

CONSENT AGENDA ITEM SUMMARY
October 20, 2025, City Council Meeting
Item Number: 6A



Presented by: Brian Linton, Director

Technology Services Department

ITEM SUMMARY:

Request for approval to pay the Civic Plus annual maintenance renewal invoice for \$10,347.75.

SPECIAL CONSIDERATIONS OR CONCERNS:

This is the annual maintenance renewal for Frase provided by Civic Plus
Frase Answer Engine(AI) for the website, which uses website content to answer citizen questions and provides language translation and font resizes.

STAFF RECOMMENDATION:

Staff recommend payment of this invoice.

FINANCIAL IMPACT:

\$10,347.75

FUNDING SOURCE:

Technology Services Line Item 100-5.1535.52.1301

ATTACHMENTS:

Civic Plus invoice

OTHER DEPARTMENTAL REVIEW NEEDED:

Yes

No

OTHER DEPARTMENTAL REVIEW

Finance



Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#352125

12/12/2025

Bill To

Brian Linton
City of McDonough, GA
136 Keys Ferry Street
McDonough GA 30253

TOTAL DUE

\$10,347.75

Due Date: 1/11/2026

Terms
Net 30

Customer
City of McDonough, GA

Approving Authority

Qty	Item	Start Date	End Date
1	Powered by AI technology, the Frase Answer Engine for Local Government uses website content to answer citizen questions. This solution includes dashboard analytics and language translation.	12/12/2025	12/11/2026
1	AudioEye Managed: https://www.mcdonoughga.org/	12/12/2025	12/11/2026

Total \$10,347.75

Due **\$10,347.75**

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021

CONSENT AGENDA ITEM SUMMARY
October 20, 2025, City Council Meeting
Item Number: 6B



Presented by: Brian Linton, Director

Technology Services Department

ITEM SUMMARY:

Request for approval to pay the JotForm annual renewal invoice in the amount of \$19,146.00.

SPECIAL CONSIDERATIONS OR CONCERNS:

This is the annual maintenance renewal for our form repository, the Public Affairs department creates forms for the website, events, and departmental needs.

STAFF RECOMMENDATION:

Stall recommends approval. This is budgeted and approved in the FY 25 – 26 budget.

FINANCIAL IMPACT:

\$19,146.00

FUNDING SOURCE:

Line Item 100-5.1535.52.1301

ATTACHMENTS:

JotForm invoice

OTHER DEPARTMENTAL REVIEW NEEDED:

Yes

No

OTHER DEPARTMENTAL REVIEW

Finance



Date **QUOTE**
September 17, 2025 1234567890
Justin Collins
justincollins@jotform.com

Jotform
4 Embarcadero Center, Suite 780
San Francisco CA 94111

Tax ID: 46-5729519

Reseller:

To Customer:

City of McDonough

Platform	Quantity	Cost Per Month	Number of Months	Total Due
Jotform Enterprise Base Package (includes 5 Users)	1	\$694.00	12	\$8,328.00
Additional Users	5	\$79.00	12	\$4,740.00
Data Only Bundle (10 data only licenses)	1	\$299.00	12	\$3,588.00
SSO	1	\$207.50	12	\$2,490.00
TOTAL				\$19,146.00

3-Year Agreement (10% OFF total)

Platform	Quantity	Cost Per Month	Number of Months	Total Due
Jotform Enterprise Base Package (includes 5 Users)	1	\$694.00	36	\$24,984.00
Additional Users	5	\$79.00	36	\$14,220.00
Data Only Bundle (10 data only licenses)	1	\$299.00	36	\$10,764.00
SSO	1	\$207.50	36	\$7,470.00
Multi-Year Agreement Discount	1		36	10%
TOTAL				\$51,694.20

5-Year Agreement (15% OFF total)

Platform	Quantity	Cost Per Month	Number of Months	Total Due
Jotform Enterprise Base Package (includes 5 Users)	1	\$694.00	60	\$41,640.00
Additional Users	5	\$79.00	60	\$23,700.00
Data Only Bundle (10 data only licenses)	1	\$299.00	60	\$17,940.00
SSO	1	\$207.50	60	\$12,450.00
Multi-Year Agreement Discount	1		60	15%
TOTAL				\$81,370.50

NOTES:

1. The quote is valid for 30 days
2. 3 years paid upfront: 10% off of total
3. 5 years paid upfront: 15% off of total
4. Quoted prices are before taxes. If taxes apply to your organization in your jurisdiction, they will be added to your invoice.
5. Prices are Jotform to Reseller Prices. Reseller to add their own margins on top of these prices

CONSENT AGENDA ITEM SUMMARY
October 20, 2025, City Council Meeting
Item Number: 6C



Presented by: Brian Linton, Director

Technology Services Department

ITEM SUMMARY:

Request for approval to pay the SHI invoice for Barracuda in the amount of \$26,040.00.

SPECIAL CONSIDERATIONS OR CONCERNS:

Barracuda provides the City's Email Gateway and Cloud Backup of our Microsoft Tenet. This is the Annual Maintenance Renewal of our Barracuda suite.

STAFF RECOMMENDATION:

Staff recommend payment of this invoice.

FINANCIAL IMPACT:

This expenditure was budgeted and approved in the FY 25 -26 budget.

FUNDING SOURCE:

Line Item 100-5.1535.52.1301

ATTACHMENTS:

SHI invoice

OTHER DEPARTMENTAL REVIEW NEEDED:

Yes

No

OTHER DEPARTMENTAL REVIEW

Finance



Pricing Proposal

Quotation #: 26692750

Description: Barracuda Email, Backup, Archiving (1yr) - Replace Essentials & Includes Backup - Due 11/21

Created On: Oct-02-2025

Valid Until: Oct-21-2025

GA-City of McDonough

Inside Account Executive

Brian Linton

136 Keys Ferry St.
McDonough, GA 30253
United States
Phone: (770) 957-3915
Fax:
Email: BLinton@McDonoughGa.org

John Kearney

290 Davidson Ave,
Somerset, NJ 08873
Phone: 732-564-8563
Fax: 732-564-8363
Email: John_Kearney@shi.com

[Click here](#) to order this quote

All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 Email Protection Adv Plan per User1Month Barracuda - Part#: EP-ADVANCED-U-1M Contract Name: Georgia Software Contract #: 99999-SPD-SPD0000060-0003 Serial #: 1838885 Note: MSRP/SHI Advertised List: \$5.00 ; (1yr) term for (250) users	3000	\$3.52	\$10,560.00
2 Barracuda Cloud Archiving Service - Subscription license (1 month) - 1 user - hosted Barracuda - Part#: EP-CAS-USR-1M Contract Name: Georgia Software Contract #: 99999-SPD-SPD0000060-0003 Serial #: 1838885 Note: MSRP/SHI Advertised List: \$4.00 ; (1yr) term for (250) users	3000	\$2.30	\$6,900.00
3 Data Protection Entra ID Backup per Us Barracuda - Part#: DP-EID-USR-1M Contract Name: Georgia Software Contract #: 99999-SPD-SPD0000060-0003 Serial #: 1838885 Note: MSRP/SHI Advertised List: \$0.00 ; (1yr) term for (250) users	3000	\$0.00	\$0.00
4 Barracuda Cloud-to-Cloud Backup Service Data Protection - Subscription license (1 month) - 1 user - hosted - annual fee Barracuda - Part#: DP-CCB-USR-1M Contract Name: Georgia Software Contract #: 99999-SPD-SPD0000060-0003 Serial #: 1838885 Note: MSRP/SHI Advertised List: \$3.40 ; (1yr) term for (250) users	3000	\$2.60	\$7,800.00
Total			\$25,260.00

Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts,

please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

CONSENT AGENDA ITEM SUMMARY
October 20, 2025, City Council Meeting
Item Number: 6D



Presented by: Antoinette Odoms, Director

Water Plant

ITEM SUMMARY:

Request for approval to pay the yearly contract labor invoice for Georgia Environmental Protection Division Drinking Water compliance analysis, in the amount of \$13,621.20.

