



come to tomorrow
MORROW, GEORGIA

Regular Council Meeting

August 9, 2016

Public Package

CITY OF MORROW, GEORGIA
MAYOR AND CITY COUNCIL

Mayor Jeffrey DeTar
Mayor Pro Tem Jeanell Bridges
Councilwoman Hang Tran
Councilman Larry Ferguson
Councilman Christopher Mills

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be viewed by
others**



come to morrow
MORROW, GEORGIA

CITY OF MORROW

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Work Session Agenda



CITY OF MORROW, GEORGIA
MAYOR AND CITY COUNCIL MEMBERS

Mayor Jeffrey A. DeTar
Mayor Pro Tem Jeanell Bridges
Councilwoman Hang Tran
Councilman Larry Ferguson
Councilman Christopher Mills

August 9, 2016

Work Session

5:30 pm

General Discussions

1. Fire Chief & Department Head hiring policy
2. RFP- Retail Development Services
3. Retreat Deliverable
4. Path System Phase III- Pond & Co.
5. Monthly Financial Reports
6. CCMA
 - August 18, 2016, 6:30pm- The Morrow Center
 - December 15, 2016, 6:30pm- The Morrow Center

Attorney Invoices for Review

1. Attorney Invoice - Fincher Denmark & Minnifield FAA invoice # 3122 dated July 14, 2016 in the amount of \$1,181.72 for period June 1, 2016- June 30, 2016



CITY OF MORROW

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Fire Chief & Dept. Head Hiring Policy

City of Morrow

PERSONNEL RULES AND REGULATIONS

Subject: Application Process

Policy No.: 2.01

Page One of Two

Effective Date: Revision effective November 23, 2010

- I. **POLICY:** In order to insure that the City hires the best qualified candidates, all prospective employees must successfully complete an application process before an offer of hire can be made.

- II. **PROCEDURE:** Applications must be secured from and submitted for consideration to the City. Each applicant may be required to submit to some or all of the following procedures:
 - A. Department Interview. After reviewing the application materials and conducting a background investigation, selected, prospective employees may then be interviewed by City representatives.

 - B. Testing and Certification. Applicants for certain positions may be required to submit to tests prior to being hired as deemed appropriate by the affected Department Head and Human Resources, in conjunction with the City Manager.

 - C. Driver's License Requirement. Employees who drive City vehicles are required to have such driver's license for the vehicles being driven as is required by law, regardless of the amount of driving performed.

 - D. Motor Vehicle Reports. Any qualified candidate for a position who would drive a City vehicle, regardless of the amount of driving performed, will be required to provide a copy of his motor vehicle report covering the past three-year period. Motor vehicle reports must be reviewed by the Department Head or Human Resources Manager before an offer of employment can be made. A motor vehicle report can be obtained by personally appearing at the State Patrol office with a valid driver's license and completing the necessary forms.

Subject: Application Process
Policy No.: 2.01
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- E.** Commercial Driver's License. Each applicant for a City job which requires a commercial motor vehicle license, will provide the City with information for ten years preceding the date of application, including the names and addresses of the applicant's previous employers for which the applicant was a driver of a commercial motor vehicle, the dates defining the periods when these vehicles were driven and the reason for leaving each employer. The applicant must also certify that this information is true and at the time of employment must possess a valid commercial driver's license.
- F.** City Manager Interview. The prospective employee may be interviewed by the City Manager before an offer of employment is made.
- G.** Qualifications. The best qualified candidate will be determined with consideration given to all relevant job and legal requirements.
- H.** Offers of Employment. All offers of employment must be approved by the City Manager prior to being delivered to a prospective candidate.
- I.** Health Questionnaire. Before a final offer of hire (after contingent offer) can be made, each candidate must complete a health questionnaire and undergo a screening procedure as outlined in Policy No. 8.04, the Substance Abuse Prevention Program.
- J.** New Hire Forms. Each new employee must meet with the Human Resources Manager and complete the appropriate new hire paperwork and forms. Appropriate and valid identification will be required at the time paperwork is completed.

ARTICLE III. - ADMINISTRATIVE AFFAIRS

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• Sec. 3.10. - Administrative and service departments.

(a) Except as otherwise provided in this Charter, the city council by ordinance shall prescribe the functions or duties and establish, abolish, alter, consolidate, or leave vacant all nonelective offices, positions of employment, departments, and agencies of the city as necessary for the proper administration of the affairs and government of this city.

(b) Except as otherwise provided by this Charter or by law, the directors of departments and other appointed officers of the city shall be appointed solely on the basis of their respective administrative and professional qualifications.

(c) All appointed officers and directors of departments shall receive such compensation as prescribed by ordinance.

(d) There shall be a director of each department or agency who shall be its principal officer. Each director shall, subject to the direction and supervision of the city manager, be responsible for the administration and direction of the affairs and operations of that director's department or agency.

(e) All appointed officers and directors under the supervision of the city manager shall be *nominated* by the city manager with confirmation of appointment by the city council. All appointed officers and directors shall be employees at will and subject to removal or suspension at any time by the city manager unless otherwise provided by law or ordinance.



CITY OF MORROW

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RFP- Retail Development Services

**City of Morrow Request for Proposals
Retail Development Services
Proposal Deadline August 12, 2016**



City of Morrow Request for Proposals

Retail Development Services

Proposal Deadline August 12, 2016

Be advised that any conversations (in reference to this proposal) between vendors and any City employee or City official outside of the contact identified in this document during the entire competitive process is strictly prohibited. Such actions will result in removal of the vendor from the bidder's list and rejection of the vendor's bid. The ONLY official position of the City is that position which is stated in writing in this document. No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

Purpose: The City of Morrow is seeking proposals for retail development services for the City of Morrow.

The City of Morrow will hereinafter be referred to as the "City." Respondents to the RFP shall be referred to as "Vendors." The Vendor to whom the contract is awarded shall be referred to as the "Contractor."

City Info: The City of Morrow is situated in a prime location for commercial development and redevelopment. We are 11 miles south of the world's busiest passenger airport, we are home to Clayton State University and regional Southlake Mall, we are home to the first co-located State and National Archives, we are split in halves by both state route 54 and I-75 south. Over 150,000 cars a day go through this city and that's a lot for only 2.5 square miles.

