



City Council Meeting

Holly Springs Public Safety Building, Council Chambers
3235 Holly Springs Pkwy. Holly Springs, GA 30115
Thursday, December 5, 2024 | 6:30 PM

Steven W. Miller, Mayor

Michael Roy Zenchuk II, Mayor Pro Tem, Ward 3

Kyle Whitaker, Ward 1 | Dee Phillips, Ward 2 | Kevin Moore, Ward 4 | Jeff Wilbur, Ward 5

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

"Veterans of U.S. military services may proudly salute the flag while not in uniform based on a change in the governing law on 25 July 2007."

III. INVOCATION

IV. PRESENTATIONS

V. PUBLIC COMMENTS

VI. CONSENT AGENDA

- A. November 18, 2024 City Council Meeting minutes

VII. OLD BUSINESS

VIII. NEW BUSINESS

- A. Consideration of the City Manager Agreement between Robert H. Logan and the City of Holly Springs for the period January 1, 2025, through December 31, 2028.
- B. **A-04-2024**, City of Holly Springs requests annexation of 0.38 +/- acres located at the intersection of Marble Quarry Road and Crestmont Drive, Cherokee County, GA, tax parcel 080A of tax plat 15N09.
- C. **MA-07-2024**, City of Holly Springs requests rezoning of 0.38 +/- acres located at the intersection of Marble Quarry Road and Crestmont Drive, Holly Springs, GA, tax parcel 080A of tax plat 15N09, from R-20, Single Family Residential (County), to GV, Governmental (City).

- D. Resolution for the City of Holly Springs Mayor and City Council to appoint the Mayor Pro Tem and the Standing Committees of the City Council.
- E. Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Parks and Recreation Authority.
- F. Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Downtown Development Authority of Holly Springs.
- G. Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Urban Redevelopment Agency of the City of Holly Springs, Georgia
- H. Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Planning and Zoning Commission.
- I. Resolution of the City of Holly Springs Mayor and City Council to provide compensation for members of the Holly Springs Planning and Zoning Commission.
- J. Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Tree Commission.
- K. Resolution of the City of Holly Springs Mayor and City Council to provide compensation for members of the Holly Springs Tree Commission.
- L. Resolution for the City of Holly Springs Mayor and City Council to appoint the City of Holly Springs Municipal Court Judge and Municipal Court Judge Pro Tem.
- M. Resolution for the City of Holly Springs Mayor and City Council to appoint the City of Holly Springs Municipal Prosecuting Attorney and Assistant Prosecuting Attorneys.
- N. Proposal dated November 13, 2024, for engineering services from BM&K for Hickory Springs Parkway, Hickory Road, Holly Springs Parkway, and Hickory Springs Industrial Drive.
- O. Quote dated November 11, 2024, from Darrell C. Dinsmore Grading, Inc. for backfill and rough grade at the Holly Springs Town Center Parking Deck, in an amount not to exceed \$96,656.25.
- P. Quote # 2299 from Ecua Builders, Inc. for roof framing labor and crane rental for the Holly Springs Town Center Parking Deck stair and elevator towers, in an amount not to exceed \$7,775.
- Q. Bond Release for Performance Bonds #LICX1978516, #LICX1216531, #LICX1216533 for Province Subdivision.
- R. Bond Release for Maintenance Bonds #107292269 and #107472211 for Avery Creek Subdivision, Phases 1 and 2, subject to final approval of the

City Engineer and City Building Official.

- S. Resolution to accept and authorize streets to become publicly maintained streets in Avery Creek Subdivision, Phases 1 and 2 upon final approval by the City Engineer and City Building Official.
- T. To Amend the City Clerk/Human Resource Directors Job Description to the Assistant City Manager/City Clerk Job Description.
- U. Resolution of the City of Holly Springs, Georgia authorizing the renewal of the Health Reimbursement Arrangement (HRA) with Medcom to reimburse the last \$250 of the eligible participant's deductible; authorizing the renewal of the Medical Flexible Spending Account (FSA) with Medcom and to allow eligible participants to set aside up to the annual maximum of \$3,300 and to carry over up to \$660; the renewal of contracting the COBRA administration; and to authorize the City Clerk/HR Director to execute the documents pertaining to the these matters for plan year January 1, 2025 through December 31, 2025.
- V. Resolution to add membership in the Georgia Interlocal Risk Management Agency (GIRMA) fund, as identified in the Election Form attached as Appendix A, and by executing the Application and Participation Agreement and to authorize the City Clerk to execute all documents pertaining to these matters.
- W. Statement of Work Number 1 to Client Service Agreement between WellnessIQ, Inc., and the City of Holly Springs, Georgia to provide various professional services for the health and wellness program.
- X. Update to the City's Employee Compensation Plan
- Y. 2025 Meetings Calendar
- Z. A resolution of the City of Holly Springs Mayor and Council to open a certificate of deposit.
- AA. Resolution of the City of Holly Springs, Georgia to amend the Municipal Services Master Fee Schedule for Building, Fire, and Development Fees.
- BB. Quote # Q-1227180 between the City of Holly Springs, Georgia and KnowBe4 for the annual renewal of KnowBe4 Security Awareness Training Subscription Platinum, in an amount not to exceed \$1,356.08.
- CC. Policy amendments to Section 1.5 Performance Evaluations of the City of Holly Springs Police Department Operations Manual.
- DD. Policy amendment to Section 8.4 Taking Suspects Into Custody of the City of Holly Springs Police Department Operations Manual.
- EE. Policy amendments to Section 10.1 Firearms of the City of Holly Springs Police Department Operations Manual.

FF. Policy amendment to Section 12.3 Emergency Operations of the City of Holly Springs Police Department Operations Manual.

