



City of Cartersville

P.O Box 1390 – 10 Public Square – Cartersville, Georgia 30120
Telephone: 770-387-5616 – Fax 770-386-5841 – www.cityofcartersville.org

COUNCILPERSONS:

Matt Santini – Mayor
Calvin Cooley – Mayor Pro Tem
Gary Fox
Kari Hodge
Cary Roth
Jayce Stepp
Taff Wren

AGENDA

Council Chamber, Third Floor of City Hall– 7:00
PM – 4/18/2019
Work Session – 6:00PM

CITY MANAGER:

Tamara Brock

CITY ATTORNEY:

David Archer

CITY CLERK:

Meredith Ulmer

I. Opening of Meeting

- Invocation
- Pledge of Allegiance
- Roll Call

II. Regular Agenda**A. Council Meeting Minutes**

1. April 4, 2019 (Pages 1 - 19)

[Attachments](#)

B. Other

1. Swearing In Building Official: Charlie Waits (Page 20)

[Attachments](#)

C. Public Hearing - 1st Reading of Zoning/Annexation Requests

1. SU19-02: 128 Leake Street; Detached Garage with 2nd Floor Accessory Apartment (Pages 21 - 42)

[Attachments](#)

D. Change Order

1. Douthit Ferry Road Widening Design (Pages 43 - 56)

[Attachments](#)

E. Bid Award/Purchases

1. 750kVA Transformer (Pages 57 - 58)

[Attachments](#)

2. Outdoor Lighting - Courtyard Marriott (Pages 59 - 61)

[Attachments](#)

3. Roof Replacement for Train Depot (Pages 62 - 63)

[Attachments](#)

4. Travelers Insurance Deductible Invoice (Pages 64 - 66)

[Attachments](#)

5. NCI Main Street Conduit Installation (Pages 67 - 70)

[Attachments](#)

F. Contracts/Agreements

1. Property & Casualty Insurance Broker Services (Pages 71 - 83)

[Attachments](#)

G. Monthly Financial Statement

1. February 2019 Financial Report (Pages 84 - 88)

[Attachments](#)

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES OFFICE, ADA COORDINATOR, 48 HOURS IN ADVANCE OF THE MEETING AT 770-387-5616.



City of Cartersville

City Council Meeting
4/18/2019 7:00:00 PM
April 4, 2019

SubCategory:	Council Meeting Minutes
Department Name:	Clerk
Department Summary Recommendation:	Minutes have been attached and are recommended for your approval.
City Manager's Remarks:	The minutes have been prepared by staff and are recommended for your approval with any modifications you may have.
Financial/Budget Certification:	
Legal:	
Associated Information:	

City Council Meeting
 10 N. Public Square
 April 4, 2019
 6:00 P.M. – Work Session
 7:00 P.M. – Council Meeting

I. Opening Meeting

Invocation by Council Member Cooley.

Pledge of Allegiance led by Mayor Santini.

The City Council met in Regular Session with Matt Santini, Mayor presiding and the following present: Kari Hodge, Council Member Ward One; Cary Roth, Council Member Ward Three; Calvin Cooley Council Member Ward Four; Gary Fox, Council Member Ward Five; Taff Wren, Council Member Ward Six; Tamara Brock, City Manager; Samantha Fincher, Deputy City Clerk, and Keith Lovell, City Attorney.

Absent: Jayce Stepp, Council Member Ward Two

II. Regular Agenda

A. Council Meeting Minutes

1. March 21, 2019

A motion to approve the March 21, 2019 City Council Meeting Minutes as presented with the notation of the Budget Amendment edit was made by Council Member Roth and seconded by Council Member Wren. The Budget Amendment edit will be presented at the April 18, 2019 Council Meeting. Motion carried unanimously. Vote 5-0.

B. Resolutions

1. July 4th Council Meeting Date Change

Tamara Brock, City Manager stated that it is recommended that Council reschedule the July 4th meeting to Tuesday, July 2nd, because of the City holiday.

A motion to approve the July 4th Council Meeting Date Change was made by Council Member Hodge and seconded by Council Member Wren. Motion carried unanimously. Vote 5-0.

2. Compliance with Georgia DCA/CDBG Initiatives

Keith Lovell, City Attorney stated that this is to acknowledge the City's compliance efforts with the Georgia Department of Community Affairs (DCA) and the Community

Development Block Grant Program (CDBG) initiatives. The City is committed to affirmatively furthering fair housing; promoting nondiscrimination and accessibility and providing meaningful language access to its grant programs, activities and/or services provided by these organizations.

A motion to approve the Compliance with Georgia DCA/CDBG Initiatives was made by Council Member Wren and seconded by Council Member Cooley. Motion carried unanimously. Vote 5-0.

Resolution No. 13-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARTERSVILLE SITTING FOR CITY PURPOSES INCLUDING ACKNOWLEDGING THE CITY OF CARTERSVILLE'S ONGOING COMPLIANCE EFFORTS WITH GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS/COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (DCA/CDBG) INITIATIVES; AND FOR OTHER PURPOSES AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF HELD ON MARCH 7, 2019.

WHEREAS; The City of Cartersville is committed to Affirmatively Furthering Fair Housing; Complying with Section 3, Promoting Nondiscrimination and Accessibility; and Providing meaningful Language Access to its grant programs, activities, and/or services provided by DCA/CDBG programs; and the City of Cartersville is committed to complying with state, local and federal laws, statutes, regulations, executive orders and administrative requirements as required by said agencies;

NOW THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED by the Mayor of the City of Cartersville that the City of Cartersville will continue to support and comply with DCA/CDBG initiatives through the City's grant programs, activities, or services provided by those program;

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to sign all documents necessary for compliance efforts associated with said initiatives, such as documents to identify impediments, documents to give understandings or assurances, or documents to provide additional information, as may be required.

SO ADOPTED this 4th day of April 2019.

CITY OF CARTERSVILLE

/s/ _____

Matthew J. Santini

Mayor

ATTEST:

/s/ _____
City Clerk

C. Other

1. 1.Review and Approval of 2019 Goals

Tamara Brock, City Manager gave an overview of the 2019 Goals from the City's visioning session. Presented tonight was a list of goals submitted by the department heads and staff which included:

- Mandated funding of the Pension Fund
- Adding fiber to the JDA Park /Cass White Road area
- Increasing Resurfacing Plan rotation
- Begin a Pilot Program for beautification in wards one, four, five and six
- Development with a consultant getting to project identification and cost of AMI
- Host a Development Regulations summit
- Discuss lowering the food % for restaurants and retail operations that serve alcohol
- Attract, retain and improve employee benefits
- Update the website design
- Upgrade traffic signals
- Add a Code Enforcement Officer position

A motion to approve the 2019 Goals was made by Council Member Wren and seconded by Council Member Roth. Motion carried unanimously. Vote 5-0.

D. Second Reading of Ordinances

1. Historic Preservation Commission Ordinance

Randy Mannino, Planning and Development Director came forward and stated in 2018 and as part of the 5-year review of historic preservation commissions by the State Historic Preservation Office (SHPO), staff submitted all requested information to SHPO. SHPO identified one section in the HPC ordinance that placed stricter standards on HPC member selection than allowed by the current state ordinance. The proposed text amendment corrects the finding.

A motion to approve the Historic Preservation Commission Ordinance was made by Council Member Cooley and seconded by Council Member Roth. Motion carried unanimously. Vote 5-0.

Ordinance no. 11-19

Now be it and it is hereby ordained by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES. CHAPTER 9.25 – HISTORIC pRESERVATION, article ii. – HISTORIC pRESERVATION COMMISSION. SECTION 9.25-32. – HISTORIC PRESERVATION COMMISSION, PARAGRAPH (C) is hereby amended by deleting paragraph (c), Section 9.25-32, in its entirety and replacing it as follows:

1.

Sec. 9.25-32. - Historic preservation commission.

(c) Historic preservation commission members. Number, appointment, terms, and compensation. The commission shall consist of seven (7) members appointed by the City Council of the City of Cartersville. All members shall be residents of, own and operate a business in, or own real property in the City of Cartersville. Preference shall be given to persons who have demonstrated special interest, experience or education in history, architecture or the preservation of historic resources, but such preference is not required in making such appointments.

Members shall serve three-year terms. In order to achieve staggered terms, initial appointments shall be: two (2) members for two (2) years; and three (3) members for three (3) years. Members shall not receive a salary, although they may be reimbursed for expenses by the Cartersville City Council. The Cartersville City Council will have the authority to remove any member of the historic preservation commission appointed by it for cause, on written charges, after a public hearing.

2.

It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia.

BE IT AND IT IS HEREBY ORDAINED

FIRST READING: _____
SECOND READING: _____

MATTHEW J. SANTINI, MAYOR

ATTEST: _____
MEREDITH ULMER, CITY CLERK

2. Alcohol Ordinance Revision: Cigar Bar

Mr. Mannino came forward and stated these ordinances are in regard to the Cigar Bar in

downtown. These ordinances create a definition for a Retail Cigar Shop and requires 51% of its gross sales to be retail non-alcohol related items.

Mayor Santini opened the floor for a public hearing.

Steven McDowell, 20 West Main Street, came forward and spoke in favor of the Ordinance Revision.

A motion to approve the Alcohol Ordinance Cigar Bar Revision was made by Council Member Hodge and seconded by Council Member Fox. Motion carried. Vote 4-1. Council Member Roth opposed.

Ordinance no. 12-19

Now be it and it is hereby ordained by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES. CHAPTER 4 – ALCOHOLIC BEVERAGES. ARTICLE I. – IN GENERAL. DIVISION 1. – GENERALLY. SECTION 4-1. – definitions is hereby amended by deleting the definition of Retail Cigar Shop therein, and replacing it as follows:

1.

Sec. 4-1. – Definitions.

Retail Cigar Shop means a commercial establishment which has on-premises consumption and the sale of tobacco and related products as regulated and defined by Section 4-59(3) of the Code of Ordinances.

2.

It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia, and the sections of this Ordinance may be renumbered and/or alphabetized accordingly to accomplish such intention.

BE IT AND IT IS HEREBY ORDAINED

FIRST READING: _____
SECOND READING: _____

MATTHEW J. SANTINI, MAYOR

ATTEST: _____
MEREDITH ULMER, CITY CLERK

Ordinance no. 13-19

Now be it and it is hereby ordained by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES. CHAPTER 4 – ALCOHOLIC BEVERAGES. ARTICLE II. – LICENSING REQUIREMENTS. DIVISION 2. – APPLICATION AND ISSUANCE. SECTION 4-59. – Pouring licenses limited to certain establishments. is hereby amended by deleting section (3) Retail Cigar Shop in its entirety and replacing it as follows:

1.

Sec. 4-59. - Pouring licenses limited to certain establishments.

(3) Retail cigar shops as specifically defined in this Code, may be issued an on-premises consumption license for sales of beer, malt beverages, wine, and distilled spirits, without meeting the requirement that forty-five (45%) percent of its gross annual sales be derived from the sale of prepared meals or food, provided that at least fifty-one (51%) percent of its gross annual sales be derived from the sale of full-sized hand-rolled cigars, pipe tobaccos, briar wood pipes, humidors, lighters, cutters, and expressly excluding from the calculation of gross annual sales the sale of cigarettes, bongs, bubblers, glass pipes, water pipes, Turkish pipes, pipe screens, pipe filters, dug-outs, stash boxes, rolling papers, rolling devices, rolling trays, grinders, incense, pipe cleaners, and other smoking paraphernalia if at all allowed to be sold pursuant to this chapter. The total amount of alcohol sales for consumption on the premises shall not exceed forty-nine (49%) percent. The director of planning and development or his designee shall review the gross income figures from each establishment which shall provide such information, at the end of the third quarter of each calendar year, and at any other time requested to do so by the director of planning and development or his designee, and determine if the annual sales meet the required ratio and make appropriate recommendations to the alcohol control board.

a. In regards to seating, parking and occupancy requirements, those applicable to the cigar store shall supersede those listed in chapter 4.

2.

It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia, and the sections of this Ordinance may be renumbered and/or alphabetized accordingly to accomplish such intention.

BE IT AND IT IS HEREBY ORDAINED

FIRST READING: _____

SECOND READING: _____

MATTHEW J. SANTINI, MAYOR

ATTEST: _____

MEREDITH ULMER, CITY CLERK

3. Business License Ordinance Revision

Mr. Mannino stated the proposed ordinance amendments provide for a procedure to suspend or revoke a business license if it is determined that it is being used for a purpose not intended, or it is in the public interest to revoke or suspend. The City Attorney's office recommended approval of said ordinances.

A motion to approve the Business License Ordinance Revision was made by Council Member Roth and seconded by Council Member Wren. Motion carried unanimously. Vote 5-0.

Ordinance no. 14-19

Now be it and it is hereby ordained by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES. Chapter 10 - LICENSES, TAXATION AND MISCELLANEOUS BUSINESS REGULATIONS. ARTICLE IV. - OCCUPATION TAX. Sec. 10-110. - Suspension or revocation of license, etc. is hereby deleted in its entirety and replaced as follows:

1.

Sec. 10-110. - Suspension or revocation of license, etc.

All licenses, permits or other grants to engage in, prosecute, or carry on any trade, business, calling, vocation or profession for which an occupational tax is levied by this article shall be subject to suspension or revocation by the Planning and Development Director and/or their designee and the council, if the council or Planning and Development Director and/or their designee may find or determine that it is being used for a purpose not intended, or that it is in the public interest of the city that it be suspended or revoked, pursuant to the procedures outlined in Sec. 10-4 of the City of Cartersville Code of Ordinances.

2.

It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention.

BE IT AND IT IS HEREBY ORDAINED

FIRST READING: _____

SECOND READING: _____

MATTHEW J. SANTINI, MAYOR

ATTEST: _____

MEREDITH ULMER, CITY CLERK

Ordinance no. 15-19

Now be it and it is hereby ordained by the Mayor and City Council of the City of Cartersville, that the **CITY OF CARTERSVILLE CODE OF ORDINANCES. Chapter 10 - LICENSES, TAXATION AND MISCELLANEOUS BUSINESS REGULATIONS. article i. – in general. sec. 10-3. – reserved AND 10.4. - RESERVED.** are hereby deleted in their entirety and replaced as follows:

1.

Sec. 10-3. - Review and approval of applications.

A. If any provision of this part of the code provides for the review and approval of an application for a license or occupation tax certificate by the Planning and Development Director and/or his designee designated therein, the Planning and Development Director and/or his designee shall act, favorably or otherwise, on the application as required by this Code.

B. If any provision of this part of the code provides for the review and approval of an application for a license or occupational tax certificate by the Planning and Development Director and/or his designee, the Planning and Development Director and/or his designee or his designee shall act favorably or otherwise on the application as required by this Code.

C. The Planning and Development Director and/or his designee shall forward the application together with a recommendation to the city council for consideration and action at its next regularly scheduled public meeting if approval by council is required by this Code. Upon the express approval of the council, when so required by this Code or otherwise upon a determination by the Planning and Development Director and/or his designee that the application is in order and all requirements have been met, the Planning and Development Director and/or his designee shall issue a business license or occupation tax certificate to the applicant therefor, which license or certificate shall state the nature of the business authorized and bear the date of issuance and the signature of the Planning and Development Director and/or his designee.

D. The granting of a business license or occupation tax certificate under any provisions of this Code shall be deemed a privilege only, and nothing herein contained shall be construed as granting any person whose business is subject to municipal regulation any legal right to engage in that business.

E. Upon completion of a satisfactory investigation of an application and where, the Planning and Development Director and/or his designee may as required by this Code, approve or disapprove and issue any city license provided for in this chapter.

Except as hereafter provided, upon the decision of the Planning and Development Director and/or his designee or his designee to approve or deny a license under this chapter, the applicant or any aggrieved citizen may appeal the decision of the Planning and Development Director and/or his designee to the mayor and council by filing a written notice of appeal with the city clerk within five calendar days of the decision by the Planning and Development Director and/or his designee or his designee. In the event there is no written or verbal objection at or prior to the hearing described herein, the Planning and Development Director and/or his designee may issue the license immediately. In the event that written or verbal objection is made or filed at or prior to the hearing referenced herein, the Planning and Development Director and/or his designee shall hold the hearing as provided herein and shall render a decision thereon. However, the Planning and Development Director and/or his designee shall not issue any license upon which objection had been made until the appeal period has run or until a final decision has been rendered by the city council, whichever is later. Every appeal shall be in writing and identify the basis for such appeal and upon receipt of the appeal, the city clerk shall forward same to the city council which shall schedule a hearing within 45 days of receipt of such notice. The city council may sustain or overrule the decision of the Planning and Development Director and/or his designee. No license shall be issued by the Planning and Development Director and/or his designee or designee during the appeal notification period or while an appeal is pending before the city council. The action of the mayor and council shall be final and may be appealed to Superior Court in accordance with Georgia law.

2.

10-4 - Revocation and appeal.

A. The Planning and Development Director and/or his designee shall be authorized to suspend or revoke an occupation tax certificate or any other license previously granted by the City of Cartersville in accordance with the procedures set forth below. In the event the Planning and Development Director and/or his designee seeks to suspend or revoke an occupation tax certificate, the Planning and Development Director and/or his designee shall give written notification to the applicant of such action and such notice shall contain a specification of the violation or violations and shall be served upon the licensee at least five days prior to the notice of hearing. The applicant shall be given written notice of the time and place of the hearing.

