

CITY COUNCIL
LESLIE MCPHERSON, MAYOR
DANNY CARTER, MAYOR PRO TEM
SHIRLEY MARCHMAN
MATTHEW MONTAHAN
STEPHANIE WARMOTH
ANNA MCCOY

City of Villa Rica



CITY MANAGER: TOM BARBER
CITY CLERK: THERESA CAMPBELL
CITY ATTORNEY: C. DAVID MECKLIN

571 W BANKHEAD HWY
VILLA RICA, GA. 30180
770.459.7000 | VILLARICA.ORG

MAYOR & COUNCIL WORK SESSION AGENDA

Holt-Bishop Justice Center, Municipal Courtroom, 101 Main Street
February 13, 2024 | 1:30 PM

A. Governing Body (Leslie McPherson)

1. Mental Health Crisis Unit Intergovernmental Agreement for FY2024 (C. David Mecklin, City Attorney)
2. Nomination of 2024 GMA District 4 Officers (Tom Barber, City Manager)
3. Appointment of Ward 3 Planning & Zoning Commissioner (Stephanie Warmoth, Councilwoman, Ward 3)

B. Community Development (Tracy Jarvis, Director)

1. Special Use Permit for Scholarship Event held by Georgia Food Industry at Mirror Lake Gold Club and Public Hearing.
2. RA-05-23 – Rezoning from Commercial Medium-Density (C2) to Industrial Low-Density (I1) for property located at the SE corner of Highway 61 and Whitworth Road and Public Hearing (Shaun Daniels, City Planner)
3. VA-03-24 - Special Exception Request: Place of Worship at 505 Berry Drive (local road) and Public Hearing (Shaun Daniels, City Planner)
4. VA-02-24 - J&M Tank Lines Gravel Variance and Public Hearing (Shaun Daniels, City Planner)
5. TA-01-25 - Text Amendment Maximum Parking & Layout and Public Hearing (Shaun Daniels, City Planner)

C. Human Resources (Lena Taylor, Director)

1. Biometric Screening Agreement with Tanner Health System (Tiffany Jenkins, HR Manager)

D. Main Street (Alisa Doyal, Main Street Manager)

1. The MILL Lease Agreement Revision (Alisa Doyal, Main Street Manager)
2. Appointment to Main Street Advisory Board (Alisa Doyal, Main Street Manager)
3. Appointment of Main Street Advisory Board (Alisa Doyal, Main Street Manager)
4. Appointment to Main Street Advisory Board (Alisa Doyal, Main Street Manager)
5. 2024 Professional Services Contracts with RCS Productions, Inc. (Alisa Doyal, Main Street Manager)
6. Downtown Gateway & Directional Signage Project (Alisa Doyal, Main Street Manager)

E. Police (Michael Mansour, Chief)

1. Dual Purpose Police K9 (Chief M. Mansour)

F. Public Works (Hal Burch, Director)

1. Purchase of UTV (Hal Burch, Public Works Director)
2. Purchase of Tilt Trailer (Hal Burch, Public Works Director)
3. Pine Mountain Gold Museum Train Undercarriage Rebuild (Chris Maddox, Fleet Manager)

G. City Manager (Tom Barber)

1. Reduction of Speed Limit on Clearview Street (Tom Barber, City Manager)
2. Select vendor for new city website (Ken Denney, PIO)
3. 2024 Roadway Paving Project (Tom Barber, City Manager)
4. Fuqua Road Amendment (Tom Barber, City Manager)
5. Stormwater Utility Proposals (Tom Barber, City Manager)
6. Approve a Proposal to Design Sewer Improvements along Conners Road (Tom Barber, City Manager)

Review of the Agenda (Mayor Leslie McPherson)

Public Comment (We ask that you sign in for Public Comment before the meeting begins. Please state your Name and Address for the record and limit your comments to three minutes.)



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: ELECTION OF GMA'S DISTRICT 4 OFFICERS FOR 2024-25

AGENDA DATE: February 13, 2024

DATE PREPARED: February 1, 2024

PREPARED BY: Tom Barber

AMOUNT: n/a

GL ACCOUNT #: n/a

FUNDING SOURCE: n/a

BUDGETED ITEM? No

PURPOSE: To approve a slate of candidates as GMA's District 4 Officers for 2024-25.

BACKGROUND: GMA has submitted the ballot for their 2024-2025 District 4 officers. The City may vote to approve or oppose the proposed slate of city officials. The deadline for submitting nominations was April 12. The ballot is due on May 17.

STAFF RECOMMENDATION:

IMPACT:

MOTION: I move to approve the attached slate of four city officials as GMA's District 4 Officers for the 2024-25 year.

Tom Barber

From: Larry Hanson <tjacobs@gacities.com>
Sent: Wednesday, January 31, 2024 2:57 PM
To: Tom Barber
Subject: EXTERNAL EMAIL: Nomination of 2024-2025 GMA District 4 Officers
Attachments: 4 and 8 a. 2024 District Officer Expression of Interest Form Terrell.pdf; 1.b. district officer service guideJan2024.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Tom,

It is now time to initiate the process for nominating and electing GMA District 4 Officers for the 2024-2025 year.

If you are interested in being considered as a district officer or would like to recommend someone you believe would serve the district well, please return the attached "GMA District Officer Expression of Interest Form" to GMA by March 4, 2024. An outline of the role and expectations of district officers is also attached.

All application forms received will be shared with the district nominating committee which shall consist of the current district officers and three elected officials appointed by the District President from cities not represented by the current district officers. The current District Officers are as follows:

President	William "Dub" Pearman, Mayor, Senoia
First Vice President	Barbie Crockett, Mayor, Centralhatchee
Second Vice President	Joseph H. Walter, Mayor, Zebulon
Third Vice President	Mike Johnson, Mayor, Temple

Please note that each year the district elects a President, First Vice President, Second Vice President and Third Vice President. The President and First Vice President serve on the GMA Board of Directors. Terms for each district officer position are one year, and traditionally each year the president rolls off and the other three officers move up one position, leaving the Third Vice President position to be filled.

The slate of officers proposed by the district nominating committee will be sent to all District 4 member cities on an official ballot by April 12, 2024. The deadline for the return of district officer election ballots to GMA will be May 17, 2024, and election results will be announced by May 24, 2024.

If you have any questions about the district officer nomination process, please contact Terrell Jacobs at 404-295-6247 or tjacobs@gacities.com.

Thank you very much for your support of GMA.



CITY OF VILLA RICA

City Council Packet

SUBJECT: Georgia Food Industry Association Education Foundation

CITY COUNCIL AGENDA DATE: February 13, 2024

DATE: February 2nd, 2024

PREPARED BY: Nic Griffin, Project and Development Official

FUNDING SOURCE: N/A

PUBLIC HEARING REQUIRED: YES

PURPOSE: Application and public hearing for issuance of a limited pouring license to serve beer and wine one day one, on Wednesday, April 24th, 2024. Event times are 7:30 AM until 3:30 PM. The location is the Mirror Lake Golf Club – 1000 Canongate Parkway, Villa Rica, GA 30180.

BACKGROUND: Georgia Food Industry Association (GFIA) has operated since 1912. GFIA is the sole association in Georgia dedicated to regulatory fairness in the food industry.

The Spring Golf Tournament, which is to be held at Mirror Lake Golf Club, will host over 350 members, with a goal of raising funds to support the GFIA Education Foundation we have awarded over 2.1 million dollars in scholarship.

STAFF RECOMMENDATION: Staff recommends approval.

IMPACT: N/A

MOTION: I move to approve the special event application and the issuance of a one-day limited pouring license, to the Georgia Food Industry Association Education Foundation.

Special Event Permit Application

City of Villa Rica



Special Event Title: _____
Company: Georgia Food Industry Education Foundation
Company Address: 5020 Highlands Pkwy SE Suite # 200 Smyrna, GA 30082
Phone: 678-654-3316 Fax: _____
Location/Site Master: _____
Cell: _____ Email: _____
Location/Site Master: _____
Cell: _____ Email: _____

Type of Project:

☐ Fair	☐ Tour
☐ Grand Opening Celebration	☐ Race
☐ Parade	☐ March
☐ Rally	☐ Assembly
☐ Festival	☐ Concert
☐ Holiday Celebration	☐ Bicycle/Run
☐ Block Party	☒ Other: <u>golf event</u>

Description of Project: golf tournament

Location(s) of Project: Mirror Lake Golf Club

1000 Canongate Pkwy, Villa Rica GA 30180

☒ Commercial Location ☐ Residential Location ☐ City Park ☐ Other

Please Note: If your Special Event occurs at a residential location and contains any of the two listed items below, a meeting with the City Manager is required a minimum of one week in advance before your application can be accepted and processed.

- 1) Full and/or Partial Lane and Street Closures
- 2) Requested Variances to any City of Villa Rica Ordinance

Contact Name to schedule the meeting: _____

Phone Number: _____

Email: _____

Names of Attendees to attend the meeting: _____

List any Alteration of Vegetation or Building Modifications that could remain permanent after completion of the project:

Number of Tents: _____ Square Footage of Each Tent: _____

List Tent Locations: _____

Will Portable Restrooms (Porta Potties) be utilized? _____ Yes _____ No

If yes, please list placement and locations:

SPECIAL EVENT PREP:

Dates: From: Monday April 22nd To: _____

Hours: From: 8:00 am/pm To: _____ am/pm

Dates: From: Tuesday April 23rd To: _____

Hours: From: 8:00 am/pm To: _____ am/pm

Dates: From: _____ To: _____

Hours: From: _____ am/pm To: _____ am/pm

Describe preparation activity: prep work to set up event

SPECIAL EVENT:

Dates: From: Weds April 24th To: _____
Hours: From: 7:30 am/pm To: 3:30 am/pm
Dates: From: _____ To: _____
Hours: From: _____ am/pm To: _____ am/pm
Dates: From: _____ To: _____
Hours: From: _____ am/pm To: _____ am/pm

Describe Special Event Activity:

golf tournament event

CLEAN-UP/CLOSE OUT:

Dates: From: Weds April 24th To: _____
Hours: From: 3:30 am/pm To: 5:00 am/pm
Dates: From: _____ To: _____
Hours: From: _____ am/pm To: _____ am/pm
Dates: From: _____ To: _____
Hours: From: _____ am/pm To: _____ am/pm

Describe clean-up/close out activity: Remove trash & clean up
venue space

****Please Note:** The following three items must be provided when applicable:

- 1) Site Plan – Showing Special Event Location
- 2) Proof of Permission from Property Owner for use of the Special Event Location
- 3) Notification of Neighbors and Businesses affected by Special Event Location

Uses: (Please check applicable)

_____ Street Closure _____ Lane Closure _____ Other: _____

If any of the above are checked, please give a detailed description, including dates and times:

Services Required: (Please check applicable)

_____ City Police _____ City Parks _____ Fire Department
_____ Sanitation _____ Transportation _____ Other: _____

**City of Villa Rica shall be utilized if available

If any of the above are checked, please give a detailed description:

Elements and Special Effects or Stunts: (Please check applicable)

_____ Generator(s) _____ Special Lighting/Lighting Cranes
_____ Music Playback _____ Smoke/Fire/Pyro
_____ Vehicles _____ Animals
_____ Other: _____

If any of the above are checked, please give a detailed description:

Please list any Special Requests not already covered: _____

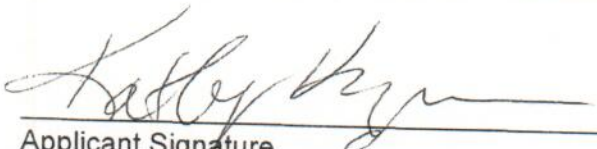
Please Note:

*The City reserves the right to deny any Special Event that is not within the best interests of the City and its Residents.

**No Event Permit shall be issued more than once per quarter at any one residential location and shall be of no more than 14 consecutive days in duration, unless otherwise previously requested and approved by the City Manager.

Hold Harmless Agreement

The applicant agrees to indemnify the City of Villa Rica and to be solely and absolutely liable upon any and all claims, suites and judgements against the City and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his/her (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Georgia laws, rules and regulations. This permit may be revoked at any time.


Applicant Signature

01, 08, 24
Date

Permit Fee: \$100.00 per day

\$500.00 Sanitation Bond required if event occurs in a City Owned Park or Facility

For additional information, contact the Community Development Department at 770-459-7000.



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: RA-05-23 – Rezoning from Commercial Medium-Density (C2) to Industrial Low-Density (I1) for property located at the SE corner of Highway 61 and Whitworth Road

AGENDA DATE: January 9, 2024

DATE PREPARED: December 29, 2023

PREPARED BY: Ronald Johnson, Planning & Zoning Administrator

AMOUNT:

GL ACCOUNT #:

FUNDING SOURCE:

BUDGETED ITEM?

PUBLIC HEARING: YES

PURPOSE: Blake Dexter (the Applicant) seeks a rezoning from Commercial Medium-Density (C2) to Industrial Low-Density (I1) for property near the SE corner of Highway 61 and Whitworth Road in order to operate an aluminum anodizing facility and create an industrial pad site for future industrial uses.

BACKGROUND: The parcel meets the minimum lot size requirement and minimum frontage requirements for the I1 Zone. The parcel is partially vacant with a wet well constructed around 2006. The parcel measures 37.58 acres. Access to the lot will be from Highway 61 and Whitworth Road. The applicant proposes to use a 100,000 square foot building for the anodizing use and a 92,000 square foot building for offices. The remaining portions of the lot are shown to have a pad site to be marked for a future industrial use.

The Planning & Zoning Commission voted 4-0 to deny the application.

STAFF RECOMMENDATION: DENIAL

Reasons:

- The industrial zoning is not supported by the Comprehensive Plan;
- May result in spot zoning; and
- May cause an increase in traffic on Whitworth Road, where school traffic is already present.

IMPACT: N/A

MOTION: I move to deny the rezoning request from Blake Dexter for a rezoning from C2 to I1, as presented.



City of Villa Rica

Zoning

Copy of Application

Reference # P-0001-2023

Date Submitted: 10/1/2023 8:58:23 PM

Property Details

Address: CARROLLTON VILLA RICA HWY , VILLA RICA, GA 30180

Parcel/Lot: V08 0010001/{MERGEFIELD cf[f976f]}

Application Details

Project Name: HUBER HQ

Existing Use: C2 - Commercial Medium-Density

Proposed Use: I1 - Industrial Low-Density

Applicant Details

Name: BLAKE DEXTER

Address: 3535 PEACHTREE RD, STE 520-723 , ATLANTA, GA 30326

Email: BDEXTER@DEXTERCOS.COM **Phone #:** (404) 239-9400

Property Owner Details

Name: COUEY & MORGAN INVESTMENTS, INC. **Tax ID:** 81-1006719

Address: 1700 W FITZGERALD LN , WATKINSVILLE, GA 30677-8114

Email: JMREALESTATE@BELLSOUTH.NET **Phone #:** (770) 815-4088

Attorney Details

Name: Jeffrey F. Montgomery

Firm: Cushing, Morris, Armbruster & Montgomery, LLP

Address: 191 Peachtree Street, N.E., Suite 4500 , Atlanta, GA 30303

Email: jfm@cmamlaw.com **Phone #** (404) 521-2323

Planning Consultant Details

Name: JONATHAN TLENIS, P.E. **License #**

Firm: HRC ENGINEERS, SURVEYORS

Address: , ,

Email:

Phone #

Engineer Details

Name: JONATHAN TILENIS, P.E.

License #

Firm: HRC ENGINEERS, SURVEYORS

Address: 6554 Church Street , DOUGLASVILLE, GA GA

Email: jtilenis@hrcengineers.com

Phone #: (770) 942-0196

Traffic Engineer Details

Name:

License #

Firm:

Address: , ,

Email:

Phone #:

Property Information : Existing

Easements, Leases, or Other Agreements, Existing or Proposed on the Property
Existing Zoning District of Site
In Applicant's opinion with Board of Adjustments action be required for a variance?

No

Yes

Is a structure(s) present on existing lot?

No

If yes, how many?

A. Building Floor Area Total

Each Floor

B. Building Ground Area

C. Building Height Feet

Stories 1

D. Floor Area Ratio (FAR)

E. Lot Lines (Feet)/ Front, Rear, Side

F. Set Backs (Existing)/ Front, Rear, Side

G. Open Space (square foot)

Open Space %

H. Lot Coverage %

I. Parking (on site) Show Calculations below if not on accompanying site plan

See site plan attached

Present use(s) of site (each structure) & Proposed use on site Vacant, the commercial project was cancelled due to the Great Financial Recession in 2008

Proposed:

A. Building Floor Area Total 92000

B. Building Ground Area

C. Building Height Feet 30

D. Floor Area Ratio (FAR) 20

E. Lot Lines (Feet)/ Front, Rear, Side

F. Set Backs / Front, Rear, Side

Project Information

	Proposed	Existing
Maximum Height	30	
Lot Width		
Side Yard		
Lot Coverage % of building		
Lot Coverage Impervious Surface		
Planted Area %		
Parking Stalls		
Total of Side Yards		
Rear Yard		
Lot Area	421000	
Lot Coverage Impervious Surface %		
Planted Area		
Floor Area	92000	
Front Yard		

<u>Request Type</u>	
Rezoning	X
Special Use Permit	

Variance Type:	
Annexation	
Appeals	
Alteration to PUD	
Administrative Adjustment	
Certificate of Appropriateness	
Certificate of Occupancy	
Public Hearing Signs	
Record Filing Fee	
Street & Utility Inspection	
Text Amendment Initiated by Public	
Sexually Oriented Business Permit	
Development of Regional Impact (DRI) Application Initiating Review	
Future Land Use Map Amendment (FLUM without an associated rezoning)	
Copy of Unified Development Ordinance, Comprehensive Plan, Design Guidelines for Historic Districts and Sites, and all other printed Planning Materials. # of Copies:	



Renee Kilgore, Planning & Zoning Secretary
City of Villa Rica
571 W. Bankhead Highway
Villa Rica, GA 30180

Re: Planning Report
Carrollton Villa Rica Highway
RA-05-23
Applicant's Name: Blake Dexter
Property Owner: Couey & Morgan Investments, Inc.
Land Lot 145, District 2, Section 5
Parcel # V08 0010001
Lot Size: 37.58 Acre +/-
Ward: 2
City Council Member: Matthew Momtahan
Planning Board Member: David Rogers
City of Villa Rica, Carroll County, Georgia

Dear Ms. Campbell:

This planning report is prepared in response to the Rezoning application submitted by Blake Dexter for the property located at Carrollton Villa Rica Highway (at Whitworth Road). The purpose of this report is to provide an analysis of the rezoning request and make recommendations for the City Council's consideration.

Background:

This property was subject to previous requests for single-family homes on the property that was withdrawn in 2022. Prior to that, the property was considered for an amusement park use. The applicant is interested in constructing an industrial aluminum anodizing use. The property is located within the Suburban Village Character Area. The site is directly adjacent to single-family homes to the south, single-family and vacant land to the west and north, and vacant land and Ithaca Gin Elementary School to the east. The site is located within the Carroll County portion of the city and borders unincorporated areas to the north, east and south. A pond is located on the property.

During the 2020 citywide rezoning, the property owner filed an appeal to keep the commercial zoning on the property, whereas the city proposed to change the zoning to Single-Family Agricultural (AG). The applicant argued that they had vested rights in commercial zoning of the property and have made investments in order to bring a commercially zoned property to fruition. The City Council imposed conditions on the property.

Rezoning Request:

The property is located in the Commercial Medium-Density (C2) Zone and is proposed to be rezoned to Industrial Low-Density (I1).



Description of Rezoning Request:

The request is being made in order to construct two industrial buildings on the site, one 100,000 SF industrial building where the main trade work will be performed and a 92,000 SF office building to support operations. The site will host an entrance off of Whitworth Road. The city's comprehensive plan prescribes Suburban Village Character Area to the subject property, which does not recommend industrial zoning categories. There are no other industrial zoned properties along the Highway 61 South corridor. The surrounding area is largely residential, commercial, agricultural and vacant land.

Site Analysis:

The site features a lake within the center, which greatly inhibits placement of buildings and usage of much of the site area. There is also a stormwater easement that runs along east-west through the Highway 61 frontage of the property. The property is situated at a prominent corner at Whitworth Road and is near Ithaca Gin Elementary (quarter mile). A wet well is also present on the site. The property does not have sewer capacity to develop larger uses on the land. The proposed use is not proposed to need large amounts of sewer capacity. These constraints make the property difficult for development.

Review of Criteria for Granting a Variance:

The Zoning Ordinance of the City of Villa Rica, Section 11.05(2)(b), requires the Planning & Zoning Commission and the legislative body to pay reasonable regard to the following when preparing and considering proposed amendments:

1. The Comprehensive Plan;

Villa Rica Future Land Use Map - The Future Land Use Plan prescribes "Suburban Village Character Area" as the future land use for the parcel. The intent of the Suburban Village Character Area is as follows:

"Suburban Villages are characterized by clustered commercial development around the intersection of prominent roads (Community Crossroads) and include immediate surrounding residential areas, which are suburban in nature. The general development pattern is compact, with stand-alone or a few businesses on a site. However, in more suburban and rural areas, a single business typically occupies a property. Future development should emphasize the compact, small-scale development that supports the immediate surrounding area, including residences, retail, and office uses. Higher density developments should be located closer to more dense/intense areas, where similar development exists. Sidewalks and pedestrian linkages to nearby parks and other amenities should be provided in new developments."

The character area has design principles that recommend "low to moderate density with concentrated neighborhood commercial development oriented around intersection/community crossroads". The Comprehensive Plan indicates the following zoning categories as appropriate zoning categories for the Suburban Village Character Area. The UDC zoning categories and their corresponding 2020 zoning ordinance categories are indicated below:

TABLE 3 - APPROPRIATE ZONING CATEGORIES – SUBURBAN VILLAGE	
<u>UDC Zoning Categories</u>	<u>Corresponding 2020 Zoning Ordinance Category</u>
Single Family (R20)	Single-Family Suburban (R1)



	Single-Family Urban (R2)
Multi-Family (R-14)	Multi-Family Low-Density (MF1)
Residential Townhome (RT)	Single-Family Attached (SFA)
Rural Development (RD)	Single-Family Agricultural (AG)
Planned Development (PD)	Planned Unit Development (PUD)
Neighborhood Commercial (NC)	Commercial Low-Density (C1)
Office-Institutional (OI)	Office Medical Institutional (OMI)

The proposed zoning category is not supported by the Comprehensive Plan.

2. Current conditions and the character of current structures and uses in each district;

The lot currently features vacant land with a lift station and some sewer infrastructure improvements. The character of the I1 zone is industrial in nature, and is specialized for low intensity manufacturing, warehousing and industrial uses. The character of the surrounding area is residential, commercial, agricultural and institutional uses.

3. The most desirable use for which the land in each district is adapted;

The use is not the most desirable use along the limited buildable frontages available along Highway 61. The commercial C2 zoning is preferred from a planning perspective. The staff has a general concern with spot zoning of the parcel should the zone be changed. The city has very few C2 zoned parcels left that have not been constructed upon and there is a general pressure for more commercial growth along Highway 61.

4. The conservation of property values throughout the jurisdiction; and

Property values are not expected to be greatly affected, either positively or negatively by the redevelopment of the lot for industrial purposes.

5. Responsible development and growth

The industrial zoning is not supported by the Comprehensive Plan, may result in spot zoning, and may cause an increase in traffic on Whitworth Road, where school traffic is already present.

Recommendation:

Based on our analysis, we recommend that the City Council **deny** the rezoning request submitted by Blake Dexter for the property at Carrollton Villa Rica Highway and Whitworth Road. Our recommendation is based on the following findings:

- The industrial zoning is not supported by the Comprehensive Plan;
- May result in spot zoning; and
- May cause an increase in traffic on Whitworth Road, where school traffic is already present.

Conditions of Approval (if applicable):

Should the council wish to approve the application, the following conditions should be made applicable to the development:



1. The applicant will install a self-contained sewer treatment facility for manufacturing by-product and development sewer discharge, not including typical restroom and breakroom usage.
2. The rezoning only applies to the proposed use and reverts to the C2 Zone if the proposed aluminum anodizing use is discontinued.

Public Comments:

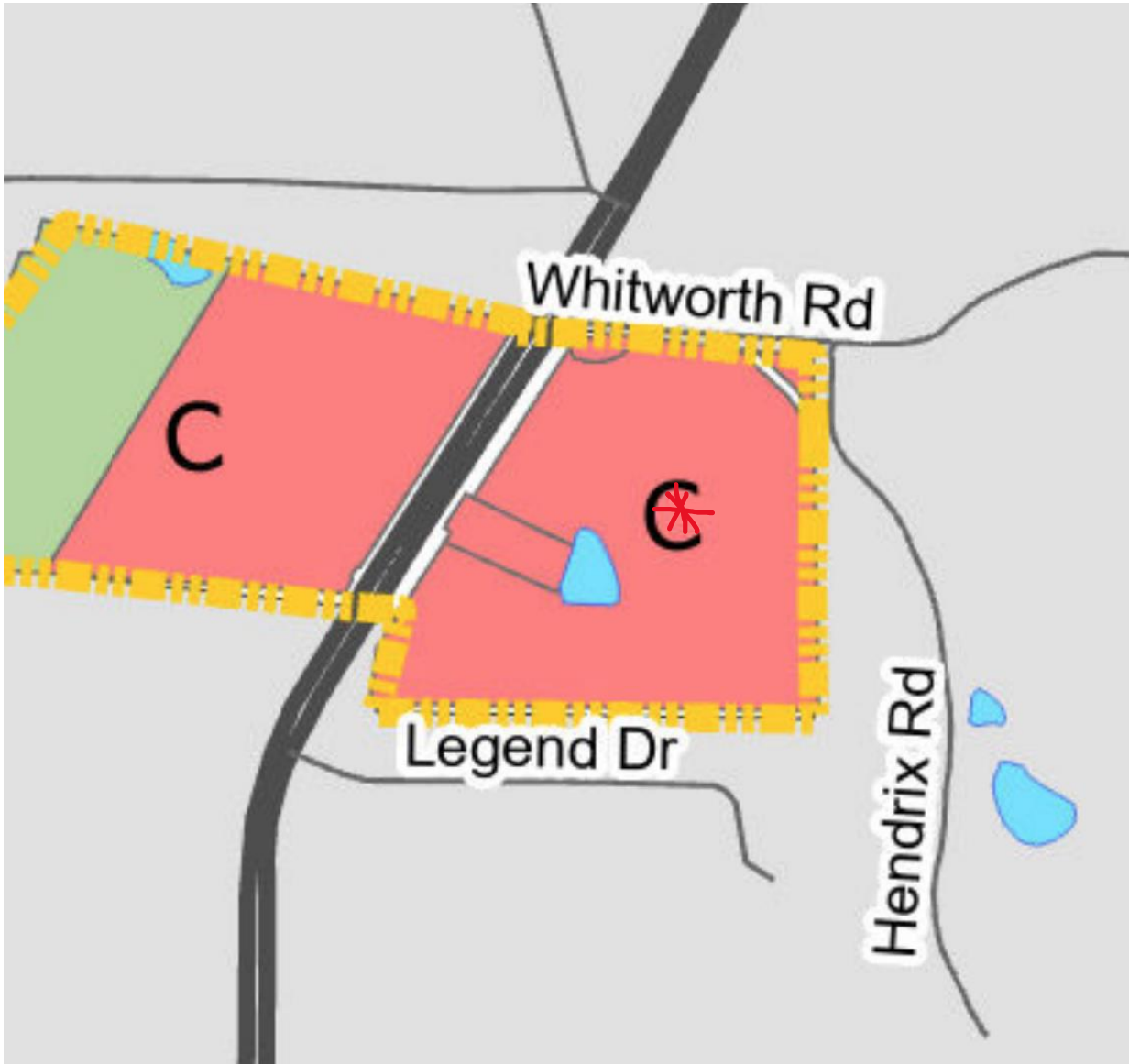
No Public Comments have been received by the Planning and Zoning staff as per the date of this report.

Conclusion:

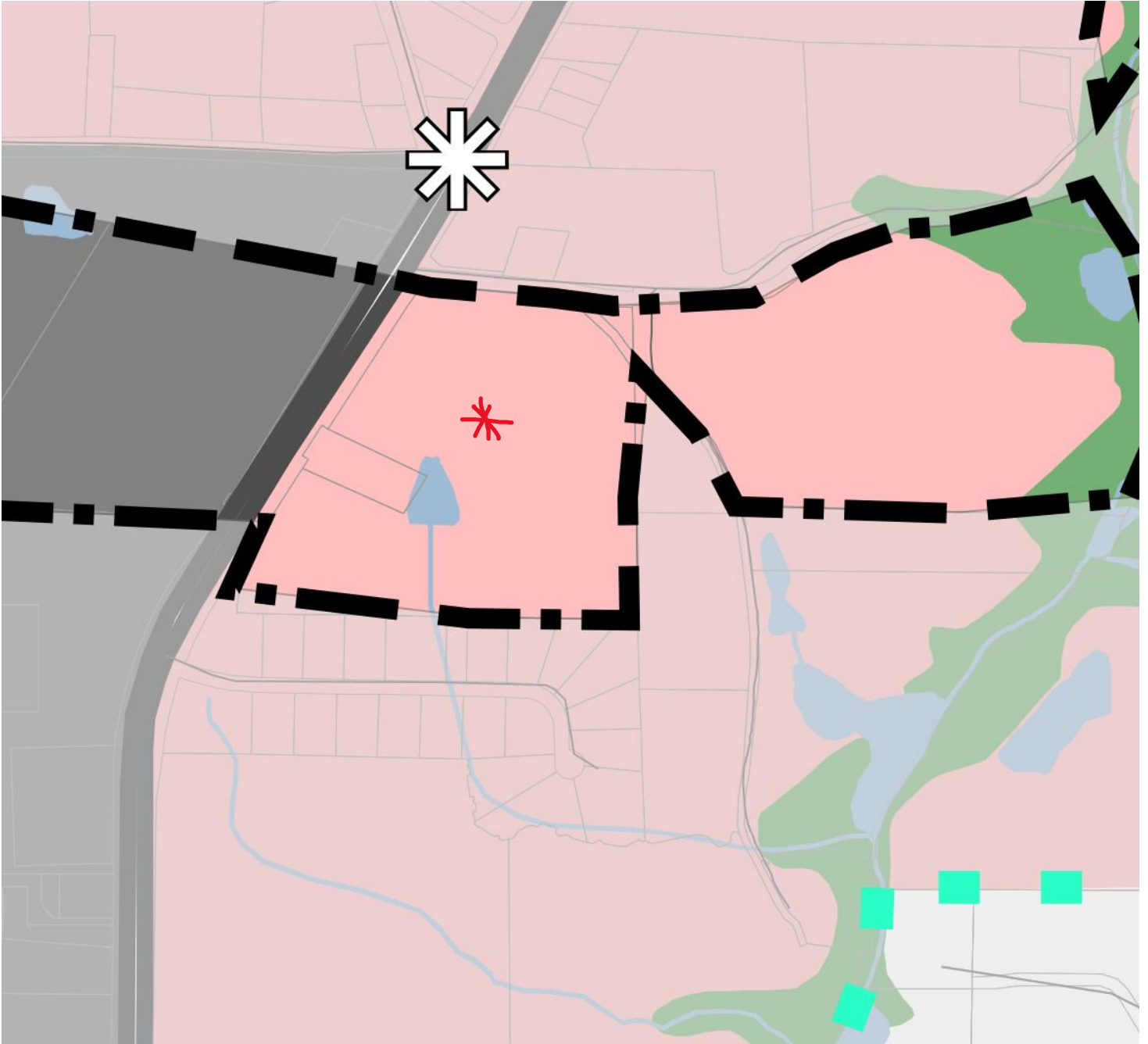
In conclusion, this planning report has provided an analysis of the variance request and recommended a course of action for the City Council consideration. The decision should be made in accordance with the city's zoning regulations, comprehensive plan, and the best interests of the community.

Attachments:

Zoning Map:



Future Land Use Map:





October 30, 2023

Mr. Ronald Johnson
Planning and Zoning Administrator
571 West Bankhead Highway
Villa Rica, GA 30180

RE: LOI for rezoning of approximately 20 acres at intersection of Hwy 61/Whitworth Rd
(Parcel/Lot V08 001000) from C2 to L1

Dear Ron,

This letter is intended to further explain the above referenced rezoning request by Dexter Companies to construct a building for our client Huber HQ to be used as Headquarters office space and light manufacturing/wholesale distribution of architectural aluminum metal products for use in high end interior and exterior trim work on projects such as hotels, airports, office buildings, and medical facilities.

This is an 80-year-old family-owned company with multiple locations in the United States and will add approximately 55 to 60 skilled job opportunities for the Villa Rica community. The company sometimes operates more than one shift so hours of operation may vary, but there is no noise or other nuisance that extends outside of the building facility itself. There will also be room on the property for future expansion of this business or possibly for an office/warehouse building for another tenant.

Compared to the current C2 zoning and most other zoning uses, this light industrial use will have a lower impact on the surrounding area in terms of traffic, onsite activity, and noise, and will provide excellent long-term employment to the community.

Thank you for your consideration, and please let me know if additional questions arise.

With Best Regards,

A handwritten signature in black ink, appearing to read "Allan W. Anderson", written in a cursive style.

Allan W. Anderson, CCIM
Executive Vice President

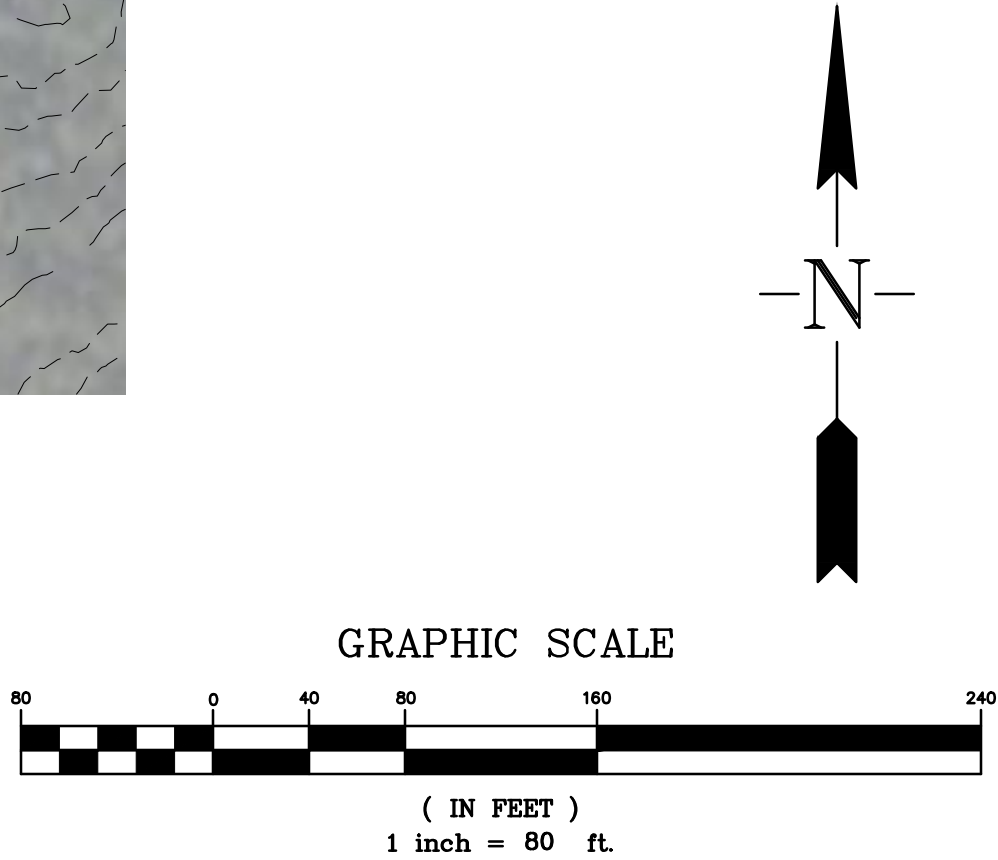
Development Leasing Property Management Advisory Services Investor

3535 Peachtree Road | Suite 520 #723 | Atlanta, GA 30326 | Telephone: 404-239-9400



Conceptual Site plan for
Huber - Whitworth/ Hwy 61

CARROLL COUNTY, GEORGIA
OCTOBER 26, 2023







CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: VA-03-24 – Variance from Sections 8.14(1) of the Villa Rica Zoning Ordinance

AGENDA DATE: February 13, 2024

DATE PREPARED: January 30, 2024

PREPARED BY: Shaun Daniels, Planner

AMOUNT:

GL ACCOUNT #:

FUNDING SOURCE:

BUDGETED ITEM?

PUBLIC HEARING: YES

PURPOSE: Rodney Rogers is requesting a variance from Section 8.14(1) of the Villa Rica Zoning Ordinance for 505 Berry Drive to establish a Place of Worship on a local road.

BACKGROUND: The zoning code mandates that all Houses of Worship must have frontage or direct access to an arterial roadway. The previous tenant, ServePro, utilized the entire 18,000 square feet of the building. The applicant intends to use a 6,500 sq ft. office portion for a church, excluding the warehouse. With the proposed square footage and projected seating, the property complies with the required parking spaces.

STAFF RECOMMENDATION: APPROVAL

Reasons: The applicant will utilize only the office spaces, not the warehouse portion. Based on seating and projected attendance, the applicant meets the (7.4) *minimum parking space requirements* of the Villa Rica Zoning Ordinance requires.

Conditions:

The applicant must annually seek the renewal of the special exception permit from the council, ensuring that the average attendance aligns with the city ordinance's parking space requirements. The maximum occupancy limit is set at 360 individuals concurrently, based on the property's current availability of 85 parking spaces.

IMPACT: N/A

MOTION:

I move to approve the requested variance from Section 8.14(1) by Rodney Rogers as presented.

Theresa Campbell, City Clerk
City of Villa Rica
571 W. Bankhead Highway
Villa Rica, GA 30180

Re: Planning Report
505 Berry Drive
VA-03-24
Applicant's Name: Rodney Rogers
Property Owner: Ricky Wilson
Land Lot 130, District 5
Parcel # V06 0040012
Lot Size: 3.45 Acre +/-
Ward: 5
City Council Member: Danny Carter
Planning Board Member: Ashley Head
City of Villa Rica, Carroll County, Georgia

Dear Ms. Campbell:

This planning report is prepared in response to the variance application submitted by Rodney Rogers for the property located at 505 Berry Drive. The purpose of this report is to provide an analysis of the variance request and make recommendations for the City Council's consideration.

Background:

The applicant seeks approval for establishing a Place of Worship on a local road, deviating from the arterial road requirement outlined in the Villa Rica Code. The property is presently zoned as Commercial Low Density (C1) and is positioned just south of Interstate 20, with a tree buffer separating the two. The site falls within the Suburban Village Character Area.

The previous tenant, ServePro, utilized both the warehouse and office sections of the property, totaling approximately 85,000 sq ft. The proposed Place of Worship intends to utilize 6,500 sq ft of the previous tenant's office area, excluding the warehouse portion. The western premises of the site include a detention pond and a tree buffer. To the west lies the PUD Ashbury Subdivision, while to the east is Daniel Road, leading southeast to the Single Family Residential (R1) Legacy Lake and Pebble Brook subdivisions.

The site currently provides parking for ninety (90) spaces and does not accommodate a school, overnight shelter, indigent food service, or full-time childcare facilities. Situated within the Carroll County section of the city, the site does not share borders with any unincorporated areas and lacks streams or natural water features.

Variance Request:

The applicant is seeking variances from the following zoning regulation(s):

1. Section 8.14 *Places of Worship*

1) Location

a) Places of Worship shall be permitted only on a lot which has frontage on or direct access to an arterial street as identified by functional classification of roadways in Subsection 4.04(2)f(ii). **The property is currently on a local road, which the city code does not permit.**

Description of Variance Request:

Please see above.

Site Analysis:

The current state of the site comprises a combination of vacant land and a commercial building, totaling approximately 18,000 square feet. The neighboring context includes 1-20 Gateway West to the north, 1-20 Gateway East to the northeast, and single-family Suburban Neighbors to the south. Agricultural land is present towards the west and southwest of the property. The surrounding area exhibits diverse land uses, with the potential for additional commercial utilization north of the site, just south of Interstate 20, which is designated as commercial low density (C1) zoning.

Surrounding Properties:

North	Commercial Low-Density (C1)	Vacant
East	Agricultural (AG)	Vacant/Public Utility
South	Low-Density Single-Family Residential (R1)	Single Family Suburban
West	Planned Unit Development (PUD)	Single Family Planned Subdivision

Review of Criteria for Granting a Variance:

In considering a variance request, the City Council should assess whether the following criteria are met:

1. Exceptional Circumstances:

No exceptional circumstances have been presented. However, the applicant has pointed out that South Street is commercializing, and many of the variances are the impact of that commercialization.

2. No Detriment to Public Health, Safety, or Welfare: There is no detriment to public health, safety or welfare observed by staff.

3. Adjacent Property. The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner; and

The surrounding property values are not expected to be substantially impacted.

4. Practical Difficulty. The strict application of the terms of this ordinance will result in practical difficulty in the use of the property. This situation shall not be self-imposed, nor be based on a perceived reduction of, or restriction on, economic gain.

The request does not appear to be economic based, however the variance request for maximum spaces is

driven by economic gain from attracting certain national chains.

Recommendation:

Based on our analysis, we recommend that the City Council **APPROVAL** the variance request submitted by Rodney Rogers for the property at 505 Berry Drive with conditions.

Condition(s):

The applicant is obligated to apply annually for the renewal of the special exception permit from the council. This renewal process ensures that the average attendance adheres to the city ordinance's parking space stipulations, with a maximum occupancy limit of 360 individuals on the premises concurrently. This compliance is contingent upon the current parking lot availability of 85 spaces on the property. Reference to Zoning Ordinance Section 7.4, which outlines the Minimum Parking Space Requirements for Places of Worship, mandates one (1) space per four (4) fixed seats.

Conditions of Approval (if applicable):

N/A

Public Comments:

No Public Comments have been received by the Planning and Zoning staff as per the date of this report.

Conclusion:

In conclusion, this planning report has provided an analysis of the variance request and recommended a course of action for the City Council consideration. The decision should be made in accordance with the city's zoning regulations, comprehensive plan, and the best interests of the community.

Please let me know if you require any additional information or have any questions regarding this report.

Sincerely,
Shaun Daniels
City Planner
sdaniels@villarica.gov | 678-785-9995

Attachments:

Zoning Map:

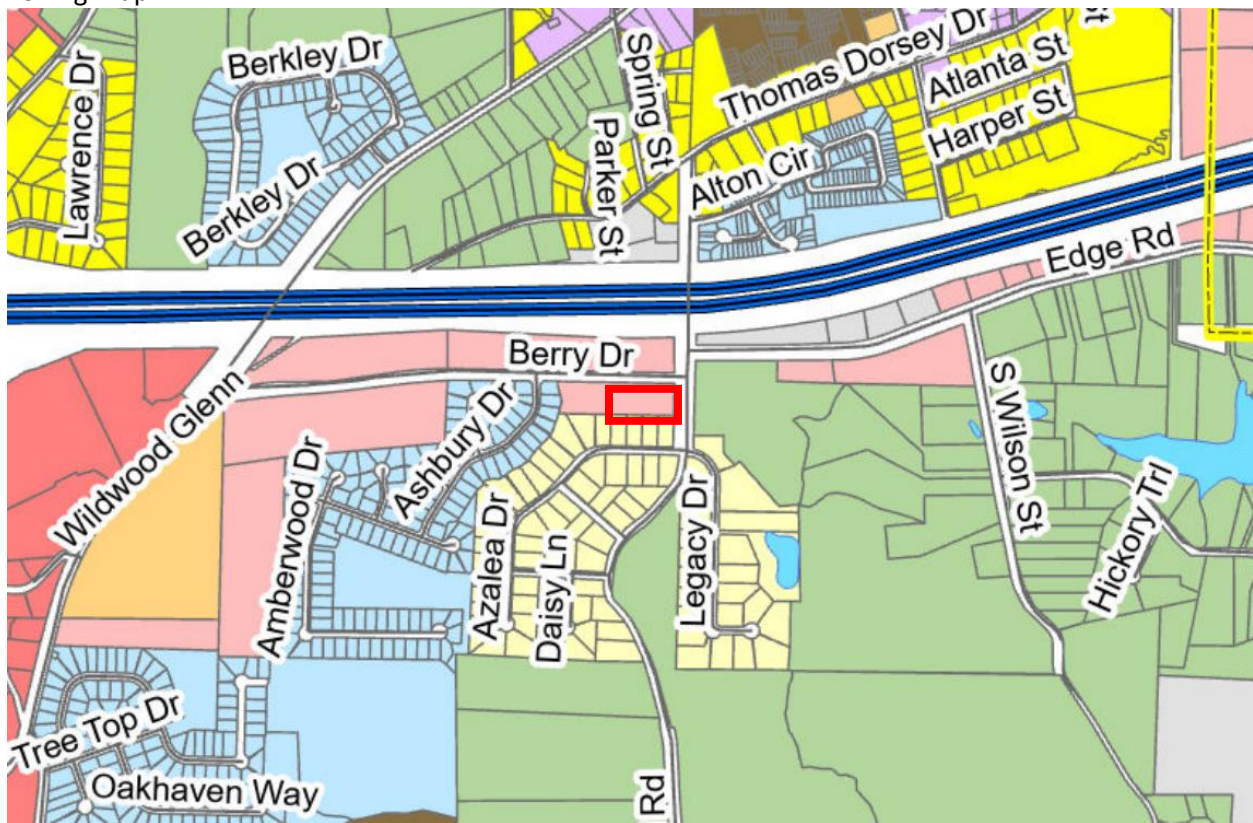
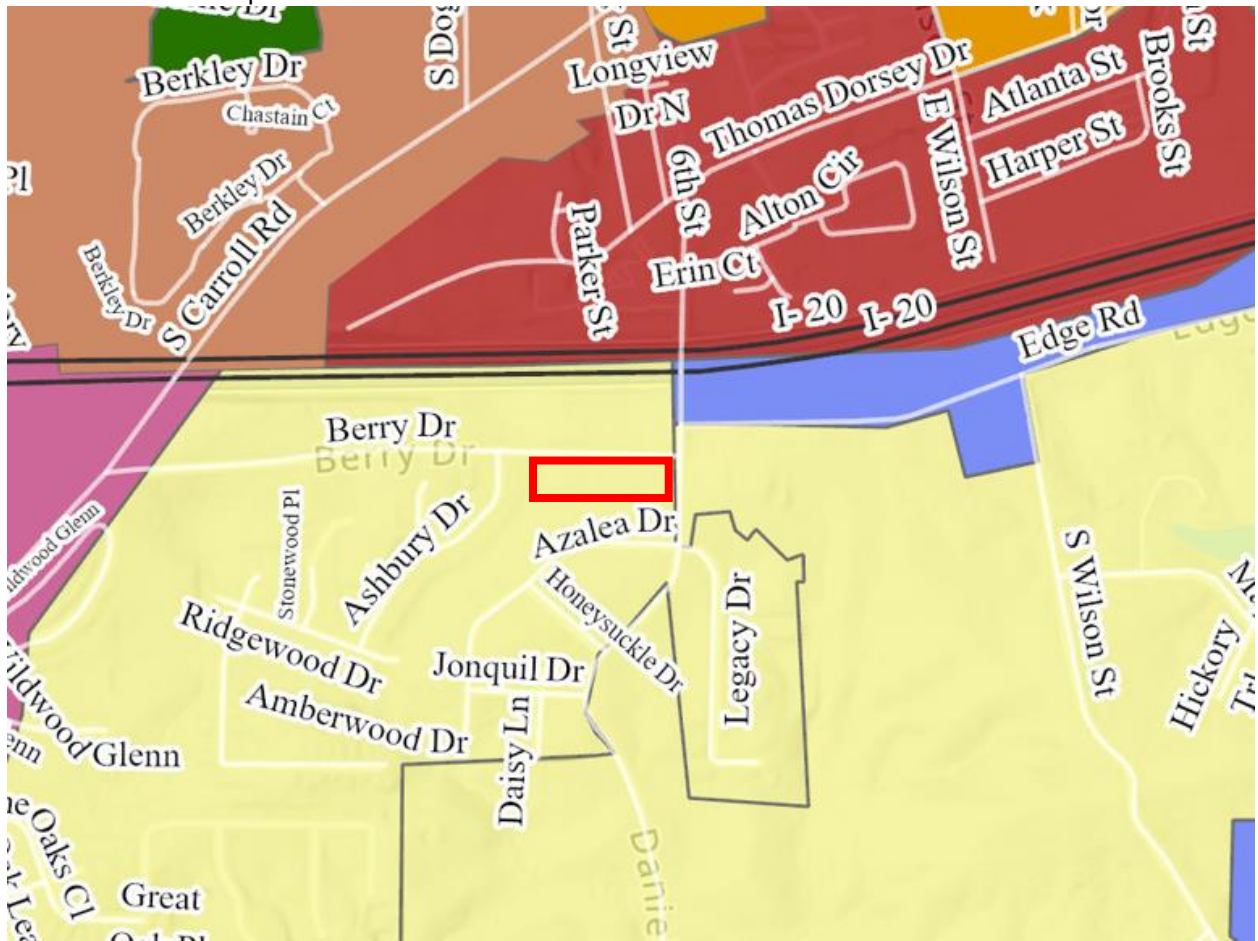


Table 7.4: Minimum Parking Space Requirements	
Type of Use	Minimum Required Parking
Agricultural	
Animal Breeding (commercially)	one (1) space per employee on largest shift
Farm Equipment Sales & Service	one (1) space per five hundred (500) square feet of enclosed sales area, plus one (1) space per two thousand five hundred (2,500) square feet of open sales area, plus one (1) space per employee on the largest shift
General Farming Uses	two (2) spaces per dwelling unit
Greenhouse or Plant Nursery	one (1) space per three hundred (300) square feet of interior sales, plus one (1) space per employee on the largest shift
Horse Stable (commercial)	one (1) space per four (4) stalls, plus one (1) space per employee on the largest shift
Truck Garden or Produce Stand	four (4) spaces per individual owner-occupied stand
Residential	
Accessory Apartments	one (1) space per dwelling unit
Amenity Area	one (1) space per three hundred (300) square feet of clubhouse or lodge space, plus one (1) space per two hundred fifty (250) square feet of non-competition pool
Assisted living/Senior Housing	eight-tenths (0.8) spaces for every patient/resident room/unit
Bed and Breakfast Establishment or Boarding House (owner must live on-premises)	one (1) space for each guest room, plus two (2) spaces for the owner
Facility for the Developmentally / Mentally Disabled	one (1) space for each employee on the largest shift, plus one (1) space per three (3) clients
Group Home	one (1) space per five (5) residents, plus one (1) space per employee on the largest shift
Manufactured Home Park	two (2) spaces per unit, plus one (1) visitor space for every two (2) units
Multi-Family	
Studio or 1 Bedroom	one (1) space per unit, plus one (1) visitor space per three (3) units
2 Bedrooms	1.6 spaces per unit, plus one (1) visitor space per three (3) units
3 Bedrooms	1.8 spaces per unit, plus one (1) visitor space per three (3) units
4 Bedrooms	two (2) spaces per unit, plus one (1) visitor space per three (3) units
each bedroom after 4	add 0.5 spaces per additional bedroom
Nursing home or convalescent care facility	one (1) space for every four (4) beds, plus one (1) per employee on the largest shift
Single-, two-family, and manufactured home	
Up to 3 Bedrooms	two (2) spaces per unit
4 or more Bedrooms	three (3) spaces per unit
Institutional	
Education	
Elementary and Junior High/Middle School	two and one-half (2.5) spaces per classroom
High School	one (1) space for every five (5) students of design capacity, plus two (2) spaces for each classroom OR one (1) space for every four (4) seats in any auditorium or assembly hall, whichever is greater
Nursery School	one (1) space per employee on largest shift, plus one (1) space per five (5) attendees
University, College or Vocational School	one (1) space for every three (3) students of design capacity
Other	
Club or Lodge	one (1) space for every fifty (50) square feet of net floor area
Community Center	one (1) space for every three (3) people at maximum capacity
Funeral Home	one space for every seventy-five (75) square feet of parlor or chapel space; or one (1) space per five (5) seats, whichever is greater. This number shall be exclusive of spaces dedicated to hearses, company vehicles or ambulances
Government and Municipal Building	one (1) space for each three hundred (300) square feet of net floor area
Hospital	one (1) space for each two (2) patient beds (excluding bassinets), plus one (1) space for each person on largest shift
Places of Worship	one (1) space per four (4) fixed seats or eighteen (18) linear feet of bench; if no fixed seating, one (1) space per twenty-eight (28) square feet of main auditorium space

Future Land Use Map:



Rodney Rogers
103 Fountain Oak
Villa Rica, Ga 30190
December 27th, 2023

City of Villa Rica
571 West Bankhead Highway
Villa Rica, Ga 30180

Dear City of Villa Rica

Thank you so much for consideration to be part of this wonderful city. I truly look forward to building relationship with all to ensure the betterment of this community. As requested, the variance application details are below.

- Number of People Excepted – 90.
- Hours of Operation – Sunday 10 AM to 2 PM, Wednesday Bible Study 7 PM – 9 PM, and Thursday Choir Practice 7 PM – 9PM.
- Number of Parking Spaces – 85 Parking Spaces

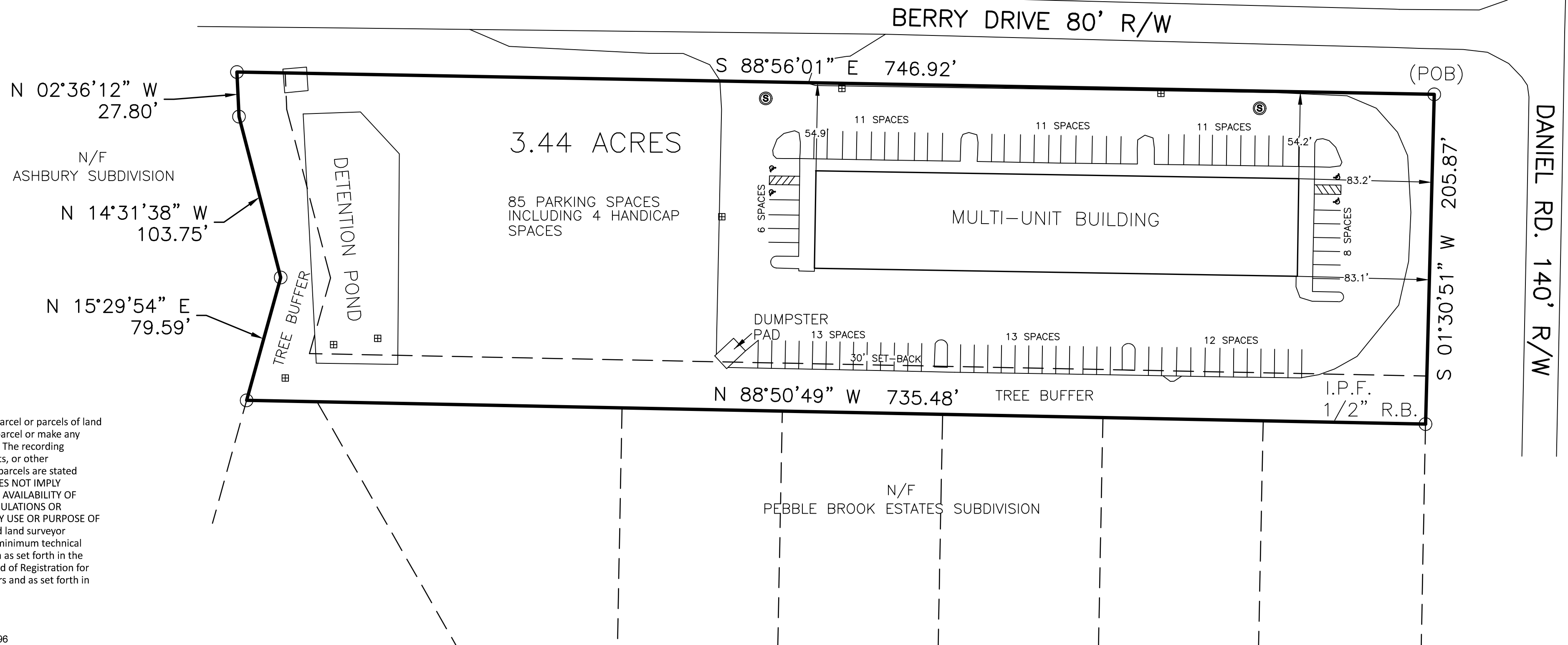
I believe this church would be appropriate for a local roadway because there is great visibility for the community to know and see a local church can provide help and advice for those in need. Also provides easy accessibility.

Sincerely,

Rodney Rogers

Rodney Rogers
Founder/Senior Pastor of Reveal Church Worship Center

REFERENCE:
P.B. 82 PG. 91
P.B. 31 PG. 290
P.B. 84 PG. 138



This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated hereon. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

William B Sims

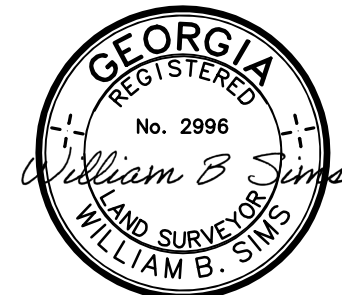
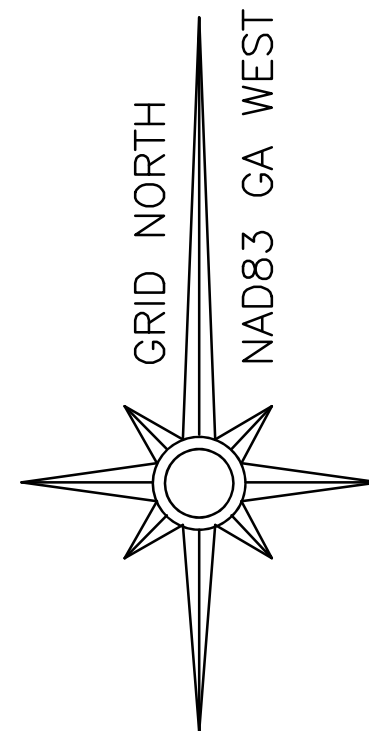
Registered Georgia Land Surveyor No. 2996
Address: 971 Center Point Rd, Carrollton, Ga 30117
Telephone Number: 678-873-3119
Date: DECEMBER 18, 2023

Field work performed: DECEMBER 18, 2023
Equipment used to obtain linear and angular measurements used in the preparation of this plat: Spectra Precision Focus 35

This plat has been calculated for closure and is found to be accurate within one foot in 1,207,401 feet.
By: William B. Sims

LEGEND:
I.P.F. ----IRON PIN FOUND
I.P.P. ----IRON PIN PLACED
O.T. ----OPEN TOP PIPE
C.T. ----CRIMPED TOP PIPE
R.B. ----IRON RE-BAR
ESM'T ----EASEMENT
--X-- FENCE

SURVEY FOR
Wilpro Properties LLC
CITY OF VILLA RICA
LAND LOT 130, 6th DISTRICT
CARROLL COUNTY, GEORGIA
DATE: 18 DECEMBER 2023 SCALE: 1"=100'



Prepared By
S&S LAND SURVEYING
(678) 873-3119
971 Center Point Road
Carrollton, Georgia 30117





CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: VA-02-24 – Variance from Sections 7.02(5) of the Villa Rica Zoning Ordinance

AGENDA DATE: February 13, 2024

DATE PREPARED: January 30, 2024

PREPARED BY: Shaun Daniels, Planner

AMOUNT:

GL ACCOUNT #:

FUNDING SOURCE:

BUDGETED ITEM:

PUBLIC HEARING: YES

PURPOSE: Jeff Arledge and J&M Tank Lines seek a variance from section 7.02(5)- Paving and Drainage of the Villa Rica Zoning Ordinance at West Industrial Court in order.

BACKGROUND: The applicant is seeking to relocate their business to a property along the West Industrial Court area next to Highway 101 and I-20. The applicant will be hosting company vehicles for maintenance purposes. The applicants are seeking a gravel variance renouncing the Villa Rica Zoning section 7.02(5) *Paving and Drainage*, authorized parking areas being a hard dust free surface. The applicants state that a parking surface such as an asphalt paved surface will have a difficult time carrying the high volume and truck traffic loads, creating unnecessary hardship of consistent maintenance.

STAFF RECOMMENDATION: DENIAL

Reasons: Conflicts with Villa Rica City's ordinances section 7.02(5)- Paving and Draining of a hard dust-free pavement surface. The gravel does improve short term stormwater drainage and run off issues, but heavy vehicle and high truck volume could cause gravel displacement in parking lot leading to puddling and constant parking lot maintenance, and the variance request is potentially economic in nature and self-imposed.

IMPACT: N/A

MOTION: I move to deny the requested variance for gravel parking by Jeff Arledge and J&M Tank Lines as presented.



West Industrial Court- J&M Tank Lines

VA-02-24

January 28th, 2024

Theresa Campbell, City Clerk
City of Villa Rica
571 W. Bankhead Highway
Villa Rica, GA 30180

Re: Planning Report
W. Industrial Court
VA-02-24
Applicant's Name: Jeff Arledge and J&M Tank Lines
Property Owner: GX Development, LLC
Land Lot 190, District 6
Parcel # V02 0100037
Lot Size: 10 Acre +/-
Ward: 3
City Council Member: Stephanie Warmoth
Planning Board Member: Vacant
City of Villa Rica, Carroll County, Georgia

Dear Ms. Campbell:

This planning report is prepared in response to the variance application submitted by Jeff Arledge and J&M Tank Lines for the property located NW Corner of Highway 101 and W. Industrial Court, in Land Lot 190 of the 6th District in Carroll County. The purpose of this report is to provide an analysis of a gravel parking lot variance request and make recommendations for the City Council's consideration.

Background:

The property is currently zoned Medium-Density Industrial (I2) and located the Carroll County. The parcel has been vacant throughout its existence. Two special exceptions variances have been seen by City Council in 2000 and 2023, Special Exception for a Truck Stop and Convenience Store with accessory Truck Parking CU-01-20 and Special Exception for a Truck Parking Lot CU-01-23. J&M Tank lines are consistent with the character of the I2 Industrial Medium-Density Zone. The surrounding properties are all zoned industrial and are used for industrial purposes. The property is expected to host J&M Tank Lines company's trucks for maintenance and business office operations in the 9,600 Square foot building. A multitude of vehicles will be entering the premises for various service activities. The trucks are expected to travel on Highway 101 corridor daily and will meet various needs for the company's trucks before traveling to the 1-20. No residential uses are located near the lot. No convenience stores are located near the parcel, or within the northwestern section of the city.

