



City of Cartersville

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

COUNCIL PERSONS:

Matt Santini – Mayor
Dianne Tate – Mayor Pro Tem
Kari Hodge
Lindsey McDaniel, Jr.
Lori Pruitt
Jayce Stepp
Louis Tonsmeire, Sr.

AGENDA

Council Chambers, Third Floor of City Hall– 7:00
PM – 12/20/2012
Work Session – 6:00 PM

CITY MANAGER:

Sam Grove

CITY ATTORNEY:

David Archer

CITY CLERK:

Connie Keeling

I. Opening of Meeting

- Invocation
- Pledge of Allegiance
- Roll Call

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

1. December 6, 2012 (Page 3-13)

[Attachments](#)

B. First Reading of Ordinances

1. Amendment to Development Regulations Ordinance - Emergency Reading (Page 14-18)

[Attachments](#)

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

1. File #ZMA12-01: Zoning Map Amendment application by City of Cartersville to re-adopt the Official Zoning Map of the City of Cartersville. (Page 19)

[Attachments](#)

2. File #T12-03: Text Amendment application by City of Cartersville to amend various sections of the Zoning Ordinance. (Page 20-28)

[Attachments](#)

D. Contracts/Agreements

1. Metropolitan Planning Organization Memorandum of Understanding (Page 29-40)

[Attachments](#)

2. Georgia Main Street Program Memorandum Of Understanding (Page 41-82)

[Attachments](#)

3. American Red Cross (Page 83-86)

[Attachments](#)

4. Vaulted Vending (Page 87-91)

[Attachments](#)

E. Other

1. Quit Claim - Ruby Street (Page 92-94)

[Attachments](#)

F. Bid Award/Purchases

1. Billing System Changes for New Electric Rates (Page 95-100)

[Attachments](#)

2. HVAC Replacement at Electric System Office (Page 101-102)

[Attachments](#)

3. Power Quality Monitor (Page 103-106)

[Attachments](#)

4. High Service Pump Valve Repair (Page 107-109)

[Attachments](#)

5. Valve Actuator for High Service Pump at Water Treatment Plant (Page 110-112)

[Attachments](#)

6. Distribution and Collections Inventory Restocking (Page 113)

[Attachments](#)

G. Monthly Financial Statement

1. October 2012 (Page 114-118)

[Attachments](#)



City of Cartersville

**City Council Meeting
12/20/2012 7:00:00 PM
December 6, 2012**

SubCategory:	Council Meeting Minutes
Department Name:	Clerk
Department Summary Recommendation:	Attached are the minutes for your review and approval.
City Manager's Remarks:	
Financial/Budget Certification:	
Legal:	
Associated Information:	

City Council Meeting
 10 N. Public Square
 December 6, 2012
 9:00 A.M. – Work Session 8:00 A.M.

I. Opening Meeting

Invocation by Council Member Tonsmeire

Pledge of Allegiance led by Council Member Tate

The City Council met in Regular Session with Matt Santini, Mayor presiding and the following present: Kari Hodge, Council Member Ward One; Jayce Stepp, Council Member Ward Two; Louis Tonsmeire, Sr., Council Member Ward Three; Lindsey McDaniel Council Member Ward Four; Dianne Tate, Council Member Ward Five; Lori Pruitt, Council Member Ward Six; Sam Grove, City Manager; Connie Keeling, City Clerk and David Archer, City Attorney.

II. Regular Agenda

A. Council Meeting Minutes

1. November 15, 2012

A motion to approve the November 15, 2012 City Council Meeting minutes as presented was made by Council Member Tate and seconded by Council Member Hodge. Motion carried unanimously. Vote 6-0

B. Public Hearing – 2nd Reading of Zoning/Annexation Requests

1. File T12-02: Text Amendment application by Cliff Acuff to add Automotive and light truck rental facility as a permitted use in the M-U (Multiple Use) zoning district.

Randy Mannino, Planning and Development Director stated that the Public Official Forms have been received and there are no conflicts of interest. All adjacent property owners have been notified and the required legal notices have been advertised. Mr. Mannino requested that the application and zoning ordinance be made part of the official record. Copies of the adopted procedures and zoning standards are available upon request. Mr. Mannino stated that this is a proposal by Dr. Cliff Acuff to add Automotive and Light Truck Rental Facilities to the list of allowed uses in the M-U Zoning District. Currently the only automotive-related use allowed in the M-U zoning district is Automotive Specialty Shops allowed on properties fronting an arterial or major collector street and is limited to four (4) bays. Mr. Mannino stated that the proposed text amendment is needed to allow for a national vehicle rental company to operate on Tennessee Street. Mr. Mannino stated that there have been no additions or changes since the first reading and the Planning Commission recommended approval to add the use as follows:

Automotive and Light Truck Rental Facility (allowed on properties fronting an

arterial or major collector street only).

Mayor Santini opened the floor for a public hearing on the text amendment. With no comments Mayor Santini closed the public hearing.

A motion to approve Ordinance 69-12 was made by Council Member Stepp and seconded by Council Member Tonsmeire. Motion carried unanimously. Vote 6-0

Ordinance

of the

City of Cartersville, Georgia

Ordinance No. 69-12

Petition No. T12-02

NOW BE IT AND IT IS HEREBY ORDAINED by the Mayor and City Council of the City of Cartersville, Georgia that the CITY OF CARTERSVILLE CODE OF ORDINANCES CHAPTER 26 ZONING is hereby amended as follows:

1.

The Zoning Ordinance is hereby amended by adding the following:

2.

Article XVI Zoning Ordinance Section 9.2.2.A

Automotive and light truck rental facility (allowed on properties fronting an arterial or major collector street only).

BE IT AND IT IS HEREBY ORDAINED.

First Reading this the 15th day of November 2012.

ADOPTED this the day 6th of December 2012. Second Reading.

**/s/ Matthew J. Santini
Matthew J. Santini
Mayor**

ATTEST:

**/s/ Connie Keeling
Connie Keeling
City Clerk**

2. File SU12-03: Special Use application by Cliff Acuff for property located at 300 Walnut Grove Road (0.68 acres) to allow an apartment below and behind the office (Special Use required in the P-S Zoning District)

Randy Mannino, Planning and Development Director stated that the Public Official Forms have been received and there are no conflicts of interest. All adjacent property owners have been notified and the required legal notices have been advertised. Mr. Mannino requested that the application and zoning ordinance be made part of the official record. Copies of the adopted procedures and zoning standards are available upon request. Mr. Mannino stated that this tract is located at 300 Walnut Grove Road near Douthit Ferry Road. The property includes an office building with a basement built in 2004. City staff was informed in 2007 that the property owner had finished out the basement without obtaining a building permit and was living there. Mr. Mannino stated that staff had notified the owner that, for a property zoned P-S, the use of a structure for residential use was not allowed and the property owner vacated the basement. Recently staff has been informed that the owner has been renting the basement. Dr. Acuff is attempting to correct this with a Special Use Permit to allow the basement to continue to be used as a residence, while maintaining a main floor office and has agreed to meet all applicable city codes. Mr. Mannino stated that there have been no additions or changes since the first reading and the Planning Commission has recommended denial of the application.

Mayor Santini opened the floor for a public hearing on the Special Use Application. Dr. Cliff Acuff came forward and stated that he understood the changes needed to bring this area up to code and apologized for his delay in obtaining this Special Use Permit. With no further comments Mayor Santini closed the public hearing.

A motion to approve the special use application giving the applicant 60 days to make the necessary changes to bring the area up to code was made by Council Member Stepp and seconded by Council Member Pruitt. Motion carried. Vote 5-1 with Council Member Tonsmeire voting against.

Ordinance

of the

City of Cartersville, Georgia

Ordinance No. 70-12

Petition No. SU12-03

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 Dr. Cliff Acuff. Property is located 300 Walnut Grove Road. Said property contains 0.68 acres located in the 4th District, 3rd Section, Land Lot(s) 777 as shown on the attached plat Exhibit "A". Property is hereby rezoned to P-S (Professional Services) with the following

condition to allow the basement to be used as an apartment. Zoning 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 15th day of November 2012.

ADOPTED this the 6th day of December 2012. Second Reading.

/s/ Matthew J. Santini

Matthew J. Santini

Mayor

ATTEST:

/s/ Connie Keeling

Connie Keeling

City Clerk

C. Resolutions

1. Application for CHIP Down Payment Assistance Grant

Richard Osborne, City Planner stated that the City of Cartersville will provide first-time home buyer down payment and closing cost assistance to 25 low-income families, as defined by the DCA eligibility for Bartow County with a maximum up to \$10,000.00 in Community Home Investment Program (CHIP) funding per family. The city will partner with private financial institutions as well as with an administering agency, the Etowah Area Housing Authority to provide mandatory homeownership pre-purchase counseling for each applicant. Mr. Osborne recommended approval of the resolution.

A motion to approve Resolution No. 20-12 was made by Council Member Tonsmeire and seconded by Council Member Tate. Motion carried unanimously. Vote 6-0

Resolution No. 20-12

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS, REQUESTING UP TO \$315,000 COMMUNITY HOME INVESTMENT PROGRAM (CHIP) GRANT FOR THE DEVELOPMENT OF AFFORDABLE HOUSING OPPORTUNITIES THAT WILL BENEFIT LOW AND MODERATE INCOME FAMILIES, INCLUDING FIRST-TIME HOMEBUYER DOWN PAYMENT AND CLOSING COST ASSISTANCE TO 25 LOW INCOME FAMILIES WITH A MAXIMUM OF UP TO \$10,000 IN DIRECT CHIP FUNDING PER FAMILY.

WHEREAS, the Georgia Department of Community Affairs is Authorized to Make Grants to Non-Urbanized Areas for the Purpose of Community Improvements.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Cartersville herein referred to as the “Applicant”,

- 1. That Matt Santini in his official capacity as Mayor is authorized to execute and file an application on behalf of the Applicant, a city government, with the Georgia Department of Community Affairs,**
- 2. That the Mayor is authorized to execute and file such applications and assurances or any other documents required by the Georgia Department of Community Affairs,**
- 3. That the Mayor is authorized to execute a grant contract agreement on behalf of the Applicant with the Georgia Department of Community Affairs,**
- 4. That the City of Cartersville while making application to or receiving grants from the Georgia Department of Community Affairs will comply with state and federal statutes, regulations, executive orders and administrative requirements as required by said agencies.**

Adopted this the 6th day of December 2012.

**/s/ Matthew J. Santini
Matthew J. Santini
Mayor**

ATTEST:

**/s/ Connie Keeling
Connie Keeling
City Clerk**

D. Appointments

1. Downtown Development Authority Board

Tara Currier, DDA Director stated that the Cartersville Downtown Development Board of Directors requests the appointment of Lara Jeanneret to replace Harry Finchum who passed away in October and the appointment of Jill Mitchell to replace Susan Howard, who resigned at the October board meeting. Mrs. Currier stated that both terms expire on February 18, 2015 and feels that both candidates will make excellent additions to the board.

A motion to approve Lara Jeanneret and Jill Mitchell was made by Council Member Tonsmeire and seconded by Council Member Tate. Motion carried unanimously. Vote 6-0

E. Contract/Agreements

1. Right of Entry for Legacy Sod Farm

Tommy Sanders, City Engineer stated that this is a right of entry agreement to allow the city's archaeologist consultant to enter into private property for the purpose of completing the Phase II testing of the mound remnants adjacent to the Douthit Ferry Road Widening Project. Mr. Sanders stated that he anticipates having to pay for the sod that is damaged, but does not anticipate much damage due to the small size of the excavation pits. Mr. Sanders stated that the final amount will be below the spending authorization amount, the purpose for this being on the agenda is to receive permission for the Mayor to sign the agreement.

A motion to approve the Right of Entry for Legacy Sod Farm was made by Council Member Pruitt and seconded by Council Member Tonsmeire. Motion carried unanimously. Vote 6-0

2. Right of Entry for Habitat for Humanity

Tom Quist, Assistant to the City Manager stated that the city recently purchased two neighboring properties for the final two Habitat homes at 22 and 24 MLK Jr. Drive. The intention is to transfer ownership of these properties to Habitat for Humanity, however there is a lengthy advertising requirement and threatening to delay the start of construction. Habitat has requested that the city grant them early access to the property so that they can pour the foundation before it gets any colder and begin work before Christmas. Mr. Quist stated that they have added the city to their insurance policy and this "right of entry" will allow them to work on City owned property. Mr. Quist recommended approval.

A motion to approve the Right of Entry for Habitat for Humanity was made by Council Member Hodge and seconded by Council Member Tonsmeire. Motion carried unanimously. Vote 6-0

3. Southern Natural Gas Confidentiality Agreement

Gary Riggs, Gas Department Superintendent stated that Southern Natural Gas is required to file a rate case by February 28, 2013 and would like to negotiate a settlement with its customers instead of filing the rate case. Mr. Riggs stated that this agreement is required by Southern as part of the negotiation process and recommended approval.

A motion to approve the Confidentiality Agreement with Southern Natural Gas was made by Council Member Hodge and seconded by Council Member Tate. Motion carried unanimously. Vote 6-0

F. Bid Award

1. Horizontal Directional Boring Machine

Gary Riggs, Gas Department Superintendent stated that they had received bids from the two major manufacturers of Horizontal Directional Drilling machines. Purchase of this equipment will reduce both the time and materials needed for installation of mains and services

by the city crews and will be available for other City Departments to use with a qualified operator. Mr. Riggs recommended the low bid of \$196,500.00 from Vermeer Southeast Sales and Service, Inc.

A motion to approve the purchase from Vermeer Southeast Sales and Service, Inc. was made by Council Member Hodge and seconded by Council Member Tonsmeire. Motion carried unanimously. Vote 6-0

2. Patrol Vehicles

Major Jason DiPrima, Cartersville Police Department stated that bids were solicited for three (3) patrol vehicles to replace older units approaching excessive mileage. Major DiPrima stated that six bids were received and recommended the bid from Carl Gregory Dodge in an amount not to exceed \$87,000.00. Major DiPrima stated that although he recognizes the benefits of purchasing locally, the Dodge Charger has proven to be more beneficial to the department. Major DiPrima stated that these vehicles would be paid for with DEA Funds.

A motion to approve the purchase from Carl Gregory Dodge at a not to exceed cost of \$87,000.00 was made by Council Member Hodge and seconded by Council Member Tonsmeire. Motion carried unanimously. Vote 6-0

3. Southeastern Wood Pole Inspectors (This item was pulled from the agenda)

4. Electric Office Structural Issue

David Myers, Electric Department Superintendant stated that a structural issue has been identified with the Electric System Office Building. A section of the roof is sagging and upon examination it was found that inadequate support was placed in the attic floor on which the roof trusses rest when the building was constructed. Mr. Myers stated that Hightower Construction is currently on site completing an insulation job and has given a price of \$6,570.00 to make this repair. Mr. Myers recommended approval.

A motion to approve the bid from Hightower Construction was made by Council Member Tonsmeire and seconded by Council Member Tate. Motion carried unanimously. Vote 6-0

5. Trucks for Meter Readers

Tom Rhinehart, Finance Director stated that the meter readers are in need of two replacement trucks in their fleet which have not been replaced for the past seven years. Mr. Rhinehart recommended approval of the bid from the local vendor, City Motors at \$32,052.00 and while it is not the lowest bid he feels that it is the best bid with only \$620.00 difference in this bid and the lowest bid.

A motion to approve the purchase from City Motors was made by Council Member Tonsmeire and seconded by Council Member Stepp. Motion carried unanimously. Vote 6-0

6. Residential Garbage Truck

Bobby Elliott, Public Works Director stated that over the Thanksgiving Holiday all three of his residential garbage trucks went down with one truck beyond repair. GSP Marketing allowed the City to “Demo” a truck with a much larger capacity than the present fleet and allowed the department to maintain a two man set up. Mr. Elliott stated that he did not like to come before council with a single bid but in this case he had no choice since this is the only truck available. Mr. Elliott recommended approval of the 2012 MP-8133D 33 Cubic Yard Truck from GSP Marketing in the amount of \$201,779.04.

A motion to approve the purchase from GSP Marketing was made by Council Member Tate and seconded by Council Member Tonsmeire. Motion carried unanimously. Vote 6-0

7. Rehabilitate Grit Collector

Ed Mullinax, Assistant Water Superintendent stated that bids were accepted to rehabilitate the #1 Grit Collector at the Wastewater Treatment Plant. Three bids were received and Mr. Mullinax recommended approval of the second lowest bid from Southern Machine in the amount of \$78,550.00. Mr. Mullinax stated that the Southern Machines bid was only \$184.00 higher than A&D Contracting and because they are a larger company they will not have to pull their people off of the job to do a more pressing project. Council asked if the Water Department had ever used the low bidder A&D Contracting and if so had there been any problems. Mr. Mullinax stated that they had and while their work was satisfactory he felt that with Southern Machine being a larger company there would be less of a chance that they will have to be pulled off the job should an emergency arise.

A motion to approve the low bid from A&D Contracting in the amount of \$78,366.00 was made by Council Member McDaniel and seconded by Council Member Stepp. Motion carried. Vote 5-1 with Council Member Pruitt voting against.

8. Tennessee Street-Walgreens Water Main Replacement Project

Ed Mullinax, Assistant Water Superintendent stated that the water main on Tennessee Street in the block serving the new Walgreens store is in a deteriorated condition and in need of replacement. Bids were received from three contractors to construct this project and he recommended the low bid from C&L Contractors, Inc. in the amount of \$86,510.00. Mr. Mullinax stated that this project will be paid for partially from Bond Funds and partially from a \$25,000.00 payment from Walgreens to advance this portion of the Tennessee Street Water Main Replacement Project.

A motion to approve the low bid from C&L Contractors, Inc. was made by Council Member Hodge and seconded by Council Member Tonsmeire. Motion carried unanimously. Vote 6-0

9. Main Street to Center Road 16-Inch Water Main Connector

Ed Mullinax, Assistant Water Superintendent stated that the Water department had received bids on a project to construct a 16-inch water main between Center Road and Main Street. Mr. Mullinax stated that the low bidder submitted a bid bond in the amount of 5% of the bid versus the specified 10%. Upon advisement from the City Attorney, this matter is viewed as a minor irregularity and is recommended to be waived under the stipulations included in the bid documents. Mr. Mullinax recommended approval of the low bid from C&L Contractors in the amount of \$489,981.91.

A motion to approve the low bid from C&L Contractors was made by Council Member Tonsmeire. David Archer, City Attorney recommended the motion be amended to waive the 10% bid bond and accept the low bid with a 5% bid bond. A motion was made to waive the 10% bid bond and accept the low bid with a 5% bid bond from C&L Contractors was made by Council Member Tonsmeire and seconded by Council Member Pruitt. Motion carried unanimously. Vote 6-0

Mayor Santini stated that there was one item to be added to the agenda. A motion to add an item to the agenda was made by Council Member Tonsmeire and seconded by Council Member Tate. Motion carried unanimously. Vote 6-0

G. Added Item

1. Sale of Home with CHIP First Time Homebuyer Loan

Randy Mannino, Planning and Development Director stated that the home at 3 Skyview Circle received a \$10,000.00 first time homebuyer loan from the City of Cartersville's CHIP Grant. This loan is forgivable if a homebuyer remains in the house for a minimum of five (5) years. This homebuyer has resided at the residence for less than five years (since May 2010) and would like to sell the property. The amount of the CHIP funding owed is \$6,000.00 and would be paid to the Georgia Department of Community Affairs (DCA). Mr. Mannino stated that the owner has requested that the Mayor and Council agree to release the property from the security deed through a quitclaim deed and by agreeing to sign the quitclaim deed the City of Cartersville will not lose money and will not be penalized by the DCA. Mr. Mannino stated that this is standard procedure for the first time homebuyers and recommended approval.

