



**CARTERSVILLE
CITY COUNCIL MEETING**
Council Chambers, Third Floor of City Hall
Thursday, June 01, 2023 at 7:00 PM

AGENDA

COUNCILPERSONS:

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

CITY MANAGER:

Dan Porta

CITY ATTORNEY:

David Archer

CITY CLERK:

Julia Drake

Work Session - 6:00 PM

Regular Meeting - 7:00 PM

OPENING OF MEETING

Invocation

Pledge of Allegiance

Roll Call

COUNCIL MEETING MINUTES

1. May 18, 2023 Council Meeting Minutes

SECOND READING OF ORDINANCES

2. 3rd Quarter Reporting Text Amendment

FIRST READING OF ORDINANCES

3. Budget Ordinance for the Fiscal Year 2023-24

4. Amendment to Utilities Ordinance Regarding Water and Sewer Rates

CONTRACTS/AGREEMENTS

5. Rotary Club of Etowah for July 4, 2023 Celebration

6. Fire Station 5

CERTIFICATION

- [7.](#) Stormwater Management Program Certification

GRANT APPLICATION/ACCEPTANCE

- [8.](#) LMIG Grant Application

BID AWARD/PURCHASES

- [9.](#) Water Treatment Plant Expansion Engineering
- [10.](#) Water Meters for Stock
- [11.](#) Southway Crane Invoice

ADJOURNMENT

Persons with disabilities needing assistance to participate in any of these proceedings should contact the human resources office, ADA coordinator, 48 hours in advance of the meeting at 770-387-5616.

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



CITY COUNCIL ITEM SUMMARY

MEETING DATE:	June 1, 2023
SUBCATEGORY:	Council Meeting Minutes
DEPARTMENT NAME:	Planning and Development
AGENDA ITEM TITLE:	May 18, 2023 Council Meeting Minutes
DEPARTMENT SUMMARY RECOMMENDATION:	The Council Minutes from May 18, 2023 have been uploaded for your review and approval.
LEGAL:	NA

City Council Meeting
City Hall – Council Chambers
May 18, 2023
6:00 P.M. – Work Session
7:00 P.M. – Council Meeting

WORK SESSION

Mayor Pro-Tem Calvin Cooley opened Work Session at 6:00 P.M. Council Members discussed each item from the agenda with corresponding Staff Members.

Mayor Pro-Tem Cooley closed Work Session at 6:39 P.M.

OPENING MEETING

Mayor Pro-Tem Cooley called the Council Meeting to order at 7:00 P.M.

Invocation by Council Member Roth.

Pledge of Allegiance led by Council Member Fox.

The City Council met in Regular Session with Calvin Cooley, Mayor Pro-Tem presiding, and the following present: Jayce Stepp, Council Member Ward Two; Cary Roth, Council Member Ward Three; Gary Fox, Council Member Ward Five; Dan Porta, City Manager; Julia Drake, City Clerk; and Keith Lovell, Assistant City Attorney.

Absent: Mathew Santini, Mayor; Kari Hodge, Council Member Ward One; Taff Wren, Council Member Ward Six

REGULAR AGENDA

COUNCIL MEETING MINUTES

1. May 4, 2023, Council Meeting Minutes

Council Member Fox made a motion to approve the May 4, 2023, Meeting Minutes. Council Member Roth seconded the motion. The motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

SECOND READING OF ORDINANCES

2. Natural Gas Rates

Keith Lovell, Assistant City Attorney, stated Several ordinances relating to the Gas System rates is being updated in our Code of Ordinances, Chapter 24 – Utilities. Article IX, - Gas System. Division 2 – Rates.

Council Member Fox made a motion to approve the Natural Gas Rates. Council Member

Roth seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

Reference Ordinances 22-23, 23-23, 24-23, 25-23, 26-23, and 27-23

FIRST READING OF ORDINANCES

3. 3rd Quarter Reporting Text Amendment

Randy Mannino, Planning and Development Director stated following the 3rd Quarter Reporting in November 2022, it was recommended to change the requirements to include four quarters (Oct-Sept) in the reporting versus the previous requirement of only three quarters (Jan-Sept).

This is a first reading and will be voted on at the June 1, 2023, City Council Meeting.

APPOINTMENTS

4. Board of Zoning Appeals

Mr. Mannino stated the current terms for Ward 1, Kevin McElwee, Ward 3, Patrick Murphy, Ward 4, Malcolm Cooley and Ward 5, Linda Brunt on the Board of Zoning Appeals will expire in June. They would like to continue serving and if reappointed, their new terms would expire on June 1, 2027.

Council Member Fox made a motion to approve the Board of Zoning Appeal Appointments. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

CONTRACTS/AGREEMENTS

5. 2023-2024 GEMS Main Street MOU

Lillie Read, Downtown Development Authority Director, stated the DDA is seeking approval from Council for the annual MOU with DCA for our accredited Main Street program. The DDA and staff recommend approval.

Council Member Roth made a motion to approve the 2023-2024 GEMS Main Street MOU. Council Member Stepp seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

6. Professional Services Agreement for Downtown Flood Study

Wade Wilson, Public Works Director, stated There are several areas within the Downtown Area that are currently mapped as Localized Floodplain. The proposed engineer/surveyor will get detailed information that should better define this floodplain. The attached agreement from Barge Design Solutions will include fieldwork by their surveyors and analysis by their qualified engineering department. The information provided from this study should provide the city with

better information to assist in planning of floodplain management and potential areas of need to reduce flooding potential.

The agreement for these services is \$51,300. Public Works will utilize America Rescue Plan Act (ARPA) Funds for this project. To qualify for these funds, we feel that this project would help our stormwater division “manage, reduce and recapture stormwater” drainage in the future based on identifying flood areas in the downtown area. Therefore, this project would meet the requirements for eligibility of ARPA funds. This is not a budgeted item but will utilize available ARPA funds.

Council Member Fox made a motion to approve the Professional Services Agreement for Downtown Flood Study. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

7. Second Amendment to Development Agreement for Jackson Farm

Mr. Lovell stated this amendment updates the name of the owners.

Council Member Stepp made a motion to approve the Second Amendment to Development Agreement. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

8. Satisfaction and Release of Extension Agreement

Mr. Lovell stated Great Valley Commerce Center, LLC has completed all obligations and payments of the Gas Department’s gas extension agreement for the Great Valley Commerce Center Project. Since they have met all the requirements.

Council Member Roth made a motion to approve the Satisfaction and Release of Extension Agreement. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

9. Approving Plan of Finance and Revenue Bonds

Mr. Lovell stated the Bartow-Cartersville Joint Development Authority (BCJDA) is requesting approval of the financing and issuance of revenue bonds for Hanwha Q Cells’ sewerage and solid waste disposal facilities.

Council Member Fox made a motion to approve the Plan of Finance and Revenue Bonds. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

10. First Amendment to Real Estate Sales and Purchase Agreement

Dan Porta, City Manager, stated this amendment between JB Henderson Properties and the City of Cartersville extends the Due Diligence Period for 60 days, Closing Date for 60 days and Exhibit B most 60 days, or similar updated time frame that corresponded to original schedule time frame.

Council Member Fox made a motion to approve the First Amendment to Real Estate Sales and Purchase Agreement. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

11. City of Cartersville Rebranding Project

Logan Bagley, Public Relations and Communications Manager, stated this is a contract with Doug Chatham Design Studio to partner with the city’s PR and Communications Manager on the city rebranding project. This project aims to establish a new brand identity package for the City of Cartersville, which will provide a consistent look and strong messaging that resonates with both citizens and visitors. The services offered total \$12,500.00.

Council Member Stepp made a motion to approve the City of Cartersville Rebranding Project. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

12. Second Amendment to the Solar Power Purchase Contract

Derek Hampton, Gas Department Director, stated the Electric Department is requesting approval of the provided second amendment to the Power Purchasing Contract with MEAG Power. The most significant of the changes would be a 30% increase in power costs from the first amendment to the PPC. This increase is due to the developer’s inability to get financing at First Amendment pricing now.

Also added is an agreement to lower that unit cost if they can secure the solar panels at a lower than current price.

Council Member Fox made a motion to approve the Second Amendment to the Solar Power Purchase Contract. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

BID AWARD/PURCHASES

13. 2600kVA Transformer Purchases

Mr. Hampton stated The Electric Department recommends the purchase of (4)-2550kVA 480/277V transformers from UTB Transformers for \$61,226 each to serve power for a new customer choice customer. The proposed vendor was not the cheapest but offered a much shorter delivery time. This is needed to meet the customer’s schedule for February 2024. This is a budgeted expense in the pending FY23-24 budget.

Council Member Stepp made a motion to approve 2600kVA Transformer Purchases. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

14. Public IP Address Space

Steven Grier, FiberCom Director, stated FiberCom is requesting approval to pay Brander Group Inc. \$42,496.00 for a block of 1024 IP addresses. These IP addresses will be assigned to future FiberCom customers for delivery of internet services. This is to supplement our current block of IP addresses that are nearing depletion. This is not a budgeted item, but funds are available.

Council Member Stepp made a motion to approve the Public IP Address Space. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

15. Truck Purchases

Freddy Morgan, Assistant City Manager, stated Five F150s will be purchased from Prater Ford. One will be purchased for Planning, one for the Electric Department and three will be purchased for the Gas Department. These are not budgeted but will be covered by departmental funds.

Council Member Stepp made a motion to approve the Truck Purchases. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

16. Track Steer Loader

Steve Roberts, Parks and Recreation Director, stated this request is for approval to purchase a Track Steer Loader from Franklin Tractor Co. located in Cartersville. We attained 3 quotes from Franklin Tractor Co., Ag Pro of Cartersville and Bobcat of Atlanta located in Marietta. Staff recommends the New Holland from Franklin Tractor Co. based on the design of the machine and safety features of the New Holland. The New Holland C345 with the safety glass door cost \$88,632.00. This is not a budgeted purchase, but funds are available through the General Fund.

Council Member Fox made a motion to approve Track Steer Loader, as the best qualifying bid. Council Member Stepp seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

17. Water Material for Stock

Sidney Forsyth, Water Department Director, stated the Water Department received quotes for stock material for water system repair and replacement material. The lowest bidder was Core & Main for \$22,995.00. This is a budgeted item to be paid from account #505.3320.52.2390.

Council Member Roth made a motion to approve the Water Material for Stock. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

ENGINEERING SERVICES

18. Watershed Protection Plan Monitoring

Mr. Forsyth stated the City’s NPDES discharge permit requires the development of a Watershed Protection Plan. In accordance with this approved plan, the City must perform long-term water quality monitoring, and fish and macroinvertebrate habitat assessments, with annual reports submitted to the Georgia EPD accordingly.

Rindt Engineering has historically performed this service for the city and has submitted a Task Order proposal for this year at a cost of \$59,500.00. This item is budgeted.

Council Member Fox made a motion to approve the Watershed Protection Plan Monitoring. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

19. Grassdale Rd Water Relocation Engineering

Mr. Forsyth stated the engineering design for relocating the water line along Grassdale Road is complete. The previous task order for this job did not include the bid phase of the project.

In accordance with the Engineering Services agreement dated August 18, 2022, Sweitzer Engineering has submitted Task Order #2A for a not-to-exceed cost of \$30,000 to perform these services.

Approval was recommended. This is a budgeted expense to be paid from account #505.3320.54.1346.

Council Member Roth made a motion to approve the Grassdale Rd Water Relocation Engineering. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting

20. Altitude Valve Replacement Engineering

Mr. Forsyth stated to supply sufficient volume and pressure to the farthest reaches of the City’s water system, altitude valves will need to be installed at both the Morningside Drive and Fairview Street water reservoirs.

In accordance with Engineering Services Agreement dated August 18, 2022, with the City, Sweitzer Engineering has submitted Task Order No. 5 to design and bid the appropriate valves for this purpose.

This task order is for a not-to-exceed cost of \$41,000. This is not a budgeted item, but funds are available from Water Department revenue and will be paid by account #505.3320.52.1360.

