



CITY OF JONESBORO
Work Session
1859 CITY CENTER WAY
May 1, 2023 – 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) should you need assistance.

Agenda

- I. CALL TO ORDER - MAYOR DONYA L. SARTOR**
- II. ROLL CALL - INTERIM CITY CLERK MELISSA BROOKS**
- III. INVOCATION**
- IV. ADOPTION OF AGENDA**
- V. WORK SESSION**
 1. Discussion regarding naming the Park at 102 North McDonough St.
 2. Discussion regarding Motorola Radio financing.
 3. Discussion regarding landscaping contract and maintenance agreement for Jonesboro City Center grounds.
 4. Discussion regarding acquisition of sanitation trash bins.
 5. Council to review special election cost.
 6. Discussion regarding a fee waiver as requested by the Girl Scouts of Greater Atlanta – Clayton County to host their annual "Girl Scouts Bridging Ceremony" on May 6, 2023, at Lee Street Park.
 7. Discussion regarding amending the City Code, Chapter 2 (Administration). Article I (In General), Section 2-1 Records Management.
 8. Discussion regarding Conditional Use Permit application, 23-CU-007, for a private motorcycle club meeting space, by Hernan Santamaria, property owner, and Cedric Mack, applicant, for property at 258 South Main Street (Parcel No. 05241D B001), Suite D, Jonesboro, Georgia 30236.
 9. Discussion regarding Conditional Use Permit application, 23-CU-008, for a dance studio, by Patricia Okwuosa, property owner, and Vanessa B. Gibson, applicant, for property at 242 Stockbridge Road (Parcel No. 12017D B003), Jonesboro, Georgia 30236.

10. Discussion regarding Minor Subdivision Plat - 100 Pine Circle, 23-SUB-002.

11. Discussion regarding establishing a Jonesboro Youth City Government.

VI. OTHER BUSINESS

A. Executive Session for personnel related matters.

VII. ADJOURNMENT

VIII. CONDITIONAL USE PERMITS



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

5.1.a

COUNCIL MEETING DATE
May 1, 2023

Requesting Agency (Initiator)

City Council

Sponsor(s)

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

Discussion regarding naming the Park at 102 North McDonough St.

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

Consideration of Naming Park

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

In November 2000, the city council voted to approve naming the park located at 102 North McDonough Street (Street corner near B' Mari) "Hugh Dickson Park". In honor of his 46 years of service as mayor and city council member.

No actions was taken by the city council until now.

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)

Council Discretion

Attachment: Park cover sheet.doc (3379 : Naming the Park at 102 North McDonough St.)

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, Interim City Clerk

Date

May, 1, 2023

Signature

City Clerk's Office

November 13, 2000

The regular meeting of Mayor and Council was held November 13, 2000 with Mayor Day and all members present as follows: T. E. Adair, Luther Maddox, Yvonne McDonald, Wallace Norrington, Clifford Sewell and Rick Yonce.

The minutes of the October meeting were read and unanimously approved.

On a motion by Sewell, seconded by Norrington, the agenda was amended to include the opening of bids for sidewalks. The motion carried unanimously.

Maddox moved, seconded by McDonald, that the resolution be passed authorizing the Mayor to sign documents in connection with the Clayton County Community Block Grant program. The motion carried unanimously.

On a motion by Sewell, seconded by Maddox, the procurement procedures in connection with grant funds were adopted. The motion carried unanimously. A copy is attached to the minutes for reference.

Justin Morris addressed Council in connection with placing a trailer on his property on Turner Road to be lived in temporarily. Also, he related plans to build an office and living quarters combination at a later date. On a motion by Sewell, seconded by Norrington the request was denied. The motion was carried unanimously.

On a motion by Sewell, seconded by Maddox, it was unanimous to donate \$1,500 to Securus House. On a motion by Maddox, seconded by McDonald, it was unanimous to donate \$922 to Keep Clayton Beautiful.

Sewell moved, seconded by Norrington, that the park at 102 North McDonough Street be named Hugh Dickson Park. This would honor Mr. Dickson who served the City as Councilman and Mayor for a total of 46 years. The motion carried unanimously.

On motion by Sewell, seconded by Maddox, the street alongside Stately Oaks, running from Jodeco Road to Key Street, was officially named Carriage Lane. The motion carried unanimously.

The bids on sidewalks were read as follows: Meadows Masonry, 196 West Mill Street, Jonesboro, bid \$9,500. Dunco Tractor Works, Inc., Hwy. 138, Stockbridge, bid \$6,600. Sewell moved, seconded by McDonald that Meadows Masonry not be considered due to lack of signature on the bid. For the motion: Maddox, McDonald, Sewell, and Yonce, Norrington and Adair opposed. The motion carried.

On a motion by Norrington, seconded by Maddox, the bid of \$6,600 was accepted from Dunco Tractor Works. For the motion: Adair, Maddox, McDonald, Norrington and Yonce. Sewell abstained.

Mayor Day expressed appreciation to Mark Harris on behalf of the City for his outstanding job as Interim Police Chief. Sewell expressed his appreciation and commended the Police Department on their response time.

Chief Wiggins announced the Fire Station Dedication to be December 17th at 2:00 pm.

Attachment: 2000 minutes (3379 : Naming the Park at 102 North McDonough St.)



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

- 1

COUNCIL MEETING DATE
May 1, 2023

5.2.a

Requesting Agency (Initiator)

Police

Sponsor(s)

Chief of Police Henderson

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

Discussion regarding Motorola Radio financing.

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

Approval of Financing

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 Jonesboro Police Department is seeking approval to solidify financing for the Motorola Radios presented at last month's meeting. After presenting the proposal to lease/purchase forty APX6000 radios from Motorola to the Council, we were instructed to seek other options for financing. We collaborated with the Finance Department to secure better financing options. We compared the previous financing offered by Motorola and considered a subsequent finance option provided by Bearcom (see attached). After careful evaluation, we recommend that we go with financing through GMA/Truist.

Fiscal Impact

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

The analysis provided by Finance Director is 3.99% for 4 years is the best rate available. The cost of debt ranges from \$14K to \$18K. Staff recommends financing it over 4 years with a down payment of \$45000 which was appropriated in FY' 23 budget.

GMA/Truist Bank provided an option to pay over 48 monthly payments – presented in the attachments one financing the full \$218K and one where we finance \$173000 (\$218000 less \$45000 appropriated in 2023) – Lowest debt service cost is GMA scenario 2 which is to make downpayment of \$45K, Finance \$173,000 and make month installments with a total interest cost of \$14K.

GMA/Truist Bank provided an option to pay over 4 annual payments - Presented in the attachments, one financing the full \$218K and one where we finance \$173000 (218000 less \$45000 appropriated in 2023)

The deadline to complete the financing agreements is May 20, 2023

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, Interim City Clerk

Date

May, 1, 2023

Signature

City Clerk's Office

Attachment: Agenda Cover Sheet - Motorola Financing (3374 : Motorola Radio Financing)

There is no prepayment penalty on either option.

5.2.a

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

- City of Jonesboro GA_financing Motorola
- GMA Truit Financing Update SCHEDULE pay per month vs annually
- Jonesboro, Clty of (GA) Bearcom
- LtCato_JonesboroPD_40APX6000 Quote

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

Approval

Attachment: Agenda Cover Sheet - Motorola Financing (3374 : Motorola Radio Financing)

Date: April 10, 2023

Financing proposal for: **City of Jonesboro**

Motorola Customer Financing recognizes that each opportunity presents unique issues and characteristics. Therefore, our approach involves understanding our customer's operational goals and financial objectives. **Should you feel another financing structure is required, Motorola Customer Financing would welcome the opportunity to work with you.**

Transaction Type: Municipal Lease-Purchase Agreement / Tax Exempt Financing

Lessor: Motorola Solutions, Inc. (or its Assignee)

Lessee: **City of Jonesboro**

Amount: \$217,711.40

Down Payment: \$0.00

Balance to Finance: \$217,711.40

Equipment: As per the Motorola Solutions equipment proposal.

Title, Insurance, & Maintenance Title to the equipment will vest with the Lessee, and the Lessee will be responsible to insure & maintain the equipment as outlined in the lease contract.

Taxes: Personal property, sales, leasing, use, stamp, or other taxes are for the account of the Lessee.

Option One

Lease Term: Three Years

Payment Frequency: Annual

Lease Rate: 6.46%

Lease Factor: 0.377298

Lease Payment: \$82,142.09

Payment Structure: Arrears

Payment Commencement: First payment due one year after contract execution.

Please be advised the rates and payment streams above are valid for lease purchase contracts executed and returned NO LATER than: **7/16/2023**

Program Highlights: Lease Payments are subject to annual appropriation, so the Lessee **DOES NOT** pledge its full faith and credit.

Low, tax exempt financing interest rates...the most **cost effective & convenient** way for State & Locals to raise cash.

No pre-payment penalties provided payment is made in-full on a regularly scheduled lease payment date.

Eliminate miscellaneous financing costs associated with bonding...**NO** special counsel fees, underwriter's fees, origination costs, or reserve fund requirements. **Every dollar you borrow gets allocated towards your project.**

Qualifications: Receipt of a properly executed documentation package.
The interest portion of the Lease Payments shall be excludable from the Lessor's gross income pursuant to Section 103 of the Internal Revenue Code.
Receipt of a copy of the last 2 year's audited financial statements and current year's budget from the Lessee.
This proposal should not be construed as a commitment to finance. It is subject to final credit approval.

For questions concerning this quote, please contact: Sam Gainer
Motorola Solutions Credit Company LLC
201-605-7206
samuel.gainer1@motorolasolutions.com

Attachment: City of Jonesboro GA_financing Motorola (3374 : Motorola Radio Financing)

Annual Interest Rate:	3.99%
Years:	4
Payments Per Year:	1
Amount:	\$173,000.00

Payment Number	Payment	Principal	Interest	Balance
1	\$47,648.55	\$40,745.85	\$6,902.70	\$132,254.15
2	\$47,648.55	\$42,371.61	\$5,276.94	\$89,882.55
3	\$47,648.55	\$44,062.23	\$3,586.31	\$45,820.32
4	\$47,648.55	\$45,820.32	\$1,828.23	\$0.00
			\$17,594.19	

Pay this over 4 years
Pay this down per 2023 budget
Total Payments
Less Equip Cost
Cost of Debt
7 yr lease in budget

Savings

Attachment: GMA Truit Financing Update SCHEDULE pay per month vs annually (3374 : Motorola Radio Financing)

\$190,594.19
45,000.00
235,594.19
(218,000.00)
17,594.19
315,238.00
79,643.81

Date: April 25, 2023

Financing proposal for: **City of Jonesboro, GA**

Motorola Customer Financing recognizes that each opportunity presents unique issues and characteristics. Therefore, our approach involves understanding our customer's operational goals and financial objectives. **Should you feel another financing structure is required, Motorola Customer Financing would welcome the opportunity to work with you.**

Transaction Type: Municipal Lease-Purchase Agreement / Tax Exempt Financing

Lessor: Motorola Solutions, Inc. (or its Assignee)

Lessee: **City of Jonesboro, GA**

Amount: \$217,711.40
Down Payment: \$0.00
Balance to Finance: \$217,711.40

Equipment: As per the Motorola Solutions equipment proposal.

Title, Insurance, & Maintenance: Title to the equipment will vest with the Lessee, and the Lessee will be responsible to insure & maintain the equipment as outlined in the lease contract.

Taxes: Personal property, sales, leasing, use, stamp, or other taxes are for the account of the Lessee.

Lease Term: Three Years

Payment Frequency: Annual

Lease Rate: 5.47%

Lease Factor: 0.370447

Lease Payment: \$80,650.55

Payment Structure: Arrears

Payment Commencement: First payment due one year after contract execution.

Please be advised the rates and payment streams above are valid for lease purchase contracts executed and returned NO LATER than: **5/24/2023**

Program Highlights: Lease Payments are subject to annual appropriation, so the Lessee **DOES NOT** pledge its full faith and credit.

Low, tax exempt financing interest rates...the most **cost effective & convenient** way for State & Locals to raise cash.

No pre-payment penalties provided payment is made in-full on a regularly scheduled lease payment date.

Eliminate miscellaneous financing costs associated with bonding...**NO** special counsel fees, underwriter's fees, origination costs, or reserve fund requirements.
Every dollar you borrow gets allocated towards your project.

Qualifications: Receipt of a properly executed documentation package.

The interest portion of the Lease Payments shall be excludable from the Lessor's gross income pursuant to Section 103 of the Internal Revenue Code.

Receipt of a copy of the last 2 year's audited financial statements and current year's budget from the Lessee.

This proposal should not be construed as a commitment to finance. It is subject to final credit approval.

For questions concerning this quote, please contact: Paul Mecaskey
Motorola Solutions Credit Company LLC
847-538-3707
pjm@motorolasolutions.com



QUOTE-1845780

Billing Address:

JONESBORO, CITY OF
124 N AVE
JONESBORO GA, 30236

Quote Date: 2023/01/04
Expiration Date: 2023/03/15
Contract Name: NASPO #06913

Quote Created By:

Livinia Miller

liviniamiller@motorolasolutions.

Customer: JONESBORO,
CITY OF

Currency:
USD

Terms and Conditions:

none

Georgia State Contract

Line #	Item Number	Description	QTY	Unit List Price	Ext. List Price	Disc %	Unit Sale Price	Ext. Sale Price
	APX™ 6000 Series							
1	H98UCF9PW6BN	APX6000 700/800 MODEL 2.5 PORTABLE.	40	\$3,595.00	\$143,800.00	27%	\$2,624.35	\$104,974.00
1a	G996AU	ADD: PROGRAMMING OVER P25 (OTAP).	40	\$110.00	\$4,400.00	27%	\$80.30	\$3,212.00
1b	QA01833AH	ADD: EXTREME 1-SIDED NOISE REDUCTION.	40	\$28.00	\$1,120.00	27%	\$20.44	\$817.60
1c	Q361AR	ADD: P25 9600 BAUD TRUNKING.	40	\$330.00	\$13,200.00	27%	\$240.90	\$9,636.00
1d	Q58AL	ADD: 3Y ESSENTIAL SERVICE.	40	\$184.00	\$7,360.00	0%	\$184.00	\$7,360.00
1e	QA00580AC	ADD: TDMA OPERATION.	40	\$495.00	\$19,800.00	27%	\$361.35	\$14,454.00
1f	QA09001AB	ADD: WIFI CAPABILITY.	40	\$330.00	\$13,200.00	27%	\$240.90	\$9,636.00
1g	H38BT	ADD: SMARTZONE OPERATION.	40	\$1,320.00	\$52,800.00	27%	\$963.60	\$38,544.00
1h	QA07682AA	ADD: SMARTCONNECT.	40	\$0.00	\$0.00	0%	\$0.00	\$0.00

1i	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION.	40	\$567.00	\$22,680.00	27%	\$413.91	\$16,556.40
1j	Q629AK	ENH: AES ENCRYPTION AND ADP.	40	\$523.00	\$20,920.00	27%	\$381.79	\$15,271.60
2	PMNN4485A	BATT IMPRES 2 LIION R IP68 2550T.	40	\$168.63	\$6,745.20	27%	\$123.10	\$4,924.00
	Standalone Items		40					
3	NNTN8863A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 100-240VAC, US/NA PLUG.	40	\$169.56	\$6,782.40	27%	\$123.78	\$4,951.20
4	NMN6274B	IMPRES XP RSM FOR APX W/ DUAL MIC NOISE SUPPRESSION, 3.5MM THRD JACK.	40	\$397.98	\$15,919.20	27%	\$290.53	\$11,621.20
5		Programming	40	\$92.86	\$3,714.40		\$92.86	\$3,714.40

Please note expiration deadline for Trade-in and Purchase Date

Added customer loyalty incentive: One (1) APX 6000 at no additional charge

Net Total **\$245,672.40**

Trade-In(4/30/23) **-\$16,000.00**

Purchased by
(4/30/23) **-\$11,961.00**

Grand Total **\$217,711.40**

President
Julie Smith
Mayor, Tifton

April 28, 2023

First Vice President
Randall Walker
Mayor, Perry

Second Vice President
Fred Perriman
Mayor, Madison

Third Vice President
Bianca Motley Broom
Mayor, College Park

Immediate Past President
Vince Williams
Mayor, Union City

CEO & Executive Director
Larry H. Hanson

Ms. Nina Robinson
Finance Director
City of Jonesboro
1859 City Center Way
Jonesboro, Georgia 30236

RE: Direct Installment Program

Dear Ms. Robinson:

Please find enclosed the proposed lease supplement between your city and the Georgia Municipal Association. GMA will file all necessary forms including the state UCC-1 and federal 8038. **Please keep in mind the payment schedule (Schedule B) may change slightly depending on the closing date.**

Please return the documents and invoice to GMA by May 28, 2023 to guarantee the 3.99% interest rate. You may wish to send the documents by overnight courier to assure prompt delivery.

PLEASE PAY CAREFUL ATTENTION TO SIGNATURES AND SEALS. OUR LENDERS WILL NOT PROCESS INCOMPLETE PAPERWORK. IF YOU ARE UNSURE ABOUT A DATE FIELD, LEAVE IT BLANK.

If you have any questions, please contact me at (678) 686-6274.

Sincerely,



Philip Potter
Financial Services Manager

/PP
Enclosures

Attachment: GMA Financing (3374 : Motorola Radio Financing)

DOCUMENT NOTES**LEASE SUPPLEMENT**

NOTE: ON ALL PROPERTIES REQUIRING TITLE, A COPY OF THE MV - 1 APPLICATION LISTING GMA AS LIENHOLDER MUST ACCOMPANY LEASE DOCUMENTS.

Exhibit E - Lease Supplement: Please complete requested information. Please also sign on the Lessee position, which is marked with the City's name. The City Clerk should attest this document.

Exhibit E - Schedule A: Please insert appropriate information as requested (i.e., add serial number, amount, or model number).

Exhibit E- Schedule B: No action is required for this schedule.

Exhibit E- Schedule C: Please date, sign, and have the City Clerk attest this document.

Exhibit E- Schedule D: IRS Form 8038: Please add the city's Tax I.D. number and sign at the bottom. GMA will complete this document at closing.

Exhibit E- Schedule F: Resolution/Ordinance for Supplemental Lease: Please add necessary information, date, and sign this document. The Resolution/Ordinance must be adopted at a regular council meeting at which the Mayor may designate the appropriate city officials to enter into subsequent leases for the appropriate amount. The City Clerk should sign and seal at the bottom of the page.

Please return the enclosed document and all attachments (i.e., clips, etc.) to:

Georgia Municipal Association
Attention: Financial Services Program Manager
P.O. Box 105377
Atlanta, Georgia 30348

IF YOU HAVE ANY QUESTIONS OR SHOULD NEED ANY ASSISTANCE, PLEASE DO NOT HESITATE TO CALL THE FINANCIAL SERVICES PROGRAM MANAGER AT (888) 488-4462. LEASE DOCUMENTS MUST BE EXECUTED COMPLETELY AND CORRECTLY BEFORE ANY CHECKS WILL BE ISSUED BY THE SERVICING BANK.

Note: GMA's Lienholder Code is 10288896

EXHIBIT "E"
LEASE SUPPLEMENT

THIS LEASE SUPPLEMENT (this "Lease Supplement") by and between GEORGIA MUNICIPAL ASSOCIATION, INC., a Georgia non-profit corporation ("Lessor") and the municipal corporation of the State of Georgia signing below ("Lessee"), is made and entered into the date of its execution by the Lessor.

RECITALS:

Lessor and Lessee have entered into a Master Lease (the "Master Lease") dated May 12, 2005, which provides for Lessor to lease to Lessee certain property (the "Property") to be specified in Lease Supplements to be executed and delivered by Lessor and Lessee from time to time; and

Lessor and Lessee are entering into this Lease Supplement pursuant to the Master Lease to specify the terms for the lease of certain Property.