Variance Request:

The applicant is seeking a variance from the following zoning regulation(s):

Sec. 7.02(5) – OFF-STREET PARKING AND LOADING (5) PAVING AND DRAINAGE. *All parking areas, regardless of size, shall be a hard, dust-free surface. Pavement type and thickness shall be reviewed by the City Engineer prior to Planning & Zoning Commission approval, taking into consideration soil conditions and traffic loading. Porous pavement and pavers may also be used if approved by the Technical Advisory Committee or the Community Development Director. Pavers shall include durable materials, suitable for parking such as cobblestones, brick, concrete formed blocks or cut stone, the system of which is specifically installed and designed for vehicular loads. The applicant is proposing to install*



a gravel parking lot on the 10-acre lot in lieu of a hard dust, dust-free surface. A concrete loading area surrounding the proposed primary structure is also proposed but will be a small portion of the lot and will not be the primary area of parking for tractor trailers.

Description of Variance Request:

The applicant is requesting to have a gravel parking area for the company's trucks, according to the applicant's Letter of Intent, an asphalt surface parking lot would not hold up to the loads of vehicles that will be on the property for maintenance. The applicant alluded to the property potentially having a high-water table, which could impact the ability to carry heavy loads creating weak points, cracks, and potholes. The applicant suggested an asphalt road could create company hardship resulting in consistent maintenance. **The installation of a gravel parking lot will be beneficial for water drainage starting out, but high traffic volume could cause compression of the gravel under load through time and may create unfavorable conditions for puddling and stormwater on the lot over time.**

Site Analysis:

The property will not create any such damage or destruction. No historic resources have been documented on this property. There are two streams/tributaries that cross the property, that would be subject to the state and local stream buffer requirements (including the 75', 50' and 25'). The far eastern section of the property, near GA Highway 101 is located in FEMA Flood Zone X, which represents an area of moderate flood hazard that is determined to be outside the Special Flood Hazard Area between the limits of the base flood and the 0.2-percent-annual-chance (or 500-yr) flood.

Review of Criteria for Granting a Variance:

In considering a variance request, the City Council should assess whether the following criteria are met:

1. Exceptional Circumstances:

No exceptional circumstances have been presented.

2. No Detriment to Public Health, Safety, or Welfare:

There is no detriment to public health, safety or welfare observed by staff.

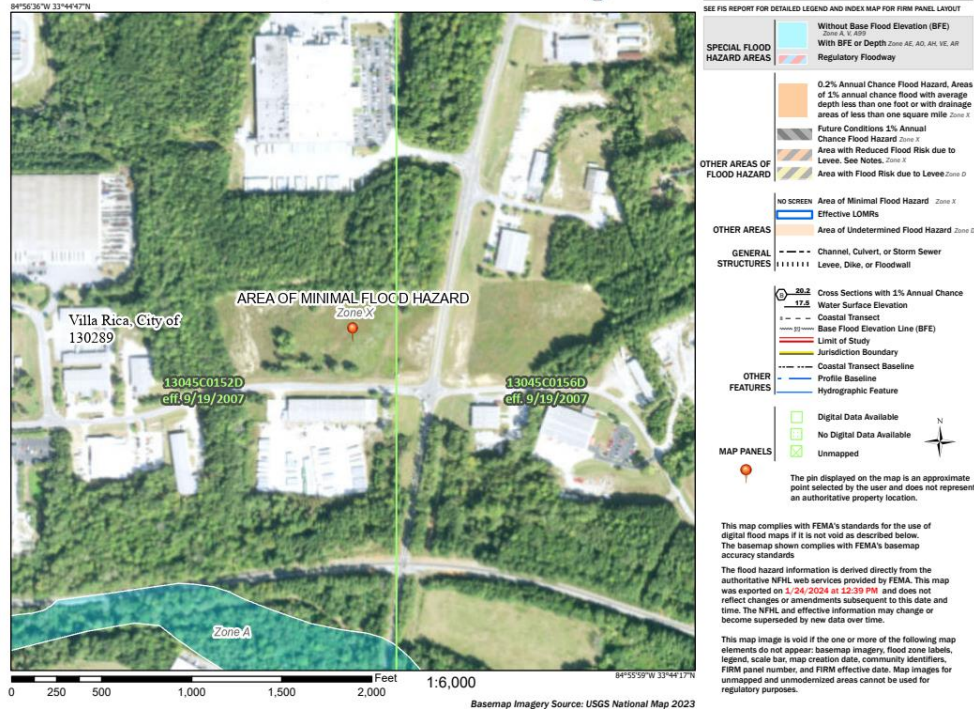
3. Adjacent Property:

The use and value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner; and the surrounding property values are not expected to be substantially impacted.

Surrounding Properties:

Current Zoning		Land Use
North	Industrial Medium-Density (I2)	Industrial
East	Industrial Medium-Density (I2)	Vacant
South	Industrial Medium-Density (I2)	Industrial/Vacant
West	Industrial Medium-Density (I2)	Industrial

National Flood Hazard Layer FIRMette



Flood Plain: The property is not located within a flood zone and is not considered a Special Flood Hazard Areas as designated by FEMA.

4. Practical Difficulty

The request does have some economic basis due to suggesting constant wear of a required gravel parking lot, which could get damaged quicker over time and cause the company to conduct constant maintenance efforts. An asphalt parking lot is approximability two to three times more expensive to install compared to a gravel parking lot.

Recommendation:

Based on our analysis, we recommend that the City Council **deny** the variance request submitted by J&M Tank Lines for the property at West Industrial Court (Land Lot 190) Our recommendation is based on the following findings:

Reasons:

- Conflicts will Villa Rica City's ordinances section 7.02(5)- Paving and Draining of a hard dust-free pavement surface.
- Gravel does improve short term stormwater drainage and run off issues, but heavy vehicle and high truck volume could cause gravel displacement in parking lot leading to puddling and constant parking lot maintenance,
- The variance request is potentially economic in nature and self-imposed.

Conditions of Approval (if applicable):

N/A

Public Comments:

No Public Comments have been received by the Planning and Zoning staff as per the date of this report.



West Industrial Court- J&M Tank Lines

VA-02-24

January 28th, 2024

Conclusion:

In conclusion, this planning report has provided an analysis of the variance request and recommended a course of action for the City Council consideration. The decision should be made in accordance with the city's zoning regulations, comprehensive plan, and the best interests of the community.

Please let me know if you require any additional information or have any questions regarding this report.

Sincerely,

Shaun Daniels

Planner

sdaniels@villarica.gov | 678-785-9995

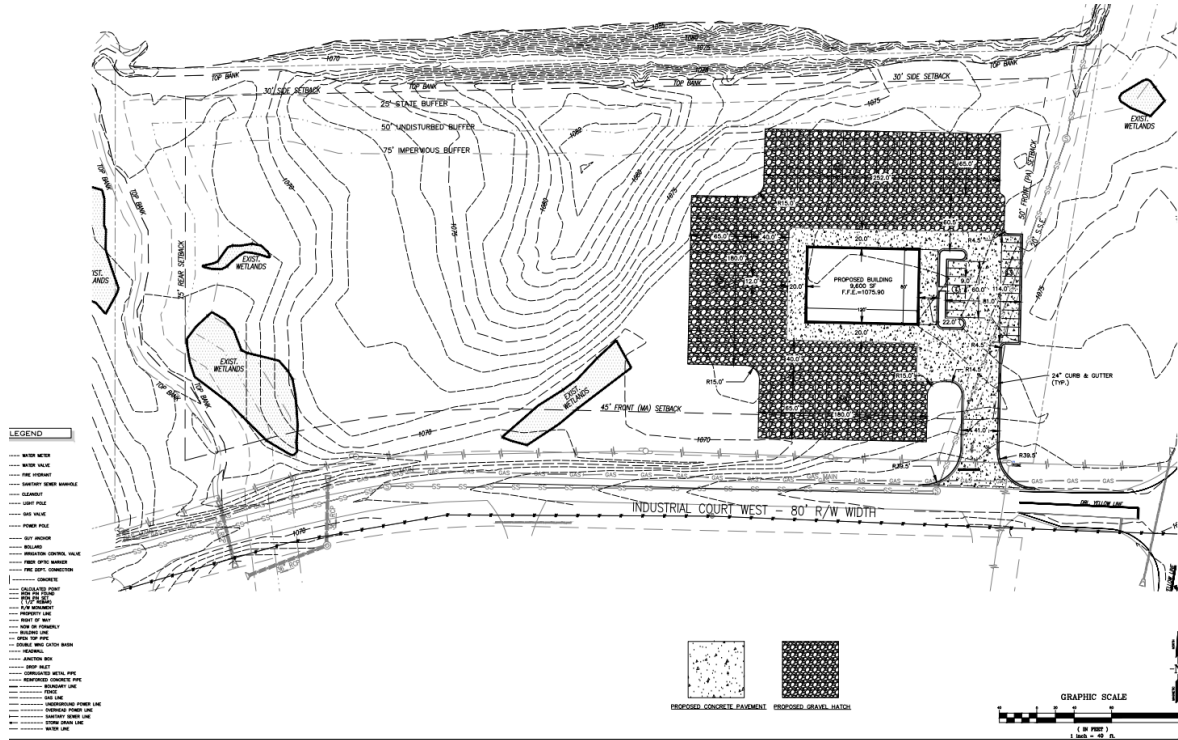


West Industrial Court- J&M Tank Lines

VA-02-24

January 28th, 2024

Attachments:



Overview



Legend

- Parcels
- Roads

Parcel ID V03 0100037
Class Code Industrial
Taxing District VILLA RICA
Acres 10.0

Owner K & S VENTURES LLC
125 WINDSONG CT
CARROLLTON, GA 30117
Physical Address W INDUSTRIAL CT
Assessed Value Value \$173250

Last 2 Sales
Date Price Reason Qual
1/10/2010 0 CD U
1/1/2010 0 CD U

(Note: Not to be used on legal documents)

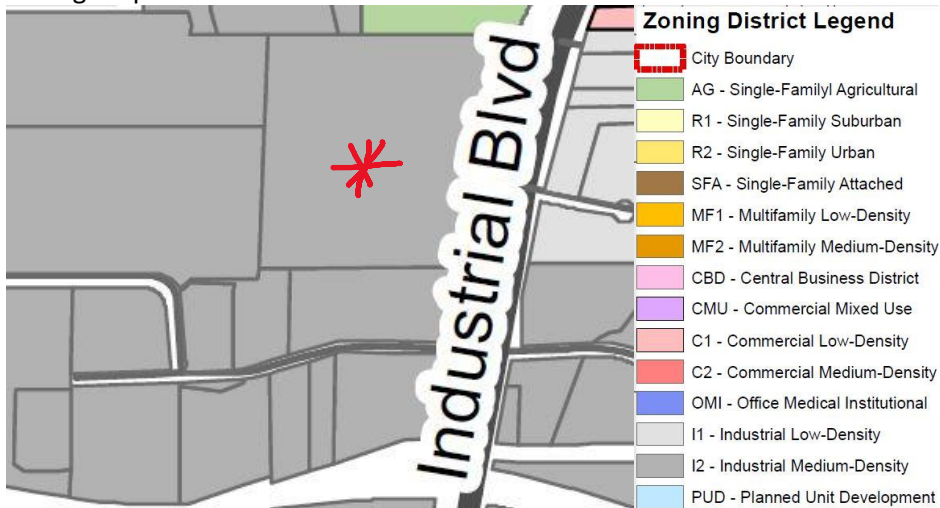


West Industrial Court- J&M Tank Lines

VA-02-24

January 28th, 2024

Zoning Map:



Future Land Use Map:



References:

www.angi.com/articles/cost-to-pave-parking-lot.htm

[Heavy-Duty Pavement: Choosing the Best Solution for High Traffic Areas - TRUEGRID Pavers](#)

[Gravel vs. Pavement for Parking Lots and Driveways - Bennett Paving \(bennettpavingtx.com\)](#)

National Flood Hazard Layer FIRMette



84°56'36"W 33°44'47"N



0 250 500 1,000 1,500 2,000 Feet

1:6,000

84°55'59"W 33°44'17"N

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
		Area of Undetermined Flood Hazard Zone D
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5 Cross Sections with 1% Annual Chance Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/24/2024 at 12:39 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

January 10, 2024

City of Villa Rica Planning and Zoning

571 West Bankhead, Villa Rica, Ga 30180

RE: H23254 J&M Tank Lines Gravel Lot Variance

This letter serves as a statement regarding the reasoning for the variance request.

J & M Tank Lines is looking to relocate their business to a property along West Industrial Court (Parcel V03 0100037). An asphalt surface parking lot would not hold up to the loads of the vehicles that will be on property for maintenance. In addition, the property has been found to have a high water table, which impacts the ability of a paved surface to carry load. Constant use would create weak points, cracks, and potholes. This would create unnecessary hardship of consistent maintenance that could be avoided if allowed to use gravel.

This new facility and parking are an essential need for our continued operation and growth within the City of Villa Rica. Thank you for your consideration on this matter.

Should you have any questions or require additional information, please feel free to contact me at 205-329-3007 or via email at jarledge@jmtank.com.

Jeff Arledge



REVISION

No. DATE:

SITE PLAN
OF

J&M TANK LINES

L.L. 190, 6th DISTRICT
CITY OF VILLA RICA, CARROLL COUNTY, GEORGIA

OWNER:
J&M TANK LINES
1100 CORPORATE PARKWAY
BIRMINGHAM, AL 35242

DEVELOPER:
SAME AS ABOVE

24 HR. CONTACT:
JEFF ARLEDGE
205-329-3007

DATE: 12/22/23

DRAWN BY: JFM

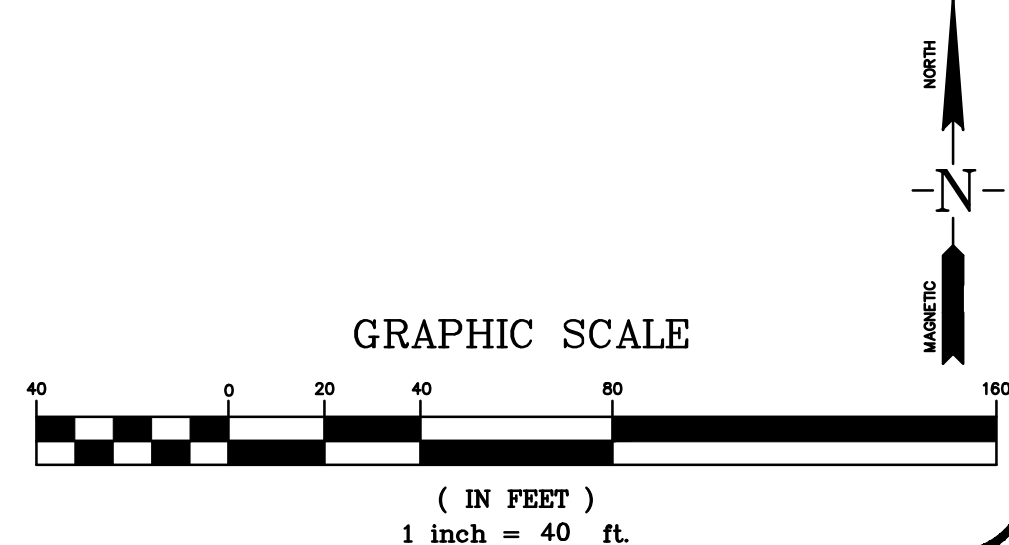
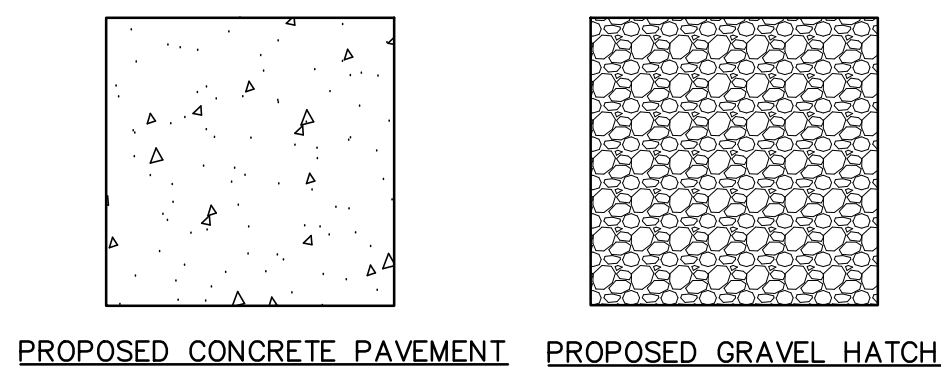
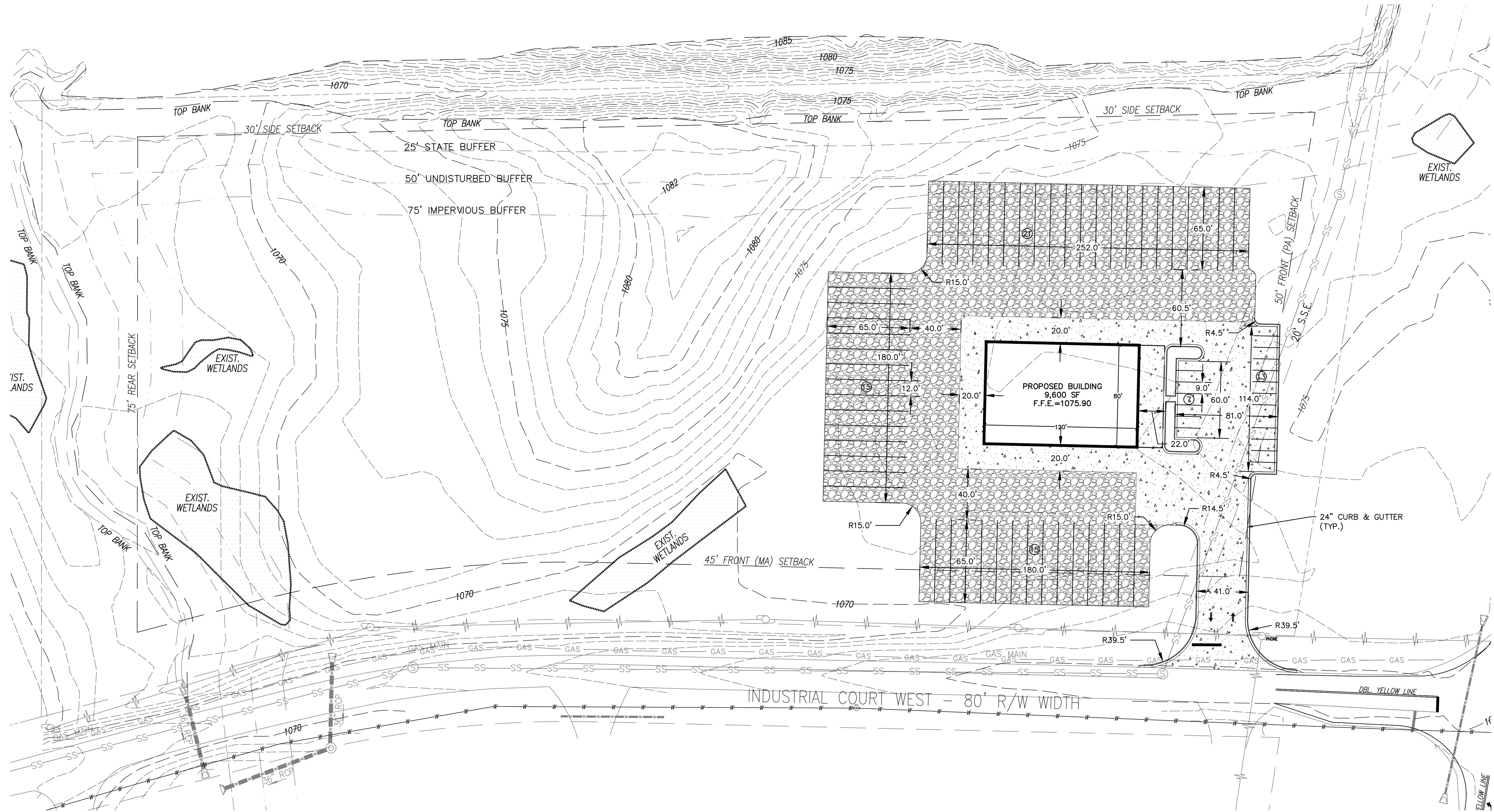
CHECKED BY: HBR

JOB#: H23254

SP1

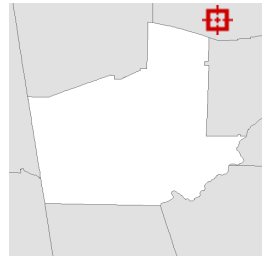
LEGEND

- ⊕ WATER METER
- ⊗ WATER VALVE
- ⊙ FIRE HYDRANT
- ⊕ SANITARY SEWER MANHOLE
- CLEANOUT
- ⊙ LIGHT POLE
- ⊕ GAS VALVE
- ⊕ POWER POLE
- ⊕ GUY ANCHOR
- BOLLARD
- ⊕ I.R.C.V. IRRIGATION CONTROL VALVE
- ⊕ FIBER OPTIC MARKER
- ⊕ FIRE DEPT. CONNECTION
- CONCRETE
- CALCULATED POINT
- IRON PIN FOUND
- IRON PIN SET (1/2" REBAR)
- R/W MONUMENT
- P/L PROPERTY LINE
- R/W RIGHT OF WAY
- N/P NOW OR FORMERLY
- B/L BUILDING LINE
- OTP OPEN TOP PIPE
- DOUBLE WING CATCH BASIN
- HEADWALL
- ⊕ JUNCTION BOX
- ⊕ DROP INLET
- CMP CORRUGATED METAL PIPE
- RCP REINFORCED CONCRETE PIPE
- BOUNDARY LINE
- X FENCE
- SS GAS LINE
- UG UNDERGROUND POWER LINE
- UG OVERHEAD POWER LINE
- SS SANITARY SEWER LINE
- SS STORM DRAIN LINE
- W WATER LINE





Overview



Legend

-  Parcels
-  Roads

Parcel ID	V03 0100037	Owner	K & S VENTURES LLC	Last 2 Sales			
Class Code	Industrial		125 WINDSONG CT	Date	Price	Reason	Qual
Taxing District	VILLA RICA		CARROLLTON, GA 30117	1/10/2010	0	CD	U
Acres	10.0	Physical Address	W INDUSTRIAL CT	1/1/2010	0	CD	U
		Assessed Value	Value \$173250				

(Note: Not to be used on legal documents)

Date created: 1/12/2024

Last Data Uploaded: 1/12/2024 8:40:03 AM

Developed by  **Schneider**
GEOSPATIAL



CITY OF VILLA RICA

City Council Meeting

Agenda Item Cover Sheet

SUBJECT: TA-01-24 – Text Amendment to Eliminate Maximum Parking in Zoning Ordinance

AGENDA DATE: February 13, 2024

DATE PREPARED: January 30, 2024

PREPARED BY: Shaun Daniels, City Planner

AMOUNT:

GL ACCOUNT #:

FUNDING SOURCE:

BUDGETED ITEM?

PUBLIC HEARING: YES

PURPOSE: Staff seeks a Text Amendment to take out maximum parking restrictions in Sections:

7.02 (4)(c) **OFF-STREET PARKING AND LOADING** – *Parking Layout*

7.02 (26)(a) **OFF-STREET PARKING AND LOADING** - *Maximum Spaces.*

7.04 (6)(c)(ii) **SIGHT VISIBILITY** - *Maximum Spaces.*

9.04 (4) **NON-RESIDENTIAL DESIGN STANDARDS** – *Parking Layout*

BACKGROUND: The existing Villa Rica Zoning Ordinance delineates specific parameters governing maximum parking and layout restrictions. The proposal to eliminate these limitations is under consideration, with a focus on fostering economic development. The objective is to enhance adaptability for businesses by introducing greater flexibility in parking regulations, thereby accommodating diverse needs. This strategic adjustment aims to facilitate local growth, attract new enterprises, and contribute to the creation of a dynamic and accessible community, fostering the establishment of various businesses without undue constraints imposed by parking limitations.

PLANNING COMMISSION RECOMMENDATION: APPROVAL (3-0)

STAFF RECOMMENDATION: Approval

IMPACT: N/A

MOTION:

- (1) I move to approve the requested Text Amendment from staff to remove maximum parking out of the current Zoning ordinance.



CITY OF VILLA RICA

City Commission Meeting

Agenda Item Cover Sheet

SUBJECT: TA-01-24 – Text Amendment to Eliminate Maximum Parking in Zoning Ordinance

AGENDA DATE: January 16, 2024

DATE PREPARED: January 11, 2024

PREPARED BY: Shaun Daniels, City Planner

AMOUNT:

GL ACCOUNT #:

FUNDING SOURCE:

BUDGETED ITEM?

PUBLIC HEARING: YES

PURPOSE: Staff seeks a Text Amendment to take out maximum parking restrictions in Sections:

7.02 (4)(c) **OFF-STREET PARKING AND LOADING** – *Parking Layout*

7.02 (26)(a) **OFF-STREET PARKING AND LOADING** - *Maximum Spaces.*

7.04 (6)(c)(ii) **SIGHT VISIBILITY** - *Maximum Spaces.*

9.04 (4) **NON-RESIDENTIAL DESIGN STANDARDS** – *Parking Layout*

BACKGROUND: The existing Villa Rica Zoning Ordinance delineates specific parameters governing maximum parking and layout restrictions. The proposal to eliminate these limitations is under consideration, with a focus on fostering economic development. The objective is to enhance adaptability for businesses by introducing greater flexibility in parking regulations, thereby accommodating diverse needs. This strategic adjustment aims to facilitate local growth, attract new enterprises, and contribute to the creation of a dynamic and accessible community, fostering the establishment of various businesses without undue constraints imposed by parking limitations.

STAFF RECOMMENDATION: Approval

IMPACT: N/A

MOTION:

- (1) I move to approve the requested Text Amendment from staff to remove maximum parking out of the current Zoning ordinance.

Current Unmodified Zoning Ordinance

CHAPTER VII – DEVELOPMENT STANDARDS

Sec. 7.02 – OFF-STREET PARKING AND LOADING

3) REVIEW PRIOR TO ISSUANCE OF IMPROVEMENT LOCATION PERMIT. Any proposed new development or conversion for which a Land Disturbance Permit (LDP) is required as specified in *Chapter XI: Petitions, Permits, and Procedures* shall be reviewed for conformance to the requirements of this chapter.

4) DESIGN STANDARDS. All off-street parking facilities shall be in accordance with the following standards and specifications:

a) DESIGN AND CONSTRUCTION OF PARKING AREAS. The following standards shall apply to the design of off-street parking areas as they are required in this section for all new or converted multifamily, commercial, industrial or quasi-public uses:

i) Minimum Size and Maneuvering Space. The minimum size of a parking space shall be as shown on *Table 7.1: Parking Dimensions* and *Figure 7.2: Parking Aisle and Space Dimensions*. In no instance shall the overhang of a vehicle be considered as part of the required parking space area. Minimum dimensions for semi tractor-trailer parking at truck stops shall be 12.5' x 65'.

(1) All parking spaces shall be provided with adequate maneuvering space into which vehicles can back for the purpose of exiting the parking space.

(2) Proximity. The parking spaces for dwelling units shall be located on the lot.

(3) Location. Off-street parking spaces may be located in front of a structure, but not within the required landscape buffer or utility and drainage easements, unless approved by the Planning & Zoning Commission.

(4) Setbacks. In no case shall a parking area be located closer than ten (10) feet from any right-of-way or adjacent property line. Parking areas shall be separated by a minimum of five (5) feet from the façade of a building or structure by an elevated sidewalk or planting strip.

b) DESIGN AND CONSTRUCTION OF THE PARKING LOT ENTRANCE DRIVE. Refer to *Section 7.03 – Entrance/Drive Standards*.

c) PARKING LAYOUT. In addition to the minimum requirements, a maximum of fifty (50) percent of the required parking shall be located between the front facade and the primary street. The balance of the parking shall be on the rear or side of the primary building.

25) LOADING AND UNLOADING SPACES REQUIRED. Every building used for nonresidential purposes which customarily receives or distributes goods by motor vehicle shall provide sufficient space on the premises for all loading and service purposes on the basis of the following minimum regulations:

a) Number of Loading and Unloading Spaces Required

i) Loading space as required under this section shall be provided as area additional to off-street parking spaces required by other provisions of this chapter and shall not be considered as supplying off-street parking space.

b) Loading and Unloading Space Design Standards

i) Dimensions. Every loading and unloading space shall not be less than twelve (12) feet in width, forty (40) feet in length, and fourteen (14) feet clearance.

ii) Access. Access to truck loading and unloading spaces shall be provided directly from a public street or alley or from any right-of-way that will not interfere with public convenience and that will permit the orderly and safe movement of such trucks.

- iii) Surfacing. All open loading spaces shall be graded and provided with a durable and dustless hard surface of asphalt, concrete, or other suitable materials capable of withstanding one thousand (1,000) pounds per square inch (psi).
- iv) Drainage. All loading spaces shall be provided with adequate drainage facilities as approved by the City Engineer during the Development Plan Review process.
- v) Location. No loading shall occur in a yard abutting a residential use and/or zone unless approved by the Planning & Zoning Commission.
- vi) Screening. Landscaping and screening shall be as indicated in Section 7.05 – Landscaping Standards. The Planning & Zoning Commission shall have the power to determine the need for an additional amount of planting/landscaping, materials, walls, fences or any combination of these as deemed necessary.
- vii) Lighting. When lighting facilities are used, such lighting shall be in accordance with Section 7.12 – Outdoor Lighting.

Table 7.2: Number of Loading Spaces	
Building Area	Number of Loading Spaces Required
Less than 5,000 square feet	No spaces required
5,000 square feet but less than 20,000 square feet	One (1) space required
20,000 square feet or more	Two (2) spaces required plus one (1) additional space for each 20,000 square feet over the initial 20,000 square feet

26) MINIMUM NUMBER OF PARKING SPACES. Table 7.3: Minimum Parking Space Requirements shall be used to determine the minimum number of parking spaces required for the specified use.

a) Maximum Spaces. The maximum number of permitted parking spaces is the minimum required number of spaces plus ten percent (10%).

i) For proposed parking lots of more than one-hundred (100) parking spaces that exceed the maximum number of permitted spaces (see Section 7.02(26)a above), the Planning & Zoning Commission may increase the minimum amount of required interior landscaping by five percent (5%), and may require that the additional paved area be constructed with pervious pavement.

b) Requirements for Uses Not Specified. Where a use is not specifically mentioned in Table 7.3: Minimum Parking Space Requirements, the requirements for a use which is so mentioned, and to which said use is similar shall apply.

c) Right-of-Way. No parking, loading or servicing of vehicles shall be done on the right-of-way of any publicly dedicated thoroughfare. This section is not intended to exclude vehicles from onstreet parking in areas zoned CBD.

d) Net Floor Area Measurement. For the purpose of determining parking space requirements in this section, the term “net floor area” means the area used for service to the public and excludes area used principally for non-public purposes such as storage, incidental repair, processing, show window, mechanical rooms, elevator shafts, stairwells, rest rooms and dressing rooms. Any derived number with a fractional value of more than fifty percent (50%) shall be rounded to the next highest whole number.

Section 7.04 – Sight Visibility

6) PARKING AREA LANDSCAPING

a) Perimeter Landscaping for Off-Street Parking Areas. All parking lots, including parking spaces (excluding interior drives and loading/unloading areas), shall be separated from all public or private street rights-of-way by a landscape screen that is a minimum of twenty (20) feet in width.

Parking areas adjacent to other developed parcels shall require a planting area that is a minimum ten (10) feet in width. Trees shall be provided for interior drives per *Subsection 7.05(8) – Street Tree Planting Requirements*. Screening may consist of any of the following options or a combination:

- i) **Planting.** A minimum of one (1) tree shall be provided for every thirty (30) linear feet of landscaped area. The trees may be a combination of deciduous and evergreen. The tree requirement may be reduced or eliminated if street trees are provided per *Subsection 7.05(8)* and are within thirty (30) feet of the edge of the parking area. In addition, a minimum of one (1) shrub shall be provided at a minimum of every three (3) feet in order to form a continuous screen a minimum of thirty-six (36) inches high within two (2) years of planting. The spacing may be wider than three feet depending on shrub selection and with approval by the Director. A minimum of fifty percent (50%) of the required shrubs shall be evergreen; or
- ii) **Landscape Berm.** A landscaped berm that is a minimum of three (3) feet in height shall be provided along the length of the landscaped area. Trees shall be provided and shrubs where the berm tapers to less than thirty-six (36) inches to maintain a continuous screening height of thirty-six (36) inches.

b) Perimeter Landscaping for Off-Street Parking Lots adjacent to Residential Uses or Zoning Districts. Parking lots shall be screened adjacent to the residential use or zoning district to a minimum height of four (4) feet in accordance with the appropriate buffer yard as determined by *Table 7.8: Applicable Buffer Yard Types* and *Table 7.9: Buffer Yard Types Description*.

c) Interior Landscaping for Off-Street Parking Areas. Parking areas (including loading, unloading and storage areas) containing more than twenty-five (25) vehicular parking spaces, shall provide interior landscaping in addition to the previously required perimeter landscaping. Interior landscaping may be contained in peninsulas or islands.

- i) **Landscaping area.** Five percent (5%) of vehicular use area shall be landscaped. However:
 - (1) **Minimum area.** The minimum landscape area permitted shall be one-hundred eighty (180) square feet with trees planted a minimum of four (4) feet from the curb or the edge of the pavement;
 - (2) **Distribution.** The required landscape areas are to be adequately dispersed throughout the off-street parking areas; and
 - (3) **Ground Cover.** Shrubs, ground cover, and other live plant material shall be used to fill the rest of the interior landscaped area.
- ii) **Maximum Spaces.** The maximum number of permitted parking spaces is the minimum required number of spaces plus ten percent (10%).
 - (1) **For proposed parking lots of more than one-hundred (100) parking spaces that exceed the maximum number of permitted spaces (see *Subsection 7.02(26)a* above), the Planning & Zoning Commission may increase the minimum amount of required interior landscaping by five percent (5%), and may require that the additional paved area be constructed with pervious pavement.**

- iii) A minimum of one (1) broadleaf/deciduous tree providing shade at maturity shall be provided for every one-hundred eighty (180) square feet of landscaped area. To obtain minimum desired coverage, the maximum spacing between required canopy trees shall be one-hundred (100) feet.
 - (1) As trees mature, trees shall have a clear trunk to at least five (5) feet above the ground, and the remaining plant material shall be maintained not to exceed three and one-half (3½) feet in height.
 - iv) Vehicle overhang. Parked vehicles may hang over the interior landscaped area no more than two (2) feet, as long as concrete or other wheel stops are provided to insure no greater overhang or penetration of the landscaped area.
-

Sec. 9.04 – NON-RESIDENTIAL DESIGN STANDARDS

1) APPLICABILITY. All non-residential development, with the exception of agricultural uses in agricultural zoning districts, shall meet or exceed the requirements of this section, in addition to all other applicable development standards established by this Ordinance. These non-residential standards shall apply to the following:

- a) New structures with permits submitted on or after the effective date of this ordinance;
- b) Expansions greater than thirty-five (35%) percent of pre-existing site, structure or building; and
- c) Expansions to structures that may be less than thirty-five (35%) percent but result in a structural addition greater than 20,000 square feet in gross floor area.

2) SITE LAYOUT

- a) Site planning which encourages compatibility between the site and the buildings and between all buildings on the site is encouraged. Where natural or existing topographic patterns contribute to a development, they shall be preserved and integrated. Modification to topography shall be permitted where it contributes to the overall development.
- b) The orientation of buildings shall promote interaction with the street or city road and provide a pedestrian friendly environment. All primary and outparcel site buildings shall be arranged so that they complement existing development. The buildings shall frame a corner or enclose a “main street” type corridor. Buildings on islands surrounded by parking should be avoided.
- c) Newly installed infrastructure and service revisions necessitated by exterior alterations shall be underground. To the extent possible, all existing overhead utilities shall be relocated underground.

3) ACCESS. Major and minor arterials and major collector streets must have reasonable restrictions as to the numbers and location of access points. To provide safe and sufficient traffic movement to and from adjacent lands:

- a) Frontage roads, access roads, and other internal drives shall be constructed to create a hierarchy of roads for safe on-site circulation. These internal drives shall provide pedestrian access and landscaping.
- b) Shared access shall be coordinated with contiguous lots. Access at the side or rear of buildings is encouraged.

- c) New access points onto the major and minor arterials shall be coordinated with existing access points whenever possible and approved by the City Engineer.
- d) Cross-access easements shall be required between adjacent compatible developments.
 - i) All curb cuts shall meet horizontal and vertical sight distance requirements as set forth in Section 304.4 of the City of Villa Rica Development Regulations. The distance from the centerline of the driveway entrance to the centerline of the nearest street intersection shall not be less than 150 linear feet.
 - ii) Opposing curb cuts shall align squarely or be offset no less than one-hundred twenty-five (125) feet.
 - iii) Stub Streets shall be built in all cases where adjacent lots have reasonable potential for development.
- e) Entry Drive. The commercial entry drive should be appropriate to the size of the development, incorporate signage, lighting, landscaping and set the tone for the development.
- f) No buildings or paved areas (other than access drives) may be located closer than fifty (50) feet to any area used or zoned for residential purposes.

4) PARKING LAYOUT. In addition to the minimum requirements, a maximum of fifty (50%) percent of the required parking shall be located between the front facade and the primary street. The balance of the parking shall be to the rear or side of the primary building. Refer to Section 7.02 – Off-Street Parking and Loading for parking standards.

5) CART CORRALS. Cart corrals for developments over fifty-thousand (50,000) square feet shall be curbed, and may be landscaped and covered

~~Stricken Text~~ in Zoning Ordinance

CHAPTER VII – DEVELOPMENT STANDARDS

Sec. 7.02 – OFF-STREET PARKING AND LOADING

25) LOADING AND UNLOADING SPACES REQUIRED. Every building used for nonresidential purposes which customarily receives or distributes goods by motor vehicle shall provide sufficient space on the premises for all loading and service purposes on the basis of the following minimum regulations:

a) Number of Loading and Unloading Spaces Required

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Section 7.04 – Sight Visibility

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Modifications to Zoning Ordinance

CHAPTER VII – DEVELOPMENT STANDARDS

Sec. 7.02 – OFF-STREET PARKING AND LOADING

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Section 7.04 – Sight Visibility

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- 1) **Landscaping area.** Five percent (5%) of vehicular use area shall be landscaped.

However:

- (1) **Minimum area.** The minimum landscape area permitted shall be one-hundred eighty (180) square feet with trees planted a minimum of four (4) feet from the curb or the edge of the pavement;

- (2) **Distribution.** The required landscape areas are to be adequately dispersed throughout the off-street parking areas; and

- (3) Ground Cover. Shrubs, ground cover, and other live plant material shall be used to fill the rest of the interior landscaped area.
 - 2) A minimum of one (1) broadleaf/deciduous tree providing shade at maturity shall be provided for every one-hundred eighty (180) square feet of landscaped area. To obtain minimum desired coverage, the maximum spacing between required canopy trees shall be one-hundred (100) feet.
 - (2) As trees mature, trees shall have a clear trunk to at least five (5) feet above the ground, and the remaining plant material shall be maintained not to exceed three and one-half (3½) feet in height.
 - 3) Vehicle overhang. Parked vehicles may hang over the interior landscaped area no more than two (2) feet, as long as concrete or other wheel stops are provided to insure no greater overhang or penetration of the landscaped area.
-

Sec. 9.04 – NON-RESIDENTIAL DESIGN STANDARDS

1) APPLICABILITY. All non-residential development, with the exception of agricultural uses in agricultural zoning districts, shall meet or exceed the requirements of this section, in addition to all other applicable development standards established by this Ordinance. These non-residential standards shall apply to the following:

- a) New structures with permits submitted on or after the effective date of this ordinance;
- b) Expansions greater than thirty-five (35%) percent of pre-existing site, structure or building; and
- c) Expansions to structures that may be less than thirty-five (35%) percent but result in a structural addition greater than 20,000 square feet in gross floor area.

2) SITE LAYOUT

- a) Site planning which encourages compatibility between the site and the buildings and between all buildings on the site is encouraged. Where natural or existing topographic patterns contribute to a development, they shall be preserved and integrated. Modification to topography shall be permitted where it contributes to the overall development.
- b) The orientation of buildings shall promote interaction with the street or city road and provide a pedestrian friendly environment. All primary and outparcel site buildings shall be arranged so that they complement existing development. The buildings shall frame a corner or enclose a “main street” type corridor. Buildings on islands surrounded by parking should be avoided.
- c) Newly installed infrastructure and service revisions necessitated by exterior alterations shall be underground. To the extent possible, all existing overhead utilities shall be relocated underground.

3) ACCESS. Major and minor arterials and major collector streets must have reasonable restrictions as to the numbers and location of access points. To provide safe and sufficient traffic movement to and from adjacent lands:

- a) Frontage roads, access roads, and other internal drives shall be constructed to create a hierarchy of roads for safe on-site circulation. These internal drives shall provide pedestrian access and landscaping.

- b) Shared access shall be coordinated with contiguous lots. Access at the side or rear of buildings is encouraged.
 - c) New access points onto the major and minor arterials shall be coordinated with existing access points whenever possible and approved by the City Engineer.
 - d) Cross-access easements shall be required between adjacent compatible developments.
 - i) All curb cuts shall meet horizontal and vertical sight distance requirements as set forth in Section 304.4 of the City of Villa Rica Development Regulations. The distance from the centerline of the driveway entrance to the centerline of the nearest street intersection shall not be less than 150 linear feet.
 - ii) Opposing curb cuts shall align squarely or be offset no less than one-hundred twenty-five (125) feet.
 - iii) Stub Streets shall be built in all cases where adjacent lots have reasonable potential for development.
 - e) Entry Drive. The commercial entry drive should be appropriate to the size of the development, incorporate signage, lighting, landscaping and set the tone for the development.
 - f) No buildings or paved areas (other than access drives) may be located closer than fifty (50) feet to any area used or zoned for residential purposes.
- 4) CART CORRALS. Cart corrals for developments over fifty-thousand (50,000) square feet shall be curbed, and may be landscaped and covered.



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Biometric Screenings Agreement

AGENDA DATE: February 13, 2024

DATE PREPARED: February 1, 2024

PREPARED BY: Tiffany Jenkins

AMOUNT: \$40 per employee participant

GL ACCOUNT #: 610-1540-571040

FUNDING SOURCE: Self-Funded Insurance Fund

BUDGETED ITEM? Yes

PURPOSE: To present the agreement for review with Tanner Health System for biometric screenings to take place at the health fair for city employees.

BACKGROUND:

We have an existing wellness program agreement with Tanner Health Systems. The employee health fair is scheduled to take place on Thursday, March 21, 2024.

STAFF RECOMMENDATION: Approval.

MOTION: I move to approve the agreement with Tanner Health Systems for biometric screenings for an amount of \$40 per employee participant.

WELLNESS PROGRAM AGREEMENT

This **Wellness Program Agreement** (this “Agreement”) is made and entered into as of this 23rd day of January, 2024 (the “Effective Date”) by and between **Tanner Medical Center, Inc.** a Georgia non-profit hospital (“Tanner”) and **City of Villa Rica** (“the City”)(each a “Party” and collectively, the “Parties”).

WHEREAS, City wishes to have a healthy workforce, and

WHEREAS, Tanner provides wellness and disease management programs to employers such as City, and

WHEREAS, Tanner desires to provide such wellness and disease management program services and as further described herein (the “Services”), and

WHEREAS, the City desires to engage Tanner to provide such Services,

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained in this Agreement, the receipt and sufficiency of the consideration being hereby acknowledged, Tanner and the City agree as follows:

1. Duties and Responsibilities of Tanner.

- a. Tanner shall provide to the City the services identified on Exhibit A during the term of this Agreement.
- b. Tanner shall comply with all applicable federal, state and local statutes and regulations.

2. Payment for Services. The Parties hereby agree and acknowledge that, in exchange for the Services performed hereunder, the City shall pay Tanner in accordance with the terms set forth on Exhibit A.

3. Term and Termination.

- a. Except as provided in this Agreement, this Agreement shall be for a period of **one (1) year** and shall become effective as of the Effective Date.
- b. This Agreement may be terminated by either Party at any time, without cause, upon at least ninety (90) days prior written notice to the other Party.
- c. Either Party may terminate this Agreement immediately upon material breach by the other Party, where such breach is not cured within fifteen (15) days written notice from the non-breaching Party.

4. Independent Contractor Status.

- a. Each Party shall have exclusive control of its own management, assets, and affairs. Neither Party assumes any liability, by virtue of this Agreement, for any debts or other obligations incurred by the other Party to this Agreement. It is further understood that this Agreement in no way creates any type of employment, partnership, joint venture or other relationship between the Parties, other than that of independent contractors.

- b. It is expressly understood that in the performance of the Services, neither Party is the agent of the other Party.
- c. Nothing in this Agreement shall be construed as limiting the right of either party to affiliate or contract with any other entity for any purpose while this Agreement is in effect.

5. Insurance and Indemnification.

- a. Each Party shall maintain appropriate and reasonable insurance covering the each Party's respective operations. Such insurance shall be verified by a certificate of insurance provided to the other Party upon request.
- b. Each Party shall indemnify and hold harmless the other Party from all claims, demands, actions and rights of action, damages, liabilities and expenses which shall or may arise by virtue of any negligent act or omission of such Party, (directly, or through or by its agents, employees or other representatives other than the other Party), or any act or omission that is outside the scope of or in breach of, the terms of this Agreement to the extent allowed by State law; provided, however, that the indemnifying party shall be notified promptly of the existence of such liability, claim, damage, loss, demand, action or right of action. This agreement to indemnify shall not adversely affect the application of any available insurance coverage with respect to any claim, action or proceeding, whether incurred or accruing prior to or following the Effective Date of this Agreement. Accordingly, no indemnification shall apply to any claim to the extent such claim is covered by such insurance. The provisions of this Section are not intended to nor shall be construed as applying for the benefit of any third party not a party to this Agreement.

6. No Requirement to Refer. This Agreement does not include any compensation from one Party to the other in exchange for the referral of patients for services.

7. Change in Laws. The Parties shall, in good faith, renegotiate any term or terms of this Agreement if it is reasonably determined that the term or terms violate or may violate any state or federal law or regulation. In the event the Parties are unable to renegotiate any material term or terms of this Agreement within twenty (20) days, this Agreement shall terminate automatically.

9. Notice. Any notice, payment, demand or communication required or permitted to be given by the provisions of this Agreement shall be in writing and will be effective on the date of receipt if sent or delivered, by United States mail, postage prepaid, certified or registered mail with return receipt requested, to the following addresses:

Tanner Medical Center, Inc.,
Attention: Tonya Fulks
148 Clinic Avenue
Carrollton, Georgia 30117

Either Party may change its address for purposes of notice by providing notice of the change of address to the other Party in writing at the address listed above.

10. Miscellaneous.

- a. **Entire Agreement.** This Agreement, including the Exhibits and Addendum attached hereto and incorporated herein by reference, contains the entire agreement of the Parties hereto and supersedes all prior agreements, contracts and understandings whether written or otherwise between the Parties relating to the subject matter hereof.
- b. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.
- c. **Assignment.** This Agreement shall be binding upon and shall inure to the benefit of each Party and to their respective agents, successors and permitted assigns. Neither Party may assign its rights hereunder without the prior written consent of the other Party. The Parties agree that such consent shall not be unreasonably withheld.
- d. **Modification.** Any modification or amendment to this Agreement must be in writing and executed by the Parties.
- e. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia, without regard to its conflict of law principles. Any action or proceeding seeking to enforce any provision of, or based on any right arising out of, this Agreement may be brought against either of the parties in the courts of the State of Georgia, County of Carroll, or, if it has or can acquire jurisdiction, in the United States District Court for the Northern District of Georgia (Newnan Division), and each of the parties consent to the jurisdiction of such courts (and of the appropriate appellate courts) in any such action or proceeding and waives any objection to venue laid therein.
- f. **Severability.** In the event that any one or more of the provisions of this Agreement shall be unenforceable or invalid for any reason, such provision or portion thereof shall be modified in such manner as to make this Agreement, as modified, legal and enforceable to the fullest extent permitted under applicable laws.
- g. **No Waiver.** No waiver of a breach of any provision of this Agreement shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any breach of any provision of this Agreement shall be construed to be a waiver of such breach.
- h. **Survival.** No termination or expiration of this Agreement shall affect any obligations that by their terms or nature extend beyond the date of termination to be effective.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by its duly authorized officers and representatives as of the day and year first referenced above.

Tanner Medical Center, Inc.

By: _____

Name: _____

Title: _____

City of Villa Rica

By: _____

Name: _____

Title: _____

Exhibit A – Selection of Services**Biometric Screenings**

Biometric screening will include:

Full Lipid Profile
Blood Sugar
Body Mass Index
Weight Circumference
Height and Weight
One on One Basic Coaching
Custom Report Card

Each report includes personalized health risk factors and customized suggestions on what your employees can do to improve their health and reduce health risks. Each participating employee will receive an individual “report card,” detailing their current health status and education on working toward important health goals. **Note: client agrees to use online registration for participants to ensure that participants are seen in a timely manner and alleviate wait times. Client agrees to provide an estimate of participating employees to ensure proper Tanner staffing for health assessments.**

Initial next to selected services:

☐ **Biometric Screening Cost:** **\$40.00 per employee participant**



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Approval of Revised Lease Agreement for The MILL amphitheater

AGENDA DATE: February 11, 2024

DATE PREPARED: January 22, 2024

PREPARED BY: Alisa Doyal, Main Street Manager

AMOUNT: NA

GL ACCOUNT #: NA

FUNDING SOURCE: NA

BUDGETED ITEM? NA

PUBLIC HEARING: NA

PURPOSE: Approval of Revised Lease Agreement for The MILL amphitheater.

BACKGROUND: The MILL amphitheater is used primarily for the city events such as festivals and concerts, and available for rent and use by the general public. The last update to The MILL's lease agreement was February 12, 2019, that included revised rules and regulations, and fees. Staff proposes two fee increases to the lease agreement as listed below.

1. Rental Fee Increase from \$300 to \$400.
2. 4 Hours Max Increase to 6 Hours Max.
3. Security Fees Increase from \$40 per hour to \$50 per hour. The number of police officers required will be based on type of event (VR Police Department).

STAFF RECOMMENDATION: Staff recommends the approval of the revised lease agreement for The MILL amphitheater effective February 14, 2024.

IMPACT: Additional revenue to help offset the maintenance cost of the grounds, and to ensure the safety of the attendees, participants and staff, and smooth operation of the event.

MOTION: Move to approve the revised lease agreement for The MILL amphitheater effective February 14, 2024.

City of Villa Rica

Lease Agreement for use of THE MILL Amphitheater

This lease agreement made and entered into on _____, by and between the
City of Villa Rica Main St. office herein referred to as "Lessor" and

PERSON Representing _____
COMPANY/GROUP
of _____, herein referred to as "Lessee", agrees to the following
EVENT/SCHEDULED USE
terms and conditions of this Lease Agreement as stated in this Contract.

Lessee will pay a security deposit of **\$200.00** unless otherwise stated, upon signing lease agreement, returnable upon inspection and approval by the Main Street Manager or their designee after the end of the rental. **PRICE DOES NOT INCLUDE SETUP OF TENTS, TABLES, CHAIRS, ETC.**

THE MILL amphitheater (CAPACITY 1200) \$400/6 hours max + \$200 Security Deposit

(security deposit is returned after event if no issues)

Concession Stand (not stocked)	\$ 100	_____
Tents (10 x 10) (36)	\$ 25 each	_____
Chairs	\$1.00 each	_____
Tables	\$5.00 each	_____
Tables (8')	\$5 each	_____
Tables (6')	\$5 each	_____
Tables (60" round)	\$5 each	_____
Electricity for booth	\$15	_____
Barricades	\$10 each	_____

Additional Rental Costs

\$ _____

Due two weeks prior to event date

Personnel Fees:

Maintenance Supervisor

\$35 per hour - over 200 people requires 2 maintenance personnel.

Maintenance Technician

\$30 per hour

Security

\$50 per hour - based upon type of event.

****Lessee shall pay the Lessor for any required Personnel fees unless otherwise directed by Lessor (City Manager). Lessor reserves the right to require the estimated personnel fees be paid in advance. *Lessee shall pay the Villa Rica Police Department in advance for security.***

Date(s) of Facility Use: _____ **Time(s) of Use:** _____

\$200 Security Deposit Paid: _____ **Date Paid:** _____ **Method of Payment (no credit card):** _____

\$400 Rental Fee Paid: _____ **Date** _____ **Method of Payment (credit card):** _____

Paid: _____

Lessee Mailing Address: _____

Lessee Phone Numbers: _____ (Wrk) _____ (Cell) _____ (Fax)

By their signature below, USER WILL INDEMNIFY owner of the property, the City of Villa Rica staff, customers and invitees and save them harmless from and against any and all claims, damages, actions, liability and expense in connection with loss of life, personal injury, and/or damage to property arising from or out of occupancy or use of the premises, or any part thereof, or any part of the City of Villa Rica property, or occasional wholly or in part by an act of omission of user, its agents, members or affiliates.

Lessee

Date

Staff Person

Date

THE MILL Amphitheater RULES AND REGULATIONS

- Prior to the acceptance of a lease for certain facilities, a statement of the activities planned or use intended, including a projected number of participants, adults present, a list or schedule of events must be presented in writing to Main St office.
- Signs and banners promoting the event shall be approved in writing by the Main Street office in advance and must be in accordance with all City of Villa Rica sign ordinances. Signs and banners shall be removed immediately following the event.
- LED signage application must be submitted to the Main Street Office for approval in order to promote event on THE MILL's marquee.
- Keys to facilities are issued once the deposit and rental fee is paid. Control of city-owned keys is the responsibility of the Lessee as signed on pg. 1. Keys shall be returned within two business days of the rental, or deposit will not be returned.
- Before a Lessee may obtain a lease agreement for any portion of the park facility, a **\$200 security deposit** must be received to protect the City of Villa Rica and its facilities against any damages that may occur. Once this deposit is received, **event will be placed on calendar.**
- Prior to any advertising for the event a rental fee **(\$400)** must be paid no later than **two weeks prior** to scheduled event.
- **This \$200 security deposit will be returned to the Lessee after the facility is inspected and deemed clean and acceptable. If the facility does not meet inspection criteria, the Main Street office will retain the full deposit, even if the repair or cleaning of the facility does not require the full amount.**
- Refunds available **ONLY** if cancellation is made **two weeks** before the rental date. Booking of facilities followed by a pattern of cancellations may result in loss of rental privileges for a period determined by the Main Street office.
- The Main Street Office reserves the right to cancel events or activities due to severe weather or when use may cause unnecessary damage to the facility. If the Main Street Office cancels the event due to severe weather or unforeseen emergencies, Lessee will be refunded any fees for that date or additional dates, *if applicable*.
- Parking at THE MILL Amphitheater is limited (130 spaces), and rental of this facility does not necessarily imply that parking will be available adjacent to this venue for all event-goers.
- Lessee/activity sponsors are liable for personal injury to participants and/or spectators. The Lessee must sign the **Hold Harmless Agreement**, and if deemed necessary, may be required to produce a liability insurance policy for participants and spectators, naming the City of Villa Rica as an additional insured.
- In case of an emergency, Lessee should call 911 for assistance.
- **10:00 pm** sound ordinance shall be adhered to, and facility will be closed no later than **11:00 pm**.
- Stage lighting shall be turned off at the conclusion of the event. Failure to do so will result in loss of deposit.
- The City of Villa Rica and the Main Street office as administrators of the facilities under their care are not responsible for the loss or theft of any personal items left by Lessees.
- The use of radios, amplified sound devices, musical instruments, etc. are strictly limited to volumes audible to the immediate area or amenity leased.
- The use of profanity, racial or personal slurs or other socially unacceptable behavior is prohibited.
- In certain instances, Lessor may require the presence of a staff member or an off-duty Villa Rica Police Department Officer at a function presented by Lessee. Salary for such staff person or for a Villa Rica officer will be paid by Lessee in addition to the cost of the lease agreement and security deposit and at an amount to be determined at lease signing.
- The use of pyrotechnics, candles, portable stoves, grills, sterno-type warmers, or other fire producing devices or materials are strictly prohibited on The MILL Amphitheater property without written permission from the Main Street office.
- Lessee is responsible for all permits as required by law or ordinance for business, tents, food vending, etc. All concessions are subject to Department of Health regulations relative to food service.
- Entrance fees (*gate fees*) are subject to approval by the Main Street Office and shall be for the immediate area only. Admission fees shall not be charged to general park users without prior written permission of the Main Street office.
- At Management's discretion, a \$300 damage deposit may be required for social events. If all rules and regulations are followed and there are no damages to the facility, the \$300 will be returned to you by check within 14 days of the event.

APPENDIX A

ALLOWED:

- Food and non-alcoholic beverages
- Small coolers (6-drink capacity)
- Flameless candles
- Lawn chairs (low profile)
- Blankets (please be courteous of space)
- Purses, bags and backpacks: *May be subject to search by security personnel prior to entering The MILL Amphitheater.*

PROHIBITED:

- Smoking is not permitted at The MILL Amphitheater-there is designated smoking areas, look for “Smoking Area” signs. Violation of this policy may result in expulsion from The MILL Amphitheater. Smoking is strictly prohibited in all seating areas including the pit and lawn areas. This includes electronic/vapor cigarettes.
- Illegal drugs/substances
- No alcoholic beverages can be brought in
- No PETS of any kind (only registered working animals are permitted)
- Tents or staking
- Umbrellas
- Glass containers
- *No weapons of any kind except as may be permitted by the general laws of the State of Georgia*
- No skateboards

GUEST CONDUCT:

- Guests are expected to behave respectfully and in accordance with venue policy, state and local laws. Any guest that is acting in a manner that venue management deems unsafe can be subject to eviction. If a guest violates a state or local law they will be subject to any tickets or punishment deemed necessary by local law enforcement.

EVENT LISTINGS:

- A complete list of events can be found on www.downtownvillarica.com
- Villa Rica Main Street and The MILL Amphitheater Facebook pages.

LAWN SEATING:

- The lawn is always first come, first serve. There are no assigned seats on the lawn, unless reserved seating is available.

X

Signature of Lessee agrees, by their signature to rules and regulations

Date

Provide copy of driver's license.

Restroom Lock Box Code:



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Appointment to Main Street Advisory Board

AGENDA DATE: February 11, 2024

DATE PREPARED: January 22, 2024

PREPARED BY: Alisa Doyal, Main Street Manager

AMOUNT: NA

GL ACCOUNT #: NA

FUNDING SOURCE: NA

BUDGETED ITEM? NA

PUBLIC HEARING: NA

PURPOSE: Appointment of new member to the Main Street Advisory Board

BACKGROUND: The Main Street Advisory Board is a seven-member board with official appointment by the City Council. The board is advisory in nature providing additional insights and input to support the Main Street Program with the Main Street Manager. The Main Street Program is a state program that helps communities revitalize their downtowns and commercial districts. Our mission is to provide a premier downtown where individuals, families, and businesses can thrive by preserving historic charm, encouraging local spending, and creating a sense of community.

The board had two members whose terms ended 12/31/2023, who did not wish to be reappointed, and two other members resigned in December 2023. After advertising the vacancies, staff received three board applications from citizens interested in becoming a member of the Main Street Advisory Board. The three applicants were interviewed by the board at the January 19 monthly meeting, and the board recommended the appointment of all three applicants. NOTE: With only three members on the Main Street Advisory Board, there was no quorum.

One of the applicants is Patronya Brogdon. She lives in city limits of Villa Rica and wants to become more involved in the community. She has a lot of experience volunteering for special events with her job. Patronya is employed at Cobb & Douglas Public Health as a Environmental Health Specialist IV.

STAFF RECOMMENDATION: Staff recommends the appointment of Patronya Brogdon to the Main Street Advisory Board to fill the unexpired term of Ronda McCullors through 12/31/2024.

IMPACT: NA

MOTION: Move to approve the appointment of Patronya Brogdon to the Main Street Advisory Board to fill the unexpired term of Ronda McCullors through 12/31/2024.



APPLICATION FOR BOARD, COMMISSION OR AUTHORITY APPOINTMENT

**CITY OF VILLA RICA
571 W. Bankhead Hwy
Villa Rica, GA 30180**

Citizens provide a great insight and knowledge to City government. An avenue that the City of Villa Rica uses to get this insight is through the various Boards, Commissions and Authorities of the City of Villa Rica. The members of the Boards, Commissions and Authorities make decisions and help recommend and review policies for the City of Villa Rica and its Mayor and Council. This questionnaire will assist the Mayor and Council in the review process and in determining applicant eligibility requirements and qualifications for Board, Commission or Authority membership.

Questions to consider before applying for membership on a Board, Commission or Authority:

- o Do I fully understand what this Board, Commission or Authority expects from me?
- o Am I committed to the goals and mission of this Board, Commission or Authority?
- o Can I afford the demands on my time, resources and energy?
- o Will I attend meetings regularly, making them a priority for the duration of my appointment?
- o Am I willing to perform a reasonable amount of work outside of regularly scheduled Board, Commission or Authority meetings and prepare for each meeting?
- o Can I work effectively with the other members of the Board, Commission or Authority?
- o Am I willing to participate in necessary Board, Commission or Authority training, education and development activities that will improve my effectiveness in my position?

Please return signed application to:

Theresa Campbell, City Clerk
City of Villa Rica
571 W. Bankhead Hwy
Villa Rica, GA 30180

tcampbell@villarica.gov

Questions? Contact the City Clerk at 678-840-1229

APPLICANT INFORMATIONName Patronya BrogdonOccupation Environmental Health Specialist IV Employer Cobb & Douglas Public HealthHome Address 97 Enclave DrCity Villa Rica State Ga Zip 30180Phone 404) 518-3942 Email Patron1806@gmail.com

Which Board, Commission or Authority do you wish to be appointed to?

☐	Downtown Development Authority
☐	Historic Preservation Commission
☐	Housing Authority Board
☐	Library Advisory Board
☒	Main Street Advisory Board
☐	Planning & Zoning Commission
☐	Recreation Advisory Commission
☐	Villa Rica Cemetery Committee
☐	Villa Rica Development Authority

How long have you been a resident of Villa Rica? 5 yearsDo you own a business in Villa Rica? ☐ Yes ☒ No
If yes, what is the name and address of your business?

Are you current with all your financial obligations to the City? ☒ Yes ☐ No

Are you willing and able to attend training sessions on-site or off-site if provided by the City?

