

**CITY OF JONESBORO  
Work Session  
170 SOUTH MAIN STREET  
February 7, 2022 – 6:00 PM**

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

**Agenda**

- I. **CALL TO ORDER - MAYOR JOY B. DAY**
- II. **ROLL CALL - RICKY L. CLARK, JR., CITY MANAGER**
- III. **INVOCATION**
- IV. **ADOPTION OF AGENDA**
- V. **WORK SESSION**
  1. Discussion regarding a Conditional Use Permit Application, 22-CU-002, for renovation of an office building into single-family attached housing, by Jonesboro Office Park LLC, property owner and applicant, for property at 145 North Main Street (Parcel No. 13241B B015), Jonesboro, Georgia 30236.
  2. Discussion regarding the adoption of Fiscal Year 2021 Budget Amendments.
  3. Discussion regarding Services Agreement between the City of Jonesboro and NetPlanner System Inc for a provision of technology services.
  4. Discussion regarding a services order agreement between the City of Jonesboro and Comcast Business for 2GBps Ethernet Dedicated Internet services (EDI).
  5. Discussion regarding a contract agreement between the City of Jonesboro and Atlanta Recycling Solutions for the purpose of properly disposing several decommissioned technology equipment.
  6. Discussion regarding necessary repairs to a curb cut at 212 West Mill Street.
  7. Discussion regarding a proposed text amendment, 22-TA-003, Ord. 2022-005, to the City of Jonesboro Code of Ordinances, with revisions to Section 86-119 "City Center Mixed-Use District" to Chapter 86 - Zoning, Article V – District Standards and Permitted Uses, of the City of Jonesboro Code of Ordinances.

8. Discussion regarding a proposed text amendment, 22-TA-005, Ord. 2022-007, to the City of Jonesboro Code of Ordinances, with further revisions to Section 86-101 "R-M multifamily residential district" to Chapter 86 - Zoning, Article V – District Standards and Permitted Uses, of the City of Jonesboro Code of Ordinances.
9. Discussion regarding a proposed text amendment, 21-TA-004, Ord. 2022-006, to the City of Jonesboro Code of Ordinances, with further revisions to Section 86-100 "R-A single family attached residential district regulations" to Chapter 86 - Zoning, Article V – District Standards and Permitted Uses, of the City of Jonesboro Code of Ordinances.
10. Discussion regarding City-initiated map amendments to the Official Zoning Map, 22-MA-001 Ord. 2022-003, for re-zonings of properties located at 158 Smith Street (Parcel 13241A A006), Jonesboro, Georgia 30236, 160 Smith Street (Parcel 13241A A005), and 204 Fayetteville Road (Parcel 13241A A004) from Single-Family Residential (R-4) to City Center Mixed Use (CCM).
11. Discussion regarding a City Zoning Map update and re-adoption, 22-MA-002, Ord. 2022-004, based on recent rezonings.
12. Discussion regarding amending Section K, entitled Workers Compensation, of the City of Jonesboro Personnel Policies and Procedures.
13. Discussion regarding quote in the amount of \$2,995.00 by 365 Total Marketing for an ad to be placed in the Clayton County Chamber of Commerce Guide.
14. Discussion regarding approval of a quotation regarding replacing the lower HVAC unit at the Jonesboro Police Department.
15. Discussion regarding the Community Room of the new City Center.
16. Discussion regarding amending the Adoption Agreement and General Addendum for the City of Jonesboro's Georgia Municipal Employees Benefit System ("GMEBS") Defined Benefit Retirement Plan ("Plan").
17. Discussion regarding a Professional Services Contract between Fincher Denmark, LLC on behalf of the Clayton County Entities (CCE) and Carpri & Clay, Inc. (Consultant) for services.
18. Councilwoman Sartor requests discussion regarding reserving Lee Street Park for a "Yoga on the Green" event.
19. Councilwoman Sartor requests to provide an update to Council relative to activities surrounding Juneteenth.

## **VI. OTHER BUSINESS**

- A. Executive Session for the purpose of pending and/or potential litigation.

## **VII. ADJOURNMENT**



# CITY OF JONESBORO, GEORGIA COUNCIL

## Agenda Item Summary

## Agenda Item #

- 1

5.1

## COUNCIL MEETING DATE

February 7, 2022

Requesting Agency (Initiator) Office of the City Manager	Sponsor(s) Community Development Director Allen
<b>Requested Action</b> ( <i>Identify appropriate Action or Motion, purpose, cost, timeframe, etc.</i> )	
Discussion regarding a Conditional Use Permit Application, 22-CU-002, for renovation of an office building into single-family attached housing, by Jonesboro Office Park LLC, property owner and applicant, for property at 145 North Main Street (Parcel No. 13241B B015), Jonesboro, Georgia 30236.	
<b>Requirement for Board Action</b> ( <i>Cite specific Council policy, statute or code requirement</i> )	
Section 86-100 R-A Single-Family Attached Development Regulations; Section 86-102 – H-1	
Purpose and Standards	
<b>Is this Item Goal Related?</b> ( <i>If yes, describe how this action meets the specific Board Focus Area or Goal</i> )	
Yes	Community Planning, Neighborhood and Business Revitalization, Historic Preservation

**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, with conditions;** A few months ago, the applicant submitted a zoning verification for 145 North Main Street for the renovation of an existing commercial building for single-family attached housing (townhomes / condominiums), which requires a conditional use permit. The hearing was originally planned for January, but the floor plans were not finalized yet. The property, with its multi-suite, two-story brick building and paved parking, has served a variety of office type businesses through the years. The most direct access is to North Main Street, but there is also indirect access to Smith Street. The property is zoned H-1 (Historic District).

Sec. 86-102. - *H-1 historic district.*

(a) Purpose of district. The purpose of the H-1 historic district is to provide for retail and residential uses that benefit from close proximity to each other and **that will generate pedestrian activity in the city's traditional downtown core**. Development and redevelopment in this district is intended to preserve and enhance the historic character of the area **while promoting the goals of the Livable Centers Initiative Study. The residential development will encourage more pedestrian activity downtown and help new retail and restaurant locations downtown by providing nearby residences that can be easily walked to.**

(h) Permitted uses. The following general use classifications are permitted; refer to section 86-204, Table of uses wed by zoning district, for actual permitted uses:(1)Retail uses;(2)Commercial services;(3)Arts, entertainment and creation uses;(4)Office uses;(5)Residential uses.

**As stated before, single-family attached housing requires a conditional use permit, and must comply with Sec. 86-202.**

**Sec. 86-202. - Townhouses and condominiums.**

*The following conditions are assigned in the CCM, R-A, R-M, H-1, H-2, and MX districts:*

(1) The standards of the R-A district shall control development of townhouses and condominiums.

The R-A townhome standards were recently updated in January 2022 (see below). However, some of these standards would not apply to an existing building being renovated from within.

*Per the floor plans and the architect:*

## **1. Convert existing offices into condominiums for sale.**

## **FOLLOW-UP APPROVAL ACTION (City Clerk)**

Typed Name and Title Ricky L. Clark, City Manager	Date February, 7, 2022	
Signature	City Clerk's Office	

2. Existing building is divided into four office units. Two on the first level and two on the second level.
3. Residential units will have fire sprinkler system as required per Code.
4. All units will be separated by fire barriers as required per Code.
5. All units will have separate power meters and electricity.
6. All units will have separate HVAC systems, exposed hard ductwork throughout.
7. All ceilings will be fire rated assemblies as required per Code.
8. Existing first level ceiling height is 9 feet 5 inches. First level residential units will have between 9-foot 5 inch to 10-foot ceilings.
9. Existing second level ceiling height is 10 feet. Second level residential units will have 10-foot ceilings.
10. All exterior windows will be replaced new.
11. All exterior trim will be repaired and painted.
12. Exterior railings will be repaired as required per Code.
13. All residential units will have separate water meters.
14. Typical heated square feet for first floor units is 1037 square feet.
15. Typical heated square feet for second floor units is 1061 square feet.
16. Unless overridden by later document, number of bedrooms will depend on market analysis and feasibility study and developer retains the rights to either build two or three bedrooms, or both.

Each unit will have bedrooms, two bathrooms, walk-in closets, an open kitchen and living room area, and mechanical and washer / dryer areas. Each unit will have its own separate entrance – there will not be a common lobby. The two first floor units will also have rear entries.

There has been some interchange of the terms “townhomes” and “condos” with this application. Typical townhomes are on their own lots and side by side each other. Condominiums are usually in the same building and are on top of each other. However, with the small size of the whole parcel (0.08 acres) and the existing suites being on top of each other and not side by side, this cannot be a typical townhouse arrangement. However, both townhomes and condominiums are considered single-family attached housing and both must follow the R-A development regulations.

As stated before, the R-A townhome standards were recently updated in January 2022:

Sec. 86-100. - R-A single family attached residential district regulations.

- (a) Purpose. *The R-A single family attached residential district is established to provide for single family attached dwellings on individual lots on development tracts having a minimum area of two acres on undeveloped land. The district is intended to foster housing options for households seeking high quality home ownership in park like setting featuring attractive architectural styles and building materials. As such, developments facilitated by establishment of the district are restricted to a maximum number of units to limit scale and encourage manageable homeowner associations. The R-A district is compatible with walkable, neighborhood commercial districts and low intensity office and commercial districts and is suited to locations along collector streets. The R-A single family attached residential district also encourages the thoughtful renovation of existing buildings and infill developments for residential purposes.*
- (b) Development standards. Unless otherwise provided in this chapter, uses permitted in the R-A district shall conform to the following development standards:
  - (1) Minimum parent tract size: 87,120 square feet (two acres) **The existing tract is only 0.08 acres and is land-locked.**
  - (2) Minimum lot area per unit: 1800 square feet **1 Standard for undeveloped land.**
  - (3) Minimum parent tract width: 150 feet **2 Standard for undeveloped land.**
  - (4) Minimum front yard: 20 feet **3 The existing tract is only 0.08 acres and basically is the size of the building.**
  - (5) Minimum side yard at perimeter of tract: 25 feet **The existing tract is only 0.08 acres and basically is the size of the building.**
  - (6) Minimum rear yard: 35 feet **The existing tract is only 0.08 acres and basically is the size of the building.**
  - (7) Minimum floor area per dwelling unit: 1,500 square feet **Typical heated square feet for first floor units is 1037 square feet. Typical heated square feet for second floor units is 1061 square feet. Given the fact that the building and property size cannot enlarge, this all that is possible.**
  - (8) Maximum building height: **Three stories Existing building will remain two stories.**
  - (9) Maximum number of units per building: **Eight Four proposed**
  - (10) Maximum number of units per development: **64 Standard for undeveloped land.**
  - (11) Maximum density: **Eight units per acre Standard for undeveloped land.**
  - (12) Minimum greenspace: **15 percent of gross acreage Standard for undeveloped land.**

Front to Front	40 feet
Front to Rear	40 feet
Front to Side	35 feet
Rear to Rear	40 feet
Rear to Side	35 feet
Side to Side	25 feet

1 This requirement may be waived for zero lot townhomes, provided the developer includes a provision in the Covenants, Conditions, and Restrictions for the project that clearly describes the maintenance and access of all common areas, streets, alleys, and driveways.

2 Measured at the building line.

3 The required front yard on any street classified as a collector or above shall be 25 feet.

(c) Design standards. Unless otherwise provided in this chapter, uses permitted in an R-A district shall conform to the following design standards:

- (1) Off-street parking shall be provided as specified in article XIII of this chapter. Each dwelling shall provide for a minimum two-car garage and a minimum 18-foot-wide concrete driveway. **The existing tract is only 0.08 acres and basically is the size of the building. Garages and driveways are not possible. However, there are existing parking spaces to the rear and sides of the building. Per parking requirements of Sec. 86-410 (2): Single family attached and RM district uses shall provide 1.5 spaces for each dwelling unit. There are four dwelling units = 1.5 (4) = 6 spaces required. There are 8 spaces already along the rear of the property, plus 4 dedicated spaces along the west side of the building. There are a total of 12 spaces provided.**
- (2) Buffers shall be provided as specified in Article XV of this chapter. **Not applicable.**
- (3) A homeowners association accompanied by recorded covenants shall be mandatory for all townhouse or condominium developments, subject to approval by the City Manager.
- (4) Minimum width of each townhouse unit shall be 24 feet. **These are top and bottom units, not side to side.**
- (5) A minimum of three different exterior elevations shall be provided for a townhouse development that exceeds two acres. **This standard is intended for new developments with multiple buildings.**
- (6) Townhouse building facades shall visually differentiate individual units through the use of architectural materials; a minimum of 50 percent of the front elevation shall consist of brick or stone. Brick, stone, and/or cementitious siding (which may be board, shingle, or lap siding.) variations may be approved by the Community Development Director and/or Design Review Commission and Historic Preservation Commission. Split faced-concrete block, stucco, or granite block shall only be used in an accent capacity for any building elevation. **The existing building is primarily brick, which will not change (including color).**
- (7) All townhouse units shall be designed to have rear entry via rear alleys. If permitted, front-loaded driveways shall be scored or finished with decorative treatment, subject to approval by the Design Review Commission, and, if applicable, the Historic Preservation Commission. **The existing tract is only 0.08 acres and basically is the size of the building. Therefore, rear alleys are neither possible nor necessary.**
- (8) Greenspace shall be improved with walking trails and an amenity area having a minimum area of 400 square feet with equipment and facilities appropriate to the needs of residents. Greenspace shall have a minimum width of 100 feet; trail connections between greenspace areas shall have a minimum width of 50 feet. **This standard is intended for new developments**
- (9) An appropriate landscape plan shall be reviewed approved and reviewed by the Community Development Director prior to installation of the landscaping. **The building / property is already fully landscaped with mature plantings.**

**The basic issue is that the new minimum dwelling size cannot be met for four units due to the existing size of the building, and the building cannot expand on the property limits. It would not be economically viable for the building to contain just one upstairs unit and one downstairs unit. The Council may want to discuss approving as is or officially requiring a variance for dwelling unit size. Given the building will look the same from the outside and the size of the units will not affect adjacent commercial properties, staff does not have a problem**

with approving with the proposed sizes.

5.1

**Should the Mayor and Council approve the request, the following minimum conditions shall apply:**

1. All County Fire Marshal code requirements, including for the provision for all minimum fire escape access points.
2. All significant exterior alterations shall be reviewed and approved by the Design Review Commission and Historic Preservation Commission.
3. All new signage shall be subject to the City Sign Code and shall be reviewed and approved by the Design Review Commission and Historic Preservation Commission.
4. All dwelling unit parking spaces shall be designated with signage.

**Fiscal Impact**

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

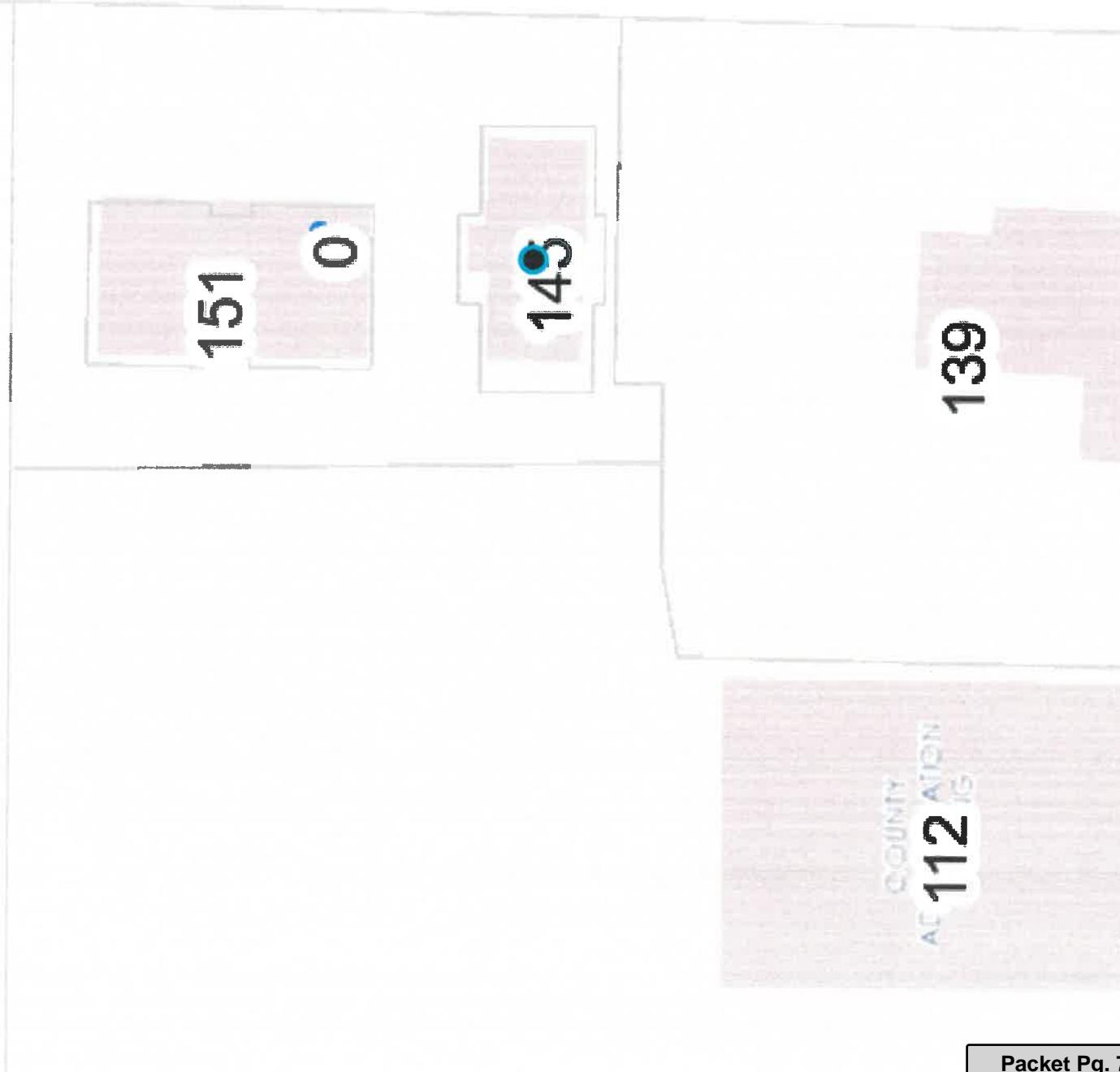
*Private developer*

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

- Tax Map
- Site Plan
- Zoning Info
- 22003 - 145 N Main Street - 2 3 Bdrms Options
- Correspondence
- Site Pictures
- Conditional Use - 145 North Main Street - Townhomes-Condos - Legal Notice - February 2022
- Zoning Signs
- Acceptance Letter

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

**Approval with Conditions**





Attachment: Site Plan (3057 : 145 North Main Street Residential Development)



**CITY OF JONESBORO**  
 124 North Avenue  
 Jonesboro, Georgia 30236  
 City Hall: (770) 478-3800  
 Fax: (770) 478-3775  
[www.jonesboroga.com](http://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: Mike Johnson / Adam Shekarki  
 Name of Business: CBC Bulkard  
 Property's Address: 145 N. Main St  
 Email Address: mjtana@comcast.net AShekarki@comcast.net  
 Phone: (Day): 404-408-4052 (Evening): 404 229 4336

### Property Information

Current Use of Property: Commercial Office  
 Proposed Use of Property (Please provide in great detail the intended use of the property):  
Conversion to 4 Condominium Residential

Applicant's Signature

12-9-2028

Date

### FOR OFFICE USE ONLY:

Current Zoning: H1

NAICS Code: N/A

Required Zoning: CCM, RM, H1, H2, M2

Conditional Use Needed?  Yes or  No

APPROVED

DENIED

Comments:

R-Required Conditional Use Permit, Must Contact To  
Sec. 86 - 202 AND Sec. 86-100 R-R ZONING  
12/9/28

Zoning Official Signature

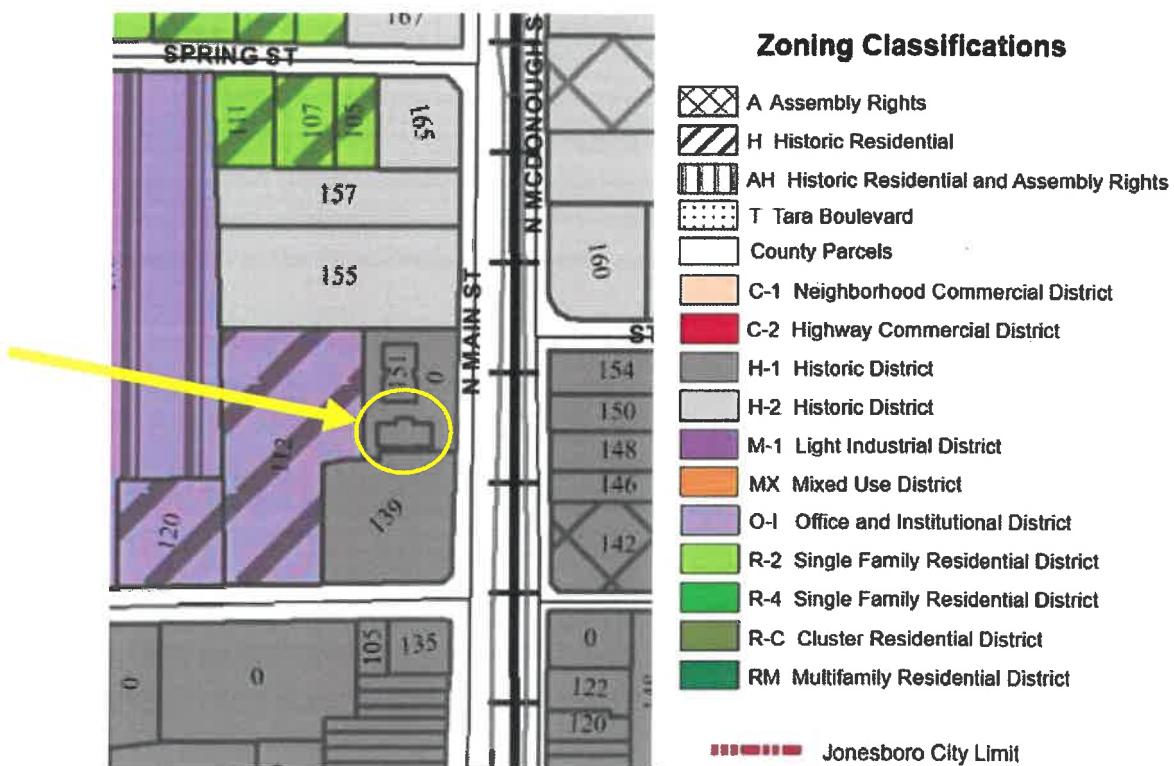
Date

Applicant – Mike Johnson / Adam Shekarabi  
 Name of Business – CBC Bullard  
 Address - 145 North Main Street  
 Zoning District – H-1  
 NAICS – n/a

**Proposed Use: 4 residences (condominiums)**

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
n/a	Single Family Attached (Townhouses and Condominiums)	N	N	N	C	C	C	C	N	C	N	N	N	Sec. 86-202



**Sec. 86-202. - Townhouses and condominiums.**

The following conditions are assigned in the CCM, R-A, R-M, H-1, H-2, and MX districts:  
 (1) The standards of the R-A district shall control development of townhouses and condominiums.

**Sec. 86-100. - R-A single family attached residential district regulations.**

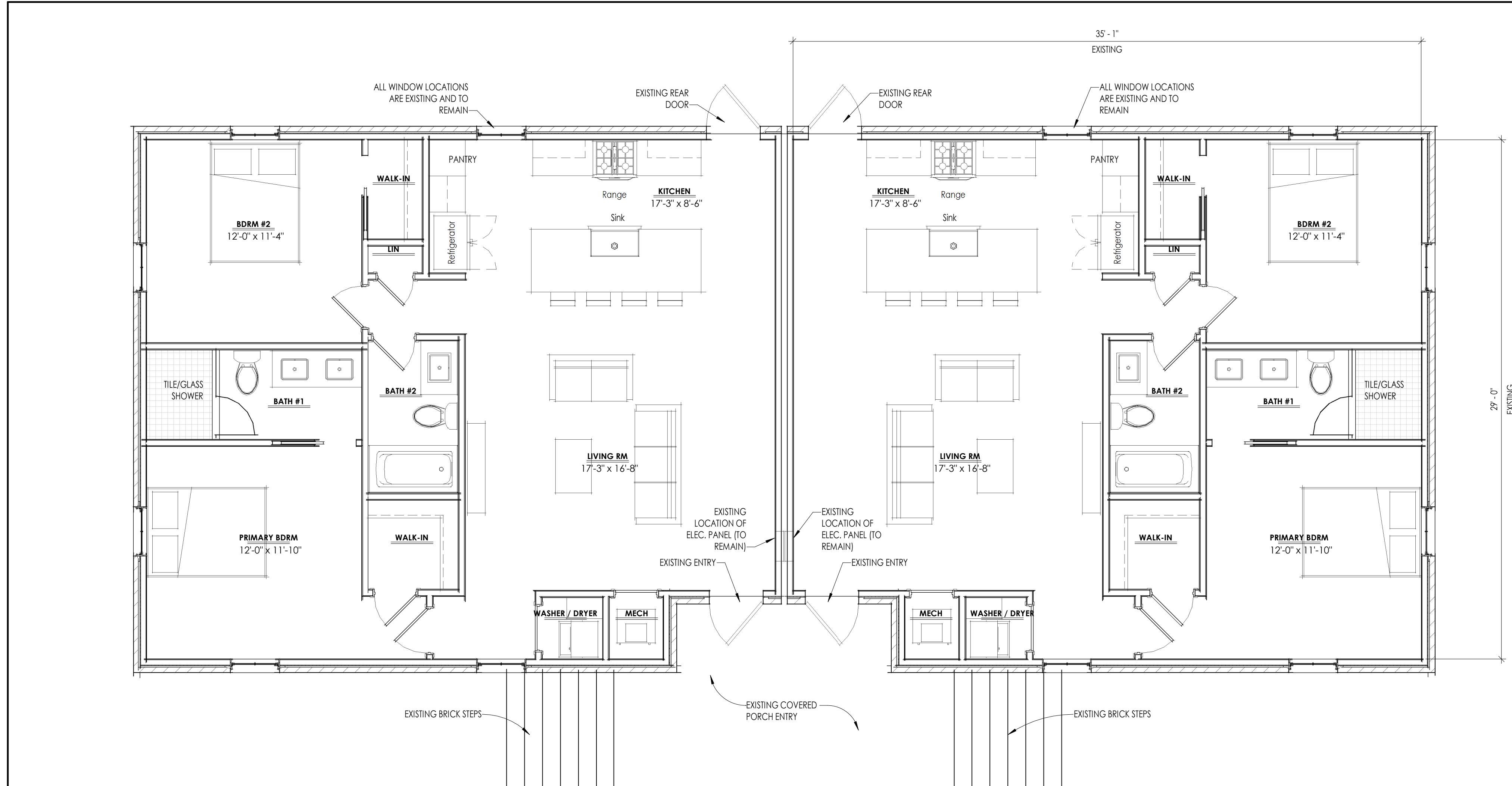
(a) Purpose. The R-A single family attached residential district is established to provide for single family attached dwellings on individual lots on development tracts having a minimum area of two acres. The district is intended to foster housing options for households seeking high quality home ownership in park like setting featuring attractive architectural styles and building materials. As such

developments facilitated by establishment of the district are restricted to a maximum number of units to limit scale and encourage manageable homeowner associations. The R-A district is compatible with walkable, neighborhood commercial districts and low intensity office and commercial districts and is suited to locations along collector streets.

(b) Development standards. Unless otherwise provided in this chapter, uses permitted in the R-A district shall conform to the following development standards:

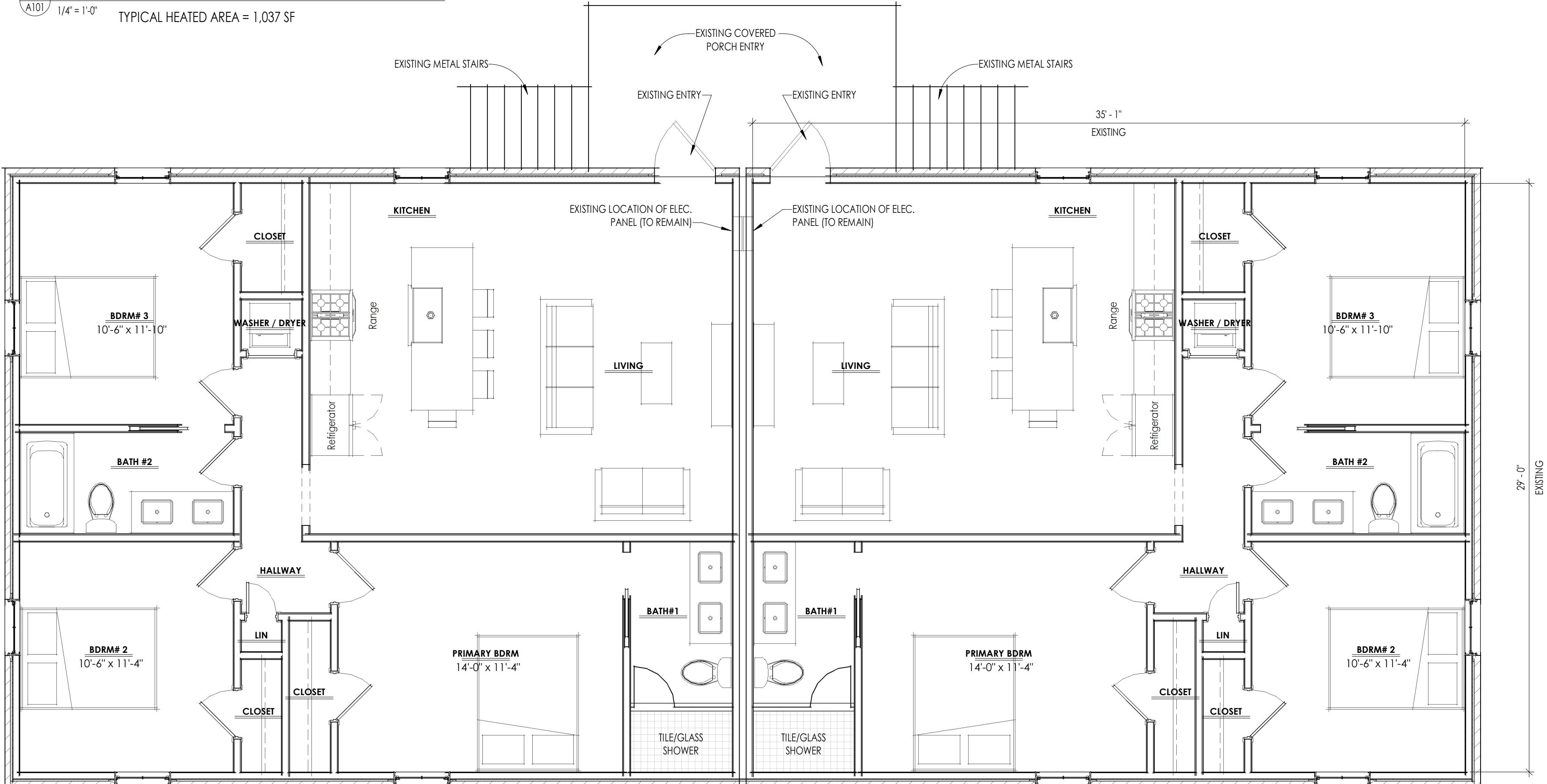
- (1) Minimum tract size: 87,120 square feet (two acres)
- (2) Minimum lot area per unit: 2,400 square feet
- (3) Minimum tract width: 150 feet
- (4) Minimum front yard: 20 feet
- (5) Minimum side yard at perimeter of tract: 25 feet
- (6) Minimum rear yard: 35 feet
- (7) Minimum floor area per dwelling unit: 1,200 square feet
- (8) Maximum building height: Two stories and 35 feet
- (9) Maximum number of units per building: Eight
- (10) Maximum number of units per development: 64
- (11) Maximum density: Eight units per acre
- (12) Minimum greenspace: 15 percent of gross acreage

David D. Allen, Zoning Administrator / Community Development Director  
December 9, 2021



### FIRST FLOOR PLAN - 2 BDRM

1 A101 1/4" = 1'-0" TYPICAL HEATED AREA = 1,037 SF



### SECOND FLOOR PLAN - 3 BDRM

2 A101 1/4" = 1'-0" TYPICAL HEATED AREA = 1,061 SF

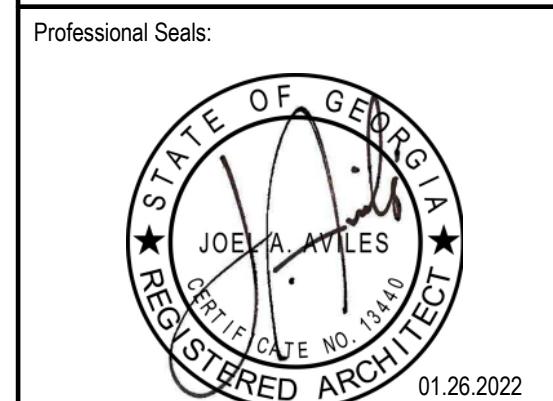
PROJECT DATA:

1. CONVERT EXISTING OFFICES INTO CONDOMINIUMS FOR SALE.
2. EXISTING BUILDING IS DIVIDED INTO FOUR OFFICE UNITS, TWO ON THE FIRST LEVEL AND TWO ON THE SECOND LEVEL.
3. RESIDENTIAL UNITS WILL HAVE FIRE SPRINKLER SYSTEM AS REQUIRED PER CODE.
4. ALL UNITS WILL BE SEPARATED BY FIRE BARRIERS AS REQUIRED PER CODE.
5. ALL UNITS WILL HAVE SEPARATE POWER METERS AND ELECTRICITY.
6. ALL UNITS WILL HAVE SEPARATE HVAC SYSTEMS, EXPOSED HARD DUCTWORK THROUGH OUT.
7. ALL CEILINGS WILL BE FIRE RATED ASSEMBLIES AS REQUIRED PER CODE.
8. EXISTING FIRST LEVEL CEILING HEIGHT IS 9'-5". FIRST LEVEL RESIDENTIAL UNITS WILL HAVE BETWEEN 9'-5" TO 10'-0" CEILINGS.
9. EXISTING SECOND LEVEL CEILING HEIGHT IS 10'-0". SECOND LEVEL RESIDENTIAL UNITS WILL HAVE 10'-0" CEILINGS.
10. ALL EXTERIOR WINDOWS WILL HAVE REPLACED NEW.
11. ALL EXTERIOR TRIM WILL BE REPAIRED, AND PAINTED.
12. EXTERIOR RAILING WILL BE REPAIRED AS REQUIRED PER CODE.
13. ALL RESIDENTIAL UNITS WILL HAVE SEPARATE WATER METERS.
14. TYPICAL HEATED SQUARE FEET FOR FIRST FLOOR UNITS IS 1,037 SF.
15. TYPICAL HEATED SQUARE FEET FOR SECOND FLOOR UNITS IS 1,061 SF.
16. UNLESS OVERRIDDEN BY LATER DOCUMENT, NUMBER OF BEDROOMS WILL DEPEND ON MARKET ANALYSIS AND FEASIBILITY STUDY AND DEVELOPER RETAIN THE RIGHTS TO EITHER BUILD TWO OR THREE BEDROOMS, OR BOTH.



3 A101 3/4" = 1'-0" VIEW FROM SOUTH PARKING AREA

Prepared by:  
**JOEL AVILES ARCHITECTS**  
ARCHITECTURE | PLANNING | RENDERINGS  
12055 Greenmont Walk | Alpharetta | Georgia 30009  
tel: 404.975.7895 | email: joel@joelaviles.com  
www.joelaviles.com  
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Prepared for:  
Jonesboro Office Park, LLC

Consultants:



4 A101 3/4" = 1'-0" EAST VIEW - N MAIN STREET  
VIEW FROM NORTH MAIN STREET



5 A101 3/4" = 1'-0" VIEW TO SECOND FLOOR ENTRY

COPYRIGHT: THESE DRAWINGS ARE THE PROPERTY OF JOEL AVILES ARCHITECTS, LLC. THESE DRAWINGS ARE CONSIDERED INSTRUMENTS OF SERVICE AND SHALL BE USED ONLY FOR THIS PROJECT. THESE DRAWINGS SHALL NOT BE COPIED OR REPRODUCED IN WHOLE OR IN PART FOR OTHER PURPOSES WITHOUT WRITTEN PERMISSION FROM THE AUTHOR.

NO. DATE DESCRIPTIONS BY  
ISSUES / REVISIONS

Project:

**145 N Main Street**

Project Address:  
145 North Main Street  
Jonesboro, GA 30236

Drawing Title:  
**TYPICAL FLOOR PLANS**

Drawing Status:  
**CONCEPTUAL**

Scale: As indicated Drawn by: JA Reviewed by: JA

Date/Time Printed: 1/26/2022 10:32:11 AM

Date: 01.26.2022 Project number: 22003

Drawing: **A101**



6 A101 3/4" = 1'-0" PARKING VIEW SITE VIEW

## David Allen

**From:** Joel Aviles <joel@joelaviles.com>  
**Sent:** Wednesday, January 26, 2022 11:01 AM  
**To:** David Allen; ashekabari@comcast.net; 'Wesley Hargrave'  
**Cc:** Ricky, L. Clark, Jr.; 'mjohnson@cbcbullard.net'  
**Subject:** RE: Zoning Verification - 145 North Main Street, Condominiums  
**Attachments:** 22003 - 145 N Main Street - 2 & 3 Bdrms Options.pdf

David,

Here are conceptual drawings based on existing space. We worked on a 2 and 3 bedroom options to see the possibilities. Please let us know if you have further questions or clarification.

Thanks,

Joel Aviles, AIA, NCARB  
**JOEL AVILES ARCHITECTS, LLC**  
architecture | planning | visualizations

12055 Greenmont Walk | Alpharetta, GA 30009  
cell: 404.975.7895 | email: [joel@joelaviles.com](mailto:joel@joelaviles.com)

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## David Allen

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**From:** Joel Aviles <joel@joelaviles.com>  
**Sent:** Wednesday, January 26, 2022 11:21 AM  
**To:** Ricky, L. Clark, Jr.; David Allen; ashekarabi@comcast.net; "Wesley Hargrave"  
**Cc:** 'mjohnson@cbcballard.net'  
**Subject:** RE: Zoning Verification - 145 North Main Street, Condominiums

Ricky,

Currently the plan is for general repair. Replace windows and new shutters, repair trims and paint, repair an update railing per code requirements, perhaps updated landscaping, and general wash. Anything more extensive will have to consult with developer for approval.

I indicated a list of the proposed exterior repairs on the plans.

Thanks,

Joel Aviles, AIA, NCARB  
**JOEL AVILES ARCHITECTS, LLC**  
architecture | planning | visualizations

12055 Greenmont Walk | Alpharetta, GA 30009  
cell: 404.975.7895 | email: joel@joelaviles.com

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## David Allen

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**From:** Joel Aviles <joel@joelaviles.com>  
**Sent:** Thursday, January 27, 2022 9:33 AM  
**To:** Ricky , L. Clark, Jr.  
**Cc:** David Allen; ashekabari@comcast.net; Wesley Hargrave; mjtara@comcast.net  
**Subject:** RE: Zoning Verification - 145 North Main Street, Condominiums

My understanding is that these will be condos for sale/ownership.

Thanks,

Joel Aviles, AIA, NCARB  
**JOEL AVILES ARCHITECTS, LLC**  
 architecture | planning | visualizations

12055 Greenmont Walk | Alpharetta, GA 30009  
 cell: 404.975.7895 | email: [joel@joelaviles.com](mailto:joel@joelaviles.com)

*Copies of data furnished by Joel Aviles Architects, LLC that may be relied upon are limited to the printed copies (also known as hard copies). Files in electronic media format of text, data, graphics, or other types are furnished only for the convenience of the receiving party. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, Joel Aviles Architects, LLC assumes no responsibility for any errors in the electronic media. When transferring documents in electronic media format, the transferring party makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by the data's creator.*

**From:** Ricky , L. Clark, Jr. <rclark@jonesboroga.com>  
**Sent:** Thursday, January 27, 2022 9:01 AM  
**To:** Joel Aviles <joel@joelaviles.com>  
**Cc:** David Allen <dallen@jonesboroga.com>; ashekabari@comcast.net; Wesley Hargrave <WHargrave@hflcpa.com>; mjtara@comcast.net  
**Subject:** Re: Zoning Verification - 145 North Main Street, Condominiums

Thanks for clarifying. Are the units rental or ownership?

*"Please excuse the brevity and/or typos, as this message was sent from my iPhone."*

**Ricky L. Clark, Jr. | City Manager | City of Jonesboro, GA**  
 tel: [770-478-3800](tel:770-478-3800) | cell: [404-998-7060](tel:404-998-7060) | [rclark@jonesboroga.com](mailto:rclark@jonesboroga.com) |  
[124 North Avenue](http://124NorthAvenue) | Jonesboro, Georgia 30236 | [www.jonesborga.com](http://www.jonesborga.com)



On Jan 26, 2022, at 11:21 AM, Joel Aviles <[joel@joelaviles.com](mailto:joel@joelaviles.com)> wrote:





Attachment: Site Pictures (3057 : 145 North Main Street Residential Development)



Attachment: Site Pictures (3057 : 145 North Main Street Residential Development)



Attachment: Site Pictures (3057 : 145 North Main Street Residential Development)







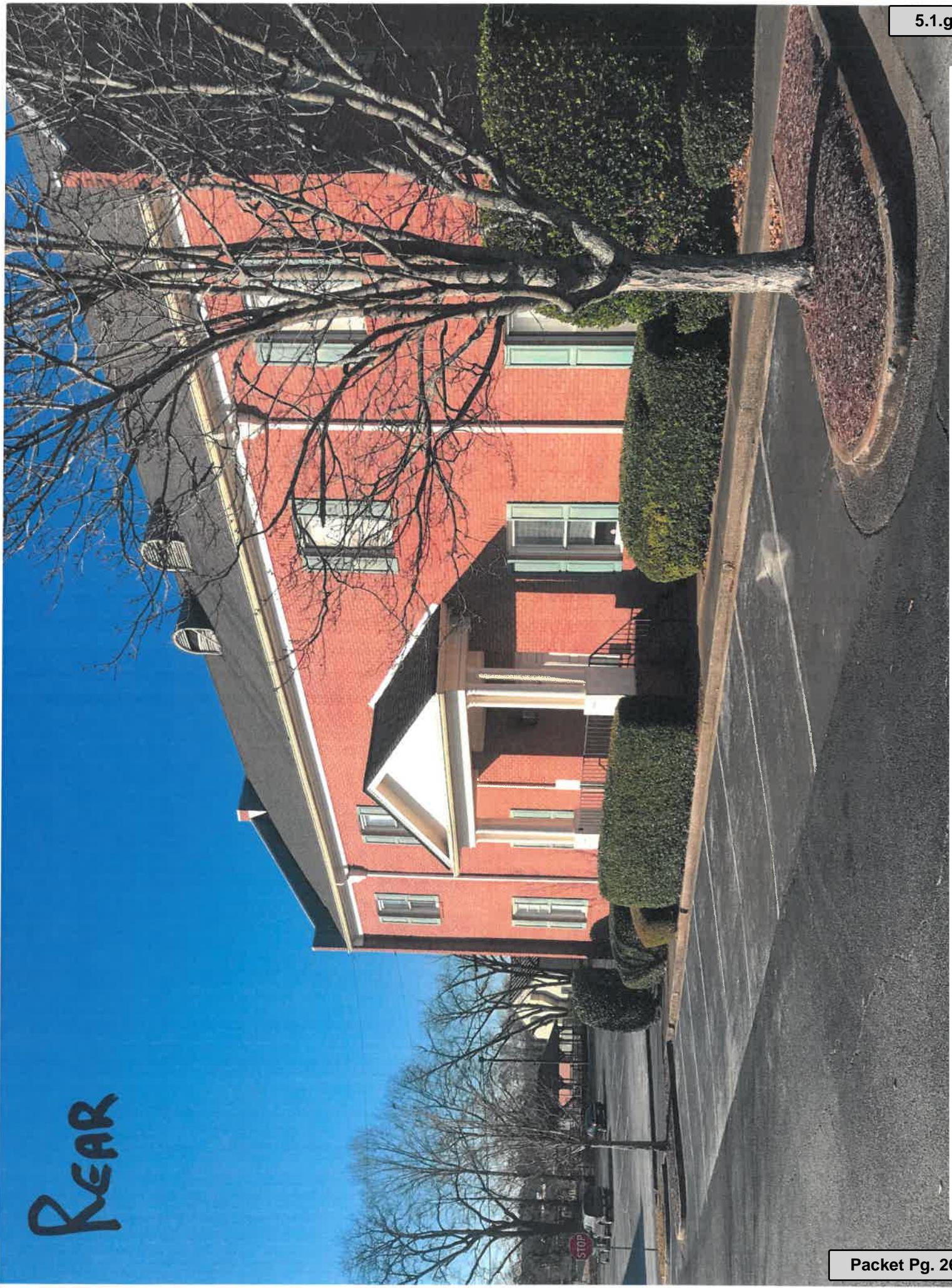




Attachment: Site Pictures (3057 : 145 North Main Street Residential Development)

2nd Story

REAR





Attachment: Site Pictures (3057 : 145 North Main Street Residential Development)



REAR  
1st  
Story



## Legal Notice

Public Hearing will be held by the Mayor and Council of the City of Jonesboro at 6:00 P.M. on February 14, 2022, in the chambers of the Jonesboro Municipal Court facility, 170 South Main Street, Jonesboro, GA, to consider a Conditional Use Permit Application for renovation of an office building into single-family attached housing (townhomes), by Jonesboro Office Park LLC, property owner and applicant, for property at 145 North Main Street (Parcel No. 13241B B015), Jonesboro, Georgia 30236. Mayor & Council will hold their Work Session on this item on February 7, 2022 at 6 pm, in the chambers of the Jonesboro Municipal Court facility, 170 South Main Street, Jonesboro, GA.

David Allen  
Community Development Director

Publish 01/19/22

**CITY OF JONESBORO, GEORGIA**

**PUBLIC HEARING FOR:**

Conditional Use Application For Residential Of An  
Office Building Into Townhomes By Jonesboro Office Park LLC  
Owner And Applicant For Property At 145 North Main  
Street, (Parcel 13211B 1015), Jonesboro, 30236

**LOCATION**

170 South Main Street, Jonesboro, Georgia 30236

DATE: 2-14-22 TIME: 6:00 AM

FOR MORE INFORMATION, PLEASE CONTACT CITY HALL AT 770-478-3800

# CITY OF JONESBORO, GEORGIA

## PUBLIC HEARING FOR:

Conditional Use Application For Renovation Of An  
Office Bldg. Into Townhomes By Jonesboro Office Park LLC  
Owner And Applicant, For Property At 145 North Main  
Street, (Parcel 13241B Bals), Jonesboro, 30236

### LOCATION

170 SOUTH MAIN STREET, JONESBORO, GEORGIA 30236

DATE: 2-14-22 TIME: 6:00 AM

FOR MORE INFORMATION, PLEASE CONTACT CITY HALL AT 770-478-3800



## MEMORANDUM

**To:** Jonesboro Office Park LLC  
159 Griffin Street  
McDonough, Ga. 30253

**From:** David D. Allen  
City of Jonesboro  
124 North Avenue  
Jonesboro, GA 30236

**Date:** January 27, 2022

**Re:** Notification of Request for Conditional Use Permit – Townhomes /  
Condominiums, 145 North Main Street, Parcel No. 13241B B015

---

Dear Applicant,

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

- Townhomes / Condominiums

A Public Hearing has been scheduled for Monday, February 14, 2022 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 chambers of the Jonesboro Municipal Court facility, 170 South Main Street, Jonesboro, Ga. The Work Session on this application is scheduled for Monday, February 7, 2022 at 6:00 p.m. also at the Jonesboro Municipal Court facility, 170 South Main Street. If you have any questions, please do not hesitate to contact me at 770-570-2977 or at [dallen@jonesboroga.com](mailto:dallen@jonesboroga.com).

Sincerely,

A handwritten signature in black ink, appearing to read "David D. Allen".

David D. Allen  
Community Development Director / Zoning Administrator



# CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

5.2

-2

COUNCIL MEETING DATE

February 7, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

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

Discussion regarding the adoption of Fiscal Year 2021 Budget Amendments.

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

1ST Read for Council Consideration

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.)*

In accordance with State Law and City Ordinances, this Fiscal Year Budget Amendment is submitted for your review and approval. This amendment reappropriates line item variances without increasing the general fund budget. The combination of savings related to staffing attrition and the appropriation of Contingency reserves were sufficient to cover all overages and did not require a change to the most recently amended budget.

Related to other funds-

LARP/LMIG expenditures related to completion of work were covered by the fund balance from prior year revenue.

DEA Confiscated Assets Revenue was reduced to reflect the actual revenue received and budgeted expenses were reduced to zero to reflect actual activity

City Center URA Bond Proceeds and Estimated Construction Costs are amended to actual and anticipated activity

Fiscal Impact

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

None

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

- CONTINGENCY FUNDS FISCAL 2021
- FINAL FY 2021 BUDGET AMENDMENT -ALL FUNDS
- GL Budget Adjustment Register - FOR FINAL FY 2021 COUNCIL CONSIDERATION

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

Approval

## FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

February, 7, 2022

Signature

City Clerk's Office

In accordance with State Law and City Ordinances, this Fiscal Year Budget Amendment is submitted for your review and approval. This amendment re-appropriates line-item variances without increasing the general fund budget. The combination of savings related to staffing attrition and the appropriation of Contingency reserves were sufficient to cover all overage and did not require a change to the most recently amended budget. Related to other funds- LARP/LMIG expenditures related to completion of work were covered by the fund balance from prior year revenue. DEA Confiscated Assets Revenue was reduced to reflect the actual revenue received and budgeted expenses were reduced to zero to reflect actual activity related to the City Center URA Bond Proceeds and Estimated Construction Costs are amended to approximate actual and anticipated activity.

FY 2021 CONTINGENCY SUMMARIZED	BEGINNING APPROPRIATION	\$ 22,717
	Increases	<u>\$ 482,868</u>
ARPA Revenue Recovery	\$295,000	
UMC Donation	\$5,000	
Net Aggregated FY 21 Amendments	\$286	
Final Amendment - Public Safety	\$165,898	
Final Amendment - Code Enforcement	\$16,684	
	AVAILABLE FOR REAPPROPRIATION	<u>\$ 505,585</u>
	Decreases	<u>(\$297,459)</u>
Final Amendment - Mayor and Council	\$0	
Final Amendment - Administration	(\$177,849)	
Final Amendment - Municipal Court	(\$13,445)	
Final Amendment - Public Works	(\$74,087)	
Final Amendment - Hotel Motel Unrestricted	(\$32,078)	
	ENDING BALANCE NOT APPROPRIATED	<u>\$ 208,126</u>

## City of Jonesboro

## Revenue and Expenditures Proposed Budget Amendments

## All Funds

As of December 31, 2021

Prepared by N Robinson

BUDGET AMENDMENT - REVENUES				
FUND	CURRENT BUDGET	PROPOSED AMENDMENT	PROPOSED AMENDED BUDGET	NOTES
General	\$ 5,718,401	\$ -	\$ 5,718,401	Per 11/2 Meeting
State Confiscated Assets	\$ 10,000	\$ -	\$ 10,000	No YTD Activity
DEA Confiscated Assets	\$ 45,000	\$ (17,384)	\$ 27,616	Based on Actuals
Grants/Restricted/ARPA	\$ 926,496	\$ -	\$ 926,496	Based on Actuals
Hotel Motel Restricted	\$ 65,000	\$ -	\$ 65,000	Based on Actuals
LARP/LMIG/Capital	\$ 50,000	\$ 2,780	\$ 52,780	Based on Actuals
Technology Fund	\$ 48,000	\$ -	\$ 48,000	Based on Actuals
SPLOST	\$ 1,797,307	\$ -	\$ 1,797,307	Based on Actuals
URA - City Center	\$ -	\$ 17,000,000	\$ 17,000,000	Bond Proceeds
Solid Waste Sanitation	\$ 402,555	\$ -	\$ 402,555	Based on Actuals
<b>TOTAL</b>	<b>\$ 9,062,759</b>	<b>\$ 16,985,396</b>	<b>\$ 26,048,155</b>	

BUDGET AMENDMENT - EXPENDITURES				
FUND	CURRENT BUDGET	PROPOSED AMENDMENT	PROPOSED AMENDED BUDGET	NOTES
General	\$ 5,718,401	\$ -	\$ 5,718,401	Per 11/2 Meeting
State Confiscated Assets	\$ 10,000	\$ -	\$ 10,000	No Activity
DEA Confiscated Assets	\$ -	\$ 27,616	\$ 27,616	Deferred till 2022
Grants/Restricted/ARPA	\$ 926,496	\$ -	\$ 926,496	ARPA Plans
Hotel Motel Restricted	\$ 65,000	\$ -	\$ 65,000	To General Fund
LARP/LMIG/Capital	\$ 50,000	\$ 48,843	\$ 98,843	Used Fund Balance
Technology Fund	\$ 48,000	\$ -	\$ 48,000	No Amendment
SPLOST	\$ 1,797,307	\$ -	\$ 1,797,307	No Amendment
URA - City Center	\$ -	\$ 17,000,000	\$ 17,000,000	Construction to date
Solid Waste Sanitation	\$ 402,555	\$ -	\$ 402,555	No Amendment
<b>TOTAL</b>	<b>\$ 9,017,759</b>	<b>\$ 17,076,459</b>	<b>\$ 26,094,218</b>	

General Fund Dept Budget Net Changes		
Mayor And Council	\$ -	Net Amendments Zero
Administration	\$ (177,849)	Inspections Cost Offset by Higher Revenue
Court	\$ (13,445)	Judge and Solicitors related to court activity
Public Safety	\$ 165,898	Staff Attrition
Public Works	\$ (74,087)	Equipment Purchases, Repairs, Maintenance
Code Enforcement	\$ 16,684	Staff Attrition
Transfers to Hotel Motel	\$ (32,077)	Unrestricted Revenue s/b in fund 275 not 100
Appropriation of Contingency	\$ 114,876	Amount Not Appropriated \$208,127
<b>Total Proposed Amendment</b>	<b>\$ -</b>	

FUND ACCOUNT Budget Adj. # 000584	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
100 1300-51-1100 MAYOR/COUNCIL SALARIES DEPT: MAYOR & COUNCIL	12/31/2021	FINAL 2021 AMENDMEN	3,420.00	74,000.00	0.00	77,420.00	0.
100 1300-51-2200 SOCIAL SECURITY DEPT: MAYOR & COUNCIL	12/31/2021	FINAL 2021 AMENDMEN	213.00	4,588.00	0.00	4,801.00	0.
100 1300-51-2300 MEDICARE DEPT: MAYOR & COUNCIL	12/31/2021	FINAL 2021 AMENDMEN	51.00	1,073.00	0.00	1,124.00	1.
100 1300-51-2700 WORKERS COMPENSATION EXP DEPT: MAYOR & COUNCIL	12/31/2021	FINAL 2021 AMENDMEN	1,540.00	0.00	0.00	1,540.00	0.
100 1300-52-3420 NEWSLETTER DEPT: MAYOR & COUNCIL	12/31/2021	FINAL 2021 AMENDMEN	3,678.00-	13,000.00	0.00	9,322.00	0.
100 1300-52-3600 DUES AND FEES DEPT: MAYOR & COUNCIL	12/31/2021	FINAL 2021 AMENDMEN	1,546.00-	3,000.00	0.00	1,454.00	1,304.
100 1500-51-1100 REGULAR EMPLOYEES DEPT: GENERAL ADMINISTRATION	12/31/2021	FINAL 2021 AMENDMEN	63,307.00	395,711.00	10,000.00-	449,018.00	0.
100 1500-51-1300 OVERTIME DEPT: GENERAL ADMINISTRATION	12/31/2021	FINAL 2021 AMENDMEN	40.00-	3,000.00	6,000.00	8,960.00	0.
100 1500-51-2100 GROUP INSURANCE DEPT: GENERAL ADMINISTRATION	12/31/2021	FINAL 2021 AMENDMEN	42,503.00	80,000.00	4,000.00-	118,503.00	0.
100 1500-51-2200 SOCIAL SECURITY (FICA) DEPT: GENERAL ADMINISTRATION	12/31/2021	FINAL 2021 AMENDMEN	4,067.00	23,273.00	0.00	27,340.00	0.
100 1500-51-2300 MEDICARE DEPT: GENERAL ADMINISTRATION	12/31/2021	FINAL 2021 AMENDMEN	1,110.00	5,450.00	0.00	6,560.00	0.
100 1500-51-2600 UNEMPLOYMENT INSURANCE DEPT: GENERAL ADMINISTRATION	12/31/2021	FINAL 2021 AMENDMEN	369.00-	1,000.00	0.00	631.00	0.
100 1500-51-2700 WORKER'S COMPENSATION DEPT: GENERAL ADMINISTRATION	12/31/2021	FINAL 2021 AMENDMEN	6,066.00	6,000.00	1,500.00-	10,566.00	0.

Attachment: GL Budget Adjustment Register - FOR FINAL FY 2021 COUNCIL CONSIDERATION (3065 :)

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
Budget Adj. # 000584							
100 1500-52-1220	12/31/2021	FINAL 2021 AMENDMEN	15,345.00	38,000.00	0.00	53,345.00	0.
AUDIT DEPT: GENERAL ADMINISTRATION							
100 1500-52-1230	12/31/2021	FINAL 2021 AMENDMEN	9,250.00-	85,000.00	75,000.00-	750.00	0.
ENGINEERING & PLANNING DEPT: GENERAL ADMINISTRATION							
100 1500-52-1240	12/31/2021	FINAL 2021 AMENDMEN	56,423.00	10,000.00	88,000.00	154,423.00	0.
INSPECTIONS DEPT: GENERAL ADMINISTRATION							
100 1500-52-1290	12/31/2021	FINAL 2021 AMENDMEN	9,252.00	30,000.00	0.00	39,252.00	0.
OTHER PROFESSIONAL SVC DEPT: GENERAL ADMINISTRATION							
100 1500-52-1300	12/31/2021	FINAL 2021 AMENDMEN	6,525.00	32,300.00	0.00	38,825.00	0.
TECHNICAL DEPT: GENERAL ADMINISTRATION							
100 1500-52-1330	12/31/2021	FINAL 2021 AMENDMEN	117.00	17,000.00	0.00	17,117.00	0.
SOFTWARE SUPPORT DEPT: GENERAL ADMINISTRATION							
100 1500-52-2321	12/31/2021	FINAL 2021 AMENDMEN	1,836.00	40,000.00	0.00	41,836.00	1,475.
CITY EVENTS DEPT: GENERAL ADMINISTRATION							
100 1500-52-2330	12/31/2021	FINAL 2021 AMENDMEN	1,449.00	8,000.00	3,600.00	13,049.00	0.
RENTAL OF COPIERS/POSTAGE DEPT: GENERAL ADMINISTRATION							
100 1500-52-3100	12/31/2021	FINAL 2021 AMENDMEN	1,125.00-	60,000.00	125.00	59,000.00	0.
PROPERTY CASUALTY & LIABILITY DEPT: GENERAL ADMINISTRATION							
100 1500-52-3210	12/31/2021	FINAL 2021 AMENDMEN	697.00	4,000.00	8,800.00	13,497.00	0.
CABLE SERVICES DEPT: GENERAL ADMINISTRATION							
100 1500-52-3230	12/31/2021	FINAL 2021 AMENDMEN	433.00	3,000.00	1,500.00	4,933.00	0.
CELLULAR PHONES DEPT: GENERAL ADMINISTRATION							
100 1500-52-3260	12/31/2021	FINAL 2021 AMENDMEN	926.00	4,000.00	0.00	4,926.00	0.
POSTAGE DEPT: GENERAL ADMINISTRATION							
100 1500-52-3310	12/31/2021	FINAL 2021 AMENDMEN	3,728.00	4,000.00	0.00	7,728.00	0.
LEGAL NOTICES DEPT: GENERAL ADMINISTRATION							

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
Budget Adj. # 000584							
100 1500-52-3330	12/31/2021	FINAL 2021 AMENDMENT PROMOTIONAL ADVERTISING DEPT: GENERAL ADMINISTRATION	984.00-	7,000.00	4,000.00	10,016.00	0.
100 1500-52-3410	12/31/2021	FINAL 2021 AMENDMENT ELECTION DEPT: GENERAL ADMINISTRATION	909.00-	5,000.00	6,000.00	10,091.00	0.
100 1500-52-3500	12/31/2021	FINAL 2021 AMENDMENT TRAVEL DEPT: GENERAL ADMINISTRATION	548.00-	6,000.00	5,400.00-	52.00	0.
100 1500-52-3600	12/31/2021	FINAL 2021 AMENDMENT DUES AND FEES DEPT: GENERAL ADMINISTRATION	336.00	10,000.00	1,000.00-	9,336.00	0.
100 1500-52-3700	12/31/2021	FINAL 2021 AMENDMENT EDUCATION & TRAINING DEPT: GENERAL ADMINISTRATION	711.00-	6,000.00	1,000.00-	4,289.00	0.
100 1500-52-3701	12/31/2021	FINAL 2021 AMENDMENT WELLNESS PROGRAM DEPT: GENERAL ADMINISTRATION	32.00-	1,000.00	350.00-	618.00	0.
100 1500-52-3851	12/31/2021	FINAL 2021 AMENDMENT POLL WORKERS DEPT: GENERAL ADMINISTRATION	426.00-	1,600.00	0.00	1,174.00	0.
100 1500-52-3905	12/31/2021	FINAL 2021 AMENDMENT SPECIAL EVENTS DEPT: GENERAL ADMINISTRATION	1,785.00-	10,000.00	0.00	8,215.00	0.
100 1500-53-1110	12/31/2021	FINAL 2021 AMENDMENT OFFICE SUPPLIES DEPT: GENERAL ADMINISTRATION	788.00-	15,000.00	0.00	14,212.00	0.
100 1500-53-1171	12/31/2021	FINAL 2021 AMENDMENT BUILDING & FACILITIES MAINT DEPT: GENERAL ADMINISTRATION	2,597.00-	5,000.00	0.00	2,403.00	360.
100 1500-53-1210	12/31/2021	FINAL 2021 AMENDMENT WATER/SEWERAGE DEPT: GENERAL ADMINISTRATION	280.00	1,000.00	0.00	1,280.00	5.
100 1500-53-1220	12/31/2021	FINAL 2021 AMENDMENT NATURAL GAS DEPT: GENERAL ADMINISTRATION	1,470.00-	3,500.00	0.00	2,030.00	0.
100 1500-53-1230	12/31/2021	FINAL 2021 AMENDMENT ELECTRICITY DEPT: GENERAL ADMINISTRATION	3,292.00-	6,000.00	0.00	2,708.00	0.

