



CALL TO ORDER: Mayor Burke
PLEDGE OF ALLEGIANCE: All
INVOCATION: Mayor Burke

1. **ROLL CALL**

2. **APPROVAL OF MEETING AGENDA:**

To add or remove items from the Agenda:

3. **CONSENT AGENDA:**

1. Approval of the July 22, 2013 Special Called Meeting Minutes and the July 23, 2013 Regular Meeting Minutes.

4. **REPORTS AND PRESENTATIONS:**

1. Report on "Relay for Life" by the American Cancer Society.
2. Presentation of a 30 Year Pin to Jeff Eady by Mayor JB Burke
3. Power Point presentation on upcoming Municipal Election (Jeff Eady)
4. Financial Update – Dan Defnall

5. **FIRST PRESENTATION:** None

6. **PUBLIC HEARINGS:**

1. **(Public Hearing on Millage Rate for 2013)**

A Public Hearing on the approval of an Ordinance of the Mayor and Council of the City of Morrow, Georgia to set and declare the Tax Millage Rate in the City of Morrow, Georgia for Calendar Year 2013 and setting forth certain information regarding Rolled Back Rates; and for other purposes.
(Presented by City Manager, Jeff Eady)

2. **(Public Hearing on Short Term Work Program Update)**

A Public Hearing on the approval to submit the draft documents of the Short Term Work Program Update to the Atlanta Regional Commission and the Georgia Department of Community Affairs.
(Presented by Brecca Johnson, Sr. Planner)

7. **PUBLIC COMMENT – AGENDA ITEMS:**

Public comment during this part of the meeting is limited only to discussion of items which will appear on tonight's Agenda for action or vote by the Mayor and Council. Please fill out a comment card on any agenda item(s) you wish to make comment and turn it into the City Clerk as you come up to speak. Comment cards and pens are available at the back of the Council Chambers for your use.

8. **OLD BUSINESS:**

1. Approval of an Ordinance of the Mayor and Council of the City of Morrow, Georgia to set and declare the Tax Millage Rate in the City of Morrow, Georgia for Calendar Year 2013 and setting forth certain information regarding Rolled Back Rates; and for other purposes.
(Presented by Jeff Eady, City Manager)
2. Approval or Denial of a Variance Request by Crown Communities, Inc. from Section 905A RS-80 which outlines allowable building materials for single-family residential dwelling units within the RS-80 zoning district. The applicant is requesting to allow additional building materials: cement fiberboard siding, with vinyl accents allowed only in soffits, gables, eaves, fascia board, and shutters, which are currently not allowed by City Code. The subject property is zoned RS-80 and located on the south side of Old Rex Morrow Road, south of Trammell Road, Morrow, GA 30260, also known as the Brookwood Estates Subdivision. This item was postponed for action by the Mayor and Council at the July 23, 2013 Council Meeting.
(Presented by Brecca Johnson, Senior Planner)

9. **NEW BUSINESS:**

1. Approval of a Resolution of the Mayor and Council of the City of Morrow to Certify the Public Hearing on the Draft Documents of the Short Term Work Program Update and to Authorize Submittal of the Draft Document to the Atlanta Regional Commission and the Georgia Department of Community Affairs. *(Presented by Brecca Johnson, Senior Planner)*
2. Approval of a Facility Use Agreement for the Morrow Community Room.
(Presented by Jeff Eady, City Manager)

10. **GENERAL COMMENTS:**

General comments are for any items or submit that did not appear on tonight's agenda. Please fill out a comment card on any general items(s) you wish to make comment and turn it into the City Clerk as you come up to speak. Comment cards and pens are available at the back of the Council Chambers for your use.

11. **ADJOURNMENT:**

*There will be a reception in the lobby to honor
Jeff Eady's 30 Years
with the City of Morrow immediately following the Council Meeting.*

Everyone is welcome!

NOTICE

The City of Morrow has tentatively adopted a millage rate which will require an increase in property taxes by 24.90 percent. All concerned citizens are invited to the public hearing on this tax increase to be held in the Council Chambers at the Morrow Municipal Complex, 1500 Morrow Road, Morrow GA 30260 on July 22nd, 2013 at 11:00 AM, July 23rd, 2013 at 7:30 PM and on August 13th, 2013 at 7:30 PM

Pursuant to the requirements of O.C.G. A Section 48-5-32, The City of Morrow does hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past 5 years.

