



City of Hogansville  
**City Council**  
Regular Meeting Agenda

**Monday, October 17, 2022**

**Meeting will be held at Hogansville City Hall,  
111 High Street, Hogansville, GA 30230**

Mayor: <b>Jake Ayers</b>	2025	Interim City Manager: <b>Lisa E. Kelly</b>
Council Post 1: <b>Michael Taylor, Jr</b>	2025	City Attorney: <b>Alex Dixon</b>
Council Post 2: <b>Matthew Morgan</b>	2025	Chief of Police: <b>Jeffrey Sheppard</b>
Council Post 3: <b>Mandy Neese*</b>	2023	
Council Post 4: <b>Mark Ayers</b>	2023	
Council Post 5: <b>Toni Striblin</b>	2023	* Mayor Pro-Tem

**Regular Meeting – 7:00 pm**

1. Call to Order – Mayor Jake Ayers
2. Invocation & Pledge

**Consent Agenda**

All items listed under the Consent Agenda are considered to be routine in nature and will be approved by one blanket motion.

1. Approval of Agenda: Regular Meeting October 17, 2022
2. Approval of Minutes: Public Hearing October 3, 2022 – 10:00 am
3. Approval of Minutes: Work Session Meeting October 3, 2022
4. Approval of Minutes: Public Hearings (2) & Regular Meeting October 3, 2022

**Presentation**

1. Aaron Fortner with Canvas Planning - Unified Development Ordinance Introduction

**Executive Session**

1. Litigation Exemption

**Old Business**

1. 2<sup>nd</sup> Reading & Adoption - Ordinance – Rezoning – 816 Askew Ave from Residential to RD-Rural Development

**New Business**

1. Procurement of Engineer – 2023 CDBG
2. Procurement of Grant Administrator – 2023 CDBG
3. Ante-Litem

**Interim City Manager's Report**

**Council Member Reports**

1. Council Member Taylor
2. Council Member Morgan
3. Council Member Neese
4. Council Member Ayers
5. Council Member Striblin

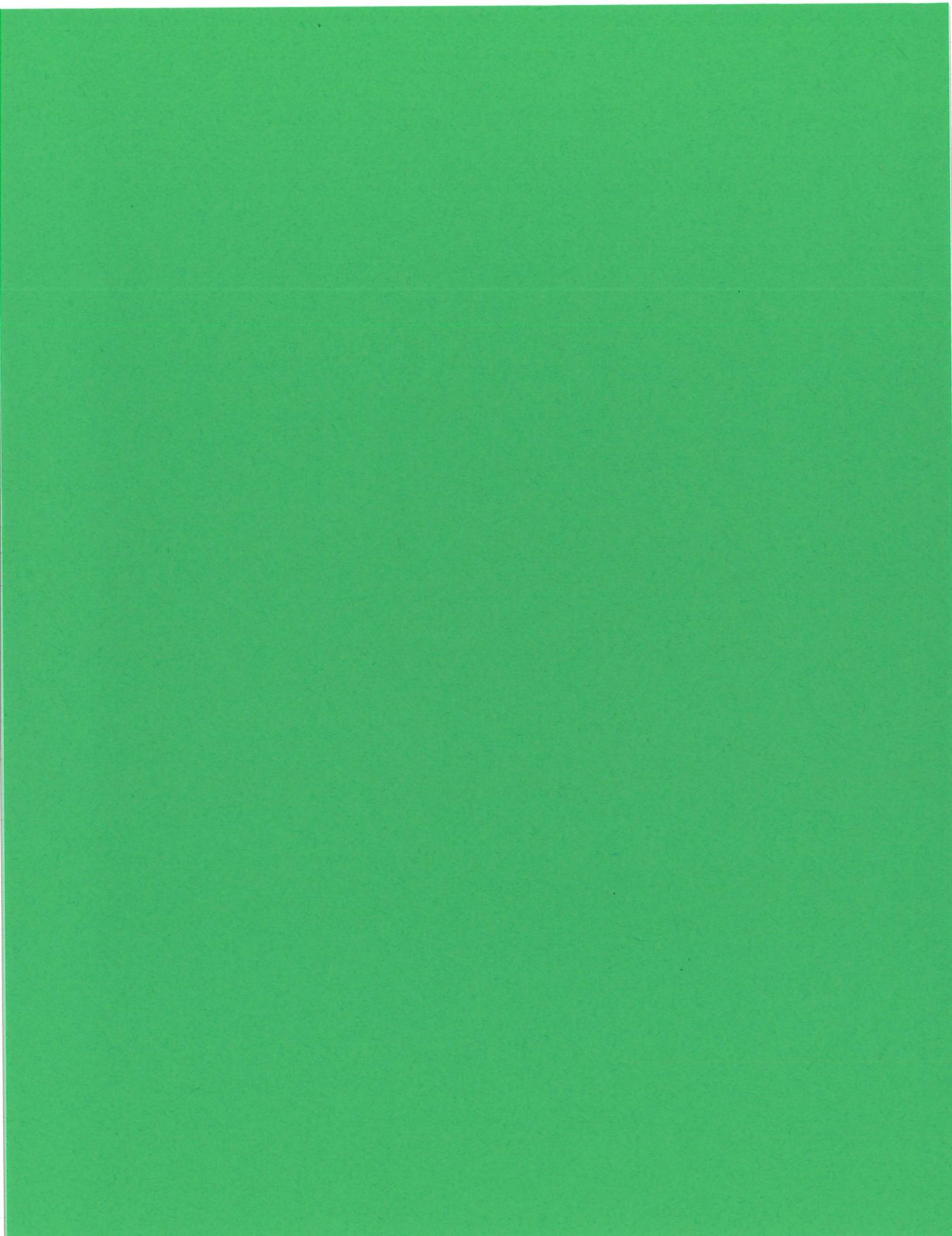
**Mayor's Report**

**Adjourn**

**Upcoming Dates & Events**

- October 29, 2022 – 9:00 am | Safety Saturday CPR Training at Hogansville Police Department
- October 29, 2022 – 9:00 am – 2:00 pm | Spooktacular Market in Downtown Hogansville
- October 31, 2022 – 5:00 pm – 6:30 pm | Trunk or Treat in the parking lot across from the Royal Theater
- November 7, 2022 – 7pm | Regular Meeting of the Mayor and Council at Hogansville City Hall







10/03/2022

*Meeting held at Hogansville City Hall, 111 High Street, Hogansville GA 30230*

**Public Hearing – 10:00 am**

Mayor Jake Ayers called the Public Hearing to Order at 10:14 am to hear citizen comments on the adoption of the Millage Rate.

Present were Mayor Jake Ayers, Council Members Matthew Morgan and Toni Striblin. Council Members Mandy Neese and Mark Ayers joined by phone. Also present were Interim City Manager Lisa Kelly and Deputy City Clerk LeAnn Lehigh.

There were no citizens present and the Public Hearing was adjourned at 10:15 am.

Respectfully,

LeAnn Lehigh  
Deputy City Clerk



10/03/2022

*Meeting held at Hogansville City Hall, 111 High Street, Hogansville GA 30230*

### **Work Session Meeting**

**Call to Order:** Mayor Jake Ayers called the Work Session to order at 6:00 pm. Present were Mayor Jake Ayers, Council Member Michael Taylor, Jr., Council Member Matthew Morgan, Council Member Mandy Neese, Council Member Mark Ayers, and Council Member Toni Striblin. Also present were Interim City Manager Lisa Kelly, City Attorney Alex Dixon and Deputy City Clerk LeAnn Lehigh.

### **DISCUSSION ITEMS**

#### ***1. Discussion of Tap Fees***

Council previously discussed the need for sewer upgrades as the city gets new housing developments. Implementing set tap fees could offset the costs of these upgrades. Greg Ashworth with Turnipseed Engineers and Interim City Manager Lisa Kelly addressed Council with the option of raising tap fee / capacity fee rates to a proposed combined \$11,700 for future developments for water and sewer and use those rates as the standard rather than negotiating with developers regarding fees. Council expressed an interest in implementing some type of redevelopment fee for homes on existing lots where there is already a tap. Council agrees there should be some adjustment in taps but are concerned that an amount of \$11,700 would discourage developers all together. Kelly and Ashworth agreed to bring adjustments back to the council at a later date.

#### ***2. SPLOST 6 Discussion***

The cities of Hogansville, LaGrange, West Point and Troup County will meet on Wednesday, Oct 5, 2022 to discuss SPLOST 6 projects. Council agreed to keeping the categories consistent with the current SPLOST. SPLOST 6 projections are \$4.25M.

#### ***3. Discussion of SCADA System Bids***


The City's water distribution SCADA, which is the telemetry that sends signals to all of the existing water distribution system, has become obsolete and is leaving the City searching for parts that may or may not be found. The current system ideally signals to a stationary computer with water tank levels, initiates pumps cutting on and off, send alarms for problems within the system, and monitors the overall performance of the water system. As the system ages, it regularly fails due to the age of parts, etc. Staff budgeted for a new system in the '22/'23 and has now gone through the RFQ and RFP process. Turnipseed Engineers received RFQs from 9 providers and City staff scored each one, narrowing down to two. Pricing was requested of the two and Dorsett Controls, which ranked the highest, was the lowest bidder in the amount of \$120,900.49. City staff and Turnipseed Engineers recommend awarding the bid to Dorsett Controls.



