynamic Range (HDR) 4K60 4:4:4 HDR 8 bit 4K30 4:4:4 HDR 12 bit 1080p60 4:4:4 HDR 12 bit 1080p30 4:4:4 HDR 12 bit Supports HDR10, HDR10+, HLG, Dolby Vision
Input Signal Types (Encoder)	HDMI (with Loop Out) capable of receiving source input video formats up to 4K60 4:4:4
Output Signal Types	Decoder: 1x HDMI capable of scaling and outputting video formats up to 4K60 4:4:4 Encoder: (HDMI Loop Out) capable of outputting video formats up to 4K60 4:4:4
Scaler (Decoder)	Supports a wide range of resolutions and rates, up to 4K in/1080P out, 1080P in/4K out, image rotation, and video wall up to 16x16 Integrated scaling helps optimize image quality and switching performance
Audio	
Input Signal Types	HDMI Audio, Analog Stereo Audio. • 1 analog stereo input, unbalanced or balanced • 1 digital input de-embedded from HDMI
Output Signal Types	HDMI Digital Audio (NLPCM pass-through), Analog Stereo Audio • 1 digital audio output via HDMI • 1 Analog Stereo Audio balanced output
Digital Formats	Dolby Digital®, Dolby Digital EX, Dolby Digital Plus, Dolby TrueHD, Dolby Atmos, DTS®, DTS-ES, DTS 96/24, DTS-HD High Res, DTS-HD Master Audio, DTS:X, LPCM up to 8 channels
Analog Formats	Stereo 2-channel
Analog-To-Digital Conversion	24-bit 48 kHz
Digital-To-Analog Conversion	24-bit 48 kHz
Analog Output Volume Adjustment	-80 to +20 dB

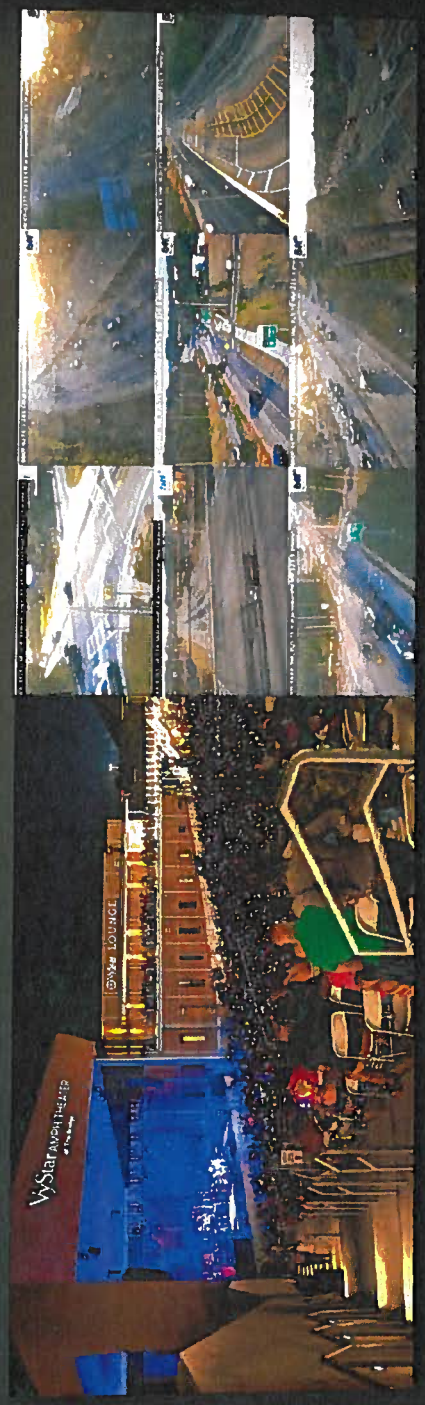
Communication & Control of External Devices	
Ethernet	Network connectivity for control and AV traffic
USB	USB 2.0 host or device signal extension and routing
Serial / RS-232	Bi-directional device control and monitoring
GPIO	For extension and control of third-party devices
HDMI	HDCP 2.2, 2.3 EDID (encoder), CEC (decoder)
Connectors	
LAN	8-pin RJ-45 connector, female; 100BASE-TX / 1000BASE-T Ethernet port / PD port POE (IEEE 802.3af or 802.3at),
HDMI INPUT	HDMI Type A connector, female; HDMI digital video/audio inputs
HDMI Outputs (Encoder loop-through & Decoder output)	HDMI Type A connector, female; HDMI digital video/audio inputs
1st - 8 pin Euroblock 3.81mm pitch connector	GPIO out / RS-232 ports
2nd - 8 pin Euroblock 3.81mm pitch connector	Encoder Stereo Balanced Analog Audio Input Decoder Stereo Balanced Analog Audio Output GPIO in ports
USB Host (Decoder)	(2) USB Type-A connector, female; USB 2.0 host port; USB signal extender port for connection to a mouse, keyboard, or other USB 2.0 device
USB Device (Encoder)	(1) USB Type-B connector, female; USB 2.0 device port; USB signal extender port for connection to a computer or other USB 2.0 host
Power	
Power Consumption	12 W maximum
Environmental	
Cooling	Convection / no fan (no moving parts)
Temperature	32° to 104° F (0° to 40° C)
Humidity	10% to 90% RH (non-condensing)
Heat Dissipation	41 BTU/hr
Acoustic Noise	0 dBA
Form Factor	
Dimensions	Height: 1.15 in. (29.3 mm) Width: 5.75 in. (146 mm) Depth: 5.37 in. (136.4 mm)
Weight	1.0 lb (0.45 kg)
Compliance	
	CE, FCC, C-tick, RoHS, WEEE

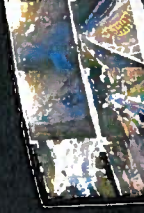
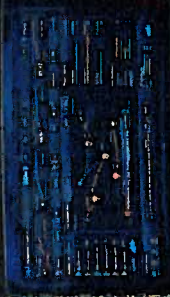
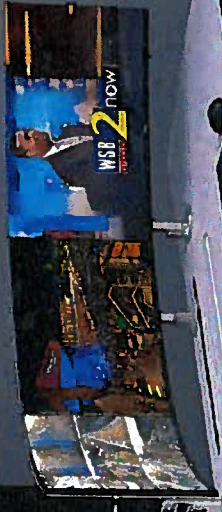
E5100 • Encoder | D5100 • Decoder

Dimensions

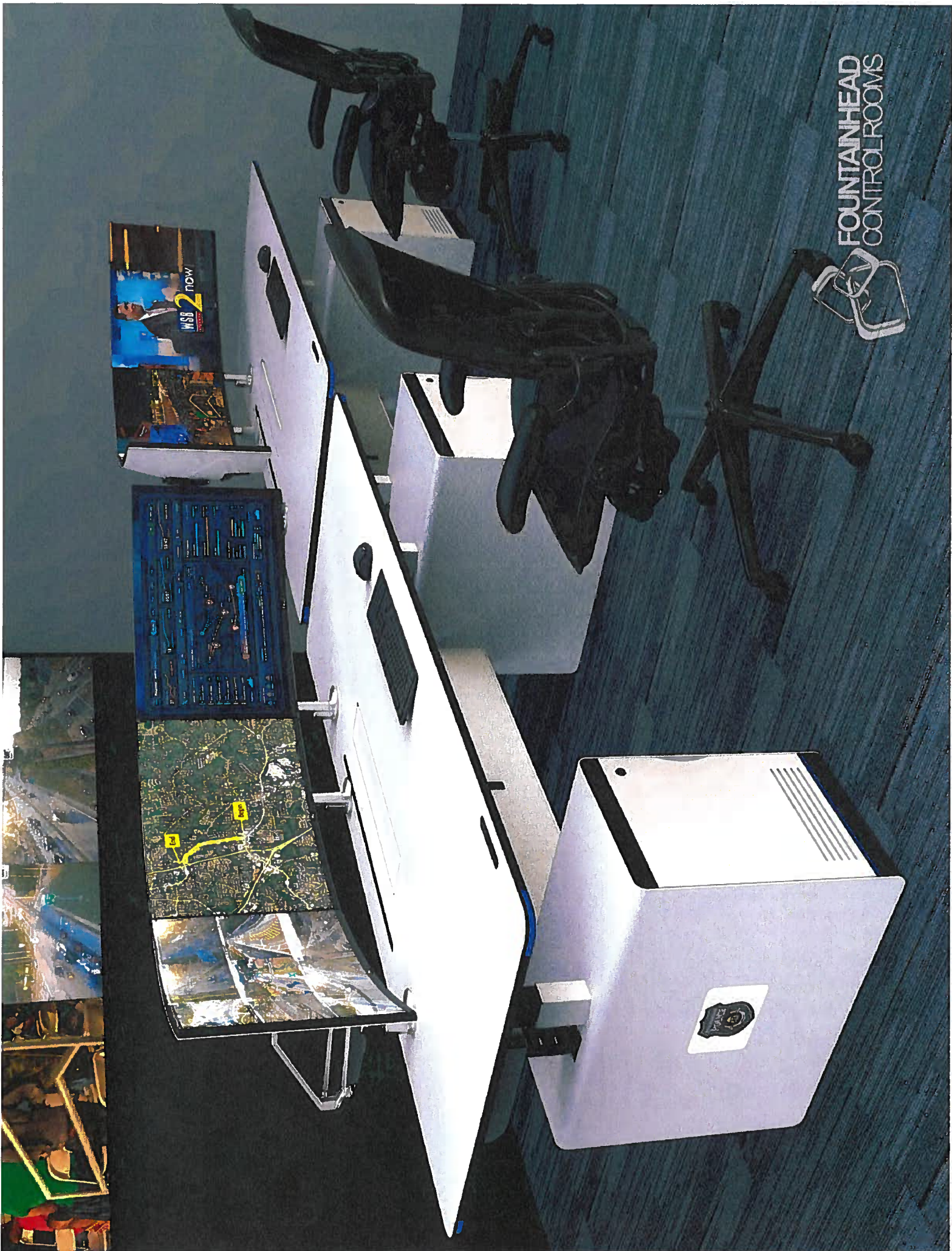








FOUNTAINHEAD
CONTROL ROOMS



FOUNTAINHEAD
CONTROL ROOMS



TECHNICAL & PRICING PROPOSAL

Real-Time Crime Center

City of Stockbridge, GA
4545 N. Henry Blvd.
Stockbridge, GA 30281

Presented by:
Earl Carter
ecarter@tru-connect.net
770-330-5766



May 7, 2026

City of Stockbridge, GA Police Department

ATTN: Captain Keyes

SUBJECT: Real-Time Crime Center

Thank you for the opportunity to partner with the City of Stockbridge on the deployment of your Real-Time Crime Center. It is my hope this proposal will highlight the level of expertise TruConnect brings to these types of engagements.

TruConnect has been deploying and supporting control rooms for over 30 years and continues to invest in a dedicated group of experts for these mission critical environments. As a result, TruConnect continues to be a trusted partner for control rooms nationally. We are widely recognized for our thought leadership, design expertise, quality of integration and deployment, and post-installation service and support.

On behalf of TruConnect, it is my pleasure to provide a proposal response. As you review our proposal, here are some key differentiators I would like you to consider:

- **Expertise:** Extensive national experience in the design, build, and support of mission critical environments in every vertical market, including public safety.
- **Fully Certified:** TruConnect has a team of dedicated installers, engineers, Project Managers, and service technicians that maintain the highest-level certifications in the industry. These include Certifications which are relevant and mandatory for these types of deployments.
- **Mission Critical Support:** 24/7/365 support to match the requirements in your environment.
- **Partnership Focused:** True partnership business model that combines our industry expertise, attention to detail, and consistent and reliable communication to ensure best in class support throughout the entire engagement.

TruConnect is excited about the opportunity to provide Stockbridge with a fantastic experience, and we look forward to making your project a success.

Sincerely,



Earl Carter
Control Room Solutions Consultant
ecarter@tru-connect.net

COMPANY BACKGROUND

TruConnect is a systems integrator specializing in the design and implementation of mission-critical operations centers, audiovisual (AV) solutions, advanced security, access control, and wireless networks. TruConnect serves a diverse range of clients in the public and private sectors including utilities, Federal and local government, education, healthcare, and corporate. In 2024, MSB Consulting Engineers (MSB), TruConnect's parent company, purchased Interstate Electronic Systems, LLC (IES), a leading audiovisual design and integration firm. The acquisition significantly enhanced MSB's consulting engineering, design-build, and integration services – positioning TruConnect to deliver more comprehensive and technically sophisticated solutions across a wider geographic footprint.

EXPERIENCE AND QUALIFICATIONS

TruConnect has over 30 years of experience in the design, installation, programming, and support of mission-critical audiovisual systems. Our team is composed of certified technicians, programmers, and system specialists trained in a wide range of industry-leading technologies, including VuWall, Haivision, LG, Neoti, Nanolumens, Kramer, Shure, Biamp, Cisco and Crestron. We are committed to maintaining the highest standards of quality and compliance in all our work. With a strong history of performance in mission-critical environments, TruConnect is well positioned to serve as a reliable, consolidated source.

Our team is highly familiar with the technology standards required for this project. Our client base includes respected organizations such as Arthur M. Blank Sports & Entertainment (Mercedes-Benz Stadium), City of Johns Creek, Amazon, City of New Orleans, Entergy, Marathon Oil as well as numerous local, state, and federal agencies.

Our projects span a wide range of scopes and budgets, from straightforward spaces like huddle rooms, board rooms, digital signage, and divisible training rooms to highly complex environments such as real-time crime centers (RTCCs), traffic management centers (TMCs), emergency operations centers (EOCs), large stadium and arena Wi-Fi and fiber infrastructure projects. As authorized dealers for the products specified in this proposal, we ensure seamless procurement and implementation. We also have extensive experience working alongside other trades, including architects, electrical contractors, general contractors, and IT consultants.

TruConnect proudly is a member of AVIXA, NSCA, and EDGE.

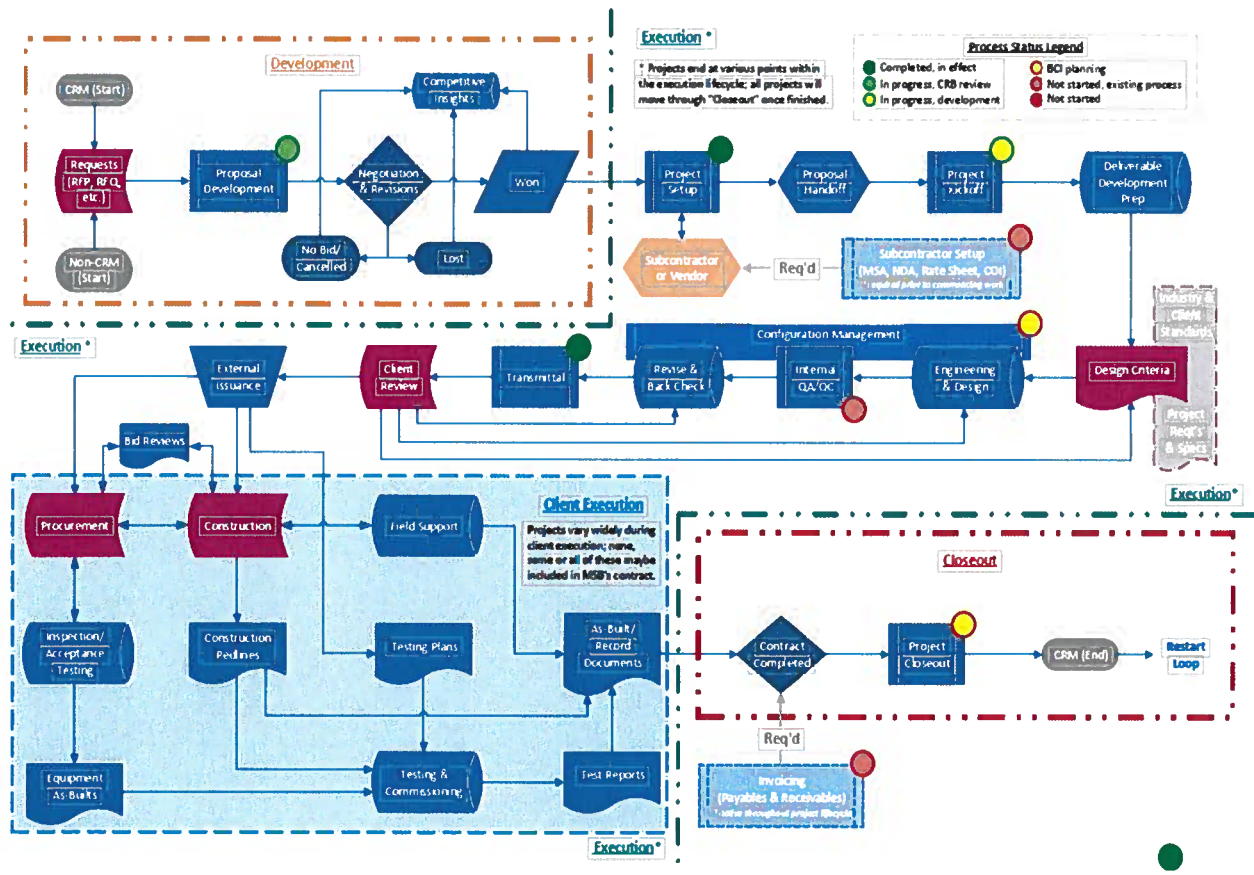
PROJECT APPROACH

Please refer to the graphic presentation of our project life cycle. This flowchart represents our comprehensive approach to all aspects of a project from inception by our Business Development team, to project close out. Our team also includes a Service Department providing post project warranty support for the systems we install.

In general, our stages for projects are as follows:

- **Project Planning:** A dedicated Account Manager collaborates with the external project team to define objectives, conduct stakeholder meetings (in-person or virtual), and assess end-user needs enabling our team to identify functional needs, performance criteria, and evaluate environmental factors. We review existing infrastructure and site readiness.

- **Design Phase:** We will assist in the development of architectural and infrastructure requirements and create AV and control room system documents, specifying equipment, connectivity, and installation procedures. Documents produced in this phase include:
 - Bill of Materials
 - Architectural markups for data and power
 - One-line drawings, floor plan device locations, and rack elevations
- **Project Phase:** An assigned TruConnect Project Manager will oversee certified technicians and programmers. Our PM addresses the required tasks, schedules, safety protocols, and communicates with the project team.
- **Closeout Phase:** Perform system commissioning, test technical performance (e.g., video/audio quality, control functionality) and usability. Deliver as-built drawings, software code, user manuals, and training sessions for staff.
- **Ongoing Support:** Provide maintenance, online diagnostics and troubleshooting, break/fix support, and project warranty management to ensure system reliability.



SCOPE OF WORK

OVERVIEW

This proposal will serve to outline our approach to providing a turnkey solution for this state-of-the-art Real Time Crime Center. We will identify the tasks, objectives, and technology for our design, installation, and integration that include the video wall, video processing, installation of operator consoles and displays, full system integration, system testing, training, and post-installation support.

The Stockbridge Real Time Crime Center (RTCC) will be built as a state-of-the-art Command and Control environment that uses a combination of technology and design to foster a collaborative work environment that is equally designed for daily operations and collaboration as it is for crisis management. The RTCC integrates the strengths of reliable products designed and built for mission critical, 24/7 environments while serving as a scalable foundation to introduce new technologies in the future. Major components we've chosen for this project include ultra-narrow bezel video wall displays, advanced video wall processing, and multi-format encoded asset distribution. These tools will be managed by a powerful and intuitive custom control system user interface that is built specifically for Mission-critical Command Center environments.

The current project is comprised of the RTCC only. Should the City of Stockbridge choose to build out other rooms or spaces to expand the RTCC, you will have the ability to scale the ecosystem to share and receive assets and display wall information with other rooms/spaces within the building or remote centers from around the facility or other city entities such as 911, Traffic, Fire, EOC, etc.

RTCC VIDEO WALL

- 1.1 TruConnect will provide and install a video wall inclusive of two (2) displays comprised of a one (1) high by two (2) wide array of 55" 24/7-rated, .44mm, 500nit LG displays. These commercial grade displays are built to withstand 24/7 use.
 - 1.1.1 This video wall system includes an integrated mounting system and accommodates a small protruding footprint to comply with any building codes and ADA requirements.
 - 1.1.2 TruConnect will ensure the displays are properly aligned and color balanced as part of this project.

OTHER DISPLAYS

- 1.2 TruConnect will provide and install display monitors for the operator/analyst consoles.
 - 1.2.1 Two (2) 24" Displays for CAD and RMS in the RTCC on the console peninsula. Installation to include the mounting structure needed to support the displays and all necessary cabling connections.
 - 1.2.2 Four (4) 21x9 ultrawide monitors, two (2) per operator/analyst station.

- 1.2.3 Two (2) displays will be connected to the Haivision C360 ecosystem.
- 1.2.4 A wireless keyboard and mouse for each operator/analyst position is included.

HAIVISION VISUALIZATION PLATFORM

- 1.3 The video wall processing system to deliver content to the above video wall and flat panel displays is the Haivision Alpha FX Edge Processor with Command360 Software. This multi-4K, IP-enabled processing solution supports accelerated graphics processing, 3D rendering, massive resolutions, and scalable redundancy.
 - 1.3.1 RTCC users have the capability to access, place and manage content through an integrated custom UI control system. Any window, any size, anywhere capability.
 - 1.3.2 Users can operate all AV devices within the RTCC ecosystem as part of a seamless control network with the touch panel in addition to the UI available at each operator station.
 - 1.3.3 One (1) 13" touch panel will be accessible at a client defined location within the RTCC (ex. console peninsula).
 - 1.3.4 Route and control selected sources such as Fusus, Flock OS, Apple TV, console workstations, PC inputs, and natively generated web content.
 - 1.3.5 The Haivision C360 software can save and recall custom video wall layouts for events such as shift change, dashboards, crisis management, site tours, etc.
 - 1.3.6 *Role Based Permissions:* C360 software provides role-based permissions that allows the administrator control of each user's viewing, editing, and sharing rights. It provides a secure log-in to ensure that users can only access the displays, content, and devices that their permissions allow.
 - 1.3.7 *Drag and Drop Placement:* Software allows users to drag and drop content sources anywhere on the RTCC video wall and manipulate them in real-time. Software provides user-friendly scaling, zooming, cropping, and layering tools make it easy to achieve the focused view your team needs.
 - 1.3.8 *Unlimited Custom Layouts:* Software provides users with unlimited custom layouts as well as capture and/or save unlimited arrangements of content sources – or layouts – for instant one button recall. Video wall control software allows for real-time features like text labels, banners, and bordering to enhance collaboration and situational awareness.
 - 1.3.9 *Built-in Room Control:* Provides users the ability to control and automate external devices – display on/off, Apple TV, audio systems, VTC, and cable boxes – from the same interface used to control the video display wall. The software is cable of automating device actions, like turning on displays or dialing into a video conference, to help users work even more efficiently.
 - 1.3.10 *Flexible Multi-Video Wall/Multi-Display Support:* Allows users to control multiple video walls, as well as multiple displays, with a single controller or processor. Additionally, it allows users to stretch content across multiple video walls, control each video wall separately, or create independent display regions within a single video wall.

HEADEND NETWORK SWITCH, EQUIPMENT RACK, AND OTHER EQUIPMENT

- 1.4 As part of this proposal, TruConnect will ensure that all necessary connections are made within the OFE (owner furnished equipment) rack.
 - 1.4.1 Network switch to be provided by others.
 - 1.4.2 Power to video wall is by others.
 - 1.4.3 Wall elevation drawing will be provided by TruConnect showing placement of wall outlets and required circuits to power the video wall.
 - 1.4.4 APC Backup for power redundancy is by others.
 - 1.4.5 PC's for RTCC applications (Flock, Fusus, etc.) are by others.
 - 1.4.6 Apple TV to be provided by others.

CONTROL ROOM FURNITURE

- 1.5 As part of this proposal, TruConnect will provide and install a custom Winsted console furniture package: (drawing package attached)
 - 1.5.1 Two (2) 75" Winsted Sightline Closed Base 2 Bay sit/stand consoles.
 - 1.5.1.1 One (1) row of console furniture, two (2) operators/analysts per row.
 - 1.5.2 Includes a customized peninsula between each operator.
 - 1.5.3 Two (2) ultrawide monitors at each operator position will be captured for ingest into the C360 ecosystem (total of four monitors as referenced in "other displays" section).
 - 1.5.4 Two (2) 24" monitors for display of CAD and RMS (as referenced in "other displays" section).
 - 1.5.5 Two (2) Alpha by BodyBuilt chairs rated 24/7, one for each Operator/Analyst

TRAINING

- 1.6 As part of this proposal, TruConnect will provide end user training.
 - 1.6.1 One (1) day of training on all installed systems upon completion of commissioning.
 - 1.6.2 This training will include operator/user training as well as administrative training for system caretakers.

WARRANTY

- 1.7 This scope includes a one (1) year standard installation warranty with 2-hour phone response and 2-day onsite response. All hardware will be covered under the standard manufacturer's warranty with Tier One service by TruConnect.
 - 1.7.1 For a period of one (1) year following Client's acceptance of the installed system TruConnect shall bear all responsibility for repair or replacement of equipment

- items to resolve equipment or system malfunction or anomaly.
- 1.7.2 This warranty covers all helpdesk, remote support and in-shop repairs necessary to restore the equipment systems to their normative operational mode. Each equipment item is covered by its respective manufacturer's warranty.
 - 1.7.3 For most of the major system components, the manufacturer's warranty covers all parts and labor for at least one (1) year. If a defective equipment item is identified during the system installation process, the unit shall be repaired or replaced according to the cause of the malfunction and the terms of that manufacturer's warranty. In the event a manufacturer's warranty exceeds one (1) year, the warranty shall be honored for that specific equipment item only.
 - 1.7.4 In the specific case of those items modified during the process of installation that void the original manufacturer's warranty, TruConnect will replace or repair said item in accordance with the original manufacturer's warranty.
 - 1.7.5 Owner-furnished equipment and software (OFE) is not covered under this warranty.
 - 1.7.6 Service actions to correct problems that result from user abuse, neglect, accidents, electrical surges, acts of God, or other such causes will be billable per TruConnect's standard service rates.

CLARIFICATIONS, CONSIDERATIONS AND EXCLUSIONS

After careful consideration, we have put together a list of clarifications, considerations, and exclusions.

- 1. All structured cabling and termination will be provided by TruConnect.
- 2. Provisioning and configuration of the Customer's network is understood to be by others as applicable. Coordination with TruConnect's technical team will be required to establish connectivity, provide necessary addresses and protocols, and troubleshoot any on-site deployment issues.
- 3. No bonding or permits are included in this proposal.
- 4. Work hours are understood to be regular business hours, Monday through Friday, excluding holidays. No overtime, shift differentials, or premium costs are currently included.
- 5. Any structural review and reinforcement is understood to be by others. This also includes any necessary engineering stamps.
- 6. TruConnect on-site labor for management, commissioning, and training is confirmed as open shop, technical labor. No prevailing wage or union labor has been included for the installation of equipment.
- 7. All AC power and conduit infrastructure is to be provided by others.
- 8. Typical project lead time is 10-14 weeks based on manufacturer lead time, IT coordination, shop fabrication/ pre-testing, and on-site installation/ commissioning/ training.

FINANCIAL INVESTMENT SUMMARY

Financial Investment Summary	
Description	Price
Equipment	\$88,815.00
Implementation Services	\$22,130.00
Winsted Custom Console Package	\$46,980.00
1-Year Service & Support Plan	Included
Freight	Included
Tax	**\$0.00
Total	\$157,925.00

**Tax exempt certificate required

HAIVISION Command 360

HAIVISION



Video Wall Solution for Operation and Command Centers

Haivision Command 360 is a complete video wall solution for situational awareness and real-time decision-making in mission-critical environments. Command 360 enables government organizations, public safety teams, and enterprises to securely visualize and dynamically respond to urgent situations such as military operations, public emergencies, and cybersecurity breaches faster than ever before.



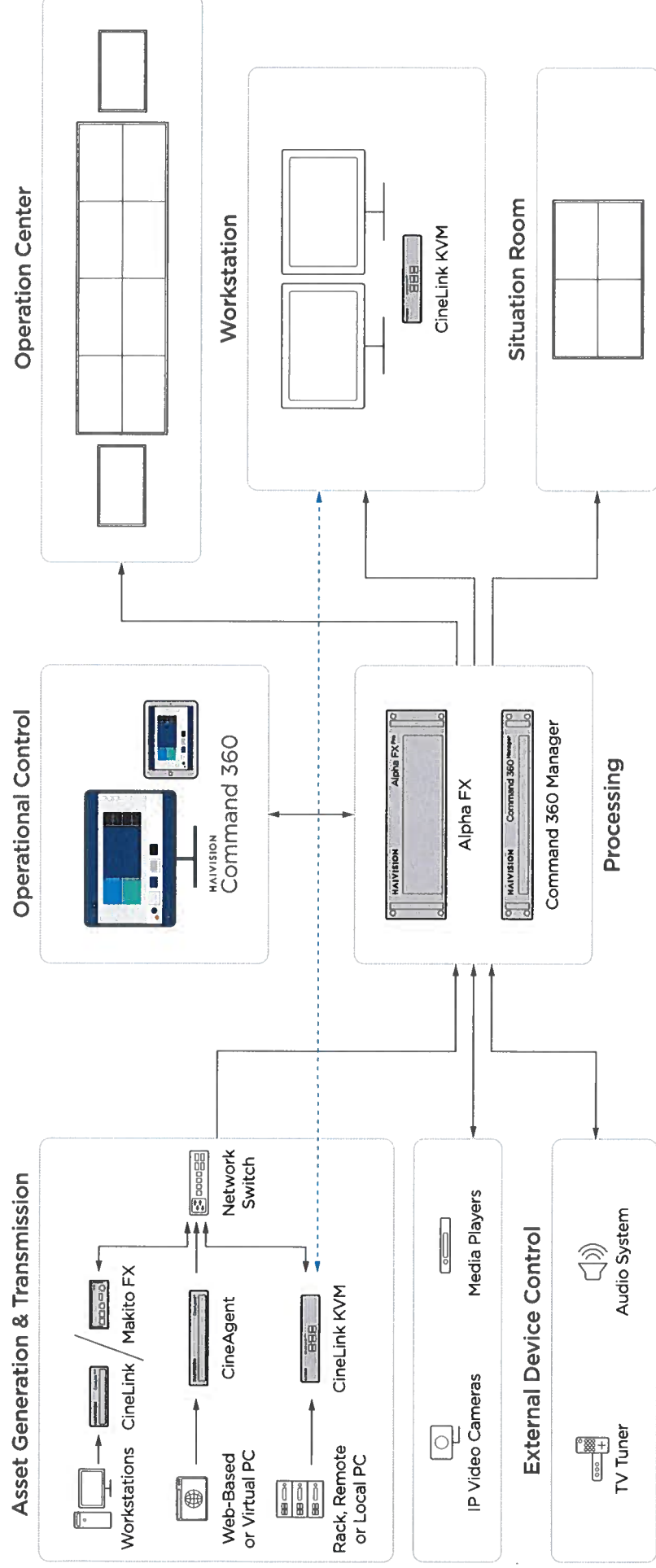


FEATURES & BENEFITS

- ▶ **Display Any Content**
Supports a wide range of content types, including live video feeds, data dashboards, maps, and software applications, ensuring access to critical information in real-time.
- ▶ **Scalable to Multiple Rooms and Sites**
Easily scales from single-room setups to multi-location operations, accommodating organizational growth and varied operational needs.
- ▶ **Centralized Management**
Easily manage user permissions by defining specific actions for each role across multiple operation centers.
- ▶ **Defense-Grade Security**
Incorporates robust encryption and secure access controls to protect sensitive information and ensure data integrity.
- ▶ **User-Driven UI for Any Workflow**
Our easy-to-use interface enables users of any technical proficiency to change input sources, customize layouts, and schedule system actions.
- ▶ **KVM Control**
Integrates keyboard, video, and mouse (KVM) control for direct interaction with the displayed content, enhancing operational flexibility and efficiency.

A Complete Visual Collaboration Solution for Mission-Critical Environments

Command 360 aggregates real-time video and computer sources and enables users to customize the display of this information across any network configuration. The platform's open architecture enables seamless integration with all the components needed for a complete video wall system – from encoders and decoders to video wall displays and portable systems. Command 360 can also control external audio and TV systems, eliminating the need for third-party devices or custom programming.



Command 360 Hardware

The Haivision Command 360 platform runs on purpose-built hardware that helps aggregate, process and display critical content on high-definition video walls.

Alpha FX Video Processors

Alpha FX video processors are multi-4K and IP-enabled, allowing them to ingest and display content on a video wall or across a network in real-time.



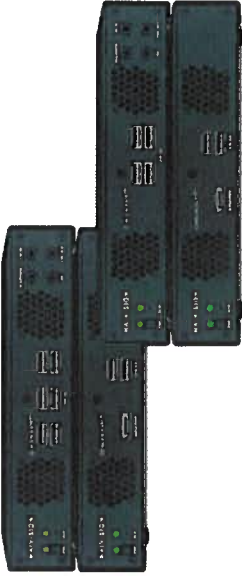
Audio-Video Encoders

Haivision audio-video encoders allow live video from workstations, laptops, and cameras to be streamed to a video wall via the Alpha FX video processor.



KVM Encoders & Access Points

Haivision KVM solutions allow simultaneous display and control of multiple computer systems with a single keyboard and mouse. This technology enhances security, reduces hardware in control rooms, and provides remote access to critical data.



Virtual Content Servers

Haivision virtual content servers enable users to display and interact in real-time with content from web browsers or virtual machines directly from the video wall.



Command 360 Manager Servers

Essential to large-scale Haivision video wall deployments, Command 360 Manager servers reduce the load on the video processor by centralizing user permissions, content management, and navigation across all operation center locations.





All images in this datasheet are for illustrative purposes only

Video Wall VSM5J

0.44mm Even Bezel Video Wall



Ultra-Narrow



Wider



Easy Color



Efficient



Groundbreaking 0.44mm Even Bezel

The unprecedented razor-thin bezel – 0.44 mm EVEN BEZEL and 0.88 mm BEZEL TO BEZEL – which has been verified by Nemko*, makes content look like the actual original image by depicting a subject perfectly true to form, without any distortions. Seamlessly assembled on a large video wall screen, the VSM5J series will provide an even more immersive experience to viewers.

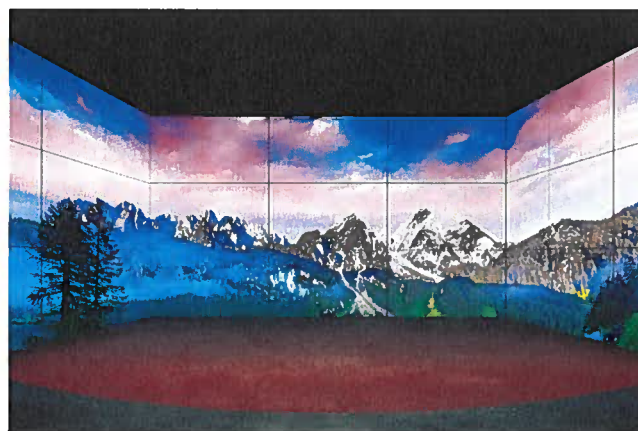
VIVID AND DYNAMIC PICTURE QUALITY



50°* High Viewing Angle

Higher Viewing Angle

Large screens are usually positioned higher than human-eye level, making uniform picture quality essential for video walls. The viewing angle of the VSM5J series is high enough to display vivid colors throughout the screen with no distortion.



Wide Viewing Angle

It is well known that LG IPS panel technology enables better control of liquid crystals, which in turn allows the screen to be viewed from virtually any angle. Because of this, the VSM5J series captures the attention of and captivates more viewers with lifelike colors, regardless of their viewing position.

* Results based on in-house testing. Actual test results may differ depending on environment and measuring equipment

VIVID AND DYNAMIC PICTURE QUALITY



Uniform Color Expression

Poor uniformity around bezel boundaries can give the corners a darker appearance, which doesn't look good on a large screen. However, the VSM5J series has enhanced uniformity, even within the four corners of the display, to deliver vivid and consistent color throughout the screen.

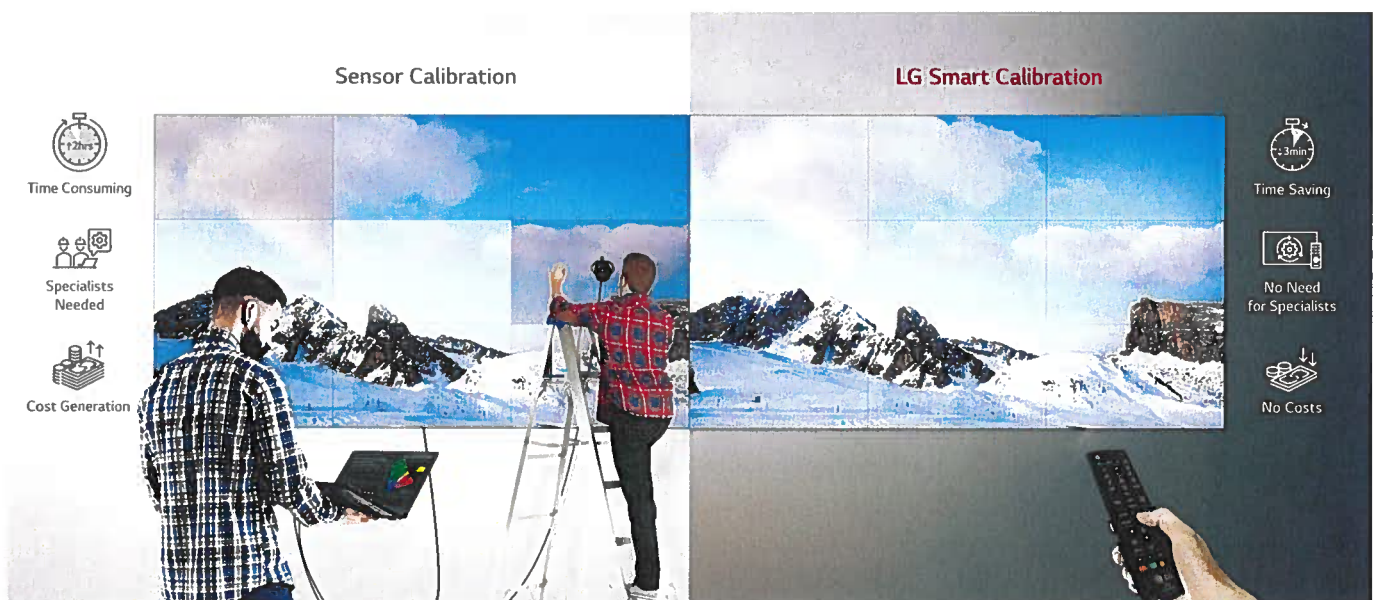
* Uniformity among 13 points of the screen. Results based on in-house testing. Actual test results may differ depending on environment and measuring equipment.



Image Gap Reduction

The VSM5J series includes an image improvement algorithm that can reduce image gaps among tiled displays when playing back videos. Objects located on the bezel boundaries are adjusted for a seamless viewing experience.

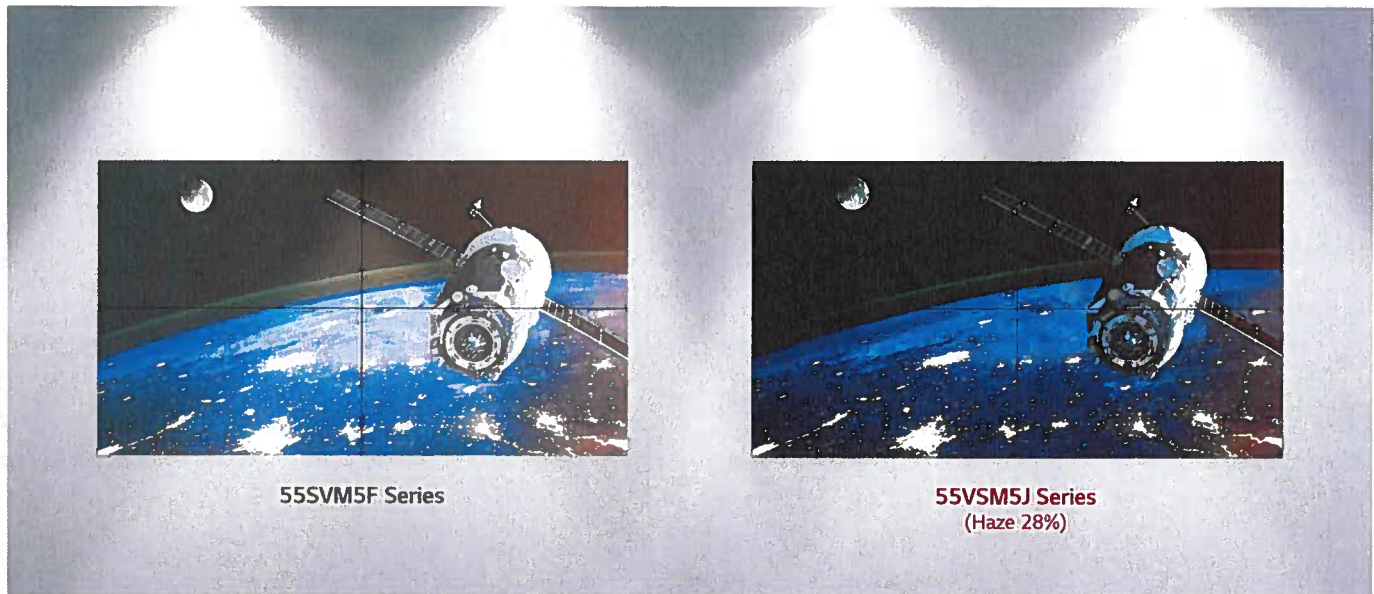
* The "55SVM5F series" refers to displays which do not include an image improvement algorithm.



Smart Calibration

Smart Calibration is a solution that enables the reduction of time and costs compared to existing sensor calibration methods. It analyzes not only the color property differences within each individual display but also the differences between connected displays. With just few simple clicks of a remote control, this calibration process can be done in a matter of minutes. In addition, calibration can be set to automatically occur at regular intervals to always deliver optimum image quality.

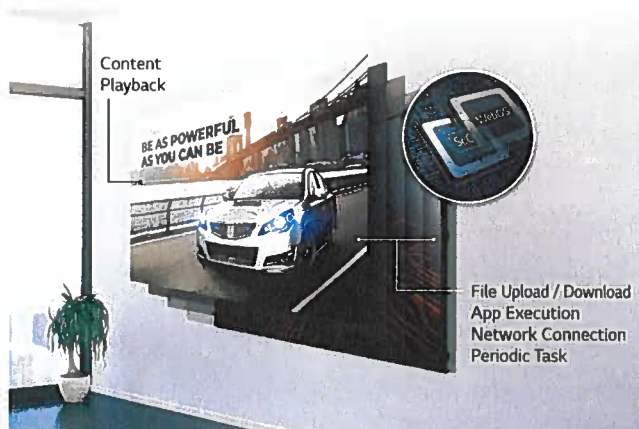
VIVID AND DYNAMIC PICTURE QUALITY



Clear View with Non-glare Panel

Viewers can be annoyed by unnecessary light reflection when watching a screen under bright conditions. The VSM5J series has resolved such inconveniences by increasing the level of haze to 28%, which enhanced visibility and text readability.