LESSOR AND LESSEE HEREBY AGREE AS FOLLOWS:

1. Definitions. Unless a different meaning or intent is required by this Lease Supplement, the capitalized terms used in this Lease Supplement shall have the meanings set forth in the Master Lease.
2. Property. The Property described on the Property Schedule incorporated as Schedule A to this Lease Supplement is specified as the Property that initially is the subject hereof.
3. Lease Payments. The Rental Schedule, incorporated as Schedule B to this Lease Supplement describes the initial amounts and payment dates of the Rentals for the Lease, and the Purchase Price for the Property. The Termination Payment may become due and payable upon the circumstances described in Section 4.2 of the Master Lease.
4. Term of Lease. The Starting Term of the Lease of the Property shall begin on the date hereof (the "Starting Date") and end on December 31 of the same year. The Lease will be renewed for successive calendar year Renewal Terms (the "Renewal Terms"), and an Ending Term (the "Ending Term") commencing January 1 of the last calendar year appearing on the Rental Schedule, and ending on the date of the final payment shown on the Rental Schedule (the "Ending Date"), unless Lessee gives a Nonrenewal Notice or there occurs an Event of Nonappropriation, as provided in the Master Lease. The "Lease Term" is the period from the Starting Date to the Ending Date, subject to the earlier expiration or termination of the Lease as provided in the Master Lease.
5. Agreements, Representations and Warranties. Lessee represents, warrants and agrees as follows:
 - (a) Lessee's representations, warranties and agreements contained in the Master Lease are true, accurate, complete and effective as of the date hereof;
 - (b) *(this clause (b) applies only if this Lease is designated as a Bank-Qualified Lease below)* in order to enable Lessor to offer the interest rate contained in this Lease, Lessee represents and warrants that it has not issued, nor does it (taken together with the entities with which it must be aggregate pursuant to Section 265(b)(3)(E) of the Code) reasonably expect to issue (taking into account the Leases) more than \$10 million of tax-exempt obligations (other than private activity bonds) for the calendar year during which the Lease becomes effective; as provided in Code Section 265(b)(3)(B)(II), Lessee specifically designates the Lease as a "qualified tax-exempt obligation" as provided by Code Section 265(b)(3);
 - (c) Lessee will take no action that will directly or indirectly affects the deductibility of that portion of Lessor's interest expense allocable to this Lease;
 - (d) Lessee has made an available appropriation of and included in its current operating budget all Rentals for the Starting Term and the Termination Payment applicable to this Lease;
 - (e) Unless Property funds are escrowed, Lessee has received, tested, and finally accepted the Property;

- (f) The portion of the Rentals representing principal, when taken together with the principal portion outstanding under any other contract entered into by Lessee pursuant to the authority of O.C.G.A. § 36-60-13, together with the amount of debt outstanding incurred by Lessee pursuant to Article IX, Section V, Paragraph I of the Constitution of Georgia of 1983, as amended, does not exceed 10% of the assessed value of all taxable property within the jurisdictional limits of Lessee;
- (g) The Property that is the subject hereof has not been the subject of a referendum that failed to receive the approval of the voters of Lessee within the calendar year in which this Lease is entered into for any of the four immediately preceding calendar years;
- (h) If the Property subject to this Lease is real property: and unless the Property has been approved in the most recent referendum calling for the levy of a special county 1% sales and use tax pursuant to O.C.G.A. Tit. 48, Chapt. 8, Art. 3, Pt. 1, neither of the following has occurred:
 - (i) the average annual payments on the aggregate of all outstanding contracts entered into by Lessee for real property pursuant to the authority of O.C.G.A. § 36-60-13, including this Lease, do not exceed 7.5% of the governmental fund revenues of Lessee for the last calendar year preceding the date of delivery of this Lease (provided, however, that there may be added to such governmental fund revenues any special county 1% sales and use tax proceeds collected pursuant to O.C.G.A. § 48-8-111 legally available to pay amounts on this Lease or such other contracts); and
 - (ii) the outstanding principal balance on the aggregate of all outstanding contracts entered into by Lessee for real property pursuant to the authority of O.C.G.A. § 36-60-13, including this Lease does not exceed \$25,000,000.00
- (i) If the property subject to this Lease is real property, Lessee held a public hearing with respect to this Lease prior to the delivery of this Lease, notice of which hearing was published at least once in each of the two weeks preceding the week of the hearing in a newspaper of general circulation in the jurisdiction of Lessee.
- (j) No Event of Default or Event of Nonappropriation has occurred with respect to any Lease entered into under the Master Lease.
- 6. Non-Arbitrage Certificate. The Property that is subject to the Lease has not been and is not expected to be sold or otherwise disposed of in whole or in part prior to the Ending Date. Monies appropriated for the payment of amounts under the Lease will be paid from Lessee's general fund and will not be pledged for the Lease or be otherwise separately identified or accounted for (unless the Lease is to be paid from sales tax receipts). Lessee has not been notified of any listing of it by the Internal Revenue Service as an issuer that may not certify its obligations. No proceeds or "gross proceeds" of the Lease are expected to be invested prior to an allocation for governmental use, unless an Escrow Agreement has been entered into in connection with this Lease. The proceeds of the Lease will not be used in a manner and no other action will be taken or omitted that would cause the Lease to be an "arbitrage bond" under Section 148 or a "private activity bond" under Section 141 of the Internal Revenue Code of 1986, as amended and the regulations promulgated under that Section.
- 7. Quitclaim. At the outset of this Lease, the Lessee does hereby assign, transfer, convey and quitclaim to Georgia Municipal Association, Inc. ("Lessor") such ownership interests as it may possess, if any, in and to the "Property," as is necessary to permit the Property to be leased by Lessor to Lessee pursuant to the terms of this Lease Supplement and the Master Lease in accordance with their terms. Pursuant to Section 2.2 of the Master Lease, Lessor further transfers title to Lessee to the extent provided therein, and Lessee accepts such transfer in accordance with such Section 2.2. This quitclaim is given in consideration of the advance by or on behalf of the Lessor of the purchase price of the Property and the undertaking of the Lessor represented by this Lease Supplement.
- 8. Active Municipality. The Lessee certifies that it does, and expects to continue (a) providing at least three of the following services, either directly or by contract: law enforcement; fire protection (which may be furnished by a volunteer fire force) and fire safety; road and street construction or maintenance; solid waste management; water supply or distribution or both; waste-water treatment; storm-water collection and disposal; electric or gas utility services; enforcement of building, housing, plumbing, and electrical codes and other similar codes; planning and zoning; recreational facilities; (b) holding at least six regular, monthly or bimonthly, officially recorded public meetings each year; and (c) qualifying for and holds a regular municipal election as provided by law.

9. Effect of Lease Supplement. This Lease Supplement is intended as a separate Lease of the items of Property described in this Lease Supplement pursuant to the Master Lease. The terms, conditions and provisions of the Master Lease are hereby incorporated in this Lease Supplement to the same extent as if fully set forth in this Lease Supplement in this place, except to the extent expressly amended or modified by this Lease Supplement. The owner of Lessor's interest in this Lease shall have all rights, powers and remedies of Lessor with respect to this Lease under the Master Lease. This Lease Supplement may be executed in multiple counterparts, each of which shall constitute an original. This Lease Supplement shall be effective only upon the due completion and execution of the Schedules listed below and the delivery thereof to the Servicer.

10. Bank-Qualified or Non-Bank-Qualified.

☐ The Lease under this Lease Supplement is a Non-Bank-Qualified Lease;

OR: (Check 1 box)

☒ The Lease under this Lease Supplement is a Bank-Qualified Lease and Lessee has designated the Lease under the Lease Supplement as a "qualified tax-exempt obligation" under Section 265(b)(3) of the Code. The Lessee and its subordinate entities, and the entities that issue obligations on behalf of Lessee have not issued other tax-exempt obligations (other than private activity bonds, except Qualified 501(c)(3) Bonds) in the current calendar year, and Lessee does not expect that it and such other entities will issue such tax-exempt obligations such that all of such obligations, taken together with the Lease Amount under the Lease Supplement, would exceed \$10,000,000 in such calendar year. The only tax-exempt obligations issued or expected to be issued in the current calendar year by such parties are as follows (type title, date and amount):

	TITLE	DATE	AMOUNT
(1)	_____	_____	_____
(2)	_____	_____	_____

11. Payments Direction. Lessee authorizes and directs the Servicer under this Lease Supplement to pay the vendors of the Property as indicated below:

<u>NAME AND ADDRESS OF VENDOR</u>	<u>INVOICE #</u> (attach invoices)	<u>AMOUNT</u>
City of Jonesboro 1859 City Center Way Jonesboro GA 30236 Attn: Finance Director (770) 478-3800	Enclosed	\$173,000.00

(Should Lessee have previously paid vendor, or require another means of payment to the Vendor, it should attach a request for an alternate payment method with a full explanation and, if applicable, proof of payment to the vendor.)

12. Assignee and Servicer. Lessor has assigned its rights and interests in the Lease to Truist Bank, which shall serve as Servicer for the Lease, and Lessee shall make payments to such Servicer.

13. Schedules. Lessee hereby delivers to Lessor and its assigns the completed, executed and effective Schedules C, D, and F, described below.

This Lease Supplement is dated: _____.

IN WITNESS WHEREOF, Lessor and Lessee have caused this Lease Supplement to be duly executed.

LESSEE:
(SEAL)

City of Jonesboro

Signed By:

City Manager or Mayor

Print Name:

Attested By:

City Clerk

Print Name:

Date:

LESSOR:
(SEAL)

GEORGIA MUNICIPAL ASSOCIATION, INC.

Signed By:

Executive Director

Attested By:

Financial Services Program Manager

Date of Execution:

Attachment: GMA Financing (3374 : Motorola Radio Financing)

Schedules Hereto:

- A. Property Schedule**
- B. Rental Schedule**
- C. Appropriation Certificate Form**
- D. Form 8038G or 8038GC**
- E. Form UCC-1 (If included)**
- F. Ordinance/Resolution for Lease Supplement**
- G. Assignment and Transfer of Lease Supplement
(Schedule G will be completed by GMA)**

SCHEDULE A
PROPERTY SCHEDULE

<u>DESCRIPTION OF PROPERTY</u>	<u>IDENTIFICATION OR VIN NUMBER</u>	<u>AMOUNT FINANCED</u>
Motorola Radios		\$173,000.00

Attachment: GMA Financing (3374 : Motorola Radio Financing)

Form **8038-G****Information Return for Tax-Exempt Governmental Bonds**

(Rev. October 2021)

► Under Internal Revenue Code section 149(e)

► See separate instructions.

Caution: If the issue price is under \$100,000, use Form 8038-GC.► Go to www.irs.gov/F8038G for instructions and the latest information.

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service**Part I Reporting Authority**Check box if Amended Return ☐

1 Issuer's name <u>City of Jonesboro</u>		2 Issuer's employer identification number (EIN) <u>58-6000600</u>
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		3b Telephone number of other person shown on 3a
4 Number and street (or P.O. box if mail is not delivered to street address) <u>1859 City Center Way</u>	Room/suite	5 Report number (For IRS Use Only) <u>3</u>
6 City, town, or post office, state, and ZIP code <u>Jonesboro, GA 30236</u>		7 Date of issue
8 Name of issue <u>City of Jonesboro / GMA Essential Equipment Lease-Purchase</u>		9 CUSIP number <u>NA</u>
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information <u>Ms. Nina Robinson, Finance Director</u>		10b Telephone number of officer or other employee shown on 10a <u>(770) 478-3800</u>

Part II Type of Issue (Enter the issue price.) See the instructions and attach schedule.

11 Education	11	
12 Health and hospital	12	
13 Transportation	13	
14 Public safety	14	<u>\$173,000</u>
15 Environment (including sewage bonds)	15	
16 Housing	16	
17 Utilities	17	
18 Other. Describe ►	18	
19a If bonds are TANs or RANs, check only box 19a ☐		
b If bonds are BANs, check only box 19b ☐		
20 If bonds are in the form of a lease or installment sale, check box ☒		

Part III Description of Bonds. Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21		<u>\$ 173,000</u>	<u>\$ NA</u>	<u>years</u>	<u>%</u>

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)

22 Proceeds used for accrued interest	22	
23 Issue price of entire issue (enter amount from line 21, column (b))	23	<u>\$173,000</u>
24 Proceeds used for bond issuance costs (including underwriters' discount)	24	
25 Proceeds used for credit enhancement	25	
26 Proceeds allocated to reasonably required reserve or replacement fund	26	
27 Proceeds used to refund prior tax-exempt bonds. Complete Part V	27	
28 Proceeds used to refund prior taxable bonds. Complete Part V	28	
29 Total (add lines 24 through 28)	29	
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)	30	<u>\$173,000</u>

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.

31 Enter the remaining weighted average maturity of the tax-exempt bonds to be refunded	<u>years</u>
32 Enter the remaining weighted average maturity of the taxable bonds to be refunded	<u>years</u>
33 Enter the last date on which the refunded tax-exempt bonds will be called (MM/DD/YYYY)	
34 Enter the date(s) the refunded bonds were issued (MM/DD/YYYY)	

For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 63773S

Form **8038-G** (Rev. 10-2021)

Attachment: GMA Financing (3374 : Motorola Radio Financing)

Part VI Miscellaneous

- 35** Enter the amount of the state volume cap allocated to the issue under section 141(b)(5) **35**
- 36a** Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC). See instructions **36a**
- b** Enter the final maturity date of the GIC ► (MM/DD/YYYY) _____
- c** Enter the name of the GIC provider ► _____
- 37** Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units **37**
- 38a** If this issue is a loan made from the proceeds of another tax-exempt issue, check box ► ☐ and enter the following information:
- b** Enter the date of the master pool bond ► (MM/DD/YYYY) _____
- c** Enter the EIN of the issuer of the master pool bond ► _____
- d** Enter the name of the issuer of the master pool bond ► _____
- 39** If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box ► ☒
- 40** If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box ► ☐
- 41a** If the issuer has identified a hedge, check here ► ☐ and enter the following information:
- b** Name of hedge provider ► _____
- c** Type of hedge ► _____
- d** Term of hedge ► _____
- 42** If the issuer has superintegrated the hedge, check box ► ☐
- 43** If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box ► ☐
- 44** If the issuer has established written procedures to monitor the requirements of section 148, check box ► ☐
- 45a** If some portion of the proceeds was used to reimburse expenditures, check here ► ☐ and enter the amount of reimbursement ► _____
- b** Enter the date the official intent was adopted ► (MM/DD/YYYY) _____

Signature and Consent

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.

► Signature of issuer's authorized representative Date ► Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
Firm's name ►		Firm's EIN ►		
Firm's address ►		Phone no.		

Form **8038-G** (Rev. 10-2021)

SCHEDULE C**APPROPRIATION CERTIFICATE**

Re: Master Lease dated May, 12, 2005 and Lease Supplement (the "Lease Supplement") dated _____, between Lessee and Georgia Municipal Association, Inc.

The undersigned officers of the City of Jonesboro (the "Lessee") hereby certify that all Rentals and the Termination Payment under the referenced Lease Supplement, for the current fiscal year are within such Lessee's operating budget or budgets for such year and an appropriation of funds for such year has been made for such purpose and is available therefore.

Dated: _____

City of Jonesboro

Signed by: _____

Print Name: _____

Title: _____

Attested By: _____

Print Name: _____

Title: _____

(SEAL)

INSTRUCTIONS:

1. To be given at the time of signing a Lease Supplement and within 30 days of the adoption of each annual budget.
2. Complete a separate certificate for each Lease Supplement in effect.

SCHEDULE D
Information Return for Tax-Exempt Governmental Obligations

► Under Internal Revenue Code section 149(e)
► See separate instructions.

Caution: If the issue price is under \$100,000, use Form 8038-GC.

OMB No. 1545-0720

5.2.f

Part I Reporting Authority

If Amended Return, check here ☐

1 Issuer's name City of Jonesboro		2 Issuer's employer identification number (EIN) 58-6000600
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		3b Telephone number of other person shown on 3a
4 Number and street (or P.O. box if mail is not delivered to street address) 1859 City Center Way	Room/suite	5 Report number (For IRS Use Only) 3
6 City, town, or post office, state, and ZIP code Jonesboro, GA 30236		7 Date of issue
8 Name of issue City of Jonesboro / GMA Essential Equipment Lease-Purchase		9 CUSIP number None
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions) Ms. Nina Robinson, Finance Director		10b Telephone number of officer or other employee shown on 10a (770) 478-3800

Part II Type of Issue (enter the issue price). See the instructions and attach schedule.

11 Education	11	
12 Health and hospital	12	
13 Transportation	13	
14 Public safety	14	\$173,000.00
15 Environment (including sewage bonds)	15	
16 Housing	16	
17 Utilities	17	
18 Other. Describe ► Motorola Radios	18	
19 If obligations are TANs or RANs, check only box 19a ► ☐		
If obligations are BANs, check only box 19b ► ☐		
20 If obligations are in the form of a lease or installment sale, check box ► ☒		

Part III Description of Obligations. Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21		\$ \$173,000.00	\$ N/A	years	%

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)

22 Proceeds used for accrued interest	22	
23 Issue price of entire issue (enter amount from line 21, column (b))	23	\$173,000.00
24 Proceeds used for bond issuance costs (including underwriters' discount)	24	0 00
25 Proceeds used for credit enhancement	25	
26 Proceeds allocated to reasonably required reserve or replacement fund	26	
27 Proceeds used to currently refund prior issues	27	
28 Proceeds used to advance refund prior issues	28	
29 Total (add lines 24 through 28)	29	0 00
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)	30	\$173,000.00

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.

31 Enter the remaining weighted average maturity of the bonds to be currently refunded ►	years
32 Enter the remaining weighted average maturity of the bonds to be advance refunded ►	years
33 Enter the last date on which the refunded bonds will be called (MM/DD/YYYY) ►	
34 Enter the date(s) the refunded bonds were issued ► (MM/DD/YYYY)	

For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 63773S

Form **8038-G** (Rev. 9-2011)

Attachment: GMA Financing (3374 : Motorola Radio Financing)

Part VI Miscellaneous

- 35** Enter the amount of the state volume cap allocated to the issue under section 141(b)(5) **35**
- 36a** Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions) **36a**
- b** Enter the final maturity date of the GIC ▶ _____
- c** Enter the name of the GIC provider ▶ _____
- 37** Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units **37**
- 38a** If this issue is a loan made from the proceeds of another tax-exempt issue, check box ☐ and enter the following information:
- b** Enter the date of the master pool obligation ▶ _____
- c** Enter the EIN of the issuer of the master pool obligation ▶ _____
- d** Enter the name of the issuer of the master pool obligation ▶ _____
- 39** If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box ☒
- 40** If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box ☐
- 41a** If the issuer has identified a hedge, check here ☐ and enter the following information:
- b** Name of hedge provider ▶ _____
- c** Type of hedge ▶ _____
- d** Term of hedge ▶ _____
- 42** If the issuer has superintegrated the hedge, check box ☐
- 43** If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box ☐
- 44** If the issuer has established written procedures to monitor the requirements of section 148, check box ☐
- 45a** If some portion of the proceeds was used to reimburse expenditures, check here ☐ and enter the amount of reimbursement ▶ _____
- b** Enter the date the official intent was adopted ▶ _____

Signature and Consent

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.

Signature of issuer's authorized representative _____ Date _____ Type or print name and title _____

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
Firm's name ▶			Firm's EIN ▶	
Firm's address ▶			Phone no.	

Form **8038-G** (Rev. 9-2011)

SCHEDULE F**ORDINANCE/RESOLUTION FOR SUPPLEMENTAL LEASES**

A RESOLUTION OR ORDINANCE TO AUTHORIZE AND
DIRECT AN OFFICER OF THE CITY
TO EXECUTE ONE OR MORE LEASE SUPPLEMENTS FOR A LEASE
OR LEASES UNDER THE GMA DIRECT LEASING PROGRAM; TO DESIGNATE
SUCH LEASES AS QUALIFIED TAX-EXEMPT OBLIGATIONS;
TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City has entered into a Master Lease (the "Master Lease") dated as of May, 12, 2005, with Georgia Municipal Association, Inc. for the leasing from time to time of certain equipment, machinery or other personal property pursuant to Supplemental Leases;

NOW THEREFORE, BE IT RESOLVED OR ORDAINED AS FOLLOWS BY THE GOVERNING BODY OF THE CITY:

1. The _____ of the City is hereby authorized and directed to execute and deliver a Lease Supplement pursuant to the Master Lease to put into effect one or more leases for Motorola Radios (the "Leased Property"); said officer of the City is authorized and directed in the name and on behalf of the City to execute and deliver (i) one or more Lease Supplements for items of the Leased Property in substantially the form attached to the Master Lease, with such changes and additions as may be approved by said officer, and (ii) such other documents as may be deemed by such officer to be necessary or desirable to effect the purposes hereof or of the Master Lease, and such execution shall constitute conclusive evidence that the executed document has been authorized and approved hereby; the aforesaid officer is further authorized to do all things necessary or appropriate to effectuate the purposes hereof.
 2. ☐ An appropriation in the City's current operating budget has previously been made, which shall be sufficient to pay the "Rentals" and the "Termination Payment" during the "Starting Term" under such Lease Supplements; or
- (check box if applicable)*
- ☐ An appropriation from unappropriated and unreserved funds in the City's current operating budget is hereby made for the "Rentals" and the "Termination Payment" during the "Starting Term" under such Lease Supplements, and the budget of the City is hereby amended to reflect such appropriation to the extent necessary.
 3. The lease or leases contemplated by the said Lease Supplements are hereby designated "Qualified Tax-Exempt Obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, and said officer shall be authorized to confirm such designation by execution of appropriate documents in connection therewith.
 4. This authorization shall be effective immediately.

CLERK'S CERTIFICATE

The undersigned hereby certifies that he or she is the Clerk of the City of Jonesboro, Georgia (the "City"), and that the foregoing is a true copy of the ☐ Resolution or, ☐ Ordinance [Check One] adopted by the governing body of the City at a meeting duly held on the _____, 20____, at which a quorum was present and acting throughout, and that the same has not been rescinded or modified and is now in full force and effect. Given under the seal of the City, this _____, 20____.

(SEAL)

City Clerk

STATE OF NORTH CAROLINA
COUNTY OF WILSON

AFFIDAVIT OF LISA R. HEDGPETH

BEFORE ME, the undersigned Notary Public, personally appeared Lisa R. Hedgpeth, who, being known to me and first duly sworn, deposes upon oath and testifies as follows:

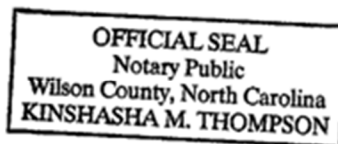
1. My name is Lisa R. Hedgpeth, and I am a resident and citizen of the State of North Carolina. I am an Assistant Vice President for Branch Banking and Trust Company ("BB&T").
2. I am providing this affidavit to comply with the law of the applicable jurisdiction which requires that any contractor doing business with the jurisdiction shall not knowingly hire for employment, employ or continue to employ an unauthorized alien.
3. To that end, I attest that BB&T has enrolled in the E-Verify program. BB&T's Identification Number is 53929.

