

CONSENT AGENDA ITEM SUMMARY
December 15, 2025, City Council Meeting
Item Number: 6A



Presented by: Brian Linton

Technology Services

ITEM SUMMARY:

Request for approval to pay the Civic Plus invoice for \$11,568.34.

SPECIAL CONSIDERATIONS OR CONCERNS:

Civic Plus annual renewal for Civic Engage CRT Users, and Hosting and Security

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

This is a budgeted expense approved in the FY 25 -26 approved budget.

FUNDING SOURCE:

Line: 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

#355542

1/12/2026

Bill To

Brian Linton
McDonough
136 Keys Ferry Street
McDonough GA 30253

TOTAL DUE

\$11,568.34

Due Date: 2/11/2026

Terms	Customer	Approving Authority
Net 30	City of McDonough, GA	

Qty	Item	Start Date	End Date
1	CRT Users per user/ per year - CivicEngage Central Renewal	1/12/2026	1/11/2027
1	Hosting & Security Annual Fee - CivicEngage Central Renewal	1/12/2026	1/11/2027
1	48 Month Redesign Ultimate Annual - CivicEngage Central Renewal	1/12/2026	1/11/2027
1	Standard Department Header Annual Fee Renewal	1/12/2026	1/11/2027
1	Custom Annual Fee - CivicEngage Central Renewal	1/12/2026	1/11/2027
1	Ultimate Department Header Annual Fee Renewal	1/12/2026	1/11/2027

Total	\$11,568.34
Due	\$11,568.34

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
December 15, 2025, City Council Meeting
Item Number: 6B

Presented by: Brian Linton

Department: Technology Services

ITEM SUMMARY:

Request for approval to pay the SHI invoice for the Pure Storage Appliance, in the amount of \$53 077.68.

SPECIAL CONSIDERATIONS OR CONCERNS:

Annual Renewal for Pure Storage Appliance, used to store the City's Data.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

This is a budgeted expense approved in the FY 25-26 budget

FUNDING SOURCE:

Line: 100-5.1535.52.1301

ATTACHMENTS:

SHI invoice

OTHER DEPARTMENTAL REVIEW NEEDED:

Yes

No

OTHER DEPARTMENTAL REVIEW

Finance



CONSENT AGENDA ITEM SUMMARY
December 15, 2025, City Council Meeting
Item Number: 6C

Presented by: Andy Butts, Assistant Public Works Director

Parks

ITEM SUMMARY:

Request to increase the cost by \$16,105, bringing the total to \$130,905 (\$114,800+\$16,105=\$130,905) for the entire project. This increase is for Perez Planning & Design to conduct a Statistically Valid Parks and Recreation Needs Assessment Survey in addition to the mailer survey.

SPECIAL CONSIDERATIONS OR CONCERNS:

This will provide better insight into what the public wants in our parks.

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

\$16,105.00

FUNDING SOURCE:

ARPA

ATTACHMENTS:

Quote from Perez Planning & Design

OTHER DEPARTMENTAL REVIEW NEEDED:

Yes

No

November 19, 2025

Mr. William VonDenBosch
Public Works Director
City of McDonough
(678) 782-6204
cperez@perezpd.com

Subject: Proposal to Conduct a Statistically Valid Parks and Recreation Needs Assessment Survey for the City of McDonough, Georgia

Perez Planning + Design, LLC is pleased to submit a quote to conduct a Statistically Valid Survey as part of the City of McDonough Parks and Recreation Master Plan. If approved, ETC Institute, and sub-consultant to Perez Planning + Design, LLC will provide the following services:

Task 1: Design the Survey and Prepare the Sampling Plan. Task 1 will include the following services:

- Working with Perez Planning and City staff to develop the content of the survey. To facilitate the survey design process, ETC Institute will provide sample surveys created for similar projects. It is anticipated that 3-4 drafts of the survey will be prepared before the survey is approved by the City. The survey will be up to 6 pages in length.
- Participating in meetings by phone/video conference to develop the survey.
- Conducting a pilot test of the survey to ensure the questions are understood. Based on the results of the pilot test, ETC Institute will recommend changes (if needed) to the survey.
- Selecting a random sample of residents to be contacted for the survey. The sample will be address-based.

Deliverable Task 1. ETC Institute will provide a copy of approved survey instrument.

