



SANDY SPRINGS

GEORGIA

CITY COUNCIL

Rusty Paul, Mayor

John Paulson – District 1

Melody Kelley – District 2

Melissa Mular – District 3

Jody Reichel – District 4

Tibby DeJulio – District 5

Andy Bauman – District 6

Tuesday, November 15, 2022

Regular Meeting

Following Work Session

The City Council meeting will be held in the Studio Theatre at Sandy Springs City Hall
(1 Galambos Way, Sandy Springs, GA 30328).

Live-stream:	Public Meeting Portal (CivicClerk): https://sandyspringsga.civicclerk.com Zoom Webinar: http://spr.gs/citycouncilmeeting
Teleconference:	Phone: (646) 558-8656 Webinar ID: 837 5464 0463
Public Comment:	http://spr.gs/publiccomment

I. Call to Order - Mayor Rusty Paul

II. Roll Call and General Announcements - City Clerk

III. Pledge of Allegiance - Mayor Rusty Paul

IV. Public Comment

V. Approval of Meeting Agenda

VI. Consent Agenda

A. 2022-313 Meeting Minutes

August 16, 2022 City Council Work Session

September 20, 2022 City Council Work Session

November 1, 2022 City Council Work Session

November 1, 2022 City Council Meeting

November 7, 2022 City Council Special Called Meeting

B. 2022-314 Request for Mayor and City Council Consideration of Acceptance of an Agreement to Purchase Fee Simple Right of Way, Permanent Drainage Easement and Temporary Construction Easement on Property Located at 1280 Spalding Drive in Land Lot 384 of the 6th District, City of Sandy Springs (Tax ID #06-0384-0001-069-7); TS-111 Pitts Road at Spalding Drive Intersection Project

(Presented by William H. Martin, Jr. AIA Public Works Director)

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in a public meeting, or who have questions regarding the accessibility of the meeting or facilities should contact the City Clerk at 770-730-5600 promptly for assistance.

The City will make reasonable accommodations for those persons.
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- C. **2022-315** Request for Mayor and City Council Consideration of Acceptance of an Agreement to Purchase Fee Simple Right of Way and Temporary Construction Easement on Property Located at 6400 Peachtree Dunwoody Road in Land Lot 19 of the 17th District, City of Sandy Springs (Tax ID#'s 17-0019- LL-194-5); TS-192 Mt. Vernon Highway Corridor Improvements Project
(Presented by William H. Martin, Jr. AIA Public Works Director)
- D. **2022-316** Request for Mayor and City Council Consideration of the Adoption of the City of Sandy Springs 2023 City Council Meeting Schedule
(Presented by Raquel Gonzalez, City Clerk)
- E. **2022-317** Request for Mayor and City Council Consideration of the Adoption of the City of Sandy Springs 2023 Planning and Zoning Schedules
(Presented by Michele McIntosh-Ross, Planning & Zoning Manager)

VII. Presentations

VIII. Public Hearing

- A. **2022-318** Request for Mayor and City Council Consideration of Approval of the 2021 Consolidated Annual Performance and Evaluation Report
(Presented by Michele McIntosh-Ross, Planning & Zoning Manager)

IX. New Business

- A. **2022-319** Request for Mayor and City Council Consideration of the Appointment of Hardy Dorsey as Member to the Sandy Springs Development Authority, Filling the Unexpired Term of Dan DiLuzio
(Presented by Rusty Paul, Mayor)
- B. **2022-320** Request for Mayor and City Council Consideration of the Appointment of Jason Bodwell as Member to the Sandy Springs Board of Appeals, Filling the Unexpired Term of Alvin Johnson
(Presented by Rusty Paul, Mayor)
- C. **2022-321** Request for Mayor and City Council Consideration of a Budget Amendment for T0064 Peachtree Dunwoody at Telford Place Roadway Safety Project
(Presented by William H. Martin, Jr. AIA Public Works Director)
- D. **2022-322** Request for Mayor and City Council Consideration of Re-adopting the Five Ethics Principles for Re-Certification as a Georgia Certified City of Ethics
(Presented by Raquel Gonzalez, City Clerk)
- E. **2022-323** Request for Mayor and City Council Consideration of Approval of the Declaration of Certain City Property as Surplus

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(Presented by Toni Carlisle, Chief Financial Officer)

- F. **2022-324** Request for Mayor and City Council Consideration of Adoption of the City of Sandy Springs 2023 Holiday Schedule

(Presented by Jennifer Emery, Human Resources Director)

- G. **2022-325** Request for Mayor and City Council Consideration of the Approval and Adoption of the City of Sandy Springs Continuity of Operations Plan (COOP) and the City of Sandy Springs Emergency Operations Plan (EOP)

(Presented by Imani White-Isaac, Section Chief of Emergency Management)

- H. **2022-326** Request for Mayor and City Council Consideration of a Contract Award with Rhodeside Harwell for the Roswell Road Crossroads Small Area Plan Update

(Presented by Kristin Byars Smith, Assistant City Manager)

- I. **2022-327** Request for Mayor and City Council Consideration of an Ordinance to Amend the Fiscal Year 2023 Budget Amendment to Authorize Additional Funding for Project CD232, Crossroads Small Area Plan

(Presented by Kristin Byars Smith, Assistant City Manager)

- J. **2022-328** Request for Mayor and City Council Consideration of the Use of Eminent Domain for the Appropriation of Certain Property Rights and Interests Located at 0 Holcomb Bridge Road, Fulton County, Georgia, Parcel ID 06 0313 LL 018 2

(Presented by Dan Lee, City Attorney)

X. Reports

- A. **2022-329** Mayor and Council Report

- B. **2022-330** Staff Reports

1. Unaudited September 2022 Financials

(Toni Carlisle, Chief Financial Officer)

XI. Executive Session – Real Estate & Litigation

XII. Adjournment

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in a public meeting, or who have questions regarding the accessibility of the meeting or facilities should contact the City Clerk at 770-730-5600 promptly for assistance.

The City will make reasonable accommodations for those persons.

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SANDY SPRINGS

CITY CLERK'S OFFICE

TO: Eden Freeman, City Manager

FROM: William H. Martin, Jr. AIA Public Works Director

DATE: October 21, 2022 Submission for the November 15, 2022 City Council Meeting

ITEM: Request for Mayor and City Council Consideration of Acceptance of an Agreement to Purchase Fee Simple Right of Way, Permanent Drainage Easement and Temporary Construction Easement on Property Located at 1280 Spalding Drive in Land Lot 384 of the 6th District, City of Sandy Springs (Tax ID #06-0384-0001-069-7); TS-111 Pitts Road at Spalding Drive Intersection Project

Recommendation:

Staff recommends that the Mayor and City Council accept an Agreement to Purchase Fee Simple Right of Way, Permanent Drainage Easement and Temporary Construction Easement on that tract of land lying and located in Land Lot 384 of the 6th District, Fulton County, Georgia. The property is owned by Tessa Leanne Cierny and is located at 1280 Spalding Drive, Sandy Springs, Georgia, as shown in the attached exhibits.

Background:

The acquisition of 3,142.11 square feet of Fee Simple Right of Way, 4,245.96 square feet of Permanent Drainage Easement and 841.28 square feet of Temporary Construction Easement on the subject property is necessary in order to construct the TS-111 Pitts Road at Spalding Drive Intersection Project.

Discussion:

City Staff and the property owner have come to an amicable settlement agreement in the amount of \$115,000.00. The City's appraised fair market value offer was \$90,300.00 and it included Cost to Cure mitigation compensation in the amount of \$24,543.00. The Property owners obtained several quotes for Cost to Cure mitigation items that supported the increase over the City's appraised fair market value. This settlement agreement will allow the City to acquire the required property rights without the use of Eminent Domain and it will also avoid any potential litigation expenses. Therefore, this agreement is considered reasonable, and Staff recommends Council acceptance and approval of the agreement.

Financial Impact:

Sufficient funds are available in Project TS-111 Pitts Road at Spalding Drive Intersection for this acquisition.

Alternatives:

The acquisition reflects the minimum amount of right-of-way required in order to deliver the desired project. The City can decline to execute the ROW Agreement and not execute the project as designed.

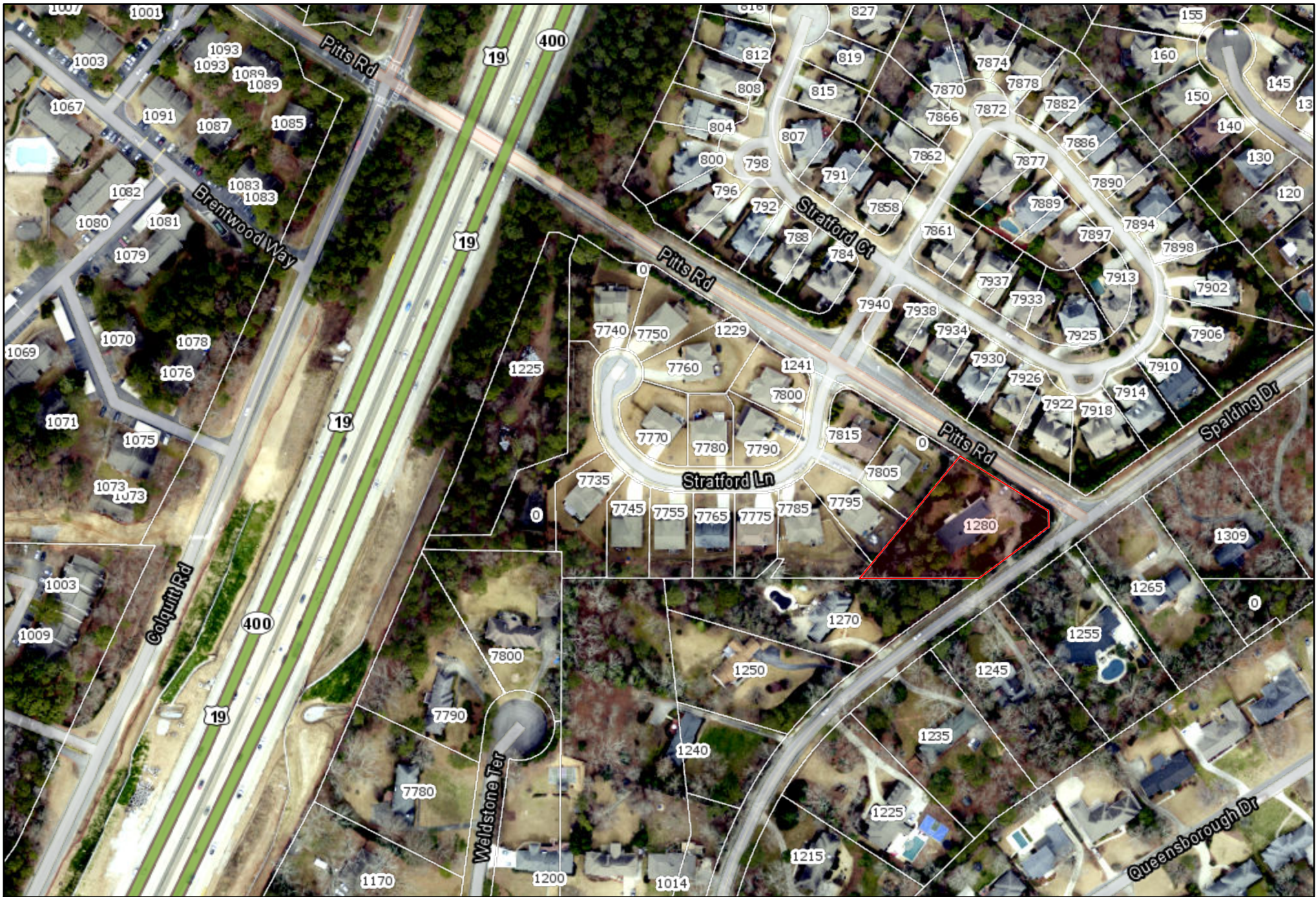
Review:

Karen Lugassy, Executive Assistant
Marty Martin, Director of Public Works
Toni Carlisle, Chief Financial Officer
Kathy Williams, Staff Attorney
Eden Freeman, City Manager

Created/Initiated - 11/3/2022
Approved - 11/3/2022
Approved - 11/9/2022
Approved - 11/9/2022
Final Approval - 11/11/2022

Attachments:

1. Aerial Map
2. GIS Map
3. Executed Agreement.Cierny
4. Resolution FS ROW and Temp Const Easement. 1280 Spalding Dr. Cierny



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Date: 11/2/2022
Map Size: 8.5x11 (LETTER)

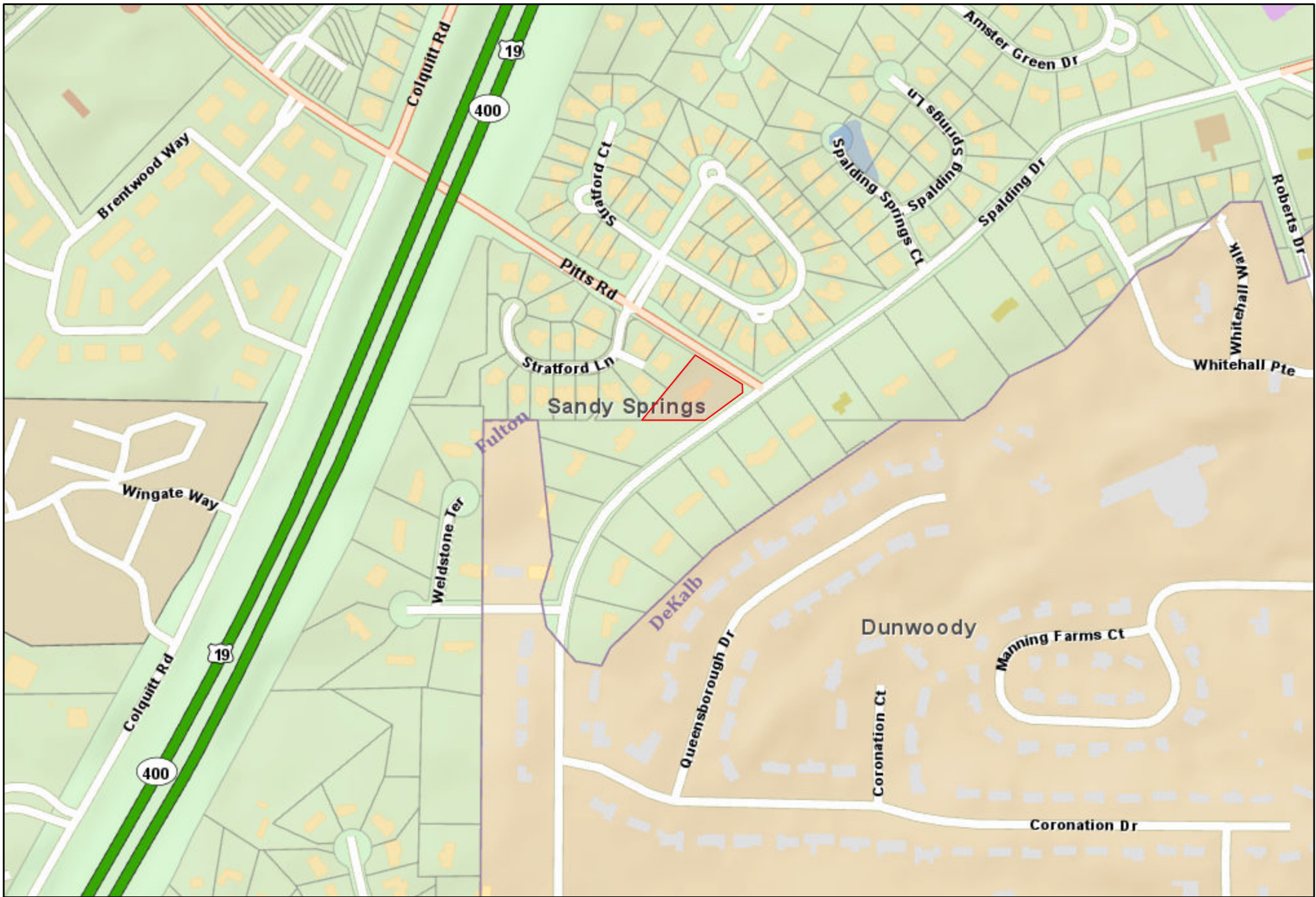


1280 Spalding Drive - Cierny

Fulton County provides the data on this map for your personal use "as is". The data are not guaranteed to be accurate, correct, or complete. The feature locations depicted in these maps are approximate and are not necessarily accurate to surveying or engineering standards. Fulton County assumes no responsibility for losses resulting from the use these data, even if Fulton County is advised of the possibility of such losses.



FULTON
COUNTY



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Date: 11/2/2022
Map Size: 8.5x11 (LETTER)



1280 Spalding Drive - Cierny

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FULTON COUNTY

**AGREEMENT TO PURCHASE FEE SIMPLE RIGHT OF WAY, PERMANENT DRAINAGE EASEMENT
AND TEMPORARY CONSTRUCTION EASEMENT**

STATE OF GEORGIA, FULTON COUNTY

For and in consideration of the sum of One Dollar (\$1.00), receipt whereof being acknowledged, the undersigned hereby agrees to convey Fee Simple Right of Way, Permanent Drainage Easement Rights, and Temporary Easement Rights and grants to the City of Sandy Springs on and over the following described real estate:

Those specified rights through that tract or parcel of land located in Land Lot 384 the 6th, formerly 18th District, of Fulton County, Georgia, and being more particularly shown on Exhibit "A", attached hereto and made a part hereof by reference.

For the sum of **\$115,000.00**, the undersigned agrees to execute and deliver to the City of Sandy Springs, GA, fee simple title and/or easements to the lands owned by the undersigned as reflected on the attached Exhibit "A", being the Right of Way Map, Drawing Nos. 60-0003, 60-0005, and 60-0009.

* * * * *

The following conditions are imposed upon the grant of this option:

- 1) This option shall extend for 90 days from this date.
- 2) The consideration recited is full payment for all of the rights granted.

3,142.11 sf

Fee Simple Right of Way

4,245.96 sf

Permanent Drainage Easement

841.28 sf

Temporary Construction Easement

- 3) Any and all Temporary Construction and/or Driveway Easement(s) granted herein shall commence upon the City's use of these Easements for construction of the TS-111 Project, and shall terminate three years from the commencement of the City's use of these Easements; or upon the completion and City's final acceptance of the TS-111 Project, whichever date shall first occur.
- 4) The undersigned shall obtain all quit claim deeds or releases from any tenant now in possession and any other parties having a claim or interest in the property described above.
- 5) This Agreement shall not be binding until approved by the City Council of Sandy Springs, Georgia

Witness my hand and seal this 19TH day of OCTOBER, 2022.

Signed, Sealed and Delivered in the presence of:

Bina Benner

Witness

[Signature]

(L.S.)

Patricia G. Benjamin

Notary Public



EXHIBIT "A"



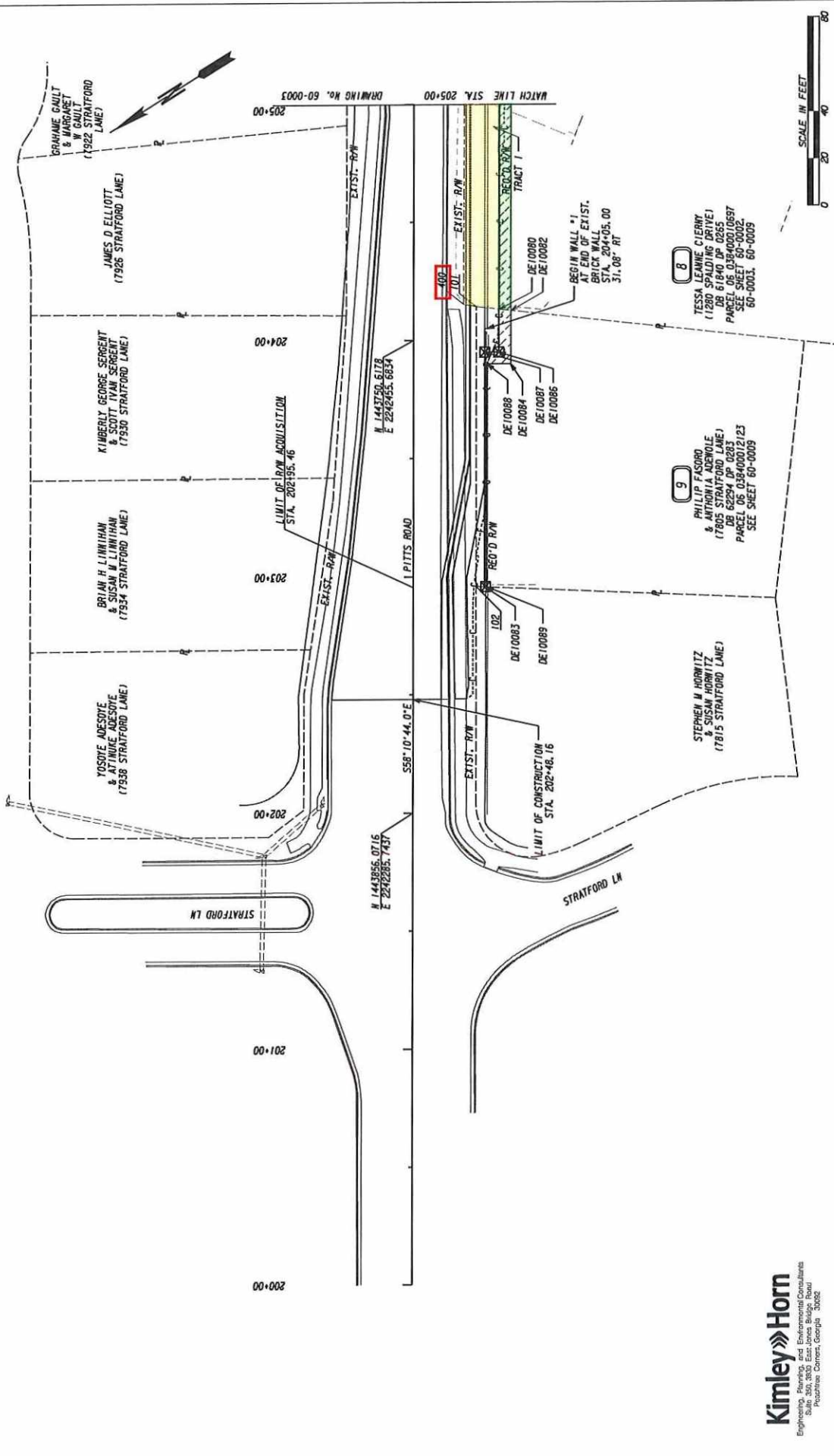
	E	C	F
PROPERTY AND EXISTING ROW LINE	---	---	---
REQUIRED ROW LINE	---	---	---
EASEMENT FOR CONSTR OF DRIVEWAYS	[Hatched Box]	[Hatched Box]	[Hatched Box]
EASEMENT FOR CONSTR OF SLOPES	[Hatched Box]	[Hatched Box]	[Hatched Box]
EASEMENT FOR CONSTR OF DRAINAGE	[Hatched Box]	[Hatched Box]	[Hatched Box]
EASEMENT FOR CONSTR OF SLOPES	[Hatched Box]	[Hatched Box]	[Hatched Box]
EASEMENT FOR CONSTR OF DRIVES	[Hatched Box]	[Hatched Box]	[Hatched Box]
CONSTRUCTION LIMITS			
LIMIT OF ACCESS			
REC'D R/W & LIMIT OF ACCESS			
ORANGE BARRIER FENCE			
ESD - ENV. SENSITIVE AREA			
ESD - ENV. SENSITIVE AREA			
JUNCTION BOX			
OUTFLOW CONTROL DEVICE			
DROP INLET			
CATCH BASIN			

[illegible]

WELL 00-0000
SEF 50001 50-0004

CITY OF SANDY SPRINGS
RIGHT OF WAY MAP

DRAWING NO. 60-0003



Kimley»»Horn
Engineering, Planning, and Environmental Consultants
Suite 350, 3830 East Jones Bridge Road
Peachtree Corners, Georgia 30092

[illegible]

PARCEL 7 RED'D R/W DE10005

PNT	OFFSET/	STATION/	BEARING	ALIGNMENT
4014	25.00 R	111+35.74	N 54°23'51.2" E	SPALDING DRIVE
DE10073	25.00 R	112+13.21	S 35°36'08.9" E	SPALDING DRIVE
DE10074	25.00 R	112+13.21	S 54°23'51.1" W	SPALDING DRIVE
DE10075	25.00 R	111+42.94	S 51°35'55.1" W	SPALDING DRIVE
DE10064	25.35 R	111+35.60	N 11°35.74	SPALDING DRIVE
4014	25.00 R	111+35.74	SF	ACRES
RECD R/W	311.05			
REMAINDER	0.007			

PARCEL 7 RED'D TEMP. EASMT. DE20005

PNT	OFFSET/	STATION/	ALIGNMENT
DE10064	25.35 R	111+35.80	SPALDING DRIVE
DE10074	25.00 R	112+13.21	SPALDING DRIVE
DE10073	25.00 R	112+13.21	SPALDING DRIVE
DE10076	25.00 R	112+50.00	SPALDING DRIVE
DE10077	52.00 R	112+13.21	SPALDING DRIVE
DE10065	25.35 R	111+35.60	SPALDING DRIVE
RECD EASMT AREA	2580.98		SF

PARCEL 8 RED'D R/W DE10007

PNT	OFFSET/	STATION/	BEARING	ALIGNMENT
101	26.50 R	204+13.32	N 30°11'52.3" E	PITTS ROAD
400	21.12 R	204+15.35	S 58°04'18.2" E	PITTS ROAD
4068	21.45 R	205+91.84	S 1°46'13.2" E	PITTS ROAD
4067	26.72 L	108+32.18	S 54°27'01.1" W	SPALDING DRIVE
DE10078	24.67 R	108+05.00	N 3°34'55.9" E	SPALDING DRIVE
DE10079	36.16 R	205+13.26	N 58°10'44.0" W	PITTS ROAD
DE10080	36.00 R	204+13.26	N 30°11'52.3" E	PITTS ROAD
101	26.50 R	204+13.32	SF	ACRES
RECD R/W	3142.11			
REMAINDER	0.072			

PARCEL 8 RED'D RING. REWM. EASMT. DE20009

PNT	OFFSET/	STATION/	ALIGNMENT
4066	25.00 L	106+66.29	N 88°49'26.2" W
DE10085	48.64 L	106+34.38	N 88°49'26.2" W
DE10116	100.00 L	105+88.00	S 54°20'59.5" W
DE10117	100.00 L	105+77.00	N 77°06'55.7" W
DE10118	117.00 L	105+62.50	N 20°13'14.5" W
DE10119	150.00 L	105+71.43	N 38°13'29.2" E
DE10120	155.00 L	105+80.00	S 53°50'22.3" E
DE10121	117.00 L	106+06.00	S 82°24'08.0" E
DE10126	24.97 L	106+98.00	S 54°27'01.1" W
4066	25.00 L	106+66.29	SF
RECD EASMT	4245.95		ACRES

PARCEL 8 RED'D TEMP. EASMT. DE20007

PNT	OFFSET/	STATION/	ALIGNMENT
DE10080	36.00 R	204+13.26	PITTS ROAD
DE10079	36.00 R	205+80.00	PITTS ROAD
DE10081	41.00 R	205+82.46	PITTS ROAD
DE10082	41.00 R	204+12.70	PITTS ROAD
DE10080	36.00 R	204+13.26	PITTS ROAD
RECD EASMT AREA	841.28		SF

PARCEL 9 RED'D R/W DE10008

PNT	OFFSET/	STATION/	BEARING	ALIGNMENT
102	26.55 R	202+95.88	S 38°11'52.3" E	PITTS ROAD
101	26.50 R	204+13.26	S 38°11'52.3" W	PITTS ROAD
DE10080	36.00 R	18.26	N 58°10'44.0" W	PITTS ROAD
DE10086	36.00 R	203+95.00	N 31°49'16.0" E	PITTS ROAD
DE10087	30.00 R	203+95.00	N 58°10'44.0" W	PITTS ROAD
DE10083	30.00 R	202+95.88	N 34°21'30.1" E	PITTS ROAD
102	26.55 R	202+95.88	SF	ACRES
RECD R/W	522.47			
REMAINDER	0.012			

PARCEL 9 RED'D TEMP. EASMT. DE20008

PNT	OFFSET/	STATION/	ALIGNMENT
DE10083	30.00 R	202+95.73	PITTS ROAD
DE10087	30.00 R	203+95.00	PITTS ROAD
DE10080	36.00 R	204+13.26	PITTS ROAD
DE10082	41.00 R	204+12.70	PITTS ROAD
DE10084	41.00 R	203+90.00	PITTS ROAD
DE10085	31.00 R	203+90.00	PITTS ROAD
DE10089	31.00 R	202+95.69	PITTS ROAD
DE10083	30.00 R	202+95.73	PITTS ROAD
RECD EASMT AREA	239.17		SF

Kimley»Horn

Engineering, Planning, and Environmental Consultants
Salem City Hall, 1000 Broadway Road
Nashville, Tennessee 37203

DATE REVISIONS

DATE REVISIONS

CITY OF SANDY SPRINGS

RIGHT OF WAY MAP

PROJECT NO. TS111

COUNTY: FULTON

LAND LOT NO. 2

LAND DISTRICT:

DATE

SH 9 OF 10

DRAWING NO.

60-0009

STATE OF GEORGIA
COUNTY OF FULTON

**A RESOLUTION TO ACCEPT AN AGREEMENT TO PURCHASE FEE SIMPLE RIGHT OF WAY,
PERMANENT DRAINAGE EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT
ON THAT CERTAIN TRACT OF LAND LOCATED AT 1280 SPALDING DRIVE
(TAX ID# 06-0384-0001-069-7), LYING IN LAND LOT 384 OF THE 6TH DISTRICT,
CITY OF SANDY SPRINGS, FULTON COUNTY, GEORGIA**

WHEREAS, the City of Sandy Springs (“City”) is currently in the process of constructing the TS-111 Pitts Road @ Spalding Drive Intersection Improvements (“Project”); and

WHEREAS, to facilitate construction of the Project, the City requires the acquisition of 3,142.11 square feet of Fee Simple Right-of-Way; 4,245.96 square feet of Permanent Drainage Easement; and 841.28 square feet of Temporary Construction Easement (“Property”), located at 1280 Spalding Drive (Tax Id# 06-0384-0001-069-7), in Land Lot 384 of the 6th District, Fulton County, City of Sandy Springs, Georgia, and owned by Tessa Leanne Cierny (“Owner”); and

WHEREAS, City staff has reached an amicable settlement with the Owner for purchase of the Property in the amount of \$115,000.00; and

WHEREAS, the Department of Public Works, in response to guidance provided by the City Manager, has reviewed and desires that City Council approve the attached Agreement to Purchase Fee Simple Right-of-Way, Permanent Drainage Easement and Temporary Construction Easement (“Agreement”) for purchase of the Property in the amount of \$115,000.00; and

WHEREAS, the City desires to purchase the Property and to enter into the Agreement;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SANDY SPRINGS, GEORGIA:

1. That purchase of the Property, as defined above and in the Agreement, is hereby authorized in the amount of \$115,000.00;
2. That the attached Agreement is hereby approved;
3. That the Mayor or appropriate City official is hereby authorized to execute the Agreement, subject to approval of the City Attorney and the City Finance Director; and
4. That the City Manager and appropriate City staff are hereby authorized to take such actions as may be deemed necessary to effectuate the intent of this Resolution.

RESOLVED this 15th day of November, 2022.

Approved:

Russell K. Paul, Mayor

Attest:

Raquel D. Gonzalez, City Clerk

(Seal)



SANDY SPRINGS

CITY CLERK'S OFFICE

TO: Eden Freeman, City Manager

FROM: William H. Martin, Jr. AIA Public Works Director

DATE: October 21, 2022 Submission for the November 15, 2022 City Council Meeting

ITEM: Request for Mayor and City Council Consideration of Acceptance of an Agreement to Purchase Fee Simple Right of Way and Temporary Construction Easement on Property Located at 6400 Peachtree Dunwoody Road in Land Lot 19 of the 17th District, City of Sandy Springs (Tax ID#'s 17-0019- LL-194-5); TS-192 Mt. Vernon Highway Corridor Improvements Project

Recommendation:

Staff recommends that the Mayor and City Council accept an Agreement to Purchase Fee Simple Right of Way and Temporary Construction Easement on that tract of land lying and located in Land Lot 19 of the 17th District, Fulton County, Georgia. The property owner is HD Development of Maryland, Inc., and the property is located at 6400 Peachtree Dunwoody Road, Sandy Springs, Georgia, as shown in the attached exhibits.

Background:

The acquisition of 51.62 square feet of Fee Simple Right of Way and 467.99 square feet of Temporary Construction Easement on the subject property is necessary in order to construct the TS-192 Mt. Vernon Highway Corridor Improvements Project.

Discussion:

The City's Appraised Fair Market Value offer was \$11,100.00 and Staff has reached an amicable settlement in the amount of \$15,000.00 with the property owner. In seeking the additional \$4,900.00, the property owner is seeking reimbursement for expenses due to their Lender for an appraisal and legal fees. This request is proper and in line with commercial lending practices. Therefore, Staff recommends acceptance and approval.

Financial Impact:

Sufficient funds are available in Project TS-192 Mt. Vernon Highway Corridor Improvements Project for this acquisition.

Alternatives:

The acquisition reflects the minimum amount of right-of-way required in order to deliver the desired project. The City can decline to execute the ROW Agreement and not execute the project as designed.

Review:

Karen Lugassy, Executive Assistant
Marty Martin, Director of Public Works
Toni Carlisle, Chief Financial Officer
Kathy Williams, Staff Attorney
Eden Freeman, City Manager

Created/Initiated - 11/3/2022
Approved - 11/3/2022
Approved - 11/9/2022
Approved - 11/9/2022
Final Approval - 11/11/2022

Attachments:

1. Aerial Map
2. GIS Map
3. Executed Agreement. HD Development
4. Resolution FS ROW and Temp Const Easement (6400 PDR)



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Date: 10/20/2022
Map Size: 8.5x11 (LETTER)

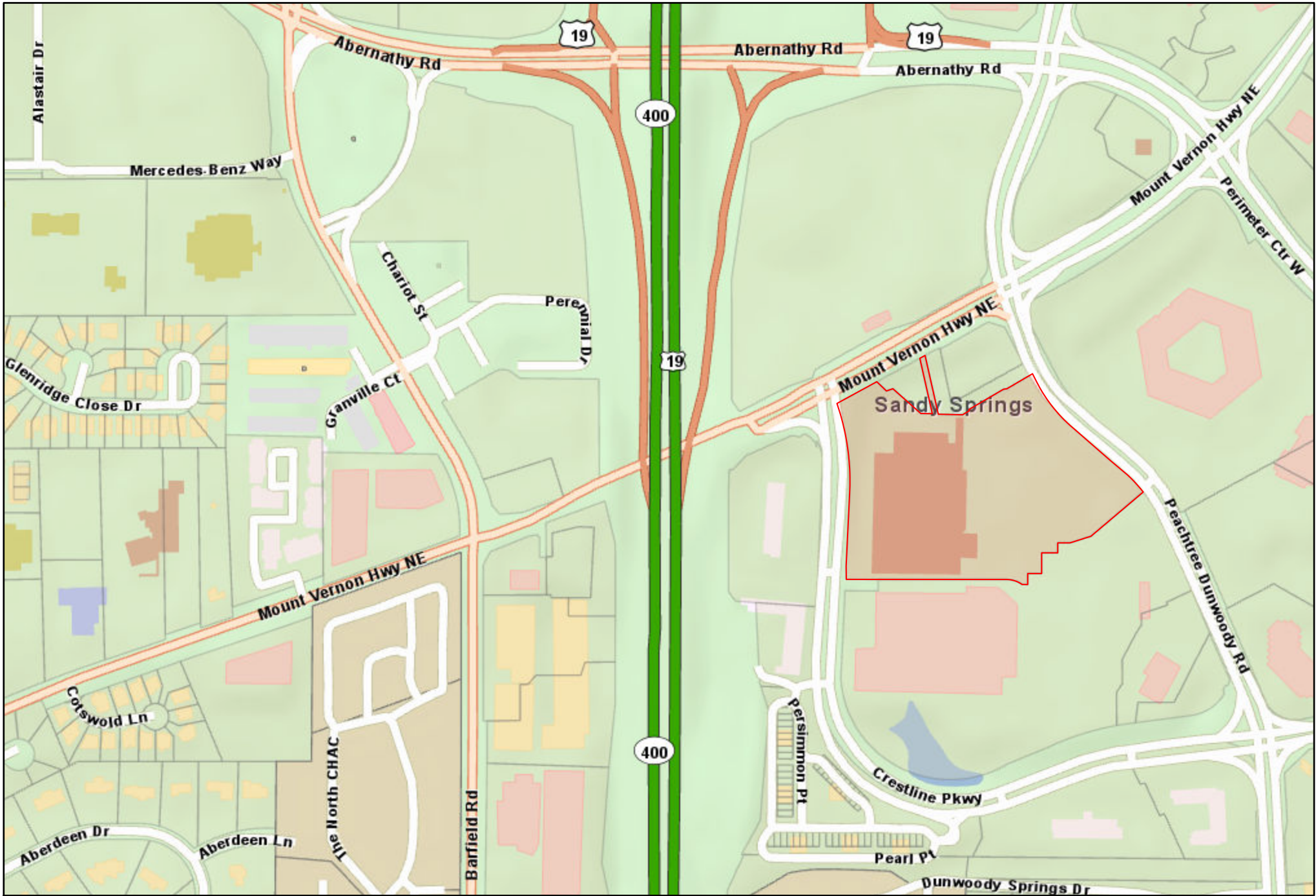


HD Development of Maryland, Inc.

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FULTON
COUNTY



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Date: 10/20/2022
Map Size: 8.5x11 (LETTER)



HD Development of Maryland, Inc.

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FULTON COUNTY

**AGREEMENT TO PURCHASE FEE SIMPLE RIGHT OF WAY AND TEMPORARY CONSTRUCTION
EASEMENT**

STATE OF GEORGIA, FULTON COUNTY

For and in consideration of the sum of One Dollar (\$1.00), receipt whereof being acknowledged, the undersigned hereby agrees to convey Fee Simple Right of Way and Temporary Easement Rights and grants to the City of Sandy Springs on and over the following described real estate:

Those specified rights through that tract or parcel of land located in Land Lot 19 of the 17th District, of Fulton County, Georgia, and being more particularly described on Exhibit "A" and "B", attached hereto and made a part hereof by reference.

\$15,000.00

For the sum of ~~\$11,100.0~~, the undersigned agrees to execute and deliver to the City of Sandy Springs, GA, fee simple title and/or easements to the lands owned by the undersigned as reflected on the attached Exhibit "A" and Exhibit "B".

* * * * *

The following conditions are imposed upon the grant of this option:

- 1) This option shall extend for 90 days from this date.
- 2) The consideration recited is full payment for all of the rights granted.

51.62 sf **Fee Simple Right of Way**
467.99 sf **Temporary Construction Easement**

- 3) Any and all Temporary Construction and/or Driveway Easement(s) granted herein shall commence upon the City's use of these Easements for construction of the TS-192 Project and shall terminate three years from the commencement of the City's use of these Easements; or upon the completion and City's final acceptance of the TS-192 Project, whichever date shall first occur.
- 4) The undersigned shall obtain all quit claim deeds or releases from any tenant now in possession and any other parties having a claim or interest in the property described above.
- 5) This Agreement shall not be binding until approved by the City Council of Sandy Springs, Georgia
- N/A** 6) Special Provisions, if any, are listed on Exhibit "C", which will be attached hereto and incorporated herein by reference.

Witness my hand and seal this 29th day of September, 2022.

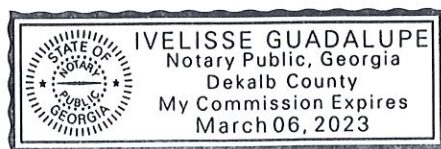
Signed, Sealed and Delivered in the presence of:

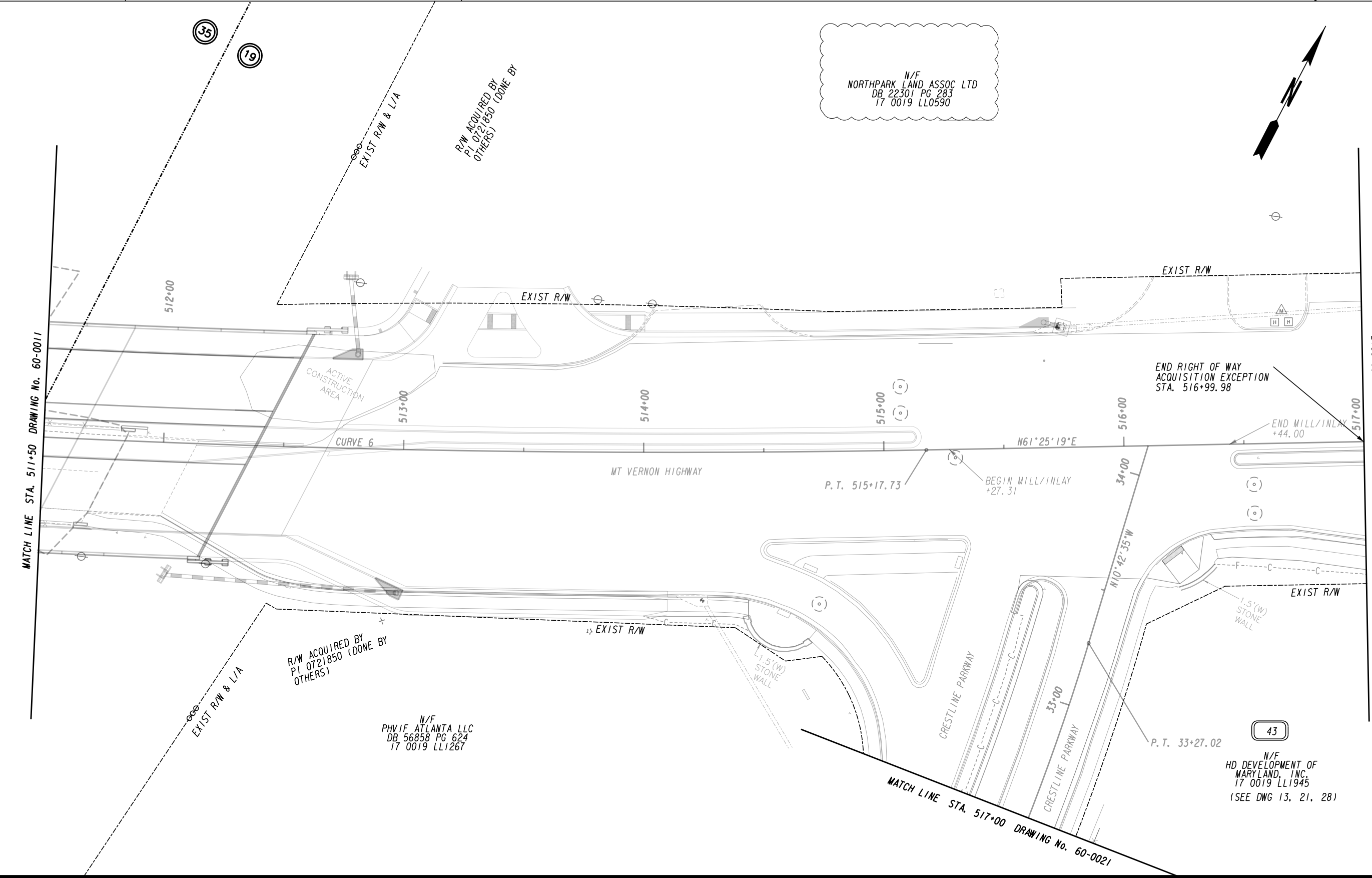
Connie Rockwell
Witness

[Signature] (L.S.)

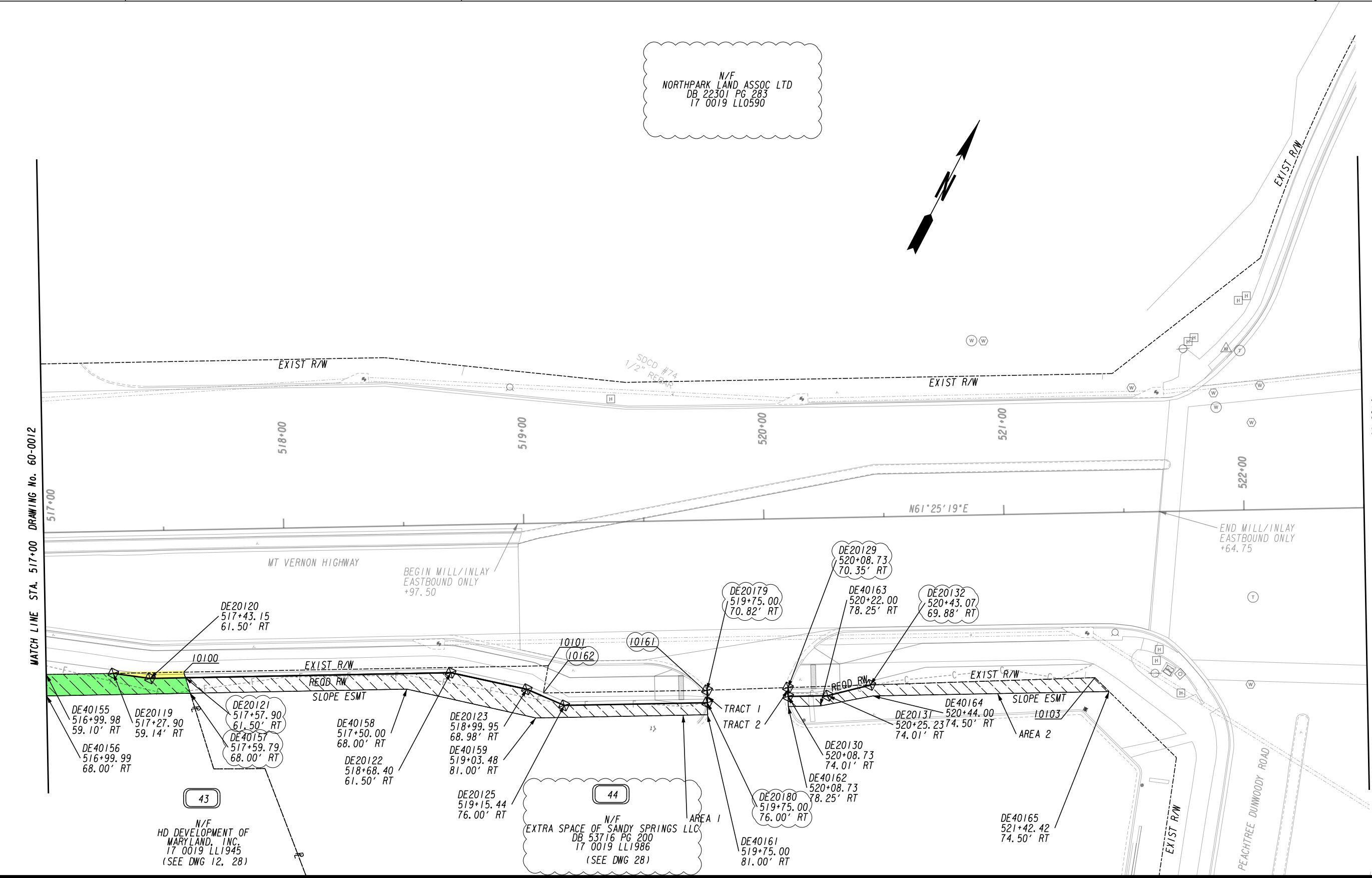
Ivelisse Guadalupe
Notary Public

John Chescavage
Senior Corporate Counsel





PROPERTY AND EXISTING R/W LINE REQUIRED R/W LINE CONSTRUCTION LIMITS EASEMENT FOR CONSTR & MAINTENANCE OF SLOPES EASEMENT FOR CONSTR OF SLOPES EASEMENT FOR CONSTR OF DRIVES -----E----- ---C---F---	BEGIN LIMIT OF ACCESS.....BLA END LIMIT OF ACCESS.....ELA LIMIT OF ACCESS REQ'D R/W & LIMIT OF ACCESS SCALE IN FEET 0 20 40 80	DATE	REVISIONS	DATE	REVISIONS	CITY OF SANDY SPRINGS RIGHT OF WAY MAP PROJECT NO: TS 192 COUNTY: FULTON LAND LOT NO: 19 LAND DISTRICT: 17 GWD: N/A DATE 11/01/19 DRAWING No. 60-0012
		7/7/2020	REVISED PROPERTY LINE			
		11/20/20	PAR 42: REM ALL IMPACTS			



PAR 39 REQ'D R/W DE230				
PNT	OFFSET/ DIST	STATION/ BEARING	ALIGNMENT	
DE20097	49.37 L	503+16.03	Mt Vernon Highway	
	24.40	N 47°07'37.4" E		
DE20098	49.00 L	28+53.00	Barfield Road	
ARC LENGTH = 188.79				
CHORD BEAR = N 15°03'07.8" W				
LNTH CHORD = 187.22				
RADIUS = 421.00				
DEGREE = 13°36'34.0"				
DE20100	49.00 L	30+63.77	Barfield Road	
	1.50	S 61°49'43.6" W		
DE20101	50.50 L	30+63.76	Barfield Road	
ARC LENGTH = 10.62				
CHORD BEAR = N 28°37'24.9" W				
LNTH CHORD = 10.62				
RADIUS = 419.50				
DEGREE = 13°39'29.2"				
DE20102	50.50 L	30+75.66	Barfield Road	
	16.58	N 22°59'16.2" W		
10147	48.46 L	30+92.88	Barfield Road	
	6.02	S 89°41'38.7" E		
10146	43.27 L	30+89.82	Barfield Road	
	5.66	S 30°13'06.7" E		
10145	43.28 L	30+84.17	Barfield Road	
ARC LENGTH = 218.05				
CHORD BEAR = S 15°53'31.1" E				
LNTH CHORD = 215.78				
RADIUS = 436.02				
DEGREE = 13°08'26.4"				
10143	42.78 L	28+44.17	Barfield Road	
	25.88	S 70°05'14.1" W		
DE20097	67.19 L	28+34.44	Barfield Road	
REQ'D R/W = 1415.68 SF				
REQ'D R/W = 0.032 ACRES				
REMAINDER = +/- 2.7 ACRES				
PAR 39 TESMT - AREA 1 REQ'D TEMP. EASM'T. DE444				
PNT	OFFSET/ DIST	STATION/ BEARING	ALIGNMENT	
DE40126	49.00 L	498+91.62	Mt Vernon Highway	
DE40192	49.00 L	501+27.00	Mt Vernon Highway	
DE50059	47.08 L	501+27.00	Mt Vernon Highway	
10142	44.00 L	498+89.86	Mt Vernon Highway	
DE40126	49.00 L	498+91.62	Mt Vernon Highway	
REQ'D EASMT AREA = 816.22 SF				
PAR 39 TESMT - AREA 2 REQ'D TEMP. EASM'T. DE470				
PNT	OFFSET/ DIST	STATION/ BEARING	ALIGNMENT	
DE40139	49.24 L	502+99.61	Mt Vernon Highway	
DE40140	56.00 L	28+75.00	Barfield Road	
ARC LENGTH = 50.95				
CHORD BEAR = N 8°24'47.3" W				
LNTH CHORD = 50.92				
RADIUS = 414.00				
DEGREE = 13°50'22.4"				
DE40194	56.00 L	29+32.85	Barfield Road	
DE50062	49.00 L	29+32.85	Barfield Road	
ARC LENGTH = 58.98				
CHORD BEAR = S 7°56'08.4" E				
LNTH CHORD = 58.94				
RADIUS = 421.00				
DEGREE = 13°36'34.0"				
DE40196	48.99 L	28+67.00	Barfield Road	
DE20097	49.37 L	503+16.03	Mt Vernon Highway	
DE40139	49.24 L	502+99.61	Mt Vernon Highway	
REQ'D EASMT AREA = 798.22 SF				
PAR 39 DRNG ESMT REQ'D PERM. EASM'T. DE472				
PNT	OFFSET/ DIST	STATION/ BEARING	ALIGNMENT	
DE20097	49.37 L	503+16.03	Mt Vernon Highway	
	33.83	N 30°35'55.2" E		
DE40196	48.99 L	28+67.00	Barfield Road	
	12.54	S 3°00'37.7" E		
DE20098	49.00 L	28+53.00	Barfield Road	
	24.40	S 47°07'37.4" W		
DE20097	49.37 L	503+16.03	Mt Vernon Highway	
REQ'D EASMT = 117.41 SF				
REQ'D EASMT = 0.003 ACRES				

PAR 39 TESMT - AREA 3 REQ'D TEMP. EASM'T. DE471				
PNT	OFFSET/	STATION/	ALIGNMENT	
DE50065	49.00 L	30+51.46	Barfield Road	
DE40195	56.00 L	30+51.46	Barfield Road	
ARC LENGTH = 27.68				
CHORD BEAR = N 28°18'50.2" W				
LNTH CHORD = 27.67				
RADIUS = 414.00				
DEGREE = 13°50'22.4"				
DE40142	56.00 L	30+82.88	Barfield Road	
DE40143	56.00 L	30+97.32	Barfield Road	
10147	48.46 L	30+92.88	Barfield Road	
DE20102	50.50 L	30+75.66	Barfield Road	
ARC LENGTH = 10.62				
CHORD BEAR = S 28°37'24.9" E				
LNTH CHORD = 10.62				
RADIUS = 419.50				
DEGREE = 13°39'29.2"				
DE20101	50.50 L	30+63.76	Barfield Road	
DE20100	49.00 L	30+63.77	Barfield Road	
ARC LENGTH = 11.02				
CHORD BEAR = S 27°08'56.0" E				
LNTH CHORD = 11.02				
RADIUS = 421.00				
DEGREE = 13°36'34.0"				
DE50065	49.00 L	30+51.46	Barfield Road	
REQD EASMT AREA = 257.94 SF				
PAR 39, AREA 1, 2 & 3				
TOTAL TEMP. EASM'T = 1872.38 SF				
TOTAL TEMP. EASM'T = 0.043 ACRES				

PAR 39 DNESMT - AREA 1 REQ'D DRWY. EASM'T. DE515				
PNT	OFFSET/	STATION/	ALIGNMENT	
DE50059	47.08 L	501+27.00	Mt Vernon Highway	
DE50060	63.00 L	501+27.00	Mt Vernon Highway	
DE50061	63.00 L	501+92.00	Mt Vernon Highway	
DE40135	47.93 L	501+92.00	Mt Vernon Highway	
DE50059	47.08 L	501+27.00	Mt Vernon Highway	
PAR 39 DNESMT - AREA 2 REQ'D DRWY. EASM'T. DE516				
PNT	OFFSET/	STATION/	ALIGNMENT	
DE50062	49.00 L	29+32.85	Barfield Road	
DE50063	59.00 L	29+32.85	Barfield Road	
ARC LENGTH = 103.72				
CHORD BEAR = N 19°10'08.0" W				
LNTH CHORD = 103.45				
RADIUS = 411.00				
DEGREE = 13°56'26.1"				
DE50064	59.00 L	30+51.46	Barfield Road	
DE50065	49.00 L	30+51.46	Barfield Road	
ARC LENGTH = 106.25				
CHORD BEAR = S 19°10'08.0" E				
LNTH CHORD = 105.97				
RADIUS = 421.00				
DEGREE = 13°36'34.0"				
DE50062	49.00 L	29+32.85	Barfield Road	
PAR 40 REQD REQ'D R/W DE231				
PNT	OFFSET/ DIST	STATION/ BEARING	ALIGNMENT	
DE20103	41.50 R	26+26.38	Barfield Road	
	6.91	N 89°58'03.1" W		
10093	34.59 R	26+26.37	Barfield Road	
	94.76	N 0°05'07.5" E		
10094	34.64 R	27+21.13	Barfield Road	
	14.22	N 28°54'58.6" E		
DE20104	41.50 R	27+33.58	Barfield Road	
	107.21	S 0°03'24.6" W		
DE20103	41.50 R	26+26.38	Barfield Road	
REQD R/W = 695.21 SF				
REQD R/W = 0.016 ACRES				
REMAINDER = +/- 0.70 ACRES				

PAR 40 TESMT REQ'D TEMP. EASMT. DE445				
PNT	OFFSET/		STATION/	ALIGNMENT
DE20103	41.50 R		26+26.38	Barfield Road
DE20104	41.50 R		27+33.58	Barfield Road
DE40145	42.50 R		27+35.40	Barfield Road
DE40144	42.50 R		26+26.38	Barfield Road
DE20103	41.50 R		26+26.38	Barfield Road
REQD EASMT AREA = 108.11 SF				

PAR 39 REQ'D REQ'D R/W DE230				
PNT	OFFSET/ DIST	STATION/ BEARING	ALIGNMENT	
DE20097	49.37 L	503+16.03	Mt Vernon Highway	
	24.40	N 47°07'37.4" E		
DE20098	49.00 L	28+53.00	Barfield Road	
ARC LENGTH = 188.79				
CHORD BEAR = N 15°03'07.8" W				
LNTH CHORD = 187.22				
RADIUS = 421.00				
DEGREE = 13°36'34.0"				
DE20100	49.00 L	30+63.77	Barfield Road	
	1.50	S 61°49'43.6" W		
DE20101	50.50 L	30+63.76	Barfield Road	
ARC LENGTH = 10.62				
CHORD BEAR = N 28°37'24.9" W				
LNTH CHORD = 10.62				
RADIUS = 419.50				
DEGREE = 13°39'29.2"				
DE20102	50.50 L	30+75.66	Barfield Road	
	16.58	N 22°59'16.2" W		
10147	48.46 L	30+92.88	Barfield Road	
	6.02	S 89°41'38.7" E		
10146	43.27 L	30+89.82	Barfield Road	
	5.66	S 30°13'06.7" E		
10145	43.28 L	30+84.17	Barfield Road	
ARC LENGTH = 218.05				
CHORD BEAR = S 15°53'31.1" E				
LNTH CHORD = 215.78				
RADIUS = 436.02				
DEGREE = 13°08'26.4"				
10143	42.78 L	28+44.17	Barfield Road	
	25.88	S 70°05'14.1" W		
DE20097	67.19 L	28+34.44	Barfield Road	
REQD R/W = 1415.68 SF				
REQD R/W = 0.032 ACRES				
REMAINDER = +/- 2.7 ACRES				

PAR 39 TESMT - AREA 1 REQ'D TEMP. EASM'T. DE444				
PNT	OFFSET/ DIST	STATION/ BEARING	ALIGNMENT	
DE40126	49.00 L	498+91.62	Mt Vernon Highway	
DE40192	49.00 L	501+27.00	Mt Vernon Highway	
DE50059	47.08 L	501+27.00	Mt Vernon Highway	
10142	44.00 L	498+89.86	Mt Vernon Highway	
DE40126	49.00 L	498+91.62	Mt Vernon Highway	
REQD EASMT AREA = 816.22 SF				

PAR 39 TESMT - AREA 2 REQ'D TEMP. EASM'T. DE470				
PNT	OFFSET/ DIST	STATION/ BEARING	ALIGNMENT	
DE40139	49.24 L	502+99.61	Mt Vernon Highway	
DE40140	56.00 L	28+75.00	Barfield Road	
ARC LENGTH = 50.95				
CHORD BEAR = N 8°24'47.3" W				
LNTH CHORD = 50.92				
RADIUS = 414.00				
DEGREE = 13°50'22.4"				
DE40194	56.00 L	29+32.85	Barfield Road	
DE50062	49.00 L	29+32.85	Barfield Road	
ARC LENGTH = 58.98				
CHORD BEAR = S 7°56'08.4" E				
LNTH CHORD = 58.94				
RADIUS = 421.00				
DEGREE = 13°36'34.0"				
DE40196	48.99 L	28+67.00	Barfield Road	
DE20097	49.37 L	503+16.03	Mt Vernon Highway	
DE40139	49.24 L	502+99.61	Mt Vernon Highway	
REQD EASMT AREA = 798.22 SF				

PAR 39 DRNG ESMT REQ'D PERM. EASM'T. DE472				
PNT	OFFSET/ DIST	STATION/ BEARING	ALIGNMENT	
DE20097	49.37 L	503+16.03	Mt Vernon Highway	
	33.83	N 30°35'55.2" E		
DE40196	48.99 L	28+67.00	Barfield Road	
	12.54	S 3°00'37.7" E		
DE20098	49.00 L	28+53.00	Barfield Road	
	24.40	S 47°07'37.4" W		
DE20097	49.37 L	503+16.03	Mt Vernon Highway	
REQD EASMT = 117.41 SF				
REQD EASMT = 0.003 ACRES				

PAR 39 TESMT - AREA 3 REQ'D TEMP. EASM'T. DE471				
PNT	OFFSET/	STATION/	ALIGNMENT	
DE50065	49.00 L	30+51.46	Barfield Road	
DE40195	56.00 L	30+51.46	Barfield Road	
ARC LENGTH = 27.68				
CHORD BEAR = N 28°18'50.2" W				
LNTH CHORD = 27.67				
RADIUS = 414.00				
DEGREE = 13°50'22.4"				
DE40142	56.00 L	30+82.88	Barfield Road	
DE40143	56.00 L	30+97.32	Barfield Road	
10147	48.46 L	30+92.88	Barfield Road	
DE20102	50.50 L	30+75.66	Barfield Road	
ARC LENGTH = 10.62				
CHORD BEAR = S 28°37'24.9" E				
LNTH CHORD = 10.62				
RADIUS = 419.50				
DEGREE = 13°39'29.2"				
DE20101	50.50 L	30+63.76	Barfield Road	
DE20100	49.00 L	30+63.77	Barfield Road	
ARC LENGTH = 11.02				
CHORD BEAR = S 27°08'56.0" E				
LNTH CHORD = 11.02				
RADIUS = 421.00				
DEGREE = 13°36'34.0"				
DE50065	49.00 L	30+51.46	Barfield Road	
REQD EASMT AREA = 257.94 SF				
PAR 39, AREA 1, 2 & 3				
TOTAL TEMP. EASM'T = 1872.38 SF				
TOTAL TEMP. EASM'T = 0.043 ACRES				

PAR 39 DNESMT - AREA 1 REQ'D DRWY. EASM'T. DE515				
PNT	OFFSET/	STATION/	ALIGNMENT	
DE50059	47.08 L	501+27.00	Mt Vernon Highway	
DE50060	63.00 L	501+27.00	Mt Vernon Highway	
DE50061	63.00 L	501+92.00	Mt Vernon Highway	
DE40135	47.93 L	501+92.00	Mt Vernon Highway	
DE50059	47.08 L	501+27.00	Mt Vernon Highway	

PAR 39 DNESMT - AREA 2 REQ'D DRWY. EASM'T. DE516				
PNT	OFFSET/	STATION/	ALIGNMENT	
DE50062	49.00 L	29+32.85	Barfield Road	
DE50063	59.00 L	29+32.85	Barfield Road	
ARC LENGTH = 103.72				
CHORD BEAR = N 19°10'08.0" W				
LNTH CHORD = 103.45				
RADIUS = 411.00				
DEGREE = 13°56'26.1"				
DE50064	59.00 L	30+51.46	Barfield Road	
DE50065	49.00 L	30+51.46	Barfield Road	
ARC LENGTH = 106.25				
CHORD BEAR = S 19°10'08.0" E				
LNTH CHORD = 105.97				
RADIUS = 421.00				
DEGREE = 13°36'34.0"				
DE50062	49.00 L	29+32.85	Barfield Road	

PAR 40 REQD REQ'D R/W DE231				
PNT	OFFSET/ DIST	STATION/ BEARING	ALIGNMENT	
DE20103	41.50 R	26+26.38	Barfield Road	
	6.91	N 89°58'03.1" W		
10093	34.59 R	26+26.37	Barfield Road	
	94.76	N 0°05'07.5" E		
10094	34.64 R	27+21.13	Barfield Road	
	14.22	N 28°54'58.6" E		
DE20104	41.50 R	27+33.58	Barfield Road	
	107.21	S 0°03'24.6" W		
DE20103	41.50 R	26+26.38	Barfield Road	
REQD R/W = 695.21 SF				
REQD R/W = 0.016 ACRES				
REMAINDER = +/- 0.70 ACRES				

PAR 40 TESMT REQ'D TEMP. EASM'T. DE445				
PNT	OFFSET/		STATION/	ALIGNMENT
DE20103	41.50 R		26+26.38	Barfield Road
DE20104	41.50 R		27+33.58	Barfield Road
DE40145	42.50 R		27+35.40	Barfield Road
DE40144	42.50 R		26+26.38	Barfield Road
DE20103	41.50 R		26+26.38	Barfield Road
REQD EASMT AREA = 108.11 SF				

STATE OF GEORGIA
COUNTY OF FULTON

**A RESOLUTION TO ACCEPT AN AGREEMENT TO PURCHASE FEE SIMPLE RIGHT-OF-WAY
AND TEMPORARY CONSTRUCTION EASEMENT ON THAT CERTAIN TRACT OF LAND
LOCATED AT 6400 PEACHTREE DUNWOODY ROAD (TAX ID#’S 17-0019- LL-194-5), LYING IN
LAND LOT 19 OF THE 17TH DISTRICT, CITY OF SANDY SPRINGS, FULTON COUNTY, GEORGIA**

WHEREAS, the City of Sandy Springs (“City”) is currently in the process of constructing the TS-192 Mt. Vernon Highway Corridor Improvements project (“Project”); and

WHEREAS, to facilitate construction of the Project, the City requires the acquisition of 51.62 square feet of fee simple right-of-way and 467.99 square feet of temporary construction easement (“Property”), located at 6400 Peachtree Dunwoody Road (Tax Id#’s 17-0019- LL-194-5), in Land Lot 19 of the 17th District, Fulton County, City of Sandy Springs, Georgia, and owned by HD Development of Maryland, Inc., (“Owner”); and

WHEREAS, City staff has reached an amicable settlement with the Owner for purchase of the Property in the amount of \$15,000.00; and

WHEREAS, the Department of Public Works, in response to guidance provided by the City Manager, has reviewed and desires that City Council approve the attached Agreement to Purchase Fee Simple Right-of-Way and Temporary Construction Easement (“Agreement”) for purchase of the Property in the amount of \$15,000.00; and

WHEREAS, the City desires to purchase the Property and to enter into the Agreement;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SANDY SPRINGS, GEORGIA:

1. That purchase of the Property, as defined above and in the Agreement, is hereby authorized in the amount of \$15,000.00.
2. That the attached Agreement is hereby approved;
3. That the Mayor or appropriate City official is hereby authorized to execute the Agreement, subject to approval of the City Attorney and the City Finance Director; and
4. That the City Manager and appropriate City staff are hereby authorized to take such actions as may be deemed necessary to effectuate the intent of this Resolution.

RESOLVED this 15th day of November, 2022.

Approved:

Russell K. Paul, Mayor

Attest:

Raquel D. Gonzalez, City Clerk

(Seal)



SANDY SPRINGS

CITY CLERK'S OFFICE

TO: Eden Freeman, City Manager

FROM: Raquel Gonzalez, City Clerk

DATE: October 24, 2022 Submission for the November 15, 2022 City Council Meeting

ITEM: Request for Mayor and City Council Consideration of the Adoption of the City of Sandy Springs 2023 City Council Meeting Schedule

Recommendation:

Staff recommends the City Council adopt the 2023 City Council Meeting schedule.

Background:

O.C.G.A. 50-14-1(d) requires that every municipality prescribe the time, place, and dates of regular meetings of the local governing authority. Such information must be published and available to the general public. Local governing authorities are not precluded from canceling or postponing any regularly scheduled meeting.

In 2012, the Council amended its Rules and Procedures, noting the City Council will regularly meet at 6:00 p.m. on the first and third Tuesday of each month (Resolution No. 2012-08-56). Traditionally, the City Council has met regularly only on the first and second Tuesday of each month.

Discussion:

The proposed 2023 City Council Meeting Schedule is based on holding City Council Work Sessions and Regular City Council meetings at 6:00 p.m. on the first and third Tuesday of every month.

The presented schedule does not recommend the City Council meet the first Tuesday in July, which is Independence Day and a City-observed holiday (July 4), or the third Tuesday in November, which is Thanksgiving week. Proposed meeting dates that immediately follow a City observed holiday are:

- Monday, January 2 is the New Year's Holiday observation
- Monday, January 16 is Martin Luther King Day
- Monday, February 20 is President's Day

Financial Impact:

There is no financial impact.

Alternatives:

The City Council could choose to amend the recommended 2023 meeting schedule.

Review:

Karina Reyna, Assistant City Clerk
Raquel Gonzalez, City Clerk
Toni Carlisle, Chief Financial Officer
Kathy Williams, Staff Attorney
Eden Freeman, City Manager

Created/Initiated - 10/17/2022
Approved - 10/17/2022
Approved - 10/20/2022
Approved - 10/24/2022
Final Approval - 11/11/2022

Attachments:

1. Resolution - 2023 City Council Meeting Schedule
2. 2023 City Council Meeting Schedule - List View
3. 2023 City Council Meeting Schedule - Calendar View

STATE OF GEORGIA
COUNTY OF FULTON

A RESOLUTION TO ADOPT THE CITY OF SANDY SPRINGS
2023 CITY COUNCIL MEETING SCHEDULE

WHEREAS, the Mayor and City Council find that it is necessary to provide a meeting schedule for the orderly, planned and legal provision of City services; and

WHEREAS, the Mayor and City Council find that the City Council Meeting Schedule for the 2023 calendar year must be established and published in a timely manner to provide for informed citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANDY SPRINGS, GEORGIA

That the City Council of the City of Sandy Springs does hereby adopt the 2023 City Council Meeting Schedule attached hereto.

RESOLVED this the 15th day of November, 2022.

Approved:

Russell K. Paul, Mayor

Attest:

Raquel D. González, City Clerk

(SEAL)

2023 City Council Meeting Schedule

Work Session and Regular Meetings - Tuesdays

Meetings begin at 6:00 p.m.



SANDY SPRINGS™
GEORGIA

January 3
January 17

February 7
February 21

March 7
March 21

April 4
April 18

May 2
May 16

June 6
June 20

July 4
July 18

No Meeting - Fourth of July Holiday
(City Observation)

August 1
August 15

September 5
September 19

October 3
October 17

November 7
November 21

No Meeting

December 5
December 19

2023 City Council Meeting Dates

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	
27	28	29	30	31		

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2023 City Council Meetings (Work Sessions and Regular Meetings. Meetings begin at 6:00 p.m.)

Jan 3	Mar 7	May 2	Jul 4	No City Council Meeting	Sep 5	Nov 7
Jan 17	Mar 21	May 16	Jul 18		Sep 19	Nov 21
Feb 7	Apr 4	June 6	Aug 16		Oct 3	Dec 5
Feb 21	Apr 18	June 20	Aug 15		Oct 17	Dec 19

2023 City Holiday Observations

Jan 2	New Year's Day (obs.)	May 29	Memorial Day	Oct 9	Columbus Day	Dec 25	Christmas
Jan 16	Martin Luther King Day	Jul 4	Independence Day	Nov 23	Thanksgiving Day		
Feb 20	Presidents' Day	Sep 4	Labor Day	Nov 24	Day after Thanksgiving Day		



SANDY SPRINGS

CITY CLERK'S OFFICE

TO: Eden Freeman, City Manager
FROM: Michele McIntosh-Ross, Planning & Zoning Manager
DATE: October 20, 2022 Submission for the November 15, 2022 City Council Meeting
ITEM: Request for Mayor and City Council Consideration of the Adoption of the City of Sandy Springs 2023 Planning and Zoning Schedules

Recommendation:

Staff recommends approval of the 2023 Planning and Zoning Schedules.

Background:

The Planning and Zoning Division manages the Planning Commission and the Board of Appeals.

Discussion:

Attached is a listing of the proposed 2023 Planning and Zoning Meeting dates. The presented schedule is based on holding the Board of Appeals (BOA) meetings on the Wednesday immediately following the first City Council meeting of each month and holding the Planning Commission (PC) meetings on the Wednesday immediately following the second City Council meetings of each month. All BOA and PC meetings will begin at 6:00 p.m.

Financial Impact:

N/A

Alternatives:

Mayor and Council could suggest modifications to the proposed schedule.

Review:

Michele McIntosh-Ross, Planning & Zoning Manager
Ginger Sottile, Director of Community Development
Kristin Byars Smith, Assistant City Manager
Toni Carlisle, Chief Financial Officer
Kathy Williams, Staff Attorney
Eden Freeman, City Manager

Created/Initiated - 10/20/2022
Approved - 10/21/2022
Approved - 11/4/2022
Approved - 11/9/2022
Approved - 11/9/2022
Final Approval - 11/11/2022

Attachments:

1. Resolution - 2023 Planning and Zoning Schedules

2. BOA 2023 Meeting Schedule
3. PC 2023 Meeting Schedule

RESOLUTION NO.

**STATE OF GEORGIA
COUNTY OF FULTON**

**A RESOLUTION TO ADOPT THE CITY OF SANDY SPRINGS
2023 PLANNING AND ZONING SCHEDULES**

WHEREAS, the Mayor and City Council find that it is necessary to provide Planning and Zoning Schedules for the orderly, planned, and legal provision of City services; and

WHEREAS, the Mayor and City Council find that Planning and Zoning Schedules for the 2023 calendar year must be established and published in a timely manner to provide for informed residential and business communities:

NOW, THEREFORE, to accomplish the foregoing, the Mayor and City Council of the City of Sandy Springs, Georgia, pursuant to their authority, do hereby adopt the following Resolution:

1.

The Mayor and City Council of the City of Sandy Springs do hereby adopt the 2023 Board of Appeals Schedule and the 2023 Rezoning, Conditional Use Permit, and Character Area Map Amendment Schedule, included herewith as attachments.

RESOLVED this the 15th day of November 2022.

Approved:

Russell K. Paul, Mayor

Attest:

Raquel D. González, City Clerk
(Seal)



2023 Board of Appeals (BOA) Meeting Schedule

Meetings begin at 6:00 p.m. on Wednesdays

January 4
February 8
March 8
April 5
May 3
June 7
July 5 No Meeting - Fourth of July Holiday (City Observation)
August 2
September 6
October 4
November 8
December 6



SANDY SPRINGS™
GEORGIA

2023 Planning Commission (PC) Meeting Schedule

Meetings begin at 6:00 p.m. on Wednesdays

January 18

February 22

March 22

April 19

May 17

June 21

July 19

August 16

September 20

October 18

~~November 22~~
No Meeting - Thanksgiving Week

December 20



SANDY SPRINGS

CITY CLERK'S OFFICE

TO: Eden Freeman, City Manager
FROM: Helen Owens, Planner III/Zoning Administrator
DATE: November 2, 2022 Submission for the November 15, 2022 City Council Meeting
ITEM: Request for Mayor and City Council Consideration of Approval of the 2021 Consolidated Annual Performance and Evaluation Report

Recommendation:

Staff Recommends approval of the 2021 Consolidated Annual Performance and Evaluation Report.

Background:

In accordance with the federal regulations, 24 CFR, Part 91, the City of Sandy Springs is preparing a draft Consolidated Annual Performance & Evaluation Report ("CAPER") for Fiscal Year 2020-2021. The CAPER is an end-of-year requirement of the U.S. Department of Housing and Urban Development ("HUD"). The purpose of the CAPER is to provide an overall evaluation of federally-funded activities and accomplishments to HUD and the community. The performance report is prepared with public review and comment for the Fiscal Year 2020-2021 CAPER and is submitted electronically to HUD via the Integrated Disbursement and Information System ("IDIS").

Discussion:

The City of Sandy Springs has completed its 2021 CAPER. This report provides an objective assessment of the City's progress toward meeting the Consolidated Plan's five-year goals through yearly Action Plan activities. The 2021 CAPER is available for review at <http://spr.gs/2o>.

Financial Impact:

N/A

Alternatives:

N/A

Review:

Michele McIntosh-Ross, Planning & Zoning Manager
Ginger Sottile, Director of Community Development
Kristin Byars Smith, Assistant City Manager
Toni Carlisle, Chief Financial Officer
Kathy Williams, Staff Attorney
Eden Freeman, City Manager

Created/Initiated - 11/2/2022
Approved - 11/2/2022
Approved - 11/4/2022
Approved - 11/9/2022
Approved - 11/9/2022
Final Approval - 11/10/2022

Attachments:

1. 2021 CAPER
2. 2021 CAPER Resolution

2021 Consolidated Annual Performance and Evaluation Report (CAPER) Sandy Springs, GA



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GEORGIA

Adopted: November 15, 2022
Submitted: TBD

**U.S. Department of Housing and Urban Development
Atlanta Regional Office
Five Points Plaza Building
40 Marietta Street
Atlanta, GA 30303**



11/2/2022

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Appendix

Exhibit A CDBG 40.7% LMI Area Map
Exhibit B Phase II Project Map
Exhibit C Fair Housing Education Workshop
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Exhibit F Fair Housing CAPER Checklist
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Exhibit H PR03 CDBG Activity Summary Report
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Exhibit M Section 3 Reporting

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

In March 2020, the City completed Phases I and II of the construction of sidewalks in the southern part of the City along Roswell Road within the eligibility area. The goal for the 2021 Action Plan was to continue with Phase III of the South Roswell Road Multiyear Project, with the design, and installation of pedestrian lighting between Roswell Road and GA-400 on Northridge Drive. This phase also included the design, and inclusive environmental work for street scape improvements along Roswell Road South of I-285 to Long Island Drive.

The following items were completed in 2021:

- Regarding Phase III, the area south of Interstate 285, as of February 2021 ninety percent of the Sub-Phase I (SP-I) project (Long Island Dr. to Stewart Dr.) is executed. For Sub-phase II (SP-II), from Stewart Dr. to Northwood Dr., Staff is finalizing acquisition of remaining parcels. The project will be similar to SP- I in terms of design and work done but will also be placing overhead lines underground from Lake Placid Dr. to Northwood Dr.
- Completion of SP-II is anticipated to be by the end of 2022.

Exhibit A identifies Census Block Group target areas for the City's CDBG investments. Each highlighted Block Group has at least 52.5 percent low- to moderate-income (LMI) residents, which is the City's threshold for LMI benefit as an exception community. The North Roswell Road Multiyear Project has been completed within the target areas shown on the north end of the city.

Exhibit B shows the areas identified for the installation of ADA sidewalk ramps, new sidewalk, street lights and other improvements in the Roswell Road corridor south of I-285 for Phase IV construction.

2021 Project Status Summary

The City has made progress with meeting its 2021 CDBG Program goals, and the CDBG Multiyear Sidewalk Construction Project is on schedule:

- Regarding Phase III, the area south of Interstate 285, as of February 2021 ninety percent of the Sub-Phase I (SP-I) project (Long Island Dr. to Stewart Dr.) was completed. Nearly one (1) mile of sidewalk was installed.
- For Sub-phase II (SP-II), from Stewart Dr. to Northwood Dr., Staff is finalized acquisition of remaining parcels. The project was similar to SP-I in terms of design and also placed overhead lines underground from Lake Placid Dr. to Northwood Dr. Completion of SP-II is anticipated to be by the end of 2022.

Section 108 Loan Guarantee Program

- CDBG regulations 24 CFR Part 570.700 describe a process whereby Sandy Springs can leverage up to 5 times its most recent CDBG allocation from HUD to increase the impact of its CDBG funds and benefit to LMI residents.
- In the summer of 2017, the City applied for an advance on its future CDBG allocations permitted under the Section 108 Loan Program in order to, more efficiently, complete Phase III of the South Roswell Road Multiyear Project. Phase III will include right-of-way appraisals, and acquisition, installation of pedestrian lighting, handicap ramps, and brick pavers from I-285 down to Long Island Drive which are identified LMI (low/moderate income) target areas.
- In January 2018, HUD awarded the City of Sandy Springs the loan guarantee assistance under Section 108 in the principal amount of \$2.8 million.
- The Section 108 Loan Guarantee Program funds represent the infusion of a considerable amount of funding at once that will have a direct benefit on the LMI residents of the City.
- During 2021, the totality of the Section 108 funds not utilized.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Public Improvements & Infrastructure	Non-Housing Community Development	CDBG: \$612,756	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3080	3080	100.00%	3080	3080	100.00 %
Public Service	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3080	3080	100.00%			

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

Sandy Springs did not commit general funds to the 2021 sidewalk construction project; however, the City committed 100% of its 2021 CDBG entitlement allocation to this project. Phase III extends along west side portions of Roswell Road from Long Island Drive to Northwood Drive in the designated areas as shown on Exhibit B.

The City executed its CDBG Program by completing the following in 2021:

- Executed these activities consistently and in compliance with all CDBG regulations;
- No actions or willful inactions were taken to hinder the progress of the projects described in the Consolidated Plan; and
- One-hundred percent (100%) of 2021 CDBG funds were committed to the benefit of low- and moderate-income persons living in the CDBG Target areas described in this report and illustrated on Exhibit A, thus meeting the National Objective for the CDBG Program.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	2,128.28
Black or African American	640.64
Asian	169.4
American Indian or American Native	6.16
Native Hawaiian or Other Pacific Islander	3.08
Two or more races	67.76
Total	3,015.32
Hispanic	437.36
Not Hispanic	3,642.64

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG		1,200,000	381,881

Table 3 – Resources Made Available

Narrative

The following federal funds were made available for the 2008, 2009, 2010, 2011, 2012, 2013, and 2014 program years to accomplish the Goals and Objectives described in the 2008-2012, 2013-2017, and 2018-2022 Consolidated Plans, and the 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020 Action Plans:

Resources	Amount	Expended	Balance
1. 2008 CDBG Entitlement Funds (CDBG1)	\$540,875.00	\$540,875.00	\$0.00
2. 2009 CDBG-R Recovery Act Funds (CDBG R)	\$146,909.00	\$146,909.00	\$0.00
3. 2009 CDBG Entitlement Funds (CDBG2)	\$539,982.00	\$539,982.00	\$0.00
4. 2010 CDBG Entitlement Funds (CDBG3)	\$581,336.00	\$581,336.00	\$0.00
5. 2011 CDBG Entitlement Funds (CDBG4)	\$489,289.00	\$489,289.00	\$0.00
6. 2012 CDBG Entitlement Funds (CDBG5)	\$421,709.00	\$421,709.00	\$0.00
7. 2013 CDBG Entitlement Funds (CDBG6)	\$533,275.00	\$533,275.00	\$0.00
8. 2014 CDBG Entitlement Funds (CDBG7)	\$545,644.00	\$545,644.00	\$ 0.00
9. 2015 CDBG Entitlement Funds (CDBG8)	\$577,782.00	\$577,782.00	\$ 0.00
10. 2016 CDBG Entitlement Funds (CDBG 9)	\$592,429.00	\$ 592,429.00	\$0.00
11. 2017 CDB Entitlement Funds (CDBG 17)	\$574,431	\$574,431	\$0.00
12. 2018 CDBG Entitlement Funds (CDBG 18)	\$625,188	\$625, 188.00	\$0.00
13. 2019 CDBG Entitlement Funds (CDBG 19)	\$627,731.00	\$627,731	\$0.00
13. 2020 CDBG Entitlement Funds (CDBG19)	\$653,109	\$653,109.00	\$0.00
14. 2021 CDBG Entitlement Funds (CDBG20)	\$612,756	\$0.00	

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
52.5% LMI Census Tracts	100%	100%	All funds used for Roswell Road Multiyear Sidewalk Project

Table 4 – Identify the geographic distribution and location of investments

Narrative

Phase II of the Roswell Road Multiyear Sidewalk Project completed (March 2016) the sidewalk network in the qualified target areas along the Roswell Road corridor from Northridge Road to the Chattahoochee River and along Hightower Trail, specifically within Census Tract 131210101191, 131210101192, 131210101193. The City begun work on the South Roswell Road Multiyear Sidewalk Project on 2017. This project still in progress during the 2021 program year.

Phase III of the South Roswell Sidewalk Project focuses on improving connectivity in CDBG target areas along the Roswell Road transportation corridor. Ultimately, the City desires to construct sidewalks to improve the network in the identified target areas, install required American with Disabilities Act (ADA) improvements and make other improvements to the existing sidewalk network where none currently exists. Phase III consists of two sub-phases. Sub-phase I, from Long Island Drive to The Prado and Sub-phase 2, from Lake Placid Drive to Northwood Drive. Eligible Census Tracts are 010212-1, 010212-3, 010113-2, 010113-1, 010114-1, and 010114-3.

The geographic allocation of the City's CDBG funds is guided by the determination that these funds can have the greatest impact when targeted to specific areas and leveraged with other local, state and federal investments. The CDBG LMI target area map is attached (Exhibit A). As provide for at 24 CFR Part 570.208(a)(1)(ii), the City may elect to use these target areas to meet National Objective requirements for selected projects that specifically meet the Area Benefit category of activities.

During the summer of 2017, the City applied for an advance on its future CDBG allocations permitted under the Section 108 Loan Program in order to, more efficiently, complete Phase IV of the South Roswell Road Multiyear Project. Phase III will include right-of-way appraisals, and acquisition, installation of pedestrian lighting, handicap ramps, and brick pavers from I-285 down to Long Island Drive, which are identified LMI (low/moderate income) target areas.

In January 2018, HUD awarded the City of Sandy Springs the loan guarantee assistance under Section 108 in the principal amount of \$2.8 million.

The Section 108 Loan Guarantee Program funds represent the infusion of a considerable amount of funding at once that will have a direct benefit on the LMI residents of the City.

Exception Status

It is important to also note that HUD has granted the City of Sandy Springs exception status based on the upper quartile calculation that permits the City to apply an LMI (low/moderate income) Area Benefit threshold of 52.5% to these project activities in the designated target areas.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City did not directly leverage its 2021 CDBG funds with general funds; however, with the completion of the construction of Phase II of the sidewalk project and the start of the construction of the South Roswell Road Multiyear Sidewalk Project (Phase IV), the City will capitalize on the intersection, paving and other infrastructure investments made by the City, Georgia Department of Transportation (GDOT) and private investors since the City's incorporation in 2005 at various intersections, including Northridge Road and Roswell Road, and Dunwoody Place.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	0	0
Number of non-homeless households to be provided affordable housing units	0	0
Number of special-needs households to be provided affordable housing units	0	0
Total	0	0

Table 5- Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance	0	0
Number of households supported through the production of new units	0	0
Number of households supported through the rehab of existing units	0	0
Number of households supported through the acquisition of existing units	0	0
Total	0	0

Table 6 - Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City did not establish goals or objectives for the preservation or development of new affordable housing in Sandy Springs for its CDBG Program for the 2018-2022 Consolidated Planning period. The City analyzed the 2027 Comprehensive Plan and City Center Master Plan to ensure that affordable, workforce housing is encouraged. The City updated its Next 10 Comprehensive Plan in 2017, which encourages a mix of uses and range of housing options by taking steps to expand the City's affordability to middle-income residents and provide support for seniors and other special-needs populations. Also, the City has adopted its new Zoning Code in August 2021, which provides various incentives for the development of workforce housing. Additionally, the City completed its Housing Needs Assessment in 2020.

As described in previous sections of the 2021 CAPER, the City has executed a multiyear sidewalk program in the CDBG target areas on Roswell Road. The Housing Authority of Fulton County (HAFC) has elderly

housing units in Sandy Springs, as well as approximately 50 Housing Choice voucher participants who are currently living in Sandy Springs.

Almost 60% of the housing units in Sandy Springs are apartments, condominiums and townhomes. These units represent the most affordable housing available in Sandy Springs. An informal survey of apartment developments was completed as part of the Analysis of Impediments to Fair Housing Choice adopted March 2, 2010. Staff surveyed seventy-four apartment developments across the city in August and September of 2009 representing 11,171 rental units. Sixty-two percent of the seventy-four developments had 2-bedroom units priced at or below the median contract rent as published in the 2000 Census (\$796) for Sandy Springs. Sixty-two percent of the twenty-nine developments had 2-bedroom units priced at or below the median contract rent as published in the 2010 Census (\$824) for Sandy Springs.

The Next 10 Comprehensive Plan specified, “there are approximately 42,000 housing units in the city. Of those, 22,000 are rented-occupied, and 20,000 are owner-occupied. The city is comprised of 53% renters, with the renter households tending to be lower income than the ownership households. The majority of renters have monthly housing cost of \$800 to \$1,500 per month, while most owners pay \$2,000 or more per month. There are approximately 7,600 units of housing in the city with a cost of less than \$800 per month; proportionally, these make up 18% of all units in the city.” (page 52)

Discuss how these outcomes will impact future annual action plans.

Based on the current availability of affordable housing, the City does not anticipate providing for new units or programs in future Annual Action Plans.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 7 – Number of Persons Served

Narrative Information

The City did not allocate any of its CDBG Program funds in 2021 to this activity category. However, the Analysis of Impediments was adopted on February 3, 2015, as described earlier, and outreach activities to promote fair housing in Sandy Springs have been identified for future implementation. The City is required to submit the new Assessment of Fair Housing by 2024, replacing the previous Analysis of Impediments.

For 2018, the City did not participate in the HOME Investment Partnerships Program (HOME), or the American Dream Down payment Initiative Program (ADDI), which are affordable housing programs administered by Fulton County.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

While the City did not dedicate CDBG funds in 2021 to addressing homeless needs. There are two well-established nonprofit social service providers who address homelessness as part of their service mission in Sandy Springs.

The Community Assistance Center (CAC) provides services to persons in need and those threatened with homelessness in Sandy Springs and Dunwoody. The CAC also provides a Youth Enrichment Program; short-term financial assistance with rent, mortgage and utility payments; and a food pantry and thrift shop. The CAC receives support from a variety of public, private, foundation, faith-based and individual contributors. Many of the clients served by the CAC rely on public transit and walk to the CAC to obtain services. As described previously, the City has completed construction of Phase I (Hightower Trail) directly benefiting the clients who receive assistance from the CAC. The City also provides a Certificate of Consistency with the Consolidated Plan for the CAC each year so that the agency may apply to the Georgia DCA for funding to support its service delivery and programs.

In addition to the CAC, Mary Hall Freedom House is located in Sandy Springs. This agency provides transitional housing and homelessness prevention services for women and for women with children seeking shelter from domestic violence and in need of supportive services to eliminate substance abuse. The Reaching New Heights (RNH) and Higher Ground II (HG2) programs are HUD-funded Supportive Housing programs located in a local apartment development in Sandy Springs. RNH is a 17-unit transitional housing program that serves homeless, single women and women with children. HG2 is a permanent housing program that serves chronically homeless single women, with a capacity of 60 beds.

The City is also included in the HUD Continuum of Care planning process and has the option to refer homeless residents in Sandy Springs to the Gateway Center, the Jefferson Place Homeless Shelter and to other facilities and services as needed.