Lisa R. Hedgpeth

Lisa R. Hedgpeth, AVP
Branch Banking and Trust Company

SWORN TO AND SUBSCRIBED BEFORE ME, this the 6 day of April 2012.

(Seal)



Kinshasha M. Thompson

NOTARY PUBLIC

Printed Name: *Kinshasha M. Thompson*
My Commission Expires: *10/2/2012*



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

5.3.a

- 2

COUNCIL MEETING DATE
May 1, 2023

Requesting Agency (Initiator)

Public Works

Sponsor(s)

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

Discussion regarding landscaping contract and maintenance agreement for Jonesboro City Center grounds.

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

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.)

The purpose of this request is to contract with Earthworx for the grounds maintenance for The Jonesboro City Center landscape. This will include up to 20 yards of mulch, weekly visits during the growing season, and routine visits during off season, preemergent applications for the beds, 2 applications of pine straw up to 515 bales (total), and 6 turf applications.

Fiscal Impact

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

Grounds maintenance contract if approved will be funded with previously approved appropriations for Christmas supplies via a transfer in the amount to the contract for the remaining months in the fiscal year of 20,431 to line item for building and facilities maintenance.

7 months of routine service \$13,251
4 turf applications \$1,660
20 cubic yards of Mulch \$1,400
515 bales of pine straw \$4,120
Total: \$20,431

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

- Earthworx 4-25-23

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, Interim City Clerk

Date

May, 1, 2023

Signature

City Clerk's Office

Approval

Landscape Maintenance Contract for Jonesboro City Center

Landscape Maintenance Provider:
 Dallas Goddin
 280 Trice Road
 Milner, Georgia 30257
 678-551-3301 earthworx.dg@gmail.com

Contract Initiation Date: ??, 2023
 Contract Expiration Date: ??, 2024

Yearly Grounds Maintenance (35) Total Visits \$1,893.00 Per Month \$22,716.00 Annual Total

Complete property landscape maintenance will be performed on the following defined areas for "Jonesboro City Center".

Intersection of City Center Way and Smith Street; east, to sidewalk separating Lee Street Park and Jonesboro City Center. North, to fencing at rear of property. West, along fencing to City Center Way. South, on City Center Way to the intersection of Smith Street. Also included, (but on the outside of this perimeter,) is along the west side of City Center Way, from Smith Street to fencing on north side of property. The outer border is from street side to fencing or neighboring property lines.

Following will be a detailed breakdown of the landscape maintenance to be performed in these areas.

The landscape maintenance schedule will have a varied frequency to provide the best quality while remaining as economical as possible for the customer.

The months of April, May, June, July, August and September will have weekly visits. October and November will have bi-weekly visits. December, January and February will have monthly visits. Finally, March will have bi-weekly visits. Following this schedule would give the property (35) landscape maintenance visits for the year.

All turf will be maintained according to the above stated schedule for the duration of the "growing season".

Hard edging will be performed along all curbing, walkways and driveways. Soft edging will be performed along the borders of pine straw beds and any other areas that there needs to be a defined border between turf and said area.

String trimming will be performed in any areas that mowers are not accessible to achieve the seamless, manicured look that is desired. Mechanical blowing will be performed on all hard surfaces to remove debris from turf maintenance.

A non-selective herbicide will be applied; as needed, to curb, walkway and driveway crevices, pine straw beds and any other areas that weeds or grass are not wanted.

A pre-emergent herbicide will be applied to existing plant beds to assist in weed control in these areas.

There are approximately (350-375) shrubs and ornamental grasses to maintain on the property. There are multiple shrub species with varying growth rates which will require different pruning schedules to maintain the desired form for each shrub. There are approximately (150-175) trees on the property that will have the same varied pruning schedule to maintain the desired form for each tree. Seasonal pruning will be performed in the months of January and February. Any limb pruning to be performed for canopy management will be performed in the months of January and February. Leaf management will occur from November to January. During this time, leaf fall will be removed from streets, walkways and pine straw beds using mechanical blowers. All leaf fall on turf will be mulched with mowers.

The drain water retention areas will be maintained at the same frequency as the rest of the property. The only variant in this area will depend on the amount of water being retained at the time of maintenance.

Invoicing for landscape maintenance will be billed on the first day of every month. A net (7) day payment term is expected.

If, at any point during the yearly contract, a problem arises that cannot be resolved between "Jonesboro City Center" and "Dallas Goddin", a (30) day "letter of termination" can be provided by either party to terminate the contract.

Following, is a list of services that can be performed beyond the scope of maintenance with a la carte pricing.

Turf treatment program, consisting of (6) treatments for the year, on a bi-monthly schedule, to obtain optimal health of turf. Each visit would cost \$415.00. (6) visits would bring annual cost to \$2,490.00

Mulch installation in drain water retention areas in accordance with customer's color preference in an amount not to exceed (20) cubic yards. Each yard installed would cost \$70.00 for an annual cost of \$1,400.00.

Bi-annual pinestraw installation in existing beds on property not to exceed (515) bales for the year. Each bale installed would cost \$8.00 for an annual cost of \$4,120.00. (If the need arises for additional bales of pinestraw exceeding the annual allotted amount of (515), they can be provided for the same \$8.00 per bale price).

(Print) Dallas W Goddin III
Dallas Goddin (Owner)

(Print) _____

(Sign) Dallas W. Goddin
Dallas Goddin (Owner)

(Sign) _____



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

5.4.a

- 3

COUNCIL MEETING DATE
May 1, 2023

Requesting Agency (Initiator)

Public Works

Sponsor(s)

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

Discussion regarding acquisition of sanitation trash bins.

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

Approval

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

Yes Safety, Health and Wellbeing

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 purpose of this request is to seek approval from Council and Mayor to purchase 150 95 gallon trash bins with 10" wheels and artwork stamped on side of cans for the sanitation department. This will assist in adding additional bins to parks and replace broken/damaged bins on our sanitation route. This will also supply the department with a surplus of bins when cans are damaged or come up missing. There is currently a 8-10 week timeline to have cans manufactured. Currently we have approximately 5 excess cans.

Fiscal Impact

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

Fiscal impact will be to reduce Christmas line expense, increase transfer to Solid Waste Funds amount. Amend Solid Waste fund 540 to add line item for expense

Request amount is \$9,600.

150 trash Bins @ \$64.00 = \$9600

Public works to pick up to save cost of freight

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

- Schafer trash Bins 4-23

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

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, Interim City Clerk

Date

May, 1, 2023

Signature

City Clerk's Office

Schaefer Plastics North America, LLC

10301 Westlake Dr
Charlotte, NC 28273
USA
Phone: (704) 944-4500



QUOTATION

Quote #:	000419-1	Requested by:	John Burdin
Date:	4/21/2023		
Quote Expiration:	5/5/2023	Bill to:	City of Jonesboro, GA 124 North Ave Attn: Ricky Clark, City Clerk City of Jonesboro Jonesboro, GA 30236-3278 USA
Terms:	NET30		
FOB:	PPA		
Lead Time:	8-10 weeks, ARO	Ship to:	City of Jonesboro, GA 100 Gloria Drive Attn: Joe Nettleton 770-478-3800 Jonesboro, GA 30236 USA

Line	Quantity	Item number	Description	Unit price	Net amount
1	150	95Q.000	USD95Q 95 GALLON BAR CART: - CHARCOAL GRAY BODY AND LID - 10" PLASTIC WHEELS - REPEAT ARTWORK ON FILE Body: GY3 Lid: LIDGY3	\$64.00	\$9,600.00
2	1	FREIGHT	ESTIMATED FREIGHT, ACTUAL FREIGHT CHARGES WILL BE APPLIED ONCE INVOICED	\$763.00	\$763.00
Sales tax (Applicable sales tax will be added unless a valid Tax Exemption certificate is on file)					\$829.04
Total					\$11,192.04

Agreed and accepted by:


Brett Belda
Vice President, WTD

Name & Title

4/21/2023

Date

Date

All sale transactions are subject to Schaefer Systems International, Inc. – Standard Terms and Conditions of Sale in effect at the time of sale, published on our website www.ssi-schaefer.us/General_Terms_and_Conditions_for_the_Sale_of_Goods_and_Services.

* Assembly is required for wheels and axles unless assembly and distribution is being completed by Schaefer

* Orders with custom hot stamps are non-cancelable

Attachment: Schaefer trash Bins 4-23 (3372 : Sanitation Trash Bins)



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

5.5.a

- 4

COUNCIL MEETING DATE
May 1, 2023

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

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

Council to review special election cost.

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

Consideration of Needs Plan for General Election

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.)

Attached, hereto, is the presentation of the funds expended to conduct the special election in March 2023. The election was held to fill the Mayoral and 2 Councilmember seats.

Highlights:

- The budget for FY 2023 for the special election and the general election was \$23,000
- The total cost for the election is \$23,866.33. These actual expenses exceeded the appropriation by \$866.33
- There will need to be an additional appropriation approved to allow for the General Election to be held in November 2023
- See the attached reports for the details of the costs.

Presented by Nina Robinson, Finance Director

Fiscal Impact

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

Budget Amendment will be required before November 2023 General Election

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

- Election Costs 100-1500-52-3410
- PollWorkers Expenses 100-1500-52-3851
- Analysis of Special Election Costs

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

Approval

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, Interim City Clerk

Date

May, 1, 2023

Signature

City Clerk's Office

G/L ACCOUNT	DATE	SYS DT	REFERENCE	=====DESCRIPTION=====	VENDOR	INVOICE	PO	AMOUNT
TRANSACTION NO: A50925 PACKET NO: 05483 JE NO:								
100 0000-12-1000	2/13/23	3/02	CHK: 035576	DOMINION VOTING SYSTEMS, I	2590	DVS148504		152.32CR
100 1500-52-3410	2/13/23	3/02	CHK: 035576	DOMINION VOTING SYSTEMS, I	2590	DVS148504		152.32
TRANSACTION NO: A50926 PACKET NO: 05483 JE NO:								
100 0000-12-1000	2/22/23	3/02	CHK: 035576	DOMINION VOTING SYSTEMS, I	2590	DVS148610		277.35CR
100 1500-52-3410	2/22/23	3/02	CHK: 035576	DOMINION VOTING SYSTEMS, I	2590	DVS148610		277.35
TRANSACTION NO: A51057 PACKET NO: 05496 JE NO:								
100 0000-12-1000	2/23/23	3/13	CHK: 035596	AUTOGRAPH	1909	28838		1,256.00CR
100 1500-52-3410	2/23/23	3/13	CHK: 035596	AUTOGRAPH VOTE HERE SIGN	1909	28838		1,256.00
TRANSACTION NO: A51358 PACKET NO: 05519 JE NO:								
100 0000-12-1000	2/27/23	3/29	DFT: 000095	TRUIST BANK	0216	202302276504		1,309.85CR
100 1500-52-2321	2/27/23	3/29	DFT: 000095	JONESBORO CLEANERS	0216	202302276504		56.00
100 1500-52-3260	2/27/23	3/29	DFT: 000095	FEDEX BADGEPASS	0216	202302276504		21.15
100 1500-52-3410	2/27/23	3/29	DFT: 000095	WALMART	0216	202302276504		32.39
100 1500-52-3410	2/27/23	3/29	DFT: 000095	FAMILY DOLLAR	0216	202302276504		25.52
100 1500-52-3500	2/27/23	3/29	DFT: 000095	HILTON ATL	0216	202302276504		84.75CR
100 1500-52-3500	2/27/23	3/29	DFT: 000095	HILTON ATL	0216	202302276504		125.25CR
100 1500-52-3500	2/27/23	3/29	DFT: 000095	TOWNPLACE SUITES	0216	202302276504		163.46
100 1500-52-3600	2/27/23	3/29	DFT: 000095	GSCCCA	0216	202302276504		25.45
100 1500-52-3600	2/27/23	3/29	DFT: 000095	CC CHAMBER OF COMMERCE RLC	0216	202302276504		20.00
100 1500-53-1110	2/27/23	3/29	DFT: 000095	DOLLAR TREE JCM STORAGE RM	0216	202302276504		28.08
100 1565-53-1190	2/27/23	3/29	DFT: 000095	PUBLIX CAFE	0216	202302276504		11.86
100 1565-53-1190	2/27/23	3/29	DFT: 000095	BRANDSMART CAFE	0216	202302276504		129.59
100 1565-53-1190	2/27/23	3/29	DFT: 000095	RESTAURANT DEPOT	0216	202302276504		35.15
100 1565-53-1190	2/27/23	3/29	DFT: 000095	WALMART	0216	202302276504		14.34
100 1565-53-1190	2/27/23	3/29	DFT: 000095	SAM'S CLUB	0216	202302276504		74.88
100 1565-53-1190	2/27/23	3/29	DFT: 000095	FOOD SERVICE DIRECT	0216	202302276504		121.09
100 2500-52-3500	2/27/23	3/29	DFT: 000095	HILTON ATHENS	0216	202302276504		10.00
100 2500-52-3600	2/27/23	3/29	DFT: 000095	GMCCC	0216	202302276504		25.00
100 2500-53-1110	2/27/23	3/29	DFT: 000095	OFFICE DEPOT COURT	0216	202302276504		112.19
100 7450-52-3700	2/27/23	3/29	DFT: 000095	NPDES CODE	0216	202302276504		139.00
100 7450-53-1100	2/27/23	3/29	DFT: 000095	SP POSPAPER.COM	0216	202302276504		91.90
100 7450-53-1100	2/27/23	3/29	DFT: 000095	SP RAM MOUNTS	0216	202302276504		348.89
100 7450-53-1100	2/27/23	3/29	DFT: 000095	ZORO TOOLS INC	0216	202302276504		33.91
TRANSACTION NO: A51686 PACKET NO: 05553 JE NO:								
100 0000-12-1000	4/11/23	4/17	CHK: 035741	DOMINION VOTING SYSTEMS, I	2590	DVS148932		10,467.50CR
100 1500-52-3410	4/11/23	4/17	CHK: 035741	DOMINION VOTING SYSTEMS, I	2590	DVS148932		10,467.50
TRANSACTION NO: B42896 PACKET NO: 13339 JE NO: 016472								
100 1500-52-3410	2/20/23	4/17	PKT 05517	RECLASS INV 4087				857.22
100 1500-52-3905	2/20/23	4/17	PKT 05517	RECLASS INV 4087				857.22CR
TOTAL NUMBER OF TRANSACTION ERRORS: 0								
TOTAL DEBITS:								14,530.24
TOTAL CREDITS:								14,530.24CR

Attachment: Election Costs 100-1500-52-3410 (3371 : Special Election Costs - March 2023)

5.5.b

*** END OF REPORT ***

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/PO/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====

1500-52-3851			POLL WORKERS							
			B E G I N N I N G		B A L A N C E				0.00	
3/15/23	3/17	A51103	CHK: 035607	05506	BJ BURRELL SPEC ELEC 032	0875			3,450.00	3,450.00
							INV# 03152023	/PO#		
3/15/23	3/17	A51104	CHK: 035608	05506	P DANIEL SPEC ELEC 03212	0957			750.00	4,200.00
							INV# 03152023	/PO#		
3/15/23	3/17	A51106	CHK: 035610	05506	J SEGNER SPEC ELEC 03212	1099			375.00	4,575.00
							INV# 03152023	/PO#		
3/15/23	3/17	A51107	CHK: 035612	05506	M E WETHERINGTON ELEC 03	2032			450.00	5,025.00
							INV# 20230315	/PO#		
3/15/23	3/17	A51108	CHK: 035613	05506	M BRUCE SPEC ELEC 032120	2105			1,200.00	6,225.00
							INV# 03152023	/PO#		
3/15/23	3/17	A51109	CHK: 035615	05506	S WRIGHT SPEC ELEC 03212	2622			300.00	6,525.00
							INV# 20230315	/PO#		
3/15/23	3/17	A51112	EFT: 000369	05506	M BROOKS SPEC ELEC 03212	2738			910.00	7,435.00
							INV# 03152023	/PO#		
3/15/23	3/17	A51113	CHK: 035609	05506	J A MOORE SPEC ELEC 032	2767			1,500.00	8,935.00
							INV# 03152023	/PO#		
3/15/23	3/17	A51114	CHK: 035606	05506	A TERRELL SPEC ELEC 0321	2768			300.00	9,235.00
							INV# 03152023	/PO#		
3/27/23	4/12	A51527	DFT: 000103	05532	KRISPY KREME	0216			16.73	9,251.73
							INV# 202303278875	/PO#		
3/27/23	4/12	A51527	DFT: 000103	05532	SONNY'S BBQ	0216			84.36	9,336.09
							INV# 202303278875	/PO#		
=====				ACCOUNT TOTAL		DB:	9,336.09	CR:	0.00	

*-**-**-**-**-**-**-**-**-**

000 ERRORS IN THIS REPORT!

*-**-**-**-**-**-**-**-**-**

** REPORT TOTALS **

--- DEBITS ---

--- CREDITS ---

BEGINNING BALANCES: 0.00 0.00

REPORTED ACTIVITY: 9,336.09 0.00

ENDING BALANCES: 9,336.09 0.00

TOTAL FUND ENDING BALANCE: 9,336.09

Attachment: PollWorkers Expenses 100-1500-52-3851 (3371 : Special Election Costs - March 2023)

*** GRAND TOTALS ***

5.5.c

	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	0.00
REPORTED ACTIVITY:	9,336.09	0.00
ENDING BALANCES:	9,336.09	0.00
GRAND TOTAL ENDING BALANCE:	9,336.09	

SELECTION CRITERIA

5.5.c

FISCAL YEAR: Jan-2023 / Dec-2023
FUND: Include: 100
PERIOD TO USE: Jan-2023 THRU Dec-2023
TRANSACTIONS: BOTH

ACCOUNT SELECTION

ACCOUNT RANGE: 1500-52-3851 THRU 1500-52-3851
DEPARTMENT RANGE: - THRU -
ACTIVE FUNDS ONLY: NO
ACTIVE ACCOUNT ONLY: NO
INCLUDE RESTRICTED ACCOUNTS: NO
DIGIT SELECTION:

PRINT OPTIONS DETAIL

OMIT ACCOUNTS WITH NO ACTIVITY: NO
PRINT ENCUMBRANCES: NO
PRINT VENDOR NAME: YES
PRINT PROJECTS: NO
PRINT JOURNAL ENTRY NOTES: NO
PRINT MONTHLY TOTALS: NO
PRINT GRAND TOTALS: YES
PRINT: INVOICE/PO #
PAGE BREAK BY: NONE

*** END OF REPORT ***

City of Jonesboro

Analysis of Special Election Costs

As of April 25, 2023

GL Account	GL Name	Budget	Actual	Variance (Over)/Under
100-1500-52-3410	Elections	\$ 20,000.00	\$ 14,530.24	\$ 5,469.76
100-1500-52-3851	Poll Workers	<u>\$ 3,000.00</u>	<u>\$ 9,336.09</u>	<u>\$ (6,336.09)</u>
Total		<u><u>\$ 23,000.00</u></u>	<u><u>\$ 23,866.33</u></u>	<u><u>\$ (866.33)</u></u>



CITY OF JONESBORO, GEORGIA COUNCIL

Agenda Item Summary

Agenda Item #

- 5

COUNCIL MEETING DATE

May 1, 2023

Requesting Agency (Initiator)

City Council

Sponsor(s)

Mayor Sartor

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

Discussion regarding a fee waiver as requested by the Girl Scouts of Greater Atlanta – Clayton County to host their annual "Girl Scouts Bridging Ceremony" on May 6, 2023, at Lee Street Park.

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

Summary & Background

In the past, Girl Scouts of Greater Atlanta-Clayton has utilized Lee Street Park for their Annual Bridging Ceremony.

The Girl Scouts is seeking a fee waiver to host the event on Saturday, May 6, 2023, from 10:00 a.m. to 2:00 p.m. They are expecting 75 in attendance.

It is the discretion of the City Council whether additional manpower is needed for this event, such as security.

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.)

- Girl Scout of Greater Atlanta - 5-6-23

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

City Council's Discretion

Attachment: Agenda Cover Sheet - Girl Scouts (3370 : Girl Scout Bridging Ceremony)

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, Interim City Clerk

Date

May, 1, 2023

Signature

City Clerk's Office



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 X

APPLICANT INFORMATION

Organization Name (If Applicable) Girl Scouts of Greater Atlanta-Clayton County	Person Responsible for Reservation Contisa Jessie	
Address: 5601 N. Allen Road SE	Home Phone #: 404-578-5135	Other Phone #:
City/Zip Code: Mableton, GA 30126	Email Address: contisajessie@gmail.com	

RESERVATION INFORMATION

Day of Week (circle): M T W TH F S SU **REQUESTED DATE:** 05/6

Reservation - **START TIME:** 10:00 am AM/PM (including set-up) **END TIME:** 2:00 pm AM/PM (including clean-up)

Event Name: Girl Scout Bridging Ceremony **Total Expected Attendance:** 75

Contact Person on Day of Event: Contisa Jessie **Contact # on Day of Event:** 404-578-5135

Type of Activity:

☐ Birthday Party celebration ☐ Company Picnic ☐ Concert ☐ Fundraiser ☐ Wedding ☒ Other Girl Scout end of the year

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.):

Extra garbage receptacles needed.