IX. REPORTS

A. Monthly Departmental Reports

X. ADJOURNMENT

XI. EXECUTIVE SESSION

A. Litigation

**City of Holly Springs
City Council Meeting Minutes
November 18, 2024**

Elected Officials Present: Mayor Pro Tem Michael Roy Zenchuk II, Councilman Kyle Whitaker, Councilman Kevin Moore, and Councilman Jeff Wilbur.

Elected Officials Not Present: Mayor Steven W. Miller and Councilwoman Dee Phillips.

Staff Present: City Attorney Robert M. "Bobby" Dyer, City Manager Robert H. Logan, City Clerk/Human Resources Director Karen Norred, Finance Director Denise Lamazares, Community Development Director Nancy Moon, Deputy Chief Greg Clyburn, IT/Facilities Manager Ron Carter, and Officer Eric Bastress.

I. CALL TO ORDER

Mayor Pro Tem Zenchuk called the City Council Meeting to order.

II. PLEDGE OF ALLEGIANCE

Mayor Pro Tem Zenchuk led the Pledge of Allegiance.

III. INVOCATION

Mayor Pro Tem Zenchuk gave the invocation.

IV. PRESENTATIONS

V. PUBLIC COMMENTS

Mr. Thomas Weaver addressed the Mayor Pro Tem and City Council to consider a referendum for the creation of a new local option sales tax, known as the Floating Local Option Sales Tax. (FLOST).

VI. CONSENT AGENDA

A. November 7, 2024 City Council Meeting minutes

Councilman Moore made a motion to approve the consent agenda. Councilman Wilbur seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. 2025 Budget Appropriation for the Year Ending December 31, 2025.

Councilman Moore made a motion to approve Item A. Councilman Wilbur seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

B. 2025-2029 Capital Improvement Plan.

Councilman Wilbur made a motion to approve Item B. Councilman Moore seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- C. Proposal # 242576.P0 between Geo-Hydro Engineers and the City of Holly Springs, Georgia to perform construction materials testing for the Holly Springs Parkway Widening Phase III project.

Councilman Wilbur made a motion to approve Item C. Councilman Moore seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- D. Municipal Services Agreement between Cherokee County, Georgia and the City of Holly Springs, Georgia for animal control and impoundment services with an amendment to include Honorable Jack "Trey" Goodwin III as the Chief Magistrate to execute the document.

Councilman Moore made a motion to approve Item D. Councilman Wilbur seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- E. Municipal Services Agreement between Cherokee County, Georgia and the City of Holly Springs, Georgia concerning Municipal Court's First Appearance Hearing procedures, with an amendment to include Honorable Jack "Trey" Goodwin III as the Chief Magistrate to execute the document.

Councilman Moore made a motion to approve Item E. Councilman Wilbur seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- F. Agreement between Jolly Ole St. John LLC and the City of Holly Springs, Georgia.

Councilman Wilbur made a motion to approve Item F. Councilman Moore seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- G. Special Event Permit Application from the Holly Springs Optimist Club for the Holly Jolly Christmas Parade.

Councilman Wilbur made a motion to approve Item G. Councilman Moore seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- H. Resolution regarding the re-adoption of the Georgia Certified City of Ethics Program through the Georgia Municipal Association.

Councilman Moore made a motion to approve Item H. Councilman Wilbur seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- I. Quote # Q-01610752 between DocuSign, Inc. and the City of Holly Springs, Georgia concerning an annual subscription for an eSignature Business Product for State and Local Government, in the amount of \$3,369.60.

Councilman Wilbur made a motion to approve Item I. Councilman Moore seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- J. SaaS Services and Subscription Agreement between Acta Solutions, Inc. and the City of Holly Springs, Georgia for the annual software renewal, in an amount not to exceed \$5,040.

Councilman Moore made a motion to approve Item J. Councilman Wilbur seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- K. Estimate # 2910 from Stealth Security Services dba Stealth Video for acquiring new Cloud Storage Servers for the City's camera systems in an amount not to exceed \$15,329.00.

Councilman Moore made a motion to approve Item K. Councilman Wilbur seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

- L. Quote dated November 6, 2024, from Max Built Trailers for acquiring a new equipment trailer in an amount not to exceed \$6,981.00.

Councilman Moore made a motion to approve Item L. Councilman Wilbur seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

IX. REPORTS

Deputy Chief Greg Clyburn informed the Mayor Pro Tem and City Council that Officer Mike H. Adams had received the Officer of the Year Award from the Governor's Office of Highway Safety.

Mayor Pro Tem Zenchuk reminded the citizens of Holly Springs that the street sweeper is not meant to clean their leaves. He stated that it is the citizens' responsibility and asked for cooperation from everyone in removing their own leaves.

X. ADJOURNMENT

Councilman Wilbur made a motion to adjourn the meeting and move into executive session for the purpose of real estate. Councilman Moore seconded the motion. Motion carried. Yes 4, No 0, Abstained 0.

XI. EXECUTIVE SESSION

- A. Real Estate

Respectfully submitted.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.A.



FROM: Steve Miller, Mayor

MEETING DATE: December 5, 2024

AGENDA ITEM: Consideration of the City Manager Agreement between Robert H. Logan and the City of Holly Springs for the period January 1, 2025, through December 31, 2028.

EXECUTIVE SUMMARY:

The agreement for the City Manager expires December 31, 2024. The City of Holly Springs and the City Manager mutually agree to renew the agreement for a period of four years.

FISCAL IMPACT:

The City Manager will be compensated pursuant to the attached agreement from the City of Holly Springs General Fund on a bi-weekly basis.

ATTACHMENTS:

1. City Manager Contract_January 2025

RECOMMENDATION:

The Mayor and City Council recommend approval of the attached agreement.