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
Budget Adj. # 000584							
100 1500-53-1231	12/31/2021	FINAL 2021 AMENDMEN ELECTRICITY FOR WEST MILL ST DEPT: GENERAL ADMINISTRATION	38.00-	2,538.50	2,500.00-	0.50	0.
100 1500-53-1232	12/31/2021	FINAL 2021 AMENDMEN GAS FOR MILL STREET DEPT: GENERAL ADMINISTRATION	705.00-	0.00	2,500.00	1,795.00	0.
100 1500-53-1610	12/31/2021	FINAL 2021 AMENDMEN COMPUTR EQUIP/MAINT DEPT: GENERAL ADMINISTRATION	330.00	5,000.00	0.00	5,330.00	0.
100 1500-53-1690	12/31/2021	FINAL 2021 AMENDMEN BEAUTIFICATION COMMISSION DEPT: GENERAL ADMINISTRATION	416.00-	1,000.00	0.00	584.00	0.
100 1500-57-9100	12/31/2021	FINAL 2021 AMENDMEN TUITION REIMBURSEMENT DEPT: GENERAL ADMINISTRATION	10,000.00-	10,000.00	0.00	0.00	0.
100 1500-58-1212	12/31/2021	FINAL 2021 AMENDMEN VEHICLE LEASE - ENTERPRISE DEPT: GENERAL ADMINISTRATION	1,396.00-	8,632.00	0.00	7,236.00	0.
100 1500-57-9000	12/31/2021	ADMIN DEPT FINAL FY CONTINGENCIES DEPT: GENERAL ADMINISTRATION	177,849.00-	22,717.00	300,286.41	208,126.41	208,126.
100 2500-51-1100	12/31/2021	FINAL 2021 AMENDMEN SALARIES DEPT: COURT SERVICES	4,503.00-	68,000.00	760.00-	62,737.00	0.
100 2500-51-1300	12/31/2021	FINAL 2021 AMENDMEN OVERTIME DEPT: COURT SERVICES	5.00-	0.00	260.00	255.00	0.
100 2500-51-2100	12/31/2021	FINAL 2021 AMENDMEN INSURANCE DEPT: COURT SERVICES	86.00	0.00	0.00	86.00	0.
100 2500-51-2200	12/31/2021	FINAL 2021 AMENDMEN SOCIAL SECURITY DEPT: COURT SERVICES	2,020.00	4,000.00	0.00	6,020.00	0.
100 2500-51-2300	12/31/2021	FINAL 2021 AMENDMEN MEDICARE DEPT: COURT SERVICES	351.00	950.00	0.00	1,301.00	0.
100 2500-51-2600	12/31/2021	FINAL 2021 AMENDMEN UNEMPLOYMENT DEPT: COURT SERVICES	5.00	0.00	0.00	5.00	0.

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
Budget Adj. # 000584							
100 2500-51-2700 WORKERS' COMPENSATION DEPT: COURT SERVICES	12/31/2021	FINAL 2021 AMENDMEN	1,532.00	0.00	0.00	1,532.00	0.
100 2500-52-1290 JUDGE (SALARY) DEPT: COURT SERVICES	12/31/2021	FINAL 2021 AMENDMEN	5,470.00	45,000.00	1,150.00	51,620.00	0.
100 2500-52-1291 SOLICITOR (SALARY) DEPT: COURT SERVICES	12/31/2021	FINAL 2021 AMENDMEN	9,513.00	40,500.00	3,350.00	53,363.00	0.
100 2500-52-1320 COURT REPORTER/INTERPRET. DEPT: COURT SERVICES	12/31/2021	FINAL 2021 AMENDMEN	454.00-	2,500.00	0.00	2,046.00	0.
100 2500-52-3600 DUES AND FEES DEPT: COURT SERVICES	12/31/2021	FINAL 2021 AMENDMEN	125.00-	750.00	600.00-	25.00	0.
100 2500-53-1610 COMPUTER EQUIPMENT DEPT: COURT SERVICES	12/31/2021	FINAL 2021 AMENDMEN	445.00-	2,000.00	0.00	1,555.00	268.
100 1500-57-9000 CONTINGENCIES DEPT: GENERAL ADMINISTRATION	12/31/2021	MUNICIPAL COURT FIN	13,445.00-	22,717.00	300,286.41	208,126.41	208,126.
100 3200-51-1100 REGULAR EMPLOYEES DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	80,078.00-	1,450,000.00	13,479.00-	1,356,443.00	0.
100 3200-51-1300 OVERTIME DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	11,123.00	20,000.00	27,000.00	58,123.00	0.
100 3200-51-2100 GROUP INSURANCE DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	60,902.00-	360,989.00	0.00	300,087.00	0.
100 3200-51-2200 SOCIAL SECURITY (FICA) DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	280.00	89,029.00	0.00	89,309.00	0.
100 3200-51-2300 MEDICARE DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	58.00	20,829.00	0.00	20,887.00	0.
100 3200-51-2400 RETIREMENT CONTRIBUTIONS DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	95.00-	84,321.00	7,321.00-	76,905.00	0.

FUND ACCOUNT Budget Adj. # 000584	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
100 3200-51-2600 UNEMPLOYMENT INSURANCE DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	119.00-	2,857.00	0.00	2,738.00	0.
100 3200-51-2700 WORKER'S COMPENSATION DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	3,141.00	60,728.00	20,591.00-	43,278.00	0.
100 3200-52-1290 OTHER PROFESSIONAL SERVICES DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	12,032.00-	0.00	21,039.00	9,007.00	0.
100 3200-52-1330 SOFTWARE SUPPORT DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	6,033.00-	22,000.00	0.00	15,967.00	0.
100 3200-52-1340 DRUG TESTING DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	89.00	2,000.00	0.00	2,089.00	0.
100 3200-52-1350 BACKGROUND INVESTIGATION DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	1,617.00	4,500.00	1,500.00	7,617.00	150.
100 3200-52-2230 COMPUTER DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	665.00-	1,000.00	0.00	335.00	0.
100 3200-52-2250 PEST CONTROL DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	620.00-	1,000.00	0.00	380.00	0.
100 3200-52-2330 RENTAL OF COPIERS/POSTAGE DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	871.00	3,500.00	0.00	4,371.00	0.
100 3200-52-3100 PROPERTY CASUALTY LIAB INS DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	1,900.00-	85,000.00	1,900.00	85,000.00	0.
100 3200-52-3210 TELEPHONE DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	1,086.00	4,500.00	5,000.00	10,586.00	0.
100 3200-52-3230 CELLULAR PHONES DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	1,394.00	15,000.00	2,400.00	18,794.00	0.
100 3200-52-3260 POSTAGE DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	361.00-	1,000.00	1,500.00	2,139.00	0.

FUND ACCOUNT Budget Adj. # 000584	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
100 3200-52-3500 TRAVEL DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	1,492.00-	5,000.00	0.00	3,508.00	0.
100 3200-52-3600 DUES AND FEES DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	1,409.00-	2,000.00	0.00	591.00	0.
100 3200-52-3700 EDUCATION & TRAINING DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	271.00-	3,000.00	4,000.00	6,729.00	1,913.
100 3200-53-1110 OFFICE SUPPLIES DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	3,085.00-	15,000.00	10,000.00	21,915.00	625.
100 3200-53-1120 INMATE LUNCHES DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	1,000.00-	1,000.00	0.00	0.00	0.
100 3200-53-1130 UNIFORMS DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	5,361.00-	13,000.00	28,000.00	35,639.00	0.
100 3200-53-1140 VEHICLE/EQUIPMENT PARTS DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	4,178.00	20,000.00	11,000.00	35,178.00	0.
100 3200-53-1141 EQUIPMENT/REPAIRS (PD) DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	1,227.00-	4,000.00	0.00	2,773.00	0.
100 3200-53-1151 COMMUNITY OUTREACH DEPT: POLICE DEPARTMENT	12/31/2021	2021 UMC DONATION	5,000.00	3,000.00	30,000.00	38,000.00	10,826.
100 3200-53-1171 BUILDING MAINTENANCE DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	176.00-	2,000.00	5,100.00	6,924.00	0.
100 3200-53-1210 WATER/SEWERAGE DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	1,056.00	3,000.00	0.00	4,056.00	0.
100 3200-53-1220 NATURAL GAS DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	338.00-	3,000.00	0.00	2,662.00	0.
100 3200-53-1230 ELECTRICITY DEPT: POLICE DEPARTMENT	12/31/2021	FINAL 2021 AMENDMEN	5,775.00-	16,000.00	0.00	10,225.00	0.

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
Budget Adj. # 000584							
100 3200-53-1270	12/31/2021	FINAL 2021 AMENDMEN GASOLINE DEPT: POLICE DEPARTMENT	10,819.00-	50,000.00	11,000.00-	28,181.00	0.
100 3200-53-1690	12/31/2021	FINAL 2021 AMENDMEN OTHER SM EQUIP < 5,000 DEPT: POLICE DEPARTMENT	3,347.00-	10,000.00	4,000.00-	2,653.00	191.
100 3200-54-2400	12/31/2021	FINAL 2021 AMENDMEN COMPUTERS - EQUIPMENT ETC. DEPT: POLICE DEPARTMENT	1,030.00-	5,000.00	18,000.00	21,970.00	0.
100 3200-58-1220	12/31/2021	FINAL 2021 AMENDMEN VEHICLES- ENTERPRISE DEPT: POLICE DEPARTMENT	6,323.00	30,000.00	14,000.00	50,323.00	0.
100 1500-57-9000	12/31/2021	PUBLIC SAFETY FINAL CONTINGENCIES DEPT: GENERAL ADMINISTRATION	160,898.00	22,717.00	300,286.41	208,126.41	208,126.
100 0000-37-1051	12/31/2021	UMC DONATION TO GAR GARDEN CLUB	5,000.00	0.00	850.00	5,850.00-	250.
100 1500-57-9000	12/31/2021	UMC DONATION TO GAR CONTINGENCIES DEPT: GENERAL ADMINISTRATION	5,000.00	22,717.00	300,286.41	208,126.41	208,126.
100 4100-51-1100	12/31/2021	FINAL 2021 AMENDMEN REGULAR EMPLOYEES DEPT: PUBLIC WORKS	29,589.00	313,240.00	0.00	342,829.00	0.
100 4100-51-1300	12/31/2021	FINAL 2021 AMENDMEN OVERTIME DEPT: PUBLIC WORKS	925.00-	2,000.00	7,500.00	8,575.00	0.
100 4100-51-2100	12/31/2021	FINAL 2021 AMENDMEN GROUP INSURANCE DEPT: PUBLIC WORKS	26,762.00	80,000.00	0.00	106,762.00	0.
100 4100-51-2200	12/31/2021	FINAL 2021 AMENDMEN SOCIAL SECURITY (FICA) DEPT: PUBLIC WORKS	133.00-	22,925.00	0.00	22,792.00	0.
100 4100-51-2300	12/31/2021	FINAL 2021 AMENDMEN MEDICARE DEPT: PUBLIC WORKS	771.00	4,551.00	0.00	5,322.00	0.
100 4100-51-2600	12/31/2021	FINAL 2021 AMENDMEN UNEMPLOYMENT INSURANCE DEPT: PUBLIC WORKS	283.00-	1,000.00	0.00	717.00	0.

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
Budget Adj. # 000584							
100 4100-51-2700	12/31/2021	FINAL 2021 AMENDMENT WORKERS' COMPENSATION DEPT: PUBLIC WORKS	9,257.00-	24,000.00	0.00	14,743.00	0.
100 4100-52-2110	12/31/2021	FINAL 2021 AMENDMENT DISPOSAL DEPT: PUBLIC WORKS	3,118.00	9,000.00	0.00	12,118.00	0.
100 4100-52-2160	12/31/2021	FINAL 2021 AMENDMENT TREE REMOVAL DEPT: PUBLIC WORKS	550.00-	6,000.00	0.00	5,450.00	0.
100 4100-52-2200	12/31/2021	FINAL 2021 AMENDMENT REPAIRS & MAINTENANCE DEPT: PUBLIC WORKS	342.00-	0.00	52,758.18	52,416.18	0.
100 4100-52-2210	12/31/2021	FINAL 2021 AMENDMENT STREET MAINTENANCE DEPT: PUBLIC WORKS	41.00-	3,500.00	8,400.00	11,859.00	0.
100 4100-52-3100	12/31/2021	FINAL 2021 AMENDMENT PROPERTY CASUALTY LIAB INS DEPT: PUBLIC WORKS	2,400.00-	35,000.00	2,400.00	35,000.00	0.
100 4100-52-3210	12/31/2021	FINAL 2021 AMENDMENT TELEPHONE DEPT: PUBLIC WORKS	60.00	1,200.00	1,000.00	2,260.00	0.
100 4100-52-3230	12/31/2021	FINAL 2021 AMENDMENT CELLULAR PHONES DEPT: PUBLIC WORKS	1,328.00	1,200.00	0.00	2,528.00	0.
100 4100-52-3500	12/31/2021	FINAL 2021 AMENDMENT TRAVEL DEPT: PUBLIC WORKS	620.00-	0.00	850.00	230.00	0.
100 4100-52-3600	12/31/2021	FINAL 2021 AMENDMENT DUES AND FEES DEPT: PUBLIC WORKS	42.00-	0.00	150.00	108.00	0.
100 4100-52-3700	12/31/2021	FINAL 2021 AMENDMENT EDUCATION & TRAINING DEPT: PUBLIC WORKS	512.00	0.00	1,450.00	1,962.00	0.
100 4100-53-1110	12/31/2021	FINAL 2021 AMENDMENT OFFICE SUPPLIES DEPT: PUBLIC WORKS	702.00-	1,000.00	200.00-	98.00	0.
100 4100-53-1111	12/31/2021	FINAL 2021 AMENDMENT TOOLS DEPT: PUBLIC WORKS	145.00-	1,000.00	200.00	1,055.00	0.

Attachment: GL Budget Adjustment Register - FOR FINAL FY 2021 COUNCIL CONSIDERATION (3065 :)

FUND ACCOUNT Budget Adj. # 000584	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
100 4100-53-1130 UNIFORMS DEPT: PUBLIC WORKS	12/31/2021	FINAL 2021 AMENDMEN	2,100.00	4,000.00	0.00	6,100.00	3,118.
100 4100-53-1140 VEHICLE/EQUIPMENT PARTS DEPT: PUBLIC WORKS	12/31/2021	FINAL 2021 AMENDMEN	554.00	23,000.00	4,400.00	27,954.00	230.
100 4100-53-1141 EQUIPMENT PARTS DEPT: PUBLIC WORKS	12/31/2021	FINAL 2021 AMENDMEN	227.00-	6,000.00	3,700.00	9,473.00	0.
100 4100-53-1142 SAFETY EQUIPMENT DEPT: PUBLIC WORKS	12/31/2021	FINAL 2021 AMENDMEN	94.00	2,000.00	0.00	2,094.00	0.
100 4100-53-1143 SIGNS & BANNERS DEPT: PUBLIC WORKS	12/31/2021	FINAL 2021 AMENDMEN	7,037.00	10,000.00	1,000.00-	16,037.00	0.
100 4100-53-1144 CHRISTMAS SUPPLIES DEPT: PUBLIC WORKS	12/31/2021	FINAL 2021 AMENDMEN	1,000.00-	5,000.00	4,000.00-	0.00	0.
100 4100-53-1150 LANDSCAPING SUPPLIES DEPT: PUBLIC WORKS	12/31/2021	FINAL 2021 AMENDMEN	1,062.00-	6,000.00	0.00	4,938.00	0.
100 4100-53-1160 PARKS SUPPLIES DEPT: PUBLIC WORKS	12/31/2021	FINAL 2021 AMENDMEN	605.00-	7,500.00	300.00-	6,595.00	0.
100 4100-53-1171 BUILDING & FACILITY MAINT DEPT: PUBLIC WORKS	12/31/2021	FINAL 2021 AMENDMEN	3,755.00-	0.00	5,000.00	1,245.00	0.
100 4100-53-1190 OTHER SUPPLIES DEPT: PUBLIC WORKS	12/31/2021	FINAL 2021 AMENDMEN	4,057.00-	12,500.00	4,200.00-	4,243.00	0.
100 4100-53-1210 WATER/SEWERAGE DEPT: PUBLIC WORKS	12/31/2021	FINAL 2021 AMENDMEN	1,893.00	10,500.00	4,600.00	16,993.00	0.
100 4100-53-1220 NATURAL GAS DEPT: PUBLIC WORKS	12/31/2021	FINAL 2021 AMENDMEN	224.00-	4,500.00	0.00	4,276.00	0.
100 4100-53-1230 ELECTRICITY DEPT: PUBLIC WORKS	12/31/2021	FINAL 2021 AMENDMEN	4,364.00	9,000.00	9,100.00	22,464.00	0.

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
Budget Adj. # 000584							
100 4100-53-1231 STREET LIGHTS - SIGNALS DEPT: PUBLIC WORKS	12/31/2021	FINAL 2021 AMENDMEN	23,882.00	120,000.00	6,600.00	150,482.00	0.
100 4100-53-1270 GASOLINE DEPT: PUBLIC WORKS	12/31/2021	FINAL 2021 AMENDMEN	795.00-	8,500.00	0.00	7,705.00	0.
100 4100-58-2000 INTEREST DEPT: PUBLIC WORKS	12/31/2021	FINAL 2021 AMENDMEN	207.00	0.00	350.00	557.00	0.
100 1500-57-9000 CONTINGENCIES DEPT: GENERAL ADMINISTRATION	12/31/2021	PUBLIC WORKS FINAL	74,087.00-	22,717.00	300,286.41	208,126.41	208,126.
100 7450-51-1100 REGULAR EMPLOYEES DEPT: CODE ENFORCEMENT	12/31/2021	FINAL 2021 AMENDMEN	11,294.00-	90,000.00	0.00	78,706.00	0.
100 7450-51-2100 GROUP INSURANCE DEPT: CODE ENFORCEMENT	12/31/2021	FINAL 2021 AMENDMEN	1,908.00-	24,070.00	0.00	22,162.00	0.
100 7450-51-2200 SOCIAL SECURITY (FICA) DEPT: CODE ENFORCEMENT	12/31/2021	FINAL 2021 AMENDMEN	1,188.00-	5,580.00	0.00	4,392.00	0.
100 7450-51-2700 WORKERS' COMPENSATION DEPT: CODE ENFORCEMENT	12/31/2021	FINAL 2021 AMENDMEN	2,292.00-	4,000.00	0.00	1,708.00	0.
100 7450-52-3230 CELLULAR PHONES DEPT: CODE ENFORCEMENT	12/31/2021	FINAL 2021 AMENDMEN	343.00	1,920.00	0.00	2,263.00	0.
100 7450-53-1131 COMPUTERS & EQUIPMENT DEPT: CODE ENFORCEMENT	12/31/2021	FINAL 2021 AMENDMEN	343.00-	1,000.00	800.00	1,457.00	1,416.
100 1500-57-9000 CONTINGENCIES DEPT: GENERAL ADMINISTRATION	12/31/2021	CODE ENF FINAL FY21	16,684.00	22,717.00	300,286.41	208,126.41	208,126.
100 9100-61-1000 OPERATING TRANSFERS OUT DEPT: SPECIAL PROJECTS	12/31/2021	UNRESTRICTED HM TAX	32,078.00	0.00	0.00	32,078.00	0.
100 1500-57-9000 CONTINGENCIES DEPT: GENERAL ADMINISTRATION PACKET NOTES: THIS TRANSACTION WILL BE PRESENTED TO COUNCIL FOR APPROVAL	12/31/2021	UNRESTRICTED HM TAX	32,078.00-	22,717.00	300,286.41	208,126.41	208,126.

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
Budget Adj. # 000584							

IN FEBRUARY 2022 AND WILL SERVE TO REAPPROPRIATE AVAILABLE  
GENERAL FUND CONTINGENCY RESERVES TO THE APPROPRIATE LINE  
ITEMS

TOTAL NO. ADJUSTMENTS--REVENUE:	1	5,000.00
TOTAL NO. ADJUSTMENTS--EXPENSE:	142	5,000.00
TOTAL IN PACKET--		10,000.00

\*\*\* NO WARNINGS \*\*\*

\*\*\* NO ERRORS \*\*\*

\*\*\* END OF REPORT \*\*\*



## CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

5.3

-3

COUNCIL MEETING DATE

February 7, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

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

Discussion regarding Services Agreement between the City of Jonesboro and NetPlanner System Inc for a provision of technology services.

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

### Purpose:

The purpose of this item is to engage in a contractual relationship with a certified entity to assist the City in properly building the network Infrastructure for the new City Administrative building. As the City begins transitioning into a new administrative building, we have identified several top tier networking equipment with the goal of providing increased productivity, employee performance, and improved workflow to better serve the City of Jonesboro.

Understanding the importance of ensuring that the City of Jonesboro Network Infrastructure is always providing outstanding service, Netplanner Systems is dedicated and proven to be reliable with installation of each system. ensuring performance, efficiency, and reliability.

Staff is seeking to engage in a contract by and between the City of Jonesboro and Netplanner Systems Inc to the purpose of completing this ever-needed task of our network Infrastructure.

The IT Specialist would work closely with NetPlanner Inc during installation from beginning to end and have hands each system to better support the City of Jonesboro as Onsite Technician, as NetPlanner will only be available for monitoring of systems and Emergencies. As part of this service agreement, the IT Specialist will also receive initial training during setup to better familiarize systems and operations to better assist/ troubleshoot solely when called upon.

This initiative is part of an ongoing strategy to improve city wide technology access, streamline day to day operations and to be better prepared in the event of having to transition into remote operations. As NetPlanner was already contracted through the general contractor for the city center for a provision of AV-LV services, to maximize the missing elements for the project, we asked them to expand their scope.

### Scope of Work:

The scope of this request is to build and maintain an innovative and sound network infrastructure for the City of Jonesboro Administrative Building. These standards set forth in this agenda are intended to maximize City communication path and services between users, processes, applications, and external networks.

### Background:

### **FOLLOW-UP APPROVAL ACTION (City Clerk)**

Typed Name and Title

Ricky L. Clark, City Manager

Date

February, 7, 2022

Signature

City Clerk's Office

- Cloud Managed stackable multi-gigabit high performance switch.
- Universal power over ethernet (PoE) capable of 60W per interface.
- Deliver secure connectivity to hub locations or multi-cloud environments, as well as application quality of experience (QoE), through advanced analytics with machine learning.
- Unifies data, voice, & video onto an IP based multi vlan supported, layer 3 segmented architecture.

#### **Meraki MX95 (Firewall/ Internet Edge):**

- Advanced Security intrusion detection.
- Website Content filtering.
- Stateful Packet Inspection Firewall (SPIF).
- Multi-Carrier Load balancing.

#### **MR46 – HW (Wireless access Points)**

- High Performance 802.11ax “WIFI 6.
- Internal omnidirectional 6dBi gain on 5Ghz.
- Simplified Wireless Health interfaces.
- High-density bandwidth performance-intensive applications like voice and high-definition video.

#### **APC Smart – UPS220VA (Hardware Power Protection/Backup Battery):**

- Provides monetary power loss protection.
- Automatic Voltage Regulation (AVR) adjusts high and low voltages to a safe level, ensuring your equipment has reliable power and preserving the life of the battery.
- 10 Total Battery Backup & Surge Protected Outlets.

#### **CP8841 – Telephony:**

- Offers an easy to user interface and provides a traditional telephony like user experience.
- Offers five programmable line keys. You can configure keys to support either multiple directory numbers or call features such as speed dial.
- Boost productivity by handling multiple calls for each directory number, using the multicall-per-line feature

- Supports a built-in Gigabit Ethernet switch for your PC connection.

5.3

### CP8845 Telephony:

- 5-line soft keys.
- 5 Options soft keys.
- Color display 800 x 480 pixel based.
- 720p HD video.
- Four soft keys for screen-based applications.

### CP6901 Telephony:

- Ideal solution for lobbies, hallways, elevators, bathrooms, or other settings that have an occasional need for voice communications services.
- Single line with call waiting.
- Fixed feature keys provide one-touch access to Hold, Redial, and Call waiting.

### CP -7832 Conference Station:

- Unique acoustic architecture that enables it to capture both deeper lows and higher frequency of the human voice.
- Full duplex technology that eliminates distraction dropouts, as well as lates echo cancellation advancements.
- Office superior conference phone experience without compromise.

### NetPlanner Professional Support & 3-yr Proactive Monitoring and Management SLA:

- Provide 3 years of 5x12 service (Monday-Friday 8am to 5pm ET) help-desk support to the City of Jonesboro's IT Staff to troubleshoot and remediate system network, wireless, and Internet issues through 24x7x365 proactive monitoring and management of system with NetPlanner's "SIGHTGLASS" platform.

**About NetPlanner Inc:**

NetPlanner Systems is one of the Southeast's leading providers of IT-based solutions. We help our clients maintain a competitive advantage by incorporating cutting-edge technology into their networks.

Over our nearly 34 years in business, we have been recognized as one of the fastest growing middle market companies in Georgia (*Georgia Trend Magazine*), named to the Inc. 5000 twice, and ranked among the top 100 companies in Metro Atlanta's Top Workplaces by the Atlanta Journal-Constitution. While this recognition is gratifying, we are most proud of our longstanding relationships with our clients and the impressively high retention rate of our employees.

We have worked hard to build a company culture that drives us to deliver unmatched customer service and project management. Trained and certified by the industry's leading manufacturers, NetPlanner's experienced team includes many BICSI-certified personnel (including RCDDs, RTPMs, Technicians and Installers). We understand that the only way to guarantee maximum reliability is through painstaking attention to detail and organization on the front end.

Our work is backed by long-term warranties from trusted manufacturers. This ensures high quality system performance from end-to-end for many years to come.

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

- Network Infrastructure Solution
- Network Infrastructure Solution

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

**Approval**

# Network Infrastructure Solution Package

## City Center at the City of Jonesboro



January 26th, 2022

## Firewall / Internet Edge:

**Meraki MX95** | Layer-7 application visible stateful firewall providing advanced security options, intrusion detection and prevention, advanced malware protection, website content filtering, and 100% cloud managed via single pane-of-glass organizational dashboard.



<https://meraki.cisco.com/product-collateral/mx-family-datasheet/?file>

4 x dedicated WAN uplinks [2 x 10Gbps, & 2 x mGig] - provides flexibility to start with 1Gbps Internet service and easily upgrade to multi-gig speeds when growth dictate higher Internet bandwidth. 2Gbps Stateful Firewall throughput, 1Gbps Advanced Security throughput.

4 x 1Gb RJ45, 2 x 10GbE SFP+ LAN Interfaces

4G USB dongle support for cellular failover

Multi-carrier load balancing, DMZ support, event log, IPSec VPN Tunnels, Quality of Service (QoS), Stateful Packet Inspection Firewall (SPIF), static routing, syslog and SNMP v3 support, DHCP services, traffic shaping, VLAN support.

**Budgetary Pricing with 3YR Enterprise Advanced Security Licensing: \$10,600**

*Optional Warm Spare for redundancy: \$3,700*

## Switching:

**Meraki MS335-48X** | Layer-3 cloud managed stackable multi-gigabit high performance switch.



<https://meraki.cisco.com/product-collateral/ms-family-datasheet/?file>

16 x mGig (1/2.5/5/10 GbE), 32 x 10/100/1000, & 4 x 10GbE SFP+ uplink ports

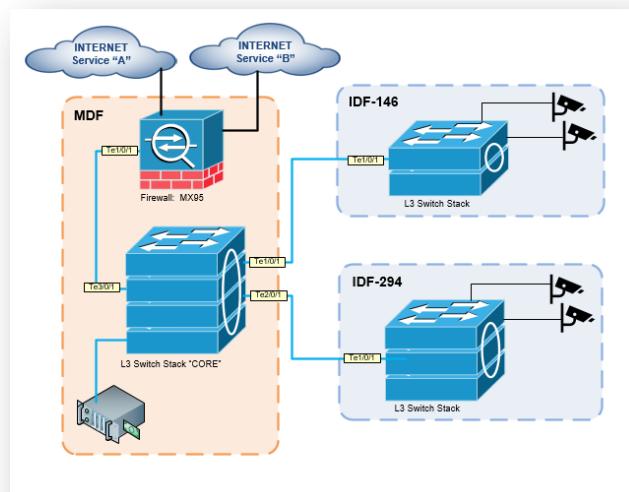
Universal PoE (UPOE) capable of 60W per interface

Up to 8-member stacking with 400Gb backplane

Unifies data, voice, & video onto an IP-based multi-VLAN supported, Layer3 segmented architecture.

Cabling Estimates	DATA/Voice	AudioVisual	Camera	Access Points	Total Req'd	Total Install
<b>MDF @ RM198</b>	108	20	30	6	164	<b>192</b>
<b>IDF @ RM146</b>	47	12	15	4	78	<b>96</b>
<b>IDF @ RM294</b>	93	8	5	8	114	<b>144</b>

Based on low voltage cabling plans provided by the general contractor, NetPlanner anticipates the number of terminations for each of the telecom closets as listed in the table above. NetPlanner is providing a “one to one” cable termination to switch port connection and providing about a 20% growth. This equates to (4) switches in the MDF, (2) switches in IDF-146, and (3) switches in IDF-294. Changes to cabling plan may affect final switch numbers and placement.



Budgetary Pricing for nine units with 3YR Enterprise Licensing, SFP modules, and stacking modules/cables: **\$147,400**

*Associated fiber optic backbone end-device cabling is not included in presented pricing*

## Wireless:

### MR46-HW

- 802.11ax “WiFi 6”
- Cloud managed through organization
- Simplified Wireless Health interfaces
- 4x4:4 radio spatial stream
- Internal omnidirectional 6dBi gain on 5Ghz
- MultiGigabit (mGig) 1 x 100/1000/2.5G Base-T
- 30W max power consumption (802.3at required)
- Ceiling tile rail mount
- Dedicated 3<sup>rd</sup> radio providing realtime WIPS/WIDS

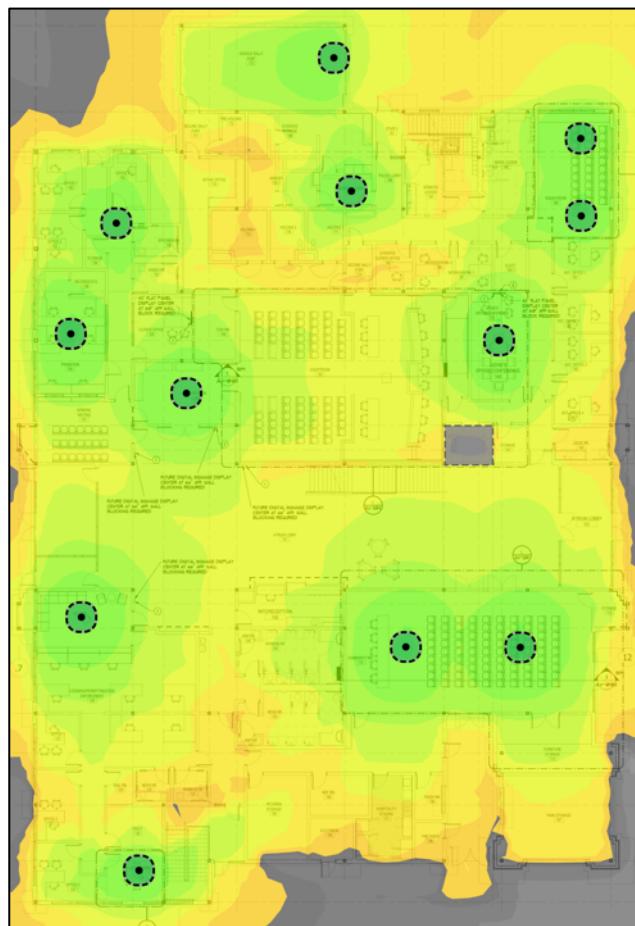


[https://documentation.meraki.com/MR/MR\\_Overview\\_and\\_Specifications/MR46\\_Datasheet](https://documentation.meraki.com/MR/MR_Overview_and_Specifications/MR46_Datasheet)

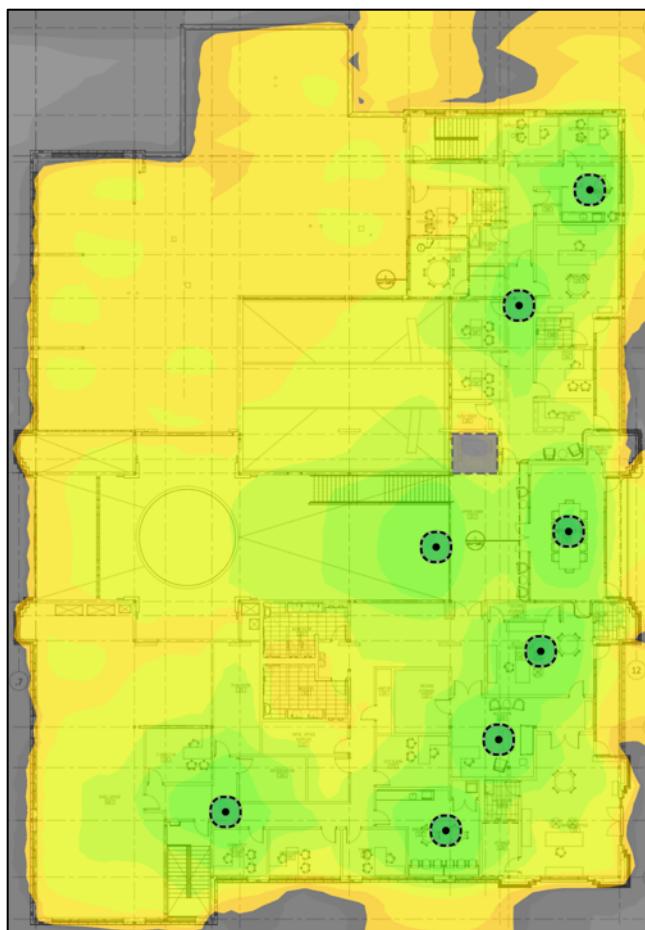
Budgetary Pricing for 20 units with 3YR Enterprise Licensing: **\$28,000**

*Associated wireless cabling is not included in presented pricing*

1<sup>st</sup> Floor 5GHz Predictive Placement with 12 Access Points



2<sup>nd</sup> Floor 5GHz Predictive Placement with 8 Access Points



## Telephony:

NetPlanner Systems, Inc. offers the [Cisco® Unified Communications \(UC\)](#) solution which provides the tools and technology that enable collaborative work. NetPlanner is also pleased to propose the [Cisco Business Edition 6000 \(BE6000\)](#) which consolidates capabilities—voice, video, mobility, messaging, conferencing, instant messaging (IM), presence, contact center, and more—onto a single, integrated, platform. This helps companies reduce their IT operations costs, take advantage of underused network capacity, and unify communications throughout the organization.



(2) BE600 server platforms on-premises hosting virtual servers to provide telephony services.

(41) 8841-series IP Phones | (15) 6901-series hospitality phones | (4) 7832-series conference room phones

(~60) User Standard Workspace Licensing (includes call control, voice messaging, Cisco Expressway, & soft clients for collaboration / messaging) for 36 months.

(1) Cisco 4300-series voice router for PSTN / ITSP connectivity (CUBE-licensing)

All Cisco Voice hardware (exception of handsets) and Cisco Voice software (including upgrades) is covered by 36-month Cisco SMARTnet Services.

**Budgetary Pricing for telephony system with 3 years licensing and advanced replacement with dual high availability servers and 60 stations: \$62,500**

*Associated end-device cabling is not included in presented pricing*

## Hardware Power Protection:

### APC SMART-UPS 2200VA

- Rack Mounted UPS
- Standard 120VAC 20A power input
- (6) standard 15A output receptacles
- (2) standard 20A output receptacles
- Sized to provide momentary power-loss protection
- Add-in Network Management card included



- (2) Units to be installed in MDF-198
- (1) Unit to be installed in IDF-146
- (1) Unit to be installed in IDF-294

Budgetary Pricing for 4 units: **\$5,500**

## NetPlanner Professional Services:

### NetPlanner Professional Services for Design / Install / Commissioning:

NetPlanner Systems will perform all necessary detailed design elements, provisioning, and commissioning of all project related hardware and configurations including working the customer selected ISP for turn-up of internet & voice circuits.

Budgetary Pricing for professional services design & system integration:	<b>\$25,500</b>
--	-----------------

### Severity Levels

NetPlanner Systems' professional services are built upon the process of defining an issue clearly and assigning a criticality to the issue so that proper workflows can be established to resolve the issue as quickly and as efficiently as possible. NetPlanner Systems proposes the following severity levels to be defined as:

**Severity 1** – EMERGENCY or Catastrophic wide-scale outage involving Internet service, firewall, switch(es), or multiple access points becoming inoperable and not able to provide networking / Internet services to users. Hardware replacement will be contingent on next business day replacement delivery.

**Severity 2** – SEVERE impairment of function for network services (most likely not needing replacement) that is affecting a significant portion (20% or greater of the user base) for data services. Typically remediated by provisioning services on another piece of hardware that has capacity or software-based configuration.

**Severity 3** – MEDIUM outage or degradation of network services affecting an isolated physical area or less than 50% of the user base (e.g. a single AP goes offline).

**Severity 4** – LOW impairment of network services that may be limited to only one or two users; issue may be root-caused by end device which is typically out of support scope.

### NetPlanner Professional Support & 3-yr Proactive Monitoring and Management SLA:

- Provide 3 years of 5x12 service (Monday-Friday 8am to 5pm ET) help-desk support to the City of Jonesboro's IT Staff to troubleshoot and remediate system network, wireless, and Internet issues through 24x7x365 proactive monitoring and management of system with NetPlanner's "SIGHTGLASS" platform.

- ALL support requests initiated by the support portal or called into the Toll Free Number shall be acknowledged either by email or by a voice call back within 30 minutes of receipt.
- ALL Severity 1 or 2 cases must have resolution activity beginning within 30 minutes of receipt by having an active support engineer engaged and working the issue. This includes dispatching of onsite resources within 4 hours of the initial support call.
- Severity 2 and Severity 3 are more likely events to occur where there is a severe or medium outage affecting 20% or more of the system and in these cases if the NetPlanner technical engineering team deems it necessary to dispatch to onsite support, this will be held to a 4-hour response during standard business hours (M-F, 8am to 5pm). After hours, holiday, and weekend responses will be met with a best effort prior to next business day escalation.
- Severity 4 issues are rare in that they are typically single-user issues that are related to their specific end device. As NetPlanner Systems is limiting the support model to only include network elements and not specific end-devices, it should be rare that Severity 4 events are dispatched. However – in the case that they are warranted, these cases will be handled on a best effort basis and within standard business hours only.

### Preventive Maintenance

NetPlanner Systems will provide at least one quarterly onsite inspection of the IDF closet and perform a wireless audit of the Jonesboro City Center area to make sure no rogue sources of wireless transmitters or interferers are detected that may negatively impact the users of the wireless system put into service. These visits are typically scheduled within the first few weeks of the new quarter (calendar based) and shall be coordinated ahead of time with IT / City Management stakeholders.

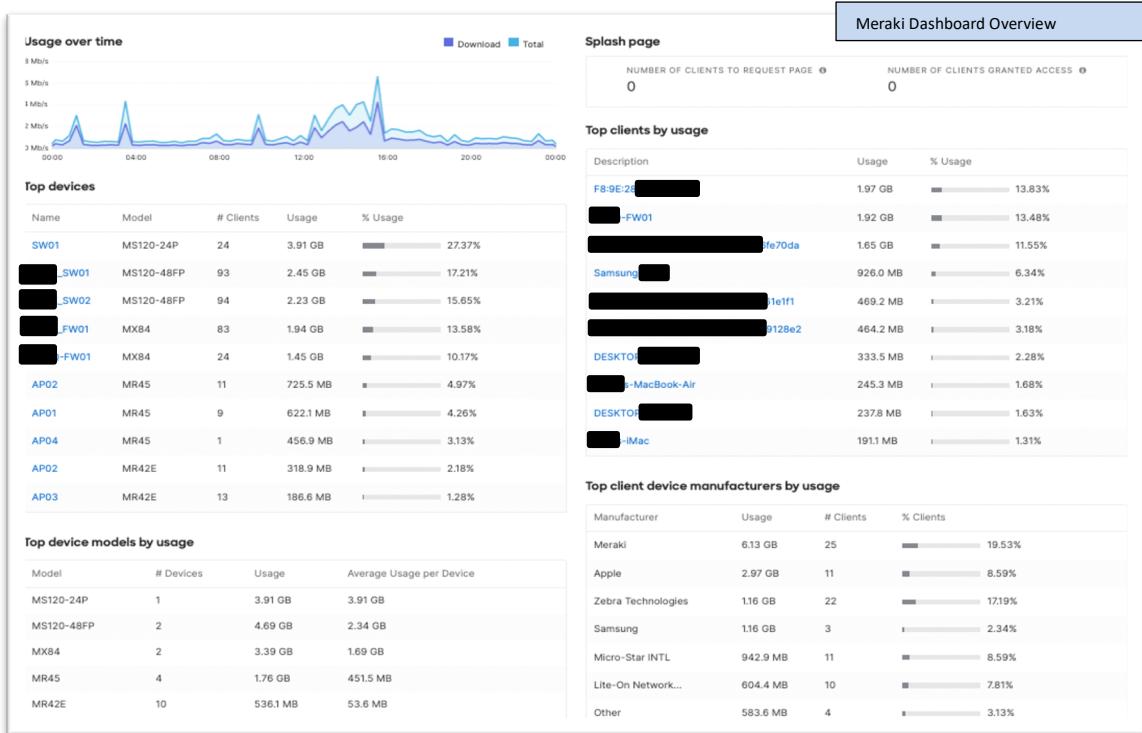
### Hardware Replacement

NetPlanner Systems shall provide all technical support and associated services to replace any hardware that is not operational within 24 hours (Next Business Day) using only authorized Meraki approved RMA hardware. NetPlanner shall initiate the support requests for hardware replacement to Meraki and shall dispatch a technician to the site for activities that must be completed onsite. The 24 hour (Next Business Day) timeline includes technician travel time to site. All associated costs including shipping costs will be included within the scope of this agreement and no additional related replacement costs to the City of Jonesboro will be invoiced.

### Real-time Systems and Alarm Monitoring

NetPlanner Systems will implement TWO SYSTEMS to proactively monitor all system for service-related issues. The first level of proactive real-time monitoring is via the Meraki Organizational dashboard's alerting and notification setup. Specific alerts can be emailed and texted to engineering specialist on both failure and recovery events 24x7x365. In addition to the Meraki alerting system, NetPlanner will also use SIGHTGLASS, a NetPlanner owned and developed monitoring and management platform that

will provide levels of deeper alerting for both Meraki and non-Meraki devices. An example of deeper inspection monitoring alerting would be for temperature / humidity monitoring, UPS battery level and uptime monitoring, etc. Additionally, IT contacts or other facility people can be added to the notification user listing for both Meraki and SIGHTGLASS platforms.



**SIGHTGLASS Panels**

**Events**

Time	Recovery time	Status	Info	Host	Problem + Severity	Duration	Ack	Actions
09:38:07	09:44:07	RESOLVED	WRDW_Proxy	WRDW_Proxy	Response time is too high on WRDW_Proxy	6m	No	
09:29:07	09:32:07	RESOLVED	WRDW_Proxy	WRDW_Proxy	Response time is too high on WRDW_Proxy	3m	No	
09:08:07	09:26:07	RESOLVED	WRDW_Proxy	WRDW_Proxy	Response time is too high on WRDW_Proxy	18m	No	
2022-01-03 10:45:47		PROBLEM	NSI-DATA01	Zabbix agent on NSI-DATA01 is unreachable for 5 minutes	Zabbix agent on NSI-DATA01 is unreachable for 5 minutes	20d 23h 3m	No	
2021-06-06 18:23:30		PROBLEM	NETMON01	More than 100 items having missing data for more than 10 minutes	More than 100 items having missing data for more than 10 minutes	7m 21d 16h	No	
June		PROBLEM	NSI-DATA01	Free disk space is less than 20% on volume E:	Free disk space is less than 20% on volume E:	10m 29d 10h	No	

Budgetary Pricing for professional services design & integration and 3yrs of proactive monitoring and management for total technical package: **\$54,000**

## Price Breakdown:

<b>Firewall / Internet Edge:</b>	<b>\$10,600</b>
<i>Optional warm standby firewall:</i>	<b>\$3,700</b>
<b>Network Multigigabit Switching:</b>	<b>\$147,400</b>
<b>WiFi-6 Wireless Network:</b>	<b>\$28,000</b>
<b>On-premise Cisco Telephony:</b>	<b>\$62,500</b>
<b>Hardware Power Protection:</b>	<b>\$5,500</b>
<b>Ancillary material contingencies:</b>	<b>\$3,000</b>
<b>NetPlanner Pro Services for Design / Install / Commissioning</b>	<b>\$25,500</b>

**Turn-key Network Infrastructure Project Budget: \$286,200**

NetPlanner 3yr Professional Service Level Agreement      **\$1,500 monthly**

# Network Infrastructure Solution Package

## City Center at the City of Jonesboro



January 26th, 2022

## Firewall / Internet Edge:

**Meraki MX95** | Layer-7 application visible stateful firewall providing advanced security options, intrusion detection and prevention, advanced malware protection, website content filtering, and 100% cloud managed via single pane-of-glass organizational dashboard.



<https://meraki.cisco.com/product-collateral/mx-family-datasheet/?file>

4 x dedicated WAN uplinks [2 x 10Gbps, & 2 x mGig] - provides flexibility to start with 1Gbps Internet service and easily upgrade to multi-gig speeds when growth dictate higher Internet bandwidth. 2Gbps Stateful Firewall throughput, 1Gbps Advanced Security throughput.

4 x 1Gb RJ45, 2 x 10GbE SFP+ LAN Interfaces

4G USB dongle support for cellular failover

Multi-carrier load balancing, DMZ support, event log, IPSec VPN Tunnels, Quality of Service (QoS), Stateful Packet Inspection Firewall (SPIF), static routing, syslog and SNMP v3 support, DHCP services, traffic shaping, VLAN support.

**Budgetary Pricing with 3YR Enterprise Advanced Security Licensing: \$10,600**

*Optional Warm Spare for redundancy: \$3,700*

## Switching:

**Meraki MS335-48X** | Layer-3 cloud managed stackable multi-gigabit high performance switch.



<https://meraki.cisco.com/product-collateral/ms-family-datasheet/?file>

16 x mGig (1/2.5/5/10 GbE), 32 x 10/100/1000, & 4 x 10GbE SFP+ uplink ports

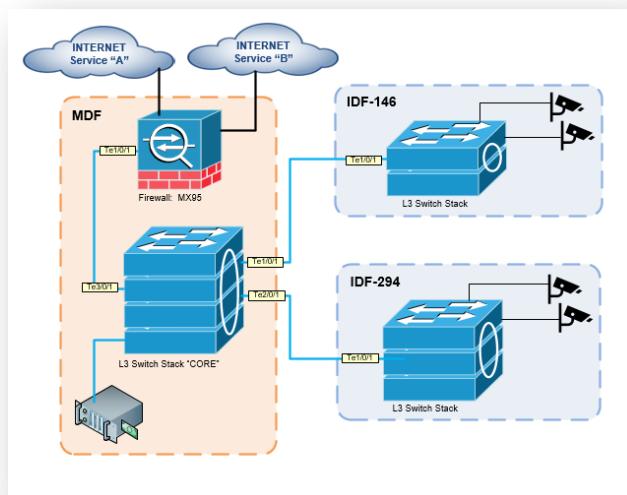
Universal PoE (UPOE) capable of 60W per interface

Up to 8-member stacking with 400Gb backplane

Unifies data, voice, & video onto an IP-based multi-VLAN supported, Layer3 segmented architecture.

Cabling Estimates	DATA/Voice	AudioVisual	Camera	Access Points	Total Req'd	Total Install
<b>MDF @ RM198</b>	108	20	30	6	164	<b>192</b>
<b>IDF @ RM146</b>	47	12	15	4	78	<b>96</b>
<b>IDF @ RM294</b>	93	8	5	8	114	<b>144</b>

Based on low voltage cabling plans provided by the general contractor, NetPlanner anticipates the number of terminations for each of the telecom closets as listed in the table above. NetPlanner is providing a “one to one” cable termination to switch port connection and providing about a 20% growth. This equates to (4) switches in the MDF, (2) switches in IDF-146, and (3) switches in IDF-294. Changes to cabling plan may affect final switch numbers and placement.



Budgetary Pricing for nine units with 3YR Enterprise Licensing, SFP modules, and stacking modules/cables: **\$147,400**

*Associated fiber optic backbone end-device cabling is not included in presented pricing*

## Wireless:

### MR46-HW

- 802.11ax “WiFi 6”
- Cloud managed through organization
- Simplified Wireless Health interfaces
- 4x4:4 radio spatial stream
- Internal omnidirectional 6dBi gain on 5Ghz
- MultiGigabit (mGig) 1 x 100/1000/2.5G Base-T
- 30W max power consumption (802.3at required)
- Ceiling tile rail mount
- Dedicated 3<sup>rd</sup> radio providing realtime WIPS/WIDS

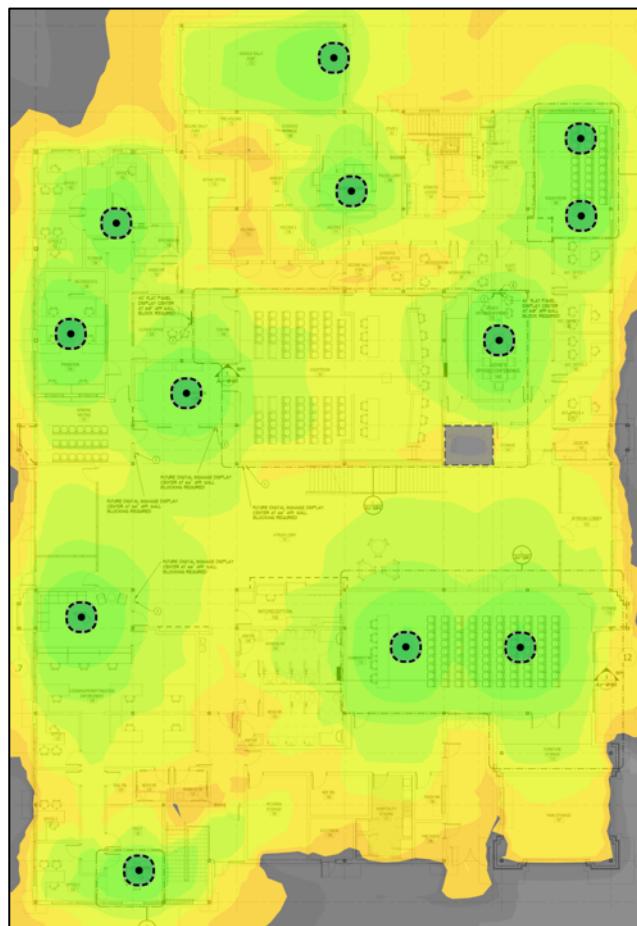


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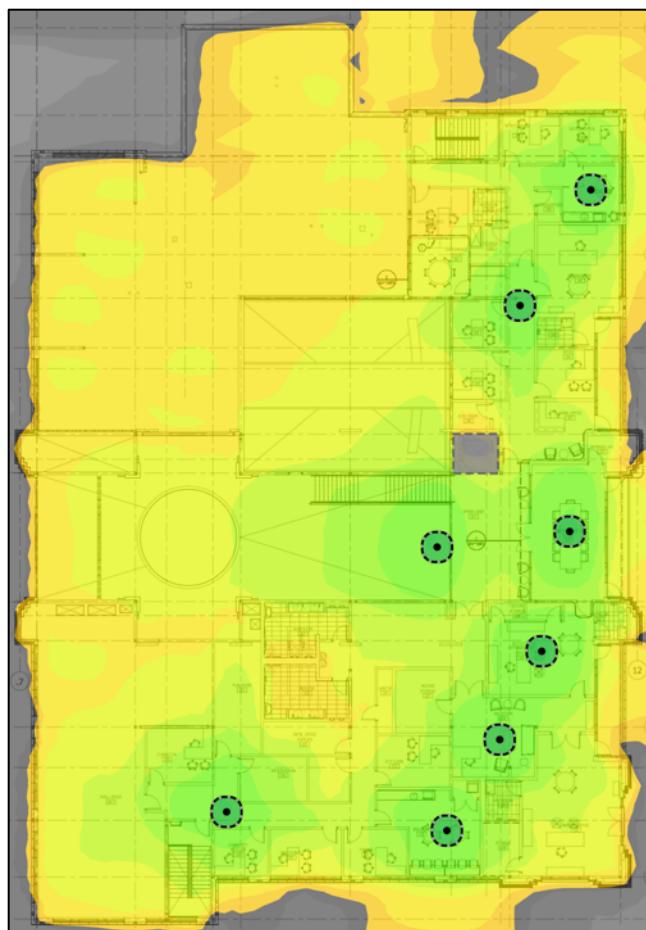
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### Severity Levels

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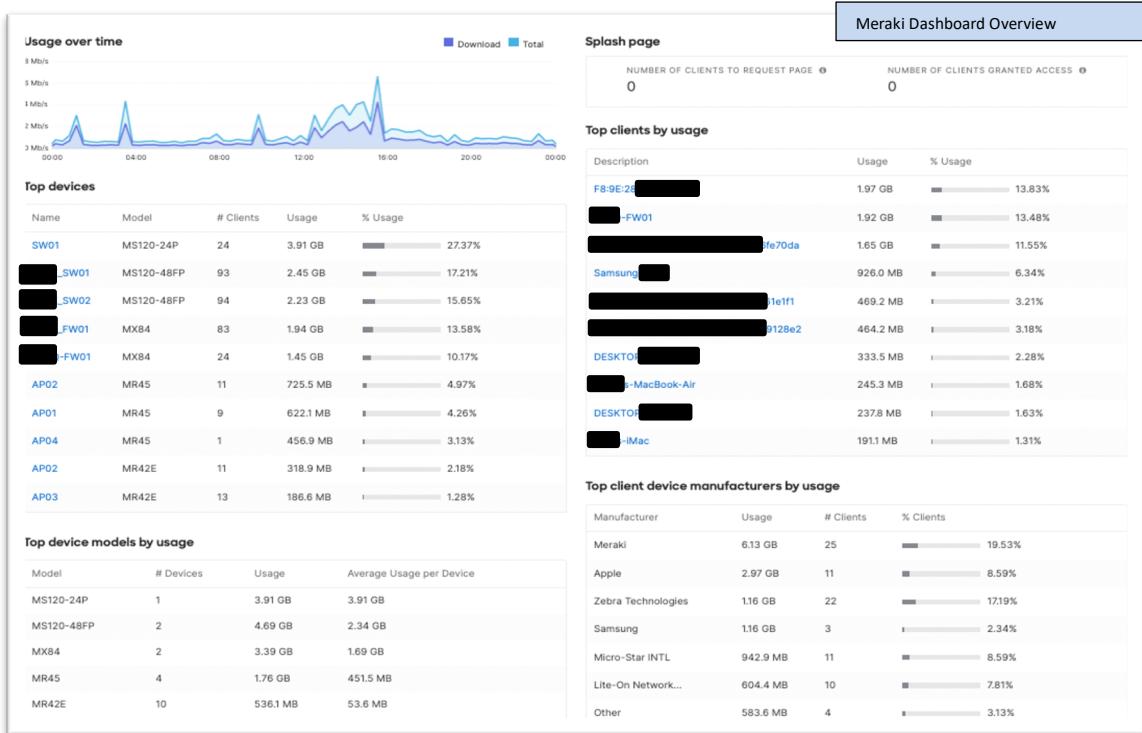
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### Real-time Systems and Alarm Monitoring

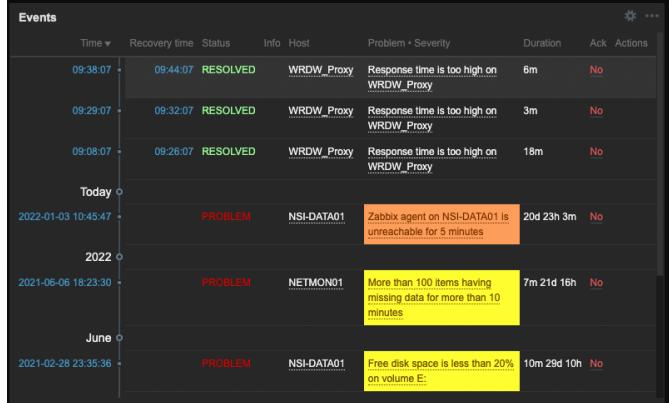
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**SIGHTGLASS Panels**

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2021-02-28 23:35:36		PROBLEM	NSI-DATA01	Free disk space is less than 20% on volume E:	Free disk space is less than 20% on volume E:	10m 29d 10h	No	

Budgetary Pricing for professional services design & integration and 3yrs of proactive monitoring and management for total technical package: **\$54,000**

## Price Breakdown:

<b>Firewall / Internet Edge:</b>	<b>\$10,600</b>
<i>Optional warm standby firewall:</i>	<b>\$3,700</b>
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**Turn-key Network Infrastructure Project Budget: \$286,200**

NetPlanner 3yr Professional Service Level Agreement      **\$1,500 monthly**



# CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

-4

5.4

COUNCIL MEETING DATE  
February 7, 2022

Requesting Agency (Initiator)  
Office of the City Manager

Sponsor(s)

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

Discussion regarding a services order agreement between the City of Jonesboro and Comcast Business for 2Gbps Ethernet Dedicated Internet services (EDI).

**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**

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

### **Purpose:**

The purpose of this item is to engage in a contractual relationship with Comcast Business. Comcast will assist the city in properly providing ethernet dedicated internet (EDI) and a symmetrical link between the existing local area network (LAN) and the Public Internet, offering true plug-and-play compatibility. This agreement also comes with 34x7x365 monitoring

As part of our goals to improve our technology infrastructure. Comcast Business will be providing the City Center Building with 2Gbps ethernet dedicated internet and managed router to sustain symmetrical traffic flow getting a reliable experience with upload speeds as fast as download speeds.

This service is delivered via fiber to the premise, guaranteed, symmetrical (upload/download) bandwidth, and different from the business class coax service, a "best effort" service, asymmetrical, delivered over coax and a shared bandwidth.

Staff is seeking to engage in a contract by and between the City of Jonesboro and Comcast Business to complete this ever-needed task for connectivity to the web, improve day-to-day operations, and fulfill the cities' ultimate goal of serving and communicating with the public.

### **Scope of work:**

Construct fiber into the City Center facilities demarc, and place termination equipment to provide 2Gbps of EDI (Ethernet Dedicated Internet Access).

### **Background:**

Ethernet Dedicated Internet (EDI) provides dedicated and symmetrical link between existing LAN and the Public Internet, offering true plug-and-play compatibility with LAN. Reliable, Resilient design providing fully scalable design with broad and diverse networking to enhance productivity and redundant architecture.

### **Terms and Definitions:**

Ethernet dedicated internet (EDI)

### **FOLLOW-UP APPROVAL ACTION (City Clerk)**

Typed Name and Title  
Ricky L. Clark, City Manager

Date

February, 7, 2022

Signature

City Clerk's Office

**Fiscal Impact**

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

Service Term (Months): 36

**SUMMARY OF SERVICE CHARGES\***

Current Monthly Recurring Charges: \$0.00 Total Standard Installation Fees: \$199.00

Current Trunk Services Monthly Recurring Charges: \$0.00 Total Trunk Services Standard Installation Fees: \$0.00

Total Current Monthly Recurring Charges (all Services): \$0.00 Total Standard Installation Fees (all Services): \$199.00

Change Monthly Recurring Charges: \$1,825.00

Change Trunk Services Monthly Recurring Charges: \$0.00 Total Custom Installation Fee:

Change Monthly Recurring Charges (all Services): \$1,825.00

Total Monthly Recurring Charges: \$1,825.00

Total Monthly Recurring Charges (all Services): \$1,825.00

Funding Source – ARPA Funding

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

- City of Jonesboro - SOA - Comcast - 2Gbps EDI
- City of Jonesboro - Service - Implementation - Support

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

**Approval**

COMCAST  
BUSINESS

## COMCAST ENTERPRISE SERVICES SALES ORDER FORM

Page 1 of 7

MSA ID#: GA-23047289-Njohn

SO ID#: GA-23047289-NJohn-21061762

Account Name: City of Jonesboro

## CUSTOMER INFORMATION (for notices)

Primary Contact: Ricky Clark  
 Title: City Manager  
 Address 1: 124 North Avenue  
 Address 2:  
 City: Jonesboro  
 State: GA  
 Zip: 30236  
 Phone: 770-478-3800  
 Cell:  
 Fax: 770-478-3775  
 Email: rclark@jonesboroga.com

Billing Account Name: City of Jonesboro  
 Billing Name: (3rd Party Accounts)  
 Billing Contact: Maria Wetherington  
 Title: Operations Assistant  
 Phone: 770-478-3800  
 Cell:  
 Fax: 770-478-3775  
 Email: mwetherington@jonesboroga.com

## INVOICE ADDRESS

Address 1: 124 North Avenue  
 Address 2:  
 City: Jonesboro  
 State: GA  
 Zip Code: 30236  
 Tax Exempt: Yes  
 \* If Yes, please provide and attach all applicable tax exemption certificates

## SUMMARY OF CHARGES (Details on following pages)

Service Term (Months): 36

## SUMMARY OF SERVICE CHARGES\*

Current Monthly Recurring Charges: \$0.00  
 Current Trunk Services Monthly Recurring Charges: \$0.00  
**Total Current Monthly Recurring Charges (all Services): \$0.00**

## SUMMARY OF STANDARD INSTALLATION FEES\*

Total Standard Installation Fees: \$199.00  
 Total Trunk Services Standard Installation Fees: \$0.00  
**Total Standard Installation Fees (all Services): \$199.00**

Change Monthly Recurring Charges: \$1,825.00  
 Change Trunk Services Monthly Recurring Charges: \$0.00  
**Change Monthly Recurring Charges (all Services): \$1,825.00**

## SUMMARY OF CUSTOM INSTALLATION FEES\*

**Total Custom Installation Fee: \$0.00**

Total Monthly Recurring Charges: \$1,825.00  
 Total Trunk Services Monthly Recurring Charges: \$0.00  
**Total Monthly Recurring Charges (all Services): \$1,825.00**

## SUMMARY OF MONTHLY EQUIPMENT FEES\*

Current Services Equipment Fee Monthly Recurring Charges: \$0.00  
 Current Trunk Services Equipment Fee Monthly Recurring Charges: \$0.00  
**Current Equipment Fee Monthly Recurring Charges (All Services): \$0.00**

Change Services Equipment Fee Monthly Recurring Charges: \$0.00  
 Change Trunk Services Equipment Fee Monthly Recurring Charges: \$0.00  
**Change Equipment Fee Monthly Recurring Charges (All Services): \$0.00**

Total Service Equipment Fee Monthly Recurring Charges: \$0.00  
 Total Trunk Service Equipment Fee Monthly Recurring Charges: \$0.00  
**Total Equipment Fee Monthly Recurring Charges (All Services): \$0.00**

\*Note: Charges identified in the Sales Order are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, fees, surcharges and recoupments (however designated). Please refer to Comcast Enterprise Services Master Services Agreement (MSA) for specific detail regarding such charges. Customer shall pay Comcast one hundred percent (100%) of the non-amortized Custom Installation Fees for the installation of Service. The existence of Hazardous Materials at the Service Location or a change in installation due to an Engineering Review may result in changes to the Custom and/or Standard Installation Fees payable by Customer.

