



**CITY OF JONESBORO
Work Session
170 SOUTH MAIN STREET
April 2, 2018 – 6:00 PM**

NOTE: As set forth in the Americans with Disabilities Act of 1990, the City of Jonesboro will assist citizens with special needs given proper notice to participate in any open meetings of the City of Jonesboro. Please contact the City Clerk's Office via telephone (770-478-3800) or email at rclark@jonesboroga.com should you need assistance.

Agenda

- I. CALL TO ORDER - MAYOR JOY B. DAY**
- II. ROLL CALL - RICKY L. CLARK, JR., CITY MANAGER**
- III. INVOCATION**
- IV. ADOPTION OF AGENDA**
- V. WORK SESSION**
 1. Discussion regarding replacement of Air Conditioning Unit for City Hall.
 2. Discussion regarding purchase of new firewall system for the City server.
 3. Discussion regarding Memorandum of Understanding by and between the City of Jonesboro and Clayton County to establish the parameters for the collaboration of the City and County on the Jonesboro 2018 Summer Concert Series.
 4. Discussion regarding use of Lee Street Park by Councilman Alfred Dixon for an event to be held on Saturday, April 21, 2018.
 5. Discussion regarding appointments to the Clayton County Land Bank Authority.
 6. Discussion regarding Resolution #2018-04 recognizing Georgia Cities Week.
- VI. OTHER BUSINESS**
 - A. Executive Session for the purpose of discussing Personnel Related Matters and Real Estate.
- VII. ADJOURNMENT**

Timco Heating and Air, Inc
 5309 Palmero Ct
 Buford, GA 30518 US
 carey@timcoair.com



PROPOSAL

ADDRESS

City of Jonesboro

PROPOSAL # 1025

DATE 03/08/2018

DATE	ACTIVITY	QTY	AMOUNT
03/01/2018	Services	1	3,800.00
	INSTALL:		
	EQUIPMENT:		
	(1) 2 Ton gas split system		
	(1) Trane 70,000 BTU gas furnace		
	(1) 2 Ton Trane up flow coil		
	(1) Trane 2 ton condenser		
	MISCELLANEOUS:		
	Labor		
	Demo		
	Start-up		
	TOTAL		\$3,800.00

Accepted By

Accepted Date

- Quotation - New Firewall System

Staff Recommendation *(Type Name, Title, Agency and Phone)*

Approval

QUOTE CONFIRMATION



DEAR NATHAN EISNER,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JRDD552	3/23/2018	SONICWALL/WASP	4828507	\$1,392.00

QUOTE DETAILS					
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE	
SONICWALL TZ300 PROMO 3YR AGSS FREE FIREWALL trade up prior gen SW product	1	4871596	\$1,032.00	\$1,032.00	
Mfg. Part#: 01-SSC-3029					
UNSPSC: 43222501					
Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)					
Wasp Ubiquiti UniFi Long Range Wireless Access Point	1	3165281	\$360.00	\$360.00	
Mfg. Part#: 633808391522					
UNSPSC: 43223108					
Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)					

PURCHASER BILLING INFO	SUBTOTAL	\$1,392.00
Billing Address: CITY OF JONESBORO JOAN JONES 124 NORTH AVE JONESBORO, GA 30236-8409	SHIPPING	\$0.00
Phone: (770) 478-3800	GRAND TOTAL	\$1,392.00
Payment Terms: Net 30 Days-Govt State/Local		
DELIVER TO		
Shipping Address: CITY OF JONESBORO JOAN JONES 124 NORTH AVE JONESBORO, GA 30236-8409	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
Phone: (770) 478-3800		
Shipping Method: UPS Ground (2- 3 Day)		

Need Assistance? CDW•G SALES CONTACT INFORMATION				
	Halcyon Retseck		(877) 685-8887	halcret@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at
<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager

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**CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary**

Agenda Item #

-3

5.3

COUNCIL MEETING DATE
April 2, 2018

Requesting Agency (Initiator) Office of the City Manager	Sponsor(s)		
Requested Action <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Discussion regarding Memorandum of Understanding by and between the City of Jonesboro and Clayton County to establish the parameters for the collaboration of the City and County on the Jonesboro 2018 Summer Concert Series.			
Requirement for Board Action <i>(Cite specific Council policy, statute or code requirement)</i>			
Is this Item Goal Related? <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes			
Summary & Background	<i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i>		
<p>Over the past three years, the Summer Concert Series has grown exponentially. Based upon a commitment of the City Council to provide enhanced quality of life opportunities and local sponsorships, the series has remained free of charge to event goers. Last year alone, we raised over \$40K in sponsorship dollars.</p> <p>This year, due to the County approval of a new Intergenerational Recreation Center to be housed at International Park, there is a need to relocate the Thursday Sip & Sounds event, hosted by Chairman Jeff Turner. After substantial conversation with COO Detrick Stanford, a Memorandum of Understanding is being presented have a partnership by and between the City of Jonesboro and Clayton County for the 2018 Summer Concert Series. This partnership would include three additional concert dates added to our calendar and fireworks added to our July 7th concert. Those concerts would be held on Thursday's starting at 5:00 p.m.</p>			
The schedule for our 2018 Concert Series is as follows:			
<ul style="list-style-type: none"> • May 12, 2018 – Mother's Day 30 Days of Jazz Concert – 7:00 p.m. • June 3, 2018 – City Concert (Tribute to the Eagles) – 7:00 p.m. • June 21, 2018 – Sip & Sounds • July 7, 2018 – City Concert (Fireworks funded by the County) – 7:00 p.m. • July 19, 2018 – Sip & Sounds • August 4, 2018 – City Concert – 7:00 p.m. • August 16, 2018 – Sip & Sounds 			
As per the Memorandum of Understanding, the City shall bear primary responsibility for the planning and execution of the concert series, including, talent acquisition; furnishing, preparation and maintenance of the concert venue; provision of audiovisual equipment and personnel; and marketing and promotion of the concert series. It is understood that the City's City Manager and the County's Chief Operating Officer will work together to identify appropriate talent to perform on the various installments of the Concert Series. The County will provide an investment of \$20,000 for the series.			
<p><u>2017 Summer Concert P&L</u></p> <p>Income:</p> <table> <tr> <td>Sponsorship</td> <td>\$35,250.00</td> </tr> </table>		Sponsorship	\$35,250.00
Sponsorship	\$35,250.00		