CONCURRENCES:

This Agreement, made and entered into this 5th day of December 2024 and between the City of Holly Springs, Georgia, a municipal corporation, hereinafter called, "Employer," as a party of the first, and Robert H. Logan as party of the second part, both of whom understand as follows:

WITNESSETH:

Whereas, Employer desires to employ the services of said Robert H. Logan as City Manager pursuant to Section 3.07 of the Holly Springs Charter; and WHEREAS, it is the desire of the governing board, hereafter called "Council," to provide certain benefits, to establish certain conditions of employment, and to set working conditions of said Employee; and

WHEREAS, Employee desires to accept employment as City Manager of said City of Holly Springs; and

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1: Duties

Employer hereby agrees to employ said Robert H. Logan as City Manager of said Employer to perform functions and duties specified in Section 2-145 of the Code of the City of Holly Springs.

Section 2: Term

A. Employee agrees to remain in the exclusive employ of employer for four (4) years and neither to accept other employment nor to become employed by any other employer until said termination date, unless said termination date is affected as hereinafter provided.

B. In the event written notice is not given by either party to this agreement to the other sixty (60) days prior to the termination date as hereinabove provided, this agreement shall be extended on the same terms and conditions as herein provided, all for an additional period of one year.

C. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Council to terminate the services of Employee at any time, subject only to the provisions set forth in Section 4, paragraph A and B, of this agreement.

D. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with Employer, subject only to the provision set forth in Section 5 of this agreement.

Section 3: Suspension

Employer may suspend the Employee with full pay and benefits at any time during the term of this agreement, but only if

- (1) a majority of the Council and Employee agree, or

- (2) after a public hearing, a majority of the Council votes to suspend Employee, for just cause provided, however, that Employee shall have been given written notice setting forth any charges at least 10 days prior to such hearing by the Council member bringing such charges.

Section 4: Termination and Severance Pay

A. In the event Employee is terminated by the Council without cause before expiration of the aforesaid term of employment and during such time that Employee is willing and able to perform his duties under this agreement, then in that event Employer agrees to pay Employee lump sum cash payment equal to three (3) months' salary. Employee shall also be compensated for all earned unused annual (vacation) leave, holidays, and other accrued benefits to date. However, payment upon separation shall not exceed the City's designated maximum accrual threshold of leave.

B. In the event Employer at any time, without cause, during the term of this agreement reduces the salary or other financial benefits of Employee in a greater percentage than applicable across-the-board reduction for all employees of Employer, or in the event Employer refuses, following written notice, to comply with any other provision benefiting Employee herein, or the Employee resigns following a suggestion, whether formal or informal, by the Council that he resign, then, in that event Employee may, at his option, be deemed to be "terminated" at the date of such reduction or such refusal to comply within the meaning and context of the herein severance pay provision.

C. The City agrees, to the extent possible, not to terminate the Employee during any ninety (90) calendar day period following an election of members to the City Council. This additional period offers new Council members an opportunity to work with and observe the performance of Employee prior to any termination action. Should the City terminate Employee within ninety (90) calendar days after the City Council election, Employee shall, in addition to the severance payment provided for in Paragraph A of this section, be paid an additional severance payment of three (3) months' salary.

Section 5: Resignation

In the event Employee voluntarily resigns his position with Employer before expiration of the aforesaid term of his employment, then Employee shall give Employer 21 days notice in advance, unless the parties agree otherwise.

Section 6: Salary

Employer agrees to pay Employee for his services rendered pursuant hereto an annual base salary of \$200,000, payable in installments at the same time as the other management employees of the Employer are paid.

Employee shall receive annual salary increases pursuant to the City of Holly Springs Step and Grade Plan in the same amount as the step increase given to all other city employees each calendar year. The final amount shall be determined by the Mayor after City Council.

Section 7: Performance Evaluation

A. The Council may review and evaluate the performance of the employee at least once annually. Said review and evaluation will be in accordance with specific criteria developed jointly by Employer and Employee. Said criteria may be added to or deleted from as the Council may from time to time determine in consultation with the Employee. Further, the Mayor will provide the Employee with a summary written statement of the findings of the Council and provide an adequate opportunity for the Employee to discuss his evaluation with the Council.

B. Annually, the Council and Employee shall define such goals and performance objectives that they determine necessary for the proper operation of the City of Holly Springs and in the attainment of the Council's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided.

C. In effecting the provisions of this Section, The Council and Employee mutually agree to abide by the provisions of applicable law.

Section 8: Hours of Work

It is recognized that Employee must devote a great deal of time outside the normal office hours to business of the Employer to include Council meetings, committee meetings, board meetings and commission meetings.

Section 9: Outside Activities

Employee shall not spend more than 20 hours per week in teaching, consulting or other non-Employer-connected business without the prior approval of the Council.

Section 10: Dues and Subscriptions

Employer agrees to budget for and to pay for professional dues and subscriptions of Employee necessary for his continuation and full participation in national, regional, state, and local associations, and organizations necessary and desirable for his continued professional participation, growth, and advancement, and for the good of the Employer.

Section 11: Professional Development

A. Employer hereby agrees to budget for and to pay for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official functions for Employer, including but not limited to the ICMA Annual Conference, Georgia Municipal Association, and such other national, regional, state, and local governmental groups and committees thereof which Employee serves as a member.

B. Employer also agrees to budget for and to pay for travel and subsistence expenses of Employee for short courses, institutes, and seminars that are necessary for his professional development and for the good of the Employer.

C. Employer agrees to budget \$2,000 for employee use of travel and \$3,000 for employee to use for continuing education or educational reimbursement expenses on an annual basis. Budgeted funds not used within the Fiscal-Year shall be carried over to the following year for said professional development expenditures.