POWERFUL SMART SIGNAGE PLATFORM



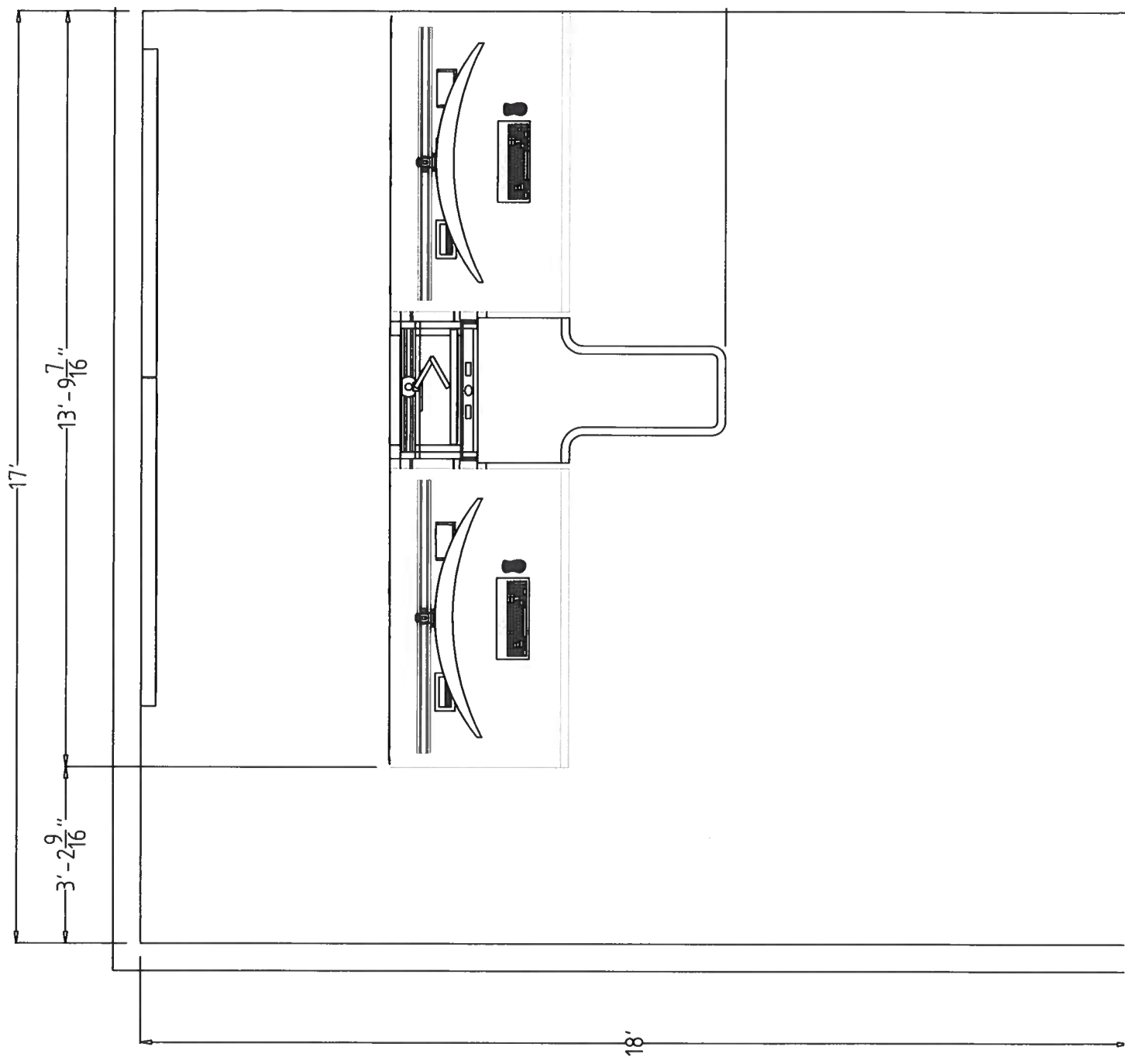
High Performance and Great Scalability

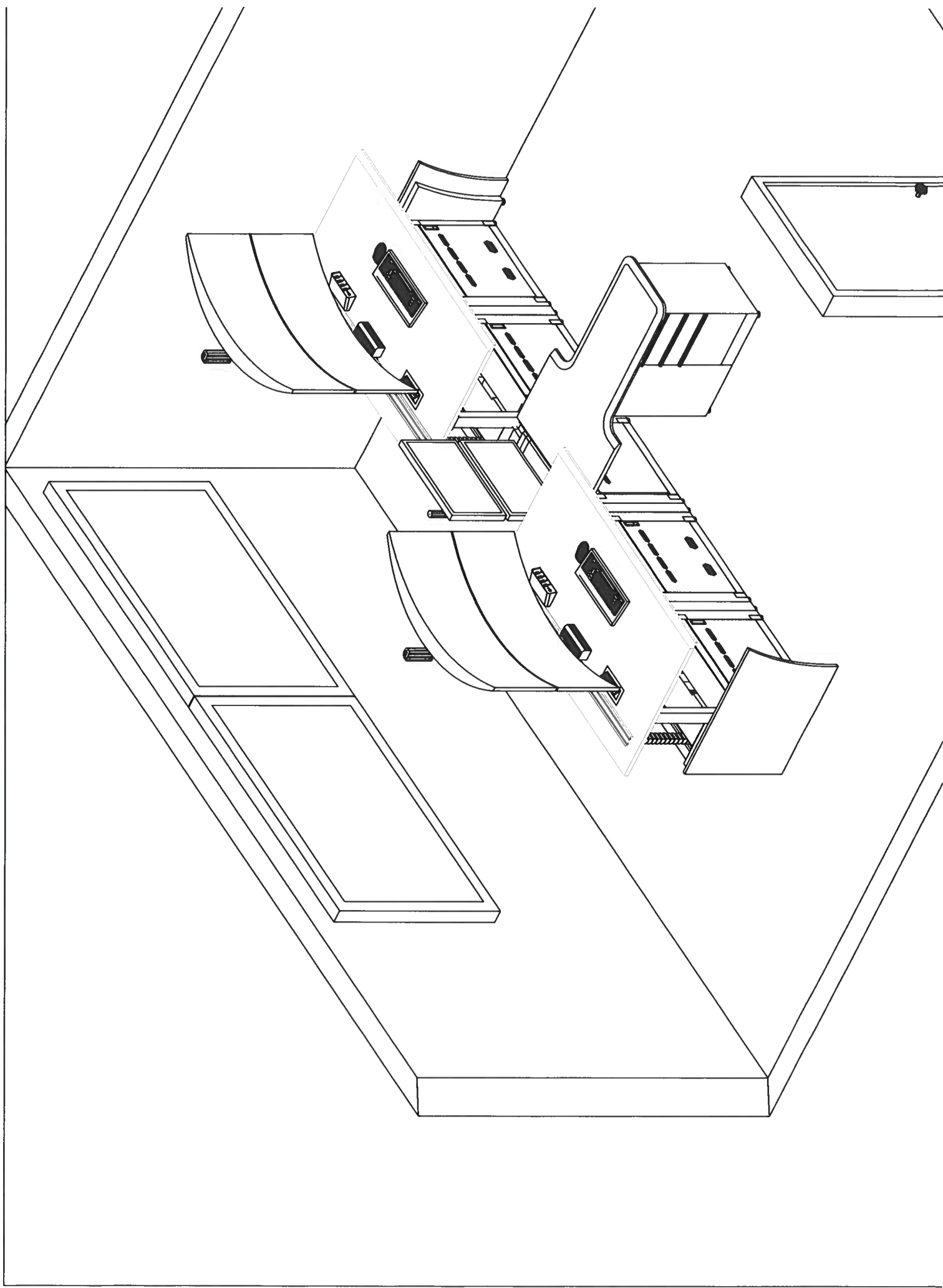
Thanks to its built-in SoC and webOS smart signage platform, the VSM5J series can execute several tasks at once while providing smooth content playback without the need for a media player. As webOS supports HTML5 as a web-based platform and offers SDK (Software Development Kit), it is even easier for SIs to build and optimize their web apps.

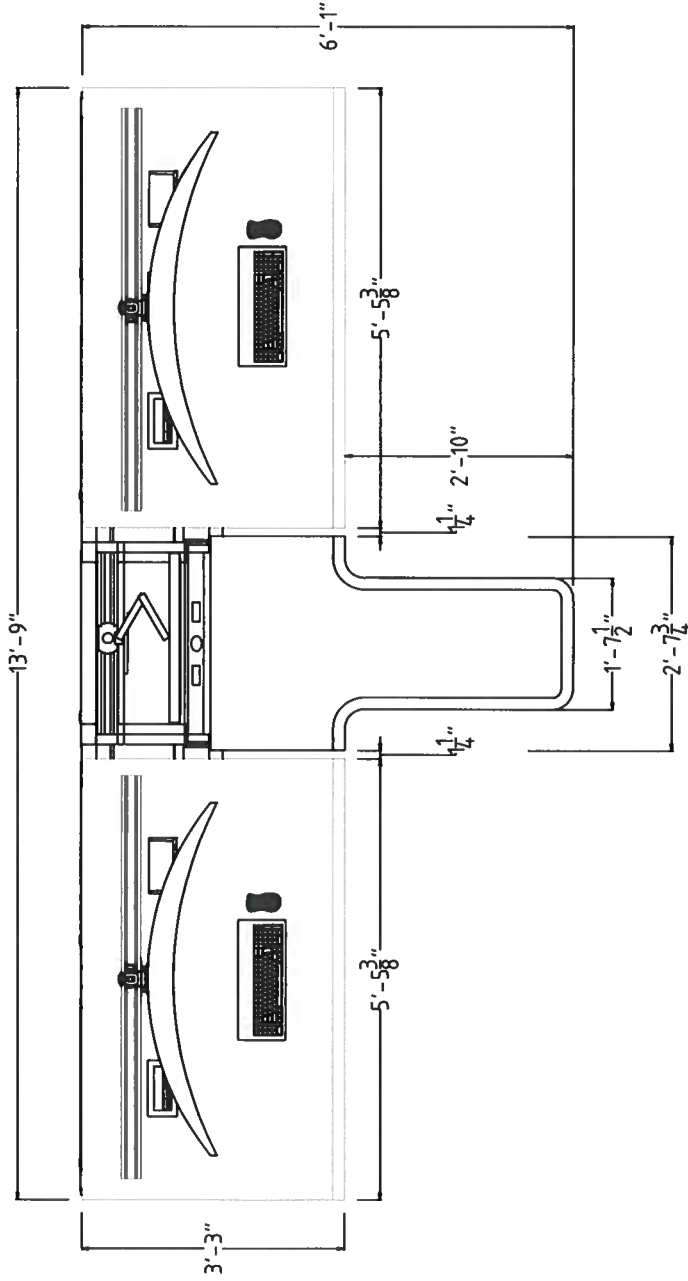
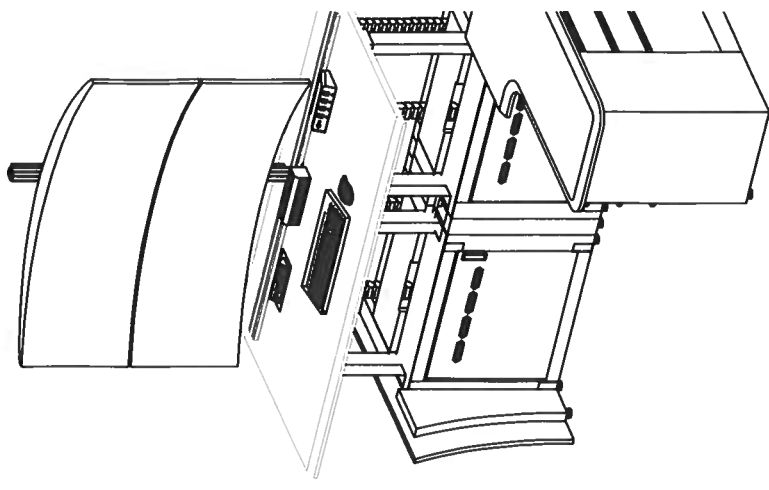


Flexible Content Creation

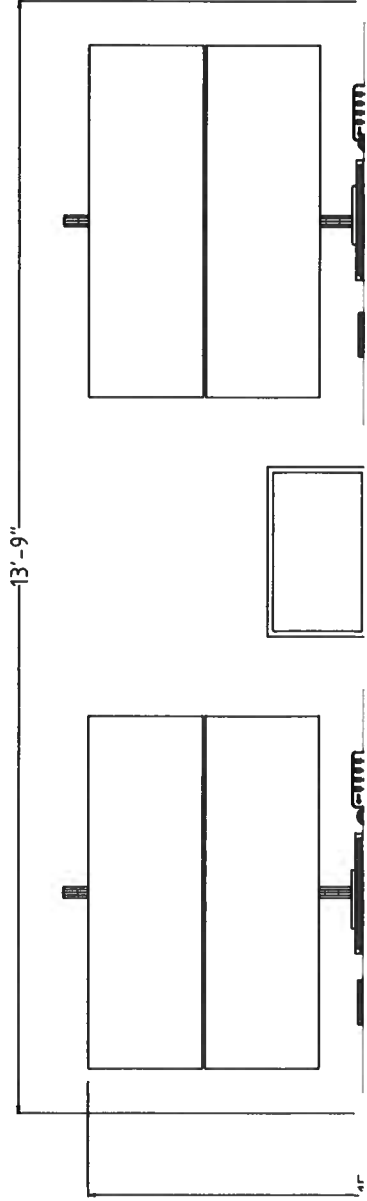
Four different videos can be played simultaneously via web apps, and various animation effects, such as scaling or rotating, are added to content using CSS (Cascading Style Sheets) transition effects. Real-time streaming* is also available, providing the flexibility to organize and diversify content free from capacity limits.







PLAN VIEW



LIFTUP COVER
FOR CABLE RACEWAY

CABLE RACEWAY

HIGH PRESSURE PLASTIC
LAMINATE WORK SURFACE

"COMFORT" POLYURETHANE EDGE

3'-3" [991mm]

ADJUSTABLE HEIGHT LEG
LEGACY ADJUSTMENT RANGE 42"



Your Trusted Partner for **Video Wall** Solutions & Control Room **Furniture**



Stockbridge PD - RTCC - VE_Rev.01

Quote#: 17938

Stockbridge Police Department

4545 N. Henry Blvd.,
Stockbridge, GA 30281

Prepared By

Gip Sisson | g.sisson@constanttech.com | 401-294-7171 x 121

Issue Date: 4/23/2026
Expiration Date: 5/23/2026



Your Trusted Partner for **Video Wall** Solutions & Control Room **Furniture**

Executive Summary

Constant Technologies is a global leader in mission-critical operations center design and implementation, with over 40 years of experience and thousands of successful integrations worldwide. We simplify the complexities of building and managing command and control centers, allowing our clients-such as Meta, CVS Health, Boeing, and the U.S. Department of Defense-to focus on their core operations while we handle the intricacies of design, installation, and support.

We start with understanding your unique needs and vision. Our team simplifies this complex process by offering end-to-end solutions, from initial architectural planning to advanced AV system integration, custom console design, and 24/7 support. Dedicated project managers oversee every phase, ensuring smooth execution and a seamless experience for our clients. By managing every detail-from site surveys and engineering to installation and testing-we allow our clients to focus on their core mission while we ensure their operations centers perform flawlessly.

Commitment to Quality:

Our commitment to quality goes beyond delivering cutting-edge solutions. At Constant Technologies, we ensure every project is completed on time, within budget, and exceeds client expectations. With decades of experience and a deep understanding of mission-critical environments, we manage every aspect of your project with precision, ensuring a seamless experience from start to finish.

Industries Served:

- **Public Safety:** Real-time crime centers (RTCCs), emergency operations centers (EOCs)
- **Federal:** Command and control solutions for defense and national security
- **Technology:** Advanced security operations centers for leading tech firms
- **Healthcare:** Patient care and mission control command centers
- **Finance:** Global threat protection and security operations
- **Loss Prevention:** Cybersecurity and physical security operations centers
- **Fleet Operations:** Centralized fleet monitoring systems
- **Utilities:** Electric and gas transmission and distribution, and municipal utility control centers
- **Process Control:** Petrochemical, pulp/paper, and manufacturing control centers

At Constant Technologies, we remove the complexity of operations center management so you can focus on what matters most: your mission. With our expert team managing every phase of the process, you can be confident that your operations center will perform flawlessly, 24/7.

Stockbridge PD

RTCC

Stockbridge, GA

DRAWING INDEX

ARCHITECTURAL

SK06.01 - PLAN VIEW
SK06.02 - PLAN VIEW W/ ANNOTATIONS
SK06.03 - PERSPECTIVE VIEW
SK06.04 - ELEVATION "A" "B"

PRELIMINARY - NOT FOR CONSTRUCTION



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Stockbridge
PD RTCC

Stockbridge, GA

INL	ID	Ref. #	Date:
NA		12443	2025/10/14
EL		12944	2026/04/23

Drawn by: Neil Medeiros

Date: April 23, 2026

Scale: As Noted

Project Number: 121-0693

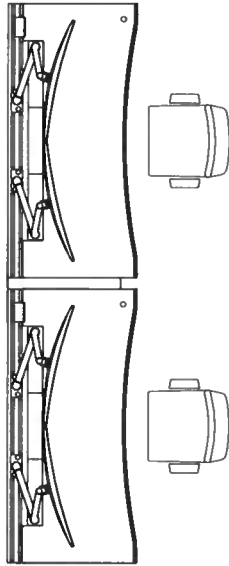
File Location:

© Stockbridge, GA PD RTCC (121-0693) - Design
Development/Stockbridge, GA PD RTCC (121-0693)
Solid Ang

Phase: Design Development
Drawing Title: PLAN VIEW

SK06.01 00

PLAN VIEW
SCALE: NTS



Stockbridge, GA

[illegible]

Neil Medeiros	Date
April 23, 2026	Date
As Noted	Project Number
121-0693	File Location

Q Storage GA PD RTCC [121-0003901 - Design Development] Storage GA PD RTCC [121-0003903] S&S 0mg

Design Development

PLAN VIEW W/
ANNOTATIONS

SK06.02 00

PLAN VIEW W/ ANNOTATIONS

SCALE: NTS

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Stockbridge, GA

Int. ID	Ref. #	Date:
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EL	12944	2026/04/23

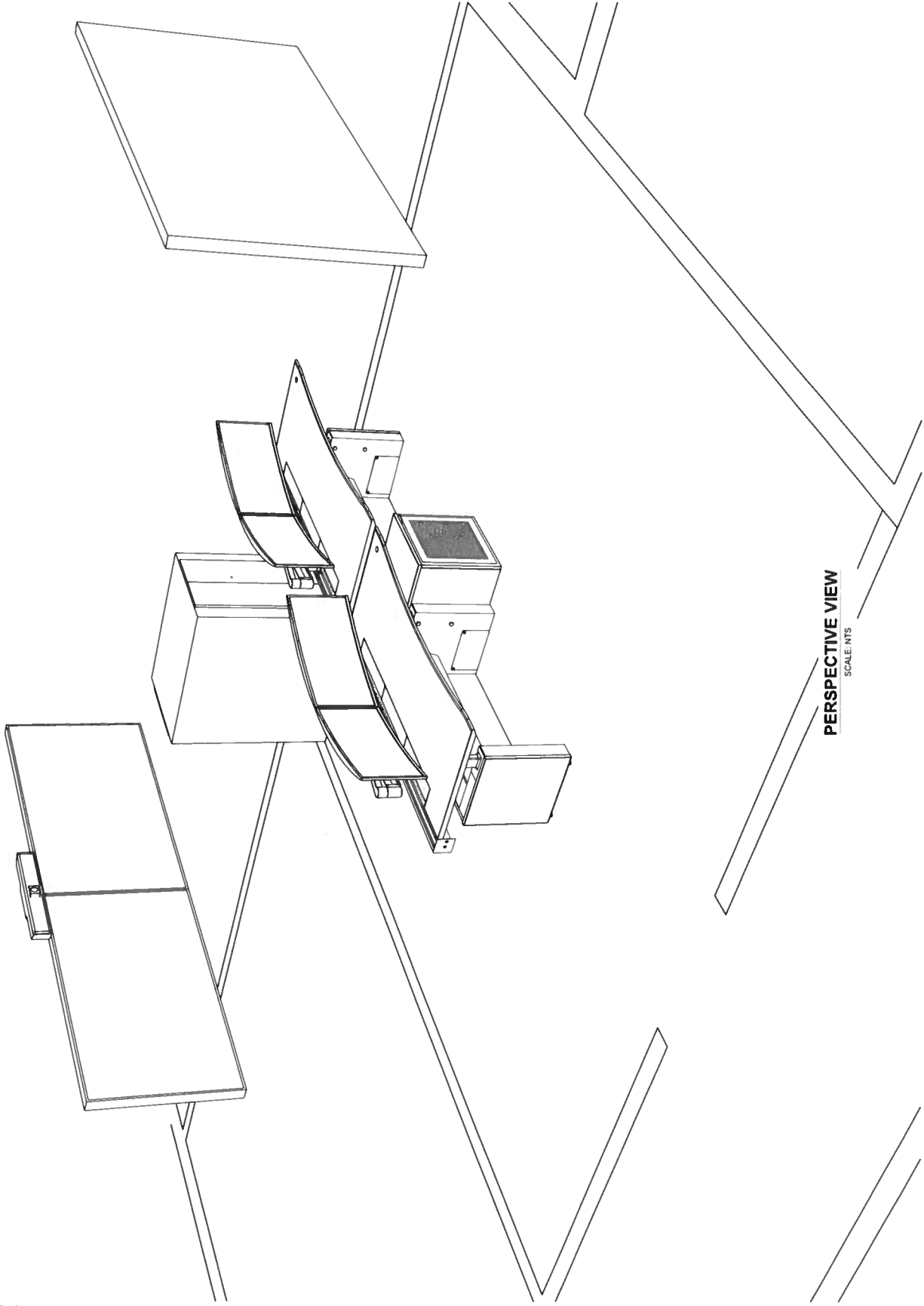
Drawn By: Neil Medeiros
Date: April 23, 2026
Scale:
As Noted
Project Number: 121-0693
Per Location:

Constant Technologies, Inc. 125 Steamboat Avenue
North Kingstown, RI 02852
Stockbridge, GA 30080

Project:
Design Development
Drawing Title:

PERSPECTIVE VIEW

SK06.03 00



PERSPECTIVE VIEW

SCALE: NTS

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**Stockbridge
PD RTCC**

Stockbridge, GA

Int.	ID	Ref. #	Date:
NM		12443	2025/10/14
EL		12944	2026/04/23

GENERAL NOTES

ELECTRICAL AND WALL BLOCKING ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY, AND WILL BE FURNISHED AND INSTALLED BY OTHERS.

Neil Medeiros

1

April 23, 2026

1

As Noted

Special Number

121-0693

Location

Stockbridge GA PD #

Beep beep

1000

Design

Person Title

ELEVAT

100

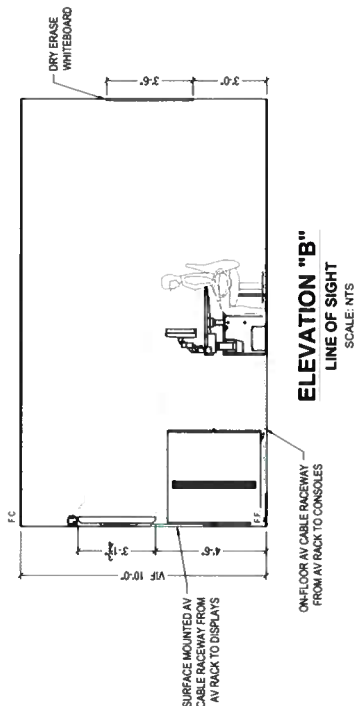
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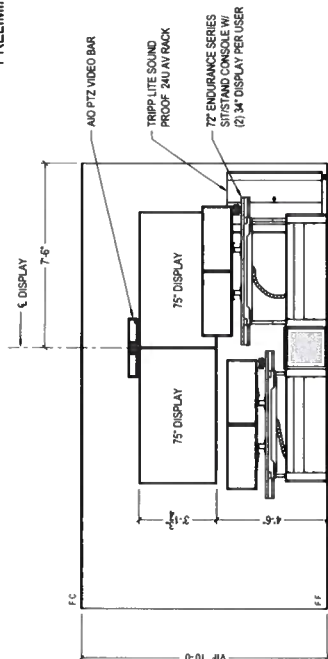
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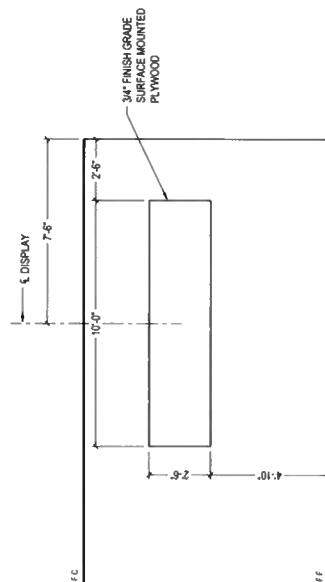
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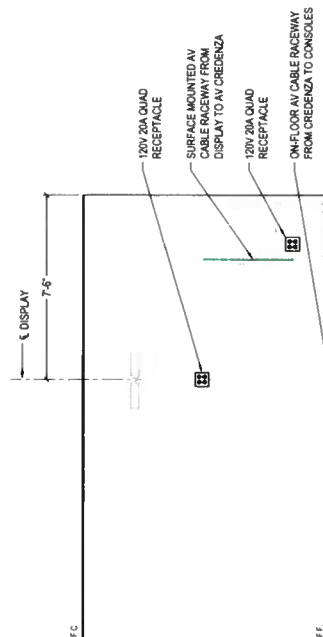
ELEVATION "B"
LINE OF SIGHT
SCALE: NTS



ELEVATION "A"
DISPLAY LOCATION
SCALE: NTS



ELEVATION "A"
SURFACE SUPPORT BLOCKING (BY OTHERS)
SCALE: NTS



ELEVATION "A"
POWER & DROP LOCATIONS (BY OTHERS)
SCALE: NTS

WALL BLOCKING

3/4" (19mm) PLYWOOD EXTERNAL WALL
BLOOMING TO BE SECURELY FASTENED
TO LOAD BEARING WALL. FIRE RATED IF
NECESSARY. OWNER TO BE RESPONSIBLE
FOR VERIFYING STRUCTURAL INTEGRITY
AND COMPLIANCE WITH LOCAL
JURISDICTION OF AUTHORITY.

Certifications





Your Trusted Partner for **Video Wall** Solutions & Control Room **Furniture**

Video Displays

Video Wall shall be a 2x1 of Planar 75" 4K displays

Video Processing and Distribution

Video Processing shall be a Datapath VSN Processor with support for the following input sources:

Rack Sources:

- (2) Video feeds from OFE rack content PCs. Assumes (1) dual output PCs.
- (4) Integrated Web page feeds from Datapath Processor

Room Sources:

- (2) Workstation feeds via extenders. Assumes capture of right monitor at each workstation
- (1) Loose HDMI connection for OFE Laptop plug in via extender at the Collaboration Table

Failover

Failover shall be (2) content PC feeds to video displays

User Interface and Control

- (1) Crestron 10" TS-Series Touch Panel for user touch interface and control.
- Includes a dedicated AV Control and video streaming network for all AV devices. AV Control Network shall be airgapped from client network
- Some AV devices may be connected to client network and AV control network via Dual NIC configuration for access to client content or to provide remote control capability when desired.

Video Conferencing

Integrate (1) OFE rack PC with room audio system and (1) USB camera for software-based video conferencing support.
Assumes client is utilizing MS Teams, Zoom, or other web conferencing applications.

Audio

- (1) Desktop push to talk microphone per workstation desks (2 total)
- Audio Processor for Acoustic Echo Cancellation, control and routing of all audio signals from content sources and microphones
- Audio amplification and speakers for (1) discrete audio zone using ceiling speakers
- Does not support audio from laptop sources. Audio can be included if required.

Rack and Cabling

- Includes rack for system in Constant Tech credenza.
- Includes all necessary cables, accessories and hardware necessary
- Quote assumes AV rack located within a 200-foot cable run of all video displays unless otherwise noted

Service and Support Agreement

1-year Constant Uptime Remote level service and support agreement including phone and email support during normal business hours of 9am-5pm EST
1-year Datapath Support Program with enhanced hardware coverage, software releases and 24/7 technical support

Professional Services

Includes full turnkey services provided by Constant, including Project Management, Engineering, Onsite Installation, Programming, Commissioning and User Training with complete system documentation and user manuals.

Freight

- Shipping of all equipment to Constant Technologies for pre-install rack fabrication, configuration and testing
- Shipping of all bulk cabling to client site prior to install
- Shipping of all equipment for installation

Typical Customer Responsibilities:

- All High Voltage 120/240v electrical circuits needed for the equipment in the AV rack and for wall mounted displays.
- Cable paths from AV rack to the room and ceiling and any conduit required.
- All IT equipment for computer sources including desktop displays.
- Network drops required for all AV/IT equipment
- Network design and installation for client IT and telephone systems
- Pull all cables (provided and spec'd by CTI) that leave the furniture or rack (infrastructure cabling) including but not limited to speaker wire, CAT6, fiber, microphone and control cables.
- Client shall be responsible for providing and coordinating all waste removal and disposal services required for the project, including but not limited to dumpsters, recycling, and removal of installation-related waste.

Equipment to be furnished by customer:

- All Workstation desk PCs
- All Workstation desk monitors
- All Workstation peripheral devices including phones, headsets, etc.
- 1 quantity of 2 output rack content PCs. Smaller format PCs are recommended to conserve rack space

Constant Technologies reserves the right to adjust prices to reflect the impact of any tariffs or duties imposed after the date of this proposal.

Quote#: 17938



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The project schedule and scope are based on current expectations and conditions. Delays caused by factors outside our control, such as adverse weather, travel disruptions, or shipping and supply chain issues, may result in additional charges. Any such charges will be communicated to the customer as soon as they are known.



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Material

Image	Item Id	Description	Qty	Unit Price	Total
Video Displays and Extenders					
Conference Room Displays and Mounts					
	Pla-998-3929-00	SLP75; 75in diagonal, UHD, D-LED backlight, 500 nit brightness, 24x7 operation, speakers, landscape and portrait. ENERGY STAR certified.	2	\$2,640.00	\$5,280.00
	Pee-SF660	Security SmartMount Universal Flat Mount For 39" to 80" TV's <i>Security SmartMount® Universal Flat Mount for 37" - 63" Flat Panel Screens Color: BLACK</i>	2	\$219.00	\$438.00
Video extenders for Video Wall and Auxiliary Displays					
	Ext-60-1962-02	DTP3 IN2004 DO <i>Four Input 4K/60 Seamless Scaling Switcher</i>	2	\$4,120.00	\$8,240.00
	Ext-60-1869-63	DTP3 R 201 <i>4K/60 HDMI DTP3 Receiver with Audio De-Embedding</i>	2	\$1,040.00	\$2,080.00
Workstation and Laptop Extenders					
	Ext-60-1869-62	DTP3 T 202 <i>4K/60 HDMI DTP3 Transmitter with Input Loop-Through and Audio Embedding</i>	3	\$1,210.00	\$3,630.00
	Ext-60-1869-63	DTP3 R 201 <i>4K/60 HDMI DTP3 Receiver with Audio De-Embedding</i>	3	\$1,040.00	\$3,120.00
Video Processing , Distribution and Control					
Display Wall Processors					
	Dat Quote 00036767	Stockbridge PD	1	\$29,646.40	\$29,646.40
	Dat-VisionSCHD4+H	4 channel HDMI capture card	2	\$3,165.00	\$6,330.00
	DAt-Image2K	4 channel HDMI graphics card	1	\$2,215.00	\$2,215.00
	Dat-WALLCON10PRO	License dongle for WallControl 10 pro version	1	\$7,590.00	\$7,590.00
	Dat-VSNV35CRPSU	21246 Video Wall Systems VSNV3 - Video Wall - 5x slots - i5	1	\$8,695.00	\$8,695.00
	Dat-RARA01	Pair of rack rails (VSN400N / V3 / 1192 only)	1	\$210.00	\$210.00
	Dat-SPKITV302	Spares kit 2 (air filter, 1 x front fan, 480GB SSD, RPSU module) (VSN-V3 only)	1	\$1,430.00	\$1,430.00
	Dat-16348	Engineering Services and Support Programs VITEC Gold Support Plan (Annual Plan)	1	\$3,176.40	\$3,176.40
Crestron Control					
	Cre-CP4N	CP4N 4-Series Control System <i>A rack-mountable control system with a powerful 4-Series control engine and numerous integrated control ports. Features an isolated control subnet that provides a Gigabit Ethernet LAN dedicated to Crestron devices.</i>	1	\$3,080.00	\$3,080.00
	Cre-TS-1070-B-S	10.1 in. Tabletop Touch Screen, Black Smooth	1	\$3,268.00	\$3,268.00
KVM for viewing and control of rack sources (max 8 sources per KVM)					

Quote#: 17938



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Mid-RM-KB-LCD17KVMHD	KB W/LCD DIG DSPLY & KVM <i>1 SPACE (1 3/4") RACKMOUNT KEYBOARD, HD LCD DIGITAL DISPLAY, 8KVM</i>	1	\$5,830.00	\$5,830.00
Ext-60-1870-12	DA2 HD 8K AE, De-Embedder <i>8K HDMI Audio De-Embedder, Distribution Amplifier</i>	1	\$920.00	\$920.00
Ext-60-1608-01	DA4 HD 4K PLUS <i>Four Output 4K/60 HDMI Distribution Amplifier</i>	1	\$1,350.00	\$1,350.00
USB Extenders for Rack Content PCs				
Ext-60-1471-12	USB Extender Plus T <i>Twisted Pair Extender for USB Peripherals</i>	1	\$870.00	\$870.00
Ext-60-1471-13	USB Extender Plus R <i>Twisted Pair Extender for USB Peripherals</i>	1	\$870.00	\$870.00
Log-920-008671	Logitech MK540 Advanced	1	\$59.99	\$59.99
Network switch				
Net-GSM4328-100NES	M4350-24G4XF MANAGED SWITCH	1	\$3,587.83	\$3,587.83
Video Conferencing System				
Qsc-NC-90-G2-BK	QSC NC-90-G2-BK 20MP IP ePTZ Camera, Fixed-Lens, Electronic Pan, 90° Horizontal Field of View, 5x Digital Zoom	1	\$1,750.00	\$1,750.00
Audio System				
USB to Dante Audio Adapters for encoded workstation audio				
Aud-ADP-USB-AU-2X2	Audinate Dante AVIO 2x2 USB I/O Adapter for Dante Audio Network	2	\$175.00	\$350.00
Audio Summing Cables for OFE Content PCs				
Ext-60-738-01	ASA 111 <i>Passive Audio Summing Adapter with Stereo Mini Plug Input and Unbalanced Output</i>	1	\$86.00	\$86.00
Desktop Mics				
Ele-PC-Boundary	Electrovoice PC Boundary desktop mic	2	\$329.00	\$658.00
QSC Audio DSP				
QSC-CORE 8 FLEX	QSC CORE FLEX Q-SYS Network Analog I/OProcessor, 8x AEC Processors, 64 64 Networked Audio Channels QLAN AES67	1	\$3,521.00	\$3,521.00
Audio Amplifiers				
Ext-60-1449-01	MPA 601-70V <i>One Channel Amp, 60 watts at 70 volts</i>	1	\$620.00	\$620.00
Speakers quoted as pairs				
Ext-60-1310-03	SF 26CT <i>SoundField XD 6.5" Two-Way Ceiling Speaker with 8" Composite Back Can and 70/100 V Transformer, Pair</i>	1	\$670.00	\$670.00

Quote#: 17938



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Equipment Rack and parts				
Tri-SRQ24U	24U Soundproof Rack Enclosure Server Cabinet Quiet Acoustic	1	\$5,637.06	\$5,637.06
Extron rack shelves and extender mounting brackets				
Ext-60-190-01	RSU 129 <i>1U 9.5" Deep Universal Rack Shelf Kit</i>	5	\$182.00	\$910.00
Ext-70-077-01	MBU 125 <i>1/4 & 1/2 Rack Width, Under-Desk Mount Kit for Two-Piece Enclosure</i>	1	\$66.00	\$66.00
Rack Power Distribution				
110v PDUs for 5-14 and BGR racks				
Mid-PD-815SC-NS	SLIM PWR STRIP,8 OUTLET,1 <i>8 OUTLET, SINGLE 15 AMP CIRCUIT SLIM POWER STRIP W/9' CORD, FITS RACKS THAT ACCEPT 'C' POWER</i>	2	\$209.00	\$418.00
Mid-PDX-915R-SP	15A 9 OUT SERIES SURGE W/CTRL	1	\$1,008.00	\$1,008.00
Cable and adapters				
Bulk Cabling provided by Constant - cable pull labor not included				
Bulk Cabling				
Wel-T2404L6A-SHP-BK	Weltron Cat6A Solid Ftp Cmp 1000Ft black	1	\$1,220.00	\$1,220.00
Lib-22-2P-PINDSH-BLK	COMMERCIAL 22/2P INDSH CMP BLK <i>Commercial grade general purpose 22 AWG 2 pair plenum individually shielded cable</i>	1	\$568.00	\$568.00
Lib-16-2C-TTP-BLK	TIGHT TUBE 16/2 CMP BLACK <i>Tight Tube Plenum 16 AWG 2 conductor Speaker Cable</i>	1	\$598.00	\$598.00
Rack and workstation connection cables				
Cable Bundle Estimate Small	Cable estimate for cable plus terminations for install	1	\$2,400.00	\$2,400.00
Service and Support				
ConstantUptime Remote	Remote phone and email support for 1 calendar year <i>Constant Uptime Remote Support SLA provides:</i> <i>Unlimited telephone and email support during Constant Technologies' normal business hours (9am-5pm Eastern Time, M-F, excluding Federal holidays) for systems installed by Constant Technologies.</i> <i>Expert assistance from product-knowledgeable engineers, technicians, and programmers.</i> <i>Guided troubleshooting to help your team identify and resolve issues.</i>	1	\$1,840.00	\$1,840.00

CONSOLES & FURNISHINGS

Quote#: 17938



Your Trusted Partner for Video Wall Solutions & Control Room Furniture

OEM-CTI-ENDUR-72	Endurance Series Beam LIFT Console, Single Position, 72"w x 34"d <i>72" Endurance Series Consoles Include:</i> - Aluminum and Powder Coated Steel Console Frame Assembly - Clear Anodized Aluminum Horizontal Beam Toolbar - Dual Electric Lift Columns, Control Box and Flush Mounted Up/Down Switch in Worksurface - Horizontal Cable Management Wire Tray Under Lifting Surface - Horizontal Cable Management Wire Trestle In Base Assembly - Vertical Cable Management via Flexible Cable Carrier Chain - Standard HPL Worksurface With Urethane Comfort Profile Front Edge - Hinged Rear Worksurface Infills and Cable Access Brush - Removable Access Panels on Top of Base Assembly	2	\$5,390.89	\$10,781.78
OEM-CTI-ENDUR-TECHCAB	Endurance Series PC Tech Cabinet w/ Adj Shelf <i>Endurance Series PC Tech Cabinet Includes:</i> - Standard HPL Cabinet with Front and Rear Doors - Concealed Door Hinges, 3-way Adjustable and Removable Without Tools - Full Height and Width Perforated Vent Panel Integrated on Front Door - Dual Cooling Exhaust Fan on Rear Door, 104 CFM @ 19 dBA with Multi Speed Controller - Adjustable PC Equipment Shelf, Slotted for Ventilation - Horizontal Cable Management Wire Tray at Rear of Cabinet, Aligned with Endurance Series Console Trestles	1	\$1,700.56	\$1,700.56
OEM-CTI-END-ENDUR	End Panel, Endurance Console, 19" x 20" - Standard HPL Finish	2	\$156.84	\$313.68
OEM-CTI-WHITEBOARD-9648-MAG	Magnetic Dry Erase Board - 8' x 4', Aluminum Frame w/ Marker Tray	1	\$767.25	\$767.25
OEM-CTI-WHITEBOARD-ACC	Magnetic Whiteboard Accessories Pack: (10) 1" Dia Magnets, (4) Dry Erase Markers- Assorted Colors, (1) Dry Marker Eraser	1	\$66.35	\$66.35

OPTIONS & ACCESSORIES

OEM-CTI-MON-7500	Articulating Monitor Arm - 27" Extension with Beam Mounting Bracket & 100x100 VESA 4 Plate <i>-Supports Screen Sizes Up To 49"</i> <i>-Weight Ranges (monitor weight without stand):</i> 2 - 13 lb. 6 - 21 lb. 8 - 27 lb. 12 - 40 lb.	4	\$498.98	\$1,995.92
OEM-CTI-CONV-BEAM-2P1A1C	Convenience Jack, Beam Mount Unit, (2) AC Power / (1) USB-A Charger / (1) USB-C Charger, 10' Power Cord	2	\$185.50	\$371.00
OEM-CTI-PWR-2020A-10C10	Power Strip, Upper Wire Tray - 20"L, 20A, 10 Outlet, 10' Cord w/ Molded Plug	2	\$113.94	\$227.88
OEM-CTI-PWR-1620A-8C6	Power Strip, Tech Cabinet - 16"L, 20A, 8 Outlet, 6' Cord w/ Molded Plug	1	\$93.71	\$93.71
OEM-CTI-LGT-RGBLED-TECHCAB	RGB LED Accent Lighting Solution, Tech Cabinet Accent/Service Lighting, Connected and Controlled with Single RF Remote	1	\$122.13	\$122.13
OEM-CTI-LGT-RGBLED-ACCEND	RGB LED Accent Lighting Solution, End Panel Aisle Lighting, Connected and Controlled with Single RF Remote	2	\$136.11	\$272.22
OEM-CTI-LGT-RGBLED-ACCDN	RGB LED Accent Lighting Solution, Downlighting Under Worktop, Connected and Controlled with Single RF Remote	2	\$139.81	\$279.62



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OEM-CTI-LGT-RGBLED-REM-4Z	RGB LED Accent Lighting Solution, Four Zone 2.4Gz RF Remote	1	\$44.50	\$44.50
OEM-CTI-CHAIR-CUSTOM-AL1000210	Sitmatic Alpha 450 LB 24/7 Synchro Operator Chair with Seat Depth Adjustment and Headrest, Black Antimicrobial Polyurethane	2	\$1,169.89	\$2,339.78

Material-Total:	\$113,966.66
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Labor

Image Item Id	Description	Qty	Total
AV Project Services			
Project Management	Project Management Labor	1	\$4,620.00
Engineering and Construction Drawings	Project Engineering and Construction Drawings	1	\$2,640.00
Rack Fabrication and Technology Integration	Offsite Rack Fabrication and Technology Integration	1	\$3,700.00
Onsite Install	Project Onsite Install Labor	1	\$8,880.00
Programming	Project Onsite System Commissioning, Testing, Training, and Custom programming for control systems	1	\$8,100.00
Travel	Travel Charges	1	\$6,100.00
Project Management Expenses	Project Management Expenses	1	\$1,550.00

Console Installation Services			
Onsite Install	Constant Technologies Console Installation: Includes unloading, layout and installation of all consoles and CTI provided accessories	1	\$6,000.00
Onsite Install-OFE Equipment	OFE Monitor Installation: Includes unboxing, installing, counter-balancing and cable management of (4) OFE monitors onto monitor arms (Monitor video and power cables provided by Client)	1	\$150.00
Travel	Travel Expenses	1	\$3,750.00
Freight costs are estimated at this time. Final freight costs to be determined prior to delivery			

Labor-Total:	\$45,490.00
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Net Sale :	\$159,456.66
Discount :	\$13,633.54
Subtotal :	\$145,823.12
Freight :	\$14,118.00

Invoice Term : 50% down, 50% upon install

Your Price : \$159,941.12

Accepted by: _____

Date: _____



Your Trusted Partner for **Video Wall** Solutions & Control Room **Furniture**

Disclaimer

CONSTANT TECHNOLOGIES requires the following items prior to providing a firm schedule: • PURCHASE ORDER • SIGNED DRAWINGS • ACCEPTED TERMS • APPROVED FINISHES • DOWN PAYMENT • LOGISTICS INFORMATION SHEET

Parts and final quantities are subject to change post contract award during 100% design review. Ownership of physical equipment transfers to the client upon completion of physical installation by Constant Technologies.

For all purchase orders and inquiries, please contact:

Finance Department
Constant Technologies, Inc.
Tel: 401-294-7171

Purchase Orders:

Please send all purchase orders to orders@constanttech.com.

Payments:

All payments should be directed to finance@constanttech.com.

Headquarters Address:

125 Steamboat Avenue
North Kingstown, RI 02852
Office Phone: (401) 294-7171
Fax Number: (401) 294-7505
Website: www.constanttech.com

GSA Contract # GS-03F-073GA
Federal Tax ID# 22-2503954
Dun & Bradstreet# 04-933-5102
NAICS Code: 334310
Cage Code: 1MDG8
Company Type: Corporation
State of Incorporation: New Jersey
Date of Incorporation: October 24, 1983

TECHNOLOGY AND HARDWARE LIMITED WARRANTY:

- Constant Technologies warrants to the original purchaser that the equipment sold as part of the integrated audio-visual system will be free of material and manufacturing defects for one year from the date of shipment, and/or transfer of ownership.
- This warranty is made only to the original purchasing entity, and only for the equipment as installed by Constant Technologies technicians.
- Warranty coverage terminates when changes, reconfigurations, or relocations are made to the equipment without the consent and supervision of Constant Technologies.
- Warranty coverage of an item also terminates when the original purchaser sells, transfers, or otherwise disposes of a covered item.
- Constant Technologies will arrange for the replacement of any warranted parts found to be defective within the terms of the warranty.