**ADJOURNMENT**

On a motion made by Council Member Ayers and duly seconded, Mayor Jake Ayers adjourned the Work Session at 6:58 pm.

Respectfully,

A handwritten signature in cursive script that reads "LeAnn Lehigh".

LeAnn Lehigh  
Deputy City Clerk



09/06/2022

Meeting held at Hogansville City Hall, 111 High Street, Hogansville GA 30230

### **Public Hearing (1)**

- ***Public Hearing to Hear Citizen Comments on Adoption of the Millage Rate***

Mayor Jake Ayers opened Public Hearing (1) at 7:05 pm and asked for citizen comments on adoption of the millage rate. No citizen comments were made, and Public Hearing (1) was adjourned at 7:05pm.

### **Public Hearing (2)**

- ***Public Hearing to Hear Citizen Comments on Rezoning of 816 Askew Ave from Residential to RD-Rural Development***

Mayor Jake Ayers opened Public Hearing (2) at 7:06 pm and asked for citizen comments on rezoning of 816 Askew Ave from Residential to RD-Rural Development. No citizen comments were made, and Public Hearing (2) was adjourned at 7:06pm.

### **Regular Meeting**

**Call to Order:** Mayor Jake Ayers called the meeting to order at 7:07 pm. Present were Council Member Michael Taylor, Jr., Council Member Matthew Morgan, Council Member Mandy Neese, Council Member Mark Ayers, and Council Member Toni Striblin. Also present were Interim City Manager Lisa Kelly, City Attorney Alex Dixon, and Deputy City Clerk LeAnn Lehigh.

Mayor Ayers gave an invocation and led the Pledge of Allegiance.

#### **CONSENT AGENDA**

**Motion:** Council Member Striblin moved to approve the Consent Agenda. The motion was seconded by Council Member Neese.

**Motion Carries 5-0**

#### **NEW BUSINESS**

1. ***Resolution – SCADA Upgrade Bid Award***

**Motion:** Motion was made by Council Member Neese to award the bid to Dorsett Controls for the SCADA upgrade, with a not-to-exceed amount of \$120,900.49. The motion to was seconded by Council Member Ayers.

**Discussion: None**

**Motion Carries 5-0**

2. ***Millage Rate Adoption***

**Motion:** Motion was made by Council Member Neese to adopt the millage rate at 7.950 mils. The motion was seconded by Council Member Ayers.

**Discussion: None**

**Motion Carries 5-0**

**3. Ordinance – 1<sup>st</sup> Reading – Rezoning – 816 Askew Ave from Residential to RD-Rural Development**

City Attorney Alex Dixon read the 1<sup>st</sup> reading of the Ordinance to rezone 816 Askew Ave from Residential to RD-Rural Development. No action was taken at tonight's meeting.

**EXECUTIVE SESSION**

**Motion:** Motion was made by Council Member Ayers at 7:18 pm to enter into Executive Session under the Personnel Exemption. The motion was seconded by Council Member Neese.

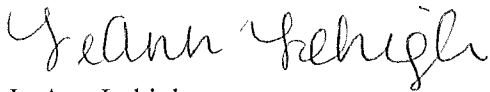
**Motion Carries 5-0**

The meeting was reconvened at 7:48pm.

**ADJOURNMENT**

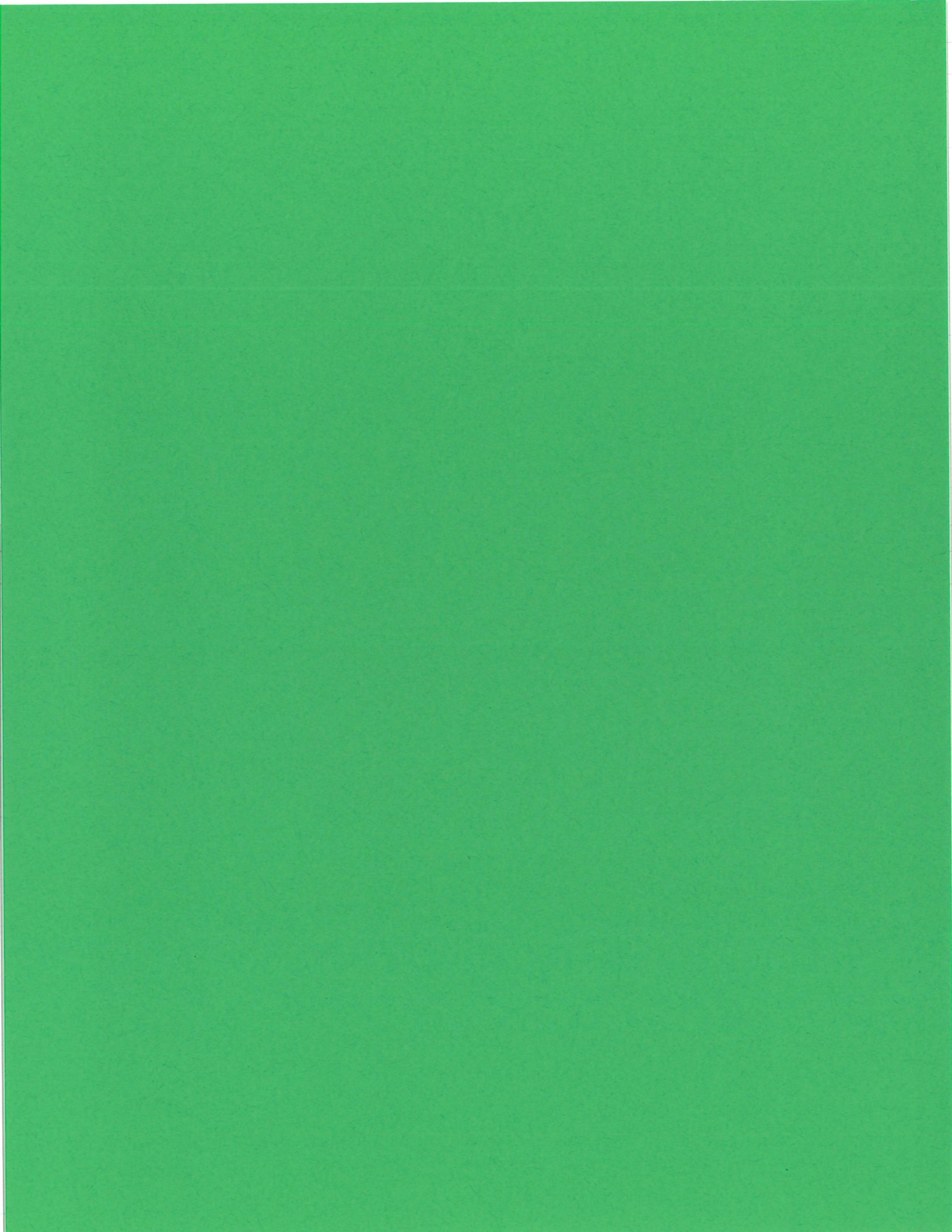
On a motion made by Council Member Ayers and duly seconded, Mayor Jake Ayers adjourned the meeting at 8:01 pm.

Respectfully,



LeAnn Lehigh  
Deputy City Clerk





**AN ORDINANCE**

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF HOGANSVILLE TO AMEND THE CODE OF THE CITY; TO AMEND THE ZONING MAP AND ORDINANCES OF THE CITY SO AS TO CLASSIFY THE USE ZONE OF REAL ESTATE LOCATED WITHIN THE CITY LIMITS LOCATED AT 816 ASKEW AVENUE AND OWNED BY STACY DRAKE MILES AND JASON T. MILES; TO RECLASSIFY SUCH PROPERTY FROM R-2 AND R-3 RESIDENTIAL DISTRICTS TO RD RURAL DEVELOPMENT DISTRICT; TO REPEAL CONFLICTING ORDINANCES; TO FIX AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

THE COUNCIL OF THE CITY OF HOGANSVILLE HEREBY ORDAINS:

**SECTION 1:**

That the zoning map and ordinances of the City of Hogansville be amended so as to classify as Rural Development District (RD) the following described real estate which is located within the corporate limits of the City of Hogansville, to wit:

All that tract or parcel of land lying and being in Land Lot 95 of the 11<sup>th</sup> Land District of Troup County, Georgia, containing approximately 11.60 acres, more or less, located at 816 Askew Avenue in the City of Hogansville, Georgia and further identified as Tax Map Parcels # 021-2D-000-022 and # 021-2D-000-022A.

**SECTION 2:**

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION 3:**

Pursuant to Official Code of Georgia Annotated Section 36-66-4(d)(4), this ordinance after adoption by the Council and upon approval by the Mayor, shall become effective upon the date the zoning is officially approved by the Mayor and Council.

INTRODUCED AND FIRST READING \_\_\_\_\_

SECOND READING AND ADOPTED/REJECTED \_\_\_\_\_

SUBMITTED TO MAYOR AND APPROVED/DISAPPROVED \_\_\_\_\_

BY: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
Clerk

**EXHIBIT "A"**

All that tract or parcel of land lying and being in Land Lot 95 of the 11<sup>th</sup> Land District of Troup County, Georgia, containing 14.09 acres and being more particularly shown and delineated on plat of survey prepared by R. C. Barrow entitled ASurvey Plat Property of William Drake@ for William Drake dated May 3, 1975, as recorded in Plat Book 16, Page 42, Troup County Records, said plats of survey being incorporated herein and made a part hereof by reference thereto for the purpose of a more complete and accurate description.