A motion to approve the quitclaim deed for 3 Skyview Circle was made by Council Member Tonsmeire and seconded by Council Member Hodge. Motion carried unanimously. Vote 6-0

A motion to adjourn the meeting was made by Council Member Stepp and needing no second. Motion carried unanimously. Vote 6-0

Meeting Adjourned

/s/ _____
Matthew J. Santini

Mayor

ATTEST:

/s/ _____
Connie Keeling
City Clerk



City of Cartersville

City Council Meeting
12/20/2012 7:00:00 PM

Amendment to Development Regulations Ordinance - Emergency Reading

SubCategory:	First Reading of Ordinances
Department Name:	Public Works
Department Summary Recommendation:	We have discovered that our refuse dumpster detail needed to be revised due to the fact that the old drawing did not allow enough room to place the dumpster inside the enclosure and allow the commercial truck to access it in order to empty the container. That is the reason for the revision and since it is a part of Article III of the Development Regulations, it is regulated by ordinance and therefore must be approved by Mayor and City Council. I suggested that it be approved as an emergency ordinance just in case we have a new development project plan submitted. The faster we get this approved the less chance that we have to deal with a grandfathered plan approval if something comes in for plan review between now and then.
City Manager's Remarks:	Your approval of this item as an emergency is recommended for the reasons outlined above.
Financial/Budget Certification:	
Legal:	Prepared by the City Attorney's office
Associated Information:	

Ordinance no. _____

NOW BE IT AND IT IS HEREBY ORDAINED by the Mayor and City Council of the City of Cartersville, that the Code of Ordinances, City of Cartersville, Georgia is hereby amended by making the following amendments to **CHAPTER 7.5 DEVELOPMENT REGULATIONS. ARTICLE III. GENERAL DESIGN REGULATIONS. Section 7.5-70 Standard Details** is hereby amended by deleting “**Standard Details 3.8.26(a) Dumpster Enclosure Single, 3.8.26(b) Dumpster Enclosure Double, and 3.8.26(c) Dumpster Enclosure Rates**” in their entirety and replacing them with the following.

1.

See Exhibit “A” which is attached hereto and incorporated herein as follows:

2.

To be in place by the first of the year so all applications are treated equally, it is necessary that said ordinance be deemed emergency in nature and adopted with one reading.

3.

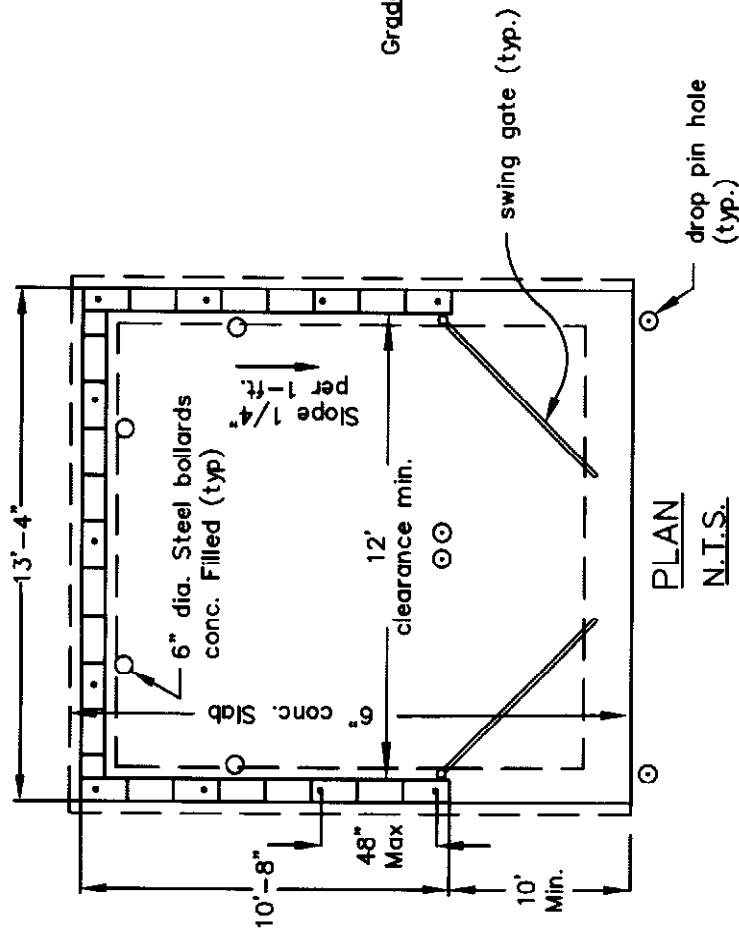
It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia

BE IT AND IT IS HEREBY ORDAINED

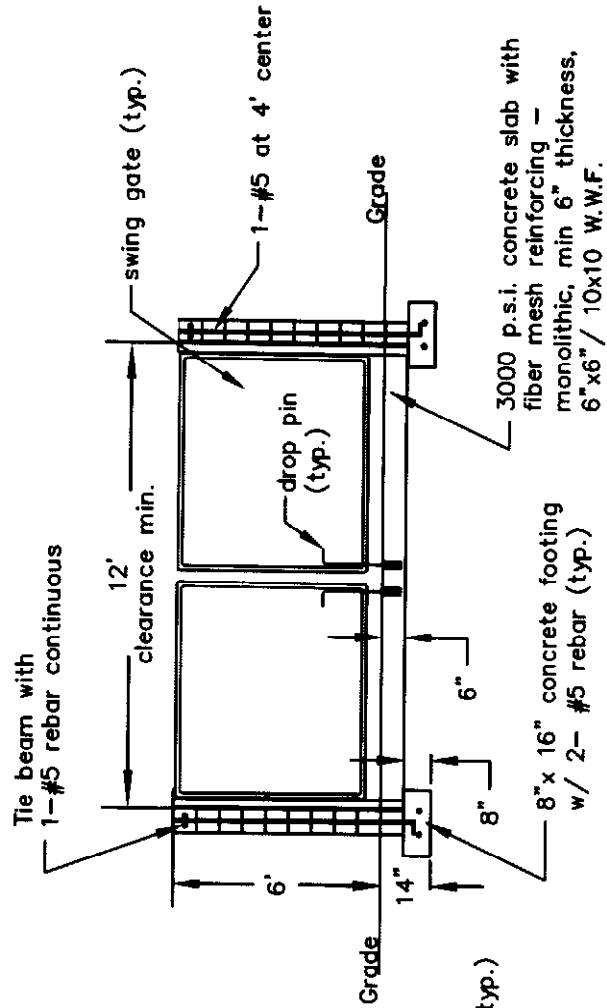
EMERGENCY READING: _____

MATTHEW J. SANTINI, MAYOR

ATTEST: _____
CONNIE KEELING, CITY CLERK

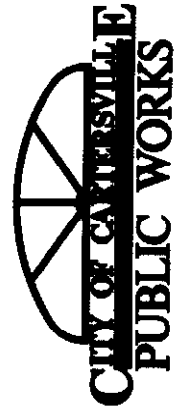


PLAN
N.T.S.



ELEVATION
N.T.S.

Item # 2



DATE	DESCRIPTION	APP.
DATE 12/12	DUMPSTER ENCLOSURE	
DRAWN BY BCE	SINGLE	3.8.28a

DATE	DESCRIPTION	APP.
DATE 12/12/12	DUMPSTER ENCLOSURE	
PAID BY BOE	DOUBLE	3.6.28

1.) WALLS

- a.) New construction: maximum 6'-0" high and constructed of concrete block (8"x8"x16"). Materials used shall be consistent with those used in the construction of and architectural style of the principal building.
- b.) Existing: maximum 6'-0" high replacement materials can be made of the same materials as long as they are made of approved opaque material.

2.) FOOTINGS

8"x16" concrete w/2- #5 continuous rebar imbedded.

3.) CONCRETE SLAB

Monolithic, min. 6" thickness w/imbedded 6"x6" / 10x10 welded wire fabric (W.W.F.), 3000 P.S.I. with fiber mesh reinforcing.

4.) CONCRETE FILLED CELLS

With 1-#5 vertical rebar tied to footer steel at each corner and every 4' O.C.

5.) GATES

Constructed of min. 1-1/2" diameter galvanized tubular steel w/privacy-type slats inserted in galvanized steel mesh fabric, hinge-mounted on min. 3" diameter galvanized steel post. (Gates and post constructed and installed per applicable building code by licensed fence contractor).

6.) DROP PIN

1/2" dia. 18" long metal rod gate latch. Provide 3/4" dia. hole 6" into concrete for rods. In asphalt provide a 3/4" P.V.C. sleeve, 6" long, or equal.

7.) SOIL

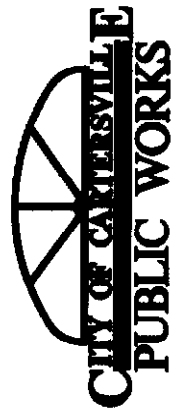
Soil bearing capacity to be at least 2,500 P.S.F.

8.) BOLLARD

3'-6" high, 6" diameter steel pipe bollard filled with concrete, painted traffic yellow, imbedded 3'-0" deep in 18" concrete foundation. (See Detail)

Materials, construction and quantity control of masonry shall be in accordance with Uniform Building Code (UBC), Chapter 24. General conditions and construction requirements shall be applied as specified in UBC, Section 2404 (f), during grouted masonry work.

1. All reinforcing steel shall be deformed bars conforming to ASTM A-615, Grade 60. Vertical reinforcement shall be placed in the center of the masonry cell, and shall be held in position at the top and bottom.
2. If a slab dowel does not line-up with a vertical core, it shall not be sloped more than one horizontal in six verticals (1:6).
3. Horizontal wall reinforcement shall be standard truss type DUR-O-WALL (or equivalent) at 16" o.c..
4. Hollow Load-bearing Concrete Masonry Units shall be normal weight conforming to ASTM C-90, with a minimum compressive strength of 1,900 PSI.
5. Mortar shall be type M or S, in accordance with ASTM C-270. Place all masonry in running bond with 3/8" mortar joints. Provide complete coverage face shell mortar bedding, horizontal and vertical.
6. Coarse grout shall conform to ASTM C-476, with a maximum aggregate size of 3/8", 8" to 10" slump, and a minimum compressive strength of 2,500 PSI at 28 days.
7. Minimum 3" X 3" clean-out holes (saw-cut) are required at the bottom course of all cells to verify grout placement. Clean-outs shall be sealed after masonry inspection-provided in accordance with ACI 531-4.6, and before grouting.
8. Prior to grouting, the grout space shall be clean, with no mortar projections greater than 1/2", mortar droppings or other foreign material. All cells shall be in vertical alignment, and shall solidly be filled with coarse grout as specified.
9. During placing, grout shall be consolidated with flexible cable vibrator. First grout pour shall be stopped a minimum of 1 - 1/2" below the top of the middle bond beam masonry.



Item # 2

DATE	DESCRIPTION	APP.	
DATE 12/12	DUMPSER ENCLOSURE		
DRAWN BY	NOTES		3.8.28c



City of Cartersville

City Council Meeting
12/20/2012 7:00:00 PM

File #ZMA12-01: Zoning Map Amendment application by City of Cartersville to re-adopt the Official Zoning Map of the City of Cartersville.

SubCategory:	Public Hearing - 1st Reading of Zoning/Annexation Requests
Department Name:	
Department Summary Recommendation:	Case ZMA12-01 is an application by City staff to re-adopt the Official Zoning Map. This process will update the map to show changes in zoning for properties that have occurred since the map was last adopted in December 2011. Planning Commission recommended approval to re-adopt the map.
City Manager's Remarks:	Your approval of this item is recommended.
Financial/Budget Certification:	
Legal:	
Associated Information:	



City of Cartersville

City Council Meeting
12/20/2012 7:00:00 PM

File #T12-03: Text Amendment application by City of Cartersville to amend various sections of the Zoning Ordinance.

SubCategory:	Public Hearing - 1st Reading of Zoning/Annexation Requests
Department Name:	Planning and Development
Department Summary Recommendation:	T12-03 is the proposal by City staff for changes to sections of the Zoning Ordinance. Since the 2010 revision, staff has itemized concerns based on implementation, private market demands, code enforcement, and other items that may be appropriate. These changes have been recommended for approval by Planning Commission.
City Manager's Remarks:	Your approval of this item is recommended.
Financial/Budget Certification:	
Legal:	
Associated Information:	

MEMO

TO: Mayor Santini and City Council
 FROM: Randy Mannino and Richard Osborne
 DATE: December 12, 2012
 SUBJECT: Zoning Ordinance revisions text amendment case T12-03

T12-03 is the proposal by City staff for changes to sections of the Zoning Ordinance. Since the 2010 revision, staff has itemized concerns based on implementation, private market demands, code enforcement, and other items that may be appropriate. The following changes have been recommended by Planning Commission:

2.2.18.R Definition of a Recreational vehicle

The current definition has “and” before “designed” and, for code enforcement purposes, should be “or”.

- *Recreational vehicle. Boat trailers and any type of portable structure without a permanent foundation, which can be towed, hauled or driven or designed for temporary living accommodations for recreational, camping, and travel use, including, but not limited to, travel trailers, truck campers (on or off the truck), camping trailers and self-propelled motor homes.*

4.23. Home Occupations (sign section)

The sign section for home occupations may not be content-neutral and may need to be deleted:

- *Only one (1) point of business sign, not exceeding two (2) square feet in size, motionless, non-lighted, and attached to the principle building, shall be permitted and no advertising signs shall be permitted.*

6.5.2.A. R-7

Intown areas may be appropriate for elderly care with Special use approval. The list of permitted uses could be amended to add the following:

- *Nursing home facilities (SU).**
- *Retirement centers (SU).**

6.6.2.A. R-D

Intown areas may be appropriate for elderly care with Special use approval. The list of permitted uses could be amended to add the following:

- *Nursing home facilities (SU).**
- *Retirement centers (SU).**

9.1.2.A. P-S

Intown areas may be appropriate for elderly care with a Special use. The list of permitted uses could be amended to add elderly care uses. Also, the apartments section, with special use approval, could be amended in cases where an apartment below commercial is proposed.

- *Apartment and condominiums, above, below, or behind commercial and office uses in the same building (SU).**
- *Hospices (SU).**
- *Nursing home facilities (SU).**
- *Retirement centers (SU).**

9.2.2.A. M-U

The apartments section, with a Special use, could be amended where an apartment below commercial is proposed. M-U allows nursing homes and retirement centers. Hospices, with Special use, may be appropriate.

- *Apartment and condominiums, above, below, or behind commercial uses in the same building (SU).**
- *Hospices (SU).**

9.3.2.A. and 9.3.3.T. N-C

The apartments section, with special use approval, could be amended in cases where an apartment below commercial is proposed. Since the use of Bed and breakfast inn is a possible use with a Special use approval in M-U, it may be appropriate in N-C. Intown areas may be appropriate for elderly care with a Special use.

- *Apartments and condominiums, above, below, or behind commercial and office uses in the same building (SU).**
- *Bed and breakfast inn (SU).**
- *Hospices (SU).**
- *Nursing home facilities (SU).**
- *Retirement centers (SU).**

Development standards for N-C may need to be amended to change maximum commercial building floor area from the relatively small 10,000 sqft to 15,000 sqft, the size of a typical new pharmacy.

- *Maximum commercial building floor area, fifteen thousand (15,000) square feet.*

9.4.2.A. DBD

The apartments section, with special use approval, could be amended in cases where an apartment below commercial is proposed. Intown areas may be appropriate for elderly care with Special use approval.

- *Apartments and condominiums, above, below, or behind commercial and office uses in the same building (SU).**
- *Hospices (SU).**
- *Nursing home facilities (SU).**
- *Retirement centers (SU).**

9.5.2.A. O-C

The apartments section, with special use approval, could be amended in cases where an apartment below commercial is proposed. The possibility of auto lots on O-C zoned properties on major roads, with Special use approval, might be appropriate.

- *Apartments and condominiums, above, below, or behind commercial and office uses in the same building (SU).**
- *Automotive and truck sales or rental (properties fronting an arterial or major collector street only) (SU).**

9.6.2.A. G-C

Amend the apartments section.

- *Apartments and condominiums, above, below, or behind commercial and office uses in the same building (SU).**

10.1.1. L-I

There is an incorrect reference. The section number now is 16.4.8 but should be 16.4.9

- *Manufacturing establishments which use limited water in the manufacturing operation either for processing, cooling, or heating; or which emit smoke, noise, odor, dust, vibrations, or fumes beyond the walls of the building in which housed shall not be allowed, except with approval of a special use in accordance with standards further described in section 16.4.9.*

10.2.2.A. H-I

A variety of industrial operations may be appropriate to be allowed in H-I, whether heavy, medium, or light industrial. It may be appropriate to delete the underlined phrase:

- *Manufacturing, processing, warehousing, distribution, and research facilities which would not be allowed in the L-I district.*

13.10. Main Street Overlay District commercial signs.

Sign regulations (underlined here) for the Main Street Overlay District have now been included in the Sign Ordinance and could be deleted from the Zoning Ordinance:

13.10 The provisions of the City of Cartersville, chapter 20, article II, Sign Ordinance, shall apply to all signs within this overlay district, with the following modifications:

A. Individual buildings or business storefront signs (wall signs) shall be limited to one (1) sign per street frontage.

B. Maximum allowed sign area of all freestanding signs shall be fifty (50) square feet, with the exception that directory signs shall be allowed to be one hundred twenty (120) square feet.

C. Any corner lot adjacent to Main Street shall be allowed one (1) additional freestanding sign to be for the purpose of a directory sign.

D. All freestanding signs shall be monument style signs, shall not exceed fifteen (15) feet in height. No pylon signs will be allowed.

14.9. Business Park Overlay District

Sign regulations (underlined here) for the Business Park Overlay District have now been included in the Sign Ordinance and could be deleted from the Zoning Ordinance:

14.9. Signs.

The following signs are permitted:

1. Ground Signs: One monument-style brick or masonry sign for each individual building in the park. Maximum area of each sign sixty (60) square feet. Maximum height six (6) feet. The sign may be double-sided. One additional monument-style brick or masonry sign of no more than sixty (60) square feet and six (6) feet in height shall be permitted if the building has more than one access point.
2. Window Signs: Total signage per business not to exceed twenty-five percent (25%) of the area of windows facing road frontage.
3. Wall Signs: Total area of all signs is not to exceed ten percent (10%) of the gross floor area of the building. No more than four (4) wall signs per business are permitted and no single wall sign shall exceed two hundred fifty (250) square feet.
4. Entrance Signs: Two monument-style brick or masonry entrance sign at each entrance to the business park. Maximum area of each sign one hundred (100) square feet. Entrance signs may only be single-sided, unless only one is erected at an entrance, in which case it can be double-sided. Entrance signs only permitted at the entrance to the planned center. Entrance signs must be setback from the right-of-way a distance equal to their height plus one (1) foot for safety reasons, and cannot block traffic sight lines. Maximum height is ten (10) feet.

16.1 and 16.3 Special uses – Scope and intent; Restrictions

These sections are proposed to be modified to require an applicant for a Special use to state the following in an application (these are already listed as items for consideration by the Mayor and Council):

- A. *The effect of the proposed activity on traffic flow along adjoining streets;*
- B. *The availability, number and location of off-street parking;*
- C. *Protective screening;*
- D. *Hours and manner of operation of the proposed use;*
- E. *Outdoor lighting;*
- F. *Ingress and egress to the property; and*
- G. *Compatibility with surrounding land use.*

16.4.2. and 16.4.13.A. Special uses

Amend the Special uses section to reflect the possibility of apartments below commercial uses and to add new zoning districts to possibly have retirement centers.