THIS TECHNOLOGY AND HARDWARE LIMITED WARRANTY DOES NOT COVER:

- Damage to equipment, or equipment malfunction, due to external causes.
- Examples include, but are not limited to accident, abuse, misuse, electrical power failure or malfunction, incorrect environmental conditions, or other Acts of God.
- Lack of compatibility with signals and/or hardware other than previously approved by, or supplied by, Constant Technologies, Inc.
- Labor, travel, and shipping expenses necessitated by faulty equipment.

CONSOLE AND TECHNOLOGY FURNITURE LIFETIME WARRANTY:

- Constant Technologies warrants to the original purchaser that our Consoles and Technical Furniture will be free from defects in workmanship, given normal use and care, for the lifetime of their use.
- Textiles, decorative trim and electrical components are warranted to be free from defects in materials and workmanship for a period of one year from date of initial shipment. Electric lifting columns are warranted to be free from defects in materials and workmanship for a period of five years from the date of initial shipment. Paint finishes are warranted to be free from defects for five years from date of initial shipment.
- This warranty applies only to products manufactured by Constant Technologies, and is made only to original purchasers acquiring products



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through our dealers or directly from Constant Technologies.

- Warranty coverage ends when the original purchaser sells, transfers or otherwise disposes of a covered item.
- Constant Technologies will repair or replace, at its sole discretion, any parts of the warranted products found to be defective within the terms of the warranty.

THIS CONSOLE AND TECHNOLOGY FURNITURE LIFETIME WARRANTY DOES NOT COVER:

- Damage due to external causes, including accident, abuse beyond specified tolerances, misuse, problems with electrical power, improper application, negligence or installation by parties other than Constant Technologies and its authorized dealers.
- Damage occurring during unloading or after delivery when the buyer purchases consoles only and does not use professional installation services provided by Constant Technologies or its authorized dealers.
- Changes, reconfiguration, or relocation made to the equipment without the consent and supervision of Constant Technologies.
- Customer's Own Material (COM) specified by the customer that is not a standard Constant Technologies offering
- Color, grains, or texture of laminate and other covering materials due to natural variations over which Constant Technologies has no control.

There are no other warranties except as expressly set forth above, neither express or implied, including any warranty of merchantability or fitness for any particular purpose. We specifically exclude and will not pay consequential or incidental damages under this warranty.



04/28/2026

Subject: Sole Source Justification for Constant Technologies, Inc.

To whom it may concern,

Please let us extend our appreciation for your consideration regarding the RTIC project. Constant understands the importance of this project and what it will do to further serve your community. Below, please find sole source Non-Competitive Bid justification points:

- Constant Technologies is uniquely qualified to bring your project from concept through successful completion. In the marketplace, there is truly not another vendor that combines spatial design, turnkey display wall deployment, technology integration and custom analyst workstation systems, all specific to EOC, RTIC, and other public safety build-outs.
- There is not another firm that encompasses architectural space planning designs, technically engineered visual solutions, project management, consulting, installation, integration, programming, and service and support on use of your specific software to maximize the impact to your community and policing on day-one of operations.
- Constant will assist the Stockbridge PD team with programming, conceptual designs, budgeting, architectural designs, mechanical and electrical load calculations, project planning, and coordination with public works for build requirements. This project would take longer and cost the department more if Constant Technologies was not involved to provide their consulting and experience. The department would have to pay for the following separate design consulting without guarantee of a seamless integration: Audio Visual system design, furniture design, security design and integration, additional architectural costs, mechanical and electrical consulting.
- Constant also has in-house, retired veteran Police Officers on their staff. They understand what is required within these centers and offer guidance for staffing, roles/responsibilities, and personnel training. This goes above and beyond what would come from a typical AV integration firm.
- Constant's experience specific to the public safety market also positions them as an ideal solution provider. Public Safety command centers serve a multitude of purposes from natural disaster response, to crime investigation and prevention, to traffic management and weather monitoring during major city-wide events. The central location means public safety can collaborate and get all the information it needs quickly and efficiently. These centers provide numerous benefits such as: more efficient workflows, real-time situational awareness, more effective strategy execution, supported collaboration between analysts and first responders, and reduced response time. With so much riding on the successful implementation of the operations center, it's important to choose a partner with relevant experience.
- Constant has provided turnkey Command Center solutions in the public safety sector across the country for departments such as Lee County Sheriff (FL), Collier County Sheriff (FL), Indian River



County Sheriff (FL), Rogers PD (AR), Aurora PD (IL), Winston-Salem PD (NC), Vacaville PD (CA), Glendale PD (CA), New Haven PD (CT), City of Kyle (TX), North Kingstown Fire (RI), Tulsa PD (OK), Providence PD (RI), Amarillo PD (TX), Spokane County Sheriff (WA), Las Cruces, PD (NM), and many more.

- There is no other organization that is built to handle the complexities and specific use cases required for standing up a successful public safety operations center. Constant solely focuses on mission critical deployments for city, state, and federal government and has over 2000 successful turn-key Command Center projects.
- Full cost information can be provided in a detailed price proposal which includes a brief scope of work, a line-item list of parts and components necessary for the A/V system, and a line-item list of all professional services included in the turnkey offering.
- Special factors that affect the cost of the contract include procuring only hardware and/or technology that is manufactured to an industrial grade and rated for 24/7/365 use in mission critical environments. Constant Technologies only installs hardware and/or technology on the cutting edge, not the bleeding edge. Any hardware and/or technology procured, installed, and integrated by Constant Technologies has been thoroughly tested and vetted by our technical staff to ensure it meets our standards for use in mission critical environments.

The importance placed on this type of operations center cannot be understated. We encourage Stockbridge PD to reach out to any and all of our past clients to hear firsthand about their experience working with Constant Technologies and the added value our firm brought to the design, installation and integration of the systems and furniture.

For another contractor to reach the same level of competence as Constant Technologies would take many years in the industry to reach our over forty years of experience. Not only does it take time and effort to test, vet, and truly understand all of the mission critical technology that we implement, but it would also take a significant investment, both time and money, to onboard and train various types of staff to be able to offer the same turnkey solution that Constant Technologies can offer.

We appreciate your consideration of Constant Technologies and the opportunity to do business with Stockbridge Police Department.

Sincerely,

Gip Sisson

Director, Strategic Accounts

Constant Technologies, Inc.



Re: RTCC Scope of Work

From Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Date Mon 6/8/2026 4:07 PM

To Jeremy Andrews <jandrews@stockbridgega.org>; Jimmy Keyes <jkeyes@stockbridgega.org>

Thank you both.

Thank you,

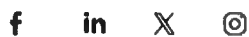


Amelia Campbell-Andrews
Accountant

Office: (678) 833-3334 ext. 620

Mobile: (470) 661-9158

Email: acampbell-andrews@stockbridgega.org
4545 N. Henry Blvd.
Stockbridge, GA 30281



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From: Jeremy Andrews <jandrews@stockbridgega.org>

Sent: Monday, June 8, 2026 4:02 PM

To: Jimmy Keyes <jkeyes@stockbridgega.org>; Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Subject: RE: RTCC Scope of Work

Excellent. Thank you guys, I will get this over to the attorneys in the morning for approval. Thank you all so much.

From: Jimmy Keyes <jkeyes@stockbridgega.org>

Sent: Monday, June 8, 2026 4:02 PM

To: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Cc: Jeremy Andrews <jandrews@stockbridgega.org>

Subject: Re: RTCC Scope of Work

Amelia,

Yes ma'am, apples to apples. I was personally the one to handle all correspondence and meetings, and all standards were the same.

**Jimmy Keyes**

Captain, Office of Professional Standards

phone: (470) 332-3739

mobile: (678) 521-9100

email: jkeyes@stockbridgega.org

4545 N. Henry Blvd.

Stockbridge, GA 30281

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From: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Sent: Monday, June 8, 2026 4:00 PM

To: Jimmy Keyes <jkeyes@stockbridgega.org>

Cc: Jeremy Andrews <jandrews@stockbridgega.org>; Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Subject: RTCC Scope of Work

Good afternoon Captain Keyes

Did all three vendors receive the same scope of work from us for what and how we want the RTCC to be designed? Procurement just needed us to verify.

Thank you,

**Amelia Campbell-Andrews**

Accountant

Office: (678) 833-3334 ext. 620

Mobile: (470) 661-9158

Email: acampbell-andrews@stockbridgega.org

4545 N. Henry Blvd.

Stockbridge, GA 30281

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Outlook

Re: [EXTERNAL] Fw: RTCC - Procurement & Legal Review

From Demeatrius Ivey <divey@stockbridgega.org>**Date** Wed 8/5/2026 9:07 AM**To** Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>**Cc** Jimmy Keyes <jkeyes@stockbridgega.org>

I approve of it, thanks.

Regards,



Demeatrius Ivey
IT Director
Technology Department

Office : 770-389-7900

<https://stockbridgega.org/>

From: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>**Sent:** Tuesday, August 4, 2026 8:00 AM**To:** Demeatrius Ivey <divey@stockbridgega.org>**Cc:** Jimmy Keyes <jkeyes@stockbridgega.org>; Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>; Jeremy Andrews <jandrews@stockbridgega.org>**Subject:** Fw: [EXTERNAL] Fw: RTCC - Procurement & Legal Review

Good morning Demeatrius,

We have Procurement and Legal approval to use Fountainhead Controls for our RTCC implementation. Can you please review the quotes attached and give us your decision as well?

Thank you,



Amelia Campbell-Andrews
Accountant

Office: (678) 833-3334 ext. 620
Mobile: (470) 661-9158
Email: acampbell-andrews@stockbridgega.org
4545 N. Henry Blvd.
Stockbridge, GA 30281

f in X @

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From: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>
Sent: Monday, August 3, 2026 5:32 PM
To: Megan McCulloch <megan@wlga.com>
Cc: Jeremy Andrews <jandrews@stockbridgega.org>; Jimmy Keyes <jkeyes@stockbridgega.org>
Subject: Re: [EXTERNAL] Fw: RTCC - Procurement & Legal Review

Okay, thanks. I'll check with Mr. Ivey for his approval first before then as well.

Thank you,



Amelia Campbell-Andrews
Accountant

Office: (678) 833-3334 ext. 620
Mobile: (470) 661-9158
Email: acampbell-andrews@stockbridgega.org
4545 N. Henry Blvd.
Stockbridge, GA 30281

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From: Megan McCulloch <megan@wlga.com>
Sent: Monday, August 3, 2026 5:22 PM
To: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>
Cc: Jeremy Andrews <jandrews@stockbridgega.org>; Jimmy Keyes <jkeyes@stockbridgega.org>
Subject: Re: [EXTERNAL] Fw: RTCC - Procurement & Legal Review

Caution: This email originated from outside your organization.

Exercise caution when opening attachments or clicking links, especially from unknown senders.

I'm on board with FountainHead moving forward for Council's consideration. Given the contract includes software, Council may want to discuss this in Executive Session (cybersecurity).



MEGAN
McCULLOCH

ASSOCIATE ATTORNEY

T.(404) 437-6641

F.(404) 474-3730

MEGAN@WLGGA.COM

WWW.WLGGA.COM

260 PEACHTREE ST NW, STE #1600

ATLANTA, GA 30303

From: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Sent: Monday, August 3, 2026 11:15 AM

To: Megan McCulloch <megan@wlgga.com>

Cc: Jeremy Andrews <jandrews@stockbridgega.org>; Jimmy Keyes <jkeyes@stockbridgega.org>; Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Subject: [EXTERNAL] Fw: RTCC - Procurement & Legal Review

 **CAUTION: This email originated from outside of your organization.**

Do not click links or open attachments unless you recognize the sender and know the content is safe.

Megan

Attached are 2 of the 4 documents for the RTCC.

Thank you,



Amelia Campbell-Andrews
Accountant

Office: (678) 833-3334 ext. 620
Mobile: (470) 661-9158
Email: acampbell-andrews@stockbridgega.org
4545 N. Henry Blvd.
Stockbridge, GA 30281

f in X @

From: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>
Sent: Monday, August 3, 2026 11:09 AM
To: Megan McCulloch <megan@wlga.com>
Cc: Jimmy Keyes <jkeyes@stockbridgega.org>; Jeremy Andrews <jandrews@stockbridgega.org>
>

Subject: Fw: RTCC - Procurement & Legal Review

Megan,

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Please see the documents attached for RTCC.

Thank you,



Amelia Campbell-Andrews
Accountant

Office: (678) 833-3334 ext. 620
Mobile: (470) 661-9158
Email: acampbell-andrews@stockbridgega.org
4545 N. Henry Blvd.
Stockbridge, GA 30281

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From: Jeremy Andrews <jandrews@stockbridgega.org>
Sent: Monday, June 8, 2026 4:00 PM
To: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>; Wanda Thomas <wthomas@stockbridgega.org>
Cc: Richard Godfrey <rgodfrey@stockbridgega.org>
Subject: RE: RTCC - Procurement & Legal Review

Oh ok. Cool. My apologies. The first day back from vacation and my head is swimming trying to keep up. Thank you for your patience with me, Amelia. I will start drafting your approval from procurement for the attorneys.

From: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>
Sent: Monday, June 8, 2026 3:57 PM
To: Jeremy Andrews <jandrews@stockbridgega.org>; Wanda Thomas <wthomas@stockbridgega.org>

Cc: Richard Godfrey <rgodfrey@stockbridgega.org>

Subject: Re: RTCC - Procurement & Legal Review

I sent the updated quote from Fountainhead on the 13th as well. Please see the attached quote for \$157,881.19.

We do not have another one from Constant Technologies.

Thank you,



Amelia Campbell-Andrews

Accountant

Office: (678) 833-3334 ext. 620

Mobile: (470) 661-9158

Email: acampbell-andrews@stockbridgega.org

4545 N. Henry Blvd.

Stockbridge, GA 30281

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From: Jeremy Andrews <jandrews@stockbridgega.org>

Sent: Monday, June 8, 2026 3:54 PM

To: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>; Wanda Thomas <wthomas@stockbridgega.org>

Cc: Richard Godfrey <rgodfrey@stockbridgega.org>

Subject: RE: RTCC - Procurement & Legal Review

Thank you, Amelia. It looks like Winstead is the cheapest, so we need to have justification as to why you guys want to go with Fountainhead. Do they have some offerings that Winstead doesn't? I will need chief to give me an explanation I can pass on to the attorneys.

From: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Sent: Monday, June 8, 2026 3:50 PM

To: Jeremy Andrews <jandrews@stockbridgega.org>; Wanda Thomas <wthomas@stockbridgega.org>

Cc: Richard Godfrey <rgodfrey@stockbridgega.org>

Subject: Re: RTCC - Procurement & Legal Review

No problem, I'll verify that with Captain Keyes. Please see the attached Winstead quote.

Thank you,

From: Jeremy Andrews <jandrews@stockbridgega.org>

Sent: Monday, June 8, 2026 3:46 PM

To: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>; Wanda Thomas



Amelia Campbell-Andrews

Accountant

Office: (678) 833-3334 ext. 620

Mobile: (470) 661-9158

Email: acampbell-andrews@stockbridgega.org

4545 N. Henry Blvd.

Stockbridge, GA 30281

f in X @

[<wthomas@stockbridgega.org>](mailto:wthomas@stockbridgega.org)

g>

Cc: Richard Godfrey

[<rgodfrey@stockbridgega.org>](mailto:rgodfrey@stockbridgega.org)

>

Subject: RE: RTCC -

Procurement & Legal Review

Got it. Understood. So, the only question I have left is that whatever information was sent to one company to obtain the quote, did they all receive the same information? I just need to make sure we are

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apples to apples. If we are, then we are good to go. Do you mind reforwarding the Winstead one? I will put them all together and send them off to the attorney with the procurement approval.

Thank you for your patience, Amelia.

From: Amelia Campbell-Andrews [<acampbell-andrews@stockbridgega.org>](mailto:acampbell-andrews@stockbridgega.org)

Sent: Monday, June 8, 2026 3:44 PM

To: Jeremy Andrews [<jandrews@stockbridgega.org>](mailto:jandrews@stockbridgega.org); Wanda Thomas [<wthomas@stockbridgega.org>](mailto:wthomas@stockbridgega.org)

Cc: Richard Godfrey [<rgodfrey@stockbridgega.org>](mailto:rgodfrey@stockbridgega.org)

Subject: Re: RTCC - Procurement & Legal Review

1. The executive summary was Chief, AC, and for Legal or Procurement if needed.
2. I resent all three full quotes on 5.13.2026, so that you wouldn't be confused. Winstead finally sent their full one.

Thank you,



Amelia Campbell-Andrews

Accountant

Office: (678) 833-3334 ext. 620

Mobile: (470) 661-9158

Email: acampbell-andrews@stockbridgega.org

4545 N. Henry Blvd.

Stockbridge, GA 30281

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From: Jeremy Andrews <jandrews@stockbridgega.org>
Sent: Monday, June 8, 2026 3:17 PM
To: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>; Wanda Thomas <wthomas@stockbridgega.org>
Cc: Richard Godfrey <rgodfrey@stockbridgega.org>
Subject: RE: RTCC - Procurement & Legal Review

Hi Amelia. This executive summary that was sent out, everything was the same sent to all vendors. Also, did Winstead ever send the finalized quote? If everyone got the same info, and Winstead either didn't send the full quote or their quote was not on par with the other two, I would be fine moving forward with Fountainhead.

Let me know the answers to those questions and I will get it over to Attorney Berry for approval. Then you guys can go to council for approval.

Thank you so much.

From: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>
Sent: Monday, June 8, 2026 3:05 PM
To: Jeremy Andrews <jandrews@stockbridgega.org>; Wanda Thomas <wthomas@stockbridgega.org>
Cc: Richard Godfrey <rgodfrey@stockbridgega.org>
Subject: Re: RTCC - Procurement & Legal Review

Good afternoon Jeremy

Is there an update on this one?

Thank you,



Amelia Campbell-Andrews
Accountant

Office: (678) 833-3334 ext. 620
Mobile: (470) 661-9158
Email: acampbell-andrews@stockbridgega.org
4545 N. Henry Blvd.
Stockbridge, GA 30281

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From: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>
Sent: Wednesday, May 27, 2026 11:07 AM
To: Jeremy Andrews <jandrews@stockbridgega.org>; Wanda Thomas <wthomas@stockbridgega.org>
Cc: Richard Godfrey <rgodfrey@stockbridgega.org>
Subject: Re: RTCC - Procurement & Legal Review

Morning Jeremy

Wanted to follow up on this one.

Thank you,



Amelia Campbell-Andrews
Accountant

Office: (678) 833-3334 ext. 620
Mobile: (470) 661-9158
Email: acampbell-andrews@stockbridgega.org
4545 N. Henry Blvd.
Stockbridge, GA 30281



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From: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>
Sent: Wednesday, May 20, 2026 10:24 AM
To: Jeremy Andrews <jandrews@stockbridgega.org>; Wanda Thomas <wthomas@stockbridgega.org>
Cc: Richard Godfrey <rgodfrey@stockbridgega.org>
Subject: Re: RTCC - Procurement & Legal Review

No problem, and completely understandable. Just doing my weekly check-ins in case anything additional is needed. 😊

Thank you,



Amelia Campbell-Andrews
Accountant

Office: (678) 833-3334 ext. 620
Mobile: (470) 661-9158
Email: acampbell-andrews@stockbridgega.org
4545 N. Henry Blvd.
Stockbridge, GA 30281



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From: Jeremy Andrews <jandrews@stockbridgega.org>
Sent: Wednesday, May 20, 2026 10:00 AM
To: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>; Wanda Thomas <wthomas@stockbridgega.org>

Cc: Richard Godfrey <rgodfrey@stockbridgega.org>

Subject: RE: RTCC - Procurement & Legal Review

I will review today and let you know, Ameila. Apologies, we have been swamped. I appreciate you patience.

From: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Sent: Wednesday, May 20, 2026 10:00 AM

To: Jeremy Andrews <jandrews@stockbridgega.org>; Wanda Thomas <wthomas@stockbridgega.org>

Cc: Richard Godfrey <rgodfrey@stockbridgega.org>

Subject: Re: RTCC - Procurement & Legal Review

Good morning Jeremy

Wanted to follow up to see if there was anything else you may need for this one.

Thank you,



Amelia Campbell-Andrews
Accountant

Office: (678) 833-3334 ext. 620

Mobile: (470) 661-9158

Email: acampbell-andrews@stockbridgega.org

4545 N. Henry Blvd.

Stockbridge, GA 30281

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From: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Sent: Wednesday, May 13, 2026 5:15 PM

To: Jeremy Andrews <jandrews@stockbridgega.org>; Wanda Thomas <wthomas@stockbridgega.org>

Cc: Richard Godfrey <rgodfrey@stockbridgega.org>; Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Subject: Re: RTCC - Procurement & Legal Review

Good afternoon

We finally received the full quote from Winsted, along with an updated quote from FountainHead Controls. To avoid any confusion with the previous versions, I have attached all three company quotes in this email for your review.

Thank you,



Amelia Campbell-Andrews
Accountant

Office: (678) 833-3334 ext. 620
Mobile: (470) 661-9158
Email: acampbell-andrews@stockbridgega.org
4545 N. Henry Blvd.
Stockbridge, GA 30281

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receive it, I'll send it over.

Thank you,



Amelia Campbell-Andrews
Accountant

Office: (678) 833-3334 ext. 620
Mobile: (470) 661-9158
Email: acampbell-andrews@stockbridgega.org
4545 N. Henry Blvd.
Stockbridge, GA 30281

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From: Jeremy Andrews <jandrews@stockbridgega.org>
Sent: Monday, May 4, 2026 9:01 AM
To: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>; Wanda Thomas <wthomas@stockbridgega.org>
Cc: Richard Godfrey <rgodfrey@stockbridgega.org>
Subject: RE: RTCC - Procurement & Legal Review

Did we ever receive the other full quote from Winsted? I want to make sure all of the quotes are apples to apples so we can move forward cleanly. Thanks, Ameila.

From: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>
Sent: Thursday, April 30, 2026 4:00 PM
To: Jeremy Andrews <jandrews@stockbridgega.org>; Wanda Thomas <wthomas@stockbridgega.org>
Cc: Richard Godfrey <rgodfrey@stockbridgega.org>; Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>
Subject: RTCC - Procurement & Legal Review

From: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>
Sent: Monday, May 4, 2026 9:07 AM
To: Jeremy Andrews <jandrews@stockbridgega.org>; Wanda Thomas <wthomas@stockbridgega.org>
Cc: Richard Godfrey <rgodfrey@stockbridgega.org>
Subject: Re: RTCC - Procurement & Legal Review

Not yet, but as soon as I

Good afternoon Jeremy,

Attached is an executive summary along with three quotes for your review related to the implementation of our Real Time Crime Center. At this time, we would like to proceed with Fountain Head Controls as our selected vendor.

The Winsted Company has provided a partial quote; however, their complete quote is expected to exceed the others.

Once you have completed your review and forwarded the documents to Mr. Jeremy Berry in Legal, please let us know.

Thank you,



Amelia Campbell-Andrews
Accountant

Office: (678) 833-3334 ext. 620

Mobile: (470) 661-9158

Email: acampbell-andrews@stockbridgega.org

4545 N. Henry Blvd.

Stockbridge, GA 30281



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City of Stockbridge

AGENDA ITEM

MEETING DATE

09/14/2026

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
- ☒ GRANT FUNDING
- ☐ TRAFFIC CAMERA FUNDING
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BOND

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER:

Chief Orrin Hamilton

DEPARTMENT:

Police Department

ITEM/PROJECT/EVENT:

Requesting Council approval to purchase 10 RollShieldMH-Handgun ballistic shields and 9 RollShieldMH-Rifle ballistic shields from Verco Materials, LLC.

BACKGROUND INFORMATION:

Council consideration to approve the purchase of 10 RollShieldMH-Handgun ballistic shields and 9 RollShieldMH-Rifle from Verco Materials, LLC, in an amount not to exceed \$102,875.04 utilizing funds awarded through the Public Safety and Community Violence Grant. The requested shields provide an additional layer of protection for officers responding to high-risk incidents where ballistic protection is necessary. Approval of this item enhance officer safety and provide officers with rapidly deployable ballistic protection during incidents involving elevated or active threats. Equipment (255-32100-542500) \$71,142.84. Supplies and Materials (255-32100-531140) \$31,732.20

SIGNATURES:

CITY MANAGER

Frank S. Milazi

CITY TREASURER

Quinton Washington

CITY ATTORNEY

eSigned via GovOS.com

Shawn Edmondson

eSigned via GovOS.com

eSigned via GovOS.com

☒ FINANCIAL IMPACT ☐ N/A

AMOUNT:

102,875.04

ATTACHMENTS:



ITEM/PROJECT/EVENT:

RollShieldMH-Rifle is a patented, NIJ Level III-compliant rifle shield designed for ballistic protection, portability, and rapid deployment. It protects against 7.62x39mm and 5.56x45mm rounds, including Green Tip ammunition, while providing a discreet, rollable design for easy storage and transport. The shield transitions from flexible to rigid for operational use without secondary assembly and includes an adjustable sling for convenient carrying. Its unique design is protected by U.S. Patent No. 12,535,300, issued January 27, 2026.

STAFF RECOMMENDATION:

Staff recommends that the City Council approve the purchase of RollShieldMH ballistic shields from Verco Materials, LLC, in an amount not to exceed \$102,875.04,
Funding: Public Safety and Community Violence Grant

eSigned via GovOS.com

Hines-Wilson



QUOTE

4420 Commerce Drive SW
Atlanta, GA 30336
404-872-9504

Quote No. 649
DATE July 21, 2026
CUSTOMER ID SBPD

Customer Stockbridge Police Department
4545 North Henry Blvd
Stockbridge, GA 30281
678-833-3334

SHIP TO Stockbridge Police Department
ATTN: Capt. D Huffs Schmidt
4545 North Henry Blvd
Stockbridge, GA 30281
678-833-3334

Payment Terms	Delivery Date	Expiration Date
Net 30	As available	45days

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
10.00	A1SH1836	RollShieldMH-Handgun, 18"x36", rollable, quick deployable, Level IIIA protection shield in black carrier	\$ 3,173.22	\$ 31,732.20
9.00	R1SH1824	RollShieldMH-Rifle, 18"x24", rollable, quick deployable, Level III (+ M43, M855) protection shield in black carrier	\$ 7,904.76	\$ 71,142.84

Invoices paid by credit card will be subject to 3% processing fee.

1. Please respond with confirmation of reception.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if alternate shipping is required.
4. Send all correspondence to:
Verco Materials
4420 Commerce DR SW
Atlanta, GA 30336
Office: 404-872-9504
5. Quote pricing is specific to specific customer and not indicative of pricing available to other customers. Please keep information confidential.

SUBTOTAL \$ 102,875.04

SALES TAX

TOTAL \$ 102,875.04

Gabriel Todd, VP Bis. Dev.

Authorized by

7/21/26

Date



Verco Materials, LLC
4420 Commerce Drive SW
Atlanta, Georgia 30336
(404) 874-9504
www.VercoMaterials.com
sales@vercomaterials.com

Sole Source Justification

RollShieldMH-Rifle & RollShieldMH-Handgun

Ballistic shields are increasingly becoming a valuable tool for law enforcement officers to have at their disposal. Shields can provide the necessary increase in concealment and ballistic coverage to improve response time and time to engagement with a heightened threat. With the rising demand from communities to be sensitive to the psychology of citizens and their perceptions of comfort when presented with “aggressive” items, law enforcement needs ballistic shields that can be available in any environment, quickly at hand if needed, including the need to transport the shield easily and quickly over various distances to confront a threat.

RollShieldMH-Rifle is the only patented NIJ 0108.01 Level III Compliant shield product, including special threat protection against 7.62x39mm ball and mild-steel core and 5.56x45mm ball and Green Tip, in a rollable, quick-deployable unit that does not rely on gravity for deployment. Its unique ability to roll up creates a discrete, not immediately recognizable image that can provide an easier ability to be carried without eliciting a negative response from the populace in sensitive environments. It is also one of the few rifle shield products that provides a quick-adjustable sling for easy transport and use. It is the only rifle shield product that is pliable for storage/transport/carry configuration but becomes semirigid/rigid for operational use without requiring secondary assembly, allowing it to maintain its orientation without collapsing. It is the only foldable or rollable rifle shield product without the potential for weaknesses arising from seams, creases, or layer incongruences. It is the only foldable or rollable rifle shield product able to stand up under its own weight and provide enough rigidity to bear weight. Further proof of exclusivity can be seen by U.S. Patent No. 12,535,300; Date of Patent: January 27, 2026.

RollShieldMH-Handgun is the only patented NIJ 0108.01 Level IIIA Compliant shield product in a rollable, quick-deployable unit that does not rely on gravity for deployment. Its unique ability to roll up creates a discrete, not immediately recognizable image that can provide an easier ability to be carried without eliciting a negative response from the populace in sensitive environments. It is also one of the few handgun shield products that provides a quick-adjustable sling for easy transport and use. It is the only handgun shield product that is pliable for storage, transport, or carry configurations but becomes semi-rigid/rigid for operational use without requiring any secondary assembly, allowing it to be used in any orientation without collapsing. It is the only foldable or rollable handgun shield product without the potential for weaknesses arising from seams, creases, or layer incongruences. It is the only foldable or rollable handgun shield product able to stand up under its own weight and provide enough rigidity to bear weight. Verco Materials, LLC is the only manufacturer or distributor of this product and technology. Further proof of exclusivity can be seen by U.S. Patent No. 12,359,895; Date of Patent: July 15, 2025.



Subject: Procurement Review of Sole Source Justification – RollShieldMH Ballistic Shields

Good afternoon,

Procurement has completed its review of the sole source justification submitted for the purchase of the RollShieldMH Rifle and RollShieldMH Handgun ballistic shields from Verco Materials.

As part of our review, Procurement evaluated the documentation submitted by the manufacturer and conducted independent research regarding the proprietary nature of the requested products. The manufacturer's justification identifies the products as patented ballistic shield technologies and references U.S. Patent Nos. 12,535,300 and 12,359,895 supporting the exclusivity of the RollShieldMH platform. Publicly available patent information confirms these patents have been issued to Verco Materials for the referenced ballistic shield technology.

Based upon the information reviewed, Procurement finds that the documentation reasonably supports the conclusion that the requested RollShieldMH products are proprietary to Verco Materials and that the manufacturer is the exclusive source for this specific patented technology.

Accordingly, Procurement has fulfilled its responsibility to review and validate the submitted sole source justification from a procurement standpoint. This determination is limited to Procurement's review of the procurement documentation and does not constitute legal approval.

The procurement may proceed as a sole source purchase pending review and approval by the City Attorney and satisfaction of all remaining requirements under the City's Procurement Policy, including any required public notice, approvals, and documentation.

Please let Procurement know if any additional information is needed to complete the procurement file.

Governor's Office of Planning and Budget

BUDGET DETAIL WORKSHEET

Grantee Name:	City of Stockbridge, Georgia
Grant ID:	GA-0013674
Submitted By (Budget Contact):	Richard Godfrey
Contact:	rgodfrey@stockbridgega.org
Grant Program:	State Fiscal Recovery Funds Tranche II
Program Area:	Public Safety and Community Violence Reduction
Budget Year:	2023

This Budget Detail Worksheet is used to verify all Payment Requests (PA) and to determine whether costs are allowable for reimbursement. All required information must be present in the budget narrative, regardless of format.

Federal Uniform Guidance rules are applicable.

Uniform Guidance can be found at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-III/part-200#200.325> (2 CFR Part 200) and it establishes uniform administrative, cost principles, and audit requirements for federal awards to non-federal entities.

1. **Personnel**-- List each position by title and name of employee, if available. In order to calculate the budget enter the annual salary and the percentage of time to be devoted to the program. Compensation of employees engaged in program activities must be consistent with that for similar program activities.

Title	First and Last name	Salary Rate	% Time to Project	Select Pay Period Frequency	Cost
					\$0.00
					\$0.00

Title	First and Last name	Hourly wage	Hours per week on project	Weeks worked annually	Select Pay Period Frequency	Cost
						\$0.00
						\$0.00
PERSONNEL TOTAL						\$0.00

2. **Fringe Benefits**-- Amounts should be based on actual costs or a formula for personnel listed above, utilizing the percentage of time devoted to the program. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation and State Unemployment Compensation. Costs included within this category are: FICA (employer's portion of Social Security and Medicare taxes), employer's portion of retirement, employer's portion of insurance (health, life, dental, etc.), employer's portion of Worker's Compensation and State Unemployment Compensation.

Title	First and Last name	Total annual salary or wages	Select fringe type	Enter rate of each fringe benefit as a percentage of salary or wages	% Time to Project	Cost
						\$0.00
						\$0.00
FRINGE TOTAL						\$0.00

PERSONNEL GRAND TOTAL \$0.00

3. **Travel**-- Funds must be budgeted in compliance with State of Georgia Statewide Travel Regulations. Itemize travel expenses of program personnel by category (e.g. mileage, meals, lodging, incidentals, and airfare) and purpose (e.g. training, field interviews, and advisory group meetings) and identify the location, if known. For training programs, list travel and meals for participants separately. Show the budget calculation (e.g. six people attending three-day training at \$X airfare, \$X lodging, \$X meals/ incidentals). If selecting "airfare" enter 1 in the nights/days field and use the round-trip costs. Please note that the maximum reimbursement rate is \$0.585 per mile, but if your agency's reimbursement rate is lower you must use that rate instead.

Trainings and Conferences		**All trainings and conferences must be pre-approved by OPB and must include an agenda submitted to your OPB Program Specialist.					
Purpose of Travel	Staff member	Item	Cost	# Individuals	# Nights/Days	# Trips	Cost
							\$0.00
							\$0.00

Mileage						
Purpose of Travel	Staff member	Location or Coverage Area	Cost per mile	Miles per grant year	Total Cost	
						\$0.00
						\$0.00
TRAVEL TOTAL						\$0.00

4. **Equipment**-- List non-expendable items to be purchased. Applicants should analyze the benefit of purchased versus leased equipment, especially high cost and electronic or digital items. Explain how the equipment is necessary for the success of the program. Show the budget calculation. Attach a narrative describing the procurement method to be used. Please note that all items must be at least \$5,000 per unit to be considered equipment. Otherwise please list items in "Supplies."

Equipment Item	Cost per Unit	# Items	Vendor	Cost
Clearview AI (Facial Recognition)	\$10,000.00	1	Clearview AI	\$10,000.00
Virtual Reality Simulator	\$112,320.00	1	TI Training	\$112,320.00
Cellebrite Technology	\$25,513.00	1	Cellebrite Digital Intelligence	\$25,513.00
IBIS-NIBIN Cartridge Cases Acquisition Analysis & Triage	\$267,565.00	1	ULTRA Group	\$267,565.00
NEC Latent Workstation - Fingerprint ID system	\$41,298.00	1	NEC Corporation of America	\$41,298.00
RollShieldMH-Rifle, 18"x24", rollable, quick deployable, Level 3 (+ M43, M855) protection shield in black carrier	\$7,904.76	9	Verco Materials LLC	\$71,142.84
PTZ Camera, Installation & Supplies (Condor)	\$6,500.00	3	FLOCK Safety	\$19,500.00
GrayKey License - Essentials, Expansion Pack Unit (Instant Unlock or Brute Force Adv Actions)	\$18,365.00	1	Magnet Forensics	\$18,365.00
AXIOM Magnet Advanced Bundle with shipping	\$7,250.00	1	Magnet Forensics	\$7,250.00
AXIOM Magnet Forensics Training Annual Pass	\$7,999.00	1	Magnet Forensics	\$7,999.00
EQUIPMENT TOTAL				\$580,952.84

5. **Supplies**-- List items by type (e.g. office supplies, postage, copier usage, training supplies, publications, audio video (batteries, film, CD/DVDs, etc.), office furniture, computer software, educational/therapeutic supplies, uniforms, weapons (law enforcement and prosecution units only). Show budget calculation. For example, where an item is office supplies, enter \$100 for cost per unit, "month" for define unit, 12 for # units, and ABC Company for Vendor. Leave "define unit" blank if not applicable.



Re: [EXTERNAL] Fw: Verco Materials Procurement Review

From Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Date Mon 7/20/2026 6:34 PM

To Megan McCulloch <megan@wlga.com>

Cc Jeremy Andrews <jandrews@stockbridgega.org>

Received, thank you.

Thank you,



Amelia Campbell-Andrews
Accountant

Office: (678) 833-3334 ext. 620

Mobile: (470) 661-9158

Email: acampbell-andrews@stockbridgega.org

4545 N. Henry Blvd.

Stockbridge, GA 30281



The content of this email is confidential and intended for the recipient specified in the message only. It is strictly forbidden to share any part of this message with any third party without the written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

From: Megan McCulloch <megan@wlga.com>

Sent: Monday, July 20, 2026 4:19 PM

To: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Cc: Jeremy Andrews <jandrews@stockbridgega.org>

Subject: Re: [EXTERNAL] Fw: Verco Materials Procurement Review

Caution: This email originated from outside your organization.

Exercise caution when opening attachments or clicking links, especially from unknown senders.

Nope, nothing else needed from me, staff can put it on the agenda.



MEGAN
McCULLOCH

ASSOCIATE ATTORNEY

T.(404) 437-6641

F.(404) 474-3730

MEGAN@WLGGA.COM

WWW.WLGGA.COM

260 PEACHTREE ST NW, STE #1600

ATLANTA, GA 30303

From: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Sent: Monday, July 20, 2026 12:25 PM

To: Megan McCulloch <megan@wlgga.com>

Cc: Jeremy Andrews <jandrews@stockbridgega.org>; Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Subject: [EXTERNAL] Fw: Verco Materials Procurement Review

 **CAUTION: This email originated from outside of your organization.**

Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Megan

I just wanted to follow up on the Verco Materials quote. I know this purchase will definitely need to go before Council because of the amount, so I wanted to see if there is anything else you need from me.

Thank you,



Amelia Campbell-Andrews
Accountant

Office: (678) 833-3334 ext. 620

Mobile: (470) 661-9158

Email: acampbell-andrews@stockbridgega.org

4545 N. Henry Blvd.

Stockbridge, GA 30281

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From: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Sent: Thursday, June 18, 2026 12:00 PM

To: Jeremy Andrews <jandrews@stockbridgega.org>; Wanda Thomas <wthomas@stockbridgega.org>

Cc: David Huffschtmidt <dhuffschtmidt@stockbridgega.org>; Richard Godfrey <rgodfrey@stockbridgega.org>; Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Subject: Verco Materials Procurement Review

Good morning, Jeremy,

Please see the attached quote from Verco Materials for the purchase of RollShieldMH ballistic shields. These shields are approved items under our Public Safety and Community Violence Reduction Grant and will be utilized by the Police Department to enhance officer safety and response capabilities.

The attached quote totals \$102,875.04 and will require Council approval due to the purchase amount. Verco Materials has also provided a sole source justification letter stating that they are the sole manufacturer and distributor of the patented RollShieldMH-Handgun and RollShieldMH-Rifle products.

Before proceeding, could you please advise whether the sole source justification would allow us to procure these items without going out for bid, or if additional procurement steps would be required?

I have attached the quote and sole source documentation for your review. Please let me know if you need any additional information or documentation.

Thank you,



Amelia Campbell-Andrews
Accountant

Office: (678) 833-3334 ext. 620

Mobile: (470) 661-9158

Email: acampbell-andrews@stockbridgega.org

4545 N. Henry Blvd.

Stockbridge, GA 30281

[f](#) [in](#) [X](#) [@](#)

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RE: CentralSquare - Procurement, Legal and IT Reivew

From Jeremy Andrews <jandrews@stockbridgega.org>

Date Mon 7/13/2026 9:06 AM

To Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

✧ Hey Amelia. Yes, I got Verco off to legal and I just sent you an email on Federal Eastern. I should have most of the other ones reviewed and off today. I apologize. I am working my way through as quickly as possible.

From: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Sent: Monday, July 13, 2026 8:39 AM

To: Jeremy Andrews <jandrews@stockbridgega.org>

Subject: Re: CentralSquare - Procurement, Legal and IT Reivew

Good morning

Did you get a chance to send the others to Legal, if so can you verify which ones so I can update my spreadsheet?

Thank you,



Amelia Campbell-Andrews
Accountant

Office: (678) 833-3334 ext. 620

Mobile: (470) 661-9158

Email: acampbell-andrews@stockbridgega.org

4545 N. Henry Blvd.
Stockbridge, GA 30281



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From: Amelia Campbell-Andrews <acampbell-andrews@stockbridgega.org>

Sent: Thursday, July 9, 2026 10:09 AM

To: Jeremy Andrews <jandrews@stockbridgega.org>

Subject: Re: CentralSquare - Procurement, Legal and IT Reivew

I understand. Especially with trying not to overload.

Thank you,



Amelia Campbell-Andrews

Accountant

Office: (678) 833-3334 ext. 620

Mobile: (470) 661-9158

Email: acampbell-andrews@stockbridgega.org

4545 N. Henry Blvd.

Stockbridge, GA 30281



**EMERGENCY CIVIL ENGINEERING SERVICES AGREEMENT
BY AND BETWEEN
WHITLEY ENGINEERING, INC.
AND
THE CITY OF STOCKBRIDGE, GEORGIA**

This Agreement ("Agreement") is made and entered into this 24th day of April, 2023, by and between Whitley Engineering, Inc. (hereinafter, "CONTRACTOR"), and the City of Stockbridge, Georgia (hereinafter, "City") (CONTRACTOR and City sometimes referred to herein as "Parties").

W I T N E S S E T H:

WHEREAS, City desires to engage the services of CONTRACTOR to perform for City services regarding emergency civil engineering services for the City (the "Project"); and

NOW, THEREFORE, in consideration of the promises and mutual agreements herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. **Term and Termination.** This Agreement shall commence upon execution of the Agreement by the Parties and shall be on a month-to-month basis. The Agreement shall expire automatically one hundred and eighty (180) days after commencement of the Agreement, provided that the parties have not terminated the Agreement prior to the 180-day period from commencement or otherwise extended the Agreement. This Agreement shall not be extended or renewed for any reason beyond one year from the execution of the Agreement. The City may terminate this Agreement at any time for any reason, with or without cause, by providing the Contractor thirty (30) days advance written notice.

2. **Services.**

(a) Subject to the terms and conditions set forth in this Agreement, City hereby retains CONTRACTOR to provide the services set forth on Exhibit A, which is attached hereto and incorporated herein by reference.

(b) The standard of care applicable to CONTRACTOR's services will be the degree of skill and diligence normally employed by professional contractors performing the same or similar services at the time said services are performed. CONTRACTOR will re-perform any services not meeting this standard without additional compensation. CONTRACTOR warrants that any services it conducts will be adequate and sufficient to accomplish the purposes for which they are performed, and no review or approval thereof by the City shall be deemed to diminish this warranty in any way.

(c) CONTRACTOR shall indemnify and hold harmless the City and its agents and employees (i) from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the Project, provided that

any such claim, damage, loss, expense or attorney's fees is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and is caused in whole or in part by any negligent act or omission of the CONTRACTOR, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not the negligent act is caused in part by a party indemnified hereunder and (ii) from the inadequacy of the Services performed by CONTRACTOR or anyone for whom CONTRACTOR is responsible. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Clause. In any and all claims against the City or any of its agents or employees, by any employee of the CONTRACTOR, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation set forth in this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any Subcontractor under workers' or workman's compensation acts, disability benefit acts or other employee benefit acts.

3. **Compensation.** CONTRACTOR shall receive compensation from the City as set forth in the attached Exhibit A, which shall be a total monthly cost of \$4,500.00 (four thousand, five hundred dollars and no cents).

4. **Miscellaneous.**

(a) This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

(b) CONTRACTOR may not assign this Agreement, in whole or in part, without the prior written consent of City. City may assign this Agreement, in whole or in part, without the prior consent of CONTRACTOR; however, City shall provide CONTRACTOR with prior written notice of any such assignment.