SPECIAL CONSIDERATIONS OR CONCERNS:

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

\$13,621.30

FUNDING SOURCE:

Line Item: 505-5.4420.52.3850

ATTACHMENTS:

Georgia Department of Natural Resources EDP Drinking Water Invoice

OTHER DEPARTMENTAL REVIEW NEEDED:

Yes

No

OTHER DEPARTMENTAL REVIEW

Finance



**ENVIRONMENTAL PROTECTION DIVISION
DRINKING WATER INVOICE**

FIMS Account ID: 1230
Customer Name: MCDONOUGH
Water System ID: GA1510003
Invoice Number: DW-2026-003863

Total Due : \$ 13,621.30

Bill To:
 MCDONOUGH
 VONDENBOSCH, WILLIAM
 8 DOGWOOD LANE
 MCDONOUGH, GA 30253

Notification:
 Check Water System Information
gadrikingwater.net
Account Information:
TOTAL AMOUNT DUE ON 08/25/2025

BILLING SUMMARY

07/01/2025 - 06/30/2026	7/14/2025	\$ 13,420.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,621.30
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EXPLANATION OF CHARGES

16,187	180	3	C	SW	Chemical	\$ 13,420.00
Total:						\$ 13,420.00

PAST DUE SUMMARY

Past Due Amount	\$ 13,420.00	\$ 0.00	\$ 13,420.00	\$ 0.00	\$ 0.00	\$ 0.00
Late Fee	\$ 201.30	\$ 0.00	\$ 201.30	\$ 0.00	\$ 0.00	\$ 0.00

PLEASE RETURN THIS PORTION OF YOUR INVOICE WITH YOUR PAYMENT.

MAKE CHECK(S) PAYABLE TO : EPD - Drinking Water Fees

FIMS ACCOUNT ID	TOTAL DUE	INVOICE #
1230	\$ 13,621.30	DW-2026-003863

DUE DATE	08/25/2025
TOTAL AMOUNT DUE	\$ 13,621.30
TOTAL AMOUNT PAID	

MCDONOUGH
 VONDENBOSCH, WILLIAM
 8 DOGWOOD LANE
 MCDONOUGH, GA 30253

MAIL PAYMENT TO:
 DRINKING WATER FEES
 P.O. BOX 101788
 ATLANTA, GA 30392



FIMS Account ID:

1230

Customer Name:

MCDONOUGH

Water System ID:

GA1510003

Invoice Number:

DW-2026-003863

ENVIRONMENTAL PROTECTION DIVISION

DRINKING WATER INVOICE

Total Due : \$ 13,621.30

BILLING DETAIL

Invoice Date	Description	Amount
7/10/2025	Past Due Balance	\$ 0.00
7/11/2025	Current Charges	\$ 13,420.00
8/26/2025	Late Fee	\$ 201.30
Total:		\$ 13,621.30

If you have questions regarding your invoice, please contact the Branch most closely related to your fees at one of the numbers below:

- Air Protection Branch: (404) 363-7000**
- Land Protection Branch: (404) 657-8600**
- Watershed Protection Branch: (404) 463-1511**

You may also email epdfinance@dnr.ga.gov for billing questions or for technical assistance, you can visit <http://epd.georgia.gov/geos/contact-us> for program-specific contacts.

JAMES L. WHITAKER, P.C.

Certified Public Accountant
2295 Henry Clower Blvd., Suite 205
Snellville, Georgia 30078
Telephone: 678-205-4438
Fax: 678-205-4449

Member of
The American Institute of
Certified Public Accountants

Member of
Georgia Society of
Certified Public Accountants

October 14, 2025

To the Mayor, City Council and Management
City of McDonough, Georgia
136 Keys Ferry Street
McDonough, GA 30253

We are pleased to confirm our understanding of the services we are to provide to the City of McDonough, Georgia for the year ended June 30, 2025. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of McDonough, Georgia as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of McDonough's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of McDonough's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. GASB Required Pension Information

We have also been engaged to report on supplementary information other than RSI that accompanies City of McDonough's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a separate written report accompanying our auditor's report on the financial statements.

1. Schedule of Expenditures of Federal Awards
2. Combining Financial Statement
3. Individual Fund Financial Statements and Budgetary Schedules

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting --

Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulation (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our single audit. Our reports will be addressed to management and the Mayor and City Council of City of McDonough, Georgia. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any

reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitation of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and

fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control-related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of McDonough's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of McDonough's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on City of McDonough's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of City of McDonough, Georgia. In conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional

judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulation (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified

including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on November 24, 2025.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include in our report the schedule of expenditures on federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; 2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed the reasons for such changes); (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section in this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate section of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to City of McDonough, Georgia; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of James L. Whitaker, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Georgia Department of Budget or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to

such audit documentation will be provided under the supervision of James L. Whitaker, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a Federal or State Agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

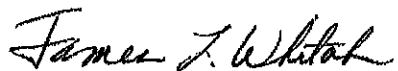
We expect to begin our audit on approximately November 24, 2025. As we have discussed previously with the Finance Director, we cannot guarantee that we will be able to deliver the final report to the City by December 31, 2025. It has also been determined that the City is not eligible to obtain an extension of time to file the audit report since the City has received extensions for the previous two years and / or is late filing the most recent fiscal year audit.

James L. Whitaker is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs and is expected to range between \$60,000 and \$65,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoice for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to City of McDonough, Georgia and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



James L. Whitaker, Managing Owner
James L. Whitaker, P.C.

RESPONSE:

This letter correctly sets forth the understanding of City of McDonough, Georgia.

Management signature: _____

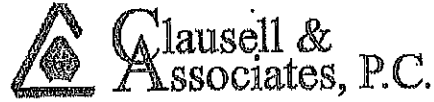
Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



Clausell &
Associates, P.C.

Certified Public Accountants + Management Consultants
Certified Forensic Accountants

Report on the Firm's System of Quality Control

November 16, 2022

To the Shareholder of James L. Whitaker, P.C.
and the Peer Review Committee of the Georgia Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of James L. Whitaker, P.C. (the firm), in effect for the year ended June 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of James L. Whitaker, P.C., in effect for the year ended June 30, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. James L. Whitaker, P.C. has received a peer review rating of *pass*.

Clausell & Associates, P.C.

Clausell & Associates, P.C.

CITY OF MCDONOUGH, GEORGIA
NONATTEST SERVICES DISCLOSURE

FOR THE YEAR ENDING JUNE 30, 2025

In connection with our audit of the financial statements of the above referenced client, we have discussed with the client's management the importance of their acknowledgement of their responsibilities regarding any nonattest services we may perform during the audit. Nonattest services that we may perform during the audit include the following:

1. Preparation of the draft financial statements and related notes.
2. Preparation of the general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the organization's general ledger into a working trial balance.
3. Preparation of proposed journal entries necessary to convert your cash basis records or modified accrual records to the accrual basis of accounting. The journal entries will be prepared from information that you provide to us.
4. Preparation of the organizations depreciation schedule from the information you furnish to us such as additions, deletions, depreciation methods and asset lives.
5. Preparation of the organization state and federal information returns (form 990) or income tax returns, if applicable.
6. Preparation of the organization's "Report of Local Government Finances" as required by the Department of Community Affairs.
7. Preparation of the organization's "Solid Waste Report" as required by the State of Georgia, Environmental Protection Division.
8. Preparation of the annual impact fee report required by the State of Georgia.
9. Assistance with the preparation of the Data Collection Form and Schedule of Federal Expenditures as required with Single Audit Reports.
10. Assistance with the Introductory and Statistical Sections of the City's Comprehensive Annual Financial Reports.
11. Assistance with bank reconciliations.