Council Member Roth made a motion to approve Altitude Valve Replacement Engineering. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting

21. Overlook Gravity Sewer Engineering

Mr. Forsyth stated the current sewer lift station at Overlook Parkway is not adequately located nor does it have sufficient capacity to serve the current and proposed residential development in that area. The City has identified a location for a replacement lift station to properly serve the developable property in this basin. This will require laying approximately 2,100 feet of 12-inch gravity sewer from the current lift station to the proposed new lift station.

In accordance with the Engineering Services agreement dated August 18, 2022, Sweitzer Engineering has submitted Task Order #3 for a not-to-exceed price of \$80,000, which includes the design through the bid phase of the project.

This is not a currently budgeted expense, but it is included in the FY23_24 budget. Funds are available and will be paid by sewer capacity fee revenue.

Council Member Stepp made a motion to approve Overlook Gravity Sewer Engineering. Council Member Roth seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

22. Overlook Life Station Engineering

Mr. Forsyth stated the construction of a new sewer lift station is necessary to serve the new and proposed developments along Overlook Parkway.

In accordance with the Engineering Services agreement dated August 18, 2022, Sweitzer Engineering has submitted Task Order #4 to provide these services through the bid phase of the project for a not-to-exceed price of \$103,000.

This is not a currently budgeted expense but is included in the proposed FY23_24 budget. Funds are available and will be paid by sewer capacity fee revenue.

Council Member Roth made a motion to approve Overlook Life Station Engineering. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

23. West Side Water Tank Site Survey

Mr. Forsyth stated a water feeder main is currently in design to continue to provide adequate water supply pressure and volume to the West side of the City's distribution system.

In addition to the water line, an additional water storage reservoir will be necessary.

In accordance with the Engineering Services agreement dated August 18, 2022, Sweitzer Engineering has submitted Task Order #6 for a not-to-exceed price of \$41,000 to perform proposed tank location site surveys, including topographical, geotechnical, access/easement requirements, and hydraulic modeling.

This is not a currently budgeted expense, but funds are available from Water system revenues. This project is included in the FY23_24 budget.

Council Member Roth made a motion to approve the West Side Water Tank Site Survey. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

ADDED ITEMS

Council Member Stepp made a motion to add four (4) items to the agenda. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

24. Post Occupancy and Settlement Agreement

Mr. Lovell stated the seller of this property, Joshua W. Gullick, needs the cash from the sale to purchase his next property, and this agreement will need to be approved for the seller to stay in the house for a few more weeks after closing. The purchase of this property will be paid for using ARPA funds. The address of said property is 115 Woodland Drive.

Council Member Stepp made a motion to approve the Post Occupancy and Settlement Agreement. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

25. Maintenance Building for Sports Complex at Sugar Valley Road

Mr. Roberts stated the Parks and Recreation Department has reviewed bids for a maintenance storage building at the Sports Complex which would allow them to store lawnmowing and other equipment onsite to maintain that park. Graham Construction had the lowest and best bid with the total being \$117,112.00.

Council Member Stepp made a motion to approve the Maintenance Building for Sports Complex at Sugar Valley Road. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

26. Pine Grove Acquisitions Dirt Agreement & Douthit Ferry-Walnut Grove Dirt Agreement

Mr. Porta stated that he, Sidney Forsyth, and Keith Lovell had been working with the developer of the property that is across from the new Water Administration Building on Douthit Ferry Road for them to obtain the excess dirt that the city has off of our property, which is more convenient for them and less costly, in exchange for the city to obtain excess dirt off of John Cummings's property that is adjacent to the city's property in the future. Since the city does not have a need for our excess dirt at this time, it was requested to approve these agreements. Note that the removal of the dirt from the city's property will not impact or slowdown the construction of our new Water Administration Building.

Council Member Stepp made a motion to approve both agreements. Council Member Fox seconded the motion. Motion carried unanimously. Vote: 4-0 with Mayor Pro-Tem Cooley voting.

FINANCIAL REPORT

27. March 2023 Financial Report

Tom Rhinehart, Finance Director, went over the March 2023 Financial Report and compared the numbers to March 2022.

OTHER BUSINESS

David Holt, 218 West Ave, came forward and stated he would like to be advised when the Quiet Zone’ would be implemented. Continuing, he stated he wanted to invest more money in the city but had reservations due to the slow process of the implementation.

Mr. Porta stated the funds are available in the 2020 SPLOST Fund, however, the holdup was with CSX, and we were patiently waiting.

Mr. Holt was not satisfied with this answer and stated he would like to obtain the information regarding this as he had contacts with CSX and would like to attempt to expedite this process.

ADJOURNMENT

With no other business to discuss, Council Member Stepp made a motion to adjourn.

Meeting Adjourned at 7:40 P.M.

/s/ _____
Matthew J. Santini
Mayor

ATTEST:
/s/ _____
Julia Drake
City Clerk



CITY COUNCIL ITEM SUMMARY

MEETING DATE:	June 1, 2023
SUBCATEGORY:	Second Reading of Ordinances
DEPARTMENT NAME:	Planning and Development
AGENDA ITEM TITLE:	3rd Quarter Reporting Text Amendment
DEPARTMENT SUMMARY RECOMMENDATION:	Following the 3 rd Quarter Reporting in November 2022, it was recommended to change the requirements to include four quarters (Oct-Sept) in the reporting versus the previous requirement of only three quarters (Jan-Sept).
LEGAL:	N/A

Ordinance no. _____

Now be it and it is hereby ordained by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES. CHAPTER 4 – ALCOHOL BEVERAGES. ARTICLE I. – IN GENERAL. DIVISION 1. GENERALLY. SECTION 4-1 DEFINITIONS. Hotels or motels, paragraph 5, and Restaurant, paragraph 5 are amended by deleting the said paragraph definitions in their entirety replacing them, and adding the definition of Third Quarter Report all as indicated below.

1.

Sec. 4-1. – Definitions.

Hotel or motel

- (5) Which derives at least forty-five (45) percent of its gross income from the sale of such meals prepared, served and consumed on the premises. Cover charges cannot be included in determination of gross income from food sales. The director of planning and development or his/her designee shall review the gross income figures from each establishment which shall provide such information, at the end of the third quarter of each calendar year, or at any other time requested to do so by the director of planning and development or his/her designee. The report shall cover the period from October 1 of the preceding year to September 30 of the current year. The purpose of said report is to determine if the annual sales meet the required ratio and make the appropriate recommendations to the alcohol control board. Hotels shall have the privilege of granting franchises for the operation of a lounge, restaurant in their premises and the holder of such franchise shall be included in the definition of hotel.

Restaurant

- (5) Which derives at least forty-five (45) percent of its gross income from the sale of such meals prepared, served and consumed on the premises. Cover charges cannot be included in determination of gross income from food sales. The director of planning and development or his designee shall review the gross income figures from each establishment which shall provide such information, at the end of the third quarter of each calendar year, and at any other time requested to do so by the director of planning and development or his designee. This report shall cover the period of time from October 1 of the preceding year to September 30 of the current year. The purpose of said report is to determine if the annual sales meet the required ratio and make appropriate recommendations to the alcohol control board.

Third Quarter Report means reports required by the ordinance, which all on premises consumption license holders are required to submit covering their percentage of alcohol sales versus retail or food sales. The reports cover the period of time from October 1 of the preceding year to September 30 of the current year. The purpose of the report is to determine, based upon the establishment’s gross sales, whether it is meeting the applicable sales ratios between malt beverage and wine, and distilled spirits, and either prepared food sales, or retail merchandise, as required for their license.

2.

All other existing provisions of Sec. 4-1 not changed herein, shall remain as is.

3.

It is the intention of the city council and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Ordinances, City of Cartersville, Georgia, and the sections of this ordinance may be renumbered to accomplish such intention and any ordinance or part thereof not amended shall remain in effect and be unchanged.

BE IT AND IT IS HEREBY ORDAINED

FIRST READING: _____
SECOND READING: _____

ATTEST:

MATTHEW J. SANTINI, MAYOR

JULIA DRAKE, CITY CLERK

Ordinance no. _____

Now be it and it is hereby ordained by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES. CHAPTER 4 – ALCOHOLIC BEVERAGES. ARTICLE II. – LICENSING REQUIREMENTS. DIVISION 2. – APPLICATION AND ISSUANCE. SECTION 4-59. – POURING LICENSES LIMITED TO CERTAIN ESTABLISHMENTS, paragraphs (a)(1)e.; (a)(2)e.; (a)(3); (a)(5); and (b)(1) are hereby amended by deleting said paragraphs in their entirety and replacing them as listed below:

1.

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

(a)

(1)

e. Which derives at least forty-five (45) percent of its gross income from the sale of such meals prepared, served and consumed on the premises. Cover charges cannot be included in determination of gross income from food sales. The director of planning and development or his/her designee shall review the gross income figures from each establishment which shall provide such information, at the end of the third quarter of each calendar year, and at any other time requested to do so by the director of planning and development or his/her designee. This report shall cover the period of time from October 1 of the preceding year to September 30 of the current year. The purpose of said report is to determine if the annual sales meet the required ratio and make the appropriate recommendations to the alcohol control board. Hotels shall have the privilege of granting franchises for the operation of a lounge, restaurant in their premises and the holder of such franchise shall be included in the definition of hotel.

(a)

(2)

e. Which derives at least forty-five (45) percent of its gross income from the sale of such meals prepared, served and consumed on the premises. Cover charges cannot be included in determination of gross income from food sales. The director of planning and development or his designee shall review the gross income figures from each establishment which shall provide such information, at the end of the third quarter of each calendar year, and at any other time requested to do so by the director of planning and development or his designee. This report shall cover the period of time from October 1 of the preceding year to September 30 of the current year. The purpose of this report is to determine if the annual sales meet the required ratio and make appropriate recommendations to the alcohol control board.

(a)

(3) *Retail cigar shops* as specifically defined in this Code, may be issued an on-premises consumption license for sales of beer, malt beverages, wine, and distilled spirits, without meeting the requirement that forty-five (45) percent of its gross annual sales be derived from the sale of prepared meals or food, provided that at least fifty-one (51) percent of its gross annual sales be derived from the sale of full-sized hand-rolled cigars, pipe tobaccos, briar wood pipes, humidors, lighters, cutters, and expressly excluding from the calculation of gross annual sales the sale of cigarettes, bongos, bubblers, glass pipes, water pipes, Turkish pipes, pipe screens, pipe filters, dug-outs, stash boxes, rolling papers, rolling devices, rolling trays, grinders, incense, pipe cleaners, and other smoking paraphernalia if at all allowed to be sold pursuant to this chapter. The total amount of alcohol sales for consumption on the premises shall not exceed forty-nine (49) percent. The director of planning and development or his designee shall review the gross income figures from each establishment which shall provide such information, at the end of the third quarter of each calendar year, and at any other time requested to do so by the director of planning and development or his designee. This report shall cover the period of time from October 1 of the preceding year to September 30 of the current year. The purpose of this report is to determine if the annual sales meet the required ratio and make appropriate recommendations to the alcohol control board.

- a. In regards to seating, parking and occupancy requirements, those applicable to the cigar store shall supersede those listed in chapter 4.
- b. Said establishment shall be required to submit a Third Quarter Report.

(a)

(5) *Reserved.*

(b) *Reporting requirements.*

(1) All establishments licensed under this chapter, as indicated in said chapter, shall be required by November 1st of each calendar year to turn in third quarter reports which at a minimum indicate the percentage of alcohol sales on-premises and off-premises, including food, retail, and other required categories of its gross revenues. Failure to do so shall result in an automatic suspension of any existing alcohol license, and require said establishment to file a new application for license instead of being eligible for a renewal license.

2.

All other existing provisions of Sec. 4-59 not changed herein, shall remain as is.

3.