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title Ricky L. Clark, City Manager	Date April, 2, 2018	
Signature	City Clerk's Office	

Concessions	\$ 705.00
Vendors	\$7,000.00
Total Income:	\$ 42,955.00

Expenses:

Talent	\$18,200.00
Fixtures	\$3,958.86
Marketing	\$1,487.25
Trinkets	\$1,131.96
Sound	\$15,596.50
Fireworks	\$5,200.00
Portable Toilets	\$2,995.00
Total Expenses:	\$ 48,569.57

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

- Memorandum of Understanding - Clayton County - Summer Concert Series

Staff Recommendation (Type Name, Title, Agency and Phone)**Approval**

MEMORANDUM OF UNDERSTANDING
between
City of Jonesboro, Georgia
and
Clayton County, Georgia

This Memorandum of Understanding (“MOU”) is between the **City of Jonesboro, Georgia** a municipal corporation and a political subdivision of the state of Georgia (“City”) and Clayton County, Georgia, a political subdivision of the State of Georgia (“County”) (the City and County collectively, the “Parties”).

1. Purpose and Term.

The purpose of this MOU is to establish the parameters for the collaboration of the City and County on the Jonesboro 2018 Summer Concert Series (“Concert Series”). The term of this MOU will begin on the date of signature by the last party to sign as indicated next to their respective signatures below and shall expire on August 31, 2018, unless extended by mutual agreement in writing by the Parties.

2. The Concert Series

The City [and County] will host its 2018 Summer Concert Series at [Lee Street Park] on the following tentative schedule:

- May 12, 2018 – Mother’s Day 30 Days of Jazz Concert – 7:00 p.m.
- June 3, 2018 – City Concert (Tribute to the Eagles) – 7:00 p.m.
- June 21, 2018 – Sip & Sound
- July 7, 2018 – City Concert (Fireworks funded by the County) – 7:00 p.m.
- July 19, 2018 – Sip & Sound
- August 4, 2018 – City Concert – 7:00 p.m.
- August 16, 2018 – Sip & Sounds

3. Responsibilities of the City.

The City shall bear primary responsibility for the planning and execution of the concert series, including, talent acquisition; furnishing, preparation and maintenance of the concert venue; provision of audiovisual equipment and personnel; and marketing and promotion of the concert series. It is understood that the City’s City Manager and the County’s Chief Operating Officer will work together to identify appropriate talent to perform on the various installments of the Concert Series.

4. Responsibilities of the County.

The County shall assist the City with venue setup and breakdown prior to and at the conclusion of each concert that is part of the Concert Series. In addition, the County will provide an investment of \$20,000.00 for use toward the expenses of the Concert Series and will assist the City with marketing and promotion of the Concert Series.

5. Modification or Termination.

This MOU constitutes the entire agreement between the Parties and no oral understanding not incorporated herein will be binding on any party. This MOU may only be modified, altered or revised by the mutual consent of the Parties in writing signed by all Parties. This MOU may be terminated by either Party by giving thirty (30) days written notice prior to the effective date of such termination.

6. Severability.

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU will continue in full force and effect.

7. Execution in Counterparts.

This MOU may be executed in any number of counterparts, each of which so executed will be deemed to be an original and will together constitute one and the same MOU.

IN WITNESS HEREOF, the Parties have executed this Agreement on the dates indicated below.

CITY OF JONESBORO

By: _____
Joy B. Day
Its: Mayor
Date: _____

CLAYTON COUNTY, GEORGIA

By: _____
Jeffery Turner
Its: Commission Chairman
Date: _____



CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

- 4

5.4

COUNCIL MEETING DATE
April 2, 2018

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Councilmember Dixon

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Discussion regarding use of Lee Street Park by Councilman Alfred Dixon for an event to be held on Saturday, April 21, 2018.

Requirement for Board Action *(Cite specific Council policy, statute or code requirement)*

Is this Item Goal Related? *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

Yes Recreation, Entertainment and Leisure Opportunities

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Councilman Alfred Dixon is requesting the use of Lee Street Park for a Family Matters event to be held on Saturday, April 21, 2018 from 3:00 p.m. until 8:00 p.m.

Based upon the information submitted, the Vision for the event is "to foster a collaborative relationship between our City, schools, residents and businesses."

