AGENDA
Regular Scheduled Meeting
CITY OF GRIFFIN BOARD OF COMMISSIONERS
January 25, 2022
W. ELMER GEORGE MUNICIPAL HALL
6:00 PM

Present:

Call to order by Mayor Hollberg

Pledge of Allegiance

Invocation

Approval of Agenda

PRESENTATIONS AND DELEGATIONS

1. Recognize Dr. Brant Keller, Director of Watershed Management, as the 2021 Annual Strongest Link in the Chain award recipient. *Director of Public Works, Chris Walker, will address.*

CITIZEN COMMENTS

At this time, the Mayor opens the floor to comments from the audience. Comments should relate to a specific agenda item, not listed on the agenda for a Public Hearing, or to a concern within the jurisdiction of the City. Commission meetings serve the purpose of conducting city business and are not a forum for the unlimited expression of opinion. The Mayor reserves the right to limit comments to matters germane to city business and may refer speakers to the City Manager or other staff for resolution.

PUBLIC HEARINGS

Public Hearings are conducted to allow public comment on specific advertised issues such as rezoning, ordinances, policy development, operating budgets and other legislative actions to be considered by the City Commission.

2. Receive comments regarding a request for a special use permit to allow a Place of Assembly in the Central Business District (CBD) for property located at 220 East Solomon Street. *Director of Planning & Development, Chad Jacobs will address.*

CONSENT AGENDA

3. Consider the minutes of the City of Griffin Board of Commissioners' Regular Meeting on January 11, 2022.

REGULAR AGENDA

The Regular Agenda includes items on which the Commission will individually consider and possibly take action.

4. Consider a request for a special use permit to allow a Place of Assembly in the Central Business District (CBD) for property located at 220 East Solomon Street. *Director of Planning & Development, Chad Jacobs will address.*

5. Lift from the table and consider a resolution making an appointment to the office of Assistant Municipal Court Solicitor as well as approving compensation for said position.

6. Appoint District 4 representative to the Planning and Zoning Board for a three-year term to succeed Joanne Todd whose term expired 12/31/2024.

7. Rescind the appointment of Kenneth Moore as a representative to the Planning and Zoning Board for District

3 and appoint a representative to the Planning and Zoning Board for District 3.

8. Consider a resolution to amend the City of Griffin's FY 2021-2022 Operating and Capital Budget in the amount of $80,265 to recognize additional revenue from Motor Vehicle Title Ad Valorem Tax (TAVT) and to appropriate funds for additional expenditures. *Chief Financial Officer Markus Schwab will address* .

9. Consider a consulting services agreement with Evergreen Solutions, LLC, lowest quote, for a compensation study. *Human Resources Director, Stephanie Woods, will address.*

10. Consider a resolution per Sec. 2-190, Emergency Procurement, of the Griffin Code of Ordinances to ratify the purchase of fifty pole mount transformers from Stuart C. Irby Co., lowest quote, in the amount of $43,590. *Electric Director, Jennifer Freeman will address.*

11. Consider the purchase of 16 8-yard dumpsters in the total amount of $30,933.00 from Wastequip Inc., through Sourcewell State purchasing contract, authorize the Mayor and City Manager to execute any necessary documents to effectuate the purchase of same and amend the budget accordingly. *Solid Waste Director Todd Ennis will address.*

12. Consider, on second reading, a Home Rule Ordinance adopting six districts in the City of Griffin based on the 2020 U.S. Decennial Census. *City Attorney Drew Whalen will address* .

CITY MANAGER'S REPORT

The City Manager will update the Commission on pending items, upcoming workshops, meetings, conferences and other pertinent issues.

CITY ATTORNEY COMMENTS

CITY COMMISSIONER COMMENTS

Commissioners will provide updates regarding issues of interest from their respective districts and/or committee reports.

ADJOURN

The City of Griffin is committed to providing equal access to all of its programs, services and activities regardless of race, color, religion, marital status, gender, gender identity, genetic information, sexual orientation, national origin, age, physical or mental disability, past or present membership in the Uniformed Services, applicants to the Uniformed Services, any protected concerted activity or any other legally protected status. Any individual who needs an accommodation because of a disability should contact ***Stephanie Woods at (770) 233-2923 or hr@cityofgriffin.com*** *as far in advance of a meeting as possible.*

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Recognize Dr. Brant Keller, Director of Watershed Management, as the 2021 Annual Strongest Link in the Chain award recipient. *Director of Public Works, Chris Walker, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The "Strongest Link in the Chain" Annual Award is given to a deserving employee who has demonstrated excellent performance and productivity, loyalty, professional pride, and other noteworthy accomplishments during the entire calendar year. The award recognizes that all City employees link together to form a chain that provides the residents of the City with excellent service. That service is only as strong as its weakest link in the chain. Therefore, all employees should strive to be a strongest link in the chain. Nominations are received from any City employee and are vetted by the Department Director and the City Manager for this Annual Award. The recognized employee receives two day off with pay, a gift certificate to a local restaurant, a Strongest Link plaque, and inclusion on an engraved plaque to be prominently displayed on the Wall of Excellence in the Management Services area of City Hall for all employees and visitors to see.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:
Stephanie Woods

Meeting Date:
25/01/2022

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Brant Keller nomination form.pdf

Strongest Link in the Chain
Nomination Form

Nominee Name **Dr. Brant Keller** Department **Public Works & Utilities**

Your Name **Chris Walker** Date Submitted **December 2021**

Is this monthly nomination? **NO** If yes, which month _____

Is this an annual nomination? **Yes** If yes, which year **2021**

Department Director Signature _____

Reason for the Nomination

Using the program criteria, explain in detail why the employee deserves to be recognized as the *Strongest Link in the Chain*. Use a separate sheet if necessary.

For the 2021 Annual Strongest Link in The Chain Award, I would like to nominate Dr. Brant Keller for his loyalty & dedication to the Watershed Management operation, as well as the City's functioning body as a whole, is to be commended and recognized. Dr. Keller's vision for the direction of the City's Water and Wastewater, Stormwater, & in the past Public Works operations is one that takes a tremendous attention to detail, focus, and drive. For the past 30 years, he has worked tirelessly, often seven days a week, to ensure that each area functions as designed, by being properly staffed, funded, and aligned with a purposeful direction, while undertaking projects that improved life in Griffin. He brings an untold amount of institutional knowledge and experience to his staff, particularly his Deputy Directors. He puts his employees in a position to succeed by equipping them with the necessary tools for the job and allowing them space to work, managing at a distance, and always guiding toward the end-goal. His sometimes-unorthodox style may not be understood by those outside of the influence of his leadership, but it is effective and appreciated by those closest to him. For as long as I can remember, Dr. Brant Keller was my boss. For the past 25 years I have been afforded an opportunity to have a bird's eye view of what it means to be a high-level manager of local government and its employees, and just what it means to be a public works director. For the past 3 decades, what Dr. Keller may encounter on any given day, ranges from potholes, water shortages, water main breaks, drainage problems, employee problems, irate citizen problems, or worse, irate city manager problems. For the duration of every major storm event for the past 30 years in Griffin, you could find Doc at city hall directing staff throughout the days and nights, working to ensure crews clear uprooted trees and debris filled streets, left by whatever weather-related disaster we had experienced. Over the past 3 decades, no matter the emergency or issue, chances are very good that Dr. Keller had a hand assisting with finding a solution, or being the solution in some form or fashion. There are a few

director positions in every city where the duties never end, Dr. Keller's position as Public Works Director & now as Director of Watershed Management, has been one of those. As a result, he's pretty much been on call 24/7 since 1992. And it's never been a problem to find him, as he only goes home for a few hours, to shower, take a power nap and occasionally eat or shoot something. The best way to describe his routine is just to say he leaves for work around 8 pm and returns home every morning around 4:30 am. His job as the Director would be best described as a grind. I have little doubt anyone who's had the pleasure of dealing with Dr. Keller will agree, nobody, and I mean nobody, enjoys the grind more than he does. Through all those years he and I have had a few disagreements, a few battles, and perhaps a war or two. I'll admit that I'm a bit stubborn, but Dr. Keller is unyielding. In the end we both survived a lot of water under the bridge, a few administrations, and even managed to build a few things along the way. Dr. Keller is the only boss I've really ever had for any length of time, his work ethic, organizational skills and his uncanny ability to operate inside the political arena, have served as a great model for me to use and follow in my own career. In the end, I believe he deserves this award for the difference he's made, and continues to make daily, to this great organization, for the network of relationships he's built around the state of Georgia, for his ability to stay laser focused on projects that routinely take 10 years or more to become reality, but most especially for the impact he's made on city staff and our community over the past 30 years. His efforts in those areas alone serve to qualify Dr. Keller as the strongest link in the chain, as he's not only helped put our town on the map with his accomplishments, he has more importantly brought millions of dollars to our community through his efforts, wisdom and insight. In my humble opinion I do not believe there is anyone in the organization more deserving of this award than Dr. Brant D. Keller, therefore I am asking for your support in the vote for 2021 strongest link in the chain.

Respectfully,

Chris F. Walker

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Receive comments regarding a request for a special use permit to allow a Place of Assembly in the Central Business District (CBD) for property located at 220 East Solomon Street. *Director of Planning & Development, Chad Jacobs will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The applicant, Josh Abernathy for City Church, is seeking approval of a Special Use Permit for 220 East Solomon Street. A Special Use Permit would allow the existing vacant structure to be used as a Place of Assembly. The church would like to conduct services on Sundays, provide space for events and promote downtown business development. This parcel is in the Central Business District (CBD) zoning district. The request does comply with all the required special use and place of assembly requirements except for the minimum lot size of 2 acres.

The Planning & Zoning Board recommended approval with staff condition by a vote of 4-0.

STAFF RECOMMENDATION:

Staff recommends **CONDITIONAL APPROVAL** of the Special Use Permit (21-SUP-07) submitted by City Church to allow for a Special Use Permit located at 220 East Solomon Street with the following condition:

1. The applicant shall apply for a variance from the minimum 2-acre lot size requirement for Places of Assembly.

FINANCIAL IMPACT:

N/A

Submitted By:
Chad Jacobs

Meeting Date:
25/01/2022

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Application, 220 E Solomon St.pdf
220 E Solomon Street SU Staff Report.pdf

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

APPLICATION FOR SPECIAL USE

Date Received: 12/10/2021 Application Number: 21-SUP-07

Applicant: Josh Abernathy / City Church Telephone Number: (770)846-3180

E-mail Address: josh@citychurchgriffin.org

Address: 545 N. Expressway Griffin, GA 30223

Project Name/Description: City Church Center

Address/Location: 220 E Solomon St. Griffin, GA 30223

Tax Map_____ Block_____ Lot Number_____

Zoning_____ Parcel(s) Size: .86 (acres or square feet)

Applicant is: Property Owner_____ Engineer:_____ Architect:_____

Realtor:_____ Other: BUYER OF BUILDING

Application fee amount:_____

Paid by: _____ Check (check #_____) _____Cash

_____Cashier's Check CC Other

I attest that this Special Use Application and its attachments meet all applicable requirements of the City of Griffin ordinances and development guidelines, codes, and regulations to the best of my knowledge.

_____ Date: 12/10/21

Signature of Applicant (or authorized representative)

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
SPECIAL USE QUESTIONNAIRE

Date Submitted:_____ Application Number: 21-SUP-07

Applicant Name: Josh Abernathy / City Church Griffin

Address of Property: 220 E Solomon St. Griffin, GA 30223

Tax Map, Block and Lot Number:_____

Applicable Zoning Ordinance Section:_____

A. The following information must be submitted with the Special Use Application:

1. One (1) copy of a site plan, boundary survey, and Tax Map of the property

B. Please provide written answers to the following questions to justify a Request for Special Use:

1. What is the Special Use being requested and why is it necessary to the development of the identified property?
2. Explain the proposed ingress and egress to the property and buildings with reference to vehicular and pedestrian safety, traffic flow and emergency vehicle access; what parking is available and how will it affect adjoining streets?
3. What are the proposed days and hours of operation of the proposed use and will any outdoor lighting be utilized?
4. For uses involving public access assemblies, such as churches, auditoriums, theatres, meeting halls, restaurants and similar places, explain how the proposed use will meet the required fire, life safety and health code.
5. Detail utilities to the property and provide the names of the providers noting their location and availability (water, sanitary sewer, electric, gas, refuse, etc.)
6. What screening buffers are being proposed with reference to location, type, dimension, and character?
7. Are there any signs proposed? Please provide their location, lighting method, material type, size and compatibility with the surrounding properties.
8. Explain how the proposed use is compatible with the existing uses in the surrounding neighborhood.
9. Will the proposed use constitute a nuisance or hazard or otherwise adversely affect the public interest because of the number of people attending or using the facility, noise, fumes generated, or type of physical activity?

1. What is the Special Use being requested and why is it necessary to the development of the identified property?

We are requesting a Place of Assembly zoning overlay for the property of 220 E Solomon St. Griffin, GA 30223. We are a 3 year old church in Griffin that is looking to make this property our building where we gather on Sundays and is used throughout the week in various ways for the city. Because the property is zoned CBD we need to have this zoning for us to gather.

2. Explain the proposed ingress and egress to the property and buildings with reference to vehicular and pedestrian safety, traffic flow and emergency vehicle access; what parking is available and how will it affect adjoining streets?

There is currently a parking lot will be developed to have 40 parking spots. We are working with our architect and will work with the city to provide all the emergency and safety requirements. The main parking lot will be at the corner of 5th Street and Solomon St and the entrance and exit will be on 5th St. We will also use public street parking on Solomon St. and 5th St. on Sundays to accommodate our guests.

3. What are the proposed days and hours of operation of the proposed use and will any outdoor lighting be utilized?

The main usages of this building will be for church and community gatherings. There will be various spaces that will be available for rental for anything from board meetings, to events, to productions, to gatherings. We will use the building on Sundays from 6am - 1pm for Sunday Services. There will be a set of restrooms that will be accessible from Solomon St. that can be used for events happening downtown. There will also be 4,000 sq. Ft event space that are available upon rental request. Our entire building will be available for use and rent as needed. Our primary focus during the week will be building up local businesses.

4. For uses involving public access assemblies, such as churches, auditoriums, theatres, meeting halls, restaurants and similar places, explain how the proposed use will meet the required fire, life safety and health code.

As a church we will comply to all codes and expectation layer out by the city and followed by our architect and general contractor. The entire space is already sprinkled. We will have a security system and fire alarms present and connected to authorities. We will have a minimal kitchen (sink/refrigerator) and will not be serving food commercially. We have a licensed architect who will provide our life safety plan. All other requirements of the city will be met upon our being made aware.

5. Detail utilities to the property and provide the names of the providers noting their location and availability (water, sanitary sewer, electric, gas, refuse, etc.)

Water, Sanitation, Electric, and gas are all through the City of Griffin.

6. What screening buffers are being proposed with reference to location, type, dimension, and character?

There will be a partial fence (already existing along Solomon St.). We will also sound proof the gathering spaces to provide maximum sound absorption and minimal outside noise.

7. Are there any signs proposed? Please provide their location, lighting method, material type, size and
compatibility with the surrounding properties.

We will have a sign at the corner of the building facing 5th St. The sign will display our logo and "City Church." It will be backlit if the city allows it.

8. Explain how the proposed use is compatible with the existing uses in the surrounding neighborhood.

We will believe that this space will add value to the city in multiple ways. The first being that it will be a multipurpose space that can facilitate conferences, seminars, trainings, and events. All of our equipment will be "portable" so we can accommodate other organizations. Our hope is to breathe more life into downtown. We have currently put on 15 movie in the parks in the field across the street and believe this facility will allow to offer more activities for our city. It will also provide a set of permanent bathrooms that can be used for any event downtown (upon request and approval). In phase 2 of the building, we will be using the event space and creating a market area for businesses to rent to serve as a starting point to get into a store front building. We will also be providing grants and offering courses to these businesses to help them grow their business.

9. Will the proposed use constitute a nuisance or hazard or otherwise adversely affect the public interest because of the number of people attending or using the facility, noise, fumes generated, or type of physical activity?

We believe that the addition of a places of assembly zoning to this property will bring more people downtown, make them aware of what Griffin has to offer, and ultimately benefit local businesses just through the crowd on Sundays. Throughout the week, with the exception of the occasional events, the building will be occupied by a minimal

amount of people including staff. The ultimate vision of the property will benefit downtown as it will add businesses and patrons to overall economic development of downtown. We believe that it will also benefit downtown by adding more spaces for people to gather for meetings or performing arts. We will work with the city to provide complimentary exterior to support and move the city forward visually.

Authentisign ID: A5311C79-7432-4A1C-A196-CCACA2A78DCD

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

OWNER'S AUTHORIZATION

This is to certify that:

Josh Abernathy / City Church Griffin

(Name of Applicant, Property Owner, or other Representative)

The person named above is the Owner or Representative of the Owner holding interest in the property that is the subject of the attached application.

By execution of this form, authorization is given to the person named as "Applicant" below, acting on behalf of the owner, to file for and pursue a request for approval of the following.

X	Rezoning	____	Minor Site Plan
X	Special Use Request	____	Preliminary Site Plan
____	Variance Request	____	Final Site Plan/ Subdivision Plat

Applicant: Josh Abernathy / City Church Griffin Telephone Number: (770)846-3180

Address: 545 N. Expressway Griffin, GA 30223

Authentisign

12/10/2021 1:48:28 PM EST

Signature of Owner Date: 12/10/2021

Signature of Representative Date: 12/10/21

Notary Signature and Seal

Commission expiration date: 04/07/2025

Dakota T Cocchi
Notary Public
Exp. April 7th, 2025
Spalding County, GA.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
CONFLICT OF INTEREST DISCLOSURE

Have you, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating $250.00 or more to a member of the Board of Commissioners, a member of the Planning & Zoning Board, or any other government official who will consider this application?

_____ Yes ___X___ No

If yes, please complete the following section:

Name and Official Position of Government Official:

_____

Please list the Date and Amount of Contribution(s) (List all which aggregate $250.00 or more)

_____

_____

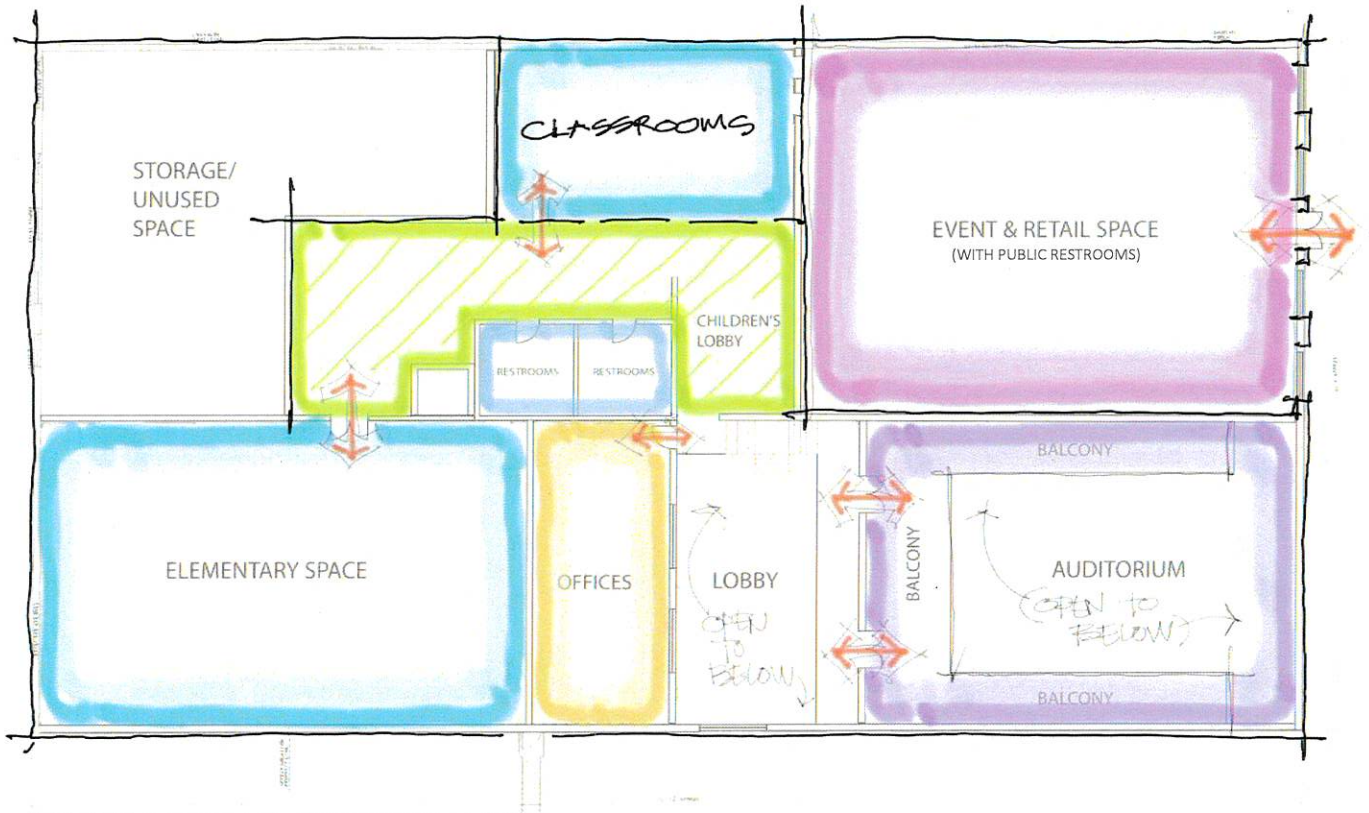
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_____ Date: 12/10/21
Signature of Applicant

Josh Abernathy
Printed Name

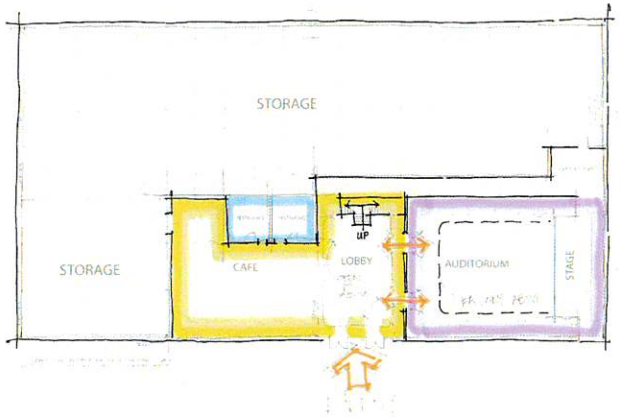
_____ Date: _____
Signature of Applicant's Attorney or Representative

_____
Printed Name

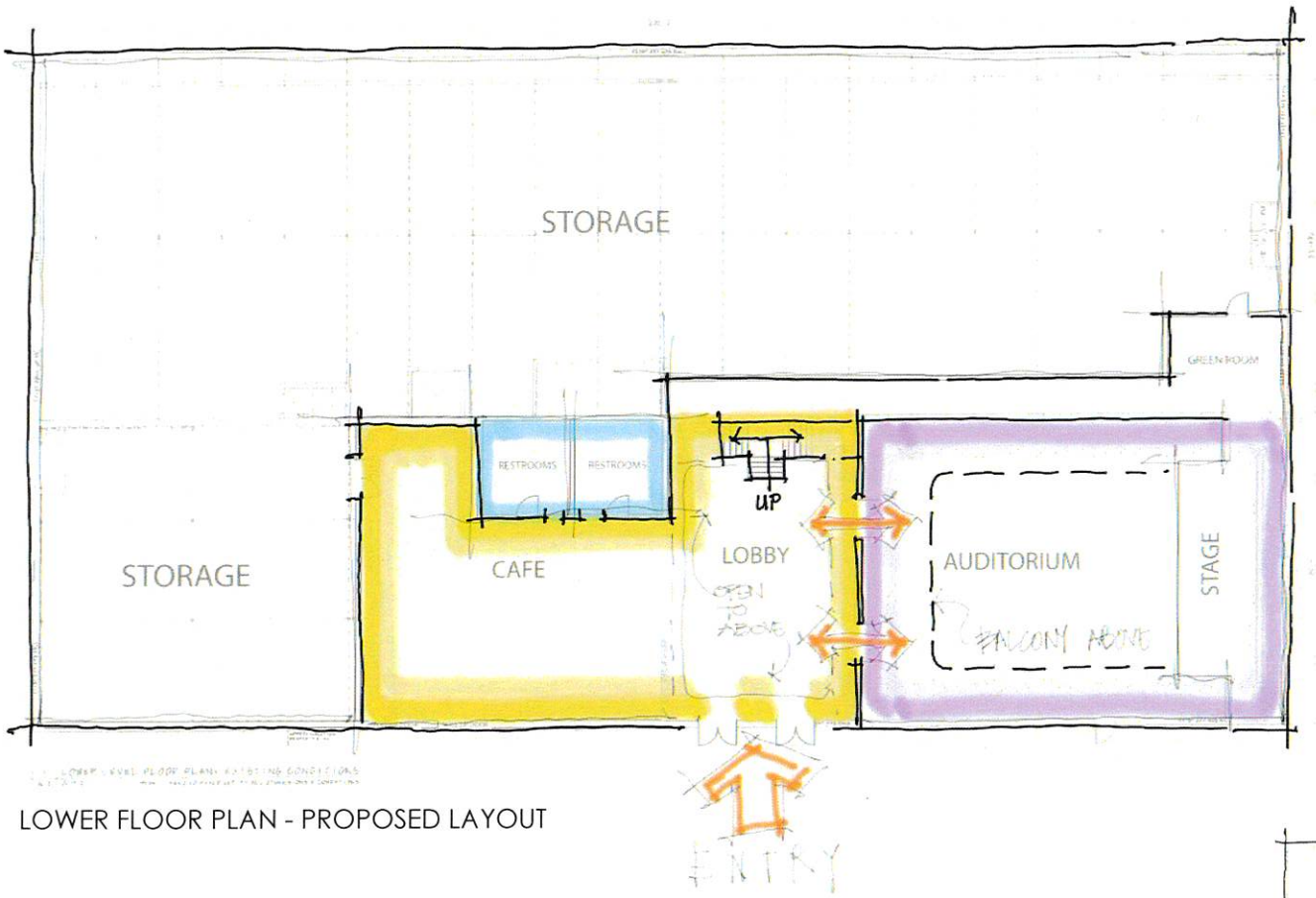


UPPER FLOOR PLAN - PROPOSED LAYOUT

LOWER FLOOR PLAN (REFERENCE)