## GENERAL COMMENTS

## AGREEMENT

This Comcast Enterprise Services Sales Order Form ("Sales Order") shall be effective upon acceptance by Comcast. This Sales Order is made a part of the Comcast Enterprise Services Master Services Agreement entered between Comcast and the undersigned and is subject to the Product Specific Attachment for the Service(s) ordered herein, located at <http://business.comcast.com/terms-conditions-ent>, (the "Agreement"). Unless otherwise indicated herein, capitalized words shall have the same meaning as in the Agreement.

By signing below, Customer acknowledges, agrees to and accepts the terms and conditions of this Sales Order.

## CUSTOMER USE ONLY (by authorized representative)

## COMCAST USE ONLY (by authorized representative)

Signature:	Signature:	Sales Rep:	Donald Pollard
Name:	Name:	Sales Rep E-Mail:	donald_pollard@comcast.com
Title:	Title:	Region:	Big South
Date:	Date:	Division:	Central

COMCAST  
BUSINESS

## COMCAST ENTERPRISE SERVICES SALES ORDER FORM

SERVICES AND PRICINGAccount Name: Date: MSA ID#: SO ID#: 

2Gbps EDI w/29 and Managed Router

Short Description of Service:

Service Term: 

PAGE 2 of 7

Line	Request	Action	Service(s)	Description	Service Location A*	Service Location Z*	Tax Jurisdiction	Qty	Monthly	One-Time
001	New	Add	ActiveCore Installation Fee	Setup	City Center / 1859 City Center Wa	-	Interstate	1	\$0.00	\$199.00
002	New	Add	Juniper Router L	Service	City Center / 1859 City Center Wa	-	Interstate	1	\$100.00	\$0.00
003	New	Add	HW - Router Service	Service	City Center / 1859 City Center Wa	-	Interstate	1	\$60.00	\$0.00
004	New	Add	HW - Router Activation Fee	Setup	City Center / 1859 City Center Wa	-	Interstate	1	\$0.00	\$0.00
005	New	Add	Mid Mkt Mgd Svcs - Mgd Router	Service	City Center / 1859 City Center Wa	-	Interstate	1	\$45.00	\$0.00
006	New	Add	Mid Mkt Mgd Svcs - Mgd Router Config Fee	Setup	City Center / 1859 City Center Wa	-	Interstate	1	\$0.00	\$0.00
007	New	Add	EDI - Network Interface - 10 Gig	Port	City Center / 1859 City Center Wa	-	Interstate	1	\$0.00	\$0.00
008	New	Add	EDI - Bandwidth	2000 Mbps	City Center / 1859 City Center Wa	-	Interstate	1	\$1,595.00	\$0.00
009	New	Add	IPv4 Static Address Block /29 (6)	Static IP	City Center / 1859 City Center Wa	-	Interstate	1	\$25.00	\$0.00
010	-	-	-	-	-	-	-	-	\$0.00	\$0.00
011	-	-	-	-	-	-	-	-	\$0.00	\$0.00
012	-	-	-	-	-	-	-	-	\$0.00	\$0.00
013	-	-	-	-	-	-	-	-	\$0.00	\$0.00
014	-	-	-	-	-	-	-	-	\$0.00	\$0.00
015	-	-	-	-	-	-	-	-	\$0.00	\$0.00
016	-	-	-	-	-	-	-	-	\$0.00	\$0.00
017	-	-	-	-	-	-	-	-	\$0.00	\$0.00
018	-	-	-	-	-	-	-	-	\$0.00	\$0.00
019	-	-	-	-	-	-	-	-	\$0.00	\$0.00
020	-	-	-	-	-	-	-	-	\$0.00	\$0.00
021	-	-	-	-	-	-	-	-	\$0.00	\$0.00
022	-	-	-	-	-	-	-	-	\$0.00	\$0.00
023	-	-	-	-	-	-	-	-	\$0.00	\$0.00
024	-	-	-	-	-	-	-	-	\$0.00	\$0.00
025	-	-	-	-	-	-	-	-	\$0.00	\$0.00
026	-	-	-	-	-	-	-	-	\$0.00	\$0.00
027	-	-	-	-	-	-	-	-	\$0.00	\$0.00
028	-	-	-	-	-	-	-	-	\$0.00	\$0.00
029	-	-	-	-	-	-	-	-	\$0.00	\$0.00
030	-	-	-	-	-	-	-	-	\$0.00	\$0.00
031	-	-	-	-	-	-	-	-	\$0.00	\$0.00
032	-	-	-	-	-	-	-	-	\$0.00	\$0.00
033	-	-	-	-	-	-	-	-	\$0.00	\$0.00
034	-	-	-	-	-	-	-	-	\$0.00	\$0.00
035	-	-	-	-	-	-	-	-	\$0.00	\$0.00
036	-	-	-	-	-	-	-	-	\$0.00	\$0.00
037	-	-	-	-	-	-	-	-	\$0.00	\$0.00
038	-	-	-	-	-	-	-	-	\$0.00	\$0.00
039	-	-	-	-	-	-	-	-	\$0.00	\$0.00
040	-	-	-	-	-	-	-	-	\$0.00	\$0.00
041	-	-	-	-	-	-	-	-	\$0.00	\$0.00
042	-	-	-	-	-	-	-	-	\$0.00	\$0.00
043	-	-	-	-	-	-	-	-	\$0.00	\$0.00
044	-	-	-	-	-	-	-	-	\$0.00	\$0.00
045	-	-	-	-	-	-	-	-	\$0.00	\$0.00
046	-	-	-	-	-	-	-	-	\$0.00	\$0.00
047	-	-	-	-	-	-	-	-	\$0.00	\$0.00
048	-	-	-	-	-	-	-	-	\$0.00	\$0.00
049	-	-	-	-	-	-	-	-	\$0.00	\$0.00
050	-	-	-	-	-	-	-	-	\$0.00	\$0.00

\* Services Location Details attached

Charges are Exclusive of Equipment Fees

PAGE 2 SUBTOTAL:

\$1,825.00

\$199.00

COMCAST  
BUSINESS

## COMCAST ENTERPRISE SERVICES SALES ORDER FORM

## SERVICES AND PRICING

Account Name: City of Jonesboro

Date: 1/11/2022

MSA ID#: GA-23047289-Njohn

SO ID#: GA-23047289-NJohn-21061762

PAGE 3 of 7

Line	Request	Action	Service(s)	Description	Service Location A*	Service Location Z*	Tax Jurisdiction	Qty	Monthly	One-Time
051	-	-	-	-	-	-			\$0.00	\$0.00
052	-	-	-	-	-	-			\$0.00	\$0.00
053	-	-	-	-	-	-			\$0.00	\$0.00
054	-	-	-	-	-	-			\$0.00	\$0.00
055	-	-	-	-	-	-			\$0.00	\$0.00
056	-	-	-	-	-	-			\$0.00	\$0.00
057	-	-	-	-	-	-			\$0.00	\$0.00
058	-	-	-	-	-	-			\$0.00	\$0.00
059	-	-	-	-	-	-			\$0.00	\$0.00
060	-	-	-	-	-	-			\$0.00	\$0.00
061	-	-	-	-	-	-			\$0.00	\$0.00
062	-	-	-	-	-	-			\$0.00	\$0.00
063	-	-	-	-	-	-			\$0.00	\$0.00
064	-	-	-	-	-	-			\$0.00	\$0.00
065	-	-	-	-	-	-			\$0.00	\$0.00
066	-	-	-	-	-	-			\$0.00	\$0.00
067	-	-	-	-	-	-			\$0.00	\$0.00
068	-	-	-	-	-	-			\$0.00	\$0.00
069	-	-	-	-	-	-			\$0.00	\$0.00
070	-	-	-	-	-	-			\$0.00	\$0.00
071	-	-	-	-	-	-			\$0.00	\$0.00
072	-	-	-	-	-	-			\$0.00	\$0.00
073	-	-	-	-	-	-			\$0.00	\$0.00
074	-	-	-	-	-	-			\$0.00	\$0.00
075	-	-	-	-	-	-			\$0.00	\$0.00
076	-	-	-	-	-	-			\$0.00	\$0.00
077	-	-	-	-	-	-			\$0.00	\$0.00
078	-	-	-	-	-	-			\$0.00	\$0.00
079	-	-	-	-	-	-			\$0.00	\$0.00
080	-	-	-	-	-	-			\$0.00	\$0.00
081	-	-	-	-	-	-			\$0.00	\$0.00
082	-	-	-	-	-	-			\$0.00	\$0.00
083	-	-	-	-	-	-			\$0.00	\$0.00
084	-	-	-	-	-	-			\$0.00	\$0.00
085	-	-	-	-	-	-			\$0.00	\$0.00
086	-	-	-	-	-	-			\$0.00	\$0.00
087	-	-	-	-	-	-			\$0.00	\$0.00
088	-	-	-	-	-	-			\$0.00	\$0.00
089	-	-	-	-	-	-			\$0.00	\$0.00
090	-	-	-	-	-	-			\$0.00	\$0.00
091	-	-	-	-	-	-			\$0.00	\$0.00
092	-	-	-	-	-	-			\$0.00	\$0.00
093	-	-	-	-	-	-			\$0.00	\$0.00
094	-	-	-	-	-	-			\$0.00	\$0.00
095	-	-	-	-	-	-			\$0.00	\$0.00
096	-	-	-	-	-	-			\$0.00	\$0.00
097	-	-	-	-	-	-			\$0.00	\$0.00
098	-	-	-	-	-	-			\$0.00	\$0.00
099	-	-	-	-	-	-			\$0.00	\$0.00
100	-	-	-	-	-	-			\$0.00	\$0.00
101	-	-	-	-	-	-			\$0.00	\$0.00
102	-	-	-	-	-	-			\$0.00	\$0.00

\* Services Location Details attached

Charges are Exclusive of Equipment Fees

PAGE 3 SUBTOTAL:

\$0.00 \$0.00

COMCAST  
BUSINESS

# COMCAST ENTERPRISE SERVICES SALES ORDER FORM

## SERVICES AND PRICING

Account Name: **City of Jonesboro**Date: **1/11/2022**MSA ID#: **GA-23047289-Njohn**SO ID#: **GA-23047289-NJohn-21061762****PAGE 4 of 7****Solution Charges**

Line	Request	Action	Service(s)	Description	Service Location A*	Service Location Z*	Tax Jurisdiction	Qty	Monthly	One-Time
103	-	-	-	-	-	-			\$0.00	\$0.00
104	-	-	-	-	-	-			\$0.00	\$0.00
105	-	-	-	-	-	-			\$0.00	\$0.00
106	-	-	-	-	-	-			\$0.00	\$0.00
107	-	-	-	-	-	-			\$0.00	\$0.00
108	-	-	-	-	-	-			\$0.00	\$0.00
109	-	-	-	-	-	-			\$0.00	\$0.00
110	-	-	-	-	-	-			\$0.00	\$0.00
111	-	-	-	-	-	-			\$0.00	\$0.00
112	-	-	-	-	-	-			\$0.00	\$0.00
113	-	-	-	-	-	-			\$0.00	\$0.00
114	-	-	-	-	-	-			\$0.00	\$0.00
115	-	-	-	-	-	-			\$0.00	\$0.00
116	-	-	-	-	-	-			\$0.00	\$0.00
117	-	-	-	-	-	-			\$0.00	\$0.00
118	-	-	-	-	-	-			\$0.00	\$0.00
119	-	-	-	-	-	-			\$0.00	\$0.00
120	-	-	-	-	-	-			\$0.00	\$0.00
121	-	-	-	-	-	-			\$0.00	\$0.00
122	-	-	-	-	-	-			\$0.00	\$0.00
123	-	-	-	-	-	-			\$0.00	\$0.00
124	-	-	-	-	-	-			\$0.00	\$0.00
125	-	-	-	-	-	-			\$0.00	\$0.00
126	-	-	-	-	-	-			\$0.00	\$0.00
127	-	-	-	-	-	-			\$0.00	\$0.00
128	-	-	-	-	-	-			\$0.00	\$0.00
129	-	-	-	-	-	-			\$0.00	\$0.00
130	-	-	-	-	-	-			\$0.00	\$0.00
131	-	-	-	-	-	-			\$0.00	\$0.00
132	-	-	-	-	-	-			\$0.00	\$0.00
133	-	-	-	-	-	-			\$0.00	\$0.00
134	-	-	-	-	-	-			\$0.00	\$0.00
135	-	-	-	-	-	-			\$0.00	\$0.00
136	-	-	-	-	-	-			\$0.00	\$0.00
137	-	-	-	-	-	-			\$0.00	\$0.00
138	-	-	-	-	-	-			\$0.00	\$0.00
139	-	-	-	-	-	-			\$0.00	\$0.00
140	-	-	-	-	-	-			\$0.00	\$0.00
141	-	-	-	-	-	-			\$0.00	\$0.00
142	-	-	-	-	-	-			\$0.00	\$0.00
143	-	-	-	-	-	-			\$0.00	\$0.00
144	-	-	-	-	-	-			\$0.00	\$0.00
145	-	-	-	-	-	-			\$0.00	\$0.00
146	-	-	-	-	-	-			\$0.00	\$0.00
147	-	-	-	-	-	-			\$0.00	\$0.00
148	-	-	-	-	-	-			\$0.00	\$0.00
149	-	-	-	-	-	-			\$0.00	\$0.00
150	-	-	-	-	-	-			\$0.00	\$0.00
151	-	-	-	-	-	-			\$0.00	\$0.00
152	-	-	-	-	-	-			\$0.00	\$0.00
153	-	-	-	-	-	-			\$0.00	\$0.00

\* Services Location Details attached

Charges are Exclusive of Equipment Fees

**PAGE 4 SUBTOTAL:**

\$0.00 \$0.00

COMCAST  
BUSINESS

## COMCAST ENTERPRISE SERVICES SALES ORDER FORM

SERVICE LOCATION DETAIL INFORMATION

Date: 1/11/2022

MSA ID#: GA-23047289-Njohn

SO ID#: GA-23047289-NJohn-21061762

Account Name: City of Jonesboro

PAGE 5 of 7

Line	Location Name/Site ID	Address 1	Address 2	City	State	Zip Code	Incremental Equipment Fee	Technical/Local Contact Name	Technical/Local Contact Phone #	Technical/Local Contact Email Address	Technical Contact On Site (Yes/No)
1	City Center	1859 City Center Way		Jonesboro	GA	30236	\$0.00	Jason Brookins	770-477-3727	jason.brookins@claytoncountyga.gov	No
2											
3											
4											
5											
6											
7											
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9											
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14											
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COMCAST  
BUSINESS

## COMCAST ENTERPRISE SERVICES SALES ORDER FORM

SERVICE LOCATION DETAIL INFORMATION

Date:

1/11/2022

MSA ID#:

GA-23047289-Njohn

SO ID#:

GA-23047289-NJohn-21061762

Account Name:

City of Jonesboro

PAGE 6 of 7

Line	Location Name/Site ID	Address 1	Address 2	City	State	Zip Code	Incremental Equipment Fee	Technical/Local Contact Name	Technical/Local Contact Phone #	Technical/Local Contact Email Address	Technical Contact On Site (Yes/No)
38											
39											
40											
41											
42											
43											
44											
45											
46											
47											
48											
49											
50											
51											
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COMCAST BUSINESS		COMCAST TRUNK SERVICES SALES ORDER FORM																											
		SUMMARY OF TRUNK SERVICES AND PRICING																											
		Date: 1/11/2022		MSA ID#: GA-23047289-Njohn		SO ID#: GA-23047289-Njohn-21061762		Account Name: City of Jonesboro																					
Service Term: 36 MONTHS																													
PAGE 7 of 7																						Solution Charges							
Site	Location Name/Site ID	# Full PRI	# Fractional PRI	# Additional Channels PORT 1	# Additional Channels PORT 2	# Additional Channels PORT 3	# Additional Channels PORT 4	# Additional Channels PORT 5	# Additional Channels PORT 6	# Additional Channels PORT 7	# Additional Channels PORT 8	SIP Trunk CCS	# of 1 TN Blocks	# of 20 TN Blocks	# of 100 TN Blocks	# of 200 TN Blocks	# of 500 TN Blocks	# of 1000 TN Blocks	# of RCF TNs	# of Toll Free #'s	# of Trunk Groups	# of Trunk Groups with DNIS	Monthly Call Detail Record	Existing Customer	Existing Customer MRC	Total Customer MRC	Incremental Monthly Equipment Fee	Incremental Monthly Recurring Charges	Standard Installation F:
1																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
7																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
8																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
9																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
10																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
11																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
12																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
13																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
14																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
15																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
16																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
17																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
18																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
19																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
20																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
21																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
22																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
23																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
24																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
26																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
27																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
28																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
29																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
30																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
31																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
32																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
33																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
34																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
35																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
36																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
37																								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Page 7 Total:

\$0.00 \$0.00 \$0.00 \$0.00 \$0.00

# WHY COMCAST BUSINESS?

Comcast Business offers advanced technology services built for today's distributed enterprise.

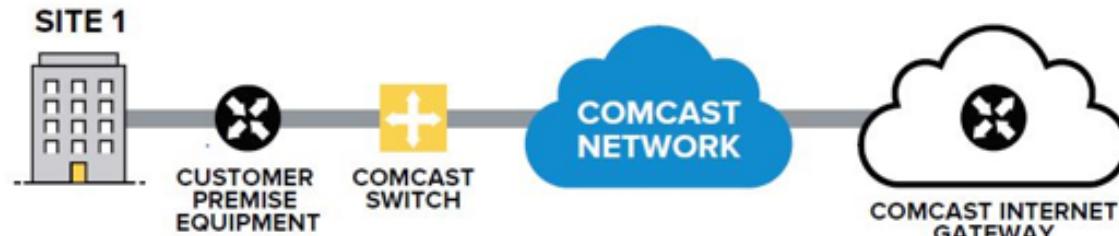
- Comcast Corporation is a Fortune 50 Company with the financial strength and staying power to give businesses peace of mind
- Comcast owns the largest converged IP network in the United States that reaches to the building level
- Comcast will manage sites not on our network through our deep relationships with other providers
- Comcast Business is committed to business services and has invested billions of dollars
- Local Team – Local Presence You will be supported by local: sales, account management, support and leadership.



One Source.  
One Company.  
Built for Performance.  
**Built for Business.**

# ETHERNET DEDICATED INTERNET SERVICE

Ethernet Dedicated Internet (EDI) provides dedicated and symmetrical link between existing LAN and the Public Internet, offering true plug-and-play compatibility with your LAN



## RELIABLE, RESILIENT DESIGN

- High network availability, minimal latency and low packet loss

## FULLY SCALABLE SOLUTIONS

- Symmetrical dedicated bandwidth configurable from 1Mbps to 10Gbps

## BROAD & DIVERSE NETWORK

- Your information travels across our own enhanced fiber network with 140,000 national route miles of fiber

## REDUNDANT CORE ARCHITECTURE

- Rapid recovery time from network incidences

## OUR COMCAST BUSINESS PROMISE

- Dedicated project managers, proactive monitoring to the customer premise, Service Level Agreement, and 24x7 Dedicated Enterprise Support

## TOP APPLICATIONS

- Remote LAN connectivity
- High-Speed Internet access
- Server consolidation
- Data storage, backup and recovery
- Transport for VoIP

# MANAGED ROUTER

As technology evolves, so does the need for reliable, high-performance high-speed connectivity. The burden placed on a company's network resources may exceed their existing IT capacity and expertise, leaving little capacity for developing innovations that drive business forward. Our Managed Router with a Stateful Firewall allows an organization to outsource the time-consuming and complex tasks for network management to trusted experts who can ensure optimal performance, so the business is empowered to focus on what it does best.

## Monitoring and Management

- 24x7x365 monitoring
- Proactive alarming and notification of potential issues
- Security updates and patches
- Firmware Updates

## Professional Design

- Optimized network efficiency and application performance
- Network design that scales to meet customers' future needs
- Professional support to ensure network design and installation goes smoothly

## Ongoing Support as your Business Grows

- Equipment rental model reduces costs and eliminates the need for capex
- Single source for Connectivity and Router means you won't get caught in the middle between your connectivity provider and your router provider
- Support is provided for all US locations, in and out of Comcast territories

## Cost and Resource Efficiencies

- Support for configurations changes as customers' network needs change and grow
- New applications
- Changing performance requirements

# SOLUTION PROVISIONING AND PROJECT PLAN

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- Surveys and known construction costs have been factored into this quote
- A dedicated project manager will be assigned to the order
- Permits and Right of Entry Agreements will be obtained by Comcast
- Comcast will be responsible for all outside and inside fiber/coax construction
- A PTD (Plant Test Date) will be coordinated through your dedicated project manager to ensure a timely turn-up of services
- Comcast will test and verify all appropriate fiber connections prior to turn up
- An escalation list will be provided once the service is activated to ensure proper support

# ENTERPRISE ETHERNET SUPPORT

Comcast Business offers support from a team of knowledgeable experts trained to handle the unique needs of your business. We'll assign an experienced business support team to your account – a team headed by an Enterprise Account Executive and backed by expert technical support.



## CONTACT INFORMATION

### Toll-Free Service & Support for Ethernet Business Customers

Please call us toll-free at **(800) 741-4141**

## ACCOUNT TEAM

**Donald Pollard**  
Strategic Account Executive

**470-214-8403**  
donald\_pollard@comcast.com

**Nicholas Koons**  
Sr. Manager – Strategic Enterprise Sales

**404-617-6828**  
nicholas\_koons@comcast.com



# CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

5.5

-5

COUNCIL MEETING DATE

February 7, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

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

Discussion regarding a contract agreement between the City of Jonesboro and Atlanta Recycling Solutions for the purpose of properly disposing several decommissioned technology equipment.

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

Recurring Contract for Services

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.)*

## Purpose:

The purpose of this item is to engage in a contractual relationship with a certified entity to assist the City in properly disposing of several dated technology related pieces of equipment. As the City begins transitioning into a new administrative building, we have identified several items that can be purged and destroyed.

Understanding the importance of ensuring that all of our data, hard drives and proprietary information is protected at all times, our recommendation is to contract with an entity that not only has credibility but also provides a Certification of Destruction to meet our tracking requirements for end-of-life electronic equipment.

Staff is seeking to engage in a contract by and between the City of Jonesboro and Atlanta Recycling Solutions to the purpose of completing this ever-needed task.

The IT Specialist would work to ensure that there is an ongoing list of technology items that need to be disposed of. In addition, we will also start tagging each asset currently in the City's possession. That way, we are working toward a united effort for further capital improvements.

## About ARS

Since 2004, ARS has been a full-service recycler of PC's, Monitors, Printers, Mainframes, Servers, Network Hubs and other e-waste. At ARS we are committed to protecting our environment through recycling and reuse of electronics scrap while protecting our customers from liabilities associated with improper disposal of electronics. ARS provides a comprehensive range of services such as asset tag removal and data/hard disk destruction. We also offer **Certification of Destruction** that meets each client's internal audit and tracking requirements for end-of-life electronic equipment. ARS can provide this on-site if needed. All equipment is processed through our Alpharetta, GA plant and complies with State and Federal Regulations affecting the recycling of electronic equipment. Our stringent level of safety and proper handling is a step above basic compliance.

The team at Atlanta Recycling Solutions is committed to complying with environmental requirements, as well as the review

## FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

February, 7, 2022

Signature

City Clerk's Office

and continual improvement of our EHSMS (Environmental Health Safety Management System) standards. Atlanta Recycling Solutions believes that through a combination of secure data destruction and sound environmental practices, e-Waste doesn't have to distress the environment. We provide service to School Systems, Financial Institutions, Large Corporations, Government Municipalities, Fortune 500 Companies and Healthcare Systems across the south.

5.5

We are a Member of The Georgia Recycling Coalition (GRC) our EPA ID # is GAR000046276.

Atlanta Recycling Solutions maintains a **“Zero Landfill Policy”** on all electronics.

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**Fiscal Impact**

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

**Schedule Pricing:**

Pick-up Fee: \$175.00 (Truck and Labor/Operational Cost)

**Additional Services:**

Hard Drive Destruction: \$6.00 per hard drive

Audit: \$2.50 per piece (Capturing Serial Number)

TV and CRT Device disposal fee: .35 per pound

The pickup fee is each pickup. The Additional Services are as needed. Let me know if you need any of the additional services.

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

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



**Quote**

C&amp;C-Lovejoy, LLC

PO Box 38  
 11405 E Lovejoy Rd  
 Lovejoy, GA 30250  
 cclovejoy@mrhappy38.com

Date
1/18/2022

Quote #
4387

Qty	Description	Rate	Project	
			W Mill St.	
1	212 W Mill Street 1 sidewalk, curb removal and disposal 1 driveway, valley gutter	1,000.00 1,150.00		1,000.00 1,150.00

<b>Total</b>	\$2,150.00
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Measurements done on site



# CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

5.7

-7

COUNCIL MEETING DATE  
February 7, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Community Development Director Allen

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

Discussion regarding a proposed text amendment, 22-TA-003, Ord. 2022-005, to the City of Jonesboro Code of Ordinances, with revisions to Section 86-119 "City Center Mixed-Use District" to Chapter 86 - Zoning, Article V – District Standards and Permitted Uses, of the City of Jonesboro Code of Ordinances.

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

Chapter 86, Article V, Section 86-119; CCM (City Center Mixed Use District) Single Family Attached Regulations.

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

Community Planning, Neighborhood and Business Revitalization

Summary & Background

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

**Agency recommendation – Approval of text amendment;** The Mayor and Council approved new development standards for townhomes and condominiums in R-A and R-M zoning at their January 2022 Council meeting, and these standards need to be incorporated into the standards for single-family attached housing in the City Center Mixed Use District.

The changes to the CCM standards are shown in red on the enclosed document. Townhomes and condominiums require a conditional use permit City wide, including the City Center Mixed Use District.

Fiscal Impact

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

n/a

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

- City Center Mixed Use District REV February 2022
- Legal Notice - City Center Mixed Use District Revisions February 2022
- Jonesboro Ord. 2022-005-Text Amendment- City Center

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

Approval

## FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

February, 7, 2022

Signature

City Clerk's Office

## Sec. 86-119. – City Center Mixed-Use District

(a) *Purpose.* The purpose of the City Center Mixed-Use District is to facilitate creation of a vibrant zone, or hub, with an intelligent mix of quality commercial, institutional, and residential uses that, through thoughtful planning and quality design guidelines, will improve the viability of this strategic area of the City and complement the Jonesboro City Center. The residential component of this District will help development a more diverse range of quality housing to supplement the City's aging housing stock. The close proximity of new businesses, offices, and residences will continue to bolster the City's "live here, work here, play here" philosophy. The District will promote walkability in the downtown area, where residential uses are incorporated with commercial and institutional uses in a manner that invites use of nearby facilities and services. Designs and development scale that reinforce such integration are preferable to those that isolate residential uses from convenience services and employment opportunities. At the same time, retail and service establishments should be grouped for maximum pedestrian convenience in locations uninterrupted by residential or office / institutional occupancies. Such objectives may also be achieved by vertical separation of residential and office uses from retail and service areas to preserve the street level tradition of the latter uses. The City Center Mixed-Use District features a specific range of permitted and conditional uses superior to, and independent of, the MX Mixed-Use District zoning found elsewhere in the City. The District is focused on the thoughtful reinvigoration of this area, in conjunction with the future goals and intent of the City's Comprehensive Plan.

(b) *Definitions.* For definitions of specific terms, refer to Code Section 86-62.

(c) *Applicability.* Unless otherwise stated in this Section, the current architectural design standards shall control development in the City Center Mixed-Use District, unless alternate provisions are adopted in the City Center Mixed-Use District. Exterior architectural design features shall be subject to review and approval by the Design Review Commission. Where a conflict with other City Code and Ordinance provisions exists, the more restrictive standard shall apply.

(d) *Geography.* The City Center Mixed-Use District (CC) is currently bounded by Lee Street to the east, Smith Street to the south, Fayetteville Road to the west, and the rear of existing parcels fronting Spring Street to the north. The district is more specifically delineated and color-coded on the current version of the City of Jonesboro Official Zoning Map.

(e) *Regulation of Uses.* The City Center Mixed-Use District seeks to identify specific types of quality commercial residential, and institutional uses which will support the Jonesboro City Center as a focal point of the City and serve as an impetus for quality development on parcels adjacent to the district. Uses not listed below in the permitted uses section and conditional uses section are not permitted in the City Center Mixed-Use District.

- 1) *Permitted uses:*
  - (a) Administration of government programs;
  - (b) Home occupations, meeting the requirements of Section 86-274;

- (c) Art center, not performing arts;
- (d) Artist's studios, including maker spaces;
- (e) Museums;
- (f) Nature parks and other similar institutions;
- (g) Passive parks, playgrounds and other open space amenities, including squares, greens and pocket parks (private);
- (h) Accounting, tax preparation, bookkeeping, and payroll services;
- (i) Architectural, engineering, land planning, drafting, surveying, mapping and related services;
- (j) Building inspection services;
- (k) Banks, credit unions and savings institutions;
- (l) Computer systems design and related services;
- (m) Corporate management offices, office only;
- (n) Executive, legislative, and other general government support;
- (o) Funds, trust, and other financial vehicles;
- (p) Insurance carriers and related activities;
- (q) Interior design, graphic design & other specialized design services;
- (r) Justice, public order and safety activities;
- (s) Legal services, including attorneys' offices;
- (t) Offices of dentists;
- (u) Mortgage and non-mortgage loan brokers;
- (v) Newspaper, periodical, book, and database publishers, excluding adult entertainment materials;
- (w) Office administrative services;
- (x) Real estate agents and brokers offices;
- (y) Software publishers;
- (z) Offices of physicians, except mental health specialists;
- (aa) Advertising, public relations, and related services (indoor only);
- (bb) Business service centers, including copy shops and mail centers;
- (cc) Other business service centers, including internet café;
- (dd) Credit bureaus;
- (ee) Formal wear & costume rental;
- (ff) Personal & household goods repair & maintenance, including jewelry, garments, watches, musical instruments and bicycles; No Outdoor Storage;
- (gg) Photographic services and studios, including framing shops;
- (hh) Shoe repair;
- (ii) Travel agencies and reservation services;
- (jj) Small-scale pottery and ceramics shop;
- (kk) Sports and recreation instruction, including exercise and yoga;
- (ll) Sports and recreation instruction, including gymnastics and martial arts;
- (mm) Electronics and appliance stores, including computers and cameras;
- (nn) Art dealers;
- (oo) Art gallery;
- (pp) Book stores and news dealers, excluding adult entertainment materials;

- (qq) Clothing stores;
- (rr) Clothing accessories stores;
- (ss) Cosmetics, beauty supplies, and perfume stores;
- (tt) Florists;
- (uu) Furnishings stores (minor interior décor only)
- (vv) Hobby, toy and game stores;
- (ww) Arts & crafts retail sales, supply stores;
- (xx) Jewelry, luggage, and leather goods stores;
- (yy) Miscellaneous health and personal care stores, including health foods and specialty health products;
- (zz) Musical instrument and supplies stores;
- (aaa) Office supplies, stationery, and gift stores;
- (bbb) Optical goods stores;
- (ccc) Music stores (prerecorded tape, compact disc, and records);
- (ddd) Restaurants, full-service, family and quality restaurants;
- (eee) Restaurants, limited-service, including fast food and take-out, without drive-through windows;
- (fff) Sewing, needlework, and piece goods stores;
- (ggg) Shoe stores;
- (hhh) Snack and nonalcoholic beverage bars, including cafes and coffee shops;
- (iii) Specialty food stores, including meat, fish, fruit and vegetable markets, baked goods, candy and nut stores;
- (jjj) Antique shops, but not flea markets;
- (kkk) Micro-breweries;
- (III) Micro-distilleries;
- (mmm) Brew Pubs and Growler Shops;
- (nnn) Outdoor farmers market;
- (ooo) Mobile food services, including carts and individual food trucks;
- (ppp) Fine arts schools;

2) *Permitted accessory uses.* Regarding residential, office, and commercial uses.

- (a) Recreational amenities for residential communities, including, but not limited to clubhouses, gazebos, swimming pools, and walking trails.
- (b) Paved parking areas for residents and patrons only;
- (c) Stick-built storage buildings directly related to building and grounds maintenance of properties, not to exceed 500 square feet;
- (d) Mail kiosks;
- (e) Necessary signage;

3) *Conditional uses:*

- (a) Townhomes;
- (b) Condominiums;
- (c) Mixed-use dwellings, including lofts, conforming to Section 86-162 and this section;
- (d) Apartments and apartment complexes;
- (e) Churches and other places of worship;

- (f) Performing arts theaters: drama, dance, music;
- (g) Dinner theaters, cabaret, concert hall, live entertainment;
- (h) Sports stadiums, coliseums, arenas, amphitheaters;
- (i) Fitness and recreational sports centers, health clubs;
- (j) Hotels (except Casino Hotels);
- (k) Parking lots and garages, commercial; providing that they are completely concealed from view or underground;
- (l) Tobacco stores, cigar shops, and vape shops, but not cigar lounge;
- (m) Dance company studios, without theaters;
- (n) Convention centers, convention and visitors bureaus;
- (o) Dry-cleaning and Laundry Services (except Coin-Operated);
- (p) Libraries and Archives;
- (q) Pharmacies and Drug Stores;
- (r) Nursery school (Child Day Care Services) (Out of Home);
- (s) Day Care Center (Out of Home);

(f) *Site development parameters.* The City Center Mixed Use District shall be controlled by the following site design considerations.

- 1) Site designs and structures shall achieve a horizontal and vertical mix of uses.
- 2) All residential uses shall provide parking only at the rear of the building(s). **All townhouse units shall be designed to have rear entry via rear alleys. If permitted, front-loaded driveways shall be scored or finished with decorative treatment, subject to approval by the Design Review Commission, and, if applicable, the Historic Preservation Commission.**
- 3) Commercial, service, and office uses shall be concentrated for maximum pedestrian convenience and easily accessible to residents of the development as well as employees and visitors.
- 4) Streets, parking facilities and service areas. Streets, parking facilities and service areas shall be located and designed to segregate vehicles from pedestrian focal points and gathering areas. Such provisions shall facilitate pedestrian travel among major destinations within and adjacent to the District with a minimum of conflicts with vehicles.
- 5) For commercial, service, and office uses, a maximum of 25 percent of the required parking area may front on public rights-of-way. Site design shall serve to reduce the visibility of these areas and apparent size from public rights-of-way through screening such as evergreen landscaping.
- 6) All outside waste disposal and equipment areas shall be located in the rear yard to and shall be screened by a solid fence or wall and evergreen landscaping, having a minimum height of eight feet.
- 7) Building setbacks and separation and minimum lot area shall be approved by the Mayor and City Council on the proposed site plan.

8) Landscape buffering may be used when District uses abut incompatible existing uses at their common boundary. Such buffer(s) shall conform to the minimum planting standards of Article XV, or greater standards as established by the Mayor and City Council. See 86-119 (x)(xx) for more information.

9) Proposed landscaping materials, particularly street trees, shall be similar to or compatible with that of the Jonesboro City Center and Lee Street Park. See 86-119 (x)(xx) for more information.

10) Proposed sidewalks shall provide connectivity to provide sidewalks along Fayetteville Road, Smith Street, and the Jonesboro City Center. Required sidewalks shall be located within the dedicated non-pavement right-of-way of roads and shall parallel the street pavement as much as possible; provided, however, the City Manager may permit sidewalks to be designed and constructed so that they meander around permanent obstructions or deviate from a linear pattern for design purposes. Required sidewalks shall be a minimum of five feet wide. A median strip of grassed or landscaped areas at least two feet wide shall separate all sidewalks from adjacent curbs. Sidewalks shall be constructed in accordance with current Americans with Disabilities Act (ADA) specifications.

11) Pedestrian and greenspace network. Pedestrian ways through buildings shall relate to a network of greenspaces reserved for pedestrian use. Interior and exterior pedestrian ways shall be scaled appropriately to the anticipated foot traffic volumes and form a convenient network linking major concentrations of uses within the district. See 86-119 (x)(xx) for more information.

12) Proposed lighting (streets, parking, buildings, etc.), shall be similar to or compatible with that of the Jonesboro City Center and Lee Street Park and shall be night-sky friendly.

13) Off-street parking and loading requirements. Off-street parking shall be provided as specified in Article XIII of this chapter. **Each townhome or condominium dwelling shall provide for a minimum two-car garage and a minimum 18-foot-wide concrete driveway.**

(g) *Architectural parameters.* The City Center Mixed Use District shall be controlled by the following building design considerations.

1) Residential uses shall comprise a minimum of 50 percent of the total floor area of the City Center Mixed Use District. similarly, commercial / office uses shall also comprise a minimum of 25 percent of the total floor area of the City Center Mixed Use District.

2) Dwelling units, including lofts, apartments, townhomes, and condominiums, shall not be located on "storefront," that is, the ground floor of any building in the district.

3) *Minimum size of dwelling units.* The intent of the City Center Mixed-Use District, regarding attached housing such as apartments, condominiums, and townhomes, is smaller-sized, higher-quality dwelling units, with high-quality architectural standards.

(a) *Single-family attached dwellings (townhouses and condominiums).* **1600** heated square feet per unit.

(b) *Multi-family (apartments).*

- 1) One-bedroom units: 1000 heated square feet per unit.
- 2) Two-bedroom units: 1300 square feet per unit.
- 3) Three-bedroom units: 1500 square feet per unit.

*(c) Mixed-use dwelling, including lofts (no street level units allowed).* 1500 heated square feet per unit.

4) *Density and maximum number of residential units.*

*(a) Single-family attached dwellings (townhouses and condominiums).*

- 1) Maximum number of units per building: 8
- 2) Maximum number of units per development: 96
- 3) Maximum density: 12 units per acre

*(b) Multi-family (apartments).*

- 1) Maximum number of units per building: None
- 2) Maximum density: 12 units per acre

5) *Multi-family special design standards.*

*(a) Universal Design* (also known as “Aging in Place”) is a method of design that seeks to create development that can be used by everyone, regardless of age or physical condition. All projects shall implement, at a minimum, the following Universal Design principles:

- 1) No-Step entries
- 2) Provide lever door handles and rocker light switches
- 3) Provide additional closet rod brackets to allow potential access from a wheelchair.
- 4) Adequate lighting throughout the dwelling unit
- 5) Room thresholds that are flushed.
- 6) Minimum 6-foot deep porches and balconies.

*(b) Amenities.* Recreational amenities shall be appropriately distributed throughout the facility. Such facilities shall consist of open or enclosed areas for residents of the facility to congregate, for recreation and leisure. The following standards shall be utilized for recreational facilities:

- 1) The design and orientation of these areas should take advantage of available sunlight and should be sheltered from noise and traffic of adjacent street or other incompatible uses.
- 2) Each recreational facility shall have a focal point. The focal point may consist of, but need not be limited to, water fountains, landscape planters, monuments, waterways, ponds, artwork, trellises or gazebos. The focal point of all recreational facilities shall complement one another by maintaining a common theme, consistent furnishing and signage.

3) Amenity buildings shall match the design, materials, and color of the principal buildings.

4) Rooftop amenities are allowed for apartment complexes, provided that the height restrictions of Section 86-119 (g)(7) for rooftop structures and their appurtenances.

(6) *Maximum building height.* 4 stories and 60 feet. No building shall be erected that would exceed the highest portion of the Jonesboro City Center.

**(7) Minimum width of each townhouse unit shall be 24 feet. Maximum building height for townhomes shall be three stories.**

(8) *Exterior architectural design and material standards.* The following minimum architectural standards shall apply to exterior façade materials. The Design Review Commission and the Mayor and City Council may impose additional standards in the required developer's agreement.

(a) *Multifamily and townhomes / condominiums.*

**1) A minimum of three different exterior elevations shall be provided for a townhouse development that exceeds two acres.**

2) *Prohibited materials.* Metal siding, vinyl siding, and smooth-faced concrete masonry units, as primary building materials, are prohibited.

**3) Townhouse building facades shall visually differentiate individual units through the use of architectural materials; a minimum of 50 percent of the front elevation shall consist of brick or stone. Brick, stone, and/or cementitious siding (which may be board, shingle, or lap siding.) variations may be approved by the Community Development Director and/or Design Review Commission and Historic Preservation Commission. Split faced-concrete block, stucco, or granite block shall only be used in an accent capacity for any building elevation.**

4) *Permitted accent materials.* Accent building materials for all exterior wall facades may include brick, textured concrete masonry units, wood panels (including wood shake), metal panels, and metal canopies.

5) *Exceptions.* Vinyl products shall only be used for soffits, eaves, and fascia. Any window trim shall be cementitious siding (Hardiboard) only.

6) *Color.* All materials shall be muted color tones, as approved by the Design Review Commission and the Mayor and City Council. No iridescent or luminescent color tones are allowed.

7) *Roofing materials.* All asphalt-shingle roofing shall consist of high-quality, architectural shingles, with a minimum 30-year warranty. Metal roofing is also permitted.

8) Rooftop amenities are allowed for apartment complexes, provided that the height restrictions of Section 86-119 (g)(7) for rooftop structures and their appurtenances.

9) *Porches and balconies.* All multifamily dwelling units shall each have minimum 6-foot deep exterior porches (ground floor) and balconies (upper floor), with direct access to the interior of each dwelling unit via sliding doors. Porches and balconies shall be partially contained on the open side by decorative wood railings. Ground floor porches facing inner courtyards shall each be provided with a self-latching gate for access to courtyard amenities.

10) *Developer's agreement.* A developer's agreement specifying all pertinent exterior design standards shall be approved by the Mayor and City Council prior to construction of multifamily and townhome / condominium developments.

(b) *Mixed use dwelling, including lofts.*

1) No residential unit shall occupy a street level (ground floor) space.

2) *Prohibited materials.* Metal siding, vinyl siding, and concrete block, as primary building materials, are prohibited.

3) *Permitted primary materials.* Primary building materials for all exterior wall facades for street level uses (commercial, offices, etc.) shall be constructed, at a minimum, of 50% full-depth brick (not veneers) on all sides, plus a combination of at least two of the following options for the remaining half: cast stone, cementitious siding (Hardiboard), and/or glass. Primary building materials for all exterior wall facades for dwellings on upper floors shall be a combination of full-depth brick (not veneers), cast stone, cementitious siding (Hardiboard), or glass. Brick, stone, or cementitious siding used on dwellings shall match color of same materials used for street level uses.

4) *Permitted accent materials.* Accent building materials for all exterior wall facades may include brick and wood panels (including wood shake).

5) *Exceptions.* Vinyl products shall only be used for soffits, eaves, and fascia. Any window trim shall be cementitious siding (Hardiboard) only.

6) *Color.* All materials shall be muted color tones, as approved by the Design Review Commission and the Mayor and City Council. No iridescent or luminescent color tones are allowed.

7) *Roofing materials.* All asphalt-shingle roofing shall consist of high-quality, architectural shingles, with a minimum 30-year warranty. Metal roofing is also permitted.

(c) *Hotels.*

- 1) Must be located in a stand-alone building (no planned centers, connected storefronts sharing a common wall, or lots with zero lot line development or shared parking).
- 2) Shall be no higher than three (3) stories in height.
- 3) Lodging rooms shall be accessed through a central lobby.
- 4) Lodging rooms shall be cleaned by professional staff daily.
- 5) No hotel shall allow a person or persons to occupy any such facility for more than thirty (30) days during a one-hundred eighty (180) day period, except where:
  - a) Occupation of a hotel, motel, or extended stay facility in excess of thirty (30) consecutive days in a one hundred eighty (180) period may occur when a specific business entity desires such occupation for an employment-related purpose which requires temporary occupancy, including, but not limited to, relocation service
- 6) A minimum 25-foot wide buffer shall be maintained between built elements (including paved parking areas) of the proposed facility and any adjacent, single-family detached residential property.
- 7) *Prohibited materials.* Metal siding, vinyl siding, and smooth-faced concrete masonry units, as primary building materials, are prohibited.
- 8) *Permitted primary materials.* Primary building materials for all exterior wall facades shall be constructed, at a minimum, of full-depth brick (not veneers) for the bottom one-half of each building, on all sides, plus a combination of at least two of the following options for the remaining one-third of the building: cast stone, cementitious siding (Hardiboard), high-quality stucco and/or glass.  
(Note: Exterior façade delineations do not include windows or trim.)
- 9) *Permitted accent materials.* Accent building materials for all exterior wall facades may include brick, textured concrete masonry units, wood panels (including wood shake), metal panels, and metal canopies.
- 10) *Exceptions.* Vinyl products shall only be used for soffits, eaves, and fascia.
- 11) *Color.* All materials shall be muted color tones, as approved by the Design Review Commission and the Mayor and City Council. No iridescent or luminescent color tones are allowed.
- 12) *Roofing materials.* All asphalt-shingle roofing shall consist of high-quality, architectural shingles, with a minimum 30-year warranty. Metal roofing is also permitted.
- 13) *Entrance features.* All customer entrances located along the front façade, shall feature a combination of three or more of the following features: canopies

and porticos, overhangs, recesses or projections, arcades, raised / corniced parapets, peaked roof forms, arches, display windows, and architectural details, such as tile work and moldings which are incorporated into the building structure and design.

*14) Minimum facade height.* A minimum facade height of 18 feet shall be maintained on arterial and collector roadways.

*15) Roof features.* Rooflines shall incorporate roof features (extensions, and/or projections such as a gable, parapet, dormers or others) that achieve visual interest through variation of the roofline. These features shall conform to the following specifications:

- a) Roof features shall not exceed the average height of the supporting walls.*
- b) The average height of parapets shall not exceed 15 percent of the height of the supporting wall. Parapets shall feature three-dimensional cornice treatments.*
- c) Cornices shall have perceptible projection or overhanging eaves that extend past the supporting walls.*
- d) The roof pitch of sloped roofs shall be a minimum of 4:12 (vertical to horizontal).*

*16) Rooftop equipment.* All rooftop equipment shall be screened from public view by parapets, dormers or other screens.

*(d) Other commercial and office buildings.*

*1) Prohibited materials.* Metal siding, vinyl siding, and smooth-faced concrete masonry units, as primary building materials, are prohibited.

*2) Permitted primary materials.* Primary building materials for the exterior wall facade shall be constructed, at a minimum, of one-half full-depth brick (not veneers) plus the following options for the remainder of the wall facade: cast stone, cementitious siding (Hardiboard), high-quality stucco and/or glass.

*3) Permitted accent materials.* Accent building materials for all exterior wall facades may include brick, textured concrete masonry units, wood panels (including wood shake), metal panels, and metal canopies.

*4) Exceptions.* Vinyl products shall only be used for soffits, eaves, and fascia.

*5) Color.* All materials shall be muted color tones, as approved by the Design Review Commission and the Mayor and City Council. No iridescent or luminescent color tones are allowed.

6) *Roofing materials.* All asphalt-shingle roofing shall consist of high-quality, architectural shingles, with a minimum 30-year warranty. Metal roofing is also permitted.

7) *Entrance features.* All customer entrances located along the front façade, shall feature a combination of three or more of the following features: canopies and porticos, overhangs, recesses or projections, arcades, raised / corniced parapets, peaked roof forms, arches, display windows, and architectural details, such as tile work and moldings which are incorporated into the building structure and design.

8) *Minimum facade height.* A minimum facade height of 18 feet shall be maintained on arterial and collector roadways.

9) *Roof features.* Rooflines shall incorporate roof features (extensions, and/or projections such as a gable, parapet, dormers or others) that achieve visual interest through variation of the roofline. These features shall conform to the following specifications:

a) Roof features shall not exceed the average height of the supporting walls.

b) The average height of parapets shall not exceed 15 percent of the height of the supporting wall. Parapets shall feature three-dimensional cornice treatments.

c) Cornices shall have perceptible projection or overhanging eaves that extend past the supporting walls.

d) The roof pitch of sloped roofs shall be a minimum of 4:12 (vertical to horizontal).

10) *Rooftop equipment.* All rooftop equipment shall be screened from public view by parapets, dormers or other screens.

11) *Massing and modulation.* The massing of building facades oriented to public streets shall incorporate either modulation, defined here as a wave in the exterior wall, with horizontal breaks at least every 100 feet. Front facade design shall provide varying wall offsets and other architectural features to create horizontal (wall) and vertical building articulation.

(e) *Franchise restaurants and other national and regional chain businesses.* The City recognizes that certain branding (logos and color schemes) must be preserved for these types of businesses and seeks a balance between brand recognition and quality exterior building materials. The City requires initial discussion and coordination with franchise businesses in order to avoid an exterior building that is an automatic, “cookie-cutter” template exhibited in other locations outside of the City of Jonesboro.

1) *Prohibited materials.* Metal siding, vinyl siding, and smooth-faced concrete masonry units, as primary building materials, are prohibited.

2) *Permitted primary materials.* Primary building materials for the exterior wall facade most directly facing Tara Boulevard or South Main Street shall be constructed, at a minimum, of 50% full-depth brick (not veneers) plus the following options for the remainder of the wall facade: 25% ornamental stone and 25% glass.

3) *Permitted accent materials.* Accent building materials for all exterior wall facades may include brick, textured concrete masonry units, wood panels (including wood shake), metal panels, and metal canopies.

4) *Exceptions.* Vinyl products shall only be used for soffits, eaves, and fascia.

5) *Color.* Except for essential logo and other branding displays, all materials shall be muted color tones, as approved by the Design Review Commission and the Mayor and City Council. No iridescent or luminescent color tones are allowed, except for nationally or regionally recognized logos and branding.

6) *Roofing materials.* All asphalt-shingle roofing shall consist of high-quality, architectural shingles, with a minimum 30-year warranty. Metal roofing is also permitted.

7) *Entrance features.* All customer entrances located along the front façade, shall feature a combination of three or more of the following features: canopies and porticos, overhangs, recesses or projections, arcades, raised / corniced parapets, peaked roof forms, arches, display windows, and architectural details, such as tile work and moldings which are incorporated into the building structure and design.

8) *Roof features.* Rooflines shall incorporate roof features (extensions, and/or projections such as a gable, parapet, dormers or others) that achieve visual interest through variation of the roofline. These features shall conform to the following specifications:

- a) Roof features shall not exceed the average height of the supporting walls.
- b) The average height of parapets shall not exceed 15 percent of the height of the supporting wall. Parapets shall feature three-dimensional cornice treatments.
- c) Cornices shall have perceptible projection or overhanging eaves that extend past the supporting walls.
- d) Where possible, the roof pitch of sloped roofs shall be a minimum of 4:12 (vertical to horizontal).

9) *Rooftop equipment.* All rooftop equipment shall be screened from public view by parapets, dormers or other screens.

(9) *Maintenance of multifamily residential structures.* Continued good appearance of buildings within the facility depends on the extent and quality of maintenance. Materials and finishes shall be selected for their durability and wear, as well as for their beauty. Proper measures shall be taken for protection against weather, neglect, damage and abuse. Provision for washing and cleaning building and structures, and control of dirt and refuse, shall be included in the design. Configurations that tend to catch and accumulate leaves, dirt and trash shall be avoided. Regular schedules for daily, weekly, quarterly, and annual maintenance shall be implemented by both owners and staff.

(10) *Security of multifamily residential structures.* Adequate security considerations shall be provided throughout the facility, including, at a minimum, the following features:

- (a) Provide clear, unobstructed sightlines from entries to the street or parking lot.
- (b) Provide clear sightlines to outdoor open areas from doorways and windows.
- (c) Light exterior spaces and internal common spaces with energy-efficient, vandal proof lamps and fixtures
- (d) Create privacy for the ground-level unites by using landscaping or fencing to buffer them from the street or parking.
- (e) Pedestrian pathways to the entry, the parking, and the trash deposit area should be well-defined, well-lighted, and free from dense shrubs.
- (f) Design common spaces to encourage a sense of belonging and that relate to a discrete number of unites so that these spaces encourage a sense of ownership.
- (g) Property shall have an ornamental access gate with residents provided fobs or cards for entry. If the gate operates by way of a telephone system, a ring-through feature shall be provided so that cars waiting at the gate entrance will not cause waiting or queuing problems should a telephone line be in use, or a pull-out area outside of traffic lanes shall be provided to allow telephoning without blocking access.

(h) *Miscellaneous standards.*

1) *Signage.* Signs shall conform to the standards of the City Sign Ordinance, Article XVI. Sign design features shall be subject to review and approval by the Design Review Commission.

- 2) *Buffering.* Perimeter buffers for residential developments shall conform to the minimum requirements of Article XV, unless additional requirements are imposed by Mayor and City Council. Buffers shall preserve existing vegetation to the maximum extent possible. Supplemental buffer plantings in certain areas may be necessary per the City Zoning Administrator. Stream and wetland buffering shall conform to Article XIII.
- 3) *Greenspace.* Minimum 20 percent of gross site acreage for each lot. May include pervious amenity areas, stream buffers / setbacks, natural areas, but shall not include required perimeter buffers.

4) *Landscaping.* Landscaping of building foundations, parking lots, amenities, etc. shall conform to the minimum requirements of Article XV, unless additional requirements are imposed by Mayor and City Council. Proposed landscaping materials, particularly street trees, shall be similar to or compatible with that of the Jonesboro City Center and Lee Street Park. **An appropriate landscape plan shall be reviewed approved and reviewed by the Community Development Director prior to installation of the landscaping.**

5) *Street trees.* For new developments within the City Center Mixed Use District, street trees shall be provided in medians and required landscaped strips adjacent to the rights-of-way of Fayetteville Road, Smith Street, Lee Street, and Spring Street. Proposed landscaping materials, particularly street trees, shall be similar to or compatible with that of the Jonesboro City Center and Lee Street Park.

- (a) Landscape strips shall be a minimum of ten feet wide.
- (b) Street trees shall have a minimum two and one-half-inch caliper and 12 feet in height at the time of planting and be warranted by the developer for a period of two years from the date of acceptance by the City of Jonesboro.
- (c) Street trees shall be spaced a minimum of 30 feet on center.
- (d) Spacing of street trees and streetlight standards may be adjusted to account for driveways, utility poles, fire hydrants and other obstructions and to provide adequate visual clearance for intersections, driveways and traffic control devices.
- (e) No street tree or streetlight standard shall be placed within ten feet of another tree, streetlight standard, utility pole or within five feet of a fire hydrant.
- (f) Appropriate street tree species include:
  - 1) Red maple.
  - 2) Sugar maple.
  - 3) Willow oak.
  - 4) Savannah holly.
  - 5) Golden raintree.
  - 6) Southern magnolia.
  - 7) Sawtooth oak.
  - 8) Littleleaf linden.
  - 9) American elm (Dutch elm resistant cultivars).
  - 10) Chinese elm.
  - 11) Japanese zelkova.
  - 12) Other trees having similar characteristics to the above species and suitable for urban pedestrian environments, upon approval of the city arborist or his/her designee.
- (g) No more than 25 percent of the total number of the trees installed may be of any one genus.
- (h) **An appropriate landscape plan shall be reviewed approved and reviewed by the Community Development Director prior to installation of the landscaping.**

6) All stormwater detention facilities in view of public streets or the fronts of primary buildings within the City Center Mixed Use District shall be completely enclosed by black, wrought

iron fencing with a perimeter evergreen shrub hedge. Stormwater fencing shall be 4 feet tall, and the shrub hedge shall be a minimum 3 feet tall. Stormwater detention facilities not in view of public streets may use black, vinyl-coated chain link fence as fencing material, with a minimum 3-foot tall, evergreen shrub hedge.

## Legal Notice

Public Hearing will be held by the Mayor and Council of the City of Jonesboro at 6:00 P.M. on February 14, 2022, in the chambers of the Jonesboro Municipal Court facility, 170 South Main Street, Jonesboro, GA, to consider a proposed text amendment to the City of Jonesboro Code of Ordinances, with revisions to Section 86-119 “City Center Mixed-Use District” to Chapter 86 - Zoning, Article V – District Standards and Permitted Uses, of the City of Jonesboro Code of Ordinances.

David Allen  
Zoning Administrator / Community Development Director

Publish 01/19/2022

## 1 STATE OF GEORGIA

## 2 CITY OF JONESBORO

## **ORDINANCE NO. 2022-005**

4 AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF JONESBORO,  
5 GEORGIA, BY AMENDING SECTION 86-119 (CITY CENTER MIXED-USE DISTRICT),  
6 IN ARTICLE V (DISTRICT STANDARDS AND PERMITTED USES) OF CHAPTER 86  
7 (ZONING); TO PROVIDE FOR CODIFICATION; TO PROVIDE FOR SEVERABILITY; TO  
8 REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN ADOPTION DATE; TO  
9 PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES ALLOWED BY LAW.

10           **WHEREAS**, the governing authority of the City of Jonesboro, Georgia (the “City”) are  
11           the Mayor and Council thereof; and

12           **WHEREAS**, the City is authorized by its Charter and state law to regulate zoning within  
13       the limits of the City; and

14           **WHEREAS**, the City desires to amend the zoning regulations for the CCM- City Center  
15        Mixed-Use District in the City; and

16                   **WHEREAS**, the City has complied with the notice and hearing requirements pursuant to  
17                   O.C.G.A. § 36-66-1 *et seq.*; and

18           **WHEREAS**, the health, safety and welfare of the citizens of the City will be positively  
19    impacted by the adoption of this Ordinance.

20           **NOW THEREFORE**, be it and it is hereby ordained by the Mayor and Council of the  
21           City of Jonesboro:

22                   **Section 1.** The Code of Ordinances of the City of Jonesboro, Georgia, is hereby amended  
23                   by revising Section 86-119 (City Center Mixed-Use District) in Article V (District Standards and  
24                   Permitted Uses) of Chapter 86 (Zoning); to be read and codified as set forth in Exhibit A, attached  
25                   hereto and made a part by reference, with added text in bold font.

26                   **Section 2.** (a) It is hereby declared to be the intention of the Mayor and Council that all  
27                   sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their  
28                   enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

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

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

44           **Section 3.** All ordinances and parts of ordinances in conflict herewith are hereby  
45           expressly repealed to the extent of such conflict.

46           **Section 4.** The effective date of this Ordinance shall be the date of its adoption by the  
47           Mayor and Council unless otherwise stated herein.

48           **Section 5.** The Ordinance shall be codified in a manner consistent with the laws of the  
49           State of Georgia and the City of Jonesboro.

50           **Section 6.** It is the intention of the governing body, and it is hereby ordained that the  
51           provisions of this Ordinance shall become and be made part of the Code of Ordinances, City of  
52           Jonesboro, Georgia, and the sections of this Ordinance may be renumbered to accomplish such  
53           intention.

**SO ORDAINED, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.**

**CITY OF JONESBORO, GEORGIA**

**JOY DAY, Mayor**

**ATTEST:**

**RICKY L. CLARK, Jr., City Clerk**

**APPROVED AS TO FORM:**

**City Attorney**

**EXHIBIT A****(SEE ATTACHED)**

## Sec. 86-119. – City Center Mixed-Use District

(a) *Purpose.* The purpose of the City Center Mixed-Use District is to facilitate creation of a vibrant zone, or hub, with an intelligent mix of quality commercial, institutional, and residential uses that, through thoughtful planning and quality design guidelines, will improve the viability of this strategic area of the City and complement the Jonesboro City Center. The residential component of this District will help development a more diverse range of quality housing to supplement the City's aging housing stock. The close proximity of new businesses, offices, and residences will continue to bolster the City's "live here, work here, play here" philosophy. The District will promote walkability in the downtown area, where residential uses are incorporated with commercial and institutional uses in a manner that invites use of nearby facilities and services. Designs and development scale that reinforce such integration are preferable to those that isolate residential uses from convenience services and employment opportunities. At the same time, retail and service establishments should be grouped for maximum pedestrian convenience in locations uninterrupted by residential or office / institutional occupancies. Such objectives may also be achieved by vertical separation of residential and office uses from retail and service areas to preserve the street level tradition of the latter uses. The City Center Mixed-Use District features a specific range of permitted and conditional uses superior to, and independent of, the MX Mixed-Use District zoning found elsewhere in the City. The District is focused on the thoughtful reinvigoration of this area, in conjunction with the future goals and intent of the City's Comprehensive Plan.

(b) *Definitions.* For definitions of specific terms, refer to Code Section 86-62.

(c) *Applicability.* Unless otherwise stated in this Section, the current architectural design standards shall control development in the City Center Mixed-Use District, unless alternate provisions are adopted in the City Center Mixed-Use District. Exterior architectural design features shall be subject to review and approval by the Design Review Commission. Where a conflict with other City Code and Ordinance provisions exists, the more restrictive standard shall apply.

(d) *Geography.* The City Center Mixed-Use District (CC) is currently bounded by Lee Street to the east, Smith Street to the south, Fayetteville Road to the west, and the rear of existing parcels fronting Spring Street to the north. The district is more specifically delineated and color-coded on the current version of the City of Jonesboro Official Zoning Map.

(e) *Regulation of Uses.* The City Center Mixed-Use District seeks to identify specific types of quality commercial residential, and institutional uses which will support the Jonesboro City Center as a focal point of the City and serve as an impetus for quality development on parcels adjacent to the district. Uses not listed below in the permitted uses section and conditional uses section are not permitted in the City Center Mixed-Use District.