Your responsibilities as they pertain to the above mentioned nonattest services that we may perform are as follow:

- A. To make all management decisions and perform all management functions.
- B. Designate an individual with suitable skill, knowledge, or experience to oversee any nonattest services, tax services, or other services we may provide.
- C. To evaluate the adequacy and results of the services performed.
- D. To take responsibility for the results of the services.
- E. Establish and maintain internal controls, including monitoring ongoing activities.

We, in our sole professional judgment, reserve the right to refuse to do any procedure or take any action that could be construed as making management decisions or performing management functions. We will advise management with regard to positions taken in the performance of or preparation of any of the above services, but management must make all decisions with regard to those matters.

AGENDA ITEM SUMMARY
October 20, 2025, City Council Meeting
Item Number: 11



Presented by: William VonDenBosch

Department: Water/Sewer

ITEM SUMMARY:

Request approval to purchase one Kubota side by side to be used in the parks department to help maintain parks and trails.

SPECIAL CONSIDERATIONS OR CONCERNS:

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

Total Cost: \$23,934.19

FUNDING SOURCE:

Line Item: SPLOST VI 327-5-6220-54-1316

ATTACHMENTS:

Quote from Mason Tractor

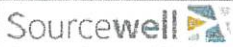
OTHER DEPARTMENTAL REVIEW NEEDED:

Yes

No

OTHER DEPARTMENTAL REVIEW

Finance



Ground Maintenance, CE, Utility
Tractors, Mowers, RTV's - 112624-KBA
Ag Tractors with Related Attachments - 082923-KBA
NJ/PA Arkansas 4600041718
Nebraska 14777 (OC)
Mississippi 8200067336

RTV-X1100CWL-H WEB QUOTE #2914668

Date: 10/1/2025 1:21:40 PM

-- Customer Information --

VonDenBosch, Billy
110852

City of McDonough
mbattle@mcdonoughga.org
678-782-6271

Quote Provided By
MASON TRACTOR & EQUIPMENT CO.,
INC.

Ric Roberts
395 INDUSTRIAL BLVD.
MCDONOUGH, GA 30253
email: ricroberts@masontractorco.com
phone: 6783460768

-- Standard Features --

-- Custom Options --



V Series

RTV-X1100CWL-H

*** EQUIPMENT IN STANDARD MACHINE ***

DIESEL ENGINE

Model Kubota D1105
3 Cyl. 68.5 cu in
+23.3 Gross Eng HP
75 Amp Alternator

TRANSMISSION

VHT-X
Variable Hydro Transmission
Forward Speeds:
Low 0 - 15 mph
High 0 - 25 mph
Reverse 0 - 17 mph
Limited-slip Front Differential
Rear differential lock

HYDRAULICS

Hydrostatic Power Steering
with manual tilt-feature
Hydraulic Cargo Dump
Hydraulic Oil Cooler

FLUID CAPACITY

Fuel Tank 7.9 gal
Cooling 8.3 qts
Engine Oil 4.3 qts
Transmission Oil 1.8 gal
Brake Fluid 0.4 qts

CARGO BOX

Width 57.7in
Length 40.5 in
Depth 11.2 in
Load Capacity 1102 lbs
Vol. Capacity 15.2 cu ft

+ Manufacturer Estimate

KEY FEATURES

Factory Cab w/ A/C, Heater,
Defroster
Fully opening roll-down door
windows
Digital Multi-meter
Speedometer
Pre-wired w/ speakers/antenna for
stereo
Front Independent Adjustable
Suspension
Rear Independent Adjustable
Suspension
Brakes - Front/Rear Wet Disc
Rear Brake Lights / Front
Headlights
2" Hitch Receiver, Front and Rear
Deluxe 60/40 split bench seats
with driver's side seat adjustment
Underseat Storage Compartments
Deluxe Front Guard
(radiator guard, bumper, and lens
guard)

SAFETY EQUIPMENT

SAE J2194 & OSHA 1928 ROPS
Horn
Dash-mounted Parking Brake
Spark Arrestor Muffler
Retractable 2-point Seat Belts

DIMENSIONS

Width 63.2 in
Height 79.5 in
Length 120.3 in
Wheelbase 80.5 in
Tow Capacity 1300 lbs
Ground Clearance 10.4 in
Suspension Travel 8 in
Turning Radius 13.1 ft

Factory Spray-on Bedliner
"L" Models Only

Bright Alloy Wheels (Silver-
painted)
Silver-painted with machined
surface
"S" Models only

TIRES AND WHEELS

Heavy Duty Worksite 25 x 10 - 12, 6 ply

RTV-X1100CWL-H Base Price: \$26,399.00

Selected Kubota Attachments

(1) AM/FM/WX/BT/PA/USB HD SHORT DIN RADIO \$279.00
77700-13484-AM/FM/WX/BT/PA/USB HD SHORT DIN RADIO

(1) STROBE LIGHT MOUNT KIT \$187.95
77700-VC5058-STROBE LIGHT MOUNT KIT

(1) TURN SIGNAL/HAZARD LIGHT KIT \$445.51
K7731-99610-TURN SIGNAL/HAZARD LIGHT KIT

Total Kubota Attachments: \$912.46

Total Attachments: \$912.46

Configured Price: \$27,311.46

Sourcewell Discounts:

Kubota Items: (\$6,008.52)

Total Discount: (\$6,008.52)

SUBTOTAL: \$21,302.94

1Yr RTV-X1100CWL-H Extended Warranty \$850.00

Kubota Item Fees:

Dealer Assembly: \$220.00

Freight Cost: \$881.25

PDI: \$400.00

Total Unit Price: \$23,654.19

Quantity Ordered: 1

LABOR INSTALL STROBE LIGHT AND TURN
SIGNALS @ 2 HR X140.00 \$280.00

Final Sales Price: \$23,934.19

Purchase Order Must Reflect Final Sales Price.

To order, place your Purchase Order directly with the quoting
dealer

*All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.



Selling Equipment

Quote Id: 33489266

Customer Name: CITY OF MCDONOUGH

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
Ag-Pro
192 Industrial Blvd
Mcdonough, GA 30253
678-673-3680
WMcDonoughGM@agproco.com

JOHN DEERE GATOR™ XUV 845M HVAC (Model Year 2025) - 1M0845MDPSM011805

Hours:	1	Suggested List *
Stock Number:	19015674	\$ 31,997.00
Contract:	GA #999999-001- SPD0000175-0005 (PG GB CG 22)	Selling Price *
		\$ 27,837.39

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
8812M 0	JOHN DEERE GATOR XUV 845M HVAC 8812M	1	\$ 29,749.00	13.00	\$ 3,867.37	\$ 25,881.63	\$ 25,881.63
Standard Options - Per Unit							
001F	US 49 State	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
182A	Less AutoTrac/GreenStar Harness	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
183B	Less JDLink Hardware	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
0505	Build To Order	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
1062	27 Predator Heavy-Duty all-terrain radial tires on	1	\$ 667.00	13.00	\$ 86.71	\$ 580.29	\$ 580.29
2350	Park Position in Transmission	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
2500	Green and Yellow	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
4022	Full Door with Side Mirrors	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
4062	HVAC Cab	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
5006	Front Brush Guard	1	\$ 456.00	13.00	\$ 59.28	\$ 396.72	\$ 396.72
5105	Select Comfort and Convenience Package	1	\$ 1,125.00	13.00	\$ 146.25	\$ 978.75	\$ 978.75
	Standard Options Total		\$ 2,248.00		\$ 292.24	\$ 1,955.76	\$ 1,955.76
Technology Options/Non-Contract/Open Market							
1880	Less Receiver	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
1900	Less Display	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
	Technology Options Total		\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
	Value Added Services Total		\$ 0.00			\$ 0.00	\$ 0.00
Total Selling Price			\$ 31,997.00		\$ 4,159.61	\$ 27,837.39	\$ 27,837.39

AGENDA ITEM SUMMARY
October 20, 2025, City Council Meeting
Item Number: 12



Presented by: Sylvia Smith, Community & Economic Development Department

ITEM SUMMARY:

The request for Case #250709 (**Mateu Project**) is for a rezoning for an office building. The subject property is located at 67 Jonesboro St. and further recognized as Tax Parcel ID #M08-05033000 and lies within District 2 (Jamal Burt).