According to the 2012-2016 American Community Survey, among the civilian noninstitutionalized population, the City has close to 6,493 residents with a disability. Approximately 1.8% under the 18 years of age are disabled, 4.2% between 18 and 64 years are disabled, and 25.3% 65 years and over have some type of disability. According to the 2012-2016 American Community Survey, for the disabled under 18 years old, the primary disability category were cognitive difficulties. For disabled persons aged 18-64, the primary disability categories were ambulatory, cognitive, or independent living difficulties. For those 65 and over, hearing, ambulatory and independent living difficulty were the primary disabilities.

Given the infrastructure priority for the CDBG Program, the City did not establish specific objectives for providing services, housing or other programs for special needs populations using CDBG funds. Although the City is not proposing to add any special needs housing, under the 2018-2022 Consolidated Plan, the plan is to improve pedestrian mobility in the target areas, which will benefit disabled residents, who cannot drive a vehicle.

For the purposes of the 2021 Annual Action Plan, Sandy Springs relied on Fulton County and nonprofit service providers in the North Fulton area to address service needs for these targeted populations. The City will continue to review agency requests for certificates of consistency to support these agencies in their need to access HUD, Georgia Department of Community Affairs (DCA), and other resources to address service needs where consistent with the Consolidated Plan. The City also maintains disability-related information and links to services for the disabled on its website, along with other social service links for its residents at <http://www.sandyspringsga.gov/city-services/urban-development/planning-and-zoning/planning-and-zoning-resources/community-development-block-grant-program>

Addressing the emergency shelter and transitional housing needs of homeless persons

There are no emergency homeless shelters in Sandy Springs and the City did not dedicate CDBG funds to homeless services or activities in 2021. However, housing units and services available to the homeless in Fulton County, and the City of Atlanta are also available to homeless persons in Sandy Springs.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

See above.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

See above.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Housing Authority of Fulton County (HAFC) was the public housing agency for the unincorporated areas of Fulton County prior to the City's incorporation on December 1, 2005. The HAFC operates 2 housing properties within the City limits of Sandy Springs. The Belle Isle Apartments, a 9-unit project-based public housing property located at 151 W. Belle Isle Road. The HAFC states in its 2018 Annual PHA Plan that "a disposition application for HAFC Belle Isle property was approved by HUD. The closing on the property [was] projected to be December 31, 2017" (page 3). It was anticipated that the property was going to be demolished in 2018, but it has not yet occurred. The HAFC converted its public housing property, the Allen Road Mid-Rise (now called Sterling Place), located at 144 Allen Road, to the Project Based Vouchers and the Rental Assistance Demonstration (RAD) Program in 2013, rehabilitation construction was completed in February 2016.

In 2015, the HAFC was awarded 9% tax credit funding from the Georgia Department of Community Affairs, along with HUD Rental Assistance Demonstration ("RAD") funding for Allen Road Midrise. Upon closing of the financing in February 2015, the formerly public housing building converted to Project Based Voucher. This 100-unit residential property continues to be for low-income elderly and disabled residents. Renovations to the building were completed in spring of 2016.

The HAFC has also traditionally placed some Housing Choice Voucher (Section 8) residents in market-rate units in Sandy Springs. There are currently 54 families using vouchers to secure affordable housing in Sandy Springs.

In addition to traditional public housing units and programs, the HAFC participated in the development of three multifamily properties in Sandy Springs, the Commons of Victoria Park, Monterey and Hampton Hill using its multifamily housing bond program and through partnering with private developers. While not in the identified CDBG Target areas, these properties will benefit from the sidewalk improvements initiated in 2010 as these improvements will improve access to commercial areas, parks, public transit and services across the sidewalk network.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The City did not plan to take any actions to encourage resident participation in public housing management and/or homeownership programs at the facilities managed by the Housing Authority of Fulton County (HAFC) in its 2021 Annual Action Plan.

Actions taken to provide assistance to troubled PHAs

N/A

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

As part of the Housing Goals adopted in the Next 10 Comprehensive Plan, the city has formed a Taskforce responsible for researching potential incentive and redevelopment strategies as well as workforce housing strategies for the north-end of Sandy Springs. The Taskforce recommendations were presented to Mayor and Council in January 2019. In January 2019, the taskforce provided recommendation on potential plans for the North End of the City, which included among other recommendations “a variety of housing types and prices that maintains the diversity the North End already has and invites others to move there.”

The Next Ten Comprehensive Plan states the following priority actions for housing needs:

A. Preserve established single-family neighborhoods

H-A1.1. Implement measures to preserve established single-family neighborhoods.

B. Provide more quality housing and offer a greater range of housing choices

H-B1.1. Adopt a workforce housing definition and policy. Analyze options and prepare a white paper, including financial feasibility.

H-B1.2. As part of the Sandy Springs Development Code, establish zoning to encourage both more housing and a greater range of housing choices including workforce housing.

H-B1.3. Adopt a workforce housing ordinance specifying the number/percentage of units to be set aside as workforce housing and the size of projects to which this requirement applies.

H-B1.4. Prepare update to the City’s Consolidated Plan per HUD requirements. Include housing resources program as part of update.

H-B3.5. Provide resources and assistance to encourage the redevelopment of older apartment complexes to include greenspace, small-lot, cottage style single family homes, and other owner occupied housing where feasible.

C. Incorporate residential uses in mixed-use areas

H-C1.1. As part of the Sandy Springs Development Code, establish zoning to encourage inclusion of residential uses as part of mixed-use redevelopment in applicable character areas. (Page 220)

Additionally, the Development Code has included density bonuses, such as height incentives, in exchange for providing workforce housing within specific zoning districts.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

In 2021, the city continued the completion of Phase III of the South Roswell Road Multiyear Project, specifically the area south of Interstate 285, which includes right-of-way appraisals, and acquisition, installation of pedestrian lighting, handicapped ramps and brick pavers from I-285 down to Long Island Drive. Because the City's focus for 2018-2022 is on infrastructure improvements, it did not undertake any additional analysis related to other underserved needs relevant to the 2021 CDBG Program.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City did not engage in any housing or other rehabilitation activities in 2021 that would trigger compliance with the Lead-based Paint rule as published at 24 CFR Part 35. It is anticipated that for the duration of the 2018-2022 Consolidated Plan, the City will not undertake any activities that would require compliance with the lead-based paint rule.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Taking into consideration factors over which the City has control and using its limited CDBG funds for its infrastructure priorities, the City did not establish an antipoverty strategy in 2018 and does not anticipate doing so for the period of the 2018-2022 Consolidated Plan.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The focus of the City's 2016 CDBG Program was to complete construction of Phase II and begin construction on Lower Roswell Road, which is necessary to upgrade the sidewalk network in the LMI target areas along Roswell Road as shown on Exhibit A and Exhibit B.

The focus of the City's 2017 CDBG Program was to continue with Phase III of the South Roswell Multiyear Project. In 2017, survey design, site environmental studies, and ROW acquisition work, along with pre-purchase of pedestrian lighting was completed.

In 2018, pre-construction work for the South Roswell Road Streetscape Project is ongoing. Advance utility relocations are set to begin in fall of 2019. Project construction is anticipated late 2019. No construction for the South Roswell Road Streetscape Project was completed in 2018.

As described earlier, infrastructure improvements are the City's priority; therefore, the need to develop a more extensive institutional service delivery structure was not required for this reporting period as the City used its current staff to manage the 2021 CDBG Program. It is expected that this approach will prove to be all that is required for the period of the 2018-2022 Consolidated Plan unless City Council amends the program to focus on other eligible activities.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

While the City has not adopted any specific strategies to address homelessness and the priority needs of

homeless persons, the City has provided a \$100,000 grant from its general fund to the Community Assistance Center annually since 2010. These grant funds have been used by the CAC to further its programs for low and moderate-income individuals. In addition to continuing its support of the CAC, the City's objectives for enhancing coordination for the 2018 program year were as follows:

1. Coordinate with the Fulton County Office of Workforce Development to determine if programs or partnerships with service agencies could help the City achieve a reasonable antipoverty strategy.

The City has not developed any programs or partnerships at this time.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City's Analysis of Impediments to Fair Housing (AI) report was adopted on March 2, 2010. The AI was submitted to HUD's Office of Fair Housing and Equal Opportunity (OFHEO) on March 3, 2010. The AI identified the following "General Recommendations for Promoting Fair Housing":

1. Establish a fair housing information website.

This task was completed, and information can be found at the following links in English and Spanish:

<http://www.sandyspringsga.gov/city-services/urban-development/planning-and-zoning/planning-and-zoning-resources/community-development-block-grant-program/fair-housing-information>

<http://www.sandyspringsga.gov/city-services/urban-development/planning-and-zoning/planning-and-zoning-resources/community-development-block-grant-program/fena-de-informacion-de-viv>

2. Highlight fair housing activities in Sandy Springs during National Fair Housing month every April.

The City recognized Fair Housing month through adoption of a resolution in 2013 and hosted a CDBG Program 40th Anniversary event with a Fair Housing component.

3. Explore partnerships with Sandy Springs Community Action Center (CAC) and Holy Spirit Catholic Church to ensure fair housing information is available for Hispanic/Latino residents.

In 2011, the City worked with the CAC to develop fair housing information for a brochure to be produced in 2012 (Exhibit C). These brochures were updated in 2018 and distributed to CAC and the City's seventy plus apartment complexes in August 2018. Also, brochures advertising the fair housing trainings were distributed to the general public through property managers of apartments complexes, fliers were posted in open spaces, and fliers were given for distribution to other housing service providers.

4. As part of annual apartment certification requirements provide information to landlords on fair housing.

See Recommendation #3 above.

5. Develop a fair housing outreach program for residents of Sandy Springs' rental properties for support if residents suspect they have experienced housing discrimination.

The City will reach out to the CAC and Cred-Ability (formerly Consumer Credit Counseling Service) to develop an annual joint event in the future.

6. Explore partnerships with Cred-Ability or other financial counseling agencies for outreach opportunities to Sandy Springs minority residents.

See Recommendation #5 above.

7. Future Comprehensive Plan updates should analyze opportunities to directly incentivize the inclusion of mixed-income housing in future redevelopment projects consistent with Sandy Springs' policies.

The City adopted the Next 10 Comprehensive Plan in February 2017 and the new Development Code in August 2017. The Next Ten seeks to establish zoning to encourage workforce housing by adopting a workforce housing ordinance to incentivize the creation of new affordable workforce housing in new developments. Additionally, the 2017 Development Code provides incentives such as height bonuses for the creation of affordable units in new housing projects.

As part of the implementation of the priority actions stated in the Next 10, the City established a Taskforce in February 2018 responsible for conducting detailed research and analysis on available resources and tools to be used to incentivize and promote the redevelopment of certain areas of the city as well as evaluating potential workforce housing policies and strategies. In January 2019, the taskforce provided recommendation on potential plans for the North End of the City, which included among other recommendations "a variety of housing types and prices that maintains the diversity the North End already has and invites others to move there."

8. Complete an accessibility survey of available rental housing accessible to persons with disabilities in Sandy Springs to ensure compliance with fair housing law. Coordinate this recommendation with Sandy Springs ADA Coordinator.

The City has not taken action on this recommendation at this time.

The City provided the following in its Analysis of Impediments to Fair Choice adopted in 2015 as recommendations for promoting fair housing:

- a. Continue to establish a fair housing information site using the Community Development Block Grant Program webpage. Make fair housing law, how to file a complaint and other information available on the website.

This task was completed, and information can be found at the following link in English and Spanish:

<http://www.sandyspringsga.gov/city-services/urban-development/planning-and-zoning/planning-and-zoning-resources/community-development-block-grant-program/fair-housing-information>

<http://www.sandyspringsga.gov/city-services/urban-development/planning-and-zoning/planning-and-zoning-resources/community-development-block-grant-program/fena-de-informacion-de-viv>

- b. Highlight fair housing activities in Sandy Springs during National Fair Housing month every April. Atlanta Metro Fair Housing has expressed an interest in partnering with Sandy Springs on possible future outreach events. (April is designated National Fair Housing Month each year by HUD.)

The City recognized Fair Housing month through adoption of a resolution in 2016. In Spring 2017, staff hosted three fair housing meetings as part of the Assessment of Fair Housing. These meetings were open to the public and were advertised by brochures distributed to apartment complexes and housing service providers, as well as posted in public recreational facilities. The meetings served for discussion on fair housing issues and opportunities. General information on fair housing law, how to identify discriminatory actions, and how to file a Fair Housing complaint were among the topics discussed at the meetings.

In summer 2018, two Fair Housing Education Workshops were hosted, one for the professionals of the city and the second session for residents.

Additionally, in Fall 2021 staff conducted a Housing Needs Assessment to discuss fair housing challenges and opportunities. Stakeholders attended these meetings as well.

- c. Preserve partnerships with Sandy Springs Community Action Center (CAC) and Holy Spirit Catholic Church to ensure fair housing information is available for Hispanic/Latino residents. Consider partnerships with other nonprofit and faith-based organizations that serve minority residents in Sandy Springs to promote fair housing.

In 2011, the City worked with the CAC to develop fair housing information for a brochure to be produced in 2012 (Exhibit C). The brochures were distributed to CAC and the City's seventy plus apartment complexes in August 2012 and in the summer of 2014.

In Spring 2017 brochures advertising the fair housing meetings were distributed to the general public through apartments complexes, fliers were posted in public recreational facilities, and fliers were given for distribution to other housing service providers. The city invited Housing Stakeholders such as non-profits, churches, community leaders to these meetings to discuss potential fair housing issues. The City is in continued communication with stakeholders regarding consultation of CDBG plans.

In 2018, Fair Housing brochures were updated and distributed to apartment complexes and property managers located within the eligible area where streetscape improvements are taking place. Fair housing trainings were conducted in August 2018. These were targeted to professional housing providers and the public.

Additionally, in Fall 2021 staff conducted a Housing Needs Assessment to discuss fair housing challenges and opportunities. Stakeholders attended these meetings as well.

The City maintains annual communication with the CAC, other housing providers, and religious organizations regarding CDBG initiatives. The City annually requests public comment for CDBG reports.

- d. As part of annual apartment certification requirements provide information to landlords on fair housing. Evaluate how to best incorporate this with the apartment inspection ordinance and enforcement procedures.

See Recommendation #3 above.

- e. Maintain a fair housing outreach program for residents of Sandy Springs' rental properties to include basic information on Fair Housing laws and agencies that are available for support if residents suspect they have experienced housing discrimination. Consider partnerships with the Atlanta Board of Realtors, the Apartment Council and other similar organizations.

The City will reach out to the CAC and Cred-Ability (formerly Consumer Credit Counseling Service) to develop an annual joint event in the future. Additionally, in Fall 2021 staff conducted a Housing Needs Assessment to discuss fair housing challenges and opportunities. Stakeholders attended these meetings as well.

- f. Continue to explore partnerships with Consumer Credit Counseling Service (CCCS) or other financial counseling agencies for outreach opportunities to Sandy Springs minority residents since poor credit histories and other financial management issues have the greatest impact on minority loan denial rates according to HMDA data for the Atlanta-Sandy Springs-Marietta MSA.

No action has been taken on this recommendation at this time.

- g. Assess whether opportunities exist to directly incentivize the inclusion of mixed-income housing in future redevelopment projects consistent with Sandy Springs' policies.

The Next 10 Comprehensive Plan adopted in February 2017 sets as one of its goals to "adopt a workforce housing ordinance specifying the number/percentage of units to be set aside as workforce housing and the size of projects to which this requirements applies." The new Development Code adopted in August 2017, provides incentives such as height bonuses for new developments that provide affordable workforce housing units. There are two apartment complexes that have Land Use Restriction Agreements with the City, where the apartments complexes are required to provide a certainty percentage of rental units as workforce housing units.

As part of the implementation of the priority actions stated in the Next 10, the City established a Taskforce in February 2018 responsible for conducting detailed research and analysis on available resources to be used to incentivize and promote the redevelopment of certain areas of the city, as well as evaluating potential workforce housing policies. In January 2019, the Taskforce submitted a plan for the north-end revitalization, which included among other recommendations, "a variety of housing types and prices that maintains the diversity the North End already has and

invites others to move there.”

- h. Complete an accessibility survey of available rental housing accessible to persons with disabilities in Sandy Springs to ensure compliance with fair housing law. Coordinate this recommendation with Sandy Springs ADA Coordinator.

The City has not taken action on this recommendation at this time.

- i. Provide incentives for the inclusion of affordable units within new developments.

The City has adopted its new Development Code in August 2017, which includes incentives, such as height bonuses, for the creation of workforce homeownership and rental housing in new developments. A Taskforce was formed in early 2018 to research potential redevelopment and workforce housing initiatives for the North-end of the city. The Taskforce recommendations were presented to Council in January 2019.

In Fall 2020, Staff completed a Housing Needs Assessment.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The year 2018 was the eleventh year of the City's participation in the CDBG Program. The City monitored its CDBG program regularly throughout the program year, and staff regularly updated the Director of Community Development, Director of Public Works, Assistant City Manager, City Manager, and the Mayor and City Council on the status of the CDBG Program.

Five (5) agenda items and corresponding CDBG documents were presented to the Mayor and City Council from July 2020 through June 2021 to complete the planning and reporting required for the CDBG Program and to ensure the program remained in compliance with HUD regulations and guidelines. In 2021, staff continued to review procedures for record-keeping, procurement, contracting and other processes in anticipation of future HUD monitoring reviews. Particular emphasis was placed on using HUD's established monitoring checklists, where they exist, to structure the City's CDBG Program records. These documents, as well as policies and procedures for managing the program are available in the City's CDBG Program Policies and Procedures manual.

Also, to ensure the benefits of the project are reported consistent with HUD's objective and outcome measures, the City reports its progress in providing access to a suitable living environment by using Census data that document the LMI persons who live in the CDBG target areas. At the conclusion of the project, up to 6,555 LMI persons living in the neighborhoods along Roswell Road will live in areas with a complete sidewalk network and have the option to walk to Kroger, Publix, CVS, MARTA, Ison Road Elementary School, Morgan Falls Park, Big Trees Forest Preserve, Fulton County's new community health center, the CAC, and other city services without having to drive. Sidewalk construction on upper Roswell Road area was completed in spring of 2016. Exhibit A and Exhibit B show the CDBG target areas that will benefit from the services previously mentioned. The multiyear sidewalk project will benefit all of the target areas on the north side of Sandy Springs and the surrounding neighborhoods.

In accordance with HUD requirements, the City submitted its MBE reports in October and May as required showing contracts and subcontracts that have been awarded to minority businesses (Exhibit D).

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City followed its Citizen Participation Plan to develop the 2017 Action Plan, including a public hearing at the initiation of the process on February 7, 2017 and its adoption on June 6, 2017. No comments were received at the public hearing. Consistent with the requirements of the Citizen Participation Plan, a public hearing is also required at the time the City's draft CAPER is available for review. The public hearing for the 2021 CAPER will be November 1, 2022, and public comments will be included in the Appendix to this report (Exhibit E).

Media	Start	End	Days
Mundo Hispanico Atlanta	October 13	October 27	15
Sandy Springs Neighbor	October 13	October 27	15
Sandy Springs Reporter	October 13	October 27	15
Sandy Springs website	October 13	October 27	15

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There have been no changes to the City's program objectives.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-60 - ESG 91.520(g) (ESG Recipients only)

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

1. Recipient Information—All Recipients Complete

Basic Grant Information

Recipient Name	SANDY SPRINGS
Organizational DUNS Number	619646040
EIN/TIN Number	203767748
Identify the Field Office	ATLANTA
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	

ESG Contact Name

Prefix
First Name
Middle Name
Last Name
Suffix
Title

ESG Contact Address

Street Address 1
Street Address 2
City
State
ZIP Code -
Phone Number
Extension
Fax Number
Email Address

ESG Secondary Contact

Prefix
First Name
Last Name
Suffix
Title
Phone Number
Extension
Email Address

2. Reporting Period—All Recipients Complete

Program Year Start Date	07/01/2020
Program Year End Date	06/30/2021

3a. Sub recipient Form – Complete one form for each sub recipient

Sub recipient or Contractor Name
City
State
Zip Code
DUNS Number
Is sub recipient a victim services provider
Sub recipient Organization Type
ESG Sub grant or Contract Award Amount

CR-65 - Persons Assisted

4. Persons Served

4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 8 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 9 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 10 – Shelter Information

4d. Street Outreach

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 11 – Household Information for Street Outreach

4e. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 12 – Household Information for Persons Served with ESG

5. Gender—Complete for All Activities

	Total
Male	
Female	
Transgender	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 13 – Gender Information

6. Age—Complete for All Activities

	Total
Under 18	
18-24	
25 and over	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 14 – Age Information

7. Special Populations Served—Complete for All Activities

Number of Persons in Households				
Subpopulation	Total	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters
Veterans				
Victims of Domestic Violence				
Elderly				
HIV/AIDS				
Chronically Homeless				
Persons with Disabilities:				
Severely Mentally Ill				
Chronic Substance Abuse				
Other Disability				
Total (unduplicated if possible)				

Table 15 – Special Population Served

CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

10. Shelter Utilization

Number of New Units – Rehabbed	
Number of New Units – Conversion	
Total Number of bed - nights available	
Total Number of bed - nights provided	
Capacity Utilization	

Table 16 – Shelter Capacity

11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2019	2020	2021
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homeless Prevention under Emergency Shelter Grants Program			
Subtotal Homelessness Prevention			

Table 17 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2019	2020	2021
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homeless Assistance under Emergency Shelter Grants Program			
Subtotal Rapid Re-Housing			

Table 18 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2019	2020	2021
Essential Services			
Operations			
Renovation			
Major Rehab			
Conversion			
Subtotal			

Table 19 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2019	2020	2021
Street Outreach			
HMIS			
Administration			

Table 20 - Other Grant Expenditures**11e. Total ESG Grant Funds**

Total ESG Funds Expended	2019	2020	2021

Table 21 - Total ESG Funds Expended**11f. Match Source**

	2019	2020	2021
Other Non-ESG HUD Funds			
Other Federal Funds			
State Government			
Local Government			
Private Funds			
Other			
Fees			
Program Income			
Total Match Amount			

Table 22 - Other Funds Expended on Eligible ESG Activities**11g. Total**

Total Amount of Funds Expended on ESG Activities	2019	2020	2021

Table 23 - Total Amount of Funds Expended on ESG Activities

STATE OF GEORGIA
COUNTY OF FULTON

RESOLUTION AUTHORIZING THE SUBMISSION OF THE CITY OF SANDY SPRINGS 2021 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) FOR THE CDBG PROGRAM TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, since 1974 the Community Development Block Grant Program (CDBG) has been an important federal resource for cities to assist their low- and moderate-income communities, eliminate slums and blight, and address urgent needs; and

WHEREAS, the City has prepared its 2021 CAPER for the purposes of continuing its participation in the CDBG Program; and

WHEREAS, the City held a public hearing on November 1, 2022 to provide an opportunity for Sandy Springs residents to comment on the City's CDBG performance from July 1, 2020 through June 30, 2021; and

WHEREAS, the City advertised the draft 2021 CAPER for a 15-day public comment period from October 13, 2022 through October 27, 2022; and

WHEREAS, the final 2021 CAPER was adopted and approved for submission to the U.S. Department of Housing and Urban Development at the regular City Council meeting on November 15, 2022, post the September 30, 2022, submission deadline.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANDY SPRINGS, GEORGIA

By passage of this resolution, the City of Sandy Springs Mayor and City Council authorizes submission of the 2021 CAPER and other necessary program documents and the provision of an original copy of this resolution to the U.S. Department of Housing and Urban Development for the purposes described in this resolution.

RESOLVED this the 16th day of November, 2022.

APPROVED:

Russell K. Paul, Mayor

Attest:

Raquel Gonzalez, City Clerk
(Seal)

STATE OF GEORGIA
COUNTY OF FULTON

**A RESOLUTION APPOINTING A MEMBER TO THE SANDY SPRINGS
DEVELOPMENT AUTHORITY**

BE IT RESOLVED by the City Council of the City of Sandy Springs, GA while in regular session on November 15, 2022, at 6:00 p.m. as follows:

SECTION 1. That Hardy Dorsey is hereby appointed to serve as a member of the Sandy Springs Development Authority, filling the unexpired term of Dan DiLuzio, commencing November 15, 2022 and ending on November 3, 2024; and

SECTION 2. That the appointed member shall be eligible for re-appointment upon nomination by the Mayor and confirmation by the City Council; and

SECTION 3. That should the appointed member not fulfill the completion of the term referenced herein, that the member appointed to replace said member shall serve the remainder of the term; and

SECTION 3. That this Resolution shall become effective upon its adoption.

RESOLVED this the 15th day of November, 2022.

Approved:

Russell K. Paul, Mayor

Attest:

Raquel D. González, City Clerk

(SEAL)

STATE OF GEORGIA
COUNTY OF FULTON

**A RESOLUTION APPOINTING A MEMBER TO THE SANDY SPRINGS
BOARD OF APPEALS**

BE IT RESOLVED by the City Council of the City of Sandy Springs, GA while in regular session on November 15, 2022, at 6:00 p.m. as follows:

SECTION 1. That Jason Bodwell is hereby appointed to serve as a member of the Sandy Springs Board of Appeals, filling the unexpired term of Alvin Johnson, commencing December 8, 2022 and ending on January 20, 2024; and

SECTION 2. That the appointed member shall be eligible for re-appointment upon nomination by the Mayor and confirmation by the City Council; and

SECTION 3. That should the appointed member not fulfill the completion of the term referenced herein, that the member appointed to replace said member shall serve the remainder of the term; and

SECTION 3. That this Resolution shall become effective upon its adoption.

RESOLVED this the 15th day of November, 2022.

Approved:

Russell K. Paul, Mayor

Attest:

Raquel D. González, City Clerk

(SEAL)



SANDY SPRINGS

CITY CLERK'S OFFICE

TO: Eden Freeman, City Manager
FROM: William H. Martin, Jr. AIA Public Works Director
DATE: October 18, 2022 Submission for the November 15, 2022 City Council Meeting
ITEM: Request for Mayor and City Council Consideration of a Budget Amendment for T0064 Peachtree Dunwoody at Telford Place Roadway Safety Project

Recommendation:

Staff recommends that Council authorize the Budget Amendment for T0064 for the Peachtree Dunwoody at Telford Place Safety Improvement Project (T0064) within the City of Sandy Springs, Fulton County, Georgia.

Background:

The City awarded a construction contract to Ohmshiv Construction on August 5, 2021 in the amount of \$1,416,927 to reconstruct Peachtree Dunwoody Road near Telford Place. The project requires \$200,000 in additional funds due to material price increases, additional utility relocations, and for additional contingency.

The necessary additional costs identified for the project are \$113,000 in additional material costs to pave Peachtree Dunwoody Road and \$19,750 to relocate and adjust existing water meters and fire hydrants.

Discussion:

Budget Amendment Request

1. Total Requested Amount: \$200,000.

A. Peachtree Dunwoody Road Paving

- Due to underground utility conflicts and relocation delays, plus a significant increase in asphalt paving (+44%) and fuel costs (+9%), the contractor requests an additional \$113,000 to cover the construction cost for asphalt leveling and final paving.

B. Relocate three water meters, backflow preventers, one fire hydrant and adjust one fire hydrant

- The City of Atlanta no longer provides water meter and fire hydrant relocation services. The contractor is asked to relocate and adjust the water meters and hydrants per design. The proposed cost is \$19,750 for the services.

Financial Impact:

The amount of \$200,000 is proposed to be transferred from unobligated funds in Project CC010.

Alternatives:

The City could not approve the Budget Amendment at this time and request additional quotes from qualified contractors. However, it may incur additional time delays with no assurance of lower pricing.

Review:

Cheryl Oslund, Administrative Coordinator
Marty Martin, Director of Public Works
Toni Carlisle, Chief Financial Officer
Kathy Williams, Staff Attorney
Eden Freeman, City Manager

Created/Initiated - 11/3/2022
Approved - 11/3/2022
Approved - 11/9/2022
Approved - 11/9/2022
Final Approval - 11/11/2022

Attachments:

1. T0064 Budget Amendment Ordinance
2. T0064 Vicinity Map

STATE OF GEORGIA
COUNTY OF FULTON

**ORDINANCE TO AUTHORIZE CITY COUNCIL OF SANDY SPRINGS TO AMEND THE
CITY OF SANDY SPRINGS FY23 BUDGET TO TRANSFER FUNDS BETWEEN TWO PROJECTS**

WHEREAS, THE City of Sandy Springs (“City”) requires additional funding for the delivery of the Peachtree Dunwoody at Telford Place Safety Improvement Project T0064 (the “Project”);

WHEREAS, the City will need to transfer \$200,000 from Project CC010 to Project T0064 to fund the shortfall;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SANDY SPRINGS, GEORGIA, that the FY 2023 budget is hereby amended to reallocate budget funding by transferring \$200,000 from Project CC010 to Project T0064.

APPROVED AND ADOPTED on this the 15th day of November 2022.

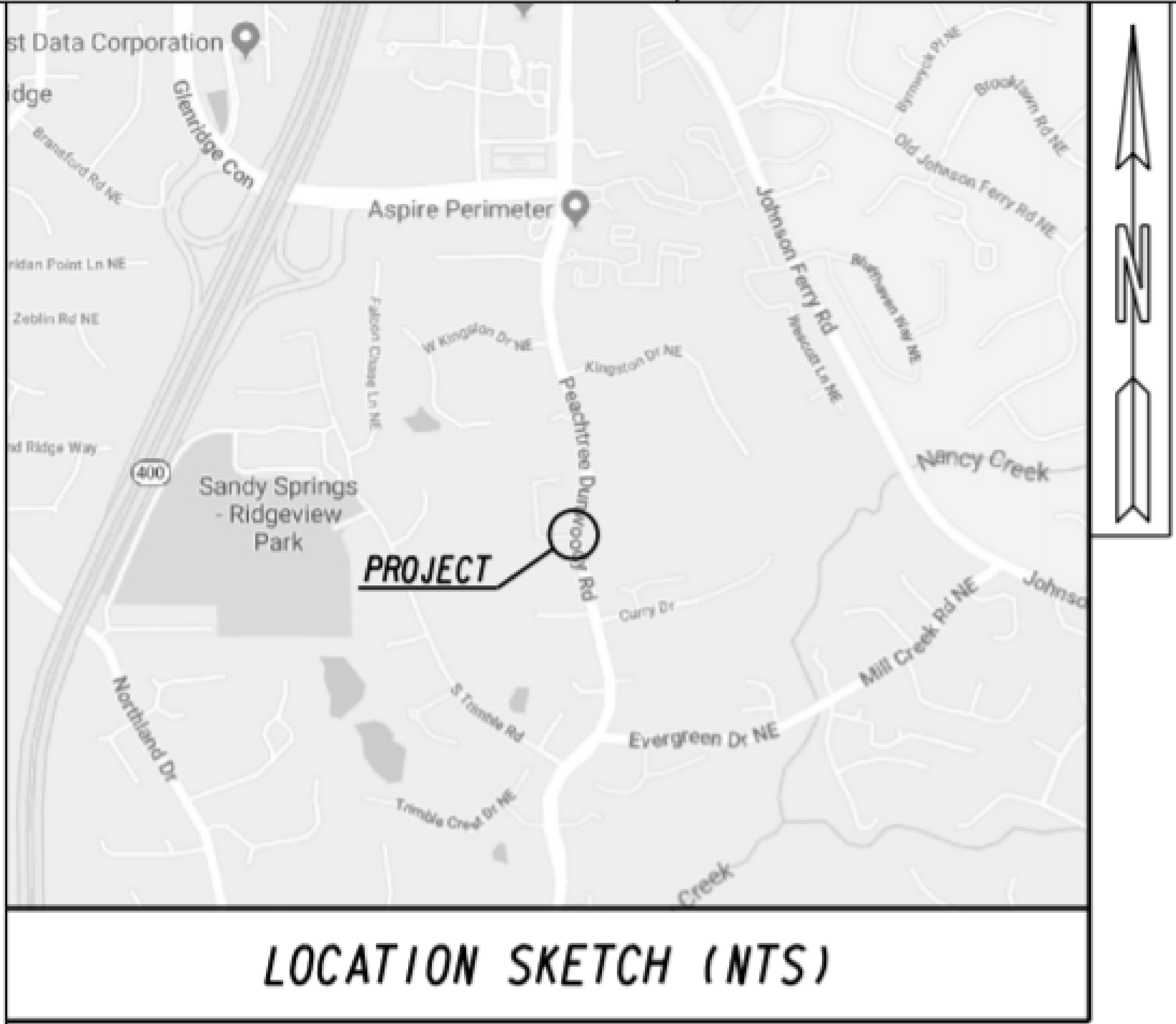
Approved:

Russell K. Paul, Mayor

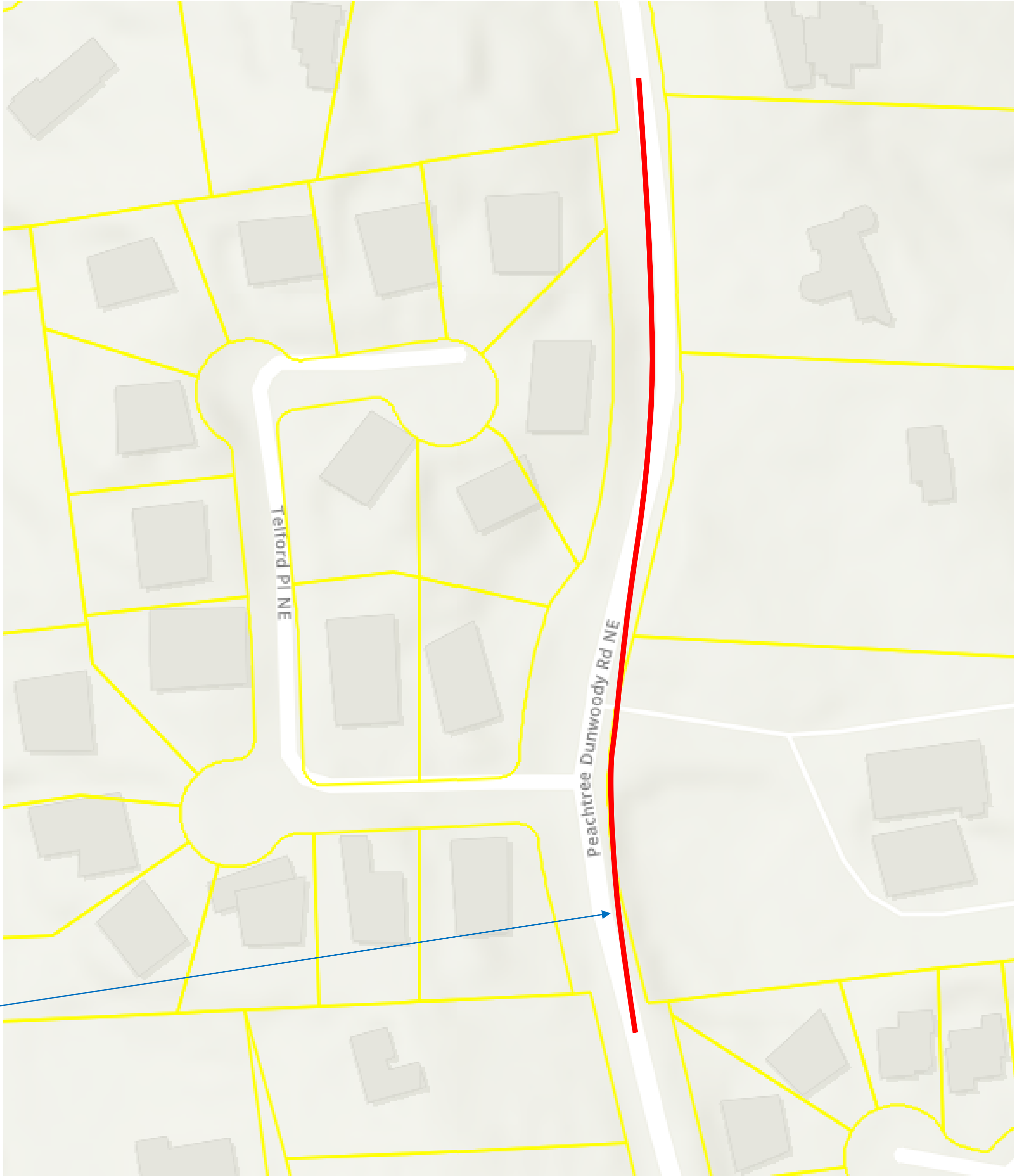
Attest:

Raquel D. Gonzalez, City Clerk
(Seal)

Peachtree Dunwoody at Telford Place Roadway Safety Project



Realign Peachtree Dunwoody Road with approximately 2,010 LF of sidewalk, 1380 LF of drainage systems and associate improvements.





SANDY SPRINGS

CITY CLERK'S OFFICE

TO: Eden Freeman, City Manager

FROM: Raquel Gonzalez, City Clerk

DATE: October 24, 2022 Submission for the November 15, 2022 City Council Meeting

ITEM: Request for Mayor and City Council Consideration of Re-adopting the Five Ethics Principles for Re-Certification as a Georgia Certified City of Ethics

Recommendation:

Staff recommends the Mayor and City Council re-establish the five ethics principles for the conduct of City officials, as is required to receive the “Georgia Municipal Association (GMA) Certified City of Ethics” designation.

Background:

The GMA Certified City of Ethics program, established in 1998, was created to raise awareness about ethics issues at the local level and provide a local forum for the airing and resolution of legitimate concerns.

To apply for and earn the “GMA Certified City of Ethics” designation, cities must:

- Adopt a resolution, executed by the majority of the city’s governing body, establishing the five ethics principles for the conduct of the City officials:
 1. Serve others, not ourselves
 2. Use resources with efficiency and economy
 3. Treat all people fairly
 4. Use the power of our position for the well-being of our constituents
 5. Create an environment of honesty, openness and integrity
- Adopt an Ethics Ordinance that meets the minimum standards approved by the GMA Board
- An application fee of \$85.00.

The program requires all cities to renew their participation every four years by re-adopting the five ethics principles for the conduct of City officials. If a city does not renew its membership every four years, then the city must re-apply to the program.

The City of Sandy Springs first participated in the Georgia Municipal Association Certified City of Ethics program in 2006 and 2012. The City has not since renewed its participation.

Discussion:

The City of Sandy Springs Ethics Ordinance was first adopted in 2006. The Ordinance defines the minimum standards of ethical conduct which public servants must meet as well as outlines a fair and impartial process by which alleged ethics violations may be heard.

To receive the GMA Certified City of Ethics designation, the City must re-establish the Five Ethic Principles.

Financial Impact:

There is a one-time participation fee of \$85 for new program participant cities and those re-applying after not renewing their participation every four years.

Alternatives:

The Georgia Municipal Certified City of Ethics program is voluntary. The City Council could choose not to participate in the program.

Review:

Raquel Gonzalez, City Clerk	Created/Initiated - 10/24/2022
Raquel Gonzalez, City Clerk	Approved - 10/24/2022
Toni Carlisle, Chief Financial Officer	Approved - 10/27/2022
Kathy Williams, Staff Attorney	Approved - 10/27/2022
Eden Freeman, City Manager	Final Approval - 10/28/2022

Attachments:

1. 1. City of Sandy Springs Ethics Ordinance
2. 2. Resolution - The Adoption of the Five Ethics Principles

Subpart A - GENERAL ORDINANCES
Chapter 2 - ADMINISTRATION
ARTICLE III. - OFFICERS AND EMPLOYEES
DIVISION 2. ETHICS

DIVISION 2. ETHICS¹

¹Editor's note(s)—Ord. No. 2009-02-06, adopted Feb. 17, 2009, amended art. III, div. 2, subdivs. I and II, in their entirety as set out herein. The former art. III, div. 2, subdivs. I and II pertained to similar subject matter and derived from Ord. No. 2006-10-14, § 1(ch. 6, app., §§ 1—25), 10-17-2006.

Charter reference(s)—Ethics ordinances authorized, § 3.01(b)(9).

Subdivision I. In General

Sec. 2-104. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Associated, when used with reference to a business or an organization, includes any business or organization in which a public servant or a public servant's partner in interest is a director, officer or trustee, or owns or controls, directly or indirectly, and severally or in the aggregate, at least five percent of the outstanding equity, or any business or organization in which a public servant or a partner in interest has a personal interest.

Benefit means:

- (1) Anything having a monetary value in excess of \$100.00;
- (2) Anything, regardless of its monetary value, perceived or intended by either the one who offers it or the one to whom it is offered to be sufficient in value to influence a public servant in the performance or nonperformance of an official action; or
- (3) Anything, regardless of its monetary value, which, under the circumstances, a reasonably prudent person in the position of the public servant to whom the thing is or may be offered, would recognize as being likely to be intended to influence the public servant in the performance or nonperformance of an official action.

The term "benefit" includes, but is not limited to, a valuable act, advance, award, contract, compensation, contribution, deposit, emolument, employment, favor, fee, forbearance, fringe benefit, gift, gratuity, honorarium, loan, offer, payment, perquisite, privilege, promise, reward, remuneration, service, subscription, or the promise that any of these things will be conferred in the future. The term "benefit" shall not include food and beverage.

Board means the board of ethics established by the city to operate under the provisions of this division, unless the context clearly indicates otherwise; used generically, the term "board" may mean any voting body:

- (1) Which is established to participate as a body in some manner in the conduct of the city government, including participation which is merely advisory, whether established by state law, city Charter, ordinance, contract, executive action or any other lawful means; and
- (2) Any part of which its membership is appointed by the mayor or city council acting on behalf of the city; but the term "board" does not include a board, commission or committee which is the governing body of a separate political subdivision of the state, or whose membership, after appointment, is not subject to any regulation by the city council; nor does it include any city administrative agency, bureau, department, division or office which is administered by individuals rather than by a body.

Business means an activity, association, commercial entity, corporation, enterprise, firm, franchise, holding company, joint stock company, organization, partnership, receivership, self-employed individual, sole proprietorship, trust or other legal entity established to earn or otherwise obtain money, whether for profit or nonprofit, excluding a municipal corporation or governmental entity.

Business with which a public servant is associated or associated business means a business in which any of the following applies:

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- (1) The public servant is an owner, partner, director, officer, employee or independent contractor in relation to the business;
 - (2) A public servant's partner in interest is an owner, partner, director or officer;
 - (3) The public servant or a partner in interest is a stockholder of close corporation stock which is worth at least \$1,000.00 at fair market value or which represents more than a five percent equity interest;
 - (4) The public servant or a partner in interest is a stockholder of publicly traded stock which is worth at least \$5,000.00 at fair market value or which represents more than five percent equity interest, other than publicly traded stock under a trading account if the public servant reports the name and address of the stockholder; or
 - (5) Any business, regardless of ownership or value, by whom or for whose benefit a decision maker is influenced to act in the hope or expectation of obtaining a personal benefit for the public servant or for a partner in interest of the public servant.

Candidate means an individual who is a candidate for an elective office in the city, as defined in the city Charter, or an applicant for city employment or for an appointive city position.

Child means a son or daughter, whether or not the son or daughter is the biological offspring of the legal parent or parents and whether or not the son or daughter is financially dependent on the parent or parents.

Compensation means any benefit conferred upon or received by any person in return for services rendered or to be rendered.

Complainant means the person who has filed a written complaint, signed and sworn alleging a violation of the ethics ordinance.

Confidential information means information which has been obtained in the course of holding public office, employment, an independent contract or otherwise acting as a public servant, and which information is not available to members of the public under the Georgia Open Records Act or other law or regulation and which the public servant is not authorized to disclose, including:

- (1) Any written information that could lawfully be excepted from disclosure pursuant to state law, unless the public servant disclosing it is authorized to do so by state law, or pursuant to some other pertinent law, policy or procedure;
- (2) Any other information which, if it were written, could be excepted from disclosure under state law, unless the public servant disclosing it is authorized to do so by the state law, or pursuant to some other pertinent law, policy or procedure; and
- (3) Information which was obtained in the course of or by means of a record or oral report of a lawful executive or closed session, whether or not the disclosure of the information would violate state law, unless the public servant disclosing it is authorized by state law to do so, or unless the public servant disclosing it has been properly authorized to disclose it pursuant to an applicable law, policy or procedure; however, when such information is also available through channels which are open to the public, this provision does not prohibit public servants from disclosing the availability of those channels.

Conflict of interest means not only a personal interest, as defined in this division, but also a professional or nonpecuniary interest, such as arises when the city attorney is precluded from representing one public servant because of the city attorney's preexisting attorney-client relationship with another public servant.

Decision maker means any public servant or group of public servants empowered to act in a discretionary manner on behalf of the city in any capacity whatsoever, including the making of recommendations. To the extent this division is applicable to them, any volunteer or independent contractor who is empowered to exercise any discretionary power which could influence a public servant in the performance or nonperformance of an official

action. In this division, the term "decision maker" is used to represent any and every public servant who could take any discretionary action regarding a matter in which a public servant or a partner in interest has or may have a conflict of interest, or as a result of which a public servant might receive a personal benefit.

Decision making means the exercise of any discretionary public power in any capacity whatsoever, including the making of recommendations, by any public servant whose action pertains to a matter in which a public servant or a public servant's partner in interest has or may have a conflict of interest, or as a result of which a public servant might receive a personal benefit.

Disclose means, unless the context of this division indicates otherwise, to provide the city clerk with written notice of a conflict of interest or a potential conflict of interest, and any other pertinent information, including the nature and extent of the public servant's conflict of interest, the decision maker who may act on the matter, and the name and address of any person alleged to have a conflict of interest or a potential conflict of interest. Unless this division or a law which supersedes it requires or permits another procedure, information shall be deemed disclosed if any public servant within a reasonable time before any official action is to be taken by the decision maker provides the city clerk with written notice disclosing the conflict or potential conflict. For purposes of this provision, the phrase "within a reasonable time" means within adequate time to allow the city clerk, acting within the city's normal schedule and procedures for transmitting written documents, to forward the disclosure to the decision maker before whom the matter is pending or may be brought, and within adequate time to allow the decision maker to review the disclosure before taking any official action.

Employee means a person, other than an elected public officer, employed and paid a salary to work for the city, whether under civil service or not, whether full time, part-time, or on a contract basis, and including those officially selected but not yet serving.

Expenditure means a payment, distribution, loan, advance, deposit, or gift of money or anything of value.

Gift means any benefit or thing or act of monetary value which is conveyed to or performed for the benefit of a public servant or a partner in interest, including any advance, award, contract, contribution, deposit, employment, favor, forbearance, gift, gratuity, honorarium, loan, payment, service, subscription, or the promise that any of these things or acts of value will be conferred in the future, if such thing or act of value is conferred or performed without the lawful exchange of consideration which is at least equal in value to the thing or act conferred or performed.

Immediate family means:

- (1) A public servant's spouse, children, grandchildren, parents, parents-in-law, grandparents, grandparents-in-law, sisters, sisters-in-law, brothers, brothers-in-law, sons-in-law, daughters-in-law, nieces, nephews, aunts, or uncles (whether by marriage, lineal descent or adoption);
- (2) A public servant's relative by marriage, lineal descent or adoption who receives, directly or indirectly, more than one-half of his or her support from the public servant or from whom the public servant receives, directly or indirectly, more than one-half of his or her support; and
- (3) An individual claimed by the public servant or the public servant's spouse as a dependent under the United States Internal Revenue Code.

Interest means any personal benefit accruing to a public servant or the public servant's partner in interest, whether in the public servant's own name or the name of any person or business from which the public servant is entitled to receive any personal benefit, as a result of a matter which is or which is expected to become the subject of an official action by or with the city.

Loan means a transfer of money, property or anything else of ascertainable monetary value in exchange for an obligation, conditional or not, to repay in whole or in part.

Matter means, unless the context of this division indicates otherwise, any act, action, agenda item, allegation, application, amendment, auction, bill, business, case, charge, claim, consideration, contract,

controversy, decree, deed, deliberation, discussion, hearing, issue, lease, license, measure, offer, order, ordinance, permit, personnel action, petition, policy, presentation, procedure, privilege, proceeding, project, proposal, proposition, purchase, recommendation, regulation, rental, request, resolution, sale, subject, transaction, use, variance or other discretionary choice pending before a city decision maker when a public servant or a partner in interest has a personal interest in the outcome of the decision, or the decision may result in a personal benefit to a public servant or a partner in interest.

Ministerial action means a simple and definite action or function imposed by law where no exercise of discretion or judgment is required.

Negotiating concerning prospective employment means one or more discussions between a public servant and a potential employer other than the city concerning the possibility of the public servant or a partner in interest considering or accepting employment with the employer, in which discussion the public servant responds in a positive way.

Office means any of the following:

- (1) An elective position within the government of the city; or
- (2) An appointive city position that does not serve at the pleasure of the city council.

Officer means any person elected or appointed to hold an office, as defined in the Charter of the city.

Official action means any act, action, approval, decision, denial, directive, disapproval, inaction, order, performance, nonperformance, recommendation, vote, or other direct result of a public servant's exercise of discretionary authority in connection with the public servant's public position.

Official duty means any official action or ministerial action which a public servant is obligated or authorized to perform by virtue of being a public servant.

Organization means, unless the context indicates otherwise, any nonprofit business other than an individual or governmental agency.

Partner in interest means, when used in this division in connection with a public servant, as in the phrase "a public servant or a partner in interest," any and all of the following:

- (1) A member of the public servant's immediate family;
- (2) A business with which the public servant or a member of the public servant's immediate family is associated;
- (3) Any other person with whom the public servant or a member of his or her immediate family is in business, or is negotiating or has an agreement concerning future employment or the future conferring of any personal benefit, whether in the public servant's own name or the name of any business or person from whom the public servant is entitled, or expects to become entitled, to receive any personal benefit, as a result of a contract or transaction which is, or which is expected to become, the subject of an official action by or with the city. The term partner in interest does not imply or require any form of legal partnership or formal agreement; or
- (4) When used in the phrase "a public servant or a partner in interest," the term "partner in interest" refers only to a partner in interest of the public servant to whom reference is being made, and not to any other person's partner in interest.

Personal benefit means any benefit which is offered or received, or perceived to be offered or received, primarily for the purpose of influencing the manner in which a public servant performs or refrains from performing an official action, so that an attempt is made to induce the public servant, or the public servant is induced to act in favor of some interest other than the public interest on the basis of an expectation or hope that the public servant or a partner in interest of the public servant will obtain some private gain by acting against the public interest;

provided, however, that the term "personal benefit" within the meaning of this division does not include any of the following, which, although they may benefit individual public servants, are deemed to be primarily public benefits rather than personal benefits:

- (1) Payment by the city of salaries, compensation or employee benefits; or payment by an employer or business other than the city of salaries, compensation, employee benefits or pursuant to a contract, when the payment is unrelated to a public servant's status as a public servant and is not made for the purpose of influencing, directly or indirectly, the vote, official action or decision of a public servant;
- (2) Fees, expenses, or income, including those resulting from outside employment, which are permitted and reported in accordance with the policies of the city;
- (3) Authorized reimbursement of actual and necessary expenses;
- (4) Admission, regardless of value, to events to which public servants are invited in their official, representative capacity as public servants;
- (5) Campaign or political contributions which are made and reported in accordance with state law;
- (6) Reasonable hosting, including travel and expenses, entertainment, meals or refreshments furnished in connection with public events, appearances or ceremonies related to official city business, if furnished by the sponsor of such public event; or in connection with speaking engagements, teaching or rendering other public assistance to an organization or another governmental entity; this provision applies only if the city does not also pay the person for the same activity;
- (7) Awards publicly presented in recognition of public service, acts of heroism or for solving crimes;
- (8) Anything of value, regardless of the value, when the thing of value is offered to the city, is accepted on behalf of the city, and is to remain the property of the city;
- (9) Commercially reasonable loans made in the ordinary course of the lender's business in accordance with prevailing rates and terms, and which do not discriminate against or in favor of an individual who is a public servant because of such individual's status as a public servant;
- (10) Complimentary copies of trade publications;
- (11) Any unsolicited benefit conferred by any one person or business if the economic value totals less than \$250.00 per calendar year, and if there is no express or implied understanding or agreement that a vote, official action or decision of a public servant will be influenced;
- (12) Reasonable compensation for a published work which did not involve the use of the city's time, equipment, facilities, supplies, staff or other resources, if the payment is arranged or paid by the publisher of the work;
- (13) Reasonable compensation for a published work which did involve the use of the city's time, equipment, facilities, supplies, staff or other resources, if the payment of the compensation to the public servant is lawfully authorized by a representative of the city who is empowered to authorize such compensation;
- (14) Anything of value, if the payment, gift, or other transfer of value is unrelated to and does not arise from the recipient's holding or having held a public position, and if the activity or occasion for which it is given does not involve the use of the city's time, equipment, facilities, supplies, staff or other resources which is not available to the general public;
- (15) Anything of value received as a devise, bequest or inheritance;
- (16) A gift received from a relative within the third degree of consanguinity, under the civil law computation method, to the public servant, or the spouse of such a relative; or

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- (17) A gift received from a spouse of a public servant, or a spouse's relative within the third degree of consanguinity to the spouse, under the civil law computation method.

Personal interest means a direct or indirect interest having value peculiar to a particular individual or group, whether the value is pecuniary or nonpecuniary, which value may accrue to such individual or group or result in such individual or group deriving or potentially deriving a personal benefit as a result of the approval or denial of any ordinance, resolution, order or other official action, or the performance or nonperformance thereof, by a public servant, and which interest is not shared by the general public.

Public servant means the mayor, members of the city council, and municipal court judges. The term "public servant" includes all individuals appointed by the mayor and/or city council as appropriate to city authorities, commissions, committees, boards, task forces, or other bodies which can or may vote or take formal action or make official recommendations to the mayor and/or city council.

Reasonable means fair, proper, equitable and just under the circumstances.

Records means any minutes, papers, documents, completed forms, or other records maintained by a public agent for the purpose of fulfilling the disclosure requirements of this division.

Relative means a person who is related to an official or employee (whether by marriage, lineal descent or adoption) as spouse, parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, parents-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

Respondent means the person against whom a complaint has been made alleging a violation of the ethics ordinance.

Volunteer means an individual who is permitted by the city, or by a person authorized to act on behalf of the city, to assist public servants in performing any kind of official duty or action without any expectation of receiving compensation.

Voting body means the city council and any other city authority, board, commission, committee, council or group, regardless of whether its function is legislative, administrative, quasi-administrative or quasi-judicial or any combination thereof, which must act as a body on the basis of a vote of some or all of its members.

(Ord. No. 2006-10-14, § 1(ch. 6, app.), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-105. Declaration of policy.

- (a) The city government is a representative democracy. Those who are elected, appointed, hired, volunteer or campaign to serve the public as representatives accept a public trust, which they share with those whom they elect, appoint, hire or otherwise enlist to help them serve the public. Public trust requires that acts which are contrary to the public interest be defined and prohibited; that there be an orderly procedure for raising and addressing ethical questions; that ethical behavior be encouraged and suitably rewarded; and that unethical behavior be discouraged and suitably disciplined through a process which is fundamentally fair.
- (b) It is the responsibility of each public servant to act in a manner which contributes to cultivating public trust in the integrity of government and avoiding even lawful activity when the appearance of impropriety would lessen the public's confidence.
- (c) In adopting this division, the city recognizes that:
 - (1) Public servants are also members of society and, therefore, share the same general personal and economic interests in the decisions and policies of government as all members of the community.

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- (2) Public servants retain their rights to publicly express their views on matters of general public interest, and to express their opinions on the effect of public actions on their personal or economic interests or rights.
 - (3) It is sound public policy for standards of ethical conduct for public servants to distinguish between those minor and inconsequential conflicts that are unavoidable in a free society, and those conflicts which are personal, material and avoidable.
 - (4) Public servants are entitled to engage in employment, professional or business activities, other than official duties, in order to support themselves and their families and to maintain a continuity of professional or business activity, and are entitled to maintain investments.
- (d) This division provides the minimum standards below which a public servant's conduct cannot fall without the risk of penalty. The principal policy which forms the foundation of this section is to encourage internal commitment by establishing and maintaining a work environment which supports integrity with pride and enthusiasm. A work environment which supports integrity includes public servants who:
- (1) Recognize with gratitude that the primary reason they hold a public position is to serve the public;
 - (2) Are motivated and committed to pursue ethical ideals which always exceed minimum standards and often achieve the highest standards;
 - (3) Encourage ethical practices which protect, advance and promote the public interest;
 - (4) Recognize that the most effective way to eradicate unethical practices is to consistently act ethically themselves, and to consistently react appropriately with respect to the ethical decisions of others;
 - (5) When they observe serious unethical practices, promptly disclose them to appropriate authorities, and encourage others to do the same;
 - (6) Ensure that those for whom they are responsible are aware of minimum standards of ethics below which their conduct cannot fall without the risk of disciplinary consequences; and
 - (7) When circumstances warrant, appropriately discipline those who are proven to have engaged in unethical behavior.

(Ord. No. 2006-10-14, § 1(ch. 6, § 1), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-106. Purposes of division.

This section, including the definitions set forth in section 2-104, is adopted to:

- (1) Identify the minimum standards of ethical conduct which public servants must meet;
- (2) Adequately educate public servants in the principles of ethics;
- (3) Encourage public servants to pursue the highest ethical ideals which they can achieve;
- (4) Provide a process by which public servants may identify and resolve ethical issues;
- (5) Provide a process to ensure the prompt disclosure by public servants of serious unethical practices, and encourage others to do the same;
- (6) Provide a fair and impartial process by which alleged violations of this division may be heard;
- (7) Provide for a just and reasonable balance among the rights of all individuals who are directly affected by the operation of this division; and
- (8) Establish penalties, as appropriate, for public servants who violate the public trust.

(Ord. No. 2006-10-14, § 1(ch. 6, § 2), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-107. Applicability of division.

This division applies to all public servants, as the term is defined in this division. It shall not apply to a municipal judge when the judge is acting in a judicial capacity.

(Ord. No. 2006-10-14, § 1(ch. 6, § 4), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-108. Exemptions.

- (a) This division does not prevent any public servant from accepting other employment or following any pursuit which in no way interferes with the full and faithful discharge of his or her public duties, provided that the public servant complies with all applicable city requirements, including any requirements imposed by this division.
- (b) No public servant shall be deemed to have a conflict of interest by virtue of carrying out any contract pursuant to which the public servant directly or indirectly received income or benefits in the form of compensation for the performance of official duties.
- (c) A former public servant is not prohibited from entering into a contract to represent the city in any matter.
- (d) No public servant shall be deemed to have a conflict of interest by virtue of sharing, directly or indirectly, in the benefit of a lawful city action when the benefit to the public servant is substantially the same as the benefit to the public at large or to a segment of the public to whom the benefit is provided in a nondiscriminatory manner.
- (e) This division does not prohibit any public servant from taking any action to approve the lawful payment of salaries, employee benefits, reimbursements of actual and necessary expenses, or other lawful payments which are authorized in accordance with city policies.
- (f) This division does not prohibit a public servant from taking any official action properly within the scope of his or her duties with respect to any proposal to enact or modify law or public policy.
- (g) This division does not prohibit an elected official or other public servant from raising campaign contributions in any manner which is otherwise permitted by law.
- (h) This division does not prohibit communication between an individual or organization and a candidate regarding the candidate's views, record or plans for future action regarding an issue or measure in an attempt to determine a candidate's viewpoints or how the candidate plans to act in the future, if such communication results in an endorsement of the candidate, a decision not to endorse the candidate, or a contribution or expenditure required to be recorded or reported under a state statute.
- (i) Actions which might otherwise be alleged to constitute a conflict of interest shall be deemed to comply with this division and not to be a conflict of interest if:
 - (1) Before acting, the public servant requested and received a written opinion from the city attorney or a formal ethics opinion or a confidential advisory opinion from the board in accordance with the procedures established in this division;
 - (2) The material facts, as stated in the request for an opinion, are true and complete; and
 - (3) The actions taken were consistent with the opinion.

(Ord. No. 2006-10-14, § 1(ch. 6, § 3), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-109. Penalties.

Any violations of this division shall be punishable to the maximum extent permitted by law. Any disciplinary action shall be carried out in accordance with the provisions of this division, as well as any other laws, policies and procedures applicable to the position of the offender and the gravity of the offense. The board is permitted to take any action which it is otherwise lawfully permitted to take, including, but not limited to, any one or combination of the following which the board deems appropriate under the circumstances:

- (1) *Letter of notification.* The board may issue a letter of notification when it finds that a violation of this division was clearly unintentional or inadvertent. The letter may advise the respondent of any steps to be taken to avoid future violations.
- (2) *Letter of admonition.* The board may issue a letter of admonition when it finds that the violation of this division was minor and/or may have been unintentional or inadvertent.
- (3) *Letter of reprimand.* The board may issue a letter of reprimand when it finds that the respondent has intentionally or knowingly violated this division.
- (4) *Recommendations to city council.* When the board finds that the respondent has intentionally or knowingly violated this division, the board may make a recommendation to the mayor and city council, including, but not limited to, a recommendation for suspension, forfeiture of office or removal from office, and/or banning or temporarily suspending the respondent's (or respondent's associated businesses' or organizations') right to solicit, bid on or obtain a contract with or from the city, as allowed by applicable law.
- (5) *Referral to ethics training.* Upon finding of violation of this division, the board may require that the respondent undergo ethics training in addition to or in lieu of any other penalties imposed upon the respondent.

(Ord. No. 2006-10-14, § 1(ch. 6, § 23), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-110. Penalties cumulative.

The penalties prescribed in this division shall be cumulative and not exclusive of each other or of any other penalties which may be imposed pursuant to any other laws or policies.

(Ord. No. 2006-10-14, § 1(ch. 6, § 24), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-111. Liberal construction of division.

The provisions of this division are to be construed liberally, to the end that the public interest be fully protected, and shall be construed in a manner consistent with all applicable federal and state laws and applicable provisions of this City Charter.

(Ord. No. 2006-10-14, § 1(ch. 6, § 25), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-112. Duties of public servant.

- (a) No public servant or former public servant shall divulge any confidential information to any person who is not authorized to have it nor divulge to any unauthorized person confidential information acquired in the course of holding his or her position in advance of the time prescribed by the city council, administrators, or other applicable law for its release to the public.

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- (b) All public servants shall respond fully and truthfully to any inquiries by the city attorney or the board in connection with the investigation of an alleged or potential violation of this division. All public servants shall cooperate fully in any investigation by the city attorney or the board, and shall locate, compile and produce for them such information as they may request, unless the information requested is exempt from disclosure under this division or other applicable law.
 - (c) Except as set forth below in subsection (d), within a reasonable period of time, all public servants must report a violation of this division of which they have knowledge to the city clerk or the mayor, who shall forward such report to the board.
 - (d) Public servants are not, however, required to report a violation that has already been reported.
 - (e) In addition to being a violation of other laws, it is also a violation of this division for any public servant to:
 - (1) Be convicted of any felony or misdemeanor involving moral turpitude;
 - (2) Be found liable of violating any federal, state or city law prohibiting discrimination or sexual harassment;
 - (3) Be found liable of violating any federal, state or city laws prohibiting retaliation against public servants who assert a lawful claim of any nature or otherwise engage in lawfully protected activity; or
 - (4) Be found liable of violating any state laws governing lobbying activities or regulating political activity.

(Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-113. Conflict of interests and personal benefits prohibited.

- (a) Except as otherwise permitted under applicable federal, state and city laws and policies, including the city's procurement policies, no public servant shall have a personal interest in any official action.
- (b) No public servant shall accept or receive, directly or indirectly, from any person, including one whose identity is unknown to the public servant, any personal benefit under circumstances in which it can reasonably be inferred that the benefit is intended to influence the public servant or as a reward for any official action of the public servant.
- (c) No person, including any vendor, contractor, business, or board of the city, shall offer or give any personal benefit to any public servant or any partner-in-interest of the public servant.
- (d) No public servant or partner in interest of that public servant shall solicit from any person, directly or indirectly, any personal benefit, regardless of value, or the promise of receiving a personal benefit in the future, for the public servant.
- (e) No current or former public servant shall intentionally use or disclose information gained in the course of, or by reason of, his or her official position or activities in any way that could result in the receipt of any personal benefit for the public servant, for a partner in interest of that public servant, or for any other person. This provision shall not:
 - (1) Prohibit the disclosure of public information;
 - (2) Prohibit the disclosure of information the public servant has been authorized to disclose;
 - (3) Prohibit the disclosure of any such information to incumbent public servants to whom the information may be pertinent;
 - (4) Prevent the disclosure of violations of this division or other illegal acts to the proper authorities; or
 - (5) Prohibit the disclosure of any such information the disclosure of which is required by law.

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(Ord. No. 2006-10-14, § 1(ch. 6, § 6), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-114. Duty to leave meeting.

- (a) To avoid the appearance of impropriety, after any public servant or a partner in interest is determined to have a conflict of interest or a potential conflict of interest in any matter, and once all questions relating to the conflict of interest have been answered to the satisfaction of the decision maker, the public servant shall immediately leave the meeting room, except that if the matter is being considered at a public meeting, the public servant may remain in the area of the room occupied by the general public.
- (b) Nothing herein shall require members of voting bodies to leave their seats while action is taken regarding any item contained on a consent agenda on which there is no deliberation, the public servant's conflict has been disclosed, and the public servant abstains from voting on the item.

(Ord. No. 2006-10-14, § 1(ch. 6, § 7), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-115. Public contracts.

- (a) The city is prohibited from entering into any contract with a business in which a public servant or a public servant's partner in interest has a controlling interest involving services or property of a value in excess of \$2,500.00.
- (b) Any public servant who has or may have a personal interest in any contract shall disclose such interest prior to the first of any of the following events:
 - (1) The solicitation of a contract;
 - (2) The bidding of a contract;
 - (3) The negotiation of a contract; or
 - (4) The approval of a contract by the city council.
- (c) Any contract entered into in violation of this section may be voided by the city in an action commenced within three years of the date on which the board, or the department or officer acting for the city in regard to the allocation of funds from which such payment is derived, knew or should have known that a violation of this section occurred. This section does not affect the application of any state statute.
- (d) Mandatory provision in volunteer agreements. Volunteers share in receiving the public's trust and in the responsibility to contribute to creating and maintaining an ethical work environment. Volunteers serve without the expectation of receiving any compensation from the city, and it is improper for any volunteer to seek any compensation. Volunteers, unless expressly authorized by a public servant empowered to grant such authorization, are prohibited from acting as volunteers in any matter in which they have a conflict of interest or a potential or alleged conflict of interest; or in any matter in which they hope to receive any personal benefit.

(Ord. No. 2006-10-14, § 1(ch. 6, § 8), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-116. Disclosure of conflict of interest or potential conflict of interest.

- (a) A member of the city council who has or may have a conflict of interest in a matter which requires an official action by any decision maker shall, before the matter is decided, disclose the conflict of interest or the potential or alleged conflict of interest. If the member of the city council believes that no conflict of interest exists, or that despite any alleged or potential special interest, such city councilmember is nevertheless able

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to vote and otherwise participate fairly, objectively and in a manner consistent with the public interest, then the member shall so state in the written disclosure.

- (b) If any member of the board has or may have a conflict of interest in any matter before the board, such member shall not appear before the board, discuss, debate, deliberate about, act upon, vote upon or otherwise participate in or influence the decision-making process pertaining to the matter in which the member has a conflict of interest.
- (c) Any public servant who has or may have a conflict of interest shall disclose it. After receiving a disclosure, the city clerk shall:
 - (1) Maintain a record of such disclosure; and
 - (2) Promptly forward copies of the disclosure to any person named in the disclosure, the board and the city attorney.
- (d) Any public servant who believes that any other public servant has a conflict of interest in any agenda item before a governmental body shall disclose such interest to the city clerk, and the city clerk shall forward copies of such disclosure to the person alleged to have a conflict of interest, the board and the city attorney.
- (e) A public servant, in addition to disqualifying himself from participation in any decision regarding the pecuniary or employment interest of a partner in interest, shall make known the existence of the relationship and the interest by filing with the city clerk a written disclosure of the relationship and the nature and extent of the conflict of interest involved.

(Ord. No. 2006-10-14, § 1(ch. 6, § 9), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-117. Unauthorized outside employment.

- (a) *Purpose of policy.* The purpose of the policy governing unauthorized outside employment is to prevent conflicts of interest and conflicts of loyalty; to prevent abuses regarding dual compensation, payment for work not done, or unlawful gifts of public funds; and to prevent excessive loss of efficiency in the performance of public service.
- (b) *Conflict of interest.* A public servant shall not accept any employment, nor enter into any contract, nor perform any service for compensation that results in a financial conflict of interest or a conflict of loyalties which would affect the performance of the public servant's official duties.

(Ord. No. 2006-10-14, § 1(ch. 6, § 10), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-118. Prohibited conduct, and other abuses or misuses of position.

- (a) Public servants of the city shall treat all citizens with courtesy, impartiality, fairness, and equality under the law, and shall avoid both actual and potential conflicts between their private self-interest and the public interest. Prohibited conduct of each such public servant shall include, but not be limited to, the following:
 - (1) Granting or making available to any person any special consideration, treatment, advantage, or favor beyond that which it is the general practice to grant or make available to the public at large;
 - (2) Requesting, using or permitting the use of any publicly owned or publicly supported property, vehicle, equipment, labor, or service for the personal convenience or the private advantage of oneself or any other person, except as otherwise allowed by law;
 - (3) Participating in the deliberation of or voting on any matter involving personal financial or personal interest;

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- (4) Engaging in private employment with, or rendering services for, any private person who has business transactions with the city, unless the public servant has made full public disclosure of such employment;
 - (5) Accepting any gift, whether in the form of money, thing, favor, loan, or promise, that would not be offered or given to the public servant if the individual were not a public servant;
 - (6) Disclosing any confidential information concerning any public servant, or any other person, or any property or governmental affairs of the city, without prior formal authorization of the city council;
 - (7) Using or permitting the use of confidential information to advance the financial or personal interest of the public servant or any other person;
 - (8) Ordering any goods and services for the city without prior official authorization for such an expenditure;
 - (9) Use his or her superior position to request or require an employee to:
 - a. Do clerical work on behalf of the public servant's family, business, social, church or fraternal interest when such work is not furthering a city interest;
 - b. Perform any work outside the employee's normal course of municipal employment;
 - c. Purchase goods and services for personal, business, or political purposes; or
 - d. Work for him or her personally without offering just compensation.
 - (10) A public servant shall not draw per diem or expense monies from the city to attend a seminar, convention, or conference and then fail to attend the seminar, convention, or conference without refunding the pro-rata unused per diem or expense monies to the city.
- (b) No public servant shall hold any other office, elected or appointed, in any other governmental entity, when the duties of such office are incompatible with the proper discharge of the public servant's duties with the city. For purposes of this division, the holding of any office, elective or appointive, with any other governmental entity by any member of the city council or of a board is hereby prohibited in any one of the following circumstances:
- (1) Where one office is subordinate to the other;
 - (2) Where one office carries the power of removal of the other; or
 - (3) Where the occupancy of both offices is prohibited by the City Charter or other law.
- (c) No public servant shall falsely represent his or her personal opinion to be the official position of the city, and no public servant shall falsely represent his or her personal opinion to be the official position of any board. This subsection shall not apply to statements of elected officials made in the course of fulfilling the responsibilities of their offices or in running for election to office.
- (d) All public servants have a fiduciary duty to use city fiscal and human resources in a manner which advances the public interest, and to refrain from using city resources for their personal benefit; therefore, public servants are prohibited from using city resources in any manner which violates any applicable law or policy, and are expressly prohibited from using any city resource to obtain any personal benefit.
- (e) No public servant shall use his or her official authority or position to influence or interfere with or affect the results of any election, nor to solicit or receive contributions from city employees in connection with any city election.
- (f) No public servant shall suppress any public document, record, report or any other public information available to the general public because it might tend to unfavorably affect their private financial, personal, or political interest.

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- (g) When a public servant, in the course of carrying out his or her duties, has been offered or is discussing future employment with a business that is presently dealing with the city concerning matters within the public servant's current official duties, that person shall disclose such possible future employment to the city clerk. The city clerk shall disclose such possible future employment to the city council.
 - (h) No member of the city council having a personal interest in a matter shall represent himself or any other person before the city council in connection with that matter, nor in connection with any matter in which a partner in interest has a personal interest, except in cases where a legal right to self-representation exists.
 - (i) No member of a board having a conflict of interest shall represent himself or any other person before that board in connection with that matter, nor in connection with any matter in which a member of his or her immediate family or a business with which he or she, or a member of his or her immediate family, is associated has a prohibited interest, except in cases where a legal right to self-representation exists.
 - (j) No member of a board who is prohibited by this provision from representing himself before that board shall represent himself in the appeal of any decision of that board to any decision maker.

(Ord. No. 2006-10-14, § 1(ch. 6, § 11), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Secs. 2-119—2-149. Reserved.

Subdivision II. Board of Ethics

Sec. 2-150. Creation; membership; terms; compensation.

- (a) *Created; membership.* There is created a board of ethics consisting of five members and two alternates. Each board member and alternate shall have been a resident of the city for at least one year immediately preceding the date of taking office and shall remain a resident of the city while serving as a board member or alternate.
- (b) *Member restrictions.* Members of the board and alternates shall not be elected officials, persons appointed to elective office, full time appointed officials (whether exempt or nonexempt), or city employees, and shall hold no elected public office nor any other city office or employment.
- (c) *Appointment.* Members of the board and alternates shall be appointed by the mayor and approved by the city council. An appointment to fill a vacancy on the board shall be made by the mayor and approved by the city council.
- (d) *Chairperson.* The board shall elect one of its members to serve as chairperson of the board and one of its members to serve as vice-chairperson of the board. Alternates may not hold any office on the board.
- (e) *Term of office.* Members of the board and alternates shall serve staggered terms of no more than three years. A board member shall hold office until that member's successor is appointed.
- (f) *Limit of terms.* No board member may serve more than two consecutive terms as a board member. No alternate may serve more than two consecutive terms as an alternate.
- (g) *Deliberations, actions open to public.* The board's deliberations and actions upon requests shall be open to the public.
- (h) *Compensation.* Members of the board are volunteers and shall serve without compensation. The city council shall provide meeting space for the board of ethics. Subject to budgetary procedures and requirements of the city, the city shall provide the board of ethics with such supplies and equipment as may be reasonably necessary to perform its duties and responsibilities.

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- (i) *Staff support.* The city council shall provide such staff support for the board as the city council determines to be necessary for the board to fulfill its duties and responsibilities. The city attorney is designated to be the legal advisor for the board, except that the city attorney is not authorized to represent the board in any legal action if doing so would create a conflict which would prevent the city attorney from also representing the mayor, the city manager, or city council. The city clerk shall serve as recording secretary to the board.

(Ord. No. 2006-10-14, § 1(ch. 6, § 12), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-151. Duties and powers.

- (a) The board shall, in addition to its other duties:
- (1) Develop and adopt written procedural rules, which rules shall be subject to the approval of the mayor and city council, and filed with the city clerk;
 - (2) Be authorized to administer oaths;
 - (3) Conduct hearings as needed to hear and decide specific cases in which a violation of this ordinance is alleged, whether such cases arise from a complaint or are brought on the board's own motion;
 - (4) No later than December 1 of each year, submit an annual report to the mayor and city council concerning its action, if any, in the preceding year, which shall contain a summary of its decisions and opinions; the board shall make any alterations in the summaries necessary to prevent disclosure of any confidential information pertaining to any individual or organization;
 - (5) Establish a process for evaluating all significant aspects of the administration and implementation of this division;
 - (6) Prescribe and make available necessary forms for use under this ordinance;
 - (7) When necessary, request assistance from the city attorney in compelling the production of documents and witnesses to assist in any investigation; and
 - (8) When necessary, retain outside legal counsel and other experts as needed after solicitation of recommendations from the city attorney (unless the need to retain outside counsel is caused by a conflict involving the city attorney's office), and upon approval by the city council of a contract for services approved as to form by the city attorney.
- (b) The board may:
- (1) Conduct meetings and hearings as the board determines necessary or appropriate:
 - a. To ascertain public opinions and to gather information from the general public, public servants, or others regarding any aspect of the city's ethics policies or practices; and
 - b. For any other purpose for which the board is authorized to conduct hearings.
 - (2) Respond, as it deems appropriate, to requests for confidential advisory opinions; the board may decline to render an opinion in response to any request for an advisory opinion;
 - (3) Render and publish written formal opinions on any matter within the scope of the board's authority; the board may initiate opinions on its own motion or upon request;
 - (4) At the request of a person, the city attorney may render an informal opinion with respect to the prospective conduct of such person. Nothing in this division shall be construed to prohibit a request for an informal opinion by any public servant from the city attorney regarding a potential conflict of interest. If the city attorney elects to render an informal opinion, the city attorney shall, within a reasonable time, submit a written summary of the opinion to the board for the board's information; if

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- the city attorney declines to render an informal opinion, nothing shall preclude the person requesting the opinion from requesting the board for an opinion;
- (5) Prepare and publish special reports, technical studies, and recommendations to further the purposes of this division; and
 - (6) Make recommendations to the mayor and city council of legislative or administrative actions regarding the city's policies and practices which the board believes could enhance the ethical environment in which public servants work.
- (c) The duties and limitations of an alternate are as follows:
- (1) An alternate shall receive notice of and agenda for all meetings and hearings of the board;
 - (2) An alternate may be appointed by the chairperson of the board to serve on any committees of the board;
 - (3) An alternate may participate in discussions at all meetings and hearings of the board;
 - (4) An alternate may not vote at any board meeting or hearing, except as authorized in (c)(5) of this section; and
 - (5) In the absence of a board member at a board meeting or hearing, the chairperson (or vice-chairperson in the chairperson's absence) may appoint an alternate to take the place of the absent board member at said board meeting or hearing, and said appointed alternate shall have all rights, duties, and responsibilities attendant to board members, including without limitation, the right to motion the board for action and the right to vote on any item before the board. The alternate's service as a board member shall terminate at the close of the board meeting or hearing at which the alternate was appointed to serve.

(Ord. No. 2006-10-14, § 1(ch. 6, § 13), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-152. Custodian of records.

The city clerk shall serve as legal custodian of the board's records, and accept, file, maintain and administer, in accordance with all applicable laws, any information related to the purposes of this division.

(Ord. No. 2006-10-14, § 1(ch. 6, § 14), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-153. Requests for actions.

- (a) Any person may file a request for board action with the city clerk, either personally or on behalf of an organization or governmental body, and may request of the board an ethics opinion, whether a formal opinion or a confidential advisory opinion, regarding the propriety of any matter or matters to which the person is or may become a party; and any decision maker, with the consent of a prospective appointee, may request of the board an ethics opinion regarding the propriety of any matter to which the public servant, prospective public servant or former public servant is or may become a party.
- (b) Any request for board action shall be in writing, and shall be signed by the person making the request.

(Ord. No. 2006-10-14, § 1(ch. 6, § 15), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-154. Limitations of power.

The board does not have the authority to reverse or otherwise modify a prior action of a public servant of the city. If the board finds a prior action of a public servant to have been ethically improper, the board may advise the appropriate party or parties that the action should be reconsidered. Upon such advice by the board, the action may be reconsidered by the appropriate person or public body. If the board determines an existing city contract to be ethically improper, after such determination and advice from the board, the city may void or seek termination of the contract if legally permissible. The board may refer a matter to the city attorney for review and consideration for appropriate action. Upon completion of review and consideration, the city attorney's office shall report its findings to the board.

(Ord. No. 2006-10-14, § 1(ch. 6, § 16), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-155. Procedures for hearing complaints.

- (a) Any person may file a complaint with the city clerk where the person believes that a public servant may have violated this division.
- (b) A complaint shall be made in writing on a form that is created and prescribed by the board of ethics, shall be signed and sworn to by the complainant in the presence of a notary public, shall specify the provision(s) of this article alleged to have been violated and the facts alleged to constitute the violation, and shall identify all persons with knowledge of the facts alleged to constitute the violation, and shall attach all documentation or other evidence supporting the alleged violation.
- (c) Upon receipt of such a complaint, but in any event not later than five working days after receipt, the city clerk shall acknowledge receipt to the complainant, and forward the complaint simultaneously to the board, the respondent, and the city attorney.
- (d) The city attorney shall provide the board with a preliminary written analysis of the complaint no later than 30 calendar days from the date the complaint is filed with the city clerk.
- (e) During any investigation and during any hearing which is conducted to determine whether a violation of this division has occurred:
 - (1) The respondent may be represented by legal counsel, licensed in the State of Georgia of his or her own choosing; and
 - (2) The respondent or his or her counsel, if any, shall have an opportunity to:
 - a. Challenge the sufficiency of any complaint which has been filed against him or her;
 - b. Examine all documents and records obtained or prepared by the board in connection with the matter heard;
 - c. Bring witnesses and/or request witnesses to be subpoenaed by the board;
 - d. Establish all pertinent facts and circumstances;
 - e. Question or refute testimony or evidence, including the opportunity to confront and cross-examine adverse witnesses; and
 - f. Exercise, to the extent the board, in its discretion, determines to be just and reasonable, any pretrial discovery procedure usually available in civil actions.
- (f) The following principles shall apply regarding evidence in connection with hearings conducted by the board:

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- (1) The board shall not be bound to adhere to statutory rules of evidence, but shall be fundamentally fair and reasonable in its administration of evidence.
 - (2) All evidence including certified copies of records which the board considers shall be fully offered and made a part of the record in the proceedings.
 - (3) The respondent shall be afforded adequate opportunity to rebut or offer countervailing evidence.
 - (4) The board shall inform the respondent or his or her counsel of exculpatory evidence in its possession.
 - (5) The standard of evidence sufficient to prove a violation in hearings conducted under this article shall be by a preponderance of the evidence admitted at the hearing.
- (g) The board, in addition to its other duties and powers, may:
- (1) Appoint a hearing officer in the place of the chairperson to conduct hearings under this article;
 - (2) With the approval of the city council, retain outside legal counsel and other experts as needed with respect to hearings in accordance with its policies. The selection of outside counsel or other experts and any contract for such persons shall be made after solicitation of recommendations from the city attorney and upon approval by the city council of a contract for services approved as to form by the city attorney;
 - (3) Order testimony to be taken by deposition before any individual who is designated by the board and, in such instances, to compel testimony and the production of evidence to the extent it is otherwise lawfully authorized to do so;
 - (4) Require any person to submit in writing such reports and answers to questions relevant to the proceedings as the board may prescribe, such submission to be made within such period and under oath or otherwise as the board may determine; and
 - (5) Request and obtain copies of state income tax returns and access to other appropriate information as permitted under state law regarding all persons who are the subject of such investigation.
- (h) The respondent shall have 30 calendar days from the date of receipt of the complaint from the city clerk to submit a written response prior to the board deciding whether to hold a hearing.
- (i) Any person whose name is mentioned or who is otherwise identified and who, in the opinion of the board, may be adversely affected thereby may, upon request of the person or a representative of the person, or upon the request of any member of the board, appear at the hearing to testify on his own behalf or have a representative appear to so testify, and the board may permit any other person to appear and to testify at a hearing.
- (j) Upon request of the respondent, on its own motion, or upon request of the city attorney, the board shall be authorized to issue subpoenas to compel the attendance of necessary witnesses.
- (k) Within 30 calendar days following receipt of the city attorney's analysis, the board shall review and consider the complaint and the city attorney's analysis, and, if a hearing is to be held, shall set a date certain for the hearing to take place within 60 calendar days of said review by the board, unless the respondent petitions for and the board consents to a later date.
- (l) As soon as practicable after giving due consideration to a complaint, or, if a hearing was held, after the hearing, the board shall take any action or combination of actions which it deems appropriate and which it is lawfully empowered to take, including, but not limited to, the following:
- (1) Dismiss the complaint based on any of the following grounds;
 - a. The complaint is deemed frivolous, or was filed with knowledge of its falsity or with reckless disregard for its truth or falsity;

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- b. The complaint does not allege facts sufficient to constitute a violation of this division;
 - c. The board has no jurisdiction over the matter;
 - d. The complainant fails to cooperate in the board's review and consideration of the complaint;
 - e. The complaint, on its face, does not demonstrate that a violation of this division has occurred;
 - f. The board exercises its discretion to forego hearing an alleged violation of the ethics ordinance upon a determination that the respondent is already subject to appropriate proceedings that will adequately address the alleged violation; or
 - g. The complaint is defective in a manner which results in the board being unable to make any sound determination.
- (2) Determine that the complaint alleges facts sufficient to constitute a violation of this division and that the board will conduct a hearing, in which case the board shall promptly send written notice of such determination to the respondent and complainant; or
- (3) Determine that further information is required to determine whether the complaint alleges facts sufficient to constitute a violation of this division; and
- a. Conduct its own investigation of any alleged violation;
 - b. Request the city attorney to investigate the complaint and report all findings back to the board;
 - c. Schedule the complaint for further review and consideration at a future time certain, in which case the board shall promptly send written notice of such determination to the respondent and to the complainant;
 - d. Refer the complaint for criminal investigation or prosecution; or
 - e. Refer the complaint, along with the board's findings and conclusions, to any appropriate administrative authority for disciplinary action or other suitable remedial action; the board, although it has no independent administrative authority, may make any recommendation to any city administrator at any level of supervision, if the board finds that the recommendation will advance the objectives of this division.
- (m) After it has made its final determination, the board shall issue its written findings of fact and conclusions and may issue any additional reports, opinions and recommendations as it deems necessary. All such reports shall be in compliance with all state and city laws governing confidentiality, open government, and torts. All such reports shall be reviewed by the city attorney prior to issuance.

(Ord. No. 2006-10-14, § 1(ch. 6, § 17), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-156. Elected officials.

If the board makes a finding that the conduct of an elected official constitutes a breach of the oath of office of that elected official, the matter shall be referred to the appropriate administrative authority for disciplinary action, prosecution or other suitable remedial action in accordance with applicable state or local laws.

(Ord. No. 2006-10-14, § 1(ch. 6, § 18), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-157. Ex parte communications.

After a complaint has been filed and during the pendency of a complaint before the board, no member of the board or alternate may communicate directly or indirectly with any party or other person about any issue of fact or law regarding the complaint, except that:

- (1) The members of the board may obtain legal advice from the city attorney and may discuss the complaint with their staff; and
- (2) The members of the board and alternates may discuss the complaint at a lawfully conducted meeting.

If any person attempts to communicate with a board member or alternate regarding the pending complaint, the board member or alternate shall report the substance of the communication to the board on the public record at the next meeting or hearing of the board.

(Ord. No. 2006-10-14, § 1(ch. 6, § 19), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-158. Confidentiality of board information.

No member of the board, alternate, or any public servant who has access to any confidential information related to the functions or activities of the board shall divulge that information to any person not authorized to have it. The identity of a person who requests a confidential advisory ethics opinion is confidential, as is information describing or pertaining to any organization mentioned, if the disclosure of the information could lead to the disclosure of the identity of the person requesting the confidential advisory opinion.

(Ord. No. 2006-10-14, § 1(ch. 6, § 20), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-159. Waiver of confidentiality.

A person who makes or purports to make public the substance of or any portion of an advisory opinion requested by or on behalf of that person is deemed to have waived the confidentiality of the request for an advisory opinion and of any records obtained or prepared by the board in connection with the request.

(Ord. No. 2006-10-14, § 1(ch. 6, § 21), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Sec. 2-160. Statute of limitations.

A complaint shall be filed within six months from the date that the complainant knew or should have known of the action that is alleged to be a violation of this division, and in no event shall the board of ethics consider a complaint which has been filed more than one year after a violation of this division is alleged to have occurred.

(Ord. No. 2006-10-14, § 1(ch. 6, § 22), 10-17-2006; Ord. No. 2009-02-06, 2-17-2009)

Secs. 2-161—2-188. Reserved.

STATE OF GEORGIA
FULTON COUNTY

RE-ADOPTING THE FIVE ETHICS PRINCIPLES FOR RE-CERTIFICATION AS A GEORGIA
CERTIFIED CITY OF ETHICS

WHEREAS the Board of Directors of the Georgia Municipal Association has established a Certified City of Ethics program; and,

WHEREAS the City of Sandy Springs wishes to be re-certified as a Certified City of Ethics under the Georgia Municipal Association Program; and,

WHEREAS part of the certification process requires the Mayor and Council to subscribe to the ethics principles approved by the Georgia Municipal Association Board.

NOW THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Sandy Springs, Georgia, that as a group and as individuals, the Mayor and City Council subscribe to the following ethics principles and pledges to conduct its affairs accordingly:

- Serve Others, Not Ourselves
- Use Resources with Efficiency and Economy
- Treat All People Fairly
- Use The Power of Our Position for The Well Being of Our Constituents
- Create An Environment of Honesty, Openness and Integrity

RESOLVED this 15th day of November 2022.

Approved and executed by:

Russell K. Paul, Mayor

And further executed by:

John N. Paulson, City Councilmember, District 1

Melody Kelley, City Councilmember, District 2

Melissa Mular, City Councilmember, District 3

Jody Reichel, City Councilmember, District 4

Tibby DeJulio, City Councilmember, District 5

Andy Bauman, City Councilmember, District 6

Attest:

Raquel D. González, City Clerk (Seal)



SANDY SPRINGS

CITY CLERK'S OFFICE

TO: Eden Freeman, City Manager

FROM: Toni Carlisle, Chief Financial Officer

DATE: October 18, 2022 Submission for the November 15, 2022 City Council Meeting

ITEM: Request for Mayor and City Council Consideration of Approval of the Declaration of Certain City Property as Surplus

Recommendation:

The Purchasing Division recommends approval of the attached resolution declaring certain City property, described in the attached Exhibit A ("Property"), as surplus for appropriate disposition, whether via sale or repudiation.

Background:

City of Sandy Springs Code of Ordinances, Article VII, Purchasing Sec. 2-334, directs the Purchasing Agent to arrange and negotiate for the sale or otherwise dispose of all surplus equipment and supplies or real estate of the City or any using agency. The City's Purchasing Policy requires all departments to report surplus or obsolete goods to the Purchasing Agent to be brought before Mayor and City Council to be declared surplus or obsolete before disposition.

Discussion:

The Property consists of items from the following departments:

- Information Technology
- Fire Department
- Public Works Department
- Performing Art Center

Staff recommends the Property be declared surplus and disposed of by the Purchasing Agent under the supervision of the City Manager in a manner determined to be the most advantageous for the City, including transfer, donation, recycle, trade-in, and/or sale.

Financial Impact:

All Property will be disposed of with no warranty expressed or implied. The Property represents a limited dollar value for the City.

Alternatives:

Not declare the Property as surplus and maintain an inventory and storage space for such Property.