B. The Planning and Development Director and/or his designee shall be authorized to suspend or revoke an occupation tax certificate in the event of any one or more of the following:

- 1. An applicant gave false or misleading information in the original application process;**
- 2. An applicant has knowingly allowed possession, use, or sale of controlled substances on the premises and/or knowingly allowed possession, use or sale of controlled substances to a minor on the premises;**
- 3. An applicant has knowingly allowed the violation of an ordinance of the city or a violation of any criminal law of the State of Georgia (a misdemeanor or a felony) to occur on the premises; and that such violation is materially related to the operation of said business;**
- 4. An applicant (or licensee) has been convicted of any drug related, alcohol-related or sex-related crime by the State of Georgia or the City of Cartersville regarding an offense which was committed on the premises or which would otherwise violate the provisions of this chapter;**
- 5. An applicant fails to pay any fee, occupation tax, fine or other amount of money due to the City of Cartersville under this chapter or any other taxing ordinance of the City of Cartersville; and**
- 6. An applicant or the owner alters or allows to be altered, the business license or occupation tax certificate (license document) or the applicant or the owner changes the information, defaces, destroys, misuses, abuses, or improperly alters or misrepresents the business license or occupation tax certificate.**

C. The Planning and Development Director and/or his designee shall approve any proposed action prior to proceeding toward any suspension or revocation of any occupation tax certificate and/or business license.

D. In the event the Planning and Development Director and/or his designee shall suspend or revoke any occupation tax certificate hereunder, the suspension or revocation shall be for a period of not less than one day nor more than 365 days, within the discretion

of the Planning and Development Director and/or his designee. Any suspension or revocation shall be sent by the city by certified mail, return receipt requested. For the first offense, the suspension shall be for a period of one to 90 days; second offense, suspension for one to 180 days and third offense, suspension for one to 365 days. Provided, however, that the applicant shall be authorized to continue its business operations until that date of the hearing scheduled in accordance with Subsection E., of this section. No applicant may apply for an occupation tax certificate during any period of suspension or revocation. In any hearing conducted, the Planning and Development Director and/or his designee shall consider, among other things, the severity of the allegations, the evidence submitted and the testimony presented, in making any decision on suspension or revocation and the duration of either.

E. In the event of a suspension or revocation by the business license manager, the applicant may appeal the decision of the Planning and Development Director and/or his designee to the mayor and city council for the city of Cartersville by filing a written notice of appeal within ten days from the date of the decision of the Planning and Development Director and/or his designee. Thereafter, a hearing shall be scheduled before mayor and council for the applicant. After the hearing by the mayor and city council, the mayor and city council may take such action as it deems appropriate, including the upholding of the action of the Planning and Development Director and/or his designee or the imposition of such action as the mayor and city council may deem appropriate under the facts. The decision of mayor and council shall be final. Appeals from the decision of the mayor and city council shall be to the Superior Court of Bartow County filed within 30 days to the final action of mayor and city council. In the event the applicant does not file an appeal from any decision of the Planning and Development Director and/or his designee, as provided herein, the decision of the Planning and Development Director and/or his designee shall be final.

3.

It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention.

BE IT AND IT IS HEREBY ORDAINED

FIRST READING: _____

SECOND READING: _____

MATTHEW J. SANTINI, MAYOR

ATTEST: _____

MEREDITH ULMER, CITY CLERK

E. Public Hearing- 2nd Reading of Zoning/Annexation Requests

1. AZ19-01: De-annexation. Applicant: Bartow County

Mr. Mannino stated Bartow County has requested that two lots totaling approx. 265 acres of County-owned land be de-annexed from the City of Cartersville and back to the County. The two lots are adjoining and are generally bound by Pumpkinvine Creek to the west, the Etowah River to the north, Paga Mine Rd to the east and a 108-acre private lot, identified as C118-0840-001, to the south. The land is minimally developed with primary uses as green space and protection for a Bartow County Water Department well. Planning Commission recommends approval (4-0).

Mayor Santini opened the floor for a public hearing.

Brandon Johnson, Bartow County Zoning Administrator, came forward and spoke in favor of the deannexation.

A motion to approve the AZ19-01: De-annexation was made by Council Member Wren and seconded by Council Member Roth. Motion carried unanimously. Vote 5-0.

Ordinance No. 16-19

Petition No. AZ19-01

NOW BE IT AND IT IS HEREBY ORDAINED by the Mayor and City Council of the City of Cartersville, Georgia, that all that certain tract of land owned by the City of Cartersville. Property is located at Parcel ID C118-0842-001. Said property contains 264.799 acres located in the 4th District, 3rd Section, Land Lots 885, 915, 914, 886, 887, 843, 842, 841, 840, 839, 815, 816, 817, 818, 769, 768, 767 as shown on the attached plat Exhibit "A". De-annexation will be duly noted on the official zoning map of the City of Cartersville, Georgia.

BE IT AND IT IS HEREBY ORDAINED.

First Reading this the 21st day of March 2019.

ADOPTED this the 4th day of April 2019. Second Reading.

/s/ _____

Matthew J. Santini

Mayor

ATTEST:

/s/ _____

Meredith Ulmer

City Clerk

See Exhibit A

2. ZMA19-01: Adoption of zoning map. Applicant: City of Cartersville

Mr. Mannino stated this is the annual re-adoption of the official zoning map of the City of Cartersville. It includes the previous 3-year zoning actions approved by City Council as well as the previous year's annexations. The last zoning map adoption was in February 2016. Planning Commission recommends approval (4-0).

Mayor Santini opened the floor for a public hearing.

With no one coming forward, a motion to approve the ZMA19-01: Adoption of zoning map was made by Council Member Fox and seconded by Council Member Wren. Motion carried unanimously. Vote 5-0.

See Exhibit B

F. Bid Awards/Purchases

1. Flame Pack 400

Michael Hill, Gas Department Head came forward and stated that Federal code mandates the Gas System survey for leaks in our system which requires the use of a Flame Pack 400. The current instrument is over 20 years old. The Gas Department obtained a quote from Southern Cross, LLC, for a new flame pack. The quote for this unit is \$7,011.00. Mr. Hill recommended approval of this item. Information Statement (AIS). The checks and balances for completing the AIS include review and acceptance by MEAG Management and external auditors. This is a

budgeted item.

A motion to approve was made by Council Member Fox and seconded by Council Member Wren. Motion carried unanimously. Vote 5-0.

2. Water Treatment Plant & Water Pollution Control Plant Switchgear Preventive Maintenance

Bob Jones, Water Department Head stated that the past five years both the Water Treatment Plant (WTP) and Water Pollution Control Plant (WPCP) have incorporated reliability centered maintenance (RCM) methods to enhance the dependability of critical systems. This involves scheduled maintenance activities, vibration analysis of rotating equipment, oil analysis of critical drive components and preventive (preemptive) maintenance of certain systems.

Quotes were requested for cleaning and testing of the main power switchgear for both plants. This is recommended by all major equipment manufacturers to enhance the reliability of these systems to prevent catastrophic failure from fire and/or arcing. Quotes for the needed work were received from the following:

Electrical Testing, Inc. (ETI)	\$7,800.00
Nixon Power Services	\$16,232.00
Fox Systems, Inc.	\$16,035.64

Mr. Jones recommended approval of the ETI quote in the amount of \$7,800.00.

This is a budgeted item and will be paid from the maintenance account.

A motion to approve was made by Council Member Roth and seconded by Council Member Cooley. Motion carried unanimously. Vote 5-0.

3. WPCP Security Fence

Mr. Jones stated that the Water Pollution Control Plant (WPCP) needs to extend the perimeter security fence in order to better control access to the plant. The fence is currently a three-sided box with the side parallel to the creek open. On several occasions, operators have discovered individuals and groups of people wandering around the plant that have gained access by simply walking around the end of the fence.

While this project will not “close the box”, it will make access more difficult. The work includes construction of a 16-foot drive through gate to allow access to transmission power lines as well as hand digging post holes inside the stream buffer. Quotes were requested from the following to construct approximately 450 feet of 6-foot tall chain-link fence with a 1-foot three strand barbwire topper.

ABC Fence Company	\$6,800.00
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Cartersville Fence Company \$7,574.00
 Bartow Fence \$7,941.33

Mr. Jones recommended approval of the ABC Fence Company quote in the amount of \$6,800.00.

A motion to approve the WPCP Security Fence was made by Council Member Wren and seconded by Council Member Cooley. Motion carried unanimously. Vote 5-0.

4. Bid #19-002 Field Groomer/Bunker Rake

Tom Gilliam, Parks and Recreation Director stated that bids were collected for a 2019 Field Groomer/Bunker Rake. The low bid was from Jerry Pate Company, Atlanta, GA. Toro model 3040 Field Groomer/Bunker Rake was quoted at the low bid of \$18,422.94 and met all specifications. Mr. Gilliam recommended the purchase of the Toro Field groomer/bunker rake in the amount of \$18,422.94. This is a budgeted item.

A motion to approve Bid #19-002 Field Groomer/Bunker Rake was made by Council Member Cooley and seconded by Council Member Wren. Motion carried unanimously. Vote 5-0.

5. Bid #19-003 60" Zero-Turn Mower

Mr. Gilliam stated that Parks and Recreation advertised bid #19-003 for the purchase of a 60" Zero-turn mower. This mower will be used for daily mowing at Parks and Recreation facilities. 11 bids were received with the low bid coming in from Franklin Tractor of Cartersville, GA for the purchase of a Grasshopper Model 328G4EFI. All specifications were met. Mr. Gillam recommended the purchase of this mower in the amount of \$7,792.75. This is a budgeted item.

A motion to approve was made by Council Member Fox and seconded by Council Member Roth. Motion carried unanimously. Vote 5-0.

After announcements a motion to adjourn the meeting was made by Council Member Wren and needing no second. Motion carried unanimously. Vote 5-0.

Meeting Adjourned

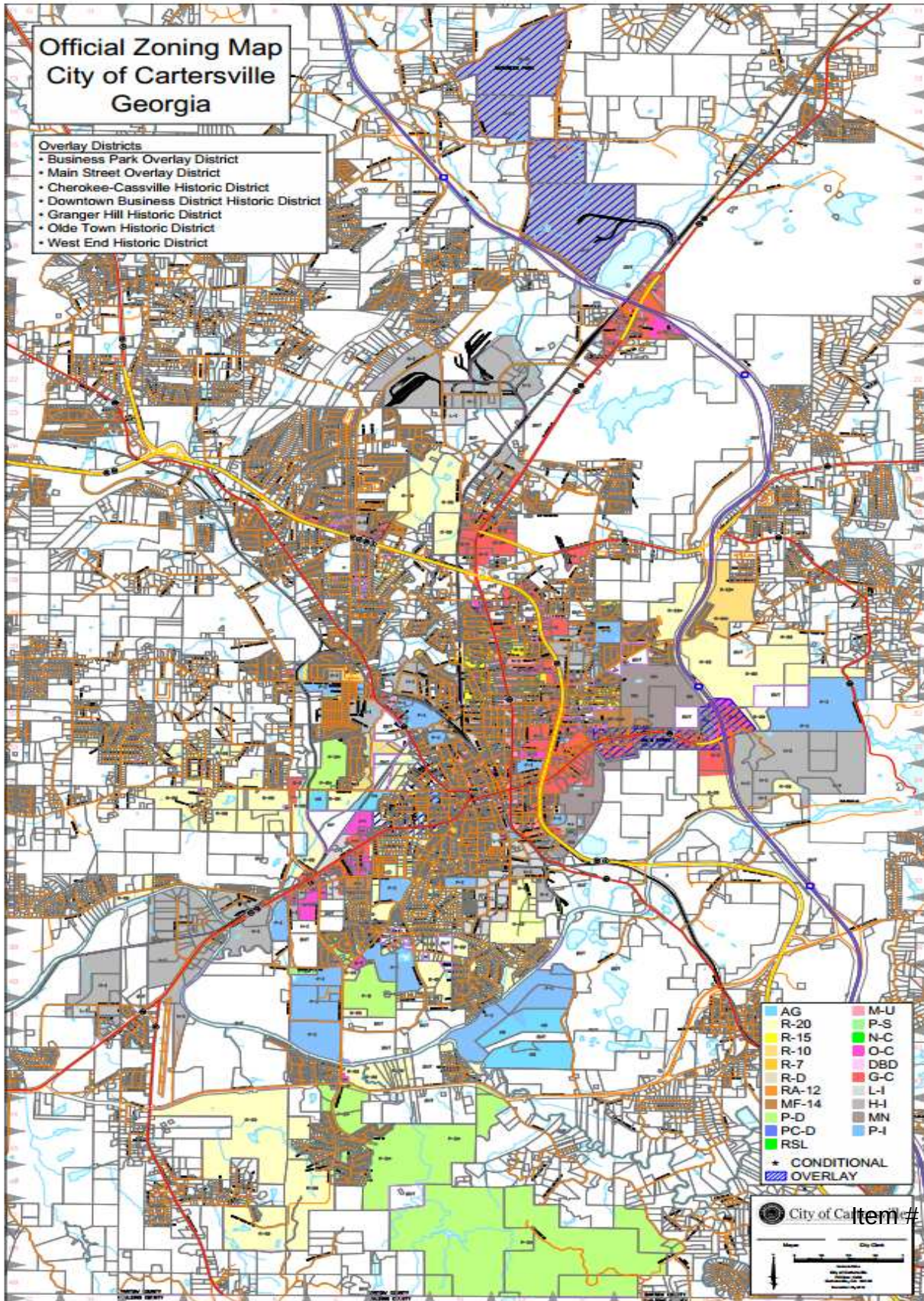
/s/ _____
 Matthew J. Santini
 Mayor

ATTEST:

/s/ _____
Samantha Fincher
Deputy City Clerk

Exhibit B

ZMA19-01: Adoption of zoning map. Applicant:
City of Cartersville





City of Cartersville

City Council Meeting
4/18/2019 7:00:00 PM
Swearing In Building Official: Charlie Waits

SubCategory:	Other
Department Name:	Planning and Development
Department Summary Recommendation:	With David Dye's retirement, another Building Official needs to be sworn in. Charlie Waits will serve as the new City of Cartersville Building Official.
City Manager's Remarks:	There is nothing that needs to be done by Council. The clerk will just need to swear Charlie in.
Financial/Budget Certification:	
Legal:	
Associated Information:	



City of Cartersville

City Council Meeting

4/18/2019 7:00:00 PM

SU19-02: 128 Leake Street; Detached Garage with 2nd Floor Accessory Apartment

SubCategory:	Public Hearing - 1st Reading of Zoning/Annexation Requests
Department Name:	Planning and Development
Department Summary Recommendation:	The applicant and property owner wishes to construct a three (3) bay detached garage with a one (1) bedroom accessory apartment for their personal use in the rear yard of the property. The structure will be located at the end of the driveway. The garage will be approximately 839sf. The accessory apartment will be constructed over the garage and will be approximately 642sf. Exterior stairs will provide access to the apartment. Planning Commission recommends approval 5-0.
City Manager's Remarks:	This owner wishes to construct a garage with a one bedroom apartment for personal use over the top of the garage. This is the first reading. Planning Commission did recommend approval.
Financial/Budget Certification:	
Legal:	
Associated Information:	

SPECIAL USE APPLICATION SYNOPSIS

Petition Number(s): **SU19-02**

APPLICANT INFORMATION AND PROPERTY DESCRIPTION

Applicant: **Tom Wyant**
 Representative: **Tom Wyant**
 Property Owner: **Tom & Erika Wyant**
 Property Location: **128 Leake Street (C002-0001-008)**
 Access to the Property: **Leake Street**

Site Characteristics:

Tract Size: Acres: **0.69** District: **4th** Section: **3rd** LL(S): **483**
 Ward: **2** Council Member: **Jayce Stepp**

LAND USE INFORMATION

Current Zoning: **R-7 (Residential)**
 Proposed Zoning: **R-7 (Residential)**
 Proposed Use: **Detached Garage with 2nd floor Accessory Apartment**
 Current Zoning of Adjacent Property:
 North: **DBD (Downtown Business District)**
 South: **R-7 (Residential)**
 East: **R-7 (Residential)**
 West: **R-7 (Residential)**

The Future Development Map designates the subject property as: **Historic Neighborhood.**

The Future Land Use Map designates the subject property as: **Low & Medium Density Residential.**

SU19-02

2. City Department Comments:

Electric: *The Cartersville Electric System does not object to this special use permit. The customer should be aware that the Cartersville Electric System may or may not be provide a separate electrical service to this structure, depending on whether it meets certain load and square footage requirements. If the customer desires a separate electrical service to this structure, they should schedule a meeting with one of our engineers by calling 770-387-5631 prior to construction.*

Fibercomm: *Takes no exception*

Fire: *If they are not reducing setbacks, CFD takes no exception to the Special Use request at 128 Leake St.*

Gas: *Takes no exception*

Public Works: *No comments received*

Water and Sewer: *No comments received*

3. Public Comments:

3-25-19: Russell Smith. 120 Leake St. General Inquiry.

4. Special Use Review

The applicant and property owner wishes to construct a three (3) bay detached garage and a one (1) bedroom accessory apartment for their personal use in the rear yard of the property. The structure will be located at the end of the driveway. The garage will be approximately 839sf.

