



**CITY OF JONESBORO
Work Session
170 SOUTH MAIN STREET
August 1, 2022 – 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 entering into a contractual relationship by and between the City of Jonesboro and Utility Management Services relative to a comprehensive historical energy bill audit and analysis.
 2. Discussion regarding approval of Application 22ALCSUB-001, as submitted by Southern Crescent Pearls Foundation, Inc., requesting an alcohol sub-permit for their event to be held on September 10, 2022, at Lee Street Park.
 3. Discussion regarding repairs/replacement for fence at Lee Street Park-Tennis Courts.
 4. Discussion regarding proposed text amendment, 22-TA-013 Ord. 2022-017, to the City of Jonesboro Code of Ordinances, regarding updates and revisions to Article VI – Conditional Uses, Chapter 86 – Zoning, of the City of Jonesboro Code of Ordinances.
 5. Discussion regarding authorizing the City Manager to enter into an agreement with Insite Systems, Inc. in the amount of \$2,600 Incode Integrated Property, and Business License software services, including implementation, training, maintenance, support, and hosting.
 6. Discussion regarding an administrative change to the way overtime is calculated for employees with a classification of working 12-hour shifts.
 7. Discussion regarding proposed text amendment, 22-TA-014 Ord. 2022-018 to the City of Jonesboro Code of Ordinances, regarding updates and revisions to Article XVII – Additional Conditional Uses, Chapter 86 – Zoning, of the City of Jonesboro Code of Ordinances.

8. Discussion regarding proposed text amendment, 22-TA-015 Ord. 2022-019, to the City of Jonesboro Code of Ordinances, regarding proposed revisions to Chapter 86, Zoning, Article XVI, Signs, of the City of Jonesboro Code of Ordinances.

VI. OTHER BUSINESS

VII. ADJOURNMENT



CITY OF JONESBORO, GEORGIA COUNCIL

Agenda Item Summary

Agenda Item

- 1

COUNCIL MEETING DATE

August 1, 2022

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title Ricky L. Clark, City Manager	Date August, 1, 2022	
Signature	City Clerk's Office	

- City of Metter: \$10,000
- City of Twin City: \$10,000
- Talbot Co. Commission: \$4,200
- City of Brookhaven: \$4,000

UMS' service fee structures is 100% contingency based – there is no up front cost. UMS will earn 50% of verifiable savings resulting from cost-saving recommendations which include rate changes, meter changes, special contracts, curtailment programs, other cost savings opportunities, as well as credits or refunds related to historical errors that are identified.

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.)

- Utility Management Services - ScopeOfWork-CityofJonesboro

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



UTILITY MANAGEMENT SERVICES, INC.

SCOPE OF WORK

ISSUED TO:



PROVIDED BY:

UTILITY MANAGEMENT SERVICES, INC.
6317 OLEANDER DRIVE
WILMINGTON, NC 28403
Ron Hoffman- Account Manager
P: 888-867-3230 EXT. 309
rhoffman@utilmanagement.com
www.UtilManagement.com



Ricky Clark
 City Manager
 City of Jonesboro
 Re: **Scope of Work-Utility Management Services, Inc.**

July 19, 2022

Dear Mr. Clark:

On behalf of the skilled team at Utility Management Services, Inc. (UMS), I am pleased to present the City of Jonesboro with our Scope of Work relating to a comprehensive historical energy bill audit and analysis.

With over 23 years of experience, UMS is one of the largest and most successful utility bill audit and analysis firms in the nation. We have extensive experience in optimizing energy rates for commercial, industrial and governmental customers of all types and sizes.

Our professional team has audited over 600,000 accounts for more than 10,000 customers and has identified over \$200 million in cumulative savings for their accounts. Some of our largest customers include the U.S. Army Corps of Engineers and two confidential Fortune 500 companies—both ranked in the top 100.

Our motivation and passion stems from knowing that too many customers are overpaying for their energy. We feel it is our duty to help protect consumers from rising costs by performing a thorough review and exploring all cost-savings opportunities—to ensure that our customers will never pay more than is necessary for their usage.

We secure savings due to billing and meter-reading errors, overcharges and incorrect rate/rider applications. In addition to the auditing process, UMS acts as a consultant by offering our customers recommendations to make their businesses or organizations more energy efficient and cost-effective, with no changes to their operations.

UMS will fulfill the responsibilities of this Scope of Work to deliver the most beneficial results to the City of Jonesboro while performing all duties in the utmost professional and successful manner.

Thank you for your consideration.

Sincerely,

Brian Coughlan
 President and Founder
 Utility Management Services, Inc.



SCOPE OF WORK

Our commitment to our customers is to continually advocate for rate structures that result in the lowest possible energy costs.

UMS' long-tenured staff is led by an electrical engineer and former power provider executive. The highly educated members of UMS' team hold bachelor's, master's and juris doctorate degrees; in addition to various professional certifications through the Association of Energy Engineers (AEE).

Our team possesses the education, thorough understanding, strong analytical ability and expertise to achieve the most advantageous results for the City of Jonesboro. We can help reduce electric and natural gas costs for the City of Jonesboro by analyzing existing rates and ensuring that each account is being served under the most advantageous plan for its unique operating characteristics.

The audit will include, at least, the past 36 months of service to identify billing errors that have resulted in overcharges. When appropriate, we will go back even further—within the statutory limits—to search for anomalies. UMS will secure refunds and credits from the providers for any inaccuracies on the behalf of the City of Jonesboro.

TECHNICAL APPROACH

UMS' service model minimizes customer disruption and maximizes outcomes—while providing confidence to the customer that our work will produce favorable results. Little involvement will be needed on the part of the City of Jonesboro.

The UMS staff has the knowledge, skills, qualifications, education, experience and proven track record to create very significant savings for the City of Jonesboro.

Our process is outlined below:

Step 1: Authorizations and Data Acquisitions

UMS will need an appropriate signature on its Data Release Authorization and Service Agreement (DRASA), power provider letter of authorization and one recent bill copy for each electric and natural gas account. These documents will enable our analysts to obtain electronic usage and billing history directly from the provider via email, provider website/online portal or by mail.

Step 2: Review available billing data using proprietary software - RATEmASTER

Once the UMS analysts receive your historical billing data, they will apply their knowledge of operational characteristics to build models for each power provider's rate structures using our proprietary software, RATEmASTER.



Our technical support professionals continually develop and maintain our proprietary software to:

- model rate structures
- perform in-depth historical billing studies to determine the most cost-effective opportunities available to customers through their power provider
- uncover savings due to billing and meter-reading errors, overcharges and rate-savings opportunities
- leverage utility bill information to identify the economic impact and disadvantages of rates to a specific customer class

These models will forecast usage and evaluate the anticipated performance of each account under all eligible rates to determine the most cost-effective plan for the City of Jonesboro.

The UMS analysts will also review your historical billing data to identify unnecessary fees, unusual patterns or anomalies*. These savings opportunities will not require the City of Jonesboro to make any operational changes.

**Depending on the type of error identified, UMS will request a detailed meter investigation from the power provider.*

Step 3: Provide Audit Results

The UMS analysts will create an extensive analysis report for each electric and natural gas account that includes key information such as: account number, corresponding meter number, service location, provider, all available usage data, number of days in the billing cycle, all projected usage and other relevant account information that summarizes consumption and pricing for the current and former rates, as well as actual savings.

The complete package will include:

- Individual analysis for each savings opportunity per provider, as well as, a high-level summary and detailed back-up spreadsheet that displays the forecasted usage and demand, current rate costs, proposed rate costs and other account performance information used in the study.

Please see Exhibit A-Sample Audit Summary and Spreadsheet.