16.4.2 Apartment, above, below, or behind commercial and office uses in the same building.

16.4.13.A. Retirement centers

- Allowable districts: RA-12, MF-14, P-S, N-C, DBD, M-U, O-C, G-C

17.10. Parking of recreational vehicles on property used for residential purposes.

On residential lots, requiring recreational vehicles parked in the side or rear to be 10 feet, or in some cases, 20 feet off property lines may be excessive. Similar to accessory structures in the rear of residential lots, it may be appropriate to allow recreational vehicles to be parked 5 feet from side and rear areas. Also, many City residents have 3 or 4 recreational vehicles, and the restriction of parking a maximum of 2 vehicles may be excessive. Example is a camper and two jet skis. 3 vehicles may be reasonable. The proposal is the following:

- *Recreational vehicles parked in any residential zone or residentially-used area shall not be permitted to be parked in any required buffer area, nor in any front-yard area. Recreational vehicles on residential property shall only be parked in the side or rear yard, on an all-weather surface material, and a minimum of five (5) feet from all property lines. No more than three (3) recreational vehicles shall be parked on any single residential lot.*

Ordinance
of the
City of Cartersville, Georgia
Ordinance No.

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 26 ZONING** is hereby amended as follows:

1.

That Article II. Interpretations and Definitions, Section 2.2.18.R, is hereby amended by deleting the definition of *Recreational vehicle* in its entirety therein and replacing it with the following:

Recreational vehicle. Boat trailers and any type of portable structure without a permanent foundation, which can be towed, hauled or driven or designed for temporary living accommodations for recreational, camping, and travel use, including, but not limited to, travel trailers, truck campers (on or off the truck), camping trailers and self-propelled motor homes.

2.

That Article IV. General Provisions, Section 4.23.4, is hereby amended by deleting it in its entirety and replacing it with the following:

4. Intentionally omitted.

3.

That Article VI. Single-Family Dwelling District Regulations, Section 6.5.2.A, is hereby amended by adding the following uses to the list of permitted uses:

Nursing home facilities (SU).*
Retirement centers (SU).*

4.

That Article VI. Single-Family Dwelling District Regulations, Section 6.6.2.A, is hereby amended by adding the following uses to the list of permitted uses:

Nursing home facilities (SU).*
Retirement centers (SU).*

5.

That Article IX. Commercial District Regulations, Section 9.1.2.A, is hereby amended by deleting the use *Apartments and condominiums, above or behind commercial office uses in the same building*

(SU). * in its entirety from the permitted uses; and adding the following uses to the list of permitted uses:

Apartments and condominiums, above, below, or behind commercial and office uses in the same building (SU).*
Hospices (SU).*
Nursing home facilities (SU).*
Retirement centers (SU).*

6.

That Article IX. Commercial District Regulations, Section 9.2.2.A, is hereby amended by deleting the use *Apartments and condominiums, above or behind commercial office uses in the same building (SU).* * in its entirety from the permitted uses; and adding the following uses to the list of permitted uses:

Apartments and condominiums, above, below, or behind commercial uses in the same building (SU).*
Hospices (SU).*

7.

That Article IX. Commercial District Regulations, Section 9.3.2.A, is hereby amended by deleting the use *Apartments and condominiums, above or behind commercial office uses in the same building (SU).* * in its entirety from the permitted uses; and adding the following uses to the list of permitted uses:

Apartments and condominiums, above, below, or behind commercial and office uses in the same building (SU).*
Bed and breakfast inn (SU).*
Hospices (SU).*
Nursing home facilities (SU).*
Retirement centers (SU).*

8.

That Article IX. Commercial District Regulations, Section 9.3.3.T, is hereby deleted in its entirety and replaced with the following:

Maximum commercial building floor area, fifteen thousand (15,000) square feet.

9.

That Article IX. Commercial District Regulations, Section 9.4.2.A, is hereby amended by deleting the use *Apartments and condominiums, above or behind commercial office uses in the same building (SU).* * in its entirety from permitted uses; and adding the following uses to the list of permitted uses:

Apartments and condominiums, above, below, or behind commercial and office uses in the same building (SU).*
Hospices (SU).*

Nursing home facilities (SU).*

Retirement centers (SU).*

10.

That Article IX. Commercial District Regulations, Section 9.5.2.A, is hereby amended by deleting the use *Apartments and condominiums, above or behind commercial office uses in the same building (SU).* * in its entirety from permitted uses; and adding the following uses to the list of permitted uses:

Apartments and condominiums, above, below, or behind commercial and office uses in the same building (SU).*

Automotive and truck sales or rental (properties fronting an arterial or major collector street only) (SU).*

11.

That Article IX. Commercial District Regulations, Section 9.6.2.A, is hereby amended by deleting the use *Apartments and condominiums, above or behind commercial office uses in the same building (SU).* * in its entirety from permitted uses; and adding the following uses to the list of permitted uses:

Apartments and condominiums, above, below, or behind commercial and office uses in the same building (SU).*

12.

That Article X. Industrial District Regulations, Section 10.1.1, is hereby amended by deleting it in its entirety and replacing it with the following:

Regulations in this section are the L-I district regulations. The L-I district is intended to provide locations and land areas for the development of industrial and business parks and uses which meet the needs of processing, manufacturing, fabricating, and warehousing, research, related office uses, and other uses as further described in section 3.1.20 of this chapter.

Light manufacturing establishments shall consist of any manufacturing establishment which does not use water in the manufacturing operation either for processing, cooling, or heating and which shall emit no smoke, noise, odor, dust, vibrations, or fumes beyond the walls of the building in which housed.

Manufacturing establishments which use limited water in the manufacturing operation either for processing, cooling, or heating; or which emit smoke, noise, odor, dust, vibrations, or fumes beyond the walls of the building in which housed shall not be allowed, except with approval of a special use in accordance with standards further described in section 16.4.9.

13.

That Article X. Industrial District Regulations, Section 10.2.2.A, is hereby amended by deleting the following use *Manufacturing, processing, warehousing, distribution, and research facilities which would not be allowed in the L-I district* in its entirety from said permitted uses; and replacing it with the following:

Manufacturing, processing, warehousing, distribution, and research facilities.

14.

That Article XIII. Main Street Overlay District Regulations, Section 13.10, is hereby amended by deleting it in its entirety and replacing it with the following:

Section 13.10. Reserved.

15.

That Article XIV. Business Park Overlay District, Section 14.9, is hereby amended by deleting it in its entirety and replacing it with the following:

Section 14.9. Reserved.

16.

That Article XVI. Special Uses, Section 16.1, is hereby amended by deleting it in its entirety and replacing it with the following:

- 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.**

17.

That Article XVI. Special Uses, Section 16.3, is hereby amended by deleting it in its entirety and replacing it with the following:

- 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:**
 - 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.**

Item # 4

18.

That Article XVI. Special Uses, Section 16.4.2, is hereby amended by deleting the heading for this section and replacing it with the following:

Apartment, above, below, or behind commercial and office uses in the same building.

19.

That Article XVI, Special Uses, Section 16.4.13.A, is hereby amended by adding the following to the list of allowable districts:

P-S, N-C, DBD

20.

That Article XVII. Off-Street Parking and Service Requirements, Section 17.10, is hereby amended by deleting it in its entirety and replacing it with the following:

Recreational vehicles parked in any residential zone or residentially-used area shall not be permitted to be parked in any required buffer area, nor in any front-yard area. Recreational vehicles on residential property shall only be parked in the side or rear yard, on an all-weather surface material, and a minimum of five (5) feet from all property lines. No more than three (3) recreational vehicles shall be parked on any single residential lot.

BE IT AND IT IS HEREBY ORDAINED.

First Reading this the day of 2012.

ADOPTED this the day of 2013. Second Reading.

/s/ _____
Matthew J. Santini
Mayor

ATTEST:

/s/ _____
Connie Keeling
City Clerk



City of Cartersville

City Council Meeting
12/20/2012 7:00:00 PM

Metropolitan Planning Organization Memorandum of Understanding

SubCategory:	Contracts/Agreements
Department Name:	Planning and Development
Department Summary Recommendation:	As you are aware, Council has previously authorized the Mayor to sign a resolution supporting the designation of the Bartow County Community Development Department as the Metropolitan Planning Organization (MPO) for the Cartersville-Bartow urbanized area. It makes good sense to have Bartow County as the coordinating organization for this effort with the proposed boundary to be the County lines. The next step in this process is to put agreements in place with Bartow and all of the local jurisdictions within the County, and get the Governor's approval by March of 2013. Staff recommends authorization of the Mayor to sign the Memorandum of Understanding. BACKGROUND: Based on the population numbers of the 2010 Census, Cartersville and surrounding areas have exceeded a population threshold which requires us to be part of a Metropolitan Planning Organization (MPO) for Transportation Planning Purposes. An MPO is a federally required transportation policy-making and planning body with representatives of local, state & federal government and transportation authorities. Required in the Code of Federal Regulations (23 CFR Part 450) Transportation Planning needs to reflect the regions shared vision, and requires a comprehensive examination of the region's future and investment alternatives. The County's boundary is directly adjacent to two (Rome & Atlanta) of the States 15 other MPO's. As opposed to being included in one of the adjacent MPO's, the current objective is for the Cartersville-Bartow area to form the States 16th MPO. This allows us to control the Transportation Planning project lists and vision for our own region.
City Manager's Remarks:	This is an agreement between the County, cities in the County and GDOT relative to the MPO. Your approval is recommended.
Financial/Budget Certification:	
Legal:	City Attorney has reviewed the document with no concerns or comments
Associated Information:	

Cover Memo

**CARTERSVILLE-BARTOW COUNTY
URBAN TRANSPORTATION STUDY
METROPOLITAN PLANNING ORGANIZATION**

MEMORANDUM OF UNDERSTANDING

BETWEEN

The Georgia Cities of Cartersville, Adairsville, Emerson, Euaharlee, White, Kingston, Taylorsville and Bartow County and the Georgia Department of Transportation, in cooperation with the U.S. Department of Transportation,

RELATIVE TO

The continuing, comprehensive, cooperative urban transportation planning process known as the Cartersville-Bartow County Metropolitan Planning Organization (CBMPO).

I. IT IS THE INTENTION OF THE PARTIES:

A. That the Cartersville-Bartow County Metropolitan Planning Organization (CBMPO) is to:

1. Maintain a continuing, cooperative and comprehensive transportation planning process as defined in Title 23 USC Section 134 that explicitly considers the seven transportation planning factors and results in plans and programs consistent with comprehensively planned development of the urbanized area.

2. Develop and maintain a Long Range Transportation Plan (LRTP) that has a time horizon of 25 years and which provides a fiscally feasible , to create a fiscally feasible transportation system that integrates thoroughfare development, public transportation, air facilities, rail systems, intermodal facilities, bicycle and pedestrian facilities and transportation enhancements; and reflects consideration of the area's comprehensive land use plans and overall social, economic, environmental, and energy conservation plans, goals and objectives.

3. Create a functional relationship between transportation planning and city-county development.

4. Maintain the data obtained in the original data collection phase of the study and any pertinent data collected thereafter on a current level so that existing and forthcoming recommendations may be evaluated and updated periodically.

5. Produce all documents and studies that are necessary to maintain a Certified Transportation Planning Process.

II. **IT IS FURTHER AGREED**, that the areas of responsibility of the aforementioned counties, municipalities, and government agencies shall lay within the study area Boundary established by the Policy Committee of the Cartersville-Bartow County Metropolitan Planning Organization (CBMPO). This area includes the cities of Cartersville, Adairsville, Emerson, Euharlee, White, Kingston, Taylorsville and all of Bartow County.

III. **IT IS FURTHER AGREED**, that the Metropolitan Planning Organization (MPO) as designated by the Governor of Georgia is the Cartersville-Bartow County Metropolitan Planning Organization. The Cartersville-Bartow County Metropolitan Planning Organization shall have the primary responsibility for carrying out the urban transportation planning process and of developing the planning work programs, transportation plan, and transportation improvement program.

IV. **IT IS FURTHER AGREED**, that the Urban Transportation Study shall be coordinated by a *Project Director* who shall be the Urban Transportation Planner and the staff of the Bartow County Community Development Director shall serve as staff to the Cartersville-Bartow County Metropolitan Planning Organization program and process. Additional staff resources may be provided, upon request, from the Technical Coordinating Committee (TCC) membership and

existing staff resources of the participating agencies and governments. The *Project Director* shall coordinate all requests under the direction of the Policy Committee.

V. **IT IS FURTHER AGREED**, that the Cartersville-Bartow County Metropolitan Planning Organization Policy Committee shall continue to function to adopt appropriate goals, work programs, and plans; and to establish the need, form, and direction of future transportation improvements in the Regional Transportation Study area. The Policy Committee shall be the MPO forum for cooperative decision-making by principal elected and appointed officials of general purpose local government and intermodal transportation providers. The individuals representing the government jurisdictions involved in the planning process and other involved agencies shall comprise the Policy Committee. The membership shall be enumerated in the Policy Committee Bylaws. The Policy Committee shall have final authority in the matters of policy and plan adoption for the Cartersville-Bartow County Metropolitan Planning Organization.

VI. **IT IS FURTHER AGREED**, that the committee known as the Technical Coordinating Committee (TCC) shall continue to function to assure the involvement of all operating departments, advisory agencies, and multimodal transportation providers concerned with, or affected by, the planning process and subsequent implementation of plans. The technical guidance and direction of the continuing Cartersville-Bartow County Metropolitan Planning Organization shall be furnished by the TCC. The membership shall be enumerated in the Technical Coordinating Committee Bylaws.

VII. **IT IS FURTHER AGREED**, that the various committees meet at significant stages in the planning process in accordance with the bylaws adopted for each committee by the Policy Committee

VIII. **IT IS FURTHER AGREED**, that the Georgia Department of Transportation (GDOT), only to the extent that it may be bound by contracts which may hereafter be entered into, shall be responsible for the following:

1. Provide available maps, aerial photographs, charts, and records as deemed necessary to maintain the study.

2. Update and maintain travel simulation models for use in evaluating the metropolitan area's transportation needs. Said models shall be the "official" Cartersville-Bartow County models. The Department shall also provide the expertise and computer software for the above mentioned tasks.

3. Make periodic reviews and evaluations of projected transportation needs; and revisions, when necessary, of the multimodal transportation plan.

4. Aid the MPO in preparation of planning-oriented preliminary engineering, right-of-way, and construction cost estimates where applicable for multimodal projects in the Cartersville-Bartow County 25 Year Transportation Plan.

5. Provide the local agencies with current information concerning the status of planning and implementation of the Cartersville-Bartow County 25 Year Multimodal Transportation Plan.

6. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified, to determine the extent of the analyses and define each agency's role in the development of the Major Investment Study (23 CFR § 450.318).

7. Incorporate, without modification, the adopted Cartersville-Bartow County Transportation Improvement Program into Georgia's State Transportation Improvement

Program; and coordinate with the Cartersville-Bartow County Multimodal Transportation Plan in the development of the Georgia Statewide Transportation Plan.

8. Coordinate with all participating parties an understanding of the development and amendment process for the Transportation Improvement Program and the Statewide Transportation Improvement Program.

9. Annually certify, concurrently with the Cartersville-Bartow County, to the FHWA and the FTA that the Cartersville-Bartow County planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable Federal laws.

10. Provide various types of traffic count data.

11. Provide other assistance as mutually agreed upon.

IX. IT IS FURTHER AGREED, that the Cartersville-Bartow County Metropolitan Planning Organization, only to the extent that it may be bound by contracts which may hereafter be entered into, shall be responsible for the following:

1. Prepare of planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for multimodal projects in the Cartersville-Bartow County 25 Year Transportation Plan.

2. Update and maintain maps showing existing and proposed land use, and make appraisals of actual land use development in comparison with projections.

3. Review zoning and subdivision requests in accordance with the Cartersville-Bartow County Transportation and Land Use Plans.

4. Provide or obtain social and community development plans as may relate to transportation needs.

5. Develop and maintain base and projected population, housing, employment, economic, vehicle and land use data by traffic zone and supply information as requested concerning special generators.
6. Make recommendations for revisions of the 2 Cartersville-Bartow County Year Transportation Plan to conform to new planning goals, objectives, policies, or developments.
7. Periodically review traffic zone boundaries and make appropriate recommendations to the Technical Coordinating Committee and cooperate with the Georgia Department of Transportation in revision of said boundaries.
8. Provide available maps, aerial photographs, charts, records, and directories to the extent possible.
9. Collect, analyze and distribute traffic data such as traffic counts and accident data to the public, governmental agencies, and other parties.
10. Prepare and publish as necessary, a fiscally constrained 25 Year multimodal transportation plan that leads to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods. The transportation plan shall be reviewed and updated at least every five years.
11. Prepare and maintain a financially balanced Four Year Multimodal Transportation Improvement Program (TIP) for Georgia which will be updated annually.
12. Prepare an annual Unified Planning Work Program to document planning activities to be performed in the next fiscal year; in sufficient detail to indicate who will perform the work, the schedule for completion and the products that it will produce.

13. Prepare an annual Performance Report for the comparison of established goals in the Unified Planning Work Program and completed work elements.

14. Compile, maintain, and document data on existing water, air, motor freight and rail terminal and transfer facilities.

15. Prepare and publish as necessary a Public Involvement Process which documents how the MPO will provide complete information, timely public notices, full public access to key decisions, and support early and continuing involvement of the public in the development of plans and TIPs; and meets the criteria specified in 23 CFR Part 450.

And if applicable to the Cartersville-Bartow County Metropolitan Planning Organization:

16. Enter into the cooperative process with all participating agencies, when the need for a major metropolitan investment is identified and to determine the extent of the analysis and define each agency's role in the development of the Major Investment Study (23 CFR e450.318).

17. Perform duties as described in the Contract between the Georgia Department Transportation and the Cartersville-Bartow County MPO for the use of planning funds.

18. Annually certify, concurrently with the Georgia Department of Transportation, to the FHWA and the FTA that the Cartersville-Bartow County MPO planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable Federal laws.

19. If applicable, prepare and submit quarterly and annual FTA reports.

X. **IT IS FURTHER AGREED**, that the County of Bartow within its official jurisdiction be responsible for the following:

1. Maintain and keep current records of fiscal operations and abilities, administrative practices, and laws and ordinances that affect and concern transportation. A re-evaluation of these items shall be made at least every five (5) years and the results and recommendations which could affect the Cartersville-Bartow County program will be coordinated with the Technical and Policy Committees.

2. Aid the MPO in developing planning-oriented preliminary engineering, right-of-way and construction cost estimates where applicable for the CBMPO 25 Year Transportation Plan.

3. Be responsible for the cooperation with the Cartersville-Bartow County MPO insofar as its authority extends.

XI. **IT IS FURTHER AGREED**, that:

1. The MPO shall be of a continuing, comprehensive, cooperative nature and that all planning decisions shall be reflective of and responsive to the needs and desires of the local communities as well as the programs and requirements of the Georgia Departments of Transportation and the U.S. Department of Transportation.

2. A reappraisal shall be made of the MPO whenever there is a significant change in the community's goals and objectives, land use patterns, or travel characteristics, or at least once every five (5) years.

3. The participating agencies shall cooperate in all phases of the Study. Adequate and competent personnel shall be assigned to insure development of adequate and reliable data.

4. All parties to this agreement shall have access to all study related information developed by the other agencies, including the right to make duplication thereof.

This document is a Memorandum of Understanding expressing the present intentions of the parties. Nothing contained herein shall require the undertaking of any act, project, study, analysis, or any other activity by any party until a contract for such activity is executed. Nor shall this document require the expenditure of any funds by any party until a contract authorizing such expenditure is executed.

However, nothing contained herein shall be construed to prohibit any party's undertaking any act, project, study, analysis, or any other activity which the party is required by law or contract to undertake as part of any other program which fulfills some function shown herein as intended to be performed by the party undertaking such act, project, study, analysis, or other activity.

In witness whereof, the parties hereto have executed this Memorandum of Understanding, this ____ day of _____ 2012.