Review:

Raquel Gonzalez, City Clerk
Toni Carlisle, Chief Financial Officer
Kathy Williams, Staff Attorney
Eden Freeman, City Manager

Created/Initiated - 11/2/2022
Approved - 11/9/2022
Approved - 11/9/2022
Final Approval - 11/11/2022

Attachments:

1. Exhibit A - Surplus Property
2. Surplus Property - Resolution



APPENDIX C
DEPARTMENTAL SURPLUS FORM
(FOR FIXED ASSETS UNDER \$5,000)

REQUESTOR	
*DEPARTMENT:	IT
*DEPT LIAISON:	Kevin Nguyen
*REQUEST DATE:	07/06/22

APPROVAL	DATE
DEPARTMENT HEAD: Jonathan Crowe	
FINANCE DIRECTOR: Toni Carlisle	
CITY ADMINISTRATOR: Eden Freeman	

Property Details								Action	
Make	*Description	Serial Number / VIN Number / Decal ID	*Physical Location	Assigned To	Acquired Date (If Known)	Acquired Cost (If Known)	*Status (Condition)	*Date of Surplus	*Recommended Method of Surplus
LOT 1	Laptops & Desktops								
Dell	Latitude 5400	Missing tag	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5480	1tcq5q2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5480	gvd5pn2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5480	57lznn2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5480	j7kqjm2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5480	bglznn2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5480	g0kn1n2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5480	48lznn2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5480	151p5m2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5480	b1yb5m2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5480	7d8m1n2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5480	bc1k1n2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5480	3rh0pn2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5480	973rjm2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5480	grcq5q2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5480	40sznn2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5480	4975pn2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5480	8cvr5q2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	25g4xt2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	96j6sq2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	3t3lsq2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	jf77sq2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	3v3lsq2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	59b4nf2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale

Notes
Desktops and Laptops past usable time period.

Dell	Latitude 5490	cx3lsq2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	fk0lsq2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	d3g4xt2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	d58kjr2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	78mkjr2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	36g7sq2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	jqmjsq2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	3zb4xt2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	40w6sq2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	b7vjsq2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	5j7gjr2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	bhj7sq2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	jpsf6s2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	hzf4pq2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 5490	7b8qjr2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 7400	5WVB6Y2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude 7480	6dzg4h2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E	9lflc2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E 7450	fqhfn32	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5270	84xkr72	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	367gtf2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	4QZRQV2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	hhpmqf2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	7hhktf2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	fm7nqf2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	b3yjt2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	1jhktf2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	1zz1cg2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	ck9ktf2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	2s3x2g2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	2krw2g2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	9vz1cg2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	4002cg2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	jf6w2g2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	cfhktf2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	1gd92g2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	2n9ktf2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	hvxktf2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E5470	21x52g2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6400	H3V7ZH1	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6420	JPDT5Q1	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6420	7FDT5Q1	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6430	Service Tag Removed	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6430	hrzvsy1	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6430	Service Tag Removed	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6430	Service Tag Removed	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6430	4h26kx1	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6440	j1w2m32	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale

Dell	Latitude E6440	76xkg12	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6440	7fg2m32	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6440	hkwwg12	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6440	60xkg12	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6440	j70lg12	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6440	3vv2m32	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6440	cy92m32	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6440	3y92m32	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6440	8qwwg12	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6440	jfg2m32	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6440	h5bqh72	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6440	dlnph72	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6440	gqwkg12	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6440	7zwkg12	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E6540	98qnk32	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E7440	86f0l32	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E7440	4001l32	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E7450	fqhfn32	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude E7470	jhh8vd2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude M6800	3fcsf72	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Latitude x440	bls2m32	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Precision 5510	3nvm4h2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Precision 5510	2tvm4h2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Precision 5510	62129h2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Precision 5510	2tvm4h2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Precision 5510	62129h2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Precision 5520	9g9fqn2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Precision 5520	4j9fqn2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Precision 5520	647njm2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Precision 5520	98ffqn2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Precision 5530	fchcrq2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Precision 7710	4x09bg2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Precision 7710	f86jbg2	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale
Dell	Precision M6800	bsdvv32	City Hall IT	COSS	Unknown	Unknown	as-is	7/6/2022	Sale



APPENDIX C
DEPARTMENTAL SURPLUS FORM
(FOR FIXED ASSETS UNDER \$5,000)

REQUESTOR	
*DEPARTMENT:	Public Works-Transportation
*DEPT LIAISON:	Kristen Wescott
*REQUEST DATE:	10/03/22

APPROVAL	DATE
DEPARTMENT HEAD: Marty Martin	
FINANCE DIRECTOR: Toni Carlisle	
CITY ADMINISTRATOR: Eden Freeman	

Property Details								Action	
Make	*Description	Serial Number / VIN Number / Decal ID	*Physical Location	Assigned To	Acquired Date (If Known)	Acquired Cost (If Known)	*Status (Condition)	*Date of Surplus	*Recommended Method of Surplus
	Message Signs								
WANCO	WVT3-10 Blue / White	5F12S1218E1003176	MD1 (PD)	Transportation	2014	unknown	broken	10/3/2022	Sale
WANCO	WVT3-10 Blue / White	5F12S1210E1004032	MD2 (PD)	Transportation	2014	unknown	broken	10/3/2022	Sale
WANCO	WVT3-10 Blue / White	5F12S1212E1004033	MD3 (PD)	Transportation	2014	unknown	broken	10/3/2022	Sale

Notes
Signs outdated and not LED



APPENDIX C
DEPARTMENTAL SURPLUS FORM
(FOR FIXED ASSETS UNDER \$5,000)

REQUESTOR	
*DEPARTMENT:	Performing Art Center
*DEPT LIAISON:	Ramin Djavid
*REQUEST DATE:	09/21/22

APPROVAL	DATE
DEPARTMENT HEAD: Dave Wells	
FINANCE DIRECTOR: Toni Carlisle	
CITY ADMINISTRATOR: Eden Freeman	

[illegible]

Notes

Set up on these Custom Bars not functioning well for PAC. No storage.



APPENDIX C
DEPARTMENTAL SURPLUS FORM
(FOR FIXED ASSETS UNDER \$5,000)

REQUESTOR	
*DEPARTMENT:	Fire
*DEPT LIAISON:	Scott McCullers
*REQUEST DATE:	09/08/22

APPROVAL	DATE
DEPARTMENT HEAD: Keith Sanders	
FINANCE DIRECTOR: Toni Carlisle	
CITY ADMINISTRATOR: Eden Freeman	

Property Details								Action	
Make	*Description	Serial Number / VIN Number/ Decal ID	*Physical Location	Assigned To	Acquired Date (If Known)	Acquired Cost (If Known)	*Status (Condition)	*Date of Surplus	*Recommended Method of Surplus
DATA 911	Monitor	NA411405090008	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Monitor	NA261406120133	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Monitor	NA201405090026	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Monitor	NA041211100025	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Monitor	NA411405090003	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Monitor	NA271406120154	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Monitor	NA231405090003	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Monitor	NA131305070108	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Monitor	NA271305070130	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Monitor	NA271305070111	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Monitor	NA131211020033	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Monitor	NA041405090031	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Monitor	NA041405090009	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Monitor	NA231405090008	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Monitor	NA231405090009	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Keyboard	38484	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Keyboard	38485	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Keyboard	38495	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Keyboard	37568	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Keyboard	38480	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Keyboard	38489	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Keyboard	38483	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Keyboard	37570	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Keyboard	38482	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Keyboard	38479	Fire Station 54		2013	Unknown	Used	9/2/2022	

Misc Computers & Equipment

DATA 911	Keyboard		37572	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Keyboard		38493	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Keyboard		38492	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Keyboard		37571	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Computer		2CM3420052	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Computer		2CM4170133	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Computer		2CM4170130	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Computer		2CM4170155	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Computer		2CM3420136	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Computer		2CM4320065	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Computer		2CM4170212	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Computer		2CM4170118	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Computer		2CM4170148	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Computer		1976536	Fire Station 54		2013	Unknown	Used	9/2/2022	
DATA 911	Monitor		NA201405090027	Fire Station 54		2013	Unknown	Used	9/2/2022	
Troy-Built	Pressure Washer		S1204246204550	Fire Station 54		NA	Unknown	Parts Only	9/2/2022	
Troy-Built	Pressure Washer		S1206136290604	Fire Station 54		NA	Unknown	Parts Only	9/2/2022	
Troy-Built	Pressure Washer		S1204246204543	Fire Station 54		NA	Unknown	Parts Only	9/2/2022	
Honda	Push Mower	{}>06SGJARA	51493001PGCV160LA0 MY1 R280ZHONDA	Fire Station 54		NA	Unknown	Parts Only	9/2/2022	
Honda	Push Mower	{}>06SGJARA	51490901PGCV160LA0 MY1 R280ZHONDA	Fire Station 54		NA	Unknown	Parts Only	9/2/2022	
Craftsman	Push Mower		0804095910604	Fire Station 54		NA	Unknown	Parts Only	9/2/2022	
Honda	Push Mower	{}>06SGJARA	51436201PGCV160LA0 MY1 R280ZHONDA	Fire Station 54		NA	Unknown	Parts Only	9/2/2022	
Honda	Push Mower	{}>06SGJARA	51436171PGCV160LA0 MY1 R280ZHONDA	Fire Station 54		NA	Unknown	Parts Only	9/2/2022	
Motorola	Base Consul Radio		MNPKJ6NX	Fire Station 54		NA	Unknown	Used	9/2/2022	
Motorola	Base Consul Radio		MNPKJ6PA	Fire Station 54		NA	Unknown	Used	9/2/2022	
Motorola	Base Consul Radio		MNPKJ6OR	Fire Station 54		NA	Unknown	Used	9/2/2022	
Motorola	Base Consul Radio		MNPKJ6XZ	Fire Station 54		NA	Unknown	Used	9/2/2022	
Motorola	Base Consul Radio		MNPKJ6L5	Fire Station 54		NA	Unknown	Used	9/2/2022	
Motorola	Base Consul Radio		MNPKJ6U0	Fire Station 54		NA	Unknown	Used	9/2/2022	
Motorola	Base Consul Radio		MNPKJ6OT	Fire Station 54		NA	Unknown	Used	9/2/2022	
Motorola	Base Consul Radio		MNPKJ6Z9	Fire Station 54		NA	Unknown	Used	9/2/2022	
Motorola	Base Consul Radio		MNPKG35R	Fire Station 54		NA	Unknown	Used	9/2/2022	
Motorola	Base Consul Radio		MNPKJ6LL	Fire Station 54		NA	Unknown	Used	9/2/2022	
Motorola	Base Consul Radio		MNPKG35E	Fire Station 54		NA	Unknown	Used	9/2/2022	
Motorola	Base Consul Radio	[)]>0617V782051PL20URS9PW1ANS276CKM0146		Fire Station 54		NA	Unknown	Used	9/2/2022	
Motorola	Base Consul Radio		/NPKJ6OM	Fire Station 54		NA	Unknown	Used	9/2/2022	
LG	26 inch TV		804TPUU1M502	Fire Station 54		NA	Unknown	Used	9/2/2022	
LG	47 inch Monitor		411KCHE9S561	Fire Station 54		NA	Unknown	Used	9/2/2022	
NEC	42 inch Monitor		8Z001208NA	Fire Station 54		NA	Unknown	Used	9/2/2022	
NEC	46 Inch Monitor		89105231YA	Fire Station 54		NA	Unknown	Used	9/2/2022	
UpStart	32 inch TV		01232000042480009	Fire Station 54		NA	Unknown	Used	9/2/2022	
Panasonic	42 inch Tv		MX91420512	Fire Station 54		NA	Unknown	Used	9/2/2022	
RAE Systems	Multiple Gas Detector		270-428082	Fire Station 54		2014	Unknown	Used	9/2/2022	
RAE SYSTEMS	Multiple Gas Detector		270-428070	Fire Station 54		2014	Unknown	Used	9/2/2022	
RAE SYSTEMS	Multiple Gas Detector		270-428085	Fire Station 54		2014	Unknown	Used	9/2/2022	
RAE SYSTEMS	Multiple Gas Detector		270-428072	Fire Station 54		2014	Unknown	Used	9/2/2022	
RAE SYSTEMS	Multiple Gas Detector		270-428095	Fire Station 54		2014	Unknown	Used	9/2/2022	

RAE SYSTEMS	Multiple Gas Detector	270-428098	Fire Station 54		2014	Unknown	Used	9/2/2022	
Motorola	Mobile Power Unit	CAH074SFP2	Fire Station 54		NA	Unknown	Used	9/2/2022	
Motorola	Controller Head	CAY0674M12	Fire Station 54		NA	Unknown	Used	9/2/2022	
Motorola	Controller Head	CAY0674M5M	Fire Station 54		NA	Unknown	Used	9/2/2022	
Motorola	Controller Head	CAY0674M0W	Fire Station 54		NA	Unknown	Used	9/2/2022	
Motorola	Mobile Radios	428AUQ3309	Fire Station 54		NA	Unknown	Used	9/2/2022	
Motorola	Portable Radio Car Charger	WPLN4208C	Fire Station 54		NA	Unknown	Used	9/2/2022	
Motion Computing	Microsoft Windows XP tablet PC edition	A00	Fire Station 54		2015	Unknown	Used	9/2/2022	
Motion Computing	Microsoft Windows XP tablet PC edition	CN0030100840001185S0067	Fire Station 54		2015	Unknown	Used	9/2/2022	
Motion Computing	Microsoft windows XP tablet PC edition	00282108-LE1700	Fire Station 54		2015	Unknown	Used	9/2/2022	
Motion Computing	Microsoft Windows XP tablet PC edition	00282068-LE1700	Fire Station 54		2015	Unknown	Used	9/2/2022	
Motions	Tablet	C6JAAG000886	Fire Station 54		2015	Unknown	Used	9/2/2022	
Motions	Tablet	C6JAAG000889	Fire Station 54		2015	Unknown	Used	9/2/2022	
Motion	Tablet	C6JAAG000885	Fire Station 54		2015	Unknown	Used	9/2/2022	
American Range	60 inch 4 burner Stove with Griddle	Non readable	Fire Station 54		NA	Unknown	Parts Only	9/2/2022	
3M	Scott 5500	Bat-5	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	SCBA Equipment
3M	Scott 5500	E51-1	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E51-2	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E51-5	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E52-5	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E54-1	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E54-2	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E54-3	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E54-4	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E54-5	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E55-2	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E55-4	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E55-2	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E55-4	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E58-1	Fire Station 54	Reserve	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E58-4	Fire Station 54	Reserve	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E59-3	Fire Station 54	Reserve	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	R51-2	Fire Station 54	Reserve	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	R54-1	Fire Station 54	Reserve	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	R54-2	Fire Station 54	Reserve	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T51-1	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T51-3	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T52-1	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T52-3	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T52-5	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T54-1	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T54-2	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T54-3	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T58-3	Fire Station 54	Reserve	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T48-4	Fire Station 54	Reserve	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	TP-1	Fire Station 54	Training	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	TP-21	Fire Station 54	Training	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E51-3	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E52-1	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E52-2	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	

3M	Scott 5500	E52-3	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E52-4	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E55-1	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E55-3	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E58-3	Fire Station 54	Reserve	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	E59-1	Fire Station 54	Reserve	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	R52-2	Fire Station 54	Reserve	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T51-2	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T51-4	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T52-2	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T52-4	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T53-1	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T53-3	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T54-4	Fire Station 54	Frontline	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T58-1	Fire Station 54	Reserve	2015	Unknown	Used	9/2/2022	
3M	Scott 5500	T58-2	Fire Station 54	Reserve	2015	Unknown	Used	9/2/2022	
3M	Scott 4500	1-0009	Fire Station 54	Training	2014	Unknown	Used	9/2/2022	
3M	Scott 4500	7	Fire Station 54	Training	2014	Unknown	Used	9/2/2022	
3M	Scott 4500	16	Fire Station 54	Training	2014	Unknown	Used	9/2/2022	
3M	Scott 4500	18	Fire Station 54	Training	2014	Unknown	Used	9/2/2022	
3M	Scott 4500	E1-4	Fire Station 54	Training	2014	Unknown	Used	9/2/2022	
3M	Scott 4500	E1-5	Fire Station 54	Training	2014	Unknown	Used	9/2/2022	
3M	Scott 4500	E2-3	Fire Station 54	Training	2014	Unknown	Used	9/2/2022	
3M	Scott 4500	E4-3	Fire Station 54	Training	2014	Unknown	Used	9/2/2022	
3M	Scott 4500	Q1-3	Fire Station 54	Training	2014	Unknown	Used	9/2/2022	
3M	Scott 4500	R2-2	Fire Station 54	Training	2014	Unknown	Used	9/2/2022	
3M	Scott 4500	T2	Fire Station 54	Training	2010	Unknown	Used	9/2/2022	
3M	Scott 4500	T9	Fire Station 54	Training	2010	Unknown	Used	9/2/2022	
3M	Scott 4500	T12	Fire Station 54	Training	2010	Unknown	Used	9/2/2022	
3M	Scott 4500	T51	Fire Station 54	Training	2010	Unknown	Used	9/2/2022	
3M	Scott 4500	TK1-5	Fire Station 54	Training	2010	Unknown	Used	9/2/2022	
3M	Scott 4500	E1-2	Fire Station 54	Training	2010	Unknown	Used	9/2/2022	
3M	Scott 4500	Q4-4	Fire Station 54	Training	2010	Unknown	Used	9/2/2022	
3M	Scott 4500	T1	Fire Station 54	Training	2010	Unknown	Used	9/2/2022	
3M	Scott 4500	TK1-3	Fire Station 54	Training	2010	Unknown	Used	9/2/2022	
3M	Scott 4500	TK1-4	Fire Station 54	Training	2010	Unknown	Used	9/2/2022	
3M	Scott 4500	19	Fire Station 54	Training	2010	Unknown	Used	9/2/2022	

STATE OF GEORGIA
COUNTY OF FULTON

**RESOLUTION TO DECLARE AS SURPLUS CERTAIN PROPERTY OWNED BY THE CITY AND
DIRECTING DISPOSAL OF THE SAME**

WHEREAS, Section 2-334 of the Code of Ordinances of the City of Sandy Springs (“City”), entitled “Purchasing Agent”, authorizes the City Purchasing Agent to arrange and negotiate for the sale or disposal of all surplus equipment, supplies, or real estate of the City or any using agency; and

WHEREAS, the City’s Purchasing Policy requires all departments to report all surplus or obsolete goods to the Purchasing Agent for declaration of surplus by City Council and for proper disposal thereof upon such declaration; and

WHEREAS, the City’s Purchasing Division has identified various items of City-owned property as surplus to the needs of the City (“Property”), as shown on Exhibit A attached hereto; and

WHEREAS, City Council desires to declare such Property as surplus and to direct the Purchasing Agent to appropriately dispose of such Property in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SANDY SPRINGS, GEORGIA, that:

1. the Property is hereby declared as surplus to the needs of the City; and
2. the Property is hereby approved for disposal in a manner as is determined to be the most advantageous method of disposing the goods, including transfer, donation, recycle, trade-in, and/or sale; and
3. the Purchasing Agent and the City Manager are hereby authorized to take such actions as may be deemed necessary or appropriate to effectuate the intent of this resolution.

RESOLVED this 15th day of November 2022.

APPROVED:

Russell K. Paul, Mayor

Attest:

Raquel D. González, City Clerk

(Seal)



SANDY SPRINGS

CITY CLERK'S OFFICE

TO: Eden Freeman, City Manager
FROM: Jennifer Emery, Human Resources Director
DATE: October 28, 2022 Submission for the November 15, 2022 City Council Meeting
ITEM: Request for Mayor and City Council Consideration of Adoption of the City of Sandy Springs 2023 Holiday Schedule

Recommendation:

Staff recommends that the Council adopt the attached Resolution to Adopt the City of Sandy Springs 2023 Holiday Schedule

Background:

The City of Sandy Springs has established ten holidays which are defined in the City of Sandy Springs Employee Handbook Section 6.04.

Discussion:

Attached is the schedule of the 2023 dates for the established City of Sandy Springs holidays.

Financial Impact:

No financial impact.

Alternatives:

The City of Sandy Springs could adopt different holidays than previously established.

Review:

Raquel Gonzalez, City Clerk
Raquel Gonzalez, City Clerk
Toni Carlisle, Chief Financial Officer
Kathy Williams, Staff Attorney
Eden Freeman, City Manager

Created/Initiated - 10/25/2022
Approved - 10/25/2022
Approved - 10/27/2022
Approved - 10/27/2022
Final Approval - 10/28/2022

Attachments:

1. Resolution - 2023 Holiday Calendar
2. City of Sandy Springs 2023 Holiday Schedule

STATE OF GEORGIA
COUNTY OF FULTON

A RESOLUTION TO ADOPT THE CITY OF SANDY SPRINGS
2023 HOLIDAY SCHEDULE

WHEREAS, the Mayor and City Council find that it is necessary to provide a holiday schedule for the orderly, planned and legal provision of City services; and

WHEREAS, the Mayor and City Council find that the Holiday Schedule for the 2023 calendar year must be established and published in a timely manner.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANDY SPRINGS, GEORGIA

That the City Council of the City of Sandy Springs does hereby adopt the City of Sandy Springs 2023 Holiday Schedule attached hereto.

RESOLVED this the 15th day of November, 2022.

Approved:

Russell K. Paul, Mayor

Attest:

Raquel D. González, City Clerk

(SEAL)



SANDY SPRINGS
GEORGIA

2023 Holiday Schedule

Monday, January 2, 2023

New Year's Day Holiday

Monday, January 16, 2023

Martin Luther King, Jr. Day Holiday

Monday, February 20, 2023

President's Day Holiday

Monday, May 29, 2023

Memorial Day Holiday

Tuesday, July 4, 2023

Independence Day Holiday

Monday, September 4, 2023

Labor Day Holiday

Monday, October 9, 2023

Columbus Day Holiday

Thursday, November 23, 2023

Thanksgiving Day Holiday

Friday, November 24, 2023

Day After Thanksgiving Holiday

Monday, December 25, 2023

Christmas Day Holiday



SANDY SPRINGS

CITY CLERK'S OFFICE

TO: Eden Freeman, City Manager

FROM: Keith Sanders, Fire Chief

DATE: October 28, 2022 Submission for the November 15, 2022 City Council Meeting

ITEM: Request for Mayor and City Council Consideration of the Approval and Adoption of the City of Sandy Springs Continuity of Operations Plan (COOP) and the City of Sandy Springs Emergency Operations Plan (EOP)

Recommendation:

City Staff has worked with Innovative Emergency Management (IEM) to develop an Emergency Operations Plan and a Continuity Operations Plan for use to take immediate action when threatened by any hazard to ensure essential city services continue. These plans are in coordination with the Atlanta-Fulton Emergency Management, Georgia Emergency Management, and Federal Emergency Management operation plans.

Background:

The City code Chapter 18-1,(a),(4): Emergency Management and Emergency Services directs the Emergency Management Director “to develop, in conjunction with city departments and agencies, an operational plan for use by the city crisis management team. This plan shall be in coordination with the state and federal emergency operation plans. The plan shall be submitted to the city council and thence to the state and federal agencies for approval as may be necessary.”

In 2019 the City contracted with IEM and began developing an EOP and COOP but the finalization of the two plans was delayed by the Pandemic. City Manager Freeman has prioritized the completion of the COOP and EOP.

A Continuity of Operations Plan provides redundancy “Plan B” to ensure continuity of operations of the City’s mission essential functions, protect essential facilities, provide orders of succession and delegation of authority for designated successors. The Continuity of Operations Plan ensures city government operations continue should major incidences like tornados, winter storms, or pandemics threaten essential City services.

The COOP informs the EOP of proven departmental best practices and provides an understanding of City systems and processes. The objectives of the EOP are to guide city department staff in managing emergencies and the plan guides the coordination of information, resources, and support. The objectives were to Ensure the continuous performance of mission essential functions, Protect essential facilities, equipment, records, and assets, Mitigate disruptions to operations, and to Minimize loss of life and property damages.

Discussion:

The City Manager and Staff have reviewed the Continuity of Operations Plan and Emergency Operations plan and request approval.

Financial Impact:

There is no financial impact to Sandy Springs, however, operating without an adopted EOP and COOP is not a best practice.

Alternatives:

The City Council does not approve and provides city staff with further direction.

Review:

Caroline Galvin, Executive Project Manager
Keith Sanders, Fire Chief
Toni Carlisle, Chief Financial Officer
Kathy Williams, Staff Attorney
Eden Freeman, City Manager

Created/Initiated - 11/9/2022
Approved - 11/10/2022
Approved - 11/11/2022
Approved - 11/11/2022
Final Approval - 11/11/2022

Attachments:

1. Citywide COOP Plan 2022
2. Sandy Springs EOP Part 1 BASIC PLAN 2022
3. Sandy Springs EOP Part 2 ESF ANNEXES 2022
4. Resolution - Adoption of COOP and EOP

City of Sandy Springs Citywide COOP Plan

November 2022



FOR OFFICIAL USE ONLY (FOUO)

This plan provides guidance and tactical direction to support the City of Sandy Springs in continuing to provide critical Mission Essential Functions (MEFs) during and after a disruption event. Comments and suggestions for improvement are welcome.

Comments and suggestions can be directed to:

City of Sandy Springs Fire Department
Chief Keith Sanders
1 Galambos Way
Sandy Springs, GA 30328

Sections of this plan not appropriate for public release will be designated as FOR OFFICIAL INTERNAL CITY OF SANDY SPRINGS USE ONLY and will be clearly marked as such. These sections are considered proprietary, sensitive, privileged, and confidential and are to be used only for internal official purposes. Unauthorized distribution, publication, or other use of these sections and/or its contents is prohibited.

Signatories

This revised 2019 Continuity of Operations (COOP) Plan provides a framework in which the City of Sandy Springs can plan and perform its respective Mission Essential Functions (MEFs) during a disruption event or emergency.

This COOP Plan is in accordance with FEMA/DHS guidance documents: Continuity Guidance Circulars (CGCs) 1 & 2, Federal Continuity Directives (FCDs) 1 and 2, Comprehensive Preparedness Guide (CPG) 101, and the National Incident Management System (NIMS).

This plan supersedes any previous COOP plans. It will be reviewed annually and re-certified as necessary.

Approved By: _____
Rusty Paul
Mayor, City of Sandy Springs

_____ Date

Approved By: _____
Eden E. Freeman
City Manger, City of Sandy Springs

_____ Date

Approved By: _____
Keith Sanders
Fire Chief, City of Sandy Springs

_____ Date

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Foreword

The City of Sandy Springs has identified the MEFs that must be performed, or rapidly and efficiently resumed, during a disruption event or emergency. Emergency events can quickly interrupt, paralyze, or destroy the ability of the City of Sandy Springs to perform these MEFs. While the impact of these disruption events cannot be predicted, planning for operations under such conditions can mitigate the impact on our employees, our customers, our facilities, our services, and our mission.

****The Emergency Response activities associated with an activation event are not included in this plan; response activities can be found in the City's EOP.**

This citywide COOP plan contains aggregated data from the following 13 Sandy Springs department COOP plans:

- 911 Call Center
(The City of Sandy Springs outsources their 911 Call Center to third-party vendors-ChatComm and IXP. It is incumbent on ChatComm and IXP to have COOP plans that ensure continuous availability of services. Therefore, 911 Call Center information contained in this Citywide COOP plan is informational ONLY.)
- City Clerk's Office
- Communication and Media
- Community Development
- Facilities and Buildings
- Finance
- Fire Department
- Human Resources
- Information Technology
- Municipal Court
- Police Department
- Public Works
- Recreation & Parks

Appendices in this plan contain data sorted in a specific manner to assist senior leadership with decision making during a COOP event that may disrupt normal operations.

The Citywide COOP Plan consists of the following components:

- The **Base Plan** provides the assumptions, purpose, and objectives of COOP planning. The Concept of Operations (CONOPS) contains activities that guide the City of Sandy Springs' four-phased approach to COOP:
 - Phase 1: Readiness and Preparedness
 - Phase 2: Activation and Relocation

- Phase 3: Continuity of Operations
- Phase 4: Reconstitution
- The **Appendices** contain data from City Springs' 13 departmental COOP plans and are designed to provide a high-level view of the city's COOP strategies during a disruption event. The following appendices are included in this Citywide COOP Plan.
 - Appendix A: Mission Essential Functions (MEFs), by Department
 - Appendix B: MEFs, by Recovery Time Objective (RTO)
 - Appendix C: Continuity Facilities, by Department
 - Appendix D: Continuity Facilities, by Facility
 - Appendix E: Equipment and Supplies, by RTO
 - Appendix F: Mission Essential Records and Databases, by RTO
 - Appendix G: Orders of Succession, by Department
 - Appendix H: Devolution, by Department
 - Appendix I: Process Dependencies, by Department
 - Appendix J: Department Responsible for Process Dependencies, by RTO
 - Appendix K: Vendor Contact List, by Department
 - Appendix L: Continuity Management Groups, by Department
(FOR OFFICIAL INTERNAL SANDY SPRINGS USE ONLY)
 - Appendix M: Glossary of Terms

Authorities and References

Below is a list of authorities and references applicable to the Authority and this Plan.

- DHS Federal Continuity Directives (FCDs) one and two, January, 2017
- Continuity Guidance Circulars (CGCs) one and two, July 2013
- National Incident Management System (NIMS), DHS, October 2017
- CPG 101, November 2010

All of the above listed authorities and references have been checked against this plan for consistency based on versions approved by their respective governing body as of the approval date of this plan.

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Record of Changes

Date	Page(s)	Revision Description(s)
November 2022	1	Updated name of City Manager
November 2022	10 - 84	Updated tables to reflect title changes for positions, vendors and vendor contacts, IT infrastructure, essential functions, secondary locations, department responsibilities, and personnel

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I. Executive Summary

The City of Sandy Springs has a responsibility to the community to respond to disasters and emergencies within its jurisdiction in order to:

- Save lives;
- Protect the public's health, safety, and well-being;
- Protect property;
- Maintain essential communications;
- Provide for business continuity; and
- Restore basic public services.

This City of Sandy Springs Citywide Continuity of Operations (COOP) Plan has been developed using aggregated data from 13 City of Sandy Springs department COOP plans.

Each department COOP plan contains the 12 essential elements as defined by FEMA.



Figure 1: Twelve Essential COOP Elements

The City of Sandy Springs is aware of how disasters and emergencies can disrupt, paralyze, or destroy their capabilities to perform Mission Essential Functions (MEFs) effectively. Therefore, the City of Sandy Springs has directed critical departments to develop and maintain a COOP plan. The objective of COOP planning is to enable the City to preserve and reconstitute its capability to function effectively if a disaster or emergency disrupts the operations of one or more of its departments.

II. Assumptions, Purpose, and Objectives

Assumptions

The assumptions of this COOP Plan are as follows:

- The City may continue to be vulnerable to current identified hazards and risks as well as others that may develop in the future.
- The City may need to rely on the services of adjacent jurisdictions, state and federal agencies, the private sector, and nongovernmental organizations (NGOs) in the recovery process. Thus, this COOP Plan can serve as a basis for the future development of a multi-jurisdictional or multi-organizational plan that could incorporate mutual aid agreements, continuity locations, and interdepartmental communications plans to ensure a coordinated response to a disaster.
- This COOP Plan may be implemented independently of the City's Emergency Operations Plan (EOP) and under different situations. The COOP Plan may be activated to the level necessary to address the threat or disruption of normal services.
- If properly implemented, this COOP Plan may reduce or prevent disaster-related losses.
- This COOP Plan is part of a broader emergency planning structure for the City of Sandy Springs. The emergency management structure may also apply to this COOP Plan, including the following:
 - Appointing authority;
 - Vision and mission statement, goals, objectives, and milestones;
 - Management policies and procedures;
 - Applicable legislation, regulations, and codes of practice; and
 - Program budget, procurement procedures, and management schedules.

COOP Implementation

The City Manager or Fire Chief or designated successors, in coordination with department heads, may implement their COOP plans based on known or anticipated threats and emergencies that may occur with or without warning. The City may use a time-phased approach for implementation whereby critical resources are deployed early and other resources may follow as needed.

- **Known threats and emergencies (with warning):** There are some threats to operations that may afford advance warning and may permit the orderly alert, notification, evacuation, and if necessary, the relocation of employees. Situations that might provide such warning include winter storms and inclement weather.
- **Unanticipated threats and emergencies (no warning) during non-duty hours:** Incidents may not be preceded by warning (e.g., arson, HAZMAT, or terrorist incidents) and may occur while the majority of on-site staff are not at work. In these circumstances, while operations from the primary facilities may be impossible, the majority of employees may still be able to respond to instructions, including the requirement to relocate following proper notification.

- **Unanticipated threats and emergencies (no warning) during duty hours:** Incidents may also occur with no warning during normal office hours. In these circumstances, execution of the COOP plan may begin by implementing the City's Emergency Operations Plan to support notification, evacuation, and situation assessment.

Purpose

The City of Sandy Springs has operations that must be performed, or rapidly and efficiently resumed, following a disruption event. While the impact of a disruption event cannot be predicted, planning for operations under such conditions can mitigate the impact of the event on people, facilities, and the City's mission. To that end, the City of Sandy Springs has prepared COOP plans.

COOP planning is a critical business practice and is part of the fundamental mission of the City of Sandy Springs.

Objectives

This COOP Plan documents the steps taken to ensure that the City is able to continue its MEFs throughout any potential disruption event.

The primary objectives of this plan include the following:

- Ensure the continuous performance of the City's MEFs during a disruption event.
- Protect essential facilities, equipment, vital records, and other assets.
- Reduce or mitigate disruptions to operations.
- Assess and minimize damage and losses.
- Facilitate decision making during a disruption event.
- Achieve a timely and orderly recovery from a disruption event and resumption of full service to customers.

III. Concept of Operations

The City of Sandy Springs' COOP plans follow a four-phased approach:

- Phase 1: Readiness and Preparedness;
- Phase 2: Activation and Relocation;
- Phase 3: Continuity of Operations; and
- Phase 4: Reconstitution Operations.

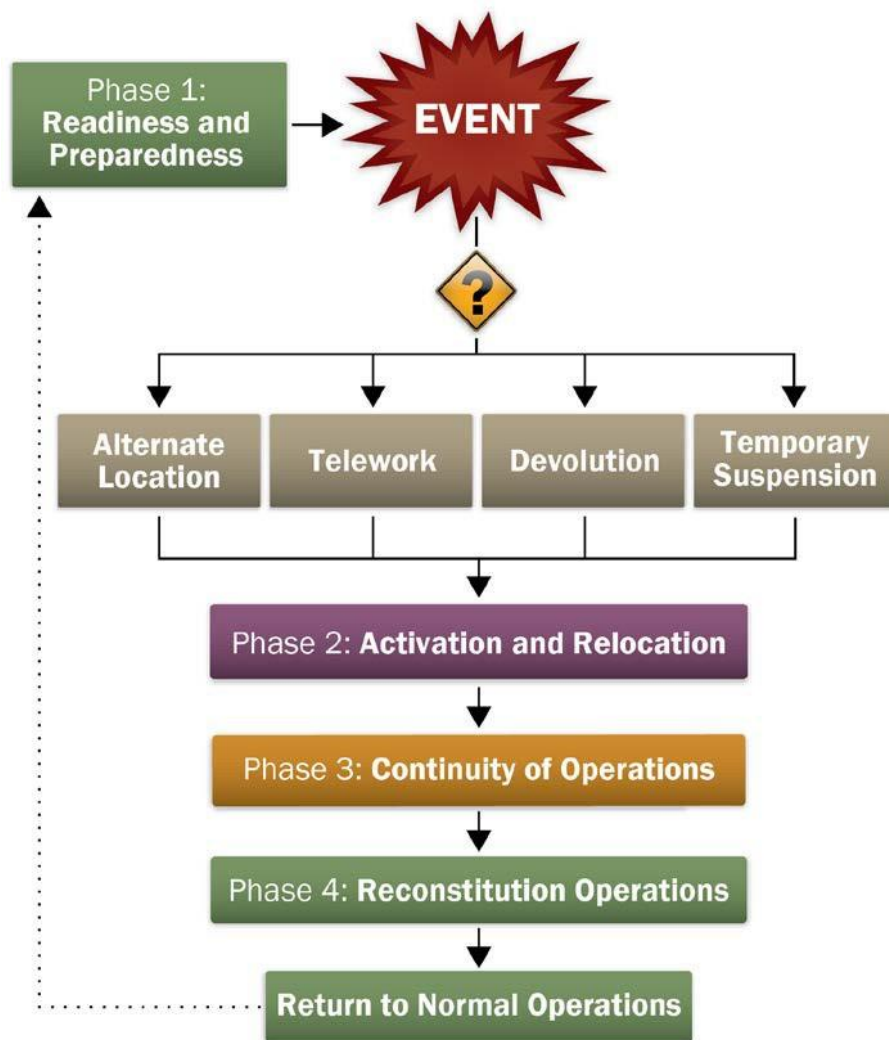


Figure 2: Continuity of Operations Phases

Phase 1: Readiness and Preparedness

In Phase 1, City personnel prepare for a possible disruption event requiring the relocation of operations to an alternate continuity facility. Staff prepare for relocation by becoming familiar with the actions directed in their COOP plans and by practicing them through exercises and drills.

During this phase, staff who support the City's COOP plan receive specific COOP training and participate in exercises to test their ability to perform their MEFs from an alternate continuity facility.

Staff members who are not designated as members of a continuity team also receive COOP training during this phase so they understand their roles and responsibilities during a continuity event. Non-continuity team members may be directed to work from home or may be called upon to serve in a continuity team capacity.

Phase 2: Activation and Relocation

Phase 2 begins when a disruption event requiring activation of the plans occurs. Immediately following a disruption event, the City Manager or the Fire Chief, or their designees, are authorized to activate the COOP plans. The COOP plans are activated when the City's normal operations are interrupted for an extended period of time or an incident requiring relocation appears imminent.

The City Manager or the Fire Chief, or designated successors, must assess the nature of the event and decide which response actions may be needed. Typically, these actions include:

- **Initial actions:** The City identifies specific actions to be taken to terminate primary operations and activate COOP plans, communication links, and alternate continuity facilities.
- **Activation procedures during duty hours:** The City may cease operations at the primary facility and transition to the alternate continuity facilities. These procedures complement the City's evacuation plans and emergency operations plans.
- **Activation procedures during non-duty hours:** Notification of key personnel when not at the primary site will be accomplished using the "Continuity Management Group" section in each department's COOP plan.
 - **Relocation to the alternate continuity facility**
If the primary facility is unusable, the Continuity Management Groups may be advised to conduct MEFs from the alternate continuity facility.
 - **Telework**
Depending on the disruption event, some Continuity Management Group members may be advised to work remotely and not report to the primary facility or the alternate continuity facility.
 - **Devolution**
Devolution planning addresses catastrophic events that render the City's leadership, staff, and facilities unavailable or incapable of executing MEFs.
 - **Temporary suspension of operations**
Depending on the nature of the disruption event and severity, some operations may be suspended temporarily.

Depending on the nature of the disruption event, it may be prudent to use a mixture of the four options to achieve optimal efficiency of MEFs.

A list of Continuity Management Groups to be notified during COOP activation is located in each department's COOP plan and Appendix L of this Citywide Plan.

Relocation Process

Once a COOP plan is activated and personnel are notified, Continuity Management Groups may relocate to their respective continuity facility to perform their assigned tasks and MEFs.

At the time of arrival at the continuity facility site, each department should verify that everyone has relocated safely and move all vital records to a designated space at the alternate continuity facility.

Phase 2 ends when the MEFs are being conducted at alternate continuity site(s).

Phase 3: Continuity of Operations

Upon COOP activation, appropriate team members may transfer to the continuity facility as directed. Federal guidance recommends departments be operational 12 hours after a disruption event and be prepared to maintain operations for 30 days, if the event lasts that long. However, given the resource limitations at the local level, these timeframes may not be feasible. The City will strive to meet COOP best practices by ensuring that the continuity plan can be operational within specified recovery time objective (RTO) timeframes defined in each department's COOP plan.

Phase 3 is established once Continuity Management Teams have arrived at the alternate continuity facility or adopt their identified continuity tasks.

After checking in at the continuity facility, Continuity Management Group members may:

- Resume MEFs;
- Re-establish lines of communication within the city, to external agencies, and to the public;
- Make recommendations for additional staff to provide other services and functions, as necessary;
- Prepare and disseminate pertinent information on payroll, time and attendance, duty assignments, etc.;
- Comply with any additional continuity reporting requirements; and
- Assess COOP effectiveness and adjust response accordingly.

Devolution

Devolution is the capability to transfer authority and responsibility for the City's MEFs from the primary department to another department within the City or county, if possible. Devolution supports overall COOP planning and addresses catastrophic or other disasters that might render the City's leadership and senior staff unavailable or incapable of performing its MEFs.

If devolution is necessary, the City Manager or Fire Chief will prioritize affected MEFs to be transferred and identify which departments are best suited to conduct the MEFs for the duration of the COOP event.

Phases 3 and 4 may occur simultaneously. Phase 3 ends when the continuity site is closed and COOP teams have returned to the primary facility.

Phase 4: Reconstitution Operations

Reconstitution is the process of planning for and/or implementing the restarting of MEFs following a disruption event.

Each department has identified a Reconstitution Manager who will coordinate with Facilities and Buildings to initiate and coordinate operations to salvage, restore, and recover their primary operating facility.

Reconstitution will commence when the disruption event has ended and is unlikely to reoccur. The city may execute one or a combination of the following options, depending on the situation:

- Continue to operate from the continuity facility;
- Reconstitute the primary operating facility and begin an orderly return to the facility; and/or
- Begin to establish operations in another facility or at another designated location.

At the end of Phase 4, the City of Sandy Springs will return to Phase 1: Preparedness. Most aspects of Phase 4 and Phase 3 may occur simultaneously.

IV. Human Resources

It is important for the City of Sandy Springs to assist employees in preparing their families for a disruption event. Employees who have prepared their families to be self-sufficient during a disruption event are more likely, and more prepared, to assist the City in supporting its MEFs.

Useful resources to assist employees prepare for disruption events include www.ready.gov and www.redcross.org.

Human Resources should support the overall COOP program. Operating procedures addressing HR issues are necessary to maintain the productivity and availability of personnel resources.

As a condition of employment with the City of Sandy Springs, employees are required to provide personal contact information, including home and cell numbers and a personal email address.

HR has developed the following policies for use during a COOP event:

- Determinations of pay;
- Flexible work arrangements; and
- Determination of overtime for continuity team members and non-continuity team members on a case-by-case basis.

Employees using HR's Employee Assistance Program (EAP) can access it by either the City's internal website or by contacting HR directly. HR should consider how employees will access this benefit during a COOP event.

HR should consider developing the following policies for use during a COOP event:

- Implement a cross-training bonus structure that allows for compensation of an employee who performs duties of a higher pay grade during a disruption event;
- Develop a leave policy that covers catastrophic events;
- Develop a policy for how benefits will be managed and administered during a COOP event;
- Develop memorandums of understanding (MOUs)/memorandums of agreement (MOAs) with staffing agencies to support the City during a COOP event; and
- Develop a family shelter/day care plan for use during a catastrophic COOP event.

Appendix A: Mission Essential Functions, by Department

This table is designed to provide an overall view of the City of Sandy Springs' Mission Essential Functions (MEFs) that must be continued following a disruption event, organized by Department.

Table 1: Mission Essential Functions, by Department

Department	MEFs
911 Call Center (conducted by third-party vendors-ChatComm and IXP)	1. Answer incoming 911 calls and direct them to the appropriate Sandy Springs department.
City Clerk's Office	1. Posting city council and board of commissions agenda and notices. 2. Record city council meeting minutes and post on city website. 3. Qualify candidates and submit to state. 4. Process open records requests.
Communication and Media	1. Communicate with internal and external audiences. 2. Coordinate the City's Call Center calls for Public Works.
Community Development	1. Assess buildings. 2. Issue building permits for damaged buildings. 3. Enforce municipal codes.
Facilities and Buildings	1. Maintain City Springs building. 2. Maintain warehouse at Trowbridge. 3. Provide security and maintain dock operations.
Finance	1. Process accounts payable. 2. Purchase goods for city departments. 3. Process revenue payments (permits, taxes, licenses, fines, etc.) 4. Process payroll.
Fire Department	1. Provide EOC representation during activation. 2. Provide emergency response. 3. Activate EM Alerting System. 4. Conduct post event building inspections. 5. Daily staffing assignments. 6. Conduct fire and life safety inspections. 7. Maintain fire equipment, facilities, and inventory.
Human Resources	1. Provide incident reports to insurance to file claims. 2. Manage employee benefits.
Information Technology	1. Support the help desk. 2. Provide maps and updated situational awareness.

Municipal Court	1. Conduct first appearances (jail court). 2. Hold court.
Police Department	1. Respond to 911 calls. 2. Verify warrants. 3. Provide court security. 4. Conduct criminal investigations. 5. Intake and maintain criminal evidence. 6. Transport inmates.
Public Works	1. Manage Traffic Management Center. 2. Manage services outsourced to vendors. 3. Conduct stormwater inspections. 4. Submit MS4 report for public stormwater facility to the State.
Recreation & Parks	1. Oversee maintenance of Sandy Springs facilities and parks. 2. Coordinate and facilitate programming through public schools and Sandy Springs facilities. 3. Assist with the activation and operation of Mass Care/ Sheltering locations.

Appendix B: Mission Essential Functions, by Recovery Time Objective

The tables in this section are designed to provide an overall view of **prioritized Mission Essential Functions (MEFs), by Recovery Time Objectives (RTOs)** for the City of Sandy Springs.

These tables are organized by MEFs that need to be operational immediately after a disruption event:

- 0 Hours
- 30 Minutes
- 2 Hours
- 4-8 Hours
- 1 Day
- 2 Days
- 3 Days
- 4 Days
- 5 Days
- 10 Days
- 14 Days
- 21 Days
- 30 days
- Annually

Table 2: MEFs Needed 0 Hours Following a Disruption Event

911 Call Center	• Answer incoming 911 calls and direct them to the appropriate Sandy Springs department.
Facilities and Buildings	• Maintain City Springs building. • Maintain warehouse at Trowbridge. • Provide security and maintain dock operations.
Fire Department	• Provide EOC representation during activation. • Provide emergency response. • Activate EM Alerting System.

Police Department	• Respond to 911 calls. • Verify warrants. • Provide court security. • Conduct criminal investigations. • Intake and maintain criminal evidence. • Transport inmates.
Public Works	• Respond to City's Call Center calls for Public Works. • Manage Traffic Management Center.

Table 3: MEFs Needed 30 Minutes Following a Disruption Event

Department	MEF
Communication and Media	• Communicate with internal and external audiences.

Table 4: MEFs Needed 2 Hours Following a Disruption Event

Department	MEF
Community Development	• Assess buildings.
Fire Department	• Conduct post event building inspections.

Table 5: MEFs Needed 4-8 Hours Following a Disruption Event

Department	MEF
Information Technology	• Support the help desk. • Provide maps and updated situational awareness.

Table 6: MEFs Needed 1 Day Following a Disruption Event

Department	MEF
City Clerk's Office	• Posting city council and board of commissions agenda and notices.
Human Resources	• Provide incident reports to insurance to file claims.
Public Works	• Manage services outsourced to vendors.

Table 7: MEFs Needed 2 Days Following a Disruption Event

Department	MEF
City Clerk's Office	- Record city council meeting minutes and post on city website. - Qualify candidates and submit to state (for special elections)
Community Development	Issue building permits for damaged buildings.

Table 8: MEFs Needed 3 Days Following a Disruption Event

Department	MEF
City Clerk's Office	- Qualify candidates and submit to state (for regular elections) - Process open records requests.
Fire Department	Daily staffing assignments.
Human Resources	Manage employee benefits.

Table 9: MEFs Needed 4 Days Following a Disruption Event

Department	MEF
Municipal Court	Conduct first appearances (jail court).

Table 10: MEFs Needed 5 Days Following a Disruption Event

Department	MEF
Community Development	Enforce municipal codes.
Finance	- Process accounts payable. - Purchase goods for city departments. - Process revenue payments (permits, taxes, licenses, fines, etc.) - Process payroll.

Table 11: MEFs Needed 10 Days Following a Disruption Event

Department	MEF
Fire Department	Conduct fire and life safety inspections.

Table 12: MEFs Needed 14 Days Following a Disruption Event

Department	MEF
Municipal Court	Hold court.

Table 13: MEFs Needed 21 Days Following a Disruption Event

Department	MEF
Fire Department	Maintain fire equipment, facilities and inventory.

Table 14: MEFs Needed 30 Days Following a Disruption Event

Department	MEF
Public Works	Conduct stormwater inspections.
Recreation & Parks	- Oversee maintenance of Sandy Springs facilities and parks. - Coordinate and facilitate programming through public schools and Sandy Springs facilities.

Table 15: MEFs Needed Annually Following a Disruption Event

Department	MEF
Public Works	Submit MS4 report for public stormwater facility to the State.

Appendix C: Continuity Facilities, by Department

This table provides an overview of each department and their respective continuity facilities.

Table 16: Continuity Facilities, by Department

Department	Continuity Facilities
911 Call Center	Alpharetta 9-1-1 Communications Center, 2565 Old Milton Parkway, Alpharetta, GA 30004.
City Clerk's Office	- Telework - An un-identified City facility
Communication and Media	- Telework - EOC- 4th floor of City Springs - ChatComm (911 Call Center) - Heritage Building, between Sandy Springs Place & Hilderbrand - City of Sandy Springs Police Station
Community Development	- Telework - Morgan Falls, 7840 Roswell Road Public Safety Building
Facilities and Buildings	ChatComm
Finance	Telework
Fire Department	- ChatComm - Police Training Room - Department has multiple facilities located around the city.
Human Resources	Telework
Information Technology	- Telework - Police Department Headquarters (training room) - ChatComm
Municipal Court	- Jail (Conducting first appearances) - City Springs - Fulton County N. Annex - Police Department, Auditorium Room
Police Department	- Alpharetta Dispatch Center - Fulton County Dispatch Center - Simunitions House, 4410 Bankers Circle, Doraville, GA.
Public Works	- Telework - Trowbridge (for field staff) - City Court facilities - ChatComm
Recreation & Parks	Hammond Park (Gym, Activity Building)

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Appendix D: Continuity Facilities, by Facility

This table provides an overview of all of the City's continuity facilities and the respective departments that have identified them as part of their continuity of operations (COOP) strategy.

This table should be used to identify over and under utilizations, if appropriate, of continuity facilities.

Table 17: Continuity Facilities, by Facility

Facilities	Department
Alpharetta 9-1-1 Communications Center 2565 Old Milton Parkway Alpharetta, GA 30004	911 Call Center - Police Department
ChatComm 859 Mt. Vernon Highway Mt. Vernon, GA	- Communication and Media - Facilities and Buildings - Fire Department - Public Works
City Court Facilities	Public Works
City Springs Building	Municipal court
City Springs, EOC-4th Floor	Communication and Media
Fulton County Dispatch Center	Police Department
Fulton County N. Annex	Municipal court
Hammond Park (Gym, Activity Building)	Recreation & Parks
Heritage, Sandy Springs	Communication and Media
Jail	Municipal court
Morgan Falls 7840 Roswell Road. Sandy Springs, GA	Community Development
Police Station, City of Sandy Springs Training Room	- Communication and Media - Fire Department - Information Technologies
Police Station, City of Sandy Springs Court Room	Municipal court
Simunitions House 4410 Bankers Circle, Doraville, GA	Police Department

Telework	• City Clerk's Office • Communication and Media • Community Development • Finance • Human Resources • Information Technology • Public Works
Trowbridge (for field staff)	• Public Works
	•

Appendix E: Equipment and Supplies, by Recovery Time Objective

The tables in this section list Mission Essential Functions (MEFs), prioritized by recovery time objectives (RTOs), and their associated equipment and supply needs.

These tables can be used to pre-purchase or pre-position equipment and supplies that may be needed during a continuity of operations (COOP) event. Another option that may provide continuity is to provide these tables to the **Finance Department** so that blanket purchase orders can be prepared in advance and ready for dissemination upon COOP activation.

**** A new list should be provided to the **Finance Department** upon every COOP plan update.**

Table 18: Equipment and Supplies Needed 0 Hours Following a Disruption Event

Department	Equipment and Supplies	MEFs
Fire Department	Computers	Provide EOC representation during activation.
Police Department	- Fuel - Vehicles	Respond to 911 calls.
	- Magnetometer - Metal detector wand	Provide court security.
Public Works	TMC bench plus backup stock (Currently have)	Manage Traffic Management Center

Table 19: Equipment and Supplies Needed 30 Minutes Following a Disruption Event

Department	Equipment and Supplies	MEFs
Communication and Media	- Six laptops - Three desktop computers (for graphics)	Communicate with internal and external audiences.

Table 20: Equipment and Supplies Needed 4-8 Hours Following a Disruption Event

Department	Equipment and Supplies	MEFs
Information Technology	• Phone system (Cisco)	• Support the help desk.
	• Plotter (Currently have four plotters. One on the 1st floor, one on the 2nd floor, one in storage room on 2nd floor and one at Police Department in Morgan Falls in building 300).	• Provide maps and updated situational awareness.

Table 21: Equipment and Supplies Needed 2 Days Following a Disruption Event

Department	Equipment and Supplies	MEFs
Community Development	• Printer • Copier • Scanner	• Issue building permits.

Table 22: Equipment and Supplies Needed 5 Days Following a Disruption Event

Department	Equipment and Supplies	MEFs
Finance	• Scanner • Printer with FOB (Supplied by Tyler Technology) • P-Cards (Bank of America) • Scanner/printer	• Process accounts payable. • Purchase goods for city departments. • Process revenue payments (permits, taxes, licenses, fines, etc.) • Process payroll.

Table 23: Equipment and Supplies Needed 14 Days Following a Disruption Event

Department	Equipment and Supplies	MEFs
Municipal Court	• Tables • Chairs • Phones • Computers • Printer/Scanner	• Hold court.

Table 24: Equipment and Supplies Needed 30 Days Following a Disruption Event

Department	Equipment and Supplies	MEFs
Recreation & Parks	• Three Laptops with RecPro (CivicRec)	• Coordinate and facilitate programming through public schools and Sandy Springs facilities.

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Appendix F: Mission Essential Records and Databases, by Recovery Time Objective

The tables in this section list Mission Essential Functions (MEFs), prioritized by recovery time objectives (RTOs), and their associated mission essential records and database needs.

The data from these tables can be used to inform IT's Disaster Recovery plan (DRP), where IT supports the mission essential records and databases. For mission essential records and databases that are not supported by IT, it should be determined how departments will ensure they have access to these documents at the continuity facility during continuity of operations (COOP) activation.

**** A new list should be provided to IT upon every COOP plan update.**

**Table 25: Mission Essential Records and Databases Needed
0 Hours Following a Disruption Event**

Department	Mission Essential Records and Databases	MEFs
Fire Department	- ESO - Lexipol - First Due	- Provide EOC representation during activation. - Daily staffing assignments. - Conduct fire and life safety inspections.
Public Works		Coordinate the City's Call Center calls for Public Works.

**Table 26: Mission Essential Records and Databases Needed
30 Minutes Following a Disruption Event**

Department	Mission Essential Records and Databases	MEFs
Communication and Media	Phone lists for everyone in audiences/media (knowledge base (web-based) and also in Rave (web-based))	Communicate with internal and external audiences.

**Table 27: Mission Essential Records and Databases Needed
2 Hours Following a Disruption Event**

Department	Mission Essential Records and Databases	MEFs
Community Development	[REDACTED]	Assess buildings.

**Table 28: Mission Essential Records and Databases Needed
2 Days Following a Disruption Event**

Department	Mission Essential Records and Databases	MEFs
Community Development	[REDACTED]	Issue building permits.

**Table 29: Mission Essential Records and Databases Needed
3 Days Following a Disruption Event**

Department	Mission Essential Records and Databases	MEFs
City Clerk's Office	Open Records: https://sandyspringsga.justfoia.com/Account/Login?returnUrl=/ Ordinance and Resolutions: [REDACTED] Meeting Management: 2022: [REDACTED] Agenda Management: https://sandyspringsga.v8.civicleark.com/MyClerk [REDACTED]	- Process open records requests. - Server location of executed resolutions and ordinances - Server location of executed City Council agendas and notices - Agenda Management - Server location of city council meeting minutes

**Table 30: Mission Essential Records and Databases Needed
4 Days Following a Disruption Event**

Department	Mission Essential Records and Databases	MEFs
Municipal Court	[REDACTED]	Conduct first appearances (jail court).

**Table 31: Mission Essential Records and Databases Needed
5 Days Following a Disruption Event**

Department	Mission Essential Records and Databases	MEFs
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Community Development	• [REDACTED]	• Enforce municipal codes.
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**Table 32: Mission Essential Records and Databases Needed
30 Days Following a Disruption Event**

Department	Mission Essential Records and Databases	MEFs
Public Works	• [REDACTED] • On-call handbook (SOP)	• Conduct stormwater inspections.
Recreation & Parks	• [REDACTED]	• Coordinate and facilitate programming through public schools and Sandy Springs facilities.

**Table 33: Mission Essential Records and Databases Needed
Annually Following a Disruption Event**

Department	Mission Essential Records and Databases	MEFs
Public Works	• [REDACTED]	• Submit MS4 report for public stormwater facility to the State.

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Appendix G: Orders of Succession, by Department

Table 34: 911 Call Center Orders of Succession

MEF	Key Positions	Successor 1 (By Position)	Successor 2 (By Position)	Successor 3 (By Position)	Program Responsibility (Full or Limited)
1. Answer incoming 911 calls and direct them to the appropriate Sandy Springs department.	Managing Director	Deputy Director	Lead Shift Supervisor	Sr. Supervisor	Full

Table 35: City Clerk's Office Orders of Succession

MEF	Key Positions	Successor 1 (By Position)	Successor 2 (By Position)	Successor 3 (By Position)	Program Responsibility (Full or Limited)
1. Posting city council and board of commissions agenda and notices.	City Clerk	Assistant City Clerk	Executive Project Manager	Director, Communication & Media	Full
2. Record city council meeting minutes and post on city website.		Assistant City Clerk	Executive Project Manager	Director, Communication & Media	Full
3. Qualify candidates and submit to state.		Assistant City Clerk	City Manager	Unknown	Must be certified as a qualifying officer.
4. Process open records requests.		Assistant City Clerk	City Attorney	Unknown	Full

Table 36: Communication and Media Orders of Succession

MEF	Key Positions	Successor 1 (By Position)	Successor 2 (By Position)	Successor 3 (By Position)	Program Responsibility (Full or Limited)
1. Communicate with internal and external audiences.	Communications Director/PIO	Deputy	Senior PR Specialist	Web Developer & Multimedia Specialist	Full

Table 37: Community Development Orders of Succession

MEF	Key Positions	Successor 1 (By Position)	Successor 2 (By Position)	Successor 3 (By Position)	Program Responsibility (Full or Limited)
1. Assess buildings.	Building Official	Assistant Building Official	Building Inspector 3	Building Inspector 2	Full
2. Issue Building Permits	Permit Intake Permit Coordination Specialist	Permit Coordination Specialist	Permit Coordination Specialist	Administrative Assistant	
	Permit Distribution Manager of Customer Service and Permits	Building Department Administrative Assistant.	Permit Coordination Specialist	CD Executive Assistant Enforcement Administrator	
	Site Site Plan Reviewer	Site Plan Reviewer	Site Plan Reviewer	Land Development Manager	
	Building City Architect	Plan Reviewer	Building Official	Building Inspector	
	Planning & Zoning Zoning Plan Reviewer	Senior Planner	Planner III	Planner 1	

MEF	Key Positions	Successor 1 (By Position)	Successor 2 (By Position)	Successor 3 (By Position)	Program Responsibility (Full or Limited)
3. Enforce municipal codes.	Code Enforcement Manager	Code Enforcement Supervisor	Code Enforcement Officer 2	Code Enforcement Officer 1	

Table 38: Facilities and Buildings Orders of Succession

MEF	Key Positions	Successor 1 (By Position)	Successor 2 (By Position)	Successor 3 (By Position)	Program Responsibility (Full or Limited)
1. Maintain City Springs building.	Facility Manager	Chief Building Engineer	Building Engineer	Building Engineer	Full
2. Maintain warehouse at Trowbridge.					
3. Provide security and maintain dock operations.	Security Manager	Dock Master	Allied Universal		

Table 39: Finance Orders of Succession

MEF	Key Positions	Successor 1 (By Position)	Successor 2 (By Position)	Successor 3 (By Position)	Program Responsibility (Full or Limited)
1. Process accounts payable.	A/P Manager	Chief Finance Officer	Assistant Finance Director	A/P Specialist	Full
2. Purchase goods for City Departments	Purchasing Manager				
3. Process revenue payments (permits, taxes, licenses, fines, etc.)	Revenue Manager				
4. Process payroll.	Payroll Coordinator	Assistant Finance Director	Budget Analyst	Unknown	

Table 40: Fire Department Orders of Succession

MEF	Key Positions	Successor 1 (By Position)	Successor 2 (By Position)	Successor 3 (By Position)	Program Responsibility (Full or Limited)
1. Provide EOC representation during activation.	Section Chief of Emergency Management	Division Chief of Operations	Section Chief of Fire Marshal's Office	Section Chief of Training	Full
2. Provide emergency response.	Division Chief of Operations	Division Chief of Administration	Division Chief of Fire Marshal's Office	Section Chief of Training	

MEF	Key Positions	Successor 1 (By Position)	Successor 2 (By Position)	Successor 3 (By Position)	Program Responsibility (Full or Limited)
3. Activate EM Alerting System.	Fire Chief	Division Chief of Operations	Division Chief of Administration	Battalion Car	
4. Conduct post event building inspections.	Division Chief of FMO	Deputy Fire Marshal	Deputy Fire Marshal	Plans Examiner/Fire Inspector	
5. Daily staffing assignments.	Battalion Chief	Captain	Captain	Division Chief of Operations	
6. Conduct fire and life safety inspections.	Division Chief of Operations	Deputy Fire Marshal	Deputy Fire Marshal	Fire Inspector	
7. Maintain fire equipment, facilities, and	Division Chief of Support Services	Lt.-Community Affairs	Section Chief-Health and Safety Officer	Section Chief of Training	

Table 41: Human Resources Orders of Succession

MEF	Key Positions	Successor 1 (By Position)	Successor 2 (By Position)	Successor 3 (By Position)	Program Responsibility (Full or Limited)
1. Provide incident and injury reports to insurance to file claims.	HR Generalist	HR Director	HR Manager	HR Generalist	Full
2. Property Insurance Claims	HR Manager	HR Director	HR Manager	HR Generalist	
3. Manage employee benefits.	HR Generalist	HR Director	HR Manager	HR Manager	

Table 42: Information Technology Orders of Succession

MEF	Key Positions	Successor 1 (By Position)	Successor 2 (By Position)	Successor 3 (By Position)	Program Responsibility (Full or Limited)
1. Support the help desk.	Helpdesk Manager	Senior Systems Admin	Senior Systems Admin	IT Director	Full
2. Provide maps and updated situational awareness.	GIS Manager	GIS Analyst	GIS Technician		

Table 43: Municipal Court Orders of Succession

MEF	Key Positions	Successor 1 (By Position)	Successor 2 (By Position)	Successor 3 (By Position)	Program Responsibility (Full or Limited)
1. Conduct first appearances (jail court).	Chief Judge	Judge	Judge	Judge	Full
2. Hold court.	Court Administrator/Clerk of Court	Assistant Clerk of Court	Senior Judicial Clerk	Terminal Access Coordinator	

Table 44: Police Department Orders of Succession

MEF	Key Positions	Successor 1 (By Position)	Successor 2 (By Position)	Successor 3 (By Position)	Program Responsibility (Full or Limited)
1. Respond to 911 calls.	Patrol Commander Capitan	Day Patrol Lieutenant (2)	Evening Patrol Lieutenant (2)	Day Patrol Sergeant (4)	Full
2. Verify warrants.	Supervisor/TAC	Clerk	Clerk	Clerk	
3. Provide court security.	Admin Commander Captain Commander	Sergeant	Sergeant	Senior Officer	

MEF	Key Positions	Successor 1 (By Position)	Successor 2 (By Position)	Successor 3 (By Position)	Program Responsibility (Full or Limited)
4. Conduct criminal investigations.	CID Commander-Capitan	Detective Lieutenant	Detective Sergeant (Senior)	Sergeant	
5. Intake and maintain criminal evidence.	Sergeant (Unit Supervisor)	Officer	Officer	Part-time Civilian	
6. Transport inmates.	Admin Commander-Capitan	Sergeant	Sergeant	Senior Officer	

Table 45: Public Works Orders of Succession

MEF	Key Positions	Successor 1 <i>(By Position)</i>	Successor 2 <i>(By Position)</i>	Successor 3 <i>(By Position)</i>	Program Responsibility <i>(Full or Limited)</i>
1. Coordinate the City's Call Center calls for Public Works.	Field Service Unit Manager	Unit Manager	Unit Manager	Unit Manager	Full
	Traffic/Transportation Unit Manager				
2. Manage Traffic Management Center	Traffic/Transportation Unit Manager	Traffic Systems Operations Manager	Traffic Center Engineer	Traffic Services Field Superintendent	
3. Manage services outsourced to vendors.	Field Service Unit Manager	Unit Manager	Unit Manager	Unit Manager	
	Traffic/Transportation Unit Manager				

MEF	Key Positions	Successor 1 (By Position)	Successor 2 (By Position)	Successor 3 (By Position)	Program Responsibility (Full or Limited)
4. Conduct stormwater inspections.	Permit Manager	Stormwater Field Superintendent	Stormwater Project Coordinator	Stormwater Unit Manager	
5. Submit MS4 report for public stormwater facility to the State.	Permit Manager	Stormwater Unit Manager	Stormwater Unit Manager	Stormwater Unit Manager	

Table 46: Recreation and Parks Orders of Succession

MEF	Key Positions	Successor 1 (By Position)	Successor 2 (By Position)	Successor 3 (By Position)	Program Responsibility (Full or Limited)
1. Oversee maintenance of Sandy Springs facilities and parks.	Landscape Manager	Park Supervisor	Deputy Director	Recreation and Parks Director	Full
2. Coordinate and facilitate programming through public schools and Sandy Springs facilities.	Executive Assistant	Administrative Assistant	Athletics Manager	Program Manager	

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Appendix H: Devolution, by Department

Devolution planning addresses catastrophic disasters and events that render the City of Sandy Springs' departments and staff unavailable or incapable of executing Mission Essential Functions (MEFs) from either the primary facility or the alternate location.

This table identifies each of the City departments and to whom their MEFs will be devolved during a devolution scenario.

Table 47: Devolution, by Department

Department	MEF	To Whom MEFs Will Be Transferred
911 Call Center	1. Answer incoming 911 calls and direct them to the appropriate Sandy Springs department.	- ChatComm operates four 12-hour shifts; therefore, all employees will typically never be on-site at the same time. - Alpharetta 9-1-1 Communications Center, 2565 Old Milton Parkway, Alpharetta, GA 30004.
City Clerk's Office	1. Posting city council and board of commissions agenda and notices. 2. Record city council meeting minutes and post on city website.	Mayor will appoint person.
	3. Qualify candidates and submit to state.	Mayor may look to adjacent City Clerk who is certified as a qualifying officer.
	4. Process open records requests.	Mayor will appoint person.
Communication and Media	1. Communicate with internal and external audiences.	Mayor and City Council
Community Development	1. Assess buildings.	Building Official and assessors conduct this function out in the field.
	2. Issue building permits.	Community Development Permits Division
	3. Enforce municipal codes.	Sandy Springs Police/ Code Enforcement
Facilities and Buildings	1. Maintain City Springs building.	N/A-Currently operate in two 9-hour shifts.
	2. Maintain warehouse at Trowbridge.	N/A-This space is a warehouse with no in person operation
	3. Provide security and maintain dock operations.	N/A
Finance	1. Process accounts payable.	Inframark

Department	MEF	To Whom MEFs Will Be Transferred
	2. Purchase goods for city departments. 3. Process revenue payments (permits, taxes, licenses, fines, etc.)	
	4. Process payroll.	• ADP
Fire Department	1. Provide EOC representation during activation	• ChatComm
	2. Provide emergency response.	• N/A-Fire has multiple locations around the city.
	3. Activate EM Alerting System	• Battalion car
	4. Conduct post event building inspections.	• N/A-this function is performed in the field.
	5. Daily staffing assignments.	• N/A-firefighters work in three shifts
	6. Conduct fire and life safety inspections.	• N/A-this function is performed in the field.
	7. Maintain fire equipment, facilities, and inventory.	• N/A-Fire has multiple locations around the city.
Human Resources	1. Provide incident reports to insurance to file claims.	• Corvel (injuries)
	2. Manage employee benefits.	• EAP • ADP • Relation (Broker for employee benefits)
Information Technology	1. Support the help desk.	• N/A—two employees are in City Springs and two are located at Morgan Falls.
	2. Provide maps and updated situational awareness.	
Municipal Court	1. Conduct first appearances (Jail court).	• N/A—only one judge is present at any given time and this function can be conducted at the Jail rather than transporting inmates to court.
	2. Hold court.	• City Springs
Police Department	1. Respond to 911 calls.	• N/A—this function occurs in the field.
	2. Verify warrants.	• Alpharetta P.D. • Fulton Co. P.D.
	3. Provide court security.	• N/A—this function occurs at the courthouse.
	4. Conduct criminal investigations.	• N/A—multiple officers working multiple shifts.

Department	MEF	To Whom MEFs Will Be Transferred
	5. Intake and maintain criminal evidence.	• Simunitions House, 4410 Bankers Circle, Doraville, GA
	6. Transport inmates.	• N/A—this function occurs in the field.
Public Works	1. Coordinate the City's Call Center calls for Public Works. 2. Manage Traffic Management Center. 3. Manage services outsourced to vendors. 4. Conduct stormwater inspections.	• Lowe Engineers/Atlas
	5. Submit MS4 report for public stormwater facility to the State.	• City Manager
Recreation & Parks	1. Oversee maintenance of Sandy Springs facilities and parks.	• N/A—Recreation and Parks has three mobile employees.
	2. Coordinate and facilitate programming through public schools and Sandy Springs facilities.	• N/A—Recreation and Parks has three mobile employees.

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Appendix I: Process Dependencies, by Department

A number of Sandy Springs' departments have Mission Essential Functions (MEFs) that rely heavily on other processes or functions being operational. These are referred to as process dependencies. These dependencies, if not validated, can create single points of failure, which can lead to the City's inability to maintain its MEFs during a disruption event.

This table shows process dependencies by department and the associated departments that support the dependencies for each MEF. (MEFs are prioritized for each department by Recovery Time Objective (RTO).)

Table 48: Process Dependencies, by Department

Department	Process Dependencies	Responsible Department	MEFs	RTO
911 Call Center (These dependencies are the responsibility of ChatComm and IXP)	- CAD 1 MDS server - SMS switch (get data returns to NCIS)	Central Square	Answer incoming 911 calls and direct them to the appropriate Sandy Springs department.	0 Hours
	Radio	Motorola		
City Clerk Office	CivicPlus - CivicClerk	City Clerk's Office	Post city council and board of commissions' agenda and notices.	1 Day
	MS Office	IT		
	CivicPlus - CivicClerk	City Clerk's Office	- Record city council meeting minutes and post on city website. - Qualify candidates and submit to state.	2 Days
	- Georgia Government - Campaign Finance Commission	State of Georgia		3 Days
	- MS Office - Just FOIA - MS Outlook	- IT - MCCi - IT	Process open records requests.	3 Days
Communication and Media	- Internet - Adobe Suite (cloud-based)	IT	Communicate with internal and external audiences.	30 Minutes

Department	Process Dependencies	Responsible Department	MEFs	RTO
Community Development	Energov	- Community Development - IT - Tyler Technologies	Issue building permits for damaged buildings.	2 Days
	MS Outlook	IT		
	Fire Department (commercial and multi-family dwellings)	Fire Department		
	- Lucity - MS Outlook	IT	Enforce municipal codes.	5 Days
	Energov	Community Development, IT and Tyler Technologies		
Facilities and Buildings	- Metasys (building automation system) - Green Gate (lighting system) - Genetec (door access controls) - Parkeon	- Johnson Controls - Ard-Winter - GC&E - Parkeon	Maintain City Springs building.	0 Hours
	Genetec (door controls)	GC&E	Maintain warehouse at Trowbridge.	
	Genetec (door controls)	GC&E	Provide security and maintain dock operations.	
Finance	- Munis - Truist	- Tyler Technologies - Truist	Process accounts payable.	5 days
	- Munis - Bonfire - Docusign	- Tyler Technologies - IT - IT	Purchase goods for city departments.	
	- Munis - Energov - Spektrix - Civicrec	- Tyler Technologies - Spektrix - Civicrec	Process revenue payments (permits, taxes, licenses, fines, etc.).	

Department	Process Dependencies	Responsible Department	MEFs	RTO
	ADP	ADP	Process payroll.	
Fire Department	- Phone (VOIP) - Radio - Internet - WebEOC	- IT - BearCom/ Motorola - IT - F.C. EMA	Provide EOC representation during activation.	0 Hours
	- ChatComm - Radios - City call center	- ChatComm - IT - Communication and Media	Provide emergency response.	
	- Internet - Commander One - NWS - Radio system	- IT - Federal Signal - NWS- Peachtree - IT	Activate EM Alerting System.	
	MS Outlook	IT	Daily staffing assignments.	3 Days
	Mobile eyes	Tyler Technologies	Conduct fire and life safety inspections.	10 Days
	Operative IQ (inventory)	IT	Maintain fire equipment, facilities, and	21 Days
Human Resources	- MS Outlook - Corvel	- IT - Corvel	Provide incident reports to insurance to file claims.	1 Day
	- ADP - Cigna - EAP	- ADP - Cigna - One Source EAP	Manage employee benefits.	3 Days
Information Technology	- ConnectWise Manage - ConnectWise Automate - Internet - Phone connectivity (VOIP) - Call Manager	- ConnectWise (cloud-based) - Comcast - Comcast - IT	Support the help desk.	4-8 Hours
	GIS	- ESRI (GIS Cloud) - IT	Provide maps and updated situational awareness.	

Department	Process Dependencies	Responsible Department	MEFs	RTO
Municipal Court	eCourt	IT	Conduct first appearances (jail court).	4 Days
	- eCourt - Case Management System - Interpreter - GCIC - Department of Driver Services (DDS)	- IT - IT - GA Commission on Interpreters - State of Georgia - State of Georgia	Hold court.	14 Days
Police Department	- ChatComm - Ratio	- ChatComm - N.F. Radio Authority	Respond to 911 calls.	0 Hours
	- GCIC - NCIC	- State of Georgia - FBI	Verify warrants.	
	- GCIC - Internet - RMS (report management system)	- State of Georgia - IT - IT	Conduct criminal investigations.	
	RMS	IT	Intake and maintain criminal evidence.	
Public Works	- Faneuil - MS Outlook - Lucity	- Faneuil - IT - IT	Coordinate the City's Call Center calls for Public Works.	0 Hours
	- Traffic Management System - Genetec	- Public Works - IT (permissions) - Facilities and Buildings	Manage Traffic Management Center.	
	- Lucity - eBuilder - Energov	- IT - eBuilder - Tyler Technologies - Communication & Media	Manage services outsourced to vendors.	1 Day

Department	Process Dependencies	Responsible Department	MEFs	RTO
	- Lucity - GIS system	IT	Conduct stormwater inspections.	30 Days
	- Lucity - MS Office	IT	Submit MS4 report for public stormwater facility to the State.	Annually
Recreation & Parks	CivicRec	IT	Coordinate and facilitate programming through public schools and Sandy Springs facilities.	30 Days

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Appendix J: Department Responsible for Process Dependencies, by Recovery Time Objectives

A number of the City's departments have Mission Essential Functions (MEFs) that rely heavily on other processes or functions being operational. These are referred to as process dependencies. These process dependencies, if not validated, can create single points of failure, leading to the City's inability to maintain MEFs during a disruption event.

These tables identify:

1. The department responsible for the process dependency;
2. The process dependency;
3. The department that relies on the dependency; and
4. The respective MEF that the dependency supports.

These tables are prioritized first by RTO and secondly by Department; however, the real value of this table is column 1: Department Responsible for Dependencies. At a glance, it is easily determined which agencies/departments support the City's dependencies.

**** A new list should be provided to IT upon every COOP plan update.**

Table 49: Process Dependencies Needed 0 Hours Following a Disruption Event

Agency/Department Responsible for Dependencies	Dependencies	Department	MEFs
Ard-Winter	Green Gate (lighting system)	Facilities and Buildings	Maintain City Springs building.
BearComm/Motorola	Radio	Fire Department	Provide EOC representation during activation.
Central Square	- CAD 1 MDS server - SMS switch (get data returns to NCIS)	911 Call Center	Answer incoming 911 calls and direct them to the appropriate Sandy Springs department.
ChatComm	ChatComm	Fire Department	Provide emergency response.
		Police Department	Respond to 911 calls.
Communication and Media	City Call Center	Fire Department	Provide emergency response.

Agency/Department Responsible for Dependencies	Dependencies	Department	MEFs
Faneuil	Faneuil	Public Works	Coordinate the City's Call Center calls for Public Works.
Facilities and Buildings	Genetec	Public Works	Manage Traffic Management Center.
FBI	NCIC	Police Department	Verify warrants.
Federal Signal	Commander One	Fire Department	Activate EM Alerting System.
Fulton County EMA	WebEOC	Fire Department	Provide EOC representation during activation.
GC&E	Genetec (door access controls)	Facilities and Buildings	- Maintain City Springs building. - Maintain warehouse at Trowbridge. - Provide security and maintain dock operations.
IT	- Phone (VOIP) - Internet - Radio Systems	Fire Department	- Provide EOC representation during activation. - Provide emergency response. - Activate EM Alerting System.
	- Internet - RMS (report management system)	Police Department	- Conduct criminal investigations. - Intake and maintain criminal evidence.
	- MS Outlook - Lucy	Public Works	Coordinate the City's Call Center calls for Public Works.
	Traffic Management System (permissions)	Public Works	Manage Traffic Management Center.
Intrado	Phone system	911 Call Center	Answer incoming 911 calls and direct them to the appropriate Sandy Springs department.
Johnson Controls	Metasys (building automation system)	Facilities and Buildings	Maintain City Springs building.

Agency/Department Responsible for Dependencies	Dependencies	Department	MEFs
Motorola	Radio	911 Call Center	Answer incoming 911 calls and direct them to the appropriate Sandy Springs department.
N.F. Radio Authority	Radio	Police Department	Respond to 911 calls.
NWS-Peachtree	NWS	Fire Department	Activate EM Alerting System.
Parkeon	Parkeon	Facilities and Buildings	Maintain City Springs building.
Public Works	Traffic Management System	Public Works	Manage Traffic Management Center.
State of Georgia	GCIC	Police Department	- Verify warrants. - Conduct criminal investigations.

Table 50: Process Dependencies Needed 30 Minutes Following a Disruption Event

Department Responsible for Dependencies	Dependencies	Department	MEFs
IT	- Internet - Adobe Suite (cloud based)	Communication and Media	Communicate with internal and external audiences.

Table 51: Process Dependencies Needed 4–8 Hours Following a Disruption Event

Department Responsible for Dependencies	Dependencies	Department	MEFs
Comcast	- Internet - Phone connectivity (VOIP)	Information Technology	Support the help desk.
ConnectWise (Cloud based)	- ConnectWise Manage - ConnectWise Automate		Support the help desk.
ESRI (GIS Cloud)	GIS		Provide maps and updated situational awareness.

Department Responsible for Dependencies	Dependencies	Department	MEFs
IT	- Call Manager - GIS		- Support the help desk. - Provide maps and updated situational awareness.

Table 52: Process Dependencies Needed 1 Day Following a Disruption Event

Department Responsible for Dependencies	Dependencies	Department	MEFs
Communication and Media	Civic Clerk	City Clerk's Office	Post city council and board of commissions' agenda and notices.
	Energov (Tyler Technologies)	Public Works	Manage services outsourced to vendors.
Corvel	Corvel	Human Resources	Provide incident reports to insurance to file claims.
eBuilder	eBuilder	Public Works	Manage services outsourced to vendors.
IT	MS Office	City Clerk's Office	Post city council and board of commissions' agenda and notices.
	MS Outlook	Human Resources	Provide incident reports to insurance to file claims.
	Lucity	Public Works	Manage services outsourced to vendors.
Tyler Technologies	Energov	Public Works	Manage services outsourced to vendors.

Table 53: Process Dependencies Needed 2 Days Following a Disruption Event

Department Responsible for Dependencies	Dependencies	Department	MEFs
Communication and Media	CivicPlus – CivicClerk	City Clerk's Office	Post city council and board of commissions' agenda and notices.
Community Development	Energov	Community Development	Issue building permits for damaged buildings.

Department Responsible for Dependencies	Dependencies	Department	MEFs
Fire Department	Fire Department (commercial and multi-family dwellings)	Community Development	Issue building permits for damaged buildings.
IT	- Energov - MS Outlook	Community Development	Issue building permits for damaged buildings.
Tyler Technologies	Energov	Community Development	Issue building permits for damaged buildings.

Table 54: Process Dependencies Needed 3 Days Following a Disruption Event

Department Responsible for Dependencies	Dependencies	Department	MEFs
ADP	ADP	Human Resources	Manage employee benefits.
Cigna	Cigna	Human Resources	Manage employee benefits.
IT	- MS Office - MS Outlook	City Clerk's Office	Qualify candidates and submit to state.
	MS Outlook	Fire Department	Conduct daily staffing assignments.
MCCi	Just FOIA	City Clerk's Office	Process open records requests.
One Source EAP	EAP	Human Resources	Manage employee benefits.
State of Georgia	Georgia Government Transparency & Campaign Finance Commission	City Clerk's Office	Qualify candidates and submit to state.

Table 55: Process Dependencies Needed 4 Days Following a Disruption Event

Department Responsible for Dependencies	Dependencies	Department	MEFs
IT	eCourt	Municipal Court	Conduct first appearances (Jail court).

Table 56: Process Dependencies Needed 5 Days Following a Disruption Event

Department Responsible for Dependencies	Dependencies	Department	MEFs
ADP	ADP	Finance	Process payroll.
Civicrec	Civicrec	Finance	Process revenue payments (permits, taxes, licenses, fines, etc.).
Community Development	Energov	Community Development	Enforce municipal codes.
IT	- Lucity - MS Outlook - Energov	Community Development	Enforce municipal codes.
	- Docusign - Bonfire	Finance	Purchase goods for city departments.
Paciolan	- Spekrix - Bypass - Ungerboeck	Finance	Process revenue payments (permits, taxes, licenses, fines, etc.).
Truist	Truist	Finance (ACH payments)	Process accounts payable.
Tyler Technologies	Energov	Community Development	Enforce municipal codes.
	- Munis - Tyler Cashiering	Finance	- Process accounts payable. - Purchase goods for city departments. - Process revenue payments (permits, taxes, licenses, fines, etc.).
	Energov	Finance	Process revenue payments (permits, taxes, licenses, fines, etc.).

Table 57: Process Dependencies Needed 10 Days Following a Disruption Event

Department Responsible for Dependencies	Dependencies	Department	MEFs
Tyler Technologies	Mobile Eyes	Fire Department	Conduct fire and life safety inspections.

Table 58: Process Dependencies Needed 14 Days Following a Disruption Event

Department Responsible for Dependencies	Dependencies	Department	MEFs
GA Commission on Interpreters	Interpreters	Municipal Court	Hold court.
IT	- eCourt - Case Management		
State of Georgia	- GCIC - Department of Driver Services (DDS)		

Table 59: Process Dependencies Needed 21 Days Following a Disruption Event

Department Responsible for Dependencies	Dependencies	Department	MEFs
IT	First Due (inventory)	Fire Department	Maintain fire equipment, facilities, and inventory.

Table 60: Process Dependencies Needed 30 Days Following a Disruption Event

Department Responsible for Dependencies	Dependencies	Department	MEFs
IT	- Lucity - GIS system	Public Works	Conduct stormwater inspections.
	CivicRec	Recreation & Parks	Coordinate and facilitate programming through public schools and Sandy Springs facilities.

Table 61: Process Dependencies Needed Annually Following a Disruption Event

Department Responsible for Dependencies	Dependencies	Department	MEFs
IT	• Lucity • MS Office	Public Works	• Submit MS4 report for public stormwater facility to the State.