☒ Yes ☐ No

Are you able to meet the attendance requirements of the position for which you are applying?

☒ Yes ☐ No

Do you know of any circumstances that would result in you having to abstain before the Board, Commission or Authority?

No

Do you or your employer, or your spouse, child, relative, or their employers, do business with the City of Villa Rica? If yes, please explain.

No

Do you have employment or contractual relationship with the City of Villa Rica that would create a continuing or frequently recurring conflict with regard to your participation on a Board, Commission and Authority?

☐ Yes ☒ No

If yes, please explain.

Please briefly explain your reasons for wishing to serve on the Board, Commission or Authority you select.

I believe it is important to be actively involved in ones community and I would like to be apart of the growth in Villa Rica + provide diverse insight.

Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice?

☒ Yes ☐ No

If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

Downtown Development Authority, Housing Authority,
Villa Rica Development Authority.

APPLICANT STATEMENT

I understand that I am applying for appointment to a Board or Commission and that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

Signature



Printed Name

Patrya Brogdon

Date

11/27/2023

BOARD, COMMISSION AND AUTHORITY INFORMATION

Downtown Development Authority (DDA) Term: 4 years | Members: 7

The DDA's mission is to oversee the revitalization and redevelopment of the central business district and to develop and promote for the public good and general welfare, trade, commerce, industry and employment opportunities. Members must either own a business or have an economic interest in the downtown. A member of the City Council is permitted to serve on the DDA.

Historic Preservation Commission (HPC) Term: 3 years | Members: 6

This commission is appointed by the City Council and administers the historic regulations in the City of Villa Rica. Commissioners review requests for retaining wall grants, revolving loan applications, building permit applications and demolition permit requests.

Housing Authority Board (HAB) Term: Indefinite | Members: 5

The function and responsibility of the HAB is to plan, develop, and administer a public housing program for the City of Villa Rica. Members are appointed by the Mayor.

Library Advisory Board (LAB) Term: 3 years | Members: 7

Acts in an advisory capacity to the branch manager of the Villa Rica Public Library. Members recommend operational policies for the library, assist the Branch Manager with the annual budget request to the City Council, adopt bylaws and regulations for internal operations, and represent the library to the community. The City Manager, Branch Manager and WGRL Director serve as nonvoting members.

Main Street Advisory Board (MSAB) Term: 2 years | Members: 7

This Board is appointed by the City Council and works to promote and create a thriving central business district in Downtown Villa Rica and along primary entrance corridors into the central downtown business district.

Planning & Zoning Commission (P&Z) Term: 1 year | Members: 5

The P&Z advises the City Council in decisions pertaining to amendments to the Comprehensive Plan, the Zoning Ordinance and applications for development. The Commission is charged with developing and maintaining the Comprehensive Plan and submitting the plan and its elements to the City Council. The Commission also reviews and makes recommendations regarding changes to the Comprehensive Plan land use map. The Commission hears, reviews and makes recommendations regarding all applications for subdivision site plans, specific plans and phased and conditional use permit applications.

Recreation Advisory Commission (RAC) Term: 3 years | Members: 7

The purpose of the RAC is to make recommendations to the City Council regarding parks and recreation plans, policies, programs and projects.

Villa Rica Cemetery Committee Term: 3 years | Members: 6

Functions include making recommendations to the City on all aspects of the management and operations of the city's cemeteries.

Villa Rica Development Authority (VRDA) Term: 4 years | Members: 7

The VRDA exists to provide bond financing for community and economic development projects with a goal of increasing job opportunities within the community, supporting education and health care, and providing housing for underserved communities, all of which benefit the residents of the city of Villa Rica and the state of Georgia.

PROCEDURES FOR BOARD, COMMISSION OR AUTHORITY APPOINTMENT

1 | Approximately four weeks before the end of a Board or Commission term, the City Clerk will notify the Mayor and City Council and the members of the Board or Committee affected of the positions and citizens whose terms will be expiring.

2 | The City Clerk will cause this information to be posted via the City's website, electronic newsletter or other means to inform the residents in the city. This notice will also include qualifications (if any) to serve. The Mayor and City Council will set the timeframe for the acceptance of applicants.

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4 | After any appointment, the new Board or Commission member, as well as the other members of that Board or Commission will receive a letter notifying them of their appointment and be scheduled to be administered an Oath of Office.

Please return signed application to:

Theresa Campbell, City Clerk
City of Villa Rica
571 W. Bankhead Hwy
Villa Rica, GA 30180

tcampbell@villarica.gov

Questions? Contact the City Clerk at 678-840-1229



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Appointment to Main Street Advisory Board

AGENDA DATE: February 11, 2024

DATE PREPARED: January 22, 2024

PREPARED BY: Alisa Doyal, Main Street Manager

AMOUNT: NA

GL ACCOUNT #: NA

FUNDING SOURCE: NA

BUDGETED ITEM? NA

PUBLIC HEARING: NA

PURPOSE: Appointment new member to the Main Street Advisory Board

BACKGROUND: The Main Street Advisory Board is a seven-member board with official appointment by the City Council. The board is advisory in nature providing additional insights and input to support the Main Street Program with the Main Street Manager. The Main Street Program is a state program that helps communities revitalize their downtowns and commercial districts. Our mission is to provide a premier downtown where individuals, families, and businesses can thrive by preserving historic charm, encouraging local spending, and creating a sense of community.

The board had two members whose terms ended 12/31/2023, who did not wish to be reappointed, and two other members resigned in December 2023. After advertising the vacancies, staff received three board applications from citizens interested in becoming a member of the Main Street Advisory Board. The three applicants were interviewed by the board at the January 19 monthly meeting, and the board recommended the appointment of all three applicants.

Rita Wilson lives in Villa Rica and is employed with Greystone Power as HR Manager. She has been involved in the Cultural Arts Council in Douglasville for eight years, she and would like to get involved in the Villa Rica community.

STAFF RECOMMENDATION: Staff recommends the appointment of Rita Wilson to the Main Street Advisory Board to fill the unexpired term of Carolene Cox through 12/31/2024.

IMPACT: NA

MOTION: Move to approve the appointment of Rita Wilson to the Main Street Advisory Board to fill the unexpired term of Carolene Cox through 12/31/2024.



APPLICATION FOR BOARD, COMMISSION OR AUTHORITY APPOINTMENT

**CITY OF VILLA RICA
571 W. Bankhead Hwy
Villa Rica, GA 30180**

Citizens provide a great insight and knowledge to City government. An avenue that the City of Villa Rica uses to get this insight is through the various Boards, Commissions and Authorities of the City of Villa Rica. The members of the Boards, Commissions and Authorities make decisions and help recommend and review policies for the City of Villa Rica and its Mayor and Council. This questionnaire will assist the Mayor and Council in the review process and in determining applicant eligibility requirements and qualifications for Board, Commission or Authority membership.

Questions to consider before applying for membership on a Board, Commission or Authority:

- o Do I fully understand what this Board, Commission or Authority expects from me?
- o Am I committed to the goals and mission of this Board, Commission or Authority?
- o Can I afford the demands on my time, resources and energy?
- o Will I attend meetings regularly, making them a priority for the duration of my appointment?
- o Am I willing to perform a reasonable amount of work outside of regularly scheduled Board, Commission or Authority meetings and prepare for each meeting?
- o Can I work effectively with the other members of the Board, Commission or Authority?
- o Am I willing to participate in necessary Board, Commission or Authority training, education and development activities that will improve my effectiveness in my position?

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Villa Rica, GA 30180

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APPLICANT INFORMATION

Name Rita Wilson

Occupation Manager, HR Employer Grey Stone Paper

Home Address 404 Chastain Ct

City Villa Rica State GA Zip 30180

Phone 7703610694 Email rwilson30180@gmail.com

Which Board, Commission or Authority do you wish to be appointed to?

- | | |
|-------------------------------------|----------------------------------|
| ☐ | Downtown Development Authority |
| ☐ | Historic Preservation Commission |
| ☐ | Housing Authority Board |
| ☐ | Library Advisory Board |
| ☒ | Main Street Advisory Board |
| ☐ | Planning & Zoning Commission |
| ☐ | Recreation Advisory Commission |
| ☐ | Villa Rica Cemetery Committee |
| ☐ | Villa Rica Development Authority |

How long have you been a resident of Villa Rica?

5 yrs

Do you own a business in Villa Rica?

☐ Yes☒ No

If yes, what is the name and address of your business?

Are you current with all your financial obligations to the City?

☒ Yes☐ No

Are you willing and able to attend training sessions on-site or off-site if provided by the City?

☒ Yes☐ No

Are you able to meet the attendance requirements of the position for which you are applying?

☒ Yes☐ NoNot sure what that is at this time

Do you know of any circumstances that would result in you having to abstain before the Board, Commission or Authority?

not that I am aware of

Do you or your employer, or your spouse, child, relative, or their employers, do business with the City of Villa Rica? If yes, please explain.

GreyStone may prov. de power to some city entities but I believe GA Power is the main energy provider for the city

Do you have employment or contractual relationship with the City of Villa Rica that would create a continuing or frequently recurring conflict with regard to your participation on a Board, Commission and Authority?

☐ Yes ☒ No

If yes, please explain.

Please briefly explain your reasons for wishing to serve on the Board, Commission or Authority you select.

I have been involved with the Cultural Arts Council in Douglas City for 8 yrs. would like to do something similar in Villa Rica where I live.

Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice?

☒ Yes ☐ No

If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

DDA, VRDA, HPC

APPLICANT STATEMENT

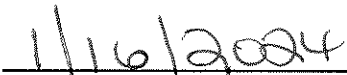
I understand that I am applying for appointment to a Board or Commission and that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.



Signature



Printed Name



Date

BOARD, COMMISSION AND AUTHORITY INFORMATION

Downtown Development Authority (DDA) Term: 4 years | Members: 7

The DDA's mission is to oversee the revitalization and redevelopment of the central business district and to develop and promote for the public good and general welfare, trade, commerce, industry and employment opportunities. Members must either own a business or have an economic interest in the downtown. A member of the City Council is permitted to serve on the DDA.

Historic Preservation Commission (HPC) Term: 3 years | Members: 6

This commission is appointed by the City Council and administers the historic regulations in the City of Villa Rica. Commissioners review requests for retaining wall grants, revolving loan applications, building permit applications and demolition permit requests.

Housing Authority Board (HAB) Term: Indefinite | Members: 5

The function and responsibility of the HAB is to plan, develop, and administer a public housing program for the City of Villa Rica. Members are appointed by the Mayor.

Library Advisory Board (LAB) Term: 3 years | Members: 7

Acts in an advisory capacity to the branch manager of the Villa Rica Public Library. Members recommend operational policies for the library, assist the Branch Manager with the annual budget request to the City Council, adopt bylaws and regulations for internal operations, and represent the library to the community. The City Manager, Branch Manager and WGRL Director serve as nonvoting members.

Main Street Advisory Board (MSAB) Term: 2 years | Members: 7

This Board is appointed by the City Council and works to promote and create a thriving central business district in Downtown Villa Rica and along primary entrance corridors into the central downtown business district.

Planning & Zoning Commission (P&Z) Term: 1 year | Members: 5

The P&Z advises the City Council in decisions pertaining to amendments to the Comprehensive Plan, the Zoning Ordinance and applications for development. The Commission is charged with developing and maintaining the Comprehensive Plan and submitting the plan and its elements to the City Council. The Commission also reviews and makes recommendations regarding changes to the Comprehensive Plan land use map. The Commission hears, reviews and makes recommendations regarding all applications for subdivision site plans, specific plans and phased and conditional use permit applications.

Recreation Advisory Commission (RAC) Term: 3 years | Members: 7

The purpose of the RAC is to make recommendations to the City Council regarding parks and recreation plans, policies, programs and projects.

Villa Rica Cemetery Committee Term: 3 years | Members: 6

Functions include making recommendations to the City on all aspects of the management and operations of the city's cemeteries.

Villa Rica Development Authority (VRDA) Term: 4 years | Members: 7

The VRDA exists to provide bond financing for community and economic development projects with a goal of increasing job opportunities within the community, supporting education and health care, and providing housing for underserved communities, all of which benefit the residents of the city of Villa Rica and the state of Georgia.

PROCEDURES FOR BOARD, COMMISSION OR AUTHORITY APPOINTMENT

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CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Appointment to Main Street Advisory Board

AGENDA DATE: February 11, 2024

DATE PREPARED: January 22, 2024

PREPARED BY: Alisa Doyal, Main Street Manager

AMOUNT: NA

GL ACCOUNT #: NA

FUNDING SOURCE: NA

BUDGETED ITEM? NA

PUBLIC HEARING: NA

PURPOSE: Appoint a new member to the Main Street Advisory Board

BACKGROUND: The Main Street Advisory Board is a seven-member board with official appointment by the City Council. The board is advisory in nature providing additional insights and input to support the Main Street Program with the Main Street Manager. The Main Street Program is a state program that helps communities revitalize their downtowns and commercial districts. Our mission is to provide a premier downtown where individuals, families, and businesses can thrive by preserving historic charm, encouraging local spending, and creating a sense of community.

The board had two members whose terms ended 12/31/2023, who did not wish to be reappointed, and two other members resigned in December 2023. After advertising the vacancies, staff received three board applications from citizens interested in becoming a member of the Main Street Advisory Board. The three applicants were interviewed by the board at the January 19 monthly meeting, and the board recommended the appointment of all three applicants.

Barbara lives in Villa Rica and is retired and works part time for Home Furnishings. She was employed by the City of Villa Rica as the City Clerk and Main Street Manager, and currently serves on the Downtown Development Authority.

STAFF RECOMMENDATION: Staff recommends the appointment of Barbara Daniell to the Main Street Advisory Board for a term to expire on 12/31/2025.

IMPACT: NA

MOTION: Move to approve the appointment of Barbara Daniell to the Main Street Advisory Board for a term to expire on 12/31/2025.



APPLICATION FOR BOARD, COMMISSION OR AUTHORITY APPOINTMENT

CITY OF VILLA RICA
571 W. Bankhead Hwy Villa
Rica, GA 30180

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City of Villa Rica | Board, Commission and Authority Application

APPLICANT INFORMATION

Name

Barbara Daniell

Occupation

retired

Employer

Home Address

611 Magnolia Street

City

Villa Rica

State

GA

Zip

30180

Phone

678-850-0788

Email

bdaniell65@outlook.com

Which

Board, Commission or Authority do you wish to be appointed to?

☐
☐
☐
☒
☐
☐
☐
☐
☐
☐

Downtown Development Authority

Historic Preservation Commission

Housing Authority Board

Library Advisory Board

Main Street Advisory Board

Planning & Zoning Commission

Recreation Advisory Commission

Villa Rica Cemetery Committee

Villa Rica Development Authority

How

Do you

long have you been a resident of Villa Rica?

own a business in Villa Rica?

59 years

☐

Yes

☒

No

If yes, what is the name and address of your business?

Are you current with all your financial obligations to the City?

☒

Yes

☐

No

Are you willing and able to attend training sessions on-site or off-site if provided by the City?

☒

Yes

☐

No

Are you able to meet the attendance requirements of the position for which you are applying?

☒

Yes

☐

No

Do you know of any circumstances that would result in you having to abstain before the Board, Commission or Authority?

NO

Do you or your employer, or your spouse, child, relative, or their employers, do business with the City of Villa Rica? If yes, please explain.

NO

Do you have employment or contractual relationship with the City of Villa Rica that would create a continuing or frequently recurring conflict with regard to your participation on a Board, Commission and Authority?

☐ Yes

☒ No

If yes, please explain.

Please briefly explain your reasons for wishing to serve on the Board, Commission or Authority you select.

I actually obtained designation for the city -
Main Street is in my heart, I live almost
in the heart of the city. I feel I have a lot
to give

Are you willing to be considered for appointment to any of the other Boards or Commissions of the City if a position is not available on the Board or Commission of your first choice?

☐ Yes

☒ No

If yes, please list the Boards or Commissions for which you would like to be considered (in order of interest):

APPLICANT STATEMENT

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Signature



Printed Name



Date

City of Villa Rica | Board, Commission and Authority Application

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City of Villa Rica | Board, Commission and Authority Application



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: 2024 Professional Services Contracts with RCS Productions, Inc.

AGENDA DATE: February 13, 2024

DATE PREPARED: January 29, 2024

PREPARED BY: Alisa Doyal, Main Street Manager

AMOUNT: \$85,675.00

GL ACCOUNT #: 100-7550-523880

FUNDING SOURCE: General Fund

BUDGETED ITEM? Yes

PURPOSE: Request to approve the 2024 Professional Services Contracts with RCS Productions, Inc., for the Villa Rica Main Street concerts and festivals at The MILL amphitheater.

BACKGROUND: Villa Rica Main Street has six events planned for the year that will be held at The MILL engaging RCS Productions, Inc. Listed below are the events and the dates.

1. West Georgia Arts & Jazz Festival on Saturday, April 27
2. Summer Concert #1 on Saturday, June 1
3. Thomas A. Dorsey Birthplace Festival on Saturday, June 29
4. Summer Concert #2 on Saturday, July 20
5. Summer Concert #3 on Saturday, August 3
6. Gold Rush Summer Concert #4 on Friday, September 20

RCS Productions, located in Dunwoody, is a southeast leader in acquiring and providing National and Regional talent to festivals, concert series, radio shows, corporate & other special events. Outsourcing these services to an experienced production company will allow the city to share in RCS' economies of scale. We will benefit from the vendor's network of entertainers and equipment providers and take advantage of their knowledge of competing venues around the state.

STAFF RECOMMENDATION: Staff recommendation is to engage RCS Productions, Inc., to provide the production services and entertainment for the 2024 Villa Rica Main Street Concerts and Festivals at The MILL amphitheater in the amount of \$85,675.00.

IMPACT: Outsourcing these responsibilities will allow us to improve the quality of our six major concert events in 2023. Our downtown events are well attended drawing citizens and visitors from neighboring cities that play a vital role in enhancing the quality of life, promoting economic prosperity, and providing memorable experiences.

MOTION: Move to approve the 2024 Professional Services Contracts with RCS Productions, Inc., for the 2024 Villa Rica Main Street Concerts and Festivals at The MILL amphitheater for \$85,675.00.



CONTRACT

2312 Peachford Road
Dunwoody GA 30338
770 306 9155 / 770 306 9157 Fax
stephen@rcsproductions.com
www.rcsproductions.com

TODAYS DATE: January 23rd, 2024

By Mutual Agreement RCS Productions, herein referred to as PRODUCER has engaged the services of

ARTIST: Various

EVENT: City of Villa Rica 2024 Summer Concert Series

Date	Artist(s)	Concert Cost
Saturday April 27th, 2024	Tom Braxton w Support – The Boom Trio	\$11,275.00
Saturday June 1st, 2024	Who's Bad – w/ Support TBD	\$10,625.00
Saturday July 20th, 2024	Uptown Funk – w/ Support TBD	\$10,275.00
Saturday August 3rd, 2024	Sons of Sailors – w/Support TBD	\$6,275.00
Friday September 20 th , 2024	Velcro Pygmies	\$6,125.00

Artist Costs

\$44,575.00

VENUE: The Mill Amphitheater **PERFORMANCE TIME:** 8:00PM ~7pm for any support artists
PURCHASER: City of Villa Rica **REPORT TIME:** TBA
CONTACT: Karina Rivas Martinez **RIDER ATTACHED:** Yes
MOBILE: 678.890.6194 **TICKET SCALING:** N/A

FEE: \$ 44,575.00 **TO BE PAID IN THE FOLLOWING MANNER**

DEPOSIT: \$ 22,000.00 **DUE:** February 20, 2024
PAYABLE TO: RCS PRODUCTIONS

BALANCE: \$ 22,575.00 **DUE:** June 3, 2024
PAYABLE TO: RCS PRODUCTIONS

TO BE PAID IN FULL RAIN OR SHINE

ARTIST TO SUPPLY: Artist & Artist Travel

RCS PRODUCTIONS TO SUPPLY: Sound, Lights, Stagehands, S&L Techs, Trucking, on site production/show coordinator, Backline for Tom Braxton & Uptown Funk (under separate agreement)

PURCHASER TO SUPPLY: Stage, Power, Permitting, Artist Accommodations (Uptown Funk & Velcro Pygmies) Hospitality, & Green room.

PURCHASER: City of Villa Rica
NAME: Leslie McPherson

AGENCY/PRODUCER: RCS PRODUCTIONS
NAME: Stephen Moore

x _____ DATE _____

ADDRESS:

571 W Bankhead Highway
Villa Rica, GA 30180

x _____ DATE _____

ADDRESS:

2312 Peachford Road Suite A
DUNWOODY GA 30338
770-306-9155 ext. 101

ADDITIONAL TERMS AND CONDITIONS

1. PURCHASER agrees to furnish at its sole cost and expense a suitable place for Performance as indicated below
 - ☐ Indoors, with properly lighted, climate controlled area along with appropriate staging and electrical power as per PERFORMER'S technical requirements.
 - ☐ Outdoors, with grounded performance area/stage with appropriate cover from the elements and electric power as per the PERFORMER'S technical requirements.
 - ☐ Check here if RCS PRODUCTIONS. is providing staging under a separate contract and PURCHASER's obligation to provide a place for the Performance does not include providing the stage itself.
- 2.. PURCHASER agrees to provide all spaces, ballrooms, show sites and other areas deemed necessary by PRODUCER or PERFORMER for the Performance in order that equipment setup, rehearsals, and sound checks can be accomplished without disturbing business meetings or any other events that may be occurring near the location of the Event. Any venue power charges will be paid in full by PURCHASER.
3. PURCHASER agrees to pay PRODUCER the Fee set forth above. PURCHASER further agrees to pay any and all federal, state, and local taxes and fees in any way related to the Performance, Event, or this Agreement, and to obtain all necessary licenses required in relation to the Event or Performance. PURCHASER agrees to provide general liability, all hazards insurance coverage related to the Event and Performance with minimum limits of \$1,000,000.00 dollars, auto liability insurance related to the Event and Performance with minimum limits of \$1,000,000.00 dollars, and workers compensation insurance in amounts not less than required by law. PURCHASER agrees to provide proof of such insurance in a form satisfactory to PRODUCER not less than 15 days prior to the Performance and if PURCHASER fails to do so, PRODUCER may terminate this Agreement or purchase such insurance coverage and in such event, PURCHASER shall be responsible for any and all advertising and promotion of the Event and Performance, and shall not advertise or use PERFORMER's name, logo(s) or other intellectual property without having first obtained the written consent of PERFORMER. PURCHASER shall not disclose that PERFORMER will be performing as set forth herein, or the time, date, or place of PERFORMER'S Performance until consented to, in writing, by PRODUCER.
4. PURCHASER agrees to procure and pay for all necessary licenses and consents for the performance of the musical compositions played by PERFORMER, including but not limited to any and all clearances and licenses from ASCAP and BMI. PURCHASER further agrees to indemnify and hold PRODUCER harmless from and against any and all claims, damages, costs, expenses and attorney's fees of any nature arising out of or related to PURCHASER'S failure to procure any such licenses or consents. PURCHASER shall provide security as may be required by PRODUCER or PERFORMER during the Performance and during the setup and tear down associated with the Performance.
5. PURCHASER agrees that no part of the Performance shall be recorded, reproduced, or transmitted in any manner or by any means whatsoever in the absence of a specific written agreement with PRODUCER and PERFORMER relating to and permitting such recording, reproduction or transmission.
6. PRODUCER agrees to contract with the PERFORMER for a performance as described in this Agreement (the "Performance"), which shall occur as a part of the event described above in this Agreement (the "Event"). PRODUCER shall at all times have complete control and supervision over the services of its personnel and contractors as well as the details of the Performance to fulfill the requirements of this Agreement. PRODUCER reserves the right to make reasonable adjustments to the Performance time, including but not limited due to inclement weather, unexpected delays, circumstances outside of PRODUCER's control and delays caused or contributed to by the PERFORMER. In the event PRODUCER is unable for any reason to contract with the PERFORMER for the Performance under terms acceptable to PRODUCER or is unable to cause the Performance to occur, PRODUCER may terminate this Agreement and refund PURCHASER's deposit and PRODUCER shall thereafter have no further liability or obligation under this Agreement. PRODUCER is not responsible for any portion of the Event other than procuring the Performance by Artist as set forth in this Agreement.
7. To the extent of Georgia State Law, PURCHASER agrees to protect, defend, release, indemnify and save PRODUCER harmless from and against any and all expenses, claims, demands and causes of action of every kind and character arising in favor of any person or entity, including employees and contractors of either of PURCHASER and PRODUCER, in any way related to personal injuries or death, damages to property or any other damages or claims of any kind or nature arising out of, incident to, or resulting directly or indirectly from any act or omission of PURCHASER or any of its employees, contractors, or agents.
8. It is expressly agreed the RCS PRODUCTIONS., herein acts herein as PRODUCER and is not responsible for any acts or omissions on the part of any of PURCHASER, PERFORMER, or any of either of their employees, contractors, or agents.
9. To the extent of Georgia State Law PURCHASER agrees to be responsible for and hold PRODUCER harmless with respect to any injury, cost or damage to PERFORMER, PERFORMER's property, or any person or property of any employee, agent or contractor of PERFORMER if caused in whole or in part by any of PURCHASER, PURCHASER'S guests, employees or contractors.
10. This Agreement may not be terminated by PURCHASER, and if PURCHASER does attempt to or in fact terminates this Agreement, PURCHASER will forfeit the deposit and shall immediately pay PRODUCER the balance of all amounts owed under this Agreement. In the event PURCHASER fails to pay any amounts owed when due under this Agreement, PURCHASER shall owe interest on such amounts at 18% per annum or the maximum amount by law, whichever is lesser, along with all PRODUCER's attorney fees, costs and expenses which PRODUCER may incur. In addition, PRODUCER may cancel the Performance and shall have no further obligations of any nature under this Agreement in the event PURCHASER fails to pay PRODUCER in full all amounts owed at the times set forth in this Agreement and under the terms of this Agreement. In the event PURCHASER in any way breaches this Agreement or defaults in any obligation, PRODUCER may at any time and without any notice to PURCHASER elect to cure such breach or default and PURCHASER agrees to reimburse PRODUCER for the cost of any such cure plus an administrative fee of 15% of the cost of such cure immediately upon receipt of an invoice thereof from PRODUCER.

11. In the event of inclement weather, or any force majeure on or before the performance date where PURCHASER determines NOT to present Performance or PERFORMER deems it unsafe to PERFORMER or PERFORMER's employees, contractors, agents or equipment, PRODUCER shall nevertheless be paid the full Fee set forth herein, provided PERFORMER is present and ready to perform at the designated time as specified in the contract, unless an alternate "rain date" has been negotiated and provided. PERFORMER's obligations are subject to delay, obstruction or prevention by any cause beyond PERFORMER's reasonable control. In such case, there will be no claim for damages by either party, and except in the circumstances set forth above when the full Fee is still payable to PRODUCER, any other cancellation of the Event by PERFORMER will result in the deposit being refunded in full to PURCHASER or a comparable PERFORMER will be provided by PRODUCER upon PURCHASER approval.

12. This Agreement may not be assigned or transferred by PURCHASER without the prior written consent of PRODUCER. This Agreement may be assigned or transferred by PRODUCER without the consent of PURCHASER. The validity, construction and effect of this Agreement shall be governed by the laws of the State of Georgia, regardless of place of performance. Venue and jurisdiction for any lawsuits arising from or relating to this Agreement shall be in Henry County, Georgia, or the federal district court for the Northern District of Georgia. This Agreement may not be altered or amended except in writing and signed by all the parties hereto. This Agreement, including but not limited to the initial page entitled "Contract", these Additional Terms and Conditions and any additional written Rider or other attachment(s) (collectively the "Agreement") constitute the entire agreement of the parties hereto. This Agreement represents the jointly bargained for agreement of the parties and no presumption or rule in favor of or against either party shall apply to any term or provision of this Agreement on the basis of that party having been deemed to have drafted such term or provision.

13. In the event any of the terms of this Agreement conflict, the terms of any Rider or other attachment shall control, and if there are multiple Riders or attachments, they shall govern based on their dates, with the most recent Rider or attachment governing over any earlier Riders or attachments; thereafter, the Additional Terms and Conditions shall control; and thereafter the initial page entitled "Contract" shall control.

14. PURCHASER's sole and exclusive remedy for any breach of any of the terms of this Agreement by PRODUCER shall be the return of some or all of the Fee paid by PURCHASER to PRODUCER under this Agreement (the "Purchase Price"), and under no circumstances shall PRODUCER have any liability to PURCHASER, whether under this Agreement or otherwise, which exceeds the amount of the Purchase Price. PURCHASER specifically waives and agrees that PRODUCER shall, under no circumstances, be liable to PURCHASER for any special, direct, indirect, consequential, punitive, exemplary, lost profits or other damages.

15. The parties agree that in the event this Agreement is terminated by PURCHASER or due to PURCHASER's breach of any of the provisions of this Agreement, that the damages that PRODUCER would incur are difficult to estimate, and that PURCHASER's obligation to pay all amounts owed to PRODUCER under this Agreement is not a penalty but is liquidated damages, which represent a reasonable estimate of the damages PRODUCER would have incurred. In the event PRODUCER uses an attorney to enforce any of the terms of this Agreement, PURCHASER agrees to pay all of PRODUCER's attorney's fees, costs, and expenses.

16. All ~~indemnification provisions~~, warranty provisions, and all other provisions contained in this Agreement which, by their terms, may extend beyond the termination, rescission, or revocation of this Agreement shall survive the termination, rescission, or revocation of this Agreement. The parties hereto agree that in the event any provision of this Agreement is deemed illegal or unenforceable by any court or tribunal of competent jurisdiction then such provision shall be deemed not to be a part of this Agreement and shall be deemed to be automatically modified and reformed so as to comply with any applicable law and so as to carry out the intent of the parties hereto to the greatest extent possible; however, if such modification is not possible, then such provision shall be deemed to be void and stricken in its entirety from this Agreement, with all other remaining provisions of this Agreement remaining in full force and effect. The waiver by PRODUCER of any breach or default by PURCHASER shall not constitute or be construed as a waiver of any subsequent breach or default of the same or any other provision hereof. Any captions or head notes herein are intended for convenience and for reference purposes only and shall in no way define or limit the scope or intent of this Agreement or any portion thereof. Nothing contained in this Agreement shall be deemed to create any contractual or third party beneficiary relationship between any parties other than PRODUCER and PURCHASER. PRODUCER shall have the right to terminate this Agreement and be paid in full all amounts owed under this Agreement if Purchaser becomes insolvent or bankrupt or makes an assignment of the benefit of creditors.

17. This Agreement may be executed in counterparts, each of which shall be deemed to be an original and all of which shall constitute one and the same instrument. The parties hereto stipulate that facsimile signatures shall be deemed originals.

18. Any notice which may be required or permitted to be given under any provisions to this Agreement shall be deemed to have been duly given upon the earlier of (i) 5 days after deposit in the U.S. mail by registered or certified, postage prepaid, or (ii) actual receipt by confirmed facsimile, hand delivery or overnight delivery services, to the PRODUCER or PURCHASER at their respective addresses indicated in this Agreement, or if none is indicated, to the last known address for such party.

PURCHASER, in signing this Agreement, which includes but is not limited to the Additional Terms and Conditions set forth above, acknowledges PURCHASER's authority to do so and assumes liability for the terms and conditions stated herein.

PURCHASER:

By: _____
Name: _____
Title: _____

ARTIST RIDER HIGHLIGHTS

In addition to the performance fee the purchaser agrees to provide the following at their cost to meet the contract requirements and insure a successful and enjoyable performance.

PRODUCTION SERVICES

Permitting

Power

RCS Productions is providing production services under a separate agreement

PARKING:

Access for Band and Crew Trucks.

SECURITY:

As per city

MERCHANDISING AREA:

Merch tent with tables and chairs and light for artist merch sales

Accommodations:

Purchaser to provide hotel accommodations at a Holiday Inn Express or similar quality property for Uptown Funk (5) rooms for two nights, Velcro Pygmies (4) rooms for one night.

Whos Bad may need up to 8 hotel rooms for (1) night (per advance)

DRESSING ROOMS

Purchaser to provide private dressing room for Artist

HOSPITALITY:

Purchaser to provide Dinner and basic hospitality per Artist's rider to be advanced by RCS Productions. Please include RCS staff & crew in all meal numbers.

x _____

Leslie McPherson – City of Villa Rica

x _____

Date



PRODUCTION SERVICES AGREEMENT

2312 Peachford Road Suite A
Dunwoody GA 30338
770 306 9155 / 770 306 9157 Fax
stephen@rcsproductions.com
www.rcsproductions.com

TODAYS DATE: January 29, 2024

CLIENT	VENUE	DETAILS
City of Villa Rica, GA 571 W Bankhead Hwy Villa Rica, GA 30180 770.459.7000	The MILL Amphitheater	Event Date(s): Below Load In Date: Day of Event(s) Load In Time: TBD Load Out Date: Day of Event(s)

The MILL 2024 Events

DESCRIPTION OF SERVICES

By Mutual agreement RCS Productions herein referred to as Producer will supply the following equipment & crew for the below mentioned engagements:

June 1st - July 20th - August 3rd - September 20th

Concert Set Up

VUE AL Line array PA with 2 outfills
M32 Console with iPad
32 – 40ft Truss on lifts
Eight (8) 200IP rated wash fixtures downstage
Four (4) Martin Profile movers & four (4) Martin wash movers (covered cases or the ground)
One (1) Lighting Desk
One (1) Audio tech
One (1) Lighting tech
One (1) Production coordinator
Four (2-4) Stagehands
Backline Gear for Uptown Funk

\$26,500.00 for 4 shows

West Georgia Jazz Festival – April 27th

Festival Set Up

VUE AL Line array PA with 2 outfills
M32 Console with iPad
On stage monitor console
On stage audio system with Mics, Monitors, Stands, Cabling, DI & Distribution
32 – 40ft Truss on lifts
Eight (8) 200IP rated wash fixtures downstage & Downstage (on ground)
One (1) Lighting Desk
One (1) Drum Kit (no cymbals or snare)
One (1) SVT Bass Rig
Backline for Tom Braxton –
backline tech
Audio tech
Lighting tech
Production coordinator
(2-4) Stagehands

\$7950.00

Thomas A Dorsey Birthplace Festival June 29th

Festival Set Up

VUE AL Line array PA with 2 outfills
M32 Console with iPad
On stage monitor console
On stage audio system with Mics, Monitors, Stands, Cabling, DI & Distribution
32 – 40ft Truss on lifts
Eight (8) 200IP rated wash fixtures downstage & Downstage (on ground)
One (1) Lighting Desk
One (1) Drum Kit (no cymbals or snare)
One (1) SVT Bass Rig
One (1) Audio tech
One (1) Lighting tech
One (1) Production coordinator
Four (2-4) Stagehands \$6275.00

FEE:	\$40,725.00	TO BE PAID IN THE FOLLOWING MANNER
DEPOSIT:	\$20,000.00	DUE BY: 02.20.2024
PAYABLE TO:	RCS PRODUCTIONS	
BALANCE:	\$20,725.00	DUE BY: 06.03.2024
PAYABLE TO:	RCS Productions	
<u>PRODUCTION TO BE PAID IN FULL RAIN OR SHINE</u>		

ADDITIONAL REQUIREMENTS: Purchaser to provide:

Power & Electrical services
Adequate security to insure safety of gear
Include tech crew in any hospitality that is being provided to artist(s)

THE BELOW PERSON IS EIGHTEEN YEARS OF AGE OR OVER, AUTHORIZED TO ENTER INTO THIS AGREEMENT AND PERSONALLY GUARANTEES THE EXECUTION AND PAYMENT OF THE CONTENTS OF THIS CONTRACT.

**PURCHASER: City of Villa Rica
NAME Leslie McPherswon Mayor
The MILL Amphitheater
571 W Bankhead Hwy
Villa Rica, GA 30180
770.459.7000**

**RCS Productions
2312 Peachford Road Suite A
Dunwoody GA 30338**

X _____ **Date** _____ X _____

THANK YOU FOR ALLOWING RCS PRODUCTIONS TO FULLFILL YOUR PRODUCTION NEEDS

ADDITIONAL TERMS AND CONDITIONS

1. PURCHASER agrees to furnish at its sole cost and expense a suitable place for Performance as indicated below
 - ☐ Indoors, with properly lighted, climate controlled area along with appropriate staging and electrical power as per PERFORMER'S technical requirements.
 - ☐ Outdoors, with grounded performance area/stage with appropriate cover from the elements and electric power as per the PERFORMER'S technical requirements.
 - ☐ Check here if RCS PRODUCTIONS. is providing staging under a separate contract and PURCHASER's obligation to provide a place for the Performance does not include providing the stage itself.
- 2.. PURCHASER agrees to provide all spaces, ballrooms, show sites and other areas deemed necessary by PRODUCER or PERFORMER for the Performance in order that equipment setup, rehearsals, and sound checks can be accomplished without disturbing business meetings or any other events that may be occurring near the location of the Event. Any venue power charges will be paid in full by PURCHASER.
3. PURCHASER agrees to pay PRODUCER the Fee set forth above. PURCHASER further agrees to pay any and all federal, state, and local taxes and fees in any way related to the Performance, Event, or this Agreement, and to obtain all necessary licenses required in relation to the Event or Performance. PURCHASER agrees to provide general liability, all hazards insurance coverage related to the Event and Performance with minimum limits of \$1,000,000.00 dollars, auto liability insurance related to the Event and Performance with minimum limits of \$1,000,000.00 dollars, and workers compensation insurance in amounts not less than required by law. PURCHASER agrees to provide proof of such insurance in a form satisfactory to PRODUCER not less than 15 days prior to the Performance and if PURCHASER fails to do so, PRODUCER may terminate this Agreement or purchase such insurance coverage and in such event, PURCHASER shall be responsible for any and all advertising and promotion of the Event and Performance, and shall not advertise or use PERFORMER's name, logo(s) or other intellectual property without having first obtained the written consent of PERFORMER. PURCHASER shall not disclose that PERFORMER will be performing as set forth herein, or the time, date, or place of PERFORMER'S Performance until consented to, in writing, by PRODUCER.
4. PURCHASER agrees to procure and pay for all necessary licenses and consents for the performance of the musical compositions played by PERFORMER, including but not limited to any and all clearances and licenses from ASCAP and BMI. PURCHASER further agrees to indemnify and hold PRODUCER harmless from and against any and all claims, damages, costs, expenses and attorney's fees of any nature arising out of or related to PURCHASER'S failure to procure any such licenses or consents. PURCHASER shall provide security as may be required by PRODUCER or PERFORMER during the Performance and during the setup and tear down associated with the Performance.
5. It is expressly agreed that RCS PRODUCTIONS., herein acts herein as PRODUCER and is not responsible for any acts or omissions on the part of any of PURCHASER, PERFORMER, or any of either of their employees, contractors, or agents.
6. To the Extent Under Georgia Law PURCHASER agrees to be responsible for and hold PRODUCER harmless with respect to any injury, cost or damage to PERFORMER, PERFORMER's property, or any person or property of any employee, agent or contractor of PERFORMER if caused in whole or in part by any of PURCHASER, PURCHASER'S guests, employees or contractors.
7. This Agreement may not be terminated by PURCHASER, and if PURCHASER does attempt to or in fact terminates this Agreement, PURCHASER will forfeit the deposit and shall immediately pay PRODUCER the balance of all amounts owed under this Agreement. In the event PURCHASER fails to pay any amounts owed when due under this Agreement, PURCHASER shall owe interest on such amounts at 18% per annum or the maximum amount by law, whichever is lesser, along with all PRODUCER's attorney fees, costs and expenses which PRODUCER may incur. In addition, PRODUCER may cancel the Performance and shall have no further obligations of any nature under this Agreement in the event PURCHASER fails to pay PRODUCER in full all amounts owed at the times set forth in this Agreement and under the terms of this Agreement. In the event PURCHASER in any way breaches this Agreement or defaults in any obligation, PRODUCER may at any time and without any notice to PURCHASER elect to cure such breach or default and PURCHASER agrees to reimburse PRODUCER for the cost of any such cure plus an administrative fee of 15% of the cost of such cure immediately upon receipt of an invoice thereof from PRODUCER.
8. To the Extent under Georgia Law, PURCHASER agrees to protect, defend, release, indemnify and save PRODUCER harmless from and against any and all expenses, claims, demands and causes of action of every kind and character arising in favor of any person or entity, including employees and contractors of either of PURCHASER and PRODUCER, in any way related to personal injuries or death, damages to property or any other damages or claims of any kind or nature arising out of, incident to, or resulting directly or indirectly from any act or omission of PURCHASER or any of its employees, contractors, or agents.
9. In the event of inclement weather, or any force majeure on or before the performance date where PURCHASER determines NOT to present Performance or PERFORMER deems it unsafe to PERFORMER or PERFORMER's employees, contractors, agents or equipment, PRODUCER shall nevertheless be paid the full Fee set forth herein, provided PRODUCER is present and ready to perform at the designated time as specified in the contract, unless an alternate "rain date" has been negotiated and provided.

By: _____
Name: _____
Title: _____



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Downtown Gateway & Directional Signage Project

AGENDA DATE: February 13, 2024

DATE PREPARED: February 1, 2024

PREPARED BY: Alisa Doyal, Main Street Manager

AMOUNT: \$0

GL ACCOUNT #: NA

FUNDING SOURCE: NA

BUDGETED ITEM? NA

PUBLIC HEARING: NA

PURPOSE: To Continue the Downtown Gateway & Directional Signage Project

BACKGROUND: The Downtown Gateway & Directional Signage project was a part of the adopted Downtown Master Plan (RSVP) in 2016. Citizens had expressed a desire to have more attractive and appealing signage throughout downtown.

The Downtown Development Authority solicited proposals from qualified companies for the signage project. The DDA approved the bid from ACSM Inc of \$76,372. There were four (4) gateway signs that were to be placed on four entrances into downtown. Staff ran into issues with two of the property owners that would not sign the lease agreements for various reasons. The beginning of 2023, the two property owners finally signed off on the lease agreements and the project moved on. In the meantime, we looked at a different design but decided against it because of the costs. Instead, we decided to keep the original design but change the original color scheme.

STAFF RECOMMENDATION: Staff recommendation is the approval to allow ACSM Inc to complete the construction and installation of the signage.

IMPACT: The Gateway & Directional Signage Project which has been in the works since 2017 will finally be completed. Gateway and directional signage in downtown areas play a crucial role in facilitating navigation, promoting local attractions, fostering community engagement, and improving the overall experience of residents and visitors alike.

MOTION: Move to approve ACSM Inc to complete the Gateway & Directional Signage Project in the gray color schemes and install the signage.

Villa Rica, GA
Wayfinding Signage

Design Intent

Revised on: 1/11/24

Revised by: M.CAMPITIELLO

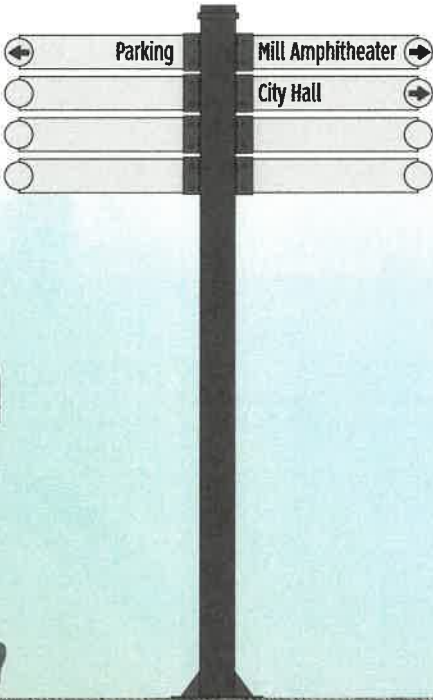


113 Freeland Lane
Charlotte, NC 28217

T 704.980.0243
acsminc.com

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Design Intent



Front Elevation



NOTES:

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Scale: 3/4" = 1'

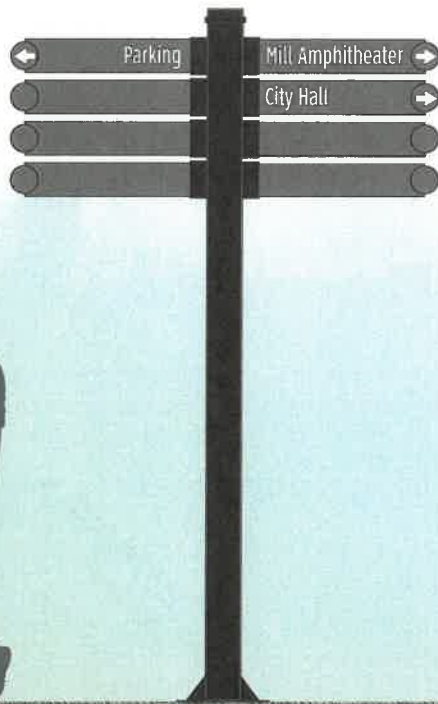
Client Name: Villa Rica, GA

Project Name: Wayfinding Signage Design Intent

Project Number:

Drawn By	Checked By
M.CAMPITELLO	
Date Created	Sheet Title
1-11-24	...
Revision Dates	Sheet Number
MM-DD-2023	1
MM-DD-2023	
MM-DD-2023	

Design Intent



Front Elevation



NOTES:

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Scale: 3/4" = 1'

Client Name: Villa Rica, GA

Project Name: Wayfinding Signage Design Intent

Project Number: -

Drawn By

Checked By

M.CAMPITELLO

Date Created

Sheet Title

1-11-24

Revision Dates

Sheet Number

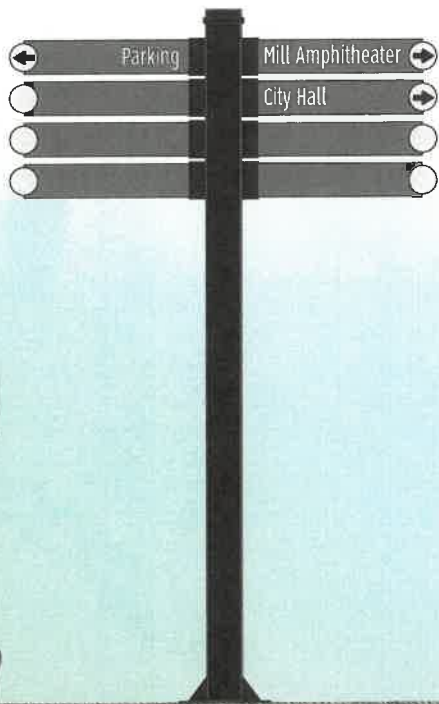
MM-DD-2023

MM-DD-2023

MM-DD-2023

2

Design Intent



Front Elevation



NOTES:

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Scale: 3/4" = 1'

Client Name: Villa Rica, GA

Project Name: Wayfinding Signage Design Intent

Project Number: -

Drawn By	Checked By
M.CAMPITELLO	----
Date Created	Sheet Title
1-11-24	---
Revision Dates	
MM-DD-2023	Sheet Number 3
MM-DD-2023	
MM-DD-2023	

VILLA RICA

DOWNTOWN DEVELOPMENT AUTHORITY

Agenda Summary

SUBJECT: Downtown Gateway & Directional Sign Bid
DDA AGENDA DATE: 03/15/2017 | Special Called Meeting

DATE: 03/13/2017
PREPARED BY: Christopher G. Pike

FISCAL IMPACT:

ANNUAL – 4,365.29
CAPITAL – 72,006.71
OTHER – N/A

FUNDING SOURCE: The Gateway & Directional Sign project will be funded through the Tourism Product Development fund from Hotel/Motel collection.

PURPOSE: The DDA's mission is to oversee the revitalization and redevelopment of the central business district and to develop and promote for the public good and general welfare, trade, commerce, industry and employment opportunities. The development and installation of Gateway & Directional Signs will help to further demonstrate the purpose and mission of the DDA.

BACKGROUND: The Downtown Gateway & Directional Sign project is a significant part of the recently adopted Downtown Master Plan (RSVP). One of the top issues expressed by people surveyed during the Master Planning process was the lackluster aesthetics and appeal of the corridors leading to Downtown. Citizens expressed a desire to have more attractive and appealing signage throughout Downtown. The Gateway & Directional Sign project will begin to address some of the issues raised by citizens.

✓ **STAFF RECOMMENDATION:** ACSM Inc. out of Charlotte, North Carolina is the lowest qualified bidder at \$76,372.

ACSM is a second generation design and sign manufacturing firm. With over 50 years of experience in the design and sign manufacturing industry, we provide a complete professional management team to guide your sign project.

Six request for references were sent out to previous jobs completed by ACSM Inc. Four of the questionnaires were returned completed. Responses have been included for your review.

IMPACT: POSITIVE: The Gateway & Directional Sign Project which has been in the works for several years will finally be completed. NEGATIVE: \$76,372 will be deducted from the Tourism Product Development Fund.

BID Notice

The Downtown Development Authority is soliciting proposals from qualified companies for the following projects:

Current RFP/Bids:

Gateway & Directional Signs Project

- Department: Downtown Development Authority
- Category: Construction Bids
- RFP Number: None
- Start Date: 02/02/2017
- Close Date: 02/24/2017 2:00 PM

REQUEST FOR PROPOSALS

GATEWAY & DIRECTIONAL SIGNS

BID DUE DATE: February 24, 2017 at 2:00 P.M.

NOTICE

The Villa Rica Downtown Development Authority will be receiving sealed bids for the manufacture and installation of signage in accordance with the specifications in the BID Document. Bids will be accepted until 2:00 p.m., Friday, February 24, 2017.

For complete BID documents [click here](#)

Please contact the office of Downtown Development and Tourism with questions. 678-840-1441 or mainstreet@villarica.com

BID Notice was posted:

City of Villa Rica Website: www.villarica.org

Downtown Villa Rica Website: www.DowntownVillaRica.com

Georgia Local Government Access Market Place: www.glga.org

Georgia Bids | North America Procurement Council: www.georgiabids.net

5 qualified bids were received.

Villa Rica Gateway & Directional Signage Bid Summary Sheet

Company	Signage Bid	Contact	Notes
Knight Sign Industries 5959 Knight Ave. Tuscaloosa, AL 35405 www.knightsign.com	153,509	Jared Shepard P:205.345.5242 C:205.523.1330 jshepard@knightsign.com	
Signs Etc. Waybaytay Holdings Inc./ d/b/a Signs Etc. 4941 Chastain Avenue Charlotte, NC 28217 www.signsetcofcharlotte.com	147,250	Spencer M. Brower P: 704-522-8860, ext. 125 spencer@signsetcofcharlotte.com	
A Sign Works Group 402 Senoia Road Tyrone, GA 30290 www.ASignGroupInc.com	130,000	Jacob B. Wolfe P: 770-486-1806 jacob@asigngroupinc.com	
Sign Works Pro, Inc. 349 Spence Road Carrollton, GA 30117 Signworkspro.com	130,000	Tim Billingsly P: 770-836-3117 signworks4u@att.net	
ACSM, Inc. 2525 Distribution St. Charlotte, NC 28203 www.acsminc.com	76,372	Glen Nocik P: 704.910.0243 C: 704.617.1044 gnocik@acsminc.com	



Villa Rica Downtown Development Authority

REQUEST FOR PROPOSAL

Downtown Signage Plan

1. You are being asked to submit a proposal for a contract to manufacture and install signage in accordance with the specifications prepared for:

City of Villa Rica
Downtown Development Authority
571 W. Bankhead Hwy
Villa Rica, Georgia 30180
Attention: Christopher Pike

2. The design documents are enclosed. Please notify the client immediately if the package is not complete. No additional copies will be provided. Sealed Bids are to be delivered to City Hall 571 W. Bankhead Hwy no later than 2:pm February 24th, 2017. No bids will be received after this time. Bids will be reviewed with a selection response by March 8th, 2017.

3. The design documents contain the following:

Page 1 (RFP)
Page 2 - 4 (Project Specifications)
Page 5 - 7 (Bid Summary Forms)
Page 8 (Signage Location Plan)
Page 9 - 12 (Specification Drawings)

4. The owner reserves the right to reject any and all proposals and to waive any irregularity in bidding. The owner reserves the right to accept a portion of any parts of the proposal as they deem necessary to meet their project goals.

5. Submission of the proposal signifies careful examination of all documents and complete understanding of the nature, extent and locations of all work to be performed and the terms of the RFP. The fabricator will not be given extra payment for conditions that could be made in advance by examination of these documents. Design documents enclosed are intended to establish overall dimensions, sign aesthetics, profiles, etc. No visual changes are to be made to the signs without written consent of the owner. If anything is excluded from the bid, it must be listed separately on the Bid Summary Form and in Bold Print.



PROJECT SPECIFICATIONS

Downtown Signage Plan

Submittals

Shop Drawings - The following design documents are not intended for construction purposes. The design documents are simply a means to convey design intent. It is the responsibility of the fabricator to produce working shop drawings for all signage and are to include all necessary dimensions drawn to scale, details, internal mechanics, joint connections, hidden connections, anchors, footings, section views, etc. These drawings must be submitted to the owner and approved prior to fabrication. The owner shall review all shop drawings for conformance with the design intent of these drawings only and will not be held responsible or liable for any results of construction from working drawings, materials selection, shop drawings or any other agreements. Adequate shop drawings (as determined by the owner) are required to demonstrate full understanding of all components of the project. Scans or copies of the design documents will be rejected.

Sign Index - A sign index showing the copy of each sign must be submitted to the owner for final approval and/or changes prior to fabrication.

Mock-Ups - Samples may be required for review and approval.

Paint - 3 samples minimum 4" x 4" on material applicable with the signage construction having labeling on the reverse. One will be returned with approval or rejection. Submittals must match specified colors.

All paints must retain a minimum 5 year warranty for interior and exterior signage. Exterior paints should be 2-part catalyst hardened urethane, base coat, top coat.

Vinyl - 3 samples of minimum 4" x 4" with labeling on reverse. Surface application to be specified. All vinyl to be 3M Scotchcal or Gerber high performance equivalent.

Inkjet - 1 proof each type of inkjet graphic to be submitted at full size. 12" x 12" full size portions should be submitted for large format graphics. All inkjet graphics are to be printed on 3M material or equivalent using pigment-based ink to prevent fading and discoloration. Gloss or Matte finish to be specified. Warranty application to be provided for all inkjet applications.



PROJECT SPECIFICATIONS

Downtown Signage Plan

Review

It is recommended the fabricator conduct a thorough site survey before fabrication. Any conditions that may affect the completion of the project or the final outcome should be brought to the attention of the owner immediately.

Scheduling

Provide customer a detailed schedule of work from fabrication to installation of all signage.

Engineering

Footings - Engineer stamped drawings required for external signage.

Wind Load - Exterior signs shall be designed to withstand wind pressure of 30 psf on the gross area of the exposed units, acting in all directions or to meet and/or exceed all applicable codes, whichever is greater.

Thermal Deformations - Design, fabricate and install component parts to provide for expansion and contraction over a temperature range for material of 150 degrees Fahrenheit (83.3 degrees Celsius) without bucking, oil canning, sealant joint failure, glass breakage, undue stress on members or anchors, and other detrimental effects.

Fabrication

Fabricated aluminum signage is to be manufactured with material at a minimum thickness of 3/16" thick unless otherwise noted on the drawings.

Sign type - A - steel 24 gauge face plate genuine chemical rust accented and clear coat. Face requires .250" thick back plate aluminum sheet sized to same dimensions for support and mounting of letters.



PROJECT SPECIFICATIONS

Downtown Signage Plan

Installation

- Post and Panels in concrete or pavement to be installed via core drill footing and backfill unless otherwise noted.
- Exterior pin mounted letters should be set in Hilti epoxy or equivalent and sealed with silicone or equivalent waterproofing sealer.

Permitting

- It is the responsibility of the fabricator to obtain necessary permits and approvals prior to fabrication. It is also the responsibility of the fabricator to conform to all federal, state and city regulations and ordinances and submit necessary drawings to the proper agencies.

Warranty

- The fabricator warrants all work against failure due to materials, workmanship and design for a period of 3 years from the date of completion.



Villa Rica Downtown Development Authority

BID SUMMARY FORM

(To be subscribed and sworn to before a notary public)

Downtown Signage Plan

Under oath, the undersigned submits the following bid verification
and statement of qualifications by the owner:

Firm Name: _____

Address: _____

_____ City _____ State _____ Zip _____

_____ Mailing address if different from above.

Telephone Number: _____ Fax: _____

Contact Person Name: _____ Email: _____

Year Organized: _____ Where Organized: _____

Plan of Organization: ☐ Proprietorship ☐ Corporation ☐ Partnership ☐ LLC

Federal I.D. No.: _____ or Social Security No.: _____

The firms' principals are as follows:

(1) _____
Check one: ☐ President ☐ Partner ☐ Owner

(2) _____
Check one: ☐ Vice President ☐ Partner ☐ Secretary

(If incorporated, the names of both the President and Corporate Secretary must be indicated.
If a Partnership, all Partners must be indicated.)

Number of years doing business under the present firm name: _____

Business License number: _____ State: _____



Villa Rica Downtown Development Authority

BID SUMMARY FORM

(To be subscribed and sworn to before a notary public)

Downtown Signage Plan

Has the bidder refused to execute a contract upon award? Yes No

Has the bidder been declared in default of a contract? Yes No

Has the bidder ever been terminated for cause on a contract? Yes No

If the answer is Yes to any statement above, please explain.

INSURANCE REQUIREMENTS:

- 1) Insurance certificate showing proof of Workers Compensation Coverage with the following minimum coverage:

Bodily injury by accident - per employee	\$100,000
Bodily injury by disease - per employee	\$100,000
Bodily injury by disease - policy limit	\$500,000

- 2) Commercial General Liability Policy with the following minimum coverage:

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$2,000,000

- 3) Automobile Liability

Combined Single Limit	\$1,000,000
-----------------------	-------------

BID CERTIFICATION:

Having carefully examined the Project Manual titled **City of Villa Rica - Downtown Signage Plan** dated February 2nd, 2017 as well as site conditions effecting work, bidder here by proposes to furnish all services, labor, materials, signage and equipment in accordance with the Bidding Documents and agrees to achieve completion in accordance with scheduled requirements.

SIGNAGE BID: (\$ _____)



Villa Rica Downtown Development Authority

BID SUMMARY FORM 3 of 3

(To be subscribed and sworn to before a notary public)

Downtown Signage Plan

CERTIFICATION of PROPER LICENSE:

Contractor certifies that they have been granted and possess all necessary, valid and current licenses to do business in the State in which the contract is validated and to conform with licensing of local Municipal Government or responsible State Regulated Agencies where the work is to be performed.

I certify that I am a principle or other representative of the bidder and that I am authorized by it to execute this statement and verification on its behalf. I am personally knowledgeable and the foregoing statement of facts are true and correct.

BY: _____

Authorized Signature

Printed Name

Title

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20____

Notary Public

My Commission Expires:

NOTICE TO BIDDERS:

You must include the following forms when your bid is submitted:

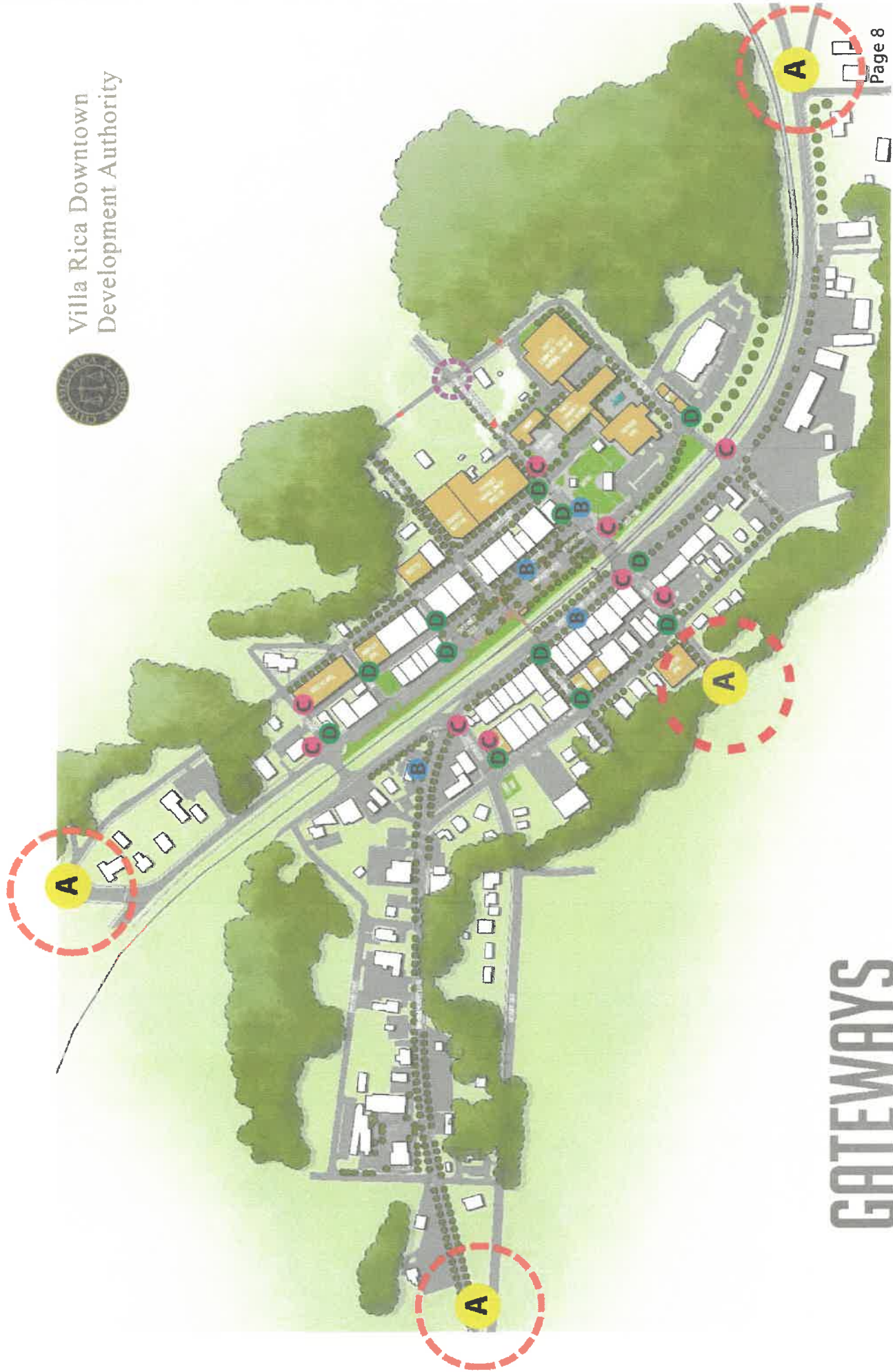
- 1) BID SUMMARY FORM 5-7
- 2) CONTRACTOR AFFIDAVIT UNDER O.C.G.A. 13-10-91 (E-VERIFY AFFIDAVIT)
- 3) CERTIFICATE OF WORKERS' COMPENSATION INSURANCE
- 4) CERTIFICATE OF COMMERCIAL GENERAL LIABILITY & AUTO INSURANCE



City of Villa Rica

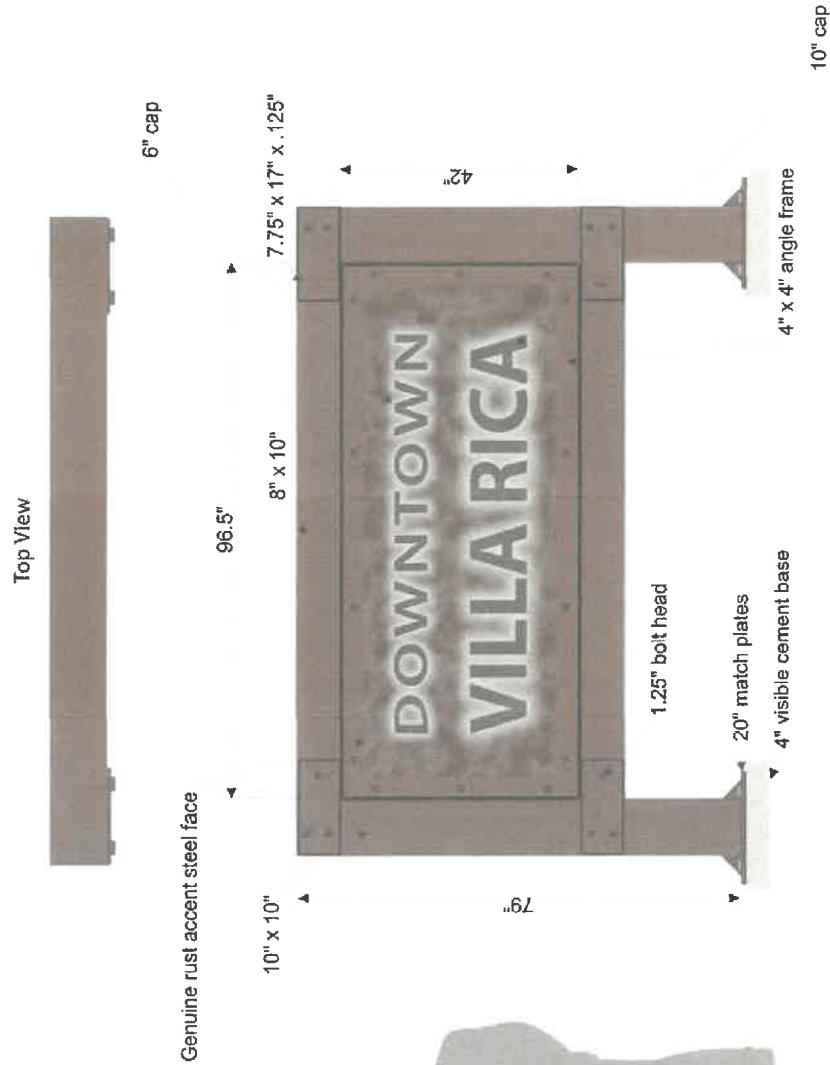


Downtown Signage Plan



GATEWAYS

Sign Type A - Gateway Sign



S/F illuminated aluminum monument sign with genuine rust accent 24 gauge steel face, clear coat sealed. Internal 4" angle framed cabinet with .250" aluminum back plate behind steel. Fabricated brushed aluminum halo back-lit letters. Electrical drivers and photo cell concealed.

