

CITY OF STONECREST, GEORGIA

Honorable Mayor Jason Lary, Sr.

Council Member Jimmy Clanton, Jr. – District 1

Council Member Rob Turner- District 2

Council Member Jazzmin Cobble – District 3

Council Member George Turner- District 4

Council Member Diane Adoma – District 5

CITY COUNCIL WORK SESSION

October 3, 2018

Immediately following Council Meeting.

3120 Stonecrest Blvd. Suite 190

Stonecrest, Georgia

I. CALL TO ORDER: Mayor Jason Lary

II. AGENDA ITEMS:

1. Discussion on Youth Council
2. Discussion on Stonecrest Citizens SPLOST Oversight Committee
3. Discussion on Grice Consulting
4. Update on Stonecrest Fest

III. ADJOURNMENT:



City of Stockbridge

4640 North Henry Blvd. • Stockbridge, GA 30281

City Hall: (770) 389-7900 • Fax: (770) 389-7912

September 19, 2018

Re: Youth Council Start-up Packet

Greetings:

Per your request, attached is the City of Stockbridge Youth Council Information. If you have any questions or if I can be of further assistance, please do not hesitate to contact me.

Sincerely

Neat Robinson
Councilwoman
City of Stockbridge

STOCKBRIDGE YOUTH COUNCIL

2018 – 2019 Calendar

Items on this Outline will dictate the curriculum.

Bold Highlights are REQUIRED- 5 excused absences

First Month – June 2018

- **Opening Retreat (June 6th – June 7th) - MANDATORY**
- Event: Volunteer Movie Night (Main Street) (June 9th 7pm-9pm)
- YOUTH COUNCIL MEETING June 13th 5:30pm
- Event: Volunteer for Sounds of Summer (Concert) (June 16th 5pm-9pm)
- Event: Volunteer for Food Truck June 19th (4:00pm-8:00pm)
- Presentation: Stockbridge Association of Business Meeting June 28th 8:00am-9:00

Second Month (City Government Month) – July 2018

- July 11th 5:30pm YOUTH COUNCIL MEETING
- **July 12th 8:30-Noon City of Stockbridge Youth Council Beautification Day**
- July 17th 5:00-8:30pm Host Pep Rally @ Food Truck
- **July 27th 8:30- NOON Day at Stockbridge**
- July 28th 9:00-1pm Volunteer for Back to School Activity @Merle Manders

Third Month August 2018

- **Meet with Local Charities/Service Organizations (TBD) (to get ideas about public service project)**
- Planning for Public Service Project
- August 4th 9:00-Noon Volunteer for Don't Trash Stockbridge Litter Campaign
- August 4th Popcorn Fundraiser DUE
- August 8th 5:30pm YOUTH COUNCIL MEETING **(Public Speaking Forum)**
- **August 13th 5:30pm OATH OF OFFICE CEREMONY**

Fourth Month – September 2018

- Planning for Public Service Project
- September 12th 5:30pm YOUTH COUNCIL MEETING
- **September 15th 10:00am-12:00) Host Youth Forum on Gun Violence**
- **Volunteer Event: Youth Fundraiser at BridgeFest**
 - *Friday 28th - SAB Friday Night Praise 4:00pm- 8:00pm
 - *Saturday 29th - HispaniFest 12 Noon – 8pm (signup sheet)

STOCKBRIDGE YOUTH COUNCIL

2018 – 2019 Calendar

Eight Month (Education) – January 2019

- January 9th 5:30pm YOUTH COUNCIL MEETING (Dr. Elizabeth Davis-Speaker)
- ***Meet with School Board Officials and Superintendent**
January 14th 4:00pm Board Meeting Central Office*
- **January 19-20 8:00am *Mayor's Day Youth Delegates Weekend (ATL Marriott)**
- January 21st 9:00am Event: MLK Day Parade (Walk~Attend Program w/ City Officials)

Ninth Month (Elected Officials Month) – February 2019

- ***Day at State Capitol; Meet with Governor (Date TBD)**
- ***Day with Congressman Office (Date TBD)**
- February 11th 6:00 pm * Attend City Council Meeting
- February 13th 5:30pm YOUTH COUNCIL MEETING
- February 18th-25th 9am-11am Shadow Mayor and City Council Members
(selective dates during winter break)

Tenth Month (Economic Development) – March 2019

- **Meet with Economic Development Staff/Developers/Tour Development Sites (Date:TBA)**
- March 13th 5:30pm YOUTH COUNCIL MEETING

Eleventh Month (Public Speaking) – April 2019

- April 10th 5:30pm YOUTH COUNCIL MEETING
- Event: Volunteer "Trail Alive" Health & Awareness (Date:TBA)

Twelfth Month (Final Retreat and Recognition) – May 2019

- May 8th 5:30pm YOUTH COUNCIL MEETING
- **May 10th Time:TBD Event: Stockbridge CITY-WIDE YOUTH EVENT**
- **May 13th 5:30pm Graduation Recognition at City Council Meeting & Presentation of Youth Report**

Stockbridge



Youth Advisory Council Committee

AGENDA

WEDNESDAY, July 18, 2018 6:30 p.m.

Committee Members

Kenneth McFarland, Chair

Diane Miller

Ericka Harvey, Vice Chair

O. Elizabeth Martin

Pamela Warner, Secretary

Rosalyn Rawls

Joc'Quelyn E. Carter, Treasurer

Tanesha McCoy-Washington

Councilwoman Neat Robinson

Committee Terms of Reference

The Youth Advisory Council Committee is to make recommendations to Council based on the following Terms of Reference;

1. To identify and advise on youth issues in the City of Stockbridge.
2. To advise Council on the development of policies that are responsive to the needs of youth.
3. To consult with local youth and feedback results of consultations to Council.
4. To assist in the ongoing development and delivery of youth-targeted projects and programs.
5. To create opportunities for youth leadership development by acting as a resource for youth activities.

This Committee meets monthly on selected dates.

I. Call to Order

II. Invocation

III. Pledge of Allegiance

IV. Roll Call

V. Opening Remarks – Chairman Kenneth McFarland

VI. Remarks Councilwoman Robinson

VII. Adoption of the Agenda

VIII. Approval of Minutes

Call to Order:

On July 18, 2018 the meeting was called to order at 6:39pm

Roll Call:

Voting members in attendance	Voting Members not in attendance	Others in attendance
Kenneth McFarland	Rosalynd Rawls	Kevin Flanigan
Pamela Warner	Tanesha McCoy-Washington	Georgia McIntyre
Diane Miller	Joc'Quelyn Carter	
Neat Robinson		
Olabisi E Martin		
Ericka Harvey		

Discussion:

Opening remarks: Chairman Kenneth McFarland

- Youth have done well.

Remarks: Councilwoman Robinson

- Provided updated Youth Council Calendar
- Added an additional date on Aug 13 Oath of Office event. Youth will receive Community Service Certificates.
- School Board Superintendent will attend January 9th meeting
- Added January 14th SYAC will attend Henry County School Board Meeting
- Internship opportunities are available with the City of Stockbridge. Current Youth Chair Kelly Crews is currently an intern with Shana Thornton.
- Martin motion to move the challenges in the calendar. 1st Martin; 2nd Harvey. Motion carried.

Adoption of the Agenda

- Motion to adopt the modified July agenda with changes by 1st Martin, 2nd Harvey. Motion carried.

Adoption of the Minutes 6/20

- Motion to adopt the June meeting minutes by 1st Robinson, 2nd Martin. Motion carried.

Old Business

1. SYAC Update – Chair and Vice Chair update

Past Events

- a. Presented at Small Business meeting
- b. June meeting discussed plans for Tasty Tuesday
- c. Completed Beautification Day and Tasty Tuesday July 12

Upcoming Events

- d. July 28 Back to School Day
- e. Public Service Projects – make breakfast and dinner for Fire Departments

- f. NLC – trying to get sponsorships; 10 youth have committed to attend the trip; Popcorn fundraiser is going well. Deadline is Aug 4th. Record of who has secured donations and given out letters for sponsorships.
 - g. Motion to allow parents who can get their children to CA on their own are allowed to do that. 1st Robinson; 2nd Harvey. Motion Carried.
2. City Council – items to be addressed at July 24th meeting
- a. On July 24th the Youth along with Advisory Council Chair/Vice Chair will present to the City Council the activities that have been completed since the start of the new council year.
 - b. City Council will vote on changes in the budget required to attend the California NLC conference. Motion to make a correction on the Special Events line item for Macon: change the description of the Macon trip to California NLC trip and include all associated monies with the change. 1st Rawls 2nd Martin.
 - c. SYCAC Chair will present the return of \$7,000 to the City Council which covers the cost of borrowed funds to attend the NLC in Charlotte last year.
3. Sponsorship –
- a. SYAC is asked to help with sponsorships. Would like each SYAC member to secure at least one sponsorship at a minimum of \$500.00
 - b. Parents of Youth who are traveling with SYAC will pay \$500.00 to SYAC for flight. These monies will be put into a group account. Credit card transactions will also be used.