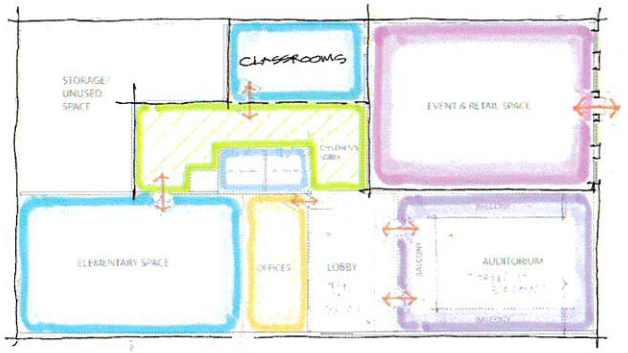


CITY CHURCH GRIFFIN
220 E. SOLOMON STREET

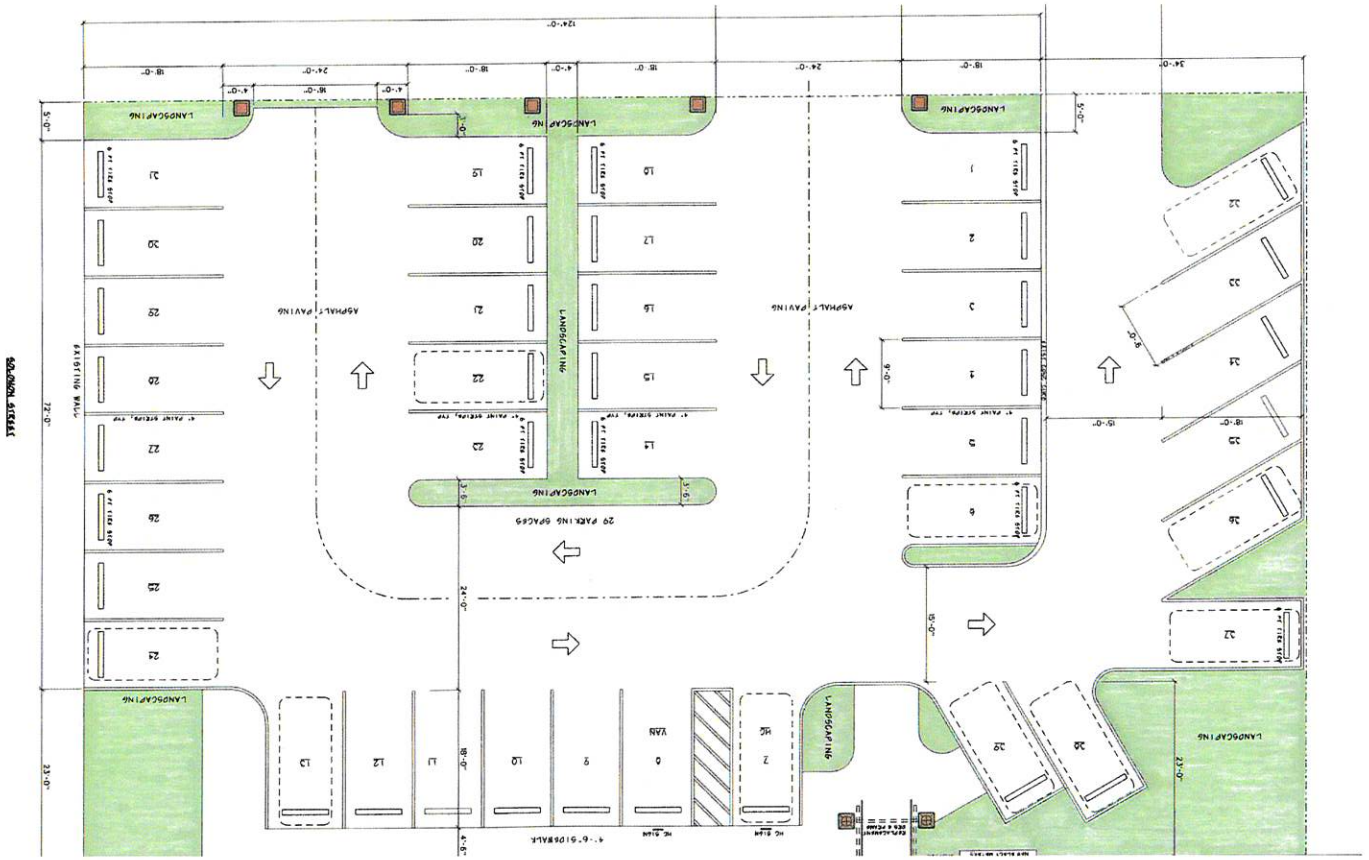


LOWER FLOOR PLAN - PROPOSED LAYOUT

UPPER FLOOR PLAN (REFERENCE)



CITY CHURCH GRIFFIN
220 E. SOLOMON STREET



CITY CHURCH **GRIFFIN**

220 E. SOLOMON STREET

Permit #: 7408
Permit Type:
Address: 220 E SOLOMON ST
City:
State:
Zip: 30223
Receipt #: 7667
Date: 12/10/2021
Paid By: CITY CHURCH GRIFFIN
Description: 90205531
Payment Type: iTransact CC
Payment Type Description:
Accepted By:

Fees Paid

Fee Name	Description	Factor	Total Fee Amount	Amount Paid
Commercial - Special Use		0.00	300.00	300.00
Convenience Fee		300.00	10.50	10.50
			Total:	**$310.50**

220 East Solomon Street
Special Use Permit Request
File No. 21-SUP-07

Applicant: Josh Abernathy – City Church
Owner: Brian D. Remington



Land Use Classification	Commercial
Current Zoning	Central Business District (CBD)
Proposed Use	Commercial – Place of Assembly
Parcel Size	.86+/- Acres
Tax Map, Block and Lot No.	017 45002
Planning and Zoning Board	Unoccupied District 2
City Commission	Cora Flowers District 2
Citizen Notification	Legal notice was run in the December 24, 2021 edition of the Griffin Daily News for the Planning & Zoning Meeting and for the City Board of Commissioners Public Hearing. A sign was placed on the proposed property illustrating the purpose, date and time of both meetings on December 24, 2021 as well.

Proposal:

The applicant, Josh Abernathy for City Church, is seeking approval of a Special Use Permit for 220 East Solomon Street. A Special Use Permit would allow the existing vacant structure to be used as a Place of Assembly. The church would like to conduct services on Sundays, provide space for events and promote downtown business development. This parcel is in the Central Business District (CBD) zoning district. A proposed floor plan of the building and parking plan have been submitted with this request.





Zoning Ordinance Sections applicable to this Application:

The following sections of the City of Griffin Unified Development Code (UDC) apply to the Special Use permit request:

Article 406	Special Use Permit Provision
Article 408	Public Hearing
Article 713	Central Business District (CBD)
Article 721	Places of Assembly Overlay District

Article 406 Special Uses:

ALL PROPOSED SPECIAL USES FOR PROPERTY SHALL BE EVALUATED IN LIGHT OF THE FOLLOWING STANDARDS:

1. IT MUST NOT BE DETRIMENTAL TO THE USE OR DEVELOPMENT OF THE ADJACENT PROPERTIES, OR TO THE GENERAL NEIGHBORHOOD SO AS TO ADVERSELY AFFECT THE HEALTH, SAFETY OR GENERAL WELFARE OF CITIZENS;

   FINDINGS: Upon review and evaluation of the applicant's request, Planning Staff cannot find any detrimental impacts on the development of adjacent properties, or to the general neighborhood so as to adversely affect the health, safety, or general welfare of citizens.

2. IT MUST NOT ADVERSELY AFFECT EXISTING PROPERTY AND USES AND IT MUST BE PROPOSED TO BE PLACED ON A LOT OF SUFFICIENT SIZE TO SATISFY THE SPACE REQUIREMENTS FOR THE USE;

   FINDINGS: Section 721 F.3.b within Places of Assembly requires a minimum lot size of 2 acres and no less than 200 feet of road frontage. The subject property is a .86 +/- acre tract of land and has approximately 365'± of road frontage between E. Solomon Street and S. 5th Street. Granting the Special Use Permit request will not adversely affect the existing properties or uses.

3. GENERAL COMPATIBILITY OF THE PROPOSED SPECIAL USE WITH ADJACENT PROPERTIES AND OTHER LAND USES IN THE GENERAL AREA.

   FINDINGS: The applicant's proposed use as a place of assembly is compatible with the adjacent properties and land uses within the area. The area is predominately commercial uses and the subject property is located on a collector street.

4. THE PROPOSED USE WILL NOT CONSTITUTE A NUISANCE OR HAZARD OR OTHERWISE ADVERSELY AFFECT THE PUBLIC INTEREST BECAUSE OF THE NUMBER OF PERSONS WHO MAY NORMALLY BE EXPECTED TO USE SUCH FACILITY OR TYPE OF PHYSICAL ACTIVITY.

FINDINGS: The proposed use will not constitute a nuisance or hazard or otherwise adversely affect the public interest because of the number of persons who may normally be expected to use such facility.

5. OTHER ITEMS THAT MAY BE CONSIDERED INCLUDE TRAFFIC FLOW, AVAILIBILITY OF OFF-STREET PARKING, PROTECTIVE SCREENING, HOURS AND MANNER OF OPERATION OF THE PROPOSED USE, OUTDOOR LIGHTING, SIGNAGE AND INGRESS AND EGRESS TO THE PROPERTY.

   FINDINGS: There is ample parking for a place of assembly at this location. Currently there are approximately 40 off street parking spaces planned at the subject property along with access to public on street parking (see parking plan submitted). The property currently has one point of ingress/egress off of S. 5th Street for off street parking but the proposed plan provides improvements for three points in ingress/egress on S. 5th Street. The applicant is also negotiating lease options with neighboring businesses for additional spaces.

6. THE APPLICANT MUST MEET ALL SPECIFIC REQUIREMENTS ESTABLISHED IN THIS ORDINANCE FOR THE PARTICULARIZED SPECIAL USE REQUESTED.

   FINDINGS: The request for a Special Use Permit to allow a place of assembly is compliant with all of the Special Use Permit provisions under the City of Griffin Unified Development Code.

Planning Staff's Comments:

The applicant, Josh Abernathy for City Church, is seeking approval of a Special Use Permit for 220 East Solomon Street. A Special Use Permit would allow the existing vacant structure to be used as a Place of Assembly. The church would like to conduct services on Sundays, provide space for events and promote downtown business development. This parcel is in the Central Business District (CBD) zoning district. The request does comply with all the required special use and place of assembly requirements except for the minimum lot size of 2 acres.

Planning Staff's Recommendation:

Staff recommends **CONDITIONAL APPROVAL** of the Special Use Permit (21-SUP-07) submitted by City Church to allow for a Special Use Permit located at 220 East Solomon Street with the following condition:

A. The applicant shall apply for a variance from the minimum 2-acre lot size requirement for Places of Assembly.

Submitted by:
Chad Jacobs, Director
Planning and Development Services

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the minutes of the City of Griffin Board of Commissioners' Regular Meeting on January 11, 2022.

SPECIAL CONSIDERATIONS OR CONCERNS:

N/A

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:

Susan Bartholomew

Meeting Date:

25/01/2022

Reviewed By:

Jessica O'Connor

ATTACHMENTS:

01-11-22 Minutes.pdf

CITY OF GRIFFIN BOARD OF COMMISSIONERS
REGULAR SCHEDULED MEETING
ONE GRIFFIN CENTER, W. ELMER GEORGE MUNICIPAL HALL
TUESDAY, JANUARY 11, 2022

Mayor Hollberg presided, convening the meeting at 6:00 p.m. Commissioners present included Cynthia Ward, Cora Flowers, Holly Murray, David Brock and Truman Tinsley. Also present were City Manager Jessica O'Connor, City Attorney Drew Whalen and Susan Bartholomew to record minutes.

Commissioner McCord arrived at 6:29 p.m.

Call to order by Mayor Hollberg
Pledge of Allegiance ..... Commissioner Brock
Invocation ..... Commissioner Tinsley

Approval of Agenda

Motion/second to amend the agenda to consider Item 40 prior to Item 8 in the Regular Agenda by Commissioners Murray/Flowers carried 6-0.

SPECIAL ORDERS OF BUSINESS

1. Appointment by Mayor Hollberg of Mayor Pro Tem (Vice Chairperson) for calendar year 2022.

   Mayor Hollberg appointed Commissioner Rodney McCord, District 6, the Mayor Pro Tem for the year 2022. He thanked Mr. Brock for his service as Mayor Pro Tem in 2021.

PRESENTATIONS AND DELEGATIONS

2. Presentation of a proclamation declaring January 9, 2022 Law Enforcement Appreciation Day.

   Mayor Hollberg presented the proclamation to Chief Mike Yates and the group of officers attending the meeting. He extended his personal thank you to the officers. Chief Yates thanked the Commissioners noting that when other cities were dismantling their departments, the Griffin Board of Commissioners supported the Griffin Police Department, even when it wasn't the popular thing to do. He expressed his personal gratitude.

3. Recognize Lt. Daniel Jett as December Strongest Link in the Chain award recipient. *Police Chief, Mike Yates will address*.

   Chief Mike Yates addressed the Commissioners stating that Lt. Jett worked tirelessly to oversee the construction of the interior of the new Police Department headquarters, and he coordinated and planned the move to N. Hill Street, all the while fulfilling his daily responsibilities.

4. Review financial reports for November 2021. *Chief Financial Officer, Markus Schwab will address.*

   Mr. Schwab addressed the Commissioners. He noted that $16,000 was added to the Hotel Motel tax, bringing the total to $56,000. The City received $354,000 in property tax in December.

CITIZEN COMMENTS

At this time, the Mayor opens the floor to comments from the audience. Comments should relate to a specific agenda item, not listed on the agenda for a Public Hearing, or to a concern within the jurisdiction of the City. Commission meetings serve the purpose of conducting city business and are not a forum for the unlimited expression of opinion. The Mayor reserves the right to limit comments to matters germane to city business and may refer speakers to the City Manager or other staff for resolution.

There were no citizen comments.

PUBLIC HEARINGS

Public Hearings are conducted to allow public comment on specific advertised issues such as rezoning, ordinances, policy development, operating budgets and other legislative actions to be considered by the City Commission.

5. Receive comments regarding a variance request to increase the limit of the fence height for a fence in the front yard for property located at 670 South Hill Street. *Director of Planning & Development, Chad Jacobs will address.*

   Chad Jacobs addressed the Commissioners and stated the variance request is for an increase in height of the fence from four feet to six feet. He noted that the property at 670 S. Hill Street is on a corner and has two front yards, one on Hill and one on Milner. The requester, Georgia Select Fences, began work on the fence without a permit, and the City issued a stop work order. Mr. Jacobs noted that Staff recommends denial of the request.

   Commissioner Flowers asked if there is a height limitation on the size of a back yard fence, and Mr. Jacobs stated that the limitation for a back yard is 8 feet. Commissioner Flowers asked if the chain link fence is part of the aluminum black fence. Mayor Hollberg stated that the chain link fence is an extension of the decorative fence. Ms. Flowers asked the restriction on a chain link fence, and Mr. Jacobs stated that a chain link fence can not be located in the front yard.

   The requester was not present. There were no public comments.

CONSENT AGENDA

6. Consider the purchase of 1/0-Okon Primary Wire from Stuart C. Irby Co., sole source, in the amount of $30,100. *Electric Director, Jennifer Freeman will address.*

7. Consider minutes of the City of Griffin Board of Commissioners' Called Workshop Meeting on December 14, 2021.

   Motion/second to approve Consent Agenda by Commissioners Murray/Brock carried 6-0.

REGULAR AGENDA

The Regular Agenda includes items that the Commission will individually consider and on which they will possibly take action.

The agenda was amended to consider Item 40 before Item 8 in the regular agenda.

8. Consider a Resolution making an appointment to the office of Judge of Municipal Court and approving compensation for said position.

   Motion/second to approve a resolution appointing Griffin E. "Trey" Howell, III to the office of Judge of Municipal Court and approving compensation for said position by Commissioners Brock/Murray carried 6-0.

9. Consider Resolution affirming the appointment of Associate Municipal Court Judge Lisa Reeves by Municipa Court Judge Griffin "Trey" Howell, III and approving the compensation for such position.

   Motion/second to approve a resolution affirming the appointment of Associate Municipal Court Judge Lisa Reeves by Municipal Court Judge Griffin E. "Trey" Howell, III and approving the compensation for such position by Commissioners Murray/Brock carried 6-0.

10. Consider Resolutions making appointments to the office of Municipal Court Solicitor and Municipal Court Assistant Solicitor as well as approving compensation for said positions.

Commissioner Tinsley nominated Tommy Ison for appointment to the office of Municipal Court Solicitor.
Commissioner Murray nominated Virginia Church for appointment to the office of Municipal Court Solicitor.
Motion/second to close nominations for Municipal Court Solicitor by Commissioners Brock/Tinsley carried 6-0.
Tommy Ison appointed by a vote of 4, Commissioners Ward, Flowers, Hollberg, Tinsley.

Motion/second to table the appointment of the Assistant Court Solicitor to the January 25, 2022 meeting by Commissioners Ward/Tinsley carried 6-0.

11. Consider a resolution to appoint Staff Attorney, Kelsey H. Carden, Assistant Municipal Court Solicitor for Code Enforcement and Nuisance.

    Motion/second to approve a resolution to appoint Staff Attorney, Kelsey H. Carden, Assistant Municipal Court Solicitor for Code Enforcement and Nuisance by Commissioners Murray/Ward carried 6-0.

12. Consider Resolution making appointment to the office of Municipal Court Clerk and approving compensation for said position.

    Motion/second to approve a resolution appointing Melissa Brock to the office of Municipal Court Clerk and approving compensation for said position by Commissioners Tinsley/Murray carried 6-0.

13. Consider a Resolution making appointment to the office of City Attorney and approving compensation for said position.

    Motion/second to approve a resolution appointing Andrew J. Whalen, III to the office of City Attorney and approving compensation for said position by Commissioners Murray/Tinsley carried 6-0.

14. Consider Resolution making appointment to the office of Municipal Registrar and approving compensation for said position.

    Motion/second to approve a resolution appointing Susan Bartholomew to the office of Municipal Registrar and approving compensation for said position by Commissioners Tinsley/Brock carried 6-0.

15. Consider Resolution appointing Susan Bartholomew, Executive Secretary to the City Manager, as Assistant Secretary to the Commission.

    Motion/second to approve a resolution appointing Susan Bartholomew Assistant Secretary to the Commission by Commissioners Tinsley/Murray carried 6-0.

16. Commissioners to appoint one member to the Griffin-Spalding County Development Authority for a three-year term set to expire 12/31/24 to succeed Daa'ood Amin whose term expired 12/31/21.

    Commissioner Flowers nominated Terrell Jacobs for appointment.
    Motion/second to close nominations by Commissioners Ward/Brock carried 6-0.
    Appointed: Terrell Jacobs appointed for a three-year term by a vote of 6.

17. Commissioners to appoint one member to the Griffin-Spalding County Hospital Authority for a four-year term set to expire 12/31/25, to succeed Brian Upson whose term expired 12/31/21.

    Commissioner Ward nominated Brian Upson.
    Motion/second to close nominations by Commissioners Murray/Ward carried 7-0.
    Appointed: Brian Upson appointed for a four-year term by a vote of 7.

18. Commissioners to appoint two board members to fill vacancies on the Griffin Environmental Council. There are two three-year terms set to expire 12/31/24, to succeed Alexander Hope and Hannah Hope whose terms expired 12/31/21.

    Commissioner McCord nominated Alexander Hope for appointment to a three-year term.
    Motion/second to close nominations by Commissioners McCord/Murray carried 7-0.
    Appointed: Alexander Hope appointed for a three-year term by a vote of 7.

    Commissioner Murray nominated Carla Rapp for appointment to a three-year term.
    Commissioner Flowers nominated Ndidi Akuta for appointment to a three-year term.
    Motion/second to close nominations by Commissioners Murray/McCord carried 7-0.
    Appointed: Carla Rapp appointed for a three-year term by a vote of 4, Commissioners Brock, Murray, Tinsley and Hollberg.

19. Commissioners to appoint one member to the Historic Preservation Commission for a regular three-year term set to expire 12/31/24 to succeed Charles Penny.

    Commissioner Murray nominated Charles Penny for a three-year term.
    Motion/second to close nominations by Commissioners Tinsley/Murray carried 7-0.
    Appointed: Charles Penny appointed for a three-year term by a vote of 7.

20. Commissioners to appoint two members to the Griffin Housing Authority, one for a five-year Business Representative term set to expire 12/31/26 to succeed Harvey Pilkenton whose term expired 12/31/21 and one for a one-year term as Resident Appointee set to expire 12/31/22 to succeed Gloria Pine whose term expired 12/31/21.

    Commissioner Tinsley nominated Harvey Pilkenton for a five-year term.
    Motion/second to close nominations by Commissioners Murray/Tinsley carried 7-0.
    Appointed: Harvey Pilkenton for a five-year term by a vote of 7.

    Commissioner Murray nominated Gloria Pine for a one-year term.
    Motion/second to close nominations by Commissioners Tinsley/Murray carried 7-0.
    Appointed: Gloria Pine for a one-year term by a vote of 7.

21. Appoint one member to the Griffin-Spalding Airport Authority, Post 8, for a six-year term to succeed Blake Locke whose term expired 12/31/21.

    Mayor Hollberg nominated Blake Locke for a six-year term.
    Commissioner Ward nominated Cinquez Jester for a six-year term.
    Motion/second to close nominations by Commissioners Flowers/Murray carried 7-0.
    Appointed: Blake Locke appointed to a six-year term by a vote of 4, Commissioners Murray, Brock, Tinsley and Hollberg.

22. Commissioners to appoint three members to the Griffin Main Street Advisory Board: one Business/Property owner (downtown area) for a three-year term to succeed Marcia Collins whose term expired 12/31/21; one Architect/Contractor for a three- year term to succeed Paul Cropsey whose term expired 12/31/21; one Neighborhood/District Resident for a three-year term to succeed Daa'ood Amin whose term expired 12/31/21.

    Commissioner Tinsley nominated John Joiner for Business/Property owner three-year term.
    Motion/second to close nominations by Commissioners Murray/Tinsley carried 6-1.
    Commissioner Ward voted against closing nominations.
    Appointed: John Joiner appointed to a Business/Property owner three-year term by a vote of 6-1. Commissioners Flowers, Murray, Brock, Tinsley, McCord and Hollberg.

    Commissioner Murray nominated Paul Cropsey for an Architect/Contractor three-year term.
    Motion/second to close nominations by Commissioners Tinsley/Murray carried 7-0.
    Appointed: Paul Cropsey for an Architect/Contractor three-year term by a vote of 7.

    Commissioner Murray nominated Morgan Meeks for a Neighborhood/District resident three-year term.

Motion/second to close nominations by Commissioners Tinsley/Ward carried 7-0.
Appointed: Morgan Meeks appointed to a Neighborhood/District Resident three-year term by a vote of 7.

23. Commissioners to appoint one citizen non-public member to the Three Rivers Regional Commission Board of Directors for a one-year term set to expire 12/31/22 to succeed Matthew Middleton whose term expired 12/31/21.

    Commissioner Murray nominated David Johnson for a one-year term.
    Motion/second to close nominations by Commissioners Tinsley/Murray carried 7-0.
    Appointed: David Johnson appointed to a one-year term by a vote of 7.

24. Commissioners to appoint two At-Large Members to the Griffin-Spalding Area Transportation Committee for annual terms to expire 12/31/22 to succeed Kirby Sisk and John O'Neal whose terms expired 12/31/21, along with City Department Head appointees for annual terms to expire 12/31/22.

    Commissioner Murray nominated Kirby Sisk to a one-year term.
    Motion/second to close nominations by Commissioners Tinsley/Murray carried 7-0.
    Appointed: Kirby Sisk appointed to a one-year term by a vote of 7.

    Commissioner Murray nominated Bruce Reid to a one-year term.
    Motion/second to close nominations by Commissioners Ward/Murray carried 7-0.
    Appointed: Bruce Reid appointed to a one-year term by a vote of 7.

    City Department Head appointees: Chris Walker, Public Works; Homer Daniel, Police Department; John Hamilton, Griffin Fire Rescue; Jessica O'Connor, City Manager

25. Commissioners to appoint seven members (Mayor and six Districts) to the City Board of Ethics per Ordinance in the Code of Griffin at Chapter 2, Administration, Article III, Officers and Employees, Division 2, CODE OF ETHICS.

    Appointed by Commissioner Ward, District 1 – Oscar Jordan
    Appointed by Commissioner Flowers, District 2 – Christopher Ray
    Appointed by Commissioner Murray, District 3 – Leigh Hancher
    Appointed by Commissioner Brock, District 4 – Joanne Todd
    Appointed by Commissioner Tinsley, District 5 – Bill Thielemann
    Appointed by Commissioner McCord, District 6 – Rebekah Betsill
    Appointed by Mayor Hollberg, At Large – Steve Crouch

26. Commissioners to appoint members by District to Planning and Zoning Board for four district representatives: one for District 2 set to expire 12/31/22, and one each for Districts 3, 4 and 6 set to expire 12/31/2024 to succeed David Castile (District 3), Joanne Todd (District 4) and Rebekah Betsill (District 6). District 2 is currently vacant.

    Appointed by Commissioner Flowers, District 2 – Fetilda Dukes
    Appointed by Commissioner Murray, District 3 – Kenneth Moore
    Appointed by Commissioner Brock, District 4 – Tabled to January 25, 2022 Meeting
    Appointed by Commissioner McCord, District 6 – Rebekah Betsill

27. Commissioners to appoint two members, Employee Participant and Retiree Participant, to the City's Pension Committee for one-year terms set to expire 12/31/22.

    Commissioner Murray nominated Susan Bartholomew, Employee Participant and Teresa Watson. Retiree Participant for one-year terms.
    Motion/second to close nominations by Commissioners Tinsley/Brock carried 7-0.
    Appointed: Susan Bartholomew and Teresa Watson appointed for one year terms by a vote of 7.

28. Commissioners to appoint two Commissioners to the Griffin-Spalding Area Transportation Committee for annual terms to expire 12/31/22 to succeed Commissioner Truman Tinsley and Commissioner David Brock whose terms expired 12/31/21.

Appointed: Commissioners David Brock and Truman Tinsley for annual terms to expire 12/31/22.

29. Commissioners to appoint Ex-Officio, Non-Voting Commissioner to the Griffin-Spalding Hospital Authority for an annual term set to expire 12/31/22 to succeed Commissioner David Brock whose term expired 12/31/21.

    Appointed: Commissioner David Brock for an annual term to expire 12/31/22.

30. Commissioners to appoint Commissioner to the Griffin Downtown Council for an annual term to expire 12/31/22 to succeed Mayor Doug Hollberg whose term expired 12/31/21.

    Appointed: Mayor Doug Hollberg for a one-year term to expire 12/31/22.

31. Commissioners to appoint one Commissioner to the Archway Executive Committee for a one year term to expire 12/31/22 to succeed Mayor Hollberg whose term expired 12/31/21.

    Appointed: Mayor Doug Hollberg for a one-year term to expire 12/31/22.

32. Commissioners to appoint a Commissioner to the Griffin Housing Authority for an annual appointment as Ex-Officio Member for a term to expire 12/31/22 to succeed Commissioner Ward whose term expired 12/31/21.

    Appointed: Commissioner Ward for a one-year term to expire 12/31/22.

33. Appoint Commissioner liaison to Spalding County Collaborative Authority for a one year term to succeed Commissioner Flowers whose term expired 12/31/21.

    Appointed: Commissioner Flowers for a one-year term to expire 12/31/22.

34. Appoint City Law Enforcement member to Spalding County Collaborative Authority for Families and Children. The City Law Enforcement member will be for a one-year term set to expire 12/31/22 to succeed Chief Mike Yates whose term expired 12/31/21.

    Appointed: Chief Mike Yates for a one-year term to expire 12/31/22.

35. Appoint Mayor or designee to the Griffin-Spalding Development Authority for an annual term to expire 12/31/22 to succeed Commissioner Flowers whose term expired 12/31/21.

    Appointed: Commissioner Flowers for a one-year term to expire 12/31/22.

36. Appoint Mayor (only) to annual position on Workforce Investment Council's Chief Elected Officials Organization (CEOO) for a term to expire 12/31/22 to succeed Mayor Hollberg whose term expired 12-31-21.

    Appointed: Mayor Hollberg for a one-year term to expire 12/31/22.

37. Appointment of Mayor or his designee to Main Street Program for an annual term set to expire 12/31/22 to
    succeed the term of Mayor Hollberg which expired 12/31/21.

    Appointed: Mayor Hollberg for a one-year term to expire 12/31/22.

38. Appoint Mayor or designee to Griffin-Spalding Chamber of Commerce as an Ex-Officio voting member for an annual term to expire 12/31/22 to succeed Mayor Hollberg whose term expired 12/31/21.

    Appointed: Mayor Hollberg for a one-year term to expire 12/31/22.