Task 2: Administer the Survey. Task 2 will include the following services:

- ETC Institute will administer the survey by a combination of mail and online.
- ETC Institute will mail the survey and a cover letter (on City letterhead) to a random sample of households in the City. Only one survey per household will be sent. Postage-paid envelopes will be provided by ETC Institute for each respondent. The City will provide a cover letter for the mailed survey. The cover letter will contain a link to an online version of the survey. Residents who receive the survey will have the option of returning the printed survey by mail or completing it on-line.
- ETC Institute can follow-up with residents who receive the mailed survey by sending texts, postcards, and a second mailing (if needed) to maximize participation in the survey. ETC Institute will continue following up with households until reaching the targeted number of completed surveys. Listed below is the sampling plan for your consideration:
 - A sample of 300 completed surveys. A sample size of 300 completed surveys will provide results that have a margin of error of +/-5.5% at the 95% level of confidence.
- ETC Institute will promote awareness of the survey using social media ads on Facebook and Instagram to encourage participation.
- All respondents who complete the survey online will be required to provide their home address when they finish the survey. ETC Institute will match addresses from respondents who complete the survey online to the addresses that were selected for the random sample to ensure the participant is part of the random sample. If a respondent does not provide an address or the address is not part of the random sample, it will not be included.
- ETC Institute will monitor the distribution of the sample to ensure that the sample reasonably reflects the demographic composition of the City with regard to geographic dispersion, age, gender, race/ethnicity and other factors. ETC Institute will weight the data as needed if one or more demographic groups is over/underrepresented relative to recent Census estimates for the City's population.

Deliverable Task 2. ETC Institute will provide a copy of the overall results for each question on the survey.

Task 3: Analysis and Final Report. ETC Institute will submit a final report to Perez Planning + Design. At a minimum, this report will include the following items:

- Formal report that includes an executive summary of the survey methodology and a description of major findings.
- Charts and graphs that show the overall results of each question on the survey.
- Priorities-Investment Rating analysis that will identify the facilities and programs that should receive the highest priority for investment from the City.
- Tabular data that shows the results for each question on the survey, including open ended questions.
- A copy of the survey instrument

Deliverable Task 3: ETC Institute will submit the survey findings report in an electronic format. ETC Institute will also provide the raw data in an Excel database, or other format as requested by the City.

Project Schedule

Listed below is ETC Institute's typical timeline for administering a community survey.

- **Month 1**
Design survey instrument
Finalize sampling plan
- **Months 2-3**
Administer the survey
- **Month 4**
Draft Report Submitted for review
Prepare and Deliver the Final Report

Fee

The table below shows a breakdown of the fees for the services described in this proposal. The total cost for a sample size of 300 surveys would be \$16,105.

Task	300 Surveys
Design Survey & Prepare Sampling Plan	\$2,605.00
Administration of a 15-18 minute survey (up to 6 pages)	\$11,000.00
Formal Report (<i>includes executive summary, charts, PIR, tabular data</i>)	\$2,500.00
TOTAL	\$16,105.00

CLOSING: We appreciate your consideration of this proposal and look forward to your decision. If you have any questions, please do not hesitate to call me at (404) 416-0114.

Sincerely,



Carlos F. Perez, PLA
President
Perez Planning + Design, LLC
878 Peachtree Street, NE
Suite 827
Atlanta, GA 30309
(404) 416-0114
cperez@perezpd.com



CONSENT AGENDA ITEM SUMMARY
December 15, 2025, City Council Meeting
Item Number: 6D

Presented by: Andrew Butts, Assistant Public Works Director

Water Distribution

ITEM SUMMARY:

Request authorization to purchase six 6" valve bodies and 6 cartridges. These valves are to be installed on the fire hydrants on Ben Horton Drive. Currently there is no way to shut these hydrants down without shutting off complete neighborhoods. This is also needed to replace the older two ear hydrants in this neighborhood.

SPECIAL CONSIDERATIONS OR CONCERNS:

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

\$29,094.00

FUNDING SOURCE:

327 5.4210.54.1434 SPLOST VI Project 34

ATTACHMENTS:

Hydra-stop quote

OTHER DEPARTMENTAL REVIEW NEEDED:

Yes

No

OTHER DEPARTMENTAL REVIEW

Finance



November 13, 2025

City of McDonough
136 Keys Ferry Street
McDonough, GA 30253

Dear William VonDenBosch:

Hydra-Stop is the sole designer and manufacturer of the Hydra-Stop System. The Hydra-Stop System is an under-pressure pipe maintenance and repair system engineered to allow the repair and maintenance of water, wastewater and other fluid systems without interrupting service or requiring system shutdown.