CURRENT 2013 TAX DIGEST AND 5 YEAR HISTORY OF LEVY

COUNTY WIDE	2008	2009	2010	2011	2012	2013
Real & Personal	373,407,539	383,633,664	362,582,803	332,533,375	312,050,822	283,791,099
Motor Vehicles	12,361,360	13,200,010	13,611,450	11,652,700	10,356,060	11,729,050
Mobile Homes						
Timber - 100%						
Heavy Duty Equipment						
Gross Digest	385,768,899	396,833,674	376,194,253	344,186,075	322,406,882	295,520,149
Less M & O Exemptions	53,401,350	57,525,739	55,095,856	47,720,016	44,879,588	34,441,315
Net M & O Digest	332,367,549	339,307,935	321,098,397	296,466,059	277,527,294	261,078,834
State Forest Land Assistance Grant Value						
Adjusted Net M&O Digest	332,367,549	339,307,935	321,098,397	296,466,059	277,527,294	261,078,834
Gross M&O Millage	10.000	10.000	12.029	11.679	13.109	16.453
Less Rollbacks	5.000	5.000	6.029	5.679	5.609	6.953
Net M&O Millage	5.000	5.000	6.000	6.000	7.500	9.500
Total County Taxes Levied	\$1,661,838	\$1,696,540	\$1,926,590	\$1,778,796	\$2,081,455	\$2,480,249
Net Taxes \$ Increase		\$34,702	\$230,051	-\$147,794	\$302,658	\$398,794
Net Taxes % Increase		2.09%	13.56%	-7.67%	17.01%	19.16%



City of Morrow

Short Term Work Program 2014-2018

**Capital Improvements Element and
Report of Accomplishments**

City of Morrow, GA

SHORT TERM WORK PROGRAM 2014-2018

CAPITAL IMPROVEMENTS ELEMENT & REPORT OF ACCOMPLISHMENTS

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City of Morrow Short Term Work Program (STWP)

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Contributors:

Chief Chris Leighty, Police Chief, Police Department

Laura Troutt, Administrator, Police Department

Mark Herndeen, Fire Chief, Fire Department

Anou Sothsavath, Director, Public Works Department

Jeffrey Eady, Morrow City Manager

Brecca Johnson, Senior Planner, Planning+Economic Development

Sylvia Redic, Grants Administrator

CITY OF MORROW SHORT TERM WORK PROGRAM

Community Facilities – Police Department/E-911

Project or Activity	2014	2015	2016	2017	2018	Responsible Party	Cost Estimate	Funding Source
E911 Console Upgrade	X					MPD E911	\$360,000	General Fund
In-car Camera Systems (2 per year @ \$9,000)	X	X	X	X	X	MPD	\$45,000	General Fund
E911 Radio Systems Upgrade including Consoles & Furniture	X					MPD	\$1,863,000	General Fund
RMS & Mobile Op Systems Upgrade (Tyler Tech)	X					MPD & Other	\$300,000	General Fund
RMS & Mobile Op User fees (\$30,000 per year)	X	X	X	X	X	MPD & Other	\$150,000	General Fund
Intoxilizer 9000 (State Mandated Update)		X				MPD	\$9,000	General Fund
Investigative Vehicle (Alternate Patrol Cars) 2 @ \$16,000)		X				MPD	\$32,000	General Fund
Taser Upgrade (30 @ \$1,000)		X				MPD	\$30,000	General Fund
Patrol Vehicles (2)	X					MPD	\$75,000	General Fund
Patrol Vehicles (4)		X				MPD	\$150,000	General Fund
Patrol Vehicles (4)			X			MPD	\$150,000	General Fund
Patrol Vehicles (4)				X		MPD	\$150,000	General Fund
Patrol Vehicles (4)					X	MPD	\$150,000	General Fund
Emergency Equipment Patrol Vehicles (2)	X					MPD	\$14,000	General Fund

CITY OF MORROW SHORT TERM WORK PROGRAM

Community Facilities – Police Department/E-911

Project or Activity	2014	2015	2016	2017	2018	Responsible Party	Cost Estimate	Funding Source
Emergency Equipment Patrol Vehicles (4)		X				MPD	\$28,000	General Fund
Emergency Equipment Patrol Vehicles (4)			X			MPD	\$28,000	General Fund
Emergency Equipment Patrol Vehicles (4)				X		MPD	\$28,000	General Fund
Emergency Equipment Patrol Vehicles (4)					X	MPD	\$28,000	General Fund
Patrol Car Computers (2)	X					MPD	\$2,400	General Fund
Patrol Car Computers (4)		X				MPD	\$4,800	General Fund
Patrol Car Computers (4)			X			MPD	\$4,800	General Fund
Patrol Car Computers (4)				X		MPD	\$4,800	General Fund
Patrol Car Computers (4)					x	MPD	\$4,800	General Fund
Admin Services Division Range Vehicle		X				MPD	\$30,000	General Fund
Green Vehicle for Path System Patrol		X				MPD	\$15,000	General Fund
New Roof for Buildings 18 & 35 (ASAP)	X					CITY	\$100,000	General Fund
Precinct Upgrades (State Cert & CALEA)		X				MPD	\$25,000	General Fund
Precinct Video Upgrades		X				MPD	\$5,000	General Fund
Portable Surveillance System			X			MPD	\$50,000	General Fund