39. Consider minutes of the City of Griffin Board of Commissioners' Regular Meeting on December 14, 2021.

Motion/second to approve the minutes of the City of Griffin Board of Commissioners' Regular Meeting on December 14, 2021 by Commissioners McCord/Tinsley carried 6-0-1. Commissioner Murray abstained as she did not attend the meeting.

The agenda was amended to consider Item 40 before Item 8 on the Regular Agenda.

40. Consider a variance request to increase the fence height requirement for a fence in the front yard for property located at 670 South Hill Street. *Director of Planning & Zoning, Chad Jacobs will address.*

    Motion/second to approve a variance request to increase the fence height requirement for a fence in the front yard for property located at 670 South Hill Street, as well as disallow any chain link fence on either of the road frontages by Commissioners Murray/Ward carried 5-1. Commissioner Brock voted against the variance.

41. Consider a resolution per Sec. 2-190-Emergency Procurement of the Griffin Code of Ordinances to ratify the purchase of two 2500 kVA transformers from JCL Energy, single source, in the amount of $99,990. *Electric Director, Jennifer Freeman will address.*

    Motion/second to approve a resolution per Sec. 2-190-Emergency Procurement of the Griffin Code of Ordinances to ratify the purchase of two 2500 kVA transformers from JCL Energy, single source, in the amount of $99,990 by Commissioners Ward/Murray carried 7-0.

42. Consider Resolution for Loan Modification for GEFA Loan DW201902 for the Still Branch Water Treatment Plant for Back-Up Emergency Power Supply of the Watershed Management Department. *Director of Watershed Management, Brant D. Keller will address.*

    Motion/second to approve a resolution for Loan Modification for GEFA Loan DW201902 for the Still Branch Water Treatment Plant for Back-Up Emergency Power Supply of the Watershed Management Department by Commissioners Ward/Murray carried 7-0.

43. Consider resolution authorizing the City of Griffin to approve and execute the 4th Amendment to the MEAG Telecom Project, authorizing the Telecom Project to terminate and redistribute funds to the City of Griffin; consider Written Consent of the Members of Georgia Public Web, Inc. for Georgia Public Web to sell its assets to Macquarie Newco, LLC; and consider Consent to Assignment of contracts to allow Macquarie to assume the services of all existing contracts between the City of Griffin and Georgia Public Web. *Chief Technology Officer Gibb Cotton will address.*

    Motion/second to approve a resolution authorizing the City of Griffin to approve and execute the 4th Amendment to the MEAG Telecom Project, authorizing the Telecom Project to terminate and redistribute funds to the City of Griffin; consider Written Consent of the Members of Georgia Public Web, Inc. for Georgia Public Web to sell its assets to Macquarie Newco, LLC; and consider Consent to Assignment of contracts to allow Macquarie to assume the services of all existing contracts between the City of Griffin and Georgia Public Web Commissioners Murray/Ward carried 7-0.

44. Consider a Home Rule Ordinance adopting six districts in the City of Griffin based on the 2020 U.S. Decennial Census. *City Attorney Drew Whalen will address.*

    Mr. Whalen addressed the Commissioners stating that after the ordinance for adopting the districts was drafted, it was discovered that there were three areas that had conflict. One was on Williamson Road, one was the Pape property which is located near the site of the new airport and the third was an area in the middle of the city. The Williamson Road and Pape properties have no populations, so there was no effect on those two areas. The third area, however, split three tracts, each with structures and put some structures in a district and other structures on the same tract in a different district. This was corrected and approximately 74 citizens were affected.

    Mayor Hollberg opened the floor for citizen comments regarding the redistricting. There were no citizen comments.

Motion/second to approve, on first reading, a Home Rule Ordinance adopting six districts in the City of Griffin based on the 2020 U.S. Decennial Census by Commissioners McCord/Murray carried 7-0.

45. Consider a claim by Lisa Buice, Anthony Boardwine and Corey Moore, for personal injuries allegedly resulting from contact with members of Griffin Police Department and Spalding County Sheriff's Department on August 1, 2021, as set forth in Ante Litem Notice from Isenberg & Hewitt, PC, Attorneys at Law, received December 13, 2021. Claimants allege First, Fourth & Fourteenth Amendment (U.S. Constitution) violations resulting from alleged illegal stop and detention on August 1, 2021. *City Attorney Drew Whalen will address.*

    Motion/Second to deny a claim by Lisa Buice, Anthony Boardwine and Corey Moore, for personal injuries allegedly resulting from contact with members of Griffin Police Department and Spalding County Sheriff's Department on August 1, 2021, as set forth in Ante Litem Notice from Isenberg & Hewitt, PC, Attorneys at Law, received December 13, 2021. Claimants allege First, Fourth & Fourteenth Amendment (U.S. Constitution) violations resulting from alleged illegal stop and detention on August 1, 2021 by Commissioners Murray/Ward carried 6-1. Commissioner McCord voted against denial of the claim.

46. Lift from the table and consider a Memorandum of Understanding with Georgia Interlocal Risk Management Agency ("GIRMA") to resolve a claim presented by Mr. Louis Thacker, owner of property located at 113 E. Solomon Street, Griffin, GA (Parcel No. 013 34008A), for damage sustained to his property due to issues with a common wall owned by the City of Griffin on property located at 111 E. Solomon Street, Griffin, GA (Parcel No. 013 34008). *City Manager Jessica O'Connor will address.*

    Motion/second to lift from the table and consider a Memorandum of Understanding with Georgia Interlocal Risk Management Agency ("GIRMA") to resolve a claim presented by Mr. Louis Thacker, owner of property located at 113 E. Solomon Street, Griffin, GA (Parcel No. 013 34008A), for damage sustained to his property due to issues with a common wall owned by the City of Griffin on property located at 111 E. Solomon Street, Griffin, GA (Parcel No. 013 34008) by Commissioners Murray/Tinsley carried 6-0-1. Mayor Hollberg recused himself from the Discussion and vote as he is the insurance provider for Mr. Louis Thacker.

    Mayor Hollberg recused himself from the discussion and vote as he is the insurance agent for Mr. Thacker.

    Ms. O'Connor addressed the Commissioners, recounting the information regarding the interior wall owned by Mr. Thacker and the exterior wall owned by the City. The interior repairs are covered by the city's liability coverage with GIRMA, and GIRMA is using the contractor, Parker Young, to complete the interior repairs. She further stated that the outer wall is not listed in the City's scheduled assets, and the work to repair the wall is not covered by insurance. The City must pay for the repairs to the outer wall, and it is the City's decision as to whom to hire to make the repairs. Because the cost of the repairs to the outer wall is in excess of $100,000, the City would typically bid out the contract for this work. However, the City has received communication from GIRMA's Property and Liability Claims Manager, James Westbury. Mr. Westbury spoke with the Commissioners during Executive Session, and in his email, which is attached to the agenda item, he has explained that if the City does not use Parker Young for the work on the exterior wall, there is the possibility that, in the future, GIRMA will not insure any damage to the interior or exterior wall of the building. Ms. O'Connor stated in any other circumstance, we would bid this work out; however, the City has to have consideration for the lack of insurability of the property. Ms. O'Connor stated that Staff's recommendation is to approve the MOU with GIRMA and allow Parker Young to complete the interior and exterior work.

    Motion/second to approve a Memorandum of Understanding with Georgia Interlocal Risk Management Agency ("GIRMA") to resolve a claim presented by Mr. Louis Thacker, owner of property located at 113 E. Solomon Street, Griffin, GA (Parcel No. 013 34008A), for damage sustained to his property due to issues with a common wall owned by the City of Griffin on property located at 111 E. Solomon Street, Griffin, GA (Parcel No. 013 34008) by Commissioners Murray/Tinsley denied 3-3. Commissioners Ward, Murray and Tinsley voted to approve the MOU and Commissioners Brock, Flowers and McCord voted to deny the MOU. Because the item did not receive a majority vote, it failed.

CITY MANAGER'S REPORT

The City Manager will update the Commission on pending items, upcoming workshops, meetings, conferences and other pertinent issues.

1. Ms. O'Connor thanked the Griffin Police Department, the Sheriff's Department and State and Federal Law Enforcement. It is rewarding to work with them.
2. She congratulated Lt. Jett for being the December Strongest Link, and she thanked him for his work in getting the Police Department ready to move to its new location.
3. Ms. O'Connor stated that she attended a Downtown trash and parking meeting yesterday and stated it was the most successful discussion in a long time. The group reached a consensus regarding trash, and all downtown trash carts will be removed and dumpsters will be installed. They will also be looking at esthetically pleasing lockable dumpster enclosures. Business owners have been asked to self-police the parking, and remind each other not to park on the street in front of businesses so that patrons may use that parking. Ms. O'Connor stated that she reminded City employees that parking is not allowed on the streets. Notices will be going out.
4. Ms. O'Connor stated that she is excited about appointments of solicitors, Tommy Ison and Kelsey Carden, noting that with the city's emphasis on code enforcement, Ms. Carden will aid in the prosecution and effectiveness of code enforcement cases.

CITY ATTORNEY'S COMMENTS

Mr. Whalen stated that the Home Rule Ordinance passed on first reading and reminded the Commissioners that the second reading will be at the next meeting. He stated his opinion that the process has been successful and will serve the City well over the next decade. Go Dawgs.

COMMISSIONER REPORTS

Ward: No comment.

Flowers: No comment.

Murray: Commissioner Murray wished all a Happy New Year. She thanked Staff and all departments for keeping the City beautiful and safe. She stated that we will push forward, and that we are resilient, successful and strong. Ms. Murray stated that she looks forward to serving another four years and thanked those who voted for her. She stated that she believes we will see amazing things from this board this year. Thank you for coming.

Brock: Mr. Brock complimented Ms. O'Connor and Staff on a great job. He stated that we have a challenge ahead, but we can get through it together. He complimented Mayor Hollberg on his performance over the previous year.

Tinsley: No comment.

McCord: Mr. McCord wished all a Happy New Year and reminded everyone about the Dr. Martin Luther King, Jr. Holiday on Monday, January 17. He congratulated the University of Georgia Football team on winning the CFP Championship. Commissioner McCord thanked Mr. Hollberg for the appointment to Mayor Pro Tem to serve alongside him and in his absence.

Hollberg: Mayor Hollberg thanked Jason Chance and the Environmental Council and the Griffin Spalding Business and Tourism Association for the reports on 2021.

ADJOURN

Motion/second at 7:10 p.m. to adjourn the meeting by Commissioners Tinsley/Brock carried 7-0.

Respectfully submitted,

_____ _____

Douglas S. Hollberg, Mayor Jessica W. O'Connor, City Manager

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a request for a special use permit to allow a Place of Assembly in the Central Business District (CBD) for property located at 220 East Solomon Street. *Director of Planning & Development, Chad Jacobs will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The applicant, Josh Abernathy for City Church, is seeking approval of a Special Use Permit for 220 East Solomon Street. A Special Use Permit would allow the existing vacant structure to be used as a Place of Assembly. The church would like to conduct services on Sundays, provide space for events and promote downtown business development. This parcel is in the Central Business District (CBD) zoning district. The request does comply with all the required special use and place of assembly requirements except for the minimum lot size of 2 acres.

The Planning & Zoning Board recommended approval with staff condition by a vote of 4-0.

STAFF RECOMMENDATION:

Staff recommends **CONDITIONAL APPROVAL** of the Special Use Permit (21-SUP-07) submitted by City Church to allow for a Special Use Permit located at 220 East Solomon Street with the following condition:

1. The applicant shall apply for a variance from the minimum 2-acre lot size requirement for Places of Assembly.

FINANCIAL IMPACT:

N/A

Submitted By:
Chad Jacobs

Meeting Date:
25/01/2022

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Application, 220 E Solomon St.pdf
220 E Solomon Street SU Staff Report.pdf

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

APPLICATION FOR SPECIAL USE

Date Received: 12/10/2021 Application Number: 21-SUP-07

Applicant: Josh Abernathy / City Church Telephone Number: (770)846-3180

E-mail Address: josh@citychurchgriffin.org

Address: 545 N. Expressway Griffin, GA 30223

Project Name/Description: City Church Center

Address/Location: 220 E Solomon St. Griffin, GA 30223

Tax Map_____ Block_____ Lot Number_____

Zoning_____ Parcel(s) Size: .86 (acres or square feet)

Applicant is: Property Owner_____ Engineer:_____ Architect:_____

Realtor:_____ Other: BUYER OF BUILDING

Application fee amount:_____

Paid by: _____ Check (check #_____) _____Cash

_____Cashier's Check CC Other

I attest that this Special Use Application and its attachments meet all applicable requirements of the City of Griffin ordinances and development guidelines, codes, and regulations to the best of my knowledge.

Signature of Applicant (or authorized representative) Date: 12/10/21

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
SPECIAL USE QUESTIONNAIRE

Date Submitted:_____ Application Number: 21-SUP-07

Applicant Name: Josh Abernathy / City Church Griffin

Address of Property: 220 E Solomon St. Griffin, GA 30223

Tax Map, Block and Lot Number:_____

Applicable Zoning Ordinance Section:_____

A. The following information must be submitted with the Special Use Application:

1. One (1) copy of a site plan, boundary survey, and Tax Map of the property

B. Please provide written answers to the following questions to justify a Request for Special Use:

1. What is the Special Use being requested and why is it necessary to the development of the identified property?
2. Explain the proposed ingress and egress to the property and buildings with reference to vehicular and pedestrian safety, traffic flow and emergency vehicle access; what parking is available and how will it affect adjoining streets?
3. What are the proposed days and hours of operation of the proposed use and will any outdoor lighting be utilized?
4. For uses involving public access assemblies, such as churches, auditoriums, theatres, meeting halls, restaurants and similar places, explain how the proposed use will meet the required fire, life safety and health code.
5. Detail utilities to the property and provide the names of the providers noting their location and availability (water, sanitary sewer, electric, gas, refuse, etc.)
6. What screening buffers are being proposed with reference to location, type, dimension, and character?
7. Are there any signs proposed? Please provide their location, lighting method, material type, size and compatibility with the surrounding properties.
8. Explain how the proposed use is compatible with the existing uses in the surrounding neighborhood.
9. Will the proposed use constitute a nuisance or hazard or otherwise adversely affect the public interest because of the number of people attending or using the facility, noise, fumes generated, or type of physical activity?

1. What is the Special Use being requested and why is it necessary to the development of the identified property?

We are requesting a Place of Assembly zoning overlay for the property of 220 E Solomon St. Griffin, GA 30223. We are a 3 year old church in Griffin that is looking to make this property our building where we gather on Sundays and is used throughout the week in various ways for the city. Because the property is zoned CBD we need to have this zoning for us to gather.

2. Explain the proposed ingress and egress to the property and buildings with reference to vehicular and pedestrian safety, traffic flow and emergency vehicle access; what parking is available and how will it affect adjoining streets?

There is currently a parking lot will be developed to have 40 parking spots. We are working with our architect and will work with the city to provide all the emergency and safety requirements. The main parking lot will be at the corner of 5th Street and Solomon St and the entrance and exit will be on 5th St. We will also use public street parking on Solomon St. and 5th St. on Sundays to accommodate our guests.

3. What are the proposed days and hours of operation of the proposed use and will any outdoor lighting be utilized?

The main usages of this building will be for church and community gatherings. There will be various spaces that will be available for rental for anything from board meetings, to events, to productions, to gatherings. We will use the building on Sundays from 6am - 1pm for Sunday Services. There will be a set of restrooms that will be accessible from Solomon St. that can be used for events happening downtown. There will also be 4,000 sq. Ft event space that are available upon rental request. Our entire building will be available for use and rent as needed. Our primary focus during the week will be building up local businesses.

4. For uses involving public access assemblies, such as churches, auditoriums, theatres, meeting halls, restaurants and similar places, explain how the proposed use will meet the required fire, life safety and health code.

As a church we will comply to all codes and expectation layer out by the city and followed by our architect and general contractor. The entire space is already sprinkled. We will have a security system and fire alarms present and connected to authorities. We will have a minimal kitchen (sink/refrigerator) and will not be serving food commercially. We have a licensed architect who will provide our life safety plan. All other requirements of the city will be met upon our being made aware.

5. Detail utilities to the property and provide the names of the providers noting their location and availability (water, sanitary sewer, electric, gas, refuse, etc.)

Water, Sanitation, Electric, and gas are all through the City of Griffin.

6. What screening buffers are being proposed with reference to location, type, dimension, and character?

There will be a partial fence (already existing along Solomon St.). We will also sound proof the gathering spaces to provide maximum sound absorption and minimal outside noise.

7. Are there any signs proposed? Please provide their location, lighting method, material type, size and
compatibility with the surrounding properties.

We will have a sign at the corner of the building facing 5th St. The sign will display our logo and "City Church." It will be backlit if the city allows it.

8. Explain how the proposed use is compatible with the existing uses in the surrounding neighborhood.

We will believe that this space will add value to the city in multiple ways. The first being that it will be a multipurpose space that can facilitate conferences, seminars, trainings, and events. All of our equipment will be "portable" so we can accommodate other organizations. Our hope is to breathe more life into downtown. We have currently put on 15 movie in the parks in the field across the street and believe this facility will allow to offer more activities for our city. It will also provide a set of permanent bathrooms that can be used for any event downtown (upon request and approval). In phase 2 of the building, we will be using the event space and creating a market area for businesses to rent to serve as a starting point to get into a store front building. We will also be providing grants and offering courses to these businesses to help them grow their business.

9. Will the proposed use constitute a nuisance or hazard or otherwise adversely affect the public interest because of the number of people attending or using the facility, noise, fumes generated, or type of physical activity?

We believe that the addition of a places of assembly zoning to this property will bring more people downtown, make them aware of what Griffin has to offer, and ultimately benefit local businesses just through the crowd on Sundays. Throughout the week, with the exception of the occasional events, the building will be occupied by a minimal

amount of people including staff. The ultimate vision of the property will benefit downtown as it will add businesses and patrons to overall economic development of downtown. We believe that it will also benefit downtown by adding more spaces for people to gather for meetings or performing arts. We will work with the city to provide complimentary exterior to support and move the city forward visually.

Authentisign ID: A5311C79-7432-4A1C-A196-CCACA2A78DCD

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

OWNER'S AUTHORIZATION

This is to certify that:

Josh Abernathy / City Church Griffin

(Name of Applicant, Property Owner, or other Representative)

The person named above is the Owner or Representative of the Owner holding interest in the property that is the subject of the attached application.

By execution of this form, authorization is given to the person named as "Applicant" below, acting on behalf of the owner, to file for and pursue a request for approval of the following.

~~X~~	Rezoning	____	Minor Site Plan
X	Special Use Request	____	Preliminary Site Plan
____	Variance Request	____	Final Site Plan/ Subdivision Plat

Applicant: Josh Abernathy / City Church Griffin Telephone Number: (770)846-3180

Address: 545 N. Expressway Griffin, GA 30223

Authentisign

12/10/2021 1:48:28 PM EST

Signature of Owner Date: 12/10/2021

Signature of Representative Date: 12/10/21

Notary Signature and Seal

Commission expiration date: 04/07/2025

Dakota T Cocchi
Notary Public
Exp. April 7th, 2025
Spalding County, GA.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
CONFLICT OF INTEREST DISCLOSURE

Have you, within the two (2) years immediately preceding the filing of this application, made campaign contributions aggregating $250.00 or more to a member of the Board of Commissioners, a member of the Planning & Zoning Board, or any other government official who will consider this application?

_____ Yes ___X___ No

If yes, please complete the following section:

Name and Official Position of Government Official:

_____

Please list the Date and Amount of Contribution(s) (List all which aggregate $250.00 or more)

_____

_____

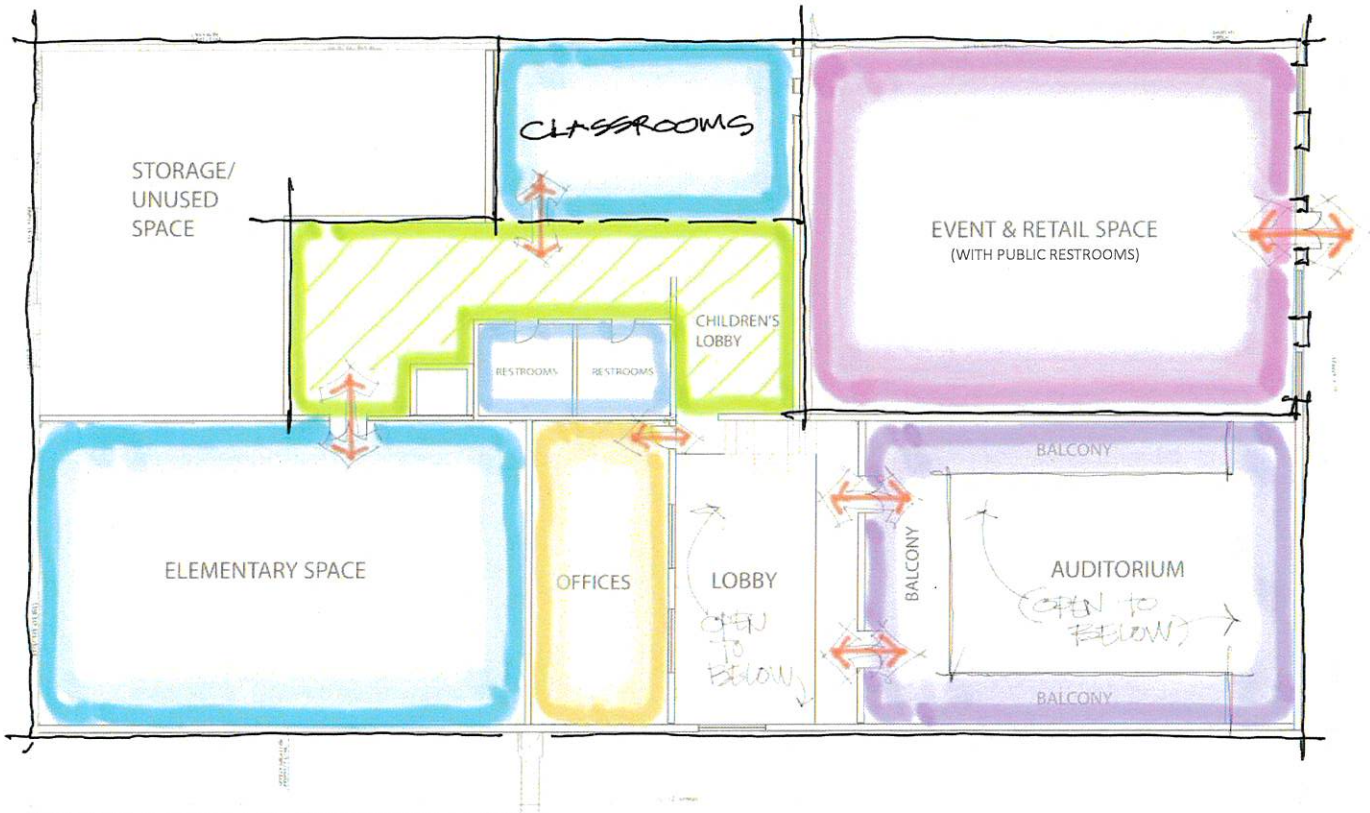
_____

_____ Date: 12/10/21
Signature of Applicant

Josh Abernathy
Printed Name

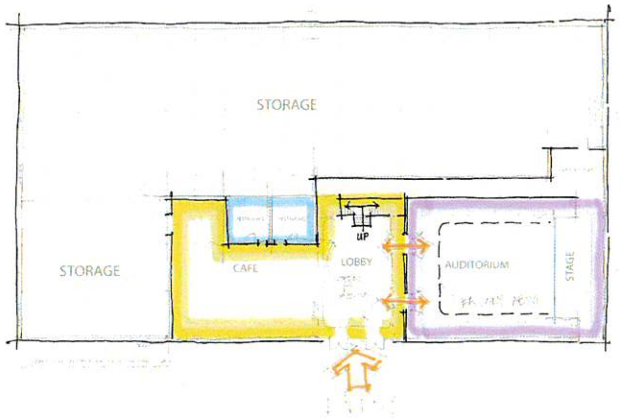
_____ Date: _____
Signature of Applicant's Attorney or Representative

_____
Printed Name

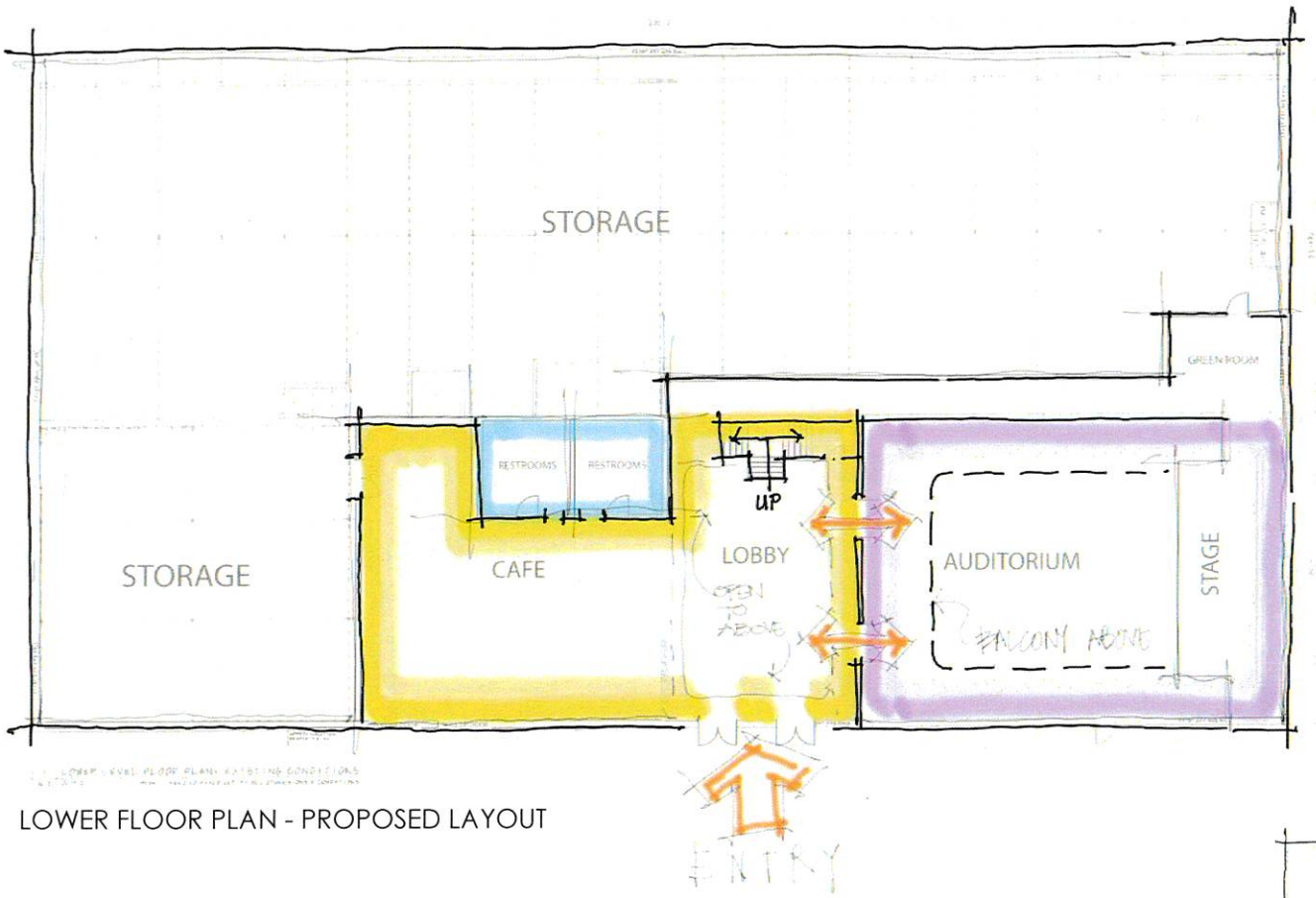


UPPER FLOOR PLAN - PROPOSED LAYOUT

LOWER FLOOR PLAN (REFERENCE)