Appendix K: Vendor Contact List, by Department

Table 62: 911 Call Center Vendor Contact List

Vendor	Telephone #	Contact	Equipment or Service	Service Area
AT&T	800.553.2811 PSAP ID: 40CHTT (to get phones rolled over)	N/A	Intrado (911 phone equipment)	
Central Square	888.663.7877	N/A	ChatComm 911, CAD, SMS Switch, MDS Server	
ChatComm 859 Mt. Vernon Highway NE Suite #400 Sandy Springs, GA 30328		Yolanda Chandler ychandler@chatcomm.org	911 Call Center	
Motorola	800.323.9949 AO6DE1D3 (North Fulton Radios)	N/A	Provides radio communications	

Table 63: City Clerk's Office Vendor Contact List

Vendor	Telephone #	Contact	Equipment or Service	Service Area
CivicPlus	888.228.2233	support@civicclerkv8.zendesk.com www.civicplus.help	CivicClerk	
MCCi	850.701.0725	Bryan Price Customer Success Specialist 850.701.0725, x 1755	Just FOIA	

Table 64: Communication and Media Vendor Contact List

Vendor	Telephone #	Contact	Equipment or Service	Service Area
Mediacurrent	678.580.1690 O [REDACTED]	spr.gs/emergency Stephen Pennell stephen.pennell@mediacurrent.com	Website Development	
Pantheon	855.927.9387	Pantheon.io	Unified Hosting Platform	
Navori	514.395.8999	Alan Elkhazen	Digital signage CMS/Hosting	
Spr.gs URL Shortener	770.687.5064	Jason Green jgreen@sandyspringsga.gov	Self-hosted yourls.org	
Zoho Forms	877.834.4428	Forms.zoho.com	Webforms	
RAVE	774.551.6344 774.244.3825 O	Alex McNeil amcneil@ravemobilesafety.com KaTina Hill khill@ravemobilesafety.com	Mass notification provider	

Table 65: Community Development Vendor Contact List

Vendor	Telephone #	Contact	Equipment or Service	Service Area
Lucity	800.492.2468	Account Number: 100126	Complaint tracking system	
NBI	470.449.3076	Michael Nier codecertified@bellsouth.net	3 rd party inspection service for commercial inspections	
Tyler Technologies	866.974.1117	Tom Gorman Tom.gorman@tylertech.gov	Energov (permitting software)	

Table 66: Facilities and Buildings Vendor Contact List

Vendor	Telephone #	Contact	Equipment or Service	Service Area
Reef Parking	404.229.1829	Tony Sidney	Gate control	City Hall
Ard-Winter	404.886.2273	David Brewer, Technical Services	Green Gate	City Hall
Dynamic Security	404.898.1600 404.353.4173 770.206.4379 863.558.5000	Bill Clendene, Contract Manager Keith Farrar, Site Supervisor	Security Guards	City Hall
GC&E	404.376.0444	Scott Johnson, Sr. Account Manager	Genetec (door access controls)	City Hall/ Court/ Trowbridge
Johnson Controls	404.698.6216 1.866.635.1395 24 hr. service	Shilpa Buita, Solution Advisor	Metasys (building automation system)	City Hall
Nixon	615.244.0650 ext.2323	Dana Baker, Service Coordinator	Generator	City Hall
Mann	678.399.5000	Aubrey McCay	HVAC Plumbing	City Hall/Trowbridge/ Court

Table 67: Finance Vendor Contact List

Vendor	Telephone #	Contact	Equipment or Service	Service Area
ADP	844.335.8237	Kelli Morris Account Manager Ext. 8648098 Kelli.moris@adp.com Alisa Christian Manager Backup Support Manager	Payroll and benefits provider	
Bank of America	888.715.1000 ext. 21480	Emily Ruzumna	Issue P-cards	
CivicPlus CivicPlus.com	888-228-2233	General HelpDesk	CivicRec is software used by citizens to book parks, recreation areas and gyms	

Vendor	Telephone #	Contact	Equipment or Service	Service Area
Inframark	904.940.6044 O [REDACTED]	Bob Koncar	Contractor who Previously Provided Finance services to City	
Paciolan Spektrix			Software used by citizens to book PAC tickets	
Truist	404-813-6937	Becker O'Shaughnessey	Bank	
Tyler Technology	800.772.2260 ext. 4701	General Service Desk	Munis and Energov Printer with FOB	

Table 68: Fire Department Vendor Contact List

Vendor	Telephone #	Contact	Equipment or Service	Service Area
AMR	410.294.8500	Tedd Winneberger Tedd.winneberger@amr.net	Provides ambulance transport for City	
BoundTree	740.739.7127	Jim Luck Jim.luck@BoundTree.com	Provides medical supplies to City	
ChatComm 859 Mt. Vernon Highway NE Suite #400 Sandy Springs, GA 30328	[REDACTED]	Yolanda Chandler yhandler@chatcomm.org	911 Call Center	
City of Atlanta Watershed Management	404.546.0311	N/A	Utilities	
Commercial Kitchens	770.458.8828	Rebecca Tablada	Service kitchen hoods every 6 months	
Consolidate Fleet Services	501.279.1166 [REDACTED]	Jason Piker PO Box 8238 Searcy, AR 72145	Maintain ladders on trucks	

Vendor	Telephone #	Contact	Equipment or Service	Service Area
Federal Signal	910.585.1581	Christian Jones cjones@fedsig.com	Commander One	
Fire Fox	770.598.4795	Ken Whittaker	Test and maintain pumps on trucks	
Fire Line	770.868.4457 770.868.4448	Vince Sparacello 725 Patrick Industrial Lane Winder, GA 30680 vsparacello@firelineinc.com	Provide fire equipment and fire truck maintenance	
Georgia Power			Electricity	
IXP Public Safety Services 859 Mt. Vernon Highway NE Suite #400 Sandy Springs, GA 30328	404.843.6611 O [REDACTED] 404.843.6698 F 770.807.5157	Keli Beaman kbeaman@ixpcorp.com Joe Estey, VP Bus. Dev. Jestey@ixpcorp.com Larry Corsalvos, COO	Provides personnel to ChatComm	
Mansfield Oil	678.450.2187	Shontae Randolph	Provides fuel to the City	
Max Air		Elizabeth	HVAC	
McKesson	800.811.8528 [REDACTED]	John Loehrer John.loehrer@McKesson.com	Provides medication	
Meer Electric	770.993.8028 [REDACTED]	Peter Meer Peter@meerelectric.com	Maintains weather siren Local support for Commander one	
Motorola	678.938.5299	Keya Rajabi keya.rajabi@motorolasolutions.com	Provides radio communication	
Premier Grease	770.449.1411	Doug Brandeburg	Clean kitchen hoods annually	

Vendor	Telephone #	Contact	Equipment or Service	Service Area
North Fulton Fire Extinguishers	770.527.1426	Eddie Lee	Service portable fire extinguishers used on truck	
Operative IQ	678.566.6782 O [REDACTED] 678.566.6772 O [REDACTED]	Megan Plonski megan@operativeiq.com Jimmy Squibbs Jimmy@operativeiq.com	Software used to track inventory and track service repairs	
Scana Energy	877.467.2262		Natural gas	
Ten8	404.804.6376	Joe Virkstis jvirkstis@ten8fire.com	Provide fire equipment/ apparatus and fire truck maintenance	
Tyler Technologies	866.974.1117	Tom Gorman Tom.gorman@tylertech.gov	Mobile eyes	

Table 69: Human Resources Vendor Contact List

Vendor	Telephone #	Contact	Equipment or Service	Service Area
ADP	844.335.8237	Kelli Morris Account Manager Ext. 8648098 Kelli.moris@adp.com Lori Turbin Service Manager	Payroll and benefits provider	
Cigna	404.780.5758 O emily.harple@cigna.com	Christopher Wells Engagement Consultant	Employee insurance provider	
Corvel	770-225-5956 O 886.728.8271 F	Eric Smith Senior Claims Specialist	Injury insurer	

Vendor	Telephone #	Contact	Equipment or Service	Service Area
Saville Public Entity	678.317.2489 O [REDACTED] bob@savillepublicentity.com 678.317.2489. O [REDACTED] Susie@savillepublicentity.com	Bob Saville Susie Duke Claims Manager	Broker for property insurance	
One Source EAP	770-683-1327 O 770-683-1328 F docnancyw@gmail.com www.onesourcecounseling.com	Nancy Wesselink, Ph.D. CEAP One Source Counseling and Employee Assistance Services LLC	EAP	
Relation	678.740.0101 O [REDACTED] 678.740.0111 F 678.894.7215 Direct fax	Michelle Ford Senior Account Manager Relation Insurance Services	Broker for employee benefits	

Table 70: Information Technology Vendor Contact List

Vendor	Telephone #	Contact	Equipment or Service	Service Area
Cisco	470.774.7393	[REDACTED]	IT equipment and connectivity (phone system)	
Comcast	800-Xfinity		Internet and phone connectivity	
ConnectWise	800.671.6898		ConnectWise Manage and Automate	
ESRI	1.800.377.4575		GIS Cloud	

Vendor	Telephone #	Contact	Equipment or Service	Service Area
SHI	732.652.3086	Lauren Rallis	IT equipment	
Net App	888.463.8277	Serial # 721617000418	Storage	
VM Ware	678.346.1760	Acct # 114304970	Virtual environment	

Table 71: Municipal Court Vendor Contact List

Vendor	Telephone #	Contact	Equipment or Service	Service Area
State of Georgia	<u>GCIC</u> 404.244.2270, Option 1 <u>DDS</u> 678.413.8434		GCIC-provides criminal history DDS-provides drivers' history	
Georgia Commission on Interpreters	404.463.3808	www.georgiacourts.gov/COI	Maintain a list of interpreters	
Professional Probation Services	678.443.9740 Ext.1008	Josh Perry	Probation Office	
Journal Technologies	877.587.8927	Support@journaltech.com	eCourt (Case Management System)	

Table 72: Police Department Vendor Contact List

Vendor	Telephone #	Contact	Equipment or Service	Service Area
Central Square	888.663.7877	N/A	RMS	
ChatComm 859 Mt. Vernon Highway NE Suite #400 Sandy Springs, GA 30328	678.471.6322 C.	Yolanda Chandler yhandler@chatcomm.org	911 Call Center	

Vendor	Telephone #	Contact	Equipment or Service	Service Area
GBI	404.244.2770	N/A	GCIC-State criminal records database NCIC-Federal criminal records database	
IXP Public Safety Services 859 Mt. Vernon Highway NE Suite #400 Sandy Springs, GA 30328	404.843.6611 O 770.609.0886 M 404.843.6698 F 770.807.5157	Kelli Beaman -Managing Director kbeaman@ixpcorp.com Larry Corsalvos - COO Joe Estey - VP Business Development	Provide personnel to ChatComm	

Table 73: Public Works Vendor Contact List

Vendor	Telephone #	Contact	Equipment or Service	Service Area
AWP Services	678.637.3898	Greg Murray	Traffic signage and striping	
Blount Construction	404.272.2932	Mark Ezell Mark.Ezell@blountconstruction.com	Conduct stormwater inspections	
eBuilder	954.556.9038 O 954.792.5949 F	Natalie Customer Success Manager 1800 NW 69 th Avenue, Suite 201 Plantation, FL 33313	System used to manage services outsourced to vendors	
Faneuil	407.367.7594 M 407.418.3674	Francisco Zamora fzamira@sandyspringsga.gov Francisco.zamora@faneuil.com	Operates the City's Call Center	
GTG Enterprises	770.369.4147	Dennis Thompson	Traffic signal field services	
GC&E	404.376.0444	Scott Johnson, Sr. Account Manager	Genetec	

Vendor	Telephone #	Contact	Equipment or Service	Service Area
Lucity	800.492.2468	Account Number: 100126	Database used to manage services outsourced to vendors	
Pro-cutters Landscaping	404.668.2560	Mr. Treadwell	ROW litter	
Tyler Technologies	866.974.1117	Tom Gorman Tom.gorman@tylertech.gov	Energov-permitting system for public utilities operating in the ROW	
Yellowstone Landscaping	678.783.9743	Ramiro Remigio	ROW mowing	

Table 74: Recreation & Parks Vendor Contact List

Vendor	Telephone #	Contact	Equipment or Service	Service Area
CivicPlus CivicPlus.com	785.222.4881	Ken Tustin, CPRP Implementation Consultant	CivicRec	
Pro Cutters	770.761.6816	Shawn A. Brommel	Litter maintenance	All city parks
RC Systems, Inc.	586.469.4200 ext. 102	Chris Andrews, President candrews@recprosoftware.com	RecPro	
Yellowstone	770.435.7474 770.435.7476	Rob Tetrault Wilmer Ventura	Landscape maintenance	All city parks

Appendix L: Continuity Management Groups, by Department

(FOR OFFICIAL INTERNAL CITY OF SANDY SPRINGS USE ONLY— CONFIDENTIAL)

Table 75: 911 Call Center Continuity Management Group

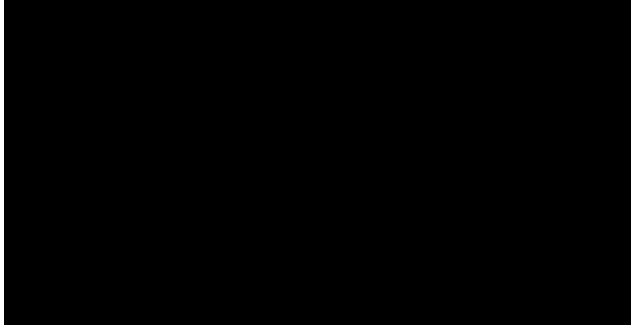
Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Beaman, Kelli (IXP)	Senior Managing Director	Answer incoming 911 calls and direct them to the appropriate Sandy Springs department.	404.843.6611			
Chandler, Yolanda	Deputy Director		404.843.6622			
Kimberly Link	Lead Shift Supervisor		404.843.6630			
Naija Robinson	Training Manager		404.843.6610			

Table 76: City Clerk's Office Continuity Management Group

Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Reyna, Karina	Assistant City Clerk	- Process open records requests. - Post city council and board of commissions' agenda and notices. - Record city council meeting minutes and post on city website.	770.206.1419			
Gonzalez, Raquel	City Clerk	Post city council and board of commissions' agenda and notices. - Record city council meeting minutes and post on city website. - Qualify candidates and submit to state. Process open records requests.	770.206.1406			
Lee, Dan	City Attorney	Process open records requests.	770.206.7394			

Table 77: Communication and Media Continuity Management Group

Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Coffer, Dan	Interim Communications Director	Communicate with internal and external audiences.	770.206.1476			
Green, Jason	Web Developer & Multimedia Specialist		770.206.1474			
Shavin, Marla	Communications/PR		770.204.1475			

Table 78: Community Development Continuity Management Group

Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
George, Kamira	Building Department Administrative Assistant	Issue building permits.	770.206.1424			
Amsberry, John	Site Plan Reviewer	Issue building permits.	770.206.1514			
Anspach, Matthew	Sr. Planner	Issue building permits.	770.206.1501			
Bell, Dwayne	Permit Tech	Issue building permits.	770.206.1524			
Borissov, Plamen	Building Inspector 3	- Assess buildings. - Issue building permits.	770.238.8183			
Brown, Kenneth	Code Enforcement Officer 2	Enforce municipal codes.	770.687.5452			
Tatum, Francheska	Code Enforcement Administrator	Assists Code Enforcement	770.262.0973			
Cheek, John	City Architect	Issue building permits.	770.206.1538			
Copeland, Greg	Code Enforcement Officer 1	Enforce municipal codes.	770.713.4712			
Davila, Jesus	Land Development Manager	Issue building permits.	770.687.5034			
Eleton, Wayne	Site Plan Reviewer	Issue building permits.	770.206.1521			
Fields, Miranda	Executive Assistant	Issue building permits.	770.206.1511			

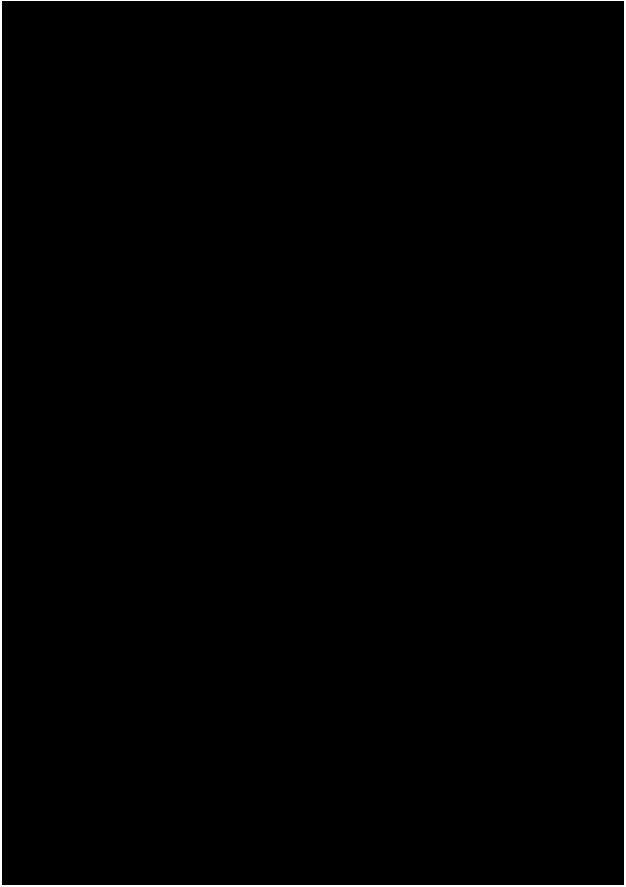
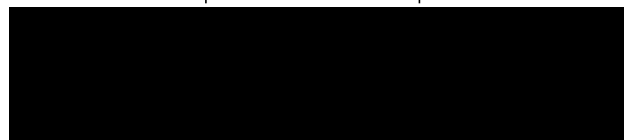
Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Wiltz, Samantha	Planning Clerk	• Issue building permits.	770.206.4457			
Brule, Ashley	Permit Coordination Specialist	• Issue building permits.	770.206.1523			
Owens, Helen	Planner III	• Issue building permits.	770.206.1536			
Kell, Wayne	Building Inspector 2	• Assess buildings.	770.853.4252			
Lee-Romes, Jennifer	Code Enforcement Supervisor	• Enforce municipal codes.	770.362.0327			
Livingston, Jonathan	Building Officer	• Assess buildings. • Issue building permits.	770.687.5037			
Muñoz, Gail	Plan Reviewer	• Issue building permits.	770.710.3630			
Amsberry, Jon	Site Plan Reviewer/City Engineer	• Issue building permits.	770.206.1567			
Williams, LaQuita	Planner	• Issue building permits.	770.206-2077			
Smith, Yvonne	Code Enforcement Manager	• Enforce municipal codes.	678.373.9899			
Sottile, Ginger	Community Development Director	• Issue building permits.	770.687.5273			

Table 79: Facilities and Buildings Continuity Management Group

Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Ziegenmeyer, Carl	Facility Manager	- Maintain City Springs building. - Maintain warehouse at Trowbridge.	770.206.4395			
May, Warren	Chief Building Engineer		770.206.7893			
Culver, Rick	Dock Master	Provide security and maintain dock operations.	770.206.2534			
Callozzo, Stephen	Building Engineer	- Maintain City Springs building. - Maintain warehouse at Trowbridge.	N/A			
Pillion, Jeff	Security Manager		770.206.4398			

Table 80: Finance Continuity Management Group

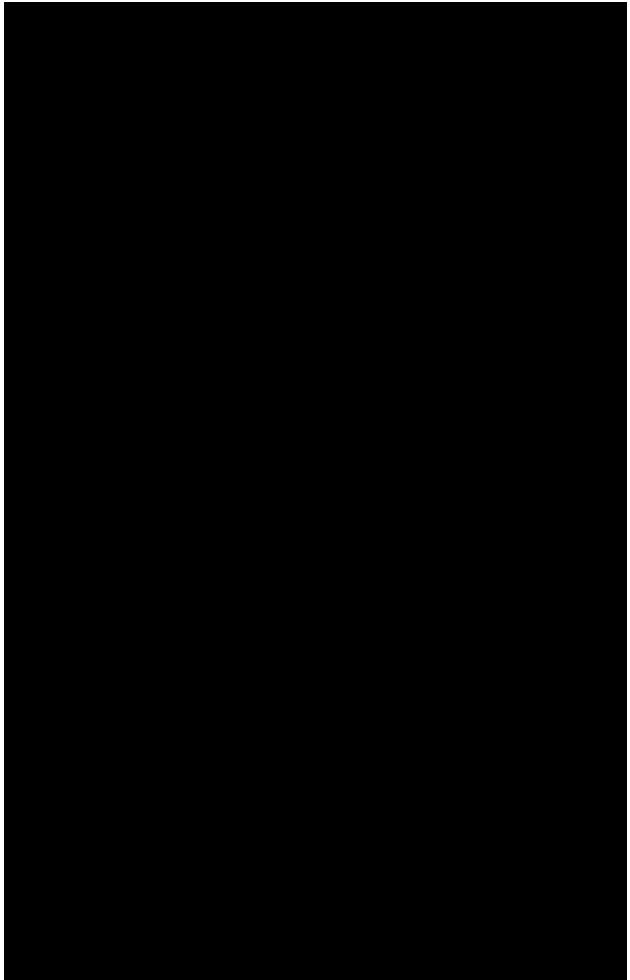
Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Peters, Pellum	Revenue Manager	Process revenue payments (permits, taxes, licenses, fines, etc.).	770.206.1423			

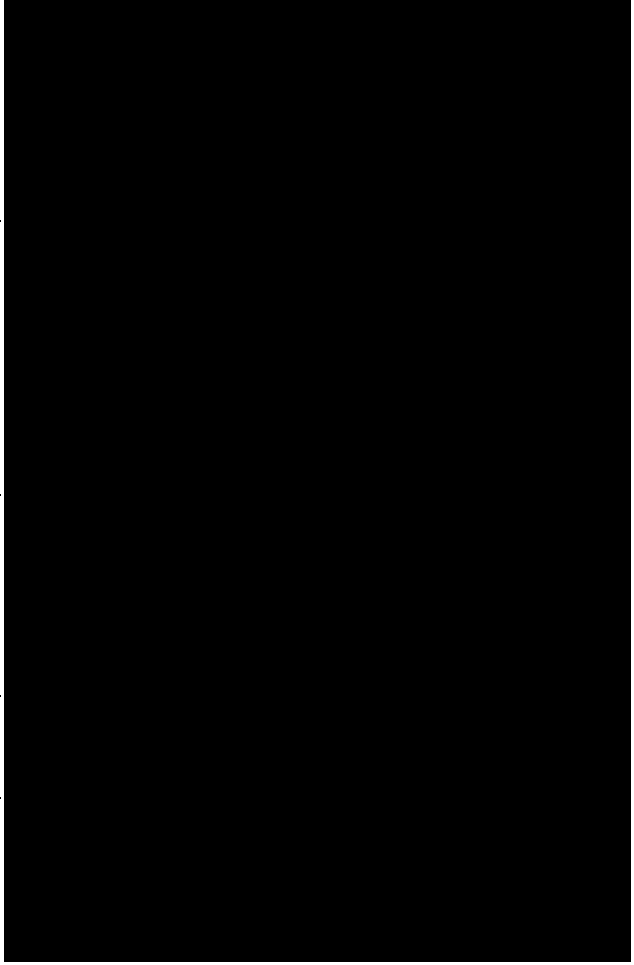
Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Smith, George ,	Asst. Finance Director	- Process accounts payable. - Purchase goods for city departments. - Process revenue payments (permits, taxes, licenses, fines, etc.). - Process payroll.	770.206.1471			
Carlisle, Toni	CFO	- Process accounts payable. - Purchase goods for city departments. - Process revenue payments (permits, taxes, licenses, fines, etc.). - Review payroll.	770.206.1458			
Glass, Charise	Purchasing Manager	Purchase goods for city departments.	770.206.2069			
Mileva, Mariela	A/P Manager	Process accounts payable.	770.206.1440			
Hill, Delores	Purchasing Specialist	Purchase goods for city departments.	770.206.1441			
Hietter, Michael	Budget Manager	Review payroll.	770.206.1437			

Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Maxwell, Bridget	A/P Specialist	Process accounts payable.	770.206.1435			
Edwards, Tammie	Revenue Specialist	Process revenue payments (permits, taxes, licenses, fines, etc.).	770.206.1462			

Table 81: Fire Department Continuity Management Group

Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
McCullers, Scott ,	Division Chief of Operations	- Provide emergency response. - Activate EM Alerting System. - Conduct post event building inspections. - Daily staffing assignments - Conduct fire and life safety inspections.	---			

Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
McColl, Scott ,	Deputy Fire Marshal	- Conduct post event building inspections. - Conduct fire and life safety inspections.	770.206.4368			
Campbell, Chris	Division Chief, FMO	- Provide EOC representation during activation. - Conduct post event building inspections. - Conduct fire and life safety inspections.	770.206.4370			
		.				
McCuller, Scott ,	Division Chief of Admin, Operations, and Support Services	- Provide emergency response. - Maintain fire equipment, facilities, and inventory.	678.297.6279			
Dunn, David	Fire Inspector	Conduct fire and life safety inspections.	770.206.4375			
Laudermilk, James	Battalion Chief , A shift	Daily staffing assignments.	770.206.4414 Sta #2			

Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
DuPree, Sandra	Section Chief of Health and Safety	- Provide emergency response. - Maintain fire equipment, facilities, and inventory.	770.551.3318			
McClendon, Reggie	Section Chief of Support Services	- Provide EOC representation during activation. - Maintain fire equipment, facilities, and inventory.	770.206.2047			
White-Isaac, Imani	Section Chief of Emergency Management	- Provide EOC representation during activation. - Activate EM Alerting System.	470.446.4729			
Coleman, Thomas	Battalion Chief , B shift	Daily staffing assignments.	770.206.4412 Sta #52			
Sanders, Keith	Fire Chief	- Provide EOC representation during activation. - Activate EM Alerting System.	770.206.2081			

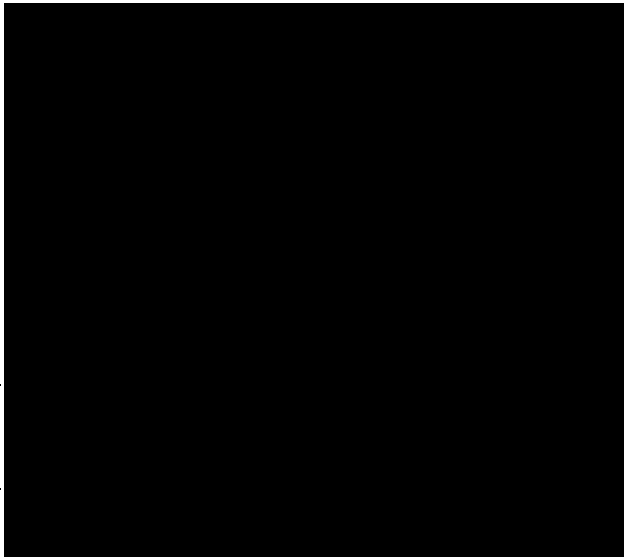
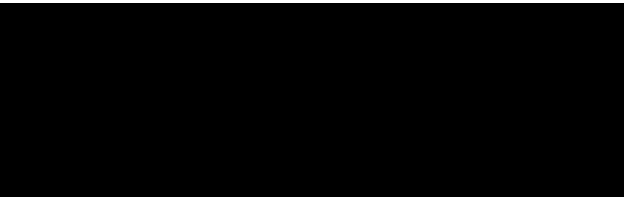
Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Taylor, Jason	Section Chief of Training	• Provide EOC representation during activation. • Provide emergency response. • Activate EM Alerting System. • Maintain fire equipment, facilities, and inventory.	---			
Westbrook, William	Fire Plans Examiner	• Conduct post event building inspections.	770.206.4365			
Willbanks, Donald	Battalion Chief	• Daily staffing assignments.	770.206.4412 Sta #52			

Table 82: Human Resources Continuity Management Group

Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Emery, Jennifer	HR Director	• Provide incident reports to insurance to file claims. • Manage employee benefits.	770.206.1466			

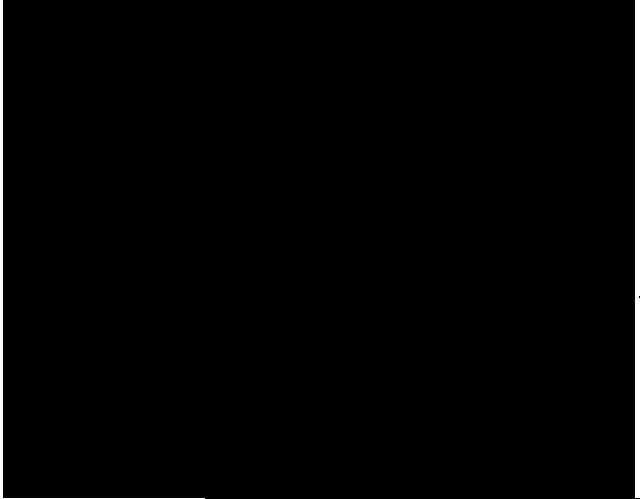
Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Webb, Beverly	Human Resource Generalist	Manage employee benefits.	770.206.2535			
Martinez, Paola	Human Resource Generalist	- Provide incident reports to insurance to file claims - Manage employee benefits.	770.206.1461			
Saldaña, Nelson	HR Manager	- Provide incident reports to insurance to file claims. - Manage employee benefits.	770.206.4437			

Table 83: Information Technology Continuity Management Group

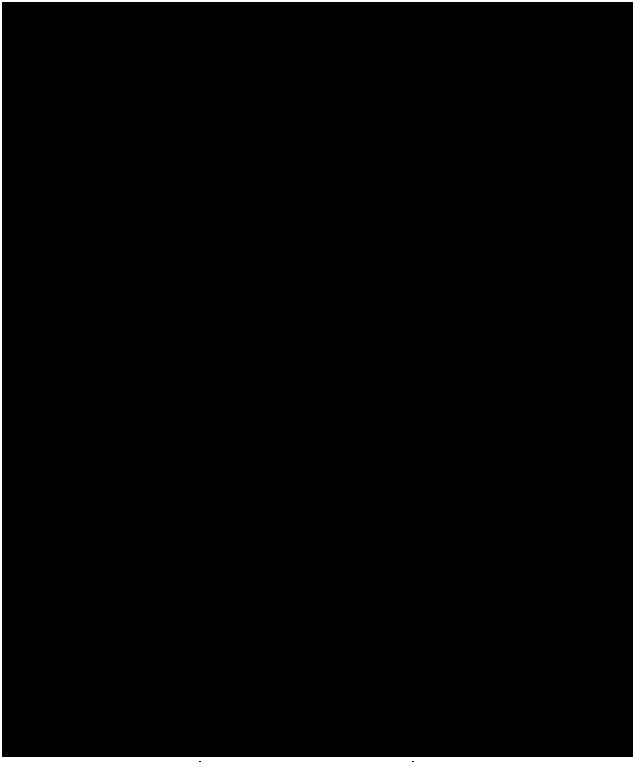
Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Martin, TJ	Helpdesk Manager	Support the Helpdesk	770.206.1488			
Tang, Quang	Sr. Network Engineer	Support critical Infrastructure	770.206.1486			
Galloway, Zane	Sr. System Engineer	Support the help desk.	770.206.1497			
Cronmiller, Charles	Infrastructure Manager	Support critical infrastructure	770.206.1495			
Lawlor, Bridget	GIS Manager	Provide maps and updated situational awareness.	770.206.1491			
Lents, Tyler	GIS Technician	Provide maps and updated situational awareness.	770.206.2084			
Pike, Kayden	GIS Analyst	Provide maps and updated situational awareness.	770.206.2043			
Crowe, Johnathan	IT Director	Support the IT department	770.206.1438			

Table 84: Municipal Court Continuity Management Group

Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Work Cell	Other (Spouse)
Lewis, Shandie	Senior Clerk	• Hold court.	770.206.2533			
Bettis, Alisha	Asst. Clerk of Court	• Hold court.	770.206.2536			
Ernst, Marcie	Judge	• Conduct first appearances (jail court).	N/A			
Schaefer, Donald	Chief Judge	• Conduct first appearances (jail court).				
Lynch, Jami	Terminal Access Coordinator	• Hold court and GCIC				
Roney, Cheston	Court Administrator/ Clerk of Court	• Hold court.	770.206.2570			

Table 85: Police Department Continuity Management Group

Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Captain Vik	Patrol Commander	• Respond to 911 calls.	770.551.6929			

Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Lieutenant R. Johnson	Patrol Day A	Respond to 911 calls.	770.551.6941			
Lieutenant J. McNabb	Patrol Day B	Respond to 911 calls.	770.551.6932			
Lieutenant R. Finley	Patrol Eve B	Respond to 911 calls.	770.551.3310			
Lieutenant D. Romero	Patrol Eve A	Respond to 911 calls.	770.551.6959			
Wright, Candace	Supervisor	Verify warrants.	770.551.6902			
Captain Spears	Commander	- Provide court security. - Transport inmates.	770.551.3302			
Sergeant Guy	Sergeant-Supervisor	- Provide court security. - Transport inmates.	770.317.5095			
Sergeant Bertrand	Sergeant-Supervisor	- Provide court security. - Transport inmates.	770.551.6922			
Officer Rose	Officer	- Provide court security. - Transport inmates.	N/A			

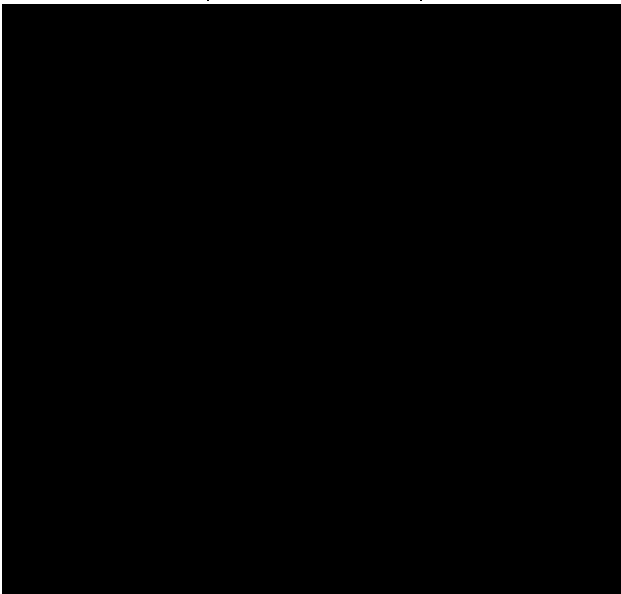
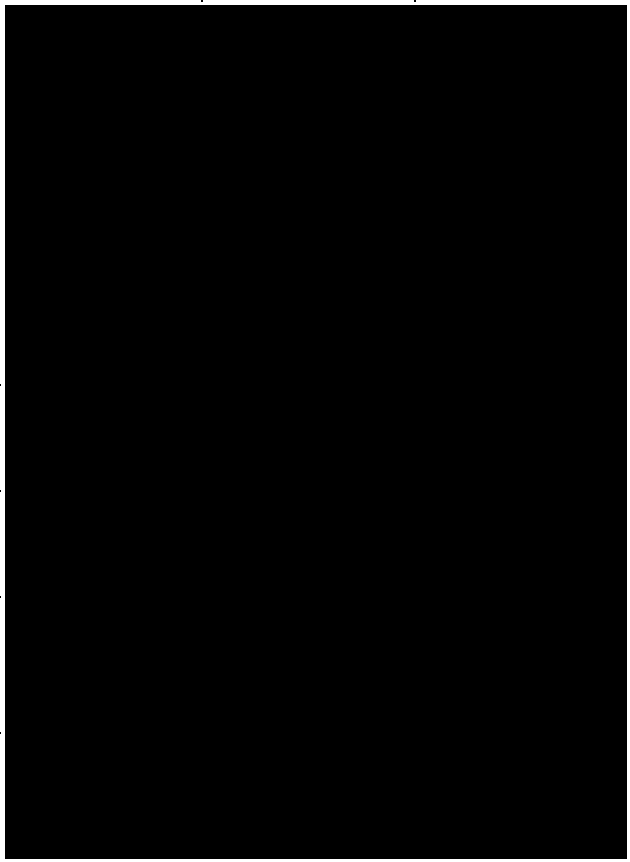
Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Captain Spears	Commander	Conduct criminal investigations.	770.551.3302			
Sergeant Ortego	Sergeant	Conduct criminal investigations.	770.551.6949			
Sergeant Jon Williams	Sergeant	Conduct criminal investigations.	770.551.3296			
Sergeant Simone	Sergeant	Conduct criminal investigations.	770.551.6934			
Sergeant Finley	Sergeant-Supervisor	Intake and maintain criminal evidence.	770.551.3310			
Bruce, Katrine	Officer	Intake and maintain criminal evidence.	770.551.6909			
Gwin, Aurora	Officer	Intake and maintain criminal evidence.	770.551.6909			

Table 86: Public Works Continuity Management Group

Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Fallahi, Amir	Stormwater Unit Manager	- Coordinate the City's Call Center calls for Public Works. - Conduct stormwater inspections. - Submit MS4 report for public stormwater facility to the State.	770.206.2524			
Bunting, Jim	Traffic Management Center, Manager	Manage Traffic Management Center.	770.206.2525			
Le, Cao	Stormwater Project Coordinator	Conduct stormwater inspections.	770.206.1541			
Johnson, Allen	TSPLOST Unit Manager	Coordinate the City's Call Center calls for Public Works.	770.206.2013			
Yeargin, Mitch	Field Service Unit Manager	Coordinate the City's Call Center calls for Public Works.	770.206.2574			

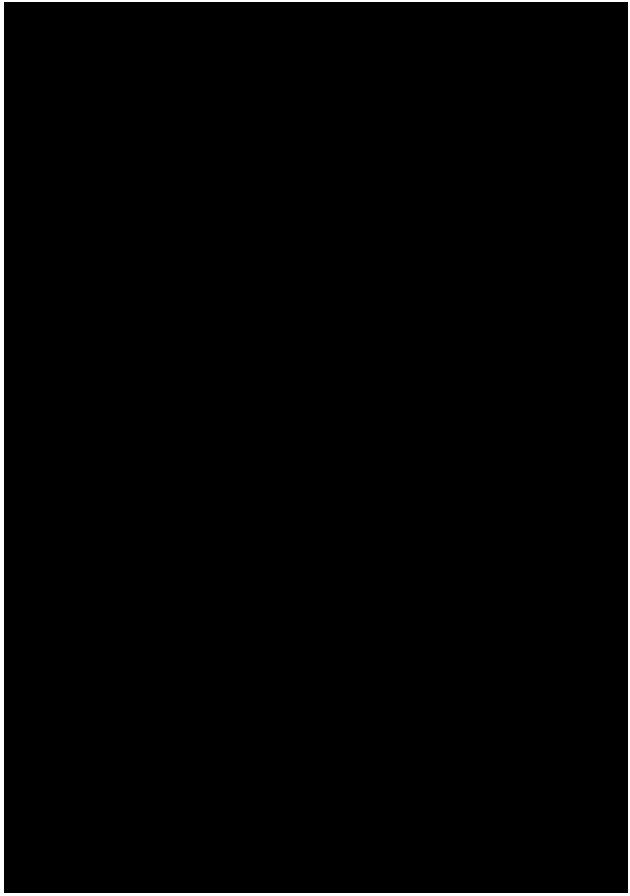
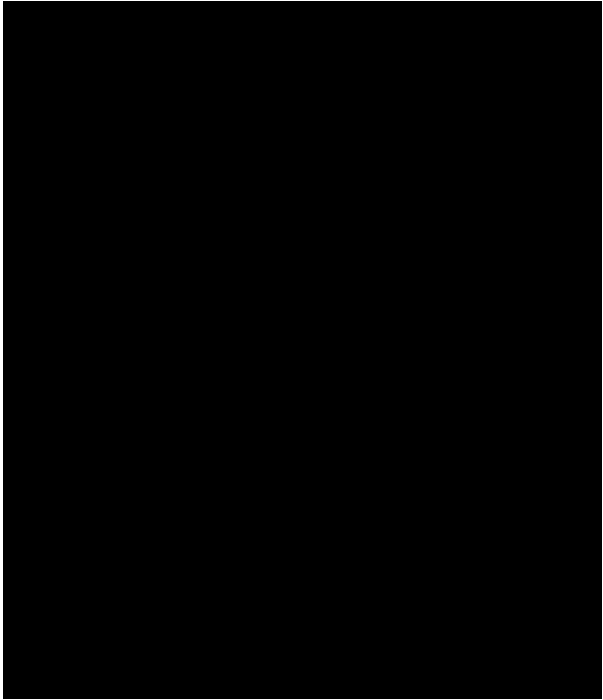
Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Fallahi, Amir	Stormwater Unit Manager	- Conduct stormwater inspections. - Submit MS4 report for public stormwater facility to the State.	770.206.2524			
Bunting, Jim	Traffic Systems Operations Manager	Manage Traffic Management Center.	770.206.2525			
Waterman, Paris	Traffic Center Engineer	Manage Traffic Management Center.	770.206.2096			
Venissat, Chris	Stormwater Project Coordinator	Conduct stormwater inspections.	770.206.2553			
Waters, Wesley	CIP Unit Manager	Coordinate the City's Call Center calls for Public Works.	770.206.2554			
Wescott, Kristen	Traffic/Transportation Unit Manager	- Coordinate the City's Call Center calls for Public Works. - Manage Traffic Management Center.	770.206.2018			

Table 87: Recreation & Parks Continuity Management Group

Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Norton, David	Landscape Manager	Oversee maintenance of Sandy Springs facilities and parks.	770.206.1572			
Ciaccio, Steve	Deputy Director	Oversee maintenance of Sandy Springs facilities and parks.	770.206.2030			
Hopper, Chris	Park Supervisor	Oversee maintenance of Sandy Springs facilities and parks.	770.206.2036			
Jarrett, Jane	Program Manager	Coordinate and facilitate programming through public schools and Sandy Springs facilities.	770.206.2039			

Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Jordan, Hunter	Recreation Program Specialist	Coordinate and facilitate programming through public schools and Sandy Springs facilities.	770.206.2093			
Perry, Mike	Recreation and Parks Director	Oversee maintenance of Sandy Springs facilities and parks.	770.206.2034			
Ramos, Trevor	Athletics Manager	Coordinate and facilitate programming through public schools and Sandy Springs facilities.	770.206.2040			
Sherman, Erika	Executive Assistant	Coordinate and facilitate programming through public schools and Sandy Springs facilities.	770.206.2019			

Team Member	Title/Position	COOP Role	Contact Telephone Numbers			
			Work	Home	Cell	Other (Spouse)
Riggsbee, Jimmy	Administrative Assistant	Coordinate and facilitate programming through public schools and Sandy Springs facilities.	770.206.2035			

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Appendix M: Glossary of Terms

Activation: The implementation of COOP capabilities, procedures, activities, and plans in response to a disruption event.

Backup (Data): A process by which data, electronic or paper-based, is copied in some form so as to be available and used if the original data from which it originated is lost, destroyed, or corrupted.

Backup Generator: An independent source of power, usually fueled by diesel or natural gas.

Business Continuity: The ability of a department to ensure continuity of service and support for its customers and to maintain its viability before, after, and during an event.

Business Continuity Planning (BCP): The process of developing advance arrangements and procedures that enable a department to respond to an event in such a manner that critical business functions continue with planned levels of interruption or essential change.

Similar Terms: Contingency Planning, Disaster Recovery Planning, Business Resumption Planning, Continuity Planning

Business Continuity Strategy: An approach by a department that may ensure its recovery and continuity in the face of a disaster or other major outage. Plans and methodologies are determined by the department's strategy. There may be more than one solution to fulfill a department's strategy. Examples: internal or external hot site or cold site, alternate work area reciprocal agreement, mobile recovery, quick ship/drop ship, consortium-based solutions, etc.

Business Impact Analysis (BIA): A process designed to prioritize business functions by assessing the potential quantitative (financial) and qualitative (non-financial) impact that might result if a department was to experience a business continuity event.

Business Interruption: Any event, whether anticipated (e.g., public service strike) or unanticipated (e.g., blackout), that disrupts the normal course of business operations at a department's location.

Similar Terms: Outage, Service Interruption

Associated Terms: Business Interruption Costs, Business Interruption Insurance

Business Recovery Timeline: The chronological sequence of recovery activities or critical paths that must be followed to resume an acceptable level of operations following a business interruption. This timeline may range from minutes to weeks, depending upon the recovery requirements and methodology.

Call Tree: A document that graphically depicts the calling responsibilities and the calling order used to contact management, employees, customers, vendors, and other key contacts in the event of an emergency, disaster, or severe outage situation.

Cold Site: An alternate facility that already has in place the environmental infrastructure required to recover critical business functions or information systems but does not have any pre-installed computer hardware, telecommunications equipment, communication lines, etc. These must be provided at the time of disaster.

Related Terms: Alternate Site, Hot Site, Interim Site, Internal Hot Site, Recovery Site, Warm Site

Contingency Plan: A plan used by a department or business unit to respond to a specific systems failure or disruption of operations. A contingency plan may use any number of resources, including workaround procedures, an alternate work area, a reciprocal agreement, or replacement resources.

Continuity Facility: An alternate operating location to be used for business functions when the primary facilities are inaccessible. 1) Another location, computer center, or work area designated for recovery. 2) A location, other than the main facility, that can be used to conduct business functions. 3) A location, other than the normal facility, used to process data and/or conduct critical business functions in the event of a disaster.

Similar Terms: Cold Site, Hot Site, Interim Site, Internal Hot Site, Recovery Site, Warm Site

Continuity of Operations (COOP) Plan: A plan that provides guidance on the system restoration for emergencies, disasters, mobilization, and for maintaining a state of readiness to provide the necessary level of information processing support commensurate with the mission requirements/priorities identified by the respective functional proponent. The federal government and its supporting agencies traditionally use this term to describe activities otherwise known as Disaster Recovery, Business Continuity, Business Resumption, or Contingency Planning.

Crisis: A critical event that, if not handled in an appropriate manner, may dramatically impact a department's profitability, reputation, or ability to operate; or, an occurrence and/or perception that threatens the operations, staff, shareholder value, stakeholders, brand, reputation, trust, and/or strategic/business goals of a department.

Critical Functions: Business activities or information that could not be interrupted or be unavailable for several business days without significantly jeopardizing the operation of the organization.

Critical Infrastructure: Systems whose incapacity or destruction would have a debilitating impact on the economic security of an organization, community, nation, etc.

Critical Records: Records or documents that, if damaged or destroyed, would cause considerable inconvenience and/or require replacement or recreation at considerable expense.

Damage Assessment: The process of assessing damage, following a disaster, to computer hardware, vital records, office facilities, etc. and determining what can be salvaged or restored and what must be replaced.

Data Backup: The backup of system, application, program, and/or production files to media that can be stored both on- and/or off-site. Data backups can be used to restore corrupted or lost data or to recover entire systems and databases in the event of a disaster. Data backups should be considered confidential and should be kept secure from physical damage and theft.

Data Backup Strategies: Those actions and backup processes determined by a department to be necessary to meet its data recovery and restoration objectives. Data backup strategies will determine the timeframes, technologies, media, and off-site storage of the backups, and may ensure that recovery point objectives and recovery time objectives can be met.

Data Recovery: The restoration of computer files from backup media to restore programs and production data to the state that existed at the time of the last safe backup.

Database Replication: The partial or full duplication of data from a source database to one or more destination databases. Replication may use any number of methodologies, including mirroring or shadowing, and may be performed synchronous, asynchronous, or point-in-time depending on the technologies used, recovery point requirements, distance and connectivity to the source database, etc. Replication can, if performed remotely, function as a backup for disasters and other major outages.

Similar Terms: File Shadowing, Disk Mirroring

Declaration: A formal announcement by pre-authorized personnel that a disaster or severe outage is predicted or has occurred and that triggers pre-arranged mitigating actions (e.g., a move to an alternate site).

Similar Terms: Invocation

Dependency: The reliance, directly or indirectly, of one activity or process upon another.

Devolution: The delegation of authority or duties to a subordinate or substitute in the event of total dismantlement of the organization and loss of personnel.

Disaster: A sudden, unplanned, calamitous event causing great damage or loss as defined or determined by a risk assessment and Business Impact Analysis. 1) Any event that creates an inability on a department's part to provide critical business functions for some predetermined period of time. 2) In the business environment, any event that creates an inability on a department's part to provide the critical business functions for some predetermined period of time. 3) The period when company management decides to divert from normal production responses and exercises to its disaster recovery plan; it typically signifies the beginning of a move from a primary to an alternate location.

Similar Terms: Business Interruption, Outage, Catastrophe

Disaster Recovery Plan: The management-approved document that defines the resources, actions, tasks, and data required to manage the recovery effort. Usually refers to the technology recovery effort. This is a component of the Business Continuity Management Program.

Disaster Recovery Planning: The technological aspect of business continuity planning. The advance planning and preparation that is necessary to minimize loss and ensure continuity of the critical business functions of a department in the event of disaster.

Similar Terms: Contingency Planning, Business Resumption Planning, Corporate Contingency Planning, Business Interruption Planning, Disaster Preparedness

Disruption Event: Any event, whether manmade or natural, that disrupts the ability of an organization to conduct its essential functions.

Emergency: An unexpected or impending situation that may cause injury, loss of life, or destruction of property or that may cause the interference, loss, or disruption of a department's normal business operations to such an extent that it poses a threat.

Event: Any occurrence that may lead to a business continuity incident.

Executive/Management Succession: A predetermined plan for ensuring the continuity of authority, decision making, and communication in the event that key members of senior management suddenly become incapacitated, or in the event that a crisis occurs while key members of senior management are unavailable.

Exercise: A people-focused activity designed to execute business continuity plans and evaluate the individual and/or department performance against approved standards or objectives. Exercises can be announced or unannounced and are performed for the purpose of training and conditioning team members and validating the business continuity plan. Exercise results identify plan gaps and limitations and are used to improve and revise the business continuity plans. Types of exercises include: tabletop exercise, simulation exercise, functional exercise, operational exercise, mock disaster, desktop exercise, and full-scale exercise.

Hot Site: An alternate facility that already has in place the computer, telecommunications, and environmental infrastructure required to recover critical business functions or information systems.

Related Terms: Alternate Site, Cold Site, Warm Site

Incident: An event that is not part of a standard operating business, may impact or interrupt services, and, in some cases, may lead to disaster.

Related Terms: Crisis, Event

MEF Performance Team: Teams of individuals who have been trained to deploy to a continuity facility to continue essential functions.

Manual Procedures: An alternative method of working following a loss of IT systems. As working practices rely more and more on computerized activities, the ability of a department to fall back to manual alternatives decreases. However, temporary measures and methods of working can help mitigate the impact of a business continuity event and give staff a feeling of doing something.

Mission-Critical Application: An application that is essential to the department's ability to perform necessary business functions. Loss of the mission-critical application would have a negative impact on the business, as well as legal or regulatory impacts.

Off-Site Storage: Any place physically located a significant distance away from the primary site where duplicated equipment and vital records (hard or electronic copies) may be stored for use during recovery.

Plan Maintenance: The management process of keeping a department's business continuity management plans current and effective. Maintenance procedures are a part of the process of reviewing and updating the business continuity plans on a defined schedule.

Reciprocal Agreement: An agreement between two departments (or two internal business groups) with similar equipment/environment that allows each one to recover at the other's location.

Recovery: The implementation of the prioritized actions required to return the processes and support functions to operational stability following an interruption or disaster.

Recovery Point Objective (RPO): From a business perspective, the maximum amount of data loss the business can incur in an event; the targeted point in time in which systems and data must be recovered after an outage, as determined by the business unit.

Recovery Time Objective (RTO): The period of time within which systems, applications, or functions must be recovered after an outage (e.g., one business day). RTOs are often used as the basis for the development of recovery strategies and as a determinant for implementing the recovery strategies during a disaster situation.

Similar Term: Maximum Allowable Downtime

Resilience: The ability of a department to absorb the impact of a business interruption while continuing to provide a minimum acceptable level of service.

Response: The reaction to an incident or emergency to assess the damage or impact and to ascertain the level of containment and control activity required. In addition to addressing matters of life safety and evacuation, response also addresses the policies, procedures, and actions to be followed in the event of an emergency.

Similar Terms: Emergency Response, Disaster Response, Immediate Response, Damage Assessment

Restoration: The process of planning for and/or implementing procedures for the repair of hardware, relocation of the primary site and its contents, and return to normal operations at the permanent operational location.

Reconstitution: The process of planning for and/or implementing the restarting of defined business processes and operations following a disaster. This process commonly addresses the most critical business functions within Business Impact Analysis-specified timeframes.

Risk: The potential for exposure to loss. Risks, either man-made or natural, are constant. The potential is usually measured by its probability in years.

Simulation Exercise: One method of exercising teams in which participants perform some or all of the actions they would perform in the event of plan activation. Simulation exercises, which may involve one or more teams, are performed under conditions that at least partially simulate “disaster mode.” They may or may not be performed at the designated alternate location, and they typically use only a partial recovery configuration.

Single Point of Failure (SPOF): A unique pathway or source of a service, activity, and/or process. Typically, there is no alternative, and a loss of that element could lead to a failure of a critical function.

Stand Down: A formal notification that the response to a business continuity event is no longer required or has been concluded.

Supply Chain: All suppliers, manufacturing facilities, distribution centers, warehouses, customers, raw materials, work-in-process inventory, finished goods, and all related information and resources involved in meeting customer and departmental requirements.

Tabletop Exercise: A method of exercising teams in which participants review and discuss the actions they would take per their plans but in which they do not perform any of these actions. The exercise can be conducted with a single team or multiple teams, typically under the guidance of exercise facilitators.

Test: A pass/fail evaluation of infrastructure (e.g., computers, cabling, devices, hardware) and/or physical plant infrastructure (e.g., building systems, generators, utilities) to demonstrate the anticipated operation of the components and system. Tests are often performed as part of normal operations and maintenance. Tests are often included within exercises.

Related Term: Exercise

Threat: A combination of the risk, the consequence of that risk, and the likelihood that the negative event may take place. (Example threats: natural, man-made, technological, and political disasters)

Associated term: Risk

Uninterruptible Power Supply (UPS): A backup supply that provides continuous power to critical equipment in the event that commercial power is lost.

Vital Record: A record that must be preserved and available for retrieval if needed.

Warm Site: An alternate processing site that is equipped with hardware, communications interfaces, power, and environmental conditioning capable of providing backup after additional provisioning, customization, or data restoration.

Workaround Procedures: The interim procedures that may be used by a business unit to enable it to continue to perform its critical functions during the temporary unavailability of specific application systems, electronic or hard copy data, voice or data communication systems, specialized equipment, office facilities, personnel, or external services.

Similar Term: Interim Contingencies

City of Sandy Springs Emergency Operations Plan

November 2022



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Promulgation Statement

CITY OF SANDY SPRINGS EMERGENCY OPERATIONS PLAN (EOP) PROMULGATION

The primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

The City of Sandy Springs Emergency Operations Plan provides a comprehensive framework for City-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, state, federal, and private organizations and resources that may be activated to address disasters and emergencies in the City of Sandy Springs.

The City of Sandy Springs Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and federal guidance.

Therefore, in recognition of the emergency management responsibilities of the City of Sandy Springs government and with the authority vested in me as the Mayor of the City of Sandy Springs, I hereby promulgate the City of Sandy Springs Emergency Operations Plan.

Mayor
City of Sandy Springs

Date

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Approval and Implementation

This plan supersedes the City of Sandy Springs Emergency Operation Plan (EOP) dated 2008. This EOP describes the management and coordination of resources and personnel during periods of major emergency. This EOP is developed to ensure mitigation and preparedness, appropriate response, and timely recovery from natural and human-caused hazards that may affect residents of the City of Sandy Springs. This plan is also intended to clarify expectations for an effective response by local officials in support of first responders in the field that can save lives, protect property, and more quickly restore essential services. This plan was developed with lessons learned from previous disasters and emergencies that have threatened the City of Sandy Springs, as well as exercises and training events.

The City of Sandy Springs EOP delegates the Mayor's authority to specific individuals in the event that he or she is unavailable. The chain of succession in a major emergency or disaster is as follows:

1. City Manager or designee
2. Fire Chief or designee
3. Police Chief or designee

Date

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Signature Page

As authorized government officials, we understand and agree to the requirements of this EOP and the Georgia Emergency Management Act of 1981, as amended.

Mayor
City of Sandy Springs

Date

City Manager
City of Sandy Springs

Date

Fire Chief
Sandy Springs Fire Department

Date

Police Chief
Sandy Springs Police Department

Date

Director
Sandy Springs Community Development

Date

Director
Sandy Springs Public Works Department

Date

Chief Financial Officer
Sandy Springs Finance Department

Date

Director
Sandy Springs Facilities and Capital Construction
Department

Date

Director
Sandy Springs Communications Department

Date

Director
Sandy Springs Information Services Department

Date

Director
Sandy Springs Parks and Recreation Department

Date

Director
Sandy Springs Human Resources Department

Date

Record of Changes

The City of Sandy Springs Emergency Operations Plan (EOP) was first developed and originally adopted in 2008. The original EOP was substantially updated in 2019. This plan, including all annexes, shall be reviewed on a yearly basis and may be reviewed when one of the following takes place:

- A formal update of planning guidance or standards
- A plan activation or major exercise
- The enactment of new or amended disaster or emergency laws, ordinances, and/or policy changes

Change Number	Change Date	Part Affected	Name of Poster
1.	11.2022	Census data, corporate headquarters and city facility information in Situation Overview	Imani White-Isaac
2.	11.2022	Mutual Aid Planning Assumptions	Imani White-Isaac
3.	11.2022	Communications responsibilities for City Manager, Mayor, and Council	Imani White-Isaac
4.	11.2022	Human Resource Responsibilities	Imani White-Isaac
5.	11.2022	Parks and Recreation Responsibilities	Imani White-Isaac
6.	11.2022	Use of Local Firms and Points of Dispensing locations	Imani White-Isaac
7.	11.2022	Plan development and Maintenance	Imani White-Isaac
8.	11.2022	Added page number to all Annex references	Imani White-Isaac
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Plan Distribution

This Emergency Operations Plan (EOP) will be distributed to the City of Sandy Springs departments and agencies listed below. Notifications will be made when there are updates or revisions made to the EOP.

- Mayor's Office
- City Management
- Fire Department
- Police Department
- Public Works
- Community Development
- Recreation and Parks
- Facilities
- Finance
- Human Resources
- Information Services
- Communications

This EOP will also be made available to any and all stakeholders with an interest in emergency operations within the City of Sandy Springs. The most current document will be maintained by the Fire Department and printed copies will be available in the Emergency Operations Center.

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Basic Plan

Hazardous conditions and situations exist in all communities, and the City of Sandy Springs, Georgia, is no exception. The City is vulnerable to a range of natural hazards, such as tornados, flooding, and ice storms; technological emergencies, including hazardous chemical spills; and human-caused incidents, such as active-assailant events. In times of an emergency, the mission of the City of Sandy Springs municipal government is to protect the health, safety, and well-being of its citizens and mitigate—to the extent possible—damage to infrastructure and property. The City will aim to take immediate, effective action to direct, mobilize, coordinate, and apply local resources in support of response and recovery operations.

Purpose

This Emergency Operations Plan (EOP) presents a comprehensive, all-hazards approach to guide incident management activities through all stages of an incident. The EOP outlines the general concept of operations that the City will follow to coordinate response efforts through the Emergency Operations Center (EOC). The EOP also identifies the organization and roles and responsibilities of each City department in supporting EOC operations. These roles and responsibilities are aligned with functions routinely performed by these organizations.

Scope

This EOP is primarily intended for City of Sandy Springs personnel; however, it may also be used by neighboring cities and counties and other jurisdictions to plan, implement, and coordinate emergency management activities that span multiple jurisdictions. It can be activated in support of local emergency situations, major disasters, and planned events.

This EOP is not intended to be a detailed procedural document. This EOP guides the work described in related procedural documents, such as hazard-specific annexes, individual department plans, standard operating procedures (SOPs), and job aids. Some existing departmental plans and procedures may require revision to reflect policies or practices described in this EOP.

This EOP aligns with planning guidance set forth in Federal Emergency Management Agency (FEMA) *Comprehensive Preparedness Guide 101 (CPG-101) Developing and Maintaining Emergency Operations Plans*. It applies the concepts of the National Incident Management System (NIMS) and the Incident Command System (ICS).

Plan Organization

The EOP consists of the following components:

- **Basic Plan** includes the introduction; concept of operations; organization and assignment of responsibilities; direction and control; information collection, analysis, and dissemination; communications; administration, finance and logistics; plan development and maintenance; and authorities and references.
- **Hazard-specific Annexes for Winter Storm, Flood, Hazardous Materials, and Severe Weather** that describe additional operations and actions needed to address conditions related to these incidents. These Annexes include roles and responsibilities of City departments specific to the type of incident.

- **Emergency Support Function (ESF) Annexes** detail how City departments and other community and regional partners may organize and coordinate efforts to carry out actions to support the following missions. ESF Annexes are provided in a separate attachment.
 - **ESF-1 Transportation:** Provides coordination and transportation resources to the City of Sandy Springs to assist with citizen evacuations and mobilizing supplies and equipment before, during, and after an emergency or disaster.
 - **ESF-2 Emergency Communications:** Provides for the receipt and dissemination of emergency notifications, including terrorist attacks, natural and technological disasters, hazardous materials (HazMat) incidents, and any other large-scale emergencies that will affect the City of Sandy Springs and neighboring jurisdictions.
 - **ESF-3 Public Works:** Provides services and activities, including public works and engineering services, and energy support services. Public works and engineering services include coordination with appropriate agencies and/or the private sector for technical assistance, inspection, evaluation, repair, and maintenance of utility services; debris removal; and restoration and repair of roads and bridges. Energy support services involve provision of emergency power supply and transportation of fuel resources only.
 - **ESF-4 Firefighting:** Provides guidance and direction to the City of Sandy Springs for coordination of fire services and operations before, during, and after an emergency or disaster.
 - **ESF-5 Emergency Management:** Provides guidance and direction to the City of Sandy Springs for coordination of emergency management services and operations before, during, and after an emergency or disaster. Responsible for supporting overall activities of the City government during local incidents.
 - **ESF-6 Mass Care, Housing, and Human Services:** Provides mass care, including shelter, mass feeding, housing, and human-services support for victims and displaced persons before, during, and after an emergency or disaster.
 - **ESF-7 Resource Support:** Provides guidance for management of resources before, during, and after an emergency or disaster.
 - **ESF-8 Public Health and Medical Services:** Provides guidance for coordination of health and medical services and operations before, during, and after an emergency or disaster.
 - **ESF-9 Search and Rescue:** Provides guidance for coordination of resources for search and rescue operations during an emergency or disaster.
 - **ESF-10 Hazardous Materials Response:** Provides guidance for coordination of response personnel and equipment for incidents involving hazardous materials disaster.
 - **ESF-11 Agriculture and Natural Resources:** Provides guidance for (1) the assurance of food safety and food defense; (2) the control and eradication of an outbreak of a highly contagious or economically devastating animal disease, highly infective exotic plant disease, or economically devastating plant pest infestation; (3) the assistance during a natural disaster affecting animals and terrestrial wildlife; (4) the protection of natural and cultural resources and historic properties resources prior to, during, and after an emergency or disaster.
 - **ESF-12 Energy and Utilities:** Provides guidance for coordination of responses to maintain or re-establish natural gas, phone services, electric, and water and sewer utility services before, during, and after an emergency or disaster.
 - **ESF-13 Public Safety and Security:** Provides guidance for ensuring the safety of life and property before, during, and after an emergency or disaster.

- **ESF-14. Cross-Sector Business and Infrastructure:** Provides for the proper coordination of cross-sector operations among infrastructure owners and operators, businesses, and their government partners.
- **ESF-15 External Affairs:** Provides guidance for all information and external communications activities for the City of Sandy Springs' agencies and organizations before, during, and after an emergency or disaster.

Situation Overview

The City of Sandy Springs is located in northern Fulton County in the northeastern part of the State of Georgia, bordered by the City of Roswell to the north, Cobb County to the west, the City of Atlanta to the south, and DeKalb County to the east. Sandy Springs encompasses a total land area of 3. square miles and has a residential population of approximately ~110,000, according to the 2020 Census.

Citywide, there are numerous high-rise buildings of more than 250 feet that are home to local government offices and corporate headquarters to many large companies, including UPS, Cox Communications, Mercedes Benz and Inspire Brands. There are two dams and three local hospitals. The City is served by two major limited-access highways: Georgia State Route 400 (which runs north/south) and Interstate 285 (which runs east/west). Major surface streets are Roswell Road (U.S. Route 19/Georgia State Route 9), Hammond Drive, Spalding Drive, Johnson Ferry Road, Abernathy Road, Glenridge Drive, and Dunwoody Club Drive. The major provider of mass transit is the Metropolitan Atlanta Rapid Transit Authority (MARTA), which operates a heavy-rail rapid-transit line and several bus lines through Sandy Springs. The Georgia Regional Transportation Authority also operates express buses from the North Springs station to other counties.

Sandy Springs has 16 parks and green spaces that offer more than 950 acres of parkland. Some of the more popular parks are the Heritage Green, Hammond Park, Morgan Falls Overlook, Sandy Springs Tennis Center, Allen Park, John Ripley Forbes Big Trees Forest Preserve, Ridgeview Park, and Abernathy Greenway Park. Sandy Springs City Green is located in front of City Hall and features a green space, splash pad, and permeant covered stage. City Green hosts an annual summer concert series and several signature City events.

Hazards Analysis Summary

Disaster conditions occur as a result of a number of natural phenomena, including tornadoes, floods (river and flash), winter storms, drought, fires (urban, grass, and forest), and dam failure. Additionally, the City of Sandy Springs is subject to a myriad other disaster contingencies, such as transportation accidents (including those involving chemicals and other hazardous materials), train derailments, petroleum pipeline ruptures, aircraft disasters, building or bridge collapse, utility service disruptions, energy shortages, civil disturbances, terrorist incidents, or a combination of any of these disasters.

The City of Sandy Springs participated in the development of the Fulton County 2022 Multijurisdictional Hazard Mitigation Plan. Through that process, the City identified the following top risks (Table 1) listed below from highest score (greatest risk) to lowest score (lowest risk). An electronic copy of the Hazard Mitigation Plan is available through request from the Fire Department or the City Clerk's office.

Table 1: Top Risks to the City of Sandy Springs

Hazard Type	Level I Catastrophic	Level II Critical	Level III Marginal	Level IV Negligible	Score
Tropical System	U	P	P	H	9
Tornadoes	P	P	P	P	8
Flood	U	U	P	H	8
Dam Failure	P	P	P	P	8
Sinkhole	U	P	P	L	8
Wildfire/Urban Interface	U	U	P	P	6
Earthquake	U	U	P	P	6
Severe Weather	U	U	U	P	5
Winter Storm	U	U	U	P	5
Heat Wave	U	U	U	P	5
Drought	U	U	U	U	4
Average Risk by Level	1.18	1.36	1.63	2.36	

H = Highly Likely (4 points); L = Likely (3 points); P = Possible (2 points); U = Unlikely (1 point)

Capability Assessment

A basic premise of this EOP is that incidents are generally handled at the lowest jurisdictional level possible. Police, fire, public works, medical, emergency management, and other personnel are responsible for incident management at that level.

Due to economic, manpower, and equipment considerations, City of Sandy Springs capabilities may not be adequate to deal with major disasters. The following conditions may exhaust the City's local capabilities and require outside assistance from regional, state, or federal agencies.

- Incidents having significant regional impact and/or requiring significant regional information-sharing, resource coordination, and/or assistance
- Incidents spanning the spectrum of incident management, including prevention, protection, response, and recovery
- Incidents involving multiple, highly varied hazards or threats on a regional scale
- Incidents resulting in numerous casualties; fatalities; displaced people; property loss; disruption of normal life support systems, essential public services, and basic infrastructure; and significant damage to the environment
- Incidents attracting a sizeable influx of independent, spontaneous volunteers and supplies
- Incidents requiring extremely short-notice asset coordination and response timelines and that require prolonged, sustained incident management operations and support activities
- Incidents such as a hurricane threatening the coast of Georgia and causing massive evacuations that require major sheltering operations to be conducted in the region

Mutual Aid

Through this EOP, an implied mutual aid agreement exists to assist any one of the nine local governments. Fulton County, Cobb County, DeKalb County, Gwinnett County, the City of Roswell, the City of Milton, the City of Alpharetta, the City of John's Creek and the City of Sandy Springs governments will provide mutual aid assistance, as available, to each other in the event of a natural or technological disaster affecting their particular jurisdiction. An automatic aid exists between the City of Roswell, City of Sandy Springs, and the City of Atlanta. The resources and personnel will remain under the control of the jurisdiction providing the assistance. Request for such resources should be coordinated with the respective jurisdiction's Emergency Operations Center.

Planning Assumptions

The following planning assumptions apply to this EOP:

- The City of Sandy Springs maintains a combination of governmental and volunteer emergency services capabilities that are adequate to cope with normal emergencies. A normal emergency is considered to be any incident that can be addressed or handled using local resources.
- Primary responsibility for disaster preparedness rests with elected officials of government, both local and state.
- To fulfill this responsibility, maximum attention must be given to the coordination of all disaster relief efforts by local and state government and private organizations.
- Existing organizational elements for emergency government response will be used to the fullest extent and augmented where necessary.
- Assistance to overcome the effects of a disaster must be provided as soon as possible after its occurrence. Therefore, local response elements and county and state agencies will immediately perform urgently needed emergency work.
 - Note: Possible reimbursement by the federal government for emergency work, restoration, or replacement is contingent upon a Presidential Declaration. It is the purpose of this Basic Plan to focus on aspects of local response operations, not contingent on any extraordinary state or federal assistance.
- All local response elements will include provisions for necessary documentation for financial accountability from the onset of any disaster occurrence. The fact that emergency conditions exist does not preclude the need for documentation required by current disaster assistance regulations and directives.
- It will be the responsibility of response elements of the City of Sandy Springs government to:
 - Use to the fullest extent all available human resources and material resources subject to the authority of City government;
 - Use to the fullest extent all human resources and material resources available in the general area of devastation by means of mutual aid; and
 - Notify the City Manager of disasters that exceed the capacity of local mutual aid. The Mayor will be notified by the City Manager or their designee.
- Prediction and warning systems are established making it possible to anticipate certain disaster situations which may occur throughout the City of Sandy Springs or the general area beyond City boundaries.
- It is assumed that any of the disaster contingencies could individually or in combination cause an emergency situation in any area of the City of Sandy Springs. It is also assumed that these

contingencies will vary greatly in scope and intensity, from an area in which the devastation is isolated and limited to one which is wide-ranging and extremely devastating.

- Emergencies and disasters may occur in the City of Sandy Springs at any time and may cause varying degrees of damage, human suffering, injury, death, property damage, and economic hardship to individuals; private businesses; and local, county, and state government.
- The City of Sandy Springs government, to varying degrees, has capabilities, plans, and procedures to provide for the safety and welfare of citizens during times of emergency and will deploy resources in a timely fashion to the extent of its capabilities.
- The City of Sandy Springs has chosen to use the Incident Command System (ICS) in a manner consistent with the National Incident Management System (NIMS) for on-scene management of incidents.

Concept of Operations

General

The Emergency Operations Plan (EOP) is based on the concept that initial emergency management response will, to the maximum extent possible, be provided by the local government. Local emergency responders will be the first to respond to local emergencies. Local agencies will need to maintain their own operations for some time prior to the arrival of outside resources.

When City of Sandy Springs resources are fully committed and mutual aid from surrounding jurisdictions is exhausted, the Atlanta-Fulton County Emergency Management Agency (AFCEMA) is available to coordinate assistance and [help](#) satisfy unmet needs. Similarly, if AFCEMA requires additional assistance, it can call for mutual aid from adjacent counties or from the State through the Georgia Emergency Management Agency (GEMA).

If additional assistance is needed beyond State capabilities, GEMA will coordinate requests to the proper federal authorities, including a request to the Federal Emergency Management Agency (FEMA) for a Presidential Declaration of an emergency to allow supplemental federal financial and technical assistance to be provided.

Phases of Emergency Management

Since this comprehensive plan is focused on all types of hazards to which the City of Sandy Springs may be exposed, the phases of emergency management are considered as follows:

- **Mitigation:** Mitigation activities are those that eliminate or reduce the probability of a disaster occurring. Mitigation also includes those long-term activities that lessen the undesirable effects of unavoidable hazards. Some examples include establishment of building codes, flood plain management, insurance, public education programs, and elevation of buildings where possible.
- **Preparedness:** Preparedness activities serve to develop response capabilities needed in the event an emergency should arise. Planning, exercising, training, and developing public information programs and warning systems are among the activities conducted under this phase.
- **Response:** Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage and speed recovery. Response activities include warning, evacuation, rescue, and other similar operations addressed in this plan.
- **Recovery:** Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the area and provide for basic needs of the public. Long-term recovery focuses on restoring the area to its normal, or improved, pre-disaster state. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions include temporary and long-term housing, restoration of governmental services, and reconstruction of damaged property.

Emergency Operations Center

The purpose of an EOC is to provide a central location from which government can provide interagency coordination and executive decision making in support of incident response. The EOC provides a means to compile, verify, and share information to develop a common operating picture; coordinate inter-agency communications; manage resource dispatching and tracking; and disseminate accurate and timely public information. The EOC offers the opportunity to weave departments into a comprehensive City-wide strategy in response to an incident or crisis.

EOC Location

The City of Sandy Springs EOC is located at 1 Galambos Way. The EOC is equipped with phones, computers, charts, maps, and emergency power for 24-hour operation. Should the City's primary EOC be rendered unusable for any reason, the alternate EOC, located at the ChatComm building at 859 Mount Vernon Highway NE will be activated. In addition, the Counties of Fulton, DeKalb, Cobb, and Gwinnett maintain a mobile field EOC, which is a specialized vehicle designed to function as an extension of the EOC. The mobile EOC can be deployed in the field to provide on-scene management for significant incidents.

Department Operations Centers

Department Operations Centers (DOCs) are locations from which individual departments control their internal operations when they experience a dramatic increase in service demand. DOCs may be regular command or control centers, such as the Police Department Headquarters and the Fire Department Headquarters, or they may be an ad hoc center. DOCs may be set up by departments to handle resource needs, personnel, specific issues, altered business hours, etc. Establishing a DOC does not replace activities at the EOC. The EOC supports a collaborative response, while a DOC addresses situations that can be managed by a single City department.

Activating the EOC

The City Manager makes the determination for EOC activation. The City Manager will consult with the Fire Chief and/or Police Chief to determine the level of activation. The Fire Chief or designee will be the EOC Manager.

The EOC may be activated given any of the following:

- In preparation for special events, such as festivals and sporting events, that may require inter-agency coordination
- A situation exists that seriously threatens life safety and/or causes extensive damage to infrastructure and property
- Response operations are likely to deplete local resources and the City is expected to require resources from the County, surrounding jurisdictions, and/or the State
- There is an immediate need to establish control and restore normal City operations

As a disaster or emergency develops, the Mayor or designee may declare a State of Emergency and begin implementing the necessary emergency procedures. The EOC Manager will coordinate the critical resources required and provide conflict resolution for policies and procedures among responding agencies. If local government agencies and resources are overwhelmed during emergency operations, requests for assistance will be made to outside organizations through the EOC.

Levels of EOC Activation

The City of Sandy Springs EOC has four emergency activation levels. EOC activation levels are established to appropriately respond to the various degrees of emergencies and disasters that can affect the jurisdiction (see Table 2). When the EOC is fully activated (Level 1), staffing comprises all of the City's ESFs. The ESFs will execute the City of Sandy Springs EOP and provide a coordinated multi-department and/or multi-jurisdictional response for efficient operations and use of resources during major incidents.

Table 2: Sandy Springs Emergency Operations Center Activations Levels

Level	Conditions	Actions	EOC Staffing Required
Level 4	Day-to-day	Monitoring	None
Level 3	A situation exists that requires close monitoring	Minimal Activation	ESFs 3, 4, 8 and 13
Level 2	A disaster within the capabilities of the local government	Partial Activation	All primary or lead ESFs
Level 1	A catastrophic event beyond the capabilities of the local government	Full-Scale Activation	All primary and secondary functions are implemented; staffing may also include liaisons from volunteer organizations, the County, or State and Federal agencies

Staffing

EOC staffing levels are flexible to the incident, and the size of the activation can vary. Some activations can involve a subset of personnel from Public Works, Communications, Facilities, Finance, Fire, Police, and/or City Management who may be called to the EOC. Other activations may involve the majority of the Emergency Support Functions (ESFs) and City departments.

When the EOC is activated, departments will be asked to send representatives to the EOC to perform their respective tasks as identified in this EOP. Representatives will have the authority to commit resources and authorize expenditures for their department. Each department should have personnel identified and dedicated to staff the EOC 24 hours a day, 7 days a week for any duration of an activation.

EOC Schedule

The first few hours of any incident usually focus on life safety and incident stabilization. During this time, it is often difficult to set a schedule for the EOC, as it takes some time for the center to become fully operational. No-notice events that require activation of the EOC will be fluid, with the EOC opening as soon as possible and an initial operational period lasting until a time in which the first set of incident objectives has been completed.

Once functional, the EOC will establish operational periods that are typically 12 hours. The EOC will follow the EOC Planning Cycle (Figure 1) to the extent possible. Each operational period will be dictated in duration by the extent to which the incident or event is escalating or de-escalating, and the completion of identified objectives.

Planning Cycle

During each operational period, an Incident Action Plan (IAP) will be created to document staffing and priorities. The IAP is developed through the planning cycle, referred to as the "Planning P," shown in Figure 1. IAPs are plans that contain incident objectives reflecting the resource assignments for a given operational period. The planning cycle can be adjusted to fit the timeline of achieving incident objectives, rapidly evolving priorities, and/or levels of situational awareness.

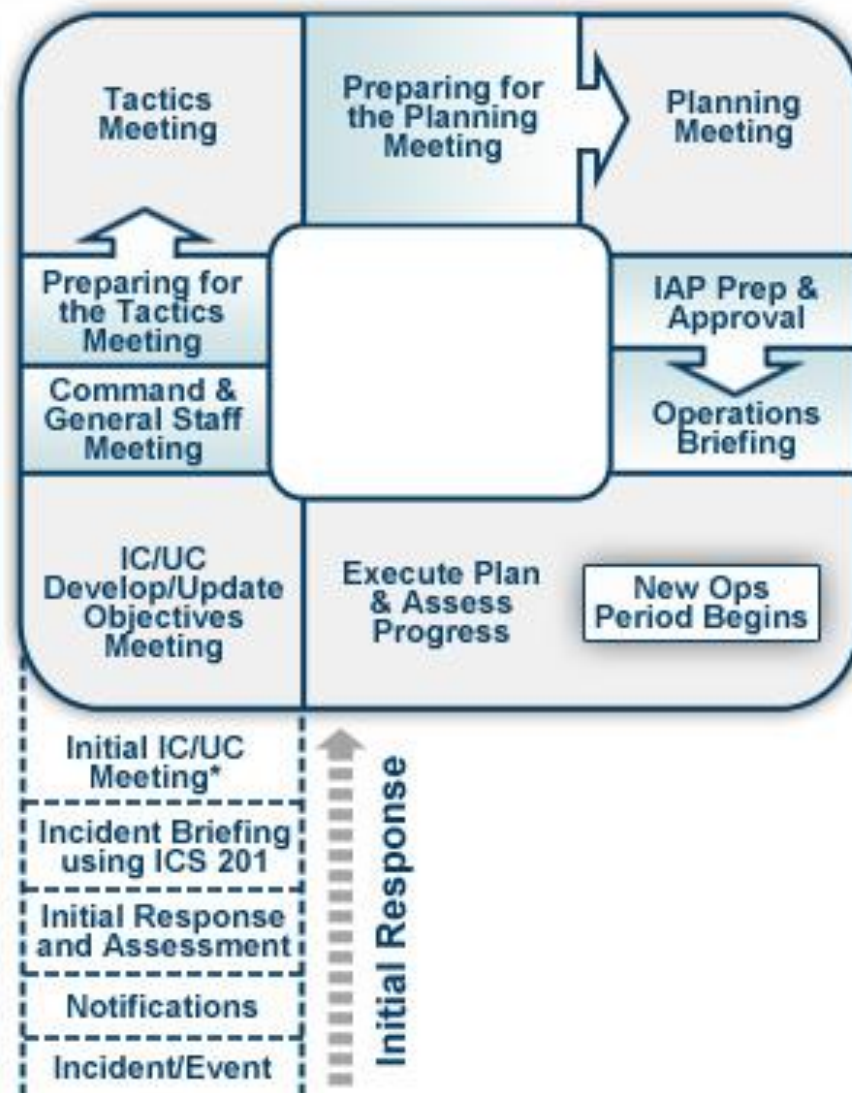


Figure 1: Planning Cycle

State and Federal Coordination

When local resources and mutual aid are not adequate, the City of Sandy Springs will coordinate with AFCEMA to request resources from GEMA. Requests should be submitted through WebEOC. AFCEMA is the state-recognized emergency management agency and, as such, is responsible for passing requests[w112] that the County cannot fill to GEMA.

If State resources are inadequate, GEMA will be responsible for provisions of needed resource(s) using the Essential Service Functions as described in the National Response Framework (NRF). The NRF establishes the basis for the federal government's role in providing response and recovery assistance to a state and its local governments affected by a significant disaster. Under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Coordinating Officer will be appointed as the President's representative to coordinate overall delivery of federal assistance. Federal departments and agencies have been assigned missions to provide assistance directly to the state under the overall direction of the Federal Coordinating Officer.

Deactivation

Once the emergency or disaster necessitating the EOC activation is over, the EOC Manager, in consultation with the City Manager's authorization, will determine the means of deactivating the EOC. Some incidents will allow full and immediate closing of the EOC, while others will require a slower transition.

EOC Organization

The City of Sandy Springs manages its EOC according to the organizational structure shown in Figure 2. This section provides a description of each unit included in the organizational structure.

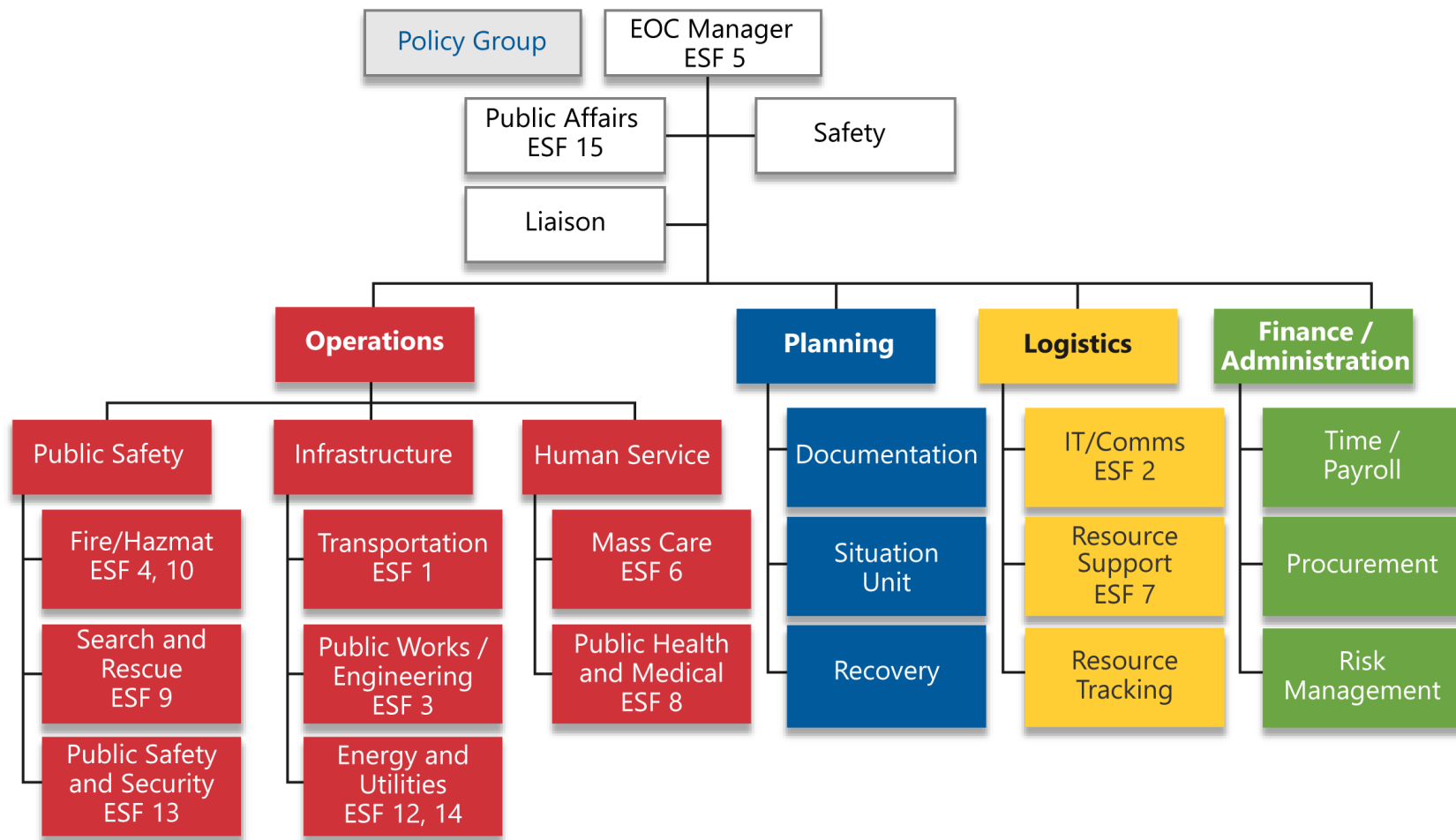


Figure 2: Emergency Operations Center Organizational Structure

EOC Command Staff

The EOC Command Staff (Figure 3) coordinates the overall City-wide effort and operates in conjunction with neighboring municipal and county resources. Activities overseen by the EOC Command Staff are reported directly to the City of Sandy Springs Policy Group, comprising the Mayor, City Council, and City Manager. The EOC Command Staff includes the following: the EOC Manager, Public Affairs (ESF-15), Safety, and Liaison.

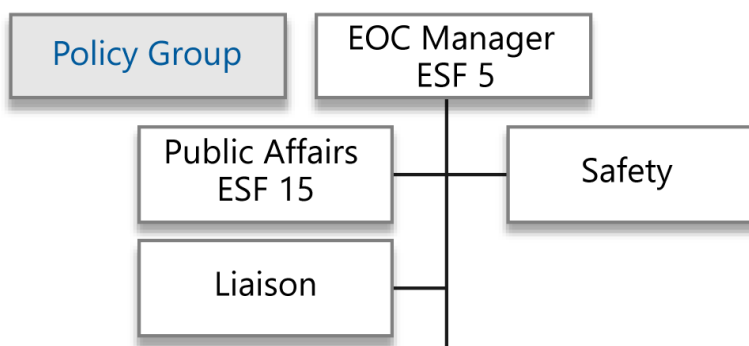


Figure 3: Emergency Operations Center Command Staff

EOC Manager

The EOC Manager works in conjunction with the Policy Group on all EOC-related and resource coordination activities. The EOC Manager establishes objectives for the assigned operational period. The EOC Manager position will be assigned by the City of Sandy Springs Fire Chief/Emergency Manager. A Deputy EOC Manager may be assigned to manage span of control and/or to provide specialization expertise for response to the particular type of hazard. Additional responsibilities of the EOC Manager include the following:

- Evaluates incoming information and coordinates response efforts.
- Keeps the Policy Group and the EOC staff updated on current situations and ongoing operations.
- Prioritizes emergency efforts and resource tasking across the City when limited resources are available.
- Approves IAPs for each operational period.
- Delegates and designates responsibilities appropriate to the size and scope of the incident, including:
 - Serving as liaison to other government agencies engaged in response and recovery efforts;
 - Maintaining coordination with appropriate governmental, nongovernmental, and private organizations to ensure their cooperative support, as needed;
 - Ensuring documentation and records are maintained and that appropriate information and reports are provided to stakeholders, as necessary; and,
 - Approving any activation and deployment of City of Sandy Springs response assets.

Public Affairs

The Public Affairs function is responsible to the EOC Manager. The Public Affairs function is led by the Public Information Officer (PIO). The PIO position will be staffed by the City Communications Department and responsible for all incident-related public information. The PIO is responsible for interfacing with the public, the media, and/or other agencies with incident-related information requirements. The PIO coordinates the release of information with other participating agencies through the Joint Information Center (JIC), if established.

Additional responsibilities of the Public Affairs function include the following:

- Collects and distributes the most accurate and timely information regarding emergency events to the public and the media.
- Monitors broadcast media outlets and social media for message accuracy, effectiveness, and rumors.
- Assumes responsibilities for public communications in the EOC and in designated JICs.
- Arranges for tours and other interviews or briefings, as required.
- Establishes and maintains ground rules with the media and serves as the central clearinghouse for public communications and releases.

Safety

The Safety function is responsible to the EOC Manager for all incident-related safety concerns. The Safety function will be staffed by Fire Department staff. Responsibilities of the Safety function include:

- Monitors incident operations from the EOC and advises the EOC Manager on pertinent life safety protective actions.
- Makes general recommendations on the use of personal protective equipment (PPE) and special safety practices for uncommon incidents.
- Assumes responsibility for the safety of the EOC facility and EOC.
- Works in conjunction with Facilities and/or appropriate location facility managers.

Liaison

The Liaison function is responsible to the EOC Manager for developing and maintaining communications with outside cooperating and assisting agencies. Liaison function staff will be assigned by the EOC Manager. Additional responsibilities of the Liaison function include:

- Obtains cooperating and assisting agency information.
- Contacts and briefs assisting and/or cooperating agency representatives.
- Interviews agency representatives concerning resources and capabilities and restrictions on use and provides this information at planning meetings.
- Works with the PIO and EOC Manager to coordinate media releases associated with inter-governmental cooperation issues.

General Staff/Sections

The EOC General Staff/Sections comprise incident management personnel responsible for the four functional sections within the ICS framework: Operations, Planning, Logistics, and Finance/Administration.

Operations Section

Operations (see Figure 4) is generally the largest of all sections and includes three functional branches with primary response roles during a disaster. All activities within Operations are coordinated by the Operations Section Chief.

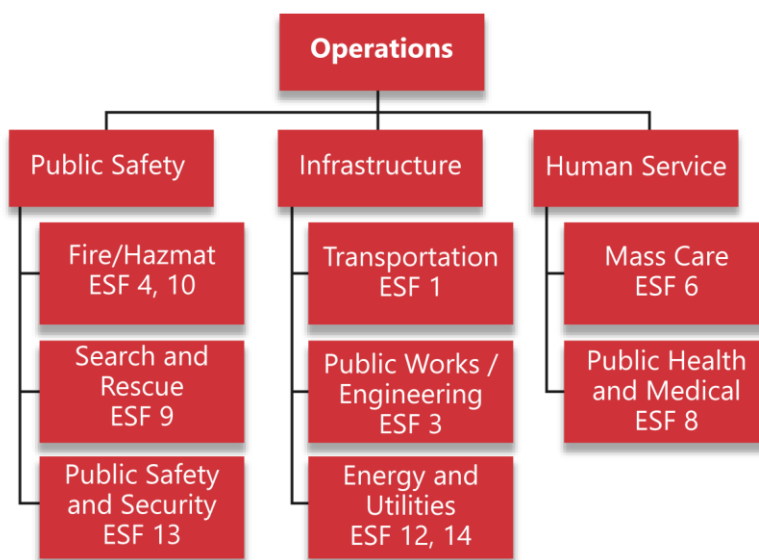


Figure 4: City of Sandy Springs Operations Section

The Operations Section Chief is responsible to the EOC Manager for direct management of all incident-related activities. The Operations Section Chief establishes tactics for the assigned operational period. An Operations Section Chief should be designated for each operational period, and his or her responsibilities include development of the IAP. The Operations Section Chief position will be appointed by the EOC Manager based on the type and complexity of the incident or disaster.

Three branches comprise the Operations Section and report directly to the Operations Section Chief: Public Safety, Infrastructure, and Human Services. Designated City departments will provide qualified personnel to fulfill Branch Director positions.

Public Safety

- Coordinates firefighting and technical rescue resources to ensure the safety of life and property.
- Serves as a link among the EOC, Fire Department, fire-related mutual aid resources, and Incident Commanders under the management of fire operations.
- Obtains situation reports and status from response units.
- Supplies Incident Commanders with relevant information and directives developed in the EOC.

- Coordinates activities to investigate, track, locate, rescue, and extricate lost and/or missing persons as a result of the incident.
- Coordinates and supports emergency response operations to any hazardous material release or event.
- Serves as a link among the EOC, Police Department, law enforcement-related mutual aid resources, and Incident Commanders under the management of law enforcement.

Infrastructure

- Coordinates emergency protective activities to protect, assess, and restore the City's infrastructure, facilities, and vehicle fleet.
- Coordinates debris-removal activities.
- Supports restoration efforts for water and wastewater utility functions damaged or disabled by the incident.
- Maintains communication with private utility service providers to determine their emergency response and recovery needs.
- Monitors overall impact of the incident on transportation infrastructure; specifically, impact on the movement of emergency personnel, impediments to public evacuations, and delays in delivery of vital resources.
- Coordinates emergency protective activities to protect, assess, and restore the City's roadways, traffic signals, and traffic signs.
- Maintains communication with the Metropolitan Atlanta Rapid Transit Authority (MARTA) and other transit program managers to determine the system's status, availability of resources, and any emergency response and recovery needs.
- Monitors and assesses disaster impacts to natural resources, including rivers and reservoirs.

Human Service

- Provides and coordinates temporary reception centers for the evacuating public. Temporary reception centers operate as general places of refuge for a need that is expected to last less than 24 hours or until a shelter is opened.
- Provides and coordinates for protection of the population from the effects of hazards by providing shelter facilities, family assistance centers, facilities for persons with disabilities and others with access and functional needs, and alternate care facilities.
- Coordinates mass feeding efforts in the City in cooperation with disaster relief agencies.
- Coordinates information gathering that promotes temporary housing assignment to survivors and site identification for the placement of temporary housing.
- Monitors community medical capability and response, health surveillance, food and drug device safety, public health information, vector control, mental health, potable water, wastewater, and solid waste disposal.
- Coordinates efforts related to fatality management services and recovery of human remains.

Planning Section

The Planning Section (Figure 5) collects, evaluates, and disseminates event situation information and intelligence for the EOC Manager and incident management personnel. The Planning Section prepares status reports, displays situation information, and prepares and documents the IAP, based on Operations Section input and guidance from the EOC Manager. The Planning Section generally focuses on short-term (i.e., up to 24-hours in advance) planning for EOC activities during emergencies and disasters with the exception of the Recovery Unit, which begins long-term planning and prepares for transition to recovery by identifying sustainable, resiliency building-redevelopment activities and initiatives.

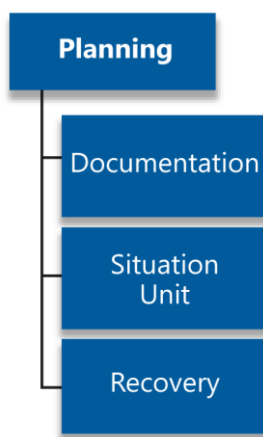


Figure 5: City of Sandy Springs Planning Section

The Planning Section Chief is responsible to the EOC Manager for the management of all activities within the Planning Section. He/she is responsible for the collection, evaluation, dissemination, and use of information in the development of the IAPs and situation reports (SitReps). The Planning Section Chief is responsible for incident planning activities and overseeing the reconnaissance and damage assessment activities.

The Situation Unit, Documentation, and Recovery comprise the Planning Section. Designated City departments will provide qualified personnel to fulfill the roles listed, if required by the incident.

Situation Unit

- Coordinates collection, processing, and organizing of all incident information.
- Facilitates use of technical specialists, including meteorologists and Geographic Information Systems (GIS) specialists.
- May prepare future projections of incident growth, maps, and other intelligence information.

Documentation

- Consolidates the IAP for approval, duplication, and distribution.
- Coordinates activities related to processing and cataloging disaster information.
- Records and preserves information for After Action Reports (AARs) and reviews.

Recovery

- Provides future planning (greater than 24 hours in advance) for emergency operations.
- Coordinates short-term recovery operations, restoring vital services, and addressing and providing for the essential and immediate needs of both the communities and residents after a disaster.
- As required, plans for re-entry and return to emergency areas that have been subjected to an evacuation order.
- Engages recovery stakeholders during the response phase to ensure a smooth transition to the recovery phase.
- Coordinates with GIS technical specialists to update and analyze damage assessment maps.

Logistics Section

The Logistics Section (Figure 6) is responsible for all service support requirements needed to facilitate effective and efficient City-wide incident management, including ordering resources through contracts or mutual aid. This section also coordinates facilities, security, transportation, supplies, equipment maintenance and fuel, food services, and communications and information technology support.

