



**Mayor & City Council
Regular Meeting Agenda**

Monday, December 11, 2023, 7:00 PM

Tucker City Hall

1975 Lakeside Pkwy, Ste 350B, Tucker, GA 30084

Members:

Frank Auman, Mayor

Roger W. Orlando, Council Member District 1, Post 1

Cara Schroeder, Council Member District 2, Post 1

Alexis Weaver, Council Member District 3, Post 1

Virginia Rece, Council Member District 1, Post 2

Noelle Monferdini, Council Member District 2, Post 2

Anne Lerner, Council Member District 3, Post 2

ZOOM Link: <https://us02web.zoom.us/j/89338334026> or Phone: 888 788 0099 (Toll Free) Webinar ID: 893 3833 4026

Pages

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

The pledge will be led by Councilmember Lerner and Councilmember Monferdini

D. MAYOR'S OPENING REMARKS

E. PUBLIC COMMENTS

F. APPROVAL OF THE AGENDA

G. CONSENT AGENDA

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H. PRESENTATIONS

H.1 Parks and Recreation Master Plan Update by Barge Design Solutions 16

I. STAFF REPORTS

I.1 Report on Interim Financial Statements for November 2023 34

I.2 Report on Upcoming Council Meeting Agenda Items 57

J. OLD BUSINESS

J.1	Ordinance O2023-11-22 Courtney.Smith		58
	<ul style="list-style-type: none"> Second Read and Public Hearing of an Ordinance for a text amendment to the Tucker Code, Chapter 46 Zoning, including changes to special land use permit regulations. (TA-23-0005) 		
J.2	Ordinance O2023-11-23	Ishri.Sankar	64
	<ul style="list-style-type: none"> Second Read of an Ordinance for a text amendment to the Tucker Code Chapter 38 Streets, Sidewalks, and Other Public Places to create Article IV Traffic Calming 		
J.3	Resolution R2023-12-28	Mayor.Auman	111
	<ul style="list-style-type: none"> Resolution on City Manager Nominee 		
K.	NEW BUSINESS		
K.1	Resolution R2023-12-29	Beverly.Hilton	113
	<ul style="list-style-type: none"> Resolution to Amend the Fiscal Year 2023 Budget 		
K.2	Resolution R2023-12-30	Beverly.Hilton	124
	<ul style="list-style-type: none"> Resolution to Amend Fiscal Year 2024 Budget 		
K.3	Contract C2023-12-07-CMEA	Mayor.Auman	128
	<ul style="list-style-type: none"> City Manager Employment Agreement 		
K.4	Contract C2023-12-07-SACSA	Mayor.Auman	137
	<ul style="list-style-type: none"> Special Assistant Consulting Services Agreement for Tami Hanlin 		
K.5	Contract AMD-C2023-12-07 Legal Services	Mayor.Auman	144
	<ul style="list-style-type: none"> Approval of 2024 Rates for Legal Services 		
K.6	Resolution R2023-12-31	Mayor.Auman	148
	<ul style="list-style-type: none"> A Resolution to Reappoint the Chief Judge of the Municipal Court of the City of Tucker 		
K.7	Resolution R2023-12-32 Courtney.Smith		150
	<ul style="list-style-type: none"> A Resolution to Assume Enforcement of Certain Fire Prevention Regulations for the City of Tucker 		
K.8	Quote Q2023-12-07-FM Courtney.Smith		153
	<ul style="list-style-type: none"> Consideration of approval of a quote for a Fire Marshal vehicle 		
K.9	Resolution R2023-12-33	Ishri.Sankar	159
	<ul style="list-style-type: none"> Resolution to Adopt a Stormwater Extent of Service Policy 		

- Consideration of a contract for task order #13 for Idlewood Road @ Sarr Parkway Roundabout Design

L. MAYOR AND COUNCIL COMMENTS

M. EXECUTIVE SESSION

- As required for personnel, real estate and litigation

N. ACTION AFTER EXECUTIVE SESSION

- As needed

O. ADJOURNMENT

- Motion to adjourn meeting



**MAYOR & CITY COUNCIL
REGULAR MEETING MINUTES**

**Monday, November 13, 2023, 7:00 PM
Tucker City Hall
1975 Lakeside Pkwy, Ste 350B, Tucker, GA 30084**

Members Present: Frank Auman, Mayor
Cara Schroeder, Council Member District 2, Post 1
Alexis Weaver, Council Member District 3, Post 1
Virginia Rece, Council Member District 1, Post 2
Noelle Monferdini, Council Member District 2, Post 2
Anne Lerner, Council Member District 3, Post 2

Members Absent: Roger W. Orlando, Council Member District 1, Post 1

ZOOM Link: <https://us02web.zoom.us/j/89338334026>

A. CALL TO ORDER

Mayor Auman called the meeting to order at 7:02 PM.

B. ROLL CALL

The above were in attendance for a quorum. Councilmember N. Monferdini attended via zoom due to being out of district. Councilmember R. Orlando was absent due to out of district. Motion by Councilmember V. Rece and Councilmember C. Schroeder to excuse the absence passed unanimously.

C. PLEDGE OF ALLEGIANCE

The pledge was led by the BSA Scout Troop 876.

D. MAYOR'S OPENING REMARKS

Congratulations to Council-Elect Virginia Rece, Vinh Nguyen and Amy Trocchi on the Post 2 Election.

Proclamation P23-09 In Recognition of Small Business Saturday

The Mayor and City Council proclaim that November 25, 2023 is recognized as Small Business Saturday.

Mayor Auman mentioned that since the Oct meeting 25 new Occupational Tax Certificate applications were received, and to sign up for the In Tucker Magazine.

The Mayor introduced new staff of the City of Tucker: Marti Coleman, Accountant Purchasing in the Finance Department.

E. PUBLIC COMMENTS

Public comments were heard from eleven citizens regarding issues with kudzu, flooding washing garbage on property, and sink hole, events at the Tucker Rec Center, constitution objection to rezoning, congratulations to Council-Elect, and thanks you those that ran and for the service of those whose term will be ending.

F. APPROVAL OF THE AGENDA

MOVER: V. Rece

SECONDER: C. Schroeder

Motion to approve the agenda as presented passed unanimously.

AYES: (6): F. Auman, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

ABSENT: (1): R. Orlando

APPROVED (6 to 0)

G. CONSENT AGENDA

MOVER: C. Schroeder

SECONDER: V. Rece

Motion to approve the consent agenda G.1-G.5 as presented passed unanimously.

AYES: (6): F. Auman, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

ABSENT: (1): R. Orlando

APPROVED (6 to 0)

- G.1 Regular Meeting Minutes - October 10, 2023
- G.2 Regular Meeting Minutes - October 23, 2023
- G.3 Special Called Meeting Minutes - October 23, 2023
- G.4 Intergovernmental Lighting Agreement With GDOT
- G.5 Adoption of the DeKalb County Hazard Mitigation Plan

H. STAFF REPORTS

I. OLD BUSINESS

I.1 Ordinance O2023-10-20

Community Development Director Courtney Smith spoke on the second read of an Ordinance to amending the Official Zoning Map of the City of Tucker relating to properties along Lawrenceville Hwy, Steel Dr, Woodbriar Cir, Weston Ln, Sheridan St, Lexington Rd, Stockton Dr and Brockett Rd (RZ-23-0002).

Mayor Auman opened a public hearing which 2 citizens spoke in favor and 1 citizen spoke in opposition. Public hearing closed.

MOVER: C. Schroeder

SECONDER: A. Weaver

Motion to approve Ordinance O2023-10-20 to amend the official zoning map as presented passed.

AYES: (5): F. Auman, C. Schroeder, A. Weaver, V. Rece, and A. Lerner

NAYES: (1): N. Monferdini

ABSENT: (1): R. Orlando

APPROVED (5 to 1)

I.2 Ordinance O2023-10-21

Community Development Director Courtney Smith spoke on the second read of an Ordinance for Amending the City of Tucker Code, Chapter 46 Zoning, including changes to adult entertainment establishment regulations. (TA-23-0006)

Mayor Auman opened a public hearing which no citizens spoke in favor and no citizens spoke in opposition. Public hearing closed.

MOVER: C. Schroeder

SECONDER: V. Rece

Motion to approve Ordinance O2023-10-21 to amend Code Chapter 46 Zoning as presented passed unanimously.

AYES: (6): F. Auman, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

ABSENT: (1): R. Orlando

APPROVED (6 to 0)

J. NEW BUSINESS

J.1 Ordinance O2023-11-22

Community Development Director Courtney Smith spoke on the first read of an Ordinance for Amending the City of Tucker Code, Chapter 46 Zoning, including changes to special land use permit regulations. (TA-23-0005)

Mayor Auman opened a public hearing which no citizens spoke in favor and no citizens spoke in opposition. Public hearing closed.

FIRST READ

J.2 Ordinance O2023-11-23

Public Works Director Ishri Sankar spoke on the first read of an Ordinance for amending the City of Tucker Code, Chapter 38 Streets, Sidewalks, and Other Public Places to create Article IV Traffic Calming.

FIRST READ

J.3 Contract C2023-029-PO24-617 approved by Resolution R2023-11-23

Capital Projects Engineer Jack Smith spoke on the contract for Juliette Road Median Landscaping Project bid (ITB 2023-029) to beautify the Juliette Road area, the center median will be completely replanted with a combination of trees, shrubs, and groundcover. Recommendation that the contract be awarded to Visionscapes, Inc. in the amount of \$67,754.35.

MOVER: V. Rece
SECONDER: A. Weaver

Motion to approve contract C2023-029-PO24-617 to Visionscapes by Resolution R2023-11-23 passed unanimously.

AYES: (6): F. Auman, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

ABSENT: (1): R. Orlando

APPROVED (6 to 0)

J.4 Contract C2023-027-PO24-618 approved by Resolution R2023-11-24

Capital Projects Engineer, Jack Smith, spoke on the contract for Fellowship Road Landscaping Project bid (ITB 2023-027) to provide trees, shrubs, and groundcover on both sides of Fellowship Road between 1st Avenue and the CSX Railroad bridge. It will also improve sight distance at the intersection of 1st Avenue and Fellowship Road. The Public Works Department will clear and grade the slope in preparation of the landscape installation. Recommendation that the contract be awarded to Visionscapes, Inc. in the amount of \$77,991.13.

MOVER: A. Lerner
SECONDER: C. Schroeder

Motion to approve contract C2023-027-PO24-618 to Visionscapes by Resolution R2023-11-24 passed unanimously.

AYES: (6): F. Auman, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

ABSENT: (1): R. Orlando

APPROVED (6 to 0)

J.5 Contract C2022-018-TO12-PO24-616

City Engineer Ken Hildebrandt spoke on the contract for Task Order #5 for the Idlewood Road Roundabout Design. The project scope includes surveying, a public information meeting, engineering design, a lighting plan, and educational materials on roundabouts. Recommendation that the task order contract be awarded to Kimley Horn in the amount of \$188,615.

MOVER: C. Schroeder
SECONDER: V. Rece

Motion to approve contract C2023-018-TO12-PO24-616 to Kimley Horn passed.

AYES: (4): F. Auman, C. Schroeder, V. Rece, and A. Lerner

NAYES: (2): A. Weaver, and N. Monferdini

ABSENT: (1): R. Orlando

APPROVED (4 to 2)

J.6 Contract C2023-PO24-626

City Manager Tami Hanlin spoke on the contract agreement with the DeKalb Community Service Board (CSB) for one year with automatic renewals to provide a dedicated resource to the City in an effort to address the needs of unhoused individuals.

MOVER: A. Weaver

SECONDER: C. Schroeder

Motion to approve contract C2023-PO24-626 to DeKalb Community Service Board passed unanimously.

AYES: (6): F. Auman, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

ABSENT: (1): R. Orlando

APPROVED (6 to 0)

J.7 Contract C2023-016-TO5-PO24-609

Public Works Director Ishri Sankar spoke on the contract for the Stormwater Repair Task Order #5 for the video inspection and cleaning of stormwater conduits. Additional conduits and structures have been identified for additional research/investigation. This task will provide video information on the conditions of these conduits and structures, and the necessary preliminary cleaning to assess the condition. Recommendation to award contract to Materials & Metals Engineers, LLC with a unit price with a not to exceed cost proposal in the amount of \$94,228.13, which includes a 15% contingency.

MOVER: A. Lerner

SECONDER: V. Rece

Motion to approve contract C2023-016-TO5-PO24-609 to Materials & Metals Engineers, LLC passed unanimously.

AYES: (6): F. Auman, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

ABSENT: (1): R. Orlando

APPROVED (6 to 0)

J.8 Contract C2023-016-TO7-PO24-607

Public Works Director Ishri Sankar spoke on the contract for the Stormwater Repair Task Order #7 for stormwater ditch restoration. The parcel at 1590 Lilburn Stone Mountain Road has a ditch which receives flow from the right of way of Lilburn Stone Mountain Road. The ditch has been degraded and needs to be reestablished and energy dissipation measures installed to insure proper drainage of the concentrated flow to a natural stream on the property. Recommendation to award contract to Utility Asset Management, Inc. with a unit price with a not to exceed cost proposal in the amount of \$38,538.14, which includes a 15% contingency.

MOVER: V. Rece

SECONDER: C. Schroeder

Motion to approve contract C2023-016-TO7-PO24-607 to Utility Asset Management Inc. passed unanimously.

AYES: (6): F. Auman, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

ABSENT: (1): R. Orlando

APPROVED (6 to 0)

K. MAYOR AND COUNCIL COMMENTS

L. EXECUTIVE SESSION

MOVER: V. Rece

SECONDER: C. Schroeder

Motion to enter into Executive Session for the purpose of personnel, real estate and litigation at 10:17 PM passed unanimously.

AYES: (6): F. Auman, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

ABSENT: (1): R. Orlando

APPROVED (6 to 0)

MOVER: C. Schroeder

SECONDER: A. Weaver

Motion to exit Executive Session and return to the regular meeting at 11:42 PM passed unanimously.

AYES: (6): F. Auman, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

ABSENT: (1): R. Orlando

APPROVED (6 to 0)

M. ACTION AFTER EXECUTIVE SESSION - None

N. ADJOURNMENT

MOVER: A. Weaver

SECONDER: C. Schroeder

Motion to adjourn meeting at 11:44 PM passed unanimously.

AYES: (6): F. Auman, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

ABSENT: (1): R. Orlando

APPROVED (6 to 0)

APPROVED: Frank Auman, Mayor

ATTEST: Bonnie Warne, Clerk

Date Approved



MAYOR & CITY COUNCIL

SPECIAL CALLED MEETING MINUTES

Friday, November 17, 2023, 8:30 AM

Tucker City Hall

1975 Lakeside Pkwy, Ste 350B, Tucker, GA 30084

Members Present: Frank Auman, Mayor
Roger W. Orlando, Council Member District 1, Post 1
Cara Schroeder, Council Member District 2, Post 1
Alexis Weaver, Council Member District 3, Post 1
Virginia Rece, Council Member District 1, Post 2
Noelle Monferdini, Council Member District 2, Post 2
Anne Lerner, Council Member District 3, Post 2

ZOOM Link: <https://us02web.zoom.us/j/89338334026>

A. CALL TO ORDER

Mayor Auman called the meeting to order at 8:30 AM.

B. ROLL CALL

The above were in attendance for a quorum.

C. MAYOR'S OPENING REMARKS

Mayor Auman mentioned this meeting was called to go into Executive Session.

D. EXECUTIVE SESSION

MOVER: C. Schroeder

SECONDER: V. Rece

Motion to enter into Executive Session for the purpose of personnel, real estate and litigation at 8:30 AM passed unanimously.

AYES: (7): F. Auman, R. Orlando, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

APPROVED (7 to 0)

MOVER: N. Monferdini

SECONDER: V. Rece

Motion to exit Executive Session and return to the Special Called Meeting at 4:18 PM passed unanimously.

AYES: (7): F. Auman, R. Orlando, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

APPROVED (7 to 0)

E. ACTION AFTER EXECUTIVE SESSION

None

F. ADJOURNMENT

MOVER: C. Schroeder

SECONDER: N. Monferdini

Motion to adjourn meeting at 4:20 PM passed unanimously.

AYES: (7): F. Auman, R. Orlando, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

APPROVED (7 to 0)

APPROVED: Frank Auman, Mayor

ATTEST: Bonnie Warne, Clerk

Date Approved



MAYOR & CITY COUNCIL

REGULAR MEETING MINUTES

Monday, November 27, 2023, 7:00 PM

Tucker City Hall

1975 Lakeside Pkwy, Ste 350B, Tucker, GA 30084

Members Present: Frank Auman, Mayor
Roger W. Orlando, Council Member District 1, Post 1
Cara Schroeder, Council Member District 2, Post 1
Alexis Weaver, Council Member District 3, Post 1
Virginia Rece, Council Member District 1, Post 2
Noelle Monferdini, Council Member District 2, Post 2
Anne Lerner, Council Member District 3, Post 2

ZOOM Link: <https://us02web.zoom.us/j/89338334026>

A. CALL TO ORDER

Mayor Auman called the meeting to order at 7:00 PM.

B. ROLL CALL

The above were in attendance for a quorum.

C. PLEDGE OF ALLEGIANCE

D. MAYOR'S OPENING REMARKS

Mayor Auman mentioned that the North Pole at Tucker event is scheduled from 5-8 p.m. on Dec. 3 at the Church Street Greenspace, 4316 Church Street. Santa will be in attendance. The Mayor introduced three new staff members of the City of Tucker: Turron McCoy, Code Enforcement Officer, Gregory Campbell, Fire Marshal, and Blanca Brito, Accountant-Payroll.

Mayor Auman stated that City Manager Tami Hanlin is retiring, and that per the Charter the mayor shall nominate a person for the office of city manager. A search was conducted by Mercer Group, receiving 34 applications, which was narrowed down to 5 semi-finalist.

Mayor Auman made the nomination of John McHenry as the City Manager for Tucker, and in two weeks the Council will take action.

E. APPROVAL OF THE AGENDA

MOVER: N. Monferdini

SECONDER: V. Rece

Motion to approve the agenda as presented passed unanimously.

AYES: (7): F. Auman, R. Orlando, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

APPROVED (7 to 0)

F. MONTHLY REPORTS

- F.1 Report on Upcoming Agenda Items
- F.2 Report on the Interim Financials - October 2023

G. PRESENTATIONS

- G.1 Discussion on the Stormwater Extent of Service Policy

Public Works Director Ishri Sankar gave a presentation for the proposed Stormwater Extent of Service Policy by Tucker's Public Works Department. As the City of Tucker has brought Public Works "in-house", the City is now responsible for the maintenance of stormwater infrastructure in the City of Tucker. As stormwater is all interconnected and traversing through conduits, ditches, swales, and ponds both on public right of way and private property, it is important to identify the areas of which will be owned and maintained by the City of Tucker. In the proposed draft policy, the Public Works staff is recommending the City take ownership of all stormwater (structures and conduits) related infrastructure within the right of way as well as to the first structure outside the right of way. This allows for an undisputable location of which the City is responsible versus private owner. As proposed, this Extent of Service document is a medium between only maintaining the infrastructure located entirely in the right of way (minimum legal obligation), versus maintaining all the stormwater infrastructure across the City.

- G.2 Discussion on Text Amendment Ordinance for Traffic Calming (CH 38)

Public Works Director Ishri Sankar spoke on the questions and concerns expressed by Tuckers Mayor and City Council during the first read of the proposed Traffic Calming Policy (CH 38).

- G.3 Discussion on Possible Invasive Vegetation Regulations

Community Development Director Courtney Smith spoke on possible Invasive Vegetation Regulations. Several residents have reached out over the years with concerns about invasive, non-native vegetation such as Wisteria, Kudzu, and English Ivy and the possibility of adopting regulations that prohibit them and/or limit their spread. Staff presented the negative impacts of invasive species, example regulations from neighboring jurisdictions, and the enforcement challenges that could occur if an ordinance is adopted. Tucker currently regulates weeds in Chapter 28 – Nuisances, which prohibits "noxious weeds," but noxious weeds are not defined anywhere in the code, making enforcement challenging.

H. OLD BUSINESS

I. NEW BUSINESS

- I.1 Contract C2023-026-PO24-603 approved by Resolution R2023-11-25

City Engineer Ken Hildebrandt spoke on the consideration of a bid contract C2023-026-PO24-603 by Resolution R2023-11-25 for Juliette Road Resurfacing and Safety Improvements. Juliette Road is currently a 4-lane roadway with a center median. Traffic volumes do not warrant a 4-lane roadway. In conjunction with resurfacing Juliette Road there is an opportunity to implement safety improvements. These improvements include restriping the road for one thru lane in each direction, installing 5' wide bike lanes on each

side, and installing an all-way stop at the intersection of Juliette Road and Stone Mill Way. Recommendation to award the contract to CW Matthews Contracting in the amount of \$1,149,111.99.

MOVER: V. Rece

SECONDER: R. Orlando

Motion to approve Contract #C2023-026-PO24-603 by Resolution R2023-11-25 to CW Matthews Contracting passed unanimously.

AYES: (7): F. Auman, R. Orlando, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

APPROVED (7 to 0)

I.2 Contract C2023-030-PO24-638 approved by Resolution R2023-11-26

City Engineer Ken Hildebrandt spoke on the consideration of a bid contract C2023-030-PO24-638 by Resolution R2023-11-26 for E Ponce de Leon Avenue Sidewalk Construction. This sidewalk will be on the north side of E Ponce de Leon Avenue from Idlewood Road to Oakengate Drive. It fills a key sidewalk gap for the community and will provide connectivity to MARTA and the E Ponce PATH. Recommendation to award the contract to the low bidder, Construction 57, in the amount of \$379,310.00.

MOVER: R. Orlando

SECONDER: V. Rece

Motion to approve Contract #C2023-030-PO24-638 by Resolution R2023-11-26 to Construction 57 passed unanimously.

AYES: (7): F. Auman, R. Orlando, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

APPROVED (7 to 0)

I.3 Resolution R2023-11-27

City Attorney Ted Baggett spoke on the Resolution of the City Council of Tucker to designate a location for the extension of a roadway, to approve the acquisition of said location for the public purpose of roadway transportation, to authorize officers of the city to take such legal actions necessary to acquire said property. The City of Tucker has prudently studied its transportation needs and has adopted the Tucker Strategic Transportation Master Plan, and that in the judgment of the City Council, Richardson Street should be extended so that it connects to East Ponce de Leon Avenue. The commercial property is located at 5960 East Ponce de Leon Avenue (DeKalb County Tax Parcel ID 18 125 01 003). Council to authorize:

1. The Mayor is hereby authorized to execute a declaration of taking on behalf of the City pursuant to Title 32 of the O.C.G.A.; and
2. The City Attorney is hereby authorized to file a petition, such other actions, and provide all necessary notices to implement the objective herein; and
3. The City Manager, City Clerk, and all other officers of the City are hereby authorized to take such steps as necessary to implement the objective herein including but not limited to the remittance of funds representing fair and just compensation into the registry of the superior court.

MOVER: V. Rece
SECONDER: R. Orlando

Motion to approve Resolution R2023-11-27 to acquire property passed unanimously.

AYES: (7): F. Auman, R. Orlando, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

APPROVED (7 to 0)

J. MAYOR AND COUNCIL COMMENTS

The Mayor and Council thanked everyone for attending and wished all a safe Thanksgiving.

K. EXECUTIVE SESSION

MOVER: V. Rece
SECONDER: C. Schroeder

Motion to enter into Executive Session for the purpose of personnel, real estate and litigation at 8:27 PM passed unanimously.

AYES: (7): F. Auman, R. Orlando, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

APPROVED (7 to 0)

MOVER: N. Monferdini
SECONDER: V. Rece

Motion to exit Executive Session and return to the regular meeting at 8:55 PM passed unanimously.

AYES: (7): F. Auman, R. Orlando, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

APPROVED (7 to 0)

L. ACTION AFTER EXECUTIVE SESSION - None

M. ADJOURNMENT

MOVER: A. Weaver
SECONDER: C. Schroeder

Motion to adjourn meeting at 8:57 PM passed unanimously.

AYES: (7): F. Auman, R. Orlando, C. Schroeder, A. Weaver, V. Rece, N. Monferdini, and A. Lerner

APPROVED (7 to 0)

APPROVED: Frank Auman, Mayor

ATTEST: Bonnie Warne, Clerk

Date Approved



MEMO

To: Honorable Mayor and City Council Members
From: Rip Robertson, Director, Parks & Recreation
CC: Tami Hanlin, City Manager
Date: December 11, 2023
RE: Memo for Parks and Recreation Master Plan update presentation

Description for on the Agenda:

Parks and Recreation Master Plan update presentation

Issue: The City of Tucker adopted its first Parks and Recreation Master Plan in 2019. To enable the city to provide quality services, an updated Master Plan is necessary to continue the future planning and development of the Parks and Recreation Department, youth, adult and senior programming and athletics, and activities and events. This update will address the additional park properties that were added and how that impacted the community, the change in program delivery and recommendations for present and future staffing and facilities.

Recommendation:

Staff and Barge Design Solutions would like any feedback and questions for this five-year update.

Background:

The initial plan, based on staff, elected officials and community input, was instrumental in providing a guide for our development thus far. With the growth and expansion, it has become necessary to update the existing plan to help us with future growth and development for the Department.

Summary: Barge has a strong background in municipal parks and recreation master planning and completed the City of Tucker's initial master plan in 2019. They are well respected and fully capable of delivering results to our community.

Financial Impact:

This project is funded through multiple FY's within CIP. The specific projects: PR# 2106 & 2302. This project is within the projected budget.

City of Tucker Park System Master Plan Update

Draft Recommendations

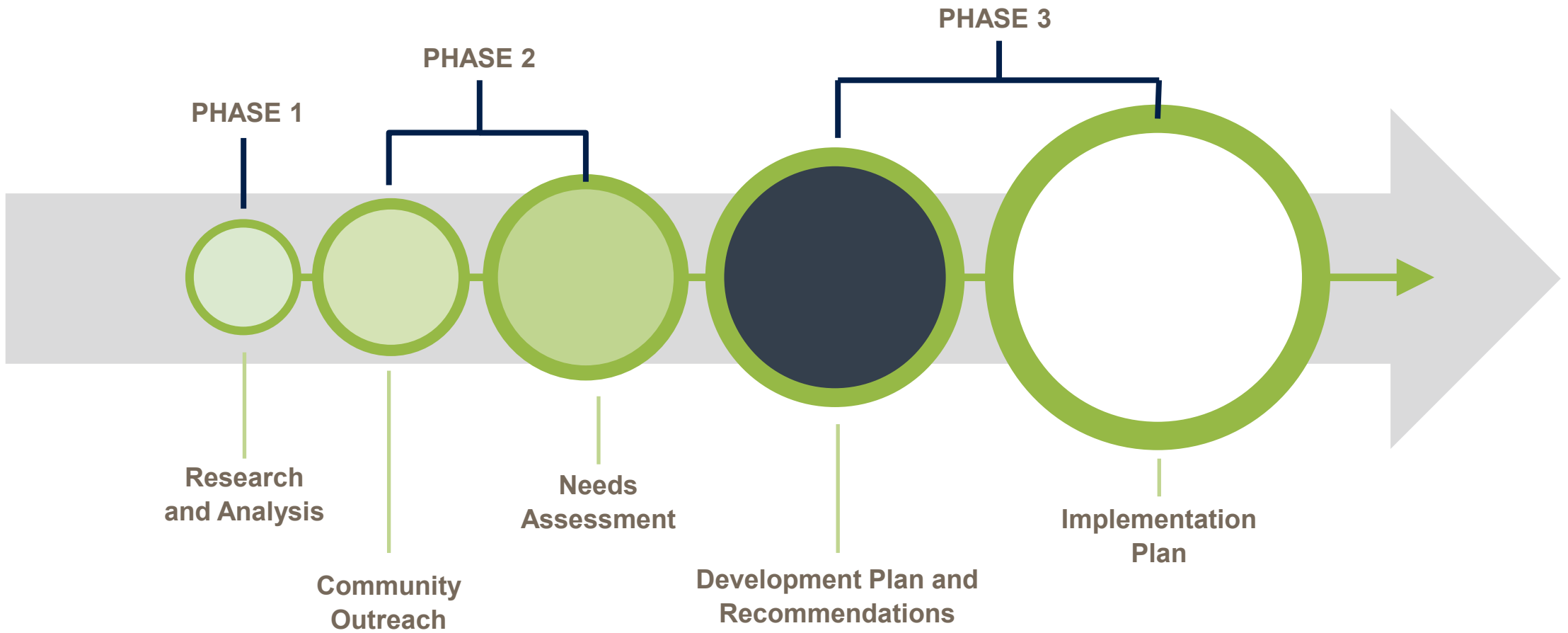
December 11, 2023



Agenda

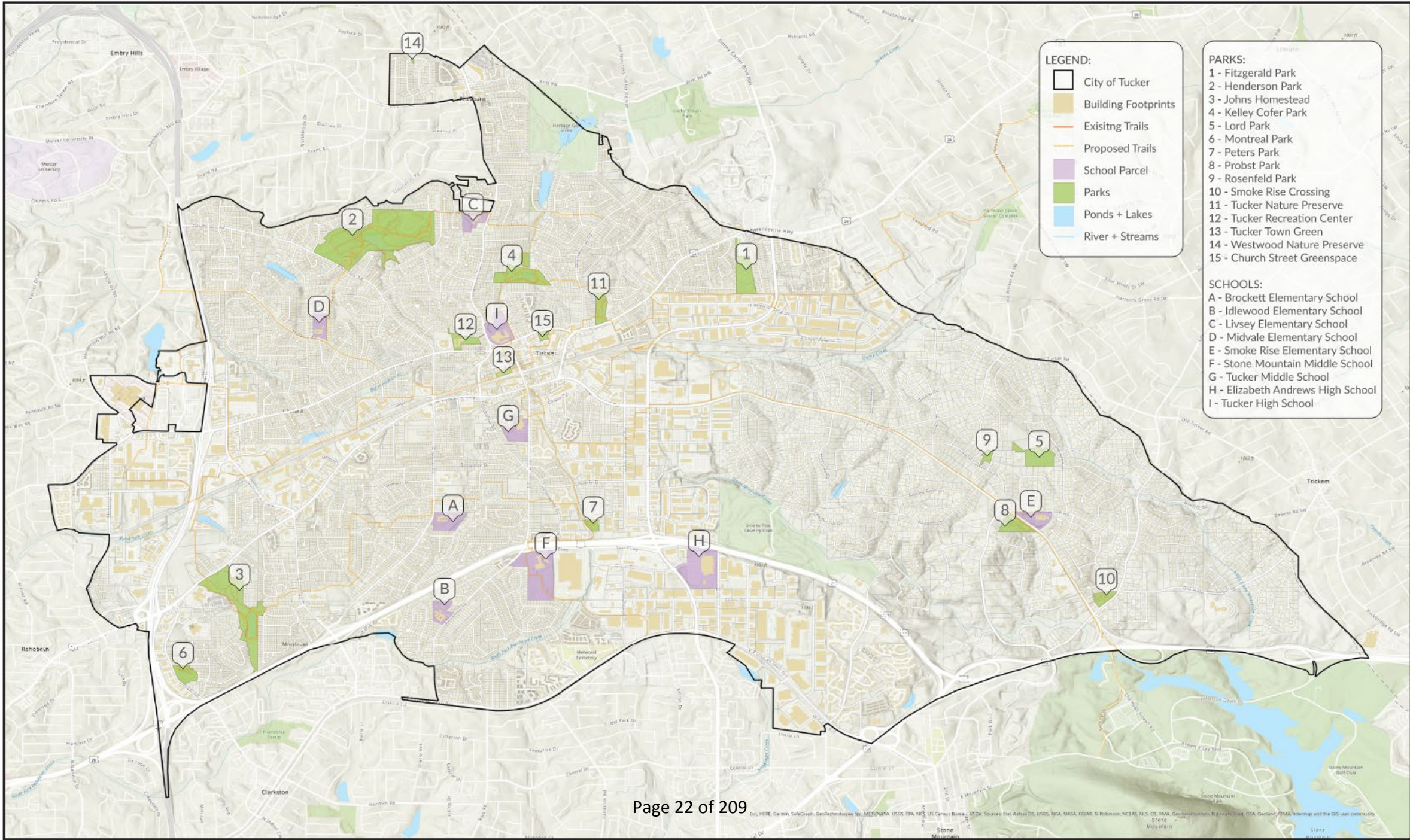
- **Planning Process Update**
- **Research & Recommendations**
 - **Data Collection Summary**
 - **Public Input Findings**
 - **Recommendations**
 - **Facilities**
 - **Programs**
 - **Staffing**

Planning Process Update



Planning Process

Research and Recommendations



LEGEND:

- City of Tucker
- Building Footprints
- Existing Trails
- Proposed Trails
- School Parcel
- Parks
- Ponds + Lakes
- River + Streams

- PARKS:**
- 1 - Fitzgerald Park
 - 2 - Henderson Park
 - 3 - Johns Homestead
 - 4 - Kelley Cofer Park
 - 5 - Lord Park
 - 6 - Montreal Park
 - 7 - Peters Park
 - 8 - Probst Park
 - 9 - Rosenfeld Park
 - 10 - Smoke Rise Crossing
 - 11 - Tucker Nature Preserve
 - 12 - Tucker Recreation Center
 - 13 - Tucker Town Green
 - 14 - Westwood Nature Preserve
 - 15 - Church Street Greenspace
- SCHOOLS:**
- A - Brockett Elementary School
 - B - Idlewood Elementary School
 - C - Livsey Elementary School
 - D - Midvale Elementary School
 - E - Smoke Rise Elementary School
 - F - Stone Mountain Middle School
 - G - Tucker Middle School
 - H - Elizabeth Andrews High School
 - I - Tucker High School



Rosenfeld Park

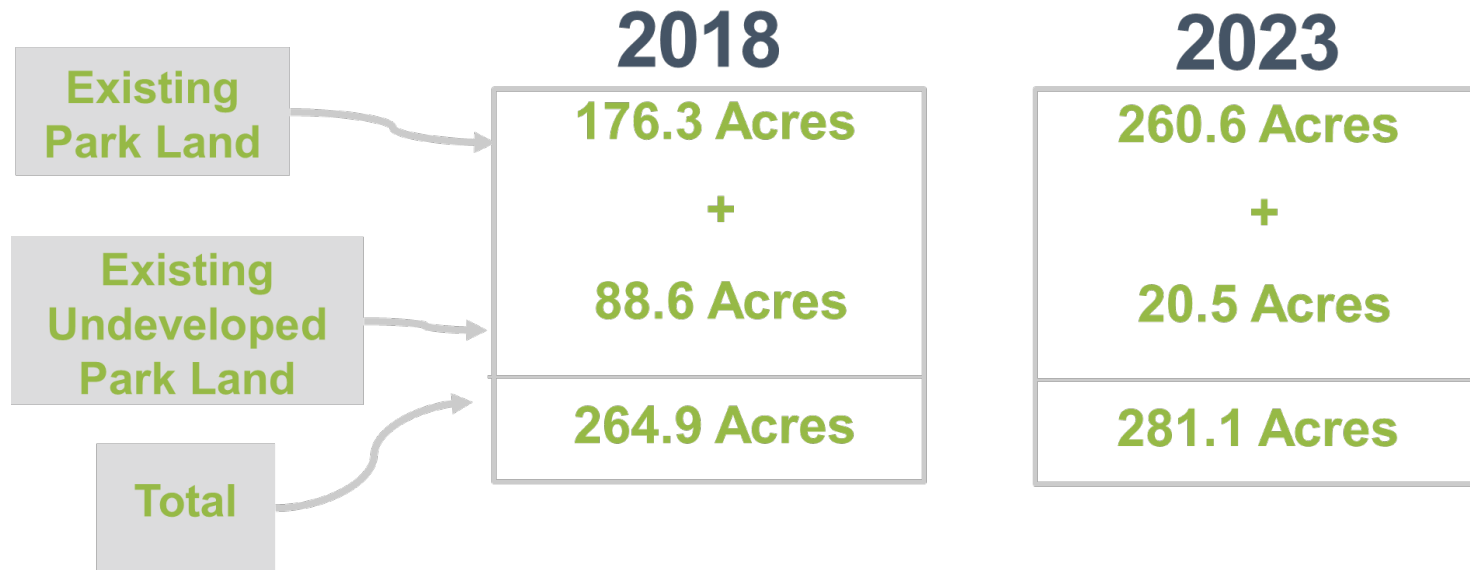


Henderson Park



Tucker Nature Preserve

Level of Service



**LOS Goal: 17 acres
per 1,000 residents**

**Park acres needed: 37
acres total**

Public Meeting

August 15, 2023

First Friday

September 1, 2023



Top 5 Ranked Programs Community Meeting	
	Program
1	Environmental education & programs
2	Gardening classes, farm-to-table classes and events
3	Community special events (festivals, etc.) Senior programs and services
4	Fitness and wellness programs (yoga, tai chi, etc.) Outdoor programs (nature hikes, etc.)
5	After school programs/out-of-school camps

Note: multiple same numbers indicate a tie.

Top 5 Ranked Programs First Friday Pop-up	
	Program
1	Community special events (festivals, etc.)
2	Art classes (pottery, painting, etc.) Gardening classes, farm-to-table classes and events Outdoor programs (nature hikes, etc.)
3	Water fitness programs/lap swimming
4	Senior programs and services
5	After school programs/out-of-school camps

Top 5 Ranked Facilities Community Meeting		
Rank	Facility	Votes
1	Walking and Hiking Trails (Natural Surface)	16
2	Amphitheater	14
3	Indoor Pool/Natatorium	10
	Restroom buildings	10
4	Splash Pad	9
5	Performing Arts Center	8

Note: multiple same numbers indicate a tie.

Top 5 Ranked Facilities First Friday Pop-up		
Rank	Facility	Votes
1	Amphitheater	27
	Performing Arts Center	27
2	Indoor Pool/Natatorium	26
3	Walking and Hiking Trails (Natural Surface)	22
4	Disc Golf Course	18
5	Splash Pad	17

Facility Recommendations

Draft

SHORT-TERM RECOMMENDATIONS (1-3 YEARS)

Renovate or Replace or Relocate the Existing Recreation Center – renovate existing recreation center to meet code and to provide more parking and green spaces.

Walking Trails – add walking trails to Lord Park; add additional trails to Tucker Nature Preserve, Smoke Rise Crossing, Probst Park, Montreal Park, and Johns Homestead. Trails could be natural or paved.

Construct pickleball ball courts – plans to construct pickleball courts at the existing Recreation Center are currently underway.

Construct amphitheater – plans to construct an amphitheater at the new Town Green are currently underway.

ADA Compliance – conduct detailed inspections of the parks and provide a recommendation report. Begin to implement recommendations.

MID-TERM RECOMMENDATIONS (4-6 YEARS)

Update Pool Houses at Kelley Cofer Park and Rosenfeld Park – renovate existing pool houses at both parks to better support summer swimming.

Construct removable dome over pool at Kelly Cofer Park – construct dome to create indoor swimming and aquatic space for residents to use pool year-round.

Continue to implement park master plans

LONG-TERM RECOMMENDATIONS (7-10 YEARS)

Construct natatorium – construct indoor swimming facility to meet year-round swimming needs of the community.

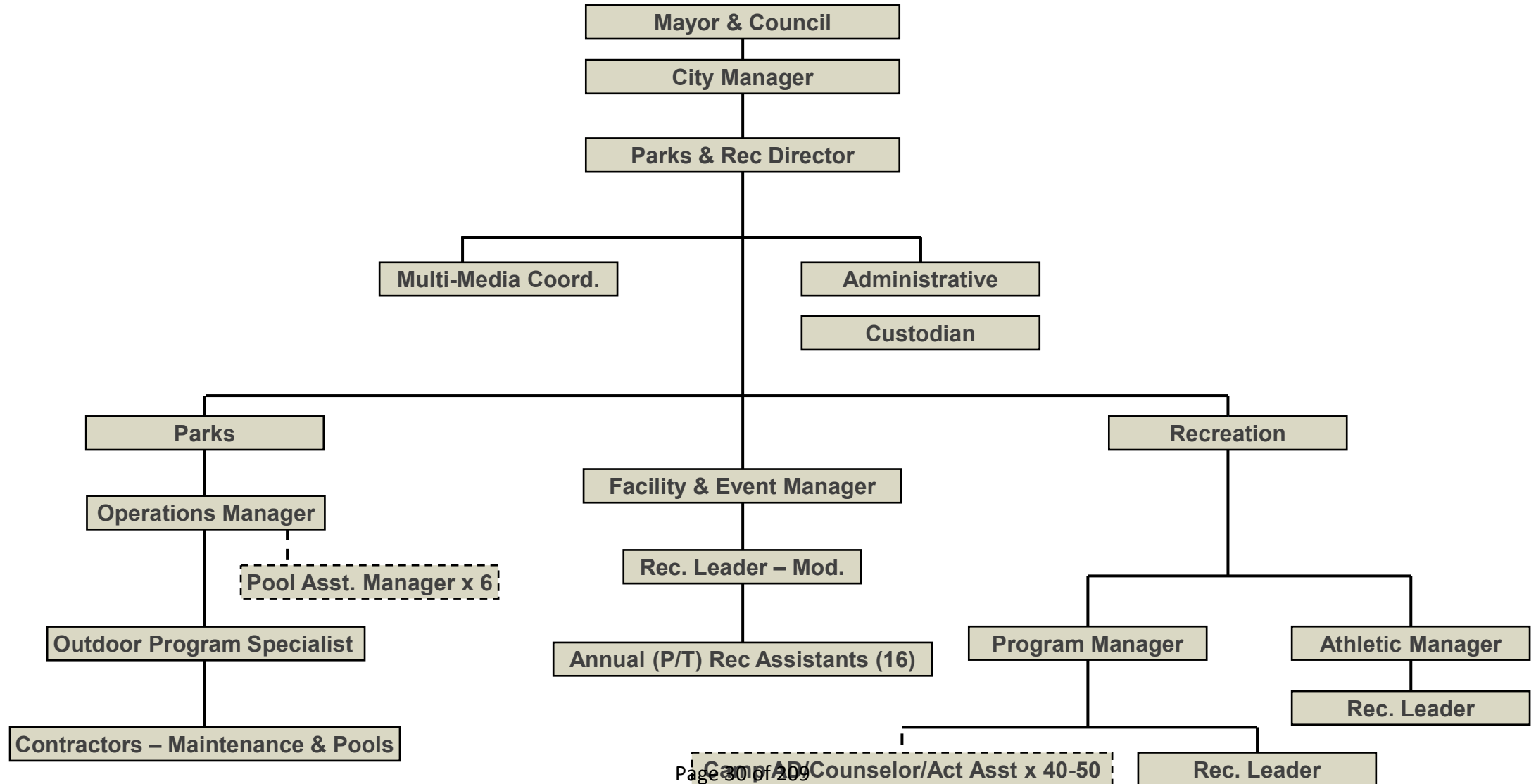
ADA Compliance – Continue to update facilities

Program Recommendations

Draft

	PROGRAM	ACTION	TIMELINE
HIGH PRIORITY	Community special events (festivals, etc)	Expand / Direct Provide	Short-term
	Gardening classes, farm-to-table classes and events	Expand / Direct Provide	Short-term
	Outdoor programs (nature hikes, etc)	Expand / Direct Provide	Short-term
	Senior programs and services	Expand / Direct Provide	Short-term
	After school programs / out of school camps	Expand / Direct Provide	Short-term
	Art classes (pottery, painting, etc)	Expand / Direct Provide	Short-term
	Programs for people with special needs	Expand / Direct Provide	Short-term
	Water fitness programs / lap swimming	Expand / Direct Provide	Short-term (seasonal)
MEDIUM PRIORITY	Fitness and wellness programs (yoga, tai chi, etc)	Develop / Direct Provide	Mid-term
	Environmental education & programs	Develop / Facilitate	Mid-term (partnerships)
	Youth soccer programs	Develop / Facilitate	Mid-term (partnerships)
	Adult learning classes (language, tech, etc.)	Develop / Facilitate	Mid-term (partnerships)
	Performing arts programs	Develop / Facilitate	Mid-term (partnerships)
	Running events (5k, 10k, half & full marathons)	Develop / Facilitate	Mid-term (partnerships)
	Adult basketball / volleyball programs	Develop / Facilitate	Long-term
LOW PRIORITY	Tennis lessons and leagues	Consider / Facilitate	Long-term
	Bicycle lessons and clubs	Consider	Short-term (partnerships)
	Walking / jogging / running clubs	Consider / Facilitate	Short-term
	Youth baseball / softball	Consider / Facilitate	Long-term
	Youth basketball / volleyball	Consider / Facilitate	Long-term
	Youth learning and enrichment classes	Consider / Facilitate	Short-term (partnerships)
	Gymnastics	Consider / Facilitate	Short-term (partnerships)
	Recreation / competitive swim team	Consider / Facilitate	Long-term (facility development)

Existing Organizational Structure



Staffing Recommendations

Draft

Proposed Functional Organizational Structure



Succession Planning

Draft

INTAKE	BUILDING ORGANIZATIONAL COMPETENCE	WORKFORCE SUSTAINABILITY
Recruitment	Leadership	Training
Interview process	Infrastructure (cross-dept. task mgmt.)	Individual Development Plans
Pre-hire skills & attitude assessment	Focus on skills, knowledge and productive attitude	Mentoring
New employee orientation	Community & Inter-Agency engagements	Post separation consulting
Probation review	Culturally competent programs, services and workplace	Experiential learning
	Performance-based modeling	Teaching/learning experiences
	Operational adaptability	
	Creative problem solving	
	Training	

City of Tucker Park System Master Plan Update

Draft Recommendations

December 11, 2023

BARGE
DESIGN SOLUTIONS

pros
consulting
INC.

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**City of
Tucker**



MEMO

To: Honorable Mayor and City Council Members
From: Beverly Hilton, Finance Director
CC: Tami Hanlin, City Manager
Date: December 6, 2023
RE: Memo for November 2023 Interim Financials

Description for on the Agenda:

November 2023 Interim Financial Statements

Issue:

Review of Monthly Revenue and Expenditure Report for the period ended November 30, 2023

Recommendation:

Review Financial Statements and contact Finance with questions.

Background:

The Revenue and Expenditure Report is provided at the second monthly meeting of the Mayor and City Council for the month prior.

Summary:

The end of November completes 42% of the fiscal year.

A budget amendment has been prepared and will be presented to address irregularities. If approved, those will be reflected in the December statements.

Revenue collections are within projections. The deadline for property taxes was November 15th so those revenues will start to slow in the coming months. Municipal court revenue as shown represents three months and is just under projected for the year. Building permit revenue is above projected by 23%.

Expenditures are within budget except for a few items that are addressed in the proposed budget amendment. Staff continues to investigate and correct expenditures coded incorrectly. Capital Projects will be combined where possible to minimize the list of projects.

Financial Impact:

Financial Statements are attached.