- Savings recovery due to provider billing errors, overcharges or any other refund opportunities from past inaccuracies.

Step 4: Initiate Rate Change Requests and Take All Necessary Steps to Obtain Refunds, Credits and Rate Changes

UMS will take all necessary actions to obtain refunds, credits and rate changes on the behalf of the City of Jonesboro . UMS will ensure that all requested rate and/or other changes are implemented by the power provider in a timely manner—resulting in savings to the City of Jonesboro as soon as possible.

In some cases, UMS may recommend delaying rate changes to take advantage of seasonal pricing patterns.



Step 5: Ongoing Monitoring to Identify New Opportunities and Ensure Accurate Billing

UMS will continually monitor the City of Jonesboro accounts to identify new opportunities and ensure ongoing accurate billing from the provider.

UMS will provide quarterly reports and invoices to the City of Jonesboro showing the actual savings by month after any changes have been implemented for electric and natural gas accounts.

Each savings report is fully verifiable by following published rates and will include the amount the City of Jonesboro would have paid on the old rate, as well as the amount paid on the new rate. This will

allow the City of Jonesboro to verify the actual savings experienced from the implemented rate changes. ***Please see Exhibit B-Quarterly Usage and Savings Report.***

VALUE-ADDED BENEFITS

UMS will offer several inclusive benefits to the City of Jonesboro. These include:

Bill Consolidation

UMS will investigate bill consolidation opportunities, where appropriate, and recommend account disconnection for non-usage accounts. This effort will reduce the number of individual utility bills and corresponding due dates—to ensure that payments are timely and not at risk for late penalties.

Deposit Return

If eligible and applicable, UMS will make requests to providers to return any deposits and interest held on behalf of the customer.

Load Factor Reduction Assistance

The City of Jonesboro may be able to lower its demand (kW) by improving its load factor. Load factor can be an important variable in determining electricity costs and should be closely monitored.

Load factor is the ratio of energy consumption (kWh) versus the maximum power (demand/kW) used during a particular interval. Since demand readings drive many electricity costs, lowering the demand can reduce overall electricity expenses. UMS will analyze the load profiles and operational characteristics to assist the City of Jonesboro to improve its load factor.



CONTINGENCY-BASED PRICING: “SUCCESS FEE”

UMS' service fee structure is 100% contingency-based—aligning our goals with those of our customers. Our payment model motivates us to identify savings opportunities and secure any refunds/credits for our customer as quickly as possible. There are no up-front fees, out of pocket expenses or monthly retainers.

UMS will earn 50% of verifiable savings resulting from cost-saving recommendations which include rate changes, meter changes, special contracts, curtailment programs, other cost-savings opportunities, as well as credits or refunds related to historical errors that are identified by UMS.

Fee Summary-Contractual Percentage due to UMS

Out-of-pocket / Up-front Fees:	None
Future Savings from Cost-Saving Initiatives:	50%
Credits/Refunds from Historical Errors:	50%
Contract Term:	48 months from effective date of each rate change

In summary, our best guarantee of success is our proven track record of finding savings, years of experience working with organizations of all types and sizes and the economics of our business model.

UMS offers the City of Jonesboro:

- Accomplished analytical team led by a former power provider executive
- Thorough understanding of rates, regulations and billing anomalies pertaining to energy
- Well-developed internal systems that leverage proprietary analytical tools to ensure accurate audits and ongoing savings calculations
- Proven track record of finding savings for clients of all types and sizes
- Favorable relationships with key power providers and state regulatory commissions
- Key Account Manager and support staff who will work closely with the City of Jonesboro and its staff to fulfill responsibilities and oversee customer satisfaction from inception to project completion



Exhibit A-Sample Audit Summary and Spreadsheet

6317 Oleander Drive, Suite C
Wilmington, NC 28403
Toll Free 888.867.3230 Fax 910.793.2946
UtilManagement.com



Dear [REDACTED]:

Thank you for choosing Utility Management Services, Inc. to assist you with your energy savings. We have conducted a thorough analysis of your electricity accounts by obtaining historical billing and usage information from your power provider. We searched for excessive contract demands, billing demands, meter reading errors, data entry errors, and other signs of errors and overcharges.

We are pleased to have identified the following opportunity for savings. Attached you will find an analysis for your electric account(s), your current and proposed rate schedule and a copy of your contract. Upon your approval, we will contact the power provider on your behalf and request this change. No operational changes are required to experience savings on the new rate.

Identified Savings Opportunities

Power Provider	Account #	Current Rate	Proposed Rate	Projected Annual Savings
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	\$47,732

The projected Annual Savings above are based on your historical usage and billing data. Actual savings experienced may differ from the projected savings.

UMS will continue to monitor your account(s) on a quarterly basis for the upcoming 12 months, to ensure ongoing savings and identify suspected billing errors. UMS will provide you with quarterly usage summaries.

We appreciate your trust and confidence and are very pleased to have identified these savings opportunities for you.

Thank you for this opportunity to serve you.

Sincerely,

Brian Coughlan
President

CC: Kelly Kinstrey

Exhibit A-Sample Audit Summary and Spreadsheet

5.1.a



6317 Oleander Drive, Suite C
Wilmington, NC 28403
Toll Free 888.867.3230 Fax 910.793.2946
UtilManagement.com

Customer Name: [REDACTED]
Account #: [REDACTED]
Existing Rate: [REDACTED]

	Usage & Demand					Cost
	Measured Demand (kW)	Total Usage (kWh)	Load Factor %	On Peak Usage (kWh)	Off Peak Usage (kWh)	
January	1,185.00	476,000	60%	163,269	312,731	\$40,100
February	1,134.00	492,800	65%	174,471	318,329	\$37,801
March	1,115.00	509,600	66%	186,401	323,199	\$38,263
April	1,145.00	532,000	62%	187,103	344,897	\$42,066
May	1,104.00	540,400	62%	182,316	358,084	\$41,452
June	968.00	462,000	69%	168,318	293,682	\$40,662
July	1,167.00	473,200	58%	169,245	303,955	\$43,132
August	1,267.00	546,000	58%	188,995	357,005	\$50,807
September	1,177.00	529,200	60%	192,344	336,856	\$47,935
October	948.00	506,800	67%	328,991	177,809	\$38,858
November	952.00	445,200	68%	285,446	159,754	\$35,384
December	1,004.00	683,200	67%	462,467	220,733	\$48,379
						\$504,837

Best Rate: [REDACTED]

	Usage & Demand					Projected Savings		
	Measured Demand (kW)	Billed Demand (kW)	Facilities Charge (kW)	On Peak Usage (kWh)	Off Peak Usage (kWh)	Existing Rate Cost	Proposed Rate Cost	Projected Monthly Savings
January	1,185.00	773	412	163,269	312,731	\$40,100	\$35,521	\$4,579
February	1,134.00	739	395	174,471	318,329	\$37,801	\$35,792	\$2,009
March	1,115.00	727	388	186,401	323,199	\$38,263	\$36,412	\$1,852
April	1,145.00	747	398	187,103	344,897	\$42,066	\$37,757	\$4,309
May	1,104.00	720	384	182,316	358,084	\$41,452	\$37,671	\$3,781
June	968.00	631	337	168,318	293,682	\$40,662	\$36,044	\$4,618
July	1,167.00	761	406	169,245	303,955	\$43,132	\$39,421	\$3,711
August	1,267.00	826	441	188,995	357,005	\$50,807	\$44,269	\$6,538
September	1,177.00	767	410	192,344	336,856	\$47,935	\$42,228	\$5,706
October	948.00	618	330	328,991	177,809	\$38,858	\$35,221	\$3,637
November	952.00	621	331	285,446	159,754	\$35,384	\$32,240	\$3,144
December	1,004.00	655	349	462,467	220,733	\$48,379	\$44,531	\$3,848
						\$504,837	\$457,105	

Annual Savings on [REDACTED] : **\$47,732**

1. The Annual Savings on [REDACTED] are based on your historic usage and baseline demand. This estimate accounts for no operational changes at your facility.