(c) This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

(d) The headings contained herein are for the convenience of the parties only and shall not be interpreted to limit or affect in any way the meaning of the language contained in this Agreement.

(e) This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same Agreement. Any signature page of any such counterpart, or any electronic facsimile thereof, may be attached or appended to any other counterpart to complete a fully executed counterpart of this Agreement, and any telecopy or other facsimile transmission of any signature shall be deemed an original and shall bind such party.

(f) If any provision of this Agreement shall be held void, voidable, invalid or inoperative, no other provision of this Agreement shall be affected as a result thereof, and

accordingly, the remaining provisions of this Agreement shall remain in full force and effect as though such void, voidable, invalid or inoperative provision had not been contained herein. If any of the provisions of this Agreement shall be declared unenforceable as to certain parties, then the performance of said provision shall be excused by the parties hereto and the remaining provisions of this Agreement shall remain in full force and effect.

(g) This Agreement, including all exhibits hereto (which are incorporated herein by this reference), contains the entire agreement and understanding concerning the subject matter hereof between the parties hereto. No waiver, termination or discharge of this Agreement, or any of the terms or provisions hereof, shall be binding upon either party hereto unless confirmed in writing. This Agreement may not be modified or amended, except by a writing executed by both parties hereto. No waiver by either party hereto of any term or provision of this Agreement or of any default hereunder shall affect such party's rights thereafter to enforce such term or provision or to exercise any right or remedy in the event of any other default, whether or not similar.

(h) CONTRACTOR shall at all times maintain sufficient liability insurance and payment and performance bonds to cover their services under this Agreement.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties intending to be legally bound hereby, have executed this Agreement as of the date first above written.

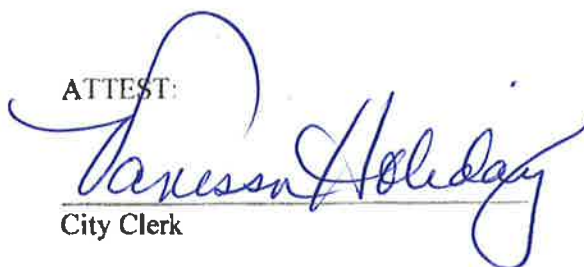
WHITLEY ENGINEERING, INC.

By: 

CITY OF STOCKBRIDGE, GEORGIA

By: 

ATTEST:



City Clerk

APPROVED AS TO FORM:



City Attorney

Exhibit A

Whitley Engineering, Inc.



Municipal Consulting • Inspections • Design • Review
P. O. Box 893, Hampton, GA 30228
770-946-0256

Proposal for Professional Services
City of Stockbridge
03/15/2023



Municipal Consulting • Inspections • Design • Review
P. O. Box 893, Hampton, GA 30228
770-946-0256

March 15, 2023

Brecca Carter, Director
City of Stockbridge
Department of Community Development
4640 North Henry Boulevard
Stockbridge, Georgia 30281

Dear Mrs. Carter,

Whitley Engineering (*WE*) appreciates the opportunity to work with the City providing civil site development plan reviews and site inspections. *WE* has been in the south Metro Atlanta area for 23 years providing municipal professional engineering consulting services as well as consulting services for private developments.

WE has assisted several municipalities with erosion control inspections/reporting as well as advising the Community Development and Public Works Staff on City Engineering related issues. *WE* also works with several municipalities providing services that include Civil plan review, Erosion/NPDES Program management and inspections, MS4 program oversight, Project Engineering/Management, Public Works oversight, Infrastructure Improvement design, and other professional services. *WE* assisted the Cities of McDonough and Locust Grove in obtaining their MOA with the State.

Our strategy has been to work with local cities providing services related to new development, erosion and sedimentation issues, public works and city engineering related items. *WE* continues to provide professional services to McDonough, Jonesboro, Morrow, Lake City, Lovejoy and Stockbridge at this time.

Thank you for allowing us to work with you. *WE* would appreciate the consideration of continuing that working relationship with you, your staff and the City of Stockbridge. Please contact me should you have any questions or need additional information.

Sincerely,

A handwritten signature in blue ink that reads "Mark G. Whitley".

Mark G. Whitley, P.E.
Whitley Engineering, Inc.

Thank you for your business!

One Nation Under God...

Whitley Engineering

Section 1

Company Profile and Background

Whitley Engineering's History & Mission Statement
Whitley Engineering's Professional Services
Whitley Engineering's Current or Recent Projects

Section 2

Qualifications and Project Team

Whitley Engineering's Staffing Capabilities

Section 3

Proposal Summary

Rate Sheet

Section 4

References

Section 1

Section 1

Company Profile and Background

Whitley Engineering's History & Mission Statement

Whitley Engineering's Professional Services

Whitley Engineering's Projects



Municipal Consulting • Inspections • Design • Review
P. O. Box 893, Hampton, GA 30228
770-946-0256

COMPANY INFORMATION

WHITLEY ENGINEERING, INC.

Mailing Address: P. O. Box 893
Hampton, Georgia 30228
Phone: 770-946-0256
Primary Contact: Mark Whitley
Cell Phone: 678-614-42218
Email: mark@whitleveng.com
Website: www.whitleveng.com
Federal Tax Id: 58-2575253

FIRM'S MISSION

Whitley Engineering's staff is dedicated to providing professional personal service with integrity and honesty while using sound engineering principles and common sense.

FIRM'S BACKGROUND

Owner, Mark Whitley graduated in 1984 from Auburn University. After being employed with Clayton County as County Engineer and serving as VP for Development for a metro development and building company, Whitley Engineering (*WE*) was founded and incorporated in 2000 (Originally MJZP Engineering, Inc.) by Mark Whitley. *WE* offers services such as land planning, civil site design, civil plan review, municipal/city engineering consulting, capital improvement and infrastructure design, project engineering/management, construction site inspections, NPDES/erosion inspections and monitoring, and other related professional municipal consulting services. *WE* currently provides municipal consulting services to several municipalities in the Henry and Clayton County area. Mark Whitley currently assists several cities with consulting services such as the City of McDonough, Lovejoy, Stockbridge, Lake City, Jonesboro, and others.



Whitley Engineering, Inc.



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WHITLEY ENGINEERING, INC. MISSION & HISTORY

FIRM'S MISSION

Whitley Engineering's staff is dedicated to providing professional personal service with integrity and honesty while using sound engineering principles and common sense.

FIRM'S BACKGROUND / HISTORY

Owner, Mark Whitley graduated in 1984 from Auburn University. After being employed with Clayton County as County Engineer and serving as VP for Development for a metro development and building company, Whitley Engineering (**WE**) was founded and incorporated in 2000 by Mark Whitley. **WE** offers services such as conceptual site planning and development, civil site design, utility design, municipal consulting, capital improvement design, land development, project engineering and NPDES monitoring and reporting. **WE** currently provides municipal consulting services to several municipalities in the south Metro Atlanta area.

FIRM'S STAFFING CAPABILITIES:

Whitley Engineering currently staffs qualified personnel (staff provided in section 2) that have both the experience and qualifications needed to provide professional civil engineering services as well as other engineering related areas. Mark Whitley is the primary contact for engineering services and Susan Crutchfield is the contact for administration matters. **WE** has no backlog for plan review services and expects that current backlog for design will be minimal by June of 2023. Mark Whitley and other staff assist several cities at their respective City Hall and Public Works offices.

SERVICES PROVIDE by Whitley Engineering Inc.

Professional Services - Municipal

- Project Management/Engineering/Construction Management,
- Civil Plan and Site Development Plan Review,
- SPLOST Management Services,
- Utility Design and Inspections,
- NPDES MS4 Stormwater Reporting and Services,
- Stormwater/Water Quality Studies Design,
- Stormwater/Water Quality Studies Review,
- Erosion Control Plan Review and Inspections,
- Site Development/Construction Inspections,
- Ordinance Review and Support,
- Grant Submittals and Administration,
- Prepare yearly LMIG for GDOT funding for Capital Improvements,
- Engineering Design for Stormwater and Capital Improvement Projects,
- Investigate Stormwater related complaints, and
- Investigate Erosion Control related complaints.

Design

- Civil Site Design
- Conceptual Layouts/Land Planning
- Stormwater Management Facilities
- On-site septic sewer systems
- Municipal/utility design
- Infrastructure design and improvements
- Plot plans

NPDES Services

- Design of Erosion, Sedimentation and Pollution Control Plan (Best Management Practices-BMP's)
- Notice of intent (NOI)
- Evaluate Impaired Stream Segments for NOI
- Stormwater monitoring, sampling, inspections
- Installation and maintenance of BMP's
- Address site issues with local inspectors
- Notice of Termination (NOT)

MS4 Services

- Prepare Storm Water Management Program Annual MS4 Report
- Provide Storm Water inspections and sampling for MS4
- Collect Data for MS4 Reporting and Updating
- Update SWPP
- Prepare SQAP Reports

Project Engineering/Management

- Evaluation of Contracts
- Verify quantities and approve invoices
- Manage onsite operations
- Scheduling construction activities
- Coordinating with local inspectors
- Coordinating with contractors and subcontractors

Other Services

- Grant Writing
- Grant Administration
- Rezoning packages and representation
- Asphalt coring and reporting
- Ordinance updates
- Comprehensive Land Use Plan updates
- Erosion Control installation and maintenance
- Land Surveying (Subcontract)
- Site Development/Construction Services
- Environmental Assessments (Subcontract)
- Geotechnical Investigations (Subcontract)

Section 2

Section 2

Qualifications and Project Team

Whitley Engineering's Staffing Capabilities



Municipal Consulting • Inspections • Design • Review
P. O. Box 893, Hampton, GA 30228
770-946-0256

Organizational Chart

STAFF

Mark G. Whitley, PE (Owner, Vice Pres.) – Team Leader/Project Engineer/Plan Reviews / Construction & Erosion Inspections

Janet Whitley, RN (Owner, Pres.) – Administration

Christopher Mallory – Design Engineer, Project Management, NPDES

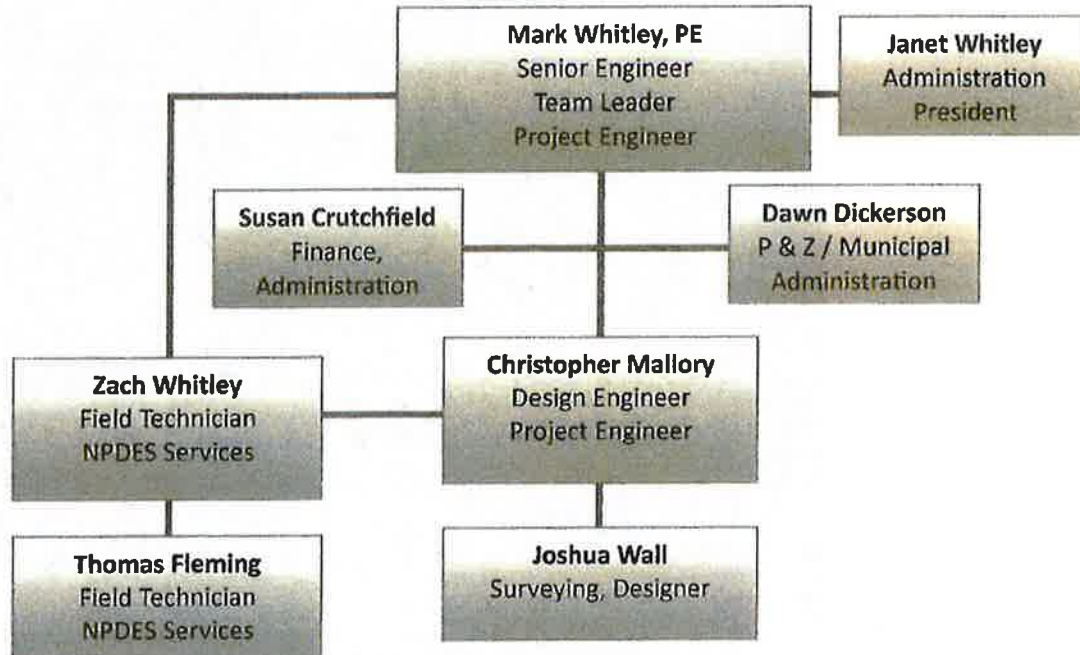
Zachary Whitley – Field Technician / MS4 Services / NPDES / Coring / Inspections / Erosion

Thomas Fleming – Field Tech / MS4 Inspector / NPDES / Construction – Erosion Inspections

Josh Wall – Surveying, Designer

Dawn Dickerson – Planning & Zoning Administrator, Municipal Administrator

Susan Crutchfield – Finance, Administration, Municipal Administrator





Municipal Consulting • Inspections • Design • Review
P. O. Box 893, Hampton, GA 30228
770-946-0256

PERSONNEL

FIRM'S STAFFING CAPABILITIES:

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STAFF

Mark G. Whitley, PE (Owner, Vice Pres.) – Team Leader / Project Engineer / Plan Reviews / Construction & Erosion Inspections

Janet Whitley, RN (Owner, Pres.) – Administration

Christopher Mallory – Design Engineer, Project Management, NPDES

Zachary Whitley – Field Technician / MS4 Services / NPDES / Coring / Inspections / Erosion

Thomas Fleming – Field Tech / MS4 Inspector / NPDES / Construction – Erosion Inspections

Josh Wall – Surveying, Designer

Dawn Dickerson – Planning & Zoning Administrator, Municipal Administrator

Susan Crutchfield – Finance, Administration, Municipal Administrator

WORK EXPERIENCE AND QUALIFICATIONS

Mark G. Whitley, P.E. - Professional Engineer – 38 years of experience in the engineering field with extensive experience working with Clayton County as County Engineer and other engineering positions. Serves as part-time City Engineer for several small cities.

Christopher Mallory, Senior Design Engineer – 7 years of experience as a commercial and residential development designer. BS Degree in Civil Engineering from Southern Polytechnic State University and a US Marine. GSWCC Level 2 Certified Plan Reviewer and previously with Planners and Engineers Collaborative in Marietta before joining the staff of Whitley Engineering in early 2019.

Zachary Whitley, Engineering Technician Part time – 10 years of experience as a field technician, NPDES inspector, Code Enforcement Officer and MS4 technician/data collector. Level IA and IB GSWCC Certified.

Thomas Fleming, NPDES/Stormwater Technician – 44+ years of experience as a NPDES inspector and Stormwater Technician. Level IB and II GSWCC Certified as well as GIS experience. 28 year career with USDA/NRCS as a Conversationist and Environmental advisor. Previously worked with Clayton County as a Plan Reviewer for Civil Plans and as Stormwater Engineer with the City of McDonough Stormwater Department before joining our staff.

Josh Wall, Surveying and Design – 16 years of experience working with surveying and data collection and engineering and surveying design.

Dawn Dickerson – Planning and Zoning, Municipal Administration – 31 years of extensive experience in P&Z related work. Past P&Z Director for Clayton County and Pike County. Extensive work in drafting ordinances, code compliance, DCA/ARC related items, COMP Plans and other related municipal administration issues.

Susan Crutchfield, Finance and Municipal Administration – 30+ years of experience in administration. Extensive experience in customer service, marketing manager, finance and other related administrative issues. Worked with private companies as well as dedicating much of her time as volunteers for several associations.

RESUMES FOR KEY PERSONNEL

MARK G. WHITLEY, P.E. – SENIOR ENGINEER / PRINCIPAL OWNER

Education: B.S. Civil Engineering, Auburn University

Years of Experience: 38 years Civil Engineering

Licenses / Certifications: Professional Civil Engineer, Georgia and Alabama
GSWCC Level 1A Fundamentals
GSWCC Level 1B Certified Inspector/Enforcement
GSWCC Level 2 Certified Plan Reviewer/Designer
Solid Waste Manager/Georgia
Stormwater Inspector/Georgia

SUMMARY OF EXPERIENCE:

Mr. Whitley has over thirty-eight (38) years of experience in the engineering field with extensive experience working with the public sector from the city and local levels to the state. He was County Engineer for Clayton County as well as Solid Waste Manager, Community Development Director, and Transportation Engineer during his fifteen (15) years with the County. His experience includes construction management/inspections for utility and road projects, solid waste management, NPDES management, storm water MS4 management, R/W and road design, public works maintenance, civil plan review, construction development inspections and other related engineering items. He assisted Clayton County with developing subdivision and construction guidelines and specifications, updating environmental ordinances and one of the co-authors of the First Edition of the Georgia Storm Water Manual/Bluebook. Mark currently provides plan review services for local cities, MOA requirements/compliance, detention/water quality/run-off reduction report reviews, NPDES/erosion control reviews, sewer/water/utility review, and other aspects of development. He represents several cities their LIA (Local Issuing Authority) representative with the State. He provides professional engineering services for several cities in the South Metro Atlanta area. He assisted the City of McDonough and Locust Grove with acquiring their Memorandum of Agreement (MOA) with the EPD and provides supporting services for the MOA. He is a Registered Professional Engineer and has Level IA, IB and II GSWCC, Stormwater Inspector Certifications as well as a Certified Solid Waste Manager.

Mr. Whitley also serves as Chairman of the Hampton Downtown Development Authority and Chairman of the Pike County Water and Sewer Authority.

CHRISTOPHER MALLORY – SENIOR DESIGN ENGINEER

Education: B.S. Civil Engineering, Southern Polytechnic State University
Pure Mathematics, Hawaii Pacific University
AA, Gordon College

Years of Experience: 9 years of Civil Engineering

Licenses / Certifications: GSWCC Level 1B Certified Inspector/Enforcement
GSWCC Level 2 Certified Plan Reviewer

SUMMARY OF EXPERIENCE:

Mr. Mallory has over nine (9) years of Civil Engineering experience. Since 2019, he has been the Senior Project Engineer for Whitley Engineering. Christopher has done Civil Design projects for residential, commercial, and municipal infrastructure projects. He is GSWCC Level 1 Certified Inspector and Level 2 Certified Plan Reviewer.

Prior to joining the Whitley Engineering staff, Mr. Mallory was Project Engineer for Planners and Engineers Collaborative in Peachtree Corners and Marietta for five years. He worked for Engineering Technician for Cardno ATC for a year after being honorably discharged from United States Marine Corps as a Fire Direction Corporal.

Recent Project Experience:

- Overlook at Huntcrest Apartments
- Walker Commons Subdivision
- Jonesboro Package Store
- Church Street Road Widening Project for the City of Lovejoy
- First Choice Auto Care Sewer
- True Light Baptist Church

ZACHARY WHITLEY – FIELD TECHNICIAN / MS4 DATA INSPECTOR / NPDES

Education: Construction

Years of Experience: 20+

Licenses / Certifications: GSWCC Level 1A Certified Inspector
GSWCC Level 1B Certified Inspector/Enforcement

SUMMARY OF EXPERIENCE:

Mr. Whitley has been working as a field technician for over twenty (20) years. Experience includes NPDES/MS4 management services, E&S inspections and reporting, E&S enforcement, Code Enforcement and other related services.

THOMAS FLEMING – FIELD TECHNICIAN / EROSION INSPECTOR AND ENFORCEMENT/E&S PLAN REVIEW

Education: BS Agriculture, University of Georgia
Draftsman, MK Mechanical Contractors
Officers Candidate School, United States Army

Years of Experience: 44+ years Plan Reviews, Erosion & Sediment Control, Design & Conservation Planning

Licenses / Certifications: GSWCC Level 1B Certified Inspector/Enforcement
GSWCC Level 2 Certified Plan Reviewer
GSWCC Level 1A Trainer
CPESC – Certified Professional E&S Control

SUMMARY OF EXPERIENCE:

Mr. Fleming has over forty (40) years of extensive experience in Soil and Erosion Control plan review, planning, solid waste management, NPDES management, storm water inspections, and MS4 management. He has been associated with many projects in the Metro Atlanta area involving land development, project management, enforcement and plan reviews.

Prior to joining the Whitley Engineering staff, Tom had a 28 year career with USDA/NRCS as a conservationist/environmental advisor. He also worked for the City of McDonough in the Stormwater Department for seven (7) years and with the Clayton County Land Development Department for eleven (11) years.

JOSHUA WALL – SURVEYING / DESIGNER

Years of Experience: 23+ years of Surveying and CAD

Licenses / Certifications: Leica System 1200 Real Time Kinematic GPS
GIS / Terramodel CAD

SUMMARY OF EXPERIENCE:

Mr. Wall has been with Whitley Engineering since 2016. He handles all Surveying, simple CAD Designs, and drafting. He has extensive training in surveying, GPS, GIS, ALTA Surveys, Property Boundary line computations, Trimble and Leica RTK, Drafting and CAD. He has worked with execution of boundary, topographic, street-scape, sewer and roadway surveys; 3D laser scanning, Carlson SurvCE data collection, Leica manual and robotic instruments; and utilization of Trimble GPS systems to determine project datum.

Prior to joining the staff at Whitley Engineering, Mr. Wall worked in the field for over sixteen (16) years (five as Crew Chief) with Jacobs Engineering and Point to Point Land Surveyors.

DAWN DICKERSON – PLANNING & ZONING, MUNICIPAL ADMINISTRATOR

Years of Experience: 31+ years

SUMMARY OF EXPERIENCE:

Mrs. Dickerson has over thirty-one years of extensive experience in Planning and Zoning related work. Past Planning and Zoning Director for Clayton County and Pike County. She has extensive work in drafting ordinances, code compliance, DCA/ARC related items, COMP Plans and other related municipal administration issues.

SUSAN CRUTCHFIELD – FINANCE, ADMINISTRATOR, MUNICIPAL ADMINSTRATOR

Education: BA COMMUNICATIONS, University of Georgia

Years of Experience: 38 years

SUMMARY OF EXPERIENCE:

Ms. Crutchfield has over thirty-eight (38) years of experience in administrative, customer service and management. For the past five (5) years, she has provided financial oversight, billing, accounts receivables and reporting as well as handling customer service, meeting coordination and other administrative duties for Whitley Engineering. In addition to working with Whitley Engineering, Susan runs her own administrative company for various other small corporations, non-profits and associations.

In her prior work experience, Susan worked in both the public and private sector as well as the non-profit arena. She has written grants, developed Leadership Programs, managed a staff of thirty-two (32) customer service representatives for a large cable company and managed a Small Business Development Center for a Chamber of Commerce.

Section 3

Section 3

Proposal Summary

Whitley Engineering's Rate Sheet



Municipal Consulting • Inspections • Design • Review
P. O. Box 893, Hampton, GA 30228
770-946-0256

Professional Consulting Services – Rates

*Typical Plan Review Rates for Civil Plans/Stormwater Studies for LDP are as follows:
(Plan reviews can be either per type of development or hourly)*

Tertiary Single Lot Residential Plan - \$50 per Lot

Residential Subdivisions:

<i>0-25 Lots</i>	<i>\$1000 per plan</i>
<i>26-50 Lots</i>	<i>\$1400 per plan</i>
<i>51 plus Lots</i>	<i>\$1800 per plan</i>

Multi-Family, Commercial, Industrial Plans

<i>0-5 Acres</i>	<i>\$900 per plan</i>
<i>5-10 Acres</i>	<i>\$1100 per plan</i>
<i>10 +Acres</i>	<i>\$1400 per plan</i>

*Plan reviews include two reviews, phone calls/emails and precon meeting.
Additional reviews are billed at 30%*

*Project Engineering / Management (Infrastructure Projects):
(4%-7% of construction costs (depends on project details))*

Design of Infrastructure Projects -Price dependent on project.

Site Construction Inspections, Erosion Inspections can be lump sum or hourly.

Hourly rates for Professional Services – Consulting

<i>Administrative</i>	<i>\$50 per hour</i>
<i>Field Technician</i>	<i>\$65 per hour</i>
<i>NPDES Inspector (certified)</i>	<i>\$85 per hour</i>
<i>Engineer Design</i>	<i>\$110 per hour</i>
<i>Professional Engineer (registered)</i>	<i>\$125 per hour</i>
<i>Surveying Crew</i>	<i>\$125 per hour</i>

(WE will subcontract survey work that requires a Registered Surveyor)

WE

Whitley Engineering, Inc.

Section 4

Section 4

References

Reference Letter from Mayor Bobby Cartwright

Reference Letter from Charles Reese



Municipal Consulting • Inspections • Design • Review
P. O. Box 893, Hampton, GA 30228
770-946-0256

References:

Name of Company	City of Lovejoy
Name of Contact Person	Bobby Cartwright, Mayor
Address	P.O. Box 220, Lovejoy, Georgia 30250
Project	East Lovejoy Road Sidewalks
Telephone Number	770-471-2304
Name of Company	City of Jackson
Name of Contact Person	Sylvia Redic, City Manager
Address	134 S. Oak Street, Jackson, GA 30233
Project	City of Morrow Projects
Telephone Number	770-775-7535
Name of Company	City of Lake City
Name of Contact Person	Eddie Robinson, Public Works Director
Address	5455 Jonesboro Road, Lake City, Georgia 30260
Project	Community Park
Telephone Number	404-366-8080
Name of Company	City of McDonough
Name of Contact Person	Charles Reese, Community Development Director
Address	136 Keys Ferry Street, McDonough, Georgia 30253
Project	Fairview Drive and Simpson Street Sidewalks
Telephone Number	770-957-3915



Bobby Cartwright, Mayor

2296 Talmadge Rd.

P.O. Box 220

Lovejoy, GA 30250

770-471-2304 (office)

770-471-6499 (fax)

mayor@cityoflovejoy.com

March 8, 2023

Re: Whitley Engineering, Inc/Mark Whitley, PE

Letter of Reference

Mark Whitley started working as the City Engineer Consultant with the City of Lovejoy in 2005. He and his staff have provided complete engineering services including staffing for plan reviews, permitting, inspections, rezonings, and other related building and community development items. As City Engineer, he and his staff have designed numerous infrastructure projects to include roadway improvements, sidewalks, parks, drainage and other infrastructure improvements. He has also provided project management and engineering for these projects as well as CDBG and TE projects.

His experience and knowledge of the professional services needed to help the City to provide these services to the general public, builders and developers is difficult to find. I would recommend Mark and his company to other Cities that need this type of assistance. Please let me know if I can provide further assistance concerning this matter.

Sincerely

Bobby Cartwright
Mayor



City of McDonough
Community Development
136 Keys Ferry Street, 3rd Floor
McDonough, GA 30253
Phone (678) 432-4622
Email: creese@mcdonoughga.org

Re: Reference Letter
Whitley Engineering, Inc.

To Whom It May Concern:

Mark Whitley, PE/Whitley Engineering, Inc. has been providing Professional Engineering/City Engineering Services for the City of McDonough since 2005. Mark has been an important of the City providing Civil Plan reviews, erosion inspections, construction inspections and other professional related services. He has worked with the City Public Works Department designing infrastructure projects as well as providing project management for these projects. He has assisted the Stormwater Department providing MS4 inspections, MS4 annual reports and addressing various drainage complaints. His professionalism, experience, and integrity have been and continue to be a big asset to the City.

Sincerely,


Charles Creese, Jr. MA MUA
City of McDonough

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT
AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Locust Grove has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

EIN: 58-2575253 / E-Verify ID: 2044531

Federal Work Authorization/ E-Verify User Identification Number

12/22/22

Date of Authorization

Whitley Engineering, Inc.

Name of Contractor

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

Executed on March, 15, 20 23 in Hampton (city), GA (state).

[Signature]
Signature of Authorized Officer or Agent

Mark Whitley, Owner / Engineer

Printed Name and Title of Authorized Officer or Agent

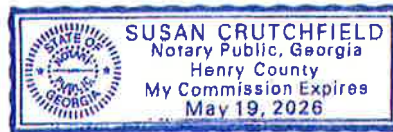
SUBSCRIBED AND SWORN BEFORE ME

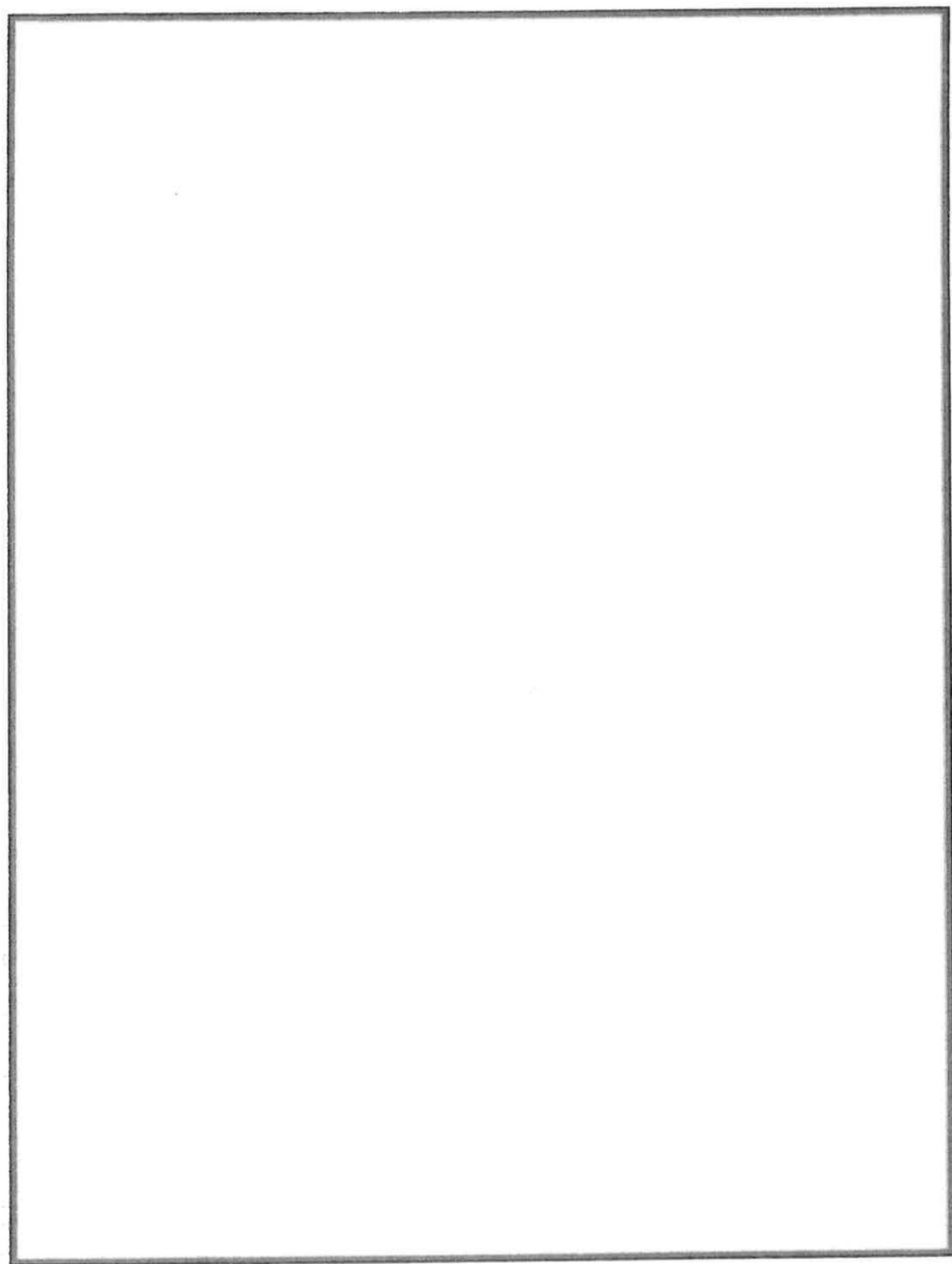
ON THIS THE 15 DAY OF March, 20 23.

[Signature]
NOTARY PUBLIC

My Commission Expires:

May 19, 2026







Municipal Consulting • Inspections • Design • Review
P. O. Box 893, Hampton, GA 30228
770-946-0256

Professional Consulting Services – Rates

Services to be provided:

Provide Civil Site Plan review,
Erosion & Sedimentation Plan Review for Sites disturbing less than 1 Acre,
Assist the City with the process to obtain a MOA (Memorandum of Agreement) with EPD/NRCS
to provide reviews and approvals of all Erosion Plans for all sites,
Provide site work construction inspections for new developments,
Provide field item punchlist for subdivision final approvals for site development,
Review final plats and preliminary plats,
Review As-Builts and pond certifications,
Attend Team's meetings, office meetings and site meetings per Community Development Director's
request,
Provide erosion and sedimentation/NPDES inspections for compliance with local ordinances as
required by EPD,
Provide weekly erosion inspection reports for active projects,
Advise City of erosion compliance related issues that may result with a Stop Work Order or Citation,
Assist City with required reports (monthly, semi-annual) to NRCS for inspections and reviews,
Advise Community Development Director, Public Works Department, Planning and Zoning
Department and other Departments on items related to site development and construction,

Total Monthly Cost is \$4500



Where Community Connects

**CONTRACT BY AND BETWEEN WHITLEY ENGINEERING, INC.
AND THE CITY OF STOCKBRIDGE, GEORGIA**

This **CONTRACT** made and entered into this 9th day of July, 2024 by and between the City of Stockbridge, Georgia, (the "City"), and Whitley Engineering, Inc., Party of the Second Part, hereinafter called the "Service Provider" or "Contractor").

NOW THEREFORE, for and in consideration of the mutual promises and obligations contained herein and under the conditions hereinafter set forth, the parties do hereby agree as follows:

1. TERMS:

The services to be performed under this Contract shall commence on the date hereof. The initial terms of this Contract shall be through December 31, 2024. This Contract shall terminate absolutely and without further obligation on the part of the City on December 31, 2024, and each December 31 of each succeeding and renewed year, as required by O.C.G.A. §36-60-13, as amended, unless terminated earlier in accordance with the provisions of this Contract.

This Contract may be renewed for four (4) additional twelve-month term, upon the same terms and conditions, as provided for in this Contract, unless terminated by the City, by notice to service provider or termination and non-renewal by December 31 of the Contract year.

2. ATTACHMENTS:

The following documents are attached and are specifically incorporated herein by reference; and, along with this Contract and the General Conditions attached as Exhibit A encompass all of the

Contract documents:

- I. Request for Proposal 2024-0001 (General Engineering Services).
- II. Contractor Proposal in Response to RFP 2024-0001 and Contractor Forms and Documents submitted in response to the RFP.

3. PERFORMANCE:

Service Provider agrees to furnish all skill and labor of every description necessary to carry out perform, perform the services in accordance with the Contract Documents (the "Work").

4. PRICE:

The City agrees to pay the Service Provider following receipt by the City of a detailed invoice reflecting the actual work performed by the Service Provider, provided,

however, Service Provider guarantees that the maximum price for materials, labor and expenses, shall be the amount reflected in Cost Proposal.

5. INDEMNIFICATION AND HOLD HARMLESS:

The Service Provider agrees to indemnify the City (including elected officials and employees) and hold the City harmless from and against any and all claims, liabilities, damages, losses, costs or expenses, including, without limitation, reasonable attorney's fees arising out of or related to: (a) a breach of the contract by Service Provider or (b) the performance of this Contract, whether by Service Provider, a subcontractor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, liability, damage, loss, cost or expense is caused by the gross negligence or willful misconduct of a party indemnified hereunder. Service Provider's indemnification obligation shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for Service Provider or subcontractor under any insurance required by the contract, including workers' compensation acts, disability benefit acts, other employee benefit acts, or any other insurance. Service Provider shall not settle or compromise any indemnifiable claims hereunder without the prior written consent of the City. The City cannot and does not agree to indemnify, hold harmless, exonerate or assume the defense of Service Provider or any other person or entity whatsoever, for any purpose whatsoever.

6. TERMINATION FOR CAUSE:

The City may terminate this Contract for cause upon ten (10) days prior written notice to the Service Provider of the Service Provider's default in the performance of any term of this Contract. Such termination shall be without prejudice to any City's rights or remedies provide by law.

7. TERMINATION FOR CONVENIENCE:

The City may terminate this Contract for its convenience at any time upon (30) days written notice to the Service Provider. In the event of the City's termination of this Contract for convenience, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider who shall itemize each element of performance.

8. TERMINATION FOR FUND APPROPRIATION:

The City may unilaterally terminate this Contract due to lack of funding at any time by written notice to the Service Provider. In the event of the City's termination of this

Contract for fund appropriation, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance.

9. CONTRACTOR NOT TO DISCRIMINATE:

During the performance of this Contract, the Service Provider will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, or disability which does not preclude the applicant or employee from performing the essential functions of the position. The Service Provider will also, in all solicitations or advertisements for employees placed by qualified applicants, consider the same without regard to race, creed, color, sex, national origin, age, or disability which does not preclude the applicant from performing the essential functions of the job. The Service Provider will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provision will be binding upon each subservice provider for standard commercial supplies of raw materials.

10. ASSIGNMENT:

The Service Provider shall not sublet, assign, transfer, pledge, convey, sell or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous consent of the City in writing.

11. WAIVER:

A waiver by either party of any breach of any provision, term, covenant, or condition of this Contract shall not be deemed a waiver of any subsequent breach of the same or any other provision, term, covenant, or condition.

12. SEVERABILITY:

The parties agree that each of the provisions included in this Contract is separate, distinct and severable from the other and remaining provisions of this Contract, and that the invalidity of any Contract provision shall not affect the validity of any other provision or provisions of this Contract.

13. GOVERNING LAW:

The parties agree that this Contract shall be governed and construed in accordance with the laws of the State of Georgia. This Contract has been signed in Henry County, Georgia.

14.MERGER CLAUSE:

The parties agree that the terms of this Contract included the entire Contract between the parties, and as such, shall exclusively bind the parties. No other representations, either oral or written, may be used to contradict the terms of this Contract.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized agents, have caused this **CONTRACT** to be signed, sealed and delivered.

MAYOR AND COUNCIL FOR
THE CITY OF STOCKBRIDGE

(SEAL)

By: _____

ANTHONY S. FORD, Mayor

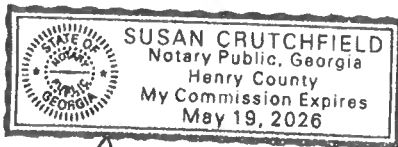
ATTEST: _____

VANESSA HOLIDAY, City Clerk

Approved as to form:

City Attorney

(SEAL)



ATTEST: _____

CONTRACTOR

By: _____

[THIS SPACE INTENTIONALLY LEFT BLANK]

A photograph of the Stockbridge City Hall building, a two-story brick structure with a central cupola and several large windows. The image is overlaid with a teal tint.

Stockbridge

Where Community Connects

Whitley Engineering Contract Renewal

Civil Engineering Services Contract Renewal (RFP 2024-0001)

Ryan Anderson, MPPA, CPM— September 14, 2026

Action Requested



Council Approval Requested

Approval of **Resolution No. 25-1831** authorizing the City of Stockbridge to exercise the 2027 contract renewal option for Civil Engineering Services with **Whitley Engineering, Inc.**

Council Approval Requested

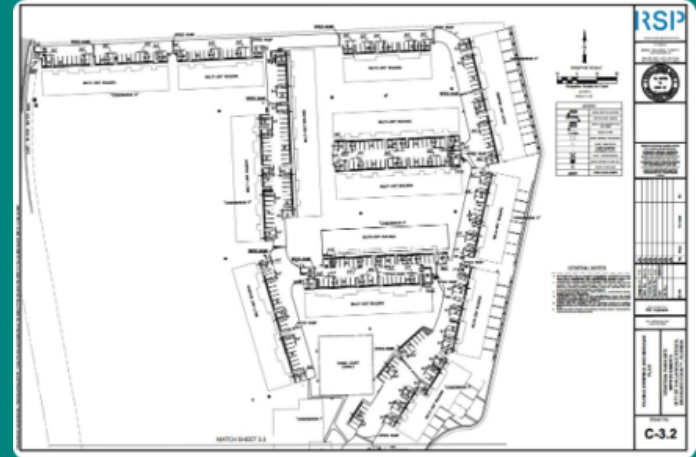
Renewal Terms & Budget

The contract renewal covers professional civil engineering services for a 12-month term from **January 1, 2027 through December 31, 2027** at an annual cost of **\$100,000** (\$8,333.33/month).

Renewal Terms

Scope of Services & Deliverables

- ❑ **Professional Engineering Consultation:** Provide expert advice and technical assistance to City leadership and staff on municipal infrastructure projects.
- ❑ **Development Plan Review:** Perform technical reviews of civil engineering, site plans, stormwater, and utility infrastructure submissions.
- ❑ **Regulatory Compliance:** Ensure all development and public works proposals comply with local, state, and environmental engineering standards.
- ❑ **On-Call City Support:** Deliver responsive engineering solutions and municipal support under RFP 2024-0001 guidelines



Project Budget & Financial Breakdown

\$100,000

Annual Contract Renewal

\$8,333.33 Monthly Billing

Fiscal Responsibility & Budget Allocation

The Department of Community Development has budgeted for these vital technical services to ensure continuous civil engineering support throughout 2027.

- ❑ Fixed Monthly Fee: \$8,333.33 per month guarantees predictable ongoing civil review costs.
- ❑ Term Duration: January 1, 2027 – December 31, 2027
- ❑ Public Funds Efficiency: Fulfills the City's mandate to maintain fiscal responsibility while securing expert engineering oversight

Summary of Requested Action



Staff respectfully requests that the Mayor and City Council approve the renewal of the Engineering Services contract of Whitley Engineering, in an amount for \$100,000, for the term January 1 through December 31, 2027.

Ryan Anderson, MPPA, CPM
Director, Community Development
Randerson@stockbridgega.org

**STATE OF GEORGIA
HENRY COUNTY
CITY OF STOCKBRIDGE**

RESOLUTION NO. 25-1831

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA APPROVING THE CONTRACT RENEWAL FOR CIVIL ENGINEERING SERVICES WITH WHITLEY ENGINEERING, INC. (RFP 2024-0001); AND FOR OTHER PURPOSES.

WHEREAS, the City of Stockbridge is charged with being fiscally responsible concerning the use and expenditure of public funds; and

WHEREAS, the Department of Community Development seeks Council approval to exercise the 2027 renewal option for Civil Engineering Services with Whitley Engineering, Inc. in the amount of \$8,333.33 per month or \$100,000 annually; and

WHEREAS, Whitley Engineering, Inc. provides professional civil engineering services, plan review, consultation, and support to the City; and

WHEREAS, Whitley Engineering, Inc. has performed these services in a satisfactory manner; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA, AS FOLLOWS:

SECTION 1. APPROVAL OF CONTRACT RENEWAL.

The City Council hereby approves the 2027 renewal of the Civil Engineering Services Contract with Whitley Engineering, Inc. in the amount of \$100,000 annually for the period January 1, 2027, through December 31, 2027. The mayor is authorized to execute all necessary documents, and the City Manager is authorized to implement this Resolution.

SECTION 2. SEVERABILITY.

If any provision of this Resolution is declared invalid, the remaining provisions shall remain in full force and effect.

SECTION 3. REPEAL OF CONFLICTING PROVISIONS.

All resolutions or parts of resolutions in conflict herewith are hereby repealed.

SECTION 4. EFFECTIVE DATE.

This Resolution shall become effective immediately upon adoption.

SO RESOLVED this ____ day of _____, 2026.

JAYDEN WILLIAMS, Mayor

ATTEST:

_____ (SEAL)
CASSANDRA LESTER, Interim City Clerk

APPROVED AS TO FORM:

QUINTON WASHINGTON, City Attorney

STATE OF GEORGIA

HENRY COUNTY

CITY OF STOCKBRIDGE

RESOLUTION **B23-1558**

A RESOLUTION ACCEPTING WHITTLEY ENGINEERING INC., FOR CIVIL ENGINEERING PLAN REVIEW AND INSPECTION SERVICES, AS NECESSARY; REPEALING INCONSISTENT RESOLUTIONS; PROVIDING FOR AN EFFECTIVE DATE OF APRIL 17, 2023; AND FOR OTHER PURPOSES AS NEEDED BY THE DIRECTOR OF COMMUNITY DEVELOPMENT.

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

WHEREAS, the City wishes to use Whittley Engineering Inc., for Emergency Services for Building, Permitting, and Inspection Services for the next six months; and

WHEREAS, the City and the contractor shall begin work on these matters immediately under the direction of Community Development,

THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA, AS FOLLOWS:

1. **Approval of Execution.** The City Council hereby approves the award of a contract to Whittley Engineering Inc., for Emergency services with the Department of Community Development as directed by the Director Brecca Carter.
2. **Severability.** To the extent any portion of this Resolution is declared to be invalid, unenforceable or non-binding, that shall not affect the remaining portions of this Resolution.
3. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
4. **Effective Date.** This Resolution shall be effective on the date of its approval by the City Council and Mayor as provided in the City Charter.
5. **Attorney Review.** All edits as necessary to protect the City of Stockbridge may be added by the City Attorney as necessary before the signature of the Mayor or the City.