REVENUE AND EXPENDITURE REPORT FOR CITY OF TUCKER

Balance As of 11/30/2023

% Fiscal Year Completed: 41.80

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdgt Used
Fund: 100 GENERAL FUND						
Account Category: Revenues						
Department: 0000 NON DEPARTMENTAL						
100-0000-31.13100	MOTOR VEHICLE TAX	20,000.00	2,381.74	397.17	17,618.26	11.91
100-0000-31.13150	TITLE AD VALOREM TAX	1,100,000.00	505,791.44	108,861.39	594,208.56	45.98
100-0000-31.13400	INTANGIBLE TAXES	2,000.00	506.31	0.00	1,493.69	25.32
100-0000-31.16000	REAL ESTATE TRANSFER TAXES	1,000.00	155.00	0.00	845.00	15.50
100-0000-31.17100	FRANCHISE FEES-ELECTRIC	3,381,100.00	52,759.02	3,905.99	3,328,340.98	1.56
100-0000-31.17300	FRANCHISE FEES-NATURAL GAS	0.00	100,074.33	0.00	(100,074.33)	100.00
100-0000-31.17500	FRANCHISE FEES-TV CABLE	0.00	74,142.91	2,418.52	(74,142.91)	100.00
100-0000-31.17600	FRANCHISE FEES-TELEPHONE	0.00	7,320.88	0.00	(7,320.88)	100.00
100-0000-31.42000	BEER/WINE ALCOHOLIC BEVERAGE EXCISE	600,000.00	198,210.53	44,264.87	401,789.47	33.04
100-0000-31.42500	DISTILLED SPIRIT ALCOHOLIC BEV EXCIS	0.00	44,693.97	9,040.92	(44,693.97)	100.00
100-0000-31.43000	LOCAL OPTION MIXED DRINK	145,000.00	55,692.17	14,547.21	89,307.83	38.41
100-0000-31.61000	BUSINESS & OCCUPATION TAXES	4,100,000.00	374,683.58	64,608.67	3,725,316.42	9.14
100-0000-31.62000	INSURANCE PREMIUM TAX	3,201,200.00	3,291,910.20	0.00	(90,710.20)	102.83
100-0000-31.63000	FINANCIAL INSTITUTIONS TAXES	155,000.00	0.00	0.00	155,000.00	0.00
100-0000-31.90000	PENALTIES AND INTEREST	50,000.00	26,256.02	9,765.06	23,743.98	52.51
100-0000-32.11000	ALCOHOLIC BEVERAGE LICENSE	350,000.00	105,649.02	79,550.00	244,350.98	30.19
100-0000-32.12200	INSURANCE LICENSE	50,000.00	1,000.00	0.00	49,000.00	2.00
100-0000-34.11900	OTHER FEES	300.00	117.33	4.32	182.67	39.11
100-0000-34.19100	ELECTION QUALIFYING FEE	2,940.00	3,360.00	0.00	(420.00)	114.29
100-0000-34.32000	SPECIAL ASSESSMENT - STREETLIGHTS	218,500.00	312,083.19	118,599.29	(93,583.19)	142.83
100-0000-34.32001	SPECIAL ASSESSMENT - TRAFFIC CALMING	9,150.00	5,602.13	1,925.01	3,547.87	61.23
100-0000-34.93000	BAD CHECK FEES	500.00	40.00	0.00	460.00	8.00
100-0000-36.10000	INTEREST	400,000.00	437,177.41	0.00	(37,177.41)	109.29
100-0000-37.10000	CONTRIBUTIONS / DONATIONS	5,000.00	0.00	0.00	5,000.00	0.00
100-0000-38.90000	MISCELLANEOUS REVENUE	1,000.00	25.00	0.00	975.00	2.50
Total Dept 0000 - NON DEPARTMENTAL		13,792,690.00	5,599,632.18	457,888.42	8,193,057.82	40.60
Department: 1540 HUMAN RESOURCES						
100-1540-33.60000	LOCAL GOVERNMENT UNIT GRANT	0.00	1,250.00	0.00	(1,250.00)	100.00
Total Dept 1540 - HUMAN RESOURCES		0.00	1,250.00	0.00	(1,250.00)	100.00
Department: 2650 MUNICIPAL COURT						
100-2650-35.10000	MUNICIPAL COURT	650,000.00	141,770.97	0.00	508,229.03	21.81
Total Dept 2650 - MUNICIPAL COURT		650,000.00	141,770.97	0.00	508,229.03	21.81
Department: 4100 PUBLIC WORKS ADMINISTRATION						
100-4100-31.11000	PROPERTY TAX	4,152,450.00	3,266,255.95	1,116,084.04	886,194.05	78.66
Total Dept 4100 - PUBLIC WORKS ADMINISTRATION		4,152,450.00	3,266,255.95	1,116,084.04	886,194.05	78.66
Department: 6210 PARKS & RECREATION						
100-6210-31.11000	MILLAGE FROM DEKALB	2,170,350.00	1,707,596.50	581,345.12	462,753.50	78.68
100-6210-31.91100	PENALTIES & INTEREST ON DELINQUENT T	8,000.00	12,981.35	5,609.12	(4,981.35)	162.27
100-6210-34.72001	CITY POOLS	62,500.00	25,093.00	0.00	37,407.00	40.15
100-6210-34.75000	PROGRAM FEES -- CAMP	152,600.00	36,510.52	6,030.00	116,089.48	23.93
100-6210-34.75002	PROGRAM FEES - LEAGUES & TOURNAMENT	96,000.00	44,541.03	5,225.00	51,458.97	46.40
100-6210-34.75003	PROGRAM FEES -- OTHER	15,000.00	4,645.00	580.00	10,355.00	30.97
100-6210-34.75004	GYM MEMBERSHIPS	15,000.00	4,003.00	452.00	10,997.00	26.69
100-6210-34.75005	VENDING/CONCESSIONS	2,000.00	432.00	0.00	1,568.00	21.60

REVENUE AND EXPENDITURE REPORT FOR CITY OF TUCKER

Balance As of 11/30/2023
% Fiscal Year Completed: 41.80

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GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdg Used
Fund: 100 GENERAL FUND						
Account Category: Revenues						
Department: 6210 PARKS & RECREATION						
100-6210-38.10000	RENTS & ROYALTIES	50,000.00	16,746.25	40.00	33,253.75	33.49
100-6210-38.10001	RENTS - FILM INDUSTRY	75,000.00	5,000.00	0.00	70,000.00	6.67
Total Dept 6210 - PARKS & RECREATION		2,646,450.00	1,857,548.65	599,281.24	788,901.35	70.19
Department: 6212 POOLS						
100-6212-34.75005	VENDING/CONCESSIONS	0.00	2,637.00	0.00	(2,637.00)	100.00
Total Dept 6212 - POOLS		0.00	2,637.00	0.00	(2,637.00)	100.00
Department: 7210 PROTECTIVE INSPECTIONS						
100-7210-32.22000	BUILDING PERMITS	800,000.00	388,688.62	34,887.93	411,311.38	48.59
100-7210-32.22100	DEVELOPMENT PERMITS	30,000.00	3,340.00	745.00	26,660.00	11.13
Total Dept 7210 - PROTECTIVE INSPECTIONS		830,000.00	392,028.62	35,632.93	437,971.38	47.23
Department: 7520 ECONOMIC DEVELOPMENT						
100-7520-37.10000	CONTRIBUTIONS / DONATIONS	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 7520 - ECONOMIC DEVELOPMENT		3,000.00	0.00	0.00	3,000.00	0.00
Department: 9000 INTERFUND						
100-9000-39.12000	TRANSFER FROM HOTEL	498,750.00	77,053.39	0.00	421,696.61	15.45
100-9000-39.12200	TRANSFER FROM RENTAL CAR	64,800.00	18,684.28	0.00	46,115.72	28.83
Total Dept 9000 - INTERFUND		563,550.00	95,737.67	0.00	467,812.33	16.99
Revenues		22,638,140.00	11,356,861.04	2,208,886.63	11,281,278.96	50.17
Account Category: Expenditures						
Department: 1110 CITY COUNCIL						
100-1110-51.11000	REGULAR SALARIES	104,002.00	40,000.53	8,000.05	64,001.47	38.46
100-1110-51.22000	FICA TAXES	4,113.00	1,681.71	316.34	2,431.29	40.89
100-1110-51.24000	EMPLOYER 401A 10% CONTRIBUTION	6,201.00	2,384.70	476.94	3,816.30	38.46
100-1110-51.27000	WORKERS COMP	285.00	0.00	0.00	285.00	0.00
100-1110-52.31000	GENERAL LIABILITY INSURANCE	20,000.00	18,232.00	0.00	1,768.00	91.16
100-1110-52.32000	CELL PHONES	6,000.00	1,623.60	406.18	4,376.40	27.06
100-1110-52.35000	TRAVEL EXPENSE	10,000.00	(3.25)	0.00	10,003.25	(0.03)
100-1110-52.37000	EDUCATION & TRAINING	10,000.00	(160.00)	0.00	10,160.00	(1.60)
100-1110-53.10000	OPERATING SUPPLIES - MAYOR	5,000.00	0.00	0.00	5,000.00	0.00
100-1110-53.10001	OPERATING SUPPLIES - DIST 1 POST 1	3,000.00	0.00	0.00	3,000.00	0.00
100-1110-53.10002	OPERATING SUPPLIES - DIST 1 POST 2	3,000.00	12.61	0.00	2,987.39	0.42
100-1110-53.10003	OPERATING SUPPLIES - DIST 2 POST 1	3,000.00	0.00	0.00	3,000.00	0.00
100-1110-53.10004	OPERATING SUPPLIES - DIST 2 POST 2	3,000.00	180.55	35.16	2,819.45	6.02
100-1110-53.10005	OPERATING SUPPLIES - DIST 3 POST 1	3,000.00	0.00	0.00	3,000.00	0.00
100-1110-53.10006	OPERATING SUPPLIES - DIST 3 POST 2	3,000.00	0.00	0.00	3,000.00	0.00
100-1110-53.17100	UNIFORMS	1,750.00	0.00	0.00	1,750.00	0.00
Total Dept 1110 - CITY COUNCIL		185,351.00	63,952.45	9,234.67	121,398.55	34.50
Department: 1320 CITY MANAGEMENT						
100-1320-51.11000	REGULAR SALARIES	393,503.00	151,788.27	30,261.64	241,714.73	38.57
100-1320-51.21000	GROUP HEALTH INSURANCE	49,858.00	19,852.00	4,173.51	30,006.00	39.82
100-1320-51.21003	LIFE INSURANCE	1,853.00	1,677.70	821.97	175.30	90.54
100-1320-51.21004	LONG TERM DISABILITY INSURANCE	3,633.00	153.26	153.26	3,479.74	4.22

REVENUE AND EXPENDITURE REPORT FOR CITY OF TUCKER

Balance As of 11/30/2023

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GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdg Used
Fund: 100 GENERAL FUND						
Account Category: Expenditures						
Department: 1320 CITY MANAGEMENT						
100-1320-51.21005	SHORT TERM DISABILITY INSURANCE	973.00	871.27	102.87	101.73	89.54
100-1320-51.21006	EAP INSURANCE	0.00	2.52	0.63	(2.52)	100.00
100-1320-51.22000	FICA TAXES	5,410.00	2,200.96	438.79	3,209.04	40.68
100-1320-51.24000	EMPLOYER 401A 10% CONTRIBUTION	39,355.00	15,178.95	3,026.19	24,176.05	38.57
100-1320-51.24001	457 (B) 4% MATCHING CONTRIBUTION	15,745.00	6,071.60	1,210.48	9,673.40	38.56
100-1320-51.27000	WORKERS COMP	1,500.00	0.00	0.00	1,500.00	0.00
100-1320-51.29000	OTHER EMP BENFITS	3,750.00	0.00	0.00	3,750.00	0.00
100-1320-52.13000	OTHER SERVICES / TECHNICAL	20,000.00	14,277.50	0.00	5,722.50	71.39
100-1320-52.32000	CELL PHONES	1,100.00	331.61	82.99	768.39	30.15
100-1320-52.35000	TRAVEL EXPENSE	8,000.00	387.28	0.00	7,612.72	4.84
100-1320-52.36000	DUES & FEES	4,066.00	353.76	0.00	3,712.24	8.70
100-1320-52.37000	EDUCATION & TRAINING	7,500.00	1,025.00	0.00	6,475.00	13.67
100-1320-53.10000	OPERATING SUPPLIES	1,000.00	371.91	0.00	628.09	37.19
100-1320-53.17500	HOSPITALITY SUPPLIES	2,000.00	1,320.44	0.00	679.56	66.02
Total Dept 1320 - CITY MANAGEMENT		559,246.00	215,864.03	40,272.33	343,381.97	38.60
Department: 1330 CITY CLERK						
100-1330-51.11000	REGULAR SALARIES	165,770.00	63,757.30	12,751.46	102,012.70	38.46
100-1330-51.21000	GROUP HEALTH INSURANCE	24,826.00	10,589.73	2,236.34	14,236.27	42.66
100-1330-51.21003	LIFE INSURANCE	162.00	54.00	13.50	108.00	33.33
100-1330-51.21004	LONG TERM DISABILITY INSURANCE	1,686.00	64.56	64.56	1,621.44	3.83
100-1330-51.21005	SHORT TERM DISABILITY INSURANCE	778.00	478.00	71.08	300.00	61.44
100-1330-51.21006	EAP INSURANCE	0.00	2.00	0.50	(2.00)	100.00
100-1330-51.22000	FICA TAXES	2,405.00	924.48	184.90	1,480.52	38.44
100-1330-51.24000	EMPLOYER 401A 10% CONTRIBUTION	16,580.00	6,375.80	1,275.16	10,204.20	38.45
100-1330-51.24001	457 (B) 4% MATCHING CONTRIBUTION	6,635.00	2,550.30	510.06	4,084.70	38.44
100-1330-51.27000	WORKERS COMP	400.00	0.00	0.00	400.00	0.00
100-1330-51.29000	OTHER EMP BENFITS	3,000.00	0.00	0.00	3,000.00	0.00
100-1330-52.11000	ELECTION SERVICES	71,000.00	0.00	0.00	71,000.00	0.00
100-1330-52.32000	CELL PHONES	1,000.00	371.61	92.99	628.39	37.16
100-1330-52.33000	ADVERTISING	10,000.00	803.00	135.00	9,197.00	8.03
100-1330-52.35000	TRAVEL EXPENSE	3,000.00	447.50	0.00	2,552.50	14.92
100-1330-52.36000	DUES & FEES	1,200.00	25.62	0.00	1,174.38	2.14
100-1330-52.37000	EDUCATION & TRAINING	3,000.00	960.00	0.00	2,040.00	32.00
100-1330-53.10000	OPERATING SUPPLIES	2,600.00	1,703.43	471.97	896.57	65.52
100-1330-53.13000	FOOD SUPPLIES	1,200.00	0.00	0.00	1,200.00	0.00
100-1330-53.17100	UNIFORMS	200.00	0.00	0.00	200.00	0.00
100-1330-54.24000	COMPUTER/SOFTWARE	49,250.00	46,565.07	0.00	2,684.93	94.55
Total Dept 1330 - CITY CLERK		364,692.00	135,672.40	17,807.52	229,019.60	37.20
Department: 1500 FACILITIES & BUILDINGS						
100-1500-52.12000	PROFESSIONAL SERVICES	65,000.00	26,015.00	6,056.00	38,985.00	40.02
100-1500-52.21300	JANITORIAL	2,280.00	760.00	0.00	1,520.00	33.33
100-1500-52.22000	REPAIRS & MAINTENANCE	20,000.00	7,122.94	979.01	12,877.06	35.61
100-1500-52.23100	BUILDING & OFFICE LEASES	431,442.00	171,082.43	1,290.83	260,359.57	39.65
100-1500-52.32100	INTERNET	25,200.00	11,137.18	2,213.04	14,062.82	44.20
100-1500-52.39000	OTHER PURCHASED SERVICES	3,360.00	215.85	0.00	3,144.15	6.42

REVENUE AND EXPENDITURE REPORT FOR CITY OF TUCKER

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GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdgt Used
Fund: 100 GENERAL FUND						
Account Category: Expenditures						
Department: 1500 FACILITIES & BUILDINGS						
100-1500-54.23000	FURNITURE AND FIXTURES	0.00	2,867.89	493.78	(2,867.89)	100.00
Total Dept 1500 - FACILITIES & BUILDINGS		547,282.00	219,201.29	11,032.66	328,080.71	40.05
Department: 1510 FINANCE ADMINISTRATION						
100-1510-51.11000	REGULAR SALARIES	473,860.00	145,760.54	33,184.22	328,099.46	30.76
100-1510-51.13000	OVERTIME SALARIES	0.00	599.76	312.92	(599.76)	100.00
100-1510-51.21000	GROUP HEALTH INSURANCE	137,500.00	40,561.06	10,658.14	96,938.94	29.50
100-1510-51.21003	LIFE INSURANCE	486.00	128.25	40.50	357.75	26.39
100-1510-51.21004	LONG TERM DISABILITY INSURANCE	6,875.00	177.40	177.40	6,697.60	2.58
100-1510-51.21005	SHORT TERM DISABILITY INSURANCE	2,334.00	1,032.56	192.77	1,301.44	44.24
100-1510-51.21006	EAP INSURANCE	0.00	4.75	1.50	(4.75)	100.00
100-1510-51.22000	FICA TAXES	6,875.00	2,122.21	485.69	4,752.79	30.87
100-1510-51.24000	EMPLOYER 401A 10% CONTRIBUTION	47,390.00	14,576.19	3,318.45	32,813.81	30.76
100-1510-51.24001	457 (B) 4% MATCHING CONTRIBUTION	17,000.00	5,054.98	1,187.23	11,945.02	29.74
100-1510-51.27000	WORKERS COMP	1,000.00	0.00	0.00	1,000.00	0.00
100-1510-51.29000	OTHER EMP BENFITS	9,000.00	0.00	0.00	9,000.00	0.00
100-1510-52.11000	AUDIT SERVICES	45,000.00	0.00	0.00	45,000.00	0.00
100-1510-52.12000	PROFESSIONAL SERVICES	35,000.00	26,432.47	302.72	8,567.53	75.52
100-1510-52.32000	CELL PHONES	1,100.00	495.45	123.38	604.55	45.04
100-1510-52.35000	TRAVEL EXPENSE	2,500.00	0.00	0.00	2,500.00	0.00
100-1510-52.36000	DUES & FEES	2,050.00	0.00	0.00	2,050.00	0.00
100-1510-52.37000	EDUCATION & TRAINING	3,850.00	1,550.00	0.00	2,300.00	40.26
100-1510-53.10000	OPERATING SUPPLIES	4,500.00	394.72	9.77	4,105.28	8.77
100-1510-53.13000	FOOD SUPPLIES	200.00	285.61	0.00	(85.61)	142.81
100-1510-53.17100	UNIFORMS	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 1510 - FINANCE ADMINISTRATION		797,520.00	239,175.95	49,994.69	558,344.05	29.99
Department: 1513 OPERATING CONTINGENCIES						
100-1513-57.90000	CONTINGENCIES	250,000.00	0.00	0.00	250,000.00	0.00
Total Dept 1513 - OPERATING CONTINGENCIES		250,000.00	0.00	0.00	250,000.00	0.00
Department: 1530 LEGAL SERVICES DEPARTMENT						
100-1530-52.12000	PROFESSIONAL SERVICES	160,300.00	29,104.00	5,829.00	131,196.00	18.16
100-1530-52.12200	ATTORNEY FEES / CITY ATTORNEY	250,000.00	84,630.00	16,800.00	165,370.00	33.85
100-1530-52.13100	CONTRACTUAL SERVICES	4,320.00	1,726.53	0.00	2,593.47	39.97
Total Dept 1530 - LEGAL SERVICES DEPARTMENT		414,620.00	115,460.53	22,629.00	299,159.47	27.85
Department: 1535 IT/GIS						
100-1535-51.11000	REGULAR SALARIES	107,100.00	41,208.00	8,241.60	65,892.00	38.48
100-1535-51.21000	GROUP HEALTH INSURANCE	17,023.00	3,969.40	758.20	13,053.60	23.32
100-1535-51.21003	LIFE INSURANCE	81.00	27.00	6.75	54.00	33.33
100-1535-51.21004	LONG TERM DISABILITY INSURANCE	0.00	42.98	42.98	(42.98)	100.00
100-1535-51.21005	SHORT TERM DISABILITY INSURANCE	389.00	254.88	42.00	134.12	65.52
100-1535-51.21006	EAP INSURANCE	0.00	1.00	0.25	(1.00)	100.00
100-1535-51.22000	FICA TAXES	1,555.00	597.51	119.50	957.49	38.43
100-1535-51.24000	EMPLOYER 401A 10% CONTRIBUTION	10,710.00	4,120.80	824.16	6,589.20	38.48
100-1535-51.24001	457 (B) 4% MATCHING CONTRIBUTION	4,284.00	1,442.30	288.46	2,841.70	33.67
100-1535-51.29000	OTHER EMP BENFITS	1,500.00	0.00	0.00	1,500.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF TUCKER

Balance As of 11/30/2023

% Fiscal Year Completed: 41.80

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdgt Used
Fund: 100 GENERAL FUND						
Account Category: Expenditures						
Department: 1535 IT/GIS						
100-1535-52.12300	CONTRACTUAL SVCS INTERDEV	480,859.00	207,192.33	3,334.81	273,666.67	43.09
100-1535-53.10000	OPERATING SUPPLIES	0.00	171.36	0.00	(171.36)	100.00
100-1535-54.24000	COMPUTER/SOFTWARE	337,779.00	132,219.62	8,475.12	205,559.38	39.14
Total Dept 1535 - IT/GIS		961,280.00	391,247.18	22,133.83	570,032.82	40.70
Department: 1540 HUMAN RESOURCES						
100-1540-51.11000	REGULAR SALARIES	97,921.00	37,661.50	7,532.30	60,259.50	38.46
100-1540-51.21000	GROUP HEALTH INSURANCE	7,803.00	3,650.63	770.94	4,152.37	46.78
100-1540-51.21003	LIFE INSURANCE	81.00	27.00	6.75	54.00	33.33
100-1540-51.21004	LONG TERM DISABILITY INSURANCE	506.00	32.73	32.73	473.27	6.47
100-1540-51.21005	SHORT TERM DISABILITY INSURANCE	389.00	253.27	38.77	135.73	65.11
100-1540-51.21006	EAP INSURANCE	0.00	1.00	0.25	(1.00)	100.00
100-1540-51.22000	FICA TAXES	1,420.00	546.10	109.22	873.90	38.46
100-1540-51.24000	EMPLOYER 401A 10% CONTRIBUTION	9,795.00	3,766.20	753.24	6,028.80	38.45
100-1540-51.24001	457 (B) 4% MATCHING CONTRIBUTION	3,920.00	1,506.50	301.30	2,413.50	38.43
100-1540-51.25000	TUITION REIMBURSEMENTS	16,000.00	0.00	0.00	16,000.00	0.00
100-1540-51.29000	OTHER EMP BENFITS	2,500.00	0.00	0.00	2,500.00	0.00
100-1540-52.12000	PROFESSIONAL SERVICES	8,000.00	0.00	0.00	8,000.00	0.00
100-1540-52.13000	OTHER SERVICES / TECHNICAL	5,000.00	0.00	0.00	5,000.00	0.00
100-1540-52.32000	CELL PHONES	0.00	181.42	45.39	(181.42)	100.00
100-1540-52.33000	ADVERTISING	5,000.00	504.00	0.00	4,496.00	10.08
100-1540-52.35000	TRAVEL EXPENSE	3,500.00	217.59	0.00	3,282.41	6.22
100-1540-52.36000	DUES & FEES	5,000.00	2,024.00	0.00	2,976.00	40.48
100-1540-52.37000	EDUCATION & TRAINING	3,500.00	440.00	0.00	3,060.00	12.57
100-1540-53.10000	OPERATING SUPPLIES	6,000.00	1,232.69	0.00	4,767.31	20.54
100-1540-53.11000	OFFICE SUPPLIES	0.00	16.04	0.00	(16.04)	100.00
100-1540-53.13000	FOOD SUPPLIES	4,000.00	1,780.72	0.00	2,219.28	44.52
Total Dept 1540 - HUMAN RESOURCES		180,335.00	53,841.39	9,590.89	126,493.61	29.86
Department: 1570 COMMUNICATIONS						
100-1570-52.12100	CONTRACTUAL SVCS CH2M	503,485.00	238,078.88	45,166.32	265,406.12	47.29
100-1570-52.32000	CELL PHONES	2,400.00	689.73	185.93	1,710.27	28.74
100-1570-52.32050	POSTAGE	35,000.00	3,024.37	567.61	31,975.63	8.64
100-1570-52.33000	ADVERTISING	12,000.00	3,720.00	1,240.00	8,280.00	31.00
100-1570-52.34000	PRINTING	60,000.00	13,814.00	2,237.00	46,186.00	23.02
100-1570-52.36000	DUES & FEES	2,000.00	161.42	0.00	1,838.58	8.07
100-1570-53.10000	OPERATING SUPPLIES	10,000.00	3,255.58	22.49	6,744.42	32.56
100-1570-53.17500	HOSPITALITY SUPPLIES	24,000.00	19,552.44	0.00	4,447.56	81.47
100-1570-54.24000	COMPUTER/SOFTWARE	21,000.00	6,736.00	0.00	14,264.00	32.08
Total Dept 1570 - COMMUNICATIONS		669,885.00	289,032.42	49,419.35	380,852.58	43.15
Department: 1595 GENERAL OPERATIONS						
100-1595-52.13000	OTHER SERVICES / TECHNICAL	11,600.00	1,491.10	129.80	10,108.90	12.85
100-1595-52.21400	LANDSCAPING	1,500.00	500.00	0.00	1,000.00	33.33
100-1595-52.22222	DUE FOR CITY OWNED PROPERTY	6,500.00	15,115.70	0.00	(8,615.70)	232.55
100-1595-52.23202	EQUIPMENT RENTAL	23,000.00	8,220.29	1,138.82	14,779.71	35.74
100-1595-52.31000	GENERAL LIABILITY INSURANCE	67,000.00	32,004.00	0.00	34,996.00	47.77
100-1595-52.32000	CELL PHONES	0.00	408.76	40.39	(408.76)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF TUCKER

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GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdg Used
Fund: 100 GENERAL FUND						
Account Category: Expenditures						
Department: 1595 GENERAL OPERATIONS						
100-1595-52.32010	PHONES	40,000.00	0.00	0.00	40,000.00	0.00
100-1595-52.32050	POSTAGE	15,000.00	213.09	0.00	14,786.91	1.42
100-1595-52.34000	PRINTING	16,000.00	2,925.11	0.00	13,074.89	18.28
100-1595-52.36000	DUES & FEES	40,000.00	22.36	17.61	39,977.64	0.06
100-1595-52.36100	SERVICE FEES - BANKING	54,300.00	20,243.23	0.00	34,056.77	37.28
100-1595-53.10000	OPERATING SUPPLIES	20,000.00	2,805.00	104.99	17,195.00	14.03
100-1595-53.11000	OFFICE SUPPLIES	12,000.00	809.10	0.00	11,190.90	6.74
100-1595-53.13000	FOOD SUPPLIES	15,000.00	5,347.50	503.50	9,652.50	35.65
100-1595-53.17000	OTHER SUPPLIES	0.00	2,511.65	0.00	(2,511.65)	100.00
100-1595-54.25000	OTHER EQUIPMENT	0.00	1,567.57	389.00	(1,567.57)	100.00
Total Dept 1595 - GENERAL OPERATIONS		321,900.00	94,184.46	2,324.11	227,715.54	29.26
Department: 2650 MUNICIPAL COURT						
100-2650-51.11000	REGULAR SALARIES	208,900.00	74,605.01	16,002.56	134,294.99	35.71
100-2650-51.11111	PART-TIME SALARY (PERMANENT)	0.00	5,203.13	0.00	(5,203.13)	100.00
100-2650-51.13000	OVERTIME SALARIES	0.00	8.64	1.01	(8.64)	100.00
100-2650-51.21000	GROUP HEALTH INSURANCE	39,930.00	9,690.88	2,312.82	30,239.12	24.27
100-2650-51.21003	LIFE INSURANCE	243.00	(36.60)	20.25	279.60	(15.06)
100-2650-51.21004	LONG TERM DISABILITY INSURANCE	914.00	73.65	73.65	840.35	8.06
100-2650-51.21005	SHORT TERM DISABILITY INSURANCE	1,167.00	525.92	87.24	641.08	45.07
100-2650-51.21006	EAP INSURANCE	0.00	3.35	0.75	(3.35)	100.00
100-2650-51.22000	FICA TAXES	3,030.00	1,157.35	232.05	1,872.65	38.20
100-2650-51.24000	EMPLOYER 401A 10% CONTRIBUTION	20,900.00	7,980.86	1,600.26	12,919.14	38.19
100-2650-51.24001	457 (B) 4% MATCHING CONTRIBUTION	6,500.00	2,976.20	640.15	3,523.80	45.79
100-2650-51.29000	OTHER EMP BENFITS	4,500.00	0.00	0.00	4,500.00	0.00
100-2650-52.12000	PROFESSIONAL SERVICES	259,380.00	28,835.17	4,782.20	230,544.83	11.12
100-2650-52.12200	ATTORNEY FEES/CITY ATTORNEY	0.00	21,572.54	7,748.54	(21,572.54)	100.00
100-2650-52.32000	CELL PHONES	984.00	322.84	80.78	661.16	32.81
100-2650-52.32050	POSTAGE	0.00	45.11	0.00	(45.11)	100.00
100-2650-52.35000	TRAVEL EXPENSE	8,200.00	3,569.91	0.00	4,630.09	43.54
100-2650-52.36000	DUES & FEES	2,000.00	336.83	336.83	1,663.17	16.84
100-2650-52.37000	EDUCATION & TRAINING	2,500.00	858.33	0.00	1,641.67	34.33
100-2650-53.10000	OPERATING SUPPLIES	25,000.00	1,408.00	650.00	23,592.00	5.63
100-2650-53.13000	FOOD SUPPLIES	10,800.00	2,122.75	0.00	8,677.25	19.66
100-2650-53.17100	UNIFORMS	1,000.00	0.00	0.00	1,000.00	0.00
100-2650-54.24000	COMPUTER/SOFTWARE	29,500.00	4,833.40	6.68	24,666.60	16.38
Total Dept 2650 - MUNICIPAL COURT		625,448.00	166,093.27	34,575.77	459,354.73	26.56
Department: 4100 PUBLIC WORKS ADMINISTRATION						
100-4100-52.12000	PROFESSIONAL SERVICES	24,127.97	0.00	0.00	24,127.97	0.00
100-4100-52.12100	CONTRACTUAL SVCS CH2M	852,255.00	354,909.62	78,741.50	497,345.38	41.64
100-4100-52.12400	CONTRACTUAL SVCS-LOWE ENGINEERING	652,503.00	146,693.39	42,610.35	505,809.61	22.48
100-4100-52.22000	REPAIRS & MAINTENANCE	8,519.10	8,519.10	0.00	0.00	100.00
100-4100-52.32000	CELL PHONES	5,760.00	1,613.59	403.73	4,146.41	28.01
100-4100-52.32010	PHONES	5,000.00	0.00	0.00	5,000.00	0.00
100-4100-52.32100	INTERNET	2,400.00	317.73	0.00	2,082.27	13.24
100-4100-52.33000	ADVERTISING	0.00	1,034.40	0.00	(1,034.40)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF TUCKER

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GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdg Used
Fund: 100 GENERAL FUND						
Account Category: Expenditures						
Department: 4100 PUBLIC WORKS ADMINISTRATION						
100-4100-52.35000	TRAVEL EXPENSE	7,000.00	0.00	0.00	7,000.00	0.00
100-4100-52.37000	EDUCATION & TRAINING	10,000.00	0.00	0.00	10,000.00	0.00
100-4100-52.71300	LEASE PRINCIPLE PMTS	76,000.00	31,666.65	6,333.33	44,333.35	41.67
100-4100-53.10000	OPERATING SUPPLIES	5,000.00	1,436.75	108.30	3,563.25	28.74
100-4100-53.16000	SMALL EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00
100-4100-53.17100	UNIFORMS	1,000.00	182.46	0.00	817.54	18.25
100-4100-54.23000	FURNITURE AND FIXTURES	5,000.00	0.00	0.00	5,000.00	0.00
100-4100-54.24000	COMPUTER/SOFTWARE	111,625.00	53,750.00	350.00	57,875.00	48.15
Total Dept 4100 - PUBLIC WORKS ADMINISTRATION		1,771,190.07	600,123.69	128,547.21	1,171,066.38	33.88
Department: 4200 HIGHWAYS AND STREETS						
100-4200-52.13000	OTHER SERVICES / TECHNICAL	50,000.00	0.00	0.00	50,000.00	0.00
100-4200-52.22240	REPAIRS & MAINT - STREET MAINTENANCE	748,000.00	281,666.22	36,146.30	466,333.78	37.66
100-4200-53.10000	OPERATING SUPPLIES	235,000.00	62,099.96	16,960.81	172,900.04	26.43
Total Dept 4200 - HIGHWAYS AND STREETS		1,033,000.00	343,766.18	53,107.11	689,233.82	33.28
Department: 4226 RIGHT OF WAY MAINTENANCE						
100-4226-52.13000	OTHER SERVICES / TECHNICAL	200,000.00	20,920.00	0.00	179,080.00	10.46
100-4226-52.21400	LANDSCAPING	564,000.00	143,200.00	0.00	420,800.00	25.39
100-4226-53.10000	OPERATING SUPPLIES	125,000.00	0.00	0.00	125,000.00	0.00
Total Dept 4226 - RIGHT OF WAY MAINTENANCE		889,000.00	164,120.00	0.00	724,880.00	18.46
Department: 4260 STREET LIGHTING						
100-4260-53.12300	ELECTRICITY	0.00	4,726.64	0.00	(4,726.64)	100.00
Total Dept 4260 - STREET LIGHTING		0.00	4,726.64	0.00	(4,726.64)	100.00
Department: 6210 PARKS & RECREATION						
100-6210-51.11000	REGULAR SALARIES	700,260.00	260,559.14	54,394.87	439,700.86	37.21
100-6210-51.11111	PART-TIME SALARY (PERMANENT)	344,500.00	84,681.55	16,782.43	259,818.45	24.58
100-6210-51.12000	TEMPORARY SALARIES	232,488.00	87,210.75	0.00	145,277.25	37.51
100-6210-51.13000	OVERTIME SALARIES	0.00	305.91	122.37	(305.91)	100.00
100-6210-51.21000	GROUP HEALTH INSURANCE	168,500.00	54,193.84	12,299.46	114,306.16	32.16
100-6210-51.21003	LIFE INSURANCE	972.00	283.50	74.25	688.50	29.17
100-6210-51.21004	LONG TERM DISABILITY INSURANCE	5,336.00	274.26	274.26	5,061.74	5.14
100-6210-51.21005	SHORT TERM DISABILITY INSURANCE	4,668.00	1,971.10	308.46	2,696.90	42.23
100-6210-51.21006	EAP INSURANCE	0.00	43.30	11.40	(43.30)	100.00
100-6210-51.22000	FICA TAXES	32,885.00	11,682.01	1,033.88	21,202.99	35.52
100-6210-51.24000	EMPLOYER 401A 10% CONTRIBUTION	104,475.00	34,524.11	7,117.73	69,950.89	33.05
100-6210-51.24001	457 (B) 4% MATCHING CONTRIBUTION	27,930.00	8,780.77	1,823.46	19,149.23	31.44
100-6210-51.27000	WORKERS COMP	12,000.00	0.00	0.00	12,000.00	0.00
100-6210-51.29000	OTHER EMP BENFITS	36,000.00	0.00	0.00	36,000.00	0.00
100-6210-52.13000	OTHER SERVICES / TECHNICAL	2,500.00	0.00	0.00	2,500.00	0.00
100-6210-52.13010	OTHER/TECHNICAL SERVICES - PROGRAMS	0.00	500.00	0.00	(500.00)	100.00
100-6210-52.13020	OTHER/TECHNICAL SERVICES - ATHLETICS	25,000.00	6,760.00	250.00	18,240.00	27.04
100-6210-52.13100	CONTRACTUAL SERVICES	10,000.00	0.00	0.00	10,000.00	0.00
100-6210-52.21300	JANITORIAL SERVICE	10,800.00	3,400.00	0.00	7,400.00	31.48
100-6210-52.21400	LANDSCAPING SERVICE	1,000.00	0.00	0.00	1,000.00	0.00
100-6210-52.22000	REPAIRS & MAINTENANCE	84,970.00	70,306.87	1,245.52	14,663.13	82.74

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Fund: 100 GENERAL FUND						
Account Category: Expenditures						
Department: 6210 PARKS & RECREATION						
100-6210-52.22001	REPAIRS & MAINTENANCE - VEH	18,000.00	928.47	0.00	17,071.53	5.16
100-6210-52.23100	BUILDING & OFFICE LEASES	2,400.00	1,000.00	0.00	1,400.00	41.67
100-6210-52.23200	EQUIPMENT & VEHICLE RENTALS	1,000.00	0.00	0.00	1,000.00	0.00
100-6210-52.31000	GENERAL LIABILITY INSURANCE	25,000.00	19,704.00	0.00	5,296.00	78.82
100-6210-52.32000	CELL PHONES	5,000.00	2,496.23	692.62	2,503.77	49.92
100-6210-52.32100	INTERNET	25,000.00	13,230.69	2,580.84	11,769.31	52.92
100-6210-52.33000	ADVERTISING	5,500.00	1,391.71	0.00	4,108.29	25.30
100-6210-52.34000	PRINTING	12,500.00	0.00	0.00	12,500.00	0.00
100-6210-52.35000	TRAVEL EXPENSE	15,000.00	1,021.91	175.41	13,978.09	6.81
100-6210-52.36000	DUES & FEES	2,000.00	179.00	0.00	1,821.00	8.95
100-6210-52.37000	EDUCATION & TRAINING	3,650.00	4,144.47	0.00	(494.47)	113.55
100-6210-53.10000	OPERATING SUPPLIES	40,000.00	12,441.79	3,469.87	27,558.21	31.10
100-6210-53.10010	OPERATING SUPPLIES - PROGRAMS	32,500.00	4,220.90	0.00	28,279.10	12.99
100-6210-53.10020	OPERATING SUPPLIES - ATHLETICS	36,000.00	4,100.20	718.16	31,899.80	11.39
100-6210-53.11000	OFFICE SUPPLIES	7,500.00	1,124.58	0.00	6,375.42	14.99
100-6210-53.12100	WATER/SEWER	3,500.00	49.64	0.00	3,450.36	1.42
100-6210-53.12200	NATURAL GAS	16,000.00	3,125.85	796.55	12,874.15	19.54
100-6210-53.12300	ELECTRICITY	55,000.00	28,856.82	0.00	26,143.18	52.47
100-6210-53.12700	GASOLINE/DIESEL	7,000.00	1,651.62	0.00	5,348.38	23.59
100-6210-53.13000	FOOD SUPPLIES	6,000.00	2,891.72	105.60	3,108.28	48.20
100-6210-53.13010	FOOD SUPPLIES - PROGRAMS	3,500.00	607.70	0.00	2,892.30	17.36
100-6210-53.13020	FOOD SUPPLIES - ATHLETICS	3,500.00	0.00	0.00	3,500.00	0.00
100-6210-53.15000	SUPPLIES/INVENTORY PURCHASED FOR RES	5,000.00	238.32	0.00	4,761.68	4.77
100-6210-53.17100	UNIFORMS	5,500.00	3,904.18	0.00	1,595.82	70.99
100-6210-53.23000	FURNITURE AND FIXTURES	7,500.00	0.00	0.00	7,500.00	0.00
100-6210-54.24000	COMPUTER/SOFTWARE	8,800.00	782.05	0.00	8,017.95	8.89
Total Dept 6210 - PARKS & RECREATION		2,156,634.00	733,568.96	104,277.14	1,423,065.04	34.01
Department: 6211 PARKS						
100-6211-52.13000	OTHER SERVICES / TECHNICAL	10,000.00	360.00	0.00	9,640.00	3.60
100-6211-52.13100	CONTRACTUAL SERVICES	13,000.00	2,525.00	0.00	10,475.00	19.42
100-6211-52.21100	SANITATION	25,000.00	8,073.27	401.00	16,926.73	32.29
100-6211-52.21400	LANDSCAPING	717,000.00	180,888.00	0.00	536,112.00	25.23
100-6211-52.22000	REPAIRS & MAINTENANCE	244,900.00	160,457.39	51,473.00	84,442.61	65.52
100-6211-52.23100	BUILDING & OFFICE LEASES	5,000.00	0.00	0.00	5,000.00	0.00
100-6211-52.23202	EQUIPMENT RENTAL	32,000.00	828.00	0.00	31,172.00	2.59
100-6211-52.31000	GENERAL LIABILITY INSURANCE	1,300.00	1,008.00	0.00	292.00	77.54
100-6211-52.39000-PR2113	OTHER PURCHASED SERVICES	0.00	1,750.00	0.00	(1,750.00)	100.00
100-6211-53.10000	OPERATING SUPPLIES	32,000.00	5,472.64	79.75	26,527.36	17.10
100-6211-53.12100	WATER/SEWER	1,800.00	1,070.87	0.00	729.13	59.49
100-6211-53.12300	ELECTRICITY	75,000.00	40,027.21	0.00	34,972.79	53.37
Total Dept 6211 - PARKS		1,157,000.00	402,460.38	51,953.75	754,539.62	34.78
Department: 6212 POOLS						
100-6212-52.13000	OTHER SERVICES / TECHNICAL	2,500.00	0.00	0.00	2,500.00	0.00
100-6212-52.13100	CONTRACTUAL SERVICES	118,150.00	49,544.50	3,277.00	68,605.50	41.93
100-6212-52.22000	REPAIRS & MAINTENANCE	39,100.00	12,160.64	1,000.00	26,939.36	31.10

REVENUE AND EXPENDITURE REPORT FOR CITY OF TUCKER

Balance As of 11/30/2023

% Fiscal Year Completed: 41.80

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdg Used
Fund: 100 GENERAL FUND						
Account Category: Expenditures						
Department: 6212 POOLS						
100-6212-52.31000	GENERAL LIABILITY INSURANCE	2,600.00	2,012.00	0.00	588.00	77.38
100-6212-52.32100	INTERNET	1,100.00	0.00	0.00	1,100.00	0.00
100-6212-53.10000	OPERATING SUPPLIES	33,500.00	1,902.99	0.00	31,597.01	5.68
100-6212-53.12300	ELECTRICITY	18,500.00	0.00	0.00	18,500.00	0.00
100-6212-53.15000	SUPPLIES/INVENTORY PURCHASED FOR RES	1,500.00	3,110.13	0.00	(1,610.13)	207.34
100-6212-54.23000	FURNITURE AND FIXTURES	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 6212 - POOLS		219,450.00	68,730.26	4,277.00	150,719.74	31.32
Department: 7000 COMMUNITY DEVELOPMENT						
100-7000-51.11000	REGULAR SALARIES	228,930.00	54,663.36	12,284.61	174,266.64	23.88
100-7000-51.21000	GROUP HEALTH INSURANCE	48,646.00	12,112.90	2,313.70	36,533.10	24.90
100-7000-51.21003	LIFE INSURANCE	162.00	27.00	6.75	135.00	16.67
100-7000-51.21004	LONG TERM DISABILITY INSURANCE	2,100.00	54.22	54.22	2,045.78	2.58
100-7000-51.21005	SHORT TERM DISABILITY INSURANCE	778.00	283.61	42.00	494.39	36.45
100-7000-51.21006	EAP INSURANCE	0.00	1.00	0.25	(1.00)	100.00
100-7000-51.22000	FICA TAXES	3,320.00	792.62	178.13	2,527.38	23.87
100-7000-51.24000	EMPLOYER 401A 10% CONTRIBUTION	22,900.00	5,466.38	1,228.47	17,433.62	23.87
100-7000-51.24001	457 (B) 4% MATCHING CONTRIBUTION	9,160.00	0.00	0.00	9,160.00	0.00
100-7000-51.29000	OTHER EMP BENFITS	3,000.00	0.00	0.00	3,000.00	0.00
100-7000-52.13000	OTHER SERVICES / TECHNICAL	125,000.00	1,560.00	0.00	123,440.00	1.25
100-7000-52.22000	REPAIRS & MAINTENANCE	0.00	900.00	0.00	(900.00)	100.00
100-7000-52.32000	CELL PHONES	1,200.00	0.00	0.00	1,200.00	0.00
100-7000-52.32050	POSTAGE	2,000.00	373.79	0.00	1,626.21	18.69
100-7000-52.33000	ADVERTISING	2,500.00	255.00	30.00	2,245.00	10.20
100-7000-52.36000	DUES & FEES	480.00	76.85	0.00	403.15	16.01
100-7000-52.37000	EDUCATION & TRAINING	1,000.00	97.00	0.00	903.00	9.70
100-7000-53.10000	OPERATING SUPPLIES	500.00	1,558.15	451.91	(1,058.15)	311.63
100-7000-53.13000	FOOD SUPPLIES	2,500.00	89.48	0.00	2,410.52	3.58
100-7000-54.24000	COMPUTER/SOFTWARE	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 7000 - COMMUNITY DEVELOPMENT		456,676.00	78,311.36	16,590.04	378,364.64	17.15
Department: 7210 PROTECTIVE INSPECTIONS						
100-7210-52.12100	CONTRACTUAL SVCS CH2M	566,100.00	259,704.18	50,781.38	306,395.82	45.88
100-7210-52.32000	CELL PHONES	4,000.00	2,353.81	588.68	1,646.19	58.85
100-7210-53.10000	OPERATING SUPPLIES	0.00	173.76	86.88	(173.76)	100.00
Total Dept 7210 - PROTECTIVE INSPECTIONS		570,100.00	262,231.75	51,456.94	307,868.25	46.00
Department: 7410 PLANNING AND ZONING						
100-7410-52.12100	CONTRACTUAL SVCS CH2M	323,200.00	148,900.20	28,990.72	174,299.80	46.07
100-7410-52.13000	OTHER SERVICES / TECHNICAL	6,655.00	11,954.99	0.00	(5,299.99)	179.64
100-7410-52.32000	CELL PHONES	0.00	161.42	40.39	(161.42)	100.00
100-7410-53.17100	UNIFORMS	0.00	30.00	0.00	(30.00)	100.00
Total Dept 7410 - PLANNING AND ZONING		329,855.00	161,046.61	29,031.11	168,808.39	48.82
Department: 7420 CODE ENFORCEMENT						
100-7420-52.12100	CONTRACTUAL SVCS CH2M	374,500.00	183,325.90	33,591.56	191,174.10	48.95
100-7420-52.32000	CELL PHONES	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 7420 - CODE ENFORCEMENT		379,500.00	183,325.90	33,591.56	196,174.10	48.31