SPECIAL CONSIDERATIONS OR CONCERNS:

Said application is to be processed following schedule herein:

- 9/09/2025 Municipal Planning Commission Workshop
- 10/02/2025 City Council Workshop
- 10/14/2025 Municipal Planning Commission Public Review
- **10/20/2025 City Council Public Hearing & Vote**

STAFF RECOMMENDATIONS:

PLANNING COMMISSION

Jerry Hayes made a motion to recommend Approval of the request with Staff Conditions, Mark Thomas Second

- **Vote:** 5-0 (Motion Passed)

STAFF

Approval as requested by Applicant with Conditions

FINANCIAL IMPACT: N/A

FUNDING SOURCE: N/A

ATTACHMENTS:

- ORD #25-10-20001(Z)
- P/Z Final Staff Report

OTHER DEPARTMENTAL REVIEW NEEDED: YES

REFER TO FINAL STAFF REPORT



City of McDonough, GA
Community Development Department
Final Staff Report
For Recommendation Only

Case Petition:	#250709
Applicant:	Carlos Mateu for the Mateu project
Address/Location	67 Jonesboro St.
Council District:	#2 (Jamal Burt)
Request:	Rezoning to C-2 (Central Commercial)
Land Lot District:	133 of the 7 th District
Tract Size:	Approximately 0.6 +/- (Parcel #M08-05033000)

Meetings	
9/9/25	Planning Commission Workshop
10/2/25	City Council Workshop
10/14/25	Planning Commission "Public Review"
10/20/25	City Council "Public Hearing"

Background Information
 Current Zoning R-100 (Single-Family Residential).



North Boundary
 Zoned: RM-75 (Multi-Family Residential)
 Land Use: Vacant

East Boundary
 Zoned: C-2 (Central Commercial)
 Land Use: Office

South Boundary
 Zoned: C-2 (Highway Commercial)
 Land Use: Office

West Boundary
 Zoned: R-100 (Single-Family Residential)
 Land Use: Residential Home



City of McDonough, GA

Community Development Department

Rezoning Staff Report

For Recommendation Only

Staff Analysis:

The proposed change would allow the older home to be repurposed as a professional office, a use that aligns with the character of the surrounding area and supports the city's vision for its downtown corridor. This recommendation is based on a thorough review of the project's compatibility with neighboring land uses and its consistency with the city's planning documents.

Alignment with McDonough Comprehensive Plan and Future Land Use Map

The rezoning to C-2 is consistent with the city's official planning documents.

- **Future Land Use Map (FLUM):** The property is located in an area designated as a Town Center on the McDonough Future Land Use Map. The Town Center designation promotes a walkable hub for the city and county with public amenities, and it encourages reinvestment and redevelopment. Reusing an existing residential-style building for office space is consistent with this vision of maintaining the historic feel while supporting commercial activity.
 - **Location in Town Center:** The property is in the **Town Center** area as designated on the Future Land Use Map. The C-2 district (Central Commercial) is intended to encourage the "intensive development of a **central business center** for the City" and promote businesses that benefit from **proximity to each other**.
- **Comprehensive Plan:** The proposed use aligns with the Comprehensive Plan's goals for economic development and land use. The plan supports fostering a positive environment for businesses and promoting reinvestment. It also values preserving the city's sense of place and historic character. Converting an older home into an office suite fits the character of a "residential-style commercial business," which is common near the downtown/historic area.
 - The Downtown Square, located nearby, is predominantly C-1 and C-2, supporting retail, office, and commercial uses. The C-2 zoning is the proper classification to extend this commercial density and mixed-use character away from the square.



City of McDonough, GA
Community Development Department
Rezoning Staff Report
For Recommendation Only

Staff Analysis (cont.):

The proposed change would allow the older home to be repurposed as a professional office, a use that aligns with the character of the surrounding area and supports the city's vision for its downtown corridor. This recommendation is based on a thorough review of the project's compatibility with neighboring land uses and its consistency with the city's planning documents.

- **Compatibility and Land Use Transition:** The property is on a major corridor, Jonesboro Street. It is situated between existing C-2 and C-3 commercial to the east and south, a multi-family residential (RM-75) zone to the north, and a single-family residential home (R-100) to the west. The proposed C-2 zoning acts as a logical and appropriate transition from the residential home to the west to the commercial uses surrounding the property.
- **Adaptive Reuse and Preservation:** The proposal involves converting an existing home, a form of adaptive reuse. This is a sound planning practice, especially in historic or transitional areas like this downtown corridor. It preserves the architectural character of the building while allowing it to serve a new economic purpose.
- **No Adverse Impact:** The proposed use is for professional offices, which are generally low-intensity and are unlikely to generate excessive traffic, noise, or other nuisances that would negatively impact adjacent properties. The staff analysis confirmed there would be no overtaxing of public facilities, no increase in costs to the city, and no deterrent to adjacent properties.
- **Consistency with Planning Goals:** The property is located in an area designated as a Town Center on the Future Land Use Map. The city's Comprehensive Plan for this area aims to promote a concentration of commercial and residential structures that serve the community and reduce vehicle travel. Repurposing an existing building for office use supports this goal by encouraging reinvestment and a mix of uses within a walkable, urban environment

Final Staff Recommendation by: Sylvia Smith, Community & Economic Development Director

Staff recommends Approval based on the following

1. **The building's exterior must maintain a residential appearance. Any modifications to the building's facade, windows, or doors must be reviewed and approved by the Community Development Department to ensure consistency with the historic downtown area.**
2. **All signage must be professionally designed, compatible with the building's residential style limited to 5 ft in height and be compatible with the surrounding commercial area. No flashing, animated, or roof signs are permitted.**
3. **A planted 10 ft buffer strip shall be planted along the sides and rear of the property. All landscaping shall use approved materials from Chapter 17.120.023**
4. **Off-street parking must be provided in the rear of the property. The driveway and parking area must be constructed of an approved material such as concrete or asphalt and must not impede traffic flow on Jonesboro Street.**
5. **The property is restricted exclusively to professional office space, and no other uses permitted in the C-2 Central Commercial District are authorized.**



City of McDonough, GA
Community Development Department
Rezoning Staff Report
For Recommendation Only

Staff Analysis:

Section 17.92.016 Standards of Review for Rezoning

▶ Isolated district	No
▶ Possible overtaxing load on public facilities	No
▶ Cost increase to the City(<i>Public Utilities, schools streets, other public safety measures</i>)	No
▶ Impact to environment	No
▶ Amendment will be a deterrent to adjacent properties	No
▶ Current zoning may be used for the purpose intended	No
▶ Property to stay compatible with adjacent properties	Yes
▶ Property is consistent with FLUM	Yes
▶ Any character change to the Zoning District	No
▶ Does the amendment follow the zoning regulations	Yes
▶ Applicant submitted all information	Yes
▶ Any impact to neighboring residential properties	No
▶ Buffers have been adhered to	Yes
▶ Maintains the integrity of surrounding neighborhoods	Yes



City of McDonough, GA
Community Development Department
Rezoning Staff Report
For Recommendation Only

Professional Staff (City/Henry County/State) Analysis:

Department Name: McDonough Police

Comments: No concerns regarding the development.