Attachment: Utility Management Services - ScopeOfWork-CityofJonesboro (3200 : Utility Management Services)

Exhibit B-Quarterly Usage and
Savings Report

5.1.a



6317 Oleander Drive, Suite C
Wilmington, NC 28403
Toll Free 888.867.3230 Fax 910.793.2946
UtilManagement.com

Customer #: [REDACTED]
Customer: [REDACTED]
Address: [REDACTED]
Power Provider: [REDACTED]
Account #: [REDACTED]

New Rate: [REDACTED]
Old Rate: [REDACTED]
New Contract Demand:
Old Contract Demand:
Meter #:

Total Savings \$37,722.60

	Actual Cost	Former Rate Plan Cost	Actual Savings
February 2017	\$29,993.03	\$42,367.38	\$12,374.35
March 2017	\$28,967.72	\$40,975.15	\$12,007.43
April 2017	\$32,363.05	\$45,703.87	\$13,340.82

Usage and Demand				
Actual Demand (kW)	Billing Demand (kW)	On Peak Usage (kWh)	Off Peak Usage (kWh)	Total Usage (kWh)
February 2017 1,331.00	1,273.00	229,541	426,143	655,684
March 2017 1,282.00	1,279.00	217,550	398,767	616,317
April 2017 1,490.00	1,490.00	231,574	431,456	663,030

Schedule:				
Customer Charge	Billing Demand Charges	Energy Charges (kWh)	Three Phase Service Charge	Minimum Bill (When Applicable)
February 2017 \$154.85	\$18,487.01	\$28,046.48	\$0.00	\$1,304.85
March 2017 \$154.85	\$18,510.58	\$26,371.24	\$0.00	\$1,304.85
April 2017 \$154.85	\$21,560.30	\$28,358.09	\$0.00	\$1,304.85

1. **Actual Cost** is the electric bill for this account on the new rate less surcharges and leased lighting.
 2. **Former Rate Plan Cost** is the electric bill for this account if UMS had not implemented this rate change on your behalf.
 3. **Actual Savings** is the difference between the **Former Rate Plan Cost** and the **Actual Cost**.



CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

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5.2

COUNCIL MEETING DATE
August 1, 2022

Requesting Agency (Initiator) Office of the City Manager	Sponsor(s)
Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.) Discussion regarding approval of Application 22ALCSUB-001, as submitted by Southern Crescent Pearls Foundation, Inc., requesting an alcohol sub-permit for their event to be held on September 10, 2022, at Lee Street Park.	
Requirement for Board Action (Cite specific Council policy, statute or code requirement) Pursuant to Section 58-59, Alcohol Sub-Permits Must be Ratified by Mayor & Council	
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.) Southern Crescent Pearls Foundation is requesting to be granted an Alcohol sub-permit license to be an alcohol vendor for a private event being held at Lee Street Park on the Jonesboro Main Street concert to be held on September 10, 2022. Pursuant to Section 58-59 of the Code of Ordinances of the City of Jonesboro. No alcohol may be served and/or sold at any outdoor event unless the host receives an alcohol sub-permit. Where the outdoor event occurs in a park, the only type of outdoor event eligible for an alcohol sub-permit is an outdoor festival. Alcohol is not permitted in parks absent a permitted outdoor festival alcohol sub-permit.
<p>Should Council approval, staff will work to ensure all requirements set forth for the sub-permit are met including licensing, and proper background checks.</p> <p>Should Mayor & Council approve of the sub-permit, staff is requesting that the applicant be required to ensure that all id's are checked properly and that wristbands are used to distinguish those that can legally consume alcoholic beverages. Applicant will not be allowed to have any glass products or bottles.</p>	
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.) •	
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 August, 1, 2022	
Signature	City Clerk's Office	



CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

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5.3

COUNCIL MEETING DATE
August 1, 2022

Requesting Agency (Initiator)

Code Enforcement

Sponsor(s)

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

Discussion regarding repairs/replacement for fence at Lee Street Park-Tennis Courts.

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

Lee Street Park Fence Repair

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

Yes

Beautification

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 fence at Lee Street Park was damaged by a vehicle. Although, the fence served its purpose to slow down/ stop the motorized vehicle that entered the tennis court area. The fence needs to be repaired as soon as possible. The fence is a barrier between vehicles and persons that are enjoying activities on the basketball and tennis courts.

In the efforts to make the repairs, I have attached three (3) estimates from different companies.

Fiscal Impact

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

Staff is requesting that St. Pierre Fencing be awarded the contract to make necessary repairs to the fence. The price for the repairs/ replacement for the section of the fence near the intersection of Lee Street and Spring Street will be the cost of \$ 6,500.00. This includes new fencing, poles and labor.

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

- St.Pierre Fencing
- C&C Fencing
- Natural Enclosures

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

August, 1, 2022

Signature

City Clerk's Office

St. Pierre Fence & Construction

Commercial

Industrial

Residential

298 North Main Street,

Jonesboro, GA 30236

stpierrefence@aol.com 404.391.8897**Date:** July 28, 2022**Attention:** Office Walker / City of Jonesboro**Email:** dwalker@jonesboroga.com**Location:** Lee Street Park (Tennis Court Fence)

Jonesboro, GA. 30236

ESTIMATE: 2022-0728D

Job Description	
<ul style="list-style-type: none"> • Take down crashed tennis court fence. • Replace damaged section with new 10 foot tall black chain-link tennis court fence. • All Materials and Labor - \$6,500.00 	\$6,500.00
ESTIMATE :	\$6,500.00

Thank you for giving us the opportunity to serve you and your business. As always, it's a pleasure doing business with you. We look forward to working with you again in the near future Chain Link. Wood. Vinyl/PVC. Wrought Iron, Ornamental, Aluminum.

Jude St. Pierre



2680 Highway 42 North McDonough, GA 30253 | Phone: 770-603-9745 | Fax: 770-603-9675

Proposal

The contractor will be responsible for payment of ANY and ALL additional costs incurred by C&C Fence Company due to contractor and/or site specific requirements, including, but not limited to, safety training, drug screening, security regulations, restrictive work day hours, down time due to site conditions and/or wasted trips to the job site. The amount of the additional charges will be determined by C&C Fence Company.

Proposal Submitted To:

JONESBORO

Address:

124 NORTH AVE, JONESBORO, Georgia
30236

Payment Terms: Net 30

Prepared by: SES

Date: 7/27/2022

Job Name/Number: LEE STREET PARK/18394

Job Location: 155 LEE STREET, JONESBORO, Georgia 30236

Contact Name:

Phone:

Work Order Stage:

Proposal Notes:

TENNIS COURT FENCE REPAIR	REMOVE AND REPLACE 80 LF OF 10' HIGH BLACK VINYL TENNIS COURT FENCE WITH ONE CORNER POST, TWO LINE POSTS, AND 60 LF OF TOP RAIL/BRACING. CUSTOMER TO REMOVE WOOD POLES IN FENCE LINE PRIOR TO REPAIRS.	\$7223.00
	Total	\$7223.00

To our valued customers: Due to the increasing material pricing, our suppliers are only able to honor material quotes for 10 days. Please plan accordingly and seize any materials as quickly as possible.

Thank you for your understanding.