APPLICATION FOR A SPECIAL EVENT |

Attachment: Girl Scout of Greater Atlanta - 5-6-23 (3370 : Girl Scout Bridging Ceremony)

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

* Number of Performers: _____ Performer Name(s) _____ Performance Type: _____

Will sound amplification be used? ☒ No ☐ Yes*

* Start Time: _____ End Time: _____ Describe Sound equipment used: _____

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

*Describe Equipment used: _____

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: _____ Liquor License #: _____

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? _____ Pizza, water and juice boxes

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: _____ Pizza hut/ Krogers for water and juice

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

FOR OFFICE USE ONLY

A copy of the following supplement documents are required:

☐ Proof of Liability Insurance -	Due Date: _____	Received On: _____
☐ Proof of Host Liquor Liability Insurance -	Due Date: _____	Received On: _____
☐ City Approved Alcohol Permit -	Due Date: _____	Received On: _____
☐ Jonesboro Temporary Sales License -	Due Date: _____	Received On: _____
☐ 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.

APPLICATION FOR A SPECIAL EVENT |

Attachment: Girl Scout of Greater Atlanta - 5-6-23 (3370 : Girl Scout Bridging Ceremony)

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.

Cynthia Jessie

(Print Name)

Cynthia Jessie

(Sign Name)

2/28/23

(Date)

(Notary Public)

APPLICATION FOR A SPECIAL EVENT |

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

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

* Number of Performers: _____ Performer Name(s) _____ Performance Type: _____

Will sound amplification be used? ☒ No ☐ Yes*

* Start Time: _____ End Time: _____ Describe Sound equipment used: _____

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

*Describe Equipment used: _____

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: _____ Liquor License #: _____

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? Pizza, water and juice boxes

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: Pizza hut/ Krogers for water and juice

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

FOR OFFICE USE ONLY

A copy of the following supplement documents are required:

☐ Proof of Liability Insurance -	Due Date: _____	Received On: _____
☐ Proof of Host Liquor Liability Insurance -	Due Date: _____	Received On: _____
☐ City Approved Alcohol Permit -	Due Date: _____	Received On: _____
☐ Jonesboro Temporary Sales License -	Due Date: _____	Received On: _____
☐ 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.

APPLICATION FOR A SPECIAL EVENT

Attachment: Girl Scout of Greater Atlanta - 5-6-23 (3370 : Girl Scout Bridging Ceremony)



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 X

APPLICANT INFORMATION

Organization Name (If Applicable) Girl Scouts of Greater Atlanta-Clayton County	Person Responsible for Reservation Contisa Jessie	
Address: 5601 N. Allen Road SE	Home Phone #: 404-578-5135	Other Phone #:
City/Zip Code: Mableton, GA 30126	Email Address: contisajessie@gmail.com	

RESERVATION INFORMATION

Day of Week (circle): M T W TH F <u>S</u> SU	REQUESTED DATE: 05/6
Reservation - START TIME: 10:00 am <u>AM/PM</u> (including set-up)	END TIME: 2:00 pm <u>AM/PM</u> (including clean-up)
Event Name: Girl Scout Bridging Ceremony	Total Expected Attendance: 75
Contact Person on Day of Event: Contisa Jessie	Contact # on Day of Event: 404-578-5135
Type of Activity: ☐ Birthday Party celebration ☐ Company Picnic ☐ Concert ☐ Fundraiser ☐ Wedding ☒ Other Girl Scout end of the year	
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.): Extra garbage receptacles needed.	

APPLICATION FOR A SPECIAL EVENT |

Attachment: Girl Scout of Greater Atlanta - 5-6-23 (3370 : Girl Scout Bridging Ceremony)

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:

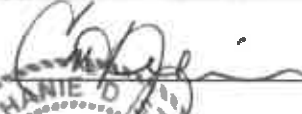
1. The user assumes entire responsibility and liability for losses, damages and claims arising out of injury or damage to the user's display, equipment and other property brought onto the premises of the City facility reserved and shall indemnify and hold harmless the City from any and all such losses, 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.

Courtisa Jesse

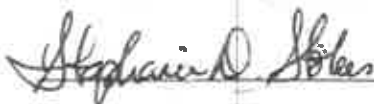
(Print Name)



(Sign Name)

2/28/23

(Date)



(Notary Public)



APPLICATION FOR A SPECIAL EVENT |

Attachment: Girl Scout of Greater Atlanta - 5-6-23 (3370 : Girl Scout Bridging Ceremony)



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

5.7.a

- 6

COUNCIL MEETING DATE
May 1, 2023

Requesting Agency (Initiator)

City Council

Sponsor(s)

Mayor Sartor

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

Discussion regarding amending the City Code, Chapter 2 (Administration). Article I (In General), Section 2-1 Records Management.

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

Review of Sec. 2-1. - Records Management

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

Yes Innovative Leadership

Summary & Background

- **The city may appoint one or more records custodians and open records officers (O.C.G.A. §50-18-71(b)(1)(B)).** The city clerk often serves as the city's single records custodian and open records officer but it's possible to designate multiple open records officers (such as for different departments like personnel or public safety). This will ensure compliance that an agency cannot delay its response to an open records request just because the designated open records officer is absent. Review your city's charter and records ordinance to see if a records custodian is designated. If not, consult with your city attorney to have your city council do so by ordinance.
- **After making any appointments, the city must provide notice of these appointments.** That means providing notice to any person requesting records, notifying the county's legal organ, and posting the information on the agency's website (if it has one).

Fiscal Impact

Penalties and Fines for Failure to Comply with the Open Records Law In addition to the district attorney or solicitor, the Attorney General is authorized to file a criminal action against individuals who violate the open records law.³⁴ Anyone who knowingly and willfully violates the open records law, by refusing access, failing to provide documents within the requisite time, or "attempting to frustrate access by intentionally making records difficult to obtain or review", may be found guilty of a misdemeanor and may be subject to a fine not to exceed \$1000.00 for the first violation.

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

- Opens Records Ordinance
- Provisions in the Georgia Open Records Act

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

Approval

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, Interim City Clerk

Date

May, 1, 2023

Signature

City Clerk's Office

Attachment: Agenda Cover Sheet - Records Management (3368 : Amendment to Records Clerk Ordinance)

1 **STATE OF GEORGIA**

2 **CITY OF JONESBORO**

3 **ORDINANCE NO. 2023-_____**

4 AN ORDINANCE TO AMEND SECTION 2-1 (RECORDS MANAGEMENT) IN CHAPTER 2
5 (ADMINISTRATION) OF THE CODE OF ORDINANCES, CITY OF JONESBORO,
6 GEORGIA; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING
7 ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER LAWFUL
8 PURPOSES.

9 **WHEREAS**, the duly elected governing authority of the City of Jonesboro, Georgia (the
10 “City”) is the Mayor and Council thereof;

11 **WHEREAS**, the City has the power to adopt reasonable regulations promoting the public
12 health, safety and general welfare of its citizenry pursuant to Article IX, Section II, Paragraph II
13 of the 1983 Constitution of the State of Georgia; the Municipal Home Rule Act (O.C.G.A. § 36-
14 35-1 *et seq.*); and Section 1.13(11) of the City’s Charter;

15 **WHEREAS**, Georgia’s records retention law requires every municipality to designate a
16 records custodian for record management purposes by ordinance or resolution;

17 **WHEREAS**, Section 2-1(c) designates the city manager as the records custodian;

18 **WHEREAS**, the City Council desires to designate the city clerk as records custodian in
19 lieu of the city manager; and

20 **WHEREAS**, the public health, safety and general welfare of the citizens of the City will
21 be positively impacted by the adoption of this Ordinance.

BE IT AND IT IS HEREBY ORDAINED BY THE MAYOR AND COUNCIL OF THE
CITY OF JONESBORO, GEORGIA, and by the authority thereof:

Section 1. That the City Code, Chapter 2 (Administration), Article I (In General), Section 2-1 (Records Management) is hereby amended to be read and codified as follows, with added text in bold and underlined font and deleted text in strikethrough font:

“Sec. 2-1. - Records management.

- (a) *Purpose.* The purpose of this section is to establish effective and efficient management techniques for the creation, utilization, maintenance, retention, preservation, and disposal of records made or received by and on behalf of the city in compliance with the Georgia Open Records Act (O.C.G.A. § 50-18-70 *et seq.*), as it may be amended from time to time.
- (b) *Records defined.* For purposes of this section, the term "records" means all documents, papers, letters, maps, books, tapes, photographs, computer based or generated information, data, data fields, or similar material which is prepared, maintained and/or received by the city, or on the city's behalf, for governmental purposes.
- (c) *Open records officer designated.* The city clerk ~~manager~~ is hereby designated as the city's open records officer with respect to all Open Records Act requests submitted to the city.
- (d) *Requests for records.* All Open Records Act requests to the city shall be made to the city clerk ~~manager~~. All written requests for records shall be submitted to the city clerk's ~~manager's~~ official city-provided e-mail or fax number. Records requests may alternatively be submitted to the city clerk ~~manager~~ electronically through the city's website; as such service may be made available by the city from time to time.
- (e) *City clerk ~~manager~~ exclusive open records officer.* The city clerk ~~manager~~ may assign one or more city employees to assist them ~~him/her~~ with responding to record requests under this section. Under no circumstance, however, shall the assignment of such employee exempt a requester from the requirement under this section to submit all records requests to the city clerk ~~manager~~ as set forth herein.”

Section 2. The preamble of this Ordinance shall be considered to be and is hereby incorporated by reference as if fully set out herein.

Section 3. (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

Section 4. All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed to the extent of the conflict only.

Section 5. The effective date of this Ordinance shall be the date of its adoption by the Mayor and Council unless otherwise stated herein.

Section 6. The Ordinance shall be codified in a manner consistent with the laws of the State of Georgia and the City of Jonesboro. It is the intention of the governing body, and it is hereby ordained that the provisions of this Ordinance shall become and be made part of the Code

78 of Ordinances, City of Jonesboro, Georgia and the sections of this Ordinance may be renumbered
79 to accomplish such intention.

80 Section 7. The City Clerk, with the concurrence of the City Attorney, is authorized to
81 correct any scrivener's errors found in this Ordinance, including any exhibits, as enacted.

82 **ORDAINED** this _____ day of _____, 2023.

83

CITY OF JONESBORO, GEORGIA

Donya L. Sartor, Mayor

ATTEST:

Melissa Brooks, Interim City Clerk

APPROVED AS TO FORM:

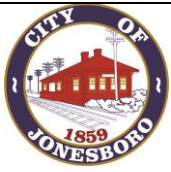
City Attorney

Attachment: Opens Records Ordinance (3368 : Amendment to Records Clerk Ordinance)

Provisions in the Georgia Open Records Act

City clerks need to especially note a few provisions about Georgia open records laws.

- **The city may appoint one or more records custodians and open records officers (O.C.G.A. §50-18-71(b)(1)(B)).** The city clerk often serves as the city's single records custodian and open records officer but it's possible to designate multiple open records officers (such as for different departments like personnel or public safety). This will ensure compliance that an agency cannot delay its response to an open records request just because the designated open records officer is absent. Review your city's charter and records ordinance to see if a records custodian is designated. If not, consult with your city attorney to have your city council do so by ordinance.
- **After making any appointments, the city must provide notice of these appointments.** That means providing notice to any person requesting records, notifying the county's legal organ, and posting the information on the agency's website (if it has one).
- **Public records (except those legally exempted from disclosure) should be made available if you have them within a reasonable period of time not to exceed three (3) business days from the receipt of the request.** If the record cannot be produced within three (3) business days, it is acceptable to respond within the three (3) days with information about when the public record will become available (and the associated cost). It is strongly suggested that if a record cannot be produced within the three (3) days that the city attorney be consulted to ensure that the response provides proper protections to the city.



CITY OF JONESBORO DESIGN REVIEW COMMITTEE

Agenda Item Summary

Agenda Item 5.8.a

COUNCIL MEETING DATE
May 8, 2023

Requesting Agency

Community Development (Cedric Mack, applicant)

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

Conditional Use Permit for private club (motorcycle club)

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

Section 86-106 C-1 District standards; Conditional Uses, Article VI Sec. 86-185

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

Yes



No

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 Conditional Use application;** Recently, the applicant applied for a private club (motorcycles) meeting space at 258 North Main Street, suite D. The property is a commercial development with one building and several suites, each sharing the same parking lot. The property is zoned C-1 Neighborhood Commercial. The property has access only off South Main Street. Many types of businesses have been located on this property through the years. To the north and east are other commercial properties. There are residences to the west (rear) of the subject property.

This particular use requires a conditional use permit and must comply with the requirements of Sec. 86-185.

Sec. 86-185. - NAICS 81341 Civic and social organizations, without private bar or restaurant.

The following conditions are assigned in the H-1, H-2, O&I, MX, C-1, C-2, and M-1 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.

South Main Street is a collector road, and the property has 2.25 acres and over 300 feet of frontage.

Fiscal Impact / Funding Source

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

Private Owner

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

Conditional Use permit application, Letter of Explanation, Site pictures

Staff Recommendation

Approval

David Allen, Community Development Director, 770.570.2977

FOLLOW-UP APPROVAL ACTION (City Manager)

City Manager's
Office

Typed Name and Title

Phone

Signature

Date

Per the applicant,

Our club is made up of passionate motorcycle enthusiasts, 16 active members, who share a common love for riding motorcycles. This passion for motorcycles extends beyond just enjoying the thrill of the ride; it is also reflected in our community outreach efforts.

As a motorcycle club, we understand the importance of giving back to the community. Through various outreach initiatives, toys for tots, Black and Red day, we have shown our dedication to making a positive impact on the community. Whether it is organizing charity rides to raise money for local organizations or participating in community events, our club has demonstrated a commitment to making a difference.

At the heart of our club, however, is a love for riding motorcycles. Our club members share a deep appreciation for the freedom and joy that comes with being on the open road. Traveling across the nation, our club provides an opportunity for like-minded individuals to come together and share in this passion.

We are more than just a group of riders. We are a community of individuals who share a love for motorcycles, a commitment to community outreach, and a desire to make a positive impact in the neighborhood we represent .

We meet on the second Saturday of the month from 2pm until about 4pm. During these meetings, we discuss future events concerning community outreach, charity rides, and national road trips.

In summary, there would not be daily, or even weekly, activity from this club to consider. Meetings would be held indoors. However, they would be occupying a suite in a commercial building occasionally. There would be enough parking spaces for a weekend meeting of approximately 16 members once a month.

In terms of parking requirements (Sec. 86-410):

*(25) Lodges and fraternal or social organizations shall provide one space for each 100 square feet of gross floor area. **The gross floor area of suite D is approximately 2000 square feet, which would be 20 spaces required. Again, the existing parking lot can more than accommodate a weekend meeting of approximately 16 members once a month.***

Staff recommends approval of the request with the following minimum conditions:

- 1. No racing, recreational riding, or frequent revving of engines shall occur in the parking lot of the subject property.**
- 2. No repair or maintenance of motorcycles or other vehicles shall occur on the subject property.**
- 3. Meetings shall occur indoors only.**
- 4. Any new signage associated with the club shall comply with the City Sign Ordinance.**



CITY OF JONESBORO
 124 North Avenue
 Jonesboro, Georgia 30236
 City Hall: (770) 478-3800
 Fax: (770) 478-3775
 www.jonesboroga.com

ZONING VERIFICATION REQUEST

Important Notice:

BEFORE leasing, purchasing, or otherwise committing to a property you are **STRONGLY ADVISED** to confirm that the zoning and physical layout of the building and site are appropriate for the business use intended and will comply with the City's Zoning Ordinance. This includes having a clear understanding of any code restrictions, limitations or architectural guidelines that may impact your operation and any building and site modifications that may be necessary to open your business. This document does not authorize a business to conduct business without an Occupational Tax Certificate. This could result in closure and/or ticketing.

Applicant's Information

Name of Applicant: Debra Mack
 Name of Business: Mack Worldwide Inc
 Property's Address: 258 S. Main St., Suite B, Jonesboro GA 30236
 Email Address: CLMACK@16/MAIL.COM
 Phone: (Day): 678 641 8426 (Evening): _____

Property Information

Current Use of Property: _____
 Proposed Use of Property (Please provide in great detail the intended use of the property):

Private Motorcycle Club meeting location. Members only. Not open to public

[Signature] 3-17-23
 Applicant's Signature Date

FOR OFFICE USE ONLY:

Current Zoning: C1

NAICS Code: 81341

Required Zoning: H1, H2, D+1, MX, C1, C2, M1

Conditional Use Needed? Yes or No

☐ APPROVED

DENIED ☐

Comments:

CONVENTIONAL USE PERMIT REQUIRED AND MUST COMPLY WITH SEC 86-185

[Signature]

3/17/23

Zoning Official Signature

Date

Attachment: Zoning Info (3366 : 258 South Main Street - Club)

Applicant – Cedric Mack
Name of Business – Mack Worldwide Investments
Address – 258 South Main Street, Suite D
Zoning District – C1
NAICS – 81341

Proposed Use: Meeting place for private motorcycle club

NAICS Code	USES	R-2	R-4	R-C	CCM	RM	H-1	H-2	O&I	MX	C-1	C-2	M-1	Code Section
81341	Civic and Social Organizations, without Bar or Restaurant	N	N	N	N	N	C	C	C	C	C	C	C	Sec. 86-185

Use is permitted "by right" in the district indicated = P; Use is permitted as a conditional use (section indicated) = C; Use is not permitted = N



Zoning Classifications

- A Assembly Rights
- H Historic Residential
- AH Historic Residential and Assembly Rights
- T Tara Boulevard
- County Parcels
- C-1 Neighborhood Commercial District
- C-2 Highway Commercial District
- H-1 Historic District
- H-2 Historic District
- M-1 Light Industrial District
- MX Mixed Use District
- O-I Office and Institutional District
- R-2 Single Family Residential District
- R-4 Single Family Residential District
- R-C Cluster Residential District
- RM Multifamily Residential District

Jonesboro City Limit

Sec. 86-185. - NAICS 81341 Civic and social organizations, without private bar or restaurant.

The following conditions are assigned in the H-1, H-2, O&I, MX, C-1, C-2, and M-1 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.**

2.25 acres, 348 feet

David Allen

From: Cedric Mack <clmack@hotmail.com>
Sent: Saturday, April 8, 2023 9:32 AM
To: David Allen
Subject: Re: Zoning Verification - 258 South Main Street, Suite D, Mack Worldwide Investments

Dear Mr. Allen,

I am writing to you today to explain more about our motorcycle club(Tru Ryderz) and what it represents. Our club is made up of passionate motorcycle enthusiasts, 16 active members, who share a common love for riding motorcycles. This passion for motorcycles extends beyond just enjoying the thrill of the ride; it is also reflected in our community outreach efforts.

As a motorcycle club, we understand the importance of giving back to the community. Through various outreach initiatives, toys for tots, Black and Red day, we have shown our dedication to making a positive impact on the community. Whether it is organizing charity rides to raise money for local organizations or participating in community events, our club has demonstrated a commitment to making a difference.

At the heart of our club, however, is a love for riding motorcycles. Our club members share a deep appreciation for the freedom and joy that comes with being on the open road. Traveling across the nation, our club provides an opportunity for like-minded individuals to come together and share in this passion.

We are more than just a group of riders. We are a community of individuals who share a love for motorcycles, a commitment to community outreach, and a desire to make a positive impact in the neighborhood we represent .

We meet on the second Saturday of the month from 2pm until about 4pm. During these meetings, we discuss future events concerning community outreach, charity rides, and national road trips.

Sincerely,

Cedric Mack

Sent from my iPhone

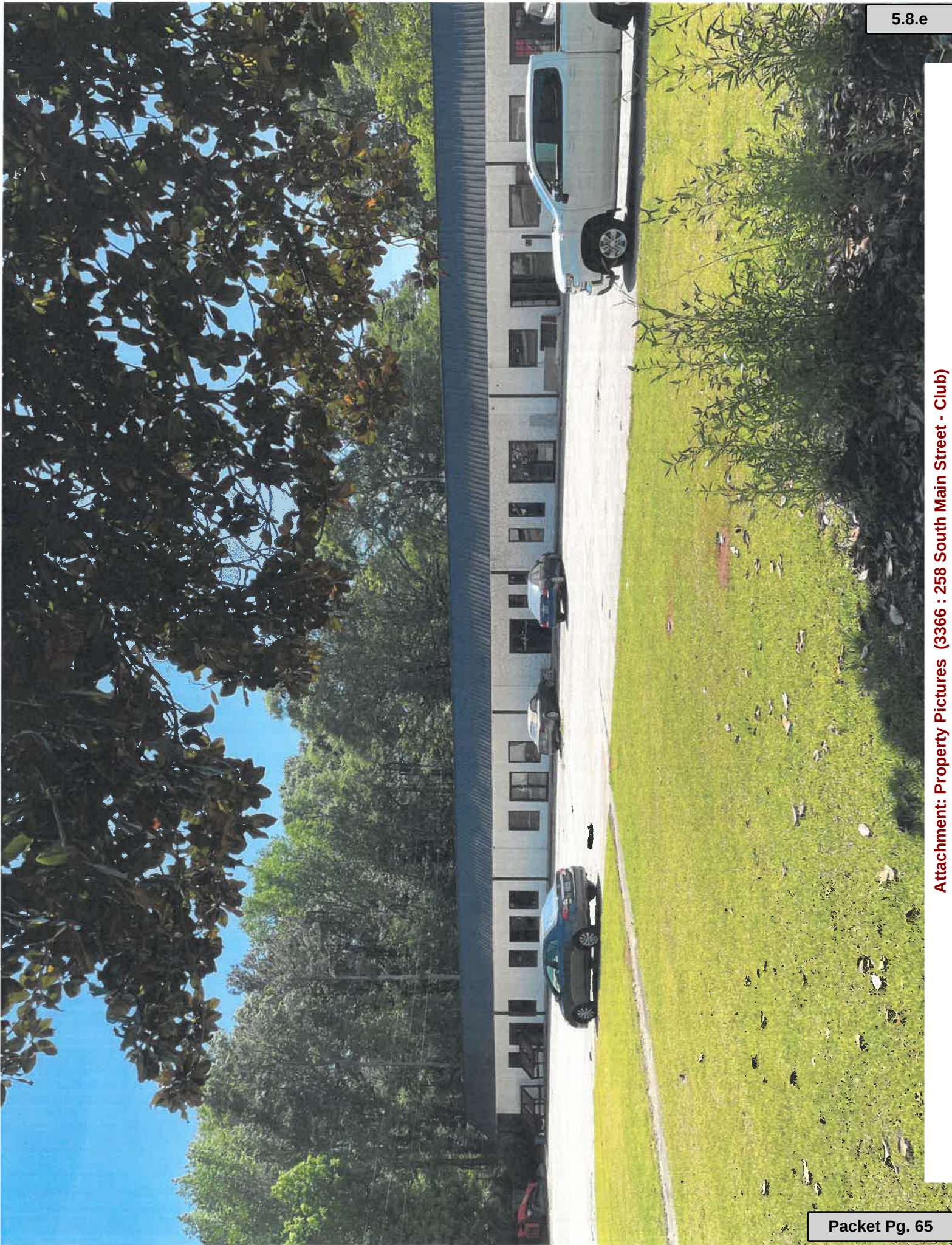
On Apr 7, 2023, at 3:21 AM, David Allen <dallen@jonesboroga.com> wrote:

And, in the next days if you could give me a detailed letter of explanation about days and hours of meeting, average number of members attending, and what activities you would have on the premises, I would appreciate it.