CITY OF CARTERSVILLE

Witness

Mayor

Notary Public

CITY OF ADAIRSVILLE

Witness

Mayor

Notary Public

CITY OF EMERSON

Witness

Mayor

Notary Public

CITY OF EUHARLEE

Witness

Mayor

Notary Public

CITY OF WHITE

Witness

Mayor

Notary Public

CITY OF KINGSTON

Witness

Mayor

Notary Public

CITY OF TAYLORSVILLE

Witness

Mayor

Notary Public

COUNTY OF BARTOW

Witness

Chairman

Notary Public

GEORGIA DEPARTMENT OF TRANSPORTATION

Witness

Planning Director

Notary Public



City of Cartersville

**City Council Meeting
12/20/2012 7:00:00 PM
Georgia Main Street Program Memorandum Of Understanding**

SubCategory:	Contracts/Agreements
Department Name:	Cartersville Downtown Development Authority
Department Summary Recommendation:	Cartersville has been a member of the Georgia Main Street Program since 1987. To remain in good standing of that program, both the DDA board and the city must sign a yearly Memorandum of Understanding. The term of the agreement is for 12 months, beginning January 1, 2013, and ending December 31, 2013. The Cartersville DDA requests approval from the City Council.
City Manager's Remarks:	Your approval of the MOU with DCA re: the Georgia Main Street Program is recommended.
Financial/Budget Certification:	
Legal:	
Associated Information:	

Nathan Deal
Governor



Mike Beatty
Commissioner

GEORGIA MAIN STREET PROGRAM MEMORANDUM OF UNDERSTANDING

This agreement is entered into and executed by the Georgia Department of Community Affairs' Office of Downtown Development (hereinafter referred to as "DCA") and the _____ (City) and/or the sponsoring organization of _____ (Better Hometown / Main Street Program Name) (hereinafter referred to as "Community"). DCA will enter into this agreement with the Community to provide services in return for active and meaningful participation in the Georgia Main Street Program by the Community as specified below.

Whereas, this agreement is for the purpose of said Community to participate in the Georgia Main Street Program, and

Whereas, all Better Hometown Communities are referenced in this agreement as a Georgia Main Street Program Community, and

Whereas, DCA is the sponsoring state agency for the Georgia Main Street Program which administers and provides technical assistance and training to designated communities.

Now, therefore, in consideration of the foregoing and mutual covenants and agreements contained herein, the parties have agreed to the following:

Section 1: Community Agrees To:

1. Adhere to the Georgia Main Street Program's Minimum Standards. *See Addendum A*
2. Employ a paid professional downtown manager who will be responsible for the day-to-day administration of the local Main Street Program. In the event the manager's position is vacated during the term of this agreement, the community agrees to fill the position within one hundred twenty (120) days. The Community agrees to send the manager to manager's training as designated by DCA as soon as possible after the position has been filled.
3. Notify the Georgia Main Street Program State Coordinator within five (5) business days of a manager vacancy. An interim downtown manager must be appointed until the vacancy can be filled.
4. Notify the Georgia Main Street Program State Coordinator of any cataclysmic organization event that results in a significant programmatic disruption. *See Addendum B*
5. Keep the Georgia Main Street Program State Coordinator apprised of changes in leadership by furnishing and updating contact information for the chair, president, manager, and current board members and committee members, to include mailing addresses, phone, email and local Main Street Program website.
6. Raise and expend funds and in-kind services for continuation of the community's Main Street Program, including but not limited to maintaining an office with the necessary budget for training, travel and operating the local program. A copy of the community's Main Street program budget shall be presented annually.
7. Implement a comprehensive approach to downtown revitalization following the Four-Point Approach recommended by the National Main Street Center and the Georgia Main Street Program, including development of annual written work plans for the local Main Street Program and the establishment of a strong, broad-based organizational system to include but not limited to the following committees: organization, promotion, design, and economic restructuring. The program of work plan is to be submitted for review annually.



8. Concentrate the Main Street Program activities within the boundaries of the target area as designated by the local program and approved by DCA.
9. Maintain a Main Street office with standard business operating hours and located within the Main Street target area boundaries. At a minimum, the office must have a computer, Internet access, telephone, bathroom, desk, filing cabinets, and signage identifying the office as the Main Street Program.
10. Maintain data for monitoring the progress of the Main Street Program, submit required monthly progress reports using formats provided by DCA, and provide other information requested by DCA on or before the identified deadlines. Job creation and business growth are an important element of DCA's mission and are also important to the vitality of cities participating in the Georgia Main Street / Better Hometown programs. The required monthly economic activity reports from Communities are therefore an important measure of progress and critical to program success. Communities that fail to submit to DCA timely economic activity reports as set forth in Standard 9 of the Georgia Minimum Standards for Main Street cities may be placed in affiliate status, which would result in the loss of eligibility for Main Street / Better Hometown benefits.
11. Participate in a Main Street program assessment on a schedule determined by DCA. As part of this assessment, the downtown manager is required to fully complete assessment paperwork for the Regional Downtown Representative or Regional Specialist at least two weeks prior to the scheduled assessment.
12. The Community shall provide DCA with two (2) copies of any materials and/or publications relating to the Community's Main Street Program, sent via U.S. mail, facsimile transmission or Internet correspondence. Materials include board meeting minutes, committee meeting minutes, approved budgets, local training flyers, newsletters, other promotional materials, program of work and membership lists. In addition, the Main Street Manager is responsible for scheduling and being available for all meetings. Compliance with the above deadlines ensures that DCA is adequately prepared to conduct the assessment.
13. Conduct an annual written employee performance evaluation of the downtown program manager, at least yearly upon hire date.
14. Provide articles and images for the state's **Main Street Annual Report – due by February 1st of each year**. Additionally, the Community will provide stories for the Georgia Main Street Program for use in various media including newsletters and websites.
15. Attend training opportunities as required by DCA and as agreed to in the Georgia Main Street Program Minimum Standards – Standard 8. A proactive commitment to professional development and training for downtown managers and volunteers is essential. DCA urges that the Community look for training opportunities locally and nationally and attend training sessions offered by DCA. It is also important that as many different board members as possible take advantage of training sessions throughout the year. The Community is responsible for any travel or meeting costs.
16. Authorize the local program manager's **required participation** in regional Main Street meetings scheduled periodically around the state. The Community shall be responsible for the manager's travel costs and expenses associated with these meetings, unless otherwise authorized by DCA in writing.
 - Ø All newly hired program managers must attend and successfully complete within the first 12 months of service the Main Street Institute held each spring.
Note: An abbreviated Main Street Institute is held in the fall of each year in conjunction with the Georgia Downtown Conference. Primarily developed for board members, this abbreviated Main Street session will acquaint new managers with their responsibilities and attendance is strongly encouraged. This abbreviated Main Street session is not a substitute for the full Main Street Institute held in the spring.
 - Ø All managers are required to attend a minimum of two trainings per year (see the Georgia Minimum Standards for Recommend Training).
 - Ø Designated Main Street programs are required to hold at least one board training, orientation, or planning retreat per calendar year.
 - Ø Manager and/or two (2) or more board members should attend preservation-related trainings each year.
17. Have at least sixty percent (60%) of persons designated to participate in all DCA on-site services committed to attend at least 48 hours before the scheduled event. DCA reserves the right to cancel said on-site service if this requirement is not met.

18. Fulfill the central role in arranging for all the logistics for on-site meetings with DCA. This can include advance materials being submitted to DCA in a timely manner. If food and beverage is required, it is the Community's responsibility to arrange and provide for it.
19. Acknowledge being an official Georgia Main Street Community on all printed materials by adding the tag line, "A Georgia Main Street Community".
20. Adhere to the Policy on the Use of the Name Main Street® - The National Trust for Historic Preservation owns the trademark for the phrase "Main Street" as it applies to the revitalization of traditional and historic commercial districts. The Trust allows local, regional, state, and citywide organizations involved in the revitalization of these commercial districts to use the name "Main Street" to describe their programs, according to the attached guidelines. See *Addendum C*

Section II: DCA Agrees To:

1. To supervise all communications with the Community, state government agencies and the National Main Street Center, as they relate to the local Main Street Program and the efforts of downtown revitalization in Georgia.
2. Conduct an annual Main Street training session for all downtown managers, board members, committee members and local government representatives from the Main Street communities and provide all necessary materials related to training, including a Board Member's Handbook and 4-Point Approach Committee Handbooks.
3. Conduct orientation training for new downtown managers as needed.
4. Conduct an annual training session for new board members in conjunction with the annual Georgia Downtown Conference each fall, and one on-site training session in the community for development of goals, objectives and annual work plan as requested by the Community. DCA will also provide guidelines and other materials designed to assist in the educational process.
5. Conduct regional manager meetings and workshops to further develop and refine the skills of the downtown managers, board members, committee members and local government representatives.
6. Conduct an annual statewide conference providing a forum and sessions to promote education and networking with other individuals, communities and with local, state and national agencies involved in downtown revitalization.
7. Provide advice, technical assistance, and on-site visits (budget permitting) to the local downtown manager and Community on a continuing basis, as requested by the Community.
8. Facilitate and promote ongoing press coverage of the Georgia Main Street Program and its individual local programs.
9. Provide access to resource materials, including audio-visual and published materials relating to downtown revitalization on a loan basis.
10. Conduct a program assessment to evaluate the program's progress and aid the Community in deciding the direction of the program in the upcoming year, including evaluation for designation as a certified National Main Street Community.
11. Provide design assistance from the Georgia Main Street Program Design Staff to assist property owners and merchants in Main Street districts with rehabilitating commercial storefronts and buildings. Design services shall include:
 - Unlimited telephone consultations with the Main Street Manager.
 - Site visits to the Community as requested, but limited by available DCA staff and travel budget.
 - One site visit to include a design training workshop for the design committee members, merchants, and property owners upon request.
 - Design services for individual property owners or merchants in the commercial district. The DCA Design Staff may prepare schematic designs for building rehabilitations proposed by property owners/tenants. Design consultations may range from providing assistance with exterior paint colors, cleaning, maintenance, awnings, signage and landscaping to storefront improvements, window reconfigurations, entry details, cornice reconstructions and full façade rehabilitations.
 - The services to be provided by the DCA Design Staff may include projects other than those described above, such as design assistance with parking facilities, directional signage, Community training workshops, or streetscape concepts, provided that they are similar in scope, time, and presentation requirements.

- Priority for delivery of services shall be determined by the Design Services Manager. Drawings for speculative projects and public improvements will only be provided when drawings for other active building projects are current.
12. Develop articles and images for the state's **Main Street Annual Report – due by February 1st of each year**. Additionally, the Community will provide stories for the Georgia Main Street Program for use in various media including newsletters and websites.

Section III: DCA and the Community Jointly Agree That:

1. The term of this agreement shall be for 12 months, beginning January 1, 2013 and ending December 31, 2013. It may be extended or revised only with the approval of DCA and the President of the Board of the local Community.
2. Notwithstanding any other provisions of this agreement, if funds anticipated for continued fulfillment, at the time of agreement are, at any time, not forthcoming or insufficient, either through the failure of the State of Georgia to appropriate funds for the continuation of the contractual agreement with DCA or the discontinuance or material alteration of the program for which funds were provided, then DCA shall have the right to amend or terminate this agreement without penalty by giving the Community not less than sixty (60) days written notice. *See Addendum B*
3. If the Community fails to fulfill its obligations under this agreement in a timely and proper manner, or if the Community violates any terms of this agreement, DCA shall have the right to terminate this agreement and withhold further services by giving the Community not less than sixty (60) days written notice. *See Addendum B*
4. DCA may determine that a Community's failure to fulfill its obligations does not warrant termination, in which case a Community may be put on probationary status. Some or all of DCA's services may be withheld from a Community placed on probationary status until corrective action specified by DCA has been taken by the Community.
5. Any change in the terms of this agreement must be made in writing and approved by both parties.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT

BY: _____ Mayor's/City Official's Signature _____ Print Name	Date: _____ _____ Community
BY: _____ President/Board Chairperson's Signature _____ Print Name	Date: _____ _____ Sponsoring Organization
BY: _____ DCA Commissioner's Signature _____ Print Name	Date: _____

- Addendum A – Georgia Main Street Program Minimum Standards
- Addendum B – Justification for Inactive Status
- Addendum C – Policy on the Use of the Name Main Street®

**Georgia Department of Community Affairs
Office of Downtown Development
March 2008**

Main Street / Better Hometown Annual Program Standards

*“...economic development through downtown revitalization, heritage preservation
and restoring a sense of place”*

www.mainstreetgeorgia.org



Better Hometown



Classic Main Street



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THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS

Office of Downtown Development



Classic Main Street

Downtown Development in Georgia

Downtown development has proven to be an essential part of a community's overall economic development strategy. It can be argued that a healthy and vibrant city or town center is one of the most important elements of an effective economic development program. Even if people do not live in the city-proper, polls have shown that people identify with their nearest city or town and view it as their hometown. These same polls have shown overwhelmingly that people value a safe, vibrant and healthy downtown. The downtown area of a city is often the largest employer in a city - it is almost always in the top three! The collection of retail, office, governmental and service workers located in downtown can be from the low hundreds in a small town to over a thousand in a larger city. And these jobs are by their very nature diversified, so that most downtowns remain a strong and flexible employment center.

Downtown is also critical in the development of cultural and heritage tourism. Studies have shown that small towns and historic places are second only to beaches in terms of the most desirable places to visit, and a city's downtown and surrounding neighborhoods are the embodiment of the history and culture of a community.

Downtown is also a ready-made business incubator, particularly for small service-based businesses that need limited space at an affordable rate. And since 80% of all workers are employed in small businesses across America, downtowns continue to provide reasonable space for the emerging small businesses that form the backbone of the American economy.

All across Georgia, downtowns are experiencing a housing boom, with everything from small-scale upper floor rehabilitations for apartments to the construction of major new developments in and around downtown. In the smallest to the largest of cities, investors are discovering the benefits of investing in our downtowns and people are discovering the joys and benefits of living downtown.

Finally, investing in downtown development has returned some significant dividends statewide. Since 1980, in Georgia Better Hometown and Main Street Cities, over 8,000 net new businesses and over 41,000 net new jobs have been created in cities under 50,000 in population, for a total public and private sector investment of over \$1.98 Billion! That is reason enough for city leaders to continue to nurture the heart and soul of their city - its downtown.

The National Main Street Approach to Downtown Revitalization™

Main Street is a philosophy, a program and a proven comprehensive approach to downtown commercial district revitalization. This approach has been implemented in 43 states across the

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nation since 1980 with the help of the National Main Street Center and statewide downtown revitalization programs.

The success of the Main Street approach is based on its comprehensive nature. By carefully integrating four points into a practical downtown management strategy, a local Main Street program will produce fundamental changes in a community's economic base.

- **Organization/Outreach** involves building a public-private partnership...a Main Street framework that is well represented by business and property owners, bankers, citizens, public officials, chambers of commerce and other local economic development organizations. Everyone must work together to maintain a long-term effort.
- **Promotion** creates excitement downtown. Street festivals, parades, retail events and image development campaigns are some of the ways Main Street encourages customer traffic. Promotion involves marketing an enticing image to shoppers, investors and visitors and also positioning the downtown in the market place.
- **Design** enhances the attractiveness of the business district. Historic building rehabilitation, street and alley clean-up, colorful banners, signage, ordinances, development tools, landscaping and lighting all improve the physical image of the downtown as a quality place to shop, work, walk, invest in and live. Design improvements result in a reinvestment of public and private dollars to downtown.
- **Economic Restructuring** involves analyzing current market forces to develop long-term solutions. Working with existing and expanding local businesses, recruiting new businesses, creatively converting unused space for new uses and sharpening the competitiveness of Main Street's traditional merchants are examples of economic restructuring activities.

The Eight Principles Guiding Successful Main Street Programs

1. **Comprehensive.** A single project cannot revitalize a downtown or commercial neighborhood. An ongoing series of initiatives is vital to build community support and create lasting progress.
2. **Incremental.** Small projects make a big difference. They demonstrate that "things are happening" on Main Street and hone the skills and confidence the program will need to tackle more complex projects.
3. **Self-Help.** The State can provide valuable direction and technical assistance, but only local leadership can breed long-term success by fostering and demonstrating community involvement and commitment to the revitalization effort.
4. **Public / Private Partnership.** Every local Main Street program needs the support and expertise of both the public and private sectors. For an effective partnership, each must recognize the strengths and weaknesses of the other.
5. **Identifying and Capitalizing on Existing Assets.** Unique offerings and local assets provide the solid foundation for a successful Main Street initiative.
6. **Quality.** From storefront design to promotional campaigns to special events, quality must be instilled in the organization.

7. **Change.** Changing community attitudes and habits is essential to bring about a commercial district renaissance. A carefully planned Main Street program will help shift public perceptions and practices to support and sustain the revitalization process.
8. **Action Oriented.** Frequent visible changes in the look and activities of the commercial district will reinforce the perception of positive change. Small, but dramatic, improvements early in the process will remind the community that the revitalization effort is underway.





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THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS

Office of Downtown Development



Main Street / Better Hometown Minimum Annual Program Standards

These standards are based on best practices distilled from our most successful Georgia Better Hometown and Main Street cities' experiences and the National Trust for Historic Preservation Main Street Center's minimum standards and are the basis for evaluating downtown revitalization programs.

1. Has broad-based community support for the commercial district revitalization process with active participation from both the public and private sectors
2. Has developed vision and mission statements relevant to community conditions and to the local Better Hometown / Main Street program's organizational stage
3. Has an annual comprehensive Better Hometown / Main Street work plan based on the 4 Point Approach™
4. Possesses an historic preservation ethic
5. Has an active board of directors, committees, and volunteers utilizing the 4 Point Approach™
6. Has an operating budget with income from a variety of sources
7. Has a paid professional program manager
8. Participates in or provides on-going training for staff, board, government officials, and volunteers
9. Reports key statistics in a timely manner
10. Is a current member of the National Trust for Historic Preservation Main Street Center*

*If an organized downtown program meets standards 1-9, the program can maintain designation as a Georgia Main Street/ BHT program. However, to qualify and be nominated as an accredited National Main Street Community, a downtown program must meet all 10 Standards by maintaining membership with the National Trust's Main Street Center. (www.mainstreet.org)



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Community Support

A local Better Hometown / Main Street program represents and involves a public/private coalition of organizations, agencies, businesses, and individuals from throughout the community -- not just those who own property or businesses in the commercial district or who have a direct economic tie to it, but all members of the community who are interested in the community's overall health. Involvement by both the public and private sectors is critical; neither sector can revitalize the commercial district without the resources, skills and vantage points of the other. Both sectors must participate in the revitalization process by providing funding, leadership, and ideas, and by encouraging collaboration between existing programs to assist the revitalization process. The Better Hometown / Main Street organization should have regular communication to the community at-large about the program through news releases, newsletters, news media coverage, and special programs.

STANDARD #1

Has broad-based community support for the commercial district revitalization process with active participation from both the public and private sectors

Guidelines

- The Better Hometown / Main Street organization should have the active participation of various stake-holders at the committee and board levels:
- Participants should contribute financial, in-kind, and volunteer support for the revitalization program.
- A community-wide planning session or survey should be held and results compiled at least every 3 years as it relates to downtown. The results of this session or survey should be used in the development of a long-term work plan.

Documentation:

The local program **must** document the following:

- ☐ Submit a list of active public and private sector partners and briefly describe each partner's **specific** involvement with the Better Hometown/Main Street Program in the 12 month period.
- ☐ Submit 3 to 5 newspaper articles and/or newsletters that provide examples of the public and private sectors' participation in downtown revitalization efforts during the 12-month program period.



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Vision and Mission

The Better Hometown / Main Street organization should have vision and mission statements in place, review them annually and update as appropriate. Some revitalization programs begin with a very broad vision statement; others develop a more focused vision statement after several years of work.

Guidelines:

- A **Vision Statement** communicates the organization's long-term hopes and intentions for the commercial district.
- A **Mission Statement** communicates the downtown organization's sense of purpose and overall direction to achieve the vision.
- A program Work Plan should reflect the vision and mission statement.