1) *Permitted uses:*

- (a) Administration of government programs;
- (b) Home occupations, meeting the requirements of Section 86-274;

- (c) Art center, not performing arts;
- (d) Artist's studios, including maker spaces;
- (e) Museums;
- (f) Nature parks and other similar institutions;
- (g) Passive parks, playgrounds and other open space amenities, including squares, greens and pocket parks (private);
- (h) Accounting, tax preparation, bookkeeping, and payroll services;
- (i) Architectural, engineering, land planning, drafting, surveying, mapping and related services;
- (j) Building inspection services;
- (k) Banks, credit unions and savings institutions;
- (l) Computer systems design and related services;
- (m) Corporate management offices, office only;
- (n) Executive, legislative, and other general government support;
- (o) Funds, trust, and other financial vehicles;
- (p) Insurance carriers and related activities;
- (q) Interior design, graphic design & other specialized design services;
- (r) Justice, public order and safety activities;
- (s) Legal services, including attorneys' offices;
- (t) Offices of dentists;
- (u) Mortgage and non-mortgage loan brokers;
- (v) Newspaper, periodical, book, and database publishers, excluding adult entertainment materials;
- (w) Office administrative services;
- (x) Real estate agents and brokers offices;
- (y) Software publishers;
- (z) Offices of physicians, except mental health specialists;
- (aa) Advertising, public relations, and related services (indoor only);
- (bb) Business service centers, including copy shops and mail centers;
- (cc) Other business service centers, including internet café;
- (dd) Credit bureaus;
- (ee) Formal wear & costume rental;
- (ff) Personal & household goods repair & maintenance, including jewelry, garments, watches, musical instruments and bicycles; No Outdoor Storage;
- (gg) Photographic services and studios, including framing shops;
- (hh) Shoe repair;
- (ii) Travel agencies and reservation services;
- (jj) Small-scale pottery and ceramics shop;
- (kk) Sports and recreation instruction, including exercise and yoga;
- (ll) Sports and recreation instruction, including gymnastics and martial arts;
- (mm) Electronics and appliance stores, including computers and cameras;
- (nn) Art dealers;
- (oo) Art gallery;
- (pp) Book stores and news dealers, excluding adult entertainment materials;

- (qq) Clothing stores;
- (rr) Clothing accessories stores;
- (ss) Cosmetics, beauty supplies, and perfume stores;
- (tt) Florists;
- (uu) Furnishings stores (minor interior décor only)
- (vv) Hobby, toy and game stores;
- (ww) Arts & crafts retail sales, supply stores;
- (xx) Jewelry, luggage, and leather goods stores;
- (yy) Miscellaneous health and personal care stores, including health foods and specialty health products;
- (zz) Musical instrument and supplies stores;
- (aaa) Office supplies, stationery, and gift stores;
- (bbb) Optical goods stores;
- (ccc) Music stores (prerecorded tape, compact disc, and records);
- (ddd) Restaurants, full-service, family and quality restaurants;
- (eee) Restaurants, limited-service, including fast food and take-out, without drive-through windows;
- (fff) Sewing, needlework, and piece goods stores;
- (ggg) Shoe stores;
- (hhh) Snack and nonalcoholic beverage bars, including cafes and coffee shops;
- (iii) Specialty food stores, including meat, fish, fruit and vegetable markets, baked goods, candy and nut stores;
- (jjj) Antique shops, but not flea markets;
- (kkk) Micro-breweries;
- (lll) Micro-distilleries;
- (mmm) Brew Pubs and Growler Shops;
- (nnn) Outdoor farmers market;
- (ooo) Mobile food services, including carts and individual food trucks;
- (ppp) Fine arts schools;

2) *Permitted accessory uses.* Regarding residential, office, and commercial uses.

- (a) Recreational amenities for residential communities, including, but not limited to clubhouses, gazebos, swimming pools, and walking trails.
- (b) Paved parking areas for residents and patrons only;
- (c) Stick-built storage buildings directly related to building and grounds maintenance of properties, not to exceed 500 square feet;
- (d) Mail kiosks;
- (e) Necessary signage;

3) *Conditional uses:*

- (a) Townhomes;
- (b) Condominiums;
- (c) Mixed-use dwellings, including lofts, conforming to Section 86-162 and this section;
- (d) Apartments and apartment complexes;
- (e) Churches and other places of worship;

- (f) Performing arts theaters: drama, dance, music;
- (g) Dinner theaters, cabaret, concert hall, live entertainment;
- (h) Sports stadiums, coliseums, arenas, amphitheaters;
- (i) Fitness and recreational sports centers, health clubs;
- (j) Hotels (except Casino Hotels);
- (k) Parking lots and garages, commercial; providing that they are completely concealed from view or underground;
- (l) Tobacco stores, cigar shops, and vape shops, but not cigar lounge;
- (m) Dance company studios, without theaters;
- (n) Convention centers, convention and visitors bureaus;
- (o) Dry-cleaning and Laundry Services (except Coin-Operated);
- (p) Libraries and Archives;
- (q) Pharmacies and Drug Stores;
- (r) Nursery school (Child Day Care Services) (Out of Home);
- (s) Day Care Center (Out of Home);

(f) *Site development parameters.* The City Center Mixed Use District shall be controlled by the following site design considerations.

- 1) Site designs and structures shall achieve a horizontal and vertical mix of uses.
- 2) All residential uses shall provide parking only at the rear of the building(s). **All townhouse units shall be designed to have rear entry via rear alleys. If permitted, front-loaded driveways shall be scored or finished with decorative treatment, subject to approval by the Design Review Commission, and, if applicable, the Historic Preservation Commission.**
- 3) Commercial, service, and office uses shall be concentrated for maximum pedestrian convenience and easily accessible to residents of the development as well as employees and visitors.
- 4) Streets, parking facilities and service areas. Streets, parking facilities and service areas shall be located and designed to segregate vehicles from pedestrian focal points and gathering areas. Such provisions shall facilitate pedestrian travel among major destinations within and adjacent to the District with a minimum of conflicts with vehicles.
- 5) For commercial, service, and office uses, a maximum of 25 percent of the required parking area may front on public rights-of-way. Site design shall serve to reduce the visibility of these areas and apparent size from public rights-of-way through screening such as evergreen landscaping.
- 6) All outside waste disposal and equipment areas shall be located in the rear yard to and shall be screened by a solid fence or wall and evergreen landscaping, having a minimum height of eight feet.
- 7) Building setbacks and separation and minimum lot area shall be approved by the Mayor and City Council on the proposed site plan.

8) Landscape buffering may be used when District uses abut incompatible existing uses at their common boundary. Such buffer(s) shall conform to the minimum planting standards of Article XV, or greater standards as established by the Mayor and City Council. See 86-119 (x)(xx) for more information.

9) Proposed landscaping materials, particularly street trees, shall be similar to or compatible with that of the Jonesboro City Center and Lee Street Park. See 86-119 (x)(xx) for more information.

10) Proposed sidewalks shall provide connectivity to provide sidewalks along Fayetteville Road, Smith Street, and the Jonesboro City Center. Required sidewalks shall be located within the dedicated non-pavement right-of-way of roads and shall parallel the street pavement as much as possible; provided, however, the City Manager may permit sidewalks to be designed and constructed so that they meander around permanent obstructions or deviate from a linear pattern for design purposes. Required sidewalks shall be a minimum of five feet wide. A median strip of grassed or landscaped areas at least two feet wide shall separate all sidewalks from adjacent curbs. Sidewalks shall be constructed in accordance with current Americans with Disabilities Act (ADA) specifications.

11) Pedestrian and greenspace network. Pedestrian ways through buildings shall relate to a network of greenspaces reserved for pedestrian use. Interior and exterior pedestrian ways shall be scaled appropriately to the anticipated foot traffic volumes and form a convenient network linking major concentrations of uses within the district. See 86-119 (x)(xx) for more information.

12) Proposed lighting (streets, parking, buildings, etc.), shall be similar to or compatible with that of the Jonesboro City Center and Lee Street Park and shall be night-sky friendly.

13) Off-street parking and loading requirements. Off-street parking shall be provided as specified in Article XIII of this chapter. **Each townhome or condominium dwelling shall provide for a minimum two-car garage and a minimum 18-foot-wide concrete driveway.**

(g) *Architectural parameters.* The City Center Mixed Use District shall be controlled by the following building design considerations.

1) Residential uses shall comprise a minimum of 50 percent of the total floor area of the City Center Mixed Use District. similarly, commercial / office uses shall also comprise a minimum of 25 percent of the total floor area of the City Center Mixed Use District.

2) Dwelling units, including lofts, apartments, townhomes, and condominiums, shall not be located on "storefront," that is, the ground floor of any building in the district.

3) *Minimum size of dwelling units.* The intent of the City Center Mixed-Use District, regarding attached housing such as apartments, condominiums, and townhomes, is smaller-sized, higher-quality dwelling units, with high-quality architectural standards.

(a) *Single-family attached dwellings (townhouses and condominiums).* **1600** heated square feet per unit.

(b) *Multi-family (apartments).*

- 1) One-bedroom units: 1000 heated square feet per unit.
- 2) Two-bedroom units: 1300 square feet per unit.
- 3) Three-bedroom units: 1500 square feet per unit.

(c) *Mixed-use dwelling, including lofts (no street level units allowed).* 1500 heated square feet per unit.

4) *Density and maximum number of residential units.*

(a) *Single-family attached dwellings (townhouses and condominiums).*

- 1) Maximum number of units per building: 8
- 2) Maximum number of units per development: 96
- 3) Maximum density: 12 units per acre

(b) *Multi-family (apartments).*

- 1) Maximum number of units per building: None
- 2) Maximum density: 12 units per acre

(5) *Multi-family special design standards.*

(a) *Universal Design* (also known as “Aging in Place”) is a method of design that seeks to create development that can be used by everyone, regardless of age or physical condition. All projects shall implement, at a minimum, the following Universal Design principles:

- 1) No-Step entries
- 2) Provide lever door handles and rocker light switches
- 3) Provide additional closet rod brackets to allow potential access from a wheelchair.
- 4) Adequate lighting throughout the dwelling unit
- 5) Room thresholds that are flushed.
- 6) Minimum 6-foot deep porches and balconies.

(b) *Amenities.* Recreational amenities shall be appropriately distributed throughout the facility. Such facilities shall consist of open or enclosed areas for residents of the facility to congregate, for recreation and leisure. The following standards shall be utilized for recreational facilities:

- 1) The design and orientation of these areas should take advantage of available sunlight and should be sheltered from noise and traffic of adjacent street or other incompatible uses.
- 2) Each recreational facility shall have a focal point. The focal point may consist of, but need not be limited to, water fountains, landscape planters, monuments, waterways, ponds, artwork, trellises or gazebos. The focal point of all recreational facilities shall complement one another by maintaining a common theme, consistent furnishing and signage.

3) Amenity buildings shall match the design, materials, and color of the principal buildings.

4) Rooftop amenities are allowed for apartment complexes, provided that the height restrictions of Section 86-119 (g)(7) for rooftop structures and their appurtenances.

(6) *Maximum building height.* 4 stories and 60 feet. No building shall be erected that would exceed the highest portion of the Jonesboro City Center.

**(7) Minimum width of each townhouse unit shall be 24 feet. Maximum building height for townhomes shall be three stories.**

(8) *Exterior architectural design and material standards.* The following minimum architectural standards shall apply to exterior façade materials. The Design Review Commission and the Mayor and City Council may impose additional standards in the required developer's agreement.

(a) *Multifamily and townhomes / condominiums.*

**1) A minimum of three different exterior elevations shall be provided for a townhouse development that exceeds two acres.**

2) *Prohibited materials.* Metal siding, vinyl siding, and smooth-faced concrete masonry units, as primary building materials, are prohibited.

**3) Townhouse building facades shall visually differentiate individual units through the use of architectural materials; a minimum of 50 percent of the front elevation shall consist of brick or stone. Brick, stone, and/or cementitious siding (which may be board, shingle, or lap siding.) variations may be approved by the Community Development Director and/or Design Review Commission and Historic Preservation Commission. Split faced-concrete block, stucco, or granite block shall only be used in an accent capacity for any building elevation.**

4) *Permitted accent materials.* Accent building materials for all exterior wall facades may include brick, textured concrete masonry units, wood panels (including wood shake), metal panels, and metal canopies.

5) *Exceptions.* Vinyl products shall only be used for soffits, eaves, and fascia. Any window trim shall be cementitious siding (Hardiboard) only.

6) *Color.* All materials shall be muted color tones, as approved by the Design Review Commission and the Mayor and City Council. No iridescent or luminescent color tones are allowed.

7) *Roofing materials.* All asphalt-shingle roofing shall consist of high-quality, architectural shingles, with a minimum 30-year warranty. Metal roofing is also permitted.

8) Rooftop amenities are allowed for apartment complexes, provided that the height restrictions of Section 86-119 (g)(7) for rooftop structures and their appurtenances.

9) *Porches and balconies.* All multifamily dwelling units shall each have minimum 6-foot deep exterior porches (ground floor) and balconies (upper floor), with direct access to the interior of each dwelling unit via sliding doors. Porches and balconies shall be partially contained on the open side by decorative wood railings. Ground floor porches facing inner courtyards shall each be provided with a self-latching gate for access to courtyard amenities.

10) *Developer's agreement.* A developer's agreement specifying all pertinent exterior design standards shall be approved by the Mayor and City Council prior to construction of multifamily and townhome / condominium developments.

(b) *Mixed use dwelling, including lofts.*

1) No residential unit shall occupy a street level (ground floor) space.

2) *Prohibited materials.* Metal siding, vinyl siding, and concrete block, as primary building materials, are prohibited.

3) *Permitted primary materials.* Primary building materials for all exterior wall facades for street level uses (commercial, offices, etc.) shall be constructed, at a minimum, of 50% full-depth brick (not veneers) on all sides, plus a combination of at least two of the following options for the remaining half: cast stone, cementitious siding (Hardiboard), and/or glass. Primary building materials for all exterior wall facades for dwellings on upper floors shall be a combination of full-depth brick (not veneers), cast stone, cementitious siding (Hardiboard), or glass. Brick, stone, or cementitious siding used on dwellings shall match color of same materials used for street level uses.

4) *Permitted accent materials.* Accent building materials for all exterior wall facades may include brick and wood panels (including wood shake).

5) *Exceptions.* Vinyl products shall only be used for soffits, eaves, and fascia. Any window trim shall be cementitious siding (Hardiboard) only.

6) *Color.* All materials shall be muted color tones, as approved by the Design Review Commission and the Mayor and City Council. No iridescent or luminescent color tones are allowed.

7) *Roofing materials.* All asphalt-shingle roofing shall consist of high-quality, architectural shingles, with a minimum 30-year warranty. Metal roofing is also permitted.

(c) *Hotels.*

- 1) Must be located in a stand-alone building (no planned centers, connected storefronts sharing a common wall, or lots with zero lot line development or shared parking).
- 2) Shall be no higher than three (3) stories in height.
- 3) Lodging rooms shall be accessed through a central lobby.
- 4) Lodging rooms shall be cleaned by professional staff daily.
- 5) No hotel shall allow a person or persons to occupy any such facility for more than thirty (30) days during a one-hundred eighty (180) day period, except where:
  - a) Occupation of a hotel, motel, or extended stay facility in excess of thirty (30) consecutive days in a one hundred eighty (180) period may occur when a specific business entity desires such occupation for an employment-related purpose which requires temporary occupancy, including, but not limited to, relocation service
- 6) A minimum 25-foot wide buffer shall be maintained between built elements (including paved parking areas) of the proposed facility and any adjacent, single-family detached residential property.
- 7) *Prohibited materials.* Metal siding, vinyl siding, and smooth-faced concrete masonry units, as primary building materials, are prohibited.
- 8) *Permitted primary materials.* Primary building materials for all exterior wall facades shall be constructed, at a minimum, of full-depth brick (not veneers) for the bottom one-half of each building, on all sides, plus a combination of at least two of the following options for the remaining one-third of the building: cast stone, cementitious siding (Hardiboard), high-quality stucco and/or glass.  
(Note: Exterior façade delineations do not include windows or trim.)
- 9) *Permitted accent materials.* Accent building materials for all exterior wall facades may include brick, textured concrete masonry units, wood panels (including wood shake), metal panels, and metal canopies.
- 10) *Exceptions.* Vinyl products shall only be used for soffits, eaves, and fascia.
- 11) *Color.* All materials shall be muted color tones, as approved by the Design Review Commission and the Mayor and City Council. No iridescent or luminescent color tones are allowed.
- 12) *Roofing materials.* All asphalt-shingle roofing shall consist of high-quality, architectural shingles, with a minimum 30-year warranty. Metal roofing is also permitted.
- 13) *Entrance features.* All customer entrances located along the front façade, shall feature a combination of three or more of the following features: canopies

and porticos, overhangs, recesses or projections, arcades, raised / corniced parapets, peaked roof forms, arches, display windows, and architectural details, such as tile work and moldings which are incorporated into the building structure and design.

*14) Minimum facade height.* A minimum facade height of 18 feet shall be maintained on arterial and collector roadways.

*15) Roof features.* Rooflines shall incorporate roof features (extensions, and/or projections such as a gable, parapet, dormers or others) that achieve visual interest through variation of the roofline. These features shall conform to the following specifications:

- a) Roof features shall not exceed the average height of the supporting walls.*
- b) The average height of parapets shall not exceed 15 percent of the height of the supporting wall. Parapets shall feature three-dimensional cornice treatments.*
- c) Cornices shall have perceptible projection or overhanging eaves that extend past the supporting walls.*
- d) The roof pitch of sloped roofs shall be a minimum of 4:12 (vertical to horizontal).*

*16) Rooftop equipment.* All rooftop equipment shall be screened from public view by parapets, dormers or other screens.

*(d) Other commercial and office buildings.*

*1) Prohibited materials.* Metal siding, vinyl siding, and smooth-faced concrete masonry units, as primary building materials, are prohibited.

*2) Permitted primary materials.* Primary building materials for the exterior wall facade shall be constructed, at a minimum, of one-half full-depth brick (not veneers) plus the following options for the remainder of the wall facade: cast stone, cementitious siding (Hardiboard), high-quality stucco and/or glass.

*3) Permitted accent materials.* Accent building materials for all exterior wall facades may include brick, textured concrete masonry units, wood panels (including wood shake), metal panels, and metal canopies.

*4) Exceptions.* Vinyl products shall only be used for soffits, eaves, and fascia.

*5) Color.* All materials shall be muted color tones, as approved by the Design Review Commission and the Mayor and City Council. No iridescent or luminescent color tones are allowed.

6) *Roofing materials.* All asphalt-shingle roofing shall consist of high-quality, architectural shingles, with a minimum 30-year warranty. Metal roofing is also permitted.

7) *Entrance features.* All customer entrances located along the front façade, shall feature a combination of three or more of the following features: canopies and porticos, overhangs, recesses or projections, arcades, raised / corniced parapets, peaked roof forms, arches, display windows, and architectural details, such as tile work and moldings which are incorporated into the building structure and design.

8) *Minimum facade height.* A minimum facade height of 18 feet shall be maintained on arterial and collector roadways.

9) *Roof features.* Rooflines shall incorporate roof features (extensions, and/or projections such as a gable, parapet, dormers or others) that achieve visual interest through variation of the roofline. These features shall conform to the following specifications:

a) Roof features shall not exceed the average height of the supporting walls.

b) The average height of parapets shall not exceed 15 percent of the height of the supporting wall. Parapets shall feature three-dimensional cornice treatments.

c) Cornices shall have perceptible projection or overhanging eaves that extend past the supporting walls.

d) The roof pitch of sloped roofs shall be a minimum of 4:12 (vertical to horizontal).

10) *Rooftop equipment.* All rooftop equipment shall be screened from public view by parapets, dormers or other screens.

11) *Massing and modulation.* The massing of building facades oriented to public streets shall incorporate either modulation, defined here as a wave in the exterior wall, with horizontal breaks at least every 100 feet. Front facade design shall provide varying wall offsets and other architectural features to create horizontal (wall) and vertical building articulation.

(e) *Franchise restaurants and other national and regional chain businesses.* The City recognizes that certain branding (logos and color schemes) must be preserved for these types of businesses and seeks a balance between brand recognition and quality exterior building materials. The City requires initial discussion and coordination with franchise businesses in order to avoid an exterior building that is an automatic, “cookie-cutter” template exhibited in other locations outside of the City of Jonesboro.

1) *Prohibited materials.* Metal siding, vinyl siding, and smooth-faced concrete masonry units, as primary building materials, are prohibited.

2) *Permitted primary materials.* Primary building materials for the exterior wall facade most directly facing Tara Boulevard or South Main Street shall be constructed, at a minimum, of 50% full-depth brick (not veneers) plus the following options for the remainder of the wall facade: 25% ornamental stone and 25% glass.

3) *Permitted accent materials.* Accent building materials for all exterior wall facades may include brick, textured concrete masonry units, wood panels (including wood shake), metal panels, and metal canopies.

4) *Exceptions.* Vinyl products shall only be used for soffits, eaves, and fascia.

5) *Color.* Except for essential logo and other branding displays, all materials shall be muted color tones, as approved by the Design Review Commission and the Mayor and City Council. No iridescent or luminescent color tones are allowed, except for nationally or regionally recognized logos and branding.

6) *Roofing materials.* All asphalt-shingle roofing shall consist of high-quality, architectural shingles, with a minimum 30-year warranty. Metal roofing is also permitted.

7) *Entrance features.* All customer entrances located along the front façade, shall feature a combination of three or more of the following features: canopies and porticos, overhangs, recesses or projections, arcades, raised / corniced parapets, peaked roof forms, arches, display windows, and architectural details, such as tile work and moldings which are incorporated into the building structure and design.

8) *Roof features.* Rooflines shall incorporate roof features (extensions, and/or projections such as a gable, parapet, dormers or others) that achieve visual interest through variation of the roofline. These features shall conform to the following specifications:

- a) Roof features shall not exceed the average height of the supporting walls.
- b) The average height of parapets shall not exceed 15 percent of the height of the supporting wall. Parapets shall feature three-dimensional cornice treatments.
- c) Cornices shall have perceptible projection or overhanging eaves that extend past the supporting walls.
- d) Where possible, the roof pitch of sloped roofs shall be a minimum of 4:12 (vertical to horizontal).

9) *Rooftop equipment.* All rooftop equipment shall be screened from public view by parapets, dormers or other screens.

(9) *Maintenance of multifamily residential structures.* Continued good appearance of buildings within the facility depends on the extent and quality of maintenance. Materials and finishes shall be selected for their durability and wear, as well as for their beauty. Proper measures shall be taken for protection against weather, neglect, damage and abuse. Provision for washing and cleaning building and structures, and control of dirt and refuse, shall be included in the design. Configurations that tend to catch and accumulate leaves, dirt and trash shall be avoided. Regular schedules for daily, weekly, quarterly, and annual maintenance shall be implemented by both owners and staff.

(10) *Security of multifamily residential structures.* Adequate security considerations shall be provided throughout the facility, including, at a minimum, the following features:

- (a) Provide clear, unobstructed sightlines from entries to the street or parking lot.
- (b) Provide clear sightlines to outdoor open areas from doorways and windows.
- (c) Light exterior spaces and internal common spaces with energy-efficient, vandal proof lamps and fixtures
- (d) Create privacy for the ground-level unites by using landscaping or fencing to buffer them from the street or parking.
- (e) Pedestrian pathways to the entry, the parking, and the trash deposit area should be well-defined, well-lighted, and free from dense shrubs.
- (f) Design common spaces to encourage a sense of belonging and that relate to a discrete number of unites so that these spaces encourage a sense of ownership.
- (g) Property shall have an ornamental access gate with residents provided fobs or cards for entry. If the gate operates by way of a telephone system, a ring-through feature shall be provided so that cars waiting at the gate entrance will not cause waiting or queuing problems should a telephone line be in use, or a pull-out area outside of traffic lanes shall be provided to allow telephoning without blocking access.

(h) *Miscellaneous standards.*

1) *Signage.* Signs shall conform to the standards of the City Sign Ordinance, Article XVI. Sign design features shall be subject to review and approval by the Design Review Commission.

- 2) *Buffering.* Perimeter buffers for residential developments shall conform to the minimum requirements of Article XV, unless additional requirements are imposed by Mayor and City Council. Buffers shall preserve existing vegetation to the maximum extent possible. Supplemental buffer plantings in certain areas may be necessary per the City Zoning Administrator. Stream and wetland buffering shall conform to Article XIII.
- 3) *Greenspace.* Minimum 20 percent of gross site acreage for each lot. May include pervious amenity areas, stream buffers / setbacks, natural areas, but shall not include required perimeter buffers.

4) *Landscaping.* Landscaping of building foundations, parking lots, amenities, etc. shall conform to the minimum requirements of Article XV, unless additional requirements are imposed by Mayor and City Council. Proposed landscaping materials, particularly street trees, shall be similar to or compatible with that of the Jonesboro City Center and Lee Street Park. **An appropriate landscape plan shall be reviewed approved and reviewed by the Community Development Director prior to installation of the landscaping.**

5) *Street trees.* For new developments within the City Center Mixed Use District, street trees shall be provided in medians and required landscaped strips adjacent to the rights-of-way of Fayetteville Road, Smith Street, Lee Street, and Spring Street. Proposed landscaping materials, particularly street trees, shall be similar to or compatible with that of the Jonesboro City Center and Lee Street Park.

- (a) Landscape strips shall be a minimum of ten feet wide.
- (b) Street trees shall have a minimum two and one-half-inch caliper and 12 feet in height at the time of planting and be warranted by the developer for a period of two years from the date of acceptance by the City of Jonesboro.
- (c) Street trees shall be spaced a minimum of 30 feet on center.
- (d) Spacing of street trees and streetlight standards may be adjusted to account for driveways, utility poles, fire hydrants and other obstructions and to provide adequate visual clearance for intersections, driveways and traffic control devices.
- (e) No street tree or streetlight standard shall be placed within ten feet of another tree, streetlight standard, utility pole or within five feet of a fire hydrant.
- (f) Appropriate street tree species include:
  - 1) Red maple.
  - 2) Sugar maple.
  - 3) Willow oak.
  - 4) Savannah holly.
  - 5) Golden raintree.
  - 6) Southern magnolia.
  - 7) Sawtooth oak.
  - 8) Littleleaf linden.
  - 9) American elm (Dutch elm resistant cultivars).
  - 10) Chinese elm.
  - 11) Japanese zelkova.
  - 12) Other trees having similar characteristics to the above species and suitable for urban pedestrian environments, upon approval of the city arborist or his/her designee.
- (g) No more than 25 percent of the total number of the trees installed may be of any one genus.
- (h) **An appropriate landscape plan shall be reviewed approved and reviewed by the Community Development Director prior to installation of the landscaping.**

6) All stormwater detention facilities in view of public streets or the fronts of primary buildings within the City Center Mixed Use District shall be completely enclosed by black, wrought

iron fencing with a perimeter evergreen shrub hedge. Stormwater fencing shall be 4 feet tall, and the shrub hedge shall be a minimum 3 feet tall. Stormwater detention facilities not in view of public streets may use black, vinyl-coated chain link fence as fencing material, with a minimum 3-foot tall, evergreen shrub hedge.



# CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

5.8

-8

COUNCIL MEETING DATE

February 7, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Community Development Director Allen

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

Discussion regarding a proposed text amendment, 22-TA-005, Ord. 2022-007, to the City of Jonesboro Code of Ordinances, with further revisions to Section 86-101 "R-M multifamily residential district" to Chapter 86 - Zoning, Article V – District Standards and Permitted Uses, of the City of Jonesboro Code of Ordinances.

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

Chapter 86, Article V, Section 86-101; R-M Single Family Attached Residential District Regulations.

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

Community Planning, Neighborhood and Business Revitalization

Summary & Background

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

**Agency recommendation – Approval of text amendment;** The Mayor and Council approved new development standards for townhomes and condominiums in R-M zoning at their January 2022 Council meeting, with the condition that the following statement also be inserted into the development standards:

*An appropriate landscape plan shall be reviewed approved and reviewed by the Community Development Director prior to installation of the landscaping.*

The further changes to the R-M standards are shown in red on the enclosed document.

Fiscal Impact

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

n/a

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

- R-M Development Revisions February 2022
- Legal Notice - Sec 86-101 R-M zoning
- Jonesboro Ord. 2022-007-Text Amendment-R-M

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

Approval

## FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

February, 7, 2022

Signature

City Clerk's Office

Sec. 86-101. - R-M multifamily residential district.

- (a) Purpose. The R-M multifamily residential district is established to provide for multifamily dwellings on properties having a minimum area of two acres. The district accommodates residential development at a maximum density of eight units per acre and is intended to serve a rental market in which attached units are available in a setting with common amenities and greenspace. R-M districts are expected to develop near public transit and along transportation corridors. Such developments may be established at the margin of neighborhood commercial districts, community shopping districts and employment centers, and represent a transition from office and commercial uses to lower density neighborhoods.
- (b) Development standards. Unless otherwise provided in this chapter, uses permitted in the R-M district shall conform to the following development standards:
  - (1) Minimum tract area: 87,120 square feet (two acres)
  - (2) Minimum lot area per unit:
    - a. Duplex: 4,000 square feet
    - b. Triplex: 4,000 square feet
    - c. Quadruplex: 4,000 square feet
  - (3) Minimum development tract width: 150 feet **1**
  - (4) Minimum front yard: 25 feet **2**
  - (5) Minimum side yard: 25 feet
  - (6) Minimum rear yard: 35 feet
  - (7) Minimum floor area for all individual dwelling units:
    - a. One-bedroom units: 900 square feet
    - b. Two-bedroom units: 1,200 square feet
    - c. Three-bedroom units: 1,400 square feet
  - (8) Maximum building height: Three-story and 40 feet
  - (9) Maximum number of units per building: 12
  - (10) Maximum density: 12 units per acre
  - (11) Minimum greenspace: 20 percent of gross acreage
  - (12) Minimum building separation:

Front to Front 40 feet

Front to Rear 40 feet

Front to Side 35 feet

Rear to Rear 40 feet

Rear to Side 35 feet

Side to Side 25 feet

**1** Measured at the building line.

**2** The required front yard on any street classified as a collector or above shall be 35 feet.

(c) Design standards. Unless otherwise provided in this chapter, uses permitted in an R-M district shall conform to the following design standards:(

- 1) Off-street parking shall be provided as specified in article XIII of this chapter. Each townhouse dwelling shall provide for a minimum two-car garage and a minimum 18-foot-wide concrete driveway.
- 2) Buffers shall be provided as specified in article XV of this chapter.
- 3) A homeowners association accompanied by recorded covenants shall be mandatory for all townhouse or condominium developments, subject to approval by the city manager.
- 4) Minimum width of each townhouse unit shall be 24 feet.
- 5) A minimum of three different exterior elevations shall be provided for a townhouse development that exceeds two acres.
- 6) Townhouse building facades shall visually differentiate individual units through the use of architectural materials; a minimum of 50 percent of the front elevation shall consist of brick or stone. Brick, stone, and/or cementitious siding (which may be board, shingle, or lap siding.) variations may be approved by the Community Development Director and/or Design Review Commission and Historic Preservation Commission. Split faced-concrete block, stucco, or granite block shall only be used in an accent capacity for any building elevation.
- 7) All townhouse units shall be designed to have rear entry via rear alleys. If permitted, front-loaded driveways shall be scored or finished with decorative treatment, subject to approval by the Design Review Commission, and, if applicable, the Historic Preservation Commission.
- 8) Greenspace shall be improved with walking trails and an amenity area having a minimum area of 400 square feet for every 24 units, with equipment and facilities appropriate to the needs of residents. Greenspace shall have a minimum width of 75 feet; trail connections between greenspace areas shall have a minimum width of 25 feet.
- 9) **An appropriate landscape plan shall be reviewed approved and reviewed by the Community Development Director prior to installation of the landscaping.**

## Legal Notice

Public Hearing will be held by the Mayor and Council of the City of Jonesboro at 6:00 P.M. on February 14, 2022 in the chambers of the Jonesboro Municipal Court facility, 170 South Main Street, Jonesboro, GA, to consider a proposed text amendment to the City of Jonesboro Code of Ordinances, with further revisions to Section 86-101 “R-M multifamily residential district” to Chapter 86 - Zoning, Article V – District Standards and Permitted Uses, of the City of Jonesboro Code of Ordinances.

David Allen  
Zoning Administrator / Community Development Director

Publish 01/19/2022

## 1 STATE OF GEORGIA

## 2 CITY OF JONESBORO

## **ORDINANCE NO. 2022-007**

4 AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF JONESBORO,  
5 GEORGIA, BY AMENDING SECTION 86-101 (R-M SINGLE FAMILY ATTACHED  
6 RESIDENTIAL DISTRICT REGULATIONS) IN ARTICLE V (DISTRICT STANDARDS  
7 AND PERMITTED USES) OF CHAPTER 86 (ZONING); TO PROVIDE FOR  
8 CODIFICATION; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING  
9 ORDINANCES; TO PROVIDE AN ADOPTION DATE; TO PROVIDE AN EFFECTIVE  
10 DATE; AND FOR OTHER PURPOSES ALLOWED BY LAW.

11           **WHEREAS**, the governing authority of the City of Jonesboro, Georgia (the “City”) are  
12           the Mayor and Council thereof; and

13           **WHEREAS**, the City is authorized by its Charter and state law to regulate zoning within  
14       the limits of the City; and

15           **WHEREAS**, the City desires to amend the zoning regulations for the R-M Single Family  
16       Attached Residential District in the City; and

17           **WHEREAS**, the City has complied with the notice and hearing requirements pursuant to  
18   O.C.G.A. § 36-66-1 *et seq.*; and

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

21                   **NOW THEREFORE**, be it and it is hereby ordained by the Mayor and Council of the  
22                   City of Jonesboro:

23                   **Section 1.** The Code of Ordinances of the City of Jonesboro, Georgia, is hereby amended  
24                   by revising Section 86-101 (R-M Single Family Attached Residential District Regulations) in  
25                   Article V (District Standards and Permitted Uses) of Chapter 86 (Zoning); to be read and codified  
26                   as set forth in Exhibit A, attached hereto and made a part by reference, with added text in bold  
27                   font.

28                   **Section 2.** (a) It is hereby declared to be the intention of the Mayor and Council that all  
29                   sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their  
30                   enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

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

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

45 sections of this Ordinance shall remain valid, constitutional, enforceable, and of full force and  
46 effect.

47 **Section 3.** All ordinances and parts of ordinances in conflict herewith are hereby  
48 expressly repealed to the extent of such conflict.

49 **Section 4.** The effective date of this Ordinance shall be the date of its adoption by the  
50 Mayor and Council unless otherwise stated herein.

51 **Section 5.** The Ordinance shall be codified in a manner consistent with the laws of the  
52 State of Georgia and the City of Jonesboro.

53 **Section 6.** It is the intention of the governing body, and it is hereby ordained that the  
54 provisions of this Ordinance shall become and be made part of the Code of Ordinances, City of  
55 Jonesboro, Georgia, and the sections of this Ordinance may be renumbered to accomplish such  
56 intention.

**SO ORDAINED, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.**

*[SIGNATURES ON FOLLOWING PAGE]*

**CITY OF JONESBORO, GEORGIA**

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**JOY DAY, Mayor**

**ATTEST:**

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**RICKY L. CLARK, Jr., City Clerk**

**APPROVED AS TO FORM:**

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City Attorney

**EXHIBIT A****(SEE ATTACHED)**

Sec. 86-101. - R-M multifamily residential district.

- (a) Purpose. The R-M multifamily residential district is established to provide for multifamily dwellings on properties having a minimum area of two acres. The district accommodates residential development at a maximum density of eight units per acre and is intended to serve a rental market in which attached units are available in a setting with common amenities and greenspace. R-M districts are expected to develop near public transit and along transportation corridors. Such developments may be established at the margin of neighborhood commercial districts, community shopping districts and employment centers, and represent a transition from office and commercial uses to lower density neighborhoods.
- (b) Development standards. Unless otherwise provided in this chapter, uses permitted in the R-M district shall conform to the following development standards:
  - (1) Minimum tract area: 87,120 square feet (two acres)
  - (2) Minimum lot area per unit:
    - a. Duplex: 4,000 square feet
    - b. Triplex: 4,000 square feet
    - c. Quadruplex: 4,000 square feet
  - (3) Minimum development tract width: 150 feet **1**
  - (4) Minimum front yard: 25 feet **2**
  - (5) Minimum side yard: 25 feet
  - (6) Minimum rear yard: 35 feet
  - (7) Minimum floor area for all individual dwelling units:
    - a. One-bedroom units: 900 square feet
    - b. Two-bedroom units: 1,200 square feet
    - c. Three-bedroom units: 1,400 square feet
  - (8) Maximum building height: Three-story and 40 feet
  - (9) Maximum number of units per building: 12
  - (10) Maximum density: 12 units per acre
  - (11) Minimum greenspace: 20 percent of gross acreage
  - (12) Minimum building separation:

Front to Front 40 feet

Front to Rear 40 feet

Front to Side 35 feet

Rear to Rear 40 feet

Rear to Side 35 feet

Side to Side 25 feet

**1** Measured at the building line.

**2** The required front yard on any street classified as a collector or above shall be 35 feet.

(c) Design standards. Unless otherwise provided in this chapter, uses permitted in an R-M district shall conform to the following design standards:(

- 1) Off-street parking shall be provided as specified in article XIII of this chapter. Each townhouse dwelling shall provide for a minimum two-car garage and a minimum 18-foot-wide concrete driveway.
- 2) Buffers shall be provided as specified in article XV of this chapter.
- 3) A homeowners association accompanied by recorded covenants shall be mandatory for all townhouse or condominium developments, subject to approval by the city manager.
- 4) Minimum width of each townhouse unit shall be 24 feet.
- 5) A minimum of three different exterior elevations shall be provided for a townhouse development that exceeds two acres.
- 6) Townhouse building facades shall visually differentiate individual units through the use of architectural materials; a minimum of 50 percent of the front elevation shall consist of brick or stone. Brick, stone, and/or cementitious siding (which may be board, shingle, or lap siding.) variations may be approved by the Community Development Director and/or Design Review Commission and Historic Preservation Commission. Split faced-concrete block, stucco, or granite block shall only be used in an accent capacity for any building elevation.
- 7) All townhouse units shall be designed to have rear entry via rear alleys. If permitted, front-loaded driveways shall be scored or finished with decorative treatment, subject to approval by the Design Review Commission, and, if applicable, the Historic Preservation Commission.
- 8) Greenspace shall be improved with walking trails and an amenity area having a minimum area of 400 square feet for every 24 units, with equipment and facilities appropriate to the needs of residents. Greenspace shall have a minimum width of 75 feet; trail connections between greenspace areas shall have a minimum width of 25 feet.
- 9) **An appropriate landscape plan shall be reviewed approved and reviewed by the Community Development Director prior to installation of the landscaping.**



# CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

5.9

-9

COUNCIL MEETING DATE

February 7, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Community Development Director Allen

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

Discussion regarding a proposed text amendment, 21-TA-004, Ord. 2022-006, to the City of Jonesboro Code of Ordinances, with further revisions to Section 86-100 "R-A single family attached residential district regulations" to Chapter 86 - Zoning, Article V – District Standards and Permitted Uses, of the City of Jonesboro Code of Ordinances.

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

Chapter 86, Article V, Section 86-100; R-A Single Family Attached Residential District Regulations.

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

Community Planning, Neighborhood and Business Revitalization

Summary & Background

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

**Agency recommendation – Approval of text amendment;** The Mayor and Council approved new development standards for townhomes and condominiums in R-A zoning at their January 2022 Council meeting, with the condition that the following statement also be inserted into the development standards:

*An appropriate landscape plan shall be reviewed approved and reviewed by the Community Development Director prior to installation of the landscaping.*

The further changes to the R-A standards are shown in red on the enclosed document.

Fiscal Impact

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

n/a

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

- R-A Development Revisions February 2022
- Legal Notice - Sec 86-100 R-A zoning
- Jonesboro Ord. 2022-006-Text Amendment-R-A

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

Approval

## FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

February, 7, 2022

Signature

City Clerk's Office

Sec. 86-100. - R-A single family attached residential district regulations.

(a) Purpose. The R-A single family attached residential district is established to provide for single family attached dwellings on individual lots on development tracts having a minimum area of two acres on undeveloped land. The district is intended to foster housing options for households seeking high quality home ownership in park like setting featuring attractive architectural styles and building materials. As such, developments facilitated by establishment of the district are restricted to a maximum number of units to limit scale and encourage manageable homeowner associations. The R-A district is compatible with walkable, neighborhood commercial districts and low intensity office and commercial districts and is suited to locations along collector streets. The R-A single family attached residential district also encourages the thoughtful renovation of existing buildings and infill developments for residential purposes.

(b) Development standards. Unless otherwise provided in this chapter, uses permitted in the R-A district shall conform to the following development standards:

- (1) Minimum parent tract size: 87,120 square feet (two acres)
- (2) Minimum lot area per unit: 1800 square feet 1
- (3) Minimum parent tract width: 150 feet 2
- (4) Minimum front yard: 20 feet 3
- (5) Minimum side yard at perimeter of tract: 25 feet
- (6) Minimum rear yard: 35 feet
- (7) Minimum floor area per dwelling unit: 1,500 square feet
- (8) Maximum building height: Three stories
- (9) Maximum number of units per building: Eight
- (10) Maximum number of units per development: 64
- (11) Maximum density: Eight units per acre
- (12) Minimum greenspace: 15 percent of gross acreage
- (13) Minimum building separation:

Front to Front	40 feet
Front to Rear	40 feet
Front to Side	35 feet
Rear to Rear	40 feet
Rear to Side	35 feet
Side to Side	25 feet

1 This requirement may be waived for zero lot townhomes, provided the developer includes a provision in the Covenants, Conditions, and Restrictions for the project that clearly describes the maintenance and access of all common areas, streets, alleys, and driveways.

2 Measured at the building line.

3 The required front yard on any street classified as a collector or above shall be 25 feet.

(c) Design standards. Unless otherwise provided in this chapter, uses permitted in an R-A district shall conform to the following design standards:

- (1) Off-street parking shall be provided as specified in article XIII of this chapter. Each dwelling shall provide for a minimum two-car garage and a minimum 18-foot-wide concrete driveway.
- (2) Buffers shall be provided as specified in Article XV of this chapter.
- (3) A homeowners association accompanied by recorded covenants shall be mandatory for all townhouse or condominium developments, subject to approval by the City Manager.
- (4) Minimum width of each townhouse unit shall be 24 feet.
- (5) A minimum of three different exterior elevations shall be provided for a townhouse development that exceeds two acres.
- (6) Townhouse building facades shall visually differentiate individual units through the use of architectural materials; a minimum of 50 percent of the front elevation shall consist of brick or stone. Brick, stone, and/or cementitious siding (which may be board, shingle, or lap siding.) variations may be approved by the Community Development Director and/or Design Review Commission and Historic Preservation Commission. Split faced-concrete block, stucco, or granite block shall only be used in an accent capacity for any building elevation.
- (7) All townhouse units shall be designed to have rear entry via rear alleys. If permitted, front-loaded driveways shall be scored or finished with decorative treatment, subject to approval by the Design Review Commission, and, if applicable, the Historic Preservation Commission.
- (8) Greenspace shall be improved with walking trails and an amenity area having a minimum area of 400 square feet with equipment and facilities appropriate to the needs of residents. Greenspace shall have a minimum width of 100 feet; trail connections between greenspace areas shall have a minimum width of 50 feet.
- (9) **An appropriate landscape plan shall be reviewed approved and reviewed by the Community Development Director prior to installation of the landscaping.**

## Legal Notice

Public Hearing will be held by the Mayor and Council of the City of Jonesboro at 6:00 P.M. on February 14, 2022 in the chambers of the Jonesboro Municipal Court facility, 170 South Main Street, Jonesboro, GA, to consider a proposed text amendment to the City of Jonesboro Code of Ordinances, with further revisions to Section 86-100 “R-A single family attached residential district regulations” to Chapter 86 - Zoning, Article V – District Standards and Permitted Uses, of the City of Jonesboro Code of Ordinances.

David Allen  
Zoning Administrator / Community Development Director

Publish 01/19/2022

## 1 STATE OF GEORGIA

## 2 CITY OF JONESBORO

**ORDINANCE NO. 2022-006**

4 AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF JONESBORO,  
5 GEORGIA, BY AMENDING SECTION 86-100 (R-A SINGLE FAMILY ATTACHED  
6 RESIDENTIAL DISTRICT REGULATIONS) IN ARTICLE V (DISTRICT STANDARDS  
7 AND PERMITTED USES) OF CHAPTER 86 (ZONING); TO PROVIDE FOR  
8 CODIFICATION; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING  
9 ORDINANCES; TO PROVIDE AN ADOPTION DATE; TO PROVIDE AN EFFECTIVE  
10 DATE; AND FOR OTHER PURPOSES ALLOWED BY LAW.

11           **WHEREAS**, the governing authority of the City of Jonesboro, Georgia (the “City”) are  
12           the Mayor and Council thereof; and

13           **WHEREAS**, the City is authorized by its Charter and state law to regulate zoning within  
14       the limits of the City; and

15           **WHEREAS**, the City desires to amend the zoning regulations for the R-A Single Family  
16       Attached Residential District in the City; and

17           **WHEREAS**, the City has complied with the notice and hearing requirements pursuant to  
18   O.C.G.A. § 36-66-1 *et seq.*; and

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

21           **NOW THEREFORE**, be it and it is hereby ordained by the Mayor and Council of the  
22           City of Jonesboro:

23           **Section 1.** The Code of Ordinances of the City of Jonesboro, Georgia, is hereby amended  
24    by revising Section 86-100 (R-A Single Family Attached Residential District Regulations) in  
25    Article V (District Standards and Permitted Uses) of Chapter 86 (Zoning); to be read and codified  
26    as set forth in Exhibit A, attached hereto and made a part by reference, with added text in bold  
27    font.

28           **Section 2.** (a) It is hereby declared to be the intention of the Mayor and Council that all  
29    sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their  
30    enactment, believed by the Mayor and Council to be fully valid, enforceable and constitutional.

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

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

45 sections of this Ordinance shall remain valid, constitutional, enforceable, and of full force and  
46 effect.

47 **Section 3.** All ordinances and parts of ordinances in conflict herewith are hereby  
48 expressly repealed to the extent of such conflict.

49 **Section 4.** The effective date of this Ordinance shall be the date of its adoption by the  
50 Mayor and Council unless otherwise stated herein.

51 **Section 5.** The Ordinance shall be codified in a manner consistent with the laws of the  
52 State of Georgia and the City of Jonesboro.

53 **Section 6.** It is the intention of the governing body, and it is hereby ordained that the  
54 provisions of this Ordinance shall become and be made part of the Code of Ordinances, City of  
55 Jonesboro, Georgia and the sections of this Ordinance may be renumbered to accomplish such  
56 intention.

**SO ORDAINED, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.**

*[SIGNATURES ON FOLLOWING PAGE]*

**CITY OF JONESBORO, GEORGIA**

---

**JOY DAY, Mayor**

**ATTEST:**

---

**RICKY L. CLARK, Jr., City Clerk**

**APPROVED AS TO FORM:**

---

City Attorney

**EXHIBIT A****(SEE ATTACHED)**

Sec. 86-100. - R-A single family attached residential district regulations.

- (a) Purpose. The R-A single family attached residential district is established to provide for single family attached dwellings on individual lots on development tracts having a minimum area of two acres on undeveloped land. The district is intended to foster housing options for households seeking high quality home ownership in park like setting featuring attractive architectural styles and building materials. As such, developments facilitated by establishment of the district are restricted to a maximum number of units to limit scale and encourage manageable homeowner associations. The R-A district is compatible with walkable, neighborhood commercial districts and low intensity office and commercial districts and is suited to locations along collector streets. The R-A single family attached residential district also encourages the thoughtful renovation of existing buildings and infill developments for residential purposes.
- (b) Development standards. Unless otherwise provided in this chapter, uses permitted in the R-A district shall conform to the following development standards:
  - (1) Minimum parent tract size: 87,120 square feet (two acres)
  - (2) Minimum lot area per unit: 1800 square feet 1
  - (3) Minimum parent tract width: 150 feet 2
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1 This requirement may be waived for zero lot townhomes, provided the developer includes a provision in the Covenants, Conditions, and Restrictions for the project that clearly describes the maintenance and access of all common areas, streets, alleys, and driveways.

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- (9) **An appropriate landscape plan shall be reviewed approved and reviewed by the Community Development Director prior to installation of the landscaping.**



# CITY OF JONESBORO, GEORGIA COUNCIL

## Agenda Item Summary

Agenda Item #

5.10

-10

COUNCIL MEETING DATE

February 7, 2022

Requesting Agency (Initiator) Office of the City Manager	Sponsor(s) Community Development Director Allen
<b>Requested Action</b> (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)	
Discussion regarding City-initiated map amendments to the Official Zoning Map, 22-MA-001 Ord. 2022-003, for rezonings of properties located at 158 Smith Street (Parcel 13241A A006), Jonesboro, Georgia 30236, 160 Smith Street (Parcel 13241A A005), and 204 Fayetteville Road (Parcel 13241A A004) from Single-Family Residential (R-4) to City Center Mixed Use (CCM).	
<b>Requirement for Board Action</b> (Cite specific Council policy, statute or code requirement)	
Article XII, Amendments	
<b>Is this Item Goal Related?</b> (If yes, describe how this action meets the specific Board Focus Area or Goal)	
Yes	Community Planning, Neighborhood and Business Revitalization
Summary & Background	(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)
<p><b>Staff recommendation: Approval of re-zonings;</b> These re-zonings (map amendments) were initiated by the City of Jonesboro and are the last remaining properties that will comprise the City Center project. All subject parcels will be combined in one plat and need to be rezoned to one unified zoning – the new City Center Mixed Use District (CCM). Being a government-initiated rezoning, these amendments do not require public notices, per Sec. 86-366, but they were advertised anyway.</p> <ul style="list-style-type: none"> <li>- 158 Smith Street (Parcel 13241A A006), Jonesboro, Georgia 30236, 160 Smith Street (Parcel 13241A A005), and 204 Fayetteville Road (Parcel 13241A A004) from Single-Family Residential (R-4) to City Center Mixed Use (CCM).</li> </ul>	
<b>Re-zoning Assessment per Sec. 86-374. - Standards of review for Map Amendments:</b>	
<ul style="list-style-type: none"> <li>• <b>Relationship to the established land use pattern.</b> Surrounding properties are as follows: O&amp;I Office &amp; Institutional (north), C-1 Neighborhood Commercial (north), City Center Mixed Use (east), and R-4 Single-Family Residential (south).</li> <li>• <b>Compatibility with comprehensive plan; timing of development.</b> According to the City's 2025 Future Land Development Map identifies the area is in a mix of "Traditional Neighborhood" and "Downtown" areas. The update to the Comprehensive Plan and Future Land Development Map in late 2021 will likely show this area with a more diverse range of uses, including the developed City Center.</li> <li>• <b>Suitability of the zoning proposal.</b> None of the properties are well suited for development under their current zonings, due to their small size. Properties in the immediate vicinity are a wide mix of institutional, commercial, and residential uses. Staff does not project any issues for the request, in terms of nuisance to nearby property owners, as the City owns most of the adjacent properties.</li> <li>• <b>Impact on public facilities and services; referrals to other agencies.</b> The City and/or County will have services in place for the site, including water and sewer utilities, and police and fire protection. The City does not foresee any major impacts on the City's public facilities and services.</li> <li>• <b>Impact on public financial resources.</b> The proposed zoning change should not cause any significant budgetary impacts on the City and other public agencies or authorities. The public development will be funded largely by SPLOST dollars.</li> <li>• <b>Availability of other land suitable for the proposed use.</b> If approved, the proposed CCM development would combine most of the adjacent parcels on the block into a parcel hosting ample room for City Hall, the City Police Department, a community center, and other possible private developments.</li> <li>• <b>Impact on neighborhood character.</b> As stated before, the immediate surrounding properties are zoned Office /</li> </ul>	

### FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title Ricky L. Clark, City Manager	Date February, 7, 2022	
Signature	City Clerk's Office	

Institutional, R-4 Single Family, C-1 Neighborhood Commercial, and City Center Mixed Use. Rezoning the property should have no detriment to the neighborhood character. The surrounding area has a wide variety of uses. The former buildings on these parcels were largely run down.

5.10

- **Opportunity for economic use of property.** The diversity of allowed uses in the CCM Zoning District would further the properties' opportunities to grow as a community focal point for the City.
- **Effect on adjacent property.** Staff believes that the adjacent area would not be harmed from the change in zonings and could only benefit from a quality development.
- **Impact on surrounding property values.** Staff does not foresee any negative impacts to the surrounding properties. The future development, if approved, would likely raise property values in the area.
- **Circumstances peculiar to the context.** None known.
- **Impact on the public interest.** The proposed use would not be a detriment to the public health, safety, morality and general welfare. It would be a positive focal point for the community.
- **Environmental impact.** The properties do not appear to have any issues with storm drainage, soil erosion and sedimentation, flooding, air quality, loss of natural areas and habitat and water quality and quantity. Any development must conform to the stringent guidelines of the Clayton County Soil and Water District and the Clayton County Water Authority, Stormwater Department.

**Fiscal Impact**

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

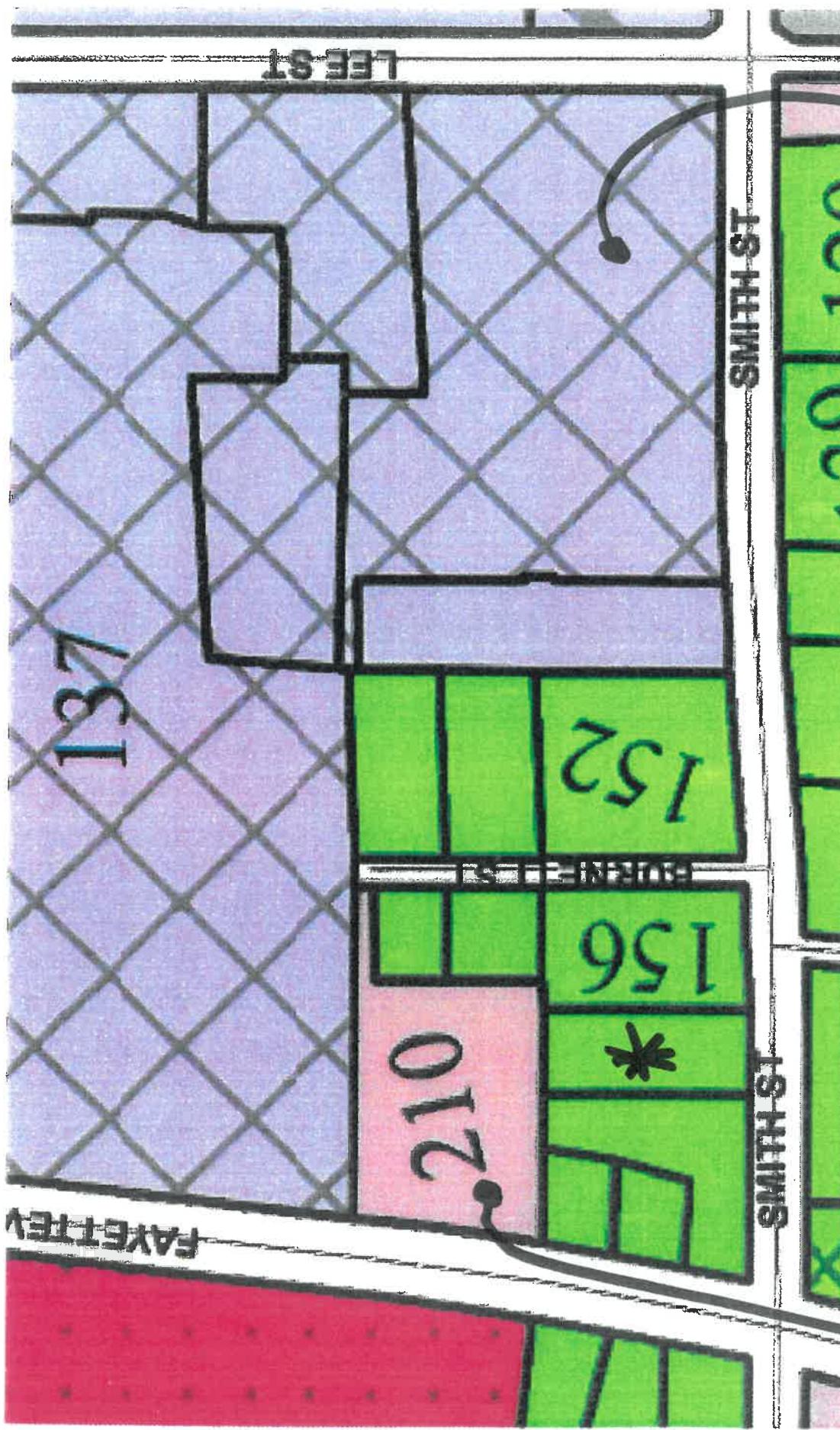
n/a

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

- 158 Smith Street Map
- 160 Smith Street Map
- 204 Fayetteville Road Map
- Rezonings
- Map Amendment - City Center Properties February 2022 - R4 properties - Legal Notice
- Application
- Zoning Sign
- Jonesboro- Ord. 2022-003- City Center Properties Rezoning

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

**Approval**

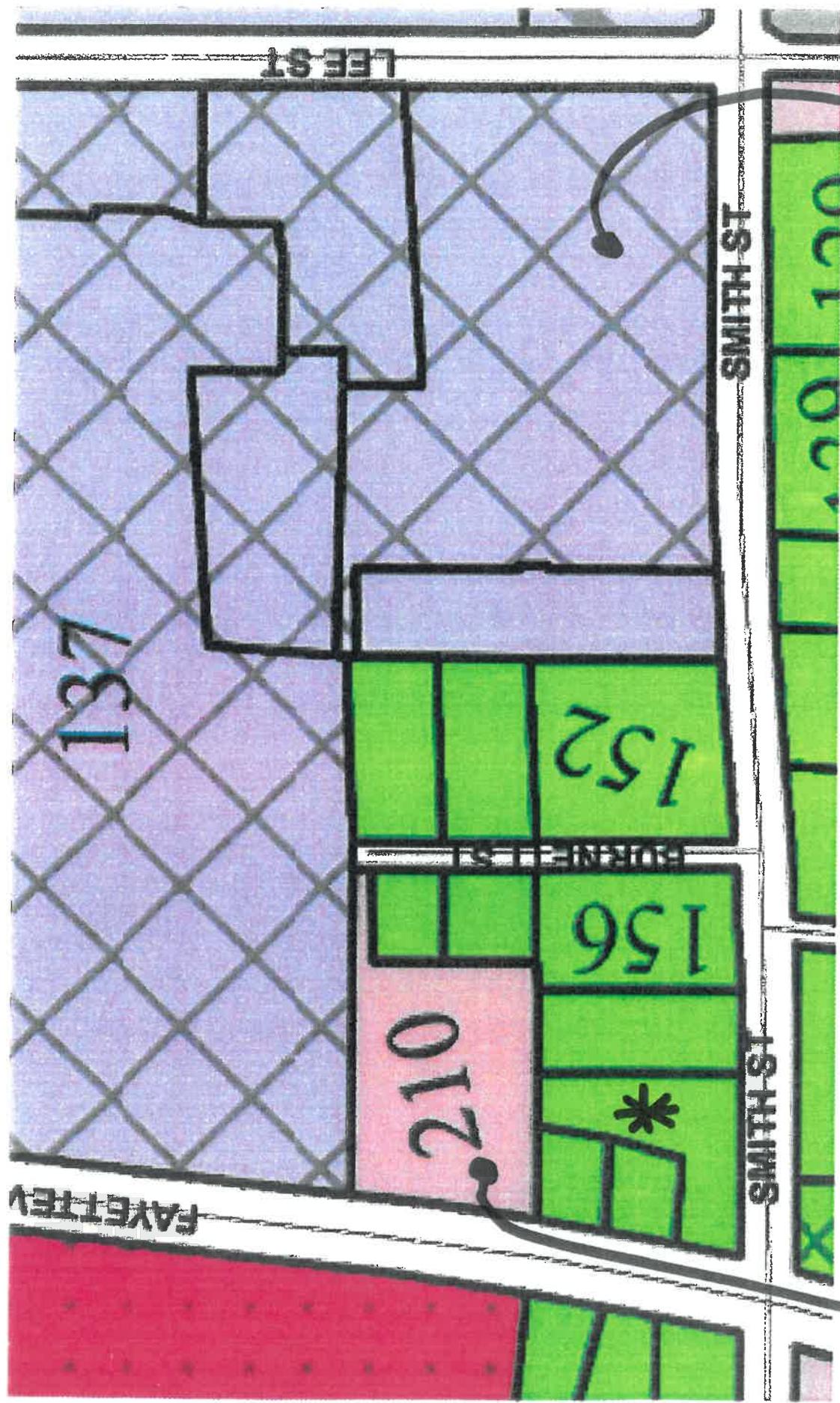


158 Smith Street

Parc

Lee Street

## ACTIVE CHURCH



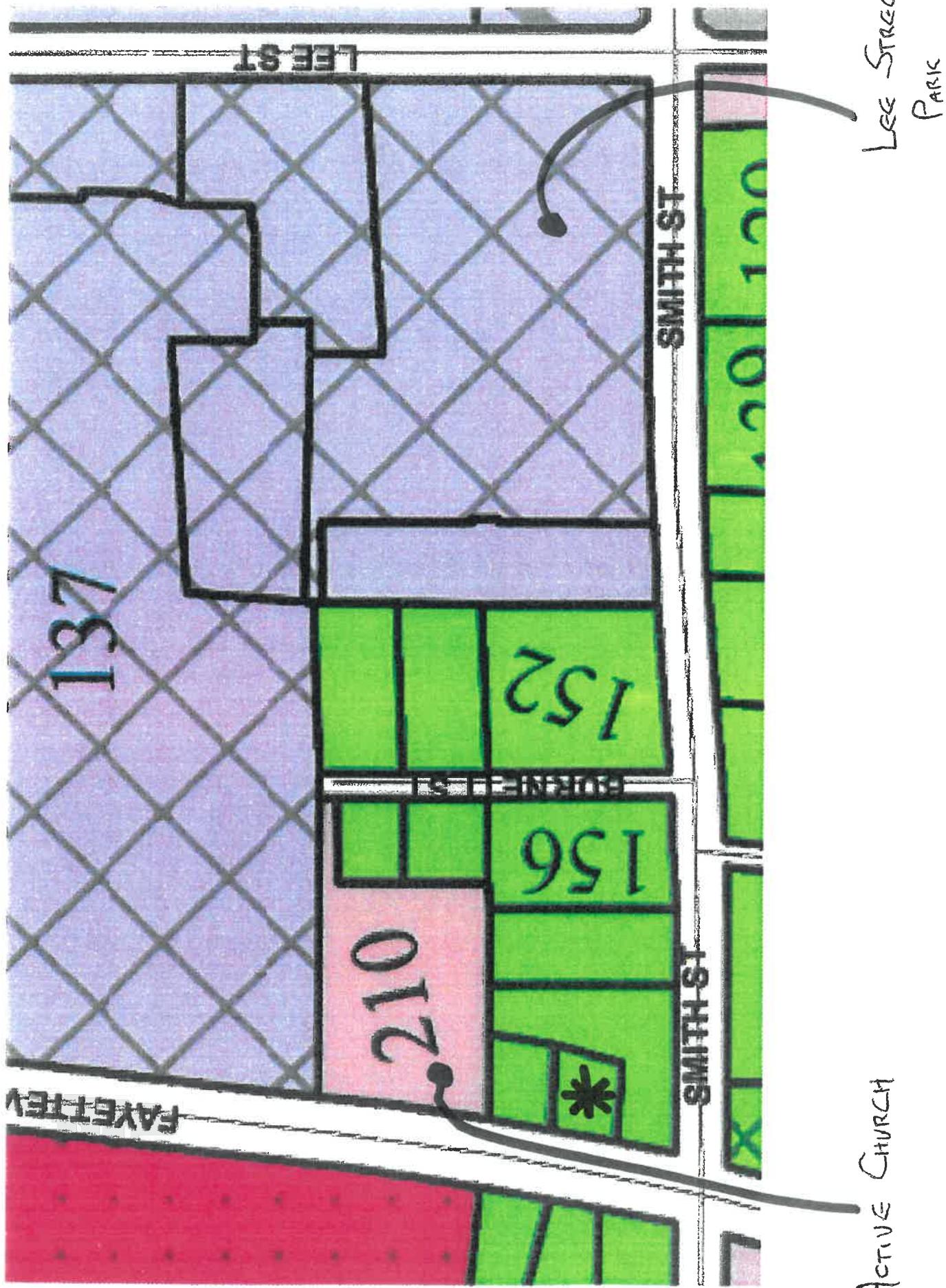
# 160 Smith Street

Attachment: 160 Smith Street Map (3048 : City Rezonings - 158 Smith Street, 160 Smith Street, 204 Fayetteville Road)

Active Church

# 204 Fayetteville Road

Attachment: 204 Fayetteville Road Map (3048 : City Rezonings - 158 Smith Street, 160 Smith Street, 204 Fayetteville Road)



TARA BLVD

FAYETTEVILLE RD

158 Smith Street, Parcel No. 13241A A006 –  
From R-4 (Single-Family Residential)  
to CCM (City Center Mixed Use).

SMITH ST

BURNETT ST

SOUDER WAY

W MILL ST

FAYETTEVILLE RD

MEMORIAL AVE

CHURCH ST

0 130 260 390 520

## 5.10.d

TARA BLVD

FAYETTEVILLE RD

160 Smith Street, Parcel No. 13241A A005 –  
From R-4 (Single-Family Residential)  
to CCM (City Center Mixed Use).

WY

TARA BLVD

FAYETTEVILLE RD

0      130      260      390      520

## SOUDER WAY

**W MILL ST**

MEMORIAL AVE

## CHURCH ST

Attachment: Rezonings (3048 : City Rezonings - 158 Smith Street, 160 Smith Street, 204 Fayetteville Road)

TARA BLVD

FAYETTEVILLE RD

204 Fayetteville Road, Parcel No. 13241AA004 –  
From R-4 (Single-Family Residential)  
to CCM (City Center Mixed Use).

SMITH ST

BURNETT ST

SOUDER WAY

W MILL ST

TARA BLVD

FAYETTEVILLE RD

MEMORIAL AVE

CHURCH ST

## Legal Notice

Public Hearing will be held by the Mayor and Council of the City of Jonesboro at 6:00 P.M. on February 14, 2022, in the chambers of the Jonesboro Municipal Court facility, 170 South Main Street, Jonesboro, GA, to consider City-initiated map amendments to the Official Zoning Map, and corresponding Zoning Map Update, for re-zonings of properties located at 158 Smith Street (Parcel 13241A A006), Jonesboro, Georgia 30236, 160 Smith Street (Parcel 13241A A005), and 204 Fayetteville Road (Parcel 13241A A004) from Single-Family Residential (R-4) to City Center Mixed Use (CCM).