From: David Allen
Sent: Friday, March 17, 2023 4:00 PM
To: clmack@hotmail.com
Subject: Zoning Verification - 258 South Main Street, Suite D, Mack Worldwide Investments

Hello, Mr. Mack,

Attachment: Letter of Explanation (3366 : 258 South Main Street - Club)





Imagery ©2023 Maxar Technologies, Map data ©2023 20 ft

tps://

Legal Notice

Public Hearing will be held by the Mayor and Council of the City of Jonesboro at 6:00 P.M. on May 8, 2023, in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, GA, to consider a Conditional Use Permit application for a private motorcycle club meeting space, by Hernan Santamaria, property owner, and Cedric Mack, applicant, for property at 258 South Main Street (Parcel No. 05241D B001), Suite D, Jonesboro, Georgia 30236. Mayor and Council will first discuss this item during their Work Session at 6:00 P.M. on May 1, 2023, also in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, GA.

David Allen
Community Development Director

Publish 4/19/23



CITY OF JONESBORO
PUBLIC NOTICE
An application has been filed for a
CONDITIONAL Use
at this location
258 South Main St.
A PUBLIC HEARING on this application will be
held on **MAY 8** **120 23** at **6 p.m.**
1859 City Center Way
Any questions, call City Hall at 770-478-3800
Date of Posting **APRIL 19** **20 23**
ATTENTION
DO NOT REMOVE UNTIL ABOVE MEETING DATE
Anyone caught defacing or removing this sign shall be guilty of a misdemeanor



MEMORANDUM

To: Cedric Mack
9779 Rabun Way
Jonesboro, Ga. 30238

From: David D. Allen
City of Jonesboro
1859 City Center Way
Jonesboro, GA 30236

Date: April 24, 2023

Re: Notification of Request for Conditional Use – Motorcycle Club, 258 South Main Street; Tax Map Parcel No. 05241D B001

Dear Applicant,

This letter is to serve as notification that the City of Jonesboro has received your request for the following requested conditional use for the above referenced property:

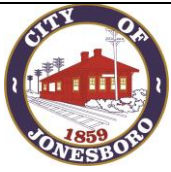
- Motorcycle Club

A Public Hearing has been scheduled for Monday, May 8, 2023 at 6:00 p.m. before the Jonesboro Mayor and City Council to consider the request as described above. The meeting will be conducted in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, Ga. A Work Session for this item will be held on Monday, May 1, 2023 at 6:00 p.m., also in the court chambers of the Jonesboro City Center. If you have any questions, please do not hesitate to contact me at 770-570-2977 or at dallen@jonesboroga.com.

Sincerely,

David D. Allen
Community Development Director / Zoning Administrator

Attachment: Acceptance Letter (3366 : 258 South Main Street - Club)



CITY OF JONESBORO DESIGN REVIEW COMMITTEE

Agenda Item Summary

Agenda Item 5.9.a

COUNCIL MEETING DATE
May 8, 2023

Requesting Agency

Community Development (Vanessa B. Gibson, applicant)

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

Conditional Use Permit for dance center

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

Section 86-107 C-2 District standards; Conditional Uses, Article XVII Sec. 86-515

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

Yes



No

Summary & Background

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

Agency recommendation – **Approval of Conditional Use application;** Recently, the applicant applied for a dance instruction center at 242 Stockbridge Road, suite 11. The property is a commercial development with one building and several suites, each sharing the same parking lot. The property is zoned C-2 Highway Commercial. The property has access only off Stockbridge Road. Many types of businesses have been located on this property through the years. To the north and east are other commercial properties. There are residences to the south (rear) of the subject property. Most recently, this suite was approved for a community food bank in 2022, which fell through. Before that, it was approved for an event center, which also fell through.

This particular use requires a conditional use permit and must comply with the requirements of Sec. 86-515.

Sec. 86-515. NAICS 711120 – Dance Company Studios, without Theaters

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

(1) Off-street parking and/or drop-off space adequate to meet the needs of the proposed facility shall be provided.

Parking requirements can be met, as demonstrated on page 2.

Fiscal Impact / Funding Source

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

Private Owner

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

Conditional Use permit application, Letter of Explanation, Site pictures

Staff Recommendation

Approval

David Allen, Community Development Director, 770.570.2977

FOLLOW-UP APPROVAL ACTION (City Manager)

Typed Name and Title	Phone	City Manager's Office
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Per the applicant,

My name is Vanessa Gibson, and I am the owner of Eagles Landing Dance Center LLC. We are a dance center that provides dance instruction to kids age 3-18. Our daily operating hours are Monday's (6-8:30pm), Tuesday's (6-9:30pm), Wednesday's (6-9:30pm), Thursday's (6-9:00pm) and Saturday's (9:30am-4pm). Our regular dance season is from August – May. Our summer classes typically operate during the months of June & July (only selected weeks, not the full month).

The number of kids varies per dance season, but on average, we have 125-135 dancers registered during our regular season. We may have 3-4 classes daily, taking place Mon. – Thurs. and each class will typically have about 6-15 dancers, depending on the style of dance and size of room. Basically, we have a total of 33 classes weekly with each class running about 45 minutes – 1 hour each. Saturdays are normally rehearsals or special classes set for our Company & Ensemble kids. Therefore, there are about 10-30 dancers during the weekend hours.

There will be 4 dance studios/rooms in suite 11 (size of suite 11 is 6700 sq ft). Each studio is roughly about 1000 sq ft.... 2-3 classes daily/room... each class runs about 45 mins - 1hr for each studio/room... all classes are running at the same time with about 6-10 kids in each class/studio/room....

For example, level A dancers (8 girls) will dance in room B from 6-7pm for ballet, then go to room C for jazz from 7-8 and then they will go to room A for tap from 8-9pm. At the same time, level B dancers (9 girls) will dance in room A from 6-7 for ballet, then go to Room B from 7-8 for Modern and then to to Room C for jazz from 8-9pm. Hopefully, this helps.... We have different levels and ages that come on different days & times.... Typically, we have about 20-30 dancers total on Monday's that are spread out through each of the studios and not all of them stay at the studio for the entire 3 hours... some only take 1 class.... I have also attached a copy of our schedule that we are using now, so you can have a better idea as to how the classes flow for our dance center.

Thus, weekday hours would be early to mid-evening only. Saturday daytime hours and no Sunday hours. It would occur most of the year, with limited times in June and July. All classes will be contained within suite 11, which has ample size for several classes of dance instruction at one time. (No instruction would occur outside.)

In terms of parking requirements:

Per Sec. 86-410 (29), Dance schools shall provide one space for each employee, plus one space for every 150 square feet of gross floor area.

There are 4 teachers at most on the premises any given day, plus 4000 s.f. (total of 4 dance rooms) divided by 150.

4 spaces plus $4000 / 150 = 4 + 27 = 31$ spaces required.

There are 34 existing parking spaces directly in front of suite 11. However, most of these would not be necessary, as only the parents of the 3 to 4-year-old class would wait in the parking spaces and not drop their kids off like the rest.

Staff recommends approval of the request with the following minimum conditions:

- 1. Any new signage associated with the club shall comply with the City Sign Ordinance.**
- 2. Music decibel levels shall not be detectable from adjacent townhome community.**
- 3. No dancing shall occur outside.**



CITY OF JONESBORO
 124 North Avenue
 Jonesboro, Georgia 30236
 City Hall: (770) 478-3800
 Fax: (770) 478-3775
 www.jonesboroga.com

ZONING VERIFICATION REQUEST

Important Notice:

BEFORE leasing, purchasing, or otherwise committing to a property you are **STRONGLY ADVISED** to confirm that the zoning and physical layout of the building and site are appropriate for the business use intended and will comply with the City's Zoning Ordinance. This includes having a clear understanding of any code restrictions, limitations or architectural guidelines that may impact your operation and any building and site modifications that may be necessary to open your business. This document does not authorize a business to conduct business without an Occupational Tax Certificate. This could result in closure and/or ticketing.

Applicant's Information

Name of Applicant: Vanessa B. Gibson
 Name of Business: Eagles Landing Dance Center
 Property's Address: 242 Stockbridge Rd. / Jonesboro, GA
 Email Address: Vanessa@eagleslandingdancecenter.org / grolandrender@kwcommercial.com
 Phone: (Day): 770-490-9334 (Evening): 770-490-9334

Property Information

Current Use of Property: Vacant

Proposed Use of Property (Please provide in great detail the intended use of the property):

This will be a dance center for kids ages 2-18. We will be teaching kids ballet, tap, jazz, modern and other forms of dance to advance their technique for college. Website: eagleslandingdancecenter.org

Vanessa B. Gibson
 Applicant's Signature

February 27, 2023
 Date

FOR OFFICE USE ONLY:

Current Zoning: C2

NAICS Code: 71120

Required Zoning: H1, H2, H3, H4, C1, C2

Conditional Use Needed? Yes or No

Comments:

☐ APPROVED

☐ DENIED

CONDITIONAL USE PERMIT REQUIRED AND MUST COMPLY WITH SEC. 86-515

[Signature]
 Zoning Official Signature

2/27/23
 Date

Attachment: Zoning Info (3367 : 242 Stockbridge Road Dance Center)

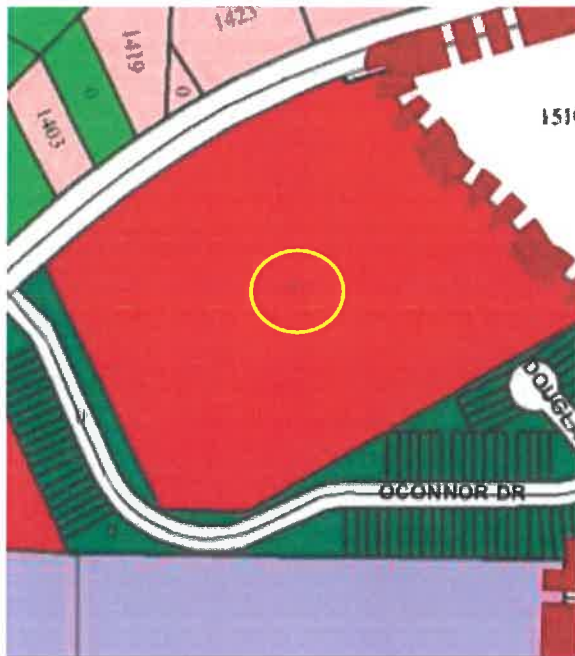
Applicant – Vanessa B. Gibson
 Name of Business – Eagles Landing Dance Center
 Address - 242 Stockbridge Road
 Zoning District – C2
 NAICS – 711120

Proposed Use: Dance instruction for kids

Use is permitted "by right" in the district indicated = P; Use is permitted as a conditional use (section indicated) = C; Use is not permitted = N

NAICS Code	USES	R-2	R-4	R-C	CCM	RM	H-1	H-2	O&I	MX	C-1	C-2	M-1	Code Section
711120	Dance Company Studios, without Theaters	N	N	N	C	N	C	C	C	C	C	C	N	86-114; Sec. 86-515

Zoning Classifications



	A Assembly Rights
	H Historic Residential
	AH Historic Residential and Assembly Rights
	T Tara Boulevard
	County Parcels
	C-1 Neighborhood Commercial District
	C-2 Highway Commercial District
	H-1 Historic District
	H-2 Historic District
	M-1 Light Industrial District
	MX Mixed Use District
	O-I Office and Institutional District
	R-2 Single Family Residential District
	R-4 Single Family Residential District
	R-C Cluster Residential District
	RM Multifamily Residential District
	Jonesboro City Limit

Sec. 86-515. NAICS 711120 – Dance Company Studios, without Theaters

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

(1) Off-street parking and/or drop-off space adequate to meet the needs of the proposed facility shall be provided.

To: Whom It May Concern

My name is Vanessa Gibson, and I am the owner of Eagles Landing Dance Center LLC. We are a dance center that provides dance instruction to kids age 3-18. Our daily operating hours are Monday's (6-8:30pm), Tuesday's (6-9:30pm), Wednesday's (6-9:30pm), Thursday's (6-9:00pm) and Saturday's (9:30am-4pm). Our regular dance season is from August – May. Our summer classes typically operate during the months of June & July (only selected weeks, not the full month).

The number of kids varies per dance season, but on average, we have 125-135 dancers registered during our regular season. We may have 3-4 classes daily, taking place Mon. – Thurs. and each class will typically have about 6-15 dancers, depending on the style of dance and size of room. Basically, we have a total of 33 classes weekly with each class running about 45 minutes – 1 hour each. Saturdays are normally rehearsals or special classes set for our Company & Ensemble kids. Therefore, there are about 10-30 dancers during the weekend hours.



"Dance as though your life depends on it!"

The ELDC 2022-2023 Schedule (Updated as of Dec. 26, 2022)

To register for the 2022-2023 dance season
www.eagleslandingdancecenter.org

Monday

Art Room	Drama Room	Chorus Room	Orchestra Room
Ballet (1C) - Ms. Marla (6:00-7:00pm)	Ballet 2 (A) - Ms. Vanessa G. (6:00-7:00pm)	Tap A - Ms. Monica (6:15-7:00pm)	Ballet 2 (B) - Ms. Vicki (6:00-7:00pm)
Jazz (1C) - Ms. Marla (7:00-7:45pm)		Tap 2 - Ms. Monica (7:00-7:45pm)	Ballet A - Ms. Vicki (7:00-8:30pm)
		Tap 1 - Ms. Monica (7:45-8:30pm)	

Tuesday

Art Room	Chorus Room	Drama Room	Orchestra Room
Jazz 2 - Ms. Marla (6:00-7:00pm)	Beg. Hip Hop (A) - Ms. Khayla (6:15-7:00pm)	Jazz B - Ms. Cici (6:30-7:30pm)	Contemporary (C) - Mr. Xavier (6:30-7:30pm)
Lyrical 1 - Ms. Marla (7:00-7:45pm)	Int. Hip Hop - Ms. Khayla (7:00-7:45pm) *ages 9-18	Contemporary B - Mr. Xavier (7:30-8:30pm)	Jazz C - Ms. Cici (7:30-8:30pm)
Lyrical 2 - Ms. Marla (7:45-8:30pm)	Int./Adv. Hip Hop - Ms. Khayla (7:45-8:30pm) *ages 11 & up		Jazz (A) - Ms. Cici (8:30-9:30pm)

Wednesday

Art Room	Drama Room	Orchestra Room
Primary Ballet/Tap (A) (5-6 yrs) - Ms. Marla (6:00-7:00pm)	Modern (B) - Mr. Patrick (6:30-7:30pm)	Ballet (C) - Mr. Xavier (6:00-7:30pm)
Primary Jazz/Hip Hop (5-6 yrs) - Ms. Marla & Ms. Vanessa G. (7:00-8:00pm)	Modern (C) - Mr. Patrick (7:30-8:30pm)	Ballet (B) - Mr. Xavier (7:30-9:00pm)
	Modern (A) - Mr. Patrick (8:30-9:30pm)	Ballet (A) - Mr. Xavier (7:30-8:30pm)

Thursday

Chorus Room	Drama Room	Orchestra Room
Primary Ballet/Tap (3-4 yrs) - Ms. Marla (6:00-7:00pm)	Beg. Hip Hop (B) - Ms. Vershion (6:00-6:45pm)	Pre-Pointe/Pointe - Ms. Jasmine (6:30-7:30pm)
Ballet (1B) - Ms. Marla (6:45-7:45pm)	Ballet (1A) - Ms. Vershion (6:45-7:45pm)	Ballet (B & C) - Ms. Jasmine (7:30-9:00pm)
	Jazz (1B) - Ms. Marla (7:45-8:30pm)	

Temporary Location Eagles Landing High School • 301 Tunis Rd., McDonough, GA 30253 • 678-289-0060 • www.eagleslandingdancecenter.org

Attachment: Letter of Explanation (3367 : 242 Stockbridge Road Dance Center)

David Allen

From: VANESSA GIBSON <vgogo@aol.com>
Sent: Wednesday, April 12, 2023 2:52 PM
To: David Allen
Subject: Re: Eagles Landing Dance Center's Conditional Use Permit
Attachments: 2022-2023 ELDC Full Schedule as of Dec 26.pdf

Yes, there will be 4 dance studios/rooms in suite 11 (size of suite 11 is 6700 sq ft). Each studio is roughly about 1000 sq ft.... 2-3 classes daily/room... each class runs about 45 mins - 1hr for each studio/room... all classes are running at the same time with about 6-10 kids in each class/studio/room....

For example, level A dancers (8 girls) will dance in room B from 6-7pm for ballet, then go to room C for jazz from 7-8 and then they will go to room A for tap from 8-9pm. At the same time, level B dancers (9 girls) will dance in room A from 6-7 for ballet, then go to Room B from 7-8 for Modern and then to to Room C for jazz from 8-9pm. Hopefully, this helps.... We have different levels and ages that come on different days & times.... Typically, we have about 20-30 dancers total on Monday's that are spread out through each of the studios and not all of them stay at the studio for the entire 3 hours... some only take 1 class.... I have also attached a copy of our schedule that we are using now, so you can have a better idea as to how the classes flow for our dance center.

*Vanessa B. Gibson, Owner/Artistic Director
 Eagles Landing Dance Center*

On Wednesday, April 12, 2023 at 02:23:24 PM EDT, David Allen <dallen@jonesboroga.com> wrote:

And this would be only in suite 11?

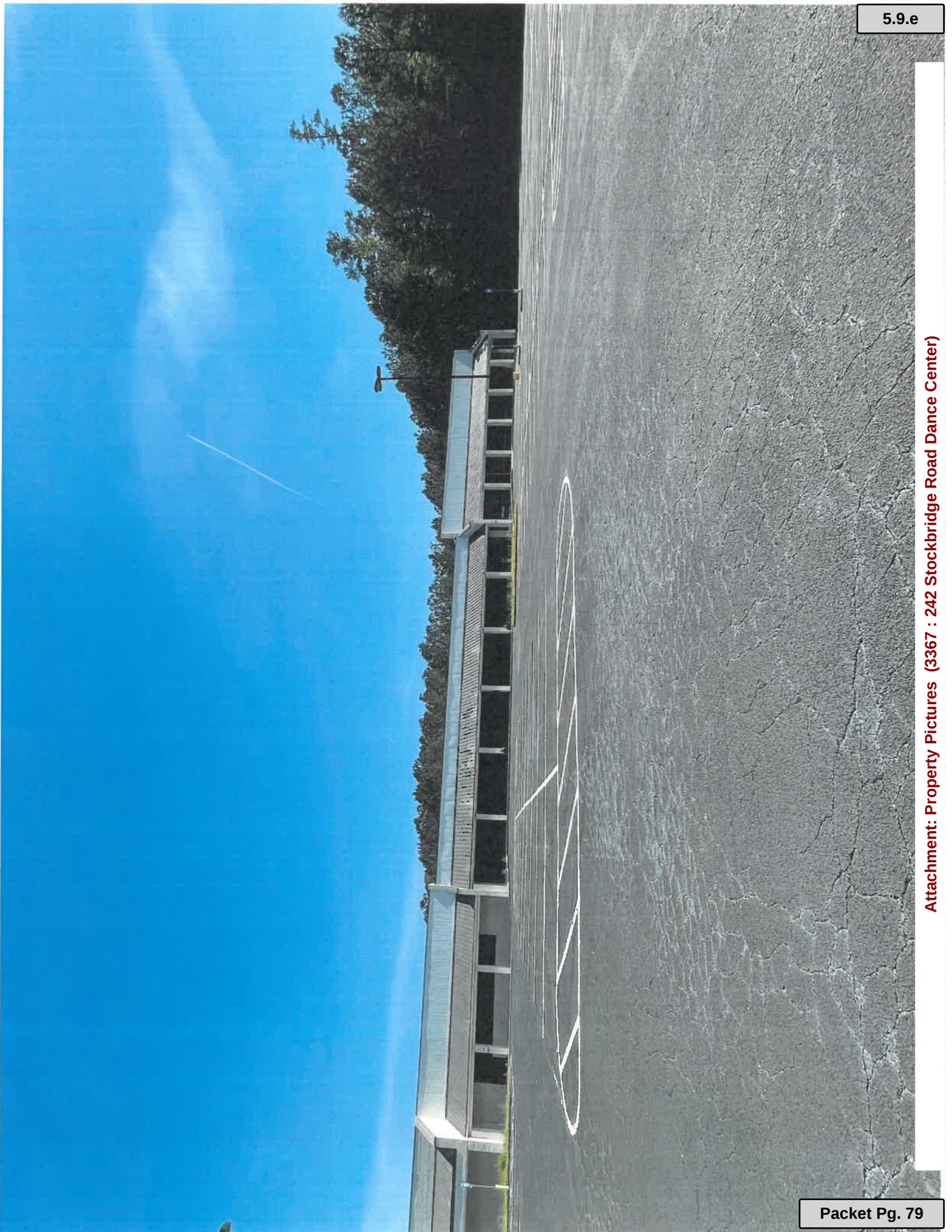
From: VANESSA GIBSON <vgogo@aol.com>
Sent: Wednesday, April 12, 2023 2:13 PM
To: David Allen <dallen@jonesboroga.com>
Subject: Re: Eagles Landing Dance Center's Conditional Use Permit

Here is the letter with the information you needed. If you need anything else, please let me know. Also, for the May 1st & 8th meetings, am I suppose to be at both. If so, will there be anything that I will need to bring.