LESS & EXCEPT: All that tract or parcel of land lying and being in Land Lot 95 of the 11<sup>th</sup> Land District of Troup County, Georgia, containing 0.437 acres and being more particularly shown and delineated on plat of survey prepared by Stothard Surveying, Inc. entitled ASurvey for Beth Drake@ dated August 20, 2020, as recorded in Plat Book 81, Page 193, Troup County Records, said plats of survey being incorporated herein and made a part hereof by reference thereto for the purpose of a more complete and accurate description.

LESS & EXCEPT: Approximately two (2) acres, more or less, identified as Tax Map Parcel # 021-2A-000-019, which parcel is immediately adjacent to the North and contiguous to subject property, with the subject property in question containing approximately 11.60 acres, more or less, identified as Tax Map Parcel # 021-2D-000-022 and Tax Map Parcel # 021-2D-000-022A.

816 Askew Avenue, Hogansville, GA 30230 (11.60 acres, more or less)

Tax Parcel ID Nos. 021-2D-000-022 and 021-2D-000-022A



# REQUEST FOR REZONING

City of Hogansville

This is a written request from Jason and Stacy Miles  
 the legal owner of Property: 816 Askew Avenue, Hogansville,  
 Troup County, Georgia. At this time we are requesting that the said  
 property be rezoned from R1 to  
RD.

The request is made on the behalf of placing a livestock  
 on said property.

Stacy Miles

Signature

8-11-22

DATE

# Facsimile Cover Sheet

DATE SENT:	1 / 1	PAGES:	1 of
TO:	City of Hogansville Lisa Kelly 4813	FROM:	Jason & Stacy Miller
FAX:	(706) 637-4889	FAX:	
PHONE:	(706) 616-7863	PHONE:	
SUBJECT:	Re: zoning Application		

Comments:

Please give to appropriate persons for rezoning.

Lisa Kelly aware of application being sent.

CONFIDENTIALITY NOTICE: The information in this fax, and any attachment(s), is intended for the sole use of the individual(s) and entity to which it is addressed. This information may be privileged, confidential, and protected from disclosure. If you are not the intended recipient(s) you are hereby notified that you have received this communication in error and that any review, disclosure, dissemination, distribution and/or copying of it, or its contents, is strictly prohibited. If you believe you have received this e-mail message in error please contact the sender immediately and destroy all copies of this communication and any attachments.

2101 E. Newnan Crossing Blvd.

Newnan, GA 30265

2/14  
Fee waived  
for  
8-15-22

**REQUEST FOR REZONING APPROVAL APPLICATION  
CITY OF HOGANSVILLE, GEORGIA**

ATTACHED PLEASE FIND THE FOLLOWING INFORMATION:

- Materials Necessary for a Rezoning Request
- Application for Rezoning Request
- Authorization by Property Owner
- Property Owner's Disclosure of Campaign Contributions
- Agent's Disclosure of Campaign Contributions
- Property and Financial Disclosure
- Site plan requirements
- Application Deadline Dates

THE FOLLOWING IS A GENERAL DESCRIPTION OF THE PROCEDURES USED FOR THE PROCESSING OF AN APPLICATION FOR A REZONING REQUEST.

**BOARD OF ZONING APPEALS**

After receipt and acceptance of the zoning petition, Staff reviews the requests and develops a recommendation which is forwarded to the Board of Zoning Appeals for review and recommendation. The Board of Zoning meets on the 2<sup>nd</sup> Wednesday of each month at 4:00 p.m. at City Hall. It is important for the petitioner to attend these meetings to answer questions that may arise from board members. After hearing interested citizens and after reviewing the request, the Board of Zoning Appeals votes to recommend APPROVAL, APPROVAL WITH CONDITIONS, DENIAL, OR TABLING of the request. This recommendation is forwarded to Mayor and Council.

**MAYOR AND COUNCIL MEETING**

The Mayor and Council will hear a report on the request and determine if the request is reasonable. If the request is deemed to be reasonable, Mayor and Council will place the request on the agenda. Public support in favor or opposition to the request will be received by the Mayor and Council. Mayor and Council will vote on the request.

If you have any questions regarding the application or procedures, please call City Hall.

1706-637-4389  
Fax

StacyKd73@yahoo.com



MATERIALS NECESSARY FOR A REQUEST  
FOR REZONING APPLICATION

CITY OF HOGANSVILLE, GEORGIA

- A. One (1) copy of this application, completed in full.
- B. A written request to Mayor and Council, signed by the owner and dated, explaining the nature of the rezoning request.
- C. Property Owner's Disclosure of Campaign Contributions
- D. Agent's Disclosure of Campaign Contributions.
- E. Authorization by Property Owner
- F. Property and Financial Disclosure
- G. Two (2) copies of site plan.
- H. Full payment of \$250.00 (NON-REFUNDABLE) application fee.

**APPLICANTS REZONING DISCLOSURE STATEMENT**  
(O.C.G.A. 36-67A-1 et seq.)

Property/Financial Disclosure

Does any member of the Board of Commissioners; or Planning Commission; or family member of a member of the Board of Commissioners; or Planning Commission have a financial or property interest in the subject property requested for zoning change or in a corporation, partnership, firm, trust, or association which has a property interest in the subject property?

NO

If so, describe the nature and extent of such interest: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Campaign Contribution Disclosure

Has the applicant made, with two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating \$250 or more, or made gifts having a combined value of \$250 or more to a member or members of the Board of Commissioners or Planning Commission?

none

If so, give the name of the member(s) to whom the campaign contribution or gifts were made, the dollar amount of each campaign contribution, and an enumeration and description of each gift:

\_\_\_\_\_  
\_\_\_\_\_

I certify that the foregoing information is true and correct, this 11 day of August, 2022.



Applicant's Signature.

### APPLICATION FOR REZONING

### HOGANSVILLE, GEORGIA

Application Number \_\_\_\_\_ Application Date 8.11.22

\*\*\*\*\*

Property Owner Jason and Stacy Miles  
Address 816 Ashew Avenue  
City, State, Zip: Hogansville Ga 30230  
Telephone: 706-616-7863

\*\*\*\*\*

Authorized Agent \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

\*\*\*\*\*

Property Address 816 Ashew Avenue  
City, State, Zip: Hogansville Ga 30230  
Tax Parcel Number 0212D000022, 0212D000022A



Nearest Road Intersection Ashew / Lincoln

Current Zoning Residential 1

Proposed Zoning RD (RURAL)

Current Use private / residential

Proposed Use private / rural

\*\*\*\*\*  
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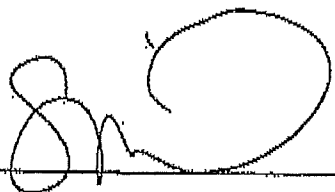
If rezoned, when will proposed use start? ASAP

Size of Property 11.6 (8.6, 3.0) Acres or ( ) Square Feet

Is Subject Property Vacant? no

Do you request annexation of the subject property? no

I hereby attest that the information I have provided in this application is true and accurate to the best of my knowledge. I also agree to cooperate with the City of Hogansville, in responding promptly to any reasonable request for additional information that may arise during the review process.

  
\_\_\_\_\_

Signature of Owner or Authorized Agent

8-11-22  
\_\_\_\_\_

Date

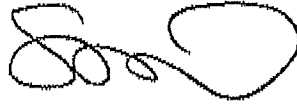
AUTHORIZED BY PROPERTY OWNER

CITY OF HOGANSVILLE, GEORGIA

\*\*\*\*\*  
\*\*\*\*\*

I swear that I am the owner of the property located at (property address) 816 Ashew  
Avenue Hogansville Ga 30230

which is subject matter of the attached application, as shown in the records of the Troup  
County, GEORGIA.



I authorize the person named below to act as applicant in the pursuit of the rezoning of this  
property.

Name of Applicant or Agent N/A

Address \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Name of Applicant: Dason and Stacy Miles  
 Subject Property: 816 Ashew Avenue Hogansville Ga 30230  
 Council Member: \_\_\_\_\_

\*  
**CITY OF HOGANSVILLE, GEORGIA**

\*\*\*\*\*

Pursuit to Section 36-67A-1 et seq. of the Georgia Code Annotated, adopted by the Georgia General Assembly, effective July 1, 1986, the following disclosure is mandatory. When any applicant for rezoning action has been, within two years immediately preceding the filing of that applicant's application for the rezoning action, campaign contributions aggregating \$250.00 or more to a local government official, it shall be the duty of the applicant and the agent representing the applicant to file a disclosure report with the governing authority of the respective local government.

Any applicant for rezoning action knowingly failing to make a disclosure as required by Code Section 36-67A-1 et seq. shall be guilty of a misdemeanor.

\*\*\*\*\*

A. Name of local government official to whom the campaign contribution or gift was made:

n/A

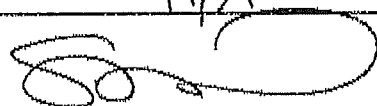
B. The dollar amount of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution:

Amount: \$ n/A

Date of Contribution: \_\_\_\_\_

C. Enumeration and description of each gift having a value of \$250.00 or more made by the application to the local government official during the two years immediately preceding the filing of this application for rezoning.

n/A

Signature of Owner:   
 Date: 8/11/22

Subject Property: 816 Ashew Avenue Hogansville Case# \_\_\_\_\_  
 Name: Jonathan Stacy Miles Phone: 706-616-7863  
 Address: 816 Ashew Avenue Hogansville Ga 30230

**PROPOSERS/OPPONENTS  
 DISCLOSURE OF CAMPAIGN CONTRIBUTIONS  
 CITY OF HOGANSVILLE, GEORGIA**

\*\*\*\*\*

Pursuit to Section 36-67A-1 eg.seq. of the Georgia Code Annotated, adopted by the Georgia General Assembly, effective July 1, 1986, the following disclosure is mandatory. When any applicant for rezoning action has been, within two years immediately preceding the filing of that applicant's application for the rezoning action, campaign contributions aggregating \$250.00 or more to a local government official, it shall be the duty of the applicant and the agent representing the applicant to file a disclosure report with the governing authority of the respective local government.