The accessory apartment will be constructed over the garage and will be approximately 642sf. A 12' x 12' covered porch will also be constructed on the rear of the structure for the apartment. Exterior stairs will provide access to the apartment and covered porch.

Sufficient space exists in the rear yard to construct the accessory structure so that it meets all required setbacks. No buffers are required.

Should the SUP be approved, the HPC will review the project for compliance with historic district design standards.

SU19-02

5. Zoning Ordinance Findings

Please review the following findings, as stated in the Zoning Ordinance, which are to be utilized in determining justification for approval or denial of special use request(s).

B) Article XVI. Special Uses

Sec. 16.1. Scope and intent.

- A. This article specifies uses which are not classified as permitted uses as a matter of right in zoning districts, and are therefore only allowed through the approval of a Special use. The standards which apply to each use are enumerated and must be met in order for an application to be granted.
- B. In granting a Special use, conditions may be attached as are deemed necessary in the particular case for the protection or benefit of neighbors in order to assimilate the proposed development or use into the neighborhood with minimal impact.

Sec. 16.2. Application of regulations and approval.

Uses allowable with a Special use and the minimum standards for such uses are listed in section 16.4 of this article.

Uses in the districts enumerated herein may be authorized by Special use only. The regulations contained in this article shall not apply to any permitted use as a matter of right in any zoning district.

Any use which may be authorized by Special use shall be approved by the Mayor and Council in accordance with section 16.1, scope and intent, provided:

- A. The standards for the Special use as specified herein can be met;
- B. Recommendations have been received from the planning and development staff and other appropriate City departments.
- C. A public hearing has been held in relation to the Special use before the Planning Commission in conformance with the advertising standards outlined in article XXIV of this chapter. The Planning Commission shall make recommendations to the Mayor and Council regarding the application for a Special use; and
- D. A public hearing has been held in relation to the Special use before the Mayor and Council in conformance with the advertising standards outlined in article XXIV of this chapter.

Sec. 16.3. Additional restrictions.

- A. In the interest of the public health, safety and welfare, the Mayor and Council may exercise limited discretion in evaluating the site proposed for a use which requires a Special use. In exercising such discretion pertaining to the subject use, the Mayor and Council may consider the following, which shall be stated in writing by the applicant and submitted to the department of planning and development to initiate an application for a Special Use permit:

SU19-02

1. The effect of the proposed activity on traffic flow along adjoining streets;
 2. The availability, number and location of off-street parking;
 3. Protective screening;
 4. Hours and manner of operation of the proposed use;
 5. Outdoor lighting;
 6. Ingress and egress to the property; and
 7. Compatibility with surrounding land use.
- B. Any use which may be authorized by special use shall comply with all other City regulations, zoning district regulations and other regulations contained herein, and conditions of zoning approval if applicable. Whenever a standard contained in this section is in conflict with another provision of this chapter, the more restrictive provision shall prevail.

6. How General Standards Are Met:

Standard #1: The effect of the proposed activity on traffic flow along adjoining streets.

How Standard #1 has / will be met: No negative effect to traffic along adjoining streets because there will be no additional occupants inhabiting the property

Standard #2: The availability, location, and number of off-street parking.

How Standard #2 has / will be met: No off-street parking proposed

Standard #3: Protective screening.

How Standard #3 has / will be met: Not required.

Standard #4: Hours and manner of operation:

How Standard #4 has / will be met: Not applicable

Standard #5: Outdoor lighting

How Standard #5 has / will be met: The structure will use traditional lighting fixtures to match existing home

Standard #6: Ingress and egress to the property.

How Standard #6 has / will be met: Via Leake Street.

SU19-02

Standard #7: Compatibility with surrounding land use.

How Standard #7 has / will be met: No negative impact on adjacent properties

7. Additional standards from Zoning Ordinance section 16.4 for use applied for and how they are met:

16.4.3 Apartment, accessory.

A. *Allowable districts:* R-20, R-15, R-10, R-7, P-D, P-S, and M-U.

Zoning = R7

B. *Standards:*

1. No more than one (1) accessory apartment per lot shall be allowed.

This is the first accessory apartment proposed for the property.

2. A minimum lot size of ten thousand (10,000) square feet shall be required.

Lot size is approx. 30,056 sf

3. An accessory apartment shall not exceed six hundred fifty (650) square feet in gross floor area.

Apartment is approximately 642sf.

4. Kitchen facilities shall be allowed.

Kitchen shown on plans.

5. The detached garage structure accommodating such apartment shall not exceed the height of the principal building on the lot.

Structure is illustrated as 2-stories with a planned height of approx. 22'-4". The existing structure is approximately 24' at the highest point.

6. The detached garage structure accommodating such apartment shall meet the principal setbacks of the district.

Structure to be located a min. 8ft from side yard property line.

Front and rear setbacks are 20ft. Side setback is 8ft.

7. All parking areas shall be surfaced with an all-weather surface material.

The Existing driveway is gravel and will be extended and refinished with gravel as needed to complete the project.

8. Requires owner-occupancy of the principal building on the lot.

Applicant/ owner will reside in the principal building.

8. Staff Recommendation: No objection to the special use request as long as all city department comments are addressed.

9. Planning Commission Recommendation:

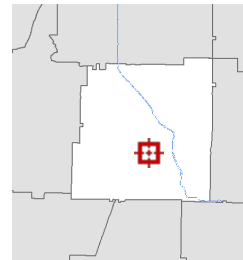
Recommends approval (5-0)



qPublic.net™ Bartow County, GA



Overview



Legend

- Parcels
- Roads
- City Labels

Parcel ID C002-0001-008
Sec/Twp/Rng n/a
Property Address 128 LEAKE ST
 Cartersville

Alternate ID 32061
Class Residential
Acreage 0.69

Owner Address WYANT THOMAS JAMES JR & ERIKA L
 128 LEAKE STREET
 CARTERSVILLE GA 30120

District Cartersville
Brief Tax Description LL 483 LD 4

(Note: Not to be used on legal documents)

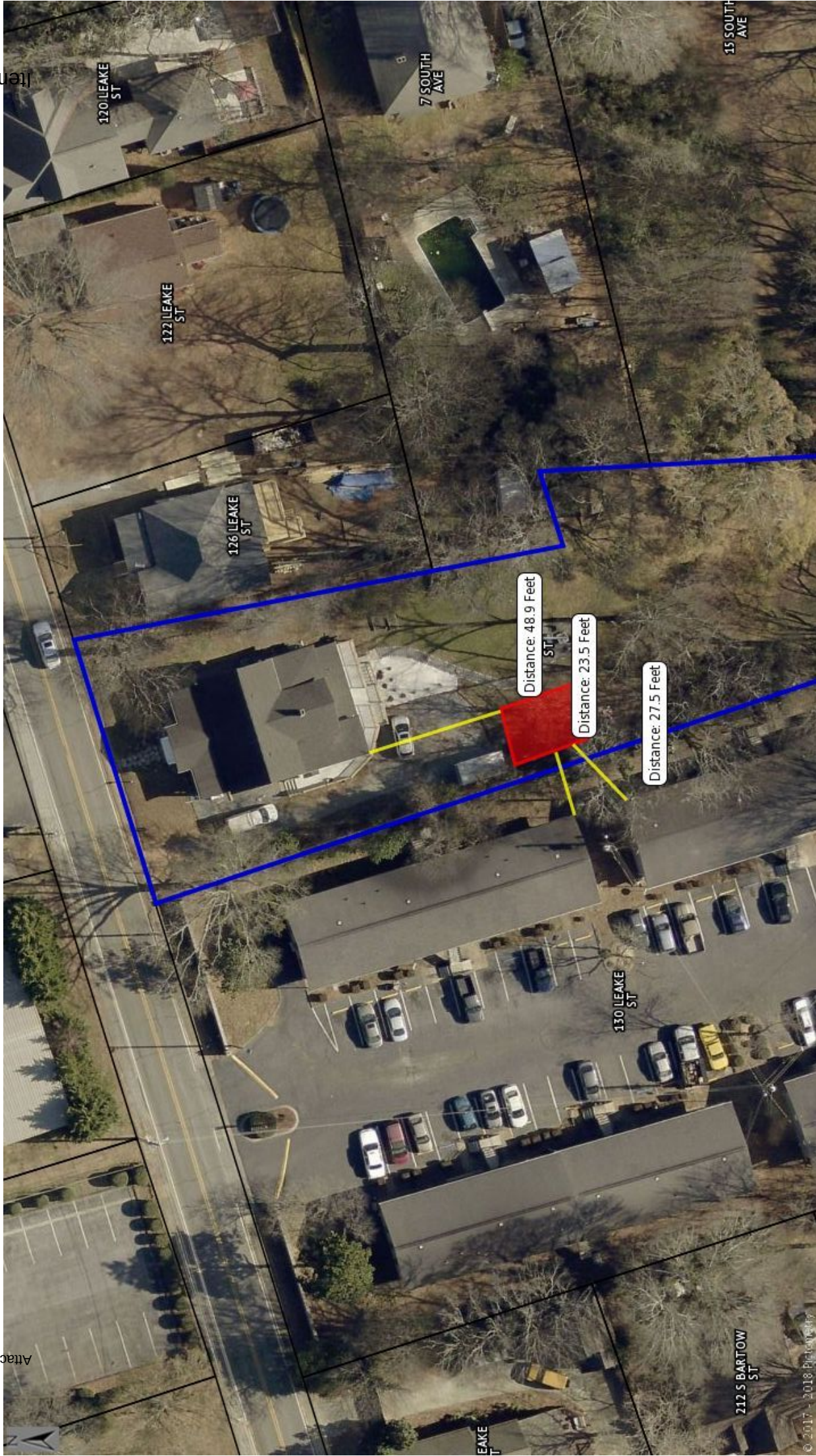
Date created: 3/25/2019

Last Data Uploaded: 3/22/2019 10:57:27 PM

Developed by  **Schneider**
 GEOSPATIAL

SU19-02

Item # 3



Application for Special Use
City of Cartersville

Case Number: SUP-02
Date Received: 3-11-19

Public Hearing Dates:

Planning Commission 4/5/19 5:30pm 1st City Council 4/18/19 7:00pm 2nd City Council 5/2/19 7:00pm

Applicant <u>Tom Wyant (Erika Wyant)</u> (printed name)	Office Phone <u>770-387-3323</u>
Address <u>128 Leake Street</u>	Mobile/ Other Phone <u>678-346-5652</u>
City <u>Cartersville</u> State <u>GA</u> Zip <u>30120</u>	Email <u>twyant24@gmail.com</u>
Representative's printed name (if other than applicant) _____	
Phone (Rep) _____	
Email (Rep) _____	
Representative Signature _____	Applicant Signature <u>Tom Wyant</u>
Signed, sealed and delivered in presence of: _____	My commission expires: <u>Aug 3 2021</u>
<u>KW</u> Notary Public	

* Titleholder <u>Tom Wyant (Erika Wyant)</u> (titleholder's printed name)	Phone <u>678-346-5652</u>
Address <u>128 Leake Street</u>	Email <u>twyant24@gmail.com</u>
Signature <u>Tom Wyant</u>	
Signed, sealed, delivered in presence of: _____	My commission expires: <u>Aug 3 2021</u>
<u>KW</u> Notary Public	

Present Zoning District <u>IR-2</u>	
Acreage <u>0.69</u>	Land Lot(s) <u>483, 526, 527</u> District(s) <u>4th</u> Section(s) <u>3rd</u>
Location of Property: <u>128 Leake Street, Cartersville, GA</u> (street address, nearest intersections, etc.)	
Reason for Special Use Request: <u>Building detached 3 car garage with finished</u> <u>loft space</u> (attach additional statement as necessary)	

*** Attach additional notarized signatures as needed on separate application pages.**

CAMPAIGN DISCLOSURE REPORT
FOR REZONING ACTIONS

Pursuant to O.C.G.A. 36-67A-3 any and all applicants to a rezoning action must make the following disclosures:

Date of Application: 3/4/19

Date Two Years Prior to Application: 3/4/17

Date Five Years Prior to Application: 3/4/21

1. Has the applicant within the five (5) years preceding the filing of the rezoning action made campaign contributions aggregating \$250.00 or more to any of the following:

	YES	NO
Mayor: Matt Santini	☐	☒
Council Member:		
Ward 1- Kari Hodge	☐	☒
Ward 2- Jayce Stepp	☐	☒
Ward 3- Cary Roth	☐	☒
Ward 4- Calvin Cooley	☐	☒
Ward 5- Gary Fox	☐	☒
Ward 6- Taff Wren	☐	☒
Planning Commission		
Greg Culverhouse	☐	☒
Harrison Dean	☐	☒
Lamar Pendley	☐	☒
Lamar Pinson	☐	☒
Travis Popham	☐	☒
Jeffery Ross	☐	☒
Stephen Smith	☐	☒

2. If the answer to any of the above is **Yes**, please indicate below to whom, the dollar amount, date, and description of each campaign contribution, during the past five (5) years.

Tom Wyant 3/11/19
Signature Date

Tom Wyant
Print Name

Standard #4: Hours and manner of operation of the proposed use.

How Standard #4 has / will be met:

This structure will only be used by and for personal use - primarily as storage.

Standard #5: Outdoor lighting.

How Standard #5 has / will be met:

The structure will possess standard exterior lighting fixtures to match the existing home.

Standard #6: Ingress and egress to the property.

How Standard #6 has / will be met:

The garage structure will be accessed by the existing driveway

Standard #7: Compatibility with surrounding land use.

How Standard #7 has / will be met:

The garage structure will bear no impact on surrounding land use

Additional standards from Zoning Ordinance section 16.4 for use applied for and how they are met:

The construction of this structure is located in such a way that it will not impact traffic, or be visible from the road. Our general contractor is familiar with historic district standards and will comply.

Signed,


Applicant or Representative

3/4/19
Date

CARTERSVILLE NEWSPAPERS

• The Daily Tribune • The Herald-Tribune • The North Bartow News

PRELIMINARY

AREA

29.933 Sq Ft
0.687 Acres

GEORGIA

BARTOW COUNTY
128 LEAKE STREET
Land Lots 483, 526
AND 527
4TH District 3RD Section

NOTES

1. THE FIELD DATA, COLLECTED 11/8/2017, A TRIMBLE S6 ROBOTIC TOTAL STATION WAS USED TO OBTAIN LINEAR AND ANGULAR MEASUREMENTS.
2. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND HAS BEEN FOUND TO BE ACCURATE WITHIN ONE FOOT IN 60,662 FEET.
3. THE UTILITIES HAVE BEEN LOCATED FROM ABOVE GROUND EVIDENCE. THERE WAS NO VISIBLE EVIDENCE ABOVE GROUND OF A BURIAL SITE OR GRAVEYARD. THE SURVEYOR DID NOT PERFORM EXTENSIVE RESEARCH ON THE MATTER AND HAD NO ARCHEOLOGIST PERFORM ANY SUCH RESEARCH. THEREFORE, THE SURVEYOR TAKES EXCEPTION TO ANY SUCH ITEMS.
4. THIS PROPERTY MAY BE SUBJECT TO EASEMENTS, RIGHTS OF WAY OR RESTRICTIONS THAT ARE A LOT OF RECORD OR THAT WOULD HAVE BEEN DISCOVERED BY AN ACCURATE AND CURRENT TITLE SEARCH. THEREFORE, THE SURVEYOR TAKES EXCEPTION TO ANY SUCH ITEMS.
5. THE PURPOSE OF THIS SURVEY IS TO SHOW THE PROPERTY BOUNDARY AND ANY EXISTING STRUCTURES PER DEED BOOK 2531 PAGE 939 RECORDED IN THE CLERK OF COURTS OF BARTOW COUNTY GEORGIA.

REFERENCE

1. A SUBDIVISION PLAT FOUND IN PLAT BOOK 2 PAGE 99 OF THE CLERK OF COURTS OF BARTOW COUNTY GEORGIA.

SURVEYOR'S CERTIFICATION

THIS PLAT IS A RETRACEMENT OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT SUBDIVIDE OR CREATE A NEW PARCEL. THE RECORDING INFORMATION OF THE DOCUMENTS, MAPS, PLATS, OR OTHER INSTRUMENTS WHICH CREATED THE PARCEL OR PARCELS ARE STATED HEREON. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, NOR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. FURTHERMORE, THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.