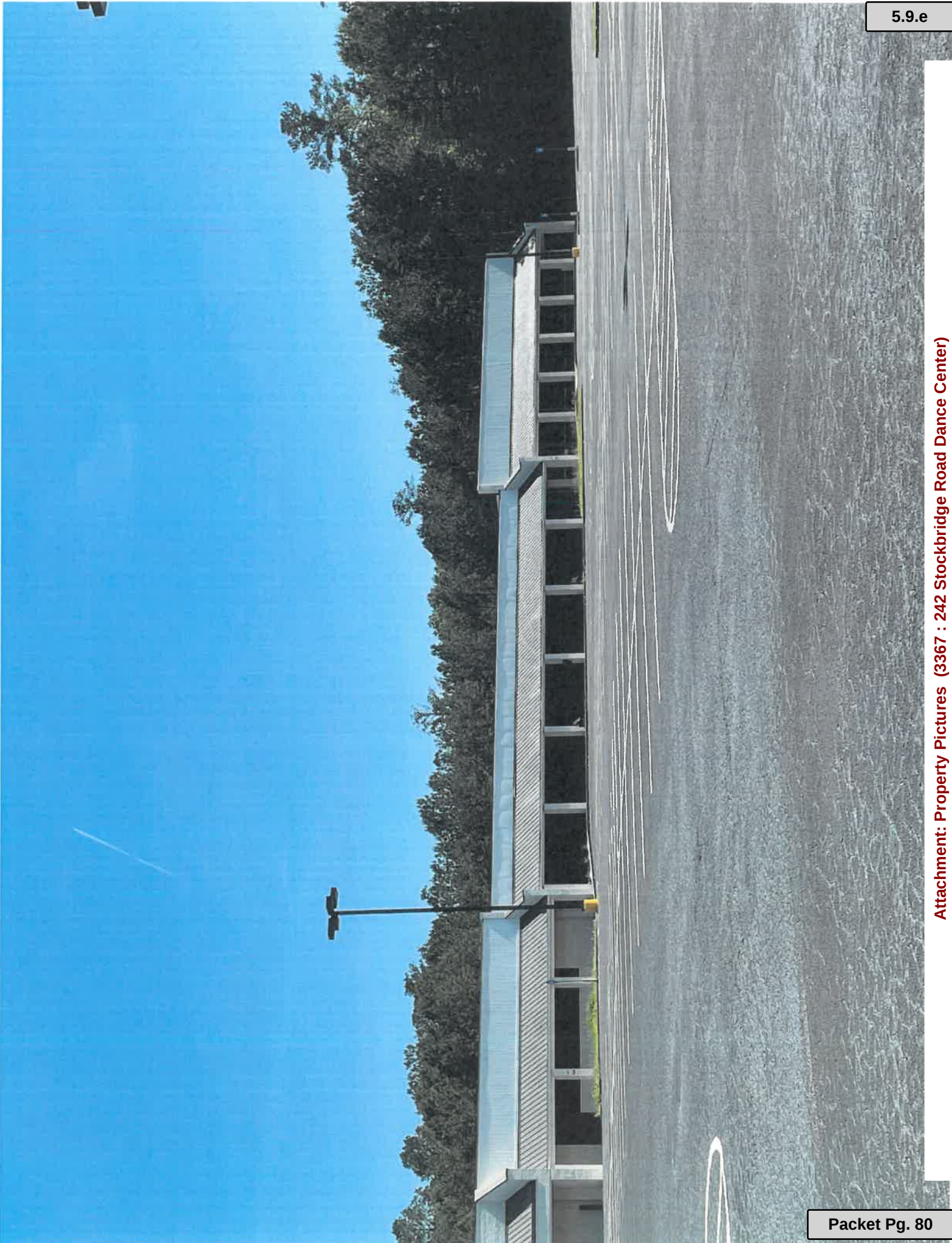
Attachment: Letter of Explanation (3367 : 242 Stockbridge Road Dance Center)



Imagery ©2023 CNES / Airbus, Maxar Technologies, U.S. Geological Survey, Map data ©2023 50 ft



Attachment: Property Pictures (3367 : 242 Stockbridge Road Dance Center)



Legal Notice

Public Hearing will be held by the Mayor and Council of the City of Jonesboro at 6:00 P.M. on May 8, 2023, in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, GA, to consider a Conditional Use Permit application for a dance studio, by Patricia Okwuosa, property owner, and Vanessa B. Gibson, applicant, for property at 242 Stockbridge Road (Parcel No. 12017D B003), Jonesboro, Georgia 30236. Mayor and Council will first discuss this item during their Work Session at 6:00 P.M. on May 1, 2023, also in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, GA.

David Allen
Community Development Director

Publish 4/19/23



CITY OF JONESBORO
PUBLIC NOTICE
An application has been filed for a
CONDITIONAL USE
at this location
242 STOCKBRIDGE RD.
A PUBLIC HEARING on this application will be
held on. **May 8** **2023**, at **6** p.m.
1859 CITY CENTER WAY
Any questions, call City Hall at 770-478-3800
Date of Posting **APRIL 19** **2023**
ATTENTION
DO NOT REMOVE UNTIL ABOVE MEETING DATE
Anyone caught defacing or removing this sign shall be guilty of a misdemeanor



MEMORANDUM

To: Vanessa B. Gibson
109 Hay Lake Drive
Stockbridge, Ga. 30281

From: David D. Allen
City of Jonesboro
1859 City Center Way
Jonesboro, GA 30236

Date: April 24, 2023

Re: Notification of Request for Conditional Use – Dance Center, 242 Stockbridge Road; Tax Map Parcel No. 12017D B003

Dear Applicant,

This letter is to serve as notification that the City of Jonesboro has received your request for the following requested conditional use for the above referenced property:

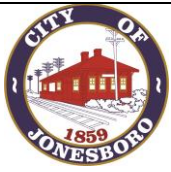
- Dance Center

A Public Hearing has been scheduled for Monday, May 8, 2023 at 6:00 p.m. before the Jonesboro Mayor and City Council to consider the request as described above. The meeting will be conducted in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, Ga. A Work Session for this item will be held on Monday, May 1, 2023 at 6:00 p.m., also in the court chambers of the Jonesboro City Center. If you have any questions, please do not hesitate to contact me at 770-570-2977 or at dallen@jonesboroga.com.

Sincerely,

David D. Allen
Community Development Director / Zoning Administrator

Attachment: Acceptance Letter (3367 : 242 Stockbridge Road Dance Center)



CITY OF JONESBORO DESIGN REVIEW COMMITTEE

Agenda Item Summary

Agenda Item 5.10.a

COUNCIL MEETING DATE
May 8, 2023

Requesting Agency
Community Development (Anthony Whitmore, applicant)

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

Minor subdivision plat application for subdividing 100 Pine Circle

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

Chapter 44, Article IV Subdivisions and Land Development; Section 86-103 H-2 development standards

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

☒ Yes ☐ No

Summary & Background

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

Agency recommendation – **Approval**; 100 Pine Circle is a relatively long, narrow lot at the intersection of Pine Circle and North Main Street. The tract is zoned H-2 Historic District and has an active residence on its westernmost portion. The applicant desires to subdivide the property to make another lot east of the existing residence and directly abutting North Main Street.

Sec. 86-103 H-2 Development Standards

- (1) Minimum lot area: None
- (2) Minimum lot width: 50 feet
- (3) Minimum setbacks:

Front: Building setbacks that have been established over time by historic structures, as listed on the most recent inventory of historic buildings kept on file at the office of downtown development, shall establish the minimum front setback

Side: Five feet, except when abutting a residential zoning district where there is no intervening right-of-way, the setback requirement is ten feet.

Rear: 20 feet

(4) Maximum height: Three stories or 35 feet

(5) Minimum height: Two stories

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

Private Owner

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

Survey plat, minor subdivision application, site pictures

FOLLOW-UP APPROVAL ACTION (City Manager)		City Manager's Office
Typed Name and Title	Phone	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Staff Recommendation**Approval**

David Allen, Community Development Director, 770.570.2977

Staff reviewed the situation and had a few comments:

I have researched 100 Pine Circle (Parcel 13240D D006) and come up with the following information.

Though it currently has a residential use, it is zoned H-2 (Historic District). It consists of 0.31 acres and has approximately 55 feet of frontage on North Main Street and approximately 200 feet of frontage along Pine Circle.

(h) H-2 Permitted uses. The following general use classifications are permitted; refer to section 86-204, Table of uses allowed by zoning district, for actual permitted uses:

(1) Office uses

(2) Residential uses

(j) H-2 Development standards.

(1) Minimum lot area: None

(2) Minimum lot width: 50 feet

(3) Minimum setbacks:

Front: Building setbacks that have been established over time by historic structures, as listed on the most recent inventory of historic buildings kept on file at the office of downtown development, shall establish the minimum front setback.

Side: Five feet, except when abutting a residential zoning district where there is no intervening right-of-way, the setback requirement is ten feet.

Rear: 20 feet

(4) Maximum height: Three stories or 35 feet

(5) Minimum height: Two stories

You could not have another house on the same lot as the house there now. You would have to subdivide.

With no minimum lot area and minimum lot width of only 50 feet, you would technically have enough lot area and width to accommodate develop of another house. However, due to the narrow nature of the lot, you would probably have trouble fitting a new house on the subdivided lot with the above specified setbacks.

[Thank you. This was originally two lots that were each 100 feet along Pine Circle. The individual who has asked me to survey it, wants to subdivide it if possible. The location of the existing house will be the biggest hurdle to get over in my opinion in determining if it can be subdivided again.]

Would it be possible to face N Main with a driveway off of Pine Circle? And if that is possible what would be the setback along Pine Circle? My understanding is the front setback would be dependent on the nearest existing structures facing N Main. Thank you again for the information.]

You don't see it too often, but side and rear access garages are actually preferred by Code.

Sec. 86-229. - Placement of garages.

Attached garages shall feature side or rear entry access. Where lot width on a lot of record prevents such access, garages shall be recessed a minimum horizontal distance of four feet.

Yes, Front setback would align with the nearest buildings along North Main Street. However, it would essentially be a double front setback situation, as the setback along Pine Circle for the new lot would have to align with the front of the existing house on 100 Pine Circle, which is a structure on historic property.

[Thanks again. This brings up one other question; is there any possibility of a variance on the Pine Circle setback if he fronts N Main?]

There is a 10% administrative variance.

There is a full variance process for more than 10%, but it is a \$600 variance public hearing with no guarantee of approval.

Per the prepared plat, the surveyor has subdivided the original lot into two lots of equal area – 0.16 acres each. (There is no minimum lot size in H-2 zoning.)

The new Lot 2 with the existing house will have a new property line approximately 10 feet away from the side of the house. There is an existing sewer line and easement running under the house which was neither caused by this application nor solved by this application.

The new Lot 1 (currently vacant) reflects a 20-foot rear setback, a 5-foot side setback adjacent to the church property, and front setbacks both on Pine Circle and North Main Street that reflect those “established over time by historic structures.” The driveway for any future structure on Lot 1 will need to come off of Pine Circle and not Main Street.

Driveway separations. The minimum distance between a private driveway serving one single-family dwelling and a street intersection shall be 20 feet; this minimum distance shall be 50 feet for all other uses. Minimum distance between private driveways serving single-family dwellings along a street right-of-way shall be ten feet; this minimum distance shall be 40 feet for all other uses.

The plat as presented meets the size and width requirements of H-2 zoning.

Staff Recommendation: Approval, with the following conditions:

1. Future use of Lot 1 shall comply with the current City of Jonesboro Table of Uses.
2. Future structure on Lot 1 shall comply with the design guidelines of the Design Review Commission and the Historic Preservation Commission.
3. Driveway for future structure on Lot 1 shall not come off of North Main Street.

DEED
 Recorded 2/16/2023 3:38 PM
 Chanae Q. Clemons
 Clerk of Superior Court
 Clayton County, GA
 Book 13347 Page 464
 Transfer Tax: \$160.00
 Participant IDs: 6215346748

Return Recorded Document to:
 Stanley Law Firm
 PO Box 363 Rex GA 30273
 File No: 0002023Whitmore
 File Name: Anthony Whitmore
 Tax ID#: 13240D-D006

GENERAL WARRANTY DEED

STATE OF GEORGIA

COUNTY OF CLAYTON

THIS INDENTURE, made the 16th day of February, 2023, between William G. Armstrong of the County of Clayton, and State of Georgia, as party of the first part, hereinafter called Grantor, and Anthony Whitmore of the County of Clayton, and State of Georgia, as party of the second part, hereinafter called Grantee (the words "Grantor(s)" and "Grantee(s)" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of **TEN AND 00/100 DOLLARS (\$10.00)** and other good and valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell alien, convey and confirm unto the said Grantee,

See Exhibit "A" attached hereto and made a part hereof.

Tax ID#: 13240D-D006

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in **FEE SIMPLE**.

Attachment: Deed (3369 : Minor Subdivision Plat - 100 Pine Circle)

Book 13347 Page 465

AND THE SAID Grantor will warrant ~~and defend~~ defend the right and title to the above described property unto the said Grantee against the claims of ~~all persons~~ persons whomsoever.

IN WITNESS WHEREOF, Grantor has ~~signed~~ and sealed this deed, the day and year first above written.

William G. Armstrong (Seal)
 William G. Armstrong

____ (Seal)

____ (Seal)

____ (Seal)

Signed, sealed and delivered in the presence of:

[Signature]
 Unofficial Witness

Jonathan D. Stanley
 Notary Public



Attachment: Deed (3369 : Minor Subdivision Plat - 100 Pine Circle)

Escrow File No.: 0002023Whitmore

EXHIBIT "A"

All that tract or parcel of land lying and being in Land Lot 240, in the 13th District of Clayton County, Georgia, being Lots 1 and 2 of Pine Valley Subdivision, per plat of same recorded in Plat Book 5, page 129, Clayton County Records, and more particularly described as follows:

Beginning at an iron pin at the northwest intersection of Pine Circle (formerly Pine Valley Drive) and Highway #41 (now Georgia #3); running thence an a westerly and northwesterly direction following the curvature of Pine Circle 200 feet to a point; running thence in a northerly direction along the east side of Lot 3, said subdivision plat and section 88.4 feet to an iron pin; thence in a southerly direction 197.9 feet to an iron pin, said point also being the west side of Georgia Hwy. #3, 55 feet to the northerly side of Pine Circle and the point of beginning, being improved property numbered 100 Pine Circle according to the present system used in City of Jonesboro.

Tax ID#: 13240D-D006

Subject to any Easements or Restrictions of Record

Attachment: Deed (3369 : Minor Subdivision Plat - 100 Pine Circle)

David Allen

From: David Allen
Sent: Thursday, March 9, 2023 2:07 PM
To: Jim Quattlebaum
Subject: RE: 100 Pine Circle - Parcel ID 13240D D006

There is a 10% administrative variance.

There is a full variance process for more than 10%, but it is a \$600 variance public hearing with no guarantee of approval.

From: Jim Quattlebaum <jquattlebaum66@gmail.com>
Sent: Thursday, March 9, 2023 2:04 PM
To: David Allen <dallen@jonesboroga.com>
Subject: Re: 100 Pine Circle - Parcel ID 13240D D006

Thanks again. This brings up one other question; is there any possibility of a variance on the Pine Circle setback if he fronts N Main?

Best regards
 Jim Quattlebaum

On Thu, Mar 9, 2023 at 2:00 PM David Allen <dallen@jonesboroga.com> wrote:

You don't see it too often, but side and rear access garages are actually preferred by Code.

Sec. 86-229. - Placement of garages.

Attached garages shall feature side or rear entry access. Where lot width on a lot of record prevents such access, garages shall be recessed a minimum horizontal distance of four feet.

Yes, Front setback would align with the nearest buildings along North Main Street. However, it would essentially be a double front setback situation, as the setback along Pine Circle for the new lot would have to align with the front of the existing house on 100 Pine Circle, which is a structure on historic property.

From: Jim Quattlebaum <jquattlebaum66@gmail.com>
Sent: Thursday, March 9, 2023 1:44 PM

Attachment: Correspondence (3369 : Minor Subdivision Plat - 100 Pine Circle)

To: David Allen <dallen@jonesboroga.com>
Subject: Re: 100 Pine Circle - Parcel ID 13240D D006

Thank you. This was originally two lots that were each 100 feet along Pine Circle. The individual who has asked me to survey it, wants to subdivide it if possible. The location of the existing house will be the biggest hurdle to get over in my opinion in determining if it can be subdivided again.

Would it be possible to face N Main with a driveway off of Pine Circle? And if that is possible what would be the setback along Pine Circle? My understanding is the front setback would be dependent on the nearest existing structures facing N Main. Thank you again for the information.

Best regards

Jim Quattlebaum

On Thu, Mar 9, 2023 at 1:30 PM David Allen <dallen@jonesboroga.com> wrote:

I have researched 100 Pine Circle (Parcel 13240D D006) and come up with the following information.

Though it currently has a residential use, it is zoned H-2 (Historic District). It consists of 0.31 acres and has approximately 55 feet of frontage on North Main Street and approximately 200 feet of frontage along Pine Circle.

(h) H-2 Permitted uses. The following general use classifications are permitted; refer to [section 86-204](#), Table of uses allowed by zoning district, for actual permitted uses:

(1) Office uses

(2) Residential uses

(j) H-2 Development standards.

(1) Minimum lot area: None

(2) Minimum lot width: 50 feet

Attachment: Correspondence (3369 : Minor Subdivision Plat - 100 Pine Circle)

(3) *Minimum setbacks:*

Front: Building setbacks that have been established over time by historic structures, as listed on the most recent inventory of historic buildings kept on file at the office of downtown development, shall establish the minimum front setback.

*Side: Five feet, except when abutting a residential zoning district where there is no intervening right-of-way, the setback requirement is **ten feet**.*

*Rear: **20 feet***

(4) *Maximum height: Three stories or 35 feet*

(5) *Minimum height: Two stories*

You could not have another house on the same lot as the house there now. You would have to subdivide.

With no minimum lot area and minimum lot width of only 50 feet, you would technically have enough lot area and width to accommodate develop of another house. However, due to the narrow nature of the lot, you would probably have trouble fitting a new house on the subdivided lot with the above specified setbacks.