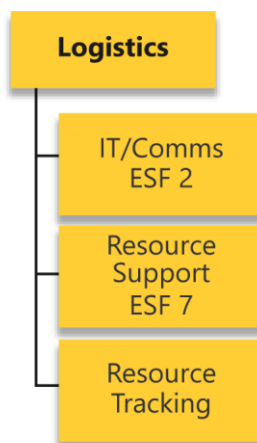


Figure 6: City of Sandy Springs Logistics Section

The Logistics Section Chief is responsible to the EOC Manager for ensuring that the EOC and the Operations Section have the equipment, support, and resources needed to complete objectives. The Logistics Section Chief is also responsible for coordinating with the Planning Section to sustain efforts for future emergency operations. This position coordinates any unmet needs of those working in the EOC and ensures the continued operation of all City facilities necessary for emergency response.

IT/Communications, Resource Support, and Resource Tracking comprise the Logistics Section. Designated City departments will provide qualified personnel to fulfill these functions, as requested by the Logistics Section Chief, to coordinate the unique responsibilities of each function and to support the overall mission and actions of the Logistics Section.

IT/Communications

- Supports, coordinates, and provides all required telecommunications infrastructure, networking, computers, and radio infrastructure to support the EOC and the response.

Resource Support

- Coordinates storage, staging, and maintenance of equipment and supplies acquired, procured, and/or donated in support of emergency response and disaster recovery operations.
- Coordinates providing temporary emergency power and fuel to support emergency response operations.
- Coordinates food for the EOC and other staff and responders.
- Identifies and secures City-owned and leased facilities to support emergency operations.
- Coordinates repair of facilities and utilities, support services, and fleet management to support emergency operations.

Resource Tracking

- Coordinates status tracking for all assigned resources to the incident, including check-in of all resources and maintaining a status-keeping system and a master list of all resources.

Finance/Administration Section

The Finance/Administration Section is responsible for comprehensive management of fiscal resources and allocation of funds for emergency management activities during times of emergencies and disasters. Some of the responsibilities that fall within the scope of this Section are recording personnel time, maintaining vendor contracts, and conducting an overall cost analysis and projections for the incident.

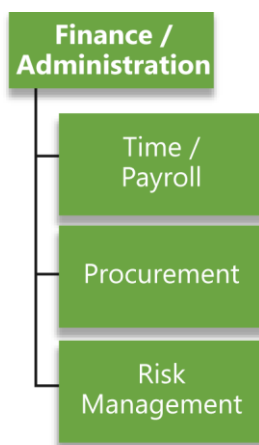


Figure 7: City of Sandy Springs Finance/Administration Section

The Finance/Administration Section Chief oversees activities related to invoicing, projection of disaster-related costs, and documentation of actual costs and expenditures, including personnel time, overtime, mileage, equipment hours, and fuel usage. He/she works closely with the Planning Section and the Logistics Section so that operational records can be reconciled with financial documents.

The Finance/Administration Section is organized to support the EOC with large, complex incidents involving significant funding originating from multiple sources. Designated City departments will provide qualified personnel to fulfill the positions, as requested by the Finance/Administration Section Chief, to coordinate the unique responsibilities of each function and to support the City's overall mission. The Finance/Administration Section has three units: time/payroll, procurement, and risk management.

Time/Payroll

- Ensures proper recording of time for incident personnel, owned equipment, and hired equipment, in coordination with the Operations and Logistics Sections.

Procurement

- Coordinates purchasing of resources and supplies needed for response and recovery efforts.

Risk Management

- Coordinates insurance claims related to disaster damage to City property.

Assignment of Responsibilities

This section presents the general functions assigned to City departments who will have a role in EOC operations. To support execution of these responsibilities, City departments should:

- Develop and maintain policies, plans, and procedures for emergency operations;
- Identify sources of emergency supplies, equipment, and transportation;
- Maintain records of disaster-related expenditures, including appropriate documentation;
- Negotiate and maintain mutual aid agreements and pre-position contracts for emergency services; and
- Train staff in NIMS, ICS, and other emergency-based training. (All full-time, regular, employees of the City should take at minimum IS-700, Introduction to NIMS and ICS-100, Introduction to ICS. Personnel assigned to the EOC would benefit from taking ICS-300, ICS-400, and all prerequisites of those courses.)

General Assignments/All Departments

- Assign personnel to the EOC when requested.
- Develop policies and procedures to be used during an emergency situation or major disaster.
- Design procedures to safeguard departmental property and maintain and protect vital records.
- Document all disaster-related personnel and equipment expenditures in accordance with federal and state regulations for the purpose of possible reimbursement.
- Participate in emergency management exercises and critique your department's performance.

City Manager

- Makes incident-specific decisions related to government office closures, large-scale evacuations, curfews, emergency ordinances, incident-response priorities, external resource requests, and public information releases.
- Acts on behalf of elected officials for all emergency management activities.
- Supports the EOC Manager to facilitate direction and control of the City's response efforts.
- Approves the EOP and signs off on mutual aid agreements with adjacent jurisdictions.
- Initiates actions to declare a local emergency when necessary.
- Oversees release of public information and rumor-control response.
- Ensures an accurate record of incident-related expenses is maintained.
- Coordinates with local nonprofit organizations, the faith-based community, and City resources to provide emergency sheltering.
- Confirms community warnings prior to dissemination.
- Receives briefing from the EOC Manager on distribution of resources.
- Receives damage assessment reports following disasters.

Communications

- Distributes public educational materials for disaster preparedness.
- Develops and maintains the Emergency Communications Plan.
- Provides initial emergency alert and notification to City of Sandy Springs employees per established protocols and via available communications channels.
- Ensures that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
- Develops and displays messages for digital signage inside City Hall.
- Provides staff for Public Information Officers 24-7 to support emergency.
- Coordinates through the JIC (if activated) and with other PIOs (i.e., those from surrounding cities, AFCEMA, and GEMA).
- Coordinates with Police, Fire, and Public Works for accurate messaging.
- Serves as the coordination point for management of all media releases for the City, including television, radio, websites, social media, etc.
- Disseminates validated and relevant public information from outside response and recovery agencies, including Fulton County, the State, FEMA, Red Cross, and Salvation Army.
- Manages public relations, including press conferences, outreach events, etc.
- Assists the Mayor, City Council, and City Manager with preparation and hosting of press conferences. Under the City of Sandy Springs Charter only the Mayor and City Manager have the authority to speak on behalf of the City during public address such as press conferences.
- Coordinates photography and videography for public release.
- Provides the 24-hour call center with important public information related to disaster recovery, such as location of shelters.
- Monitors media coverage for inaccuracies and provides rumor control.
- Coordinates need for American Sign Language and foreign-language interpretation as necessary.

Community Development

- Participates in damage assessment and ensures the Building Official works with the Fire Department to assess the safety of affected structures.
- Expedites the permitting process.
- Prioritizes existing permits and disaster-related permits.
- Furnishes information, including maps and other materials, to the EOC as requested.
- Enforces building codes.
- Identifies unsafe buildings, ordering demolition or repairs as necessary.
- Issues building permits and temporary housing permits.

Provides arborists to assist in evaluation of fallen or damaged trees.

- Provides outreach and information on building/land development topics.

Facilities

- Manages access control system in City Hall, the EOC, and in and around other City property.
- Oversees contracted security guards.
- Maintains security camera system and monitors footage as necessary.
- Manages audio-visual equipment and controls the layout of display monitors in the EOC.
- Maintains signage for building-evacuation instructions and areas of rescue.
- Provides logistics and supplies for the EOC, including managing loading dock operations, coordinating feeding of EOC staff, and provision of cots.
- Coordinates with building engineers and building inspectors to assess damage to City facilities and property.
- Repairs disaster-related facility damage.
- Oversees construction contractors hired for large-scale repairs and reconstruction of damaged facilities.
- Determines locations for points of distribution (PODs) to distribute sandbags, bottled water, and other commodities to the public.
- Manages the generator and backup power systems for the EOC.

Finance

- Manages emergency operations budget in the general fund.
- Ensures funding for City department disaster expenditures is readily accessible.

Set up a unique billing code for each disaster to track City personnel labor hours for cost recovery.

- Compiles and verifies cost documentation for reimbursement from GEMA and FEMA and liaises with state and federal agencies.
- Coordinates disaster assistance grant applications, including Public Assistance, and manages grant funds.
- Develops and maintains lists of suppliers, vendors, and items of critical emergency need (through procurement procedures).
- Maintains policies for expedited procurement processes during disasters.
- Coordinates procurement of emergency resources and supplies.
- Coordinates City staff in repair and maintenance of City-owned vehicles and equipment.
- Develops and maintains a reserve fuel-supply memorandum of agreement (MOA).

Fire

- Provides for fire protection and combating of fires.
- Conducts search and rescue operations.
- Requests mutual aid for HazMat response teams when necessary.

- Carries out non-transport emergency medical services.
- Coordinates with American Medical Response for Emergency Medical Services (EMS) support when necessary.
- Provides communications and warning support.
- Provides EOC representation during a disaster.
- Oversees EOC coordination with the Atlanta-Fulton County Emergency Management Agency (AFCEMA) EOC.
- Delegates a representative to support the PIO, when necessary.
- Assists with damage assessment.
- Conducts fire-cause investigations.
- Assists with traffic control, as needed.

Human Resources / Risk Management

- Maintain a comprehensive inventory of City assets for insurance purposes.
- Work with Public Works and Facilities to file disaster-related insurance claims.
- Compile labor costs to provide to the Finance Department for disaster cost reimbursement.

Information Services

- Ensures City landline and mobile phones and desktop and laptop computers are operational and maintained.
- Provides 24/7 on-call technical support to the EOC and ensures that technical support is available continuously during activations.
- Supports, coordinates, and provides all required telecommunications infrastructure and networking infrastructure to support the EOC and the response.
- Assists with recovery of electronic records that support emergency operations.
- Coordinates with phone providers, including Comcast and Verizon, and manage cell phone accounts.
- Provides GIS support for the EOC, including the following:
 - Provides printed large-format maps (flood plain, previous flooding, streets, etc.).
 - Maintains the Field Services Incident Map (ArcGIS Online).
 - Administers ArcGIS Online (access, users, content, sharing, training).
 - Provides maps and other data products as-needed (briefing, analysis, tactical, strategic).
 - Maintains log of GIS requests.
 - Creates custom web maps and/or applications as needed.

Legal

- Provides guidance on emergency contracts for services and resources.
- Reviews emergency ordinances and proclamations.
- Assists in assessing and developing responses to emergency-related liabilities.

Mayor

- Determines policies and decision-making related to the protection of lives and property.
- Declares a local state of emergency, when warranted.
- Supports press conferences and public outreach efforts.

Parks and Recreation

- Coordinates locations for temporary storage of tree litter and debris on City-owned property.
- Assists in the mobilization of resources to City Facilities for the operation of mass care and shelter locations
- Supports damage-assessment activities, such as identifying and documenting potentially hazardous conditions for falling trees, as requested.

Police

- Protects life and property.
- Maintains law and order.
- Establishes perimeters and control access to the scene of a disaster.
- Implements crowd control.
- Controls vehicular traffic flow.
- Provides explosive detection and disposal.
- Assists with evacuation efforts.
- Supplements communications and warning efforts, as needed.
- Provides EOC representation and security.
- Coordinates with the County Coroner/Medical Examiner as necessary.
- Provides a representative to support the PIO or designates a PIO when necessary.
- Supports evacuations by managing access for evacuation routes and conducting door-to-door notifications if necessary.
- Supports re-entry of evacuated population when it is safe to do so.

Public Works

- Provides personnel and equipment for response efforts, as needed.

- Maintains emergency backup generators for traffic signals.
- Repairs and maintains storm-drainage facilities within the right-of-way.
- Coordinates repair of roads and bridges within the City jurisdiction.
- Barricades streets and bridges in high-risk and disaster areas.
- Coordinates snow removal operations including salt and brine application.
- Conducts damage assessment of public facilities and property.
- Coordinates removal of trees and other debris from parks, streets, storm drains, and other public property.
- Coordinates with utility providers (e.g., Georgia Power, AT&T, Atlanta Gas Light).
- Manages operations of day-to-day contractors active during an emergency response.
- Manages on-call emergency contractors (e.g., Blount, AWP, GTG, and tree contractors).
- Maintains traffic cameras and coordinates with contractor to monitor footage as necessary.
- Maintains the Trowbridge Warehouse facility and inventory of salt, sand, brine, and equipment.

American Medical Response (AMR)

- Provides EMS functions within the City limits.
- Evaluates the medical impact of the incident.
- Coordinates triage and medical treatment at-the-scene.
- Coordinates and controls transportation of victims to hospitals.

External Resources

- Volunteer agencies, such as the American Red Cross and the Salvation Army, are available to give assistance with sheltering, feeding, etc., as necessary.
- Support from state agencies may be made available to the City of Sandy Springs in accordance with procedures outlined in the State Plan.
- Support by U.S. military units and the Georgia National Guard may be requested through AFCEMA to GEMA. Military assistance will complement—rather than substitute for—local government participation in emergency operations. Military forces will remain at all times under military command but will support and assist local government. Requests for military assistance should be “mission”-based including objectives, priorities, and specific information related to the accomplishment of assignments within local government.
- City of Sandy Springs personnel and equipment may be sent to assist other political subdivisions within, as well as outside, the City upon authorization by the City Manager or the designated representative.

Direction, Control, and Coordination

The Mayor or the designated representative, under authority provided by the Georgia Disaster Act of 1981 and City Ordinance #2006-11-86, has the responsibility for managing and directing local responses to emergencies. This authority includes declaration of an emergency condition within the political jurisdiction. The Mayor is responsible for assuring that coordinated and effective emergency management response systems are developed and maintained within the City of Sandy Springs. The Mayor also makes policy decisions regarding emergency powers of local government, as necessary.

The Mayor of Sandy Springs has delegated all emergency management operations to the City Manager. The City Manager has the authority to initiate actions before, during, and after an emergency. The City Manager also acts as the chief advisor to the Mayor during any declared emergency affecting the City's people and property.

Information Collection, Analysis, and Dissemination

Collecting and sharing timely, accurate, and actionable information are paramount to the success of the City's emergency response. When information arrives at the EOC, it must be verified for accuracy and, as appropriate, disseminated to partner agencies, stakeholders, residents, and the media. The City will actively seek out and collect information regarding the magnitude of the threat/event, its potential and/or actual impact, progress of ongoing operations, likelihood of cascading events, political sensitivities, and overall prognosis.

The City uses WebEOC provided by AFCEMA to manage information. WebEOC is an emergency management information system used for resource-ordering and information-sharing. WebEOC is designed to capture status board information and track emergency activities. It allows for real-time sharing of information and available resources.

Situation and status updates may be received from first responders, City staff, calls from the public, the County EOC, the State EOC, utility and organization websites, social media, and traditional broadcast media. This information is collected by the EOC and documented, verified, and updated (as appropriate) in common operating picture displays, lists, maps, or other systems and diagrams. Incident information is managed primarily within the Planning Section's Situation function but may come into the EOC through any department, branch, function, or the Policy Group.

Public information will be managed by the PIO function operating out of either the EOC or a JIC, if established. The PIO will ensure information is coordinated through a central point to ensure accuracy, quality, consistency, and efficiency in dissemination. The Communications department maintains responsibility for media management (television, radio, websites, social media, etc.), public relations (press conferences, outreach events, etc.), photography and videography, and coordination of City department-wide messaging. Procedures for disseminating emergency messaging are maintained in the Communication Department's Emergency Communications Plan.

Communications

Communications requirements in emergency or disaster situations are supported through protocols and coordination procedures that the City of Sandy Springs executes as part of routine, day-to-day operations. In the EOC, the IT/Communications and Documentation units will develop internal procedures to provide additional surge EOC communications support as required. These procedures will address the provisions for EOC message handling, including record keeping and documentation, distribution and internal message flow, and coordination of incoming and outgoing information.

The Cities of Sandy Springs and Johns Creek established a joint 9-1-1 center known as Chattahoochee River 9-1-1 Authority, or ChatComm. The operation of ChatComm is outsourced to iXP Georgia, LLC. Through this arrangement, ChatComm's board and executive director oversee the performance-based contract, which is the largest outsourcing of a 9-1-1 center in the United States. The two primary performance requirements of the contract are 9-1-1 call-answer time and call-processing time. Specifically, iXP is required to answer 90 percent of 9-1-1 calls within 10 seconds and process 90 percent of those calls for dispatch within 60 seconds. The ChatComm facility is located at the following address:

Chattahoochee River 9-1-1 Authority (ChatComm)
859 Mount Vernon Highway NE, Suite 400
Sandy Springs, GA 30328

In the event of power failure, ChatComm is serviced by an emergency generator. The ChatComm building serves as the backup EOC.

Administration, Finance, and Logistics

Agreements and Understandings

In the event that a disaster requires resources beyond what is available to City of Sandy Springs' government, requests will be made to neighboring jurisdictions, state agencies, and federal departments in accordance with mutual aid agreements and the state EOP. Outside assistance may be in the form of personnel, equipment, materials, and supplies for use by local officials and the general public. All agreements will be formalized in writing, whenever possible, and signed by the proper officials. Copies of written agreements will be kept on file at the City of Sandy Springs City Clerk's Office.

Emergency Purchasing

The City Manager or designee has the authority to order any emergency purchases and/or authorize the contracting of any emergency services that might be required. Because large emergencies might exhaust limited City resources, mutual aid agreements and procedures for requests for assistance from state and federal authorities are critical to the planning effort.

Records and Reports

All records of emergency management meetings and emergency actions will be maintained by the Fire Department. The City Manager's Office will coordinate with other City departments to maintain records of expenditures and obligations in emergency operations and submit any required reports to appropriate authorities.

Use of Local Firms

When major disaster assistance projects are awarded by contract or agreement to private organizations, firms, or individuals where allowed by law, preference will be given to the extent feasible and practicable to those organizations, businesses, and individuals residing or conducting business primarily in the affected area.

Vital Facilities

A list of vital facilities, including key transportation facilities, critical equipment sources, and health facilities will be maintained in the EOC.

Points of Distribution

Points of distribution (PODs) are centralized locations where citizens can obtain life-sustaining commodities (water, food, blankets, etc.) following an emergency or disaster. The American Red Cross, along with the Atlanta-Fulton County Emergency Management Agency has identified the following location via Facility Use Agreements :

- Sandy Springs United Methodist Church (86 Mount Vernon Hwy Atlanta, GA 30328)
- Riverwood International Charter (5900 Raider Dr. Sandy Springs, GA 30328)
- North Springs High School (7447 Roswell Rd. NE Sandy Springs, GA 30328)
- Dorothy Benson Multipurpose Senior Center (6500 Vernon Woods Dr. NE Sandy Springs, GA 30328)

Plan Development and Maintenance

The Fire Department will conduct an annual review of this document and maintain and update the EOP as required. Revisions will be forwarded to those on the distribution list.

Department heads have the responsibility for maintaining internal plans, procedures, and resources to ensure prompt and effective response to disasters.

The City of Sandy Springs will work with AFCEMA and GEMA to schedule emergency management training for City employees, including NIMS training courses. NIMS Training courses are available at no cost to all city employees through the Georgia Emergency Management Agency Training site.

This EOP should be activated at least once a year in the form of an actual incident or simulated emergency to provide practical controlled operations experience to those who have EOC responsibilities.

Authorities and References

Legal Authority

Federal

- Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
- Emergency Planning and Community Right-to-Know Act, 42 U.S.C. Chapter 116
- Emergency Management and Assistance, 44 CFR
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Homeland Security Presidential Directive, HSPD–3, Homeland Security Advisory System
- Homeland Security Presidential Directive, HSPD–5, Management of Domestic Incidents
- Homeland Security Presidential Directive, HSPD–8, National Preparedness
- National Incident Management System
- National Response Framework
- National Strategy for Homeland Security
- FEMA, State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning

State

- Georgia Air Quality Control Act
- Georgia Death Investigation Act
- Georgia Emergency Management Act of 1981, as amended, Official Code of Georgia Annotated § 38-3-22(b)(6)
- Georgia Water Quality Control Act, Official Code of Georgia Annotated (O.C.G.A.) § 12-8-20 et seq.

Local

- City of Sandy Springs Ordinance #2006-11-86

Volunteer and Quasi-governmental

- Act 58-4-1905 American National Red Cross Statement of Understanding (December 30, 1985)
- Mennonite Disaster Services – Agreement with FDAA (1974)
- Salvation Army Charter (May 12, 1974)
- Public Law 93-288
- Statements of Understanding between the State of Georgia and the agencies above

Glossary

Alert

An incident that currently does not affect the local or general population but has the potential to escalate to a more-serious emergency. The situation is unresolved and should be monitored closely. Some limited protective actions may be implemented, and additional assistance may be requested from the Georgia Office of Emergency Preparedness.

Direction and Control

The control group in the EOC during emergency operations that consists of the Chief Executive (Mayor, City manager/City council, Governor, etc.); Chiefs of emergency services (fire, police, sheriff's office, emergency medical services); and support staff such as public works, public utilities, transportation, public information officers, the American Red Cross, and others as deemed necessary.

Disaster or Incident

An event, the effects of which cause loss of life, human suffering, public and private property damage, and severe economic and social disruption. Disasters can be natural or human-caused events, major accidents, or terrorist attacks. Disasters are differentiated from those day-to-day emergencies and accidents to which local emergency organizations routinely respond, and may be of such magnitude or unusual circumstance as to require response by all levels of government.

Disaster Assistance Center (DAC)

A facility established within or adjacent to an affected area for the purpose of providing disaster victims with "one-stop" service in meeting their disaster or emergency needs. The DAC is usually staffed by representatives of federal, state, and local government agencies, volunteer organizations, and certain representatives of the private sector.

Emergency

(1) A disaster occurrence or a situation that seriously threatens loss of life and damage to property. It usually develops suddenly and unexpectedly and demands immediate, coordinated, and effective response by government and private sector organizations to protect lives and limit damage to property. Examples of emergency situations, which could result in a disaster, include an accident involving hazardous materials, which threatens to explode or rupture endangering the surrounding population; the period of time prior to the onset of a severe storm; and a period of intense international crisis that could lead to nuclear warfare. (2) Any of the various types of catastrophe included in the definition of a "major disaster" that require federal emergency assistance to supplement state and local efforts to save lives and protect property, public health and safety, or to avert or lessen the threat of a disaster.

Emergency Alert System (EAS)

A network of broadcast stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of peril or disaster, or other natural emergency as provided by the Emergency Alert System Plan.

Emergency Operations Center (EOC)

The protected site from which civil government officials (municipal, City, state, and federal) exercise direction and control in an emergency.

Emergency Operations Plan (EOP)

A brief, clear, and concise document that describes actions to be taken and provides instruction to all individuals and local government services and states what will be done in the event of an anticipated emergency. The plan states the methods for taking coordinated action to meet the needs of the situation. It states what action is to be taken; describes when and where it is to take place; and identifies who is responsible based on pre-determined assumptions, objectives, and capabilities.

Hazard Area or Affected Area

Areas designated by the federal government or locally through a hazard vulnerability analysis that are relatively more likely to experience the direct effects of natural or human-caused disasters.

Hazard Mitigation

All methods and measures employed to eliminate or make less severe the effects of a major disaster or emergency and of future disasters in the affected area, including reduction and avoidance.

Hazardous Material (HazMat)

Any substance or material in a quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, economical crops, or property when released into the environment. There are four traditional classes: chemical, biological, radiological, and explosive. However, the U.S. Department of Transportation lists 15 different classes.

Local Government or Local Jurisdiction (Political Subdivision)

Any City, town, district, or other legal political subdivision within the State of Georgia.

Resources

Personnel, raw or basic materials, finished goods and products, services, and facilities.

Risk

The degree to which people, property, the environment or social and economic activity—in short, all elements-at-risk—are susceptible to injury, damage, disruption, or loss of life.

State

The State of Georgia.

State Emergency Operations Center (EOC)

That facility designated as the area of mobilization of all resources of the state during times of emergencies. Other state EOCs may be designated as required in a disaster area.

Standard Operating Guidelines (SOGs)

A set of general instructions to achieve a specific function or operation.

Annex A: Winter Storm Response

Purpose

The purpose of this Annex is to outline the City's response to a forecast by the National Weather Service (NWS) and/or the National Oceanic and Atmospheric Administration (NOAA) of a severe winter storm affecting the City. Severe winter storms are a notice event—meaning that the City will have sufficient time to prepare and plan for the event. This Annex outlines actions, roles, and responsibilities of City staff to prepare for and respond to a severe winter storm.

Scope

This Annex applies to the City of Sandy Springs in response to a severe winter storm. The Sandy Springs area is not accustomed to heavy winter precipitation, so it is important to prepare for weather that may significantly impact City operations. Severe winter weather can be defined as a weather event that involves extreme low temperatures, snow, ice, and/or wind that significantly exceeds average conditions of the region's expected winter weather and causes damage to City infrastructure and/or extended disruption of City services.

The Annex is supplemental to the City of Sandy Springs Emergency Operations Plan (EOP) and expands on responsibilities, actions, and policies related to the unique characteristics of a severe winter storm. This Annex does not alter or replace the EOP or any existing tactical plans of first responders. This Annex is aligned with the principles of the Incident Command System (ICS) and the National Incident Management System (NIMS).

Situation Overview

Winter storms present a number of problems for local governments. Winter storms vary in intensity, size, and impact. Generally, wide areas are affected similarly, so mutual aid is not usually available from neighboring communities. The common threats of winter storms come from cold temperatures and precipitation. Cold temperatures effect the type of precipitation that will occur, namely snow or ice.

The occurrence of large snowstorms, ice storms, and severe blizzards can have an impact on power and water utilities and transportation infrastructure and damage homes. Loss of life is possible due to accidents or hypothermia. Heavily populated areas are at high risk because severe weather can cause communication and power lines to fail. Snow can accumulate faster than it can be cleared, and heavy icing can affect utility systems and transportation routes.

Accumulation

As the moisture from snow or freezing rain reaches surfaces such as streets, trees, or power lines, it freezes and accumulates. Ice accumulation can be very heavy and damaging. The most susceptible roofs are those with wide expanses most commonly found in large stores and shopping malls.

When ice accumulates on buildings, two different problems can occur. Heavy sheet ice builds up on flat-roofed buildings and can overtax the supporting structure, thus causing the roof to fail. Icicles hanging from eaves can threaten pedestrians and vehicles that may pass beneath them. In some instances, safety considerations might require that icicles be broken off as they accumulate to prevent potential injuries.

Utility Disruptions

Perhaps the most serious ice accumulation, other than highway icing, is the burden placed on tree branches and wires. The weight of the ice can cause direct problems for power lines and telephone lines. Tree limbs can be loaded to the point that they come in contact with power lines. Preventative efforts are undertaken by most electrical utilities as they endeavor to keep limbs around wires well-trimmed during the summer months. There is little that can be done about the freezing effects on the wires themselves.

Not all impacts of winter storms are visible and easily observed. Extreme low temperatures of any duration will freeze the ground and buried water pipes, potentially resulting in widespread freezing of water lines, which presents challenges for water utilities. Residential and commercial structures can experience the same difficulties with pipes freezing from the extreme cold and then bursting when temperatures rise.

As the frost line goes deeper into the ground during a cold winter, water lines may freeze. Most problems will occur with ¾-inch or 1-inch service lines that carry water from the main line to the user's property. These thinner, smaller lines (usually copper) will freeze if there is no movement of water through them. Mains usually do not freeze because the number of users on the system assures that water is constantly moving inside the pipes.

Preventative measures are possible in the early stages of ice accumulation or freezing temperatures. The public should be informed of the importance of keeping the water running in their homes and/or places of work. A steady drip or a very small stream (pencil-lead size) of water will maintain enough movement to reduce or eliminate the possibility of freezing.

Transportation

Winter storms cause mobility problems for the public and local government. Both motorists and pedestrians encounter difficulties, and parking can become a real problem. Abandoned cars, stalled by ice or mechanical problems, may block streets and highways.

Shelters

Some winter storm situations may leave motorists stranded and/or residents without electricity. Coordination with the Atlanta-Fulton County Emergency Management Agency (AFCEMA) for assistance from the American Red Cross to establish shelters will be necessary at the onset of the winter storm, depending on the predicted severity.

Weather Information

Close contact with the local NWS office is necessary as a severe winter storm approaches the area. Periodic briefings by NWS meteorologists will help provide the latest information to local government officials. Keep in mind the following NWS terminology when preparing for a severe winter storm:

- **Winter Storm Watch:** Severe winter weather conditions may affect the area.
- **Winter Storm Warning:** Severe winter weather conditions are imminent.
- **Ice Storm Warning:** Significant, possibly damaging, ice accumulation is expected. Freezing rain (or drizzle) means precipitation is expected to freeze when it hits exposed surfaces.

Planning Assumptions

- Winter storm forecasts typically provide sufficient notice for the City to plan and prepare adequately.
- Winter weather forecasts are helpful but are not 100% accurate.
- Despite public messaging, individuals may not heed warnings to prepare for the storm.
- Many businesses and residents do not clear snow and ice from sidewalks (or may not be able to clear them in a timely manner), which may limit the public's access to essential services, particularly for persons with disabilities and others with access and functional needs.
- Due to storm conditions, some City employees may not have transportation to their work location, and those who work outdoors may have their work hours limited. This may cause staff shortfalls in some City departments and functions.

Concept of Operations

General

In the event of a projected significant winter storm event in Sandy Springs, the Mayor may issue a local emergency proclamation prior to storm's arrival. The primary response goals are to protect the health and safety of City staff and the public, protect City property, and resume full operations as quickly as possible.

This Annex and the Emergency Operations Center (EOC) should be activated as soon as possible following a local proclamation and/or legitimate forecast of a "severe winter storm" so that the EOC can:

- Coordinate appropriate preparations;
- Monitor the location, severity, and progression of the storm;
- Anticipate impacts to City services and infrastructure;
- Begin developing an Incident Action Plan; and
- Once the storm hits, coordinate response operations in a timely and efficient manner.

Notification and Warning

Notification of the public is a joint responsibility of the NWS office and local government. NWS will disseminate information through NOAA's Weather Radio and the Emergency Alert System (EAS). The City of Sandy Springs Communications Department will notify City staff and the public using all appropriate notification channels per its Emergency Plan.

Readiness

The City Manager or designee will contact various departments in the days leading up to a winter storm to coordinate readiness. A meeting of the various departments should be held 24 hours prior to the projected arrival of a winter storm. During this meeting, readiness of each department, any coordination of resources, and current projected problems associated with the storm will be discussed.

In the event of a likely significant winter storm event in Sandy Springs, the EOC will be activated and staffed based on information from NWS in Peachtree City, AFCEMA, and local weather forecasts.

Winter/ice storms usually develop slowly and with enough lead time to allow local governments to prepare for worst-case scenarios. Readiness actions include the following:

- Initiate development of a formal Incident Action Plan (IAP).
- Monitor weather conditions via NWS information, local television affiliates, online weather programs, and other services.
- Conduct ice-control operations, such as sanding and/or salting of streets and bridges.
- Fuel emergency vehicles.
- Prepare or pre-position emergency generators.
- Determine government facility closures and adjustments to services.
- Provide notification and warning to City staff and the public.
 - Inform the public to take appropriate actions. Provide public service announcements to local news media.
 - The NWS will activate EAS with winter storm updates as conditions warrant.
 - Local television and radio stations will provide winter storm warnings; travel conditions; school, government, and business closings; and other storm-related information for the local area.

Local emergency services and support groups (such as Public Works) should consider taking the following actions when a winter storm watch is issued:

- Review winter storm disaster response plans.
- Check equipment and supplies that might be needed, including emergency generators.
- Move equipment and supplies to safe locations (e.g., under covered awning, to an inside location, inside heated building, etc.).
- Top off fuel tanks of vehicles and equipment.
- Check accuracy of contact information used to reach employees when not on duty.
- Prepare tire chains, deicing equipment, ice scrapers, etc.
- Arrange for transportation of essential personnel if road conditions deteriorate.
- Arrange for temporary housing of essential personnel at place of employment, if necessary. Have items on hand such as cots, blankets, toiletries, food, and change of clothes.

Response

- Coordinate law enforcement activities, including responding to auto accidents.
- Coordinate fire, search and rescue, and emergency medical services.
- Coordinate repair of power and telecommunications outages and water service disruptions to reestablish services.
- Treat and clear roads in accordance with the City's Roadway Priority Treatment Plan to allow access for first responders and emergency vehicles.

EOC Operations

The City Manager will decide to activate the EOC in consultation with the Fire Chief/Emergency Management Director. The EOC will be activated and staffed based on information from NWS in Peachtree City, AFCEMA, and local weather forecasters information. EOC actions include the following:

- Develop a formal IAP for response operations.
- Notify EOC staff (law enforcement, fire services, and public works, etc.) as appropriate.
- Continue to monitor weather conditions.
- Confirm winter weather forecasts with the NWS office in Peachtree City or AFCEMA.
- Email winter/ice storm warning message to City departments.
- Contact AFCEMA to discuss shelter needs with the American Red Cross (Atlanta Chapter).
- Prepare and disseminate weather updates to all City departments and the public.
- Identify special populations (e.g., schools, hospitals, nursing homes) in especially hard-hit areas. Contact these facilities to determine if emergency assistance is needed (i.e., generators, alternate heating sources, shelters, etc.) and gather damage-assessment information. It may be necessary to dispatch field units to these locations if telecommunications are down.
- Contact AFCEMA if emergency generators, water trucks, or other emergency assistance is needed.
- Begin receiving damage assessment reports from field units. Proper documentation and record-keeping are essential. Update status boards in the EOC.
- Provide communications relay between incident sites and the EOC. Provide all available information to the EOC as soon as possible. Advise of any known injuries and damage assessment.
- If telephone lines or radio communication systems are down, consider using amateur radio operators to report to hospital(s), shelter(s), or other key facilities to provide backup communications support.
- Locate affected area(s) on hard copy and computerized maps in the EOC.
- Keep EOC personnel updated regarding, including debris clearance to provide emergency vehicle access; search and rescue operations; triage; medical treatment and transportation; and minimization of hazards such as live electric wires and water line breaks.
- Designate a PIO to coordinate with news media to disseminate public information, including the status of the storm, road closures, shelter information, etc.
- Coordinate overall EOC information-gathering and decision-making efforts. Determine the need for and locate resources as required. Update status boards and WebEOC. Maintain proper records.
- Have the Mayor or a designed representative proclaim a local emergency if needed. An emergency proclamation at the local level will allow for county and state resources to aid in disaster relief efforts (i.e., National Guard assistance).
- Provide periodic updates to the Mayor, the City Manager, and City Council concerning response and recovery efforts.
- Designate a member of the EOC staff to coordinate volunteer efforts and donated goods. This information should be coordinated with emergency services and the American Red Cross.

- Staff the EOC accordingly and develop a shift schedule. EOC staff may be necessary for several days, and it's important to allow personnel time off for rest.
- Deactivate the EOC after local response is no longer needed and operations resume normal activity. Periodic briefings and updates from the EOC may be necessary for the duration of the recovery effort.
- Conduct an after-action meeting for local emergency services and related departments and agencies. Discuss areas for improvement, complete an after-action report, and update this Annex accordingly.

Roadway Treatment Priorities

The City has prioritized clearing of roads in three tiers, as listed below. A static map of the list is available, and a digital version is managed by GIS.

Priority I: Bridges, Arterial Streets, Highways

Bridges

- Northridge Road Bridge at SR 400
- Roswell Road Bridge over the Chattahoochee
- Roswell Road Bridge at I-285
- Pitts Road Bridge at SR 400
- Spalding Drive Bridge over SR 400
- Abernathy Road Intersection at SR 400
- Mount Vernon Highway Bridge at SR 400
- Mount Vernon Highway Bridge at I-285
- Glenridge Connector at I-285
- Glenridge Connector at SR 400
- Long Island Drive Bridge over Long Island Creek
- Long Island Intersection at I-285
- Hammond Drive Bridge at SR 400
- Peachtree Dunwoody Bridge over Nancy Creek
- Peachtree Dunwoody Bridge at I-285
- Johnson Ferry Road Bridge at SR 400
- Johnson Ferry Road Bridge over the Chattahoochee
- Windsor Parkway Bridge over Nancy Creek
- Windsor Parkway Bridge over SR 400
- Windsor Parkway Bridge west of High Point Rd
- Lake Forrest Drive Bridge over Long Island Creek

- Powers Ferry Road Bridge over the Chattahoochee
- Northside Drive Bridge at I-285
- Brandon Mill Road Bridge over Marsh Creek
- Glenridge Drive Bridge Over Marsh Creek
- Dunwoody Club Drive Bridge
- Riverside Drive Bridge between Old Riverside Drives over Chattahoochee
- Tributary
- Riverside Drive Bridge north of Johnson Ferry Road over Marsh Creek
- Riverside Drive at I-285
- Roberts Drive at SR 400
- Northside Drive over Long Island Creek
- New Northside Drive at I-285

Arterial Streets/Highways

- New Northside Drive
- Interstate North Parkway from I-285 to Riveredge Parkway
- Riveredge Parkway to the ICE Building Entrance.
- Mount Vernon from Powers Ferry to Riverside Dr
- Riverside Dr from Mount Vernon Highway to Heards Ferry
- Heards Ferry Road from Riverside Drive to Raider Drive
- Raider Drive from Heards Fry to Station 3
- Abernathy Road/Perimeter Center West
- Interstate North Parkway to Riveredge Parkway
- Riveredge Parkway to ICE Building
- Spalding Drive
- Glenridge Drive
- Peachtree Dunwoody Road from Crestline Parkway to Spalding Dr
- Peachtree Dunwoody Road from Glenridge Connector To South
- Johnson Ferry Rd from western city limit to Roswell Road

Critical Facilities (ramps, driveways)

- Sandy Springs Fire Station 1, 1425 Spalding Drive
- Sandy Springs Fire Station 2, 135 Johnson Ferry Road
- Sandy Springs Fire Station 3, 6025 Heards Road
- Sandy Springs Fire Station 4, 4697 Wieuca Road

- Sandy Springs Police Dept. Headquarters, 7840 Roswell Rd. Suites 301 and 400
- ChatComm 911 Center, 859 Mount Vernon Highway
- City Hall, 1 Galambos Way

Priority II: Collector Streets

- Barfield Road
- Crest Valley Drive
- Dunwoody Place
- Glenridge Drive
- Grogan's Ferry Road
- Hammond Drive
- Heard's Ferry Road
- High Point Road
- Hightower Trail
- Huntcliff Trace
- Huntcliff Trail
- Jett Road
- Long Island Drive
- Mount Vernon Highway
- North River Parkway
- Northside Drive
- Pitts Road
- Riverside Drive
- Robert's Drive
- Windsor Parkway

Winter Storm High Hazard Roadways

- Public Works will coordinate pre-positioning of barricades and closure of pre-identified winter storm high hazard roadways.

Residential Streets

- Residential streets will typically not be cleared/treated unless required in support of an emergency response. Spot treatment of known icing areas will be conducted depending upon the availability of City resources.

Roles and Responsibilities

In addition to roles and responsibilities outlined in the EOP Basic Plan, the following roles are specific to winter storm incidents.

Police

- Pre-position barricades or police vehicles for traffic control, if needed.
- Report hazardous road conditions, vehicle accidents, and road closures to the EOC.

Geographic Information Systems

- Create and maintain printed and/or digital maps of snow-treatment routes and locations of reported crashes. Classify road temperatures by color and map icy road conditions and tree debris.

Information Technology

- Implement continuity of operations and disaster recovery plans, as needed.

Communications and Media

- Provide updated information to the public on weather conditions and the status of City facilities and services.

Public Works Department

- Pre-stage salt and sand and coordinate truck deployments.
- Treat and de-ice roadways in order of priority.
- Provide information on hazardous road conditions to the EOC.
- Place barricades to block roads that are closed by debris, icy conditions, or downed power lines.
- Document road conditions, closures, and downed trees.
- Coordinate with tree crews.
- Coordinate with contractors and utilities to clear debris, such as downed trees.

Direction, Control, and Coordination

See Basic Plan.

Communications

See Basic Plan.

Administration, Finance, and Logistics

See Basic Plan on page 29

Plan Development and Maintenance

See Basic Plan on page 31

Authorities and References

See Basic Plan on page 33

Annex B: Flood Response

Purpose

The purpose of this Annex is to outline actions, roles, and responsibilities of City of Sandy Springs staff in preparation for and in response to a flood.

Scope

This Annex applies to the City of Sandy Spring's response to a flood. The Annex is supplemental to the Emergency Operations Plan (EOP) and expands on responsibilities, actions, and policies related to the unique characteristics of a flood. This Annex does not alter or replace the EOP or any existing tactical plans of first responders. This Annex is aligned with the principles of the Incident Command System (ICS) and the National Incident Management System (NIMS).

Situation Overview

The National Weather Service (NWS) defines a flood as an overflow of water onto normally dry land, caused by rising water in an existing waterway, such as a river, stream, or drainage ditch. Flooding may last days or weeks. Flash flooding is described as a flood caused by excessive or heavy rainfall in a short period of time, generally less than 6 hours. Flash floods are often characterized by torrents after heavy rains that can occur within minutes or hours following heavy rainfall, sweeping through riverbeds or city streets. Flash flooding can even occur without rain, upon a dam or levee failure or after a sudden release of water by a debris or ice jam.

According to the State of Georgia Hazard Mitigation Plan, flooding is highly dependent on precipitation amounts and is highly variable within the state, although certain seasons are more prone to flooding than others. The northern portion of the state receives maximum precipitation amounts during the winter as a result of frontal systems.

Impacts of flooding include the following:

- Injuries and loss of life
- Structural damages
- Property damages
- Temporary backwater effects in sewers and drainage systems
- Death of livestock
- Agricultural crop loss
- Loss of egress and access to critical facilities due to roads being washed out or over-topped
- Unsanitary conditions by deposition of materials during recession of flood waters

The distinction between a flood watch and flood warning may necessitate varied responses:

- A **flood watch** means widespread flooding is possible in the area, and residents should be prepared to evacuate. A watch is issued for flooding that is expected to occur 6 to 12 hours after heavy rains have ended.
- A **flood warning** means a flood is expected in the area within 6 to 12 hours. Residents should evacuate immediately if advised to do so by local authorities.

Planning Assumptions

- Floods are most often caused by severe weather and heavy rainfall.
- Floods may occur suddenly (often referred to as “flash floods”) or can result over the course of days as a result of a surge of upstream volume.
- Despite public messaging, individuals may not heed warnings to avoid flooded roads or areas.

Concept of Operations

General

This Annex and the Emergency Operations Center (EOC) should be activated as soon as possible following a local emergency proclamation and/or at the discretion of the City Manager to:

- Monitor the location, severity, and progression of the flooding;
- Initiate development of a formal Incident Action Plan (IAP);
- Coordinate appropriate response operations; and
- Manage impacts to City services and infrastructure.

The primary response goals are to protect the health and safety of City staff and the public, protect City property, and resume full operations as quickly as possible.

Notification and Warning

Notification of the public is a joint responsibility of the NWS office and local government. NWS will disseminate information through the National Oceanic and Atmospheric Administration’s (NOAA) Weather Radio and the Emergency Alert System (EAS). The City of Sandy Springs Communications Department will notify City staff and the public using all appropriate notification channels per its Emergency Plan.

Readiness

Close contact with the NWS office is necessary as the situation progresses. Periodic briefings by NWS meteorologists will help provide the latest information to local government officials. In addition to monitoring NWS information, other resources may enhance situational awareness, including The Weather Channel, local television affiliates, computer weather programs, and other sources providing recent weather information.

Response

Operations during or in the immediate aftermath of a flood will focus on life-safety measures. Actions by first responders may include responding to stranded motorists, coordinating search and rescue, and delivering emergency medical services.

Once life safety has been achieved, operations can shift to property protection, including repairing power and telecommunications outages and water service disruptions to reestablish services.

EOC Operations

The City Manager will decide to activate the EOC in consultation with the Fire Chief/Emergency Management Director. The EOC will be activated and staffed based on information from NWS in Peachtree City, the Atlanta-Fulton Emergency Management Agency (AFCEMA), and local weather forecasters' information. EOC actions include the following:

- Begin development of a formal Incident Action Plan.
- Notify EOC staff (e.g., law enforcement, fire services, public works, American Red Cross) as appropriate
- Confirm weather forecasts with the NWS office in Peachtree City and/or AFCEMA by phone, email, or other available means.
- Prepare and disseminate weather updates to all City departments and the public.
- Identify special populations (e.g., schools, hospitals, nursing homes) in flooded areas and coordinate needed resources.
- Begin receiving damage assessment reports from field units. Proper documentation and record-keeping are essential. Update status boards in the EOC and WebEOC.
- Provide communications between incident sites and the EOC. Provide all available information to the EOC as soon as possible. Advise of any known injuries and damage assessments.
- If cellular or radio communications systems are down, consider using amateur radio operators to report to hospital(s), shelter(s), or other key facilities to provide backup communications support.
- Locate affected area(s) on hard copy and computerized maps in the EOC.
- Coordinate relief efforts with the American Red Cross. Determine if and where emergency shelters are needed.
- Keep EOC personnel updated with field unit activities, including debris clearance to provide emergency vehicle access; water rescues; search and rescue operations; triage; medical treatment and transportation; and minimization of hazards such as roadway flooding, and water line breaks.
- Notify area news media with situational updates. The Public Information Officer (PIO) should coordinate with local and national news media to disseminate the status of the emergency, road closures, shelter information, etc.
- Coordinate overall EOC information-gathering and decision-making efforts. Determine need for and locate resources as required. Update status boards. Maintain proper records.
- Have the Mayor or designed representative proclaim a local emergency if needed. An emergency proclamation at the local level will free county and state resources to aid in the disaster relief effort (i.e., National Guard assistance).
- Provide periodic updates to the Mayor, City Manager, and City Council concerning response and recovery efforts.
- Designate a member of the EOC staff to coordinate volunteer relief efforts and donated goods.
- Staffing of the EOC may be necessary for several days. A shift schedule should be developed to allow personnel time off for rest.
- Staff the EOC accordingly and develop a shift schedule. EOC staff may be necessary for several days, and it's important to allow personnel time off for rest.

- Deactivate the EOC after local response is no longer needed and operations resume normal activity. Periodic briefings and updates from the EOC may be necessary for the duration of the recovery effort.
- Conduct an after-action meeting for local emergency services and related departments and agencies. Discuss areas for improvement, complete an after-action report, and update this Annex accordingly.

Roles and Responsibilities

In addition to the roles and responsibilities outlined in the EOP Basic Plan, the following roles are specific to flooding incidents.

Police

- Pre-position barricades or police vehicles for traffic control, if needed.
- Report hazardous road conditions, vehicle accidents, and road closures to the EOC.

IT/Geographic Information Systems

- Create and maintain printed and/or digital maps of flooded areas, road conditions, and debris.

Communications

- Provide updated information on road closures and impacts to City facilities and services to the public.

Public Works

- Coordinate damage assessment.
- Document road conditions, closures, and downed trees.
- Provide information on hazardous road conditions to the EOC.

Direction, Control, and Coordination

See Basic Plan on page 29

Communications

See Basic Plan on page 31

Administration, Finance, and Logistics

See Basic Plan on page 32

Plan Development and Maintenance

See Basic Plan on page 33

Authorities and References

See Basic Plan on page 33

Annex C: Hazardous Materials (HazMat) Response

Purpose

This Annex outlines a preplanned, coordinated response to a release of oil or hazardous materials (HazMat) that may affect the health and well-being of the general public or the environment. The objectives of this plan are as follows:

- Integrate planned actions for all oil and HazMat response.
- Outline the roles and responsibilities of the City and outside agencies to respond to oil or HazMat incidents, reduce the threat to human health, and minimize the damage to natural systems and property.
- Establish procedures for reporting spills or releases or threats of releases to proper authorities through established channels of communication.
- Establish procedures for coordinating federal, state, local, and private resources to facilitate the most-efficient use in mitigating, containing, and cleanup of an oil or HazMat spill or release.

Scope

The Annex is supplemental to the City of Sandy Springs Emergency Operations Plan (EOP) and expands on responsibilities, actions, and policies related to the unique characteristics of a HazMat incident. This Annex does not alter or replace the EOP or any existing tactical plans of first responders. This Annex is aligned with the principles of the Incident Command System (ICS) and the National Incident Management System (NIMS). In addition:

- This Annex applies to any incident involving any substance identified as an oil or HazMat, particularly those identified in the Title III List of Lists, a consolidated list of chemicals subject to reporting under Superfund Amendments and Reauthorization Act (SARA) Title III Section 302, Extremely Hazardous Substances, and Section 313, Toxic Chemicals, and Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Hazardous Substances.
- This Annex applies to all local, state, and federal agencies and private organizations responding to a release or threat of release into the environment of an oil or HazMat from a fixed operating facility or transportation mode. It provides for the coordination of multi-agency, multi-governmental response to an incident that poses a threat to the public health and welfare and/or the environment and its living resources.
- This Annex is designed to be supported by other annexes and appendices of the City of Sandy Springs Emergency Operations Plan (EOP) to address the specific threat of HazMat located at fixed facilities within or transported along the major transportation routes through the City of Sandy Springs.

Situation Overview

While facilities and transporters have procedures and controls in place to properly maintain HazMats and ensure their safe handling and disposal, accidents may occur. Appropriate protective actions in response to a HazMat incident must be determined by qualified first responders trained in hazardous materials response. Depending on the type of HazMat and environmental conditions, protective actions may include sheltering in place or evacuating areas in or around the incident.

Planning Assumptions

- HazMat releases may occur as a result of vehicle accidents, train derailment, or other stationary facility or equipment holding failures.
- HazMat incidents may present a direct life-safety risk to first responders and the public and/or cause environmental safety impacts.
- The HazMat transporter or facility responsible for a release is also responsible for reporting and addressing a hazardous materials incident.

Concept of Operations

Notification and Warning

The telephone will be the most likely means by which emergency services will be notified of a HazMat incident at either a fixed facility or in a transportation accident. Notification of a transportation accident may also be received over radio networks monitored by emergency services.

Readiness

In most cases, it is unlikely that there will be any advanced warning. However, if advanced warning is received, the Fire Chief/Emergency Management Coordinator will consult with the Incident Command (IC) and assist the IC in directing precautionary actions such as sheltering in-place, preparing evacuation assembly centers, and/or evacuating threatened areas.

Response

The Fire Chief or senior fire official on the scene will serve as the IC. The IC will evaluate the situation and magnitude of the threat to determine appropriate protective measures (i.e., sheltering in-place or evacuation). This decision will be based on a number of factors, including the amount and toxicity of the substance released, the duration of the release, weather conditions, wind speed and direction, number and type of population affected, the effectiveness of available shelter to provide protection, and the availability of usable evacuation routes.

If the situation requires an evacuation, the IC will request that a local emergency be declared. The IC will determine evacuation zone boundaries, which will be defined by easily-recognized landmarks such as streets, roads, or rivers. The EOC will be staffed to coordinate evacuation, sheltering, and re-entry operations.

Transportation Incidents

Transporters of hazardous materials may fulfill reporting requirements by dialing 9-1-1 or, in the absence of a 9-1-1 system, calling the operator. Calls to the operator are not expected to provide much information on which response decisions can be made.

Responding units will be warned to approach the scene of an accident involving transportation vehicles with extreme caution on the possibility that a HazMat is involved. Responding personnel will visually check the involved vehicle(s) for placards or other evidence of the involvement of oil or HazMat. This inspection will also check for leaks or other signs of a HazMat release before coming in close proximity to the vehicle.

When approaching the involved vehicle(s), responding personnel will be alert for other indications of a chemical release, such as sounds of escaping pressurized gas, strange odors, or physical manifestations such as burning of skin or eyes, dizziness, and/or difficulty in breathing. After conducting a safe reconnaissance mission, personnel will establish an outmost perimeter until the specifics of the product can be confirmed and a plan established to safely handle the situation.

Fixed Facility

Representatives of the chemical industry determined by the corresponding placard are responsible for identifying and providing to the City of Sandy Springs Fire Department the quantities of those chemicals located at or shipped to or from their place of business that are identified as an Extremely Hazardous Substance (EHS) by the U.S. Environmental Protection Agency (EPA). They will provide specialized training, as required by the HazMat used, manufactured, or stored at their location, to firefighters, emergency medical personnel, law enforcement officials, and other emergency personnel who may be required to respond to an incident involving these materials at their facility.

Fixed-facility operators will maintain an automatic monitoring system to detect a release of a HazMat. In the absence of such an automatic monitoring system, employees of the facility will be trained in detailed procedures for detecting a release by human sensory perceptions.

Fixed-facility management will maintain an in-house response capability to contain a release of a HazMat within property boundaries. Management is required to develop an emergency response plan for the facility that provides:

- An interface for incorporating assistance from City emergency response units;
- Procedures for making timely notifications and warnings of a release to City emergency management officials; and
- Provisions for cleanup or supervision of contractor operations for cleanup of released materials.

When a release is detected, the facility emergency coordinator, shift supervisor, or facility manager will implement in-house emergency procedures and notify the City Fire Department.

Roles and Responsibilities

The emergency services organization for response to an oil or hazardous materials incident is a flexible organization built on a nucleus comprising the City of Sandy Springs Fire Department, the City of Sandy Springs Police Department, and the Cobb County HazMat Team. This basic response organization is augmented, as necessary, by other county agencies and volunteer organizations.

City Manager

- Initiate actions to declare a local emergency when necessary.

Police Department

- Provide assistance to the IC to:
 - Warn and evacuate the public as required;
 - Control access to the area and provide traffic control;
 - Provide security for evacuated area; and

- Provide emergency communications system.

Fire Department

- Support the IC in determining appropriate protective measures.
- Coordinate mutual aid and hazmat teams as necessary.
- Maintain a list, by facility, of HazMats in the City of Sandy Springs.
- Review and retain facility response plans submitted by HazMat facilities.

Communications

- Serve as PIO and contact radio and television stations serving the area to issue warnings and evacuation or shelter in-place instructions to the public.

Public Works Department

- If appropriate, provide heavy equipment and operators to support response efforts.

City Attorney

- Implement legal actions as directed to recover expenses from liable parties.

Adjacent Jurisdictions

- Provide assistance through mutual support agreements to:
 - Issue warnings and direct appropriate protective actions for citizens located in threatened areas within their jurisdiction;
 - Be prepared to provide evacuation assembly centers and shelters upon request;
 - Assist with coordination of medical facilities; and
 - Provide backup emergency equipment and personnel in accordance with mutual aid agreements upon request.

Chemical Facilities (Private Companies and Public Utilities)

- Develop, implement, and maintain a system and/or procedures to detect a release of oil or HazMats.
- Maintain a trained and properly equipped team of employees to combat and control an incident involving their oil or HazMats.
- Maintain a readily available source of Material Safety Data Sheets (MSDSs) to provide emergency medical personnel for use in treating contaminated or exposed victims.
- Maintain and have readily available a roster of emergency notification telephone numbers.
- Develop an alternate means of communication with the local emergency dispatcher.

- Provide specialized training to local emergency response personnel for on-site hazardous materials if specialized procedures are required.
- Be responsible for neutralization and cleanup of contamination resulting from the operations at their facility.
- Ensure transporters are responsible for cleanup and neutralization at the site of their transporting vehicle.

State

- As needed, provide assistance from relevant agencies including:
 - Georgia Department of Administrative Services
 - Georgia Department of Agriculture
 - Georgia Department of Corrections
 - Georgia Department of Human Resources
 - Georgia Department of Public Safety
 - Georgia Department of Transportation
 - Georgia Emergency Management Agency
 - Georgia Bureau of Investigation
 - Georgia Safety Patrol

Federal

- As needed, provide assistance from relevant agencies including:
 - Environmental Protection Agency (EPA)
 - U.S. Coast Guard (USCG)
 - U.S. Department of Transportation (DOT)
 - U.S. Department of Defense (DoD)
 - Occupational Safety and Health Administration (OSHA)
 - Federal Emergency Management Agency (FEMA)

Direction, Control, and Coordination

See Basic Plan on page 29

Communications

See Basic Plan on page 31

Administration, Finance, and Logistics

See Basic Plan on page 32.

Plan Development and Maintenance

See Basic Plan on page 33

Authorities and References

See Basic Plan on pae 45

Annex D: Severe Weather Response(Non-Snow/Ice)

Purpose

The purpose of this Annex is to outline the City's response to severe weather other than snow or ice

Scope

This Annex applies to the City of Sandy Springs in response to a severe weather incident. Severe weather can be defined as a weather event that involves extreme rain, hail, wind or tornados that cause injuries or loss of life; significant damage to City infrastructure; and extended disruption of City services.

The Annex is supplemental to the City of Sandy Springs Emergency Operations Plan (EOP) and expands on responsibilities, actions, and policies related to the unique characteristics of severe weather. This Annex does not alter or replace the EOP or any existing tactical plans of first responders. This Annex is aligned with the principles of the Incident Command System (ICS) and the National Incident Management System (NIMS).

Situation Overview

Severe weather can be experienced throughout the City of Sandy Springs and the entire population is at risk. This threat includes deaths and injuries to residents and widespread property damage. High winds can produce flying debris and downed trees, which can damage power lines, structures, and make roads impassable.

Planning Assumptions

General

- The City of Sandy Springs is vulnerable to a significant threat of damage from severe weather throughout the City.
- Typical damage could be buildings damaged or destroyed and infrastructure disrupted.
- Additional damage can be caused by hail, lightning, and rising water due to heavy rains.

Medical

- Severe weather can create increased demands for emergency medical services.
- Healthcare services may be affected by damage, potentially limiting the number of hospital beds and medical supplies that are available immediately following a severe weather event.
- The number of healthcare professionals available may also be limited in the aftermath of a severe weather event because some professionals may be isolated from their work places or be dead or injured.
- Existing emergency medical services may be unable to respond in a meaningful manner.

- The number of fatalities may overwhelm local mortuary services and the county coroner. County and state assistance may be needed.

Economic

- Business and industry may not be prepared for adequate response to severe weather. Businesses that rely on networked, computer-based systems are particularly vulnerable.
- Impairment of banking systems, which use electronic fund transfers, could result in widespread economic problems.
- A damaging severe weather event may cause a serious loss of employment, which could have an impact on economic factors at the local level.

Rescue Efforts

- In the event debris resulting from a severe weather event prevents access to the affected area for a prolonged time, helicopters may be necessary to bring rescue teams in and remove casualties from the area.
- The first few hours following a severe weather event are critical in saving the lives of people trapped in collapsed buildings. Therefore, the use of local resources during the initial response period will be essential until external support is available.
- It may be several hours before personnel and equipment can be mobilized and initial teams deployed to affected areas. Therefore, local and county resources will be relied upon heavily in the period immediately following the severe weather event.

Secondary Effects

- The severe weather event may trigger one or more secondary events such as the release of hazardous materials or fires.
- Fires burning out of control are possible in business and other sections of a city because of the nature and density of construction in such areas. Large, uncontrolled fires are less likely in residential areas because the housing density is less than in business districts. However, some individual or small group fires may occur as the result of miscellaneous damage-related factors or weather conditions.
- Hazardous material releases ranging from minor environmental impact(s) to major environmental impact(s) may occur.
- Structural damage is expected to be principally the result of the failure of manmade structures, particularly portable buildings and commercial buildings with large roof spans.

Utilities

- In the private sector, minimal communications may be available for a considerable length of time.
- Commercial telephone service is vulnerable, particularly due to the existence of above-ground telephone lines. Should telephone service fail, the Radio Amateur Civil Emergency Service (RACES) may be implemented to support relief efforts.
- Cellular telephone service may also be affected. Towers could potentially be overloaded by a large number of calls placed from the area of the severe weather incident.

- Electrical power systems are among the most fragile in the event of severe weather. Because they are also among the most essential of the utilities, even a short-term loss can be a major setback to the community. The loss of electric power during or after a severe weather event may mean no water to fight fires or for drinking water, no light or heat, no communications, or no sewage pumps, among other outages and disruptions.

Transportation

- Damage to transportation systems may complicate recovery efforts following a severe weather event. The loss or impairment of roads and highway links serving the City may significantly increase the difficulty of rescue and relief efforts and could potentially cause long-term disruption of regional and national commerce.

Concept of Operations

General

Emergency responsibilities assigned to City departments for severe weather response operations parallel those for other disaster operations. When severe weather occurs, local authorities will use available resources to protect life and property and reduce, to the extent possible, suffering and hardships on individuals. If local resources prove to be inadequate or are exhausted, assistance will be requested from other jurisdictions through mutual aid procedures. When requirements are beyond the capability of local government, requests for assistance will be forwarded to the Atlanta-Fulton County Emergency Management Agency (AFCEMA) via WebEOC. When resource requirements cannot be met with county resources, AFCEMA will request state assistance.

Notification and Warning

Notification of the public is a joint responsibility of the NWS office and local government. NWS will disseminate information through the National Oceanic and Atmospheric Administration's (NOAA) Weather Radio and the Emergency Alert System (EAS).

The City of Sandy Springs Communications Department will use all available notification channels per its Emergency Plan. Weather/tornado sirens will be used for notification, when applicable. They are located at the following locations:

- Dunwoody Club Drive at Chaparral Place
- Long Island Drive at Roswell Road
- Northside Drive at Mount Vernon Highway
- Spalding Drive at Mount Vernon Road
- Ridgeview Park
- MARTA Station at Peachtree Dunwoody Road
- River Valley Rd at Bridgewood Valley
- 8440 Roswell Road
- Mount Vernon Highway at North Park Place
- Riverside Drive at Mount Vernon Highway

- Hammond Park
- Morgan Falls Park at Field #5
- Dalrymple at Roswell Road
- Abernathy Park
- City Center at 182 Hilerbrand

Readiness

Close contact with the NWS office is necessary as the situation progresses. Periodic briefings by NWS meteorologists will help provide the latest information to local government officials. In addition to monitoring the NWS information, other resources that may enhance situational awareness include The Weather Channel, local television affiliates, computer weather programs, and other sources providing recent weather information.

Response

The Response Phase occurs from the onset of severe weather and lasts until lifeline systems are at least partially restored. During this phase, functions that are critical to lifesaving, protecting the populace, meeting basic human needs, securing critical infrastructure, and safeguarding City records are performed. The EOC will be activated at the level necessary to coordinate response operations.

Roles and Responsibilities

See Basic Plan.

Direction, Control, and Coordination

See Basic Plan on page 29.

Communications

See Basic Plan on page 31.

Administration, Finance, and Logistics

See Basic Plan on page 32.

Plan Development and Maintenance

See Basic Plan on page 33.

Authorities and References

See Basic Plan on page 45.

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Attachment 1: EOC Setup Instructions

EOC Layout

The Emergency Operations Center (EOC) has 12 desks in the main area for emergency support functions (i.e. police, fire, communications, public works, IT, etc.) and three desks at the back of the room for management (i.e., the Watch Commander, the EOC Manager, and City management). See Figure 8.

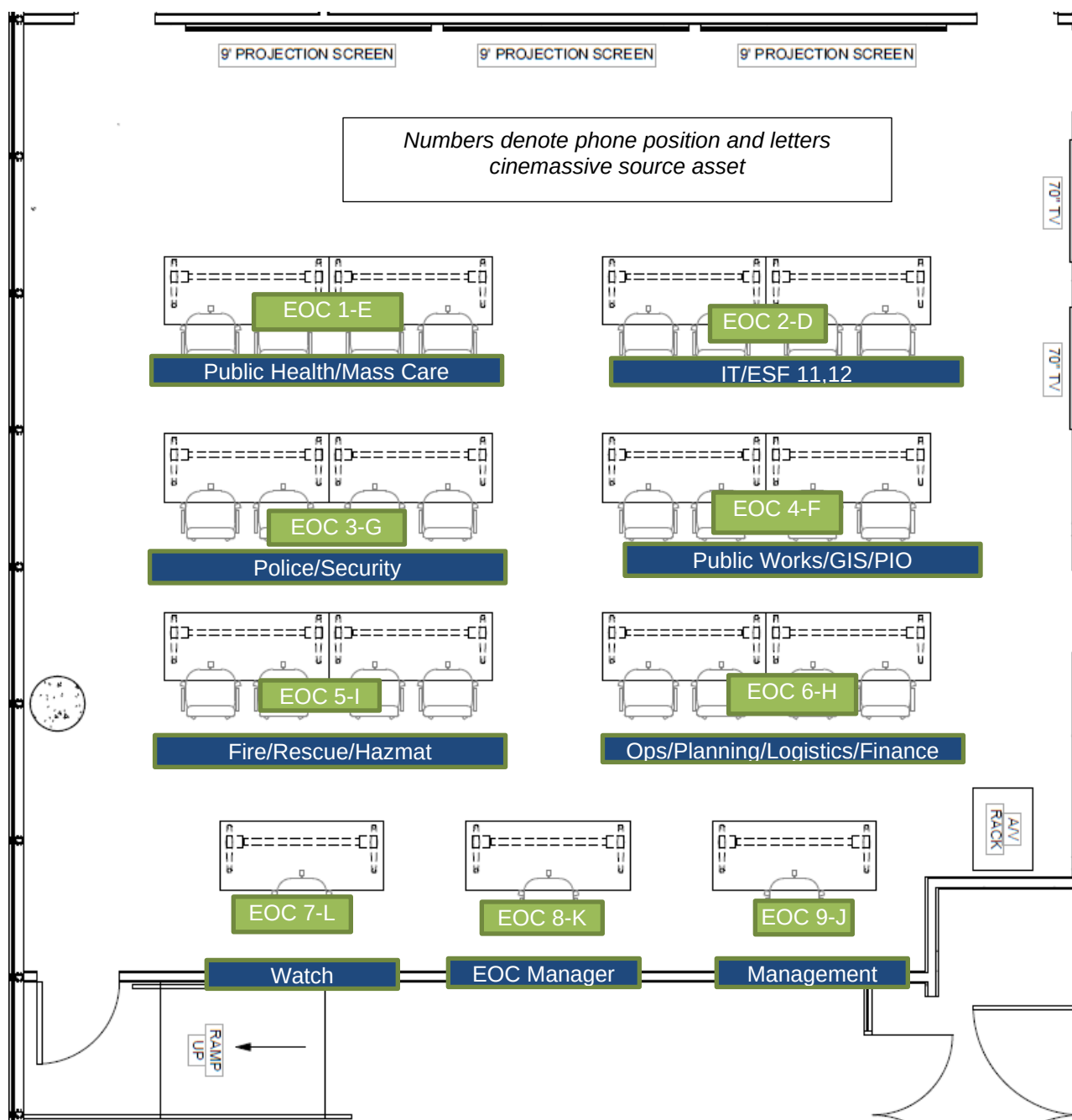


Figure 8: Emergency Operations Center Layout

Table 3: Emergency Operations Center (EOC) Phone List

EOC	Phone Number
EOC 1	(470) 343-2727
EOC 2	(470) 343-2728
EOC 3	(470) 343-2729
EOC 4	(470) 343-2730
EOC 5	(470) 343-2731
EOC 6	(470) 343-2732
EOC 7	(470) 343-2733 (Watch Commander)
EOC 8	(470) 343-2734
EOC 9	(470) 343-2735
EOC Manager Office	(470) 343-2736
Conference Room	(470) 343-2230

Radios

The EOC is equipped with radios from two systems. The P25 system is a mission-critical communications system for police and fire personnel. Two base radios systems have been installed to monitor police and fire communications respectively. A Motorola Turbo event radio has also been placed in the Operations center to communicate with facilities and PAC personnel. The two systems are independent.

Personal Computer and Screen Source Setup

1. Use Chrome to open <https://eocalpha.sandyspringsga.gov/#/login>
Login: admin
Password: cinemassive



Figure 9: Software Login Page

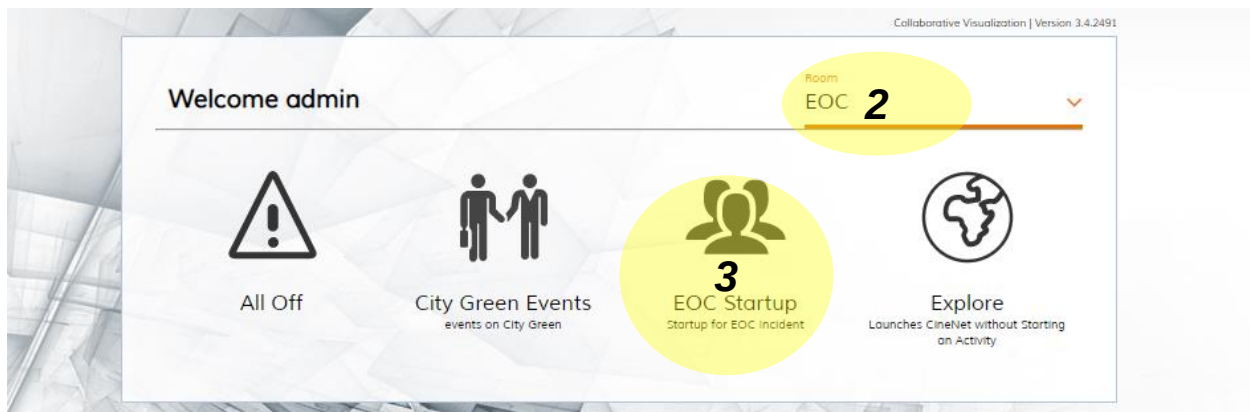


Figure 10: EOC Startup

2. Ensure that the room is set to EOC.
3. Select "EOC Startup" (Figure 10).
4. Sources are called "assets" and are displayed on a grid called a "layout." Assets can be removed by right-clicking and selecting "remove" and can be added by dragging an asset from the bottom menu onto the grid. The asset may then be resized.
5. A default EOC layout with City Green cameras, three computer sources, and an Apple TV have been set up for ease of use.

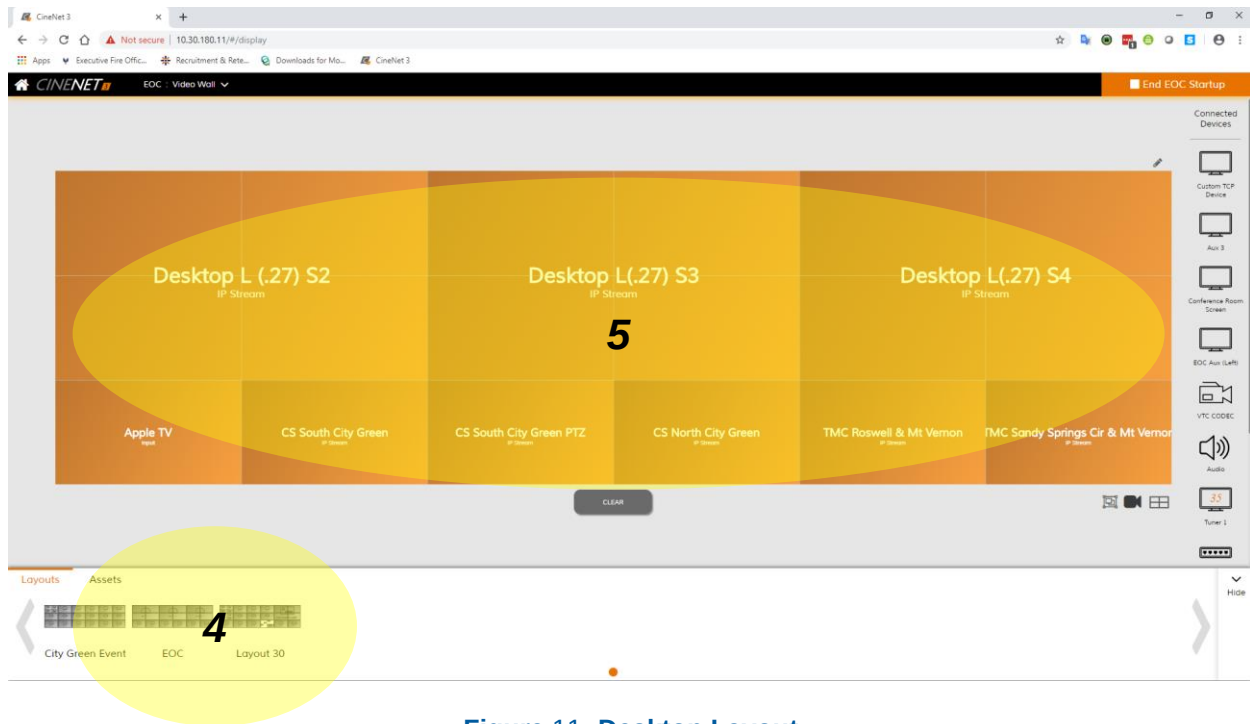


Figure 11: Desktop Layout

6. Connected devices are physical hardware connected to the system (i.e., video conferencing camera, Apple TV, TV Tuner, etc.). The menu on the right side of the screen (Figure 11) controls the attached devices. For example, to change the TV station, click “Devices,” then “Tuner”; control the tv using the digital remote.
7. The type of event/incident will dictate the type of information useful to display on the video wall or EOC Aux TVs (Left/Right)

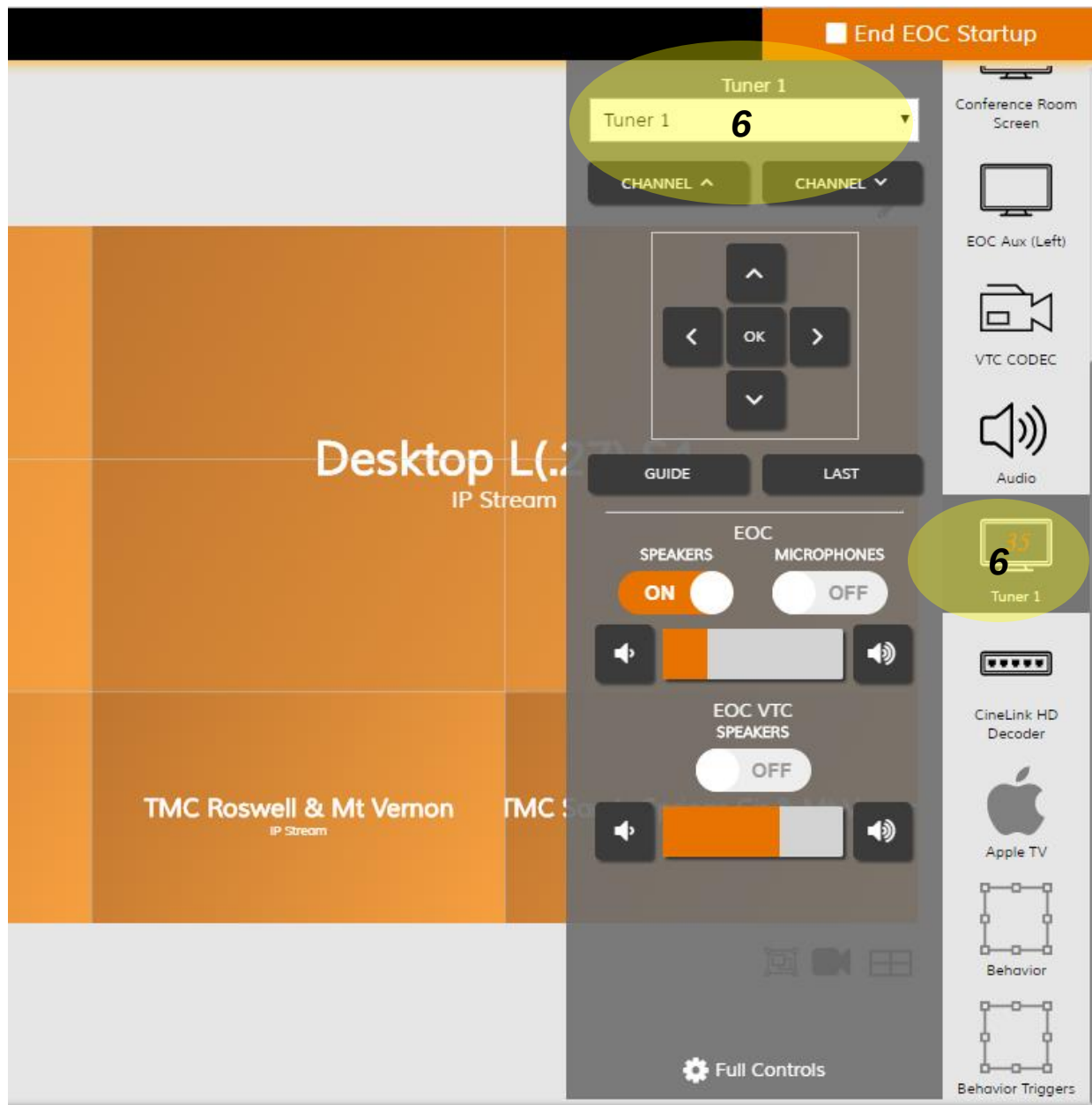
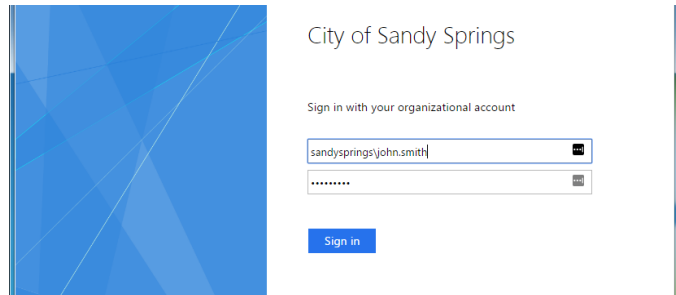


Figure 12: Layout Controls

Recommended Display Sources

- WebEOC
 - <https://webeoc.afcema.com/eoc7>
 - <https://sandysprings.afcema.com>
 - Ensure user is in EOC user group with Sandy Springs IT to keep the user from logging out.
 - The username is the user's first name, a space, and then the last name (e.g. "john smith").
 - The password is the user's last name.
 - Call Center Logins:
 - ♦ Username: COSS Users
 - There is a space between the two words of the username
 - ♦ Password: COSS.1!
 - Password is case-sensitive
- Sandy Springs GIS
 - Visit <http://coss.maps.arcgis.com>
 - Login using Sandy Springs credentials (example username: sandyspringsjohn.smith)
 - Ensure the user has an account and is added to the applicable group (Contact GIS for help)
 - Go to Groups > Fire Operations > (select incident added by GIS)
- Sandy Springs Earth Networks Weather Station
 - <http://owc.enterprise.earthnetworks.com/OnlineWeatherCenter.aspx?stat=SENDSP&pid=3>
- Other useful links (Ops/Planning Section Chiefs)
 - <http://gema-soc.maps.arcgis.com/home/index.html>
 - <http://gema.ga.gov/Pages/default.aspx>
 - <https://www.wunderground.com/wundermap/>
 - <http://forecast.weather.gov/>
 - <https://webmail.sandyspringsga.gov/owa/>
 - http://www.weather.gov/ffc/gdot_rwis
 - <http://ossiweb.ixpgeorgia.com/OpCenter>



EOC Checklist

Go to "[X:\Shared Between Depts\Emergency Management\ESF](#)" to find information related to Emergency Support Functions and Position Checklists.

Required Tasks

EOC Manager

- Equipment is disinfected at shift change.
- Trash is emptied around the clock.
- Food is ordered when needed.
- Cell phone chargers are made available.
- Radios and spare batteries are made available.
- ICS 202 form or Situation Report Updates are given internally each hour, emailed to department heads, and updated in WebEOC.
- Communications should notify the council every 4 hours.

ESF-4 Firefighting Objectives

- Monitor radio traffic.
- Act as the liaison for fire department personnel and EOC resources.
- Report field road conditions to public works.
- Report significant incidents to the incident commander.

ESF-5 Info and Planning

- Monitor radio traffic.
- Collects, analyzes, processes, and disseminates information about a potential or actual incident.
- Conducts planning activities.
- Complete ICS forms/situational update forms.

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Attachment 2: ESF Annexes

See separate attachment.

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Emergency Support Function Matrix

P = Primary Agency S = Support Agency	ESF – 1: Transportation	ESF – 2: Communications	ESF – 3: Public Works	ESF – 4: Firefighting	ESF – 5: Emergency Management	ESF – 6: Mass Care	ESF – 7: Resource Support	ESF – 8: Public Health and Medical Services	ESF – 9: Search and Rescue	ESF – 10: Hazardous Materials	ESF – 11: Agriculture and Natural Resources	ESF – 12: Energy and Utilities	ESF – 13: Public Safety and Security	ESF-14: Cross-Sector Business and Infrastructure	ESF – 15: External Affairs
City of Sandy Springs Police Department	P	S	S	S	S	S	S	S	S	S	S	S	P	S	S
City of Sandy Springs Fire Department	S	S	S	P	P	S	S	P	P	P	S	S	S	S	S
City of Sandy Springs Public Works	S	S	P	S	S	S	S	S	S	S	S	P	S	S	S
City of Sandy Springs Finance	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S
City of Sandy Springs Communications	S	S	S	S	S	S	S	S	S	S	S	S	S	S	P
City of Sandy Springs Facilities	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S
City of Sandy Springs Community Development	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S

P = Primary Agency S = Support Agency	ESF – 1: Transportation	ESF – 2: Communications	ESF – 3: Public Works	ESF – 4: Firefighting	ESF – 5: Emergency Management	ESF – 6: Mass Care	ESF – 7: Resource Support	ESF – 8: Public Health and Medical Services	ESF – 9: Search and Rescue	ESF – 10: Hazardous Materials	ESF – 11: Agriculture and Natural Resources	ESF – 12: Energy and Utilities	ESF – 13: Public Safety and Security	ESF-14: Cross-Sector Business and Infrastructure	ESF – 15: External Affairs
City of Sandy Springs Recreation & Parks	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
City of Sandy Springs Information Services	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
ChatComm 911 Center	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S

ESF-1: Transportation

Purpose and Scope

ESF-1 provides for the acquisition, provision, and coordination of transportation of people and materials for emergency and disaster situations. The activities provided under this ESF involve coordination among city government, school board, transportation agencies, private industry, and voluntary transportation equipment, staffing, and technical expertise to meet the transportation service needs before, during, and after emergencies and disasters.

Situation and Assumptions

Several emergency situations could necessitate an evacuation of part or all of the City of Sandy Springs. Small-scale, localized evacuations might be needed as a result of a localized flood, hazardous material spill (highway, rail, pipeline, or waterway) major fire, bomb threat, or civil disturbance. Mass evacuation could be required in the event of terrorist activity, a severe weather event, and/or a major hazardous material accident.

The following planning assumptions apply to implementation of this annex:

- Experience has shown that for most local emergency conditions with advance warning, such as hurricanes, the majority of residents in threatened areas will evacuate their homes before ordered to do so by public officials. In addition, most voluntary evacuees will seek shelter with relatives or friends rather than use public shelter facilities.
- Some people will refuse to evacuate.
- Communications channels will be established to provide the public with timely and accurate information and directions for their response to an emergency. Coordination with the media and a program of pre-disaster education will enable the public to understand and respond to information related to evacuation.
- The public should evacuate dangerous areas when advised to do so by City of Sandy Springs authorities.

Concept of Operations

General

- Local government has the ultimate responsibility for ordering an evacuation.
- Pre-determined, detailed plans for specific hazards will be used when emergencies occur. Appropriate annexes and Standard Operating Guidelines (SOGs) will be used to coordinate operations.
- Evacuation decisions depend upon the hazard threatening the community. Several characteristics must be considered, including the following:
 - Magnitude
 - Intensity

- Time until onset
- Duration
- Specific issues to be addressed when ordering an evacuation include the following:
 - Ensuring that shelters are open and ready to receive evacuees
 - Evacuation routes, their capacities, and their susceptibilities to hazards
 - Modes of movement for evacuees and for those unable to provide their own transportation
 - Security for evacuated areas
 - Reentry into the hazard area
 - Dealing with potential impediments to evacuation
- If a neighboring jurisdiction experiences a major disaster requiring evacuation, the City of Sandy Springs might be called upon to provide reception centers for evacuees. Appropriate annexes and Standard Operating Guides will be used to coordinate this operation.
- Emergencies will be handled in the sequence described in the Basic Plan. Preparations for evacuation will take place when an incident reaches the appropriate action level.

Preparedness and Mitigation

- Discourage further development of transportation infrastructure in hazard zones, such as floodplains.
- Develop a public information program to increase citizens' awareness, including the following:
 - Reasons for possible evacuation
 - Appropriate food, clothing, and other essential items to pack when evacuating
 - Evacuation routes
 - Transportation availability
 - Reception (shelter and/or staging) locations
- Identify potential areas that could require evacuation (e.g., floodplains or areas near hazardous materials facilities).
- Identify potential evacuation routes.
- Identify those segments of the population that may require special assistance during an evacuation (e.g., persons with disabilities and others with access and functional needs and those who are incarcerated).
- Develop plans and standard operating guidelines (SOGs) to support the accomplishment of tasks outlined in this annex.

Response

- Plan evacuation routes, considering traffic capacities and road conditions.
- Order evacuations when necessary.
- Notify appropriate agencies at the local and state levels.

- Provide traffic and perimeter control as needed.
- Call road service support groups if appropriate.
- Arrange to evacuate vulnerable populations, if necessary.
- Keep the public informed about emergency conditions, evacuation routes, destinations, and other vital information.
- Provide security for evacuated areas.
- Arrange for continuous operation or rapid restart of essential services in the hazard area.
- Provide for the transportation of essential workers to the risk area.
- Arrange for the relocation of essential resources outside of the risk area.

Recovery

- Initiate return of evacuees where possible.
- Conduct traffic control for the return of evacuees.
- Provide information to the PIO regarding the status of road conditions and accessibility to impacted areas.

Assignment of Responsibilities

City Manager

- Order mandatory evacuations, if necessary, via a “State of Emergency” declaration.
- Work with the Public Information Officer (PIO) to disseminate evacuation information.
- Oversee recordkeeping (i.e., a compilation of logs, records, actions taken, and expenditures made) related to evacuation operations.

Fire Department

- Recommend evacuations as necessary.
- Support onsite evacuation of the affected area.
- Support coordination of evacuation transportation assistance when needed.
- Assist in disseminating public information and warnings.

Law Enforcement

- Recommend and provide movement control guidance for evacuations as necessary.
- Assist in coordinating the removal of impediments to evacuation.
- Coordinate evacuation of incarcerated individuals.
- Assist in disseminating public information and warnings.
- Provide security and law enforcement in evacuated areas.

- Provide perimeter and traffic control during emergencies and evacuations.
- Coordinate road service support onsite as needed.

Public Works Department

- Assist in keeping evacuation routes open.
- Provide traffic control devices.

School System

- Provide buses for evacuation assistance, as requested.

Direction, Control, and Coordination

Direction and control of evacuation and transportation operations will be carried out by the jurisdiction in which the disaster site is located. If more than one government is involved, coordination of evacuation operations will occur through the Sandy Springs City Manager's Office, which has overall authority for this action.

All direction and control activities will originate in the EOC during periods of activation. The authority to initiate action is the same as the Basic Plan. Evacuation will be ordered as necessary depending upon the type and duration of the incident as determined by response and EOC personnel (see ESF-10: Hazardous Materials and Radiological).

In the event of flooding from heavy rains or from a breach of the Morgan Falls Dam, some low-lying areas may have to be evacuated. Public information and warnings will be provided in accordance with the Evacuation Plan. Law enforcement and fire personnel will be responsible for providing onsite evacuation assistance to evacuees.

Information Collection, Analysis, and Dissemination

See Basic Plan.

Communications

See Basic Plan.

Administration, Finance, and Logistics

Pursuant to the Emergency Assistance and Disaster Act, the Mayor can direct and compel the evacuation of all or part of the population from any stricken or threatened area within the boundaries of the City if he deems necessary for mitigation, response, or recovery measures. The Emergency Assistance and Disaster Act also allows the Mayor to prescribe routes, modes of transportation, and destinations in connection with evacuation within the City of Sandy Springs' jurisdiction. The Act allows for the "control of ingress and egress to and from the affected area, movement of persons within the area, and occupancy of premises therein."

An inventory of mass transit vehicles in the local area and a telephone list of contact persons to activate them are kept in the City of Sandy Springs EOC. This list should be reviewed and updated as needed.

Plan Development and Maintenance

See Basic Plan on page 33 of the Basic EOP Plan

Authority and References

See Basic Plan on page 33 of the Basic EOP Plan

Attachment A: Evacuation Guidelines

A number of disasters may require that some or all of the local community be evacuated. In some cases, the evacuees will be relocated to public shelter areas; in other cases, the displaced citizens will move in with friends or relatives or stay at hotels/motels in the same or other communities. Many people will evacuate in their own vehicles; others will require transportation out of the affected area. If transportation is needed, public transit and/or school buses will be necessary for use as evacuation support resources.

The material contained in this Attachment is furnished only as a guideline and suggestions of aspects to be considered in the event of an evacuation. It is not necessarily complete or totally appropriate for each evacuation situation. Emergency service departments should develop their own Standard Operating Guidelines to be used when evacuations are deemed necessary. Guidelines should be simple, using a format that makes it easy to find the information and guidance needed, with a focus on the initial response steps and those elements that should not be overlooked during the response. Several important evacuation considerations are outlined below.

Evacuation Order

The formal authority to order an evacuation during emergency situations rests with the Mayor of the affected jurisdiction according to procedures outlined in the Georgia Emergency Assistance and Disaster Act. During immediate life-threatening conditions, this authority may be exercised locally by the Fire Chief, Police Chief, City Manager, or their designated representatives. The Mayor should be immediately notified following a decision to evacuate a populated area. The EOC should also be notified of evacuations.

Evacuation Area

Designation of the area to be evacuated shall be determined by local emergency services as early in the emergency as possible. This identification should be as specific and logical as possible.

Security

Perimeter security shall be established by law enforcement. The purpose of this step is to prohibit entry into the affected area. This will preclude people entering the area while emergency services are trying to get people out. The street department can furnish barricades to assist with perimeter control and emergency service vehicles with flashing lights can block streets.

Public Shelter

Because evacuees are going to have to go somewhere, emergency shelters may need to be activated. While many evacuees will go to the homes of friends or relatives, others will need temporary housing in congregate shelters. If the duration of the evacuation is likely to be more than just a short period, it will be necessary to consider selecting the most comfortable shelter(s) in preference to buildings that may not be appropriate for long-term use. For example, high schools with cafeterias, gymnasiums, locker rooms, libraries and other facilities would be preferable to many public buildings if the choice is available.

Notification Methods

Notification to affected persons may be made by a number of warning methods, as detailed in ESF-15 External Affairs. Available warning systems should be utilized to notify a large number of people that an emergency exists. Warning methods may include the Emergency Alert System (EAS), Cable Warning System (CWS), National Oceanic and Atmospheric Association (NOAA) Weather Warning Radio, portable public address/siren system, neighbor or buddy system, and the news media.

NOTE: Chattcomm should be informed of the evacuation ahead of time because persons not understanding the message may call to find out more information.

