

CARL VINSON INSTITUTE OF GOVERNMENT
ATHENS, GEORGIA

Memorandum of Understanding

This agreement is made and entered into as of the date of execution by and between the City of Stockbridge and the University of Georgia's Carl Vinson Institute of Government (Institute of Government).

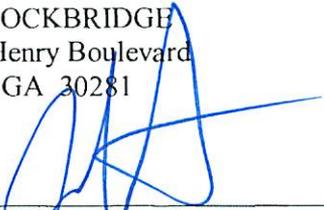
The Institute of Government agrees to assist the City of Stockbridge with developing an initial vision and short term work program that satisfies the bronze level requirements within the *Downtown Renaissance Act* (detailed Scope of Work included as Attachment A). The total cost of the service is \$25,000. In consideration of the foregoing, the City of Stockbridge agrees to pay the Institute of Government a fee of \$18,500 for the full and faithful performance of the services described herein, with the Georgia Municipal Association contributing the additional \$6,500. The Institute of Government will present to the City of Stockbridge an invoice for services after the completion of work. The invoice should be sent to: Elizabeth Mathis, City of Stockbridge, 4640 North Henry Boulevard, Stockbridge, GA 30281 (770-389-7900 ext 248; emathis@cityofstockbridge-ga.gov). The City of Stockbridge shall promptly process the invoice and issue its payment to the Institute of Government not more than 30 days after receipt of said invoice.

The Institute of Government also agrees to retain all records bearing upon payments under this agreement until the expiration of three years after final payment and grants the agency access to and the right to examine such records.

The Institute of Government employees will not be employees of the City of Stockbridge while performing this service and will not be entitled to fringe benefits normally accruing for employees of the City of Stockbridge.

This agreement will become effective upon signing by both parties and will terminate on December 31, 2013 or earlier upon written notice by either party. In the event of such termination, the City of Stockbridge will pay the Institute of Government a prorated portion of the contract amount consistent with the revised termination date and will also pay the Institute of Government for all noncancellable and outstanding obligations related to this agreement.

FOR THE
CITY OF STOCKBRIDGE
4640 North Henry Boulevard
Stockbridge, GA 30281

By: 
David Milliron, City Manager

Date: 09/06/2013

FOR THE
CARL VINSON INSTITUTE OF GOVERNMENT
201 North Milledge Avenue
Athens, GA 30602-5482

By: 
Stacy Jones, Associate Director
Governmental Training, Education, and
Development Division

Date: 9-3-13

ATTACHMENT A SCOPE OF WORK

The Downtown Renaissance Strategic Vision Process

Phase I Pre-Visit

1. Identification of a downtown/community by GMA

2. Designate a local community member as the lead downtown liaison

- One person will be designated as the community liaison and will be in charge of the process for the downtown community

Possibilities:

- Downtown Manager
- Downtown Development Authority Chair
- City Manager
- Assistant City Manager
- Mayor
- City Clerk

Time:

- *Communication and guidance (4hours)*

3. Formation of Steering Committee, which will guide the overall process

- The Steering Committee should be a diverse group of 5-11 people
- Community liaison will chair the Steering Committee

4. Survey Development and Distribution, which initiates the public engagement process

- An electronic and hardcopy survey will be developed by CVIOG
- The survey will be live online for one-month
- The community liaison will be responsible for distributing and advertising the survey throughout the community
- The community liaison will collect all hardcopies and mail to CVIOG for processing

Possibilities of organizations for distribution:

- Arts Council
- Banks
- City Departments
- County Departments
- Development Authority
- Downtown Merchants

- Downtown Property Owners
- Downtown Residential
 - Downtown Churches/Faith-based Organizations
 - Newspaper
 - Chamber of Commerce
 - Health Systems
 - Real Estate Firms
 - Redevelopment Authority
 - Schools

Time:

- *Communication and guidance (4 hours)*
- *Survey development, data entering, and analysis (24 hours)*

5. Data Collection and Review

- The community liaison will collect and send to CVIOG relevant plans that have been developed over the previous five-years. Examples include: Comprehensive Land Use Plans, Park and Recreation Plans, Zoning and Ordinances, Public Works, etc.
- CVIOG will do a plan review
- CVIOG will do a demographic analysis

Time:

- *Conduct plan review and write plan review summary (24 hours)*
- *Conduct demographic analysis and write summary (10 hours)*

Phase II **Site Visit**

6. Initial Steering Committee Meeting, Day One

- CVIOG will lead a kickoff session with the Steering Committee
 - Review scope of work.
 - Define project area
 - Conduct Steering Committee focus group
 - Review community survey results
 - Explain the Visual Preference Survey and charge the committee with its implementation.

Time:

- *Coordination and preplanning (8 hours)*
- *Steering Committee Meeting (4 hours plus travel time)*

7. Conduct Interviews and Community Input Meeting, Day Two

CVIOG will conduct five, (5) face to face interviews with key people identified by the community liaison. Up to 15 additional interviews will be conducted by phone. CVIOG will conduct a community-wide input meeting.

Time:

- *Conduct face to face interviews (6 hours)*
- *Conduct Community-wide meeting (3 hours)*
- *Conduct phone interviews (8 hours)*
- *Interview Analysis and Summary (8 hours)*

8. Downtown Tour and Vision Project Selection, Day Three

The community liaison and CVIOG's downtown specialist will tour the downtown and identify possible sites for remediation based on information gathered through the community survey, Steering Committee focus group and key interviews.

Time:

- *Downtown site visit and photo documentation (8 hours)*

9. Vision and Plan Development

The CVIOG team will spend the next six-weeks focused on integrating the community input (from the surveys, focus groups, visual preference survey, formal and informal interviews) into illustrative designs. During this time period, communication and checkups with the liaison will be vital to ensure that we have correctly interpreted what has been said.

Time:

- *Vision development, graphic design (120 hours)*
- *Plan development, writing (20 hours)*
- *Communication and coordination (8 hours)*

10. Steering Committee Meeting and Work Sessions

- Review work to date
- Develop short term (1-3 years) implementation goals and strategies

Time:

- *Conduct Steering Committee meeting (4 hours plus travel)*

Phase III
Final Report Development

11. Final Report Development

Following the Steering Committee meeting, the CVIOG team will finalize the plans and recommendations and layout the document for the printer. The final report will be a full-color illustrative plan that provides before and after visuals of design scenarios along with phased implementation recommendations. The final report will also be accompanied by a compact disc (to keep printing costs low) as an appendix to account for the public engagement information, demographic analysis as well as other relevant information gleaned throughout the process.

Time:

- *Final Report writing, editing and reviewing (40 hours)*
- *Final Report documentation layout (30 hours)*
- *Communication and coordination (8 hours)*

12. Final Report Presentation

The CVIOG team along with the Steering Committee will host a presentation of the final report so that the community can see what was developed and is recommended based on their input.

Time:

- *Communication and coordination (4 hours)*
- *Deliver Final Presentation (2 hours plus travel)*

Expenses: mileage, food, lodging, disposable cameras, film development and printing