New Business

- 1. Parent Boosters
 - a. Kevin Flanigan, father of Destiny Flanigan
 - b. Georgia McIntyre, mother of Simone McIntyre.
 - c. Parents will be needed to help run events.
- 2. Events on SYC Calendar
 - a. Big upcoming event to prepare for is the Youth Fundraiser at BridgeFest on September 28 – 29th

Committee Comments

- Miller asked youth to consider how they can hear the voice of the youth in the community and address their needs/concerns. Possible surveys, etc.

Upcoming Meetings/Events

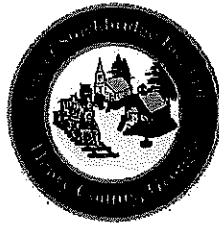
- Next meeting on 08/15/18.

Adjournment:

- Motion to adjourn the meeting. 1st Miller. Motion carried.
- The meeting was adjourned at 7:39 pm.

Prepared by: Pamela Warner
Secretary SYAC

Stockbridge



Youth Council

AGENDA

Wednesday, August 8th, 2018 5:30 p.m.

Committee Members

Kelli Crews, Chair	Nadiyah Timmons, Secretary
Destiny Flanigan, Vice Chair	Brittney Browne, Media Coordinator
Tiana Clarke, Parliamentarian	Aaniyah Kendrick
Sanaya Alexander	Christina Wilcher
Nia Thompson	Lauren Jenkins
Morgan Wright	Talia Clarke
Chasity Hopkins	Simon McIntyre
Jayden Williams	Lauren Moyer

CeRaya Harris

Stockbridge Youth Council Terms of Reference

The Youth Council is to make recommendations to Council based on the following Terms of Reference;

1. To consult with local youth and feedback results of consultations to Council.
2. To assist in the ongoing development and delivery of youth-targeted projects and programs.
3. To create opportunities for youth leadership development by acting as a resource for youth activities.

This Council meets bi-monthly on 1st and 3rd Wednesday.

Stockbridge Youth Council Meeting Minutes

8/8/18

5:30 pm

1. Call to order

Meeting called to order by chair Kelli Crews at 5:39 pm

2. Invocation

3. Pledge of Allegiance

4. Roll Call

- Present: Kelli Crews (Chair), Destiny Flanigan (Vice Chair), Nadiyah Timmons (Secretary), Tiana Clarke (Parliamentarian) (left at 6:46), Brittney Browne (Media Coordinator), Talia Clarke (left at 6:46), Christina Wilcher, Aaniyah Kendrick, Chasity Hopkins (left at 5:59), Simon McIntyre, Jayden Williams (left at 5:59), Lauren Jenkins (arrived at 5:43), and CeRaya Harris (arrived at 5:52). The quorum was met
- Absent: Lauren Jenkins, Sanaya Alexander, Nia Thompson, and Morgan Wright

5. Opening Remarks

6. Adoption of the Agenda

- Christina moves to amend the agenda to remove item two: Don't Trash Stockbridge Campaign.
- Seconded by Destiny, motion carried

Old Business

1. NLC Updates

Chair Kelli informed the council on due dates for deposits for National League of Cities. Also during this time Vice-Chair Destiny reminded the council about World's Finest chocolates and scratch cards.

- Destiny moves to make a formal request to the advisory board in regards to scratch cards.
- Seconded by Chasity, motion carried

New Business

1. Ice Breaker

Chasity and Aaniyah lead the council in 2 truths and a lie, the game that was decided for this council meeting.

2. Fall Public Service Project

Several ideas arises when the idea for the fire station lunch and breakfast was not favored by the council. Projects would centered around one the following groups:

•Senior Citizens

•police officers

•off duty officers and firefighters

•orphanages

- Aaniyah moves for a banquet to be held for the decided target group.
- Seconded by Brittney, motion carried.
- Talia moves to make a decision before the end of the meeting.
- Seconded by Vice-Chair Destiny, motion carried.

- Christina moves to vote on the list above.
- Seconded by Talia, motion carried.

During the vote off duty police officers and firefighters won.

- Vice-Chair Destiny moves to host a dinner party for the target audiences
- Seconded by Aaniyah, motion carried

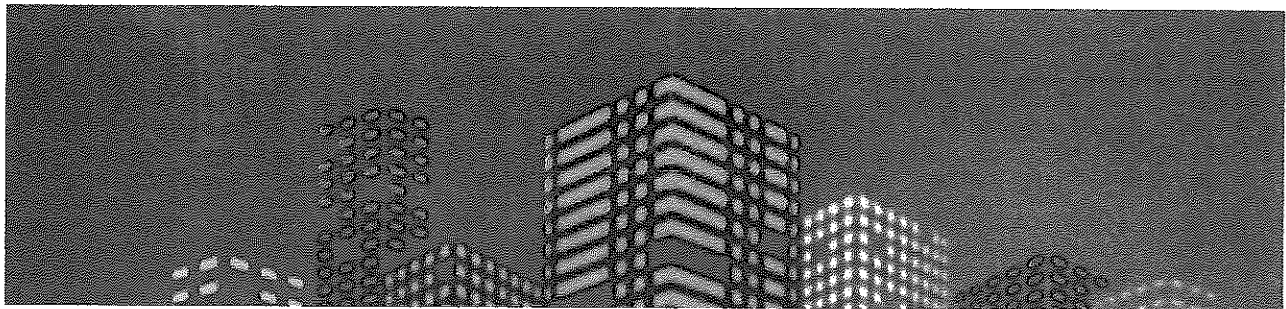
Through more litigation the idea to host a dinner party became least favored.

- Vice-Chair Destiny moves to reconsider
- Seconded by Nadiyah, motion carried

The idea to host an athletic event for off duty firefighters and police officers arises, and the idea was liked.

- Nadiyah moves to give a Field Day for off duty firefighters and police officers
- Seconded by CeRaya, motion carried
- CeRaya moved to adjourn meeting at 6:56
- Seconded by Brittney, motion carried

Prepared by Secretary Nadiyah Timmons



Blockchain in Cities



Rebuild With Us: Take Action





(<https://citysummit.nlc.org>)

M

YOUTH DELEGATE PROGRAM

Join hundreds of your peers from different states to network, attend workshops and meetings, and explore Los Angeles, California!

Only 250 youth delegates and chaperones can participate. To maximize the number of youth delegates, we ask that cities keep as close as possible to a ratio of 1 chaperone for every 4 delegates from their city.



The Youth Delegate Planning Committee is already working hard to put together a great conference for youth delegates at the 2018 City Summit in Los Angeles. If you are planning to attend the conference and would like to join the planning committee, please contact Laura Furr, Program Manager for Justice Reform and Youth Engagement, at furr@nlc.org (<mailto:furr@nlc.org>).

The conference will provide:

- Interactive leadership-building opportunities;
- Social and networking opportunities with fellow youth delegates, mentors and elected officials;
- Opportunities to attend workshops and activities;
- Challenging and inspiring speakers and presenters, and
- A spotlight on youth voice and youth councils in government!

Note: A Youth Delegate is a high school student, aged 13 through 18, who is engaged in a youth council/advisory board or other civic activity. Please use these other registration categories if you are not a Youth Delegate: Students are students in higher education institutions attending the conference for academic purposes. Spouse/Guests may include children under the age of 13, typically children of elected officials attending the conference. Neither Students nor Guests participate in Youth Delegate activities.

Finally, if you're as excited as we are about the upcoming City Summit, please help us spread the word to more youth councils in your area by sharing this page.

Please check back frequently for updates and new details!