From: Jim Quattlebaum <jquattlebaum66@gmail.com>

Sent: Thursday, March 9, 2023 1:25 PM

To: David Allen <dallen@jonesboroga.com>

Subject: 100 Pine Circle - Parcel ID 13240D D006

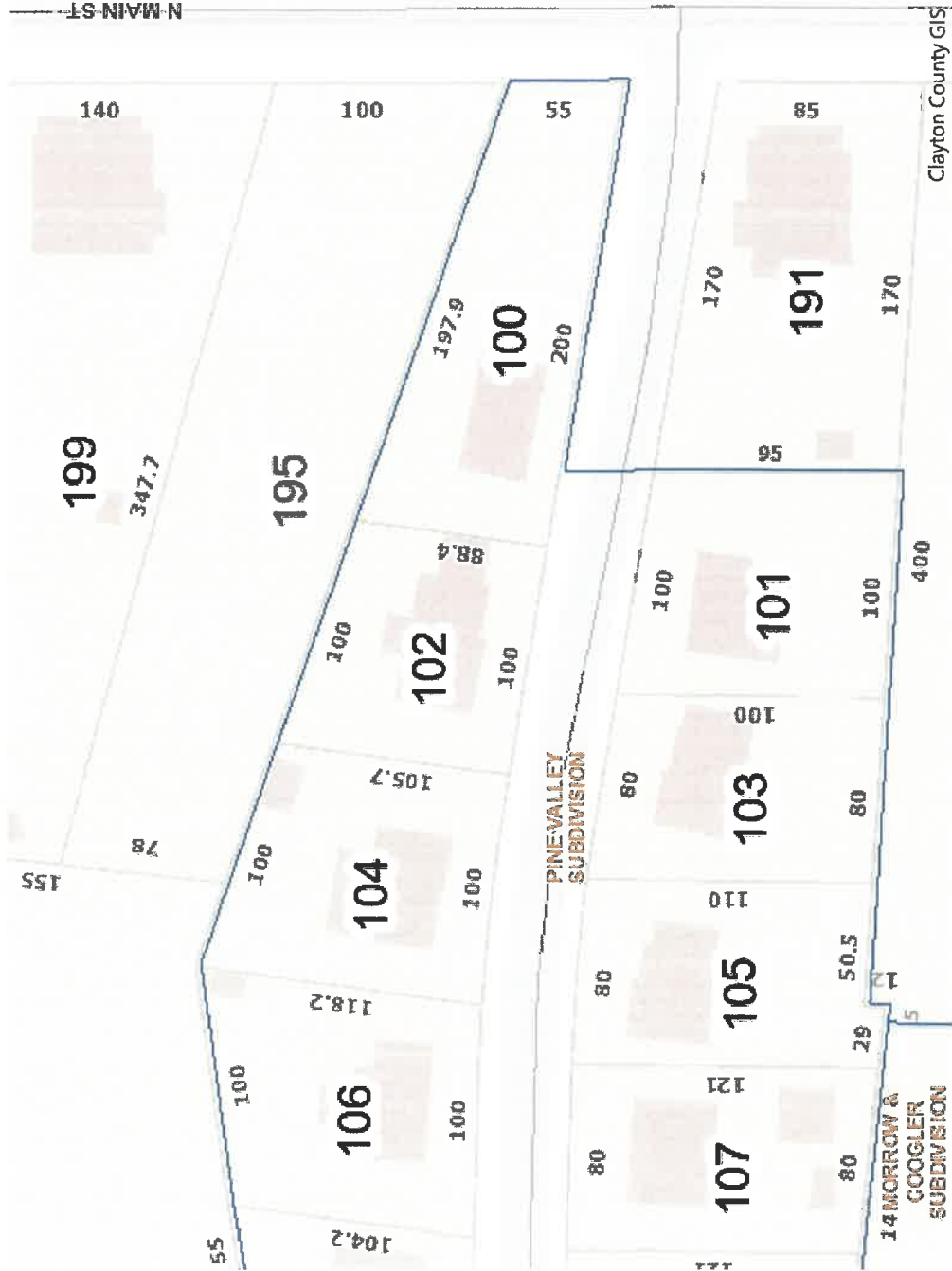
Mr Allen,

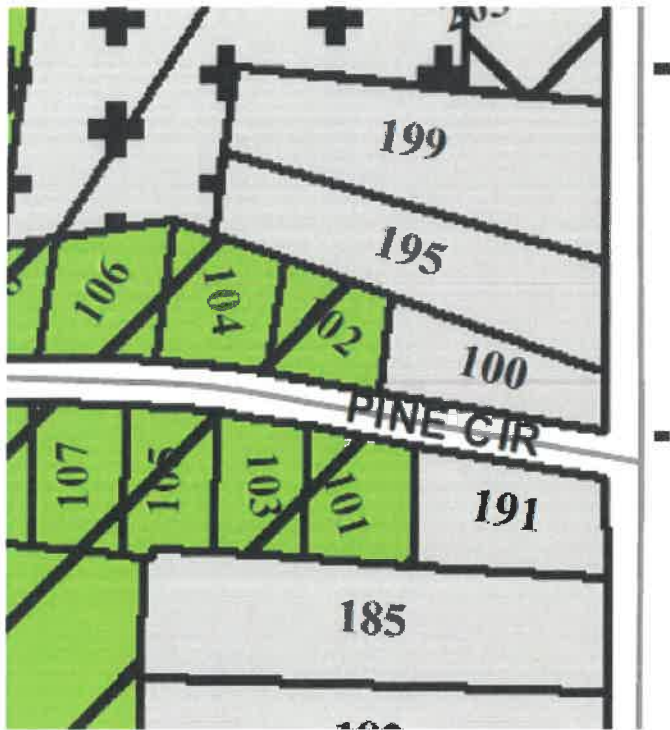
Good afternoon. I am a surveyor and am working on a survey of the aforementioned property. If I understand correctly this property is zoned H2 - Historic District. Can you please advise me of the design standards for this zoning district (min. lot size, setbacks, structure size, etc)?

Thank you

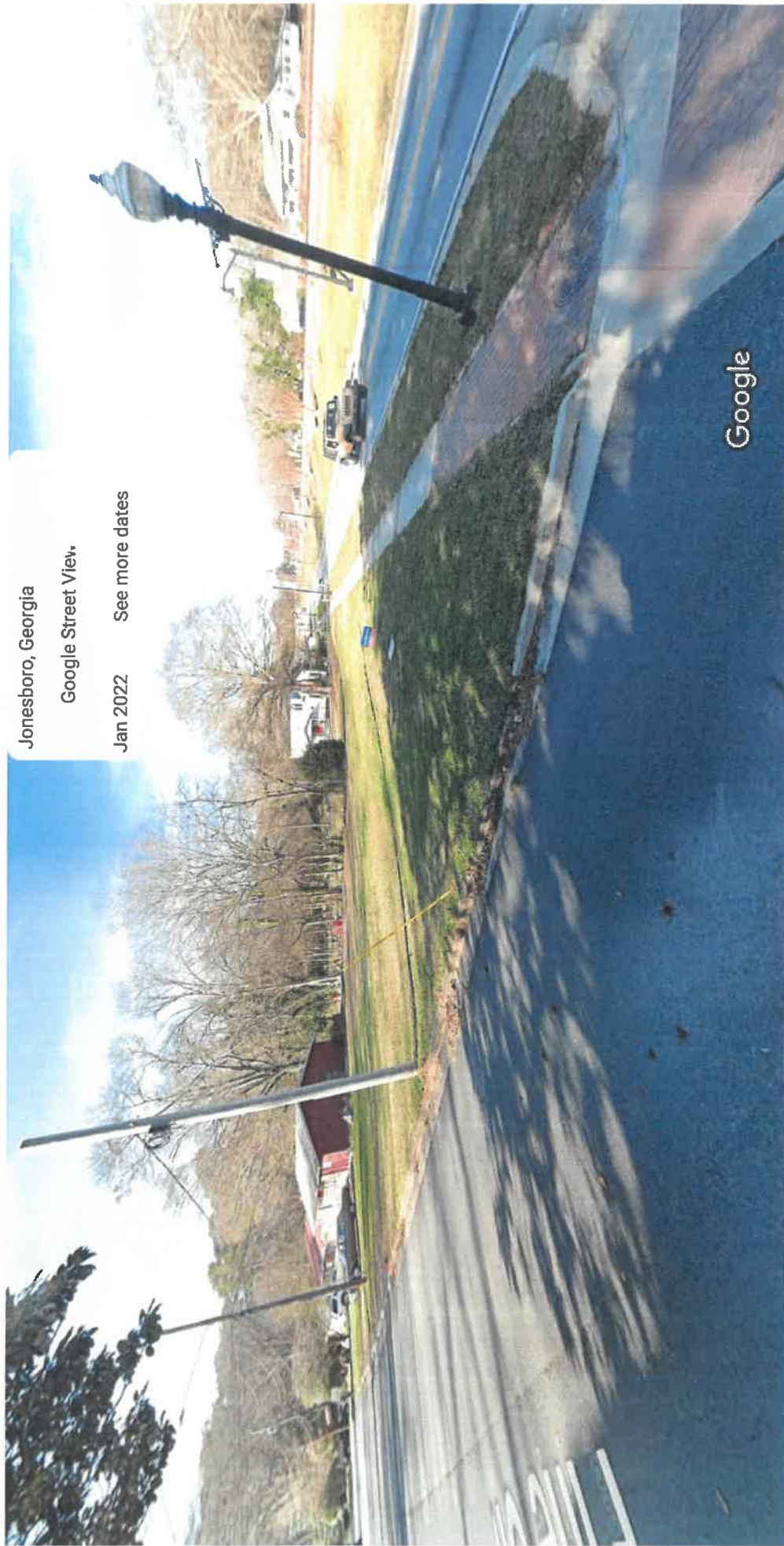
James Quattlebaum

Attachment: Correspondence (3369 : Minor Subdivision Plat - 100 Pine Circle)





Google Maps 91 Pine Cir



Jonesboro, Georgia
Google Street View
Jan 2022 See more dates

Image capture: Jan 2022 © 2023 Google

← 100 Pine Cir

Street View & 360°

All

Google Maps 91 Pine Cir

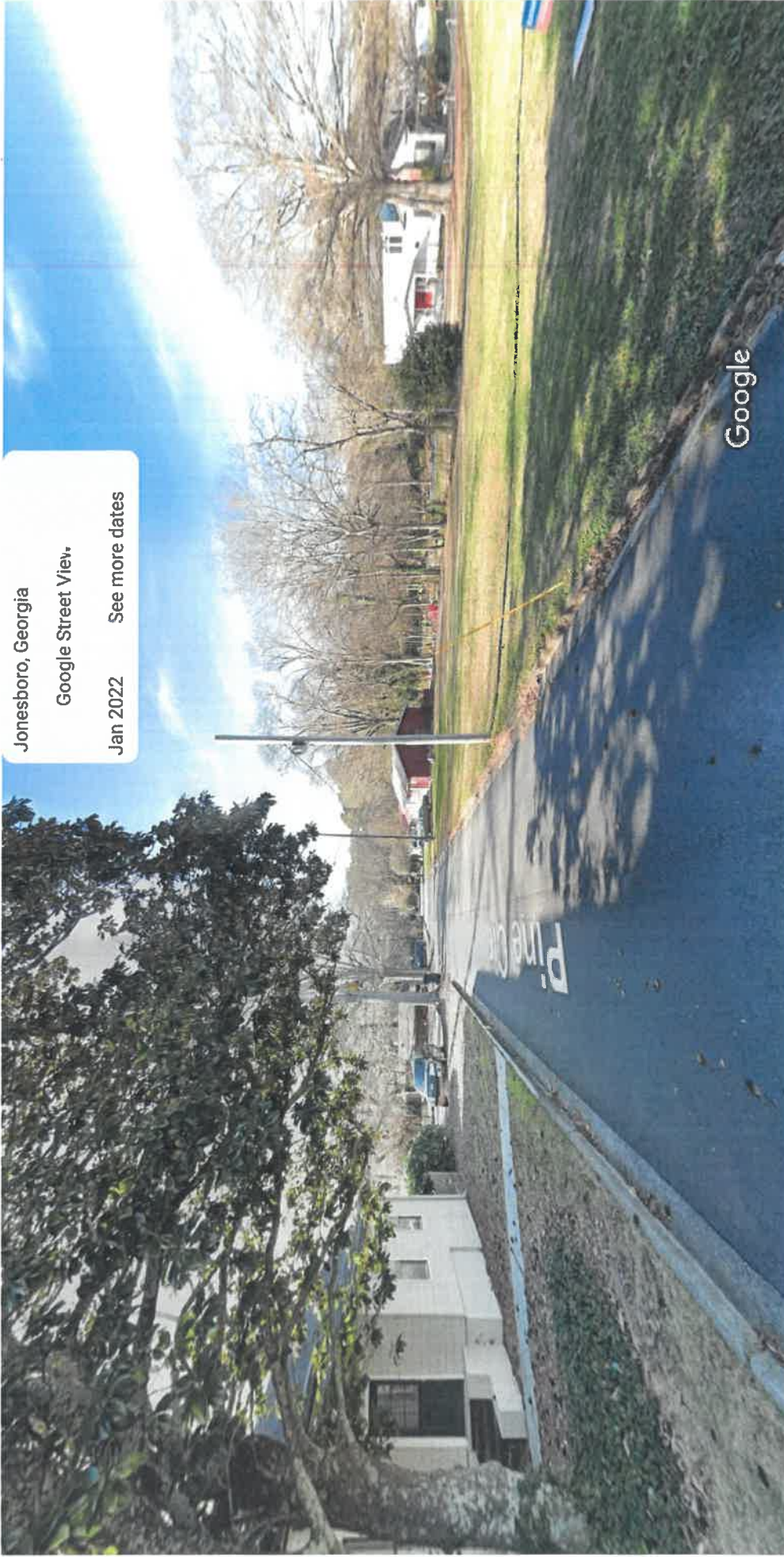


Image capture: Jan 2022 © 2023 Google



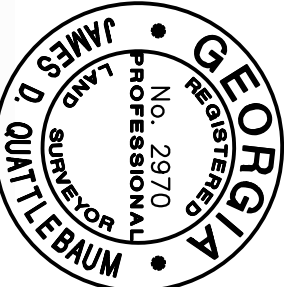
100 Pine Cir

All

Street View & 360°

SURVEYORS CERTIFICATION

(I) As required by subsection (d) of O.C.G.A. Section 15-6-67, this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certificates, signatures, stamps, or statements herein. Such approvals or affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.



James D. Quattlebaum
3/20/2023
Date:

FLOOD HAZARD NOTE

This Property is in Zone X (Area of Minimal Flood Hazard), as shown on Clayton County, Ga. F.I.R.M. Panel No. 13063C0088F Dated 6/7/2017.

LEGEND

- HEADWALL
 - SWITCH
 - DOUBLE WALL CATCH BASIN
 - OUTLET STRUCTURE (RISER)
 - DROP INLET
 - WATER METER
 - SANITARY SEWER LINE
 - OVERHEAD POWERLINE
 - UNDERGROUND FIBER OPTICS
 - GAS LINE
 - LANDSCAPING
 - PK MAIL SET (FOUND)
 - EXISTING SANITARY SEWER MANHOLE
 - SANITARY SEWER MANHOLE
 - SANITARY SEWER EASEMENT
 - SEWER EASEMENT
 - SEWER DEPARTMENT CONNECTOR
 - CHAIN LINK FENCE
 - VINYL RAIL FENCE
 - RAIL ROAD EASEMENT
 - UNDERGROUND ELECTRIC
 - AC
- P.O.B. POINT OF BEGINNING
P.O.R. POINT OF REFERENCE
G.S. MARKER/GAS METER
O.O.P. OPENING OVER PASSAGE
O.O.P. IRON PIN FOUND
O.P.S. IRON PIN SET 1/2"Ø REBAR W/ CAP
C/G CURB AND GUTTER
P/L PROPERTY LINE
R/W RIGHT-OF-WAY
L.L. LAND LOT LINE
C.M. CONCRETE MONUMENT FOUND
C.M. CONCRETE MONUMENT
B.O.C. BACK OF CURB
F.N.C. FENCE CORNER
E.P. EDGE OF PAVEMENT
P.C. PROPERTY CORNER
L.P. LIGHT POLE
O.U.P. OPENING UNDER PASSAGE
G.M. EXISTING JUNCTION BOX
E.M. EXISTING WATER VALVE
T.F.H. EXISTING FIRE HYDRANT
T.B.M. TEMPORARY BENCH MARK
B.F.E. BASE FLOOD ELEVATION
M.F.E. MINIMUM FLOOR ELEVATION

General Notes:

- All linear distances shown on plat are horizontal.
- Information regarding the presence, size, and location of underground utilities is shown hereon. The information is based on the location of above ground appearances. Together with all easements recorded or unrecorded. The PLS who signed this plat does not certify to the correctness or accuracy of the underground utilities shown or not shown hereon. Contact the utility protection center (800-282-7411) prior to any form of digging.
- This survey was prepared without benefit of a title report which may reveal additional conveyances, easements or rights-of-way not shown hereon. No guarantee, either stated or implied is made that this property is not subject to easements, claims, prescriptions, restrictions, sub-surface conditions, or any other matters of title that are not visible, not disclosed, or that would be discovered by a title examination.
- All bearings are based on Grid North – GA West Zone and angles turned in the field.
- No N.G.S. Monument found within 500 feet of any point on the subject properties.
- This survey does not address any wetland or environmental issues.
- This plat was prepared for the exclusive use of the parties or entities named hereon and the certification does not extend to any others without re-certification by the PLS who signed this plat.
- A Leica TR1200 (total station) and Leica GS15 (Network GPS Rover) were used to obtain the angular

GRID NORTH
GEORGIA WEST ZONE

OWNER'S CERTIFICATE

THE OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED HERETO, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, CERTIFIES THAT THIS PLAT WAS MADE FROM AN ACTUAL SURVEY, AND THAT ALL STATE, COUNTY, AND LOCAL TAXES ON THE LAND SHOWN HEREON HAVE BEEN PAID AND THAT THE OWNER HEREBY DEDICATES TO THE PUBLIC FOR USE FOREVER THE STREET RIGHT-OF-WAY AND IMPROVEMENTS HAVE BEEN INSTALLED THEREIN AS SHOWN ON THIS PLAT.

BY: _____ OWNER'S PRINTED NAME
OWNER'S SIGNATURE
SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

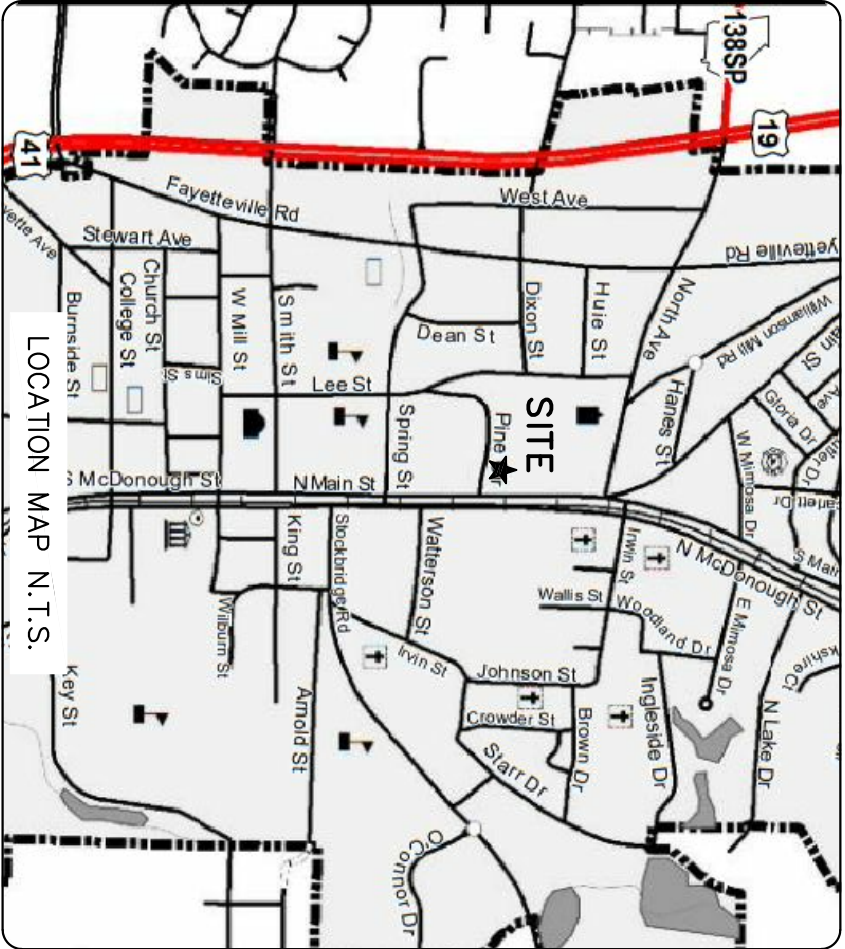
BY: _____ WITNESS' PRINTED NAME
WITNESS' SIGNATURE
BY: _____ NOTARY PRINTED NAME
NOTARY SIGNATURE
NOTARY SEAL:

APPROVAL CERTIFICATE

PURSUANT TO THE DEVELOPMENT REGULATIONS OF THE CITY OF JONESBORO, GEORGIA, AND ALL REQUIREMENTS OF APPROVAL HAVING BEEN FULFILLED, THIS FINAL PLAT WAS GIVEN PRELIMINARY APPROVAL BY THE MAYOR AND CITY COUNCIL ON _____ 2023, AND FINAL APPROVAL BY THE CITY MANAGER AND IT IS ENTITLED TO RECORDATION IN THE CLERK'S OFFICE, CLAYTON COUNTY SUPERIOR COURT.