STANDARD #2
Has developed vision and mission statements relevant to community conditions and to the local Better Hometown / Main Street program's organizational stage

Example

National Main Street's Vision Statement

By the year 2025, the Main Street movement will be widely recognized, accepted, and utilized as an essential, innovative, credible, and results-oriented approach to the revitalization of America's historic and traditional commercial districts. The expanding and impassioned Main Street movement will be an economic and cultural force that engages and is powered by people of all ages and walks of American life who come together to build sustainable traditional downtowns and neighborhood business districts. By continuing to blend new economic development with preservation and reuse of traditional commercial buildings, Main Street's proven and ever-evolving revitalization methodology will enable cities, towns, and neighborhoods to create livable communities, celebrate their diverse heritage, provide expanded support for small businesses, and foster sustainable Main Street districts that are true centers of community life.

By 2025, the Main Street movement will display the innovative, entrepreneurial spirit with which the movement was founded. Expanded partnerships with financial, media, economic development, policy, advocacy, and for-profit business entities at the local, state, and national levels will result in additional resources that will benefit America's Main Streets and the organizations that support and manage them. Engaged, committed, diverse staff and volunteer leadership will develop deliberate and innovative solutions to address the ever-changing issues confronting America's traditional

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business districts. The movement's collaborative community spirit will continue to make life better for people in rural, urban, and suburban communities throughout our great nation.

The Mission of the National Trust Main Street Center

The National Trust Main Street Center's mission is to empower people, organizations, and communities to achieve ongoing downtown and neighborhood district revitalization based upon the principles of self-determination, resource conservation, and incremental transformation represented through the comprehensive Main Street Four-Point Approach™.

Documentation:

The local program **must** document the following:

- ☐ Submit current vision and mission statements for your downtown program. Include the date each was adopted, who created and approved them, and the date they were last reviewed. These should be reviewed yearly at the first meeting of your program year.

Work Planning

A comprehensive annual work plan provides a detailed blueprint for the Better Hometown / Main Street program's activities, reinforces the program's accountability both within the organization and in the broader community, and provides measurable objectives by which the program can track its progress.

Guidelines:

- Work plans must be based on your **program's fiscal year**.
- Each year the work plan should contain a balance of activities in each of the 4 Point program areas that comprise the Main Street approach:
 - ❖ **Organization/Outreach** (volunteer management and leadership development, fundraising, public relations, policies).
 - ❖ **Design** (design education, visible design projects and other streetscape improvements, incentives)
 - ❖ **Promotion** (image, retail, special event, tourism)
 - ❖ **Economic Restructuring** (market analysis, business assistance, retention, recruitment, expansion, property development, incentives)
- The work plan must contain measurable objectives, including timelines, budgets, desired outcomes, and specific responsibilities of committees, board members and volunteers. The manager should not be solely responsible for a majority of the work plan items.
- The full board and the committees should be involved in developing the annual work plan. The full board should formally approve the annual work plan and this formal approval must be noted in the board minutes. **It is suggested that the work plan be approved by the board as the annual budget should relate to your work plan.**
- The work plan should distribute work activities and tasks to a broad range of volunteers and program participants.
- The work plan should be distributed to all stakeholders and the community.

STANDARD #3
*Has an annual
 comprehensive
 Better Hometown
 / Main Street
 work plan based on
 the 4-Point
 Approach TM*

Example:

MAIN STREET WORK PLAN

Committee: ORGANIZATION

Dates: 8/1/2006 – 8/30/2007

Project Title: *Community Outreach*

Submitted by Chairperson: *Pam*

TASKS	RESPONSIBILITY	Timetable	BUDGET	✓ Completed	Date Completed
1. Participate in August Chamber of Commerce Showcase	Rene	8/24/2006	\$50	✓	8/24/2006
2. Plan and implement annual reception	Rene with Scott and Amanda	9/30/2006	\$1000	✓	10/1/2006
3. Plan to meet with radio and newspaper outlets on future outreach initiatives	Julie	3/31/2007		✓	3/31/2007
4. Encourage board participation in business/property owner forums	Pam	Ongoing			
5. Increase board participation in weekly merchant visits with staff	Pam	Ongoing			
6. Conduct annual Community Town Hall Meeting	Committee	4/15/2007	\$300	✓	4/15/2007
7. Explore other community outreach activities including civic organizations	Doug	6/30/2007		✓	6/30/2007
8. Coordinate production of newsletter	Pam	Ongoing			
Total Budget			\$1,350		

Documentation:

The local program **must** document the following:

- ☐ Submit a copy of your downtown program's work plan for each committee for the review period and briefly summarize accomplishments from the work plan based on each of the 4 Points: Organization, Design, Promotion, and Economic Restructuring.
- ☐ Submit a copy of the work plan for the next 12 months if available. If the work plan is not yet available, list 2 or more priorities in each of the 4-Points.

Historic Preservation

Historic preservation is central to downtown revitalization. Maintaining a sense of place with the historic buildings and public spaces of a traditional commercial district enriches civic life and adds value to the community on many levels. "Preservation ethic" is an ongoing process of education and discovery for a community. Downtown programs that have embraced a strong historic preservation ethic are successful in increasing the tax base, and they are successful in saving, rehabilitating, and finding new uses for traditional commercial buildings. Adaptively reusing existing buildings and adopting policy and regulatory changes that make it easier to develop property within the commercial district are smart growth principals. One isolated preservation project is not an indication of a strong preservation ethic; adopting planning and land use policies that encourage full use of existing commercial centers before new development takes place is proof of a preservation ethic. Reviewing and updating ordinances and other regulatory barriers could make investment in historic commercial districts more attractive.

STANDARD #4: Possesses an historic preservation ethic

Documentation:

The local program **must** document the following:

- ☐ List any historic buildings (50+ years old) lost this year, and document why they were lost.

The downtown program must meet a **minimum of three (3)** items in each of the following **three (3)** Areas of Concentration in order to comply with Standard #4.

AREA I: "PRESERVATION EDUCATION"

Must meet **at least 3** of the following:

- ☐ The program educates and builds public awareness for the commercial district's historic buildings and for appropriate design. Please submit materials distributed during public awareness campaigns that marketed preservation within your community.
- ☐ The program participates in Heritage Education Programs (or "Talking Walls") with area schools. Please submit details.
- ☐ The program maintains a current list of cultural sites, significant buildings and places within the downtown. Please submit the list. (For reference, significant historic resources are usually identified in your city's comprehensive plan by your Regional Development Center's Historic Preservation Planner.)

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Documentation for Standard #4 continued::AREA I: "PRESERVATION EDUCATION" (continued)

- ☐ The program sponsored a downtown event (such as May Preservation Month activities) that focused on the community's historical assets. Please submit details.
- ☐ The program used the news media to educate the community regarding the history and cultural significance of your downtown. Please submit details.
- ☐ Manager and/or two (2) or more board members attended preservation-related trainings during this program year.

AREA II: PRESERVATION/PROTECTION

Must meet **at least 3** of the following:

- ☐ Downtown is included in a National Register of Historic Places District and/or a Georgia Register of Historic Places District. See <http://www.nr.nps.gov/>. Please submit the date of designation.
- ☐ Downtown is, or is included in, a locally designated Historic District. Please submit the date of designation.
- ☐ The city has a local design ordinance with design review. Please submit details.
- ☐ The city is a Certified Local Government (CLG). See http://www.gashpo.org/Assets/Documents/HPO_List_Aug07.pdf to see if your community is a CLG. Please document the certification.
- ☐ Downtown has design guidelines for its historic district. Documentation is required.
- ☐ Downtown has a sign ordinance specific to the downtown historic district. Documentation is required.
- ☐ Downtown has or is covered by a tree protection ordinance. Documentation is required.
- ☐ The downtown program maintains an up to date building and property inventory. Indicate the date it was completed or updated. Documentation is required. (Large documents can be viewed during the assessment site visit.)
- ☐ Historic Preservation initiatives are included in the Short Term Work Plan (STWP) of your City/County Comprehensive Plan. Documentation is required.
- ☐ The city has adopted a Demolition Ordinance that protects historic properties. Documentation is required.
- ☐ The city has historic preservation protections for neighborhoods contiguous to the historic central business district. Documentation is required.
- ☐ The city has adopted a Cultural and Heritage Tourism District ordinance. Documentation is required. Contact your Downtown Regional Representative for more information.

AREA III: RESTORATION/REHAB/COMPATIBLE NEW CONSTRUCTION

Must meet **at least 3** of the following:

- ☐ Preservation-sensitive building rehabilitation/restorations were completed or are underway downtown. Please list the projects with address and estimated cost of rehabilitation. Attach copy of Certificate of Appropriateness issued by local Historic Preservation Commission if required.

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Documentation for Standard #4 continued::

AREA III: RESTORATION/REHABILITATION/COMPATIBLE NEW CONSTRUCTION (continued)

- ☐ **NEW** Preservation-sensitive façade-only rehabilitation/restorations were completed or are underway downtown. Please list the projects with address and estimated cost of rehabilitation. Attach copy of Certificate of Appropriateness issued by local Historic Preservation Commission if required.
- ☐ Historic Preservation Tax Credit projects were completed in downtown. Please list the projects.
- ☐ DCA /Georgia Trust Design Studio assistance was requested for downtown projects. List the current status of each project.
- ☐ Local financial incentives are available for downtown projects (i.e. facade grant program, low interest loan pool, facade easement program, Downtown Development Revolving Loan Fund, Georgia Cities Foundation, OneGeorgia, etc.). List those incentives and explain how they were used.
- ☐ State financial incentives were utilized for downtown projects this program year (i.e. Downtown Development Revolving Loan Fund, Georgia Cities Foundation, OneGeorgia, etc.). List those incentives and explain how they were used.
- ☐ **NEW** New construction compatible with the historic character of downtown was completed downtown. List these projects and indicate measures used to encourage new designs compatible with the surrounding building fabric. (Onsite evaluation will occur during the day of the assessment.)
- ☐ **NEW** No building either eligible to be listed in the National Register District nomination or listed in the National Register District nomination as contributing, or individually listed in the National Register, or contextually significant to the downtown was demolished or in any way lost its character defining historical features but for demonstrable and supportable life-safety concerns.

If building was demolished or in any way lost its character defining features, please attach a structural engineer's report and pro forma analysis from a reputable firm and the firm's vita.



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Board of Directors and Committees

Downtown revitalization is an ongoing process of changing a community's attitudes about its traditional commercial district. The direct involvement of an active board of directors and committees is fundamental to this process. A Better Hometown / Main Street manager is responsible for facilitating the work of volunteers and the public/private sectors, not for single-handedly revitalizing the core downtown commercial district.

It should be noted that in Georgia either Downtown Development Authorities, non-profit 501(c)(3) organizations or local municipalities govern most programs.

In some areas, local Better Hometown / Main Street programs have been launched by, or have merged with, other organizations that have a broader agenda (such as a county-wide Chamber of Commerce). A local Better Hometown / Main Street program has a better chance of long-term success if it maintains its own identity and focuses on downtown. Its mission statement, work plan, budget, and governing body should remain distinct from that of a larger organization.

STANDARD #5: *Has an active board of directors, committees and volunteers utilizing the 4-Point Approach™*

Guidelines:

- The Better Hometown / Main Street program has a dedicated governing body and its own rules of operation or bylaws.
- The board of directors is a working board, not a "figurehead board." The board of directors meets a minimum of 6 times per year and minutes of each meeting are maintained and distributed. Monthly meetings are strongly recommended. An organizational chart detailing the members of the board and their respective committees must also be established.
- The board understands and works to meet its roles and responsibilities to help the program succeed by:
 - ❖ active board-led fundraising from a variety of sources.
 - ❖ actively promoting and advocating the program to the community.
 - ❖ communicating to the public with a unified voice.
 - ❖ maintaining a strong partnership with local government leadership and staff.

The **Board** has:

- ❖ well-managed, regular meetings, with an agenda prepared in advance agenda and distribution of minutes.

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- ❖ established operating policies and procedures including communication and personnel policies and operating procedures.
 - ❖ an annual review of the manager.
 - ❖ a local orientation session for new board/committee members.
 - ❖ a job description and/or letter of commitment or contract explaining board members' responsibilities.
- **Committees** must actively develop and implement the program's annual work plan.
- The Committees:
- ❖ have regularly scheduled meetings with an agenda provided in advance that addresses the board-approved committee work plan for the year.
 - ❖ accept responsibility for the implementation of the work plan.
 - ❖ communicate with other committees and coordinate projects as appropriate.
 - ❖ communicate their roles and activities to the community and listen to community feedback.
 - ❖ conduct projects that are visible to the community.
- The program should include an ongoing process for volunteer recruitment, orientation and recognition, constantly refreshing its pool of volunteers and involving new volunteers each year, holding events such as an annual awards banquet.

Documentation:

The local program **must** document the following:

- ☐ Submit a Better Hometown/Main Street organizational chart and indicate the roles of all entities (staff, local government, DDA, non-profit board, business association, others).
- ☐ Submit a current list of board members, name of business or title, and include contact information for each of them.
- ☐ Submit a calendar of board meetings held in the review period.
- ☐ Submit copies of the all minutes from review period board meetings.

Operating Budget

In order to be successful, a local Better Hometown / Main Street program must have the financial resources necessary to carry out its annual and evolving program of work. The size of a program's budget will change as the program matures. Also, program budgets are likely to vary according to regional economic differences and community size. Donations and in kind contributions are also important and should be listed on the revenue and expense statement.

Guidelines:

- The Better Hometown / Main Street program's budget should be adequate to achieve the program's goals.
- The budget should be specifically dedicated for the purpose of revitalizing the historic commercial district.
- Each committee should have a minimum base budget for starting each year's activities.
- The Better Hometown / Main Street program's budget should contain funds adequate to cover the salary and fringe benefits of staff, office expenses, travel, professional development and committee activities. The budget should show both revenues and expenditures.
- Revenue resources should be varied and broad-based, including but not limited to city and/or county government support, membership, special tax districts, corporate sponsorships, fundraisers, donations, in-kind services, etc.
- There should be an annual process for financial oversight and management.
- The treasurer should make regular financial reports to the board.
- If your program utilizes a Downtown Development Authority, the authority must register annually with the Department of Community Affairs (DCA) as stated in the Local Government Authorities Registration Act (O.G.G.A. 36-80-16). Local government authorities that are not duly registered by January 1 of each year are prohibited from incurring any debt or credit obligations. To register, visit <http://www.dca.state.ga.us/AuthoritiesRegistration/Index.aspx>.
- The board must take steps to ensure the long-term financial stability of the Better Hometown / Main Street program.
- The budget should be developed with input from the entire board of directors, staff, and committees. Please provide a

STANDARD #6:
*Has an operating
budget with income
from a variety of
sources*

NEW

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budget that shows revenue and expense as well as the date the budget was adopted by the governing board.

Documentation:

The local program must document the following:

- ☐ Submit a statement of revenues and expenditures for the fiscal year relating to downtown by completing the template provided attaching any other related documentation as needed.

Downtown Program Statement of Revenues and Expenditures

Template for the City of _____

Revenue and Source of Funds for Fiscal Year Ended: ____/____/____ (month/day/year)

Note: The revenues and expenditures do not have to balance.

Please list the amount of each item and the source of the funds

City Contribution: \$ _____	Special Events/ Activity Income:
County Contribution: \$ _____	1. \$ _____ event _____
Chamber: \$ _____	2. \$ _____ event _____
Bed Tax: \$ _____	3. \$ _____ event _____
Memberships: \$ _____	4. \$ _____ event _____
Business Association: \$ _____	Corporate Sponsorships:
Donations: \$ _____	1. \$ _____ for _____
Grants: \$ _____	2. \$ _____ for _____
Property Sales/Rent: \$ _____	3. \$ _____ for _____
Business Improvement	
District (BID): \$ _____	DDA \$ _____
Misc. Sales: \$ _____	Other \$ _____

(If the DDA has a separate financial statement, please attach a copy for the program year)

In Kind - Please list any supplies or in kind services/donations to your local Main Street/BHT Program in this period (free rent, office supplies, use of copier, public works services, etc.) and estimated value of each:

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____

TOTAL Revenue: \$ _____

Expense/Use of Funds in this period

Please list an expense amount for each item that is applicable:

Executive Director Salary: \$ _____	Postage: \$ _____
Promotions Staff Salary: \$ _____	Printing and Copying: \$ _____
Support Staff Salary: \$ _____	Travel and Training: \$ _____
Benefits (Workers Compensation, Health Insurance, etc): \$ _____	Annual Audit: \$ _____
Contracted Services: \$ _____	Internet Services: \$ _____
Office Rent: \$ _____	Dues and Subscriptions: \$ _____
Utilities: \$ _____	Logo Items: \$ _____
Telephone: \$ _____	Contingency: \$ _____
Equipment Purchases, Leases, Repair: \$ _____	Music Licensing: \$ _____
Liability Insurance: \$ _____	Other: \$ _____
Directors and Officers Insurance: \$ _____	Other: \$ _____
Office Supplies: \$ _____	

Total Administrative Expenditures

\$ _____
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Continued on next page

Work Plan Committee Expenses this year

Please list the projects and the total expenses for each:

Organization/Outreach: (website, newsletters, etc.)

- | | |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |

Design: (façade, renderings, etc.)

- | | |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |

Economic Restructuring: (studies, research, etc.)

- | | |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |

Promotions: (image, retail, special events, etc.)

- | | |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |

Special Event Insurance:

- | | |
|----------|----------|
| 1. _____ | \$ _____ |
|----------|----------|

Committee Sub-Total: \$ _____**TOTAL Expenditures:** _____Other details or explanations:

Professional Program Management

Coordinating a successful Better Hometown / Main Street program requires a trained, professional staff person. While Better Hometown / Main Street managers come from a broad range of academic and professional backgrounds, the most successful program managers are those who are good communicators. They are able to motivate volunteers and possess good project management skills, being able to keep the revitalization program's many activities moving forward on schedule and within budget.

A Main Street program manager's position is full-time (generally 40+ hours per week). A Better Hometown program manager can be part time (minimum of 20 hours per week), but many work 40 hours per week.

As programs grow, additional staff such as clerical support and a promotions director should be added.

Note: Downtown programs must have had a downtown manager in place at least 8 out of 12 months during the assessment year in order to meet certification requirements.

STANDARD #7: Has a paid professional program manager

Guidelines:

- The Better Hometown / Main Street program manager and other staff should be paid a salary consistent with those of other community and economic development professionals within the region.[‡]
- The program manager's salary should be paid in excess of minimum wage.
- In a Main Street/Better Hometown office staffed with more than one person, the designated Main Street/Better Hometown Manager must serve a minimum of 75% of all their roles and responsibilities on downtown-related duties. Additional staff person(s) must also serve a minimum of 75%[§] of all their roles and responsibilities on downtown-related duties. The combination of jobs must

[‡] Current Better Hometowns managers in the position before 2002 may continue to serve as the program manager on a volunteer basis. However, any new Better Hometown manager hired in those cities after 2002 must be paid a salary consistent with those of other community and economic development professionals within the region.

[§] 75% of full time (40 hours) is 30 hours per week.
75% of part-time (20 hours) is 15 hours per week.

be equal to a 1.5 full-time equivalent or more on downtown-related tasks and duties in Main Street cities. The combination of jobs must be equal to a 75% full-time equivalent or more on downtown-related tasks and duties in Better Hometown cities. See examples below.

Note: Beginning with the 2009 assessment, this guideline will be a requirement for all Better Hometown/Main Street managers.