Please Read Terms & Conditions Carefully

Acceptance of Proposal:

This proposal may be withdrawn if not accepted within 10 days

The above prices, specifications and conditions are satisfactory, and are hereby accepted. I am a legal representative of the above project/property by ownership, contract or attorney-in-fact, and thereby authorize the work to be performed as specified. Payment will be issued as outlined above.

Signature of JONESBORO

Date

Signature of C&C Representative

Date



2680 Highway 42 North McDonough, GA 30253 | Phone: 770-603-9745 | Fax: 770-603-9675



Proposal

Terms & Conditions

All material is guaranteed to be as specified. All work is to be completed in a workman like manner according to standard practices. Additional charges may occur if any alteration or deviation, including unusual ground conditions involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. Unusual ground conditions may be rock formations, hidden foundations, tree roots, and other similar obstacles. If such obstacles stop completion of job only labor and materials used will be charged. All agreements are contingent upon strikes, accidents or delays beyond our control. Purchaser is solely responsible for the location of the fence in this proposal and will defend C&C Fence Co., Inc. and reimburse them for all costs in connection with any claims made by anyone about the location of the fence. Purchaser will notify C&C Fence Co., Inc. of any underground obstructions and is responsible for property plat sheet. Purchaser is responsible for all damages to unknown underground items such as cable TV, septic systems, sprinklers, propane gas lines, low voltage lines, etc. Purchaser is responsible for any special work described in proposal. The parties agree that, in the event the purchaser does not pay all sums as listed on this contract to C&C Fence Co., Inc., it may bring suit against the purchaser and the purchaser agrees to pay all costs of collection, including a reasonable attorney's fee. The purchaser does hereby agree to grant a security interest to C&C Fence Co., Inc. and does further agree that if full payment as agreed is not paid, a lien shall be placed against the contractual property for all sums due including costs of collection and a reasonable attorney's fee as determined by a court of competent jurisdiction. Price does not include any labor or materials for ground sleeves needed for geo-grid matting.

We propose hereby to furnish materials and labor, in accordance with the above specifications, for the sum of : 7223.00

The items listed above are the only items that will be installed on this project without written Change orders. All contracts must include this proposal or have a stated schedule of values.

Acceptance of Proposal:

This proposal may be withdrawn if not accepted within 10 days

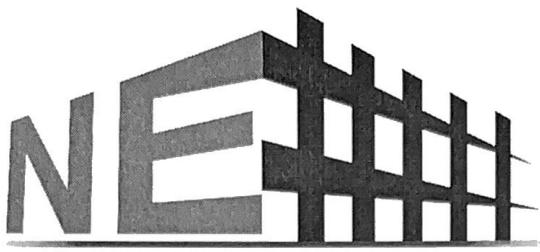
The above prices, specifications and conditions are satisfactory, and are hereby accepted. I am a legal representative of the above project/property by ownership, contract or attorney-in-fact, and thereby authorize the work to be performed as specified. Payment will be issued as outlined above.

Signature of JONESBORO

Date

Signature of C&C Representative

Date



NATURAL ENCLOSURES

FENCE COMPANY

101 Jonesboro Road, McDonough, GA 30253 Phone: 770-506-3222 Fax: 770-506-3228

Surround your grounds with custom fences and outdoor designs

DATE: 07/27/22

Bill To: Derry Walker
 Phone: 404-291-3026
 Email: dwalker@jonesboroga.com

SALESPERSON	JOB LOCATION	TYPE	TERMS
Rodrigo Velez	155 Lee St Park, Jonesboro, Ga 30236	Commercial	As Agreed
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	79ft Of Black Commercial Chain Link 10'ft Tall (9 gauge wire, 3" line post, and 1 1/2" bottom and top rail) Cutting damage material and replacing with new chain link ** Work being perfome at the park tennis courts. Corner of Lee St and Spring St** **Time frame to have work done is 2-4 weeks out ** Price includes material and labor		
		TOTAL	\$7,280.00

Natural Enclosures carries workman's comp. and liability insurance.
 Make all checks payable to Natural Enclosures, LLC

 Sign Here

 Print Name

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Thank you for your business



CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

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5.4

COUNCIL MEETING DATE
August 1, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Community Development Director Allen

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

Discussion regarding proposed text amendment, 22-TA-013 Ord. 2022-017, to the City of Jonesboro Code of Ordinances, regarding updates and revisions to Article VI – Conditional Uses, Chapter 86 – Zoning, of the City of Jonesboro Code of Ordinances.

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

Chapter 86, Article VI – Conditional Uses

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

Community Planning, Neighborhood and Business Revitalization

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.)

Agency recommendation – Approval of revisions to Article VI; The Table of Uses has been revised as a response to certain zoning situations that need to be addressed, and likewise, the Conditional Use code section needs to be revised in response. **All changes are in bold red on the revised code section enclosed. Only one revision occurred in this Section to the museum use.**

Sec. 86-191. - NAICS 712110 Museums.

The following conditions are assigned in the **CCM, H-1, H-2, O&I, MX, and C-2** districts:

(1) Must be located on a street having a classification of collector or greater.

(2) Must be established on a lot having a minimum area of one acre and a minimum frontage of 150 feet.

(3) Must be stand-alone buildings (no planned centers, connected storefronts sharing a common wall, or lots with zero lot line development or shared parking).

(3) Must meet the requirements of Article XIII – Parking, Loading, and Interior Circulation.

(4) No paved parking area shall be established within 25 feet of a lot that is zoned residential or contains a residential use.

(5) Height regulations. The maximum height for buildings abutting a residential district or use shall be three stories or 35 feet as measured at any point 30 feet from any common property line. Building height may be increased one foot for every additional foot beyond a distance of 30 feet from any common property line.; however, no building shall ever exceed a total height of 75 feet.

(6) No museums with obscene subject matter shall be permitted.

(7) No food or drink service except prepackaged snacks shall be permitted.

Fiscal Impact

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

n/a

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

August, 1, 2022

Signature

City Clerk's Office

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

Legal Notice

Public Hearing will be held by the Mayor and Council of the City of Jonesboro at 6:00 P.M. on August 8, 2022 in the chambers of the Jonesboro Municipal Court facility, 170 South Main Street, Jonesboro, GA, to consider a proposed text amendment to the City of Jonesboro Code of Ordinances, regarding updates and revisions to Article VI – Conditional Uses, Chapter 86 – Zoning, of the City of Jonesboro Code of Ordinances. Mayor & Council will first discuss the item at their Work Session, to be held on August 1, 2022 at 6 pm, also in the chambers of the Jonesboro Municipal Court facility, 170 South Main Street, Jonesboro, GA.

David Allen
Zoning Administrator / Community Development Director

Publish 7/20/22



CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

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COUNCIL MEETING DATE

August 1, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

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

Discussion regarding authorizing the City Manager to enter into an agreement with Insite Systems, Inc. in the amount of \$2,600 Incode Integrated Property, and Business License software services, including implementation, training, maintenance, support, and hosting.

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

Review and Approval

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

Yes Innovative Leadership

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.)

REQUESTED ACTION/RECOMMENDATION: Authorize the City Manager to enter into an agreement with Tyler Technology, Inc. for an amount not to exceed \$73,353 to for implementation and support of cloud based services, document content management solutions for Municipal Court Operations, Property and Occupation Taxes and Finance document retention improvements and Easy Pay for in person and online pay applications

DISCUSSION/ANALYSIS: To improve staff efficiency and customer service as well as to be responsive to local and national emergency situations, the City wishes to migrate its current ERP system to Cloud (SaaS) hosting with Tyler Technologies. The current system can be improved to provide access from any location with internet capability without having the additional complexities of VPN access. This solution will integrate the various separate software systems used to manage and track Business Licenses (Occupation), Property Taxes, Procurement, General Ledger, Court and Probation. This enhancement will offer internal users and citizens and customers 24/7 access to data, supporting documents, and reporting. and property tax balances. With this service our citizens will be able to take care of their payments 24/7, 365 days a year.