CITY OF MORROW SHORT TERM WORK PROGRAM								
Community Facilities – Police Department (E-911)								
Project or Activity	2014	2015	2016	2017	2018	Responsible Party	Cost Estimate	Funding Source
Emergency Response Equipment for Officers			X			MPD	\$30,000	General Fund
Ballistic Separation in Records Lobby			X			MPD	\$25,000	General Fund
Department Head Vehicle			X			MPD	\$25,000	General Fund
Indoor Range Behind 35					X	MPD	\$150,000	General Fund

CITY OF MORROW SHORT TERM WORK PROGRAM								
Note: Revisions in Red; Complete Projects in Yellow (8-8-2013)								
Community Facilities - Fire Department & Public Works								
Project/Activity	2014	2015	2016	2017	2018	Responsible Party	Cost Estimate	Funding Source
Replace Medic 1				X		Fire	\$150,000	General Funds/ Grant
Replace Medic 2	X					Fire	\$160,000	General Funds/ Grant
Purchase New Utility Vehicle		X	X			Fire	\$150,000	General Funds
Remodel Admin. Offices	X	X				Fire	\$40,000	General Funds
Re-Surface & Install Floor at Station #1 Apparatus Floor				X	X	Fire	\$75,000	General Funds
Replace Battalion/Command Vehicle					X	Fire	\$60,000	General Funds
Replace Fire Staff Chief Vehicle	X				X	Fire	\$50,000	General Funds

Project/Activity	2014	2015	2016	2017	2018	Responsible Party	Cost Estimate	Funding Source
Replace Fire Staff Vehicle	X					Fire	\$35,000	General Funds
Purchase New 100' Platform Truck			X			Fire	\$1,500,000	General Funds/SPLOST
Replace Self Contained Breathing Apparatus		X	X			Fire	\$75,000	General Funds
Street Resurfacing (Multiple)	X	X	X	X	X	Public Works	\$100,000 \$350,000	General Funds
Vehicle and Equipment Replacement					X	Public Works	\$436,000	General Funds
Daniel Park & Barton Park Phase Build Out		X				Public Works	\$2.4M	General Funds/Grants/SPLOST
Phase III –Jester's Creek Trail Extension	X	X				Public Works	\$890,000	General Funds/Grants
Trail Tie-In to Reynolds Nature Preserve	X					Public Works	\$200,000	Federal Grants
Design & Install Signal Upgrades (Mt. Zion Rd. @Southlake Parkway	X	X	X	X	X	Public Works	\$160,000	General Funds/SPLOST/Grants
Design & Install Signal Upgrades (Mt. Zion Rd. @ Meadowbrook Ln.	X	X	X	X	X	Public Works	\$160,000	General Funds/SPLOST/Grants
New Signal and Design Installation (Lake Harbin Rd. & Murphy Dr.	X	X	X	X	X	Public Works	\$160,000	General Funds/SPLOST/Grants
Engineering for Multi-Modal Improvements (Lee St. & Barton Rd.)				X	X	Public Works	\$150,000	General Funds/SPLOST/Grants
Engineering for Lake Harbin Rd. Phase Intersection Improvement @ Lee St. & Lake Harbin Rd.(Bike/Ped.)				X	X	Public Works	\$50,000	General Funds/SPLOST/Grants

CITY OF MORROW SHORT TERM WORK PROGRAM

Note: Revisions in **Red**; Complete Projects in **Yellow** (8-8-2013)

Economic Development & Land Use

Project/Activity	2014	2015	2016	2017	2018	Responsible Party	Cost Estimate	Funding Source
Create One-Stop Shop – Ordinance Review, Zoning, Permitting, Plan Review, Licensing, Inspections and Code Enforcement			X			Planning+Economic Development	N/A	General Funds
Detail redevelopment plans for targeted areas including Incentive programs	X	X				Planning+Economic Development	N/A	General Funds
Research viable ways to retrofit the Southlake Mall Area	X	X	X	X	X	Planning+Economic Development	N/A	General Funds
Create incentive programs for new builders to spark new development	X	X	X	X	X	Planning+Economic Development	N/A	General Funds
Create design guidelines for the Southlake Mall & Mixed Use LCI	X	X				Planning+Economic Development	N/A	General Funds
Cultivate Intergovernmental & Business Community Coordination	X	X	X	X	X	Planning+Economic Development	N/A	General Funds
Coordinate with Clayton County Economic Development on ED Strategy	X	X	X	X	X	Planning+Economic Development/Consultant	N/A	General Funds
Conduct a Full Comprehensive Plan			X	X	X	Planning+Economic Development/ Consultant	\$50,000	General Funds