The Hydra-Stop System allows any of its four standalone machines to expand capability and function using interchangeable components and expansion kits: Hydra-Tapper 4"-12" pressure tapping, Hydra-Stopper 4"-12" line stopping, Insta-Valve 250® 4"-12" valve insertion. Covered by United States Patent No. 9,829,141,B2 and United States Patent No. 9,644,779,B2 and IVP 250® 16" valve insertion (Patent 8627843,B2). All design and invention rights are reserved. Additional Patents Pending.

Hydra-Stop Fittings, Insta-Valve 250® insertion valves and IVP 250® insertion valves are engineered specifically to be used with the Hydra-Stop System and are an integral component of the Hydra-Stop System.

If you require any additional information or documentation, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "John Lyons".

John Lyons
CFO
Hydra-Stop



144 Tower Drive | Burr Ridge, IL 60527
 Phone: (708)389-5111 | Fax: (708)389-5125

SALES ORDER ACKNOWLEDGMENT: HSPQ30211

DATE: 11-20-2025

Customer ID: McDO-GA

Bill To

City of McDonough
 Jon Krapf
 305 Racetrack Road
 McDonough, GA 30252
 United States
Phone
Fax

Ship To

City of McDonough
 Jon Krapf
 305 Racetrack Road
 McDonough, GA 30252
 United States
Phone
Fax

Sales Representative	Created By	Tax Exempt	Terms	Type of Business
John Foley	Daniel Meza	Yes	Net 30	DB
Incoterms	Freight	Lead Time	Client Request Date	Industry
Ex-Works	Allowed	1 Week ARO		Municipality

Line	Part Number	Description	Qty	Unit Price	Ext. Price
1	25690250-CS-N	6", 6.90, 6.75 - 7.05, IV 250 Body, CS FLG, 304HW, Non-AIS	6	\$2,953.00	\$17,718.00
2	25CARTLH06-250	6" Open Left Cartridge, IV250	6	\$1,896.00	\$11,376.00

Grand Total \$29,094.00

THE SALE OF PRODUCT(S) OR SERVICES PROVIDED BY HYDRA-STOP SHALL BE GOVERNED BY THE THEN CURRENT TERMS AND CONDITIONS OF SALE FOUND AT https://www.hydra-stop.com/wp-content/uploads/Terms.and._Conditions.102219-1.pdf. PRICING IS GOOD FOR 30 DAYS FROM THE QUOTATION DATE. HYDRA-STOP'S SALE OF PRODUCTS TO OR TO PROVIDE SERVICES TO YOU ("CUSTOMER") IS EXPRESSLY LIMITED. ADDITIONAL OR AGREEMENT TO CONTRARY IS PROVIDED BY HYDRA-STOP

Authorizing Signature:

I have read the quotation and agree to the terms and conditions outlined therein. To confirm this sales order, provide the

Signature: _____

P.O Number: _____

Print Name: _____

Date: _____



2026 City of McDonough Holiday Schedule

New Year's Day	Thursday, January 1, 2026
Martin Luther King, Jr. Day	Monday, January 19, 2026
Good Friday	Friday, April 3, 2026
Memorial Day	Monday, May 25, 2026
Juneteenth	Friday, June 19, 2026
Independence Day (observed)	Friday, July 3, 2026
Labor Day	Monday, September 7, 2026
Veterans Day	Wednesday, November 11, 2026
Thanksgiving Day	Thursday, November 26, 2026
Friday after Thanksgiving	Friday, November 27, 2026
Christmas Eve	Thursday, December 24, 2026
Christmas Day	Friday, December 25, 2026
New Year's Eve	Thursday, December 31, 2026



AGENDA ITEM SUMMARY
December 15, 2025, City Council Meeting
Item Number: 12

Presented by: Deborah Upshaw/Dana Strickland

Finance

ITEM SUMMARY:

Request for the council to approve the Budget amendment #1 for the FY 2025-2026 for all accounts.

SPECIAL CONSIDERATIONS OR CONCERNS:

STAFF RECOMMENDATION:

FINANCIAL IMPACT:

FUNDING SOURCE:

ATTACHMENTS:

OTHER DEPARTMENTAL REVIEW NEEDED:

Yes

No

OTHER DEPARTMENTAL REVIEW

Finance

Fire

Stormwater

Highway and Streets

Main Street

Water Distribution

Human Resources

Police

Water/Sewer Operations

Community Development

Technology Services

Other

Department Name:

Comments:

**STATE OF GEORGIA
CITY OF MCDONOUGH**

RESOLUTION NO. 25-12-15

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF MCDONOUGH, GEORGIA AMENDING THE FISCAL YEAR 2025-2026 BUDGET; ADJUSTING, RECLASSIFYING, AND CORRECTING CERTAIN REVENUES AND EXPENDITURES, BY FUND, AS REFLECTED IN THE SCHEDULE OF BUDGET AMENDMENTS:

WHEREAS, The Mayor and Council of the City of McDonough approved transactions and budget adjustments that effect the Annual Budget Document of the City for fiscal year 2025-2026;

WHEREAS, The Annual Budget Document should be amended to reflect the adjustments, reclassifications, and corrections approved by the Mayor and Council of the City of McDonough;

WHEREAS, The Code of Ordinances of the City of McDonough requires amendments to the Annual Budget Document made by Resolution;

WHEREAS, State law authorizes the City to amend its budget so as to adapt to changing governmental needs, under O.C.G.A. § 36-81-3(d).