REVENUE AND EXPENDITURE REPORT FOR CITY OF TUCKER

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GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdgt Used
Fund: 100 GENERAL FUND						
Account Category: Expenditures						
Department: 7520 ECONOMIC DEVELOPMENT						
100-7520-51.11000	REGULAR SALARIES	93,900.00	34,246.15	7,218.46	59,653.85	36.47
100-7520-51.21000	GROUP HEALTH INSURANCE	24,323.00	10,956.05	2,313.70	13,366.95	45.04
100-7520-51.21003	LIFE INSURANCE	81.00	27.00	6.75	54.00	33.33
100-7520-51.21004	LONG TERM DISABILITY INSURANCE	348.00	32.73	32.73	315.27	9.41
100-7520-51.21005	SHORT TERM DISABILITY INSURANCE	389.00	253.27	38.77	135.73	65.11
100-7520-51.21006	EAP INSURANCE	0.00	1.00	0.25	(1.00)	100.00
100-7520-51.22000	FICA TAXES	1,365.00	496.57	104.67	868.43	36.38
100-7520-51.24000	EMPLOYER 401A 10% CONTRIBUTION	9,385.00	3,424.59	721.84	5,960.41	36.49
100-7520-51.24001	457 (B) 4% MATCHING CONTRIBUTION	3,755.00	1,369.85	288.74	2,385.15	36.48
100-7520-51.27000	WORKERS COMP	300.00	0.00	0.00	300.00	0.00
100-7520-51.29000	OTHER EMP BENFITS	1,500.00	0.00	0.00	1,500.00	0.00
100-7520-52.12100	CONTRACTUAL SVCS CH2M	98,700.00	45,708.72	8,854.02	52,991.28	46.31
100-7520-52.13000	OTHER SERVICES / TECHNICAL	33,500.00	0.00	0.00	33,500.00	0.00
100-7520-52.32000	CELL PHONES	1,020.00	322.84	80.78	697.16	31.65
100-7520-52.34000	PRINTING	8,500.00	0.00	0.00	8,500.00	0.00
100-7520-52.35000	TRAVEL EXPENSE	0.00	10.00	0.00	(10.00)	100.00
100-7520-52.36000	DUES & FEES	1,300.00	0.00	0.00	1,300.00	0.00
100-7520-52.37000	EDUCATION & TRAINING	0.00	1,580.00	0.00	(1,580.00)	100.00
100-7520-53.10000	OPERATING SUPPLIES	12,500.00	122.48	0.00	12,377.52	0.98
100-7520-53.13000	FOOD SUPPLIES	4,500.00	18.39	0.00	4,481.61	0.41
Total Dept 7520 - ECONOMIC DEVELOPMENT		295,366.00	98,569.64	19,660.71	196,796.36	33.37
Department: 7550 DOWNTOWN DEVELOPMENT AUTHORITY						
100-7550-52.12000	PROFESSIONAL SERVICES	25,000.00	3,108.00	714.00	21,892.00	12.43
100-7550-52.13000	OTHER SERVICES / TECHNICAL	20,000.00	0.00	0.00	20,000.00	0.00
100-7550-52.37000	EDUCATION & TRAINING	5,000.00	146.20	0.00	4,853.80	2.92
Total Dept 7550 - DOWNTOWN DEVELOPMENT AUTHORITY		50,000.00	3,254.20	714.00	46,745.80	6.51
Department: 9000 INTERFUND						
100-9000-61.30000	TRANSFER TO CAPITAL FUND	1,000,000.00	1,000,000.00	0.00	0.00	100.00
Total Dept 9000 - INTERFUND		1,000,000.00	1,000,000.00	0.00	0.00	100.00
Expenditures		16,185,330.07	6,087,960.94	762,221.39	10,097,369.13	37.61
Fund 100 - GENERAL FUND:						
TOTAL REVENUES		22,638,140.00	11,356,861.04	2,208,886.63	11,281,278.96	
TOTAL EXPENDITURES		16,185,330.07	6,087,960.94	762,221.39	10,097,369.13	
NET OF REVENUES & EXPENDITURES:		6,452,809.93	5,268,900.10	1,446,665.24	1,183,909.83	

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GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdgt Used
Fund: 206 TREE FUND						
Account Category: Revenues						
Department: 0000 NON DEPARTMENTAL						
206-0000-37.10000	CONTRIBUTIONS / DONATIONS	15,000.00	6,000.00	0.00	9,000.00	40.00
Total Dept 0000 - NON DEPARTMENTAL		15,000.00	6,000.00	0.00	9,000.00	40.00
Revenues		15,000.00	6,000.00	0.00	9,000.00	40.00
Account Category: Expenditures						
Department: 4100 PUBLIC WORKS ADMINISTRATION						
206-4100-54.12000	CAPITAL - SITE IMPROVEMENTS	100,000.00	0.00	0.00	100,000.00	0.00
Total Dept 4100 - PUBLIC WORKS ADMINISTRATION		100,000.00	0.00	0.00	100,000.00	0.00
Expenditures		100,000.00	0.00	0.00	100,000.00	0.00
Fund 206 - TREE FUND:						
TOTAL REVENUES		15,000.00	6,000.00	0.00	9,000.00	
TOTAL EXPENDITURES		100,000.00	0.00	0.00	100,000.00	
NET OF REVENUES & EXPENDITURES:		(85,000.00)	6,000.00	0.00	(91,000.00)	

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GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdgt Used
Fund: 230 AMERICAN RESCUE PLAN ACT OF 2021						
Account Category: Expenditures						
Department: 0000 NON DEPARTMENTAL						
230-0000-57.90000	CONTINGENCIES	10,235,983.00	0.00	0.00	10,235,983.00	0.00
Total Dept 0000 - NON DEPARTMENTAL		10,235,983.00	0.00	0.00	10,235,983.00	0.00
Department: 1320 CITY MANAGEMENT						
230-1320-51.11000	REGULAR SALARIES	41,000.00	15,736.33	3,147.28	25,263.67	38.38
230-1320-51.21000	GROUP HEALTH INSURANCE	8,512.00	1,705.90	379.09	6,806.10	20.04
230-1320-51.21003	LIFE INSURANCE	41.00	13.48	3.37	27.52	32.88
230-1320-51.21004	LONG TERM DISABILITY INSURANCE	0.00	15.93	15.93	(15.93)	100.00
230-1320-51.21005	SHORT TERM DISABILITY INSURANCE	195.00	123.26	18.87	71.74	63.21
230-1320-51.21006	EAP INSURANCE	0.00	0.48	0.12	(0.48)	100.00
230-1320-51.22000	FICA TAXES	300.00	228.16	45.64	71.84	76.05
230-1320-51.24000	EMPLOYER 401A 10% CONTRIBUTION	4,100.00	1,573.64	314.73	2,526.36	38.38
230-1320-51.24001	457 (B) 4% MATCHING CONTRIBUTION	1,640.00	629.40	125.88	1,010.60	38.38
Total Dept 1320 - CITY MANAGEMENT		55,788.00	20,026.58	4,050.91	35,761.42	35.90
Expenditures		10,291,771.00	20,026.58	4,050.91	10,271,744.42	0.19
Fund 230 - AMERICAN RESCUE PLAN ACT OF 2021:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		10,291,771.00	20,026.58	4,050.91	10,271,744.42	
NET OF REVENUES & EXPENDITURES:		(10,291,771.00)	(20,026.58)	(4,050.91)	(10,271,744.42)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF TUCKER

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GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdgt Used
Fund: 275 HOTEL/MOTEL						
Account Category: Revenues						
Department: 0000 NON DEPARTMENTAL						
275-0000-31.41000	HOTEL/MOTEL EXCISE TAX	1,330,000.00	388,059.80	98,549.16	941,940.20	29.18
275-0000-31.90000	PENALTIES AND INTEREST	0.00	466.11	0.00	(466.11)	100.00
Total Dept 0000 - NON DEPARTMENTAL		1,330,000.00	388,525.91	98,549.16	941,474.09	29.21
Revenues		1,330,000.00	388,525.91	98,549.16	941,474.09	29.21
Account Category: Expenditures						
Department: 6210 PARKS & RECREATION						
275-6210-61.30000	TRANSFER TO CAPITAL FUND	249,375.00	38,526.70	0.00	210,848.30	15.45
Total Dept 6210 - PARKS & RECREATION		249,375.00	38,526.70	0.00	210,848.30	15.45
Department: 7540 ECONOMIC DEV						
275-7540-57.20000	DISCOVER DEKALB	581,875.00	89,895.62	0.00	491,979.38	15.45
275-7540-61.10000	TRANSFER TO GENERAL FUND	498,750.00	77,053.39	0.00	421,696.61	15.45
Total Dept 7540 - ECONOMIC DEV		1,080,625.00	166,949.01	0.00	913,675.99	15.45
Expenditures		1,330,000.00	205,475.71	0.00	1,124,524.29	15.45
Fund 275 - HOTEL/MOTEL:						
TOTAL REVENUES		1,330,000.00	388,525.91	98,549.16	941,474.09	
TOTAL EXPENDITURES		1,330,000.00	205,475.71	0.00	1,124,524.29	
NET OF REVENUES & EXPENDITURES:		0.00	183,050.20	98,549.16	(183,050.20)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF TUCKER

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GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdgt Used
Fund: 280 RENTAL MOTOR VEHICLE FUND						
Account Category: Revenues						
Department: 0000 NON DEPARTMENTAL						
280-0000-31.44000	RENTAL CAR EXCISE TAX	64,800.00	23,927.69	5,635.69	40,872.31	36.93
Total Dept 0000 - NON DEPARTMENTAL		64,800.00	23,927.69	5,635.69	40,872.31	36.93
Revenues		64,800.00	23,927.69	5,635.69	40,872.31	36.93
Account Category: Expenditures						
Department: 7540 ECONOMIC DEV						
280-7540-61.10000	TRANSFER TO GENERAL FUND	64,800.00	18,684.28	0.00	46,115.72	28.83
Total Dept 7540 - ECONOMIC DEV		64,800.00	18,684.28	0.00	46,115.72	28.83
Expenditures		64,800.00	18,684.28	0.00	46,115.72	28.83
Fund 280 - RENTAL MOTOR VEHICLE FUND:						
TOTAL REVENUES		64,800.00	23,927.69	5,635.69	40,872.31	
TOTAL EXPENDITURES		64,800.00	18,684.28	0.00	46,115.72	
NET OF REVENUES & EXPENDITURES:		0.00	5,243.41	5,635.69	(5,243.41)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF TUCKER

Balance As of 11/30/2023
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GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdgt Used
Fund: 300 CAPITAL						
Account Category: Revenues						
Department: 0000 NON DEPARTMENTAL						
300-0000-33.43000	STATE GRANTS CAPITAL PROJECTS	405,000.00	432,991.74	0.00	(27,991.74)	106.91
Total Dept 0000 - NON DEPARTMENTAL		405,000.00	432,991.74	0.00	(27,991.74)	106.91
Department: 4100 PUBLIC WORKS ADMINISTRATION						
300-4100-37.10000	CONTRIBUTIONS / DONATIONS	0.00	436,827.11	0.00	(436,827.11)	100.00
Total Dept 4100 - PUBLIC WORKS ADMINISTRATION		0.00	436,827.11	0.00	(436,827.11)	100.00
Department: 9000 INTERFUND						
300-9000-39.12000	TRANSFER FROM HOTEL	249,375.00	38,526.70	0.00	210,848.30	15.45
300-9000-39.30000	TRANSFER FROM GENERAL FUND	1,000,000.00	1,000,000.00	0.00	0.00	100.00
Total Dept 9000 - INTERFUND		1,249,375.00	1,038,526.70	0.00	210,848.30	83.12
Revenues		1,654,375.00	1,908,345.55	0.00	(253,970.55)	115.35
Account Category: Expenditures						
Department: 1320 CITY MANAGEMENT						
300-1320-54.11000-CM2303	LAND FOR GATEWAY SIGN	400,000.00	0.00	0.00	400,000.00	0.00
300-1320-54.11000-CM2401	REAL ESTATE DEVELOPMENT FY24	1,000,000.00	0.00	0.00	1,000,000.00	0.00
300-1320-54.12000-CM2403	CITYWIDE BEAUTIFICATION PROJECTS FY2	1,000,000.00	0.00	0.00	1,000,000.00	0.00
300-1320-54.13000-CM2402	CITY HALL BUILDING FY24	5,000,000.00	0.00	0.00	5,000,000.00	0.00
Total Dept 1320 - CITY MANAGEMENT		7,400,000.00	0.00	0.00	7,400,000.00	0.00
Department: 1330 CITY CLERK						
300-1330-54.24000-CC2302	JUSTFOIA LINK TO LASERFICHE	5,418.49	0.00	0.00	5,418.49	0.00
Total Dept 1330 - CITY CLERK		5,418.49	0.00	0.00	5,418.49	0.00
Department: 1513 OPERATING CONTINGENCIES						
300-1513-57.90000-OC2001	CONTINGENCIES	107,337.15	68,180.15	0.00	39,157.00	63.52
Total Dept 1513 - OPERATING CONTINGENCIES		107,337.15	68,180.15	0.00	39,157.00	63.52
Department: 1535 IT/GIS						
300-1535-54.24000-IT2101	COMPUTER REPLACEMENT	0.00	2,948.00	0.00	(2,948.00)	100.00
Total Dept 1535 - IT/GIS		0.00	2,948.00	0.00	(2,948.00)	100.00
Department: 1570 COMMUNICATIONS						
300-1570-52.12000-CO2201	WEBSITE REDESIGN FY22	20,700.00	0.00	0.00	20,700.00	0.00
300-1570-52.12000-CO2401	COMMUNICATIONS STRATEGIC PLAN FY24	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 1570 - COMMUNICATIONS		70,700.00	0.00	0.00	70,700.00	0.00
Department: 1595 GENERAL OPERATIONS						
300-1595-54.12000-CM2404	CITY HALL FLOOR PLAN UPDATE FY24	300,000.00	0.00	0.00	300,000.00	0.00
Total Dept 1595 - GENERAL OPERATIONS		300,000.00	0.00	0.00	300,000.00	0.00
Department: 2650 MUNICIPAL COURT						
300-2650-54.23000-CT2202	FINGERRINT MACHINE FY22	27,000.00	0.00	0.00	27,000.00	0.00
300-2650-54.24000-CT2101	E TICKET SOFTWARE	38,000.00	0.00	0.00	38,000.00	0.00
Total Dept 2650 - MUNICIPAL COURT		65,000.00	0.00	0.00	65,000.00	0.00
Department: 4100 PUBLIC WORKS ADMINISTRATION						
300-4100-52.12000-CE2110	ENGINEER DESIGN/STUDIES	10,420.70	0.00	0.00	10,420.70	0.00

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GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdgt Used
Fund: 300 CAPITAL						
Account Category: Expenditures						
Department: 4100 PUBLIC WORKS ADMINISTRATION						
300-4100-52.12000-CE2202	INTERSECTION RADII FY22	33,540.00	0.00	0.00	33,540.00	0.00
300-4100-52.12000-CE2207	ENGINEERING DESIGN SERVICES FY22	20,000.00	0.00	0.00	20,000.00	0.00
300-4100-52.12000-CE2210	SAFETY STUDY HUGH HOWELL RD FY22	100,000.00	0.00	0.00	100,000.00	0.00
300-4100-52.12000-CE2403	PROGRAM MANAGEMENT-CAPITAL FY24	250,000.00	71,718.08	17,165.82	178,281.92	28.69
300-4100-54.12000-CE2104	LAWRENCEVILLE HWY@I-285 LANDSCAPE	100,000.00	0.00	0.00	100,000.00	0.00
300-4100-54.12000-CE2208	FELLOWSHIP@IDLEWOOD FY22	100,000.00	0.00	0.00	100,000.00	0.00
300-4100-54.14000	INFRASTRUCTURE ROADS	0.00	27,180.00	0.00	(27,180.00)	100.00
300-4100-54.14000-CE2102	RESURFACING FY21	27,465.44	0.00	0.00	27,465.44	0.00
300-4100-54.14000-CE2203	MARTA BUS PADS FY22	40,211.75	5,713.50	0.00	34,498.25	14.21
300-4100-54.14000-CE2204	RESURFACING FY22	0.22	0.00	0.00	0.22	0.00
300-4100-54.14000-CE2304	JULIETTE ROAD STREET PROJECT	1,651,703.25	66,237.65	11,775.80	1,585,465.60	4.01
300-4100-54.14000-CE2305	MARTA BUS STOPS FY23	100,000.00	0.00	0.00	100,000.00	0.00
300-4100-54.14000-CE2306	RADAR SPEED LIMIT SIGNS	14,700.00	0.00	0.00	14,700.00	0.00
300-4100-54.14000-CE2307	TRAIL PROJECTS FY23	901,348.32	8,122.53	0.00	893,225.79	0.90
300-4100-54.14000-CE2309	PROGRAM MANAGEMENT FY23	89,161.60	0.00	0.00	89,161.60	0.00
300-4100-54.14000-CE2310	ENGINEERING DESIGN STUDIES FY23	44,806.25	0.00	0.00	44,806.25	0.00
300-4100-54.14000-CE2311	NORTH / SOUTH CONNECTIVITY STUDY	123,149.44	8,557.50	0.00	114,591.94	6.95
300-4100-54.14000-CE2401	RESURFACING-CAPITAL FY24	2,039,548.08	0.00	0.00	2,039,548.08	0.00
300-4100-54.14000-CE2402	RESURFACING - LMIG FY24	405,000.00	432,991.74	0.00	(27,991.74)	106.91
300-4100-54.14000-CE2404	TUCKER SUMMIT CID ST LIGHTING FY24	225,000.00	0.00	0.00	225,000.00	0.00
300-4100-54.14000-CE2406	NORTH/SOUTH CONNECTIVITY IMPROVEMENT	1,000,000.00	0.00	0.00	1,000,000.00	0.00
300-4100-54.14000-CE2407	RICHARDSON STREET IMPROVEMENTS	200,000.00	0.00	0.00	200,000.00	0.00
300-4100-54.14000-CE2408	MIB INTERSECTION IMPROVEMENTS FY24	250,000.00	0.00	0.00	250,000.00	0.00
300-4100-57.90000-CE0000	CE CONTINGENCIES	311,684.68	0.00	0.00	311,684.68	0.00
Total Dept 4100 - PUBLIC WORKS ADMINISTRATION		8,037,739.73	620,521.00	28,941.62	7,417,218.73	7.72
Department: 4224 SIDEWALKS						
300-4224-54.14000-CE2108	SIDEWALKS	9,137.50	0.00	0.00	9,137.50	0.00
300-4224-54.14000-CE2205	SIDEWALKS FY22	24,344.95	0.00	0.00	24,344.95	0.00
300-4224-54.14000-CE2308	TRAIL LIGHTING	30,087.00	0.00	0.00	30,087.00	0.00
300-4224-54.14000-CE2405	SIDEWALK/TRAILS CAPITAL FY24	2,000,000.00	0.00	0.00	2,000,000.00	0.00
Total Dept 4224 - SIDEWALKS		2,063,569.45	0.00	0.00	2,063,569.45	0.00
Department: 6210 PARKS & RECREATION						
300-6210-52.12000-PR2302	PARKS AND RECREATION STUDY FY23	50,000.00	20,925.00	0.00	29,075.00	41.85
300-6210-52.12000-PR2303	PROJECT MANAGEMENT - PARK CONSTRUCTI	61,005.00	5,725.00	0.00	55,280.00	9.38
300-6210-52.12000-PR2306	ENGINEERING SERVICES - PARK CONSTRUC	131,690.00	32,275.00	0.00	99,415.00	24.51
300-6210-52.12000-PR2308	PARK CONSTRUCTION PLANNING	40,325.11	16,930.49	3,370.00	23,394.62	41.98
300-6210-54.12000-PR2006	TRAILS	0.00	2,611.00	0.00	(2,611.00)	100.00
300-6210-54.12000-PR2007	DOG PARK MONTREAL	46,805.00	19,200.00	0.00	27,605.00	41.02
300-6210-54.12000-PR2010	PARK IMPROVEMENTS	247,437.46	0.00	0.00	247,437.46	0.00
300-6210-54.12000-PR2301	PARKING LOT/DRIVES-PARKS	50,000.00	0.00	0.00	50,000.00	0.00
300-6210-54.12000-PR2304	TRC ACTIVITY CENTER	50,000.00	12,212.00	2,806.71	37,788.00	24.42
300-6210-54.12000-PR2305	FITZGERALD PARK IMPROVEMENTS	1,325,000.00	0.00	0.00	1,325,000.00	0.00
300-6210-54.12000-PR2309	PARK FURNISHINGS	70,251.26	0.00	0.00	70,251.26	0.00
300-6210-54.12000-PR2310	PARK IMPROVEMENTS-LORD PARK DISC GOL	50,000.00	0.00	0.00	50,000.00	0.00
300-6210-54.12000-PR2401	TRC PARKING AND PICKLEBALL COURTS FY	1,250,000.00	0.00	0.00	1,250,000.00	0.00

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GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdgt Used
Fund: 300 CAPITAL						
Account Category: Expenditures						
Department: 6210 PARKS & RECREATION						
300-6210-54.13000-PR2307	MAINTENANCE FACILITY - FITZGERALD	97,352.35	0.00	0.00	97,352.35	0.00
300-6210-54.20000-PR2012	PORTABLE GYMNASTICS	16,225.35	0.00	0.00	16,225.35	0.00
Total Dept 6210 - PARKS & RECREATION		3,486,091.53	109,878.49	6,176.71	3,376,213.04	3.15
Department: 6211 PARKS						
300-6211-52.12000-PR2104	PARKS & REC STUDIES	14,975.00	14,975.00	0.00	0.00	100.00
300-6211-52.12000-PR2106	PARK MASTER PLAN STUDIES	81,420.00	0.00	0.00	81,420.00	0.00
300-6211-52.39000-PR2113	RECREATION PROJECTS TOURISM	2.67	32,505.34	12,202.25	(32,502.67)	1,217,428.46
300-6211-54.12000-PR2101	PIER/DOCK REPAIR AND TRAILS	49,711.85	0.00	0.00	49,711.85	0.00
300-6211-54.12000-PR2108	PARK FENCING	50,000.00	0.00	0.00	50,000.00	0.00
300-6211-54.12000-PR2109	TRAILS	41,804.00	1,159.03	0.00	40,644.97	2.77
300-6211-54.12000-PR2113	RECREATION PROJECTS -- TOURISM H/M T	46,183.92	23,312.29	4,524.47	22,871.63	50.48
300-6211-54.12000-PR2116	J. HOMESTEAD PROJECT	49,900.48	4,850.00	0.00	45,050.48	9.72
300-6211-54.12000-PR2201	FITZGERALD PARK IMPROVEMENTS FY22	588,747.48	0.00	0.00	588,747.48	0.00
300-6211-54.12000-PR2204	SPORTS FIELD LIGHTING FY22	90,500.00	0.00	0.00	90,500.00	0.00
300-6211-54.12000-PR2205	TENNIS COURT IMPROVEMENTS FY22	90,000.00	0.00	0.00	90,000.00	0.00
300-6211-54.12000-PR2206	TRAIL IMPROVEMENTS FY22	71,939.51	0.00	0.00	71,939.51	0.00
300-6211-54.12000-PR2207	COFER TRAIL PARK FY22	127,836.84	0.00	0.00	127,836.84	0.00
300-6211-54.12000-PR2208	BEE HAVEN INITIATIVE	6,358.36	0.00	0.00	6,358.36	0.00
300-6211-54.12000-PR2313	TUCKER TOWN GREEN	574,218.35	88,600.00	0.00	485,618.35	15.43
300-6211-54.12000-PR2402	PARKING IMPROVEMENTS-PARKS FY24	250,000.00	0.00	0.00	250,000.00	0.00
300-6211-54.23100-PR2112	SIGNS FOR PARKS	12,509.11	0.00	0.00	12,509.11	0.00
300-6211-54.23100-PR2114	WRP MEMORIAL	64,018.11	0.00	0.00	64,018.11	0.00
Total Dept 6211 - PARKS		2,210,125.68	165,401.66	16,726.72	2,044,724.02	7.48
Department: 7000 COMMUNITY DEVELOPMENT						
300-7000-52.12000-CD2402	CITYWIDE SIGNAGE STUDY FY24	75,000.00	0.00	0.00	75,000.00	0.00
300-7000-54.12000-CD2401	FORMER MONTREAL ROW BEAUTIFICATION F	35,000.00	0.00	0.00	35,000.00	0.00
300-7000-54.12000-CD2403	CITYWIDE SIGNAGE FY24	250,000.00	0.00	0.00	250,000.00	0.00
Total Dept 7000 - COMMUNITY DEVELOPMENT		360,000.00	0.00	0.00	360,000.00	0.00
Department: 7210 PROTECTIVE INSPECTIONS						
300-7210-52.12000-CD2113	SCANNING PROJECT	24,080.00	0.00	0.00	24,080.00	0.00
300-7210-52.13000-CD2301	JULIETTE ROAD / RICHARDSON STREET	96,600.00	0.00	0.00	96,600.00	0.00
300-7210-52.13000-CD2302	LAWRENCEVILLE HIGHWAY STUDY	26,861.40	27,223.64	285.00	(362.24)	101.35
300-7210-52.13000-CD2303	TUCKER COMPREHENSIVE HOUSING STUDY	52,410.00	27,110.00	0.00	25,300.00	51.73
Total Dept 7210 - PROTECTIVE INSPECTIONS		199,951.40	54,333.64	285.00	145,617.76	27.17
Department: 7520 ECONOMIC DEVELOPMENT						
300-7520-52.12000-ED2001	NORTHLAKE MASTER PLAN	163,968.59	0.00	0.00	163,968.59	0.00
300-7520-54.11000-CM2304	SITE FOR DOWNTOWN TRASH FACILITY	25,000.00	0.00	0.00	25,000.00	0.00
300-7520-54.11000-ED2402	TRASH FACILITY #2 SITE FY24	150,000.00	0.00	0.00	150,000.00	0.00
300-7520-54.12000-ED2401	ADDITIONAL PARKING DTOWN TUCKER FY24	325,000.00	0.00	0.00	325,000.00	0.00
300-7520-54.13000-CM2305	DOWNTOWN TRASH FACILITY	228,935.00	5,957.90	0.00	222,977.10	2.60
Total Dept 7520 - ECONOMIC DEVELOPMENT		892,903.59	5,957.90	0.00	886,945.69	0.67
Department: 7550 DOWNTOWN DEVELOPMENT AUTHORITY						
300-7550-52.12000-ED2001	NORTHLAKE MASTER PLAN	150,000.10	0.00	0.00	150,000.10	0.00

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Fund: 300 CAPITAL						
Account Category: Expenditures						
Department: 7550 DOWNTOWN DEVELOPMENT AUTHORITY						
300-7550-57.30000-DD2401	DOWNTOWN TUCKER FACADE GRANT FY24	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 7550 - DOWNTOWN DEVELOPMENT AUTHORITY		200,000.10	0.00	0.00	200,000.10	0.00
Expenditures		25,398,837.12	1,027,220.84	52,130.05	24,371,616.28	4.04
Fund 300 - CAPITAL:						
TOTAL REVENUES		1,654,375.00	1,908,345.55	0.00	(253,970.55)	
TOTAL EXPENDITURES		25,398,837.12	1,027,220.84	52,130.05	24,371,616.28	
NET OF REVENUES & EXPENDITURES:		(23,744,462.12)	881,124.71	(52,130.05)	(24,625,586.83)	

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Fund: 320 SPLOST FUND						
Account Category: Revenues						
Department: 0000 NON DEPARTMENTAL						
320-0000-31.32000	SPLOST - ROADS & DRAINAGE	3,150,000.00	1,099,415.38	0.00	2,050,584.62	34.90
320-0000-31.32001	SPLOST - SIDEWALKS & TRAILS	981,000.00	338,281.66	0.00	642,718.34	34.48
320-0000-31.32003	SPLOST - SITE IMPROVEMENTS PARKS	1,138,000.00	253,711.25	0.00	884,288.75	22.29
Total Dept 0000 - NON DEPARTMENTAL		5,269,000.00	1,691,408.29	0.00	3,577,591.71	32.10
Department: 4100 PUBLIC WORKS ADMINISTRATION						
320-4100-37.10000	CONTRIBUTIONS / DONATIONS	0.00	50,000.00	50,000.00	(50,000.00)	100.00
Total Dept 4100 - PUBLIC WORKS ADMINISTRATION		0.00	50,000.00	50,000.00	(50,000.00)	100.00
Revenues		5,269,000.00	1,741,408.29	50,000.00	3,527,591.71	33.05
Account Category: Expenditures						
Department: 1320 CITY MANAGEMENT						
320-1320-54.13000-SP2407	TUCKER FIRE STATION CONTRIBUTION FY2	200,000.00	0.00	0.00	200,000.00	0.00
Total Dept 1320 - CITY MANAGEMENT		200,000.00	0.00	0.00	200,000.00	0.00
Department: 4100 PUBLIC WORKS ADMINISTRATION						
320-4100-52.12000-SP2305	PROGRAM MANAGEMENT FY23 SPLOST	115,812.20	0.00	0.00	115,812.20	0.00
Total Dept 4100 - PUBLIC WORKS ADMINISTRATION		115,812.20	0.00	0.00	115,812.20	0.00
Department: 4200 HIGHWAYS AND STREETS						
320-4200-54.14000-SP1907	TUCKER STREETSCAPES	366,641.50	0.00	0.00	366,641.50	0.00
320-4200-54.14000-SP2003	QUICK RESPONSE FY20 SPLOST	17,250.94	0.00	0.00	17,250.94	0.00
320-4200-54.14000-SP2005	MIB @ US78 ENGINEERING DESIGN	280,293.86	151,733.42	0.00	128,560.44	54.13
320-4200-54.14000-SP2006	HUGH HOWELL RD @ MIB	(0.04)	0.00	0.00	(0.04)	0.00
320-4200-54.14000-SP2007	CHAMBLEE TUCKER RD SPEED STUDY	6,247.60	0.00	0.00	6,247.60	0.00
320-4200-54.14000-SP2102	MAJOR ROAD IMPROVEMENTS	286,124.82	24,250.00	750.00	261,874.82	8.48
320-4200-54.14000-SP2104	QUICK RESPONSE PROJECTS	110,450.39	4,232.50	0.00	106,217.89	3.83
320-4200-54.14000-SP2203	QUICK RESPONSE FY22	310,347.50	20,590.00	775.00	289,757.50	6.63
320-4200-54.14000-SP2204	MAJOR ROAD IMPROVEMENTS FY22	678,680.00	0.00	0.00	678,680.00	0.00
320-4200-54.14000-SP2302	QUICK RESPONSE PROJECTS SPLOST	400,000.00	0.00	0.00	400,000.00	0.00
320-4200-54.14000-SP2304	MAJOR ROAD IMPROVEMENTS FY23 SPLOST	826,750.00	0.00	0.00	826,750.00	0.00
320-4200-54.14000-SP2401	RESURFACING FY24	4,722,936.59	293,670.83	28,491.26	4,429,265.76	6.22
320-4200-54.14000-SP2402	QUICK RESPONSE FY24	400,000.00	4,158.00	0.00	395,842.00	1.04
320-4200-54.14000-SP2403	MAJOR PROJECTS FY24	826,750.00	0.00	0.00	826,750.00	0.00
Total Dept 4200 - HIGHWAYS AND STREETS		9,232,473.16	498,634.75	30,016.26	8,733,838.41	5.40
Department: 4224 SIDEWALKS						
320-4224-52.12000-SP2405	PROGRAM MANAGEMENT-FY24 SPLOST	225,000.00	61,569.12	15,392.26	163,430.88	27.36
320-4224-54.14000-SP2105	TRAIL PROJECTS	165,745.51	36,300.00	36,300.00	129,445.51	21.90
320-4224-54.14000-SP2202	TRAILS FY22	51,191.25	17,670.00	0.00	33,521.25	34.52
320-4224-54.14000-SP2404	SIDEWALKS / TRAILS FY24 SPLOST	1,262,000.00	85,572.33	85,152.83	1,176,427.67	6.78
320-4224-54.14005-SP2303	SIDEWALKS-VARIOUS LOCATIONS SPLOST	565,912.48	370,788.58	0.00	195,123.90	65.52
Total Dept 4224 - SIDEWALKS		2,269,849.24	571,900.03	136,845.09	1,697,949.21	25.20
Department: 6210 PARKS & RECREATION						
320-6210-52.12000-SP2107	PROGRAM/PROJECT MGMT	10,727.00	0.00	0.00	10,727.00	0.00
320-6210-54.12000-SP1917	PRIORITY PROJECTS - MASTER PLAN	0.00	23,057.59	0.00	(23,057.59)	100.00
320-6210-54.12000-SP2013	PARKS RESTROOMS	109,185.44	74,721.28	0.00	34,464.16	68.44

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Fund: 320 SPLOST FUND						
Account Category: Expenditures						
Department: 6210 PARKS & RECREATION						
320-6210-54.12000-SP2307	SPORTS FIELD LIGHTING SPLOST	341,387.92	0.00	0.00	341,387.92	0.00
320-6210-54.12000-SP2308	PARK SIGNAGE	111,249.84	87,050.12	0.00	24,199.72	78.25
320-6210-54.13000-SP2208	TRC IMPROVEMENTS FY22	18,578.51	0.00	0.00	18,578.51	0.00
Total Dept 6210 - PARKS & RECREATION		591,128.71	184,828.99	0.00	406,299.72	31.27
Department: 6211 PARKS						
320-6211-54.12000-SP2108	SPORTS FIELD LIGHTING	4,306.04	0.00	0.00	4,306.04	0.00
320-6211-54.12000-SP2109	PARKING LOTS - PARKS	176,575.00	11,828.42	0.00	164,746.58	6.70
320-6211-54.12000-SP2110	J HOMESTEAD RESTORATION	50,000.00	0.00	0.00	50,000.00	0.00
320-6211-54.12000-SP2111	SECURITY CAMERAS	25,000.00	0.00	0.00	25,000.00	0.00
320-6211-54.12000-SP2206	FITZGERALD PARK IMP FY22	513,039.59	66,213.12	4,628.75	446,826.47	12.91
320-6211-54.12000-SP2209	ROSENFELD PARKING LOT IMP FY22	35,480.00	0.00	0.00	35,480.00	0.00
320-6211-54.12000-SP2306	ROSENFELD TENNIS COURT IMPROVEMENTS	200,000.00	0.00	0.00	200,000.00	0.00
320-6211-54.12000-SP2406	FITZGERALD PARK RENO PHASE 2 FY24	1,150,000.00	0.00	0.00	1,150,000.00	0.00
Total Dept 6211 - PARKS		2,154,400.63	78,041.54	4,628.75	2,076,359.09	3.62
Department: 6212 POOLS						
320-6212-54.12000-SP2112	POOL RENOVATIONS	11,328.37	0.00	0.00	11,328.37	0.00
320-6212-54.12000-SP2207	SPLASH PAD IMPROVEMENTS FY22	69,279.42	0.00	0.00	69,279.42	0.00
Total Dept 6212 - POOLS		80,607.79	0.00	0.00	80,607.79	0.00
Expenditures		14,644,271.73	1,333,405.31	171,490.10	13,310,866.42	9.11
Fund 320 - SPLOST FUND:						
TOTAL REVENUES		5,269,000.00	1,741,408.29	50,000.00	3,527,591.71	
TOTAL EXPENDITURES		14,644,271.73	1,333,405.31	171,490.10	13,310,866.42	
NET OF REVENUES & EXPENDITURES:		(9,375,271.73)	408,002.98	(121,490.10)	(9,783,274.71)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF TUCKER

Balance As of 11/30/2023

% Fiscal Year Completed: 41.80

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	23-24 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdgt Used
Fund: 560 STORMWATER						
Account Category: Revenues						
Department: 0000 NON DEPARTMENTAL						
560-0000-34.42600	STORMWATER UTILITY CHARGES	2,864,072.00	770,046.61	410,183.17	2,094,025.39	26.89
Total Dept 0000 - NON DEPARTMENTAL		2,864,072.00	770,046.61	410,183.17	2,094,025.39	26.89
Revenues		2,864,072.00	770,046.61	410,183.17	2,094,025.39	26.89
Account Category: Expenditures						
Department: 4910 STORMWATER						
560-4910-52.12000	PROFESSIONAL SERVICES	695,827.75	149,334.75	30,088.00	546,493.00	21.46
560-4910-52.12400	CONTRACTUAL SVCS-LOWE ENGINEERING	545,497.00	129,184.52	41,420.77	416,312.48	23.68
560-4910-52.13000	OTHER SERVICES / TECHNICAL	520,000.00	71,997.98	0.00	448,002.02	13.85
560-4910-52.22230	REPAIRS & MAINT - STORMWATER	1,584,975.00	219,081.15	0.00	1,365,893.85	13.82
560-4910-53.10000	OPERATING SUPPLIES	213,600.00	33,484.33	0.00	180,115.67	15.68
Total Dept 4910 - STORMWATER		3,559,899.75	603,082.73	71,508.77	2,956,817.02	16.94
Expenditures		3,559,899.75	603,082.73	71,508.77	2,956,817.02	16.94
Fund 560 - STORMWATER:						
TOTAL REVENUES		2,864,072.00	770,046.61	410,183.17	2,094,025.39	
TOTAL EXPENDITURES		3,559,899.75	603,082.73	71,508.77	2,956,817.02	
NET OF REVENUES & EXPENDITURES:		(695,827.75)	166,963.88	338,674.40	(862,791.63)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		33,835,387.00	16,195,115.09	2,773,254.65	17,640,271.91	
TOTAL EXPENDITURES - ALL FUNDS		71,574,909.67	9,295,856.39	1,061,401.22	62,279,053.28	
NET OF REVENUES & EXPENDITURES:		(37,739,522.67)	6,899,258.70	1,711,853.43	(44,638,781.37)	



MEMO

To: Honorable Mayor and City Council Members
From: Tami Hanlin, City Manager
Date: December 11, 2023
RE: Memo for Report on Upcoming Agenda Items

Description: DRAFT List of Upcoming Council Meeting Agenda Items:

UPCOMING ITEMS FOR COUNCIL MEETING JANUARY 8, 2024:

- Swearing-in of Councilmembers for Post 2 (Vinh Nguyen, Amy Trocchi, Virginia Rece)
- Swearing-in of City Manager
- Approval of the Minutes
- Resolution to Appoint Mayor Pro Tem
- Contract for bid award for ITB #2023-028 Lawrenceville Hwy @ I-285 Landscape Improvements
- Contract MOA with Tucker-Northlake Community Improvement District
- Contract for bid award for RFQ #2023-024 Mountain Industrial Blvd Intersection Improvements
- Contract MOA with Tucker Summit Community Improvement District
- Project Framework Agreement for MIB Intersection Improvements
- RFP #2023-032 Pavement Condition Analysis



MEMO

To: Honorable Mayor and City Council Members
From: Courtney Smith, Community Development Director
CC: Tami Hanlin, City Manager
Date: Nov. 8, 2023
RE: Memo for TA-23-0005, Art. 7 SLUP Changes

Description for on the Agenda:

First Read and Public Hearing of an Ordinance for Amending the City of Tucker Code, Chapter 46 Zoning, including changes to special land use permit regulations. (TA-23-0005)

Issue:

Staff and the City Attorney have drafted code changes to Sec. 46-1599 and 46-1600 pertaining to the limitations of special land use permits and the transfer of special land use permits. These changes are required due to the Zoning Procedures Law and the applicants' right to a hearing. The changes include:

- A SLUP can no longer automatically expire. There must be a hearing or an option for a hearing before a SLUP is terminated or extended.
- Allow for the transfer of special land use permits to successive property owners/business owners/users. The SLUP will run with the land, not the entity.

Staff will note that there are several options for how the expiration language in Sec. 46-1599 could be changed. Currently, the code states that a SLUP will automatically expire within 12 months if the use does not begin/construction does not begin. Staff may give one 12-month extension, if requested, but any additional extensions require the approval of mayor and city council. Staff first recommended that the SLUP be valid for 24 months and that any time extensions be granted by mayor and city council. Other options to consider include:

- Keep the time frame at 12 months and allow the community development director to grant one 12-month extension. The code would be written so that if the extension is denied by the community development director, the appeal of that decision would go before mayor and city council.
- Keep the time frame at 12 months and require any requests for extensions to go before mayor and city council.

The extension request would be reviewed using the same SLUP criteria that was used to grant the SLUP the first time. If the extension is reviewed by mayor and city council (at either 12 or 24 months), it would require two reads.

Recommendation:

Staff recommends approval of TA-23-0005.

Planning Commission recommends approval of TA-23-0005.

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF TUCKER, GEORGIA, FOR THE PURPOSE OF AMENDING THE CITY OF TUCKER CODE CHAPTER 46 ZONING (ARTICLE 7) REGARDING AMENDMENTS TO SPECIAL LAND USE PERMIT REGULATIONS.

WHEREAS, The Mayor and City Council desires to promote the public health, safety, and general welfare of the residents of the city; and

WHEREAS, the Mayor and City Council desires to achieve compliance with all applicable state and federal regulations; and

WHEREAS, the Mayor and City Council desires to provide for protection of the constitutional rights and obligations of all citizens within the city; and

WHEREAS, notice to the public regarding said text amendment has been duly published in The Champion, the Official News Organ of Tucker; and

WHEREAS, a Public Meeting was held by the Mayor and City Council of Tucker on November 13, 2023 and December 11, 2023; and

WHEREAS, The Mayor and City Council is the governing authority for the City of Tucker;

WHEREAS, the Mayor and City Council desires to amend Sec. 46-1599 to revise the regulations pertaining to the expiration of and time extension process of special land use permits, as shown in Exhibit A; and

WHEREAS, the Mayor and City Council desires to amend Sec. 46-1600 to amend the transfer provisions of special land use permits, as shown in Exhibit A; and

NOW THEREFORE, the Mayor and City Council of the City of Tucker while in Regular Session on December 11, 2023, hereby ordains and approves the amendments to Chapter 46 as shown in Exhibit A, which is attached to this ordinance.

So effective this 11th day of December 2023.

Approved by:

Frank Auman, Mayor

Attest:

Bonnie Warne, City Clerk

SEAL

Ordinance O2023-11-22 Exhibit A

Sec. 46-1599. - Limitations of special land use permits.

(a) Development of an approved special use. The issuance of a special land use permit shall only constitute approval of the proposed use, and development of the use shall not be carried out until the applicant has secured all other permits and approvals required by any applicable law or regulation.

(b) Expiration of a special land use permit. Unless a building permit or other required approval is applied for within 12 months of the mayor and city council's approval of a special use, and construction pursuant to such building permit is promptly begun and diligently pursued thereafter, a 12 month extension must be obtained the special land use permit shall expire automatically, unless the permit is extended upon application to the mayor and city council in accordance with subsection (c) of this section.

(c) Time extension of a special land use permit. A-The time limitation imposed on special land use permits by the mayor and city council and the expiration date established pursuant to subsection (b) of this section may be extended once for 12 consecutive months upon written request by the applicant and approval in writing by the planning and zoning director. Extension denials by the planning and zoning director may be appealed within 30 days to the Mayor and City Council. Any further time extensions shall be by the mayor and city council upon written request by the applicant and approval of the mayor and city council after compliance with the public notice provisions of section 46-1526(c). In considering a request to extend, or the appeal of a denial of a request to extend, the planning and zoning director and the mayor and city council shall consider the criteria described in section 46-1594.

(d) Limitations on approvals for special land use permits. A special land use permit shall expire automatically and cease to be of any force or effect if such If a use granted by a special land use permit shall, for any reason, be discontinued for a period of 12 consecutive months, a hearing shall be held before the mayor and city council in accordance with subsection (c) of this section for the purpose of determining whether the permit shall terminate or be extended-

(e) Modifications to a special land use permit. Changes to an approved special land use permit, including changes to approved conditions, expansion of the approved use, or expansion of building square footage, shall be subject to the same application, review and approval process as a new application, including the payment of relevant fees.

Sec. 46-1600. - Transfer of special land use permits.

A special land use permit, including the site plan and any conditions imposed at the time of the grant of the special land use permit by the mayor and city council, shall be binding on all successive owners and subject to the provisions of section 46-1599 beginning with the original date of issuance of such permit. is granted to the person, corporation or other legal entity that applied for the permit. A special land use permit expires automatically upon change in ownership of the subject property, unless the special land use permit is transferred as authorized in this section. A special land use permit may only be transferred from one person, corporation, or other legal entity to another person, corporation, or other legal entity upon application to the planning and zoning director. Any such application by any person, corporation, or

other legal entity to transfer a special land use permit shall be accompanied by an affidavit of the proposed transferee certifying that the new owner or operator is familiar with and will abide by the approved site plan and all of the conditions, if any, imposed by the mayor and city council at the time of the grant of the special land use permit. At the time a special land use permit transfer is requested, the district councilmembers shall be notified by the planning and zoning director.



MEMO

To: Honorable Mayor and City Council Members
From: Ishri Sankar, PE
CC: Tami Hanlin, City Manager
Date: December 11, 2023
RE: Memo for Text Amendment Ordinance for Traffic Calming (CH 38) – Second Read

Description for on the Agenda:

The City of Tucker Public Work Department's Traffic Calming Policy as developed based on best industry practices.

Recommendation:

City staff recommends these changes as described in the policy attached.

Summary:

Based on feedback from City Management and City Mayor and council, edits were made to the traffic calming policy to alleviate vehicular speeding through residential streets and neighborhoods. These edits are reflected in the attached document.

In Summary, the process to create a traffic calming district would include:

The process is initiated when any city residential property owner can obtain an interest petition from the Public Works department. If they return the petition within 45 days with signatures of 50% of the property owners in the area identified, the public works department will order a traffic study for the impacted area.

Traffic studies will be conducted based on the order qualifying in which qualifying petitions are received and subject to the availability of budgeted funding.

After a traffic study is returned, the public work department will evaluate and determine based on the study whether traffic calming measures are appropriate, and the petitioners are notified of the decision.

If traffic calming measures are not warranted the Public Works department may suggest measures that may be taken by residents, Home Owners Association, or group of neighbors to help slow vehicular traffic.

If the department decides that measures are warranted, it will design a plan layout with details and then share the plan with the initiators, indicating the annual cost of \$25/year/property in the impacted area for maintenance that would be imposed if approved and provide the initiators with a final traffic-calming petition.

If the final traffic calming petition is returned to the public works department within 90 days with signatures representing 75% of the properties, then the public works director presents a resolution for city council consideration that creates the special services district. If approved, the measures are installed and the fees for the special district are collected annually.

If, after 10 years, a petition to remove the traffic-calming petition bearing signatures representing 75% of the property owners in the area is received and returned to the public works department within 90 days, then a resolution to abolish the special district and eliminate the fees shall be presented for consideration by city council.

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL FOR THE CITY OF TUCKER, GEORGIA FOR THE PURPOSE OF AMENDING THE TUCKER CODE OF ORDINANCES TO CREATE ARTICLE IV, TRAFFIC CALMING, OF CHAPTER 38, STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES; TO PROVIDE DEFINITIONS; TO PROVIDE FOR THE CREATION OF SPECIAL DISTRICTS UNDER CERTAIN CIRCUMSTANCES; TO PROVIDE FOR PROCEDURES; TO PROVIDE FOR THE CREATION OF ENTERPRISE FUNDS; TO PROVIDE FOR FEES AND BILLING RELATED TO THE FUNDING OF SAID DISTRICTS; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Georgia Constitution, Article IX, Section II, Paragraph VI(c) empowers this City to create special districts for the provision of local government services within such districts; and fees, assessments, and taxes to be levied and collected within such districts to pay, wholly or partially, the cost of providing such services therein and to construct and maintain facilities therefor; and

WHEREAS, the City Council desires to create a system by which property owners on residential streets can chose to have a higher level of service related to traffic calming infrastructure; and

WHEREAS, a first and second read of this ordinance by the Mayor and Council took place on November 13, 2023 and December 11, 2023; and

WHEREAS, this ordinance is adopted to address the interests of public health, welfare, and safety of the citizens of the City of Tucker;

NOW THEREFORE, the Mayor and City Council find that in the interests of the public health, safety, and welfare of the residents and visitors to this city, the enactment of this ordinance by reasonable means, as allowed under state law, and not unduly oppressive is necessary to protect the health, safety, and general welfare of the citizens of the city.

SECTION ONE

The Code of Ordinances of the City of Tucker, Georgia is hereby amended to add Article IV to Chapter 38, thereof, which shall read in words as follows:

ARTICLE IV. -TRAFFIC CALMING

Sec. 38-50. - Definitions.

For purposes of this article, certain terms and words are defined. Where words have not been defined, but are defined in a subsequent sub-section of this article, those words shall have the meaning as defined therein. The following words, terms and phrases when used in this article shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

AASHTO means the American Association of State Highway and Transportation Officials.

Affected area means a geographic portion of a neighborhood consisting of all property owners whose quality of life as a resident in the neighborhood, and not necessarily as a traveler through the neighborhood, is being directly impacted by the cut-through or speeding traffic problem being addressed. The affected area will include all lots from which residents must traverse the traffic calming measure. The affected area will also include all lots from which residents may have an alternate route without traffic calming measures but whose lots have driveways that access the residential street for which traffic calming measures are sought.

Department means the public works department.

Eligible petitioner means a person whose name is recorded as a property owner in the tax records maintained by the county's tax commissioner and board of tax assessors for the address listed on the petition that falls within the affected area.

Initiator is a real property owner who has requested an initial interest petition form and/or has assumed a primary role in circulating the city's traffic study petition and the subsequent traffic-calming petition and undertakes to serve as the city's sole contact with respect to the progress of the initial interest petition and any subsequent traffic study and traffic-calming petition.

I. T. E. means the Institute of Transportation Engineers.

MUTCD means the Manual on Uniform Traffic Control Devices.