PRELIMINARY

S. CLARK TOMPKINS, PROFESSIONAL SURVEYOR
REGISTRATION NO. 3257

LEGEND

- SUBJECT PROPERTY LINE
- ADJACENT PROPERTY LINE
- ORIGINAL LOT LINES
- DITCH LINE
- FENCE LINE
- WATER METER (WM)
- GAS VALVE
- SS CLEAN OUT (CO)
- PROPERTY CORNER SET
- PROPERTY CORNER FOUND
- ORIGINAL LOT NUMBER
- FIRE HYDRANT (FH)
- REBAR SET
- REBAR FOUND
- POINT OF BEGINNING
- OPEN TOP PIPE FOUND

GRAPHIC SCALE



City of Cartersville
Leake, R/W
STREET
(50' R/W)
29.933 Sq Ft
0.687 Acres

RDHF MANAGEMENT LLC
TAX ID C002-0001-009
DB. 2707 PG. 773

TOMISLAV DIZDAR
TAX ID C002-0001-007
DB. 15130 PG. 4742

SCOTT SWANSON
TAX ID C002-001-003
DB. 1882 PG. 311

SANDY GEISEL
TAX ID C002-0001-008
DB. 2531 PG. 939

FLOYD BRAID &
KRISTEN BRAID
TAX ID C002-001-002
DB. 1889 PG. 494

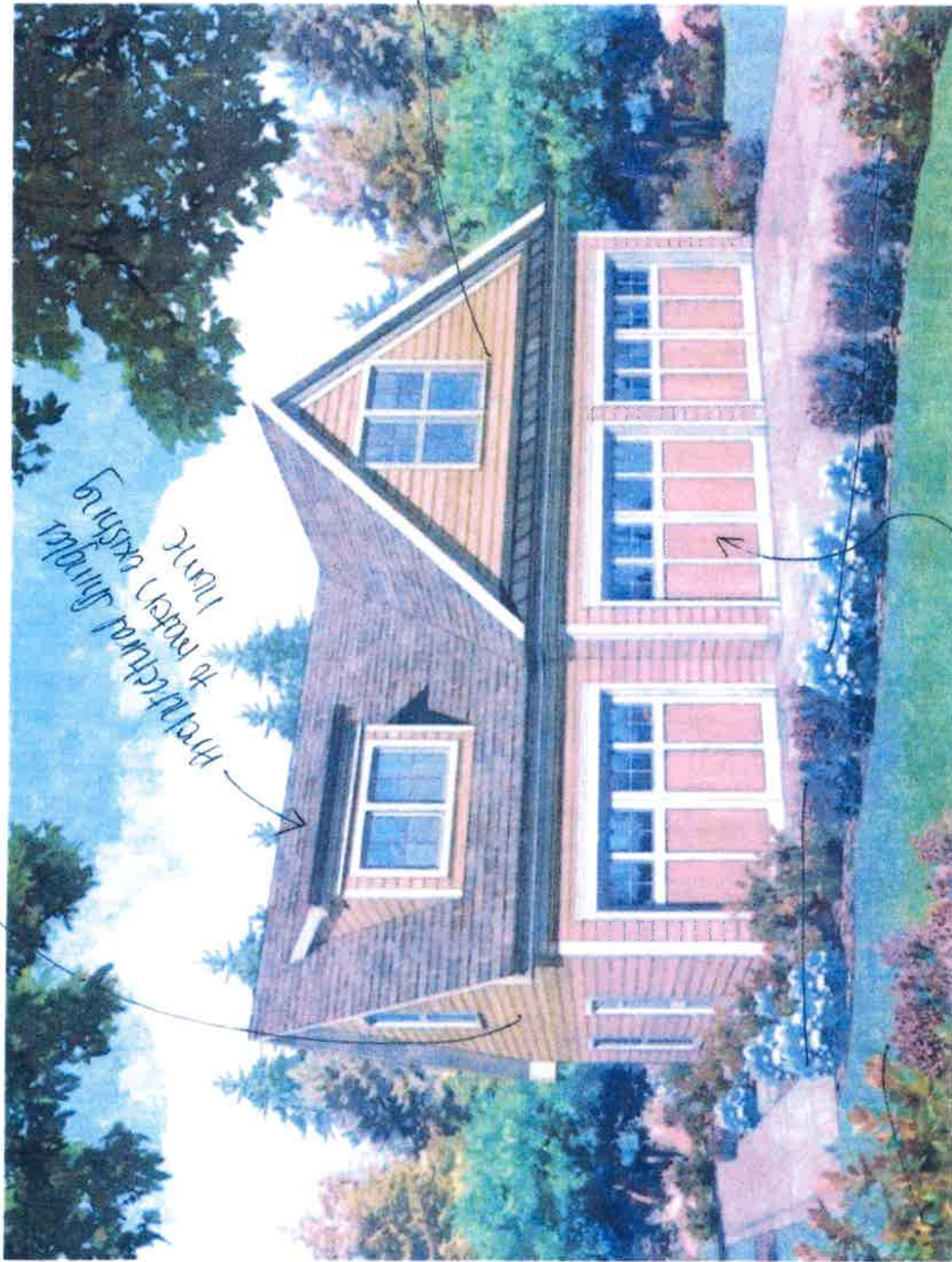


Tompkins
SURVEYING & MAPPING
102 WEST MAIN STREET, SUITE 306
CARTERSVILLE, GA 30120
PHONE: 866-979-1845 FAX: 866-979-1988

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LAND SURVEYING
3D MODELING
LASER SCANNING
AERIAL SURVEYS
www.TompkinsSurveying.com

Siding color and material to match existing structure

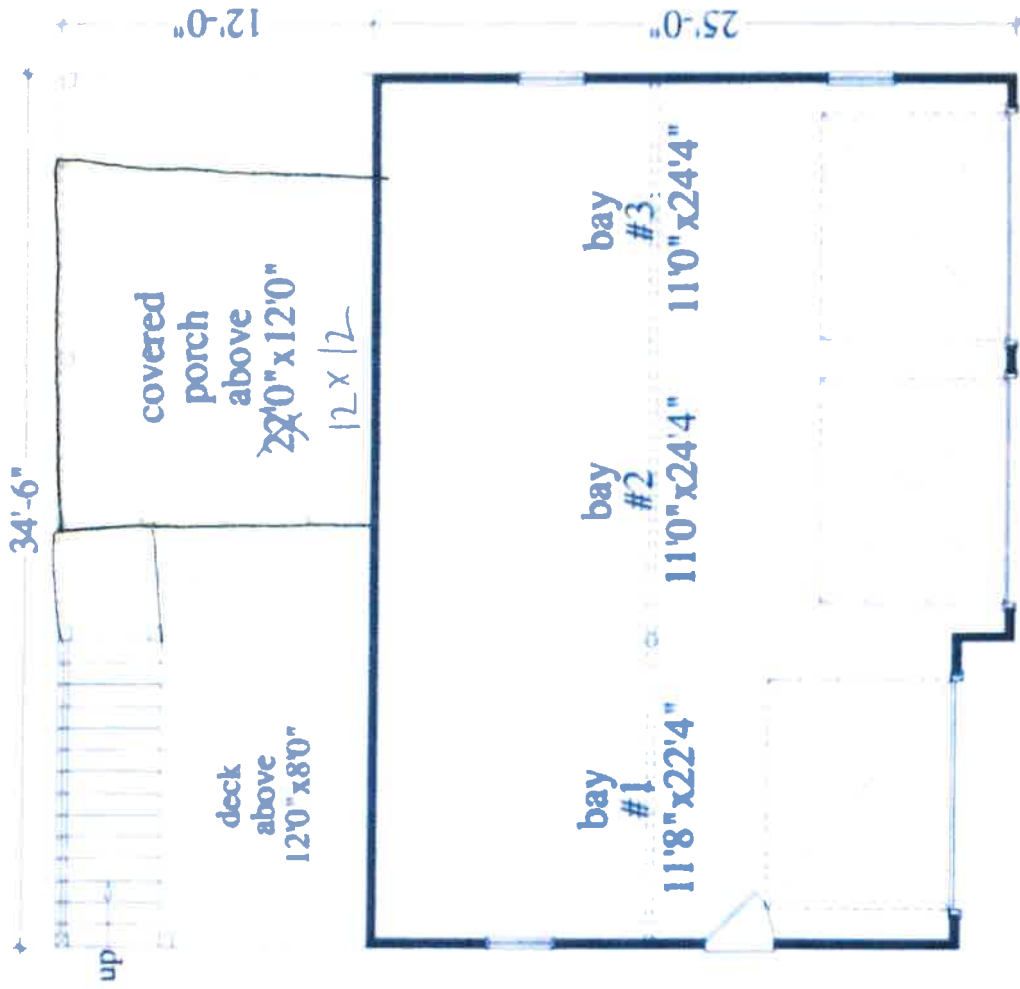


White Siding

Horizontal Siding
to match existing
house

Garage doors to not include windows
But rather item # 3 carriage style

Landscaping
not included

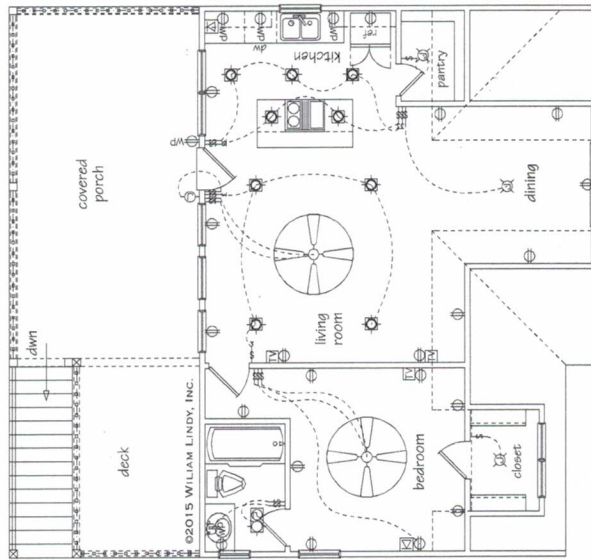


Item # 3

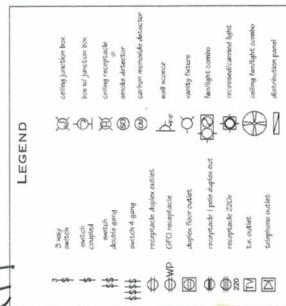
To be left unfinished for storage



NOTE: ALL SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS SHALL BE HARD-WIRED. INTERCONNECTED WITH A BATTERY BACK-UP.



PLAN NAME: DALTON 3 CAR GARAGE



backroom 72 SE-F
backroom 74 SE-F

Item # 3

PRELIMINARY

FOR RECORDING PURPOSES

SURVEY DESCRIPTION

THIS PLAT IS A RETRACEMENT OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT SUBDIVIDE OR CREATE A NEW PARCEL. THE RECORDING INFORMATION OF THE DOCUMENTS, MAPS, PLATS, OR OTHER INSTRUMENTS WHICH CREATED THE PARCEL OR PARCELS ARE STATED HEREON. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, NOR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR HAS REVIEWED THIS PLAT FOR COMPLIANCE WITH THE MINIMUM TECHNICAL REQUIREMENTS IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN G.C.C.A. SECTION 15-6-67.

PRELIMINARY

S. CLARE TOMPKINS, PROFESSIONAL SURVEYOR
REGISTRATION NO. 3257

LEGEND

- SUBJECT PROPERTY LINE
- ADJACENT PROPERTY LINE
- COMMON LOT LINES
- FENCE LINE
- BATH METER (BM)
- GAS VALVE
- SS CLEAN OUT (CO)
- PROPERTY CORNER SET
- PROPERTY CORNER FOUND
- ORIGINAL LOT NUMBER
- FIRE HYDRANT (FH)
- REBAR SET
- REBAR FOUND
- POINT OF BEGINNING
- OPEN TOP PIPE FOUND

AREA

29,933 Sq Ft
0.687 Acres

GEORGIA

BARTOW COUNTY

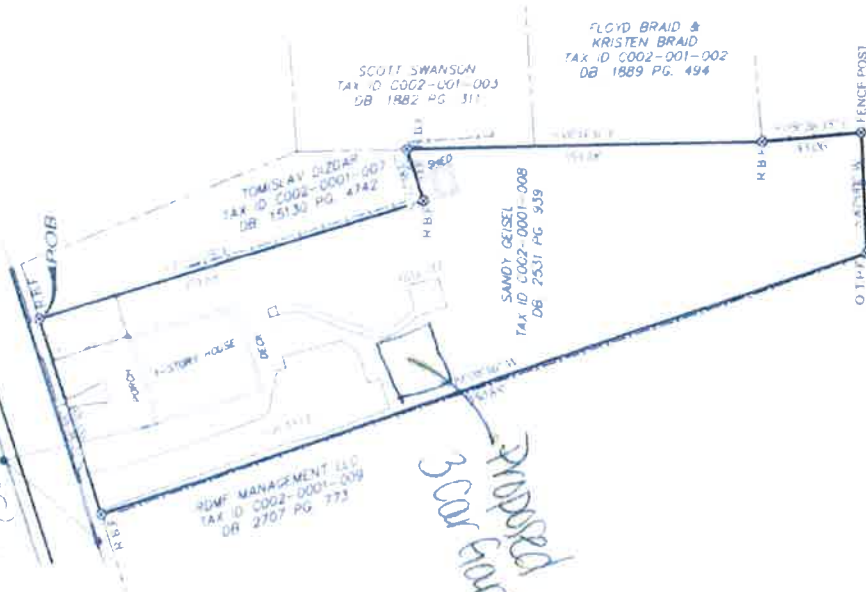
128 LEAKE STREET

Land Lots 483, 526

AND 527

4TH District 3RD Section

LEAKE STREET
(50' R/W)



GRAPHIC SCALE



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NOTES

- THE FIELD DATA, COLLECTED 11/8/2017, A TRIMBLE 56 ROBOTIC TOTAL STATION WAS USED TO OBTAIN LINEAR AND ANGULAR MEASUREMENTS.
- THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND HAS BEEN FOUND TO BE ACCURATE WITHIN ONE FOOT IN 60,667 FEET.
- THE UTILITIES HAVE BEEN LOCATED FROM ABOVE GROUND EVIDENCE. THERE WAS NO VISIBLE EVIDENCE ABOVE GROUND OF A BURIAL SITE OR GRAVEYARD. THE SURVEYOR DID NOT PERFORM EXTENSIVE RESEARCH ON SUCH RESEARCHING THEREFORE, THE SURVEYOR TAKES EXCEPTION TO ANY SUCH ITEMS.
- THIS PROPERTY MAY BE SUBJECT TO EASEMENTS, RIGHTS OF WAY OR RESTRICTIONS THAT ARE NOT OF RECORD OR THAT WOULD HAVE BEEN DISCOVERED BY AN ACCURATE AND CURRENT TITLE SEARCH. THEREFORE, THE SURVEYOR TAKES EXCEPTION TO ANY SUCH ITEMS.
- THE PURPOSE OF THIS SURVEY IS TO SHOW THE PROPERTY BOUNDARY AND ANY EXISTING STRUCTURES PER DEED BOOK 2531 PAGE 959 RECORDED IN THE CLERK OF COURTS OF BARTOW COUNTY, GEORGIA.

REFERENCE

- A SUBDIVISION PLAT FOUND IN PLAT BOOK PAGE 98 OF THE CLERK OF COURTS OF BARTOW COUNTY, GEORGIA.

DATE	REVISION	DESCRIPTION	NO.
AUTHORIZED BY: LISA CEA			
PROJECT: 128 LEAKE STREET CARTERSVILLE GA. 30120			
DRAWING TITLE: A RESIDENTIAL BOUNDARY SURVEY FOR LISA CEA			
JOB NO. 17-0173	DWG NO.		
DRN BY: C. WOOD	17-0173.dwg		
CHKD BY: C. TOMPKINS	SCALE: 1"=50'		
DATE: AUGUST 28TH 2017			SHEET 1 OF 1



Tompkins
SURVEYING & MAPPING
162 WEST MAIN STREET, SUITE 306
CARTERSVILLE, GA 30120
PHONE: 866-979-1045 FAX: 866-979-1046

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AERIAL SURVEYS

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128 Leake Street Garage Access

The existing gravel driveway located at 128 Leake Street will be used to access the proposed garage / accessory apartment. Additional gravel will be added at the completion of construction for a polished look.

Erika Wyant

A handwritten signature in black ink, appearing to read "Erika Wyant", written in a cursive style.

Thomas Wyant

A handwritten signature in black ink, appearing to read "Thomas Wyant", written in a cursive style.