David Allen  
Community Development Director

Publish 01/19/22



## CITY OF JONESBORO

124 North Avenue  
 Jonesboro, Georgia 30236  
[www.jonesboroga.com](http://www.jonesboroga.com)

### MAP AMENDMENT APPLICATION

THE APPLICANT MUST SUBMIT ONE (1) ORIGINAL AND 10 COPIES OF PETITION AND ALL REQUIRED ITEMS. APPLICATIONS ARE DUE TO THE CITY PLANNER BY THE 10TH OF THE MONTH. ALL INFORMATION TO BE PRESENTED TO THE MAYOR AND CITY COUNCIL SHOULD BE ASSEMBLED. THIS APPLICATION WILL NOT BE PROCESSED IF ANY ITEMS ARE MISSING OR IF THE APPROPRIATE FEE DOES NOT ACCOMPANY IT.

**LICENSE FEE:** \$700.00 IF ADVERTISING FEE EXCEEDS THE \$700.00, YOU WILL BE BILLED ANY ADDITIONAL AMOUNT SPENT ON ADVERTISING.

ANY MISSTATEMENT OR CONCEALMENT OF FACT IN THIS APPLICATION SHALL BE GROUNDS FOR REVOCATION OF THE LICENSE ISSUED AND SHALL MAKE THE APPLICANT LIABLE TO PROSECUTION FOR PERJURY. ALL INFORMATION REQUIRED OF THE APPELLANT MUST BE PROVIDED AND MUST BE PRINTED CLEARLY OR TYPEWRITTEN.

PETITIONER WILL BE NOTIFIED BY CERTIFIED MAIL OF THE SCHEDULED PUBLIC HEARING FOR WHICH HIS/HER APPLICATION WILL BE CONSIDERED.

In addition, please also provide the following:

*CITY OWNED AND INITIATED*

- Legal Description of the property for rezoning
- A plat showing the dimensions, acreage and location of the property prepared by a registered land surveyor whose state registration is current and valid; surveyor's seal shall be affixed to the plat.
- A conceptual site plan depicting the proposed use of the property
- A copy of the recorded warranty deed (or other instrument of title) which vests title to the property in the applicant.
- A copy of the paid in full tax bill or a letter from the City stating that all taxes on the property have been paid.
- The applicant shall file with the application a letter of intent indicating specifically how the property is to be used. Said letter shall be detailed as necessary to clearly describe the proposed site development.

## GENERAL INFORMATION

Name and Address of Appellant CITY OF JONESBORO, 124 NORTH AVENUE  
JONESBORO, GA 30236 Phone # 770-478-3800

Name and Address of Property Owner SAME

Location of Property 158 SMITH ST, 160 SMITH ST,  
204 FAYETTEVILLE RD.

Present Zoning District and use of Property R4

Proposed Zoning District and use of Property CCM

## STANDARDS FOR MAP AMENDMENT

In ruling on any application for a zoning map amendment, Jonesboro's City Council shall act in the best interest of the public health, safety, morals and general welfare. Please complete the following:

1.) What is the relationship of the proposed change to the established land use pattern? PROPERTIES WILL BE ADJACENT TO THE CITY CENTER SITE

2.) Is the proposed change compatibility with the City's comprehensive plan and what is the proposed timing of development? YES

3.) What impacts, if any, would the proposed change have on public facilities, services, neighborhood character, environmental impact, public interest, and public financial resources? NO SIGNIFICANT IMPACT (NEGATIVE IMPACTS)

4.) What economic opportunities are projected for the property? RE-ZONING WILL GENERATE ECONOMIC OPPORTUNITIES

## More Development Around City Center

5.) To what extent would property values be diminished by the particular zoning restrictions? \_\_\_\_\_

None - They will be Enhanced

6.) To what extent would the destruction of property values, if any, promotes the health, safety, morals, or general welfare of the public? None, All will be Enhanced

7.) What is the relative gain to the public, as compared to the hardship, if any, imposed on the individual property owner? Quality Development in Future -

More Livability and Walkability in Community

8.) What is the length of time the property, if vacant, has been vacant as zoned? Considered in the context of land development in the areas and the vicinity of the property. \_\_\_\_\_

One has been vacant for a while

Other two have vacant harder

**FOR OFFICE USE ONLY:**

Date Received: 1/29/20 22

Fee Amount Enclosed: \$ N/A

Date of Advertisement: 1/19/22

Mayor and Council Date of Decision: 2/14/20 22

Mayor and Council Decision:

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# CITY OF JONESBORO, GEORGIA

City Map Amendments For Properties At 158  
Smith St. (Parcel 13241A A006), 160 Smith St. (Parcel  
13241A A005) AND 204 Fayetteville Rd. (Parcel  
To City Center Mixed Use (CCM).  
170 SOUTH MAIN STREET LOCATION

DATE: 2-14-22 TIME: 6:00 PM  
FOR MORE INFORMATION, PLEASE CONTACT CITY HALL AT 770-478-3800

## 1 STATE OF GEORGIA

## 2 CITY OF JONESBORO

## **ORDINANCE NO. 2022-003**

4 AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP, CITY OF JONESBORO,  
5 GEORGIA BY REZONING THOSE CERTAIN PARCELS OF REAL PROPERTY AT 158  
6 SMITH STREET, 160 SMITH STREET, AND 204 FAYETTEVILLE ROAD, JONESBORO,  
7 GEORGIA; TO PROVIDE SEVERABILITY; TO PROVIDE A PENALTY; TO PROVIDE FOR  
8 REPEAL OF CONFLICTING ORDINANCES AND RESOLUTIONS; TO PROVIDE AN  
9 ADOPTION AND EFFECTIVE DATE; AND TO PROVIDE FOR OTHER LAWFUL  
10 PURPOSES.

11           **WHEREAS**, the governing body of the City of Jonesboro, Georgia (the “City”) is the  
12        Mayor and Council thereof;

13           **WHEREAS**, the governing body is authorized by its Charter to regulate zoning within the  
14       limits of the City; and

15           **WHEREAS**, the subject parcels of real property consist of approximately 0.72 acres  
16   located at 158 Smith Street (Parcel 13241A A006); 160 Smith Street (Parcel 13241AA005); and  
17   204 Fayetteville Road (Parcel 13241A A004) according to the present system of numbering in  
18   Jonesboro, Clayton County, Georgia; (“Property”); and

19                   **WHEREAS**, the Property is currently zoned as Single-Family Residential (R-4); and

20           **WHEREAS**, this map amendment is being initiated by the City in an effort to rezone the  
21   Property to City Center Mixed Use (CCM) for the City Center project; and

22           **WHEREAS**, the governing body of the City has considered the criteria of a rezoning  
23 request, provided in Section 86-374 (Standards for Review for Map Amendments) of Article 12

24 (Amendments) in Chapter 86 (Zoning) of the Code of Ordinances, City of Jonesboro, Georgia;  
25 and

26 **WHEREAS**, the City has complied with the notice and hearing requirements pursuant to  
27 O.C.G.A. § 36-66-1 *et seq.*; and

28 **WHEREAS**, the health, safety and welfare of the citizens of the City will be positively  
29 impacted by the adoption of this Ordinance.

30 **NOW THEREFORE**, be it and it is hereby ordained by the Mayor and Council of the  
31 City of Jonesboro:

32 **Section 1.** Those certain parcels of real property consisting of approximately 0.72 acres  
33 located at 158 Smith Street (Parcel 13241A A006); 160 Smith Street (Parcel 13241AA005); and  
34 204 Fayetteville Road (Parcel 13241A A004) according to the present system of numbering in  
35 Jonesboro, Clayton County, Georgia are hereby rezoned from Single-Family Residential (R-4) to  
36 City Center Mixed Use (CCM). Such rezoning is to be noted on the official City of Jonesboro  
37 Zoning Map approved by Mayor and Council as soon as reasonably possible following adoption  
38 of this Ordinance along with an editorial note on the official City of Jonesboro Zoning Map  
39 specifying the parcels affected by this Ordinance and the date of adoption of this Ordinance. Until  
40 this rezoning is indicated on the official City of Jonesboro Zoning Map approved by Mayor and  
41 Council, this Ordinance and Exhibits "A", "B", and "C" shall govern over the official City of  
42 Jonesboro Zoning Map to the extent of any discrepancy between this Ordinance and the official  
43 City of Jonesboro Official Zoning Map.

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

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

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

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

65                   **Section 4.** All ordinances and parts of ordinances in conflict herewith are hereby expressly  
66    repealed to the extent of such conflict.

67           **Section 5.** Penalties in effect for violations of the Zoning Ordinance of the City of  
68   Jonesboro, Georgia at the time of the effective date of this Ordinance shall be and are hereby made  
69   applicable to this Ordinance and shall remain in full force and effect.

70           **Section 6.** The effective date of this Ordinance shall be the date of adoption unless  
71   otherwise specified herein.

**SO ORDAINED**, this \_\_\_\_ day of \_\_\_\_\_, 2022.

**CITY OF JONESBORO, GEORGIA**

---

**JOY DAY**, Mayor

**ATTEST:**

---

**RICKY CLARK, Jr.**, City Clerk

**APPROVED AS TO FORM:**

---

City Attorney

**EXHIBIT “A”**

158 Smith Street, Parcel No. 13241A A006 –  
From R-4 (Single-Family Residential)  
to CCM (City Center Mixed Use).

TARA BLVD

FAYETTEVILLE RD

SMITH ST

BURNETT ST

SOUDER WAY

W MILL ST

FAYETTEVILLE RD

MEMORIAL AVE

CHURCH ST

**EXHIBIT “B”**

160 Smith Street, Parcel No. 13241A A005 –  
From R-4 (Single-Family Residential)  
to CCM (City Center Mixed Use).

TARA BLVD

FAYETTEVILLE RD

SMITH ST

BURNETT ST

Attachment: Jonesboro-Ord. 2022-003- City Center Properties Rezoning (3048 : City Rezonings - 158 Smith Street, 160 Smith Street, 204

TARA BLVD

FAYETTEVILLE RD

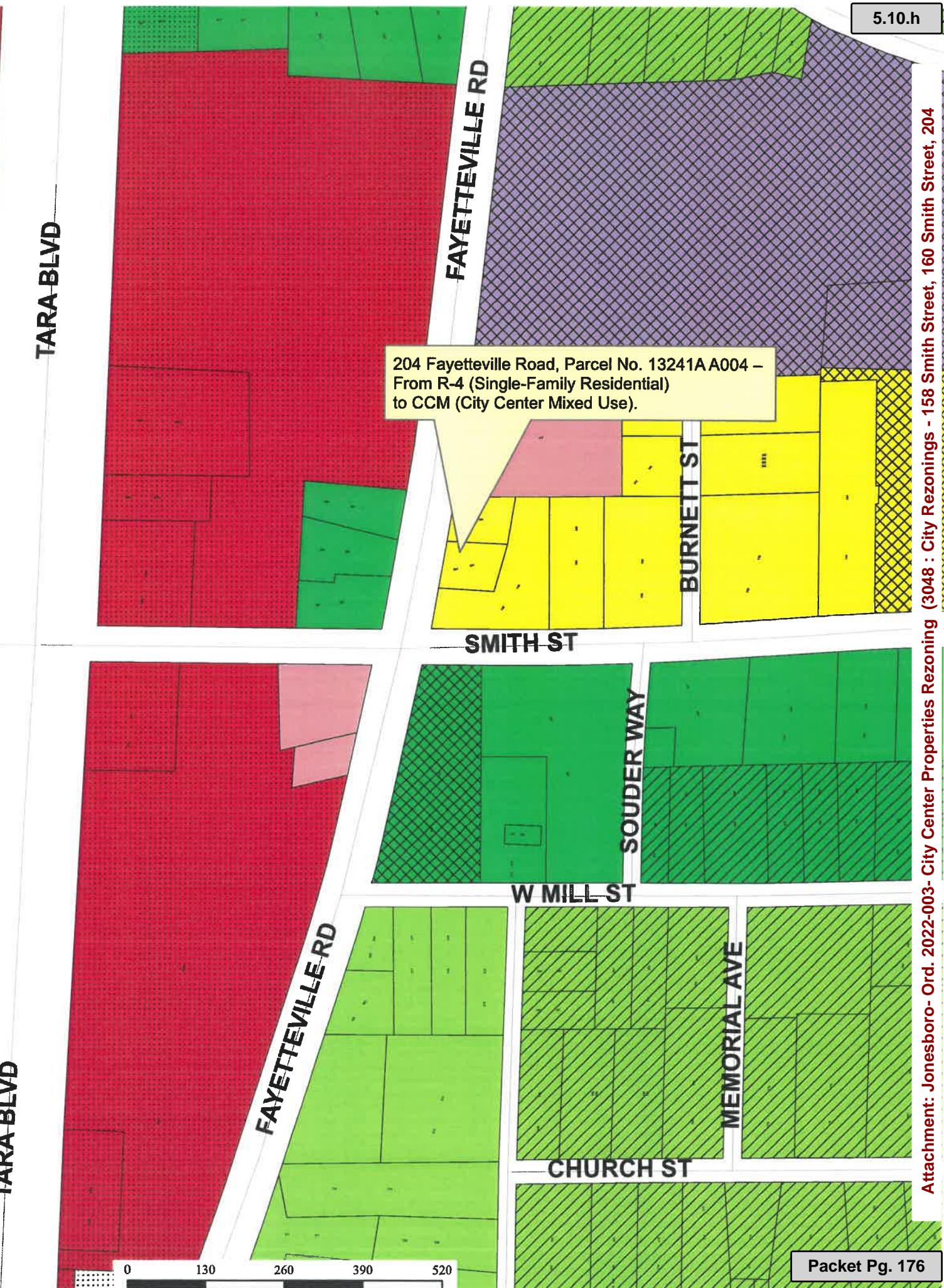
W MILL ST

MEMORIAL AVE

CHURCH ST

0 130 260 390 520

**EXHIBIT “C”**





# CITY OF JONESBORO, GEORGIA COUNCIL

## Agenda Item Summary

Agenda Item #

5.11

-11

COUNCIL MEETING DATE

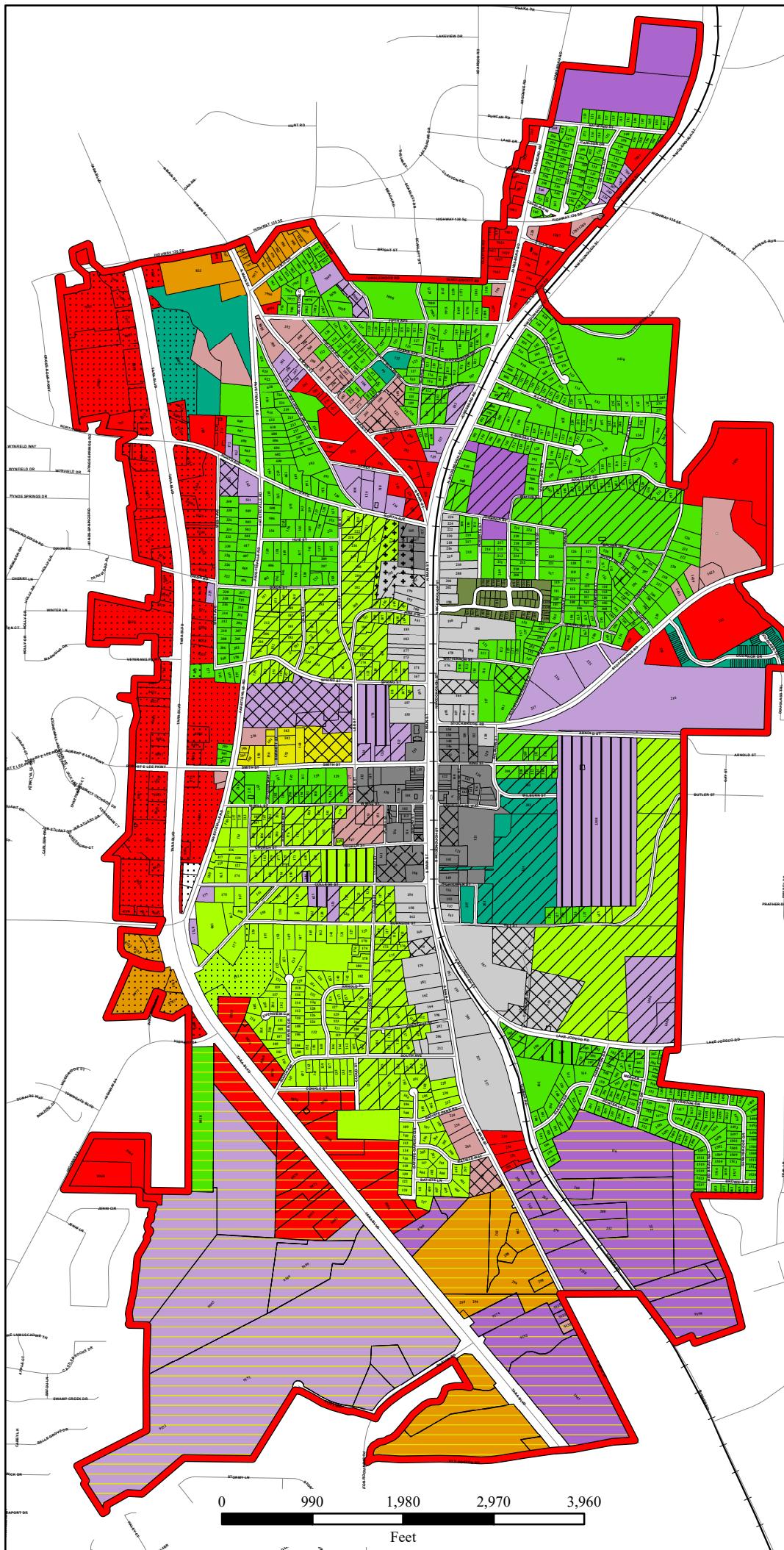
February 7, 2022

Requesting Agency (Initiator) Office of the City Manager	Sponsor(s) Community Development Director Allen
<b>Requested Action</b> (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.) Discussion regarding a City Zoning Map update and re-adopt, 22-MA-002, Ord. 2022-004, based on recent rezonings.	
<b>Requirement for Board Action</b> (Cite specific Council policy, statute or code requirement) Zoning Map Re-Adoption	
Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal) Yes	Community Planning, Neighborhood and Business Revitalization
Summary & Background	(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)
<p><b>Staff Recommendation – Approval of the updated Zoning Map:</b> The map was last formally adopted in May 2021, and the following re-zonings have occurred since then (including the ones on the February 2022 agenda):</p> <ol style="list-style-type: none"> <li>1. Ordinance #2021-006 Map Amendment from "Single-Family Residential" to "Highway Commercial" - Batiste Garden Circle; (Parcel 05240B A003)</li> <li>2. Ordinance #2021-007 Annexation and Map Amendment from "General Business" (County) to "Highway Commercial" (City) - Highway 138; Parcel ID# 13210B D006</li> <li>3. Ordinance #2021-010 City Initiated Map Amendments from "Office-Institutional" to "City Center Mixed Use" - 155 Lee Street, 144 Smith Street; (Parcel 13241A A016 and Parcel 13241A A013).</li> <li>4. Ordinance #2021-011 City Initiated Map Amendments from "Single-Family Residential" to "City Center Mixed Use" - Burnett St, Smith St, Fayetteville Road; (Parcel 13241A A012, Parcel 13241A A011, Parcel 13241A A010, Parcel 13241A A009, Parcel 13241A A008, Parcel 13241A A007 and Parcel 13241A A003).</li> <li>5. Ordinance #2021-019 Annexation and Map Amendment from County "General Business" to City "Highway Commercial" - 795 North Avenue; Parcel No. 13210D A002</li> <li>6. Ordinance #2022-003 City Initiated Map Amendments from "Single-Family Residential" to "City Center Mixed Use" - 158 Smith Street (Parcel 13241A A006), Jonesboro, Georgia 30236, 160 Smith Street (Parcel 13241A A005), and 204 Fayetteville Road (Parcel 13241A A004)</li> </ol>	
Fiscal Impact	(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)  n/a
<b>Exhibits Attached</b> (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.) <ul style="list-style-type: none"> <li>• JonesboroZoningMap_Feb_14_2022_Final</li> <li>• Zoning Enlargements</li> <li>• Public Hearing Notice - Zoning Map Adoption 021422</li> <li>• Jonesboro- Ord. 2022-004- Zoning Map Readoption 2022</li> </ul>	
<b>Staff Recommendation</b> (Type Name, Title, Agency and Phone) <b>Approval</b>	

### FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title Ricky L. Clark, City Manager	Date February, 7, 2022	
Signature	City Clerk's Office	





## City of Jonesboro Georgia



### Zoning Classifications

- A Assembly Rights
- H Historic Residential
- AH Historic Residential and Assembly F
- T Tara Boulevard
- S Active Senior District
- G Gateway South District
- C-1 Neighborhood Commercial District
- C-2 Highway Commercial District
- CCM City Center Mixed Use 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

This is to certify that this is the Official Zoning Map referred to in this Section of Ordinance 2015-06 of the City of Jonesboro, Georgia

Official Adoption Date: February 14, 2022

Joy B. Day, Mayor

Ricky L. Clark, Jr., City Manager

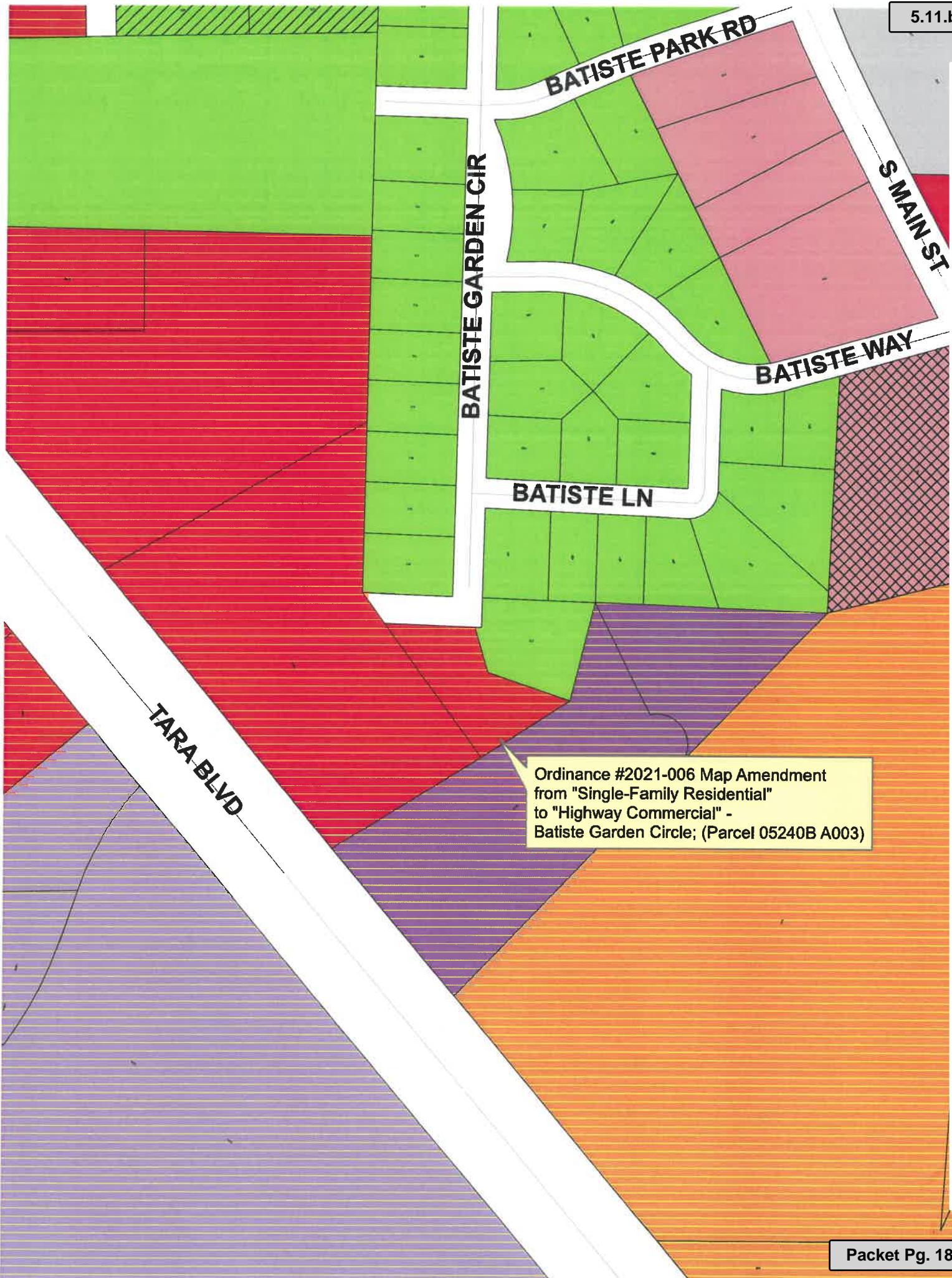
City Attorney

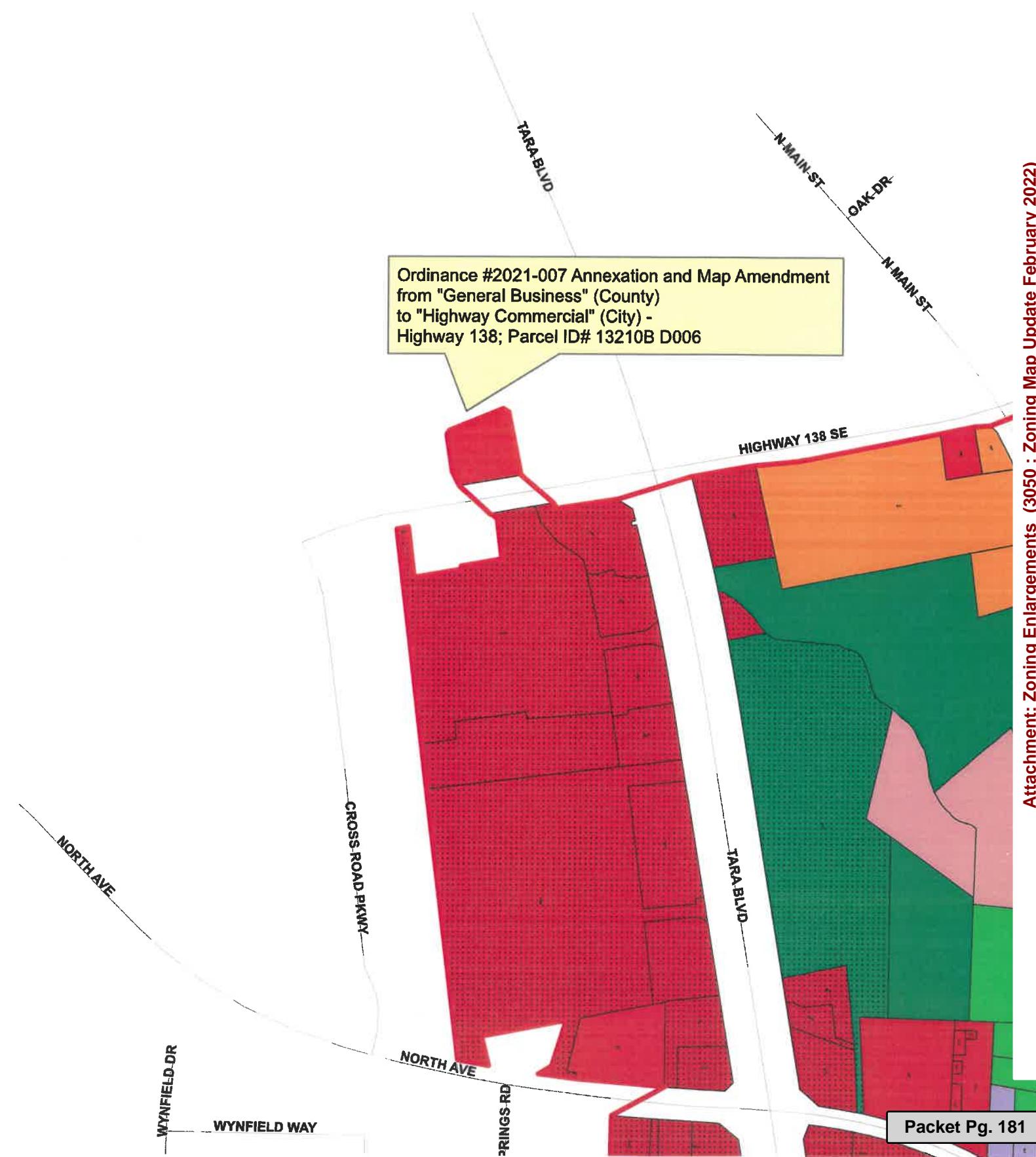
I, Ricky L. Clark, Jr., City Clerk/Manager of the City of Jonesboro, Georgia, do hereby certify that this is the Official Zoning Map of the City of Jonesboro, Clayton County, Georgia, contemporaneously present in chambers at the time it was adopted by the Mayor and Council of Jonesboro, Georgia on the 14th day of February 2022.

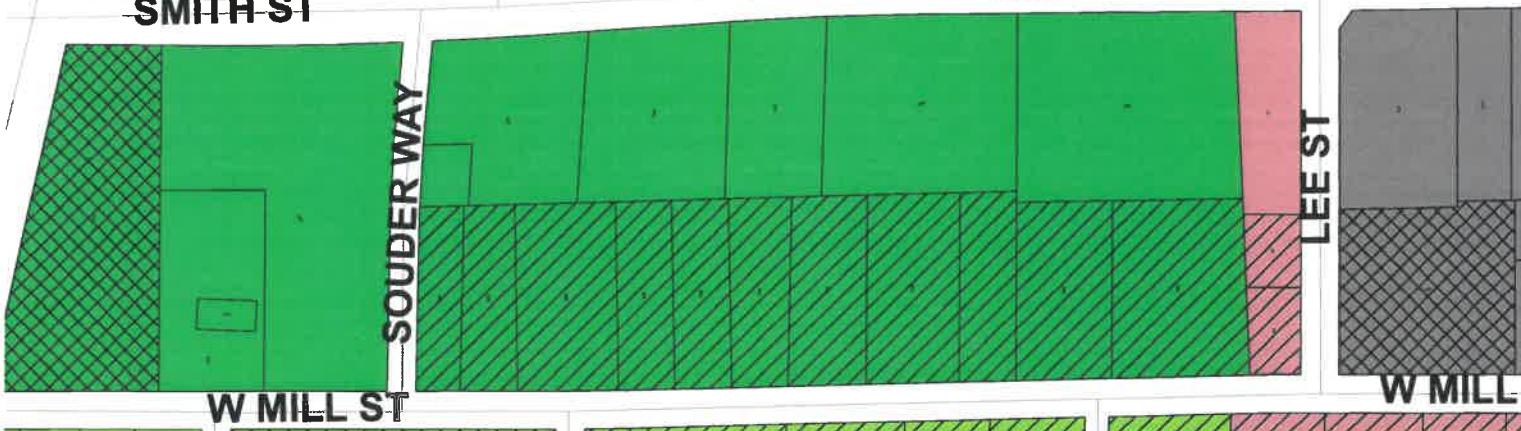
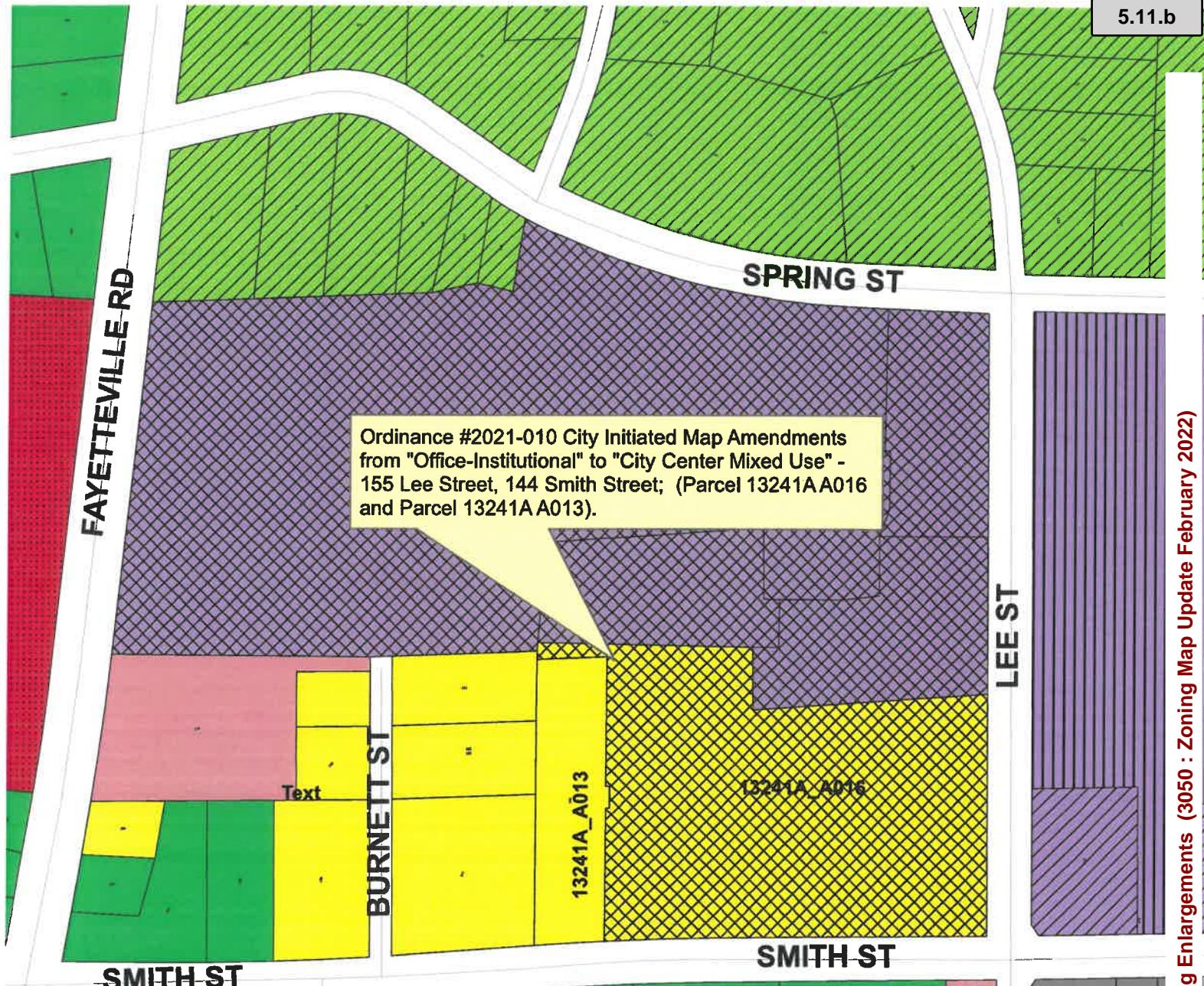
Ricky L. Clark, Jr., City Clerk/Manager

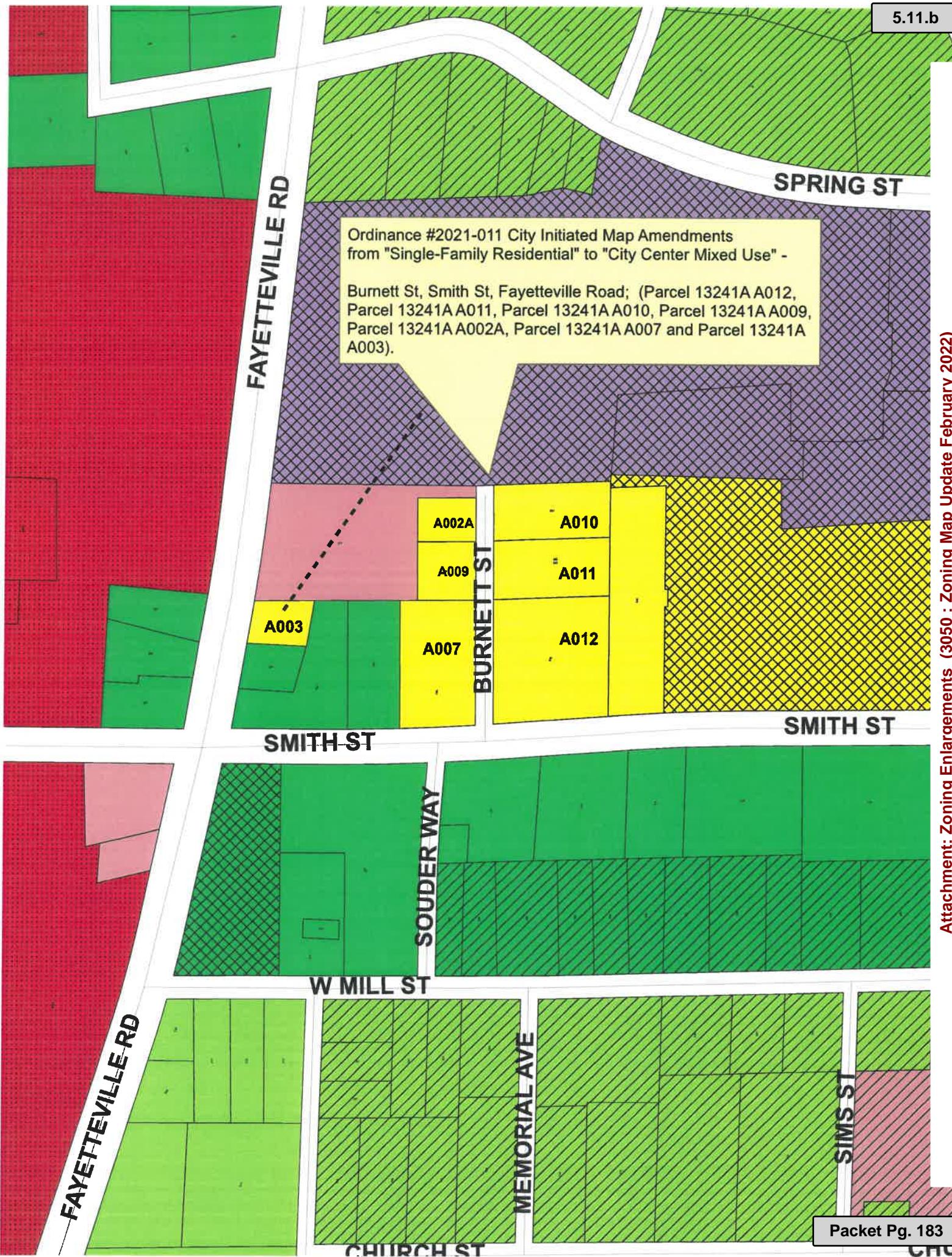
Addresses and parcel boundaries are based on data provided by the Clayton County Tax Assessor's Office and are not guaranteed by the City of Jonesboro to be accurate.











Ordinance #2021-019 Annexation and Map Amendment  
from County "General Business"  
to City "Highway Commercial" -  
795 North Avenue; Parcel No. 13210D A002

13210D\_A002

WYNFIELD DR

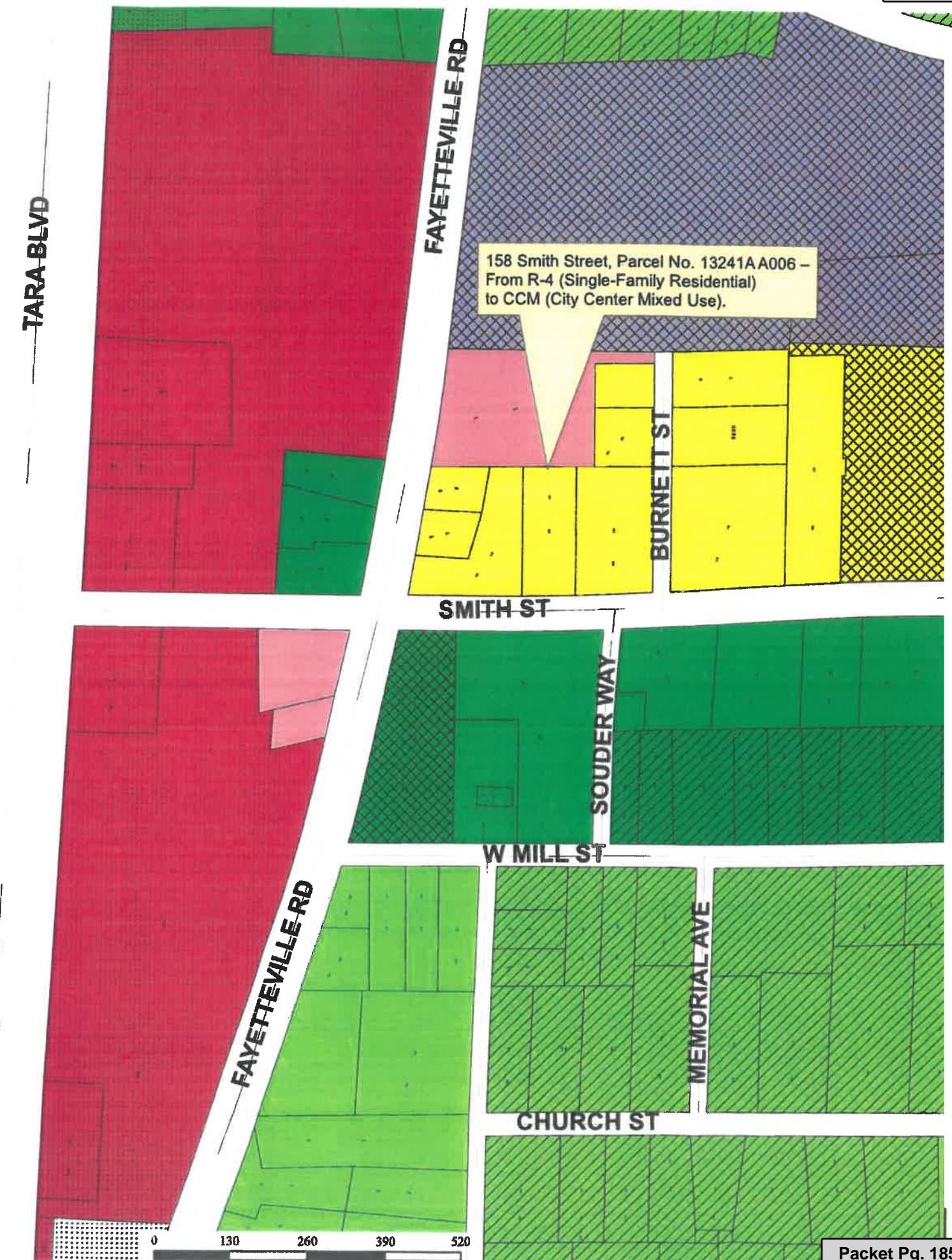
## HYNDS SPRINGS RD

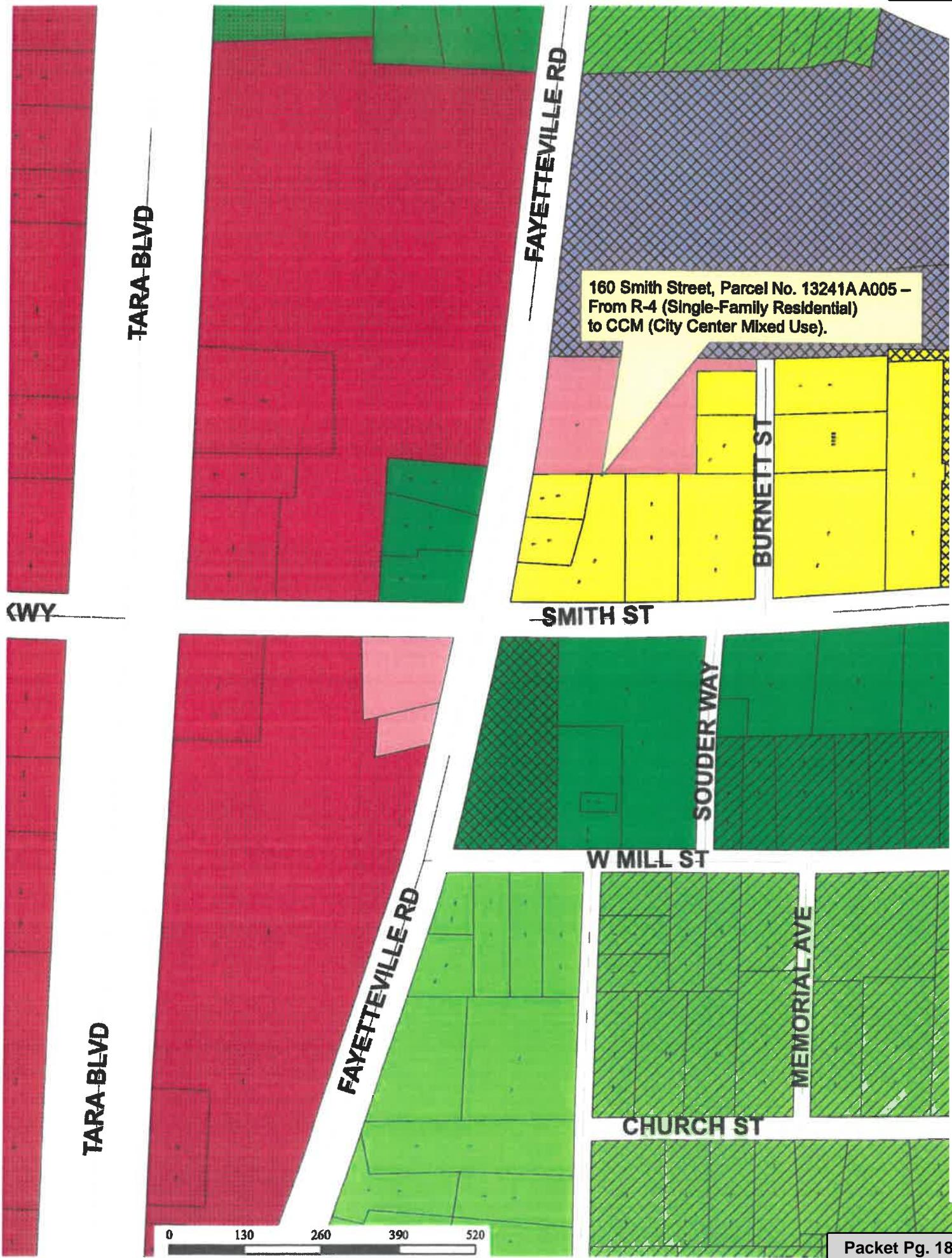
INGSRD

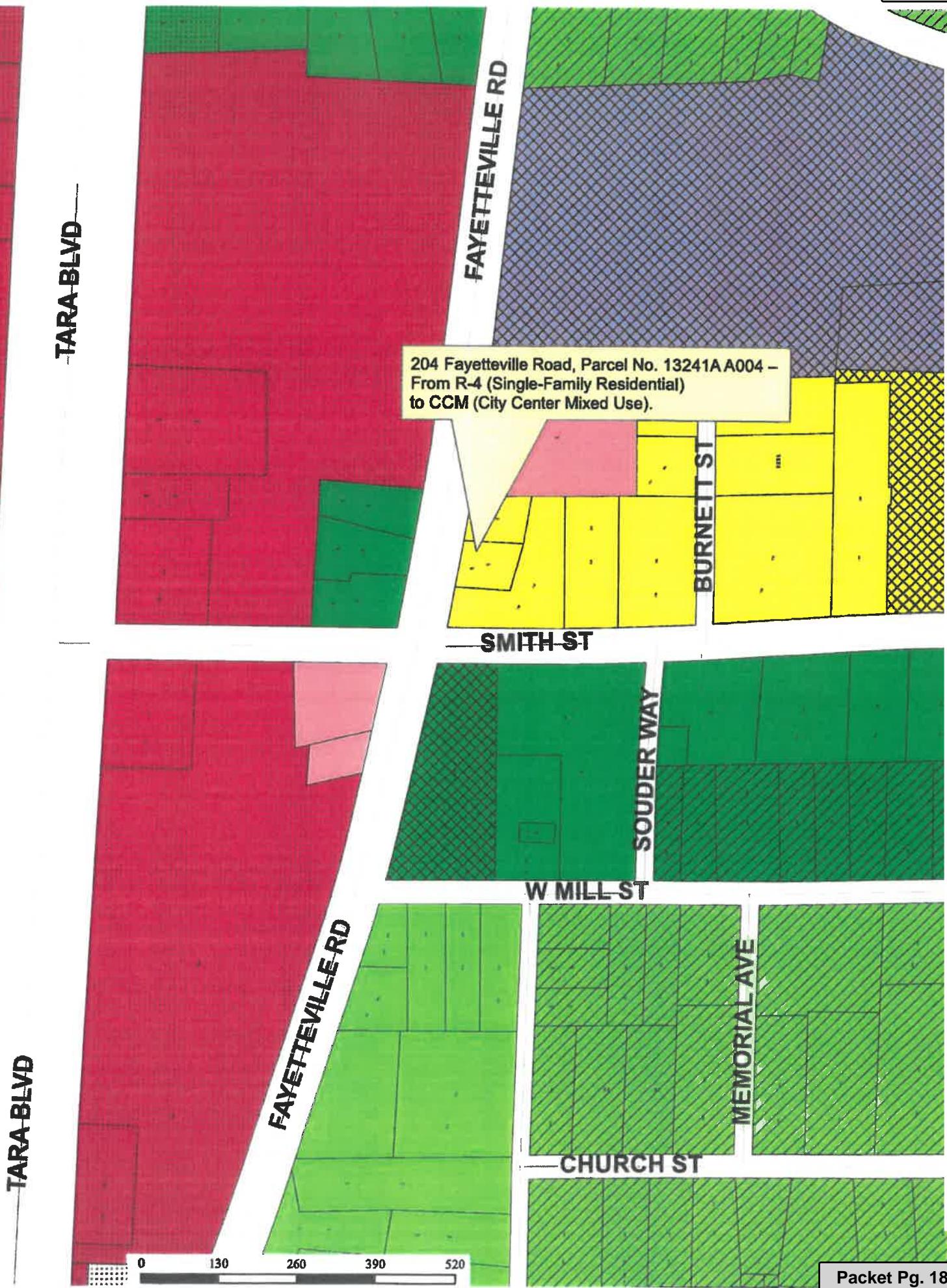
**NORTH AVE**

TARA BLVD

TARA BLVD







THE CITY OF JONESBORO, GEORGIA  
NOTICE OF PUBLIC HEARING

The City of Jonesboro Mayor and City Council will hold a public hearing on the 14<sup>th</sup> day of February, 2022, at 6:00 p.m. in the Jonesboro Municipal Court Facility, which is located at 170 South Main Street, Jonesboro, Georgia 30236 for the purpose of due process of the following:

A Public Hearing pursuant to the Georgia Zoning Procedures Act, O.C.G.A. §36-66-1, et. seq., to re-adopt the Official Zoning Map for the City of Jonesboro. At the hearing, members of the public shall have the opportunity to voice their comments on the proposed ordinance as required under the law.

David D. Allen  
Zoning Administrator / Community Development Director

Publish 01/19/22

1      **STATE OF GEORGIA**  
2  
3      **CITY OF JONESBORO**  
4  
5

6      **ORDINANCE NO. 2022-004**

7  
8      AN ORDINANCE TO RESTATE, AMEND, AND READOPT THE CITY OF JONESBORO,  
9      GEORGIA'S OFFICIAL ZONING MAP; TO PROVIDE FOR SEVERABILITY; TO  
10     REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND  
11     FOR OTHER PURPOSES ALLOWED BY LAW.

12        **WHEREAS**, the governing authority of the City of Jonesboro, Georgia (the "City") are  
13        the Mayor and Council thereof; and

14        **WHEREAS**, Section 86-73 of the City's Code of Ordinances designates the Official  
15        Zoning Map of the City; and

16        **WHEREAS**, the Zoning Map was last adopted on May 10, 2021; and

17        **WHEREAS**, since May 10, 2021, the City has undergone substantial zoning  
18        amendments that require restatement, amendment, and readoption of the Zoning Map; and

19        **WHEREAS**, the health, safety, and welfare of the citizens of Jonesboro, Georgia will  
20        be positively impacted by the adoption of this Ordinance.

21        **NOW THEREFORE**, be it and it is hereby ordained by the Mayor and Council of  
22        the City of Jonesboro:

23        **Section 1.** In accordance with the Code of Ordinances of the City of Jonesboro, Georgia,  
24        the City's Official Zoning Map, entitled "City of Jonesboro Official Zoning Map" is hereby  
25        restated, amended, and readopted as set forth on Exhibit A attached hereto and incorporated by

26 reference herein. A true and correct copy of the Official Zoning Map, as displayed in Exhibit A,  
27 shall be signed by the Mayor and attested by the City Clerk, in accordance with Section 86-73 of  
28 City Code.

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

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

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

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

49 enforceable, and of full force and effect.

50           **Section 4.** All ordinances and parts of ordinances in conflict herewith are hereby  
51 expressly repealed to the extent of such conflict.

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

54           **Section 6.** The Ordinance shall be codified in a manner consistent with the laws of  
55 the State of Georgia and the City of Jonesboro.

**Section 7.** 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 of Ordinances, City  
of Jonesboro, Georgia, and the sections of this Ordinance may be renumbered to accomplish  
such intention.

**SO ORDAINED, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.**

**CITY OF JONESBORO, GEORGIA**

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**Joy Day, Mayor**

**ATTEST:**

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**Ricky L. Clark, Jr., City Clerk**

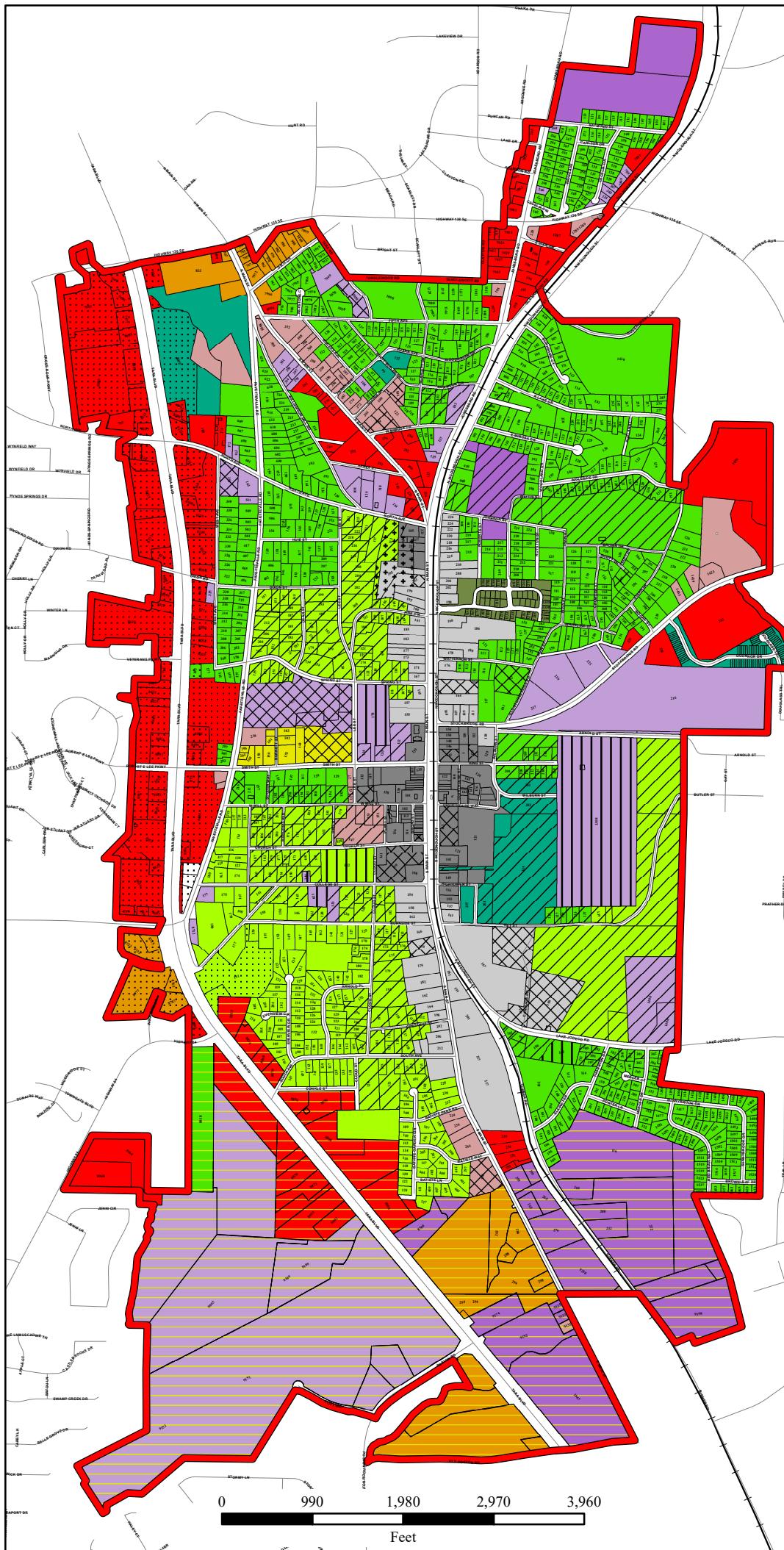
**APPROVED AS TO FORM:**

---

**City Attorney**

**EXHIBIT A**

[See Attached Re-Adopted, Amended, and Restated Official Zoning Map]



## City of Jonesboro Georgia



### Zoning Classifications

- A Assembly Rights
- H Historic Residential
- AH Historic Residential and Assembly F
- T Tara Boulevard
- S Active Senior District
- G Gateway South District
- C-1 Neighborhood Commercial District
- C-2 Highway Commercial District
- CCM City Center Mixed Use District
- H-1 Historic District
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- M-1 Light Industrial District
- MX Mixed Use District
- O-1 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

This is to certify that this is the Official Zoning Map referred to in this Section of Ordinance 2015-06 of the City of Jonesboro, Georgia

Official Adoption Date: February 14, 2022

Joy B. Day, Mayor

Ricky L. Clark, Jr., City Manager

City Attorney

I, Ricky L. Clark, Jr., City Clerk/Manager of the City of Jonesboro, Georgia, do hereby certify that this is the Official Zoning Map of the City of Jonesboro, Clayton County, Georgia, contemporaneously present in chambers at the time it was adopted by the Mayor and Council of Jonesboro, Georgia on the 14th day of February 2022.