Real property owners means homeowners or other real property owners as indicated in the tax records maintained by the county's tax commissioner and board of tax assessors.

Reference number means the number assigned to a completed initial interest petition which meets the city's criteria for a study that will be used to determine the order in which traffic studies will be conducted.

Residential street means a street classified and defined as "residential" in the records of the City of Tucker.

Traffic-calming measures means those methods and processes, prescribed by "AASHTO" or other nationally recognized organizations, that the city may use to reduce aggressive driving behavior that impairs the quality of life of its citizens in any neighborhood in which the posted speed limit is no greater than thirty (30) miles per hour. Such measures include, but are not limited to, speed humps, bicycle lanes, center traffic islands, splitter islands, and striping and turn restriction lanes.

Traffic-calming program guidelines means the guidelines for the design and application of speed humps and alternative traffic-calming measures utilized by the city public works department.

Traffic study means the process by which data pertinent to the flow, rate of speed and density of traffic, collected over a defined period of time, is measured and analyzed to determine its impact on the safety of citizens within a neighborhood or affected area.

Sec. 38-51. - Procedure for requesting a traffic study.

- (a) The city shall require the filing of the initial interest petition on a form promulgated by the department director or the director's designee.
- (b) Any eligible petitioners interested in pursuing the installation of traffic-calming measures on a residential street, upon request to the department, will be provided with an initial interest petition for the department to perform a traffic study. The initial interest petition must be marked with the date on which it is required to be returned to the department, hereinafter referred to as the return date. Such return date shall be forty-five (45) days after the date the department issues the initial interest petition. The initial interest petition will allow for eligible petitioners to sign in favor of requesting a traffic study.
- (c) All eligible petitioners signing an initial interest petition to request that the department carry out a traffic study shall hereinafter be referred to as applicants.
- (d) All applicants must be eligible petitioners.

Sec. 38-52. - Initial interest petition.

- (a) The department will not consider an initial interest petition unless it is complete, as that term is defined herein, and unless at least fifty (50) percent of the properties in the affected area are represented by signatures of eligible petitioners in the affected area are in favor of the traffic study.
- (b) The completed initial interest petition shall be filed with the department by the return date as provided for in section 38-51 or it shall be deemed abandoned and any further action by the city will require a new initial interest petition.
- (c) In order to be considered complete, the initial interest petition shall include all of the following:
 - (1) The full name, signature, home address, and daytime telephone number of each eligible petitioner that signed the initial interest petition.
 - (2) The date upon which each eligible petitioner signed the initial interest petition.
 - (3) A description of the precise area for which the traffic study is requested by reference to the name of the subdivision or popular name of the neighborhood, or the bridges, streets, roads and where appropriate with house numbers that identify the area where a perceived speeding or cut-through problem exists.
 - (4) The name, address and telephone number of an initiator.
- (d) Only one (1) eligible petitioner for each property in the affected area may sign the initial interest petition.

Sec. 38-53. - Evaluating the initial interest petition and informing the initiator.

- (a) Upon receipt of a completed initial interest petition, the department will make a determination as to whether at least fifty (50) percent of the properties in the affected area are represented by signatures of eligible petitioners.
- (b) After the department has received the complete initial interest petition, no signature will be withdrawn from an initial interest petition unless the department is notified in writing within thirty (30) days, that there is reasonable proof that fraud or other impropriety occurred regarding the obtaining of the petitioner's signature.
- (c) Within sixty (60) days, the initiator of the initial interest petition will be notified in writing by the department as to whether the initial interest petition meets the criteria for a traffic study. In the event that the department decides to conduct a traffic study, the written notification to the initiator will include a reference number assigned to the initial interest petition for the conduct of the study.
- (d) In the event that the initiator moves away or is otherwise no longer a point of contact for the department and a new initiator's name or address has not been provided to the

department, the department shall consider the initial interest petition abandoned and shall cease all work on processing of the initial interest petition and any subsequent traffic study.

Sec. 38-54. - Traffic study to comply with national standards.

National standards promulgated by the American Association of State Highway and Transportation Officials, the Institute of Transportation and other national standards shall govern the execution of traffic studies and the design and installation of traffic-calming measures.

Sec. 38-55. - Priority for the conduct of traffic studies.

- (a) The department will conduct traffic studies based on the order in which completed petitions are received, relying on the reference number assigned to the completed initial interest petition, unless circumstances described in subsection (b) are found to apply.
- (b) The department reserves the right to change the order in which a traffic study is conducted where the department determines that there is an initial interest petition further down the waiting list for an area that may relate to, or be affected by, another traffic study to be conducted on a neighboring street or in a neighboring area.

Sec. 38-56. - The affected area and the traffic-calming plan.

- (a) Where a traffic study is warranted it will be conducted at a time to be determined by, and within the sole discretion of, the department; provided however, that such study shall be completed within twelve (12) months of a determination that the initial interest petition initiator is notified that the completed initial interest petition has met the criteria as provided for in section 38-53.
- (b) Upon completion of a traffic study, the department shall make a determination as to whether the results clearly demonstrate that the installation of traffic-calming measures are warranted based upon the criteria established in the traffic-calming program guidelines.
- (c) When considering traffic-calming program guidelines relating to speeding, the determination regarding whether the established criteria for traffic-calming measures have been met will be based on a comparison of actual study speeds obtained to the posted speed limit. When considering the criteria in traffic-calming program guidelines that relate to cut-through, the determination will include a comparison of cut-through traffic volumes obtained in a study to allowable volumes of cut-through traffic established in those guidelines.

Sec. 38-57. - Notification that traffic-calming measures are not warranted.

Following the completion of the study, if the department director or designee determines that no traffic-calming measures are warranted, then the department director or designee shall notify the initiator of that conclusion in writing.

Sec. 38-58. - Notification to initiator for commencement of traffic-calming conceptual design and presentation of the traffic-calming plan for public hearing.

- (a) Where traffic-calming measures are warranted, the department shall, within a reasonable time following the completion of the traffic study, not to exceed twelve (12) months, prepare a traffic-calming conceptual plan and notify the initiator in writing about the traffic-calming conceptual plan. The plan shall be available from city hall.
- (b) The traffic-calming conceptual plan must identify the affected area and include a recommendation for a specific traffic-calming measure or a combination of such measures that the department has determined to provide the most effective solution to the speeding and/or cut-through problems identified in the traffic study for installation in the affected area, having regard to the pavement width, grades, the physical features of the proposed location for the installation measures and any structures that facilitate drainage. The plan may also include alternative measures that could be installed to provide some relief to the speeding and/or cut-through problems identified in the traffic study for installation in the affected area, having regard to the pavement width, grades, the physical features of the proposed location for the installation measures and any structures that facilitate drainage.

Sec. 38-59. - Traffic-calming petition; choice of measures.

- (a) Following the publication of the traffic-calming conceptual plan, the department director or designee shall provide the initiator with a traffic-calming petition form to be used for recording all of the signatures. The petition must set forth the traffic-calming measures identified in the traffic-calming conceptual plan prepared by the department and the annual fee to be collected from each real property parcel. The traffic-calming petition will allow for eligible petitioners to sign in favor of requesting the implementation of the traffic-calming plan.
- (b) The initiator is responsible for circulating the traffic-calming petition to all eligible petitioners in the affected area.
- (c) A traffic-calming petition must be returned to the department within ninety (90) days of the notification to the initiator. If the initiator fails to return the completed traffic-calming petition within such time frame, it will be deemed abandoned and no further action shall be taken on the traffic calming petition or the initial interest petition from which it arose.
- (d) The traffic-calming petition shall indicate the full name, signature, home address date, and daytime telephone number for each eligible petitioner signing the selection petition.
- (e) The tax records maintained by the county's tax commissioner and board of tax assessors shall control in determining whether a signatory to the petition is a real property owner and thus an eligible petitioner.

Sec. 38-60. Creation of a special tax district and assessment of costs associated with the maintenance of the traffic-calming measure.

- (a) In order for the affected area to be eligible for the implementation of the traffic-calming measures, the petition must secure signatures in favor of the installation of traffic-calming measures from eligible petitioners representing seventy-five (75) percent of properties in the affected area.
- (b) In the event that the petition secures the requisite percentage of signatures in favor of the approved traffic-calming measure or combination of traffic calming measures, the director of the department shall present a resolution to the city council at a regularly scheduled meeting for consideration.
- (c) The city council shall conduct a hearing on the resolution utilizing the same rules as those utilized for the conduct of hearings on zoning matters.
- (d) Any resolution approving implementing traffic-calming measures pursuant to this Article shall be funded by special tax district which shall be created as part of the resolution.
- (c) The special tax district shall be created to include all of real property in the affected area for which the traffic-calming measure was approved. The annual fee identified in the traffic-calming conceptual plan shall be assessed to and collected from property owners within the affected area as part of their annual property tax assessment for the maintenance of the traffic-calming measures installed.

Sec. 38-61. - Removal of traffic-calming measures.

- (a) Upon presentation of a petition from eligible petitioners representing seventy-five (75) percent of the properties in the affected area, traffic-calming measures previously installed may be removed. No such petition shall be presented earlier than ten (10) years after initial installation of the traffic-calming measure(s).
- (b) A removal petition may be obtained from the department director or the director's designee.
- (c) The removal petition shall be returned and filed with the department within ninety (90) days of the date on which it was provided pursuant to a request or it shall be deemed abandoned and any further action by the city shall require a new removal petition.
- (d) The removal petition shall be presented to the city council at a public hearing within sixty (60) days of the department's receipt of the petition.

- (e) The procedures for the conduct of the city council hearing held pursuant to this section shall be substantially the same as those utilized under section 38-60.

Sec. 38-62. – Traffic-Calming Special District Fees.

- (a) It shall be the policy of the city that fees for traffic-calming special districts, shall be equitably derived through methods which have a demonstrable relationship to the impacts imposed by maintenance of the traffic-calming infrastructure on properties served by the traffic calming infrastructure. Traffic-calming fees shall be structured so as to be fair and reasonable, and the resultant charges shall bear a substantial relationship to the cost of maintain service.
- (b) The cost of the traffic-calming program and infrastructure may include operating, capital investment and reserve expenses, and may consider management problems, needs and requirements.
- (c) Fees shall not be based on property values and such fees shall not be construed to be a tax. All properties within the affected area shall be charged the fee.

SECTION II.

This ordinance shall become effective upon adoption.

SO ORDAINED, this 11th day of December 2023.

Approved:

Frank Auman, Mayor
City of Tucker

ATTEST:

Bonnie Warne, City Clerk

[SEAL]



**CITY OF TUCKER
PUBLIC WORKS DEPARTMENT**

TRAFFIC CALMING POLICY

Revised: December 05, 2023



I. Introduction

Because of increased congestion on the City's arterial and collector road network, combined with driver's desires to find shorter travel routes, drivers frequently seek alternate travel routes. Frequently, the routes include the City's local and residential subdivision streets. Many of these streets have experienced increases in volume and speeding that has diminished the quality of life and the safety of residents, pedestrians, bicyclist, and other motorists.

Traffic Calming as defined by the Institute of Transportation Engineers (ITE), is the use of physical and psychological devices "to reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users." The use of Traffic Calming techniques may return the quality of life and safety in a neighborhood by alerting drivers to share the road, drive with more care, drive more slowly, and, in some cases, divert to more appropriate routes.

While each neighborhood and each situation may be somewhat unique, a systematic approach is taken by the Traffic Calming Program. Thus, the same definitions and criteria, as outlined in this policy, are applied in all cases. As a part of that approach, the transportation system of the City needs to be considered as a whole. Solving a problem on one neighborhood or street should not cause another problem to appear somewhere else.

II. Minimum Requirements

In order for the installation of Traffic Calming Measures to be considered, the following criteria must be met:

1. Only local residential subdivision streets with a speed limit of 30 mph or less are eligible for the Traffic Calming Program. A list of the eligible streets are herein attached as Exhibit A.
2. Streets classified as Arterial, Collector, and/or Thoroughfare are not eligible for Traffic Calming.
3. The 85th percentile speed as measured by a speed study must be 11 mph greater than the posted speed limit of the street for residential subdivision streets with a measured two-way, 24-hour traffic volume less than 1,000 vehicles per day. On residential subdivision streets with volumes above this threshold, the 85th percentile speed must be 9 mph greater than the posted speed.
4. The traffic study must show that the Traffic Calming techniques will not divert traffic on to other residential subdivision streets in the study area.
5. Impacts to emergency vehicle response times must be considered and minimized.
6. Pedestrian and Bicycle access must be preserved
7. The neighborhood Traffic Calming plan shall be designed using sound planning practices and engineering judgment.



III. Definitions

For purposes of this Policy, certain terms and words are defined. Where words have not been defined, but are defined in a subsequent section of this Policy, those words shall have the meaning as defined therein. The following words, terms and phrases when used in this Policy shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

AASHTO means the American Association of State Highway and Transportation Officials.

Affected area means a geographic portion of a neighborhood consisting of all property owners whose quality of life as a resident in the neighborhood, and not necessarily as a traveler through the neighborhood, is being directly impacted by the cut-through or speeding traffic problem being addressed. The affected area will include all lots from which residents must traverse the traffic calming measure. The affected area will also include all lots from which residents may have an alternate route without traffic calming measures but whose lots have driveways that access the segment of the residential subdivision street for which traffic calming measures are sought.

Department means the City of Tucker's Public Works Department.

Eligible Petitioner means the person whose name is recorded as the owner or co-owner of real property in the tax records maintained by the DeKalb County's Tax Commissioner and Board of Tax Assessors for the address listed on the petition within the affected area or an alternate individual who is legally authorized to act as an agent for the individual, trust, or organization listed as the owner or co-owner.

Neighborhood Coordinator is an eligible petitioner who has initiated a request for traffic calming measures and/or has assumed a primary role in circulating the subsequent traffic-calming petition and undertakes to serve as the City's sole contact with respect to the progress of any subsequent traffic study and traffic-calming petition.

ITE means the Institute of Transportation Engineers.

MUTCD means the Manual on Uniform Traffic Control Devices.

Owner of Real Property means homeowners or other real property owners as indicated in the tax records maintained by the DeKalb County Tax Commissioner and Board of Tax Assessors.

Local Residential Subdivision Street means a street within a platted residential subdivision.

Traffic-calming measures means those methods and processes, prescribed by "AASHTO" or other nationally recognized organizations, that the City may use to reduce aggressive driving behavior that impairs the quality of life of its citizens in any neighborhood in which the posted speed limit is no greater than thirty (30) miles per hour. Such measures include, but are not limited to, speed humps, bicycle lanes, center traffic islands, splitter islands, and striping and turn restriction lanes.



Traffic study means the process by which data pertinent to the flow, rate of speed and density of traffic, collected over a defined period of time, is measured and analyzed to determine its impact on the safety of citizens within a neighborhood or affected area.

IV. Traffic Calming Process

1. A Homeowners' Association, neighborhood group, or individual can request a Traffic Calming Project for their neighborhood or street. The Public Works Department will discuss with them the:
 - Application Process
 - Responsibilities of the Neighborhood Coordinator
 - Traffic Study Process
 - Petition Requirements
 - Financial Participation
 - Potential Passive Traffic Calming Solutions
2. Upon establishment of the Neighborhood Coordinator, the Department of Public Works will define the affected area and provide a list of owner names and addresses to the Neighborhood Coordinator.
3. To establish initial interest from the neighborhood, the Neighborhood Coordinator must submit an Initial Petition Form with signatures showing support for a Traffic Calming project from a minimum of 50% of the property owners within the affected area. (See Appendix B for example petition forms.)
4. The Public Works Department will then conduct appropriate studies to determine the existence and extent of the problem.
 - If the results of the study indicate that the minimum requirements established in Section II of this document are not met, the neighborhood coordinator will be informed in writing. If there are measures that could be taken by the residents, these suggestions may be made by the Department of Public Works at this time. The neighborhood may not submit future requests for a minimum of 2-years.
 - If the results of the study indicate that the street meets the minimum requirements of Section II, Public Works staff will develop recommendations, including suggested passive and active traffic calming measures.
5. For qualifying streets Public Works staff will schedule a neighborhood meeting and invite the households within the affected area to discuss study findings, suggested passive and active measures, definition of the affected area, anticipated costs, and the petition process.
6. Public Works will prepare a preliminary design of the proposed traffic calming measures and provide it to the neighborhood coordinator for distribution. A petition deadline date will be established 90 calendar days from the date of distribution and communicated to the neighborhood coordinator.
7. To show awareness and support for the proposed traffic calming plan, the neighborhood coordinator must submit a petition to Public Works with signatures of 75% of the property



- owners within the affected area approving the proposed plan. If the neighborhood cannot obtain 75% support, the neighborhood may not submit future requests for a minimum of 2-years from the initial petition date.
8. Public Works shall verify the signatures on the petition and, once verified, will develop a final project design and cost, based on the suggested passive and active measures.
 9. Final design and cost for any active measures will be presented to the Mayor and City Council for funding and approval.
 10. The City will fund 100% of the cost-necessary for construction of any active traffic calming measures. Funding will be allocated to neighborhoods in the order that their petition is approved by the City Council. Any neighborhoods that are approved for the construction of active traffic calming measures after the current budget has been expended will be funded out of future year's budgets.
 11. Passive measures and/or any needed modifications or temporary measures may be implemented and studies for effectiveness before active measures are installed.
 12. Upon City Council approval and the allocation of funds in the City budget, the traffic calming project will be implemented at the direction of the Public Works Department.
 13. Each property in the affected area will be assessed a \$25 fee per year on their property tax bill for maintenance of the Traffic Calming Devices, beginning the year after the devices are installed. Annually the Public Works Department will compare the annual revenue generated by the fee to the replacement cost of the traffic calming measures and recommend adjustment recommendations to the city council if costs increase beyond the revenue generated.
 14. Within 6 months of project installation, Public Works staff will conduct follow-up studies to measure project effectiveness.
 15. In the case of resurfacing, most existing traffic calming devices will need to be removed in order for resurfacing to take place. However, existing traffic calming devices will be considered as "grandfathered" and will be replaced following completion of the resurfacing project. No additional neighborhood funding or petitions will be required.

IV. Removal of Traffic Calming Devices

If the neighborhood decides that they no longer want previously installed traffic calming devices, they must follow the same procedure to obtain 75% support by petition as listed above for installation. Active traffic calming devices should remain in place at least 12 months before removal. If devices are removed, the road must also be brought back to City standards. The City of Tucker reserves the right to remove speed humps for any reason.



APPENDIX A – EXAMPLE TRAFFIC CALMING MEASURES



Appendix A – Example Traffic Calming Measures

Passive Measures

The primary use of passive measures is to reduce the speed of traffic while raising awareness of the traffic problems on residential subdivision streets. These methods are less costly than active devices, as they do not affect the geometry of the roadway or require extensive construction. Passive traffic calming measures include radar signs, re-striping, and installing signs.

General advantages of passive traffic calming measures:

- Pose no restrictions for bicycles or pedestrian traffic
- Does not affect intersection capacity or operation
- Cheaper than active traffic calming devices
- Raise awareness of drivers to speeding problems
- No impacts to transit or emergency services
- Can be done regardless of the grade of the road

General disadvantages of passive traffic calming measures:

- Not necessarily enforceable
- Not always effective over time

Radar Signs

Description

Radar signs may include short-term deployment of the DeKalb Police radar trailer or long-term installation of a radar sign capable of measuring vehicle speed and graphically displaying the speed of the motorist.

Primary Purpose

Reduce vehicle speeds by raising the awareness of the driver to their speed

Advantages

- Possible speed reduction at the radar location
- Opportunity to collect volume and speed data, dependant upon equipment

Disadvantages

- Not an enforcement tool
- Minimal effectiveness on reducing traffic speeds over time except under certain conditions
- Fixed locations require regular maintenance



Other Considerations

Based on before and after studies conducted by the city, fixed radar signs appear to have little effect on speeds over time except when located on straight, downhill sections of certain roadways. Future installation of fixed radar signs should only be considered under the following conditions:

- When the posted speed limit is not less than 35 mph, and the 85th percentile speed is greater than 8 mph over the posted speed, AND
- Where the roadway is straight for over 1,000 feet and on a downhill grade of over 3%.

Based on these conditions permanent radar sign installation will be limited to arterial and collector roads. Upon request, locations will be considered based on an engineering review by Public Works and funding availability.

Narrowing lanes

Description

Striping is used to narrow travel lanes to 10-foot or 11-foot widths.

Primary Purpose

Reduce vehicle speed by creating the perception of a narrower road. Generally, speeds are lower in 10-foot wide lanes than in 12-foot wide lanes.

Advantages

- Re-striping can include bike lanes. This reduces the vehicular lane width while also providing a safe place for bikes to travel. Striping to include bike lanes also reduces the potential for driver to drive outside the lane.
- Striping is easily modified

Disadvantages

- Citizens do not always perceive striping to be an effective traffic calming technique

Other Considerations

Truck and bus traffic should be considered when determining the appropriate lane width.

Signs and Signals

Advisory and regulatory signs and signals can assist with many problems addressed by traffic calming. Installation of any signs and signals should conform to the standards set forth in the *Manual on Uniform Traffic Control Devices (MUTCD)*, as established by the Federal Highway Administration



Turn Movement Prohibition

Description

Particular turning movements are prohibited by the installation of enforceable signage at an intersection. These signs can be installed to restrict certain turning movements altogether or just for certain hours (usually the peak traffic hours).

Primary Purpose

Helps to prevent excessive volumes on residential subdivision streets during peak hours

Advantages

- Enforceable manner of preventing cut through traffic

Disadvantages

- Turn movement prohibition applies to everyone – including residents
- Can further restrict traffic flow in already congested areas

Other Considerations

When restricting turn movement, special care should be given to considering the overall local system to prevent moving the problem to another location.

One Way Treatment

Description

One-way treatment involves having streets or roadways upon which vehicular traffic is allowed to travel in one direction only.

Primary Purpose

Increase the safety of a roadway by reducing the number of conflicting movements. One-way treatment is not a traffic calming method, but can be used to manage traffic flow in an area.

Advantages

- Increases the safety of the roadway by reducing the number of conflicting movements
- One way treatment of a roadway is enforceable

Disadvantages

- Changing a street from a two-way operation to a one-way operation takes a lengthy implementation process
- Changing a street from a two-way operation to a one-way operation may impact emergency services or transit systems



- Changing a street from a two-way operation to a one-way operation requires the consideration of the impact on the local system. Steps should be taken to ensure that making a roadway one way will not move the problem elsewhere or create new problems.
- Works best in a roadway network comprised of parallel roads

Other Considerations

Emergency services and transit routes should be considered when changing from two-way operation to one-way operation. Their opinions will be solicited and weighed appropriately.

On-street Parking

Description

On street parking provides designated parking spots on the sides of roadways.

Primary Purpose

On-street spaces provide both additional parking and traffic calming benefits. Drivers tend to travel more slowly when driving past a lane of parked cars due to a reduction in the perceived travel way.

Advantages

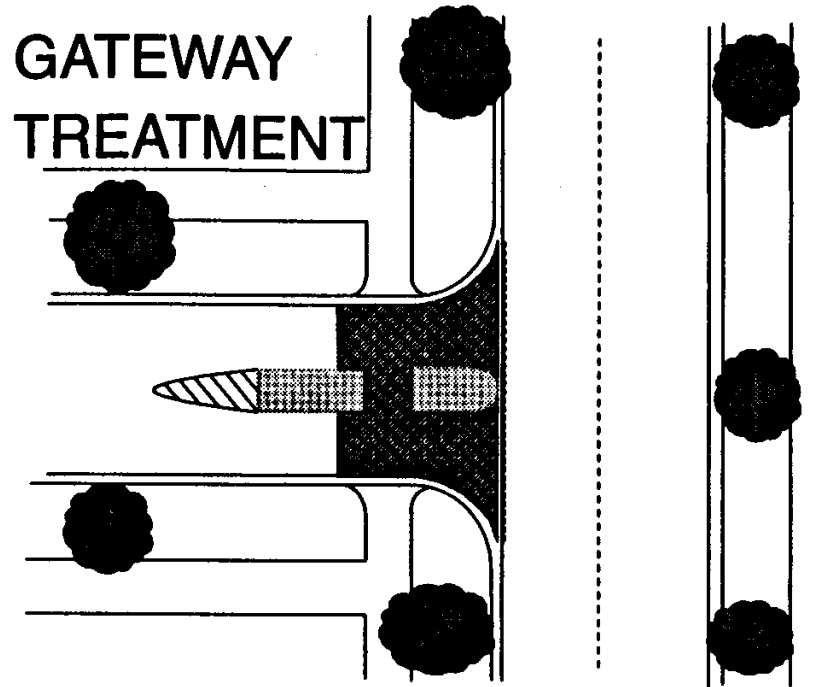
- May reduce the speeds of the passing traffic
- Increase pedestrian safety – on-street parking provides a greater buffer between the sidewalk and the traveling vehicular lanes

Disadvantages

- Common perception that on-street parking is not aesthetically pleasing
- Possible difficulty seeing pedestrians crossing at mid-block locations

Other Considerations

Parking spaces should be prohibited at least 100' from an intersection and at least 10' on both sides of a fire hydrant.



Gateway and Pavement Treatments

Description

Gateway treatments are decorative entrances indicating transition from one area to another. Pavement treatments involve decorative pavement in the form of different colors and textures.

Primary Purpose

Visually alert the driver that they are entering a new area, such as a residential area from an arterial road. Gateway treatments can include signs, decorative walls, arches, pillars, hedgerows, etc. Pavement treatments can include colored concrete, stamped concrete, or bricks.

Advantages

- Versatile and easily individualized for each specific neighborhood
- Aesthetically pleasing
- Easy to implement with active traffic calming devices

Disadvantages

- Limited utility in speed reduction

Other Considerations



Gateway treatments should not obscure proper sight distance, therefore making the intersection less safe. Structures are not permitted in the public right-of-way.

Increased Patrolling and Target Enforcement

Description

Police can intensify coverage for an area of concern, most commonly to enforce speed limits and stop signs.

Primary Purpose

Increase the awareness of the traveling public of law enforcement and to encourage them to obey traffic laws.

Advantages

- Citizens perceive as achieving results
- Decrease in traffic violations in the general area

Disadvantages

- Police generally do not have the staff to regularly patrol most residential areas
- Time that police officers spend patrolling for traffic violators is not directly spent in reducing violent crime
- Many residential subdivision streets have insufficient geometric alignment for radar enforcement
- Increasing patrols and enforcement only reduces speeds in the general area during the period of intensified attention. Once the intensity subsides, the traffic violators typically return to their previous habits.
- Enforcement applies to all residents in violation

Other Considerations

If heavy truck traffic is an issue, citizens can request that the road be added to the truck route prohibition list.

Neighborhood Safety and Awareness Program (Neighborhood Watch)

Description

Teach techniques motorists, pedestrians, and parents can use to help address speeding issues, and increase awareness of their driving habits. Unique programs can be developed for specific cases, such as crime awareness or parking enforcement.



Primary Purpose

Increase the awareness and activity of the neighborhood. Frequently, it is members of the neighborhood who are the most flagrantly violating traffic ordinances (i.e. stops signs or the speed limit).

Advantages

- Involves the neighborhood actively and regularly in the solution
- Easily combines with other traffic calming techniques

Disadvantages

- Citizens do not always perceive neighborhood watch programs as effective traffic calming techniques
- Program effectiveness is proportional to neighborhood involvement

Right-of-Way Clearing

Description

Clearing of brush or other objects in the right-of-way that obscure signs or sight distance either along roadways or at intersections can improve safety.

Primary Purpose

Maintain minimum sight distances along roadway. Sight distances over a certain length may increase the speed of a roadway, but sight distances below the minimum adversely affect safety. Clearing the right-of-way does not assist in traffic calming, but does assist in improving safety.

Advantages

- Potential quick turn-around on a request for the clearing of the right-of-way
- City program is already in place to trim trees and clear the right-of-way
- Improve safety of intersections and roadways by providing ample view of signs and improving sight distances

Other Considerations

The City of Tucker encourages homeowners to keep the right of ways clear from vegetation or improvements that may affect public safety. Right of way clearing performed by City work crews may be done without regard for existing landscaping or vegetation.



Active Measures

The primary purposes of active traffic calming devices are to reduce the speed of traffic, improve bike and pedestrian safety, and raise awareness of traffic problems along a residential subdivision street. These methods are more expensive than passive devices because they often affect the geometry of the roadway, which requires extensive construction and maintenance. Active traffic calming devices include speed humps, traffic circles, and splitters.

General advantages of active traffic calming devices

- Effective at solving specific traffic issues, especially speeding
- Raises awareness of drivers to speeding problems

General disadvantages of active traffic calming devices

- May pose restrictions for bicycle traffic
- May negatively impact transit or emergency services
- Higher cost than passive traffic calming measures

Standard Speed Humps

Description

The standard speed hump is a 22-foot long, four to six inch high, and constructed of asphalt or concrete, extending the entire width of the roadway which causes vertical displacement of the vehicle. The hump consists of two 6 foot long ramps flanking a 10 foot flat section. Humps can be colored and/or textured to add aesthetic appeal.

Primary Purpose

Reduce vehicle speeds by providing vertical displacement of the vehicle that result in a jolt if the vehicle's speed is too high.

Advantages

- Reduces vehicle speeds – encouraging 25 mph vehicle speeds
- Pose no restrictions for bicycles
- Do not affect intersection capacity or operation

Disadvantages

- Potentially increase traffic noise from braking and acceleration of vehicles, particularly buses and trucks

Transit Service Impacts

22-foot speed humps create a minor impact to transit scheduling.

Emergency Services Impacts



When speed hump designs are selected for any street, one should consider whether it is used as a primary response route. Minor impacts to response time may occur.

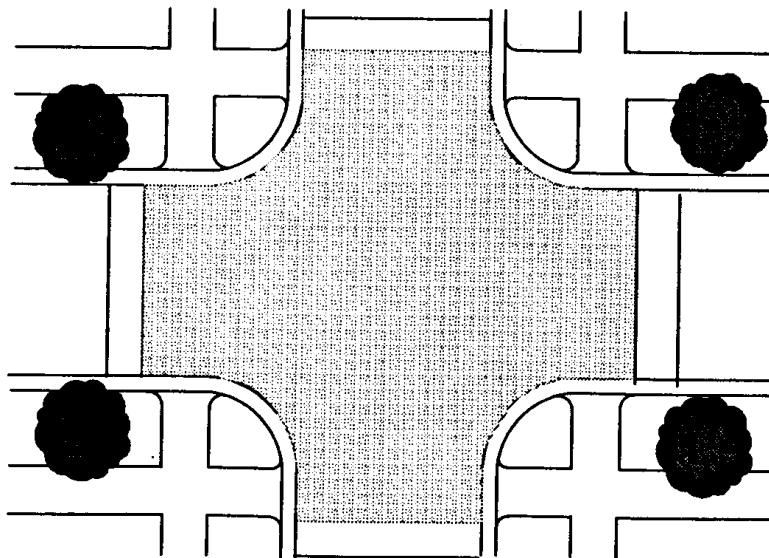
Other Considerations

Speed humps should not be considered on grades of eight percent or greater.

For streets that qualify under the lower speed threshold due to higher traffic volume, active measures other than speed humps should be considered.

Intersection Humps

Intersection Hump



Description

Similar to the speed hump, the intersection hump slopes are all straight lines and are typically constructed out of concrete with a surface treatment or patterning. The top of the intersection hump is flat, and the one pictured above extends beyond the boundary of the intersection providing a spot close to the curb for pedestrians to safely cross.

Primary Purpose

Reduce vehicle speeds at intersections by providing vertical displacement of the vehicle that results in a jolt if the vehicle's speed is too high. They may also provide a place for pedestrians to safely navigate the intersection. At an intersection where an all-way stop is unwarranted, an intersection hump forces motorists to navigate the intersection more slowly, making them more likely to yield the right-of-way to other motorists and pedestrians.

Advantages

- Reduce vehicle speeds – encourage 25 mph vehicle speeds
- Pose no restrictions for bicycles



- Increase pedestrian safety by providing a distinct location for drivers to yield right-of-way
- Increase intersection safety by providing a distinct location for drivers to yield right-of-way to other legs of the intersection

Disadvantages

- Potentially increase traffic noise from braking and acceleration of vehicles particularly buses and trucks

Transit Service Impacts

Intersection humps do not significantly impede transit services.

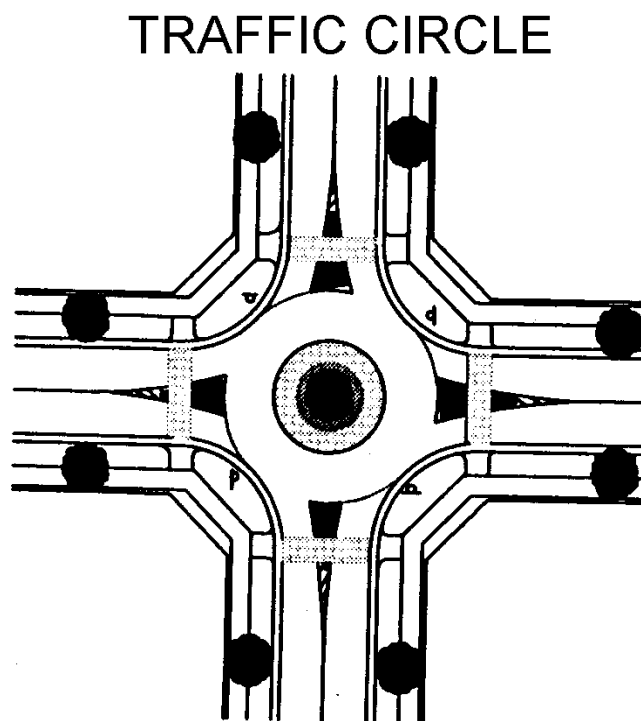
Emergency Services Impacts

When intersection hump designs are selected for any street, one should consider whether it is used as a primary response route. Intersection humps may cause difficulty with the turning radii of large vehicles.

Other Considerations

Intersection humps should not be considered on grades of eight percent or greater. Intersection hump may also pose challenges with surface water management.

Neighborhood Traffic Circles (Mini Roundabouts)





Description

Traffic circles or roundabouts consist of a landscaped island in the center of the intersection with appropriate signage and marking. A driver enters a traffic circle by turning right, after yielding to any traffic coming from the left. All turns from a roadway intersection that has a traffic circle are right in, right-out.

Advantages

- Increase operational safety by reducing the number of conflicting movements
- Reduce speeds in the intersection
- Cannot be ignored like an intersection controlled by stop signs
- May improve intersection capacity and operation
- Accommodates intersections with a wide range of access points (i.e. three to five way intersections) and can include driveways in the intersection

Disadvantages

- Provides a potential obstruction for collision
- Maintenance costs increase over all-way stop due to increased landscaping and/or pavement

Transit Service Impacts

Traffic circles can be designed such that buses can navigate left turns by going the wrong way through a traffic circle. On roads with high average daily traffic that would make such maneuvers infeasible, traffic circles should be designed large enough for buses to navigate.

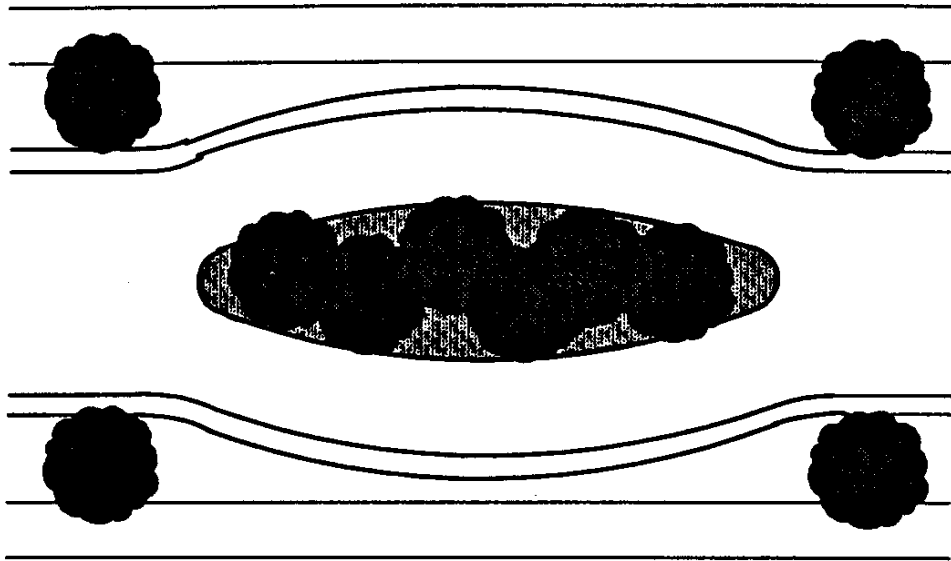
Emergency Services Impacts

Traffic circles can be designed such that emergency service vehicles can navigate left turns by going the wrong way through a traffic circle. On roads with high average daily traffic that would make such maneuvers infeasible, traffic circles should be designed large enough for emergency service vehicles to navigate.



Splitters (short median)

SPLITTER



Description

Splitter islands divert traffic laterally, often narrowing the roadway, while providing one-way flow for short intervals. Splitters are frequently landscaped for aesthetic appeal.

Primary Purpose

Reduce though traffic speeds.

Advantages

- Reduce speeds on roadways through lateral deflection and roadway narrowing
- Provide areas for landscaping and improving the aesthetic value of the neighborhood
- Provide locations for safer mid-block pedestrian crossings
- Allowable on grades of eight percent or higher

Disadvantages

- Create obstructions for potential collision
- Maintenance costs increase due to increased landscaping and/or pavement

Transit Service Impacts

There is no significant impact to transit services.

Emergency Services Impacts



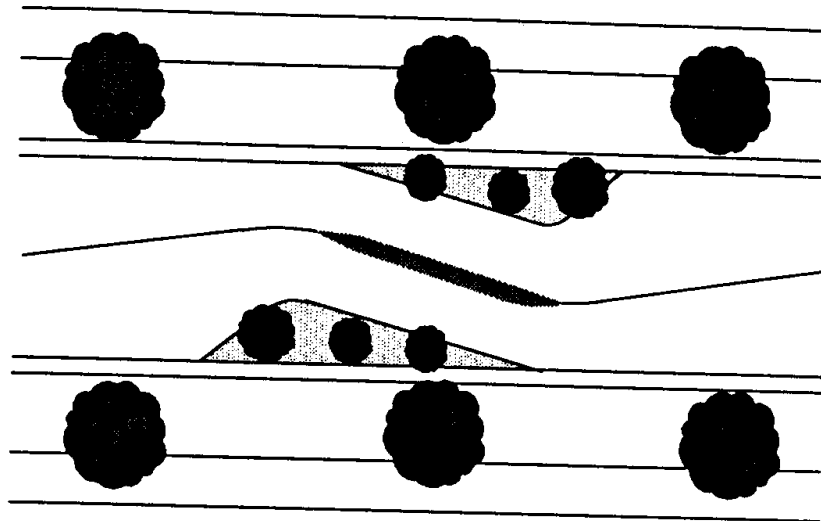
There is no significant impact to emergency services.

Other Considerations

- Driveways with access directly to the splitter are not allowable. If there is hardship in the placement of splitters due to driveway locations, chicanes could be considered instead.
- Installation of a splitter island requires modifying the adjacent property. While this work can usually be done within the right of way, it impacts perceived property.
- Visibility of the device should be optimized through the use of raised pavement markers, striping, and signs.

Chicanes (deflectors)

CHICANES



Description

Chicanes change the physical characteristics of a roadway section from an existing straight alignment to a series of horizontal curves, causing horizontal displacement of the vehicle.

Primary Purpose

Reduce vehicle speeds by providing horizontal deflection and a narrowed vehicle travel path, as well as potentially reducing sight distance that is too great for desired speed

Advantages

- Reduce vehicle speeds with less impact on emergency service vehicles
- Pose no restrictions for bicycle
- Allowable on grades of eight percent or higher



Disadvantages

- Existing driveways can limit placement
- Create obstructions for potential collision
- Maintenance costs increase due to increased landscaping and pavement
- May pose challenges with surface water management

Transit Service Impacts

There is no significant impact to transit services.

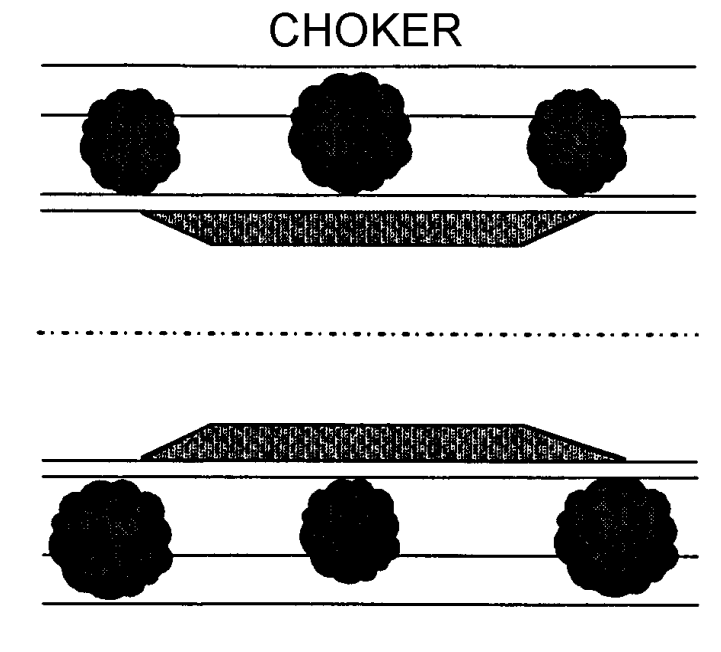
Emergency Services Impacts

There is no significant impact to emergency services.

Other Considerations

Visibility of the device should be optimized through the use of raised pavement markers, striping, and signs.

Chokers (neck-downs)



Description

Chokers narrow a street at an intersection or mid-block by construction of a wider sidewalk, landscape strip, or gateway treatment. Alternatively, lanes can be reduced to 10' by moving the curb lines.



Primary Purpose

Reduce vehicle speeds by providing horizontal deflection and a narrowed vehicle travel path, as well as potentially reducing sight distance that is too great for desired speed.

Advantages

- Reduce vehicle speeds with less impact on emergency service vehicles
- Provide shorter pedestrian crossing distances and better motorist-pedestrian visibility
- Discourage truck traffic
- Allowable on grades of eight percent or higher

Disadvantages

- Existing driveways can limit placement
- Create obstruction for potential collision
- Potentially impede bicycle safety and mobility
- Maintenance costs increase due to increased landscaping and pavement
- May pose challenges with surface water management
- May result in the loss of curbside parking

Transit Service Impacts

There is no significant impact to transit services.

Emergency Services Impacts

There is no significant impact to emergency services.

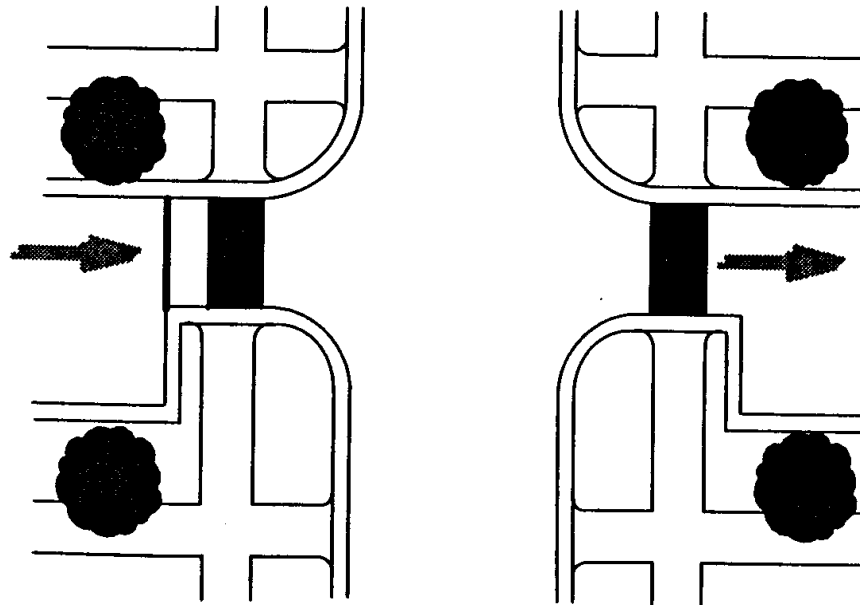
Other Considerations

Visibility of the device should be optimized through the use of raised pavement markers, striping, and signs



Exit-only/one way entry treatment

ONE-WAY ENTRY AND EXIT



Description

Similar to a choker, this treatment restricts the intersection such that either entry or exit movements are allowed, but not both.

Primary Purpose

More effectively manage traffic patterns within a neighborhood.

Advantages

- Reduce the number of conflicting movements in that intersection
- Reduce the need for future installation of traffic signals
- Restrict vehicular access while retaining bicycle and pedestrian access
- Provide safer areas for pedestrians to cross the intersection
- Do not create dead-end streets, making routes more direct, compared to road closures
- Reduce motorist speeds
- Alternative to a one-way street designation that allows residents within the block to continue to use the street for two-way travel

Disadvantages



- May relocate traffic to other locations where the desired movement opportunities exist
- May inconvenience local residents who may be forced to drive longer, more circuitous routes to reach their destination
- Maintenance costs increase due to increased landscaping and/or pavement
- Easy to violate because they only block half the intersection

Transit Service Impacts

To minimize the negative effect transit routes should be planned to accommodate barriers. However, they should not be placed at any location where transit service performs a relevant turning movement.

Emergency Services Impacts

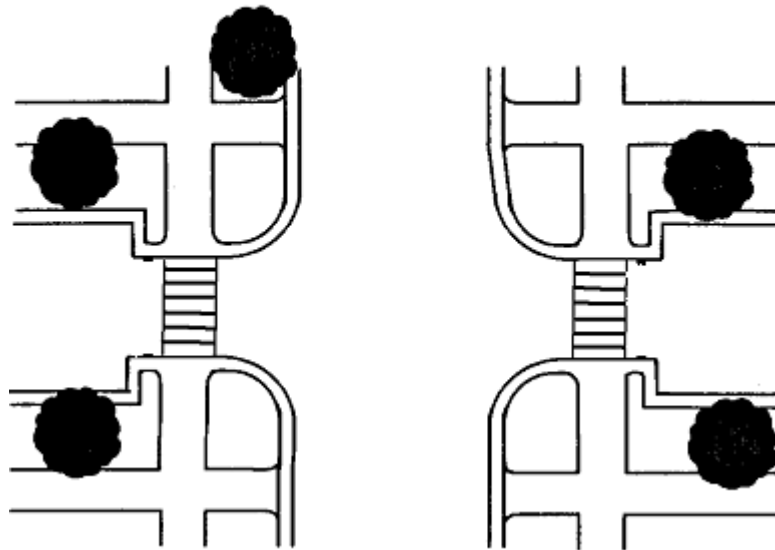
There is no significant impact to emergency services.

Other Considerations

These treatments should be planned considering the impact on overall traffic patterns in the area. Storm water drainage can be a significant consideration.

Curb extensions

CURB EXTENSIONS



Description

Curb extensions narrow the roadway to make pedestrian crossing faster and safer. They can be installed either at intersections or mid-block.



Primary Purpose

Improve pedestrian safety by reducing the street crossing distance and increasing sight distance. Curb extensions are similar to chokers (neck-downs) and chicanes, but their primary purposes differ.

Advantages

- Reduce pedestrian crossing distance and time
- Make pedestrian crossing points more visible to drivers
- Prevent vehicles from passing other vehicles that are turning at an intersection
- Provide transition from a through lane to on street parking, dependant upon road width
- Visually enhance the street through landscaping or textured treatment

Disadvantages

- May reduce the amount of on-street parking
- Makes accommodating full bicycle lanes difficult

Transit Service Impacts

Enhance service by moving the curb so riders step directly between the sidewalk and bus door.