Subject Photo Page

Borrower/Client	Thomas James Wyant Jr				
Property Address	128 Leake St				
City	Cartersville	County	Bartow	State	GA
Lender	Supreme Lending	Zip Code	30120		

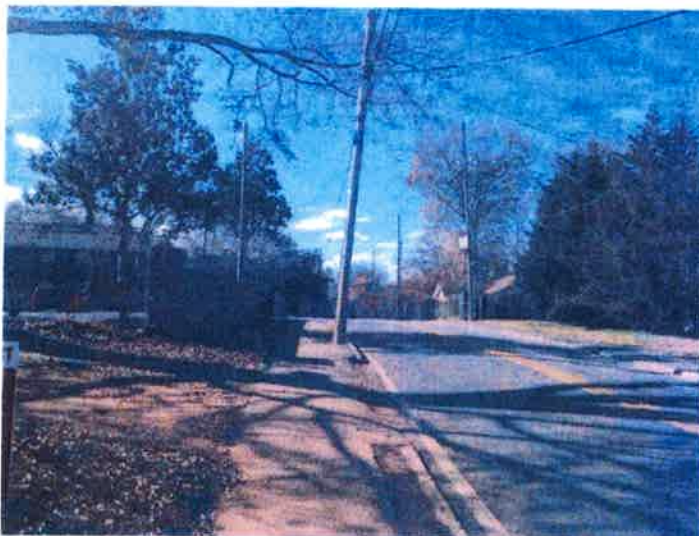


Subject Front

128 Leake St
Sales Price 295 000
Gross Living Area 2,050
Total Rooms 6
Total Bedrooms 3
Total Bathrooms 3.0
Location N:Res;
View N:Res;
Site 30260 sf
Quality Q3
Age 157

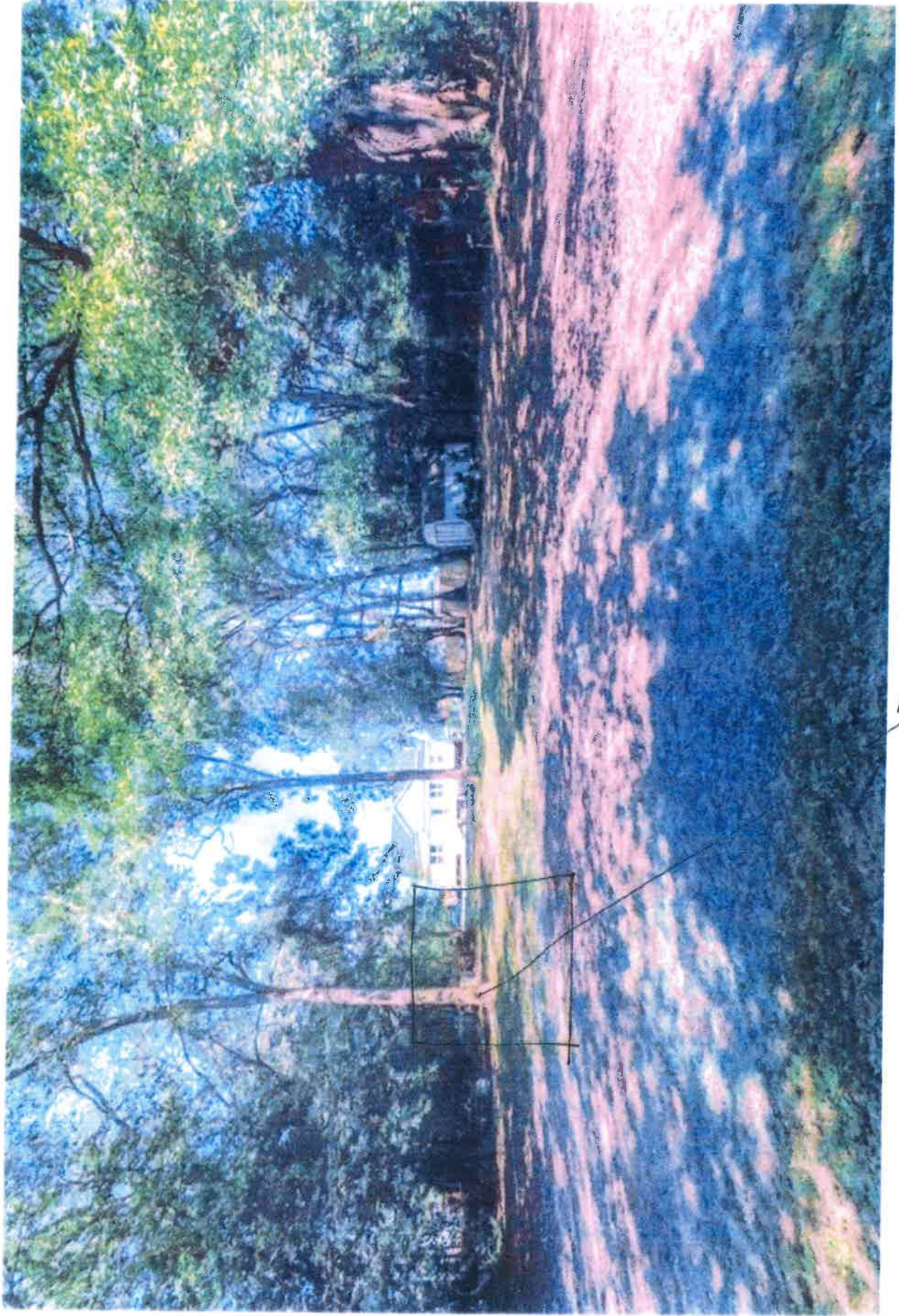


Subject Rear



Subject Street

Item # 3



Proposed Construction Item #3c



Proposed Construction SH

Item # 3



Proposed Construction Site

Item # 3

SU19-02. 128 Leake St.





City of Cartersville

City Council Meeting
4/18/2019 7:00:00 PM
Douthit Ferry Road Widening Design

SubCategory:	Change Order
Department Name:	Public Works
Department Summary Recommendation:	Southland Engineering is requesting a Change Order on the GDOT Project 0007494 Bartow – Douthit Ferry Road. The Project Framework Agreement through GDOT uses Local funds for Preliminary Engineering and Federal and State funds for construction. The project has policies, directive and scheduling that come directly from GDOT. We have been notified that the Template for the Environmental services has changed at GDOT and an additional service is being requested by the environmental sub-consultant Edwards-Pitman Environmental, Inc. The not to exceed requested amount for this change order is \$92,095.29. The remaining fund balance is approximately \$300K for Preliminary Engineering activities as part of the revised 2016 PFA. In order to keep the project moving forward, your approval of this item is recommended.
City Manager's Remarks:	This is a change order for the Douthit Ferry Road project in order to move forward with an environmental survey as the GDOT template for the environmental survey has changed. We are requesting approval with a not to exceed \$92,095.29. Your approval of this change order is recommended.
Financial/Budget Certification:	
Legal:	
Associated Information:	



April 4, 2019

Mr. Tommy Sanders

Director of Public Works

City of Cartersville

ganderson@cityofcartersville.org

Dear Mr. Sanders,

We are requesting a Change Order on the GDOT Project 0007494 Bartow – Douthit Ferry Road Widening which is under design with Southland Engineering.

The project is designed by the City through a Project Framework Agreement through GDOT using Local funds for Preliminary Engineering and Federal and State funds for construction. The project has policies, directive and scheduling that come directly from GDOT.

We have been notified that the Template for the Environmental services has changed at GDOT and an additional service is being requested by the Environmental sub-consultant Edwards Pitman.

A. Project Change of Scope

The proposed requested change order is attached to this agreement and summarized below.

- Project Management, including GDOT and client coordination.
- Update the Environmental Assessment to reflect GDOT's newest template as of March 2019.
- Update the Environmental Commitments Table (ECT).
- Prepare addenda/memos for special studies including,
 - o Air - Assumes a Minor Addendum.
 - o Noise - Assumes a Noise Addendum to include permits, updated traffic, running the model, and reporting.
 - o Ecological Resources - Assumes an Addendum, including minor fieldwork.
 - o Archaeological Resources - Assumes a 2nd Full Addendum to Phase I Report.
 - o Historic Resources - Assumes a Minor Change Memorandum/Addendum.
 - o Cultural Resources Assessment of Effects (AOE) - Assumes an updated AOE with data from the 2nd Addendum to Phase I Report.
- Final Plans Phase:
 - o Minor Change Programmatic NEPA Reevaluation.
 - o Minor Change addenda/memos for special studies, including Archaeology, Cultural Resources Assessment of Effects, and Ecological Resources (with field visit).
 - o Completion of a Buffer Variance application.



- o Completion of a Section 404 General Permit.

Total Fee Requested: \$92,095.29

H. Proposal Acceptance

We are pleased to be working with the City on this project and look forward to a long continued relationship in providing excellent service for your engineering and planning needs.

Please review our proposal for the Change Order and if there are any questions please do not hesitate to contact me

Sincerely,

Karl Lutjens, P.E.

Date

ACCEPTED BY:

The Honorable Matthew J. Santini, Mayor
City of Cartersville

Date

Attest : _____ (Seal)
Connie Keeling, City Clerk



March 29, 2019

Karl Lutjens, P.E.
Southland Engineering, Inc.
114 Old Mill Road
Cartersville, GA 30120

Subject: Scope and Fee Estimate: Douthit Ferry Road Improvements, Bartow Co., PI 0007494

Dear Karl:

Edwards-Pitman Environmental, Inc. (EPEI) is pleased to provide this proposal for supplemental environmental services needed to complete the subject project, including memos to file, addenda to special studies, and re-evaluation and documentation of the original surveys and reports. It is our understanding that the proposed project has been slightly revised per plans dated March 18, 2019. We further understand that the proposed project would still construct along the same alignment on Douthit Ferry Road. The scope is proposed as follows:

- Project Management, including GDOT and client coordination.
- Update the Environmental Assessment to reflect GDOT's newest template as of March 2019.
- Update the Environmental Commitments Table (ECT).
- Prepare addenda/memos for special studies including,
 - Air – Assumes a Minor Addendum.
 - Noise – Assumes a Noise Addendum to include permits, updated traffic, running the model, and reporting.
 - Ecological Resources – Assumes an Addendum, including minor fieldwork.
 - Archaeological Resources – Assumes a 2nd Full Addendum to Phase I Report.
 - Historic Resources – Assumes a Minor Change Memorandum/Addendum.
 - Cultural Resources Assessment of Effects (AOE) – Assumes an updated AOE with data from the 2nd Addendum to Phase I Report.
- Final Plans Phase:
 - Minor Change Programmatic NEPA Reevaluation.
 - Minor Change addenda/memos for special studies, including Archaeology, Cultural Resources Assessment of Effects, and Ecological Resources (with field visit).
 - Completion of a Buffer Variance application.
 - Completion of a Section 404 General Permit.

Our fee for providing these services, including labor, overhead and expenses is \$92,095.29. A detailed hourly breakdown is attached. If you have any questions or require additional information, please do not hesitate to contact me. Your signature below constitutes your acceptance of this proposal on behalf of Southland Engineering.

Sincerely,
Edwards-Pitman Environmental, Inc.



Susan L. Thomas, AICP
Senior Vice President of Operations
Edwards-Pitman Environmental, Inc.

Karl Lutjens, P.E.
President
Southland Engineering, Inc.

Date

Attachments

ST:he

Edwards-Pitman Environmental, Inc.										
Environmental										
Discipline:										
Phase	Description	Assumptions / Notes	Total Hours	Total Cost	Total Other Direct Costs	Fixed Fee @ 10%	Total Labor Cost	Direct Labor Cost	Indirect Costs (Overhead) @ 124.86%	FCCM @ 0.216%
		TOTALS ==>	934	\$ 92,095.29	\$ 361.18	\$ 8,332.19	\$ 83,401.92	\$ 37,055.00	\$ 46,266.88	\$ 80.04
1	Concept Development			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Database Preparation			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Environmental Document		706	\$ 68,232.29	\$ 361.18	\$ 6,164.72	\$ 61,706.39	\$ 27,415.80	\$ 34,231.37	\$ 59.22
4	Preliminary Plans			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Right of Way Plans			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Final Plans		228	\$ 23,863.00	\$ -	\$ 2,167.47	\$ 21,695.53	\$ 9,639.20	\$ 12,035.51	\$ 20.82
7	Construction Services			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Special Studies			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	Public Involvement			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Hours & Cost Estimate

Project Level Summary - Labor

Staff Type / Project Hourly Rates / Hours									
	Principal (Sr. Prof.)	Project Manager	Sr. Environ. Plnr/Scrtst	Sr. Environ. Plnr/Scrtst	Environ. Plnr/Scrtst	Jr. Environ. Plnr/Scrtst	Environ. Plnr/Scrtst	Sr. Environ. Plnr/Scrtst	
	\$46.60	226	232	\$41.00	\$34.00	\$17.00	\$27.65	\$51.00	
TOTAL HOURS ==>	934				296	40	36	72	
TOTAL DIRECT LABOR COST==>	\$ -	\$ 10,532	\$ 9,512	\$ 1,600	\$ 10,064	\$ 680	\$ 995	\$ 3,672	\$ -

Project Level Summary - Other Direct Costs

Other Direct Costs									
	Express/Mail /Courier	Lodging	Meals	Mileage 3 trips, 204 mi	Parking	Reproduction /Printing 5 copies	Car Rental 1 day	Equipment	Lab Fees
TOTALS ==>	\$ 361	\$ -	\$ -	\$ 111	\$ -	\$ 250	\$ -	\$ -	\$ -

Item # 4

Georgia Department of Transportation
COST PROPOSAL

Proj. No.: 00-000-00(00)
PI No.: 0007494
Prime: Southland Engineers
Date: 29-Mar-2019

Project: Douthitt Ferry Road Improvements
County: Bartow
Contract Type: Firm Fixed Price
Fixed Fee %: 10%

Master Contract: contract number
Contract Expiration: 1-Jan-2000
Task Order No: #, or "n/a" for conventional

Edwards-Pitman Environmental, Inc.

Discipline: Environmental

Hours & Cost Estimate

Phase	Description	Total Hours	Staff Type / Project Hourly Rates / Hours						Hourly Rates Include Composite Escalation Over Current Rates of:					
			Principal (Sr. Prof.)	Project Manager	Sr. Environ. Plnr/Scntst	Sr. Environ. Plnr/Scntst	Jr. Environ. Plnr/Scntst	Environ. Plnr/Scntst	Jr. Environ. Plnr/Scntst	Environ. Plnr/Scntst	Sr. Environ. Plnr/Scntst	Sr. Environ. Plnr/Scntst	Sr. Environ. Plnr/Scntst	Sr. Environ. Plnr/Scntst
	TOTALS ==>	934		\$46.60	\$41.00	\$50.00	\$34.00	\$17.00	\$27.65	\$51.00				
1	Concept Development													
2	Database Preparation													
3	Environmental Document	706		174	56	32	296	40	36	72				
4	Preliminary Plans													
5	Right of Way Plans													
6	Final Plans	228		52	176									
7	Construction Services													
8	Special Studies													
9	Public Involvement													

Phase	Description	Total Other Direct Costs	Other Direct Costs										Equipment	Lab Fees
			Express/Mail /Courier	Lodging	Meals	Mileage 3 trips, 204 mi	Parking	Reproduction /Printing 5 copies	Car Rental 1 day					
	TOTALS ==>	\$ 361	\$ -	\$ -	\$ -	\$ 111	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1	Concept Development	\$ -												
2	Database Preparation	\$ -												
3	Environmental Document	\$ 361				\$ 111		\$ 250						
4	Preliminary Plans	\$ -												
5	Right of Way Plans	\$ -												
6	Final Plans	\$ -												
7	Construction Services	\$ -												
8	Special Studies	\$ -												
9	Public Involvement	\$ -												

Item # 4

Georgia Department of Transportation
COST PROPOSAL

Proj. No.: 00-000-00(00)

PI No.: 0007494

Prime: Southland Engineers

Date: 29-Mar-2019

Project: Douthit Ferry Road Improvements

County: Bartow

Contract Type: Firm Fixed Price

Fixed Fee %: 10%

Master Contract: contract number

Contract Expiration: 1-Jan-2000

Task Order No: #, or "n/a" for conventional

Edwards-Pitman Environmental, Inc.

Discipline: **Environmental**[illegible]

Item # 4

Georgia Department of Transportation
COST PROPOSAL

Proj. No.: 00-000-00(00)

PI No.: 0007494

Prime: Southland Engineers

Date: 29-Mar-2019

Project: Douthit Ferry Road Improvements

County: Bartow

Contract Type: Firm Fixed Price

Fixed Fee %: 10%

Master Contract: contract number

Contract Expiration: 1-Jan-2000

Task Order No: #, or "n/a" for conventional

[illegible]

Edwards-Pitman Environmental, Inc.											
Discipline		Environmental									
		Hours & Cost Estimate									
		Total Hours	Principal (Sr. Prof.)	Project Manager	Sr. Environ. Plnr/Scntst	Sr. Environ. Plnr/Scntst	Environ. Plnr/Scntst	Jr. Environ. Plnr/Scntst	Environ. Plnr/Scntst	Sr. Environ. Plnr/Scntst	
5	Right of Way Plans										
	NEPA										
	Prepare Environmental Reevaluation for R/W Authorization										
	Ecology										
	Review and provide written comments on green sheet and plans										
6	Final Plans	228	Principal (Sr. Prof.)	Project Manager	Sr. Environ. Plnr/Scntst	176					
	NEPA										
	Prepare for, Participate in FFPR	8		8							
	Prepare Environmental Reevaluation for Let Review and update Green Sheet	16		16							
		4		4							
	Cultural Resources										
	Prepare Addendum to Historic Resources Surveys/Report										
	Prepare Addendum to Archaeological Resources Surveys/Report	12		12							
	Prepare Addendum to Cultural Resources Assessment of Effects	12		12							
	Ecology										
	Addendum with field visit	24				24					
	Review and provide written comments on green sheet and plans										
	Meeting Attendance and Minutes										
	Buffer Variance Application	64				64					
	Buffer Variance Modification or Extension Letter										
	Permit Application - Section 404 Individual Permit	88				88					
	Permit Application - Section 404 General Permit										
	Permit Application - Individual Permit Modification Letter										
	Permit Application - Section 26a TVA Permit Applicatoin										
	Field Plan Review - Meeting Preparation and Attendance and Minutes										
	Project and Database Updates										
	Regional Conditions Stream Survey										
	Written comments on FFPR plans and green sheet for ecology										
	Attend FFPR and take notes on ecology-related issues discussed										
	Written comments and responses to ecology questions in FFPR Report										
Item # 4											

Item # 4

COST PROPOSAL

Proj. No.: 00-000-00(00)

PI No.: 0007494

Prime: Southland Engineers

Date: 29-Mar-2019

Project: Douthit Ferry Road Improvements

County: Bartow

Contract Type: Firm Fixed Price

Fixed Fee %: 10%

Master Contract: contract number

Contract Expiration: 1-Jan-2000

Task Order No: #, or "n/a" for conventional

[illegible]

Georgia Department of Transportation
COST PROPOSAL

Proj. No.: 00-000-00(00)
PI No.: 0007494
Prime: Southland Engineers
Date: 29-Mar-2019

Project: **Douthitt Ferry Road Improvements**
 County: **Bartow**
 Contract Type: **Firm Fixed Price**
 Fixed Fee %: **10%**
 Master Contract: **contract number**
 Contract Expiration: **1-Jan-2000**
 Task Order No: **# or "n/a" for conventional**

Edwards-Pitman Environmental, Inc.