Laura Furr
Program Manager, Justice Reform and Youth Engagement
Institute for Youth, Education and Families
National League of Cities (NLC)
furr@nlc.org (<mailto:furr@nlc.org>)
Office: 202-626-3072
Twitter: @laura_furr

REMINDERS

Please plan accordingly to the following dates:

Aug 1

NLC Parent Meeting @ 6pm

*1st Sponsorship Deposit due

Aug 4

Popcorn Fundraiser due 9am

Aug 8

2nd Sponsorship Deposit due

Aug 15

Deadline for All Sponsorships

+ Travel Options and Itinerary
will be discussed on Aug 1



**Stockbridge Youth Council
City Summit
National League of Cities
November 7-10, 2017 Los Angeles, California
DRAFT ITINERARY**

Wednesday, November 7

- | | |
|------------|--|
| 7:00 a.m. | Check-in begins at Stockbridge City Hall
<u>Forms required: Permission Slip, Health Form
Medication Check-in</u> |
| 8:00 a.m. | Depart Stockbridge City Hall |
| 8:30 a.m. | Check-in at Airport
TBD |
| TBD | Flight to Los Angeles (Flight details to be determined) |
| TBD | Arrive Los Angeles |
| TBD | Check in at Hotel (Hotel to be determined) |
| TBD | Dinner |
| TBD | Late Night Instructions |
| 11:00 p.m. | Lights Out |

Thursday, November 8

- | | |
|-----------|------------------------------------|
| 6:30 a.m. | Wake up! |
| 7:30 a.m. | Breakfast |
| 8:00 a.m. | Depart Hotel for Convention Center |

8:30: a.m.	Registration at Convention Center
9:00 a.m.	Expo Hall and Market Square and NLC Spotlight Theater Open
11:00 a.m.	Youth Delegate Opening Session and Orientation
12:15 p.m.	Lunch in Expo Hall
1:30 p.m.	Opening General Session
3:30 p.m.	Youth Delegate Workshops
5:00 p.m.	Return to Hotel
6:00 p.m.	Dinner
8:00 p.m.	Free time
10:00 p.m.	Late Night Instructions
11:00 p.m.	Lights Out

Friday, November 9

6:30 a.m.	Wake up!
7:30 a.m.	Breakfast
8:30 a.m.	Depart Hotel for Convention Center
9:00 a.m.	Friday Morning General Session
10:30 a.m.	Youth Delegate Workshop
12:00 p.m.	Lunch in Expo Hall
12:45 p.m.	Youth Delegate & Young Municipal Leader Dessert Social
1:30 p.m.	Attend Conference Workshops
3:30 p.m.	Youth Delegate Workshop
5:30 p.m.	Youth Social at Lucky Strike @ L.A.vLive featuring bowling and a DJ. Dinner served. Buses return youth Delegates to conference hotels after the event.

9:00 p.m. Return to Hotel
10:00 p.m. Late Night Instructions
11:00 p.m. Lights Out

Saturday, November 10

6:30 a.m. Wake up!
7:30 a.m. **Breakfast**
8:00 a.m. Check Out of Hotel
8:30 a.m. Depart Hotel for Convention Center
9:00 a.m. Youth Delegate Workshops
12:30 p.m. Closing Luncheon & General Session
2:30 p.m. Depart Convention Center
TBD Arrive Airport
TBD Depart Los Angeles
TBD Arrive Atlanta Airport
TBD Arrive Stockbridge City Hall for pickup

Emergency Contact Information:

Michael Williams: (404) 931-3808
Neat Robinson: (678) 951-5562
Kenneth McFarland: (662) 251-4616
Ericka Harvey: (678) 619-6134

Event Information:

<https://citysummit.nlc.org/program/youth-program/>

Name: _____

Getting to know your classmates

BINGO

Directions: Please go around and ask your classmates if they have done any of the items on the BINGO card provided; if they have get them to sign their name in that square. Remember, each person can only sign your BINGO card once.

Has a birthday in January	Has a grandparent who lives with them.	Has been on a boat.	Favorite ice cream flavor is cookies n cream.	Has been to Disney World or Disneyland.
Has an older brother or sister.	Was born in another state. Where?	Is new to City of Stockbridge Youth Council.	Has had any kind of surgery. What kind?	Has visited another country. Which one?
Has a large family of 6 or more people.	Has a girlfriend or boyfriend.	FREE SPACE	Has an after school job. Where?	Is an only child.
Favorite subject is math.	Member of a sports team at your High School.	Has a pet. What kind?	Plays an instrument. Which one?	Is left-handed.
Is fluent in another language. Which one?	Wears glasses.	Favorite animals are dinosaurs.	Likes to go fishing.	Is a twin.

STOCKBRIDGE YOUTH COUNCIL BY-LAWS

I. Mission

The mission of the City of Stockbridge Youth Council (SYC) is to help youth: build leadership skills; learn about civic responsibility; gain a better understanding of municipal government; and prepare for a lifetime of public and community service.

II. Membership and Eligibility

The SYC shall consist of 11 to 15 members selected by the SYC Advisory Board annually. Eligibility for membership in the SYC is as follows:

1. Youth must be residents of the City of Stockbridge.
2. Youth must be currently enrolled in either 10th, 11th, or 12th grade while in the program.
3. Youth must have a minimum 2.5 GPA.
4. Youth must commit to attend at least 15 of 20 scheduled monthly meetings with one excused absence permitted (Sickness, school function or family emergency.)
5. Youth must commit to complete a public service project chosen by the SYC.

III. Terms & Oath of Office

Youth will serve a one-year term and will take an Oath of Office and be sworn in by the Mayor at the first SYC meeting of the program year.

IV. Officers

Officers of the SYC shall be elected by the Members of the SYC for a term of one year and Officers will be elected as follows:

A. Election of SYC Officers:

- (1) The SYC shall elect from its SYC Members the following Officers:
 - (a) Chair
 - (b) Vice Chair
 - (c) Secretary
 - (d) Parliamentarian
 - (e) 3 Executive Members

- (5) Any Officer elected by the SYC shall be subject to removal by the SYC at any time, if in the sole judgment of the SYC by a 2/3rds vote, such action is in the best interest of the organization.

V. Code of Conduct

Each member of the SYC shall abide by the following provisions of the Code of Conduct:

1. Be prompt and present at all meetings and dress appropriately.
2. Be respectful in the treatment of and the interaction with other people.
3. Be mindful of safety issues to ensure that everyone stays safe from harm and injury.
4. Be courteous and do not talk on or use a cell phone during meetings.
5. Be aware of inappropriate behavior and stay out of trouble at home, school and in the community.
6. Always conduct oneself in a respectable manner.

VI. Committees

A. Formation of Committees and Purpose:

- (1) Committees will be formed as needed with the majority vote of the SYC Members, subject to approval or ratification of the Youth Council Advisory Committee.
- (2) Committees will be used to accomplish community service projects and other goals of the SYC.

B. Committee Chairs:

Duties of Committee Chairs are as follows:

- (a) The Chair of the SYC shall make all committee assignments, and each committee will select a chair, co-chair, and secretary to record actions of committee. No SYC member shall chair more than one committee.
- (b) Committee meetings shall be held upon call of the committee chair.
- (c) A verbal and written report may be made at any meeting of the SYC by the chair of the committee on any subject under consideration by such committee, or such report may be requested

by the SYC Chair. A written copy of the committee report may be given to the Secretary for inclusion in the official SYC records.

VII. Meetings

The day, time and place of all the meetings shall be determined by the SYC subject to ratification or approval of the Youth Council Advisory Committee and a notice of all meetings shall be posted in accordance with the Georgia Open Meetings Law.

VIII. Amendments

These Bylaws may be amended by a 2/3rds vote of the SYC at any regular meeting, and presented to the Youth Council Advisory Committee for aproval. Bylaws become official once approved by the Youth Council Advisory Board.

IX. Stockbridge Youth Council Advisory Board

The SYC Advisory Board shall consist of seven residents of the City of Stockbridge, all confirmed by the City Council of the City of Stockbridge. The SYC Advisory Board shall attend meetings of the SYC as necessary and shall be involved in an advisory role in the SYC activities. The SYC Advisory Board will also have the authority to amend the By-Laws as needed with a majority vote.



City of Stockbridge

4640 North Henry Blvd. • Stockbridge, GA 30281

City Hall: (770) 389-7900 • Fax: (770) 389-7912

June 28, 2018

Greetings:

Re: Request for Support of Stockbridge Youth Council Participation in National League of Cities City Summit

As you may know, the City of Stockbridge recently initiated a youth leadership program known as the Youth Council. The mission of the City of Stockbridge Youth Council is to help youth build leadership skills; learn about civic responsibility; gain a better understanding of municipal government; and prepare for a lifetime of public and community service.