Vertical capped aluminum 10" x 10" beams, horizontal 8" x 10" beams with .250" thick corner bolt plates. Structural bolts with 1.25" square heads accent bolt plates and face frame.

Paint front, back and sides. Match plates 20" x 20" x .250" bolts to concrete footing with 4" visible base.

Colors TBD by customer. See bid specifications for finishes.

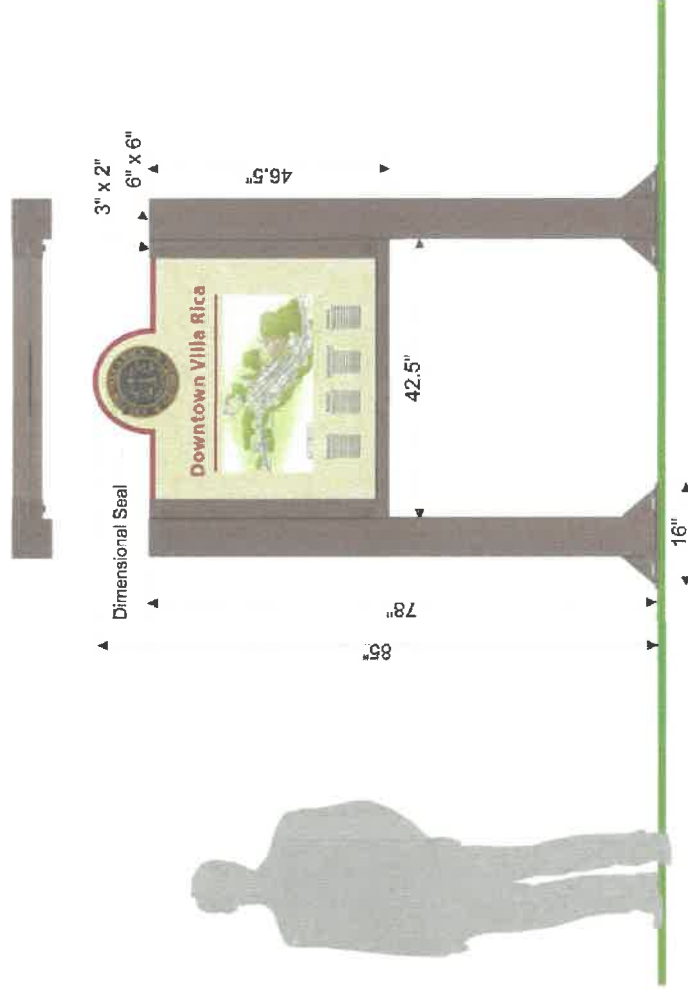
Quantity - 4

Sign Type B - Kiosk



Villa Rica Downtown
Development Authority

Top View



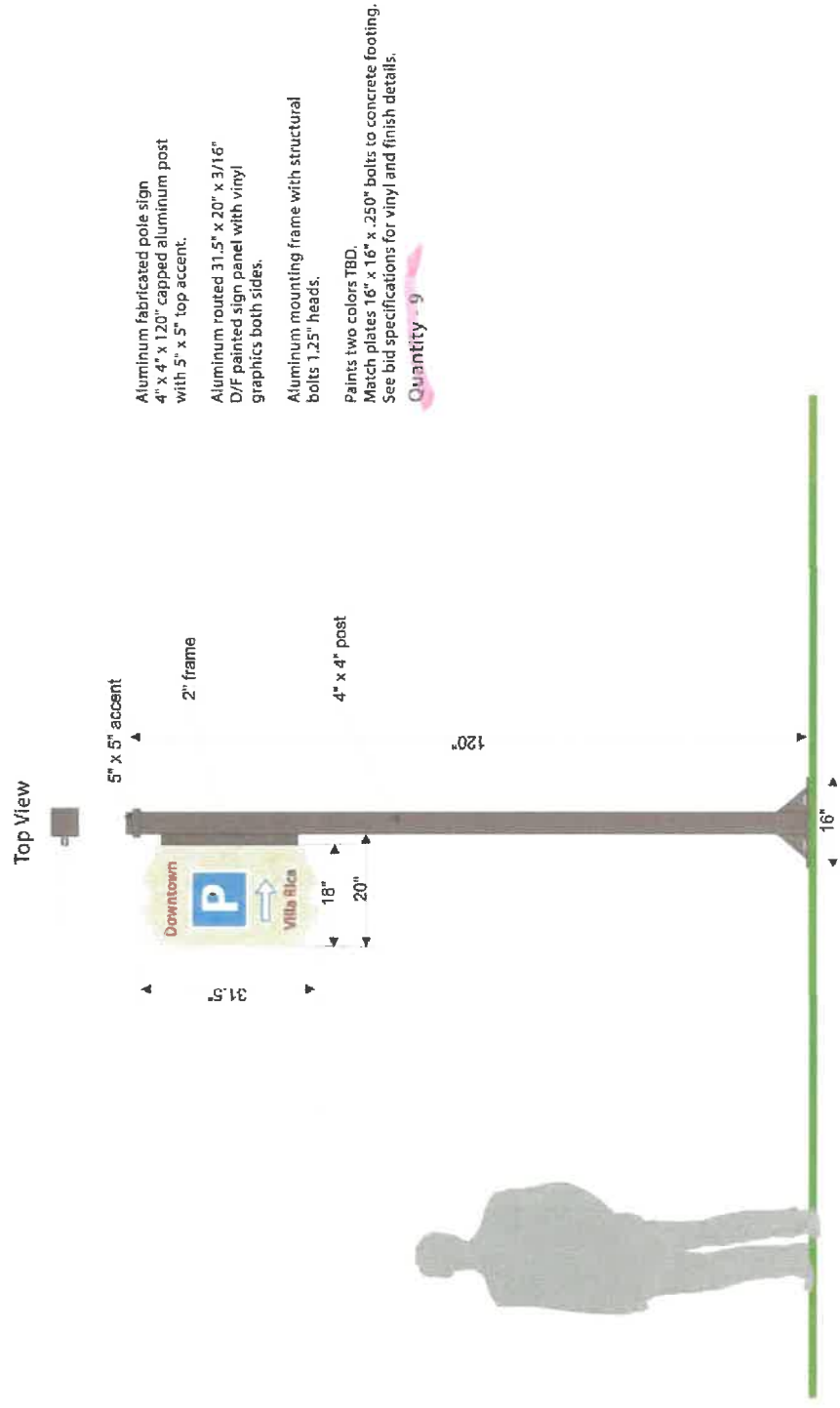
S/F aluminum fabricated Kiosk Sign.
Vertical 6" x 6" capped beams with 3" x 2" capped frame front and back. Structural bolts with 1.25" square heads to accent frame.
Aluminum face. 250" thick painted two colors. Vinyl copy, digital printed graphics and a dimensional seal painted two colors applied to first surface
Beams, back and sides painted one. Colors TBD. Match plates 16" x 16" x .250" bolt to concrete footing. See bid specifications for vinyl and finish details.

Quantity - 4

Sign Type C - Parking Directional Flag Sign



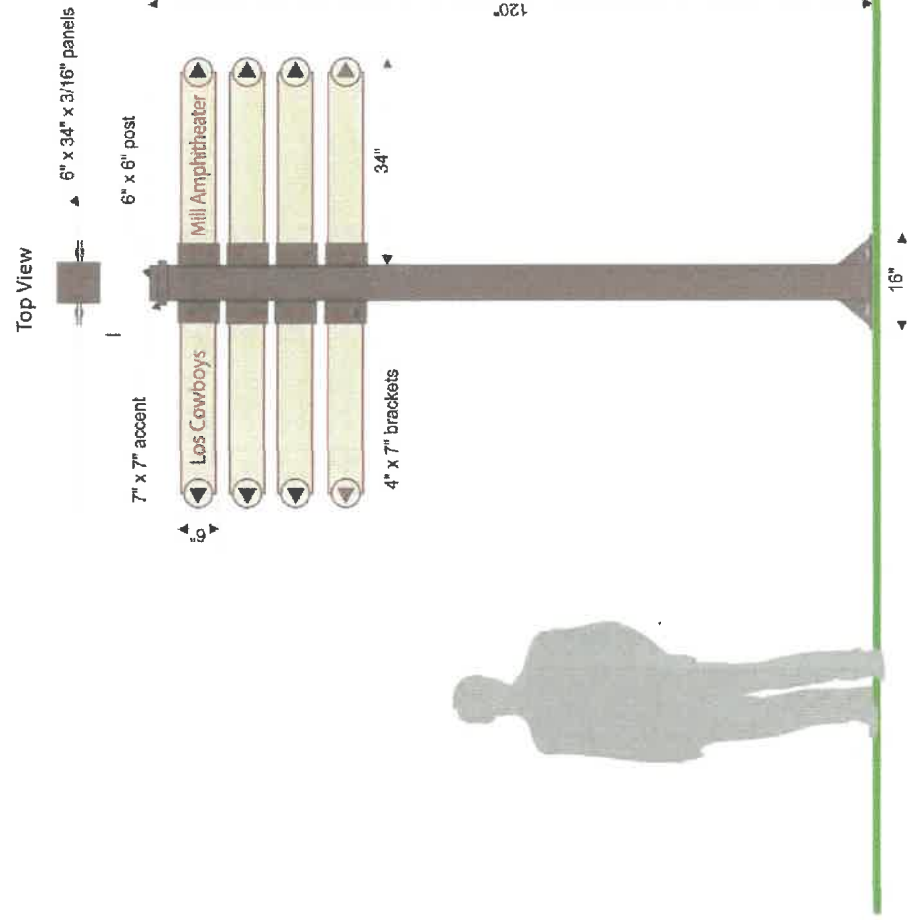
Villa Rica Downtown
Development Authority



Sign Type D - Merchant Directional Flag Sign



Villa Rica Downtown
Development Authority



Aluminum fabricated pole sign
6" x 6" x 120" capped aluminum
post with 7" x 7" top accent.

Aluminum routed 6" x 34" x 3/16"
panels painted both sides. Vinyl
graphic arrows and copy both sides.

Removable aluminum mounting brackets
with structural bolts 1.25" heads. Brackets
and panels may be added to all sides.

Paints two colors TBD.

Match plates 16" x 16" x .250" bolt to concrete footing.
See bid specifications for vinyl and finish details.

Quantity - 12



Villa Rica Downtown Development Authority

BID SUMMARY FORM

(To be subscribed and sworn to before a notary public)

Downtown Signage Plan

Under oath, the undersigned submits the following bid verification
and statement of qualifications by the owner:

Firm Name: ACSM, Inc.

Address: 2525 Distribution St

Charlotte

City

NC

State

28203

Zip

Mailing address if different from above.

Telephone Number: 704.910.0243

Fax: _____

Contact Person Name: Glen Nocik

Email: gnocik@acsminc.com

Year Organized: 2004

Where Organized: Charlotte, NC

Plan of Organization:



Proprietorship



Corporation



Partnership



LLC

Federal I.D. No.: 46-1077379

or Social Security No.: _____

The firms' principals are as follows:

(1) Glen Nocik

Check one:



President



Partner



Owner

(2) Maria Nocik

Check one:



Vice President



Partner



Secretary

(If incorporated, the names of both the President and Corporate Secretary must be indicated.
If a Partnership, all Partners must be indicated.)

Number of years doing business under the present firm name: 12

Business License number: NA

State: _____

Our business type does not require a License



Villa Rica Downtown Development Authority

BID SUMMARY FORM

(To be subscribed and sworn to before a notary public)

Downtown Signage Plan

Has the bidder refused to execute a contract upon award?	Yes	☒	No
Has the bidder been declared in default of a contract?	Yes	☒	No
Has the bidder ever been terminated for cause on a contract?	Yes	☒	No

If the answer is Yes to any statement above, please explain.

INSURANCE REQUIREMENTS:

- 1) Insurance certificate showing proof of Workers Compensation Coverage with the following minimum coverage:

Bodily injury by accident - per employee	\$100,000
Bodily injury by disease - per employee	\$100,000
Bodily injury by disease - policy limit	\$500,000

- 2) Commercial General Liability Policy with the following minimum coverage:

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$2,000,000

- 3) Automobile Liability

Combined Single Limit	\$1,000,000
-----------------------	-------------

BID CERTIFICATION:

Having carefully examined the Project Manual titled **City of Villa Rica - Downtown Signage Plan** dated February 2nd, 2017 as well as site conditions effecting work, bidder here by proposes to furnish all services, labor, materials, signage and equipment in accordance with the Bidding Documents and agrees to achieve completion in accordance with scheduled requirements.

SIGNAGE BID: (\$ 76,372.00)



Villa Rica Downtown Development Authority

BID SUMMARY FORM 3 of 3 (To be subscribed and sworn to before a notary public)

Downtown Signage Plan

CERTIFICATION of PROPER LICENSE:

Contractor certifies that they have been granted and possess all necessary, valid and current licenses to do business in the State in which the contract is validated and to conform with licensing of local Municipal Government or responsible State Regulated Agencies where the work is to be performed.

I certify that I am a principle or other representative of the bidder and that I am authorized by it to execute this statement and verification on its behalf. I am personally knowledgeable and the foregoing statement of facts are true and correct.

BY:


Authorized Signature

2/23/17

Glen Nock

Printed Name

President

Title

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

23RD DAY OF FEBRUARY, 2017
STATE OF NORTH CAROLINA COUNTY OF MECKLENBURG

Champak Chita Bhula
CHAMPAK CHITA BHULA

Notary Public



My Commission Expires: **My Commission expires
March 1, 2021**

NOTICE TO BIDDERS:

You must include the following forms when your bid is submitted:

- 1) BID SUMMARY FORM 5-7
- 2) CONTRACTOR AFFIDAVIT UNDER O.C.G.A. 13-10-91 (E-VERIFY AFFIDAVIT)
- 3) CERTIFICATE OF WORKERS' COMPENSATION INSURANCE
- 4) CERTIFICATE OF COMMERCIAL GENERAL LIABILITY & AUTO INSURANCE



CERTIFICATE OF INSURANCE

— THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY —

DATE ISSUED (MM/DD/YY)
2/23/17

Home Office • 100 Erie Insurance Place • Erie, Pennsylvania 16530 • 814.870.2000
Toll free 1.800.458.0811 • Fax 814.870.3126 • www.erieinsurance.com

NAME AND ADDRESS OF AGENCY ESMOND INSURANCE AGENCY 608 MATTHEWS-MINT HILL RD #101 MATTHEWS, NC 28105-1771 (704)849-9199	AGENT'S NO. JJ2011	COMPANIES PROVIDING COVERAGE Co.: C ERIE INSURANCE COMPANY Co.: D ERIE INSURANCE PROPERTY & CASUALTY COMPANY Co.: E ERIE INSURANCE EXCHANGE (Not Applicable) Erie Indemnity Co., Attorney-in-Fact in NY Co.: F ERIE INSURANCE COMPANY OF NEW YORK Co.: G FLAGSHIP CITY INSURANCE COMPANY
NAME AND ADDRESS OF NAMED INSURED ACSM, Inc. 2525 Distribution St Charlotte, NC 28203		This certificate is issued for information purposes only and confers no rights on the certificate holder. It does not affirmatively or negatively amend, extend, or otherwise alter the terms, exclusions and conditions of insurance coverage contained in the policy(ies) indicated below. The terms and conditions of the policy(ies) govern the insurance coverage as applied to any given situation. Limits shown may have been reduced by claims paid. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer and the certificate holder.

This is to certify that policies, as indicated by the Policy Number below, are in force for the Named Insured at the time that the Certificate is being issued.

CO. POLY. NUMBER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS
E	☒ GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ ☐ GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC.	Q34 2621004	10/26/16	10/26/17	EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any One Person) \$ 1,000,000 MED EXP (Any One Person) \$ 5,000 PERSONAL & AD&V INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP/OP AGG \$ 2,000,000
	☐ AUTOMOBILE LIABILITY "ANY AUTO" (OWNED, HIRED, NON-OWNED) ☐ OWNED ☐ HIRED ☐ NON-OWNED ☐ GARAGE				BODILY INJURY (EACH PERSON) \$ BODILY INJURY (EACH ACCIDENT) \$ PROPERTY DAMAGE \$ BODILY INJURY AND PROPERTY DAMAGE COMBINED \$
	☐ EXCESS LIABILITY ☐ OCCURRENCE ☐ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
E	WORKERS COMPENSATION & EMPLOYERS LIABILITY	Q94 2600619	10/26/16	10/26/17	STATUTORY BODILY INJURY BY ACCIDENT \$ 1,000,000 EACH ACCIDENT DISEASE \$ 1,000,000 POLICY LIMIT DISEASE \$ 1,000,000 EACH EMPLOYEE
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Sign Manufacture & Installation

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

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

NAME AND ADDRESS OF CERTIFICATE HOLDER City of Villa Rica Downtown Development Auth 571 W. Bankhead Hwy Villa Rica, GA 30180	AUTHORIZED REPRESENTATIVE 
--	---

E-VERIFY AFFIDAVIT

Private Employer Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1.

Please check only one:

- (A) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees.
- (B) X On January 1st of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

*** If the employer selected Section 1(A), please fill out Section 2 below.

Section 2.

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer

Federal Work Authorization User Identification Number
(Also called E-verify#, usually 4-6 digits)

Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on Feb, 23, 2017 in Charlotte (city), NC (state).

[Signature]
Signature of Authorized Officer or Agent

Glen Nock President
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE 23rd DAY OF FEBRUARY, 2017.

STATE OF NORTH CAROLINA COUNTY OF MECKLENBURG
Champak Chita Bhula
CHAMPAK CHITA BHULA

NOTARY PUBLIC

My Commission Expires: _____

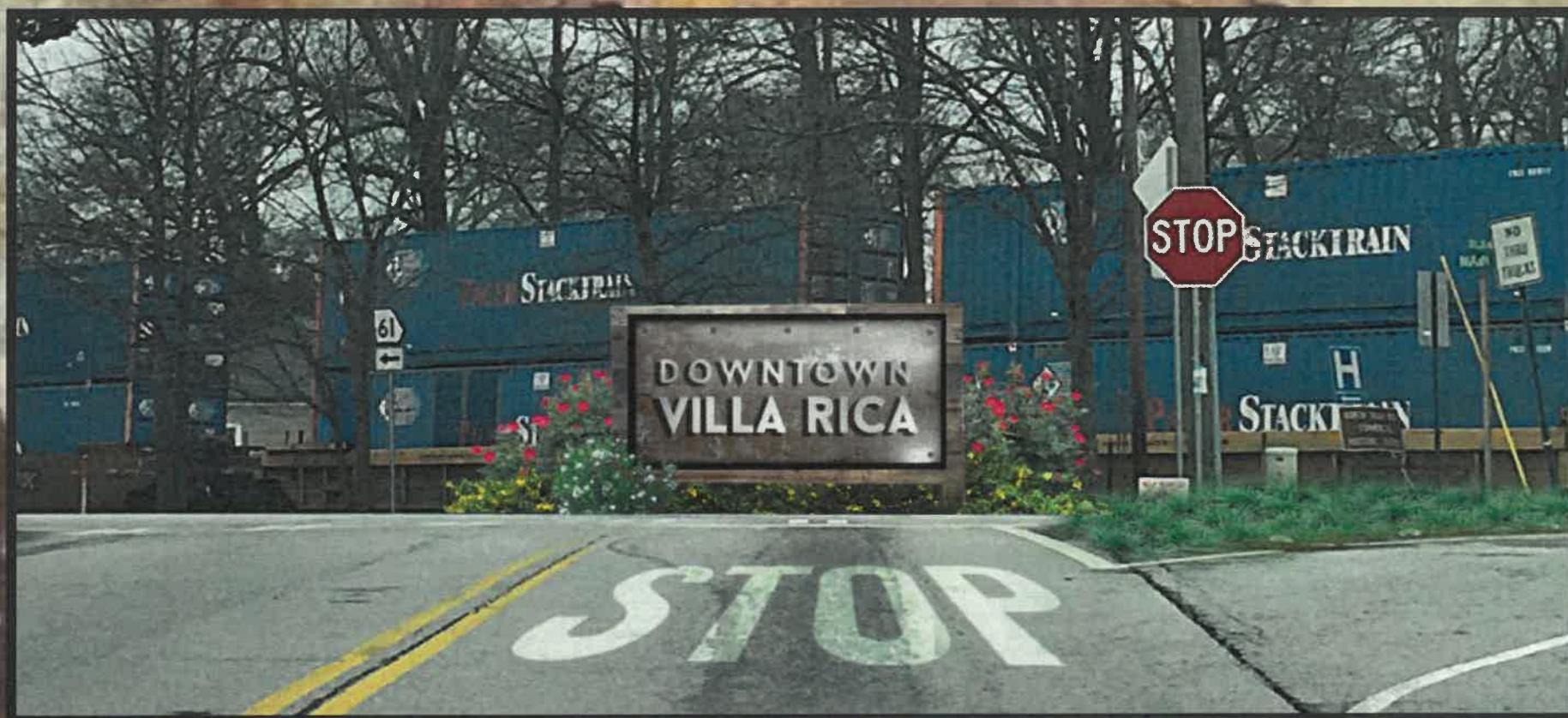
**My Commission expires
March 1, 2021**



City of Villa Rica



**Villa Rica Downtown
Development Authority**



Downtown Signage Plan



Villa Rica Downtown
Development Authority

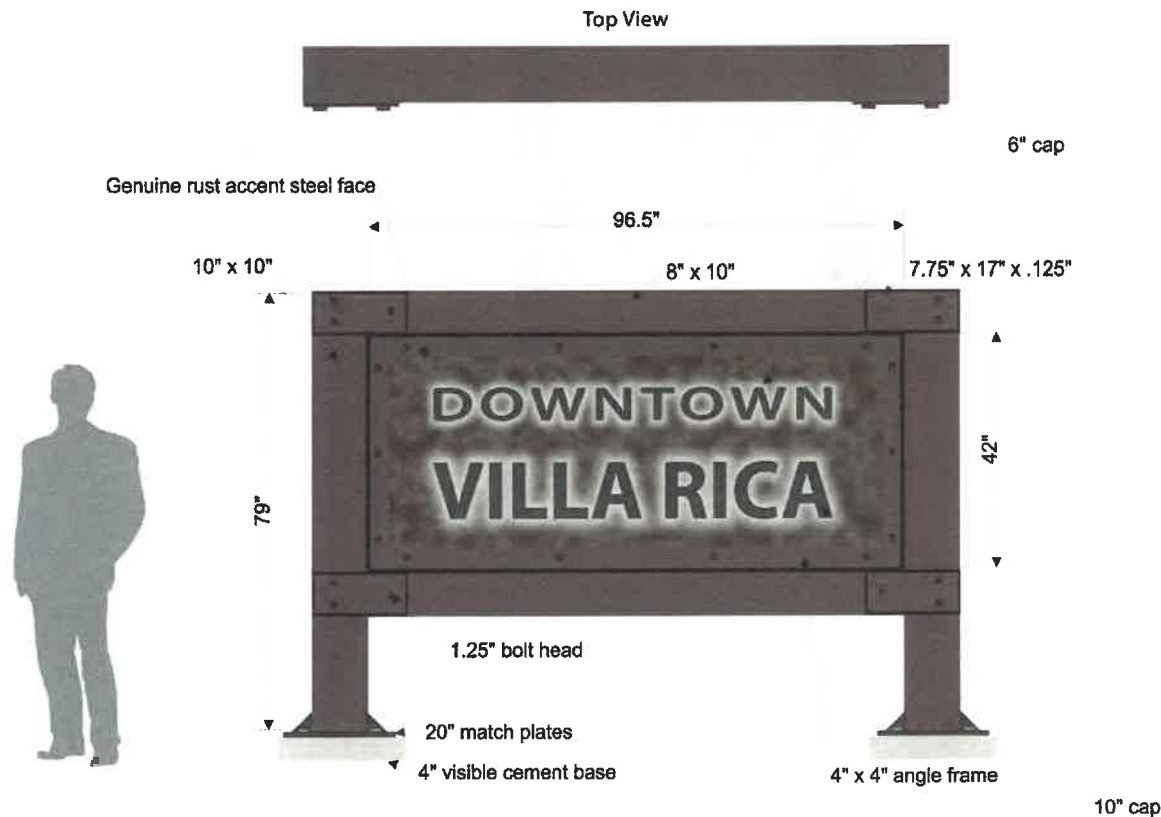


GATEWAYS

Sign Type A - Gateway Sign



Villa Rica Downtown
Development Authority



S/F Illuminated aluminum monument sign with genuine rust accented 24 gauge steel face, clear coat sealed. Internal 4" angle framed cabinet with .250" aluminum back plate behind steel. Fabricated brushed aluminum halo back-lit letters. Electrical, drivers and photo cell concealed.

Vertical capped aluminum 10" x 10" beams, horizontal 8" x 10" beams with .250" thick corner bolt plates. Structural bolts with 1.25" square heads accent bolt plates and face frame.

Paint front, back and sides. Match plates 20" x 20" x .250" bolts to concrete footing with 4" visible base.

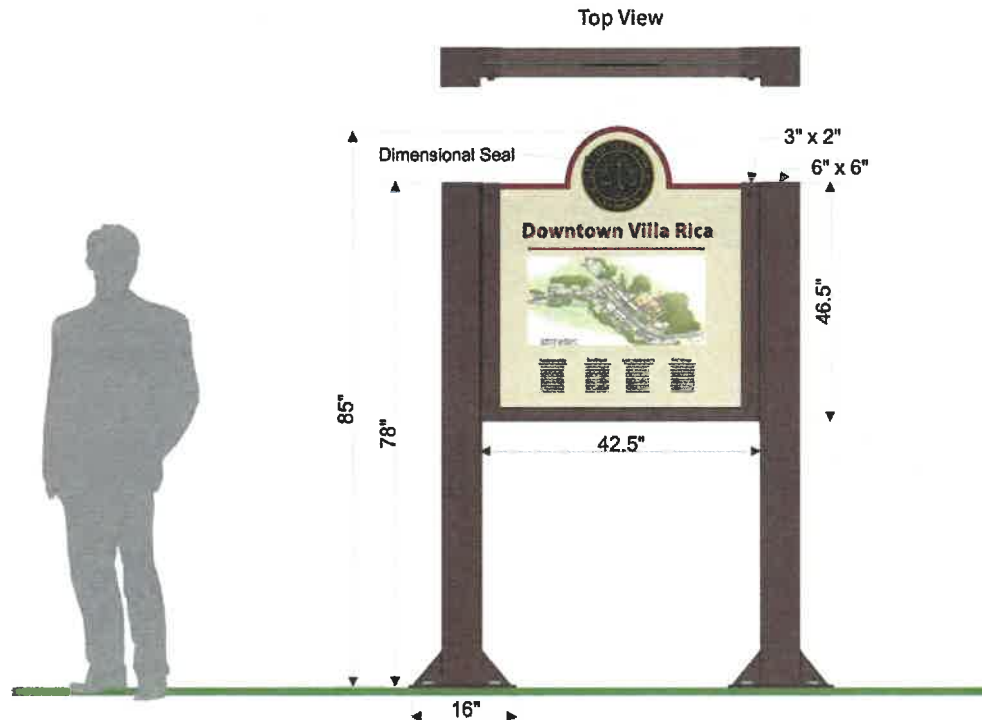
Colors TBD by customer. See bid specifications for finishes.

Quantity - 4

Sign Type B - Kiosk



Villa Rica Downtown
Development Authority



S/F aluminum fabricated Kiosk Sign.
Vertical 6" x 6" capped beams with 3" x 2"
capped frame front and back. Structural bolts
with 1.25" square heads to accent frame.

Aluminum face .250" thick painted two colors.
Vinyl copy, digital printed graphics and a
dimensional seal painted two colors applied
to first surface

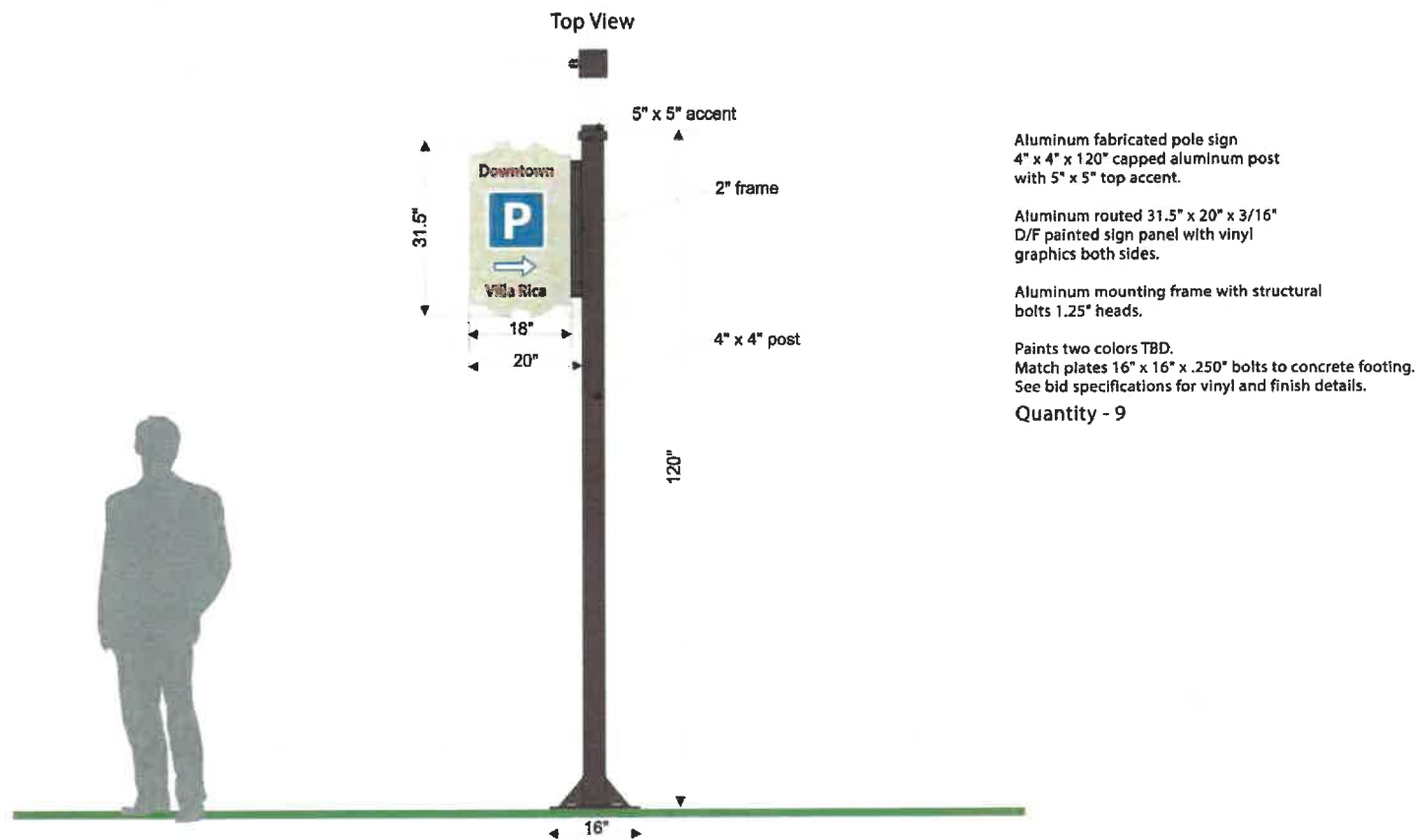
Beams, back and sides painted one. Colors TBD.
Match plates 16" x 16" x .250" bolt to concrete footing.
See bid specifications for vinyl and finish details.

Quantity - 4

Sign Type C - Parking Directional Flag Sign



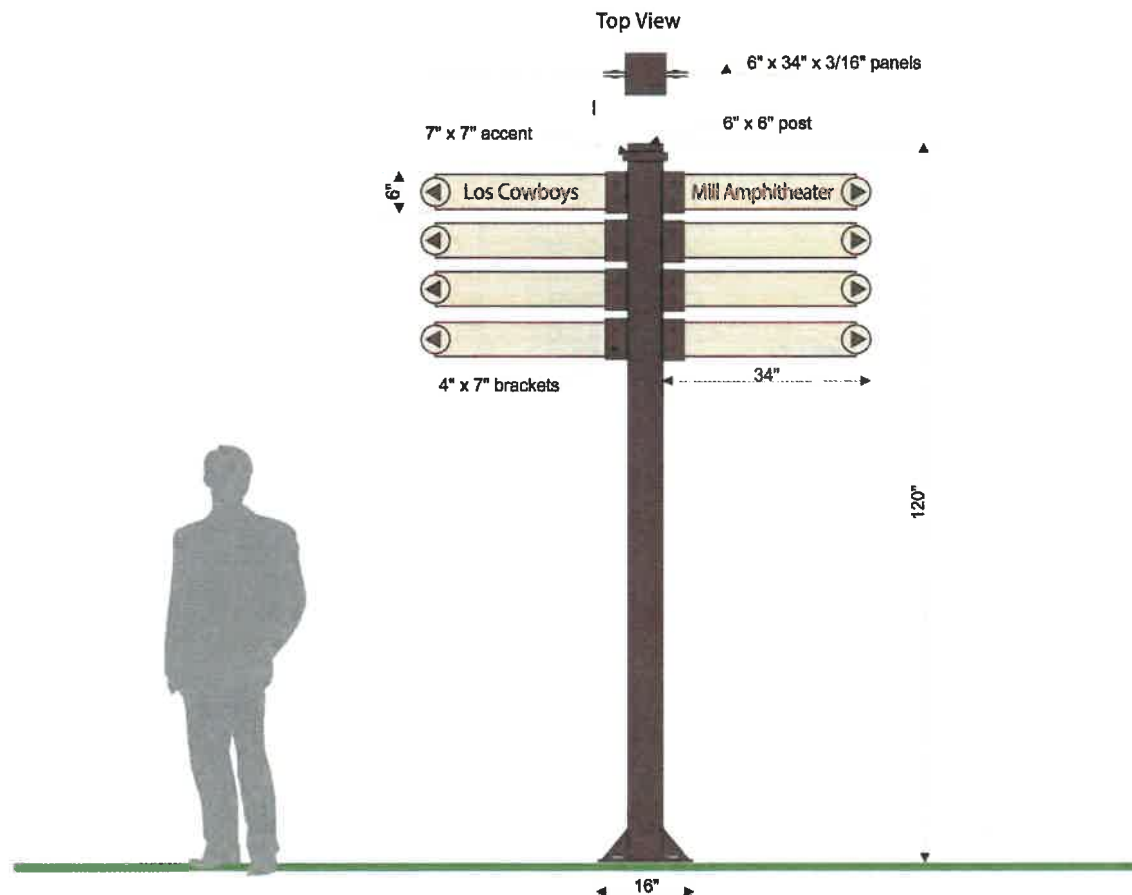
Villa Rica Downtown
Development Authority



Sign Type - Merchant Directional Flag Sign



Villa Rica Downtown
Development Authority



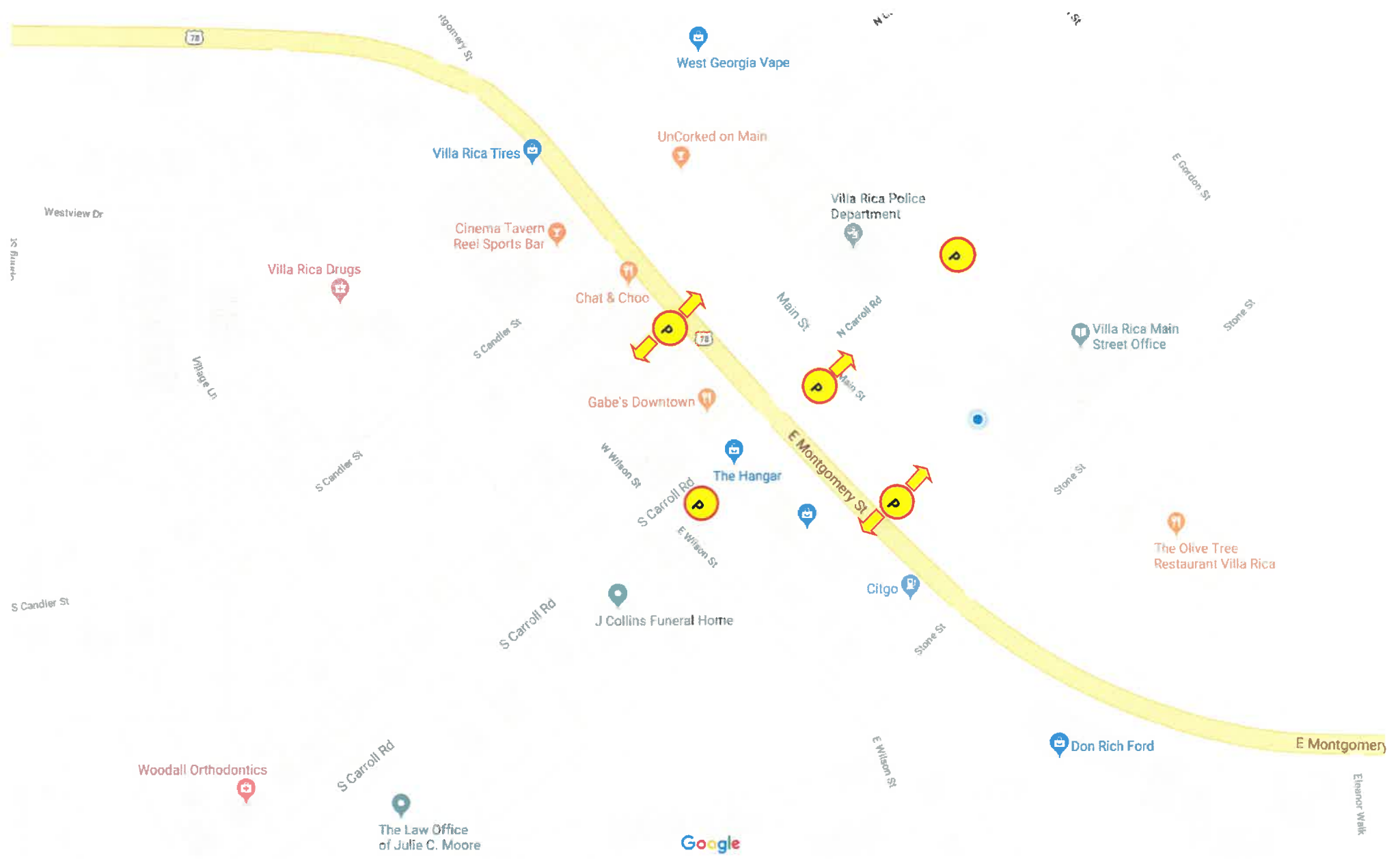
Aluminum fabricated pole sign
6" x 6" x 120" capped aluminum
post with 7" x 7" top accent.

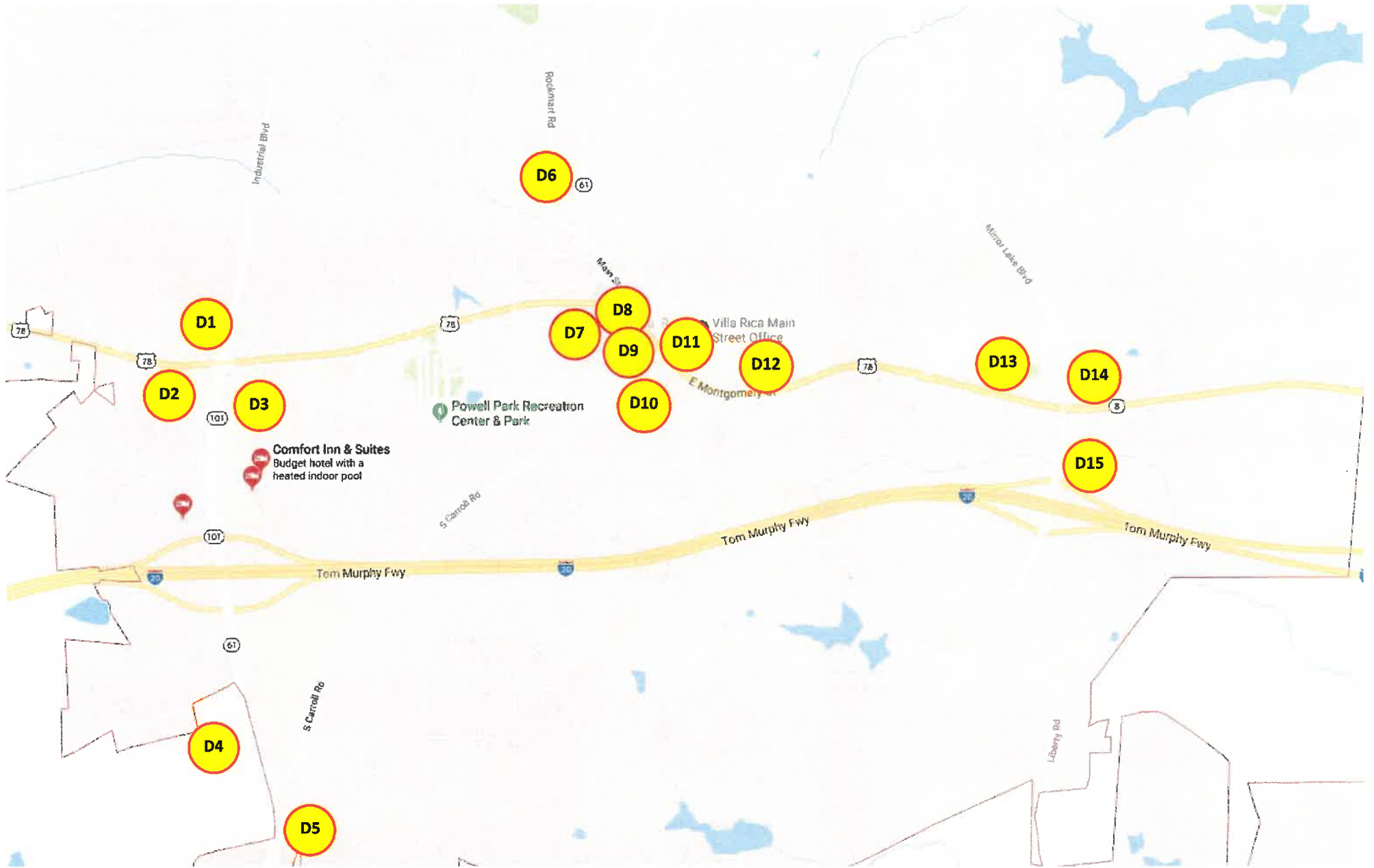
Aluminum routed 6" x 34" x 3/16"
panels painted both sides. Vinyl
graphic arrows and copy both sides.

Removable aluminum mounting brackets
with structural bolts 1.25" heads. Brackets
and panels may be added to all sides.

Paints two colors TBD.
Match plates 16" x 16" x .250" bolt to concrete footing.
See bid specifications for vinyl and finish details.

Quantity - 12





D1

D2

D3

D4

D5

D6

D7

D8

D9

D10

D11

D12

D13

D14

D15



- D1**
- < City Hall
 - < Hillcrest Cemetery
 - < Visitor Information
 - < MILL Amphitheater
 - < Police Department
 - < Discovery Plaza

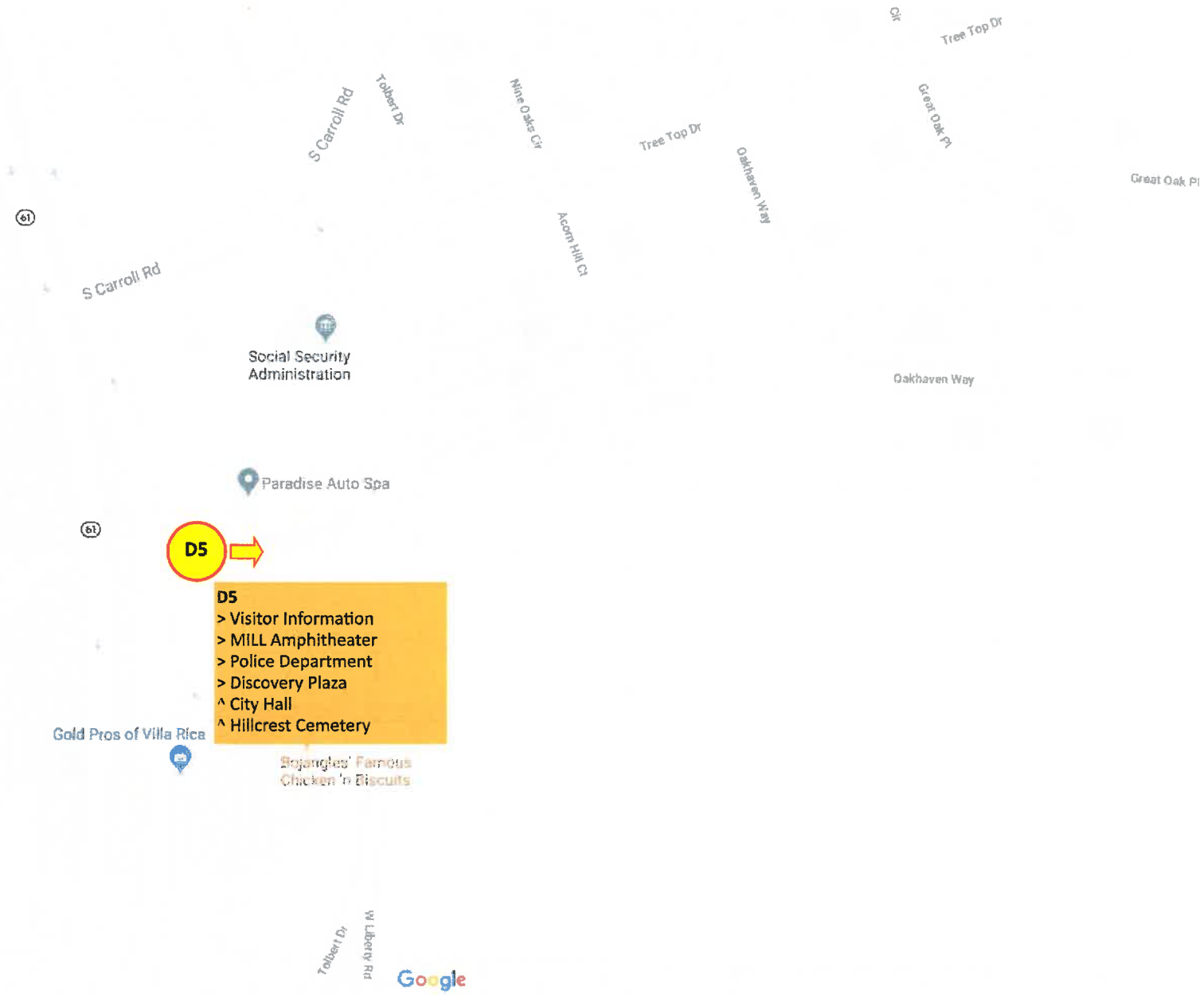
- D2**
- ^ City Hall
 - ^ Hillcrest Cemetery
 - ^ Visitor Information
 - ^ MILL Amphitheater
 - ^ Police Department
 - ^ Discovery Plaza

- D3**
- > City Hall
 - > Hillcrest Cemetery
 - > Visitor Information
 - > MILL Amphitheater
 - > Police Department
 - > Discovery Plaza

Comfort Inn & Suites
Budget hotel with a
heated indoor pool!

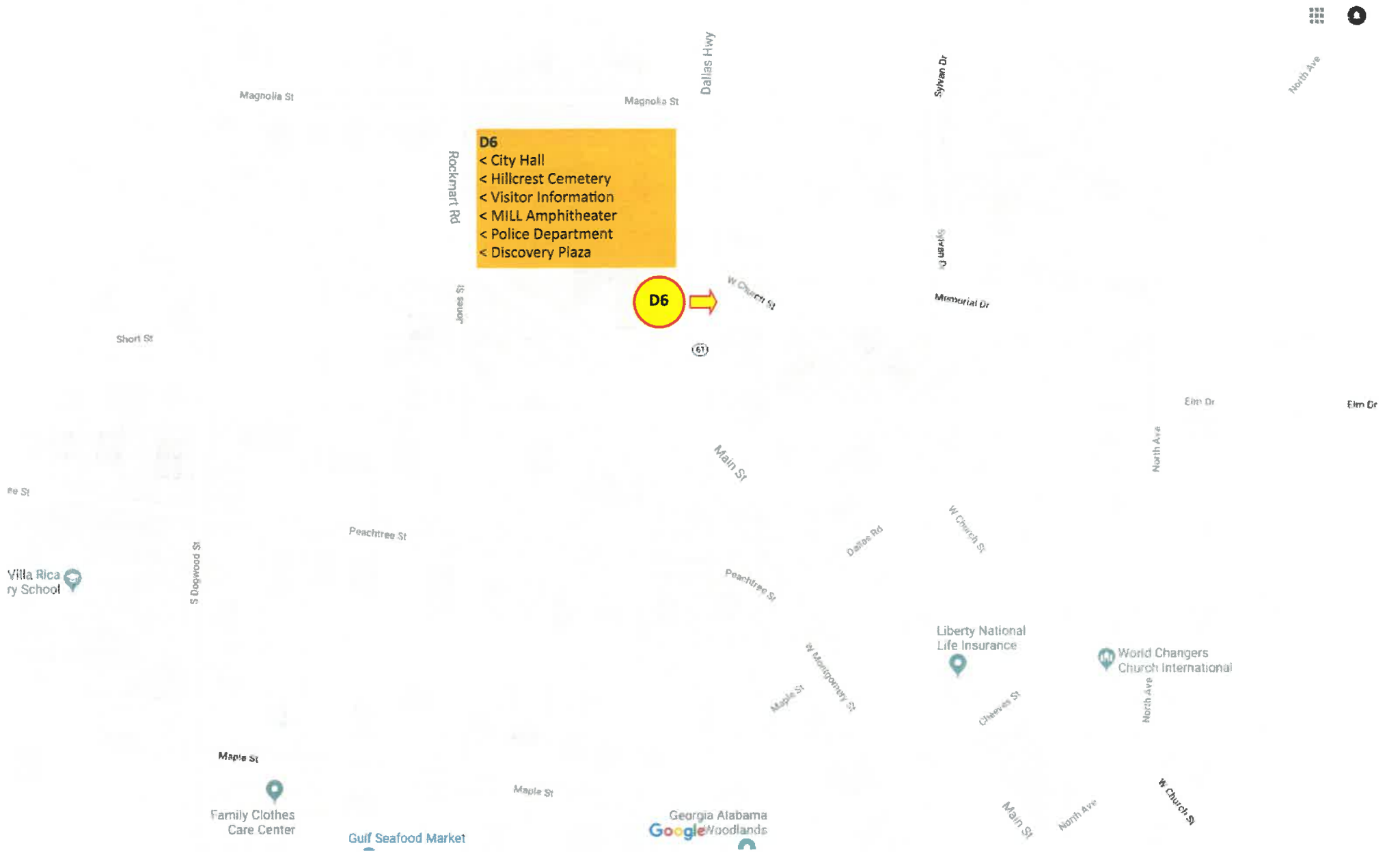
D4

- < Visitor Information
- < MILL Amphitheater
- < Police Department
- < Discovery Plaza



D5

- > Visitor Information
- > MILL Amphitheater
- > Police Department
- > Discovery Plaza
- ^ City Hall
- ^ Hillcrest Cemetery



D6
< City Hall
< Hillcrest Cemetery
< Visitor Information
< MILL Amphitheater
< Police Department
< Discovery Plaza

D6

(61)

Villa Rica
ry School

Family Clothes
Care Center

Gulf Seafood Market

Georgia Alabama
Google Woodlands

Liberty National
Life Insurance

World Changers
Church International



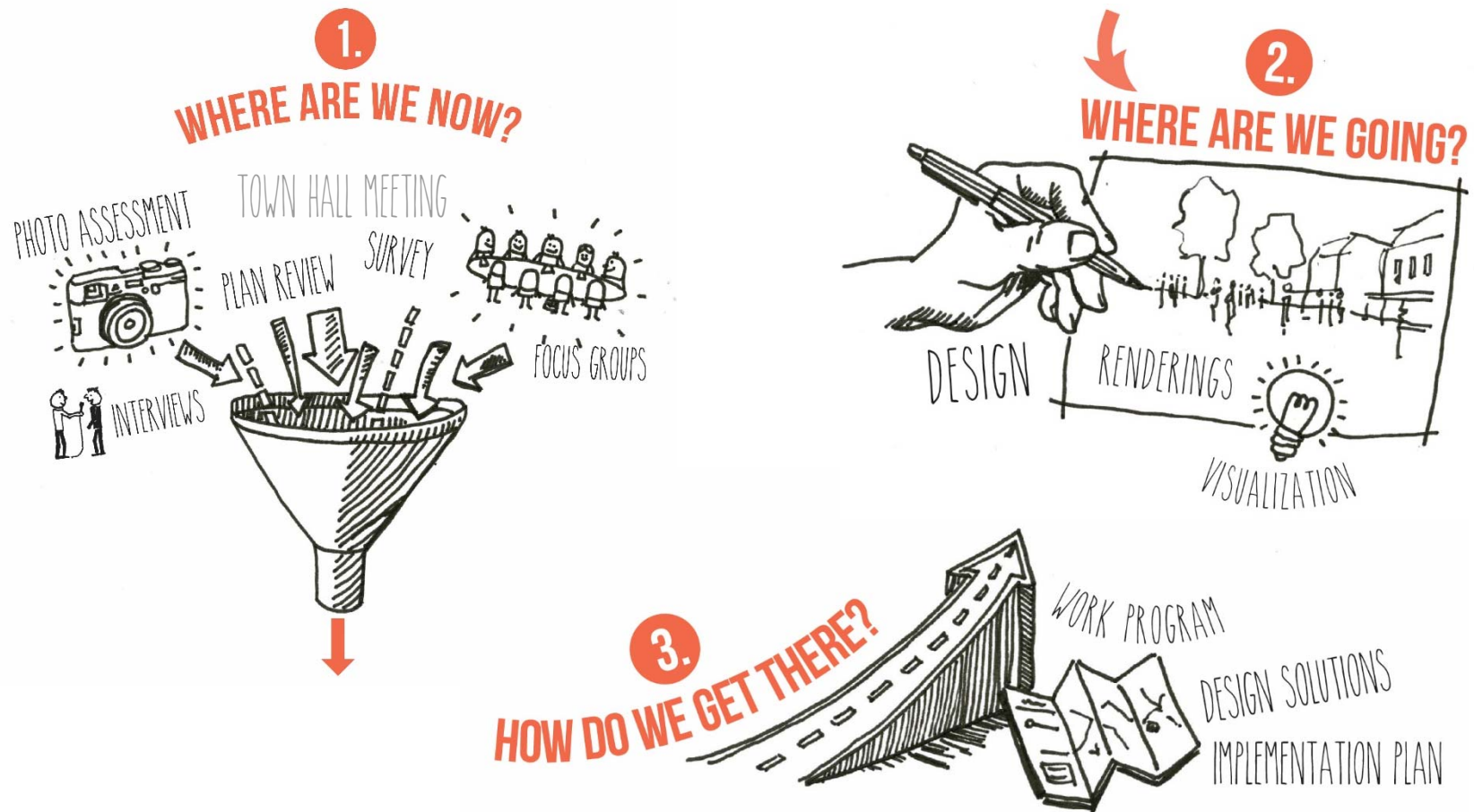


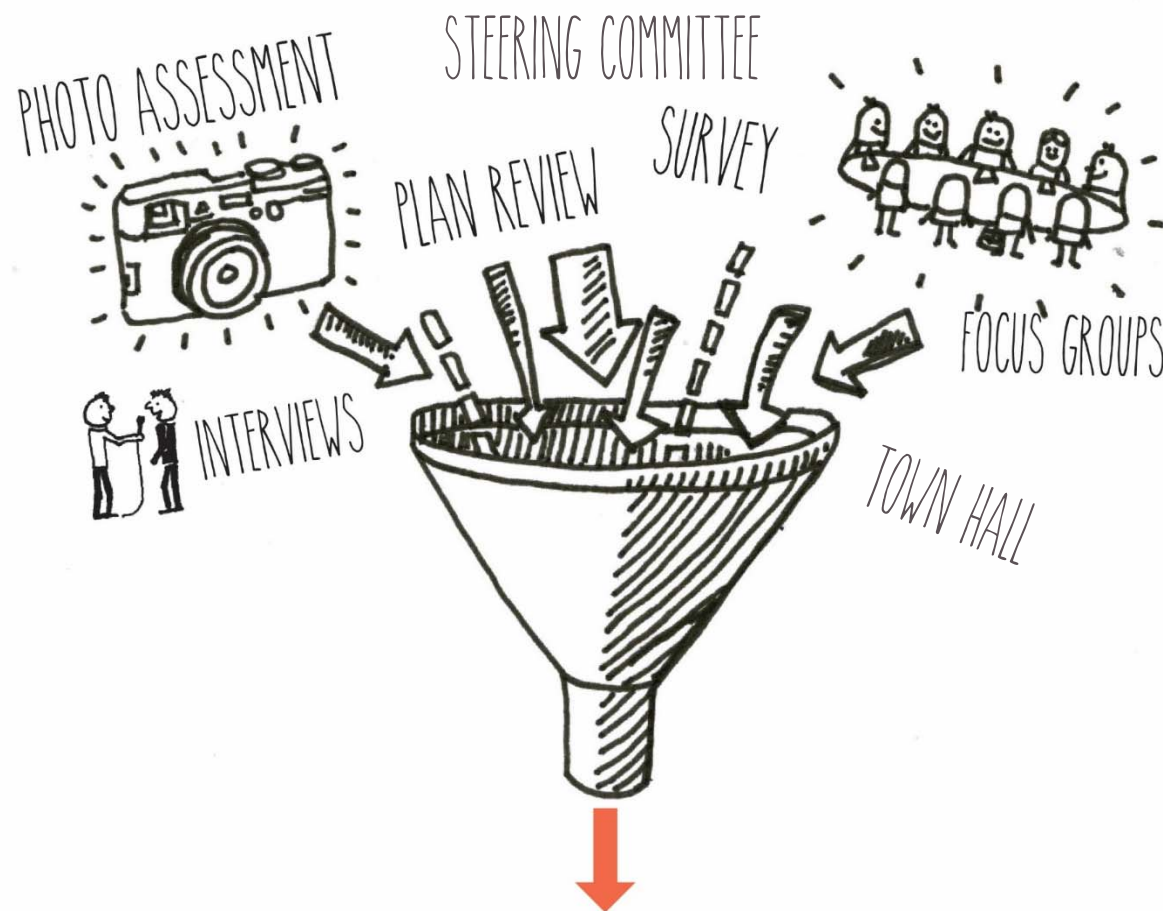
VILLA RICA

RENAISSANCE STRATEGIC VISION & PLAN



RENAISSANCE STRATEGIC VISIONING & PLANNING PROCESS





1

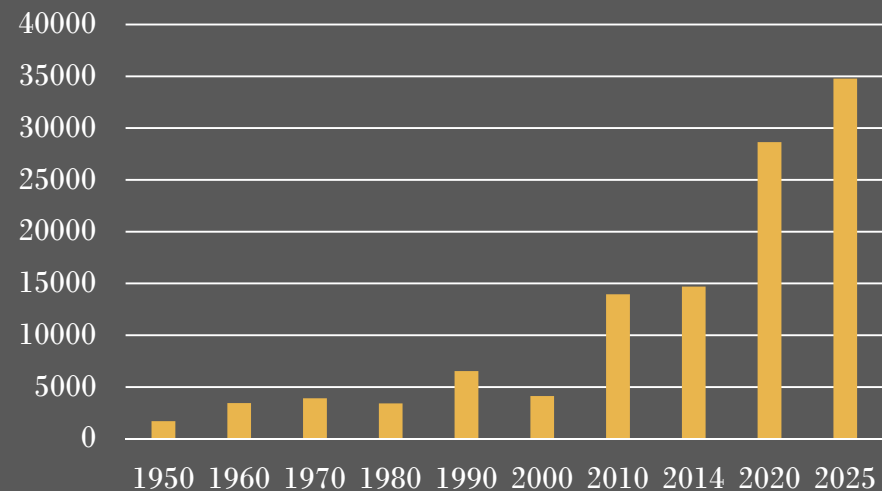
STEP ONE

*Where Are
We Now?*

WE ARE VR: *Demographics*

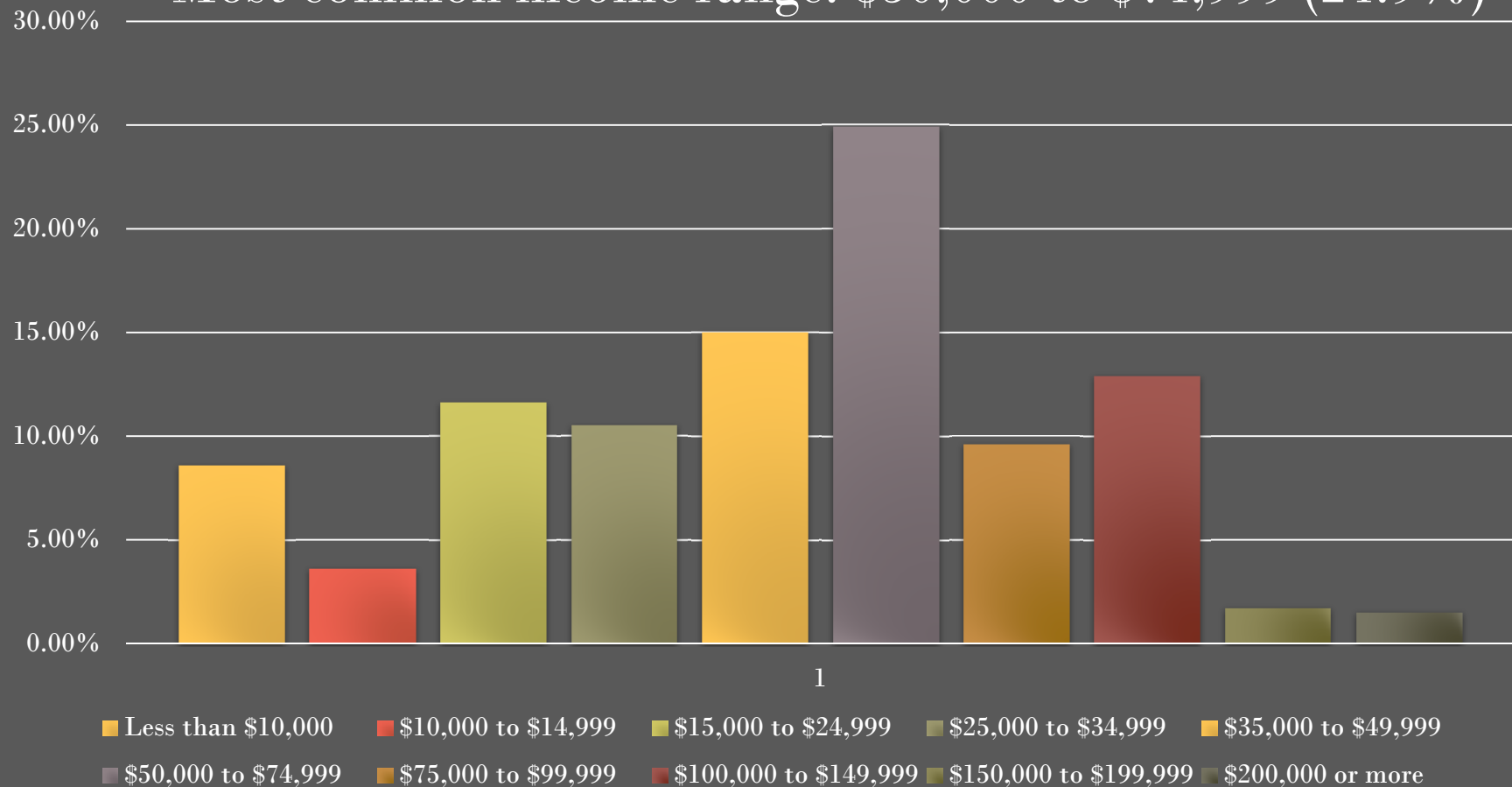
- Rapid growth over 15 years
- 2000 Population: 4,134
- 2014 Population: 14,700
- 256% population growth
- Recent growth stimulated by pressure from Metro Atlanta & the development of Mirror Lake
- 2025 Projected Population: 34,784