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

BE IT AND IT IS HEREBY ORDAINED

FIRST READING: _____
SECOND READING: _____

MATTHEW J. SANTINI, MAYOR

ATTEST: _____
JULIA DRAKE, CITY CLERK



CITY COUNCIL ITEM SUMMARY

MEETING DATE:	June 1, 2023
SUBCATEGORY:	First Reading of Ordinances
DEPARTMENT NAME:	Finance
AGENDA ITEM TITLE:	Budget Ordinance for the Fiscal Year 2023-24
DEPARTMENT SUMMARY RECOMMENDATION:	<p>The fiscal year 2023-24 budget ordinance is attached. The proposed budget is a balanced budget and increased \$37,565,020 over the fiscal year 2022-23 budget which equates to a 20.92% increase. The proposed budget includes salary adjustments, a small increase in the City’s property tax millage rate, an increase in health insurance premiums for both the city and the employees, and a small increase in the water and sewer rates.</p> <p>Budget comparison by type for the FY 2024 proposed budget compared to the FY 2023 budget include: personnel expenses decrease by \$47,155; operating expenses increased \$2,985,455; purchase of commodities increased by \$11,145,005; debt service expenses increased \$1,952,165; capital expenses increased \$20,559,550, and transfers to the general fund increased \$970,000. I recommend approval of the proposed FY 2023-24 budget as presented.</p>
LEGAL:	N/A

Ordinance
of the
City of Cartersville, Georgia
Ordinance No. _____

NOW BE IT HEREBY ORDAINED by the Mayor and City Council that pursuant to the City of Cartersville Charter; the City of Cartersville Fiscal Year 2023 – 2024 budget.

2023 - 2024 Budget Summary

<u>General Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
Revenues	\$39,874,050	
Expenditures:		
Legislative		\$ 5,732,590
Administration		\$ 1,262,780
Finance Dept.		\$ 1,403,620
Customer Service Dept.		\$ 1,612,720
Police		\$ 8,480,785
Fire		\$11,647,295
Municipal Court		\$ 280,880
Public Works		\$ 2,956,625
Recreation		\$ 4,881,780
Planning & Development		\$ 1,614,975
 <u>Special Revenue Funds</u>		
GO Park Bonds Series 2014	\$ 931,400	\$ 931,400
America Rescue Plan (ARPA)	\$ 2,000,000	\$ 2,000,000
Tourism Product Development	\$ 150,000	\$ 150,000
SPLOST – 2003	\$ 0	\$ 0
SPLOST – 2014	\$ 291,995	\$ 291,995
SPLOST - 2020	\$ 5,605,615	\$ 5,605,615
DEA	\$ 271,500	\$ 271,500
State Forfeiture	\$ 3,000	\$ 3,000
Hotel/Motel Tax	\$ 1,657,050	\$ 1,657,050
Motor Vehicle Rental Tax	\$ 112,765	\$ 112,765
Grant Funds	\$ 200,000	\$ 200,000
Development Fees	\$ 5,000	\$ 5,000
Tax Allocation District	\$ 310,000	\$ 310,000

Enterprise Funds

Fiber Optics	\$ 2,620,325	\$ 2,620,325
Electric	\$62,949,910	\$62,949,910
Gas	\$48,484,010	\$48,484,010
Solid Waste	\$ 3,499,000	\$ 3,499,000
Stormwater	\$ 1,582,000	\$ 1,582,000
Water & Sewer	\$44,800,765	\$32,079,185
Water Pollution Control Plant		\$ 6,307,550
Water Treatment Plant		\$ 6,414,030

Internal Service Fund

Garage	\$ 1,743,150	\$ 1,743,150
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BE IT AND IT IS HEREBY ORDAINED.

ADOPTED, this ___ day of June 2023. First Reading.

ADOPTED this ___ day of June 2023. Second Reading.

/s/ _____
Matthew J. Santini
Mayor

ATTEST:

/s/ _____
Julia Drake
City Clerk



CITY COUNCIL ITEM SUMMARY

MEETING DATE:	June 1, 2023
SUBCATEGORY:	First Reading of Ordinances
DEPARTMENT NAME:	Finance
AGENDA ITEM TITLE:	Amendment to Utilities Ordinance Regarding Water and Sewer Rates
DEPARTMENT SUMMARY RECOMMENDATION:	<p>The proposed fiscal year 2023-24 budget includes an increase in the Water and Sewer Fund to help address the maintenance and capital issues of the water fund. The increase is as follows: a 2% increase in the residential water and sewer rates for both inside and outside the city limits customers.</p> <p>The 2% increase will allow the Water Department to continue the maintenance of the existing water and sewer system as well as update/expand the system to fulfill the needs of existing customers. For residential customers, the water and sewer rate increase equates to \$0.18 per 1,000 gallons used for city residents. The total estimated increase for a residential water and sewer customer is \$1.27 per month for 7,000 gallons consumed.</p> <p>With the proposed increase in the water and sewer rates, the City of Cartersville residents will remain one of the lowest in the surrounding municipalities. The increase is needed to maintain the existing system and plan for any necessary future expansions. Approval is recommended to increase water and sewer rates beginning July 1, 2023.</p>
LEGAL:	N/A

Ordinance No. _____

Now be it and it is hereby ORDAINED by the Mayor and City Council of the City of Cartersville, that the CITY OF CARTERSVILLE CODE OF ORDINANCES CHAPTER 24. UTILITIES. ARTICLE IV. WATER SERVICE Section 24-64 WATER AND SEWAGE RATE and Section 24-147 SEWAGE RATES is hereby amended by deleting paragraph (a) (2) and (b)(2) in their entirety and replacing them with the following:

1.

Sec. 24-64. Water & Sewage Utility Rates.

(a.) Water Monthly Billing	City	Outside City
(2) Plus consumption as follows:		
(i) Residential Meters		
(a) 0 – 8 consumptions per month	\$2.31/100 cu. ft./ \$3.08/1000 Gal.	\$4.22/100 cu. ft./ \$5.64/1000 Gal.
(b) 9 – 14 consumptions per month	\$3.46/100 cu. ft./ \$4.62/1000 Gal.	\$4.34/100 cu. ft./ \$5.80/1000 Gal.
(c) 15 – 19 consumptions per month	\$5.23/100 cu. ft./ \$6.99/1000 Gal.	\$5.23/100 cu. ft./ \$6.99/1000 Gal.
(d) 20 + consumptions per month	\$7.30/100 cu. ft./ \$9.76/1000 Gal.	\$7.30/100 cu. ft./ \$9.76/1000 Gal.
(ii) Apartments, Multiples & Commercial Meters	\$3.78/100 cu. ft./ \$5.06/1000 Gal.	\$5.13/100 cu. ft./ \$6.86/1000 Gal.
(iii) Irrigation System Meters	\$5.23/100 cu. ft./ \$6.99/1000 Gal.	\$5.23/100 cu. ft./ \$6.99/1000 Gal.
(iv) Industrial and All Other Meters	\$2.31/100 cu. ft./ \$3.08/1000 Gal.	\$4.22/100 cu. ft./ \$5.64/1000 Gal.
(v) Wholesale Meters	\$2.31/100 cu. ft./ \$3.08/1000 Gal.	\$4.22/100 cu. ft./ \$5.64/1000 Gal.
(b.) Sewage Monthly Billing	City	Outside City
(2) Plus consumption	\$2.53/100 cu. ft./ \$3.38/1000 Gal.	\$4.48/100 cu. ft./ \$5.99/1000 Gal.

2..

This Ordinance shall become effective on July 1, 2023.

3.

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

[SIGNATURES ON NEXT PAGE]

BE IT AND IT IS HEREBY ORDAINED

FIRST READING: _____

SECOND READING: _____

MATTHEW J. SANTINI, MAYOR

ATTEST: _____
JULIA DRAKE, CITY CLERK



CITY COUNCIL ITEM SUMMARY

MEETING DATE:	June 1, 2023
SUBCATEGORY:	Contracts/Agreements
DEPARTMENT NAME:	Administration
AGENDA ITEM TITLE:	Rotary Club of Etowah for July 4, 2023 Celebration
DEPARTMENT SUMMARY RECOMMENDATION:	This is a contract between the City of Cartersville and the Rotary Club of Etowah for the July 4 th celebration at Dellinger Park. Additionally, JRM Management Services, Inc. has contracted with the Rotary Club of Etowah to coordinate this event and the contract is attached.
LEGAL:	The contract between the City and the Rotary Club has been reviewed by Archer & Lovell.

INVOICE

Date	Invoice #
5/19/2023	11842

Bill To
City of Cartersville 10 N Public Square Cartersville, GA 3012

P.O. No.	Due Date	Project
	6/2/2023	

Quantity	Description	Rate	Amount
	Fireworks Sponsor - City of Cartersville July 4th	6,000.00	6,000.00

Total		\$6,000.00
Payments/Credits		\$0.00
Balance Due		\$6,000.00

CONTRACT FOR PERFORMING SERVICES

STATE OF GEORGIA

COUNTY OF BARTOW

AGREEMENT made this 1st day of June, 2023, between the CITY OF CARTERSVILLE, GEORGIA, a municipal corporation and political subdivision of the State of Georgia, hereinafter referred to as "City" and ROTARY CLUB OF ETOWAH hereinafter referred to as "Contractee."

WITNESSETH

WHEREAS, pursuant to the City of Cartersville Charter Article I, Section 1.05 (x) the City desires to enter into the following Agreement to promote and protect the safety, health, peace, security, good order, comfort, convenience, morals, and general welfare of the City and its inhabitants,

WHEREAS, the Mayor and City Council of the City of Cartersville deems it is in the interest of the City to enter into the following Agreement to promote and protect the safety, health, peace, security, good order, comfort convenience, morals and general welfare of the City and its inhabitants,

WHEREAS, Contractee desires to perform the following services and/or activity for the City and its inhabitants:

To provide a Fourth of July fireworks spectacular at Dellinger Park.

Section 1. The City and Contractee agree to the following terms and conditions for good and valuable consideration received and in exchange for Contractee performing the above described activity and/or services the City will provide Contractee with the following:

- (a) Six (6) police officers at mutually agreed upon hours;
- (b) Two (2) firefighters on a ATV Response Unit from noon to the end of the event;
- (c) Contact Metro Atlanta EMS to request an ambulance to be stationed on site;
- (d) One (1) fire truck at 8:30 PM to the end of the event;
- (e) The City of Cartersville shall be responsible for all costs associated with any and all of the above City employees and equipment;
- (f) The City of Cartersville shall contribute to the fireworks display the sum of Six Thousand Dollars (\$6,000);

(g) The time to be spent, services performed and location of all per shall be approved by the City at least ten (10) days prior to the event and said information will be provided to the Rotary Club of Etowah:

(h) The Ten Dollar (\$10) parking charge at Dellinger Park, on July 4th, One Dollar (\$1) of which will be paid to the City by Contractee, and the balance of which shall be retained by Contractee;

Section 2. Contractee agrees to perform the described activities within the following time period, and has entered into a separate contract with JRM Management Services, Inc to operate said event on June 2, 2022:

The Contractee and its subcontractor JRM Management Services, Inc. shall operate and provide a firework display and provide the following services at Dellinger Park on July 4, 2022 or other mutually agreed upon date, weather permitting, as indicated on Exhibit "A" attached hereto.

Section 3. The City has no responsibility and/or liability for any of the activities and actions of Contractee.

Section 4. Contractee agrees to hold harmless the City against any and all claims, actions, or suits against it, relating to this Agreement or the performance of Contractee pursuant to this Agreement and agrees to defend the City in the event such claims are made against the City. In addition Contractee will reimburse the City for any and all costs incurred by the City in defending any claims against the City arising out of this Agreement or the performance of this Agreement.

Section 5. If Contractee fails to perform this Agreement within the time period specified in Section 2, Contractee upon written notification from the City must within ten (10) days make an accounting of all expenditures and costs incurred for the performance of this agreement and refund and/or reimburse the City all costs and funds disbursed for failure to perform this Agreement within thirty (30) days from the date the service was to be performed.

Section 6. Immigration Reform Compliance Requirement. During the entire duration of this contract, Contractor and all sub-contractors must remain in compliance with Georgia Security and Immigration Compliance Act of 2007 and Georgia code §13-10-91 and §50-36-1.

Section 7. The City, upon written notice, may request a report on the progress and/or expenditures of Contractee in performing this Agreement. Upon a request by the

City, Contractee will have ten (10) days to respond to said request to the appro
official.

Section 8. All notices and accounting requests should be sent to the following:

For the City: City Manager, City of Cartersville
P. O. Box 1390
Cartersville, GA 30120

For the Contractee: ROTARY CLUB OF ETOWAH
P.O. Box 2221
Cartersville, GA 30120

IN WITNESS THEREOF, the parties hereto set their hands and affix their seals
this ____ day of _____, 2022.