Mission Statement:

The community-focused Family Matters is geared to unite educators, community leaders, members, and the families in the community to provide academic updates and information regarding our youth. This day is planned to be fun-filled featuring grilled food, family activities, live entertainment, school supplies, and community resource vendors and much more.

Based upon the Lee Street Park Rules & Regulations, any fee waivers require the approval of Mayor & Council. As a matter of practice, employees and councilmembers have been afforded the use of our facilities, free, one time per year.

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

- Lee Street Park Rental - Family Matters (Dixon)
- Family Matters Event LOI

Staff Recommendation *(Type Name, Title, Agency and Phone)*

Approval

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

April, 2, 2018

Signature

City Clerk's Office



CITY OF JONESBORO

124 North Avenue
Jonesboro, Georgia 30236
www.jonesboroqa.com

LEE STREET PARK AMPHITHEATRE / PAVILION RENTAL PACKET

“OFFICE OF THE CITY CLERK”



Lee Street Park

155 Lee Street
Jonesboro, Georgia 30236
www.jonesboroqa.com

For additional information, please contact City Hall at (770)478-3800
Monday – Friday, 8:00 a.m. – 5:00 p.m.

APPLICATION FOR A SPECIAL EVENT |

LEE STREET PARK AMPHITHEATRE / PAVILION RENTAL PACKET

"OFFICE OF THE CITY CLERK"

GENERAL RENTAL INFORMATION

PLEASE NOTE:

As with all our parks, reservations include only the area you have specifically requested. The activities of your event must be contained to the area reserved. The remainder of the park is still available to the general public to enjoy. There is no designated parking for event reservations. Please plan accordingly.

RENTAL INFORMATION:

- Handicap accessible.
- Available daily, unless prior reserved.
- Available rental hours are between 8am – 11:00 pm unless otherwise approved
- Reservations may be made up to 1 year in advance, but no less than 30 days prior to use, unless they do not require supplemental documentation.

THE FACILITY OFFERS THE FOLLOWING AMENITIES:

- Farmers Market Area w/ Electrical Outlets
- Large Amphitheatre Stage
- Small Stage to Accommodate Smaller Events
- Covered Pavilion
- _____ Capacity Limit
- Recycling & Garbage Receptacles
- Park Benches
- Wheelchair Accessible

FEES AND RETURN POLICY

The Reservation fee is determined by the "Facility Rental Rate" chart located below. All renters pay a Non-Refundable Cleaning Fee of \$50, and a Refundable Deposit as indicated below. The refundable Deposit is to offset potential damage costs. If there is no damage, the deposit will be automatically refunded within five (5) business days after your reservation. To hold a reservation date, the Cleaning Fee, and Refundable Deposit (\$550) must be paid at the time of request. The **Reservation Fee must be paid 30 days prior to the reservation date** listed on the application.

Facility Rental Rates

	Rate I	Rate II	Rate III
Type of Event: *3 Hour Minimum	<ul style="list-style-type: none"> • Open or closed to public • Generate NO sales • NO Admission/Entry Fees • NO Concessions • NO Sponsor Signage Allowed 	<ul style="list-style-type: none"> • Open to public • Generate Sales • Admission/Entry Fees • Concessions • Sponsor signage allowed 	<ul style="list-style-type: none"> • Closed to public • Generate Sales • Admission/Entry Fees • Concessions • Sponsor Signage Allowed
Large Amphitheatre	<ul style="list-style-type: none"> • \$200 per hour • \$500 Refundable Deposit 	<ul style="list-style-type: none"> • \$300 per hour / • \$500 Refundable Deposit 	<ul style="list-style-type: none"> • \$500 per hour • \$500 Refundable Deposit
Small Amphitheatre	<ul style="list-style-type: none"> • \$100 per hour • \$300 Refundable Deposit 	<ul style="list-style-type: none"> • \$200 per hour • \$300 Refundable Deposit 	<ul style="list-style-type: none"> • \$400 per hour • \$300 Refundable Deposit
Farmers Market Area	<ul style="list-style-type: none"> • \$50 per hour • \$100 Refundable Deposit 	<ul style="list-style-type: none"> • \$100 per hour • \$100 Refundable Deposit 	<ul style="list-style-type: none"> • \$150 per hour • \$100 Refundable Deposit

LEE STREET PARK AMPHITHEATRE / PAVILION RENTAL PACKET

"OFFICE OF THE CITY CLERK"

Pavilion Rental

	<u>Rate I</u>	<u>Rate II</u>	<u>Rate III</u>
Type of Event: *3 Hour Minimum	<ul style="list-style-type: none"> • City Resident 	<ul style="list-style-type: none"> • Non Resident 	<ul style="list-style-type: none"> • County School • Government Entity
Pavilion	<ul style="list-style-type: none"> • \$50 per hour • \$20 per additional hour • \$150.00 Refundable Deposit 	<ul style="list-style-type: none"> • \$100 per hour • \$25 per additional hour • \$150.00 Refundable Deposit 	<ul style="list-style-type: none"> • Approval by Council

Cancellations received 30 days or more prior to the reservation date will receive a refund of all fees. If the applicant fails to provide at least 30 days cancellation notice, 20% of the Reservation Fee will be deducted before the refund is issued. Changes made to a reservation, 30 days or less from the original reservation date, will be charged 10% of the original reservation fee. We will not accommodate any minor changes to the reservation with less than 7 days notice, major changes no less than 30 days notice.