[illegible]



City of Cartersville

City Council Meeting
4/18/2019 7:00:00 PM
750kVA Transformer

SubCategory:	Bid Award/Purchases
Department Name:	Electric
Department Summary Recommendation:	The Electric System is requesting authorization to purchase a 750kVA transformer. This transformer will be needed to provide electric service to the new Marriott Courtyard Hotel by the Clarence Brown Conference Center. We requested bids on the state's procurement website and received (6) responses. The unit submitted by Gresco had the lowest purchasing cost and lowest total ownership cost. The Electric System is requesting your approval to purchase the replacement transformer from Gresco for \$25,696.00.
City Manager's Remarks:	This transformer will be used to service the new Courtyard Marriott at the Conference Center. Your approval of this transformer purchase from Gresco for \$25,696 is recommended.
Financial/Budget Certification:	This is a budgeted item.
Legal:	
Associated Information:	

ELECTRIC DEPARTMENT TRANSFORMER PURCHASE

Transformer Total Ownership Cost Evaluation

750kVA 120/208

March/April 2019

<u>VENDOR</u>	<u>BRAND</u>	<u>LEAD TIME</u>	<u>UNIT PRICE</u>	<u>NL</u>	<u>LL</u>	<u>TOTAL OWNERSHIP COST</u>
Gresco	Ermco	10-12 weeks	\$ 15,702.00	914	5881	\$ 25,696.00
Power Supply	WEG	9-11 weeks	\$ 16,905.00	983	5303	\$ 26,631.50
Irby	WEG	8-10 weeks	\$ 17,423.00	983	5303	\$ 27,149.50
Tri-State	Howard	16-18 weeks	\$ 17,755.00	394	7008	\$ 26,536.00
Anixter	ABB	8-10 weeks	\$ 18,211.00	829	5702	\$ 27,643.50
Irby	GE	9-10 weeks	\$ 18,774.00	394	6310	\$ 26,857.00

The Electric System is requesting authorization to purchase a 750kVA transformer. This transformer will be needed to provide electric service to the new Marriott Courtyard hotel by the Conference Center. We requested bids on the state's procurement website, and received (6) responses. The unit submitted by Gresco had the lowest purchasing cost and lowest total ownership cost.

The Electric System is requesting your approval to purchase the replacement transformer from Gresco for \$25,696.00



City of Cartersville

City Council Meeting
4/18/2019 7:00:00 PM
Outdoor Lighting - Courtyard Marriott

SubCategory:	Bid Award/Purchases
Department Name:	Electric
Department Summary Recommendation:	The Electric Department is requesting authorization to purchase the outdoor lighting required for the new Courtyard Marriott being constructed next to the Clarence Brown Conference Center. We secured bids from (6) vendors through the GA Procurement website. Irby Co. was the only one that met our specs for the lighting, poles, and tax exemption. We are recommending your approval to purchase the outdoor lighting and poles through the Irby Co. for \$18,668.00. The customer has already paid a contribution of \$6,000.00 toward the purchase of the lighting, as per ordinance. The net expense to the City will be the balance of \$12,668.00.
City Manager's Remarks:	This is a budgeted item. Your approval of the outdoor lighting purchase for the Courtyard Marriott at the Conference Center is recommended.
Financial/Budget Certification:	This is a budgeted item.
Legal:	
Associated Information:	

Marriott Courtyard Lighting Project Quotes

Georgia Procurement Bid # E105

Closing Date: April 10, 2019 4:00pm EST

Irby	LED fixtures	\$ 8,100.00	American Electric			
	Poles	\$ 9,752.00	KW Industries			
	Brackets	\$ 816.00				
	TOTAL				IRBY	\$ 18,668.00

Anixter	LED fixtures	\$ 8,312.00	American Electric			
	Poles	\$ 8,752.00	No name 5"x3/16"x35'	NTS		
	Brackets	\$ 609.00				
	TOTAL		Ineligible Quote	X	ANIXTER	\$ 17,673.00
Gresco	LED fixtures	\$ 7,850.00	Philips Road Focus	NTS		
	Poles	\$ 9,352.00	Hapco w/3x5 handhole	NTS		
	Brackets	\$ 780.00				
	TOTAL		Ineligible Quote	X	GRESKO	\$ 17,982.00
McWhorter Goss	LED fixtures	\$ 15,840.00	American Electric			
	Poles	\$ 15,400.00	KW Industries			
	Brackets	\$ -	Included in pole prices			
	taxed quote	\$ 2,186.80	TAX EXEMPT	NTS		
	TOTAL		Ineligible Quote	X	MCWHORTER GOSS	\$ 33,426.80
Tri-State	LED fixtures	\$ 6,636.00	GE Light Fixtures	NTS		
	Poles	\$ 8,256.00	Valmont-no specs sent			
	Brackets	\$ 603.00				
	TOTAL		Ineligible Quote	X	TRI-STATE	\$ 15,495.00
StrahNet	LED fixtures	\$ 9,100.00	Cree Light Fixtures	NTS		
	Poles	\$ 11,400.00	Strahnet			
	Brackets	\$ 480.00				
	Shipping	\$ 1,995.00				
	TOTAL		Ineligible Quote	X	STRAHNET	\$ 22,975.00

*NTS- Not to Standards

*X- Ineligible Quote

SUMMARY

COURTYARD MARRIOTT – OUTDOOR LIGHTING PURCHASE

The Electric Department is requesting authorization to purchase the outdoor lighting required for the new Courtyard Marriott being constructed next to the Clarence Brown Conference Center.

Through the GA Procurement website, we secured bids from (6) vendors. Only one of the six bids met our specs for both the lighting and the poles, and that was the one from Irby Co.

The customer has already paid a contribution of \$6,000.00 toward the purchase of the lighting, as per ordinance. We are recommending your approval to purchase the outdoor lighting and poles through the Irby Co. for \$18,668.00.



City of Cartersville

City Council Meeting
4/18/2019 7:00:00 PM
Roof Replacement for Train Depot

SubCategory:	Bid Award/Purchases
Department Name:	Administration
Department Summary Recommendation:	A bid was posted for the cost to replace the existing roof of the DDA Train Depot and an alternative proposal to remove the two chimneys on this building. The two chimneys are not functioning and due to the age of the brick, there are leaks in the building during heavy rain storms. The recommendation would be to remove the chimneys to eliminate further problems for the City in the future. Based on the bids received, the two lowest and complete bid packages were as follows: Roof Replacement Only - Mr. Roofer of Atlanta \$14,484.00 Roof Replacement and Removal of Two Chimneys - Affordable Remodeling & Roofing - \$16,610.00
City Manager's Remarks:	Your direction is needed to either replace the roof only or to replace the roof and eliminate the chimneys. Eliminating the chimneys would be the best solution as it would not create further problems in the future.
Financial/Budget Certification:	This is a budgeted item.
Legal:	
Associated Information:	

DDA Train Depot Roof Replacement Bid Tabulation

	Roof Replacement	Removal of Chimneys	Total Cost of Both Items	Plywood Included at No Cost	Plywood Cost per Sheet	Insurance Certificate	Notes
Mr. Roofer of Atlanta	\$14,484.00	\$2,500.00	\$16,984.00	4 sheets	\$40.00	Yes	Ten year labor warranty
Affordable Remodeling & Roofing	\$15,640.00	\$970.00	\$16,610.00			Yes	
Tera-Systems, LLC	\$19,775.00	\$6,500.00	\$26,275.00			Yes	
McWhorter Goss	\$23,650.00	\$825.00	\$24,475.00			Yes	Two year labor warranty
Bartow Roofing, LLC	\$14,126.80	\$4,950.00	\$19,076.80	2 sheets	\$50.00	No	Five year no leak warranty on workmanship
All Around Roofing Services	\$15,350.00	\$2,100.00	\$17,450.00	2 sheets	\$45.00	No	



City of Cartersville

City Council Meeting
4/18/2019 7:00:00 PM
Travelers Insurance Deductible Invoice

SubCategory:	Bid Award/Purchases
Department Name:	Administration
Department Summary Recommendation:	The City has received an invoice from our insurance carrier, Travelers Insurance, for several claims where our deductible has not been met. The total amount of the deductible due at this time on these claims is \$8,233.65 and is recommended for your approval.
City Manager's Remarks:	Your approval of the deductible from Traveler's Insurance for \$8,233.65 is recommended.
Financial/Budget Certification:	This is a budgeted item.
Legal:	
Associated Information:	

DEDUCTIBLE / SELF-INSURED INVOICE

POLICY NUMBER	ACCOUNT NUMBER	BILL DATE	BILL NUMBER	PAYMENT DUE	TOTAL DUE
1H538911-810	5001C3085	03/29/2019	000555070	04/15/2019	8,233.65

MAIL PAYMENT TO:
TRAVELERS
13607 COLLECTIONS CENTER DRIVE
CHICAGO, IL 60693

PAYER:
CITY OF CARTERSVILLE
P.O. BOX 1390
CARTERSVILLE GA 30120

RETURN THIS PORTION WITH YOUR CHECK MADE PAYABLE TO TRAVELERS.
PLEASE WRITE THE POLICY & ACCOUNT NUMBER ON YOUR CHECK.

POLICY NUMBER	ACCOUNT NUMBER	BILL DATE	BILL NUMBER	PAYMENT DUE	TOTAL DUE
1H538911-810	5001C3085	03/29/2019	000555070	04/15/2019	8,233.65

CURRENT CHARGES

CLAIM#: FBL9201 DATE OF LOSS: 07/30/2018
DESCRIPTION: ON JULY 30, 2018 APPROX. 00756 HOURS, I TPR RICHARD HOLMAN WAS DISPATC

CLAIMANT: LARRY R MARTIN

LOSS
CLAIM TOTAL 2,195.00

CLAIM#: FDG1587 DATE OF LOSS: 09/10/2018
DESCRIPTION: ON MONDAY, SEPTEMBER 10TH A CITY GARBAGE TRUCK BACKED INTO A COLUMN AT

CLAIMANT: /BOOTH WESTERN ART MUSEUM

LOSS
CLAIM TOTAL 2,995.54

CLAIM#: FDU1080 DATE OF LOSS: 12/03/2018
DESCRIPTION: OV STOPPED AT STOP SIGN BEHIND ANOTHER CAR AND IV RE OV

CLAIMANT: ARLENE RAMOSRODRIGUEZ

LOSS
CLAIM TOTAL 1,139.86

CLAIM#: FEA1769 DATE OF LOSS: 10/21/2018
DESCRIPTION: OV DRIVEN BY SON WAS STOPPED BY OFFICER AND WAS PARKED IN PARKING AREA

CLAIMANT: SANDRA JONES

LOSS
CLAIM TOTAL 1,140.76

CLAIM#: FEA3246 DATE OF LOSS: 12/01/2018
DESCRIPTION: IV BACKING OUT OF PARKING SPOT AND BACK INTO PARKED UNOCCUPIED OV

CLAIMANT: MICHAEL K WASHINGTON

LOSS
CLAIM TOTAL 762.49

TOTAL CLAIM(S) DUE

Item # 8

\$8,233.65

DEDUCTIBLE / SELF-INSURED INVOICE

POLICY NUMBER	ACCOUNT NUMBER	BILL DATE	BILL NUMBER	PAYMENT DUE	TOTAL DUE
1H538911-810	5001C3085	03/29/2019	000555070	04/15/2019	8,233.65

ACCOUNT SUMMARY

CURRENT CHARGES	8,233.65
PAST DUE CHARGES	0.00
UNAPPLIED PAYMENTS	0.00
TOTAL DUE	8,233.65
DISPUTED ITEMS	0.00
ACCOUNT BALANCE	8,233.65

INSURED NAME: CITY OF CARTERSVILLE
AGENT NAME: PUBLIC RISK UNDERWRITERS
AGENT PHONE: (770) 441-1888

CONTACT YOUR AGENT LISTED ABOVE IF YOU HAVE QUESTIONS RELATED TO YOUR POLICY OR COVERAGE.

FOR BILLING QUESTIONS, PLEASE CONTACT YOUR ACCOUNTING SPECIALIST
ROSA TORRES AT 1-860-277-3284 OR EMAIL RTORRES@TRAVELERS.COM



City of Cartersville

City Council Meeting
4/18/2019 7:00:00 PM
NCI Main Street Conduit Installation

SubCategory:	Bid Award/Purchases
Department Name:	Fiber
Department Summary Recommendation:	The Fiber Department has received a contract from a customer who is interested in fiber services off of Powersports Circle near Main Street and I-75. The proposal from NCI to install the conduit under Main Street was \$4,048 with an additional cost if they hit rock. During the installation, NCI did hit rock, so the cost increased by \$1,995 to a total of \$6,043. The new customer that fiber will be serving agreed to pay a \$4,000 installation fee, so the net cost to the city is \$2,043 to NCI. I recommend approval of this work from NCI.
City Manager's Remarks:	This is a budgeted item for a new customer that fiber will be serving. Your approval of this work is recommended.
Financial/Budget Certification:	This is a budgeted item.
Legal:	
Associated Information:	



November 22, 2018

Todd Jesse
City Of Cartersville
1 North Erwin Street
Cartersville, GA 30120
(678) 255-6310

Re: New OSP Conduit for Main Street McDonalds.

Dear Mr. Jesse,

Thank you for giving Network Cabling Infrastructures the opportunity to provide you with a proposal for the new conduit pathway required at: **Main Street McDonalds, Cartersville, GA.** The following proposal is based on the site visit performed on **11/19/2018**. Please take the time to review the below scope of work and feel free to contact me if you have any questions or concerns.

All work will meet state and local codes, follow strict industry standards set forth by the Building Industry Consulting Service International, Inc. (BICSI)

SCOPE OF WORK

Outside Plant:

- Install (3) 1.25" HDPE conduits from the power pole located on the right of way of Canyon Pkwy and Main Street to an existing hand hole located on the South side of Main Street. Approximately 200'
- Install #12 locate wire
- Install (1) customer provide hand hole on the North R/W of Main Street.
- Provide Mid-Span opening of existing fiber, prep and install customer provided splice case, and splice new flat drops for McDonalds and City Blueprint.

Safety Standards:

All NCI (Network Cabling Infrastructures, Inc.) on-site technicians shall be aware of, and strictly adhere to any and all safety requirements mandated by OSHA, General Contractor and any applicable governmental agency.

Assumption

1. Technicians will have free access to required work areas.
2. All private owned utilities will be located by owner or others
3. NCI will provide locate for public utilities via GA 811's one call system
4. All labor will be provided by NCI and material will be customer provided
5. Fiber Will be installed by others

Disclaimer:

NCI shall provide locates on all public utilities via GA One Call System. NCI cannot stand responsible for damages or any cost associate with damages of **unmarked** utilities, public or private. NCI will take every precaution to find all utilities and avoid any damages.

Rock Clause:

This proposal is based on normal soil conditions. In the event rock is discovered all work will stop and all parties involved will be notified. Additional cost could occur according to the severity of rock discovered.