There are approximately 530 businesses in Morrow and an attractive portfolio of land waiting to be development, available retail and restaurant space ready to be occupied, and public services that are second to none. We are the primary commercial corridor in Clayton County with a population of 270,000.

The City departments currently include Administration, Administrative Support, Police, Fire, Public Works, all headed by the City Manager's Office. The

**City of Morrow Request for Proposals
Retail Development Services
Proposal Deadline August 12, 2016**

governing body is very active and consists of four Council members and one Mayor. The Mayor and Council are committed to working with businesses to help Morrow thrive.

Contract:

This Solicitation or the response shall not constitute an agreement with the City. No agreement is binding or official until approved by Mayor and Council. The selected Vendor shall be required to sign an agreement which the City determines to be fair, competitive, and reasonable.

Minimum Qualifications:

To be eligible to respond to this Solicitation, the Vendor must demonstrate that it has sufficient qualifications, resources and experience to provide the services under this solicitation. Any respondent that fails to meet all the following minimum qualification requirements may be noted as “NON-RESPONSIVE”. Those qualifications are as follow:

- Vendor shall have a minimum of 3 years experience in retail recruitment.
- The vendor must be able to demonstrate active participation in ICSC.
- Vendors must use mobile data as part of their business model.
- Vendor must demonstrate experience beyond data collection and into relationship and connections with retail outfits.
- Vendor must provide at least 3 references of clients to which similar services have been provided in the last 2 years.

Communication:

It is the responsibility of the Vendor to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be posted as addenda on the city website at www.cityofmorrow.com. The City will not be bound by oral responses to inquiries or written responses other than addenda. Inquiries about the RFP must be made to:

Sylvia Redic, GPC
City Manager
sylviaredic@cityofmorrow.com

The deadline for all inquiries is August 10, 2016 at noon.

Evaluation: From the proposal submitted, the City of Morrow will select a vendor based on:

- Demonstrated capacity and experience
- Demonstrated success with business model
- Qualifications of staff

**City of Morrow Request for Proposals
Retail Development Services
Proposal Deadline August 12, 2016**

- Relevant experience within the last 2 years
- How well the proposal responds to the information in requested in the RFP

Scope of Work: The City of Morrow is seeking retail services to attract desired retail and restaurants to the community. Morrow will work closely with the vendor to enhance business retention, to identify Morrow's strengths and weakness and leverage those into a retailer's decision to locate inside the city, and to represent Morrow in the retail market through tradeshow. The vendor will serve as an extension to the staff and the vendor's sole focus will be one of turning Morrow's data and community story into an attractive home for new retail and restaurants.

Deliverables:

- In the first 45 days, compile a data profile including properties, assets, weaknesses, strengths, and over all data that is important to retailers when choosing a location.
- Make connections with retailers about Morrow specific information.
- Represent Morrow at the annual ICSC and any other retailer groups that the company participates in.
- Monthly updates on action steps and accomplishments.
- Every six months present to the Mayor and Council.
- Build relationships with current businesses for business retention.
- Attract retail/restaurants to Morrow.

Requirements:

- The vendor must stay in regular contact with the City Manager.
- The vendor must be prepared to demonstrate the number and type of contacts made on behalf of Morrow on a monthly basis.
- The vendor must demonstrate that they are representing Morrow on a National level.
- Vendor must use mobile data/social media in their business model to accomplish deliverables.

Award: It is the intent of the City to award this bid all to one Vendor. The City reserves the right to conduct any tests it may deem advisable and to make all evaluations. The City reserves the right to reject any or all proposals, in whole or in part and will accept the proposal that best suites the City and the City's services. The City reserves the right to waive minor irregularities. A proposal may be rejected if it is in any way incomplete or irregular.

It is the responsibility of the Vendor to inquire about any details of this RFP that are not understood. All inquiries must be submitted by email. Responses to inquiries, **if they change** the RFP in a substantial manner, will be forwarded by

City of Morrow Request for Proposals
Retail Development Services
Proposal Deadline August 12, 2016

email addenda to all parties that have received a copy of the RFP. Therefore, it is the responsibility of the Vendor to ensure an email address has been provided.

Submission: A **SIGNED** original, two (2) copies and one digital copy of the proposal must be received at Morrow City Hall, 1500 Morrow Road, Morrow, GA 30260. **Deadline for submittals is August 12, 2016 at 2pm.** The proposal must be date/time stamped by Morrow City Hall in order to be considered. Vendors are strongly encouraged to submit proposals in advance of the due date/time to avoid the possibility of missing the deadline due to unforeseen circumstances. Vendors assume the risk of the methods of dispatch chosen. The City assumes no responsibility for delays caused by any package or mail delivery service or unforeseen condition. A postmark on or before the due date **WILL NOT** be a substitute for receipt of proposal. Proposal packages must come as a whole set of information, do not submit parts of the proposal on different days through different methods. Proposals received after the due date and time will not be returned. Additional time will not be granted to any single bidder, however, additional time may be granted to all Vendors when the City determines that circumstances require it. **FAXED OR E-MAIL PROPOSALS WILL NOT BE ACCEPTED.**

Envelope: The signed proposal should be submitted in an envelope or package, sealed and identified **ON THE OUTSIDE OF THE ENVELOPE** with contact name, contact email, company name and due date.

Materials to Include:

1. Contact Information
2. Description of Company (including capacity)
3. List of retail relationships (at least ten)
4. Resumes of Relevant Staff
5. Description of similar experience (Including those served within last 2 years)
6. E Verify Affidavit or Statement
7. Certificate of Insurance
8. Professional Certifications
9. References as previously described

Selection: All of the proposals are due on or before **August 12, 2016 at 2pm.** Each proposal will be evaluated by the appropriate staff. If necessary, three (3) vendors will be placed on a “short list” and may be asked to come in for an interview. The vendors that maybe selected to come in for an interview may be asked to submit additional information. You will be notified within one (1) week prior to the interview date of any additional information that will be needed from our office. We reserve the right to ask for clarification or additional information contained so

**City of Morrow Request for Proposals
Retail Development Services
Proposal Deadline August 12, 2016**

that a fair and comprehensive evaluation of all proposals can be conducted. If three (3) or fewer proposals are received, the City reserves the right to terminate this process and begin again or to choose from the submissions.