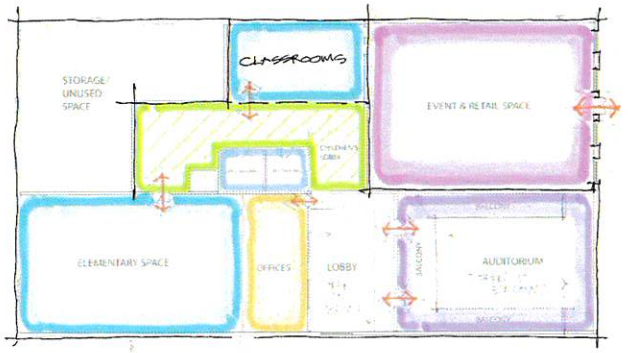


CITY CHURCH GRIFFIN
220 E. SOLOMON STREET

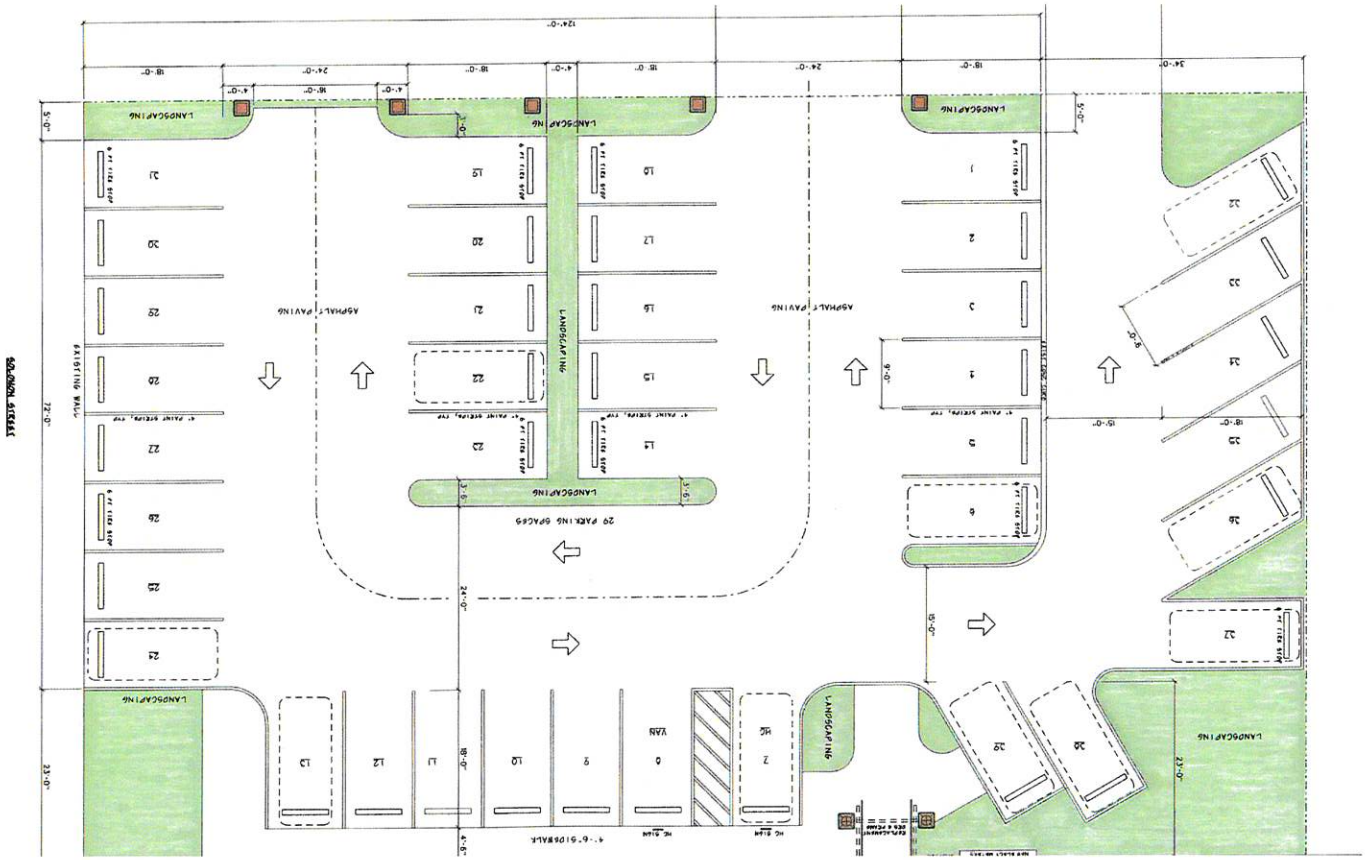


LOWER FLOOR PLAN - PROPOSED LAYOUT

UPPER FLOOR PLAN (REFERENCE)



CITY CHURCH GRIFFIN
220 E. SOLOMON STREET



CITY CHURCH **GRIFFIN**

220 E. SOLOMON STREET

Permit #: 7408
Permit Type:
Address: 220 E SOLOMON ST
City:
State:
Zip: 30223
Receipt #: 7667
Date: 12/10/2021
Paid By: CITY CHURCH GRIFFIN
Description: 90205531
Payment Type: iTransact CC
Payment Type Description:
Accepted By:

Fees Paid

Fee Name	Description	Factor	Total Fee Amount	Amount Paid
Commercial - Special Use		0.00	300.00	300.00
Convenience Fee		300.00	10.50	10.50
			Total:	**$310.50**

220 East Solomon Street
Special Use Permit Request
File No. 21-SUP-07

Applicant: Josh Abernathy – City Church
Owner: Brian D. Remington



Land Use Classification	Commercial
Current Zoning	Central Business District (CBD)
Proposed Use	Commercial – Place of Assembly
Parcel Size	.86+/- Acres
Tax Map, Block and Lot No.	017 45002
Planning and Zoning Board	Unoccupied District 2
City Commission	Cora Flowers District 2
Citizen Notification	Legal notice was run in the December 24, 2021 edition of the Griffin Daily News for the Planning & Zoning Meeting and for the City Board of Commissioners Public Hearing. A sign was placed on the proposed property illustrating the purpose, date and time of both meetings on December 24, 2021 as well.

Proposal:

The applicant, Josh Abernathy for City Church, is seeking approval of a Special Use Permit for 220 East Solomon Street. A Special Use Permit would allow the existing vacant structure to be used as a Place of Assembly. The church would like to conduct services on Sundays, provide space for events and promote downtown business development. This parcel is in the Central Business District (CBD) zoning district. A proposed floor plan of the building and parking plan have been submitted with this request.





Zoning Ordinance Sections applicable to this Application:

The following sections of the City of Griffin Unified Development Code (UDC) apply to the Special Use permit request:

Article 406	Special Use Permit Provision
Article 408	Public Hearing
Article 713	Central Business District (CBD)
Article 721	Places of Assembly Overlay District

Article 406 Special Uses:

ALL PROPOSED SPECIAL USES FOR PROPERTY SHALL BE EVALUATED IN LIGHT OF THE FOLLOWING STANDARDS:

1. IT MUST NOT BE DETRIMENTAL TO THE USE OR DEVELOPMENT OF THE ADJACENT PROPERTIES, OR TO THE GENERAL NEIGHBORHOOD SO AS TO ADVERSELY AFFECT THE HEALTH, SAFETY OR GENERAL WELFARE OF CITIZENS;

   FINDINGS: Upon review and evaluation of the applicant's request, Planning Staff cannot find any detrimental impacts on the development of adjacent properties, or to the general neighborhood so as to adversely affect the health, safety, or general welfare of citizens.

2. IT MUST NOT ADVERSELY AFFECT EXISTING PROPERTY AND USES AND IT MUST BE PROPOSED TO BE PLACED ON A LOT OF SUFFICIENT SIZE TO SATISFY THE SPACE REQUIREMENTS FOR THE USE;

   FINDINGS: Section 721 F.3.b within Places of Assembly requires a minimum lot size of 2 acres and no less than 200 feet of road frontage. The subject property is a .86 +/- acre tract of land and has approximately 365'± of road frontage between E. Solomon Street and S. 5th Street. Granting the Special Use Permit request will not adversely affect the existing properties or uses.

3. GENERAL COMPATIBILITY OF THE PROPOSED SPECIAL USE WITH ADJACENT PROPERTIES AND OTHER LAND USES IN THE GENERAL AREA.

   FINDINGS: The applicant's proposed use as a place of assembly is compatible with the adjacent properties and land uses within the area. The area is predominately commercial uses and the subject property is located on a collector street.

4. THE PROPOSED USE WILL NOT CONSTITUTE A NUISANCE OR HAZARD OR OTHERWISE ADVERSELY AFFECT THE PUBLIC INTEREST BECAUSE OF THE NUMBER OF PERSONS WHO MAY NORMALLY BE EXPECTED TO USE SUCH FACILITY OR TYPE OF PHYSICAL ACTIVITY.

FINDINGS: The proposed use will not constitute a nuisance or hazard or otherwise adversely affect the public interest because of the number of persons who may normally be expected to use such facility.

5. OTHER ITEMS THAT MAY BE CONSIDERED INCLUDE TRAFFIC FLOW, AVAILIBILITY OF OFF-STREET PARKING, PROTECTIVE SCREENING, HOURS AND MANNER OF OPERATION OF THE PROPOSED USE, OUTDOOR LIGHTING, SIGNAGE AND INGRESS AND EGRESS TO THE PROPERTY.

   FINDINGS: There is ample parking for a place of assembly at this location. Currently there are approximately 40 off street parking spaces planned at the subject property along with access to public on street parking (see parking plan submitted). The property currently has one point of ingress/egress off of S. 5th Street for off street parking but the proposed plan provides improvements for three points in ingress/egress on S. 5th Street. The applicant is also negotiating lease options with neighboring businesses for additional spaces.

6. THE APPLICANT MUST MEET ALL SPECIFIC REQUIREMENTS ESTABLISHED IN THIS ORDINANCE FOR THE PARTICULARIZED SPECIAL USE REQUESTED.

   FINDINGS: The request for a Special Use Permit to allow a place of assembly is compliant with all of the Special Use Permit provisions under the City of Griffin Unified Development Code.

Planning Staff's Comments:

The applicant, Josh Abernathy for City Church, is seeking approval of a Special Use Permit for 220 East Solomon Street. A Special Use Permit would allow the existing vacant structure to be used as a Place of Assembly. The church would like to conduct services on Sundays, provide space for events and promote downtown business development. This parcel is in the Central Business District (CBD) zoning district. The request does comply with all the required special use and place of assembly requirements except for the minimum lot size of 2 acres.

Planning Staff's Recommendation:

Staff recommends **CONDITIONAL APPROVAL** of the Special Use Permit (21-SUP-07) submitted by City Church to allow for a Special Use Permit located at 220 East Solomon Street with the following condition:

A. The applicant shall apply for a variance from the minimum 2-acre lot size requirement for Places of Assembly.

Submitted by:
Chad Jacobs, Director
Planning and Development Services

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Lift from the table and consider a resolution making an appointment to the office of Assistant Municipal Court Solicitor as well as approving compensation for said position.

SPECIAL CONSIDERATIONS OR CONCERNS:

Per the Charter of the City of Griffin, Sec. 3.6, Municipal Court Solicitor, there shall be appointed by the Commission a Solicitor of the Municipal Court who shall serve at the pleasure of the Commission. Said Solicitor shall be a member of the State Bar of Georgia in good standing, having at least three years' experience in the practice of law. The solicitor shall prosecute all misdemeanors and quasi-criminal or traffic ordinance violations before the municipal court. The Commission shall fix the compensation for the office by ordinance or resolution. The solicitor may be removed from office at any time, without cause or notice, upon the affirmative vote of at least four members of the Commission.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

The Assistant Municipal Court Solicitor is budgeted.

Submitted By:
Susan Bartholomew

Meeting Date:
25/01/2022

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Asst Municipal Court Solicitor.pdf
Nom City Solicitor Church.pdf
Nom City Solicitor Kirkbride.pdf
Res - Municipal Court Solicitor Asst.pdf

Section 3.6. Municipal court solicitor.

There shall be appointed by the commission a solicitor of the municipal court, who shall serve at the pleasure of the commission, subject to the Georgia Rules of Professional Conduct. Such solicitor shall be a member of the State Bar of Georgia in good standing, having at least three years' experience in the practice of law. The solicitor shall prosecute all misdemeanors and quasi-criminal or traffic ordinance violations before the municipal court. The commission shall fix the compensation for the office byordinance or resolution. The solicitor may be removed from office at any time, without cause or notice, upon the affirmative vote of at least four members of the commission.

(2004 Ga. Laws, page 4232)

Virginia Shapard Church

933 Springer Drive
Griffin, Georgia 30224
678-628-9486

December 7, 2021

Jessica O'Conner
City Manager
City of Griffin
100 South Hill Street
Griffin, GA 30223

Re: Solicitor of Municipal Court

Jessica:

This is to express my interest in being appointed solicitor for the City of Griffin. I have been a member of the Georgia Bar for twenty years and have served many functions during my career. One of those was as solicitor for Butts County Magistrate Court in 2008-2009. I am familiar with the workings of your municipal court and believe that I could be an asset to the City in the position of solicitor.

Thank you for considering me for the position. I look forward to working with the City again.

Virginia Shapard Church

TOM KIRKBRIDE

100 Hayden Court, Fayetteville, GA 30215
tom@kirkbridelaw.com
678-481-8610

EDUCATION

John Marshall School of Law — Atlanta, GA

Juris Doctor, December 2018

- STUDENT AMBASSADOR – 3 Years
- Distinguished Peer Mentor – 3 Years
- CALI Award, Highest Course Grade – Land Use, Planning & Zoning
- Distinguished Pro Bono Student Service Award – over 400 hours performed during law school
- Phi Alpha Delta
- Elected SBA Class Representative 2L/3L

Columbus State University — Columbus, GA

Master of Public Administration (MPA), in December 2004

- GPA: 3.92
- Pi Alpha Alpha *(National Honor Society for Public Affairs and Administration)*
- ***Graduate Georgia Chiefs of Police Command College – Class 3***

Columbus State University — Columbus, GA

Bachelor of Science, *Magna Cum Laude*, in Criminal Justice, January. 2001

- GPA: 3.90

EXPERIENCE

The Law Firm of Tom B. Kirkbride, P.C. — Fayetteville GA

Founding Attorney, November 2019

- The Law Firm of Tom B. Kirkbride is a Personal Injury, Employment Law, Criminal Defense Firm, and Outside General Counsel Services ("OGCS") law practice devoted to special matters, government requested investigations, legislative affairs, appellate matters, military and veterans matters, and public safety sector law.
    - Practice focus on: Personal Injury Law, Employment and Labor Law, Human Resources Management, Public Employment Law, Wage-Hour Law, Discrimination Law, OSHA, ERISA, ADA, FMLA, Employment Contracts, Non-Competes, Contract Negotiation, Collective bargaining, Arbitrations, Mediations,
- Partner in the Peachtree Law Group (PLG), Fayetteville, GA

City of Woodbury Georgia — Woodbury Georgia

City Attorney / City Solicitor, April 2020 until Present

- The City Attorney performs complex executive and professional level work as legal advisor to the Mayor and Council, City staff and various boards and commissions of the City. The City Attorney is appointed by, serves at the pleasure of, and reports directly to the Mayor and Council. The position requires a highly experienced executive level attorney who can provide expert assistance and solid legal advice. Responsibilities include planning, developing, implementing, and evaluating a legal services program for the City.
- As city attorney, responsible for representation and defense of the city in all litigation to which the city was a part of.

- As city attorney / solicitor, responsible for the prosecution in the municipal court.
- Attended and advised the city council, mayor, city clerk, and other city employees and staff of the city concerning legal aspects of the city's affairs.

Federal Air Marshal Service, (DHS / TSA / FAMS / ATL-FO) Atlanta, Georgia

Supervisory Federal Air Marshal, 2002 – to Present (Terminal Leave - Retirement 02/2022)

- Supervisory Federal Air Marshal providing executive level leadership to the Federal Air Marshal workforce, overseeing the overall planning, direction, and coordination of operations of the Federal Air Marshal Service.

- High-level duties include establishing and maintaining strategic direction, directing major law enforcement activities, and advising the Special Agent in Charge and Executive Staff on ongoing investigative requirements and methods to improve security in the aviation domain.

- Serving as a primary advisor and authoritative consultant to the Special Agent in Charge and Executive Staff on field office investigations and related law enforcement issues, planning and directing the management of activities related to criminal and terrorism investigations.

- Establish and maintain liaison with other Federal, state and local law enforcement agencies, as well as with the airline industry, representing the Special Agent in Charge in field office business matters.

- Provide executive-level leadership, directing the work of subordinates performing a wide range of managerial duties including: planning; communicating vision and objectives; assigning tasks and responsibilities; setting priorities; monitoring and evaluating performance; coaching and developing employee capabilities; and taking, recommending or approving corrective/disciplinary actions, as appropriate.

- Establish and communicate to subordinates both short- and long-range program plans, goals, requirements and priorities

Columbus State University / Command College at Columbus State University Columbus, GA

Adjunct Professor, 2000 - Present

- The Georgia Association of Chiefs of Police in partnership with Columbus State University provides a program of study that goes beyond what is currently available in law enforcement executive and management development courses, serving as a graduate school for law enforcement executives; to meet present and future training and educational needs of law enforcement executives. The Command College brings together leaders in corporate and public management to provide police executives with intense training in the best available management theory and practice, to render innovative solutions to organizational problems and to address important issues in managing public service organizations effectively.

- Public Administration and Policy Making Course Instructor. Responsibilities include training public safety executives to influence and manage the future, to be prepared to analyze current issues, forecast the impact and effect of these issues, study probabilities of the future, thus having the ability to influence the future of law enforcement.

Triple Canopy Inc. Washington, DC

Program Coordinator / Senior Staff Instructor, 2004 - 2012

- Triple Canopy is an integrated solutions provider, integrating analysis, planning, protection, training and fundamentals such as communications, logistics, medical and life support services to create and sustain a secure operational environment, while focusing on solving problems and managing risks for the U.S. government, corporations and non-governmental organizations worldwide.

- Senior staff instructor working in the US State Departments, Worldwide Personnel Protective Service (WPPS) Training Program. Duties involved developing, researching, approving, and presenting high-risk tactical instruction for personal security specialists, logistical support personnel and embassy site security personnel deploying to Iraq, Afghanistan, Israel, and other OCOUNS locations. Primary explosives, explosive effects and improvised explosive devices instructor focusing on identification of pre-attack indicators, recognition, avoidance, intelligence and IED survivability while in motorcade operations in hostile environments. Approved by the US Department of State as a WPPS multi-area instructor (Firearms, - Handgun, M-4, AK System, Shotgun, Sub-gun, M-203, 240, 249, Explosives, IED, PSD, CRBNE, Defensive Tactics, Medical, Surveillance / Surveillance Detection and Motorcade Operations). Supported training objectives in the PSS, DDM, BESF, and WPPS program.

Fayetteville Georgia Police Department Fayetteville, GA

Lieutenant / Command Staff – Support Services, 1994 - 2002

- The Fayetteville Police Department Support Services Division provided for all functions that were not otherwise included in patrol operations or criminal investigation. The only exception was the management of the Special Investigation Unit (SIU) that managed and coordinated sensitive investigations that required special handling and oversight. This included supervising personnel assigned to local and federal task forces.

    - Training Officer - The Fayetteville Police Department received the Outstanding Training award from the Georgia Chiefs of Police Association for outstanding and progressive law enforcement training five of the six years nominated. (Supervisor and Manager) 6 years
    - Special Response Team Leader (Supervisor) 4 years
    - Public Information Officer (PIO) Supervised and managed all public information releases and press contacts for all City of Fayetteville government activities. Conducted live-on-air press briefings and incident updates. Wrote, developed, and approved all city media releases for a 4-year period. Established and developed professional media relationships in support of producing positive media coverage for city and law enforcement needs. FEMA certified Public Information Officer.

Henry County, Georgia Police Departmnet McDonough, GA

Narcotics Detective / Criminal Intelligence Agent, 1991 - 1994

- Assignment to the United States Customs Service, Heroin Interdiction Task Force (Designated Customs Officer). Assistant Team Leader USCS Warrant Entry Team, Atlanta Field Office. Duties included: street level and strategic narcotics investigations. Assignments included intelligence

gathering and undercover assignments (Strategic and Tactical). Detailed to several narcotics national task forces focusing on interstate shipment and distribution of controlled substances. Conducted asset forfeiture and property management. Specialization in aviation smuggling and air interdiction techniques and investigations. Assigned as departmental, SWAT team leader, senior bomb disposal technician, firearms and defensive tactics instructor. Supervised, directed, and managed a 24-person full-time SWAT team, 6 patrol canine units, and a four-person bomb arson investigative unit. Assigned to Operation Wagon Train, Operation Emerald Green, and deployed forward in support of Operation Snowcap (JTF). Responsible for, while working in a task-force setting, the recovery and interdiction of approximately 154 million dollars ($154,000,000) of worth of illegal narcotics and controlled substances. Specialization in aviation, maritime smuggling, and air interdiction techniques, methods and investigations.

- Letter of Distinction from United States Attorney, Northern District of Georgia while serving as the Assistant Team Leader USCS Warrant Entry Team for duties related to the arrest and apprehension of multiple child pornography suspects without incident and with the ability to execute with precision preventing the rapid destruction of evidence from suspect computers and electronic storage devices.

MILITARY SERVICE

United States Army, Non-Commissioned Officer, Explosive Ordnance Disposal Technician (EOD), with assignment to the Special Operations Community 1981 - 1990
Honorable Discharge

Certifications / Awards

Member – Georgia Bar
Member– Fayette County Bar
Admitted – Federal Distrric Court of North Georgia
GA POST Certified Peace Officer PBLE901277S
Federal Air Marshal Training Program (FAMTP) FLETC - Artesia New Mexico 2002 with Advanced Training – Atlantic City Federal Air Marshal Training Center
GA POST – Career Development Certifications

- Intermediate Certificate PA01990094S
- Advanced Certificate PA02990049S
- Supervisory Certificate PA03990044S
- Managerial Certificate PA04990018S

GA POST Instructor Certifications Instructor Number I0-288

- Senior Training Instructor PS12SI96226
  - Firearms
  - Defensive Tactics

GA POST Arson Investigator PS0791A030S
ATF Post Blast Investigation Course Basic and Advanced
FBI Large Vehicle Borne Improvised Explosive Device (Avaition / Commercial / Rail) (VIBED) Post-Blast Course – Naval Weapon Center China Lake California
Federal Firearms Instructor (FITP)
Foreign Affairs Counter Threat, Departmnet of State (DoS) (FACT)
Active Shooter Threat Instructor Training Program (ASTITP)
Tactical Information Instructor (TII)
Escape from Lawful Confinment Course Developer (EFLC)

Documented Training Hours – 5,601

COMMUNITY SERVICE

Columbus State Alumni Association – Board Member
Whitewater High School, Football Touchdown Club – Vice President
Whitewater High School, Public Safety Course Board Member
Southern Technical College, Griffin Georgia, Public Safety Board Member
Veterans Legal Aid
Fayette County Domestic Abuse Center
Saint Gabriel's Catholic Church, Active Member – Knights of Columbus
American Legion – Member
Assistant Scount Master – Troop 210, Peachtree City, Georgia (WoodBadge)

LinkedIn Profile - https://www.linkedin.com/in/tom-b-kirkbride-j-d-mpa-840b9688/
With Peer Reviews and Endorsements

A RESOLUTION

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN, GEORGIA, DESIGNATING AN ASSISTANT MUNICIPAL COURT SOLICITOR FOR THE CITY OF GRIFFIN; ESTABLISHING THE DUTIES OF SAID OFFICE; PROVIDING THE COMPENSATION FOR SAID OFFICE; AND FOR OTHER PURPOSES.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN, GEORGIA, that is hereby appointed to the office of Assistant Municipal Court Solicitor, to serve at the pleasure of this Board. Upon taking the oath of office, the Assistant Municipal Court Solicitor shall perform the duties and undertake to perform all responsibilities imposed thereon under the Charter of the City of Griffin, Georgia, Section 3.6.

BE IT FURTHER RESOLVED that the compensation for said position is hereby set at $400 for each Municipal Court Session appearance.

SO RESOLVED, this 25th day of January 2022.

_____

Mayor, Douglas S. Hollberg

ATTEST: (CITY SEAL)

_____

Jessica W. O'Connor, Secretary

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Appoint District 4 representative to the Planning and Zoning Board for a three-year term to succeed Joanne Todd whose term expired 12/31/2024.

SPECIAL CONSIDERATIONS OR CONCERNS:

Per Section 303B of the Unified Development Code, an appointee to the Board may not be a City or County Commissioner, hold any office or be employed by the City or County. Members shall be of good character and be at least 18 years of age. Members must reside in the appropriate district of appointment and at -large representative must reside within the City. The Board meets on the third Monday of each month at 6 p.m. at One Griffin Center.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:
Susan Bartholomew

Meeting Date:
25/01/2022

Reviewed By:
Jessica O'Connor

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Rescind the appointment of Kenneth Moore as a representative to the Planning and Zoning Board for District 3 and appoint a representative to the Planning and Zoning Board for District 3.

SPECIAL CONSIDERATIONS OR CONCERNS:

Commissioner Murray appointed Mr. Moore at the January 11, 2022 meeting; however, when notified of the appointment, Mr. Moore declined.

STAFF RECOMMENDATION:

N/A

FINANCIAL IMPACT:

N/A

Submitted By:
Susan Bartholomew

Meeting Date:
25/01/2022

Reviewed By:
Jessica O'Connor

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a resolution to amend the City of Griffin's FY 2021-2022 Operating and Capital Budget in the amount of $80,265 to recognize additional revenue from Motor Vehicle Title Ad Valorem Tax (TAVT) and to appropriate funds for additional expenditures. *Chief Financial Officer Markus Schwab will address* .

SPECIAL CONSIDERATIONS OR CONCERNS:

The amendment appropriates additional anticipated revenue from Motor Vehicle Title Ad Valorem Tax (TAVT) in the amount of $80,265 and appropriates necessary expenditures to fund cost increase for annual fireworks, City Attorney retainer increase, Intern in Human Resources, and Compensation Study, Golf Cart and Pickup Truck purchase.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The budget amendment and resolution appropriates in General Fund $80,265 in additional revenue from Motor Vehicle Title Ad Valorem Tax (TAVT), and appropriates $28,390 to Human Resources, $1,875 to City Commission, $12,000 to City Attorney, $8,000 to Director of Public Works, and $30,000 to Sign Shop.