The program will be conducted over the course of the 2018-2019 school year during which the students will participate in a number of leadership development courses, meet with and learn from local, state and national elected officials, learn about government and community development. In addition, the students will plan and conduct a major public service project of their own choosing.

The purpose of this letter is to request your consideration in sponsoring one or more of the Youth Council member's participation in the National League of Cities (NLC) City Summit, November 7-10, 2018 in Los Angeles, California. City Summit is expected to draw thousands of local elected officials, municipal staff and local government partners to explore policy issues that affect local governments. All conference events are open to youth delegates. NLC is a bipartisan organization dedicated to helping city leaders build better communities. Throughout the year, NLC advocates for cities and towns in Washington, D.C. through full-time lobbying and grassroots campaigns. The conference will include sessions and learning opportunities where Youth Council members can learn how to advocate for community concerns and improve their leadership skills. You can find additional information about City Summit at: <http://citysummit.nlc.org/youth-program/>.

With such a rich offering of educational content and the chance to learn from youth and elected representatives from cities across the country, our Youth Council members will greatly benefit from their attendance at City Summit. Your financial support will go a long way in building a strong leadership foundation in these youth. The cost for each student to attend this conference is approximately \$1,500. We are asking for as much as you are comfortably able to contribute. If there is any additional information we can provide you to assist you in making your decision, please do not hesitate to let us know.

Thank you for your very kind consideration of this request.

Sincerely,



**Stockbridge Youth Council
City Summit
National League of Cities
November 7-10, 2017 Los Angeles, California**

- WHAT?** A national conference for Youth Delegates at the 2018 National League of Cities City Summit in Los Angeles. This year's conference is expected to draw more than 3,500 local elected officials, municipal staff and local government partners to explore policy issues that affect local governments. All conference events are open to Youth Delegates. More detailed information can be found here:

<https://citysummit.nlc.org/program/youth-program/>
- WHEN?** November 7-10, 2018
- WHERE?** Los Angeles Convention Center
Hotel accommodations will be announced once reservations are made.
- HOW?** The City of Stockbridge and the Youth Council Advisory Committee will be coordinating air transportation for all Youth Council members who wish to attend.
- PACKING?** The dress code will be business casual for all City Summit sessions. On Friday evening, a youth social is scheduled where casual/active wear would be appropriate. Youth Council members should bring 3 days' worth of business casual apparel. Please do not bring any electronics other than cell phones.
- LEADERS?** In addition to the well-qualified City Summit staff, four adults comprised of Stockbridge employees, Youth Council Advisory Committee members and/or parents will chaperone the Youth Council members. If you wish to be considered for as a chaperone, please check the appropriate space below.
- FEE?** There is a \$500 fee for each Youth Council member or chaperone. However, the Youth Council Advisory Committee is actively seeking sponsorship to reimburse the City for the cost of this trip. If you would like to make a donation or assist the City in its sponsorship solicitation efforts, please let us know.



**Stockbridge Youth Council
City Summit
National League of Cities
November 7-10, 2017 Los Angeles, California**

REGISTRATION FORM

I authorize my child _____ to take part in the City of Stockbridge Youth Council delegation to the National League of Cities City Summit in Charlotte, N.C., November 7-10, 2018. I understand that the permission/waiver form previously submitted to the City of Stockbridge with respect to the Youth Council remains in full force and effect for the City Summit event.

Signed: _____

Date: _____

Emergency Contact Information:

Name: _____ Phone: _____

Name: _____ Phone: _____

Parents, please check one of the following:

- ☐ Yes, I would love to serve as a chaperone.
☐ No, I will not be able to serve as a chaperone

Adult attending:

Name: _____ Phone: _____

E-mail: _____



YOUTH COUNCIL MEDICATION CONSENT FORM

List all medications currently used, including any over-the-counter medications.

CHECK HERE IF NO MEDICATIONS ARE ROUTINELY TAKEN.

☐

IF ADDITIONAL SPACE IS NEEDED, PLEASE
INDICATE ON A SEPARATE SHEET AND ATTACH.

Medication	Dose	Frequency	Reason

(Circle yes or no.) Non-prescription medication administration is authorized with these
YES NO exceptions: _____

Administration of the above medications is approved for youth by:

Parent/guardian signature

Date

Bring enough medications in sufficient quantities and in the original containers. Make sure that they are NOT expired, including inhalers and EpiPens. You SHOULD NOT STOP taking any maintenance medication unless instructed to do so by your doctor.

Confidential Participant Information and Release

Your organization	Program Date	Program Location
Participant Name	Age	
Emergency Contact	Relationship	
Emergency Phone	Work Phone	
Insurance Information Are you covered by medical/hospital insurance?	Yes	No
Insurance carrier	Carrier phone	
Name of insured	Relationship	
Group/Policy #		

Medical Information Please let us know about any current or recent health conditions:

- ☐ Ankle, knee, neck, back problems ☐ Recent surgery ☐ Chronic illness ☐ Infectious disease ☐ Stroke ☐ Pregnant ☐ Dizziness
☐ Heart disease/heart attack ☐ Recent injury ☐ High blood pressure ☐ Asthma/Allergies ☐ Diabetes ☐ Headaches ☐ Other

If you checked any of the above boxes, or have another condition, please give more details:

Are you currently taking any medications or under a doctor's care? If yes, please explain: No Yes

Photo Release. I give my permission for photos and video to be taken of me (and/or of my minor(s), if any) at the above program and agree that Atlanta Challenge, LLC may use the photos and video, without compensation, for legitimate marketing purposes.

Acknowledgment of Risk, Waiver & Release of Liability. In consideration of the services of Atlanta Challenge, its officers, directors, trustees, members, agents, employees, subcontractors, guests, facilities, and all other persons or entities associated with those persons or entities, including their respective heirs, successors, assigns, and personal representatives (hereafter collectively referred to as "Releasees"), I, for myself, my minor(s), and on behalf of my and his/her/their respective heirs, assigns, and personal representatives (collectively, "Releasers"), hereby agree as follows:

1. The Atlanta Challenge facilitated team-building program (the "Program") involves a variety of activities that often include warm-ups, games, group initiative problems, and other activities. Although Atlanta Challenge has taken reasonable steps to provide appropriate equipment and skilled facilitators so that a Releaser might enjoy these activities for which they are not skilled, the Releasers understand that these activities contain potential hazards, including but not limited to: ropes, boards, improper safety spotting, equipment failure, tree branches, uneven/broken ground, falling debris, rain, cold, wildlife, poisonous plants & insects. This list of inherent risks is not complete, and other known, unknown, anticipated, or unanticipated hazards may exist. These hazards may result in loss or damage to personal property or accidental injury, illness, and in extreme cases, permanent trauma or death. Releasers assume and accept full responsibility for all risks (whether identified or not) associated with the Program, even if arising from or related to the negligence (but not the gross negligence or willful misconduct) of other participants, any Releasee, or the manufacturers of the equipment. A Releaser's participation in these activities is purely voluntary, no one is forcing such person to participate, and the Releasers elect to participate in spite of and with full knowledge of the risks.

2. Engaging in the activities at the Program may require a degree of skill and knowledge different than other activities that Releasers are accustomed to, and Releasers have responsibilities as a participant. By participating in such activities, the Releasers certify that they are fully capable of safely participating in the activities. The Releasers also affirm that the confidential medical information provided above is accurate and complete. The Releasers understand that their failure to disclose information could affect Releaser's safety and that of other participants. In the event of illness or injury at the Program, the Releasers hereby give consent to provide emergency medical care, hospitalization, or other treatment to a Releaser.

3. Releasers HEREBY RELEASE AND FOREVER DISCHARGE RELEASEES FROM, AND COVENANT NOT TO SUE RELEASEES REGARDING, ANY AND ALL CLAIMS, DEMANDS, DAMAGES, ACTIONS, AND CAUSES OF ACTION OF ANY KIND OR NATURE, INCLUDING BUT NOT LIMITED TO INJURY, PARALYSIS, DISABILITY, DEATH and loss or damage to personal property arising in any way out of, in consequence of, or on account of Releaser's presence at or participation in, the Program, WHETHER ARISING FROM THE NEGLIGENCE OF ANY RELEASEE OR OTHERWISE (but not including gross negligence or willful misconduct). Releasers irrevocably indemnify and agree to hold harmless Releasees from any and all actions or claims of whatever kind or nature that any Releaser or any third party may have, or at any time in the future has, arising out of, in consequence of, or on account of a Releaser's presence at, or participation in, the Program.