POPULATION of VILLA RICA
1950-2025*



WE ARE VR: *Demographics*

- Strong Middle Class community
- Wealthier than Georgia average
- Most common income range: \$50,000 to \$74,999 (24.9%)



Villa Rica PLAN REVIEW: KEY FINDINGS

■ **Historic Character:**

- Retain and preserve the historic heritage and architecture
- Promote historic resources to encourage tourism
- Current plans list a multi-step preservation process that could be simplified

■ **Infill Development:**

- Desired but process could be simplified
- Character of new development should be compatible with existing structures

■ **Walkability:**

- Improve and expand pedestrian and bicycle infrastructure
- Enhance walkability between downtown and surrounding neighborhoods

■ **Mix of Uses:**

- Current plans aim for more mixed use development downtown
- City codes limit many desired uses
- Outdoor dining and downtown living options limited by proximity, public sale, and high acreage requirements

Villa Rica **26 FOCUS GROUPS + OVER 20 INTERVIEWS**

- Downtown Development Authority
- Villa Rica Development Authority
- Tourism Board
- Main Street Board
- Planning & Zoning Commission
- Historic Preservation Commission
- Carrol & Douglas County Economic Development / Chamber Reps.
- Villa Rica Arts Coalition
- Local bankers
- Attorneys
- Medical specialists
- Educators
- Business Owners
- Industrial Park leaders
- Real Estate Agents
- Villa Rica City Staff
- Elected Officials
- Villa Rica High School students
- African-American Community Leaders
- Homeowner Association Representatives
- Mirror Lake residents
- Fullerville residents
- Police Department staff
- Native Villa Rica Citizens
- Elderly residents
- Local Mothers & Children

- The Mill Is The Heart & Soul
 - Festivals & Events
 - Dining Options
- Walking from Place to Place
- Family-Oriented Small Town
- Safety / Police Department
- Proactive Leadership & Vision
 - Retail Options

Villa Rica

TOP HITS

INTERVIEWS &
FOCUS GROUPS

➤ PARKING

➤ “THE LOOK”

- Streetscaping improvements: Sidewalks, Connecting downtown, Greening
- Building signage and façades
- Gateway enhancements

➤ CONTINUE TO GROW A DESTINATION

- Increase diversity of dining and retail options
- Improve variety of acts at The Mill
- Create activities for youth downtown

Villa Rica TOP ISSUES

INTERVIEWS &
FOCUS GROUPS

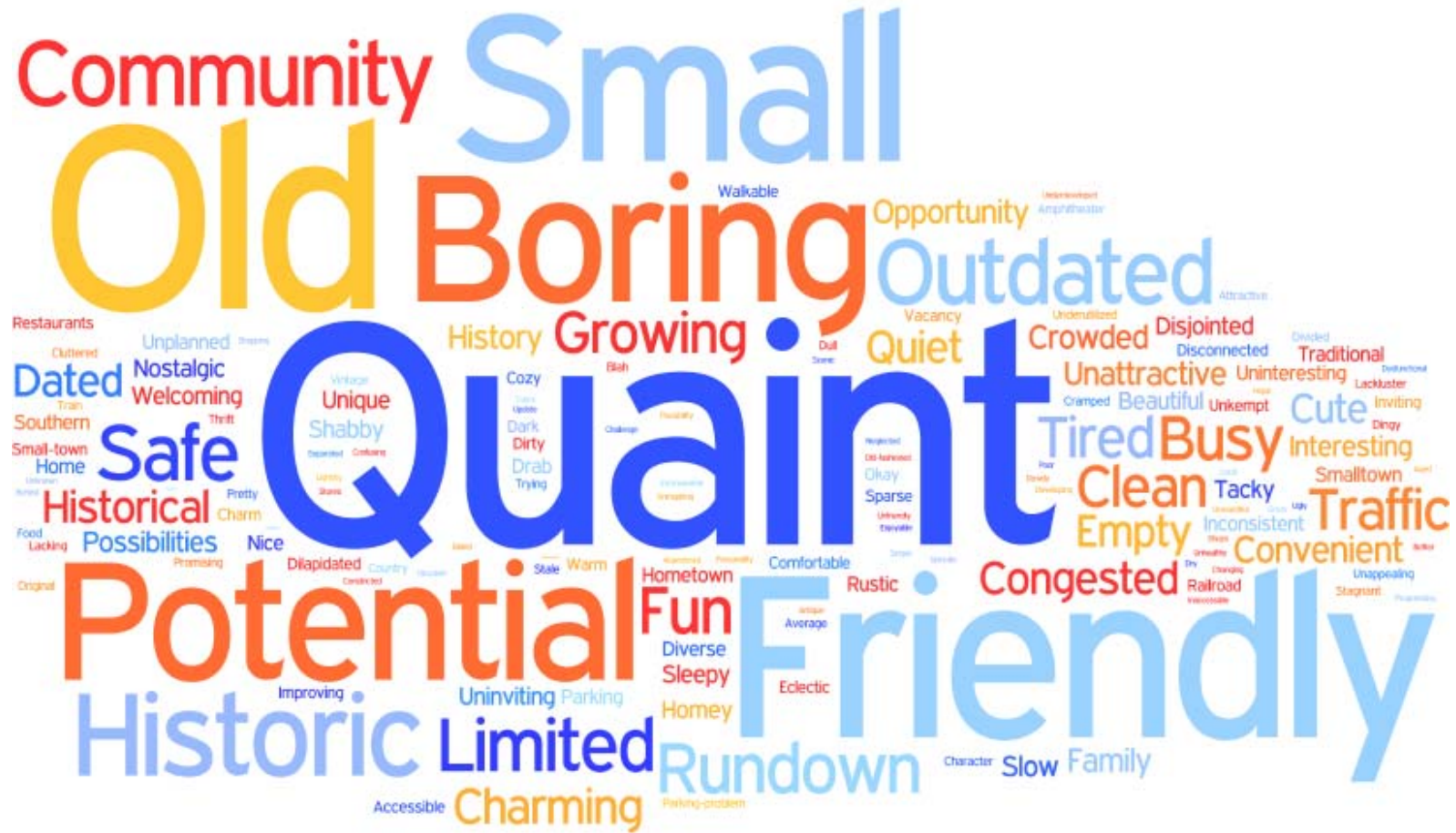
Villa Rica SURVEY: KEY FINDINGS

- 88% OF SURVEY TAKERS HAD A FAVORABLE OPINION OF DOWNTOWN
- THE MILL IS THE COMMUNITY'S SINGLE FAVORITE THING DOWNTOWN
- RESTAURANTS WERE THE MOST COMMON REASON PARTICIPANTS VISITED DOWNTOWN
- SURVEY TAKERS VALUED VILLA RICA'S COMMUNITY EVENTS, FAMILY-FRIENDLY SMALL TOWN FEEL, DINING & RETAIL OPTIONS
- COMMUNITY MEMBERS WANT A SOLUTION TO DOWNTOWN PARKING, TRAFFIC, CONNECTIVITY ACROSS THE RAILROAD, DIVERSE DINING & RETAIL OPTIONS, & A BETTER LOOK FOR DOWNTOWN
- PARTICIPANTS OVERWHELMINGLY FELT THAT PARKING KEEPS PEOPLE FROM VISITING DOWNTOWN
- PARKING WAS ALSO CITED AS THE MOST COMMON BARRIER TO BUSINESS GROWTH DOWNTOWN

Villa Rica **TOWN HALL MEETING: KEY FINDINGS**

- **SIDEWALKS** RANKED AS THE MOST COMMONLY EXPRESSED “FAVORITE THING”
- RESTAURANTS, THE MILL, RAILROAD HERITAGE, HISTORIC CHARACTER, & DOWNTOWN’S SMALL TOWN ATMOSPHERE WERE OTHER COMMON FAVORITES
- TOWN HALL PARTICIPANTS VALUED VILLA RICA’S COMMUNITY EVENTS & STRESSED THE **NEED FOR MORE DIVERSE EVENTS AT THE MILL**
- **NEED TO SOLVE DOWNTOWN’S PARKING PROBLEM, CALM TRAFFIC, ATTRACT MORE RESTAURANTS & RETAIL, PROMOTE DOWNTOWN, & ENHANCE CONNECTIVITY**

VILLA RICA IN ONE WORD: *Today*



VILLA RICA IN ONE WORD: *10-15 Years*



Villa Rica's **TOP ISSUES**

PARKING

- Location & Availability
- Safety

CONNECTIVITY & WALKABILITY

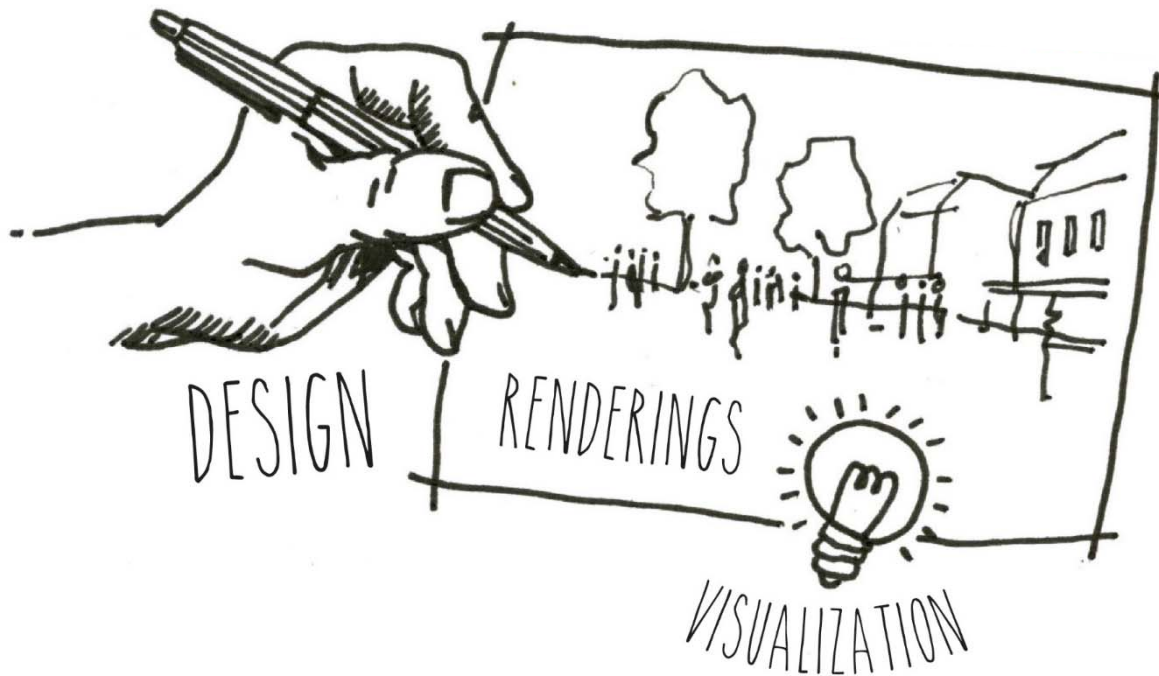
- Crossing the Railroad
- Connecting Downtown

“THE LOOK”

- Building Facades & Signage
- Streetscaping
- Entry Ways (gateways and arrival)
- No Historic Tear Downs

GROWING A DESTINATION

- Variety of Dining, Retail, & Entertainment
- Promoting Downtown



2

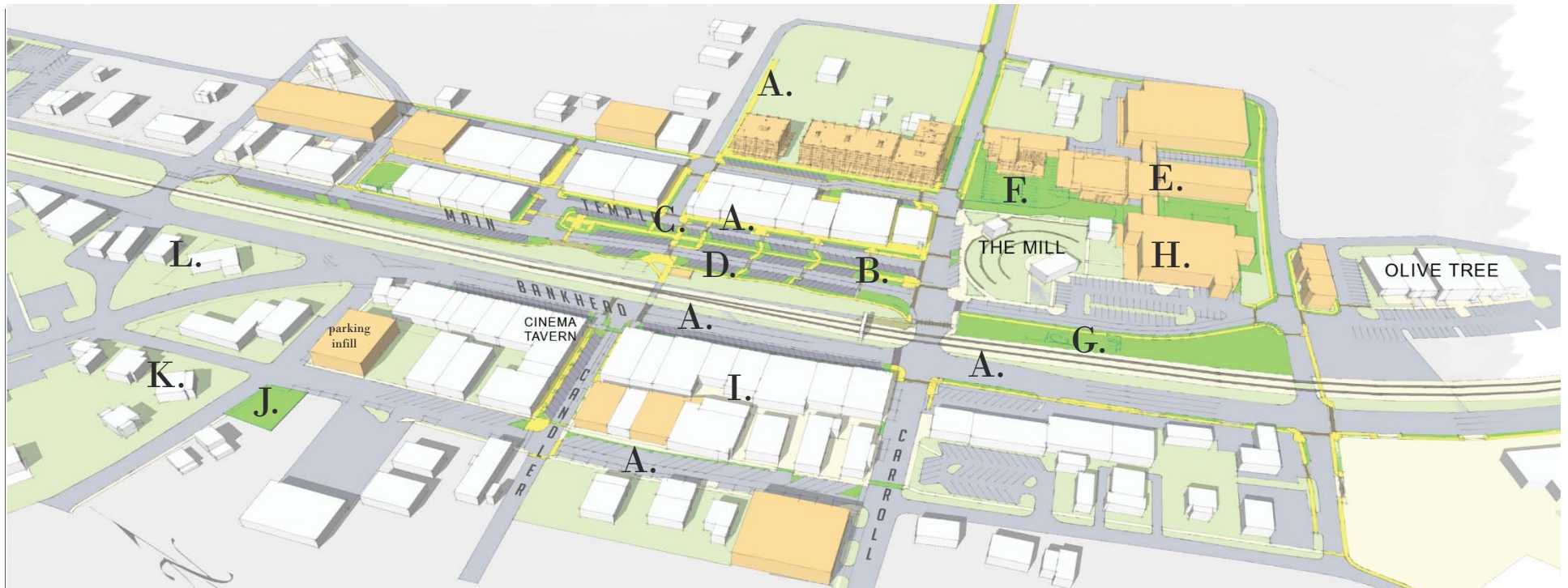
STEP TWO

*Where are
we going?*



Villa Rica MASTER PLAN

MASTER PLAN CONCEPTS: DOWNTOWN C.B.D.

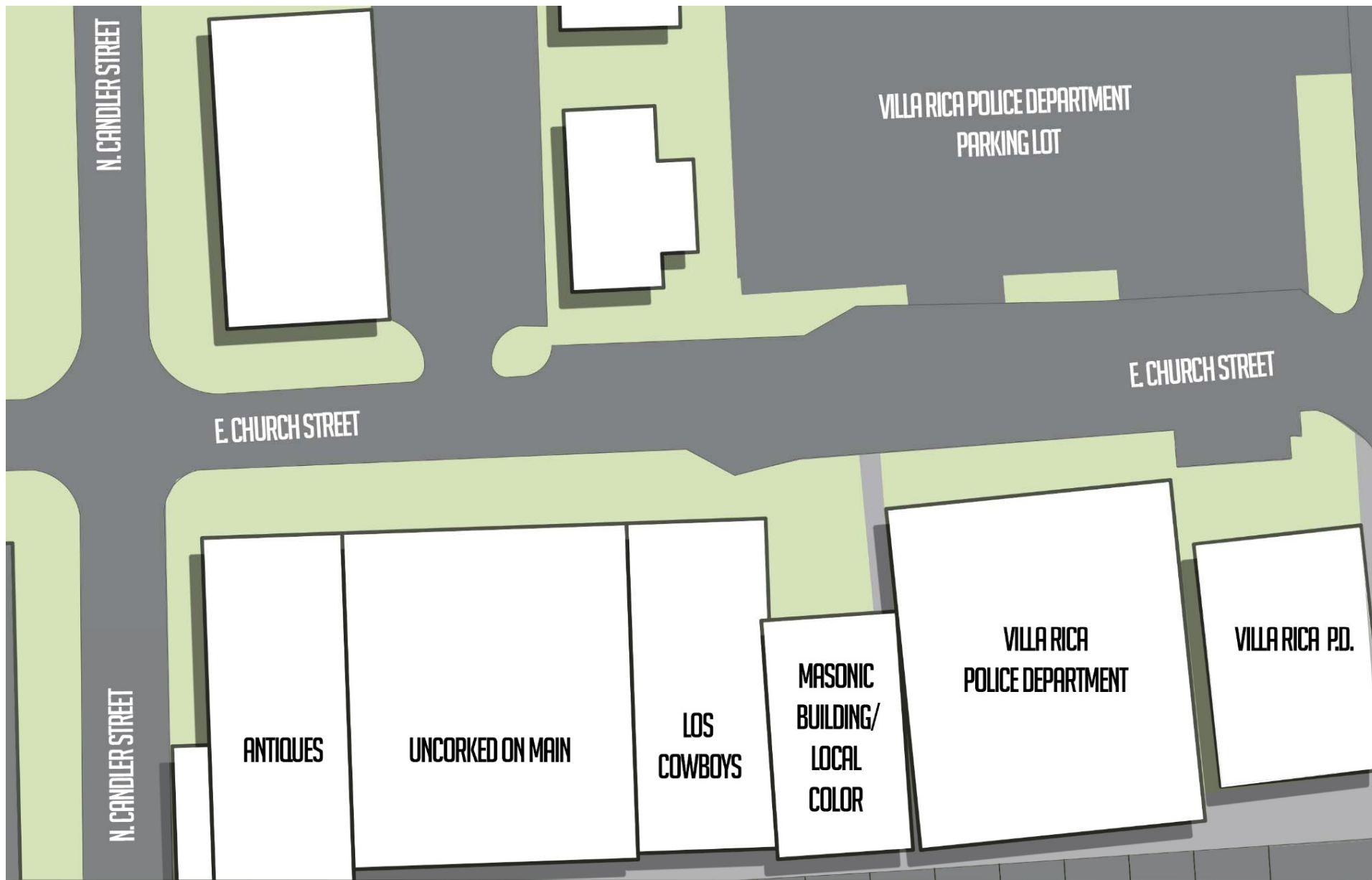


A.) Streetscape Improvements
B.) Veterans Walk & Gold
Miner Plaza
C.) Pedestrian Tunnel
D.) Train Viewing Platform

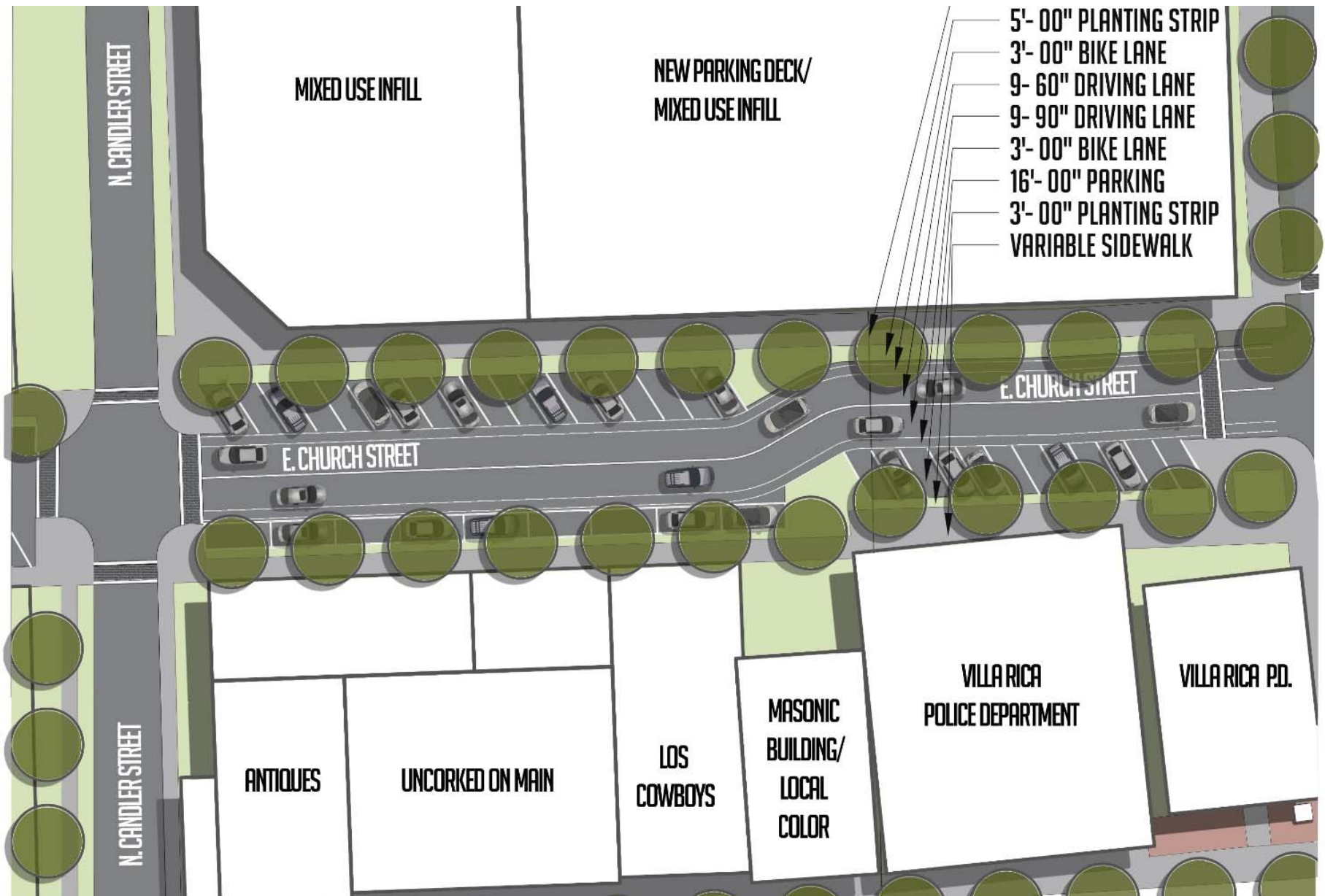
E.) Avanti Area
F.) Splash Pad and Infill
G.) Skate Park
H.) Avanti Infill

I.) Alley Improvements
J.) Corner Park
K.) Cottages
L.) Butterballs

EAST CHURCH STREETSCAPE IMPROVEMENTS



EAST CHURCH STREETSCAPE IMPROVEMENTS



**EAST CHURCH STREET
STREETScape IMPROVEMENTS**

Before



EAST CHURCH STREET
STREETSCAPE IMPROVEMENTS

After

EAST CHURCH STREET INFILL



Before

EAST CHURCH STREET INFILL



After



TEMPLE STREET IMPROVEMENTS

Before



TEMPLE STREET IMPROVEMENTS

After



VETERANS WALK

Before



VETERANS WALK

After

“THE DETAILS” GOLD MINER PLAZA



“THE DETAILS” GOLD MINER PLAZA



After



TRAIN WATCHING DEPOT

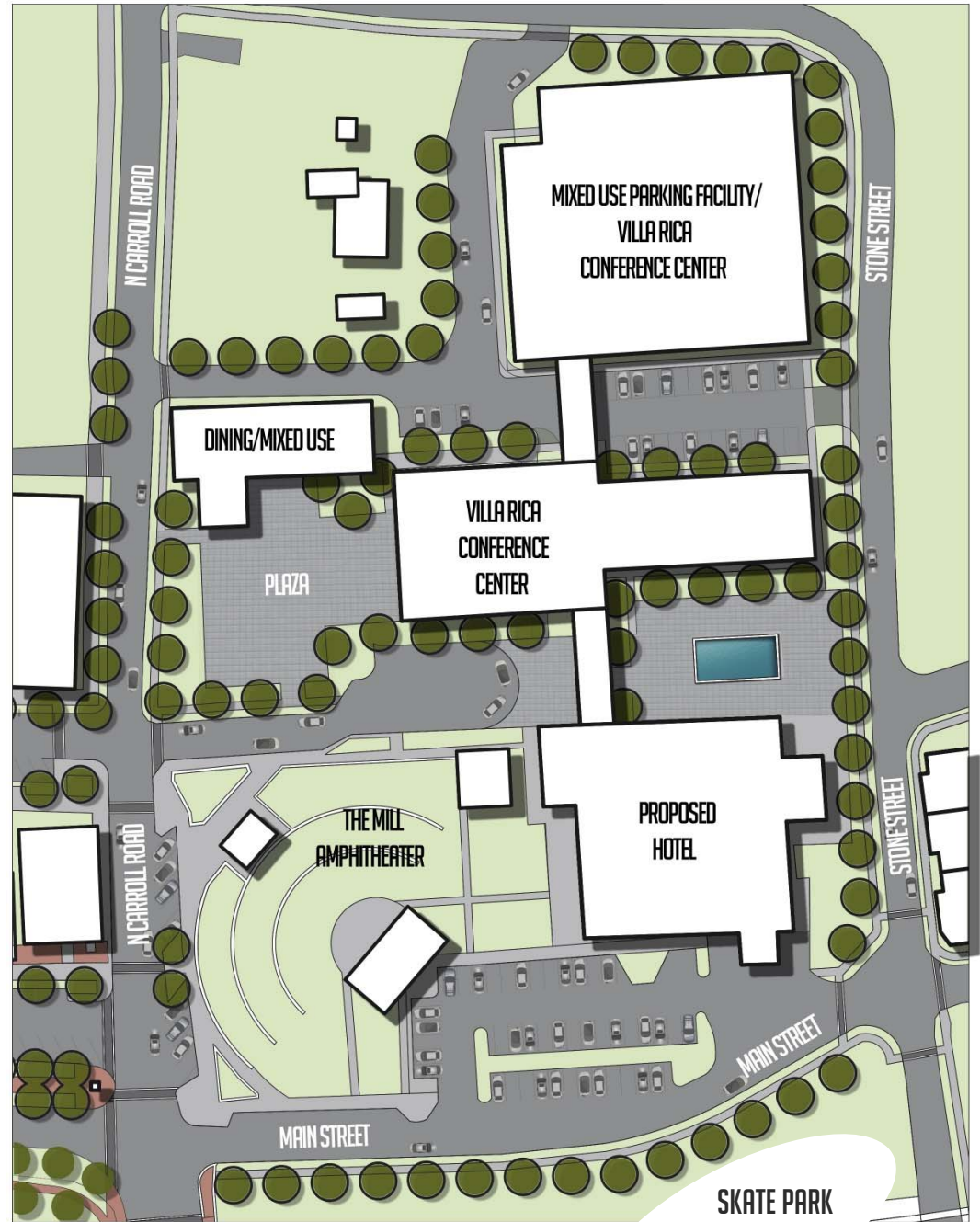
Before



TRAIN WATCHING DEPOT

After

AVANTI HOTEL CONCEPTUAL PLAN



SPLASH PAD AT THE MILL PLAZA



Before

SPLASH PAD AT THE MILL PLAZA



After

SKATE PARK



Before

SKATE PARK



NEW AVANTI HOTEL *Before*



NEW AVANTI HOTEL *After*





WEST MONTGOMERY STREETSCAPE IMPROVEMENTS

Before



WEST MONTGOMERY STREETScape IMPROVEMENTS

After

MONTGOMERY STREET STRIP RETROFIT



Before

MONTGOMERY STREET STRIP RETROFIT



After



ALLEY IMPROVEMENTS
Before



ALLEY IMPROVEMENTS
After

WILSON STREET IMPROVEMENTS

Before



WILSON STREET IMPROVEMENTS

After





CANDLER STREET PARK

Before



CANDLER STREET PARK

After

COTTAGES: SAVE YOUR HISTORIC FABRIC

Before



COTTAGES: SAVE YOUR HISTORIC FABRIC

After



Butterballs “THE LOOK” BUILDING REUSE



Butterballs “THE LOOK” BUILDING REUSE



After

Butterballs “THE LOOK” BUILDING REUSE



Before

Butterballs "THE LOOK" BUILDING REUSE



Duplex
“THE LOOK” **BUILDING REUSE**



Before

Duplex
"THE LOOK" BUILDING REUSE



After



GATEWAYS



Before



After



Villa Rica
GATEWAYS: TOWARDS DOWNTOWN



Before

Villa Rica GATEWAYS: **TOWARDS DOWNTOWN**



After

Villa Rica
GATEWAYS: LEAVING DOWNTOWN



Before

Villa Rica GATEWAYS: LEAVING DOWNTOWN



After



WELCOME SIGNAGE CONCEPTS



Villa Rica
“THE LOOK”: WELCOME SIGNAGE



Villa Rica
“THE LOOK”: WELCOME SIGNAGE



Villa Rica
“THE LOOK”: WELCOME SIGNAGE



Before

Villa Rica
“THE LOOK”: WELCOME SIGNAGE







After



Before





WORK PROGRAM & ACTION ITEMS:

- Short-term Solutions
- Long-term Goals

3

STEP THREE

*How do we
get there?*

ACTION PLAN

15 ACTION ITEMS

- No More Tear-Downs
- Organizational Restructuring of Main Street and the Tourism Bureau
- Tourism Logo
- Programming at The Mill
- Civic Center/Conference Center at Villa Rica Main Street
- Live Music at Events
- Marketing Downtown Villa Rica
- Winery Tour Package
- Downtown Splash Pad
- Train Viewing Platform
- Streetscaping Improvements
- Main Street Improvements
- Pop-Up Markets
- Downtown Recruitment Card
- Residential Development



WE *are* VR!



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Dual Purpose Police K9

AGENDA DATE: 02/13/2024

DATE PREPARED: 01/25/2024

PREPARED BY: Chief M. Mansour

AMOUNT: \$16,000.00

GL ACCOUNT #: 322-3210-542500

FUNDING SOURCE: General Fund

BUDGETED ITEM? Yes

PUBLIC HEARING: No

PURPOSE: To purchase and deploy a dual-purpose police K9 at the Villa Rica Police Department.

BACKGROUND: K9's are a long proven and valuable tool in law enforcement operations. They are useful in locating illegal narcotics, conducting article searches, locating missing persons, and conducting criminal apprehensions. VRPD has historically had a K9 on staff and deployed in the patrol division. With a K9 retiring in 2022, the agency went without a valuable resource for a short time period. The agency purchased one K9 at the end of 2023 but another one is needed for many functions within the agency.

STAFF RECOMMENDATION: We recommend you approve VRPD to purchase one dual purpose K9 with Handler Course from Arete Canine LLC. Arete guarantees the dog to be free of any congenital health defect limiting its ability to perform its duties for a period of two years. They also guarantee the performance expectations of the dog for a period of one year. The purchase also includes a 12-week Handler Course for the selected officer and will provide continued education and training for one year after purchase.

IMPACT: Completing this purchase restores the agency's ability to have local control over this needed function. There are several advantages to having another K9. It will allow greater coverage in deploying K9 units across various tasks and locations. A K9 purchase will allow the agency to rest dogs ensuring their wellbeing in order to maintain peak performance, and it will allow our handlers to train together.

MOTION: I move to allow the police department to purchase one dual-purpose K9 with handler course from Arete Canine LLC in the amount of \$16,000.00.

Arete Canine LLC
PO Box 208
Yatesville, GA 31097



QUOTE NO. 240124

JANUARY 24, 2024

SENT TO

Villa Rica PD
101 Main St
Villa Rica, GA 30180

QUOTE FOR

Dual Purpose Canine

CANINE INFO AND GUARANTEES

Any Suitable European Working Shepherd under 2 years old
A European Union Health Passport will be presented at time of purchase and examination by the Licensed Vet.

Health Guarantee: Arete Canine LLC will unconditionally guarantee that the dog will pass the physical health standards as set forth by the purchasing department. Arete Canine LLC will guarantee replacement for any congenital health defect that limits the ability of the canine to perform its duties, according to the purchasing department's veterinarian and trainers, for a period not to exceed 2 years from date of delivery. Health records and hip x-rays will be provided.

Performance Guarantee: Arete Canine LLC guarantees that the dog provided to the purchasing department will meet the expectations of the department in terms of temperament and working ability for a period of 1 year. Should the team not meet the expectation of the department, after a suitable opportunity for remediation, the K9 shall be replaced at the mutual convenience of the purchasing agency and Arete Canine LLC, allowing for suitable time to procure and train a replacement canine.

Training: Arete Canine LLC will train the dog in the areas of criminal apprehension, handler protection, building search, area search, felony vehicle stops, narcotics detection (marijuana, cocaine, heroin, meth), scent discrimination, tracking/trailing, and obedience. The dog will be trained to nationally recognized standards. The training includes a 12 week handler course at various training locations following a two-week initial bonding period. Continuing education and training will be provided at no charge for one year following the date of purchase.

Cost: The cost for the canine, including training, handler course, and one year in-service training at our location:

TOTAL COST	16,000
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This quote is valid for 30 days



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Purchase of 2023 Polaris Ranger Crew SP 570
AGENDA DATE: 2/13/2024

DATE PREPARED: 1/31/2024
PREPARED BY: Torre Langley

AMOUNT: \$10,244.00
GL ACCOUNT #: 350-4910-542500
FUNDING SOURCE: GF-Cap
BUDGETED ITEM? Yes
PUBLIC HEARING: No

PURPOSE: To purchase a 2023 Polaris Ranger Crew SP 570 for the Ground Maintenance Department.

BACKGROUND: This UTV will be used to replace one of three golf carts we currently have on hand. These machines are used non-stop throughout the week/year. There are two golf carts that need maintenance after the July 3rd event. These golf carts were worked on the week prior to the event and were serviced several times a year because of the use the golf carts go through. The three golf carts are several years old.

- 2023 Polaris Ranger Crew SP 570 - \$10,244.00
- 2023 Kawasaki Mule 3010 Trans4X4 - \$14,124.00
- 2023 Kawasaki Mule Pro-FXT Base - \$16,399.00

STAFF RECOMMENDATION: To purchase a 2023 Polaris Ranger Crew SP 570 is needed to assist with daily operations that range from cleaning up parks, parking lots, to hauling materials and equipment for field use. It will also be utilized for events when needed. These include the 3rd of July, set up and breakdown of concerts at The Mill and several other special events the city holds annually.

IMPACT: Currently four parks are maintained with only one John Deere Gator. The golf carts have been used but are not up to par for what is needed daily.

MOTION: I move to approve the Mayor or City Manager to purchase a 2023 Polaris Ranger Crew SP 570 for the Grounds Maintenance Department in the amount of \$10,244.00.

Mountain Motorsports - Marietta
2023 Polaris® Ranger Crew SP 570

2023 Polaris® Ranger Crew SP 570



YEAR	2023
MAKE	Polaris®
MODEL	Ranger Crew SP 570
STOCK NO.	PU281185
VIN/HIN	3NSM4A572PE281185
CONDITION	New
MILEAGE	1 mi
PRICE	\$10,244.00

Mountain Motorsports - Marietta
780 Cobb Pkwy S Marietta, GA 30062

[\(770\) 425-4000](tel:7704254000)

<https://www.mmsmarietta.com>

Carrie Delong

assistance@mmmarietta.dsmesssage.com

Mountain Motorsports - Marietta

2023 Polaris® Ranger Crew SP 570

Specifications:

Location - Marietta
Condition - New
Stock Number - PU281185
Year - 2023
Make - Polaris®
Model - Ranger Crew SP 570
Vehicle Type - Utility Vehicle
Category - Utility
VIN - 3NSM4A572PE281185
Odometer - 1 mi

Manufacture Information:

Engine

Engine Type - 4-Stroke Single Cylinder DOHC
Cylinders-Displacement (cc) - 567cc
Cooling - Liquid
Engine Power - 44 HP
Fuel System - Electronic Fuel Injection

Drivetrain

Drive System - On-Demand True AWD/2WD/VersaTrac Turf Mode
Transmission - Automatic PVT H/L/N/R/P; Shaft

Suspension

Front Suspension - MacPherson Strut 9 in (22.9 cm) Travel
Rear Suspension - Dual A-Arm, IRS 10 in. (25.4 cm) Travel

Brakes

Front braking system - 4-Wheel Hydraulic Disc
Rear braking system - 4-Wheel Hydraulic Disc
Parking Brake - Park In-Transmission

Wheels & Tires

Wheels - Stamped Steel
Front Tire - 25 x 8-12; Carlisle 489 | 4 Ply Rated
Rear Tire - 25 x 10-12; Carlisle 489 | 4 Ply Rated

Mountain Motorsports - Marietta

2023 Polaris® Ranger Crew SP 570

Dimensions

Bed Box Dimensions (LxWxH) - 33.3 x 48.7 x 12.3 in
Ground Clearance - 11 in (27.9 cm)
Overall Vehicle Size (LxWxH) - 144 x 56 x 74 in. (365.8 x 142.2 x 188 cm)
Wheelbase - 105 in (266.7 cm)
Hitch/Type - Standard 2 in (5 cm) Receiver
Turning Radius - 16.3 ft (497.8 cm)

Capacities

Box Capacity - 500 lb (226.8 kg)
Fuel Capacity - 9.5 gal (35.9 L)
Payload Capacity - 1,225 lbs (555.6 kg)
Seating Capacity - 4

Weights

Estimated Dry Weight (lbs./kgs.) - 1,411 lbs (640 kg)
GVWR - 2,700 lbs
Hitch Towing Rating - 1,500 lb (680 kg)

Color

Color/Graphics - Sagebrush Green

Lights and Safety

Lighting - 55W Headlight, LED Taillamps

Features

Cargo System - Lock & Ride®

Features - Other Standard: Gas Assist Dump Box, Single Latch Tailgate, Rear-mounted Fiberglass Insulated Exhaust System, Standard In-dash SAE Charge Port, 340 CCA Battery, 660W Charging System (Stator), 48.4 Gal Onboard Storage With Enclosed Dash Bins and Integrated Cell-phone Holder, Sealed Suspension Bushings and Wheel Bearings, Steel Front Bumper With Winch Mount and Bull Bar, Front Stabilizer Bar, Rear Wheel Liners

Instrumentation - 4" LCD Rider Information Center: User Selectable Blue/Red Backlighting & Brightness, Programmable Service Intervals, Speedometer, Tachometer, Odometer, Tripmeter, Clock, Hour Meter, Gear Indicator, Fuel Gauge, Coolant Temperature, Voltmeter, Service Indicator and Codes, Seat Belt Reminder, DC Outlet

Gauges - GaugeB1

Mountain Motorsports - Marietta

2023 Polaris® Ranger Crew SP 570

2023 Polaris® Ranger Crew SP 570

GET MORE DONE. HAVE MORE FUN.

Designed For Work And Play

When there's work to be done, RANGER SP 570 makes hauling and towing fast and easy with class-leading capability. When it's time for fun, it offers a smooth ride and handling's a breeze.

Features may include:

- **FUN TO RIDE**

The RANGER SP 570 is easy to handle and smooth-riding with best-in-class suspension travel and ground clearance. The spacious interior offers plenty of leg room and ample storage so you can ride in comfort with friends or family.

- **Smooth Ride**

Class-leading 9" Front / 10" Rear suspension travel offers a smooth, comfortable ride over the toughest terrain for all-day ride comfort.

- **Ride Over Obstacles**

Class-leading 11" ground clearance and durable 25" tires enable you to confidently overcome obstacles on the trail.

- **Room for the Essentials**

Class-leading 19.6 gallons of in-cab storage, including an underseat storage bin and in-dash cell phone holder.

- **Extend Your Day**

Available on Premium models, new LED headlights deliver 90% more output than halogens for enhanced lighting during low-light conditions.

Mountain Motorsports - Marietta

2023 Polaris® Ranger Crew SP 570

- **Enhanced Vehicle Protection**

Get added protection with an available full underbody skid-plate, full-coverage front bumper, and new mud guards to prevent debris collection under the cab.

- **GREAT FOR WORK**

Get more done with SP 570. Efficiently carry and unload supplies with the gas-assist dump box and navigate rough terrain with True On-Demand AWD.

- **Easy on the Lawn**

For work around the house, engage Turf Mode to unlock the rear differential for easier and tighter turns that are easy on your lawn.

- **Instant Traction**

True On-Demand All Wheel Drive provides power to all four wheels when traction loss is detected for instant traction in rocky, wet and muddy terrain.

- **Ready to Tow**

Connect your trailer to your RANGER with the standard 2" hitch receiver.

Includes:

44 HP ProStar Engine

1,500 Lb. Towing Capacity

500 Lb. Gas-Assist Dump Box

11" Ground Clearance

9" Front / 10" Rear Suspension Travel

56" Width

12.6' Turning Radius

New Mud Guards

Mason Tractor Company

2023 Kawasaki Mule 4010 Trans4x4

2023 Kawasaki Mule 4010 Trans4x4



YEAR	2023
MAKE	Kawasaki
MODEL	Mule 4010 Trans 4X4
STOCK NO.	
VIN/HIN	
CONDITION	New
MILEAGE	1 mi
PRICE	\$14,124.00

Mason Tractor Company
1275 Carrollton Villa Rica Hwy, Villa Rica, GA 30180
678-952-2037
www.masontractorcompany.com
Korey Gross
koreygross@masontractorcompany.com

Mason Tractor Company

2023 Kawasaki Mule 4010 Trans4x4

Specifications:

Year – 2023
Location – Marietta
Condition - New
Manufacturer - Kawasaki
Model Name - Mule 4010 TRANS4X4
Trim Name - Base
Generic Type (Primary) - Side by Side
Engine Type - 4-stroke, 2-cylinder, OHV, 90 V Liquid-cooled
Displacement - 812cc
Cooling System - Liquid-cooled
Bore - 2.83 in
Stroke - 2.62 in
Compression Ratio - 9.5:1
Engine Torque Maximum: - 48.0 lb-ft @ 3500 rpm
Fuel System - DFI® with 34mm throttle body

Manufacture Information:

Engine

Engine Type - 4-stroke, 3-cylinder, DOHC, gas
Displacement - 617cc
Cooling System - Liquid-cooled
Bore - 2.83 in
Stroke - 2.62 in
Compression Ratio - 9.5:1
Engine Torque - Maximum: 48.0 lb-ft @ 3500 rpm
Fuel System - DFI® with 34mm throttle body

Mason Tractor Company

2023 Kawasaki Mule 4010 Trans4x4

Drivetrain

Transmission - Continuously Variable Transmission (CVT) with (H,L,N,R)

Final Drive - Selectable 2WD/4WD, shaft. Dual mode rear differential with differential lock

Steering - Rack-and-pinion

Suspension

Front Suspension – MacPherson Strut / 3.9in

Rear Suspension – DeDion Axle / 2.8in

Brakes

Front braking system - Dual Disc, 2 piston caliper

Rear braking system - Dual Disc, 1 piston caliper

Parking Brake - Independent, Mechanical Disc

Wheels & Tires

Wheels - Steel

Front Tire – 23x11.00-10, radial

Front Wheel Travel - 8.7 in

Rear Tire – 23x11.00-10, radial

Rear Wheel Travel - 8.5 in

Dimensions

Overall Length – 128.5 in

Overall Width - 58.5 in

Overall Height - 75.8 in

Ground Clearance – 7.1 in

Wheelbase - 92.3 in

Turning Radius - 16.0 ft

Bed Box Dimensions (LxWxH) - 50.4 x 47.6 x 11.2 in (2-person) / 30.3 x 47.6 x 11.2 in (4-person)

Capacities

Fuel Capacity – 6.3 gal

Bed Capacity Cargo: - 800 lb (2-person), 401 lb (4-person)

Cargo Capacity - 1616.3 lb (1263.5 for California models)

Seating Capacity - 3-person (1 row), 6 person (2 row)

Towing Capacity – 1,200 lb

Mason Tractor Company

2023 Kawasaki Mule 4010 Trans4x4

Weights

Curb Weight – 1,587.6 lb

Color

Colors – Timberline Green

Lights and Safety

Lighting - (2) Halogen headlights, (2) tail/brake lights

Electric

Alternator - 23 amp

Features

Instrumentation - Multi-function display includes digital speedometer, fuel gauge, odometer, hour meter, clock, dual trip meters, 2WD/4WD indicator, water temperature warning indicator, oil pressure warning indicator, fuel injection warning indicator, CVT warning indicator, neutral, reverse and parking indicators, seatbelt reminder lamps

Warranty

Warranty - Kawasaki Strong 3-Year Limited Warranty

Mountain Motorsports – Marietta

2023 Kawasaki Mule Pro-FXT Base

2023 Kawasaki Mule Pro-FXT Base



YEAR	2023
MAKE	Kawasaki
MODEL	Mule Pro-FXT Base
STOCK NO.	PU281185
VIN/HIN	
CONDITION	New
MILEAGE	1 mi
PRICE	\$16,399.00

Mountain Motorsports - Marietta

780 Cobb Pkwy S Marietta, GA 30062

[\(770\) 425-4000](tel:7704254000)

<https://www.mmsmarietta.com>

Carrie DeLong

assistance@mmmarietta.dsmmessage.com

Mountain Motorsports – Marietta

2023 Kawasaki Mule Pro-FXT Base

Specifications:

Year – 2023
Location – Marietta
Condition - New
Manufacturer - Kawasaki
Model Name - Mule PRO-FXT™
Trim Name - Base
Generic Type (Primary) - Side by Side
Engine Type - 4-stroke, 3-cylinder, DOHC, gas
Displacement - 812cc
Cooling System - Liquid-cooled
Bore - 2.83 in
Stroke - 2.62 in
Compression Ratio - 9.5:1
Engine Torque Maximum: - 48.0 lb-ft @ 3500 rpm
Fuel System - DFI® with 34mm throttle body

Manufacture Information:

Engine

Engine Type - 4-stroke, 3-cylinder, DOHC, gas
Displacement - 812cc
Cooling System - Liquid-cooled
Bore - 2.83 in
Stroke - 2.62 in
Compression Ratio - 9.5:1
Engine Torque - Maximum: 48.0 lb-ft @ 3500 rpm
Fuel System - DFI® with 34mm throttle body

Drivetrain

Transmission - Continuously Variable Transmission (CVT) with (H,L,N,R)
Final Drive - Selectable 2WD/4WD, shaft. Dual mode rear differential with differential lock
Steering - Rack-and-pinion

Mountain Motorsports – Marietta

2023 Kawasaki Mule Pro-FXT Base

Suspension

Front Suspension - Double wishbone

Rear Suspension - Double wishbone

Brakes

Front braking system - Dual Disc, 2 piston caliper

Rear braking system - Dual Disc, 1 piston caliper

Parking Brake - Independent, Mechanical Disc

Wheels & Tires

Wheels - Steel

Front Tire - 26x9.00-12, radial

Front Wheel Travel - 8.7 in

Rear Tire - 26x11.00-12, radial

Rear Wheel Travel - 8.5 in

Dimensions

Overall Length - 133.3 in

Overall Width - 64.0 in

Overall Height - 77.6 in

Ground Clearance - 10.2 in

Wheelbase - 92.3 in

Turning Radius - 16.0 ft

Bed Box Dimensions - (LxWxH) Cargo: "42.7 x 53.7 x 11.0 in (3-person), 22.0 x 53.7 x 11.0 in (6-person)"

Capacities

Fuel Capacity - 7.9 gal

Bed Capacity Cargo: - 999 lb (3-person), 350 lb (6-person), (348 lb for California models)

Cargo Capacity - 1616.3 lb (1263.5 for California models)

Seating Capacity - 3-person (1 row), 6 person (2 row)

Towing Capacity - 2000 lb

Weights

Curb Weight - 1887.5 lb

Mountain Motorsports – Marietta

2023 Kawasaki Mule Pro-FXT Base

Color

Colors - Super Black

Lights and Safety

Lighting - (2) Halogen headlights

Electric

Alternator - 75 amp

Features

Instrumentation - Multi-function display includes digital speedometer, fuel gauge, odometer, hour meter, clock, dual trip meters, 2WD/4WD indicator, water temperature warning indicator, oil pressure warning indicator, fuel injection warning indicator, CVT warning indicator, neutral, reverse and parking indicators, seatbelt reminder lamps

Warranty

Warranty - Kawasaki Strong 3-Year Limited Warranty



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT:	Purchase of 21' Texas Pride Equipment Tilt Trailer
AGENDA DATE:	2/13/2024
DATE PREPARED:	1/31/2024
PREPARED BY:	Torre Langley
AMOUNT:	\$8,250.00
GL ACCOUNT #:	350-4910-542500
FUNDING SOURCE:	GF-Cap
BUDGETED ITEM?	Yes
PUBLIC HEARING:	No

PURPOSE: To purchase a 21' Texas Pride Equipment Tilt Trailer for the Ground Maintenance Department.

BACKGROUND: The Grounds Maintenance Department has one equipment hauler that has been welded several times to fix the ramps, side walls, and hitch. The axels are rated for G.V.W.R of 7k pounds and makes it unsafe to move equipment from one location to another.

- 21' Texas Pride Equipment Tilt Trailer - \$8,250.00
- 21' Gatormade Equipment Tilt Trailer - \$8,990.00
- 16' PJ Equipment Tilt Trailer - \$9,085.00

STAFF RECOMMENDATION: The Grounds Maintenance Department to replace the current equipment hauler to transport heavy equipment safely.

IMPACT: The possibility of our current trailers, ramps collapsing, axels bending, and hitch breaking off causing possible bodily harm to person and property.

MOTION: I move to approve the Mayor or City Manager to purchase of a 21' Texas Pride Equipment Tilt Trailer for the Grounds Maintenance Department in the amount of \$8,250.00



Texas Pride Trailers Order Form



Sales Person

Chase Bradley

Date 1/29/24

Pick Up Location:

MA: ☒ ST: ☐ TN: ☐ CA: ☐ MO: ☐ NC: ☐
HO: ☐ OR: ☐ TX: ☐

Method of Payment:

Cash: ☒

Bank Finance: ☐

Sheffield #

Customer Name/ Business Name:

Torre Langley

POC & Number:

(404) 947-1828

Email Address:

tlangley@villarica.gov

Mailing Address:

Physical Address:

Villa Rica, GA

County:

EIN# or DL# & State Issued

Options/Notes:

- 1 8½' x 21' (17' + 4') wood deck 14k lb Bumper Pull Wide Deck Gravity Tilt
- 2 Dual 7,000 lb Direct Lube 8 lug (electric brakes on both axles)
- 3 New 16" ST235/80R16 10ply radial tires
- 4 Stake pockets w/ rub rail
- 5 4 hole adjustable height 2 5/16" ball
- 6 Single 12,000 pound drop leg (spring loaded)
- 7 All flush mount or recessed lifetime LED stop / turn / clearance lighting
- 8
- 9
- 10
- 11 16" 10PLY MOUNTED SPARE TIRE AND RIM
- 12 **Discount**

Cost:

Tax

\$8,195.00	Y
	Y
	Y
	Y
	Y
	Y
	Y
	Y
	Y
\$175.00	Y
-\$170.00	n
Sub Total	
\$8,200.00	
Sales Tax	
\$0.00	
Registration	
Doc Fee	\$50.00
TN Handling Fee	\$0.00
CA Tire	\$0.00
Token / Farm Tags	\$0.00
Transfer Fee	
FET 12%	
Shipping	
Credit Card Convenience Fee	\$0.00
Deposit	\$0.00

Tax Rate:

Stock Numbers: (separate with comma)

The balance due must be paid in Cashiers Check, or Credit Card
We will only accept cash payments up to 2,000\$
2% fee for any tranaction over \$2,000 on Card Transactions
Deposit is non refundable once steel is cut for trailer.

Delivery Miles

Cost Per Mile

Sub Total
Sales Tax
Registration
Doc Fee
TN Handling Fee
CA Tire
Token / Farm Tags
Transfer Fee
FET 12%
Shipping
Credit Card Convenience Fee
Deposit

Estimated Pickup Date:

3 Weeks

Heard About Us?

QQ

Total Sale:

\$8,250.00



14k lb GVWR Bumper Pull Lowboy Gravity Tilt Trailer



G.V.W.R.:	14,000 lbs
EMPTY TRAILER WEIGHT:	3,700 lbs (21' trailer with no additional options)
NET PAYLOAD CAPACITY:	10,300 lbs (21' trailer with no additional options)
AXLES:	Dual 7,000 lb Direct Lube 8 lug (electric brakes on both axles)
SUSPENSION:	Heavy Duty Slipper Spring Suspension
BRAKES:	All wheel electric brakes on all axles (12" x 2" brake shoe)
TIRES:	New 16" ST235/80R16 10ply radial LRE (3,520lbs ea)



WHEELS:	16" eight hole silver or white mod
MAIN FRAME:	6" Channel on 21' - 25' deck length, 8" Channel on 27' - 31' deck length
TONGUE:	6" Channel on 21' - 25' deck length, 8" Channel on 27' - 31' deck length (wrap-around to the axles)
CROSS MEMBERS:	3" channel on 16" centers
DECK WIDTH:	80" between the fenders
OVERALL TRAILER WIDTH:	102" outside fender to outside fender
DECK LENGTH:	17' tilt deck - balance stationary deck
DECK HEIGHT:	Approximate 27" - 33"
HYDRAULICS:	3" x 12" gravity operated cylinder
SIDE RAILS:	N/A - flat deck with no rails
TIE DOWNS:	Stake pockets w/ rub rail
COUPLER:	4 hole adjustable height 2 5/16" ball
JACK:	Single 12,000 pound drop leg (spring loaded)
SAFETY CHAINS:	Two heavy duty safety chains



FLOORING:	2" pressure treated pine (screwed down) or 1/8" diamond plate
FENDERS:	Heavy duty 14 gauge tread plate (reinforced)
LIGHTING:	All flush mount or recessed lifetime LED stop / turn / clearance lighting
WIRING:	U.S. made sealed modular wiring harness
SAFETY EQUIPMENT:	Required break-a-way kit and conspicuity tape
FINISH:	Fully primed and painted with automotive grade acrylic enamel
DOVETAIL:	2' heavy duty tread plate

Gatormade Trailers

Thank you for your interest in our Gatormade 14k tilt trailer. This trailer is packed with many quality features such as:

- Powder coat finish.
- 4ft of fixed deck and 16ft of tilt deck
- TUBE frame and tongue.
- Dual dampening shocks(non-powered), gravity operated.
- Single 12k landing gear.
- (2) 7k axles with 16" wheels and 10 ply tires.
- Electric brakes on both axles with break- away kit.
- LED lights standard
- Stake pockets
- 3/8" rub rails
- 2x8 pressure treated flooring
- 82" between fenders
- 25" deck height.
- 4000lbs empty weight.
- 10000lbs net payload.

PRICING

Current price on a 14k 5+16 tilt trailer is only \$8990 plus tax (if applicable) in standard trim when picked up at our Marietta, GA factory location.

This is a discounted CASH price (no cards or checks). Cashiers checks and wire transfers are accepted.

HOW TO ORDER

Please call me at 606-305-8857 in order to reserve one of these trailers as we do not keep many in stock. We require a \$1000 deposit to hold a trailer for you if in stock. The same deposit will also get a trailer built and held for you if it is not in stock at the time. The balance for the trailer is due at pick up via CASH or Cashiers check only.

Gatormade Trailers



Gatormade Trailers



Gatormade Trailers



Zach Poynter

Sales

Gatormade Trailers



606-305-8857



zpoynter@gatormade.com



www.Gatormade.com



1278 Highway 461, Somerset, KY 42501

New Horizons Outdoors, Inc.

11831 Veterans Memorial Hwy.

Douglasville, GA 30134

Phone: (770) 949-9644 Fax: (770) 949-0590

Email: Horizo7854@aol.com

Estimate

Date	Estimate #
5/31/2023	2601

Name / Address
City of Villa Rica 106 Temple Street Villa Rica, Ga. 30180 (770) 459-3578

			Project
Description	Qty	Rate	Total
Special Order: PJ 7 X 16 Tilt Trailer 14,000 GVWR T6 Model VIN# TBD	1	9,085.00	9,085.00T
		Subtotal	\$9,085.00
*** THIS IS A PRELIMINARY ESTIMATE. ADDITIONAL CHANGES TO THE ESTIMATE MAY BE REQUIRED FOR THE ACTUAL REPAIR ***		Sales Tax (0.0%)	\$0.00
		Total	\$9,085.00



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT:	Pine Mountain Gold Museum Train Undercarriage Rebuild
AGENDA DATE:	02/13/2024
DATE PREPARED:	01/31/2024
PREPARED BY:	Chris Maddox
AMOUNT:	Not exceed \$16,000
GL ACCOUNT #:	322-6172-542200
FUNDING SOURCE:	2016 Douglas SPLOST
BUDGETED ITEM?	No

PURPOSE: To seek approval to purchase the necessary parts to fully rebuild all undercarriages on Pine Mountain Gold Museum Train

BACKGROUND: The train is a valuable offering maintained by the City of Villa Rica. Locally the train is a much beloved feature of the City and Pine Mountain Gold Museum. The train has evolved into an anchor for several yearly programs and events offered by the Museum. It is difficult if not impossible to calculate the terminal dollar value the train represents to the greater community through increased tourism, day use visitors, and hotel/motel tax. Ghost Train and Winter Wonderland have steadily grown in popularity since 2019 and now draw in visitors from surrounding states. The train currently makes more trips and with larger ridership than any previous point in its long service history. The train is in more demand than ever.

STAFF RECOMMENDATION: To allow for the purchase of the necessary parts not exceeding the amount of \$16,000. A do not exceed amount was put in due to Chance Rides not being able to guarantee fluctuating shipping and crating costs until the order was purchased. Chance Rides is the builder and parts warehouse for the machine and purchasing from them ensures that the factory-made correct part will be installed, and the parts will be warrantied as well.

IMPACT: These purchases will ensure the train will operate for many years and do it safely.

MOTION: To allow for the purchase of these items with a do not exceed amount of \$16,000.