Any applicant for rezoning action knowingly failing to make a disclosure as required by Code Section 36-67A-1 et.seq. shall be guilty of a misdemeanor.

\*\*\*\*\*

A. Name of local government official to whom the campaign contribution or gift was made:  
N/A

B. The dollar amount of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution:

Amount; \$ N/A

Date of Contribution: \_\_\_\_\_

C. Enumeration and description of each gift having a value of \$250.00 or more made by the application to the local government official during the two years immediately preceding the filing of this application for rezoning;

N/A

Signature of Owner [Signature]  
 Date: 8.11.22

\$250.00 application fee waived per Lisa Kell

SITE PLAN REQUIREMENTS

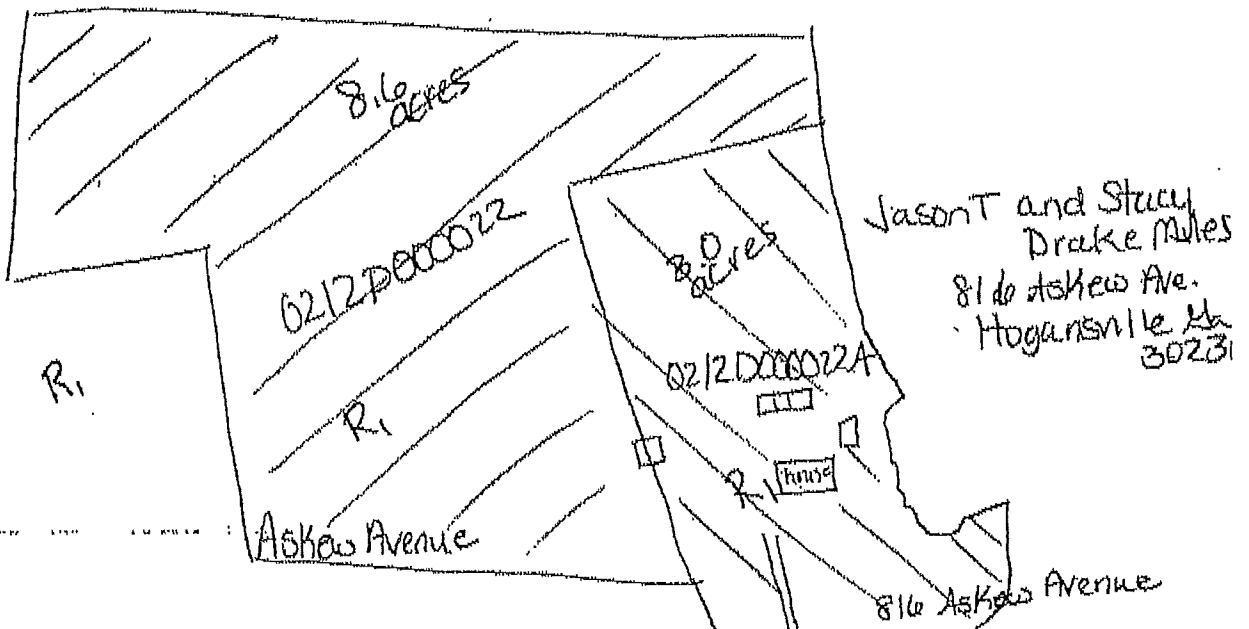
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Site Plans shall contain the following information;

1. Property owner and address
2. Street address of subject property
3. Total property acreage
4. Tax Map and Lot Number
5. Date prepared, Map Scale and North Arrow
6. Location of all property lines on neighboring properties and streets or alleys located 50 feet from subject property.
7. Boundaries of all current zoning districts on the subject properties and all neighboring properties shown on the map. Each zoning district must be labeled.
8. Special markings (shading, cross hatching, or heavy outline) to identify the areas intended to be rezoned.
9. The general location of all existing structures or buildings on the subject property.

THE SKETCH PLAN DOES NOT HAVE TO BE DRAWN TO EXACT SCALE OR PREPARED BY A PROFESSIONAL, BUT IT MUST BE NEAT AND PREPARED IN INK.

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## BOARD OF ZONING APPEALS

### Sec. Established.

The board of zoning appeals shall consist of five (5) members, who shall be appointed by the mayor and council for a term of four (4) years, and who may be removed from office at any time by the mayor and council with or without cause. Appointment of the members shall be such that the terms of no more than two (2) members expire concurrently. The establishment of terms required by the modification of the number of members on the board shall be filled for the unexpired term, in the same manner of the initial appointment. Members shall serve without pay but may be reimbursed for any expenses incurred while representing the board.

### Sec. Jurisdiction; decisions.

- (a) Each of the five (5) members appointed to the board of zoning appeals shall be residents and citizens of the city and shall so remain as residents during the tenure of their service on the board of zoning appeals.
- (b) On all appeals, applications and other matters brought before the board of zoning appeals, said board shall inform in writing all parties involved of its decision.

### Sec. Proceedings generally.

The board of zoning appeals shall elect a chairman and a vice chairman from its members who shall each serve for one (1) year or until reelected or until their successors are elected. The board shall appoint a secretary. The board shall adopt rules and bylaws in accordance with the provisions of this chapter. Meetings of the board shall be held at the call of the chairman, and at such other times as the board may determine. The chairman or in his absence, the vice chairman may administer oaths and compel the attendance of witnesses by subpoena. All meetings of the board shall be open to the public.

### Sec. Authority of board.

The board of zoning appeals shall have the authority to perform the functions of the city in the area of planning contemplated by the Constitution and laws of the State of Georgia and shall have the authority conferred by this section, the zoning laws and ordinances of the city and the general laws and Constitution of the State of Georgia. Any action of the board of zoning appeals relating to planning and to zoning other than as relates to zoning appeals as contemplated by this article, shall be in the nature of the city and shall not be binding upon such governing authority.

- (a) Appeals to the board of zoning appeals may be taken by any person aggrieved or by any officer, department, board or bureau of the city affected by any decisions of the building official or other city official based on this chapter. Such appeal shall

be taken within a reasonable time, as provided by the rules of the board, by filing with the building official and with the board of zoning appeals a written notice of appeals specifying the grounds thereof. All papers constituting the record upon which the action appealed from was taken and shall forthwith be transmitted to the board of zoning appeals by the appropriate city official.

- (b) The board of zoning appeals shall fix a reasonable time for the hearing of appeals or other matters referred to it and shall give public notice thereof at least ten (10) days prior to the date of such hearing to the parties in interest and shall decide the same within a reasonable time. At such hearing, any party may appeal in person or by his agent or his attorney.
- (c) In addition thereof, the secretary of the board of zoning appeals shall at least ten (10) days prior to the date fixed for the hearing place on the property for which a variance or conditional use is sought a sign giving notice that a variance is sought for the property upon which the sign is located and shall give a telephone number with the city to call in the event further information is desired.
- (d) A sign giving notice of the proposed conditional use or variance of real estate located within the city, placed upon property proposed for conditional use or variance, shall not be removed by any person from such property until at least twenty-four (24) hours have expired after the scheduled date for the public hearing, or if the public hearing is postponed or rescheduled, not less than twenty-four (24) hours after the rescheduled date of such public hearing, and then such board of zoning appeals or his authorized designee. It shall be unlawful for any person to demolish, tear down, obliterate or remove a sign placed upon a property in the city for the purpose of giving notice of a public hearing on a proposed conditional use or variance by any person other than the secretary of the board of zoning appeals or his authorized designee. Any person who shall violate the provisions of this section shall, upon conviction, be punished by the recorder.

Sec. Stay of proceedings.

An appeal to the board of zoning appeals stays all legal proceedings in furtherance of the action appealed from, unless the building official certifies to the board of zoning appeals, after the notice of appeal shall have been filed with him, that by reason of facts stated in the certificate a stay would, in his opinion, cause imminent peril to life and property. In such case, proceedings shall not be stayed otherwise than by a restraining order granted by court of record on application on notice to the building official and on due cause shown.

Sec. Powers and duties.

As pertains to appeals to the board of zoning appeals authorized by the provisions hereof, the board shall have the following powers and duties:

1. Administrative review. To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by the building official in the enforcement of this chapter.
2. Special exceptions. To hear and decide special exceptions or conditional uses to the terms of this chapter upon which the board of zoning appeals is required to pass under this chapter and
3. Variances. To authorize upon appeal in specific cases such variance from the terms of this chapter as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this chapter will, in an individual case, result in unnecessary hardship, so that the spirit of this chapter shall be observed, public safety and welfare secured and substantial justice done. The existence of a nonconforming use of neighboring land, buildings or structures in the same district or of permitted or nonconforming uses in other districts shall not constitute a basis for the granting of a variance. A variance may be granted in an individual case of unnecessary hardship upon finding by the board of zoning appeals that the following conditions exist:
  - a. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography.
  - b. The application of this chapter to this particular piece of property would create an unnecessary hardship.
  - c. Such conditions are peculiar to the particular piece of property involved and
  - d. Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of this chapter, provided, however, that no variance may be granted for a use of land or building or structure that is prohibited by this chapter.