D. Employer agrees to pay the reasonable membership fees and/or dues for the Employee to become an active member in local civic clubs and related organizations for the benefit of the Employer.

Section 12: Indemnification

In addition to that required under state and local law, Employer shall defend, save harmless, and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Manager. Employer will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

Section 13: Bonding

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 14: Other Terms and Conditions of Employment

A. The Council, in consultation with the manager, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the City of Holly Springs Charter, or any other law.

B. All provisions of the City of Holly Springs Charter and Code, and regulations and rules of the Employer relating to annual and sick leave, retirement and pension system contributions, holidays, and other benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Employee as they would to other employees of Employer, in addition to said benefits enumerated specifically for the benefit of Employee except as herein provided.

C. Employee shall be entitled to receive the same annual and sick leave benefits as are accorded department heads based on employee manual accrual rules and guidelines, including provisions governing accrual and payment therefore on termination of employment.

D. Employee shall be considered vested in the City of Holly Springs Defined Benefit Pension Plan entitled Georgia Municipal Employees Benefits System, herein after called "GMEBS" provided by the Georgia Municipal Association, hereinafter called "GMA" upon the execution of this contract with previous years of municipal service under said plan included in the total vested service.

Section 15: No Reduction of Benefits

Employer shall not at any time during the term of this agreement reduce the salary, compensation or other financial benefits of Employee, except to the degree of such a reduction across-the-board for all employees of the Employer.

Section 16: Notices

Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(1) City of Holly Springs:
Care of the Mayor
P.O. Box 990
Holly Springs, GA 30142

(2) Robert H. Logan
659 Holly Street
Canton, GA 30114

Alternatively, notices required pursuant to this agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 17: General Provisions

- A. The text herein shall constitute the entire agreement between the parties.
- B. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.
- C. This agreement shall become effective commencing January 1, 2025.
- D. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, the City of Holly Springs, Georgia has caused this agreement to be signed and executed on its behalf by its Mayor, and duly attested by its City of Holly Springs City Clerk, and the Employee has signed and executed this agreement, in both duplicate, the day and year first above written.

ATTEST:

Karen Norred
City Clerk
(Seal)

Steven W. Miller
Mayor of Holly Springs

Cherokee County
State of Georgia

APPROVED AS TO FORM

Robert M. Dyer Esq.
City Attorney

Robert H. Logan
City Manager

ITEM REPORT

AGENDA ITEM NUMBER: VIII.B.



FROM: Robert H. Logan, City Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: A-04-2024, City of Holly Springs requests annexation of 0.38 +/- acres located at the intersection of Marble Quarry Road and Crestmont Drive, Cherokee County, GA, tax parcel 080A of tax plat 15N09.

EXECUTIVE SUMMARY:

The City of Holly Springs requests annexation of 0.38 +/- acres located at the intersection of Marble Quarry Road and Crestmont Drive, Cherokee County, GA, tax parcel 080A of tax plat 15N09. This property was donated to and accepted by the City at the July 1, 2024, City Council meeting. It is located between the right-of-way of Marble Quarry Road and Crestmont Subdivision and was not included within the annexation and rezoning requests for Crestmont Subdivision. The City is proposing to utilize the property for additional right-of-way along Marble Quarry Road.

Cherokee County Board of Commissioners

The Cherokee County Board of Commissioners discussed this case at its November 5, 2024, meeting. The Board voted unanimously to express that it had no concerns with this annexation. Cherokee County staff had no comments with relation to this annexation.

Planning Commission Recommendation

The Planning Commission conducted a public hearing on November 14, 2024. Three residents of Crestmont subdivision were concerned about future development of the property and about the condition of the trees on the property. The Planning Commission voted to recommend approval of the annexation application.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Annexation Application

2. Tax Map
3. Plat
4. Cherokee County Response
5. Ordinance
6. Exhibit A

RECOMMENDATION:

The staff recommendation is approval of the annexation.

CONCURRENCES:

City Manager
Planning Commission



City of Holly Springs, Georgia

Petition for Annexation

100% Method

Please completed one petition per parcel; duplicate this form as needed. Please print or type.

APPLICANT INFORMATION

Date: August 28, 2024

Applicant's Name: Robert Logan

Corporation Name: City of Holly Springs

Mailing Address: P.O. Box 990 Holly Springs, GA 30142

Phone: (770)345-5536

Email: rlogan@hollyspringsga.us

PROPERTY OWNER INFORMATION

Property Owner(s): City of Holly Springs

Mailing Address: P.O. Box 990 Holly Springs, GA 30142

Phone: (770)345-5536

Email: rlogan@hollyspringsga.us

PROPERTY INFORMATION

Tax Map #: 15N09 Parcel #: 080A

Land Lot(s)/District: 445/15

Physical Address: Intersection of Marble Quarry Road and Crestmont Drive

Property Location Description: Intersection of Marble Quarry Road and Crestmont Drive

Current Zoning: R-20

(Attach additional sheets, if necessary)

Has an application for rezoning, special use, or variance been applied for in the County within the past five (5) years? No If “yes,” please provide complete explanation and details in the space below:

(attach additional sheets, if necessary)

Describe the proposed development for the property in question should the annexation be approved, including the appropriate City zoning classification desired. (NOTE: Any annexation request requiring a rezoning in the City will need to be made on the appropriate rezoning request forms for the City of Holly Springs. This annexation petition does not complete the requirements for making a rezoning request).

Property is owned by the City of Holly Springs and will be used for right-of-way
and/or a linear park.