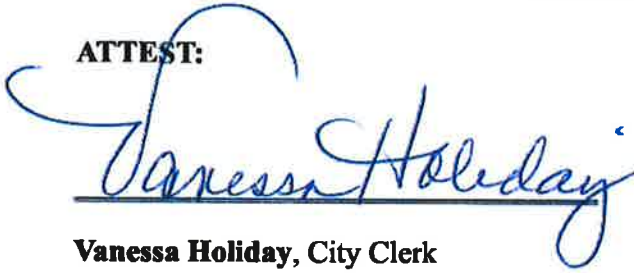
SO BE IT RESOLVED this 10th day of April, 2023.

CITY OF STOCKBRIDGE, GEORGIA

A handwritten signature in blue ink, appearing to read "Anthony S. Ford", written over a horizontal line.

Anthony S. Ford, Mayor

ATTEST:

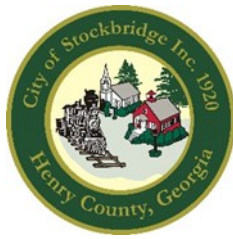
A handwritten signature in blue ink, appearing to read "Vanessa Holiday", written over a horizontal line.

Vanessa Holiday, City Clerk

APPROVED AS TO FORM:

A handwritten signature in blue ink, appearing to read "Quinton G. Washington", written over a horizontal line.

Quinton G. Washington, City Attorney



City of Stockbridge

AGENDA ITEM

MEETING DATE

September 2026

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 or TSPLOST
- ☐ ARPA
- ☐ GRANT
- ☐ HOTEL/MOTEL TOURISM
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER:

Mr. Ryan Anderson

DEPARTMENT:

Community Development

ITEM/PROJECT/EVENT:

Request For City Council's Approval To Renew A Contract With SageGov Network For Cloud-Based Software, Licensing, Maintenance, and Support Services

BACKGROUND INFORMATION:

Planning & Zoning:

The software supports the processing and management of the following Planning & Zoning applications and requests: Administrative Variance, Annexation, Comprehensive Plan Amendment, Final Plat Review and Approval, Recombinational Subdivision, Rezoning, Special Use Permit, Variance, and Zoning Modifications.

APPROVALS: CITY MANAGER _____

CITY TREASURER _____

CITY ATTORNEY _____

GRANTS ADMIN. _____

☐ FINANCIAL IMPACT ☐ N/A

AMOUNT \$
58,318.00

ATTACHMENTS:



BACKGROUND INFORMATION — CONTINUED

Business Services:

The software supports the processing and management of the following Business Services applications and permits: Commercial-Based Business License, Home-Based Business License, Home-Based Business — Short-Term Rental Only, Regulatory Business License, Film, Television, and Movie Permit, and Occupational Tax Annual Renewal

Code Enforcement:

The software provides an online **Code Enforcement Complaint Submission Form** to facilitate the submission, tracking, and management of code enforcement complaints.

Application Integrations:

The software includes integration capabilities with the following applications and services: ArcGIS Online, Forte Payment Gateway, Bluebeam Revu

The application integrations shall not be extended or renewed beyond one (1) year from the execution date of the Agreement.

STAFF RECOMMENDATION:

The Department of Community Development recommends that the City Council consider and approve the **second (2nd) renewal** of the year-to-year contract with SagesGov Software for cloud-based software, licensing, maintenance, and support services in the annual amount of **\$58,318.00**, as provided for in the contractual agreement.

The City entered into the initial contract with SagesGov on December 17 2024, for an initial term January 1 through December 31, 2025, and shall not be extended or renewed for any reason beyond five (5) years from the initial execution of the agreement

January 1 through December 31, 2027, shall be the second (2nd) optional renewal year, if approved by Council.

FISCAL IMPACT:

The annual cost associated with the renewal is **\$58,318.00**.

Funding for the renewal is available in the Department of Community Development's approved FY 2027 budget, Account No. 100-72000-521310, which was reviewed and certified by the Budget Manager.

There is no anticipated fiscal impact beyond the annual contract amount identified above, subject to any applicable fees or charges authorized under the Agreement.

Staff's Signature: _____



COVER SHEET
REQUEST FOR APPROVAL OF CONTRACT/AGREEMENT

End User Department: Department of Community Development

Contract Titles Sages Government Cloud-based Software

Vendor / Contractor: SagesGov ("SAGES")

Contract / Agreement No.: N/A,

Original Contract Date: January 1, 2025

Current Expiration Date: December 31, 2026

Requested Renewal Term: Agreement shall renew as needed by the City.

Renewal Period: From: 01/01/2027 To: 12/31/2027

Amount Budgeted for Option Year: \$58,318.00

Funding Source / Account No.: 100-72000-521310

Procurement Method / Solicitation No.: Through Community Develop.

PURPOSE

The attached Contract Renewal documentation is submitted to the Budget and Procurement Manager, for review and approval to be presented to Council for consideration of continued use of services, products, or obligations provided under the existing agreement/contract.

The End User, Community Development Department, is seeking Council approval to exercise the second (2nd) renewal option under the SagesGov Software ("SAGES") contract for cloud-based software, licensing, maintenance, and support services. The renewal term is January 1 through December 31, 2027, in an amount not to exceed \$58,318.00.

The Community Director, Mr. Ryan Anderson, has reviewed the vendor's performance and confirms that the continued agreement is necessary to support departmental operations and/or identified service requirements.

(next page)

RECOMMENDATION:

- ☒ Approve renewal as presented
☐ Approve renewal subject to noted revisions/conditions
☐ Do not approve renewal

ATTACHMENTS / SUPPORTING DOCUMENTATION

- **Contract Renewal Evaluation Form**
- **Budget Availability Certification Form** (to be completed)
- **Resolution No. R25-1832**
- **SagesGov Contract**, including cost proposal.

“This section is for Procurement Division’s administrative use only and shall be filled in upon completion of the renewal process for filing purposes.”

Date Received: _____

Procurement Review Date: _____

Budget Review Date: _____

Legal Review, if required: _____

Agenda/Approval Date, if applicable: _____

Final Contract / Agreement Executed Date: _____

Comments/Conditions of Approval: _____



CONTRACT RENEWAL EVALUATION FORM

Date: July 29, 2026

To: Ryan Anderson, Community Development Director
Zenovia Pearson, Executive Assistant

From: Wanda J. Cooley, *Contract Specialist*
Email: wcooley@stockbridge.org

Subject: SagesGov Network, Inc. Contract Renewal - Exercise of Second (2nd) Renewal Option

It is time to review the option to renew the SagesGov Network Contract, for Cloud-based software, licensing, maintenance and support services for the second (2nd) year, to expire December 31, 2027. The first (1st) year renewal ends December 31, 2026.

Please indicate your recommendation as to exercising the option, along with the option-year budgeted amount, account number, and department head's signature. Return to Wanda J. Cooley, Procurement Department, no later than Tuesday, August 4, 2026. If you intend to disapprove of this option, please provide a concise statement of your rationale for disapproval.

Per Section 1, please indicate whether you wish to renew this contract.

Complete the Survey (Section 2, below) evaluating the Contractor's performance during the past Contract Term. If answering "No" to any question, please explain briefly on page 2 in the comment section.

Section 1: Renewal

Approval Option: Ryan Anderson, MPPA, CPM 08/26/2026
(Signature) (Date)

Disapprove Option: _____
(Signature) (Date)

Amount Budgeted for Option Year: \$ 58,318

Account #: 100-72000-521310

Department Head: Ryan Anderson, MPPA, CPM
(Signature)

Contract Renewal Evaluation Form
SagesGov Inc., for Cloud-Based Software, Licensing, Maintenance, & Support Svs.
Community Development Department – Page 2 of 2

Section 2: Contractor Evaluation

	YES	NO	N/A
1. Contractor performed all work in conformance with the Contract requirements?	✓	—	—
2. Contractor was responsive and professional?	✓	—	—
3. Are you satisfied with the quality of the work performed by the Contractor?	✓	—	—
4. Did the Contractor anticipate your needs and provide value-added services beyond the scope/requirements of the Contract?	✓	—	—

Comments: _____

For Approval by Executive Staff: (This section will be distributed by the Contract Specialist):

Procurement Manager's Signature of Approval:

Approval Date:

Chief Financial Officer's Signature of Approval:

Approval Date:

City Manager's Signature of Approval:

Approval Date:

Notes (if any): _____



BUDGET AVAILABILITY CERTIFICATION FORM

The purpose of the Budget Availability Certification Form is to confirm that sufficient funds are available within the approved budget to support a proposed procurement. Completed during the initial meeting between the end user and the procurement department, the form ensures that solicitations are fiscally feasible before further action is taken. By verifying budget availability early in the process, the City promotes responsible financial management, prevents unfunded commitments, and documents compliance with applicable budgetary and procurement policies.

The Department Head is responsible for ensuring that all necessary budget line transfers are completed prior to initiating a purchase order request. This step ensures that sufficient funds are properly allocated for the intended expenditure and that funds may be encumbered in accordance with approved budgetary and procurement policies.

SECTION:

Department/Division:

Date:

Fund Cluster/Account:

Purchase / Project Title:

Amount Request:

Amount Currently Available in Budget:

DETAILS/ENTRIES:

Community Development Department

08/26/2026

100-72000-521310

SagesGov Network, Inc

\$58,318

\$58,318

REMARKS (if any)

Community Development: _____

Procurement Division: _____

Procurement Division's Budget Availability Certification Form
Cloud-Based Software – Licensing, Maintenance, Support Services
Comm. Devel. Dept. – SAGES Network. - Page 2

CERTIFICATION:

I hereby certify that the above-requested amount is **available** and chargeable against the indicated fund cluster/account code.

Note: Approvals confirm that funds are available, properly authorized, and compliant with organizational financial policies before any expenditure is made:

CERTIFIED BY (BUDGET OFFICER):

Name: Lisa Diggs

Title: Budget Manager

Signature: 
Lisa Diggs (Sep 1, 2026 16:19:48 EDT)

Date: 09/01/2026

APPROVALS:

Department Head:

➤ Name : Ryan Anderson

Signature: 
Ryan Anderson, MPPA, CPM

Date: 08/26/2026

Procurement Manager:

➤ Name: Jeremy Andrews

Signature: 
Jeremy Andrews (Sep 1, 2026 16:23:39 EDT)

Date: 09/01/2026

STATE OF GEORGIA
COUNTY OF HENRY
CITY OF STOCKBRIDGE

RESOLUTION NO. R25-1832

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA APPROVING THE CONTRACT RENEWAL FOR CLOUD-BASED SOFTWARE WITH SAGESGOV; AND FOR OTHER PURPOSES.

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

WHEREAS, the Department of Community Development seeks Council approval to renew an year-to-year contract with SagesGov Software ("SAGES") for cloud-based software, licensing, maintenance, and support services in the amount of \$58,318, annually, as detailed in in Exhibit A; and

WHEREAS, the City entered into the initial contract with SAGES on December 17, 2024 for an initial term through December 31, 2025, and shall not be extended or renewed for any reason beyond five (5) years from the initial execution of the agreement;

WHEREAS, pursuant to Stockbridge Municipal Code Section 3.30.227:

"The City Council shall approve all renewals or term contract extensions:
(A). To afford the city a continuous supply of items or services in the event of the termination or near-termination of the award/contract and
(B). where cost is greater than fifty-thousand dollars (\$50,000.00); and when the original contract was approved by the City Council;" and,

WHEREAS, SAGES has performed services with the City in accordance with contract requirements, at a quality level; and,

WHEREAS, the Department request for contract renewal has been approved by the City Treasurer, Procurement and Council; and

WHEREAS, the City Council requests that all procurement matters and contracts get presented to them at least 180 days prior to their expiration date and all parties are hereby notified by this resolution of such request;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA AS FOLLOWS:

SECTION 1. APPROVAL OF RENEWAL OF SAGES CONTRACT.

Council hereby approves renewal of the contract for cloud-based software with SAGES, in the amount of \$58,318, annually, as detailed in in Exhibit A. City Council hereby authorizes the Mayor to execute the same, and authorizes and directs the City Manager to execute all administrative and budgetary actions necessary to implement this Resolution. This contract shall be brought back to City Council approximately 180 days before the expiration of the contract.

SECTION 2. SEVERABILITY.

If any part of this resolution is adjudged invalid, such judgment shall not affect the remainder of this resolution.

SECTION 3. REPEAL OF CONFLICTING PROVISIONS.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4. CITY ATTORNEY'S AUTHORITY.

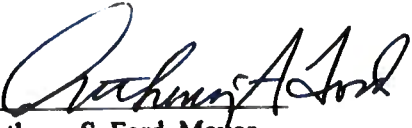
Pursuant to the City's charter and with explicit consent of the City Counsel, the City Attorney is duly authorized to make requisite amendments to all contracts, ordinances, resolutions, and documents, as may be necessary, in order to secure conformity with the express intent of the City Council and to ensure adherence to all pertinent laws and ordinances of the City.

SECTION 5. EFFECTIVE DATE.

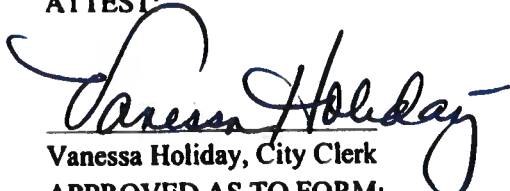
This Resolution shall be effective immediately upon adoption.

RESOLVED this 26th day of August, 2025.

[SIGNATURES ON THE FOLLOWING PAGE]


Anthony S. Ford, Mayor

ATTEST:


Vanessa Holiday, City Clerk

APPROVED AS TO FORM:



Quinton G. Washington, City Attorney

STATE OF GEORGIA
COUNTY OF HENRY

**AGREEMENT BETWEEN City of Stockbridge, GA AND SAGES NETWORKS INC., FOR
SOFTWARE, LICENSING, MAINTENANCE AND SUPPORT SERVICES**

THIS AGREEMENT for Software Licensing, Maintenance and Support is entered into this
1st day of _____ January 2025, by and between Sages Networks Inc. having its principal
place of business at 50 Hurt Plaza, Suite 1446 hereinafter referred to as "Sages", and City of
Stockbridge, GA, hereinafter referred to as the "City".

RECITALS:

WHEREAS the City desires to procure a cloud based Electronic Plan Review, Permitting,
Inspections, Licensing & Code Enforcement software from Sages; and

WHEREAS, the City has agreed to engage Sages for the software as described, and according to
the further terms and conditions, set forth herein.

NOW THEREFORE, in consideration of the Recitals and mutual promises contained herein, the
City and Sages agree to as follows:

[The Remainder of this page intentionally left blank]

Definitions

"SagesGov Application" is the Sages cloud based Electronic Plan Review, Permitting, Inspections, Licensing & Code Enforcement software.

"SagesGov Staff User License" refers to an individual who is a user authorized by the City to use the SagesGov Application, for whom the City Department has ordered the Service, and to whom the City Department (or Sages at the request of the City) has supplied a user identification and password. Users may include, for example, your employees, consultants, contractors and agents, and third parties whom the City Department hires.

"External User" refers to any registered users of the SagesGov Application including but not limited to Citizens, Architects, Engineers, Contractors and Builders. External Users cannot be employed by the city, cannot be hired by the city to perform services on behalf of the City, and cannot offer plan review, permitting, inspection or any other City services.

"Maintenance and Technical Support" is the continuous attention to and updating of SagesGov Application software and technical support services provided by Sages to the City for the SagesGov applications. It does not include functional support issues such as: how-to questions, usage or business-related clarifications, training, custom programming, changes to configuration or onsite visits.

"Functional Support" covers support by Sages staff limited to the number of hours in the City's Monthly Functional Support Plan and covers the following: questions about system functionality, questions about system configuration, how-to questions, Minor tweaks to system configuration, login issues, determining integration and Staff User environment issues.

"City Data" refers to the City's project/case records in SagesGov and all information and files in SagesGov associated with the City's project/case records.

Scope of Work

Product & Modules

Sages shall provide the following described software modules in the SagesGov Application to the City:

- SagesGov Application product modules:
 - o Electronic Plan Review integrated with Bluebeam Revu
 - o Online Permitting and Fees
 - o Mobile Inspections App - iOS, Android & Microsoft
 - o Certificate of Occupancy
 - o Tasks, Meetings, Notices & Documents
 - o Business Licensing
 - o Code Enforcement
- SagesGov Application product features: Public Portal, Role based system, Online Submission / Resubmission of drawing files, supporting documents, Intake, Routing, Electronic Plan Review, integrated with Bluebeam Revu, Markup, Comparison, Overlay, Checklists, Predefined Comments, Meetings, Notices, Emails & Alerts, assign coordinators, Assign Reviewers, Manage Reviewer workloads, Custom application, and

data forms, auto add Reviews, Permitting, Mobile Inspections, Certificates, Business Licensing, Code Enforcement, Notices, Holds, Letters & Documents, History, Search, User Dashboards, Standard Reports and Administration module.

- SagesGov Application cloud services include:
 - o Annual Technical Support and Maintenance.
 - o Enterprise-level cloud-based software hosted on the Microsoft Azure platform.
 - o Cost of Technical support, monitoring, ensuring uptime and quick responses to issues.
 - o Cost to store Drawing files, Plan Review Reports, Permits, Inspection tickets, Certificates, and other documents.
 - o Cost of Hardware, Server Software, Database software and Hosting Costs.
 - o Cost of Personnel to manage Servers, Network, Hardware, and keep them up to date.
 - o Costs of Rent, Power, Air Conditioning, and other data center costs.
 - o Costs to handle software development, upgrades, and patches to the SagesGov Application product every 6 months.
 - o Cost of Personnel to Manage backup and disaster recovery.

Services provided

Sages shall provide the following services

- **Functional Setup & Configuration:** Create Process, Application form, checklists, emails, supplemental forms (as needed), file types, workflow, business rules for the following processes:
 - o **Permits & Inspections:** Permit applications for Building, Electrical, Fire Services, Land Disturbance, Mechanical, Plumbing, Sign Permit Application.
 - o **Planning & Zoning:** Applications for Administration Variance, Annexation Form, Comprehensive Plan Amendment, Final Plat Review & Approval, Recombination Subdivision, Rezoning, Application, Special Use Permit, Variance, Zoning Modification.
 - o **Business services:** Applications for Commercial Business License, Home Based Business License, Home Based Business -Short Term Rental ONLY, Regulatory Business License, Film, TV and Movie Permit, Occupational Tax Annual Renewal
 - o **Code Enforcement:** Complaint Submission Form
- **SagesGov Application Integration:** ArcGIS online integration, Forte Payment Gateway integration, Bluebeam Revu integration,
- **ArcGIS online integration:**
 - o We will need your ESRI ArcGIS REST web service endpoint. This will allow us to make calls to your service and validate addresses and parcels. Here are the details:
GIS Address Validation Requirements for the city:
 - A publicly available ESRI Locator that allows SagesGov Application to query/validate Addresses.
 - The endpoint must not be gated by a username/password.
 - We need the response from this query to give us the following attributes:
 - One attribute in the JSON result that will contain the Full Address

- Individual attributes in the JSON result that will give us the various pieces of each address: Street Number, Street Name, Street Type, Street Direction Prefix, Street Direction Suffix, Unit Number, Unit Type, City, County, State, Zip, Parcel number
 - Other attributes being retrieved from this layer (TBD)
 - The Latitude/Longitude values for the address in Spatial Reference 4326
- GIS Parcel Validation Requirements* for the city:
- A publicly available ESRI Feature Layer that allows SagesGov Application to query/validate Parcels
 - The endpoint must not be gated by a username/password.
 - We need the response from this query to return desired attributes (TBD).
- City GIS Layers* to be toggled on a map in SagesGov:
- Publicly available ESRI Feature Layers that will be shown to staff/customers on a map inside the SagesGov Application. Users will be able to toggle layers on/off on map.
- Forte Payments Gateway Integration
 - Bluebeam Revu integration

1. Compensation: Time of Payment

Sages shall request payment under this agreement by submitting a proper invoice to the City at its designated payment office at the time and in the manner specified in the in the payment milestones table below.

SagesGov Electronic Plan Review, Permitting, Mobile Inspections, Licensing & Code Enforcement Software Solution Pricing - City of Stockbridge GA				
Table 1 Annual Subscription Costs - SagesGov Software				
Item	Description	Quantity	Unit Price	Yearly Total Cost
1	Upfront Software License	0	\$0.00	\$0.00
2	Cost of Hardware, Server Software, Database software, and Hosting Costs	0	\$0.00	\$0.00
3	Costs of Rent, Power, Air Conditioning, and other Data Center costs.	0	\$0.00	\$0.00
4	Staff user license: SagesGov Electronic Plan Review, Permitting, Mobile Inspections Subscription integrated with Bluebeam Revu	6	\$2,880.00	\$17,280.00
5	Staff user license: SagesGov Permitting, Mobile Inspections, Permit Tech, Business License and other Non-plan review users Subscription	11	\$1,728.00	\$19,008.00
6	Functional Support after Go Live this is for how-to questions, and small tweaks to setup and configuration.	1 hour / month	\$225/month	\$2,700.00

7	ESRI GIS integration Annual Maintenance	1	\$750.00	\$750.00
8	Government Windows Payment Gateway integration Annual Maintenance	1	\$1,825.00	\$1,825.00
9	Finance system integration Annual Maintenance	1	\$875.00	\$875.00
10	Hotel/Motel Tax and Excise Tax Module Annual Maintenance	2	\$900 each	\$1,800
11	External users: Builders, Architects, Contractors, and Citizens.	Unlimited	\$0.00	\$0.00
	Total Annual Subscription for 17 users			\$44,238.00
Phase 1 - One Time Costs - Initial Setup, Configuration, Professional Services & Training - Permits, Inspections, Planning & Zoning				
Table 2				
Item	Description	Quantity	Unit Price	Total One time costs Phase 1
1	Service: SagesGov Base Setup and Configuration, Departments, Disciplines, File Type, Users and Roles	1	\$7,500.00	\$7,500.00
2	Service: Setup Workflow processes, Application forms, Emails, Review Types, File Types, Holds, Alerts, Checklists, Plan Review Reports and Notices for City of Stockbridge Permits, Planning, Zoning, Business Services & 1 process for Code Enforcement	10 processes. 10 hours per process.	\$150 / hour	\$15,000.00
3	Hands-on Remote Training: SagesGov & Bluebeam Revu Training 3 hours per session. up to 10 staff users / session.	2 sessions	\$1750/ session	\$3,500.00
4	Professional Services during requirements gathering, configuration, integration, UAT & go live includes Project management.	24	\$225 / hour	\$5,400.00
5	Integration with Government Windows Payment Gateway for online Fee payment. Integrate using an Iframe popup-window from Government Windows as the payment interface. We will receive a POST back from Government Windows for payment confirmation.	1	\$9,125.00	\$9,125.00
6	Integration with City of Stockbridge Finance system using file load.	1	\$4,375.00	\$4,375.00
7	Integration with ESRI GIS using ArcGIS online REST endpoint for Address and Parcel validation for the City of Stockbridge	1	\$3,750.00	\$3,750.00

8	Setup additional Processes for Building, Planning & Zoning and Business Services. **As a special introductory offer, new Customers will receive 100% discount on these additional processes / tiles**	15 processes. 10 hours per process.	\$150 / hour	\$22,500 \$0
9	Setup Hotel / Motel Tax and Excise Tax Module for Business Services. **As a special introductory offer, new Customers will receive 100% discount on these additional processes / tiles**	2 processes at 30 hours per process	\$150 / hour	\$9,000 \$0
	Total SagesGov- Implementation Cost - Phase 1			\$48,650.00
Table 3 Phase 2 - One Time Costs - Data Migration, Setup, Configuration & Training - Business License & Code Enforcement				
Item	Description	Quantity	Unit Price	Total One time costs Phase 2
1	Service: Setup Workflow processes, Application forms, Emails, Review Types, File Types, Holds, Alerts, Checklists, Plan Review Reports and Notices for City of Stockbridge Business Services & 1 process for Code Enforcement	3 processes. 10 hours per process.	\$150 / hour	\$4,500.00
2	Data Migration from current Business License system using SagesGov standard data loader We will provide the format for the data to be exported.	1	\$13,750.00	\$13,750.00
3	Hands-on Remote Training: SagesGov Training 3 hours per session. up to 10 staff users / session.	2 sessions	\$1750/ session	\$3,500.00
	Total SagesGov- Implementation Cost - Phase 2			\$21,750.00

1.2 Invoicing and Payment Milestones

Table 4 Payment Milestones				
Item	Description	Milestone	Due Date	Amount
1	Project Start	PO Issued	08/01/2024	\$3,000
2	Phase 1: P&Z, Permits & inspections - Setup, User Acceptance Testing (UAT) & Training	Phase 1: Setup, UAT & Training Completed	01/15/2025	\$27,659

3	Phase 1: P&Z, Permits & inspections - SagesGov software Annual Subscription Start	Phase 1 - Go-Live	01/15/2025	\$17,744
4	Phase 2: Business Services - Setup, User Acceptance Testing (UAT), Training & Go-Live	Phase 2: Setup, UAT, Training & Go-Live Completed	02/15/2025	\$6,915

Table 5	5 Year Costs		
Year	SagesGov Electronic Plan Review, Permitting, Mobile Inspections, Business License and Code Enforcement Software	One Time Costs Prorated	Total / Year
Year 1	\$44,238	\$14,080	\$58,318
Year 2	\$44,238	\$14,080	\$58,318
Year 3	\$44,238	\$14,080	\$58,318
Year 4	\$44,238	\$14,080	\$58,318
Year 5	\$44,238	\$14,080	\$58,318

1.3 Tentative Project Schedule

Phase 1

- Stage 1 - Finalize Business Processes Requirements Permitting, Inspections, Planning & Zoning software.
- Stage 2 - Setup SagesGov product for the city and work on Integrations and end to-end testing.
- Stage 3 - Train the Trainer - Permits, Inspections, Planning & Zoning.
- Stage 4 - User Acceptance Testing (UAT)
- Stage 5 - Go-Live

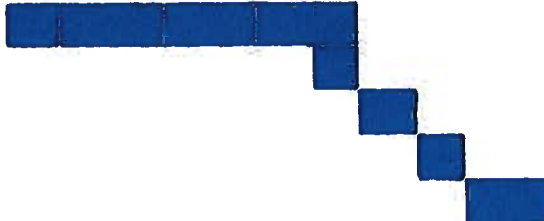
Phase 2

- Stage 6 - Data Migration from current Licensing system, Finalize Business Processes Requirements Licensing.
- Stage 7 - Train the Trainer
- Stage 8 - User Acceptance Testing
- Stage 9 - Go-Live
- Stage 10 - Post Go-Live Support

Table 1 Estimated start and finish for each step

Stage	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7
1							
2							
3							
4							
5							

6
7
8
9
10



2. Workmanship and Quality of Services

All work performed under this AGREEMENT shall be performed in a workmanlike and professional manner, to the reasonable satisfaction of the City, and shall conform to all prevailing industry and professional standards.

3. Notices

All notices, requests for payment, or other communications arising hereunder shall be sent to the following:

City of Stockbridge, GA
Attn: Ryan Anderson
Telephone: 678-833-3340
4602 North Henry Blvd
Stockbridge, GA 30281

Sages Networks Inc
Harish Krishna
Telephone 678-471-7392
50 Hurt Plaza, Suite 1446
Atlanta, GA 30303

Requests for Payment:
City of Stockbridge, GA
Attn: Ryan Anderson
4602 North Henry Blvd
Stockbridge, GA 30281

4. Non-discrimination

In consideration of the signing of this AGREEMENT, the parties hereto for themselves, their agents, officials, employees and servants agree not to discriminate in any manner on the basis of race, color, creed, national origin, sex, age, handicap, or sexual orientation with reference to the subject matter of this AGREEMENT.

5. Applicable Law

All matters relating to this AGREEMENT shall be governed by the laws of the State of Georgia, without regard to its choice of law provisions, and venue for any action relating to this AGREEMENT shall be the State and Superior Courts of Henry County GA or the United States District Court, Northern District of Georgia.

6. Intellectual Property

Any information, data, instruments, documents, studies, reports or deliverables given to, exposed to, or prepared or assembled under these Terms of Agreement shall be kept as confidential proprietary information of Sages and not divulged or made available to any individual or organization without the prior written approval of Sages. Such information, data, instruments, documents, studies, reports or deliverables will be the sole property of Sages and not the City.

All intellectual property, including, but not limited to, patentable inventions, patentable plans, copyrightable works, mask works, trademarks, service marks and trade secrets invented,

developed, created or discovered in performance of this AGREEMENT shall be the property of Sages.

Sages owns all rights, title, and interest in and to all intellectual property rights for the SagesGov Application. Accordingly, any suggestions, enhancements requests, feedback or recommendations provided by the City or any of its users to Sages related to the SagesGov Application shall be kept as confidential information of Sages. No right of ownership, expressed or implied, is granted under this Agreement.

Sages recognizes that the City is subject to the Georgia Open Records Act, which may alter obligations as to documents and the production thereof under this Section 6.

7. Licenses

Sages grants to City, and City accepts, a non-exclusive, non-transferable, non-sub-licensable right and use of SagesGov Application User Subscription Licenses for the SagesGov application, without the right to sublicense to others, to make, use, sell, offer to sell, or import the Licensed Products and Licensed Services in the Licensed Territory.

1. A user subscription license that is granted to City will allow the city to only use or perform the software during the period the license is active.
2. The city is not allowed to transfer the user subscription license to any other company, organization or individual other than who is specified herein.
3. The user subscription license grants use of the SagesGov application only for the period that the city maintains an active license. Each active license is meant for one designated person. A user subscription license cannot be shared among individuals.
4. The user subscription license does NOT grant any rights to download, view, use, modify or sell the underlying source code or object code of the SagesGov Application. The underlying source code and object code used to build and offer the SagesGov Application is the property of Sages Networks Inc and nothing in this agreement grants any rights (implied or otherwise) to the City.
5. Since the underlying source code and object code of the SagesGov application is the property of Sages, Sages Networks Inc is the only company that is authorized to provide the SagesGov Application Software as a Service. Nothing in this document shall allow the City to host the SagesGov Application or make the SagesGov Application available for a fee or otherwise. The ability to offer the SagesGov Application service lies solely with Sages Networks Inc.

8. Warranties and Disclaimer

Except as expressly provided herein, Sages does not make any warranty of any kind, whether express, implied, statutory or otherwise. Sages specifically disclaims all implied warranties, including any implied warranty of merchantability, fitness for a particular purpose or non-infringement, to the maximum extent permitted by applicable law. Sages disclaims all liability and indemnification obligations for any harm or damages caused by any third-party hosting provider.

Sages is not responsible for any third-party claims that arise out of any public content displayed by the SagesGov Application. The City acknowledges that the display of this content is in the City's full control and accepts full responsibility for the accuracy and appropriateness of publicly displayed information.

9. Force Majeure:

Except as otherwise provided in any environmental laws, rules, regulations or ordinances applicable to the parties and the services performed under this AGREEMENT, neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God. Either party to the AGREEMENT must take reasonable measures and implement reasonable protections when a weather event otherwise defined as a force majeure event is forecast to be eligible to be excused from the performance otherwise required under this AGREEMENT by this provision.

10. Integration with 3rd Party Non-SagesGov Applications

The SagesGov Application contains features that have been designed and developed to operate with 3rd party Non-SagesGov Applications. To use such features, the City agrees to obtain access to such Non-SagesGov applications from their providers. If the 3rd party Non-SagesGov application provider ceases to make the Non-SagesGov application available for operation and / or integration with the SagesGov application, we may cease providing such a feature without entitling the City to a refund, credit or other compensation.

11. Term and Termination of SagesGov Application SaaS Subscription

- (a) This Agreement shall commence on the date first written above, and the initial term shall terminate one (1) year after the "Go-Live" date referenced in Section 1.2 above. At the conclusion of the initial one (1) year term, this Agreement shall renew as needed by the City.
- (b) the City or Sages may terminate this AGREEMENT at any time following the initial term by providing Thirty (30) days written notice. In the event of early termination, Sages shall be entitled to receive just and equitable compensation for costs incurred prior to receipt of notice of termination and for the satisfactory work completed as of the date of termination and delivered to the City.
- (c) Refund of Payment. Upon termination by the City for cause, Sages will refund the City any prepaid fees covering the remainder of the term of the SagesGov application subscription after the effective date of termination. Upon any termination by Sages for cause, the City will pay any unpaid fees covering the remainder of term after the effective date of termination.
- (d) Return of Data. Within 30 days after the effective date of the SagesGov Application Subscription and upon request by the City, Sages will make available to the City for download a file of the City's Data. After such a 30-day period, Sages will have no obligation to maintain or provide any of the City's Data and will thereafter, unless legally prohibited, delete all of City Data in Our systems or otherwise in Our possession or under Our control. Transition Services upon Termination and requested by the City will be billable as "Professional Services". Since these transition services are non-deterministic at this time (i.e., neither party knows the level of effort to transition to a new system), these services will be billed at our company's standard Additional Professional Services rate.
- (e) Data Ownership - the City owns the data stored and processed by Sages and Sages will take commercially reasonable measures to ensure the protection and confidentiality of the data Subject to the limited rights granted by the City hereunder. Sages acquires no right, title or interest from the City or to the City's Data, including any intellectual property rights therein. the city grants to Sages a non-exclusive license to use the City Data for the purposes of performing Sages obligations under this Agreement.

- (f) **Protection of City's Data.** Sages receives no ownership rights in the City's Data. Sages will maintain commercially reasonable physical, administrative and technical safeguards for protection of the confidentiality, security and integrity of City Data. We will not (a) modify City Data, (b) disclose City Data except as expressly permitted in writing by the City, or (c) access City Data except to provide the SagesGov Application SaaS Subscription or Professional Services and prevent or address service or technical problems, or except at the City's request in connection with customer support matters.
- (g) **ADA Compliance for City's content in SagesGov Application** including but not limited to City's Application Forms, Data Forms, Announcements and Links to Documents - the city will be responsible for ensuring and maintaining ADA Compliance for all City content developed by the City or by Sages for the City using tools in SagesGov Application.

12. Laws/Safety Standards

Sages shall comply with all laws, ordinances, codes, rules, regulations, safety standards and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and/or authority.

13. Incorporation of Documents/Complete Agreement

This AGREEMENT, and any documents incorporated below represent the entire AGREEMENT between the parties and suspend all prior oral or written statements, agreements or AGREEMENT(S).

[The Remainder of this page intentionally left blank; Signature Page Follows]

Cost of Additional Scope of Work and Discounts applied

Item	Description of Additional Scope of Work	Cost
1	25 Processes in total being automated in SagesGov for The City of Stockbridge	
	Building: Building Permit Application, Electrical Permit Application, Land Disturbance Permit Application, Mechanical Permit Application, Plumbing Permit Application, Low Voltage, Sign Application, Right of Way, Utility Reconnection	
	Planning & Zoning: Pre-Application, Administrative Variance, Annexation Application, Appeal Application, Comprehensive Plan Amendment Application, Plat Application, Rezoning Application, Special Use Permit Application Form, Variance Application, Zoning Modification, Zoning Verification Letter Request	
	Business Services: Occupational Tax License, Alcohol License, Temp special event permit, Film permit & Temp alcohol license	
	Original Quote was for 10 processes @ \$1500/ Process	\$15,000
2	Cost to Setup 15 additional processes @ \$1500/ Process	\$22,500
	<i>**As a special introductory offer, new Customers will receive 100% discount on these additional processes / files**</i>	\$0
	Integration with Government Windows Payment Gateway for online Fee payment. Integrate using an Iframe popup-window from Government Windows as the payment interface. We will receive a POST back from Government Windows for payment confirmation.	
3	Additional Cost for integrating with Government Windows	\$6,000
	Additional Cost for Annual Maintenance Government Windows integration module	\$1,200 / year
	Monthly Hotel/Motel Tax and Excise Tax Module	
3	Cost to Setup Hotel/Motel Tax and Excise Tax @ \$4500 / Process	\$9,000
	<i>**As a special introductory offer, new Customers will receive 100% discount on these additional processes / files**</i>	\$0
	Cost for Annual Maintenance of Hotel/Motel Tax and Excise Tax Module	\$1,800 / year

Updated 5 Year Costs including additional scope of work above			
Year	SagesGov Electronic Plan Review, Permitting, Mobile Inspections, Business License and Code Enforcement Software	One Time Costs Prorated	Total / Year
Year 1	\$44,238	\$14,080	\$58,318
Year 2	\$44,238	\$14,080	\$58,318
Year 3	\$44,238	\$14,080	\$58,318
Year 4	\$44,238	\$14,080	\$58,318
Year 5	\$44,238	\$14,080	\$58,318

SagesGov software for the City of Stockbridge Community Development Department
Private and Confidential



IN WITNESS WHEREOF, Sages has executed the foregoing with the signature(s) of its duly authorized officer(s), and the city has executed with the signature of its Administrator attested by its (Assistant/Deputy) Clerk-Treasurer, with the official seal affixed, the day and year first above written

SAGES NETWORKS:

By:



Harish Krishna / President

Printed Name/Title

City of Stockbridge, GA

(SEAL)

By:



Anthony S. Ford, Mayor

Attest:

By:

City Clerk



THIS INSTRUMENT APPROVED
AS TO FORM:

City Attorney

SagesGov Contract, End User Commtty. Devel., R. Anderson, \$58,318.00 -

Final Audit Report

2026-09-01

Created:	2026-09-01
By:	Wanda Cooley (wcooley@stockbridgega.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAcKaRoL4RcE5J1k9FUfm-ljpF8hIV9zSF

"SagesGov Contract, End User Commtty. Devel., R. Anderson, \$58,318.00 -" History

-  Document created by Wanda Cooley (wcooley@stockbridgega.org)
2026-09-01 - 5:51:38 PM GMT
-  Document emailed to Lisa Diggs (ldiggs@stockbridgega.org) for signature
2026-09-01 - 5:51:47 PM GMT
-  Email viewed by Lisa Diggs (ldiggs@stockbridgega.org)
2026-09-01 - 8:07:15 PM GMT
-  Document e-signed by Lisa Diggs (ldiggs@stockbridgega.org)
Signature Date: 2026-09-01 - 8:19:48 PM GMT - Time Source: server - Signature Appearance Selected: DRAW
-  Document emailed to Jeremy Andrews (jandrews@stockbridgega.org) for signature
2026-09-01 - 8:19:51 PM GMT
-  Email viewed by Jeremy Andrews (jandrews@stockbridgega.org)
2026-09-01 - 8:23:26 PM GMT
-  Document e-signed by Jeremy Andrews (jandrews@stockbridgega.org)
Signature Date: 2026-09-01 - 8:23:39 PM GMT - Time Source: server - Signature Appearance Selected: DRAW
-  Agreement completed.
2026-09-01 - 8:23:39 PM GMT

A photograph of the Stockbridge City Hall building, a two-story brick structure with a central cupola and several large windows. The image is overlaid with a teal tint.

Stockbridge

Where Community Connects

CONTRACT APPROVAL RESOLUTION

SagesGov Network Contract Renewal

Ryan Anderson, MPPA, CPM— September 14, 2026

Council Action Requested

Resolution No. 25-1832

APPROVE

**Second renewal of
the SagesGov
Network contract**

ANNUAL RENEWAL

\$58,318

January 1 – December 31, 2027

What SagesGov Supports

Operational functions identified in the resolution

Planning

Processing and management of planning activities

Zoning

Processing and management of zoning activities

Business Licensing

Processing and management of business licensing

Permitting & Code Enforcement

Processing and management of permitting and code enforcement

Contract Investment & Services

FY 2027 CONTRACT AMOUNT

\$58,318

Annual renewal amount

Funding available in the
approved FY 2027 budget

RENEWAL COVERS

- Cloud-based software
- Licensing
- Maintenance
- Support services

Contract Term & Renewal



SECOND RENEWAL

JAN 1, 2027

Contract begins

DEC 31, 2027

Contract ends

Resolution effective immediately upon adoption.

Why Staff Recommends Renewal



Resolution findings supporting the request

Fiscal responsibility

The City is charged with being fiscally responsible concerning public funds.

Operational support

The software supports planning, zoning, business licensing, permitting, and code enforcement activities.

Budgeted funding Funding is available within the approved FY 2027 budget.

Department recommendation

Community Development recommends approval as being in the best interests of the City.

Renewal Authorization & Administration



Actions authorized by Resolution No. 25-1832

CITY COUNCIL

**Approves the second renewal for
\$58,318**

MAYOR

Authorized to execute the
renewal and related
documents.

CITY MANAGER

Authorized to take
administrative actions
necessary to implement the
resolution.

Requested Council Action



Staff recommendation

APPROVE RESOLUTION NO. 25-1832

**Second renewal of the SagesGov Network
contract**

\$58,318 • January 1–December 31, 2027

Department of Community Development recommends approval.

Ryan Anderson, MPPA, CPM
Director, Community Development
Randerson@stockbridgega.org

**STATE OF GEORGIA
HENRY COUNTY
CITY OF STOCKBRIDGE**

RESOLUTION NO. 25-1832

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA APPROVING THE SECOND RENEWAL OF THE CONTRACT WITH SAGESGOV NETWORK FOR CLOUD-BASED SOFTWARE, LICENSING, MAINTENANCE, AND SUPPORT SERVICES; AND FOR OTHER PURPOSES.

WHEREAS, the City of Stockbridge is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

WHEREAS, the Department of Community Development seeks City Council approval to exercise the second renewal option of the contract with SagesGov Network for cloud-based software, licensing, maintenance, and support services in the annual amount of \$58,318.00; and

WHEREAS, the software supports the processing and management of planning, zoning, business licensing, permitting, and code enforcement activities; and

WHEREAS, funding for this contract renewal is available within the approved FY 2027 budget; and

WHEREAS, the Department of Community Development recommends approval of the renewal as being in the best interests of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA, AS FOLLOWS:

SECTION 1. APPROVAL OF CONTRACT RENEWAL.

The City Council hereby approves the second renewal of the contract with SagesGov Network for cloud-based software, licensing, maintenance, and support services in the amount of Fifty-Eight Thousand Three Hundred Eighteen Dollars (\$58,318.00) for the period January 1, 2027 through December 31, 2027. The Mayor is authorized to execute the renewal and all related documents, and the City Manager is authorized to take all administrative actions necessary to implement this Resolution.

SECTION 2. SEVERABILITY.

If any provision of this Resolution is declared invalid, the remaining provisions shall remain in full force and effect.

SECTION 3. REPEAL OF CONFLICTING PROVISIONS.

All resolutions or parts of resolutions in conflict herewith are hereby repealed.

SECTION 4. CITY ATTORNEY AUTHORITY.

The City Attorney is authorized to make such non-substantive revisions as may be necessary to carry out the intent of this Resolution.

SECTION 5. EFFECTIVE DATE.

This Resolution shall become effective immediately upon adoption.

RESOLVED this ____ day of _____, 2026.

[SIGNATURES ON FOLLOWING PAGE]

SO RESOLVED this ____ day of _____, 2026.

JAYDEN WILLIAMS, Mayor

ATTEST:

CASSANDRA LESTER, Interim City Clerk

APPROVED AS TO FORM:

QUINTON G. WASHINGTON, City Attorney

STATE OF GEORGIA
HENRY COUNTY
CITY OF STOCKBRIDGE

RESOLUTION NO.

R24-1765

A RESOLUTION TO APPROVE THE SAGES NETWORK CONTRACT

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

WHEREAS, the Department of Community Development seeks Council consideration to approve a year-to-year contract not to exceed five years with SagesGov Software (“SAGES”) for a network contract covering cloud-based software, licensing, maintenance, and support services in the amount of \$58,318 yearly, as detailed in Exhibit A attached; and

WHEREAS, the contract will commence on January 1, 2025, and costs will include a one-time setup of \$70,400 to be divided over the five-year period of the contract, for \$14,080 annually; and

WHEREAS, SAGES will provide functional setup and configuration, application forms, checklists, emails, supplemental forms, file types, and workflow; and

WHEREAS, SAGES software service will provide business rules for Planning and Zoning, Business Services, and Code Enforcement; and

WHEREAS, services provided by SAGES will replace software services formerly provided by Tyler Tech-EnerGov; and

WHEREAS, Council, having considered the request, approves the contract.