Overview



Legend

-  Parcels
-  Roads

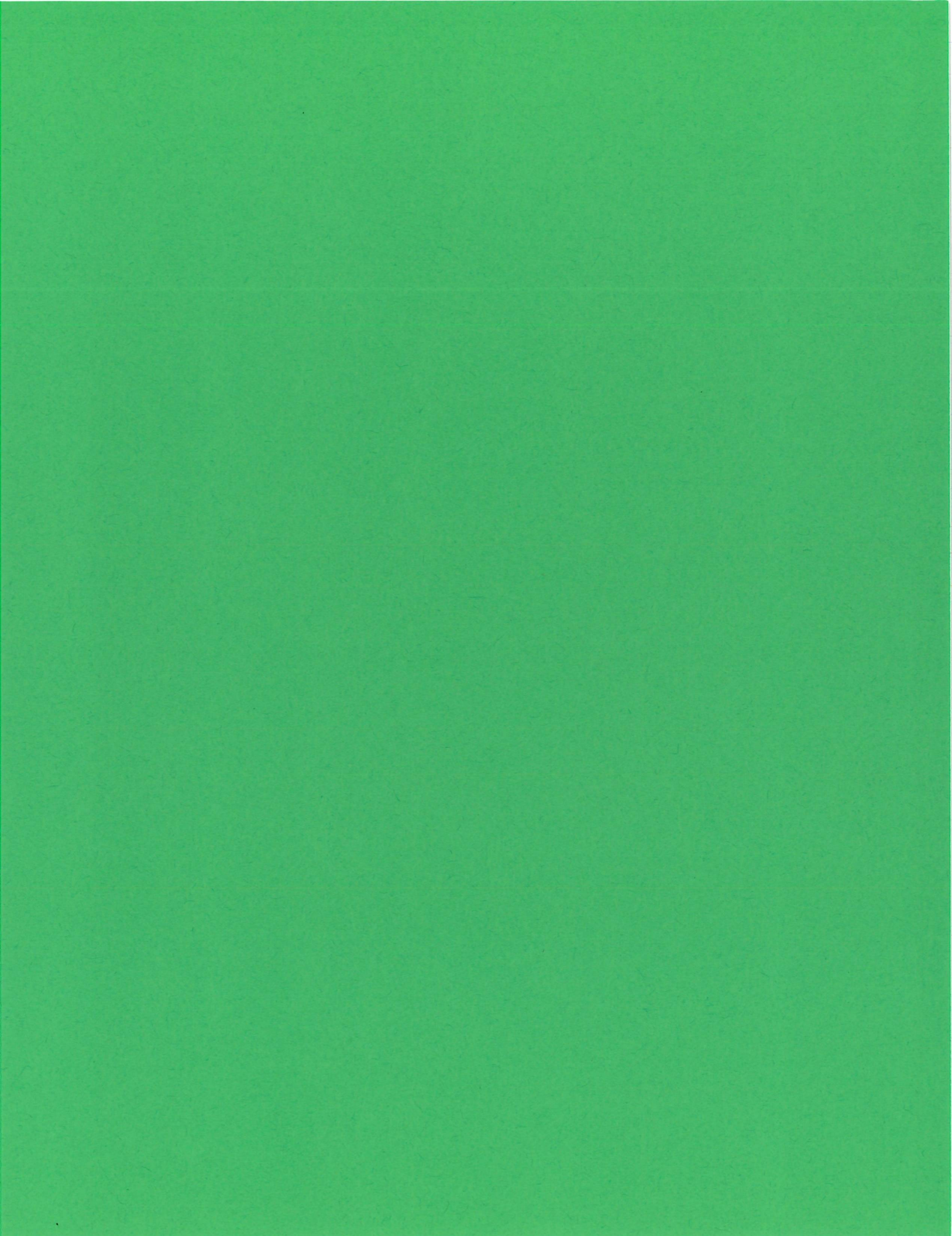
Parcel ID	0212D000022A	Owner	MILES STACY DRAKE & JASONT	Last 2 Sales			
Class Code	Residential		816 ASKEW AVE	Date	Price	Reason	Qual
Taxing District	18-HOGANSVILLE		HOGANSVILLE, GA 30230	9/14/2020		QC	U
City	HOGANSVILLE	Physical Address	816 ASKEW AVE	7/14/2020		QC	U
Acres	3	Assessed Value	Value \$152900				
		Land Value	Value \$18000				
		Improvement Value	Value \$134900				
		Accessory Value					

(Note: Not to be used on legal documents)

Date created: 9/6/2022  
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 GEOSPATIAL







CITY COUNCIL  
Mayor Jake Ayers  
Michael Taylor, Jr., Post 1  
Mathew Morgan, Post 2  
Mandy Neese, Post 3  
Mark Ayers, Post 4  
Toni Striblin, Post 5



City Manager - Open  
Lisa Kelly, Interim City Manager  
Alex Dixon, City Attorney

111 High St  
Hogansville GA 30230-1196  
706-637-8629 | cityofhogansville.org

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## COUNCIL ACTION FORM

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**MEETING DATE:** October 17, 2022

**SUBMITTED BY:** Lynne Miller

**AGENDA TITLE:** Consultant Selection for 2023 Community Development Block Grant

**CLASSIFICATION** (City Attorney must approve all ordinances, resolutions and contracts as to form)

Ordinance (No. \_\_\_\_)

Contract

Information Only

Public Hearing

Resolution (No. \_\_\_\_)

Ceremonial

Discussion/Action

Other

**BACKGROUND** (Includes description, background, and justification)

2023 CDBG applications will be due 5-1-23. Hogansville can receive up to \$750,000 in grant funds from this competitive program. These grants are to benefit low-moderate income residents. The City recently advertised for interested grant writers and engineers for the 2023 application, which would be for water system improvements. This consultant opportunity was advertised for 30 days on the City website, GA Procurement Registry, LaGrange Daily News, City lobby message board and sent to a list of engineers and grant writers. One grant writer – Allen-Smith Consulting, and one engineering firm – Turnipseed Engineers – submitted proposals. City staff reviewed the two submittals and are recommending that the City contract with Allen-Smith and Turnipseed Engineers to prepare, submit, design and manage this grant, as they successfully did for Hogansville's CDBG's that were funded in 2011, 2013, 2015, 2017, 2019 and 2021. The City is currently seeking sole source approval of the 2 firms from GA Dept of Community Affairs, as there were no other proposals received to review.

**BUDGETING & FINANCIAL IMPACT** (Includes project costs and funding sources)

Grant would be \$750,000 if funded, with a \$22,500 required local match. Allen-Smith would charge a \$12,000 grant writing fee and 6% of the grant amount for grant administration. Turnipseed would charge no fee for the Preliminary Engineering Report, 9% of the grant amount for design, and 3% for construction observation. 12% for design and construction observation, and 6% for grant administration are allowable project costs that can be taken from the grant, if funded.

Staff recommends that the City contract with Allen Smith Consulting and Turnipseed Engineers to prepare, design and manage a 2021 Community Development Block grant for water system improvements, *pending DCA approval of sole source*. This same grant/writer team successfully secured, designed and managed CDBG grants for Hogansville in 2011, 2013, 2015, 2017, 2019 and 2021. The two firms are well qualified and their fees are competitive.

**STAFF RECOMMENDATION** (Include possible options for consideration)



ATLANTA  
AUGUSTA  
ST. SIMONS ISLAND

October 6, 2022

City of Hogansville  
111 High Street  
Hogansville, Georgia 30230

Attention: Ms. Lynne S. Miller, Community Development Director

Re: City of Hogansville  
Water System Improvements  
Qualifications for Professional Engineering Services

Dear Ms. Miller:

We are pleased to submit our qualifications and a proposal for providing engineering services the City of Hogansville for the proposed Community Development Block Grant funded water system improvements project. *Turnipseed Engineers* has specialized in providing civil and environmental engineering services for cities, counties and authorities throughout Georgia and South Carolina since 1978. Our engineering staff has design experience on over one hundred water, wastewater, roadway and drainage projects funded by federal programs. We are very familiar with the City's water and sewerage systems as our firm provided engineering services on the CDBG projects successfully funded in 2011, 2013, 2015, 2017, 2019 and 2021 along with various other projects with the City since 2010.

As requested, we are enclosing one copy of our Statement of Qualifications including a brief history of our firm, our management approach and other supporting documents. We look forward to the opportunity to continue working with the City of Hogansville.

Yours truly,

A handwritten signature in blue ink that reads "Kenneth E. Green".