Department Name: McDonough Fire

Comments: No concerns regarding the development. Approval is based on review for code compliance.

Department Name: Building & Inspections

Comments: Approval based on review for code compliance.

Department Name: City Engineer

Comments: A land disturbance permit (LDP) may be required. A basic site plan can be submitted to determine the extent of the disturbed area as well as impervious surfaces. The review of that plan will determine if a more detailed plan will be required and if stormwater will need to be addressed. Approval based on review for code compliance.

Department Name: Public Works

Comments: No initial comments returned – official plan review required.

Department Name: Stormwater

Comments: No initial comments returned – official plan review required.

Department Name: Water Distribution

Comments: No initial comments returned – official plan review required.

Department Name: Water/Sewer Operations

Comments: Not a reviewing agency.



City of McDonough, GA
Community Development Department
Rezoning Staff Report
For Recommendation Only

Professional Staff (City/Henry County/State) Analysis:

Department Name: HC Water & Sewer

Comments: Not a reviewing agency.

Department Name: HCDOT

Comments: Not a reviewing agency.

Department Name: HCBOE

Comments: Not a reviewing agency.

Department Name: HC GIS

Comments: Not a reviewing agency.

Department Name: GDOT

Comments: Has no comments.



City of McDonough, GA

Community Development Department

Rezoning Staff Report

For Recommendation Only

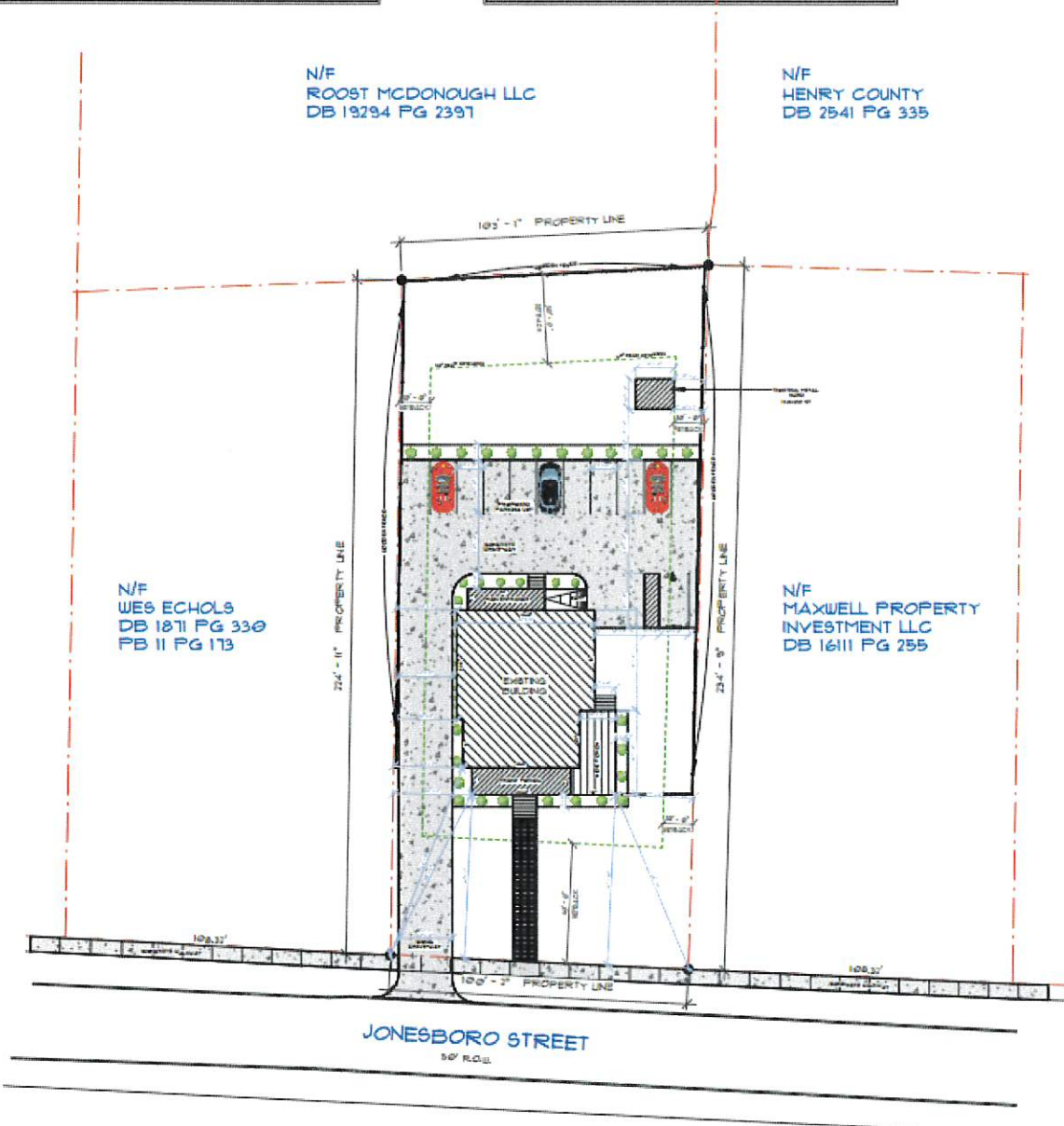
Concept Plan

PROJECT LOCATION

67 JONESBORO ST, MCDONOUGH,
GA 30253.

PROJECT BRIEF & SCOPE

A PROPOSED SITE PLAN DESIGN ON A
0.63 ACRES PLOT AT THE ABOVE
LOCATION.





City of McDonough, GA
Community Development Department
Rezoning Staff Report
For Recommendation Only

Elevations (front)





City of McDonough, GA
Community Development Department
Rezoning Staff Report
For Recommendation Only

Elevations (Rear)





City of McDonough, GA
Community Development Department
Rezoning Staff Report
For Recommendation Only

Elevations (side)





City of McDonough, GA
Community Development Department
Rezoning Staff Report
For Recommendation Only

Elevations (Side)