A majority of jurisdictions use software that is specifically designed for on-line applications and payment of business licenses and Property Taxes. Staff has been discussing the need for a business-license renewal process that is more-efficient to assist with making the operations more streamlined. Additionally, this enhancement will allow documents to be stored in the system with the application – reducing paper files. All data can be accessed online at any time via an internet connection onsite or remotely.

The ARPA funds appropriation approved for \$485,000 will provide the resources to complete this contractual commitment. We anticipate the annual cost can be covered by the efficiencies of scale related to time and resources that will result from a more streamlined process for Revenue recognition in all areas of the city. The cloud based application will free up server space for more critical police and court internal needs, There will be an opportunity for business continuity in the event of any need to close the work area for health and safety reasons.

Fiscal Impact

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

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

August, 1, 2022

Signature

City Clerk's Office

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

- Incode EasyPay Product Sheet
- Tyler Content Manager Product Sheet
- SaaS advantages

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

Approval

Incode EasyPay Online Payment Portal



FLEXIBLE

Process a wide range of payments or donations, whether it's a pet adoption fee or a festival registration.



EASY TO DEPLOY

Set up a new payment and assign required fields, which can be quickly and easily rolled out to citizens.



TYLER INTEGRATIONS

Benefit from seamless integration with Incode General Ledger™ for review and reporting.

From facility rentals to ambulance memberships, your organization takes a variety of donations and payments online. Now, you can process almost any type of payment more efficiently with Tyler's Incode EasyPay™ online payment portal. User-friendly and quick to set up whenever you need it, EasyPay gives your citizens and staff complete control over the online payment experience.

HOW IT WORKS

When you need to process a new kind of payment online, simply set up a payment method and any appropriate fields in EasyPay. When payments are received, they automatically transfer to your cash collection system and post to your organization's general ledger for easy review and reporting. Payment information can easily be exported to Microsoft® Excel® for analyzing, reporting, and sharing. Incode EasyPay supports all major credit cards and is PCI-compliant.

ONLINE ACCESS EMPOWERS STAFF AND CITIZENS

Setting up online payments is easy with customizable fields for each payment type. Whether it's a recurring payment such as memberships or permit fees, a donation requiring a variable amount, or a calculated total such as fees and fines, Incode EasyPay handles them all with ease.

And, 24/7 on-demand access will not only mean increased convenience for your citizens, but less foot traffic and payment processing for you.

PAYMENT TYPES

- Facility rentals
- Exercise lessons
- Yard sale permit
- Ambulance membership
- Pet adoption
- False alarm fees
- Library fines
- Memorial plaques
- Police and fire department reports
- Fingerprinting charges and more

Pay to

Any donation would be greatly appreciated to fund the children's summer reading projects.

Email Address required
Used to contact you in case of problem with payment

Credit Card all fields required

Card Number

MM YYYY CVC

Amount: \$

Pay

For more information visit tylertech.com

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Packet Pg. 27

Tyler Content Manager



FEATURES

Electronically capture, manage, and retrieve all of your documents with ease.



INTEGRATION

TCM is closely integrated with many other Tyler products, providing a seamless connection for viewing and creating content.



OPTIONS

Tyler offers two versions of TCM to meet your agency's unique document storage needs: Standard and Enterprise Editions.

INTEGRATED CONTENT MANAGEMENT PROMOTES EFFICIENCY AND TRANSPARENCY

Your time and office space are valuable. That's why you need innovative solutions to maximize your document storage and meet your management needs. Whether you're ready to lessen the paper shuffle or eliminate paper storage altogether, Tyler Content Manager™ (TCM) is an industry-leading solution that helps bring your physical document storage system into the digital age. Now you can electronically capture, manage, and retrieve all of your documents with Tyler's TCM. Flexibly built with options to meet any agency's needs, TCM handles all of your document management challenges with ease, precision, and an eye on your bottom line.

TCM is also closely integrated to many Tyler products, providing out of the box document types and a seamless connection for viewing and creating content directly tied to your business.

STANDARD EDITION

TCM Standard Edition (TCM SE) is ideal for clients wishing to store, manage, protect, and retrieve a wide range of documents for content related to the Tyler integrated products. TCM SE includes features such as our barcode recognition, full-text searching, mass scanning/importing functions, and much more.

- Captures and stores content and underlying metadata associated with each record to make advanced searches possible.
- Set security on individual documents and manually redact images, which will provide a high amount of control over the accessibility of documents and images.

Select the best edition of Tyler Content Manager for your agency's unique document storage needs:

TCM SE is an easy-to-deploy content management solution. Through the easy capture, storage, and retrieval of documents, it electronically manages and incorporates paper documents into your processes.

TCM EE includes all the TCM SE features but further expands those functions. It provides you with the ability to define custom document types and utilize workflow to support your specific business needs for content management beyond integrated Tyler products.

- Integrated document retention schedules help you manage document inventory while meeting local mandates. It also creates an audit history of images and document related data.
- Provides exceptional search capabilities which gives you direct, broad-based access to all of your documents, rather than having to access them one by one.

ENTERPRISE EDITION

TCM Enterprise Edition (TCM EE) provides the same features as TCM SE, however, this platform expands TCM's useful functions outside of the Tyler solution and into your agency's complete daily workflow. TCM EE gives you the ability to capture, deliver, manage, and archive all of your documents on a broader basis, integrate third-party systems, and boost your return on investment.

TCM Enterprise Edition also provides you with the ability to define custom document types and utilize workflow to support your specific business needs for content management beyond integrated Tyler products. An employee onboarding module is included to facilitate routing and approval of employee forms that can be electronically signed. Tyler continues to assess TCM to develop new features and support your robust and varied business processes.

CAPTURE

FEATURE	DETAIL	SE	EE
Barcode recognition	Recognize TCM or third-party barcodes for automatic indexing and document grouping within the content capture feature.	●	●
Single record scan (TWAIN)	Scan documents directly to the TCM record from document explorer or the document viewer.	●	●
Capture and store documents in their native format	TIFF, PDF, text, image, MS Office®, etc.	●	●
Import utility	Mass import document data and electronic images.	●	●
Optical character recognition (OCR)	Capture text from attachments so users can search over all content stored in TCM. The OCR data will also provide quick indexing with extensive data, such as long addresses or names.	●	●
Content capture	Quickly scan or import content into TCM. Optionally update the documents from this view as soon as they are created.		●
Document type creator	Create custom document types, look ups, and search bins.		●
Employee onboarding	Deliver a touchless employee onboarding experience by eliminating paper-based processes and route electronic forms that allow new hires to fill out and sign their forms remotely before their first day of work. Data captured from the form will sync with the employee's ERP record, saving time creating new records.	○	●
Automatic indexing	Ability to extract metadata from an image into a field, reducing the manual labor required to index the info.	○	○
Automatic redaction	Ability to identify sensitive data and automatically place a redaction.	○	○

- Standard
- Optional
- Not Available

...continued on next page

DELIVER

FEATURE	DETAIL	SE	EE
Email	Email document data and attachments directly from TCM.	●	●
Document extract utility	Mass export documents and images from TCM.	●	●