(attach additional sheets, if necessary)

SUBMITTAL CHECKLIST

The following exhibits must be attached to this Annexation Petition:

- ☒ A copy of the most recent warranty deed or equivalent conveyance of ownership for the property to be annexed;
- ☒ A copy of the Cherokee County Tax Plat, illustrating the property to be annexed;
- ☒ Complete the Applicant & Property Owner(s) Signature Sections, following page;
- ☐ Any additional information requested by City Officials.

APPLICANT & PROPERTY OWNERS SIGNATURE SECTION

Applicant Name (Please Print)

Corporation Name (Please Print)

Title (Please Print)

Applicant Signature

Date

ALL PROPERTY OWNERS (GRANTEES) MUST SIGN BELOW AS INCLUDED ON THE ATTACHED DEED OR CONVEYANCE.

City of Holly Springs

Property Owner Name (Please Print)

Robert H Logan

Property Owner Signature

8/28/2024

Date

Robert Logan

Property Owner Name (Please Print)

Property Owner Signature

Date

Property Owner Name (Please Print)

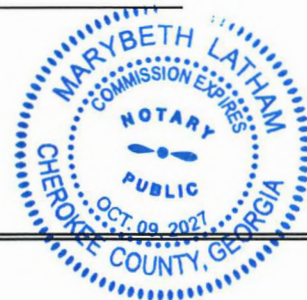
Property Owner Signature

Date

Marybeth Latham

Notary (form must be notarized)

08.28.24



Received by: Nancy Moon
City of Holly Springs, Georgia

Date: 09/25/2024

Report generated 9/25/2024 9:12:42 AM



Vicinity Map

1: 23,126.63



Tax parcel highlighted in cyan

1: 5,779.36

Tax Parcel Information

Owner: GA MARBLE HOLDINGS CORP

Property Address: ,

Subdivision:

TIN: 15N09 080 A

PIN: 15-0445-0030

Mailing Address: 100 MANSELL CT E STE 300, ROSWELL, GA 30076

Acreage: 0.38

Lot #: -

PB/PG:

DB/PG:

FIELD BOOK NO. 40, PAGE NO. 52-57
 WICK NO. 7-5, FILE NO. 31629

NOTE: ALL MATTERS OF TITLE ARE EXCEPTED.



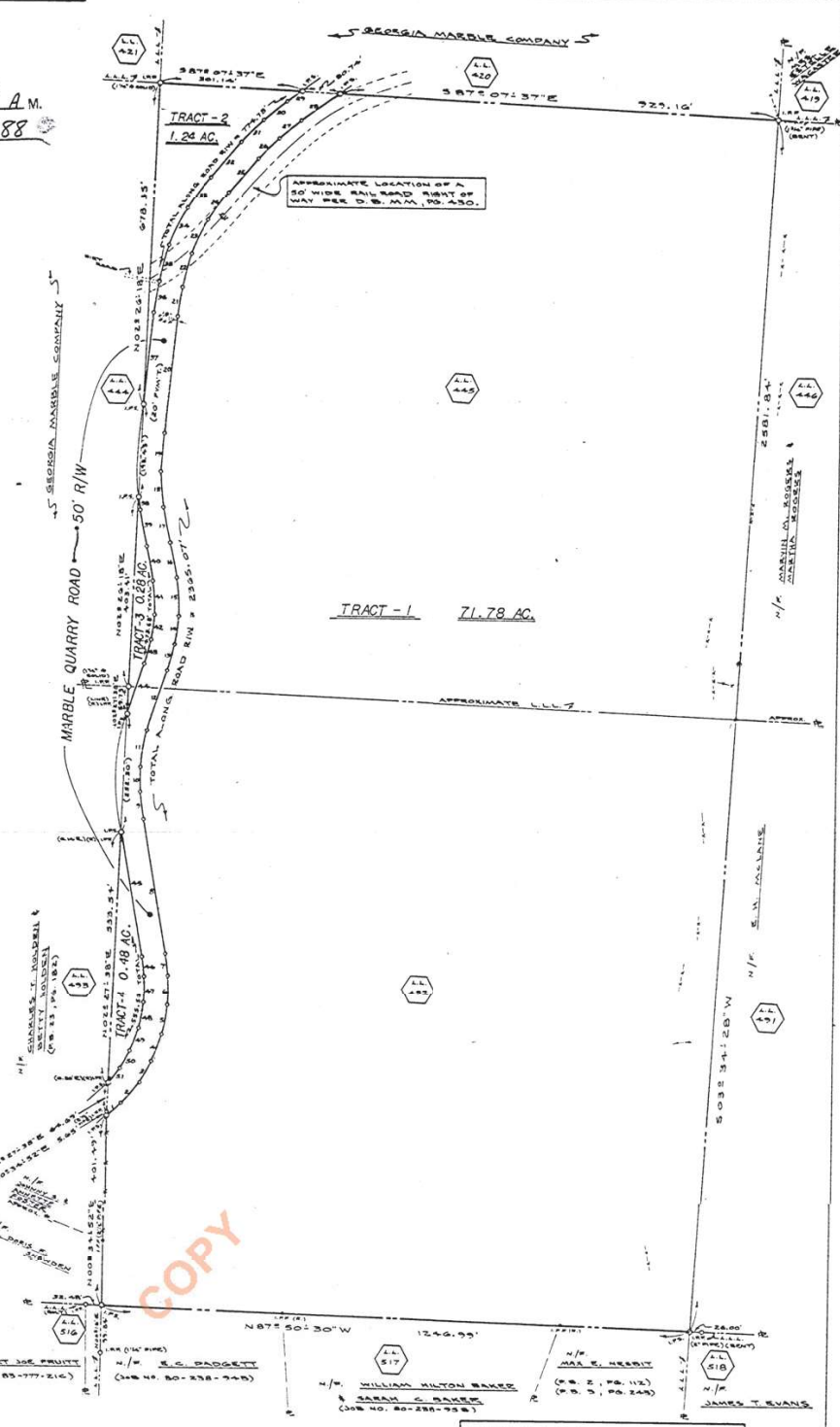
GA. CHEROKEE COUNTY
 PLAT FILED FOR RECORD
 8-15-85 AT 9:30 A.M.
 RECORD IN PLAT
 BOOK 25 PAGE 188
 ANNETTE FLEMING
 CLERK SUPERIOR COURT