Capital Improvements Element

Project/Activity	2014	2015	2016	2017	2018	Responsible Party	Cost Estimate	Funding Source
Expand the Lee Street Bridge @ the I-75 Jonesboro Road Interchange w/ Landscaping	X					Public Works	\$50 mil	GDOT/General Funds
Complete Zoning/Development Ordinance review to coordinate with Comprehensive Plan	X	X				P+ED/City Manager	Staff	General Funds
Conduct a Full Comprehensive Plan for the City of Morrow			X	X	X	P+ED Staff	\$50,000	General Funds

DRAFT

City of Morrow, GA: Report of Accomplishments

CITY OF MORROW SHORT TERM WORK PROGRAM Note: Revisions in Red ; Completed Projects in Yellow (8-8-2013)					
Community Facilities (Police & Fire)					
Project or Activity	Complete	Underway	Postponed	Not Accomplished	Notes
City-wide phone system (new)	X				Completed in 2012
Radio Console Upgrade			X		Lack of funding, will resume 2014
Director Vehicle Replacement			X		Lack of funding, will resume 2016
Computer Voice Stress Analyzer			X		Lack of funding, will resume 2016
In Car Cameras (Annual)		X			On-going annual project
Intox 800	X				Complete 2011
Building Improvements for CALEA on-site	X				Complete 2011
Patrol Vehicle Replacement 1	X				Lack of funding, will resume 2014
Patrol Vehicle Replacement 2			X		Lack of funding, will resume 2015
Patrol Vehicle Replacement 3			X		Lack of funding, will resume 2016
Patrol Vehicle Replacement 4			X		Lack of funding, will resume 2017
Alternate Patrol Cars			X		Lack of funding, will resume 2018

Community Facilities (Police & Fire) - Report of Accomplishments

Project or Activity	Complete	Underway	Postponed	Not Accomplished	Notes
Continue to strengthen code enforcement, new vehicle, software, training		X			On-going
Purchase New Fire Engine	X				Completed 2013
Purchase 2 nd New Fire Engine			X		Postponed until funding is available
Purchase new Utility Vehicle			X		Lack of funding, will resume 2015/ 2016
Remodel Fire Department Admin. Offices				X	Lack of funding
Re-surface & Install Floor – Station 1				X	Lack of funding
Replace Ambulance-Medic 1				X	Lack of funding, will resume 2017
Replace Fire Chief Vehicle			X		Lack of funding, to resume 2014
Replace Command Vehicle			X		Postponed until funding is available
Replace Heart Monitors			X		Lack of funding
Replace Medic 2			X		Lack of funding, to resume 2014
Remodel Admin. Offices			X		Lack of funding, to resume 2017
Re-Surface & Install Floor at Station #1 Apparatus Floor			X		Lack of funding, to resume 2017
Purchase Department Chase Vehicle				X	Funding not available
Replace Battalion, Chief Vehicles			X		Lack of funding, to resume 2014

Transportation & Public Works – Report of Accomplishments					
Project or Activity	Complete	Underway	Postponed	Not Accomplished	Notes
Bike & Pedestrian Trail	X				Completed 2010
Street Resurfacing		X			Ongoing
City Hall and other Building Improvements (Including Painting)	X				Completed 2012
Fire Station 2 – Building Improvements	X				Complete 2010
Vehicle and Equipment Replacement			X		Lack of Funding, to resume 2018
Update Traffic Signals	X				Completed 2011
Natural & Cultural Resources					
Daniel Park & Barton Park Phase Build Out			X		Lack of Funding, to resume 2016
Passive Park & Road Improvements at Lake Harbin and Huie Rds.			X		Postponed until funds become available
Economic Development & Land Use					
GIA Grant for Way Finding Signage Along Jester's Creek Trail System	X				Completed 2013
Community Choices: Commercial Zoning Districts Audit & Options for Zoning Re-write documents	X				Completed 2013

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF MORROW,
GEORGIA TO SET AND DECLARE THE TAX MILLAGE RATE IN THE CITY OF
MORROW, GEORGIA FOR CALENDAR YEAR 2013 AND SETTING FORTH
CERTAIN INFORMATION REGARDING ROLLED BACK RATES;
AND FOR OTHER PURPOSES.**

BE IT ORDAINED by the Council of the City of Morrow, Georgia while in a regular Council Meeting on August 13, 2013 at 7:30 pm as follows:

Section I:

It is hereby ordained by the Mayor and Council of the City of Morrow, Georgia, that for calendar year 2013 the gross millage for maintenance and operation is 16.45 mils, less the rollback for Local Option Sales Tax at 6.95 mils, leaving the net millage for maintenance and operation purposes to be set at 9.5 mils. Appendix A shall be a part of this ordinance by reference.

Section II:

All ordinances or parts of ordinances in conflict herewith are hereby repealed and shall be of no further force or effect from the date of the enactment of this ordinance.

Section III:

This Ordinance is hereby enacted and shall be of full force and effect from this the 13th day of August, 2013.