Releasers have carefully read, clearly understand, and accept the terms and conditions stated herein and acknowledge that this agreement shall be effective and binding upon the Releasers. This agreement may be signed and delivered electronically and, if so, shall constitute an electronic record signed by electronic signature within the meaning of such terms under applicable law, and such electronic record and signature will constitute an original for all purposes.

Signature of Participant

Date signed

Printed Name of Participant

Parent/Guardian's signature if participant is under age 18



NOTICE OF PUBLIC MEETINGS

**CITY OF STOCKBRIDGE
4640 NORTH HENRY BLVD.
STOCKBRIDGE, GA 30281**

Revised 2018

MEETING SCHEDULE

YOUTH COUNCIL

ADVISORY COMMITTEE

**MEETINGS ARE HELD THE 3RD WEDNESDAY OF
EACH MONTH IN THE LEVI MEETING ROOM
AT 6:00 P.M.**

**January 17, 2018
February 21, 2018
March 21, 2018
April 18, 2018
May 16, 2018
June 20, 2018**

**July 18, 2018
August 15, 2018
September 19, 2018
October 17, 2018
November 21, 2018
December 19, 2018**

Revised 2018

MEETING SCHEDULE

STOCKBRIDGE YOUTH COUNCIL

**MEETINGS ARE HELD THE 2ND WEDNESDAY OF
EACH MONTH IN THE PATRICK HENRY MEETING ROOM
AT 5:30 P.M.**

**January 10, 2018
February 14, 2018
March 14, 2018
April 11, 2018
May 9, 2018
June 13, 2018**

**July 11, 2018
August 8, 2018
September 12, 2018
October 10, 2018
November 14, 2018
December 12, 2018**

ALL MEETINGS ARE OPEN AND THE PUBLIC IS ENCOURAGED TO ATTEND

Interview Questions

1. What do you feel is the most important task when managing a project?
2. Name one important step when attempting to motivate your peers?
3. What would you do to improve youth participation for an event?
4. Define mission
5. Name one important mission goal for this youth council.
6. A youth leader should take initiative. Tell us how you would accomplish this task.
7. A youth leader should be accountable. Tell us about one time you had to be held accountable.
8. A youth leader should inspire others. Tell us about one time you inspired someone.
9. A youth leader should be a good communicator. Tell us about how you would communicate to the group about a delay in the project.
10. A youth leader should be a good listener. Tell us about one time you failed to listen, but you were able to achieve your goal.
11. Who is your role model and why?

2017 City of Stockbridge Youth Council Selection Rating Form
(20 points total)

A. _____ (5 Points)

Academic Achievement

- | | | |
|----------|-------------|---------------------|
| 1. _____ | (2.5-2.9) | Grade Point Average |
| 2. _____ | (3.0-3.5) | |
| 3. _____ | (3.6-3.9) | |
| 4. _____ | (4.0) | |
| 5. _____ | (above 4.0) | |

B. _____ (5 points)

Student Profile

- | | | |
|----------|--------------------|--|
| 1. _____ | (0 events) | Extracurricular Activities/ Service/Volunteer |
| 2. _____ | (1 event) | Participates in a variety of unrelated organizations |
| 3. _____ | (2 events) | |
| 4. _____ | (3 events) | |
| 5. _____ | (4 or more events) | |

C. _____ (5 points)

Writing Entry

- | | |
|----------|---------------------------|
| 1. _____ | (no submission) |
| 2. _____ | (does not meet criteria) |
| 3. _____ | (somewhat meets criteria) |
| 4. _____ | (meets criteria) |
| 5. _____ | (exceeds criteria) |

D. _____ (5 points)

Recommendations

Both recommendations

- | | |
|----------|-------------|
| 1. _____ | (0-20 pts) |
| 2. _____ | (20-30 pts) |
| 3. _____ | (30-40 pts) |
| 4. _____ | (41-49 pts) |
| 5. _____ | (50 pts) |

****Note****

The points coincide with the number assigned to each criteria.



City of Stockbridge
4640 North Henry Blvd.
Stockbridge, GA 30281



APPLICATION FOR YOUTH ADVISORY BOARD

Citizens provide a great insight and knowledge to City government. The Stockbridge Youth Advisory Board is an avenue to strengthen relationships between the youth and their community by creating programs and encouraging opportunities for youth to give back to the community.

REQUIREMENTS FOR PARTICIPATION:

- Must be a resident of City Limits of Stockbridge.
- Must be at least 18 years of age
- Must pass a background check

APPLICANT INFORMATION

Applicant Name: _____

Occupation: _____

Home Address: _____ City: _____ Zip: _____

Home Phone: (_____) _____ Home E-Mail: _____

Work Phone: (_____) _____ Work E-Mail: _____

Cell Phone: (_____) _____ Preferred E-Mail: ☐ Home ☐ Work

YOUTH ADVISORY BOARD APPLICATION

Page 2 of 2

a.) Why are you interested in participating?

b.) What pertinent skills/experiences and contributions can you bring to this program?

Signature

Printed Name

Date

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov



City of Stockbridge
4640 North Henry Blvd.
Stockbridge, GA 30281

APPLICATION FOR THE STOCKBRIDGE YOUTH COUNCIL

Commitment

To successfully complete the City of Stockbridge Youth Council, a participant must:

- ☐ Be a resident of the City of Stockbridge.
- ☐ Attend a school (or home school) and be in the 10th, 11th, or 12th grade for the 2018-19 school year.
- ☐ Commit to attend all the scheduled monthly meetings, June – May.
- ☐ Agree to complete a community service project.
- ☐ Obtain transportation to and from meetings and events.
- ☐ Have a minimum 2.5 GPA.

Code of Conduct

- ☐ Be prompt and present at all meetings and dress appropriately.
- ☐ Be respectful in the treatment of and the interaction with other people.
- ☐ Be mindful of safety issues to ensure that everyone stays safe from harm and injury.
- ☐ Be courteous and do not talk on or use a cell phone during meetings (silence cell phone please).
- ☐ Be aware of inappropriate behavior and always conduct yourself in a respectable manner.

APPLICANT INFORMATION

Applicant Name: _____

Name you prefer to be called: _____

School (Home school is acceptable): _____

Grade level (2018-19): ____ 10th ____ 11th ____ 12th

Home Address: _____

City: _____ Zip: _____

Home Phone: (____) _____

E-Mail: _____

Cell Phone: (____) _____

Parent(s)/Guardian Name: _____ Phone: _____

Parent(s)/Guardian Email: _____ Phone: _____

a) Are you a resident of the City of Stockbridge? ____ Yes ____ No

City of Stockbridge Youth Council Application

APPLICANT STATEMENT

I understand that I am applying for appointment to the Youth Council of the City of Stockbridge that the appointing authority may require an interview prior to consideration for appointment. I agree to the Commitment, Code of Conduct and the attendance requirement. I agree to comply at all times with all requirements of the Youth Council By-Laws. All statements and information provided in this application are true to the best of my knowledge.

Signature

Printed Name

Date

PARENT/GUARDIAN STATEMENT

As the parent/guardian of this applicant, I support his/her participation and commitment to the City of Stockbridge Youth Council. I understand, acknowledge, assume and accept the risk that accidents may occur while my child participates in Stockbridge Youth Council. I, the undersigned assume the risk for any and all injuries occurring to my child arising out of any and all events at Stockbridge Youth Council.

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____ Date _____

ACADEMIC OFFICIAL STATEMENT

I confirm that the applicant has a minimum 2.5 GPA and has the ability to serve on the Youth Council.

Printed Name and Title of School Official _____

Signature of School Official _____ Date _____

Please return signed application to:

City Clerk
City of Stockbridge
4640 North Henry Blvd.
Stockbridge, Georgia 30281

Fax: 770.389.7912
Email: vholiday@cityofstockbridge-ga.gov

For application questions please contact:

Shana Thornton
678-833-3342

City of Stockbridge Youth Council Application

PROCEDURES FOR YOUTH COUNCIL APPOINTMENT

- 1) The City will cause this information to be sent to each educational institution that serves students residing within the city limits of Stockbridge and to be posted via the City's bulletin board, printed newsletter or other means to inform the residents in the city. This notice will also include qualifications (if any) to serve.
- 2) Applications are due on May 4, 2018 by 5pm. Applications may be sent to the City Clerk via email, fax, or mail or in-person.