QUOTATION

TO:

CITY OF VILLA RICA
571 BANKHEAD HWY
VILLA RICA, GA 30180
(470)725-2701

SHIP TO:

CITY OF VILLA RICA
1881 STOCKMAR ROAD
VILLA RICA, GA 30180

ATTN: CHRIS MADDOX

cmaddox@villarica.gov

ATTN: CHRIS 770-550-6099

Quote No.	Date	Cust No	S/M	Your Referenced Inquiry	Delivery Promise	F.O.B.	Expiration
0014004	1/30/2024	93140	PTE			ORIGIN	30 DAYS
Item	Quantity	UM	Part	Description	Price \$	Extension \$	
				50% DEPOSIT REQUIRED			
001	8	EA	1023033-002	WHEEL-ENGINE W/KEYWAY#	\$ 321.30	\$ 2,570.40	
002	8	EA	61132400	SET SCREW 3/8-16X1 1/4 SQHD	\$ 0.44	\$ 3.52	
003	1	FT	49052200	KEYSTOCK .3125SQ. 12" LGTH	\$ 6.46	\$ 6.46	
004	12	EA	1023033-001	WHEEL-FREE WHEEL F/COACH#	\$ 321.30	\$ 3,855.60	
005	24	EA	20519100	BRG CONE 1.2500 ID W/SEAL	\$ 74.57	\$ 1,789.68	
006	24	EA	20505900	BRG CUP 2.3280 OD	\$ 11.12	\$ 266.88	
007	12	EA	68981000	ZERK GREASE 1/4-28 STRAIGHT	\$ 0.40	\$ 4.80	
008	12	EA	1023033-003	WHEEL-PRESS ON F/COACH#	\$ 321.30	\$ 3,855.60	
009	64	EA	20934000	BRAKE SHOE F/CPH	\$ 17.64	\$ 1,128.96	
010	1	EA	10001300	CRATING & LOADING	\$ 310.94	\$ 310.94	
800	1		FREIGHT	FREIGHT CHARGES	\$ 563.17	\$ 563.17	
Total for Quote in USD \$						\$ 14,356.01	

PINE MOUNTAIN GOLD MUSEUM

Pine Mountain Scenic Railroad

Physical Data:

Manufacturer: Chance Rides Inc. Wichita Kansas

Date: 1992 coaches and 1995 for Engine

C.P. Huntington No. 310 engine

Cars: 1 tender car, 2 passenger coaches

Fuel: propane (C3H8) 100-pound onboard tank

Weight: Engine, 6100 lbs, Tender, 2700 lbs, Coaches 2700 lbs ea. Total (empty): 14,200

Capacity: 28 adults or 84 children < 340 lbs ea.

Gauge: 24 inch

Track length: approx. 1 mile

OPERATIONAL HISTORY:

The original purchase price of the train was \$250,000 as shown on a receipt in the Museum's permanent collection. The original name of the train was "Blue Flame Express." The original paint scheme was grey, black (with white pin stripes) and bright blue badges on both sides of the Engineer's compartment. Archival photos obtained by Museum Staff confirm that the train was located at the Atlanta Zoo alongside Engine 369. We have not been able to confirm any dates or vehicle transfers between the time Engine 310 was at the Atlanta Zoo and its purchase by the City of Villa Rica. Locals and other visitors have claimed that Engine 310 was also located at Hunter Park and the Rocky Branch tourist attraction. As of this writing Museum Staff has not been able to uncover the truth of these claims.

In service at the Atlanta Zoo: (dates unknown)



KNOWN MAINTENANCE HISTORY:

The train re-opened for visitors at Pine Mountain Gold Museum with new badges and coloring in 2016. The Museum itself was open before the addition of the train. The original rail line was constructed by City of Villa Rica staff with Douglas County Inmate Detail support. The train has been used since inception for the dual purposes of revenue generation and moving event supplies out into the forest during October and November. The yearly maintenance cycle for the train is between the last day of Winter Wonderland and 1 March. The train has not been taken off the tracks for maintenance since 2016.

2016 maintenance cycle:



In service at Pine Mountain Gold Museum:



Almost all maintenance on the train is performed inside a dedicated train barn located on a siding near the main depot. The train is scheduled for inspection and general maintenance by Villa Rica Vehicle Maintenance department once a week, generally on a Monday, or Tuesday. Museum Staff retains a copy of the weekly train inspection in the Museum's permanent file. Museum Staff gauges the rail line every Tuesday to check that there is no buckling, gaps, or rail drift. Any discrepancies in gauge are immediately addressed by Museum Staff with assistance from the Douglas County Inmate Detail. The Georgia State Fire Marshal performs an annual inspection of the train, rail line,

and train barn to verify that the train is in operational condition and safe for riders. Museum Staff attempts to get the State Fire Marshal inspection completed in January during the annual maintenance cycle.

It is the understanding of Museum Staff that nearly all mechanical issues with the train are in direct correlation to the radius of curves in the rail line and grade changes. The tightness of the curves and grade thus result in increased wear on wheels, brakes and their associated systems. Since 2016 multiple sets of brakes and brake shoes have been replaced. The City is currently in possession of a brand new motor and gear drop box to replace the existing ones. Minor system modifications have been made to the train since its purchase. The smoke generator on the train has been eliminated due to safety concerns. The pneumatic sander has not worked in years and Staff sands the track manually when needed. Extensive upgrades have been made to the radio, PA, and stereo systems. The front headlight was switched from an expensive and antiquated incandescent to an OTC and ultra-bright LED. Safety marker lights were added to the front, back, and left and right sides of each car.

Ridership and Revenue Generation Abstract:

Museum staff does not have reliable ridership information prior to July 2016.

A total of 9,031 people rode the train in 2023. (This number does not include the number of “free” aged 2 and under riders.)

With respect to Ghost Train (GT) and Winter Wonderland (WW,) historically:

Between July 2016 and December 2023 the train has carried 42,528 riders during GT and WW.

GHOST TRAIN:

3354 people rode GT in 2023

Revenue generated by the train for GT between 2016 and 2023 equals \$276,216.94 total.

The average revenue generated by GT each year is \$34,527.00

GT revenue in 2023 was \$49,335.00 more than \$10,000 above average.

WINTER WONDERLAND:

3321 people rode WW in 2023

Revenue generated by the train for WW between 2016 and 2023 equals 168,391.69 total.

The average revenue generated by WW each year is \$24,055.96.

WW revenue in 2023 was \$39,843.00 more than \$10,000 above average.

The train reliably generates an average minimum of \$29,291.00 between GT and WW each year - *alone*.

This figure does not include revenue generated by school groups, birthday parties, day use visitors and weddings.

The train is a valuable offering maintained by the City of Villa Rica. Locally the train is a much beloved feature of the city and Pine Mountain Gold Museum. The train has evolved into an anchor for several yearly programs and events offered by the Museum. It is difficult if not impossible to calculate the terminal dollar value the train represents to the greater community through increased tourism, day use visitors, and hotel/motel tax. Ghost Train and Winter Wonderland have steadily grown in popularity since 2019 and now draw in visitors from surrounding states. The train currently makes more trips and with larger ridership than any previous point in its long service history. The train is in more demand than ever. Naturally, the Increased level of operations will require a corresponding increase to the maintenance cycle.

In order to maintain or expand upon the current level of train service and thus generate more revenue the train will require an investment of parts and labor. Since 2021, vehicle maintenance (specifically technician Andrew Upshaw) along with the Douglas County work detail (under Officer Anthony Dollar) have taken on a much increased and in-depth involvement with the train. This increased scrutiny and concern has revealed additional maintenance needs of the train beyond what would be normally expected in the typical maintenance cycle.

Thank You!

A handwritten signature in black ink that reads "W. Berninger". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Wesley Berninger
Museum Director
Pine Mountain Gold Museum
1881 Stockmar Road
Villa Rica, Georgia 30180
wberninger@villarica.org



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Recommendation to Reduce Speed Limit on Clearview Street.

AGENDA DATE: January 9, 2024

DATE PREPARED: December 18, 2023

PREPARED BY: Bobby C. Elliott, P.E.

AMOUNT:

GL ACCOUNT #:

FUNDING SOURCE:

BUDGETED ITEM?

PURPOSE: The purpose of this agenda item is to recommend a reduction to the speed limit from 25 MPH to 15 MPH on Clearview Street to address excessive speeding.

BACKGROUND:

A traffic study was conducted on Clearview Street from October 16th -25th to confirm complaints of severe speeding. After the data on the traffic counter was downloaded and analyzed, an 85th percentile speed of 44 MPH was confirmed. According to the City's Traffic Calming Ordinance, an 85th percentile speed of at least 10 MPH over the posted limit indicates the need for traffic calming measures to be implemented. The posted speed limit on Clearview Street is 25 MPH. After the conclusion of the study, three speed humps were installed on Clearview Street. During the installation of the signage for the speed humps, traffic had not slowed down as indicated by City personnel almost getting run over while installing the signage. Due to this fact, additional traffic calming measures are needed. A reduction in speed limit is now recommended.

Note: The 85th percentile speed is the speed at or below which 85 percent of the free-flowing vehicles travel.

STAFF RECOMMENDATION: Staff recommends approval of the reduction of the speed limit on Clearview Street from 25 MPH to 15 MPH.

IMPACT:

MOTION: I move to approve the reduction of the speed limit on Clearview Street from 25 MPH to 15 MPH effective immediately.



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Selection of website vendor

AGENDA DATE: February 13, 2024

DATE PREPARED: February 1, 2024

PREPARED BY: Ken Denney, Public Information Officer

AMOUNT: \$48,800

GL ACCOUNT #: 100-1320-521200

FUNDING SOURCE: General Fund

BUDGETED ITEM? Yes

PUBLIC HEARING: No

PURPOSE: To select a vendor to create an updated and revised website for the City of Villa Rica.

BACKGROUND:

In 2015, the City selected a vendor to create a website to communicate information to residents, and to give them access to information without the necessity of calling or visiting City Hall.

In the intervening nine years, website technology has significantly advanced and the public's reliance on well-designed and useful websites has increased. So has the public's reliance on smartphones to access information and communicate with public agencies.

The current website no longer provides residents and visitors with the web experience they have come to expect. It is difficult to navigate and its Content Management System (CMS) – the method by which staff updates the information – is cumbersome. These difficulties have proved an obstacle in keeping the site up to date, and analytics show that few visitors spend much time on the site.

Like the welcome signs on the access roads to Villa Rica, our website is our front door to visitors. It should also be our primary means of communicating information to residents, and it should conform to the way residents use the web. The website should also reflect the exciting, diverse attractions of the city as a place to live, work, and visit; and its design should be uplifting, inviting, and engaging.

The 2024 budget approved \$45,000 for a new website, and \$11,000 for a smartphone app. With the two projects combined, the total budget available would be \$56,000. Of equal consideration would be the annual cost for maintaining the site since it will be a recurring item on all future budgets.

On Oct. 2, a Request for Proposal was advertised on the website and other procurement services. This resulted in 13 vendors submitting competitive proposals for this project. Each of these bids were scored according to how they said they would fulfill specific criteria.

The top scorer was a company that offers both a smartphone and standard web design, has considerable experience in the local government space, has created well-designed and aesthetically pleasing sites, and was under budget, with a reasonable fee for continuing upkeep.

STAFF RECOMMENDATION: Staff recommends that Revize of Troy, Michigan, be selected to provide a new website and integrated smartphone app for the City of Villa Rica.

IMPACT: An updated website and mobile app that will allow citizens to receive information about city events, announcements as well as provide feedback, schedule activities, etc. A better-designed website will also reduce staff time needed to respond to citizen requests and provide information.

MOTION: I move that the City of Villa Rica engage Revize to create a website and integrated smartphone app at a cost of \$48,800, with an annual maintenance cost of \$8,100 starting in 2025.

Summary of Vendor Selection Process

The Council's approved budget for 2024 allocated \$45,000 for a new website and \$11,000 for a smartphone app.

Although both the website and app would be integrated, the two projects were considered separately because it was anticipated that not all the website vendors could create both. But the preference by staff was to find a vendor who could do both projects economically.

On Oct. 2, 2023, an RFP was issued, and submissions were accepted until Nov. 30. Along with several standard features, five items were specifically requested:

- **An easier Content Management System (CMS)**
- **A separate web experience for each department – tourism/visitors; Main Street; Community Development; residents/new residents; PMGM; Parks and Recreation; VRPD**
- **A platform dedicated to communication of information, saving staff time; especially regarding open records requests**
- **Innovative and creative design**
- **Meeting the budget constraints**

A total of 13 vendors responded to the RFP. Seven vendors, including the current provider, were invited to submit proposals.

Scoring process

Each vendor was evaluated according to the same scoring method. There were five separate scoring areas, each with a potential of 20 points. Thus, the highest possible score would be 100.

These were the five scoring areas with an explanation of the scoring process:

Municipal Experience	Features	Aesthetics	Smartphone App	Cost
<i>Vendor was scored a maximum of 20 points according to number of years of experience in government websites¹</i>	<i>Vendor was scored one point for meeting 20 various features specified in the RFP</i>	<i>A subjective score of 1-20 based on the aesthetic style of the vendor's example websites</i>	<i>The vendor received 20 points if they offered a smartphone app</i>	<i>The vendor received 20 points if their quote was \$45,000 or under for a website, or \$56,000 or under for both a website and smartphone app.</i>

¹ The experience points were awarded according to this scale:

- 20 years or more = 20
- 10-20 years = 15
- 5-10 years = 10
- 1-5 years = 5
- 1 or less years = 1

The features column included 20 separate items that staff determined were essential elements for the website project. Each vendor received one point for each feature they said they could provide:

- Compatibility with CivicPlus/Laserfiche
- Auto expiration of documents
- Ease of navigation
- Easy CMS
- ADA compliance
- Cloud backup
- Ability to process vendor applications, permits, etc.
- Chatbot friendly
- Document storage
- Ability to create customized online forms or new custom pages
- An FAQ page for residents
- Access to Google analytics
- The ability to track when the site has been updated and by whom
- Site search engine
- Staff updates that can be made sitewide from one common page
- Multi-category events calendar
- Separate pages with unique addresses for: tourism/CVB; Main Street; Community Development; residents/new residents; Pine Mountain Gold Museum; and Police Department
- Photo slideshows and/or video
- News and announcements
- Online surveys

Score results

One vendor was disqualified from the scoring because that company submitted only a phone for a smartphone app, which was its area of expertise.

This is how the 12 remaining companies scored, compared to the cost they quoted. Only three companies scored above 90. The names of the other companies are not disclosed on this chart, but their scores and proposed costs are shown:

Company	Score	Cost/Annual maintenance
Granicus	99	\$39,313.18 / \$22,735.84 starting year 2 for maintenance; with 5% escalator thereafter
Revize	98	\$48,600 / \$8,100
Planteria	93	\$56,000 / \$8,000 maintenance and hosting
Municipal One (current vendor)	89	\$34,995 / \$16,795
Company A	85	\$27,800 / \$7,800 annually maintenance
Company B	78	\$59,088.40 / \$25,376.40 annually maintenance
Company C	73	\$40,600 / \$6,168
Company D	54	\$46,171 / \$12,876 year 2 and annually maintenance
Company E	46	\$46,171 / \$12,876 annually
Company F	38	\$52,500 / \$6,500 annual maintenance
Company G	36	\$65,600 / \$9,800
Company H	15	\$57,950 / \$25,200 annually for maintenance

Top Vendors Compared

The top four vendors are leaders in the municipal government website space. One other company, “Company B” in the chart above, is the industry leader and would have been made the list if they had met the in-budget requirement.

All four of these vendors offered both a website and a smartphone app.

Any of these vendors would have adequately served the needs of Villa Rica. Ultimately, the choice came down to those with the best aesthetic appeal and cost.

Granicus – Based in Dallas, Texas this company has several offices in the U.S. and across the world. It is the provider for Douglasville, as well 6,000-plus other public sector organizations, including Grand Rapids, Kalamazoo, Port St. Lucie and Pinecrest, Fla. They were the highest scorer and the lowest competitive bidder, and yet the annual maintenance fee – which begins in year two – is quite high and escalates at a rate of 5% each year thereafter.

Municipal One – This company is our current provider and was included in the list for that reason. Their bid was quite competitive and the example websites they provided all had good features and even some aesthetic appeal. However, the annual maintenance fee is quite high, and that factor could not offset those others.

Planeteria – The company is based in Santa Rosa, California, and operates mostly in the Pacific Northwest. The proposal was exactly what was budgeted, and the annual fee was reasonable. However, their distant location, combined with lackluster design aesthetics did not count in their favor.

Revize – For a variety of reasons, this company presented the superior bid. The company is based in Troy, Michigan. The company has several Georgia clients, including Acworth, Bartow County, Camilla, Chamblee, Cleveland, Dublin, Duluth, and Woodstock. And they have designed websites across the nation, including Olympia, Wash., and Des Moines. The CMS is very simple, which has been a primary concern for the department heads who use the current website. The designs, although template based, have a lot of variety, are entertaining to view, and easy to navigate.

References:

Duluth – They have worked with Revize for several years, having gone through two redesigns of their site since the initial rollout, and have introduced a new site focused on their downtown. They report that the company is easy to work with and provides a great product, with great customer service.

Woodstock – Their marketing person strongly recommended Revize. They were previously with CivicPlus but find this new experience very positive. They will be redesigning their site soon and plan to work with the company again. They can integrate CivicPlus plug-ins with no problem. They have had very few issues and haven’t had to call tech support since last year.

Chamblee – They find the website very user friendly and consider it easier to work with than their previous provider, CivicPlus, which was considered less up to date.

Doraville – They had a Revize site previously but grew unhappy. Then, they began a redesign process with Revize and found that their version of the product had not been updated in some time. The new Revize site is very well liked by the staff and citizens. It has been a good user experience, especially among department heads who update their sections of the site. The training has been very good and thorough.

Acworth – They were a customer for some time and discontinued only because they wanted a more hands-on approach to certain design and feature issues. Still, they had a very positive view of the company and their experience.

Links to representative websites

[Duluth, GA](#)

[Woodstock, GA](#)

[Chamblee, GA](#)

[Doraville, GA](#)



The Government Website Experts

WEBSITE PROPOSAL FOR The City of Villa Rica, Georgia

Revize is a Minority Business Enterprise (MBE)

Prepared by Thomas J. Jean

Thomas.Jean@revize.com

150 Kirts Blvd. Troy, MI 48084

Ph: 248-269-9263 x8035 Fax: 866-346-8880

www.revize.com November 20, 2023

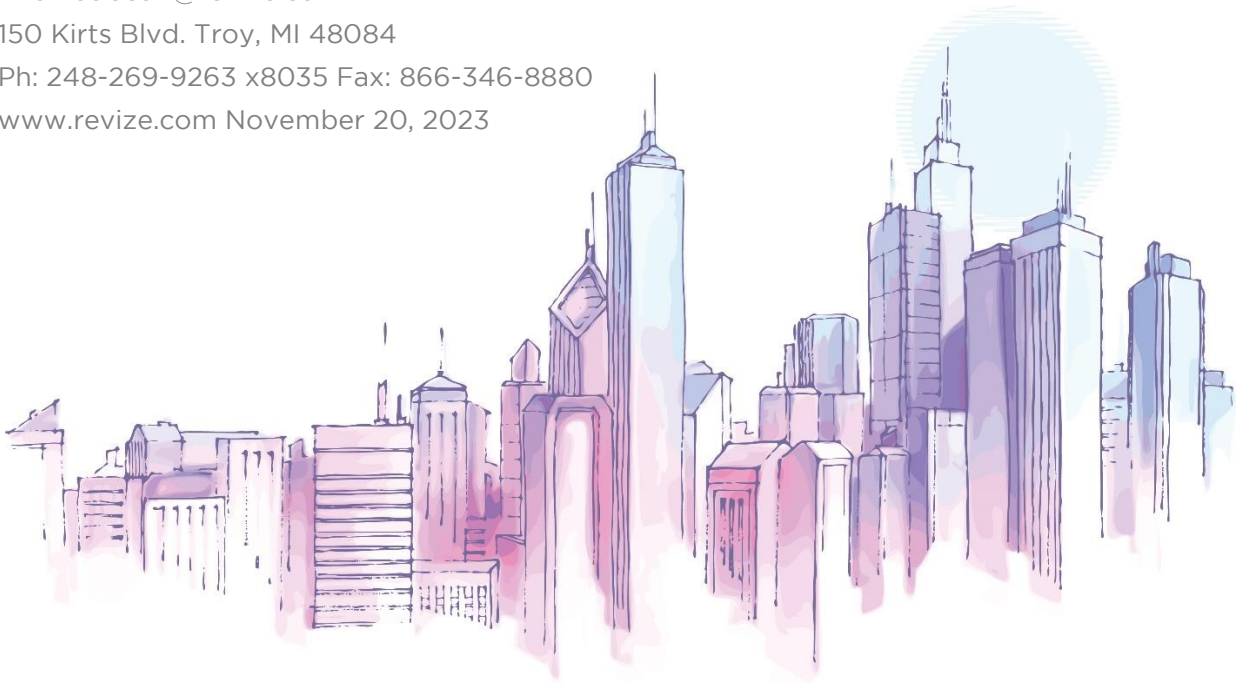


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Revize Georgia Clients!

- Acworth, GA www.acworth.org
- Bartow County, GA www.bartowga.org
- Burke County, GA www.burkecounty-ga.gov
- Camilla, GA www.camillaga.net
- Chamblee, GA www.chambleega.com
- Chattahoochee Hills, GA www.chatthillsga.us
- Cleveland, GA www.cityofclevelandga.org
- Doraville, GA www.doravillega.us
- Dublin, GA www.cityofdublin.org
- Duluth, GA www.duluthga.net
- Newnan, GA www.ci.newnan.ga.us
- Royston, GA www.cityofroyston.com
- Woodstock, GA www.cityofroyston.com
- Many More!

Colleen Roberts, New Bern, NC – Public Information Officer

“Revize is a beehive of creative thinkers who are interested in putting your organization’s communication objectives front and center. They’re extremely easy to work with and they’re engaged every step of the way. Before, during and after Revize did our site build, they were super responsive any time we had questions or concerns. & they’re always open to new ideas too. We couldn’t be happier!”

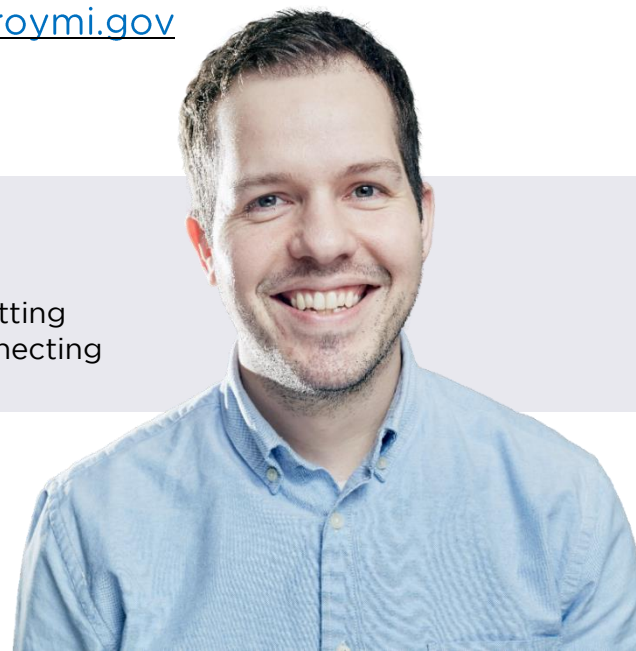


Revize Clients!

- Arcadia, CA www.arcadiaca.gov
- Clark County, NV www.clarkcountynv.gov
- Des Moines, IA www.dsm.city
- Gatlinburg, TN www.gatlinburgtn.gov
- Glencoe, IL www.villageofglencoe.org
- Largo, FL www.largo.com
- Myrtle Beach, SC www.cityofmyrtlebeach.com
- New Bern, NC www.newbern-nc.org
- Olympia, WA www.olympiawa.gov
- St. Petersburg, FL www.stpete.org
- Troy, MI www.troymi.gov
- And Many More!

**Michael Bruckner, Assistant to the City Manager,
City of Arcadia, CA**

“Revize has done it again! Another game changing, cutting edge website that moves the industry forward by connecting citizens to services in as few clicks as possible.”



Revize Government Websites Proposal

Dear City of Villa Rica Website Selection Committee

Thank you for considering Revize as your web development partner. For nearly two decades, Revize has been a leader in providing high-quality, government-compliant web solutions. A myriad of industry awards and hundreds of satisfied clients stand as a testament to the quality and value of our work.

Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user-friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

Some of our great clients include:

- City of Largo, FL www.largo.com
- New Bern, NC www.newbern-nc.org
- City of Arcadia, CA www.arcadiaca.gov
- City of St. Petersburg, FL www.stpete.org
- City of Des Moines, IA www.dsm.city
- And Many More!

We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

Government clients select Revize because we can help them

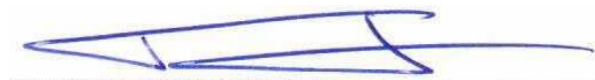
- Effectively engage residents.
 - Enhance their web presence and build an online communications center.
 - Empower non-technical web content editors and administrators to easily execute changes.
 - Implement a scalable solution that allows them to affordably grow their web presence for the long term.
-

“Revize Websites build engagement
with your constituents.”

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community’s website can serve your residents better, inspire them more, and get them actively involved in your government.

Please contact me if you have any questions at all.

Sincerely,



Thomas J. Jean

Project Manager

248-269-9263 x8035

Thomas.Jean@revize.com

Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high quality online services that your constituents will want to use regularly. In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design, online apps and user functionality. In simpler terms, you need a solution that works for you and serves your constituents.

About Us

With approximately 3,000 government websites launched nationwide, Revize Software Systems is one of the industry's leading providers. We credit our rapid growth to our 20-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

Our Innovative Responsive Web Design (RWD) and Web Apps

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors.

Here you will find the communication tools you need such as:

- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration
- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records Request Tracker

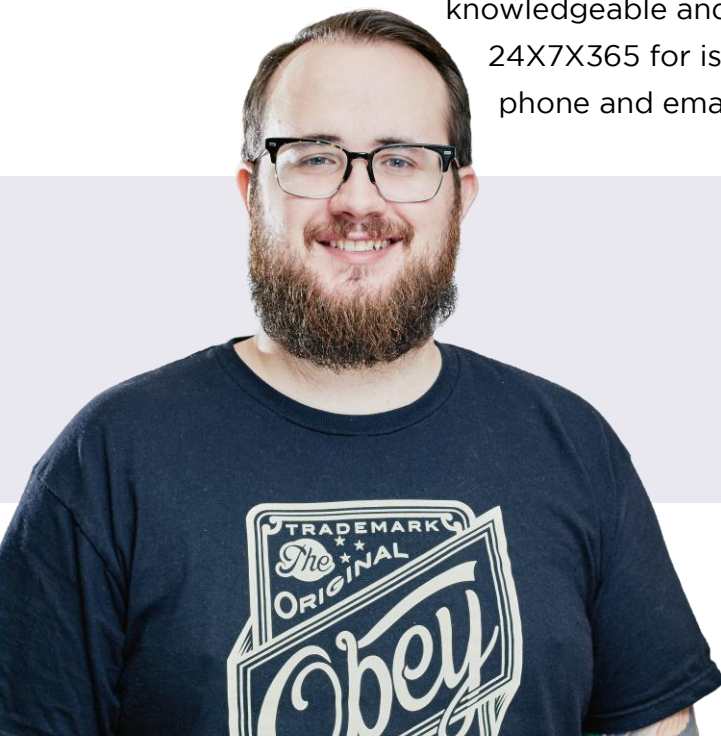
Our Award-Winning Government CMS

Revize is renowned as a leader in providing practical, high-value, easy to use content management software Government CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive,

knowledgeable and helpful. Our online support portal is available 24X7X365 for issue tracking and management. We also provide phone and email support during regular business hours.



Did you know?

Our technical support staff are trained developers. When you call for tech support, you'll be speaking to staff with direct knowledge of development!

Company Profile

FOUNDED

1995

HEADQUARTERS

150 Kirts Blvd.
Troy, MI 48084

PHONE

248-269-9263

WEB SITE

www.revize.com

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in the web/internet industry as THE master of government website design, which remains our specialty. We now boast more than 3,000 websites launched in North America and have created acclaimed website designs for hundreds of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize Government CMS. Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads:

“The empowerment of people
through simplified information
management technologies.”

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision. While many

municipalities choose Revize to develop and cost-effectively manage their website content, clients also use Revize as an information-sharing platform. Our suite of Revize Government web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information – ensuring that the right people always have the right information at the right time.

“We are proud of our award winning web designs, technologies, continued innovations to build government centric modules and apps, web content management, training and support capabilities. We are especially proud of being recognized as one of the industry’s top government website experts and innovators. We are committed to pursuing the continued evolution of all our services to provide increased value to our government clients.”



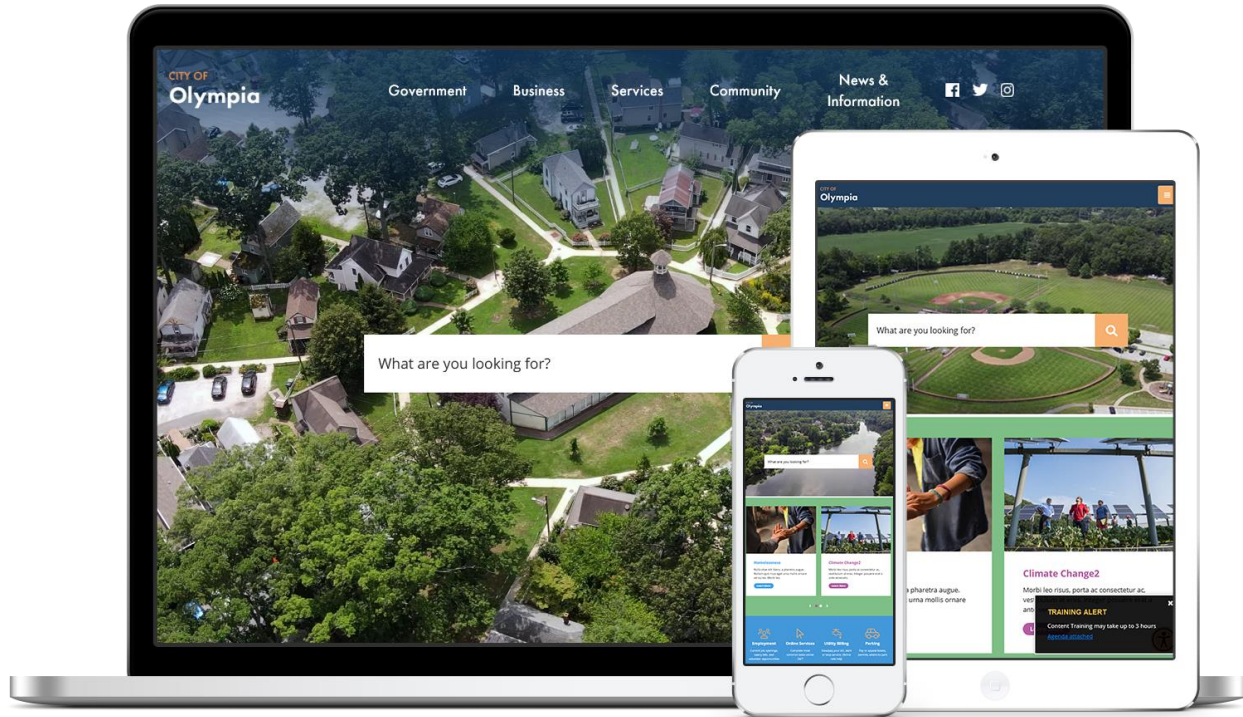
Did you know?

Revize has won national awards for our websites!

Experience

The City of Olympia, Washington

www.olympiawa.gov



Details:

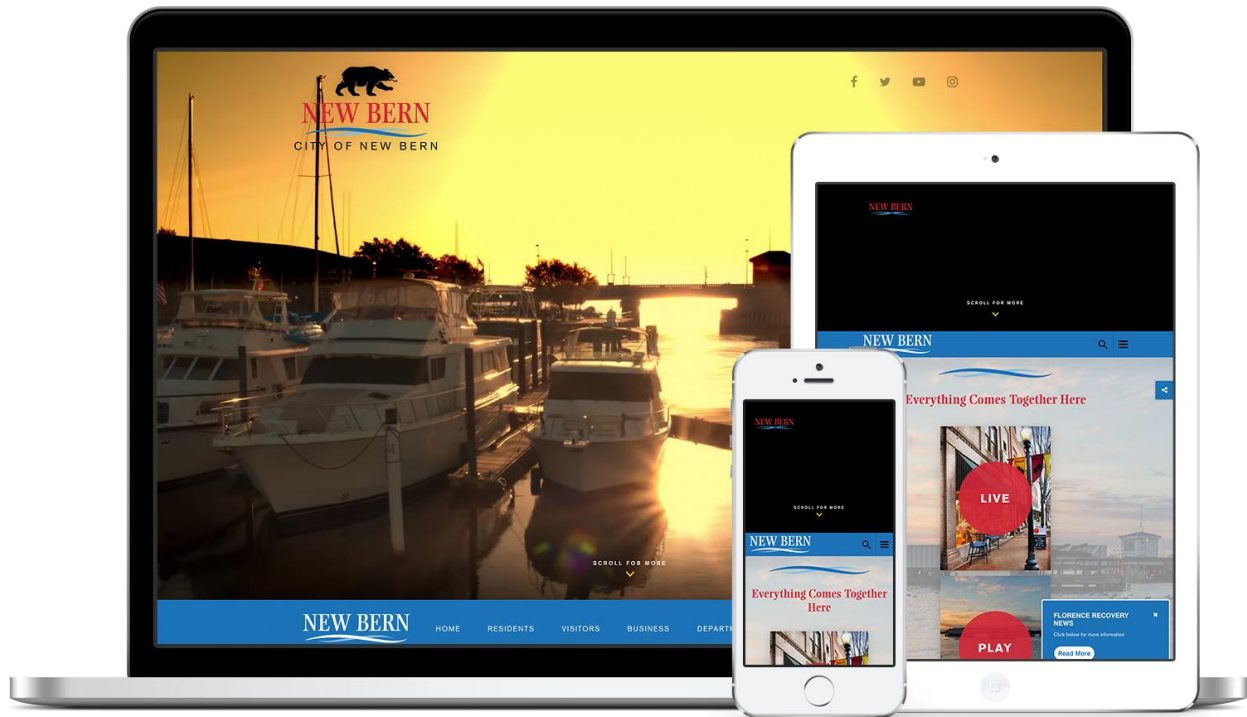
The City of Olympia, the Capitol City of Washington, presented a unique opportunity for Revize and the City's web team. This website features an extremely innovative homepage. As users scroll from one section to the next, they can explore different trending topics, services, news, events, and much more in an extremely modern fashion. We built this website to be one of the most visually inspiring, but also most functional websites in the United States. With the unique design coupled with features such as a curated "smart search" feature and online interactive forms, this website makes a strong case for that title!

Contact:

Joshua Linn – Website Administrator – 360.570.3782 – Jlinn@ci.olympia.wa.us

The City of New Bern, North Carolina

www.newbernnc.gov



Details:

New Bern, North Carolina wanted a design unlike any City out there. With this design we pushed the limit of what people think when they see a City website. We integrated a drone video that plays on the full width homepage. In addition, this site features more scrolling than you may notice on more traditional websites. That is a good thing! Users are now, more than ever, viewing websites on their hand-held devices. Some estimates say this is as high as 60% of all internet usage! With more scrolling we are able to give the user a lot of information, without having to squeeze it into such a small space. This type of design also allows us to extend the City's brand in a way that is unmatched in the industry!

Contact:

Colleen Roberts - PIO - 252.639.2707 - robertsc@newbernnc.gov

City of Largo, Florida

www.largo.com



Details:

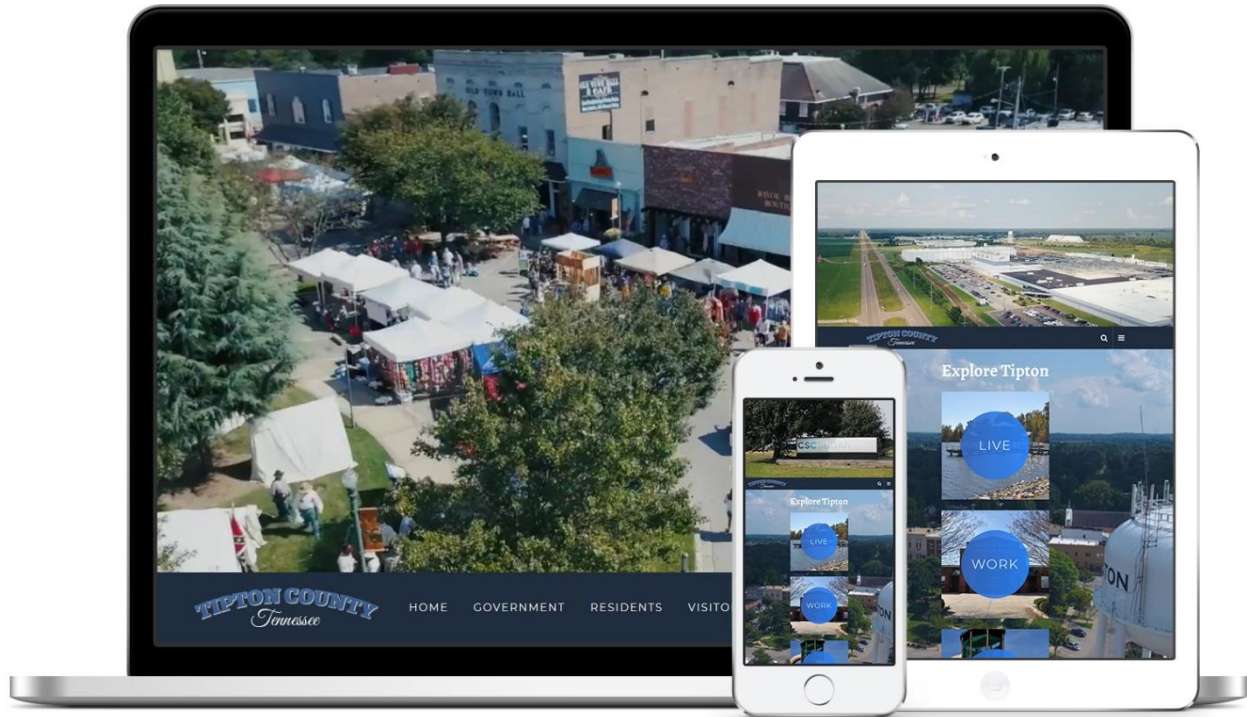
Largo, Florida wanted a website like no other. Through a collaboration between the city marketing team and Revize, we were able to create this award winning website. Each page in this website was designed to uniquely fit the needs of the community. We also built unique designs for the city parks, library, and theater. The navigation within this site is built based on services rather than department silos. Overall this website brings together an amazing mix of design expertise and functional clarity to create a great user experience!

Contact:

Lauren Fatkin - Communications Strategist - 727.587.6740 - lfatkin@largo.com

Tipton County, Tennessee

www.tiptonco.com



Details:

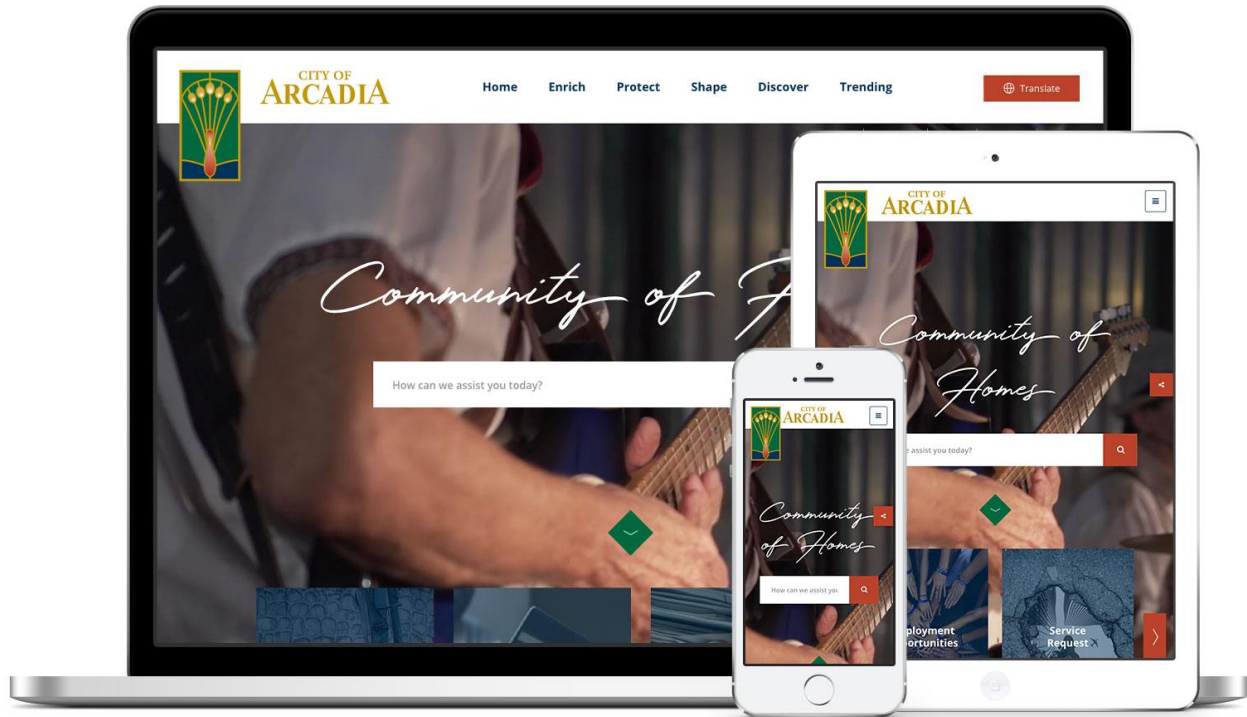
Tipton County is located on the Mississippi River north of Memphis and is one of the fastest growing counties in the state. Because of this fact, the website needed to refocus its attention. In addition to resident services, this website has a focus on economic development. To achieve this, we started off by integrating a drone video. That video instantly showcases the growth in industry that Tipton is experiencing. As you scroll down the website, this business-friendly atmosphere is intertwined with resident engagement features. Each department has their own icon that is used to identify them uniquely. The interior pages have distinctive features that make them stand out as if they were stand-alone websites. With its service for residents and appeal to the business community, this is a next generation of government websites.

Contact:

Shawn Anderson, GISP Director - 901.476.0234 - sanderson@tiptonco.com

The City of Arcadia, California

www.arcadiaca.gov



Horizon Interactive Award Winner

Details:

The City of Arcadia, California chose Revize because they wanted a website that stood out from all of the others in Los Angeles County. In this site, we built unique designs for the city, recreation department, and library. Each one has its own unique look and feel while maintaining the brand. This site also includes our proprietary “curated search” feature. This feature puts you in control of the search results on the site. You get to decide which results display based on the search criteria your users input into the search. This allows them to find the results they are looking for instantly!

The City of St. Petersburg, Florida

www.stpete.org

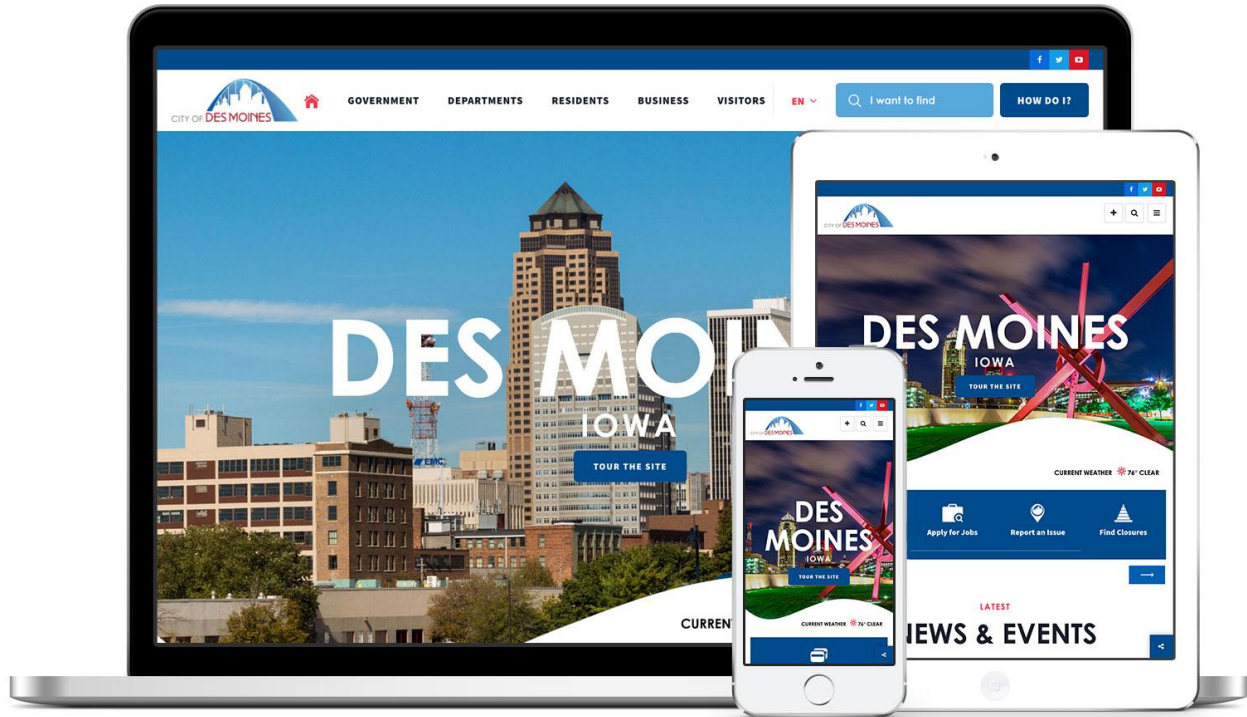


Details:

As Florida's 5th largest, St. Petersburg is an iconic City with something to offer everyone. Because St. Pete is a longtime Revize client, their team worked very closely with ours and actually provided their own design concepts. We did the integration/pre-launch work and their staff was with us every step of the way. Inner pages are flexible to allow departments to have dedicated pages with a cohesive feel across all pages. Social media feeds from Instagram, Flickr, Facebook, Twitter, and YouTube all on the homepage! St. Petersburg also uses the Revize API to develop their own templates. This website is an elite representation of the power and beauty of the Revize process.

City of Des Moines, Iowa

www.dsm.city

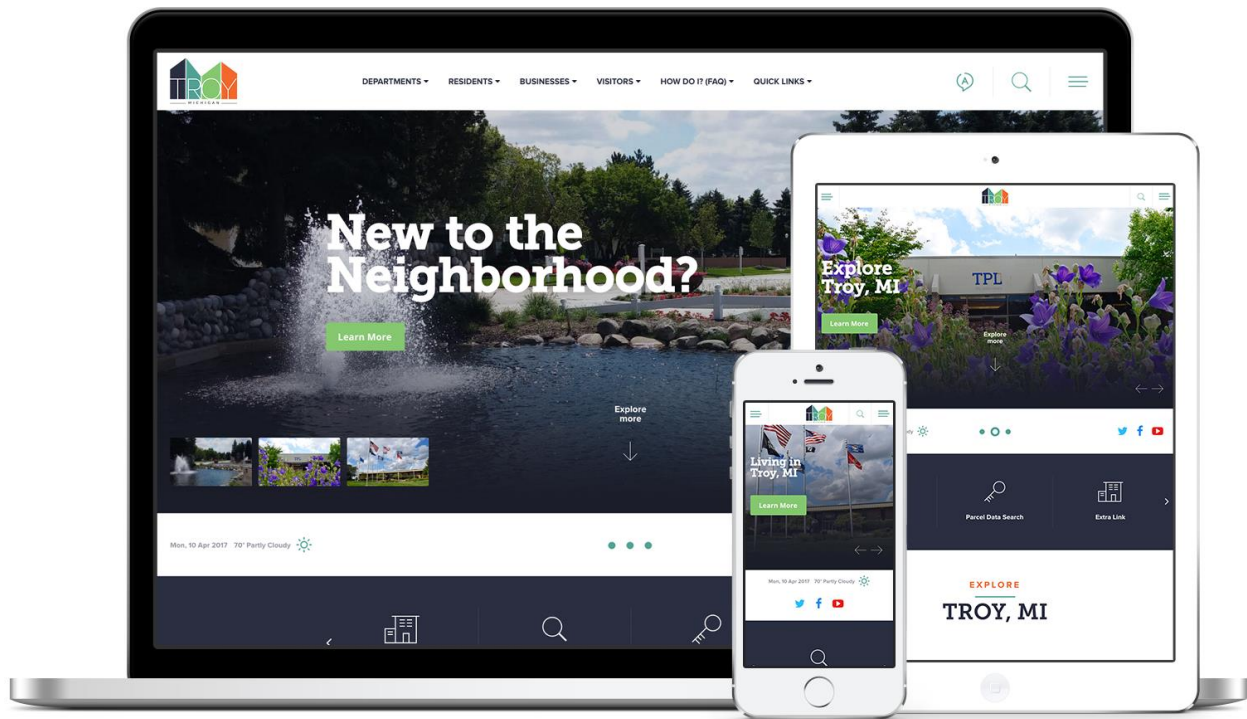


Details:

The City of Des Moines, Iowa came to Revize for a website that was completely different. Coming from an internally developed site, they wanted to work with a vendor that could lead them to a new way of interacting with their users. Page layouts were created to allow unique interaction with the City. This included board listings, Q&As, interactive park directories, plain language, and a resident focused navigation. We also incorporated some of their internal databases and features that had been built internally. This site improves the online experience for residents, business owners, and visitors!

The City of Troy, Michigan

www.troymi.gov



Details:

The City of Troy wanted a website to increase ease of communication to all of their audiences. In addition, the city has been experiencing an economic resurgence particularly in the technology sector. In fact, Revize headquarters are in the City of Troy! This project included custom designs for The City, Library, and Recreation Department. Integration with the City's existing 3rd party software was a major linchpin of this project. Included is a live-searchable "How Do I" section that narrows down results as the user is typing. This allows any user to easily find what they are looking for regardless of which department it exists under.

Project Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top notch experts in the field of government website design, development, analysis, content management, training and support. Each team member below will be devoting approximately 30-40% of their time on your project. That said, it may be highly variable from one phase to the next or one person to the next. From the first creative concepts through to the design phases, and from site launch to training of personnel and continued support of your website project, we have the right group of seasoned professionals to work with you through the website process and beyond. We are pleased to introduce them:

- **Thomas Jean:** Project Manager
- **Jade Wang:** Web Designer
- **Alex Parent:** Web Designer
- **Samir Alley:** Creative Arts Director/Web Designer
- **Denise Brazier:** Project Manager/Revize CMS Trainer
- **Jamie Phy:** Revize CMS Integrator/ Backend Developer
- **Richard Opiniano:** HTML Developer
- **Joseph Nagrant:** Account Manager
- **Derek Ortiz:** Chief Technology Officer
- **Akshaya Ray:** Chief Cloud Architect
- **Many More!**

Thomas Jean

Project Manager

As a project manager, Thomas has managed many award-winning website projects for our clients, including Des Moines, IA – Arcadia, CA – Largo, FL - Oswego County, NY – Kentwood, MI! Thomas has brought to Revize a very special skill set. Not only does he manage some of our highest priority projects, he is also a genuine subject matter expert when it comes to the inner workings of government. As an elected Township Trustee in a Michigan Township, he knows the advantages that come with modernizing the way government does business. With his unique background and education from one of the nation's top universities, Thomas has managed nearly Thomas is uniquely experienced to give an honest and accurate assessment of your community's website needs.

- **Philosophy:** Learn as much as possible about our clients and use that knowledge to help build an amazing website.
- **Education:** BA degree in Political Science from University of Michigan;
- **Expertise:** Government procedure, special projects, public affairs, community development.
- **Role on your website project:** Project Manager

Joseph J Nagrant

Business Development Director

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 400 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

- **Philosophy:** "Put yourself in the client's shoes and do what is best for them."
- **Education:** BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.
- **Expertise:** 29+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.
- **Role on your website project:** Supervisor of account management between client and project team.

Ray Akshaya

Technical Director

Ray has 20+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

- **Philosophy:** "Work Hard, Help People and Live Honest."
- **Education:** MS in Engineering Science, Louisiana State University, Baton Rouge
- **Expertise:** Client Management, Project Management, Technology Development for CMS & Web Apps
- **Role on your website project:** Technical Director

Samir Alley

Creative Director

Samir has more than a decade of experience in managing web site design projects. He has deployed 360+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

- **Philosophy:** "Empathy, Focus, and... Impute"
- **Expertise:** Web Project Management - Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Graphic design of website and backup support.

Denise Brazier

Project Manager/Trainer

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state's quality committee evaluating organizational policies and procedures for recognition.

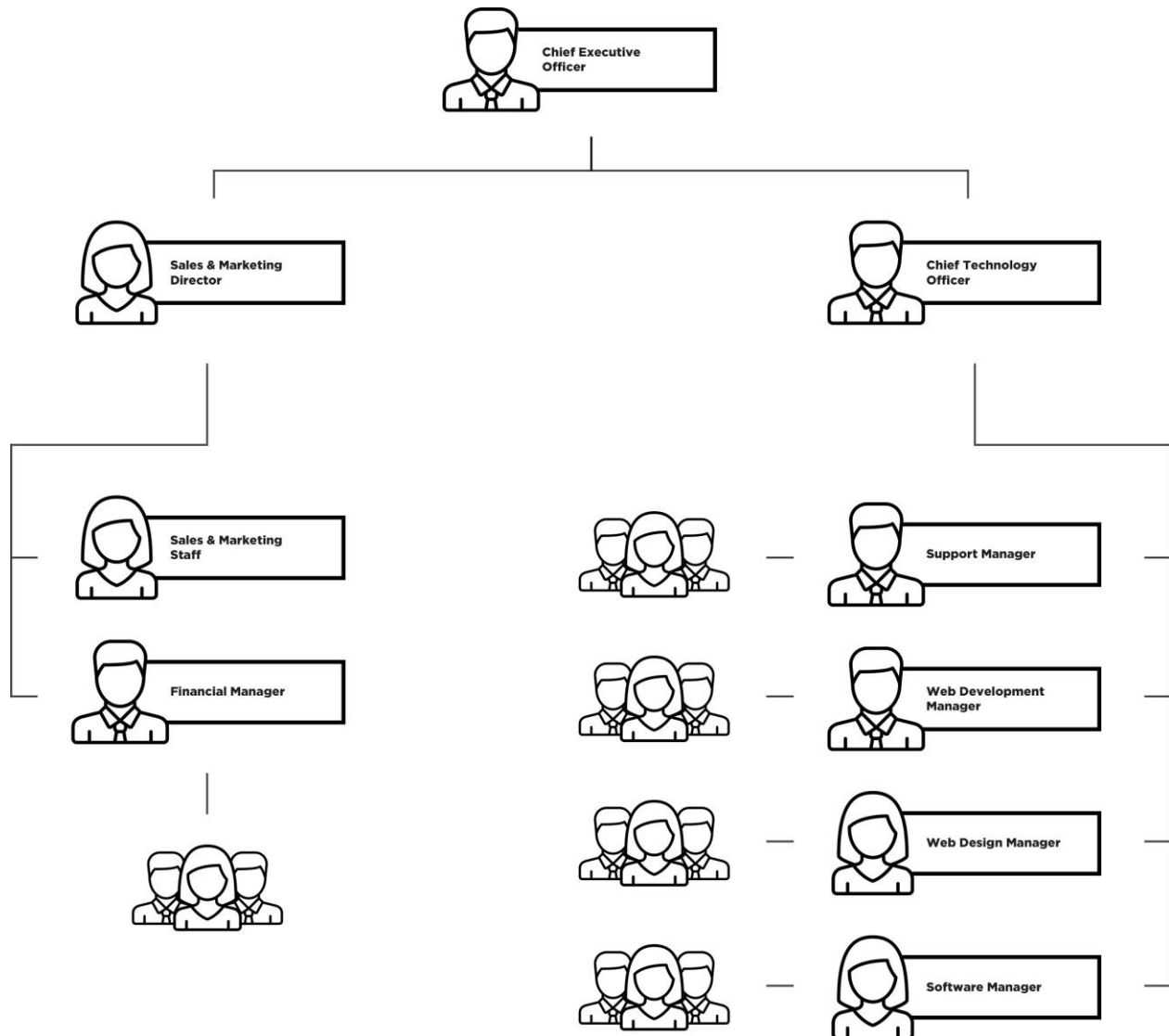
- **Philosophy:** “Always explain things in the terms of your audience to ensure their understanding”
- **Education & Training:** MS in the Art of Education from Marygrove College.
Certification in Secondary Education
- **Expertise:** Training, education, teaching, public affairs and project management.
- **Role on your website project:** Trainer for the Content Management toolset and project manager



Did you know?

Revize will put together a project team based on the unique needs of your project!

Revize Organization Chart



Why Choose Revize?

We Have Government Specific Experience and Outstanding Client Testimonials

You can rely on Revize and our 20 years of experience building and maintaining websites for municipal, county and government agencies of all sizes throughout North America, to deliver a customized site design that improves layout, navigation, usability and content. Using Revize ensures that your website will be reliable, W3C and ADA compliant, and allow for easy integration with existing or future web applications and third-party software. But there's no need to take our word for it -- we encourage you to peruse our massive file of testimonials from our many satisfied clients.

We Will Build a Government Communication Center that Works for Your Community!

The Revize website design, Government CMS and interactive tool sets have been developed exclusively for our government clients to help them effectively communicate with their key target audiences such as residents, businesses and visitors. Some of our most popular website and Government applications and modules include: a new and improved Online Calendar, the comprehensive Forms Center, our News Center with real-time social media connectivity, Emergency Alerts, E-Notifications, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

“We Build Superior Technology
into Every Website with CMS
Performance & Reliability That’s
Second to None.”

What sets Revize apart from other companies? Revize's superior technical architecture, unsurpassed staff expertise and highly effective publishing engine provide our government clients with the most reliable website solutions in the industry today. By ensuring our client's data security and providing redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate. Plus, our clients never have to worry about data loss or data corruption because of our instantaneous back-up process and our data center's tape back-up processes. Revize believes that investing a higher percentage of our profits into our technology and security makes us the best choice for the short and long term for governments seeking the best value for their community's website.

“We Always Provide Knowledgeable, Friendly and Responsive Service!”

All this, and a reliable IT partner too! Our website development is superior, and our Government CMS and suite of online apps is easy to learn and administer, but our 24/7 technical support will also be there for you to help you get over the hurdles! Our technical support team is widely considered to be among the industry's best. We also provide a sophisticated backup infrastructure which allows us to guarantee 99.99 percent uptime. Plus regular updates and improvements to ensure that your site will remain current with industry standards and keep running smoothly for years to come. The Client Owns the CMS License and the Code!

We often hear the question: “What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?” The answer is 100% NO! As our client, you own the template source code, the CMS, and any data that you put onto the website. We understand that clients may come and they go, but we always make sure they know they are just as important to us at the end of our tenure as they were at the beginning. If you decide to run the CMS in your own server, we can transfer the CMS license and software to your server as you own the license and you can run it from your server as long as you want.

Top Reasons Why Revize gives you the Greatest Value!

- Modern, timeless and unique website design integrated with online Government apps
- On-time delivery
- Competitive pricing
- Responsible stewardship of the organization's stakeholders
- Full functionality to update and manage your website
- All the tools/apps needed to increase communications with citizens
- An easy CMS to train employees quickly
- Extended phone and email support
- Unlimited Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.



“The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website’s progressive look captures the vibrant culture of our community.

— Craig Kelly, Public Information Officer, City of Wylie, TX

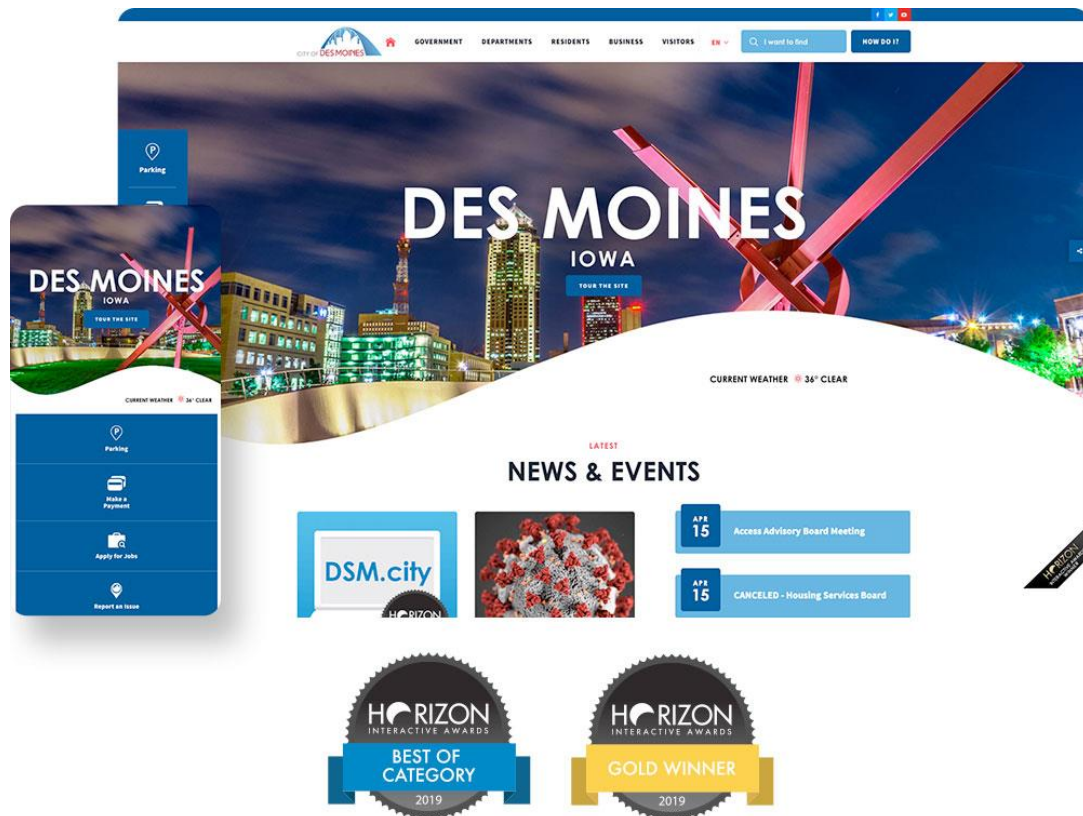
Did you know?