THEREFORE, IT IS NOW HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA AS FOLLOWS:

SECTION 1. Approval of the SAGES network contract. Council hereby approves the year-to-year SAGES contract not to exceed five years, in the amount of \$58,318 yearly, as detailed in Exhibit A attached.

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

SECTION 3. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this Resolution, subject to approval as to form by the City Attorney.

SECTION 4. Severability. To the extent any portion of this Resolution is declared to be invalid, unenforceable, or non-binding, that shall not affect the remaining portions of this Resolution.

SECTION 5. Repeal of Conflicting Provisions. All City Resolutions inconsistent with this Resolution shall be repealed.

SECTION 6. Effective Date. This Resolution shall become effective immediately upon its adoption by the City Council of the City of Stockbridge as provided in the City Charter.

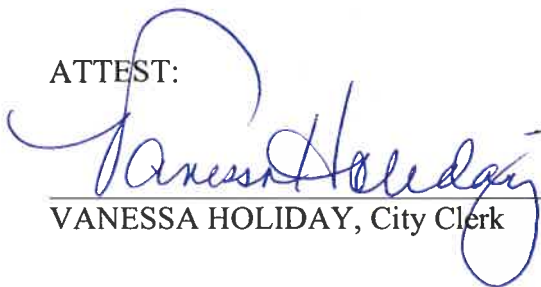
SECTION 7. Attorney Authorization. The City Attorney, backed by the City's charter and with the explicit endorsement of the City Council, is authorized to make necessary amendments to contracts, ordinances, resolutions, and documents to align them with the intent of the City Council and ensure compliance with all pertinent city laws and regulations.

SO RESOLVED this 17th day of December 2024.



ANTHONY S. FORD, Mayor

ATTEST:



VANESSA HOLIDAY, City Clerk (SEAL)

APPROVED AS TO FORM:



QUINTON G. WASHINGTON, City Attorney



City of Stockbridge

Staff Recommendation Form For Council Approval

Meeting Date

December 9, 2024

- ☒ Action requested by City Council
- ☐ For informational purposes only
- ☐ Budget Amendment Required
- ☐ Attachment (s)
- ☐ Payment of Invoice/Task Order/Change Order

AMOUNT: \$58,318.00/per year

FROM ACCOUNT: 100-72000-521310

PRESENTER: RYAN ANDERSON, DIRECTOR

ACTION

- ☐ PUBLIC HEARING
- ☐ ORDINANCE
- ☒ RESOLUTION
- ☐ BID/SOLICITATION AWARD
- ☐ PRESENTATION
- ☐ DISCUSSION
- ☐ REPORT
- ☐ DISCUSSION
- ☐ CONTRACT EXTENSION

ITEM/PROJECT/EVENT: REQUEST FOR APPROVAL OF A CONTRACT WITH SAGESGOV SOFTWARE FOR CLOUD BASED SOFTWARE, LICENSING, MAINTENACE AND SUPPORT SERVICES.

BACKGROUND INFORMATION:

The Community Development Department is requesting approval of a contract to replace software services provided by Tyler Tech-EnerGov with SAGESGov Software.

SAGES will provide functional setup & configuration: create process, application forms, checklists, emails, supplemental forms (as needed), file types, workflow, business rules for the following processes:

Permits & Inspections: Permit applications for Building, Electrical, Fire Services, Land Disturbance, Mechanical, Plumbing, Sign Permit Application.

Planning & Zoning: Applications for Administration Variance, Annexation Form, Comprehensive Plan Amendment, Final Plat Review & Approval, Recombination Subdivision, Rezoning, Application! Special Use Permit, Variance, Zoning Modification.

Business Services: Applications for Commercial Business License, Home Based Business License, Home Based Business -Short Term Rental ONLY, Regulatory Business License, Film, TV and Movie Permit, Occupational Tax Annual Renewal

Code Enforcement: Complaint Submission Form

SagesGov Application Integration: ArcGIS online integration, Forte Payment Gateway integration, Bluebeam Revu integration, not be extended or renewed beyond one year from the execution of the Agreement.

STAFF RECOMMENDATION:

The Community Development Department is requesting City Council's approval of a year-to-year agreement with – SAGES Networks Inc and the City of Stockbridge, authorizing the Mayor to execute same; and authorizing the City Manager to execute all administrative and budgetary actions related to the Agreement.

The Agreement is on a year-to-year basis and shall not be extended or renewed for any reason beyond five (5) years from the execution of the Agreement.

The Contractor shall receive compensation from the City as set forth in the attached Exhibit A, which shall be a total yearly cost of \$58,318.00 (fifty-eight thousand, three hundred eighteen dollars and no cents) which includes one-time setup costs of \$70,400 (seventy thousand, four hundred dollars and no cents) split over a five-year period \$14,080.00 (fourteen thousand, eighty dollars and no cents)/per year.

The purpose of the contract is to provide functional setup & configuration: create process, application forms, checklists, emails, supplemental forms (as needed), file types, workflow, business rules for the processing of the Community Development Department's Permitting, Planning/Zoning and Business Services work product.

APPROVED BY:

LEGAL:	YES	NO	or N/A Sign _____
PROCUREMENT	YES	NO	or N/A Sign _____
FINANCE DEPT:	YES	NO	or N/A Sign _____
CITY MANAGER:	YES	NO	or N/A Sign _____

STATE OF GEORGIA
COUNTY OF HENRY

AGREEMENT BETWEEN City of Stockbridge, GA AND SAGES NETWORKS INC., FOR
SOFTWARE, LICENSING, MAINTENANCE AND SUPPORT SERVICES

THIS AGREEMENT for Software Licensing, Maintenance and Support is entered into this
1st day of _____ January 2025, by and between Sages Networks Inc. having its principal
place of business at 50 Hurt Plaza, Suite 1446 hereinafter referred to as "Sages", and City of
Stockbridge, GA, hereinafter referred to as the "City".

RECITALS:

WHEREAS the City desires to procure a cloud based Electronic Plan Review, Permitting,
Inspections, Licensing & Code Enforcement software from Sages; and

WHEREAS, the City has agreed to engage Sages for the software as described, and according to
the further terms and conditions, set forth herein.

NOW THEREFORE, in consideration of the Recitals and mutual promises contained herein, the
City and Sages agree to as follows:

[The Remainder of this page intentionally left blank]

Definitions

"SagesGov Application" is the Sages cloud based Electronic Plan Review, Permitting, Inspections, Licensing & Code Enforcement software.

"SagesGov Staff User License" refers to an individual who is a user authorized by the City to use the SagesGov Application, for whom the City Department has ordered the Service, and to whom the City Department (or Sages at the request of the City) has supplied a user identification and password. Users may include, for example, your employees, consultants, contractors and agents, and third parties whom the City Department hires.

"External User" refers to any registered users of the SagesGov Application including but not limited to Citizens, Architects, Engineers, Contractors and Builders. External Users cannot be employed by the city, cannot be hired by the city to perform services on behalf of the City, and cannot offer plan review, permitting, inspection or any other City services.

"Maintenance and Technical Support" is the continuous attention to and updating of SagesGov Application software and technical support services provided by Sages to the City for the SagesGov applications. It does not include functional support issues such as: how-to questions, usage or business-related clarifications, training, custom programming, changes to configuration or onsite visits.

"Functional Support" covers support by Sages staff limited to the number of hours in the City's Monthly Functional Support Plan and covers the following: questions about system functionality, questions about system configuration, how-to questions, Minor tweaks to system configuration, login issues, determining integration and Staff User environment issues.

"City Data" refers to the City's project/case records in SagesGov and all information and files in SagesGov associated with the City's project/case records.

Scope of Work

Product & Modules

Sages shall provide the following described software modules in the SagesGov Application to the City:

- SagesGov Application product modules:
 - Electronic Plan Review integrated with Bluebeam Revu
 - Online Permitting and Fees
 - Mobile Inspections App - iOS, Android & Microsoft
 - Certificate of Occupancy
 - Tasks, Meetings, Notices & Documents
 - Business Licensing
 - Code Enforcement
- SagesGov Application product features: Public Portal, Role based system, Online Submission / Resubmission of drawing files, supporting documents, Intake, Routing, Electronic Plan Review, integrated with Bluebeam Revu, Markup, Comparison, Overlay, Checklists, Predefined Comments, Meetings, Notices, Emails & Alerts, assign coordinators, Assign Reviewers, Manage Reviewer workloads, Custom application, and

data forms, auto add Reviews, Permitting, Mobile Inspections, Certificates, Business Licensing, Code Enforcement, Notices, Holds, Letters & Documents, History, Search, User Dashboards, Standard Reports and Administration module.

- SagesGov Application cloud services include:
 - o Annual Technical Support and Maintenance.
 - o Enterprise-level cloud-based software hosted on the Microsoft Azure platform.
 - o Cost of Technical support, monitoring, ensuring uptime and quick responses to issues.
 - o Cost to store Drawing files, Plan Review Reports, Permits, Inspection tickets, Certificates, and other documents.
 - o Cost of Hardware, Server Software, Database software and Hosting Costs.
 - o Cost of Personnel to manage Servers, Network, Hardware, and keep them up to date.
 - o Costs of Rent, Power, Air Conditioning, and other data center costs.
 - o Costs to handle software development, upgrades, and patches to the SagesGov Application product every 6 months.
 - o Cost of Personnel to Manage backup and disaster recovery.

Services provided

Sages shall provide the following services:

- Functional Setup & Configuration: Create Process, Application form, checklists, emails, supplemental forms (as needed), file types, workflow, business rules for the following processes:
 - o **Permits & Inspections:** Permit applications for Building, Electrical, Fire Services, Land Disturbance, Mechanical, Plumbing, Sign Permit Application.
 - o **Planning & Zoning:** Applications for Administration Variance, Annexation Form, Comprehensive Plan Amendment, Final Plat Review & Approval, Recombination Subdivision, Rezoning, Application| Special Use Permit, Variance, Zoning Modification.
 - o **Business services:** Applications for Commercial Business License, Home Based Business License, Home Based Business -Short Term Rental ONLY, Regulatory Business License, Film, TV and Movie Permit, Occupational Tax Annual Renewal
 - o **Code Enforcement:** Complaint Submission Form
- SagesGov Application Integration: ArcGIS online integration, Forte Payment Gateway integration, Bluebeam Revu integration,
- ArcGIS online integration:
 - o We will need your ESRI ArcGIS REST web service endpoint. This will allow us to make calls to your service and validate addresses and parcels. Here are the details:

GIS Address Validation Requirements for the city:

 - A publicly available ESRI Locator that allows SagesGov Application to query/validate Addresses.
 - The endpoint must not be gated by a username/password.
 - We need the response from this query to give us the following attributes:
 - One attribute in the JSON result that will contain the Full Address

- Individual attributes in the JSON result that will give us the various pieces of each address: Street Number, Street Name, Street Type, Street Direction Prefix, Street Direction Suffix, Unit Number, Unit Type, City, County, State, Zip, Parcel number
- Other attributes being retrieved from this layer (TBD).
- The Latitude/Longitude values for the address in Spatial Reference 4326
- GIS Parcel Validation Requirements* for the city:
 - A publicly available ESRI Feature Layer that allows SagesGov Application to query/validate Parcels
 - The endpoint must not be gated by a username/password.
 - We need the response from this query to return desired attributes (TBD).
- City GIS Layers* to be toggled on a map in SagesGov:
 - Publicly available ESRI Feature Layers that will be shown to staff/customers on a map inside the SagesGov Application. Users will be able to toggle layers on/off on map.
- Forte Payments Gateway Integration
- Bluebeam Revu integration

1. Compensation: Time of Payment

Sages shall request payment under this agreement by submitting a proper invoice to the City at its designated payment office at the time and in the manner specified in the in the payment milestones table below.

SagesGov Electronic Plan Review, Permitting, Mobile Inspections, Licensing & Code Enforcement Software Solution Pricing - City of Stockbridge GA				
Table 1	Annual Subscription Costs - SagesGov Software			
Item	Description	Quantity	Unit Price	Yearly Total Cost
1	Upfront Software License	0	\$0.00	\$0.00
2	Cost of Hardware, Server Software, Database software, and Hosting Costs	0	\$0.00	\$0.00
3	Costs of Rent, Power, Air Conditioning, and other Data Center costs.	0	\$0.00	\$0.00
4	Staff user license: SagesGov Electronic Plan Review, Permitting, Mobile Inspections Subscription integrated with Bluebeam Revu	6	\$2,880.00	\$17,280.00
5	Staff user license: SagesGov Permitting, Mobile Inspections, Permit Tech, Business License and other Non-plan review users Subscription	11	\$1,728.00	\$19,008.00
6	Functional Support after Go Live this is for how-to questions, and small tweaks to setup and configuration.	1 hour / month	\$225/month	\$2,700.00

7	ESRI GIS integration Annual Maintenance	1	\$750.00	\$750.00
8	Government Windows Payment Gateway integration Annual Maintenance	1	\$1,825.00	\$1,825.00
9	Finance system integration Annual Maintenance	1	\$875.00	\$875.00
10	Hotel/Motel Tax and Excise Tax Module Annual Maintenance	2	\$900 each	\$1,800
11	External users: Builders, Architects, Contractors, and Citizens.	Unlimited	\$0.00	\$0.00
	Total Annual Subscription for 17 users			\$44,238.00
Table 2	Phase 1 - One Time Costs - Initial Setup, Configuration, Professional Services & Training - Permits, Inspections, Planning & Zoning			
Item	Description	Quantity	Unit Price	Total One time costs Phase 1
1	Service: SagesGov Base Setup and Configuration, Departments, Disciplines, File Type, Users and Roles	1	\$7,500.00	\$7,500.00
2	Service: Setup Workflow processes, Application forms, Emails, Review Types, File Types, Holds, Alerts, Checklists, Plan Review Reports and Notices for City of Stockbridge Permits, Planning, Zoning. Business Services & 1 process for Code Enforcement	10 processes. 10 hours per process.	\$150 / hour	\$15,000.00
3	Hands-on Remote Training: SagesGov & Bluebeam Revu Training 3 hours per session. up to 10 staff users / session.	2 sessions	\$1750/ session	\$3,500.00
4	Professional Services during requirements gathering, configuration, integration, UAT & go live includes Project management.	24	\$225 / hour	\$5,400.00
5	Integration with Government Windows Payment Gateway for online Fee payment. Integrate using an Iframe popup-window from Government Windows as the payment interface. We will receive a POST back from Government Windows for payment confirmation.	1	\$9,125.00	\$9,125.00
6	Integration with City of Stockbridge Finance system using file load.	1	\$4,375.00	\$4,375.00
7	Integration with ESRI GIS using ArcGIS online REST endpoint for Address and Parcel validation for the City of Stockbridge	1	\$3,750.00	\$3,750.00

8	Setup additional Processes for Building, Planning & Zoning and Business Services. <i>**As a special introductory offer, new Customers will receive 100% discount on these additional processes / tiles**</i>	15 processes. 10 hours per process.	\$150 / hour	\$22,500 \$0
9	Setup Hotel / Motel Tax and Excise Tax Module for Business Services. <i>**As a special introductory offer, new Customers will receive 100% discount on these additional processes / tiles**</i>	2 processes at 30 hours per process	\$150 / hour	\$9,000 \$0
	Total SagesGov- Implementation Cost - Phase 1			\$48,650.00
Table 3 Phase 2 - One Time Costs - Data Migration, Setup, Configuration & Training - Business License & Code Enforcement				
Item	Description	Quantity	Unit Price	Total One time costs Phase 2
1	Service: Setup Workflow processes, Application forms, Emails, Review Types, File Types, Holds, Alerts, Checklists, Plan Review Reports and Notices for City of Stockbridge Business Services & 1 process for Code Enforcement	3 processes. 10 hours per process.	\$150 / hour	\$4,500.00
2	Data Migration from current Business License system using SagesGov standard data loader. We will provide the format for the data to be exported.	1	\$13,750.00	\$13,750.00
3	Hands-on Remote Training: SagesGov Training 3 hours per session. up to 10 staff users / session.	2 sessions	\$1750/ session	\$3,500.00
	Total SagesGov- Implementation Cost - Phase 2			\$21,750.00

1.2 Invoicing and Payment Milestones

Table 4	Payment Milestones			
Item	Description	Milestone	Due Date	Amount
1	Project Start	PO Issued	08/01/2024	\$3,000
2	Phase 1: P&Z, Permits & inspections - Setup, User Acceptance Testing (UAT) & Training	Phase 1: Setup, UAT & Training Completed	01/15/2025	\$27,659

3	Phase 1: P&Z, Permits & inspections - SagesGov software Annual Subscription Start	Phase 1 - Go-Live	01/15/2025	\$17,744
4	Phase 2: Business Services - Setup, User Acceptance Testing (UAT), Training & Go-Live	Phase 2: Setup, UAT, Training & Go-Live Completed	02/15/2025	\$6,915

Table 5	5 Year Costs		
Year	SagesGov Electronic Plan Review, Permitting, Mobile Inspections, Business License and Code Enforcement Software	One Time Costs Prorated	Total / Year
Year 1	\$44,238	\$14,080	\$58,318
Year 2	\$44,238	\$14,080	\$58,318
Year 3	\$44,238	\$14,080	\$58,318
Year 4	\$44,238	\$14,080	\$58,318
Year 5	\$44,238	\$14,080	\$58,318

1.3 Tentative Project Schedule

Phase 1

Stage 1 - Finalize Business Processes Requirements Permitting, Inspections, Planning & Zoning software.

Stage 2 – Setup SagesGov product for the city and work on Integrations and end-to-end testing.

Stage 3 - Train the Trainer - Permits, Inspections, Planning & Zoning.

Stage 4 - User Acceptance Testing (UAT)

Stage 5 - Go-Live

Phase 2

Stage 6 – Data Migration from current Licensing system, Finalize Business Processes Requirements Licensing.

Stage 7 - Train the Trainer

Stage 8 - User Acceptance Testing

Stage 9 - Go-Live

Stage 10 - Post Go-Live Support

Table 1: Estimated start and finish for each step

Stage	Month1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7
1							
2							
3							
4							
5							

6
7
8
9
10

2. Workmanship and Quality of Services

All work performed under this AGREEMENT shall be performed in a workmanlike and professional manner, to the reasonable satisfaction of the City, and shall conform to all prevailing industry and professional standards.

3. Notices

All notices, requests for payment, or other communications arising hereunder shall be sent to the following:

City of Stockbridge, GA
Attn: Ryan Anderson
Telephone: 678-833-3340
4602 North Henry Blvd
Stockbridge, GA 30281

Sages Networks Inc.
Harish Krishna
Telephone 678-471-7392
50 Hurt Plaza, Suite 1446
Atlanta, GA 30303

Requests for Payment:
City of Stockbridge, GA
Attn: Ryan Anderson
4602 North Henry Blvd
Stockbridge, GA 30281

4. Non-discrimination

In consideration of the signing of this AGREEMENT, the parties hereto for themselves, their agents, officials, employees and servants agree not to discriminate in any manner on the basis of race, color, creed, national origin, sex, age, handicap, or sexual orientation with reference to the subject matter of this AGREEMENT.

5. Applicable Law

All matters relating to this AGREEMENT shall be governed by the laws of the State of Georgia , without regard to its choice of law provisions, and venue for any action relating to this AGREEMENT shall be the State and Superior Courts of Henry County GA or the United States District Court, Northern District of Georgia.

6. Intellectual Property

Any information, data, instruments, documents, studies, reports or deliverables given to, exposed to, or prepared or assembled under these Terms of Agreement shall be kept as confidential proprietary information of Sages and not divulged or made available to any individual or organization without the prior written approval of Sages. Such information, data, instruments, documents, studies, reports or deliverables will be the sole property of Sages and not the City.

All intellectual property, including, but not limited to, patentable inventions, patentable plans, copyrightable works, mask works, trademarks, service marks and trade secrets invented,

developed, created or discovered in performance of this AGREEMENT shall be the property of Sages.

Sages owns all rights, title, and interest in and to all intellectual property rights for the SagesGov Application. Accordingly, any suggestions, enhancements requests, feedback or recommendations provided by the City or any of its users to Sages related to the SagesGov Application shall be kept as confidential information of Sages. No right of ownership, expressed or implied, is granted under this Agreement.

Sages recognizes that the City is subject to the Georgia Open Records Act, which may alter obligations as to documents and the production thereof under this Section 6.

7. Licenses

Sages grants to City, and City accepts, a non-exclusive, non-transferable, non-sub-licensable right and use of SagesGov Application User Subscription Licenses for the SagesGov application, without the right to sublicense to others, to make, use, sell, offer to sell, or import the Licensed Products and Licensed Services in the Licensed Territory.

1. A user subscription license that is granted to City will allow the city to only use or perform the software during the period the license is active.
2. The city is not allowed to transfer the user subscription license to any other company, organization or individual other than who is specified herein.
3. The user subscription license grants use of the SagesGov application only for the period that the city maintains an active license. Each active license is meant for one designated person. A user subscription license cannot be shared among individuals.
4. The user subscription license does NOT grant any rights to download, view, use, modify or sell the underlying source code or object code of the SagesGov Application. The underlying source code and object code used to build and offer the SagesGov Application is the property of Sages Networks Inc and nothing in this agreement grants any rights (implied or otherwise) to the City.
5. Since the underlying source code and object code of the SagesGov application is the property of Sages, Sages Networks Inc is the only company that is authorized to provide the SagesGov Application Software as a Service. Nothing in this document shall allow the City to host the SagesGov Application or make the SagesGov Application available for a fee or otherwise. The ability to offer the SagesGov Application service lies solely with Sages Networks Inc.

8. Warranties and Disclaimer

Except as expressly provided herein, Sages does not make any warranty of any kind, whether express, implied, statutory or otherwise. Sages specifically disclaims all implied warranties, including any implied warranty of merchantability, fitness for a particular purpose or non-infringement, to the maximum extent permitted by applicable law. Sages disclaims all liability and indemnification obligations for any harm or damages caused by any third-party hosting provider.

Sages is not responsible for any third-party claims that arise out of any public content displayed by the SagesGov Application. The City acknowledges that the display of this content is in the City's full control and accepts full responsibility for the accuracy and appropriateness of publicly displayed information.

9. Force Majeure

Except as otherwise provided in any environmental laws, rules, regulations or ordinances applicable to the parties and the services performed under this AGREEMENT, neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God. Either party to the AGREEMENT must take reasonable measures and implement reasonable protections when a weather event otherwise defined as a force majeure event is forecast to be eligible to be excused from the performance otherwise required under this AGREEMENT by this provision.

10. Integration with 3rd Party Non-SagesGov Applications

The SagesGov Application contains features that have been designed and developed to operate with 3rd party Non-SagesGov Applications. To use such features, the City agrees to obtain access to such Non-SagesGov applications from their providers. If the 3rd party Non-SagesGov application provider ceases to make the Non-SagesGov application available for operation and / or integration with the SagesGov application, we may cease providing such a feature without entitling the City to a refund, credit or other compensation.

11. Term and Termination of SagesGov Application SaaS Subscription

- (a) This Agreement shall commence on the date first written above, and the initial term shall terminate one (1) year after the "Go-Live" date referenced in Section 1.2 above. At the conclusion of the initial one (1) year term, this Agreement shall renew as needed by the City.
- (b) the City or Sages may terminate this AGREEMENT at any time following the initial term by providing Thirty (30) days written notice. In the event of early termination, Sages shall be entitled to receive just and equitable compensation for costs incurred prior to receipt of notice of termination and for the satisfactory work completed as of the date of termination and delivered to the City.
- (c) Refund of Payment. Upon termination by the City for cause, Sages will refund the City any prepaid fees covering the remainder of the term of the SagesGov application subscription after the effective date of termination. Upon any termination by Sages for cause, the City will pay any unpaid fees covering the remainder of term after the effective date of termination.
- (d) Return of Data. Within 30 days after the effective date of the SagesGov Application Subscription and upon request by the City, Sages will make available to the City for download a file of the City's Data. After such a 30-day period, Sages will have no obligation to maintain or provide any of the City's Data and will thereafter, unless legally prohibited, delete all of City Data in Our systems or otherwise in Our possession or under Our control. Transition Services upon Termination and requested by the City will be billable as "Professional Services". Since these transition services are non-deterministic at this time (i.e., neither party knows the level of effort to transition to a new system), these services will be billed at our company's standard Additional Professional Services rate.
- (e) Data Ownership - the City owns the data stored and processed by Sages and Sages will take commercially reasonable measures to ensure the protection and confidentiality of the data Subject to the limited rights granted by the City hereunder. Sages acquires no right, title or interest from the City or to the City's Data, including any intellectual property rights therein. the city grants to Sages a non-exclusive license to use the City Data for the purposes of performing Sages obligations under this Agreement.

- (f) Protection of City's Data. Sages receives no ownership rights in the City's Data. Sages will maintain commercially reasonable physical, administrative and technical safeguards for protection of the confidentiality, security and integrity of City Data. We will not (a) modify City Data, (b) disclose City Data except as expressly permitted in writing by the City, or (c) access City Data except to provide the SagesGov Application SaaS Subscription or Professional Services and prevent or address service or technical problems, or except at the City's request in connection with customer support matters.
- (g) ADA Compliance for City's content in SagesGov Application including but not limited to City's Application Forms, Data Forms, Announcements and Links to Documents - the city will be responsible for ensuring and maintaining ADA Compliance for all City content developed by the City or by Sages for the City using tools in SagesGov Application.

12. Laws/Safety Standards

Sages shall comply with all laws, ordinances, codes, rules, regulations, safety standards and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and/or authority.

13. Incorporation of Documents/Complete Agreement

This AGREEMENT, and any documents incorporated below represent the entire AGREEMENT between the parties and suspend all prior oral or written statements, agreements or AGREEMENT(S).

[The Remainder of this page intentionally left blank; Signature Page Follows]

IN WITNESS WHEREOF, Sages has executed the foregoing with the signature(s) of its duly authorized officer(s), and the city has executed with the signature of its Administrator attested by its (Assistant/Deputy) Clerk-Treasurer, with the official seal affixed, the day and year first above written.

SAGES NETWORKS:

By:

Printed Name/Title

City of Stockbridge, GA
(SEAL)

By:

Anthony S. Ford, Mayor

Attest:

By: _____
City Clerk

THIS INSTRUMENT APPROVED
AS TO FORM:

City Attorney

Cost of Additional Scope of Work and Discounts applied

Item	Description of Additional Scope of Work	Cost
1	25 Processes in total being automated in SagesGov for The City of Stockbridge	
	Building: Building Permit Application, Electrical Permit Application, Land Disturbance Permit Application, Mechanical Permit Application, Plumbing Permit Application, Low Voltage, Sign Application, Right of Way, Utility Reconnection	
	Planning & Zoning: Pre-Application, Administrative Variance, Annexation Application, Appeal Application, Comprehensive Plan Amendment Application, Plat Application, Rezoning Application, Special Use Permit Application Form, Variance Application, Zoning Modification, Zoning Verification Letter Request	
	Business Services: Occupational Tax License, Alcohol License, Temp special event permit, Film permit & Temp alcohol license	
	Original Quote was for 10 processes @ \$1500/ Process	\$15,000
	Cost to Setup 15 additional processes @ \$1500/ Process	\$22,500
	As a special introductory offer, new Customers will receive 100% discount on these additional processes / tiles	\$0
2	Integration with Government Windows Payment Gateway for online Fee payment. Integrate using an Iframe popup-window from Government Windows as the payment interface. We will receive a POST back from Government Windows for payment confirmation.	
	Additional Cost for integrating with Government Windows	\$6,000
	Additional Cost for Annual Maintenance Government Windows integration module	\$1,200 / year
3	Monthly Hotel/Motel Tax and Excise Tax Module	
	Cost to Setup Hotel/Motel Tax and Excise Tax @ \$4500 / Process	\$9,000
	As a special introductory offer, new Customers will receive 100% discount on these additional processes / tiles	\$0
	Cost for Annual Maintenance of Hotel/Motel Tax and Excise Tax Module	\$1,800 / year

Updated 5 Year Costs including additional scope of work above			
Year	SagesGov Electronic Plan Review, Permitting, Mobile Inspections, Business License and Code Enforcement Software	One Time Costs Prorated	Total / Year
Year 1	\$44,238	\$14,080	\$58,318
Year 2	\$44,238	\$14,080	\$58,318
Year 3	\$44,238	\$14,080	\$58,318
Year 4	\$44,238	\$14,080	\$58,318
Year 5	\$44,238	\$14,080	\$58,318

SagesGov software for the City of Stockbridge Community Development Department

Private and Confidential





City of Stockbridge

AGENDA ITEM

MEETING DATE

SEPTEMBER 14, 2026

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
- ☐ GRANT FUNDING
- ☐ TRAFFIC CAMERA FUNDING
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BOND

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Ryan Anderson

DEPARTMENT: Community Development

ITEM/PROJECT/EVENT:

DEESCO FIRE PROTECTION 2027 CONTRACT RENEWAL. Council consideration of a 2027 contract renewal with DEESCO Fire Protection, Inc. for the first (1st) optional renewal year, January 1 through December 31, 2027. RFQ No. 2025-0005 for fire protection services. GL: 100-72000-523850. Financial Impact: \$100,000.

BACKGROUND INFORMATION:

The City currently contracts with DEESCO Fire Protection, Inc. to provide fire protection inspection, testing, monitoring, maintenance, and related life-safety services for municipal facilities. Renewal of the agreement for Fiscal Year 2027 will continue these essential services and expand the scope of work to include the replacement of Automated External Defibrillator (AED) machines at all City facilities to enhance emergency preparedness and employee and public safety. The total contract amount for FY 2027 is \$100,000, and approval of the renewal will ensure continued compliance with fire and life-safety requirements while maintaining reliable protection systems throughout City-owned properties.

SIGNATURES:

CITY MANAGER

Frank S. Milazi

Key: 7ed53636-d898-4ade-b417-932d73311167
eSigned via GovOS.com

CITY TREASURER

Quinton G. Washington

Key: 9ff76c0b-1628-4926-950b-2bf013c5f7b9
eSigned via GovOS.com

CITY ATTORNEY

eSigned via GovOS.com

Shawn Edmondson

Key: 3268d159-4d63-438f-940b-014ea0428880

☒ FINANCIAL IMPACT ☐ N/A

AMOUNT:

\$100,000.00

ATTACHMENTS:

☐

ITEM/PROJECT/EVENT:

DEESCO FIRE PROTECTION 2027 CONTRACT RENEWAL.

STAFF RECOMMENDATION:

APPROVAL.

eSigned via GovOS.com
R. Ryan Anderson
Key: 7cb6a9e3-7863-4556-a458-502734485a09



City of Stockbridge

AGENDA ITEM

MEETING DATE

September 2026

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 or TSPLOST
- ☐ ARPA
- ☐ GRANT
- ☐ HOTEL/MOTEL TOURISM
- ☐ COUNCIL INITIATIVE
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BONDING

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER:

Ryan Anderson/Chief D. Wells

DEPARTMENT:

Community Development Department

ITEM/PROJECT/EVENT:

Request For Quotes Contract No. RFQ 2025-0005, Fire Protection Services with DEESCO Fire Protection - Request For City Council's approval of the second (2nd) Optional Renewal Year, January 1 through December 31, 2027.

BACKGROUND INFORMATION:

The Request For Quotes (RFQ) solicitation was distributed via email to three qualified firms: DEESCO Fire Protection, Summit Fire & Security, and Patriot Fire Protection. Following a review and evaluation of the submitted quotes, Public Works staff determined that DEESCO Fire Protection was the lowest responsive and responsible bidder, with an annual cost of \$20,036.00.

The proposed contract was reviewed by the City's Legal Department and subsequently forwarded to the City Clerk for execution by the Mayor and attestation. The Contract Agreement was executed on April 22, 2025, by and between the City of Stockbridge (the "City") and DEESCO Fire Protection (the "Contractor/Service Provider").

APPROVALS: CITY MANAGER _____

CITY TREASURER _____

CITY ATTORNEY _____

GRANTS ADMIN. _____

☐ FINANCIAL IMPACT ☐ N/A

AMOUNT \$
100,000.00

ATTACHMENTS:

☐

STAFF RECOMMENDATION:

(For documentation from Community Development Department). Here please explain why the second renewal cost of \$21,595.00 has risen to \$100,000.00 **PLEASE MAKE SURE TO HAVE PRINTED DOCUMENTATION FROM THE VENDOR STATING THE DIFFERENCE IN COST, EXPLAINING ITS NECESSITY!!!! Council will definitely see it in written form.**

The Community Development Department is requesting the City Council's consideration and approval of the second (2nd) optional renewal contract with DEESCO Fire Protection., and the City of Stockbridge, authorizing the Mayor to execute same; and authorizing the City Manager to execute all administrative and budgetary actions related to the Agreement.

The Fire Protection contract may be renewed for four (4) additional twelve-month terms, upon the same terms and conditions as provided for in the contract, unless terminated by the City, by notice to the service provider, or termination and non-renewal by December 31, of the Contract year.

The second (2nd) optional renewal term is January 1 through December 31, 2027.

Exhibit 1 – Cover Sheet

Exhibit 2 - Contract Renewal Evaluation Form

Exhibit 3 – Budget Availability Certification Form

Exhibit 4 – 1st Renewal Approval Doc, 9/16/2025

Exhibit 5 – City Manager's Approval for 1st Renewal

Exhibit 6 – City Clerk's Cover Page for Mayor's approval

Exhibit 7 – Notice of Award – DEESCO Fire Protection

Exhibit 8 – Notice to Non-Awarded Vendor, Patriot Fire, Inc.

Exhibit 7 – Contract w/Cost Proposal

Exhibit 8 – Cost Comparison's Page

FISCAL IMPACT:

The annual cost associated with the renewal is **\$100,000.00**.

Funding for the renewal is available in the Department of Community Development's approved FY 2027 budget, Account No. 100-72000-523850, which was reviewed and certified by the Budget Manager.

Staff's Signature: _____



COVER SHEET REQUEST FOR APPROVAL OF CONTRACT / AGREEMENT

Department: Department of Community Development

Contract / Agreement Title: Civil Engineering Services

Vendor / Contractor: DEESCO Fire Protection.

Contract / Agreement No.: RFQ No. 2025-0005

Original Contract Date: April 22, 2025

Current Expiration Date: December 31, 2026

Requested Renewal Term: Second (2nd) Optional Renewal Term

Renewal Period: From: January 1, 2027 To: December 31, 2027

Contract / Renewal Amount: \$100,000.00

Funding Source / Account No.: 100-72000-523850

Procurement Method / Solicitation No.: Request For Quotes
RFQ 2025-0005

PURPOSE / RECOMMENDATION

The attached Contract Renewal documentation is submitted to the Budget and Procurement Manager for review and approval to present to City Council for consideration of the continued used of services, products, or obligations provided under the existing agreement.

The Community Development Department, as End User, is requesting City Council's consideration and approval to exercise the Second (2nd) Renewal Option under the agreement with DEESCO Fire Protection, for Fire Protection Services, Agreement No. RFQ 2025-0005.

The requested renewal term is January 1 through December 31, 2027, with expenditures not to exceed \$100,000.00. All other terms and conditions of the existing agreement shall remain in effect unless otherwise amended or authorized.

(next page)

RECOMMENDATION:

- ✓ Approve renewal as presented
- ___ Approve renewal subject to noted revisions/conditions
- ___ Do not approve renewal

ATTACHMENTS / SUPPORTING DOCUMENTATION:

- Contract Renewal Evaluation Form
- Budget Availability Certification Form
- DEESCO Fire Protection Contract w/Cost.

For Procurement Division Administrative Use Only, And Shall Be Filled Upon Conclusion of The Renewal Authorization Process.

Date Received: _____

Procurement Manager Review Date: _____

Budget Mgr. Review Date: _____

Legal Review (if required): _____

City Council Approval Date: _____

Contract Execution Date: _____

Comments/Conditions of Approval: _____



CONTRACT RENEWAL EVALUATION FORM

Date: July 29, 2026

To: Ryan Anderson, Community Development Director
Demetrius Wells, Fire Chief

From: Wanda J. Cooley, *Contract Specialist*
Email: wcooley@stockbridge.org

Subject: Contract No. RFQ 2025-0005 for Fire Protection Services with DEESCO Fire Protection – Exercise of Second (2nd) Optional Renewal Year (Jan 1-Dec 31, 2027).

It is time to review the option to renew Contract No. RFQ 2025-0005 with DEESCO Fire Protection for Fire Protection Services. The first (1st) optional renewal year ends December 31, 2026.

Please indicate your recommendation as to exercising the option, along with the option-year budgeted amount, account number, and department head's signature. Return to Wanda J. Cooley, Procurement Department, no later than Tuesday, August 4, 2026.

If you intend to disapprove of this option, please provide a concise statement of your rationale for disapproval.

Per Section 1, please indicate whether you wish to renew this contract.

Complete the Survey (Section 2, below) evaluating the Contractor's performance during the past Contract Term. If answering "No" to any question, please explain briefly on page 2 in the comment section.

Section 1: Renewal

Approval Option: Chief Demetrius Wells 09/02/2026
(Signature) (Date)

Disapprove Option: _____
(Signature) (Date)

Amount Budgeted for Option Year: \$100,000
\$ _____

Account #: 100-72000-523850

Department Head: Ryan Anderson, MPPA, CPM
(Signature)

Contract Renewal Evaluation Form
Fire Protection Services with DEESCO Fire Protection.
Community Development & Fire Department – Page 2 of 2

Section 2: Contractor Evaluation

	YES	NO	N/A
1. Contractor performed all work in conformance with the Contract requirements?	✓	—	—
2. Contractor was responsive and professional?	✓	—	—
3. Are you satisfied with the quality of the work performed by the Contractor?	✓	—	—
4. Did the Contractor anticipate your needs and provide value-added services beyond the scope/requirements of the Contract?	✓	—	—

Comments: _____

For Approval by Executive Staff: (This section will be distributed by the Contract Specialist):

Procurement Manager's Signature of Approval:

Approval Date:

Chief Financial Officer's Signature of Approval:

Approval Date:

City Manager's Signature of Approval:

Approval Date:

Notes (if any): _____



BUDGET AVAILABILITY CERTIFICATION FORM

The purpose of the Budget Availability Certification Form is to confirm that sufficient funds are available within the approved budget to support a proposed procurement. Completed during the initial meeting between the end user and the procurement department, the form ensures that solicitations are fiscally feasible before further action is taken. By verifying budget availability early in the process, the City promotes responsible financial management, prevents unfunded commitments, and documents compliance with applicable budgetary and procurement policies.

The Department Head is responsible for ensuring that all necessary budget line transfers are completed prior to initiating a purchase order request. This step ensures that sufficient funds are properly allocated for the intended expenditure and that funds may be encumbered in accordance with approved budgetary and procurement policies.

SECTION:

DETAILS/ENTRIES:

Department/Division:

Community Development & Fire Department

Date:

09/02/2026

Fund Cluster/Account:

100-72000-523850

Purchase / Project Title:

Fire Protection Services

Amount Request:

\$100,000

Amount Currently Available in Budget:

\$100,000

REMARKS (if any):

Community Development: _____

Procurement Division: _____

**Procurement Division's Budget Availability Certification Form
Fire Protection Services Contract with DEESCO Fire Protection
Community Development-Fire Department - Page 2**

CERTIFICATION:

I hereby certify that the above-requested amount is **available** and chargeable against the indicated fund cluster/account code.

Note: Approvals confirm that funds are available, properly authorized, and compliant with organizational financial policies before any expenditure is made:

CERTIFIED BY (BUDGET OFFICER):

Name: Lisa Diggs

Title: Budget Manager

Signature: 
Lisa Diggs (Sep 4, 2026 13:23:39 EDT)

Date: 09/04/2026

APPROVALS:

Department Head:

Ryan Anderson

➤ Name : _____

Signature: Ryan Anderson, MPPA, CPM

Date: 09/02/2026

Procurement Manager:

➤ Name: Jeremy Andrews

Signature: 
Jeremy Andrews (Sep 4, 2026 16:14:21 EDT)

Date: 09/04/2026



Where Community Connects

PURCHASING
ORIGINAL

CONTRACT RENEWAL EVALUATION FORM

Date: September 16, 2025

To: Demetrius Wells, Fire Chief

From: Wanda J. Cooley, Contract Specialist
Email: Wcooley@stockbridgega.org

Subject: Contract No RFQ No. 2025-0005, Fire Protection Services with DEESCO Fire Protection - Exercise of First (1st) Optional Renewal Year

It is time to review the option to renew Contract No. RFQ 2025-0005 with DEESCO Fire Protection for Fire Protection Services. The initial term year expires December 31, 2025.

Please indicate your recommendation as to exercising the option to renew below by providing the department head's signature. Return to Wanda J. Cooley, Procurement Department, no later than Tuesday, September 16, 2025.

If you intend to disapprove this option, please provide a concise statement of your rationale for disapproval.

Per Section 1, please indicate whether you wish to renew this contract.

Complete the Survey (Section 2) evaluating the Contractor's performance during the past Contract Term. If you answer "No" to any question, please provide a brief explanation.

Section 1: Renewal

Approve Option: Demetrius Wells / Chief Fire Marshall
(signature)

09 / 10 / 2025
mm dd yyyy

Disapprove Option: _____

mm dd yyyy

Amount Budgeted for Option Year: \$ 21,595.00

Account#: 100-72000-523850

Department Head: [Signature]
(signature) 9/19/25

Section 2: Contractor's Evaluation**YES****NO****N/A**

1. The contractor performed all work in
Conformance with the Contract
Requirements?

☒☐☐

2. The contractor was responsive and
Professional?

☒☐☐

3. Are you satisfied with the quality of
the work performed by the Contractor?

☒☐☐

4. Did the Contractor anticipate your needs
And provide value-added services beyond
The scope/requirements of the Contract?

☒☐☐

Comments: I have carefully reviewed the inspection report from DEESCO Fire Protection
company and has reached the conclusion to recommend approval for renewal of contract.

.....

REQUEST FOR APPROVAL TO RENEW CONTRACT

PURCHASING
ORIGINAL

Date: September 22, 2025

To: Shawn Edmondson
City Manager

From: Wanda J. Cooley
Contract Specialist

Cc: Tranita Jones
Executive Assistant to the City Manager

Subject: *Contract No. RFQ 2025-0005, Fire Protection Services with DEESCO Fire Protection, Inc.*

The Procurement Division, on behalf of the Community Development Department, is requesting your consideration to approve the first (1st) optional renewal year with DEESCO Fire Protection. The initial contract year expires December 31, 2025.

BACKGROUND:

A Request For Quotes solicitation was submitted by email to three firms (Deesco Fire Protection, Summit Fire & Security, and Patriot Fire Protection). After reviewing the Response Quotes, the Public Works Staff chose DEESCO Fire Protection as the Responsive and Responsible bidder, submitting an overall annual cost of \$20,036.00.

This Contract Agreement was made and entered into on April 22, 2025, by and between the City of Stockbridge (the "City") and DEESCO Fire Protection (the "Contractor/Service Provider").

The Public Works Staff was present as DEESCO Fire Protection rendered their annual inspections of all nine city buildings. Fire Chief, Demetries Wells, was incorporated into the evaluation, and now, both departments are in agreement requesting the City Manager's approval of the first (1st) optional renewal year.

The 2026 budgeted amount has increased by \$1,559.00. A portion of that increase is due to additional back flows that were not accounted for on the 2025 quotes, but were located/tested at the time of the inspections.

TERMS:

The initial term of this Contract is through December 31, 2025. This Contract shall terminate absolutely and without further obligation on the part of the City on December 31, 2025, and each December 31 of each succeeding year, if opted to renew.

Request For Approval of Fire Protection Contract
No. RFQ 2025-0005, Deesco Fire Protection
Page 2

This Contract may be renewed at the sole discretion of the City for four (4) additional twelve-month terms, upon the same terms and conditions, as provided for in this contract, unless terminated by the City, by notice to the service provider, or termination and non-renewal by December 31 of the Contract Year.

MUNICODE SECTION 3.30.222 (A) (B):

A. General Provisions. All contracts shall be reviewed and approved as to form by the city attorney prior to execution on behalf of the city. A contract shall conform to state and federal law and to city ordinances and shall otherwise contain such provisions as are reasonably necessary to protect the interests of the city.