The information to remittance applications:

City Clerk	Fax: 770.389.7912
City of Stockbridge	Email: vholiday@cityofstockbridge-ga.gov
4640 North Henry Blvd.	
Stockbridge, Georgia 30281	

- 3) The Youth Council Advisory Committee will review the applications and select candidates to be interviewed from May 9th through May 11th, 2018.
- 4) The Youth Council Advisory Committee will announce the successful candidates on May 18th, 2018.

Disclaimer: The City of Stockbridge does not discriminate based on race, color, national origin, sex, disability, age, or sexual orientation.



Stockbridge Youth Advisory Committee

[Stockbridge Youth Council & Advisory Committee]

Annual Report

May 01, 2017 to April 31, 2018

Submission Date: April 6, 2018

Submitted by: Pastor Kenneth McFarland, Chairman

[Stockbridge Youth Advisory Committee]

[Stockbridge Youth Council]

This document was produced for review by Stockbridge's Mayor and Council

PROJECT Overview/Summary

Program Name:	<u>Stockbridge Youth Advisory Committee</u>
Activity Start Date And End Date:	<u>May 01, 2017 to April 31, 2018</u>
Name of Prime Implementing Partner:	<u>City of Stockbridge</u>
[Contract /Agreement] Number:	<u>770-474-8611</u>
Reporting Period:	<u>2017</u>

Introduction

The Stockbridge Youth Council Mission is to offer an opening for the youth of Stockbridge to build leadership skills, learn about civic responsibility, gain a better understanding of municipal government, prepare for a lifetime of public and community service and to acquire a greater knowledge of, and appreciation for, the American political system.

The Youth Council Advisory Committee is to make recommendations to Council based on the following Terms of Reference;

1. To identify and advise on youth issues in the City of Stockbridge.
2. To advise Council on the development of policies that are responsive to the needs of youth.
3. To consult with local youth and feedback results of consultations to Council.
4. To assist in the ongoing development and delivery of youth-targeted projects and programs.
5. To create opportunities for youth leadership development by acting as a resource for youth activities.

Members: SYCAC

Kenneth McFarland, (Chair)

Ericka Harvey, (Vice Chair)

Pamela Warner, (Secretary)

Joc'Quelyn Carter, (Treasurer)

Rosalynd Rawls

Tanesha McCoy-Washington

O. Elizabeth Martin

Diane Miller

Members: SYC

Kelli Crews (Chair)

ayden Brown (Vice Chair)

Aaron Rose (Secretary)

Kennedy Freeman (Media Coordinator)

Jasmine Bowden

Aaniyah Kendrick

Sanaya Alexander

Christina Wilcher

Councilwoman Neat Robinson - Council Representative

Indicators	Baseline	Annual	Q1	Q2	Q3	Q4
Program Outline and Curriculum	May, 2017	May	/			
SYC Local Retreat	Jun., 2017	Jun.	/			
Beautification Day Back to School initiative	Aug.,	Sep.		/		
NLC Trip (National North Carolina)	Nov.,	Nov.		/		
Christmas BALL (giving back)	Dec., 2017	Dec.		/		
Application for the Stockbridge Youth Council 2018	Apr., 2018	Apr.				/

Summary of Results to Date

Note: The Results Performance Column depicts level of achievement expressed as a percentage of Actual versus Planned.

June – Main Street Movie Night; Food Truck

July – Stockbridge Beautification Day; Swearing In Ceremony; Back to School event

September – Bridge Hispanic Fest

October – Personal Assessment Survey; Leadership Development part 1

November – Economic Development and Christmas Gala

December –Service Project

January – Youth Summit; MLK Parade; Mayors Day

February – A Day at the Capitol

March – Leadership Development part 2

April – Leadership Development part 3; selection process

May – City wide Youth Event

ACTIVITY IMPLEMENTATION PROGRESS

Progress Narrative

The Stockbridge Youth Council offers community service credit hours.

The GOALS program is the Stockbridge Youth Council's community service platform.

Implementation Status

City of Stockbridge provides the youth of this city with a vehicle to learn about government, participate in the process and to represent and articulate the needs of youth in this city.

Implementation Challenges

SYC understands that the lives of young people are quite busy with many responsibilities. The SYC choose what they are interested in and make those interest happen.

YOUTH COUNCIL											
2017 Budget as of 3/27/17	Total for Year	May	June	July	August	September	October	November	December		
Meals/Snacks	1,550.00	0.00	400.00	125.00	150.00	125.00	500.00	125.00	125.00		125.00
Lodging	1,050.00	0.00	1,050.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Office Supplies	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Transportation	1,200.00	0.00	150.00	150.00	150.00	150.00	300.00	150.00	150.00		150.00
Personnel Costs	500.00	0.00	250.00	0.00	0.00	0.00	250.00	0.00	0.00		0.00
Consultants/Training Costs	1,900.00	0.00	1,000.00	0.00	0.00	0.00	900.00	0.00	0.00		0.00
T-Shirts x125 at \$6/each	300.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Public Service Project	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		500.00
City-wide Youth Event	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Oxford Shirts x25 at \$20 each	360.00	360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Special Events (trips to Macon, etc.)	1,150.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	150.00		150.00
Misc (Awards, Certificates, etc)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Total	9,010.00	1,160.00	2,850.00	275.00	300.00	275.00	2,950.00	275.00	925.00		



YOUTH COUNCIL RETREAT

Session II
Developing Your Team

What is a team?

A team is a group of people who share a common vision. They work together to complete goals that will help them realize their shared vision. They support and depend on one another.

PHASES OF TEAM DEVELOPMENT

- Forming
- Storming
- Norming
- Performing

FORMING

- You are just starting out. You were probably eager to be a part of the group, but weren't sure yet what was expected of you.
- Motivation is probably high.
- Skills are probably low.
- Every newly-formed team goes through the Forming stage.
- Every team, even one that has been together a long time, goes through Forming when its members set off to learn a new skill or reach a new goal.

STORMING

- Storming is the second phase of team development. It's almost always going to happen.
- Motivation usually drops from when you first formed.
- Skills are probably still not what you need to function smoothly.
- Storming is part of the process of a team developing and getting better.
- Every newly-formed team, after it has been together awhile, goes through Storming.
- Every team, even one that has been together a long time, goes through Storming as they are learning a new skill or working to reach a new goal.

NORMING

- Norming is the third phase of team development. It's almost always going to happen.
- Motivation and enthusiasm are growing, but you still look ahead and see there is much to do and much to learn.
- Norming is part of the process of a team developing and getting better.
- Every newly-formed team that is progressing will reach the Norming phase.
-
- Every team, even one that has been together a long time, goes through Norming as they are learning a new skill or working to reach a new goal.

PERFORMING

- Performing is the fourth phase of team development.
-
- A team has developed the skills they need to achieve the goals that challenge them. They are working together well.
- Motivation and enthusiasm are high. The team is eager to push ahead and achieve all they can.
- Performing is part of the process of a team developing and getting better.
- Every newly-formed team that is progressing should strive to reach the Performing phase.
- Every team, even one that has been together a long time, strives toward the Performing phase as they are learning a new skill or working to reach a new goal.

Recognize where you are in team development

- Whenever people set out to reach goals and realize a vision, they will experience the phases of team development.
- The level of skill of a group and their level of motivation and enthusiasm are clues that can be used to identify a team's current stage of development.
- By recognizing the stage of a team's development, you can be more effective as a member of that team and as a force in helping it move to the next stage.

The Leading EDGE

- EXPLAINING
- DEMONSTRATING
- GUIDING
- ENABLING

FORMING TEAMS NEED EXPLAINING

Team Stage: *Forming*... (high enthusiasm, low skills) – Leadership: *Explaining*

- Enthusiasm and motivation for doing something new are high, skills are low.
- An effective leader will do lots of careful explaining to help a team understand exactly what to do and how to do it.

STORMING TEAMS NEED DEMONSTRATING

Team Stage: *Storming* (low enthusiasm, low skills) Leadership: *Demonstrating*

- A team has been at it long enough to realize that the tasks ahead are not easy. They understand there is still plenty of work to do. As a result, enthusiasm and motivation are low. Skills are still low, too.
- An effective leader will continue to make things clear by showing the team how to succeed.