Submitted By:
Markus Schwab

Meeting Date:
25/01/2022

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
AGENDA ITEM 20220125 BA Resolution GF MV TAVT Revenue.pdf

RESOLUTION

A RESOLUTION TO AMEND THE FISCAL YEAR 2022 BUDGET IN THE AMOUNT OF $80,265.00

WHEREAS, the Board of City Commissioners is charged with the preparation of an annual budget for the City of Griffin; and

WHEREAS, on June 8, 2021, the Board of City Commissioners adopted the Fiscal Year 2022 Budget; and

WHEREAS, the Board of City Commissioners approve amending the City of Griffin's General Fund Fiscal Year 2021-2022 Operating and Capital Budget by appropriating $80,265 to General Fund Revenue and $80,265 to General Fund Expense ($28,390 to Human Resources, $1,875 to City Commission, $12,000 to City Attorney, $8,000 to Director of Public Works, and $30,000 to Sign Shop), for Fiscal Year 2022, for the purpose set forth below; and

BE IT RESOLVED by the Board of City Commissioners this 25th day of January 2022, that the Fiscal Year 2022 Budget be, and is hereby, amended in the amount of $80,265.00 as follows:

GENERAL FUND

INCREASE REVENUE		
101-1506-31-1315-0000	Motor Vehicle Title Ad Valorem (TAVT)	($ 80,265.00)
INCREASE EXPENDITURES – Human Resources		
	(INTERN and COMPENSATION STUDY)	
101-1540-51-1100-0000	Wages	3,600.00
101-1540-51-2200-0000	FICA Taxes	230.00
101-1540-51-2300-0000	Medicare Taxes	60.00
101-1540-52-1200-0000	Professional Services (COMP STUDY)	24,500.00
INCREASE EXPENDITURES – Commission (Fireworks)		
101-1110-53-1711-0000	Fireworks (City's portion)	1,875.00
INCREASE EXPENDITURES – City Attorney		
101-1701-52-1200-0000	Professional Services	12,000.00

Continued…

INCREASE EXPENDITURES

Director Public Works		
101-4210-54-2500-0000	Capital Outlay – Other Equipment	8,000.00
Sign Shop		
101-4270-54-2200-0000	Capital Outlay – Vehicles	30,000.00

_____

Douglas Hollberg, Mayor

_____

Jessica O'Connor, Secretary

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a consulting services agreement with Evergreen Solutions, LLC, lowest quote, for a compensation study. *Human Resources Director, Stephanie Woods, will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Wages and salaries are the most prominent component of an employee's compensation package and is the most critical recruitment and retention tool. The ability to attract and retain qualified employees and candidates is an increasing challenge which is directly related to the City's current pay ranges. Evergreen Solutions, LLC is being recommended to perform an updated Compensation Study that will begin in February with completion in early May. The outcomes of the survey will be recommended to be implemented during Fiscal Year 2023.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The cost of the study is $24,500.00. A budget amendment is being presented at this meeting that will cover the cost of this purchase, along with other items, with funding coming from increased TAVT revenue.

Submitted By:
Stephanie Woods

Meeting Date:
25/01/2022

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Evergreen Solutions Final Contract.pdf
MAG Proposal to Griffin Georgia (002).pptx
Griffin Proposal 2021.doc



Consulting Services Agreement

By and Between

City of Griffin

and

Evergreen Solutions, LLC

This Agreement (the "Agreement"), dated as of February 1, 2022, is made by and between Evergreen Solutions, LLC, a Florida corporation ("Evergreen"), and the City of Griffin (the "Client").

WHEREAS, Evergreen Solutions and the Client desire to enter into an agreement whereby Evergreen will provide certain management consulting services for the Client on the terms and conditions hereinafter set forth; and

WHEREAS, Evergreen Solutions is willing to provide such management consulting services for the Client.

NOW, THEREFORE, the parties hereto agree as follows:

1. Engagement. Evergreen Solutions hereby agrees to provide such management consulting services for the Client as may be reasonably requested by the Client and set forth in the Letter Proposal submitted by Evergreen Solutions on December 6, 2021, and attached to this Agreement as "Exhibit A", which by reference is incorporated herein as if fully set out in this Agreement.

2. Extent of Services. Evergreen Solutions agrees to perform such services to the best of its ability and in a diligent and conscientious manner and to devote appropriate time, energies and skill to those duties called for hereunder during the term of this Agreement and in connection with the performance of such duties to act in a manner consistent with the primary objective of completing the engagement.

Evergreen Solutions agrees to devote such time as is reasonably required to fulfill its duties hereunder.



Throughout the duration of this agreement, Evergreen Solutions will serve as an independent contractor of the Client, as such; Evergreen Solutions will obey all laws relating to federal and state income taxes, associated payroll and business taxes, licenses and fees, workers compensation insurance, and all other applicable state and federal laws and regulations.

In the successful completion of this engagement, Evergreen Solutions may utilize subcontractors, but Evergreen Solutions shall remain completely responsible to the Client for performance under this Agreement.

3. Term. The engagement of the Consultant hereunder by Client shall commence as of the date hereof and shall continue through May 1, 2022, unless earlier terminated, pursuant to Section 5 hereof.

4. Compensation.

(a) As compensation for the services contemplated herein and for performance rendered by Evergreen Solutions of its duties and obligations hereunder, the Client shall pay to Evergreen Solutions an aggregate fee equal to **$24,500** (the "Consulting Fee"), earned and payable according to the following invoice/payment schedule:

- 33% - upon completion of Tasks 1 – 2
- 33% - upon completion of Tasks 3 – 5
- 34% - upon completion of Tasks 6 – 8

(b) The Client's sole obligation shall be to pay Evergreen Solutions the amounts described in Section 4(a) of this Agreement, and the Consultant is not and shall not be deemed an employee of the Client for any purpose.

5. Termination. This Agreement shall be terminated as follows:

(a) 30 days after written notice of termination is given by either party at any time after February 1, 2022, provided however, that if the Client shall terminate this Agreement pursuant to this Section 5(a) for any reason other than Consultant's material breach of this Agreement (having given prior notice of, and reasonable opportunity for Consultant to cure, any such breach), Client shall pay to consultant in one lump sum an amount equal to that portion of the aggregate Consulting Fee which has not been paid to Consultant as of the effective date of such termination.

(b) On such date as is mutually agreed by the parties in writing.

(c) Upon expiration of the Term as set forth in Section 3.

If Client elects to terminate for material breach then Client shall pay to consultant in one lump sum an amount equal only to that for which services have been rendered.

Upon termination of this Agreement pursuant to this Section 5, except as contemplated by Section 5(a) in the event Client terminates this Agreement in the absence of continuing material breach hereof by Consultant, Consultant shall be entitled to payment of only that portion of the Consulting Fee earned through the effective date of such termination.

6. Confidential Information. Evergreen Solutions shall not, at any time during or following expiration or termination of its engagement hereunder (regardless of the manner, reason, time or cause thereof) directly

or indirectly disclose or furnish to any person not entitled to receive the same for the immediate benefit of the Client any trade secrets or confidential information as determined by the Client in writing.

7. Covenants. Evergreen Solutions agrees to (a) faithfully and diligently do and perform the acts and duties required in connection with its engagement hereunder, and (b) not engage in any activity which is or likely is contrary to the welfare, interest or benefit of the business now or hereafter conducted by the Client.

8. Binding Effect. This Agreement will inure to the benefit of and shall be binding upon the parties hereto and their respective successors or assigns (whether resulting from any re organization, consolidation or merger of either of the parties or any assignment to a business to which all or substantially all of the assets of either party are sold).

9. Entire Agreement. This Agreement, including the aforementioned letter proposal, contains the entire agreement and understanding of the parties with respect to the subject matter hereof, supersedes all prior agreements and understandings with respect thereto and cannot be modified, amended, waived or terminated, in whole or in part, except in writing signed by the party to be charged.

10. Notices. All notices required to be given under the terms of this Agreement or which any of the parties desires to give hereunder shall be in writing and personally delivered or sent by registered or certified mail, return receipt requested, or sent by facsimile transmission, addressed as follows:

(a.) If to Evergreen Solutions addressed to:

Evergreen Solutions, LLC
Attention: Dr. Jeff Ling, President
2878 Remington Green Circle
Tallahassee, Florida 32308

(b.) If to the Client addressed to:

City of Griffin
Attention: Ms. Stephanie Woods, Human Resources Director
100 S. Hill Street, Suite 400
Griffin, Georgia 30223

Any party may designate a change of address at any time by giving written notice thereof to the other parties.

11. **Interpretation.** This Agreement is to be construed and enforced under Georgia law.

12. Miscellaneous. This Agreement:

(a) shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns;

(b) may not (except as provided in Section 9 hereof) be assigned by either party hereto without the prior written consent of the other party (any purported assignment hereof in violation of this provision being null and void);

(c) may be executed in any number of counterparts, and by any party on separate counterparts, each of which as so executed and delivered shall be deemed an original but all of which together shall constitute one and the same instrument, and it shall not be necessary in making proof of this Agreement as to any party hereto to produce or account for more than one such counterpart executed and delivered by such party;

(d) may be amended, modified or supplemented only by a written instrument executed by all of the parties hereto; and

(e) embodies the entire agreement and understanding of the parties hereto in respect of the transactions contemplated hereby and supersedes all prior agreements and understandings among the parties with respect thereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

Evergreen Solutions, LLC

Jeff Ling, President

City of Griffin, Georgia

By:_____
Douglas S. Hollburg, Mayor

Attest:_____
Jessica W. O'Connor, Secretary

SEAL

Approved as to form:

By: Andrew J. Whalen, III
Andrew J. Whalen, III
City Attorney

EXHIBIT A

Evergreen Solutions, LLC

2878 Remington Green Circle - Tallahassee, Florida 32308
850.383.0111 - fax 850.383.1511

December 16, 2021

Ms. Stephanie Woods
Human Resources Director
City of Griffin
100 S. Hill Street, Suite 400
Griffin, Georgia 30223

SUBMITTED VIA EMAIL: swoods@cityofgriffin.com

Dear Ms. Woods:

We appreciate the opportunity to submit a letter proposal to conduct a Compensation Study for the City of Griffin. I have prepared a work plan outlining the tasks, activities, and milestones necessary to accomplish this study as well as a proposed timeline and cost.

Detailed Work Plan

Task 1.0
Project Initiation

TASK GOALS

- Finalize the project plan with the City of Griffin (City).
- Gather all pertinent data.
- Finalize any remaining contractual negotiations.
- Establish an agreeable final time line for all project milestones and deliverables.

TASK ACTIVITIES

1.1 Discuss with the City's Project Manager (CPM) and any other key stakeholders the following objectives:

- review our proposed methodology, approach, and project work plan to identify any necessary revisions;
- reach agreement on a schedule for the project including all assignments and project milestones/deliverables;
- establish an agreeable communication schedule.

1.2 Identify potential challenges and opportunities for the study. Discuss the strategic direction of the City and some of the short- and long-term priorities. This activity serves as the basis for assessing where the City is going and what type of pay plan will reinforce current and future goals.

1.3 Obtain relevant materials from the City, including:

- any previous projects, research, evaluations, or other studies that may be relevant to this project;
- organizational charts for the departments and divisions, along with related responsibility descriptions; and
- current position and classification descriptions, and salary schedule(s).

1.4 Review and edit the project work plan and submit a schedule for the completion of each project task.

KEY PROJECT MILESTONES

- Comprehensive project management plan
- Comprehensive database of City staff

Task 2.0 Evaluate the Current System

TASK GOAL

- Conduct a comprehensive preliminary evaluation of the existing compensation plan(s) for the City of Griffin.

TASK ACTIVITIES

2.1 Obtain the existing pay structure and compensation philosophy (if any). Review the existing pay structure and look for potential problems and issues to be resolved.

2.2 Meet with the CPM and Department Directors to discuss the strengths and weaknesses of the current pay plan(s) for the City.

2.3 Discuss any pay compression issues that may exist and possible solutions.

2.4 Complete an assessment of current conditions that details the pros and cons of the current system for the City as well as highlights areas for potential improvement in the final adopted solution.

KEY PROJECT MILESTONES

- Review of existing compensation plan(s)
- Assessment of current conditions

Task 3.0 Identify Approved List of Benchmarks and Survey Targets

TASK GOALS

- Identify positions to benchmark for the market salary survey.
- Identify and develop a comprehensive list of targets for conducting a successful external labor market salary assessment.

TASK ACTIVITIES

3.1 Identify and review with the CPM the classifications that will be used as benchmarks for the market salary survey. **Note:** Evergreen will work with the CPM to select up to 100 classifications to use as benchmarks for the market salary survey.

3.2 Finalize the list of benchmark positions.

3.3 Review with the CPM up to 20 peer organizations that should be included in the market salary survey.

3.4 Develop a preliminary list of organizations for the external labor market survey, placing a comparative emphasis on characteristics such as:

- size of the organization;
- geographic proximity to the Griffin area;
- economic and budget characteristics; and
- other demographic data.

3.5 Develop a list of survey targets by employee group. Develop a system for use of secondary data (e.g., ERI) including potential sources and weighting of secondary data, if necessary.

3.6 Review survey methodology with the CPM and refine survey methodology prior to distribution of survey.

3.7 After approval of survey methodology, develop contact list of peer organizations and notify peers of impending survey.

KEY PROJECT MILESTONES

- Initial list of survey peers
- Survey methodology
- Final list of survey organizations and contacts

Task 4.0 Conduct Market Survey and Provide External Assessment Summary

TASK GOALS

- Conduct the external labor market salary survey.
- Provide a summary of the survey results to the CPM for review.

TASK ACTIVITIES

4.1 Prepare a customized external labor market salary survey for the CPM's approval. Discuss the questions to include in the market salary survey.

4.2 Contact the targets for electronic completion of the survey. Provide paper copies by fax, if requested.

4.3 Conduct necessary follow-up through e-mails, faxes, and phone calls.

4.4 Collect and enter survey results into Evergreen's electronic data analysis tools.

4.5 Validate all data submitted.

4.6 Develop summary report of external labor market salary survey assessment results.

4.7 Submit summary report of external labor market salary survey assessment results to the CPM.

KEY PROJECT MILESTONES

- Market salary survey instrument
- Summary report of external labor market survey assessment results

Task 5.0 Develop Strategic Positioning Recommendations

TASK GOALS

- Assess the appropriateness of the City's existing compensation philosophy.
- Develop a plan for all employees, providing issue areas and preliminary recommendations for strategic improvement.

TASK ACTIVITIES

5.1 Identify the accepted compensation philosophy and accompanying thresholds.

5.2 Using the market salary survey data collected in **Task 4.0,** and compensation data reviewed in **Task 2.0**, determine the proper pay scale including number of grades and ranges.

5.3 Identify highly competitive positions within the City and customize recommendations for compensation where required.

5.4 Produce a revised or new pay scale(s) that best meets the needs of the City from an external equity standpoint.

KEY PROJECT MILESTONES

- Proposed compensation strategic direction, taking into account external equity
- Plan for addressing unique, highly competitive positions

Task 6.0 Conduct Solution Analysis

TASK GOALS

- Slot classifications into the revised or new pay scale based on survey results.
- Propose several possible options for implementation.

TASK ACTIVITIES

6.1 Use a market based approach, or other appropriate techniques, to properly slot each classification into the revised or new pay scale.

6.2 Place all classifications into pay grades based on **Task Activity 6.1**. Sort alphabetically by job class title, in descending order by range, and by old class title and new class specifications.

6.3 Create implementation solutions for consideration that take into account the current compensation philosophy and financial impact, as well as the findings from the compensation analysis. Recommend alternative compensation policy changes.

6.4 Determine the best solution to meet the needs of the City in the short- and long-term.

6.5 Document the accepted solution.

KEY PROJECT MILESTONES

- Revised or new pay scale(s)
- Classification assignments by pay grade
- Implementation plan(s)
- Documented final solution

Task 7.0 Develop Draft and Final Reports

TASK GOALS

- Develop and submit a draft and final report of the Compensation Study to the City of Griffin.
- Present final report.

TASK ACTIVITIES

7.1 Produce a comprehensive draft report that captures the results of each previous step. The report will include the costs associated with all recommendations as well as implementation strategies.

7.2 Submit the comprehensive draft report to the CPM for review and approval.

7.3 Make edits and submit necessary copies of the final report which will describe the pay plan for the City and will recommend implementation procedures as well as procedures for the continued maintenance and administration of the plan.

7.4 Present the final report, if requested.

7.5 Develop a communication plan for sharing study results with the City's employees.

7.6 Develop a plan for maintaining recommendations over time.

KEY PROJECT MILESTONES

- Draft and final reports
- Final presentation
- Communication plan

Task 8.0 Develop Recommendations for Compensation Administration

TASK GOAL

- Develop recommendations for a maintenance program so administration by City staff may sustain the recommended compensation system/structure.

TASK ACTIVITIES

8.1 Develop recommendations and guidelines for continued administration and maintenance of the compensation system, including recommendations and guidelines related to:

- how employees will move through the pay structure/ system as a result of transfers, promotions, or demotions;

- how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
- the proper mix of pay;
- how often to adjust pay scales and survey the market;
- the timing of implementation; and
- how to keep the system fair and competitive over time.

8.2 Recommend recruitment/retention strategies, where appropriate.

8.3 Finalize and present recommendations to the CPM for review.

KEY PROJECT MILESTONES

- Recommendations for compensation administration
- Recommendations for recruitment/retention policies

Proposed Cost and Timeline

Our total, not-to-exceed, fixed cost to complete all tasks in our work plan is **$24,500.** Our cost is all inclusive, and includes travel costs (meals and lodging), transportation, fringe benefits, indirect cost (overhead), clerical support, and all other out-of-pocket expenses. Evergreen can conduct this study in approximately three months from the execution of a contract. Our cost includes two onsite visits to the City to provide the requested work.

Our preferred method of invoicing is as follows:

- 33% - upon completion of Tasks 1 – 2
- 33% - upon completion of Tasks 3 – 5
- 34% - upon completion of Tasks 6 – 8

We would love the opportunity to again work with the City of Griffin. If you need any additional information, please feel free to contact me at (850) 383-0111 or via email at jeff@consultevergreen.com.

Sincerely,

Dr. Jeffrey Ling, President
Evergreen Solutions, LLC

Compensation and Classification Study



City of Griffin, Georgia

December 20, 2021

MAG Experience for Success…

- The Principals of MAG International, Inc. have a proven track record in providing in-depth management and human resource consulting services for over 25 years in more than 40 states.

- Our clients range from school districts, to municipalities, counties, Utilities, health districts, and public safety organizations nationally.

- MAG principals have completed over 500 similar compensation studies over the years, including Georgia (Peachtree City, Fayetteville, South Fulton, Dougherty County, DeKalb County, Macon-Bibb County, Americus, Savannah, among others.



Scope Of Services

- To provide a classification and compensation study for approximately 480 employees in approximately 166 job classifications.

Facilitators for Success…

- Dr. Donald Long, Ph.D. President, founding partner, with extensive experience in classification and compensation. Over 250 compensation and management studies completed for public sector agencies. Taught HR and finance at Master's level for years.



- David Lookingbill, Consultant Emeritus– scores of compensation and benefits studies. Formerly with Public Sector Personnel Consultants – 25 years of public sector compensation consulting including state, city and tribal jurisdictions. Handles the large employee databases for MAG's studies.



- Russell Campbell, Senior Vice President– more than 22 years of public sector experience in human resource management, organizational development, and strategic planning. Served as State-wide Director for two national consulting firms and has planned, organized, and directed scores of studies in the areas of management auditing/operational reviews as well as compensation and classification. Served as an administrative director for the South Carolina Department of Corrections as well as HR Director for a municipality.



Facilitators for Success

- Carolyn Long, Executive Vice President, CPC, founding partner – hundreds of pay equity, compensation philosophy and policy development studies for cities, counties, boards and authorities. Recognized by Federal District Court as an expert witness in compensation, classification and pay equity. Served as project director for more than 300 HR management studies.



- Steve Foster, Senior Consultant – a retired military veteran who brings years of detailed project management skills to public sector projects. Extensive experience in market and benefits analysis as well as with on-site support.



- James Brittain, Vice President – extensive experience in the public sector at the upper division executive level; a principal project manager for scores of MAG's projects with an emphasis on communication management with employee groups as well as project management.



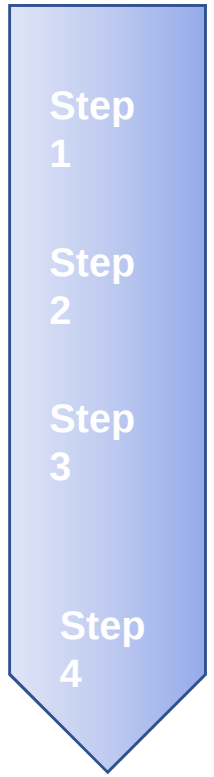
Steps to Success

Step 1 - Project Initiation – Meet via Zoom with HR staff to finalize goals, objectives and timeline. Gather employee and organizational data needed for project

Step 2 – Employee Communication – Provide employee information to communicate process and request participation in gathering information about their jobs using MAG's on-line Job Profile Questionnaire.

Step 3 – Classification Plan Review/Development – Review/analyze current classification structure and evaluate in relation to job information gathered from completed JPQs and current descriptions. Recommend updated classification structure as needed.

Step 4 – Market Salary Survey – Collaborate with HR to identify relevant labor market peer and competitor organizations and survey benchmark class titles. Analyze/evaluate survey results and/or published data to facilitate developing a compensation structure that ensures a competitive status in the local market



Steps to Success…

Step 5 – Pay Plan Development – Integrate the results of Steps 3 and 4 to create a classification/compensation structure that maximizes equitable internal relationships and facilitates establishing and maintaining the organization's ability to attract and retain highly skilled employees

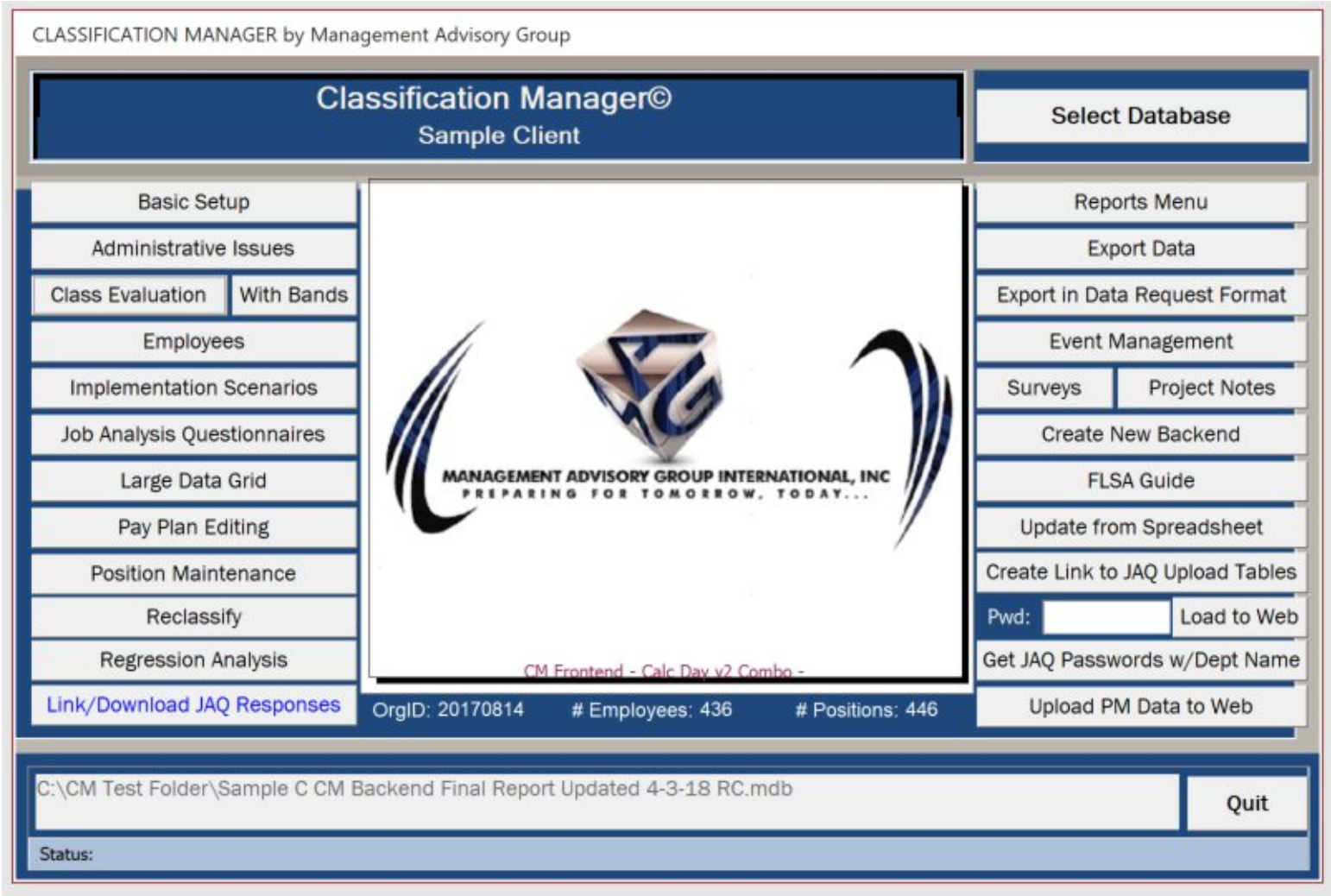
Step 6 – Preliminary Analysis Results/Recommendations – Submit preliminary analysis results/recommendations to HR for technical review. Review results with Executive Leadership to identify issues and obtain pertinent information not available through the questionnaire, descriptions, and market survey processes

Step 7 – Provide Report of Final Results/Recommendations – Present analysis results/recommendations for an updated classification/compensation structure ensuring equitable internal relationships and market competitiveness to governing body for adoption/implementation

Step 8 – Communicate and Present to Board as requested.



MAG's custom software - Classification Manager
One of the tools we use to manage data, create pay structures, and evaluate and classify jobs.



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Factors Used to Classify Jobs

- Data Responsibility
- Judgment
- People Responsibility
- Complexity of Work
- Assets Responsibility
- Impact of Decisions
- Education
- Equipment Usage
- Physical Demands
- Communications
- Math
- Unavoidable Hazards
- Safety of Others
- Experience

Tools for Success…

Market Manager©…the software we use to capture market data.

Market Manager© lets you see exactly how your compensation and benefits stacks up against the competition.

Salary Survey Results for BROWARD COUNTY - ALL GENERAL TITLES

ACCOUNTANT II

Descrip This is the second level job in a series of four. This is professional accounting and supervisory work in directing or coordinating major accounting or fiscal operations. Employees in this class are responsible for assigned phases of accounting work and for supervising subordinate accounting and clerical personnel in this activity. Work frequently includes development of accounting procedures and techniques designed to meet the specialized need of the department. Employees in this class are expected to exercise independent professional judgment in solving most problems that arise within their assigned work areas. Work is reviewed through periodic audits of records, statements, and reports, and by general observation of the activities of the unit for which the employees are responsible.

Quals Graduation from an accredited four-year college or university with major course work in accounting; experience in governmental accounting work; or any equivalent combination of relevant training and experience.