Pricing:

Total: \$4,048.00

NCI would like to thank you for this great opportunity,

Sincerely,
Steve

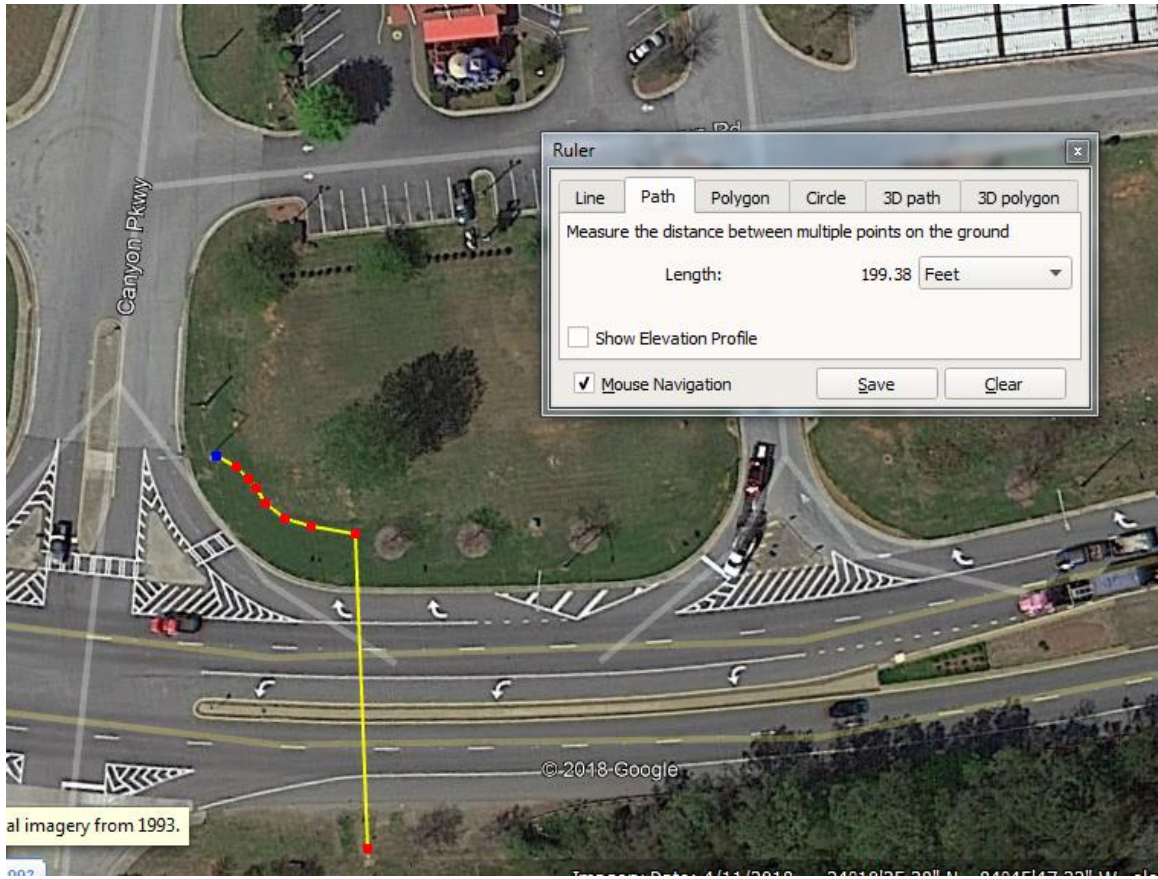
Steve Prather
Project Manager
NCI (Network Cabling Infrastructures, Inc.)
phone 770-495-0798 x 546
fax 770-495-6220
email: steve.prather@ncicabling.com

Signature

Title

Print Name

Date





City of Cartersville

**City Council Meeting
4/18/2019 7:00:00 PM
Property & Casualty Insurance Broker Services**

SubCategory:	Contracts/Agreements
Department Name:	Administration
Department Summary Recommendation:	The City issued a Request for Proposal of Broker Services for Property and Casualty Insurance. Proposals were received from seven companies as follows: Alliant Insurance Services EPIC Insurance Brokers Harry Daniel Insurance/Gallagher McGriff Insurance Services Starr Mathews Insurance Sterling Seacrest Partners Watkins Insurance/APEX Insurance An Insurance Review Committee (Tamara B., Jayce S., Michael G., Tommy S., Dan P.) reviewed each proposal and interviewed the following three firms: Starr-Mathews Insurance Watkins Insurance/APEX Insurance Harry Daniel Insurance/Gallagher After interviewing these three firms, the Insurance Review Committee recommends Watkins Insurance/APEX Insurance for broker services.
City Manager's Remarks:	Your approval of broker service with Watkins Insurance/APEX is recommended.
Financial/Budget Certification:	
Legal:	
Associated Information:	

City of Cartersville

TO: Vendor

SUBJECT: Request for Proposal for Broker Services for Property & Casualty Insurance

DATE: March 4, 2019

You are invited to submit a Proposal for Broker Services for Property and Casualty Insurance for the City of Cartersville.

Attached hereto are the general conditions, technical specifications, and submittal format.

The written requirements contained in this Request for Proposal (RFP) shall not be changed or superseded except by written addendum from the City of Cartersville Administration Department. Failure to comply with the written requirements for this RFP may result in disqualification of the submittal by the City of Cartersville.

Submittals are to be sealed, marked with the offeror's name and address, and labeled:
RFP, Insurance Broker Services and delivered to:

City of Cartersville
Attn: Dan Porta
P.O. Box 1390
1 North Erwin Street
Cartersville, GA 30120
Phone: 770-387-5616

By the deadline – 2:00 P.M. (EST) on Thursday, March 21, 2019

Electronically submitted (email/fax) proposals will not be accepted. City of Cartersville reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts based on the highest and best interest of the City of Cartersville. Inquiries regarding this Request for Proposal (RFP) should be made to Dan Porta, Assistant City Manager, City of Cartersville at dporta@cityofcartersville.org.

SECTION I - REQUEST FOR PROPOSAL OVERVIEW

1. Purpose:

The purpose of this Request of Proposal (RFP) is to seek a qualified broker to assist City of Cartersville with strategically planning, designing and negotiating the best coverage and cost for selective property and casualty insurance programs. The intent of this Request for Proposals is to select an Insurance Broker of Record for property and casualty and workers' compensation insurance coverage. This request does not include health, dental or life insurance coverage.

2. Contract Period:

Any contract resulting from this proposal shall be effective for the benefits plan year beginning July 1, 2019. The city will hold the option to continue services under the same terms and conditions set forth herein in subsequent years.

3. Respondent Qualifications:

The City of Cartersville requires qualified respondents to the RFP to be licensed Brokers in the state of Georgia that are independent and not affiliated with any insurance company, third party administrative agency or provider network.

4. Description of City's Insurance Program:

The following coverage's are purchased by the City of Cartersville to indemnify its operations:

1. Property (Buildings) - Carrier: Liberty Mutual Fire Insurance Company
2. Equipment - Carrier: Liberty Mutual Fire Insurance Company
3. Inland Marine - Carrier: Liberty Mutual Fire Insurance Company
4. Public Entity General Liability - Carrier: The Charter Oak Fire Insurance Company
5. Law Enforcement Liability - Carrier: The Charter Oak Fire Insurance Company
6. Auto Liability - Carrier: Travelers Indemnity Company
7. Umbrella Excess Liability - Carrier: Travelers Indemnity Company
8. Employee Benefits Liability - Carrier: The Charter Oak Fire Insurance Company
9. Public Entity Management Liability - Carrier: The Charter Oak Fire Insurance Company
10. Employment Practices Liability - Carrier: The Charter Oak Fire Insurance Company
11. Auto Physical Damage - Carrier: Travelers Indemnity Company
12. Crime - Carrier: Travelers Property Casualty Company
13. Cyber - Carrier: Travelers Indemnity Company
14. Excess Workers Compensation - Carrier: Midwest Employers Casualty Company

The City of Cartersville purchases its insurance on a deductible basis. Deductibles vary from \$1,000 to \$500,000 depending on the actual line of coverage. All coverage's, with the exception of Workers' Compensation, are purchased via a single provider which represents a variety of insurers specific to lines of coverage.

NO MARKETS ARE TO BE APPROACHED. Upon assignment of broker services, marketing theory will be presented by the selectee and approved by the City.

Workers' Compensation is placed via a nationally recognized Excess Compensation underwriter with a \$500,000 deductible per employee. The services of a nationally recognized Third Party Administrator [TPA] are used to oversee all Workers' Compensation claims administration and file management. This component of the program may or may not become part of the "marketing" theory mentioned above. However, respondents should be aware that oversight of this component is also part of the broker services required.

Following are the current fiscal year insurance coverages:

**CITY OF CARTERSVILLE
PREMIUM SUMMARY - FISCAL YEAR 2018-19**

COVERAGE	PROPOSED PREMIUM	CARRIER	PROPOSED LIMITS	NOTES	PROPOSED DEDUCTIBLE
GENERAL LIABILITY	\$40,682	Travelers	\$1,000,000/\$2,000,000	<i>Each Occurrence/ General Aggregate</i>	\$25,000
Products/Completed Operations	Included	Travelers	\$2,000,000	<i>Aggregate</i>	\$25,000
Personal & Advertising Injury	Included	Travelers	\$1,000,000	<i>Each Occurrence</i>	\$25,000
Damage to Premises Rented to You	Included	Travelers	\$1,000,000	<i>Each Occurrence</i>	\$25,000
Failure to Supply	Included	Travelers	\$1,000,000	<i>Each Occurrence</i>	\$25,000
Sexual Abuse	Included	Travelers	\$1,000,000	<i>Each Occurrence</i>	\$25,000
PUBLIC OFFICIALS ERRORS & OMISSIONS	\$23,594	Travelers	\$1,000,000/\$2,000,000	<i>Each Wrongful Act/Aggregate</i>	\$25,000
Retro Date: 6/30/1998	Included	Travelers			
Limited Special Expenses - Key Employees	Included	Travelers	\$50,000		10%
Defense Expenses Reimbursement for Injunctive Relief	Included	Travelers	\$10,000		10%
EMPLOYMENT PRACTICES LIABILITY	\$27,918	Travelers	\$1,000,000/\$2,000,000	<i>Each Wrongful Act/Aggregate</i>	\$25,000
Retro Date: 6/30/1998	Included	Travelers			-
LAW ENFORCEMENT LIABILITY	\$33,570	Travelers	\$1,000,000/\$2,000,000	<i>Each Wrongful Act/Aggregate</i>	\$25,000
EMPLOYEE BENEFITS LIABILITY	\$381	Travelers	\$1,000,000/\$3,000,000	<i>Each Offense/Aggregate</i>	\$1,000
Retro Date: 6/30/1998	Included	Travelers			-
AUTOMOBILE LIABILITY	\$156,275	Travelers	\$1,000,000	<i>Any Auto</i>	\$25,000
Uninsured/ Underinsured Motorist	Included	Travelers	\$75,000		\$25,000
Hired Auto	Included	Travelers	Covered		\$25,000
Non-Owned Auto	Included	Travelers	Covered		\$25,000
Medical Payments	Included	Travelers	\$5,000		\$25,000
Number of Units with Liability	Included	Travelers	334	<i>Includes Trailers</i>	-
AUTOMOBILE PHYSICAL DAMAGE	\$46,667	Travelers			-
Comprehensive/Collision	Included	Travelers	\$15,979,030		\$1,000/\$1,000
PROPERTY	\$170,989	Liberty Mutual			
Blanket Real Property (Loc. 20.1-20.19, 42.1-42.41)	Included	Liberty Mutual	\$53,672,000	<i>Agreed Amount/Replacement Cost</i>	\$10,000
Blanket Real Property (Loc. 1.1-19.2, 21.1-41.1, 43.1-55.1)	Included	Liberty Mutual	\$53,615,697	<i>Agreed Amount/Replacement Cost</i>	\$10,000
Blanket Personal Property (Loc. 20.1-20.19, 42.1-42.41)	Included	Liberty Mutual	\$17,830,000		\$10,000
Blanket Personal Property (Loc. 1.1-19.2, 21.1-41.1, 43.1-55.1)	Included	Liberty Mutual	\$7,370,800		\$10,000
Blanket Business Income/Extra Expense	Included	Liberty Mutual	\$100,000		72 Hours
Hardware & Media	Included	Liberty Mutual	\$3,510,000		\$10,000
FLOOD COVERAGE	Included	Liberty Mutual	\$5,000,000	<i>Per Occurrence/Aggregate</i>	\$100,000
EARTHQUAKE COVERAGE	Included	Liberty Mutual	\$5,000,000	<i>Per Occurrence/Aggregate</i>	\$100,000
EQUIPMENT BREAKDOWN		Liberty Mutual			
Expediting Expenses	Included	Liberty Mutual	\$100,000		\$10,000
Hazardous Substances	Included	Liberty Mutual	\$100,000		\$10,000
Perishable Goods	Included	Liberty Mutual	\$100,000		\$10,000
CFC Refrigerants	Included	Liberty Mutual	\$100,000		\$10,000
CRIME	\$739	Travelers			
Employee Theft	Included	Travelers	\$100,000		\$10,000
Forgery and Alteration	Included	Travelers	\$100,000		\$10,000
Inside the Premises - Theft of Money & Securities	Included	Travelers	\$100,000		\$10,000
Inside the Premises - Robbery or Safe Burglary of Other	Included	Travelers	\$100,000		\$10,000
Outside the Premises	Included	Travelers	\$100,000		\$10,000
Computer Fraud	Included	Travelers	\$100,000		\$10,000
Funds Transfer Fraud	Included	Travelers	\$100,000		\$10,000
Money Order & Counterfeit Paper	Included	Travelers	\$100,000		\$10,000
INLAND MARINE	Included	Liberty Mutual			
Miscellaneous Scheduled/Unscheduled	Included	Liberty Mutual	\$212,190	<i>Actual Cash Value</i>	\$2,500
Contractors Equipment	Included	Liberty Mutual	\$3,757,169	<i>Actual Cash Value</i>	\$2,500
Newly Acquired Equipment	Included	Liberty Mutual	\$100,000		\$2,500
Leased or Rented Equipment	Included	Liberty Mutual	\$100,000		\$2,500
CYBER LIABILITY	\$705	Travelers	\$25,000	<i>Each Wrongful Act/ Aggregate Limit</i>	\$1,000
EXCESS LIABILITY	\$27,627	Travelers	\$4,000,000/\$4,000,000	<i>Each Claim/Aggregate</i>	\$10,000
TERRORISM COVERAGE	Included				
TOTAL PREMIUM	\$529,147				

5. Scope of Work:

Provision of brokerage services to City of Cartersville under any agreement ensuing from this proposal will entail the following at a minimum:

- Provide broker services to include plan analysis and consultation on insurance companies, networks, TPAs and other service providers.
- Client/Account Executive, Risk Control Consultant and Claims Consultant will represent the City as requested and required in city venues for presentation or explanation at City Council meetings, City Attorney meetings and City Department meetings.
- Provide a key Client/Account Executive that is available to answer questions and resolve issues that may arise at any time during the year.
- Audit insurance policies and contracts for accuracy of coverage, terms and conditions.
- Provide City with timely annual insurance renewal options with explanation of differences between each option.
- Monitor insurance coverage and claims. Make recommendations for changes in coverage.
- Provide briefings to City on “state of the market”.
- Provide City with timely updates on legal and/or industry changes in insurance policies and coverage.
- Prepare reports showing claims experience as requested.
- Resolve all claims issues to the satisfaction of the City.
- Client/Account Executive will be on site ASAP in the event of a catastrophic claim involving any city property or casualty event to assist in the collection and reportage of loss details.
- Broker will keep City administration informed on all relevant communication to underwriters and TPA, and will contact us immediately when an event of significance occurs.
- Provide account administration to include:
 - Design, Marketing and implementation of program
 - Certificate/ ID card(s) / Invoicing issuance
 - Policy and Endorsement management
 - Claims consulting and Insurer/ TPA oversight
 - Risk Control consulting and mutually designed “in service” programs during the course of the program year.

6. Vendor Proposal Requirements:

The proposal response must clearly demonstrate the required qualifications, expertise, competence and capability of the vendor. Please provide a concise description of your firm’s ability to provide the services required in the scope of work section. Additionally, please include answers to the following questions (address each by number):

- 1) Describe your organizational structure (i.e. publicly held corporation, partnership, etc.).
- 2) Confirm that you are a licensed broker in the State of Georgia and provide documentation. Confirm that you serve as a broker, independently, and are not affiliated with any insurance company, third party administrative agency or provider network.
- 3) Briefly describe your company’s organization, philosophy, and management. Also, provide a brief company history.
- 4) Have you or any business in which you are or were an owner, partner, member, etc. ever been involved in an administrative proceeding regarding any professional or occupational license or

registration in Georgia or any other state? If yes, you must attach an explanation explaining the circumstances of each incident.

- 5) Have you or any of your partner's ever been convicted of a crime, had a judgment withheld or deferred, or are you currently charged with committing a crime? If yes, you must attach an explanation explaining the circumstances of each incident.
- 6) Describe your contractual relationships, if any, with organizations or entities necessary to your proposal's implementation (i.e. insurance companies, TPA firms, actuarial services, data information services, etc.).
- 7) How long has your company or organization been operating under its current legal name? If your company has operated under a different legal name, then you must provide a history, including dates and organization names that you operated under.
- 8) How long has your organization been providing insurance brokerage services?
- 9) How many Georgia public entities (not including cities) do you service? Of these public entities, how many do you service directly without going through another broker as the broker of record?
- 10) How many Georgia municipality clients do you service? Of these municipality clients, how many do you service directly as the broker of record?
- 11) Please provide a minimum of five verifiable client references of similar scope and industry, all of whom are able to comment on your organization's relevant experience. This list should include at least three active client references that are similar in nature and size to the City of Cartersville. Include at least one reference from a former client. Please include company name, address, contact name, telephone number and a complete description of the insurance services and dates provided. It is the vendor's responsibility to provide valid reference information and the city reserves the right to use reference checks in its evaluation of proposals.
- 12) Please provide resumes of individual brokerage staff that would provide services to the city. Include a brief professional history for each individual, how they are qualified to provide services to the city and where these services will be handled from.
- 13) Briefly describe the level of service and support provided to the city by your broker(s) on a day-to-day basis.
- 14) How does your firm provide continuing education to ensure that each broker or associate is educated on current market trends and legislative developments? How is this information communicated to your clients?
- 15) Describe your organization's anticipated involvement in the annual review process. Include information regarding process timeframes, negotiation of rates and vendor selection. NOTE: City of Cartersville's current plan year for property and casualty insurance is July 1 – June 30.
- 16) How would your firm assist City of Cartersville in developing plan specifications? Explain your process for providing plan recommendations to your clients.
- 17) Explain the process your organization would utilize to assist City of Cartersville in selecting an insurance vendor. How would your company's experience and expertise benefit the city in this process?
- 18) Please provide a list of the insurance vendors you have relationships with in regard to property and casualty insurance plans and indicate on each if your company can access these insurance companies directly without the assistance of another broker.
- 19) What makes your organization unique from other organizations that may submit proposals for the city's considerations?
- 20) Provide any additional information regarding your organization or services that you feel would be beneficial in helping the city select a broker.