INSURANCE POLICY

If the applicant is using either of the Amphitheatre Areas (Large and/or Small Stage) for any of the activities listed below, and/or the activity includes more than 100 people, the applicant shall submit a Certificate of Liability Insurance in the amount of at least \$2,000,000 per occurrence with an endorsement naming the City of Jonesboro as an additional named insure before the application is approved.

1. Sale of Alcohol, food, beverages or souvenirs.
2. Event open to the General Public
3. Conducting Business (*trade shows*).
4. Involving animals
5. Non-Sanctioned sporting event.

ALCOHOL

- Only Beer and Wine can be served.
- Permission to serve and/or sell alcohol is only granted if:
 1. Services is done by a Licensed Alcohol Caterer and/or State of GA permitted Alcohol Server.
 2. Service must be done in a designated, monitored area.
 3. A Certificate of Liability in the amount of \$2,000,000 must be obtained and must include Host Liquor Liability.
 4. A City of Jonesboro Alcohol Permit must be approved.

LEE STREET PARK AMPHITHEATRE / PAVILION RENTAL PACKET

"OFFICE OF THE CITY CLERK"

5. If alcohol will be sold or included as part of an admission price, permission will be granted if:
 - a. Jonesboro Temporary Sales License is obtained. It must be displayed or made available upon request during the scheduled event.
6. The consumption of alcohol is restricted to the area of the park that has been reserved.
7. The City Clerk must receive copies of the required documents 30 days prior to the event.
8. The State of GA Caterer License and/or Jonesboro's server's permit must be available upon request during the scheduled event.
9. If found to be in violation of any of the above mentioned requirements, the City reserves the right to terminate alcohol service.

FOOD

- The City of Jonesboro is not responsible for health issues related to any food consumed at the event.
- Caterers are required to show proof of current Food Handlers Permit from Clayton County Board of Health.
- Individuals or groups planning to provide food at a public event, where it is prepared or served for consumption, are required to have proof of current Food Handlers Permit.

DECORATIONS

- Use of scotch tape or masking tape is not permitted on any walls throughout the Park.
- ABSOLUTELY NO bird seed, metallic confetti or rice, it's harmful to our environment.
- Candles are limited to those in glass bowls, where the flame is no higher than the glass.
- No signs or decorations shall be affixed to any trees, utility poles, buildings, or structures unless the City provides prior approval.

SEATING AND USE OF TENTS

- Extra seating and tents are the responsibility of the applicant.
- If seating is requested for any location on the lawn or amphitheater, only lawn or san-chair style seating is allowed. (This is a result of other chair puncturing the ground and damaging the irrigation system.)
- Tents requested for the lawn must be tethered down by weights, not by stakes. If weighted with water, the City of Jonesboro is not responsible for providing the water.

MUSIC

- Use of amplified sound requires adherence to City of Jonesboro Code of Ordinances, which requires that music or sound must be contain within the boundaries of the park. We reserve the right to check decibel level at the boundaries of the park.

CLEAN UP PROCESS

The applicant is responsible for removal of all decorations and any items of property brought to the Park. Trash shall be deposited in appropriate receptacles. If there is more trash than the receptacles will allow, the applicant is responsible for removal of extra trash from the grounds. Prior to leaving the facility, the applicant is responsible for cleaning and placing in order all areas used. If the site is left in good condition and no damage has occurred, the Deposit will be refunded within five (5) business days after the reservation fee. Any additional costs for clean up or damage above and beyond the Deposit amount shall be paid by the applicant.

APPROVAL OF APPLICATION

The City Clerk and Mayor will determine if the reservation request is appropriate for the facility. **Reservations are not confirmed until all required documents, full payment of all fees and deposit have been received.** The City may cancel or deny the application of any person or group when it is determined by the City that the proposed use of the facility will not be in the best interest of the City. A copy of the approved permit will be provided to the applicant and notice of the event will be forwarded to the Police & Public Works Departments.

WEDDINGS / LARGE SPECIAL EVENTS

- Mandatory meeting with City Clerk prior to event & application approval.
- Reservation time increase to 10pm for clean-up only.
- Only one event scheduled per day within 9am – 9pm time frame, as opposed to two per day for normal reservations.

SECURITY

One (1), off-duty, City of Jonesboro Police Officer, when available, must be provided by the renter for every 100 persons. The Officer shall be compensated \$35 per hour. The name of the Officer(s) assigned, must be provided to the City Clerk no later than seven (7) days prior to the event.



CITY OF JONESBORO

124 North Avenue
Jonesboro, Georgia 30236
www.jonesboroga.com

APPLICATION FOR USE OF LEE STREET PARK

"OFFICE OF THE CITY CLERK"

- ✓ Please print legibly or type and fill out form completely.
- ✓ Submit application and pay all fees at least 30 days prior to use.
- ✓ Make payment by Credit Card, Cash or Cashier's Check payable to *City of Jonesboro*.
- ✓ If applicable, attach a copy of the Certificate of Liability naming the City as an additional Insured, Temporary Sales License, Liquor Liability Insurance, Food Handlers Permit.