B. City Manager Authority. The City Manager shall have the authority to sign contracts up to fifty thousand dollars (\$50,000.00) without City Council approval.

RECOMMENDATION:

The Procurement Division on/belalf/of the Community Development Department is requesting the City Manager's approval of the first (1st) optional year renewal of the Fire Protection Contract with DEESCO Fire Protection, No. RFQ 2025-0005. Purchase Orders will be issued upon approval and receipt of the vendor's insurance COI as required.

The following items are attached for review:

- 1) Fully executed Contract (Exhibits A-D, and Cost Comparison Sheet copy)
- 2) Contract Renewal Evaluation Form, executed by Comm. Dev. Dir., Ryan Anderson, and Chief Fire Marshall, Demetries Wells.
- 3) Attorney Jeremy Berry's approval (via email) of the contract.

For Approval:



Mr. Shawn Edmondson, City Manager,

9 / 24 / 2025
Approved Date

Denied Date

Comments (if deemed necessary): _____



Where Community Connects

This contract has been reviewed and approved by the City's Legal Counsel per attached signature or email.

☒

Email

Date 4/14/2025

☐

Signature _____

Date _____

CONTRACT: _____

RESOLUTION NO. N/A

This contract has been reviewed and approved by the City Manager per attached signature or email.

☐

Email

Date _____

☒

Signature _____

Date 4/22/2025

Date 4/22/2025

City Clerk

Rec'd 4/22/2025

REQUEST FOR APPROVAL OF CONTRACT

Date: Monday, April 14, 2025

Time: 3:45PM

To: Ms. Adrienne Barnes
Executive Assistant to Mayor & Council

From: Wanda J. Cooley
Contract Specialist

Re: Fire Protection Services Contract Number – Request For Quotes (RFQ) No. 2025-0005
with Deesco Fire Protection, 4000 Dekalb Technology Parkway, Suite 430, Atlanta, GA
30340

BACKGROUND:

The Public Works Department is requesting the Mayor's execution of a contract to be awarded to Deesco Fire for City of Stockbridge Fire Protection Services.

On January 28, 2025, a Request For Quotes for Fire Protection Services was submitted to three vendors, namely: Deesco Fire Protection, Summit Fire & Security, and Patriot Fire Protection. All three vendors responded. After careful review of the quotes, Staff selected Deesco Fire Protection to provide Fire Protection Services to nine (9) of the City's Buildings, which are included as Exhibits B-D, to include the Cost Schedule.

TERMS:

The Contract shall be effective upon its execution. The initial term of this contract shall be through December 31, 2025. The contract may be renewed at the sole discretion of the City for four (4) additional twelve-month terms, upon the same terms and conditions as provided for in the Contract, unless terminated by the City, by notice to the service provider, or termination and non-renewal by December 31 of the Contract year.

Also attached is a copy of the email thread with the attorney's council approving the contract after edits were completed, AND the Vendor (Deesco Fire) email verifying the annual costs.

cc: Shakera Hall, Procurement Manager
Procurement Files

PURCHASING
ORIGINAL



April 22, 2025

SENT VIA ELECTRONIC AND U.S. MAIL

Les Paul Eskew
Operations Facilitator
Deesco Fire Protection
4000 Dekalb Technology Pkwy
Suite 430
Atlanta, GA 30340
Email: lespaul@deescofire.com

SUBJECT: Request for Quotes No. 2025-0005 – City of Stockbridge Fire Protection Services

Dear Les Paul Eskew,

This letter serves as notification that the City of Stockbridge has officially entered into contract with Deesco Fire Protection for Fire Protection Services.

The contract award is estimated to be in the amount of \$20,036.00, which is in accordance with the quotes you provided.

In further compliance with the City of Stockbridge, you may now proceed to submit a copy of the following documentation:

- 1. Original Certificate of Insurance (COI) , executed by an authorized representative, listing the City of Stockbridge as additionally insured.***

Be informed, your direct point of contact for provision of these services is Mr. Al Barnes, Public Works Operations Manager. He can be reached at Abarnes@stockbridgega.org, or (678) 225-9439.

Sincerely,

Wanda J. Cooley, Contract Specialist

cc: Shakera Hall, Procurement Manager
Al Barnes, Public Works Operations Manager
File



PURCHASING
ORIGINAL

Date: April 22, 2025

SENT VIA ELECTRONIC AND U.S. MAIL

Danna Williams
Patriot Fire, Inc.
Account Executive
81 Andrew Drive Suite 200
Stockbridge, GA 30281
Email: Dwilliams@patriotfireinc.com

RE: REQUEST FOR QUOTES (RFQ) NO. 2025-0005, City of Stockbridge Fire Protection Services

Dear Ms. Williams:

You recently submitted quotes to the City of Stockbridge Procurement Division (the “City”) in response to the above-referenced Request for Quotes (2025-0005). This correspondence is to inform you that the award was made to “Deesco Fire Protection” on April 22, 2025.

We sincerely thank you for your participation in the Request For Quotes process.

Sincerely,

Wanda J. Cooley
Contract Specialist – Procurement Division

cc: Shakera Hall, Procurement Manager
Al Barnes, Public Works Facilities Manager
file

CONTRACT
RFQ No. 2025-0005 Fire Protection Services

This CONTRACT Agreement made and entered into this 22nd day of April, 2025 (the "Agreement"); by and between The City of Stockbridge, Georgia (the "City"), having its principal place of business at 4640 North Henry Boulevard, Stockbridge, Georgia 30281 and Deesco Fire Protection (the "Contractor/Service Provider").

NOW THEREFORE, for and in consideration of the mutual promises and obligations contained herein and under the conditions hereinafter set forth, the parties do hereby agree as follows:

1. TERMS:

This Agreement shall be effective upon its execution (the "Effective Date") The initial term of this Contract shall be through December 31, 2025. This Contract shall terminate absolutely and without further obligation on the part of the City on December 31, 2025, and each December 31 of each succeeding and renewed year, as required by O.C.G.A. §36-60-13, as amended, unless terminated earlier in accordance with the provisions of this Contract.

OPTION RENEWALS:

This Contract may be renewed at the sole discretion of the City for four (4) additional twelve-month terms, upon the same terms and conditions, as provided for in this Contract, unless terminated by the City, by notice to the service provider or termination and non-renewal by December 31 of the Contract year.

2. ATTACHMENTS:

The following documents are attached and are specifically incorporated herein by reference; and, along with this Contract and the General Conditions attached as Exhibit A encompass all the Contract documents:

Exhibit A:	General Conditions
Exhibit B:	Scope of Work
Exhibit C:	E-Verify Request Form
Exhibit D:	Cost Schedule

3. PERFORMANCE:

Service Provider agrees to furnish all skill and labor of every description necessary to carry out perform, perform the services in accordance with the Contract Documents (the "Work")

4. PRICE:

The City agrees to pay the Service Provider following receipt by the City of a detailed invoice reflecting the actual work performed by the Service Provider, provided, however, Service Provider guarantees that the maximum price for materials, labor and expenses, shall be the amount reflected in Exhibit D.

5. INDEMNIFICATION AND HOLD HARMLESS:

[See Section 13 of Exhibit A. --- General Conditions]

Service Provider further agrees to protect, defend, indemnify, and hold harmless the CITY, its council members, officers, agents, and employees from and against any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee or subcontract of the Service Provider, as allowed under the law.

6. TERMINATION FOR CAUSE:

The City may terminate this Contract for cause upon ten (10) days prior written notice to the Service Provider of the Service Provider's default in the performance of any term of this Contract. Such termination shall be without prejudice to any City's rights or remedies provide by law.

7. TERMINATION FOR CONVENIENCE:

The City may terminate this Contract for its convenience at any time upon 30 days written notice to the Service Provider. In the event of the City's termination of this Contract for convenience, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider who shall itemize each element of performance.

8. TERMINATION FOR FUND APPROPRIATION:

The City may unilaterally terminate this Contract due to lack of funding at any time by written notice to the Service Provider. In the event of the City's termination of this Contract for fund appropriation, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance.

9. CONTRACT NOT TO DISCRIMINATE:

During the performance of this Contract, the Service Provider will not discriminate against any employee or applicant for employment because of race, creed, color, color, sex, national origin, age, or disability which does not preclude the applicate or employee from performing the essential functions of the position. The Service Provider will also, in all solicitations or advertisements for employees placed by qualified applicants, consider the same without regard to race, creed, color, sex, national origin, age, or disability which does not preclude the applicant from performing the essential functions of the job. The Service Provider will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provision will be binding upon each subservice providers for standard commercial supplies of raw materials.

10. ASSIGNMENT:

The Service Provider shall not sublet, assign, transfer, pledge, convey, sell or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous consent of the City in writing.

11. WAIVER:

A waiver by either party of any breach of any provision, term, covenant, or condition of this Contract shall not be deemed a waiver of any subsequent breach of the same or any other provision, term, covenant, or condition.

12. SEVERABILITY:

The parties agree that each of the provisions included in this Contract is separate, distinct and severable from the other and remaining provisions of this Contract, and that the invalidity of any Contract provision shall not affect the validity of any other provision or provisions of this Contract.

13. GOVERNING LAW:

The parties agree that this Contract shall be governed and construed in accordance with the laws of the State of Georgia. This Contract has been signed in Henry County, Georgia.

14. MERGER CLAUSE:

The parties agree that the terms of this Contract include the entire Contract between the parties, and as such, shall exclusively bind the parties. No other representations, either oral or written, may be used to contradict the terms of this Contract.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized agents, have caused this **CONTRACT** to be signed, sealed, and delivered.

Signatures on the following page.

STOCKBRIDGE, GEORGIA

By: _____

Anthony S. Ford

Mayor City of Stockbridge, Georgia

ATTEST: _____

City Clerk

APPROVED AS TO FORM:

City Attorney

SERVICE PROVIDER:

Signature Jason A Dees

Date 4/11/25

Print Name Jason A Dees

Print Title President/Owner

ATTEST: Tiffany Lizon

Signature

Date 04/11/25

Print Name Tiffany Lizon

Print Title Account Manager

EXHIBIT A

GENERAL CONDITIONS

1. SCOPE OF WORK

The Contract will be to provide services to the City in accordance with the Contract Documents. All work shall be performed in accordance with the Scope of Services attached hereto as Exhibit B.

2. REGULATIONS

- 2.1 The Service Provider shall comply with all applicable federal, state and local laws, ordinances, rules and regulations pertaining to the performance of the work specified herein.
- 2.2 The Service Provider shall obtain all permits, licenses and certificates, or any such approvals of plans or specifications as may be required by Federal, State and local laws, ordinance, rules and regulations, for the proper execution of the work specified herein.
- 2.3 During the performance of this Contract, the Service Provider shall keep current and, if requested by the City, provide copies of any and all licenses, registrations or permits required by applicable governing agencies. The Service Provider shall keep a copy of any and all licenses, registrations and permits on the job site while performing the Contract work.
- 2.4 The Service Provider will comply with the City of Stockbridge's Financial Management and Purchasing Policies.
- 2.5 Service Provider will complete all work in accordance with all applicable legal requirements, including but not limited to O.C.G.A. § 50-5-63, as applicable.

3. WORK HOURS

- 3.1 The Contractor shall normally perform on-site work during Standard Work Hours which are between 7:00 a.m. and 7:00 p.m., Monday through Friday, excluding City's observed holidays. The City may require the Contractor to perform work on the city's premises during Non-standard Work Hours which are outside the Standard Work Hours. Non-Standard Work Hours may be arranged with prior written approval of the City. The Contractor shall advise the City no less than 48 hours in advance of its projected work schedule. The Contractor shall perform no work during City observed holidays without the prior written permission of the City.
- 3.2 In the event an emergency condition is declared by the City's Manager or his respective designee, the Contractor will perform work during such hours as requested by the City.
- 3.3 The City may order the Service Provider to suspend, delay, or interrupt all or any part of the work on for such period of time as he may determine appropriate for the convenience of the City. The time for completion of the work shall be extended by the number of days the work is suspended. The City shall not be responsible for any claims, damages or costs stemming from any delay of the work.

EXHIBIT A

GENERAL CONDITIONS

4. SERVICE PROVIDER'S PERSONNEL

- 4.1 The Service Provider will abide by all State and Federal regulations on wages and hours of an employee dealing with the employment relationship between the Service Provider and its subsidiaries or related parties and its employees, including but not limited to the Federal National Labor Relations Act, the Federal Fair Labor Standards Act, the Federal Civil Rights Act of 1964, as amended, and the Americans with Disabilities Act.
- 4.2 The Service Provider shall require all prospective employees to show proof of citizenship, or proof from the United States Immigration and Naturalization Service of valid entry permits and/or work permits for legal aliens and proof that such legal aliens are eligible to be employed in the United States. This includes any requirement for participation in the DHS e-Verify or SAVE program.
- 4.3 Should the Service Provider engage employees who are illiterate in English, it will be the Service Provider's responsibility and obligation to train such employees to be able to identify and understand all signs and notices in and /or around the areas that relate to them or the services being performed by them pursuant to this Contract. In addition, the Service Provider will have someone in attendance at all time who can communicate instructions to said employee.
- 4.4 The Service Provider shall maintain a drug-free workplace within the meaning of the Georgia Drug-free Workplace Act. No employee shall be hired by a Service Provider for work on the City's premises prior to such employee having tested negative for drugs. In addition, existing employees having tested negative for drugs. In addition, existing employees of the Service Provider must be subject to drug testing by the Service Provider upon reasonable suspicion of drug use. Results of all such drug tests are to be retained by the Service Provider. Copies shall be provided to the City, if requested.
- 4.5 The Service Provider shall transfer promptly from the City any employee or employees that the City advises are not satisfactory and replace such personnel with employees satisfactory to the City; but in no event shall the City be responsible for monitoring or assessing the suitability of any employee or agent of the Service Provider.
- 4.6 The Service Provider's employees shall be instructed that no gratuities shall be solicited or accepted for any reason whatsoever from the tenants, customers or other persons at the City.
- 4.7 A valid driver license (Commercial Driver License, if applicable) will be required of all personnel operating motor vehicles or motorized equipment on roadways in or around the City.
- 4.8 While working on city property all Service Provider's employees shall wear neat-appearing business casual attire or uniforms with the company name and/ or logo and footwear of a style that the complies with all legal and safety requirements, including and without limitation, the requirements of OSHA.
- 4.9 Designation of Supervisor-the Service Provider shall designate an experienced Supervisor ("Supervisor") acceptable to the City for all purpose related to the work. The initial Supervisor shall be (TBD).

EXHIBIT A

GENERAL CONDITIONS

- 4.9.1 The Supervisor shall be fully responsible for the Service Provider meeting all of its obligations under this Contract. The Supervisor shall provide the City with an appropriate status report on the progress of the project.
- 4.9.2 The Supervisor shall be available, as reasonably required, to be on-site during necessary times. Such times shall be discussed between the Supervisor and the City, but the final required times will be the City's discretion.
- 4.9.3 In the event that the designated Supervisor terminates employment with the Service Provider or is requested by the City to be removed from the role of Supervisor (as provided in Section 4.5), the position shall be assumed by an individual with equivalent qualifications, experience, and knowledge. Such replacement shall require the City's prior approval.

- 4.10 The process by which the implementation partner requests the removal of a team member from the project. If a Service Provider replaces a proposed team member, the Service Provider shall replace that team member of similar experience. The City reserves the right to accept or reject any proposed or replacement team member, with or without cause, at any time during the duration of the project.

5. TOOLS AND EQUIPMENT

- 5.1 It shall be the sole responsibility of the Service Provider to provide for all tools, parts, and equipment necessary to perform work under this Contract.

6. PERFORMANCE REQUIREMENTS

- 6.1 The Service Provider shall perform all of its obligations and functions under the Contract in accordance with the Contract specifications and industry standards. The Service Provider shall adjust and coordinate its activities to the needs and requirements of the City and perform its activities so as not to annoy, disturb, endanger, unreasonably interfere with or delay the operations or activities of the City.
- 6.2 The Service Provider's personnel shall perform work in compliance with all Federal, State, and City of Stockbridge regulations.
- 6.3 Dates for commencement and completion of work shall be coordinated with the City's Authorized Representative (CAR).
- 6.4 Any work required beyond that which is specified herein shall be reported in advance to the City. At no time shall work beyond the scope be performed without prior written authorization from the City.
- 6.5 The Service Provider shall utilize maximum safety procedures. Tools and equipment will be in a good state of repair, safe to use, and be used in the manner in which they were intended. The Service Provider is required to inform all workers and concerned persons of the Material Safety Data on all products being utilized on this project. No materials or equipment will be left unattended at any time.

EXHIBIT A

GENERAL CONDITIONS

7. CONFIDENTIAL INFORMATION

- 7.1 In the course of performing the Contract work, the Service Provider may gain access to security-sensitive and other sensitive information of the City.
- 7.2 The Service Provider agrees to hold all City data and information in confidence and to make such information known only to its employees and subcontracts who have a legitimate need to know such information and only after advising such persons of the Service Provider's non-disclosure obligations.
- 7.3 The Service Provider shall seek the City's prior written consent before using for any purpose other than the fulfillment of the Service Provider's obligations hereunder, or before releasing, disclosing, or otherwise making such information available to any other person.
- 7.4 The Service Provider shall employ such practices and take such actions to protect the City's information from unauthorized use or disclosure as the Service Provider employs and takes to protect its own information, but in no event shall the Service Provider use less than reasonable efforts to protect the City's information.
- 7.5 The provisions of this Section shall survive the expiration or earlier termination of the Contract.

8. USE OF PREMISES

During the progress of the work specified herein, to the extent any work is performed on the City's premises, the Service Provider shall keep the premises free from accumulation of waste materials, and other debris resulting from work, and about the premises as well as tools, equipment, machinery and surplus material, and leave the site clean and ready for occupancy by the City.

9. SAFETY AND PROTECTION

The Service Provider shall be solely and completely responsible for initiating, maintaining and supervising all safety precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees on the work site and other persons including, but not limited to, the general public who may be affected thereby.

10. COMPENSATION – INVOICE AND PAYMENT FOR SERVICES

- 10.1 The City shall pay the Service Provider, subject to any authorized deductions, the applicable prices set forth for each service authorized by the City, and actually delivered or performed, as the case may be, by the Service Provider to the satisfaction and acceptance, as appropriate, of the City. The timing of such payments shall be as set forth below in the Section.
- 10.2 The Service Provider shall invoice with such supporting documentation and other backup material as the City may reasonably require. The Service Provider shall provide the Proof

EXHIBIT A

GENERAL CONDITIONS

of Payment attached as an Exhibit hereto, indicating all subcontractors have paid, with each invoice.

- 10.3 The Service Provider shall deliver to the City approval and acceptance, and before eligible for final payment of any amounts due, all documents and material prepared by the Service Provider for the City under this Contract.
- 10.4 The City shall pay the undisputed amount of the Service Provider's invoice, as it may be reduced to reflect unsubstantiated or unsatisfactory service. Items in dispute shall be paid upon the resolution of the dispute. No verification or payment of any amounts invoiced shall preclude the City from recovering any money paid in excess of that due under the terms of this Contract.
- 10.5 The Service Provider shall be obligated to pay promptly all proper charges and costs incurred by the Service Provider for labor and expenses incurred for the work performed hereunder. The City shall have the right, but not the obligation, to pay directly to third parties (including subcontractors) all past due amounts owed by the Service Provider to third parties for labor and materials used for the work hereunder, based on invoices submitted by such third party, and all such amounts paid by the City shall be applied toward, and shall reduce, amount owed to Service Provider hereunder.
- 10.6 The Service Provider shall submit all invoices to:

City of Stockbridge Accounts Payable Division electronically to ap@stockbridge.org and copy to City of Stockbridge, GA. Accounts Payable, 4640 North Henry Boulevard, Stockbridge, GA 30281.
- 10.7 The Service Provider will agree to comply with the City of Stockbridge's Financial Policies and Purchasing Policy, to the extent applicable.
- 10.8 The Service Provider agrees that the compensation provided herein shall be full and final settlement of all claims arising against the City of Stockbridge for work done, materials furnished, costs incurred or otherwise arising out of this contract and shall release the City from any and all further claims related to the payment for services and materials furnished in connection with this Agreement.
- 10.9 The Service Provider and City agree that in any event a provision of this Contract pertaining to the time of payment, the rate of payment, and any rates of interest differs from any provision of the Prompt Pay Act, such provision of the Prompt Pay Act is hereby waived and said Contract provision shall control. The City shall not be responsible for any interest penalty or for any late payment.

11. COMPLIANCE WITH LAWS AND REGULATIONS

- 11.1 The Service Provider shall perform its obligations and functions hereunder in compliance with the applicable laws of the United States, the State of Georgia, Henry County, the City of Stockbridge, any applicable rules, regulations or directives of any agency thereof, and

EXHIBIT A

GENERAL CONDITIONS

the applicable regulations of the City. OSHA rules and regulations shall be followed at all times. The City shall have the right (but not the obligation) to contest or challenge by any means whatsoever any law, regulation, rule or directive which in any way affects or otherwise impacts upon the Service Provider's performance of its obligations and functions hereunder; the Service Provider shall cooperate to the fullest extent and take whatever action (including becoming a party in any litigation) the City should reasonable request in connection with any such challenge or contest by the City.

- 11.2 The Service Provider shall obtain and keep current all licenses, permits and authorizations, whether municipal, county, state or deferral, required for the performance of its obligations and functions hereunder and shall pay promptly when due all fees therefore.
- 11.3 The Service Provider shall abide by all applicable state and federal regulations pertaining to wages and hours of an employees; including but not limited to the Service Provider's compliance with requirements of O.C.G.A. 13-10-91 AND Rule 300-104-1-.02.

12. SERVICE PROVIDER'S LIABILITY

The Service Provider shall be responsible for the prompt payment of any fines imposed on the city or the Service Provider by any other federal, state or local governmental agency as a result of the Service Provider's, or its subcontractor's (or the officers' directors', employees' or agents' of either), failure to comply with the requirements of any law or any governmental agency rule, regulation, order or permit. The liability of the Service Provider under this Section 12 is in addition to and in no way a limitation upon any other liabilities and responsibilities which may be imposed by applicable law or by the indemnification provision of Section 13 hereof, and such liability shall survive the expiration or earlier termination of this Contract.

13. INDEMNIFICATION AND INSURANCE

- 13.1 The Service Provider shall, to the extent allowed under Georgia law, indemnify, defend and hold completely harmless the City, and the members (including, without limitation, members of the City's Council, and members of the boards and of the City), officers, employees and agents of each, from and against any and all liabilities (including statutory liability and liability under Workers' Compensation Laws), losses, suits, claims, demands, judgments, fines, damages, costs and expenses (including all costs for investigation and defense thereof, including, but not limited to, court costs, paralegal and expert fees and reasonable attorneys' fees) which may be incurred by, charged to or recovered from any of the foregoing by (i) reason or on account of damage to or destruction or loss of any property of the City, or any property of, injury to or death of any person resulting from or arising out of or in connection with the performance of this Contract, or the acts or omissions of the Service Provider's directors, officers, agents, employees, subcontractors, licensees or invitees, in connection with the performance of this contract regardless of where the damage, destruction, injury or death occurred, **unless** such liability, loss, suit,

EXHIBIT A

GENERAL CONDITIONS

claim, demand, judgment, fine, damage, cost or expense was proximately caused solely by the City's negligence or by the joint negligence of the City and any person other than the Service Provider or the Service Provider's directors, officers, agents, employees, subcontractors, licensees, or invitees, or (ii) arising out of or in connection with the failure of the Service Provider to keep, observe or perform any of the covenants or agreements in this Contract which required to be kept, observed or performed by the Service Provider, or (iii) arising out of or in connection with any claim, suit, assessment or judgment prohibited by Section 13.4 below by or in favor of any person described in Section 13.5 below, or (iv) arising out of or in connection with any action by Service Provider or its directors, officers, agents, employees, subcontractors, licensees or invitees. The City agrees to give the Service Provider reasonable notice of any suit or claim for which indemnification will be sought hereunder, to allow the Service Provider or its insurer to compromise and defend the same to the extent of its interest, and to reasonably cooperate with the defense of any such suit or claim. In carrying out its obligations under this section, the Service Provider shall engage counsel reasonably acceptable to the City. In any suit, action, proceeding, claim or demand brought in respect of which the City may pursue indemnity, the City shall have the right to retain its own counsel, but the fees and expenses of such counsel shall be at the expense of the City unless (1) the Service Provider and the City shall have mutually agreed to the contrary, (2) the Service Provider has failed within a reasonable time to retain counsel reasonably satisfactory to the City, or (3) the City and the Service Provider are both named parties in any such proceeding and, in the sole judgment of the City, representation of both the City and the Service Provider by the same counsel would be inappropriate due to actual or potential differing interests between them. The indemnification provisions of the Section 14 shall survive the expiration or earlier termination of this Contract with respect to any acts or omissions occurring during the term of the Contract.

Notwithstanding anything contained in the forgoing indemnity, any claim for indemnity by the City for claims of third parties alleging harm due to the professional services provided by Service Provider, to the fullest extent permitted by law, Service Provider shall indemnify City from and against losses, damages, and judgments arising from such claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to have been caused by a negligent act, error or omission of Service Provider or its sub-Service Providers in the performance of professional services under this Agreement.

- 13.2 In addition to indemnification provisions stated above, if the City's use of any service, software, firmware, programming, or other item provided by or on behalf of the Service Provider is enjoined due to infringement of another person or entity's intellectual property rights, the Service Provider shall promptly, at its sole cost and expense, modify the infringing item so that it no longer infringes, procure for the City the legal right to continue using the infringing item, or procure for the City a non-infringing item, or procure for the City a non-infringing replacement item having equal or greater functional capabilities as the infringing item.

EXHIBIT A

GENERAL CONDITIONS

- 13.3 The Service Provider shall assume all responsibility for loss caused by neglect or violation of any state, federal, municipal or agency law, rule, regulation or order. The Service Provider shall give to the proper authorities all required notices relation to its performance, obtain all official permits and licenses, and pay all proper fees and taxes. It shall promptly undertake proper monetary restitution with respect to any injury that may occur to any building, structure or utility in consequence of its work. The Service Provider will notify the City in writing of any claim made or suit instituted against the Service Provider because of its activities in performance of the Contract.
- 13.4 No recourse under or upon any obligation, covenant or agreement contained in this Contract, or any other agreement or document pertaining to the work or services of the Service Provider hereunder, as such may from time to time be altered or amended in accordance with the provisions hereof, or any judgment obtained against the City, or by the enforcement of any assessment or by any legal or equitable proceeding by virtue of any statute or otherwise, under or independent of this Contract, shall be had against any member (including without limitation members of the City's Council, or members of the citizens advisory committees of each), any officer, employee or agent, as such, past, present, or future of the City, either directly or through the City or otherwise for any claim arising out of or in connection with this Contract or the work or services conducted pursuant to it, or for any sum that may be due and unpaid by the City. Any and all personal liability of every nature, whether at common law or in equity, or by statute or by constitution or otherwise, of any such member, officer, employee, or agent, as such, to respond by reason of any act or omission on his or her part or otherwise for any claim arising out of or in connection with this Contract or the work or services conducted pursuant to it, or for the payment for or to the City, or any receiver therefore or otherwise, or any sum that may remain due and unpaid by the City, is expressly waived and released as a condition of and in consideration of the execution of this Contract and the promises made to the Service Provider pursuant to this Contract.
- 13.5 In any and all claims against the City, or any of their officers, members, agents, servants or employees, by any employee of the Service Provider, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation of the Service Provider under this Section 13 shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefit payable by or for the Service Provider or any subcontractor under Workers' Compensation Acts, disability benefit acts or other employee benefit acts.
- 13.6 No provisions of Section 13 herein shall be construed to negate, abridge, or otherwise reduce any other right of indemnity that the City may have as to any party or person described therein.

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13.7 Insurance

13.7.1 General Liability and Automobile Liability. The Service Provider shall purchase and maintain in force during the term of the Contract, at its own cost and expense, to protect the Service Provider, the City, and the members (including, without limitation, all members of the governing City's Council and the citizens' advisory committees of each), officers agents, and employees of each, from and against any and all liabilities arising out of or in connection with the Service Provider's performance of the Contract work:

- (1) Commercial general liability insurance with coverage of not less than ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence, and with contractual liability coverage for Service Provider's covenants to and indemnification of the City under the Contract, and
- (2) Automobile liability insurance with policy limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per accident or occurrence covering each motor vehicle operated on City property.

13.7.1.1 Self-Insured Retention. Service Provider's commercial general liability insurance policies shall not be subject to a self-insured retention exceeding \$10,000, if the value of the Contract is less than \$1,000,000, and not be subject to a self-insured retention exceeding \$100,000, if the Contract is \$1,000,000 or more, unless approved by the City Manager. Service Provider's automobile liability insurance policies shall not be subject to a self-insured retention exceeding \$10,000, unless approved by the City Manager.

13.7.1.2 Additional Insured Endorsement. Service Provider agrees and shall cause the City their member (including, without limitation, members of the City's Council and members of the citizens' advisory committees of each), officers, employees, and agents to be named as additional insured under such policy or policies of commercial general and automobile liability insurance.

13.7.1.2 Workers' Compensation and Employer's Liability. If Service Provider has any employee working on City property, Service Provider shall procure and maintain in force during the term of the Contract (i) workers' compensation insurance, and (ii) employer's liability insurance. The policy limits of the Service Provider's employer's liability insurance shall not be less than \$100,000 for "each employee." If the Service Provider is self-insured, the Service Provider shall provide proof of self-insurance and authorization to self-insure as required by applicable state laws and regulations.

13.7.3 Professional Liability Insurance. The Service Provider shall purchase and maintain in force during the term of the Contract, Professional Liability insurance which will pay for damages arising out of errors or omissions in the rendering, or failure to render professional services under the Contract in the amount of at least ONE MILLION DOLLARS (\$1,000,000.00) per claim. Such insurance must contain nose and tail coverage to include work performed by the Service Provider from the project's inception date and until such time as the Statue of Limitations has run for the work done on the project.

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13.7.4 Health Insurance. Not applicable.

13.7.5 Garage Liability Insurance. Not applicable.

13.7.6 Garage Keeper's Legal Liability Insurance. Not applicable.

13.7.7 Crime Coverage. Not applicable.

13.7.8 Pollution Liability Insurance. Not applicable.

13.7.9 Deductibles. The Service Provider's policies of insurance required by this Section 13.7 may require the Service Provider's payment of a deductible, provided the Service Provider's insurer is required to pay claims from the first dollar at 110% of the claim value without any requirement that the Service Provider pay the deductible prior to its insurer's payment of the claim.

13.7.10 Other Insurance Requirements. All insurance policies required by this Section 13.7 shall be provided that they are primary insurance with respect to any other valid insurance the City may possess, and that any other insurance the City does possess shall be considered excess insurance only. All such insurance shall be carried with a company or companies which meet the requirements of Section 14.2 of these General Conditions and said policies shall be in a form satisfactory to the City. A properly completed and executed Certificate of Insurance on a form provided or approved by the City (such as a current ACORD certificate of insurance) evidencing the insurance coverage required by this Section shall be furnished to the City upon the Service Provider shall provide the City with at least thirty (30) days' prior written notice of any adverse material change in the Service Provider's required insurance coverage except that ten (10) days' notice of cancellation for non-payment is required. For purposes of this Section 13.7.10, and "adverse material change" shall mean any reduction in the limits of the insurer's liability, any reduction, non-renewal or cancellation of any insurance coverage, or any increase in the Service Provider's self-insured retention. Prior to the expiration of any such policy, the Service Provider shall file with the City a certificate of insurance showing that such insurance coverage has been renewed. If the insurance coverage is canceled or reduced, the Service Provider shall, within five (5) days after such cancellation or reduction in coverage, file with the City a certificate showing that the required insurance has been reinstated or provided through another insurance company or companies approved by the City. If the Service Provider fails to obtain or have such insurance reinstated, the City may, if it so elects, and without waiving any other remedy it may have against the Service Provider, immediately terminate this Contract upon written notice to the Service Provider. The City Manager shall have the right to alter the monetary limits or coverage herein specified from time to time during the term of this Contract, and the Service Provider shall comply with all reasonable requests of the City Manager with respect thereto.

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14. **LIABILITY INSURANCE**

- 14.1 The Contractor shall be required to provide the bonds as dictated in the Procurement Documents in Exhibit D.
- 14.2 Liability Insurance Companies furnishing insurance coverage required by these General Conditions shall (a) be approved to issue insurance policies in the State of Georgia, and (b) must have no less than a "B+" Financial Rating and a Financial Size Category of "Class VI" or higher according to the most current edition of A.M. Best's Insurance Reports. If the liability insurer is rated by A.M. Best's Insurance Reports at an "A- Financial Rating and a Financial Size Category of "Class VIII" or higher that the City Manager may waive the requirement for the insurer to be approved by the State of Georgia.

15. **CONTRACT ADJUSTMENTS**

- 15.1 Notwithstanding any provision herein to the contrary, the City reserves the right to modify at any time the nature, method, scope, frequency, or timing of the Service Provider's obligations under this Contract (Contract Adjustments) in whatever manner it determines to be reasonably necessary for the proper completion of the Service Provider's work hereunder. Both parties agree that, should any Contract Adjustments be made, the Service Provider's compensation will be adjusted accordingly, in such amount or amounts as will be mutually agreed to by means of good faith negotiation by the City and Service Provider and, to the extent possible, by reference to any unit costs already established in the Proposal. Without exception, all deletion or additions to the scope of work will be set forth in a written Amendment to this Contract.
- 15.2 Notwithstanding the foregoing, the City shall have the right to terminate this Contract herein should the Service Provider and the City fail to reach agreement on the adjusted compensation within thirty (30) days after the date of the Contract Adjustment.
- 15.3 Notwithstanding the foregoing, there shall be no upward adjustment of the compensation on account of any Contract Adjustment made necessary or appropriate as a result of the mismanagement, improper act, or other failure of the Service Provider, its employees, agents, or its subcontractors to properly perform its obligations and functions under this Contract.

SUBCONTRACTORS

- 15.4 The Service Provider shall perform all of its obligations and functions under this Contract by means of its own employees, or by a duly qualified subcontractor which is approved in advance by the City. Such subcontractor which is an affiliate, parent, or subsidiary company; or had principal owners, relative, management, or employees common to the

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Service Provider; or any other party that has the ability to significantly influence the management or daily business operations of the subcontractor must be disclosed in writing to the City Manager. Goods and services provided by subcontractors which are reimbursed by the City must be bona fide arm's-lengths transactions. In the event a subcontractor is employed, the Service Provider shall continuously monitor the subcontractor's performance, shall remain fully responsible to ensure that the subcontractor performs as required and itself perform or remedy any obligations or functions which the subcontractor fails to perform properly.

Nothing contained herein shall be construed to prevent the Service Provider from using the services of a common carrier for delivering goods to the City. The City approves the sub-Service Providers listed in the solicitation.

- 15.5 This Contract shall be referred to and incorporated within any contractual arrangement between the Service Provider and a subcontractor and, in such contractual arrangement; the subcontractor shall give its express written consent to the provisions of this Section 16. To the extent feasible, the provisions of this Contract shall apply to any such subcontractor in the same manner as they apply to the Service Provider. However, such application shall neither make any subcontractor a party to this Contract, nor make such subcontractor a third-party beneficiary hereof.
- 15.6 In the event that the Service Provider employs a subcontractor, then the City may require that copies of invoices for all work (including invoices submitted to the Service Provider for work performed by a subcontractor) shall be submitted to the City by the Service Provider and the City shall pay all compensation to the Service Provider. It shall be the sole responsibility of the Service Provider to deal with a subcontractor with respect to the collection and submission of invoices and the payment of compensation. In no event shall the City have any obligation or liability hereunder to any subcontractor, including, in particular, any obligations of payment.

16. DEFAULT AND TERMINATION

16.1 In the event that:

- 16.1.1 the Service Provider shall fail to keep, perform or observe any of the promises, covenants or agreements set forth in this Contract (provided that notice of the first failure shall have been given to the Service Provider, but whether or not the Service Provider shall have remedied any such failure); or
- 16.1.2 the Service Provider shall fail to keep, perform, or observe any promise, covenant, or agreement set forth in this Contract, and such failure shall continue for a period of more than five (5) days after delivery to the Service Provider of a written notice of such breach or default; or
- 16.1.3 the Service Provider's occupational or business license shall terminate, or the Service Provider shall fail to provide the City with any bond, letter of credit, or evidence of insurance as required by the Contract Documents, for any reason; or

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- 16.1.4 the Service Provider fails for any reason to provide the City with an acceptable renewal or replacement bond or letter of credit within the time period specified by a provision for this Contract; or
- 16.1.5 the Service Provider shall become insolvent, or shall take the benefit of any present or future insolvency statute, or shall make a general assignment for the benefit of creditor, or file a voluntary petition in bankruptcy or a petition or answer seeking an arrangement for its reorganization, or the readjustment of its indebtedness under the Federal Bankruptcy laws, or under any other law or statute of the United States or any State thereof, or shall consent to the appointment of a receiver, trustee or liquidator of all or substantially all of its property; or
- 16.1.6 the Service Provider shall have a petition under any part of the Federal Bankruptcy laws, or an action under any present or future insolvency laws or statute filed against it, which petition is not dismissed within thirty (30) days after the filing thereof; or
- 16.1.7 there is any assignment by the Service Provider of this Contract or any of the Service Provider's rights and obligations hereunder for which the City has not consented in writing; or
- 16.1.8 the Service Provider shall default on any other agreement entered into by and between Service Provider and the City, then, in its discretion, the City shall have the right to terminate this Contract for default, which termination shall be effective upon delivery of written notice of such termination to the Service Provider. In the event that the City terminates this Contract for default, or the Service Provider abandons or wrongfully terminates the Contract, the Service Provider shall be paid for compensation earned to the date of termination or abandonment (but the City shall have the right to reduce by off-set any amounts owed to the Service Provider hereunder or under any other Contract or obligation by the amount of the City's damages and any amounts owed by the Service Provider to the City), but the Service Provider shall not be compensated for any profits earned or claimed after the receipt of the City's notice of termination by default or after abandonment or wrongful termination. The City's election to terminate or not to terminate this Contract in part or whole for the Service Provider's default shall in no way be construed to limit the City's right to pursue and exercise any other right or remedy available to it pursuant to the terms of the Contract or otherwise provided by law or equity.
- 16.2 Notwithstanding anything else herein contained, the City may terminate this Contract in whole or in part at any time for its convenience by giving the Service Provider thirty (30) days written notice. In that event, the Service Provider shall proceed to complete any part of the work, as directed by the City, and shall settle all its claims and obligations under the Contract, as directed by the City. The Service Provider shall be compensated by the City in accordance with the provisions hereof, including in particular Section 2 of these General Conditions, provided, however, that in no event shall Service Provider be

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entitled to compensation for work not performed or for anticipatory profits. Service Provider shall justify its claims, as requested by the City, with accurate records and data.

- 16.3 Bankruptcy and Liquidation – In the event the Service Provider (1) makes an assignment for the benefit of creditors, or petition or apply to any tribunal for the appointment of a custodian, receiver, or trustee for all or a substantial part of its assets; (2) commences any proceeding under any bankruptcy, reorganization, arrangement, readjustment of debt, dissolution, or liquidation law or statute of any jurisdiction whether now or hereafter in effect; (3) has had any such petition or application filed or any such proceeding commenced against it in which an order for relief is entered or an adjudication or appointment is made, and which remains undismissed for a period of sixty(60) days or more; (4) takes any corporate action indicating its consent to, approval of, or acquiescence in any such petition, application, proceeding, or order for relief or the appointment of a custodian, receiver, or trustee for all or substantial part of its assets; or (5) permits any such custodianship, receivership, or trusteeship to continue undischarged for a period of sixty (60) days or more causing the Service Provider or any third party, including, without limitation, a trustee in bankruptcy, to be empowered under state or federal law to reject this Contract or any agreement supplementary hereto, the City shall have the following rights:

- (i) In the event of a rejection of this Contract or any agreement supplementary hereto, the City shall be permitted to retain and use any back-up or archival copies of the software licensed hereunder under this Agreement for the purpose of enabling it to mitigate damages caused to the City because of the rejection of this Contract. The City shall exert reasonable efforts to mitigate such damage by use of such back-up or archival copies.
- (ii) In the event of rejection of this Contract or any agreement supplementary hereto, the City may elect to retain its rights under this Contract or any agreement supplementary hereto as provided in Section 365(n) of the Bankruptcy Code. Upon written request of the City to, as applicable, the Service Provider or the bankruptcy trustee or receiver. The Service Provider or such bankruptcy trustee or receiver shall not interfere with the rights of the City as licensee as provided in this Contract or in any agreement supplementary hereto to obtain the Source Material(s) from the bankruptcy trustee and shall, if requested, cause a copy of such Source Material (s) to be available to the City.
- (iii) In the event of rejection of this Contract or any agreement supplementary hereto, the City may elect to retain its rights under this Contract or any agreement supplementary hereto as provided in section 365(n) of the Bankruptcy Code without prejudice to any of its rights of setoff with respect to this Contract under the Bankruptcy Code or applicable non-bankruptcy law; or In the event of a rejection of this Contract or any agreement supplementary hereto, the City may retain its rights under this Contract or any agreement supplementary hereto as

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provided in section 365(n) of the Bankruptcy Code without prejudice to any of its right under section 503(b) of the Bankruptcy Code.

17. CITY'S AUTHORIZED REPRESENTATIVE

During the term of this Contract, the City manager or designee may from time to time designate an individual to serve as the City's Authorized Representative (CAR) and an Assistant CAR designated to serve in that capacity in the absence of the CAR, who shall have such authority to act on the City's behalf as the City Manager may from time to time actually delegate to such person, but in no event shall the CAR have authority to modify or terminate this Contract, or make final decisions with respect to amendments, time extensions, assignments, cost or payment adjustments or payment disputes.

18. ASSIGNMENT

Neither this Contract nor any of the Service Provider's rights or obligations hereunder may be assigned by the Service Provider without the City's prior written consent, which consent may be granted or withheld at the City's sole discretion. Any transfer of this Contract by merger, consolidation or liquidation (unless the stock of the Service Provider is traded on a national stock exchange or in a generally recognized over the counter securities market) any change in ownership or a power to vote a majority of the outstanding voting stock or ownership interests of the Service Provider shall constitute an assignment of this Contract for purposes of this Section. In the event the Service Provider assigns or subcontracts or attempts to assign or subcontract any right or obligation arising under this Contract without City's prior written consent, the City shall be entitled to terminate this Contract pursuant to the provisions of Section 17 hereof.

19. NOTICES

- 19.1 Unless otherwise stated herein, all notices or other writings which the City is required or permitted to give to the Service Provider may be hand delivered, mailed via U.S. Certified Mail or sent next-day delivery by a nationally recognized overnight delivery service to the Service Provider's address set forth in the Proposal. Any such notice shall be deemed to have been delivered upon actual delivery, or one (1) day following submission to a nationally recognized overnight delivery service for next day delivery to the Service Provider, or three (3) days following submission to the Service Provider by U.S. Certified Mail.
- 19.2 Unless otherwise stated herein, all notices or other writings which the Service Provider is required or permitted to give to the City may be hand delivered to the City Manager, mail via U.S. Certified Mail. Or sent next-day delivery by a nationally recognized overnight delivery service for next day delivery to City, or three (3) days following submission to the City by U.S. Certified Mail. Any such notice shall be sent to:

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City of Stockbridge, GA
ATTN: City Manager
4640 North Henry Boulevard
Stockbridge, GA 30281

Service Provider

- 19.3 Either party may change its notice address by written notice to the other given as provided in this section.

20. NONDISCRIMINATION

- 20.1 During the performance of this Contract, the Service Provider, for itself, its assignees and successors in interest agrees as follows:
- 20.1.1 Compliance with Regulations. The Service Provider shall comply with the Law and Regulations as they may be amended from time to time (hereafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this Contract.
- 20.1.2 Nondiscrimination. The Service Provider, with regard to the work performed by it during the Contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of any subcontractor, including procurement of materials and leases of equipment. The Service Provider shall not participate either directly or indirectly in the discrimination prohibited by the Regulations.
- 20.1.3 Solicitations for Subcontracts, Including Procurement of Materials and Equipment. In all solicitations either by competitive proposing or negotiation made by the Service Provider for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Service Provider of the Service Provider's obligations under this Contract and the Regulation relative to nondiscrimination on the grounds of race, color or national origin.
- 20.1.4 Information and Reports. The Service Provider shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources or information, and its facilities as may be determined by the City to be pertinent to ascertain compliance with such Regulations,

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orders and instructions, the Service Provider shall so certify to the City , as appropriate, and shall set forth what efforts it has made to obtain the information.