Item # 10

7. Criteria for Evaluation:

All proposals will be evaluated according to, but not necessarily limited to, the following:

- Your firm's indicated ability to provide a level of service sufficient to meet the city's needs, as stated in your response to item 5 (Scope of Work) and 6 (Vendor Proposal Requirements).
- Extent and success of previous work your firm has provided to organizations similar in nature and size to City of Cartersville. References provided verifying the required experience and level of service needed by the city.
- The proposal itself as an example of your firm's work product.
- Key personnel to be assigned to the project.
- Qualifications/experience of key personnel to be assigned to the project.
- Adherence to the RFP requirements, including: completion of all required forms; provisions of all requested information; adequacy of responses, and return of the RFP by the stated deadline.

8. Pricing:

It is City of Cartersville's expectation that brokerage fees and commissions will be borne by the selected insurance provider. Please detail the brokerage fees and/or commission percentage that will be borne by the selected insurance provider. If additional brokerage fees are expected of City of Cartersville, or if your firm offers additional fee-supported services which are supplemental to your proposal, please clearly outline all costs and services on a separate fee addendum.

9. Oral Presentations:

During the evaluation process, the City of Cartersville may at its discretion, request oral presentations from any or all respondents for the purpose of clarification or amplifying the materials presented. However, respondents are cautioned that the city is not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the broker. Not all brokers may be asked to make such oral presentations.

10. Final Selection:

Following review of all qualified proposals, selection of a suitable vendor and preliminary contract negotiations, a recommendation will be made to the City of Cartersville City Council. Following City Council approval, the city will complete contract negotiations. The selected vendor should be prepared to commence working on the property and casualty insurance package immediately following contract execution.

11. Right to Reject:

The city reserves the right to accept the proposal that is in the best interest of the city and reserves the right to reject any or all proposals.

SECTION II – TERMS AND CONDITIONS

1. Additional Contract Provisions and Terms:

This RFP, including all RFP documents and any addenda, the Offeror's RFP response, including any amendments, a best and final offer, any clarification question responses, and any negotiations shall be included in the resulting contract. The Terms and Conditions do not define the total extent of the contract language that may be negotiated. In the event of a dispute as to the duties and responsibilities of the parties under any resulting contract, the contract, along with any attachments prepared by the City, will govern in the same order of precedence as listed in the contract.

2. Performance Prior to Contract Execution:

The successful Offeror shall not begin performance of the project prior to the execution of a formal written contract by the City and the Offeror. Any Offeror beginning performance prior to the execution of the contract shall be deemed to be proceeding at the Offeror's risk, and shall not be entitled to any compensation for such performance. In addition, the City reserves the right to withdraw or cancel the award of the proposal.

3. Immigration Reform Compliance Requirement:

During the entire duration of this contract, Contractor and all sub-contractors must remain in compliance with Georgia Security and Immigration Compliance Act of 2007 and Georgia code §13-10-91 and §50-36-1. Vendors must submit a completed E-verify form which is included in this RFP.

Company Name: _____

REFERENCES

Provide specific references for at least five (5) references of similar scope and industry to the City of Cartersville. This list should include at least three (3) active client references.

Client Name: _____

Address: _____

Address: _____ Telephone #: _____

Contact: _____ Email: _____

Insurance services provided: _____

Date(s) services provided: _____

Client Name: _____

Address: _____

Address: _____ Telephone #: _____

Contact: _____ Email: _____

Insurance services provided: _____

Date(s) services provided: _____

Client Name: _____

Address: _____

Address: _____ Telephone #: _____

Contact: _____ Email: _____

Insurance services provided: _____

Date(s) services provided: _____

Client Name: _____

Address: _____

Address: _____ Telephone #: _____

Contact: _____ Email: _____

Insurance services provided: _____

Date(s) services provided: _____

Client Name: _____

Address: _____

Address: _____ Telephone #: _____

Contact: _____ Email: _____

Insurance services provided: _____

Date(s) services provided: _____

EXECUTION OF PROPOSAL

DATE: _____

The potential Vendor certifies the following by initialing in all blank spaces and signing at the bottom:

- ____ That this proposal was signed by an authorized representative of the firm.
- ____ That the potential Vendor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- ____ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- ____ That the potential Vendor agrees to the conditions as set forth in this **Request for Proposal** with no exceptions.

Therefore, in compliance with the foregoing **Request for Proposal**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish the services for the prices quoted within the timeframe required.

FIRM _____ ADDRESS _____

CITY, ST. & ZIP _____ PHONE _____

BY _____ TITLE _____
(Signature)

PRINTED NAME _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL.

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with City of Cartersville has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with City of Cartersville, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Cartersville at the time the subcontractor(s) is retained to perform such service.

The undersigned Contractor is using and will continue to use the federal work authorization program throughout the contract period.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Contractor/Entity Name

Title of Authorized Officer or Agent of Contractor

Contractor Address

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

____ DAY OF _____, 20____

Notary Public

My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

General Procurement Instructions

1. All proposals must be received not later than the date and time listed on the cover sheet of this proposal. **Six (6) copies of the proposal must be received from each vendor (1 original, 5 copies).** Each proposal must be signed and dated by an official authorized to bind the firm. Late proposals will not be considered. Electronic proposals (fax, email, etc.) will not be considered.
2. Proposals will be evaluated according to completeness, content, ability of the broker and its staff. The award of a contract to one broker does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed to provide the best value to the city.
3. Brokers are cautioned that this is a request for offers, not a request to contract and the city reserves the unqualified right to reject any and all offers when such rejection is deemed to be in the best interest of the city.
4. Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired.
5. Any costs incurred by broker in preparing or submitting offers are the broker's sole responsibility; the City of Cartersville will not reimburse any broker for any costs incurred prior to award.
6. Proposals must be submitted in accordance with the requirements of the RFP. Failure to include any required information may cause rejection of the proposal.

Committee Results for RFP Evaluation for Broker Services for Property & Casualty Insurance - April 4, 2019

Ranking Each Company Number 1 through 7 based on Scores	Harry Daniel Insur./ Gallagher	Starr Mathews Insurance	Alliant Insurance Services	Watkins Insurance/ APEX Insurance	Sterling Seacrest Partners	EPIC Insurance Brokers	McGriff Insurance Services
Total - Tamara	4	2	5	1	2	5	7
Total - Michael	1	1	1	7	4	6	4
Total - Jayce	2	6	3	1	3	5	7
Total - Dan	1	4	4	3	6	2	7
Total - Tommy	<u>5</u>	<u>2</u>	<u>4</u>	<u>7</u>	<u>5</u>	<u>3</u>	<u>1</u>
Average Score	2.6	3	3.4	3.8	4	4.2	5.2



City of Cartersville

City Council Meeting
4/18/2019 7:00:00 PM
February 2019 Financial Report

SubCategory:	Monthly Financial Statement
Department Name:	Finance
Department Summary Recommendation:	Attached are the February 2019 financial reports.
City Manager's Remarks:	Tom R. will present the financial report Thursday evening.
Financial/Budget Certification:	
Legal:	
Associated Information:	

MONTHLY SUMMARY

As of February 28, 2019

GENERAL FUND excluding SPL/OST, DDA & School System Property Tax Revenue & Expenditures	FY 2017-18 MONTH OF February-18	FY 2018-19 MONTH OF February-19	FY 2017-18 Year to Date February-18	FY 2018-19 Year to Date February-19	100.00% OF BUDGET (Year to Date)
REVENUE	\$2,562,697	\$1,373,826	\$16,647,738	\$17,712,376	72.25%
EXPENDITURE	\$1,989,560	\$2,022,368	\$15,914,995	\$16,140,744	65.84%
Gen. Fund Net Profit (Loss)	\$573,137	(\$648,542)	\$732,743	\$1,571,632	
WATER & SEWER					
REVENUE	\$1,630,083	\$1,663,671	\$12,769,010	\$15,066,733	37.56%
EXPENDITURE	\$1,723,478	\$1,216,219	\$10,304,559	\$11,568,637	28.84%
Wtr. & Swr. Fund Net Profit (Loss)	(\$93,395)	\$447,452	\$2,464,451	\$3,498,096	
GAS					
REVENUE	\$3,211,070	\$3,659,868	\$16,034,306	\$18,391,539	51.14%
EXPENDITURES	\$2,246,826	\$2,981,294	\$15,240,951	\$21,690,471	60.31%
Gas Fund Net Profit (Loss)	\$964,244	\$678,574	\$793,355	(\$3,298,932)	
ELECTRIC					
REVENUE	\$3,756,211	\$3,766,017	\$32,042,107	\$33,219,116	67.62%
EXPENDITURES	\$3,554,010	\$3,861,322	\$30,914,704	\$31,069,360	63.24%
Electric Fund Net Profit (Loss)	\$202,201	(\$95,305)	\$1,127,403	\$2,149,756	
STORMWATER					
REVENUE	\$123,196	\$125,875	\$999,658	\$1,004,045	62.87%
EXPENDITURE	\$130,400	\$113,385	\$917,527	\$1,194,348	74.79%
Stormwater Fund Net Profit (Loss)	(\$7,204)	\$12,490	\$82,131	(\$190,303)	
SOLID WASTE					
REVENUE	\$201,048	\$206,978	\$1,609,391	\$1,692,996	63.89%
EXPENDITURE	\$180,684	\$228,346	\$1,903,241	\$1,817,257	68.58%
Solid Waste Fund Net Profit (Loss)	\$20,364	(\$21,368)	(\$293,850)	(\$124,261)	
FIBER OPTICS					
REVENUE	\$169,413	\$179,732	\$1,427,425	\$1,490,386	70.30%
EXPENDITURE	\$165,788	\$131,348	\$1,396,455	\$1,548,637	73.05%
Fiber Fund Net Profit (Loss)	\$3,625	\$48,384	\$30,970	(\$58,251)	

				% of Monthly Totals to Budget
General Fund	Description	2/28/2019	FY 2019 Budget	
	Total Revenues	\$17,712,375	\$24,516,865	72.25%
	GO Bond Proceeds from School	\$0	\$0	#DIV/0!
	Property Taxes-City Portion Only	\$2,442,168	\$2,600,910	93.90%
	Local Option Sales Tax (LOST)	\$2,818,353	\$3,860,000	73.01%
	Other Taxes	\$6,131,909	\$8,463,870	72.45%
	Building Permit & Inspection Fees	\$286,577	\$390,000	73.48%
	Fines and Forfeitures	\$280,896	\$560,000	50.16%
	Operating Transfers In-City Utilities	\$1,952,846	\$3,322,395	58.78%
	Other Revenues	\$3,799,626	\$5,319,690	71.43%
	Total Expenditures	\$16,140,743	\$24,516,865	65.84%
	Personnel Expenses	\$11,435,025	\$17,103,135	66.86%
	Operating Expenses	\$4,221,036	\$6,561,830	64.33%
	Capital Expenses	\$142,907	\$396,200	36.07%
	GO Bond Proceeds from School		\$0	#DIV/0!
	Debt Pymt - JDA/CBA		\$0	#DIV/0!
	Library Appropriations	\$341,775	\$455,700	75.00%
Water & Sewer Fund	Total Revenues	\$15,066,733	\$40,113,000	37.56%
	Water Sales	\$9,037,321	\$11,535,000	78.35%
	Sewer Sales	\$4,816,865	\$6,365,000	75.68%
	Bond Proceeds		\$20,675,000	0.00%
	Use of Reserves		\$0	#DIV/0!
	Prior Year Capacity Fees		\$810,000	0.00%
	Other Revenues	\$1,212,547	\$728,000	166.56%
	Total Expenditures	\$11,568,637	\$40,113,000	28.84%
	Personnel Expenses	\$2,389,872	\$3,752,260	63.69%
	Operating Expenses	\$2,204,605	\$7,821,745	28.19%
	Capital Expenses	\$2,840,702	\$23,030,000	12.33%
Gas Fund	Transfer To General Fund	\$1,385,214	\$2,077,820	66.67%
	Debt Payments	\$2,748,244	\$3,431,175	80.10%
	Total Revenues	\$18,391,539	\$35,962,150	51.14%
	Gas Sales	\$16,635,283	\$20,512,960	81.10%
	Gas Commodity Charge	\$1,024,549	\$1,300,000	78.81%
	Bond Proceeds	\$0	\$0	#DIV/0!
	Proceeds from Capital Leases	\$104,389	\$132,500	78.78%
	Other Revenues	\$627,318	\$2,325,000	26.98%
	Use of Reserves	\$0	\$1,840,375	0.00%
	Use of Borrowed Funds	\$0	\$9,851,315	0.00%
	Total Expenses	\$21,690,471	\$35,962,150	60.31%
	Personnel Expenses	\$1,388,495	\$2,182,270	63.63%
	Operating Expenses	\$1,208,198	\$2,340,740	51.62%
	Purchase of Natural Gas	\$12,154,986	\$16,757,775	72.53%
	Transfer to General Fund	\$2,047,216	\$3,070,825	66.67%
	Capital Expenses	\$4,891,576	\$11,610,540	42.13%

				% of Monthly Totals to Budget
Electric Fund	Description	2/28/2019	FY 2019 Budget	
	Total Revenues	\$33,219,116	\$49,126,240	67.62%
	Electric Sales	\$32,121,490	\$47,679,830	67.37%
	Other Revenues	\$1,097,626	\$1,446,410	75.89%
	Total Expenses	\$31,069,360	\$49,126,240	63.24%
	Personnel Expenses	\$1,638,067	\$2,504,675	65.40%
	Operating Expenses	\$916,567	\$1,602,575	57.19%
	Purchase of Electricity	\$26,082,617	\$40,911,645	63.75%
	Capital Expenses	\$645,015	\$1,426,705	45.21%
	Transfer to General Fund	\$1,787,094	\$2,680,640	66.67%
Stormwater Fund	Total Revenues	\$1,004,045	\$1,597,000	62.87%
	Stormwater Revenues	\$986,620	\$1,466,000	67.30%
	Mitigation Grant Revenue	\$0	\$0	#DIV/0!
	Other Revenues	\$17,425	\$11,000	158.41%
	Proceeds from Capital Leases	\$0	\$120,000	0.00%
	Use of Reserves	\$0	\$0	#DIV/0!
	Stormwater Improvement Funds	\$0	\$0	#DIV/0!
	Total Expenses	\$1,194,348	\$1,597,000	74.79%
	Personnel Expenses	\$486,532	\$757,185	64.26%
	Operating Expenses	\$403,456	\$605,860	66.59%
	Capital Expenses	\$304,360	\$233,955	130.09%
Solid Waste Fund	Total Revenues	\$1,692,996	\$2,649,715	63.89%
	Refuse Collections Revenues	\$1,652,223	\$2,405,515	68.68%
	Other Revenues	\$40,773	\$52,200	78.11%
	Proceeds From Capital Leases	\$0	\$192,000	0.00%
	Total Expenses	\$1,817,257	\$2,649,715	68.58%
	Personnel Expenses	\$775,867	\$1,149,185	67.51%
	Operating Expenses	\$964,815	\$1,308,530	73.73%
	Capital Expenses	\$76,575	\$192,000	39.88%
Fiber Optics Fund	Total Revenues	\$1,490,386	\$2,120,110	70.30%
	Fiber Optics Revenues	\$1,325,433	\$1,871,000	70.84%
	GIS Revenues	\$76,300	\$113,200	67.40%
	Proceeds from Capital Leases	\$0	\$35,000	0.00%
	Other Revenues	\$88,653	\$100,910	87.85%
	Total Expenses	\$1,548,637	\$2,120,110	73.05%
	Personnel Expenses	\$506,441	\$729,540	69.42%
	Operating Expenses	\$546,783	\$859,080	63.65%
	MEAG Telecom Statewide Pymt	\$0	\$0	0.00%
	Debt Payment	\$5,637	\$9,650	0.00%
	Capital Expenses	\$489,776	\$521,840	93.86%

TT # wa1

Cash Position

	6/30/18	7/31/18	8/31/18	9/30/18	10/31/18	11/30/18	12/31/18
Total Unrestricted Cash Balance	\$27,699,226.98	\$26,571,134.06	\$26,389,847.12	\$27,032,966.13	\$27,406,222.25	\$26,970,196.33	\$32,144,544.25
Total Restricted Cash Balance	\$186,916,760.41	\$189,267,372.63	\$190,918,292.57	\$191,346,607.97	\$189,023,321.82	\$190,679,741.56	\$184,798,614.78

Cash Position

	1/31/19	2/28/19	3/31/19	4/30/19	5/31/19	6/30/19
Total Unrestricted Cash Balance	\$31,210,641.55	\$31,200,210.49				
Total Restricted Cash Balance	\$188,056,670.61	\$189,512,344.01				

Highlights for the Month of February 2019:

Unrestricted cash decreased slightly due to increases in the water, electric, gas, stormwater, solid waste, and fiber funds. These increases were offset by larger decreases in the general and garage funds.

Restricted cash increased due to increases in cash in the following funds: Hotel Motel Tax, Motor Vehicle Rental Tax, SPLOST 2014, Debt Service Account, and Pension Funds.