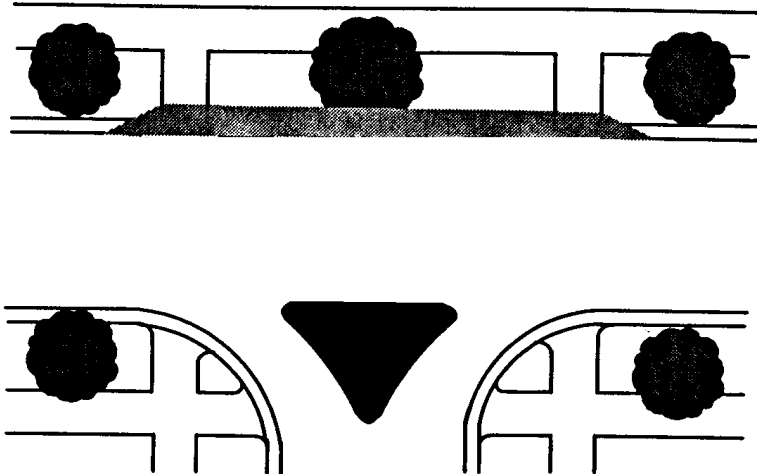
Emergency Services Impacts

There is no significant impact to emergency services.



Modified Intersections

MODIFIED INTERSECTION



Description

Barriers that restrict movement may be located at problem intersections. Pictured above is a right-in, right-out intersection that restricts all left turn movements to and from the minor road. Other possibilities include increasing or decreasing the curb radii to encourage different turning speeds at the intersection.

Primary Purpose

Control traffic flow through neighborhoods.

Advantages

- Improve safety by reducing the number of conflicting movements in that intersection
- Reduce local street volumes
- Reduce the need for future traffic control
- Restrict vehicular access while retaining bicycle and pedestrian access
- Provide safer areas for pedestrians to cross the intersection
- Reduce the speeds at intersections

Disadvantages

- May relocate traffic to other locations where turning opportunities exist
- May inconvenience local residents who are forced to drive longer, more circuitous routes to reach their destination
- Maintenance costs increase due to increased landscaping and/or pavement

Transit Service Impacts



To minimize the negative effect, transit routes should be planned to accommodate modified intersections. They should not be placed at any location where transit service performs a relevant turning movement.

Emergency Services Impacts

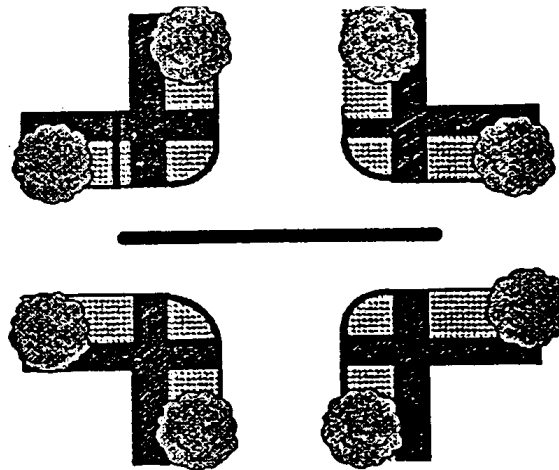
Even though these barriers would restrict turns for emergency vehicles, they can be designed and installed to provide for emergency access. If desired, the modification can be constructed with breakaway posts and striping, which would allow emergency services while strongly discouraging the target movements.

Other Considerations

Striping is easily violated.

Median Barriers

MEDIAN BARRIER



Description

Provide a physical barrier on the major street at an intersection that can effectively eliminate left turns from the major street onto the minor street as well as eliminate minor street straight-through traffic and left turn traffic across the major street. Median barriers usually consist of a concrete curbed island with a decorative landscaping and/or surface treatment.

Primary Purpose

Restrict traffic flow

Advantages

- Improve safety by reducing the number of conflicting movements in that intersection
- Reduce local street volumes
- Negate the need for future traffic signals



- Restrict vehicular access while retaining bicycle and pedestrian access
- Provide safer areas for pedestrians to cross the intersection

Disadvantages

- May relocate traffic to other locations where left-turn opportunities exist
- May inconvenience local residents who may be forced to drive longer, more circuitous routes to reach their destination
- Maintenance costs increase due to increased landscaping and/or pavement

Transit Service Impacts

To minimize the negative effect, transit routes should be planned to accommodate median barriers. They should not be placed at any location where transit service performs a relevant turning movement.

Emergency Services Impacts

Even though median barriers would restrict turns for emergency vehicles, they can be designed and installed to provide for emergency access. If desired, the median can be constructed with breakaway posts and striping or roll back/mountable curbing, which would allow emergency services while strongly discouraging left turns.

Other Considerations

A full median with no breaks can also be used to prohibit all left turns.



APPENDIX B – SAMPLE PETITION LETTER AND FORMS



Appendix B – Sample Petition Letter and Forms

Sample petition forms follow. The petition forms include multiple signatures and could be carried around by volunteers, mailed/distributed to each household or kept in a central location. Neighborhoods have had success with multiple distribution methods, and Public Works staff is available to offer advice and suggestions.

All petitions submitted must have certain features. Most importantly, the property owner(s) must clearly indicate they are in favor of traffic calming devices on the neighborhood streets. The street address of the property should be indicated, along with printed name(s) of the owner. Please note that all listed property owners must sign the petition or a 'no' vote will be recorded for the property.

Submitted petitions should include a cover letter from the neighborhood coordinator attesting that all signatures are correct and valid to the best of their knowledge. The letter should also specify that the petition supports the type of and number of traffic calming devices proposed by Public Works as the suggested solutions.



City of Tucker
Traffic Calming Program

Date: _____

Street Name	
<input type="checkbox"/> Initial Petition <input type="checkbox"/> Final Petition	
PROPOSED TRAFFIC CALMING MEASURES:	
STREETS IN AFFECTED AREA:	
NUMBER OF LOTS IN AFFECTED AREA	
EXPIRATION DATE	
ANNUAL MAINTENANCE COST PER PROPERTY OWNER	

CITY OF TUCKER
TRAFFIC CALMING
TRAFFIC CALMING PETITION AND COVER LETTER

The objective of the City of Tucker Traffic Calming Program is to provide property owners a means of addressing speeding related problems in their communities. This petition provides that opportunity for the established affected area. The City's program provides a process by which traffic calming measures such as speed tables, bike lanes, center traffic islands, splitter islands, and striping can be implemented on public, neighborhood subdivision streets. Engineering studies must support the desired results and **75%** or more of the affected property owners must favor the installation.

THE PETITION PROCESS

To have Speed Tables or a combination of other active traffic calming measures installed in a City of Tucker neighborhood, a completed petition must be submitted to the City of Tucker Public Works. All affected owners of real property within the affected area should be contacted by the neighborhood coordinator and given an opportunity to sign this petition indicating a **yes** or **no** response to traffic calming. **ALL PROPERTY OWNERS OF RECORD MUST SIGN THE PETITION** (a **Mr. & Mrs.** signature is not acceptable; owners must sign individually). If a change in ownership has occurred, such as a change in title or death the City may require additional documentation. Signatures of rental tenants are not an acceptable substitute for the signatures of the owners of record.

Witness signatures are required to verify property owners' signatures. The determining percentage will be calculated based on individual lots where owners sign affirmatively, divided by the total number of lots in the **Affected Area**. **For subdivisions not completely built out**, a minimum of **90%** of the total units must be occupied before a petition for the installation of speed tables will be considered.

Removal of Previously Installed Traffic Calming Measures can proceed if the City is presented a petition requesting removal. At least **75%** of the property owners must vote in favor of removal. Rules governing the signing of the petition and procedure for calculating approval percentages are the same as those used in the installation approval process. Such a petition for removal will only be considered after a period of at least **one year** after installation.

Completed petitions must be signed, witnessed, and returned to this office where signatures will be verified using tax records. Petitioners will have **90 calendar days** from the date of the announced proposal to submit the petition; otherwise the proposal will be automatically rejected. Petitions meeting verification and qualification requirements will be presented to the City Council. A public hearing will be announced and the City Council will approve or disapprove all qualifying petitions at that time.

ADDITIONAL INFORMATION

The installation of traffic calming measures will not be considered final until the measures are inspected by Public Works for compliance with design specifications. Annual maintenance charges will be added to the property tax bills at the end of the year in which the measures are installed. Each platted lot in the affected area, whether developed or not, will be subject to the assessed charges. A yes or no vote can NOT be changed, removed, or altered after the petition has been received or stamped by the City.

INFORMATION CONTAINED ON THIS PETITION MAY BE SUBJECT TO DISCLOSURE IN ACCORDANCE WITH THE OPEN RECORDS LAW, O.C.G.A. CODE SECTION 50-18-70.

RETURN COMPLETED PETITIONS TO:	City of Tucker Public Works Department 1795 Lakeside Parkway, Suite 350 Tucker, GA 30384
--------------------------------	---

CITY OF TUCKER TRAFFIC CALMING INITIAL PETITION**Subdivision/Street:** _____**Initial Petition Deadline:** _____

The undersigned property owners understand the purpose of this petition and hereby request that a speed study be conducted to determine whether or not this neighborhood and/or street is eligible for traffic calming measures according to the criteria defined in the City's latest Traffic Calming Policy. It is further understood that additional requirements must be met prior to the establishment of a Traffic Calming District as further described in the City's Traffic Calming Policy. It is also understood that the signatures shown do not necessarily signify the support of any particular traffic calming measures that may be proposed during the Traffic Calming Process.

01. Do you support traffic calming in your neighborhood/street? Yes or No (Circle One)

Owner(s) Print Name _____ Print Name _____

Street Address _____

Phone Number _____ (cell) _____

Signature(s) _____

Witness _____

02. Do you support traffic calming in your neighborhood/street? Yes or No (Circle One)

Owner(s) Print Name _____ Print Name _____

Street Address _____

Phone Number _____ (cell) _____

Signature(s) _____

Witness _____

03. Do you support traffic calming in your neighborhood/street? Yes or No (Circle One)

Owner(s) Print Name _____ Print Name _____

Street Address _____

Phone Number _____ (cell) _____

Signature(s) _____

Witness _____



PAGE _____ OF _____
Initial Petition

Subdivision/Street: _____

____ Do you support traffic calming in your neighborhood/street? Yes or No (Circle One)

Owner(s) Print Name _____ Print Name _____

Street Address _____

Phone Number _____ (cell) _____

Signature(s) _____

Witness _____

____ Do you support traffic calming in your neighborhood/street? Yes or No (Circle One)

Owner(s) Print Name _____ Print Name _____

Street Address _____

Phone Number _____ (cell) _____

Signature(s) _____

Witness _____

____ Do you support traffic calming in your neighborhood/street? Yes or No (Circle One)

Owner(s) Print Name _____ Print Name _____

Street Address _____

Phone Number _____ (cell) _____

Signature(s) _____

Witness _____

____ Do you support traffic calming in your neighborhood/street? Yes or No (Circle One)

Owner(s) Print Name _____ Print Name _____

Street Address _____

Phone Number _____ (cell) _____

Signature(s) _____

Witness _____

CITY OF TUCKER TRAFFIC CALMING FINAL PETITION**Subdivision/Street:** _____**Final Petition Deadline:** _____

The undersigned property owners understand the purpose of this petition and hereby accept or reject, as indicated herein, the proposed design concept for traffic calming measures. It is further understood that an acceptance of 65% or more of property owners in the affected area on this petition, indicated by the number of "Yes" votes, signifies approval for the City of Tucker to establish a Traffic Calming District and install the proposed traffic calming measures. This authorizes the City to assess annual maintenance charges to all property designated to be in the "Affected Area" upon approval by the City Council.

01. Do you support traffic calming in your neighborhood/street? Yes or No (Circle One)

Owner(s) Print Name _____ Print Name _____

Street Address _____

Phone Number _____ (cell) _____

Signature(s) _____

Witness _____

02. Do you support traffic calming in your neighborhood/street? Yes or No (Circle One)

Owner(s) Print Name _____ Print Name _____

Street Address _____

Phone Number _____ (cell) _____

Signature(s) _____

Witness _____

03. Do you support traffic calming in your neighborhood/street? Yes or No (Circle One)

Owner(s) Print Name _____ Print Name _____

Street Address _____

Phone Number _____ (cell) _____

Signature(s) _____

Witness _____

Subdivision/Street: _____

____ Do you support traffic calming in your neighborhood/street? Yes or No (Circle One)

Owner(s) Print Name _____ Print Name _____

Street Address _____

Phone Number _____ (cell) _____

Signature(s) _____

Witness _____

____ Do you support traffic calming in your neighborhood/street? Yes or No (Circle One)

Owner(s) Print Name _____ Print Name _____

Street Address _____

Phone Number _____ (cell) _____

Signature(s) _____

Witness _____

____ Do you support traffic calming in your neighborhood/street? Yes or No (Circle One)

Owner(s) Print Name _____ Print Name _____

Street Address _____

Phone Number _____ (cell) _____

Signature(s) _____

Witness _____

____ Do you support traffic calming in your neighborhood/street? Yes or No (Circle One)

Owner(s) Print Name _____ Print Name _____

Street Address _____

Phone Number _____ (cell) _____

Signature(s) _____

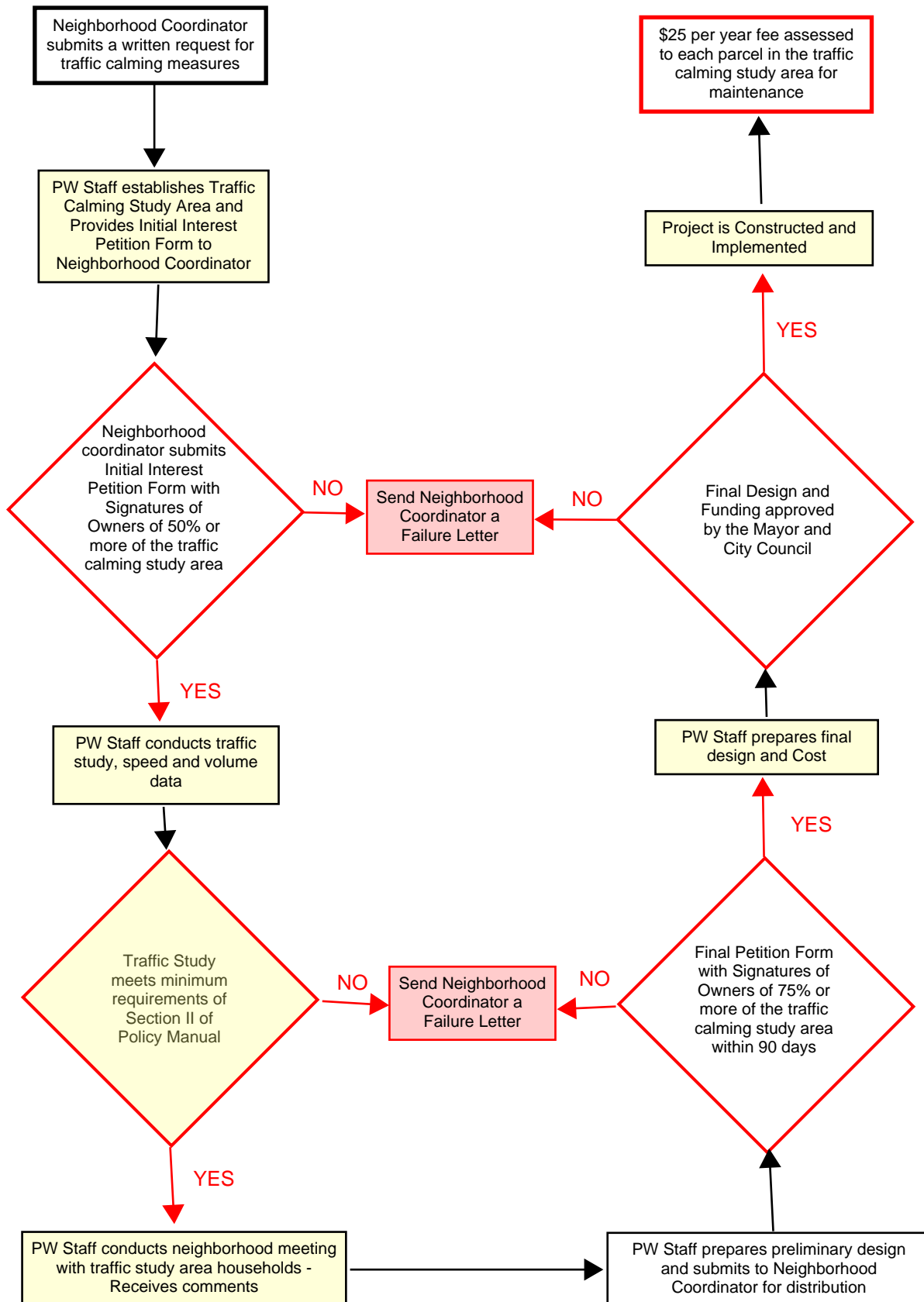
Witness _____

EXHIBIT A

ELIGIBLE STREETS FOR TUCKER'S TRAFFIC CALMING POLICY					
Updated: 12/05/2023					
Adrian St *	Chisholm Ct	Henderson Ct	Locksley Ct	Pine Dr	Stone Valley Dr
Alberta Ln	Churchwell Ct	Henderson Dr	Locksley Rd	Pine Lake Pl *	Stonesmith Ct
Alcan Way	Churchwell Ln	Henderson Pines Ct	Long Pines Ct	Pine Lake Rd *	Stratmor Ct
Aldah Dr	Clark Dr	Henderson Ridge Dr	Lovely Ln	Pine Meadows Ct	Stratmor Dr
Allenwood Way	Clydes Ct	Henderson Smt	Lucky Valley Dr	Pine Orchard Dr	Sturbridge Ct
Allsborough Ct	Cody Cir	Henderson Way	Luxuria Ct	Pine Valley Rd *	Stutz Ct
Allsborough Dr	Cofer Cir	Herbert Dr	Mackenzie Ct	Planters Row	Summeroak Dr
Angie Dr	Cold Water Canyon Ct	Heritage Ln	Madeline Pl	Pounds Ct	Summit Hills Dr
Antebellum Dr	Cold Water Canyon Dr	Heritage Way	Manitoba Trl	Presidents Walk	Summit Hills Ln
Antelope Ln	Comanche Dr *	Hershey Ln	Marlborough Dr	Presidents Way	Summit Hills Way
Applegate Way	Cord Ct	Hessian Ct	Martha Jean Pl	Prestwick Dr	Sutton Place Ct
Arbor Springs Trce	Cousins Way	Hideaway Dr	Marthasville Ct	Prince Way	Taylor Way
Archdale Dr	Crest Ct	Highgate Ct	Marvin Lee Dr	Princess Tammy Cv	Templar Knight Dr
Arlowne Dr	Crest Rd	Historic Vw	Mary Anna Dr	Princewill Dr	Terri Lynn Ct
Ashbrooke Trce	Crestcliff Ct	Howell Highlands	McCurdy Rd	Providence Ln	Thawley Ct
Ashleywood Ct	Crestcliff Dr *	Howell Highlands Pl	Melbourne Ct	Quailbrook Ct	Thawley Pl
Ashleywood Dr	Darlene Ct	Hughes Lea	Middleham Ct	Quebec Ct	Theory Way
Ashridge Ct	Darlene Way	Hylaea Rd	Midvale Cir	Ramah Ln	Theresa Ct
Aspen Ct	Darwen Ct	Idlehour Dr	Midvale Ct	Raylene Ct	Thornridge Dr
Avis Ln	Darwen Ln	Idlehour Way	Midvale Cv	Redcoat Run	Thornridge Ln
Avon Ave	Debracy Pl	Idlevale Dr	Midvale Forest Ct	Reevley Ln	Thornridge Way *
Bahia Mar Cir	Dedee Ct	Idlewood Parc Ct	Midvale Forest Dr	Regal Way	Tilbury Pl
Bahia Mar Dr	Deer Ridge Dr	Idlewood Parc Xing	Midvale Ln	Regency Dr E	Tilling Way
Bailey Rd	Deland Rd	Imperial Hills Ct	Militia Dr	Regency Dr W	Tipperary Trl *
Ball Park Dr	Devonwood Ct	Imperial Hills Dr	Mill Way	Regency Pkwy	Toronto Trl
Banneker Ct	Dillard St	Inas Way	Millstone Ln	Richardson St	Traveler Ct
Barr Cir	Doaks Run Ct	Indian Trail Dr	Millstone Run	Ridgepark Dr *	Trotters Ct
Barrington Vw	Donegal Ct	Ivey Creek Way	Millstone Trl	Robert Nash Ct	Trotters Ln
Baybridge Ct	Doaks Run Ct	Ivey Oaks Pl	Minute Ct	Robinhill Ct	Tucker North Ct
Belle Meade Ct	Doyle St	Ivey Springs Trl	Montreal Way	Robinhill Dr	Tucker North Dr
Bishop Dr	Drayton Woods Clb	Jeannine Ct	Morgan Rd	Roman Ct	Tucker Valley Rd
Bonaparte Ct	Drayton Woods Ct	Jeri Lynn Ct	Morning Star Ln	Ronald Rd	Tuckersham Ct
Bonaparte Dr	Drayton Woods Dr	Jeri Lynn Dr	Morris Ave	Rosser Pl	Tuckersham Ln
Bonnie Glenn Cv	Duesenberg Dr	Jericho Ct	Mount Sinai Ct	Rosser Ter *	Tweed Pl
Bonnie Glenn Ln	E Brockett Creek Ct	Jericho Rd	Mountain Creek Cir	Rotherwood Dr *	Vancouver Dr
Bowers Rd	E Gate Ct	Jerusalem Ct	Mountain Creek Ct	S Hudlow Ct	Velma Burns Ct
Bramlett Ct	E Gate Dr	Johns Rd	Mountain Creek Dr	S Marlborough Dr	Vera Cir
Brantford Dr	E Gate Trl	Joppa Ln	Mountain Creek Rd	Sable Ct	Vista Dale Ct
Bridle Path Ct	E Hayward Ct	Juneau Ct	Mountain Gln	Sagewood Cir	W Brockett Creek Ct
Britts Gate Ln	E Kasselryne Ct	Kanawha Blf	Mountain Ln	Saint George Ct	W Hayward Ct
Brocken Way	Edinburgh Dr	Kanawha Ct	Mountain Oak Cv	Saint Helena Dr	W Kasselryne Ct
Brockett Creek Ct	Edinburgh Way	Kanawha Dr	Mountain Shadow	Saint Lawrence Cv	Walnut Grove Ln
Brockett Creek Dr	Emperor Way	Kanawha Trl	Mountain Shadow Ct	Saint Marks Ct	Walton Woods Cir
Brockett Oaks	Empire Forest Dr	Kayanne Ct	Mountain Shadow Ln	Salem Xing	Walton Woods Ct
Brockett Walk	Empress Ct	Kings Mountain Ct	Mountain Shadow Trl *	Samaria Ct	Wanda Woods Dr
Brookes Walk	Esquire Way	Kings Mountain Dr	Mountain West Ct	Samaria Trl	Warrington Close
Brookside Manor Ct	Fairgreen Dr	Kings Mountain Way	Mountain West Trl	Sandpiper Dr	Waterloo Cir
Brookside Manor Dr	Fawn Rdg	Kings Xing	Mountclaire Ct	Sarahs Ln	Webb Rd
Brown Rd *	Fellowship Ct	Kingston Cross	Mountclaire Rd *	Saren Ct	Wembley Walk
Browning Chase Dr	Fellowship Pl	Lady Margaret Ln	Musket Ct	Sasanqua Ct	Wender Dr
Brownings Trce	Fern Dr *	Lady Rowena Ct	Musket Ln	Scarlett Walk	Wenlock Edge Cv
Brownlee Dr *	Flintlock Dr	Lake Erin Ct	N Hudlow Ct	Shadowstone Ct	Westbrook Ct
Brymond Ct	Florence St *	Lake Erin Dr *	N Park Dr *	Scyler Pl	Westhampton Cir
Brymond Dr	Flowers Dr	Lake Ivanhoe Dr	Northforke Ct	Scyler Way	Westhampton Dr
Burleigh Dr	Forestglade Blvd	Lake Rd	Northlake Creek Ct	Settlement Rd	Westhampton Way
Buttonwood Ct	Forestglade Cir	Lakeside Ct	Northlake Creek Cv	Shadow Walk Ln	Westhampton Woods Dr
Cain Cir	Forestglade Ct	Lakeview Dr	Northlake Creek Dr	Shady Ln	Westmart Ln
Camelot Cir	Forestglade Dr	Landeau Cir	Northrup Dr	Sheffield Pl	Westwood Dr
Camelot Ct	Foxglove Ct	Lashley Dr	Norwich Ct	Silver Hill Ct	Westwood Way
Camelot Ln	Foxglove Rd	Laura Ct	Norwich Dr	Silver Hill Rd *	Weymouth Ct
Cameo Ct	Franks Ct	Lavista Cir	Norwich Ln	Silver Hill Trl	Whippoorwill Ct
Canadian Way	Franks Dr	Lavista Cv	Norwich Way	Silver Ridge Ct	Whitfield Cv
Caraway Dr	Galilee Ct	Lavista Woods Dr	Oak Ave	Silver Ridge Dr	Whitfield Trce
Cardinal Ct	Gauley River Dr	Lawhon Ct	Oak Crest Ct	Silver Shadow Ct	Wilcshire Ct
Cardinal Dr	Ginson Dr	Lawhon Dr	Oak Crest Dr	Silversmith Ln	Wildflower Ln
Cardinal Way	Glacier Dr *	Leander Ct	Oakengate Dr	Simpson Dr *	Willow Chase Ct
Carrington Ct	Gladeway Ct	Leather Stocking Ln *	Oakvale Pl	Sims Ct	Winbrooke Ln
Carrington Pointe	Gleneagles Ct	Lehaven Cir	Oakwood Dr	Skytop Dr	Wind River Ct
Carson Valley Dr	Gleneagles Dr	Lehaven Dr (N)	Oberlin Ct	Smithfield Dr *	Winding Way *
Carthage Rd	Gleneagles Ln	Leeshire Ct	Old Ivey Walk	Smithsonia Ct	Winding Woods Dr *
Castle Pines Ct	Glenwyck Pl	Leonora Ct	Ontario Ct	Smithsonia Dr	Windsong Way
Castle Rock Way	Gloucester Dr	Leonora Dr	Orly Ct	Smithsonia Way	Windy Ct
Castlehill Ct	Gloucester Way	Leeshire Rd	Oswood Ct	Smoke Rise Dr *	Winnipeg Trl
Castlehill Way	Glynbrook Dr	Leeshire Trce	Oswood Dr	Smokerise Smt	Winview Ct
Castleridge Ct	Goodfellows Ct	Leeshire Trl	Oxbow Cir	Spencers Pt	Woburn Ct
Castleridge Dr	Goodfellows Rd	Leeshire Way	Oxbow Rd	Spencers Way	Woburn Dr
Cedar Knoll Dr	Grain Meadow Ln	Lehaven Cir	Palace Ct	Spring Glen Dr	Wood Creek Ct
Cemetery Ave	Grantland Dr	Lehaven Dr	Pamler June Ct	Spring Mnr	Wood Pond Cv
Chartwell Trce	Greencastle Way	Leonora Ct	Patriot Dr	Springview Trl	Woodlawn Cir
Chastleton Ct	Gunstock Dr *	Leonora Dr	Patriot Way	Stanwyck Ter	Woodlynn Way
Chastleton Dr	Halifax Ct	Lichenhearth Ct	Peppermint Ct	Stapp Dr	Wynbury Ct
Chatford Cv	Hanfred Ct	Little Miller Grove Rd	Peppermint Dr	Stella Burns Dr	Wynsley Way
Chedworth Ct	Hanfred Ln	Livsey Ct	Peters Rd	Sterling Acres Ct	Zemory Dr
Chedworth Cv	Hannah Ln	Livsey Dr	Pheasant Run	Sterling Acres Dr	
Chedworth Dr	Hannah Rd	Livsey Oaks Dr	Phils Ct	Stillwater Ct	
Chedworth Ln	Harbour Oaks Rd	Livsey Rd *	Pierce Arrow Pkwy	Stone Crk	
Cherry Ln	Hebron Hills Dr	Livsey Trl	Pine Cove Ct	Stone Valley Dr	
Cheryl Lynn Ct	Henderson Chase Ct	Livsey Way	Pine Cove Dr	Stoneleigh Dr *	
Note: This list constitutes the eligible streets that qualify for Tucker's Traffic Calming Policy as being qualified as a residential street within City of Tucker's Right of Way and having a posted speed limit of 30 MPH (miles per hour) or less. This list is based on available data on 12/05/2023. Streets in question shouldalways be confirmed with Tucker's Public Works Department. Representation on this list does not automatically determine a street's eligibility in ineligibility.					

CITY OF TUCKER

TRAFFIC CALMING PROCESS FLOW CHART





MEMO

To: City Council Members
CC: Ted Baggett, City Attorney
Date: December 11, 2023
RE: Memo for Resolution to Appoint City Manager

Description for on the Agenda:

Resolution on City Manager Nominee

Issue:

At the City Council Meeting on November 27, 2023, Mayor Auman nominated John McHenry for the City Manager position.

Recommendation:

Vote on the Nomination

Background:

The position of the City Manager became vacated with the resignation of Tami Hanlin.

Summary: Per the Charter:

SECTION 3.02. - City manager; appointment and qualification.

The mayor shall nominate a person for the office of city manager, and the approval of the city council shall be required to make the appointment official.

Financial Impact:

STATE OF GEORGIA

CITY OF TUCKER

RESOLUTION R2023-12-28

A RESOLUTION TO APPOINT THE CITY MANAGER

WHEREAS, the City of Tucker is mandated by the City Charter section 3.02 to appoint a City Manager;

WHEREAS, the position of the City Manager became vacated with the resignation of Tami Hanlin;

WHEREAS, the Mayor and Council desire to appoint John McHenry as the City Manager; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Tucker while at a regularly called meeting on December 11, 2023, John McHenry is hereby appointed as the City Manager and may be sworn-in by the Mayor.

SO ORDAINED and EFFECT , this the 11th day of December, 2023.

APPROVED:

Frank Auman, Mayor

ATTEST:

Bonnie Warne, City Clerk

(seal)



MEMO

To: Honorable Mayor and City Council Members
From: Beverly Hilton, Finance Director
CC: Tami Hanlin, City Manager
Date: December 5, 2023
RE: Memo for Final Budget Amendment FY2023

Description for on the Agenda:

Resolution for Final Budget Amendment FY2023

Issue:

Audit entries for FY2023 have established the need for a final Budget Amendment for Fiscal Year ended June 30, 2023.

Recommendation:

Review and approve the FY2023 Final Budget Amendment and discuss as needed

Background:

At the conclusion of audit fieldwork, there is an opportunity to complete a final budget amendment to bring the budgeted amounts to actual amounts at year end. This provides a cleaner and more accurate final financial statement for the completed fiscal year.

Summary:

A final budget amendment is presented to bring accounts in each fund in line with ending actual revenues received and expenditures incurred over the period of July 1, 2022, through June 30, 2023.

Journal entries established during the audit process have facilitated the need for a budget amendment. There are two entries prepared by staff and approved by our auditors that would cause irregular balances on our financial statements without a final budget amendment.

The City of Tucker was awarded a \$2,521,800 grant through the Georgia Outdoor Stewardship Program administered by the Georgia Department of Natural Resources for Johns Homestead Dam and Park Improvements in Fiscal Year 2022. This grant became active during FY23 resulting in eligible reimbursements. Due to the size of the grant, we are required to move this project to a separate fund. Expenditures have been moved from Fund 300 to Grant Fund 220. A budget amendment is necessary to establish the fund.

Governments are allowed to use \$10 million dollars of ARPA grants funds for expenditures providing general government services. This eligible use of funds is referred to as the Standard Allowance for Revenue Loss to fund General Government Services. Staff has identified salaries, benefits, and lease payments for City Hall and the Annex for Fiscal Year 2023 as eligible reimbursements under this category. Approximately \$3.2 million in eligible expenditures for use of ARPA funds has been identified by staff and approved by our auditors for a transfer from the ARPA Fund to the General Fund.

The full amount of the grant must be encumbered by December 31, 2024, and fully spent by December 31, 2026. Utilizing the Standard Allowance to transfer \$10 million over three fiscal years will mitigate the risk of losing funds because projects cannot be completed, and funds spent by the deadline. This transfer will allow ample time to prioritize high impact projects.

Financial Impact:

The final budget amendment for FY2023 is provided for review. It is segregated by funds with the total change in the budget shown by revenue and expenditures. Final Financial statements will be presented with the audit.

A RESOLUTION TO AMEND FISCAL YEAR 2023 BUDGET

WHEREAS, the Mayor and City Council adopted the FY2023 budget on June 13, 2022; and

WHEREAS, O.C.G.A. § 36-81-3(d) and Section 5.04 of the City Charter allow the Mayor and City Council to amend the operating or capital budget; and

NOW THEREFORE BE IT ORDAINED by the Mayor and Council of the City of Tucker while at a regularly called meeting on December 11, 2023, that the attached FY2023 amendment to operating and capital budget is approved for the fiscal year 2023 and becomes effective upon its adoption;

SO ORDAINED, this the 11th day of December, 2023.

Approved:

Frank Auman, Mayor

Attest:

Bonnie Warne, City Clerk

(SEAL)

GL Number	Description	Original Budget
100-0000-31.17100	FRANCHISE FEES-ELECTRIC	4,500,000.00
100-0000-31.17300	FRANCHISE FEES-NATURAL GAS	0.00
100-0000-31.17500	FRANCHISE FEES-TV CABLE	0.00
100-0000-31.17600	FRANCHISE FEES-TELEPHONE	0.00
100-0000-31.42000	BEER/WINE ALCOHOLIC BEVERAGE EXCISE TAX	493,000.00
100-0000-31.43000	LOCAL OPTION MIXED DRINK	129,000.00
100-0000-31.61000	BUSINESS & OCCUPATION TAXES	3,950,000.00
100-0000-31.63000	FINANCIAL INSTITUTIONS TAXES	125,000.00
100-0000-32.11000	ALCOHOLIC BEVERAGE LICENSE	350,000.00
100-0000-36.10000	INTEREST	23,000.00
100-0000-36.30000	UNREALIZED GAIN/LOSS ON INVESTMENTS	0.00
100-2650-35.10000	MUNICIPAL COURT	500,000.00
100-6210-31.11000	MILLAGE FROM DEKALB	2,050,000.00
100-6210-34.72001	CITY POOLS	58,500.00
100-6210-34.75000	PROGRAM FEES -- CAMP	115,000.00
100-6210-38.10000	RENTS & ROYALTIES	45,000.00
100-6210-38.10001	RENTS - FILM INDUSTRY	0.00
100-7210-32.22000	BUILDING PERMITS	550,000.00
100-7210-32.22100	DEVELOPMENT PERMITS	35,000.00
100-7520-37.10000	CONTRIBUTIONS / DONATIONS	0.00
100-9000-39.12700	TRANSFER FROM ARPA FUND	0.00
100-1110-52.31000	GENERAL LIABILITY INSURANCE	6,000.00
100-1110-52.32000	CELL PHONES	7,200.00
100-1110-53.10000	OPERATING SUPPLIES - MAYOR	5,000.00
100-1110-53.10001	OPERATING SUPPLIES - DIST 1 POST 1	3,000.00
100-1110-53.10002	OPERATING SUPPLIES - DIST 1 POST 2	3,000.00
100-1110-53.10003	OPERATING SUPPLIES - DIST 2 POST 1	3,000.00
100-1110-53.10004	OPERATING SUPPLIES - DIST 2 POST 2	3,000.00
100-1110-53.10005	OPERATING SUPPLIES - DIST 3 POST 1	3,000.00
100-1110-53.10006	OPERATING SUPPLIES - DIST 3 POST 2	3,000.00
100-1320-51.21000	GROUP HEALTH INSURANCE	33,290.00
100-1320-51.21003	LIFE INSURANCE	2,540.00
100-1320-52.32000	CELL PHONES	1,620.00
100-1330-51.21000	GROUP HEALTH INSURANCE	26,000.00
100-1330-52.32000	CELL PHONES	1,200.00
100-1500-54.25000	OTHER EQUIPMENT	20,000.00
100-1510-51.21000	GROUP HEALTH INSURANCE	85,110.00
100-1510-52.32000	CELL PHONES	1,200.00
100-1535-54.24000	COMPUTER/SOFTWARE	326,495.00
100-1570-52.32000	CELL PHONES	2,400.00
100-1595-53.13000	FOOD SUPPLIES	14,000.00

100-2650-51.21000	GROUP HEALTH INSURANCE	36,500.00
100-2650-52.32000	CELL PHONES	600.00
100-4100-52.22000	REPAIRS & MAINTENANCE	10,000.00
100-4100-52.32000	CELL PHONES	1,200.00
100-4100-54.24000	COMPUTER/SOFTWARE	0.00
100-6210-51.21000	GROUP HEALTH INSURANCE	178,175.00
100-6210-52.22000	REPAIRS & MAINTENANCE	70,000.00
100-6210-52.22001	REPAIRS & MAINTENANCE - VEH	11,000.00
100-6210-52.23100	BUILDING & OFFICE LEASES	1,500.00
100-6210-52.31000	GENERAL LIABILITY INSURANCE	18,750.00
100-6210-52.32000	CELL PHONES	4,992.00
100-6210-53.10000	OPERATING SUPPLIES	25,000.00
100-6210-53.13000	FOOD SUPPLIES	0.00
100-6211-52.13000	OTHER SERVICES / TECHNICAL	6,000.00
100-6211-52.22000	REPAIRS & MAINTENANCE	240,000.00
100-6211-53.12100	WATER/SEWER	0.00
100-6212-52.13100	CONTRACTUAL SERVICES	55,700.00
100-6212-52.22000	REPAIRS & MAINTENANCE	35,000.00
100-7210-52.32000	CELL PHONES	2,400.00
100-7410-52.13000	OTHER SERVICES / TECHNICAL	63,000.00
100-7410-52.32000	CELL PHONES	3,820.00
100-7520-51.21000	GROUP HEALTH INSURANCE	9,303.00
100-7520-52.32000	CELL PHONES	0.00
206-4100-54.12000	CAPITAL - SITE IMPROVEMENTS	20,000.00
206-7410-52.22000	REPAIRS & MAINTENANCE	2,500.00
220-0000-33.43000	STATE GRANTS CAPITAL PROJECTS	0.00
220-9000-39.12500	TRANSFER FROM CAPITAL	0.00
220-6210-54.12000	JHP SITE IMPROVEMENTS GRANT MATCH	0.00
220-6211-52.39000	OTHER PURCHASED SERVICES	0.00
230-0000-33.21000	AMERICAN RESCUE PLAN ACT OF 2021	6,795,608.00
230-0000-57.90000	CONTINGENCIES	6,623,212.00
230-1320-52.39000-CM2203	OTHER PURCHASED SERVICES	0.00
230-6211-52.39000	OTHER PURCHASED SERVICES	0.00
230-6211-54.12000-PR2201	FITZGERALD PARK SITE IMPROVEMENTS	0.00

230-9000-61.10000	TRANSFER TO GENERAL FUND	0.00
275-0000-31.41000	HOTEL/MOTEL EXCISE TAX	1,200,000.00
275-0000-31.90000	PENALTIES AND INTEREST	0.00
275-6210-61.30000	TRANSFER TO CAPITAL FUND	225,000.00
275-7540-57.20000	DISCOVER DEKALB	480,000.00
275-7540-61.10000	TRANSFER TO GENERAL FUND	495,000.00
	TOTAL	
280-0000-31.44000	RENTAL CAR EXCISE TAX	36,000.00
280-7540-61.10000	TRANSFER TO GENERAL FUND	36,000.00
	TOTAL	
300-1320-52.13000-CM2302	ARPA AND GRANT WRITING ASSISTANCE	10,000.00
300-1330-54.24000	COMPUTER/SOFTWARE	0.00
300-1330-54.24000-CC2101	NEW MEETING MGMT SOFTWARE FY21	0.00
300-1330-54.24000-CC2301	LASERFICHE CLOUD	27,000.00
300-1535-54.24000-IT2010	COURT SECURITY CAMERA, PANIC BUTTON, DOOR	0.05
300-1535-54.24000-IT2101	COMPUTER REPLACEMENT	25,101.53
300-1570-52.12000-CO2201	WEBSITE REDESIGN FY22	10,800.00
300-4100-54.14000-CE2204	RESURFACING FY22	585,467.78
300-6210-54.12000-PR2312	JHP IMPROVEMENTS GRANT MATCH-GOSP	250,000.00
300-6211-52.39000-PR2113	RECREATION PROJECTS TOURISM	29,160.03
300-7210-54.24000-CD2006	COMPUTER/SOFTWARE	7,603.72
300-9000-61.12200	TRANSFER TO GRANT FUND 220	0.00
320-0000-31.32000	SPLOST - ROADS & DRAINAGE	3,950,000.00
320-0000-31.32001	SPLOST - SIDEWALKS & TRAILS	1,210,000.00
320-0000-31.32003	SPLOST - SITE IMPROVEMENTS PARKS	910,000.00
320-0000-33.43000	STATE GRANTS CAPITAL PROJECTS	0.00
320-0000-57.90000-SP2016	CONTINGENCIES	109,641.91
320-4200-37.10000	CONTRIBUTIONS / DONATIONS	0.00
320-4200-54.14000-SP2006	HUGH HOWELL RD @ MIB	0.04
320-4224-54.14000	SIDEWALKS	0.00
320-6211-54.12000-SP2406	FITZGERALD PARK RENO PHASE 2 FY24	0.00

MENDMENT - CITY OF TUCKER

Amended Budget	Activity	New Amended	Change
2,560,000.00	2,549,072.27	2,550,000.00	(10,000.00)
400,000.00	398,023.19	398,100.00	(1,900.00)
400,000.00	398,193.37	398,200.00	(1,800.00)
67,000.00	71,026.29	71,100.00	4,100.00
658,000.00	658,466.80	658,500.00	500.00
145,000.00	143,830.43	143,850.00	(1,150.00)
3,982,000.00	3,981,730.23	3,981,740.00	(260.00)
151,000.00	150,402.00	150,450.00	(550.00)
337,500.00	337,069.99	337,100.00	(400.00)
805,000.00	804,263.85	804,270.00	(730.00)
(8,000.00)	(1,762.00)	(1,765.00)	6,235.00
680,000.00	679,442.67	679,450.00	(550.00)
2,017,000.00	2,034,554.14	2,034,555.00	17,555.00
53,000.00	52,534.00	52,600.00	(400.00)
164,000.00	163,156.32	163,200.00	(800.00)
57,000.00	56,273.52	56,300.00	(700.00)
120,000.00	119,584.00	119,600.00	(400.00)
1,135,000.00	1,134,236.43	1,134,240.00	(760.00)
30,000.00	29,089.60	29,100.00	(900.00)
12,000.00	11,173.91	11,180.00	(820.00)
0.00	3,191,040.09	3,191,041.00	3,191,041.00
TOTAL CHANGE - REVENUE - 100 GENERAL FUND			\$ 3,197,311.00
20,000.00	19,706.00	19,710.00	(290.00)
4,400.00	4,744.69	4,750.00	350.00
5,000.00	2,216.66	2,220.00	(2,780.00)
3,000.00	1,875.03	1,900.00	(1,100.00)
3,000.00	2,741.23	2,750.00	(250.00)
3,000.00	2,642.79	2,650.00	(350.00)
3,000.00	600.80	625.00	(2,375.00)
3,000.00	2,665.29	2,700.00	(300.00)
3,000.00	0.00	0.00	(3,000.00)
44,932.00	44,813.96	44,820.00	(112.00)
1,340.00	1,224.93	1,225.00	(115.00)
750.00	844.44	850.00	100.00
26,510.00	26,306.74	26,320.00	(190.00)
950.00	1,023.35	1,025.00	75.00
12,500.00	0.00	0.00	(12,500.00)
94,557.00	91,514.45	91,520.00	(3,037.00)
1,431.00	1,518.75	1,520.00	89.00
230,450.00	225,269.92	225,270.00	(5,180.00)
1,564.00	1,691.00	1,695.00	131.00
14,427.00	14,901.25	14,905.00	478.00

26,502.00	25,644.47	25,650.00	(852.00)
887.00	967.40	968.00	81.00
8,520.00	0.00	0.00	(8,520.00)
3,372.00	3,625.72	3,630.00	258.00
77,650.00	15,150.00	15,150.00	(62,500.00)
122,131.00	120,266.45	120,270.00	(1,861.00)
90,608.00	85,636.83	85,640.00	(4,968.00)
0.00	(897.47)	900.00	900.00
1,500.00	3,300.00	3,300.00	1,800.00
22,250.00	25,250.00	25,250.00	3,000.00
5,925.00	6,454.38	6,460.00	535.00
40,273.00	40,283.74	40,290.00	17.00
6,905.00	7,041.71	7,042.00	137.00
2,804.00	2,948.45	2,950.00	146.00
231,184.00	226,656.96	226,660.00	(4,524.00)
11,835.00	1,834.59	1,835.00	(10,000.00)
42,500.00	36,039.50	36,040.00	(6,460.00)
53,795.00	49,694.28	49,695.00	(4,100.00)
2,815.00	3,022.21	3,025.00	210.00
116,741.00	106,740.99	106,750.00	(9,991.00)
524.00	564.29	565.00	41.00
15,387.00	14,579.73	14,580.00	(807.00)
867.00	947.05	950.00	83.00
TOTAL CHANGE - EXPENDITURES - 100 GENERAL FUND			\$ (137,731.00)

32,000.00	29,180.00	29,180.00	(2,820.00)
2,500.00	855.12	900.00	(1,600.00)
TOTAL CHANGE - EXPENDITURES - 206 TREE FUND			\$ (4,420.00)

0.00	93,450.00	93,450.00	93,450.00
0.00	250,000.00	250,000.00	250,000.00
TOTAL CHANGE - REVENUE - 220 GRANT FUND			\$ 343,450.00

0.00	31,100.00	31,100.00	31,100.00
0.00	127,100.00	127,100.00	127,100.00
TOTAL CHANGE - EXPENDITURES - 220 GRANT FUND			\$ 158,200.00

6,795,608.00	3,510,456.76	3,510,500.00	(3,285,108.00)
TOTAL CHANGE - REVENUE - 230 ARPA FUND			\$ (3,285,108.00)

5,828,177.20	0.00	0.00	(5,828,177.20)
542.81	0.00	0.00	(542.81)
124,600.00	(2,500.00)	0.00	(124,600.00)
696,995.24	0.00	0.00	(696,995.24)

0.00	3,191,040.09	3,191,041.00	3,191,041.00
TOTAL CHANGE - EXPENDITURES - 230 ARPA FUND			\$ (3,459,274.25)

1,200,000.00	1,329,266.79	1,329,270.00	129,270.00
500.00	400.56	405.00	(95.00)
TOTAL CHANGE - REVENUE - 275 HOTEL MOTEL EXCISE			\$ 129,175.00

225,000.00	249,237.53	249,300.00	24,300.00
500,000.00	581,554.20	581,560.00	81,560.00
475,000.00	498,475.04	498,500.00	23,500.00
TOTAL CHANGE - EXPENDITURES - 275 HOTEL MOTEL EXCISE			\$ 129,360.00

65,000.00	62,601.46	62,650.00	(2,350.00)
TOTAL CHANGE - REVENUE - 280 RENTAL CAR EXCISE			\$ (2,350.00)

65,000.00	56,937.84	56,950.00	(8,050.00)
TOTAL CHANGE - EXPENDITURES - 280 RENTAL CAR EXCISE			\$ (8,050.00)

10,000.00	1,240.31	1,240.31	(8,759.69)
0.00	350.00	350.00	350.00
0.00	(350.00)	(350.00)	(350.00)
27,000.00	26,641.98	26,641.98	(358.02)
0.05	0.00	0.00	(0.05)
26,000.53	25,818.82	25,818.82	(181.71)
15,000.00	14,300.00	35,000.00	20,000.00
585,467.78	585,468.00	585,468.00	0.22
250,000.00	0.00	0.00	(250,000.00)
67,342.33	74,562.33	74,565.00	7,222.67
7,603.72	0.00	0.00	(7,603.72)
0.00	250,000.00	250,000.00	250,000.00
TOTAL CHANGE - EXPENDITURES - 300 CAPITAL			\$ 10,319.70

3,950,000.00	4,231,423.12	4,231,425.00	281,425.00
1,210,000.00	1,301,976.36	1,301,980.00	91,980.00
910,000.00	976,482.24	976,485.00	66,485.00
0.00	157,680.22	157,685.00	157,685.00
TOTAL CHANGE - REVENUE - 320 SPLOST			\$ 597,575.00

72,989.91	0.00	0.00	(72,989.91)
370,000.00	354,259.73	354,260.00	(15,740.00)
0.04	0.00	0.00	(0.04)
0.00	95,122.50	95,122.50	95,122.50
0.00	396,995.24	396,995.24	396,995.24

TOTAL CHANGE - EXPENDITURES - 320 SPLOST \$ 403,387.79



MEMO

To: Honorable Mayor and City Council Members
From: Beverly Hilton, Finance Director
CC: Tami Hanlin, City Manager
Date: December 5, 2023
RE: Memo for FY24 Budget Amendment 2

Description for on the Agenda:

Resolution to adopt budget amendment #2 to the FY2024 Operating and Capital Budgets

Issue:

A few budget items have been discovered by Staff requiring changes to the FY24 budget that require Council Approval. A Budget Amendment is needed when a Budget Adjustment cannot be accomplished. A budget adjustment is a net zero effect to multiple line items in a single fund. An increase in appropriations in a fund must be approved by the Mayor and Council.