Kenneth E. Green, P.E.  
*President*

KEG: kb

Enclosure

cc: Mrs. Lisa Kelly, Interim City Manager (w/enclosure)



Atlanta • 2255 Cumberland Parkway • Building 400 • Atlanta, Georgia 30339 • Tel: 770-333-0700  
Augusta • 4210 Columbia Road • Building 3 • Augusta, Georgia 30907 • Tel: 706-863-8800



CIVIL • ENVIRONMENTAL • HYDRAULIC

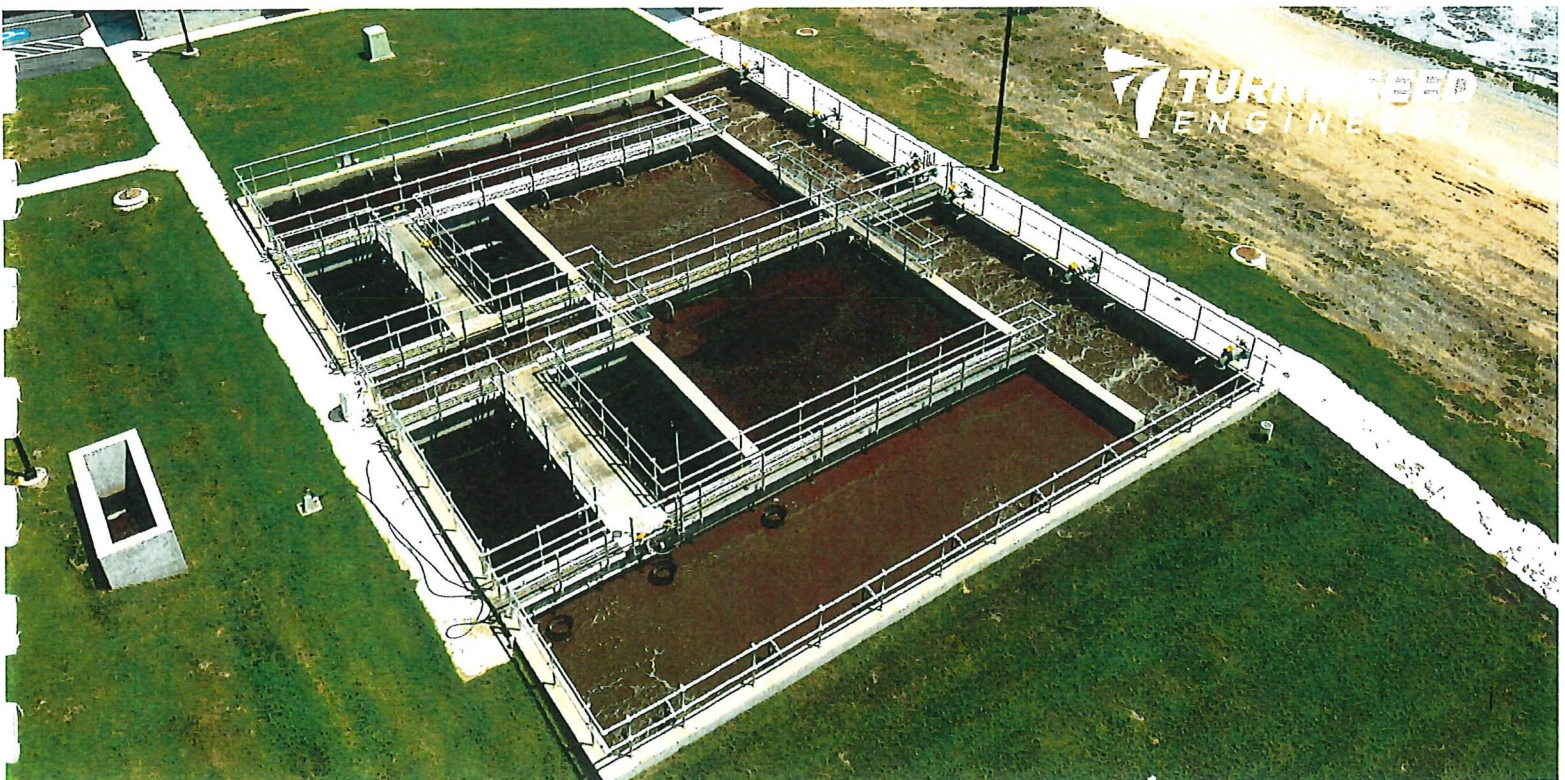
## Qualifications and Proposal For Engineering Services For the **City of Hogansville**

SUBMITTED TO: HOGANSVILLE, GEORGIA  
SUBMITTED BY: TURNIPSEED ENGINEERS



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# Statement of Qualifications Form

## ENGINEERING STATEMENT OF QUALIFICATIONS

NAME OF FIRM	G. Ben <i>Turnipseed Engineers</i> , Inc. d/b/a <i>Turnipseed Engineers</i>
ADDRESS	2255 Cumberland Parkway, Building 400, Atlanta, Georgia 30339
CONTACT PERSON	Kenneth E. Green, P.E.
TITLE	President
EMAIL/PHONE NUMBER	kgreen@gbtengineers.com /kbarber@gbtengineers.com 770-333-0700 / 706-863-8800

### 1. Years in Business in Present Form

*Turnipseed Engineers* has been in business continuously since 1978 with no debt and no history of personnel layoffs.

### 2. Firm's History and Resource Capability to Perform Required Services:

In 1978, Ben Turnipseed founded a professional engineering firm to serve small and medium sized municipalities, and counties and authorities throughout the southeast. For 44 years our mission has not changed: to serve local governments and authorities and provide excellent civil, hydraulic and environmental engineering. Our firm has extensive experience with federal and state funding, including CDBG, USDA Rural Development, GEFA SRF and GA Fund, and ARPA funded projects.

We are currently designing a variety of water and sewerage system improvements for clients throughout Georgia. We plan for the survey and design of these projects and have adequate staff and resources to deliver a quality project in a timely manner.

### 3. Titles, Names, and Addresses of all Officers:

Mr. G. Ben Turnipseed, P.E. is our Chairman and Mr. Kenneth E. Green, P.E. is our President. Mr. Turnipseed and Mr. Green work out of both our offices. Mr. J. Lamar Rogers, P.E. is Vice-President and Regional Manager of our Atlanta office. Mr. John V. McClellan, is Vice-President and Regional Manager of our Augusta office. Our Atlanta office is located at 2255 Cumberland Parkway, Building 400, Atlanta, Georgia 30339, and our Augusta office is located at 4210 Columbia Road, Building 3, Augusta, Georgia 30907. Brief summaries of our officers begin on page 13.

### 4. List categories in which firm is legally qualified to do business. Include Licenses and Registration where applicable.

*Turnipseed Engineers* is a legal corporation and is licensed to provide professional engineering services in the States of Georgia, Alabama, Tennessee, Florida, and South Carolina. Our licensing and registration information is provided on page 37.

## Statement of Qualifications Form

### 5. Does your firm carry Errors and Omissions Insurance?

*Turnipseed Engineers* is insured against errors and omissions. A current certificate is enclosed in Section 9.

### 6. If you were awarded the design, bid phase, and inspection for this project, what percentage of construction would your fee be?

We propose a fee of 9% of construction cost as shown on page 35. Our Hourly Rates for Additional Services are listed in Section 7. Out of pocket expenses, if any, are typically passed through at a 10% mark-up.

### 7. Does your firm charge for the preliminary engineering report (PER)? If yes, what would the charge be? Can your firm meet the draft PER deadline?

The Preliminary Engineering Report and environmental review documentation will be prepared at no cost to the City, provided we are selected to perform engineering services on this project once it is funded. Our firm is able to meet the draft PER deadline. See page 35.

### 8. List up to five (5) projects which demonstrate skills to be used on CDBG/EIP/EDA projects. Note project name, location, owner, year, contract amount, and nature of firm's responsibility.

Please refer to Section 6 for the name, location, owner, year, contract amount, and nature of firm's responsibility for 21 projects that demonstrate skills used on CDBG/EIP/EDA projects.

### 9. List key personnel (with qualifications) likely to be involved on these projects and explain their specific role in CDBG/EIP/EDA/RDF/ONEGEORGIA work.

Key personnel and their qualifications are provided on pages 13 through 15. Our key personnel have experience working with the City of Hogansville. In addition, our Chairman, President and Vice-President, provided on pages 13 and 14 will continue their active roles with the City of Hogansville projects. Greg Ashworth will continue as our primary contact for the City of Hogansville.

### 10. List three (3) references for the Firm.

In addition to the references provided with projects profiled on pages 25 through 33, a short list of municipal, county and water authority references for whom we provide engineering services, some for over 40 years, is provided on page 24.

### 11. Are you a Section 3 Business Concern?

Our firm is not a Section 3 business concern. If selected for this project we will be happy to provide the solicitation package.



# Statement of Qualifications Form

12. Certifying that:

Mr. Kenneth E. Green (Kenneth E. Green, P.E.) being duly sworn deposes and states that he is President of G. Ben Turnipseed Engineers, Inc. d/b/a *Turnipseed Engineers* and that answers to the foregoing questions and all statements herein contained are true and correct.

Attested By:

Kellie M. Barber  
Kellie M. Barber, My Commission expires July 18, 2024





# 5

## Scope and Level of Service Proposed







## Methodology, Approach and Scope for Engineering Services

*Turnipseed Engineers* has the experience necessary and can continue to partner with the City of Hogsville in a way that achieves these objectives. As a local engineering firm, approximately 60 miles from the City, our ability to collaborate with your staff, staying responsive while still meeting project goals and milestones is increased.

Our project delivery methodology consists of a repeatable, structured approach to design and a customized, specific scope of work unique to each client's project. Our design approach incorporates an in-house staffing model that is **effective and economical**: multiple engineering disciplines (civil, mechanical, and environmental) working together with licensed, Class I operators and experienced former contractors to produce a set of construction documents that are cost effective, well-conceived and not unnecessarily difficult to construct or operate. We have extended our model to include seasoned experts in state and federal funding program compliance to assist our clients through almost **every detail** of the project.