Signed, sealed and delivered in the presence of: CITY OF CARTERSVILLE, GA

Witness

Matthew J. Santini, Mayor

Notary Public

Julia Drake, City Clerk

The above Agreement is hereby accepted this _____, day of _____,
2022.

Signed in the presence of: ROTARY CLUB OF ETOWAH

Witness

By: _____

Notary Public

Its: _____

Exhibit “A”
List of Activities Scheduled for Downtown and Dellinger Park
ROTARY CLUB OF ETOWAH 4th of July Celebration
July 4, 2022

- **Parade** – The ROTARY CLUB OF ETOWAH in cooperation with WBHF Radio will sponsor a parade through downtown Cartersville on July 4th. Participants will gather in the Tabernacle Baptist Church parking lot and will step off at 9:00 AM.
- **Arts and Craft** – Various commercial, individual and church vendors will offer a variety of foods, crafts and family oriented activities through the day.
- **Entertainment** – Throughout the day, a variety of family oriented entertainment will be scheduled for the event stage. Immediately preceding the “Fireworks Show” there will be approximately 30 minutes of patriotic music.
- **Car Show (optional)** – The ROTARY CLUB OF ETOWAH in cooperation with the Cartersville Shrine Club, will sponsor a car show at the park.
- **Fireworks Show** – At dusk the ROTARY CLUB OF ETOWAH in cooperation with the City of Cartersville, will sponsor a fireworks show produced and shot by a licensed pyrotechnic company.

4TH F JULY

CELEBRATION

ROTARY CLUB OF ETOWAH ★ AT DELLINGER PARK

JRM Management Services, Inc.

Tod Miller and Bill Watson

**P.O. Box 777
Kennesaw, GA 30156**

770-423-1330





"THIS MANAGAGEMENT AND SERVICE AGREEMENT (herein "Agreement") is entered into this nineteenth day of May 2023 by and between the Rotary Club of Etowah as party of the first part (hereinafter "RCOE") and JRM Management Services, Inc. as party of the second part (hereinafter "JRM") upon the terms set forth below."

1. The purpose of this Agreement is to allow JRM to handle all responsibilities of sponsorship sales, retention, activation, layout, promotion, music/entertainment, kid's activities, logistics, and fireworks for the 2023 Cartersville 4th of July Celebration at Dellinger Park on July 4, 2023 (herein "Event"). JRM agrees that the Event shall be a family-oriented event suitable for children of all ages. JRM further agrees that it shall be responsible for all expenses related to this Project and RCOE shall not be responsible for any expenses of this Project."
2. JRM agrees to perform the following Services:
 - a. JRM Management Services, Inc. will work with RCOE to create a working budget associated with successful advertising, promotion, entertainment, set-up, maintenance, and clean-up for the Event.
 - b. JRM Management Services, Inc. agrees to work in cooperation with the designated RCOE representatives (to be agreed upon) in all aspects of promoting the Event.
 - c. JRM will have on-site producers for the entire set-up, event and clean-up.
 - d. JRM will provide the RCOE a certificate of insurance that will show liability coverage in the amount of one million dollars (\$1,000,000.00) with RCOE listed as "additional insured" and with the City of Cartersville listed as an additional insured.
 - e. JRM Management Services, Inc. will operate an office year-round in Cobb County (Kennesaw) to handle all inquiries from vendors and prospective vendors and as a source of event information from the general public.
3. The parties agree to the following additional terms:
 - a. JRM is authorized to revise vendor levels, specifically revise exhibiting level sponsor to a minimum cost of \$500.00 for a 10' x 10' space and provide tent, table, and chairs in a high traffic area as part of that sponsorship. JRM is further authorized to revise sponsor levels as set forth below, provided that any changes to sponsor levels set forth below, or any matters of sponsorship not covered below shall be mutually agreeable to the parties. JRM understands that the City of Cartersville prohibits the sale and/or advertisement of alcoholic beverages at this Event, and sponsorship by

companies that produce alcoholic beverages, in keeping with the requirement to maintain a family-oriented Event. Therefore, sponsorship by such companies is prohibited.

1. Sponsorship Levels
 - i. \$500.00 Booth (includes tent, table, chairs)
 - ii. \$1,500.00 - \$10,000.00 Upper-level sponsors that will include advertising and specific promotions.
 2. Civic / Non-profit Vendors
 - i. \$200.00 - 12' x 12' Booth (space only)
 - ii. \$400.00 - 12' x 12' Booth includes 10' x 10' tent
 3. Arts & Crafts - Juried Vendors
 - i. \$50.00 - 12' x 12' Booth (space only)
 - ii. \$100.00 - 12' x 24' Booth (space only)
 4. Food Vendors
 - i. \$150.00 - Non-profit – 12' x 12' Booth (space only)
 - ii. 20% of Gross Sales – For-profit (\$100 deposit required)
- b. JRM will meet with RCOE staff and determine on-site assets and preliminary layout for the event. JRM will handle on-site logistics and set-up of all infrastructures.
 - c. JRM will handle all aspects of vendors making the process completely “turnkey” and would only require the RCOE to forward any contacts received about the Event.
 - d. JRM will help and facilitate in-kind sponsorships designated by the RCOE as beneficial.
 - e. JRM will accept all funds in relation to all vendors (cash, check or credit card transactions) on behalf of the RCOE / Event and will meet once a month starting in April of each year with RCOE with a report of progress. JRM will also meet after the Event for any follow-up information and review of any changes to processes or procedures.
 - f. JRM will order, facilitate, layout and set up all tables, tents, portable toilets associated with the activation of the Event. These items will be estimated and included in the Event budget.
 - g. RCOE anticipates that Century Bank will sponsor at \$5,000, the City of Cartersville and the County of Bartow may each donate \$6,000.00 for fireworks. Funds donated by Century Bank, the City and County to RCOE are pass-through items for payment towards the fireworks show, and upon payment of these amounts to RCOE, these funds shall be paid by RCOE to JRM as a supplement to the cost of the fireworks. Notwithstanding the payment of funds from Century Bank, City and/or County, JRM shall be exclusively responsible for the fireworks show and all costs thereof in such amounts as JRM deems appropriate; the Event budget will be at least

\$17,424.00 for fireworks. If the Century Bank, City and/or County do not make donations for fireworks, the parties to this Agreement shall revisit and/or revise the budget regarding fireworks as they can mutually agree.

- h. JRM will assist the City of Cartersville to maintain and keep clean the event grounds (Dellinger Park) during and after the Event.
- i. JRM will work with Cartersville Parks & Recreation Department to plan and activate parking for the Event at Dellinger Park. The Event will receive \$10.00 off each car parking proceeds collected by the JRM Management – parking will be \$10.00 per vehicle.
- j. The parties agree that RCOE will enter into an agreement with the City of Cartersville for the use of Dellinger Park and City services for this Event, upon such terms at least equivalent to previous year's Events, provided that the City of Cartersville shall have the authority to approve JRM as a subcontractor to this Event and to incorporate this Agreement into its agreement with RCOE. In the event the City of Cartersville does not agree to this provision for any reason, the parties to this Agreement shall amend this Agreement upon such terms as they can mutually agree.

4. COMPENSATION: All net profits shall be equally divided between JRM (50%) and RCOE (50%). In the unlikely event that the net profit is less than zero, JRM will absorb any loss and not the RCOE.

5. If for any reason beyond the control of the parties this Event cannot take place on the scheduled date of July 4, 2023, the parties agree to hold the Event on the following day of July 5, 2023, unless otherwise mutually agreed by the parties.

6. This Agreement shall be in effect from the date hereof through December 31, 2023, and thereafter may be continued from year to year as the parties can agree in writing.

AGREED & ACCEPTED:

JRM Management Services, Inc.

Rotary Club of Etowah



5/19/23

by: Tod Miller
President

Date

Authorized Agent
Rotary Club of Etowah

Date

Print Name

Exhibit "A"

List of Activities Schedules for Downtown and Dellinger Park

ROTARY CLUB OF ETOWAH 4th of July Celebration

July 4, 2023

- **Parade** – The ROTARY CLUB OF ETOWAH in cooperation with WBHF Radio will sponsor a parade through downtown Cartersville on July 4th. Participants will gather in the Tabernacle Baptist Church parking lot and will step off at 9:00 a.m.
- **Arts and Crafts** – Various commercial, individual, and church vendors will offer a variety of foods, crafts, and family-oriented activities throughout the day.
- **Entertainment** – Throughout the day, a variety of family-oriented entertainment will be scheduled for the event stage. Immediately preceding the "Fireworks Show" there will be approximately 30 minutes of patriotic music.
- **Car Show (optional)** – The ROTARY CLUB OF ETOWAH in cooperation with the Cartersville Shrine Club, will sponsor a car show at the park.
- **Fireworks Show** – At dusk, the ROTARY CLUB OF ETOWAH in cooperation the City of Cartersville, will sponsor fireworks show produced and shot by a licensed pyrotechnic company.



CITY COUNCIL ITEM SUMMARY

MEETING DATE:	June 1, 2023
SUBCATEGORY:	Contracts/Agreements
DEPARTMENT NAME:	Fire Department
AGENDA ITEM TITLE:	Fire Station 5
DEPARTMENT SUMMARY RECOMMENDATION:	Respectfully request approval of architecture/engineering services provided by Croft and Associates for the construction of Cartersville Fire Station 5, proposed at 51 Carter Grove Blvd. Croft and Associates designed stations 1, 3 and 4. We are maintaining our current design with minor changes to accommodate the site. The cost of our proposal is \$412,100 with a requested amount not to exceed \$425,000. This will be a budgeted capital project and we request to authorize the Mayor to sign any and all documents in reference to this proposal.
LEGAL:	Reviewed by City Attorney

April 5, 2023

Mr. Scott Carter
Fire Chief
Cartersville Fire Department
195 Cassville Road
Cartersville, GA 30120
scarter@cityofcartersville.org

**RE: Fee Proposal
Cartersville Fire Station No. 5 / Carter Grove Blvd.**

Chief Carter:

We are pleased to submit this proposal to provide architecture and engineering services for the project referenced above. We appreciate the opportunity and look forward to working with you to accomplish this exciting project.

This proposal is based Cartersville Fire Station No. 3 & 4 and the lesson learned from that project, in addition to the telephone conversations and subsequent email correspondence.

PROJECT SUMMARY

The project is the design of a new updated fire station based on the previously completed stations No. 3 and 4 and the lesson learned from each of those stations.

SCOPE OF SERVICES

Design services will be divided into four phases: Programming, Schematic Design, Construction Documents and Construction Administration.

- **Programming**

The initial step of this phase will involve the CROFT team to visit the existing site to become familiar with the existing conditions. From there the CROFT Team will meet with your senior staff for a Programming session. This meeting will be highly interactive to learn your updated needs and will result in a written Program document. This Program will capture the goals that you have for the new facility and will serve as the basis for the Concept Design. The Concept Design will be developed to graphically capture your vision incorporating the lesson learned. Deliverables for the Programming Phase will include:

- Program Document
- Site Plan
- Floor Plan
- Front Elevation
- 3D Colored Rendering (Main Elevation)

- **Schematic Design**

This portion of the design exercise will be focused on refining the plans and elevations developed in the Programming phase. Additionally, the Croft team will focus on fully understanding the regulatory requirements of the Authorities Having Jurisdiction (AHJ) and their process for review and approval of this project. Concept floor plans and a front elevation will also be prepared. The goal of the schematic design phase will be preliminary approval by the AHJ. Client approval of the schematic plans and front elevation will be required to proceed to the Design Development phase.

Deliverables for Schematic Design phase will be as follows:

- Site Plan
- Floor Plan
- Exterior Elevation(s)

- **Design Development**

The Design Development phase consists of further development of the design documents in accordance with the approved Schematic Design. The design team will produce drawings that include floor plans, roof plan, building section, major interior elevations, exterior elevations, finishes and typical wall sections. The overall structural system, as well as the mechanical, electrical and plumbing systems will be defined in drawing and narrative form. The drawings will be presented for your review, comment, and approval.