The final vendor selection will be posted on the website within 60 days of proposal submission deadline or notification of progress if selection cannot be made within this timeframe.

Debarment: Submission of a signed proposals in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

E-Verify: All Vendors must submit an affidavit to certify that they participate in the Federal Employment Eligibility Verification. Participation in the E-Verify program must commence before the bid deadline, and E-Verify affidavit is included in the package.



CITY OF MORROW

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Path System Phase III- Pond & Co. Proposal

Responsive People. Real Partners.Architects
Engineers
Planners3500 Parkway Lane
Suite 600
Norcross, GA 30092P 678.336.7740
F 678.336.7744
www.pondco.com

April 4, 2016 (revised April 13)

Sylvia Redic
City Manager
City of Morrow
1500 Morrow Road
Morrow, GA 30260**Re: Additional Services for City of Morrow Phase III Jester's Creek Pedestrian Path System**

Dear Ms. Redic,

Pond & Company (Pond) is submitting this proposal for additional services for several items that will be required to complete the Jesters Creek Pedestrian Path System, Phase III.

These include items to be completed by Pond, CCR Environmental (Environmental Subconsultant), and Moreland Altobelli (Geotechnical Subconsultant)

The additional services cover the following items:

Task 1: Categorical Exclusion (CE) documentation

- Deletion of two trail spurs requested by City of Morrow resulted in numerous required changes to the documentation to the text and figures CE document by CCR.
- The GDOT reviewer of the CE document provided comments that were over and above typical comments on CE documents and based on personal preference in wording or sentence structure rather than actual mistakes in the document. Currently, Moreland is not allowing our environmental consultant to discuss these comments with the reviewer and wants us to address them without discussion.
- CCR (subconsultant) used one of several accepted GDOT Ecology Reporting Ecology Reporting templates. The reviewer of this CE document has required us to meet the format of a different template than was used, requiring significant revisions.

Task 2: Geotechnical Services

Geotechnical services will be necessary for the design and construction of the bridge in this phase of the project

- Geotechnical borings at bridge (50' depth). 2 each with D50 and D95 grain size analysis tests to assist with scour data.
- Bridge Foundation Investigation report per GDOT required standards.

The trail extensions (Phase II that include a small boardwalk bridge across a creek, a boardwalk through wetlands and a boardwalk ramp to the hotel site along 75), will require geotechnical work in order to complete design. Geotechnical services can be completed at a later date, but if desired can be completed at this time. The services, if included, would be as follows:

- Two geotechnical borings (20' depth) and D50/D95 tests at short boardwalk bridge.
- Two geotechnical borings (20' depth) and D50/D95 tests at boardwalk on Phase II.

Morrow Jesters Creek Path System Additional Services

- One geotechnical boring (20' depth) at Phase III boardwalk area.

Geotechnical services for the bridge were originally included as a part of the contract services under Database Development. While services for field run survey were minimized due to the sharing of survey data provided by Clayton County Stormwater Authority / Brown & Caldwell in conjunction with the Stream Restoration project, environmental services have been increased on the project within the Environmental Document phase due to the need for a full Environmental Assessment. So as not to modify the contract previously, we, with approval from you, shifted budget from survey to environmental tasks. The net remaining available funding for geotechnical services within the Database Development Phase is \$2,300. Additional funds are needed for the required geotechnical services; please refer to Professional Fees below.

Task 3: Floodplain Analysis and Reports

Phase A: C-LOMR and LOMR submissions

The original design intent was to review the floodplain and floodway information and for the bridge and trail to span the floodway. However, the Clayton County Water Authority is in the process of updating the FEMA model including floodway and flood elevations. The preliminary model and maps in the update that we have received show the floodway and floodplain elevations as being higher and considerably wider than the previous version. Once this model and associated maps are approved in the near future, the new conditions will make it unfeasible to place a bridge that will span the floodway and be above the 100 year floodplain. The Phase I bridge and sections of the Phase II and Phase III boardwalk will be within the floodway and floodplain boundaries. Therefore additional studies and coordination with FEMA will be required.

Phase 1: Pond will provide a FEMA Conditional Letter of Map Revision (C-LOMR) Submittal including a flood study to FEMA for the project. Our Services will be as follows:

- Fill out necessary forms for a C-LOMR and submit package including flood study to FEMA;
- Respond to comments from FEMA

Our deliverable for Phase I includes all submittal documents required by FEMA for a C-LOMR. The City of Morrow will also receive one copy of the submittal package to FEMA for their records. The CLOMR study will be completed at the time of bridge and boardwalk design. Because the boardwalk will be subjected to 100 year flood events, the boardwalk is likely to suffer some damage. Without excessive engineering and significantly added cost, the boardwalk cannot be made to withstand catastrophic flood events. The in-house flood study will include Phase I, Phase II and Phase III trail routes and structures to ensure constructability and impacts. Note that the study submitted to FEMA will only include Phase I structures due to phasing. CLOMR will be submitted to FEMA after draft floodplain maps (coordinated through CCWA) are formally adopted.

Phase B: (If Required) FEMA Letter of Map Revision (LOMR) Submittal.

A LOMR may be required after completion of the project to document the post-construction floodplain. Our services will be as follows:

- From as-built survey of constructed project, the post construction conditions will be entered into the design HEC-RAS model to ensure that there is no increase in floodplain elevation on adjacent properties;

Morrow Jesters Creek Path System Additional Services

- Fill out necessary forms for a LOMR and submit package to FEMA; and
- Respond to comments from FEMA.

Our deliverable for Phase II includes all submittal documents required by FEMA for a LOMR. The City of Morrow will also receive one copy of the submittal package to FEMA for their records.

After trail and bridge are constructed, Pond will follow up with a LOMR including the as built conditions as required by FEMA.

Task4: Project Timeframe Extension, Additional Coordination for coordination with CCWA, and route change investigation.

The project duration has been extended beyond the original timeframe. The Clayton County Water Authority has requested that no design or flood studies be conducted until their FEMA floodplain mapping public comment period has been completed. The coordination process and schedule have added approximately 1 year to the project timeframe, additional coordination and meetings. There have also been work involved in investigating trail route modifications during this time period. We are requesting additional services for additional work and coordination on this project through this extended duration.