Recommendation:

Review and approval of proposed Budget Amendment 2 to Fiscal Year 2024 Operating and Capital Budgets.

Background:

The budget for Fiscal Year 2024 was approved by the Mayor and Council on June 12, 2023. The first budget amendment was approved by the Mayor and Council on September 11, 2023.

Summary:

Staff builds a contingency into the General Fund Operating Budget each year to cover minor differences in approved budgeted items. We have been able to use a little over 50% of those funds for unanticipated expenditures. We have identified several needs for additional expenditures in the General Fund (100), the ARPA Fund (230) and the Capital Fund (300).

Revenue Amendment – General Fund:

Staff requests approval to amend the budget for a transfer of \$4,500,000 from the ARPA Fund to the General Fund for General Government Services. This eligible use of these grant funds covers salaries, benefits, and facility lease payments for Fiscal Year 2024.

Expenditure Amendment – General Fund:

Approval of the Contract for Professional Legal Services will require an additional \$36,500 for distribution in three departments in the General Fund. We have a shortfall of \$100,000 in the budget for our contract with Interdev. This contract was not final until after the budget was approved. We have another shortfall of \$210,000 for our contract with Jacobs. This contract was

not final until after the budget was approved. Both services had changes in staffing provided to the City. These contracts are lump sum, so personnel changes are hard to gauge. Our lease includes a yearly allowance for utilities, janitorial services, repairs and maintenance, HVAC, management fees, shared/association costs, property taxes, and insurance. A budget amendment of \$25,000 is needed to cover the excess experienced in the calendar year 2022.

Expenditure Amendment-ARPA Fund:

A budget is needed to transfer \$4,500,000 from the ARPA Fund to the General Fund for General Government Services. The transfer is an expenditure to the ARPA fund and a revenue to the receiving fund.

Expenditure Amendment-Capital Fund:

Our newly hired Fire Marshall needs a vehicle to conduct inspections. The vehicle was overlooked during the budget process after it was determined the position would be a City position and not a Jacobs position.

Financial Impact:

Financial Statements for December will reflect these amendments if approved.

A RESOLUTION TO AMEND FISCAL YEAR 2024 BUDGET

WHEREAS, the Mayor and City Council adopted the FY2024 budget on June 12, 2023; and

WHEREAS, O.C.G.A. § 36-81-3(d) and Section 5.04 of the City Charter allow the Mayor and City Council to amend the operating or capital budget; and

NOW THEREFORE BE IT ORDAINED by the Mayor and Council of the City of Tucker while at a regularly called meeting on December 11, 2023, that the attached Exhibit A FY2024 amendment to operating and capital budget is approved for the fiscal year 2024 and becomes effective upon its adoption;

SO ORDAINED, this the 11th day of December, 2023.

Approved:

Frank Auman, Mayor

Attest:

Bonnie Warne, City Clerk

(SEAL)

R2023-12-30 Exhibit A - Budget Amendment #2 FY2024

General Fund Revenue

100-9000	Transfer from ARPA	4,500,000
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General Fund Expenditures

100-2650	Legal Services-Court	10,000
100-7550	Legal Services-DDA	2,500
100-1530	Legal Services- COT	24,000
100-1535	Interdev Contract	100,000
100-multi	Jacobs Contract	210,000
100-1500	Lease Maintenance Fees	25,000
		<hr/>
		371,500

ARPA Fund Expenditures

230-9000	Transfer to General Fund	4,500,000
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Capital Fund Expenditure

300-7000	Fire Marshall Vehicle	50,000
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MEMO

To: Honorable Mayor and City Council Members
From: John McHenry, Deputy City Manager
CC: Tami Hanlin, City Manager
Date: December 11, 2023
RE: Memo for City Manager Employment Agreement

Description for on the Agenda:

City Manager Employment Agreement

Issue:

Appointment to the City Manager position

Recommendation:

Consideration of approval of contract

Background:

The previous City Manager, Tami Hanlin, resigned from the position of city manager effective January 8, 2024, leaving the City Manager position vacant.

Summary:

Attached is an employment contract closely modelled on the current city manager's contract and vetted by the city attorney that I believe is equitable to the city and myself.

Financial Impact:

Funds are in the City Manager budget for FY24

**STATE OF GEORGIA
CITY OF TUCKER**

**CITY MANAGER
EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT (hereinafter referred to as "Agreement"), is by and between the City of Tucker, Georgia, a subdivision of the State of Georgia (hereinafter referred to as "City"), and John Harris McHenry (hereinafter referred to by name as John McHenry or as "City Manager").

W I T N E S S E T H:

WHEREAS, the City desires to employ John McHenry as City Manager of the City of Tucker, Georgia, as provided for in the City Charter of the City of Tucker; and

WHEREAS, the City, through its City Council, desires to provide for certain benefits and compensation for the City Manager and to establish conditions of employment applicable to the City Manager; and

WHEREAS, John McHenry desires to accept employment as City Manager of the City of Tucker under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises as set forth in this Agreement, the parties agree as follows:

Section 1. Employment.

- A. The City of Tucker hereby hires and appoints John McHenry as its City Manager, under the terms established herein, to perform the duties and functions specified in the City's Charter and the City Code of Ordinances and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign. City Manager agrees to remain in the exclusive employ of the City of Tucker while employed by the City of Tucker except as may be otherwise provided for herein.
- B. The City's employment of John McHenry as City Manager shall be effective January 8, 2024. This Agreement shall remain in effect for a term of 12 months unless terminated by the City or by the City Manager as provided herein. This contract shall automatically renew for another 12-month term unless 90 days' notice is provided to the other that the contract shall not be renewed.

Section 2. Salary and Evaluation.

- A. For the performance of services pursuant to this Agreement, the City agrees to pay the City Manager an annual base salary of ONE HUNDRED SEVENTY THOUSAND DOLLARS AND 00/CENTS (\$170,000.00) payable in installments at the same time as other City employees are paid.

- B. The City may increase said base salary and/or other benefits of the City Manager in such amounts and to such an extent as the Mayor with the approval of City Council may determine desirable on an annual basis. The salary adjustments are to be made as part of the budget process and effective on July 1st of each year. Benefit adjustments may be made at any time during the year. Any annual increase of compensation or benefits shall be in the City's sole discretion.
- C. Nothing in this Section shall require the City to increase the base salary or other benefits of the City Manager. Furthermore, the City's failure to provide increases or adjustments shall not constitute non-compliance with a material provision of this Agreement.

Section 3. Duties and Obligations.

- A. The City Manager shall have the duties, responsibilities and powers of said office under the Charter and Ordinances of the City of Tucker and other proper duties and reasonable functions legally permissible that the City shall from time to time assign. The City Manager agrees to perform all duties and responsibilities faithfully, industriously, and to the best of his ability and in a professional and competent manner. The City Manager is required to be on call for twenty- four-hour service.
- B. The City Manager shall remain in the exclusive employment of the City and shall devote all such time, attention, knowledge and skills necessary to faithfully perform his duties under this Agreement. The City Manager may, however, engage in educational and professional activities and other employment activities upon advanced receipt of approval by the Mayor provided that such activities shall not interfere with, nor are a conflict of interest with, his primary obligation to the City as its City Manager. The City Manager shall dedicate no less than an average of forty (40) hours per week in the performance of his duties hereunder.
- C. In the event the City Manager shall serve on any appointed boards or elected boards of any professional organization or serve on any committees related to his professional activities, in the event any monies are paid, or gifts received, by the City Manager related to such service, such money or property shall be paid over to or delivered to the City, unless otherwise provided by the City Council.
- D. In the event the City Manager is temporarily unable to perform his duties, he shall designate an Acting City Manager in accordance with the City Charter and Ordinances.

Section 4. Expenses

- A. The City shall reimburse the City Manager at the IRS standard mileage rate for any business use of a vehicle in accordance with the City's general mileage reimbursement policy.
- B. In order to gain maximum productivity, the City Manager shall be entitled to a Technology Budget established through the annual budget process for the purpose of purchasing a laptop, software, mobile hotspot device, tablet computer, and smart phone device as well as other type of technology that would assist the City Manager with his

daily duties.

Section 5. Professional Development, Dues and Subscriptions

The City agrees to pay the City Manager's professional dues for membership in the International City/County Management Association, and the Georgia City County Management Association and other professional organizations that the City Manager deems reasonably necessary in the performance of his duties. The City agrees to pay reasonable and customary travel and subsistence expenses for the City Manager's travel to and attendance at these local government annual conferences. The City may choose to pay for the City Manager's attendance at other seminars, conferences, and committee meetings as it deems appropriate and approved by Council action and part of the Budget.

Section 6. Community Involvement

The City recognizes the desirability of representation in and before local civic and other organizations and encourages the City Manager to participate in these organizations to foster a continuing awareness of the City's activities as well as the community's attitudes and ideas. Membership fees may be paid from city funds for such civic organizations upon prior approval by the Mayor.

Section 7. Vacation and Sick Leave

- A. The City Manager shall be allowed to continue to accumulate and utilize PTO under the existing and any future terms of the PTO policy applicable to city employees. The City Manager shall not be made to forfeit any PTO currently accumulated from his previous City of Tucker employment.
- B. In the event the City Manager's employment is terminated, either voluntarily or involuntarily, the City Manager shall be compensated for all vacation time and all paid holidays accrued through the date of termination.

Section 8. Holidays.

The City Manager is entitled to the same paid holidays as the City employees.

Section 9. Health, Dental, Life, and Disability Insurance

The City agrees to provide and to pay all insurance premiums for life, disability, health, hospitalization, surgical, vision, dental, and comprehensive medical insurance for the City Manager and his/his dependents equal to that coverage and under the same terms and conditions provided to all other employees of the City. Such coverage will be effective pursuant to the City's employment policies. The City agrees to provide the City Manager with the opportunity to participate and enjoy the benefits of any other employee benefit plan currently available or made available in the future to city employees under the same terms and conditions available to city employees.

Section 10. Retirement.

- A. The City shall continue to contribute a match for up to the maximum percentage of base income allowed by the terms of the 457 retirement plan available to city employees under the same terms and conditions of said plan. Additionally, the City shall continue to contribute a non-matching 10% annually into a 401(a) social security replacement retirement account.
- B. The City Manager shall remain fully vested in the City's Retirement Plan(s) upon execution of this agreement and continue to remain eligible to participate. The Mayor and City Council may increase the amount of the contribution or create additional retirement plan options for the City Manager as may be or become available and in the sole discretion of the City.

Section 11. Termination by the City and Severance Pay

- A. The City Manager shall serve at the pleasure of the Mayor and City Council, and the City Council may terminate this Agreement and the City Manager's employment with the City at any time, for any reason or for no reason.
- B. Should a majority of the entire Council (four members) vote to terminate the services of the City Manager "without cause," then within ten (10) business days following such vote, the Council shall cause the City Manager to be paid any accrued and unpaid salary and benefits earned (including vacation time and insurance, but excluding such items and allowances as are used in conducting City business such as, but not limited to, any remaining professional dues allowance) prior to the date of termination based on a forty (40) hour work week. Within forty-five (45) calendar days following the vote to terminate the City Manager's employment, the Council shall cause the City Manager to be paid a lump sum severance pay equal to nine (9) months of base salary during the first two years of employment and six (6) months for subsequent years of his base salary, along with any accrued vacation leave, as outlined in Section 7 of the Agreement, as full and complete payment and satisfaction of any claims of the City Manager of whatsoever nature arising out of this Agreement or otherwise. The City Manager shall be entitled to continue in the City Manager's participation in the City's group health, vision and dental plans in the same way as other employees would be, subject to COBRA rules and regulations. As consideration for such payment and benefits, the City Manager shall, prior to receipt thereof, execute and deliver to the City a general release of the City and its Council members and its officers, agents, and employees for all acts and actions (whether accrued or subsequently accruing) from the beginning of time until the date of release, said release to be prepared by the City Attorney.
- C. In the event the City Manager is terminated for "just cause," the City shall have no obligation to pay the amounts outlined in Section 11, Paragraph B of this Agreement. For purposes of this Agreement, "just cause" is defined and limited for purposes of this Agreement to any of the following:
 - 1. Misfeasance, malfeasance and/or nonfeasance in performance of the City Manager's duties and responsibilities.

2. Conviction or a plea of guilty or no contest to a non-traffic misdemeanor or felony crime, whether or not adjudication is withheld.
3. Neglect of duty, including the inability or unwillingness to properly discharge the responsibilities of office.
4. Violation of any substantive City policy, rule, or regulation, which would subject any other City employee to termination.
5. The commission of any fraudulent act against the interest of the City.
6. The commission of any act which involves moral turpitude, or which causes the City disrepute.
7. Violation of the International City/County Management Association Code of Ethics.
8. Willful misuse, conversion or misappropriation by the City Manager without authority of public property or public funds entrusted to him.
9. Any other act of a similar nature of the same or greater seriousness.

Section 12. Termination by the City Manager

The City Manager may terminate this Agreement at any time by delivering to the City Council a written notice of termination not later than thirty (30) days prior to the effective date of the termination. If the City Manager terminates this Agreement, then the provisions of Section 11, Paragraph B above, shall not apply. If the City Manager voluntarily resigns pursuant to this Section, the City shall pay to the City Manager all accrued compensation due the City Manager up to the City Manager's final day of employment, including any unused vacation days. The City shall have no further financial obligation to City Manager pursuant to this Agreement.

Section 13. Indemnification and Bonding

- A. To the extent allowed by Georgia law and beyond that required Federal, State or local law, the City shall defend, save harmless and indemnify the City Manager against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the City Manager's duties as City Manager or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful, wanton or criminal misconduct. The City shall indemnify the City Manager against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities by, imposed upon, or suffered by the City Manager in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his or his duties; provided, however, the City shall not defend, save harmless, indemnify, or pay settlement and/or judgment rendered upon any claim arising

from intentional acts of acts of criminal negligence, or acts or omissions involved willful, wanton or criminal misconduct. The City may meet its obligations under the provision by the purchase of insurance or participation in a risk pool. Such purchases or participation shall fully satisfy the City's obligation under this provision.

- B. Said indemnification shall extend beyond the termination of employment and the expiration of this Agreement to provide the City Manager protection for any such acts undertaken or committed in his capacity as City Manager, regardless of whether the notice of claim or filing of a lawsuit occurs during or following employment with the City.

Section 14. Bonding

The City shall bear the full cost of any fidelity or other bonds required of the City Manager under law or ordinance.

Section 15. Code of Ethics

Inasmuch as the City Manager shall be an active full member of the International City/County Management Association (ICMA), the "Code of Ethics" promulgated by ICMA is incorporated herein, and by this reference made a part hereof. Said "Code of Ethics" shall furnish principles to govern the City Manager's conduct and actions as City Manager of the City.

Section 16. General Terms and Conditions

- A. If any provision, or any portion thereof, contained in this Agreement is held by a court of competent jurisdiction to be unconstitutional, illegal, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall not be affected and shall remain in full force and effect.
- B. The waiver by either party of a breach of any provision of this Agreement by the other shall not operate or be construed as a waiver of any subsequent breach by that party.
- C. This Agreement shall be binding upon and inure to the benefit of the heirs at law or personal representative of City Manager.
- D. This Agreement contains the entire Agreement of the parties. It may not be changed verbally, but only by an Agreement in writing signed by the parties.
- E. Georgia law shall govern this Agreement and any litigation that may arise from this Agreement, shall be filed and litigated in the State courts of DeKalb County, Georgia.
- F. Upon City Manager's death, the City's obligations under this Agreement shall terminate except for:
 - 1. Transfer of ownership of retirement funds, if any, to his designated beneficiaries;
 - 2. Payment of accrued leave balances in accordance with this Agreement;

3. Payment of all outstanding hospitalization, medical and dental bills in accordance with City's insurance policies or plans; and
4. Payment of all life insurance benefits in accordance with the City's insurance policies or plans.

G. The parties acknowledge that each has shared equally in the drafting and preparation of this Agreement and, accordingly, no court construing this Agreement shall construe it more strictly against one party than the other and every covenant, term and provision of this Agreement shall be construed simply according to its fair meaning.

H. This Agreement may be executed in duplicate or counterparts, each of which shall be deemed an original and all of which together shall be deemed one and the same instrument. No term, condition or covenant of this Agreement shall be binding on either party until both parties have signed it.

Section 17: Notices

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, or hand delivered, addressed as follows:

IF TO THE CITY:

Mayor and Council
City of Tucker, Georgia
1975 Lakeside Parkway Suite 350A
Tucker, Georgia 30084

IF TO CITY MANAGER:

John H. McHenry
375 Shunn Way
Lilburn, GA 30047

City and City Manager agree to give proper notice of any change in the addresses above in writing, which writing shall be affixed to this Agreement. Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Executed on behalf of the City this ____ day of _____, 202__.

CITY OF TUCKER:

CITY MANAGER

By: Frank Auman, Mayor

John Harris McHenry

Attest:

Bonnie Warne, City Clerk

Approved as to Form:

Ted C. Baggett, City Attorney



MEMO

To: Honorable Mayor and City Council Members
From: Tami Hanlin, City Manager
CC: Ted Baggett, City Attorney
Date: December 11, 2023
RE: Memo for Consulting Services Agreement

Description for on the Agenda:

Special Assistant Consulting Services Agreement for Tami Hanlin

Issue:

Transition of new City Manager

Recommendation:

The City desires to retain Ms. Hanlin's services as a Special Assistant to facilitate a smooth transition to the new City Manager and to assist with special projects on an as needed basis at the discretion of the City Manager.

Background:

Ms. Hanlin has served as City Manager since the City's first day of operations on June 1, 2016. Ms. Hanlin has indicated that she wishes to retire from the position of city manager effective January 8, 2024, and has complied with the notice and performance language of her City Manager contract.

Summary:

Transition to Special Assistant: At the time of the swearing in of the new City Manager, contemplated to be January 8, 2024, Hanlin will cease to be City Manager and shall serve as a Special Assistant to the City Manager until the end of business on February 9, 2024. After that date, Hanlin will be available on an hourly basis for consulting/project management at the direction of the City Manager.

Financial Impact:

Ms. Hanlin will retain her current benefits and rate of pay through February 9, 2024, which will off set by the vacancy in the Deputy City Manager position. After February 9, 2024, consulting fees will be charged to the professional services line item which has sufficient funds.

CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement (the “Agreement”) is made and entered into this _____ day of _____, 2023, by and between the City of Tucker (the “City”) and Tami Hanlin (“Hanlin”) (collectively herein referred to as the “Parties”).

WITNESSETH:

WHEREAS, Hanlin has served as City Manager since the City’s first day of operations on June 1, 2016; and

WHEREAS, Hanlin has indicated that she wishes to retire from the position of city manager effective January 8, 2024, and has complied with the notice and performance language of her City Manager contract; and

WHEREAS, during her engagement with the City, Hanlin worked on various projects and is intimately familiar with the management aspects of the projects; and

WHEREAS, during her engagement with the City, Hanlin also worked closely with the incoming City Manager, the City Clerk, and the City Attorney; and

WHEREAS, the City desires to retain Hanlin’s services as a Special Assistant to facilitate a smooth transition to the new City Manager and to assist with special projects on an as needed basis; and

WHEREAS, Hanlin desires to perform the services set forth in this Agreement under the terms and conditions provided in this Agreement.

NOW THEREFORE, for and in consideration of the mutual promises contained herein and other good and adequate consideration, the sufficiency of which is hereby acknowledged, the Parties hereto do mutually agree as follows:

1. Transition to Special Assistant: At the time of the swearing in of the new City Manager, contemplated to be January 8, 2024, Hanlin will cease to be City Manager and shall serve as a Special Assistant to the City Manager until the end of business on February 5, 2024. For the period of time between January 8, 2024 and February 9, 2024 Hanlin shall continue to receive the same compensation and benefits as she did in her last month of service as City Manager. Hanlin shall be allowed to remain on the city’s health care insurance through the end of February, 2024.
2. Consulting Services: After February 9, 2024, Hanlin shall provide consulting services to the City Manager as needed and requested by him. It is further anticipated that after February 9, 2024, the number of hours needed for Hanlin’s services may vary, however Hanlin agrees to be available for at least the number of hours identified in the chart below. Hanlin shall bill only for the hours of service actually provided in those months. Hanlin’s services under this Agreement may be requested exclusively

on behalf of the City by the City Manager. The City Manager shall have discretion to afford Hanlin access to city facilities and to assign a laptop, cell phone, and other necessary equipment to Hanlin during the course of her services.

Time Period	Minimum Availability
February 10-29, 2024	60 Hours
March, 2024	20 Hours
April, 2024	20 Hours
May, 2024	20 Hours
June, 2024	20 Hours

3. Compensation and Billing: Hanlin shall be compensated at the rate of ONE HUNDRED FIFTY DOLLARS AND 00/CENTS (\$150.00) per hour for services under this Agreement. Hanlin shall provide invoices to the City on a monthly basis for services rendered under this Agreement. The City shall pay such invoices within 30 days of receipt. Hanlin shall be responsible for all taxes and withholding on her compensation under this Agreement. The City shall issue Hanlin a 1099 report each year.
4. Non-disclosure of Confidential Information: Hanlin acknowledges that during the course of her employment with the City she obtained information from the City Attorney, related to the City's legal strategy, attorney work product and positions regarding certain matters, and Hanlin was privy to various confidential communications with the City Attorney. Hanlin therefore agrees and covenants to keep confidential and not disclose to anyone such privileged and confidential information except as she may be required to do so by law, statute or regulation or lawful Court order.
5. Exclusivity: Hanlin agrees to provide consulting services exclusively to the City of Tucker for the first 60 days under this agreement. Thereafter Hanlin's consulting services need not be limited exclusively to the City of Tucker, provided however, that Hanlin shall at no time provide consulting services to any entity involved in litigation with the City of Tucker or any entity with interests adverse to the City of Tucker.
6. Term and Termination: This Agreement shall remain in effect from its date of execution through June 30, 2024 or upon 30 days' notice of termination initiated by either party.
7. Notices: All notices, requests or correspondence as may be required by this Agreement shall be effective when (1) personally delivered or (2) on the 3rd day after the postmarked date, when mailed by certified mail, postage prepaid, return receipt requested or (3) upon actual delivery when sent national overnight commercial carrier

to the Parties at the addresses given below or (4) upon delivery when sent via electronic mail to the email addresses given below, or at a substitute address previously furnished to the other Party by written notice in accordance herewith:

Notice to the City shall be sent to:

Frank Auman, Mayor
City of Tucker
1975 Lakeside Parkway, Suite 350
Tucker, GA 30084
FAuman@tuckerga.gov

with a copy to:

John McHenry, City Manager
City of Tucker
1975 Lakeside Parkway, Suite 350
Tucker, GA 30084
jmchenry@tuckerga.gov

with a copy to:

Ted C. Baggett
Pereira, Kirby, Kinsinger & Nguyen, L.L.P.
690 Longleaf Drive
P.O. Drawer 1250
Lawrenceville, GA 30046
tcb@pkknlaw.com

Notice to Hanlin shall be sent to:

Tami Hanlin
395 Bristol Stone Lane
Johns Creek, GA 30005

8. Miscellaneous: This Agreement shall be governed by and construed under the laws of the State of Georgia. Any action or suit related to this Agreement shall be brought in the Superior Court of DeKalb County Georgia. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument. Should any section of this Agreement, or any part thereof, later be deemed unenforceable by a Court of competent jurisdiction, the offending portion of the Agreement should be severed,

and the remainder of this Agreement shall remain in full force and effect to the extent possible as if this Agreement had been executed with the invalid portion hereof eliminated, it being the intention of the Parties that they would have executed the remaining portion of this Agreement without including any such part, parts, or portions which may for any reason be hereinafter declared invalid. This Agreement constitutes the complete Agreement between the Parties. No other Agreement, statement or promise relating to the subject matter of this Agreement not contained in this Agreement shall be valid and binding. This Agreement may be amended or modified only by a written document signed by representatives of both Parties with appropriate authorization.

Wherefore the Parties hereto have set their hands and seals the day and year first above written.

City of Tucker

By: _____

Frank Auman, Mayor

Attest: _____ [SEAL]

Bonnie Warne, City Clerk

_____ [SEAL]

Tami Hanlin

Approved as to form: _____

Ted Baggett, City Attorney



City of Tucker

OFFICE OF THE CITY MANAGER

Tami Hanlin
City Manager

December 6, 2023

Mayor Frank Auman

Dear Mayor Auman,

Please accept this letter as the formal announcement of my retirement effective January 8, 2024. After careful consideration, I have concluded that it's time for me to move into the next phase of my life. Being part of the start of the City of Tucker has been one of the most rewarding professional endeavors of my career and I am immensely grateful for the opportunities, experiences, and support I have received during my tenure here. Over the seven and half years, I have had the privilege of working alongside talented colleagues, engaging in challenging projects, and contributing to the growth and success of Tucker.

I want to express my sincere appreciation to you and the Council for your guidance, encouragement, and support throughout my time here. The knowledge and skills I've gained will always be invaluable to me. As I transition into retirement, I am committed to ensuring a smooth handover of my responsibilities and providing the necessary support during this period.

The friendships and connections I've made here are treasures I will always cherish. I look forward to staying in touch and following the continued success of Tucker. Thank you once again for the incredible opportunity to be a part of this incredible City. I leave with a heart full of gratitude and fond memories.

Warmest regards,

Tami Hanlin

CC: City Council

Lolita Brown, Director of Human Resources
Staff



MEMO

To: Honorable Mayor and City Council Members
From: Ted Baggett, City Attorney
CC: Tami Hanlin, City Manager
Date: December 11, 2023
RE: Memo for City Attorney 2024 Rates Agreement

Description for on the Agenda:

Approval of Rates for Legal Services

Issue: Rate Approval

Charter SECTION 3.08. - City attorney.

The city council shall appoint the city attorney or attorneys, together with such assistant city attorneys as may be deemed appropriate and shall provide for the payment of such attorney or attorneys for services rendered to the city. The rates or salary paid to any city attorney or assistant city attorney shall be approved in advance by the city council.

Recommendation:

Review the attached Renewal Engagement for Legal Service and consider approval of an increase in the hourly rates effective January 1, 2024.

Background: PKKN Attorneys at Law has provided Legal Services for the City of Tucker since May 2, 2022.

Summary: The rates or salary paid to any city attorney or assistant city attorney shall be approved in advance by the city council per the Charter.

Financial Impact: See rates in the Renewal of Engagement for Legal Services contract



PEREIRA,
KIRBY,
KINSINGER &
NGUYEN, LLP

STEPHEN D. PEREIRA
CORY O. KIRBY
ELIZABETH F. KINSINGER
HIEU M. NGUYEN
FRANK HARTLEY
BRIAN C. SMITH
W. CREIGHTON LANCASTER
CATHERINE T. FOLLOWILL
JAAONNE J. JACKSON
APARESH PAUL
CHEYENNE M. HUNT
AUDRIANNA M. HARRIS

November 29, 2023

Honorable Mayor and Members of City Council
City of Tucker
1975 Lakeside Parkway, Ste 350B
Tucker, GA 30084

OF COUNSEL:
PHILLIP L. HARTLEY
V. LEE THOMPSON, JR.
VICTORIA SWEENEY
J. STANLEY HAWKINS
MELISSA K. STEWART
TED C. BAGGETT

RE: Renewal of Engagement for Legal Services

Dear Mayor Auman and Members of City Council,

Thank you for the opportunity to serve as the City Attorney for Tucker over the last year and a half. It has been one of my most rewarding professional opportunities. Since May 2, 2022, after being chosen through the city's search process, members of my firm and I have endeavored to provide the very best legal services to the city. We have always attempted to keep our rates and associated costs modest by community standards and compared to what other lawyers with similar experience charge for doing the same type of work. At the same time, our firm must periodically adjust our rates to reflect our increased costs of doing business and to support our effort to attract and retain good lawyers to our unique practice.

We are therefore requesting our municipal clients to accept an increase in our hourly rates effective January 1, 2024. Because Section 3.08 of the Tucker City Charter requires city council to approve the rates of the city attorney and any assistant city attorneys in advance, we are hoping that you will approve this increase in December as part of the City Council meeting agenda. (Heretofore, the rates for my time and that of similarly experienced attorneys at the firm have been \$210 per hour.)

Our firm proposes to implement the following billing rates for all time billed on and after January 1, 2024:

Lawyers with ten years or more of experience:	\$ 230.00 per hour
Lawyers with five to ten years of experience:	\$ 200.00 per hour
Lawyers with less than five years of experience:	\$ 180.00 per hour
Law clerks:	\$ 150.00 per hour
Paralegals:	\$ 120.00 per hour

At the city's request, under the terms of our pervious engagement letter, we have been billing the city on a monthly basis a retainer of \$16,800 which reflects 80 hours of work at \$210 per hour. If the number of hours required to complete the tasks assigned and covered by the retainer was likely to exceed eighty (80) hours in any month, the firm has advised the City Manager and obtained permission for additional hours. However, the city has only ever been billed for the actual number of hours of work our firm completes on a monthly basis. Because the firm has been providing prosecutorial legal services in the Municipal Court, the number of hours per month has typically exceeded 80 and the invoice we've sent for excess hours has reflected credit for the monthly retainer bill. We will continue to consult with the City Manager regarding the number of hours billed each month but would prefer to send one bill at the end of each month that identifies the hours spent on general work done for the city and the hours spent on Municipal Court issues. We are also happy to guarantee that we will provide a minimum availability of 80 hours per month for legal work outside our services for Municipal Court. We believe this will simplify billing both for the city and our firm.

As before, the firm will bill for out-of-pocket expenses. Out-of-pocket expenses include filing fees, reproduction fees, transcripts, depositions, photocopy charges, witness fees, court reporter expenses, and other similar expenses which are paid for by the firm. Out-of-pocket expenses will not include any mileage expenses to travel to and from the City of Tucker to attend meetings or perform normal activities. All costs associated with seminars, conferences, and other professional fees related to maintaining professional expertise for our lawyers in the area of municipal law are paid by our firm and are not charged to the cities we represent.

Most of the work will continue to be handled by Ted Baggett, and he shall serve as the designated city attorney, however, other attorneys with our firm may be assigned to assist where needed. The employment of the firm is at the pleasure of the Mayor and Council, and the employment agreement may be terminated by either party on sixty (60) days' notice.

If this letter accurately reflects the terms of our employment agreement, please approve its execution and return a copy to us for our files. Thank you again for choosing Pereira, Kirby, Kinsinger & Nguyen, L.L.C.

Sincerely,

**PEREIRA, KIRBY,
KINSINGER & NGUYEN, LLP**

Ted C. Baggett

Accepted and agreed to by:
City of Tucker, Georgia

By: _____
Mayor

Attest: _____
City Clerk

cc: Tami Hanlin, City Manager
John McHenry, Deputy City Manager



City of Tucker

MEMO

To: Honorable Mayor and City Council Members
From: Bonnie Warne
CC: Tami Hanlin, City Manager
Date: 12/11/2023
RE: Resolution to Appoint Chief Judge for 2024

Issue:

The term for the chief judge of the Municipal Court of Tucker expires on December 31, 2023.

Recommendation:

Recommendation from the Mayor is to continue with Judge Steve Nicholas for 2024.

Background:

Pursuant to section 4.02(a) of the Charter, one of the judges of the Municipal Court of Tucker shall be designated as Chief Judge.

Summary:

JUDGES TERMS			
Name	R2022-05-19	Term Length	Term Expiration
Steve Nicholas (Chief Judge)		4 yrs (Chief Judge 1 YR-12/31/23)	5/23/2026
Hollie Manheimer	5/23/2022	4 years	5/23/2026
Stanley Baum	5/23/2022	4 years	5/23/2026
Richard Jaffe	5/23/2022	4 years	5/23/2026

Financial Impact:

None

**A RESOLUTION TO REAPPOINT THE CHIEF JUDGE OF THE
MUNICIPAL COURT OF THE CITY OF TUCKER**

WHEREAS, one of the judges of the Municipal Court shall be designated as the Chief Judge pursuant to Section 4.02(a) of the City Charter; and

WHEREAS, the Honorable Stephen W. Nicholas is currently serving a four-year term as a judge on said court and has served as the Chief Judge of said court during the current year with distinction; and

WHEREAS, the Honorable Stephen W. Nicholas meets all the qualifications for serving in said role as set by state and city law; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Tucker while at a regular meeting on December 11, 2023, that the Honorable Stephen W. Nicholas is hereby appointed to be the Chief Judge of the Municipal Court for a term of one year to begin on January 1, 2024 and end on December 31, 2024.

APPROVED:

Frank Auman, Mayor

ATTEST:

Bonnie Warne, City Clerk

(SEAL)



MEMO

To: Honorable Mayor and City Council Members
From: Courtney Smith, Community Development Director
CC: Tami Hanlin, City Manager
Date: December 6, 2023
RE: Memo for Fire Marshal Resolution

Description for on the Agenda:

A resolution to assume enforcement of certain fire prevention regulations for the City of Tucker.

Issue:

O.C.G.A. § 25-2-12 requires municipalities having a population of less than 45,000 to pass a resolution if they intend to adopt and enforce the state minimum fire safety standards. The city previously adopted these regulations, but never forwarded a resolution to the Insurance and Safety Fire Commissioner as DeKalb County Fire has been providing these services per our Intergovernmental Agreement.

Recommendation:

Approval of the resolution to assume enforcement of certain fire prevention regulations.

Background:

This is one of many steps staff is taking to be able to transition Fire Marshal services from DeKalb County. Staff will be doing a presentation at the meeting to update you on our progress.

**A RESOLUTION TO ASSUME ENFORCEMENT OF CERTAIN FIRE
PREVENTION REGULATIONS FOR THE CITY OF TUCKER**

WHEREAS, Georgia law provides that municipalities having a population of less than 45,000, may adopt the State minimum safety standards adopted in these regulations promulgated pursuant to O.C.G.A. § 25-2-12 of the Official Code of Georgia; and,

WHEREAS, the City of Tucker previously adopted the State minimum fire safety standards adopted in the rules and regulations promulgated pursuant state law, including all subsequent revisions thereof and will enforce the State minimum fire safety standards as set forth in O.C.G.A. § 25-2-12 with respect to those buildings and structures listed in O.C.G.A. § 25-2-13, except for hospitals, nursing homes, jails, ambulatory health care centers and penal institutions and except for buildings and structures which are owned and operated or occupied by the State and shall:

1. Conduct fire safety inspections on existing buildings and structures.
2. Review plans and specifications for proposed buildings and structures, issue building permits when plans are approved and conduct fire safety inspections of such buildings and structures.
3. Issue permanent and temporary certificates of occupancy; and,

WHEREAS, by adopting the foregoing, all fire marshal duties and responsibilities, except as expressly provided for herein shall be conducted by the Fire Marshal employed by the City of Tucker and shall no longer be conducted by the DeKalb County Fire Marshal; and,

BE IT FURTHER RESOLVED that this resolution shall be effective on January 1, 2024.

BE IT FURTHER RESOLVED that copies of this resolution be transmitted to the Honorable John F. King, Insurance and Safety Fire Commissioner, State of Georgia.

IN WITNESS WHEREOF, the Mayor and City Council for the City of Tucker duly adopts and has executed and delivered this Resolution.

SO RESOLVED this 11th day of December, 2023.

APPROVED:

Frank Auman, Mayor
City of Tucker, Georgia

ATTEST:

Bonnie Warne, City Clerk

(SEAL)



MEMO

To: Honorable Mayor and City Council Members
From: Courtney Smith, Community Development Director
CC: Tami Hanlin, City Manager
Date: December 6, 2023
RE: Memo for Fire Marshal Vehicle

Description for on the Agenda:

Approval of a quote for a fire marshal vehicle.

Issue:

The City of Tucker will be taking over Fire Marshal services from DeKalb County starting January 1, 2024. The duties and responsibilities of the Fire Marshal will include a lot of fieldwork, which will require a city vehicle.

Recommendation:

Staff recommends approval of the quote to purchase a white Ford Explorer with a price not to exceed \$43,000.00

Background:

Staff has explored several vehicle types, spoken with different dealerships, and evaluated the option of using a state contract. We are unable to buy a vehicle through the state contract as it requires ordering a vehicle which could take up to six months. There are limited state contract vehicles on the lot due to car manufacturer delays during COVID-19. The Fire Marshal will need the vehicle starting January 1, 2024.

Once we obtain the vehicle, we will have city branding applied, as well as the Fire Marshal Patch that is being designed by City of Tucker Communications staff.

Roles and responsibilities of the Fire Marshal include:

- Plan review of building permits, land development permits, final plats, fire sprinkler systems, fire alarm systems, Certificates of Occupancy, etc.
- Site inspections for the permits listed above.
- Life safety inspections.
- Annual inspections of businesses.

Summary:

Community Development staff has worked with the City of Tucker Finance Department to ensure the purchase of this vehicle

meets our purchasing policy. The purchase requires the approval of Mayor and City Council as the vehicle is over \$30,000.

Financial Impact:

Not to exceed \$43,000.00



ford.com

VEHICLE DESCRIPTION

EXPLORER

2023 EXPLORER XLT RWD
119" WHEELBASE
2.3L ECOBOOST I-4 ENGINE
10-SPEED AUTO TRANSMISSION

PG

B89936

EXTERIOR
STAR WHITE MET TRI-COAT

INTERIOR
SANDSTONE UNIQUE CLOTH SEAT

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

EXTERIOR

- DOOR HANDLES - BODY COLOR
- EASY FUEL® CAPLESS FILLER
- HEADLAMPS - AUTO LED
- LED SIGNATURE LIGHTING
- MIRRORS-MAN-FOLD DUAL PWR HEATED WITH APPROACH LAMPS
- POWER LIFTGATE
- PRIVACY GLASS - REAR DOORS
- REAR INT WIPER/WASH/DFRST
- REAR SPOILER, BODY COLOR
- ROOF-RACK SIDE RAILS-BLACK
- TAILLAMPS-LED
- TRAILER SWAY CONTROL
- VARIABLE INTERVAL WIPERS

INTERIOR

- 1TOUCH UP/DOWN DR/PASS WIN
- 3RD ROW - 50/50 FOLD FLAT
- DUAL ILLUM VIS VANITY MIRR
- HEATED CLOTH FRONT SEATS
- IP CLUSTER 6.5" LCD SCREEN
- LEATHER WRAPPED STR WHEEL
- POWER DRIVER SEAT - 10 WAY
- POWER PASS SEAT - 4-WAY
- POWERPOINTS - 12V
- ROTARY GEAR SHIFT DIAL
- TILT/TELESCOPING STEERING W/WHEEL MOUNTED CONTROLS
- TRI-ZONE ELECTRNC TMP CTRL
- USB A(1) AND C(1)-1ST ROW

FUNCTIONAL

- 4-DR INTELL ACCESS LOCK/ UNLOCK W/PUSH-BUTTON START
- AM/FM/MP3, 6 SPEAKERS
- BRAKES, 4-WHEEL DISC/ABS
- FORD CO-PILOT360™
- FORDPASS™ CONNECT
- HILL START ASSIST
- REAR PARKING SENSORS
- REAR VIEW CAMERA
- REFRESH95
- SIDE-WIND STABILIZATION
- SIRIUSXM® - SVC N/A AK&HI
- SYNC®3 8" SCR N W/APPLINK®

SAFETY/SECURITY


- ADVANCETRAC™ WITH RSC®
- AIRBAG-DRIVER/PASS KNEE
- AIRBAGS - DUAL STAGE FRONT
- AIRBAGS - FRONT SEAT MOUNTED SIDE IMPACT
- AIRBAGS - SAFETY CANOPY®
- INDIV TIRE PRESS MONIT SYS
- LATCH CHILD SAFETY SYSTEM
- PERIMETER ALARM
- PERSONAL SAFETY SYSTEM™
- SOS POST-CRASH ALERT SYST™

WARRANTY

- 3YR/36,000 BUMPER / BUMPER
- 5YR/60,000 POWERTRAIN
- 5YR/60,000 ROADSIDE ASSIST


INCLUDED ON THIS VEHICLE	(MSRP)	PRICE INFORMATION	(MSRP)
EQUIPMENT GROUP 200A		BASE PRICE	\$38,570.00
		TOTAL OPTIONS/OTHER	675.00
OPTIONAL EQUIPMENT/OTHER		TOTAL VEHICLE & OPTIONS/OTHER	39,245.00
2023 MODEL YEAR		DESTINATION & DELIVERY	1,595.00
STAR WHITE MET TRI-COAT	795.00		
.18" 5-SPOKE PAINTED ALUM WHLS			
.P255/65R18 A/S BSW TIRES			
50 STATE EMISSIONS	NO CHARGE		
4G LTE WI-FI HOTSPOT CREDIT	- 20.00		
REAR AUXILIARY CNTRLs CREDIT	- 100.00		

Vehicle @ Wade Ford
Smyrna, GA


	RAMP ONE		TOTAL MSRP \$40,840.00
	CA14	CONVOY	
	RAMP TWO	ITEM #: 24-0702 O/T 2	<div><div>Ford Credit</div></div> <div>Whether you decide to lease or finance your vehicle, you'll find the choices that are right for you. See your dealer for details or visit www.ford.com/finance.</div>
	This label is affixed pursuant to the Federal Automobile Information Disclosure Act. Gasoline, License, and Title Fees, State and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.		PJ111 N RB 2X 360 005782 09 11 23

EPA DOT

Fuel Economy and Environment

 Gasoline Vehicle

Fuel Economy



24

combined city/hwy

21

city

28

highway

4.2

gallons per 100 miles

You spend

\$1,250

more in fuel costs over 5 years

compared to the average new vehicle.

Standard SUVs range from 14 to 102 MPG. The best vehicle rates 132 MPGe.

Annual fuel cost

\$1,850

Fuel Economy & Greenhouse Gas Rating (tailpipe only)

5

1

10

Best

Smog Rating (tailpipe only)

6

1

10

Best

This vehicle emits 370 grams CO₂ per mile. The best emits 0 grams per mile (tailpipe only). Producing and distributing fuel also create emissions; learn more at fuelconomy.gov.

Actual results will vary for many reasons, including driving conditions and how you drive and maintain your vehicle. The average new vehicle gets 28 MPG and costs \$8,000 to fuel over 5 years. Cost estimates are based on 15,000 miles per year at \$2.95 per gallon. MPGe is miles per gasoline gallon equivalent. Vehicle emissions are a significant cause of climate change and smog.

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GOVERNMENT 5-STAR SAFETY RATINGS

Overall Vehicle Score

★★★★★

Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash

Driver Passenger

★★★★★

★★★★★

Based on the risk of injury in a frontal impact. Should ONLY be compared to other vehicles of similar size and weight.

Side Crash

Front seat Rear seat

★★★★★

★★★★★

Based on the risk of injury in a side impact.

Rollover

★★★★

Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★★★★★), with 5 being the highest.

Source: National Highway Traffic Safety Administration (NHTSA).

www.safercar.gov or 1-888-327-4236

1FMSK7DH0PGB89936



 **WARNING:** Operating, servicing and maintaining a passenger vehicle, pickup truck, van, or off-road vehicle can expose you to chemicals including engine exhaust, carbon monoxide, phthalates, and lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust, do not idle the engine except as necessary, service your vehicle in a well-ventilated area and wear gloves or wash your hands frequently when servicing your vehicle. For more information go to www.P65Warnings.ca.gov/passenger-vehicle.

AMERICA'S ALL TIME BEST-SELLING SUV

The FordPass Connect™ modem is active and sending vehicle data (e.g., diagnostics) to Ford. See in-vehicle Settings for connectivity options.

FordPass Connect™ service and FordPass™ App required for certain remote features (see App Terms for more information). Connected service and related feature functionality is subject to compatible AT&T-network availability. Evolving technology / cellular networks may affect functionality and availability, or continued provision of some features, prohibiting them from functioning. Message and data rates may apply. See your local Ford website for our privacy policy.