TRAVERSE TABLE		
COURSE NO.	BEARING	DISTANCE
1	N 47° 14' E	40.54
2	N 27° 08' E	27.76
3	N 20° 21' E	50.71
4	N 10° 51' E	57.86
5	N 00° 26' E	65.34
6	N 01° 30' W	47.54
7	N 03° 46' W	28.71
8	N 06° 33' W	57.84
9	N 09° 17' W	50.73
10	N 11° 58' E	80.13
11	N 13° 08' E	136.07
12	N 15° 09' E	37.08
13	N 07° 37' E	60.98
14	N 08° 26' W	80.32
15	N 11° 17' W	77.95
16	N 11° 50' W	75.12
17	N 04° 25' W	83.35
18	N 05° 59' E	247.40
19	N 09° 33' E	63.43
20	N 14° 45' E	72.80
21	N 25° 41' E	77.87
22	N 36° 23' E	76.45
23	N 45° 38' E	61.59
24	N 50° 37' E	59.45
25	S 54° 37' E	55.15
26	S 54° 37' W	37.34
27	S 50° 57' W	43.37
28	S 45° 34' W	69.27
29	S 40° 34' W	79.44
30	S 36° 23' W	82.36
31	S 35° 41' W	87.35
32	S 14° 43' W	79.82
33	S 09° 17' W	87.30
34	S 05° 59' W	132.08
35	S 04° 35' E	23.50
36	N 11° 52' E	77.43
37	N 13° 17' E	74.82
38	S 08° 26' E	72.06
39	S 07° 37' W	52.75
40	S 15° 09' W	53.17
41	S 17° 58' W	113.57
42	S 07° 12' E	287.73
43	S 06° 18' E	43.03
44	S 00° 16' W	58.03
45	S 10° 14' W	55.80
46	S 20° 51' W	51.58
47	S 23° 08' W	41.74
48	S 40° 12' W	37.65

LEGEND:
 1) L.F. - IRON PIN FOUND
 2) L.F. - IRON PIN SET (C.E.)
 3) L.L.L. - LAND LOT LINE
 4) FENCE (APPROX. LOC.)
 5) --- STREAM (APPROX. LOC.)
 6) R/W - RIGHT OF WAY
 7) P. - PROPERTY LINE
 8) R.C.P. - REINFORCED CONC. PIPE
 9) R. - RAILROAD

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE ERROR OF ONE FOOT IN 20,000 FEET AND AN ANGULAR ERROR OF ONE SECONDS ANGULAR POINT, AND WAS ADJUSTED USING COMPOUND RULE.
 THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND FOUND TO BE ACCURATE WITHIN ONE FOOT IN 20,000 FEET.
 EQUIPMENT USED:
 SOD. S. 22.5, S.E. & D.M. 502.

NOTES:
 1) REFERENCE PLAT FOR: GEORGIA MARBLE COMPANY, BY WILLIAM A. MUNDY, S.L.S. NO. 2181, DATED: APRIL 10, 1985.
 2) EVIDENCE OF AN ABANDONED POWER LINE WAS FOUND CROSSING THE NORTHERN PORTION OF LAND LOT NO. 448. THE EASEMENT ALONG THIS POWER LINE HAS BEEN RELEASED. SEE S.D. NUMBER 22,1985.
 3) THIS PLAT IS SUBJECT TO BOUNDARY LINE AGREEMENTS FROM ALL ADJACENT PROPERTY OWNERS.



GEORGIA
 SURVEYING
 BOARD
 JUNE 1985
 TOTAL AREA = 73.78 ACRES

BOUNDARY SURVEY FOR:
L. C. R. PROPERTIES, INC.
 LOCATED IN LAND LOTS 445 & 452
 DISTRICT 15, SECTION 2
 CHEROKEE COUNTY, GEORGIA
 SCALE: 1" = 100'
 PREPARED: JUNE 22, 1985
 BY: MARTIN DOWNS & MORTON, INC.
 104 WAYGOOD DRIVE
 P.O. BOX 716
 LEXINGTON, GEORGIA 30246
 PHONE: (404) 526-0200
M&M
 LAND SURVEYING
 SUBDIVISIONS
 LAND PLANNING
 JOB NO. 85-1669-710

Cherokee County



PLANNING AND ZONING

November 8, 2024

Nancy Moon
Community Development Director
City of Holly Springs
3237 Holly Springs Parkway
Holly Springs, GA 30115

RE: A-04-2024 – Marble Quarry (15N09 080A)

Dear Mrs. Moon:

The annexation case A-04-2024 was on the agenda of the regular meeting of the Cherokee County Board of Commissioners on Tuesday, November 5, 2024. The applicant is requesting to annex and rezone one parcel totaling 0.38 +/- acres (15N09 080A) at Marble Quarry Road, from R-40 to GV. The proposed use is for right-of-way or another municipal use.

Based on staff review and discussion at the commission meeting, the Board of Commissioners voted unanimously (5-0) to express no concerns to the City Council.

Please find our complete staff analysis attached and feel free to contact to me if you have any questions.