Professional Fees

This contract amendment covers the effort and expenses associated with CE, Geotechnical Services, CLOMR and LOMR and Extended Project Timeline. These items were not included in the original scope and fee, therefore Pond requests the original contract for the City of Morrow Phase III Jesters Creek Trail (original total \$166,412) be increased by a total of \$45,610 for a new total of \$212,022. All terms and conditions of the contract dated July 16, 2012 remain unchanged.

Task 1	Categorical Exclusion Revisions	\$3,330.00
Task 2	Geotechnical services	
	Bridge borings, tests and BFI, 5 boardwalk borings (includes \$2300 credit)	\$12,110.00
Task 3	C-LOMR and LOMR submissions	
Phase A	FEMA Conditional Letter of Map Revision (C-LOMR) Submittal	\$6,000.00
Phase B	FEMA Letter of Map Revision (LOMR) Submittal.	\$13,500.00 (Contingency)
Task 4	Additional Timeframe and Coordination	\$10,700.00
Total		\$45,610.00*

Morrow Jesters Creek Path System Additional Services

***NOTE:** Services shown do not include:

- Additional permitting fees required by FEMA for LOMR and CLOMR submittal reviews.
- As built survey after project is constructed.

Schedule Assumptions:

- It is assumed that the public comment period for the revised flood map will be complete by July 10th, 2016 and that any comments will not affect the design of the bridge and boardwalk.
- FEMA C-LOMR Submittal: It is assumed that the C-LOMR approval process through FEMA will take between 12 to 16 weeks. It is anticipated that the C-LOMR will be submitted after the updated FEMA maps are formally approved which will be in by mid-2017.
- FEMA LOMR Submittal: Once the as-built information is received, it will take approximately 4 weeks to complete the as-built model within HEC RAS. It is assumed that the LOMR approval process through FEMA will take between 12 to 16 weeks. It is anticipated that the LOMR work will be conducted before 2020.

Morrow Jesters Creek Path System Additional Services

Submitted by:
POND & COMPANY



Andrea Greco, PLA, ASLA

Senior Project Manager
Title

4/13/16
Date



Ron Osterloh, PE

Vice-President

4/13/16
Date

CLIENT:

Name

Title

Date



CITY OF MORROW

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Monthly Financial Reports

CITY OF MORROW, GEORGIA
SUMMARY OF BUDGET TO ACTUALS
PERIOD ENDED JULY 31, 2016

GENERAL FUND	BUDGETED	ACTIVITY	FAVORABLE	PERCENT
REVENUES	AMOUNT	TO DATE	(UNFAVOR)	TO DATE
			VARIANCE	
			TO DATE	
General Property Taxes	\$ 2,388,618.00	\$ 12,191.04	\$ (2,376,426.96)	0.51%
Franchise Taxes	678,081.00	13,284.46	(664,796.54)	1.96%
General Sales and Use Taxes	1,959,225.00	-	(1,959,225.00)	0.00%
Alcoholic Beverage Taxes	118,772.00	10,968.95	(107,803.05)	9.24%
Business Taxes	1,272,605.00	48,281.72	(1,224,323.28)	3.79%
Licenses and Permits	241,353.00	5,235.75	(236,117.25)	2.17%
Intergovernmental Revenues	53,530.00	-	(53,530.00)	0.00%
Charges for Services	270,080.00	18,009.92	(252,070.08)	6.67%
Fines and Forfeitures	1,193,760.00	64,462.76	(1,129,297.24)	5.40%
Investment Income	4,103.00	-	(4,103.00)	0.00%
Miscellaneous Revenue	33,304.00	773.00	(32,531.00)	2.32%
Other Financing Sources	532,733.00	-	(532,733.00)	0.00%
Total Budgeted Revenues	<u>\$ 8,746,164.00</u>	<u>\$ 173,207.60</u>	<u>\$ (8,572,956.40)</u>	<u>1.98%</u>

APPROPRIATIONS

Mayor and Council	\$ 349,016.00	\$ 5,209.26	\$ 343,806.74	1.49%
City Clerk	74,778.00	6,046.15	68,731.85	8.09%
City Manager	170,883.00	10,100.28	160,782.72	5.91%
General Administration	91,965.00	9,869.88	82,095.12	10.73%
Finance	260,665.00	13,559.73	247,105.27	5.20%
Law	180,000.00	-	180,000.00	0.00%
Information Technology	91,228.00	4,165.20	87,062.80	4.57%
General Buildings	103,463.00	395.83	103,067.17	0.38%
Municipal Court	433,633.00	12,237.67	421,395.33	2.82%
Police	2,388,835.00	135,906.41	2,252,928.59	5.69%
Fire	2,322,940.00	173,232.75	2,149,707.25	7.46%
E-911 Communications	100,000.00	-	100,000.00	0.00%
Capital Outlay	-	60.00	(60.00)	#DIV/0!
Public Works	1,089,753.00	42,553.92	1,047,199.08	3.90%
Planning and Zoning	120,749.00	4,628.47	116,120.53	3.83%
Economic Development	532,987.00	7,155.62	525,831.38	1.34%
Tourism	52,671.00	2,538.68	50,132.32	4.82%
Debt Service	315,664.00	19,787.83	295,876.17	6.27%
Other Financing Uses	136,383.00	-	136,383.00	0.00%
Total Budgeted Appropriations	<u>\$ 8,815,613.00</u>	<u>\$ 447,447.68</u>	<u>\$ 8,368,165.32</u>	<u>5.08%</u>

Salaries and Benefits to be distributed:

<i>Morrow Conference Center</i>	-	4,302.20	(4,302.20)
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**CITY OF MORROW, GEORGIA
SUMMARY OF BUDGET TO ACTUALS
PERIOD ENDED JULY 31, 2016**