- 20.1.5 Sanctions for Noncompliance. In the event of the Service Provider's noncompliance with the nondiscrimination provisions of this Contract, the City shall impose such Contract Sanctions as it may determine to be appropriate, including but not limited to:
- 21.5.1 Withholding of payments to the Service Provider under the Contract until the Service Provider complies, and/or
- 21.5.2 Cancellation, termination or suspension of the Contract, in whole or in part.
- 20.1.6 Incorporation of Provisions, The Service Provider shall include the provisions of subsections 21.1.1 through 21.1.5 in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Service Provider shall take such action with respect to any subcontract or procurement as the City may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the Service Provider becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Service Provider may request the City to enter into such litigation to protect the interest of the City and, in addition, the Service Provider may request the interest of the City and, in addition, the Service Provider may request the United States to enter into such litigation to protect the interests of the United States.
- 20.2 The Service Provider assures the City that it will comply with the pertinent statutes, Executive Orders and such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin sex, age, marital status, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision shall bind the Service Provider from the period beginning with the initial solicitation through the completion of the Contract.

21. COPYING DOCUMENTS

The Service Provider hereby grants the City and its agent's permission to copy and distribute any and all materials and documents contained in, comprising, or which are otherwise submitted to the City with or in connection with the Service Provider's Proposal or which are contained in the Contract Documents (the "Submittals"). The permission granted by the Service Provider shall be on behalf of the Service Provider and any and all other parties who claim any rights to any of the materials or documents comprising the Submittals. Such permission specifically authorizes the City and its agents to make and distribute such copies of the Submittals or portions thereof as may be deemed necessary or appropriate by the City for its own internal purposes or for responding to requests for copies from any member of the public regardless of whether

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the request is specifically characterized as a public records request pursuant to Georgia Code. This provision shall survive the expiration or termination of the Contract.

22. GENERAL PROVISIONS

- 22.1 The Contract Documents consist of the Contract, the Proposal Forms, the Instructions to Proposers, Request for Qualifications, all Addendum(s) issued prior to execution of this Contract, these General Conditions and Specifications. Together, these documents comprise the Contract and all the documents are fully a part of the Contract as if attached to the Contract or repeated herein. Precedence of the Contract Documents shall be as follows: (i) addendum(s) to the Contract Documents, (ii) the Contract, (iii) the General Conditions, (iv) the Scope of Work in Exhibit B, (v) the Invitation to Bid, and (vii) the Bid Form.
- 22.2 This Contract represents the entire agreement between the parties in relation to the subject matter hereof and supersedes all prior agreements and understandings between such parties relation to such subject matter, and there are no contemporaneous written or oral agreements, terms or representation made by any party other than those contained herein. No verbal or written representations shall be relied upon outside the Contract terms and amendments. Without exception, all deletions or additions to the scope of work will be set forth in a written amendment to this Contract. No amendment, modification, or waiver of this Contract, or any part thereof, shall be valid or effective unless in writing signed by the party or parties sought to be bound or charged therewith; and no waiver of any breach or condition of this Contract shall be deemed to be a waiver of any other subsequent breach or condition, whether of a like or different nature.
- 22.3 The Service Provider shall, during the term of this Contract, repair any damage caused to real or personal property of the City and/or its tenants, wherever situated, caused by the intentional, reckless, or negligent acts or omissions of the Service Provider's officers, agents, or employees, and any subcontractors and their officers, agents, or employees, or , at the option of the City, the Service Provider shall reimburse the City for the cost of repairs thereto and replacement thereof accomplished by or on behalf of the City.
- 22.4 The Service Provider warrants to the City that no work performed or materials purchased pursuant to the Contract, whether by, from, or through the Service Provide or a subcontractor, shall cause any claim, lien or encumbrance to be made against any property of the City, and the Service Provider shall indemnify and save the City harmless from and against any and all losses, damages and const, including attorneys' fees, with respect thereto. If any such claim, lien or encumbrance shall be filed, the Service Provider shall, within thirty (30) days after notice of the filing thereof, cause the same to be discharged of record by payment, deposit, bond, order of a court of competent jurisdiction or otherwise. This provision shall survive the expiration or termination of the Contract.

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- 22.5 The language of this Contract shall be construed according to its fair meaning, and not strictly for or against either the City or the Service Provider. This Contract shall be deemed to be made, construed and performed according to the laws of the State of Georgia. Any suit or proceeding initiated for the purpose of interpreting or enforcing any provision of this Contract or any matter in connection therewith shall be brought exclusively in a court of competent jurisdiction in Henry County, Georgia, and the Service Provider waives any venue objection, including, but not limited to, any objection that a suit has been brought in an inconvenient forum. The Service Provider agrees to submit to the jurisdiction of the Georgia courts and irrevocably agrees to acknowledge service of process when requested by the City.
- 22.6 The section headings herein are for the convenience of the City and the Service Provider and are not to be used to construe the intent of this Contract or any part hereof, or to modify, amplify, or aid in the interpretation or construction of any of the provisions hereof.
- 22.7 The use of any gender herein shall include all genders, and the use of any number shall be construed as the singular or the plural, all as the context may require.
- 22.8 The delay or failure of the City at any time to insist upon a performance of any of the terms, conditions and covenants herein shall not be deemed a waiver of that breach or any subsequent breach or default in the terms, conditions, or covenants of this Contract. The Service Provider shall not be relieved of any obligation hereunder on account of its failure to perform by reason of any strike, lockout, or other labor disturbance.
- 22.9 If the City shall, without any fault, be made a party to any litigation commenced between the Service Provider and a third party arising out of the Service Provider's operations and activities at the premises, then the Service Provider shall pay all costs and reasonable attorney's fees incurred by or imposed upon the City in connection with such litigation for all trial and appellate proceedings. The City shall give prompt notice to the Service Provider of any claim or suit instituted against it by such third party. The provisions of this Section supplement and are not intended to be in lieu of the indemnification provisions of Section 5 hereof. The provisions of this Section shall survive the acceptance of the services and payment therefore, and the expiration or earlier termination of this Contract.
- 22.10 The City shall have the right to recover from the Service Provider all of the City's costs and expenses incurred in enforcing the provisions of this Contract including, but not limited to, (1) the cost of administrative investigation and enforcement (including, without limitation, audit fees and costs, attorneys' fees) and (2) the cost of any trial, appellate or bankruptcy proceeding (including, without limitation, investigation costs,

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audit fees and costs, attorney's fees, court costs, paralegal fees and expert witness fees). This provision shall survive the expiration or termination of the Contract.

- 22.11 The Service Provider shall not during the term of the Contract knowingly hire or employ (on either a full-time or part-time basis) any employee of the City.
- 22.12 The Service Provider shall be required, during the term of the Contract at no additional cost to the City, to take such reasonable security precaution with respect to its operations at City Hall as the City in its discretion may from time to time prescribe. The Service Provider shall comply with all regulations, rules and policies of any governmental authority, including the City, relating to security issues.
- 22.13 The City may, but shall not be obligated to, cure, at any time, upon five (5) days written notice to the Service Provider (provided, however, that in any emergency situation to the City shall be required to give only such notice as is reasonable in light of all the circumstances), any default by the Service Provider under this Contract; whenever the City so cures a default by the Service Provider, all costs and expenses incurred by the City in curing the default, including but not limited to, reasonable attorneys' fees, shall be paid by the Service Provider to the City on demand.
- 22.14 The City shall, in its discretion, be entitled to deduct from the compensation to which the Service Provider is otherwise entitled hereunder, an amount equal to any liabilities of the Service Provider to the City which are then outstanding. In the event that additional work beyond the scope of this Contract is requested by the City Manager and it results in any extra charges to the City, the Service Provider shall so advise the City in writing of the amount of the extra charges. The City is not required to pay any extra charges for additional work unless such work and the charges therefore have been approved in advance and have been confirmed in writing within twenty-four (24) hours by the City Manager, in his or her exclusive discretion.
- 22.15 The Service Provider is an independent Service Provider, and nothing contained herein shall be construed as making the Service Provider an employee, agent, partner or legal representative of the City for any purpose whatsoever. The Service Provider acknowledges that it does not have any authority to incur any obligations or responsibilities on behalf of the City and agrees not to hold itself out as having any such authority. Nothing contained in this Contract shall be construed to create a joint employer relationship between the City and the Service Provider with respect to any employee of the Service Provider or of its subcontractors.
- 22.16 The Service Provider and its subcontractors if any, shall maintain complete and accurate books and records in accordance with generally accepted accounting principles, consistently applied, and shall be in a form reasonable acceptable to the City Manager or

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designee. The Service Provider and its subcontractors shall account for all expenses of any nature related to transactions in connection with the Contract in a manner which segregates in detail those transaction from other transactions of the Service Provider and subcontractors and which support the amounts reported and /or invoiced to the City. At a minimum, the Service Provider's and subcontractor's accounting for such expenses and transactions shall include such records in the form of electronic media compatible with or convertible to a format compatible with computers utilized by the City at its offices; a computer run hard copy; or legible microfilm or microfiche, together with access to the applicable reader. All such books and records and computerized accounting systems shall upon reasonable notice from the City be make available in Henry County, Georgia, for inspection, examination, audit and copying by the City through and by its duly authorized representatives at any time for up to four (4) years after the year to which books and records pertain. Such inspection, examination, or audit may include, but is not limited to a review of the general input, processing and output controls of information systems, using read only access, for all computerized applications used to record financial transactions and information. The Service Provider and subcontractor shall freely lend its own assistance in a timely manner in making such inspection, examination, audit, or copying and, if such records are maintained in electronic and other machine-readable format, shall provide the City and/or its representative such assistance as may be required to allow complete access to such records. The City Manager may require the Service Provider and subcontractors to provide other records the City Manager, in his or her sole discretion, deems necessary to enable the City to perform an accurate inspection, examination or audit of expenses incurred in and transactions related to performance of this Contract. Such records shall be provided within thirty (30) days or request thereof. In the event that expenses incurred or reimbursed are found by such inspection, examination, or audit to have been overpaid, the Service Provider and its subcontractors agree that such amounts shall be payable to the City. If, prior to the expiration of the above-state four (4) year record retention period, any audit or investigation is commenced by the City, or any claim is made or litigation commenced relating to this Contract by the City, the Service Provider, or third party, the Service Provider shall continue to maintain all such records, and the City shall continue to have the right to inspect such records in the manner stated above, until the inspection, examination, audit, claim, or litigation is finally resolved (including the determination of any and all appeals or the expiration of time for an appeal). This provision shall survive the expiration or earlier termination of this Contract. In the event of any conflict between any provision of this Contract and generally accepted accounting principles or generally accepted auditing standards, the provisions of this Contract shall control even where this Contract references such provisions or standards. In particular, without limitation, the Service Provider and subcontractors shall maintain all records required under this Contract to the full extend required hereunder, even if some or all such records would not be required under such generally accepted accounting principles or auditing standards. If as a result of an inspection, examination or audit, it is established that amounts are due from the Service Provider to the City, the Service Provider shall

EXHIBIT A

GENERAL CONDITIONS

forthwith, upon written demand from the City, pay the City such amount, together with interest on the amount due at the rate of twelve (12%) percent per annum, or if less, the maximum rate of interest allowed by law, from the date such additional amounts were overpaid by the City. Further, if such inspection, examination or audit establishes that the Service Provider has overbilled such amounts for any Contract period by two (2%) percent or more, then the entire expense of such inspection, examination or audit shall be paid by the Service Provider.

- 22.17 The Service Provider and subcontractors shall prepare and provide the City with all detailed reports as required under the Contract on a timely basis. The City reserves the right to modify the reporting procedures or the form and content of any report as it deems necessary.
- 22.18 There are no third-party beneficiaries to this Contract, and nothing contained herein shall be construed to create such.
- 22.19 Time is of the essence for the performance of each of the Service Provider's obligations under this Contract.
- 22.20 In computing any period of time established under this Contract, except as otherwise specified herein the word "days" when referring to a period of time is ten (10) days or less means business days, and when referring to a period of time that is more than ten (10) days means calendar days. The day of the event, from which the designated period of time begins to run shall not be included. A business day is any day other than Saturday, Sunday, or Federal, State of Georgia or City holidays.
- 22.21 The Service Provider agrees to perform all acts and execute all supplementary instruments or documents which may be reasonably necessary to carry out or complete the transaction(s) contemplated by this Contract.
- 22.22 The City reserves the right to further develop, improve, repair and alter the facilities and all roadways, and parking areas, as it may reasonably see fit, free from any and all liability to the Service Provider for loss of business or damages of any nature whatsoever to the Service Provider occasioned during the making of such improvements, repairs, alterations and additions, including, but not limited to, any damages resulting from negligence of the City or its employees, agents or Service Providers.
- 22.23 The Service Provider and the City hereby mutually waive any claim against each other and their respective members, officials, officers, agents and employees for damages (including damages for loss of anticipated profits) caused by any suit or proceedings brought by either of them or by any third party directly or indirectly attacking the validity of this Contract or any part thereof, or any addendum or amendment hereto, or the

EXHIBIT A

GENERAL CONDITIONS

manner in which this Contract was solicited, awarded or negotiated, or arising out of any judgment or award in any suit or proceeding declaring this Contract, or any addendum or amendment hereto, null, void or voidable or delaying the same, or any part thereof, from being carried out.

- 22.24 At the option of the Service Provider, the products and/or services provided under the Contract resulting from this solicitation may be provided to other governmental agencies, including the State of Georgia, its agencies, political subdivisions, counties and cities under the same terms and conditions, including price, as such products and/or services are provided under this Contract. Each governmental agency allowed by the Service Provider to purchase products and/or services in connection with this Contract shall do so independent of the City or any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods and services ordered, received and accepted by it. The City shall have no liability to Service Provider or any governmental agency resulting from the purchase by that agency of products and /or services from the Service Provider in connection with this Contract.

23. GRATUITIES, REBATES, OR KICKBACKS.

- 23.1 GRATUITIES. It shall be unethical for any person to offer, give or agree to give any employee or official of the City or for any employee or official of the City to solicit, demand, accept from another person, a gratuity, rebate, loan, offer of employment or other services or property of value in connection with any decision, approval, disapproval, recommendation or preparation of any part of a program requirement or a purchase request including the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any particular matter, pertaining to any program requirement or a Contract or subcontract, or to any solicitation or proposal therefore in any manner inconsistent with the State of Georgia's Department of Administrative Services Gratuity Policy. Rebates normally or routinely offered to customers in the ordinary course of business for the purchase of goods and services are acceptable and are the property of the City.
- 23.2 KICKBACK AND REBATES. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor to this Contract to the prime contract or higher tie subcontractor, or any person associated therewith, as an inducement for a subcontractor or order.

******* END OF GENERAL CONDITIONS*******

EXHIBIT B
SCOPE OF WORK
AMPHITHEATER – 4650 NORTH HENRY BOULEVARD

SCOPE OF WORK:

Perform annual inspection of building fire sprinkler systems. - \$1,015

Inspection consists of the following:

- (5) Wet pipe sprinkler systems.
- (1) Dry pipe sprinkler system.
- A visual walk through of all accessible fire sprinkler heads.

Perform annual inspection of building fire alarm system. - \$475

Includes the following:

- (1) Fire Alarm Control Panel.
- Manual pull stations, smoke detectors, duct detectors, horn strobes, strobe only and magnetic door holders.

Note: Sound test will be performed on all accessible audio visuals.

Perform annual inspection of approximately (16) building fire extinguishers. \$152

Price includes inspection tag and safety seal.

*Final invoice will reflect actual number of fire extinguishers inspected +/- \$9.50 each.

*Deficiencies will be quoted separate.

Perform annual inspection of approximately (101) building emergency exit lights or signs-959.50

*Final invoice will reflect actual number of exit lights inspected +/- \$9.50 each.

*Deficiencies will be quoted separate.

Perform annual and semi-annual inspections of (2) kitchen hood systems. - \$1,500 (\$750 for annual inspection/\$750 for semi-annual inspection.)

Included in quote:

Annual service for cellular radio fire alarm monitoring. This invoice will recur once a year in the amount of \$720 from the date of signed contract.

Note: Next year's recurring invoice will total \$720.

This proposal is for the fire protection system as described above. The following below items are not included in the scope of work. If it is determined that any of the items listed below are required, they can be done at an additional cost to the proposed price. Terms & Conditions below.

Sub Total \$4,886.50

Total \$4,886.50

EXHIBIT B
SCOPE OF WORK
WASTE WATER TREATMENT PLANT– 100 STAPLETON DRIVE

SCOPE OF WORK:

Perform annual inspection of building fire alarm system. - \$475

Includes the following:

- (1) Fire Alarm Control Panel.

- Manual pull stations, smoke detectors, duct detectors, horn strobes, strobe only and magnetic door holders.

Note: Sound test will be performed on all accessible audio visuals.

Perform annual inspection of approximately (12) building fire extinguishers. \$209

Price includes inspection tag and safety seal.

*Final invoice will reflect actual number of fire extinguishers inspected +/- \$9.50 each.

*Deficiencies will be quoted separate.

Perform annual inspection of approximately (22) building emergency exit lights or signs. - \$114

*Final invoice will reflect actual number of exit lights inspected +/- \$9.50 each.

*Deficiencies will be quoted separate.

Included in quote:

Annual service for cellular radio fire alarm monitoring. This invoice will recur once a year in the amount of \$720 from the date of signed contract.

Note: Next year's recurring invoice will total \$720.

This proposal is for the fire protection system as described above. The following below items are not included in the scope of work. If it is determined that any of the items listed below are required, they can be done at an additional cost to the proposed price. Terms & Conditions below.

Sub Total \$1,583.00

Total \$1,583.00

EXHIBIT B
SCOPE OF WORK
MAINSTREET – 130 MLK BLVD. SR. HERITAGE TRAIL

SCOPE OF WORK:

Perform annual inspection of building fire alarm system. - \$475

Includes the following:

- (1) Fire Alarm Control Panel.

- Manual pull stations, smoke detectors, duct detectors, horn strobes, strobe only and magnetic door holders.

Note: Sound test will be performed on all accessible audio visuals.

Perform annual inspection of approximately (3) building fire extinguishers. \$28.50

Price includes inspection tag and safety seal.

*Final invoice will reflect actual number of fire extinguishers inspected +/- \$9.50 each.

*Deficiencies will be quoted separate.

Included in quote:

Annual service for cellular radio fire alarm monitoring. This invoice will recur once a year in the amount of \$720 from the date of signed contract.

Note: Next year's recurring invoice will total \$720.

Total price includes a trip charge.

This proposal is for the fire protection system as described above. The following below items are not included in the scope of work. If it is determined that any of the items listed below are required, they can be done at an additional cost to the proposed price. Terms & Conditions below.

Sub Total \$1,288.50

Total \$1,288.50

EXHIBIT B
SCOPE OF WORK
MAINTENANCE SHOP – 351 TAYLOR DRIVE

SCOPE OF WORK:

Perform annual inspection of approximately (16) building fire extinguishers. \$152

Price includes inspection tag and safety seal.

*Final invoice will reflect actual number of fire extinguishers inspected +/- \$9.50 each.

*Deficiencies will be quoted separate.

Perform annual inspection of approximately (3) building emergency exit lights or signs. - \$28.50

*Final invoice will reflect actual number of exit lights inspected +/- \$9.50 each.

*Deficiencies will be quoted separate.

Total price includes a trip charge.

This proposal is for the fire protection system as described above. The following below items are not included in the scope of work. If it is determined that any of the items listed below are required, they can be done at an additional cost to the proposed price. Terms & Conditions below.

Sub Total \$245.50

Total \$245.50

EXHIBIT B
SCOPE OF WORK
STOCKBRIDGE CITY HALL – 4640 NORTH HENRY BOULEVARD

SCOPE OF WORK:

Perform annual inspection of building fire sprinkler systems. - \$605

Inspection consists of the following:

- (4) Wet pipe sprinkler systems.
- A visual walk through of all accessible fire sprinkler heads.

Perform annual inspection of (2) property backflow devices. - \$300

*Note: If vault is full of water, price will increase by \$150 for pumping out water.

Perform annual inspection of building fire alarm system. - \$475

Includes the following:

- (2) Fire Alarm Control Panels.
- Manual pull stations, smoke detectors, duct detectors, horn strobes, strobe only and magnetic door holders.

Note: Sound test will be performed on all accessible audio visuals.

Perform annual inspection of approximately (12) building fire extinguishers. \$114

Price includes inspection tag and safety seal.

*Final invoice will reflect actual number of fire extinguishers inspected +/- \$9.50 each.

*Deficiencies will be quoted separate.

Perform annual inspection of approximately (70) building emergency exit lights or signs. - \$665

*Final invoice will reflect actual number of exit lights inspected +/- \$9.50 each.

*Deficiencies will be quoted separate.

Included in quote:

Annual service for cellular radio fire alarm monitoring. This invoice will recur once a year in the amount of \$720 from the date of signed contract.

Note: Next year's recurring invoice will total \$720

This proposal is for the fire protection system as described above. The following below items are not included in the scope of work. If it is determined that any of the items listed below are required, they can be done at an additional cost to the proposed price. Terms & Conditions below.

Sub Total	<u>\$2,944.00</u>
• Total	<u>\$2,944.00</u>

EXHIBIT B
SCOPE OF WORK
STOCKBRIDGE POLICE DEPARTMENT – 4545 NORTH HENRY BOULEVARD

SCOPE OF WORK:

Perform annual inspection of building fire sprinkler systems. - \$575

Inspection consists of the following:

- (1) Wet pipe sprinkler system
- (1) Dry pipe sprinkler system
- A visual walk through of all accessible fire sprinkler heads.

Perform annual inspection of (1) property backflow device. - \$175

*Note: If vault is full of water, price will increase by \$150 for pumping out water.

Perform annual inspection of building fire alarm system. - \$475

Includes the following:

- (1) Fire Alarm Control Panel.
- Manual pull stations, smoke detectors, duct detectors, horn strobes, strobe only and magnetic door holders.

Note: Sound test will be performed on all accessible audio visuals.

Perform annual inspection of approximately (6) building fire extinguishers. \$57

Price includes inspection tag and safety seal.

*Final invoice will reflect actual number of fire extinguishers inspected +/- \$9.50 each.

*Deficiencies will be quoted separate.

Perform annual inspection of approximately (59) building emergency exit lights or signs. -\$560.50

*Final invoice will reflect actual number of exit lights inspected +/- \$9.50 each.

*Deficiencies will be quoted separate.

Included in quote:

Annual service for cellular radio fire alarm monitoring. This invoice will recur once a year in the amount of \$720 from the date of signed contract.

Note: Next year's recurring invoice will total \$720.

This proposal is for the fire protection system as described above. The following below items are not included in the scope of work. If it is determined that any of the items listed below are required, they can be done at an additional cost to the proposed price. Terms & Conditions below.

Sub Total \$2,627.50

Total \$2,627.50

EXHIBIT B

SCOPE OF WORK

MERLE MANDERS CONFERENCE CENTER & ADMINISTRATION BLDG-111 DAVIS RD

SCOPE OF WORK:

Perform annual inspection of building fire sprinkler systems. - \$375

Inspection consists of the following:

- (1) Wet pipe sprinkler system.
- A visual walk through of all accessible fire sprinkler heads.

Perform annual inspection of (2) property backflow devices. - \$300

*Note: If vault is full of water, price will increase by \$150 for pumping out water.

Perform annual inspection of building fire alarm system. - \$475

Includes the following:

- (2) Fire Alarm Control Panels.
- Manual pull stations, smoke detectors, duct detectors, horn strobes, strobe only and magnetic door holders.

Note: Sound test will be performed on all accessible audio visuals.

Perform annual inspection of approximately (11) building fire extinguishers. \$104.50

Price includes inspection tag and safety seal.

*Final invoice will reflect actual number of fire extinguishers inspected +/- \$9.50 each.

*Deficiencies will be quoted separate.

Perform annual inspection of approximately (43) building emergency exit lights or signs- \$408.50

*Final invoice will reflect actual number of exit lights inspected +/- \$9.50 each.

*Deficiencies will be quoted separate.

Included in quote:

Annual service for cellular radio fire alarm monitoring. This invoice will recur once a year in the amount of \$720 from the date of signed contract.

Note: Next year's recurring invoice will total \$720.

Total price includes a trip charge

This proposal is for the fire protection system as described above. The following below items are not included in the scope of work. If it is determined that any of the items listed below are required, they can be done at an additional cost to the proposed price. Terms & Conditions below.

Sub Total \$2,373.00

Total \$2,373.00

EXHIBIT B
SCOPE OF WORK
PUBLIC WORKS ADMINISTRATION – 321 TAYLOR DRIVE

SCOPE OF WORK:

Perform annual inspection of building fire sprinkler systems. - \$375

Inspection consists of the following:

- (1) Wet pipe sprinkler system.
- A visual walk through of all accessible fire sprinkler heads.

Perform annual inspection of (2) property backflow devices. - \$300

*Note: If vault is full of water, price will increase by \$150 for pumping out water.

Perform annual inspection of building fire alarm system. - \$475

Includes the following:

- (2) Fire Alarm Control Panels.
- Manual pull stations, smoke detectors, duct detectors, horn strobes, strobe only and magnetic door holders.

Note: Sound test will be performed on all accessible audio visuals.

Perform annual inspection of approximately (4) building fire extinguishers. \$38

Price includes inspection tag and safety seal.

*Final invoice will reflect actual number of fire extinguishers inspected +/- \$9.50 each.

*Deficiencies will be quoted separate.

Perform annual inspection of approximately (34) building emergency exit lights or signs. - \$323

*Final invoice will reflect actual number of exit lights inspected +/- \$9.50 each.

*Deficiencies will be quoted separate.

Included in quote:

Annual service for cellular radio fire alarm monitoring. This invoice will recur once a year in the amount of \$720 from the date of signed contract.

Note: Next year's recurring invoice will total \$720.

Total price includes a trip charge

This proposal is for the fire protection system as described above. The following below items are not included in the scope of work. If it is determined that any of the items listed below are required, they can be done at an additional cost to the proposed price. Terms & Conditions below.

Sub Total \$2,296.00

Total \$2,296.00

EXHIBIT B
SCOPE OF WORK
MUNICIPAL COURT – 4602 NORTH HENRY BOULEVARD

SCOPE OF WORK:

Perform annual inspection of building fire alarm system. - \$475

Includes the following:

- (1) Fire Alarm Control Panel.

- Manual pull stations, smoke detectors, duct detectors, horn strobes, strobe only and magnetic door holders.

Note: Sound test will be performed on all accessible audio visuals.

Perform annual inspection of approximately (15) building fire extinguishers. \$142.50

Price includes inspection tag and safety seal.

*Final invoice will reflect actual number of fire extinguishers inspected +/- \$9.50 each.

*Deficiencies will be quoted separate.

Perform annual inspection of approximately (41) building emergency exit lights or signs. - \$389.50

*Final invoice will reflect actual number of exit lights inspected +/- \$9.50 each.

*Deficiencies will be quoted separate.

Included in quote:

Annual service for cellular radio fire alarm monitoring. This invoice will recur once a year in the amount of \$720 from the date of signed contract.

Note: Next years recurring invoice will total \$720.

Total price includes a trip charge.

This proposal is for the fire protection system as described above. The following below items are not included in the scope of work. If it is determined that any of the items listed below are required, they can be done at an additional cost to the proposed price.

Sub Total \$1,792.00

Total \$1,792.00

End of Exhibit B.

EXHIBIT C
E-VERIFY

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor(s) Name: Deesco of Georgia LLC, dba Deesco Fire Protection

Address: 4000 Dekalb Technology Parkway, Suite 430
Atlanta, GA 30340

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Stockbridge within five (5) business days after any subcontractor(s) is/are retained to perform such service.

1550424

E Verify™ Company Identification Number

6/4/2020

Date of Authorization

Jason A Dees

BY: Authorized Officer or Agent
Entity)

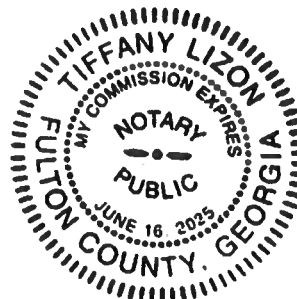
Jason A Dees - 4/11/2025

Date (Name of Person or

SUBSCRIBED ANDWORN BEFORE ME
ON THIS THE

11th DAY OF April, 2025

My Commission Expires: 6.16.2025



[Signature]

* or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603

End of Exhibit C.

EXHIBIT D
COST SCHEDULE

LOCATION	COST
➤ AMPHITHEATER	\$4,886.50 Per Year
➤ WASTE WATER TREATMENT PLANT	\$1,583.00 Per Year
➤ MAIN STREET	\$1,288.50 Per Year
➤ MAINTENANCE	\$245.50 Per Year
➤ CITY HALL	\$2,944.00 Per Year
➤ POLICE DEPARTMENT	\$2,627.50 Per Year
➤ MERLE MANDERS CONFERENCE & ADMIN	\$2,373.00 Per Year
➤ PUBLIC WORKS ADMIN	\$2,296.00 Per Year
➤ MUNICIPAL COURT	\$1,792.00 Per Year

End of Exhibit D.

Request For Quotes - COS Fire Protection Services - Feb 13, 2025

Revised March 14, 2025

DEESCO Fire Protection			Monitoring Fees	14,276.00 + 5,760.00
Amphitheater	\$ 4,166.50	Each cost includes inspections	\$ 720.00	
City Hall	\$ 2,224.00		\$ 720.00	
Main Street	\$ 568.50		\$ 720.00	
Merle Manders (Admin. & Conf. Ctr)	\$ 1,653.00		\$ 720.00	
Municipal Court	\$ 1,072.00		\$ 720.00	
Police Department	\$ 1,907.50		\$ 720.00	
Public Works	\$ 1,576.00		\$ 720.00	
Maintenance Shop	\$ 245.50		\$ -	
Waste Water Treatment Plan	\$ 863.00		\$ 720.00	
Accumulative Total	\$ 14,276.00		\$ 5,760.00	\$ 20,036.00

Summit Fire & Security			Vendor Eliminated from Process
City Hall	\$	1,760.00	
Municipal Court	\$	1,090.00	
Pollice Dept.	\$	1,425.00	
Amphitheater	\$	2,835.00	
Main Street	\$	325.00	
Merle Manders (Conference Ctr. & Admin)	\$	1,560.00	
Public Works	\$	1,560.00	
Maintenance Shop	\$	325.00	
Wastewater Water Treatment Plant	\$	1,090.00	
Accumulative Total	\$	11,970.00	

Patriot Fire Protection				
City Hall	\$ 3,321.49		\$ 1,616.38	17,607.70 + 12,931.04
Municipal Court	\$ 1,499.57		\$ 1,616.38	
Police Department	\$ 2,703.13	Wireless Monitoring	\$ 1,616.38	
Amphitheater	\$ 4,206.05	Wireless Monitoring	\$ 1,616.38	
Main Street	\$ 539.69		\$ 1,616.38	
Merle Manders Conference Center	\$ 2,052.25	Wireless Monitoring	\$ 1,616.38	
Merle Manders Admin	\$ 159.85			
Public Works Admin	\$ 1,915.09		\$ 1,616.38	
Maintenance Shop	\$ 291.29			
Waste Water Treatment Plant	\$ 919.29	Wireless Monitoring	\$ 1,616.38	
Accumulative Total	\$ 17,607.70		\$ 12,931.04	\$ 30,538.74

Cost = Difference \$ 10,502.74

A photograph of the Stockbridge City Hall building, a two-story brick structure with a central cupola and several large windows. The image is overlaid with a teal tint.

Stockbridge

Where Community Connects

CONTRACT APPROVAL RESOLUTION
DEESCO Fire Prevention Services Contract Renewal

Ryan Anderson, MPPA, CPM— September 14, 2026

Action Requested



Council Approval Requested

Approval of a **Resolution** authorizing the City of Stockbridge to exercise the 2027 contract renewal option for Fire Prevention Services with DEESCO.



Renewal Terms & Budget

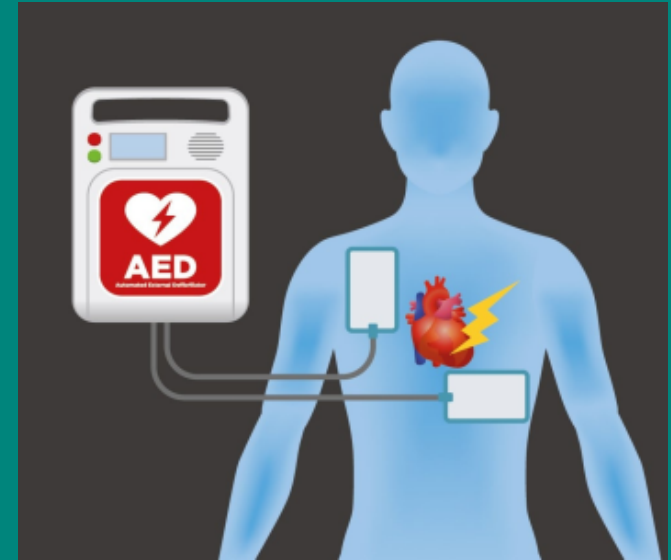
The contract renewal covers Fire Prevention Services services for a 12-month term from **January 1, 2027 through December 31, 2027** at an annual cost of **\$100,000**.

Scope of Services

- ❑ Core Services Provided: Comprehensive fire protection, system maintenance, and safety compliance across municipal facilities.
- ❑ Vendor History: Selected under RFQ 2025-0005; continuing satisfactory performance in the primary term and first renewal.
- ❑ Compliance: Aligns with city fiscal responsibility mandates for public fund expenditures.

Key Update

Includes budget adjustments to replace all city-owned Automated External Defibrillators (AEDs).



Request for Approval

Staff respectfully requests Council approval of a \$100,000 contract renewal with DEESCO for Fire Prevention Services for fiscal year 2027

Ryan Anderson, MPPA, CPM
Director, Community Development
Randerson@stockbridgega.org

**STATE OF GEORGIA
HENRY COUNTY
CITY OF STOCKBRIDGE**

RESOLUTION NO. 25-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA
APPROVING THE CONTRACT RENEWAL FOR FIRE PROTECTION SERVICES WITH
DEESCO FIRE PROTECTION; AND FOR OTHER PURPOSES.**

WHEREAS, the City of Stockbridge is charged with being fiscally responsible concerning the use and expenditure of public funds; and

WHEREAS, the Department of Community Development and Fire Department seek Council approval to exercise the second optional renewal year of Contract No. RFQ 2025-0005 for Fire Protection Services with DEESCO Fire Protection for the period January 1, 2027 through December 31, 2027; and

WHEREAS, DEESCO Fire Protection provides fire protection services to the City; and

WHEREAS, DEESCO Fire Protection has performed these services in a satisfactory manner; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA, AS FOLLOWS:

SECTION 1. APPROVAL OF CONTRACT RENEWAL.

The City Council hereby approves the 2027 renewal of Contract No. RFQ 2025-0005 with DEESCO Fire Protection for Fire Protection Services for the period January 1, 2027 through December 31, 2027. The contract renewal amount shall be as authorized in the approved FY2027 budget. The Mayor is authorized to execute all necessary documents, and the City Manager is authorized to implement this Resolution.

SECTION 2. SEVERABILITY.

If any provision of this Resolution is declared invalid, the remaining provisions shall remain in full force and effect.

SECTION 3. REPEAL OF CONFLICTING PROVISIONS.

All resolutions or parts of resolutions in conflict herewith are hereby repealed.

SECTION 4. EFFECTIVE DATE.

This Resolution shall become effective immediately upon adoption.

SO RESOLVED this ____ day of _____, 2026.

JAYDEN WILLIAMS, Mayor

ATTEST:

CASSANDRA LESTER, Interim City Clerk

APPROVED AS TO FORM:

QUINTON WASHINGTON, City Attorney



City of Stockbridge

AGENDA ITEM

MEETING DATE

SEPTEMBER 14, 2026

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
- ☐ GRANT FUNDING
- ☐ TRAFFIC CAMERA FUNDING
- ☐ PARTNER/SPONSOR
- ☐ DEPARTMENT FUND BALANCE
- ☐ BOND

ACCOUNT TRANSFER FROM:

ACCOUNT TRANSFER TO:

PRESENTER: Ryan Anderson

DEPARTMENT: Community Development

ITEM/PROJECT/EVENT:

CPL ARCHITECTS, ENGINEERS AND LANDSCAPE ARCHITECTS 2027 CONTRACT RENEWAL. Council consideration of a 2027 contract extension with CPL Architects, Engineers and Landscape Architects, D.P.C. for professional Planning services to update the Unified Development Code (UDC). Request for Proposals Contract No. R25.18842.00. Request for City Council's approval of the first (1st) optional renewal year, January 1 through December 31, 2027. GL: 100-74100-521200. Financial Impact: \$27,761.20.

BACKGROUND INFORMATION:

The City Council approved a contract with CPL Architects, Engineers and Landscape Architect, D.P.C. (P.C.) in Fiscal Year 2026 to provide professional planning services associated with updating the City's Unified Development Code (UDC), including research, public engagement, ordinance drafting, and support through the adoption process. The agreement established an initial term through December 31, 2026, with the option to renew for one additional twelve-month period under the same terms and conditions. Renewal of the contract for Fiscal Year 2027 will allow the City to continue receiving professional planning services necessary to complete and implement UDC updates, maintain compliance with state law, and support the City's long-term development goals.

SIGNATURES:

CITY MANAGER

Frank S. Milazi

eSigned via GovOS.com

Key: Ted53636-d898-4ade-b417-932d73311167

eSigned via GovOS.com

CITY TREASURER

Quinton G. Washington

Key: 9f176c0b-1628-4926-950b-2bf013c5f7b9

CITY ATTORNEY

eSigned via GovOS.com

Shawn Edmondson

Key: 3268d159-4d63-438f-940b-014ea0428880

☒ FINANCIAL IMPACT ☐ N/A

AMOUNT:

\$27,761.20

ATTACHMENTS:

☐

ITEM/PROJECT/EVENT:

CPL ARCHITECTS, ENGINEERS AND LANDSCAPE ARCHITECTS 2027 CONTRACT RENEWAL.

STAFF RECOMMENDATION:

APPROVAL.

eSigned via GovOS.com
R. Ryan Anderson
Key: 7cb6a9e3-7863-4556-a458-502734485a09

A photograph of the Stockbridge City Hall building, a two-story brick structure with a central cupola and several large windows. The image is overlaid with a teal tint.

Stockbridge

Where Community Connects

CONTRACT APPROVAL RESOLUTION

Professional Planning Services Contract Renewal (Unified Development Code Update)

Ryan Anderson, MPPA, CPM— September 14, 2026

Action Requested



Council Approval Requested

Approval of Resolution authorizing the City of Stockbridge to exercise the 2027 contract renewal option for Professional Planning Services with **CPL Architects, Engineers, and Landscape Architect, D.P.C.**



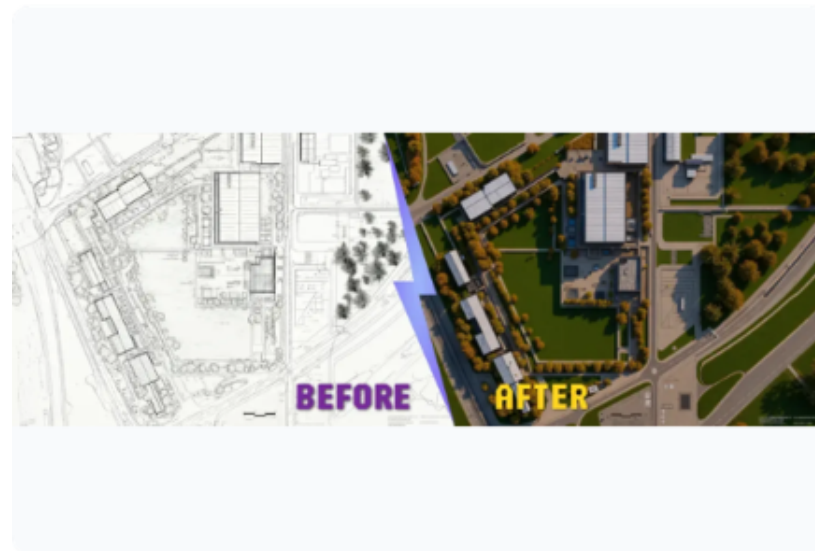
Renewal Terms & Budget

The contract renewal covers continued updates to the City's Unified Development Code (UDC) for a 12-month term from **January 1, 2027 through December 31, 2027** in the amount of **\$27,761.20**.

Scope of Planning Services



- ❑ **Unified Development Code (UDC) Update:** Modernizing land development regulations, zoning guidelines, and municipal design standards.
- ❑ **Multi-Disciplinary Expertise:** Accessing specialized planning, architectural, and landscape design advisory support.
- ❑ **Community & Zoning Alignment:** Structuring development ordinances to foster vibrant, high-quality, and sustainable growth
- ❑ **City Planning Support:** Direct collaboration with the Department of Community Development and City leadership



Budget and Financial Breakdown

\$27,761.20

2027 Contract Renewal

Unified Development Code Update

Fiscal Responsibility & Funding Allocation

The Department of Community Development has budgeted for these essential planning services to complete the UDC modernization project in 2027.

- ❑ Fixed Deliverable Budget: \$27,761.20 covers all technical planning, code drafting, and consulting services.
- ❑ Contract Term: Effective January 1, 2027 through December 31, 2027.
- ❑ Efficient Use of Public Funds: Protects municipal investments while securing professional urban planning expertise.

Requested Council Action



Staff respectfully requests that the Mayor and City Council approve the renewal of the Professional Planning Services contract for the Unified Development Code Update, in an amount not to exceed \$27,761.20, for the term January 1 through December 31, 2027.

Ryan Anderson, MPPA, CPM
Director, Community Development
Randerson@stockbridgega.org

**STATE OF GEORGIA
HENRY COUNTY
CITY OF STOCKBRIDGE**

RESOLUTION NO. 25-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA
APPROVING THE CONTRACT RENEWAL FOR PROFESSIONAL PLANNING SERVICES
WITH CPL ARCHITECTS, ENGINEERS, AND LANDSCAPE ARCHITECT, D.P.C.; AND FOR
OTHER PURPOSES.**

WHEREAS, the City of Stockbridge is charged with being fiscally responsible concerning the use and expenditure of public funds; and

WHEREAS, the Department of Community Development seeks Council approval to exercise the 2027 renewal option for Professional Planning Services with CPL Architects, Engineers, and Landscape Architect, D.P.C., for the continued update of the City's Unified Development Code in the amount of \$27,761.20; and

WHEREAS, CPL Architects, Engineers, and Landscape Architect, D.P.C. provides professional planning services to support the City's Unified Development Code update process; and

WHEREAS, CPL Architects, Engineers, and Landscape Architect, D.P.C. has performed these services in a satisfactory manner; and

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY
OF STOCKBRIDGE, GEORGIA, AS FOLLOWS:**

SECTION 1. APPROVAL OF CONTRACT RENEWAL.

The City Council hereby approves the 2027 renewal of the Professional Planning Services Contract with CPL Architects, Engineers, and Landscape Architect, D.P.C. in the amount of Twenty-Seven Thousand Seven Hundred Sixty-One Dollars and Twenty Cents (\$27,761.20) for the period January 1, 2027, through December 31, 2027. The Mayor is authorized to execute all necessary documents, and the City Manager is authorized to implement this Resolution.

SECTION 2. SEVERABILITY.

If any provision of this Resolution is declared invalid, the remaining provisions shall remain in full force and effect.

SECTION 3. REPEAL OF CONFLICTING PROVISIONS.

All resolutions or parts of resolutions in conflict herewith are hereby repealed.

SECTION 4. EFFECTIVE DATE.

This Resolution shall become effective immediately upon adoption.

SO RESOLVED this ____ day of _____, 2026.

JAYDEN WILLIAMS, Mayor

ATTEST:

_____ (SEAL)
CASSANDRA LESTER, Interim City Clerk

APPROVED AS TO FORM:

QUINTON WASHINGTON, City Attorney