Revize CMS is one of the most advanced CMS in the government web design industry with over 15 years of development.

Awards & Accolades

“The project was a collaboration between Revize, who understood our vision and had the technical expertise to make it happen”

- MaryLee Woods, Deputy Chief Information Officer for the City



Features & Functionality

Section B.1 Functionality Table

Number	Feature	Offered by Vendor (Indicate: Yes/No)	Vendor Comment
1	Manage and upload meeting agendas	Yes	Uploaded through Agenda List page
2	Intuitive and audience-based navigation	Yes	Revize will create new sitemap and navigation as part of the project
3	Automatic expirations that allow content to expire from the public view	Yes	Default expiration disabled. During project client may request integration
4	Automatic and dynamic breadcrumbs	Yes	Included
5	Browser-based administration that allows users to update, delete, and create pages	Yes	Included
6	Calendar feature with unlimited categories that allow for multiple display options and resident subscriptions, including a downloadable ical file	Yes	Calendars may also be included in mini version on department pages if requested.
7	"Contact Us" form and features	Yes	Included
8	Cascading Style Sheet (CSS) which allows for customizable templates	Yes	Typically we do not allow CSS access. However, we are willing to allow for certain clients with demonstrated CSS skill set.
9	Self-serve citizen request tracking	Yes	Revize Public Service Request System or online interactive forms. Both included.
10	Department home pages	Yes	With shared navigation and ability to have unique UWL
11	Document repository to upload, store, and retrieve documents in PDF and Word format	Yes	Included
12	A site-wide emergency notification tool	Yes	Can be page specific as well
13	Frequently Asked Questions (FAQ) tool with dynamic content	Yes	FAQ added independently to each page. Revize intends to build central FAQ database ability in future

Revize Government Websites Proposal

14	Site traffic information with analytics and site audit reports	Yes	Through combination of Revize CMS analytics and third party integration (e.g., Google Analytics)
15	Ability to track changes made to the website with a reviewable history log	Yes	Audit trail and history log
16	Multiple levels of user roles and permissions	Yes	Included
17	Ability to place links throughout the site	Yes	Included
18	Intranet/Extranet that provide for user-restricted pages	Yes	With username and password protection included.
19	Ability to translate to other languages with a multi-lingual tool	Yes	Google Translate integration with ability to style
20	A dynamic tool to showcase news & announcements	Yes	News listing showcased on homepage with additional postings in full newslist
21	Provide sign-up opportunities for citizens to subscribe to various lists for fast and simple communication about topics that interest them	Yes	Included through Revize Enotify platform
22	Access to customizable, fillable forms with the ability to track submissions	Yes	Through Revize Interactive Forms
23	Image Center to hold images and dynamically showcase them throughout the site	Yes	If indicated on page or within photo gallery
24	Print-friendly pages	Yes	Icon on homepage and all interior pages if desired.
25	Ability to create friendly URL redirects	Yes	Included
26	Rotating Photos/Banner Ads	Yes	Included
27	Ability to have RSS feeds of site content	Yes	Of newslist typically. But can be included for other content types.
28	A powerful internal site search with filtering options and predictive search to enable citizens to find exactly what they need	Yes	Through Revize Curated Search. See jacksoncountyor.gov

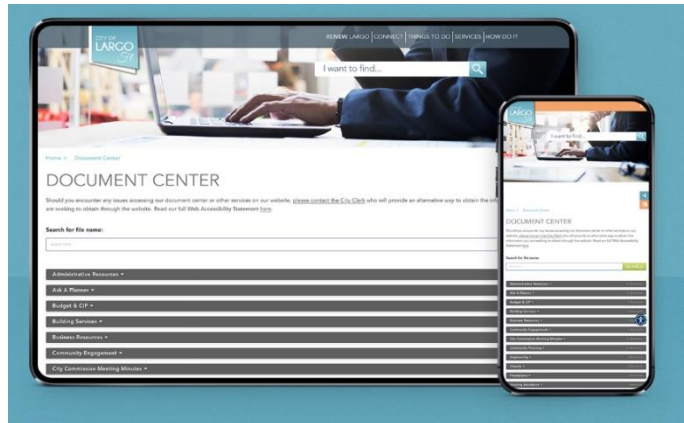
Revize Government Websites Proposal

29	Site indexing for searchable page titles, keywords, descriptions, page and module content and machine readable documents	Yes	Included
30	Scalable interface with Facebook, Twitter, and other social media sites	Yes	Included
31	Staff Directory with the ability to show staff information dynamically throughout the site	Yes	If requested, centralized staff directory may be utilized as contacts throughout the site.
32	Ability to play videos	Yes	Included
33	Create and dispatch online surveys with the ability to monitor and analyze results	Yes	Handled through our online interactive form system. Form data is available to client through backend dashboard.
34	Compliant with ADA/WCAG accessibility guidelines	Yes	Included
35	24/7 technical support available through multiple contact channels	Yes	Phone, email, and Revize Support Portal
36	Security and Hosting a. Burst bandwidth capacity b. Disaster Recovery and Mitigation Plans c. How and what security protocols are implemented	Yes	Please see proposal section "Hosting & Security"
37	OPTIONAL: Video on-demand hosting and streaming service	Yes	Revize recommends video hosting through a dedicated third party platform like YouTube, Vimeo, etc. Revize also does have the ability to host video on a dedicated streaming server.
38	OPTIONAL: Ability to create newsletters for citizens to subscribe to	Yes	With included per month sending limits. Client may purchase a higher limit based on their needs.

Citizen's Communication Center Apps

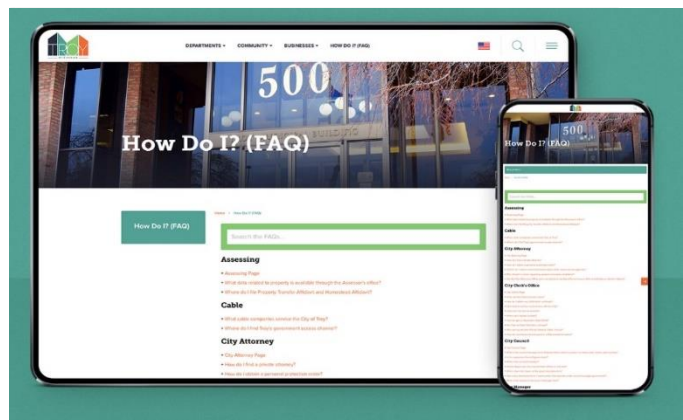
DOCUMENT CENTER APP

Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks -- and you won't incur any printing or postage costs.



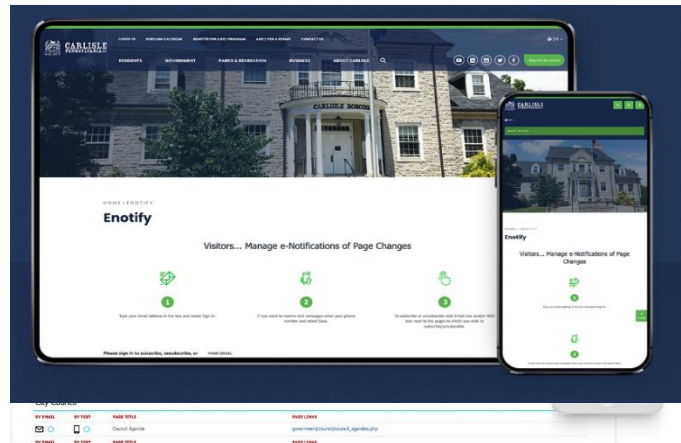
FAQ

FAQ's make it easy for site visitors to find answers to common questions and will greatly decrease the number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a significant decrease in the number of daily phone calls... some by as much as 23%!



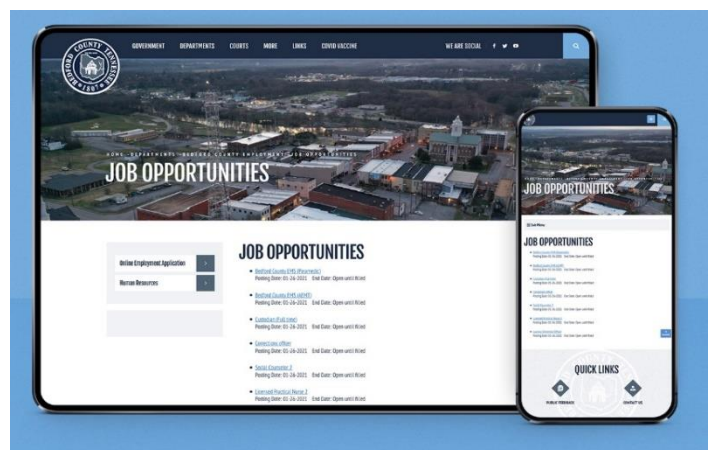
E-NOTIFY

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.



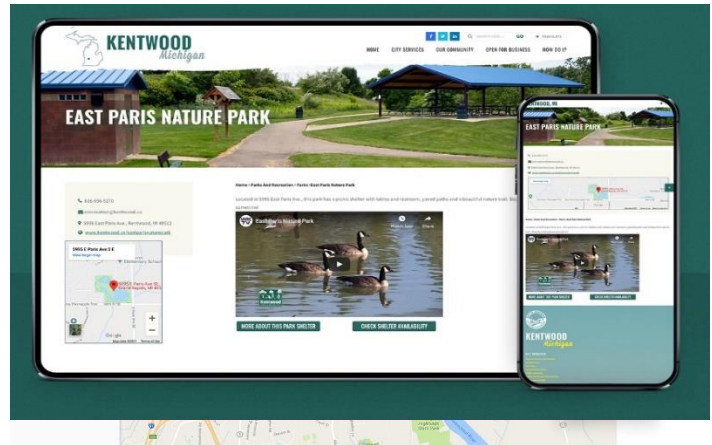
JOB POSTING

Revize's job postings app allows your site visitors to view and apply for open positions online. Postings are removed automatically based on the job expiration date input by your HR personnel. You can provide as much detail as you like and link to or upload any number of files that fully describe the job position. Best of all, with the form fill interface, new openings can be posted in minutes by non-technical staff.



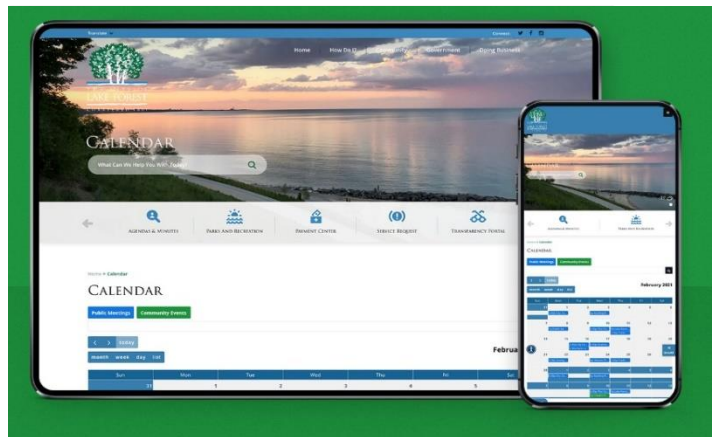
INTERACTIVE MAP

Not only does the Revize CMS ensure that your site is easy for visitors to navigate, we've made it even easier for them to navigate the real world surrounding your location. Specific buildings, parks, bike paths, mass transit stations, nearby businesses, tourist attractions, parking lots, voter polling locations, and more are incredibly easy to identify with the familiar Google Maps highlighted with Pins.



CALENDAR APP

The Master/Sub Calendar provides an easy-to-use tool to enhance usability and encourage the communication of events both internally and externally. It provides visibility and transparency into activities, meetings, and events with a visually appealing display and easy to find event contact information. The ability to insert recurring events saves time by allowing you to create the event once then repeat automatically; great for Board and City Council meetings.



NOTIFICATION CENTER

You can't fool or control Mother Nature. But you can protect members of your community from her wrath. Posting emergency notifications on your home page, any other page, or throughout your site, this module allows your content editor to accurately explain the situation and instruct members of your community on the next steps to take.

BID POSTING

The Bid Postings App provides a simple and easy-to-use method for organizing and presenting bids, RFPs and RFQs online for vendors or local contractors interested in providing products and services to your community.

BUSINESS DIRECTORY

Ideal for municipalities, chambers of commerce or any membership organization, this module allows you to easily create and maintain a searchable directory for either members or businesses within the website. Listings can be added, removed and categorized by non-technical staff in a simple table interface.

NEWS CENTER WITH FACEBOOK INTEGRATION

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.

ONLINE FORMS

Using this module, you can create -- from scratch -- an unlimited number of online forms on any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

The Quick Links module allows site visitors to navigate to their areas of interest, much like FAQs. Examples for users: Where do I... Get Registered for Summer Camp Where do I... Get a Marriage License.

Provides a one click drop down to multi-social media and utility buttons. A common widget used on the web, it is intuitive and easy to use.

This feature is a mainly for visual appeal. It helps to break up pages with an interesting slide bar that can be populated with any subjects or areas that you want to draw attention to. For example, you may want to feature Parks & Rec, Landmarks and Tourist Attractions.

Revize integrates the Google Translator into your website templates and translates from English to over 40 other international languages. Provides users a large visual display at the top of the web page to choose any language to convert the text into.

Citizen's Engagement Center Apps

PUBLIC SERVICE REQUEST APP

This app allows residents to submit requests based on a map view. Each time an issue is submitted, a staff member will receive an email notification. From there they are able to respond directly to the requests. Photo submission, automatic escalation, mobile app integration, and archived reporting make this one of our most powerful features!

CITIZEN REQUEST CENTER

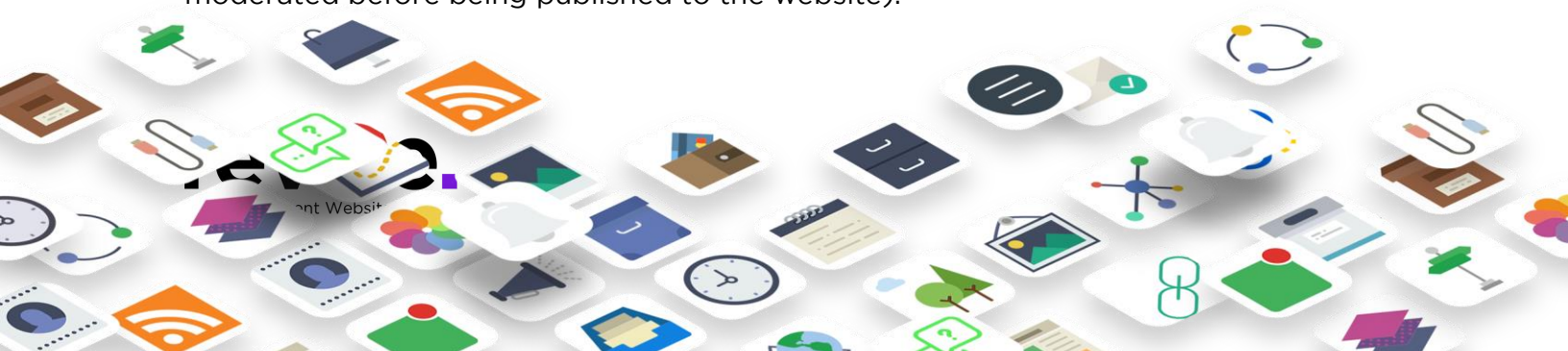
This app allows customers, residents, participants, students, or any website visitor to post requests online. By the use of a drop down menu, individuals can forward the request, idea, or comment to the party of interest. That item is then forwarded via email to the proper recipient. You can add or delete department names as well as individuals in the drop down menu at any time. Captcha is integrated to ensure each request is genuine and not a spam.

PUBLIC RECORDS REQUEST TRACKER

This app allows public to order copies of the public records maintained by a municipality. The request is routed to the record custodian within a department and automated response is generated with a unique tracking number. The system allows the full tracking, correspondence and online handling of all types of public record request. The record request form is very flexible and customizable for every municipality.

CITIZEN CONNECT

This app helps open up the lines of communication between administrators and their constituents, increasing transparency and constituent interaction. It is a blog that features the option to allow constituent comments for feedback (comments can be moderated before being published to the website).



This app allows the display of parks shelters and their amenities and to manage their availability to the public. A website visitor can search for facilities by type available, review the amenities for each facility and easily reserve the facility including the option to pay for its use.

Allows clients to set-up secure on-line payment processing for credit card transactions. Can be used for utility and tax payments; Purchasing items on-line; or making donations to non-profit organizations.

Site visitors will be eating out of the palm of your hand with our RSS feeds module. Revize's CMS allows customers to generate RSS (Real Simple Syndication) feeds for any genre of news or events. RSS feeds are a trusted way to communicate important information to site visitors while ensuring that they remain engaged with your organization and regularly return to your site.

Staff Productivity Apps

AGENDA POSTING CENTER

Using this app, you can upload agendas, meeting packets, meeting minutes, proposals for review, and more, all into one area on your website for easy access and review before, during, or after each meeting. Old meeting agendas and information are archived per meeting for quick access at any time.

JOB POSTING APP

This app allows you to post a job and receive resume submissions online. Candidates can fill in all the fields and submit the job application online. Once the job application is submitted, a link to the filled in application form will be emailed to the responsible HR person which they can view, print and file for their records.

IMAGE MANAGER

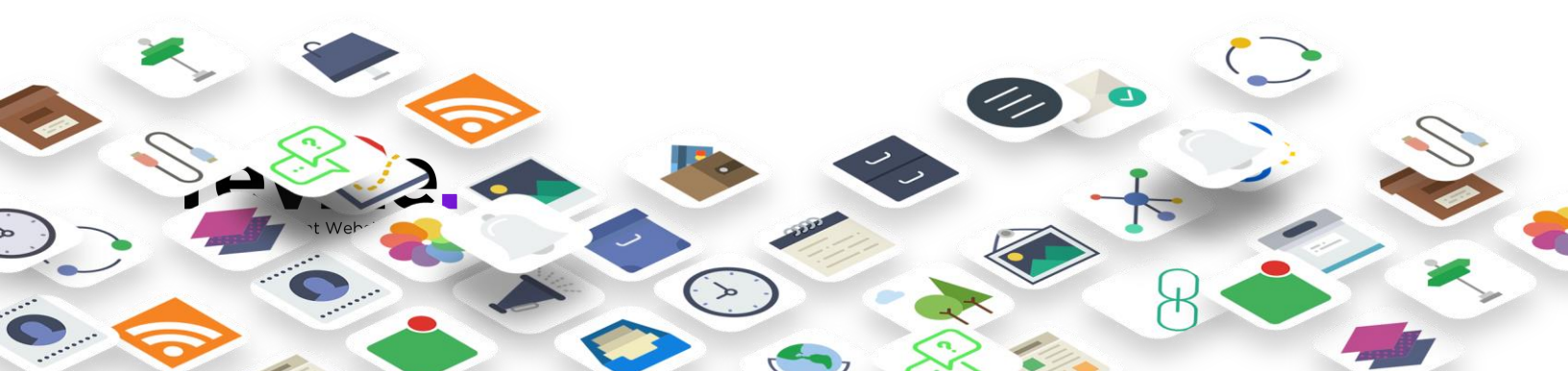
Allows approved staff to upload images from their computer or network folders. This very simple interface allows you to upload new pictures and stores uploaded pictures for reuse. Each department can create their own image folders and organize image libraries by department. Also, obsolete images can be deleted from the image library.

INTRANET

Provides a Dynamic CMS-enabled area with secure login to build out an entire Intranet for employee specific information only. It benefits your employees to have an internal organization landing page that can be updated with news, events, alerts and many of the same modules used on the extranet.

LINK CHECKER

When a new link is created, the Revize system checks if the URL (link) is valid or not. If not, an error message will be displayed. This benefits the Content Editor by double checking bad links before they are saved on your website.



MENU MANAGER

Allows approved content editors to add or edit site-wide top navigation, department or section specific links (e.g. left or right navigation). This feature gives you control to change and update the Navigation menus of your website for continuous improvement.

NEWS LETTER APP

The system allows non-technical staff to build attractive, informative newsletters and disseminate them with one click to everyone on your distribution list. Activity metrics include emails sent successfully to help you validate email addresses. The application provides the ability to import contact lists, upload images, add groups, assign contact lists to groups, as well as export lists.

ONLINE FORM BUILDER

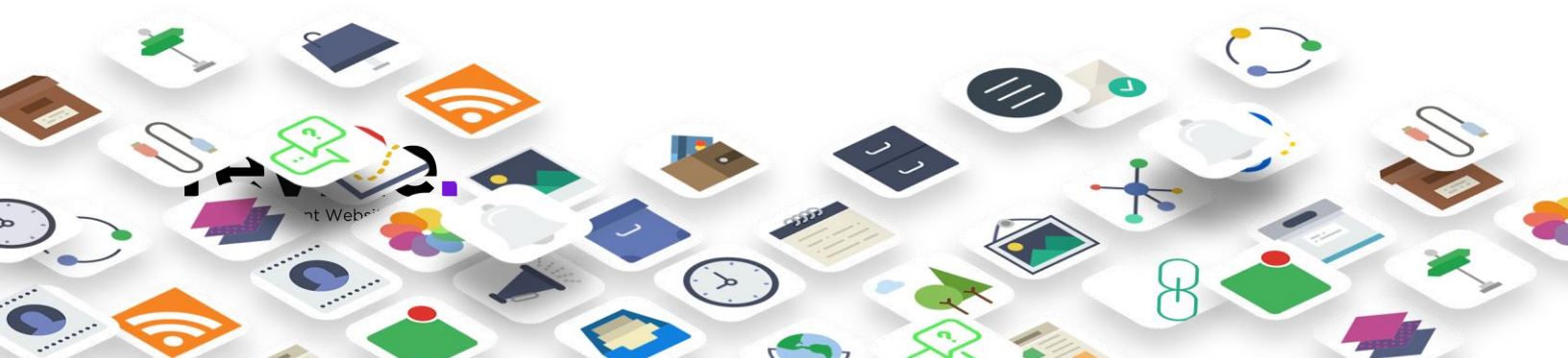
Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

WEB CONTENT ARCHIVE

Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.

WEB CONTENT SCHEDULE

This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.



AUDIT TRAIL

This is a powerful administrative tracking tool that provides reports on the content change activities of any webpage within the system. The administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.

AUTO SITEMAP TOOL

Revize CMS provides this tool to automatically generate a sitemap. Anytime a new page is added or deleted from the system, the sitemap will republish to show the change. An up-to-date sitemap is very critical to boost the ranking of your website in different search engines.

HISTORY LOG

Administrators can view all the archived versions of any web page and restore any old/archived page. It is a very useful feature for referring to any archived legal documents or press releases.

ROLES/PERMISSION SETUP

Our CMS uses a role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers etc., or you can add roles for each department and assign department-specific roles to each user.

SECURE SITE GATEWAY

Provides a secure login area for either users of an intranet or users to access information not available to the general public. Once users are set-up with a secure login ID, they can manage their own password changes as necessary.

WEBSITE STATISTICS

Revize integrates Google's Web Analytics tool to track number of site visits, website traffic sources, etc. Your website administrator can run various reports to collect important data on the usage of your website.

WORKFLOWS BY DEPARTMENT

Provides a method for Supervisory Oversight of content updates. The process allows an authorized “approver” to compare the current page with the proposed new page content (side-by-side) for easy review and comparison.

“Our innovative solutions are custom-tailored to meet the needs of each individual client.”



Did you know?

Revize installs new features into your content management system on a rolling basis!

Mobile Device and Accessibility Apps

ALT-TAGS

Use of alt tags for images, a required part of the Revize CMS image manager feature, allows vision impaired individuals to understand the content of the image.

FONT SIZE ADJUSTMENT

Provides the ability for users to change font size by clicking button to reach their desired size. Helps those with low vision to easily read information on your website.

RESPONSIVE WEB DESIGN

Revize uses pixel rendering Responsive Web Design to accommodate better viewing of text and graphics for any size screen, i.e., smart phones, tablets, iPads and iPhones.



Implementation Plan

Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences.

We don't use a "one size fits all" approach because it doesn't make sense.

However we do use a standard, proven effective process methodology. Each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

Dedicated Accounts Manager: Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

Dedicated Project Manager: Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

“We guarantee the best support in the industry
that’s 24/7 365 by the trained developers &
technicians”



Did you know?

Revize will provide a project portal that allows you to check in on the status of your project at any time!

Timeline

Phase	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW	1 Week
Phase 2: Discovery & Design	6 Weeks
Phase 3: HTML Template Development	2-4 Weeks
Phase 4: CMS Integration & Module Setup	5-6 Weeks
Phase 5: Custom Development & Quality Assurance Testing (Ongoing)	3 Weeks (Overlaps with Remaining Phases)
Phase 6: Sitemap Development / Content Migration	5-6 Weeks
Phase 7: Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation	1-3 Weeks
Phase 8: Go Live	1 Week
Go-Live (Average)	21-27 Weeks

Did you know?

The project planning process is designed to fit your needs. We will adapt our timeline if your schedule requires.

Revize Project Life Cycle

Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Account Manager will set up the initial internal project planning meeting where we will talk about the overall management of your project, establish a timeline, and devise a Revize-Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases through which those requirements will be addressed. In addition, Revize will address the content strategy of the new site, any new content that needs to be written and how to fit the existing content into the new site. Additionally, as an optional item, Revize will discuss the process of conducting online surveys to gather feedback from your constituents for the new website layout and requirements. After this meeting, Revize will develop a Statement of Work and provide it to the client for review and approval.

Prior to the design kick-off meeting, you will receive our questionnaire to complete with various answers that will help our designers gather information regarding your needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting.

The questionnaire addresses various issues such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key points and areas you may want featured on the Home Page?
- Do you need help with logo design? Image? Marketing & branding?
- What key modules do you want featured in your web site, like Document Center, Report a Request, News & Events, Events Calendar etc.
- Do you need social media features need to be highlighted in the new site? etc..

Phase 2: Discovery & Design

If there is client approval, we will collect feedback from the residents on the new design layout by setting up an online survey with a set of standard questions. The survey questions need to be approved by the client prior to our adding a link from your current website. This link can also be distributed through other channels like email, newsletter or any other form of communications you might be using to stay in touch with your residents. Usually there is a 1- to 2-week survey period.

Once survey results have been tabulated and your needs have been determined, you and your Revize team will participate in a Design Kick-Off Meeting. A senior designer and team will conduct an in-depth interview, and brainstorm ideas with you about your vision for the look and feel of your custom website. Our efforts on this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed, and applying our 20+ years of web design and development expertise to create the most effective ways of displaying that information and getting users to access and use your website. We always strive for nothing less than an award winning design!

Revize Design Principles

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website. They are also responsible for the security of the web content and web-based applications they create. They ensure that the code supports secure authentication and authorization, and provides access control mechanisms as required.

Good design principles are always based on readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper (or maybe softer depending on the amount of shadow used).

Of course color cannot be overlooked. Our designers first take the client's preferences, official logo colors, and pictures into consideration to create a color scheme consisting of no more than three colors. We then use variants and hues to create visual appeal, contrast, eye-catching allure and invoke the overall feeling that the client desires.

Last but not least is effective use of page elements such as call to action buttons, social sharing icons, email newsletter sign-up, and promotion areas. The ultimate goal is to provide an easy to navigate webpage that is informative without being overwhelming. Therefore, it is the designer's job to guide the client in making appropriate placement choices for needed items.

Revize Design Trends

There are some exciting new design trends, and Revize is always on the cutting edge, implementing the best of these innovations in our websites. We are especially pleased at how effectively they are proving to be in increasing engagement in government websites.

#1 Responsive Web Design – The most important development in website design in years, Responsive Web Design (RWD) automatically conforms and optimizes websites for any screen size. With the substantial increase in smartphone and tablet users today, people are going online using a vast number of devices with wildly different screen sizes. Our websites offer this very important feature of easily and cleanly conforming to computer, tablet and mobile device screens.

#2 Liquified Content – This is another important trend that address the fact that information is no longer static or concrete. Instead, content is specifically customized for each unique user. Liquidity of content enhances the immediacy and flexibility of content. The more liquid your community's content, the easier it is for residents and businesses to access this information in ways and via the channels of their choice: fixed or mobile, interactive and live. Revize is able to effectively make your content liquid. This will make it adaptable to various situations and, therefore, easy to reuse in different contexts distributed for a variety of display formats and communication channels.

#3 Image Tiles – This is a trend that enables developers to display content in a pin board style of display. Revize now offers this feature, which creates a very visually appealing display of content, such as pictures or social streams. Image tiles also help promote engagement by encouraging site visitors to comment or reply to items from directly within the image tile. This is an especially useful option for web pages promoting tourism.

#4 Parallax Scrolling – This is a highly advanced, innovative design technique for sophisticated websites. Parallax Scrolling allows Revize to build websites in multiple layers, with content that moves across the screen at different speeds as visitors scroll. This unique design technique is very visually engaging and can help improve time-on-site metrics.

#5 Innovative Typography – This plays a very important role in website design, image and branding, and is especially important for maximizing the look and feel of the website when accessing it from mobile devices. Our designers are experts in effective typography and take many factors into consideration when selecting the type of fonts, font sizes, and colors to be used for a website.

#6 Social Feeds – With the proven ability to strengthen and deepen interpersonal connections, social networks present a wonderful opportunity for government organizations to increase community engagement and make governments more accessible to the people they serve. One method already mentioned for improving social activity is using pin boards; another is creating a social area or social wall that combines activity from multiple social networks, like Facebook, LinkedIn, YouTube and Pinterest. Revize offers a comprehensive line of popular social media applications and networking.

“Over the past 20 years, Revize has mastered the art of designing government websites.”

Key Phase Objectives & Deliverables:

The following steps are followed while designing new sites

- **Establish Needs and Creative Direction:** Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and “feel” of your area, which will inspire ideas for the overall

design direction of the website.

- **Main Menu Navigation & Home Page Wireframes:** Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe*) for the home page.
- **Page Layout and module placement:** We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. Also the news and announcements module and events calendar would be integrated into the website, along with the Social Media Center.

Please Note: The home page "wireframe" will simply serve as a realistic guideline in terms of content placement, but will not include the final text nor final imagery for this phase. Please see a sample wireframe to concept development snapshot in the next page.

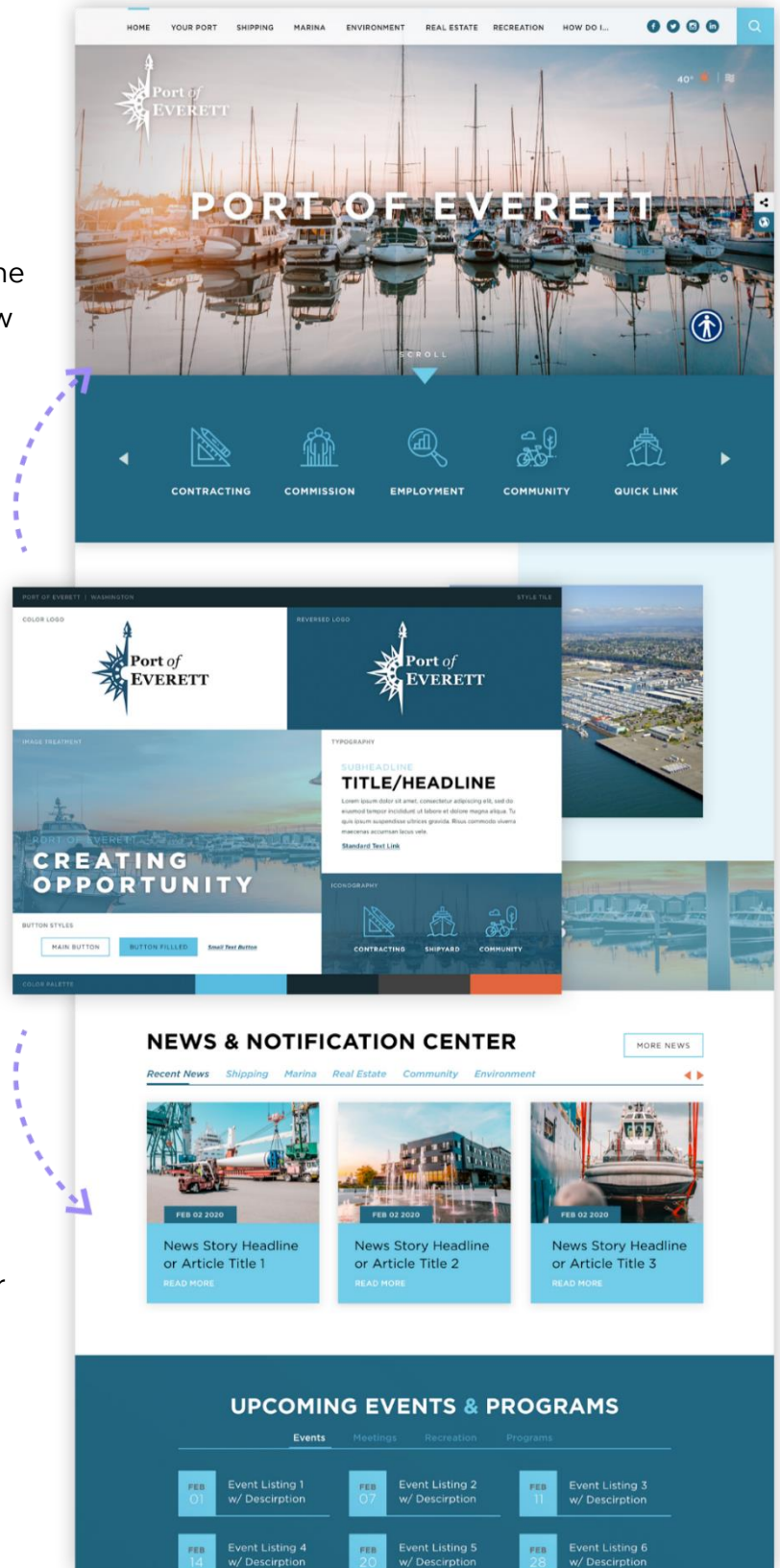


Did you know?

Revize will provide a 100% from scratch design with a satisfaction guarantee!

Wire Frame to Concept

- Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.
- Final Home Page Sign Off:** When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.
- Final Inner Page Sign Off:** When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written.



Phase 3: Template Development, CMS Integration

First, the Revize development team will transform the approved designs from mere pictures into fully-functioning HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow customers to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided to clients with our Advanced Training Program.

Phase 4: CMS Modules Setup

In this phase, all of the features and modules the client has requested will be set up, e.g. calendar, document center, picture galleries, alert center, e-Notify, etc. are all brought to life and made functional while also being tested in the Revize CMS. Revize enhances current modules and adds new modules continuously, and you will receive all future updates to modules at no additional cost.

Phase 5: Custom Functionality Development & QA Testing

In this phase and according to your specifications, custom functionality of existing CMS modules, database scripting and programming, as well as any custom application development will be executed. The Revize development team will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality.

This phase may overlap phases 2 – 4.

In our testing phase, we ensure that your website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, along with any custom developed applications or modules. Additionally, through a series of tests, we perform input validation to ensure that security mechanisms cannot be bypassed if anybody tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce or eliminate exposure of sensitive implementation information.

Phase 6: Content Development / Content Migration

Revize will develop all of the pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest standard formatting practices to develop the navigation and create the most effective content possible for your website. This includes spelling and style corrections into the new website.

There are no limits to the number of pages you can create after you have gone through training.

Revize will implement an effective website architecture with the latest technology and usability trends so your website visitors can find information in an instant. We will also assess your current website content and incorporate what you currently have with additional content to maximize interest and excitement for your readers. Our content experts are educated in proper writing and terminology, and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the web page. Variations in size and color are used, as well as strategic placement on the page to highlight certain site areas so the visitors can easily navigate the site. Effective typography also ensures that your website will look good on desktop, laptop, mobile and tablet devices.

Phase 7: Training Your Staff (in-person or web based training)

Once your website is ready for you to begin editing, you will be able to easily revise your content as often as needed. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-site; however, we can also provide on-line training for your staff if you prefer. For your convenience, training materials can be downloaded from the Revize website. After training, our friendly and responsive support staff is always here to answer questions and provide training refreshers as needed.

Standard Training Agendas

Basic Administrator Training (How to)

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

Content Editor Training (How to)

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Training on use of specific Modules included, such as

- Emergency Notification Center
- Public Service Request App
- Web Calendar
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center

- Frequently Asked Questions
- Request Center
- Bid Posting Center
- Job Posting Application
- RSS
- And more....

Revize Maintenance Covers

- 4 CMS upgrades per year
- Software and modules upgrades (Automatic Install)
- Server Hardware & OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly newsletters on major feature updates
- Regular Webinars on CMS features and usage



Did you know?

Revize has launched hundreds of municipal and county websites large and small!

Phase 8: Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

Marketing & Ongoing Consultation

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally, and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

Search Engine Registration and Marketing

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.

Ongoing Services

Technical Service & Support

- 8 AM – 8PM EST Phone Support (Monday thru Friday)
- 24X7X365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter Module support
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and usage



Did you know?

Revize updates your Content Management System an average of 4 times per year!

Maximum Response Times

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

Revize Support

- 8 a.m. – 8 p.m. EST Phone Support (Monday thru Friday)
- 24X7X365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- New and existing user training
- Training refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter module support
- Automatic upgrades of CMS Modules such as Calendar, Document Center, etc...

Software Maintenance

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

“As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge.”

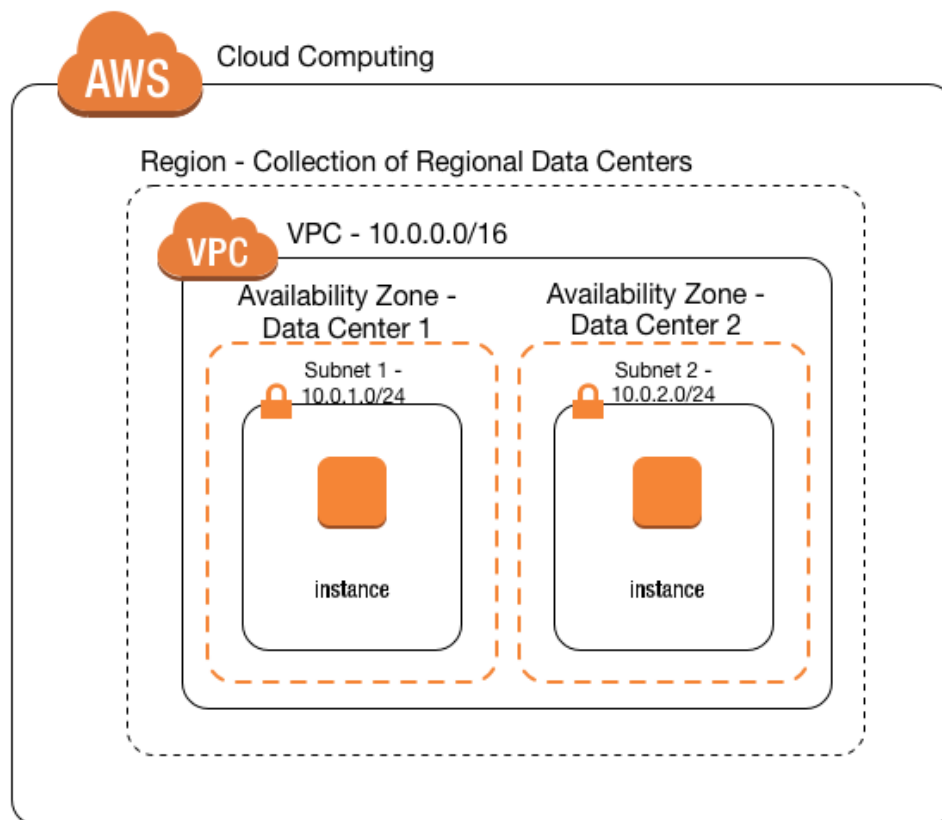


Hosting & Security

Resilient Hosting:

Revize uses Amazon Web Services (AWS) Hosting Infrastructure that is offered in multiple Regions in the United States and around the World. Each Region is a separate geographic area completely isolated one from another. AWS Regions are connected to multiple Internet Service Providers (ISPs) and to a private global network backbone to offer lower cost and more consistent cross-region network latency when compared with the public internet

A region has multiple, isolated locations known as Availability Zones (AZ). Availability Zones are inter-connected through low-latency links. A Virtual Private Center (VPC) spans across multiple availability zones.



Revize Web Sites are hosted on a Virtual Machine running Windows Server operating system with Internet Information Service (IIS) as a Web Server. Virtual Machine is an

EC2 instance in AWS terms is hosted inside a VPC in an availability zone of a pre-selected region. A number of EC2 are provisioned in multiple locations across the United States inside a Virtual Private Center isolated from the Internet and the rest of Amazon Web Services infrastructure to offer faster access to the end-users and to minimize the impact of an outage, whether of a specific EC2 instance, an availability zone or an entire AWS region.

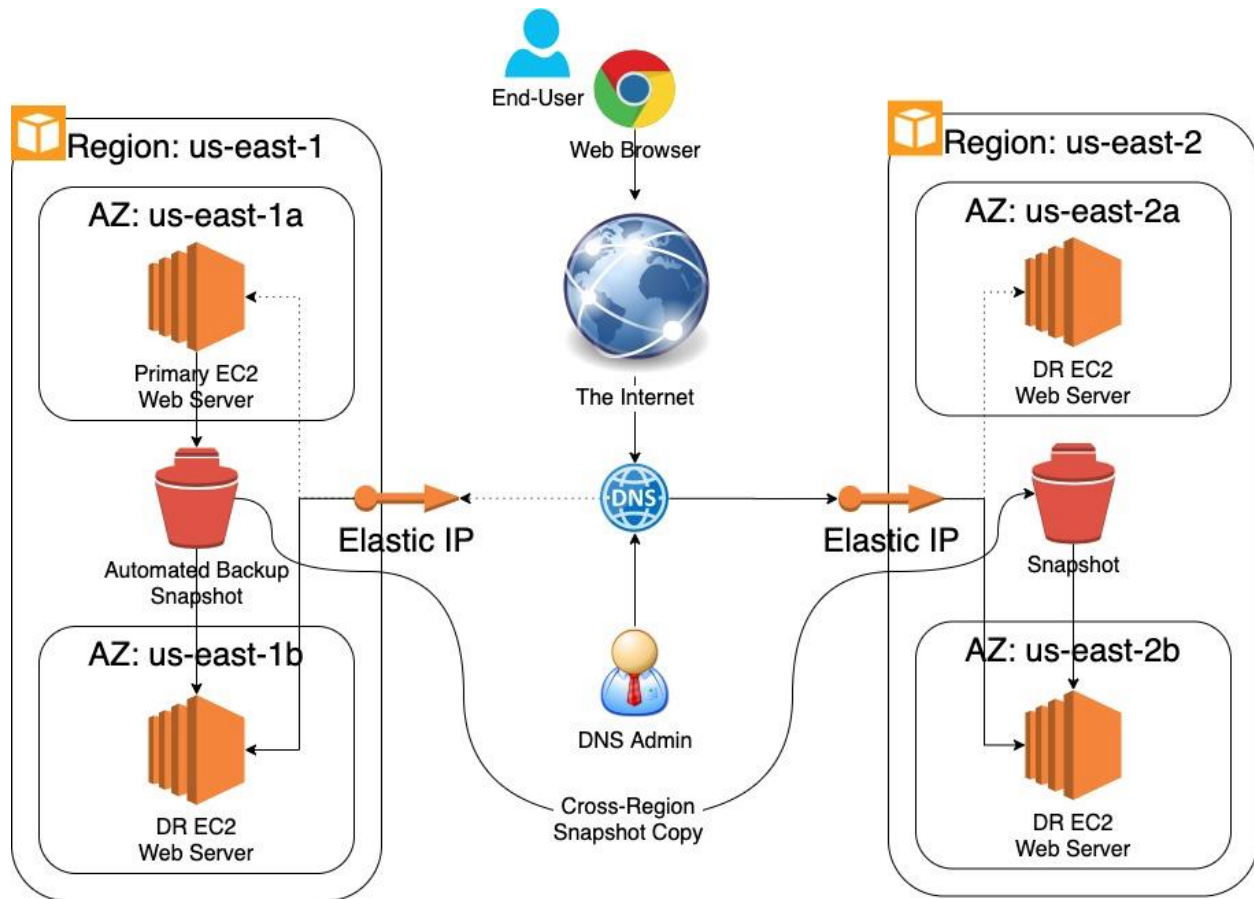
Disaster Recovery:

Windows Web Server virtual disk or EC2 Elastic Block Storage (EBS) is backed up on every night at 10 PM EST. Additionally, the snapshots or virtual disk backups are subsequently automatically copied between regions to enable cross-region recovery capabilities.

Should a Web Site hosted by Revize and monitored in automated fashion become unavailable, another EC2 instance can be restarted. When that proves insufficient EC2 instance will be re-provisioned in the same availability zone, a different availability zone, or, in a different region using the latest snapshot in the matter of a couple of minutes.

The incoming request, from the Internet traffic, is bound to a static IP address or Elastic IP in AWS terms that leverages NAT to forward traffic to a running EC2 instance private IP address. In the case of an EC2 instance re-provisioned in the same region, whether in the same or a different availability zone, Elastic IP is re-assigned to the new EC2 instance.

Elastic IP is represented to the public internet using CName or A-Host domain name services entry. In case of an EC2 instance or an availability zone failure, no adjustment to domain name service is required. In the case of a regional, wide-spread AWS outage, an EC2 instance is re-provisioned in a different region, re-using the latest snapshot preserving the content as of the last automated backup. However, an Elastic IP is specific to the region and, therefore a change to CName or A-Host configuration is required to point to the disaster recovery regional Elastic IP.



Revize Disaster Recovery Infrastructure Diagram. AZ stands for Availability Zones

Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Revize/AWS complies with SOC 1/ISAE 3402, SOC 2, SOC 3, FISMA, DIACAP, and FedRAMP, PCI DSS Level 1, ISO 9001, ISO 27001, ISO 27017, ISO 27018 and other programs. Revize is responsible for securing the content, access to the content on the web server, to snapshots, configurations and infrastructure as a whole.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Security Controls, SSL, and Active Directory (LDAP)

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS
- If you have an existing SSL Certificate we can transfer it to the new website. Otherwise, if included, we will install a new SSL Certificate upon go live.
- Active Directory (LDAP) is compatible with the Revize CMS. It can be set up in a variety of configurations. As part of the process we will work with you to determine which configuration will best meet your needs.

Application Security Authentication

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
 - Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers

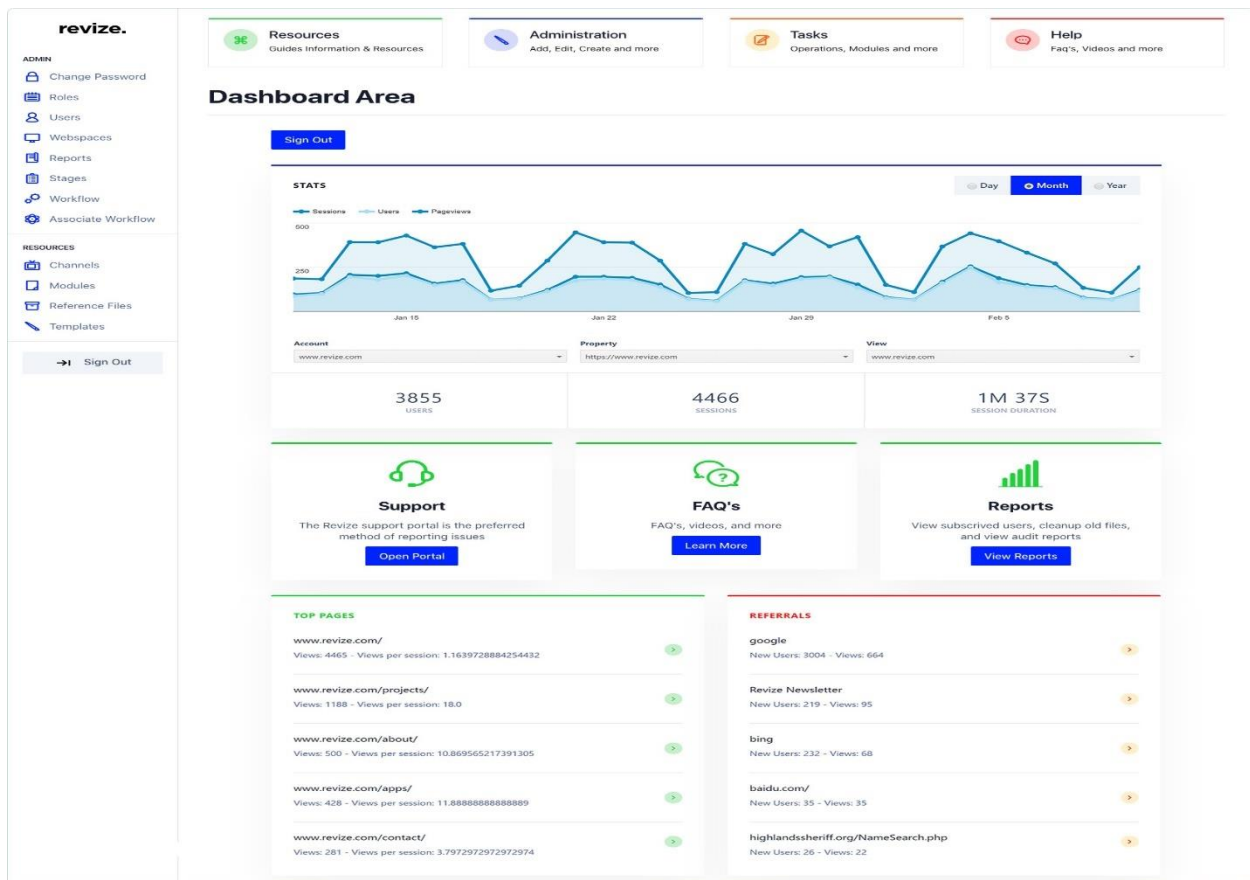


Did you know?

Revize will host your website and CMS in at least two completely separate geographic locations!

Revize Website Analytics

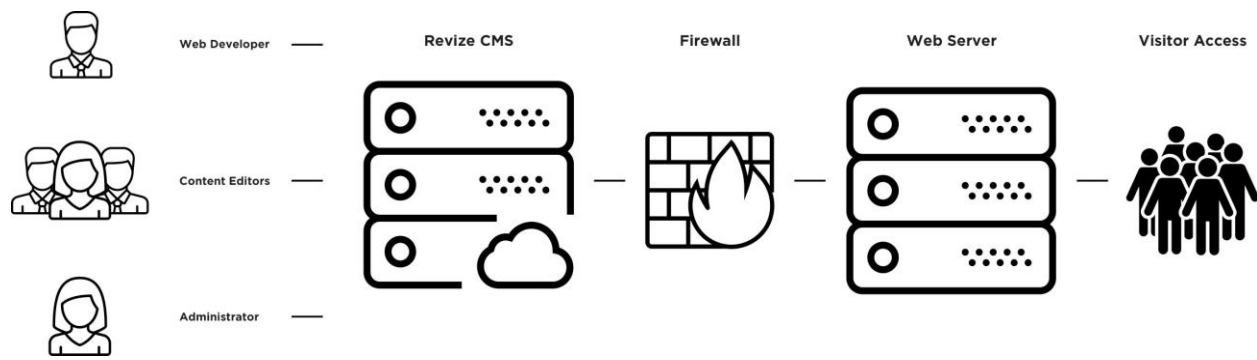
Revize has Custom APIs for Google Web Analytics that is integrated in each of our client's websites. Analytics makes it easy to understand how your site and app users are engaging with your content, so you know what's working and what's not. Revize CMS dashboard for Analytics provides an overall picture of how residents are interacting with your site, which pages/documents are being viewed most, how much traffic you are getting in your site across different geographic regions etc. You can filter and download all sorts of analytics reports for your IT Team and Management to analyze the data and effectiveness of your website content and services offered. Below is a graphical view of our analytics dashboard interface, the data shown is for our own website but this will be replaced by your site data when it's integrated.



Revize Technology Architecture

The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Revize Intelligent Publishing WCM

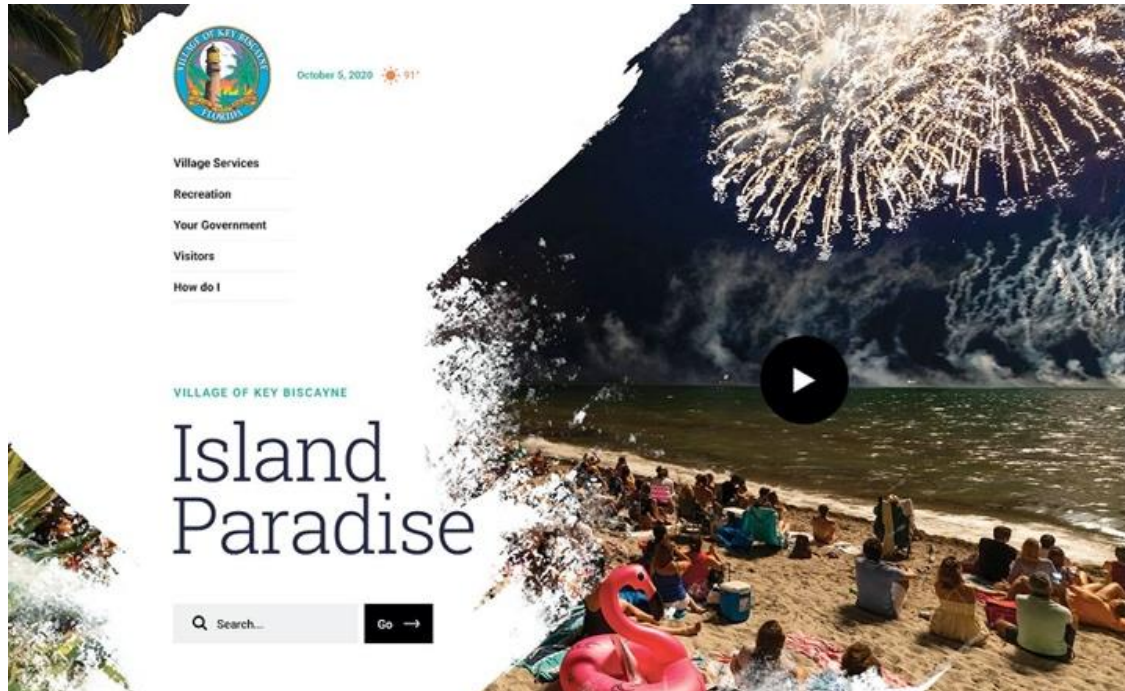


“Security, Performance,
Redundancy”



Revize Government CMS User Interface

1. Revize CMS User Interface Home Page



2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.

revize.

Content Management Made Simple. Login below to edit your site

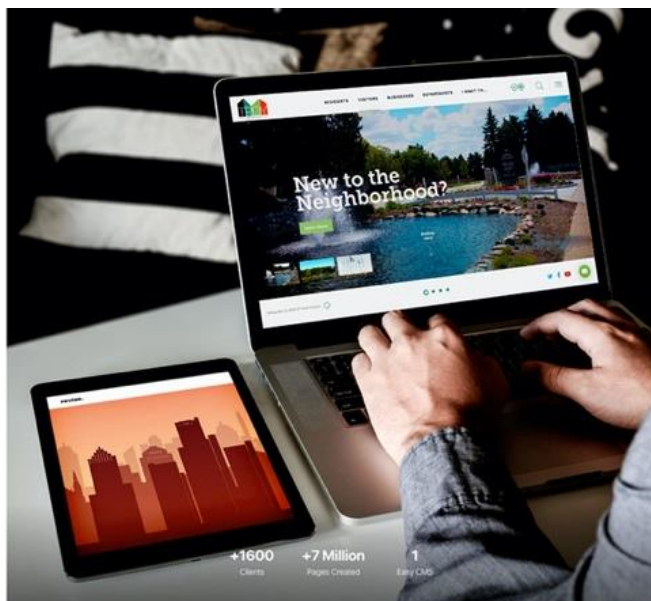
Username

Password

☐ Show Password

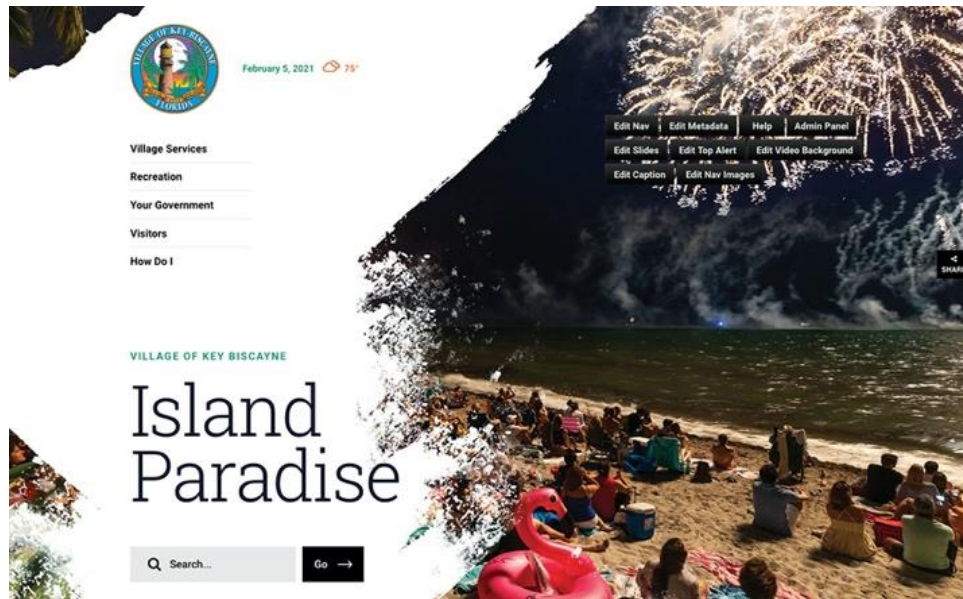
[Forgot password?](#)

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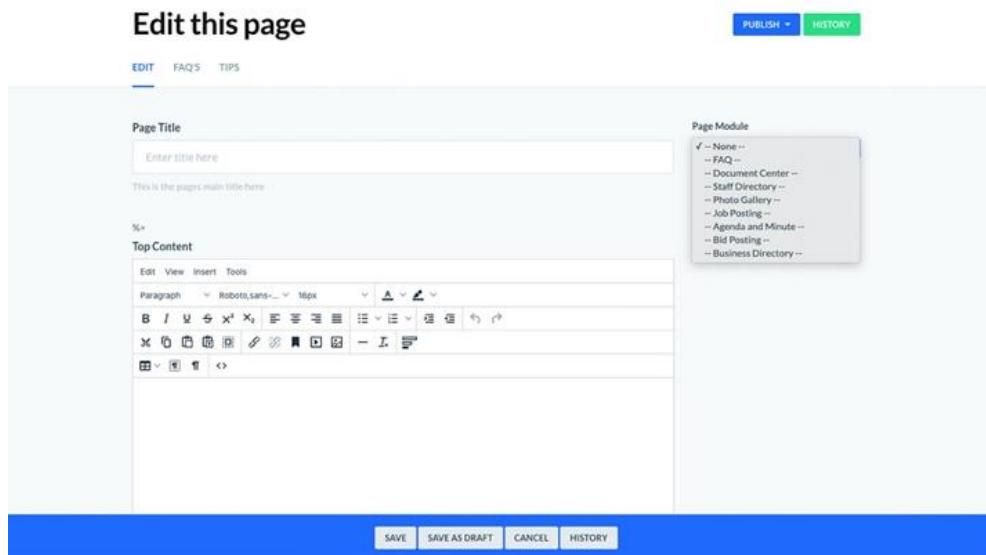


Revize Government Websites Proposal

3. Edit buttons appear on the page after the Login executes. Based on users roles/permissions, the appropriate buttons are displayed.



4. The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a “Word Like” editor.



After the page is “saved”, the page can be sent to an approver for review or immediately published to the web site.

Investment Proposal

Revize Website Quote

Phase 1: Kickoff Meeting and Discovery/Project Planning	\$2,500
Phase 2: Design Mockups/Wireframes One concept, unlimited rounds of changes, home page template and inner page design and layout, includes Responsive Web Design for great viewing on any size handheld internet viewing device complete with pictures and no need to zoom in on the text!	\$9,500
Phase 3 & 4: HTML Development & Revize CMS Integration Set-up all CMS modules listed on the following page with linking to any additional 3rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content!	\$13,200
Phase 5: QA Testing & Custom Development	\$1,900
Phase 6: Site map development and content migration Site map development and migration according to new sitemap including spell checking and style corrections – Up to 1,000 webpages and 1,000 documents	\$7,700
Phase 7: Content editing and site administration training	\$2,900
Phase 8: Go live!	Included
Annual tech support, CMS software updates (unlimited users), and website health checks. website hosting included (30GB storage space):	\$6,900
Grand Total (1st year) Second year and onward investment	\$44,600 \$6,900/year

Revize Mobile App Quote

Revize Mobile App Design and Setup • Includes discovery meeting with Revize Design team • Designed Interface with CLIENT Branding • Includes Compatibility for Apple and Android devices • Push notifications to subscribers • Custom designed links to CLIENT selected areas of the website • Ability to add additional links in the future	\$3,000
Revize Mobile App Annual Support and Maintenance	\$1,200
Grand Total (1st year) Second year and onward investment	\$4,200 \$1,200/year

Payment Options

Revize provides a free website redesign during year four of service!

Optional Payment Plan – The Revize Client First Plan

The Revize Client First Plan offers local governments an alternative payment plan that makes it easier to purchase a new website on your budget and spreads the one-time project design and development costs over a longer period of time.

Through a minimum three-year contract, The Revize Client First Plan dramatically lowers the one-time project development and start-up costs of launching a new website. What Revize does is combine the one-time and recurring fees and spreading them over the life of the contract. And because we value our continuing relationships with our customers, those who extend their contract beyond the three-year minimum will receive a redesign at the end of their fourth year with Revize Free of Charge.

Optional Payment Plan – Three Year Payment Breakdown – Interest Free

Year 1:	1/3 rd of project costs + Annual Hosting, Support, Maintenance
Year 2:	1/3 rd of project costs + Annual Hosting, Support, Maintenance
Year 3:	1/3 rd of project costs + Annual Hosting, Support, Maintenance
Year 4:	Annual Hosting, Support, Maintenance (Optional) Includes Free Redesign

Included Features

The Following Applications & Features will be integrated into Your Website:
In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

- Citizen's Communication Center Apps
- Citizen's Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

Citizen's Communication Center Apps

- Notification Center with Text/Email Alerts
- Bid Posting
- Document Center
- Email Notify
- FAQs
- Job Posting
- Multi-use Business Directory
- News Center with Facebook/Twitter Integration
- Online Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App
- Sliding Feature Bar
- Language Translator

Citizen's Engagement Center Apps

- Citizen Request Center with Captcha
- Public Service Request
- Online Interactive Forms with Bookables (Public Records Request App)
- Citizen Connect (Community Blog)
- Online Bill Pay
- RSS Feed

Staff Productivity Apps

- Agenda Posting Center
- Job Posting App
- Image Manager
- iCal Integration
- Intranet
- Link Checker
- Menu Manager
- Online Form Builder
- Staff Directory
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- Auto Site Map Generator
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics
- Workflows by Department

Mobile Device and Accessibility Features

- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD)

Exceptions

Revize has reviewed the RFP in full and claims no major exceptions or deviations. In some cases, we may propose alternatives. Where possible, we have noted those throughout our proposal.