ADOPTED AND APPROVED this 13th day of August, 2013.

JB Burke, Mayor

Attest:

Evyonne Browning, City Clerk
(Seal)

First Reading: July 22, 2013
Second Reading: August 13, 2013

NOTICE

The City of Morrow has tentatively adopted a millage rate which will require an increase in property taxes by 24.90 percent. All concerned citizens are invited to the public hearing on this tax increase to be held in the Council Chambers at the Morrow Municipal Complex, 1500 Morrow Road, Morrow GA 30260 on July 22nd, 2013 at 11:00 AM, July 23rd, 2013 at 7:30 PM and on August 13th, 2013 at 7:30 PM

Pursuant to the requirements of O.C.G. A Section 48-5-32, The City of Morrow does hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past 5 years.

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Net Taxes % Increase		2.09%	13.56%	-7.67%	17.01%	19.16%

CROWN COMMUNITIES

August 8, 2013

Via Email to: JEADY@cityofmorrow.com

City of Morrow
Attn: Jeff Eady, City Manager
1500 Morrow Rd.
Morrow, GA 30260

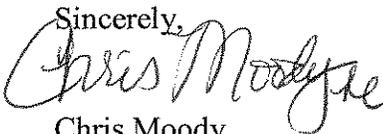
Re: Brookhood Estates and the use of hardi-plank material on the exterior of homes

Dear Mr. Eady:

It has been brought to our attention that there are very small portions of the exterior of our homes that are constructed with hardi-plank, please see the enclosed picture. This was a mistake on our part and was not intentionally done. I can understand where the City may think that we intentionally did this, seeing that we have applied for a variance to use hardi-plank, but it was simply an oversight on our part.

Usually, when we have an all brick home; there are certain structural portions of the exterior that won't take a brick or stone and we substitute hardi-plank for that and we apologize for our mistake. We will remove the hardi-plank and replace it with a material that is approved, per the City's ordinance on or before August 22, 2013. Unless, at our August 13, 2013 meeting the City Council grants approval for our variance request to utilize hardi-plank on our houses. If they do grant approval, we will assume that is ok to leave the hardi-plank siding on the existing homes.

Sincerely,



Chris Moody

Encl.
/hkl

cc: Brecca Johnson
(bjohnson@cityofmorrow.com)

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF MORROW TO
CERTIFY THE PUBLIC HEARING ON THE DRAFT DOCUMENTS OF THE SHORT
TERM WORKPROGRAM UPDATE AND TO AUTHORIZE SUBMITTAL OF THE
DRAFT DOCUMENT TO THE ATLANTA REGIONAL COMMISSION
AND THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS.**

WHEREAS: The 1989 Georgia General Assembly enacted House Bill 215, the Georgia Planning Act, requiring all local Governments to prepare a Comprehensive Plan in accordance with the Minimum Planning Standards and Procedures promulgated by the Georgia Department of Community Affairs; and

WHEREAS: The 20 Year Comprehensive Plan Update for 2009 for the City of Morrow was adopted January 26, 2010 via Resolution 2010-01-03 and was prepared in accordance with the Minimum Planning Standards and Procedures; and

WHEREAS: The required public hearing was held on August 13, 2013 during a regular Council Meeting; and

BE IT THEREFORE RESOLVED that the City of Morrow certifies that the minimum public participation and other procedural requirements have been met in preparing this draft document of the Short Term Work Program for 2014-2018; and

BE IT FURTHER RESOLVED that the City of Morrow hereby authorizes that this draft document be submitted no later than September 1, 2013 to the Atlanta Regional Commission and the Department of Community Affairs to facilitate the process of official review.

Approved and adopted by the Mayor and Council of the City of Morrow this 13th day of August 2013.

JB Burke, Mayor

Attest:

Evyonne Browning, City Clerk
(Seal)

Morrow Community Room Facility Leasing Agreement

**Booking is through Morrow Tourist Center, which is open for business Tuesday through Saturday from 8:30am until 5:00pm. The Tourist Center is closed Sunday and Monday. Morrow Tourist Center is located at 6475 Jonesboro Road, Morrow, GA 30260. Phone: 770-968-1623.*

Morrow Community Room is owned by the City of Morrow and is available for use by the public subject to certain rules and regulations. The facility is handicap-accessible. The total capacity permitted by the fire department inside the Community Room is 120 people for a seated event and 166 people for a standing-room-only event.