Main Street Examples:

Manager	dedicated to performing 30 hours/week of downtown-related roles & responsibilities
+ <u>Assistant</u>	dedicated to performing 30 hours/week of downtown-related roles & responsibilities <i>This combination would meet the 1.5 full-time equivalent guideline. (60 hours equals 1.5 full time equivalent)</i>
Manager	dedicated to performing 20 hours/week of downtown-related roles & responsibilities
+ <u>Assistant</u>	dedicated to performing 20 hours/week of downtown-related roles & responsibilities <i>This combination would meet not the 1.5 full-time equivalent guideline. (40 hours equals 1.0 full time equivalent)</i>

Better Hometown Examples:

Manager	dedicated to performing 15 hours/week of downtown-related roles & responsibilities
+ <u>Assistant</u>	dedicated to performing 15 hours/week of downtown-related roles & responsibilities <i>This combination would meet the 75% full-time equivalent guideline. (30 hours equals 75% full-time equivalent)</i>
Manager	dedicated to performing 15 hours/week of downtown-related roles & responsibilities
+ <u>Assistant</u>	dedicated to performing 10 hours/week of downtown-related roles & responsibilities <i>This combination would meet not the 75% full-time equivalent guideline. (20 hours equals 62.5% full-time equivalent)</i>

- No city manager, city administrator, city clerk, or elected official shall serve as the program manager. Any question regarding this policy may be directed to DCA's Office of Downtown Development Director. **Note: This policy was established in 2002.**
- There should be a clear chain of command for the program manager and ultimately one person (i.e. board chair) that guides and directs the program manager as outlined in your organizational chart.
- The program manager should:
 - ❖ make regular presentations to the board of directors

- ❖ make regular presentations along with the board or committee chairs to the city council, county commission, local economic development organizations, and local civic organizations.
 - ❖ have a written job description and performance expectations. Please provide a copy.
 - ❖ have a formal performance evaluation on an annual basis
- Adequate written staff management policies and procedures should be in place.
 - The program staff should be adequately trained and should continue learning about revitalization techniques and about issues affecting traditional commercial districts. (see standard #8)

Documentation:

The local program **must** document the following:

- ☐ Submit a job description for all downtown program staff.
- ☐ Submit updated contact information for all program staff.
- ☐ Submit a list of all program staff and the date(s) hired.
 - If the program manager has responsibilities in addition to managing the downtown program, please document that the minimum number of hours (as required by the Georgia Main Street/Better Hometown Program) is being dedicated to the downtown revitalization program. The Main Street Program requires a paid manager for a minimum of 40 hours per week. The Better Hometown Program requires a paid manager working at least 20 hours per week.

Note: Downtown programs must have had a downtown manager in place at least 8 out of 12 months during the assessment year in order to meet certification requirements.



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Training

In order to meet new challenges and ensure a strong organization, Better Hometown / Main Street program participants need ongoing training. Participants -- both staff and volunteers -- need different skills in different phases of the revitalization process. Board members should be able to carry on the program when staff and volunteer turnover occurs. New staff members and new volunteers will need basic Better Hometown / Main Street training. All program participants should stay current on issues that affect traditional commercial districts and on new revitalization techniques and models provided on a regular basis.

Guidelines:

STANDARD #8: *Participates in or provides on-going training for staff, board, government officials and volunteers*

- The local Better Hometown / Main Street program develops local leadership capacity through such mechanisms as:
 - taking advantage of citywide, state, regional and national training opportunities;
 - attending regional downtown workshops and regional downtown managers' meetings;
 - attending the annual Georgia Downtown conference;
 - attending the National Main Street conference;
 - making reference and training materials available locally; and
 - providing/conducting training when appropriate, including annual Main Street 101 training, annual orientation for board members, and annual committee training.
- All newly hired program managers must attend and successfully complete within the first 12 months of service the Main Street Institute held each spring.
***Note:** An abbreviated Main Street Institute is held in the fall of each year in conjunction with the Georgia Downtown Conference. Primarily developed for board members, this abbreviated Main Street session will acquaint new managers with their responsibilities and attendance is strongly encouraged. This abbreviated Main Street session is not a substitute for the full Main Street Institute held in the spring.*
- All managers are required to attend a minimum of two trainings per year (*see Recommended Trainings*). If in doubt, contact your Regional Downtown Representative.

- Designated Better Hometown / Main Street programs are required to hold at least one board training, orientation, or planning retreat per calendar year.
-  • Manager and/or two (2) or more board members should attend preservation-related trainings during this program year.

Recommended Trainings:

GMA's Downtown Development Authority (DDA) Training, Georgia Downtown Conference, National Main Street Conference, Certified Local Government (CLG) Training, Regional MS/BHT Managers Meetings (*only one manager meeting may be counted toward the minimum training requirement*), Historic Preservation/Georgia Trust Conference, Georgia Academy for Economic Development, DCA Community Development & Finance Division Workshops, Specialized on-site DDA or Board Training, Georgia Municipal Association's DDA Law Training, Governor's Conference on Tourism, Regional Tourism Association Meetings, Main Street Institute, Urban Georgia Network (UGN) Meetings, International Downtown Association Conference, State Historic Preservation Office's Preservation 101 and any other DCA – Office of Downtown Development sponsored or recommended trainings.

Documentation:

The local program **must** document the following:

- ☐ Provide a list of **downtown-specific** training courses, conferences and workshops that program participants attended in the time period from the above referenced recommended trainings list (including the manager, board members, city officials, other staff, and volunteers). Manager must attend a minimum of two trainings per year.
- ☐ Submit date held and minutes from required annual board training or retreat (one per year).

Reporting

Tracking progress with pertinent statistics provides a tangible measurement of the local Better Hometown / Main Street program's progress and is crucial to garnering financial and programmatic support for the revitalization effort. Statistics must be collected in a timely manner.

Guidelines:

- The program submits monthly online economic activity reports and the annual program, funding and salary survey in the format developed by the state office by the specified deadline.
- NEW • Reports are **due by the 15th** of the following month (January report is due February 15th)
- NEW • **No more than 3 deadlines can be missed during the fiscal/program year.**
- NEW • Downtown Development Authorities (DDA) in Main Street and Better Hometown cities must be in compliance with the Authorities Registration Act, O.C.G.A. 36-80-16. This act requires all local government authorities to register with the Department of Community Affairs (DCA) by January 1st of each year. Authorities failing to register annually shall not incur any debt or credit obligation. DDA's that are out of compliance are also ineligible to participate in DCA financial programs. To register, visit <http://www.dca.state.ga.us/AuthoritiesRegistration/Index.aspx>.
- NEW • **Special note:** If a Georgia MS/BHT city is out of compliance per the Qualified Local Government (QLG) requirements at the time of the program assessment, it shall be noted in the written assessment. See <http://www.georgiaplanning.com/planners/planreview/>

STANDARD #9:
Reports key statistics in a timely manner and is in good standing with critical state mandates

Documentation:

The local program **must** document the following:

- ☐ All monthly online Economic Activity Reports and the annual Program, Funding and Salary Survey must be certified and received by the DCA Office of Downtown Development by the specified deadline.

Note: Reports must be current at on-site assessment visit.

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Membership

Participation in the National Main Street Network and the Georgia Downtown Association connect local programs to their counterparts throughout the nation and throughout Georgia, providing them with valuable information resources.[§]

For communities wishing to be considered for National Main Street Accreditation, NTMSC membership is required by the National Main Street Center. See www.mainstreet.org.

STANDARD #10:
*Is a current member
of the National
Trust's Main Street
network membership
program*

Guidelines:

- A current membership in the National Trust's National Main Street Network is required to be considered for national accreditation.
- Membership in the Georgia Downtown Association is strongly recommended-www.georgiadowntownassociation.org

Documentation:

The local program **must** document the following:

- ☐ Submit a copy of your current National Main Street Network Membership card showing the expiration date, or submit proof of renewal.

§ The Office of Downtown Development considers the information and networking gained by membership in the National Main Street Center (NMSC) and the Georgia Downtown Association (GDA) as invaluable to downtown development professionals and organizations. In order to be nationally accredited, a program must be a member of the National Trust's Main Street Center.

THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS

Office of Downtown Development



Classic Main Street

Main Street / Better Hometown Inactive Status

Justification for Inactive Status

- To ensure that BHT/MS designation has meaning and marketability, i.e. – entrepreneurs, businesses and developers can be confident that a designated BHT/MS is “ready for business.”
- To ensure that ODD/DCA/State of Georgia resources are put to the highest and best use through a tough love/Good-to-Great approach

“Quick Triggers” for Inactive Designation

- Refusal to participate in annual program assessment – must have assessment within 60 days of refusal or community becomes automatically inactive
- Program without a downtown manager for more than 120 days (includes manager firing, manager resigning or other cause of manager departure) results in inactive designation
- Significant budget cut or funding withdrawal – situation must be remedied in 120 days or community becomes automatically inactive
- Termination of Governing Board, DDA or equivalent -- situation must be remedied in 120 days or community becomes automatically inactive
- Other cataclysmic organizational events that result in significant programmatic disruption and community becomes automatically inactive

“Long Triggers” for Inactive Designation

- 2 consecutive years of unsuccessfully meeting the minimum standards through the annual program assessment process (beginning in the 2006 Assessment cycle based on 2005 activity)

Consequences of Inactive Designation

- Permission to use logo, name, trademarks, etc. is suspended
- Training programs will be pay-as-you-go
- All ODD services suspended but for those related to remediation plan
- Removal from Georgia Main Street Communities map and listed as inactive on the website and other ODD materials
- Removal from list serve and other communication services
- Status notifications to other DCA Staff and divisions

Re-Designation Process/Remediation Plan

- In order for a Community to be re-designated, the Community must agree to a **Remediation Plan**:

- Plan/agreement negotiated and customized with ODD Downtown Regional Representative
 - Includes a signed agreement (both parties), Mayor and Board Chair + ODD Regional Representative
 - Includes a Date-Certain Deadline for remediation
 - Outlines critical issues leading to Inactive Designation and steps to remedy issues
 - Outlines limited technical assistance to cure problems (limited to items in the remediation plan)
 - Reiterates that status notification will be made to DCA Staff
- Technical Assistance limited to remediation plan

Duration of Inactive Designation

- Until City completes the remediation plan and meets minimum program standards
- After 6 months on Inactive Status, no ODD services will be offered and the Inactive community will have to go through the entire start-up process as outlined in the Start-up Section of this publication.

Failure to Meet Remediation Plan

- Community will no longer receive services available to active Better Hometown / Main Street programs (training/workshop discounts, design services, etc.)
- Community must go through the new-City start-up process as outlined by ODD



Policy on the Use of the Name "Main Street"®

The National Trust for Historic Preservation owns the trademark for the phrase "Main Street"¹ as it applies to the revitalization of traditional and historic commercial districts. The Trust allows local, regional, state, and citywide organizations involved in the revitalization of these commercial districts to use the name "Main Street" to describe their programs, according to the following guidelines:

LOCAL MAIN STREET PROGRAMS' USE OF "MAIN STREET" NAME

Local non-profit or government-based Main Street programs may use the Main Street name if the Main Street revitalization methodology² is the fundamental organizational framework of the organization using the name "Main Street" In particular, the organization *must* work comprehensively in all four areas of the Main Street Four-Point Approach®, with historic preservation as a key principle and practice, have a volunteer governing board and volunteer committees corresponding to Main Street's Four Points, and have paid staff.

- Main Street coordinating programs³ have sole discretion in determining whether a community may claim to be part of that Main Street coordinating program, designating communities as such through a selection process. See *Enforcement*, below.
- A "self-initiated" or "independent" local program (defined as an organization that utilizes the Main Street Four-Point Approach but has not been selected to participate in a statewide or citywide Main Street program) *may not* use "Main Street" in its organizational name without the express written permission of the National Trust. The Trust may grant permission for the organization to use "Main Street" in its name if it is able to determine with confidence that the local organization works comprehensively in all four areas of the Main Street Four-Point Approach, with historic preservation as a key principle and practice, has a volunteer governing board and volunteer committees corresponding to Main Street's Four Points, and has paid staff.
- While "self-initiated" or "independent" local programs may not use "Main Street" as part of their organizations' names without permission from the National Trust, they may state that they utilize or follow the Main Street Approach in their commercial district revitalization efforts. This claim is subject to the same rules of enforcement as using "Main Street" in the organization's name.
- Use of the name "Main Street" by a local revitalization program does not necessarily mean that the program is part of a state, city, or regional coordinating program or that it meets the 10 criteria necessary to be an accredited National Main Street Program Statewide, citywide, and regional Main Street coordinating programs are responsible for determining which communities within their geographic jurisdiction meet the 10 criteria of the National Trust Main Street Center's National Accreditation for local Main Street programs.
- Purchase of National Trust Main Street Center Network Membership has no relevance or relationship with local Main Street program selection/designation, and does not convey permission for any organization to use the name "Main Street" or to call itself such.

¹ This includes variations on the phrase "Main Street," such as "Mainstreet," "Main Streets" or "MainStreet."

² Fundamental elements of the Main Street methodology include working simultaneously and comprehensively in all four areas of the Main Street Four-Point Approach® (Organization, Promotion, Design, and Economic Restructuring); using historic preservation as a key principle and practice in commercial district revitalization; having a broad-based volunteer governing board; having volunteer committees corresponding to Main Street's Four Points; and having paid staff whose job focuses exclusively on commercial district revitalization.

³ A Main Street Coordinating Program is a government or non-profit organization that provides structured technical assistance and training to a group of local commercial district revitalization programs which are usually selected through a competitive selection process. Statewide and citywide Main Street programs, and regional programs that focus on a specific multi-community area, e.g. a county, are all examples of coordinating Main Street programs

COORDINATING MAIN STREET PROGRAMS' USE OF THE MAIN STREET NAME

- The National Trust permits only officially recognized state, city, and regional Main Street coordinating programs to use the Main Street name to describe the organization. A list of recognized Main Street coordinating programs is available at <http://www.mainstreet.org/content.aspx?page=2463§ion=15>.
- Statewide, citywide, and regional coordinating Main Street programs must meet national criteria established by the National Trust for Historic Preservation in order to use the name "Main Street."
- Use of the "Main Street" name by a coordinating Main Street program does not necessarily mean that the program meets the standards required for coordinating program accreditation.

ENFORCEMENT

The National Trust places tremendous value on the Main Street brand and vigorously protects its trademark rights. When informed of examples of misuse of the Main Street name, the Trust actively pursues a cessation of use of the name by the offending organization and is prepared, when required, to take the appropriate legal action to uphold the above standards and policies.

Statewide, citywide, and regional coordinating programs should alert the National Trust to any local organizations that use "Main Street" in their name but *do not* make the Main Street revitalization methodology the fundamental organizational framework of their programs. Statewide, citywide, and regional coordinating programs should also alert the National Trust to any local organizations that claim to follow the Main Street Approach but are not actually using any or all of Main Street's Four Points. The National Trust will contact these communities and ask that they discontinue use of the name "Main Street."

Statewide, citywide, and other coordinating Main Street programs³ are permitted to deny local Main Street organizations the privilege of using the name "Main Street," if the local organization is an active participant in the coordinating program but has ceased to follow the guidelines established by the coordinating program. The coordinating program has the authority to request that the offending organization immediately cease use of the Main Street name, and the coordinating program may also determine the conditions under which the organization may be allowed to resume use of the Main Street name. The coordinating program does not have the authority to deny the use of the Main Street name to organizations outside its selected/designated participants. That responsibility rests solely with the National Trust, which will examine and act accordingly upon reported instances of misuse of the Main Street name.



City of Cartersville

City Council Meeting
12/20/2012 7:00:00 PM
American Red Cross

SubCategory:	Contracts/Agreements
Department Name:	Parks and Recreation
Department Summary Recommendation:	American Red Cross has requested the use of the Cartersville Civic Center as an "Emergency Shelter" during a disaster. City Attorney has reviewed agreement. E-verify and SAVE documentation wasn't not required. I recommend this agreement with American Red Cross.
City Manager's Remarks:	Your approval of use of the Civic Center as an emergency shelter by the Red Cross is recommended.
Financial/Budget Certification:	
Legal:	
Associated Information:	Everify and SAVE not required per City Attorney

American Red Cross Shelter Agreement

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

DR#: _____ Facility: _____

Parties and Facility

Owner:

Legal name: City of Cartersville
 Chapter: _____
 24-Hour Point of Contact:
 Name and title: Greg Anderson Parks & Recreation Director
 Work phone: 770-607-6173 Cell phone/pager: 770-655-1216
 Address for Legal Notices:
 P.O. Box 1390
 100 Pine Grove Road
 Cartersville GA 30120

Red Cross:

Legal name: The American National Red Cross
 Chapter: Northwest Georgia Chapter, Rome Ga
 24-Hour Point of Contact:
 Name and title: Sarah Egan, Emergency Services Program Manager
 Work phone: 706-291-6648 Cell phone/pager: 706-676-7211
 Address for Legal Notices:
 American Red Cross
 112 John Maddox Dr.
 Rome, GA 30165

Copies of legal notices must also be sent to:

The American National Red Cross, Office of the General Counsel,
 2025 E Street, NW, Washington DC 20006

and

The American National Red Cross, Disaster Operations,
 2025 E Street NW, Washington, DC 20006.

Shelter Facility:

(Insert name and complete street address of building or, if multiple buildings, write "See attached Facility List" and attach Facility List including complete street address of each building that is part of this Agreement).

Cartersville Civic Center
435 W Main Street
Cartersville GA 30120

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Terms and Conditions

1. **Use of Facility:** Upon request and if feasible, the Owner will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.
2. **Shelter Management:** The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3. **Condition of Facility:** The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Facility/Shelter Opening/Closing Form, available on CrossNet, to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Owner.
4. **Food Services:** Upon request by the Red Cross, and if such resources exist and are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.
5. **Custodial Services:** Upon request by the Red Cross and if such resources exist and are available, the Owner will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
6. **Security:** In coordination with the Facility Coordinator, the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. **Signage and Publicity:** The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
8. **Closing the Shelter:** The Red Cross will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, using the second page of the Shelter/Facility Opening/Closing Form to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
9. **Reimbursement:** The Red Cross will reimburse the Owner for the following:
 - a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross will select from among

Item # 7

bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

- b. *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Owner (legal name)	THE AMERICAN NATIONAL RED CROSS (legal name)
By (signature)	By (signature)
Name (printed)	Name (printed)
Title	Title
	+
Date	Date



City of Cartersville

City Council Meeting
12/20/2012 7:00:00 PM
Vaulted Vending

SubCategory:	Contracts/Agreements
Department Name:	Parks and Recreation
Department Summary Recommendation:	Cartersville Parks and Recreation Department wishes to enter into an agreement with Vaulted Vending. They will provide machine(s) that allow park patrons to purchase food to feed the ducks, fish, and geese. Although our park rules now state that "Feeding Wildlife" is not permitted, this has been impossible to enforce. Staff has discussed this with the local DNR Ranger who was in full support of allowing a more healthy diet for both fish and fowl other than a bread/cracker product. Vault Vending will furnish equipment, service, and maintain, and will split revenue on a 50-50 basis. The City attorney has reviewed this agreement and the request for additional language was inserted. All E-verify/SAVE affidavits and certificate of liability insurance has been received. I recommend approval of agreement with Vaulted Vending.
City Manager's Remarks:	Your approval of this item is recommended.
Financial/Budget Certification:	Not a budgeted item, but it will not impact the budget due to the company furnishing all supplies at their expense.
Legal:	Reveiwed/edited by City Attorney
Associated Information:	Everify and SAVE have been received.

12-13-12

Agreement – Vaulted Vending

Cartersville Parks and Recreation Department wishes to enter into an agreement with Vaulted Vending. They will provide machine(s) for park patrons to purchase food to feed the ducks, fish, and geese. Although our park rules now state that “Feeding Wildlife” is not permitted, it has been impossible to enforce. Staff has discussed this with local DNR Ranger and he was in full support of allowing a more healthy diet for the fish and fowl. Most patron now feed bread and that is unhealthy.

Vault Vending will furnish equipment, service, and maintain, and will split the all revenue on a 50-50 basis.

City attorney has reviewed and the request for additional language was inserted. All E-verify/SAVE affidavits and certificate of liability insurance has been received. I recommend approval of agreement with Vaulted Vending.