Respondent	MatchingTitle	Match	Min	Mid	Max	Range Width	Exempt	Avg Pay	Actual Pay
HILLSBOROUGH COUNTY, FL	ACCOUNTANT II	Good	$40,764	$56,808	$72,852	78.7%	☐		
BROWARD COUNTY SHERIFF'S OFFICE	ACCOUNTANT II	Good	$45,972	$58,644	$71,317	55.1%	☐		
CITY OF CORAL SPRINGS, FL	ACCOUNTANT	Good	$46,000	$56,500	$67,000	45.7%	☐		
ORANGE COUNTY, FL	SENIOR UTILITIES ACCOUNTANT	Good	$46,966	$60,986	$75,005	59.7%	☐		
CITY OF HOLLYWOOD, FL	SENIOR ACCOUNTANT	Good	$47,442	$65,734	$84,026	77.1%	☐		
CITY OF MIAMI, FL	ACCOUNTANT, SENIOR	Good	$48,027	$56,992	$65,957	37.3%	☐		
MIAMI-DADE COUNTY, FL	ACCOUNTANT II	Good	$49,262	$66,252	$83,242	69.0%	☐		
PALM BEACH COUNTY, FL	ACCOUNTANT	Good	$52,532	$68,099	$83,666	59.3%	☐		
CITY OF FORT LAUDERDALE, FL	ACCOUNTANT II	Good	$59,322	$71,542	$83,762	41.2%	☐		
Average			**$48,476**	**$62,395**	**$76,314**	57.4%			
BROWARD COUNTY, FL	ACCOUNTANT II		**$47,087**	**$59,327**	**$71,567**	**52.0%**			
		$ Difference	($1,389)	($3,068)	($4,747)				
		% Difference	-3.0%	-5.2%	-6.6%				

© MAG Ir

Sample Pay Plan: A Compensation Plan and Structure Designed Specifically for Your Organization

DRAFT

Proposed Pay Plans

Large Client Sample

	Code	Proposed Class Title	Ann Min		Ann Max	Hrly Min		Hrly Max
Unified						#Positions	#EEs	
101			$18,333	$22,000	$29,260	$8.81	$10.58	$14.07
	Z5521	SCHOOL CROSSING GUARD				0	0	
103			$21,186	$25,424	$33,814	$10.19	$12.22	$16.26
	W4007	LIBRARY AIDE				241	241	
	W9615	Recreation Aide				26	26	
	Z4123	STUDENT SEASONAL LIFEGUARD				144	144	
	Z5000	Student Worker				200	200	
105			$24,484	$29,380	$39,076	$11.77	$14.13	$18.79
	B4106	CONCESSION ATTENDANT				12	12	
	B7505	Custodian				33	33	
106			$26,320	$31,584	$42,007	$12.65	$15.18	$20.20
	W6395	Driver				8	8	
	B7541	GROUNDSKEEPER				48	48	
	B4181	RANGE ATTENDANT				28	28	
	B5505	Security Guard				18	18	
	B4154	Stable Attendant				8	8	
107			$28,294	$33,953	$45,157	$13.60	$16.32	$21.71
	B7111	BRIDGETENDER				18	18	
	B6430	Cook				8	8	
	W3105	Data Aide				5	5	
	B7515	Maintenance Worker				181	181	
	B6403	Mosquito Control Inspector				7	7	
	B4103	Park Aide				86	86	
	B0203	Print Shop Assistant				1	1	
	W3151	Survey Technician				4	4	
	B7931	WEIGHSTATION OPERATOR				2	2	

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Implementation Report Detail: Implementation Costs Provided for Every Individual in the Study

DRAFT

Large Client Sample Implementation Report

Proposed Pay Plan Unified

Dep't Name: Aviation Dep't Code: 400

Unit Name: Aviation Unit Code: 300

Original / Proposed	Class Title	Class Code	Grade Min	Grade Mkt	Grade Max	Grade #	Step	FTE Duty	Experience: Hire Date / Exper.Date	Experience: Promotion / Days All'd	Salary	Adjustments: Flat % Min	Adjustments: Mkt Max	Adjustments: Step OrgExp	Adjustments: % Chg Asgn	Compa Ratio	Position # / Employee Name
CONTRACT/GRANT ADMN III		P2356	47,087	59,327	71,567	P170		1.000	04/16/2007	01/09/2012	49,470			0	36.73%	83.39%	01294
Contract/Grant Administrator, Senior		P2352	62,688	75,226	100,050	118	0	260	01/10/2012	1452	67,642	13,218	4,954	0	0		EDWARDS, DANIELLE
CONTRACT/GRANT ADMN III		P2356	47,087	59,327	71,567	P170		1.000	12/27/1994	11/28/2010	53,961			0	27.93%	90.96%	07951
Contract/Grant Administrator, Senior		P2352	62,688	75,226	100,050	118	0	260	11/29/2010	1859	69,031	8,727	6,343	0	0		REGISTE, IGERE
HUMAN RESOURCES OFFICER		N2317	60,856	79,175	97,494	N018		1.000	09/18/2000	04/28/2014	77,219			0	0.00%	97.53%	07952
HUMAN RESOURCES OFFICER		N2317	62,688	75,226	100,050	118	0	260	03/19/2014	653	77,219	0	0	0	0		BRUCE, DEBORAH
SPECIAL PROJ COORD IV		N2364	52,641	68,352	84,062	N016		1.000	06/18/2003	09/13/2015	55,460			0	13.70%	81.14%	10149
Program/Project Coordinator, Senior		N2353	62,688	75,226	100,050	118	0	260	09/14/2015	109	63,060	7,228	372	0	0		DRISCOLL, SEAN
SPECIAL PROJ COORD IV		N2364	52,641	68,352	84,062	N016		1.000	09/26/2005	02/15/2015	54,220			0	17.63%	79.33%	05217
Program/Project Coordinator, Senior		N2353	62,688	75,226	100,050	118	0	260	02/16/2015	319	63,777	8,468	1,088	0	0		FORESTER, LISA
SPECIAL PROJ COORD IV		N2364	52,641	68,352	84,062	N016		1.000	05/10/2006	10/11/2015	58,457			0	7.71%	85.52%	01077
Program/Project Coordinator, Senior		N2353	62,688	75,226	100,050	118	0	260	10/12/2015	81	62,965	4,232	276	0	0		WILLMAN, KAROLYNN
AIRPORT OPER SUPERVISOR		X7728	50,088	65,863	81,639	X600		1.000	08/28/2006	09/30/2013	52,624			0	15.77%	79.90%	07939
AIRPORT OPERATIONS SUPERVISOR		X7728	58,315	69,977	93,070	117	0	260	10/01/2013	822	60,924	5,691	2,609	0	0		ADDERLEY, DWAYNE
AIRPORT OPER SUPERVISOR		X7728	50,088	65,863	81,639	X600		1.000	03/01/2015	03/01/2015	51,340			0	15.47%	77.95%	05617
AIRPORT OPERATIONS SUPERVISOR		X7728	58,315	69,977	93,070	117	0	260	03/02/2015	305	59,283	6,974	968	0	0		ALVERO, JASON
AIRPORT OPER SUPERVISOR		X7728	50,088	65,863	81,639	X600		1.000	02/27/2006	07/07/2013	52,624			0	30.89%	79.90%	06870
AIRPORT OPERATIONS SUPERVISOR		X7728	58,315	69,977	93,070	117	0	260	11/21/2006	3328	68,878	5,691	10,563	0	0		BARNHART, HEATHER
AIRPORT OPER SUPERVISOR		X7728	50,088	65,863	81,639	X600		1.000	02/14/2000	03/09/2008	52,624			0	28.02%	79.90%	05435
AIRPORT OPERATIONS SUPERVISOR		X7728	58,315	69,977	93,070	117	0	260	03/10/2008	2853	67,370	5,691	9,055	0	0		BRAUN, ROY
AIRPORT OPER SUPERVISOR		X7728	50,088	65,863	81,639	X600		1.000	08/27/2002	08/27/2002	62,752			0	17.58%	95.28%	00428
AIRPORT OPERATIONS SUPERVISOR		X7728	58,315	69,977	93,070	117	0	260	08/28/2002	4874	73,785	0	11,033	0	0		CATALFAMO, ANGELA
AIRPORT OPER SUPERVISOR		X7728	50,088	65,863	81,639	X600		1.000	11/07/1994	10/21/2007	52,624			0	28.87%	79.90%	10161
AIRPORT OPERATIONS SUPERVISOR		X7728	58,315	69,977	93,070	117	0	260	10/22/2007	2993	67,814	5,691	9,500	0	0		CHAVEZ, MANUEL
AIRPORT OPER SUPERVISOR		X7728	50,088	65,863	81,639	X600		1.000	01/03/2006	12/12/2010	52,624			0	21.94%	79.90%	07534
AIRPORT OPERATIONS SUPERVISOR		X7728	58,315	69,977	93,070	117	0	260	12/13/2010	1845	64,171	5,691	5,856	0	0		CHERY, GUERDIE
AIRPORT OPER SUPERVISOR		X7728	50,088	65,863	81,639	X600		1.000	05/19/1996	12/26/2010	52,624			0	21.86%	79.90%	05619
AIRPORT OPERATIONS SUPERVISOR		X7728	58,315	69,977	93,070	117	0	260	12/27/2010	1831	64,126	5,691	5,812	0	0		COPPING, TERENCE

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Implementation Cost Summary: Costs Summarized for You

Large Client Sample Implementation Report

DRAFT

Summary for Large Client Sample

Current Payroll	$247,796,766	# Positions	5,148		
Flat 0% Adjustment	$0	# Positions Adjusted (any type)	2,387	# Not Adj	2,761
Adjustment To Minimum	$3,765,123	# Adjusted To Minimum	1,219		
Adjustment Toward Mkt	$0	# Adjusted Toward Market	0		
Adjustment Toward Maximum	$8,134,515	# Adjusted Toward Maximum	2,385		
Adjustment To Step	$0	# Adjusted To Step	0		
OrgExp Adjustment	$0	# OrgExp Adjustments	0		
Stipends / Supplements	$0	# Assignment	0		
Total Applied Adjustments	$11,899,638				
Proposed Payroll	$259,696,404	% Change in Total Payroll	4.80%		
FICA Rate: 0					
Proposed Payroll plus FICA	$259,696,404				

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Consultants for Success…

What Sets MAG Apart…

- Extensive experience with many types of operations.
- MAG's tools and software are the most advanced in the field.
- You receive customized attention and reports.
- You can be assured of accuracy, timeliness, and defensible reports that can be easily explained.
- Normal phone and off site follow up support for the first year at no additional cost leaves you in a position of success.



Estimated Budget Cost…

MAG has developed a project budget based on the scope of services that includes approximately 480 employees and 166 job classes within the scope of the study.

MAG's preliminary budget is $44,500. A sample agreement can be provided.

Ad hoc services as requested, would be provided at an hourly rate of $200.



CONDREY & ASSOCIATES, INC.

A Human Resources Consulting Company

December 18, 2021

Ms. Stephanie Woods
Human Resources Director
City of Griffin
100 South Hill Street, Suite 401
Griffin, GA 30223

Dear Ms. Woods:

I have enclosed a proposal to conduct a classification and compensation study for the City of Griffin. If selected, we plan to begin work on the project February 1, 2022, with a preliminary report submitted for review in April 2022 and a final report submitted on or before April 30, 2022. The enclosed proposal outlines a thorough study for the City.

Condrey and Associates has been serving clients nationwide for more than 23 years and has never been involved in any litigation. I strongly encourage you to check the references we have listed in our proposal packet. I believe you will find that we work very hard to deliver a thoroughly documented and competitive personnel system that meets the needs of management and employees alike.

This offer of services is valid until June 30, 2022. We will be happy to revise the enclosed memorandum of agreement to meet appropriate legal requirements as deemed necessary by the City of Griffin or to enter into an appropriate contract initiated by the City.

We are looking forward to providing high quality human resource management consulting services to the City of Griffin. I believe you will find our firm to be highly competent and responsive to the needs of your jurisdiction. Please contact me at (706) 380-7107 if I may provide further information.

Sincerely,

Steve Condrey

Steve Condrey, Ph.D.
President

PROPOSAL FOR A CLASSIFICATION

AND COMPENSATION STUDY

FOR THE CITY OF

GRIFFIN, GEORGIA

December 18, 2021

Condrey and Associates, Inc.
PO Box 7907
Athens, Georgia 30604-7907
(706) 380-7107 (phone)
(586) 816-4067 (fax)
steve@condrey-consulting.com
www.condrey-consulting.com

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PROFILE OF PROPOSER

Condrey and Associates, Inc. is a human resource management consulting firm providing personnel-related technical assistance to local and state government organizations. All work performed for the City of Griffin project will be conducted from the firm's offices in Athens, Georgia.

The two principals associated with the project, Dr. Steve Condrey and Ms. Jan Hansford, have collaborated on over 500 similar projects for state and local governments. Consultants for this project will be chosen from among consultants with specific subject matter knowledge in local government, public safety, public utilities, public health, and public works administration: Mr. Mark Knowles, an independent consultant experienced in financial administration and information technology, Dr. Rex Facer, Associate Professor in the Romney Institute of Public Management at Brigham Young University and a skilled human resources consultant, Gene Mays, former Chief Deputy of the Athens-Clarke County, Georgia, Sheriff's Department and a skilled law enforcement consultant, Mr. James Hansford, a skilled classification consultant and former Executive Director of the Georgia Firefighter Standards and Training Commission, Mr. Mike Mahathirath, a skilled consultant specializing in IT, Finance and Staffing Analyses, Dr. Mark Foster, an industrial psychologist with extensive experience in law enforcement administration, Dr. James M. Austin, Jr., an industrial psychologist and President of Austin Consulting, Inc., Mr. Brian Burke, a certified Real Estate Appraiser and Firefighter, and Dr. Greg Reece, a skilled technical writer and consultant.

REPRESENTATIVE CLIENT CONTACTS

Listed below are seven representative references. Additional professional references are available upon request.

Ms. Holly S. Fields
Human Resources Director
City of Hinesville
115 East M. L. King, Jr. Drive
Hinesville, GA 31313
(912) 876-3564
hfields@cityofhinesville.org

We completed a comprehensive classification and compensation study for the City of Hinesville in 2018 (approximately 200 employees). We completed an update of their pay plan in 2021.

Ms. Marsha Sloss
Human Resources Director
City of Athens
200 West Hobbs Street
Athens, Alabama 25611
(256) 233-8730

We completed a comprehensive classification and compensation study for the City of Athens in 2021 (approximately 375 employees).

Mr. Robert McConnell
Director of Human Resources
City of Bismarck
221 N. 5th Street
Bismarck, ND 58506-5503
(701) 355-1330
rmcconnell@bismarcknd.gov

We completed a comprehensive classification and compensation study for the City of Bismarck in 2015 (approximately 575 employees). We completed an update for the City in 2021.

Ms. Heather Doke, PHR
Human Resources Director
City of Sheridan
55 Grinnell Plaza
Sheridan, WY 82801
(307) 675-4220
hdoke@sheridanwy.net

We completed a comprehensive classification and compensation study for the City of Sheridan in 2005 (approximately 200 employees). We completed updates of their system in 2013 and 2018. We are in the process of updating their system for 2022.

Ms. Tara Palmer
Human Resources Director
Paulding County Board of Commissioners
Watson Government Complex
240 Constitution Boulevard
Dallas, GA 30132
(770) 443-7521
tara.palmer@paulding.gov.

We completed a comprehensive classification and compensation study for Paulding County in 2017 (approximately 900 employees). We completed an update for the County in 2020.

Mr. Eric Mosley
County Manager
Troup County Government
100 Ridley Avenue, Third Floor
LaGrange, GA 30240
(706) 302-4891

We completed a comprehensive classification and compensation study for Troup County in 2017 (approximately 450 employees). We completed an update of their system in 2021.

Mr. Mike Walker
Assistant County Manager
Tift County Board of Commissioners
225A Tift Avenue, Suite 204
Tifton, Georgia 31794
(229) 388-6032.

We completed a comprehensive classification and compensation study for Tift County in 2007 (approximately 320 employees). We completed updates of their system in 2018 and 2021.

SELECTED CLIENTS

Alabama
Alabama Department of Postsecondary Education
Alabama Department of Corrections
Alabama Department of Human Resources Head Start
Anniston Water Works and Sewer Board
City of Anniston
City of Athens
City of Auburn
Curry Water Authority
City of Decatur
City of Dothan
Dothan-Houston County Intellectual Disabilities Board
City of Enterprise
City of Eufaula
Cleburne County
Eufaula Water & Sewer Board
Etowah County
Town of Falkville
City of Gadsden
City of Jasper
Jasper Water Works and Sewer Board
Lee County
Limestone County
City of Madison
City of Mobile
Mobile County
Mobile County Personnel Board
Mobile Area Water and Sewer Board
Mobile Housing Authority
North Central Alabama Regional Council of Governments (NARCOG)
City of Opelika
City of Prattville
City of Rainbow City
City of Tallahassee
City of Tuscaloosa
Selma Waterworks and Sewer Board
Walker County

Alaska
Matanuska-Susitna Borough

Arkansas
City of Jonesboro
City of North Little Rock

Connecticut
Town of Waterford

Florida
City of Miami Beach
St. Johns County
City of Panama City Beach
St. Johns County Property Appraiser
St. Johns County Clerk of Courts

Georgia
City of Acworth
Ben Hill County
Brunswick-Glynn County Joint Water and Sewer Commission
City of Canton
City of Cartersville
Columbus Consolidated Government
Cook County
Coweta County Water and Sewerage Authority
City of Forest Park
City of Hinesville
City of Holly Springs
City of Lawrenceville
City of Suwanee
Lowndes County
Morgan County
Paulding County
City of Peachtree City
Pickens County
City of Statesboro
Tift County
Troup County
City of Tybee Island
United Methodist Church, North Georgia Conference
City of Valdosta
City of Watkinsville

Kentucky
Bowling Green Municipal Utilities
DESA International, Inc., Bowling Green
City of Morganfield

Illinois
Village of Forsyth
City of Moline

Iowa
Dallas County
Muscatine Power and Water
City of Pella

Maine
City of Scarborough

Maryland
City of Takoma Park

Missouri
City of Cape Girardeau
City of Gladstone
City of Jefferson City
City of Lake Saint Louis
City of O'Fallon
City of Sedalia

Nevada
Carson City School District
City of Boulder City

New Hampshire
Local Government Center
City of Concord
Town of Hanover
Manchester Employees' Contributory Retirement System

New Mexico
Bloomfield School District
Deming Public School System
Santa Fe Community College
San Juan College

New York
Madison County Government
Onondaga County Government
Orange County Government

North Carolina
Braswell Memorial Library, Rocky Mount
Cape Fear Public Utility Authority
Town of Chapel Hill
City of Hickory
City of Laurinburg

North Carolina, (Continued)
Lenoir County
City of Lincolnton
Lincoln County Government
North Carolina League of Municipalities
Orange County Government
City of Rocky Mount
Rutherford County Government
City of Wilson

North Dakota
City of Bismarck
City of Mandan
Mandan Parks District

Oklahoma
City of Broken Arrow
Northeastern State University

South Carolina
Town of Fort Mill
City of Goose Creek
Jasper County Government
McCormick County
Saluda County

South Dakota
City of Aberdeen
City of Pierre
Minnehaha County
Pennington County
City of Madison
City of Mitchell
City of Rapid City
City of Spearfish

Tennessee
City of Hendersonville

Texas
City of Big Spring
City of Beaumont
City of Forney
City of Galveston
City of Rockport
City of Seabrook

Texas (Continued)
Galveston County Government
Galveston County Health District
Harris County Housing Authority
Oller Engineering, Inc., Lubbock
Texas Municipal League Intergovernmental Risk Pool
Webb County Government

Vermont
Town of Hartford
Town of Norwich

Virginia
The Children's Center
City of Franklin
Franklin Development and Housing Authority
Powhatan County
Town of Rocky Mount
Town of Vinton

Washington
City of Moses Lake

Wyoming
City of Casper
City of Cody
City of Evanston
Evanston Parks & Recreation District
City of Gillette
City of Green River
City of Laramie
City of Rock Springs
City of Sheridan
Sheridan County Government
Sheridan Recreation District

SUMMARY OF PROPOSER'S QUALIFICATIONS

Stephen E. Condrey, Ph.D. Steve Condrey, President of Condrey and Associates, has over thirty years of professional experience in human resource management and has consulted nationally and internationally with over 800 organizations concerning personnel-related issues. He is the immediate past Editor-in-Chief of the *Review of Public Personnel Administration* and is the co-editor of *Public Administration in Post-Communist Countries* (CRC Press, 2013), editor of the *Handbook of Human Resource Management in Government*, Jossey-Bass, (1998, 2005 and 2010), and *Radical Reform of the Civil Service*, Lexington Press, 2001. He is the 1998 recipient of the University of Georgia's Walter Barnard Hill Award for Distinguished Achievement in Public Service and Outreach and was named Hill Fellow by the University of Georgia in 2004 (the University of Georgia's highest public service faculty honor). He holds the IPMA-SCP designation from the International Public Management Association for Human Resources. Steve retired from the Carl Vinson Institute of Government, University of Georgia in 2010. He was appointed by President Obama as Chairman of the Federal Salary Council in 2010 and served in this capacity until 2017. Dr. Condrey was elected as a Fellow to the National Academy of Public Administration in 2012 and was President of the American Society for Public Administration for 2013-2014.

Ms. Jan Hansford. Jan Hansford, Vice President of Condrey and Associates, is a Principal Human Resource Management Consultant with the Vinson Institute and recently retired as Human Resources Director of Athens-Clarke County, Georgia, a consolidated government of over 1600 employees. With over 30 years of related experience, both as a practitioner and as a consultant, Jan specializes in administrative classification issues, *Fair Labor Standards Act* compliance, and payroll restructuring and administration. She is also well-versed in communicating complex classification and compensation issues in a clear and understandable fashion and will assist in communicating study results to department heads, elected officials, and employees. Ms. Hansford has assisted in managing over 400 personnel-related projects. Jan holds the IPMA-SCP designation from the International Public Management Association for Human Resources.

Mr. Mark Knowles. Mark Knowles, Principal Consultant with Condrey and Associates, is the founder of GovDirections.com – a leading online procurement monitoring system. Mark has prior experience with the Georgia Municipal Association, where he provided technical assistance to local governments. Mark has assisted with organizational management issues related to technology in several communities including the cities of Rapid City, South Dakota, and Auburn, Alabama. Mark has experience in performance benchmarking and assisted in the design and implementation of systems in communities such as Lowndes County and Dawson County, Georgia. Mark has over twenty years of classification and compensation experience and has assisted managing projects in over 200 jurisdictions across the United States.

Mr. Gene Mays. Gene Mays, Senior Consultant with Condrey and Associates, has over twenty-five years of law enforcement experience as a Patrol Officer, Corporal, Juvenile Officer, Detective, Sergeant, Internal Affairs Officer, and Captain with the Athens-Clarke County Police Department. He recently retired as Chief Deputy of the Clarke County, Georgia Sheriff Department. In addition to directly related law enforcement experience, Gene is a skilled law

enforcement consultant, having consulted with numerous jurisdictions concerning personnel-related issues (classification and compensation, job analysis, and assessment centers). Gene coordinated the law enforcement interviews with the City of Anniston, Alabama, Orange County, North Carolina, Jefferson City, Missouri, North Little Rock and Jonesboro, Arkansas, Galveston County, Texas, Wilson, North Carolina, Auburn, Alabama, Cape Girardeau, Missouri, Sheridan, Wyoming, Gladstone, Missouri and Jasper, Alabama projects.

Mr. James E. Hansford. Jim Hansford, Principal Consultant with Condrey and Associates, has over thirty-five years of experience as a Firefighter, Lieutenant, Captain, Chief of Training and Fire Chief of a consolidated government fire department. He recently retired as the Executive Director of the State of Georgia Firefighter Standards and Training Council, where he administered the certification program for all fire departments in the State of Georgia. Jimmy is a member of the International Association of Fire Chiefs, Georgia Association of Fire Chiefs, and the Georgia Firefighters Association. Mr. Hansford is a skilled consultant, having assisted with over 100 personnel-related projects in various jurisdictions.

Mr. Mike Mahathirath. Mike Mahathirath, Senior Consultant with Condrey and Associates, is co-founder of GovDirections – the leading online procurement monitoring service. Mike has prior experience with the Georgia Municipal Association and the Georgia Department of Community Affairs. Mike managed one of the largest lease-purchase pools in the United States and implementation of a statewide uniform chart of accounts for Georgia Local Governments. Mike has over twelve years of experience working with local governments throughout the United States.

Dr. Rex Facer. Rex L. Facer II, Senior Consultant with Condrey and Associates, is an Associate Professor in the Romney Institute of Public Management in the Marriott School at Brigham Young University where he teaches in the Master of Public Administration program. President Obama appointed Facer to the Federal Salary Council in 2010. Facer previously served on NASPAA's Commission on Peer Review and Accreditation, including a term as chair. The commission is the accrediting body for master's degree programs in public administration. Professor Facer regularly lectures and consults nationally and internationally on human resource management and local public finance issues. His published research has appeared in leading peer-reviewed journals. His current research focuses on public sector compensation practices, alternative work schedules, and local government finance. Rex coordinates all performance appraisal design and training as well as all salary equity analyses for Condrey and Associates, Inc.

Dr. James M. Austin, Jr. Jim Austin, Senior Consultant with Condrey and Associates, is President of Austin Consulting, Incorporated. Dr. Austin has extensive experience in conducting job analysis, assessment center preparation/administration, policy development, training, and position classification activities in a variety of public and private sector organizations including Home Depot.

Dr. Mark Foster. Mark Foster, Senior Consultant with Condrey and Associates, is an industrial psychologist with over 20 years of experience in law enforcement personnel selection and promotion administration. Mark has coordinated the promotional process for the Georgia State

Patrol for the past twelve years, and the Georgia Bureau of Investigation for the past eight years. Additionally, he has consulted nationally with numerous other law enforcement agencies and with Fortune 500 corporations such as Georgia Pacific and Federal Express.

Dr. Cathy Reese. Cathy Reese, Senior Consultant with Condrey and Associates, is Assistant Professor of Public Administration at Arkansas State University where she teaches courses in budgeting, financial administration, and human resource management. Cathy has over 15 years of experience in conducting classification and compensation studies and most recently worked on the North Little Rock and Jonesboro, Arkansas, projects.

Mr. Brian Burke. Brian Burke, Senior Consultant with Condrey and Associates, is a certified Real Estate Appraiser and Fire Officer. Brian has consulted with over 30 organizations, and currently works for a local government.

Ms. Linda Seagraves. Linda Seagraves, Principal Consultant with Condrey and Associates, is a Personnel Specialist with the Vinson Institute of Government. Ms. Seagraves specializes in payroll restructuring and is skilled in calculating project implementation costs so that accurate budget projections are provided to the client. Ms. Seagraves has consulted with over 500 organizations.

Dr. Gregory L Reece. Greg Reece, Principal Consultant with Condrey and Associates, is a human resources technical writer and skilled consultant with over fifteen years of experience in providing services related to the development of classification and compensation plans for city and county governments, state and regional agencies, non-profit organizations, libraries, and colleges and universities. He specializes in the review and analysis of job data in the development of defensible job descriptions for public-sector employees using the Factor Evaluation System (FES). He holds degrees from Claremont Graduate University (Ph.D.), Vanderbilt University (M.Div.), Samford University (B.A), and Martin Methodist College (A.A.). Greg has provided consulting services for the City of Auburn, AL Library; the Lincoln County, NC Library; the Morton-Mandan, ND Library; the McCormick County, SC Library; the City of Eufaula, AL Library; the Mitchell, SD Library; and various college and university-based libraries. Greg lives in Montevallo, AL where he serves as President of the Parnell Memorial Library Foundation Board, a 501c3 organization which provides financial and other support for Montevallo's public library.

SUMMARY OF CONSULTANT RESPONSIBILITIES AND ASSIGNMENTS

Steve Condrey will serve as project director and will coordinate all direct contacts with the client in conjunction with **Jan Hansford**. Jan will also coordinate the classification interview schedule, personally interview top administrative personnel, be responsible for constructing the overall classification plan, direct the salary survey, calculate project implementation costs, review the proposed classification plan with appropriate City officials, conduct employee classification appeals (if any), and be available on an as-needed basis for follow-up technical assistance and training during the first year of project implementation.

Dr. Greg Reece is the writer for the project. **Linda Seagraves** will coordinate salary data collection activities as part of this project and will calculate the costs of various project implementation plans.

City of Griffin staff support required for the project will be minimal. We request that one person be appointed to serve as our principal contact for the purpose of communicating project plans and schedules and gathering current payroll information.

PROJECT UNDERSTANDING, PROPOSED APPROACH, AND METHODOLOGY

* For a full description of project activities please see the enclosed draft contract.

* Condrey and Associates will conduct a salary survey specifically for this project. Approximately 20 organizations will be invited to participate in the survey. The salary data will be collected using an internet-based salary survey.