	<u>BUDGETED AMOUNT</u>	<u>ACTIVITY TO DATE</u>	<u>FAVORABLE (UNFAVOR) VARIANCE</u>	<u>PERCENT TO DATE</u>
<i>E-911 SPECIAL REVENUE FUND</i>				
<u>REVENUES</u>				
Charges for Services	\$ 47,573.00	\$ 13,463.57	\$ (34,109.43)	28.30%
Other Financing Sources	<u>104,269.00</u>	<u>-</u>	<u>(104,269.00)</u>	<u>0.00%</u>
Total Budgeted Revenues	<u>\$ 151,842.00</u>	<u>\$ 13,463.57</u>	<u>\$ (138,378.43)</u>	<u>8.87%</u>
 <u>APPROPRIATIONS</u>				
E-911 Communications	<u>\$ 151,842.00</u>	<u>\$ 29,636.30</u>	<u>\$ 122,205.70</u>	<u>19.52%</u>
 <i>HOTEL TAX SPECIAL REVENUE FUND</i>				
<u>REVENUES</u>				
Selective Sales and Use Tax	<u>\$ 925,000.00</u>	<u>\$ 92,063.53</u>	<u>\$ (832,936.47)</u>	<u>9.95%</u>
 <u>APPROPRIATIONS</u>				
Tourism	\$ 954,688.00	\$ -	\$ 954,688.00	0.00%
Other Financing Uses	<u>520,312.00</u>	<u>-</u>	<u>520,312.00</u>	<u>0.00%</u>
Total Budgeted Appropriations	<u>\$ 1,475,000.00</u>	<u>\$ -</u>	<u>\$ 1,475,000.00</u>	<u>0.00%</u>
 <i>RENTAL VEHICLE EXCISE TAX SR FUND</i>				
<u>REVENUES</u>				
Selective Sales and Use Tax	<u>\$ 41,500.00</u>	<u>\$ -</u>	<u>\$ (41,500.00)</u>	<u>0.00%</u>
 <u>APPROPRIATIONS</u>				
Other Financing Uses	<u>\$ 41,500.00</u>	<u>\$ -</u>	<u>\$ 41,500.00</u>	<u>0.00%</u>
 <i>PRODUCT DEVELOPMENT SR FUND</i>				
<u>REVENUES</u>				
Other Financing Sources	<u>\$ 173,437.00</u>	<u>\$ -</u>	<u>\$ (173,437.00)</u>	<u>0.00%</u>
 <u>APPROPRIATIONS</u>				
Tourism	<u>\$ 348,437.00</u>	<u>\$ -</u>	<u>\$ 348,437.00</u>	<u>0.00%</u>

CITY OF MORROW, GEORGIA
SUMMARY OF BUDGET TO ACTUALS
PERIOD ENDED JULY 31, 2016

	<u>BUDGETED AMOUNT</u>	<u>ACTIVITY TO DATE</u>	<u>FAVORABLE (UNFAVOR) VARIANCE</u>	<u>PERCENT TO DATE</u>
<i>SANITATION ENTERPRISE FUND</i>				
<u>REVENUES</u>				
Charges for Services	\$ <u>1,005,686.00</u>	\$ <u>8,406.28</u>	\$ <u>(997,279.72)</u>	<u>0.84%</u>
<u>APPROPRIATIONS</u>				
Sanitation	\$ 896,328.00	\$ 3,806.71	\$ 892,521.29	0.42%
Other Financing Uses	<u>109,358.00</u>	<u>-</u>	<u>109,358.00</u>	<u>0.00%</u>
Total Budgeted Appropriations	<u>\$ 1,005,686.00</u>	<u>\$ 3,806.71</u>	<u>\$ 1,001,879.29</u>	<u>0.38%</u>
<i>MORROW CENTER ENTERPRISE FUND</i>				
<u>REVENUES</u>				
Charges for Services	\$ 209,000.00	\$ 5,914.13	\$ (203,085.87)	2.83%
Miscellaneous Revenue	5,000.00	-	(5,000.00)	0.00%
Other Financing Sources	<u>32,114.00</u>	<u>-</u>	<u>(32,114.00)</u>	<u>0.00%</u>
Total Budgeted Revenues	<u>\$ 246,114.00</u>	<u>\$ 5,914.13</u>	<u>\$ (240,199.87)</u>	<u>2.40%</u>
<u>APPROPRIATIONS</u>				
Morrow Center	<u>\$ 246,114.00</u>	<u>\$ 19,004.07</u>	<u>\$ 227,109.93</u>	<u>7.72%</u>

CITY OF MORROW, GEORGIA
DETAIL OF CASH AND CASH LIKE ACCOUNTS BY FUND
AS OF JULY 31, 2016

	<u>TOTAL</u>	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUND</u>				<u>CAPITAL PROJECTS</u>		<u>SANITATION</u>
			<u>E-911</u>	<u>HOTEL MOTEL</u>	<u>PRODUCT DEVELOP</u>	<u>RENTAL CAR EXCISE</u>	<u>2008 SPLOST</u>	<u>2014 SPLOST</u>	
CASH IN BANK:									
111110 PNC Bank - Operating Acct	\$ 1,480,373.65	\$ 525,106.75	\$ 34,786.60	\$ 673,895.41	\$ 202,736.80	\$ -	\$ -	\$ -	\$ 43,848.09
111118 RBC Sanitation Deposits	3,322.17	-	-	-	-	-	-	-	3,322.17
111124 Regions Bank - SPLOST 2008	740,798.93	-	-	-	-	-	740,798.93	-	-
111126 Regions Bank - SPLOST 2014	796,992.16	-	-	-	-	-	-	796,992.16	-
INVESTMENTS:									
111305 Local Government Invest Pool	2,584,068.36	2,584,068.36	-	-	-	-	-	-	-
INTERFUND CASH BALANCES									
121900 Due To / From	-	(22,593.32)	22,593.32	-	-	-	-	-	-
	<u>\$ 5,605,555.27</u>	<u>\$ 3,086,581.79</u>	<u>\$ 57,379.92</u>	<u>\$ 673,895.41</u>	<u>\$ 202,736.80</u>	<u>\$ -</u>	<u>\$ 740,798.93</u>	<u>\$ 796,992.16</u>	<u>\$ 47,170.26</u>



CITY OF MORROW

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Clayton County Municipal Association