MANAGE

FEATURE	DETAIL	SE	EE
Document types and mappings	Preconfigured document types and mappings.	●	●
Security sync	Synchronize the standardized security roles from integrating Tyler applications to TCM.	●	●
Version management	Keep track of document versions, revisions, and new formats.	●	●
Annotations	Manually apply highlights, text stamps, sticky notes, and redactions to images stored in TCM.	●	●
Active directory integration	Integrate TCM security with your active directory via Tyler ID.	●	●
Retention	Provide document version control, full audit trail, restore options, comprehensive purge management, and set custom purge and retention schedules.	●	●
PDF-TIFF conversion utility	Convert PDF documents to TIFF images as content is imported into TCM.	●	●
Security	Control access to documents based on the document type, indexed field value, individual document level, and more.	●	●
Software updates	Easily patch and update management alongside other Tyler products through Tyler Deploy™.	●	●
Searching	Customize search criteria for better results using TCM filters. Search by keywords, phrases, full text of attachments (flat image files, MS Office documents, or text-based PDFs), and brief descriptions.	●	●
User access history	Identify the time and users that have viewed a document to ensure your organization's security.	●	●
Finalized documents	Set the document status to a read-only state when the document should no longer be editable.	●	●
Automatic date stamps	Select a date/time stamp to be added to images and documents stored in TCM.		●
Automatic text stamps	Customize text stamps to be added to images within TCM. The stamps can be added manually or automatically through workflow.		●
Workflow	Manage your business processes through customized workflows that meet your business needs.		●
Workflow status	Track the progress of a particular document's workflow status to identify stagnant tasks, resend emails, or view why a task was rejected.		●
Disaster Recovery	Tyler Disaster Recovery services will restore your latest data and images, and in most cases will have you up and running within hours of reporting a disaster.	○	○
Conversion services	Work with a consultant to convert data and images to TCM. Output reports provide balancing tools to ensure a complete and accurate conversion.	○	○
TCM self-service	Provide restricted access to specific content through TCM's public web interface.	○	○

STORE

FEATURE	DETAIL	SE	EE
Storage	Documents and images can be stored in the database or in the file system.	●	●
Web service API	Create intricate content management integrations between third-party applications and TCM.		○

● Standard
 ○ Optional
 Not Available



Some Advantages of Tyler SaaS Solutions

Business continuity (Disaster Recovery)

A huge part of your city's planning process should be business continuity or disaster recovery as it's often called. Protecting your data and systems is a critical piece of these plans. And most of us think in terms of a hurricane, or tornado, or earthquake, but we should also be thinking of a water main in the basement rupturing over the Christmas break and us coming back to a flooded building after a 4-day weekend, or a fire that guts a whole section of our building, or an electrical storm that delivers a direct hit to our electrical system and circumvents all the breakers and power strips and fries our hard drives, or a ransomware or malware attack that crashes our entire city.

Having your data stored in Tyler's SaaS solution ensures it is backed up and protected in mirrored secure and safe locations and you are able to almost immediately access your data from anywhere connected to the internet, which of course minimizes loss of productivity, downtime and citizen angst.

Competitive advantage

When people think of Tyler Technologies they immediately think of us as a "for profit" business and in a competitive environment. With municipalities "competitive" is probably not the first or second descriptor many would think of. But, as most anyone who works in a city environment knows, you're in a competitive environment. You're competing for talent, you're competing for funds, you're competing for recognition, you're competing for the hearts and minds of citizens...and the preceding is just to name a few areas of competition.

Not every municipality will migrate to a solution like Tyler SaaS. Many will cite "expense" and shy away because of "budgetary constraints". However, cities who adopt Tyler SaaS find that many benefits Tyler SaaS solutions provides positively impacts their operations, providing significant ROI (Return On Investment) and enhancing their competitiveness. For example, did you know the generations who come after the Baby Boomers (born 1946–1964) are progressively more sensitive to working for organizations using cutting edge technology and realizing the associated efficiencies. Tyler SaaS is the most cutting edge and can assist in attracting your next generation of leaders and employees. Or, suppose a grant needs information "right now!" and construction workers just severed the main feed to your office and your electricity is gone. "We should have it back up by the end-of-the-week" the construction foreperson has told you. Clock is ticking...grant is pending...

We see Tyler SaaS adoption from our customers expanding month over month, since cities realize that it offers them access to world-class enterprise technology. And, when you implement Tyler SaaS, you'll be ahead of your competitors.

Data security

One of the major concerns of every city, regardless of size, is the security of its data and citizen information. Data breaches and other cybercrimes can devastate a city, citizen loyalty and responsible employees' careers.

Tyler SaaS solutions offer many advanced security features that guarantee that data is securely stored and handled. Unlike most of our customers, we have trained professionals, IT experts, who monitor Tyler SaaS servers 24/7/365 constantly looking for threats and anomalies.

Tyler SaaS storage providers best-in-class protections for our platforms and your data, such as multi-level authentication, stringent access control, mirrored servers in at least two geographically diverse locations (what "disaster", for example, is going to take out a server in Georgia and its mirrored twin in South Dakota?), and dynamic encryption. And your city may choose to supplement our protections with added security measures of your own further bolstering Tyler SaaS data protections and tightening access to sensitive information (we can provide you with best practices and would be glad to discuss these with you regardless of whether you choose to become a part of Tyler's family--securing your data is as important to us as it is to you in the sales "deal" process).

Efficient collaboration

The Tyler SaaS environment provides your city, staff, and colleagues the ability to communicate and share easily. You no longer are confined to in-person, offices, meetings. If you are working on a project across different locations, you could use Tyler SaaS solutions to give others access to the same files and conversations. You can choose to share data with whoever you deem makes sense to have access to this data (e.g. perhaps there's a need to quickly and securely share accounting records with an auditor).

Flexibility

COVID-19 drove home a critical point: those who have flexibility have the capacity to thrive, those who do not will struggle if they survive. Tyler SaaS solution allows managers and employees to be more flexible in their work practices. For example, your city offices close for whatever reason. Payroll must be processed, citizens must pay their bills--simply because the world goes into self-isolation does not mean your city and all the services you provide can grind to a halt--with Tyler SaaS solution you have the ability to access data from home, while you're at a conference, on holiday or PTO, or during your commute to and from work (providing you have an internet connection and you're not driving). You can connect quickly and easily from anywhere and anytime with any device connected to the internet.

Mobility

Tyler SaaS solutions allow mobile access to your city's data through any device connected to the internet, which is a great way to ensure all your employees and citizens can stay connected. Employees and citizens can use this feature to keep instantly up-to-date with city business and coworkers.

Resources maintained in Tyler SaaS solutions can be easily stored, retrieved, recovered, or processed in a matter of clicks. This saves time and effort--city resources--dramatically increases efficiency--in maintaining the city systems, and tremendously reduces the workload on IT.

Reduced IT costs

Reduce the cost of managing and maintaining your IT systems. Rather than purchasing expensive systems and equipment for your city, could reduce your costs by using the resources available in the Tyler SaaS solution. Here are a few reasons you may be able to reduce these costs:

- You can limit your need for expert staff and wages
- You may notice a reduced cost in energy consumption
- You will notice fewer time delays
- You will probably want to keep your desktops and laptops and other devices up-to-date, but the critical need to access Tyler SaaS services is the most recent version of a web browser and a good internet connection, so if you're fortunate and on an "every 3-year" replacement rotation for your hardware perhaps that moves out to 5 or even 7 years.

Scaling

Your city can scale up or scale down to address any situation, allowing flexibility as your needs change. Now, if you have a need, even temporary, and need to scale up you have to purchase and install often times expensive upgrades however, Tyler SaaS services can do this for you. This frees up enormous amounts of time and resources and alleviates a mammoth headache.



CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

-6

5.6

COUNCIL MEETING DATE
August 1, 2022

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 an administrative change to the way overtime is calculated for employees with a classification of working 12-hour shifts.	
Requirement for Board Action <i>(Cite specific Council policy, statute or code requirement)</i> For Review and Discussion	
Is this Item Goal Related? <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes Innovative Leadership	
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>
<p>Based on Wage and Hour Division(WHD) Fact Sheet #8: <i>local governments must apply overtime rates to law enforcement personnel for time exceeding 86 hours biweekly or 171 hours per 28 day pay cycles.</i></p> <p>Further, Section 7(k) of the FLSA provides that employees engaged in fire protection or law enforcement may be paid overtime on a "work period" basis. A "work period" may be from 7 consecutive days to 28 consecutive days in length. For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 212 (fire) or 171 (police) as the number of days in the work period bears to 28. For example, fire protection personnel are due overtime under such a plan after 106 hours worked during a 14-day work period, while law enforcement personnel must receive overtime after 86 hours worked during a 14-day work period.</p> <p>The City uses an automated ADP system for payroll processing. However, overtime for the Police Patrol staff is calculated manually and entered manually . We would like to recommend automating this process. The current process is to calculate OVERTIME manually every 28 days (every other pay period) and manually enter this information into ADP Workforce now. The patrol staff is paid overtime rate of time and one half for any hours WORKED that exceeds 171 hours in the 28-day cycle.</p> <p>I would like to propose a change in process that would not only conform to FSLA rules and WHD</p>	

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title Ricky L. Clark, City Manager	Date August, 1, 2022	
Signature	City Clerk's Office	

regulations but remove the element of human error from the equation. It is staff's recommendation to change the process so that the ADP system tracks hours worked and pays overtime bi-weekly (every 14 days) at time and a half to the patrol officers that work 12-hour shifts. Overtime will be paid when their total hours worked in the established 14 day pay cycle exceeds 86 hours. Overtime pay is based upon **physically** working the noted number of hours and that leave, or PTO is not included in the calculation of hours worked. 5.6

Staff is recommending that this change become effective August 15, 2022, but not later than August 29, 2022.

The total impact of this process change is negligible and only affects the timing of the distribution of overtime pay. Management would still be required to monitor and approve overtime worked and adjust operations as deemed necessary.

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.)

- Wage and Hour Division Statement

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

Approval

Fact Sheet #8: Law Enforcement and Fire Protection Employees Under the Fair Labor Standards Act (FLSA)

This fact sheet provides general information concerning the application of the [FLSA](#) to law enforcement and fire protection personnel of State and local governments.

Characteristics

Fire protection personnel include firefighters, paramedics, emergency medical technicians, rescue workers, ambulance personnel, or hazardous materials workers who:

1. are trained in fire suppression;
2. have the legal authority and responsibility to engage in fire suppression;
3. are employed by a fire department of a municipality, county, fire district, or State; and
4. are engaged in the prevention, control and extinguishment of fires or response to emergency situations where life, property, or the environment is at risk.

There is no limit on the amount of nonexempt work that an employee employed in fire protection activities may perform. So long as the employee meets the criteria above, he or she is an employee “employed in fire protection activities” as defined in section 3(y) of the FLSA.

Law enforcement personnel are employees who are empowered by State or local ordinance to enforce laws designed to maintain peace and order, protect life and property, and to prevent and detect crimes; who have the power to arrest; and who have undergone training in law enforcement.

Employees engaged in law enforcement activities may perform some nonexempt work which is not performed as an incident to or in conjunction with their law enforcement activities. However, a person who spends more than 20 percent of the workweek or applicable work period in nonexempt activities is not considered to be an employee engaged in law enforcement activities under the FLSA.

Coverage

Section 3(s)(1)(C) of the FLSA covers all public agency employees of a State, a political subdivision of a State, or an interstate government agency.

Requirements

[Hours of work](#) generally include all of the time an employee is on duty at the employer's establishment or at a prescribed work place, as well as all other time during which the employee is suffered or permitted to work for the employer. Under certain specified conditions time spent in sleeping and eating may be excluded from compensable time.

The FLSA requires that all covered nonexempt employees be paid the statutory [minimum wage](#) of not less than \$7.25 per hour effective July 24, 2009.

The FLSA requires that all covered nonexempt employees be paid [overtime pay](#) at no less than time and one-half their regular rates of pay for all hours worked in excess of 40 in a workweek.

Section 13(b)(20) of the FLSA provides an overtime exemption to law enforcement or fire protection employees of a public agency that employs less than five employees during the workweek in law enforcement or fire protection activities.

Section 7(k) of the FLSA provides that employees engaged in fire protection or law enforcement may be paid overtime on a “work period” basis. A “work period” may be from 7 consecutive days to 28 consecutive days in length. For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 212 (fire) or 171 (police) as the number of days in the work period bears to 28. For example, fire protection personnel are due overtime under such a plan after 106 hours worked during a 14-day work period, while law enforcement personnel must receive overtime after 86 hours worked during a 14-day work period.

Under certain prescribed conditions, a State or local government agency may give compensatory time, at a rate of not less than one and one-half hours for each overtime hour worked, in lieu of cash overtime compensation. Employees engaged in police and fire protection work may accrue up to 480 hours of compensatory time.

An employee must be permitted to use compensatory time on the date requested unless doing so would “unduly disrupt” the operations of the agency.

At the time of termination an employee must be paid the higher of (1) his or her final regular rate of pay or (2) the average regular rate during his or her last three years of employment for any compensatory time remaining “on the books” when termination occurs. For more information on state and local governments under the FLSA, see [Fact Sheet #7](#).

No covered employer may employ any minor in violation of the [youth employment provisions](#) of the FLSA. The Act establishes specific provisions concerning prohibited occupations and/or hours of employment of minors under age 18.

Covered employers must make, keep and preserve payroll-related records as described by regulations [29 CFR Part 516](#).

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

U.S. Department of Labor
 Frances Perkins Building
 200 Constitution Avenue, NW
 Washington, DC 20210

1-866-4-USWAGE
 TTY: 1-866-487-9243
[Contact Us](#)



CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

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5.7

COUNCIL MEETING DATE
August 1, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Community Development Director Allen

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

Discussion regarding proposed text amendment, 22-TA-014 Ord. 2022-018 to the City of Jonesboro Code of Ordinances, regarding updates and revisions to Article XVII – Additional Conditional Uses, Chapter 86 – Zoning, of the City of Jonesboro Code of Ordinances.

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

Chapter 86, Article XVII – Additional Conditional Uses

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

Community Planning, Neighborhood and Business Revitalization

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.)

Agency recommendation – Approval of updates and revisions to Article XVII; The Table of Uses has been revised as a response to certain zoning situations that need to be addressed, and likewise, the Additional Conditional Use code section needs to be revised in response. **All changes are in bold red on the revised code section enclosed.**

Sec. 86-591 for food truck courts / parks was changed.

Sec. 86-591. NAICS 722330 – Food Truck Courts and Parks **(for profit and not-for-profit)**

The following conditions are assigned in the H-1, H-2, O&I, M-X, C-1 and C-2 districts:

- (1) The City may, in its discretion, allow for the concentrated parking of mobile food vendors at City designated sites, in addition to recognized City event sites.
- (2) Must be located on a street having a classification of collector or greater.
- (3) Must be established on a lot having a minimum area of one acre and a minimum frontage of 150 feet.
- (4) Off-street parking and/or drop-off space adequate to meet the needs of the proposed facility shall be provided. No parking on City streets unless specifically authorized by the City.
- (5) Must present site plan to the City showing the spacing of vendors and the circulation of customers on the property.
- (6) Must meet all health department requirements **(for profit and not-for-profit).**
- (7) For non-event sales, the sale of non-food items is prohibited.
- (8) For non-event sales, business must be contained within the vehicle(s). No tents or tables allowed to be set up outside of the vehicle(s).
- (9) Food trucks shall not be permitted on the premises before 8:00 a.m. or after 9:00 p.m.
- (10) Adequate trash receptacles shall be provided on the premises to dispose of food wrappers, food utensils, paper products, cans, bottles, food and other such waste. Such receptacles shall be located no more than ten feet from each food truck. The food

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title
Ricky L. Clark, City Manager

Date

August, 1, 2022

Signature

City Clerk's Office

truck vendor shall be responsible for removing all trash, litter and refuse from the site at the end of each business day.