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12/05/2023

1202309192494

Wade Ford

Government Sales
3860 South Cobb Drive
Smyrna, GA 30080

678-460-3881 phone
770-433-2412 fax

Quoted to

City of Tucker, GA

Attn: Courtney Smith
Phone 470.273.3091



QUOTE

DATE: December 6, 2023
Quote # 120620231
FOR: 2023 Ford Explorer

PO #

DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
1FMSK7DH0PGB89936	ea	1	40,840.00	- 40,840.00
2023 Ford Explorer XLT				-
White with Sandstone interior				-
Unfortunantly at this time, there are no rebates or gov't incentives for this unit.				-
** Stock units subjext to prior sale"				-
Please let me know asap if city will purchase				-
DISCOUNT				-
Shipping				-
			TOTAL	\$ 40,840.00

Make all checks payable to **Wade Ford**
If you have any questions concerning this invoice, contact
Roger Moore, Government Sales
678-460-3881 phone
rmoore@wade.com

THANK YOU FOR YOUR BUSINESS!



ford.com

VEHICLE DESCRIPTION

EXPLORER

2023 EXPLORER XLT RWD
119" WHEELBASE
2.3L ECOBOOST I-4 ENGINE
10-SPEED AUTO TRANSMISSION

EXTERIOR
STAR WHITE MET TRI-COAT
INTERIOR
SANDSTONE UNIQUE CLOTH SEAT

PG C06959

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

EXTERIOR

- DOOR HANDLES - BODY COLOR
- EASY FUEL® CAPLESS FILLER
- HEADLAMPS - AUTO LED
- LED SIGNATURE LIGHTING
- MIRRORS-MAN-FOLD DUAL PWR HEATED WITH APPROACH LAMPS
- POWER LIFTGATE
- PRIVACY GLASS - REAR DOORS
- REAR INT WIPER/WASH/DFRST
- REAR SPOILER, BODY COLOR
- ROOF-RACK SIDE RAILS-BLACK
- TAILLAMPS-LED
- TRAILER SWAY CONTROL
- VARIABLE INTERVAL WIPERS

INTERIOR

- 1TOUCH UP/DOWN DR/PASS WIN
- 3RD ROW - 50/50 FOLD FLAT
- DUAL ILLUM VIS VANITY MIRR
- HEATED CLOTH FRONT SEATS
- IP CLUSTER 6.5" LCD SCREEN
- LEATHER WRAPPED STR WHEEL
- POWER DRIVER SEAT - 10 WAY
- POWER PASS SEAT - 4-WAY
- POWERPOINTS - 12V
- ROTARY GEAR SHIFT DIAL
- TILT/TELESCOPING STEERING W/WHEEL MOUNTED CONTROLS
- TRI-ZONE ELECTRNC TMP CTRL
- USB A(1) AND C(1)-1ST ROW

FUNCTIONAL

- 4-DR INTELL ACCESS LOCK/ UNLOCK W/PUSH-BUTTON START
- AM/FM/MP3, 6 SPEAKERS
- BRAKES, 4-WHEEL DISC/ABS
- FORD CO-PILOT360™
- FORDPASS™ CONNECT
- HILL START ASSIST
- REAR PARKING SENSORS
- REAR VIEW CAMERA
- REFRESH95
- SIDE-WIND STABILIZATION
- SIRIUSXM® - SVC N/A AK&HI
- SYNC®3 8" SCRNR W/APPLINK®

SAFETY/SECURITY


- ADVANCETRAC™ WITH RSC®
- AIRBAG-DRIVER/PASS KNEE
- AIRBAGS - DUAL STAGE FRONT
- AIRBAGS - FRONT SEAT MOUNTED SIDE IMPACT
- AIRBAGS - SAFETY CANOPY®
- INDIV TIRE PRESS MONIT SYS
- LATCH CHILD SAFETY SYSTEM
- PERIMETER ALARM
- PERSONAL SAFETY SYSTEM™
- SOS POST-CRASH ALERT SYST™

WARRANTY

- 3YR/36,000 BUMPER / BUMPER
- 5YR/60,000 POWERTRAIN
- 5YR/60,000 ROADSIDE ASSIST

INCLUDED ON THIS VEHICLE	(MSRP)	PRICE INFORMATION	(MSRP)
EQUIPMENT GROUP 200A		BASE PRICE	\$38,570.00
OPTIONAL EQUIPMENT/OTHER		TOTAL OPTIONS/OTHER	675.00
2023 MODEL YEAR			
STAR WHITE MET TRI-COAT	795.00	TOTAL VEHICLE & OPTIONS/OTHER	39,245.00
.18" 5-SPOKE PAINTED ALUM WHLS		DESTINATION & DELIVERY	1,595.00
.P255/65R18 A/S BSW TIRES			
50 STATE EMISSIONS	NO CHARGE		
4G LTE WI-FI HOTSPOT CREDIT	- 20.00		
REAR AUXILIARY CNTRLS CREDIT	- 100.00		
FRONT LICENSE PLATE BRACKET	NO CHARGE		

Vehicle @ Allan Vigil Ford
Morrow, GA

	RAMP ONE		TOTAL MSRP \$40,840.00
	CH02	CONVOY	
	RAMP TWO	ITEM #: 21-0810 O/T 2	<div><div>Whether you decide to lease or finance your vehicle, you'll find the choices that are right for you. See your dealer for details or visit www.ford.com/finance.</div></div>
	This label is affixed pursuant to the Federal Automobile Information Disclosure Act. Gasoline, License, and Title Fees, State and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.		
			PK281 R RB 2X 360 006239 10 28 23

EPA DOT

Fuel Economy and Environment

Gasoline Vehicle

Fuel Economy

24

combined city/hwy

21

city

28

highway

Standard SUVs range from 14 to 102 MPG. The best vehicle rates 132 MPGe.

4.2 gallons per 100 miles

You spend

\$1,250

more in fuel costs over 5 years compared to the average new vehicle.

Annual fuel cost

\$1,850

Fuel Economy & Greenhouse Gas Rating (tailpipe only)

Smog Rating (tailpipe only)

1

5

10

Best

1

6

10




Best

This vehicle emits 370 grams CO₂ per mile. The best emits 0 grams per mile (tailpipe only). Producing and distributing fuel also create emissions; learn more at fuelconomy.gov.


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Based on the risk of injury in a side impact.


Rollover

★★★★

Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★★★★★), with 5 being the highest.
Source: National Highway Traffic Safety Administration (NHTSA).
www.safercar.gov or 1-888-327-4236

1FMSK7DH0PGC06959




⚠ WARNING:

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6790 Mt Zion Blvd
Morrow, GA
(678) 364-3673

Allan Vigil Ford Lincoln
DEAL WORKSHEET

E-mail Add. _____
Phone Bus: _____
Phone Cell: _____

Date: 12/06/2023 Purchaser's Name _____ Phone Res: _____

Address _____
STREET CITY STATE ZIP CODE COUNTY

agree to buy _____
QUANTITY NEW USED YEAR MAKE MODEL/SERIES

Body Type _____ Color _____ Interior _____ Tag# _____ Decal _____

Driver's License# _____ Date of Birth //

Stock# _____ Serial# _____ Miles 0 Over _____

FILL OUT THIS SECTION IF USED CAR IS TO BE TRADED IN				SUGGESTED RETAIL PRICE		\$41,089.00
1 MAKE/MODEL OF TRADE-IN	/			DISCOUNT		
R	BODY TYPE	MILEAGE	OVER	TOTAL SALES PRICE		41,089.00
SERIAL#						

2 MAKE/MODEL OF TRADE-IN	/					
R	BODY TYPE	MILEAGE	OVER			

SERIAL#

SALES WORKSHEET		
TOTAL SALES PRICE	\$41,089.00	
LESS TRADE-IN		
NET DIFFERENCE		
ADMINISTRATIVE CHARGES	\$699.00	
GA TAVT		
WARRANTY RIGHTS ACT	\$3.00	
ETR		
Tag Fee		
Other Fees		
0. LIEN ON TRADE-IN		
1. SUB TOTAL	\$41,791	
2. REBATE		
3. LESS CASH		
4. UNPAID BALANCE	\$41,791	
5. EXTENDED SERVICE CONTRACT		
6. BALANCE	\$41,791	

BUYER'S SIGNATURE X _____
SALESMAN (1) _____ SALESMAN (2) _____
Approved By _____



MEMO

To: Honorable Mayor and City Council Members
From: Ishri Sankar, PE
CC: Tami Hanlin, City Manager
Date: December 11, 2023
RE: Memo for the Adoption of the Stormwater Extent of Service Policy

Description for on the Agenda:

A final discussion and vote for the adoption of the proposed Stormwater Extent of Service Policy.

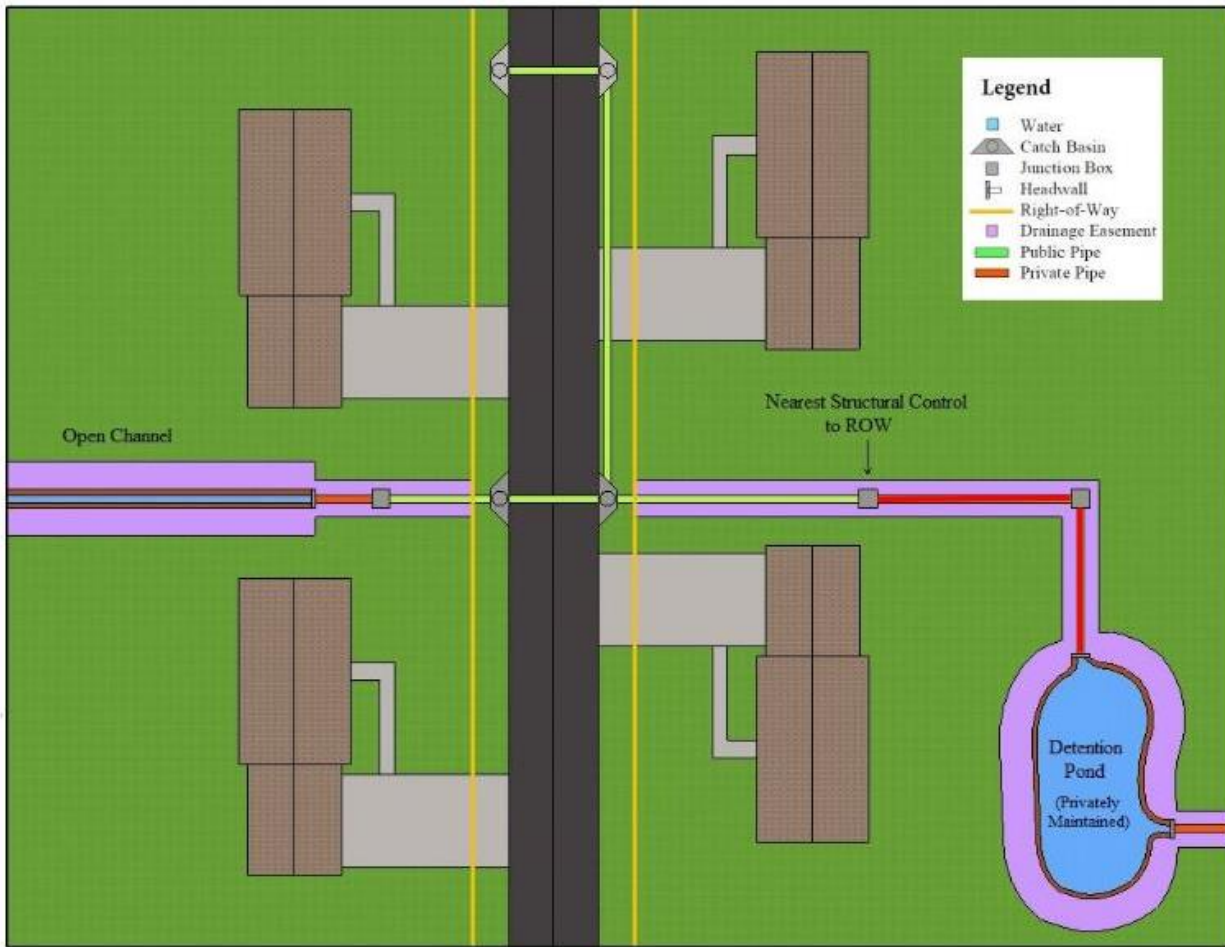
Recommendation:

City staff recommends approval of the policy.

Background:

As the City of Tucker has brought Public Works “in-house”, the City is now responsible for the maintenance of stormwater infrastructure in the City of Tucker. As stormwater is all interconnected and traversing through conduits, ditches, swales, and ponds both on public right of way and private property, it is important to identify the areas of which will be owned and maintained by the City of Tucker.

As proposed in the draft policy attached and discussed at the November 13, 2023, and November 27, 2023 City Council Meetings, Public Works staff is recommending the City take ownership of all stormwater (structures and conduits) related infrastructure within the right of way as well as to the first structure outside the right of way. This allows for an undisputable location of which the City is responsible versus private owner. Please refer to the diagram below.



City staff has also reviewed the 492+ stormwater management facilities (commonly called ponds), across the City and has determined that based on language on recorded plats and existing City code that stormwater management facilities are to be maintained by the property owner of which the infrastructure is constructed upon.

As proposed, this Extent of Service document is a medium between only maintaining the infrastructure located entirely in the right of way (minimum legal obligation), versus maintaining all the stormwater infrastructure across the City.

A RESOLUTION TO ADOPT A STORMWATER EXTENT OF SERVICE POLICY

WHEREAS, the City of Tucker began providing stormwater services on July 1, 2023; and

WHEREAS, the stormwater infrastructure maintenance within the city limits has been sporadic, insufficient, and poorly documented prior to July 1, 2023; and

WHEREAS, the Mayor and Council wish to clearly identify the parameters for providing this service in an equitable and uniform way to all property owners within the city; and

WHEREAS, the Mayor and Council have a responsibility to provide said service in a fiscally responsible manner; and

WHEREAS, the Mayor and Council wish to provide stormwater service, but do not intend to relieve DeKalb County of its legal obligations in accord with the holdings of Fulton County v. Sandy Springs, 295 Ga. 16 (2014) and City of Norcross v. Gwinnett County, 355 Ga. App. 662 (2020);

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Tucker while at a regular meeting on December 11, 2023, that the Stormwater Extent of Service Policy attached hereto as Exhibit A and incorporated herein by reference is hereby adopted.

APPROVED:

ATTEST:

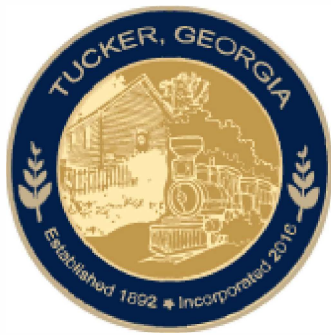
Frank Auman, Mayor

Bonnie Warne, City Clerk

[seal]

Approved as to Form:

Ted Baggett, City Attorney



City of Tucker

Stormwater Management

Extent of Service

Infrastructure Repairs and Maintenance

DECEMBER 06, 2023

City of Tucker

Stormwater Inspection and Maintenance Policy

1.0 Purpose and Authority

The goal of the Stormwater Management System Inspection and Maintenance Policy is to define the rights and responsibilities of the property owner(s) for maintaining the water quantity and quality functions of Stormwater Best Management Practices (BMPs), as well as provide for City guidance to ensure their proper functioning. This policy is based upon the City of Tucker's Stormwater Utility Ordinance (Article I, Chapter 15, Ordinance No. 2023-03-03).

The Metro North Georgia Water Planning District (MNGWPD) and the Georgia Environmental Protection Division's (EPD) National Pollutant Discharge Elimination System (NPDES) Permit requires municipalities to have fully implemented stormwater facility maintenance programs for public and private facilities. This Stormwater Inspection and Maintenance Policy is also implemented at the direction and requirement of *40 CFR 122.34 (b)(5)(i)(C)* of the Environmental Protection Division's Code of Federal Regulations regarding the National Pollutant Discharge Elimination System (NPDES) Program.

Nothing contained in this policy shall be construed to release in any way the responsibility of DeKalb County to maintain infrastructure not formally conveyed to the City of Tucker per the holding of the Georgia Supreme Court in *Fulton County v. City of Sandy Springs*, 295 Ga. 16 (2014) and *City of Norcross v. Gwinnett County*, 355 Ga. App. 662 (2021).

2.0 Definitions

Roadway - The paved portion of a street from back-of-curb to back-of-curb (or edge to edge of pavement for streets not having curbs) but excluding driveway aprons, bridges, and large single and multi-cell culverts, which in a hydrologic sense can be considered to function as a bridge.

Stormwater Management System - Any one (1) or more of the various devices used in the collection, treatment, or disposition of storm, flood or surface drainage waters, including all manmade structures or natural watercourses that convey or transport runoff. Such devices may include detention areas, berms, swales, improved watercourses, open channels, bridges, gulches, streams, gullies, flumes, culverts, gutters, pumping stations, pipes, ditches, siphons, catch basins, junction boxes and street facilities; all inlets; collection, drainage or disposal lines; intercepting sewers; disposal plants; outfall sewers; all pumping, power, and other equipment and appurtenances; all extension, improvements, additions, and alterations thereof; and any and all rights or interests in such stormwater facilities. Stormwater facilities expressly exclude any of the foregoing which exist for, or are used exclusively for the purpose of collection, treating, measuring, supplying, or distributing potable water within or as part of the County water supply and treatment system, or any of the foregoing which exist for or are used exclusively for the

purpose of collecting, treating, or measuring effluent within or as part of the County sanitary sewer system.

Structural Stormwater Control - A structural stormwater management facility or device that controls stormwater runoff and changes the characteristics of that runoff including, but not limited to, the direction, quantity, quality, period of release or velocity of flow of such runoff. Structural Stormwater Controls include but are not limited to junction boxes (including buried), yard inlets, headwalls, weirs, pipe collar, water quality devices, and outlet control devices.

3.0 Inspection and Maintenance Responsibilities

For all existing and new developments, the following inspection and maintenance responsibilities shall apply:

Private Stormwater Management Facilities

Private stormwater management facilities shall be privately owned, and the owner(s) shall be responsible for ensuring the proper function of the stormwater management facilities located on their property. This program shall be accomplished through periodic inspections and routine maintenance by the responsible party. The owner(s) shall maintain a perpetual, non-exclusive easement that allows access for inspection and emergency maintenance activities.

Public Stormwater Facilities

The City of Tucker is responsible for inspecting and maintaining stormwater management facilities located on municipal property and within the public right-of-way (ROW). This includes stormwater structural controls on properties owned by the City of Tucker and in the public ROW; and some pipes draining City streets. Pipes draining City streets are publicly maintained in the upstream direction to the nearest stormwater structural control (typically junction box or headwall) from the public ROW. In the upstream direction drainage infrastructure beyond the nearest stormwater structural control to the public ROW, shall be privately maintained. In the downstream direction, pipes draining city streets are maintained to the nearest stormwater structural control from the public ROW. Figure 1 and 2 provide a visual representation of the City's extent of service responsibility.

When a public drainage responsibility exists to a downstream headwall, the area just downstream of the headwall, may be city maintained as necessary for 10 feet to ensure the free flow of water and prevent erosion around the headwall.

Figure 1. Aerial View of City's Stormwater Extent of Service

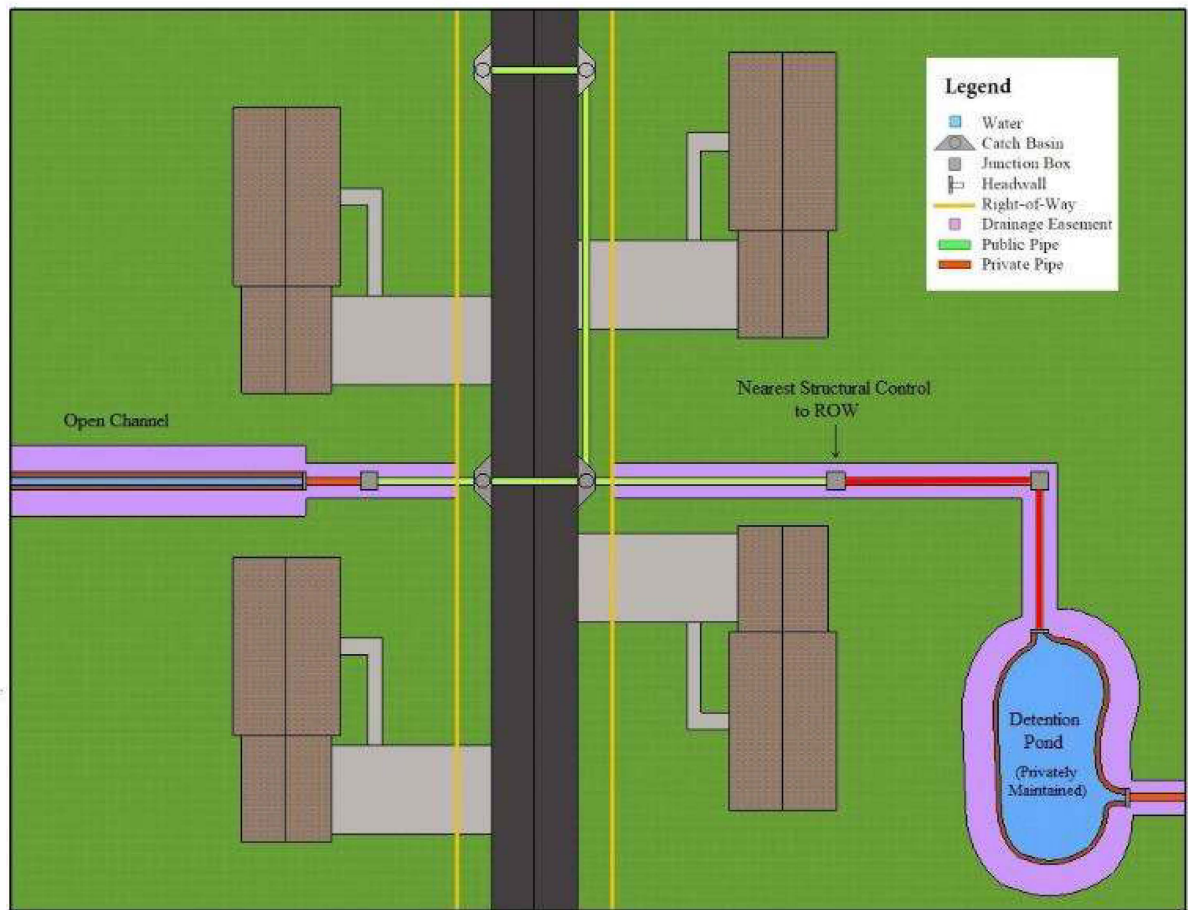
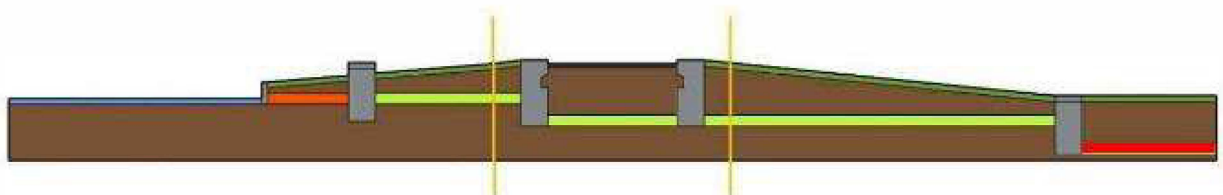


Figure 2. Cross Section View of City's Stormwater Extent of Service



Extensions to City Maintenance Responsibility

Extensions to the stated city maintenance responsibility shall only be made when one or both of the following criteria are met:

- A permanent maintenance agreement exists between the City of Tucker and a private property owner. If such an agreement exists, the stated responsibilities in the permanent maintenance agreement shall take precedence to the City's Extent of Service Policy. If such an agreement does not exist, then the City's Extent of Service Policy will govern. Maintenance agreements made prior to the existence of the City of Tucker or between parties that do not include the City of Tucker do not meet these criteria.
- Specific field conditions are encountered where the City of Tucker has demonstrated legal drainage maintenance responsibility.

3.1 Detention / Retention Ponds and Underground Stormwater Storage Facilities

The following statements identify who will be responsible for structural stormwater controls on private property. All correspondence and violations will be addressed to the responsible party.

In subdivisions with an established homeowners association (HOA) - The HOA shall be the responsible party.

In subdivisions without an established HOA - The owner(s) of the property that the facility is on or serviced by shall be the responsible party. The City will only issue maintenance requests and violations to the responsible party. This in no way shall hinder the rights of the property owner(s) to involve the other property owners that the facility serves.

In commercial and industrial developments - The property owner(s) shall be the responsible party.

In properties with a Stormwater Management Inspection and Maintenance Agreement - The responsible party as well as the responsibilities shall be described in the agreement.

The City of Tucker has a maintenance responsibility only if the facility is located on property owned by the City of Tucker, is located on Public ROW, or a maintenance agreement exists between the City of Tucker and the private property owner. Maintenance agreements made prior to the existence of the City of Tucker or between parties that do not include the City of Tucker do not apply to the City's maintenance responsibility.

Additionally, per Tucker's Municipal Code Section 22-775.

Maintenance by owner of stormwater management systems predating current GSMM (Georgia Stormwater Management Manual).

For any stormwater management systems approved and built based on requirements predating the current GSMM and that is not otherwise subject to an inspection and maintenance agreement, such stormwater management systems shall be maintained by the owner so that the stormwater management systems perform as they were originally designed.

3.2 Pipes

Residential - Pipes draining City streets are publicly maintained in the upstream direction to the nearest stormwater structural control (typically junction box or headwall) from the public ROW. In the upstream direction drainage infrastructure beyond the nearest stormwater structural control to the public ROW, shall be privately maintained. In the downstream direction, pipes draining city streets are maintained to the nearest stormwater structural control outside of the public ROW. See Figure 1 and 2 for a visual representation of the City's extent of service responsibility.

Stormwater Infrastructure not connected to pipes draining City Streets shall be privately maintained. Driveway pipes or pipes supporting the driveway apron to access residential property shall be privately maintained.

Commercial - The property owner(s) shall be responsible for any pipes that are located on private commercial property. For any pipe that crosses a property line between private and public property, the City will determine the responsible owner for maintenance on a case-by-case basis. For any pipe that crosses a property line between private property and public ROW, the City will maintain to the first stormwater structural control located outside of the ROW. Driveway pipes or pipes supporting the driveway apron to access commercial property shall be privately maintained.

3.3 Driveway Aprons

Residential and Commercial - The property owner(s) shall be responsible for the maintenance and repair of all driveway aprons including driveway pipes.

3.4 Open Channels

Residential and Commercial - The property owner(s) shall be responsible for maintaining the normal unobstructed flow of any open channel(s) on private property. This may include, but not be limited to ditches, swales, and creeks.

3.5 Records of Maintenance Activities

The responsible party shall keep documentation of all their inspections and maintenance activities and provide this documentation to the Stormwater Division of the Department of Public Works upon request.

4.0 City Inspection Program for Privately-Owned Facilities

The City of Tucker's Public Works Department has established inspection and maintenance procedures for privately-owned stormwater facilities. In accordance with Federal and State regulations, the City will, at minimum, perform routine inspections on any private stormwater management structures designed after the December 9, 2008 deadline for municipalities to adopt the Georgia Stormwater Management Manual. Other scenarios that may initiate an inspection are random site visits, citizen requests, complaints, or joint investigations with local, state, and federal agencies of a potential environmental violation. Inspection procedures may include: visual and structural evaluations; review of design, construction or maintenance records; and water quality sampling.

- The City will not engage itself in private property disputes or other legal actions between property owner(s).
- The City may provide technical assistance to assist with the maintenance and stabilization of stormwater management facilities that is within the capacities of City Staff.
- The City's inspection program has a goal of inspecting 100% (20% annually) of the City's stormwater infrastructure within the five-year MS4 permit cycle.

4.1 Emergency Maintenance / Failure to Maintain

Per Section 16-36 of the City's Stormwater Utility Ordinance, the Stormwater Division of the Department of Public Works may conduct emergency maintenance if the responsible party fails or refuses to maintain their stormwater management facility properly order. The City may correct a violation by performing the necessary work to place the facility in proper working condition. The City may assess the responsible party for the repair work cost, which shall be a lien on the property and may be placed on the ad valorem tax bill for such property and collected in an ordinary manner for such taxes.

5.0 Categorizing Project Request

The order of response to these projects will be determined by the category of the request. Requests for projects will be categorized as:

- Category I: Posing an immediate danger or threat to public safety,
- Category II: Poor condition: rapidly degrading to a public safety threat,
- Category III: Poor condition: no threat to public safety, or

- Category IV: Routine maintenance or cosmetic repair.

Projects in Category I will receive priority.

City Public Works staff will review project requests and will perform the initial project categorization. Public Works staff will periodically monitor the conditions at the project location, prior to repair/maintenance, and will modify the categorization when needed.



MEMO

To: Honorable Mayor and City Council Members
From: Ken Hildebrandt, City Engineer
CC: Tami Hanlin, City Manager
Date: December 11, 2023
RE: Memo for Contract Award for Idlewood Road @ Sarr Parkway Roundabout Design

Description for on the Agenda:

Contract Award for Idlewood Road @ Sarr Parkway Roundabout Design

Issue:

Award of Task Order for Idlewood Road @ Sarr Parkway Roundabout Design.

Recommendation:

Staff recommends that the task order be awarded to Kimley Horn in the amount of \$183,035.

Background:

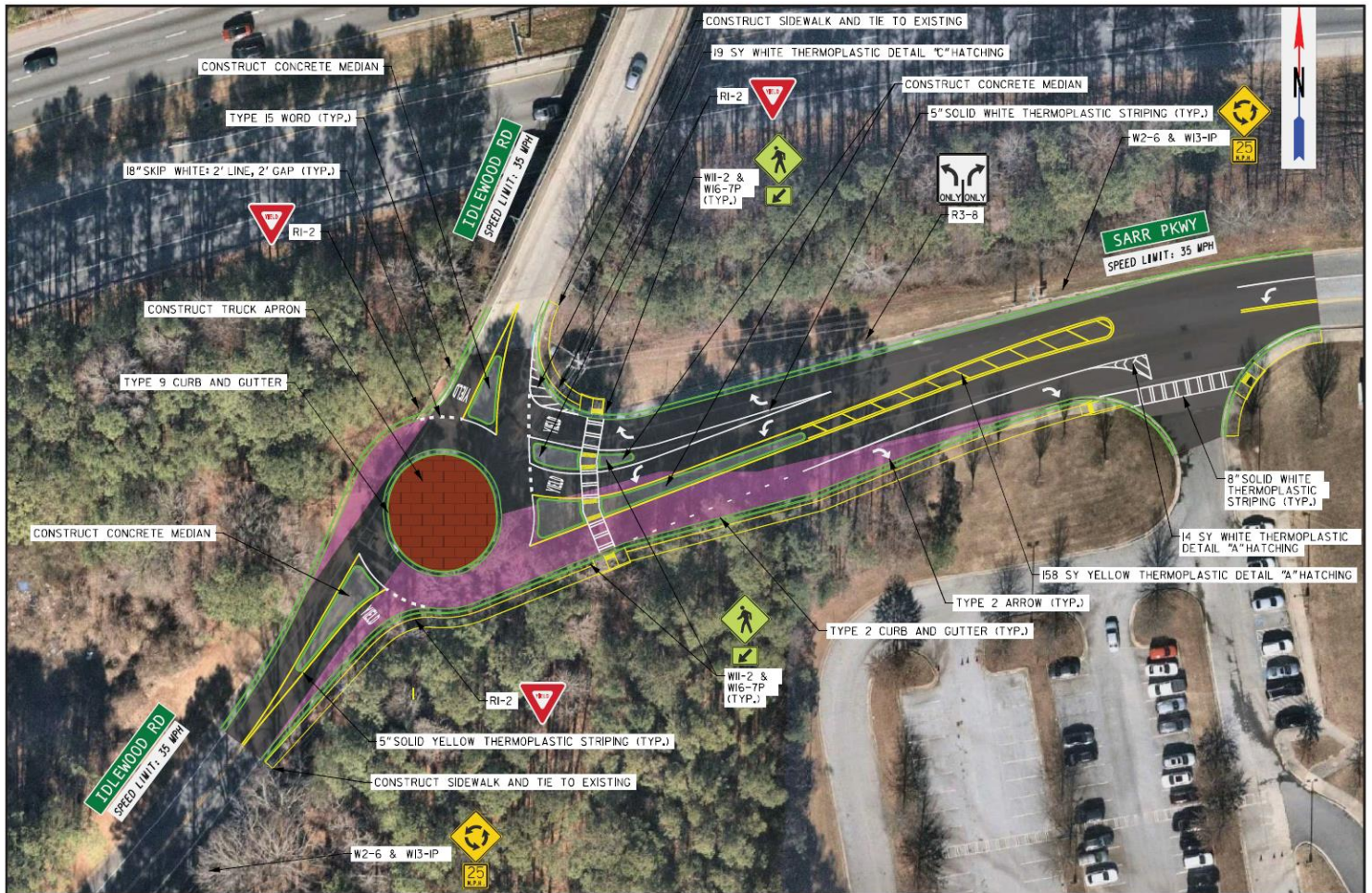
This project was recommended in the North/South Connectivity Study. Kimley Horn performed the previous traffic analysis at this intersection which recommends a roundabout. The preliminary concept design is attached.

Summary:

The project scope includes surveying, a public information meeting, engineering design, a lighting plan, and educational materials on roundabouts. GDOT permitting will be required due to encroachment into the US 78 right-of-way. Kimley-Horn will utilize a traffic modeling software to simulate the traffic flow on Idlewood Road between the proposed roundabouts at Fellowship Road and Sarr Parkway. The objective is to understand the potential queuing and level of service between these intersections. Kimley-Horn will document the findings of this simulation in a Memorandum for submittal to the City to demonstrate how both roundabouts work together, and make recommendations on the construction phasing.

Financial Impact:

\$183,035 would be funded from the capital account for North/South Connectivity Improvements (CE2406; GL #300-4100-54.14000).





**PROFESSIONAL ENGINEERING SERVICES
CONTRACT AGREEMENT (RFQ #2022-018)
TASK ORDER #13
IDLEWOOD ROAD AT SARR PARKWAY ROUNDABOUT
SCOPE OF SERVICES**

This TASK ORDER between the parties is entered pursuant to the CONTRACT AGREEMENT (RFQ #2022-018) and shall serve as authorization by the City of Tucker ("City" or "Client") to Kimley-Horn & Associates, Inc. ("CONSULTANT") to perform the services described herein pursuant to the terms and conditions, mutual covenants and promises provided herein and in the CONTRACT AGREEMENT (RFQ #2022-018). Now therefore, the parties agree as follows:

Location of Project:

- Intersection of Idlewood Road at Sarr Parkway

Description of Services: The services to be performed by the CONSULTANT pursuant to this TASK ORDER (the "WORK"), include, but are not limited, to the following: data collection, site visit, existing conditions evaluation, project identification and prioritization, concept design, neighborhood outreach, and final report documents, further described in the Kimley-Horn proposal attached as Attachment A.

CONSULTANT Deliverables to CITY

All electronic documents, project files, material invoices, photographs, and meeting summaries associated with this project.

Design Specifications and Guidelines: The scope of services included in Attachment A will be performed on an hourly basis utilizing the previously approved rates from RFQ #2022-018 with a Not to Exceed amount as follows: **\$183,035.00**

This TASK ORDER is subject to the terms and conditions of the original CONTRACT AGREEMENT (RFQ #2022-018) entered between the parties.

General Scope of Service: The WORK under this TASK ORDER is to be commenced upon receipt of "Notice to Proceed" (NTP). The WORK will be completed within 120 calendar days after Notice to Proceed.

The CONSULTANT shall prepare a schedule showing milestone completion dates based on

completing the WORK within 10 calendar days (hereinafter referred to as the “Schedule for Completion”), excluding City review time. The Schedule for Completion will be revised to reflect the actual NTP date and will be updated as required throughout the project duration.

Every 30 days commencing with the execution of the TASK ORDER, the CONSULTANT shall submit a report which shall include, but not be limited to, a narrative describing actual work accomplished during the reporting period, a description of problem areas, current and anticipated delaying factors and their impact, explanations of corrective actions taken or planned, and any newly planned activities or changes in sequence (hereinafter referred to as “Narrative Report”). No invoice for payment shall be submitted and no payment whatsoever will be made to the CONSULTANT until the Schedule for Completion, and the completion of Narrative Reports are updated and submitted to the City. Payment of each invoice will be made to the CONSULTANT within 35 days of receipt. In no event shall payment be made more often than once every 30 days.

The CONSULTANT shall coordinate and attend periodic meetings with the CITY regarding the status of the TASK ORDER. The CONSULTANT shall submit transmittals of all correspondence, telephone conversations and minutes of project meetings.

The CONSULTANT shall accomplish all of the pre-construction activities for the TASK ORDER as part of the WORK. The pre-construction activities shall be accomplished in accordance with the all local codes and ordinances (where applicable), the applicable guidelines of the American Association of State Highway and Transportation Officials (AASHTO), current edition, the GDOT’s Standard Specifications for Construction of Roads and Bridges, current edition, the Manual on Uniform Traffic Control Devices (MUTCD), current edition, TASK ORDER schedules, and applicable guidelines of the Georgia Department of Transportation.

The CONSULTANT agrees that all reports, plans, drawings, studies, specifications, estimates, maps, computations, computer diskettes and printouts and any other data prepared under the terms of this TASK ORDER shall become the property of the City. This data shall be organized, indexed, bound and delivered to the City no later than the advertisement of the PROJECT for letting. The City shall have the right to use this material without restriction or limitation and without compensation to the CONSULTANT.

The CONSULTANT shall be responsible for the professional quality, technical accuracy, and the coordination of interpreting all designs, drawings, specifications, and other services furnished by or on behalf of the City pursuant to this TASK ORDER, to the degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the WORK is provided. The CONSULTANT shall correct or revise, or cause to be corrected or revised, any errors or deficiencies in the designs, drawings, specifications, and other services furnished for this TASK ORDER. All revisions shall be coordinated with the CITY prior to issuance. The CONSULTANT shall also be responsible for any claim, damage, loss or expense resulting from the incorrect interpretation of provided designs, drawings, and specifications pursuant to this TASK ORDER.

For each “Phase” enumerated in “Design Specifications and Guidelines,” the fees shall be paid

for such phase as provided however, CONSULTANT agrees that fees are earned pursuant to the WORK performed, which in no event shall exceed the amount set forth in the attached Fee Schedule and which hourly rate shall in no event exceed that provided in the Contract Agreement. Accordingly, invoices shall be submitted pursuant to completion of the Work performed based upon percentage completion of the relevant Phase.

Attachments:

Attachment A – Kimley-Horn Proposal

Attachment B – T2 Utility Engineers Scope of Services

Attachment C – Kimley-Horn Cost Proposal

CITY OF TUCKER:

CONSULTANT: KIMLEY-HORN & ASSOCIATES, INC.

By: _____

By: _____

Title: _____

Title: _____

Name: _____

Name: _____

Date: _____

Date: _____

Attest: _____

Bonnie Warne, City Clerk

(Seal)

Approved as to form:

Ted Baggett, City Attorney

ATTACHMENT A

TO:

PROFESSIONAL ENGINEERING SERVICES

CONTRACT AGREEMENT (RFQ #2022-018)

TASK ORDER #13

Idlewood Road at Sarr Parkway Roundabout Improvements

Project Understanding

The City of Tucker is seeking to complete improvements at the existing signalized intersection of Idlewood Road and Sarr Parkway. The Client seeks to replace the existing traffic signal and construct a 3-leg roundabout at this intersection. The roundabout design should consider bikes, pedestrians, MARTA & school buses, trucks, and emergency vehicles while verifying a WB-50 as the check vehicle. The Client also seeks public involvement support via an open house with educational materials tailored to roundabouts. Additionally, the Client requests traffic be modeled with Vissim or equivalent software to demonstrate a good level of service between this roundabout location and the Fellowship Road and Idlewood Road roundabout location, which is a separate project. In addition, existing GDOT right of way along US 78 is adjacent to this project, therefore, a GDOT encroachment permit is expected.

Scope of Services

Kimley-Horn will perform the following scope of services:

Task 1 – Project Management and Meetings

Up to two Kimley-Horn staff will attend a kickoff meeting with the Client. Up to two Kimley-Horn staff will attend up to six (6) monthly status meetings with the Client during this task order. Kimley-Horn will prepare an agenda and meeting minutes for each of these meetings, which will be distributed to meeting attendees.

Kimley-Horn will conduct one site visit with up to two (2) staff to assess site conditions and project constraints.

Task 1 also includes general project management and tasks such as monthly invoicing, internal coordination meetings, contracting, and project administrative activities.

Task 2 – Public Involvement

Kimley-Horn will attend one open house style public information meeting for the subject intersection. The meeting will have a focus on gathering feedback on the recommended improvements from those in attendance. Meeting date, time, and location will be determined in coordination with the Client. The Client will have primary responsibility for meeting invitations and advertising. Kimley-Horn will support with the development of educational roundabout materials, such as informational handouts and scaled demonstrations of roundabout operations.

Up to four (4) Kimley-Horn staff will attend the public information meeting, and Kimley-Horn will keep notes at the meeting and summarize the results of the meeting for documentation purposes. Kimley-Horn will develop meeting agendas, maps, activity materials, and feedback cards.

Task 3 – Survey Database and Acquisition Plats

Topographic survey and up to 2 parcel acquisition plats will be completed by T2 Utility Engineers. Refer to Attachment B for survey Scope of Services.

Task 4 – Construction Plans

Kimley-Horn will prepare construction plans for the improvements described above, utilizing the previously prepared concept layout. Kimley-Horn will perform concept validation for the concept layout provided and make adjustments as necessary. A complete design check package will be performed for MARTA & school buses, trucks, and emergency vehicles to document the performance metrics for the roundabout design. The roadway construction plans will consist of the following:

- Cover Sheet
- Index
- General Notes
- Typical Sections
- Construction Layout
- Mainline Plan
- Roadway Profiles
- Driveway Profiles
- Special Grading
- Drainage Profiles
- Staging Plans
 - Identify any challenges associated with construction if Fellowship Road and Sarr Parkway locations are let to construction at the same time. The two projects are 2/3-mile apart and constructability discussions with experienced contractors will take place for inclusion in the construction plans as needed. Kimley-Horn will summarize recommendations in a Memorandum for submittal to the City.
- Cross Sections
- Utility Plan
 - Kimley-Horn will prepare first and second utility submittals to all known utility providers to request verification of locations of existing utilities as well as identifying proposed relocations.
- Lighting Plans
 - Kimley-Horn will prepare a photometric analysis for the roundabout and pedestrian crosswalks to facilitate the placement of roadway lighting. Lighting plans will be prepared for inclusion in construction plans and will

include necessary details, such as single line diagrams, foundation details, etc. Kimley-Horn will coordinate with the utility provider for service point location and will prepare voltage drop calculations and wiring schedule.

- Signing and Pavement Marking Plan
- R/W and Easement Plats (included in surveyor Scope of Services)
- NPDES Erosion Control Plans
 - Cover
 - ESPCP General Notes
 - Erosion Control Drainage Area Map
 - BMP Locations
 - Watershed Map

An opinion of probable construction cost (OPCC) estimate will be developed based on the construction plans.

Kimley-Horn will submit construction plans and OPCC to the City of Tucker Engineer for review at 60% completion and final plans. Kimley-Horn will respond to comments and make plan revisions for up to one (1) round of comments for each submittal. The Client will prepare general bidding documents and will be responsible for bid advertisement.

It is assumed the disturbed area is greater than one (1) acre, therefore a Notice of Intent (NOI) is required and formal Erosion, Sedimentation, and Pollution Control (ES&PC) Plans and related calculations will be completed. The final construction documents will be submitted to Environmental Protection Division (EPD) for review. Kimley-Horn will conduct the required Design Professional Seven Day Inspection and provide the required documentation for the site visit to be kept on file on site by the Contractor. Kimley-Horn will provide information and technical assistance for completion of the Notice of Intent (NOI) and Notice of Termination (NOT).

Review by agencies other than the City of Tucker, GDOT and EPD are not included in this scope of services.

Task 5 – Traffic Modeling

Kimley-Horn will utilize VISSIM (or equivalent) software to simulate the traffic flow on Idlewood Road between the proposed roundabouts at Fellowship Road and Sarr Parkway. The Client seeks to understand the potential queuing and level of service between these intersections. Kimley-Horn will document the findings of this simulation in a Memorandum for submittal to the City to demonstrate how both roundabouts work together.

Task 6 – GDOT Encroachment Permitting

Kimley-Horn will prepare and submit on behalf of the Client the GDOT Encroachment Permit Application through GDOT online GPAS portal. Kimley-Horn will attend one (1)

review meeting with GDOT and will provide comment responses and address comments for up to two (2) rounds of comments on the Encroachment Permit.

Task 7 – Miscellaneous (as Authorized)

Task 7 is a miscellaneous services task to cover any additional services or data collection efforts that the Client and Kimley-Horn may identify throughout the life of the project. Effort will not be expended on Task 7 without prior authorization from the City of Tucker.

Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

- Additional traffic count data
- GDOT Intersection Control Evaluations
- Additional concepts and cost estimates
- Additional outreach meetings
- Graphic renderings
- Meetings beyond those described in the scope of services
- Environmental documentation
- Landscape design services
- Hydraulic/Hydrologic Studies and documentation including any floodplain permitting
- MS4 BMP Design
- Right-of-way cost estimation services
- Right-of-way acquisition services
- Non-standard wall, bridge, or other structural design services
- Subsurface Utility Engineering (SUE) Services
- Construction phase services and coordination with construction contractor
- Utility design services

Schedule

We will provide our services as expeditiously as practicable on a mutually agreed to schedule.

Information Provided by the Client

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

- Previous plans/studies
- GIS data

Terms of Compensation

Kimley-Horn will perform the above scope of services on a labor fee plus expense basis with the maximum labor fee shown below.

Task 1	Project Management and Meetings	\$12,160
Task 2	Public Involvement	\$7,655
Task 3	Survey Database and Acquisition Plats	\$29,000
Task 4	Construction Plans	\$112,165
Task 5	Traffic Modeling	\$5,625
Task 6	GDOT Permitting	\$11,430
Task 7	Miscellaneous	\$5,000
Maximum Labor Fee		\$183,035

Kimley-Horn will not exceed the total maximum fee shown without authorization from the Client. Individual task amounts are provided for budgeting purposes only. Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

DRAFT

November 29, 2023

Darren Wilton, PE
Kimley-Horn
3930 East Jones Bridge Rd. Ste 350
Peachtree Corner, GA 30092

T2 Utility Engineers

6611 Bay Circle, Suite 220
Norcross, GA 30071
USA

Phone +1 678 421 0080
Fax +1 678 421 0082

www.T2ue.com

**RE: Proposal for Professional Surveying Services
Idlewood at Sarr Intersection
Proposal No. 23-GA-0082**

Dear Mr. Wilton,

T2 Utility Engineers (T2ue) is pleased to provide Kimley-Horn & Associates (client) with this proposed scope of services and fee estimate to provide professional land surveying services in connection with the Idlewood at Sarr Intersection project.

This proposal is based upon our conversations, correspondence, research and exhibits provided. All work will be completed under the responsible supervision of a Georgia Professional Land Surveyor.

After you have reviewed the attached proposed scope of services and fee estimate, please do not hesitate to call should you have any questions or concerns.

Thank you for the opportunity to be of service. We are looking forward to working with you on this project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tony DiMarino Jr.', is positioned above the typed name.

Tony DiMarino Jr., PLS
Regional Manager – Southeast

Mr. Wilton
November 29, 2023

Project Understanding:

Pursuant to the information provided by the client, we understand that professional land surveying services have been requested in support of the aforementioned project. Our work will be completed at the intersection of Idlewood Road and Sarr Parkway in the City of Tucker, DeKalb County, Georgia.

Technical Specifications:

- Horizontal Datum – NAD 1983(2011)
- Vertical Datum – NAVD 1988
- Coordinate System – SPC GA West

Scope of Services:

Topographic and Property Survey – T2ue will provide land surveying services within the project limits (shown below) in accordance with the current standards of practice for Surveying and Mapping in the State of Georgia. This will include the following items:

- Establish primary GPS control (NAD 1983(2011), NAVD 1988, SPCS GA West) using eGPS Solutions, Inc.
- Establish secondary project control
- Field location of property monuments/corners adjacent to or within the survey area. The property surveys will be sufficient to allow the preparation of easement and/or right-of-way acquisition plats
- Field location of terrain break-lines and random terrain points
- Field location of existing sidewalks, edge of pavement, back of curbs, and road centerlines
- Field location of buildings corners with finished floor elevations, if accessible.
- Field location of existing awnings, fences, driveways, etc. (typical topographic features)
- Field location of pavement striping including and type in any parking areas
- Field location of existing storm & sanitary sewer systems (sizes, types and inverts)
- Field location of next adjacent off-site storm & sanitary sewer manhole
- Field location of grease traps, if accessible
- Field location of above ground “visible” utilities such as poles, hydrant, meters, valves, existing utility one-call marks, etc.
 - Overhead connectivity will be shown between poles within the limits of survey
 - The direction of O/H utility lines will be shown entering or leaving the limits of survey
 - Field location of “One-Out” poles are not included nor anticipated
- Field location of trees greater than ten inches (10”) diameter measured at four foot (4') above grade
- Prepare Exhibits and Legal Descriptions for up to two (2) parcels based upon the survey data collected by T2ue and acquisition needs of the client.

Mapping and Deliverables:

Provide a GDOT compliant ORD survey database representing the field work.

Basis and Assumptions:

Unless specifically stated otherwise in the Scope of Services, this proposal is conditioned on the following. Differences may result in necessary changes to the proposed scope and fee.