* We will provide the City of Griffin with three implementation plans showing the relative impact of differing funding levels on the compensation plan. This will provide the City with a degree of flexibility in implementing the project. Back-up data will provide individual employee salary calculations for placement in the new plan. Additionally, Condrey and Associates will discern the need for and, if necessary, detail the cost of any equity adjustment to ease employee pay compression.

* Three months following project implementation, Condrey and Associates will conduct an employee appeals process. The appeals process will provide employees an opportunity to provide written justification for appealing their classification. Condrey and Associates will reply to all appeals in writing and will conduct telephone reviews to ascertain the nature of the appeals. We normally have few (if any) classification appeals.

* Condrey and Associates utilizes a modified version of the Factor Evaluation System (FES). FES is the most widely utilized point-factor evaluation system and is the basis for most all other point-factor job evaluation systems. We have utilized FES in over 500 organizations of differing functions and degrees of administrative sophistication. We find that FES, when applied skillfully and properly, produces an internally equitable classification plan that is highly acceptable to management as well as the organization's employees. Training in FES application will be provided to the City of Griffin human resources staff. Also, we provide a full year of follow-up technical assistance to include additional training to ensure that the system is properly maintained. Please note that all FES data calculations are available in electronic format. Also, since FES is in the public domain, there are no copyright or royalty fees associated with its use.

* We will conduct extensive interviews with city department heads. This will help assure an accurate and internally equitable classification plan that is accepted by management as well as the City's employees.

***** Condrey and Associates utilizes a system of career ladders as an overlay to the classification system developed through our job evaluation system. These career ladders provide avenues for managerial flexibility as well as individual employee incentive and achievement. We believe this methodology is superior to traditional broad-banding and avoids that system's potential flaws, including those related to equal pay.

* Condrey and Associates is very familiar with the *Americans with Disabilities Act* (ADA). In addition to providing advice to clients in the practical application of ADA, one of the firm's principals conducted the most extensive survey to date of ADA implementation in America's cities. Approximately 300 cities responded to the survey. The results appear in the *American Review of Public Administration.*

SUMMARY OF THE PROPOSED FEE STRUCTURE

Condrey and Associates will provide the services outlined in the enclosed draft contract for the **fixed cost** of $37,500. This fee includes one year of follow-up technical assistance at no additional charge to the jurisdiction.

MEMORANDUM OF AGREEMENT

This agreement is made and entered into this ___ day of _____, 2021, by and between the City of Griffin, party of the first part, hereinafter called the COOPERATOR and Condrey and Associates, Inc., party of the second part, hereinafter called the CONSULTANT. All obligations under this agreement will be performed by Condrey and Associates, Inc.

WITNESSETH, inasmuch as the COOPERATOR is desirous of setting up a cooperative service with Condrey and Associates and inasmuch as the CONSULTANT is willing to undertake and conduct such a cooperative service, the purpose of this agreement is to establish the terms and conditions under which such a cooperative service will be accomplished pursuant to the conditions herein set forth.

The CONSULTANT is an independent contractor. Furthermore, the parties hereto agree that any information gathered from the COOPERATOR or its employees, and the documents prepared therefrom, shall be the property of the COOPERATOR. They shall remain confidential and shall not be used by CONSULTANT other than in its duties and responsibilities hereunder.

NOW, THEREFORE, in consideration of the following mutual promises, covenants, and conditions, it is agreed as follows:

Section I

Condrey and Associates will:

a. Carry on the cooperative service via telephone, Zoom, and in the offices of Condrey and Associates substantially as set forth in the attached outline marked "Appendix A" and made a part of this agreement.

b. Preserve all of its records bearing upon the amounts payable under this agreement, and further agrees that any specifically authorized representative of the COOPERATOR shall, until the expiration of one year after final payment under this agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records of Condrey and Associates involving transactions related to this agreement.

Section II

COOPERATOR will pay Condrey and Associates a fixed fee of $37,500. This amount will be paid in two (2) equal installments, within twenty (20) days of receipt of billing. The invoices should be directed to Ms. Stephanie Woods, Human Resources Director, City of Griffin, 100 South Hill Street, Suite 401, Griffin, GA 30223; telephone number (770) 229-6400. The billings shall occur on February 15, 2022 and April 1, 2022.

Section III

The term of this agreement shall be from February 1, 2022 through April 30, 2022. However, it may be terminated by either party by written notice of such intent submitted 30 days in advance. In the event of such termination, the COOPERATOR will pay Condrey and Associates a prorated portion of the upcoming installment consistent with the revised termination date. Condrey and Associates will continue to work on the project until the revised termination date and will provide to the COOPERATOR interim findings and summary notes that reflect the status of the project at the time of revised termination.

Section IV

This agreement may be modified at any time by mutual consent of the parties hereto. Any modification hereto shall be in writing and signed by both parties.

Section V

Neither party to this agreement will discriminate against any person, employee or applicant for employment because of race, creed, color, religion, sex, national origin, ancestry, age, veteran status, or disability.

IN WITNESS WHEREOF, this agreement is entered into on the date first above written.

FOR CONDREY AND ASSOCIATES:

_____
Stephen E. Condrey
President

Date:_____

_____
Jan H. Hansford
Vice President

Date:_____

Corporate Seal

FOR THE CITY OF GRIFFIN:

_____

Date:_____

APPENDIX A

Contract for Technical Assistance to the City of Griffin: Proposal for Reviewing and Updating the City's Compensation and Classification System

The administration of the City of Griffin has determined the need for a review and updating of the job classification system and pay plan for its employees covered under its personnel system.

Objectives

Condrey and Associates proposes the following schedule of activities to accomplish three objectives:

1. Review and revise the current personnel classification system and pay plan for all employees covered under this agreement;

2. Collect salary data and produce a recommended pay plan based on job analysis, job evaluation, and survey data; and

3. Train designated personnel in each step of classification and pay plan development to help insure the implementation and maintenance of the system.

Phase I – Developing a Work Plan and Schedule of Activities

1.1 Condrey and Associates, in cooperation with appropriate officials, will generate a work plan of activities and target dates for completion.

1.2 During this phase all the documents detailing the current personnel policies and procedures, job classification system and pay plan will be made available to Condrey and Associates for review and analysis.

Phase II – Job Analysis Survey

2.1 Condrey and Associates staff will interview city department heads concerning employee duties and responsibilities.

2.2 Condrey and Associates will review specifically identified positions and make recommendations for placement on the current plan and assist with a general audit to determine if any other positions warrant review.

2.3 Condrey and Associates staff will make recommendations for revision of the position classification system based on 2.1 and 2.2 above.

Phase III -- Job Evaluation

3.1 Condrey and Associates staff will furnish a job evaluation format of established procedures for ranking jobs and measuring differences in job content.

3.2 Condrey and Associates staff and appropriate city officials will select a format best suited for measuring different levels of knowledge, skills, and abilities required to perform the jobs to be evaluated.

Phase IV -- Developing a Compensation Structure

Condrey and Associates will:

4.1 Condrey and Associates will conduct a salary survey of organizations specifically for this project. The survey will include up to 20 organizations and 45 benchmark positions.

4.2 Condrey and Associates will collect, review, and format published salary data covering relevant public and private organizations.

4.3 Condrey and Associates will analyze and format the survey data for use in establishing competitive pay levels.

4.4 After the survey data is compiled, Condrey and Associates will review all data generated to this point with appropriate officials to determine what additional information needs to be considered before moving to the next phase.

Phase V – Developing a Pay Plan

Condrey and Associates will:

5.1 Establish recommended pay grades based on the job evaluation results (Phase III) and the wage survey (Phase IV).

5.2 Establish pay steps or ranges in each grade and present the complete recommended pay plan to appropriate officials for review. At this point the plan will reflect the data from Phases III and IV as well as cost-of-living data and the jurisdiction's financial condition and compensation policy.

Phase VI – Implementing and Administering the Program

Condrey and Associates will:

6.1 Recommend a series of career ladders and lattices as appropriate.

6.2 Determine the proper FLSA designation of each position.

6.3 Present alternative plans to ameliorate salary compression.

6.4 Be available to provide a reasonable level of ongoing technical assistance necessary to maintain the program.

Cost and Duration

The cost to Condrey and Associates to provide the services specified in this proposal will be a **fixed fee** of $37,500. Considering the scope of the project, we anticipate a three (3) month work plan beginning February 1, 2022, with final reports submitted on or before April 30, 2022. Follow-up technical assistance will be provided through April 30, 2023 at no additional cost to the City (with the exception of travel-related costs). Formal involvement would terminate April 30, 2022.

City of Griffin
Schedule of Activities

DATE	ACTIVITY
February 2022	o Conduct project orientation for human resources staff and department heads o Distribute current job descriptions for department head review o Revised job descriptions returned to Condrey and Associates
March 2022	o Conduct department head interviews o Conduct salary survey
April 2022	o Continue salary survey o Develop preliminary cost estimate o Present preliminary classification and pay report o Publish final report
May 2022 - April 2023	o Provide follow-up technical assistance in pay plan implementation.

Project Directors: Dr. Stephen E. Condrey, President
Ms. Jan Hansford, Vice President
Condrey and Associates, Inc.
PO Box 7907
Athens, GA 30604-7907
(706) 380-7107 (Phone)
(586) 816-4067 (FAX)
steve@condrey-consulting.com
jan@condrey-consulting.com
www.condrey-consulting.com

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider a resolution per Sec. 2-190, Emergency Procurement, of the Griffin Code of Ordinances to ratify the purchase of fifty pole mount transformers from Stuart C. Irby Co., lowest quote, in the amount of $43,590. *Electric Director, Jennifer Freeman will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

Pursuant to Sec 2-190, Emergency Procurement, of the city code, the emergency purchase of these transformers was necessary due to the Electric Department's low inventory of pole mount transformers. Because of material shortages, vendors will not quote transformers, or the lead times exceed 80 weeks. The Stuart C. Irby Company has the lot of 50 transformers, (20) 15 KV, (20) 25KV and (10) 50 KV transformers, in stock and ready to ship.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

The cost of the fifty (50) pole mount transformers is $43,590 and is budgeted in FY22 budget.

Submitted By:
Jennifer Freeman

Meeting Date:
25/01/2022

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
PO and two quotes for purchase of Pole Mount Transformers 1-25-22.pdf
RES_Declaring_Emergency_for_fifty__50__pole_mount__Transformers_1-25-22 (2).docx

Griffin
Growing TOGETHER

City of Griffin, Georgia
100 S Hill Street
P O Box T
Griffin, Georgia 30224
(770) 229-6401

DATE: 1/15/22

FY22 Purchase Order _____

Bid/Quote No. S012796186

Vendor No. # 3390

Vendor Name & Address

Stuart C. Irby Co.
1060-D Triad Ct.
Marietta, GA 30062
thorton@irby.com
Ph: 770-422-1005 Fax: 770-427-8455

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

Freight is FOB Destination Deliveries are accepted between the hours of 8:00 a.m. and 4 p.m.

Submit APPROVED packing slips to Accounts Payable. Highlight PO# & account distribution. Note any changes or additional accounts.

*Terms: Net 30 unless otherwise specified on PO

Deliver to:

City of Griffin
Electric Line Construction
1010 N. Hill St.
Griffin, GA 30223

ATTN: Rusty Spear
Phone: 770-229-6406 Fax: 678-692-0401

-- ANY CHANGE ORDERS TO ANY PO OR WORK ORDERS MUST BE AUTHORIZED IN WRITING AND APPROVED. ALL INVOICES SUBMITTED FOR PAYMENT MUST REFERENCE A VALID PURCHASE ORDER NUMBER. --

- VENDORS MUST HAVE A CURRENT REGISTRATION ON FILE PRIOR TO PO PROCESSING - On File? Y/N Y

Description	Account Number	Quantity	UOM	Unit Price	Extended Totals
15KV Pole MT Transformers	510 - 0000 - 11 - 3603 - 0000	20	EA	682.000	13,640.00
7200V 120/240W	- - - -				
Our P/N 22-003	- - - -				
	- - - -				
25KV Pole MT Transformers	510 - 0000 - 11 - 3603 - 0000	20	ea	875.000	17,500.00
7200V 120/240W	- - - -				
Our P/N 22-004	- - - -				
	- - - -				
50kv Pole Mt Transformers	510 - 0000 - 11 - 3603 - 0000	10	EA	1,245.000	12,450.00
7200V 120/240W	- - - -				
Our P/N 22-005	- - - -				
	- - - -				
CAPITAL PROJECT #:	- - - -	enter debit/credit amounts in			
(DISTRIBUTION & $$)	- - - -	the extended totals column			

COMMENTS: Bid Sheets Attached — Totals: $ 43,590.00

Emergency Order- Low Invertory*ONLY 2 COMPANIES WOULD SEND BIDS*

COG USE ONLY

PRICING METHOD:
- Verbal / Phone
- Email/Mail/Fax
- Bid / RFP #

COG USE ONLY

Dept / Requestor / Date 1/18/2022 — Purchasing / Date

Department Mgr / Date 1/18/2022 — Finance Director / Date

Copy emailed to Supplier
Supplier Notified

City Manager / Date — BOARD / Date

Quotation

irby
A Sonepar Company

STUART C IRBY BR743 KENNESAW
1025-A COBB INTERNATIONAL PLACE
SUITE A
KENNESAW GA 30152
770-422-1005 Fax 770-427-8455

QUOTE DATE	ORDER NUMBER
01/05/22	S012796186

REMIT TO:
STUART C IRBY CO
POST OFFICE BOX 741001
ATLANTA GA 30384

PAGE NO. 1

SOLD TO:
CITY OF GRIFFIN
PO BOX T
GRIFFIN, GA 30223

SHIP TO:
CITY OF GRIFFIN
1010 NORTH HILL ST
GRIFFIN, GA 30223-1930
770-229-6406

ORDERED BY:

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	JOB/RELEASE NUMBER	OUTSIDE SALESPERSON
129347			Jordan D Fernie

INSIDE SALESPERSON	REQD DATE	FRGHT ALLWD	SHIP VIA
Todd E Horto	01/05/22	Yes	

ORDER QTY	SHIP QTY	LINE	DESCRIPTION	Prc/UOM	Ext Amt
20EA		1	*GE QAMW754 (5501AB0015) 15KVA XFM 1PH CONV POLE-MT HV: 7200/12470Y LV: 120/240 2-BUSH --- ITEM IS IN STOCK ---	682.000EA	13640.00
20EA		2	*GE QAMW755 (5501AB0025) 25KVA XFM CONV POLE-MT HV: 7200/12470Y LV: 120/240 2-BUSH --- 12 IN STOCK BAL = 6-8WKS ---	875.000EA	17500.00
10EA		3	*GE QAMW757 (5501AB0050) 50KVA XFM 1PH CONV POLE-MT HV: 7200/12470Y LV: 120/240 2-BUSH --- ITEM IS IN STOCK ---	1245.000EA	12450.00

*** This is a quotation ***

Subtotal	43590.00
S&H CHGS	0.00
Sales Tax	0.00
TOTAL	43590.00

Prices firm for acceptance within 30 days with the exception of commodity prices which are subject to change daily. Quotation is void if changed. Complete quote must be used unless authorized in writing.

OUR PRODUCT AND SERVICES ARE SUBJECT TO, AND GOVERNED EXCLUSIVELY BY, OUR TERMS AND CONDITIONS OF SALE, WHICH ARE INCORPORATED HEREIN AND AVAILABLE AT www.irby.com/terms. ADDITIONAL OR CONFLICTING TERMS ARE REJECTED, VOID AND OF NO FORCE OR EFFECT.

** Reprint ** Reprint ** Reprint **

Quote

GRESCO

Entered Date	Taken By	Customer #	Order #
1/5/22	izec	1595	10178345-00
		PO #	Page #
		transformers	1

Bill To	Ship To	Remit To
CITY OF GRIFFIN ELECTRIC DEPT PO BOX T GRIFFIN, GA 30224-0046	City of Griffin Line Construction Div. 1010 N Hill St Griffin, GA 30223-1930	GRESCO PO BOX 932918 ATLANTA, GA 31193-2918

Instructions

Ship Point	Via	Shipped	Terms	SlsRepIn/Out
Gresco-Forsyth, GA	Gresco Truck		Net 30 Days	ecom / anar

Notes

CURRENT LEAD TIME IS APPROX 80 WEEKS
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Line	Product and Description	Order Quantity	Qty UM	Unit Price	Price UM	Amount(Net)
1	**C722N015KVA-D-C** TX 7.2 120/240 2B 15KVA	20.00	EA	1,045.00	EA	20,900.00
2	**C722N025KVA-D-C** TX 7.2 120/240 2B 25KVA 25KVA Customer Prod: 22-004	20.00	EA	1,245.00	EA	24,900.00
3	**C722N050KVA-D-C** TX 7.2 120/240 2B 50KVA 50KVA NL88 LL570 SERIAL#_____	10.00	EA	1,850.00	EA	18,500.00

3 Lines Total **Total Order Quantity** **50.00**

Subtotal	**64,300.00**
Taxes	**0.00**
Total	**64,300.00**

A RESOLUTION

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN, GEORGIA, DECLARING THE CITY OF GRIFFIN ELECTRIC DEPARTMENT AN ESSENTIAL GOVERNMENT SERVICE; DECLARING AN EMERGENCY TO EXIST IN ORDER TO RETROACTIVELY APPROVE THE PURCHASE OF 50 POLE MOUNT TRANSFORMERS; AND FOR OTHER PURPOSES.

WHEREAS, the City of Griffin (hereinafter "City") operates an Electric Department to provide electric services to both residential, commercial and industrial customers; and

WHEREAS, the Electric Department, as determined by the 1973 Territorial Act, serves as the electric service provider to the majority of the citizens of the City of Griffin; and

WHEREAS, the City of Griffin and surrounding jurisdictions, as well as the private sector, have and will continue to experience issues with supply chain delays resulting in inventory shortages; and

WHEREAS, the Electric Department is currently in need of fifty (50) pole mount transformers in order to adequately provide electric service to our customers; and

WHEREAS, the Board of Commissioners, considers the City of Griffin Electric Department an essential government service; and

WHEREAS, the Georgia Local Government Construction Law, O.C.G.A. §36-91-1, *et seq.*, and City of Griffin Code Sec. 2-190, requires the advertisement and solicitation of competitive sealed bids for all purchases of equipment, materials, or supplies exceeding $25,000 or for public works construction contracts having a value of $100,000.00 or more, except when required by an "emergency", which said law defines as any situation resulting in imminent danger to the public health or safety or the loss of an essential government service; and

WHEREAS, if the Electric Department does not have the adequate inventory of electric transformers on hand to install or replace when needed, our customers will be without the proper electric service that the City has agreed to provide; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN that this Board finds and hereby declares an "emergency" to exist if the City of Griffin Electric Department does not have adequate inventory of electric transformers in stock to provide electric service to its customers as a result of compliance with the procedures of the Georgia Local Government Construction Law to advertise and solicit competitive sealed bids from qualified vendors;

FURTHER RESOLVED, that this Board retroactively authorizes the City Manager and Mayor to execute any documents necessary to purchase the fifty (50) pole mount transformers, dispensing with the procedures that would normally be followed in soliciting and awarding a public works contract or sealed competitive bid for purchase of equipment;

SO RESOLVED, this 25th day of January, 2022, in a duly convened and advertised meeting, held in compliance with the Georgia Open Meetings Law, by a vote of ____ "Aye" to ____ "Nay", with no Commissioners absent or abstaining.

_____
Douglas S. Hollberg, Mayor

Attest:

_____
Jessica W. O'Connor, City Manager

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the purchase of 16 8-yard dumpsters in the total amount of $30,933.00 from Wastequip Inc., through Sourcewell State purchasing contract, authorize the Mayor and City Manager to execute any necessary documents to effectuate the purchase of same and amend the budget accordingly. *Solid Waste Director Todd Ennis will address.*

SPECIAL CONSIDERATIONS OR CONCERNS:

The purchase of these dumpsters, through Sourcewell contract #040621-WQI, will provide containers to new customers as a result of the increase in commercial and industrial business and provide replacement containers for current unrepairable containers.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

FY 22 budgets $11,200.00 for 14 8-yard dumpsters at $800.00 each; however, the cost of the containers has risen significantly. The Budget amendment reallocates $24,000 to tools and small equipment (540-4522-53-1600) from repair and maintenance (540-4522-52-2200) to cover the purchase of the dumpsters.

Submitted By:
Todd Ennis

Meeting Date:
25/01/2022

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
PO Commercial Dumpsters FY22 (2).pdf
AGENDA ITEM 20220125 BA Resolution Solid Waste Commercial Collection.pdf

Griffin
TOGETHER

City of Griffin, Georgia
100 S Hill Street
P O Box T
Griffin, Georgia 30224
(770) 229-6401

DATE: 1/13/22

FY22 Purchase Order No.

Sourcewell ## Bid/Quote No. 040621-WQI

Vendor No.

Vendor Name & Address
WasteQuip Inc
Sherry Burch
6525 Morrison Blvd, Suite 300
Charoltte, NC 28211
sburch@wastequip.com
Ph: 863-665-3644 Fax: 615-274-2636

Per Georgia State Code 48.8, the City of Griffin is tax exempt from sales and use tax.

Deliver to:
City of Griffin
SolidWaste/Commerical Division
236 Emlet Drive
Griffin, GA 30224

ATTN: Todd Ennis
Phone: 678-603-3852 Fax: 770-229-6627

Freight is FOB Destination Deliveries are accepted between the hours of 8:00 a.m. and 4 p.m.

Submit APPROVED packing slips to Accounts Payable. Highlight PO# & account distribution. Note any changes or additional accounts.

*Terms: Net 30 unless otherwise specified on PO

- - ANY CHANGE ORDERS TO ANY PO OR WORK ORDERS MUST BE AUTHORIZED IN WRITING AND APPROVED. ALL INVOICES SUBMITTED FOR PAYMENT MUST REFERENCE A VALID PURCHASE ORDER NUMBER. - -

- VENDORS MUST HAVE A CURRENT REGISTRATION ON FILE PRIOR TO PO PROCESSING - On File? Y/N Y

Description	Account Number	Quantity	UOM	Unit Price	Extended Totals
8 yard dumpsters	540 - 4522 - 53 - 1600 - 0000	16	ea	1,722.000	27,552.00
Shipping	" - " - " - " - "	1	es	3,381.000	3,381.00
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
	- - - -				
CAPITAL PROJECT #:	- - - -	enter debit/credit amounts in			
(DISTRIBUTION & $$)	- - - -	the extended totals column			
			Totals: $		30,933.00

COMMENTS: BA w/agenda item 1-4-2022

Sourcewell Contract #040621-WQI

FY22 Purchase Order

COG USE ONLY

PRICING METHOD:

X Verbal / Phone
Email/Mail/Fax
Bid / RFP #

SolidWaste 01/13/2022
Dept / Requestor / Date

01/13/2022
Department Mgr / Date

Purchasing / Date

2022018
Finance Director / Date

Copy emailed to Supplier
Supplier Notified

City Manager / Date

BOARD / Date

TERMS AND CONDITIONS OF PO / CONTRACT

ARTICLE 1 PURCHASE ORDER AUTHORIZATION

Vendors are required to be registered with the City and to have an authorized City Purchase Order (P.O.) before any items/goods/services are delivered. Any shipments made prior to the receipt of a City P.O. are made at the sole risk of the vendor. Payment may be withheld for any and all items/goods/services delivered without an authorized P.O.

ARTICLE 2 PURCHASE ORDER NUMBER

The Purchaser's purchase order number and the successful seller's name (from the bid or proposal) must appear on all packing slips, packages, invoices, bills of lading, warehouse receipts and correspondence with Purchaser. Materials must be properly packaged and marked with the order number. Damaged material will not be accepted.

ARTICLE 3 ACCEPTANCES

All terms and conditions of the purchase order shall become part of the contract between the Seller and Purchaser; the Seller's different or additional terms will not become part of this contract.

ARTICLE 4 PRICE

Seller warrants that the prices quoted hereunder are the lowest prices these or similar articles are sold by the Seller to other customers and in the event of any price reduction between execution of the purchase order and delivery of the goods, purchaser shall be entitled to such reduction.

ARTICLE 5 DELIVERIES, TITLE AND RISK OF LOSS

Title shall pass to Purchaser on delivery of the conforming goods to Purchaser's designated plant or location. Notwithstanding any agreement to pay freight express or other transportation charges, the risk of loss or damage in transit shall be upon the Seller. Delivery shall not be complete until the goods have been actually received, inspected and accepted by the Purchaser.

ARTICLE 6 PARTS

The Seller agrees to make functional parts available for a period of five years after final production run.

ARTICLE 7 WARRANTIES

The Seller warrants that the goods and services supplied hereunder will be of good workmanship and of proper materials, free from defects and in accordance with specifications. If the Seller knows of the Purchaser's intended use, the Seller warrants that the goods or services are suitable for that intended use.

ARTICLE 8 REMEDIES

Regardless of whether goods are being sold or leased or whether services are being performed, the Seller and Purchaser agree that both parties have all the Uniform Commercial Code rights, duties, and remedies available as well as all remedies allowed by law and the purchase order.

ARTICLE 9 CONFLICTS OF LAWS

The agreement of purchase and the performance of the parties hereunder shall be construed with and governed by the laws of the State of Georgia.

ARTICLE 10 MODIFICATIONS

No modifications in prices, delivery methods or schedule, quality, quantity, specifications or any other term of the contract will be effective unless agreed to in writing, signed by Procurement

ARTICLE 11 PATENT INFRINGEMENT

Seller shall hold purchaser harmless from all judgments and expenses arising out of any alleged patent infringement by our use of the merchandise ordered.

ARTICLE 12 TERMINATIONS FOR CAUSE

Purchaser may terminate this contract for cause in the event of a default by Seller. In such event, Purchaser shall not be liable to Seller for any amounts, and Seller shall be liable for and shall hold Purchaser harmless from any damage occasioned by Seller's breach or default.

ARTICLE 13 TERMINATIONS FOR CONVENIENCE

Purchaser may at any time terminate the order in whole or in part for its convenience upon which written notice to Seller in which event Seller shall be entitled to reasonable termination charges which reflects the percentage of the work performed prior to termination.

ARTICLE 14 ENTIRE AGREEMENTS

The purchase order and any documents referred to on the face thereof constitute the entire agreement between the parties and can only be modified in writing and signed by both parties. No part of this order may be assigned or subcontracted without the written approval of the Purchaser. Any moneys due Purchaser from Seller can be set off from any moneys due Seller from Purchaser whether or not under this contract. Purchaser's failure to insist on any right shall not operate as a waiver of any other right. Time is of the essence of this contract.

ARTICLE 15 WORKS ON PREMISES

If the order includes work to be performed on Purchaser's premises, Seller agrees to indemnify the Purchaser from all loss or damage arising out of such work, to observe the highest safety standard, to maintain adequate insurance and to furnish evidence of such insurance at Purchaser's request.

ARTICLE 16 QUALITY GUARANTEE

If any product delivered does not meet applicable specifications, or if the product shall not produce the effect that the supplier represents to the City, the supplier shall pick up the product from the City at no expense to the City. Also, the supplier shall refund to The City of Griffin any money which has been paid for the same. The supplier shall be responsible for attorney fees in the event the supplier defaults and court action is required.

ARTICLE 17 QUALITY TERMS

The City reserves the right to reject any and/or all materials if, in its judgment, the items reflect unsatisfactory workmanship, manufacturing or shipping damage.