- **Construction Documents**

The approved Design Development drawings will be the basis for the Construction Documents. In general, CROFT will prepare Construction Documents in sufficient detail for permitting with the Authorities Having Jurisdiction and for construction of the new building. The completed Construction Documents will be used to verify and finalize the project budget.

Design services that will be performed for this phase will include:

- Architecture
- Interior Design
- Civil Engineering
- Structural Engineering
- Mechanical/Plumbing Engineering
- Electrical Engineering

- **Construction Administration**

Services performed during this phase will include:

- Twenty-Four (24) site visits (total) to observe construction progress – Owner/Architect/Contractor (OAC) meetings; Eighteen (18) visits by the Architect and three (3) each by the Civil and Structural Engineers; two (2) by the Electrical and Mechanical Engineers; one (1) pre-construction meeting.

- **Construction Bidding & Award**

CROFT services will include assistance in the selection of the General Contractors as follows:

Project bids will be received by City of Cartersville. CROFT will assist reviewing bids for completeness, accuracy and any proposed alternate materials, procedures, or pricing. The bids will be summarized to accurately compare the bids. CROFT will solicit clarifications for bid items from the contractors that may be overstated or understated in an effort to ensure that the contractors completely understand the Scope of Work.

DESIGN ASSUMPTIONS

1. The estimated construction budget for this project is \$5.8 million.
2. Attendance at Public Hearings or Zoning Commission Meetings is not included as a part of this proposal and, if required, will be provided on an hourly basis.
3. Attendance at meetings with code review officials and end users are included in the base services of this fee proposal.
4. A current boundary survey with topography and all existing site conditions will be provided by the owner to CROFT in CAD format for use in design at the start of the project.
5. The plat survey provided will be used for preliminary planning the proposed site plan.
6. All site utilities are presumed to be adequate for building requirements without need for supplemental systems.
7. Geotechnical services are not included as a part of this proposal and will be provided by the owner. Material and Soil Report shall be provided to CROFT at the start of the project.
8. Environmental services are not included as a part of this proposal. If required, owner will contract an environmental engineering firm as needed to provide appropriate reports and recommendations. Environmental reports shall be provided to CROFT at the start of the project.
9. Design of site retaining walls is not included as a part of this proposal.
10. Landscape architecture is not included as part of this proposal.
11. Irrigation System design is not included as a part of this proposal.
12. Landscape lighting is not included as a part of this proposal.
13. Meetings with utility companies are not included as a part of this proposal. Load estimates for Utility Power Company is not included as a part of this proposal. If required, time spent will be invoiced as a reimbursable.
14. We will design this building using sustainable design principles, but LEED certification is not included as a part of this proposal.
15. Project Graphics and Signage (both interior and exterior) design, documentation and permitting are not included as a part of this proposal.
16. Waterproofing consultant services are not part of this proposal.
17. Value Engineering is not included as a part of this proposal.
18. Design services will include incorporation of minor revisions that arise during the design process but will not include major changes to the project layout or scope. Revisions made after approval of the Schematic Design documents by the owner will be additional services.
19. Issue of Special Inspections Schedule is included in design scope. Managing special inspections is not included as a part of this proposal. Special Inspector/Testing Firm will manage and provide reports to the Owner, Contractor, Architect, and local authority if required. Contractor is required to correct deficiencies based on the reports. Final certification letter, "Final Report of Special Inspections Acceptance", to the Building Official, verifying completed inspections and compliance to design is not included as a part of this proposal.
20. Energy Management System design is not included as a part of this proposal.
21. Energy compliance forms are not included as a part of this proposal. If required time spent will be invoiced as a reimbursable.
22. Fire protection sprinkler design services are limited to criteria specifications only, with actual hydraulic calculations and system design documents by the sprinkler contractor.
23. Design of fire or domestic water booster pumps or water storage tanks are not included as a part of this proposal.
24. Low voltage electrical systems, including voice, data, security system, CATV and card access/CCTV are not included as a part of this proposal.
25. Life cycle cost analysis or energy cost analysis are not included as a part of this proposal.

- 26. Permit set(s) will be sent to authorities having jurisdiction. No permitting fees are included as part of this proposal. Support of the permitting process is limited to addressing two rounds of comments from the review officials. Additional comments will be addressed on an hourly basis.
- 27. Construction cost estimates and project budgeting services are not included as a part of this proposal.
- 28. Limited Construction Administration services (shop drawing and submittals review and site visits) are included as a part of this proposal as outlined above. Travel time to and from project sites are included in Professional Fee. Owner/Architect/Contractor (OAC) meetings are not included during the Construction Administration phase other than during the site visits. Punchlist and Post Construction Reviews/Management are included in our Professional Fee.
- 29. Preparation of Record Drawings (As-builts) is not included as a part of this proposal. Record Drawings are the responsibility of the general contractor.
- 30. This proposal is good for sixty (60) days from the date of the proposal.
- 31. Reimbursable expenses are included in professional fee.

DELIVERABLES

Deliverables will be provided electronically in PDF file format for your use.

SCHEDULE

Below is a preliminary project schedule. Confirmation of schedule will be addressed in the project kick-off meeting.

Programming:	1 week from Notice to Proceed (NTP)
Schematic Design:	3 weeks from Programming
Design Development:	4 weeks from Issuance of Schematic Design
Construction Documents:	4 weeks from Issuance of Design Development
Total Project Duration from NTP:	12 weeks

PROFESSIONAL FEES

Professional fees for the project scope as outlined above will be as follows:

▪ Programming & Site Visit.....	\$ 2,500
▪ Schematic Design.....	\$ 41,200
▪ Design Development.....	\$ 99,900
▪ Construction Documents.....	\$164,000
▪ Bidding & Award Assistance.....	\$ 1,500
▪ Construction Administration.....	\$103,000

Note: Expenses such as printing, shipping and travel are considered reimbursable.

PAYMENT TERMS AND CONDITIONS

Progress billings will be sent monthly based on effort expended with the balance of the fee for each phase due upon delivery of the respective phase. Invoices are due upon receipt.

ADDITIONAL SERVICES

Additional services or changes to the project scope, as defined above, will be proposed, and documented in writing and will be formally approved by the client. No additional fees will be charged without your prior written approval.

Chief Carter, thank you for the opportunity to submit this proposal and we look forward to working with you to accomplish this project. Should you have any questions regarding this proposal, please do not hesitate to give me a call.

Sincerely,

CROFT & Associates



Earl Smith
Vice President, Local Government

Attest

Julia Drake, City Clerk

(Affix Seal)

APPROVAL

Accepted by:
Matthew J. Santini,
Mayor
City of Cartersville

Signature

Date

cc: Jim Croft



CITY COUNCIL ITEM SUMMARY

MEETING DATE:	June 1, 2023
SUBCATEGORY:	Certification
DEPARTMENT NAME:	Public Works
AGENDA ITEM TITLE:	Stormwater Management Program Certification
DEPARTMENT SUMMARY RECOMMENDATION:	<p>The City of Cartersville is a community with a Phase II Municipal Separate Storm System (MS4). The General NPDES Permit No. GAG61000 allows us to discharge stormwater from our corporate limits into state waters. Every 5 years, this general permit is revised by the Georgia EPD. To be in compliance with the permit and Notice of Intent that was submitted in November of 2022, the City is required to submit a revised Stormwater Management Program (SWMP).</p> <p>Public Works is requesting Council approval to authorize the Mayor to sign the updated SWMP. We also request approval to authorize the City Manager, Public Works Director, or City Engineer to sign all future documents which may contain the City’s revised stormwater permit, annual reports, and inspections.</p>
LEGAL:	N/A

STATE OF GEORGIA DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION

Storm Water Management Program (SWMP)

General NPDES Permit No. GAG610000 for
Small Municipal Separate Storm Sewer Systems (MS4)

1. General Information

- A. Name of small MS4: City of Cartersville

- B. Name of responsible official: Matt Santini
 Title: Mayor
 Mailing Address: P.O. Box 1390
 City: Cartersville State: GA Zip Code: 30120
 Telephone Number: (770) 387-5617
 Email Address: msantini@cityofcartersville.org

- C. Designated stormwater management program contact:
 Name: Wade Wilson, PE, CFM
 Title: City Engineer
 Mailing Address: P.O. Box 1390
 City: Cartersville State: GA Zip Code: 30120
 Telephone Number: (770) 387-5602
 Email Address: wwilson@cityofcartersville.org

2. Sharing Responsibility

- A. Has another entity agreed to implement a control measure or BMP on your behalf? Yes _____ No X (If no, skip to Part 3)

Control Measure #1:

- 1. Name of entity: _____

- 2. Control measure or component of control measure to be implemented by entity on your behalf:

- B. Attach an additional page if necessary to list additional shared responsibilities. It is mandatory that you submit a copy of a written agreement between your MS4 and the other entity demonstrating written acceptance of responsibility.

3. Minimum Control Measures* and Appendices

- A. Public Education and Outreach
- B. Public Involvement/Participation
- C. Illicit Discharge Detection and Elimination
- D. Construction Site Stormwater Runoff Control
- E. Post-Construction Stormwater Management in New Development and Redevelopment
- F. Pollution Prevention/Good Housekeeping
- G. Appendix A – Enforcement Response Plan
- H. Appendix B – Impaired Waters

* A minimum of four BMP's each are required for control measures A and B, while a minimum of two BMPs are required for each control measure C through H.

4. Certification Statement

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based upon my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Printed Name: _____ Date: _____

Signature: _____ Title: _____



CITY COUNCIL ITEM SUMMARY

MEETING DATE:	June 1, 2023
SUBCATEGORY:	Grant Application/Acceptance
DEPARTMENT NAME:	Public Works
AGENDA ITEM TITLE:	LMIG Grant Application
DEPARTMENT SUMMARY RECOMMENDATION:	<p>The City of Cartersville is applying for a Georgia Department of Transportation LMIG Safety Action Program grant. In April, The Georgia Department of Transportation notified Cartersville Public Works about additional LMIG money that can be used to pay 70% for safety projects under \$200,000. Public Works is requesting approval to authorize the Mayor to sign the grant application, and to allow Public Works to purchase a rectangular rapidly flashing beacon (RRFB) system to be installed at the existing crosswalk crossing Pine Grove Road near Dellinger Park. The cost of the RRFB system is \$9,050. Once installed and approved, GDOT will reimburse 70%, which is \$6,335.</p> <p>This is a non-budgeted item but can be paid for by Maintenance Funds.</p>
LEGAL:	N/A

**GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL
MAINTENANCE & IMPROVEMENT GRANT (LMIG)
APPLICATION FOR FISCAL YEAR 2023 SAP
TYPE OR PRINT LEGIBLY. ALL SECTIONS MUST BE COMPLETED.**

LOCAL GOVERNMENT INFORMATION

Date of Application: 06/1/2023

Name of local government: City of Cartersville

Address: P.O. Box 1390 Cartersville, GA 30120

Contact Person and Title: Steven Foy, City Engineer

Contact Person's Phone Number: (770) 606-6993

Contact Person's Fax Number: 770-387-5697

Contact Person's Email: sfoy@cityofcartersville.org

Is the Priority List attached? Yes

LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION

I, Matthew J. Santini (Name), the Mayor (Title), on behalf of City of Cartersville (Local Government), who being duly sworn do swear that the information given herein is true to the best of his/her knowledge and belief. Local Government swears and certifies that it has read and understands the LMIG General Guidelines and Rules and that it has complied with and will comply with the same.

Local government further swears and certifies that it has read and understands the regulations for the Georgia Planning Act of 1989 (O.C.G.A. § 45-12-200, et seq.), Service Delivery Strategy Act (O.C.G.A. § 36-70-20, et seq.), and the Local Government Budgets and Audits Act (O.C.G.A. 36-81-7 et seq.) and will comply in full with said provisions. Local government further swears and certifies that the roads or sections of roads described and shown on the local government's Project List are dedicated public roads and are part of the Public Road System in said county/city. Local government further swears and certifies that it complied with federal and/or state environmental protection laws and at the completion of the project(s), it met the match requirements as stated in the Transportation Investment ACT (TIA).