**Area(s) Requested
(Please Check)**

Large Amphitheater _____
Small Amphitheater _____
Market Area _____
Pavilion _____

APPLICANT INFORMATION

Organization Name (If Applicable)	Person Responsible for Reservation <i>Alfred Dixon</i>	
Address: <i>154 Huie Street</i>	Home Phone #: <i>678 622 6503</i>	Other Phone #:
City/Zip Code: <i>Jonesboro, GA 30236</i>	Email Address: <i>adixon@jonesboroga.com</i>	

RESERVATION INFORMATION

Day of Week (circle): M T W TH F S SU REQUESTED DATE: *April 21, 2018*

Reservation - START TIME: *2:00* PM/PM (including set-up) END TIME: *8:00* AM/PM (Including clean-up)

Event Name: *Family Matters* Total Expected Attendance: *500*

Contact Person on Day of Event: *Alfred Dixon* Contact # on Day of Event: *678 622 6503*

Type of Activity:

Birthday Party Company Picnic Concert Fundraiser Wedding Other *Community Event*

This event will be: (check all that apply)

Closed to the public/invited guest only Open to the public Generating Sales (i.e. admission fees, concessions, or entry fees)

Use of Electricity

Please indicate any other special assistance from our Public Works Department you will need (ex. Extra garbage receptacles, etc.):

Are there any entertainment features related to your event? No Yes*

* Number of Performers: 2 Performer Name(s) T&D Performance Type: National Anthem

Will sound amplification be used? No Yes*

* Start Time: 2:00pm End Time: 8:00pm Describe Sound equipment used: Live DJ, Speakers, Amp

Will you be erecting and using any tents or other temporary equipment? No Yes*

*Describe Equipment used: Tables, tents for resource vendors

Will you request any street closures or alterations? No Yes* (Time of Closure or Alteration: _____ AM/PM to _____ AM/PM)

*Location/Affected Street:

Does your event involve the use of alcoholic beverages? No Yes*

*Please check all that apply: Free/Host Alcohol Alcohol Sales Host & Sales Beer Wine

Provide the name of the licensed bartender/caterer to serve the alcoholic beverages.

*Name of Caterer/Licensed Bartender: RJ Liquor License #: 1A

If your event includes the use of alcohol on City Property, Host Liquor Liability Insurance of at least \$1,000,000 per occurrence is required. For alcohol sales, you must also obtain a City of Jonesboro Temporary Sales License and an approved City Alcohol Permit. To serve alcohol, you must also obtain an approved City Alcohol Permit.

Will Food and/or refreshments be served? No Yes*

*What type of food and/or refreshments will be served? Hot Dogs, Hamburgers, Beans, Etc...

Will you be hiring a caterer to serve food? No Yes*

*Caterer Name: _____ Address: _____ Contact #: _____

Will food and/or refreshments be sold? No Yes*

*What type of food and/or refreshments will be sold? _____

Who will prepare the food being served? Caterer* Other: Community members

*Does the caterer have a current Food Handlers Permit? No Yes

FOR OFFICE USE ONLY

A copy of the following supplement documents are required:

<input type="checkbox"/> Proof of Liability Insurance -	Due Date: _____	Received On: _____
<input type="checkbox"/> Proof of Host Liquor Liability Insurance -	Due Date: _____	Received On: _____
<input type="checkbox"/> City Approved Alcohol Permit -	Due Date: _____	Received On: _____
<input type="checkbox"/> Jonesboro Temporary Sales License -	Due Date: _____	Received On: _____
<input type="checkbox"/> Current Food Handlers Permit -	Due Date: _____	Received On: _____

NOTE: All required documents must be submitted to the City at least 30 days prior to reservation date for the reservation to be confirmed.

FOR OFFICE USE ONLY	
Fee Computation: <i>Office Use Only</i> Refundable Deposit: \$ _____ Cleaning Fee: \$ _____ Security Fee: \$ _____ Amphitheatre: _____ hrs. @ \$ _____ per hour: \$ _____ Small Amph.: _____ hrs. @ \$ _____ per hour: \$ _____ Pavilion: _____ hrs. @ \$ _____ per hour: \$ _____ Market Area : _____ hrs. @ \$ _____ per hour: \$ _____ Other _____ : \$ _____ Total Amount Due: \$ _____	Payment Information: <i>Office Use Only</i> <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Visa <input type="checkbox"/> M/C <input type="checkbox"/> Discover Cardholders Name: _____ Card Number: _____ Expires: _____ <input type="checkbox"/> Refundable Deposit paid on: _____ <input type="checkbox"/> Remaining amount of \$ _____ is due by: _____ <input type="checkbox"/> All Fees paid on: _____
I have evaluated the application and in accordance with the City of Jonesboro's policies, this application is: <input type="checkbox"/> Approved for use <input type="checkbox"/> Denied for Use	
Comments/Notes: _____ _____ _____	
Authorized by: _____ Title: _____ Date of Approval: _____	

LEE STREET PARK AMPHITHEATRE / PAVILION RENTAL PACKET

“OFFICE OF THE CITY CLERK”

STATEMENT OF USER RESPONSIBILITY

For Lee Street Park Rental

PARK USE

In consideration for the use of the City of Jonesboro Park Areas and Facilities, all users agree to the following:

1. The user assumes entire responsibility and liability for losses, damages and claims arising out of injury or damage to the user's display, equipment and other property brought onto the premises of the City facility reserved and shall indemnify and hold harmless the City from any and all such losses, damages and claims arising out of such use.
2. Any group sponsoring or using a City-owned facility assumes all liability for any accidents that occur during the scheduled reservation time of the facility.
3. The user shall be responsible for the conduct of the participants attending the activity/event, with regard to the control and containment of litter, and for any damage to the premises beyond ordinary wear and tear.
4. Amplified music or other amplified sound is not allowed to be played at a volume that causes a nuisance for the area. No sound shall be permissible after 10:30 pm.
5. The user shall conduct all activities on the premises in accordance with any applicable federal, state, or local laws, ordinances and rules, including all park regulations, and shall comply with the requirements stated in the "Lee Street Park Amphitheater Rental Packet."
6. If approval is granted to the user to bring in any special portable devices (i.e., Bounce House) for use in conjunction with the reservation, the reserving party must submit a letter releasing the City of liability and must also post a sign at the device during the reservation time that the device is not the City's and the City is not responsible. However, if your event consists of more than 100 people, the authorized user shall submit a Certificate of Liability insurance in the amount of at least \$1,000,000 per occurrence, naming the City of Jonesboro as an additional insured, no later than 30 days prior to the event.
7. It is unlawful for any person to use fireworks, firecrackers, explosives of any kind in any park.
8. The park rules require that you promptly remove any dog waste deposited on public or private property.
9. The park rules require that all dogs be leashed and barking must not become a nuisance.
10. No motorized vehicles are allowed in the park except in areas approved for such use.
11. No person may move any City owned equipment and/or supplies without written permission from the Director of Public Works.

The undersigned hereby makes application to the City of Jonesboro for use of the facility described above and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe the rules/regulations & policies/procedures of the City of Jonesboro. The applicant agrees to exercise the utmost care in the use of the premises and property and to defend and hold the City of Jonesboro harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse the City of Jonesboro for any damage arising from the applicant's use of said facilities. The applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the usage period. Applicant further agrees to pay any and all court costs, attorney fees and other fees related to the collection of damages for said facility including insufficient funds payment, stop payment or any other refusal to pay.

I have read, understand, and accept all procedures and regulations placed upon me for the rental of the listed rental location. I further acknowledge that I am 21 years of age or older and I understand that failure to comply with the established facility use guidelines (and within the established time frames), puts my meeting or event at risk of cancellation.

(Print Name)

(Sign Name)

(Date)



APPLICATION FOR A SPECIAL EVENT

FAMILY MATTERS - Event LOI

Purpose: The purpose of this LOI is to provide for a smooth transition of events during the FAMILY MATTERS Event .

Mission Statement: The community-focused FAMILY MATTERS is geared to unite educators, community leaders, members, and the families in the community to provide academic updates and information regarding our youth. This day is planned to be fun-filled featuring grilled food, family activities, live entertainment, school supplies, and community resource vendors and much more will be provided

Vision Statement: The vision of this event is to foster a collaborative relationship between our City, schools, residents and businesses. **Students that attend with their parent(s) or guardian will be given the opportunity to forgive/makeup two grades.**

Sponsors:

Strategic Plan:

- Who: Councilman Alfred Dixon,
- What: FAMILY MATTERS
- When: Saturday, April 21, 2018
- Where: Downtown Jonesboro, 30236
- Location: Lee Street Park
- Time: 3:00pm - 8:00pm
- POC: Alfred R. Dixon, III
- POC Email: adixon@jonesboroga.com , Isalia.jones@clayton.k12.ga.us , crystal.benton@clayton.k12.ga.us
- POC Phone: 678-622-6503
- POC Phone2:
- Address: Jonesboro City Hall - 124 North Ave. Jonesboro, GA 30236

Proposal Itinerary: Saturday, April 21, 2018

2:00pm – 3:00pm - Resource vendor check in, Sound & family Activities Setup, Guest Sign In, Social Media Photo Opp

3:00pm - 3:15pm - Welcome by Alfred Dixon, Invocation by /Pledge, National Anthem by _____

3:15pm - 3:30pm - Words and instruction by Principal Stephens

3:30pm - until - break out

Media: Clayton News Daily; AJC; WIGO 1570 AM; Newsletter; Email Blast; Fliers, Social Media Handles (Facebook, Twitter, Snap Chat, and Instagram)

FAMILY REUNION CO CHAIR / Responsibility:

Co-Chairs: Alfred Dixon, III & Corey Stephens

The responsibility of the co chairs is to work together to develop a plan that leads to a successful Family Matters Event. They will ensure the overall public safety of the attendees during the event and promote an atmosphere of inclusion and diversity. They will exercise overall command and control of every aspect of the Event. They will conduct planning meetings and assign duties and responsibilities as deemed necessary for the overall success of the event.

Task Force Members:

1. Alfred R. Dixon, III	3. Eric Bell	5. JMS Staff
2. Corey Stephens	4. Cameron Jenkins	6. Cameron Dixon 7.
8.		

Organizers Meeting Schedule (Task Force)

1. Thursday, 3/15/17 – 3:30pm (JMS)
2. Thursday, 3/22/17 - 4pm (LSE)
3. Thursday, 3/29/17 – 4pm (conference call)
4. Friday, 4/13/18 – 4pm (Lee Street Park Site Walk Thru)
5. Saturday, 4/21/18 – 3:00pm (Family Matters Start Time)

Targeted Areas:

1. City of Jonesboro Public Schools
2. Jonesboro Residents and business community
3. Faith Based organizations in the city of Jonesboro
4. Clayton County Public Schools