Sincerely,



Catherine Long
Planning Division Manager

Per O.C.G.A. § 36-3613 (set forth in full at the end of this document for your ease of reference), a land use objection can be made by majority vote of the Board of Commissioners in the event of a material increase in burden upon the County which is quantifiable and otherwise meets the requirements of the statute. In order for a land use objection to be considered timely, it must be completed in time for the BOC to vote upon it in open session and served upon the annexing municipality within 45 days of receipt of notice of annexation via statutory overnight delivery or certified mail, return receipt requested.

City	Holly Springs
Case Number ANN2403-001	Applicant Robert Logan
Receipt of Certified Annexation Notice	09/26/2024
Holly Springs City Council Public Hearing	11/14/2024
End of 45-day review period	11/09/2024
Holly Springs City Council Decision	12/05/2024

Staff is requested to review the application for annexation and provide a response to the following questions.

	Yes	No
Is the property to be annexed contiguous to city jurisdictional boundary?	X	
Future Development Map designation	Suburban Living	
Surrounding / Contiguous City Future Development Map	Suburban Neighborhood	
Surrounding County Future Development Map	Suburban Living	
Does this annexation create an "island" of unincorporated land?		X

1) If the application is granted will there be a material increase in burden upon the County directly related to:	Yes	No
a) the proposed change in zoning or land use?		X
b) the proposed increase in density?		X
c) infrastructure demands related to the proposed change in zoning or land use?		X
2) Will delivery of services be affected by the annexation?	Yes	No

	X
If the answer to (2) is yes, is the affect on delivery of services directly related to a) the proposed change in zoning or land use? b) the proposed increase in density? c) infrastructure demands related to the proposed change in zoning or land use? Note: Delivery of services may not be a basis for a valid objection but may be used in support of a valid objection if directly related to one or more of the subjects enumerated in items (a), (b), and/or (c) of Section 1 above.	

	Yes	No
3) If there is a material increase in burden caused by items (a), (b), and/or (c) of Section 1 above, can your department provide evidence of any financial impact?		
If the answer to (3) is yes, please provide the evidence		

4) Does the proposed change in zoning or land use result in a substantial change in the intensity of the allowable use of the property or a change to a significantly different allowable use?	Yes	No
		X
If the answer to (4) is no, does the proposed change in zoning or land use result in:		
	Yes	No
a) a use which significantly increases the net cost of infrastructure?		X
b) a use which significantly diminishes the value or useful life of a capital outlay project, as such term is defined in O.C.G.A. 48-8-110, which is furnished by the county to the area to be annexed?		X
If the answer to 4(a) or 4(b) is yes, then:	Yes	No

c) Does the proposed change in zoning or land use differ substantially from the existing uses suggested for the property by the county's comprehensive land use plan?

d) Does the proposed change in zoning or land use differ substantially from the existing uses permitted for the property pursuant to the county's zoning ordinance or its land use ordinances?

Comments:

Planning and Zoning

- The location is within the Growth Boundary

Fire and Emergency Services

- No comment

Stormwater

- No comment

Transportation

- No comment

O.C.G.A. § 36-36-113. Reasons for objection to annexation

(a) The county governing authority may by majority vote object to the annexation because of a material increase in burden upon the county directly related to any one or more of the following:

(1) The proposed change in zoning or land use;

(2) Proposed increase in density; and

(3) Infrastructure demands related to the proposed change in zoning or land use.

(b) Delivery of services may not be a basis for a valid objection but may be used in support of a valid objection if directly related to one or more of the subjects enumerated in paragraphs (1), (2), and (3) of subsection (a) of this Code section.

(c) The objection provided for in subsection (a) of this Code section shall document the nature of the objection specifically providing evidence of any financial impact forming the basis of the objection and shall be delivered to the municipal governing authority by certified mail or statutory overnight delivery to be received not later than the end of the thirtieth calendar day following receipt of the notice provided for in [Code Section 36-36-111](#).

(d) In order for an objection pursuant to this Code section to be valid, the proposed change in zoning or land use must:

(1) Result in:

(A) A substantial change in the intensity of the allowable use of the property or a change to a significantly different allowable use; or

(B) A use which significantly increases the net cost of infrastructure or significantly diminishes the value or useful life of a capital outlay project, as such term is defined in [Code Section 48-8-110](#), which is furnished by the county to the area to be annexed; and

(2) Differ substantially from the existing uses suggested for the property by the county's comprehensive land use plan or permitted for the property pursuant to the county's zoning ordinance or its land use ordinances.

ANNEXATION ORDINANCE

An Ordinance to annex property in the City of Holly Springs, Georgia, pursuant to Chapter 36 of Title 36 of the Official Code of Georgia Annotated (O.C.G.A.); to provide an effective date of said annexation and zoning; and for other purposes.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOLLY SPRINGS:

The following area contiguous to the City of Holly Springs is hereby annexed and zoned into and is made part of said City:

Section 1

0.38+/- acres, identified as parcel 080A of tax plat 15N09 of the 15th District of Cherokee County, located off of Marble Quarry Road and more particularly identified by "Exhibit A, Location Map," the tax plat identifying the subject tract (attached).

Section 2

Upon annexation, this tract shall be placed in Ward Number 5 of the corporate limits of the City of Holly Springs, Georgia.

Section 3

Upon annexation, this tract shall be zoned R-20, Single Family Residential.

Section 4

This ordinance shall become effective on the 1st day of January, 2025.

Section 5

The City Clerk of the City of Holly Springs is hereby instructed to send certified copies of this ordinance, along with a map of the area annexed to the Cherokee County Board of Commissioners, as well as, notify the Georgia Department of Community Affairs within thirty (30) days after the effective date of the annexation as set forth in section 3 above.

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

Approved this 5th day of December, 2024, by the Mayor and City Council of the City of Holly Springs, Georgia.