Vigorous efforts should be undertaken to inform everyone in the community, and it is imperative that the notification to evacuate includes every person in the affected area. An extra effort should be made whenever people might be asleep and unaware of the emergency situation. If the situation allows, personal door-to-door notification can be made in conjunction with vehicles equipped with loudspeakers. It may be necessary to leave written notices at every address, whether people are found at the location or not. Chalk marks may be made on sidewalks in front of houses or in sections of the affected areas as they are cleared. Personnel performing the evacuation should keep records of addresses visited, including the date, time, and results of each attempted contact. It may be advantageous to have the recipient of the message sign a form to acknowledge the notification.

Written Notice

The written notice left at each address should include the following information:

- Statement that it is an official notice, issued under emergency powers on the authority of the City of Sandy Springs government.
- Brief explanation of the nature of the emergency and why the evacuation has been ordered.
- Any guidelines issued concerning utility shutoffs, emergency pet care plan,, what to take (including medication), and how quickly to leave (urgency).
- Directions on where to go (e.g., list of shelters available and alternatives such as staying with friends, relatives, or at a hotel/motel).
- Information on how evacuees will be advised that it is safe to return.

Command and Control

An Incident Command Post (ICP) will be established in the evacuation area to manage the coordination of field units. The ICP should maintain close contact with the EOC. The EOC will handle coordination of support resources, leaving the ICP free to concentrate on the evacuation mission.

News Media

The evacuation will be aided by announcements on the radio and television stations serving the community. The broadcast announcements should furnish listeners with specifics about the area being evacuated, when people are to leave, and where they are to go. The messages will reach people in the affected area, accelerating the evacuation process. The broadcasts will also help get the word to people from the area who are not presently at their affected home or business.

Special Situations

Emergency services should anticipate and be ready to handle special situations associated with public evacuations. If the area to be evacuated includes schools, hospitals, nursing homes, day care centers, or similar facilities, pre-planning will increase the efficiency of the evacuation. Close coordination with responsible officials at these facilities is necessary to ensure an orderly evacuation. The Sandy Springs EOC has information in hard copy format concerning special locations in Sandy Springs.

Healthcare Facilities

Nursing homes are expected to make all arrangements to evacuate and shelter their patients in emergencies. Plans shall provide for professional staff to accompany evacuating nursing home patients so that care will continue to be provided by customary caregivers. Nursing homes will arrange to move their patients to host facilities according to the guidance in their emergency plans and should contract in advance with commercial carriers for emergency transportation of patients, staff, and staff families. Ambulance companies may be consulted, but nursing home officials must be aware that, in an emergency, ambulances will be sought by other nursing homes and health care agencies, as well as hospitals and clinics. Evacuation traffic accidents could produce enough injuries to tie up all of an area's ambulances.

City and county government authorities should instruct nursing homes and similar congregate care facilities to evacuate early in an emergency, well before they instruct the general population to evacuate. This will give these organizations ample time to confirm transportation arrangements and put their patients on the roads before road travel is slowed by congestion.

The nursing homes, home health agencies, hospitals, and other organizations or agencies that provide care to patients but do not have enough transportation for all patients for all emergencies should arrange for supplemental transportation. If their prearrangements fail and they cannot arrange for transportation, the agencies will report their shortfalls to the Sandy Springs EOC. The EOC will take in, collate, and report on transportation needs in excess of their community capacity to the Atlanta-Fulton County Emergency Management Agency (AFCEMA) EOC. The AFCEMA EOC will consolidate transportation needs and report them to the Georgia Emergency Management Agency (GEMA) for transportation, as needed. GEMA will compare the lists of transportation needs with assets, and, if the needs exceed assets, GEMA will arrange for supplemental transportation assistance from other state agencies, the federal government, private businesses, volunteer groups, or other organizations.

Reentry Instructions

When evacuees return to their homes and businesses, residents should examine their property for any signs of damage and residents begin reestablishing normalcy. If utilities were turned off, residents should be advised how to turn them back on, or how to request professional assistance in reactivating the utilities safely. As appropriate, information related to food and water safety should be disseminated. Emergency services and public information advisories should warn people returning to the evacuated area of any hazards. Information for requesting available assistance should be provided.

ESF-2: Communications

Purpose and Scope

ESF-2 provides emergency communications systems, services, and capabilities to support emergency operations.

Situation and Assumptions

Communications networks and facilities exist and operate throughout the City of Sandy Springs. Properly coordinated, these facilities provide for effective and efficient response activities. However, local government's day-to-day operations are seldom sufficient to meet the increased needs created by an emergency. Therefore, it must look to both public and private sources to augment its emergency operations communications capability.

The following planning assumptions apply to implementation of this annex:

- It is assumed that the communications system will survive and/or withstand the effects of the disaster. This annex provides general direction for the proper coordination of all communications and warning systems during an emergency situation, facilitating timely response activities.
- Under major disaster operations, higher levels of government will provide communications resources to augment local capabilities that support response and recovery efforts; however, the City of Sandy Springs should be prepared to operate independently for a period of up to 72 hours.
- Amateur radio operators, radio clubs, and military units with sophisticated communications equipment may be willing to assist the community in times of disaster.

Concept of Operations

General

- Ultimate responsibility for developing and maintaining an emergency operations communications and warning capability lies with the City of Sandy Springs.
- The City of Sandy Springs is a member of the North Fulton Regional Radio Authority. The City of Sandy Springs receives emergency communications support from the 9-1-1 Center, known as Chattahoochee River 9-1-1 Authority, or ChatComm.
- Standard Operating Guidelines (SOGs) are in place to coordinate and share information between responders and the Sandy Springs EOC.
- The EOC is staffed on an as-needed basis by dispatch personnel from the various departments involved in disaster response (e.g., fire, law enforcement, public works). For most emergencies, sufficient communications equipment and capabilities are available. In severe emergencies, however, augmentation may be required.
- Nationally, the Radio Amateur Civil Emergency Services (RACES) organization has been designated to provide expanded communications during emergencies and disasters. The EOC may rely upon the resources of local Amateur Radio Operators to meet this need.

- During emergency operations, all departments will maintain their existing equipment and procedures for communication with their field operations. They will keep the EOC informed of their operations at all times.
- One of the effects of a nuclear detonation that is particularly damaging to radio equipment is Electromagnetic Pulse (EMP). Plans should call for the disconnection of radios from antennas and power sources if a nuclear attack warning is issued. If time permits, the primary systems will be unplugged. A portable radio unit will be employed as a backup to maintain limited communications with field groups. This procedure will be used until an all clear is announced. Telephones will also be used as long as they are operable.
- Standard lightning protection, including surge protectors, will be used for communications equipment power supplies.
- Damaged equipment may be replaced with spare units that will be kept in the EOC.
- Telephone repair service is provided by AT&T. The Sandy Springs EOC is on AT&T's priority service restoration list. Cellular service disruptions and repairs will be coordinated through the City's IT department.
- Sandy Springs is a member of Government Emergency Telecommunications Service (GETS). GETS helps to overcome phone system congestion in large scale emergency events. The City Manager, Fire Chief, EMA Section Chief have GETS access phone cards stored in the EOC Manager Office. The list of authorized users should be reviewed annually.
- During a State of Emergency, the various code systems used for brevity will be discontinued and plain language will be used during transmission. In addition, local time will be used during transmissions.

Preparedness and Mitigation

- Analyze communications resource requirements.
- Identify communications resources in local government.
- Develop plans and standard operating guidelines (SOGs) to support the accomplishment of tasks outlined in this annex.
- Train personnel for maximum use of available communications resources.
- Identify and designate private and public service agencies, personnel, equipment, and facilities that can augment Sandy Springs' communications capabilities.
- Survey communications sites for power sources and locations.
- Analyze equipment locations in relation to potential hazards and disaster conditions.
- Coordinate communications capabilities with neighboring jurisdictions.
- Identify repair capabilities available under emergency conditions.
- Test, maintain, and repair communications equipment.
- Protect equipment against electromagnetic pulse (EMP) effects in the event of a national emergency.
- Arrange training programs for all communications staff, including volunteers and repair personnel.
- Stockpile supplies and repair equipment.
- Identify potential sources of additional equipment and supplies.

- Review and upgrade listings, including phone numbers, of emergency response personnel to be notified of emergency declarations.

Response

- Implement emergency communications procedures.
- Ensure communications capabilities exist for a 72-hour period.
- Activate alternative communications capabilities, as necessary.
- Utilize amateur radio operators for alternate shelter communications, as necessary.
- Maintain logs and reports, including all financial expenditures and use of supplies and equipment.
- Support media center communications operations, as needed.
- Work with the Public Information Officer (PIO) to distribute pertinent information to the media and the general public.

Recovery

- All activities in the emergency phase will continue until such time as emergency communications are no longer required.
- Phase down operations, as appropriate.
- Clean, repair, and perform maintenance on all equipment before returning to normal operations or to storage.
- Replenish supplies that were expended during the response phase. If possible, return supplies that were purchased in the preparedness phase if they exceed reasonable stockpile levels.

Assignment of Responsibilities

Emergency Services Dispatchers

When the EOC is activated, emergency services and related government departments (e.g., fire, police, public works) will provide a dispatch representative to the EOC. These representatives will have communications capabilities to keep the EOC informed of all situational occurrences. While operating in the EOC, each department's representative will maintain direction and control for their corresponding dispatch personnel and will monitor and operate their assigned communications stations. The roles and responsibilities of emergency services dispatchers includes:

- Coordinate assistance with the Fulton County 9-1-1 Center and the Sandy Springs EOC during an emergency.
- Arrange for emergency augmentation of communications capabilities as needed.
- Maintain adequate telecommunications systems and manpower for effective communications support during an emergency.
- Serve as a liaison with government officials and contact radio repair personnel for maintaining local communications systems.
- Supervise communications activities.

- Ensure training of communications staff, including volunteers.
- Coordinate repair and maintenance operations.

Amateur Radio Operators

- Assigned operators will assist with communications support in the EOC.
- Assigned operators will respond to the disaster site and establish an onsite communications link to the EOC.
- Assigned operators will report to area hospitals/medical centers, fire stations, police department headquarters, city hall, and/or shelters and provide communications links to the EOC.
- Provide disaster site conditions and update reports to the EOC.
- Provide weather reports to the National Weather Service (NWS) Office in Peachtree City.
- Provide backup communications for local government agencies should normal communications systems fail to operate.

Direction, Control, and Coordination

The EOC Manager is directly responsible for the activities and establishment of emergency communications capabilities in the EOC. Radio officers, operators, and dispatchers from support agencies will remain under control of their own office and operate their own equipment in the EOC. Specific department heads may be designated to maintain operational control of their own communications systems but will coordinate with the EOC during emergency operations. Each organization with assigned ESF-2 personnel in the Sandy Springs EOC is responsible for making certain that those persons are familiar with the EOC's operating procedures.

Information Collection, Analysis, and Dissemination

See Basic Plan on page 29.

Communications

See Basic Plan on page 31

Administration, Finance, and Logistics

A complete listing of communications and warning system equipment and capabilities will be maintained in the EOC. Radio frequencies and repeater locations will be located in the EOC. The City will provide additional training on EOC equipment and procedures, as necessary. Due to the vital role of communications during emergency operations, particularly for defense purposes, the City Manager's office has the right to perform background checks on any radio operator assigned to the EOC.

Plan Development and Maintenance

See Basic Plan on page 31.

Authority and References

See Basic Plan on page 33

ESF-3: Public Works

Purpose and Scope

ESF-3 coordinates public works services, engineering, and construction resources and expertise during an emergency or disaster when extra measures must be taken to protect lives, property, and the environment.

Situation and Assumptions

The need for emergency public works and engineering services depends on the magnitude of the disaster. In all major emergencies, the public works function requirement will include, but not be limited to: assisting in providing water, sewerage, street maintenance/repair, drainage, and debris removal.

The following planning assumptions apply to implementation of this annex:

- Sandy Springs has public works capabilities and trained staff employees, who along with private utilities, can handle an emergency situation in most cases.
- If local capabilities are exceeded, support will be requested from surrounding counties, state agencies, and private industry.
- The Atlanta Department of Watershed Management is the water supplier for Sandy Springs and will maintain and implement their own emergency plans and procedures.
- Fulton County maintains the sewer system in Sandy Springs and will maintain and implement their own emergency plans and procedures.
- Private utility providers, including Georgia Power Company and Atlanta Gas Light, will maintain and implement their own emergency plans and procedures.

Concept of Operations

General

- The day-to-day public works organizational structures will remain intact during a major emergency.
- The City of Sandy Springs will use all available local staffing, equipment, and material to carry out their tasks.
- The public works resource support and activities will be coordinated and obtained from surrounding counties, state agencies, and private industry via mutual aid agreements.
- The public works activities will be coordinated from the Sandy Springs EOC during disasters.

Preparedness and Mitigation

- Maintain an updated roster of key personnel and train them in emergency procedures.
- Identify public works resources and keep the resource list updated.

- Participate in hazard analysis and identify vulnerabilities in public works.
- Initiate mutual aid agreements with neighboring jurisdictions.
- Identify local contractors who can provide support during emergencies and acquaint them with emergency plans and procedures.
- Review and update emergency public works plans.
- Develop plans and standard operating guidelines (SOGs) to support the accomplishment of tasks outlined in this annex.
- Participate in the design and execution of emergency preparedness exercises.
- Provide input into after-action reviews to improve preparedness, response, and recovery capabilities.
- Work with the planning commission to ensure that new construction does not increase vulnerability or the threat of hazards.
- Ensure that storm sewers are in good repair.
- Ensure that debris removal equipment is in good repair.
- Ensure that adequate road closure devices and equipment are available.
- Review and update all public works maps of the jurisdiction.
- Review emergency staffing plans.
- Secure all equipment against damage.
- Develop damage assessment plans and protocols, and organize and train damage survey teams.

Response

- Assist in efforts to contain or limit the spread of hazardous materials contamination.
- Assess damages.
- Survey and evaluate disaster areas in terms of engineering estimates. Develop and make recommendations to alleviate problems.
- Coordinate emergency repairs.
- Barricade damaged areas as needed.
- Request other assistance as necessary.

Recovery

- Continue damage assessment.
- Conduct clean-up operations.
- Repair infrastructure.
- Provide potable water and temporary sanitary facilities, as needed.
- Support decontamination work as directed by the Fire Department.
- Request private and volunteer repair of utilities.

- Reestablish normal operations.
- Participate in after-action reviews.
- Revise disaster operations plans based on lessons learned.

Assignment of Responsibilities

Public Works

- Provide staff to coordinate emergency public works activities.
- Identify local private contractors who can provide backup support.
- Provide assistance with emergency clean-up operations as requested.
- Repair and maintain storm-drainage facilities within the right-of-way.
- Assist with damage assessment operations.
- Provide equipment as needed.
- Coordinate with private utility providers (e.g., Georgia Power, AT&T, Atlanta Gas Light).
- Coordinate debris removal and trash clearance.

Community Development

- Assist with damage assessment.
- Enforce existing codes and ordinances.

Direction, Control, and Coordination

Authority to execute the plan rests with the EOC Manager in coordination with the Sandy Springs Public Works Director. All disaster-related activities should be coordinated through the EOC. If involved, mutual aid support and volunteer agencies will operate under the direct supervision of their own supervisors. The public works ESF-2 coordinator will coordinate the call-up and deployment of these staff.

Information Collection, Analysis, and Dissemination

See Basic Plan on page 29

Communications

See Basic Plan on page 31

Administration, Finance, and Logistics

The public works and public utilities directors will ensure the development of procedures for the emergency hiring of private contractors and individuals to assist in response and recovery efforts. The resource manager in the EOC will coordinate obtaining emergency supplies. Logs of all activities and records of all purchases will be maintained by each department.

Plan Development and Maintenance

Sandy Springs Public Works Department will review and update this annex periodically. The Public Works Director shall develop and maintain Standard Operating Guidess for his/her department.

Authority and References

See Basic Plan on page 32

Attachment A: Damage Assessment

Purpose

This document provides guidelines for the City of Sandy Springs' approach for accurately assessing and reporting damage to public and private property resulting from a disaster.

Situation and Assumptions

Following a major disaster, a planned damage assessment procedure is essential for response and recovery operations. During the recovery phase of a disaster, the City of Sandy Springs will expeditiously conduct a systematic analysis of public and private property damage to provide an initial estimate of the extent of the damage based upon actual observations and inspections.

When a disaster occurs of such magnitude that it could result in a Presidential Disaster Declaration, a damage assessment of public and private property is required. This information provides a basis to determine the actions needed, establishing priorities, allocating local government resources in the disaster area during the early stages of the recovery effort, and what, if any, outside assistance is required.

The following planning assumptions apply to implementation of this Attachment:

- The timely and accurate assessment of damage to public and private property will be of vital concern to local officials following a disaster.
- Pre-arranged teams of local resource personnel will assess damage.
- If promptly implemented, this Attachment can expedite relief and assistance for those adversely affected.

Concept of Operations

General

- The ultimate responsibility for damage assessment lies with local government.
- Extensive damage assessment is a necessary part of most recovery grant and aid programs at the state and federal levels.
- Local government will have to identify and train damage assessment personnel.
- Qualified, trained local teams will conduct damage assessments.

Preparedness and Mitigation

- Establish and maintain damage assessment procedures and training program.
- Designate a damage assessment officer.

- Develop and enforce adequate building codes.
- Develop and enforce adequate land use regulations.
- Participate in a hazard mitigation survey and identify potential hazard zones.
- Discourage development in hazard zones.
- Identify agencies, personnel, and resources to assist and support damage assessment activities.
- Develop a public information program to alert citizens to the need for flood insurance.
- Select and train personnel in damage assessment techniques.
- Train support personnel, including shelter managers and EOC damage assessment staff.
- Maintain pre-disaster maps, photos, and other documents.
- Conduct damage assessment exercises.
- List critical facilities requiring priority repairs, if damaged.
- Review procedures and forms for reporting damage to higher levels of government.
- Identify non-profit organizations, trade organizations, and professionals who can provide assistance.
- Determine the types of available assistance and procedures for obtaining them.

Response

- Activate and deploy damage assessment teams to disaster locations.
- Designate a local disaster recovery manager.
- Collect damage information.
- Compile damage assessment reports.
- Maintain records of damage reports.
- Make an initial disaster report to the Atlanta-Fulton County Emergency Management Agency (AFCEMA) and/or Georgia Emergency Management Agency (GEMA).
- Determine unsafe facilities.
- Provide information to the PIO to keep the public informed about hazardous buildings, bridges, roads, drinking water, and other concerns.

Recovery

- Continue damage assessment surveys. Submit Preliminary Damage Assessments (PDAs) to AFCEMA and/or GEMA.
- Advise on establishing priorities for emergency repairs to buildings, roads, and/or bridges.
- Monitor restoration activities.
- Review building codes and land use regulations for possible improvements.
- Prepare documents for submission to State and Federal Governments.

- Coordinate FEMA public assistance program requirements, including:
 - Attend public assistance briefing.
 - Submit Request for Public Assistance per FEMA instructions.
 - Designate applicant's authorized agent.
 - Read FEMA handbooks distributed at briefing.
 - Prepare maps showing disaster damage locations and document with photographs and, if possible, video.
 - Sign and forward Project Worksheet and retain a copy. NOTE: Applicant should keep ALL original paperwork.
 - Follow up with governor's authorized representative to obtain DSR copy after FEMA action.
 - Submit Insurance Commitment, if required.
 - Review FEMA Handbook for Applicants.
 - Select funding options if other than small project grants.
 - Submit PDA information, as requested.
 - Submit affected jurisdiction's budget information.
 - Review FEMA Documenting Disaster Damage Handbook.
 - Submit project listing if small project grant.
 - Follow eligibility regarding categorical or flexibly funded grant.
 - Maintain adequate documentation for costs on each project.
 - Observe FEMA time limitations for project completions.
 - Review final inspection of completed work or provide appropriate certificates.
 - Submit final claim for reimbursement.
 - Assist in required State audit.
 - Consult with governor's authorized representative for assistance.
- NOTE: Submit copies of all forms, photos, and other documentation to county and state inspectors. Keep original documentation on file at local jurisdiction for at least 3 years.

Assignment of Responsibilities

Damage Assessment Officer (DAO)

The DAO directs damage assessment operations from the EOC and is responsible to the EOC Manager. The DAO manages the activities carried out by the damage assessment teams, including collection of data and reporting. The DAO responsibilities include:

- Coordinate disaster teams conducting field surveys.
- Maintain sufficient quantities of needed forms for damage assessment teams and other departments and agencies assisting with assessment and recovery operations.

- Collect and compile incoming damage reports from teams in the field and from department directors, the health and medical coordinator, and other private or nongovernmental organizations such as the American Red Cross, the school system, and utility companies.
- Collect, report, and maintain estimates of expenditures and obligations as required.
- Correlate and consolidate all expenditures and damage assessments for submission to GEMA.
- Be available to escort state and FEMA damage survey officials on inspections of damaged areas and have damaged sites located on area maps before state and federal inspectors arrive.
- Solicit cooperation from local companies (e.g., appraisers, contractors, utilities) and local representatives of support agencies such as the American Red Cross and fire departments to serve as members of damage assessment teams.
- Conduct damage assessment training programs.
- Maintain a list of critical facilities (e.g., public buildings, streets, bridges) requiring priority repairs if damaged.
- Assist agencies involved in recovery operations in establishing a sequence of repairs and priorities for restoration of the affected area.

Damage Assessment Teams

In general, damage survey teams consist primarily of local government employees and members of non-profit organizations, such as the American Red Cross. When necessary, nongovernmental personnel from the fields of engineering, construction, property evaluation, and related fields can supplement the team. Each team will have a designated leader who will report to the DAO in the EOC.

- Teams for Sandy Springs may be comprised of any of the following representatives of city departments, support agencies, and/or the private sector:
 - Building Inspection and Code Enforcement (Inspectors)
 - Public Works
 - Facilities Department
 - Public Utilities
 - Photographers/Video Technicians
 - City Planners
 - Animal and Pest Control
 - Red Cross/Salvation Army
 - County Agent
 - Private Utility Companies
 - Tax Assessment Offices
 - Contractors
 - Real Estate Agents
 - Insurance Agents
 - Volunteer Teams

- Conduct damage assessment survey of public facilities and private property with assistance from county resources, as required.
- Maintain accurate records of funds, materials, and staff-hours expended as a direct result of the disaster.
- Receive, record, and consolidate all damage reports made by private citizens within the City of Sandy Springs.
- Provide AFCEMA with a consolidated report of all public and private damages incurred within 24 hours of the disaster.
- Periodic radio and/or telephone reports should be made as information becomes available or is requested from the AFCEMA EOC. Telephone reports are acceptable to meet the time requirements; however, confirmation in writing must be furnished within 72 hours.

Direction, Control, and Coordination

Direction and control of the entire damage assessment effort will originate in the EOC. The EOC Manager will designate a Damage Assessment Officer to train personnel, maintain corresponding equipment, and oversee Damage Assessment Teams.

All departments will provide resources and personnel to support damage assessment operations, as requested. Personnel from operating departments who are assigned damage assessment responsibilities will remain under the control of their own departments but will function under the technical supervision of the DAO under disaster conditions.

Information Collection, Analysis, and Dissemination

See Basic Plan.

Communications

The communications coordinator in the EOC will provide mobile communications equipment for damage survey teams, if possible. All local government units with mobile communications capabilities will provide backup communications for damage survey teams.

Administration, Finance, and Logistics

Damage assessment reporting forms and all necessary federal disaster reporting forms and guidance are located in the Sandy Springs EOC and should be distributed when necessary. Copies of all documentation must be retained for record keeping purposes. All damage reports and assessments are public documents. Copies should be made available to citizens upon request. Procedures should be specified for enabling review of these documents by private citizens.

Records will be kept of all arrangements to use nongovernmental personnel to perform damage assessment functions.

Recovery operations in and around designated historical sites must conform to existing FEMA guidelines. Recovery operations will conform to all existing state and federal laws and regulations concerning environmental impact.

Plan Development and Maintenance

See Basic Plan on page 32.

Authority and References

See Basic Plan on page 33

Attachment B: Debris Management

Purpose

This document provides guidelines to facilitate and coordinate the removal, collection, and disposal of debris following a disaster.

Background

Natural and manmade disasters precipitate a variety of debris that includes but is not limited to trees, sand, gravel, building/construction materials, vehicles, and personal property. The debris' quantity, type, location, and size of the area of dispersal is a function of the location type, magnitude, duration, and intensity of the event, and impacts the type of collection and disposal methods needed, associated costs incurred, and the speed with which the problem can be addressed.

In a major or catastrophic disaster, local government may have difficulty locating staff, equipment, and funds to devote to short-term and long-term debris removal. Private contractors play a significant role in the debris removal, collection, reduction, and disposal processes. When possible, standby contracts should be executed during the pre-disaster phase to ensure contractors are available as soon after a disaster as possible.

Concept of Operations

General

- The Sandy Springs Public Works Department is responsible for the debris removal function. The Public Works Department will work in conjunction with designated support agencies, utility companies, waste management firms, and trucking companies to facilitate debris clearance, collection, reduction, and disposal needs following a disaster.
- Because of the limited quantity of resources and service commitments following the disaster, the Public Works Department will rely heavily on private contractors to remove, collect, and manage debris for reuse, resource recovery, reduction, and disposal. Using private contractors instead of government workers in debris removal activities has a number of benefits:
 - It shifts the burden of conducting the work from the Public Works Department to the private sector, freeing up government personnel to devote more time to their regularly assigned duties.
 - Private contracting stimulates local, regional, and state economies impacted by the disaster, and maximizes state and local governments' levels of financial assistance from the federal government.
 - Private contracting allows the state and its political subdivisions to more closely tailor contract services to their specific needs. The entire debris management process (i.e., clearance, collection, transportation, reduction, and disposal) or segments of the process can be contracted out.

- The Public Works Department will develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost-effective, expeditious, and environmentally sound manner following a disaster. The City should execute pre-disaster standby contracts with debris management contractors, when possible.

Normal Operations

- Develop a local and regional resource list of contractors who can assist local governments in all phases of debris management.
- Develop sample contracts with generic scopes of work to expedite the implementation of debris management strategies.
- Execute a standby debris management contract with a qualified contractor, if possible.
- Develop mutual aid agreements with other state agencies and local governments, as appropriate, following guidelines established in the agency procurement manual.
- Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event.
- Pre-identify local and regional critical routes in cooperation with contiguous and regional jurisdictions.
- Develop site selection criteria checklists to assist in identifying potential debris storage sites.
- Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs.
- Develop the necessary right of entry and hold harmless agreements indemnifying all levels of government against any potential claims.
- Establish a debris assessment process to define the scope of the problem.
- Develop and coordinate pre-scripted announcements with the Public Information Officer (PIO) regarding the debris removal process, collection times, temporary storage sites, use of private contractors, environmental and health issues, and other concerns.

Increased Readiness

- Review and update plans, standard operating guidelines (SOGs), generic contracts, and checklists relating to the debris removal, storage, reduction, and disposal process.
- Alert local departments that have debris removal responsibilities, to ensure that personnel, facilities, and equipment are ready and available for emergency use.
- Relocate personnel and resources out of harm's way and stage them in areas where they can be effectively mobilized.
- Review potential local and regional debris staging and reduction sites that may be used in the response and recovery phases in the context of the impending threat.
- Review resource listings of private contractors who may assist in the debris removal process. Make necessary arrangements to ensure their availability in the event of a disaster.

Response

- Activate the debris management plan and coordinate with the needs assessment team.

- Begin documenting costs.
- Coordinate and track public and private resources.
- Establish priorities regarding allocation and use of available resources.
- Identify and establish local and regional temporary debris storage and disposal sites.
- Address any legal, environmental, and health issues related to the debris removal process.
- Continue to keep the public informed through the PIO.

Recovery

- Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.
- Continue to document costs.
- Upon completion of the debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site restoration actions.
- Perform necessary audits of the operation and submit claims for federal assistance.

Contract and Cooperative Agreements

Sample contracts with a menu of services and generic scopes of work should be developed by the City Attorney's Office prior to the disaster to allow the Public Works Department to more closely tailor its contracts to its needs, and to expedite their implementation in a prompt and effective manner. Further, execution of a pre-disaster, standby debris management contract is the most efficient method for contracting these services.

The Public Works Department is responsible for managing any debris contracts from project inception to completion. Managing the debris contract includes monitoring performance, contract modifications, inspections, acceptance, and payment as well as closing out activities. The Public Works Department is encouraged to enter into cooperative agreements with state agencies and other local governments to maximize public assets. The development of such agreements must comply with the guidelines established in the agency's procurement manual. All state agencies and local governments that wish to participate in such agreements should be identified prior to the development and implementation of the agreement.

The three types of debris management contracts required are:

- Time and Materials Contract
Limited to the first 100 hours of operation and only after all state and local equipment has been committed. The price for equipment applies only when the equipment is operating. The Public Works Department can terminate the contract at its convenience and does not guarantee a minimum number of hours.
- Lump Sum Contract
The price of the work is fixed unless there is a change in the scope of work to be performed. Lump sum contracts are calculated on either the area method or the pass method. The lump sum contract shall only be used when the scope of work is clearly defined, and the areas of work can be specifically quantified.
- Unit Price Contract

The Unit Price Contract is the most accurate account of actual quantities of debris removed and eliminates contractor fraud. All contractor trucks must be measured and load tickets identifying truck number, contract number, the contractor's name, the date, the time the site was departed, and estimated volume are all required.

The Chief Financial Officer or Designee will work with the City Attorney's Office to prepare sample contracts. These agreements include utilization of personnel, equipment, temporary landfill sites, emergency services, and law enforcement.

Site Selection

Debris storage and reduction sites will be identified and evaluated by interagency site selection teams comprised of multi-disciplinary staff who are familiar with the area. A listing of appropriate local, state, and federal contacts will be developed by the appropriate agencies to expedite the formation of the interagency, multi-disciplinary site selection teams.

Initially, debris will be placed in temporary holding areas, to be determined before the onset of the disaster, until such time as a detailed plan of debris collection and disposal is prepared. This is not anticipated until after local traffic has been restored. Temporary debris collection sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. Collection sites will be on public property when feasible to facilitate the implementation of the mission and to mitigate against any potential liability requirements. Activation of sites will be under the control of the Director of Public Works and will be coordinated with other recovery efforts through the Sandy Springs EOC.

Site selection criteria will be developed into a checklist format for use by these teams to facilitate the identification and assessment of potential sites. Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site.

Debris Removal Priorities

The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following a major or catastrophic event. To achieve this objective, the first priority will be to clear debris from key roads in order to provide emergency vehicle access to the impacted area. The list of priority roads, bridges, and ramps/driveways for clearance is kept in the EOC and maintained by the Public Works Department (this list is also used for winter weather treatment priorities).

The need and demand for critical services will be increased significantly following a disaster. Therefore, the second priority for debris removal is providing access to critical facilities pre-identified by state and local governments. Critical facilities in Sandy Springs include:

- Hospitals, Medical Facilities, and Dialysis Centers
- Key Local, State, and Federal Government Facilities (e.g., Fire, Police)
- Communications Centers (e.g., 9-1-1, BellSouth)
- Transportation Center (MARTA)
- Utilities Centers (e.g., Water and Wastewater Plants, Electric, Natural Gas)
- Nursing Homes/Retirement Centers
- Nursery/Daycare Centers

- Educational Facilities

The third priority for the debris removal teams is elimination of debris related threats to public health and safety, including the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public. Any actions taken to mitigate or eliminate the threat to public health and safety must be closely coordinated with the owner or responsible party. If access to the area can be controlled, the necessary actions can be deferred.

NOTE: The Public Works Department will be responsible for removing debris from private property only if it is deemed to be in the public interest.

Debris Classification

To facilitate the debris management process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations be standardized. Local governments will adopt the categories established for recovery operations by the U.S. Army Corps of Engineers. Debris removed consists of two broad categories: clean wood debris and construction and demolition (C&D) debris.

Most common disaster-generated debris consists of 30 percent clean wood material and 70 percent C&D. Of the 70 percent C&D, it is estimated that it will consist of 42 percent burnable requiring sorting, 5 percent soil, 15 percent metals, and 38 percent landfill material. Definitions of classifications of debris are outlined below.

- **Burnable Materials** include the following two types, requiring separate burn locations:
 - Burnable Debris: includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; and broken, partially broken, and severed tree limbs. Burnable debris consists predominately of trees and vegetation and does not include trash or construction and demolition material debris.
 - Burnable Construction and Demolition Debris: consist of non-creosote structural timber, wood products, and other materials designated by the coordinating agency representative.
- **Non-burnable construction and demolition debris** includes, but is not limited to, creosote timber, plastic, glass, rubber and metal products, sheet rock, roofing shingles, carpet, tires, and other materials designated by the coordinating agency. Trash is considered non-burnable debris.
- **Stumps** are tree remnants exceeding 24 inches in diameter, but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to the designated coordinating agency representative for determination of its disposition.
- **Ineligible debris** to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers. Any material that is found to be classified as hazardous or toxic waste (HTW) shall be reported immediately to the Director of Public Works or Designee. At the Director of Public Works or Designee's direction, this material shall be segregated from the remaining debris in such a way as to allow the remaining debris to be loaded and transported. Standing broken utility poles, damaged and downed utility poles, and appurtenances, transformers, and other electrical material will be reported to the coordinating agency representative. Emergency workers shall exercise due caution with existing overhead and underground utilities and above ground appurtenances and shall advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

Debris Disposal and Reduction

Once the debris is removed from the damage sites, it will be taken to temporary holding areas designated by the Director of Public Works. Following the Damage Assessment and audit of debris the debris will be taken to a designated landfill identified by the Director of Public Works.

Site Preparation and Closeout

Before debris management activities begin, ground and aerial photos of disposal sites are taken. Important features such as structures, fences, culverts, and landscaping are noted. Random soil samples are taken as well as water samples from existing wells. The site is checked for volatile organic compounds. After activities begin, air quality and soil and water samples are constantly monitored. Photos, maps, and sketches of the site are updated, and fuel spills are noted. At closeout, a final testing of soil, water, and air quality is compared to original conditions. All ash is removed, and any remediation actions are taken. All temporary debris staging and reduction sites are eventually cleared of all material and restored to their previous conditions and uses.

Assignment of Responsibilities

Debris Manager/Director of Public Works

The Debris Manager directs debris management operations from the EOC and is responsible to the EOC Manager. The Debris Manager directs the activities carried out by the debris management staff, including contractors, to ensure adherence to all applicable requirements. The Debris Manager responsibilities include:

- Develop and implement a debris management plan based on the needs of the situation.
- Supervise government and contract resources.
- Work with the PIO to coordinate public notices for debris removal and disposal.
- Work with Finance to ensure appropriate contracting and procurement, including bidding requirements, forms, advertisements for bids, instructions to bidders, and contract development.
- Work with Finance to ensure appropriate accounting related to debris management to maximize reimbursement.
- Coordinate with Legal for issues related to right of entry permits, community liability, condemnation of buildings, land acquisition for temporary staging and reduction sites, land acquisition for disposal sites, and insurance.

Direction, Control, and Coordination

Direction and control of the debris management effort will originate in the EOC. The EOC Manager will designate a Debris Manager to oversee debris management operations carried out by local government and contractor staff.

Information Collection, Analysis, and Dissemination

See Basic Plan.

Communications

See Basic Plan.

Administration, Finance, and Logistics

See Basic Plan.

Plan Development and Maintenance

Sandy Springs Public Works Department will review and update this Attachment periodically. The Public Works Director shall develop and maintain SOGs for his/her department.

Authority and References

See Basic Plan.

ESF-4: Firefighting

Purpose and Scope

ESF-4 coordinates fire suppression and prevention actions to save lives, prevent injury, and protect property, as well as support protective response actions during emergency situations and disasters.

Situation and Assumptions

Fire prevention and control are daily challenges faced by fire service personnel. These challenges become more significant during emergency situations. Hazards that present difficulties with regard to fire protection include conflagrations, forest fires, urban fires, nuclear threats, and hazardous materials incidents.

The following planning assumptions apply to the implementation of this annex:

- Existing fire service personnel and equipment are able to handle most emergency situations through the use of existing mutual aid agreements.
- When additional support is required, assistance can be obtained from surrounding counties, the Georgia Mutual Aid Group (GMAG), and state or federal agencies.
- Selected fire personnel are trained in radiological monitoring, decontamination, and warning to provide a nucleus for this specialized skill. Essential personnel will be selected to perform essential job tasks.
- Clearing roads to permit passage of emergency vehicles will be a high priority after any disaster.

Concept of Operations

General

- Disaster services, including rescue operations, hazardous materials incidents, and emergency medical response and transportation are also carried out as part of the fire departments' daily services.
- Priority of firefighting and rescue operations shall always be given to designated public shelters and areas immediately adjacent to said shelters.
- Routine operations will be handled by the fire department in accordance with their Standard Operational Guidelines. State and federal support will be called upon as needed.

Preparedness and Mitigation

- Review, upgrade, and enforce fire codes.
- Conduct public fire safety and hazardous materials safety education programs.
- Negotiate mutual aid agreements with other jurisdictions.

- Ensure that all new construction conforms to fire codes.
- Maintain equipment.
- Recruit, train, and exercise personnel for disaster operations.
- Develop a command system to facilitate coordination and communication between the fire service and other elements of emergency response forces.
- Develop plans and Standard Operational Guidelines to support the accomplishment of tasks outlined in this annex.
- Develop communication interaction with the Emergency Operations Center (EOC).
- Participate in the development and implementation of the Sandy Springs disaster drill and other exercises.

Response

- Suppress fires by priority.
- Conduct search and rescue operations.
- Support the operation of public warning systems.
- Support radiological protection.
- Respond to hazardous materials incidents.
- Advise public officials of potential hazardous materials dangers.
- Call for mutual aid forces, as needed.
- Advise EOC officials of possible need for evacuation.
- Provide emergency medical service.
- Designate a staging area for mutual aid forces and support equipment responding to the disaster site.
- Request activation of the EOC as deemed necessary by the incident commander. Establish a communications link with the EOC and report damage observed and any needed resources and assistance.

Recovery

- Conduct fire inspections.
- Conduct and coordinate decontamination as needed.
- Continue response operations.
- Assist in damage assessment.
- Identify potential fire hazards, such as damaged gas lines and downed power lines.
- Establish fire watch and extinguish spot fires as necessary.
- Survey damage to fire equipment and facilities.
- Compile a record of events and an after-action report.

- Review fires codes in relation to disaster and recommend improvements where necessary.
- Inspect repair and construction work for fire safety.
- Monitor all demolition operations.

Evacuation

The Incident Commander shall recommend voluntary evacuation in the event of a fire, explosion, or hazardous materials incident. Such recommendation shall be coordinated with law enforcement and the City Manager's Office. Execution of a mandatory evacuation order will be the responsibility of the Incident Commander with the concurrence of the Mayor.

In situations when, in the opinion of the Incident Commander, law enforcement, fire services, and/or the City Manager's Office, evacuation is essential to saving lives, an evacuation order may be issued. Prior to the issuing of an evacuation order to the news media for public dissemination, all affected agencies shall be notified, and the issuance of such orders shall be announced from the EOC or the ICP.

Sandy Springs Fire Stations

SANDY SPRINGS STATION #1
1425 Spalding Drive
Sandy Springs, Ga. 30338
770-206-4411

SANDY SPRINGS STATION. # 2
135 Johnson Ferry
Sandy Springs, Ga. 30328
770-206-4412

SANDY SPRINGS STATION #3
6025 Heards Road
Sandy Springs, Ga. 30328
770-206-4413

SANDY SPRINGS STATION #4
4697 Wieuca Road
Atlanta, Ga. 30342
770-206-4414

Organization and Assignment of Responsibilities

Fire Department

- Coordinate all fire service activities within the jurisdiction.
- Control and extinguish fires, according to priority.
- Conduct fire prevention programs.
- Provide support in operation of public warning systems.
- Enforce fire codes.
- Support the radiological protection program.
- Respond to and/or support hazardous materials incident operations.
- Establish mutual aid agreements with surrounding fire service agencies.
- Assist in the rescue of injured persons during emergencies.
- Assist in searching for missing persons.
- Provide emergency medical service to the jurisdiction, if appropriate.
- Analyze fire potential in the jurisdiction.
- Identify fire service requirements.
- Set priorities on available resources.
- Train personnel.
- Identify firefighting personnel who must remain on duty to support essential public services.
- Develop a plan to provide support for families of firefighting personnel who must remain on duty.
- Conduct rescue operations.
- Establish fire watches, as necessary.
- Operate decontamination functions.
- Conduct fire origin and cause investigations.

Public Works

- Clear roads for emergency vehicles.
- Work with Atlanta Watershed Management to maintain water pressure, if necessary.

State/Federal Forestry Service

- Control and extinguish forest fires on state and federal lands.
- Support local fire services.
- Implement reforestation.

Direction, Control, and Coordination

The Fire Chief, or his/her designee, shall have complete authority for fire operations within the City of Sandy Springs. All disaster fire operations will be coordinated through the EOC, and field operations will be carried out by responders at the direction of the Incident Command Post (ICP). To assist in emergency operations, the Fire Chief or his/her designee should report to the EOC to coordinate activities.

All mutual aid and volunteer forces will function under the direction of the Incident Commander, while working under the immediate control of their supervisors.

Information Collection, Analysis, and Dissemination

Situation reports from the scene should be forwarded to the EOC on a routine basis. According to the type and extent of the emergency, reports may contain information on casualties, extent of damage, danger to other areas, and other pertinent information as needed.

Communications

Communications systems are outlined in departmental SOGs.

Administration, Finance, and Logistics

Report and record keeping requirements are fulfilled according to departmental SOGs. Agreements and understandings among governments, volunteer groups, and private organizations, specifically regarding reimbursement of expenses and liability for actions and injuries, are outlined in written mutual aid agreements between jurisdictions. Firefighting resource listings are maintained in the Operations Section of the EOC. Resource lists are reviewed and updated on a periodic basis.

Plan Development and Maintenance

The Fire Chief is responsible for the development and maintenance of relevant plans and SOGs to implement this annex.

Authorities and References

See Basic Plan.

ESF-5: Emergency Management

Purpose

ESF-5 coordinates resources and staffing to support the operation of the Sandy Springs Emergency Operations Center (EOC) during disaster situations.

Situation and Assumptions

The Sandy Springs City Manager's Office is mandated to direct and control those actions needed to protect the lives and property of its residents when confronted with emergency conditions. In order to provide the most effective response to a given emergency situation, the City Manager's Office has determined that all response and recovery operations should be directed from one centralized facility. Therefore, the EOC is the base of operations for the coordination of disaster activities in Sandy Springs.

The following planning assumptions apply to implementation of this annex:

- Sandy Springs is vulnerable to a number of both natural phenomena and human-caused occurrences.
- The operational procedures and staffing patterns of the EOC have taken into consideration the various types and degrees of emergency conditions that could confront the jurisdiction.
- Varying degrees of activation have been planned to provide adequate direction and control for emergency situations of differing magnitudes.

Concept of Operations

General

- The EOC allows decision-makers to be located together so they can easily coordinate activities. This helps utilize personnel and resources more efficiently and reduces the risk of duplication of effort.

Preparedness and Mitigation

- Develop and maintain the Sandy Springs Emergency Operations Plan (EOP), its annexes and appendices, and operational guidelines for EOC activation and staff duties.
- Ensure operational readiness of the Sandy Springs primary and alternate EOCs to ensure they can be activated promptly and are capable of operating on a continuous 24-hour basis.
- Maintain a hazard vulnerability analysis (HVA) of the area indicating a wide variety of potential incidents that could pose a threat to the jurisdiction.
- Identify resources necessary to sustain the activated EOC and any support personnel in the field and determine their availability.
- Ensure functionality of communications equipment.

- Ensure the EOC has appropriate space and comfort for operations, furnishings, and equipment and has an adequate stock of administrative supplies.
- Ensure the EOC has the maps, status boards, displays, equipment, and supplies needed to conduct direction and control activities by governmental officials and emergency staff.
- Maintain the appropriate level of training for all EOC staff.
- Maintain an exercise schedule for Sandy Springs and design, execute, and evaluate homeland security and emergency management exercises.
- Monthly test all fixed and mobile equipment.

Response

- Activate the EOC according to the degree or level of the emergency.
- Begin an events log at the onset of the emergency and maintain it for the duration of the event.
- Alert EOC staff and other emergency personnel by email, telephone, and/or radio.
- Hold briefing sessions for all EOC personnel and the City Manager's Office administrative staff.
- Test communications equipment with field representatives.
- In coordination with City Manager brief the Mayor and City Council on the situation as conditions warrant.
- Contact outside support agencies that may have to lend assistance.
- Make initial contact with the public through the media, if conditions warrant.
- Initiate any debris clearance activities that are needed within the city according to the city debris plan.
- Ensure ESF leaders utilize an EOC checklist and follow Standard Operating Guidelines (SOGs) for the particular type of emergency.

Recovery

- Manage, collect, and preserve all data logs and forms recording expenditures, equipment, materials, personnel, and anything else pertinent to the incident. This includes any video or photographic evidence of the damages caused by the disaster.
- Carry out damage assessments, including the collection and reporting of appropriate data.
- Deactivate the EOC and return to its pre-emergency condition.

Organization and Assignment of Responsibilities

See Basic Plan.

Direction, Control, and Coordination

When activated for an emergency, the Fire Department Chief or designee will serve as the manager of the EOC.

Information Collection, Analysis, and Dissemination

See Basic Plan.

Communications

See Basic Plan.

Administration, Finance, and Logistics

See Basic Plan.

Plan Development and Maintenance

See Basic Plan.

Authority and References

See Basic Plan.

ESF-6: Mass Care

Purpose and Scope

ESF-6 provides mass care, including sheltering and mass feeding, and housing and human services support for victims of natural and technological emergencies and disasters.

Situation and Assumptions

Sandy Springs is continually exposed to potential disasters capable of destroying the property of individuals, their means of making a living, and the physical environment that makes modern society workable. Emergency public welfare services are critical to relieving suffering and making the basic necessities of life available to persons affected by such disasters.

The following planning assumptions apply to implementation of this annex:

- Sandy Springs could experience disaster conditions that would require emergency sheltering of evacuees. Disaster conditions requiring sheltering could be brought on by natural phenomena such as floods, tornadoes, fires, severe winter storms, or any combination thereof. Other occurrences that could necessitate sheltering include a hurricane approaching the coast of Georgia or Florida, a hazardous material incident, or a terrorist attack.
- Public shelters will be open, manned, and usable during periods of emergencies.
- The coordination of emergency welfare services will be required to respond to these disasters.
- Experience has shown that under local emergency conditions, a high percentage (60 percent or more) of evacuees will seek shelter with friends, relatives, or in hotels/motels rather than go to established shelters.
- Facilities will be designated for lodging people with disabilities and others with access and functional needs.
- Emergency welfare services can be of significant assistance to the people of Sandy Springs in preventing or reducing disaster related losses.
- People who would not normally be clients of the local social service agency will require some form of public assistance under emergency conditions.
- Volunteer groups, such as the American Red Cross and the Salvation Army, can render assistance during emergency situations.

Concept of Operations

General

- The following areas comprise mass care:
 - **Sheltering** during the emergency period and immediately following the disaster, when victims are displaced as a result of evacuation or, on a limited basis, pending repair of dwellings or assignment and movement into temporary housing. Emergency shelter is not intended for

prolonged periods of occupancy due to the emergency nature of the activity and the requirements for mass feeding, bedding, and adequate sanitary facilities. Sheltering includes the mass feeding of displaced persons and emergency workers through a combination of fixed sites, mobile feeding units, and bulk distribution of food.

- **Emergency first aid** for victims and emergency workers at shelters and designated sites, and referral to appropriate medical facilities.
- **Reunification** by collecting and providing information about individuals in the emergency area through the American Red Cross and its Disaster Welfare Information system. Such information is used to aid reunion of families and individuals separated by the emergency or disaster.
- **Short-term and long-term housing** activities provide for short- and long-term housing needs of emergency and disaster victims. Housing activities may include rental assistance, temporary housing, loans for home repair, and/or replacement of primary residences.
- **Financial assistance** to victims of emergencies and disasters, including the provision and expedited processing of federal benefits claims, such as social security, disaster unemployment assistance, veterans' benefits, and tax refunds.
- **Basic needs**, such as crisis counseling, supportive mental health services, commodities (e.g., water, ice), and other basic needs.

Preparedness and Mitigation

- Conduct a hazard analysis of Sandy Springs.
- Determine requirements for adequate sheltering.
- Compare shelter locations with potential hazards and disaster conditions.
- Determine the best available locations for use as shelters. Survey sites for capacities, facilities (e.g., feeding, restrooms, showers, etc.), and power sources.
- Prepare resource lists identifying agencies, personnel, resources, and physical facilities. Develop agreements to grant access to facilities and availability of staff during emergencies.
- Coordinate activities with Atlanta-Fulton County Emergency Management Agency (AFCEMA) and/or the Georgia Emergency Management Agency (GEMA).
- Train personnel in emergency procedures.
- Update and review shelter resource lists.
- Stockpile shelter supplies.
- Develop plans for shelter operations, in coordination with the Red Cross and other partners.
- Verify availability of shelter personnel and ensure that names and phone numbers are updated at least annually.
- Develop plans and standard operating guidelines (SOGs) to support the accomplishment of tasks outlined in this annex.

Response

- Contact the Atlanta-Fulton County Emergency Management Agency (AFCEMA) which will contact the American Red Cross if public shelter operations are necessary.

- Coordinate shelter activities through the EOC.
- Initiate sheltering operations, including locating designated shelters and staging areas within the proximity of the incident. Shelters will be selected according to:
 - Hazard/vulnerability analysis considerations.
 - Location in relation to evacuation routes.
 - Services available in facilities.
- Open and staff shelters, as needed.
- Arrange training programs for shelter managers' staff and support personnel.
- Survey shelters to determine which ones can accommodate persons with disabilities and others with access and functional needs as well as sick and injured people. Coordinate with local institutions and service organizations to get an estimate of the number of spaces needed, then match numbers to existing shelters. If shelter spaces are inadequate, add facilities to the shelter list.
- Provide public information regarding shelter locations and transportation routes.
- Arrange for public transportation to shelters if necessary.
- Coordinate with the EOC to ensure that communications are established, routes to shelters are clearly marked, and appropriate traffic control systems are established.
- Distribute shelter kits and supplies.
- Stock shelters with necessary items.
- Display shelter identifying markers and signs at shelter locations.
- Make public announcements about shelter availability and locations.
- Prepare to receive evacuees and provide for their health and welfare.
- Maintain records of financial expenditures and shelter supply use.

Recovery

- Keep shelters open as long as necessary.
- Arrange for the return of evacuees to their homes or for transportation to long-term shelters, if necessary.
- Deactivate unnecessary shelters.
- Clean and return shelters to original condition and negotiate reimbursement for any damages.
- Assess social service needs of victims.
- Coordinate various available social services.
- Inform the public of social service availability, including state, federal, and private assistance.
- Continue welfare assistance to the eligible needy as circumstance dictates and current policies allow.
- Provide assistance in centers for granting relief to victims of emergencies.

Sheltering

If the local American Red Cross chapter operates shelter facilities during disaster situations, it will coordinate with the EOC. Nationally, the American Red Cross has been designated as the agency to operate shelter facilities during national emergencies. The American Red Cross' local chapter maintains a current list of available shelters, which may be required in an emergency and/or disaster.

Other public or non-profit organizations in the Sandy Springs area may open shelters in conjunction with or independent of the local American Red Cross chapter. These organizations include the Salvation Army, churches, private or parochial schools, and local service organizations. All public or non-profit organizations opening public shelters should coordinate their activities with City.

All shelter locations should be determined by conditions such as elevation, proximity of an incident to a shelter, and the best available protection. Where practical, public buildings; religious institutions; and public, private, and parochial schools will be used as shelters. The primary mode of transportation to shelters will be by private vehicle. Parking should be available in the vicinity of the shelters. Emergency transportation will be provided where necessary.

Shelters will be stocked with appropriate supplies to include food, water, sanitary facilities, clothing, bedding, and other supplies as needed. Signs identifying public shelters will be prepared for each designated shelter. In the event that a crisis requires the use of additional shelters, expedient signs will be made and posted at each shelter location.

Social Services

The Georgia Department of Human Resources (DHR) establishes policies and procedures, and provides guidance to city and county agencies in order to develop and maintain a statewide capability of service delivery to meet human needs caused by a disaster. The Fulton County Department of Family/Children Services is organized with an inherent response-oriented capability as the welfare arm of the local government.

Key positions for emergency operations in Sandy Springs have been established to ensure the administration of emergency welfare services and for the efficient use of staff during a disaster. The key position is the Social Services Coordinator and his or her alternates who may administer emergency welfare services from an onsite center under the direction of the Logistics Chief.

In any disaster or emergency, it is the responsibility of the City Manager's Office to ensure all welfare assistance and services are used, including those administered by public and private welfare or welfare-related agencies and civic and church groups. The City Manager's Office will give high priority to requests by the Fulton County Human Services Department coordinator for additional personnel to support social services.

Assignment of Responsibilities

American Red Cross Chapter

- Establish shelters, if necessary, to include:
 - Identify shelter sites.
 - Oversee shelter activities.
 - Develop agreements for shelter use.

- Provide proper shelter markings and crisis marking of unmarked shelters.
- Ensure training of shelter managers and support personnel.
- Provide shelter management kits and supplies.
- Establish public information and education programs.
- Activate and deactivate shelters, as needed.
- Manage reception and care activities, to include registration, staffing, lodging, feeding, processing evacuee information, and other activities.
- Arrange with local health, mental health, and social service agencies to provide support personnel.
- Develop a shelter operations organization chart.
- Provide individual and family support services at shelter sites.
- Provide for crisis counseling to disaster victims.
- Coordinate shelter use, including meals.
- Maintain shelter log and evacuee inventory.
- Coordinate with social services concerning social services assistance in public shelters.
- Include social services workers in all shelter training and exercises.

Law Enforcement

- Provide security at designated shelters, reception/staging areas, and lodging and feeding centers.
- Provide traffic control during movement to shelters.
- Provide alternate communications between shelters and the EOC through mobile units, if necessary.

Fulton County Animal Services

- Assist in the development of strategies to deal with issues that arise during disasters and emergency situations that involve animals.
- Notify and coordinate efforts with the Humane Society, the Georgia Department of Natural Resources (DNR), and local animal responders with donations and volunteer management functions to handle offers and requests for donations of animal-related goods and services.
- Perform and coordinate all animal rescue, capture, and transportation efforts of assisting animal organizations and responders.
- Coordinate local animal control facilities that may be used as initial holding and triage facilities for rescued animals.

City Departments

- Support mass care operations including shelter, reception/staging, lodging, and feeding, as requested.

Direction, Control, and Coordination

All shelter activities will be coordinated through the EOC. Shelter managers will be responsible for the operation of their individual shelters. Shelter plans and procedures will be developed by the hosting organization.

All local departments and agencies will support shelter operations, as needed. All departments and agencies providing direct mass care or related activities under emergency conditions will retain operational control of their staff and facilities. They should coordinate their activities through the EOC.

Information Collection, Analysis, and Dissemination

Registration forms are used to record information about evacuees. Shelter managers will periodically report the numbers and conditions of people in each shelter to the EOC.

Communications

Telephone will be the primary means of communication to each shelter. When telephones cannot be used, emergency services two-way communications and amateur radio operators will be used.

Administration, Finance, and Logistics

Delivery of assistance will be made through the Red Cross in conformity with established policies and procedures. The Fulton County Human Services Department or the Fulton County Department of Family/Children Services will provide technical assistance, staffing, supplies, and office space to support Sandy Springs operations as appropriate. Support agencies will provide essential logistics to ensure their designated emergency functions can be carried out.

Plan Development and Maintenance

See Basic Plan.

Authority and References

See Basic Plan.

Attachment A: Short-term Housing Options

Any one or a combination of the following locations can be utilized for temporary housing in the event of a local evacuation. Note: The following is a list of lodging accommodations that the public may choose to use as an alternative to public shelters. All expenses incurred at the following facilities are the responsibility of the individual.

Name	Address	Pet Friendly?
Comfort Inn Sandy Springs	5793 Roswell Road	No
Courtyard Atlanta Perimeter Center	6250 Peachtree Dunwoody Road	No
Extended Stay America – Atlanta – Perimeter – Crestline	905 Crestline Parkway	Yes
Extended Stay America – Atlanta – Perimeter – Hammond Drive	1050 Hammond Drive	Yes
Extended Stay America – Atlanta – Perimeter – Peachtree Dunwoody	6330 Peachtree Dunwoody Road	Yes
Fairfield Inn & Suites – Atlanta Perimeter Center	1145 Hammond Drive NE	No
Hampton Inn Atlanta – Perimeter Center	769 Hammond Drive	No
Perimeter Suites	6096 Barfield Road	Yes
Hilton Atlanta Perimeter Suites	6120 Peachtree Dunwoody Road	No
Holiday Inn Express & Suites Atlanta N Perimeter Mall Area	765 Hammond Drive	No
Home2 Suites by Hilton Atlanta Perimeter Center	6110 Peachtree Dunwoody Road	Yes
Homewood Suites by Hilton Atlanta/Perimeter Center	915 Crestline Parkway	No
Springhill Suites	1005 Crestline Parkway	No
Intown Suites Atlanta North Extended Stay	355 Hammond Drive	No
La Quinta Inn & Suites Atlanta Perimeter Medical	6260 Peachtree Dunwoody Road	Yes
Sheraton Atlanta Perimeter North	800 Hammond Drive	Yes
Sonesta ES Suites Atlanta Perimeter Center	760 Mount Vernon Highway	Yes
	4601 Ridgeview Rd.	Yes
Westin Atlanta Perimeter North	7 Concourse Parkway	Yes
Sonest Atlanta NW Galleria	6345 Powers Ferry Rd.	Yes

Attachment B: Sheltering of Animals

This Appendix provides basic guidelines for the sheltering of small animals (pets) and large animals (equine, livestock) in the City of Sandy Springs.

NOTE: Fulton County Animal Control, not Sandy Springs, is responsible for the operation of animal shelters within the county.

Public health during a disaster is directly related to the safety of animals. Owners may fail to evacuate because they cannot take their animals with them, and owners who leave their animals behind may later try to reenter the disaster area to rescue them. The human/animal bond extends to livestock and equine owners.

Planning Considerations for Small Animals

- Evacuees should be advised of pet shelter locations and requirements by Fulton County Animal Control.
- Local veterinarians and staff, operating as volunteers, should provide veterinary emergency care of the animals as needed. Fulton County Animal Control will be responsible for the initial set up of the shelter.
- Shelter stations should include animal and owner identification, veterinary needs, resource procurement, documentation of activities, and expenses.
- Pet shelters should be paired with nearby shelters where pet owners will be sheltered, when possible. This allows pet owners to provide daily feeding, watering, and exercising of his/her pet, and will keep the shelter area clean.
- At pet shelter check-in, the pet owner should be required to show proof of required vaccinations. Pets will be examined if indicated by a veterinarian. Any pet not having its vaccinations, or considered to pose a risk to other animals or people, will not be admitted to the shelter. The final decision rests with the veterinarian in charge at the shelter.
- Pet shelter Standard Operating Procedures (SOGs) are developed and maintained by Fulton County Animal Control.
- Staging areas for humane groups will be identified and established by Fulton County Animal Control.

Planning Considerations for Wildlife

- Wild animals often seek higher ground which, during floods, eventually become surrounded by water and the animals become stranded. If the island is large enough and provides suitable shelter, food appropriate to the species can be left. Animals have a flight response and will flee anyone approaching too closely. If the animal threatens to rush into the water to escape, back away from the area.
- Wildlife often seek refuge from floodwaters on the upper levels of homes and may remain inside even after the water recedes. If a rat or snake is encountered inside a dwelling, be careful but do not panic. Open a window or other escape route and the animal will probably leave on its own. Never attempt to capture a wild animal unless you have the proper training, protective clothing, restraint equipment, and caging necessary to perform the job.

- Beware of an increased number of snakes and other predators. They will try to feed on the carcasses of reptiles, amphibians, and small animals that have been drowned or crushed in their burrows or under rocks.
- Often, during natural disasters, mosquitoes and dead animal carcasses may present disease problems. Outbreaks of anthrax, encephalitis, and other diseases may occur.
- If there is an injured or stranded animal in need of assistance, or if help is needed with evicting an animal from a home, the public and/or emergency services should contact Animal Control.

ESF-7: Resource Support

Purpose and Scope

ESF-7 supports the management of resources in an emergency situation, which includes managing inventory, responding to resource requests, and coordinating orderly and timely deployment of resources.

Situation and Assumptions

It is essential that local governments maintain processes and procedures for managing resources in an emergency situation. Resource management includes maintaining inventory to assist in keeping adequate resources available, requesting assistance and resources, and coordinating mobilization, demobilization, and return of resources.

The following planning assumptions apply to implementation of this annex:

- Shortages in local government response resources will occur very quickly in any emergency that lasts longer than 24 hours, or in certain types of emergencies, such as flooding.
- Assistance from neighboring jurisdictions and state and federal agencies will not be requested until the EOC has exhausted all available local and private sector resources.
- Local private contractors and volunteer groups are willing to assist the community during a disaster. As appropriate, local government will reimburse these organizations for expenses, equipment damages, and personal injuries.

Concept of Operations

General

- Ultimate responsibility for mobilizing a community's resources to cope with an emergency rests with local government.
- Pre-emergency planning includes identification of personnel, equipment, materials, and other resources that are under the control of, or available to, local government at the time of an emergency.
- The community will commit all resources necessary to protect lives and property and to relieve suffering and hardship.
- Should the emergency situation be of such magnitude that all local resources are committed or expended, immediate requests for outside assistance will be made to upper levels of government and to neighboring jurisdictions.
- The Resource Management Coordinator is a member of the EOC team.

Preparedness and Mitigation

- Analyze potential emergency resource requirements as part of a Threat and Hazard Identification and Risk Assessment (THIRA) and capability assessment.

- Identify and categorize resources.
- Plan and train adequate personnel for maximum use of available resources.
- Designate agencies responsible for providing resource management support.
- Develop a public information and education program.
- Draft letters of understanding with private sector organizations and mutual-aid agreements with neighboring jurisdictions.
- Develop plans and standard operating guidelines (SOGs) to support the accomplishment of tasks outlined in this annex.
- Coordinate resources with other agencies and volunteers in order to maintain adequate reserves.

Response

- Notify mutual aid jurisdictions and private sector organizations of the possible need for assistance.
- Establish priorities and allocate resources.
- Coordinate the delivery of resources to response teams and disaster victims.
- Identify resource distribution centers.
- Coordinate local efforts with other agencies.
- Make lists available to response agencies that identify sources of materials, equipment, personnel, and other resources during emergencies.
- Record services and resources rendered during emergencies.

Recovery

- Assess recovery needs.
- Estimate costs to provide resources.
- Assess the impact of the emergency on available resources and identify repair, maintenance, and replenishment needs.
- Assess damage to resource management facilities.
- Set priorities for available resources.
- Coordinate resource management.
- Maintain appropriate records.
- Disseminate public information about resource availability.

Emergency Resources

During the emergency, local government will coordinate and identify essential resources to be rendered to disaster victims. To complete the many resource tasks to be performed during an emergency, the following may be needed:

- Heavy Equipment

- Machinery for clearance.
- Bulldozers.
- Backhoes.
- Draglines.
- Specialized Equipment
 - Chain saws.
 - Firefighting equipment.
 - Water pumps.
 - Rescue equipment.
- Temporary Shelters
 - American Red Cross shelters.
 - Salvation Army shelters.
 - Hotels and motels.
 - Local public buildings and facilities.
 - Schools, colleges, and universities.
 - Churches.
- Food Centers
 - Wholesalers.
 - Grocery stores.
 - Frozen food storage facilities.
- Medical Care
 - Hospitals/medical centers.
 - Medical clinics.
 - Drug stores.
 - Emergency medical service.
 - Private ambulance service.

A listing of all available resources, supplies, and equipment is kept on file in the Sandy Springs EOC. The preceding resource management areas are to be addressed in addition to the normal emergency role of the department during emergencies.

Assignment of Responsibilities

Resource Management Coordinator

The Sandy Springs Chief Financial Officer will act as the Resource Management Coordinator and is assigned the following responsibilities:

- Analyze resource requirements.
- Identify resources.
- Establish inventory control and delivery systems.
- Maintain current inventories of all resources.
- Develop agreements for use of all resources.
- Set priorities on available resources.
- Coordinate resource management.
- Train personnel for maximum use.
- Assist in the develop or mutual aid agreements.

Private Sector Organizations

Participating private organizations should coordinate resource use under emergency conditions with the Sandy Springs Resource Management Coordinator.

- Provide the following, as needed:
 - Shelter facilities.
 - Trained personnel.
 - Special and heavy equipment.
 - Emergency medical services and supplies.
 - Food, fuel, building supplies, etc.
 - Utilities (e.g., electricity, telephone, natural gas service).
 - Special engineering and consultation services.
 - Aircraft for aerial observations and emergency use.

City Departments

- Inventory personnel, equipment, and supplies as requested by the resource management planning team.
- Provide inventory lists to the Sandy Springs Resource Management Coordinator.
- Coordinate resource use under emergency conditions with the Sandy Springs Resource Management Coordinator.

Direction, Control, and Coordination

The Chief Financial Officer will designate a Resource Management Coordinator, who will be responsible for the coordination, acquisition, distribution, and management of resources and supplies. The major responsibility is to identify available sources from which needed resources can be obtained during an emergency situation. The Resource Management Coordinator will handle coordination of these resources during emergencies from the Sandy Springs EOC. Routine checks will be made in order to maintain an accurate list of supplies and to ensure their protection. Specific department heads, or their representatives, may be designated to coordinate specialized resources.

Information Collection, Analysis, and Dissemination

See Basic Plan.

Communications

See Basic Plan.

Administration, Finance, and Logistics

See Basic Plan.

Plan Development and Maintenance

See Basic Plan.

Authority and References

See Basic Plan.

ESF-8: Public Health and Medical Services

Purpose and Scope

ESF-8 coordinates public health services for the City of Sandy Springs during emergency situations, including disease control, sanitation, and mental health.

Situations and Assumptions

In many instances, emergency and disaster situations will involve a wide range of health and medical problems. To respond adequately to a major incident in the City of Sandy Springs, a well-planned health and medical support network should address procedures for responding to incidents involving mass casualty incidents, diseases, sanitation problems, contamination of food and water, and community mental health problems.

The following planning assumptions apply to implementation of this annex:

- City of Sandy Springs has adequate health and medical response capabilities in place to meet the demands of most major accidents and disaster situations.
- Should additional support resources be needed, the City of Sandy Springs will request such assistance from neighboring cities and counties. State and federal agencies will also be contacted should sufficient health and medical service support be unavailable locally.

Concept of Operations

General

- Emergency operations for public health services is an extension of the normal duties of health professionals.
- One of the primary concerns of public health personnel is disease detection and control of disease-causing agents.
- Sanitation is a very significant aspect of public health. During an emergency situation:
 - Medical facilities and food establishments require sanitary inspections.
 - Personal health and hygiene education is essential.
 - Food and water supplies must be kept free of contamination.
- Emergency Medical Services (EMS) during an emergency will simply be an extension of the normal duties of EMS provider agencies.
- Close cooperation between health and medical service personnel and support agencies requires an understanding of several medical issues to include the following:
 - **Triaging** of patients is necessary in a disaster because resources, especially personnel, are limited. As a result, an attempt is made to actively conserve the equipment and time of EMS personnel for those victims who can benefit the most from them. Victims who are either minimally injured or who have injuries that are incompatible with life may be initially bypassed

so that patients whose conditions can benefit from immediate medical attention receive it in a timely manner.

Triage includes assessing and classifying patients to provide efficient and effective treatment and transportation. Diagnosing patients is a medical art; assessing patients during a disaster is a much more rudimentary skill. Patients are classified into four very broad categories: minor injuries, urgent (but stable) injuries, life threatening (but correctable) injuries, and expectant victims (dead and dying). After patients are classified, transportation is arranged for the living. Deceased victims are usually relocated to a temporary morgue for definitive identification and disposition at the direction of the lead investigative agency.

- **Emergency Medical Services (EMS) and Advanced Life Support (ALS).** Emergency Medical Technicians (EMTs) and paramedics are capable of providing sophisticated medical care to victims, such as starting intravenous (IV) therapy and administering medications under the direction of a physician medical director. Medical control (i.e., the provision of adequate medical supervision to ensure quality care) is a key element of ALS, as is the ability to integrate ALS-trained personnel with other public safety personnel into efficient, onsite work teams.
- **Transportation.** In most disasters that result in a large number of casualties, rapid transportation to definitive care for those who are seriously injured is the single most important intervention. The number and types of vehicles available to transport victims to medical facilities must also be considered in planning. Ambulances are typically utilized to accomplish this; however, large numbers of patients with minor injuries can be transported in non-conventional vehicles, such as public transportation or school buses. Helicopters can be considered for both rescue and transportation, as well as other means of transportation, such as off-road vehicles or boats when the situation warrants.
- **Communication.** Methods of communicating with and among EMS personnel, other emergency response forces, and the EOC should be coordinated. Local EMS agencies have two-way radio capabilities and a separate mutual-aid channel. Field response forces and the EOC have equipment capable of operating on EMS frequencies using fire department radios.
- **Command,** as an issue, revolves around the understanding that only licensed physicians have authority over medical matters. The Sandy Springs Fire Rescue EMS function is entirely under a physician with whom they have real time communications capabilities. Beyond that, the usual command and control issues that deal with such things as the management of resources and providing additional transportation are outlined in departmental SOGs. The establishment of field command posts will streamline the process of onsite command during a disaster.

Preparedness and Mitigation

- Conduct a community hazard/vulnerability analysis to identify likely disaster scenarios.
- Provide specialized training in disaster operations for EMS personnel, first responders, and local hospital staff.
- Conduct first aid training for members of the public.
- Coordinate storage of medical supplies and equipment.
- Maintain medications and other critical medical supplies.
- Support the development and maintenance of emergency plans for mutual aid response of EMS agencies outside the jurisdiction.
- Support development of regional plans for mass causality and/or mass fatality incidents in coordination with the Atlanta-Fulton County Emergency Management Agency.

- Coordinate planning and exercises with local hospitals, nursing homes, and EMS.
- Develop emergency procedures for the provision of temporary morgues, which is a function of the Fulton County Coroner.
- Develop procedures for contacting local ministerial associations.
- Develop plans and standard operating guidelines (SOGs) to support the accomplishment of tasks outlined in this annex.

Response

- Initiate emergency medical activities in the hazard area.
- Initiate triage, treatment, and transportation activities; make provisions for a field command post.
- Establish patient tracking mechanism.
- Coordinate with the on-scene medical coordinator.
- Notify local hospitals and the Regional Coordinating Hospital (RCH) for Region D. Initiate in-hospital triage and treatment activities.
- Notify appropriate county, state, and federal agencies.
- Coordinate mutual aid response, as necessary.
- Coordinate staging and triage areas.
- Conduct crowd and traffic control at the disaster perimeter.
- Provide resources to support EMS operations.
- Initiate activities related to handling the deceased and transporting uninjured or minimally injured victims.
- Initiate temporary morgues and prepare for the identification, storage, and release of bodies to funeral homes.
- Process data (e.g., incident report sheets), including identification of casualties. Keep track of casualties at each stage of treatment.
- Activate ministerial support.

Recovery

- Continue response and treatment activities, as necessary.
- Compile reports for critique and review by state and federal agencies.
- Re-supply health and medical services and response agencies.
- Inspect disaster areas to ensure safe and sanitary conditions for population re-entry in conjunction with appropriate public health agencies.

Assignment of Responsibilities

American Medical Response (AMR)

- Provide EMS functions.
- Coordinate triage and medical treatment at-the-scene.
- Coordinate and control transportation of victims to hospitals.

Fire Department

- Provide first responder-trained personnel and/or basic life support/ALS-trained personnel as necessary.
- Conduct rescue operations as necessary.

Law Enforcement

- Assist with body identification, transfer, and storage.
- Conduct such activities as blood runs, physician transports, and communication backup as required.

American Red Cross, Salvation Army, and Other Community Service Groups

- Assist in health and medical service operations, as appropriate.
- Provide support services for victims and their families, and for emergency response personnel.

Atlanta-Fulton County Emergency Management Agency

- Coordinate mass fatality response operations, including provisions for temporary morgues.

Direction, Control, and Coordination

The Fire Chief or his/her designee is responsible for coordinating all emergency health and medical activities from the EOC. Routine operations will be handled using the Standard Operating Guidelines (SOGs) of the departments or agencies concerned. State and federal support will be requested as needed.

Information Collection, Analysis, and Dissemination

See Basic Plan.

Communications

See Basic Plan.

Administration, Finance, and Logistics

Departmental SOGs should address criteria regarding personnel, procedures, equipment, training, and general support requirements. Specific areas that must be addressed include the following.

- **Lack of Consent:** Legal authority to perform medical procedures on patients who refuse to consent to care. Note: unconscious persons are generally presumed to have given implied consent.
- **Medical Control:** Legal authorities to allow mutual aid health and medical service personnel to perform ALS procedures outside of their medical control operational area.
- **Abandonment:** Legal authority to permit health and medical services personnel to perform triage without fear of civil suit for abandonment.
- **Reports and Records:** Casualty tags and reports, notification of next of kin procedures, and casualty lists and reports for public release must be specified.
- **Supplies and Equipment:** Authorizations for emergency purchases and requisitions, as well as procedures for re-supplying EMS response forces.

Plan Development and Maintenance

See Basic Plan.

Authority and References

See Basic Plan.

ESF-9: Search and Rescue

Purpose and Scope

ESF-9 coordinates response forces that locate, identify, and remove survivors, the injured in need of medical treatment and decontamination, the stranded, and the dead from the impacted area.

Situations and Assumptions

The City of Sandy Springs may be subject to severe structural damage from floods, tornadoes, building collapse, waterway-related emergencies, and other disasters, which could result in, among other things, people being trapped in damaged and collapsed structures, missing persons, and loss of life.

Responders will follow their departmental Standard Operating Guidelines (SOGs) when performing any S&R activity. Thus, this annex focuses on S&R management and coordination.

The following planning assumptions apply to implementation of this annex:

- Numerous Search and Rescue (S&R) agencies at the local, county, state, and federal levels will be called upon to assist in their areas of expertise. Coordination of these agencies is of the utmost importance.
- An organized, trained, and well-equipped S&R capability in the City of Sandy Springs is needed to effectively minimize the loss of life among the general public.
- Potential risks must be planned for because of the unique and specialized nature of many S&R operations.
- Coordination is essential because S&R operations may involve a large number of personnel. Coordinators, or overhead teams experienced in S&R operations, may be needed under certain circumstances.

Concept of Operations

General

- Local government is responsible for providing S&R capabilities in response to disasters occurring within its jurisdiction.
- The Sandy Springs Fire Department will respond and make an initial assessment on the extent of resources needed to perform S&R operations.
- Local resources and outside assistance for S&R operations will be coordinated through the City of Sandy Springs EOC.
- The City of Sandy Springs EOC may have to be activated on a limited basis in non-disaster situations (e.g., missing aircraft, drownings, missing children) to coordinate and support S&R operations.

- The City of Sandy Springs EOC will not be activated to support ordinary fire service or police department S&R operations unless activation is requested by the Fire Chief, the Police Chief, the Public Works Director, or the City Manager.
- State and federal assistance can be called upon for large-scale S&R operations. Federal and state resources may be able to assist with marine S&R operations. The Federal Aviation Administration (FAA) and the Department of Defense (DoD) may assist in searches for downed aircraft.

Preparedness and Mitigation

- Ensure rescue units and EMS personnel are trained on a regular basis in rescue skills and techniques by the responsible controlling agency or organization.
- Ensure rescue equipment is tested, maintained, and repaired by the responsible agency or organization.
- Develop pre-incident response plans and update them accordingly.
- Establish and maintain mutual aid agreements for augmentation of personnel (e.g., medical, search dogs, demolition), heavy equipment, and other support.
- Maintain and track lists of S&R resources active in the response, including the following:
 - Aircraft, both fixed wing and helicopters.
 - Boats available for S&R work.
 - Off-road vehicles available for S&R work.
 - Jet skis available for S&R work.
 - Portable communications equipment.
 - Personnel with special skills:
 - Pilots.
 - Firefighters and rescue squad personnel with heavy rescue training.
 - Confined space rescue teams.
 - Trackers.
 - Dogs.
 - ◆ Tracking dogs are the best-known canine S&R resource; they usually follow a trail.
 - ◆ Air-scenting dogs do not need a track or a scented article but find the subject by sniffing downward. They can be valuable in locating buried victims.
 - ◆ Cadaver dogs can help locate fatality victims.
 - Water rescue personnel and scuba divers.
 - Radio clubs, such as RACES (Radio Amateur Civil Emergency Services).
 - Four-wheel-drive clubs.
 - Local Ham Radio Operators

Response

- Assign search and rescue missions.
- Conduct traffic and perimeter control, as needed.
- Evacuate and relocate, as required.
- Mobilize support, including those from mutual aid agreements, as required.
- Coordinate triage, treatment, and transport.

Recovery

- Conduct public information activities.
- Initiate return when mission is completed.
- Inventory and replace losses.
- Secure and return to normal duty.

Assignment of Responsibilities

The EOC Manager will designate a specific individual, the S&R Coordinator, as the person responsible for ensuring coordination of S&R disaster planning and operations for the EOC. The Incident Commander is responsible for all on-scene S&R activities.

S&R Coordinator

- Analyze disaster potentials.
- Identify S&R requirements.
- Contact local, state (e.g., Georgia S&R), and federal authorities for information about available support services and resources.
- Develop mutual aid agreements with neighboring jurisdictions.
- Coordinate all disaster S&R operations within the jurisdiction.
- Designate a staging area for incoming S&R forces.

Volunteer Organizations

- Operate under the direction of the S&R Coordinator.
- Maintain resource files on volunteer groups.
- Conduct volunteer training.
- Review volunteer certification efforts.

Civil Air Patrol

- Advise about air S&R procedures.

- Advise about local aircraft availability.

Direction, Control, and Coordination

Direction and control of the total rescue force is the primary responsibility of the Sandy Springs Fire Department. All emergency response support will be channeled through the fire department.

All disaster S&R operations will be coordinated through the EOC. The S&R Coordinator is the member of the EOC staff designated to lead coordination from the EOC. Direction and control for S&R operations in the City of Sandy Springs may either be coordinated by a single department or conducted as a joint venture involving more than one agency or rescue group. Each responding S&R unit will use an in-house chain of command to ensure that operational control is maintained throughout the duration of the operations. All participating units will coordinate their efforts with the S&R Coordinator.

All mutual aid and volunteer forces will function under the direction of the S&R Coordinator. Mutual aid operations and volunteer forces will be coordinated by the Incident Commander (IC). Organized mutual-aid forces and volunteer groups will work under the immediate control of their own supervisors. Individual volunteers will operate under supervision as assigned by the EOC or ICP.

Information Collection, Analysis, and Dissemination

See Basic Plan.

Communications

One of the most common problems facing S&R operations is communications. Communications can make or break S&R, since one can only direct as far as one can communicate. Generally, communications problems fall under three headings, as described below.

- **Destruction of Communications Facilities.** The incident destroys landlines that connect towers or repeaters.
- **Oversaturation.** This frequently occurs when, as a result of the incident, the public increases its demands on communications facilities, making it difficult for emergency services to get through. Large numbers of emergency response personnel crowding telephone circuits, cellular telephones, or radio frequencies, combined with a lack of communication discipline by responders, may exacerbate oversaturation.
- **Lack of Common Frequencies.** It is not unusual for public service agencies and special units, such as air and ground S&R forces, to lack common frequencies and for chaos to result when many agencies unaccustomed to working together respond to the same incident. These problems can be mitigated in the planning stage to lessen the impact on direction and control by doing the following:
 - Load switching the telephone exchange.
 - Using coordination frequencies.
 - Hardening communications facilities against such phenomena as an electromagnetic pulse (EMP).
 - Using emergency satellite communications.

Administration, Finance, and Logistics

Reports of all S&R operations by outside forces should be retained at the EOC to support reimbursement and damage claims. This includes:

- Reimbursement for the expenses incurred by S&R forces.
- Liability for the actions of S&R teams.
- Injuries suffered by S&R forces.

Plan Development and Maintenance

See Basic Plan.

Authority and References

See Basic Plan.

ESF-10: Hazardous Materials

Purpose and Scope

ESF-10 coordinates the response of personnel and equipment to emergencies involving hazardous or radiological materials. The purpose of such coordination is to control and minimize the potential catastrophic effects or threat to the health and safety of the public.

Situations and Assumptions

Many substances that fall into the hazardous materials category are used, manufactured, stored in, or transported across the City of Sandy Springs on a daily basis. Although it is possible that hazardous materials accidents at industrial sites could adversely affect the public, the greatest danger to the public is presented by the transportation of hazardous materials.

A hazardous material is any substance or material in a quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property when released into the environment. For the purpose of this annex, hazardous materials are classified into the following categories:

- Chemical: Substances that are toxic, corrosive, or injurious because of inherent chemical properties.
- Biological: Micro-organisms or associated products that may cause disease in humans, animals, or economic crops. This includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, etc.
- Radiological: Any radioactive substance emitting ionizing radiation at a level that could produce a health hazard.
- Explosive: Material capable of releasing energy with a blast effect within a split second of activation, damaging or destroying objects in close proximity.

The following planning assumptions apply to implementation of this annex:

- Transportation of hazardous materials within the City of Sandy Springs occurs on a daily basis via highways and pipelines.
- The EOC will serve as the central data collection and distribution point for information related to this annex (e.g., covered facilities, facility coordinators, hazardous materials incidents, resources, spill notifications) and the community Right-to-Know program. Individuals should direct questions about chemical hazards in the City of Sandy Springs to the Sandy Springs Call Center at 770-730-5600.
- Extreme caution must be exercised when dealing with hazardous materials.
- Incidents involving hazardous materials occur on a regular and ever-increasing basis.
- Numerous emergency service agencies at the local, state, and federal levels are called upon to assist in their area of expertise during a hazardous materials incident. Coordination of these agencies is of the utmost importance.

Concept of Operations

General

- The fire department is responsible for dealing with hazardous materials incidents (on the local level). Trained HazMat response teams will be called upon when the need is determined, and the fire department will serve in a support role to the HazMat response teams.
- Certain governmental agencies are required to respond to hazardous materials incidents. The responsibilities of these agencies are outlined in their departmental guidelines. However, they are requested to coordinate their activities with the EOC and/or the fire department.
- All incidents involving the release of transported goods, materials, liquids, or freight of any kind should be regarded as hazardous materials incidents until proven otherwise.
- The EOC is designated as the interfacing point for decision-making, coordination, administration, resource information exchange, and emergency response management. Incident Command (IC) shall be established for all HazMat incidents to direct on-scene operations and shall follow procedures as set forth in the SOGs for HazMat response operations.
- The nature, extent, and location of the emergency will determine conditions under which local governments will coordinate response with other jurisdictions. For example, a hazardous materials incident occurring along a county or city boundary may require emergency response and coordination efforts from all impacted jurisdictions. In addition, there may be instances when special equipment, technical expertise, or resource sharing may be requested from or by surrounding counties.

Preparedness and Mitigation

- Identify transportation routes that carry hazardous materials and analyze potential threats to life safety and the environment.
- Identify industrial sites that manufacture, store, or use extremely hazardous substances (EHSs). *All fixed site operators have been instructed to make appropriate notifications of any incident having the potential for an offsite release and to provide the information about the incident in a written follow-up report within five working days as per section 304 of Superfund Amendments and Reauthorization Act (SARA) (release notification).*
- Ensure emergency response personnel are trained in the identification of hazardous materials and the use of reference materials.
- Support ongoing training in handling hazardous materials incidents for personnel in the fields of fire suppression, health and medical, law enforcement, HazMat response teams, and others.

Response

- Oversee operations by HazMat response teams, who have been trained in the handling of hazardous materials and are available for response to local incidents.
- Call upon any additional emergency services to assist in their areas of expertise.

Recovery

- The onsite lead agency shall determine when the situation has been controlled and clean-up operations should commence.
- Agencies such as the Environmental Protection Division (EPD) of the Georgia Department of Natural Resources (DNR) will be called upon to execute their authority and responsibility related to overseeing clean-up operations. Local chemical clean-up companies have been identified and can provide the necessary services should the situation warrant.

Fixed Facilities

Facilities reporting under Section 303 of SARA Title III must identify a facility emergency coordinator. This information is located on request forms, emergency plans, and computer databases and is kept on file at the Atlanta-Fulton County Emergency Management Agency. The facility emergency coordinator is responsible for implementation of the individual facility's emergency plan.

Procedures providing reliable, effective, and timely notification by the facility emergency coordinator, transporter, or other regulated agencies to local, state, and federal emergency personnel that a release has occurred shall be based upon procedures established in each facility's or transporter's emergency plans. These notification systems include telephone, radio, or in-person notification immediately after determining that a release meeting reporting requirements has occurred, or that emergency assistance is needed.

The role of the affected facility in the evacuation decision-making process is to consult with emergency response agencies at the scene and the EOC regarding product safety measures. Facility representatives may serve as product technical experts since they deal with the material on a daily basis and can provide valuable information to first responders and emergency coordinators. For an extended incident at a location, a facility representative should report to the City of Sandy Springs EOC to aid in the public information and decision-making process.

Methods and procedures to be followed by facility owners and operators to respond to a release of extremely hazardous substances are outlined in the facility's Standard Operating Guidelines (SOGs) and in-house emergency plans, which should be coordinated with the Sandy Springs Fire Department. Once a facility plan is developed, it should be submitted to the Sandy Springs Fire Department for reference before and/or during emergency situations. A listing of all facility emergency plans is kept in the EOC.

Transportation Incidents

Initial reporting of transportation accidents may be made by anyone witnessing or observing the situation via telephone, radio, or in person to local emergency services. The local fire department will be notified of releases from major transportation-related accidents by emergency services departments via radio, telephone, or in-person notifications. In addition, activation of the City of Sandy Springs EOC may be requested by local emergency services.

Detection

The methods for determining the release of a hazardous substances are outlined in each facility's SOGs and departmental emergency plans. Facility leak detection methods include automated leak detection sensors, audible alarms, computer notification, camera monitoring, and first-on-scene. When a potential emergency exists, facilities should notify emergency services (e.g., 9-1-1) for immediate assistance. Depending on the nature and amount of the release, other state and federal agencies—such as the

Georgia Environmental Protection Division and the National Response Center—may also need to be notified.

For large-scale releases and releases occurring from locations other than fixed facilities, emergency services departments utilize a variety of plume dispersion models, computer programs, charts, and maps to determine the areas likely to be affected. Units arriving first on the scene of a transportation incident shall assess the situation and determine the level of threat the incident poses. The City of Sandy Springs EOC contains the necessary information and equipment to determine release vulnerability zones and necessary warning systems.

Containment

The allocation of responsibilities among local authorities, affected facilities, and responsible parties for hazardous material containment and cleanup is a shared initiative. Local emergency response agencies are responsible for assessing the situation, containing the spill, and protecting life and property to the best of their abilities. Affected facilities are responsible for consulting with emergency response agencies with regard to product information, safety measures, and containment and cleanup methods. It is the responsibility of affected facilities and responsible parties to shoulder the costs associated with spill containment and cleanup efforts as well as other offsite impact matters.

Emergency response occasionally requires that action be taken and cost incurred before responsible parties can be identified and contacted. In those instances, it is the accepted practice to take action and seek redress later. Various state and local laws and ordinances allow for the recovery of expenses from responsible parties for expenses incurred from a hazardous materials release. For major releases, local response agencies and facility representatives coordinate cleanup efforts with the Georgia Environmental Protection Division and other state and federal regulatory agencies.

Assignment of Responsibilities

Fire Department/Emergency Management Coordinator

- Provide recommendations for declaring a state of emergency; activating warning systems, and locating resources such as expert personnel, heavy equipment, and National Guard assistance.
- Serve as the repository for the Community Right-to-Know material including maintaining a reporting facility database that includes facility information, chemical inventory, storage locations, and emergency plans. This information is made available to emergency response agencies and the general public per Community Right-to-Know requirements.

Tier II Facility Owners

- Provide annual chemical inventory forms (Tier II) to the Sandy Springs Fire Department and the Atlanta-Fulton County LEPC for EHS and Occupational Safety and Health Administration (OSHA) hazardous substances in excess of the threshold planning quantity.
- Give the Sandy Springs Fire Department the name of a facility coordinator who can serve as a liaison with local governments.
- Develop in-house emergency plans and SOGs with the Sandy Springs Fire Department.
- In emergencies, contact local response agencies immediately.
- Initiate other measures that may be required for the situation at hand following in-house plans and SOGs.

HazMat Response Teams

- Assess the situation and determine the incident level and needed precautions.
- Identify the hazardous material involved.
- Conduct appropriate firefighting, search and rescue, and containment operations as the situation permits.
- Establish an Incident Command Post (ICP) at a safe location.
- Determine whether population protection measures need be implemented (e.g., in-place shelter, evacuation, protected breathing).
- Contact the Sandy Springs City Manager's Office or Fire Department to activate the EOC or to utilize public warning systems, if necessary.
- If evacuation is necessary, determine the area to be cleared of the general populace in order to ensure their safety as well as the safety of those members of emergency services involved in the hazardous materials incident. Contact the EOC to coordinate shelter operations.
- Coordinate evacuation procedures and other onsite activities with EOC personnel.

Law Enforcement

- Assist with evacuation, crowd and traffic control, controlling access into the hazardous area, protection of evacuated areas, escorting special equipment to the area, and assisting designated persons with required technical knowledge in getting to the scene.

Direction, Control, and Coordination

Fire department units and other emergency services personnel responding to the scene of a hazardous materials incident will follow their own departmental SOGs and will utilize the incident command system (ICS) upon arrival at the scene of a major incident. Levels of response codes, conditions for each, and responsible organizations at each level are outlined in departmental SOGs. The methods and procedures to be followed by medical personnel in the event of a HazMat release are outlined in the SOGs of the relevant emergency services agencies. The procedures for conducting health assessments upon which to base protective action decisions are outlined in each emergency services' SOGs.

Information Collection, Analysis, and Dissemination

See Basic Plan.

Communications

See Basic Plan.

Administration, Finance, and Logistics

See Basic Plan.

Plan Development and Maintenance

See Basic Plan.

Authority and References

See Basic Plan.

ESF-11: Agriculture and Natural Resources

Purpose and Scope

ESF-11 addresses health and safety issues that could affect plant, animal, and cultivated seafood species. It also addresses animal evacuation, sheltering, and health care.