Participating Organizations: Vendor Tables

Jonesboro Middle School
Lee street Elementary
Sutter Elementary
Arnold Elementary
Clayton County BOH
Clayton County Youth Services
Women Of Clayton County
Clayton County Parks and Recs
Championship Boxing
City of Jonesboro
Proof Inc
House of Dawn
WIA Teen Council
Lions of Justice
Classic Man Barbershop
BB&T Bank
NAACP

Food Items/Menus:

Hot Dogs, Hamburgers, Chicken, Ribs, Beans, Chips, Juice, And Water

Logistical Requirements:

1. Electrical Power
2. Traffic Cones Barriers
3. US , Jonesboro Flag
4. Trophies, Medals, Certificates
5. Tables & Chairs
6. Media Presence
7. Access to Restrooms
8. Trash cans
9. Paper Towels
10. Staff, volunteer, and participant badges
11. Official Photography and Videography
12. Sign In Rosters: Staff/volunteers/VIPs/vendors
13. Beverage Containers and Ice Chest
14. Emergency Medical Information
15. Attendees Vendors' list

Weather Forecast

10 Day Forecast:

Sector Coordinators Assignments:

1. Command and Control
2. VIP Guest/Hospitality Section Control
3. Community Resource Vendors Control
4. Childrens/ Family Activities Control
5. Event CheckIn/ Sign In Control
6. Food And Beverage Control
7. Media Contact Control
8. Live Entertainment Control
9. Photo/Videography Control
10. Publicist Control

Class Capacity: Unlimited

Age Groups: All

Gender: Male/Female

Cost per Participant: Free

Transportation Provided: No



CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

5.5

-5

COUNCIL MEETING DATE

April 2, 2018

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Discussion regarding appointments to the Clayton County Land Bank Authority.

Requirement for Board Action *(Cite specific Council policy, statute or code requirement)*

Resolution No. 2017-11 (Enacting the Land Bank Resolution)

Is this Item Goal Related? *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

The Land Bank's mission is to acquire tax delinquent and dilapidated properties in order to return property which is in a non-revenue generating, non-tax producing status to a productive status, in order to revitalize neighborhoods and create new industry and jobs for the citizens of Clayton County.

The Land Bank is a public entity authorized by state law pursuant the Official Code of Georgia Annotated §48-4-100 (hereinafter the "Land Bank Act"), and created pursuant to Resolution 2014-83 of the Clayton County Board of Commissioners dated April 1, 2014, the Resolution of the City of Forest Park, dated April 21, 2014 and the Resolution of the City of Jonesboro, dated December 11, 2017.

The Land Bank is governed by the laws of Georgia, its Articles of Incorporation and By-laws, and a Board of Directors who are appointed by the Clayton County Board of Commissioners.

The Land Bank acquires properties with the express goals in mind to make them available to local governments for use, match the property with a tax paying purchaser, or allow it to be used for other community improvement purposes.

At this time, staff is recommending the appointment of Anne Wise as the citizen appointment and the City Manager or his designee. Upon the successful hiring of a Community Development Director, this position will be used to fill our 2nd seat on the Land Bank Authority.

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

- RES 2017-011 - Land Bank Authority

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

April, 2, 2018

Signature

City Clerk's Office

Staff Recommendation *(Type Name, Title, Agency and Phone)*

Approval

5.5

STATE OF GEORGIA

COUNTY OF CLAYTON AND CITY OF JONESBORO

RESOLUTION NO. 2017-11**A RESOLUTION TO JOIN THE CLAYTON COUNTY LAND BANK;
TO ADOPT AN EFFECTIVE DATE OF THIS RESOLUTION; AND
FOR OTHER PURPOSES.**

WHEREAS, the Clayton County Board of Commissioners, as well as the City Council of the City of Forest Park and the City of College Park (“College Park”), created the Clayton County Land Bank pursuant to the Georgia Land Bank Act, O.C.G.A. §48-4-100, et. Seq., by Resolution in 2014; and

WHEREAS, pursuant to Section 1.10 of the Land Bank Terms and Conditions as created by Clayton County Resolution 2014-83, any other city at least partially in Clayton County may join the Land Bank following adoption of a Resolution by the city and unanimous approval of the Land Bank Board and execution of the signatures of the Land Bank Board Chairman and an authorized representative of the city requesting to join; and

WHEREAS, the City of Jonesboro Mayor and City Council adopt the findings of Clayton County Resolution 2014-83, expressing the need for the Land Bank to provide for the health, safety, and welfare of the citizens of the City to prevent continuous blight and to support the revitalization of tax delinquent and foreclosed property; and

WHEREAS, the Mayor and City Council, for the reasons stated above, determine the City’s need to join the Clayton County Land Bank.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF JONESBORO, GEORGIA:

Section 1. The City of Jonesboro, Georgia, hereby requests to join the Clayton County Land Bank established by Clayton County Resolution 2014-83 and as amended by resolution in 2017, pursuant to the provisions of Section 1.10 of the Land Bank Conditions.

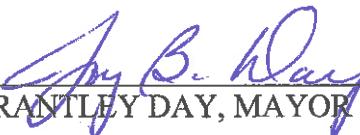
Section 2. As required by Section 2.01 of the Conditions, the City of Jonesboro hereby approves the existing Clayton County Land Bank Board as constituted on the effective date of this Resolution and requests that the Conditions be so revised as soon as possible so as to accommodate inclusion of the City of Jonesboro on the Land Bank Board.

Section 3. The Mayor is hereby authorized to execute all necessary documents to effect the addition of the City of Jonesboro to the Clayton County Land Bank.