CLAYTON COUNTY MUNICIPAL ASSOCIATION

The Morrow Center

1180 Southlake Circle, Ste. 100

Morrow, GA 30260

Meeting Agenda

August 18, 2016

Board Meeting/Dinner Served at 6:30pm & Regular Meeting 7:00pm

- I. Call to order and Welcome- President Jeffrey A. DeTar
- II. Speaker- Clayton County Chamber of Commerce CEO Jeremy Stratton
- III. Upcoming CCMA Meetings
 - a) CCMA Christmas Party- December 15, 2016, Location: The Morrow Center
- IV. Adjournment



CITY OF MORROW

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Meeting Agenda



CITY OF MORROW, GEORGIA
MAYOR AND CITY COUNCIL MEMBERS

Mayor Jeffrey A. DeTar
Mayor Pro Tem Jeanell Bridges
Councilwoman Hang Tran
Councilman Larry Ferguson
Councilman Christopher Mills

Regular Meeting

August 9, 2016

Agenda

7:30 pm

CALL TO ORDER:	Mayor Jeffrey A. DeTar
PLEDGE OF ALLEGIANCE:	All
MOMENT OF SILENCE:	Mayor Jeffrey A. DeTar

1. ROLL CALL:

2. CONSENT AGENDA:

1. Approval of July 12, 2016, Regular Meeting Minutes
2. Approval of July 12, 2016, Work Session Minutes
3. Approval of July 12, 2016, Executive Session Minutes
4. Approval of July 26, 2016 Regular Meeting Minutes
5. Approval of July 26, 2016 Work Session Minutes
6. Approval of Attorney Invoice - Fincher Denmark & Minnifield FAA invoice # 3066 dated June 10, 2016 in the amount of \$2,653.15 for period May 1, 2016- May 31, 2016
7. Approval of Attorney Invoice - Fincher Denmark & Minnifield invoice # 3116 dated July 13, 2016 in the amount of \$5,388.92 for period June 1, 2016- June 30, 2016

3. MEETING AGENDA:

1. Approval of August 9, 2016 Meeting Agenda

4. PRESENTATIONS:

1. Planning and Zoning Board Meeting Recap
(Presented by Martha Tracy, P&Z board Secretary)

5. PUBLIC COMMENTS ON AGENDA ITEM:



Public Comments on Agenda Items are limited to only the discussion of new business items on tonight's Agenda. Please fill out a comment card and turn it into the City Clerk if you wish to make a comment.

6. GENERAL COMMENTS:

General Comments are any comment that you want to make during Council Meeting. Please fill out a comment card and turn it into the City Clerk if you wish to make a comment.

7. ADJOURNMENT:



CITY OF MORROW

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Previous Meeting Minutes



CITY OF MORROW, GEORGIA
MAYOR AND CITY COUNCILMEMBERS

Mayor Jeffrey DeTar
Mayor Pro Tem Jeanell Bridges
Councilwoman Hang Tran
Councilman Larry Ferguson
Councilman Christopher Mills

Regular Meeting

July 12, 2016

Minutes

7:30 pm

Mayor Jeffrey DeTar called the Regular Council Meeting of the Morrow City Council to order at 7:30pm on July 12, 2016. The meeting took place in the Council Chambers of the Morrow Municipal Complex located at: 1500 Morrow Road, Morrow, GA, 30260.

Mayor Jeffrey DeTar asked everyone to stand for the Pledge of Allegiance followed by a moment of silent reflection.

ROLL CALL:

Mayor Jeffrey DeTar asked **Interim City Clerk Yasmin Julio** to call the roll.

Interim City Clerk Yasmin Julio called the roll and those present were **Mayor Jeffrey DeTar, Mayor Pro Tem Jeanell Bridges, Councilman Christopher Mills, Councilman Larry Ferguson, and Councilwoman Hang Tran**. She stated there was a quorum present.

CONSENT AGENDA:

Mayor Jeffrey DeTar called for a motion to approve the consent agenda.

1. Approval of June 28, 2016, Regular Meeting Minutes
2. Approval of June 28, 2016, Work Session Minutes
3. Approval of June 28, 2016, Executive Session Minutes
4. Approval of July 5, 2016, Budget Meeting Minutes
5. Approval of Attorney Invoice - Fincher Denmark & Minnifield invoice # 3058 dated June 10, 2016 in the amount of \$8,031.91 for period May 1, 2016- May 31, 2016

MOTION AND VOTE: **Councilman Larry Ferguson** made the motion to approve the consent agenda, seconded by **Mayor Pro Tem Jeanell Bridges**. The motion passed unanimously, 4-0.



MEETING AGENDA:

Mayor Jeffrey DeTar called for a motion to approve July 12, 2016 Meeting Agenda.

MOTION AND VOTE: Councilwoman Hang Tran made the motion to approve the meeting agenda with the following amendments; adding 7) New Business item 1. Instruct City Manager to continue E911 merge with county and 5) Executive Session to discuss personnel and legal matters, seconded by **Councilman Larry Ferguson**. The motion passed, 3-1 with **Mayor Pro Tem Jeanell Bridges** opposing .

AWARDS & RECOGNITIONS:

1. Officer Preston Snowden – Departmental Commendation
2. Sgt. Richard Beard – Departmental Commendation & Police Star
3. Officer Michael Madron – Departmental Commendation & Police Star
4. Officer Preston Snowden – Police Star
5. Sgt. Brad Smith – Departmental Commendation

(Presented by Major Greg Tatroe)

EXECUTIVE SESSION:

Mayor Jeffrey DeTar called for a motion to recess the **July 12, 2016 Regular Meeting** and convene into **Executive Session** to discuss personnel matters.

MOTION AND VOTE: Councilman Larry Ferguson made the motion, seconded by **Councilwoman Hang Tran**. The motion passing 3-1, **Mayor Pro Tem Jeanell Bridges** opposed.

The Executive Session began at 7:55pm

Mayor Jeffrey DeTar called for a motion to reconvene the **July 12, 2016 Regular Meeting** and adjourn the **Executive Session**.

MOTION AND VOTE: Councilman Larry Ferguson made a motion, seconded by **Councilman Christopher Mills** the motion passed unanimously, 4-0.

The Executive Session ended at 8:48pm.

PUBLIC COMMENTS ON AGENDA ITEMS:

There were no public comments on agenda items.