Further, the local government shall be responsible for any claim, damage, loss or expense that is attributable to negligent acts, errors, or omissions related to the designs, drawings, specifications, work and other services furnished by or on behalf of the local government pursuant to this Application ("Loss"). To the extent provided by law, the local government further agrees to hold harmless and indemnify the DEPARTMENT and the State of Georgia from all suits or claims that may arise from said Loss.

**GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL
MAINTENANCE & IMPROVEMENT GRANT (LMIG)
APPLICATION FOR FISCAL YEAR 2023 SAP**

LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION

If the local government fails to comply with these General Guidelines and Rules, or fails to comply with its Application and Certification, or fails to cooperate with the auditor(s) or fails to maintain and retain sufficient records, the DEPARTMENT may, at its discretion, prohibit the local government from participating in the LMIG program in the future and may pursue any available legal remedy to obtain reimbursement of the LMIG funds. Furthermore, if in the estimation of the DEPARTMENT, a roadway or bridge shows evidence of failure(s) due to poor workmanship, the use of substandard materials, or the failure to follow the required design and construction guidelines as set forth herein, the Department may pursue any available legal remedy to obtain reimbursement of the allocated LMIG funds or prohibit local government from participating in the LMIG program until such time as corrections are made to address the deficiencies or reimbursement is made. All projects identified on the Project list shall be constructed in accordance with the Department’s Standard Specifications of Transportation Systems (Current Edition), Supplemental Specifications (Current Edition), and Special Provisions.

Local Government: 109605
E-Verify Number

_____(Signature)

Sworn to and subscribed before me,

Matthew J. Santini (Print)

This ____ day of _____, 20__.

Mayor / Commission Chairperson

In the presence of:

_____(Date)

NOTARY PUBLIC

LOCAL GOVERNMENT SEAL:

My Commission Expires:

NOTARY SEAL:

GDOT LMIG APPLICATION CHECKLIST

1. Local Government **must include a cover letter** with their LMIG Application. The cover letter shall include the following:
 - a. Overview of type of project(s) being requested
 - b. Status of previous LMIG funding
 - c. Signature of Mayor or County Commission Chairperson
2. The LMIG Application Form shall include the following:
 - a. Signature of Mayor or County Commission Chairperson
 - b. County/City Seal (Required)
 - c. Notary signature and seal
3. Project List including a brief description of work to be done at each location.

Road Name	Beginning	Ending	Length (Miles)	Description of Work	Project Cost	Project Let Date
Pine Grove Road (CS 347)	Dellinger Park Entrance	Dellinger Park Entrance	0.01	Install Rectangular Rapid Flashing Beacons (RRFBs) at existing crosswalk	\$ 9,050.00	9/1/2023

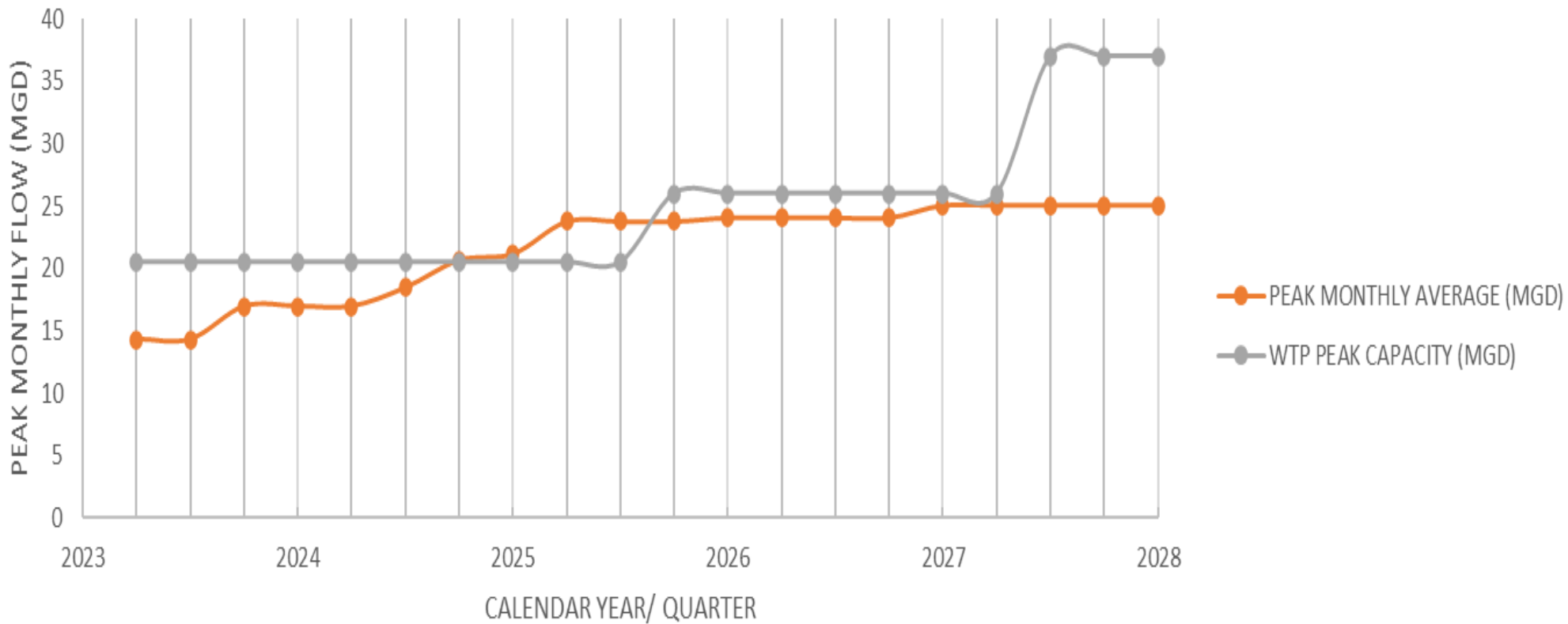


CITY COUNCIL ITEM SUMMARY

MEETING DATE:	June 1, 2023
SUBCATEGORY:	Engineering Services
DEPARTMENT NAME:	Water Department
AGENDA ITEM TITLE:	Water Treatment Plant Expansion Engineering
DEPARTMENT SUMMARY RECOMMENDATION:	<p>Due to projected significant and rapid water demand, primarily from Bartow County water system customers, it is necessary to expand the capacity of the Water Treatment Plant.</p> <p>The estimated total yield of the City’s current lake water storage capacity plus the newly reallocated storage is 37 million gallons per day (MGD), which was Bartow County’s 2050 projected demand as determined by the Metropolitan North Georgia Water Planning District in the 2022 Water Resource Management Plan.</p> <p>The current 24-hour treatment capacity of the plant is 20.5 MGD. The Water Department recommends expanding the treatment plant capacity to 37 MGD.</p> <p>Wiedeman and Singleton Engineers have provided a proposed cost of \$6,992,000.00 for design, permitting, bidding, and construction management for this project.</p> <p>This is a budgeted expense in the FY23_24 proposed budget and recommended for approval.</p>
LEGAL:	N/A

Task Name		Completion Date
Task 1	Design Development Report & Permitting	
	1 Submit DDR to EPD	December 1, 2023
	2 Issue equipment RFPs	December 1, 2023
	3 Complete EPD & local permitting	March 1, 2024
Task 2	Detailed Design	
	1 Bid ready contract documents	May 1, 2024
Task 3	Bidding	
	1 Advertise for contractor pre-qualification	March 1, 2024
	2 Select pre-qual contractors	April 1, 2024
	3 Advertise for bids	May 1, 2024
	4 Bid award	June 1, 2024
	5 Notice to Proceed	August 1, 2024
Task 4	Construction	
	1 Pre-construction meeting	August 1, 2024
	2 WTP capacity 26 MGD	September 1, 2025
	3 WTP capacity 37 MGD	April 1, 2027
	4 Complete construction	June 1, 2027

PROJECTED PEAK WATER DEMANDS



	2023.25	2023.5	2023.75	2024	2024.25	2024.5	2024.75	2025	2025.25	2025.5	2025.75	2026	2026.25	2026.5	2026.75	2027	2027.25	2027.5	2027.75	2028
YEAR	2023				2024				2025				2026				Meeting: June 1, 2023 Item 9.			
QUARTER	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
PEAK MONTHLY AVERAGE (MGD)	14.3	14.3	14.3	14.3	14.3	14.3	14.3	14.3	14.3	14.3	14.3	14.3	14.3	14.3	14.3	14.3	14.3	14.3	14.3	14.3
WTP PEAK CAPACITY (MGD)	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	20.5	26	26	26	26	26	26	26	37	37	37
CHRONOS (MGD)	0	0	0	0	0	1	1.5	1.5	3.2	3.2	3.2	3.2	3.2	3.2	3.2	3.2	3.2	3.2	3.2	3.2
REDEEMER (MGD)	0	0	0	0	0	0.5	2.2	2.7	2.8	2.8	2.8	2.8	2.8	2.8	2.8	3.8	3.8	3.8	3.8	3.8
PRO (MGD)	0	0	0	0	0	0	0	0	0	0	0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3
FUJI (MGD)	0	0	0	0	0	0	0	0	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8
BCWD/CITY GROWTH	0	0	2.65	2.65	2.65	2.65	2.65	2.65	2.65	2.65	2.65	2.65	2.65	2.65	2.65	2.65	2.65	2.65	2.65	2.65
INDUSTRY TOTAL (MGD)	0	0	0	0	0	1.5	3.7	4.2	6.8	6.8	6.8	7.1	7.1	7.1	7.1	8.1	8.1	8.1	8.1	8.1
PROJECTED TOTAL AVERAGE	14.3	14.3	16.95	16.95	16.95	18.45	20.65	21.15	23.75	23.75	23.75	24.05	24.05	24.05	24.05	25.05	25.05	25.05	25.05	25.05

WIEDEMAN AND SINGLETON, INC.
CIVIL AND ENVIRONMENTAL ENGINEERS

TROY BEGAN
PETER JOHNS

2566 SHALLOWFORD ROAD
SUITE 104-372
ATLANTA, GEORGIA 30345

PETER SNYDER
HAROLD WIEDEMAN

131 EAST MAIN STREET
SUITE 300
ROCK HILL, SOUTH CAROLINA 29730

WWW.WIEDEMAN.COM

May 16, 2023

Mr. J. Sidney Forsyth
Director
Cartersville Water Department
City of Cartersville
P.O. Box 1390
Cartersville, GA 30120

RE: Cartersville Water Treatment Plant
Rehabilitation and Expansion to 37 MGD

Dear Sidney:

We appreciate the opportunity to provide a proposal for engineering services to the City of Cartersville (City) Water Treatment Plant (WTP) for rehabilitation and expansion of the treatment capacity to 37 MGD. If acceptable, this work will be performed under our current Agreement for General Engineering and Consulting Services with the City.

Project Understanding and Background

The purpose of the project is the rehabilitation and upgrade of the existing WTP so that it can run continuously at 37 MGD with the largest treatment unit out-of-service (O/S).

The Walker Water Treatment Plant (WTP) treats raw water withdrawn from Lake Allatoona and supplies it to the City of Cartersville and parts of Bartow County. The WTP treats raw water withdrawn from Lake Allatoona (an impoundment on the Etowah River) under Permit No. 008-1491-06, issued by the State of Georgia Department of Natural Resources - Environmental Protection Division (EPD). The City was also issued a second withdrawal permit by EPD (Permit No. 008-1423-04) to withdraw raw water directly from the Etowah River. The City has existing facilities to withdraw raw water directly from the Etowah River but no permanent pumps for the WTP. See Figure 1 for a location map of the WTP and raw water intakes.

The current WTP was constructed in 1970 with three filters to replace a much older filter plant with a capacity of 6 MGD. There have been three flow capacity expansions to the facility in 1974, 1991, and 2000 to increase the plant peak capacities to 12 MGD, 21 MGD, and 27 MGD, respectively. Those expansions did not include significant rehab projects. A conditional assessment of the WTP was also conducted in 2018, where structural and electrical improvements were recommended to various structures and components.