5.7

(11) No LED strip lighting shall be used in conjunction with any food truck court.

(12) No loudspeakers shall be used for announcements or hawking of products in conjunction with any food truck court.

(13) A minimum distance of 100 feet shall be maintained between any food truck and the entrance to any restaurant.

(14) The food truck shall not be located within any required setback, any sight distance triangle or required buffer.

(15) Access aisles sufficient to provide emergency access to any food truck shall be provided subject to approval by the fire marshal.

(16) "Non-profit" food truck events, as referenced in O.C.G.A. 26-2-39, occurring in privately-owned food truck courts and parks shall be limited to four (4) events per calendar year.

(17) All individual food truck participants within private food truck courts / parks shall be subject to an annual application and application fee submitted to the City of Jonesboro.

Sec. 86-662 for selfie museums was added.

Sec. 86-662. – NAICS 712110 Selfie Museums

The following conditions are assigned in the H-1 and H-2 districts:

- (1) Must be located on a street having a classification of collector or greater.
- (2) Shall not be located in building suites larger than 2000 square feet.
- (3) No photographic activities or props shall occur outside of the building.
- (4) No props of an obscene nature shall be permitted.

Sec. 86-663 for oil change and lube shops was added.

Sec. 86-663. – NAICS 811191 Automotive Oil Change and Lubrication Shops

The following conditions are assigned in the C-2 district:

- (1) Must be located on a street having a classification of arterial.
- (2) All applicable regulations concerning the proper storage and disposal of fluids shall be observed.
- (3) No vehicles in a state of disrepair shall be parked or stored in view of the street or adjacent residential areas.

Fiscal Impact

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

n/a

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

- Legal Notice - Additional Conditional Uses Revision August 2022

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

Legal Notice

Public Hearing will be held by the Mayor and Council of the City of Jonesboro at 6:00 P.M. on August 8, 2022 in the chambers of the Jonesboro Municipal Court facility, 170 South Main Street, Jonesboro, GA, to consider a proposed text amendment to the City of Jonesboro Code of Ordinances, regarding updates and revisions to Article XVII – Additional Conditional Uses, Chapter 86 – Zoning, of the City of Jonesboro Code of Ordinances. Mayor & Council will first discuss the item at their Work Session, to be held on August 1, 2022 at 6 pm, also in the chambers of the Jonesboro Municipal Court facility, 170 South Main Street, Jonesboro, GA.

David Allen
Zoning Administrator / Community Development Director

Publish 7/20/22



CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

-8

5.8

COUNCIL MEETING DATE
August 1, 2022

Requesting Agency (Initiator) Office of the City Manager	Sponsor(s) Community Development Director Allen
<p>Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.) Discussion regarding proposed text amendment, 22-TA-015 Ord. 2022-019, to the City of Jonesboro Code of Ordinances, regarding proposed revisions to Chapter 86, Zoning, Article XVI, Signs, of the City of Jonesboro Code of Ordinances.</p>	
<p>Requirement for Board Action (Cite specific Council policy, statute or code requirement) Chapter 86, Article XVI Signs</p>	
<p>Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal) Community Planning, Neighborhood and Business Revitalization</p>	
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.)
<p>Agency recommendation – Approval of revision to Sign Ordinance; Several necessary changes have been proposed for the Sign Ordinance.</p> <p>Sec. 86-490 Regulated Signs – Certain setbacks for signs were revised. There is a problem with many lots along Main Street and other streets having “shallow” front yards and being unable to meet the current minimum setback of 10 feet off of the right-of-way for signs. The intent of this standard was likely to ensure that proper sight distance was maintained at street intersections. Thus, the 10-foot setback standard for most signs has been maintained for lots at street intersections (corner lots) but has been dropped to 3 feet from the right-of-way or 1 foot from the closest sidewalk edge (whichever is greater) for non-corner lots.</p> <p>Sec. 86-490. - Regulated signs.</p> <p class="list-item-l1">(a) <i>Ground signs, which are permanent, shall be permitted in non-residential zoning districts. No ground sign shall have a height greater than six feet above normal grade, or a sign face area greater than 35 square feet (each side) for lots with a single building and 45 square feet (each side) for planned centers.</i></p> <p>Ground sign setbacks shall be as follows:</p> <ul style="list-style-type: none"><i>No portion of a ground sign shall be located within ten feet of a street right-of-way on a corner lot (public and private streets), or within ten feet of any major structure or building.</i><i>On non-corner lots, no portion of a ground sign shall be located within three feet of a street right-of-way, or closer than one foot from the closest edge of a nearby sidewalk, whichever distance into the property is greater, or within ten feet of any major structure or building.</i><i>No portion of a ground sign shall be located within two feet of the back of curb of any vehicular parking aisles.</i><i>For proposed ground signs along Tara Boulevard and other arterial City streets, the setbacks of Sec. 86-489 (d)(8) shall apply.</i> <p>Regardless of the right-of-way, no new ground sign shall obscure the view of an existing sign from the street right-of-way, or conflict with any other existing appurtenances on the subject property. Changeable copy shall not exceed 33 percent of the area of the sign face. Ground signs are allowed only on lots upon which there is a building which is currently occupied pursuant to a current and valid certificate of occupancy issued by the City or which is currently being developed under an active building permit issued by the City.</p> <p>Likewise, the same setback standards shall apply to the monument signs in the Historic District.</p> <p class="list-item-l1">a. <i>Monument ground signs, mounted directly upon the ground and not raised by vertical supports, may be allowed in the</i></p>	

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title Ricky L. Clark, City Manager	Date August, 1, 2022	
Signature	City Clerk's Office	

the H-1 and H-2 zoning districts, and non-residential properties within the Historic Residential Overlay, conform to the following standards.

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1. Shall not have a total height greater than four feet above normal grade.
2. Shall not have a total width greater than 8 feet (edge of frame to edge of frame).
3. Shall have a brick or stone base and similar vertical supports. Sign face panel shall be composed of painted wood or high-quality metal.
4. Shall be illuminated on sides facing streets with external lighting.
5. Shall be provided appropriate-sized landscaping (shrubs, flowers) around the base.
6. **On non-corner lots, may be located 3 feet away from the right-of-way line, or no closer than one foot from the closest edge of a nearby sidewalk, whichever distance into the property is greater, or within ten feet of any major structure or building. On corner lots, the same minimum setback of Sec. 86-490 shall apply.**

Fiscal Impact

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

n/a

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

- Legal Notice - Sign Ordinance Revisions August 2022

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

Approval

Legal Notice

Public Hearing will be held by the Mayor and Council of the City of Jonesboro at 6:00 P.M. on August 8, 2022, in the chambers of the Jonesboro Municipal Court facility, 170 South Main Street, Jonesboro, GA, to consider a proposed text amendment to the City of Jonesboro Code of Ordinances, regarding proposed revisions to Chapter 86, Zoning, Article XVI, Signs, of the City of Jonesboro Code of Ordinances. Mayor & Council will first discuss the item at their Work Session, to be held on August 1, 2022 at 6 pm, also in the chambers of the Jonesboro Municipal Court facility, 170 South Main Street, Jonesboro, GA.

David Allen
Zoning Administrator / Community Development Director

Publish 7/20/22