OLD BUSINESS:

1. Second Reading of Ordinance 2016-05 FY-17 City Budget

An ordinance entitled ordinance to amend the code of ordinances of the City of Morrow, Georgia, as it pertains to the recommendation, approval and adoption of an annual budget for the Fiscal Year 2016-2017, beginning July 1, 2016 and ending June 30, 2017 to allocate revenues and expenditures for that period for the operation and enhancement of the various services delivered by the city to its citizens; for the health and well-being of the residents and businesses of the City of Morrow; and for other purposes.

Mayor Jeffrey DeTar called for a motion to approve this item.

MOTION AND VOTE: Mayor Pro Tem Jeanell Bridges made the motion to approve the various operating fund budgets with the General Fund adjusted budget amount of \$8,815,613, as set forth in the proposed draft budget as of June 17, 2016, with the following modifications;

- (1) Increasing the Confiscated Assets budget by \$50,000.
- (2) Revenue enhancements of increasing the sanitation fund service charges to cover overhead and establishing a street light fee.
- (3) Appropriation adjustments for reorganizing and reducing the sworn Police force by two officers, staffing two Fire Department vacant positions with part time employees and freezing two positions, merging E-911 services with the County by October 30, 2016 (including the cost of service), and
- (4) Removing \$20,000 from the Public Works budget for monument signs.

seconded by **Councilman Christopher Mills**. **Mayor Pro Tem Jeanell Bridges** and **Councilman Christopher Mills** in favor of. **Councilman Larry Ferguson** and **Councilwoman Hang Tran** opposed. **Mayor Jeffrey DeTar** voted to break the tie, **Mayor Jeffrey DeTar** voted in favor of . The motion passed 3-2.

NEW BUSINESS:

1. Instruct City Manager Sylvia Redic to continue the E911 merge with County

MOTION AND VOTE: Councilman Larry Ferguson made the motion, seconded by **Councilwoman Hang Tran**. The motion passed unanimously, 4-0.

GENERAL COMMENTS:

Citizen Comments:

Warren Gregory



**Vickie Jennings
Randy Anderson
Cartrice Myers
Dorothy Dean**

Staff Comments:

City Manager Sylvia Redic

Council members Comments:

**Councilwoman Hang Tran
Councilman Christopher Mills
Councilman Larry Ferguson
Mayor Pro Tem Jeanell Bridges
Mayor Jeffrey DeTar**

ADJOURNMENT:

Mayor Jeffrey DeTar called for a motion to adjourn the July 12, 2016 Regular Council Meeting.

MOTION AND VOTE: Councilman Larry Ferguson made a motion, seconded by **Mayor Pro Tem Jeanell Bridges**. The motion passed unanimously.

The Regular Council Meeting was adjourned at 9:22pm.

Approved this 9th day of August, 2016.

Attest

Yasmin Julio, Interim City Clerk

CITY OF MORROW, GEORGIA

Jeffrey A. DeTar, Mayor

Seal



CITY OF MORROW, GEORGIA
MAYOR AND CITY COUNCIL MEMBERS

Mayor Jeffrey A. DeTar
Mayor Pro Tem Jeanell Bridges
Councilwoman Hang Tran
Councilman Larry Ferguson
Councilman Christopher Mills

July 12, 2016

Work Session Minutes

5:32 pm

Mayor Jeffrey DeTar called the Work Session to order at 5:32pm on July 12, 2016. The meeting took place in the Council Chambers of the Morrow Municipal Complex located at: 1500 Morrow Road, Morrow, GA, 30260.

Those present were **Mayor Jeffrey DeTar, Mayor Pro Tem Jeanell Bridges, Councilman Larry Ferguson, Councilman Christopher Mills and Councilwoman Hang Tran.**

General Discussions of Items

1. Marquee

Council requesting an excel spreadsheet to better compare and contrast company quotes including product information

Advised Public Works Director to have companies come out to a work session with samples and refreshed quotes

Two weeks to 30 days timeframe given to compile information

2. Budget

Potentially breaking down specific issues separately from budget so they can be voted on individually

Additional 100k added to the proposed budget appropriates example given due to monies that would be owed to the county

Discussions on sanitation increase and residential street light fee occurred

Request for information pertaining to online payment methods to pay for sanitation and street light fee

3. Clayton County Convention and Visitors Bureau (CCCVB)

Potential for multiple Destination Marketing Organizations (DMO)

Approximately \$436k annually goes to DMO after general fund and product development distribution

Mayor, Councilman Ferguson and City Manager Redic met with CCCVB on July 5, -CCCVB showed interested in the following;

1. Becoming DMO

1500 Morrow Road. Morrow, GA 30260



-
- 2. Billboards**
 - 3. Operating Tourist Center**
 - CCCVB did not show interest in the following;
 - 1. Paying invoices for current City sponsored events**
 - 2. Operating the Morrow Center**

4. Council Retreat Deliverables

- Volunteer task force for properties**
- Council members and Mayor meeting monthly one on one to improve communication**
- Strategic Planning with Clayton State University**
- Council members offering items to add to the agenda by email to city manager**

Discussion of Business Items on the Agenda

OLD BUSINESS:

- 1. Second Reading of Ordinance 2016-05 FY-17 City Budget

An ordinance entitled ordinance to amend the code of ordinances of the City of Morrow, Georgia, as it pertains to the recommendation, approval and adoption of an annual budget for the Fiscal Year 2016-2017, beginning July 1, 2016 and ending June 30, 2017 to allocate revenues and expenditures for that period for the operation and enhancement of the various services delivered by the city to its citizens; for the health and well-being of the residents and businesses of the City of Morrow; and for other purposes.

Attorney Invoices for Review

- 1. Attorney Invoice - Fincher Denmark & Minnifield FAA invoice # 3066 dated June 10, 2016 in the amount of \$2,653.15 for period May 1, 2016- May 31, 2016

The Work Session ended at 7:12pm.

Approved this 9th day of August, 2016.