Effective project management is a **key to the success** of any worthwhile project. Project management includes communication with the project stakeholders, discipline to document relevant information from project inception through close-out, and an understanding of resource scheduling, management and coordination. *Turnipseed Engineers* will approach the City's project by assigning a Project Manager experienced not only in design and construction, but also the regulatory permitting process and project funding.

Mr. Greg Ashworth, P.E., will continue to be the primary point of contact for the City's projects to ensure effective services for the City in all respects. Design and most engineering services will originate from our **Atlanta office**, in which we have five (5) registered engineers licensed in Georgia, CAD technicians and support staff available for the City's projects. In addition, our Augusta office has four (4) registered engineers, three are licensed in Georgia, other designers, CAD technicians and support staff to supplement our resources at critical times. Our staff also includes State of Georgia licensed operators, construction inspectors, survey crews, and certified soil erosion control personnel.



## Scope and Level of Service Proposed

Collaboration with our clients is of paramount importance in determining the success of our clients' projects. We understand, that while our work on a project may be complete in just a few years, and the elected officials may never see the finished project up close, the plant operators and system rate payers will be impacted by the quality and cost of the project for decades. For this reason, working closely with operators, management and staff during design, construction and start up is critical for delivery of successful projects. Commitment to that approach has resulted in exceptional client retention rates and steady growth of the firm through referrals to neighboring communities.

We know that communication is essential to successful projects. For this reason, we often hold meetings on location to review progress, resolve issues and raise new ones, and involve the client for input with as many decisions as the client prefers. For large design projects, project meeting agenda and minutes can be tracked electronically with an overall project issue resolution database and Gantt chart of the project work breakdown structure. Ad hoc meetings and onsite sessions can also be scheduled for specific design work.

Our project team understands that quality design and consistent communication – first with our clients, then with the contractors – result in projects that **meet expectations**. We focus almost exclusively on delivering water and wastewater projects throughout Georgia, having gained a reputation for efficient designs and reasonable design and construction costs.

We take our fiduciary responsibility to our clients very seriously. We know that when we are authorized to design a project, the Owner is **trusting** us to look out for their interests and that often the Owner has more projects that need to be constructed than there are available funds. For this reason, we update cost estimates during the design process and include **alternatives** in the bid documents in case they are needed to bring the project **within budget**. We have developed a reputation for delivering high quality projects that are value engineered.

Our project delivery methodology consists of a repeatable, structured approach to design and a customized, specific scope of work unique to each client's project. We almost exclusively perform our services as part of design-bid-build projects. Since 99% of our clients are municipalities, counties and authorities, we have chosen to remain aligned with our **clients' long-term interests** and generally not partner with contractors in other project delivery models, such as design-build. Likewise, we do very little work with private developers or industries so as to remain wholly committed to the needs of our clients and avoid potential conflicts of interest.

Our firm has **extensive experience** with federal and state funding, including CDBG, ARC, USDA Rural Development, GEFA SRF and GA Fund, and ARPA funded projects. We provide our clients accountability in the process and excellence in the results as shown in our work. *Turnipseed Engineers* also seeks to understand our clients' needs and desires as it relates to project budget and funding. We provide assistance in determining the funding sources that **most benefit our clients**, and provide assistance with the funding application process.

- » *2 Full Offices*
- » *48 Committed Staff Members*
- » *9 Professional Engineers*

The services we are proposing to provide can be broken into three parts, as listed in detail on the following pages:

- Part A: Preliminary Planning and/or Funding
- Part B: Survey and Design - Plans and Specifications
- Part C: Project Engineering - Bidding, Construction and Implementation
- Part D: Construction Observation - Operation and Maintenance



## Scope and Level of Service Proposed

### PART A: PRELIMINARY PLANNING AND/OR FUNDING

- Assist the Owner with project scope selection to maximize engineering feasibility and application competitiveness
- Prepare a Preliminary Engineering Report according to Georgia DCA standards and submit environmental review documentation to support the grant and funding applications. The report will include a detailed cost analysis, consideration of alternatives, a project schedule and an overview of the required operation and maintenance of the improvements.

### PART B: SURVEY AND DESIGN - PLANS AND SPECIFICATIONS

- Meet with City Staff to identify and collect background information and incorporate suggestions, recommendations, directions and other requirements into the project design;
- Conduct a site visit to verify existing conditions and gain and field survey the location of existing features within the project area as required to prepare detailed plans and specifications for the proposed improvements.
- Collect and review system records
- Prepare base drawings showing the located features and the proposed improvements. The project cost estimate will be updated based on these drawings.
- Meet with the Owner to discuss any changes from the Report Map and the updated project cost estimate.
- Prepare final detailed drawings showing the proposed improvements including plan sheets, details, project map and others as may be necessary for the construction of the project.
- Submit final plans and project cost estimate to the Owner for approval.
- Prepare project specifications, bid documents and contract documents based on standards provided by the Owner.
- Submit plans to the Georgia Environmental Protection Division, if required.
- Prepare the necessary permit drawings and applications.
- Prepare the necessary Erosion, Sedimentation and Pollution Control Plan and Comprehensive Monitoring Plan for permitting by the local authority, if required.





## Scope and Level of Service Proposed

### PART C: PROJECT ENGINEERING - BIDDING, CONSTRUCTION AND IMPLEMENTATION

- Prepare the necessary advertisements for the Owner to solicit bids from licensed general contractors for the construction of the proposed improvements. Send plans and specifications to general contractors interested in bidding the project. Issue any addenda required.
- Be present at the bid opening, review the bids received and prepare a certified tabulation of the bids received.
- Make recommendation on contract award and prepare the necessary contract documents for execution by the Owner and contractor.
- Conduct a pre-construction conference, prepare pre-construction conference notes, and issue a notice to proceed.
- Review and approve shop drawings, and applications for payment. Prepare any change order requests required and maintain cost control.
- Oversee start-up of the new system components and certify project completion.
- Prepare and furnish record drawings for the project.

### PART D: CONSTRUCTION OBSERVATION, OPERATION AND MAINTENANCE

- Make periodic visits to the site to observe the progress and quality of the executed work and to determine in general if the work is proceeding in accordance with the contract documents.
- Maintain daily progress reports and provide the Owner with weekly summaries of the project progress.
- Assist with any necessary operation and maintenance.





# Fee Percentages and Cost





## Billing Rates

**Fees approach for general administrative services, engineering and design, preparation of plans and specifications, pre-construction services, contract administration, site inspection and other specifically required services:** The Preliminary Engineering Report will be prepared at no cost to the City, provided we are selected to perform engineering services on this project once it is funded. Additionally, we can meet the deadline set for the PER.

We propose a lump sum fee of 9% of construction cost for Part B and Part C of our scope of services as listed on pages 23 and 24. Construction observation, reimbursable expenses and additional services outlined in Part D will be invoiced at the hourly rates shown below. Construction observation (onsite inspection, not engineering) fees are estimated to not exceed 3% of the construction costs. The proposed fees will be within acceptable Department of Community Affairs guidelines.

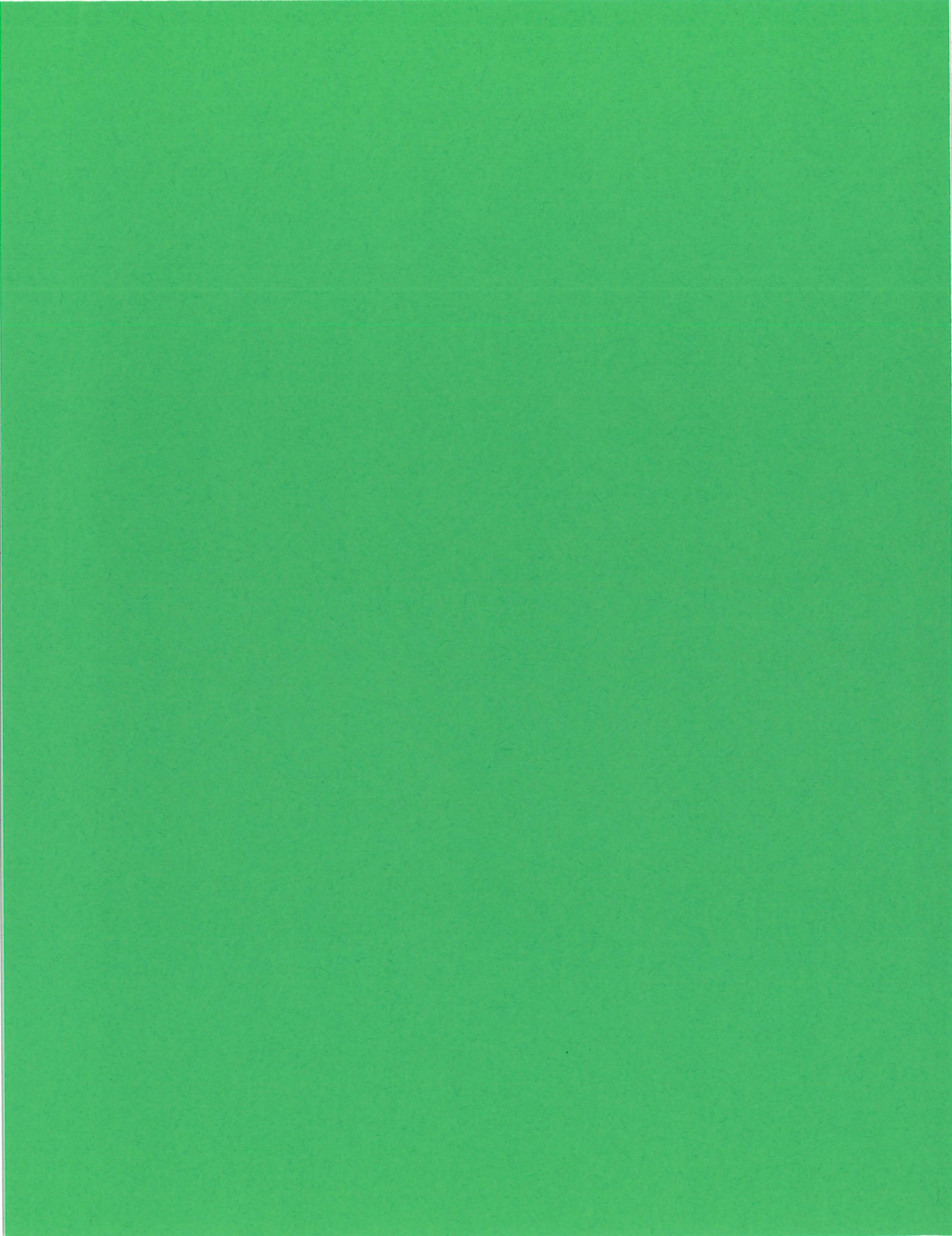
We do not charge for mileage of engineers or our survey crews, in effect giving our clients the benefit of a "hometown" engineer. Out of pocket expenses, if any, are typically passed through at a 10% mark-up.