Situation and Assumptions

Public health during a disaster is directly related to the protection of the food supply and the safety of all animals or livestock. In the event of a disaster, ESF-11 will be called upon to provide an adequate and healthy supply of nutrition for the affected population and to protect and/or restore natural and cultural resources.

Concept of Operations

General

- The Georgia Department of Agriculture (GDA) has the primary responsibility for providing and coordinating nutritional and plant and animal health and sufficiency in the state of Georgia.
- GDA and the Department of Natural Resources (DNR) have the primary responsibility for agriculture-related emergencies and disasters in the State of Georgia.
- All ESF-11 responsibilities and functions in the City of Sandy Springs are implemented on a countywide level, in conjunction with surrounding jurisdiction EOCs.
- Georgia Department of Agriculture (GDA) and the Department of Natural Resources (DNR) will designate an ESF-11 Agriculture Coordinator to organize and administer the ESF. The ESF-11 Coordinator is represented in the Atlanta-Fulton County EOC.

Preparedness and Mitigation

- The ESF-11 Coordinator develops plans, procedures, arrangements, and agreements to identify, acquire, and mobilize agricultural, nutritional, and animal-related resources for emergencies and disasters.
- The ESF-11 Coordinator develops and maintains information and liaison with agricultural, nutritional, and animal-related resources in local, county, state, and federal governments as well as private industry and volunteer organizations that could furnish assistance in an emergency or disaster.

Response

- When an emergency arises, the ESF-11 Coordinator activates and mobilizes agricultural personnel, facilities, and material resources.

- The ESF-11 Coordinator assesses the status of plant and animal health in the state and determines whether any diseases, infestations or infections threaten the state's food supply and domestic and wild animal life. In the event that the food supply is threatened, the Coordinator directs all available resources to deal with the threat.
- The ESF-11 Coordinator works with ESF-6 coordinators to ascertain and meet the nutritional needs of people in shelters and temporary housing, and of emergency workers in all areas.
- When mass evacuations occur, the ESF-11 Coordinator works with animal planning authorities to arrange for the best available shelter and care for evacuated animals of all kinds.

Recovery

- Agriculture activities continue as long as necessary after the conclusion of the emergency or disaster. The ESF-11 Coordinator continues to gather information on the restoration of the health and abundance of plant and animal life to acceptable limits.

Assignment of Responsibilities

Georgia Department of Agriculture (GDA)

- Coordinate nutritional and plant and animal health and sufficiency in the state of Georgia.
- Respond to agriculture-related emergencies and disasters in the state of Georgia.

Sandy Springs Liaison Officer

- Coordinate and communicate all citywide GDA and DNR activities
- Coordinate with local governments and state agencies on matters concerning equipment, facilities, personnel, and supplies essential for emergency assistance to disaster victims.

Supporting Agencies

Agencies supporting ESF-11 are responsible for developing and maintaining plans, procedures, and asset inventories to support the primary coordinator. Supporting agencies include, but are not limited to the following:

- Board of Regents of the University System of Georgia
- Georgia Department of Administrative Services
- Georgia Department of Corrections
- Georgia Department of Education
- Georgia Department of Human Resources
- Georgia Department of Labor
- Georgia Department of Transportation
- Georgia Building Authority
- Georgia Bureau of Investigation
- Georgia Emergency Management Agency

- Georgia Forestry Commission
- Georgia Public Safety Training
- Georgia State Patrol
- Georgia Volunteer Organizations Active in Disaster (VOAD)
- U.S. Department of Defense
- Fulton County Animal Control

Direction, Control, and Coordination

Both GDA and DNR provide emergency coordinators and alternates to fulfill the responsibilities of their respective agencies. These designees shall represent the agencies in an emergency or disaster and provide operational support in the State EOC when requested.

In the event of an animal health emergency, an infective exotic plant disease, an economically devastating plant pest infestation, or a catastrophic event involving harvested, processed, wholesale, retail, warehoused, or stored foods and water, GDA may request activation of the State EOP. This may or may not occur in conjunction with an extraordinary declaration of emergency by the U.S. Secretary of Agriculture.

GDA responds to meet the responsibilities of ESF-11 in a declaration of disaster for any catastrophic or all hazards event. In all of these situations, the National Incident Management System (NIMS), using the Incident Command System (ICS) structure, is utilized. In addition, State of Georgia Agriculture Response Teams (GA-SARTs) may be mobilized.

Information Collection, Analysis, and Dissemination

See Basic Plan.

Communications

See Basic Plan.

Administration, Finance, and Logistics

If city resources are inadequate to the tasks assigned, AFCEMA reports the situation and the city's needs to the ESF-11 Coordinator, who reports it to the GEMA, which seeks additional resources from the Emergency Management Assistance Compact (EMAC) and from the state pursuant to a disaster declaration.

Every agency providing agriculture support must maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal sources.

Plan Development and Maintenance

See Basic Plan.

Authority and References

See Basic Plan.

ESF-12: Energy and Utilities

Purpose and Scope

The purpose of ESF-12 is to establish a coordinated response to maintain or re-establish utility services within a disaster area to best serve the needs of the population. Services under this ESF include telephone, natural gas, electric, water, and sewer utilities.

Situation and Assumptions

In all major emergencies, the energy and utilities function requirements include, but are not limited to, providing water, telephone services, broadband, sewerage, gas, and electricity.

The following planning assumptions apply to implementation of this annex:

- The requirement for emergency response by energy and utility providers expands directly in proportion to the magnitude of the disaster.
- Local government and private utilities can handle an emergency situation. If local capabilities are exceeded, support is requested from local, state, and federal agencies and private industry.

Concept of Operations

General

- The City of Sandy Springs uses all local human resources, equipment, and material available to carry out their tasks, including Public Works Department utilities coordinators and trained staff.
- The day-to-day public utilities organizational structures remain intact during a major emergency.
- Energy and utilities response activities are coordinated from the City of Sandy Springs Emergency Operations Center (EOC) during disasters.

Preparedness and Mitigation

- Maintain an updated roster of key personnel. Train personnel in emergency procedures.
- Identify resources and keep resource list updated.
- Participate in hazard analysis and identify vulnerabilities in public utilities.
- Initiate mutual aid agreements with neighboring jurisdictions and private industry.
- Identify local contractors to provide support during emergencies and acquaint them with emergency plans and procedures.
- Review and update emergency public utilities plans.
- Participate in the design and execution of emergency preparedness exercises.

- Provide input to after action reviews to improve preparedness, response, and recovery capabilities.
- Ensure that storm sewers in the jurisdiction are in good condition.
- Ensure that adequate barrier and roadblock materials and equipment are available.
- Maintain updated utility maps of the jurisdiction.
- Organize and train damage survey teams.
- Develop standard operating guidelines (SOGs) to support the accomplishment of tasks outlined in this annex.

Response

- Secure all equipment against damage.
- Survey and evaluate disaster areas in terms of utilities repair estimates.
- Coordinate the repair of EOC facilities and equipment, as necessary.
- Assess damage.
- Coordinate task assignments with other agencies and volunteer groups.
- Conduct or coordinate emergency repair of natural gas, telephone services, broadband, electric, water, and sewer systems, as necessary.
- Request assistance from private contractors and industry, as necessary.

Recovery

- Continue damage assessment.
- Coordinate private and volunteer repair of utilities.
- Participate in compiling after-action reports and critiques. Make necessary changes and improvements in emergency plans.
- Provide support for return to normal operations.
- Make recommendations to City Council about changes in planning, zoning, and ordinances to mitigate the impact of future disasters.

Assignment of Responsibilities

Public Works

- Maintain an emergency plan for all Public Works Department divisions, accounting for key personnel and their assignments.
- Maintain essential facilities of storm-drainage within the right-of-way, and secure them against damage.
- Coordinate with the City of Atlanta's Water Department on water supply issues, as necessary.
- Provide temporary sanitary facilities, as necessary.

- Coordinate with the Fulton County Health Department on water testing and decontamination of water systems, if necessary.
- Provide a Public Works Department representative and the necessary communication equipment to the EOC.
- Maintain emergency equipment and ensure that all equipment is in good condition.
- Assist other departments with emergency clean-up operations, as appropriate.
- Maintain a detailed log of all department activities throughout the duration of the emergency.
- Assist with damage assessments and development of a complete log for the Damage Assessment Officer.

Private Utility Companies

- Maintain response plans and procedures.
- Conduct or coordinate emergency repair of natural gas, telephone services, broadband, electric, water, and sewer systems, as appropriate.

Direction, Control, and Coordination

The head of each department, private industry, or contractor retains control of their assigned personnel and equipment. Mutual aid forces operate under direct supervision of their own supervisors. Volunteer forces work under supervision of the Incident Commander where they are deployed. Requests for call-up and deployment of mutual aid and/or volunteer forces will be made via the EOC.

Information Collection, Analysis, and Dissemination

See Basic Plan.

Communications

See Basic Plan.

Administration, Finance, and Logistics

ESF-12 coordinates with the Administration/Finance Section, as necessary, to ensure that proper procedures are followed for the emergency contracting of private firms and individuals to assist in response and recovery efforts. The procurement of emergency supplies is coordinated with the resource manager (ESF-7) in the EOC. Logs of all activities and records of all purchases are maintained by each department and submitted to the Finance/Administration Section in the EOC.

Plan Development and Maintenance

See Basic Plan.

Authority and References

See Basic Plan.

ESF-13: Public Safety and Security

Purpose and Scope

ESF-13 provides for the proper coordination of law enforcement activities in order to ensure the safety of life and property during emergency situations.

Situation and Assumptions

During emergencies, law enforcement agencies must expand their operations to provide the increased protection required by disaster conditions. Numerous local, state, and federal law enforcement agencies are available to support the Sandy Springs Police Department.

The following planning assumptions apply to implementation of this annex:

- Activities of local law enforcement agencies increase significantly during emergency operations.
- Adequate law enforcement resources and services are often be available through existing mutual aid agreements. If local capabilities are overtaxed, support is obtained from local, state, and federal law enforcement agencies.

Concept of Operations

General

- Emergency operations for law enforcement agencies are an expansion of their normal daily responsibilities. These responsibilities include maintaining law and order, traffic control, and crowd control. A provision must also be made to provide security to other public safety elements of local government.
- In the event of an emergency declaration when this annex is implemented and the Emergency Operations Center (EOC) is activated, the Police Chief and/or a designated representative will report to the EOC. Other supervisors will operate from their normally assigned duty areas.
- Under the threat of or during a national security emergency and/or disaster, the Police Chief and/or a designated representative will coordinate law enforcement activities with surrounding law enforcement agencies from the EOC.
- The preservation of the lives of law enforcement officers will be paramount in pre-disaster and post-disaster planning. On-duty personnel should seek the nearest shelter at the outset of the emergency for their own safety and report their location to their command. On-duty personnel should be notified by the Emergency Communication Center to proceed to their normal duty area as soon as conditions are safe.
- The call-up of law enforcement personnel is in accordance with prescribed departmental/agency policy. The Police Chief or designee assigns the operational priorities for their personnel. All personnel report to their pre-designated locations unless otherwise directed by their supervisors at the time they are notified of the emergency. Pre-designation of duties and responsibilities facilitates a reduction in response time.

- Law enforcement agencies should establish inner and outer perimeters to secure a disaster scene. A strict policy of limited access to the disaster area should be rigidly enforced to ensure the safety and well-being of the community. All movement into and out of the area is requested through the established Incident Command Post (ICP).
- Law enforcement agencies coordinate security for the EOC and all critical areas. Individuals conducting Entry Controller (EC) duties for the EOC allow entry based on personal recognition. If a visitor is not personally recognized, he or she must provide picture ID so the EC can check with authorized persons in the EOC who may subsequently vouch the visitor into the EOC if their authority to enter can be verified. The ESF-13 Coordinator or his/her designee is the sole person authorized to approve vouching privileges.
- The Sandy Springs Police Department is responsible for developing and issuing badges and passes for restricted disaster areas as necessary. Discretion and common sense should be used to avoid paralyzing the community with over-enforcement; alternately, disaster relief can be seriously hampered by under-enforcement. Only under extraordinary circumstances are passes required after a disaster. The decision to require passes rests upon the executive branch of local government, and law enforcement officials are responsible for issuing passes upon the direction of the EOC.

Preparedness and Mitigation

- Analyze hazards and determine law enforcement requirements.
- Identify agencies, organizations, military resources, and local citizens capable of providing support services.
- Plan and train personnel for maximum use of available law enforcement resources.
- Identify key and critical facilities requiring special security during an emergency.
- Develop (as needed), review, and update law enforcement plans and Standard Operating Guidelines (SOGs) at least annually.
- Coordinate law enforcement capabilities with neighboring jurisdictions.
- Develop law enforcement plans and SOGs.
- Prepare plans for traffic control during emergencies.
- Prepare contingency plans for anticipated situations.
- Prepare plans to care for families of law enforcement personnel under emergency conditions while personnel are on duty.
- Participate in the development and implementation of emergency preparedness exercises.
- Participate in the development of an emergency services Incident Command System (ICS).
- Keep and maintain a supply of materials for use in an emergency.

Response

- Protect life and property.
- Maintain law and order.
- Provide mobile units (patrol cars) to assist with public warning functions as needed.
- Report observed damage.

- Coordinate with the Emergency Operations Center (EOC) to ensure security and control traffic around the EOC and shelter sites as well as for evacuations.
- Patrol evacuated areas.
- Provide security for critical facilities and resources.
- Provide crowd and traffic control in specified areas.
- Issue passes/credentials to personnel authorized to enter restricted areas at the discretion of the Police Chief or his/her designee
- Request support forces, as necessary.
- Provide security for evacuating prisoners, as appropriate.
- Maintain records of all financial expenditures and use of law enforcement resources.
- Supervise the police work of all reserve, auxiliary, and/or volunteer forces.
- Seal off disaster areas. Establish a crime scene investigation and secure evidence if the disaster appears to be a result of criminal activity.
- Redirect traffic around affected areas.
- Provide assistance in disseminating warnings to the public.
- Provide assistance in evacuation and/or movement to shelters.
- Provide law enforcement in reception centers, shelters, and other areas.

Recovery

- Continue emergency law enforcement services as long as necessary.
- Phase down operations as coordinated with the EOC.
- Assist in damage assessment activities.
- Return mutual-aid and augmentation forces to home jurisdictions as soon as possible.
- Provide the EOC with any after-action reports and/or other documentation needed.

Assignment of Responsibilities

Police Department (City of Sandy Springs)

- Oversee and coordinate all law enforcement activities at the city level.
- Protect life and property.
- Maintain law and order.
- Coordinate or provide security for key resources and critical facilities, reception/staging areas, lodging and feeding facilities, emergency shelters, and the EOC.
- Provide law enforcement communications capabilities.
- Develop plans for traffic and crowd control.

- Coordinate with other levels of government for law enforcement support and mutual aid assistance during emergency response activities.
- Staff the EOC operations and communications center on a 24-hour basis or as needed.
- Assist in disseminating warnings to the public.
- Assist in evacuation and/or movement to shelters.
- Coordinate evacuation of incarcerated individuals.

Georgia Bureau of Investigations

- GBI assists with investigations for:
 - Officer Involved Shootings
 - Officer involved criminal investigations
 - Missing persons- children (Amber Alerts) (Levi's Call)
 - Disabled Adults (Mattie's Call)

The missing person investigations must reach certain alert criteria before these calls are made.

Georgia State Patrol

- Assist or provide traffic control on state roads.
- Perform normal law enforcement activities.
- Limit ingress into affected areas to authorized personnel.
- Provide support to local operations as needed.

Georgia Department of Natural Resources

- Perform normal law enforcement activities and enforce wildlife, environmental, boating, and other state and federal laws, rules, and regulations in assigned areas.
- Provide support for local operations, as needed.

Local/State Public Works and Highway Departments

- Position and remove traffic control devices (e.g., barricades, detour signs) per law enforcement instructions.

Direction, Control, and Coordination

Local governments are responsible for coordinating law enforcement activities within their jurisdictions. The Police Chief or a designated representative serves as the Law Enforcement Coordinator within the EOC. Routine law enforcement activities will be conducted according to the organizations' SOGs.

The EOC Law Enforcement Coordinator(s) prioritizes resources and coordinates the activities of the various forces. Mutual aid forces function under the supervision of their supervisors. Coordination of their use is directed by the chief law enforcement official at the EOC in the jurisdiction in which they are operating. Auxiliary, reserve, and volunteer forces work under the supervision of the chief law enforcement official in the jurisdiction to which they are sent or activated.

Information Collection, Analysis, and Dissemination

See Basic Plan.

Communications

Law enforcement agencies maximize available communications resources. In addition to providing telephone communications in the EOC, the need to augment existing radio communications with Radio Amateur Civil Emergency Service (RACES) groups and other communications organizations must be given high priority.

Administration, Finance, and Logistics

Law enforcement agencies develop procedures for the timely submission of required reports and records as prescribed in departmental SOGs. Records are required to establish historical data and to substantiate reimbursement requests.

Plan Development and Maintenance

See Basic Plan.

Authority and References

Emergency authority granted to law enforcement officials are prescribed in the Georgia Emergency Management Act of 1981 and local ordinances.

ESF-14: Cross-Sector Business and Infrastructure

Purpose and Scope

ESF-14 provides for the proper coordination of cross-sector operations among infrastructure owners and operators, businesses, and their government partners.

Situation and Assumptions

In an emergency situation, it is critical to effectively coordinate operations among infrastructure owners and operators, businesses, and government partners. Disruptions in one sector can rapidly cascade across others and interrupt critical functions. For example, power outages can render bank ATMs inoperable, prevent bank branches from opening, and force merchants who are open to only accept cash transactions. Transportation issues, such as road closures and blockages, can limit access to merchants such as gas stations and grocery stores. These cumulative effects delay the personal recovery of disaster survivors and cause significant cascading impacts to the local economy.

The following planning assumptions apply to implementation of this annex:

- This annex is for sectors that are not currently aligned to another ESF, such as the financial sector. Critical infrastructure sectors currently aligned to another ESF—including ESF-1 Transportation, ESF-3 Public Works/Engineering, and ESF-12 Energy and Utilities—should continue to use that ESF as their primary interface.
- The private sector includes for-profit and nonprofit organizations, formal and informal structures, commerce, and industries that comprise the national economy and are not part of a government structure.
- Nongovernmental organizations (NGO) are a distinct category of organizations within the private sector and can include voluntary, ethnic, faith-based, veteran-based, disability, relief agency, and animal welfare organizations, among others.

Concept of Operations

General

- Infrastructure owners must prioritize the restoration of community lifelines to prevent cascading impacts. Critical community lifelines for incident stabilization include: safety and security; food, water, and shelter; health and medical; energy (power and fuel); communications; transportation; and hazardous materials.
- Emergency incidents can cause serious and long-lasting impacts to many private-sector services necessary for community recovery. This can cause negative long-term impacts to the local economy.
- Reestablishing critical businesses such as financial services, fuel suppliers and distribution, grocery stores, home improvement stores, and medical equipment suppliers is critical to the safe and timely recovery of individuals impacted by the disaster.

Preparedness and Mitigation

- Analyze the requirements for stabilizing lifelines (e.g., providing food, water, shelter, power, fuel, etc.) and restoring critical supply chains.
- Identify critical nodes among infrastructure sectors; assess potential single points of failure in critical functions and supply chains; and identify interdependencies.
- Conduct risk assessments and vulnerability analyses of critical infrastructure and recommend mitigation actions.
- Identify potential private and nonprofit sector partners to assist in emergency service restoration.
- Establish public-private partnerships that will help meet the needs of survivors.
- Conduct emergency planning and exercise activities that include local businesses and nonprofits essential to the delivery of critical supplies, equipment, and services.
- Encourage local businesses to conduct business continuity planning.

Response

- Collaborate with infrastructure owners/operators to share vital information about the status of critical infrastructure and commerce, response activities, and persistent vulnerabilities.
- Support private sector businesses and infrastructure owner and operator needs and priorities, in compliance with existing regulatory and authoritative guidelines.
- Route offers of material goods or technical assistance from private sector organizations and recommend how the offers may be used for response efforts.
- Track and coordinate requests for information and assistance from critical infrastructure owners and operators. If local assets are inadequate for meeting requests for assistance to stabilize community lifelines, forward requests to Atlanta-Fulton County Emergency Management Agency (AFCEMA).
- Consult with critical infrastructure owners and operators to identify and discuss priorities for system restoration and assistance.
- Identify factors that affect the emergency services sector and disrupt emergency services to impacted communities.
- Identify cascading effects of damaged critical infrastructure and potential impacts to other sectors within the affected area.
- Analyze risks, hazards, and vulnerabilities of cross-sector interdependencies that may disrupt supply chains.
- Coordinate with business, industry, and critical infrastructure owners and operators to determine resource requirements and how supply chain disruptions may affect resource management efforts.
- Identify business capabilities and resources that can be leveraged to supplement local resources in addressing supply chain gaps.
- Assist in identifying cascading impacts to other critical infrastructure systems due to disruptions to communications infrastructure and coordinate requests for and offers of assistance from sector owners and operators.

- Identify interdependencies related to healthcare infrastructure concerns, impacts, and stabilization requirements.

Recovery

- Enable information sharing between the public and private sectors and help ensure partner organizations have the information required to make informed recovery decisions.
- Help inform prioritization of short- and long-term recovery activities.

Assignment of Responsibilities

Local Government

- Encourage private sector partners to participate in emergency planning and exercise efforts and integrate into the EOC during activations.
- Assess damages and anticipate cascading impacts and potential points of failure in supply chains.
- Disseminate information to infrastructure owners and operators and critical service providers to enhance collaboration and situational awareness during emergencies.
- Manage requests for assistance from infrastructure owners and operators and critical service providers that could prevent cascading impacts.

Infrastructure Owners and Operators, Businesses, and Private Utilities

- Develop emergency plans and continuity plans and establish coordinating mechanisms to provide cross-sector support.
- Collaborate with companies that provide supplies and services critical to emergency operations and develop plans to help supply chains function in major incidents.
- Provide information on the locations of power, natural gas, and telephone facilities, broadband, and lines and the status of restoration and repair activities.
- Evaluate how damage to facilities and lines may impact recovery operations.

Direction, Control, and Coordination

The head of each department, private industry, or contractor retains control of their assigned personnel and equipment. Businesses and infrastructure owners and operators have primary responsibility for their staff and the management of its systems at all times.

Information Collection, Analysis, and Dissemination

See Basic Plan.

Communications

Businesses and infrastructure owners and operators utilize their established communications resources.

Administration, Finance, and Logistics

See Basic Plan.

Plan Development and Maintenance

See Basic Plan.

Authority and References

See Basic Plan.

ESF-15: External Affairs

Purpose and Scope

ESF-15 ensures that the City of Sandy Springs coordinates public information before, during, and after a disaster.

Situation and Assumptions

Public information is vital to the ability of the public to make sound decisions before, during, and after a disaster. During a disaster, the City of Sandy Springs will keep the public informed with accurate, timely, and relevant information.

The following planning assumptions apply to implementation of this annex:

- All City departments will coordinate the development and release of public information through the Public Information Officer (PIO) and EOC (when activated).
- All coordination with the media will be made by the PIO, as appropriate.

Concept of Operations

General

- Emergency preparedness information focuses on public awareness of potential hazards and possible means to deal with the hazards.
- During and following an incident, instructional and actionable information will be provided related to warnings, evacuation, and shelter precautions and/or locations.
- Every effort should be made to keep the public informed of the general progress of response and recovery through all available channels.
- The City of Sandy Springs Communications department maintains an Emergency Communications Plan that outlines the policies and procedures for dissemination of public information.

Preparedness and Mitigation

- Develop and disseminate disaster awareness materials for schools, civic groups, and the general public.
- Develop and conduct public educational programs for consideration of all hazards, with particular emphasis on seasonal hazards such as winter storms.
- Develop and maintain an Emergency Communications Plan that outlines the policies and procedures for dissemination of public information before, during, and after an emergency.
- Coordinate the development of a local Emergency Alert System (EAS) and exercise it regularly. Have written agreements and procedures for the activation of the EAS.

- Coordinate resources to assist in communicating with non-English speakers and those who are deaf or blind during an emergency.

Response

- Develop and disseminate emergency information through all available channels.
- Coordinate rumor control through appropriate communications activities.
- Coordinate all news/public information releases through the PIO and the EOC.

Recovery

- Continue emergency public information programs.
- Assess the effectiveness of information and education programs.
- Compile a chronological record of events.

Assignment of Responsibilities

Public Information Officer

- Develops and maintains Sandy Springs public information and education programs.
- Maintains a close working relationship with all media and maintains a current contact list.
- Provides a rumor control reporting and check network. Monitors media for accuracy or appoints an individual to do so.
- Advises the City Manager and elected officials on all matters pertaining to public information during an emergency.
- Provides information to the media and responds to media inquiries.
- Establishes procedures for the flow of public information and the distribution of materials using all media available (e.g., social media, television, website) and the EAS.
- Receives and compiles incident information for dissemination that has been:
 - Authenticated through all possible sources.
 - Reviewed and cleared for release by the appropriate authorities (e.g., EOC Manager, City Manager, Mayor, City Council).
- Coordinates disaster information with all City of Sandy Springs departments and other local, county, and state agencies.
- Keeps the Atlanta-Fulton County Emergency Management Agency (AFCEMA) informed of local news releases.
- Coordinates the activities of the media and access to public officials.
- Publicizes telephone numbers for the public to call for emergency information, when available.
- Maintains a chronological record of disaster events.

- Provides for dissemination of information after the emergency for such situations as restricted areas and services, contacting relatives, and relief services provided by county, state, and federal governments, the American Red Cross, the Salvation Army, and others.

Law Enforcement

- Provides a law enforcement spokesperson to assist the PIO.
- Assists in the dissemination of disaster-related information to the public as requested.

Fire Department

- Provides a fire service spokesperson to assist the PIO.
- Assists in the dissemination of disaster-related information to the public as requested.

All City Departments

- Provide spokesperson to assist in verifying field reports for accuracy.
- Serve in the rumor control network and report media inaccuracies to the PIO.

Direction, Control, and Coordination

The PIO is responsible for the implementation and use of this annex and supplemental department procedures when a given situation arises. All information released by the City of Sandy Springs to the media must first be cleared by the PIO.

Information Collection, Analysis, and Dissemination

The City of Sandy Springs Communications department maintains an Emergency Communications Plan that outlines the policies and procedures for dissemination of public information. The PIO identifies and utilizes subject matter experts (i.e., spokespersons) from all city departments as needed. These spokespersons gather information about response, recovery, and mitigation operations to develop and produce information for the PIO.

Multilingual messages are developed, as necessary, to ensure that non-English speaking people receive accurate and timely information about disaster response, recovery, and mitigation programs through appropriate media and in their own languages. To the extent possible, emergency information is provided in accessible formats for people who are deaf or blind.

The Sandy Springs emergency public information program:

- Maintains contact with and gathers information from federal, state, local, and voluntary organizations taking part in disaster response operations.
- Handles special projects such as news conferences and disaster area tours by the news media and other officials.
- Provides public information support and advice to the EOC staff.
- Coordinates with the media.

- Coordinates the video documentation of the disaster area and response and recovery efforts for future training and record-keeping purposes.

Communications

See Basic Plan.

Administration, Finance, and Logistics

Records of all activities are maintained at the City of Sandy Springs EOC by the PIO. The PIO also provides reports to the news media as required. Necessary equipment, supplies, services, and needed communications systems to support the public information response are reviewed and included in budget preparations.

Plan Development and Maintenance

See Basic Plan.

Authority and References

See Basic Plan.

**STATE OF GEORGIA
COUNTY OF FULTON**

**A RESOLUTION OF THE CITY OF SANDY SPRINGS ADOPTION OF THE 2022
CONTINUITY OF OPERATIONS PLAN (COOP) AND EMERGENCY OPERATIONS
PLAN (EOP)**

WHEREAS, the ability of a jurisdiction to maintain delivery of essential function to the community during a disaster is critical to the protection of life, property, and the environment; and

WHEREAS, City of Sandy Springs (“CITY”) emergency planning staff has developed a Continuity of Operations Plan (“COOP”) and Emergency Operations Plan (“EOP”) to help the City maintain delivery of essential functions to Sandy Springs during and following and emergency or disaster; and

WHEREAS, City code Chapter 18-1,(a),(4) directs Emergency Management Director and Emergency Services “to develop, in conjunction with city departments and agencies, an operational plan for use by the city crisis management team. This plan shall be in consonance with the state and federal emergency operation plans.; and

WHEREAS, the plan takes an integrated approach to service delivery, decisions making, and resource management to facilitate the City’s ability to best serve the Sandy Springs community during and following and emergency or disaster, and is a “living document” is subject to periodic review and update; and

WHEREAS, the Continuity of Operations Plan provides redundancy to ensure continuity of operations of the City’s mission essential functions, protect essential facilities, provide orders of succession and delegation of authority for designated successors. The Continuity of Operations Plan ensures city government operations continue should major incidences like tornados, winter storms, or pandemics threaten essential City services.

WHEREAS, the Emergency Operations Plan guides city department staff in managing emergencies and the plan guides coordination of information, resources, and support. The objectives are to ensure the continuous performance of mission essential functions, protect essential facilities, equipment, records, and assets, mitigate disruptions to operations, and to minimize loss of life and property damages.

NOW, THEREFORE, BE IT RESOLVED, City Council of the City of Sandy Springs as follows:

Section 1. The City Council hereby adopts the Continuity of Operations Plan ("COOP") and Emergency Operations Plan (“EOP”), attached hereto as Exhibit A, for the City of Sandy Springs.

Section 2. The City Manager is hereby authorized and directed to take whatever steps are necessary to help ensure the successful implementation of the plans referenced in Section 1.

BE IT FINALLY RESOLVED, that the Continuity of Operation Plan (“COOP”) and Emergency Operations Plan (“EOP”) and it’s revisions shall be effective upon its adoption.

SO PASSED AND ADOPTED, this 15th day of November, 2022

Approved:

Russell K. Paul, Mayor

Attest:

Raquel D. González, City Clerk

(SEAL)



SANDY SPRINGS

CITY CLERK'S OFFICE

TO: Eden Freeman, City Manager

FROM: Kristin Byars Smith, Assistant City Manager

DATE: October 26, 2022 Submission for the November 15, 2022 City Council Meeting

ITEM: Request for Mayor and City Council Consideration of a Contract Award with Rhodeside Harwell for the Roswell Road Crossroads Small Area Plan Update

Recommendation:

Staff recommends approval of the resolution to approve a contract award to Rhodeside Harwell.

Background:

The Roswell Road Small Area Plan ("Plan") was adopted in February 2017. The Plan includes specific focus areas, including the "Crossroads" Node. Crossroads is just south of I-285 along either side of Roswell Road. The name "Crossroads" came from its central location, with access to key transportation corridors, the business and medical districts, and City Springs. The Plan covered a large swath of Roswell Road and each node included concept plans, precedent imagery, and a massing diagram.

Discussion:

The Next Ten Five-Year Update calls for staff to review and update the Small Area Plans. The Crossroads area is proposed as the first component update for the Small Area Plans ("Plan Update"). This update will delve deeper into the concepts, develop a detailed development program and illustrative renderings, and a list of associated recommendations and work plan items. A key component of this plan includes robust community engagement. Engagement opportunities will be offered in English and Spanish, and the Plan Update will include an Executive Summary in Spanish.

Staff propose to partner with Rhodeside Harwell ("RHI") to conduct the Plan Update. RHI created the original Plan and will bring a high level of subject-matter expertise to the Plan Update process. The City will also partner with RKG Associates to develop a redevelopment model specific to the City, site, and proposed development concepts.

Financial Impact:

The RHI contract value is \$185,000. Sufficient funds for this contract award are available in Capital Project CD232.

Alternatives:

Council may choose not to award a contract to RHI, to identify alternative service providers, or to defer the project.

Review:

Kristin Byars Smith, Assistant City Manager
Toni Carlisle, Chief Financial Officer
Kathy Williams, Staff Attorney
Eden Freeman, City Manager

Created/Initiated - 11/9/2022
Approved - 11/9/2022
Approved - 11/9/2022
Final Approval - 11/11/2022

Attachments:

1. Resolution
2. Draft Contract

STATE OF GEORGIA
COUNTY OF FULTON

**A RESOLUTION TO APPROVE CONTRACT AWARD FOR THE ROSWELL ROAD CROSSROADS NODE
SMALL AREA PLAN UPDATE AND TO AUTHORIZE THE CITY MANAGER TO EXECUTE THE
CONTRACT**

WHEREAS, City of Sandy Springs (“City”) has identified the need to update the Roswell Road Small Area Plan “Crossroads” Node (“Plan Update”); and

WHEREAS, Rhodeside Harwell (“RHI”) developed the original Roswell Road Small Area Plan and the City wishes to have RHI update and expand upon the Crossroads Node; and

WHEREAS, Rhodeside Harwell provided a quote to the City in the amount of \$185,000; and

WHEREAS, the City desires to award a contract to RHI in the amount of \$185,000 to perform the Plan Update.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SANDY SPRINGS, GEORGIA:

1. That contract award for the Project be made to Rhodeside Harwell.
2. That the City Manager is authorized to execute a contract in the amount of \$185,000 with Rhodeside Harwell for the Plan Update, subject to approval of the City Attorney and City Chief Financial Officer.
3. That the City Manager and appropriate City staff take such actions as may be deemed necessary to effectuate the intent of this Resolution.

RESOLVED this the ____ day of November, 2022.

Approved:

Russell K. Paul, Mayor

Attest:

Raquel Gonzalez, City Clerk

(Seal)



AGREEMENT

THIS AGREEMENT ("Agreement") is made effective _____ by and between **Rhodeside & Harwell, Inc.** ("Contractor"), located at 510 King Street Suite 300 Alexandria, VA 22314 and the City of Sandy Springs, Georgia ("Sandy Springs").

WITNESSETH:

WHEREAS, Contractor is engaged in the business of conducting and delivering small area plan update services for municipalities ("Services"); and

WHEREAS, Sandy Springs has a need to acquire such Services, as more particularly described in the Scope of Services and/or Contractor Proposal attached hereto as Exhibit A; and

WHEREAS, Contractor is willing and able to render the Services and wishes to perform the Services for Sandy Springs; and

WHEREAS, Sandy Springs wishes to acquire the Services from Contractor;

NOW, THEREFORE, in consideration of the mutual terms, conditions and covenants set forth herein, the parties hereto agree as follows:

1. Services.

Contractor hereby agrees to render the Services to Sandy Springs as set forth in the Scope of Services and/or Contractor Proposal attached hereto as Exhibit A and incorporated herein by this reference. Contractor agrees to perform the Services at the direction of the Project manager or designee, in the manner and to the extent required by the parties herein, as may be amended hereafter in writing by mutual agreement of the parties.

2. Compensation.

a. Fee. As consideration for the Services, Sandy Springs shall pay to Contractor the fee described in the Cost Proposal attached hereto as Exhibit B and incorporated herein by this reference.

b. Manner of Payment. Contractor shall, on a monthly basis, prepare and submit to the Sandy Springs Finance Department an invoice, indicating work performed and approved and additional allowable expenses incurred during the applicable time period, together with such supporting documentation as may be

required by Sandy Springs. Each compliant invoice shall be paid within thirty (30) days after submission of an invoice.

3. Relationship of Parties.

a. Independent Contractors. Nothing contained herein shall be deemed to create any relationship other than that of independent Contractor between Sandy Springs and Contractor. This Agreement shall not constitute, create, or otherwise imply an employment, joint venture, partnership, agency or similar arrangement between Sandy Springs and Contractor. It is expressly agreed that Contractor is acting as an independent Contractor and not as an employee in providing the Services under this Agreement.

b. Employee Benefits. Contractor shall not be eligible for any benefit available to employees of Sandy Springs including, but not limited to, workers' compensation insurance, state disability insurance, unemployment insurance, group health and life insurance, vacation pay, sick pay, severance pay, bonus plans, pension plans, or savings plans.

c. Payroll Taxes. No income, social security, state disability or other federal or state payroll tax will be deducted from payments made to Contractor under this Agreement. Contractor shall be responsible for all FICA, federal and state withholding taxes and workers' compensation coverage for any individuals assigned to perform the Services for Sandy Springs.

4. Term.

This Agreement shall become effective as of the date first set forth above and shall continue in effect until the completion of the work stated in Exhibit A, Scope of Services and/or Contractor Proposal. The term of the Agreement will be contingent upon annual appropriations of funds by the City of Sandy Springs City Council. The Agreement will terminate at the close of the Project.

5. Termination.

Either party shall have the right to terminate this Agreement if the other party is in default of any obligation hereunder and such default is not cured within ten (10) days of receipt of a notice from the other party specifying such default. "Default" shall mean:

a. If Sandy Springs fails to make payments when due or fails to perform or observe any of its duties or obligations under the terms of this Agreement;

b. If Contractor fails to perform or observe any of its duties or obligations under the terms of this Agreement;

c. If Sandy Springs or Contractor shall have made any warranty or representation in connection with this Agreement which is found to have been false at the time such warranty or representation was made and is materially harmful to the other party.

d. This Agreement may also be terminated by either party by giving written notice thirty (30) days prior to the effective date of termination.

If this Agreement is terminated pursuant to this paragraph, Contractor shall be exclusively limited to receiving only compensation for the Services performed and appropriately documented to and including the effective date identified in the written termination notice.

6. Termination of Services and Return of Property.

Upon the expiration or earlier termination of this Agreement, Contractor shall immediately terminate the Services hereunder and shall deliver promptly to Sandy Springs all property relating to the Services and any Work Product (as defined below), patents or copyrights covered by this Agreement. Work Product shall include, but not be limited to, all hardware and software, written, graphical, and recorded material, and any copies, abstracts or summaries thereof.

7. Standard of Performance and Compliance with Applicable Laws.

Contractor represents that it possesses the special skill and professional competence, expertise and experience to undertake the Services and the obligations imposed by this Agreement. Contractor agrees to perform in a diligent, efficient, competent and skillful manner commensurate with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances, and to otherwise perform as in necessary to undertake the Services required by this Agreement, including the requirements set forth in the Certification of Contractor - Georgia Security and Immigration Compliance Act attached hereto as Exhibit C, in the Certification of Sponsor Drug Free Workplace attached hereto as Exhibit D, and in the Affidavit Verifying Status for City Public Benefit Application attached hereto as Exhibit E, Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) attached hereto as Exhibit F, and agrees to execute and provide such certifications to Sandy Springs, which are incorporated into and made a part of this Agreement.

8. Conflicts of Interest.

Contractor warrants and represents that:

- a. the Services to be performed hereunder will not create an actual or apparent conflict of interest with any other work it is currently performing; and
- b. Contractor is not presently subject to any agreement with a competitor or with any other party that will prevent Contractor from performing in full accord with this Agreement; and
- c. Contractor is not subject to any statute, regulation, ordinance or rule that will limit its ability to perform its obligations under this Agreement; and
- d. Contractor shall be free to accept other work during the term hereof; provided, however, that such other work shall not interfere with the provision of Services hereunder.

9. Proprietary Information; Non-Solicitation.

Contractor acknowledges that it may have access to and become acquainted with confidential and other information proprietary to Sandy Springs including, but not limited to, information concerning Sandy Springs, its operations, customers, citizens, business and financial condition, as well as information with respect to which Contractor has an obligation to maintain confidentiality (collectively referred to herein as "Proprietary Information"). Contractor agrees not to disclose, directly or indirectly, to anyone or to use or to allow others to use, for any purpose whatsoever, any Proprietary Information of any type, whether or not designated confidential

or proprietary, acquired in the course of performing under this Agreement. The obligations of Contractor under this section shall survive the termination of this Agreement.

10. Insurance and Indemnification.

Contractor shall indemnify the City, its officers, agents, servants and employees from and against any and all liability for damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Contractor in the performance of this Agreement. Insurance requirements are attached hereto as Exhibit G and incorporated herein by this reference.

11. Non-Discrimination.

During performance of this Agreement, Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender, national origin, age, disability, or military or veteran status, or any other status or classification protected by applicable federal, state and local laws. This practice shall apply to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Contractor shall undertake equal employment opportunity efforts to ensure that applicants and employees are treated without regard to their race, color, religion, sex, sexual orientation, gender, national origin, age, disability, or military or veteran status, or any other status or classification protected by applicable federal, state and local laws. Contractor's equal employment opportunity efforts shall include, but not be limited to, all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Contractor shall, in all solicitations or advertisements for employees placed by, or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, sexual orientation, gender, national origin, age, disability, or military or veteran status, or any other status or classification protected by applicable federal, state and local laws.

Contractor shall cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

12. Assignment.

Contractor shall not assign this Agreement or the rights and obligations created herein without the prior express written consent of Sandy Springs. Any attempted assignment by Contractor without the prior express written approval of Sandy Springs may, at Sandy Springs' sole option, result in the termination of this Agreement without any notice to Contractor of such termination.

13. Notices.

All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given when delivered personally in hand, or when mailed by certified or registered mail, return receipt requested with proper postage prepaid, addressed to the appropriate party at the following address or such other address as may be given in writing to the parties:

If to Sandy Springs:

With copy to:

Eden Freeman, City Manager
1 Galambos Way
Sandy Springs, Georgia 30328

Dan Lee, City Attorney
1 Galambos Way
Sandy Springs, Georgia 30328

If to Contractor:

Deana Rhodside, Ph.D., Director
Rhodside & Harwell, Inc.
510 King Street, Suite 300
Alexandria, VA 22314

With copy to:

Sukirti Ghosh, Principal
Rhodside & Harwell, Inc.
510 King Street, Suite 300
Alexandria, VA 22314

14. Governing Law and Consent to Jurisdiction.

This Agreement is made and entered into in the State of Georgia and this Agreement and the rights and obligations of the parties hereto shall be governed by and construed according to the laws of the State of Georgia without giving effect to the principles of conflicts of laws. The Courts in Fulton County, Georgia shall have jurisdiction over any litigation arising out of this Agreement.

15. Waiver of Breach.

The waiver by either party of a breach or violation of any provision of this Agreement shall not operate or be construed to constitute a waiver of any subsequent breach or violation of the same or other provision thereof.

16. Disputes.

No civil action with respect to any dispute, claim or controversy arising out of or relating to this Agreement may be commenced without first giving fourteen (14) calendar day's written notice to Sandy Springs of the claim and the intent to initiate a civil action.

17. Severability.

If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

18. Entire Agreement.

This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and supersedes and replaces any and all prior discussions, representations and understandings, whether oral or written.

19. Headings.

This Agreement shall not be interpreted by reference to any of the titles or headings to the sections or paragraphs of this Agreement, which have been inserted for convenience purposes only and are not deemed a part hereof.

20. **Interpretation of Exhibits and Exclusion of External References.**

The provisions of the main body of this Agreement shall govern the relationship between the City and the Contractor. In the event of conflicts or inconsistencies between this Agreement and its exhibits and attachments, including, but not limited to, those provided by Contractor, the provisions of the main body of this Agreement shall control. Website links inserted by the Contractor into exhibits or attachments to this Agreement shall not govern, alter, control or otherwise affect the provisions of this Agreement and shall be of no force or effect in the construction or interpretation of this Agreement.

21. **Copyright, Trademark and Patent Indemnification.**

Contractor warrants it has the rights to use and license all products, software and services provided under this agreement. Contractor further agrees to defend and save harmless Sandy Springs against any claims brought by a third party including, without limitation, reasonable attorneys' fees and costs, arising out of or in connection with a claim that the Software, Products and Services used in the scope of this Agreement violated a third party's trademark, copyright or patent. Copyright, trademark and patent indemnification shall survive the termination, cancellation or expiration of this Agreement.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized agents, have signed and sealed this Agreement.

CITY OF SANDY SPRINGS, GEORGIA

By: _____
Eden Freeman, City Manager

Date of Execution

ATTEST:

By: _____
City Clerk

(SEAL)

Approved as to Form:

By: _____
City Attorney

(Signatures Continued on Following Page)

Rhodeside & Harwell, Inc.

CONTRACTOR NAME

By: _____
Name: Deana Rhodeside, Ph.D.
Title: Director

Date of Execution

ATTEST:

By: _____
Secretary

(SEAL)

Witness

EXHIBITS

EXHIBIT A	Scope of Services and/or Contractor Proposal
EXHIBIT B	Cost Proposal
EXHIBIT C	Certification of Contractor – Georgia Security and Immigration Compliance Act
EXHIBIT D	Certification of Sponsor Drug-Free Workplace
EXHIBIT E	Affidavit Verifying Status for City Public Benefit Application
EXHIBIT F	Contractor Affidavit under O.C.G.A § 13-10-91(b) (1)
EXHIBIT G	Insurance Requirements
EXHIBIT H	Notice to Contractors Compliance with Title VI of the Civil Rights Act of 1964

EXHIBIT A

SCOPE OF SERVICES AND/OR CONTRACTOR PROPOSAL

EXHIBIT B
COST PROPOSAL

Fee for scope is \$185,000.00

EXHIBIT C

CERTIFICATION OF CONTRACTOR GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

I hereby certify that I am a principal and duly authorized representative of _____ ("Contractor"), whose address is _____.

Contractor hereby agrees to comply with all applicable provisions and requirements of the Georgia Security and Immigration Compliance Act of 2006 (the "Act"), as codified in O.C.G.A. Sections 13-10-90 and 13-10-91 and regulated in Chapter 300-10-1 of the Rules and Regulations of the State of Georgia, "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," accessed at <http://www.dol.state.ga.us>, as further set forth below.

Contractor agrees to verify the work eligibility of all of newly hired employees through the U.S. Department of Homeland Security's *Employment Eligibility Verification (EEV) / Basic Pilot Program*, accessed through the Internet at <https://www.vis-dhs.com/EmployerRegistration>, in accordance with the provisions and timeline found in O.C.G.A. 13-10-91 and Rule 300-10-1-.02 of the Rules and Regulations of the State of Georgia. As of July 1, 2007, the verification requirement applies to Contractors and subcontractors with five-hundred (500) or more employees.

Contractor understands that the Contractor and subcontractor requirements of the Act apply to contracts for, or in connection with, the physical performance of services within the State of Georgia.

Contractor understands that the following contract compliance dates set forth in the Act apply to the Contract Agreement, pursuant to O.C.G.A. 13-10-91:

On or after July 1, 2007, to public employers, Contractors, or subcontractors of 500 or more employees;

On or after July 1, 2008, to public employers, Contractors, or subcontractors of 100 or more employees; and

On or after July 1, 2009, to all other public employers, their Contractors, and subcontractors.

To document the date on which the Act is applicable to Contractor, and to document Contractor's compliance with the Act, the undersigned agrees to initial one of the three (3) lines below indicating the employee number category applicable to Contractor, and to submit the indicated affidavit with the Contract Agreement if the Contractor has 500 or more employees.

Contractor has:

_____ 500 or more employees [Contractor must register with the *Employment/Eligibility Verification/Basic Pilot Program* and begin work eligibility verification on July 1, 2007];

_____ 100-499 employees [Contractor must register with the *Employment Eligibility Verification/Basic Pilot Program* and begin work eligibility verification by July 1, 2008]; or

_____ 99 or fewer employees [Contractor must begin work eligibility verification by July 1, 2009].

Contractor further agrees to require O.C.G.A. Sections 13-10-90 and 13-10-91 compliance in all written agreements with any subcontractor employed by Contractor to provide services connected with the Contract Agreement, as required pursuant to O.C.G.A. 13-10-91.

Contractor agrees to obtain from any subcontractor that is employed by Contractor to provide services connected with the Contract Agreement, the subcontractor's indication of the employee number category applicable to the subcontractor.

Contractor agrees to secure from any subcontractor engaged to perform services under this Contract an executed "Subcontractor Affidavit," as required pursuant to O.C.G.A. 13-10-91 and Rule 300-10-1-.08 of the Rules and Regulations of the State of Georgia, which rule can be accessed at <http://www.dol.state.ga.us>.

Contractor agrees to maintain all records of the subcontractor's compliance with O.C.G.A. Sections 13-10-90 and 13-10-91 and Chapter 300-10-1 of the Rules and Regulations of the State of Georgia.

CONTRACTOR:

Date: _____ Signature: _____
Title: _____

EXHIBIT D

**CERTIFICATION OF SPONSOR
DRUG-FREE WORKPLACE**

I hereby certify that I am a principal and duly authorized representative of _____
("Contractor"), whose address is _____, _____,
_____, and I further certify that:

1. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Workplace Act" have been complied with in full; and
2. A drug-free workplace will be provided for Contractor's employees during the performance of the Agreement; and
3. Each Subcontractor hired by Contractor shall be required to ensure that the subcontractor's employees are provided a drug-free workplace. Contractor shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with Contractor, _____ certifies to Contractor that a drug-free workplace will be provided for the Subcontractor's employees during the performance of this Agreement pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated, Section 50-24-3"; and
4. The undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Agreement.

CONTRACTOR:

Signature

Name: _____

Title: _____

EXHIBIT E

**AFFIDAVIT VERIFYING STATUS
FOR CITY PUBLIC BENEFIT APPLICATION**

By executing this affidavit under oath, as an applicant for a City of Sandy Springs Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, execution of contract or other public benefit as referenced in O.C.G.A. §50-36-1, I am stating the following with respect to my application for a City of Sandy Springs license/permit and/or contract for _____ [name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]:

1. _____ I am a United States citizen

OR

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

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

Signature of Applicant: _____

Printed Name: _____

Date: _____

*Alien Registration number for non-citizens: _____

****PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, OR PASSPORT WITH A COPY OF YOUR DRIVER'S LICENSE IF YOU ARE A LEGAL PERMANENT RESIDENT (#2).**

Subscribed and sworn before me, this the _____ day of _____, 20__.

Notary Public: _____

My Commission Expires: _____

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

EXHIBIT F

CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(B) (1)

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 1310-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Sandy Springs has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned Contractor will continue to use the federal work authorization program throughout the contract period and the undersigned Contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows: _____

Federal Work Authorization User Identification Number: _____

Date of Authorization: _____

Name of Contractor: _____

Name of Project: _____

Name of Public Employer: _____

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me, this the _____ day of _____, 20__.

Notary Public: _____

My Commission Expires: _____

EXHIBIT G

INSURANCE REQUIREMENTS

Within ten (10) days of Notice of Award, and at all times that this Agreement is in force, Contractor shall obtain, maintain and furnish the City Certificates of Insurance from licensed companies doing business in the State of Georgia with an A.M. Best Rating A-6 or higher and acceptable to the City covering:

1. **Workers' Compensation and Employer's Liability Insurance.** Workers' Compensation Insurance in compliance with the applicable Workers' Compensation Act(s) of the state(s) wherein the work is to be performed or where jurisdiction could apply in amounts required by statutes. Employer's Liability Insurance, with limits of liability of not less than \$1,000,000 per accident for bodily injury or disease.

2. **Commercial General Liability Insurance,** including contractual liability insurance, product and completed operations, personal and advertising injury, and any other type of liability for which this Contract applies with limits of liability of not less than \$1,000,000 each occurrence / \$2,000,000 policy aggregate for personal injury, bodily injury, and property damage. Commercial General Liability Insurance shall be written on an "occurrence" form.

3. **Automobile Liability Insurance** with limits of liability of not less than \$1,000,000 per accident for bodily injury and property damage if automobiles are to be used in the delivery of or in the completion of services and work or driven onto the City's property. Insurance shall include all owned, non-owned and hired vehicle liability.

4. **Umbrella Insurance** with limits of liability excess of Employer's Liability Insurance, Commercial General Liability Insurance and Automobile Liability Insurance in the amount of not less than \$3,000,000.

5. **Professional (Errors and Omissions) Insurance** for Professional Services and for all Design/Build Projects with limits of liability of not less than \$2,000,000 per occurrence or claim / \$3,000,000 policy aggregate. Such policy shall also include coverage for losses arising from the breach of information security or cyber liability (including Errors and Omissions, Security and Privacy Liability and Media Liability), whether combined with the Professional Liability policy or placed as a separate policy, but carrying the same limits of liability. Such coverage shall insure damage, injury and loss caused by error, omission or negligent acts, including all prior acts without limitation, related to the professional services to be provided under this Contract. The policy shall be amended to include independent Contractors providing professional services on behalf of or at the direction of the Contractor. The definition of Contractual Liability shall be amended to state that liability under a contract of professional services is covered. Further, coverage shall be afforded for fraudulent acts, misappropriation of trade secrets, internet professional services, computer attacks, personal injury, regulatory actions, wrongful acts, contractual liability, privacy policy, and insured versus insured. The Contractor shall ensure that coverage under this policy continues for a period of thirty-six (36) months after completion of services. If the Contractor receives notice of non-renewal or material adverse change of any of the required coverages, the Contractor shall promptly advise the City in writing. Failure of the Contractor to promptly notify the City on non-renewal or material adverse change of any of the required coverages terminates the Agreement as of the date that the Contractor should have given notification to the City. The insurance policies shall contain or be endorsed to contain, the following provisions:

- a. A provision that coverage afforded under such policies shall not expire, be canceled or altered without at least thirty (30) days prior written notice to the City.

b. Workers' Compensation and Employer's Liability and Property insurance policies shall contain a waiver of subrogation in favor of the City and the City's boards, officials, directors, officers, employees, representatives, agents, and volunteers.

c. Commercial General Liability, Automobile Liability Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards) insurance policies shall include an endorsement making the City and the City's boards, officials, directors, officers, employees, representatives, agents, and volunteers Additional Insureds under such policies.

A copy of these endorsements shall be provided to the City.

Certificates of Insurance showing that such coverage is in force shall be filed under this Contract by the Contractor to the City.

The obligations for the Contractor to procure and maintain insurance shall not be construed to waive or restrict other obligations and it is understood that insurance in no way limits liability of the Contractor whether or not same is covered by insurance.

Certificate Holder should read:

City of Sandy Springs
1 Galambos Way
Sandy Springs, Georgia 30328

EXHIBIT H

NOTICE TO CONTRACTORS COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

During the performance of this Agreement, the Contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

1. Compliance with Regulations: The Contractor will comply with the Regulations of the Department of Transportation relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (Title 49, Code of Federal Regulations, Part 21, hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of the contract.

2. Nondiscrimination: The Contractor, with regard to the work performed by it afterward and prior to completion of the contract work, will not discriminate on the ground of race, color, sex, or national origin in the selection and retention of subcontracts including procurements of materials and leases of equipment. The Contractor will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when contract covers a program set forth in Appendix B of the Regulations. In addition, the Contractor will not participate either directly or indirectly in discrimination prohibited by 23 CFR 710.405 (b).

3. Solicitations for subcontracts, including procurements of materials and equipment: In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials or equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, national origin or sex.

4. Information and Reports: The Contractor will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- (a) Withholding of payments to the Contractors under the contract until the Contractor complies, and/or
- (b) Cancellation, termination or suspension of the contract, in whole or in part.

6. Incorporation of Provisions: The Contractor will include the provisions of paragraph (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, orders or instruction issued pursuant thereto. The Contractor will take such action with respect to any subcontract or procurement as the Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as result of such direction, the Contractor may request the State to enter into such litigation to protect the interests of the State, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.



SANDY SPRINGS

CITY CLERK'S OFFICE

TO: Eden Freeman, City Manager

FROM: Kristin Byars Smith, Assistant City Manager

DATE: November 4, 2022 Submission for the November 15, 2022 City Council Meeting

ITEM: Request for Mayor and City Council Consideration of an Ordinance to Amend the Fiscal Year 2023 Budget Amendment to Authorize Additional Funding for Project CD232, Crossroads Small Area Plan

Recommendation:

Staff recommends approval of the ordinance to amend the FY2023 Budget.

Background:

In addition to the primary Rhodeside Harwell ("RHI") contract for the Roswell Road Crossroads Small Area Plan Update ("Plan Update"), staff also intend to contract with RKG Associates ("RKG") to provide redevelopment modeling to accompany the work of RHI.

Discussion:

The area addressed within the Crossroads Node of the Roswell Road Small Area Plan includes existing naturally occurring affordable housing. RKG will work with RHI to detail the necessary development program(s) that would accommodate the replacement of existing housing at current price points, should private redevelopment occur.

Financial Impact:

The RHI contract is fully funded through the existing Capital Project CD232. Additional funds are required to conduct redevelopment modeling and to provide additional funds needed to advertise and host public meetings and other ancillary needs for the Plan Update. \$42,000 is available in Capital Project CD221, Next Ten Comprehensive Plan, that can be reallocated to CD232.

Alternatives:

Council may choose not to reallocate the funding and provide further direction to staff.

Review:

Kristin Byars Smith, Assistant City Manager
Toni Carlisle, Chief Financial Officer
Kathy Williams, Staff Attorney
Eden Freeman, City Manager

Created/Initiated - 11/11/2022
Approved - 11/11/2022
Approved - 11/11/2022
Final Approval - 11/11/2022

Attachments:

1. Ordinance

STATE OF GEORGIA
COUNTY OF FULTON

**ORDINANCE TO AMEND THE CITY OF SANDY SPRINGS FY 2023 BUDGET TO
AUTHORIZE ADDITIONAL FUNDING FOR PROJECT CD232 (CROSSROADS
SMALL AREA PLAN)**

WHEREAS, the City of Sandy Springs ("City") has the need for additional funding for the Crossroads Small Area Plan project (CD232); and

WHEREAS, there is currently \$42,000.00 available in the Next 10 5-Yr Update Project (CD221) which recently completed; and

WHEREAS, staff recommends transferring \$42,000.00 to the Crossroads Small Area Plan Project (CD232) from the Next 10 5-Year Update Project (CD221); and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SANDY SPRINGS, GEORGIA, that the FY 2023 budget is hereby amended to increase the budget for the Crossroads Small Area Plan Project in the amount of \$42,000.00, as described above.

APPROVED AND ADOPTED this the 15th day of November, 2022.

Approved:

Russell K. Paul, Mayor

Attest:

City Clerk

(Seal)



SANDY SPRINGS

CITY CLERK'S OFFICE

TO: Eden Freeman, City Manager

FROM: Dan Lee, City Attorney

DATE: November 8, 2022 Submission for the November 15, 2022 City Council Meeting

ITEM: Request for Mayor and City Council Consideration of the Use of Eminent Domain for the Appropriation of Certain Property Rights and Interests Located at 0 Holcomb Bridge Road, Fulton County, Georgia, Parcel ID 06 0313 LL 018 2

Recommendation:

Staff recommends that the Mayor and City Council approve the use of eminent domain to acquire a portion of property and associated rights to facilitate the construction of certain Intersection Improvements known as SR 140/ Holcomb Bridge Road at Spalding Drive Improvements ("Project"), such portion being located in Land Lots 313 of the 6th District, (Fulton County, Georgia, Parcel Number 06 0313 LL 018 2 (the portion of the property required for the Project hereinafter referred to as the "Subject Property").

Background:

The Subject Property is owned by Esther Black, Barbara A. Henley, Carol Altnauer, Sue Hurt Woodall, Joseph Oliver Hurt, Jr., Robert T. Hurt, Jr., James Hurt, Thomas Harry Hurt, William Charles Hurt Estate, William G. Verner, Heather L. Verner, Ernest L. Keown, III, Eleanor K. Gilreath, Mildred M. Moore, Joseph E. Cheeley, III, Robert D. Cheeley, John P. Cheeley and the Estate of Selma M. Cheeley ("Owners"). The Subject Property consists of approximately 524.76 square feet for fee simple permanent easement. In order to allow the Project to proceed, property rights are required over, under, and through the Subject Property. An appraisal has been performed by Craig Hammond, who estimated just and adequate compensation for the Subject Property to be \$4,000.00. Negotiations have been unsuccessful.

Discussion:

The exercise of eminent domain will enable the City to obtain clear title to the Subject Property in order to allow the Project to proceed in a timely and cost-effective manner. Upon approval to proceed with eminent domain, the deposit into the court registry would be \$4,000.00 to which the Owner, and any other person(s) having an interest or claim against the Subject Property, will be endowed with rights to the compensation deposited with the Court.

Financial Impact:

There are sufficient funds in the Project.

Alternatives:

None.

Review:

Raquel Gonzalez, City Clerk
Toni Carlisle, Chief Financial Officer
Kathy Williams, Staff Attorney
Eden Freeman, City Manager

Created/Initiated - 11/8/2022
Approved - 11/9/2022
Approved - 11/9/2022
Final Approval - 11/11/2022

Attachments:

1. Resolution
2. Aerial Map
3. GIS Map

STATE OF GEORGIA
COUNTY OF FULTON

**A RESOLUTION TO APPROVE THE APPROPRIATION OF CERTAIN
PROPERTY RIGHTS AND INTERESTS LOCATED AT 0 HOLCOMB BRIDGE
ROAD THROUGH THE USE OF EMINENT DOMAIN**

WHEREAS, the City of Sandy Springs (“City”) has determined it is necessary to construct certain right of way improvements along Holcomb Bridge Road at Spalding Drive Improvements (SR 140/ Holcomb Bridge Road at Spalding Drive Improvements) (“Project”); and

WHEREAS, in order to construct the Project, certain property rights and interests are required over, under, and through the property 0 Holcomb Bridge Road within the City, more particularly described in Exhibit “A” attached to this resolution; and

WHEREAS, the Mayor and Council have considered the Project and determined that appropriation of the property rights and interests is necessary and must be carried out expeditiously to ensure timely completion of the Project; and

WHEREAS, the Mayor and City Council find that the circumstances are such that it is necessary to proceed with appropriation under eminent domain provisions of Article 1 of Chapter 3 of Title 32 of the Official Code of Georgia Annotated (“Georgia Code”);

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL FOR THE CITY OF SANDY SPRINGS, GEORGIA, AS FOLLOWS:

1. The City Attorney’s office is hereby authorized to acquire through the use of eminent domain pursuant to Title 32 of the Georgia Code the necessary property rights and interests over, under, and across the property located at 0 Holcomb Bridge Road, in order to ensure that the City acquires free and clear title to such rights and interests and to ensure the timely completion of the City’s improvements project along SR 140/ Holcomb Bridge Road at Spalding Improvements; and
2. The City Manager and City Attorney are hereby authorized to take such actions as may be necessary to effectuate the intent of this resolution.

RESOLVED, this _____ day of _____, 2022.

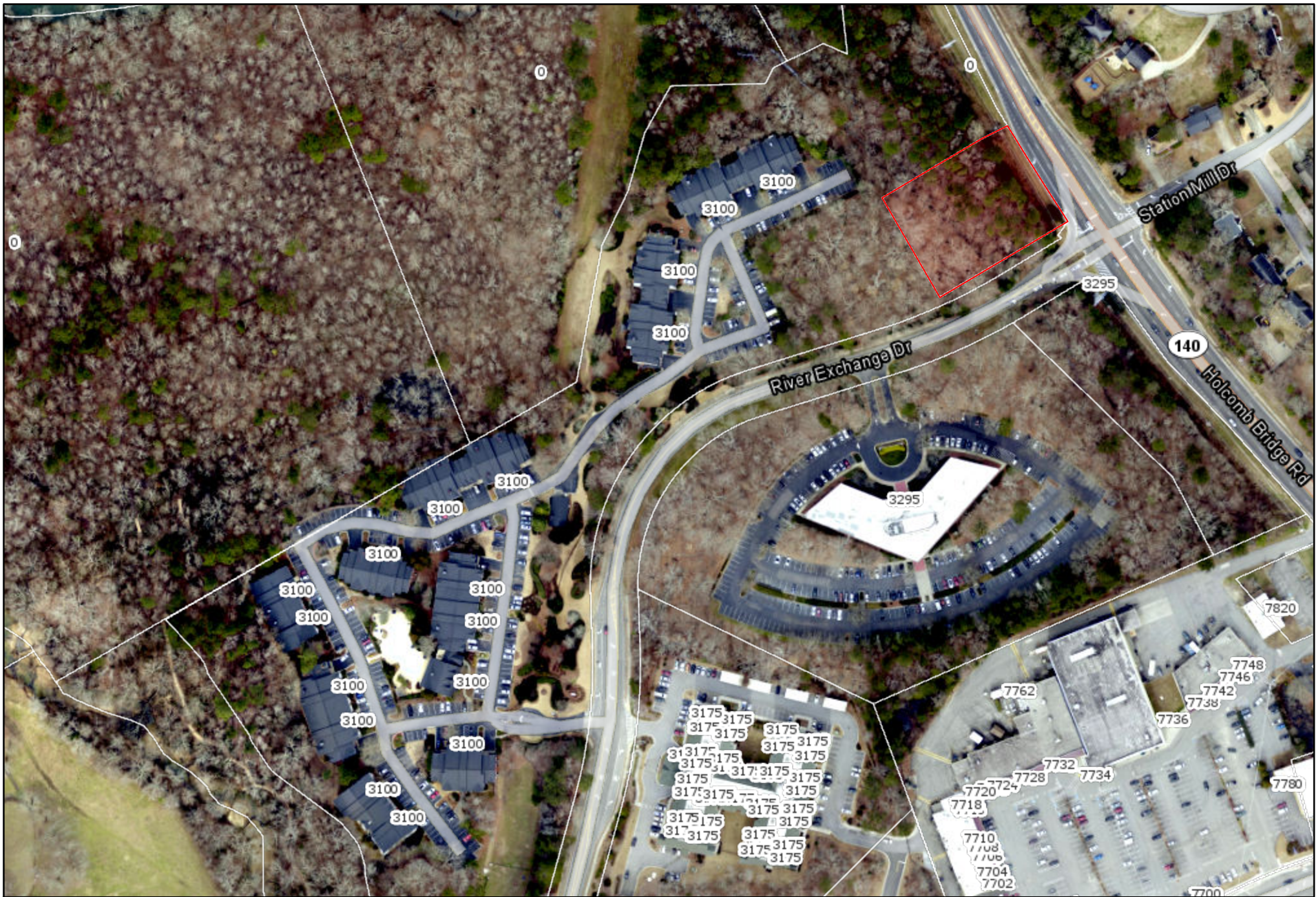
Approved:

Russell K. Paul, Mayor

Attest:

Raquel Gonzalez, City Clerk
(Seal)

EXHIBIT “A”



Undeveloped Land owned by Esther Black, et al; T-0066 Project

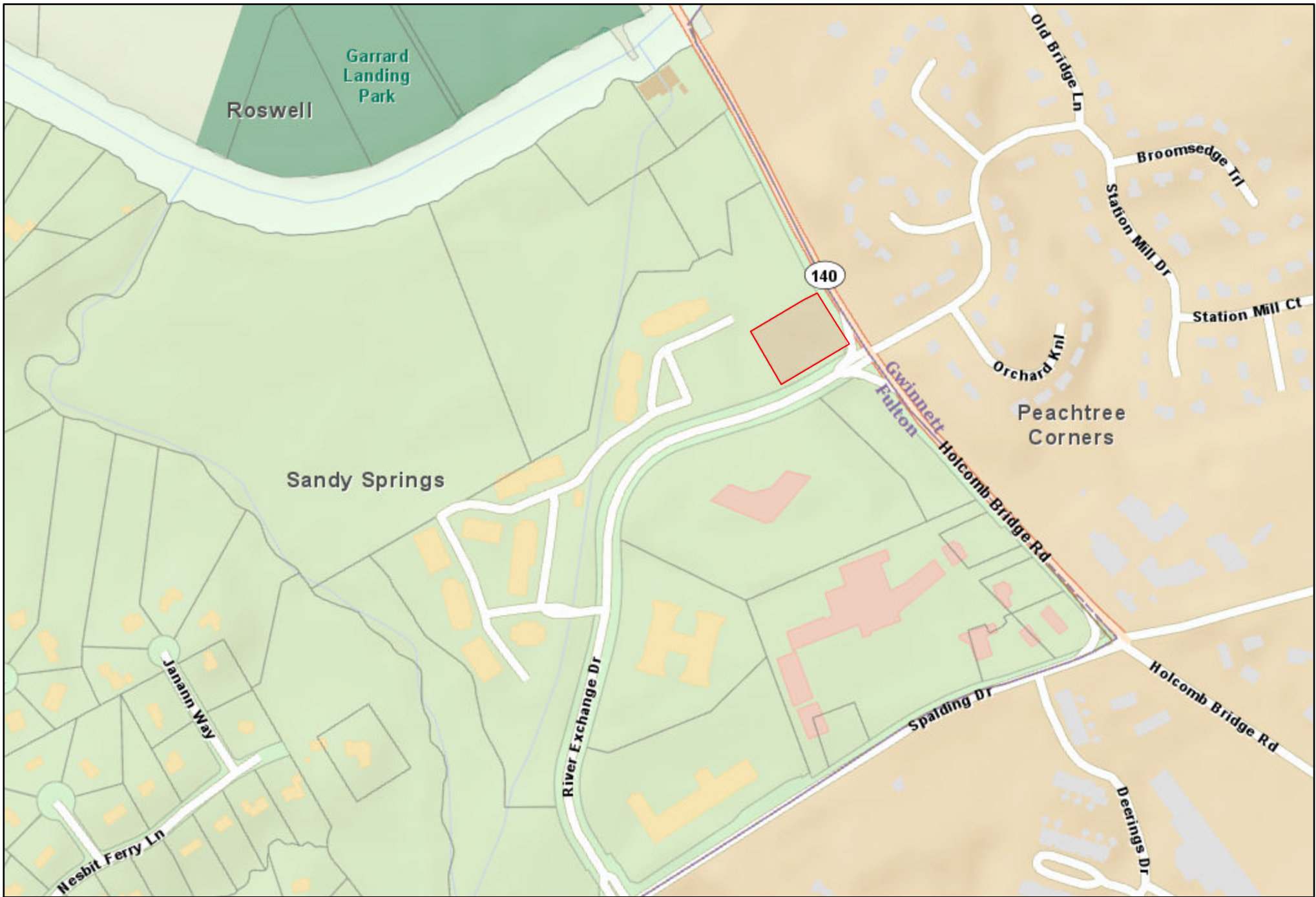
Date: 11/8/2022
Map Size: 8.5x11 (LETTER)



Fulton County provides the data on this map for your personal use "as is". The data are not guaranteed to be accurate, correct, or complete. The feature locations depicted in these maps are approximate and are not necessarily accurate to surveying or engineering standards. Fulton County assumes no responsibility for losses resulting from the use these data, even if Fulton County is advised of the possibility of such losses.



FULTON
COUNTY



Undeveloped Land owned by Esther Black, et al; T-0066 Project

Date: 11/8/2022
Map Size: 8.5x11 (LETTER)



Fulton County provides the data on this map for your personal use "as is". The data are not guaranteed to be accurate, correct, or complete. The feature locations depicted in these maps are approximate and are not necessarily accurate to surveying or engineering standards. Fulton County assumes no responsibility for losses resulting from the use these data, even if Fulton County is advised of the possibility of such losses.





SANDY SPRINGS
GEORGIA

FINANCIAL HIGHLIGHTS FY 2023
SEPTEMBER 30, 2022

UNAUDITED

NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022

Financial Overview / Highlights

- ▶ General Fund Revenues for the fiscal year are at 9.94% of the adopted budget. We are at 25.00% of the fiscal year.
- ▶ General Fund Expenditures for the fiscal year are at 19.85% of the adopted budget. We are at 25.00% of the fiscal year.

Variance Analysis

Account Name	YTD Actual	Annual Budget	% of Budget	Comments
Revenues - Fund 100				
Property Taxes	\$103,553	\$42,500,000	0.24%	
Motor Vehicle Tax	\$13,588	\$80,000	16.99%	<--These two will be adjusted as the rate at which the <-- old MVT phases out and the new TAVT increases
Motor Vehicle TAVT	\$773,980	\$3,750,000	20.64%	
Local Option Sales Tax	\$5,729,911	\$26,500,000	21.62%	
Business Occupational Tax	\$376,237	\$9,750,000	3.86%	
Insurance Premium Tax	\$0	\$7,700,000	0.00%	Payment normally received October of each year
Building Permits	\$973,650	\$2,000,000	48.68%	
Expenditures - Fund 100				
<u>All Departments</u>				
Workers Comp Insurance	\$468,992	\$598,836	78.32%	Includes all departments and is semi-annual



SANDY SPRINGS
GEORGIA

CASH AND INVESTMENTS
THROUGH PERIOD 03, SEPTEMBER FY 2023

11/9/2022

UNAUDITED

TRUIST

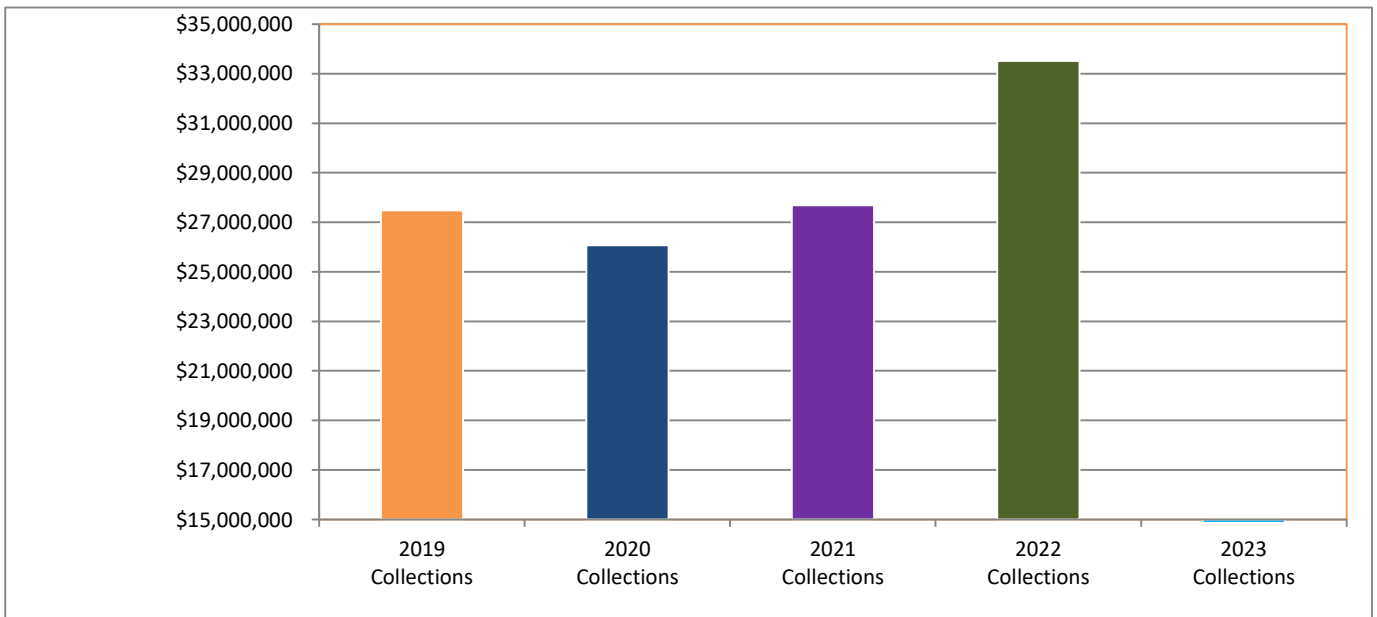
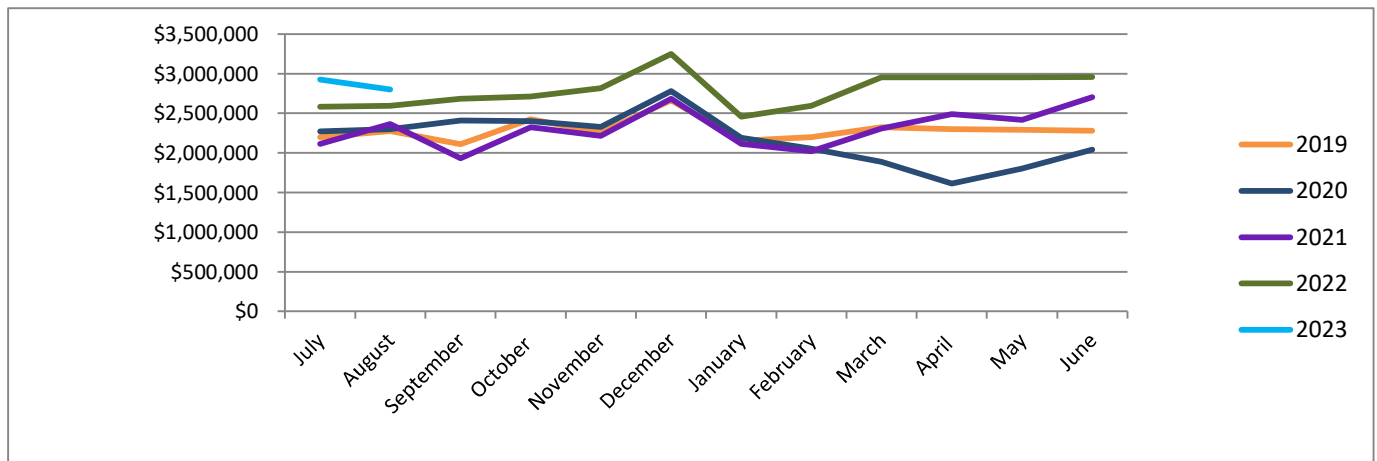
OPERATING ACCOUNT	\$17,199,030
COMMUNITY DEVELOPMENT ESCROW	2,804,760
POLICE - CUSTODIAL ESCROW	16,962
POLICE - FEDERAL FORFEITURE	325,809
POLICE - STATE SEIZED RESTRICTED	363,688
POLICE - STATE SEIZED UNRESTRICTED	148,786
POLICE - FEDERAL SEIZED TREASURY FUND	68,564
POLICE - FEDERAL SEIZED FUNDS US POSTAL SERVICES	90,493
HOTEL / MOTEL TAX ACCOUNT	362,315
COURT SERVICES	537,796
IMPACT FEE ACCOUNT	6,268,398
TREE FUND ACCOUNT	1,341,692
HOSPITALITY BOARD	1,822,554
TSPLOST FUND 2016 & 2021	65,923,526
DEVELOPMENT AUTHORITY MONEY MARKET ACCT	108,571
PUBLIC FACILITIES AUTHORITY-MONEY MARKET ACCT	1,519,401
PAC OPERATING, EVENTS ACCOUNT & SPONSORSHIPS	3,011,914
TOTAL TRUIST	\$101,914,256

GEORGIA FUND ONE	\$83,469,103
FIRST HORIZON	1,250,000
US BANK - SINKING FUND	242
TOTAL INVESTMENT ACCOUNTS	\$84,719,345

TOTAL CASH AND CASH EQUIVALENTS	\$186,633,601
--	----------------------

**LOCAL OPTION SALES TAX COLLECTIONS
THROUGH PERIOD 03, SEPTEMBER FY 2023**

	2019 Collections	2020 Collections	2021 Collections	2022 Collections	2023 Collections	% Change from Prior Year
July	\$2,199,602	\$2,271,667	\$2,112,938	\$2,582,424	\$2,927,024	13.34%
August	2,275,504	2,300,996	2,364,510	2,595,359	2,802,887	8.00%
September	2,109,943	2,407,613	1,934,144	2,681,668		
October	2,423,979	2,401,716	2,325,366	2,712,731		
November	2,259,523	2,326,390	2,214,592	2,817,297		
December	2,663,619	2,782,971	2,681,846	3,248,894		
January	2,155,711	2,188,945	2,111,802	2,457,273		
February	2,197,080	2,051,568	2,020,770	2,595,963		
March	2,321,849	1,886,719	2,308,276	2,953,513		
April	2,299,086	1,615,942	2,489,800	2,954,959		
May	2,290,253	1,800,673	2,417,257	2,956,023		
June	2,279,757	2,040,463	2,705,025	2,958,293		
	\$27,475,907	\$26,075,662	\$27,686,326	\$33,514,398	\$5,729,911	-82.90%



**GENERAL FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
REVENUES					
100-0000-90-311100	CURRENT YEAR PROPERTY TAXES	26,452	103,553	42,500,000	0.24 %
100-0000-90-311310	MOTOR VEHICLE	7,307	13,588	80,000	16.99 %
100-0000-90-311315	MOTOR VEHICLE TAVT FEE	425,876	773,980	3,750,000	20.64 %
100-0000-90-311340	INTANGIBLES	89,034	141,117	900,000	15.68 %
100-0000-90-311600	REAL ESTATE TRANSFER TAX	38,049	64,824	650,000	9.97 %
100-0000-90-311710	ELECTRIC FRANCHISE TAX	-	-	5,800,000	- %
100-0000-90-311730	GAS FRANCHISE TAX	-	228,080	700,000	32.58 %
100-0000-90-311750	CABLE TV FRANCHISE TAX	-	-	1,300,000	- %
100-0000-90-311760	TELEPHONE FRANCHISE TAX	301	301	150,000	0.20 %
100-0000-90-311790	SOLID WASTE FRANCHISE TAX	7,070	7,070	400,000	1.77 %
100-0000-90-313100	LOCAL OPTION SALES TAX	2,802,887	5,729,911	26,500,000	21.62 %
100-0000-90-314200	ALCOHOLIC BEVERAGE EXCISE	96,893	183,841	1,000,000	18.38 %
100-0000-90-314300	EXCISE MIXED DRINK TAX	63,313	119,365	500,000	23.87 %
100-0000-90-316100	BUSINESS & OCCUPATION TAX	106,461	376,237	9,750,000	3.86 %
100-0000-90-316110	BUSINESS AUDIT REVENUE	-	-	50,000	- %
100-0000-90-316200	INSURANCE PREMIUM TAX	-	-	7,700,000	- %
	TOTAL TAXES	3,663,643	7,741,867	101,730,000	7.61 %
100-0000-90-321100	ALCOHOLIC BEVERAGE LIC	750	26,588	700,000	3.80 %
100-0000-90-321910	OTHER LICENSES AND PERMITS	9,215	25,348	90,000	28.16 %
100-0000-60-322210	PLANNING/ZONING FEES	32,875	43,968	100,000	43.97 %
100-0000-60-322215	DEVELOPMENT REVIEW FEE	20,575	70,814	250,000	28.33 %
100-0000-60-323120	BUILDING PERMITS	218,324	973,650	2,000,000	48.68 %
100-0000-60-323130	PLUMBING PERMITS	1,695	3,311	7,000	47.31 %
100-0000-60-323140	ELECTRICAL PERMITS	860	4,495	20,000	22.48 %
100-0000-60-323160	HVAC PERMITS	7,521	17,708	50,000	35.42 %
100-0000-60-323920	BLDG REINSPECTION FEE	300	950	5,000	19.00 %
	TOTAL LICENSES & PERMITS	292,115	1,166,833	3,222,000	36.21 %
100-0000-60-341320	DEVELOPMENT IMPACT FEES	-	38,372	-	- %
100-0000-30-342900	FALSE ALARM FEES	-	650	20,000	3.25 %
100-0000-30-342910	OTHER PUBLIC SAFETY FEES	-	15,000	-	- %
100-0000-40-343300	STATE ROAD MAINTENANCE FEES	11,760	35,280	141,120	25.00 %
100-0000-10-346900	SPECIAL EVENT FEES	1,950	3,400	-	- %
100-0000-50-347500	RECREATION PRG FEES-GYMNASTICS	-	7,500	75,000	10.00 %
100-0000-50-347501	RECREATION PRG FEES-ATHL LEIS	4,464	13,086	50,000	26.17 %
100-0000-50-347900	SSTC CONTRACT	22,300	32,300	100,000	32.30 %
100-0000-50-347910	FACILITY RENTALS	7,705	43,955	100,000	43.96 %
	TOTAL CHARGES & FEES	48,179	189,542	486,120	38.99 %
100-0000-20-351170	MUNICIPAL COURT	165,378	681,321	2,300,000	29.62 %
	TOTAL FINES & FORFEITURES	165,378	681,321	2,300,000	29.62 %
100-0000-90-361000	INTEREST REVENUE	154,062	293,831	120,000	244.86 %
	TOTAL INVESTMENT INCOME	154,062	293,831	120,000	244.86 %
100-0000-90-349900	OTHER CHGS FOR SERVICES	9,865	16,740	65,000	25.75 %
100-0000-40-381000	RENTAL REVENUE	42,438	83,977	275,000	30.54 %
100-0000-90-389000	MISCELLANEOUS REVENUE	34,120	88,791	100,000	88.79 %
100-0000-60-389100	PERMIT TECHNOLOGY FEE	5,760	19,560	40,000	48.90 %
100-0000-90-389200	INSURANCE REIMBURSEMENTS	105,492	106,525	70,000	152.18 %
	TOTAL MISCELLANEOUS	197,675	315,593	550,000	57.38 %

**GENERAL FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
100-0000-90-391275	TRANSFER IN FROM HOTEL MOTEL	103,477	241,886	999,600	24.20 %
100-0000-90-391280	TRANSFER IN FROM MVRET FUND	-	8,596	75,000	11.46 %
100-0000-90-391840	TRANSFER IN FROM DEV AUTH	-	-	182,700	- %
100-0000-90-392100	SALE OF ASSETS	-	615	25,000	2.46 %
	TOTAL OTHER FINANCING SOURCES	103,477	251,098	1,282,300	19.58 %
100-0000-40-334100	STATE MATCHING GRANTS	-	266,972	-	- %
	TOTAL OTHER REVENUES	-	266,972	-	- %
	TOTAL REVENUES	\$4,624,529	\$10,907,057	\$109,690,420	9.94 %

**GENERAL FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
CITY COUNCIL EXPENDITURES					
100-1310-10-511100	REGULAR SALARIES	12,333	24,667	148,000	16.67 %
100-1310-10-512200	SOCIAL SECURITY	695	1,391	9,176	15.15 %
100-1310-10-512300	MEDICARE	163	325	2,146	15.15 %
100-1310-10-512600	UNEMPLOYMENT TAX	3	7	740	0.91 %
100-1310-10-512700	WORKERS' COMPENSATION	-	203	296	68.66 %
Salaries & Benefits		13,195	26,592	160,358	16.58 %
100-1310-10-523200	COMMUNICATIONS	313	1,043	4,400	23.71 %
100-1310-10-523500	TRAVEL	758	1,149	10,000	11.49 %
100-1310-10-523600	DUES & FEES	-	-	43,000	- %
100-1310-10-523700	EDUCATION/TRAINING	-	690	5,000	13.80 %
100-1310-10-531100	GENERAL OPERATING SUPPLIES	-	170	3,000	5.66 %
100-1310-10-531300	HOSPITALITY	834	834	14,000	5.96 %
Operations & Capital		1,906	3,886	79,400	4.89 %
TOTAL CITY COUNCIL		15,101	30,479	239,758	12.71 %

**GENERAL FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
CITY MANAGER EXPENDITURES					
100-1320-10-511100	REGULAR SALARIES	38,311	135,808	713,329	19.04 %
100-1320-10-511110	BONUSES	-	-	19,525	- %
100-1320-10-512101	HEALTH INSURANCE	4,411	13,304	63,986	20.79 %
100-1320-10-512102	DISABILITY INSURANCE	115	345	2,854	12.10 %
100-1320-10-512103	DENTAL INSURANCE	301	961	5,577	17.23 %
100-1320-10-512104	LIFE INSURANCE	267	800	6,883	11.63 %
100-1320-10-512200	SOCIAL SECURITY	1,256	5,185	44,226	11.72 %
100-1320-10-512300	MEDICARE	540	1,937	10,343	18.73 %
100-1320-10-512401	RETIREMENT 401A	5,519	20,222	102,779	19.68 %
100-1320-10-512402	401A RETIREMENT-457 MATCH	1,856	6,876	34,295	20.05 %
100-1320-10-512600	UNEMPLOYMENT TAX	-	-	1,000	- %
100-1320-10-512700	WORKERS' COMPENSATION	-	951	1,427	66.64 %
Salaries & Benefits		52,577	186,390	1,006,224	18.52 %
100-1320-10-523200	COMMUNICATIONS	116	776	5,040	15.39 %
100-1320-10-523400	PRINTING & BINDING	-	-	500	- %
100-1320-10-523500	TRAVEL	1,147	2,098	6,200	33.84 %
100-1320-10-523600	DUES & FEES	12	5,028	13,790	36.46 %
100-1320-10-523700	EDUCATION/TRAINING	(601)	1,554	10,495	14.81 %
100-1320-10-531100	GENERAL OPERATING SUPPLIES	294	727	5,000	14.54 %
100-1320-10-531300	HOSPITALITY	250	898	4,000	22.44 %
Operations & Capital		1,218	11,081	45,025	24.61 %
TOTAL CITY MANAGER		53,795	197,470	1,051,249	18.78 %

**GENERAL FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
CITY CLERK EXPENDITURES					
100-1330-10-511100	REGULAR SALARIES	19,713	52,804	312,825	16.88 %
100-1330-10-511110	BONUSES	-	-	10,275	- %
100-1330-10-512101	HEALTH INSURANCE	3,458	10,442	54,513	19.16 %
100-1330-10-512102	DISABILITY INSURANCE	49	146	2,284	6.41 %
100-1330-10-512103	DENTAL INSURANCE	210	629	3,901	16.11 %
100-1330-10-512104	LIFE INSURANCE	100	299	2,213	13.51 %
100-1330-10-512200	SOCIAL SECURITY	1,127	3,016	19,395	15.55 %
100-1330-10-512300	MEDICARE	263	705	4,536	15.55 %
100-1330-10-512401	RETIREMENT 401A	2,180	5,728	37,539	15.26 %
100-1330-10-512402	401A RETIREMENT-457 MATCH	967	2,612	15,641	16.70 %
100-1330-10-512600	UNEMPLOYMENT TAX	-	-	1,000	- %
100-1330-10-512700	WORKERS' COMPENSATION	-	439	626	70.05 %
Salaries & Benefits		28,067	76,819	464,748	16.53 %
100-1330-10-521300	TECHNICAL SERVICES	7,227	52,207	57,900	90.17 %
100-1330-10-523200	COMMUNICATIONS	136	399	2,200	18.12 %
100-1330-10-523300	ADVERTISING	-	-	2,000	- %
100-1330-10-523400	PRINTING & BINDING	-	-	10,000	- %
100-1330-10-523500	TRAVEL	375	375	3,500	10.70 %
100-1330-10-523600	DUES & FEES	238	1,728	2,250	76.82 %
100-1330-10-523700	EDUCATION/TRAINING	-	900	3,450	26.09 %
100-1330-10-523900	CONTRACTUAL SERVICES	71	237	20,000	1.18 %
100-1330-10-531100	GENERAL OPERATING SUPPLIES	-	942	1,500	62.78 %
100-1330-10-531270	GASOLINE	-	-	1,000	- %
100-1330-10-531300	HOSPITALITY	-	156	500	31.10 %
Operations & Capital		8,046	56,942	104,300	54.59 %
TOTAL CITY CLERK		36,114	133,760	569,048	23.51 %