Attest

CITY OF MORROW, GEORGIA

Yasmin Julio, Interim City Clerk

Jeffrey A. DeTar, Mayor



CITY OF MORROW, GEORGIA
MAYOR AND CITY COUNCILMEMBERS

Mayor Jeffrey DeTar
Mayor Pro Tem Jeanell Bridges
Councilwoman Hang Tran
Councilman Larry Ferguson
Councilman Christopher Mills

Regular Meeting

July 26, 2016

Minutes

7:30 pm

Mayor Jeffrey DeTar called the Regular Council Meeting of the Morrow City Council to order at 7:30pm on July 26, 2016. The meeting took place in the Council Chambers of the Morrow Municipal Complex located at: 1500 Morrow Road, Morrow, GA, 30260.

Mayor Jeffrey DeTar asked everyone to stand for the Pledge of Allegiance followed by a moment of silent reflection.

ROLL CALL:

Mayor Jeffrey DeTar asked **Interim City Clerk Yasmin Julio** to call the roll.

Interim City Clerk Yasmin Julio called the roll.

PRESENT: Mayor Jeffrey DeTar
Councilman Larry Ferguson

ABSENT: Mayor Pro Tem Jeanell Bridges- Excused
Councilwoman Hang Tran- Unexcused
Councilman Christopher Mills- Excused

Mayor Jeffrey DeTar stated that there was no quorum present and therefore no actions can be taken.

AWARDS AND RECOGNITION:

1. **Proclamation:** from Morrow Mayor and Council to Sherwin Williams in recognition to their long standing business.
(Presented by: Mayor Jeffrey DeTar)

PRESENTATIONS:

1. Planning and Zoning Board Meeting Recap
(Presented by Martha Tracy, P&Z board Secretary)



Marti advised that new member Gilda Hutcheson's first meeting
Also new stores coming into Southlake Mall including H&M and Forever 21
Construction projects within the city includes Morrow Elementary \$4.5 million
renovation, AMC \$5.5 million, Grand Buffet remodel and a new store Cycle Gear.

GENERAL DISCUSSIONS:

Citizen Comments:

Warren Gregory
Bob Huie
Randy Anderson
Lana Labay
Bonnie Crawford
Paula DeTar
Danny Rudd

Staff Comments:

Anou Sothsavath

Council members Comments:

Councilman Larry Ferguson
Mayor Jeffrey DeTar

ADJOURNMENT:

Mayor Jeffrey DeTar adjourned the meeting at 8:09pm.

Attest

Yasmin Julio, Interim City Clerk

CITY OF MORROW, GEORGIA

Jeffrey A. DeTar, Mayor

Seal



CITY OF MORROW, GEORGIA
MAYOR AND CITY COUNCIL MEMBERS

Mayor Jeffrey A. DeTar
Mayor Pro Tem Jeanell Bridges
Councilwoman Hang Tran
Councilman Larry Ferguson
Councilman Christopher Mills

July 26, 2016

Work Session Minutes

6:32 pm

Mayor Jeffrey DeTar called the Work Session to order at 6:32pm on July 28, 2016. The meeting took place in the Council Chambers of the Morrow Municipal Complex located at: 1500 Morrow Road, Morrow, GA, 30260.

PRESENT: Mayor Jeffrey DeTar
Councilman Larry Ferguson

ABSENT: Mayor Pro Tem Jeanell Bridges- Excused
Councilwoman Hang Tran- Unexcused
Councilman Christopher Mills- Excused

Mayor Jeffrey DeTar stated that there was no quorum present and therefore no actions can be taken.

General Discussion:

1. Marquee

Sign companies present Clayton Signs & Excel Trading
Brandon Guest of Clayton Signs invited Mayor, Council, Staff and citizens to view their screens located in the parking lot. Mr. Guest explained that one side featured 12mm while the other feature 19mm, which gave a variation of the quality.

2. RFP for Retail Services

Attorney Invoice presented for Review

1. Attorney Invoice - Fincher Denmark & Minnifield invoice # 3116 dated July 13, 2016 in the amount of \$5,388.92 for period June 1, 2016- June 30, 2016

ADJOURNMENT:

Mayor Jeffrey DeTar adjourned the meeting at 7:18pm.



Attest

CITY OF MORROW, GEORGIA

Yasmin Julio, Interim City Clerk

Jeffrey A. DeTar, Mayor



CITY OF MORROW

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Planning & Zoning Board Recap

**CITY OF MORROW
Planning & Zoning Board Meeting
1500 Morrow Road - Morrow, GA 30260
Minutes**

July 19, 2016

6:30 pm

CALL TO ORDER: Chairman Jack Bell
PLEDGE OF ALLEGIANCE: All
MOMENT OF SILENCE: Chairman Jack Bell

1. ROLL CALL

Chairman	Jack Bell
Vice Chairman	Joyce Bean
Member	Tamara Patridge
Member	Aaron Mauldin
Member	Gilda Hutcheson
Secretary	Marti Tracy

2. APPROVAL OF MEETING AGENDA:

MOTION AND VOTE: Tamara Patridge made a motion to approve the agenda, seconded by Joyce Bean. The motion passed unanimously.

3. CONSENT AGENDA:

Approval of May 17, 2016 Meeting Minutes. (*June meeting cancelled*)

MOTION AND VOTE: Joyce Bean made a motion to approve the Consent Agenda, seconded by Tamara Patridge, the motion passed unanimously.

4. Appointment:

The appointment of new Board member Gilda Hutcheson was recognized by the Board and citizens in attendance.

5. General Discussion:

City Manager Sylvia Redic explained the impact of the State's new retail sales of fireworks law. Board Secretary Marti Tracy provided information regarding a number of ongoing construction projects and new businesses coming to the City. She pointed out the positive growth and commitment of current businesses as is indicated by the millions of dollars being invested to enhance their presence in our city. Tamara Patridge shared her experience at the AMC Theatre last weekend. She noted the renovation is wonderful. Sylvia Redic pointed out that the project cost more than \$5,000,000.00

6. **General Comments:**

Citizen Dorothy Dean
Citizen Wayne Collins
Board Member Aaron Mauldin

8. **ADJOURNMENT**

MOTION AND VOTE: Aaron Mauldin made a motion to adjourn the meeting, seconded by Tamara Patridge, the motion passed unanimously. The meeting was adjourned at 7:06 pm.

Approved this 19th day of July 2016.

Attest:

Chairman

Secretary