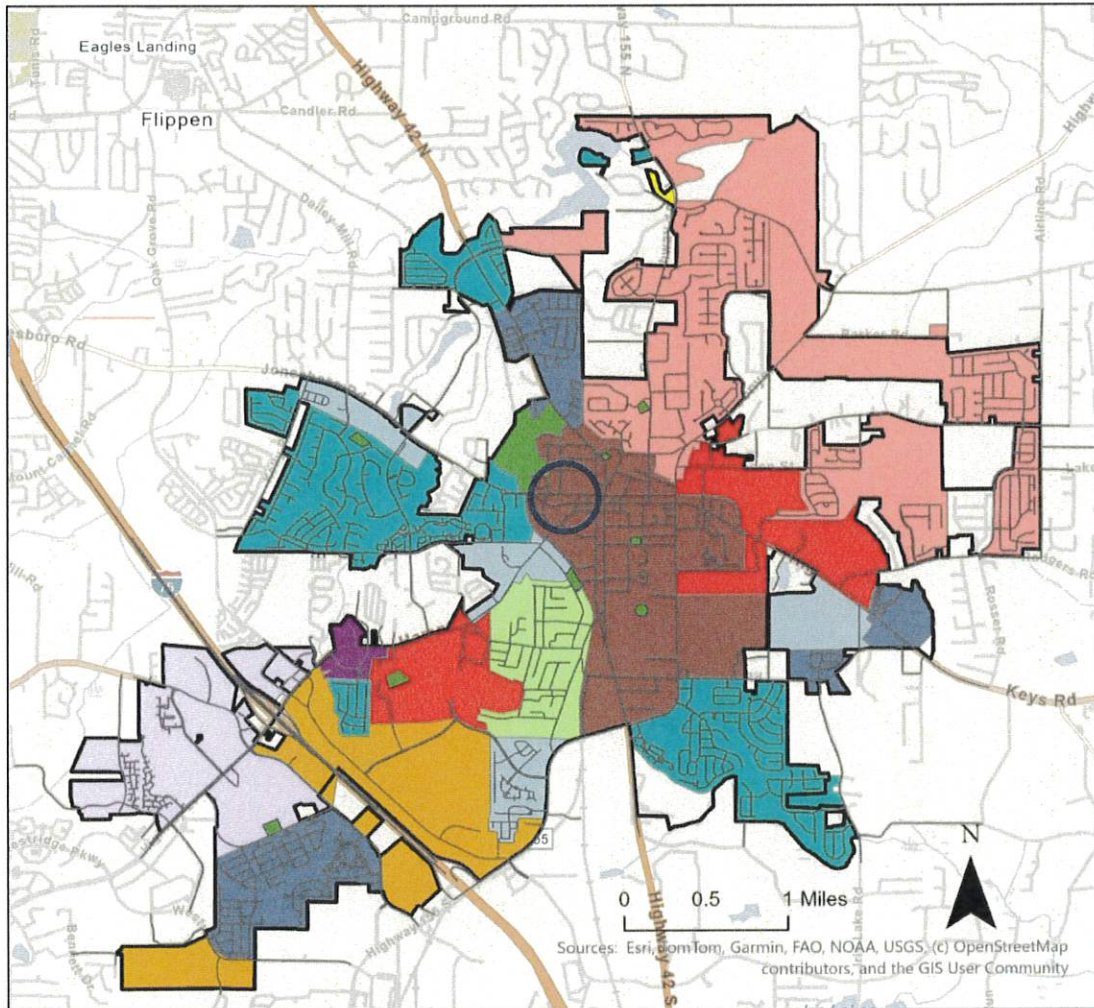


City of McDonough, GA

Community Development Department

Concept Compliance Staff Report

For Recommendation Only



McDonough Future Land Use Map

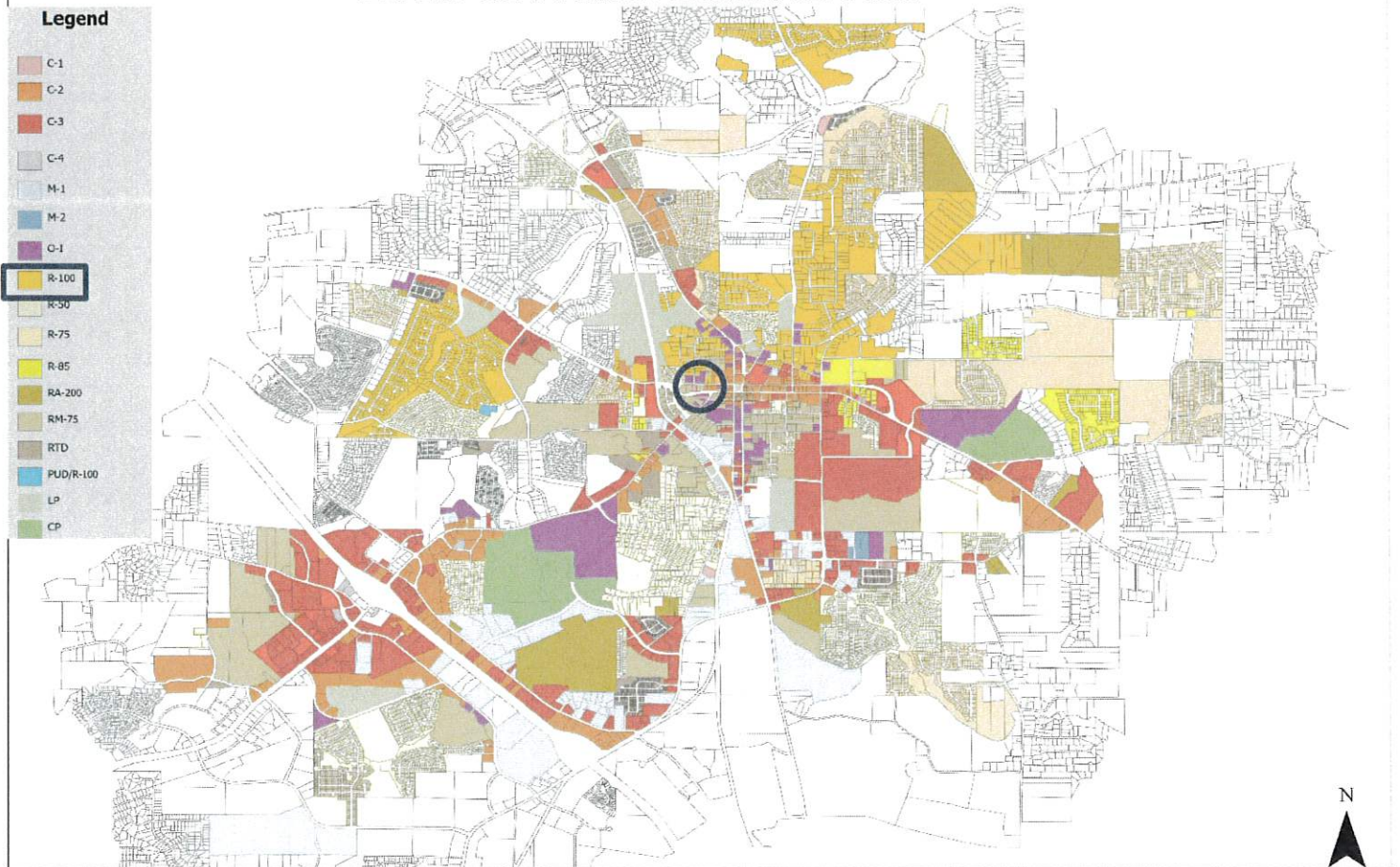
- | | | |
|-------------------------|--------------------------------------|--------------------------|
| Estate Residential | TCU | Office Park |
| Greenspace | Town Center | Regional Activity Center |
| Highway Activity Center | Traditional Neighborhood Development | Gateway Industrial |
| Institutional/Public | Suburban Mixed Use | Streets |
| Suburban Residential | | City Limits |



City of McDonough, GA
Community Development Department
Rezoning Staff Report
For Recommendation Only

Zoning Map

2025 OFFICIAL ZONING MAP





City of McDonough, GA
Community Development Department
Rezoning Staff Report
For Recommendation Only

Infrastructure:	Water Service:	City of McDonough
	Sewer Service:	City of McDonough
	Electricity:	Georgia Power
	Telephone:	N/A
	Cable Television:	N/A
	Schools:	Henry County Schools

GENERAL CODE COMPLIANCE DISCLAIMER

The proposed project shall be developed consistent with the conditions in this report, all codes and ordinances of the City of McDonough, the State of Georgia and all other applicable regulatory agencies.