NORMING TEAMS NEED GUIDING

Team Stage: *Norming* (growing enthusiasm, growing skills)
Leadership: *Guiding*

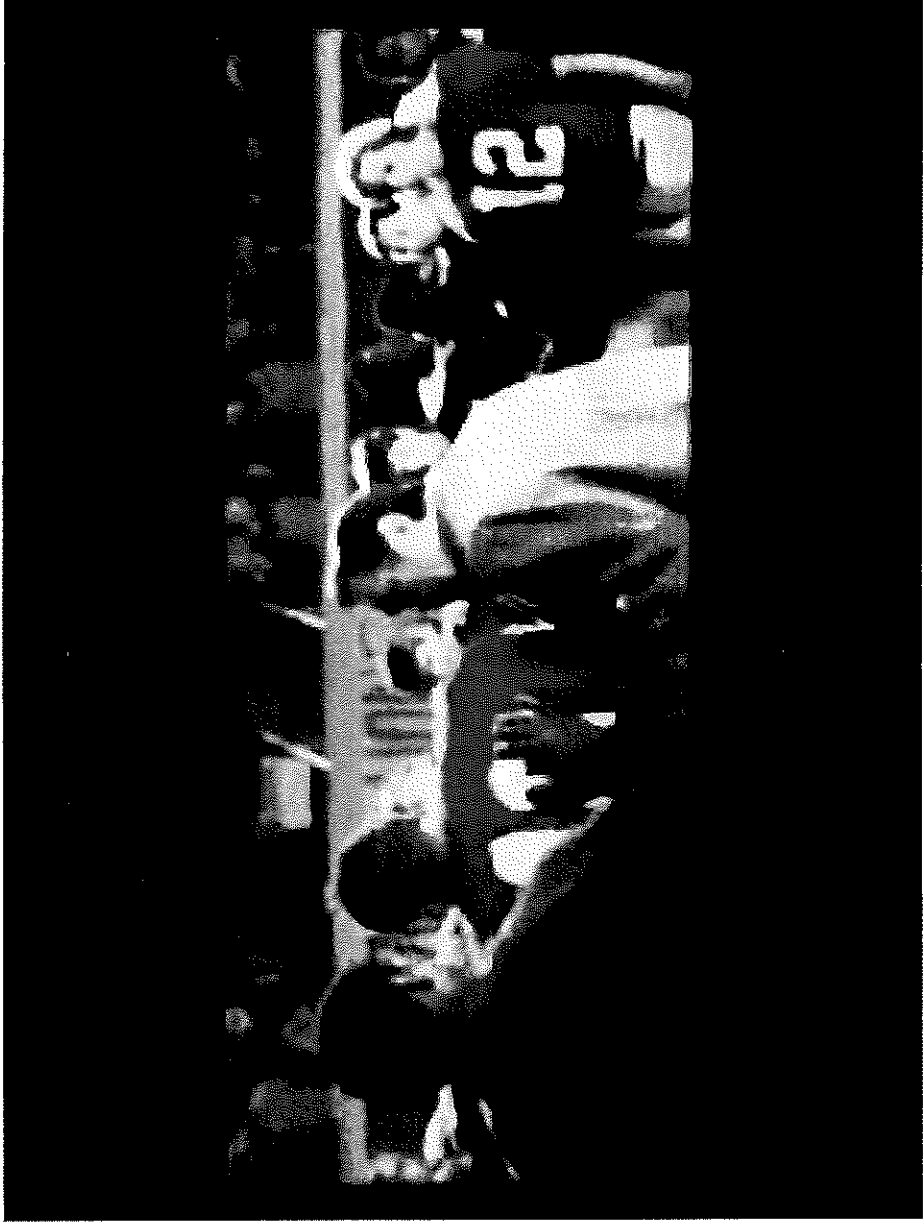
- As a patrol keeps at it, their skill level will rise. They still realize the goal is some distance away, and so their motivation and enthusiasm can still be somewhat low.
- A leader will need to guide the patrol—giving members more freedom to figure out things on their own, supporting them with encouragement, and providing support when they need it.

PERFORMING TEAMS NEED ENABLING

Team Stage: *Performing* (high enthusiasm, high skills) Leadership: *Enabling*

- A team has reached the point where they can act independently and be very productive. Skills are high and so is enthusiasm and motivation.
- A leader offers members plenty of freedom to make decisions on their own and to keep moving ahead. A leader can help the evaluate future progress by using SSC—*Start, Stop, Continue*.

REMEMBER THE TITANS



Leadership Hints

- Shared values are a foundation of any team.
- Offer a vision of success.
- Recognize achievement differences.
- Model ideal behavior.
- Acknowledge talent differences.
- Respect and value others.
- Make meetings count.

Overcoming Disappointment

- When that disappointment happens, draw upon your abilities to communicate clearly, listen actively, and encourage open discussions.
- Recognize accomplishments and offer encouragement and reassurance to those who are making efforts to achieve.
- Try to identify the stages of team development of a team, and use that information as a guide for determining which styles of leadership to use.
-
- SSC—*Stop/ Start/ Continue*—can be an effective tool for you to discover what is at the root of team members' discontent, and for helping team members find their own solutions to a discouraging situation.

CELEBRATING SUCCESS

- Always recognize achievement at end of a task or when membership of the team is changing.
- This encourages continued success.
- It also inspires others to want to be part of the team.

CONFLICT

- Conflicts can occur when people disagreeing with each other seem unable to find a reasonable compromise. The roots of these disagreements can arise from many sources including differences in personality, values, and perceptions.
- As a leader, you will occasionally need to handle the differences that arise between members of your team. Conflicts may be minor or they may fester into something that can damage team spirit and the ability of the team to work together effectively.

STEPS TO RESOLVING CONFLICT

There is a proven set of steps to follow to resolve a conflict:

1. Be aware of yourself
2. Be aware of others
3. Listen
4. Use your EAR

BE AWARE OF YOURSELF

- How do we respond when we are hearing something we don't want to hear? When a speaker is angry? When we are tired or hungry?
- A key to resolving conflict is being aware of ourselves. If we are upset or angry about something, it may affect how we relate to others.
- Be aware of your own emotions. Take a deep breath. Count to ten. If you need to, count to a hundred.
- It may require calling a time-out to let emotions cool down.

BE AWARE OF OTHERS

- Being aware of yourself will help you remain as calm as you can and stay focused on finding a solution. Being aware of others will help you adjust the situation to increase the possibility of a good outcome.
- Be aware of their physical comfort, hunger levels, and other factors that could be affecting their emotions. You might want others to take a break before discussing the problem.
- Consider the location of a discussion, too. Ideally, you will want to meet out of the hearing of the rest of your group. That will give everyone a chance to air concerns without an audience.

LISTEN!

- The better the information you have, the greater your chances of finding a workable solution to a conflict.
- Listen carefully to what others are saying, withholding judgment until you've gotten everyone's side of the story. (In addition to hearing the words, be aware of tone of voice, body language, and any other clues to what a person really means.)
- Understand what each person is expressing—what *he* wants and what *he* is willing to do to get there. Then clarify that the solution lies with *both* parties.

LISTEN!



Use your EAR

EAR represents three steps in resolving conflicts:

- 1. Express...What you want and what are you doing to get it.
- 2. Address...Why is that working or why that is not working.
- 3. Resolve...What ways there are to solve the situation.

Additional Points to Consider:

- Body posture as part of communicating
- Listen and repeat to make sure you understand
- Encourage others to talk and be nonjudgmental
- Look out for those who are not speaking (too young, too shy, etc.)
- If necessary bring others in to help resolve the problem



YOUTH COUNCIL RETREAT

Session IV

Setting Goals and Making Plans

Reminders about Vision

- Vision is what success looks like.
- Vision is a picture of where you want to be in the future.
- If you can see it, you can be it.
- Vision must be big -- elephant-sized.

Goals are steps along the way

- Goals are the steps you complete to fulfill a vision. They are the bite-sized pieces of the vision you can accomplish one at a time. Fulfilling a vision might require just a few goals or it might take many.
- To climb Mt. Everest, a mountaineering team might have as goals establishing four intermediate camps on the mountain. Climbers going to the summit can then spend a night at each camp on the way up. By breaking up the ascent into four segments, they will have a much greater chance of success than if they tried to climb the entire mountain all at once.

SMART Goals

- ***Specific:*** A goal needs to be specific. Clear. Understandable. Everyone needs to know exactly what's involved.
- ***Measurable:*** You need a way to measure your goal so that you know when you have completed it.
- ***Acceptable/Active :*** Everyone involved in completing a goal must accept the goal as something he/she wants to and is able to do.
- ***Realistic:*** Goals must be attainable.
- ***Timely:*** Completing goals needs to happen within a certain amount of time.

SMART GOALS EXPLAINED



Organizing Goals – Beginning to Plan

- We can't complete every goal at the same time. There has to be some order in how we address them.
- Some goals can be achieved in a short amount of time.
- Others are long-term goals that may require a number of smaller steps to complete.