- This survey will **not** be an ALTA/NSPS Land Title Survey. Should the client request an ALTA/NSPS Land Title Survey, a separate proposal will be created for that task.
- This project will not have any involvement from nor be reviewed by GDOT

Mr. Wilton
November 29, 2023

- Field location of wetland flagging is not anticipated nor included.
- Tagging of trees is not anticipated nor included.
- Buildings within the limits will be surveyed to the face of the building.
- No building internals will be surveyed.
- Location of basement limits is not anticipated nor included.
- Marking and surveying of subsurface utility lines is not anticipated nor included.
- Utility test holes are not anticipated nor included (Level "A").
- Areas under construction will be labelled as such, with survey extending to safety fence only.
- Heights above existing grade of Overhead Utilities or Pole Attachment are not anticipated or included.
- Need for city, county, municipality, railroad or other entity permits is not anticipated nor included.
- Field work can be completed within normally accepted business hours.
 - The need for night or weekend work is not anticipated nor included in this scope.
- No traffic control will be required. If it is determined to be necessary T2ue staff will contact the Client to arrange for an add service to cover the additional costs.
- Proposal is valid for 60 days.

Project Limits (Exhibit – Not to Scale)



Client Responsibilities:

Prior to commencing our field tasks, client will:

- Allow T2ue employees unrestricted access to the Subject Parcels
- Client to send property access notification letters, if needed.
- Client to coordinate that parked cars on subject parcel will not impede the field effort.

Mr. Wilton
November 29, 2023

Schedule:

All references are to regular business days. Barring any unforeseen conditions, T2ue is prepared to proceed with this task within 10 days of receiving Notice to Proceed. We anticipate providing our final deliverables within 1 week of our last day in the field.

Fee:

T2ue proposes to provide the Scope of Services for a **Lump Sum of \$29,000.**

Additional Services:

This proposal excludes all services not specifically included herein. Additional services will be requested in writing and will be performed, upon acceptance, at our standard hourly rates in effect at the time of the request, unless negotiated in writing otherwise.

Conclusion:

Thank you for the opportunity to present this proposal. The fee quoted herein are valid for the next 45 days. If you have any questions or comments, please do not hesitate to call. We look forward to providing quality surveying services on this project. Your signature below will serve as acceptance of this proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tony DiMarino Jr.'.

Tony DiMarino Jr., PLS
Regional Manager – Southeast

ATTACHMENT C

City of Tucker On-Call Services

Date: 12/2023

Kimley-Horn and Associates, Inc.

Project: Idlewood @ Sarr

GDOT PI No: N/A
CC Project No: N/A

Phase: **Design**

Direct Labor Costs				
Personnel	Est Hours	Rate/Hr	Cost (\$)	Totals
Principal-In-Charge	17	\$220.00	\$3,740.00	
Project Manager	144	\$205.00	\$29,520.00	
Senior Roadway Engineer	111	\$200.00	\$22,200.00	
Roadway Engineer	223	\$165.00	\$36,795.00	
Associate Engineer/EIT	397	\$140.00	\$55,580.00	
Roadway Technician	0	\$120.00	\$0.00	
Senior Planner	0	\$205.00	\$0.00	
Senior Traffic Engineer	15	\$200.00	\$3,000.00	
Traffic Engineer	0	\$165.00	\$0.00	
Traffic Technician	10	\$120.00	\$1,200.00	
Clerical	20	\$100.00	\$2,000.00	
Landscape Architect	0	\$145.00	\$0.00	
Senior Landscape Architect	0	\$200.00	\$0.00	
Subtotal	937			\$154,035.00
Total Direct Expenses (Survey)				\$29,000.00
Total Direct Labor Plus Direct Expenses				\$183,035.00
Maximum Amount of Contract Proposal				\$183,035.00

ATTACHMENT A

TO:

PROFESSIONAL ENGINEERING SERVICES

CONTRACT AGREEMENT (RFQ #2022-018)

TASK ORDER #13

Idlewood Road at Sarr Parkway Roundabout Improvements

Project Understanding

The City of Tucker is seeking to complete improvements at the existing signalized intersection of Idlewood Road and Sarr Parkway. The Client seeks to replace the existing traffic signal and construct a 3-leg roundabout at this intersection. The roundabout design should consider bikes, pedestrians, MARTA & school buses, trucks, and emergency vehicles while verifying a WB-50 as the check vehicle. The Client also seeks public involvement support via an open house with educational materials tailored to roundabouts. Additionally, the Client requests traffic be modeled with Vissim or equivalent software to demonstrate a good level of service between this roundabout location and the Fellowship Road and Idlewood Road roundabout location, which is a separate project. In addition, existing GDOT right of way along US 78 is adjacent to this project, therefore, a GDOT encroachment permit is expected.

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November 29, 2023

Darren Wilton, PE
Kimley-Horn
3930 East Jones Bridge Rd. Ste 350
Peachtree Corner, GA 30092

T2 Utility Engineers

6611 Bay Circle, Suite 220
Norcross, GA 30071
USA

Phone +1 678 421 0080
Fax +1 678 421 0082

www.T2ue.com

**RE: Proposal for Professional Surveying Services
Idlewood at Sarr Intersection
Proposal No. 23-GA-0082**

Dear Mr. Wilton,

T2 Utility Engineers (T2ue) is pleased to provide Kimley-Horn & Associates (client) with this proposed scope of services and fee estimate to provide professional land surveying services in connection with the Idlewood at Sarr Intersection project.

This proposal is based upon our conversations, correspondence, research and exhibits provided. All work will be completed under the responsible supervision of a Georgia Professional Land Surveyor.

After you have reviewed the attached proposed scope of services and fee estimate, please do not hesitate to call should you have any questions or comments.

Thank you for the opportunity to be of service. We are looking forward to working with you on this project.

Sincerely,

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Tony DiMarino Jr., PLS
Regional Manager – Southeast



Mr. Wilton
November 29, 2023

Project Understanding:

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Technical Specifications:

- Horizontal Datum – NAD 1983(2011)
- Vertical Datum – NAVD 1988
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Scope of Services:

Topographic and Property Survey – T2ue will provide land surveying services within the project limits (shown below) in accordance with the current Standards of Practice for Surveying and Mapping in the State of Georgia. This will include the following items:

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- Field location of pavement striping including and type of any parking areas
- Field location of existing storm & sanitary sewer systems (sizes, types and inverts)
- Field location of next adjacent off-site storm & sanitary sewer manhole
- Field location of grease traps, if accessible
- Field location of above ground “visible” utilities such as poles, hydrant, meters, valves, existing utility one-call marks, etc.
 - Overhead connectivity will be shown between poles within the limits of survey
 - The direction of O/H utility lines will be shown entering or leaving the limits of survey
 - Field location of “One-Out” poles are not included nor anticipated
- Field location of trees greater than ten inches (10”) diameter measured at four foot (4') above grade
- Prepare Exhibits and Legal Descriptions for up to two (2) parcels based upon the survey data collected by T2ue and acquisition needs of the client.

Mapping and Deliverables:

Provide a GDOT compliant ORD survey database representing the field work.

Basis and Assumptions:

Unless specifically stated otherwise in the Scope of Services, this proposal is conditioned on the following. Differences may result in necessary changes to the proposed scope and fee.

- This survey will **not** be an ALTA/NSPS Land Title Survey. Should the client request an ALTA/NSPS Land Title Survey, a separate proposal will be created for that task.
- This project will not have any involvement from nor be reviewed by GDOT

Mr. Wilton
November 29, 2023

- Field location of wetland flagging is not anticipated nor included.
- Tagging of trees is not anticipated nor included.
- Buildings within the limits will be surveyed to the face of the building.
- No building internals will be surveyed.
- Location of basement limits is not anticipated nor included.
- Marking and surveying of subsurface utility lines is not anticipated nor included.
- Utility test holes are not anticipated nor included (Level "A").
- Areas under construction will be labelled as such, with survey extending to safety fence only.
- Heights above existing grade of Overhead Utilities or Pole Attachment are not anticipated or included.
- Need for city, county, municipality, railroad or other entity permits is not anticipated nor included.
- Field work can be completed within normally accepted business hours.
 - The need for night or weekend work is not anticipated nor included in this scope.
- No traffic control will be required. If it is determined to be necessary T2ue staff will contact the Client to arrange for an add service to cover the additional costs.
- Proposal is valid for 60 days.

Project Limits (Exhibit – Not to Scale)



Client Responsibilities:

Prior to commencing our field tasks, client will:

- Allow T2ue employees unrestricted access to the Subject Parcels
- Client to send property access notification letters, if needed.
- Client to coordinate that parked cars on subject parcel will not impede the field effort.



Mr. Wilton
November 29, 2023

Schedule:

All references are to regular business days. Barring any unforeseen conditions, T2ue is prepared to proceed with this task within 10 days of receiving Notice to Proceed. We anticipate providing our final deliverables within 1 week of our last day in the field.

Fee:

T2ue proposes to provide the Scope of Services for a **Lump Sum of \$29,000.**

Additional Services:

This proposal excludes all services not specifically included herein. Additional services will be requested in writing and will be performed, upon acceptance, at our standard hourly rates in effect at the time of the request, unless negotiated in writing otherwise.

Conclusion:

Thank you for the opportunity to present this proposal. The fee quoted herein are valid for the next 45 days. If you have any questions or comments, please do not hesitate to call. We look forward to providing quality surveying services on this project. Your signature below will serve as acceptance of this proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tony DiMarino Jr.'.

Tony DiMarino Jr., PLS
Regional Manager – Southeast

ATTACHMENT C

City of Tucker On-Call Services

Date: 12/2023

Kimley-Horn and Associates, Inc.

Project: Idlewood @ Sarr

GDOT PI No: N/A

CC Project No: N/A

Phase: **Design**

Direct Labor Costs				
Personnel	Est Hours	Rate/Hr	Cost (\$)	Totals
Principal-In-Charge	17	\$220.00	\$3,740.00	
Project Manager	144	\$205.00	\$29,520.00	
Senior Roadway Engineer	111	\$200.00	\$22,200.00	
Roadway Engineer	223	\$165.00	\$36,795.00	
Associate Engineer/EIT	397	\$140.00	\$55,580.00	
Roadway Technician	0	\$120.00	\$0.00	
Senior Planner	0	\$205.00	\$0.00	
Senior Traffic Engineer	15	\$200.00	\$3,000.00	
Traffic Engineer	0	\$165.00	\$0.00	
Traffic Technician	10	\$120.00	\$1,200.00	
Clerical	20	\$100.00	\$2,000.00	
Landscape Architect	0	\$145.00	\$0.00	
Senior Landscape Architect	0	\$200.00	\$0.00	
Subtotal	937			\$154,035.00
Total Direct Expenses (Survey)				\$29,000.00
Total Direct Labor Plus Direct Expenses				\$183,035.00
Maximum Amount of Contract Proposal				\$183,035.00

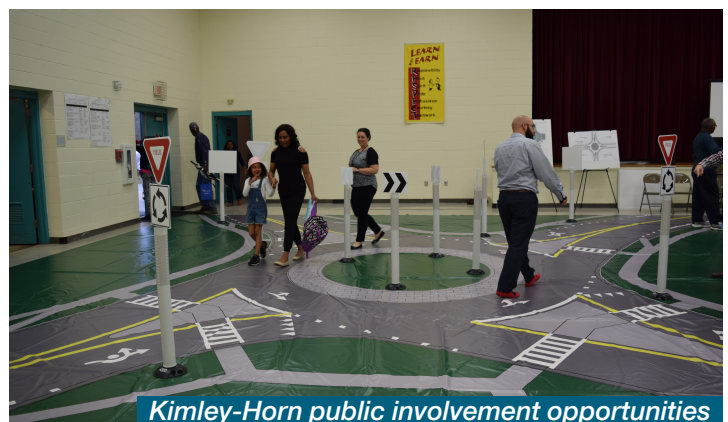
KIMLEY-HORN ROUNDBABOUT EXPERIENCE

Kimley-Horn has provided analysis, preliminary design, final design, peer review, and/ or construction plan production services for over 1,600 roundabout projects across the nation. The firm has assisted numerous local and state agencies in developing transportation plans and programs for both short- and long-range improvements. These and other assignments in transportation planning and network analysis, economics, urban and regional planning, and engineering design have positioned Kimley-Horn as a national leader in the constantly evolving transportation field. The planning and design of roundabouts, having provided analysis, preliminary design, final design, peer review, and/or construction plan production across the U.S. Kimley-Horn's roundabout projects range from single-lane roundabouts located in residential areas to dual-lane roundabouts located along arterials and freeway ramp terminals.

Our team has provided the full range of roundabout implementation services to numerous local and state agencies, including:

- » Feasibility studies
- » Traffic operations and capacity
- » Traffic modeling
- » Planning and conceptual design
- » Public outreach and council presentations
- » Horizontal geometric design
- » Grading design
- » ADA accessible considerations
- » Construction sequencing
- » Work zone traffic control plans
- » Conversions of existing intersections
- » Design review
- » In-service troubleshooting
- » Policy and guideline writing
- » Traffic signing and pavement marking design
- » Design vehicle turning simulation

We set the standard for public outreach and education on the topic of roundabouts. We understand the delicacies of introducing roundabouts near schools and adjacent specialty use areas. We have the roundabout outreach tools needed to educate various stakeholder groups to successfully and quickly gain acceptance. When necessary, we develop a Communication Plan in collaboration with our client to determine the appropriate stakeholders, education materials, and timing of public outreach activities during design and construction of the roundabout to create a strategic process for public roundabout acceptance. Early activities may include publications and educational outreach to the neighboring properties. Later activities include assistance in conducting public meetings and one-on-one discussions with key stakeholder groups.



The modern roundabout has become an increasingly popular alternative to conventionally configured and controlled intersections. Kimley-Horn recognized its potential as an intersection design solution years prior to its sudden growth in popularity. We are committed to being active participants in roundabout interest groups, as well as local and nationally recognized roundabout seminars, webinars, and conferences.

RELEVANT PROJECT EXPERIENCE

DRUID PARK AVENUE AT LANEY WALKER BOULEVARD ROUNDABOUT

Augusta, GA

Kimley-Horn was selected for this locally administered, TIA-funded roundabout and roadway corridor improvement project after performing traffic analysis and public involvement services for this project, as well as four other locations that the Augusta Engineering Department requested a roundabout feasibility study be performed. The Kimley-Horn led team is currently in the pre-construction phase after having completed traffic studies, concept development, geotechnical services, a Phase I ESA, public involvement, and design of preliminary, right-of-way, and final design plans. Landscaping, erosion control plans, and two signal modifications are included in the design plans.



NORTH PEACHTREE/NORTH SHALLOWFORD ROUNDABOUT

Chamblee, GA

The City requested that Kimley-Horn advance a concept prepared by Kimley-Horn for traffic and operational improvements along North Shallowford Road and North Peachtree Road to construction plans for implementation. This safety improvement project consists of the construction of a compact roundabout with a 105-foot inscribed circle diameter (ICD) at the existing three-leg intersection of North Shallowford Road and North Peachtree Road. Ellwyn Drive is provided with access into the compact roundabout, and a right-turn bypass is provided for southbound North Peachtree Road to access North Shallowford Road to address the skew angle of the intersection. The bypass is designed to accommodate a 55-foot firetruck. The compact roundabout is designed to accommodate a Bus 40 design vehicle for all movements and a WB-62 truck for thru movements on North Shallowford Road and North Peachtree Road. To promote safety, additional pedestrian measures such as Americans with Disabilities Act (ADA)-compliant curb ramps, sidewalk, Rectangular Rapid Flashing Beacons (RRFBs) and pedestrian lighting were added for the existing school crossing.

GDOT ON-CALL ROUNDABOUT CONTRACT

Statewide, GA

Kimley-Horn led a team of intersection specialists providing GDOT with innovative intersection policy, planning, and design support to further the use of practical intersection control solutions, specifically with modern roundabouts. We provided plan reviews for concept validation, PFPR and FFPR milestones, concept design, feasibility studies, in-service reviews, quick response plan preparation, Design Policy Manual (DPM) updates, and the development of GDOT's first practical roundabout design guide. This contract, consisting of 360 Work Authorizations, had one consistent objective: to build a legacy of cost-effective, beneficial, and practical safety and operational improvements using roundabouts in Georgia. Kimley-Horn utilized the Plan Development Process (PDP), DPM, GDOT Standards and Details, GDOT Information Technology Services Specifications, and Plan Presentation Guide (PPG) on task orders under this on-call.



Kimley-Horn's team is bolstered by one of the nation's leading roundabout specialists: **Mark Lenters, P.E.** In addition to keeping up with the latest research and trends, he brings extensive experience in all aspects of roundabout policy, planning, design, public outreach, and research. Mark provides on-call design review and policy guidance for numerous Departments of Transportation (DOTs), including Georgia DOT (GDOT) as well as national, and local agencies.

IDLEWOOD ROAD AT SARR PARKWAY ROUNDABOUT



DECEMBER 1, 2023

Submitted To:

City of Tucker
Attn: Ken Hildebrandt, PE, PTOE | City Engineer
khildebrandt@tuckerga.gov

Submitted By:

Keck & Wood, Inc.
3090 Premiere Parkway
Suite 200
Duluth, Georgia 30097

December 1, 2023

Ken Hildebrandt, PE, PTOE
City Engineer
City of Tucker
khildebrandt@tuckerga.gov

Re: Idlewood Road at Sarr Parkway Roundabout

Dear Mr. Hildebrandt,

Providing the City of Tucker with safety and confidence in traffic movement on Idlewood Road at Sarr Parkway requires people dedicated to serving citizens and backed by a team of dependable consultants. Keck & Wood (KW) is ready to provide reliable and steady professional services to help you serve the citizens, businesses, and visitors who enjoy the City of Tucker. We are the right choice to be selected for the Idlewood Road Roundabout Project based on the following criteria:

Experience and Understanding – Having been involved with GDOT’s Safety Program and completed several GDOT Operational Improvements projects, we understand how to navigate the relationship between the City of Tucker and other project stakeholders. Our team has worked with the City of Tucker, multiple GDOT Districts including District 2, and GDOT’s TMC, RAID Team, and General Office staff to deliver countless projects across the State of Georgia. We have worked with the GDOT TIA Office providing budget friendly designs for intersection improvements, bridge replacements, and new location roadways. We know the decision makers and can streamline the process for permitting. ***Our team brings the right mix of local and statewide transportation and traffic knowledge and expertise to the City of Tucker.***

Familiarity and Proximity – KW has proudly served the City of Tucker for the past three years, working on multiple projects for the betterment of the City. We understand the project process and communication style of the City and consider it a privilege to work on projects that transform communities and provide infrastructure that will serve generations to come. ***Our team knows the City of Tucker and will hit the ground running on Day 1, virtually eliminating any learning curve.***

I look forward to collaborating with you and your colleagues to address the traffic flow on Idlewood Road for the citizens and visitors of the City of Tucker. If you have any questions or need additional information, please contact me at 803-727-6499 or by email at dsabia@keckwood.com.

Sincerely,

Keck & Wood, Inc.



Daniel Sabia, PE
Project Manager and Roadway Market Leader

Company Name

Keck & Wood, Inc.

Address

3090 Premiere Parkway
Suite 200
Duluth, Georgia 30097

Primary Point of Contact

Daniel Sabia, PE

Main Telephone Number:

678-417-4000

Direct Telephone Numbers:

678-417-4015 (office)
803-727-6499 (mobile)

Fax Number:

803-526-7328

Email Address:

dsabia@keckwood.com

Website

keckwood.com

Number of Staff

Employed Full-time

Professional Engineers: 30

Engineers in Training: 18

Engineering Technicians: 7

Landscape Architects: 3

Landscape Designer: 1

Planner: 1

Land Surveyor: 1

Other Technical Staff: 1

Administrative Personnel: 8

Professional consulting services for the Idlewood Road at Sarr Parkway Roundabout will be staged from our Duluth, GA office.

Firm History. Since its founding in 1954, KW has continued the traditions of engineering excellence and commitment to exemplary service established by our founders, Wyly Keck and Tom Wood. **With over 69 years of public sector experience**, KW has earned an outstanding reputation for integrity, knowledge, and professionalism in advising our clients. We are committed to improving the quality of life of the region and communities we serve through ethical conduct and dedicated client service.

Ownership/Corporate Data. Keck & Wood, Inc. is an employee-owned, Class C Corporation, governed by a seven-person Board of Directors. From our offices in Duluth, GA, Auburn, AL, Rock Hill, SC, and North Charleston, SC, we serve clients in the southeastern states.

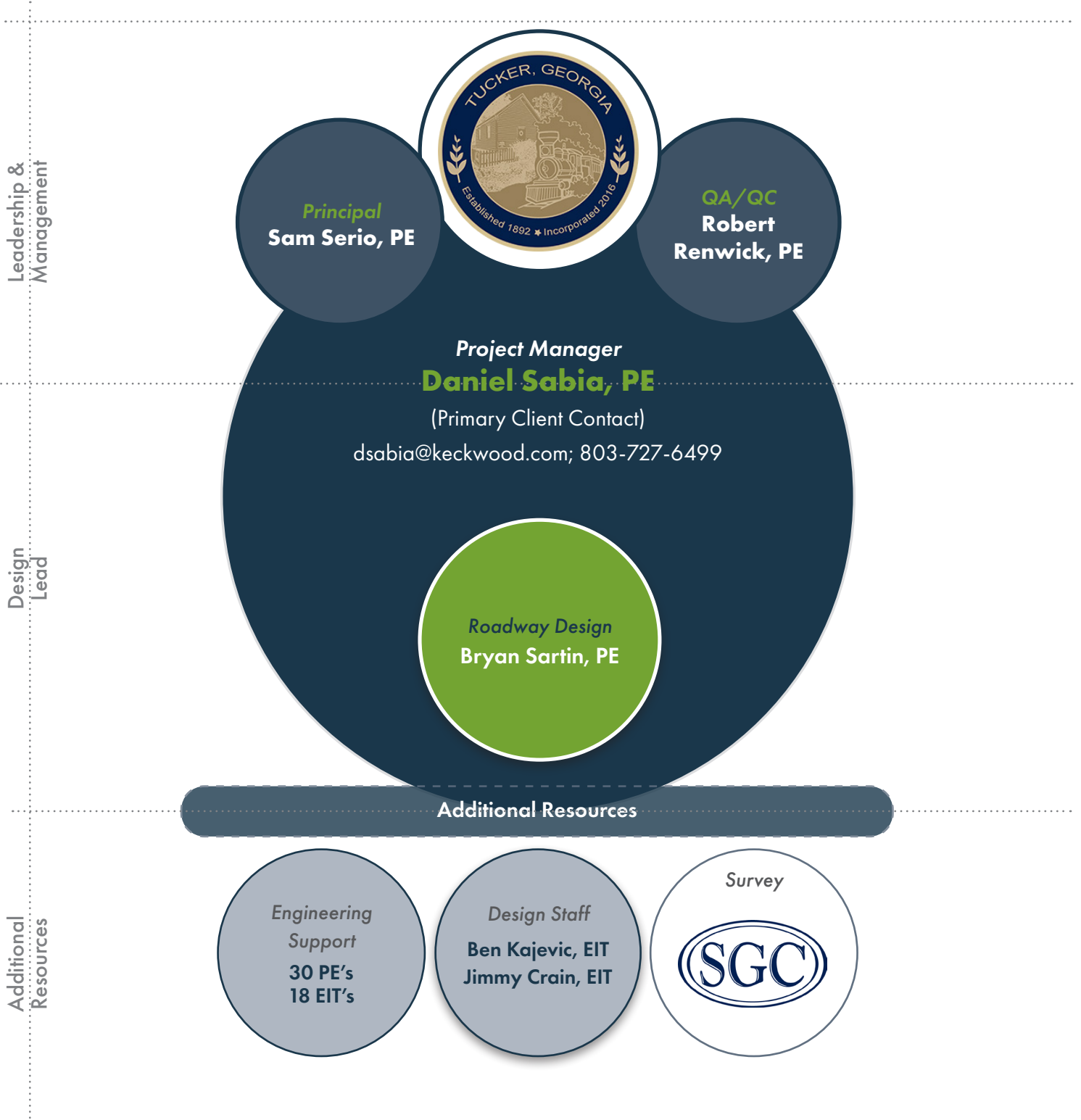
Business Activities. KW offers professional Engineering, Planning, Land Surveying, and Landscape Architecture services to provide solutions for transportation, traffic, parks & recreation, water resources, energy supply, and urban redevelopment. We proudly serve community & local governments, state governments & jurisdictional authorities, utility infrastructure, public institutions, and private developers. Our professional services include, but are not limited to:

- Rural & Urban Roadway Design
- Traffic Engineering
- Utility Coordination
- Streetscape
- Multi-Use Paths/Trails
- Parks & Recreation
- Natural Gas
- Stormwater Systems
- Water/Wastewater Treatment
- Wastewater Collection
- Water Supply, Storage & Distribution
- Public Works Facilities
- Planning
- Landscape Architecture
- Land Surveying



The team selected for the Idlewood Road at Sarr Parkway Roundabout is ready to Serve!

We have the experience and personnel capacity needed for a successful delivery.





EDUCATION

BSCE 2006
University of South Carolina

REGISTRATION

Professional Engineer
GA (39126)

CERTIFICATIONS

GDOT Plan Development Process
(PDP)
Local Agency Program (LAP)
GSWCC Level II Certified Plan
Reviewer (56303)

PROFESSIONAL ASSOCIATIONS

American Society of Highway
Engineers (ASHE)

EXPERIENCE

17 years

Daniel has more than 17 years of experience delivering GDOT projects. Initially, he started his career working for GDOT in the office of Roadway Design. There he developed as an engineer through the Department's training and mentoring programs. He left the department in 2013 to start his consulting career as a Lead Engineer and Project Manager. Begging with local work, Daniel helped to design and manage roundabouts as they became more popular, utilizing NCHRP 672 to frame the design. On multiple GDOT projects, Daniel worked with the RAID group and utilized GDOT's Roundabout Design Guide to meet GDOT requirements for state routes and other projects with state or federal funding. This includes both single, multi-lane, and hybrid roundabouts.. Utilizing practical design, Daniel provides successful projects with reduced costs and minimizing change orders. He has gained valuable experience by providing Use on Construction services for the projects he has designed, learning how his design is implemented, and using that knowledge to create more constructible plans. ***As Project Manager and Primary Point of Contact, Daniel will ensure open and clear communications while guiding stakeholders and the design team throughout all aspects of the project. His unique combination of technical knowledge, management experience, and communication style will contribute heavily to the success of this project.***

PROJECT EXPERIENCE

- **Hardy McManus Widening (PI 0013704) | GDOT TIA, Columbia County, GA (District 2)** - This 3.1-mile widening project located in District 2 in Columbia County serves to address the rapid growth of the area. GDOT's ICE process was used to develop alternative intersections designs along the corridor, which recommended three roundabouts. Current conditions along the corridor experience a level of service "F". Additionally, with a wide use along the corridor of schools, parks, churches, and neighborhoods, the surrounding area was reviewed for future land use in determining the final concept recommendations. The project has moved into the design phase and will be improved from a two lane rural roadway section to a three lane flush median section with curb and gutter, sidewalk, multi-use trail and vegetative buffers. Initially served as DPM and Lead Engineer through preliminary plans; recently shifted to Project Manager to deliver final plans.
- **SR 22 @ SR 24, Roundabout (PI 0015667) | Baldwin County, GA (District 2)** - This project will construct a roundabout at the intersection of SR 22 and SR 24 to reduce potential crashes and points of conflict for vehicles maneuvering through the intersection. There is a history of multiple injuries and at least one fatality. The improvements will provide proper sight distance, turning accommodations, visibility, and guidance. The project is located on an oversize truck route increasing the size and complexity of the roundabout. Managed the interaction between traffic analysis, environmental, and design to lead the design by providing concept level widening and specific intersection design across the entire corridor.
- **Wieuca Roundabout | Buckhead CID/City of Atlanta, Fulton County, GA** - This project was to develop a multi-lane roundabout at the intersection of Wieuca Road, Phipps Boulevard, and Park Avenue in the heart of Buckhead. The planning and design of this roundabout included extensive public engagement efforts including one-on-one stakeholder meetings, multiple public open houses, and coordination between City of Atlanta staff, BCID staff, and elected officials. The resulting design is a multi-lane roundabout incorporating speed tables, new lighting, a new corner park, and artwork in the central portion of the roundabout. The plan also includes a two-lane, protected cycle track for 1200 feet along Wieuca Road which helps strengthen the bicycle network along the corridor.



EDUCATION

BSCET 2011
Southern Polytechnic State
University

REGISTRATION

Professional Engineer
GA (41185)

CERTIFICATIONS

GDOT Plan Development Process
(PDP)
GSWCC Level II Design
Professional (77124)

PROFESSIONAL ASSOCIATIONS

American Society of Highway
Engineers (ASHE)
American Council of Engineering
Companies (ACEC)

EXPERIENCE

12 years

Bryan has extensive experience on roadway corridor and intersection improvement projects. He has prepared scope, design, schedule and delivery of projects including conventional intersection improvements, roundabouts, new location roadways, bridge replacements, streetscapes, and roadway widening & enhancements. *Bryan will utilize his extensive roadway and intersection improvements knowledge to lead the design team efforts.*

PROJECT EXPERIENCE

- **SR 18 at SR 87 (PI 0008884) | Monroe County, GA** - This project included the design of an elliptical single-lane roundabout at an existing 4-way stop-controlled intersection. Design responsibilities included preparation of the roundabout grading plan and construction staging plan, which accounted for maintenance of traffic throughout construction to allow for construction of concrete pavement for the roundabout.
- **Villa Rica Bypass (PI 631490-) | Carroll County, GA** - This project proposes to construct a new 2-lane bypass, including two roundabouts, with a total project length of 2+ miles. Design responsibilities included horizontal & vertical roadway geometry, drainage design, construction staging & erosion control plan design, and grading plan design for the proposed roundabout.
- **N Bogan Road at Thompson Mill Road Intersection Improvements Scoping Study & Engineering Design | Gwinnett County DOT, GA** - Performed the scoping study evaluating the conversion of a 4-way stop intersection to either a signalized intersection or roundabout. A single lane roundabout was the preferred solution. Design responsibilities included the design of horizontal and vertical geometry for the project, grading plan design for the roundabout, and preparation of construction staging plans.
- **SR 53 at SR 369 (PI 0016921) | Hall County, GA** - This project proposes to provide northbound and southbound dual left turn lanes on SR 53/McEver Road with storage lengths of 510 feet (northbound) and 200 feet (southbound). The project also includes extending the SR 369/Browns Bridge Road westbound left turn lanes by 100 feet and extending the eastbound outside through lane to provide additional lane storage. Roadway design tasks included the design of horizontal and vertical roadway geometry, sight line checks, erosion control plan development, and cost estimate preparation.
- **GDOT Districts 1, 2, & 5 Safety On-Call Contracts | GA** - Responsible for the design of roundabout concepts and preparation of associated construction cost estimates in Districts 1, 2, and 5 through GDOT's regional safety on call contracts. The roundabout design types included mini-roundabouts, single lane roundabouts, and hybrid roundabouts. The intersections where the concepts were prepared included SR 82 at I-85 (single lane roundabout interchange, District 1), SR 9 at Hopewell Road (mini roundabout, District 1), SR 81 at Tom Miller Road (single lane roundabout, District 1), SR 81 at Youth Jersey Road (mini roundabout, District 1), SR 172 at SR 98 (mini roundabout, District 1), SR 88 at SR 296 (single lane roundabout, District 2), SR 30 at Hodgeville Road (hybrid roundabout, District 5). SR 30 at Hodgeville Road was subsequently programmed as PI 0018023.
- **Charlotte Rowell Boulevard at Drake Drive | City of Monroe | Walton County, GA** - This project included the conceptual design of a single-lane roundabout located at the intersection of Charlotte Rowell Boulevard and Drake Drive, which is in proximity to a YMCA facility currently under construction. Design checks were performed for the roundabout concept (fastest path analysis and Autoturn swept path analysis) in order to develop the optimum design that will accommodate WB-67 trucks utilizing Charlotte Rowell Blvd to travel between SR 11 and SR 138.

Sam Serio, PE

Project Principal

Professional Engineer - GA (34684)

Education - BSCE 2003 | Auburn University

Experience - 20 years



- **On-Call Engineering | Cities of Hapeville, Monroe, Peachtree Corners, Dallas, Doraville, and Buford, GA** - Services include federally funded major roads, intersections, sidewalks, multi-use trails, traffic signal design, drainage engineering, landscape design, and CE&I.
- **On-Call Engineering | Cities of Loganville, Duluth, GA** - Services include intersections, multi-use trails, sidewalks, traffic signal design, drainage engineering, landscape design, and CE&I.
- **On-Call Engineering | City of Norcross, GA** - Services include intersections, sidewalks, multi-use trails, traffic studies, drainage engineering, landscape design, and CE&I.
- **On-Call Engineering | City of Berkeley Lake, GA** - Services include sidewalks, paving, drainage engineering, and CE&I.
- **On-Call Engineering | Gwinnett County, GA** - Services include SPLOST funded minor roads, intersections, and pedestrian facilities.
- **Downtown Utilities and Streetscape | City of Gainesville, GA** - Project improves the downtown area by enhancing sidewalks, relocating utilities, designing ADA compliant ramps, landscaping, updating striping and signage, and redesigning traffic signals.
- **New Peachtree Road Streetscape | City of Doraville, GA** - Project implements a road diet along the frontage of the Doraville MARTA station to allow for construction of off-street cycle tracks and expanded sidewalks, along with pedestrian lighting and landscaping.
- **South Lee Street Streetscape | City of Buford, GA** - Project provides new or expanded sidewalks, storm drainage, pedestrian lighting, signage, gateway features, brick retaining walls, decorative fencing, asphalt paving, brick pavers, and landscaping in a narrow street corridor.
- **Pace Street Pedestrian & Bicycle LCI Project | City of Covington, GA** - Project incorporates a road diet along Pace Street to allow for construction of bicycle and improved pedestrian facilities.
- **Park Trail Improvements | City of Tucker, GA** - Project consisted of wooden boardwalks, bench seating, wooden pedestrian bridges, and stormwater improvements at Kelley Cofer Park and Henderson Park.

Robert Renwick, PE

QA/QC

Professional Engineer - GA (36674)

Education - BSCE 2007 | Clemson University

Experience - 16 years



- **N Bogan Rd at Thompson Mill Rd Intersection Improvements Scoping Study & Engineering Design | Gwinnett County DOT, GA** - Performed the scoping study evaluating the conversion of a 4-way stop intersection to either a signalized intersection or roundabout. Both options were studied in regards to cost, safety, operation, right-of-way and utility impacts, constructability, and staging concerns. A single lane roundabout was the preferred solution. Roundabout design services were provided.
- **Villa Rica Bypass (PI 631490) | Carroll County, Ga** - Project proposes to construct a new 2-lane bypass, including two roundabouts, with a total project length of 2+ miles. Design related tasks included horizontal and vertical roadway geometry, sight line checks, drainage design, establish roadway cross sections, erosion control plan preparation, and prepare construction cost estimates. Additional responsibilities included project coordination with GDOT PM, GDOT subject matter experts and reviewers, sub-consultants, and stakeholders, attend milestone meetings.
- **Holcomb Bridge Road at Atlantic Boulevard | Gwinnett County DOT, GA** - Intersection Concept and design for roundabout at the intersection to improve operations and prevent truck traffic from entering downtown Norcross.
- **New Peachtree Streetscape LCI Project (PI 0012612) | City of Doraville, GA** - The project will implement a road diet along New Peachtree Road adjacent to the Doraville MARTA station for construction of new pedestrian facilities, bicycle facilities, and four new traffic signals. Cycle tracks, a fairly new concept in bicycle facility design, are proposed adjacent to the roadway.
- **Rock Road Realignment, City of Loganville, GA** - Performed the concept study to realign Rock Road to a new intersection with SR 81 and Lee Byrd Road. The study evaluated right-of-way impacts, utility impacts, cost estimates, and safety concerns with various roadway alignment options, intersection locations, and intersection controls.

Thompson Mill Road at North Bogan Road Roundabout

Gwinnett County, GA

The Thompson Mill Road at North Bogan Road Roundabout project is a Gwinnett County Transportation SPLOST Program Project. The project will upgrade a 4-way stop to a roundabout at the intersection of Thompson Mill Road and Bogan Road. A feasibility study was required to identify and evaluate right-of-way impacts, utility impacts, constructibility and costs, and safety for a roundabout. KW's responsibilities include conceptual design, engineering design, and right-of-way engineering.

Services include traffic data collection, traffic signal warrant analysis, roundabout analysis, traffic operations, concept layouts, land surveying, cost estimation, right-of-way plans, erosion control plans, and engineering design.

SERVICES/COST - 2022 (construction)
\$2.5M (estimated)

CLIENT CONTACT

Edgardo Aponte, PE
Deputy Director, Traffic Signals & Roadways
770-822-7400 | edgardo.aponte@gwinnettcountry.com

GDOT Safety (Langhorn Street)

City of Atlanta, GA

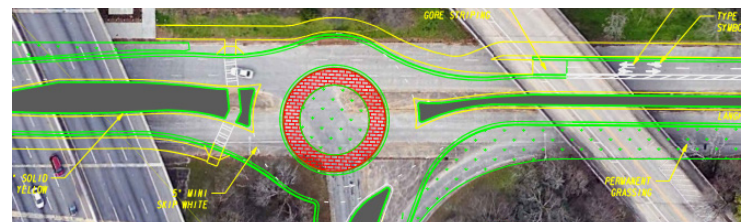
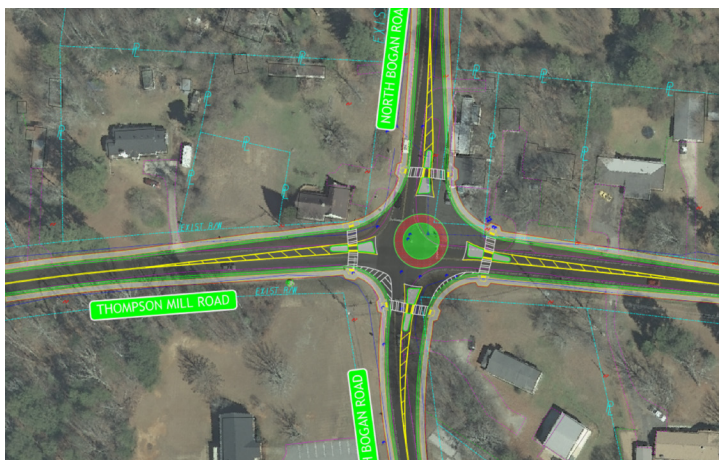
As part of the GDOT Regional Safety Contract, our team was tasked with evaluating Langhorn Street located in the City of Atlanta to see if safety improvements were needed. The study area was Langhorn Street from SR 139/Ralph David Abernathy to Westview Drive.

KW gathered historical crash data for the past five years; identified areas with high crash rates, high crash severity, and any location that involved crashes with pedestrians or bicycles; evaluated potential improvements that would reduce the number and severity of crashes; and compiled a list of alternatives that ranged from additional roadway and pedestrian lighting to the installation of a roundabout at an I-20 ramp terminal. Cost estimates were created for each improvement for development of a benefit-cost ratio to be used to identify the best improvements, as well as justify the benefit of the project for funding purposes. Concept layouts and cross-sections were developed to better illustrate the extent of the planned improvements.

SERVICES/COST - 2022 (Study)
\$2.8M (estimated)

CLIENT CONTACT

Sam Harris, PE | State Safety Engineering Manager
404-635-2882 (o) | 404-858-1933 (c)
sharris@dot.ga.gov



Villa Rica Bypass

(PI 631490-)

City of Villa Rica, Carroll County, GA

This project consists of a 3-mile, 2-lane bypass around the north and east side of the City with 2-miles of roadway construction on new location and one mile of reconstruction and improvements along existing location. The project also includes two miles of crossing roadway improvements, two of which are on state routes, with both intersections requiring roundabouts. These roundabouts were proposed due to analyzed safety concerns at the intersections.

Eighty-seven (87) parcels were impacted by this project. The City is funding the engineering design cost and GDOT is funding the cost of right-of-way acquisition and construction. Services include conceptual design, engineering design, and right-of-way engineering.

KW is currently providing construction oversight.

SERVICES/COST - 2009 - Ongoing
Concept/Design/ROW - \$8.8M
Est Construction - \$29.3M

CLIENT CONTACT

Tom Barber | City Manager
678-840-1221 | tbarber@villarica.org

Holcomb Bridge Road at Atlantic Boulevard Roundabout

Gwinnett County, GA

This project consists of designing a roundabout at the intersection of Holcomb Bridge Road and Atlanta Boulevard/ Peachtree Corners East in the City of Norcross, Gwinnett County, GA along with the installation of a right turn lane at the intersection of Atlantic Boulevard at Jimmy Carter Boulevard which is in close proximity. The roundabout is being designed in an attempt to prevent trucks along Holcomb Bridge Road from being able to continue into downtown Norcross.

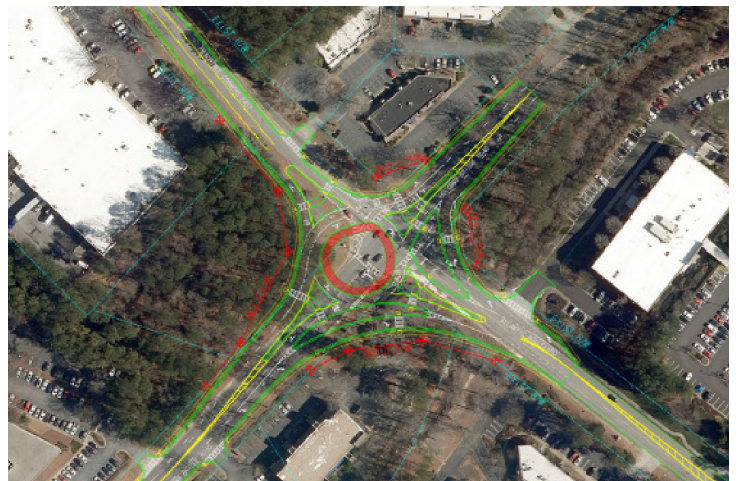
This project includes coordination with Gwinnett County, City of Norcross and City of Peachtree corners staff in order to make the project a success. The roundabout design will also attempt to minimize ROW impacts and utility impacts.

Services include conceptual design, right-of-way design, feasibility study, and engineering design.

SERVICES/COST - 2022 - Ongoing
\$3M (estimated)

CLIENT CONTACT

Tony Harris, PE | Preconstruction Division Director
770-822-7436 | tony.harris@gwinnettcounty.com





COLLABORATION BY DESIGN

December 1, 2023

Ken Hildebrandt, PE, PTOE
City Engineer
City of Tucker
khildebrandt@tuckerga.gov

Re: Idlewood Road at Sarr Parkway Roundabout

Dear Mr. Hildebrandt:

As requested, below is the proposal to perform the design services for the Idlewood Road at Sarr Parkway Roundabout for the City of Tucker. Keck & Wood, Inc. (The "Engineer") appreciates the opportunity to provide the City of Tucker with professional engineering services for this project.

This project proposes to install a roundabout at the intersection of Idlewood Road and Sarr Parkway. The project will be completed with local funds. This project proposes to install a single lane roundabout at the intersection of Idlewood Road and Sarr Parkway. It will include bike and pedestrian accommodations with an urban style shoulder. GDOT permitting will be required as the project will impact GDOT right of way and coordination with the DeKalb County Board of Education will be necessary.

Scope of Services

KW will provide all professional services to assist the City of Tucker in completing the tasks as described herein:

Survey

- Survey database to be completed to OpenRoads; Topo, Property, and Visible and 811 locate utilities

Traffic

- Roundabout analysis and technical memo
- VISSIM modeling
- Roundabout simulation

Design Plans

- Plans will follow GDOT formatting and include the following:
 - Cover, Index, General Notes, Typical Sections
 - Construction Plans, Profiles, Drainage Area Map and Drainage Profiles
 - Cross Sections, Utility Plans, Signing and Marking Plans
 - Staging Plans
 - Erosion Control Plans
- Deliverables
 - Concept Phase – this will determine the layout and typical section, including potential impacts to adjacent properties and environmental concerns
 - 60% plans and construction cost estimate
 - Right of way Plans
 - 90% plans and construction cost estimate
 - 100% final plans with cost estimate

Miscellaneous Services

- One public information meeting
- Recommendation/justification for Idlewood at Fellowship, Idlewood at Sarr, or concurrent construction

Permitting

- GDOT Encroachment Permit (Complete at 100% deliverable)
- Coordination with DeKalb County Board of Education

Project Management

- Client Meetings including kickoff and (4) progress meetings (page turn) and available for monthly virtual meetings
- Internal QCQA will be completed on all deliverables and is required by all of our subconsultants

Project Deliverables

- Traffic Analysis and VISSIM modeling/simulation
- Preliminary Design plans and cost estimate
- Right of way Plans
- Final Design Plans and cost estimate
- Stamped Construction Plans

Assumptions

- *Services or tasks not specifically outlined above are excluded*
- *Does not include ROW acquisition services; the County will complete all right of way*
- *Does not include design of post-construction BMPs or MS4 considerations*
- *Bidding and construction administration services are available and can be included if needed*
- *Traffic Counts are not included and previous counts will be utilized*

Schedule

KW is expected to be able to complete the design and coordination activities within 12-14 months of NTP.

Compensation

Compensation for work performed shall be according to the fees noted. Once per month during the existence of this contract, the Engineer shall submit to City of Tucker an invoice for payment based on percent complete of the work performed for the Project through the invoice period. Should additional services be necessary, we will notify the City in advance. Our proposed fees are as follows:

Total Compensation..... \$187,860.00 hourly, not to exceed

Any service outside those outlined in this proposal can be performed by KW either by a separate proposal.

If you have any questions or would like additional information, please contact me at 803-727-6499 or dsabia@keckwood.com. We appreciate the opportunity to work with the City of Tucker on this project.

Sincerely,

Keck & Wood, Inc.



Daniel Sabia, PE
Project Manager and Roadway Market Leader

ACCEPTED by the City of Tucker

This ____ day of _____, 2023.

By: _____
Title: _____

	Project Manager	Senior Engineer	Engineer	Total Hours		Cost
Project Management	\$ 200.00	\$ 220.00	\$ 175.00			
Client Meetings	14			14		\$ 2,800.00
Conduct Internal QCQA		32		32		\$ 7,040.00
Address Internal QCQA Comments		32		32		\$ 7,040.00
Survey						
Survey and Property						\$ 12,500.00
Traffic						
VISSIM and Simulation	2	24	40	66		\$ 12,680.00
Traffic Memo	2	8	12	22		\$ 4,260.00
Environmental						
Public Information Meeting	2	4	24	30		\$ 5,480.00
Roundabout Lighting						
Lighting Design	2	32	16	50		\$ 10,240.00
Construction Plans						
Concept Design						
Conceptual Roundabout	2	20	8	30		\$ 6,200.00
30% Preliminary Design						
Concept Revisions	2		8	10		\$ 1,800.00
Cover, General Notes			8	8		\$ 1,400.00
Typical Sections		2	12	14		\$ 2,540.00
Construction Plans		16	32	48		\$ 9,120.00
Profiles		2	24	26		\$ 4,640.00
Drainage		8	40	48		\$ 8,760.00
Grading		24		24		\$ 5,280.00
Utility			16	16		\$ 2,800.00
Signing and Marking			16	16		\$ 2,800.00
Cross Sections		16	24	40		\$ 7,720.00
Right of Way Plans						
Right of Way Plans	2	8	40	50		\$ 9,160.00
90% Permitting Set						
Comments and Revisions	2	8	40	50		\$ 9,160.00
Construction Details			4	4		\$ 700.00
Grading Plans		24	24	48		\$ 9,480.00
ESPCP Plans		8	40	48		\$ 8,760.00
Final Adjustments		16	16	32		\$ 6,320.00
100% Final Drawings						
Final Adjustments		16	16	32		\$ 6,320.00
GDOT Permitting Set						
GDOT Permitting	2	8	24	34		\$ 6,360.00
Dekalb County Schools Coordination	2	8	24	34		\$ 6,360.00
Cost Estimating						
30% Cost Estimate	2	4	12	18		\$ 3,380.00
90% Cost Estimate	2	4	12	18		\$ 3,380.00
100% Cost Estimate	2	4	12	18		\$ 3,380.00
TOTAL						\$ 187,860.00