Ricky L. Clark, Jr., City Clerk/Manager

Addresses and parcel boundaries are based on data provided by the Clayton County Tax Assessor's Office and are not guaranteed by the City of Jonesboro to be accurate.





# CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

**-12**

**5.12**

COUNCIL MEETING DATE  
February 7, 2022

Requesting Agency (Initiator)  
Office of the City Manager

Sponsor(s)

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

Discussion regarding amending Section K, entitled Workers Compensation, of the City of Jonesboro Personnel Policies and Procedures.

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

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

As you know, as laws and procedures change as it relates to Human Resources, so does the need to update and revisit some of our Personnel Policies and Procedures. In reviewing our current policies and procedures as it relates to Workers Compensation and the new Bill of Rights adopted in 2019, I am recommending the a complete overhaul of Section K: Workers Compensation within the codified City of Jonesboro Personnel Polices and Procedures.

## **Section K: Workers Compensation**

### **I. Policy Statement**

It is the intent of the City of Jonesboro to comply with the provisions of the Workers' Compensation Laws of the State of Georgia. All City of Jonesboro employees who are injured on the job are protected by the Georgia Workers' Compensation Act. The provisions of this Act are the exclusive remedy for employees injured on the job and provide benefits and procedures for obtaining benefits for occupational injuries and diseases arising out of and in the course of an employee's employment with the City of Jonesboro.

### **II. Responsibility**

Workers' Compensation can be a very complex environment if proper procedures are not followed. Specific responsibilities lie with the Human Resources Department, all supervisors, and the employee.

a)

#### **City Manager**

The City Manager is responsible for the management of City's Worker's Compensation program in accordance with the provisions of the Georgia Workers' Compensation Act and other Federal, State, or local regulations.

b)

#### **Supervisors**

City of Jonesboro supervisors are responsible for ensuring that their

## **FOLLOW-UP APPROVAL ACTION (City Clerk)**

Typed Name and Title  
Ricky L. Clark, City Manager

Date  
February, 7, 2022

Signature

City Clerk's Office

employees report all on-the-job injuries to them immediately or as soon as possible following the occurrence of the injury. Supervisors will ensure that a written report of the injury is completed and submitted to the City Manager a within a twenty-four hour time period. Serious injuries should be reported immediately by phone to the City Manager.

c) **Employees:**

All City of Jonesboro employees are required to report all on-the-job injuries to their supervisor immediately when possible, but in all cases no later than twenty-four (24) hours after the occurrence of the injury. The employee is obligated to cooperate with the Workers' Compensation program directives and activities, and any fraudulent activity will be grounds for termination.

**III. Procedures**

- a) An employee injured on the job must report the injury to his/her supervisor immediately on the forms prepared and provided by the City Manager, even if no medical treatment is necessary. A record of the injury should be made in case medical treatment is needed in the future.
- b) The employee's supervisor must follow the appropriate procedures prescribed for reporting the injury which includes completion of the Injury/Illness Report form.
- c) Treatment of the injury shall be provided at one of the designated medical facilities that are posted at each work site, and the employee must select a doctor from the approved Panel of Physicians provided by the City. In an emergency, the employee may receive medical care from any doctor until the emergency is over; then the employee must obtain treatment from a doctor on the City's approved Panel of Physicians. The City reserves the right to refuse payment of medical services for any employee examined by a physician not listed on its approved Panel of Physicians.
- d) An employee injured by an accident arising out of or in the course of employment shall not be charged for any absence from duty due to the injury on the day of the injury. The employee will be paid for any time missed from work on the day of the injury.
- e) There is a seven calendar day waiting period before Workers' Compensation income benefits are due. The employee is eligible to receive medical benefits during the seven-day waiting period. Beginning with the first day after an on-the-job injury and continuing through the seventh day following the injury, the injured employee may elect to be compensated by using his/her available sick or other leave balances. However, if the disability lasts for twenty-one (21) consecutive days, Workers' Compensation benefits (at 66-2/3% of weekly salary) will be paid retroactive for the first seven days. The first seven days of disability are not reimbursable unless the employee

is disabled more than the 21 consecutive days. If the employee is reimbursed from the State for the initial seven-day period, he/she will be responsible for returning that money to the City. The leave time will be restored.

- f) Beginning with the eighth day following the injury, the employee will be compensated with the statutory Workers' Compensation rate of 66-2/3% of weekly salary up to the maximum prevailing rate required by the Workers' Compensation Law. Once Workers' Compensation begins to make payments to the employee, the employee may use sick leave or other available leave to offset the difference between the statutory Workers' Compensation rate and the employee's regular rate of pay.
- g) Workers' Compensation income benefits may not be payable if the employee is injured while engaged in willful misconduct or if the injury is due to the use of alcohol or drugs or the misuse of controlled substances.
- h) An employee may be placed on leave for a job-related injury for up to a maximum of twelve (12) weeks at the direction of a Workers' Compensation physician
- i) An employee out of work on Workers' Compensation who does not return to work when released to do so by a qualified physician may be terminated,
- j) If the employee is unable to return to his/her regular position, the City may provide a modified/light duty assignment that is approved by the Workers' Compensation physician to the employee for a period of up to three (3) months. The City has no obligation to create a light duty assignment if work is not available. The light duty job does not have to be at the employee's regular rate of pay, does not have to be full-time, and does not have to be the same type of job as the employee's regular job.
- k) If the employee is unable to return to his/her regular position at the end of twelve (12) weeks of leave or is unable to resume, with reasonable accommodations, his/her regular position after three (3) months, the employee may request in writing additional leave time or an extension of a reasonable accommodation such as light duty from the City Manager. The City Manager's decision will be final. Once all leave has been exhausted and the employee is still unable to resume, with reasonable accommodations, his/her regular position, the City Manager may assign the employee to a vacant position in another classification for which the employee is qualified and able to perform (with or without accommodations), and at a salary comparable to that of other employees in the same classification. If no vacancy exists in another classification for which the employee is qualified (with or without reasonable accommodations), the employee may be terminated from employment.

- I) Workers' Compensation leave must run concurrent with Family and Medical Leave (FMLA)

As you can see, I have tried to lay out as clear as possible, guidance with dealing with workers compensation issues that arise. One of the biggest changes, other than outlining actual procedures, is the fact that an employee may elect to utilize their own sick and/or other available leave to offset the difference between the Workers Comp rate and the employee's regular rate of pay.

**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.)

- Jonesboro Personnel Policies and Procedures adopted 031218

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



City of Jonesboro, Georgia

Personnel Policies and Procedures

**AN ORDINANCE  
TO ESTABLISH PERSONNEL POLICIES AND PROCEDURES  
FOR THE CITY OF JONESBORO**

**CHAPTER I  
TITLE AND PURPOSE**

**SECTION A: TITLE**

This Ordinance, establishing Personnel Policies and Procedures and governing the Administration of said policy of the City of Jonesboro and shall be known and cited as "Personnel Policies and Procedures of the City of Jonesboro".

**SECTION B: PURPOSE**

The purpose of this Ordinance is to establish policies and procedures for the Administration of Personnel matters in the City of Jonesboro.

**SECTION C: ENACTMENT CLAUSE**

Pursuant to the authority conferred by Georgia Law, the City Council of the City of Jonesboro does hereby adopt the following Personnel Policies and Procedures:

**CHAPTER II  
ADMINISTRATION OF THE PERSONNEL SYSTEM**

**SECTION A: ADMINISTRATION**

The responsibility for the administration and interpretation of the personnel rules and regulations are vested in the Mayor in accordance with policy guidelines established by the Mayor and City Council. The Mayor shall have responsibility for the day-to-day operations of the Personnel Management of the City.

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## CHAPTER III

### EMPLOYMENT POLICY AND GENERAL PERSONNEL RULES

#### SECTION A: EMPLOYMENT AT WILL

Employment with the City of Jonesboro is “at will,” and may be terminated for any reason, with or without cause or notice, at any time by the employee or the City of Jonesboro. Nothing in this Handbook or in any oral or written statement shall limit the right to terminate employment with the City at the pleasure of the appropriate City authority. No supervisor or employee of the City of Jonesboro shall have any authority to enter into an employment agreement-express or implied-with any employee providing for employment other than “at-will.”

This policy of “at-will” employment is the sole and entire agreement between you and the City of Jonesboro as to the duration of employment and the circumstances under which employment may be terminated.

With the exception of employment “at will,” terms and conditions of employment with the City of Jonesboro may be modified at the sole discretion of the Mayor and Council of Jonesboro with or without cause or notice, at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice.

Examples of the types of terms and conditions of employment that are within the sole discretion of the City of Jonesboro include, but are not limited to, the following: promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation, or expansion of operations; determinations concerning the use of equipment, methods, or facilities; or any other terms and conditions that the City of Jonesboro may determine to be necessary for the safe, efficient, and economic operation of City business.

#### SECTION B: EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the City of Jonesboro that all employees and applicants for employment shall receive equal opportunity in all employment matters. City of Jonesboro policy prohibits unlawful discrimination based on race, age, color, religion, national origin, sex, political belief or affiliation, veteran status or disability, as well as any other category protected by applicable federal, state, and local laws. The City of Jonesboro's commitment to equal employment opportunity applies to all persons employed by the City of Jonesboro and prohibits unlawful discrimination by any employee of the City of Jonesboro including supervisors and co-workers.

You should report every instance of unlawful discrimination to the Mayor and/or City Manager, regardless of whether you or someone else is the subject of discrimination. Detailed reports—including names, descriptions, and actual events or statements made—will greatly enhance the City's ability to investigate. Any documents supporting the allegations should also be submitted. Based on your report, the City of Jonesboro will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the investigation determines that prohibited discrimination or other conduct in violation of City of Jonesboro policy has occurred, the City of Jonesboro may take disciplinary action, up to and including termination of employment, against those who engaged in the misconduct. The City of Jonesboro will also evaluate whether other employment practices should be added or modified in order to deter and prevent discriminatory conduct in the future. You will be informed of whatever action(s) the City of Jonesboro takes to resolve and remedy the situation. The City of Jonesboro will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, employees, or your co-workers.

## SECTION C: OBJECTIVE

These policies provide for the recruitment of qualified applicants, the development of employees and the establishment of orderly procedures for administering the personnel system in accordance with the following principles:

1. Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skill, including open competition of qualified applicants for initial appointment;
2. Providing equitable and adequate compensation to employees, within the budgetary means of the City;
3. Training employees, as needed, to assure high quality performance;
4. Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected;
5. Assuring fair treatment of applicants and employees in matters of personnel administration without regard to race, age, color, religion, national origin, sex, political belief or affiliation, veteran status or disability;

- Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using official authority for the purpose of interfering with or affecting the results of an election;

## SECTION D: ANTI-RETALIATION POLICY

In accordance with applicable law, the City of Jonesboro prohibits retaliation against any employee because of the employee's opposition to a practice the employee reasonably believes to constitute employment discrimination or because of the employee's participation in an employment discrimination investigation, proceeding or hearing. Any retaliatory adverse action because of such opposition or participation is unlawful and will not be tolerated.

**Examples of Opposition:** Opposition to perceived discrimination includes threatening to file a discrimination complaint with the EEOC, state agency, union or court or complaining or protesting about alleged employment discrimination to a manager, union official, co-worker or other official. Opposition also includes a complaint or protest made on behalf of another employee or made by the employee's representative. A complaint about an employee practice constitutes protected opposition only if the employee communicates to the City of Jonesboro a reasonable good faith belief that the practice opposed constitutes unlawful employment discrimination. Opposition in a manner which disrupts the workplace, or which constitutes an unlawful activity, or engaging in badgering or threatening of employees or supervisors, is not protected.

**Examples of Participation:** The City of Jonesboro prohibits retaliation against any individual because he or she has filed a charge, testified, assisted or participated in any manner in an investigation, proceeding, hearing or litigation under federal or state employment discrimination statutes. The City of Jonesboro also prohibits retaliation against someone closely related to or associated with the employee exercising such rights.

### Complaint Procedure

The complaint procedure provides for an immediate, thorough and objective investigation of any claim and unlawful retaliation because of opposition to alleged discrimination or participation in a proceeding regarding alleged employment discrimination. If you believe that you have been retaliated against because of your opposition to an employment practice you reasonably believe to be discriminatory or because of your participation in a hearing or proceeding regarding alleged unlawful discrimination, you should provide a written or verbal complaint to the City Manager as soon as possible. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, and any documentary evidence.

All complaints of prohibited retaliation that are reported to management will be investigated. The City of Jonesboro will immediately undertake and direct an effective, thorough and objective investigation of the retaliation allegations. The investigation will be completed and a determination regarding the alleged retaliation will be made and communicated to the employee who complained and to the person(s) accused of retaliation.

If the City of Jonesboro determines that an individual has suffered adverse action in retaliation for opposition to alleged employment discrimination or participation in a proceeding related to alleged employment discrimination, the City of Jonesboro will take effective remedial action [0387-0094/261319/1]

appropriate to the circumstances. The City of Jonesboro will also take action to deter any future retaliation. If a complaint of unlawful retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. Whatever action is taken against the person responsible for the retaliation will be communicated to the employee who complained.

In addition to the City of Jonesboro's internal complaint procedure, employees should be aware that the Federal Equal Employment Opportunity Commission (EEOC) investigates and prosecutes complaints of unlawful retaliation because of opposition or participation in proceedings related to alleged employment discrimination. The nearest offices of the EEOC are listed in the telephone directory.

## **CHAPTER IV** **RECRUITMENT AND SELECTION**

### **SECTION A: VACANT POSITIONS**

Recruitment may be closed to consider only qualified current employees or may be open for public competition. Department Directors shall be responsible for notifying the City Manager of vacant, or soon to be vacant, authorized positions in their department.

When a vacancy occurs, the City may utilize one or more of the following methods to generate a source of applicants for vacant positions: post at City Hall; posting on the city website; advertise in a newspaper of local circulation; notify the local Georgia Department of Labor and others. The announcement for the position may include the title, salary range, minimum qualification requirements, manner of making application, and final date on which applications will be accepted. Reasonable effort shall be made to publicize vacancies so that all potential candidates are informed and qualified persons are attracted to compete.

Notice of all vacant positions should be posted at least five (5) working days, in City Hall and all other departments, and other locations designated by the City Manager.

### **SECTION B: APPLICATION FORM**

Application shall be made on City application forms and may be supplemented by a résumé. Such forms shall include information covering training, experience, education, and other job related information. All applications must be signed by the applicant. An informed consent form authorizing the City to conduct a background check must also be signed by the applicant and notarized. Applications shall be taken for vacant positions only.

Once a hiring decision is made, the application forms for those individuals not hired shall be maintained in an inactive file for a six (6) month period.

### **SECTION C: DISQUALIFICATION**

The City may remove from further consideration the application of an applicant who:

1. Does not meet the minimum qualifications established for the position;
2. Has failed to submit an application within the prescribed time limit;
3. Has made false statements of material fact, or practices deception in the application;
4. Has an unsatisfactory employment record of such a nature as to demonstrate unsuitability for employment by the City;
5. Has failed to pass a criminal record check or who has been convicted of a felony or otherwise exhibited dishonesty or public conduct offensive to the sensitivity of the public at large;
6. Has any other background information which may be detrimental to employment by the City;
7. After an offer of employment has been made, has failed to pass physical examination or drug screen as prescribed by City policies;
8. Has failed to report to duty within the time prescribed in an employment offer;
9. Has been employed previously by the City of Jonesboro and has been removed for cause, or did not resign in good standing, and is not recommended for reemployment by the Department Director in which the applicant was previously employed.

## **SECTION D: SELECTION**

The Department Directors and/or City Manager should review all applications for employment to determine whether the applicant meets the established standards for employment. Examinations may be used when appropriate which may be written or oral or a combination. Such tests should be practical in character and should relate to the duties and responsibilities of the position for which the applicant is being examined. Examination of employees may also consist of a review of education experience necessary to perform the duties of the position.

The City Clerk will refer applicants meeting the employment standards to the employing Department Director. The Department Director shall consult with the Mayor and City Manager and shall make a selection from the applicants referred. Thereafter, the applicant may be offered employment by the City of Jonesboro contingent upon the applicant passing a drug screen or physical examination, if required.

## **SECTION E: NEEDS OF CITY**

The chief purpose of all City employment is to serve the needs of the City Government, taxpayers, and citizens. The best interests and needs of the City shall be given paramount consideration in all matters, including the administration of these policies.

The Mayor and/or City Manager may change Department Directors, Chief Deputies or Clerks and Supervisory Personnel under their respective control and authority when, in their sole discretion, the needs of the City or the Department require same.

## SECTION F: NEPOTISM-HIRING OF RELATIVES

It is policy of City of Jonesboro not to employ members of an employee's immediate family in the same department or under the supervision of a common supervisor. Neither will two members of an immediate family be employed at the same time if such employment will result in an employee supervising, directly or indirectly, a member of his or her immediate family. If a violation of this policy would occur with the marriage of two employees of the City, one spouse must be transferred so as to comply. If a transfer or promotion of an employee would violate this policy, the transfer or promotional opportunity may be denied.

Immediate family is defined as spouse, parents, son, daughter, brother, sister, grandparents, whether by blood or by law, and domestic partners-living together or apart. No family member of any City of Jonesboro Elected Official, or anyone residing in the Elected Officials household, shall be hired by the City for the duration of that Elected Official's term of office.

Employees currently working for the City of Jonesboro in the same department with immediate family, on or before 03-10-03, will be exempt for the purpose of their current position only. This policy applies to promotions, demotions, transfers, reinstatements, and new employees.

## SECTION G: EXCEPTIONS FROM VACANCY ANNOUNCEMENT PROCESS

While the substantial majority of job vacancies meet the criteria for posting, there are a few circumstances that do not warrant advertisement of positions. The following is the listing of special staffing situations that, with the recommendation of the Department Director and **concurrence of the City Manager, may** be exempted from the competitive job posting process:

1. Annual appointment by City Council;
2. Reassignments or voluntary transfers at the same grade level;
3. Management directed reassignments at the same grade level;
4. Reorganizations and reductions in force that require reassignment of affected personnel to newly created or existing vacancies;
5. Position upgrades of jobs that are currently encumbered that result in reclassifications to a higher grade level. (Internal promotions in rank within the Police department are similar to position upgrades and likewise do not require external job postings).

## SECTION H: TYPES OF EMPLOYMENT

1. **FULL-TIME NON-EXEMPT** – A full-time non-exempt employee shall be one who is scheduled to work and who does work a schedule of not less than (40) hours per week. Following the completion of the Working Test Period, full-time non-exempt employees are eligible for all benefits described in this Handbook.

2. **ELECTED/APPOINTED OFFICERS** – Elected or appointed officers and board members. The Mayor and City Council Members participate in the City retirement program but do not receive additional benefits.
3. **PART-TIME NON-EXEMPT** – A part-time regular employee shall be one who is scheduled to and who does work at least ten (10) but less than forty (40) hours per week. Part-time non-exempt employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time non-exempt employees are eligible for some, but not all employee benefits described in this Handbook.
4. **TEMPORARY** – Temporary employees are those who are employed for short-term assignments. Temporary appointments will normally not exceed six (6) months. Temporary employees are not eligible for employee benefits, except as required by applicable law, and may be classified as exempt or non-exempt on the basis of job duties and compensation.
5. **SEASONAL** – An employee appointed to a position to work no more than forty (40) hours a week, who will be separated at the end of the season for which the employee has been appointed. This appointment shall receive no benefits and shall not exceed a nine (9) month period.
6. **GRANT** – An employee whose salary and benefits are paid for and specified by either an approved grant or contract. Length of appointment shall be contingent on the availability of funds.
7. **EXEMPT EMPLOYEES** – Exempt employees are those whose job assignments meet the federal and state requirements for overtime exemption. Exempt employees are compensated on a salary basis and are not eligible for overtime pay. Generally, executive, administrative, professional and certain sales employees are overtime exempt. Your supervisor will inform you if your status is exempt.

## SECTION I: WORKING TEST PERIOD

1. **OBJECTIVES:** The Working Test Period is an important part of the selection development and for rejecting any employee whose performance does not meet the required work standards. Any new incumbent (new hire, promoted, demoted or transferred employee) in any position shall be required to complete a Working Test Period. Employees serving a Working Test Period do not have Grievance rights hereunder unless there is alleged discrimination because of race, age, color, creed, gender, national origin, veteran status, or disability. Newly hired employees serving Working Test Period are not eligible to apply for other positions within the City. New employees serving Working Test Period are not eligible to use accrued personal or sick leave. Unsatisfactory performance may result in either extension of the Working Test Period, upon recommendation of the appropriate hiring official, or dismissal. The City Council delegates to the Mayor or City Manager the power to terminate the employment of any employee of the City for unsatisfactory completion of the Working Test Period, including those positions listed in Section 3.10 of the Charter.

2. **DURATION:** The Working Test Period shall normally be six (6) months in duration. Working Test Periods may be longer if they are tied to certification or educational attainment. Supervisors may extend the Working Test Period, with approval of the Mayor and City Manager, up to ninety (90) days maximum. Completion of the Working Test Period does not guarantee continued employment.
3. **EVALUATION OF PERFORMANCE:** After an employee has completed half (three months) of the Working Test Period, the Department Director should complete a progress report/performance appraisal on the employee's work and submit the form to the City Manager, with the written opinion of the employee's supervisor as to whether the employee's services have been satisfactory. During the Working Test Period, the employee's supervisor should advise the employee when the employee is not performing satisfactorily. At least ten (10) days prior to the expiration of a employee's Working Test Period, the Department Director should notify the Mayor in writing whether or not an employee is expected to satisfactorily complete the Working Test Period.
4. **DISMISSAL:** During the Working Test Period, a Department Director may remove an employee who, in his sole judgment, is unable or unwilling to perform the duties of his or her position. The Department Director shall immediately report such removal to the City Manager and the employee. Employees serving their Working Test Period do not have the right of Grievance unless it is alleged that the decision was based on race, age, color, religion, national origin, sex, political belief or affiliation, veteran status or disability.

## **SECTION J: NEW HIRE ORIENTATION**

All new hires must meet with the City Clerk for orientation within the first three (3) days of employment. Successful completion is required for all newly hired employees. Arrangements for attendance will be coordinated through the Department Director, immediate supervisor and the City Clerk.

## **CHAPTER V**

### **RECORDS AND REPORTS**

## **SECTION A: PERSONNEL TRANSACTIONS**

All appointments, separations, and other personnel transactions shall be made on forms designated by the Mayor. A separate file folder shall be prepared and maintained for each employee in a central file location and shall contain original or copy of all pertinent documents.

## **SECTION B: PUBLIC INSPECTION**

All personnel records of employees and all records and materials relating to the administration of the Personnel system will be considered as confidential to the extent allowed by law, but is otherwise subject to disclosure pursuant to the open records laws. Information obtained in the course of official duties shall not be released by any employee other than by those officially charged with this responsibility.

The information recorded in your personnel file is extremely important. Make sure that the personal data in the file is accurate and up to date. Please report any change of address, phone number, etc. to the City Clerk immediately.

The City of Jonesboro will restrict disclosure of your personnel file to authorized individuals. All requests for personnel information must be processed through the City Clerk. Only the City Clerk is authorized to release information about current or former employees.

## **SECTION C: DESTRUCTION OF RECORDS**

Employee service records are kept according to the State of Georgia Archives Retention Schedule Revised April 2007. Destruction of employee files are based on retention schedules as designated by the Georgia Secretary of State - Division of Archives and History.

## **SECTION D: ATTENDANCE REPORTS**

Each Department Director shall prepare and submit regular attendance reports on the form and schedule designated by the Mayor.

## **CHAPTER VI** **ETHICS AND CONDUCT**

### **SECTION A: OUTSIDE EMPLOYMENT**

While employed by the City of Jonesboro employees are expected to devote their energies to their jobs with the City. Certain types of outside employment are strictly prohibited:

1. Employment which conflicts with an employee's work schedule, duties and responsibilities;
2. Employment which creates a conflict of interest or is incompatible with an employee's employment with the City of Jonesboro;
3. Employment which impairs or has a detrimental effect on an employee's work performance with the City of Jonesboro;
4. Employment which requires an employee to conduct work or related activities on City of Jonesboro property, during working hours or using City of Jonesboro facilities and/or equipment;
5. Employment which directly or indirectly competes with the business or the interests of the City of Jonesboro;

For the purposes of this policy, self-employment is considered outside employment. Employees wishing to engage in outside employment must submit a written request to the Mayor explaining the details of the outside employment. If the Mayor determines that the outside employment creates a conflict of interest situation between the employee and the City, resignation from one of the positions held will be expected. If the Mayor authorizes such outside employment, the City of Jonesboro shall in no way assume any responsibility for such outside employment.

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Specifically, the City of Jonesboro shall not provide workers compensation coverage or any other benefit for injuries occurring from or arising out of such outside employment. Authorization to engage in outside employment can be revoked at any time.

Failure to comply with this regulation will constitute grounds for dismissal.

## **SECTION B: CONFIDENTIAL INFORMATION**

Information about the City of Jonesboro, its employees, citizens, suppliers and vendors is to be kept confidential and divulged only to individuals with a need to receive, and authorized to receive, such information. If in doubt as to whether information should be divulged, err in favor of not divulging information and discuss the situation with your Department Director.

All records and files maintained by the City of Jonesboro are confidential and remain the property of the City of Jonesboro. Records and files are not to be disclosed to any outside party without the express permission of the City Manager. Confidential information includes, but is in no way limited to financial records, personnel and payroll records (regarding current or past employees), information regarding transactions, account information, information regarding citizens, vendors or suppliers, or any documents or information regarding City operations, procedures or practices.

An employee may not directly or indirectly make use of confidential information acquired by virtue of employment with the City of Jonesboro in any manner except in the performance of the employee's official duties. An employee may not provide to anyone or permit others to use confidential information except in the performance of the employee's official duties. Confidential information obtained during or through employment with the City of Jonesboro may not be used by any employee for the purpose of furthering current or future outside employment or activities or for obtaining personal gain or profit. The City of Jonesboro reserves the right to avail itself of all legal or equitable remedies to prevent impermissible use of confidential information.

Employees may be required to enter into written confidentiality agreements confirming their understanding of these policies.

## **SECTION C: PERSONAL APPEARANCE DURING WORK HOURS**

While the City of Jonesboro does not specify a city-wide dress code, employees are expected to be clean and neat in appearance during work hours. As representatives of the City, employees should present a professional image. Dress code policies may be established within individual departments. In certain types of jobs, employees may be required to wear uniforms.

The City of Jonesboro may designate specific days as "casual days." Dress on casual days may be less formal, but should always be clean, neat and suitable for the work place.

If lettered or illustrated clothing is worn, it should not promote a particular political, moral, religious, personal or other opinion. Clothing which is obscene, vulgar, offensive or inflammatory is prohibited. Employees may be required to change inappropriate dress or instructed not to wear the same or similar clothing in the future. Employees who do not comply [0387-0094/261319/1]

with established dress code standards may be subject to disciplinary action, up to and including separation from their employment.

The City of Jonesboro may require employees to wear identification badges while at work or on duty. Employees are not to wear these identification badges or any uniform or article of clothing which identifies them with the City while away from the work place during off-duty hours.

## **SECTION D: USE OF CITY PROPERTY**

City property is to be used for work-related reasons only. Employees are not to use, misuse or permit the use of City property for other than work-related reasons. City property includes, but is not limited to: desks, storage areas, lockers, file cabinets, computers, telephones, fax machines, copiers or other equipment, supplies, vehicles, work areas and furniture. All such areas and items must be kept clean. The City of Jonesboro reserves the right, at all times, and without prior notice, to inspect and search any and all City property for the purpose of determining whether this policy or any other City of Jonesboro policy has been violated, or whether such inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. Such inspections may be conducted during or after business hours and in the presence or absence of the employee.

Employees are prohibited from charging long-distance telephone calls to the City, unless work-related. The receiving and making of local telephone calls of infrequent, short duration is permitted. These privileges may, however, be withdrawn if abused. Voice mail messages should be professional, business-like and communicate accurate information.

Employees are responsible for reporting misuse of City property to their supervisors, human resource representatives or other appropriate officials. Misuse of City property may result in disciplinary action, up to and including separation from employment.

## **SECTION E: GIFTS AND GRATUITIES**

An employee shall not accept gifts, gratuities, or loans from organizations, business concerns, or individuals with whom the employee has official business of the City government. These limitations do not prohibit the acceptance of articles of negligible value which are distributed generally, nor do they prohibit employees from obtaining loans from regular lending institutions. Solicitation of gifts is never appropriate.

## **SECTION F: CONFLICT OF INTEREST**

Business decisions and actions must be based wholly on the best interests of the City of Jonesboro and not be motivated by personal or other considerations or relationships. A conflict of interest arises when an employee puts his or her personal, social, financial, political, or other interest before the interests of the City of Jonesboro. Even the appearance of a conflict can damage your reputation and that of the City. Any situation that creates or appears to create a conflict of interest with the interests of City must be avoided.

It is particularly important that the employees of the City refrain from unfavorable relationships which might be construed as evidence of favoritism, coercion, unfair advantage or collusion.

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Whenever an employee is faced with a situation which, in that employee's mind, is questionable or problematical with regard to posing a conflict of interest, that employee is encouraged to discuss the matter with the employee's Department Director, who may refer the matter to the City Manager.

## SECTION G: POLITICAL ACTIVITY

Employees of the City of Jonesboro are encouraged to exercise their right to vote and/or participate in electoral politics where appropriate. However, such activity must occur strictly in an individual and private capacity and not on behalf of the City of Jonesboro. No employee shall make use of City time or equipment to aid a political candidate, political party, or political cause, or use a City position to persuade, coerce, or intimidate any person in the interest of a political candidate, political party, or political cause.

## SECTION H: AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) prohibits discriminating against disabled individuals in regard to the terms or conditions of employment, including the application and hiring process, if the individual is qualified to perform the essential functions of the job with or without reasonable accommodation.

In order to comply with the Americans with Disabilities Act (ADA), the City of Jonesboro will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee when such reasonable accommodations will permit the applicant or employee to perform the essential functions of his or her job. The City of Jonesboro is not required by the Americans with Disabilities Act to provide an accommodation when it creates an undue hardship on the employer or when a direct threat of harm to the employee or others remains.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact his or her supervisor or the City Manager and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The City Manager will then conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The City Manager will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the City of Jonesboro will make the accommodation.

## SECTION I: SEXUAL AND OTHER FORMS OF HARASSMENT

- ALL UNLAWFUL HARASSMENT PROHIBITED:** It is the policy of the City of Jonesboro that every person employed by the City will be required to act in a manner reflecting our respect for the inherent human dignity of every person. Every person is to be treated as equally worthy of our respect, without reference to that person's race, age, color, religion, national origin, ancestry, sex, political belief or affiliation, veteran status, disability, or any other category protected by applicable federal, state, or local laws. Any such harassment, whether verbal, physical or environmental, will be considered to be a serious violation of the City of Jonesboro's employment principles and will not be tolerated.

2. **SEXUAL HARASSMENT:** The City of Jonesboro is committed to a workplace free of sexual harassment and prohibits any kind of sexual harassment. Sexual harassment is any unwelcome sexual advances, requests for sexual favors, or other visual, verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; or
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

It is not easy to define exactly what actions or course of conduct will constitute sexual harassment under the circumstances of each case. Examples of behavior which violates this policy and may constitute sexual harassment include, but are not limited to:

- Coerced sexual acts;
- Unwanted sexual advances to which an employee objects;
- Express or implied demands for sexual favors in exchange for favorable reviews, assignments, promotions, continued employment or promises of continued employment;
- Staring at, touching or assaulting an individual's body;
- Verbal commentary about an individual's body or sexuality;
- Repeated sexual jokes, language, epithets, gossip, comments, flirtations, advances, propositions or questions;
- Repeatedly asking an employee for a date after the employee has clearly indicated that he or she is not interested;
- Suggestive, insulting or obscene comments or gestures;
- The display in the workplace of graphic and sexually suggestive objects, pictures or graffiti;
- Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual; or
- Retaliation against an employee for complaining about the type of behavior described above.

The type of behavior described above is unacceptable not only in the workplace, but also in other work-related settings such as business trips or business-related social events.

**OTHER FORMS OF HARASSMENT:** Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his or her race, color, creed, religion, gender, national origin, age, political belief or affiliation, veteran status, disability or other protected status, or that of persons with whom the individual associates. For example, racial harassment includes, but is not limited to, harassment

based on an immutable characteristic associated with race (e.g., skin color or facial features). Religious harassment includes, but is not limited to, demands that an employee alters or renounces some religious belief in exchange for job benefits. It is the policy of the City of Jonesboro to prohibit behavior which: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

As in the case of sexual harassment, it is not easy to define exactly what will constitute harassment based on race, color, creed, religion, gender, national origin, age, political belief or affiliation, veteran status, disability or other protected status. Examples of behavior which violate this policy and may constitute harassing conduct include, but are not limited to:

- Epithets, slurs, quips, or negative stereotyping that relate to race, color, creed, religion, gender, national origin, age, political belief or affiliation, veteran status, disability or other protected status;
- Threatening, intimidating or hostile acts that relate to race, color, creed, religion, gender, national origin, age, political belief or affiliation, veteran status, disability or other protected status;
- Written or graphic material (including graffiti) that denigrates or shows hostility or aversion toward an individual or group because of race, color, creed, religion, gender, national origin, age, political belief or affiliation, veteran status, disability or other protected status and that is placed on walls, bulletin boards, or circulated or displayed in the workplace; or
- "Jokes," "pranks" or other forms of "humor" that is demeaning or hostile with regard to race, color, creed, religion, gender, national origin, age, political belief or affiliation, veteran status, disability or other protected status.

**3. HARASSMENT COMPLAINT PROCEDURE:** The City of Jonesboro's complaint procedure provides for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the employee has not lost a job or some economic benefit.

If you believe you have been harassed at work by any supervisor, co-worker, or visitor, or if you are aware of the harassment of others, you should provide a written or verbal complaint to your supervisor, the Department Director, the Mayor or City Manager. If the complaint involves someone in your direct line of command, then you should go to the Mayor with the complaint. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, et cetera). Any supervisor observing or having knowledge of any harassment must immediately report the matter to the employee's Department Director, the Mayor or City Manager.

All harassment complaints will be promptly investigated. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

If the City of Jonesboro determines that prohibited harassment has occurred, the City will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. Whatever action is taken against the harasser will be communicated to the employee who complained.

The City of Jonesboro recognizes that false accusations of harassment can cause serious harm to innocent persons. If an investigation results in a finding that the complainant knowingly, or in a malicious manner, falsely accused another person of harassment, the complainant will be subject to disciplinary action up to and including discharge.

Except as provided in the preceding paragraph, the City of Jonesboro will not, in any way, retaliate against an individual who makes a report of perceived harassment; nor will we permit any employee to do so. Retaliation is a serious violation of the City's harassment policy, and anyone who feels they have been subjected to any acts of retaliation should immediately report such conduct. Any person who retaliates against another individual for reporting any perceived acts of harassment will be subject to disciplinary action up to and including discharge.

4. **LIABILITY FOR HARASSMENT:** Any employee of the City of Jonesboro, whether a coworker or supervisor, who is found to have engaged in prohibited harassment is subject to disciplinary action, up to and including discharge from employment. The City of Jonesboro does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, the City of Jonesboro reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

## SECTION J: WORKPLACE VIOLENCE

1. **STATEMENT OF POLICY:** The City of Jonesboro recognizes that violence in the workplace is a growing nationwide problem necessitating a firm, considered response, by employers. The costs of workplace violence are great, both in human and financial terms. We believe that the safety and security of the City of Jonesboro employees is paramount. It is the intent of the City of Jonesboro to provide a workplace that is free from intimidation, threats, or violent acts. Therefore, the City of Jonesboro has adopted this policy and maintains a zero tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, the general public, or anyone who conducts business with the City.

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect the City of Jonesboro or that occur on City property or in the conduct of City business off City property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in City operations, including,

but not limited to, City of Jonesboro personnel, contract workers, temporary employees, and anyone else on City property or conducting City business off City property. Violations of this policy, by any individual, will lead to disciplinary and/or legal action as appropriate.

This policy is intended to bring the City of Jonesboro into compliance with existing legal provisions requiring employers to provide a safe workplace; it is not intended to create any obligations beyond those required by existing law.

2. **DEFINITIONS:** Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or several City of Jonesboro employees. Workplace violence may involve any threats or acts of violence occurring on City premises, regardless of the relationship between the City of Jonesboro and the parties involved in the incident. It also includes threats or acts of violence that affect the business interests of the City of Jonesboro or that may lead to an incident of violence on City property. Threats or acts of violence occurring off City premises that involve employees, agents, or individuals acting as a representative of the City of Jonesboro, whether as victims of or active participants in the conduct, may also constitute workplace violence. Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:

- Threats or acts of physical or aggressive contact directed toward another individual;
- Threats or acts of physical harm directed toward an individual or his/her family, friends, associates or property;
- The intentional destruction or threat of destruction of City of Jonesboro property or another employee's property;
- Harassing or threatening phone calls;
- Surveillance;
- Stalking;
- Veiled threats of physical harm or similar intimidation; and
- Any conduct resulting in the conviction under any criminal code provision relating to violence or threats of violence that adversely affects the City of Jonesboro's interests.

Workplace violence does not refer to occasional comments of a socially acceptable nature. These comments may include reference to legitimate sporting activities, popular entertainment, or current events. Rather, it refers to behavior that is personally offensive, threatening, or intimidating.

3. **ENFORCEMENT:** Any person who engages in a threat or violent action on City property may be removed from the premises as quickly as safety permits and may be required, at the City of Jonesboro's discretion, to remain off City premises pending the outcome of an investigation of the incident.

When threats are made or acts of violence are committed by employee(s), a judgment will be made by the City of Jonesboro as to what actions are appropriate, including possible medical evaluation and/or possible disciplinary action, up to and including discharge.

Once a threat has been substantiated, it is the City of Jonesboro's policy to put the threat maker on notice that he/she will be held accountable for his/her actions and then implement a decisive and appropriate response.

Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. No existing policy or procedure of the City of Jonesboro should be interpreted in a manner that prevents the making of these necessary decisions.

**Important Note:** The City of Jonesboro will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by the City. In making this determination, the City of Jonesboro may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of employment with the City of Jonesboro.

4. **COMPLAINT PROCEDURE:** The above complaint procedure (Section I, #4) should be followed to report any workplace violence.

## SECTION K: TECHNOLOGY USE/INTERNET POLICY

The City of Jonesboro's technical resources – including desktop and portable computer systems, fax machines, Internet and World Wide Web (Web) access, voice mail, and electronic mail (e-mail) – enable employees to quickly and efficiently access and exchange information. The Internet can be a valuable source of information and research. In addition, e-mail can provide an excellent means of communicating with other employees, our customers and citizens, outside vendors, and other business. When used properly, we believe these resources greatly enhance employee productivity and knowledge. In many respects, these tools are similar to other City tools, such as stationery, file cabinets, photocopiers and telephones. Because these technologies are both new and rapidly changing, it is important to explain how they fit within the operations of the City of Jonesboro and within your responsibilities as an employee.

This policy applies to all technical resources that are owned or leased by the City of Jonesboro that are used on or accessed from City premises, or that are used on City business. This policy also applies to all activities using any City-paid accounts, subscriptions, or other technical services, such as Internet and World Wide Web access, voice mail, and e-mail, whether or not the activities are conducted from City of Jonesboro premises.

**NOTE:** As you use the City's technical resources, it is important to remember the nature of the information created and stored there. Because they seem informal, e-mail messages are sometimes offhand, like a conversation, and not as carefully thought out as a letter or memorandum. Like any other document, an e-mail message or other computer information can

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later be used to indicate what an employee knew or felt. You should keep this in mind when creating e-mail messages and other documents. Even after you delete an e-mail message or close a computer session, it may still be recoverable and may even remain on the system.

### Acceptable Uses

The City's technical resources are provided for the benefit of the City of Jonesboro and its employees, citizens, vendors, and suppliers. These resources are provided for use in the pursuit of City business and are to be reviewed, monitored, and used only in that pursuit, except as otherwise provided in this policy.

Employees are otherwise permitted to use the City's technical resources for occasional, non-work purposes with permission from their direct supervisor. Further, the e-mail system may be used to send or receive personal messages so long as the use is insubstantial and does not interfere with the employee's job responsibilities. **Nevertheless, employees have no right of privacy as to any information or file maintained in or on the City's property or transmitted or stored through the City's computer, voice mail, e-mail, or telephone systems.**

### Unacceptable Uses

City employees must exercise great care in using the City's technical resources so as to protect the City's reputation and not to inhibit the City's ability to conduct business. Please be aware that the City name goes with you as an electronic signature on every Internet site you visit. Activities of the City Internet users are monitored and reported to management as necessary.

The City's technical resources should not be used for personal gain or the advancement of individual views. Employees who wish to express personal opinions on the Internet are encouraged to obtain a personal account with a commercial Internet service provider and to access the Internet without using City resources.

Solicitation for any non-City business or activities using City resources is strictly prohibited. Your use of the City's technical resources must not interfere with your productivity, the productivity of any other employee, or the operation of the City's technical resources. Employees may not play games on the City's computers and other technical resources. In addition to the other conduct prohibited by this policy, the following acts are considered an unacceptable use of the City's technical resources and therefore a violation of this policy: sending mass mailings or chain letters; engaging in online chat groups; creating unnecessary network traffic; and downloading audio, video and/or picture files for non-business purposes.

You should not send e-mail or other communications that either mask your identity or indicate that someone else sent them. You should never access any technical resources using another employee's password. Similarly, you should only access the libraries, files, data, programs, and directories that are related to your work duties. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of the City, or improper use of information obtained by unauthorized means, is prohibited.

Sending, saving, or viewing offensive material is prohibited. Messages stored and/or transmitted by computer, voice mail, e-mail, or telephone systems must not contain content that may reasonably be considered offensive to any employee. Offensive material includes, but is not limited to sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, creed, religion, sex, age, national origin, or disability, veteran status, or any other category protected by federal, state, or local laws. Any use of the Internet/World Wide Web to harass or discriminate is unlawful and strictly prohibited by the City of Jonesboro. Violators will be subject to discipline, up to and including discharge.

The City of Jonesboro does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, the City of Jonesboro reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

### **Access to Information**

The City of Jonesboro asks you to keep in mind that when you are using the City's computers you are creating City documents using a City asset. Also, any information stored on your computer constitutes a public record under the State Open Records Act. The City of Jonesboro respects the individual privacy of its employees. However, that privacy does not extend to an employee's work-related conduct or to the use of City-provided technical resources or supplies.

The City's computer, voice mail, e-mail, or telephone systems, and the data stored on them are, and remain at all times, the property of the City of Jonesboro. As a result, computer data, voice mail messages, e-mail messages, and other data are readily available to numerous persons. If, during the course of your employment, you perform or transmit work on the City's computer system and other technical resources, your work may be subject to the investigation, search, and review of others in accordance with this policy.

All information, including e-mail messages and files, that are created, sent, or retrieved over the City's technical resources is the property of the City, and should not be considered private or confidential. Employees have no right to privacy as to any information or file transmitted or stored through the City's computer, voice mail, e-mail, or telephone systems. Any electronically stored information that you create, send to, or receive from others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations of the City of Jonesboro. Employees should also be aware that, even when a file or message is erased or a visit to an Internet or Web site is closed; it is still possible to recreate the message or locate the Web site. The City of Jonesboro reserves the right to monitor your use of its technical resources at any time. All information including text and images may be disclosed to law enforcement or to other third parties without prior consent of the sender or receiver.

The City of Jonesboro does not archive e-mail messages. Employees who need to retain e-mail messages or attachments for business purposes should save the messages and/or attachments to their hard drive or another storage medium or print the material for their files.

### **Copyrighted Materials**

You should not copy and distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the e-mail system or by any other means unless you have confirmed in advance from appropriate sources that the City of Jonesboro has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by the City as well as legal action by the copyright owner. Any questions concerning these rights should be directed to the City Manager.

### **Confidential Information**

E-mail and Internet/Web access is not entirely secure. Others outside the employ of the City of Jonesboro may also be able to monitor your e-mail and Internet/Web access. For example, Internet sites maintain logs of visits from users; these logs identify which entity, and even which particular person, accessed the service. If your work, while using these resources, requires a higher level of security, please ask the Mayor for guidance on securely exchanging e-mail or gathering information from sources such as the Internet or World Wide Web.

Security problems with browser software, Netscape or Internet Explorer, are potentially more serious for an organization such as the City of Jonesboro than for an individual user on his or her home computer. To protect City assets and disclosure of confidential information, please adhere to the following guidelines:

- Never surf the Web on a computer that has been identified as a computer that contains highly sensitive information, such as medical records or critical financial information.
- Ensure that your browser is kept up-to-date with the most current security patches.
- Visit only known and trusted sites on the Internet. If you are unsure about the safety of a particular site, contact the System Administrator.
- Be aware that selecting some links on Web pages or in e-mail messages will automatically download “applets,” which are small programs that will automatically run your computer. Hostile applets can exploit security holes to gather information from the user’s screen, such as user password files and critical network information.
- Always close your browser when you have finished surfing the Web.
- Observe “Net etiquette,” which is the practice of good manners in a networked environment and using good judgment in assessing what form of communication is appropriate for a particular kind of information.

All employees should safeguard the City’s confidential information, as well as that of citizens and others, from disclosure. Do not access new voice mail or e-mail messages with others present. Messages containing confidential information should not be left visible while you are away from your work area.

E-mail messages containing confidential information should include the following statement, in all capital letters, at the top of the message: **CONFIDENTIAL: UNAUTHORIZED USE OR DISCLOSURE IS STRICTLY PROHIBITED.**

### **Security of Information**

Although you may have passwords to access computer, voice mail, and e-mail systems, these technical resources belong to the City, are to be accessible at all times by the City, and are subject to inspections by the City with or without notice. The City may override any applicable

passwords or codes to inspect, investigate, or search an employee's files and messages. All passwords must be made available to the System Administrator upon request. You should not provide a password to other employees or to anyone outside the employ of the City of Jonesboro and should never access any technical resources using another employee's password.

In order to facilitate the City's access to information on its technical resources, you may not encrypt or encode any voice mail or e-mail communication or any other files or data stored or exchanged on City systems without the express prior written permission from the City Manager.

### **The City of Jonesboro's Software Policy**

If you want to install software on City of Jonesboro computers, you must contact the Network Technician and request to have the software installed. Employees are prohibited from installing any software on any City technical resource without the express prior permission from the Network Technician and/or the City Manager.

Involving the Network Technician ensures that the City of Jonesboro can manage the software on City systems, prevent the introduction of computer viruses, and meet its obligations under any applicable software licenses and copyright laws. Computer software is protected from unauthorized copying and use by federal and state law; unauthorized copying or use of computer software exposes the City of Jonesboro and the individual employee to substantial fines and exposes the individual employee to imprisonment. Therefore, employees may not load personal software onto the City's computer system and may not copy software from the City of Jonesboro for personal use.

### **Employee Responsibilities**

Each employee is responsible for the content of all text, audio, or images that they place or send over the City's technical resources. Employees may access only files or programs, whether computerized or not, that they have permission to enter.

Violations of any guidelines in this policy may result in disciplinary action up to and including termination. In addition, the City of Jonesboro may advise appropriate legal officials of any illegal violations. Employees learning of any violations of this policy or any misuse of computers, voice mail, e-mail, the Internet, or other electronic and/or computer systems must promptly notify the City Manager.

## **SECTION L: MOTOR VEHICLE POLICY**

### **1. General Provisions**

This policy provides guidelines for the most effective and efficient utilization of motor vehicles by departments in accomplishing their legally authorized missions. Departments are advised that State law prohibits the use of City property for personal reasons.

This policy applies to all motor vehicles that are owned or leased by the City, including those vehicles provided as parts of grants to private or public nonprofit organizations.

## 2. Assignments of Vehicles and Their Authorized Use

It is City policy that employees should be provided vehicles to the extent feasible where needed to conduct City business. These vehicles must be used solely and exclusively for municipal purposes. No passengers shall be transported in City vehicles except when transportation of passengers is necessary for the conduct of the City's business. All employees authorized to use a City vehicle shall be over the age of 18 and will automatically be placed in the pool of employees to be drug tested at random, as provided in the City policy on such testing.

For the purposes of this policy, "assignment" means that an employee has exclusive control over a vehicle's use during the workday or is the only employee who routinely drives the vehicle. City departments are required to officially assign a vehicle to an employee when either of such conditions exists or it is not practical to share the use of the vehicle routinely. Where vehicles are used in a shared environment, Departments shall so designate them – such as by assigning those to organizational units – rather than assigning them to individuals for record keeping or supervisory purposes.

### 2.1 Assignment of Vehicles for Work Day Use

A City vehicle will be assigned to an employee for use during the employee's work day for municipal purposes if:

- An employee requires a vehicle to perform law enforcement or emergency services; or
- An employee requires the use of a vehicle to perform specified job duties on a daily basis. This requirement must be documented at the time of the request for an assigned vehicle and must be reviewed annually by the department. The department shall submit the annual review to the Mayor.

### 2.2 Authorization for Vehicles to Be Driven Home Overnight

An employee shall be authorized to drive City vehicles to and from their residence if:

- A vehicle is for law enforcement or enforcement or emergency use or is specially equipped and used for a related mission;
- An employee must travel directly to a remote site (of sufficient distance for the employee to be on travel status) from his or her home the following morning, or the employee will suffer great inconvenience by having to drop a vehicle off at his or her office at the end of a work day during which the employee has used the vehicle in an authorized manner. This requires the approval of the employee's Department Director or the approval from the City Manager..

### 2.3 Authorization for On-Call Employees to Use City Vehicles

**A.** An employee who is on call after normal work hours is authorized to drive a pooled or assigned vehicle home only if the employee does not anticipate reporting to his normal worksite when called to duty and if the vehicle:

- Has special equipment other than a radio or cellular telephone, is used to transport equipment which is too large or heavy, or has special features which make it impractical to be transferred between vehicles or between a vehicle and a fixed location; or
- Might be required to be driven in sites or under conditions that would endanger a privately owned vehicle.

**B.** Department Directors may place employees on call only if the employee's services could be required during non-work hours to prevent or alleviate health or safety risks to the general public or to make significant repairs or renovations to City facilities which might cause more extensive damage if not handled immediately. It is the responsibility of Department Directors to assign employees to on-call duty and to maintain a log of such duty.

Further, the number of employees in a work unit who are assigned on-call responsibilities each evening or weekend and are required to drive vehicles home shall be kept to a minimum. Where employees can be used interchangeably for assigned functions for the on-call work, such assignments should be rotated among the work unit's employees so that only one or a few employees shall be designated as on-call each evening.

Only those employees actually on-call are authorized to drive City vehicles to and from their residences.

#### **2.4 Authorization for Employees to Use Pooled Vehicles Overnight**

An employee who uses a pooled vehicle may drive the vehicle home after work hours if the employee must travel directly to a remote site (of sufficient distance for the employee to be on travel status) from his or her home the following morning, or the employee will suffer great inconvenience by having to drop a vehicle off at his or her office at the end of a work day during which the employee has used the vehicle in an authorized manner.

#### **2.5 Documentation of Vehicle Assignments**

The justification for each vehicle assignment, including those vehicles presently assigned by departments, must be documented with Motor Vehicle Authorization Form. Justification for an employee to drive a vehicle home on a routine basis must also be documented on this form. A completed Motor Vehicle Authorization Form shall be filed in each vehicle's file, and the department must maintain a copy of all of these forms in a central file. A copy of the form will also be filed in an individual's personnel file. This form is to be resubmitted annually by each employee or by the employee's supervisor or manager and reviewed by management.

### 3. Operation of City Vehicles

All City vehicles will be operated in a safe and courteous manner. Drivers and passengers OF City vehicles shall obey all traffic laws and shall wear seat belts at all times. Employees operating City vehicles must have a valid Georgia driver's license. The employee assumes all responsibility for any traffic and or parking citations arising from illegal or improper operation.

The interior and exterior of City vehicles are to be kept clean and neat. Employees shall not personalize vehicles in any manner whether it involves adding to or taking from the vehicle. City vehicles are public property and therefore smoking is strictly prohibited.

### 4. Motor Vehicle Records (MVRs)

All employees whose responsibilities or duties involve operating a vehicle or may involve operating a City vehicle shall have their driver's license and current Motor Vehicle Record (MVR) reviewed by the City Manager. Such review shall be conducted for all new employees and on a yearly basis for present employees.

#### 4.1 Driver's License

All employees who operate City vehicles shall have a valid Georgia Driver's License. An employee without a valid Georgia Driver's License shall not be authorized to operate a City vehicle.

#### 4.2 Motor Vehicle Records

- A. Capital Violation. No employee shall be authorized to drive a City vehicle if he or she has one or more capital violations within the previous five (5) years. A capital violation is defined to be driving while intoxicated or impaired, or driving while under the influence of drugs, criminal conviction with a motor vehicle (e.g. felony, hit and run, vehicular manslaughter), or speeding in excess of 25 mph over the speed limit.
- B. Major Violations. No employee shall be authorized to operate a City vehicle if he or she has one or more violations within the previous three (3) years. Major violations are defined to include driving with a suspension, revocation or administrative restriction on a driver's license, leaving the scene of an accident as defined by State law, reckless driving or any combination of three or more moving violations, at fault accidents or preventable accidents.
- C. Minor Violations. No employee shall be authorized to operate a City vehicle if he or she has one or more minor violations within the previous twelve (12) months. Minor violations are defined to include any combination of two or more moving violations, at fault accidents or preventable accidents; three or more violations of equipment law requirements; failure to display number plates; or failure to carry proper identifications.

#### 4.3 Annual Driver's License and MVR Review

- A. Driver's License. If an employee currently authorized to operate a City vehicle is found to not have a valid Georgia Driver's License during the annual review, the employee shall be immediately relieved of all driving responsibilities and shall not be authorized to operate a City vehicle until the license is reinstated according to State law and a new review shall be done to determine if the employee's driving responsibilities will be reinstated.
- B. Capital Violation. If an employee currently authorized to operate a City vehicle is found to have one or more capital violations during the annual review, the employee shall be immediately relieved of all driving responsibilities and shall not be authorized to operate a City vehicle for a period of six (6) months at a minimum. At the expiration of six (6) months, a new review shall be done to determine if the employee's driving responsibilities will be reinstated. The employee may also face probation, suspension or termination. After a meeting of the employee, Department Head and City Manager, completion of a State approved defensive driving course may allow the employee to have his or her driving privileges reinstated earlier than six (6) months.
- C. Major violations. If an employee currently authorized to operate a City vehicle is found to have one or more major violations during the annual review, the employee shall be immediately relieved of all driving responsibilities and shall not be authorized to operate a City vehicle for a period of six (6) months at a minimum. At the expiration of six (6) months, a new review shall be done to determine if the employee's driving responsibilities will be reinstated. The employee may also face probation, suspension or termination. After a meeting of the employee, department head and City Manager, completion of a State approved defensive driving course may allow the employee to have his or her driving privileges reinstated earlier than six (6) months.

#### 4.4 Reporting of Violations and Accidents

All individuals employed in any capacity that involves driving for the City are required to report any driving related incident to his/her supervisor within 24 hours of the occurrence of the incident, including but not limited to moving violations and accident. This requirement applies to any incident that occurs whether in a City vehicle or a personal vehicle, whether on City time or on personal time and irrespective of who is at fault. Failure to report an incident in a timely manner will be grounds for immediate dismissal.

### 5. Registration and Licensing

The City Clerk shall apply for titles, registrations and tags for all vehicles purchased in the names of City departments.

## 6. Physical Identification: Marking of Vehicles

City vehicles are to be marked. These markings shall identify the vehicle as a City vehicle by having the City seal and an approved departmental designation placed on each front door of the vehicle. Assigned vehicle numbers are to be placed on the front left and rear right of the vehicle.

Vehicles on out-of-city trips do not need to be fixed with identifying markings while out of the city. All City vehicles shall have affixed City Government license tags.

## 7. Recordkeeping and Reporting

It is City policy that each vehicle shall be assigned one unique identification number. Furthermore, the City Clerk and each department shall maintain a file in manual and/or automated form which will identify each vehicle the City owns, contain title, registration, and other legal documentation, match each vehicle assigned to an employee with the assigned employee, identify all City business miles driven, identify all incidents of commuting use, identify relevant costs, and otherwise comply with all provisions of this policy.

## 8. Enforcement of Policy

All employees share in the responsibility for adhering to and enforcing City policy. Any problems should be brought to the attention of the appropriate supervisor and handled through the normal chain of command. Employees who violate this policy will be subject to disciplinary actions, including possible termination.

## 9. Accident Review Committee

The City of Jonesboro will maintain a continuous three-year record of all chargeable accidents involving city employees on city business. At midnight on December 31, 2014, and each November 1, thereafter, one year will be added and one year dropped from the city's three-year record of the chargeable accidents. The Personnel Office will keep the accident records that are turned in through established reporting procedures. The City of Jonesboro Accident Review Committee will determine whether an accident is chargeable or non-chargeable to the employees.

A point system will be used by the committee for all accidents that are deemed chargeable to employees. The number of points assigned for a chargeable accident will significantly determine the disciplinary action the committee will recommend to the Personnel Department, the Elected Officials, or the Department Heads.

The Accident Review Committee will have a total of five voting members and one non-voting member except to break a tie. The following departments will have one representative on the committee appointed by the department head: Police Department, Public Works Director, and Administration. In addition, the Accident Reconstructionist, as designated by the Chief of Police, & a Councilmember to be appointed by the current sitting Mayor, will also serve on the Committee. The independent Safety and Risk

Management Consultant will serve as the non-voting member of the committee. Members of the Accident Review Committee, appointed by a Department Head or Elected Official, will serve one-year terms, beginning May 1, 2015. Each year after, the appointments to the Accident Review Committee shall be made in conjunction with annual appointments of City Officials. The Chairman of the Accident Review Committee shall be appointed by the Mayor.

## **SECTION L: DRUG AND ALCOHOL USE POLICY**

### **SECTION 1. RATIONALE AND EMPLOYEES COVERED**

The City of Jonesboro is committed to maintaining a work environment free from the adverse impact of employee drug and alcohol abuse. Employee drug and alcohol abuse creates serious risks of physical harm to employees, persons who rely on Jonesboro's services, and to the public. It constitutes a direct threat to the lives and property of the citizens of Jonesboro and the public health, safety and welfare of all persons in Jonesboro. Drug and alcohol abuse leads to increased accident rates and absenteeism, causes job performance and efficiency to suffer, seriously compromises safety in the workplace and community, and discredits the City Government's reputation; therefore, the City of Jonesboro will not tolerate an employee's possession, sale, distribution, consumption or presence in the body of alcoholic beverages or illegal drugs while on City property or on City business at any time. In order to further the objective of protecting the persons and property of its employees, citizens and the general public, the City of Jonesboro hereby adopts and implements the following policy.

All employees shall be covered, except employees with commercial driver's licenses, who are covered by federal law.

### **SECTION 2. DRUG AND ALCOHOL USE PROHIBITED.**

Substance and alcohol abuse by City employees during assigned working hours, in City buildings or on City grounds, or otherwise on City business is prohibited. This shall include the use of illegal substances, the abuse of prescription medications, and the use or abuse of alcohol.

#### **SECTION A. ILLEGAL DRUGS**

1. The City of Jonesboro prohibits employees from manufacturing, dispensing, using, consuming, possessing, distributing, purchasing or selling or otherwise transferring any illegal drug or controlled substance while on the job, on City property, operating City equipment or vehicles or operating any other equipment or vehicles on City business. "Illegal drug or controlled substance" means any drug or substance the law prohibits individuals from manufacturing, dispensing, using, consuming, possessing, distributing, purchasing or selling or otherwise transferring, including, without limitation, marijuana and cocaine, as well as all drugs listed as controlled substances under the Controlled Substances Act, 21 U.S.C. §812 or under Title 16, Chapter 130 of Official Code of Georgia Annotated.
2. The City of Jonesboro prohibits employees from being on the job, on City property, operating City equipment or vehicles, or operating any other equipment or vehicles on City business while impaired due to any illegal drug, prescription medicine or controlled substance. An employee is impaired due to the influence of an illegal drug or controlled

substance if drug test results indicate the presence of an illegal drug or controlled substance in the employee's system in an amount that constitutes a positive test result under accepted scientific standards.

3. Off the job illegal drug use or activity or arrest relating to such illegal drug use or activity is a violation of this Policy. Off the job drug use, activity, or arrest relating to such use or activity is likely to adversely affect the functioning of Jonesboro in many ways, including, without limitation, one or more of the following: adverse effects on job performance or attendance, jeopardizing the safety or welfare of the employee or fellow employees, jeopardizing the safety or welfare of persons which City services seek to protect, or risking damage to the City or other property. An employee convicted for a Violation of a criminal drug statute in the workplace or elsewhere must notify the City no later than five days after such conviction.

## **SECTION B: LEGALLY OBTAINED DRUG**

1. Employees must not be on the job, on City property, operating City equipment or vehicles, or operating any other equipment or vehicles on City business while impaired due to any drug, legal or illegal, that renders the employee unfit for duty. An employee is "unfit for duty" if, in the City's opinion, the employee's use of legally obtained drugs jeopardizes the employee's ability to work safely or efficiently.
2. Employees using prescription medication while on the job shall do so in strict accordance with medical directions. It is the employee's responsibility to notify the prescribing physician of the duties required by the employee's position and to insure the physician approves the use of the prescription medication while the employee is performing the employee's duties.
3. The abuse or inappropriate use of legally prescribed drugs during assigned work hours is prohibited. Job performance or attendance deficiencies resulting from abuse or inappropriate use shall be cause for disciplinary action. If an employee's behavior or job performance gives rise to a reasonable suspicion, the employee may be required to submit to drug testing and to take any accrued sick or annual leave or leave without pay until such time as the employee is cleared to return to work by the employee's physician and department head.