How Vision, Goals and Planning are connected

Organizing goals and figuring out how to achieve them in the most effective way requires a little something called planning.

- Vision—What success looks like. (It's the whole elephant.)
- Goals—The accomplishments leading to fulfilling the vision. (The bites we can take to eat the elephant.)
- Planning—How we will achieve each goal. (Where we'll get the forks, how much catsup we'll need...)

Making Plans

- Big goals can require that lots of things get done. Planning helps you make sure you haven't forgotten anything and that everything is completed in an efficient way.
- A simple but very effective planning tool is the What/ How/ When/ Who Planning Tool.

Planning Tool

What	How	When	Who

Evaluating Plans Along the Way: Start, Stop and Continue (SSC)

- Let's look at the three parts of SSC—
- Start “What should we be doing that will make things better?”
- Stop “What should we stop doing because it isn't helping?”
- Continue “What is working well that we want to continue doing?”

Summary

- Planning is a means of efficiently reaching goals.
- Goals are the steps leading toward fulfilling a vision.
- Vision is what future success looks like.
- The Planning Tool organizes reaching a goal into four parts:
 - What has to be done
 - How to do it
 - When to do it
 - Who will do it
- Start-Stop-Continue is a effective tool for testing the effectiveness of your plans.



City of Stonecrest
Grice Consulting Scope & Budget Review & Prep
September 24, 2018



Meeting Date: Not applicable (*updates received from Grice Consulting on September 17, 2018, the day of the planned City Council Meeting and Working Session in response to the City Attorneys fee counter proposal dated September 4, 2018*)

Stonecrest SPLOST Scope & Budget Review Team: Michael Harris, George Turner, Tom Kurrie and Plez A. Joyner

REVIEW OF COMPREHENSIVE TRANSPORTATION PLAN (CTP) PROPOSAL

After a review of the Comprehensive Transportation Plan Scope of Services (Exhibit C), Budget (PDF), the Stonecrest SPLOST Team has the following feedback:

- Grice Consulting has made an effort to address the exorbitant cost associated with this project after being provided with costs for similar CTP work conducted by other cities in DeKalb County:
 - Upon consultation with other cities that have undertaken a similar project in the past 5 years, we could find no costs above \$200,000
 - Brookhaven's cost was \$100,000,
 - Dunwoody's cost was \$60,000 (6 firms submitted proposals ranging from \$55,000 to \$85,000)
 - Tucker's cost was \$178,000
 - Stonecrest (proposed cost) is \$180,000
(*on September 4, 2018, Attorney Tom Kurrie sent a letter to the Grice Consulting team requesting that they produce a scope of work and associated budget not to exceed \$180,000*)
- In reducing the fee in its September 17, 2018 reply, Grice made adjustments to the fee and scope as follows:
 - The following Public Engagement meetings were adjusted in the latest scope of work:
 - Reduction of Stakeholders' Interviews from 25 to 10
 - The removal of two (2) half-day Planning Charrettes/Workshops along with all associated deliverables from the charrettes:
 - A 200-scale plan view rendered master plan summary of the entire study area
 - Various eye-level perspective views of important planning elements
 - PowerPoint presentation of the issues and opportunities
 - PowerPoint presentation of Context Sensitive Design
 - PowerPoint presentation of the charrette results
(*the text referencing these charrettes was left in the document*)
 - Road analysis is not included in the current scope of work
(*from the beginning of the review, staff has recommended the city directly engage with a reputable company that provides a Pavement Condition Analysis & Road Maintenance Study using Digital Laser Technology since this is a service that is not in scope to be performed by Grice Consulting Group*)



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Recommendation to the City Council from Staff concerning Comprehensive Transportation Plan (See Note):

Since there is currently a Stonecrest Comprehensive Plan Project in progress that will encompass the areas of future land use, to reduce the likelihood of redundancy and project overlap, staff recommends the following adjustments to the scope of the Grice CTP:

- Restore the development of Stonecrest SPLOST logo, signage, and website (to be hosted on stonecrestga.gov with SPLOST Program updates) which will affect the quality of final deliverables
- The City of Stonecrest engage and the City Engineer manage a digital laser analysis service provider to develop a Road Maintenance & Management Plan at a cost of approx. \$80K for integration into the Tiered SPLOST Project List being developed by the CTP and the City GIS System
- As a part of the documentation of the Comprehensive Transportation Plan, a **Tiered SPLOST Project List which details the transportation improvements, integrated road resurfacing projects from the digital laser analysis service provider, along with the detailed cost analysis for completion of each project should be required**

Note: Although, Grice Consulting has adhered to requested changes to scope and cost for the CTP, staff continues to recommend that the Comprehensive Transportation Plan services be awarded after the issuance of an RFQ or RFP in accordance with the purchasing policy.

REVIEW OF SPLOST PROGRAM MANAGEMENT SERVICES PROPOSAL

After a preliminary review of the SPLOST Program Management Services (SPM) Scope of Services (Exhibit E) and SPLOST SPM Fee (PDF document) presented by Grice in its September 17, 2018 counter proposal, the Stonecrest staff has the following feedback:

- Grice Consulting Group has adjusted the Scope of Services and adjusted costs for a reduction of the 6-year cost by \$886K to approximately \$2.8 million.
- In its previous iteration of their SPLOST Program Management proposal, Grice Consulting reduced the number of personnel to 6 roles for the 6-year lifespan of the SPLOST, as follows:
 - Program Manager/Principal-in-Charge 20 hrs./month at \$248/hour
 - Contract Admin/Project Control 40 hrs./month at \$110/hour
 - Project Director 90 hrs./month at \$186/hour
 - Project Engineer 76 hrs./month at \$148/hour
 - Public Information Officer 79 hrs./month at \$110/hour
 - Project Administrator 56 hrs./month at \$92/hour
 - **PROPOSED MONTHLY FEE \$51,190**
 - **PROPOSED ANNUAL FEE \$614,280**
 - **PROPOSED TOTAL FEE \$3.687 million**

(this is the same fee amount proposed in the June 28, 2018 version of the SPLOST Program Management proposal which is approximately 8% of the SPLOST receipts for the City over the next six years)
- Grice Consulting told staff that it has completed 6 Program Management SPLOST Projects, but they have not submitted in writing its qualifications to do this type of work



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- Every example of professional services fees for program management researched by staff (State of Georgia, Fulton County, DeKalb County, Brookhaven, Dunwoody, Chamblee, Doraville, Tucker, the initial Grice Consulting proposal, et. al.) was presented as a percentage of completed SPLOST project work for administration, planning, design, right of way, construction, quality/inspections, etc.

The professional services fees have ranged from 2% to 5% of the project total; this is usual method of calculation because it is virtually impossible to know what the weekly or monthly work will be required for any role before any projects have been proposed and it is customary to pay professional services fees based on the completed work.

- SPLOST Project Management examples from other companies:
 - Lowe Engineers is charging 5% in Dunwoody & Brookhaven for SPLOST Program Management
 - Moreland Altobelli is charging 2.75% for DeKalb County SPLOST
 - Jacobs is charging a 2 times multiplier for Program Management of transportation-related projects in Tucker
 - **Grice Consulting is proposing a fee of \$2.799 million which is approximately 7% of all anticipated SPLOST transportation-related revenues for the City of Stonecrest which is still much higher than the rate charged by most competitors**

Additional Comments

- The **Grice Consulting Group Statement of Qualifications** document presented on August 14, 2017 only addresses the firm's expertise in conducting a Comprehensive Transportation Plan; it doesn't address its SPLOST Program Management experience.
- In addition, the Grice Consulting Group website (thegricegroup.com) does not provide information about the services the company provides. The City should document Grice's experience in the performance of SPLOST Program Management project work as a part of its customary due diligence in awarding work.

Recommendation to the City Council from the Stonecrest Staff for the for SPLOST Project Program Management (See Note):

- To complete the city's due diligence, Grice Consulting submit a SPLOST Program Management Statement of Qualifications that demonstrates its experience to successfully deliver this service.
- Additional meetings are needed to fully understand the ramifications of the changes and planned service delivery associated with this updated proposal from Grice Consulting Group and to negotiate the pricing and other obligations of the city in Grice's scope of work to provide office space, furnishings, equipment and city staff.

Note: The staff continues to recommend that the SPLOST program management services be awarded after the issuance of a RFQ or RFP in accordance with the purchasing policy.