WASTEQUIP

395 South Main Street, Eagleville, TN, 37060
PHONE: 800-643-8713 FAX: 615-274-2636
WQ-10219447

Sourcewell

Sell To:
Awarded Contract
Contact Name: Todd Ennis
Contract #040621-WQI
Bill To Name: City of Griffin

Bill To	PO Box T Griffin, GA 30224-0046 USA
Email	tennis@cityofgriffin.com
Phone	(770) 229-6421
Mobile	(678) 603-3852

Ship To Name	City of Griffin
Ship To	236 Emlet Dr Dept Solid Waste Griffin, GA 30223 USA

Quote Information

Salesperson	Gary Blevins
Salesperson Email	gblevins@wastequip.com
Salesperson Phone	(256) 717-9041
Created Date	1/12/2022
Expiration Date	2/11/2022
Quote Number	WQ-10219447 Please Reference Quote Number on all Purchase Orders

Product	Product Description	Selected Option	Quantity	Sales Price	Total Price
Container - TN - 125537	8 Cubic Yard Standard Duty Flat Front Load Container - Floor: 10 gauge, Walls: 12 gauge with Horizontal V-Crimps for Added Strength, Doors: (2) 30"x 30" Sliding, Pockets: Heavy Duty with Three Way Fork Entry Guide, Top Channels: Interlocking, Bottom Runners: 2 1/2" Tall Formed, Primed and Painted Any Standard Color	Color: TBD-Standard Color	16.00	$1,722.00	$27,552.00

Payment Terms	Net 30 Days if credit has been established
Shipping Terms	FOB Origin

Subtotal	$27,552.00
Shipping	$3,381.00
Tax	$2,165.31
Grand Total	$33,098.31

Additional Information

Additional Terms	Our Quote is a good faith estimate, based on our understanding of your needs. Subject to our acceptance, your Order is an offer to purchase our Products and services in accordance with the Wastequip Terms & Conditions of Sale ("WQ T&C") located at: https://www.wastequip.com/terms-conditions-of-sale, as of the date set forth in Section 1(b) of the WQ T&C, which are made a part of this Quote. These WQ T&Cs may be updated from time to time and are available by hard copy upon request.
Additional Information	Pricing is based on your anticipated Order prior to the expiration of this Quote, including product specifications, quantities and timing. Any differences to your Order may result in different pricing, freight or other costs. Due to volatility in petrochemical, steel and related Product material markets, actual prices and freight, are subject to change. We reserve the right, by providing notice to you at any time before beginning Product manufacturing, to increase the price of the Product(s) to reflect any increase in the cost to us which is due to any factor beyond our control (such as, without limitation, any increase in the costs of labor, materials, or other costs of manufacture or supply). Unless otherwise stated, materials and container sizes indicated on sales literature, invoices, price lists, quotations and delivery tickets are nominal sizes and representations – actual volume, Products and materials are subject to manufacturing and commercial variation and Wastequip's practices, and may vary from nominal sizes and materials. All prices are in US dollars; this Quote may not include all applicable taxes, brokerage fees or duties. If customer is not tax exempt, final tax calculations are subject to change.
Special Contract Information	Sourcewell-Pricing & Product offerings are based on the Sourcewell Co-Operative Contract with Wastequip, LLC (#040621-WQI, eff. 06/02/2021), and such Contract terms & conditions are incorporated herein by reference. Pricing & Product (& related) changes may occur at any time with proper documentation, & subject to Sourcewell approval; therefore offerings may change without written prior notice. Wastequip Product Limited Warranties, Disclaimers Limitation of Liability & Remedies, & Limited Warranty Provisions apply to all purchases thereunder.

395 South Main Street, Eagleville, TN, 37060
PHONE: 800-643-8713 FAX: 615-274-2636
WQ-10219447

Sourcewell

Signatures
Awarded Contract

Accepted By: _____

Company Name: Contract #040621-WOI

Date: _____

Purchase Order: _____

Please Reference Quote Number on all Purchase Orders

RESOLUTION

A RESOLUTION TO AMEND THE FISCAL YEAR 2022 BUDGET IN THE AMOUNT OF $24,000.00

WHEREAS, the Board of City Commissioners is charged with the preparation of an annual budget for the City of Griffin; and

WHEREAS, on June 8, 2021, the Board of City Commissioners adopted the Fiscal Year 2022 Budget; and

WHEREAS, the Board of City Commissioners approve amending the City of Griffin's Solid Waste Utility Fund Fiscal Year 2021-2022 Operating and Capital Budget by reallocating $24,000.00 to Tools & Small Equipment from Repair & Maintenance Services, for Fiscal Year 2022, for the purpose set forth below; and

BE IT RESOLVED by the Board of City Commissioners this 25th day of January 2022, that the Fiscal Year 2022 budget be, and is hereby, amended in the amount of $24,000.00 as follows:

SOLID WASTE UTILITY FUND

Commercial Collection

540-4522-53-1600-0000	Tools & Small Equipment	$ 24,000.00
540-4522-52-2200-0000	Repair and Maintenance Services	(24,000.00)

_____

Douglas Hollberg, Mayor

_____

Jessica O'Connor, Secretary

RESOLUTION

A RESOLUTION TO AMEND THE FISCAL YEAR 2022 BUDGET IN THE AMOUNT OF $24,000.00

WHEREAS, the Board of City Commissioners is charged with the preparation of an annual budget for the City of Griffin; and

WHEREAS, on June 8, 2021, the Board of City Commissioners adopted the Fiscal Year 2022 Budget; and

WHEREAS, the Board of City Commissioners approve amending the City of Griffin's Solid Waste Utility Fund Fiscal Year 2021-2022 Operating and Capital Budget by reallocating $24,000.00 to Tools & Small Equipment from Repair & Maintenance Services, for Fiscal Year 2022, for the purpose set forth below; and

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SOLID WASTE UTILITY FUND

Commercial Collection		
540-4522-53-1600-0000	Tools & Small Equipment	$ 24,000.00
540-4522-52-2200-0000	Repair and Maintenance Services	(24,000.00)

_____

Douglas Hollberg, Mayor

_____

Jessica O'Connor, Secretary

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider, on second reading, a Home Rule Ordinance adopting six districts in the City of Griffin based on the 2020 U.S. Decennial Census. *City Attorney Drew Whalen will address* .

SPECIAL CONSIDERATIONS OR CONCERNS:

Following publication of the 2020 U.S. Decennial Census, the Board of Commissioners undertook a project to population balance the six single-member districts based upon the Census data. First, it was determined that the current districts were not proportioned within the deviation range allowed under the "one person, one vote" criteria. FloAnalytics, a demographics firm, and Attorney Ben Griffith, a renowned voting rights specialist, were hired to provide several options that met the criteria set forth in a Resolution adopted by the Commission that met the standards of O.C.G.A. §36-35-4.1 and the Voting Rights Act of 1965, as amended. Using this criteria, FloAnalytics provided 6 options or plans for Commission consideration. At its last meeting in 2021, the Board selected Scenario 1 as best meeting its criteria and directed it be adopted by a Home Rule ordinance amending the City Charter.

Throughout this process, public participation has been requested and a portal was specially established on the City's website to accept citizen comment. Given the lack of comments received, the staff believes this process has been very transparent and meets the citizens' interest in selection of new election districts.

Georgia law allows municipal corporations to amend their city charters in certain areas through adoption of a Home Rule ordinance, following the procedure of O.C.G.A. §36-35-3(b). The ordinance must be read at two regular, consecutive meetings of the governing body and be advertised by publication in the local legal organ once per week for 3 consecutive weeks prior to final action. O.C.G.A. §36-35-4.1 authorizes adoption of a redistricting plan following publication of each Decennial Census. Once enacted, the H.R. ordinance is filed with the Georgia Secretary of State, who will publish the ordinance in the Annual Georgia Laws as a local and special act.

Criteria for adoption of a redistricting plan under this method are set forth in O.C.G.A. §36-35-4.1.

STAFF RECOMMENDATION:

Staff recommends approval of the H.R. Ordinance. Following adoption on second reading, the Mayor will sign a map of the new election districts, which will be filed in the City Manager's office for public inspection.

FINANCIAL IMPACT:

N/A

Submitted By:
Andrew Whalen

Meeting Date:
25/01/2022

Reviewed By:
Jessica O'Connor

ATTACHMENTS:
Griffin Redistricting H R ord 011122.pdf

No. 22 –

AN ORDINANCE

AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF GRIFFIN, GEORGIA, AT **SECTION 2.3. DISTRICTS ESTABLISHED; APPORTIONMENT OF ELECTION DISTRICTS BASED UPON POPULATION,** PURSUANT TO THE AUTHORITY GRANTED AT O.C.G.A. SECTION 36-35-4.1 AND IN ACCORDANCE WITH THE PROCEDURES SET FORTH AT O.C.G.A. SECTION 36-35-3(1)(b) FOR ENACTMENT OF HOME RULE ORDINANCES; TO REAPPORTION MUNICIPAL ELECTION DISTRICTS BASED UPON PUBLICATION OF THE UNITED STATES DECENNIAL CENSUS OF 2020; TO ESTABLISH NEW ELECTION DISTRICT BOUNDARIES IN COMPLIANCE WITH THE REQUIREMENTS OF THE UNITED STATES CONSTITUTION AND PERTINENT LAWS, GOVERNING FUTURE ELECTIONS FOR MEMBERS OF THE BOARD OF COMMISSIONERS; TO ESTABLISH AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GRIFFIN, GEORGIA, AND IT IS ESTABLISHED AS FOLLOWS:

Section 1. The Charter of the City of Griffin, Georgia, is hereby amended at Sec. 2.3, DISTRICTS ESTABLISHED, APPORTIONMENT OF ELECTION DISTRICTS BASED UPON POPULATION, pursuant to the authority of O.C.G.A. Section 36-35-4.1 by adoption of this Home Rule Ordinance, enacted in accordance with the requirements of O.C.G.A. Section 36-35-3(1)(b), for purposes of reapportioning the municipal election districts of the City following publication of the U.S. Decennial Census of 2020. There is hereby adopted that certain reapportionment plan, known and described as "Scenario 1b", as prepared by FloAnalytics, dated January 4, 2022 and attached hereto as Exhibits "A" – "C", which by reference are incorporated as if fully set out herein. Said plan sets forth and defines the boundaries of single-member Election Districts 1 through 6, by reference to corresponding official Census tracts and blocks. Exhibit "A" is a map of the new districts; Exhibit "B" is the summary statistics for the plan; and Exhibit "C" sets forth the 2020 Census Tracts and Blocks within each district.

As amended, Section 2.3 of the Charter of the City of Griffin shall read as follows:

"Section 2.3. – Districts established; apportionment of election districts based upon population

(a) The original apportionment of the city into six single-member election districts was in accordance with the consent decree in **REID, et al v. MARTIN, et al.,** Civil Action File No. C-84-60N, U.S. District Court for the Northern District of Georgia. Thereafter, the commission, following

publication of each U.S. Decennial Census, has reapportioned election districts by Home Rule ordinance under the authority of O.C.G.A. §36-35-4.1. The current election plan, by reference to 2020 Census Tracts and Blocks within each election district, is set forth in subsection (c) below.

(b) Future reapportionment of election districts shall be adopted by Home Rule ordinance enacted in accordance with paragraph (1) of subsection (b) of O.C.G.A. §36-35-3. Such ordinance shall incorporate by reference a reapportionment plan based upon official census tract and block references to the most recent U.S. Decennial Census, by district, following the criteria of O.C.G.A. §36-35-4.1 and other applicable law.

(c) **City of Griffin, Georgia**
Redistricting Scenario 1b, as prepared by FloAnalytics, January 4, 2022:

District 1
Spalding GA County
Census Tract 1603.00
Blocks 1002, 1004 through 1014, 1017 through 1030
Census Tract 1604.02
Blocks 1009, 1011 through 1013, 1016 through 1021, 1023 through 1028, 1030 through 1048, 2015, 2020, 3000 through 3030
Census Tract 1608.00
Blocks 2004 through 2006, 3000 through 3005, 3025, 3026

District 2
Spalding GA County
Census Tract 1605.00
Block 2032
Census Tract 1607.01
Blocks 2003 through 2008, 2015 through 2017
Census Tract 1608.00
Blocks 1008 through 1047, 2000 through 2003, 2007 through 2028, 2033, 2062 through 2064, 3014 through 3024, 3027 through 3035, 3038 through 3044, 3047 through 3050
Census Tract 1609.00
1003, 1007, 1008, 1015, 1018 through 1020, 1024, 2014 through 2017, 3000 through 3043, 3046

District 3
Spalding GA County
Census Tract 1608.00
Blocks 2049 through 2060
Census Tract 1609.00
Blocks 2044, 2049, 3044, 3048, 3050 through 3055

Census Tract 1611.00
Blocks 1000 through 1022, 2000, 2001, 2007, 2010 through 2019, 2021 through 2023, 2027, 3000 through 3018, 3020, 3022, 3023, 3025, 3026, 3035
Census Tract 1612.02
Blocks 1000 through 1002, 1009 through 1013, 1018, 1019, 1028 through 1030, 1037, 2000, 2001, 2003, 2004, 2019 through 2021, 4000 through 4007, 4010, 4011, 4013, 4014, 4022, 4023

District 4
Spalding GA County
Census Tract 1607.01
Blocks 1000, 2000, 2001, 2002, 2009 through 2014, 2023, 2028 through 2032, 2035
Census Tract 1608.00
Blocks 2029 through 2032, 2034 through 2048, 2061, 3036, 3037, 3045, 3046
Census Tract 1612.01
Blocks 2002 through 2005, 3000, 3001
Census Tract 1612.02
Blocks 1003 through 1008, 1014 through 1017, 1020 through 1024, 1026, 1027, 1031, 1032, 1035, 1036, 2002, 2005 through 2007, 2010, 2014, 2017, 2022, 2025 through 2030, 3000 through 3002, 3004, 3006, 3008 through 3010, 3013 through 3015, 4008, 4009, 4012, 4015 through 4021

District 5
Spalding GA County
Census Tract 1604.01
Blocks 2007, 2017
Census Tract 1604.02
Blocks 1001 through 1008, 1014, 1015
Census Tract 1605.00
Blocks 1018 through 1024, 2000 through 2002, 2007 through 2010, 2014 through 2017, 2020 through 2031, 2034, 3005, 3011, 3016 through 3018, 3020 through 3022, 3025
Census Tract 1607.01
Blocks 3000 through 3003, 3011, 3012, 3019 through 3022, 3024, 3037, 3038, 3039
Census Tract 1607.02
Blocks 1000, 1001
Census Tract 1608.00
Blocks 3006 through 3013, 3051

District 6
Spalding GA County
Census Tract 1607.01
Blocks 1006 through 1008, 2018 through 2022, 2024 through 2027, 3004, 3007 through 3010, 3013, 3014, 3017, 3018, 3032 through 3035
Census Tract 1607.02
Blocks 1010, 1011
Census Tract 1612.02
Blocks 1025, 1033, 1034, 2008, 2009, 2011, 2012, 2015, 2016"

Section 2. Upon final adoption of this Ordinance, the Mayor shall date and sign an original map illustrating the election districts herein adopted (Exhibit "A"), as attested by the Secretary, with the City Seal affixed. The original shall be displayed and maintained for public inspection and copying in the Office of the City Manager; and a copy thereof published as an appendix to the City Charter.

Section 3. Upon enactment, this ordinance shall be spread upon the Minutes of the two regular consecutive meetings at which it was read and acted upon; and a certified copy shall be filed with the Secretary of State of Georgia.

Section 4. This ordinance shall become effective immediately upon its adoption and shall govern the election of members of the governing municipal body in all municipal elections held thereafter until publication of a future U.S. Decennial Census.

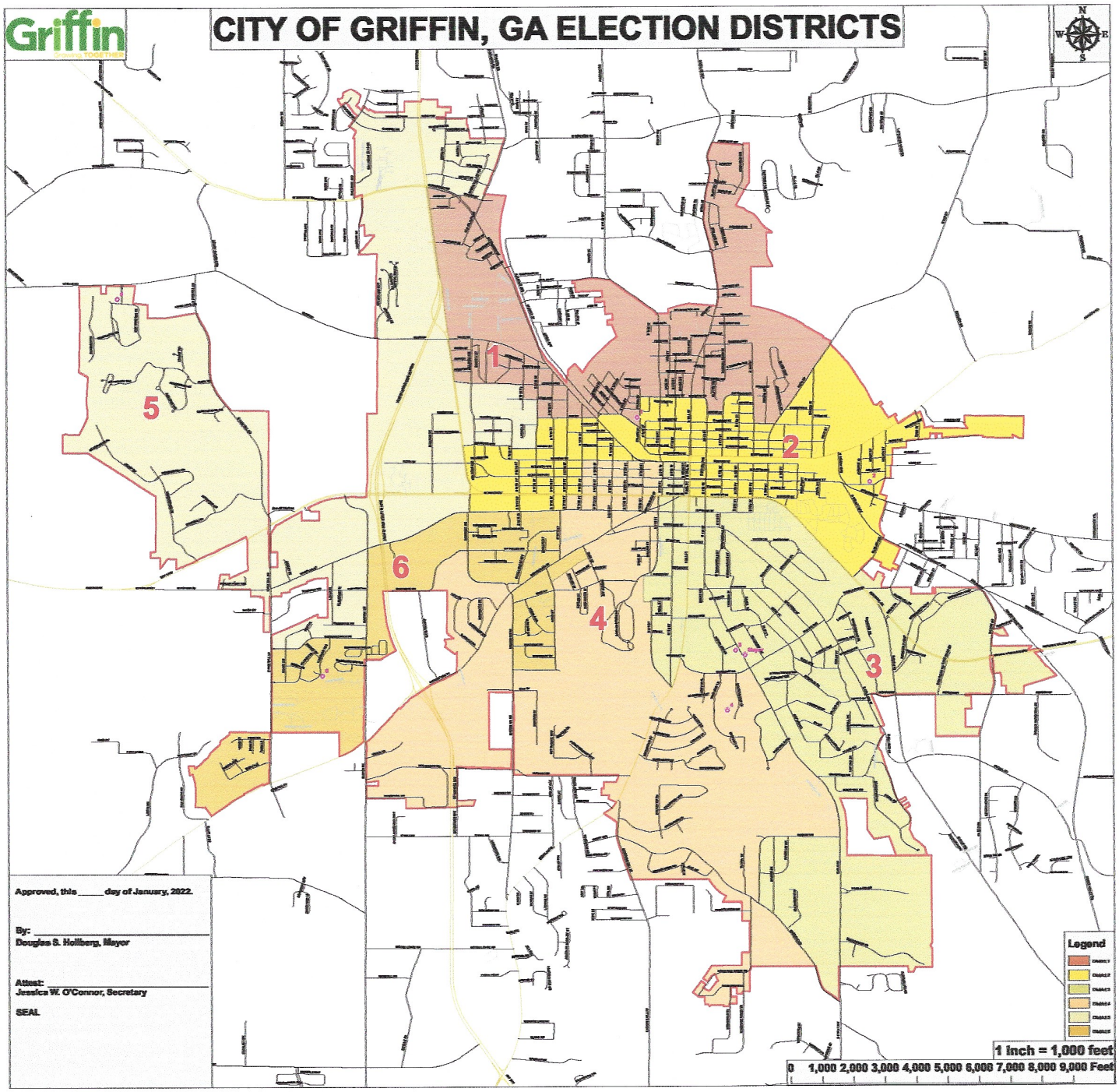

Griffin
CITY OF GRIFFIN, GA ELECTION DISTRICTS
N
W
E
S
1
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Approved, this _____ day of January, 2022.
By: _____
Douglas S. Hollberg, Mayor
Attest: _____
Jessica W. O'Connor, Secretary
SEAL
Legend
1 inch = 1,000 feet
0 1,000 2,000 3,000 4,000 5,000 6,000 7,000 8,000 9,000 Feet

Exhibit "A"

Griffin Redistricting Summary Statistics

Scenario 1b—DRAFT—Subject to change

01/04/2022

FLO Analytics

Ideal Population Criterion

Ideal Population	3,915
Overall Range	7.9%

< 5.0%	5.0 - 10.0%	> 10.0%

Total Population & Deviation per District

District	Total Population	Over / Under Ideal	Deviation From Ideal
1	3,771	-144	-3.7%
2	3,901	-14	-0.3%
3	3,975	61	1.5%
4	3,905	-10	-0.2%
5	4,081	167	4.3%
6	3,854	-61	-1.5%

Total Population by Race/Ethnicity per District

District	White	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian and Pacific Islander	Some Other Race	Two or More Races	Hispanic/ Latino
1	9.8%	79.8%	0.3%	0.2%	0.1%	0.2%	3.0%	6.6%
2	19.7%	71.3%	0.3%	0.1%	0.0%	0.6%	2.7%	5.3%
3	82.1%	8.4%	0.2%	1.0%	0.0%	0.1%	3.8%	4.5%
4	46.6%	44.1%	0.3%	0.8%	0.2%	0.8%	3.9%	3.3%
5	37.7%	47.4%	0.3%	2.4%	0.0%	0.6%	3.9%	7.7%
6	23.5%	67.5%	0.1%	1.9%	0.0%	0.3%	2.7%	4.0%

2020 Census P.L 94-171 Redistricting Data Summary Files Total Population by race and Hispanic/Latino origin.

CVAP by Race/Ethnicity per District

District	White	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian and Pacific Islander	Two or More Races	Hispanic/ Latino
1	17.5%	78.0%	0.1%	0.1%	0.0%	0.2%	4.2%
2	30.0%	65.7%	0.2%	0.2%	0.0%	0.3%	3.6%
3	77.7%	15.4%	0.0%	1.4%	0.0%	2.1%	3.5%
4	54.6%	38.2%	0.0%	3.0%	0.0%	0.0%	4.2%
5	44.4%	49.7%	0.4%	0.8%	0.0%	0.6%	4.2%
6	36.7%	59.6%	0.1%	0.0%	0.0%	0.8%	2.8%

Exhibit "B"

City of Griffin, GA – Redistricting Scenario 1 2020 Census Blocks

District 1
Spalding GA County
- Census Tract 1603.00
  - Blocks 1002, 1004 through 1014, 1017 through 1030
- Census Tract 1604.02
  - Blocks 1009, 1011 through 1013, 1016 through 1021, 1023 through 1028, 1030 through 1048, 2015, 2020, 3000 through 3030
- Census Tract 1608.00
  - Blocks 2004 through 2006, 3000 through 3005, 3025, 3026

District 2
Spalding GA County
- Census Tract 1605.00
  - Block 2032
- Census Tract 1607.01
  - Blocks 2003 through 2008, 2015 through 2017
- Census Tract 1608.00
  - Blocks 1008 through 1047, 2000 through 2003, 2007 through 2028, 2033, 2062 through 2064, 3014 through 3024, 3027 through 3035, 3038 through 3044, 3047 through 3050
- Census Tract 1609.00
  - 1003, 1007, 1008, 1015, 1018 through 1020, 1024, 2014 through 2017, 3000 through 3043, 3046

District 3
Spalding GA County
- Census Tract 1608.00
  - Blocks 2049 through 2060
- Census Tract 1609.00
  - Blocks 2044, 2049, 3044, 3048, 3050 through 3055
- Census Tract 1611.00
  - Blocks 1000 through 1022, 2000, 2001, 2007, 2010 through 2019, 2021 through 2023, 2027, 3000 through 3018, 3020, 3022, 3023, 3025, 3026, 3035
- Census Tract 1612.02
  - Blocks 1000 through 1002, 1009 through 1013, 1018, 1019, 1028 through 1030, 1037, 2000, 2001, 2003, 2004, 2019 through 2021, 4000 through 4007, 4010, 4011, 4013, 4014, 4022, 4023

District 4
Spalding GA County
- Census Tract 1607.01
  - Blocks 1000, 2000, 2001, 2002, 2009 through 2014, 2023, 2028 through 2032, 2035
- Census Tract 1608.00
  - Blocks 2029 through 2032, 2034 through 2048, 2061, 3036, 3037, 3045, 3046
- Census Tract 1612.01
  - Blocks 2002 through 2005, 3000, 3001

Census Tract 1612.02

Blocks 1003 through 1008, 1014 through 1017, 1020 through 1024, 1026, 1027, 1031, 1032, 1035, 1036, 2002, 2005 through 2007, 2010, 2014, 2017, 2022, 2025 through 2030, 3000 through 3002, 3004, 3006, 3008 through 3010, 3013 through 3015, 4008, 4009, 4012, 4015 through 4021

District 5

Spalding GA County

Census Tract 1604.01

Blocks 2007, 2017

Census Tract 1604.02

Blocks 1001 through 1008, 1014, 1015

Census Tract 1605.00

Blocks 1018 through 1024, 2000 through 2002, 2007 through 2010, 2014 through 2017, 2020 through 2031, 2034, 3005, 3011, 3016 through 3018, 3020 through 3022, 3025

Census Tract 1607.01

Blocks 3000 through 3003, 3011, 3012, 3019 through 3022, 3024, 3037, 3038, 3039

Census Tract 1607.02

Blocks 1000, 1001

Census Tract 1608.00

Blocks 3006 through 3013, 3051

District 6

Spalding GA County

Census Tract 1607.01

Blocks 1006 through 1008, 2018 through 2022, 2024 through 2027, 3004, 3007 through 3010, 3013, 3014, 3017, 3018, 3032 through 3035

Census Tract 1607.02

Blocks 1010, 1011

Census Tract 1612.02

Blocks 1025, 1033, 1034, 2008, 2009, 2011, 2012, 2015, 2016

LEGISLATIVE HISTORY:

First Reading: January 11, 2022

Second Reading: January 25, 2022

A NOTICE OF PROPOSED HOME RULE ORDINANCE containing a synopsis of the proposed amendment to the Charter of the City of Griffin, Georgia, in the form attached hereto, was published in The Griffin Daily News, the legal organ of Spalding County, Georgia, on January 7, 14 & 21, 2022.

NOTICE OF PROPOSED HOME RULE ORDINANCE
AMENDING THE CHARTER OF THE
CITY OF GRIFFIN, GEORGIA
TO REAPPORTION ELECTION DISTRICTS

Notice is hereby given that the Board of Commissioners of the City of Griffin, Georgia, is proposing enactment of a Home Rule ordinance, pursuant to O.C.G.A. §36-35-3(1)(b) amending the Charter of the City, at Section 2.3. **DISTRICTS ESTABLISHED; APPORTIONMENT OF ELECTION DISTRICTS BASED UPON POPULATION**, for the purpose of adopting an election district reapportionment plan for future election of members of the governing body based upon the publication of the 2020 U.S. Decennial Census. The proposed ordinance will adopt the plan identified as "Scenario 1, prepared by FloAnalytics, dated October 20, 2021"; all plans considered for adoption may be viewed on the City of Griffin's website, www.cityofgriffin.com, under the REDISTRICTING link. Upon final adoption, the ordinance will be filed with the Secretary of State.

Readings of the proposed ordinance will occur at two consecutive regular meetings, to be held January 11, 2022 and January 25, 2022, at 6:00 p.m. EST in the Elmer W. George Municipal Hall, One Griffin Center, 2d Floor, 100 S. Hill Street, Griffin, Georgia. Copies of the proposed ordinance are available for public inspection and copying in the City Manager's Office, 3d Floor Administration, One Griffin Center, and in the office of the Clerk of Superior Court, Spalding County Courthouse, Griffin, Georgia; the proposed ordinance is also available on the City of Griffin's website.

Persons interested in this proceeding may appear at either meeting and make comments. Comments may also be made prior to the meetings through the REDISTRICTING portal on the City's website.

It is the policy of the City of Griffin to ensure that communications with members of the public with disabilities be as effective as communications with others. The City may furnish appropriate accommodation where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, any program, service, or activity conducted by the City. In determining what type of accommodation is necessary, the City will give primary consideration to the request of the individual with disabilities. If you require accommodation to participate in this process, please contact Stephanie Woods, ADA Coordinator, (770) 229-2923 or by email to hr@cityofgriffin.com as far in advance of a meeting as possible.

Post immediately on the City's website and official City bulletin board.

Publish as a display ad in The Griffin Daily News on January 7, 14 & 21, 2022