Section 4. This Resolution shall become effective immediately upon its adoption.

SO RESOLVED, this 4 day of Dec., 2017.

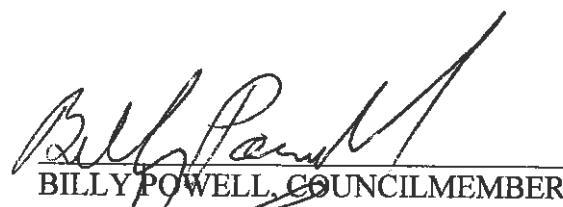
CITY COUNCIL, CITY OF JONESBORO, GEORGIA:


JOY BRANTLEY DAY, MAYOR


ALFRED DIXON, COUNCILMEMBER

ABSENT
JACK BRUCE, COUNCILMEMBER


PAT SEBO, COUNCILMEMBER



BILLY POWELL, COUNCILMEMBER



LARRY BOAK, COUNCILMEMBER



ED WISE, COUNCILMEMBER

ATTEST:



RICKY L. CLARK, JR., CITY MANAGER

APPROVED AS TO FORM:



CITY ATTORNEY

	CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary	Agenda Item #
		- 6
COUNCIL MEETING DATE April 2, 2018		
Requesting Agency (Initiator) Office of the City Manager	Sponsor(s)	
Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.) Discussion regarding Resolution #2018-04 recognizing Georgia Cities Week.		
Requirement for Board Action (Cite specific Council policy, statute or code requirement)		
Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal) Recreation, Entertainment and Leisure Opportunities		
Summary & Background	<small>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</small>	
During the week of April 22-28 Jonesboro will join other cities across Georgia in celebrating Georgia Cities Week. This week has been set aside to recognize the many services city governments provide and their contribution to a better quality of life in Georgia. Our theme, "Cities in the Spotlight" reflects the role cities play in the state's history, economy and culture.		
City government is truly government of, by and for the people – the people who are making the decisions about our community are your neighbors, business owners and community leaders. We are in this together, and we want our city to thrive.		
We recognize that throughout our lifetimes, the average person will have more direct contact with local governments than with state or federal governments. Because of this, we feel a responsibility to ensure that the public knows how the city operates and feels connected to their city government.		
During this week, we want to recognize the role city government plays in our lives: from historic preservation to trash collection to public safety to promoting the area's culture and recreation.		
Our activities include :		
April 21st: Comcast Cares - Battleground Park – 8:00 a.m. April 26 th : Coffee With a Cop - Firehouse Museum – 8:00 a.m. April 26 th -28 th : Free Garage Sale Days April 28 th : Relay for Life – Lee Street Park – 4:00p.m. – 10:00 p.m.		
Fiscal Impact	<small>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</small>	
Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)		

FOLLOW-UP APPROVAL ACTION (City Clerk)		
Typed Name and Title Ricky L. Clark, City Manager	Date April, 2, 2018	
Signature	City Clerk's Office	

Formatted: Justified, Indent: First line: 0.5", Right: 0.1", Space After: 8 pt, Line spacing: Multiple 1.08 li, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font

- Res 2018-04 -Georgia Cities Week

Staff Recommendation (Type Name, Title, Agency and Phone)
Approval

RESOLUTION NO. 2018-04**A RESOLUTION OF THE CITY OF JONESBORO RECOGNIZING
GEORGIA CITIES WEEK, APRIL 22-28, 2018 AND ENCOURAGING ALL
CITIES TO SUPPORT THE CELEBRATION AND CORRESPONDING
ACTIVITIES.**

WHEREAS, the City of Jonesboro (hereinafter referred to as “City”) is a municipal corporation located within Clayton County, Georgia, and duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City;

WHEREAS, city government is the closest to most citizens, and the one with the most direct daily impact upon its residents; and

WHEREAS, city government is administered for any by its citizens, and is dependent upon public commitment to an understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along their understanding of public services and their benefits; and

WHEREAS, Georgia Cities Week is a very important time to recognize the important role played by city government in our lives; and

WHEREAS, this week offers an important opportunity to spread the word to all the citizens of Georgia that they can shape and influence this branch of government which is closest to the people; and

WHEREAS, the Georgia Municipal Association and its member cities have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and

WHEREAS, Georgia Cities Week offers an important opportunity to convey to all the citizens of Georgia that they can shape and influence government through their civic involvement.

NOW THEREFORE, THE COUNCIL OF THE CITY OF JONESBORO HEREBY RESOLVES THAT THE CITY OF JONESBORO DECLARES APRIL 22-28, 2018 AS GEORGIA CITIES WEEK.

BE IT FURTHER RESOLVED, that the City of Jonesboro encourages all Citizens, City Government Officials and Employees to do everything possible to participate in the following events as planned to celebrate Georgia Cities Week:

April 21st:	Comcast Cares - Battleground Park – 8:00 a.m.
April 26 th :	Coffee With a Cop - Firehouse Museum – 8:00 a.m.
April 26 th -28 th :	Free Garage Sale Days
April 28 th :	Relay for Life – Lee Street Park – 4:00p.m. – 10:00 p.m.

SO RESOLVED, this the 12th day of April, 2018.

CITY OF JONESBORO, GEORGIA

MAYOR JOY B. DAY

ATTEST:

RICKY L. CLARK, CITY MANAGER