**GENERAL FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
FINANCE EXPENDITURES					
100-1500-10-511100	REGULAR SALARIES	114,646	310,723	1,680,054	18.49 %
100-1500-10-511110	BONUSES	-	-	37,850	- %
100-1500-10-512101	HEALTH INSURANCE	9,317	33,591	201,913	16.64 %
100-1500-10-512102	DISABILITY INSURANCE	366	1,269	11,988	10.59 %
100-1500-10-512103	DENTAL INSURANCE	494	1,671	10,152	16.46 %
100-1500-10-512104	LIFE INSURANCE	749	2,598	13,280	19.56 %
100-1500-10-512200	SOCIAL SECURITY	6,967	18,847	104,163	18.09 %
100-1500-10-512300	MEDICARE	1,629	4,408	24,361	18.09 %
100-1500-10-512401	RETIREMENT 401A	11,997	32,113	201,606	15.93 %
100-1500-10-512402	401A RETIREMENT-457 MATCH	5,199	14,087	84,003	16.77 %
100-1500-10-512600	UNEMPLOYMENT TAX	66	92	2,000	4.59 %
100-1500-10-512700	WORKERS' COMPENSATION	-	3,234	4,200	77.00 %
Salaries & Benefits		151,431	422,634	2,375,570	17.79 %
100-1500-10-521200	PROFESSIONAL SERVICES	-	-	25,000	- %
100-1500-10-521210	PROF SVCS-AUDIT	-	5,000	70,000	7.14 %
100-1500-10-521300	TECHNICAL SERVICES	60	140,567	185,000	75.98 %
100-1500-10-523200	COMMUNICATIONS	293	809	6,000	13.48 %
100-1500-10-523300	ADVERTISING	-	1,850	10,000	18.50 %
100-1500-10-523400	PRINTING & BINDING	183	241	3,000	8.02 %
100-1500-10-523500	TRAVEL	-	-	7,000	- %
100-1500-10-523600	DUES & FEES	551	1,743	9,134	19.09 %
100-1500-10-523700	EDUCATION/TRAINING	299	897	15,000	5.98 %
100-1500-10-523900	CONTRACTUAL SERVICES	727	1,529	15,000	10.19 %
100-1500-10-523950	MERCHANT SVCS CHARGES	-	15	292	5.14 %
100-1500-10-531100	GENERAL OPERATING SUPPLIES	463	949	7,500	12.65 %
100-1500-10-531300	HOSPITALITY	29	110	1,500	7.37 %
100-1500-10-531750	UNIFORMS	-	-	1,000	- %
100-1500-10-542400	COMPUTER EQUIPMENT	-	-	7,000	- %
Operations & Capital		2,605	153,710	362,426	42.41 %
TOTAL FINANCE		154,036	576,344	2,737,996	21.05 %

**GENERAL FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
LEGAL SERVICES EXPENDITURES					
100-1530-10-511100	SALARIES	-	-	203,750	- %
100-1530-10-511110	BONUSES	-	-	3,050	- %
100-1530-10-512101	HEALTH INSURANCE	-	-	40,791	- %
100-1530-10-512102	DISABILITY INSURANCE	-	-	1,142	- %
100-1530-10-512103	DENTAL INSURANCE	-	-	2,371	- %
100-1530-10-512104	LIFE INSURANCE	-	-	1,710	- %
100-1530-10-512200	SOCIAL SECURITY	-	-	12,633	- %
100-1530-10-512300	MEDICARE	-	-	2,954	- %
100-1530-10-512401	401A RETIREMENT	-	(185)	24,450	(0.76%)
100-1530-10-512402	401A RETIREMENT-457 MATCH	-	-	10,188	- %
100-1530-10-512600	UNEMPLOYMENT TAX	-	-	200	- %
100-1530-10-512700	WORKERS' COMPENSATION	-	314	408	77.05 %
Salaries & Benefits		-	129	303,647	0.04 %
100-1530-10-521250	PROF SVCS-LEGAL	29,968	171,163	485,000	35.29 %
100-1530-10-521255	PROF SVCS-LITIGATION	58,939	179,852	450,000	39.97 %
Operations & Capital		88,907	351,015	935,000	37.54 %
TOTAL LEGAL SERVICES		88,907	351,144	1,238,647	28.35 %

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
INFORMATION SERVICES EXPENDITURES					
100-1535-10-511100	SALARIES	111,734	298,492	1,506,827	19.81 %
100-1535-10-511110	BONUSES	-	-	32,550	- %
100-1535-10-512101	HEALTH INSURANCE	14,426	44,036	202,233	21.78 %
100-1535-10-512102	DISABILITY INSURANCE	326	960	9,705	9.89 %
100-1535-10-512103	DENTAL INSURANCE	721	2,163	10,528	20.54 %
100-1535-10-512104	LIFE INSURANCE	667	1,964	11,236	17.48 %
100-1535-10-512200	SOCIAL SECURITY	6,622	17,689	93,423	18.93 %
100-1535-10-512300	MEDICARE	1,549	4,137	21,849	18.93 %
100-1535-10-512401	401A RETIREMENT	12,427	32,243	180,819	17.83 %
100-1535-10-512402	401A RETIREMENT-457 MATCH	5,126	14,099	75,341	18.71 %
100-1535-10-512600	UNEMPLOYMENT TAX	21	21	1,350	1.58 %
100-1535-10-512700	WORKERS' COMPENSATION	-	2,825	3,767	74.98 %
Salaries & Benefits		153,620	418,630	2,149,628	19.47 %
100-1535-10-521300	TECHNICAL SERVICES	39,972	401,642	777,500	51.66 %
100-1535-10-521310	TECHNICAL SERVICES-SECURITY	29,040	126,760	243,000	52.16 %
100-1535-10-522320	EQUIPMENT OPERATING LEASE	7,741	15,071	92,000	16.38 %
100-1535-10-523200	COMMUNICATIONS	707	2,236	11,200	19.96 %
100-1535-10-523500	TRAVEL	-	1,073	7,000	15.33 %
100-1535-10-523600	DUES & FEES	195	815	6,000	13.58 %
100-1535-10-523700	EDUCATION/TRAINING	-	7,986	14,000	57.04 %
100-1535-10-523900	CONTRACTUAL SERVICES	-	-	15,000	- %
100-1535-10-531100	GENERAL SUPPLIES & MATLS	85	398	5,500	7.24 %
100-1535-10-531600	SMALL TOOLS & EQUIPMENT	3,798	5,563	30,000	18.54 %
100-1535-10-531750	UNIFORMS	-	-	1,500	- %
100-1535-10-542400	COMPUTER EQUIPMENT	-	-	10,000	- %
Operations & Capital		81,538	561,545	1,212,700	46.31 %
TOTAL INFORMATION SERVICES		235,158	980,174	3,362,328	29.15 %

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
HUMAN RESOURCES EXPENDITURES					
100-1540-10-511100	SALARIES	28,841	77,458	373,080	20.76 %
100-1540-10-511110	BONUSES	-	-	11,800	- %
100-1540-10-512101	HEALTH INSURANCE	5,880	17,938	75,844	23.65 %
100-1540-10-512102	DISABILITY INSURANCE	91	274	2,284	12.00 %
100-1540-10-512103	DENTAL INSURANCE	308	924	3,994	23.15 %
100-1540-10-512104	LIFE INSURANCE	187	561	2,632	21.31 %
100-1540-10-512200	SOCIAL SECURITY	1,724	4,630	23,131	20.02 %
100-1540-10-512300	MEDICARE	403	1,083	5,410	20.01 %
100-1540-10-512401	401A RETIREMENT	3,274	8,761	44,770	19.57 %
100-1540-10-512402	401A RETIREMENT-457 MATCH	1,203	3,230	18,654	17.32 %
100-1540-10-512600	UNEMPLOYMENT TAX	-	-	750	- %
100-1540-10-512700	WORKERS' COMPENSATION	-	485	746	64.99 %
Salaries & Benefits		41,913	115,344	563,095	20.48 %
100-1540-10-521200	PROFESSIONAL SERVICES	7,639	39,484	209,250	18.87 %
100-1540-10-523200	COMMUNICATIONS	181	548	1,500	36.50 %
100-1540-10-523500	TRAVEL	-	-	5,000	- %
100-1540-10-523600	DUES & FEES	-	50	2,600	1.92 %
100-1540-10-523700	EDUCATION/TRAINING	-	125	6,995	1.79 %
100-1540-10-531100	GENERAL SUPPLIES & MATLS	15	45	3,000	1.50 %
100-1540-10-531300	HOSPITALITY	72	72	10,000	0.72 %
Operations & Capital		7,907	40,324	238,345	16.92 %
TOTAL HUMAN RESOURCES		49,820	155,668	801,440	19.42 %

**GENERAL FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
FACILITIES MANAGEMENT EXPENDITURES					
100-1565-10-511100	SALARIES	83,211	229,942	1,261,643	18.23 %
100-1565-10-511110	BONUSES	-	-	36,525	- %
100-1565-10-512101	HEALTH INSURANCE	9,832	36,689	197,968	18.53 %
100-1565-10-512102	DISABILITY INSURANCE	79	779	9,705	8.02 %
100-1565-10-512103	DENTAL INSURANCE	469	1,643	10,265	16.00 %
100-1565-10-512104	LIFE INSURANCE	198	1,612	10,220	15.77 %
100-1565-10-512200	SOCIAL SECURITY	5,046	13,932	78,222	17.81 %
100-1565-10-512300	MEDICARE	1,180	3,258	18,294	17.81 %
100-1565-10-512401	401A RETIREMENT	8,787	23,090	151,397	15.25 %
100-1565-10-512402	401A RETIREMENT-457 MATCH	3,999	10,608	63,082	16.82 %
100-1565-10-512600	UNEMPLOYMENT TAX	-	43	2,000	2.13 %
100-1565-10-512700	WORKERS' COMPENSATION	-	8,394	12,616	66.53 %
Salaries & Benefits		112,801	329,990	1,851,937	17.82 %
100-1565-10-521200	PROFESSIONAL SERVICES	3,438	10,979	39,796	27.59 %
100-1565-10-521300	TECHNICAL SERVICES	15	72,350	104,587	69.18 %
100-1565-10-522100	CLEANING SERVICES	22,525	45,050	372,880	12.08 %
100-1565-10-522110	GARBAGE DISPOSAL	4,500	9,847	83,000	11.86 %
100-1565-10-522210	REP & MAINT-EQUIPMENT	48,389	130,585	400,550	32.60 %
100-1565-10-522220	REP & MAINT-BUILDINGS	80,780	263,090	960,634	27.39 %
100-1565-10-522310	BUILDING OPERATING LEASE	26,639	79,918	325,000	24.59 %
100-1565-10-522320	EQUIPMENT OPERATING LEASE	5,529	7,521	34,000	22.12 %
100-1565-10-523200	COMMUNICATIONS	973	2,825	9,990	28.28 %
100-1565-10-523250	POSTAGE	1,500	3,387	39,000	8.68 %
100-1565-10-523700	EDUCATION/TRAINING	-	-	15,500	- %
100-1565-10-523900	CONTRACTUAL SERVICES	-	58,292	334,887	17.41 %
100-1565-10-531100	GENERAL OPERATING SUPPLIES	4,680	17,767	150,000	11.84 %
100-1565-10-531210	WATER	47,443	150,528	321,200	46.86 %
100-1565-10-531220	NATURAL GAS	3,870	9,648	86,126	11.20 %
100-1565-10-531230	ELECTRICITY	61,876	176,646	690,300	25.59 %
100-1565-10-531270	GASOLINE	-	-	50,000	- %
100-1565-10-531600	SMALL TOOLS & EQUIPMENT	12	837	10,000	8.37 %
100-1565-10-531750	UNIFORMS	-	865	12,000	7.21 %
100-1565-10-541200	SITE IMPROVEMENTS	40,674	67,074	200,000	33.54 %
100-1565-10-542400	COMPUTER EQUIPMENT	-	-	22,500	- %
100-1565-10-579000	CONTINGENCIES	-	-	100,000	- %
Operations & Capital		352,843	1,107,209	4,361,950	25.38 %
TOTAL FACILITIES MANAGEMENT		465,644	1,437,199	6,213,887	23.13 %

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
COMMUNICATIONS EXPENDITURES					
100-1570-10-511100	SALARIES	36,172	108,872	683,034	15.94 %
100-1570-10-511110	BONUSES	-	-	16,075	- %
100-1570-10-512101	HEALTH INSURANCE	4,387	15,339	77,199	19.87 %
100-1570-10-512102	DISABILITY INSURANCE	103	501	3,996	12.54 %
100-1570-10-512103	DENTAL INSURANCE	299	1,002	5,060	19.81 %
100-1570-10-512104	LIFE INSURANCE	191	966	5,163	18.72 %
100-1570-10-512200	SOCIAL SECURITY	2,239	6,669	42,348	15.75 %
100-1570-10-512300	MEDICARE	524	1,560	9,904	15.75 %
100-1570-10-512401	401A RETIREMENT	4,306	11,616	81,964	14.17 %
100-1570-10-512402	401A RETIREMENT-457 MATCH	1,637	5,077	34,152	14.87 %
100-1570-10-512600	UNEMPLOYMENT TAX	-	-	1,000	- %
100-1570-10-512700	WORKERS' COMPENSATION	-	594	2,049	28.99 %
Salaries & Benefits		49,858	152,196	961,944	15.82 %
100-1570-10-521200	PROF SERV - PUBLIC RELATIONS	-	16,057	117,500	13.67 %
100-1570-10-521201	PROF SVCS-GOVERNMENT SERVICES	50,038	150,113	604,000	24.85 %
100-1570-10-523200	COMMUNICATIONS	274	923	5,566	16.58 %
100-1570-10-523300	ADVERTISING	70	13,434	25,000	53.74 %
100-1570-10-523400	PRINTING & BINDING	-	338	7,500	4.50 %
100-1570-10-523500	TRAVEL	-	265	2,250	11.79 %
100-1570-10-523600	DUES & FEES	-	50	2,250	2.22 %
100-1570-10-523700	EDUCATION/TRAINING	-	25	5,250	0.48 %
100-1570-10-523900	CONTRACTUAL SERVICES	15,021	15,825	40,560	39.02 %
100-1570-10-523905	WEBSITE ENHANCEMENTS	282	16,394	189,249	8.66 %
100-1570-10-531100	GENERAL SUPPLIES & MATLS	1,022	8,172	10,000	81.72 %
100-1570-10-531270	GASOLINE	-	-	500	- %
100-1570-10-531300	HOSPITALITY	103	103	5,000	2.06 %
100-1570-10-542400	COMPUTER EQUIPMENT	-	-	22,750	- %
Operations & Capital		66,810	221,700	1,037,375	21.37 %
TOTAL COMMUNICATIONS		116,668	373,895	1,999,319	18.70 %

**GENERAL FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
GENERAL ADMINISTRATION EXPENDITURES					
100-1595-10-511110	BONUSES	-	248,000	-	- %
100-1595-10-511200	PART-TIME/TEMP EMPLOYEES	-	-	50,000	- %
100-1595-10-512200	SOCIAL SECURITY	-	13,386	3,100	431.80 %
100-1595-10-512300	MEDICARE	-	3,109	725	428.86 %
100-1595-10-512500	TUITION REIMBURSEMENT	3,115	5,719	50,000	11.44 %
100-1595-10-512600	UNEMPLOYMENT TAX	-	9	250	3.52 %
100-1595-10-512700	WORKERS' COMPENSATION	-	929	50	1,857.62 %
Salaries & Benefits		3,115	271,152	104,125	260.41 %
100-1595-10-521200	PROFESSIONAL SERVICES	7,782	96,309	285,000	33.79 %
100-1595-10-521240	PROF SVCS-NON-PROFITS	10,625	31,875	537,500	5.93 %
100-1595-10-521300	TECHNICAL SERVICES	-	103	-	- %
100-1595-10-523100	PROPERTY & LIABILITY INS	-	1,340,168	1,440,069	93.06 %
100-1595-10-523200	COMMUNICATIONS	6,313	18,512	145,200	12.75 %
100-1595-10-531100	GENERAL SUPPLIES & MATLS	-	-	75,000	- %
100-1595-10-531270	GASOLINE	-	-	10,000	- %
100-1595-10-579000	CONTINGENCIES	-	-	300,000	- %
100-1595-10-579010	CITY MANAGER CONTINGENCIES	-	-	150,000	- %
Operations & Capital		24,720	1,486,966	2,942,769	50.53 %
TOTAL GENERAL ADMINISTRATION		27,835	1,758,118	3,046,894	57.70 %

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
MUNICIPAL COURT EXPENDITURES					
100-2650-20-511100	REGULAR SALARIES	48,393	133,847	638,375	20.97 %
100-2650-20-511110	BONUSES	-	-	17,900	- %
100-2650-20-512101	HEALTH INSURANCE	7,998	21,339	112,351	18.99 %
100-2650-20-512102	DISABILITY INSURANCE	155	472	5,709	8.26 %
100-2650-20-512103	DENTAL INSURANCE	325	971	5,683	17.09 %
100-2650-20-512104	LIFE INSURANCE	301	915	4,392	20.84 %
100-2650-20-512200	SOCIAL SECURITY	2,912	8,066	39,579	20.38 %
100-2650-20-512300	MEDICARE	681	1,886	9,256	20.38 %
100-2650-20-512401	RETIREMENT 401A	4,865	12,061	76,605	15.74 %
100-2650-20-512402	401A RETIREMENT-457 MATCH	1,767	4,389	31,919	13.75 %
100-2650-20-512600	UNEMPLOYMENT TAX	37	178	2,000	8.89 %
100-2650-20-512700	WORKERS' COMPENSATION	-	3,548	4,469	79.39 %
Salaries & Benefits		67,434	187,672	948,238	19.79 %
100-2650-20-521260	PROF SVCS-COURT	13,729	47,304	515,000	9.19 %
100-2650-20-521300	TECHNICAL SERVICES	3,309	29,811	58,000	51.40 %
100-2650-20-523200	COMMUNICATIONS	199	570	6,240	9.13 %
100-2650-20-523300	ADVERTISING	-	-	1,800	- %
100-2650-20-523400	PRINTING & BINDING	-	-	2,000	- %
100-2650-20-523500	TRAVEL	374	1,892	7,000	27.02 %
100-2650-20-523600	DUES & FEES	-	35	1,000	3.50 %
100-2650-20-523700	EDUCATION/TRAINING	300	525	3,000	17.50 %
100-2650-20-531100	GENERAL OPERATING SUPPLIES	-	-	3,200	- %
100-2650-20-531300	HOSPITALITY	-	-	1,500	- %
100-2650-20-531600	SMALL TOOLS & EQUIPMENT	-	765	3,000	25.50 %
Operations & Capital		17,911	80,902	601,740	13.44 %
TOTAL MUNICIPAL COURT		85,345	268,573	1,549,978	17.33 %

**GENERAL FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
POLICE EXPENDITURES					
100-3210-30-511100	REGULAR SALARIES	1,048,117	2,840,646	13,619,399	20.86 %
100-3210-30-511110	BONUSES	1,986	13,571	530,000	2.56 %
100-3210-30-511200	PART-TIME/TEMP EMPLOYEES	32,244	91,346	500,000	18.27 %
100-3210-30-511300	OVERTIME	82,542	244,822	800,000	30.60 %
100-3210-30-512101	HEALTH INSURANCE	141,004	424,409	1,747,762	24.28 %
100-3210-30-512102	DISABILITY INSURANCE	3,245	9,819	96,479	10.18 %
100-3210-30-512103	DENTAL INSURANCE	7,658	22,985	100,804	22.80 %
100-3210-30-512104	LIFE INSURANCE	6,629	20,118	103,922	19.36 %
100-3210-30-512200	SOCIAL SECURITY	68,695	190,199	844,403	22.52 %
100-3210-30-512300	MEDICARE	16,165	44,581	197,481	22.57 %
100-3210-30-512401	RETIREMENT 401A	113,316	299,513	1,634,328	18.33 %
100-3210-30-512402	401A RETIREMENT-457 MATCH	48,540	130,641	680,970	19.18 %
100-3210-30-512600	UNEMPLOYMENT TAX	56	180	18,000	1.00 %
100-3210-30-512700	WORKERS' COMPENSATION	3,144	264,343	354,104	74.65 %
Salaries & Benefits		1,573,341	4,597,173	21,227,652	21.66 %
100-3210-30-521200	PROFESSIONAL SERVICES	5,953	18,732	147,160	12.73 %
100-3210-30-521270	JAIL SERVICES	56,100	57,225	425,000	13.46 %
100-3210-30-521275	INMATE MEDICAL SERVICES	690	690	150,000	0.46 %
100-3210-30-521300	TECHNICAL SERVICES	49,289	899,558	1,633,605	55.07 %
100-3210-30-522100	CLEANING SERVICES	7,008	14,016	84,100	16.67 %
100-3210-30-522110	GARBAGE DISPOSAL	217	665	2,100	31.65 %
100-3210-30-522210	REP & MAINT-EQUIPMENT	(102)	5,301	40,000	13.25 %
100-3210-30-522220	REP & MAINT-BUILDINGS	478	4,822	17,500	27.56 %
100-3210-30-522230	REP & MAINT-VEHICLES	49,799	114,601	450,000	25.47 %
100-3210-30-522310	BUILDING OPERATING LEASE	58,503	175,208	679,000	25.80 %
100-3210-30-522320	EQUIPMENT OPERATING LEASE	243	243	2,000	12.13 %
100-3210-30-523200	COMMUNICATIONS	17,547	58,070	242,992	23.90 %
100-3210-30-523250	POSTAGE	600	647	3,000	21.57 %
100-3210-30-523300	ADVERTISING	3,195	5,167	20,000	25.83 %
100-3210-30-523400	PRINTING & BINDING	1,982	2,275	7,500	30.33 %
100-3210-30-523500	TRAVEL	4,191	15,776	60,000	26.29 %
100-3210-30-523600	DUES & FEES	255	2,008	20,800	9.65 %
100-3210-30-523700	EDUCATION/TRAINING	2,405	16,280	175,500	9.28 %
100-3210-30-523900	CONTRACTUAL SERVICES	-	-	7,500	- %
100-3210-30-523950	MERCHANT SVCS CHARGES	363	572	2,500	22.88 %
100-3210-30-531100	GENERAL OPERATING SUPPLIES	10,318	26,821	60,000	44.70 %
100-3210-30-531150	UNDERCOVER OPERATIONS	-	-	5,000	- %
100-3210-30-531210	WATER	119	338	2,000	16.92 %
100-3210-30-531220	NATURAL GAS	948	3,006	17,000	17.68 %
100-3210-30-531230	ELECTRICITY	6,075	12,345	55,000	22.45 %
100-3210-30-531270	GASOLINE	56,808	193,120	785,000	24.60 %
100-3210-30-531300	HOSPITALITY	1,242	3,806	30,000	12.69 %
100-3210-30-531600	POLICE EQUIPMENT	18,623	30,577	375,000	8.15 %
100-3210-30-531750	UNIFORMS	33,414	59,239	249,130	23.78 %
100-3210-30-579000	CONTINGENCIES	-	-	50,000	- %
Operations & Capital		386,262	1,721,109	5,798,387	29.68 %
TOTAL POLICE		1,959,603	6,318,283	27,026,039	23.38 %

**GENERAL FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
FIRE EXPENDITURES					
100-3510-30-511100	REGULAR SALARIES	717,109	1,903,890	8,677,789	21.94 %
100-3510-30-511110	BONUSES	-	-	207,700	- %
100-3510-30-511200	PART-TIME/TEMP EMPLOYEES	10,765	29,979	150,000	19.99 %
100-3510-30-511300	OVERTIME	39,659	108,121	415,000	26.05 %
100-3510-30-512101	HEALTH INSURANCE	128,017	381,069	1,592,560	23.93 %
100-3510-30-512102	DISABILITY INSURANCE	2,270	76,423	66,793	114.42 %
100-3510-30-512103	DENTAL INSURANCE	6,240	18,351	79,709	23.02 %
100-3510-30-512104	LIFE INSURANCE	4,647	13,611	66,977	20.32 %
100-3510-30-512200	SOCIAL SECURITY	45,133	120,189	538,023	22.34 %
100-3510-30-512300	MEDICARE	10,555	28,109	125,828	22.34 %
100-3510-30-512401	RETIREMENT 401A	75,901	198,485	1,041,335	19.06 %
100-3510-30-512402	401A RETIREMENT-457 MATCH	31,456	83,694	433,889	19.29 %
100-3510-30-512600	UNEMPLOYMENT TAX	105	291	15,000	1.94 %
100-3510-30-512700	WORKERS' COMPENSATION	916	119,435	173,556	68.82 %
Salaries & Benefits		1,072,772	3,081,645	13,584,159	22.69 %
100-3510-30-521200	PROFESSIONAL SERVICES	-	543	14,300	3.80 %
100-3510-30-521300	TECHNICAL SERVICES	(23,850)	79,406	137,645	57.69 %
100-3510-30-522210	REP & MAINT-EQUIPMENT	1,817	2,583	66,500	3.88 %
100-3510-30-522220	REP & MAINT-BUILDINGS	8,248	25,193	60,300	41.78 %
100-3510-30-522230	REP & MAINT-VEHICLES	11,949	41,099	257,000	15.99 %
100-3510-30-523200	COMMUNICATIONS	4,611	12,745	53,000	24.05 %
100-3510-30-523400	PRINTING & BINDING	-	426	3,800	11.20 %
100-3510-30-523500	TRAVEL	1,534	6,678	48,000	13.91 %
100-3510-30-523600	DUES & FEES	640	7,542	12,000	62.85 %
100-3510-30-523700	EDUCATION/TRAINING	250	13,299	76,000	17.50 %
100-3510-30-523900	CONTRACTUAL SERVICES	5,473	24,641	154,000	16.00 %
100-3510-30-531100	GENERAL OPERATING SUPPLIES	8,172	27,397	82,500	33.21 %
100-3510-30-531160	EMS MEDICAL SUPPLIES	6,388	20,321	130,000	15.63 %
100-3510-30-531210	WATER	1,135	4,055	25,000	16.22 %
100-3510-30-531220	NATURAL GAS	1,004	3,938	35,000	11.25 %
100-3510-30-531230	ELECTRICITY	4,162	9,964	52,000	19.16 %
100-3510-30-531270	GASOLINE	20,149	63,498	315,000	20.16 %
100-3510-30-531300	HOSPITALITY	3,054	4,104	14,560	28.19 %
100-3510-30-531600	SMALL TOOLS & EQUIPMENT	2,342	8,060	70,000	11.51 %
100-3510-30-531750	UNIFORMS	1,891	9,588	138,000	6.95 %
100-3510-30-542400	COMPUTER EQUIPMENT	-	-	3,000	- %
100-3510-30-579000	CONTINGENCIES	-	-	50,000	- %
100-3510-30-581200	CAPITAL LEASE PRINCIPAL	-	-	1,078,929	- %
100-3510-30-582200	CAPITAL LEASE INTEREST	-	-	91,277	- %
Operations & Capital		58,970	365,080	2,967,811	12.30 %
TOTAL FIRE		1,131,742	3,446,725	16,551,970	20.82 %

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
EMERGENCY MANAGEMENT EXPENDITURES					
100-3810-30-511100	SALARIES	8,410	22,708	108,735	20.88 %
100-3810-30-511110	BONUSES	-	-	1,525	- %
100-3810-30-512101	HEALTH INSURANCE	539	1,647	6,897	23.88 %
100-3810-30-512102	DISABILITY INSURANCE	19	56	571	9.89 %
100-3810-30-512103	DENTAL INSURANCE	26	79	343	23.15 %
100-3810-30-512104	LIFE INSURANCE	38	115	847	13.62 %
100-3810-30-512200	SOCIAL SECURITY	516	1,393	6,742	20.67 %
100-3810-30-512300	MEDICARE	121	326	1,577	20.66 %
100-3810-30-512401	401A RETIREMENT	960	2,529	13,048	19.38 %
100-3810-30-512402	401A RETIREMENT-457 MATCH	-	-	5,437	- %
100-3810-30-512600	UNEMPLOYMENT TAX	-	-	109	- %
100-3810-30-512700	WORKERS' COMPENSATION	-	131	217	60.44 %
Salaries & Benefits		10,630	28,985	146,048	19.85 %
100-3810-30-521200	PROFESSIONAL SERVICES	-	65,000	260,000	25.00 %
100-3810-30-521300	TECHNICAL SERVICES	-	5,653	8,200	68.94 %
100-3810-30-522210	REP & MAINT-EQUIPMENT	-	166	5,000	3.33 %
100-3810-30-523200	COMMUNICATIONS	264	916	2,400	38.18 %
100-3810-30-523500	TRAVEL	-	-	5,500	- %
100-3810-30-523700	EDUCATION/TRAINING	-	-	1,000	- %
100-3810-30-531100	GENERAL SUPPLIES & MATLS	-	141	30,000	0.47 %
100-3810-30-531102	EMERGENCY EVENT RESPONSE	-	-	100,000	- %
100-3810-30-531600	SMALL TOOLS & EQUIPMENT	-	-	18,500	- %
100-3810-30-542100	MACHINERY & EQUIPMENT	-	-	10,000	- %
100-3810-30-572000	PAYMENTS TO OTHER AGENCIES	-	228,949	675,000	33.92 %
100-3810-30-579000	CONTINGENCY	-	-	50,000	- %
Operations & Capital		264	300,827	1,165,600	25.81 %
TOTAL EMERGENCY MANAGEMENT		10,894	329,812	1,311,648	25.14 %

**GENERAL FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
PUBLIC WORKS EXPENDITURES					
100-4100-40-511100	SALARIES	219,939	611,032	2,966,437	20.60 %
100-4100-40-511110	BONUSES	-	-	55,425	- %
100-4100-40-512101	HEALTH INSURANCE	30,557	95,652	392,236	24.39 %
100-4100-40-512102	DISABILITY INSURANCE	934	2,974	19,410	15.32 %
100-4100-40-512103	DENTAL INSURANCE	1,673	5,093	22,123	23.02 %
100-4100-40-512104	LIFE INSURANCE	1,830	5,843	22,526	25.94 %
100-4100-40-512200	SOCIAL SECURITY	13,159	36,605	183,919	19.90 %
100-4100-40-512300	MEDICARE	3,077	8,561	43,013	19.90 %
100-4100-40-512401	401A RETIREMENT	24,082	62,844	355,972	17.65 %
100-4100-40-512402	401A RETIREMENT-457 MATCH	10,112	27,068	148,322	18.25 %
100-4100-40-512600	UNEMPLOYMENT TAX	22	165	3,200	5.16 %
100-4100-40-512700	WORKERS' COMPENSATION	-	27,384	35,597	76.93 %
Salaries & Benefits		305,384	883,221	4,248,180	20.79 %
100-4100-40-521200	PROFESSIONAL SERVICES	-	-	70,000	- %
100-4100-40-521300	TECHNICAL SERVICES	-	146,105	283,426	51.55 %
100-4100-40-522230	REP & MAINT-VEHICLES	972	3,156	18,000	17.53 %
100-4100-40-522240	STREETLIGHT MAINTENANCE	-	2,183	75,000	2.91 %
100-4100-40-522260	GUARDRAIL MAINTENANCE	-	-	25,000	- %
100-4100-40-522270	SIDEWALK MAINTENANCE	-	-	75,000	- %
100-4100-40-522280	FIBER MAINTENANCE	1,500	1,500	75,000	2.00 %
100-4100-40-523200	COMMUNICATIONS	2,714	8,142	44,444	18.32 %
100-4100-40-523500	TRAVEL	555	1,692	17,500	9.67 %
100-4100-40-523600	DUES & FEES	15	189	7,000	2.70 %
100-4100-40-523700	EDUCATION/TRAINING	997	3,134	25,000	12.54 %
100-4100-40-523900	CONTRACTUAL SERVICES	259,585	584,439	5,350,000	10.92 %
100-4100-40-523900 REMVL	CONTRACTUAL SERVICES	26,207	71,330	350,000	20.38 %
100-4100-40-531100	GENERAL OPERATING SUPPLIES	62	1,267	64,000	1.98 %
100-4100-40-531235	STREET LIGHTS	126,702	252,153	1,575,000	16.01 %
100-4100-40-531270	GASOLINE	2,903	10,764	45,000	23.92 %
100-4100-40-531600	SMALL TOOLS & EQUIPMENT	729	2,753	41,000	6.72 %
100-4100-40-531700 COMMU	MATERIALS--COMMUNITY APPEAR	-	-	5,000	- %
100-4100-40-531700 SIGNA	MATERIALS--TRAFFIC SIGNAL MAIN	2,240	16,632	200,000	8.32 %
100-4100-40-531700 STORM	MATERIALS--STORMWATER MAINT	100	682	33,000	2.07 %
100-4100-40-531700 STREE	MATERIALS--STREET MAINT	14,641	58,502	300,000	19.50 %
100-4100-40-531700 WASTE	MATERIALS--WASTE HAUL	12,122	13,948	41,000	34.02 %
100-4100-40-531750	UNIFORMS	-	2,336	8,400	27.81 %
100-4100-40-542100	MACHINERY & EQUIPMENT	88,700	88,700	125,000	70.96 %
100-4100-40-572000	PAYMENTS TO OTHER AGENCIES	-	-	175,000	- %
100-4100-40-579000	CONTINGENCIES	-	-	200,000	- %
Operations & Capital		540,743	1,269,608	9,227,770	13.76 %
TOTAL PUBLIC WORKS		846,127	2,152,829	13,475,950	15.98 %

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
FLEET MANAGEMENT EXPENDITURES					
100-4900-10-511100	SALARIES	11,302	30,519	138,795	21.99 %
100-4900-10-511110	BONUSES	-	-	4,275	- %
100-4900-10-512101	HEALTH INSURANCE	1,601	4,859	11,643	41.74 %
100-4900-10-512102	DISABILITY INSURANCE	38	115	1,142	10.08 %
100-4900-10-512103	DENTAL INSURANCE	60	181	563	32.08 %
100-4900-10-512104	LIFE INSURANCE	79	236	1,032	22.83 %
100-4900-10-512200	SOCIAL SECURITY	664	1,794	8,605	20.84 %
100-4900-10-512300	MEDICARE	155	419	2,013	20.84 %
100-4900-10-512401	401A RETIREMENT	1,275	3,362	16,655	20.19 %
100-4900-10-512402	401A RETIREMENT-457 MATCH	557	1,508	6,940	21.73 %
100-4900-10-512600	UNEMPLOYMENT TAX	-	-	694	- %
100-4900-10-512700	WORKERS' COMPENSATION	-	171	278	61.68 %
Salaries & Benefits		15,732	43,165	192,635	22.41 %
100-4900-10-521200	PROFESSIONAL SERVICES	6,805	52,388	130,000	40.30 %
100-4900-10-521300	TECHNICAL SERVICES	-	19,062	20,000	95.31 %
100-4900-10-523200	COMMUNICATIONS	78	235	1,000	23.52 %
100-4900-10-523700	EDUCATION/TRAINING	-	-	1,500	- %
100-4900-10-531100	GENERAL SUPPLIES & MATLS	92	193	3,500	5.52 %
100-4900-10-531270	GASOLINE	-	-	10,000	- %
100-4900-10-531750	UNIFORMS	-	-	500	- %
Operations & Capital		6,976	71,879	166,500	43.17 %
TOTAL FLEET MANAGEMENT		22,708	115,043	359,135	32.03 %

**GENERAL FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
PARKS & RECREATION EXPENDITURES					
100-6110-50-511100	SALARIES	75,429	199,006	934,469	21.30 %
100-6110-50-511110	BONUSES	-	-	27,675	- %
100-6110-50-511201	PT/TEMP EMPLOYEES - ATHLETICS	20,104	48,599	250,000	19.44 %
100-6110-50-511202	PT/TEMP EMPLOYEES - PARK	6,110	24,218	145,000	16.70 %
100-6110-50-511203	PT/TEMP EMPLOYEES-LEISURE	606	6,836	95,000	7.20 %
100-6110-50-512101	HEALTH INSURANCE	8,400	21,189	142,280	14.89 %
100-6110-50-512102	DISABILITY INSURANCE	191	635	7,421	8.55 %
100-6110-50-512103	DENTAL INSURANCE	407	948	6,903	13.73 %
100-6110-50-512104	LIFE INSURANCE	370	1,257	7,987	15.74 %
100-6110-50-512200	SOCIAL SECURITY	6,225	17,011	57,937	29.36 %
100-6110-50-512300	MEDICARE	1,456	3,978	13,550	29.36 %
100-6110-50-512401	401A RETIREMENT	7,027	18,355	112,136	16.37 %
100-6110-50-512402	401A RETIREMENT-457 MATCH	3,104	8,384	46,723	17.94 %
100-6110-50-512600	UNEMPLOYMENT TAX	121	434	2,500	17.35 %
100-6110-50-512700	WORKERS' COMPENSATION	8	14,117	18,689	75.54 %
Salaries & Benefits		129,558	364,966	1,868,270	19.53 %
100-6110-50-521300	TECHNICAL SERVICES	-	15,843	14,818	106.92 %
100-6110-50-522100	CLEANING SERVICES	8,920	17,840	110,000	16.22 %
100-6110-50-522220	REP & MAINT-BUILDINGS	368	7,652	10,000	76.52 %
100-6110-50-522230	REP & MAINT-VEHICLES	952	1,472	8,000	18.39 %
100-6110-50-522240	REP & MAINT-PARKS	87,331	175,209	443,000	39.55 %
100-6110-50-523200	COMMUNICATIONS	1,098	3,453	17,005	20.31 %
100-6110-50-523300	ADVERTISING	59	720	-	- %
100-6110-50-523500	TRAVEL	-	17	7,000	0.25 %
100-6110-50-523600	DUES & FEES	68	148	5,000	2.96 %
100-6110-50-523700	EDUCATION/TRAINING	-	695	6,000	11.58 %
100-6110-50-523900	CONTRACTUAL SERVICES	62,482	170,206	850,000	20.02 %
100-6110-50-523950	MERCHANT SVCS CHARGES	661	4,524	12,500	36.20 %
100-6110-50-531100	GENERAL OPERATING SUPPLIES	207	1,024	8,000	12.80 %
100-6110-50-531102	PROGRAM SUPPLIES	3,169	20,535	70,000	29.34 %
100-6110-50-531210	WATER	6,355	17,291	66,500	26.00 %
100-6110-50-531220	NATURAL GAS	545	1,935	13,500	14.33 %
100-6110-50-531230	ELECTRICITY	11,282	22,946	162,245	14.14 %
100-6110-50-531270	GASOLINE	1,739	5,240	30,000	17.47 %
100-6110-50-531300	HOSPITALITY	56	89	2,000	4.47 %
100-6110-50-531600	SMALL TOOLS & EQUIPMENT	85	1,886	50,000	3.77 %
100-6110-50-531750	UNIFORMS	233	418	4,000	10.45 %
100-6110-50-541200	SITE IMPROVEMENTS	-	-	50,000	- %
100-6110-50-542100	MACHINERY & EQUIPMENT	-	-	112,500	- %
100-6110-50-579000	CONTINGENCIES	-	-	50,000	- %
Operations & Capital		185,608	469,143	2,102,068	22.32 %
TOTAL PARKS & RECREATION		315,166	834,109	3,970,338	21.01 %

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
COMMUNITY DEVELOPMENT EXPENDITURES					
100-7450-60-511100	SALARIES	218,736	609,020	3,295,772	18.48 %
100-7450-60-511110	BONUSES	-	-	75,875	- %
100-7450-60-512101	HEALTH INSURANCE	34,839	108,402	585,081	18.53 %
100-7450-60-512102	DISABILITY INSURANCE	780	2,295	25,119	9.14 %
100-7450-60-512103	DENTAL INSURANCE	1,428	4,470	28,636	15.61 %
100-7450-60-512104	LIFE INSURANCE	1,525	4,482	25,978	17.25 %
100-7450-60-512200	SOCIAL SECURITY	13,065	36,288	204,338	17.76 %
100-7450-60-512300	MEDICARE	3,056	8,487	47,789	17.76 %
100-7450-60-512401	401A RETIREMENT	23,135	62,363	395,493	15.77 %
100-7450-60-512402	401A RETIREMENT-457 MATCH	9,521	26,193	164,789	15.89 %
100-7450-60-512600	UNEMPLOYMENT TAX	92	225	4,000	5.63 %
100-7450-60-512700	WORKERS' COMPENSATION	-	18,429	19,775	93.19 %
Salaries & Benefits		306,176	880,655	4,872,645	18.07 %
100-7450-60-521200	PROFESSIONAL SERVICES	67,204	88,184	300,000	29.39 %
100-7450-60-521300	TECHNICAL SERVICES	-	114,709	231,500	49.55 %
100-7450-60-522230	REP & MAINT-VEHICLES	1,981	3,558	15,000	23.72 %
100-7450-60-523200	COMMUNICATIONS	2,204	6,997	30,250	23.13 %
100-7450-60-523300	ADVERTISING	-	2,880	20,000	14.40 %
100-7450-60-523500	TRAVEL	2,965	3,575	13,000	27.50 %
100-7450-60-523600	DUES & FEES	847	2,801	12,000	23.34 %
100-7450-60-523700	EDUCATION/TRAINING	2,635	12,987	20,000	64.93 %
100-7450-60-523900	CONTRACTUAL SERVICES	22,615	34,450	120,000	28.71 %
100-7450-60-531100	GENERAL OPERATING SUPPLIES	568	910	30,000	3.03 %
100-7450-60-531270	GASOLINE	3,132	10,931	45,000	24.29 %
100-7450-60-531300	HOSPITALITY	599	2,385	10,000	23.85 %
100-7450-60-531750	UNIFORMS	236	610	12,000	5.08 %
100-7450-60-579000	CONTINGENCIES	-	-	50,000	- %
Operations & Capital		104,985	284,976	908,750	31.36 %
TOTAL COMMUNITY DEVELOPMENT		411,162	1,165,631	5,781,395	20.16 %

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
<i>ECONOMIC DEVELOPMENT EXPENDITURES</i>					
100-7520-60-511100	SALARIES	7,008	18,923	264,683	7.15 %
100-7520-60-511110	BONUSES	-	-	2,750	- %
100-7520-60-512101	HEALTH INSURANCE	539	1,647	6,897	23.88 %
100-7520-60-512102	DISABILITY INSURANCE	17	52	1,142	4.59 %
100-7520-60-512103	DENTAL INSURANCE	17	51	220	23.15 %
100-7520-60-512104	LIFE INSURANCE	36	107	602	17.85 %
100-7520-60-512200	SOCIAL SECURITY	421	1,137	16,410	6.93 %
100-7520-60-512300	MEDICARE	98	266	3,838	6.93 %
100-7520-60-512401	401A RETIREMENT	721	1,810	31,762	5.70 %
100-7520-60-512402	401A RETIREMENT-457 MATCH	350	946	13,234	7.15 %
100-7520-60-512600	UNEMPLOYMENT TAX	-	-	1,323	- %
100-7520-60-512700	WORKERS' COMPENSATION	-	504	529	95.36 %
Salaries & Benefits		9,209	25,444	343,390	7.41 %
100-7520-60-521205	PROF SVCS-OTHER	-	-	175,000	- %
100-7520-60-523200	COMMUNICATIONS	45	136	1,104	12.36 %
100-7520-60-523300	ADVERTISING	1,500	4,100	29,778	13.77 %
100-7520-60-523500	TRAVEL	592	592	4,164	14.23 %
100-7520-60-523600	DUES & FEES	906	1,687	25,597	6.59 %
100-7520-60-523700	EDUCATION/TRAINING	-	530	6,200	8.55 %
100-7520-60-531100	GENERAL SUPPLIES & MATLS	-	-	500	- %
100-7520-60-531300	HOSPITALITY	340	591	37,897	1.56 %
Operations & Capital		3,384	7,636	280,240	2.72 %
TOTAL ECONOMIC DEVELOPMENT		12,593	33,080	623,630	5.30 %

**GENERAL FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
TRANSFERS EXPENDITURES					
100-9000-90-581300	NOTE PRINCIPAL	17,461	52,310	210,549	24.84 %
100-9000-90-582300	NOTE INTEREST EXPENSE	2,150	6,522	24,781	26.32 %
100-9000-90-611351	TRANSFER OUT TO CAPITAL PROJEC	-	3,701,463	22,208,780	16.67 %
100-9000-90-611352	TRANSFER OUT TO FLEET	-	671,613	4,029,680	16.67 %
100-9000-90-611360	TRANSFER OUT TO FAC AUTH	-	1,516,728	13,626,020	11.13 %
100-9000-90-611555	TRANSFER OUT TO ARTS CENTER	-	-	1,739,477	- %
100-9000-90-611561	XFER OUT TO STORMWATER	-	317,500	1,905,000	16.67 %
Operations & Capital		19,611	6,266,137	43,744,287	14.32 %
	TOTAL TRANSFERS	19,611	6,266,137	43,744,287	14.32 %
	TOTAL EXPENDITURES	\$6,058,028	\$26,924,475	\$135,654,936	19.85 %
GENERAL FUND - 100		(\$1,433,499)	(\$16,017,418)	(\$25,964,516)	61.69 %

**CONFISCATED ASSET FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
REVENUES					
210-0000-30-351320	STATE SEIZED FUNDS REV	1,663	7,415	10,000	74.15 %
210-0000-30-351325	FEDERAL SEIZED FUNDS REV	39,624	84,077	125,000	67.26 %
	TOTAL FINES & FORFEITURES	41,287	91,491	135,000	67.77 %
	TOTAL REVENUES	\$41,287	\$91,491	\$135,000	67.77 %
POLICE EXPENDITURES					
210-3210-30-521200	PROFESSIONAL SERVICES	-	-	5,000	- %
210-3210-30-523700	EDUCATION/TRAINING	3,000	9,500	4,500	211.11 %
210-3210-30-531100	GENERAL OPERATING SUPPLIES	-	124	-	- %
210-3210-30-531600	SMALL TOOLS & EQUIPMENT	17,808	17,808	175,000	10.18 %
210-3210-30-531750	UNIFORMS	372	372	-	- %
210-3210-30-542200	MOTOR VEHICLES	-	10,715	-	- %
	TOTAL POLICE	21,180	38,519	184,500	20.88 %
	TOTAL EXPENDITURES	\$21,180	\$38,519	\$184,500	20.88 %
CONFISCATED ASSET FUND - 210		\$20,108	\$52,972	(\$49,500)	(107.01%)

**E911 FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
REVENUES					
215-0000-30-342500	ALL REVENUE	251,482	251,482	3,000,000	8.38 %
	TOTAL CHARGES & FEES	251,482	251,482	3,000,000	8.38 %
	TOTAL REVENUES	\$251,482	\$251,482	\$3,000,000	8.38 %
EMERGENCY MANAGEMENT EXPENDITURES					
215-3810-30-572000	PAYMENTS TO OTHER AGENCIES	251,482	251,482	3,000,000	8.38 %
	TOTAL EMERGENCY MANAGEMENT	251,482	251,482	3,000,000	8.38 %
	TOTAL EXPENDITURES	\$251,482	\$251,482	\$3,000,000	8.38 %
E911 FUND - 215		\$-	\$-	\$-	- %

**TREE FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
REVENUES					
220-0000-50-341320	DEVELOPMENT IMPACT FEES	29,077	101,650	600,000	16.94 %
	TOTAL CHARGES & FEES	29,077	101,650	600,000	16.94 %
	TOTAL REVENUES	\$29,077	\$101,650	\$600,000	16.94 %
TREE FUND EXPENSE EXPENDITURES					
220-6240-00-511100	SALARIES	5,482	8,121	65,000	12.49 %
220-6240-00-512101	HEALTH INSURANCE	482	963	20,395	4.72 %
220-6240-00-512102	DISABILITY INSURANCE	32	48	571	8.47 %
220-6240-00-512103	DENTAL INSURANCE	17	34	1,185	2.87 %
220-6240-00-512104	LIFE INSURANCE	66	99	767	12.91 %
220-6240-00-512200	SOCIAL SECURITY	334	494	3,887	12.72 %
220-6240-00-512300	MEDICARE	78	116	909	12.72 %
220-6240-00-512401	401A RETIREMENT	658	975	7,524	12.95 %
220-6240-00-512402	401A RETIREMENT-457 MATCH	219	325	3,135	10.36 %
220-6240-00-512600	UNEMPLOYMENT TAX	-	-	75	- %
220-6240-00-512700	WORKERS' COMPENSATION	-	295	650	45.33 %
220-6240-00-541200	SITE IMPROVEMENTS	-	-	100,000	- %
	TOTAL TREE FUND EXPENSE	7,367	11,470	204,098	5.62 %
TRANSFERS OUT EXPENDITURES					
220-9000-90-611351	TRANSFER TO CAPITAL PROJECTS	-	-	355,000	- %
	TOTAL TRANSFERS OUT	-	-	355,000	- %
	TOTAL EXPENDITURES	\$7,367	\$11,470	\$559,098	2.05 %
TREE FUND - 220		\$21,710	\$90,181	\$40,902	220.48 %

**IMPACT FEE FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
REVENUES					
225-0000-60-341320 PARKS	IMPACT FEES - PARKS	-	816,949	775,000	105.41 %
225-0000-60-341320 PUBSA	IMPACT FEES - PUBLIC SAFETY	-	87,871	60,000	146.45 %
225-0000-60-341320 TRANS	IMPACT FEES - TRANSPORTATION	-	373,951	440,000	84.99 %
	TOTAL CHARGES & FEES	-	1,278,771	1,275,000	100.30 %
	TOTAL REVENUES	\$-	\$1,278,771	\$1,275,000	100.30 %
TRANSFERS EXPENDITURES					
225-0000-90-611351 PARKS	TRANSFER TO CAPITAL PROJECTS	-	-	75,000	- %
225-0000-90-611351 TRANS	TRANSFER TO CAPITAL PROJECTS	-	-	1,200,000	- %
	TOTAL TRANSFERS	-	-	1,275,000	- %
	TOTAL EXPENDITURES	\$-	\$-	\$1,275,000	- %
IMPACT FEE FUND - 225		\$-	\$1,278,771	\$-	- %

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
REVENUES					
245-0000-60-361000	INTEREST REVENUE	11,068	11,068	2,500	442.73 %
	TOTAL INVESTMENT INCOME	11,068	11,068	2,500	442.73 %
	TOTAL REVENUES	\$11,068	\$11,068	\$2,500	442.73 %
COMMUNITY DEVELOPMENT BLOCK GR EXPENDITURES					
245-7450-60-541400 AC181	INFRASTRUCTURE	-	995	-	- %
245-7450-60-541400 AC182	INFRASTRUCTURE	22,309	191,332	1,395,700	13.71 %
	TOTAL CDBG	22,309	192,327	1,395,700	13.78 %
CDBG FUND DEBT SERVICE EXPENDITURES					
245-8000-00-581300 ACT19	NOTE PRINCIPAL	-	287,000	287,000	100.00 %
245-8000-00-582300 ACT19	NOTE INTEREST EXPENSE	-	36,920	73,841	50.00 %
	TOTAL CDBG FUND DEBT SERVICE	-	323,920	360,841	89.77 %
	TOTAL EXPENDITURES	\$22,309	\$516,248	\$1,756,541	29.39 %
CDBG FUND - 245		(\$11,240)	(\$505,179)	(\$1,754,041)	28.80 %

**HOTEL/MOTEL TAX FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
REVENUES					
275-0000-50-314100	HOTEL/MOTEL TAX	362,315	846,941	3,500,000	24.20 %
	TOTAL TAXES	362,315	846,941	3,500,000	24.20 %
	TOTAL REVENUES	\$362,315	\$846,941	\$3,500,000	24.20 %
TRANSFERS EXPENDITURES					
275-9000-90-611100	TRANSFER TO GENERAL FUND	103,477	241,886	999,600	24.20 %
275-9000-90-611555	TRANSFER OUT TO ARTS CENTER	142,390	332,848	1,375,500	24.20 %
275-9000-90-611850	TRANSFER TO HOSPITALITY	116,448	272,207	1,124,900	24.20 %
	TOTAL TRANSFERS	362,315	846,941	3,500,000	24.20 %
	TOTAL EXPENDITURES	\$362,315	\$846,941	\$3,500,000	24.20 %
HOTEL/MOTEL TAX FUND - 275		\$-	\$-	\$-	- %

**RENTAL MOTOR VEH EXCISE TAX FD REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
REVENUES					
280-0000-90-314400	EXCISE TAX ON RENTAL MV	8,073	16,669	75,000	22.23 %
	TOTAL TAXES	8,073	16,669	75,000	22.23 %
	TOTAL REVENUES	\$8,073	\$16,669	\$75,000	22.23 %
RMVET EXPENDITURES EXPENDITURES					
280-9000-90-611100	TRANSFER TO GENERAL FUND	-	8,596	75,000	11.46 %
	TOTAL RMVET EXPENDITURES	-	8,596	75,000	11.46 %
	TOTAL EXPENDITURES	\$-	\$8,596	\$75,000	11.46 %
RENTAL MOTOR VEH EXCISE TAX FD - 280		\$8,073	\$8,073	\$-	- %

PROJECT DESCRIPTION	PROJ #	SEPTEMBER MTD ACTUAL	2023 YTD ACTUAL	CUMULATIVE ACTUAL	CUMULATIVE BUDGET	AVAILABLE BUDGET
REVENUES						
T-SPLOST TAX		-	-	95,343,840	95,343,840	-
PCID PASSTHROUGH GRANT	TS192	-	-	-	5,900,000	5,900,000
INTEREST REVENUE		-	-	247,459	247,459	-
		\$-	\$-	\$95,591,298	\$101,491,298	\$5,900,000
TRANSPORTATION						
TIER 1 - UNCOMMITTED	TS100	-	-	-	2,727,786	2,727,786
TEI-Spalding@Dalrymple/Trowbridge	TS103	-	-	2,422,873	2,422,873	-
TEI-Roswell@GrogansFerry	TS105	155,977	65,517	4,715,953	4,800,000	84,047
TEI-Riverview@Northside	TS106	-	1,136	870,131	2,890,457	2,020,327
TEI-SCOOT Upgrade	TS107	-	-	1,484,961	1,497,252	12,291
TEI-Roswell@Dalrymple	TS108	1,502	1,557	262,891	2,840,000	2,577,109
TEI-MountParan@PowersFerry	TS110	-	-	346,739	346,739	-
TEI-Spalding@Pitts	TS111	-	65,201	488,612	2,818,179	2,329,567
TEI-MountVernon@LongIsland	TS115	-	-	91,937	91,937	-
TEI-Roswell@Windsor	TS117	-	-	-	200,000	200,000
LMC-PeachtreeDun Bike/Ped Trail	TS131	-	-	-	6,100,000	6,100,000
LMC-Central Parkway Sidewalk	TS136	-	-	15,899	15,899	-
LMC-JohnsonFerry:Glenridge/WellsFar	TS137	-	-	472,581	472,581	-
SWP-JohnsonFerry:Harleston/Glenridg	TS161	-	-	415,275	415,275	-
SWP-Windsor:PeachtreeDun/CityLimit	TS164	-	-	1,204,969	1,204,969	-
SWP-Northwood:Kingsport/Roswell	TS165	-	-	268,968	268,968	-
SWP-Spalding:SpaldingLake/Publix	TS166	90	3,716	1,674,750	1,963,352	288,602
SWP-BrandonMill:MarshCr/LostForest	TS167	-	-	1,858,507	1,950,728	92,221
SWP-Dalrymple:Princeton/Duncourtney	TS168	2,420	2,420	674,164	759,155	84,991
SWP-DunwoodyClub:Spalding/Fenimore	TS169	98,792	25,373	1,067,108	1,165,000	97,892
SWP-InterstateN:CityLimit/Northside	TS170	396,298	290,372	2,644,448	2,646,272	1,824
SWP-Roberts:Northridge/DavisAcademy	TS171	-	-	446,377	446,377	-
SWP-BrandonMill:LostForest/BrandonR	TS172	-	150	235,131	2,465,000	2,229,869
JohnsonFerry/MountVernon Efficiency	TS191	152,371	158,188	2,955,753	26,300,000	23,344,247
MountVernon Multiuse Path	TS192	115,826	275,572	2,423,167	13,474,500	11,051,333
Hammond Phase 1 (ROW/Design)	TS193	-	20,201	12,498,902	12,498,000	(902)
BOYLSTON DR STREETSCAPE	TS194	-	-	-	1,160,000	1,160,000
T-SPLOST ADMIN COSTS	TS999	70,230	188,341	4,942,117	7,550,000	2,607,883
		\$993,505	\$1,097,744	\$44,482,209	\$101,491,298	\$57,009,090
TSPLOST-2016 FUND - 335		(\$993,505)	(\$1,097,744)	\$51,109,090	\$-	(\$51,109,090)

PROJECT DESCRIPTION	PROJ #	SEPTEMBER MTD ACTUAL	2023 YTD ACTUAL	CUMULATIVE ACTUAL	CUMULATIVE BUDGET	AVAILABLE BUDGET
REVENUES						
T-SPLOST TAX		1,911,968	3,947,453	9,999,047	114,680,913	104,681,866
		\$1,911,968	\$3,947,453	\$9,999,047	\$114,680,913	\$104,681,866
INFRASTRUCTURE						
TIER 1 - UNCOMMITTED	S2100	-	-	-	1,153	1,153
OSI-Fiber:RingA	S2101	-	-	-	1,500,000	1,500,000
OSI-Fiber:FireStation#3	S2102	-	-	-	650,000	650,000
OSI-JohnsonFerry@PtreeDunwoody	S2103	-	-	-	3,000,000	3,000,000
OSI-Boylston Sidepath	S2104	-	-	-	2,710,000	2,710,000
OSI-Roswell Road North Boulevard	S2105	-	-	-	8,800,000	8,800,000
PMP-SR 400 Multi-Use Trail	S2121	-	-	-	4,000,000	4,000,000
PMP-Glenridge:Hammond/Wellington	S2122	-	-	-	2,500,000	2,500,000
PMP-Design for Tier 2 Sidepaths	S2123	-	-	-	930,000	930,000
BRI-Mt Vernon Bridge Enhancement	S2131	-	-	3,203,000	3,203,000	-
BRI-Riverside over Chatt Trib	S2132	-	-	-	2,400,000	2,400,000
PSW-LakeForest Sidewalk	S2185	-	-	-	1,350,000	1,350,000
PSW-UNASSIGNED	S2189	-	-	-	11,000,000	11,000,000
CRL-Hammond Drive Widening	S2193	-	-	2,951,701	35,000,000	32,048,299
TIER 1 - TSPLOST STAFF	S2199	-	-	-	7,720,000	7,720,000
PXX-Roberts Sidepath	S2221	-	-	-	9,855,000	9,855,000
PXX-JohnsonFerry Sidepath	S2222	-	-	-	3,607,380	3,607,380
TIER 2 - TSPLOST STAFF	S2299	-	-	-	1,496,000	1,496,000
PXX-PowersFerry Sidepath	S2321	-	-	-	4,462,542	4,462,542
MSE-Roadway Maintenance/Paving	S2341	-	-	-	9,000,000	9,000,000
TIER 3 - TSPLOST STAFF	S2399	-	-	-	1,495,838	1,495,838
		\$-	\$-	\$6,154,701	\$114,680,913	\$108,526,212
TSPLOST-2021 FUND - 336		\$1,911,968	\$3,947,453	\$3,844,346	\$-	(\$3,844,346)

PROJECT DESCRIPTION	PROJ #	SEPTEMBER MTD ACTUAL	2023 YTD ACTUAL	CUMULATIVE ACTUAL	CUMULATIVE BUDGET	AVAILABLE BUDGET
CAPITAL CONTINGENCY	C9999	-	-	-	2,470,305	2,470,305
		\$-	\$-	\$-	\$2,470,305	\$2,470,305
FACILITIES						
TROWBRIDGE FACILITY	F0005	-	619	2,163,439	2,260,000	96,561
BACK-UP E911 CALL CENTER	F0007	10,306	10,306	234,927	350,000	115,073
CULTURAL CENTER	F0008	-	-	642,852	2,500,000	1,857,148
WAYFINDING SIGNAGE	F2101	7,306	160,198	539,612	1,500,000	960,388
CISTERN IMPROVEMENTS	F2102	2,455	2,455	242,507	305,000	62,493
CITY CENTER MASTER PLAN UPDATE	F2103	-	9,778	194,144	215,000	20,856
VETERANS PARK	F2104	124,146	514,461	1,292,457	4,536,000	3,243,543
ELECTRIC VEHICLE CHARGING STATIONS	F2201	-	-	24,837	75,738	50,901
MT VERNON MULTI PATH CAMERA	F2202	-	4,792	7,816	16,000	8,184
HVAC MINI SPLIT FOR IT SERVERS	F2203	-	-	-	30,000	30,000
HVAC CHILLER PLANT MINI SPLIT	F2204	-	-	17,248	20,000	2,752
FACILITIES MAINTENANCE	F2205	9,265	61,035	329,820	1,651,990	1,322,170
ABERNATHY SITE IMP	F2206	1,100	4,342	45,824	1,000,000	954,176
CITY GREEN STAGE IMP	F2207	-	-	250,169	250,000	(169)
City Springs - Box Office	F2301	-	-	-	56,105	56,105
City Springs - Artificial Turf	F2302	-	-	-	350,000	350,000
City Springs - Electrical	F2303	-	-	-	50,000	50,000
Facilities Maint - City Springs	F2304	-	-	-	120,400	120,400
Temp Fire Station 1	F2305	3,352	3,352	62,562	500,000	437,438
FIREFIGHTER TURN OUT GEAR	FD221	-	-	164,877	346,000	181,123
RADIO MCT FIRE TRUCKS	FD222	-	-	34,883	35,800	917
FIRE DEPARTMENT STRATEGIC PLAN	FD223	-	-	-	25,000	25,000
ADMIN VEHICLES	FD224	37,234	179,762	350,151	350,000	(151)
FIRE DEPT RADIOS	FD225	(463,901)	(463,901)	-	465,000	465,000
Alerting System (WestNet)	FD231	21,133	21,133	21,133	202,000	180,867
Fire Hose Replacement	FD232	-	-	-	50,000	50,000
LUCAS Devices (8)	FD233	8,278	8,278	73,710	75,000	1,290
Monitor Defibrillators	FD234	-	-	-	150,000	150,000
Technical Rescue Tools	FD235	-	-	-	55,000	55,000
Knox Box Replacement	FD236	-	29,750	29,750	35,000	5,250
		(\$239,327)	\$546,360	\$6,722,721	\$17,575,033	\$10,852,312
CITY CENTER						
LAND ACQUISITION & DEMOLITION	CC001	600	600	34,121,429	35,240,213	1,118,784
UTILITIES RELOCATION	CC006	-	-	4,582,354	6,194,555	1,612,201
SANDY SPRINGS CIRCLE PHASE 2	CC010	-	-	6,982,881	8,087,570	1,104,688
		\$600	\$600	\$45,686,664	\$49,522,338	\$3,835,674
ARTS PROGRAM						
OUTDOOR ART PROGRAM	A0001	11,448	76,174	316,587	290,413	(26,174)
INDOOR ART PROGRAM	A0002	-	-	5,000	100,000	95,000
PAY AND COMP STUDY IMPLEMENTATION	A2201	-	-	-	800,000	800,000
		\$11,448	\$76,174	\$321,587	\$1,190,413	\$868,826
CM221						
ORGANIZATIONAL LEADERSHIP DEV	CM221	-	-	-	37,500	37,500
		\$-	\$-	\$-	\$37,500	\$37,500
I2201						
MULTI FACTOR AUTHENTICATION	I2201	-	-	7,706	15,000	7,295
		\$-	\$-	\$7,706	\$15,000	\$7,295
I2202						
NETWORK HARDWARE REPLACEMENT	I2202	4,613	29,410	186,782	555,000	368,218
		\$4,613	\$29,410	\$186,782	\$555,000	\$368,218
V2201						
FLEET ELECTRIC VEHICLES	V2201	-	-	225,078	380,260	155,183
		\$-	\$-	\$225,078	\$380,260	\$155,183

PROJECT DESCRIPTION	PROJ #	SEPTEMBER MTD ACTUAL	2023 YTD ACTUAL	CUMULATIVE ACTUAL	CUMULATIVE BUDGET	AVAILABLE BUDGET
TRANSPORTATION						
ROSWELL ROAD PHASE I	T0019	29,027	29,027	814,145	8,406,826	7,592,681
CHATTAHOOCHEE RIVER BRIDGE	T0035	-	-	143,566	1,060,000	916,434
GLENRIDGE @ ROSWELL RD INTERSECTION	T0043	-	575	1,661,993	1,937,354	275,361
CITY CENTER TRANSPORTATION NETWORK	T0058	-	8,100	3,697,059	5,115,000	1,417,941
BIKE/PED/TRAIL DESIGN & IMPLEM	T0060	-	38,691	1,871,467	5,946,919	4,075,452
NORTH END REVITALIZATION	T0063	-	-	673,799	1,550,000	876,201
PEACHTREE @ TELFORD IMPROVEMENT	T0064	36,782	4,592	2,110,494	2,110,937	443
SIGNAL PREEMPTION EMERG RESPONSE	T0065	-	-	778,504	780,000	1,496
SR140 HOLCOMB @ SPALDING ROW	T0066	-	250	16,050	450,000	433,950
MT VERNON @ DUPREE SIGNAL	T0067	28,550	6,270	350,173	350,000	(173)
TRANSPORTATION MASTER PLAN	T0068	-	-	345,500	350,000	4,500
PEACHTREE-DUNWOODY@WINDSOR	T0069	-	156,165	1,006,376	1,400,000	393,624
ACCESS MANAGEMENT PLAN	T0070	17,050	17,150	405,168	420,000	14,832
NORTH END ROSWELL ROAD BOULEVARD	T0071	7,291	15,791	144,730	200,000	55,270
WATER RELIABILITY PROGRAM	T2000	500	3,669	818,077	1,000,000	181,923
PCID – PTD/LAKE HEARN MULTIMODAL	T2208	-	-	-	5,225,000	5,225,000
I285 ROSWELL RD INNOVATIVE INTERSEC	T2209	-	-	-	150,000	150,000
BRT JOINT FEASIBILITY STUDY	T2210	-	-	-	50,000	50,000
BRIDGE IMPROVEMENTS	T2212	1,708	1,708	100,000	100,000	-
NEIGHBORHOOD LIGHTING PROGRAM	T2213	-	-	-	100,000	100,000
PCID – PeachtreeDun@Crestline	T2301	-	-	-	200,000	200,000
PCID – GlenridgeConn@JohnsonFerry	T2302	-	-	-	100,000	100,000
PCID – Hammond@GA400 Turn Lane	T2303	-	-	-	200,000	200,000
ATMS-5	T2304	-	-	-	300,000	300,000
High Point Road Ped Xing	T2305	-	-	-	80,000	80,000
Interstate Wayfinding End Column	T2306	-	-	-	150,000	150,000
JohnsonFerry Ped Lighting	T2307	-	-	5,275	1,600,000	1,594,725
Roswell@LakePlacid	T2308	-	-	-	225,000	225,000
PAVEMENT MANAGEMENT PROGRAM	T3000	-	306,243	60,835,888	66,888,834	6,052,946
CITY BEAUTIFICATION PROGRAM	T4000	-	(9,167)	235,332	912,572	677,240
SIDEWALK PROGRAM	T6000	-	-	10,317,458	10,630,500	313,042
INTERSECTIONS & OPERATIONAL	T7000	650	2,028	6,483,561	7,866,048	1,382,487
GUARDRAIL REPLACEMENT PROGRAM	T7500	-	-	769,368	1,584,150	814,782
UNDERGROUND UTILITY PROGRAM	T8000	-	-	76,684	500,000	423,316
LAKE FORREST DAM MAINTENANCE	T9000	-	-	1,753,926	3,554,882	1,800,956
BRIDGE & DAM MAINTENANCE	T9100	-	-	626,425	2,270,000	1,643,575
TRAFFIC MANAGEMENT PROGRAM	T9500	3,808	(19,428)	7,435,802	7,904,238	468,436
TMC Fiber Program	T9510	-	4,163	4,163	300,000	295,838
Public Safety Building Fiber	T9520	1,250	3,503	149,490	500,000	350,510
TRAFFIC CALMING	T9600	-	-	331,143	429,823	98,679
		\$126,616	\$569,330	\$103,961,616	\$142,898,082	\$38,936,466

PROJECT DESCRIPTION	PROJ #	SEPTEMBER MTD ACTUAL	2023 YTD ACTUAL	CUMULATIVE ACTUAL	CUMULATIVE BUDGET	AVAILABLE BUDGET
PARKS						
ABERNATHY GREENWAY	P0002	-	-	10,515,170	12,515,170	2,000,000
HAMMOND PARK IMPROVEMENTS	P0007	-	-	4,544,419	4,958,981	414,562
MORGAN FALLS OVERLOOK PARK	P0009	12,643	138,710	4,361,827	4,365,033	3,206
CROOKED CREEK PARK	P0020	-	4,620	446,878	523,607	76,729
ISON SPRINGS ELEMENTARY (IGA)	P0025	-	-	256,814	256,815	-
CITY TRAIL CONSTRUCTION	P0028	-	16,291	500,796	750,000	249,204
RIVERSHORE FLOODPLAIN	P0029	-	-	24,900	125,000	100,100
PARKLAND ACQUISITION	P0031	-	-	3,305,055	3,350,000	44,945
TRAIL SEGMENT 2A P&E AND CONST	P2201	-	300	4,096	9,030,000	9,025,904
TRAIL ROW ACQUISITION	P2202	-	2,000	10,000	500,000	490,000
SANDY SPRINGS MIDDLE SCHOOL IGA	P2203	-	-	107,713	110,000	2,287
RIDGEVIEW MIDDLE SCHOOL IGA	P2204	-	-	-	75,000	75,000
NANCY CREEK STREAM RESTORATION	P2205	21,140	21,140	777,000	795,000	18,000
SUSTAINABILITY PLAN/POLICY	P2206	-	-	-	75,000	75,000
TREE FUND INVASIVE SPECIES REMOVAL	P2207	-	-	28,006	130,000	101,994
TREE FUND TREES ATLANTA PARTNERSHIP	P2208	-	-	102,450	180,000	77,550
TREE FUND CAPITAL PROJECTS	P2209	-	-	197,875	179,000	(18,875)
TREE FUND SURVEYS	P2210	3,500	3,500	27,500	30,000	2,500
TREE FUND MAINTENANCE	P2211	29,080	29,080	50,000	112,000	62,000
OLD RIVERSIDE MASTER PLAN	P2212	6,701	11,694	31,895	93,446	61,551
ALLEN ROAD PARK MASTER PLAN	P2213	11,050	11,050	32,920	100,000	67,080
HAMMOND PARK FACILITY MASTER PLAN	P2214	-	-	-	100,000	100,000
ABERNATHY S GREENWAY STREAM BANK	P2215	17,064	27,022	55,350	150,000	94,650
MORGAN FALLS ATHLETIC IMP	P2216	4,346	35,992	91,500	1,500,000	1,408,500
Tree Fund Education	P2301	-	-	-	20,000	20,000
Tree Fund Pilot Projects	P2302	-	-	-	35,000	35,000
POLICE EQUIPMENT	PD221	-	-	189,366	195,520	6,154
MOTOROLA RADIO REPLACEMENTS	PD222	84,425	85,309	213,136	260,000	46,864
SWAT TRUCK	PD223	-	-	465,743	500,000	34,257
FLOCK CAMERAS	PD224	-	-	118,125	120,000	1,875
AED DEVICES	PD225	-	-	149,940	150,000	60
Ballistic Helmet Replacement	PD231	-	-	20,999	21,000	1
K9 Replacement	PD232	-	-	-	15,500	15,500
Speed Trailers	PD233	-	-	-	10,000	10,000
Forensic Workstation	PD234	-	-	-	20,000	20,000
		\$189,948	\$386,710	\$26,629,473	\$41,351,072	\$14,721,599
C CD221						
NEXT TEN 5YR UPDATE	CD221	-	7,558	155,935	200,000	44,065
		\$-	\$7,558	\$155,935	\$200,000	\$44,065
C CD231						
Citywide Design Guideline	CD231	-	-	-	150,000	150,000
		\$-	\$-	\$-	\$150,000	\$150,000
C CD232						
Crossroads Small Area Plan	CD232	-	-	-	185,000	185,000
		\$-	\$-	\$-	\$185,000	\$185,000
C CD233						
Crossroads Small Area Plan	CD233	-	-	-	100,000	100,000
		\$-	\$-	\$-	\$100,000	\$100,000
I IT231						
Workstation replace/upgrade	IT231	45,903	55,320	55,320	235,000	179,680
		\$45,903	\$55,320	\$55,320	\$235,000	\$179,680
CAPITAL PROJECTS FUND - 351		(\$82,866)	\$2,324,007	\$237,103,416	\$328,610,851	\$91,507,435

**FLEET FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
REVENUES					
352-0000-90-391100	TRANSFER IN FROM GENERAL FUND	-	3,671,613	7,029,680	52.23 %
	TOTAL OTHER FINANCING SOURCES	-	3,671,613	7,029,680	52.23 %
	TOTAL REVENUES	\$-	\$3,671,613	\$7,029,680	52.23 %
POLICE CAPITAL EXPENDITURE EXPENDITURES					
352-3210-30-542200 FL234	MOTOR VEHICLES	-	52,837	60,000	88.06 %
352-3210-30-542200 FL235	MOTOR VEHICLES	8,054	45,129	1,500,000	3.01 %
	TOTAL POLICE CAPITAL EXPENDITUR	8,054	97,966	1,560,000	6.28 %
FIRE CAPITAL EXPENDITURE EXPENDITURES					
352-3510-30-542200 FL232	MOTOR VEHICLES	-	-	280,000	- %
352-3510-30-542200 FL233	MOTOR VEHICLES	1,837,500	1,837,500	2,019,680	90.98 %
	TOTAL FIRE CAPITAL EXPENDITURE	1,837,500	1,837,500	2,299,680	79.90 %
PUBWKS CAPITAL EXPENDITURE EXPENDITURES					
352-4100-40-542200 FL236	MOTOR VEHICLES	-	-	50,000	- %
	TOTAL PUBWKS CAPITAL EXPENDITUR	-	-	50,000	- %
COMM DEV CAPITAL EXPENDITURE EXPENDITURES					
352-7450-60-542200 FL231	MOTOR VEHICLES	192	192	120,000	0.16 %
	TOTAL COMM DEV CAPITAL EXPENDIT	192	192	120,000	0.16 %
TRANSFERS OUT EXPENDITURES					
352-9000-90-579000 FL999	CONTINGENCIES	-	-	3,000,000	- %
	TOTAL TRANSFERS OUT	-	-	3,000,000	- %
	TOTAL EXPENDITURES	\$1,845,746	\$1,935,658	\$7,029,680	27.54 %
FLEET FUND - 352		(\$1,845,746)	\$1,735,955	\$-	- %

**PUBLIC FACILITIES AUTHORITY REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
REVENUES					
360-0000-10-361000	INTEREST REVENUE	-	750,324	750,272	100.01 %
360-0000-10-362000	REALIZED GAIN/LOSS	-	(24,684)	(24,684)	100.00 %
360-0000-10-371000	OTHER CONTRIBUTIONS	-	323,369	323,369	100.00 %
360-0000-10-391100	TRANSFER IN FROM GENERAL FUND	-	39,780,613	41,780,613	95.21 %
360-0000-10-391230	TRANSFER IN FROM STATE GRANTS	-	13,868,305	13,868,305	100.00 %
360-0000-10-391351	TRANSFER IN FROM CAPITAL PROJ	2,000,000	23,298,031	23,298,031	100.00 %
360-0000-10-391356	TRANSFER IN FROM IMPACT FEES	-	300,000	300,000	100.00 %
360-0000-10-392100	SALE OF ASSETS	-	9,283,250	9,283,250	100.00 %
360-0000-10-393100	REVENUE BOND PROCEEDS	-	386,340,000	386,340,000	100.00 %
360-0000-10-393400	PREMIUM ON BOND ISSUED	-	5,509,473	5,509,473	100.00 %
TOTAL PUBLIC FACILITIES AUTH REVE		2,000,000	479,428,680	481,428,629	99.58 %
360-9000-90-381100	CONTINGENT PAYMENT	-	1,519,120	1,519,120	100.00 %
360-9000-90-391100	TRANSFER IN FROM GENERAL FUND	-	59,589,324	70,698,616	84.29 %
360-9000-90-393100	REVENUE BOND PROCEEDS	-	8,299,542	8,299,542	100.00 %
TOTAL PFA OTHER FINANCING USES		-	69,407,986	80,517,278	86.20 %
TOTAL REVENUES		\$2,000,000	\$548,836,666	\$561,945,907	97.67 %
PUBLIC FACILITIES - PUB SAF EXPENDITURES					
360-3100-00-541300 PF002	BUILDINGS	-	11,543,514	61,818,318	18.67 %
TOTAL PUBLIC FACILITIES - PUB SAF		-	11,543,514	61,818,318	18.67 %
PUBLIC FACILITIES - FIRE EXPENDITURES					
360-3510-00-541300 PF003	BUILDINGS	453,527	8,226,115	9,000,000	91.40 %
360-3510-00-541300 PF004	BUILDINGS	200	837,403	10,900,000	7.68 %
TOTAL PUBLIC FACILITIES - FIRE		453,727	9,063,518	19,900,000	45.55 %
PUBLIC FACILITIES AUTH CONSTR EXPENDITURES					
360-6220-00-521200	PROFESSIONAL SERVICES	-	19,296,211	19,296,211	100.00 %
360-6220-00-541400	INFRASTRUCTURE	-	195,517,829	195,517,829	100.00 %
360-6220-00-541405	INFRASTRUCTURE - OTHER	-	648,025	648,025	100.00 %
360-6220-00-541410	INFRASTRUCTURE - SPECIAL	-	10,696,253	10,696,253	100.00 %
TOTAL PUBLIC FACILITIES AUTH CONS		-	226,158,318	226,158,318	100.00 %
PUBLIC FACILITIES AUTH DEBT EXPENDITURES					
360-8000-00-581100	PRINCIPAL DEBT RETIREMENT	-	22,360,000	32,292,701	69.24 %
360-8000-00-582100	INTEREST EXPENSE	-	41,535,724	44,223,761	93.92 %
360-8000-00-584000	COSTS OF ISSUANCE	-	3,412,917	3,412,917	100.00 %
360-8000-00-584100	REFUNDING ESCROW	-	162,949,891	162,949,891	100.00 %
TOTAL PUBLIC FACILITIES AUTH DEB		-	230,258,532	242,879,271	94.80 %
PFA OTHER FINANCING USES EXPENDITURES					
360-9000-90-611100	TRANSFER TO GENERAL FUND	-	11,190,000	11,190,000	100.00 %
TOTAL PFA OTHER FINANCING USES		-	11,190,000	11,190,000	100.00 %
TOTAL EXPENDITURES		\$453,727	\$488,213,882	\$561,945,907	86.88 %
PUBLIC FACILITIES AUTHORITY - 360		\$1,546,273	\$60,622,784	\$-	- %

**CREATE SANDY SPRINGS REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
REVENUES					
555-0000-55-347500	PRG FEES	18,900	18,900	54,000	35.00 %
555-0000-51-347600	MEMBERSHIPS	-	6,400	200,000	3.20 %
555-0000-56-347900	TICKET REVENUE	86,200	236,595	1,098,000	21.55 %
555-0000-56-347905	FACILITY/TICKET-HANDLING FEES	10,685	48,090	-	- %
555-0000-56-347910	FACILITY RENTALS	53,290	153,573	457,667	33.56 %
555-6196-56-347920	F&B REVENUE	88,710	245,258	551,500	44.47 %
	TOTAL CHARGES & FEES	257,785	708,816	2,361,167	30.02 %
555-0000-56-371000	OTHER CONTRIBUTIONS	-	-	309,300	- %
555-0000-56-389900	MISCELLANEOUS INCOME	4,746	18,043	3,500	515.51 %
	TOTAL MISCELLANEOUS	4,746	18,043	312,800	5.77 %
555-0000-90-391100	TRANSFER IN FROM GENERAL FUND	-	-	1,739,477	- %
555-0000-90-391275	TRANSFER IN FROM HOTEL MOTEL	142,390	332,848	1,375,500	24.20 %
	TOTAL OTHER FINANCING SOURCES	142,390	332,848	3,114,977	10.69 %
555-0000-57-336000	SPONSORSHIPS	-	-	50,000	- %
	TOTAL OTHER REVENUES	-	-	50,000	- %
	TOTAL REVENUES	\$404,921	\$1,059,706	\$5,838,944	18.15 %

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
ARTS CENTER - ADMINISTRATION EXPENDITURES					
555-6191-51-511100	SALARIES	111,670	284,616	1,751,272	16.25 %
555-6191-51-511110	BONUSES	-	-	37,750	- %
555-6191-51-511200	PT/TEMP EMPLOYEES	5,620	17,866	85,000	21.02 %
555-6191-51-512101	HEALTH INSURANCE	4,758	28,263	327,002	8.64 %
555-6191-51-512102	DISABILITY INSURANCE	(17)	669	14,272	4.69 %
555-6191-51-512103	DENTAL INSURANCE	248	1,524	19,023	8.01 %
555-6191-51-512104	LIFE INSURANCE	(35)	1,370	17,254	7.94 %
555-6191-51-512200	SOCIAL SECURITY	7,100	18,384	108,579	16.93 %
555-6191-51-512300	MEDICARE	1,661	4,299	25,393	16.93 %
555-6191-51-512401	401A RETIREMENT	8,624	22,893	210,153	10.89 %
555-6191-51-512402	401A RETIREMENT-457 MATCH	4,029	10,761	87,564	12.29 %
555-6191-51-512600	UNEMPLOYMENT TAX	79	310	4,000	7.76 %
555-6191-51-512700	WORKERS' COMPENSATION	-	2,268	3,503	64.74 %
555-6191-51-521200	PROFESSIONAL SERVICES	-	-	20,000	- %
555-6191-51-521300	TECHNICAL SERVICES	3,712	32,805	97,130	33.77 %
555-6191-51-522100	CLEANING SERVICES	6,360	17,760	50,000	35.52 %
555-6191-51-523200	COMMUNICATIONS	1,483	4,582	81,300	5.64 %
555-6191-51-523300	ADVERTISING	6,827	63,980	200,000	31.99 %
555-6191-51-523350	PROMOTIONS	-	-	47,000	- %
555-6191-51-523400	PRINTING & BINDING	57	115	9,500	1.21 %
555-6191-51-523500	TRAVEL	-	-	8,050	- %
555-6191-51-523600	DUES & FEES	58	1,007	9,660	10.43 %
555-6191-51-523700	EDUCATION/TRAINING	-	358	9,700	3.69 %
555-6191-51-523800	LICENSES	-	3,179	8,400	37.84 %
555-6191-51-523900	CONTRACTUAL SERVICES	426	426	11,000	3.87 %
555-6191-51-523905	WEBSITE ENHANCEMENTS	-	-	81,300	- %
555-6191-51-523950	MERCHANT SVCS CHARGES	6,226	18,513	44,000	42.07 %
555-6191-51-531100	GENERAL SUPPLIES & MATLS	18	447	6,200	7.21 %
555-6191-51-531300	HOSPITALITY	-	-	2,000	- %
555-6191-51-531750	UNIFORMS	-	-	11,000	- %
555-6191-51-542100	MACHINERY & EQUIPMENT	-	-	177,000	- %
555-6191-51-542300	FURNITURE & FIXTURES	-	-	20,000	- %
555-6191-51-579000	CONTINGENCIES	-	-	40,000	- %
TOTAL ARTS CENTER - ADMINISTRATI		168,906	536,395	3,624,005	14.80 %

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
ARTS CENTER - THEATRE EXPENDITURES					
555-6192-52-521200	PROFESSIONAL SERVICES	-	-	100,000	- %
555-6192-52-522220	REP & MAINT-BUILDINGS	22,983	49,534	103,000	48.09 %
555-6192-52-522330	OTHER RENTALS	-	-	55,600	- %
555-6192-52-523300	ADVERTISING	-	2,175	152,500	1.43 %
555-6192-52-523850	ARTIST FEES	79,000	136,506	1,054,750	12.94 %
555-6192-52-523900	CONTRACTUAL SERVICES	7,655	33,048	129,425	25.53 %
555-6192-52-531100	GENERAL SUPPLIES & MATLS	1,165	1,732	26,500	6.54 %
555-6192-52-531300	HOSPITALITY	-	325	56,800	0.57 %
555-6192-52-531500	COSTS OF GOODS SOLD	31,053	81,150	47,650	170.30 %
555-6192-52-531600	SMALL TOOLS & EQUIPMENT	1,089	1,089	72,000	1.51 %
555-6192-52-531700	OTHER SUPPLIES	-	-	4,500	- %
TOTAL ARTS CENTER - THEATRE		142,945	305,559	1,802,725	16.95 %

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
ARTS CENTER - CONFERENCE CTR EXPENDITURES					
555-6193-53-522220	REP & MAINT-BUILDINGS	600	600	20,000	3.00 %
555-6193-53-523300	ADVERTISING	-	-	15,000	- %
555-6193-53-523900	CONTRACTUAL SERVICES	16,043	49,442	99,200	49.84 %
555-6193-53-531100	GENERAL SUPPLIES & MATLS	2,852	9,598	61,000	15.73 %
555-6193-53-531500	COSTS OF GOODS SOLD	-	-	163,200	- %
555-6193-53-531600	SMALL TOOLS & EQUIPMENT	-	289	35,000	0.83 %
555-6193-53-531700	OTHER SUPPLIES	-	231	8,000	2.88 %
TOTAL ARTS CENTER - CONFERENCE		19,494	60,160	401,400	14.99 %

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
ARTS CENTER - EDUCATION PROGRM EXPENDITURES					
555-6194-54-521200	PROFESSIONAL SERVICES	-	-	40,000	- %
555-6194-54-523300	ADVERTISING	-	-	5,000	- %
555-6194-54-523700	EDUCATION ASSISTANCE	-	-	40,000	- %
555-6194-54-531300	HOSPITALITY	-	-	5,300	- %
555-6194-54-531700	OTHER SUPPLIES	-	-	600	- %
TOTAL ARTS CENTER - EDUCATION PR		-	-	90,900	- %

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
ARTS CENTER - SPECIAL EVENTS EXPENDITURES					
555-6195-55-523300	ADVERTISING	14,566	40,032	107,200	37.34 %
555-6195-55-531100	GENERAL SUPPLIES & MATLS	-	-	19,600	- %
555-6195-55-531300	HOSPITALITY	-	266	3,800	7.01 %
555-6195-55-531350	SPECIAL EVENTS	58,516	250,092	1,042,516	23.99 %
555-6195-55-531500	COSTS OF GOODS SOLD	-	-	47,000	- %
TOTAL ARTS CENTER - SPECIAL EVEN		73,083	290,390	1,220,116	23.80 %

**CREATE SANDY SPRINGS REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
ARTS CENTER - HERITAGE EXPENDITURES					
555-6196-56-521200	PROFESSIONAL SERVICES	-	-	110,000	- %
555-6196-56-522210	REP & MAINT-EQUIPMENT	-	-	10,000	- %
555-6196-56-523300	ADVERTISING	-	-	30,000	- %
555-6196-56-531100	GENERAL SUPPLIES & MATLS	-	-	8,000	- %
	TOTAL ARTS CENTER - HERITAGE	-	-	158,000	- %
	TOTAL EXPENDITURES	\$404,428	\$1,192,505	\$7,297,146	16.34 %
CREATE SANDY SPRINGS - 555		\$494	(\$132,799)	(\$1,458,202)	9.11 %

**STORMWATER FUND REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
REVENUES					
561-0000-90-391100	TRANSFER IN FROM GENERAL FUND	-	15,312,500	16,900,000	90.61 %
	TOTAL OTHER FINANCING SOURCES	-	15,312,500	16,900,000	90.61 %
	TOTAL REVENUES	\$-	\$15,312,500	\$16,900,000	90.61 %
STORMWATER CAPITAL MAINT & IMP EXPENDITURES					
561-4250-40-521200	PROFESSIONAL SERVICES	3,989	1,261,623	1,550,696	81.36 %
561-4250-40-521200 GREEN	PROFESSIONAL SERVICES	-	60,487	140,487	43.06 %
561-4250-40-541450	STORMWATER IMPROVEMENT	193,786	9,247,073	11,705,587	79.00 %
561-4250-40-541450 MABRY	STORMWATER IMPROVEMENT	-	1,556,996	1,556,996	100.00 %
	TOTAL STORMWATER CAPITAL MAINT	197,775	12,126,179	14,953,766	81.09 %
STORMWATER OPERATIONS EXPENDITURES					
561-4320-40-521200	PROFESSIONAL SERVICES	-	222,442	243,617	91.31 %
561-4320-40-522240	REP & MAINT-OTHER	-	1,228,906	1,373,026	89.50 %
561-4320-40-523900	CONTRACTUAL SERVICES	-	170,174	170,274	99.94 %
561-4320-40-542100	MACHINERY & EQUIPMENT	-	56,697	56,697	100.00 %
	TOTAL STORMWATER OPERATIONS	-	1,678,219	1,843,614	91.03 %
TRANSFERS EXPENDITURES					
561-9000-90-611351	TRANSFER TO CAPITAL PROJECTS	-	570,000	570,000	100.00 %
	TOTAL TRANSFERS	-	570,000	570,000	100.00 %
	TOTAL EXPENDITURES	\$197,775	\$14,374,398	\$17,367,379	82.77 %
STORMWATER FUND - 561		(\$197,775)	\$938,102	(\$467,379)	(200.72%)

**DEVELOPMENT AUTHORITY REVENUES & EXPENDITURES
THROUGH PERIOD 03, SEPTEMBER FY 2023**

11/09/2022

GL ACCOUNT	DESCRIPTION	SEPTEMBER MTD ACTUAL	YTD ACTUAL	ADOPTED BUDGET	% OF BUDGET
REVENUES					
840-0000-10-389000	CONTRACT PAYMENTS	-	-	182,700	- %
	TOTAL MISCELLANEOUS	-	-	182,700	- %
	TOTAL REVENUES	\$-	\$-	\$182,700	- %
DEVELOPMENT AUTHORITY EXPENDITURES					
840-1595-10-523100	PROPERTY & LIABILITY INS	-	-	2,000	- %
840-1595-10-523600	DUES & FEES	30	120	500	24.00 %
	TOTAL DEVELOPMENT AUTHORITY	30	120	2,500	4.80 %
TRANSFERS EXPENDITURES					
840-9000-90-611100	TRANSFER TO GENERAL FUND	-	-	182,700	- %
	TOTAL TRANSFERS	-	-	182,700	- %
	TOTAL EXPENDITURES	\$30	\$120	\$185,200	0.06 %
DEVELOPMENT AUTHORITY - 840		(\$30)	(\$120)	(\$2,500)	4.80 %