I. Fees and Deposits

1. The leasing fee is \$400, which includes use of Morrow Community Room for 5 hours; 16 tables (60" round, seats 6 to 8 people); 100 chairs; 4 rectangular tables for food/beverages/displays; and 2 staff members for setup, breakdown and event assistance. ***The 5-hour time period includes time for cleaning up at the end of your event.*** _____ **Initial**
2. A refundable security deposit of \$200 will be added to your total leasing fee. The refundable security deposit will cover any damages to the facility or its furnishings. The facility must be completely vacated at the time stated in the rental agreement or additional charges will be deducted out of the security deposit. If none of the above applies, the full security deposit will be refunded by mail within ten (10) business* days. _____ **Initial**
3. If any additional tables and chairs are needed, they must be rented from Morrow Community Room for an additional fee. _____ **Initial**
4. A deposit equal to 50% of the total leasing fee is required in order to reserve the facility. The balance is due fourteen (14) business* days prior to the reserved date. _____ **Initial**
5. Acceptable forms of payment include cash, personal check, Visa, MasterCard, and American Express. ***There is a 5% Administrative Fee for credit card usage.*** _____ **Initial**
6. If Morrow Community Room is leased less than fourteen (14) business* days prior to the reserved date, the entire leasing fee plus the security deposit must be paid in full. Acceptable forms of payment include cash, Visa, MasterCard, and American Express – but no personal check. ***There is a 5% Administrative Fee for credit card usage.*** _____ **Initial**
7. Individuals reserving Morrow Community Room must be at least 21 years of age and present valid photo identification. _____ **Initial**

II. Rules and Regulations

1. The City reserves the right to first priority usage of any of the City facilities. All reservations are subordinate to the City's right of use and may be cancelled by the City at any time as may be required for the conduct of the business and affairs of the City or other government agencies. In the event that a reservation is cancelled by the City at no fault of the Applicant, all fees and deposits that have been collected by the City shall be refunded to the applicant within seven (7) days. _____ **Initial**

2. Morrow Community Room may be reserved during the following time periods:
Sunday (12:30pm - 11:00pm)
Monday through Saturday (8:30am - 11:00pm) _____ **Initial**
3. The facility can not be leased past 11:00pm. **The property must be cleared within thirty minutes after the event.** _____ **Initial**
4. Individuals or groups reserving the facility are responsible to the City of Morrow for any damages to walls, paint, floors, tables, chairs, fixtures, plumbing, electrical and sound equipment, landscaping, or any other interior and exterior content, fixture, and furnishing of Morrow Community Room. Intentional or unintentional damage to the property or damage occurring from negligence (including unintentional damage caused by unsupervised children) could result in legal action. _____ **Initial**
5. Adult chaperones must be in attendance at all times if an activity will be attended by individuals under the age of 18. Children must be supervised at all times, including both inside and outside the building. Children are not allowed to run in the building or cause damage to the property. _____ **Initial**
6. The individual or group that reserves the Community Room is responsible for ensuring that the persons present in the facility comply with all applicable Morrow city ordinances. _____ **Initial**
7. Morrow Community Room is a smoke-free facility. As specified by Morrow city ordinance (Sec. 11-1-31. Smoke-free Air Act of 2006), smoking is prohibited inside the building and not closer than 25 feet from the building. _____ **Initial**
8. Advertisements or public announcements identifying Morrow Community Room or the City of Morrow should not be distributed without prior written approval from the director. _____ **Initial**
9. Proper etiquette (such as no profane language, proper dress, etc.) is expected in common areas, including the Community Room's restrooms, parking lot, etc. _____ **Initial**
10. The lights inside and outside the Community Room will stay on at all times. If any lights are turned off by someone other than Community Room staff, a \$50.00 fee will be deducted from the security deposit. _____ **Initial**
11. If the Community Room's audio equipment is used, the Community Room staff will be responsible for working the equipment. If the CD player is used, the lessee must bring CDs that are already mixed. If you are doing a program and certain music must be played at certain times, please have the music on one CD and in the order to be played. Community Room staff members can not be expected to perform disc jockey duties. _____ **Initial**
12. If additional audio/visual equipment or decor items are needed, they must be approved by the Community Room staff no later than five (5) business* days ahead of the function. Call **770-968-1623** for approval. _____ **Initial**
13. If a professional disc jockey is hired for your event, the disc jockey's music must be turned down by 10:30pm because of the building's close proximity to Fire Department, E911 and subdivisions. The appropriate level will be determined by Community Room staff on duty. _____ **Initial**
14. If any changes need to be made to the set-up, if linens are needed, etc., **only the lessee and no other member of the party may request changes.** _____ **Initial**

15. The City of Morrow reserves the right to refuse the use of the facility to any individual or group that has, on a previous occasion, failed to comply with any terms and conditions stated in this agreement or any of the rules and regulations for the use of the facility. _____ **Initial**

III. Food and Beverage

1. Any alcohol on the premises must be provided by a caterer/bartender who has a current State of Georgia alcohol license. Alcohol brought to the Community Room by any other individual is strictly prohibited. No alcohol may leave the ~~premises~~ Community Room. _____ **Initial**
2. A uniformed City of Morrow Police Officer is required at any function serving alcoholic beverages. The officer must be on the premises for the entire event. A separate fee of \$150.00 will be assessed for this service. _____ **Initial**
3. Throwing food (including but not limited to wedding cake) may result in a reduction in or the loss of the security deposit refund. _____ **Initial**