It should also be noted that every project is unique and adapts along the way. The city may find it necessary to change a requirement during the project. This is a normal occurrence in projects like this. And Revize is well positioned to handle these likely, mid-project, changes or deviations from the RFP.



Thank you
For Considering Revize

Prepared by Thomas J. Jean
150 Kirts Blvd. Troy, MI 48084
Ph: 248-269-9263 x8035 Fax: 866-346-8880
www.revize.com



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: 2024 Roadway Paving Project
AGENDA DATE: February 13, 2024

DATE PREPARED: February 1, 2024
PREPARED BY: Bobby C. Elliott, P.E.

AMOUNT: City Funds Available \$3,300,000.00
GL ACCOUNT #:
FUNDING SOURCE: Carroll and Douglas SPLOST
BUDGETED ITEM?
PUBLIC HEARING:

PURPOSE: The purpose of this agenda item is to award the 2024 Roadway Paving project to the low bidder, E.R. Snell Contractor, Inc.

BACKGROUND: The last paving project the City awarded was August 20, 2020. It has been our plan save up SPLOST dollars to a level that we get the “best bang for our buck” so to speak. Two to three million dollars gets us more paving and at a cheaper price than if we were at one-million-dollar bids. There are sixteen streets/roads on this contract and will be listed below. Bidders and amounts are as follows:

<u>Paving Contractor</u>	<u>Bid Price Quotation</u>
C.W. Matthews Contracting Co.	\$3,916,800.00
Bartow Paving Co.	\$3,793,551.29
E.R. Snell Contractor, Inc.	\$3,772,275.50
Blount Construction Co.	\$4,086,272.95
Magnum Paving, Inc.	\$4,364,018.05

Roads/Streets

1. Shoreline Pkwy: Punkintown Rd to Stockmar Rd	9. Thomas Dorsey Dr.: E. Montgomery St. to Dead End
1. Bridgewater Pointe: Shoreline Pkwy to Dead End	10. Ridgelake Dr.: Stillwater Dr. to Cul-de-sac
2. Maple Valley Dr.: S. Wilson to Dead End	11. Harmon Springs Rd.: Shoreline Pkwy to Dead End

3. Old Stone Rd.: Hwy 61 to Walker Street	12. Neighborhood Walk: S. Lake Pkwy to S. Lake Pkwy
4. Old Town Road.: Hwy 61 to Rockmart Rd.	13. E. Wilson St.: S. Carroll Rd. to Dead End
5. S. Dogwood St.: Hwy 78 to S. Carroll Rd.	14. Hickory level Rd.: Hwy 61 to City Limit
6. Tyson Road: Douglas County Jurisdiction to Conners Road	15. E. Industrial Ct.: Hwy 101 to Dead End. Only sections will be paved.
7. Edge Road: 1500 LF short of Liberty Rd. to Daniel Road	16. Daniel Rd.: I-20 Bridge to County Line. Only sections will be paved.

The low bid is from E.R. Snell Contractor, Inc. in the amount of \$3,772,275.50. However, City funds total only \$3,300,000.00. We do not have adequate funds to do the complete street listing to the paving specifications that I have put together for this contract. Paving quantities of patching and topping are robust in this bid and can be adjusted as needed. Paving contracts are unit price contracts and asphalt placement is by the ton. Quantities on unit price contracts can be added to or taken away based on funding available. Therefore, we can shave enough off the specifications on certain streets reducing the quantities enough to lower this total contract price enough to match our funds. The price of paving over the past few years has really increased.

STAFF RECOMMENDATION: Staff recommends the approval of the low bidder from E.R. Snell Contractor, Inc. in the amount of \$3,772,275.50.

IMPACT:

MOTION: I move to approve the low bid from E.R. Snell Contractor, Inc. in the amount of \$3,772,275.50 for the 2024 Roadway Paving Project.



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Amendment to Development Agreement with Fuqua Development

AGENDA DATE: February 13, 2024

DATE PREPARED: February 1, 2023

PREPARED BY: Tom Barber

AMOUNT: \$347,638.64

GL ACCOUNT #: 270-4210-541401

FUNDING SOURCE: Eastside TAD

BUDGETED ITEM? Yes

PURPOSE: Fuqua Development has been asked to extend the portion of the Villa Rica Parkway they will be constructing in order to connect with Cleghorn Street on a timely basis.

BACKGROUND: The City has entered into a development agreement with Fuqua Development to construct a portion of the Villa Rica Parkway. We have now reached a point where Fuqua's construction capability is ahead of ours and we need them to build a portion of the road that previously was going to be our responsibility.

STAFF RECOMMENDATION: Staff recommends approval.

IMPACT: Switching the construction of the portion of the new road on the Arbor Valley property to Fuqua will enable them to meet the deadline for connection to Cleghorn Street. The City is not in a position to do so.

MOTION: I move to authorize the Mayor to execute the first amendment to the City's development agreement with Fuqua Development in the amount of \$347,638.64.

**FIRST AMENDMENT TO
CITY DEVELOPMENT AGREEMENT**

THIS FIRST AMENDMENT TO CITY DEVELOPMENT AGREEMENT (this "Amendment") is made and entered into as of the ____ day of December 2023 by and between the CITY OF VILLA RICA, a municipal corporation of the State of Georgia, acting by and through its duly elected Mayor and Council (hereinafter referred to as "Villa Rica" or the "City") and FUQUA BCDC VILLA RICA PROJECT OWNER, LLC, a Georgia limited liability company ("Developer"). successor in interest to Fuqua Acquisitions II, LLC, a Georgia limited liability company.

WHEREAS, the City and Fuqua Acquisitions II, LLC, Developer's predecessor in interest, entered into that certain City Development Agreement dated October 4, 2022, regarding the planning, design, construction and installation of certain infrastructure on real property located in Villa Rica, Georgia (the "Agreement"); and

WHEREAS, Fuqua Acquisitions II, LLC has assigned its interest in the City Development Agreement to Developer; and

WHEREAS, pursuant to the Agreement, the City agreed to reimburse Developer for certain costs incurred by Developer in providing goods and services in connection with such planning, design, construction and installation work; and

WHEREAS, pursuant to the Agreement, the projected cost of such goods and services, subject to change orders, was SEVEN MILLION, TWO HUNDRED EIGHT THOUSAND, NINE HUNDRED FORTY-SEVEN AND 00/100 DOLLARS (\$7,208, 947.00); and

WHEREAS, it has become necessary to revise the scope of work to be performed under the Agreement, such revisions and the projected cost of same being described in that certain Change Order and Development Budget Summary collectively attached to this Amendment as Exhibit A (the "Change Order and Budget Summary"); and

WHEREAS, because of such revisions to such scope of work, the projected cost of such goods and services, as provided in the Change Order and Budget Summary, has increased by THREE HUNDRED FORTY SEVEN THOUSAND, SIX HUNDRED THIRTY EIGHT AND 64/100 DOLLARS (\$347,638.64), such that the total projected cost of such goods and services to be provided by Developer is now SEVEN MILLION FIVE HUNDRED FIFTY SIX THOUSAND, FIVE HUNDRED EIGHTY FIVE AND 64/100 DOLLARS (\$7,556,585.64); and

WHEREAS, the City and Developer desire to amend the Agreement as set forth herein.

NOW THEREFORE, for and in consideration of Ten Dollars (\$10.00) paid by the parties one to the other and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Developer hereby agree as follows:

1. Terms. All capitalized terms not otherwise defined in this Amendment shall have the meaning given such terms in the Agreement.
2. Change Order and Budget Summary. The Agreement is hereby amended to provide that the City and Developer approve, in all respects, the Change Order and Budget Summary and the revisions to such work and the cost thereof as provided in the Change Order and Budget Summary attached hereto as Exhibit A.
3. Projected Total Cost. The last sentence of Section 1 of the Agreement is hereby deleted and replaced with the following sentence:

“The projected costs for the goods and services listed above is SEVEN MILLION FIVE HUNDRED FIFTY SIX THOUSAND, FIVE HUNDRED EIGHTY FIVE AND 64/100 DOLLARS (\$7,556,585.64)”.
4. Escrow of Funds. Section 3 of the Agreement is hereby deleted in its entirety and replaced with the following:

“3. The City shall place funds for Developer’s Work in the amount of no less than SEVEN MILLION FIVE HUNDRED FIFTY SIX THOUSAND, FIVE HUNDRED EIGHTY FIVE AND 64/100 DOLLARS (\$7,556,585.64) in an escrow with Synovus Bank to be used only to reimburse Developer for Developer’s Work. The City may exchange the funds in escrow with funds in an equal amount from another source, i.e. bond funds, at any time.”
5. Effect of Amendment. Except as modified in this Amendment, there are no changes to the Agreement, and the Agreement as herein modified remains in full force and effect as of the date hereof and is hereby ratified by the parties in all respects. In the event of a conflict between the Agreement and this Amendment, the terms of this Amendment shall control.
6. Execution. To facilitate execution of this Amendment, this Amendment may be executed in multiple counterparts, each of which, when assembled to include an original or electronic signature for each party contemplated to sign this Amendment, will constitute a complete and fully executed Amendment. An electronic signature shall have the same force and legal effect as a wet-ink original signature.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the City and Developer have executed this Amendment to be effective as of the day and year first above written.

DEVELOPER:

FUQUA BCDC VILLA RICA PROJECT OWNER
LLC, a Georgia limited liability company

By: _____
Jeff Fuqua, President

THE CITY:

THE CITY OF VILLA RICA, a municipal
corporation of the State of Georgia

By: _____
Name: _____
Title: _____

EXHIBIT A

Change Order and Development Budget Summary

CHANGE ORDER



PROJECT:

Mirror Lake Connector Road
Villa Rica, GA

CHANGE ORDER NUMBER: 1

INITIATION DATE: 12/04/23

TO: CITY OF VILLA RICA

571 W. Bankhead Hwy
Villa Rica, GA 30180
Attention: Tom Barber
City Manager

FROM: DEVELOPER

Fuqua BCDC Villa Rica Project Owner, LLC
3575 Piedmont Road NE, Suite 800
Atlanta, GA 30305
Attention: Jeffrey S. Fuqua
Email: jeff.fuqua@fuquadev.com

The following changes shall be incorporated into the Development Agreement:

1	Incorporate Revisions to the Connector Road per (i) Plans Prepared by Haines Gipson & Associates Dated 09/23/2023 for the Extension of the Connector Roadway to Cleghorn Street, (ii) Plateau Excavation Proposal Dated 10/20/23 and (iii) the attached Revised Developer's Budget	\$ 347,638.64
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TOTAL: \$347,638.64

The original (Contract Sum) was	\$ 7,208,947.00
Net change by previously authorized Change Orders	\$ -
The (Contract Sum) will be (increased) by this Change Order.....	\$347,638.64
The new (Contract Sum) including this Change Order will be	\$ 7,556,585.64
The Contract Time will be (unchanged) by this Change Order.....	(n/a)

Authorized:
City of Villa Rica

Fuqua BCDC Villa Rica Project Owner, LLC

By _____

By
Jeffrey S. Fuqua, President

Date _____

Date 12/04/23

DEVELOPMENT BUDGET SUMMARY

LAND	Budget
Land Purchase Price	\$ 332,224
Total Land Costs	\$ 332,224

ON-SITE	Budget
Demolition & Abatement	\$ 91,000
Mobilization & Erosion Control	\$ 224,387
Earthwork	\$ 2,671,714
Storm	\$ 991,898
Sanitary	\$ -
Water	\$ 390,931
Site Electric & Secondary Utilities	\$ 88,600
Paving	\$ 1,319,752
Landscaping	\$ -
Retaining Walls, Foundations & Fencing	\$ 53,104
General Conditions, Insurance, Bonds & Fees	\$ 72,892
Contingency On-Site	\$ 150,000
CO#1 - Cleghorn Tie in Extension Costs (Excluding WIC Property Demo/Improvements)	\$ 321,233
Total On-Site Costs	\$ 6,375,511

Off-Site	Budget
Traffic Signals	\$ -
Roadwork & Utilities	\$ -
Contingency Off-Site	\$ -
Total Off-Site Costs	\$ -

SOFT COST	Budget
Land Closing	\$ -
Construction Interest	\$ -
Real Estate Taxes	\$ -
Legal	\$ 22,500
Civil Design	\$ 62,000
Landscape Design	\$ -
Survey	\$ 40,253
Geotechnical	\$ 9,186
Traffic	\$ 7,500
Environmental	\$ 12,250
Mitigation	TBD
Inspections	\$ 72,000
Construction Management Fee	\$ 255,020
Development Fees	\$ 264,348
Postage & Blueprints & Reimbursables	\$ 5,000
Travel	\$ 2,500
Insurances, LOC's & Bonds	\$ 21,526
Impact Fees	Assume None
Zoning & Site Fees	Assume None
Building Permit Fees	Assume None
Contingency	\$ 74,768
Total Soft Cost	\$ 848,851

Project Totals	\$ 7,556,586
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4					CITY:		Villa Rica, GA	
5					PREPARED BY:		Fuqua Development	
6					DATE:		2023-12-04 0914	
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9								
10								
91		31372	Sidewalks					Inc
92		31374	Misc					
93								
94			Landscaping					\$ -
95		31375	Landscape - General					Grassing Only
116								
117			Hardscapes					\$ -
118		31500	Hardscape-General					Sidewalk Along Road Only Included (in Paving Above)
124		31579	Misc					
133								
134			Retaining Walls, Foundations & Fencing					\$ 53,104
135		31600	Retaining Wall			\$	53,104	
142								
143			General Conditions, Insurance, Bonds & Fees					\$ 72,892
149		31750	Bonds - Site		1.25%	\$	72,892	
152								
153			Contingency On-Site					\$ 150,000
154		31900	Contingency - On-Site			\$	150,000	
155								
156			CHANGE ORDERS					\$ 321,233
157		31360	CO #1 - Extension of Connector to Cleghorn (Inc. EC, Grading, Storm, Water, Sidewalks, Paving)			\$	321,233	
158			(Per Plateau Excavation Inc. Proposal Dated 10/20/23, but Excluding WIC Demo/Improvements)					
159								
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163			Off-Site					
164			Traffic Signals					\$ -
165		41000	Traffic Signal - General					Excluded Per Mark Teal Conf Signal Part of Punkintown Project
175								\$ -
176			Contingency Off-Site					\$ -
177		41900	Contingency - General					
178			Contingency - Reduction					
179								
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181			Soft Costs					
204								
205			Legal					\$ 22,500
206		51300	Legal - ROW Dedication Docs / Coordination			\$	22,500	
217		51369	Misc					
227								
228			Civil Design					\$ 62,000
229		51400	Civil Engineering			\$	52,000	
231		51449	Misc / Coordination with Stream Permitting / Exhibts			\$	10,000	
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4					PREPARED BY:		Fuqua Development	
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PROJECT NAME: Mirror Lake Connector
CITY: Villa Rica, GA
PREPARED BY: Fuqua Development
DATE: 2023-12-04 0914

DEVELOPMENT BUDGET DETAIL

341	Insurances, LOC's & Bonds		Improvements Value		\$ 21,526
342	52900	Builder's Risk	\$ 6,375,511	0.22%	\$ 14,026
343	52910	General Liability			\$ 7,500
353					
354	Impact Fees				\$ -
355	52950	Impact Fees		Assumes Fees Waived by City	\$ -
359	52975	Water			
360	52980	Sewer			
361	52990	Connection Fees			
363					
364	Zoning & Site Fees				\$ -
366	53150	Site Permit		Assumes Fees Waived by City	\$ -
369					
370	Building Permit Fees				\$ -
372	53300	Plan Review Fees - Site		Assumes Fees Waived by City	
373	53399	Misc			
374					
375	Contingency				\$ 74,768
376	59000	Contingency		10.00%	\$ 74,768
377					
378	Soft Cost Totals				\$ 848,851
383					
384	Project Cost Totals				\$ 7,556,586



Budget For: **Villa Rica Roadway WEST END Budget**
Preliminary Plans Dated:
Date Prepared: 10/20/2023
Prepared By: Zach Hughey

375 Lee Industrial Blvd. • Austell, Georgia 30168 • (o) 770-948-2600 • (f) 770-948-9393

1. Mobilize:		
general conditions	1 mo	
subtotal		\$5,000.00
2. Construction Layout:		
construction staking	2 ac	
curb staking	730 lf	
as-builts (utilities only)	1 ls	
subtotal		\$5,095.00
3. Clearing:		
heavy clearing	0 ac	
light clearing	0 ac	
subtotal		\$0.00
4. Demolition:		
sawcut asphalt	120 lf	
asphalt	2,635 sf	
curb & gutter	200 lf	
misc demo	1 ls	
subtotal		\$14,230.00
5. Erosion Control:		
construction entrance	1 ea	
silt fence	200 lf	
tree protection fence - none shown		N.I.C.
sd2-f	3 ea	
sd2-p	3 ea	
subtotal		\$20,100.00
7. Site Excavation :		
fine grade main road	1,330 sy	
fine grade & backfill sidewalk	500 sy	
curb backfill	150 cy	
traffic control	1 ls	
final dress up	1 ls	
subtotal		\$20,490.00
8a. Storm Drainage (per plan):		
18" rcp (class III)	200 lf	
4' manhole	17 vf	
4' base	3 ea	
4' invert	3 ea	
4' round to square	3 ea	
catchbasin (ring & cover only)	2 ea	

Villa Rica Site Budget - Roadway Proposal**Plateau Excavation - October 21, 2022**

catchbasin - concrete	2 ea	
18" headwall	1 ea	
extra depth	30 cy	
misc storm	1 ls	
bedding stone - 6"	60 tns	
subtotal		\$31,317.00
10. Water Distribution:		
10" dip	330 lf	
10" gate valve	4 ea	
cap and terminate stub	1 ea	
10" x 8" fire hydrant assembly	1 ea	
di fittings w/ megs	1 ls	
testing	1 ls	
subtotal		\$49,886.00
12. Paving:		
6" x 12" x 24" concrete curb & gutter - 3000 psi	730 lf	
GAB under curb - 6.5"	730 lf	
4" concrete sidewalk/cart path - non-reinforced 3000 psi	3,940 sf	
2' x 5' yellow cast in place tiles	2 ea	
roadway asphalt (8" - 3" - 1.5")	1,331 sy	
signage & striping	1 ls	
subtotal		\$145,115.22
13. 30" casing (open-cut)	100 lf	\$30,000.00
Total Budget		\$321,233.22



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Stormwater Utility Proposals

AGENDA DATE: February 13, 2024

DATE PREPARED: January 29, 2024

PREPARED BY: Mark Teal, PE

AMOUNT: \$135,500.00

GL ACCOUNT #: 560-4320-521200

FUNDING SOURCE: Stormwater Fund

BUDGETED ITEM? Yes. \$150,000

PUBLIC HEARING:

- The public hearing process will ultimately be required since a stormwater utility ordinance is included as part of this project, however, a public hearing is not required for the approval of this proposal. Public relations, education and outreach will be performed by the consultant and are included in the cost above.

PURPOSE: The City of Villa Rica posted a request for Stormwater Utility RFPs on November 8, 2023 and proposals were due on December 15, 2023. The City of Villa Rica received three (3) proposals from engineering consulting firms, experienced in the successful implementation of stormwater utility programs for counties and municipalities, for developing a stormwater utility (or other alternative funding system) for use in equitably funding the City's efforts in managing the stormwater work plan. The stormwater work plan consists of operations and maintenance, environmental administration, design and construction.

BACKGROUND: Currently, stormwater management is funded through the City's general fund, with some of its Capital Improvement Programs (CIP) funded through Special Purpose Local Option Sales Tax (SPLOST). The City's infrastructure is aged, regulatory requirements are more demanding, and the City's budget is limited. Thus, the successful proposer shall provide professional services for the development and implementation of a stormwater utility for the City of Villa Rica.

The City of Villa Rica's geographical information system (GIS) database does not include an "impervious surface" layer. Impervious surface areas will be required to be calculated to predict a table of projected fees for separate land uses.

City of Villa Rica Domestic Water Services as of 9/30/2023:

Residential: 6275

Multiresidential: 32

Commercial: 636

Industrial: 68

STAFF RECOMMENDATION: Proposals were reviewed and graded by Mr. Jameson Green (Watershed Protection/Stormwater Manager) Mr. Bobby Elliot, PE (Engineering Consultant), and Mr. Mark Teal, PE (Engineering Consultant). The RFP Tally Results are shown below.

Stormwater Utility RFP Tally				
Reviewer	Basis of Award	Integrated Science & Engineering	Brennan Jones Engineering & Associates	Raftelis
Mark Teal, PE	Qualifications and Experience (20 points)	19	18	18
	Methodology (30 points)	28	29	27
	Fees (20 points)	18	20	20
	Schedule (25 points)	25	25	25
	Local Vendor (5 points)	0	0	0
	Total Points	90	92	90
Bobby Elliot, PE	Qualifications and Experience (20 points)	20	20	10
	Methodology (30 points)	30	14	14
	Fees (20 points)	14	18	18
	Schedule (25 points)	25	25	25
	Local Vendor (5 points)	0	5	0
	Total Points	89	82	67
Jameson Green	Qualifications and Experience (20 points)	20	18	15
	Methodology (30 points)	30	12	17
	Fees (20 points)	13	18	18
	Schedule (25 points)	25	25	25
	Local Vendor (5 points)	0	5	0
	Total Points	88	78	75
Average Points		89	84	77
Proposed Fee		\$ 135,500.00	\$ 165,000.00	\$ 150,700.00

*The \$210,500.00 fee proposed by Integrated Science & Engineering, Inc. included an additional optional cost of \$75,000.00 to calculate residential impervious surface areas, which is not a requirement of the RFP. Therefore, their fee is \$135,500.00 per confirmation from Integrated Science & Engineering, Inc.. At the time proposals were reviewed “staff” did not realize this \$75,000.00 was included in the total proposal fee. This information further justifies Integrated Science & Engineering, LLC as the best consultant for this project.

Recommendation: Contract with Integrated Science & Engineering, LLC.

IMPACT: The proposed fee of \$135,500.00 is \$14,500.00 under the budgeted line item for this project.

MOTION: Motion to approve the proposal from Integrated Science & Engineering, Inc. at the proposed fee of \$135,500.00, authorize the City Attorney to develop the contract based on the RFP and the Proposal, and authorize the Mayor to sign.

City of Villa Rica, Georgia

November 8, 2023

Stormwater Utility

Request for Proposals

CITY OF VILLA RICA, GA

REQUEST FOR PROPOSALS FOR STORMWATER UTILITY

**City of Villa Rica, Georgia
571 W Bankhead Hwy
Villa Rica, Georgia 30180**

This is a Request for Proposals to The City of Villa Rica for developing a Stormwater Utility as indicated herein. Sealed proposals will be received at the office of the City Manager (in the City of Villa Rica City Hall Building at the above address) prior to **2:00 p.m., Friday, December 15, 2023**. The City of Villa Rica will review all proposals and they will ultimately be ranked according to this document.

Digital copies of the Request for Proposals will be provided at no charge. For additional information, contact **Mark Teal at 770-378-2408 or TealE2.Consulting@gmail.com (email is preferred)**.

Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink. Proposals submitted as a result of this invitation must include the "Fee Sheet" along with all required documents and shall be returned in a sealed envelope or container marked, "SEALED PROPOSAL for Villa Rica Stormwater Utility" on the outside. Proposals may not be considered unless so received.

Any questions and/or misunderstandings that may arise from this invitation shall be submitted in writing at least 10 days prior to the above mentioned due date. Send to Mark Teal, PE at TealE2.Consulting@gmail.com. The City will not respond to any questions received within 10 days of the RFP due date. Answers to questions submitted that materially change the conditions and specifications of this invitation for bid will be promulgated to all email addresses as an addendum. Any discussions or documents will be considered non-binding unless incorporated and promulgated in an addendum.

City of Villa Rica provides equal opportunities for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap or veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by the City of Villa Rica.

The City of Villa Rica reserves the right to waive any and all technicalities and informalities, reject any or all proposals, and make the award in the best interest of the City.

Sincerely,

Tom Barber, City Manager
City of Villa Rica, Georgia

SECTION I SCOPE OF WORK

2.0 Broad Description of Project

The purpose of this event is to receive proposals from consulting firms, experienced in the successful implementation of stormwater utility programs for counties and municipalities, for developing a stormwater utility (or other alternative funding system) for use in equitably funding the City's efforts in managing the stormwater work plan. The stormwater work plan consists of operations and maintenance, environmental administration, and construction in progress. Electronic submissions will not be accepted for this proposal.

2.1 Background

The City of Villa Rica's geographical information system (GIS) database does not include an "impervious surface" layer. Impervious surface areas will be required to be calculated to predict a table of projected fees for separate land uses.

Currently, stormwater management is funded through the City's general fund, with some of its Capital Improvement Programs (CIP) funded through Special Purpose Local Option Sales Tax (SPLOST). The City's infrastructure is aged, regulatory requirements are more demanding, and the City's budget is limited. Thus, the successful proposer shall provide professional services in support of the following general steps for the development and implementation of a stormwater utility for the City of Villa Rica.

City of Villa Rica Domestic Water Services as of 9/30/2023:

Residential:	6275
Multiresidential:	32
Commercial:	636
Industrial:	68

2.2 Scope of Services

The consultant shall review existing information, including levels of service and funding, and develop plans to implement a fair and legally defensible program for providing needed services and means by which to fund the program. This may include the following items:

- A. Program mission statement.
- B. Key policy issues that must be decided and recommendations.
- C. Menu of funding methods to evaluate.
- D. Organization, management, and operational options that relate resultant fees to various levels of service.
- E. Possible legal pitfalls.
- F. Alternative approaches to public information, involvement, and education.
- G. Suggested ordinance amendments.
- H. Strategy for gaining approval of utility and any other options or issues.

Expected components of the consultant's work include, but are not necessarily limited to, the following:

- A. Evaluation of existing data.
- B. Stormwater needs assessment.
 - 1. Program elements.
 - 2. Level of service (LOS) both present and post utility implementation.
 - 3. Costs of existing service.
 - 4. Costs for higher service.
- C. Evaluation of other possible stormwater funding options.
- D. Stormwater utility evaluation including implementation plan with timeline.
- E. Conceptual plan of the public awareness, education, and involvement process including groups that should be involved.
- F. Describe consultant's rate modeling approach.
- G. Stormwater utility report. This is foreseen as the basis for actual implementation of the stormwater utility.

The goal is to create a successful utility that will stand up to known legal challenges and can be implemented as soon as possible, in order to create revenue sufficient to operate a significant portion of the City's stormwater maintenance, operation, and possibly capital and environmental expenditure needs. The term utility shall be understood as being a system of legally billing the public for the services provided.

The plan, process, procedure, and workings of the completed stormwater utility must be conducted in compliance with all applicable laws and regulations of the State of Georgia.

Proposals shall include the following and **shall be no more than twenty (20) pages not including resumes and references**. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully. The City reserves the right to reject any or all statements of qualifications or proposals and to waive technicalities and informalities at the discretion of the City. Please note: The issuance of this RFQ invokes a Restriction of Communication on potential respondents, which, if violated, may result in proposal rejection (See Section 2.11.1 for details).

Proposal Requirements:

- A. Project Execution
 - 1. Execution of supporting the entire stormwater utility development process.
 - 2. Provide professional consulting throughout the entirety of the project to assist with management of the process.
- B. Public Relations and Education
 - 1. Assist with public relations activities to achieve public participation in the process.
 - 2. Assist in public meetings, presentations, and guidance for staff and elected officials.
 - 3. Produce high quality presentation materials for the public process.
 - 4. Public information program.
- C. Utility Details
 - 1. Data collection.

2. Utility policies.
 - a. Rate structure options.
 - b. Recommend exemptions/credits.
 - c. Fee adjustment models.
 - d. Recommended rate model.
 - e. Funded activities.
 - f. Assignment of billing basis.
3. Preliminary revenue project/rate model.
4. Billing assessment (non-ad valorem).
5. Aerial and parcel coverage City wide.
6. Impervious surface area calculations.
7. Field verification/review.
8. Ordinance Amendments

D. Stormwater utility release to the City

1. Sending out the first bill. See 2.3.4 Schedule.
2. Assist in training City customer service representatives including ,
water/sewer billing, and stormwater management utility staff on responding
to questions and complaints regarding the new utility.
3. Establish a mechanism to add a bill for new annexations, developments,
and/or changes to impervious surface areas.
4. Develop a system to build five (5) and twenty (20) year planning into the
basis for fee.
5. Assist in training the billing staff to collect the fee for the first 120 days, after
initial billing.
6. Document the process at the successful conclusion of the project.

2.3 Proposal Response Requirements

Proposing firms must provide proposals addressing the following items:

2.3.1 Experience

Provide summaries and project descriptions of at least five (5) projects completed within the past five (5) years (at least two (2) must be in Georgia) similar in nature, scope, and complexity. Include information on court challenges, current status of utility, type of rate structure utilized, and reference names and telephone numbers for each project. Each proposer shall submit a detailed summary of their qualifications and experience. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate. List the names and address of the firm's headquarters and the branch office that will perform the services described in this RFP. Provide current and projected workload for the key project team members to the project. Provide executive summaries (one page) of financial statements for the past five (5) years for your firm.

2.3.2 Methodology

Describe how your firm conducts these types of projects, including a description of the role of City staff. Describe how your firm sees the City of Villa Rica's needs as paralleling your typical plan, or how it needs to be different if that is your opinion. Include a schedule for overall implementation of a stormwater utility for Villa Rica.

2.3.3 Fees: Proposer shall submit fees based on the detailed listing in Section 3 of the RFP. Provide Hourly Fees for Services not specifically shown in the Scope of Services that may arise.

2.3.4 Schedule: Each proposer shall submit a proposed time schedule for the project.

The City of Villa Rica is requiring the total contract time for implementation for sending out the first bill to be a maximum of 365 calendar days.

2.3.5 A bidder or business shall be considered a local vendor if it meets all of the following requirements:

- a) The bidder or business must operate and maintain a regular place of business with a physical address within the corporate limits of the city, and
- b) The bidder or business must at the time of bid or quotation submission, have a current city business tax certificate issued by the city, and
- c) The business owner must serve a commercially useful function, meaning performance of real and actual service in the discharge of any contractual endeavor. The contractor/vendor must perform a distinct element of work for which the business owner has the skills, qualifications and expertise, as well as the responsibility for the actual performance, management and supervision of the work for which he/she has been contracted to perform.

2.3.6 Documents Required (not included in the 20 page limit)

- ☐ **Representation**
- ☐ **Oath**
- ☐ **Acknowledge Addendum/Amendments**
- ☐ **Georgia Security and Immigration Compliance Act requirements**

(Failure to return required documents with your bid will render your proposal non responsive.)

2.4 Information Available

Proposing firms should assume that the following information is available for the successful consultant's use in executing the project:

- A. City code
- B. Property tax records
- C. Color aerial photography
- D. City municipal limits
- E. Property maps

- F. Rights of way maps
- G. GIS resources
- H. Public Information Office for public outreach including government television, commercial spots, etc.
- I. City drainage plans (minimal)
- J. Neighborhood maps
- K. Drainage maintenance records for past several years
- M. Interviews with City Staff

2.5 Proposal Format: Proposals shall be submitted in the following format and include the following information.

- a) Detailed description of capabilities as requested
- b) Fee Proposals per instructions in Section III signed by responsible party

2.6 Basis of Award: Proposals will be evaluated according to the following criteria and weight:

- a) Proposer's qualifications and experience, including support capabilities *(20 points)*
- b) Methodology *(30 points)*
- c) Fees *(20 points)*
- d) Schedule *(25 points)*
- e) Local vendor (Within the city limits of Villa Rica and has a City of Villa Rica Business Tax Certificate) participation *(5 points)*

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed system.

A short list may be developed and interviews conducted with those proposers deemed to be most qualified. The City reserves the right to conduct interviews of any or all proposers at the City's discretion. The City also reserves the right to request a Best and Final Offer (BFO) and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

2.7 Copies: One (1) unbound, printed and signed original, five (5) identical, printed copies, and one electronic copy (on a flash drive) of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

2.8 Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.

2.9 Acknowledgement of Addenda: Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in order for proposals to be considered.

2.10 Insurance Requirements

2.10.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no “x, c or u” exclusions with the following minimum limits:

- Each occurrence - \$2,000,000
- Damage to Rented Premises - \$1,000,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.10.2 Professional Liability

\$ 1,000,000 per occurrence limit

2.10.3 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles

- Minimum limits are \$1,000,000
 - Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.10.4 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law

Minimum employer's liability limits:

- \$500,000 each accident
- \$500,000 each employee (disease)
- \$500,000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.10.5 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits:

- \$2,000,000 per occurrence
- \$2,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.10.6 General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A (minus), X, or better

Any modifications to specifications must be approved by the City

2.11 Additional Terms and Conditions

2.11.1 Restriction of Communication

From the issue date of this (RFQ) solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Project Or any reason with any members of the Selection Committee, the Owner, except for submission of questions as instructed in the RFQ, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

2.11.2 Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals “proprietary” or “confidential”, or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Georgia Open Records Act, the details of the proposal documents will remain confidential until final award.

2.11.3 Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner. The Owner reserves the right to waive non-compliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.

2.11.4 Statement of Agreement

With submission of a statement of qualifications or proposal, the Proposer agrees that he/she has carefully examined the solicitation, and the Proposer agrees that it is the Proposer’s responsibility to request clarification on any issues in any section of the solicitation with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements in the therein. With submission of a proposal, the Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that Proposer has not directly or indirectly included or solicited any other Proposer to put in a false or insincere proposal; (c) that Proposer has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.

SECTION III

FEE PROPOSAL

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.VillaRicaGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.

I have read and understand the requirements of this request for proposal RFP – Consulting for Stormwater Utility and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material, and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

Project Execution \$ _____

Public Relations and Education \$ _____

Stormwater Utility Details \$ _____

Stormwater Utility Release to the City \$ _____

Other Services (include rate sheets as an attachment) \$ _____

TOTAL \$ _____

*Fee proposals shall be accompanied by hourly rate sheets.

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (_____) _____

EMAIL ADDRESS: _____

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM # _____

DATE _____

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

_____/_____/_____

Please Print Name

Authorization Signature

Date

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Villa Rica or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this company may hereafter obtain and;
- (6) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Villa Rica to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

_____/_____
Signature **Title**

REPRESENTATION

(To be submitted)

AFFIDAVIT

This proposal is submitted to the City of Villa Rica, Georgia (City) by the undersigned who is an authorized officer of the company and said company is licensed to do business in Georgia and the City of Villa Rica. Further, the undersigned is authorized to make these representations and certifies these representations are valid. The Proposer recognizes that all representations herein are binding on the Company and failure to adhere to any of these commitments, at the City's option, may result in a revocation of the granted contract.

Consent is hereby given to the City to contact any person or organization in order to make inquiries into legal, character, technical, financial, and other qualifications of the Proposer.

The Proposer understands that, at such time as the City decides to review this proposal, additional information may be requested. Failure to supply any requested information within a reasonable time may result in the rejection of the Proposer's proposal with no re-submittal rights.

The successful Proposer understands that the City, after considering the legal, financial, technical, and character qualifications of the Proposer, as well as what in the City's judgment may best serve the public interest of its citizens and employees, may grant a contract.

The successful Proposer understands that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Company Name: _____

Authorized Person: _____ Signature: _____
(Print/Type)

Title: _____ Date: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Name and telephone number of person to whom inquiries should be directed:

Name: _____

Address: _____

Title: _____ Telephone: _____

Fax: _____ E-mail: _____

-End of this Page -

GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT

Instructions:

Contractors must attest to compliance with the requirements of O.C.G.A. 13-10-91 and the Georgia Department of Labor Rule 300-01-02 by executing the Contractor Affidavit in accordance with the requirements of the Georgia Security & Immigration Compliance Act.

CONTRACTOR AFFIDAVIT AND AGREEMENT

(Failure to submit will render bid non-responsive You must use this form, you must be enrolled in this program, you must include your user ID #)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Villa Rica has registered with and is participating in a federal work authorization program [Employment Eligibility Verification (EEV) / Basic Pilot Program, operated by the U.S. Citizens and Immigration Services Bureau of the U. S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)] in accordance with O.C.G.A. § 13-10-91. Further, the undersigned contractor states affirmatively that the individual, firm, or corporation contracting with City of Villa Rica will continue to utilize and participate in the EEV federal work authorization program throughout the term of this contract.

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

EEV / Basic Pilot Program User Identification Number

BY: _____
Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
DAY OF _____,
20____.

Notary Public

My Commission Expires: _____

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

GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT

Instructions:

In the event that your company is awarded the contract for this project, and will be utilizing the services of any subcontractor(s) in connection with the physical performance of services pursuant to this contract, the following affidavit must be completed by such subcontractor(s). Your company must provide a copy of each such affidavit to the City of Villa Rica with the executed contract documents.

All subcontractor affidavit(s) shall become a part of the contract and all subcontractor(s) affidavits shall be maintained by your company and available for inspection by the The City of Villa Rica City Council at any time during the term of the contract. All subcontractor(s) affidavit(s) shall become a part of any contractor/subcontractor agreement(s) entered into by your company.

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of The City of Villa Rica has registered with and is participating in a federal work authorization program [Employment Eligibility Verification (EEV) / Basic Pilot Program, operated by the U.S. Citizens and Immigration Services Bureau of the U. S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)] in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91.

EEV / Basic Pilot Program User Identification Number

BY: _____
Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE ____ DAY OF _____,
20____.

Notary Public _____

My Commission Expires: _____

<http://www.accg.org/content.asp?contentid=1779>

(Click on the link above for more information regarding the SAVE portion of the “Georgia Security & Immigration Compliance Act”)

Secure and Verifiable Documents:

http://law.ga.gov/vgn/images/portal/cit_1210/0/0/187421259Secure%20and%20Verifiable%20document%20list%202012.pdf

(Click on the above link for a list of acceptable “Secure & Verifiable Documents”)

PLEASE READ AND ATTACH APPROPRIATE DOCUMENT TO THE AFFIDAVIT AFTER THIS PAGE

Affidavit Verifying Status of Applicant for City Public Benefits

Pursuant to the Georgia Security and Immigration Compliance Act (O.C.G.A. § 50-36-1), effective July 1, 2007, every agency in the City of Villa Rica providing local public benefits is responsible for determining the immigration status of applicants for said benefits.

By executing this affidavit under oath, as an applicant for a City of Villa Rica, Georgia Occupation Tax Certificate, Alcohol License, Taxicab License, or other public benefit as referenced in O.C.G.A. § 50-36-1 I am stating the following with respect to my application for a City of Villa Rica Occupation Tax Certificate, Alcohol License, Taxicab License or other public benefit (circle one) for _____ [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]:

Company Name: _____

_____ I am a United States citizen;

OR

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

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

Signature of Applicant

Date

Printed Name

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

____ DAY OF _____, 20__

Alien Registration number for non-citizens*

Notary Public

My Commission Expires:

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

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PRACTICE

EEO Plan: The successful Proposer will develop and implement an EEO policy that, as a minimum, will recruit, hire, train, and promote, at all levels, without regard to race, color, religion, national origin, sex, or age, except where sex or age is a bona fide occupational qualification.

EEO For Veterans/Handicapped: The successful Proposer will also provide equal employment opportunities for qualified disabled veterans, handicapped persons and veterans of the Vietnam Era.

EEO For Successful Proposer Programs: The successful Proposer, will ensure equal employment opportunity applies to all terms and conditions of employment, personnel actions, and successful Proposer-sponsored programs. Every effort shall be made to ensure that employment decisions, programs and personnel actions are non-discriminatory. That these decisions are administered on the basis of an evaluation of an employee's eligibility, performance, ability, skill and experience.

EEO Acquisitions: The successful Proposer will develop and implement a policy that will give equal opportunity to the purchase of various goods and services from small businesses and minority owned businesses.

Does the Proposer have the above EEO policy in place?	Y	N
If the answer to the above is no, will the Proposer have such a policy in place prior to commencing work on this project:	Y	N

Statement of Assurance: The Proposer herein assures the City that it is in compliance with Title VI & VII of the 1964 Civil Rights Act, as amended, in that it does not on the grounds of race, color, national origin, sex, age, handicap, or veteran status, discriminate in any form or manner against employees or employers or applicants for employment and is in full compliance A.D.A.

(Firm's Name)

(Authorized Signature)

_____/_____
(Title) (Date)

LEGAL AND CHARACTER QUALIFICATIONS

Convictions: Has the Proposer (including parent corporation, if applicable) or any principal ever been convicted in a criminal proceeding (felonies or misdemeanors) in which any of the following offenses were charged?

		Y	N
a	Fraud		
b	Embezzlement		
c	Tax Evasion		
d	Bribery		
e	Extortion		
f	Jury Tampering		
g	Anti-Trust Violations		
h	Obstruction of justice (or any other misconduct affecting public or judicial officers' performance of their official duties)		
i	False/misleading advertising		
j	Perjury		
k	Conspiracy to commit any of the foregoing offenses		

Civil Proceedings: Has the Proposer or any principal ever been a party, or is now a party, to civil proceeding in which it was held liable for any of the following?

		Y	N
a	Unfair/anti-competitive business practices		
b	Consumer fraud/misrepresentation		
c	Violations of securities laws (state and federal)		
d	False/misleading advertising		
e	Violation of local government ordinance		

License Revocation:

	Y	N
Has the proposer or any principal ever had a business license revoked, suspended, or the renewal thereof denied, or is a party to such a proceeding that may result in same?		

Responses: If "yes" is the response to any of the foregoing, provide Information such as date, court, sentence, fine, location, and all other specifics for each "yes" response.

Principals: The full names and addresses of persons or parties interested in the foregoing bid, as principals, are as follows:

OATH
(To be submitted)

State of Georgia
City of Villa Rica

I, _____ (name of individual), solemnly swear that in the procurement of the contract for **Villa Rica Stormwater Utility**, that neither I, nor any other person associated with me or my business, corporation or partnership, has prevented or attempted to prevent competition in the bidding or proposals of said project or from submitting a bid or proposal for this project by any means whatever.

Lastly, I swear that neither I, nor any other person associated with me or my business, Corporation or partnership has caused or induced any other bidder or proposer to withdraw his/her bid or proposal from consideration for this project. Said oath is filed in accordance with the requirements set forth in O.C.G.A. § 36-91-21 (e).

This _____ day of _____, 20____.

Name of Party
Corporate or Partnership Name

Sworn to and subscribed before me
this _____ day of, 20____.

NOTARY PUBLIC
My Commission Expires:

(SEAL)

City of Villa Rica
Stormwater Utility RFP
Tally Sheet

Company Name: Integrated Science & Engineering

Basis of Award:

- a) Proposer's qualifications and experience, including support capabilities (20 points): 20
- b) Methodology (30 points): 30
- c) Fees (20 points): 15.13
- d) Schedule (25 points): 25
- e) Local vendor (Within the city limits of Villa Rica and has a City of Villa Rica Occupational Tax Certificate) participation (5 points): 0

Total Points: 88

Reviewer: (Print Name) Jameson Green

(Signature) [Signature]

Date: 1-3-2024

Fee Proposal 219,500

City of Villa Rica
Stormwater Utility RFP
Tally Sheet

Company Name: Brennan Jones

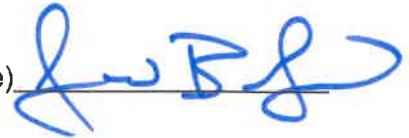
Basis of Award:

- a) Proposer's qualifications and experience, including support capabilities (20 points): 18
- b) Methodology (30 points): 12
- c) Fees (20 points): 18
- d) Schedule (25 points): 25
- e) Local vendor (Within the city limits of Villa Rica and has a City of Villa Rica Occupational Tax Certificate) participation (5 points): 5

Total Points: 78

Reviewer: (Print Name) Jameson Green

(Signature)



Date: 1-3-2024

2023 Billing Rate schedule By the ^{Rate}/Hour

City of Villa Rica
Stormwater Utility RFP
Tally Sheet

Company Name: Raffel's

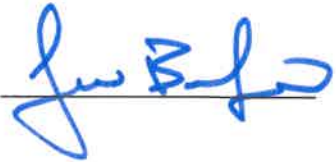
Basis of Award:

- a) Proposer's qualifications and experience, including support capabilities (20 points): 15
- b) Methodology (30 points): 17
- c) Fees (20 points): 18
- d) Schedule (25 points): 25
- e) Local vendor (Within the city limits of Villa Rica and has a City of Villa Rica Occupational Tax Certificate) participation (5 points): 0

Total Points: 75

Reviewer: (Print Name) Jameson Green

(Signature)



Date: 1-3-2024

Fee proposal Total = 150,700

City of Villa Rica
Stormwater Utility RFP
Tally Sheet

Company Name: RAFTELIS

Basis of Award:

- a) Proposer's qualifications and experience, including support capabilities (20 points): 10
- b) Methodology (30 points): 14
- c) Fees (20 points): 18
- d) Schedule (25 points): 25
- e) Local vendor (Within the city limits of Villa Rica and has a City of Villa Rica Occupational Tax Certificate) participation (5 points): 0

Total Points: 67

Reviewer: (Print Name) Bobby C. ELLIOTT

(Signature) Bobby C. Elliott

Date: 12/31/2023

- a.) No registered engineers on team!
- b.) No stakeholders Committee - utility won't be approved without it!
- c.) OK
- d.) OK

City of Villa Rica
Stormwater Utility RFP
Tally Sheet

Company Name: BRENNAN JONES/GMC

Basis of Award:

- a) Proposer's qualifications and experience, including support capabilities (20 points): 20
- b) Methodology (30 points): 14
- c) Fees (20 points): 18
- d) Schedule (25 points): 25
- e) Local vendor (Within the city limits of Villa Rica and has a City of Villa Rica Occupational Tax Certificate) participation (5 points): 5

Total Points: 82

Reviewer: (Print Name) Bobby C. Elliott

(Signature) Bobby C. Elliott

Date: 12/31/2023

a.) OK

b.) No STAKEHOLDER Committee - utility will not be Approved without it

c.) OK

d.) OK

City of Villa Rica
Stormwater Utility RFP
Tally Sheet

Company Name: INTEGRATED SCIENCE & ENGINEERING

Basis of Award:

- a) Proposer's qualifications and experience, including support capabilities (20 points): 20
- b) Methodology (30 points): 30
- c) Fees (20 points): 14
- d) Schedule (25 points): 25
- e) Local vendor (Within the city limits of Villa Rica and has a City of Villa Rica Occupational Tax Certificate) participation (5 points): 0

Total Points: 89

Reviewer: (Print Name) Bobby C. Elliott

(Signature) Bobby C. Elliott

Date: 12/31/2023

- a.) Good - Lots of Cities
- b.) Excellent - STAKEHOLDER Committee AS PART OF METHODOLOGY!
- c.) A LITTLE Higher than expected.
- d.) OK

City of Villa Rica
Stormwater Utility RFP
Tally Sheet

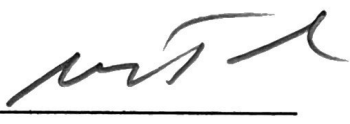
Company Name: Raftelis

Basis of Award:

- a) Proposer's qualifications and experience, including support capabilities (20 points): 18
- b) Methodology (30 points): 27
- c) Fees (20 points): 20 \$150K
- d) Schedule (25 points): 25 Nov 24 / Mar 2025
1/2 day in Person Training
120 day support online
- e) Local vendor (Within the city limits of Villa Rica and has a City of Villa Rica Occupational Tax Certificate) participation (5 points): 0 N.C.

Total Points: 90

Reviewer: (Print Name) Mark Teal

(Signature) 

Date: 1/2/2024

City of Villa Rica
Stormwater Utility RFP
Tally Sheet

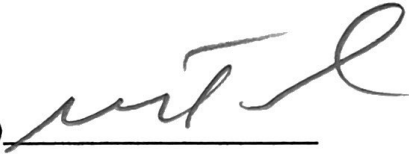
Company Name: Integrated Science & Engineering

Basis of Award:

- a) Proposer's qualifications and experience, including support capabilities (20 points): 19
- b) Methodology (30 points): 28
- c) Fees (20 points): 18 \$210K
- d) Schedule (25 points): 25 1 year ✓
- e) Local vendor (Within the city limits of Villa Rica and has a City of Villa Rica Occupational Tax Certificate) participation (5 points): 0 newnan, GA

Total Points: 90

Reviewer: (Print Name) Mark Teal

(Signature) 

Date: 1/2/2024

City of Villa Rica
Stormwater Utility RFP
Tally Sheet

Company Name: Brennan Jones Engineering Associates

Basis of Award:

- a) Proposer's qualifications and experience, including support capabilities (20 points): 18
- b) Methodology (30 points): 29
- c) Fees (20 points): 20 \$165K
- d) Schedule (25 points): 25 1 yr
- e) Local vendor (Within the city limits of Villa Rica and has a City of Villa Rica Occupational Tax Certificate) participation (5 points): 0 Duille, GA

Total Points: 92

Reviewer: (Print Name) Mark Teal

(Signature)



Date: 1/2/2024

SECTION III
FEE PROPOSAL

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.Villa RicaGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.

I have read and understand the requirements of this request for proposal RFP – Consulting for Stormwater Utility and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material, and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

Project Execution	\$ <u>20,440</u>
Public Relations and Education	\$ <u>20,290</u>
Stormwater Utility Details	\$ <u>61,435</u>
Stormwater Utility Release to the City	\$ <u>48,535</u>
Other Services (include rate sheets as an attachment)	\$ _____
TOTAL \$ <u>150,700</u>	

*Fee proposals shall be accompanied by hourly rate sheets.

SUBMITTED BY: Melissa Levin

PROPOSER: Raftelis Financial Consultants, Inc.

SIGNED: Melissa Levin

NAME (PRINT): Melissa Levin

ADDRESS: 227 W. Trade Street, Suite 1400

CITY/STATE: Charlotte, NC ZIP 28202

TELEPHONE: (704) 936-4441

EMAIL ADDRESS: mlevin@raftelis.com

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM # _____

DATE _____

SECTION III FEE PROPOSAL

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.VillaRicaGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.

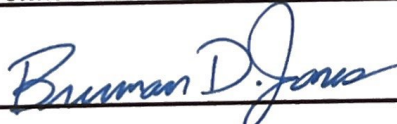
I have read and understand the requirements of this request for proposal RFP – Consulting for Stormwater Utility and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material, and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

Project Execution	<i>Supervision</i>	\$ 50,000
Public Relations and Education	<i>Subcontract</i>	\$ 25,000
Stormwater Utility Details	<i>Calcs</i>	\$ 75,000
Stormwater Utility Release to the City	<i>Included</i>	\$ 15,000
Other Services (include rate sheets as an attachment)		\$ attached
TOTAL		\$ 165,000

*Fee proposals shall be accompanied by hourly rate sheets.

SUBMITTED BY: Brennan Jones Engineering Associates, LLC

PROPOSER: Brennan D. Jones

SIGNED: 

NAME (PRINT): Brennan D. Jones

ADDRESS: 7513 Mason Falls Dr

CITY/STATE: Winston, GA ZIP 30187

TELEPHONE: (770) 688-5148

EMAIL ADDRESS: brennanjones@comcast.net

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM # N/A

DATE N/A

SECTION III

FEE PROPOSAL

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.VillaRicaGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.

I have read and understand the requirements of this request for proposal RFP – Consulting for Stormwater Utility and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material, and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

Project Execution	\$ 12,500
Public Relations and Education	\$ 26,500
Stormwater Utility Details	\$ 81,000
Stormwater Utility Release to the City	\$ 15,500
Other Services (include rate sheets as an attachment)	\$ 75,000 (Residential parcel delineations (optional) See details in task 3.4)

TOTAL \$ 210,500

*Fee proposals shall be accompanied by hourly rate sheets.

*# 135,500 without
Res Imp surface
CALCS*

SUBMITTED BY: Integrated Science & Engineering, Inc.

PROPOSER: Water Resources Department

SIGNED: 

NAME (PRINT): Lawrence H. (Dan) Davis, Jr., P.E.

ADDRESS: 1039 Sullivan Road, Suite 200

CITY/STATE: Newnan, GA ZIP 30265

TELEPHONE: (678) 552-2106

EMAIL ADDRESS: ddavis@intse.com

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM #

DATE



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Proposal to Design Sewer Improvements Along Conners Road

AGENDA DATE: February 13, 2024

DATE PREPARED: February 2, 2024

PREPARED BY: Tom Barber

AMOUNT: \$335,515.00

GL ACCOUNT #:

FUNDING SOURCE: ARPA Funds

BUDGETED ITEM? Yes

PURPOSE: To approve a proposal with Brennan Jones to design sewer improvements along Conners Road.

BACKGROUND: The North Sewer Plant is operating at 80% of capacity and cannot be cost-effectively upgraded due to the restrictions on discharge capacity. We are therefore working on two projects to redirect sewer volume to the West Plant where we are operating at less than 50% capacity. One of them is to construct replacement lift station in Ashley Place with a new sewer force main along Conners Road down to the Cleghorn Lift Station. Brennan Jones has proposed to design these improvements, survey the route, bid the project, and oversee the construction.

STAFF RECOMMENDATION: Staff recommends approval. Our experience with Brennan has been very good and we have made a lot of progress on our system as a result of his efforts.

IMPACT: This project is part of a six-pronged effort to prepare our water & sewer system for the future:

1. Redirection of the Shoreline lift station and new force main
2. Redirection of the Ashley Place lift station and new force main
3. Reduction in the length of the Cleghorn force main
4. Receipt of permit for Indirect Potable Reuse from EPD
5. Improvements to our three reservoirs (dredging) and new force main
6. Construction of a new water treatment plant

MOTION: I move to authorize the Mayor to execute the proposal from Brennan Jones for sewer improvements along Conners Road for an amount not to exceed \$335,515.00.

**AGREEMENT FOR ENGINEERING SERVICES BETWEEN
CITY OF VILLA RICA, GEORGIA AND
BRENNAN JONES ENGINEERING ASSOCIATES, LLC
FOR
ASHLEY PLACE PUMP STATION TO CLEGHORN PUMP STATION
SANITARY SEWER IMPROVEMENTS
November 14, 2023**

WORK ORDER NO. 17003.22

This Work Order has been prepared in accordance with the Agreement for Engineering Services between Brennan Jones Engineering Associates, LLC (BJEA) and City of Villa Rica, Georgia, dated September 15, 2017.

Introduction and Background

A sewer master plan for the Tyson Road and Nalley Road area has been developed. A map showing the planned improvements is attached for reference. To reduce wastewater flow at the North Wastewater Treatment Plant (WWTP) and to allow for pre-approved development in the Mirror Lake subdivision, it was determined that wastewater flow from the Tyson-Nalley-Conners Road area needs to be diverted to the West Water Reclamation Facility (West WRF) for treatment. The Ashley Place Pump Station will be upsized, reconstructed and relocated off of a residential lot and new piping infrastructure including force main and upsizing of a gravity sewer necessary to redirect the wastewater flow to the Cleghorn pump station will be installed. The new sewage force main will be constructed from the Ashley Place pump station through the Ashley Place subdivision, along Conners Road to Grady Knight Industrial where it will discharge into the gravity sewer system. In addition, the force main along Conners Road will be sized to allow the Conners Road pump station force main to connect to the p[ipeline. Wastewater flow conveyed to the Cleghorn Pump station will transfer the flow to the West WRF. This project will allow for approximately 1,000 residential units (approximately 150,000 gpd Average Daily Flow (ADF)), to be diverted from the North WWTP.

Two phases of the project are anticipated. The first Phase will be upsizing of the gravity sewer line from Cleghorn pump station to the force main termination location near Grady Knight Industrial. The second phase will be the Ashley Place pump station and force main construction along Conners Road to Grady Knight Industrial.

Design for this project includes the following:

- Ashley Place Pump Station
- Conners Road Pump Station Improvements
- Conners Rd Force Main from Ashley Place to Grady Knight (13,330 LF, 8" and 10")
- Gravity Sewer Replacement & Upsizing (1,900 LF, 15")

Scope of Services

BJEA will perform the following task for this project:

Task 1 – Project Management and Coordination. Project management and coordination activities include design coordination meetings with the City, regulatory agencies, and others. This activity also includes costs for expenses including travel, copies, etc.

Task 2 – Topographic Surveying and Survey Control Points. BJEAs subconsultant, Professional Land Surveyors, LLC, will conduct surveying activities under BJEAs supervision to include a 50-foot-wide field run topographic survey along the entire 13,200 LF project corridor. Horizontal and Vertical Control points will be established along the force main route. Limited right of way and property boundary will be established using available deeds and plats obtained through courthouse records research. Field-run verification of existing manhole tops and inverts will be conducted to obtain exact pipe slopes, sizes and material. In addition, any nearby cross-country underground utilities will be shown per markings placed by a Georgia 811 locate ticket. The deliverable to PCWS for this task will include all of the elevation data described above provided in AutoCAD Civil 3D and .pdf formats. Survey data acquired under this task can and will be used to develop full design and permitting documents.

Task 3 – Easement Preparation. Easement plats and legal descriptions for the new sanitary sewer facilities will be prepared by BJEAs surveying subconsultant Professional Land Surveyors, LLC. The cost for preparing

Work Order 17003.22
Ashley Place Pump station to Cleghorn Pump Station Sewer Improvements
City of Villa Rica, Georgia
November 10, 2023

easements will be determined based on a fee of \$456 per plat/legal description. A parcel may have up to two easements (i.e., one permanent easement and one temporary construction easement).

Task 4 – Subsurface Utility Locating Services. If determined necessary, BJEa will engage a subconsultant to perform subsurface utility locating services at the pump station site and along the pipeline route. Utility location services will include physically locating and exposing utility lines to determine the horizontal and vertical position of utility lines in proximity to the proposed new pipeline facilities. This work will include any necessary surveying to record utility information including but not limited to utility owner, type of utility line, size and material of utility lines, horizontal and vertical position of the utility lines. This information will be included in design documents and used in design to avoid potential conflicts with utility lines.

Task 5 – Geotechnical Investigation. BJEa's subconsultant Contour Engineering, LLC, will conduct a geotechnical investigation at the proposed pump station site and along the force main pipeline route. The geotechnical investigation will identify locations where rock is present, and it will be used for foundation design for structures.

Task 6 – Engineering Design and Preparation of Plans and Specifications. BJEa will design and prepare construction plans and specifications for the Ashley Place regional pumping station, Conners Road Pump Station Upgrades, and related force main pipeline and sanitary sewer upgrades. The sewer facilities will be sized to receive flow from the Ashley Place Sewer Basin and Conners Road Sewer Basin and transfer the flow from the North WPCP basin to Cleghorn Pump Station where the flow will transfer to the West WRF. Construction plans and specifications will be submitted to GA EPD for review and approval. Advertisement and Bidding documents will be prepared and used for solicitation of bids from qualified contractors.

Task 7 – Permitting. BJEa will prepare environmental permits required for pump station and associated pipeline construction. Permits include but are not limited to the following: GA EPD Sewer System Extension and Erosion & Sedimentation Control permitting.

Task 8 – Bid Phase Services. BJEa will perform the following Bid Phase services in Preparation of construction contract documents for bidding

- Provide the advertisement to bid and assist with project advertisement through publication on GLGA Marketplace Website and local plan advertisement rooms.
- Reproduce and distribute bid documents to plan advertisement companies and bidders
- Conduct pre-bid conference
- Interpretation of bid documents and issue addenda as required
- Attend the bid opening and open bids
- Evaluate bids and provide recommendations for award

Task 9 –Construction Phase Services. BJEa will perform the following Construction Phase services in conjunction with this task:

- Provide conformed contract execution documents
- Conduct a preconstruction conference
- Receive and review submittals
- Provide interpretations of plans and specifications
- Review pay requests and make payment recommendations
- Provide periodic on-site construction observation
- Construction Materials Texting (by Geotechnical Engineering Subconsultant)
- Conduct substantial completion inspection and construction deficiency list
- Conduct final completion inspection
- Provide a recommendation for final acceptance

Work Order 17003.22
Ashley Place Pump station to Cleghorn Pump Station Sewer Improvements
City of Villa Rica, Georgia
November 10, 2023

Schedule

We anticipate that the design services outlined above will be completed within 6 months including final delivery of 100% Design Plans and Specifications are subject to review by Villa Rica, and any environmental permitting if required. Construction for the facilities is anticipated to take 12-15 months to complete.

Fee

The fee for engineering services outlined above will be performed on a Lump Sum (LS) or Hourly (H) basis including expenses as shown below. BJEa will submit invoices on a monthly basis for services completed during the previous month. The following is a breakdown of fee by tasks associated with the scope of services outlined above.

Task Description	Budget
Task 1 – Project Management	\$6,980.00 (H)
Task 2 – Survey Control Points and Limited Topographic Surveying	\$59,555.00 (LS)
Task 3 – Easement Preparation	\$8,660.00 (H)
Task 4 – Subsurface Utility Locating Services	\$28,670.00 (H)
Task 5 – Geotechnical Investigation	\$17,930.00 (H)
Task 6 – Design and Preparation of Plans and Specifications	\$132,140.00 (LS)
Task 7 – Permitting	\$11,360.00 (LS)
Task 8 – Bid Phase Services	\$17,020.00 (H)
Task 9 –Construction Phase Services	\$53,200.00 (H)
Total	\$335,515.00

Reimbursable Expenses (mileage, copies, etc.) are included in the budget above. Any services, which are not included in the scope of services will be performed on a time and expense basis in accordance with the attached Unit Rate Schedule after written authorization has been received from the Client. For any authorized additional services, BJEa will submit a detailed invoice for services on a monthly basis for all project related activities and services completed during the prior month.

OWNER and CONSULTANT have caused this Agreement to be amended by representatives duly authorized to act, all as of the effective date of May 27, 2022.

CONSULTANT

OWNER

**BRENNANJONES ENGINEERING
ASSOCIATES, LLC**

CITY OF VILLA RICA, GEORGIA



Brennan D. Jones, P.E.
Principal

Tom Barber
City Manager

Date November 14, 2023

Date _____