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.

62-1654235
EEV/Basic Pilot Program* User Identification Number

Todd Howard
BY: Authorized Officer or Agent
(Contractor Name)

12-6-12
Date

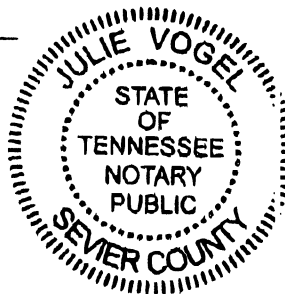
Chief Manager
Title of Authorized Officer or Agent of Contractor

Todd Howard
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
6th DAY OF December, 2012

Julie Vogel
Notary Public

My Commission Expires: 8-24-16



* 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).

AFFIDAVIT VERIFYING STATUS FOR CITY OF CARTERSVILLE BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for a City of Cartersville, Georgia Occupation Tax Certificate, Alcohol License or other public benefits as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Cartersville, Georgia Occupational Tax Certificate, Alcohol License or other public benefit (circle one) for

Todd E. Howard
[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

Vaulted Vending
[Name of business, corporation, partnership]

- 1) ☒ I am a United States citizen
- 2) ☐ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.



Todd Howard
Signature of Applicant:

12-6-12
Date

Todd Howard
Printed Name:

12-6-12

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
6th DAY OF December, 2012

Julie Vogel
Notary Public

My Commission Expires: 8-24-16

*
Alien Registration number for non-citizens

*Note: O.C.G.A. § 50-36-1(c)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
12/07/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER JACK MANESS / STATE FARM INSURANCE PO BOX 4039 SEVIERVILLE, TN 37864 	CONTACT NAME: PHONE (A/C No. Ext): 865-428-1944 E-MAIL ADDRESS: PRODUCER CUSTOMER ID #:	FAX (C. No): 865-428-2021
	INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: AMERICAN ZURICH INSURANCE COMPANY	
INSURED TODD HOWARD ENTERPRISES LLC DBA VAULTED VENDING PO BOX 4279 SEVIERVILLE, TN 37864	NAIC # 26143	

COVERAGES
CERTIFICATE NUMBER:
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY / EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC			92-BT-F305-1	08/30/2012	08/30/2013	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTAL PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/PROP AGO \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Per person) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y/N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below						ALL STATUTORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER
CANCELLATION

CITY OF CARTERSVILLE GA
100 PINE GROVE RD
CARTERSVILLE, GA 30120

ATT: GREG ANDERSON

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jack Maness by Sherry Simon



City of Cartersville

City Council Meeting
12/20/2012 7:00:00 PM
Quit Claim - Ruby Street

SubCategory:	Other
Department Name:	
Department Summary Recommendation:	MEMO To: Mayor and City Council From: E. Keith Lovell, Assistant City Attorney Date: December 14, 2012 Re: Quitclaim of Never Opened Street to Adjoining Property Owners Georgia Power is acquiring this property off of Opal Street, which old plats show as Ruby Street going through. Said street was never opened. They are asking us to quitclaim it to the adjoining property owner so Georgia Power can acquire it. We do not believe there are any City easements involved, but have a reservation on them just in case. EKL/src
City Manager's Remarks:	Your approval of this item is recommended.
Financial/Budget Certification:	
Legal:	Submitted by the City Attorney's office
Associated Information:	

RETURN TO :
 H. BOYD PETTIT III, P.C.
 100 W. Cherokee Avenue – Suite B
 P.O. BOX 1178
 CARTERSVILLE, GEORGIA 30120
 (770) 382-9592

Quit Claim Deed

GEORGIA, BARTOW COUNTY:

THIS INDENTURE, made this _____ day of December, 2012, between the CITY OF CARTERSVILLE, Georgia, a Political Subdivision of the State of Georgia and Party of the first part, hereinafter called Grantor, and BARBARA HANEY BEVIL AND ROBERT T. HANEY, JR., as parties of the second part, hereinafter called Grantees (the words "Grantor(s)" and "Grantee(s)" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH THAT: Grantor, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, have granted, bargained, sold, aliened, conveyed and confirmed, and by these presents do grant, bargain, sell, alien, convey and confirm unto the said Grantees:

ALL that tract or parcel of land lying and being in Land Lot 312 of the 4th District and 3rd Section of Bartow County, Georgia and being designated as Ruby Street (which Street was never opened) as shown on those certain early surveys of Townsley Subdivision recorded in Plat Book 1, Page 44 and Plat Book 2, Page 47, said Street being 36 feet in width and running in a generally northwesterly direction a distance of 282 feet more or less. Grantees herein own property on both sides of this unopened and abandoned Street.

(Excluding any utility easements that may currently exist on the above described tract.)

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

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

GRANTOR:
CITY OF CARTERSVILLE, GEORGIA

_____ [SEAL]

By: _____

Witness

Notary Public

[SEAL]

ATTEST:

By: _____

Title: _____



City of Cartersville

City Council Meeting
12/20/2012 7:00:00 PM
Billing System Changes for New Electric Rates

SubCategory:	Bid Award/Purchases
Department Name:	Electric
Department Summary Recommendation:	Maintenance invoice over \$5,000. Cogsdale has provided a quote to make the necessary changes to the City of Cartersville utility billing system to accommodate the recent approval of the new electric rate calculations. The quote is \$12,870.00. This work has already been authorized in an effort to meet the February deadline when the new rates are scheduled to take effect. I recommend approval of this expenditure.
City Manager's Remarks:	This item will allow the new rates that Council has recently approved to be put in place. Your approval of this item is recommended.
Financial/Budget Certification:	This is not a budgeted item but is necessary for the new rate structure. It will be charged to Maintenance of Software account number 510-3500-52-2330.
Legal:	Not applicable.
Associated Information:	Employment verification documentation is on file per Dan Porta.



Quote

CLIENT	City of Cartersville	CLIENT CONTACT	Scott LeMaster
PROJECT MANAGER	Chris Harris	PREPARED BY	Casey Dowd
REFERENCE NUMBER	QUO-02992	CASE NUMBER	CAS-53469
DATE	December 4th, 2012	CLIENT PO	
DESCRIPTION	Electric Rate Changes		

	Quantity/Hours	Rate	Total
Professional Services	0	165	\$ -
Design	8	165	\$ 1,320.00
Development	24	165	\$ 3,960.00
Testing / Rework	20	165	\$ 3,300.00
Project Management	13	165	\$ 2,145.00
		Sub-Total	\$ 10,725.00
Annual Maintenance and Support		Sub-Total	\$ 2,145.00
Total - This quote is valid for 90 days			\$ 12,870.00

NOTES:

This quote is a high level estimate based on the current information available. Cogsdale will work with the customer to come to a mutually acceptable adjustment to the original quote should a change in scope occur.

In additional to the above charges, expenses will be invoiced per the services agreement between Cogsdale and the City of Cartersville.

Charges may be incurred if scheduled work is cancelled without sufficient notice.

Cogsdale may consider alternative meeting options such as; LiveMeeting, Remote Desktop and Conference Calls in an effort to reduce travel costs and expenses.

Client Description and Proposed Solution are defined on page 2.

AUTHORIZED BY CLIENT:	AUTHORIZED BY COGSDALE:
<i>(Signed by Dan Porta)</i>	
NAME/DATE <i>12-7-12</i>	NAME/DATE

Delivered to Cogsdale on 12-7-12.



Quote

CLIENT DESCRIPTION:

Purpose

The new rates will contain two additional variables known as the FCC (Future Construction Charge) and the ECC (Environmental Compliance Charge). The FCC and ECC will be applied as a percentage to the customer's base bill dollar amount.

Rates Affected

The rates affected with this reprogramming are ERP-1, ESGSND-1, ECP, ECG-1, ESP-1, ESP-1TMF, EMP-1, EMP-1TMF, ELP-1, ELP-1TMF, EXLP-1, EXLP-1TMF, and EMED.

Programming Explanation

1. Calculations that do NOT change: Administrative Charges, Demand Charges, Energy Charges, Totalized Maintenance Fee, Rider Charges, kVAR Charges, and PCA Charges.

2. Calculations that do change: Total Bill.

$$\text{Total Bill} = \text{Base Bill} + \text{TMF (if any)} + \text{kVAR Charge (if any)} + \text{PCA Charge} + \text{FCC Charge} + \text{ECC Charge}$$

3. New calculations to be created: Base Bill, FCC Charge, ECC Charge.

$$\text{Base Bill} = \text{Administrative Charge} + \text{Demand Charges (if any)} + \text{Energy Charges}$$

$$\text{FCC Charge} = \text{FCC} * \text{Base Bill}$$

$$\text{ECC Charge} = \text{ECC} * \text{Base Bill}$$

Programming Instructions

1. Create an FCC input cell for each rate in the format xx.xxxx%.
2. Create an ECC input cell for each rate in the format xx.xxxx%
3. Add the FCC and ECC fields to the billing template.
4. Program the billing template to pull the PCA, FCC, and ECC from the rate and automatically populate the appropriate field on the billing template.
5. Create calculation for the Base Bill in each rate.
6. Create calculation for the FCC Charge in each rate.
7. Create calculation for the ECC Charge in each rate.
8. Change calculation for the Total Bill.

Time Limit

In order to meet the time limit approved by City Council, the modifications should be returned to Cartersville by December 15, 2012 for testing.

Contact

Scott LeMaster, City of Cartersville, 770-387-5696.

Bill Calculations

Sample bill calculations of representative rates are attached.



QUO-02992_Carters
ville-Electric Rate Cha



Quote

Proposed Solution:

1. This quote is based on the assumption that the rates will not be prorated based on the rate effective date and that the client will have the global property setting 'Use latest rate during rate change' turned on.

Global Properties

File Edit Tools Help Debug

sa Fabrikam, Inc. 4/12/2017

OK Cancel

Billing Locations & Customers Payments & Collection Budgets System Integrations Other

☒ Prorate using meter reading date

☒ Adjust proration for move-in date

☒ **Use latest rate during rate change**

☐ Use billing date to determine effective rate

☒ Apply rate change factor to stepped range blocks

☐ Prorate alternate consumption based on connection date

☐ Prorate Demand

☒ Prevent bill when consecutive estimates maximum reached

☒ Do not apply rate multiplier to step down allowance

☐ Exclude demand from step down allowance

☒ Use demand ratcheting

☐ Use receivables account from location as unapplied

☐ Use receivables account from service type

☐ Bill services separately

☐ Use master default route for master billing

☐ Use import summer sewer data

☐ Create bill for non bill customer

☐ Bill in advance

☒ Allow transfer without final bill

☐ Automatically uncheck "Allow transfer without final bill" after transfer

☐ Calculate unit rate on statement

☐ Display multiplied unit rate on Bill Inquiry window

2. Two new rate details, ECC and FCC, will be added to the existing rates (ERP-1, ESGSND-1, ECP, ECG-1, ESP-1, ESP-1TMF, EMP-1, EMP-1TMF, ELP-1, ELP-1TMF, EXLP-1, EXLP-1TMF, and EMED).



Quote

Rate Setup

File Edit Tools Help Debug

Save Clear Delete

Rate: EMP-1 Electric Medium Power (13)

Service Type: ELECTRIC

Rate Class: Rate Type: Consumption

Effective: 1/1/1998 to 0/0/0000 New

Detail Type	Detail Description	Unit Description	Min Charge	Frequency
Fixed Charge	Administrative Charge	0		
ELECTRIC	USASTCITY-6*	☒	☒	\$0.00 90
Adjustable Var. SR	Energy Charge	0		\$16.42000
ELECTRIC	USASTCITY-6*	☐	☐	\$0.00 90
Percentage	FCC	☐	☐	\$0.00000
ELECTRIC	USASTCITY-6*	☐	☐	\$0.00 30
Percentage	ECC	☐	☐	\$0.00000
ELECTRIC	USASTCITY-6*	☐	☐	\$0.00 30
		☐	☐	\$0.00000
		☐	☐	\$0.00000
		☐	☐	\$0.00 0
		☐	☐	\$0.00000

From	To	Unit Rate (\$)	Wholesale Rate

by Rate ID

3. The billing process will be modified to call a custom stored procedure that will recognize if the rate has the rate detail that matches the FCC and ECC Unit Description and will apply the percentage entered for this rate detail to the Base Bill amount.

The Base Bill amount is calculated as a summary of following charges:

Base Bill = Administrative Charge + Demand Charges (if any) + Energy Charges

FCC Charge = $\frac{\text{FCC percentage from the rate detail} \times \text{Base Bill}}{100}$

100

ECC Charge = $\frac{\text{ECC percentage from the rate detail} \times \text{Base Bill}}{100}$

100

If a minimum bill is calculated for demand charges then the Base Bill is a summary of Administrative Charges + Minimum Demand Charge.



Quote

4. The billing template (both template versions: Template 17 and Template 24) will be adjusted to display the ECC and FCC charges. The client will provide the mockup of the modified template that includes ECC and FCC charges.



City of Cartersville

**City Council Meeting
12/20/2012 7:00:00 PM
HVAC Replacement at Electric System Office**

SubCategory:	Bid Award/Purchases
Department Name:	Electric
Department Summary Recommendation:	Maintenance invoice over \$5,000. On December 2, the heat pump at the Electric System office burned up and will cost almost as much to repair as replacing the unit. We have had additional trouble with the air handler not moving enough air and drawing in air from the attic. The cost from Pendley Heating and Air Conditioning to replace the heat pump and the air handler is \$8,958.84. It carries a warranty of 5 year on parts/1 year on labor. Replacement is in progress, I recommend approval of this expenditure.
City Manager's Remarks:	Your approval of the work from Pendley Heating and Air at the Electric Dept is recommended.
Financial/Budget Certification:	This is not a budgeted item but will be charged to maintenance of heating and A/C account number 510-3500-52-2350.
Legal:	Not applicable.
Associated Information:	Employment verification documentation is on file.

Pendley People Care™

**Pendley**
Heating & Air Conditioning, Inc.526 Old Alabama Road
Cartersville, Georgia 30120

Page No.

of

Pages.

**PROPOSAL AND
ACCEPTANCE**

Phone:	770.382.1221
Fax:	770.382.8223
Emergency Phone :	770.655.2068
Email:	penhtgac61@aol.com
Georgia License:	CN002212

TO:	770-387-5631	DATE	12//04/2012
CITY OF CARTERSVILLE P.O. 1390 CARTERSVILLE, GA. 30120 ATTN. DAVID MYERS	JOB NAME/LOCATION CITY ELECTRIC DEPT. 320 SOUTH ERWIN STREET CARTERSVILLE, GA. 30120 FAX# 770-387-5630		
	JOB NUMBER	JOB PHONE	

We hereby submit specification and estimates for:

OPTION 1- REPLACE COMPRESSOR IN EXISTING UNIT. TWA120A300FB. WITH
1-YEAR WARRANTY- COM8292 \$4530.52OPTION 2- REPLACE COMPLETE OUTDOOR UNIT. DRY CHARGE R-22. WITH
5 YEAR WARRANTY ON PARTS, 1-YEAR LABOR WARRANTY \$4960.52OPTION 3- REPLACE COMPLETE SYSTEM INDOOR AND OUTDOOR SYSTEM
5 YEAR WARRANTY ON PARTS AND 1-YEAR LABOR WARRANTY \$8958.84**TERMS: DUE UPON COMPLETION**

I have the authority to order the above work and do so order as outlined above. It is agreed that the seller will retain title to any equipment or material furnished until final & complete payment is made, and if settlement is not made as agreed, the seller shall have the right to remove same and the seller will be held harmless for any damages resulting from the removal thereof.

We propose hereby to furnish material and labor - complete in accordance with the above specification for the sum of:

SEE ABOVE

Dollars

Payment to be made as follows:

PAYMENT AS DESCRIBED ABOVE. DUE UPON COMPLETION

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature:

Note: This proposal may be withdrawn
by us if not accepted within:

60

Days

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance:

12-5-12

Signature:

Signature:

Proudly serving you for over 50 years

Item # 11



City of Cartersville

City Council Meeting
12/20/2012 7:00:00 PM
Power Quality Monitor

SubCategory:	Bid Award/Purchases
Department Name:	Electric
Department Summary Recommendation:	Capital Purchase. The City of Cartersville Electric System needs to replace its Power Quality Monitor (PQM). This unit monitors at a customer's location and is used to respond to power quality concerns. Our existing unit is outdated and water damaged. Three bids were requested and three bids were received. They are summarized as follows: • Eagle PQM from Power Monitors, Inc./ \$6,360.98 • Revolution PQM from Utility Specialists, Inc. / \$8,690.00 • Ranger PM7000S PQM from Synergy Systems, Inc. / \$10,373.00 I recommend accepting the low bid for the Eagle PQM from Power Monitors, Inc. at \$6,360.98. This unit has been tested and suits our needs.
City Manager's Remarks:	Your approval of the low bid from Power Monitors Inc is recommended.
Financial/Budget Certification:	This is a budgeted item.
Legal:	Not applicable.
Associated Information:	Employment verification documentation is on file.



Quote

Power Monitors, Inc.

800 North Main Street
Mount Crawford VA 22841
United States
(800) 296-4120
<http://www.powermonitors.com>

Date 11/12/2012
Estimate # 7456

Expires 12/12/2012
Exp. Close 11/12/2012
Project
Ship Via UPS Ground

Bill To

City of Cartersville
320 South Erwin Street
Cartersville GA 30120
United States

Ship To

City of Cartersville
320 South Erwin Street
Cartersville GA 30120
United States

Item	Quantity	Description	Unit Price	Amount
E440 Eagle Class Wireless	1	E440 Eagle Class Wireless	4,890.00	4,890.00
Ultra Slim Flexible CT, 4 CHANNEL, 5000A, 24"	1	Ultra Slim Flexible CT, 4 CHANNEL, 5000A, 24"	1,430.00	1,430.00
Packaging & Handling Charges	1		31.60	31.60

Payment Options: 2% 15, 1% 30, Net 45.

Interest/Finance Charges: Finance charges will be assessed at 1.5% per month, 18% per annum on all amounts over 31 days.

Returns: If the product you purchased is returned beyond 30 days, a 15% restocking fee will be charged. All returns require a Return Authorization number. Please contact your Account Executive at 1-800-296-4120 before shipping.

Subtotal 6,351.60
Ship Via (UPS Ground) 9.38
Total \$6,360.98

Please Note:

Shipments are shipped one-two weeks ARO. Partial shipments will be made if items are on backorder, unless otherwise specified by customer.

Payment Terms: Net 45 after credit approval, Visa, MasterCard, and American Express. We offer two discount options: 2% 15 Net 45 and 1% 30 Net 45

Freight is prepaid and billed to the customer. All shipments are sent via UPS Ground unless otherwise specified by customer.

PMI's Terms are F.O.B. Mt. Crawford, VA. If FOB terms are changed, additional costs may be incurred and billed to customer.

Packaging and Handling is calculated at 0.5% of product total. Please indicate if you prefer Packaging and Handling be included in the price of the unit.

Based on the requirements in your state, we may be required to charge your organization sales tax on your purchase. Please provide us with a sales tax exemption certificate or a written statement that you are exempt from sales tax, if sales tax does not apply to your organization. All tax exemption certificates and statements should be emailed to: salestax@powermonitors.com.

Prices and terms quoted are in effect for 30 days. All products have a one year warranty, during which software upgrades are free. PMI provides a 24 hour, 7 days a week toll-free number for product support. In the unlikely event that you should encounter problems with your recorder during the warranty period, we have the recorder shipped to us where it is repaired within 3 business days. It is then shipped back to you, all at our expense. We believe you deserve only the best service possible.

Please be sure to review PMI's Terms and Conditions sent in addition to this quote.



Item # 12

Tom Woods

From: Chip Kanour [chip@utility-specialists.com]
Sent: Wednesday, December 05, 2012 6:10 PM
To: Tom Woods
Subject: Power Monitors Revolution Pricing

Tom,
Here is the pricing for the Power Monitors Inc. Revolution PQ Recorder and Flex CTs. Please let me know if you need a more formal quote with specs. Have a great evening.