IV. Decorations (See item 11 under Section II. Rules and Regulations.)

1. Set-up times for decorations and other items must be coordinated with and approved by the staff of Morrow Community Room. _____ **Initial**
2. The staff of Morrow Community Room must be notified of and must approve the times for any and all special deliveries (i.e., florist, caterer, etc.). _____ **Initial**
3. All decorations must be removed at the end of any event. Any items left for more than 24 hours, without a phone call or prior approval, will be thrown away or become property of Morrow Community Room. _____ **Initial**
4. Confetti is allowed only as a table top decoration and must be completely removed from the premises during clean-up. _____ **Initial**
5. Rice and birdseed are not acceptable "send off" items. Rose petals, bubbles, and bells are preferred, and all are to be used outdoors only. _____ **Initial**
6. No open candles are allowed on the tables. All candles must be domed or contained in some way. Please check with the staff concerning centerpieces or decorations that include candles. _____ **Initial**
7. Balloons must be weighted. Balloons released to the ceiling may result in a reduction in or the loss of the security deposit refund. _____ **Initial**
8. No banners are allowed outside the Community Room or City Hall. Please check with the staff concerning inside banners. _____ **Initial**
9. Other than pre-approved directional signage, no signs may be placed in the front, back and/or side lawn of the Community Room or City Hall. _____ **Initial**
10. No nails, tacks, staples, tape, or other items should be used to hang objects anywhere in the building or on the premises. Staff will advise on the proper adhesion techniques of objects to be hung. _____ **Initial**

11. No items may be hung from wall lighting fixtures or fire suppression system sprinkler heads, alarm sensors, or any other unapproved fixture. _____ **Initial**
12. No furniture or equipment belonging to the Community Room is to be used or removed without prior approval. Otherwise, a reduction in or the loss of the security deposit refund could result. _____ **Initial**
13. Tables and chairs will be set up one day prior to the event, and changes to the arrangement can be made at that time. Changes can not be made the day of the event. _____ **Initial**
14. Only the Community Room's tables and chairs may be used. Personal tables and chairs are prohibited. _____ **Initial**
15. No grills, deep fryers, etc., are permitted on the premises. _____ **Initial**
16. ***Failure to comply with any rules noted above may result in a reduction or the loss of the security deposit refund.*** _____ **Initial**

To ensure that your special event goes as planned, please ask any questions you might have concerning the building or the event itself.

A 10% discount is available for all City of Morrow employees and all City of Morrow residents. To receive the discount, the employee or resident must be the person who signs the contract and is therefore responsible for compliance with the contract. Also, a resident must show valid proof of residence (for example, a city water or trash bill).

Morrow Community Room staff has the right to amend any and all rules as deemed necessary.

Notice of Acceptance

I have read and understand the rules regarding the use of Morrow Community Room. As the lessee, I acknowledge that I am responsible to the City of Morrow for any injury or damage that results from the failure to follow these rules, and the failure to follow these rules could lead to a reduction in or the loss of my security deposit.

I understand that by signing this agreement I release Morrow Community Room, Morrow Business and Tourism Association, the City of Morrow, and any affiliated employees and volunteers of all liability.

Signature of Lessee _____ Date _____

Morrow Community Room Facility Leasing Fees

Morrow Community Room may be reserved during the following time periods:

- Sunday (12:30pm – 11:00pm) \$400.00 for 5 hours
 Monday through Saturday (8:30am – 11:00pm) \$85.00 each
 additional hour
 (or part thereof)

- Price includes 16 tables (60" round), 100 chairs and 4 rectangular tables for food/beverages/displays. The existing bar area may also be used for food service and/or registration and display purposes.

- The following items may be added to the above price in order to accommodate more than 100 seated guests:
 - Tables (20 max.) – 60" round, seats 6 to 8 people \$12.00 each
 - Blue Cushioned Chairs (120 max.) \$ 3.00 each

- If alcohol is served, a Morrow Police Officer is required. \$150.00

- Additional items available:
 - White Linen Tablecloths \$ 5.00 per cloth
 - CD Player, PA System with Cordless Microphone \$100.00

- Milton Daniel Park Pavilion is available to Morrow residents and may be held for use with a 100.00 Security Deposit, refundable within 10 days after the event provided the facility is left in the same condition it was found. This will be evidenced by a photograph of the venue, taken prior to the event. **(Separate form must be completed for this venue.)**