NOTE: *All Concept Plans are accepted as an illustrative drawing to represent an idea only and are not approved during the rezoning process as an official review and approval by Staff showing compliance with City Codes, State Laws, and Zoning conditions which are required during the plan review process.*

STATE OF GEORGIA
CITY OF MCDONOUGH

ORDINANCE NO. 25-10-20001(Z)

AN ORDINANCE, PURSUANT TO MCDONOUGH CODE OF ORDINANCES SECTION 17.104.020(A)(1), AMENDING THE ZONING MAP OF THE CITY OF MCDONOUGH; PROVIDING FOR SEVERABILITY; REPEALING CONFLICTING ORDINANCES; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF MCDONOUGH AND IT IS HEREBY ORDAINED BY AUTHORITY HEREOF:

SECTION 1.

This ordinance applies to the following real property per the application filed by **Carlos Mateu for the Mateu Project**:

All that lot, tract or parcel(s) of land, otherwise known 67 Jonesboro St., further described as of Parcel #M08-05033000, lying and being in Land Lot(s) 133 of the 7th District of Henry County, Georgia, consisting of a total of 12 +/- acres and being more particularly described on Exhibit "A," attached hereto and incorporated herein by reference.

SECTION 2.

The above property is hereby zoned C-2 (Central Commercial), and subject to the new conditions of development contained in Exhibit "B," attached hereto and incorporated herein by reference.

SECTION 3.

The sections, subsections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any section, subsection, paragraph, sentence, clause or phrase shall be declared illegal by the valid judgment or decree of any court of competent jurisdiction, such illegality shall not affect any of the remaining section, subsections, paragraphs, sentences, clauses and phrases of this ordinance.

SECTION 4.

All ordinances and parts of ordinances in conflict herewith are expressly repealed.

SECTION 5.

This ordinance shall become effective immediately upon adoption.

So ordained this 20th day of October, 2025.

CITY OF MCDONOUGH, GEORGIA

SANDRA VINCENT, MAYOR

ATTEST:

APPROVED AS TO FORM:

CHRISTY TAYLOR, CITY CLERK

EMILIA WALKER, CITY ATTORNEY

Exhibit A
Legal Description (See Attached)

Exhibit B
Conditions of Development

REFER TO FINAL STAFF REPORT

AGENDA ITEM SUMMARY
October 20, 2025, City Council Meeting
Item Number: 15



Presented by: Steve Morgan

Department: Administration

ITEM SUMMARY:

Request Council approval to purchase and install a prefabricated restroom building at Jonesboro Road Park. The unit is a Cortez double flush toilet building with various features, including ADA compliance

SPECIAL CONSIDERATIONS OR CONCERNS:

The CXT quote specifies that a tractor trailer and crane must have access to the site to set up next to the utility pad for off-loading. If a drop deck trailer cannot gain access, additional site access requirement fees will be incurred. The customer is responsible for addressing any encumbrances to site access.

STAFF RECOMMENDATION:

Staff recommend approval.

FINANCIAL IMPACT:

\$112,579.76 (The recommended contract amount, not including sales tax).

FUNDING SOURCE:

SPLOST IV Funds

ATTACHMENTS:

Jonesboro Park Restroom Proposal - CXT, Inc.
Jonesboro Park Restroom Proposal - Public Restroom Company

OTHER DEPARTMENTAL REVIEW NEEDED:

Yes

X No

Quote #: JCHA1034B2-1



, Inc. an L.B. Foster Company

Mailing Address:
CXT Incorporated, an LBFoster Co.
606 N. Pines Road, Suite 202
Spokane Valley, WA 99206

To: City of McDonough

136 Keys Ferry Street
McDonough, GA 30253

Attention: Ronnie Thompson

Phone: (678) 409-8237

Phone: (800) 696-5766

Fax: (509) 928-8220

Date: 08/27/2025

Re: Price based off Sourcwell Contract
052725-CXT

Our quotation for the Cortez Flush Building building is as follows:

Per Building

Cortez double flush toilet building with optional simulated rib metal (Granite Rock) roof and split face block (SW7005) wall texture, three 16-gauge galvanized steel doors and frames, unisex signs, vitreous china plumbing fixtures (2-lavatories, 2-water closets), two stainless steel soap dispensers, two 2-roll toilet paper holders, two exhaust fans, three GFI outlets, three floor drains, two s/s mirrors, two Koala hard plastic Baby Changing stations, ADA grab bars, ADA signs, one hose bib in chase area, ADA frost free drinking fountain with bottle filler, J-boxes and conduit in rooms and chase, motion controlled interior lights and photo cell controlled exterior lights. PE Stamped drawings included. Options on par with SOA 154335

\$112,579.76

\$112,579.76

FOB: Freight FOB Destination. Price includes delivery, off-loading and setting the building on a customer prepared pad and utility stub in the McDonough, GA area. Final connection of utilities included.

Terms: Net 30 with Credit Approval.

Shipment: Within 90 days ARO after receipt of an approved MI (Manufacturing Insurrections) and State approvals. The entire sales cycle from PO to delivery is within 150 days.

Notes: Sales tax not included Number of Units: ____

Important: Tractor trailer and crane must have access to site and literally set up next to the utility pad for off- loading of the building. If drop deck trailer cannot gain access to the site then additional site access requirement fees will be incurred. Road must allow standard 120' truck and trailer clear passage to site. It is the customer's responsibility to address any encumbrances to site access.

This quotation is subject to the conditions on the attached sheet and the terms hereof shall constitute the exclusive agreement of the parties and all conflicting or additional terms in Buyer's purchase order or any other such documents of Buyer shall have no force or effect.

CXT, Incorporated

By Jeff Chambers

Jeff Chambers
JChambers@lbfoster.com

Accepted this _____ day of _____ 20____

By: _____ (Customer Name)

_____ (Signed)

Price Proposal: Jonesboro Park - City of McDonough, GA
Date: October 7, 2025
Reference: 13242/baseMOD-022-DF-BF
Sourcewell: Contract # 052725-PRM

Our Offer to Sell:

1. Restroom Building delivered to site @ \$ 173,980

Public Restroom Company (PRC) herein bids to furnish (building only per plans and specifications, delivered to site with all costs except installation including applicable taxes excluding retention. (Retention is not allowed as this is materials or a product fully assembled before shipment to the site and therefore not subject to retention.)

2. Installation: Turnkey Installation of the Building above @ \$ 22,000 with retention allowed.

Public Restroom Company also includes in this two-part quotation our turnkey installation package for this building. Our national factory authorized installation team will:

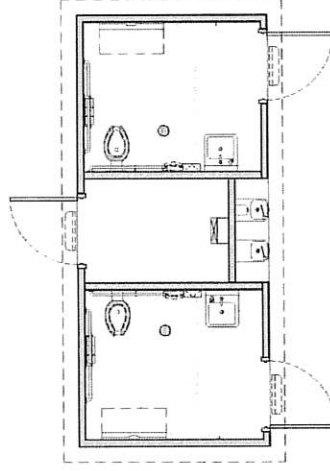
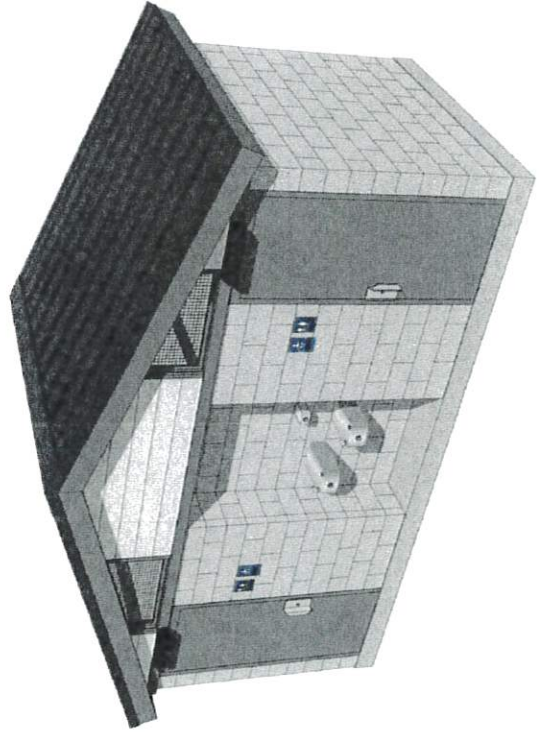
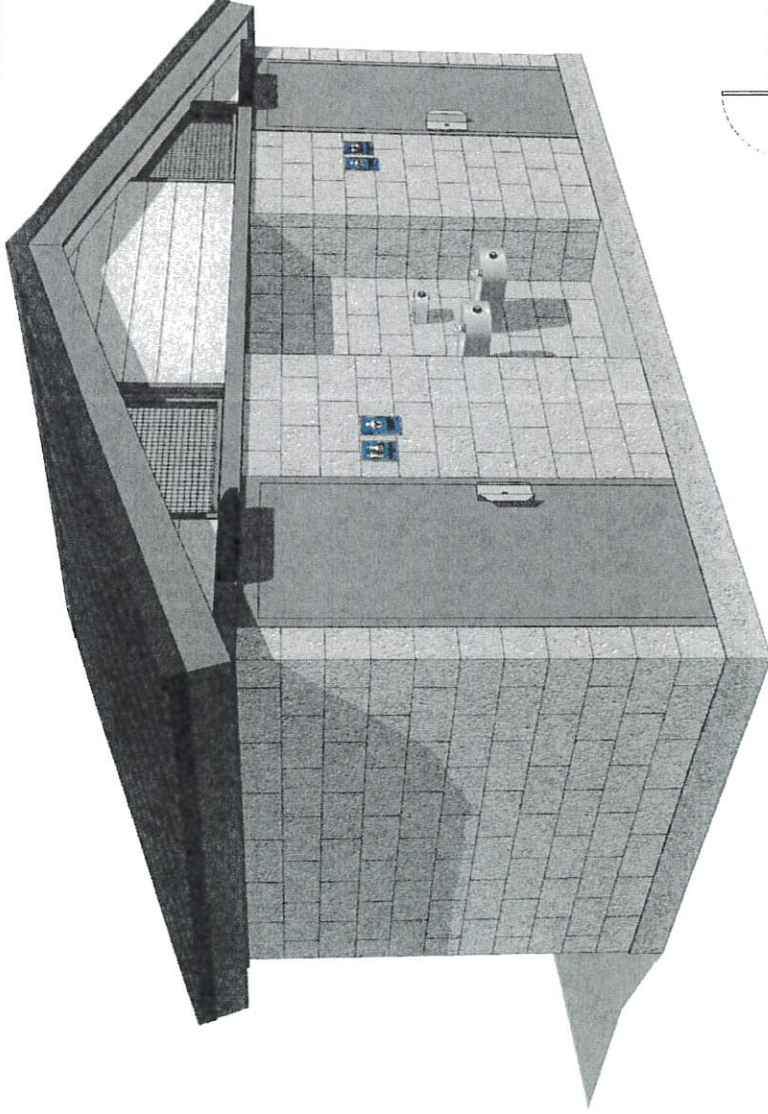
- a. Arrive onsite to confirm and verify the Owner/General Contractor provided scope of work in preparation for installation including access to the site.
- b. Verify the building pad size, building corners, finished slab elevation, utility depth and location, meter size and distance from building, and compaction compliance.
- c. Excavate the utility trenches for placement of our prefabricated underground piping tree for the buildings plumbing and electrical, set the kit in place, provide the water test for inspection before backfilling, and then place the site adjacent coarse sand that Owner/Contractor provided alongside the building pad and screed it level for final building placement. PRC will need onsite water availability for wetting the sand bed before building placement to consolidate the pad.
- d. Set the building on the site pad.
- e. Connect the utility piping stub ups to the building piping stub down building points of connection for water, sewer, and electrical conduit to the building internal electrical panel.

3. Owner/General Contractor Final Tie In of Utilities and other site work:

- a. The Owner/Contractor is responsible for making all final plumbing connections at the POC location approximately 4'-6' outside of the building footprint.
- b. The Owner/Contractor is responsible for pulling wire and completing all final tie-ins to the electrical panel from the POC location approximately 4'-6' outside of the building footprint.
- c. The Owner/Contractor is responsible for preparing the pad/foundation. PRC will trench through provided pad/foundation to the POC locations provided by the GC between 4'-6' outside of the building footprint.

4. Total Cost of building and installation @ \$ 195,980

PROJECT REF#: 13242



FLOOR PLAN

SCALE: NOT TO SCALE

RESTROOM BUILDING
MCDONOUGH, GA

JONESBORO PARK

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 www.PublicRestroomCompany.com
 2587 BUSINESS PARKWAY
 MINDEN, NEVADA 89423
 P: 888-888-2060 F: 888-888-1442



AGENDA ITEM SUMMARY
October 20, 2025, City Council Meeting
Item Number: 16



Presented by: Steve Morgan, City Administrator

Administration

ITEM SUMMARY:

Request Council approval to pay Invoice #27397-18286 from Georgia Power Company in the amount of \$17,650.45. The charge is for "**ADDITIONAL FACILITIES: OUT OF RATIO BILL**" (Work Order GP141E14425), which is typically a charge to the municipality for infrastructure costs associated with new or upgraded electrical facilities that fall outside of standard cost-to-consumption ratios. The payment is due by **November 2, 2025**

SPECIAL CONSIDERATIONS OR CONCERNS:

This appears to be a one-time or non-recurring charge for utility infrastructure. Payment must be approved by the Council to meet the due date.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

\$17,650.45

FUNDING SOURCE:

Line Item 327-5-6220-54-1412 (To be filled in by department, e.g., Utility Infrastructure Budget)

ATTACHMENTS:

Georgia Power Invoice, Account 27397-18286

OTHER DEPARTMENTAL REVIEW NEEDED:

X Yes

No

OTHER DEPARTMENTAL REVIEW

X Finance



Account Number
27397-18286

Please Pay By
Total Due

Nov 2, 2025
\$17,650.45

Contact Us 24 hours a day, 7 days a week
georgiapower.com

GEORGIA POWER COMPANY
1704 Noah's Ark Road
Jonesboro, GA 30236-6144

Account Number
27397-18286
Customer Service
1-888-655-5888

Web Access Code
543419
Power Outage Reporting
1-888-891-0938

INVOICE

Account Number 27397-18286
Work Order GP141E14425

Billing Date: Oct 3, 2025

CITY OF MCDONOUGH
Attention: CITY ADMINISTRATOR'S OFFICE
136 KEYS FERRY STREET
MCDONOUGH, GA 30353

Business Description	Amount
ADDITIONAL FACILITIES: OUT OF RATIO BILL Contact: SERRET, DAVIONE Office, DSERRET@SOUTHERNCO.COM	\$17,650.45
TOTAL INVOICE AMOUNT	\$17,650.45

327-5-6220-54-1412

Convenient Payment Options

By Mail: GEORGIA POWER COMPANY
96 ANNEX
ATLANTA, GA 30396-0001

Georgia Power Company web site address
georgiapower.com/mypayment

Online: Visit the company web site and login to your account using the following:
Account Number **27397-18286** and Web Access Code **543419**.

Please keep this portion for your records

Please return this portion with your payment



Please Pay By
Total Due

Nov 2, 2025
\$17,650.45

Account Number 27397-18286

CITY OF MCDONOUGH
Attention: CITY ADMINISTRATOR'S OFFICE
136 KEYS FERRY STREET
MCDONOUGH, GA 30353

Mail To:
GEORGIA POWER COMPANY
96 ANNEX
ATLANTA, GA 30396-0001