NOW, THEREFORE BE IT RESOLVED, as follows:

Section 1. The City of McDonough Budget for the Fiscal Year ending June 30, 2026, is hereby amended to reflect the fund-level adjustments, reclassifications, and corrections as specifically set out in the attached Exhibit "A."

Section 2. All resolutions, ordinances, or portions thereof in conflict with the provisions of this Resolution are hereby repealed.

Section 3. This Resolution shall become effective immediately upon adoption.

SO RESOLVED this 15th day of December 2025.

CITY OF MCDONOUGH, GEORGIA

Sandra Vincent, Mayor

Attest: _____
Christy L. Taylor, City Clerk

AGENDA ITEM SUMMARY
December 15, 2025, City Council Meeting
Item Number: 14



Presented by: William VonDenBosch, Director

Public Works - Water/Sewer

ITEM SUMMARY:

Request for approval to authorize Troy Custom Builders to demolish and remove the house and block building at 117 Jonesboro Road, for future expansion of Alexander Park West, at a cost of \$24,500.00.

SPECIAL CONSIDERATIONS OR CONCERNS:

STAFF RECOMMENDATION:

Staff recommends approval.

FINANCIAL IMPACT:

Total Cost: \$24,500

FUNDING SOURCE:

Line Item: SPLOST VI - Parks

ATTACHMENTS:

Quote from: Troy Custom Builders and Norton Metal Roofing

OTHER DEPARTMENTAL REVIEW NEEDED:

Yes

No

OTHER DEPARTMENTAL REVIEW

Finance

William VonDenBosch

From: David Troy <davidtroy@troylogistics.com>
Sent: Wednesday, October 8, 2025 2:58 PM
To: William VonDenBosch
Subject: HOUSE DEMO 117 JONESBORO ROAD

CAUTION * This email originated from OUTSIDE of the City of McDonough. Do not click links or open attachments unless you recognize the sender or know the content is safe.**

Demo and remove brick house and block building from site. Disposal by Dumpster. Haul off any debris.

Asbestos test included.

All work must be completed at one time.

Cost: \$24500

Note: does not include driveway and slab under block building.

Cost to remove driveway: \$4500

Cost to remove slab: need to quote after inspection. Building is locked.

David Troy
Troy Custom Builders
770 639 5160

Norton Metal Roofing & Gutters

1140 South Hampton Road, Hampton, Georgia 30228
 Cell: 678-758-0886 Fax: 770-946-8151

678. 538 8166

Date: 10-21-25 Date Faxed: _____ Fax #: _____

Start Date: _____ Finish Date: _____

Customer/Builder Name: _____

Address /Lot#/Subdivision: _____

Job Description: Tearing down the house on
Jonesboro Rd and the block building and
Clean up.

20 Year Shingles	\$	Demolition	\$ <u>28000⁰⁰</u>
25 Year Shingles	\$	Framing	\$
30 Year Shingles	\$	Drywall	\$
Metal Roof	\$	Painting	\$
Down Spouts	\$	Flooring/Tile	\$
Gutters	\$	Ceilings	\$
Concrete	\$	Bathroom Work	\$
Landscaping	\$	Trim Work	\$
Plumbing Boots	\$	Doors and Windows	\$
Step Flashing	\$	Siding	\$
Ridge Caps	\$	Electrical	\$
Felt Paper	\$	Plumbing	\$
Valley Flashing	\$	HVAC	\$
Dumpster Fee	\$	Trees Cut/Trimmed	\$

Total: 28000⁰⁰

Note: Norton Metal Roofing & Gutters is not responsible for damaged fascia and decking boards. Customer is to pay extra for this service.

Customer _____ Date _____

Owner Howard Norton Date 10-21-25

Thank you for your Business



McDONOUGH
THE GERANIUM CITY

City Administration Year End Report (2025)

Mayor and Council
Meeting
December 15, 2025



COPY TO BE PROVIDED
AFTER THE
PRESENTATION