- The following items may be added to an event for an additional charge:
 - Coffee (regular or decaf) \$4.00 per carafe
 - 8 oz. bottles of Coke, Diet Coke, Sprite \$1.00 each
 - 20 oz. bottles of Dasani Water (Plain) \$1.00 each
 - 20 oz. bottles of Dasani Water (Lemon) \$1.00 each
 - 20 oz. bottles of Dasani Water (Strawberry) \$1.00 each
 - 11 oz. can Georgia Peanuts (Salted) \$4.00 each
 - 11 oz. can Georgia Peanuts (Butter Toffee) \$4.00 each
 - 11 oz. can Georgia Peanuts (Honey Roasted) \$4.00 each
 - Georgia Peanuts (3/4 oz. Souvenir Pack) \$0.25 each

Morrow Community Room Cancellation/Change-of-Date Policy

**Booking is through Morrow Tourist Center, which is open for business Tuesday through Saturday from 8:30am until 5:00pm. The Tourist Center is closed Sunday and Monday. Morrow Tourist Center is located at 6475 Jonesboro Road, Morrow, GA 30260. Phone: 770-968-1623.*

- Cancellations made up to and including three (3) business* days after initially booking the event will receive a full refund. _____ **Initial**

- Cancellations made four (4) business* days through ten (10) business* days after initially booking the event will receive a full refund minus a \$50.00 administrative fee. _____ **Initial**

- Cancellations made between eleven (11) business* days after initially booking the event through fifteen (15) business* days prior to the event will receive a full refund minus a \$100.00 administrative fee. _____ **Initial**

- Cancellations made fourteen (14) business* days or less prior to the event will receive no refund. _____ **Initial**

- There is a \$50.00 change-of-date fee that applies if a secure event date is changed to another available date more than ten (10) business* days after initially booking the event. _____ **Initial**

I, the Lessee, have read and understand the policies stated above. If I cancel or change my event date, I agree that I will comply with these policies.

Signature _____ Date _____

Morrow Community Room Alcohol Agreement

- Alcohol must be provided by a licensed caterer/bartender. _____ **Initial**
- The caterer/bartender must have the license present at the event and must present the license to the police officer upon arrival at Morrow Community Room. _____ **Initial**
- A uniformed City of Morrow Police Officer is required at any function serving alcoholic beverages. The officer must be on the premises for the entire event. _____ **Initial**
- The City of Morrow and Morrow Community Room staff are not responsible for the Lessee's guests if they choose to drink irresponsibly. _____ **Initial**
- The Lessee assumes all responsibility for their guests and releases the City of Morrow and Morrow Community Room staff from any liability. _____ **Initial**

I, the Lessee, have read and understand the policies stated above and agree to abide by them.

Signature _____ Date _____

Morrow Community Room Leasing Agreement

Please complete this form with the details of the leasing function.

Type of Function _____ Number of Guests _____

Day of Week _____ Date _____ Time _____

Name of Lessee _____

Mailing Address _____

Phones: Home _____ Work _____ Cell _____

Email _____

Caterer/Bartender to be used _____

Event Coordinator _____ Coordinator's Phone Number _____

Leasing Fee \$ 400.00

Discount (if applicable) – \$ _____

Number of Extra Tables Needed _____ (16 provided; 20 max.)	Cost \$12.00 each	Total \$ _____
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Number of Extra Chairs Needed _____ (100 provided; 120 max.)	Cost \$3.00 each	Total \$ _____
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Number of Tablecloths Needed _____	Cost \$5.00 each	Total \$ _____
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Audio Equipment (check if needed) _____	Cost \$100.00	Total \$ _____
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Morrow Police Officer (required if alcohol is served)	Cost \$150.00	Total \$ _____
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Additional Leasing Hours _____ (event must conclude by 11:00 p.m.)	Cost \$85.00/hr.	Total \$ _____
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Security Deposit \$ 200.00

Total Leasing Fee \$ _____

Deposit Amount (50% of Total Leasing Fee above) \$ _____

Balance Due Date _____ Remaining Balance \$ _____

I agree to abide by the Morrow Community Room Facility Leasing Agreement and the Morrow Community Room Alcohol Agreement. I also certify that the information given in this leasing application is true.

Signature of Lessee _____ Date _____

Morrow Community Room Exit Checklist

To ensure that Morrow Community Room will be ready for the next scheduled event, the following procedures must be adhered to:

- Thirty minutes before your designated exit time, please begin cleaning and breaking down your event.
- Please make sure that all tables are cleaned off.
- Please place all linen tablecloths, if rented from Morrow Community Room, on one table.
- All garbage must be taken to the dumpster.
- Please make sure the floor is swept and all spills are cleaned up.
- Grounds, parking lot, and auxiliary areas must be litter-free.
- Please make sure all guests have left both the building and the parking lot by the designated time. Property must be cleared within thirty minutes after the event.
- Failure to meet the conditions of the exit checklist will result in a fee of \$50.00, which will be taken from the refundable security deposit.

I, the Lessee, have read and understand the policies stated above and agree to abide by them.

Signature _____ Date _____