## **SECTION C: ALCOHOL**

1. Jonesboro prohibits employees from using, consuming, possessing, distributing, purchasing, selling or otherwise transferring alcoholic beverages on the job, on City property, while operating City equipment or vehicles or operating any other equipment or vehicles on City business.
2. Jonesboro also prohibits employees from being at work or on City property, operating City equipment or vehicles, or operating any other equipment or vehicles on City business under the influence of alcohol. An employee is under the influence of alcohol if, based on the employee's speech, statements, behavior, conduct, appearance or odor, the City believes the employee is under the influence of alcohol. An employee is also under the influence if test results indicate the employee's blood alcohol concentration level is .04 percent or higher. An employee is also under the influence of alcohol if he has been arrested for operating, under the influence of alcohol, City equipment or vehicles or any other equipment or vehicles on City business.

3. Off the job uses of alcohol that the City reasonably believes adversely affect job performance or attendance, jeopardize the safety or welfare of the employee or fellow employees, jeopardize the safety, health or welfare of persons covered by the City's insurance programs, or risk damage to City or other property are also a violation of this Policy.

## **SECTION 3. PRE-EMPLOYMENT DRUG AND ALCOHOL TESTING.**

### **SECTION A: DRUG SCREENING**

To further the goal of providing a drug free workplace and protecting the health, safety and welfare of the employees, citizens, and general public of Jonesboro, all job applicants being considered for employment shall be required to pass a drug screening test prior to employment. As a part of the pre-employment physical, the test will be required after the interview process has verified the applicant has the necessary skills required to perform the job duties. All job applicants will be informed in advance that the test shall be required. A candidate for employment shall not be allowed to start working until the drug test results have been reviewed and approved by the MRO, as defined below.

### **SECTION B: POSITIVE TEST RESULTS**

An applicant who has an initial screening positive test result for an illegal drug or controlled substance will not be hired and will not be reconsidered for any subsequent employment for a period of six months.

### **SECTION C: CONSENT**

An applicant who refuses to consent to the test will not be hired.

## **SECTION 4. TESTING FOR EMPLOYEES**

### **SECTION A: REQUIREMENT**

To ensure the success of this Drug and Alcohol Policy, the City will require employees to undergo urinalysis or other medical drug and alcohol detection procedures under the circumstances described below. All required medical tests, all procedures in connection therewith, the interpretation thereof and the determination of positive results will be conducted in accordance with the procedures for drug and alcohol testing set out in 49 CFR Part 40, which is incorporated herein by reference, at the City's expense, by qualified, City designated medical personnel under the direction of the person designated as the Medical Review Officer, the "MRO". Although the procedures set out in 49 CR Part 40 are not by their terms applicable to the employees covered under this policy, the City adopts them for these purposes so as to have uniformity for all employees. All job applicants and employees who are required to undergo testing must sign a consent form authorizing the medical personnel to conduct testing.

### **SECTION B. RANDOM TESTING**

1. Certain positions are critical to the public welfare and the safety and health of fellow employees. Employees in safety and health sensitive positions or employees whose job duties require maintenance or operation of a motor vehicle or motorized equipment shall be required to submit to a drug and alcohol screening test at unannounced times or on a periodic basis from time to time as determined the City. The following positions are to be considered safety sensitive:
  - a. City of Jonesboro Administration Department: All personnel authorized to operate city vehicles;
  - b. City of Jonesboro Police Department: All sworn personnel;
  - c. Road Department: All personnel operating motorized equipment and vehicles; and
  - d. Enforcement personnel: All personnel charged or authorized to issue citations for violations of City ordinances.
2. Employees in safety sensitive positions or whose job duties require operation of a motor vehicle may expect to be tested on an unannounced basis. The Mayor, subject to review by the Council, is authorized to develop an unannounced and Anonymous method of selecting employees for testing on a periodic basis. In each unannounced selection, the names of all employees subject to testing shall be included for each draw of names to be tested. The Mayor shall determine a percentage of employees to be tested each time which is deemed both cost effective and sufficient to insure that the goals of the Policy are implemented. The Mayor may direct the testing of any or all of the employees subject to testing on an occasional or period basis.
3. The City Council may designate additional positions which are deemed to be safety sensitive and subject to testing on an unannounced or periodic basis.
4. It is understood that firefighters and rescue personnel are volunteers and contribute their time unselfishly for the protection of the citizens of the City. The City recognizes that volunteer firefighters and rescue personnel ordinarily hold full time employment elsewhere. In order to avoid disrupting their employment, volunteers shall be given a reasonable period of time in which to report for such testing, but no less than 24 hours.

## SECTION C. REASONABLE SUSPICION TESTING

1. Testing will be required when a supervisor reasonably suspects an employee is impaired or unfit for duty due to illegal drugs, controlled substances, or alcohol. Testing based on a reasonable belief that an employee is using or has used drugs or alcohol in violation of the policy may be drawn from those facts and may be based upon, among other things:
  - (a) Observable phenomena, such as direct observation of possession, transfer or use of such drugs, controlled substances, or alcohol, or the physical symptoms of being impaired or unfit for duty due to any of same;

- (b) Abnormal conduct or erratic behavior while at work including, but not limited to: slurred speech, staggered gait, flushed face, dilated or pinpoint pupils, deterioration of work performance including absenteeism and tardiness; or
- (c) A report of alcohol or drug use during assigned working hours provided by reliable and credible sources and independently corroborated.

2. Each employee is subject to, but not entitled to, drug or alcohol testing whenever the City reasonably suspects the employee uses illegal drugs or controlled substances, abuses legally obtained drugs, or abuses alcohol.
3. An employee who is tested pursuant to Section 4C will be suspended pending the test outcome. If the test is negative, the employee will be allowed to return to work with full back pay, unless the suspension was imposed for additional reasons unrelated to this Policy.

## **SECTION D: POST ACCIDENT TESTING**

All employees involved in a work related incident which requires medical attention, involves personal injury, or involves property damage shall be tested promptly for drug and alcohol use in accordance with City policies. Any employee involved in a motor vehicle accident while driving a City vehicle on a public roadway shall be tested for drugs and alcohol. This section shall also apply to any employee involved in a motor vehicle accident while driving a private vehicle on City business.

## **SECTION E: TEST RESULTS WILL BE KEPT CONFIDENTIAL**

All information from an employee's or job applicant's drug and alcohol test shall be confidential and only available to the department head, Mayor and legal counsel, the medical review officer, those employees of Jonesboro who have a valid need to know, and those involved in any appeal process should it become necessary.

Disclosure of test results to any other person, agency, or organization shall be prohibited unless written authorization is obtained from the employee or job applicant. The results of a positive drug or alcohol test shall not be released until the results are confirmed.

## **SECTION F: LIST OF MEDICATIONS**

If an applicant or employee tests positive for drugs or alcohol, the City of Jonesboro will ask the individual to provide a list of those prescriptions and over the counter medications recently used. The list of medications shall be kept confidential. The list of medications shall be disclosed only to the medical review officer who will determine whether the positive result was due to the lawful use of any of the listed medications.

## **SECTION G: DRUGS FOR WHICH EMPLOYEES WILL BE TESTED**

1. The drugs to be tested for include, but are not limited to, the following:

Marijuana  
Sedatives

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Methaqualone  
 Opiates/Narcotics  
 Stimulants  
 Amphetamines  
 Benzodiazepines  
 Hallucinogens  
 Alcohol  
 Cocaine

2. Any employee who undergoes any test for alcohol and the results indicate a blood alcohol concentration of 0.04 or more shall be considered to be in violation of this Policy which shall subject the employee to all terms and conditions of the Policy.

## **SECTION H: CONSENT**

Before a test is administered, employees and job applicants will be asked to sign a consent form authorizing the test and permitting release of test results to the employer and the medical review officials. The consent form shall provide a space for employees and job applicants to acknowledge they have been notified of the requirements of this Policy.

## **SECTION I: REFUSAL TO CONSENT**

1. Job Applicants: Any applicant for a job with the City of Jonesboro who refuses to consent to a drug test shall be denied employment.
2. Employees: Any employee who refuses to sign the consent form or submit to a drug and alcohol test as required herein shall be subject to termination. Employees who fail to appear at the designated collection site to take the test when so directed shall also be subject to termination.

## **SECTION J: FAILURE TO COOPERATE**

Any employee, who (1) fails to cooperate with a City investigation into possible violations of this policy or (2) refuses to sign the consent or take a drug or alcohol test, will be discharged.

## **SECTION 5. SEARCHES**

When a supervisor reasonably suspects, as outlined in Section 4 of the Policy, that an employee is impaired or unfit for duty due to an illegal drug, controlled substance, or alcohol, or that an employee is manufacturing, dispensing, using, consuming, possessing, distributing, purchasing or selling or otherwise transferring any illegal drug, controlled substance or alcohol while on the job, on City property, operating City equipment or vehicles or operating any other equipment or vehicles on City business, the City shall have the right to conduct reasonable searches of the employee's clothing, briefcase, purse, lunch box, tool box, or motor vehicle. Prior to conducting a search pursuant to this paragraph, the City will explain to the employee the reasons and grounds for the search and request the employee's consent to the search. Searches will be conducted in a manner that minimizes any intrusions into the employee's privacy. No search

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will be conducted if the employee refuses to consent to the search, but the employee's refusal to cooperate with search efforts may subject the employee to discipline up to and including discharge. If a search uncovers evidence of employee wrongdoing, illegal activity, or employee violations of City rules or policies, the evidence may be used to support disciplinary actions up to and including discharge. In cases involving suspected illegal activities, the evidence may be turned over to the proper legal authorities.

## **SECTION 6. DISCIPLINARY AND TERMINATION POLICY**

### **SECTION A: NOTICE**

If a specimen is confirmed positive, the employee will be informed of the results by the MRO.

### **SECTION B: PENALTY FOR VIOLATION OF THE POLICY**

An employee who, in the opinion of the City, violates any provision of this Section of this Policy, including testing positive for any prohibited substance, is subject to discipline in accordance with the procedures outlined in the City of Jonesboro Personnel Policy, up to and including discharge.

## **CHAPTER VII-RESERVED**

## **CHAPTER VIII OPERATIONS**

### **SECTION A: TRANSFER**

A transfer is a lateral move from one position to another within the same classification. When an employee is transferred, the employee's pay will normally remain at the same rate. A transfer of an employee from one department to another shall have the approval of both supervising officials and the City Manager.

1. Voluntary Transfer – An employee may request a transfer by submitting a request for transfer to another position/department to the City Clerk. All transfer applicants must meet the minimum qualifications for the desired position. The successful completion of a voluntary transfer working test period will not warrant a salary increase.
2. Involuntary Transfer – An employee may be transferred without consent upon the written recommendation of the Department Director(s) and upon approval of the Mayor and Council. The successful completion of an involuntary transfer Working Test Period does not warrant a salary increase.

### **SECTION B: DEMOTIONS**

A demotion is the movement of an employee to a lower classification level. When an employee is demoted, the employee's pay will normally be reduced to a rate within the range of the lower position. The rate of pay shall be set by the Department Director with the approval of the City Manager. To be taken into consideration will be the circumstances surrounding the demotion, as well as the employee's length of service and performance record with the City.

1. Voluntary Demotions – An employee may request a demotion but must compete for a job vacancy along with all others who may be eligible for applying for the position.
2. Involuntary Demotions – If a Department Director decides that the demotion of an employee is necessary, appropriate, and in the best interest of the organization, the Department Director shall submit a written recommendation to the Mayor. The recommendation for demotion should state detailed reasons for the demotion and the proposed effective date.

Upon approval of the Mayor and City Manager, the Mayor and City Manager will initiate the demotion process by notifying the \_\_\_\_\_ Department Director. It is the responsibility of the Department Director to notify the employee of the demotion, in writing, stating the reasons for the demotion, in writing, and the effective date. The employee shall have no right of appeal.

Involuntary demotions occur in instances of inadequate performance, reduction in workload or workforce, or for disciplinary purposes. The Department Director will provide documentation of any such action to the Personnel Office to be placed in the employee's personnel file.

### **SECTION C: SALARY INCREASES**

It is the policy of the City of Jonesboro to reward its employees by establishing an equitable and uniform system of providing annual salary increases. Salary increases are not automatic and are solely within the discretion of the City of Jonesboro. Salary increases are based on formal performance evaluations by supervisors during the calendar year and are granted only when the quality of an employee's work performance meets or exceeds expectations.

Salary increases within appropriate ranges may be made annually at the time of the approval of department budgets upon the recommendation of Department Directors and the Mayor & Council based on employee evaluations and other pertinent data.

All employees may receive a cost of living increase on a yearly basis upon approval by the City Council. The amount will normally be determined by the City Council annually.

### **SECTION D: HOURS OF WORK**

The established work week and hours of work shall be uniform with occupational groups and shall be determined in accordance with the needs of the City's service and the reasonable needs of the public.

### **SECTION E: OVERTIME PAYMENT**

Overtime pay shall be limited to emergencies or special situations approved by the Department Director and shall be subject to budgeting by the City Council. Employees shall not work overtime without the prior express authorization of their direct supervisor. If allowed by law, overtime authorized by a Department Director may be compensated for by allowing an employee time off (compensatory time).

Overtime for all employees, except law enforcement and exempt personnel, is defined as all hours worked over forty (40) during a normal workweek. Department Directors must assure budgetary compliance when approving payment for overtime. Overtime payment or compensatory time shall be subject to conditions described in the Fair Labor Standards Act for all classes of employees. The Mayor shall have final authority on matters pertaining to this section.

Exempt employees shall not accrue compensatory time but may work flexible schedules upon approval of the Mayor.

## **SECTION F: INCLEMENT WEATHER/EMERGENCY CONDITIONS**

Inclement weather conditions/emergency conditions from time-to-time will create a need for the City to reduce services or close City Offices. Inclement weather is defined as any weather condition that exists that will create hazardous driving conditions, loss of electricity, or will put the employee's life in jeopardy should they travel away from home. However, certain positions (Law Enforcement, Public Safety, and Public Works) that are necessary to the welfare of the citizens of the City of Jonesboro are required to work. The following procedures will be in effect for all employees in case of inclement weather/emergency conditions:

1. A designated City administrative official will release to local stations and other news media a statement regarding work schedules.
2. Pay policies for inclement weather/emergency conditions for reduced services are as follows:
  - a. Non-Emergency Employee Pay Rules: After a decision is made to reduce services, non-emergency employees must decide for themselves, with approval of the employee's Department Director, whether to work as scheduled, use accrued vacation or compensatory time, or take leave without pay.
  - b. Emergency Employee Pay Rules: Emergency employees are to remain on duty during their normal work schedule or alternate schedule as determined by their supervisor or Department Director. Employees are to be paid in accordance with FLSA regulations.
3. Pay Rules after the decision to close work stations: Employees who are unable to report to work due to the closing of their work station, or have not been assigned an alternate work station, will not lose compensation. Such time shall be entered on the time sheet as "excused other" leave.

## **CHAPTER IX**

### **GRIEVANCES AND APPEALS**

#### **SECTION A: DEFINITION**

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A grievance is a complaint made by an employee concerning the interpretation of these policies and procedures, departmental work rules, or non-disciplinary action affecting the employee's employment with the City. Matters which are not subject to grievance or appeal are disciplinary actions of any kind, including, but not limited to, reprimands, promotions, demotions, suspensions or dismissals.

As a reminder, employment with the City is "at will." No rights to appeal employment decisions are created hereunder, and there shall be no formal or informal recourse for disciplinary actions, promotions, demotions, suspensions or dismissals.

## SECTION B: POLICY

The most effective accomplishment of the work of the City requires prompt and equitable adjustment of employee grievances. It is the desire of the City to address grievances informally, and both employees and supervisors are expected to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances, which will be resolved only after a formal appeal and review. No employee shall be disciplined or discriminated against in any way because of the proper use of the grievance procedure.

## SECTION C: GRIEVANCE PROCEDURE

An employee will file grievances in the following manner:

1. **INFORMAL GRIEVANCES:** An employee shall first discuss a grievance with the immediate supervisor or the official who has the authority to hear the grievance and offer the type of corrective action the employee is seeking. The supervisor or official shall make inquiry into the facts and circumstances of the complaint and attempt to resolve the problem promptly and fairly.
2. **FORMAL GRIEVANCES:** An employee who is not satisfied with the decision received informally shall have the right to file a formal written complaint with the City Manager. An employee must file a grievance within ten (10) business days of the decision on the Informal Grievance.

The City Manager should, within five (5) business days, convene a conference to discuss the grievance with the employee, the Department Director or supervisor and other appropriate individuals. A decision will normally be rendered within fifteen (15) business days and shall be final. The employee will receive same in writing.

## CHAPTER X

## DISCIPLINARY ACTION

### SECTION A: TYPES OF DISCIPLINARY ACTION

Except as otherwise provided in the Charter, the Mayor, City Manager or a Department Director shall generally have the following alternatives for disciplinary action:

- 1. VERBAL REPRIMAND.** The City Manager or a Department Director may administer a verbal reprimand to correct detrimental employee behavior or poor work performance. Department Directors will keep a written record of verbal reprimands, and they may be made a part of an employee's personal file. Such record maintained should include time, date, and a brief description of the problem and direction of the problem and direction given the employee.
- 2. WRITTEN REPRIMAND.** The City Manager or a Department Director may submit a written reprimand to an employee when a verbal reprimand has not resulted in the expected improvement, or when more severe initial action is warranted. Copies shall be sent to the Mayor and City Manager. The City Clerk shall file a copy of the reprimand in the employee's personnel file, from which it may be removed after one (1) year, provided no additional reprimands are received by the employee. Such removal shall be at the direction of the Department Director. Written reprimands should contain specific time, date, offense, place of offense, the signature of the employee, and a statement of expected corrective action to be taken by the employee. Should the employee refuse to sign the reprimand, such action shall be documented by both the City Manager and City Clerk.
- 3. SUSPENSION.** The Mayor, City Manager or a Department Director may suspend an employee with or without pay for disciplinary reasons. A written statement specifically setting forth reasons for suspension and duration of the suspension shall be furnished to the employee. Except as otherwise provided in the Charter, such suspension shall not exceed thirty (30) days in any one calendar year. Copies of suspension shall be sent to the City Clerk and placed in the employee's personnel file.
- 4. DISMISSAL.** A Department Director, the Mayor or the City Manager may dismiss an employee, with or without cause, as required for the orderly administration of the City. The employee shall attend a private conference, and be furnished notice of dismissal in writing, stating the reasons, if any, for dismissal. Copies shall be filed with the City Clerk and placed in the employee's personnel file.

The City of Jonesboro does not provide for the appeal of disciplinary actions.

### SECTION B: REASONS FOR DISCIPLINARY ACTION

While employment with the City is "at will," and no cause or reason shall be required to separate employees from employment with the City, listed below, while far from inclusive, are some of the reasons for which disciplinary action may be taken ranging from a verbal warning to discharge. The list is not intended to include all offenses for which disciplinary action may be taken, but includes many of the most commonly encountered ones:

- (1) Being convicted of (a) a felony or (b) a misdemeanor involving moral turpitude, immoral conduct, or indecency;
- (2) Being absent without leave;
- (3) Excessive tardiness;
- (4) Abuse of leave;
- (5) Inefficiency, negligence, or incompetence in the performance of duties;
- (6) Insubordination;
- (7) Careless, negligent or improper use of City time, property, or equipment;
- (8) Falsification of records or willfully giving false statements to supervisors, officials or the public;
- (9) Violation of City ordinances, administrative regulations, or departmental rules;
- (10) Instigation of, participation in, or leadership of strike, work stoppage, slowdown, artificial restriction of productive work or otherwise interfering with the work of other City employees;
- (11) Theft or misappropriation of property of employees or the City;
- (12) Provoking a fight or fighting on the job at any time;
- (13) Carrying weapons of any kind (knives, firearms, explosives), unless job-related and specifically required as a condition of employment; or illegal possession of weapons on City premises at any time;
- (14) Political activity in conflict with the Ethics and Conduct section of this policy;
- (15) Repeated rudeness or intemperate statements to the public, supervisors, officials, or fellow employees;
- (16) Disregard of safety rules or common safety practices;
- (17) Gambling on the job at any time;
- (18) Babysitting children while on duty;
- (19) Solicitation for funds or gifts while representing yourself as a city employee, excluding City sponsored fund raising activities;
- (20) Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another;

- (21) Removing or borrowing City property or equipment without prior authorization;
- (22) Unauthorized use of City equipment, time, materials, or facilities;
- (23) Participating in horseplay or practical jokes on City time or on City property;
- (24) Causing, creating or participating in a disruption of any kind during working hours;
- (25) Using profane or abusive language at any time during working hours or on City premises;
- (26) Unreported absence of two (2) consecutive scheduled workdays;
- (27) Failure to provide a physician's certificate when requested or required to do so;
- (28) Sleeping or malingering on the job;
- (29) Wearing extreme, unprofessional or inappropriate styles of dress or hair while working;
- (30) Committing a fraudulent act or a breach of trust in any circumstances.

## **SECTION C: PERSONNEL FILE**

Except as otherwise required by Georgia law, personnel files are privileged information, and are only to be used for City of Jonesboro personnel actions. Any requests from outside agencies for such information will be forwarded to the City Clerk for action. Employees and their supervisors are permitted to review their personnel files during working hours as requested in the presence of a City Representative at a mutually convenient time.

## **CHAPTER XI**

### **SEPARATIONS**

#### **SECTION A: TYPES OF SEPARATION**

Separations or terminations of employees from City of Jonesboro shall be designated as one of the following: Resignation, Abandonment, Lay-Off or Reduction-In-Force, Disability, Loss of Job Requirements, Death, Retirement, or Dismissal.

#### **SECTION B: CITY PROPERTY**

At the time of separation and prior to final payment, all records, assets, and other items of City property in the employee's custody shall be transferred to the employee's Department Director. Department Directors and the separated employee will sign a certification to this effect. Any amount due because of shortage in the above shall be withheld from the employee's final compensation. In the case of a Department Director being terminated, the accounting shall be to the Mayor. All accountings must be forwarded to the City Clerk.

#### **SECTION C: RESIGNATION**

[0387-0094/261319/1]

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To resign in good standing, an employee shall give notice in writing to the employee's department Director at least ten (10) working days prior to the effective date of the employee's resignation. The Department Director should forward all resignations to the City Clerk within twenty-four (24) hours of receipt. Any full-time or part-time regular employee leaving the service in good standing will be compensated for any unused personal or compensatory leave accrued. An employee who resigns in good standing shall be eligible for rehire as a new employee. Such reinstatement eligibility shall not be considered a right and it is subject to the normal Working Test Period.

## **SECTION D: ABANDONMENT**

Failure to report to work without valid reason and without prior authorization for two (2) consecutive work days may result in separating an employee from the payroll and reporting the employee as having abandoned their position.

## **SECTION E: LAY-OFF (OR REDUCTION-IN-FORCE)**

An involuntary separation not involving delinquency, misconduct, or inefficiency shall be considered a lay-off. To reduce a departmental workforce, employees shall be laid off on the basis of service with the City, criticalness of skill, and past performance of the employee. For a reduction-in-force, the City will endeavor to keep the effected employees in employment elsewhere with the City.

## **SECTION F: LOSS OF JOB REQUIREMENTS**

Any employee who is unable to do a job because of a loss of the necessary license, or who fails to obtain certification as a job requirement, may be terminated.

## **SECTION G: DEATH**

When any employee dies while in the service of City of Jonesboro, all compensation due shall be paid to the legal representative of the employee's estate or the properly designated individual.

## **SECTION H RETIREMENT**

An employee may voluntarily retire, which shall be considered a voluntary separation.

# **CHAPTER XII**

## **ATTENDANCE AND LEAVE**

### **SECTION A: NORMAL HOURS OF OPERATION**

The normal hours of operation of each department are 8 a.m. to 5 p.m. with one (1) hour for lunch, Monday through Friday. Departmental operating hours are subject to change upon approval of the Mayor. Each Department Director shall schedule their full-time personnel for a

minimum forty-hour (40) work week. (Exceptions: Law Enforcement and Public Safety Positions – See Departmental Procedures).

## SECTION B: HOLIDAYS

Holidays observed by City employees, unless such employees are required to be on regular duty, shall include:

New Year's Day	Thanksgiving Day
M.L. King Day	Friday after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	Floating Holiday (effective 1-14-08 and to be decided on by Mayor and Council at 1 <sup>st</sup> meeting of each year)

And such other days or parts of days may be designated as paid holidays by the City Council. When a holiday falls on a Sunday, the holiday will normally be observed on the following Monday. Holidays that fall during leave shall not be charged against leave. To be eligible for holiday pay, you must be regularly scheduled to work on the day on which the holiday falls and must work your scheduled working day immediately preceding and the scheduled working day immediately following the holiday, unless an absence on either day is approved in advance by your supervisor.

## SECTION C: HOLIDAYS FOR PART-TIME EMPLOYEES

Part-time employees shall not be paid for holidays. When an observed holiday falls on a day on which a part-time employee is scheduled to work, the part-time employee may request to reschedule their work with the appropriate Department Director.

## SECTION D: PERSONAL LEAVE

- DEFINITION:** Personal leave is paid leave that is earned and to be used for vacations, personal business activities, and other personal activities requiring the employee to be absent from work.
- ELIGIBILITY:** All full-time regular employees shall be entitled to earn and accrue personal leave. An employee must complete six (6) months of continuous service before being eligible to take accrued personal leave. Personal leave will accrue retroactive to the individual's employment date. Part-time regular employees and temporary/seasonal employees are not eligible for accrual of leave.
- APPROVAL:** All leave requests shall be submitted to the City Clerk on the form and schedule designated by the City Clerk and after approval of the employee's Department Director. Personal leave will be scheduled by a Department Director so as to meet the operating requirements of the City with reasonable regard to the wishes of the employee.
- ACCUMULATION RATE:** Full-time employees shall be entitled to earn personal leave with pay at the rate of four (4) hours per pay period. In addition to the regular [0387-0094/261319/1]

accrual, each eligible employee shall receive an additional one (1) day of annual leave for each two (2) years of full-time service with the City, not to exceed twenty-two (22) days per year. This bonus leave will be credited to the employee's account as of the day following the employee's employment anniversary date with the City.

5. **MAXIMUM ACCUMULATION:** Personal leave may be accrued up to 360 hours or 45 days. Personal leave must be earned before it is used. Anticipated leave may not be taken under this plan.
6. **PAYMENT FOR UNUSED LEAVE:** Pay in lieu of accrued personal leave is authorized when an employee is separated from employment by resignation, dismissal, death, disability or retirement. The accrued personal leave of an employee who dies in the service of the City shall be paid to the estate of said employee.

Provided that funds are available, the Mayor can authorize payment for any portion of unused accrued personal leave at any time during the fiscal year.

## SECTION E: SICK LEAVE

1. **DEFINITION:** Sick leave is paid leave that is earned and to be used only for (a) actual sickness or injury of the employee; (b) visiting a physician, dentist, optical examination, EAP or hospital by the employee; (c) legal quarantine; (d) care of an immediate family member, to include spouse, children, parents and siblings, required for any of the above reasons; or (e) funeral for an immediate family member.
2. **ELIGIBILITY:** All full-time regular employees shall be entitled to earn and accrue sick leave. Sick leave will become retroactive to the individual's employment date. Part-time and Temporary/seasonal employees are not eligible for accrual of leave.

It is the employee's responsibility to apply for any disability benefits for which he or she may be eligible as a result of illness or disability, including worker's compensation insurance, and/or any short-term disability benefits for which he or she qualifies.

3. **APPROVAL:** All leave requests shall be submitted to the City Clerk on the form and schedule designated by the City Clerk and after approval of the employee's Department Director.

An employee, who is absent from work because of illness, is responsible for reporting to the appropriate supervisor or Department Director by telephone or personal message in the manner prescribed in each department's regulations for sick leave reporting.

4. **ACCUMULATION RATE:** All full-time regular employees shall earn sick leave with pay at the rate of four (4) hours per pay period of the employee's service. In addition to the normal accrual, each employee shall receive one (1) additional day of sick leave for each two (2) years of service with the City not to exceed twenty-two (22) days per year. This bonus leave will be credited to the employee's account the day following the

employee's anniversary of employment with the City. Employees will not accrue sick leave during unpaid leaves of absence.

5. **MAXIMUM ACCUMULATION:** Sick leave time shall accrue from the date of employment and may be taken as accrued. There is no limit to the amount of accrual for sick leave. Sick leave must be earned before it is used. Anticipated leave may not be taken under this plan.
6. **MEDICAL CERTIFICATION:** An employee may be required to provide medical certification by a health care provider for any sick leave taken if (a) absence is frequent or habitual; or (b) absence in excess of a three (3) day period. The certification must state that you were under the provider's care or treatment for the days in question and that it was the provider's recommendation that you remain off work for that period. An employee who becomes ill while on annual leave may, upon presentation of a medical certificate by a health care provider, be granted sick leave for the period of illness.
7. **SICK LEAVE UPON TERMINATION OF EMPLOYMENT:** An employee, upon separation from service, shall not be eligible to receive payment for any accumulated sick leave. Unused sick leave at time of separation for retirement shall be added to service time at a rate of 20 days equals one month of service.
8. **ABUSE OF SICK LEAVE:** Sick leave is a form of insurance that is accumulated in order to provide a cushion for incapacitation due to illness. It is to be used only when actually required to recover from illness or injury. An employee shall not use sick time leave for vacation or "personal" absences. An employee falsely reporting himself/herself on sick leave shall be subject to disciplinary action up to and including dismissal. The City reserves the right to investigate any possible abuses of sick leave.

## **SECTION F: MILITARY LEAVE**

The City of Jonesboro provides military leaves of absence to employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state laws. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and for examinations to determine fitness for duty.

Total military leave time may not exceed five (5) years during employment, except under special circumstances. Advance notice of leave is required. Approved paid military leave allotted by Mayor and Council, is ten (10) days. After expiration of leave allotted, employee must make determination whether to use annual leave or leave without pay. Please inform the Department Director or the Mayor of anticipated military leave time as far in advance as possible. Accrued vacation will be paid during military leave at your request and health plan coverage continuance can be arranged for up to 18 months during military leave if required premium payments are made by you.

Temporary employees may not be eligible for reinstatement following military leave and reinstatement may not be required for other employees in some circumstances. Contact the Mayor for information pertinent to your situation.

As with other leaves of absence, failure to return to work within applicable time limits may result in termination of employment.

## **SECTION G: BEREAVEMENT (FUNERAL) LEAVE**

Regular full time employees may be granted up to 24 hours of bereavement leave (leave of absence with pay) per occurrence, upon the death of a member of the employee's immediate family. Employees working a twenty-eight (28) day work cycle will be granted up to 36 hours of bereavement leave per occurrence, upon the death of member of a member of the employee's immediate family. The immediate family is defined for bereavement purposes as: parent, spouse, child, brother, sister, mother-in-law, father-in-law, grandparents, son-in-law, daughter-in-law, grandchild, step-parents, and step-children.

An employee must request bereavement leave by contacting his/her supervisor before going on leave. The supervisor may require an employee to submit an obituary and other evidence of relationship to the deceased along with the request for bereavement leave or upon the employee's return to work.

There is no accrual of bereavement leave days and no payment for such leave.

## **SECTION H: CIVIL LEAVE**

An employee who is subpoenaed as a witness or is called to serve on a jury in a court of law will be granted paid leave for that period of time for actual service. Employees must notify their supervisor of the need for time off for jury or witness duty as soon as a notice or summons from the court or a subpoena is received, and must present proof of all subpoenaed court appearances to their supervisor prior to the scheduled appearance. Any mileage allowance, fee, etc., paid for jury or witness duty will be credited against any payments made by the City of Jonesboro. The employee may be requested to provide written verification from the court clerk of having served.

Should the employee have to serve in another jurisdiction and the proceedings are dismissed after 1:00PM, the employee will not be expected to return to work. If the employee has to serve in the Clayton County Courthouse or City boundaries, the employee will be expected to return to work if any work time remains after any day of jury or witness duty.

## **SECTION I: LEAVE WITHOUT PAY**

The City Council may grant a full-time regular employee who has completed the Working Test Period a leave of absence without pay for compelling personal or other reasons for a period not to exceed six (6) months. Such leave must be recommended by the employee's Department Director and approved by the Mayor. Such leave shall be considered a privilege and not a right. Leave without pay for a period exceeding six (6) months, but not more than one (1) year, may be granted with the approval of the City Council if it is deemed to be in the best interest of the City.

## **SECTION J: FAMILY AND MEDICAL LEAVE (FMLA)**

The City of Jonesboro will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. No greater or lesser [0387-0094/261319/1]

leave benefits will be granted than those set forth in such federal or state laws. In certain situations, the federal law requires that provisions of the state law apply. In any case, employees will be eligible for the most liberal benefits available under either law.

Please contact your supervisor as soon as you become aware of the need for a family or medical leave. A detailed statement of leave requirements will be provided when a leave is requested.

1. **CONTINUATION OF BENEFITS:** The employee's health, life, and other City provided benefits will continue during the period of leave, not to exceed twelve (12) weeks, under the same conditions that applied before leave commenced. To continue such coverage, the employee must continue to make timely payments of the employee's share of the insurance premium. If the employee fails to return to work upon completion of the approved leave, the employee must reimburse the City for the premiums paid on the employee's behalf during this absence unless the failure to return was for reasons beyond the employee's control.

Vacation and sick leave benefits will not accrue during the leave. An employee on a leave of absence will receive holiday pay in accordance with the holiday policy applicable to them. Upon return from leave of absence, benefit accrual will immediately resume. An employee who takes family or medical leave will not lose any employment benefits that accrued before the leave date began.

2. **RETURN TO WORK:** Upon expiration of leave, the employee will be returned to the employee's original position if available, or an equivalent position with equivalent benefits, pay, and terms and conditions of employment as were enforced at the time leave commenced. A determination as to whether a position is an "equivalent position" shall be made by the City of Jonesboro. However, the employee shall have no greater right to reinstatement than if the employee on family and medical leave would have been laid off had he or she not gone on leave, or if an employee's position is eliminated during the leave, then the employee would not be entitled to reinstatement. If the employee is unable to return to work and does not qualify for additional leave under other provisions of this section, the employee may be terminated.

Certain key employees<sup>1</sup> may be denied job reinstatement if doing so would result in substantial and grievous economic injury to the City of Jonesboro if the employee were reinstated. The City will notify any key employee of his or her status as a key employee upon requesting leave, and of any intention to deny job restoration as soon as the City believes there is a possibility the employee will not be reinstated at the end of the leave, and a reasonable opportunity to return to work at the expiration of the leave will be offered.

Employees who have used FMLA for their own serious health condition are required to submit a medical certification verifying the employee's ability to return to work.

3. **RELATIONSHIP TO OTHER LEAVE:** Family and medical leave shall be without pay, except that an employee is required to apply other accrued paid leave (vacation, sick, compensatory time, holiday) toward the twelve (12) weeks of family leave. Following

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<sup>1</sup> A key employee is an employee who is salaried and among the highest paid ten percent of employees employed within 75 miles of his or her work site.

the exhaustion of paid leave, the remainder of the leave period, up to a maximum of twelve weeks, will then consist of unpaid leave.

4. **APPLICATION FOR FMLA:** In all cases, an employee shall request FMLA leave by notifying the employee's Department Director and the Mayor in writing. An employee shall request leave in writing at least thirty (30) days before a leave is to begin. If a thirty (30) day notice is not possible, the employee shall provide a written request within five (5) days of learning of the need for leave and are encouraged to provide as much notice as possible under the circumstances. A written response to an FMLA request will be provided by the Personnel Office to the employee.
5. **INTERMITTENT LEAVE:** An employee who is eligible for family or medical leave as a result of a serious health condition may take leave intermittently or on a reduced leave schedule when medically necessary. However, an intermittent or reduced leave schedule to care for a newborn or newly adopted child may not be taken unless approved by the Department Director and the Mayor. A "reduced leave schedule" is a change in the employee's schedule over several weeks or months, normally from full-time to part-time. Employees on leave for intermittent periods or on a reduced leave schedule may be required to transfer temporarily to an alternative, equivalent position which better accommodates the recurring periods of absence or reduced schedule.

## SECTION K: WORKER'S COMPENSATION

Employees are covered under the provisions of the Worker's Compensation Act of the State of Georgia. If an employee is injured while on the job, such injury must be reported to the employee's supervisor immediately. The supervisor must report the injury to the Mayor on the day of occurrence. A **1<sup>st</sup> Report of Injury form** must be completed and turned into the Mayor as soon as possible.

If an employee who is injured on the job is unable to perform any work and this is substantiated by a doctor's report, the employee may draw Worker's Compensation, up to the limit stipulated by State Law, starting on the eighth day of disability. The City will pay the employee's full salary for any loss time during the first forty (40) hours of a Worker's Compensation disability, and then Workers' Compensation benefits will begin on the eighth day of disability. An employee may use any accumulated leave to cover the period of time between the first forty (40) hours and the eighth (8) day of disability. An employee may also opt to receive only the Worker's Compensation benefits that are authorized by law, which most often will be monetarily less than an individual's normal salary. In any case, no employee may be drawing full pay (provided by the City or accumulated leave) and Worker's Compensation at the same time.

## CHAPTER XIII

## **FULL-TIME REGULAR EMPLOYEE BENEFITS**

### **SECTION A: POLICY**

The City provides a tuition reimbursement program to provide training and educational opportunities for the professional growth and development of the City's workforce. Under certain circumstances, reimbursement of tuition and expenses (i.e. books, lab fees, etc.) is allowed to certain eligible employees.

### **SECTION B: PROCEDURE**

1. To be eligible for tuition reimbursement, an employee must be fulltime and have completed one year of service with the City.
2. Employees wishing to enroll in a college course and/or a degree program, or in other schools, programs or short courses of instruction designed to advance specific technical or professional skills offered at an educational institution or a professional certification (CPA, paramedic, etc.) must receive approval from the Review Committee, which is appointed annually by the Mayor.
3. The course work must be related to the employee's current position or to a position for which there is a reasonable expectation of promotion. For purpose of this policy, a "related" course is:
  - a. A required course in a curriculum leading to a degree directly applicable to City services and the employee's career path.
  - b. One or more courses that will improve the abilities and knowledge of the employee in his or her current position.
  - c. Any course or training assigned by management to improve City operations.
4. To be eligible for the tuition reimbursement program, college level course work must be completed through an accredited institution.
5. To be eligible for the tuition reimbursement program, course work completed through correspondence/distance study must be affiliated with an accredited educational institution.
6. Payment of tuition and expenses shall be contingent upon successful completion of the course. For the purposes of this policy, "successful completion" shall mean the attainment of grade "C" (or its equivalent) or higher for each course.
7. Eligible employees shall be reimbursed for successful completion course work as follows: Grade of "A" or "B" or "C": 100% reimbursement
8. Tuition reimbursement for college-level courses will only be made for the actual tuition cost paid by the employee. Tuition paid through scholarships, equalization grants or other similar programs will not be reimbursed by the City. Additionally, employees must

attempt to obtain funding for tuition and expenses from all known available sources prior to being reimbursed by the City.

9. Employees who receive tuition reimbursement under the provisions of this policy shall agree to remain in the City's employ for at least 12 months following completion of said course work. Should said employee resign from the City within 12 months following completion of any course work completed under this policy, the City will require the separating employee to reimburse the City for all educational expenses paid to said employee for such course work.
10. The City will make every effort to provide assistance to all employees seeking reimbursement under the tuition reimbursement program. However, this program shall be subject to annual funding as approved each year by Mayor and Council in the City's annual budget. Changes in the City's financial condition could result in caps on reimbursement, temporary freezes on reimbursement, or suspension of the tuition reimbursement program in its entirety.

## **CHAPTER XIV**

### **ADOPTION OF POLICIES**

#### **SECTION A: AMENDMENT OF PERSONNEL POLICIES & PROCEDURES**

These policies may be amended by the governing authority of the City in accordance with its ordinance adoption procedure provided that a notice of the proposed changes to these Personnel Policies shall be posted at a conspicuous place in the City of Jonesboro City Hall for a period of at least fourteen (14) days prior to the effective date of the amendment.

#### **SECTION B: SEVERABILITY**

It is intended that the provisions of this ordinance be severable and should any portion be held invalid, such invalidity shall not affect any other portion of the ordinance.

#### **SECTION C: REPEAL OF CONFLICTING RESOLUTIONS ORDINANCES**

All Resolutions or Ordinances or sections of Resolutions or Ordinances in conflict with this Ordinance are hereby repealed.

**SECTION D: EFFECTIVE DATE**

This ordinance shall take effect on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

APPROVED AND ADOPTED, This \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF JONESBORO CITY COUNCIL:**

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JOY B. DAY, MAYOR

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JACK BRUCE, COUNCILMEMBER

---

LARRY BOAK, COUNCILMEMBER

---

BILLY POWELL, COUNCILMEMBER

---

PAT SEBO, COUNCILMEMBER

---

ALFRED DIXON, COUNCILMEMBER

---

ED WISE, COUNCILMEMBER

ATTEST:

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Ricky L. Clark., City Manager

This employee handbook contains information about employment policies and practices of the City of Jonesboro. We expect each employee to read this handbook carefully as it is a valuable reference for understanding your job. All previously issued handbooks and any inconsistent policy statements—oral or written—are superseded.

Nothing in this Handbook or any other personnel document, including benefit plan descriptions, is intended to represent or create, in whole or in part, an implied or written contract, promise or representation of continued employment for any employee. The employment relationship between City of Jonesboro and any employee is “at-will” and may be terminated with or without cause and with or without notice at any time, at the discretion of the City Council of Jonesboro. Only the City Council has the authority to alter the “at-will” nature of the nature of this relationship and then only in writing.

This Handbook contains the Personnel Policy and Procedures, the Motor Vehicle Policy including Authorization, the Drug and Alcohol Policy, and the Computer Technology Policy and is for information purposes only. It does not contain all the information you will need during the course of your employment. You will receive additional information through various notices as well as orally through your Supervisor, Department Director, City Clerk and the Mayor.

The City of Jonesboro is committed to reviewing its policies, procedures and benefits periodically. Accordingly, the policies, procedures and benefits outlined in this Handbook are subject to review and change by the City of Jonesboro at any time. Except for the policy of “at-will” employment, which can only be changed by the City Council in writing, the City of Jonesboro reserves the right to revise, delete and add to the provisions of the Handbook. All such revisions, deletions or additions must be in writing and must be approved by the City Council. No oral statements or representations can change the provisions of this Handbook.

Please acknowledge receipt of your copy of this Handbook by signing the Acknowledgement Form at the end of this Handbook and return it to the City Clerk for inclusion in your personnel file within three (3) days of receipt of the policy.

**NOTE: Nothing in the City of Jonesboro’s Policy and Procedure Handbook creates a contract of employment, express or implied, for any period of time and does not alter the City of Jonesboro’s Employment “at-will” policy.**

INITIAL \_\_\_\_\_



# CITY OF JONESBORO, GEORGIA COUNCIL

## Agenda Item Summary

## Agenda Item #

- 13

## COUNCIL MEETING DATE

February 7, 2022

## **FOLLOW-UP APPROVAL ACTION (City Clerk)**

Typed Name and Title Ricky L. Clark, City Manager	Date February, 7, 2022	
Signature	City Clerk's Office	

**CLIENT/ADVERTISER: City of Jonesboro**

 Website: [www.jonesboroga.com](http://www.jonesboroga.com)
**QUOTE**

3868334000295491174

PROJECT	2022 Clayton Chamber Guide
Project Type	Official Community Guide / Directory
Valid Till	
Sales Person	Beverly Dawson
Amount	\$ 2,995.00
Terms	Net 30

**Authorizing Agent:**

 Ricky L. Clark  
 rclark@jonesboroga.com

 770-478-3800  
 770-478-3800

**Bill To:**

 City of Jonesboro  
 124 North Avenue  
 Jonesboro, GA 30236

**Ship To:**

City of Jonesboro

Item & Description	Quantity	Amou
Full Page 4-C Full Page 4-Color Advertisement	1	\$ 2,995.00
Online Ad Link Online Ad Link - Link client ad from the online publication directly to client's website.	1	\$ 0.00
<b>Sub Total</b>		<b>\$ 2,995.00</b>
<b>Grand Total</b>		<b>\$ 2,995.00</b>

Contract Description	
Editorial Notes	
Production Notes	City will submit new artwork
Position (ad)	Adjacent to Article on Jonesboro
Hard Deadline	

## Terms & Conditions

### General Conditions:

This contract is with the named firm (advertiser) and change of ownership or management will not dissolve contract obligations.

### Publishing Rights:

Advertisements are accepted upon representation that the advertiser and its agency have the right to publish the contents thereof. In consideration of such publication, the advertiser and its agency agree to indemnify and hold the publisher and its client harmless against any expense or loss by reason of any claims arising out of publication, including without limitations, claims or suits for libel, violation of right of privacy, plagiarism and copyright infringement.

### Approval and Liability:

All contents of advertisements are subject to the publisher's and client's approval. Publisher reserves the right to reject or cancel any advertisement, insertion order, space reservation or position commitment at any time. Publisher shall not be liable for any costs or damages if for any reason it fails to publish an advertisement. Publisher liability for errors shall be limited to the full amount of any deposits paid as liquidated damages for such omissions or errors. Publisher will not be held liable for any errors made on ads that have been approved by the advertiser. Unless otherwise specified by the advertiser in writing, the publisher reserves the right to use, at its discretion, photography taken for advertisements in editorial portions of any publication produced by the publisher. Model releases for subjects in the photographs will be the responsibility of the advertisers.

### Order Changes and Payment Terms:

Cancellations or changes in orders may not be made by the advertiser or its agency after the issue closing date and must be made in writing in a certified letter to the corporate office in St. Simons Island, GA. Publisher shall have the right to hold advertiser and/or its advertising agency jointly and severally liable for such monies as are due and payable to publisher for advertising that the advertiser and its agency ordered. Disclaimers and sequential liability are not permitted. Publisher may require payment prior to placement of advertisement. Before extension of credit, a signed financial statement, publisher's credit application, and/or publisher's approval will be required. Upon approval of credit, statements will be sent by publisher to advertiser for advertising placed and advertiser agrees to pay invoice within agreed upon terms. If invoice payment are not received by publisher under terms of the agreement, publisher reserves the right to charge an annual rate of 18%. Publisher will be entitled to recover reasonable attorney fees and collection costs if payment is not made as set out in this agreement.

### Ad Materials and Proofs:

If ad materials are not provided in the correct format by the advertiser to [graphics@365dereetotalmarketing.com](mailto:graphics@365dereetotalmarketing.com), publisher reserves the right to charge for any changes, including resizing requested by the advertiser. **Great Southern Publishers d/b/a 365 Degree Total Marketing will provide advertisers with 2 ad proofs. Additional proofs will cost \$75 each.** Electronic copies of ads can be provided to clients in a non-editable format for \$95 and an editable format for \$195. If the advertiser does not return the ad proof after 3 attempts, the ad will run as is. If art/copy is not received by the deadline, publisher will produce an ad comprised of the company's name, logo, address and telephone number to be inserted in the contracted space. No proof of this copy is required to be provided to the advertiser.

### Agent Signature

Beverly Dawson  
Nov 29, 2021 09:22 PM

### Client Signature

Ricky L. Clark

### Signed Date



# CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

5.14

-14

COUNCIL MEETING DATE

February 7, 2022

Requesting Agency (Initiator)

Public Works

Sponsor(s)

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

Discussion regarding approval of a quotation regarding replacing the lower HVAC unit at the Jonesboro Police Department.

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

Dollar Amount Exceeds Departmental Level

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.)*

This request is for the replacement of the lower HVAC unit located at the Jonesboro Police Department. The unit is over 10+ years in age and requires extensive repairs/service in order to maintain the units in a safe working condition. The typical lifespan for these units is around 15 to 20 years and the unit has left the bottom portion of the building without adequate heat. The unit has had many parts replaced over the past years, however the cost to repair now will exceed the replacement cost.

In keeping with the procurement policy, we reached out to three different vendors to solicit quotes.

We received the following quotes:

- Hammond - \$12,000
- Coolray - \$11,879
- Wilson's - \$9,600

Staff is recommending approval of the low bid as submitted by Wilson's Maintenance. Wilson's has done work with the City for a number of years on our multiple HVAC units.

Fiscal Impact

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

The cost will not exceed the quoted amount of \$9,600.00. It will be taken from the Police Department building maintenance fund,

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

- Hammod PD
- CoolrayPD
- Estimate\_1006\_from\_Wilsons\_MaintenancePD

## FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

February, 7, 2022

Signature

City Clerk's Office





# CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

5.15

-15

COUNCIL MEETING DATE

February 7, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

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

Discussion regarding the Community Room of the new City Center.

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

Community Planning, Neighborhood and Business Revitalization

Summary & Background

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

As all of you are aware, we are racing towards the end of completing the Jonesboro City Center within the 2<sup>nd</sup> quarter of this year. As framework is being installed and plans are continuing to evolve, we have found an area that we feel we need to enlarge to better serve our needs for now and the future. Understanding the desire of our council, and our community, event space and areas for use by our public should be able to accommodate a certain amount of people. When we walked the room with our architects and our general contractors, it was evident to us that we needed to enlarge the space to accommodate the vast amount of events and rentals we are planning for this space. This room will house functions such as training activities, senior activities, city activities and also will be available for rent to our general public. Our goal was to be able to leverage this room as an enterprise for maintaining the facility.

In looking at configurations, using the 60" round tables, we would only be able to accommodate 120 people. We are looking to get the number closer to 200 persons seated comfortably in the space. Of course nothing is ever easy with construction; however, we feel it our duty to ensure that we catch all of the flaws of the space now. Our Design Team has noted that in order to prepare the plans relative to enlarging the space, there would be an additional service authorization fee of \$14,520 for the additional designs needed for approval. This service would include architectural, interior, mechanical, electrical, plumbing and low voltage disciplines.

Our General Contractor has forecasted that the cost, once plans are completed, should not exceed \$200,000. In reviewing the request and discussing it with the team, we feel that it is in the best interest for our community to do the work now, and not to wait until the project is complete, as the cost to do the work later, would be more costly than to do it while our crews are on site. Further, in speaking with our Director of Finance, we have a healthy reserve and are asking for approval to utilize our fund balance for this added expense.

In looking at a historical analytical review of our finances, our Revenues have exceeded expenditures every year, hence our working funding balance is close to a year of our monthly operating expenses.

## FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

February, 7, 2022

Signature

City Clerk's Office

**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.)

- ADDITIONAL SERVICE AUTHORIZATION 0810 - Community Service Room\_IB 20220126 w. attachment (002)
- Community Room Rendering

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



5200 Avalon Boulevard  
Alpharetta, GA 30009

ADDITIONAL SERVICE AUTHORIZATION # 0810  
Date: 2022-01-26

**Project Name:** Jonesboro City Center  
**Project Address:** 156 Smith Street, Jonesboro, Georgia 30236  
**Project Number:** WB.1916005.000  
**NELSON Entity:** Nelco Architecture, Inc. ("NELSON")

**Client Entity:** City of Jonesboro  
**Address:** 124 North Avenue  
**City, State, Zip:** Jonesboro, Georgia 30236  
**Client Contact:** Joy Day, Mayor

NELSON is requesting Client authorization for the following Additional Services:

**Scope of Services:**

Provide Design and Construction Administration services to accommodate the Clients requested modification of the first floors community room size per the attached concept sketch. Services include Architectural, Interior, Mechanical, Electrical, Plumbing and Low Voltage Disciplines. No structural modifications are anticipated or included in this additional service.

**Compensation:**

- Fixed Fee of \$14,520.00
- Hourly
- Hourly, not to exceed \$ \_\_\_\_\_ without prior Authorization

**Additional Information:**

Concept Sketch

**Services to begin upon receipt of signed Service Authorization or in accordance with the following schedule:**  
 'Not Applicable'

The Terms and Conditions of this Additional Service Authorization are as described in the executed Agreement between NELSON and Client dated July 15<sup>th</sup>, 2019.

**NELSON**

Signature  
Ina Bachmann  
Printed Name  
Studio Leader  
Title  
1/26/2022  
Date

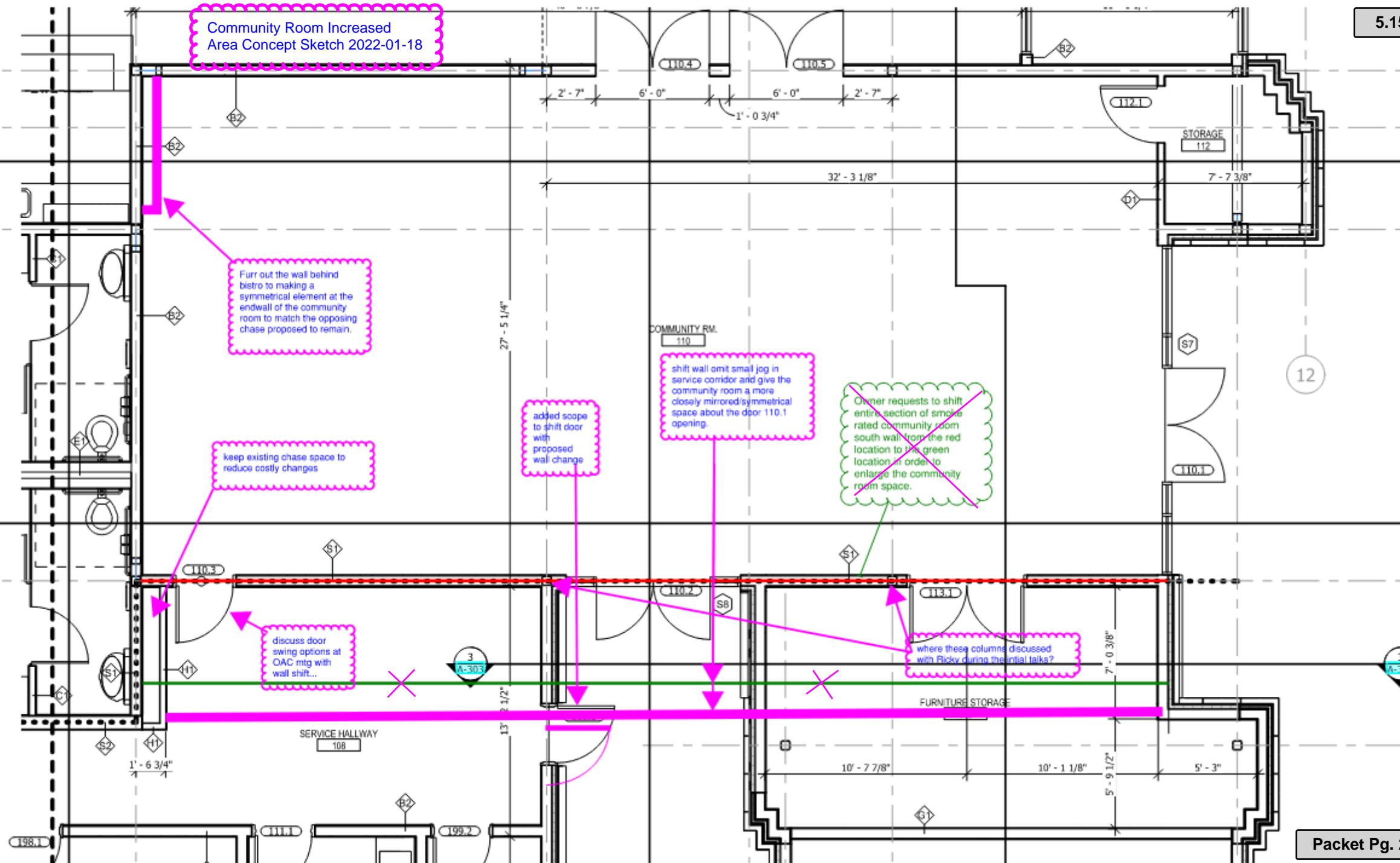
**Client Authorization by:**

Signature

Printed Name

Title

Date



- Furr out the wall behind bistro to making a symmetrical element at the endwall of the community room to match the opposing chase proposed to remain.

keep existing chase space to reduce costly changes

discuss door swing options at OAC mtg with wall shift...



# CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

5.16

- 16

COUNCIL MEETING DATE

February 7, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

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

Discussion regarding amending the Adoption Agreement and General Addendum for the City of Jonesboro's Georgia Municipal Employees Benefit System ("GMEBS") Defined Benefit Retirement Plan ("Plan").

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

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

There have been recent conversations with Council relative to amending the retirement plan to remove the actuarial offset from the retirement calculation of Elected Officials receiving in-service distribution. The primary change in the adoption agreement is to eliminate the actuarial offset for elected officials who: (a) began to receive retirement benefits while in office or (b) assume office after beginning to receive retirement benefits and then re-retire after February 14, 2022. What this means in practical terms is that future retirement benefits for elected officials who receive retirement payments while in office will not be reduced as a result of their service in office.

The other change is in the addendum and it provides that in order for a plan participant to receive permanent disability payments the person must have a certificate signed by two physicians (one chosen by the participant and one by the City of Jonesboro) stating that: (1) the person is permanently disabled; (2) the disability began during the participant's employment with the City; (3) the disability is permanent; and (4) the disability must not be self-inflicted. After a participant has been approved to receive benefits, the Pension Committee has the right to appoint a physician to confirm continuing disability.

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.)*

- Jonesboro AA 1 14 22 - Plan amendment
- Jonesboro Addendum 1 14 22

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

Approval

## FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

February, 7, 2022

Signature

City Clerk's Office

**GEORGIA MUNICIPAL EMPLOYEES**  
**BENEFIT SYSTEM**

**DEFINED BENEFIT RETIREMENT PLAN**

**AN ORDINANCE  
and  
ADOPTION AGREEMENT  
for**

**City of Jonesboro**

**Form Volume Submitter Adoption Agreement  
Amended and Restated as of January 1, 2013  
(With Amendments Taking Effect on or Before January 1, 2017)**

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## **I. AN ORDINANCE**

An Ordinance to amend and restate the Retirement Plan for the Employees of the City of Jonesboro, Georgia in accordance with and subject to the terms and conditions set forth in the attached Adoption Agreement, any Addendum to the Adoption Agreement, the Georgia Municipal Employees Benefit System (GMEBS) Master Plan Document, and the GMEBS Trust Agreement. When accepted by the authorized officers of the City and GMEBS, the foregoing shall constitute a Contract between the City and GMEBS, all as authorized and provided by O.C.G.A. § 47-5-1 et seq.

BE IT ORDAINED by the Mayor and Council of the City of Jonesboro, Georgia, and it is hereby ordained by the authority thereof:

**Section 1.** The Retirement Plan for the Employees of the City of Jonesboro, Georgia is hereby amended and restated as set forth in and subject to the terms and conditions stated in the following Adoption Agreement, any Addendum to the Adoption Agreement, the Georgia Municipal Employees Benefit System (GMEBS) Master Plan Document, and the GMEBS Trust Agreement.

**Ordinance continued on page 36**

## **II. GMEBS DEFINED BENEFIT RETIREMENT PLAN ADOPTION AGREEMENT**

### **1. ADMINISTRATOR**

Georgia Municipal Employees Benefit System  
201 Pryor Street, SW  
Atlanta, Georgia 30303  
Telephone: 404-688-0472  
Facsimile: 404-577-6663

### **2. ADOPTING EMPLOYER**

Name: **City of Jonesboro, Georgia**

### **3. GOVERNING AUTHORITY**

Name: **Mayor and Council**  
Address: **124 North Ave., Jonesboro, GA 30236-8409**  
Phone: **(770) 478-3800**  
Facsimile: **(770) 478-3775**

### **4. PLAN REPRESENTATIVE**

**[To represent Governing Authority in all communications with GMEBS and Employees]**  
**(See Section 2.49 of Master Plan)**

Name: **City Clerk**  
Address: **124 North Ave., Jonesboro, GA 30236-8409**  
Phone: **(770) 478-3800**  
Facsimile: **(770) 478-3775**

## 5. PENSION COMMITTEE

[Please designate members by position. If not, members of Pension Committee shall be determined in accordance with Article XIV of Master Plan]

The Pension Committee shall be composed of the City Attorney or other attorney appointed by the Governing Authority, the City Clerk, two (2) Employee representatives elected annually by the Participants, and three (3) appointed members of the Governing Authority.

Pension Committee Secretary: **City Manager**

Address: 124 North Ave., Jonesboro, GA 30236-8409

Phone: (770) 478-3800

Facsimile: (770) 478-3775

## 6. TYPE OF ADOPTION

This Adoption Agreement is for the following purpose (**check one**):

- This is a new defined benefit plan adopted by the Adopting Employer for its Employees. This plan does not replace or restate an existing defined benefit plan.
- This is an amendment and restatement of the Adopting Employer's preexisting non-GMEBS defined benefit plan.
- This is an amendment and restatement of the Adoption Agreement previously adopted by the Employer, as follows (**check one or more as applicable**):
  - To update the Plan to comply with PPA, HEART, WRERA, and other applicable federal laws and guidance.
  - To make the following amendments to the Adoption Agreement (**must specify below revisions made in this Adoption Agreement; all provisions must be completed in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): **This is an amendment to provide that no actuarial offset will be applied at re-retirement with respect to elected or appointed members of the Governing Authority who vacate office on or after February 14, 2022, following receipt of In-Service Distribution of benefits or re-employment after Retirement (see Adoption Agreement pp. 16, 27 and 28).**

## 7. EFFECTIVE DATE

NOTE: This Adoption Agreement and any Addendum, with the accompanying Master Plan Document, is designed to comply with Internal Revenue Code Section 401(a), as applicable to a governmental qualified defined benefit plan, and is part of the GMEBS Defined Benefit Retirement Plan. Plan provisions designed to comply with certain provisions of the Pension

Protection Act of 2006 ("PPA"); the Heroes Earnings Assistance and Relief Tax Act of 2008 ("HEART"); and the Worker, Retiree, and Employer Recovery Act of 2008 ("WRERA"); and Plan provisions designed to comply with certain provisions of additional changes in federal law and guidance from the Internal Revenue Service under Internal Revenue Service Notice 2012-76 (the 2012 Cumulative List) are effective as of the applicable effective dates set forth in the Adoption Agreement and Master Plan Document. By adopting this Adoption Agreement, with its accompanying Master Plan Document, the Adopting Employer is adopting a plan document intended to comply with Internal Revenue Code Section 401(a), as updated by PPA, HEART, WRERA, and the 2012 Cumulative List with the applicable effective dates.

**(1) Complete this item (1) only if this is a new defined benefit plan which does not replace or restate an existing defined benefit plan.**

The effective date of this Plan is \_\_\_\_\_.

(insert effective date of this Adoption Agreement not earlier than January 1, 2013).