Revolution PQ Recorder \$7,260 ea.

- Single phase or three phase recorder
- Harmonics
- Transient Capture
- Flicker
- 1G Memory
- Records 1,024 samples per cycle

FCT4/24 Flex CTs \$1430 ea.

\$8690

Thank you,

Chip Kanour
Utility Specialists Inc.
404 966 4267
www.utility-specialists.com



Synergy Systems, Inc.

4101 Pierce Drive

Shelby Twp., MI 48316

Tel. 248-656-2727 - Fax. 248-656-6078 - www.synergy-mi.com

• Remote Monitoring & Data Acquisition • Control System Integration • Field Services

QUOTATION

Tom Woods

City of Cartersville

320 South Erwin St.

Cartersville, GA 30120

770-607-6390

twoods@cityofcartersville.org

Date: 12/05/12

Delivery: 2 Weeks ARO

FOB: MFG. Plant

Terms: NET 30

Quote # L20120434

Pricing Valid for 30 Days

QTY	DESCRIPTION	Net Ea. Price	Extended Price
Any	RANGER PM7000S, Power Quality Recording Analyzer - 320 Scans Per Cycle Part # PM7000S 4 Fused Voltage & 4 Current Inputs - Each Unit Includes the following: Dual Range 6000/400.0 Amp Flexible Current Clamps (max conductor size 8") No batteries required, Current Clamps are powered by PM7000 ➤ 160MB Storage Memory, 32 bit RISC processor ➤ HARMONICS: Odd, Even, Triplens and Individual to the 50 th INCLUDES HARMONIC DIRECTION ➤ Individual Harmonic Vector Display Screen ➤ All Voltage & Current Input Cables ➤ Phasor Diagram of Fundamental and Individual Harmonics (Volts & Amps) ➤ IEEE 1453 FLICKER: Programmable time period for long term flicker & short term flicker, Exclusive Instantaneous Flicker Output (entire length of recording) with Flicker Flag ➤ Waveform Capture feature uses 32MB memory (captures 1000's of waves) All channels recording simultaneously ➤ 32 Channels of Detail Recording Single Cycle Adaptive Store ➤ 500 Channels of General Store (includes all 50 harmonics of all 8 inputs) ➤ <i>Pronto For Windows Software</i> for Data Analysis & Reporting ➤ 12V Charger, USB Communication Cable, Bluetooth Adapter, Carrying Case & Manual on CD NOTE: Unit can measure stray voltage also - no need to buy a separate logger	\$9,210.00	←
Any	RANGER PM7000H, Power Quality Recording Analyzer - 2,560 Scans Per Cycle Part # PM7000H ➤ Same unit as above except 2,560 scans per cycle	\$9,710.00	
Any	RANGER PM7000T, Power Quality Recording Analyzer - 20,480 Scans Per Cycle Part # PM7000T ➤ Same unit as above except 20,480 scans per cycle	\$10,710.00	
Any	Set of 4 - 100mA to 10Amp Range Current Probes Part # PM0244 ➤ For monitoring 5 Amp secondaries - High Accuracy & Low Phase Shift includes Banana to BNC Adapter and 5 Ft. Color Coded Extension Cable	\$1,095.00	←
Any	InterHarmonics & 5Hz Bandwidth Firmware Upgrade Part # PM7INT ➤ Applicable to IEC61000-4-7 Interharmonics & IEC61000-4-30 for 5 Hz Bandwidth ➤ Can be applied to any PM7000 Model, one upgrade must be purchased for each PM7000 ordered.	\$800.00	
Any	NetBook with Bluetooth Part # PMNetbook	\$360.00	
Any	Ethernet Upgrade Part # PM7EU3	\$840.00	
Any	Condensation Protection Kit includes Vinyl Weather Resistant Bag and Zorb-It Ci Part # PM72322	\$68.00	←
Any	Utilishelf-X Part # Utilishelf-X Portable Utility/Laptop Shelf includes 3 magnets	\$125.00	

24 Hour Technical Support is available:

Lou Barker 540-908-4079

\$10,373

Item # 12



City of Cartersville

City Council Meeting
12/20/2012 7:00:00 PM
High Service Pump Valve Repair

SubCategory:	Bid Award/Purchases
Department Name:	Water Department
Department Summary Recommendation:	Memo To: Sam Grove From: Jim Stafford Date: 12-12-12 Subject: #2 High Service Pump Valve Repair Bids were accepted for a 24" butterfly valve and all piping necessary for installation. The bids were as follows: • HD Supply \$10,950.35 • Kendall Supply \$10,980.00 • Consolidated Pipe \$11,261.50 • Ferguson Waterworks \$13,218.41 I recommend this project be awarded to HD Supply in the amount of \$10,950.35. This will be paid out of the maintenance to WTP equipment account which is a budgeted item. All E-Verify and SAVE information is attached.
City Manager's Remarks:	Low bid to HD Supply is recommended for your approval.
Financial/Budget Certification:	This will be paid out of the maintenance to WTP equipment account which is a budgeted item.
Legal:	
Associated Information:	All E-Verify and SAVE information is attached.

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.

53613
EEV/Basic Pilot Program* User Identification Number

William L. Traynor
BY: Authorized Officer or Agent
(Contractor Name)

12/2/12
Date

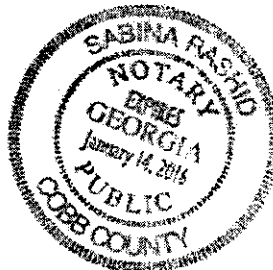
District Manager
Title of Authorized Officer or Agent of Contractor

William L. Traynor
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
4th DAY OF Dec, 2012

Sabina Rashid
Notary Public

My Commission Expires:
Jan 14, 2016



* 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).

AFFIDAVIT VERIFYING STATUS FOR CITY OF CARTERSVILLE BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for a City of Cartersville, Georgia Occupation Tax Certificate, Alcohol License or other public benefits as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Cartersville, Georgia Occupational Tax Certificate, Alcohol License or other public benefit (circle one) for

William L. Traynham
[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

HD Supply Waterworks LTD
[Name of business, corporation, partnership]

- 1) ☒ I am a United States citizen
- 2) ☐ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

William L. Traynham 12/5/12
Signature of Applicant: Date

William L. Traynham 12/5/12
Printed Name: Date

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
4th DAY OF Dec, 2012

Sabina Rashid
Notary Public
My Commission Expires: Jan 14, 2016



*
Alien Registration number for non-citizens

*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:



City of Cartersville

City Council Meeting
12/20/2012 7:00:00 PM

Valve Actuator for High Service Pump at Water Treatment Plant

SubCategory:	Bid Award/Purchases
Department Name:	Water Department
Department Summary Recommendation:	Memo To: Sam Grove From: Jim Stafford Date: 12-12-12 Subject: Valve Actuator for High Service Pump at WTP The valve actuator for the #2 high service pump at the water plant has to be replaced. This is a soul source item due to the operations mechanism required. The price for this piece of equipment is \$9,530.00. The supplier is Harold Beck and Sons Inc. All E-verify and SAVE documents are attached. This will be a maintenance item from budget. I recommend approval of the purchase of this equipment at a price of \$9,530.00.
City Manager's Remarks:	Your approval of the purchase from Harold Beck as outlined above is recommended.
Financial/Budget Certification:	This will be a maintenance item from budget.
Legal:	
Associated Information:	All E-verify and SAVE documents are attached.

AFFIDAVIT VERIFYING STATUS FOR CITY OF CARTERSVILLE BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for a City of Cartersville, Georgia Occupation Tax Certificate, Alcohol License or other public benefits as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Cartersville, Georgia Occupational Tax Certificate, Alcohol License or other public benefit (circle one) for

BRAD SMITH

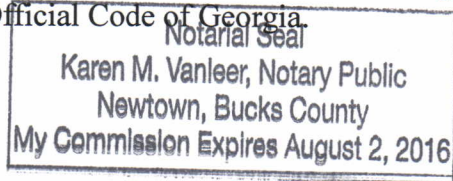
[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

HAROLD BECK & SONS INC.

[Name of business, corporation, partnership]

- 1) X I am a United States citizen
- 2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.



Brad Smith
Signature of Applicant:

11/27/12
Date

BRAD SMITH
Printed Name:

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

27 DAY OF Nov., 20 12

Karen M. Vanleer
Notary Public

My Commission Expires: 8/2/16

*

Alien Registration number for non-citizens

*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

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.

440367
EEV/Basic Pilot Program* User Identification Number

[Signature]
BY: Authorized Officer or Agent
(Contractor Name)

11/27/12
Date

ASSISTANT SECRETARY
Title of Authorized Officer or Agent of Contractor

ROBERT J. KRITZER
Printed Name of Authorized Officer or Agent

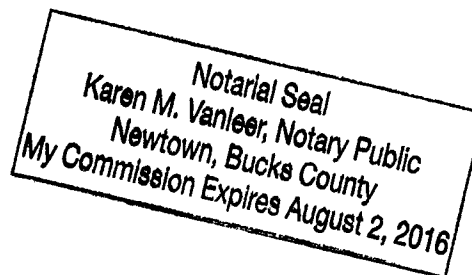
SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

27 DAY OF Nov, 2012

[Signature]
Notary Public

My Commission Expires:

8/2/16



* 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).



City of Cartersville

**City Council Meeting
12/20/2012 7:00:00 PM
Distribution and Collections Inventory Restocking**

SubCategory:	Bid Award/Purchases
Department Name:	Water Department
Department Summary Recommendation:	Memo To: Sam Grove Form: Jim Stafford Date: 12/11/12 Subject: Restock Inventory Bids were accepted for materials to restock inventory for Distribution and Collection. Bids were as follows: • HD Supply \$10,847.86 • Kendall Municipal \$10,867.52 • Ferguson Waterworks \$11,136.19 • Fortiline Waterworks \$11,474.47 • Consolidated Pipe No Bid I recommend purchase of materials from HD Supply at a cost of \$10,847.86. This is a budget item. All E-verify and SAVE documentation information is in hand and is attached to previous item.
City Manager's Remarks:	Approval of restock of the Water Dept. inventories is recommended.
Financial/Budget Certification:	This is a budgeted item.
Legal:	
Associated Information:	All E-verify and SAVE documentation information is in hand.



City of Cartersville

City Council Meeting
12/20/2012 7:00:00 PM
October 2012

SubCategory:	Monthly Financial Statement
Department Name:	Finance
Department Summary Recommendation:	Attached is the financial report for October 2012. Also attached is the supplemental financial information and the cash position report for the same time period.
City Manager's Remarks:	Tom R. will present this information at Thursday's meeting.
Financial/Budget Certification:	
Legal:	
Associated Information:	

MONTHLY SUMMARY

As of October 31, 2012

	FY 2011 - 12 MONTH OF October-11	FY 2012 - 13 MONTH OF October-12	FY 2011 - 12 Year to Date October-12	FY 2012 - 13 Year to Date October-12	100.00% OF BUDGET (Year to Date)
<u>GENERAL FUND</u> <i>excluding SPLOST, DDA & School System Property Tax Revenue & Expenditures</i>					
REVENUE	\$3,408,652	\$3,550,811	\$7,648,985	\$7,820,592	35.13%
EXPENDITURE	\$2,187,746	\$2,218,922	\$6,673,283	\$6,957,018	31.25%
Gen. Fund Net Profit (Loss)	\$1,220,906	\$1,331,889	\$975,702	\$863,574	
<u>WATER & SEWER</u>					
REVENUE	\$1,084,467	\$1,108,699	\$4,828,322	\$4,951,493	23.91%
EXPENDITURE	\$991,247	\$582,849	\$3,804,890	\$4,254,839	20.54%
Wtr. & Swr. Fund Net Profit (Loss)	\$93,220	\$525,850	\$1,023,432	\$696,654	
<u>GAS</u>					
REVENUE	\$1,342,198	\$1,093,418	\$5,549,882	\$4,747,577	20.53%
EXPENDITURES	\$1,542,050	\$1,331,958	\$6,436,201	\$5,307,686	22.95%
Gas Fund Net Profit (Loss)	(\$199,852)	(\$238,540)	(\$886,319)	(\$560,109)	
<u>ELECTRIC</u>					
REVENUE	\$3,537,313	\$3,497,956	\$16,626,274	\$15,843,881	35.53%
EXPENDITURES	\$3,499,334	\$3,510,408	\$15,138,712	\$15,339,817	34.40%
Electric Fund Net Profit (Loss)	\$37,979	(\$12,452)	\$1,487,562	\$504,064	
<u>STORMWATER</u>					
REVENUE	\$101,107	\$106,582	\$406,812	\$418,594	31.64%
EXPENDITURE	\$102,306	\$184,287	\$380,728	\$440,863	33.32%
Stormwater Fund Net Profit (Loss)	(\$1,199)	(\$77,705)	\$26,084	(\$22,269)	
<u>SOLID WASTE</u>					
REVENUE	\$159,754	\$171,308	\$647,004	\$693,527	28.93%
EXPENDITURE	\$134,983	\$163,123	\$519,464	\$596,411	24.88%
Solid Waste Fund Net Profit (Loss)	\$24,771	\$8,185	\$127,540	\$97,116	
<u>FIBER OPTICS</u>					
REVENUE	\$129,194	\$131,350	\$530,171	\$537,481	32.87%
EXPENDITURE	\$99,894	\$128,084	\$367,757	\$445,340	27.23%
Fiber Fund Net Profit (Loss)	\$29,300	\$3,266	\$162,414	\$92,141	

				% of Monthly Totals to Budget
General Fund	Description	Through 10-31-12	FY 2013 Budget	
	Total Revenues	\$7,820,592	\$22,264,245	35.13%
	GO Bond Proceeds from School	\$921,625	\$1,147,975	80.28%
	Property Taxes-City Portion Only	\$235,022	\$1,274,730	18.44%
	Local Option Sales Tax (LOST)	\$1,385,596	\$4,077,475	33.98%
	Other Taxes	\$2,481,196	\$7,123,145	34.83%
	Building Permit & Inspection Fees	\$20,958	\$45,000	46.57%
	Fines and Forfeitures	\$303,400	\$779,000	38.95%
	Operating Transfers In-City Utilities	\$1,415,940	\$4,139,275	34.21%
	Other Revenues	\$1,056,855	\$3,677,645	28.74%
	Total Expenditures	\$6,957,018	\$22,264,245	31.25%
	Personnel Expenses	\$4,472,435	\$14,395,200	31.07%
	Operating Expenses	\$1,644,057	\$5,426,675	30.30%
	Capital Expenses	\$138,523	\$464,540	29.82%
	GO Bond Proceeds from School	\$0	\$1,147,975	0.00%
	Debt Pymt - JDA/CBA	\$474,153	\$374,155	126.73%
	Library Appropriations	\$227,850	\$455,700	50.00%
Water & Sewer Fund	Total Revenues	\$4,951,493	\$20,710,175	23.91%
	Water Sales	\$2,949,012	\$8,182,875	36.04%
	Sewer Sales	\$1,680,141	\$4,582,000	36.67%
	Bond Proceeds	\$0	\$0	#DIV/0!
	Prior Year Bond Proceeds	\$0	\$6,500,000	0.00%
	Prio Year Capacity Fees	\$0	\$800,000	0.00%
	Other Revenues	\$322,340	\$645,300	49.95%
	Total Expenditures	\$4,254,839	\$20,710,175	20.54%
	Personnel Expenses	\$916,673	\$3,065,725	29.90%
	Operating Expenses	\$852,709	\$3,104,175	27.47%
	Capital Expenses	\$329,809	\$8,236,000	4.00%
	Transfer To General Fund	\$951,152	\$2,734,650	34.78%
	Debt Payments	\$1,204,496	\$3,569,625	33.74%
Gas Fund	Total Revenues	\$4,747,577	\$23,123,195	20.53%
	Gas Sales	\$4,256,363	\$18,975,275	22.43%
	Gas Commodity Charge	\$375,071	\$1,245,000	30.13%
	Bond Proceeds	\$0	\$2,015,000	0.00%
	Proceeds from Capital Leases	\$0	\$227,920	0.00%
	Other Revenues	\$116,143	\$660,000	17.60%
	Total Expenses	\$5,307,686	\$23,123,195	22.95%
	Personnel Expenses	\$531,061	\$1,767,780	30.04%
	Operating Expenses	\$205,628	\$867,055	23.72%
	Purchase of Natural Gas	\$3,508,457	\$14,410,275	24.35%
	Transfer to General Fund	\$1,067,424	\$3,380,540	-7277.00%
	Capital Expenses	(\$4,884)	\$2,697,545	-0.18%

				% of Monthly Totals to Budget
Electric Fund	Description	Through 10-31-12	FY 2013 Budget	
	Total Revenues	\$15,843,881	\$44,591,295	35.53%
	Electric Sales	\$15,364,683	\$43,249,495	35.53%
	Other Revenues	\$479,198	\$1,341,800	35.71%
	Total Expenses	\$15,339,817	\$44,591,295	34.40%
	Personnel Expenses	\$636,521	\$2,054,725	30.98%
	Operating Expenses	\$443,382	\$1,292,730	34.30%
	Purchase of Electricity	\$13,418,646	\$37,929,700	35.38%
	Capital Expenses	\$52,640	\$1,069,270	4.92%
	Transfer to General Fund	\$788,628	\$2,244,870	35.13%
Stormwater Fund	Total Revenues	\$418,594	\$1,323,050	31.64%
	Stormwater Revenues	\$414,534	\$1,236,450	33.53%
	Other Revenues	\$4,060	\$11,600	35.00%
	Proceeds from Capital Leases	\$0	\$75,000	0.00%
	Prior Year Carryover	\$0	\$0	#DIV/0!
	Stormwater Improvement Funds	\$0	\$0	#DIV/0!
	Total Expenses	\$440,863	\$1,323,050	33.32%
	Personnel Expenses	\$119,248	\$441,320	27.02%
	Operating Expenses	\$140,442	\$601,240	23.36%
	Capital Expenses	\$181,173	\$280,490	64.59%
Solid Waste Fund	Total Revenues	\$693,527	\$2,397,270	28.93%
	Refuse Collections Revenues	\$678,879	\$2,129,070	31.89%
	Other Revenues	\$14,648	\$43,200	33.91%
	Proceeds From Capital Leases	\$0	\$225,000	0.00%
	Total Expenses	\$596,411	\$2,397,270	24.88%
	Personnel Expenses	\$300,643	\$1,025,970	29.30%
	Operating Expenses	\$295,768	\$1,146,300	25.80%
	Capital Expenses	\$0	\$225,000	0.00%
Fiber Optics Fund	Total Revenues	\$537,481	\$1,635,335	32.87%
	Fiber Optics Revenues	\$488,798	\$1,482,665	32.97%
	GIS Revenues	\$32,500	\$102,000	31.86%
	Other Revenues	\$16,183	\$50,670	
	Total Expenses	\$445,340	\$1,635,335	27.23%
	Personnel Expenses	\$183,907	\$596,445	30.83%
	Operating Expenses	\$156,275	\$692,075	22.58%
	MEAG Telecom Statewide Pymt	\$78,016	\$278,980	0.00%
	Capital Expenses	\$27,142	\$67,835	40.01%

Cash Position	6/30/12	7/31/12	8/31/12	9/30/12	10/31/12	11/31/12	12/31/12
Total Unrestricted Cash Balance	\$11,218,073.23	\$11,325,067.00	\$11,019,070.04	\$10,470,895.36	\$11,402,142.94		
Total Restricted Cash Balance	\$56,044,692.13	\$55,431,121.36	\$54,179,565.40	\$52,909,942.48	\$52,598,197.41		
Cash Position		1/31/13	2/28/13	3/31/13	4/30/13	5/31/13	6/30/13
Total Unrestricted Cash Balance							
Total Restricted Cash Balance							