Sydney Forsyth
 May 16, 2023
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The WTP operates under Permit No. CS015002, issued by the EPD. The permit has a daily maximum operating capacity of 27 MGD (18,750 gpm) with nine (9) filters operating at a filtration rate of 6 gallons per minute per square foot (gpm/ft²). Although the plant's capacity is rated at a maximum flow rate of 27 MGD, the plant has never operated near this capacity. A capacity verification study was conducted in 2018, and it was determined that there was a significant difference between the peak capacity and the continuous operating capacity of the plant. Furthermore, the capacity is reduced further with one filter or sedimentation basin out of service. See Table 1.1 below for the current and proposed unit process ratings of the sedimentation basins and filters.

Table 1.1 – Unit Process Rating

Description of Work	Existing Peak Rating	Existing Continuous (24 Hour) Rating	Proposed Continuous (24 Hour) Rating
Sedimentation Tanks	25.0 MGD	25.0 MGD	43.5 MGD
Sedimentation Tanks (Largest O/S)	20.5 MGD	20.5 MGD	37.0 MGD
Filters	27.0 MGD	23.4 MGD	41.6 MGD
Filters (1 O/S)	24.0 MGD	20.8 MGD	39.0 MGD

To reduce the impact on the operation of the existing WTP and meet the City's schedule for anticipated water demand, we recommend the improvements be conducted under a single contract with the following milestones and construction sequence requirements.

- The WTP shall remain in operation for the duration of construction with a minimum flow capacity of 20.5 MGD.
- Improvements to existing Basins 1-9 be performed first. Then each basin shall be tested to confirm its operating capacity.
- Construction on Basins 10 & 11 cannot start until the capacity of basins 1-9 is verified.
- Filter 10 shall be completed and in service before September 1, 2025.
- The WTP shall have a capacity of 26 MGD (continuously) by September 1, 2025.
- The WTP shall have a capacity of 37 MGD (w/ the largest unit O/S) by April 1, 2027

Scope of Services

The scope of engineering services is described below and consists of the following tasks:

- Task 1 – Design Development Report (DDR) and Permitting
- Task 2 – Detail Design
- Task 3 – Bid Services
- Task 4 – Construction Services

Task 1 – Design Development Report & Permitting

Design Development Report

We will prepare the DDR per EPD’s technical guidance, and the rehab and expansion plan presented in the attached technical memo. The DDR will include the following major sections:

- Section I - Introduction
- Section II - Water Quality Considerations
- Section III - Existing Facilities
- Section IV - Design Criteria
- Section V - Proposed Improvements
- Section VI - Project Implementation

The following tasks will be completed and incorporated into the report and final detailed design to complete the DDR.

Process Flow Diagram:

The purpose of the process flow diagram is to provide an overview of existing and proposed unit process components and outline the planned treatment processes.

Hydraulic Profile:

A plant hydraulic model will be prepared using the survey data and record drawings for pipe and equipment sizes. It will estimate average and peak hydraulic capacity limitations of the existing facility and identify hydraulic bottlenecks and plant hydraulic capacities.

Chemical Feed Systems:

The purpose of this task is to perform a preliminary design for the chemical feed systems, including sizing storage tanks and feed pumps for the following:

- Alum (Coagulant)
- Hydrated Lime (pH Adjustment)
- Carbon (Taste & Odor Control)
- Fluoride (Regulation)
- Phosphate (Corrosion Control)
- Sodium Hypochlorite (Disinfection)
 - Replacement for the Chlorine Gas system.
 - With the options for both onsite generation and feeding bulk sodium hypochlorite solution.

Clearwell and UV Disinfection System Analysis:

This aims to evaluate current EPD and EPA requirements for disinfection, Clearwell storage volume, and contact time. In addition, the evaluation will include comparing and evaluating the benefits and costs of using U.V. Disinfection for part, or all, of the WTP treated water or building an additional Clearwell.

Preliminary Design and Layouts

The site layout for proposed structures and modifications to existing structures will be completed using the process flow diagram, hydraulic profile, and final selected chemical feed systems. In addition, a site plan and conceptual sketches and drawings of the proposed major unit processes will be developed and included in the DDR.

Equipment Proposals

Based on the DDR, Request for Proposals (RFPs) for major equipment and processes will be issued to vendors with the intent of incorporating the selected vendors' equipment, requirements, and recommendations into the final detailed design document issued to bidding contractors. The City will be integrally involved in preparing, reviewing vendor RFPs, and selecting vendors and equipment.

Permitting

The DDR and preliminary project documents will be used to obtain regulatory approval from EPD and local review authorities. W&S will assist with all required permitting and regulatory approvals. This will include preparing permit applications and drawings, attending meetings, and revising contract documents following agency reviews.

Review Meetings

During this project phase, monthly progress review meetings will be held with the Owner. Input and comments from the Owner will be incorporated into the DDR and final project documents.

Deliverables

W&S will create a detailed design report with the process flow diagram, hydraulic profile, and preliminary layouts for treatment process systems and buildings. In addition, the report will include a detailed design of hydraulic and process calculations, supporting figures, and tables.

Task 2 – Detail Design

Perform Required Field Surveying Services

W&S will hire a registered land surveyor (RLS) to survey the whole WTP site with adequate detail to produce the civil site and erosion and sedimentation control plans with a maximum of 2-foot contour intervals. Also, all existing above-ground features, such as structures, driveways, roads, curbing, catch basins, etc., at these sites will be surveyed and shown on the proposed construction drawings.

Additionally, W&S will hire a specialty sub-consultant (Repro Products) to complete a 3D laser scan of the existing as-built conditions of all WTP buildings and appurtenances. W&S will use these scans to produce the required engineering drawings.

Perform Geotechnical Investigation

A geotechnical investigation will be conducted at the proposed sites of the two new sedimentation basins and the chemical feed building. The geotechnical investigation will establish engineering criteria for foundation design, recommend excavation methods during construction, and identify groundwater levels. The Geotechnical Consultants will present their recommendations in a written report following their field and office investigations.

Sydney Forsyth
May 16, 2023
Page 5

Geotechnical services (e.g., soil testing, sub-grade inspection, etc.) which may be required during construction are outside these proposed service scopes. These services will be specified in the contract documents to be furnished and paid for by the general contractor(s) constructing the work.

The precise scope of the field exploration program is not known at this time because the foundation requirements are not yet known. Therefore, we recommend a separate allowance for this work of \$120,000.

Prepare Detailed Design Drawings and Specifications

The project design drawings will progress with the preparation of a 45% Preliminary Review set; a 95% Final Review set with a cost estimate; and finally, a 100% Bid Ready set. Formal reviews will be conducted with the City staff using the 45% and 95% drawing sets.

W&S will prepare the proposed construction drawings using Autodesk’s AutoCAD, Civil 3D, and Revit 3D software. These drawings, and the project specifications, will be prepared following Georgia building code standards, requirements of Georgia EPD, and accepted engineering practice.

Construction plans will include sedimentation and erosion control drawings suitable for acquiring a Land Disturbance Permit (LDP).

Specifications will be prepared per the Construction Standards Institute (CSI) format.

Review Meetings

W&S will present design drawings to the City staff at the 45%, 95%, and 100% completion levels of detailed design and meet to discuss concerns and to receive any review comments. Project deliverables will be forwarded to the City staff at least one week prior to these meetings for their internal review.

QA/QC Review

All deliverables will be reviewed and approved internally by the senior-level staff of W&S prior to their submittal to the City.

Deliverables

W&S will furnish the City with the following deliverables in this phase of the project:

- Meeting Agendas and Notes
- Subsurface Investigation Report
- Contract Plans and Specifications (45%, 95%, and 100% – Bid Ready)
- Permit Applications and Submittals, including Georgia EPD and local jurisdictions.
- Updated Construction Cost Estimate at 95% and 100% design completion.

Task 3 – Bid Services

Assist With Pre-Qualification Of Contractors And Solicitation Of Bids

W&S will assist the City with the pre-qualification of bidders, soliciting bids, and distributing construction documents (PDF format) to pre-qualified bidders.

Sydney Forsyth
May 16, 2023
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Respond To Questions From Contractors And Suppliers During The Bid Phase Of The Project

W&S will receive, log, and respond to questions from prospective bidders and suppliers during the bidding period. If clarification of the plans and specifications is needed, all plan holders will be notified by addendum.

Issue Addenda As Required

W&S will prepare and issue any necessary addenda to general contractors and plan holders.

Coordinate and Conduct A Pre-Bid Meeting

Representatives of W&S will prepare the agenda for and conduct a pre-bid meeting with the pre-qualified bidders to help define the scope of the work to be completed.

Bid Opening Assistance & Award Recommendation

W&S will assist the City with the bid opening meeting. All bids will be checked for accuracy and tabulated. The low bidder will be identified, and a written recommendation for contract award will be provided to the City. Before recommending the contract's award, W&S will check the contractor's bonding company financial rating and capacity and ensure they are properly registered in Georgia.

Prepare Construction Ready Documents

After authorization from the City, W&S will prepare "Construction Ready" documents (plans and specifications) for execution by the general contractor selected for award. These updated documents will include changes issued by addenda and information submitted by the general contractor at bid time. Once executed by the general contractor, the validity of bonds will be checked by W&S, and the documents will be forwarded to the City for final execution.

Deliverables

W&S will furnish the City with the following deliverables for this phase of the project:

- Contractor Pre-qualification Documents
- Recommendation Letter for Pre-qualification of Contractors
- Prepare and issue Addenda (if necessary)
- Bid Tabulation
- Recommendation Letter to the City to award or reject bids
- Construction Ready Plans and Specifications

Task 4 – Construction Services

Review Shop Drawings and Submittals

All shop drawing submittals from the general contractor will be received, logged, and reviewed by W&S for compliance with the requirements of the construction contract. A timely review of shop drawings is essential to avoid costly delays. Under normal circumstances, shop drawing turnaround time will be within 30 days of receipt; complicated and more critical submittals may require slightly longer review times.

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May 16, 2023
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Evaluate Requests For Changes And Information

W&S will interpret contract documents and, if necessary, prepare formal change orders for execution. To assist the City, we will give our opinion of the cost for all change orders and recommend a course of action.

Assist In Interpreting Contract Drawings and Conflict Resolution

W&S will provide ongoing consultation during construction to resolve construction-related issues. This will include office support and field inspections on a regularly scheduled basis.

Coordinate and Conduct Monthly Progress Meetings

The Construction Project Manager for W&S will conduct and distribute minutes from monthly construction progress meetings with the City staff and the general contractor. The following items will be discussed at each progress meeting:

- Project schedule;
- Specific tie-ins and upcoming special meetings;
- Request for Information items;
- Payment/Construction conformance with the contract documents;
- Construction quality;
- Contract disputes and requests for changes;
- Coordination required between the contractor and other parties; and,
- Status of shop drawings, pay requests, and change orders.

The W&S Construction Project Manager will visit the site and review progress before each meeting. In addition, a preconstruction conference with the general contractor will be conducted during the first progress meeting.

Provide Periodic On-Site Field Inspections

To prepare this proposal, we have assumed that full-time resident inspection will be required for this project. The primary responsibility of the resident inspector will be to help ensure that the proposed improvements are constructed per the construction plans and specifications. The inspector’s observations will be recorded in an inspection log and summarized in a site inspection report. Also, monthly pay requests from the general contractor will be reviewed and processed by the resident inspector; the inspector will also participate in all project meetings during construction.

Assist with Final Inspections and Prepare Close-Out Documents

W&S will conduct a final inspection of the construction work, during which time deficiencies will be identified and a “punch list” prepared. Follow-up inspections will also be performed to verify that corrective action has been taken.

More specifically, W&S will perform the following tasks during the final inspection:

- Inspection of the entire project to determine if any areas do not conform with the contract plans and specifications.
- Assure that all modifications have been appropriately tested.
- If necessary, make a final check of the location and grade of facilities for record purposes.
- Examine remedial work and determine if specifications have been satisfied.

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May 16, 2023
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After all work is completed correctly, a recommendation for acceptance of the project and final payment will be made to the City.

Prepare WTP Operation and Maintenance Manual

During construction, W&S will work with City to prepare a new Operation and Maintenance Manual (O&M) for the WTP. This new O&M will then be submitted to EPD for approval before placing any new WTP components into service.

Prepare Record Drawings

Authorized changes, as recorded throughout the construction period, will be incorporated into the engineering plans to produce a set of record drawings (a.k.a. as-built drawings). In addition, AutoCAD and PDF files of the record drawings will be provided.