**(2) Complete this item (2) only if this Plan is being adopted to replace a non-GMEBS defined benefit plan.**

Except as otherwise specifically provided in the Master Document or in this Adoption Agreement, the effective date of this restatement shall be the \_\_\_\_\_ (insert effective date of this Adoption Agreement not earlier than January 1, 2013). This Plan is intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which became effective on \_\_\_\_\_ (insert original effective date of preexisting plan).

**(3) Complete this item (3) only if this is an amendment and complete restatement of the Adopting Employer's existing GMEBS defined benefit plan.**

Except as otherwise specifically provided in the Master Document or in this Adoption Agreement, the effective date of this restatement shall be February 14, 2022 (insert effective date of this Adoption Agreement not earlier than January 1, 2013).

This Plan is adopted as an amendment and restatement of the Employer's preexisting GMEBS Adoption Agreement, which became effective on December 9, 2019 (insert effective date of most recent Adoption Agreement preceding this Adoption Agreement).

The Employer's first Adoption Agreement became effective January 1, 2003 (insert effective date of Employer's first GMEBS Adoption Agreement). The Employer's GMEBS Plan was originally effective January 1, 1970 (insert effective date of Employer's original GMEBS Plan). (If the Employer's Plan was originally a non-GMEBS Plan, then the Employer's non-GMEBS Plan was originally effective \_\_\_\_\_ (if applicable, insert effective date of Employer's original non-GMEBS Plan).)

## 8. PLAN YEAR

Plan Year means (**check one**):

- Calendar Year
- Employer Fiscal Year commencing \_\_\_\_\_.
- Other (**must specify month and day commencing**): \_\_\_\_\_.

## 9. CLASSES OF ELIGIBLE EMPLOYEES

Only Employees of the Adopting Employer who meet the Master Plan's definition of "Employee" may be covered under the Adoption Agreement. Eligible Employees shall not include non-governmental employees, independent contractors, leased employees, nonresident aliens, or any other ineligible individuals, and this Section 9 must not be completed in a manner that violates the "exclusive benefit rule" of Internal Revenue Code Section 401(a)(2).

### A. Eligible Regular Employees

Regular Employees include Employees, other than elected or appointed members of the Governing Authority or Municipal Legal Officers, who are regularly employed in the services of the Adopting Employer. Subject to the other conditions of the Master Plan and the Adoption Agreement, the following Regular Employees are eligible to participate in the Plan (**check one**):

- ALL** - All Regular Employees, provided they satisfy the minimum hour and other requirements specified under "Eligibility Conditions" below.
- ALL REGULAR EMPLOYEES EXCEPT** for the following employees (**must specify; specific positions are permissible; specific individuals may not be named**):  
\_\_\_\_\_.

### B. Elected or Appointed Members of the Governing Authority

An Adopting Employer may elect to permit participation in the Plan by elected or appointed members of the Governing Authority and/or Municipal Legal Officers, provided they otherwise meet the Master Plan's definition of "Employee" and provided they satisfy any other requirements specified by the Adopting Employer. Municipal Legal Officers to be covered must be specifically identified by position. Subject to the above conditions, the Employer hereby elects the following treatment for elected and appointed officials:

#### (1) Elected or Appointed Members of the Governing Authority (check one):

- ARE NOT** eligible to participate in the Plan.
- ARE** eligible to participate in the Plan.

Please specify any limitations on eligibility to participate here (e.g., service on or after certain date, or special waiting period provision): **Each elected or appointed member of the Governing Authority who holds an office on July 1, 1972, shall be qualified to participate in the Plan on such date. Each other elected or appointed member of the Governing Authority who holds**

an office subsequent to July 1, 1972 shall be qualified to participate in the Plan on the first day of the month immediately following or coinciding with the first date after July 1, 1972 that he or she occupies any elective office of the Governing Authority. (Participation became mandatory effective January 1, 2003. See Section 12 of this Adoption Agreement concerning mandatory participation in the Plan.) In accordance with Section 4.03(b) of the Master Plan, an elected or appointed member of the Governing Authority who initially takes office or returns to office on or after January 1, 2015, shall be qualified to participate in the Plan on the date he or she initially takes such office or returns to office.

**(2) Municipal Legal Officers (check one):**

- ARE NOT eligible to participate in the Plan.
- ARE eligible to participate in the Plan. The term "Municipal Legal Officer" shall include only the following positions (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

Please specify any limitations on eligibility to participate here (e.g., service on or after certain date) (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): \_\_\_\_\_.

## **10. ELIGIBILITY CONDITIONS**

**A. Hours Per Week (Regular Employees)**

The Adopting Employer may specify a minimum number of work hours per week which are required to be scheduled by Regular Employees in order for them to become and remain "Eligible Regular Employees" under the Plan. **It is the responsibility of the Adopting Employer to determine whether these requirements are and continue to be satisfied.** The Employer hereby elects the following minimum hour requirement for Regular Employees:

- No minimum
- 20 hours/week (regularly scheduled)
- 30 hours/week (regularly scheduled)
- Other: \_\_\_\_\_ (must not exceed 40 hours/week regularly scheduled)

**Exceptions:** If a different minimum hour requirement applies to a particular class or classes of Regular Employees, please specify below the classes to whom the different requirement applies and indicate the minimum hour requirement applicable to them.

Class(es) of Regular Employees to whom exception applies (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

Minimum hour requirement applicable to excepted Regular Employees:

- No minimum
- 20 hours/week (regularly scheduled)
- 30 hours/week (regularly scheduled)

Other: \_\_\_\_\_ (must not exceed 40 hours/week regularly scheduled)

**B. Months Per Year (Regular Employees)**

The Adopting Employer may specify a minimum number of work months per year which are required to be scheduled by Regular Employees in order for them to become and remain "Eligible Employees" under the Plan. **It is the responsibility of the Adopting Employer to determine whether these requirements are and continue to be satisfied.** The Employer hereby elects the following minimum requirement for Regular Employees:

- No minimum
- At least **6** months per year (regularly scheduled)

**Exceptions:** If different months per year requirements apply to a particular class or classes of Regular Employees, the Employer must specify below the classes to whom the different requirements apply and indicate below the requirements applicable to them.

Regular Employees to whom exception applies (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

The months to year requirement for excepted class(es) are:

- No minimum
- At least \_\_\_\_\_ months per year (regularly scheduled)

## 11. WAITING PERIOD

Except as otherwise provided in Section 4.02(b) of the Master Plan, Eligible Regular Employees shall not have a waiting period before participating in the Plan. Likewise, elected or appointed members of the Governing Authority and Municipal Legal Officers, if eligible to participate in the Plan, shall not have a waiting period before participating in the Plan.

## 12. ESTABLISHING PARTICIPATION IN THE PLAN

Participation in the Plan is considered mandatory for all Eligible Employees who satisfy the eligibility conditions specified in the Adoption Agreement, except as provided in Section 4.03(e) of the Master Plan. However, the Employer may specify below that participation is optional for certain classes of Eligible Employees, including Regular Employees, elected or appointed members of the Governing Authority, Municipal Legal Officers, City Managers, and/or Department Heads. If participation is optional for an Eligible Employee, then in order to become a Participant, he must make a written election to participate within 120 days after employment, election or appointment to office, or if later, the date he first becomes eligible to participate in the Plan. The election is irrevocable, and the failure to make the election within the 120 day time limit shall be deemed an irrevocable election not to participate in the Plan.

Classes for whom participation is optional (**check one**):

- None (Participation is mandatory for all Eligible Employees except as provided in Section 4.03(e) of the Master Plan).

Participation is optional for the following Eligible Employees (**must specify - specific positions are permissible; specific individuals may not be named; all positions or classes specified must be Eligible Employees**): \_\_\_\_\_.

## 13. CREDITED SERVICE

In addition to Current Credited Service the Adopting Employer may include as Credited Service the following types of service:

### A. Credited Past Service with Adopting Employer

Credited Past Service means the number of years and complete months of Service with the Adopting Employer prior to the date an Eligible Employee becomes a Participant which are treated as credited service under the Plan.

**(1) Eligible Employees Employed on Original Effective Date of GMEBS Plan.** With respect to Eligible Employees who are employed by the Adopting Employer on the original Effective Date of the Employer's GMEBS Plan, Service with the Adopting Employer prior to the date the Eligible Employee becomes a Participant (including any Service prior to the Effective Date of the Plan) shall be treated as follows (**check one**):

- All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service).
- All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service), except for Service rendered prior to \_\_\_\_\_ (**insert date**).
- All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service), except as follows (**must specify other limitation in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.
- No Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service).

**(2) Previously Employed, Returning to Service after Original Effective Date.** If an Eligible Employee is not employed on the original Effective Date of the Employer's GMEBS Plan, but he returns to Service with the Adopting Employer sometime after the Effective Date, his Service prior to the date he becomes a Participant (including any Service prior the Effective Date) shall be treated as follows (**check one**):

- All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service), subject to any limitations imposed above with respect to Eligible Employees employed on the Effective Date.
- All Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service), provided that after his return to employment,

the Eligible Employee performs Service equal to the period of the break in Service or one (1) year, whichever is less. Any limitations imposed above with respect to Eligible Employees employed on the Effective Date shall also apply.

- No Service prior to the date the Eligible Employee becomes a Participant shall be credited (as Credited Past Service).

Other limitation(s) on Recognition of Credited Past Service (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i): In addition to the above limitations, Credited Past Service shall not include any tenure of office as an elected or appointed member of the Governing Authority, unless the Participant was serving as an elected or appointed member of the Governing Authority or Eligible Regular Employee on July 1, 1972.**

**(3) Eligible Employees Initially Employed After Effective Date.** If an Eligible Employee's initial employment date is after the original Effective Date of the Employer's GMEBS Plan, his Credited Past Service shall include only the number of years and complete months of Service from his initial employment date to the date he becomes a Participant in the Plan.

**(4) Newly Eligible Classes of Employees.** If a previously ineligible class of Employees becomes eligible to participate in the Plan, the Employer must specify in an addendum to this Adoption Agreement whether and to what extent said Employees' prior service with the Employer shall be treated as Credited Past Service under the Plan.

## **B. Prior Military Service**

**Note:** This Section does not concern military service required to be credited under USERRA – See Section 3.02 of the Master Plan for rules on the crediting of USERRA Military Service.

### **(1) Credit for Prior Military Service.**

The Adopting Employer may elect to treat military service rendered prior to a Participant's initial employment date or reemployment date as Credited Service under the Plan. Unless otherwise specified by the Employer under "Other Conditions" below, the term "Military Service" shall be as defined in the Master Plan. Except as otherwise required by federal or state law or under "Other Conditions" below, Military Service shall not include service which is credited under any other local, state, or federal retirement or pension plan.

Military Service credited under this Section shall not include any service which is otherwise required to be credited under the Plan by federal or state law. Prior Military Service shall be treated as follows (check one):

- Prior Military Service is **not** creditable under the Plan (if checked, skip to Section 13.C. – Prior Governmental Service).
- Prior Military Service shall be counted as Credited Service for the following purposes (check one or more as applicable):

- Computing amount of benefits payable.
- Meeting minimum service requirements for vesting.
- Meeting minimum service requirements for benefit eligibility.

**(2) Maximum Credit for Prior Military Service.**

Credit for Prior Military Service shall be limited to a maximum of \_\_\_\_\_ years (**insert number**).

**(3) Rate of Accrual for Prior Military Service.**

Credit for Prior Military Service shall accrue at the following rate (**check one**):

- One month of military service credit for every \_\_\_\_\_ month(s) (**insert number**) of Credited Service with the Adopting Employer.
- One year of military service credit for every \_\_\_\_\_ year(s) (**insert number**) of Credited Service with the Adopting Employer.
- All military service shall be creditable (subject to any caps imposed above) after the Participant has completed \_\_\_\_\_ years (**insert number**) of Credited Service with the Employer.
- Other requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

**(4) Payment for Prior Military Service Credit (check one):**

- Participants shall **not** be required to pay for military service credit.
- Participants shall be required to pay for military service credit as follows:
  - The Participant must pay \_\_\_\_\_% of the actuarial cost of the service credit (as defined below).
  - The Participant must pay an amount equal to (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

Other Conditions for Award of Prior Military Service Credit (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

**(5) Limitations on Service Credit Purchases.** Unless otherwise specified in an Addendum to the Adoption Agreement, for purposes of this Section and Section 13.C. concerning prior governmental service credit, the term "actuarial cost of service credit" is defined as set forth in the Service Credit Purchase Addendum. In the case of a service credit purchase, the Participant shall be required to comply with any rules and regulations established by the GMEBS Board of Trustees concerning said purchases.

### C. Prior Governmental Service

**Note:** A Participant's prior service with other GMEBS employers shall be credited for purposes of satisfying the minimum service requirements for Vesting and eligibility for Retirement and pre-retirement death benefits as provided under Section 9.05 of the Master Plan, relating to portability service. This Section 13(C) does not need to be completed in order for Participants to receive this portability service credit pursuant to Section 9.05 of the Master Plan.

#### (1) Credit for Prior Governmental Service.

The Adopting Employer may elect to treat governmental service rendered prior to a Participant's initial employment date or reemployment date as creditable service under the Plan. Subject to any limitations imposed by law, the term "prior governmental service" shall be as defined by the Adopting Employer below. The Employer elects to treat prior governmental service as follows (check one):

- Prior governmental service is **not** creditable under the Plan (if checked, skip to Section 13.D. – Unused Sick/Vacation Leave).
- Prior governmental service shall be counted as Credited Service for the following purposes under the Plan (check one or more as applicable):
  - Computing amount of benefits payable.
  - Meeting minimum service requirements for vesting.
  - Meeting minimum service requirements for benefit eligibility.

#### (2) Definition of Prior Governmental Service.

Prior governmental service shall be defined as follows: (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): \_\_\_\_\_.

Unless otherwise specified above, prior governmental service shall include only full-time service (minimum hour requirement same as that applicable to Eligible Regular Employees).

#### (3) Maximum Credit for Prior Governmental Service.

Credit for prior governmental service shall be limited to a maximum of \_\_\_\_\_ years (insert number).

#### (4) Rate of Accrual for Prior Governmental Service Credit.

Credit for prior governmental service shall accrue at the following rate (check one):

- One month of prior governmental service credit for every \_\_\_\_\_ month(s) (insert number) of Credited Service with the Adopting Employer.

- One year of prior governmental service credit for every \_\_\_\_\_ year(s) (insert number) of Credited Service with the Adopting Employer.
- All prior governmental service shall be creditable (subject to any caps imposed above) after the Participant has completed \_\_\_\_\_ years (insert number) of Credited Service with the Adopting Employer.
- Other requirement (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): \_\_\_\_\_.

**(5) Payment for Prior Governmental Service Credit.**

- Participants shall **not** be required to pay for governmental service credit.
- Participants shall be required to pay for governmental service credit as follows:
  - The Participant must pay \_\_\_\_\_% of the actuarial cost of the service credit.
  - The Participant must pay an amount equal to (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): \_\_\_\_\_.

Other Conditions for Award of Prior Governmental Service Credit (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): \_\_\_\_\_.

**D. Leave Conversion for Unused Paid Time Off (e.g., Sick, Vacation, or Personal Leave)**

**(1) Credit for Unused Paid Time Off.**

Subject to the limitations in Section 3.01 of the Master Plan, an Adopting Employer may elect to treat accumulated days of unused paid time off for a terminated Participant, for which the Participant is not paid, as Credited Service. The only type of leave permitted to be credited under this provision is leave from a paid time off plan which qualifies as a bona fide sick and vacation leave plan (which may include sick, vacation or personal leave) and which the Participant may take as paid leave without regard to whether the leave is due to illness or incapacity. The Credited Service resulting from the conversion of unused paid time off must not be the only Credited Service applied toward the accrual of a normal retirement benefit under the Plan. The Pension Committee shall be responsible to certify to GMEBS the total amount of unused paid time off that is creditable hereunder.

**Important Note:** Leave cannot be converted to Credited Service in lieu of receiving a cash payment. If the Employer elects treating unused paid time off as Credited Service, the conversion to Credited Service will be automatic, and the Participant cannot request a cash payment for the unused paid time off.

The Employer elects the following treatment of unused paid time off:

- Unused paid time off shall **not** be treated as Credited Service (**if checked, skip to Section 14 – Retirement Eligibility**).
- The following types of unused paid time off for which the Participant is not paid shall be treated as Credited Service under the Plan (**check one or more as applicable**):
  - Unused sick leave
  - Unused vacation leave
  - Unused personal leave
  - Other paid time off (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

#### **(2) Minimum Service Requirement.**

In order to receive credit for unused paid time off, a Participant must meet the following requirement at termination (**check one**):

- The Participant must be 100% vested in a normal retirement benefit.
- The Participant must have at least \_\_\_\_\_ years (**insert number**) of Total Credited Service (not including leave otherwise creditable under this Section).
- Other (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

#### **(3) Use of Unused Paid Time Off Credit.** Unused paid time off for which the Participant is not paid shall count as Credited Service for the following purposes under the Plan (**check one or more as applicable**):

- Computing amount of benefits payable.
- Meeting minimum service requirements for vesting.
- Meeting minimum service requirements for benefit eligibility.

#### **(4) Maximum Credit for Unused Paid Time Off.**

Credit for unused paid time off for which the Participant is not paid shall be limited to a maximum of \_\_\_\_\_ months (**insert number**).

#### **(5) Computation of Unused Paid Time Off.**

Unless otherwise specified by the Adopting Employer under "Other Conditions" below, each twenty (20) days of creditable unused paid time off shall constitute one (1) complete month of Credited Service under the Plan. Partial months shall not be credited.

#### **(6) Other Conditions (please specify, subject to limitations in Section 3.01 of Master Plan; must specify in a manner that satisfies the definite written program**

requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): \_\_\_\_\_.

## 14. RETIREMENT ELIGIBILITY

### A. Early Retirement Qualifications

Early retirement qualifications are (check one or more as applicable):

- Attainment of age **55** (insert number)
- Completion of **10** years (insert number) of Total Credited Service

**Exceptions:** If different early retirement eligibility requirements apply to a particular class or classes of Eligible Employees, the Employer must specify below the classes to whom the different requirements apply and indicate below the requirements applicable to them.

Eligible Employees to whom exception applies (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

Early retirement qualifications for excepted class(es) are (check one or more as applicable):

- Attainment of age \_\_\_\_\_ (insert number)
- Completion of \_\_\_\_\_ years (insert number) of Total Credited Service

### B. Normal Retirement Qualifications

**Note:** Please complete this Section and also list "Alternative" Normal Retirement Qualifications, if any, in Section 14.C.

#### (1) Regular Employees

Normal retirement qualifications for Regular Employees are (check one or more as applicable):

- Attainment of age **65** (insert number)
- Completion of **5** years (insert number) of Total Credited Service
- In-Service Distribution to Eligible Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and is at least age 62 (unless a lower safe-harbor age is permitted under applicable federal law), subject to applicable Plan provisions concerning recalculation and offset applied at re- retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (check one):  all Participants  only the following class(es) of Participants (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

**Exceptions:** If different normal retirement qualifications apply to a particular class or classes of Regular Employees, the Employer must specify below the classes to whom the different requirements apply and indicate below the requirements applicable to them.

Class(es) of Regular Employees to whom exception applies (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

Normal retirement qualifications for excepted class(es) are (**check one or more as applicable**):

- Attainment of age \_\_\_\_\_ (**insert number**)
- Completion of \_\_\_\_\_ years (**insert number**) of Total Credited Service
- In-Service Distribution to Eligible Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and is at least age 62 (unless a lower safe-harbor age is permitted under applicable federal law), subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (**check one**):  all Participants  only the following class(es) of Participants (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

## (2) Elected or Appointed Members of Governing Authority

Complete this Section only if elected or appointed members of the Governing Authority or Municipal Legal Officers are permitted to participate in the Plan. Normal retirement qualifications for this class are (**check one or more as applicable**):

- Attainment of age **65 (insert number)**
- Completion of \_\_\_\_\_ years (**insert number**) of Total Credited Service
- In-Service Distribution to Eligible Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and is at least age 62 (unless a lower safe-harbor age is permitted under applicable federal law), subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (**check one**):  all Participants  only the following class(es) of Participants (**must specify - specific positions are permissible; specific individuals may not be named**): **Elected or appointed members of the Governing Authority; provided, further that when an elected or appointed member of the Governing Authority who is receiving an In-Service Distribution on or after February 14, 2022, subsequently vacates office and re-retires, the Retirement benefit payable upon said re-retirement shall be computed in accordance with Section 6.06(b)(4) of the Master Plan except that**

**the Retirement benefit will not be reduced by the Actuarial Equivalent of any Retirement benefits received prior to such re-retirement.**

**Exceptions:** If different normal retirement qualifications apply to particular elected or appointed members of the Governing Authority or Municipal Legal Officers, the Employer must specify below to whom the different requirements apply and indicate below the requirements applicable to them.

Particular elected or appointed members of the Governing Authority or Municipal Legal Officers to whom exception applies (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

Normal retirement qualifications for excepted elected or appointed members of the Governing Authority or Municipal Legal Officers are (**check one or more as applicable**):

- Attainment of age \_\_\_\_\_ (**insert number**)
- Completion of \_\_\_\_\_ years (**insert number**) of Total Credited Service
- In-Service Distribution to Eligible Employees permitted (*i.e.*, a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and is at least age 62 (unless a lower safe-harbor age is permitted under applicable federal law), subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (**check one**):  all Participants  only the following class(es) of Participants (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

### **C. Alternative Normal Retirement Qualifications**

The Employer may elect to permit Participants to retire with unreduced benefits after they satisfy service and/or age requirements other than the regular normal retirement qualifications specified above. The Employer hereby adopts the following alternative normal retirement qualifications:

#### **Alternative Normal Retirement Qualifications (check one or more, as applicable):**

- (1)  Not applicable (the Adopting Employer does not offer alternative normal retirement benefits under the Plan).
- (2)  **Alternative Minimum Age & Service Qualifications (if checked, please complete one or more items below, as applicable):**
  - Attainment of age **55** (**insert number**)
  - Completion of **30** years (**insert number**) of Total Credited Service
  - In-Service Distribution to Eligible Employees permitted (*i.e.*, a qualifying Participant may commence receiving retirement benefits while in service

without first incurring a Bona Fide Separation from Service), if Participant meets minimum age and service requirements specified immediately above and is at least age 62 (unless a lower safe-harbor age is permitted under applicable federal law), subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (check one):  all Participants  only the following class(es) of Participants (must specify - specific positions are permissible; specific individuals may not be named): Elected or appointed members of the Governing Authority.

This alternative normal retirement benefit is available to:

- All Participants who qualify.
- Only the following Participants (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

A Participant (check one):  is required  is not required to be in the service of the Employer at the time he satisfies the above qualifications in order to qualify for this alternative normal retirement benefit.

Other eligibility requirement (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): \_\_\_\_\_.

(3)

- Rule of \_\_\_\_\_ (insert number). The Participant's combined Total Credited Service and age must equal or exceed this number. Please complete additional items below:

To qualify for this alternative normal retirement benefit, the Participant (check one or more items below, as applicable):

- Must have attained at least age \_\_\_\_\_ (insert number)
- Must not satisfy any minimum age requirement
- In-Service Distribution to Eligible Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if the Participant meets the minimum age and service requirements specified immediately above and is at least age 62 (unless a lower safe-harbor age is permitted under applicable federal law), subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (check one):  all Participants  only the following class(es) of Participants (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

This alternative normal retirement benefit is available to:

- All Participants who qualify.
- Only the following Participants (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

A Participant (**check one**):  is required  is not required to be in the service of the Employer at the time he satisfies the Rule in order to qualify for this alternative normal retirement benefit.

Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

(4)

- Alternative Minimum Service.** A Participant is eligible for an alternative normal retirement benefit if he has at least \_\_\_\_\_ years (**insert number**) of Total Credited Service, regardless of the Participant's age.
- In-Service Distribution to Eligible Employees permitted (*i.e.*, a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if the Participant meets the minimum service requirement specified immediately above and is at least age 62 (unless a lower safe-harbor age is permitted under applicable federal law), subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (**check one**):  all Participants  only the following class(es) of Participants (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

This alternative normal retirement benefit is available to:

- All Participants who qualify.
- Only the following Participants (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

A Participant (**check one**):  is required  is not required to be in the service of the Employer at the time he satisfies the qualifications for this alternative normal retirement benefit.

Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

(5)

- Other Alternative Normal Retirement Benefit.**

**Must specify qualifications (in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): \_\_\_\_\_.**

In-Service Distribution to Eligible Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if the Participant meets minimum age and service requirements specified immediately above and is at least age 62 (unless a lower safe-harbor age is permitted under applicable federal law), subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (check one):  all Participants  only the following class(es) of Participants (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

This alternative normal retirement benefit is available to:

All Participants who qualify.

Only the following Participants (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

A Participant (check one):  is required  is not required to be in the service of the Employer at the time he satisfies the qualifications for this alternative normal retirement benefit.

Other eligibility requirement (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): \_\_\_\_\_.

(6)  **Other Alternative Normal Retirement Benefit for Public Safety Employees Only.**

**Must specify qualifications (in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): \_\_\_\_\_.**

In-Service Distribution to Eligible Employees who are Public Safety Employees permitted (i.e., a qualifying Participant may commence receiving retirement benefits while in service without first incurring a Bona Fide Separation from Service), if the Participant meets minimum age and service requirements specified immediately above and is at least age 50 (unless a lower safe-harbor age is permitted under applicable federal law), subject to applicable Plan provisions concerning recalculation and offset applied at re-retirement to account for the value of benefits received prior to re-retirement. This rule shall apply to (check one):  all Participants

only the following class(es) of Participants (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

This alternative normal retirement benefit is available to:

- All public safety employee Participants who qualify.
- Only the following public safety employee Participants (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

A public safety employee Participant (**check one**):  is required  is not required to be in the service of the Employer at the time he satisfies the qualifications for this alternative normal retirement benefit.

Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

**Note:** "Public safety employees" are defined under the Internal Revenue Code for this purpose as employees of a State or political subdivision of a State who provide police protection, firefighting services, or emergency medical services for any area within the jurisdiction of such State or political subdivision.

#### **D. Disability Benefit Qualifications**

Subject to the other terms and conditions of the Master Plan and except as otherwise provided in an Addendum to this Adoption Agreement, disability retirement qualifications are based upon Social Security Administration award criteria or as otherwise provided under Section 2.23 of the Master Plan. The Disability Retirement benefit shall commence as of the Participant's Disability Retirement Date under Section 2.24 of the Master Plan.

To qualify for a disability benefit, a Participant must have the following minimum number of years of Total Credited Service (**check one**):

- Not applicable (the Adopting Employer does not offer disability retirement benefits under the Plan).
- No minimum.
- \_\_\_\_\_ years (**insert number**) of Total Credited Service.

Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

## 15. RETIREMENT BENEFIT COMPUTATION

### A. Maximum Total Credited Service

The number of years of Total Credited Service which may be used to calculate a benefit is (check one or all that apply):

- not limited.
- limited to \_\_\_\_\_ years for all Participants.
- limited to \_\_\_\_\_ years for the following classes of Eligible Regular Employees:
  - All Eligible Regular Employees.
  - Only the following Eligible Regular Employees: \_\_\_\_\_.
- limited to \_\_\_\_\_ years as an elected or appointed member of the Governing Authority.
- limited to \_\_\_\_\_ years as a Municipal Legal Officer.
- Other (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): \_\_\_\_\_.

### B. Monthly Normal Retirement Benefit Amount

#### (1) Regular Employee Formula

The monthly normal retirement benefit for Eligible Regular Employees shall be 1/12 of (check and complete one or more as applicable):

- (a) **Flat Percentage Formula.** 1.75% (insert percentage) of Final Average Earnings multiplied by years of Total Credited Service as an Eligible Regular Employee.

This formula applies to:

- All Participants who are Regular Employees.
- Only the following Participants (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

- (b) **Alternative Flat Percentage Formula.** \_\_\_\_\_ % (insert percentage) of Final Average Earnings multiplied by years of Total Credited Service as an Eligible Regular Employee. This formula applies to the following Participants (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

(c) **Split Final Average Earnings Formula.** \_\_\_\_\_ % (insert percentage) of Final Average Earnings up to the amount of **Covered Compensation** (see subsection (2) below for definition of **Covered Compensation**), plus \_\_\_\_\_ % (insert percentage) of Final Average Earnings in excess of said **Covered Compensation**, multiplied by years of Total Credited Service as an Eligible Regular Employee.

This formula applies to:

- All Participants who are Regular Employees.
- Only the following Participants (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

(d) **Alternative Split Final Average Earnings Formula.** \_\_\_\_\_ % (insert percentage) of Final Average Earnings up to the amount of **Covered Compensation** (see subsection (2) below for definition of **Covered Compensation**), plus \_\_\_\_\_ % (insert percentage) of Final Average Earnings in excess of said **Covered Compensation**, multiplied by years of Total Credited Service as an Eligible Regular Employee.

This formula applies to:

- All Participants.
- Only the following Participants (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

[Repeat above subsections as necessary for each applicable benefit formula and Participant class covered under the Plan.]

**(2) Covered Compensation (complete only if Split Formula(s) is checked above):**

Covered Compensation is defined as (check one or more as applicable):

(a) **A.I.M.E. Covered Compensation** as defined in Section 2.18 of the Master Plan. This definition of Covered Compensation shall apply to (check one):

- All Participants who are Regular Employees.
- Only the following Participants (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

(b) **Dynamic Break Point** Covered Compensation as defined in Section 2.19 of the Master Plan. This definition of Covered Compensation shall apply to (check one):

- All Participants who are Regular Employees.
- Only the following Participants (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

- (c) **Table Break Point** Covered Compensation as defined in Section 2.20 of the Master Plan. This definition of Covered Compensation shall apply to (check one):
  - All Participants who are Regular Employees.
  - Only the following class(es) of Participants (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.
- (d) **Covered Compensation** shall mean a Participant's annual Earnings that do not exceed \$ \_\_\_\_\_ (specify amount). This definition shall apply to (check one):
  - All Participants who are Regular Employees.
  - Only the following Participants (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

### **(3) Final Average Earnings**

Unless otherwise specified in an Addendum to the Adoption Agreement, Final Average Earnings is defined as the monthly average of Earnings paid to a Participant by the Adopting Employer for the **60** (insert number not to exceed 60) consecutive months of Credited Service preceding the Participant's most recent Termination in which the Participant's Earnings were the highest, multiplied by 12. Note: GMEBS has prescribed forms for calculation of Final Average Earnings that must be used for this purpose.

This definition of Final Average Earnings applies to:

- All Participants who are Regular Employees.
- Only the following Participants (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

**[Repeat above subsection as necessary for each applicable definition and Participant class covered under the Plan.]**

### **(4) Formula for Elected or Appointed Members of the Governing Authority**

The monthly normal retirement benefit for members of this class shall be as follows (check one):

- Not applicable (elected or appointed members of the Governing Authority or Municipal Legal Officers are not permitted to participate in the Plan).
- \$22.00 (insert dollar amount)** per month for each year of Total Credited Service as an elected or appointed member of the Governing Authority or Municipal Legal Officer or major fraction thereof (6 months and 1 day).

This formula applies to:

- All elected or appointed members of the Governing Authority or Municipal Legal Officers eligible to participate.
- Only the following elected or appointed members of the Governing Authority or Municipal Legal Officers eligible to participate (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

[Repeat above subsection as necessary for each applicable formula for classes of elected or appointed members covered under the Plan.]

**C. Monthly Early Retirement Benefit Amount**

**Check and complete one or more as applicable:**

- (1) **Standard Early Retirement Reduction Table.** The monthly Early Retirement benefit shall be computed in the same manner as the monthly Normal Retirement benefit, but the benefit shall be reduced on an Actuarially Equivalent basis in accordance with Section 12.01 of the Master Plan to account for early commencement of benefits. This provision shall apply to:
  - All Participants.
  - Only the following Participants (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.
- (2) **Alternative Early Retirement Reduction Table.** The monthly Early Retirement benefit shall be computed in the same manner as the monthly Normal Retirement benefit, but the benefit shall be reduced to account for early commencement of benefits based on the following table. This table shall apply to:
  - All Participants.
  - Only the following Participants (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

### Alternative Early Retirement Reduction Table

<u>Number of Years Before [Age (Insert Normal Retirement Age)]</u>	<u>Percentage of Normal Retirement Benefit*</u> (complete as applicable) (check as applicable)
<input type="checkbox"/> 0	1.000
<input type="checkbox"/> 1	0._____
<input type="checkbox"/> 2	0._____
<input type="checkbox"/> 3	0._____
<input type="checkbox"/> 4	0._____
<input type="checkbox"/> 5	0._____
<input type="checkbox"/> 6	0._____
<input type="checkbox"/> 7	0._____
<input type="checkbox"/> 8	0._____
<input type="checkbox"/> 9	0._____
<input type="checkbox"/> 10	0._____
<input type="checkbox"/> 11	0._____
<input type="checkbox"/> 12	0._____
<input type="checkbox"/> 13	0._____
<input type="checkbox"/> 14	0._____
<input type="checkbox"/> 15	0._____

\*Interpolate for whole months

**D. Monthly Late Retirement Benefit Amount (check one):**

- (1) The monthly Late Retirement benefit shall be computed in the same manner as the Normal Retirement Benefit, based upon the Participant's Accrued Benefit as of his Late Retirement Date.
- (2) The monthly Late Retirement benefit shall be the greater of: (1) the monthly retirement benefit accrued as of the Participant's Normal Retirement Date, actuarially increased in accordance with the actuarial table contained in Section 12.05 of the Master Plan; or (2) the monthly retirement benefit accrued as of the Participant's Late Retirement Date, without further actuarial adjustment under Section 12.06 of the Master Plan.

**E. Monthly Disability Benefit Amount**

The amount of the monthly Disability Benefit shall be computed in the same manner as the Normal Retirement benefit, based upon the Participant's Accrued Benefit as of his Disability Retirement Date.

**Minimum Disability Benefit.** The Adopting Employer may set a minimum Disability Benefit. The Employer elects the following minimum Disability benefit (check one):

- Not applicable (the Adopting Employer does not offer disability retirement benefits under the Plan).
- No minimum is established.
- No less than (check one):  20%  10%  \_\_\_\_\_% (if other than 20% or 10% insert percentage amount) of the Participant's average monthly Earnings for the 12 calendar month period (excluding any period of unpaid leave of absence) immediately preceding his Termination of Employment as a result of a Disability. (Unless otherwise specified in an Addendum to the Adoption Agreement, no minimum will apply to elected or appointed members of the Governing Authority or Municipal Legal Officers.)
- No less than (check one):  66 2/3 %  \_\_\_\_\_% (if other than 66 2/3%, insert percentage amount) of the Participant's average monthly Earnings for the 12 calendar month period (excluding any period of unpaid leave of absence) immediately preceding his Termination of Employment as a result of a Disability, less any monthly benefits paid from federal Social Security benefits as a result of disability as reported by the Employer. (Unless otherwise specified in an Addendum to the Adoption Agreement, no minimum will apply to elected or appointed members of the Governing Authority or Municipal Legal Officers.)

**Note:** The Adopting Employer is responsible for reporting to GMEBS any amounts to be used in an offset.

#### F. Minimum/Maximum Benefit For Elected Officials

In addition to any other limitations imposed by federal or state law, the Employer may impose a cap on the monthly benefit amount that may be received by elected or appointed members of the Governing Authority. The Employer elects (check one):

- Not applicable (elected or appointed members of the Governing Authority do not participate in the Plan).
- No minimum or maximum applies.
- Monthly benefit for Service as an elected or appointed member of the Governing Authority may not exceed 100% of the Participant's final salary as an elected or appointed member of the Governing Authority.
- Other minimum or maximum (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): \_\_\_\_\_.

## 16. SUSPENSION OF BENEFITS FOLLOWING BONA FIDE SEPARATION OF SERVICE; COLA

**A. Re-Employment as Eligible Employee After Normal, Alternative Normal, or Early Retirement and Following Bona Fide Separation of Service (see Master Plan Section 6.06(c) Regarding Re-Employment as an Ineligible Employee and Master Plan Section 6.06(e) and (f) Regarding Re-Employment After Disability Retirement)**

**(1) Reemployment After Normal or Alternative Normal Retirement.** In the event that a Retired Participant 1) is reemployed with the Employer as an Eligible Employee (as defined in the Plan) after his Normal or Alternative Normal Retirement Date and after a Bona Fide Separation from Service, or 2) is reemployed with the Employer in an Ineligible Employee class, and subsequently again becomes an Eligible Employee (as defined in the Plan) due to the addition of such class to the Plan after his Normal or Alternative Normal Retirement Date, the following rule shall apply (check one):

- (a) The Participant's benefit shall be suspended in accordance with Section 6.06(a)(1) of the Master Plan for as long as the Participant remains employed.
- (b) The Participant may continue to receive his retirement benefit in accordance with Section 6.06(b) of the Master Plan. This rule shall apply to (check one):  all Retired Participants  only the following classes of Retired Participants (must specify (specific positions are permissible; specific individuals may not be named) - benefits of those Retired Participants not listed shall be suspended in accordance with Section 6.06(a) of the Master Plan if they return to work with the Employer): Retired Participants who return to Service as elected or appointed members of the Governing Authority; provided, further that when such an elected or appointed member of the Governing Authority who is in office on or after February 14, 2022, subsequently vacates office and re-retires, the Retirement benefit payable upon said re-retirement shall be computed in accordance with Section 6.06(b)(4) of the Master Plan except that the Retirement benefit will not be reduced by the Actuarial Equivalent of any Retirement benefits received prior to such re-retirement.

**(2) Reemployment After Early Retirement.** In the event a Participant Retires with an Early Retirement benefit after a Bona Fide Separation from Service 1) is reemployed with the Employer as an Eligible Employee before his Normal Retirement Date; or 2) is reemployed with the Employer in an Ineligible Employee class, and subsequently again becomes an Eligible Employee (as defined in the Plan) before his Normal Retirement Date due to the addition of such class to the Plan, the following rule shall apply (check one or more as applicable):

(a)  The Participant's Early Retirement benefit shall be suspended in accordance with Section 6.06(a)(1) of the Master Plan for as long as the Participant remains employed.

This rule shall apply to (check one):  all Retired Participants;  only the following classes of Retired Participants (must specify - specific positions are permissible; specific individuals may not be named): Retired Participants who return to Service other than as an elected or appointed member of the Governing Authority.

(b)  The Participant's Early Retirement benefit shall be suspended in accordance with Section 6.06(a)(1) of the Master Plan. However, the Participant may begin receiving benefits after he satisfies the qualifications for Normal Retirement or Alternative Normal Retirement, as applicable, and after satisfying the minimum age parameters of Section 6.06(a)(3) of the Master Plan, in accordance with Section 6.06(b)(2)(B)(i) of the Master Plan.

This rule shall apply to (check one):  all Retired Participants;  only the following classes of Retired Participants (must specify - specific positions are permissible; specific individuals may not be named): Retired Participants who return to Service as elected or appointed members of the Governing Authority; provided, further that when such an elected or appointed member of the Governing Authority who is in office on or after February 14, 2022, subsequently vacates office and re-retires, the Retirement benefit payable upon said re-retirement shall be computed in accordance with Section 6.06(b)(4) of the Master Plan except that the Retirement benefit will not be reduced by the Actuarial Equivalent of any Retirement benefits received prior to such re-retirement.

(c)  The Participant's Early Retirement benefit shall continue in accordance with Section 6.06(b)(2)(B)(ii) of the Master Plan.

This rule shall apply to (check one):  all Retired Participants;  only the following classes of Retired Participants (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

## B. Cost Of Living Adjustment

The Employer may elect to provide for an annual cost-of-living adjustment (COLA) in the amount of benefits being received by Retired Participants and Beneficiaries, which shall be calculated and paid in accordance with the terms of the Master Plan. The Employer hereby elects the following (check one):

- (1) No cost-of-living adjustment.
- (2) Variable Annual cost-of-living adjustment not to exceed \_\_\_\_\_% (insert percentage).
- (3) Fixed annual cost-of-living adjustment equal to \_\_\_\_\_% (insert percentage).

The above cost-of-living adjustment shall apply with respect to the following Participants (and their Beneficiaries) (check one):

- All Participants (and their Beneficiaries).
- Participants (and their Beneficiaries) who terminate employment on or after \_\_\_\_\_ (insert date).
- Other (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)); specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

The Adjustment Date for the above cost-of-living adjustment shall be (if not specified, the Adjustment Date shall be January 1): \_\_\_\_\_.

## 17. TERMINATION OF EMPLOYMENT BEFORE RETIREMENT; VESTING

### A. Eligible Regular Employees

Subject to the terms and conditions of the Master Plan, a Participant who is an Eligible Regular Employee and whose employment is terminated for any reason other than death or retirement shall earn a vested right in his accrued retirement benefit in accordance with the following schedule (check one):

- No vesting schedule (immediate vesting).**
- Cliff Vesting Schedule.** Benefits shall be 100% vested after the Participant has a minimum of **10** years (insert number not to exceed 10) of Total Credited Service. Benefits remain 0% vested until the Participant satisfies this minimum.
- Graduated Vesting Schedule.** Benefits shall become vested in accordance with the following schedule (insert percentages):

<b>COMPLETED YEARS OF TOTAL CREDITED SERVICE</b>	<b>VESTED PERCENTAGE</b>
1	%
2	%
3	%
4	%
5	%
6	%
7	%
8	%
9	%
10	%

**Exceptions:** If a vesting schedule other than that specified above applies to a special class(es) of Regular Employees, the Employer must specify the different vesting schedule below and the class(es) to whom the different vesting schedule applies.

Regular Employees to whom exception applies (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

Vesting Schedule for excepted class (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

#### **B. Elected or Appointed Members of the Governing Authority**

Subject to the terms and conditions of the Master Plan, a Participant who is an elected or appointed member of the Governing Authority or a Municipal Legal Officer shall earn a vested right in his accrued retirement benefit for Credited Service in such capacity in accordance with the following schedule (**check one**):

- Not applicable (elected or appointed members of the Governing Authority are not permitted to participate in the Plan).
- No vesting schedule (immediate vesting).
- Other vesting schedule (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

### **18. PRE-RETIREMENT DEATH BENEFITS**

#### **A. In-Service Death Benefit**

Subject to the terms and conditions of the Master Plan, the Employer hereby elects the following in-service death benefit, to be payable in the event that an eligible Participant's employment with the Employer is terminated by reason of the Participant's death prior to Retirement (**check and complete one**):

- (1)  **Auto A Death Benefit.** A monthly benefit payable to the Participant's Pre-Retirement Beneficiary, equal to the decreased monthly retirement benefit that would have otherwise been payable to the Participant, had he elected a 100% joint and survivor benefit under Section 7.03 of the Master Plan. In order to be eligible for this benefit, a Participant must meet the following requirements (**check one**):
  - The Participant must be vested in a normal retirement benefit.
  - The Participant must have \_\_\_\_\_ years (**insert number**) of Total Credited Service.
  - The Participant must be eligible for Early or Normal Retirement.
  - Other eligibility requirement (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-**

**1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i):** \_\_\_\_\_.

(2)  **Actuarial Reserve Death Benefit.** A monthly benefit payable to the Participant's Pre-Retirement Beneficiary, actuarially equivalent to the reserve required for the Participant's anticipated Normal Retirement benefit, provided the Participant meets the following eligibility conditions (check one):

- The Participant shall be eligible upon satisfying the eligibility requirements of Section 8.02(c) of the Master Plan.
- The Participant must have \_\_\_\_\_ years (insert number) of Total Credited Service.
- Other eligibility requirement (must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)): \_\_\_\_\_.

**Imputed Service.** For purposes of computing the actuarial reserve death benefit, the Participant's Total Credited Service shall include (check one):

- Total Credited Service accrued prior to the date of the Participant's death.
- Total Credited Service accrued prior to the date of the Participant's death, plus (check one):  one-half (½)  \_\_\_\_\_ (insert other fraction) of the Service between such date of death and what would otherwise have been the Participant's Normal Retirement Date. (See Master Plan Section 8.02(b) regarding 10-year cap on additional Credited Service.)

**Minimum In-Service Death Benefit for Vested Employees Equal to Terminated Vested Death Benefit.** Unless otherwise specified under "Exceptions" below, if a Participant's employment is terminated by reason of the Participant's death prior to Retirement, and if as of the date of death the Participant is vested but he does not qualify for the in-service death benefit, then the Auto A Death Benefit will be payable, provided the Auto A Death Benefit is made available to terminated vested employees under the Adoption Agreement (see "Terminated Vested Death Benefit" below).

(3) **Exceptions:** If an in-service death benefit other than that specified above applies to one or more classes of Participants, the Employer must specify below the death benefit payable, the class(es) to whom the different death benefit applies, and the eligibility conditions for said death benefit.

Alternative Death Benefit (must specify formula that satisfies the definite written program and definitely determinable requirements of Treasury Regulations Sections 1.401-1(a)(2) and 1.401-1(b)(1)(i) and does not violate limits applicable to governmental plans under Code Sections 401(a)(17) and 415): \_\_\_\_\_.

Participants to whom alternative death benefit applies (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

Eligibility conditions for alternative death benefit (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

**B. Terminated Vested Death Benefit**

**(1) Complete this Section only if the Employer offers a terminated vested death benefit.** The Employer may elect to provide a terminated vested death benefit, to be payable in the event that a Participant who is vested dies after termination of employment but before Retirement benefits commence. Subject to the terms and conditions of the Master Plan, the Employer hereby elects the following terminated vested death benefit (**check one**):

- Auto A Death Benefit.** A monthly benefit payable to the Participant's Pre-Retirement Beneficiary, equal to the decreased monthly retirement benefit that would have otherwise been payable to the Participant had he elected a 100% joint and survivor benefit under Section 7.03 of the Master Plan.
- Accrued Retirement Benefit.** A monthly benefit payable to the Participant's Pre-Retirement Beneficiary which shall be actuarially equivalent to the Participant's Accrued Normal Retirement Benefit determined as of the date of death.

**(2) Exceptions:** If a terminated vested death benefit other than that specified above applies to one or more classes of Participants, the Employer must specify below the death benefit payable, the class(es) to whom the different death benefit applies, and the eligibility conditions for said death benefit.

Alternative Death Benefit (**must specify formula that satisfies the definite written program and definitely determinable requirements of Treasury Regulations Sections 1.401-1(a)(2) and 1.401-1(b)(1)(i) and does not violate limits applicable to governmental plans under Code Sections 401(a)(17) and 415**): \_\_\_\_\_.

Participants to whom alternative death benefit applies (**must specify - specific positions are permissible; specific individuals may not be named**): \_\_\_\_\_.

Eligibility conditions for alternative death benefit (**must specify in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**): \_\_\_\_\_.

## 19. EMPLOYEE CONTRIBUTIONS

**(1) Employee contributions (check one):**

- Are not required.
- Are required in the amount of \_\_\_\_\_ % (insert percentage) of Earnings for all Participants.
- Are required in the amount of \_\_\_\_\_ % (insert percentage) of Earnings for Participants in the following classes (must specify - specific positions are permissible; specific individuals may not be named): \_\_\_\_\_.

**[Repeat above subsection as necessary if more than one contribution rate applies.]**

**(2) Pre-Tax Treatment of Employee Contributions.** If Employee Contributions are required in Subsection (1) above, an Adopting Employer may elect to "pick up" Employee Contributions to the Plan in accordance with IRC Section 414(h). In such case, Employee Contributions shall be made on a pre-tax rather than a post-tax basis, provided the requirements of IRC Section 414(h) are met. If the Employer elects to pick up Employee Contributions, it is the Employer's responsibility to ensure that Employee Contributions are paid and reported in accordance with IRC Section 414(h). The Adopting Employer must not report picked up contributions as wages subject to federal income tax withholding.

The Employer hereby elects (check one):

- To pick up Employee Contributions. By electing to pick up Employee Contributions, the Adopting Employer specifies that the contributions, although designated as Employee Contributions, are being paid by the Employer in lieu of Employee Contributions. The Adopting Employer confirms that the executor of this Adoption Agreement is duly authorized to take this action as required to pick up contributions. This pick-up of contributions applies prospectively, and it is evidenced by this contemporaneous written document. On and after the date of the pick-up of contributions, a Participant does not have a cash or deferred election right (within the meaning of Treasury Regulation Section 1.401(k)-1(a)(3)) with respect to the designated Employee Contributions, which includes not having the option of receiving the amounts directly instead of having them paid to the Plan.
- Not to pick up Employee Contributions.

**(3) Interest on Employee Contributions.** The Adopting Employer may elect to pay interest on any refund of Employee Contributions.

- Interest shall not be paid.
- Interest shall be paid on a refund of Employee Contributions at a rate established by GMEBS from time to time.

Other rate of interest (**must specify rate in a manner that satisfies the definite written program requirement of Treasury Regulation 1.401-1(a)(2) and the definitely determinable requirement of Treasury Regulation 1.401-1(b)(1)(i)**):

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## 20. MODIFICATION OF THE TERMS OF THE ADOPTION AGREEMENT

If an Adopting Employer desires to amend any of its elections contained in this Adoption Agreement (or any Addendum), the Governing Authority by official action must adopt an amendment of the Adoption Agreement (or any Addendum) or a new Adoption Agreement (or Addendum) must be adopted and forwarded to the Board for approval. The amendment of the new Adoption Agreement (or Addendum) is not effective until approved by the Board and other procedures required by the Plan have been implemented.

The Administrator will timely inform the Adopting Employer of any amendments made by the Board to the Plan.

## 21. TERMINATION OF THE ADOPTION AGREEMENT

This Adoption Agreement (and any Addendum) may be terminated only in accordance with the Plan. The Administrator will inform the Adopting Employer in the event the Board should decide to discontinue this volume submitter program.

## 22. EMPLOYER ADOPTION AND AUTHORIZATION FOR AMENDMENTS

**Adoption.** The Adopting Employer hereby adopts the terms of the Adoption Agreement and any Addendum, which is attached hereto and made a part of this ordinance. The Adoption Agreement (and, if applicable, the Addendum) sets forth the Employees to be covered by the Plan, the benefits to be provided by the Adopting Employer under the Plan, and any conditions imposed by the Adopting Employer with respect to, but not inconsistent with, the Plan. The Adopting Employer reserves the right to amend its elections under the Adoption Agreement and any Addendum, so long as the amendment is not inconsistent with the Plan or the Internal Revenue Code or other applicable law and is approved by the Board of Trustees of GMEBS. The Adopting Employer acknowledges that it may not be able to rely on the volume submitter advisory letter if it makes certain elections under the Adoption Agreement or the Addendum.

The Adopting Employer hereby agrees to abide by the Master Plan, Trust Agreement, and rules and regulations adopted by the Board of Trustees of GMEBS, as each may be amended from time to time, in all matters pertaining to the operation and administration of the Plan. It is intended that the Act creating the Board of Trustees of GMEBS, this Plan, and the rules and regulations of the Board are to be construed in harmony with each other. In the event of a conflict between the provisions of any of the foregoing, they shall govern in the following order:

- (1) The Act creating the Board of Trustees of The Georgia Municipal Employees' Benefit System, O.C.G.A. Section 47-5-1 *et seq.* (a copy of which is included in the Appendix to the Master Defined Benefit Plan Document) and any other applicable provisions of O.C.G.A. Title 47;
- (2) The Master Defined Benefit Plan Document and Trust Agreement;
- (3) This Ordinance and Adoption Agreement (and any Addendum); and
- (4) The rules and regulations of the Board.

In the event that any section, subsection, sentence, clause or phrase of this Plan shall be declared or adjudged invalid or unconstitutional, such adjudication shall in no manner affect the previously existing provisions or the other section or sections, subsections, sentences, clauses or phrases of this Plan, which shall remain in full force and effect, as if the section, subsection, sentence, clause or phrase so declared or adjudicated invalid or unconstitutional were not originally a part hereof. The Governing Authority hereby declares that it would have passed the remaining parts of this Plan or retained the previously existing provisions if it had known that such part or parts hereof would be declared or adjudicated invalid or unconstitutional.

This Adoption Agreement (and any Addendum) may only be used in conjunction with Georgia Municipal Employees Benefit System Master Defined Benefit Retirement Plan Document approved by the Internal Revenue Service under advisory letter J501718a dated March 30, 2018. The Adopting Employer understands that failure to properly complete this Adoption Agreement (or any Addendum), or to operate and maintain the Plan and Trust in accordance with the terms of the completed Adoption Agreement (and any Addendum), Master Plan Document and Trust, may result in disqualification of the Adopting Employer's Plan under the Internal Revenue Code. Inquiries regarding the adoption of the Plan, the meaning of Plan provisions, or the effect of the IRS advisory letter should be directed to the Administrator. The Administrator is Georgia Municipal Employees Benefit System, with its primary business offices located at: 201 Pryor Street, SW, Atlanta, Georgia, 30303. The business telephone number is: (404) 688-0472. The primary person to contact is: GMEBS Legal Counsel.

**Authorization for Amendments.** Effective on and after February 17, 2005, the Adopting Employer hereby authorizes the volume submitter practitioner who sponsors the Plan on behalf of GMEBS to prepare amendments to the Plan, for approval by the Board, on its behalf as provided under Revenue Procedure 2005-16, as superseded by Revenue Procedure 2015-36, Revenue Procedure 2011-49, and Announcement 2005-37. Effective January 1, 2013, Georgia Municipal Association, Inc., serves as the volume submitter practitioner for the Plan. Employer notice and signature requirements were met for the Adopting Employer before the effective date of February 17, 2005. The Adopting Employer understands that the implementing amendment reads as follows:

On and after February 17, 2005, the Board delegates to the Practitioner the authority to advise and prepare amendments to the Plan, for approval by the Board, on behalf of all Adopting Employers, including those Adopting Employers who have adopted the Plan prior to the January 1, 2013, restatement of the Plan, for changes in the Code, the regulations thereunder, revenue rulings, other statements published by Internal Revenue Service, including model, sample, or other required

good faith amendments (but only if their adoption will not cause such Plan to be individually designed), and for corrections of prior approved plans. These amendments shall be applied to all Adopting Employers. Employer notice and signature requirements have been met for all Adopting Employers before the effective date of February 17, 2005. In any event, any amendment prepared by the Practitioner and approved by the Board will be provided by the Administrator to Adopting Employers.

Notwithstanding the foregoing paragraph, no amendment to the Plan shall be prepared on behalf of any Adopting Employer as of either:

- the date the Internal Revenue Service requires the Adopting Employer to file Form 5300 as an individually designed plan as a result of an amendment by the Adopting Employer to incorporate a type of Plan not allowable in a volume submitter plan as described in Revenue Procedure 2015-36; or
- as of the date the Plan is otherwise considered an individually designed plan due to the nature and extent of the amendments.

If the Adopting Employer is required to obtain a determination letter for any reason in order to maintain reliance on the advisory letter, the Practitioner's authority to amend the Plan on behalf of the Adopting Employer is conditioned on the Plan receiving a favorable determination letter.

The Adopting Employer further understands that, if it does not give its authorization hereunder or, in the alternative, adopt another pre-approved plan, its Plan will become an individually designed plan and will not be able to rely on the volume submitter advisory letter.

## AN ORDINANCE (continued from page 1)

**Section 2.** Except as otherwise specifically required by law or by the terms of the Master Plan or Adoption Agreement (or any Addendum), the rights and obligations under the Plan with respect to persons whose employment with the City was terminated or who vacated his office with the City for any reason whatsoever prior to the effective date of this Ordinance are fixed and shall be governed by such Plan, if any, as it existed and was in effect at the time of such termination.

**Section 3.** The effective date of this Ordinance shall be February 14, 2022.

**Section 4.** All Ordinances and parts of ordinances in conflict herewith are expressly repealed.

Approved by the Mayor and Council of the City of Jonesboro, Georgia this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Attest:

CITY OF JONESBORO, GEORGIA

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

(SEAL)

Approved:

\_\_\_\_\_  
City Attorney

The terms of the foregoing Adoption Agreement are approved by the Board of Trustees of Georgia Municipal Employees Benefit System.

IN WITNESS WHEREOF, the Board of Trustees of Georgia Municipal Employees Benefit System has caused its Seal and the signatures of its duly authorized officers to be affixed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Board of Trustees  
Georgia Municipal Employees  
Benefit System

(SEAL)

\_\_\_\_\_  
Secretary

**GENERAL ADDENDUM TO THE  
GEORGIA MUNICIPAL EMPLOYEES BENEFIT SYSTEM  
DEFINED BENEFIT RETIREMENT PLAN  
ADOPTION AGREEMENT**

This is an Addendum to the Adoption Agreement completed by the City of Jonesboro, as follows (complete one or more sections, as applicable):

**\*\*\* Items (1) through (7) of General Addendum – Not Applicable \*\*\***

**(8) Modified Disability Eligibility Criteria.** The disability retirement qualifications under the Master Plan and Section 14.D. of the Adoption Agreement shall be modified as follows (must specify disability eligibility requirements):

Notwithstanding the definition contained in Section 2.23 of the GMEBS Master Plan, for purposes of administering Disability Retirement benefits, the term "Disability" shall mean a physical or mental Disability of a Participant who, because of such Disability, becomes entitled to receive disability retirement benefits as determined by the Pension Committee. A Participant shall qualify for Disability if the Pension Committee shall determine that he is permanently incapacitated on the basis of a certificate signed by two (2) physicians (one physician selected and paid by the disabled Participant and one physician selected and paid by the Employer) stating that: (1) such Participant is permanently and totally physically or mentally disabled by anatomical, physiological, or psychological abnormalities that are demonstrable by medically acceptable clinical and laboratory diagnostic techniques, so as to be prevented from engaging in any occupation or employment whatsoever for remuneration or profit; (2) such Disability commenced on a specified date during the Participant's employment with the City; (3) such Disability will be permanent and continuous during the remainder of the Participant's life; and (4) such Disability was not intentionally self-inflicted, incurred in the commission of a felonious enterprise, or the result of the abuse or illegal use of narcotics or drugs. The Pension Committee shall have the right to require a Participant who is under Disability to be examined by a physician chosen by the Pension Committee to confirm the continuation of a Disability.

**\*\*\* Items (9) through (15) of General Addendum – Not Applicable \*\*\***

The terms of the foregoing Addendum to the Adoption Agreement are approved by the Mayor and Council of the City of Jonesboro, Georgia this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Attest:

**CITY OF JONESBORO, GEORGIA**

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City Clerk

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Mayor

(SEAL)

Approved:

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City Attorney

The terms of the foregoing Addendum are approved by the Board of Trustees of the Georgia Municipal Employees Benefit System.

IN WITNESS WHEREOF, the Board of Trustees of the Georgia Municipal Employees Benefit System has caused its Seal and the signatures of its duly authorized officers to be affixed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Board of Trustees  
Georgia Municipal Employees  
Benefit System

(SEAL)

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Secretary



## CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

5.17

-17

COUNCIL MEETING DATE

February 7, 2022

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

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

Discussion regarding a Professional Services Contract between Fincher Denmark, LLC on behalf of the Clayton County Entities (CCE) and Capri & Clay, Inc. (Consultant) for services.

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

Transportation Infrastructure

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.)*

As many of you may know, Clayton County, the seven Clayton County cities, and the Clayton County Public School System lost money as a result of the Federal Aviation Administration (FAA) final rulemaking in December 2014 which mandated that local sales taxes on aviation fuel could only be used at the Atlanta airport by the City of Atlanta.

The local sales taxes on aviation fuel, known as Local Option Sales Tax or LOST used by Clayton County government and the cities to reduce local property taxes that fund the operating budgets and the Special Purpose Local Option Sales Tax for Education or ESPLOST used by the school district to pay for new buildings and school repairs provided over \$24,000,000 annually to the County, cities, and Clayton County Public Schools. Now that money is gone.

The loss of tax revenues to Clayton County government and the Clayton cities was reduced for now by the successful efforts of the Clayton County Legislative Delegation to secure grants to replace the LOST through year 2021 (\$30,000,000) and by monthly grants to the school district for ESPLOST from the Delta Air Lines Foundation (\$18,000,000) through the end of 2019.

The Clayton County Legislative Delegation, Clayton County officials, and Clayton County city officials and staff are continuing to meet and discuss options to restore or replace this lost money. We have been engaged with the Capri & Clay Government Relations to continue the necessary fight in Washington, D.C. This relationship has been critical in our getting a bill done in the House and a companion bill in the Senate that would allow local sales taxes on aviation fuel.

For the monthly billing, each of the eight entities divide the cost based upon distribution. Jonesboro's portion of the monthly bill is roughly \$51.

Fiscal Impact

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

### FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky L. Clark, City Manager

Date

February, 7, 2022

Signature

City Clerk's Office

- CCE Contract lobbying services Carpi Clay 2022

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

**Approval**



## CONTRACT

FINCHER DENMARK LLC, on behalf of CLAYTON COUNTY ENTITIES  
AND  
CARPI & CLAY, INC.

This is a Professional Services Contract between Fincher Denmark LLC, on behalf of the Clayton County Entities (CCE) and Carpi & Clay, Inc. (Consultant)

Fincher Denmark LLC and Consultant agree to the following terms:

1. **DUTIES OF CONSULTANT:** Consultant will provide federal government relations and consulting services working to restore the ability of CCE to retain revenues from general sales taxes on aviation fuels.
2. **TERM OF THE CONTRACT:** The term of this contract shall be for a four-month period including all expenses incurred by commencing February 1, 2022 and ending January 31, 2023 unless the parties by mutual agreement extend the contract.
3. **COMPENSATION BY FINCHER DENMARK LLC OF CONSULTANT:** The compensation by Fincher Denmark of Consultant shall be a \$3,500 per month retainer. Such compensation shall be paid on a monthly basis upon receipt of monthly invoices from Consultant.
4. **CONSULTANT EXPENSES:** The retainer in Paragraph 3 shall be the entire compensation for Consultant, including all expenses incurred by Consultant in the normal course of business. Exception: For travel outside of Washington, D.C., incurred by Consultant for CCE, which is approved by CCE, Consultant shall be reimbursed for reasonable and necessary travel expenses directly incurred.

The following individuals shall serve as the primary points of contact, unless otherwise agreed by the parties:

**Fincher Denmark**

Winston A. Denmark, Managing Partner  
8024 Fair Oaks Court  
Jonesboro, GA 30236  
(770) 478-9950  
wdenmark@fincherdenmark.com

**Carpi & Clay, Inc.**

Channon Hanna, Principal  
601 New Jersey Avenue, NW Suite 300  
Washington, DC 20001  
(202) 822-8311  
channa@carpiclay.com

**Agreed to by:**

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Winston A. Denmark, Managing Partner  
Fincher Denmark LLC

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Date

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Kenneth Carpi, Managing Partner  
Carpi & Clay, Inc.

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Date