### HOURLY RATES FOR ADDITIONAL SERVICES

PROJECT ROLE	HOURLY RATE
Principal/Officer	\$250.00
Project Manager	\$185.00
Senior Design Engineer	\$170.00
Design Engineer	\$125.00
Senior Administrative Staff	\$95.00
Senior CAD Technician	\$105.00
CAD Technician	\$85.00
Administrative/Support	\$75.00
Engineer Field Inspector	\$150.00
Senior Field Inspector	\$125.00
Field Inspector	\$95.00
2-Man Survey Crew	\$160.00
1-Man Survey Crew	\$100.00

Effective as of July 1, 2022.









# Allen-Smith Consulting

Grant Writing and Grant Administration

405 Nunnally Farm Road  
Monroe, Georgia 30655  
O: 770.207.0142 / F: 770.207.0159

---

September 20, 2022

Ms. Lynne Miller, Community Development Director  
City of Hogansville  
111 High Street  
Hogansville, GA 30230

Dear Ms. Miller:

*Lynne*

Allen-Smith Consulting (ASC) is pleased to submit its Statement of Qualifications Package to the City of Hogansville. ASC specializes in Community and Economic Development Grants and we would like the opportunity to work with the City again to provide grant writing and grant administration services for the City's potential FY2023 CDBG project and any other federally funded project related to community development.

ASC is a small firm that has over 100 years of combined experience in the grant writing, grant administration, and construction fields. We have been project managers on engineering projects and have strong construction related backgrounds. We believe in proper planning and constant communication between all parties. We will work closely with the Engineer selected for this project and other potential projects to ensure compliance with all federal and state regulations. We believe our firm has the reputation and experience needed to make your project(s) successful.

Thanks, again, for your consideration of our services. If you have any questions about our package, please call us.

Very Truly,

Debra Smith

Enclosures



# ALLEN-SMITH CONSULTING

## STATEMENT OF QUALIFICATIONS

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<b>Section Two</b>	Brief History & Resource Capability
<b>Section Three</b>	Résumés (Key Personnel)
<b>Section Four</b>	References
<b>Section Five</b>	Administrative Services Approach
<b>Section Six</b>	Current Workload
<b>Section Seven</b>	Statement to Client
<b>Section Eight</b>	Project Experience



## **Section One**

**Qualifications Statement  
Fee Schedule**



## Section Two

**Brief History and Resource Capability**

# GRANT WRITING & ADMINISTRATION STATEMENT OF QUALIFICATIONS

NAME OF FIRM: Allen Smith Consulting, Inc.

ADDRESS: 405 Nunnally Farm Road, Monroe, Georgia 30655

1. Years in Business in Present Form: Twenty-Seven Years

2. Firms History and Resource Capability to Perform Required Services:

See attached Company History

3. Titles, names, and addresses of all officers.

Debra Smith, President, 405 Nunnally Farm Road, Monroe, GA 30655

4. List up to five (5) projects which demonstrate skills to be used on CDBG projects.

See Attached Project Experience List

5. Grant Writing Fee: \$12,000.00

6. If you were awarded the administration on these types of projects, what would your fee for grant administration services be (fees can be expressed in percentages, but all agreements will be lump sum amounts)?

See Attached Fee Schedule

7. Describe the organizational capacity to complete all necessary grant writing and administration activities, including experience of all employees who will be or may be assigned to this project.

See Attached Brief History and Resource Capability and Resumes

8. List references with contact information.


1. See Attached Reference List

9. Are you a Section 3 Business Concern? Yes \_\_\_\_\_ No X

*If you are claiming to be a Section 3 Business Concern, then the Attached Section 3 Business Concern Certification, Previous Certification and Action Plan must be filled out, signed, notarized, and submitted with your proposal. If you answered no, then you will not have to fill out and submit with your proposal. If you are the successful proposer, you will be asked to provide the completed Section 3 Forms for the County's records.*

10. Is the signed and notarized Section 3 Business Concern Certification, Previous Certification and Action Plan attached to your proposal? Yes \_\_\_\_\_ No X

11. Certifying that:

Mrs. Debra Smith  being duly sworn deposes and states that she is the President (title) of Allen Smith Consulting, Inc. (name of firm) and that answers to the foregoing questions and all statements herein contained are true and correct.



# Allen-Smith Consulting Fee Schedule

(Effective June 15, 2022)

ASC's standard fees, shown below, include preparation and submittal of the application:

TYPE OF APPLICATION	FEE
GA DCA Community Development Block Grant Regular Round (CDBG) – Public Facilities	\$12,000.00
GA DCA Community Development Block Grant Regular Round (CDBG) – Multi-Activity and Innovative Grant <i>(ASC does not provide housing consulting services, but will work with the client's housing consultant to prepare the application)</i>	\$15,000.00
GA DCA Community Development Block Grant – Employment Incentive Program (EIP)	\$12,000.00
GA DCA Community Development Block Grant – Redevelopment Fund Program (RDF)	\$12,000.00
GA DCA Regional Economic Business Assistance (REBA) – Recommendation by the GA Department of Economic Development <i>(fee includes Completeness Items)</i>	\$12,000.00
OneGeorgia Authority (1GA) – Equity Fund	\$10,000.00
OneGeorgia Authority (1GA) – Economic Development, Growth and Expansion (EDGE) Fund <i>(fee includes Completeness Items)</i>	\$12,000.00
US Department of Commerce – Economic Development Administration (EDA) – Economic Development Assistance Program	\$12,000.00
<b>OTHER GRANTS NOT LISTED WILL BE QUOTED UPON REQUEST</b>	

## Grant Administration Fee (after award of grant):

Grant Administration Fees are sometimes based on a percent of the *total* project cost. This varies with each agency, but our fees are always within the agency's guidelines for the grant amount. Listed below are typical fees for specific grants and are based on total grant amount.

**CDBG / EIP / RDF:** Fees are 6 percent of the total project amount. Additional fees may be added for the financial tracking of other state or federal funding sources associated with your project.

**EDA:** Fees are between 4 and 6 percent of the total project amount depending on the complexity of the project.

**ONEGEORGIA EQUITY & EDGE / REBA:** Lump Sum Fees will be negotiated depending on the complexity and duration of the project.

# Allen-Smith Consulting Company History

---

Allen-Smith Consulting, Inc. began on October 17, 1994. Patsy Allen and Debra Smith started the company with strong backgrounds in grant writing, grant administration, and project management. Their combined previous experience also included engineering and architectural project management.

Mrs. Allen and Mrs. Smith have strived to build a company that possesses both the personnel and technical capabilities to provide quality service to their clients. With the latest in computer, internet, printer and copier equipment, the finished products are always professional and readable. Once a project is funded, reporting forms to be submitted to the various agencies are all computer generated and electronically transmitted, when possible, for a cleaner appearance and better efficiency. Furthermore, every year Allen-Smith endeavors to go a little "greener" by increasing electronic operations and decreasing paper waste.

With a staff of six persons, Allen-Smith Consulting is one of the more successful grant writing and grant administration firms in Georgia. Mrs. Smith acts as the Client Manager, while our Project Managers, Hannah Smith, Callie Smith, and Tyler Gregory use excellent research and writing skills to assist in project development, environmental assessments, grant writing, and CDBG benefit documentation. Grants Managers Keeley Garrett and Sara Thomas manage the grants from day of award to close out of the project including Davis Bacon Certified Payroll review and Uniform Act Assistance. The Grants Managers also provide administration and grant preparation assistance for the entire staff.

Allen-Smith Consulting has a very successful history of obtaining grants for its clients, which is detailed in the "Project Experience" section of this package. To date, Allen-Smith Consulting has obtained and administered over \$527,964,825.00 in grant funds since its inception in 1994. These ASC projects have benefitted nearly 146,253 persons in Georgia. This amount does not include loans and grants written by others but administered by Allen-Smith Consulting.