BY: JOY B. DAY
MAYOR, CITY OF JONESBORO

BY: RICKY C. CLARK, JR., CMC
CITY MANAGER, CITY OF JONESBORO

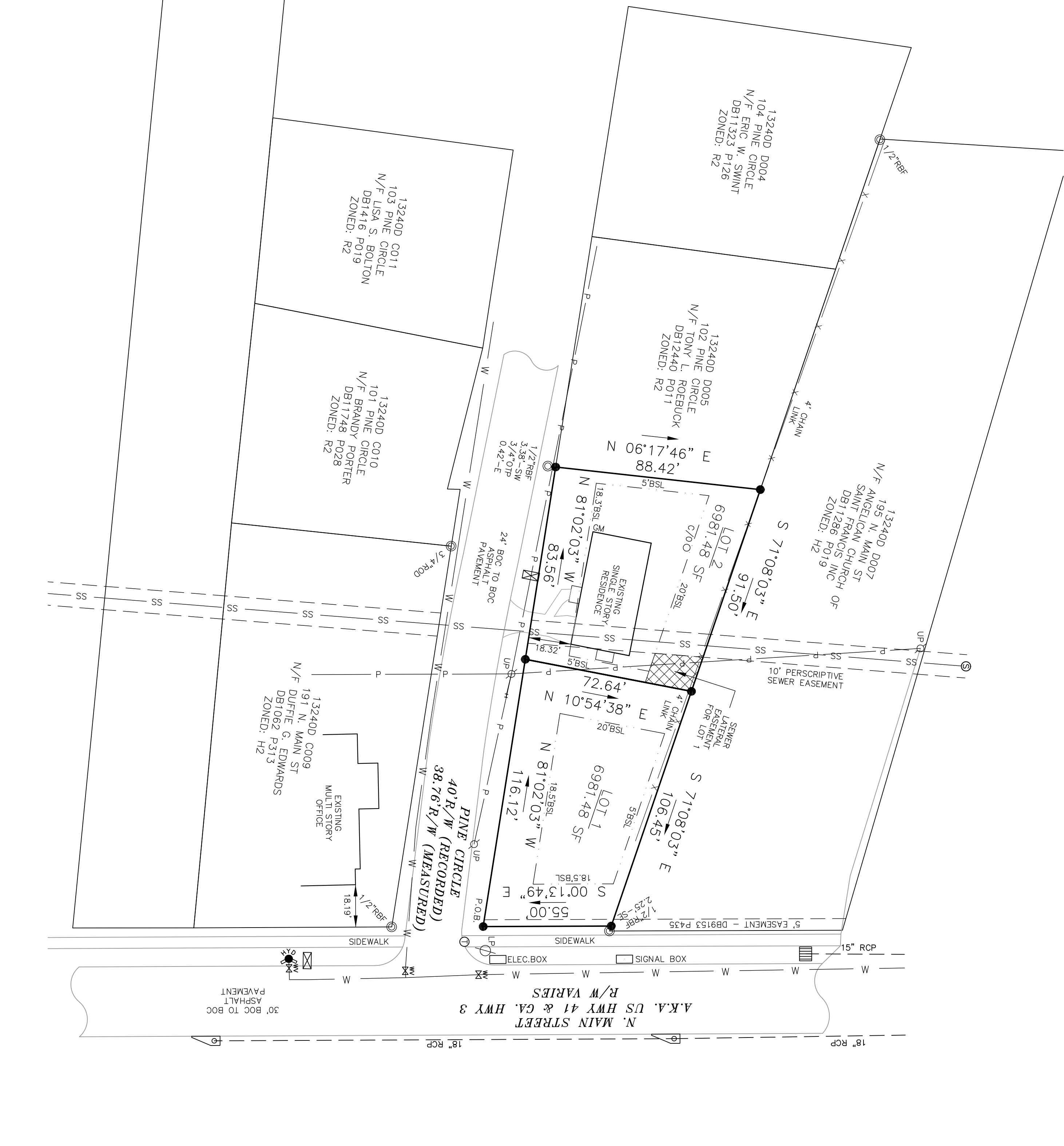


Minor Subdivision:
100 PINE CIRCLE
For:
Anthony Whitmore
100 Pine Circle
Jonesboro, GA 30236
Parcel ID 13240D D006
City of Jonesboro
Land Lot 240 of the 13th District
Clayton County, Georgia

Revision:
Date:

DATE: 3/20/2023
SCALE IN FEET
1" = 30'

GRAPHIC SCALE
0 15' 30' 60'





MEMORANDUM

To: Anthony Whitmore
2220 Emerald Drive
Jonesboro, Ga. 30236

From: David D. Allen
City of Jonesboro
1859 City Center Way
Jonesboro, GA 30236

Date: April 24, 2023

Re: Notification of Minor Subdivision Plat; Tax Map Parcel No. 13240D D006

Dear Applicant,

This letter is to serve as notification that the City of Jonesboro has received your request for a minor subdivision plat application for the above referenced property.

The Jonesboro Mayor and City Council will be presented this item at their next meetings on Monday, May 1, 2023 and Monday, May 8, 2023, both at 6:00 p.m. The meeting will be conducted in the court chambers of the Jonesboro City Center, 1859 City Center Way, Jonesboro, Ga. If you have any questions, please do not hesitate to contact me at 770-570-2977 or at dallen@jonesboroga.com.

Sincerely,

David D. Allen
Community Development Director / Zoning Administrator



CITY OF JONESBORO, GEORGIA COUNCIL
Agenda Item Summary

Agenda Item #

5.11.a

COUNCIL MEETING DATE
May 1, 2023

Requesting Agency (Initiator)

City Council

Sponsor(s)

Councilmember Dixon

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

Discussion regarding establishing a Jonesboro Youth City Government.

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 Innovative Leadership

Summary & Background

Youth Councils can strengthen local government and build trust. Youth councils are often overlooked and an underutilized resource. The younger generation can become an important part of our community engagement strategy.

The JYCG welcomes students in grades 7-12 to apply. The selected ambassadors from the Jonesboro community will acquire a greater knowledge of and appreciation for local government through active participation in that system working with Mayor, Council, Department Heads, civic clubs and service organizations to provide service and leadership opportunities. JCYG will promote community pride and eliminate potential negative influences amongst our future community leaders.

Fiscal Impact

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

To be determined.

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

- Jonesboro Youth City Government

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

Council Discretion

Attachment: agenda cover youth government (3378 : City of Jonesboro Youth City Government)

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Melissa Brooks, Interim City Clerk

Date

May, 1, 2023

Signature

City Clerk's Office



JONESBORO YOUTH CITY GOVERNMENT

CHARTER

PURPOSES:

1. To provide an opportunity for the youth of the City Of Jonesboro to acquire a greater knowledge of and appreciation for their local government through active participation in that government.
2. To help the Mayor and City Council to solve the problems and accomplish the goals of this community by working directly with the representatives of the youth.
3. To serve the youth of the City of Jonesboro by:
 - Informing the Jonesboro Municipal government of the needs and wishes of the youth.
 - Planning and implementing social, educational, cultural and recreational activities for youth.
 - Working with the Mayor, City Council, City Department Heads and more to provide service and leadership opportunities for the youth of the City.
 - To instill a feeling of positive self worth and esteem. To teach respect for the rights and property of others. To promote community pride and to eliminate potential negative influences among our future community leaders.

JONESBORO YOUTH CITY GOVERNMENT (JYCG)

May consist of a Youth Mayor, five or seven Youth City Council (YCC) members, Recorder, Treasurer, Parliamentarian, Historian (Social Media) and committee chairs as required who are selected by the JYCG advisors and a selection committee and approved by the Youth City Council and the Mayor of the City of Jonesboro and advisors(s) (positions may be held by Council members when there is not enough youth to fill all positions).

DUTIES AND RESPONSIBILITIES OF THE YOUTH CITY COUNCIL

1. To meet once a month to conduct business or as required.
2. To develop and adopt, by majority vote, a Youth City Government Charter.
3. To modify this Charter as needed by a majority vote.
4. To present to the Mayor and City Council this Charter and all amendments for their approval.
5. To select one of its members to act as temporary Youth Council Mayor (Mayor Pro-Tem) when the Youth Mayor is absent.
6. To appoint Committee chairman and members to designated committees.
7. To appoint a Youth City recorder, with the responsibility of attending all meetings and taking minutes of said meetings.
8. To appoint a Treasurer, with the responsibility to track and report financial matters to Jonesboro Youth City Government.
9. To appoint a Historian with the responsibility to update the JYCG scrapbook and to act as Deputy Recorder and social media specialist.
10. To pass motions and resolutions as necessary by a majority vote. A majority vote is one vote more than one half the voting members who are present.
11. To carry out the purposes of the Jonesboro Youth City Government as outlined in this Charter. To plan activities for the youth of the community, coordinating all such activities with The City of Jonesboro Mayor and the Youth City Government Advisory Group.

COMMITTEES

The Jonesboro Youth City Government may have five permanent committees to assist the Council in carrying out their plans, goals and projects. Each committee shall have a chair and as many members as deemed necessary by the chair and the Youth City Council. The members of the committees are to be appointed by the Youth City Council with the approval of the Youth Mayor, Youth City Council, and Youth advisor(s). Committee membership shall be for one (1) year period (committees may be combined as needed). Permanent committees shall be named as follows:

1. Committee for Service Projects
2. Committee for Special Events
3. Committee for Public and Media Relations
4. Committee for Recruitment, Diversity, and Inclusion
5. Committee for Education/Training

SELECTION PROCESS FOR YOUTH CITY GOVERNMENT

1. Submit application and supporting documentation to the City of Jonesboro.
2. Applications are reviewed by JYCG advisors. A review committee may be appointed to aid in the review/recommendation process.
3. Recommendations are presented to the City of Jonesboro Mayor and advisors for approval.
4. Applications for the position of Council member will be solicited and accepted between August 1 and August 31.
5. All other positions shall be chosen by the Youth Council members by September 15.

QUALIFICATIONS TO SERVE ON JONESBORO YOUTH CITY GOVERNMENT

1. Must be a resident of the City Of Jonesboro; Inside The City Limits Of Jonesboro
2. Must attend a Clayton County Public School, Private Institution, or Home School
3. Must be a current 6th - 12th grader while serving on the JYCG. All Jonesboro youth are encouraged to participate as committee chairs or as committee members.
4. Must demonstrate community interest and a willingness to serve the youth and community of Jonesboro; as well maintain good citizenship.

REQUIREMENTS TO REMAIN ON THE JONESBORO YOUTH CITY GOVERNMENT

1. All JYCG Members must maintain 2.5 Grade Point Average.
2. All JYCG Members must fulfill the responsibilities of the office held and set a good example for the youth in the community
3. Committee Chairs must report to the Youth Council at least one a month.
4. Youth Mayor and Council must attend regular city council work sessions and business meetings held on the first and second Monday of each month to present new business and updates to the Mayor and Council.

NOTE: JYCG members can be removed from office upon violation of one or more of the above criteria and by a majority vote of the JYCC or may be placed on probation for a period recommended by the Youth Mayor and approved by the Youth Council. Individuals removed from JYCC have 10 days in which to submit a written appeal. The JYCC has 10 days to review the appeal and provide a response. The decision of the JYCG is final.

LIMITATIONS ON THE JONESBORO YOUTH CITY GOVERNMENT

1. The Jonesboro Youth City Council must have a quorum in order to conduct business. A quorum is one more than half.
2. The Charter and all amendments to the Charter are to be approved by the Youth Council with concurrence by the City of Jonesboro Mayor and City Council.
3. The agendas of all Jonesboro Youth City Government meetings are to be posted publicly at least 24 hours in advance of each meeting.
4. All activities are to be coordinated with the Jonesboro Youth City Government Advisors and the City of Jonesboro Mayor.

TERMS

1. Terms of the Youth Mayor/Council, Committee Chairs and members will be concurrent with the school year. (Actual term being from September 1 to August 31st.)
2. If a Youth City Government member has previously been removed for a cause, they may apply the next year. If chosen as a member they will be placed on an automatic probation period of 90 days.
3. The Youth Mayor will be chosen from the position of Youth City Council member by the currently serving Youth City Council members, by a majority vote. (In case of a tie, the JYCG advisor will vote.)

VACANCIES

Any vacancy on the JYCG, either by removal or by resignation, shall be filled by nomination of the Youth Mayor with the advice and consent of the Youth City Council.

SWEARING IN

Swearing in of the newly elected officers shall take place in September or in the case of replacement members the first City Council meeting after appointment.

JONESBORO YOUTH CITY GOVERNMENT ADVISORY BOARD

The Jonesboro Youth City Government shall have at least 2 advisors (one to include a council member). Must be at least 21(twenty-one) years old. The advisor(s) shall be a resident of Clayton County, Georgia with approval from the City of Jonesboro Mayor and Council.

ROLE OF THE JYCG ADVISORY BOARD

1. Attend Regular City Council Meetings, Work Sessions, and JYCG Meetings.
2. Develop framework, vision, goals, activities and meeting times for the JYCG.
3. Identify and screen student candidates.
4. Serve as Point Of Contact for JYCG

JONESBORO YOUTH CITY GOVERNMENT MEETING DATES AND TIME

The JYCG will meet every third Monday at 6:00p.m.
at Jonesboro City Center located at 1859 City Center Way. Jonesboro, Ga 30236

JONESBORO YOUTH CITY GOVERNMENT 2023-2024 Calendar

Items on this Outline will dictate the curriculum.

First Month – June 2023

- June 7-8 - Opening Retreat / Onboarding - MANDATORY
- June 12 - Jonesboro City Council Meeting + Presentation
- June 16 - Movies at the Park - Battleground (5pm-9pm)
- June 17 - Volunteer At Juneteenth Event / Table - Lee Street (4:00pm-8:00pm)
- June (#) - Youth City Government meeting

Second Month (City Government Month) – July 2023

- July 7 - Learn and tour City Government
- July 10 - Jonesboro City Council Meeting + Presentation
- July 14 - Art in The Park - Battleground Park
- July 17 - Youth City Government meeting
- Volunteer
- July 29 - Back to School Event

Third Month August 2023

- Aug 4 - Learn and tour County Government
- Aug 14 - Jonesboro City Council Meeting + Presentation

- Aug 18 - - Battleground Park
- Aug 21 - Youth City Government meeting
- Volunteer

Fourth Month – Education - September 2023

- Sept 8 - Learn and tour school board Government
- Sept 11 -Attend School Board Meeting + Presentation
- Aug 18 - Youth City Government meeting
- Aug 22 - Battleground Park
- Volunteer

Fifth Month (Public Safety) – October 2023

- Oct 6 - Learn and Meet with Public Safety officials in the County
- Oct 9- Jonesboro City Council Meeting + Presentation
- Oct 16 - Youth City Government meeting
- Oct 20 - Battleground Park
- Volunteer

Sixth Month (Youth Conference) – November 2023

- Nov 10 Etiquette Workshop
- Nov TBD - NLC YOUTH CONFERENCE
- Nov 13 - Jonesboro City Council Meeting + Presentation
- Nov 13 - Youth City Government meeting
- Nov 17 - Battleground Park
- Volunteer

Seventh Month (Public Service Month) – December 2023

- Dec 8 - Implement Public Service Project
- Dec 11 - Jonesboro City Council Meeting + Presentation
- Dec 15 - Battleground Park
- Dec 18 - Youth City Government meeting
- Volunteer

Eight Month (SERVICE) – January 2023

- Jan 8 - Jonesboro City Council Meeting + Presentation
- Jan 15 - Jonesboro MLK Parade/ Dreams and Ice Cream

- Jan 22 - Youth City Government meeting
- Volunteer

Ninth Month (Elected Officials Month) – February 2023

- Feb 12 - Attend City Council Meeting in the County + Presentation
- Feb 16 - Battleground Park
- Feb 19 - Youth City Government meeting
- Shadow Mayor and City Council Members
- Day at State Capitol; Meet with Governor (Date TBD) Volunteer

Tenth Month (Economic Development) – March 2023

- March 11- Attend City Council Meeting in the County + Presentation
- March 15 - Battleground Park
- March 18 - Youth City Government meeting
- Day at Econ Development
- Volunteer

Eleventh Month (Public Speaking) – April 2023

- April 8- Jonesboro City Council Meeting + Presentation
- April 15 - Youth City Government meeting
- March 19 - Battleground Park
- Volunteer

Twelfth Month (Final Retreat and Recognition) – May 2023

- May 10- Meet with Com Development Staff/Developers/Tour Development Sites
- May 13 - Jonesboro City Council Meeting + Presentation
- May 17 - Battleground Park
- May 20 - Youth City Government meeting / Graduation Recognition

THE CITY OF JONESBORO, GEORGIA
1859 City Center Way
Jonesboro, Georgia 30236

E-Mail: adixon@jonesboroga.com
Phone: 678.622.6503
Hours: 8:00 AM - 5:00 PM



City Of Jonesboro Youth City Government

APPLICATION FORM

JYCG
Jonesboro Youth City Government

Jonesboro Youth City Government

What is the Jonesboro Youth City Government?

The JYCG welcomes rising students in grades 7-12 to apply. The selected ambassadors from the Jonesboro community will acquire a greater knowledge of and appreciation for local government through active participation in that system working with Mayor, Council, Department Heads, civic clubs and service organizations to provide service and leadership opportunities. JCYG will promote community pride and eliminate potential negative influences amongst our future community leaders.

What kinds of things will JYCG do?

Students will meet monthly at City Hall to learn from and engage with various leaders in civic and community roles. They will work with their peers to discuss local issues. The JYCG will be offered travel opportunities to visit different leadership organizations such as the City Of Dublin and Stockbridge as well as opportunities to discuss with other leaders who live abroad. Senior ambassadors in the program will be privileged with shadowing a member of the City to learn about the more critical components that drive the City.

When are meetings?

Monthly meetings will be held on the third Monday of each month at 6pm at City Hall with dinner provided. Please note that some of the dates take place during the summer. This program is a comprehensive commitment. During this program, some opportunities may require the student to travel, transportation will be provided.

What does it cost?

The City of Jonesboro and local businesses will partner to cover program costs such as the speakers, ambassador packages and refreshments. There is no cost to the student ambassador to participate in JYCG.

How will JYCG Members be selected?

Members will be selected through a review and selection process. Students will need to complete an application including two recommendations (one recommendation MUST be from a teacher) and one essay.

When and where are the applications due?

Applications are due on **Friday, May 19, 2023**. Selections will be made during the **week of May 22nd, 2023**. A mandatory training meeting for students will be held. JYCG will be sworn in by the Mayor and Council on **Monday, June 12 at 6:00pm**.

JYCG
Jonesboro Youth City Government

JYCG

Jonesboro Youth City Government

2023 Application
Due Friday, May 19, 2023

Section 1: Student Information

Name: _____

Address: _____

Cell Phone: _____ Alternate Phone: _____

Email: _____

School: _____ GPA: _____

Current Grade Level: _____

Section 2: Essay

Please answer the following questions in essay form (200 word minimum) on a separate sheet. Be sure to include your response with this application when submitting it. Responses may be typed or legibly handwritten.

- A. What is the significance and influence of youth involvement in politics?
- B. What interests you most about civic engagement?
- C. Why would you be a good addition to the program?
- D. How would you like to benefit from the program, and how would you wish to impact it?

Section 3: Student Commitment Pledge

I understand that, should I be selected as a JYCG Member, I will be expected to fully contribute and participate. I will be expected to attend all monthly meetings and at least four additional coordinated activities. If selected, I will behave as one who represents the City of Jonesboro and the JYCG program. I understand that failure to behave accordingly or more than two unexcused absences may result in removal from the program.

Student Signature Date

Section 4: Parent/ Guardian Information

Name(s): _____

Address: _____

JYCG
Jonesboro Youth City Government

Cell Phone: _____ Alternate Phone: _____

E-mail: _____

If my student is accepted into the program, I understand and am fully aware of the responsibilities my child has associated with it. I am aware that during this program my child may be offered to take part in situations in which we will need to provide transportation.

Parent/ Guardian Signature

Date

Section 5: Recommendations

Two Recommendations are required. One must be a Teacher Recommendation. The second Recommendation may be from a Teacher, Coach, Employer, Community Leader, etc.

Name: _____

Cell Phone: _____ Alternate Phone: _____

E-mail: _____

Name: _____

Cell Phone: _____ Alternate Phone: _____

E-mail: _____

THE RECOMMENDATIONS MUST BE SUBMITTED IN A SEALED ENVELOPE or VIA EMAIL.

RECOMMENDATION 1: TEACHER

Student Name: _____

School: _____ Current Grade Level: _____

Please score the student based on each of these qualities with **1 being the lowest and 5 being the highest**.

	1	2	3	4	5	No Basis for Judgment

JYCG
Jonesboro Youth City Government

Academics						
Extracurricular Activities						
Service						
Cooperation with Peers						
Positive Impact						
Character and Integrity						
Creativity						
Self-Discipline						
Leadership						
Self-Confidence						
Concern for Others						
Personal Initiative						
Reaction to Setbacks						
Overall						

Please list three adjectives that come to mind when thinking about this student.

1. _____ 2. _____ 3. _____

Additional Comments

Teacher Signature _____ Printed Name: _____

Please place this recommendation in a sealed envelope.

RECOMMENDATION 2: Teacher, Coach, Employer, Community Leader, Etc.

Student Name: _____

School: _____ Current Grade Level: _____

Please score the student based on each of these qualities with **1 being the lowest and 5 being the highest**.

	1	2	3	4	5	No Basis for Judgment
Academics						

JYCG
Jonesboro Youth City Government

Extracurricular Activities						
Service						
Cooperation with Peers						
Positive Impact						
Character and Integrity						
Creativity						
Self-Discipline						
Leadership						
Self-Confidence						
Concern for Others						
Personal Initiative						
Reaction to Setbacks						
Overall						

Please list three adjectives that come to mind when thinking about this student.

1. _____ 2. _____ 3. _____

Additional Comments

Teacher Signature _____ Printed Name: _____

Please place this recommendation in a sealed envelope.

THEJYCG BUDGET SHEET

2023 Budget

As Of 01/1/23

	TOTAL FOR YEAR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL
MEALS/SNACKS	0	0	300	150	300	150	150	300	150	150	150	150	150
VENUE	0	0	0	0	0	0	0	0	0	0	0	0	0
OFFICE SUPPLIES	0	150	0	0	0	0	0	0	0	0	0	0	0
TRANSPORTATION	0	0	0	0	100	0	0	500	0	0	0	0	0
TSHIRTS x 20 at \$15each	0	300	0	0	0	0	0	0	0	0	0	0	0
CITY WIDE YOUTH PUBLIC SERVICE PROJ	0	0	0	500	0	0	0	0	0	0	0	0	0
COLLAR SHIRTS x20 at \$25 each	0	500	0	0	0	0	0	0	0	0	0	0	0
FIELD TRIP	0	0	0	0	0	0	0	0	0	0	0	0	0
MISC (AWARDS, CERTIFICATES, ETC)	0	0	0	0	0	0	0	0	0	0	0	0	300
501C3 - Non Profit	0	850	0	0	0	0	0	0	0	0	0	0	0
TOTAL	5,300	1,800	300	650	400	150	150	800	150	150	150	150	450

20 SCHOLARS AT \$280 PER PERSON