ASSIST IN THE START-UP OF FACILITIES

W&S will assist the City with the start-up of the new facilities. This will include assistance with on-site staff training as needed, coordination of system operations, and startup with the general contractor.

ONE-YEAR WARRANTY ASSISTANCE

W&S will assist the City during the one-year warranty period on the project to help resolve deficient construction problems. Additionally, prior to the expiration of the warranty period, W&S will conduct an inspection of the project with the City staff to help identify any warranty items that require correction by the general contractor.

1.1 Deliverables

W&S will furnish the City with the following deliverables in this phase of the project:

- Shop Drawing Review Memos
- Construction RFI Responses
- Preparation of Construction Change Orders
- Construction Meeting Agendas & Minutes
- On-site Inspection Reports
- Review of Monthly Contractor Pay Requests
- List(s) of Outstanding/Deficient Construction Work
- Project Completion Certification
- Record Drawings

Schedule

The proposed project schedule is estimated to be as follows:

Task 1 – Design Development Report & Permitting

- All sub-tasks start with the Notice to Proceed.
- DDR Report: to be completed and submitted to EPD by December 1, 2023.
- Issue Equipment RFPs by December 1, 2023.
- Complete all EPD and local permits by March 31, 2024

Task 2 – Detail Design

- All sub-tasks start with the Notice to Proceed.

Sydney Forsyth
 May 16, 2023
 Page 9

- All sub-tasks to begin concurrently with DDR.
- Bid Ready Contract Documents: May 2024.

Task 3 – Bid Services

- Advertise for Contractor Prequalification: March 2024
- Select Prequalified Contractors: April 2024
- Advertise to received contractor bids: May 2024
- Bid Opening: June 2024
- Bid Award Recommendation: July 2024
- Prepare Conformed Construction Documents: August 2024.

Task 4 – Construction Services

- Pre-construction meeting: August/September 2024.
- The WTP shall have a capacity of 26 MGD by September 1, 2025.
- The WTP shall have a capacity of 37 MGD by April 1, 2027.
- Complete Construction: June 1, 2027.

Proposed Budget

Our proposed, not-to-exceed, fee for engineering services, including allowable reimbursable expenses, as shown in Table 1.2 below, is based upon building the facilities outlined in our recent technical memorandum (copy attached). Our budgeted fee will be invoiced to the City under the terms of our current agreement with the City.

Table 1.2 – Engineering Services Costs

	Services	Subs and Expenses	Total
Task 1 – Design Development Report (DDR)	\$ 636,000.00	\$ 94,000.00	\$ 730,000.00
Task 2 – Detailed Design	\$ 2,719,000.00	\$ 781,000.00	\$ 3,500,000.00
Task 3 – Bid Services	\$ 89,000.00	\$ 28,000.00	\$ 117,000.00
Task 4 – Construction Serves	\$ 2,291,000.00	\$ 235,000.00	\$ 2,526,000.00
Cash Allowance for Geotech		\$ 120,000.00	\$ 120,000.00
Total			\$ 6,992,000.00

If this proposal is acceptable, please let us know at your earliest convenience, and we will begin work immediately. Again, we appreciate your consideration of our firm for these services. We look forward to working with you and your staff.

Sydney Forsyth
May 16, 2023
Page 10

Sincerely,

WIEDEMAN AND SINGLETON, INC.



Ahmed A. An-naim

Wiedeman and Singleton, Inc.



CITY COUNCIL ITEM SUMMARY

MEETING DATE:	June 1, 2023
SUBCATEGORY:	Bid Award/Purchases
DEPARTMENT NAME:	Water Department
AGENDA ITEM TITLE:	Water Meters for Stock
DEPARTMENT SUMMARY RECOMMENDATION:	<p>The Water Department needs to purchase replacement ¾ - inch meters for stock. Kendall Supply is the sole source provider for AMI meters. The cost for one pallet of 192 meters is \$24,921.60.</p> <p>This is a budgeted item to be paid from account #505.3320.52.2390 and recommended for approval.</p>
LEGAL:	N/A



CITY COUNCIL ITEM SUMMARY

MEETING DATE:	June 1, 2023
SUBCATEGORY:	Bid Award/Purchases
DEPARTMENT NAME:	Water Department
AGENDA ITEM TITLE:	Southway Crane Invoice
DEPARTMENT SUMMARY RECOMMENDATION:	<p>The Water Pollution Control Plant required the services of an 80-ton crane to remove and replace two aerator gearboxes and a 2500 kVA pad mounted transformer. Due to unforeseen challenges during operations, the cost exceeded the initial quote which was under \$7,500.00. The cost of the service was \$9,427.00.</p> <p>This is a budgeted maintenance item to be paid from account #505.3330.52.2361 and recommended for approval.</p>
LEGAL:	N/A



Invoice 1520012918
Invoice Date: Tuesday, May 16, 2023
Customer: CITYOFCAR1
Job No : CHC-364883
Salesperson: Matt Brown
Ordered By: Bart

CITY OF CARTERSVILLE
P.O. BOX 1390
CARTERSVILLE, GA 30120
United States

Job Site :
Water Pollution Control Plant-Cartersville
308 Walnut Grove Rd
Cartersville, GA

Terms: 30

Customer P.O. No:
Work Performed : Change out pumps

Table with 5 columns: Date, Description, Qty Unit Meas, Rate, Extension. Rows include 5/9/2023 80T AT/TRUCK CRANE AND OPERATOR, 5/10/2023 80T AT/TRUCK CRANE AND OPERATOR, 5/11/2023 80T AT/TRUCK CRANE AND OPERATOR, 5/9/2023 to 5/10/2023 C/W TRANSPORTATION, PERMITS (75T-100T), and FUEL SURCHARGE.

Total Invoice: \$9,427.00

Handwritten signature 'C. Water' and date stamp 'MAY 16 2023'.

Checks/Lockbox Remit To:

P.O. Box 200494
Dallas, TX 75320-0494

ACH Payment Instructions:

Bank Name: Wells Fargo
Supplier Legal Entity Name: Southway Crane & Rigging, LLC
Name on Bank Account: TNT Crane & Rigging, Inc.
Account Currency: USD
(9 Digit) ACH ABA Clearing Code: 121000248
Account Number: 4943006460

Please forward remittance details to: remitadvice@tntcrane.com <mailto:remitadvice@tntcrane.com>

Ticket No 538031
Job CHC-364883
Date Tuesday, May 9, 2023
PO #

Customer CITYOFCAR1
CITY OF CARTERSVILLE
P.O. BOX 1390
CARTERSVILLE, GA 30120
Phone (0)
Terms: 30

Job Site Water Pollution Control Plant-Cartersville
308 Walnut Grove Rd
Cartersville, GA
Ordered By Bart CP:
E-Mail WP: (770) 607-5816
Report To: Bart CP:
E-Mail WP: (770) 607-5816
Phone
Alt Phone:

Equip Req: 80 Ton
Comments
Directions 75 south exit 288 turn right go throught town to old mill road redlight and turn left then immediately turn right onto Walnut Grove and treatment plant is on the right.
Description: Change out pumps

Units

Sched Type	Unit Type	Unit Code	Comments
Crane - AT/Truck	80T AT/Truck Crane	110-02	
Haul Truck	Haul Truck	T-796	

Labor

Employee Type	Employee	Comments
Operator	Coleman, Andrew A	0645 Leave time
Driver	Shick, Darrel	0645 Leave time.
Rigger	Clanin, Brandon M.	Your assisting in operator training / you can either drive straight to job or grab truck from ATL yard

Have Signed At Start of Job

The following terms and conditions governing this rental are understood and agreed to :

Accepted Terms and Conditions.

Customer's Name: Bart / CITY OF CARTERSVILLE

Date 5/9/2023 1:07 PM

By 
Authorized Signature

Ticket No 538031
Job CHC-364883
Date Tuesday, May 9, 2023
PO #

Time Left Yard 6:45 AM

Time Left Job 5:08 PM

Time Arrived Job 9:07 AM

Time Arrived Yard 6:25 PM

Have Signed At
End of Day

The above hours are verified to be correct.

Customer's Name Bart / CITY OF CARTERSVILLE

Date 5/9/2023 5:02 PM

By 

Authorized Signature

LEM
Comments 645am to 630pm = 11.75 hours minus 1 hour for breakdown so total 10.75 hours

Ticket No 538400
Job CHC-364883
Date Wednesday, May 10, 2023
PO #

Customer CITYOFCAR1
CITY OF CARTERSVILLE
P.O. BOX 1390
CARTERSVILLE, GA 30120
Phone (0)
Terms: 30

Job Site Water Pollution Control Plant-Cartersville
308 Walnut Grove Rd
Cartersville, GA
Ordered By Bart CP:
E-Mail WP: (770) 607-5816
Report To: Bart CP:
E-Mail WP: (770) 607-5816
Phone
Alt Phone:

Equip Req: 80 Ton
Comments
Directions 75 south exit 288 turn right go throught town to old mill road redlight and turn left then immediately turn right onto Walnut Grove and treatment plant is on the right.
Description: Change out pumps

Units

Sched Type	Unit Type	Unit Code	Comments
Crane - AT/Truck	80T AT/Truck Crane	110-02	
Haul Truck	Haul Truck	T-796	

Labor

Employee Type	Employee	Comments
Operator	Coleman, Andrew A	Please know your start time.
Driver	Shick, Darrel	Please know your start time.
Rigger	Clanin, Brandon M.	Please know your start time.

Have Signed At Start of Job

The following terms and conditions governing this rental are understood and agreed to :

Accepted Terms and Conditions.

Customer's Name: Bart / CITY OF CARTERSVILLE

Date 5/10/2023 9:14 AM

By Lance Gentry
Authorized Signature

Ticket No 538400
Job CHC-364883
Date Wednesday, May 10, 2023
PO #

Time Left Yard 5:58 AM

Time Left Job 12:57 PM

Time Arrived Job 7:03 AM

Time Arrived Yard 2:45 PM

Have Signed At
End of Day

The above hours are verified to be correct.

Customer's Name Bart / CITY OF CARTERSVILLE

Date 5/10/2023 12:48 PM

By Lance Gentry
Authorized Signature

LEM
Comments 6am to 245pm=8.75 hours

Ticket No 538675
Job CHC-364883
Date Thursday, May 11, 2023
PO #

Customer CITYOFCAR1
CITY OF CARTERSVILLE
P.O. BOX 1390
CARTERSVILLE, GA 30120
Phone (0)
Terms: 30

Job Site Water Pollution Control Plant-Cartersville
308 Walnut Grove Rd
Cartersville, GA
Ordered By Bart CP:
E-Mail WP: (770) 607-5816
Report To: Bart CP:
E-Mail WP: (770) 607-5816
Phone
Alt Phone:

Equip Req: 80 Ton
Comments
Directions 75 south exit 288 turn right go throught town to old mill road redlight and turn left then immediately turn right onto Walnut Grove and treatment plant is on the right.
Description: Change out pumps

Units

Sched Type	Unit Type	Unit Code	Comments
Crane - AT/Truck	80T AT/Truck Crane	110-02	
Haul Truck	Haul Truck	T-796	

Labor

Employee Type	Employee	Comments
Operator	Coleman, Andrew A	Please know your start time.
Driver	Shick, Darrel	Please know your start time.
Rigger	Clanin, Brandon M.	Please know your start time.

Have Signed At Start of Job

The following terms and conditions governing this rental are understood and agreed to :

Accepted Terms and Conditions.

Customer's Name: Bart / CITY OF CARTERSVILLE

Date 5/11/2023 8:00 AM

By 
Authorized Signature

Ticket No 538675
Job CHC-364883
Date Thursday, May 11, 2023
PO #

Time Left Yard 6:04 AM

Time Left Job 12:43 PM

Time Arrived Job 7:09 AM

Time Arrived Yard 2:29 PM

Have Signed At
End of Day

The above hours are verified to be correct.

Customer's Name Bart / CITY OF CARTERSVILLE

Date 5/11/2023 8:00 AM

By 
Authorized Signature

LEM
Comments 6am to 230pm= 8.5 hours