CITY OF HOLLY SPRINGS

Attest:

Steven W. Miller, Mayor

Karen Norred, City Clerk
(Seal)

Exhibit A



A-04-2024 & MA-07-2024 Location Map

Parcels_2024	R-20- Single Family Residential	TND- Traditional Neighborhood Development	NC- Neighborhood Commercial
ZONING	RD-20- Single Family and Duplex	PDR- Planned Development Residential	OI- Office Institutional
AG- Agricultural	RD-3- Single Family Residential	HDMFR- High Density Multi-Family Residential	GV- Governmental
R-80- Estate Residential	PUD- Planned Unit Development	GC- General Commercial	LI- Light Industrial
R-40- Single Family Residential Estate			MXD- Mixed Use Overlay
			Railroad



ITEM REPORT

AGENDA ITEM NUMBER: VIII.C.



FROM: Robert H. Logan, City Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: MA-07-2024, City of Holly Springs requests rezoning of 0.38 +/- acres located at the intersection of Marble Quarry Road and Crestmont Drive, Holly Springs, GA, tax parcel 080A of tax plat 15N09, from R-20, Single Family Residential (County), to GV, Governmental (City).

EXECUTIVE SUMMARY:

The City of Holly Springs requests rezoning of 0.38 +/- acres located at the intersection of Marble Quarry Road and Crestmont Drive, Cherokee County, GA, tax parcel 080A of tax plat 15N09. This property was donated to and accepted by the City at the July 1, 2024, City Council meeting. It is located between the right-of-way of Marble Quarry Road and Crestmont Subdivision and was not included within the annexation and rezoning requests for Crestmont Subdivision. The City is proposing to utilize the property for additional right-of-way along Marble Quarry Road and requests rezoning from R-20, Single Family Residential (County), to GV, Governmental (City).

Planning Commission Recommendation

The Planning Commission conducted a public hearing on November 14, 2024. Three residents of Crestmont subdivision were concerned about future development of the property and about the condition of the trees on the property. The Planning Commission voted to recommend approval of this rezoning application.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Rezoning Application
2. Tax Map
3. Plat
4. Ordinance

5. Exhibit A

RECOMMENDATION:

The staff recommendation is approval of the rezoning request.

CONCURRENCES:

City Manager



MAP AMENDMENT (REZONING) AND CONDITIONAL USE PERMIT APPLICATION

For Application Procedures, See p. 7

APPLICATION MA- 07-2024 APPLICATION CUP- _____
HEARING DATE 11/14/2024 DATE OF APPLICATION _____
APPLICANT Robert Logan OWNER _____
City of Holly Springs (If other than applicant) _____
ADDRESS _____ ADDRESS _____
ZIP CODE 30142 PHONE (770) 345-5536 ZIP CODE _____ PHONE _____
EMAIL rlogan@hollyspringsga.us EMAIL _____
SIGNATURE Robert H Logan SIGNATURE _____

APPLICANT OR REPRESENTATIVE MUST ATTEND MEETING OR APPLICATION WILL NOT BE CONSIDERED

PRESENT ZONING DISTRICT(S) R-20 REQUESTED ZONING DISTRICT GV
REQUESTED CONDITIONAL USE(S) _____
PROPERTY LOCATION/ADDRESS Marble Quarry Road
MAP NUMBER 15N09 PARCEL NUMBER(S) 080A
LAND LOT(S) 445 DISTRICT(S) _____ SECTION(S) 2
ACREAGE 0.38 SEWAGE DISPOSAL TYPE _____ UTILITIES AVAILABLE _____

DESCRIPTION OF PROPOSED DEVELOPMENT AND/OR CONDITIONAL USE REQUEST: _____
City-owned property will be used for additional right-of-way and/or possible linear park.

(COMPLETE ON ATTACHED PAPER IF NECESSARY)

The following information must be provided with completed application:

- ☐ WARRANTY DEED
- ☐ TAX DOCUMENTATION
- ☐ SURVEY PLAT BY REGISTERED SURVEYOR
- ☐ 1 LARGE COPY (22" x 34") OF SITE DEVELOPMENT PLAN BY REGISTERED SURVEYOR
- ☐ 1 PDF COPY OF SITE DEVELOPMENT PLAN BY REGISTERED SURVEYOR
- ☐ CAMPAIGN CONTRIBUTION DISCLOSURE STATEMENT (ATTACHMENT A)
- ☐ ATTACHMENT B (CONDITIONAL USE PERMIT REQUESTS ONLY)
- ☐ WATER/SEWER AVAILABILITY LETTER FROM CCWSA (CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY)

(APPLICANT DO NOT WRITE BELOW THIS LINE)

PLANNING COMMISSION RECOMMENDATION:	CITY COUNCIL DECISION:
APPROVED _____ STIPULATIONS _____	APPROVED _____ STIPULATIONS _____
DISAPPROVED _____	DISAPPROVED _____

FILING FEES \$ _____	RECEIPT# _____	CHECK# _____
----------------------	----------------	--------------

Report generated 9/25/2024 9:12:42 AM



Vicinity Map

1: 23,126.63



Tax parcel highlighted in cyan

1: 5,779.36

Tax Parcel Information

Owner: GA MARBLE HOLDINGS CORP

Property Address: ,

Subdivision:

TIN: 15N09 080 A

PIN: 15-0445-0030

Mailing Address: 100 MANSELL CT E STE 300, ROSWELL, GA 30076

Acreage: 0.38

Lot #: -

PB/PG:

DB/PG:

FIELD BOOK NO. 40, PAGE NO. 52-57
 BOOK NO. 75, FILE NO. 31669

NOTE: ALL MATTERS OF TITLE ARE EXCEPTED.



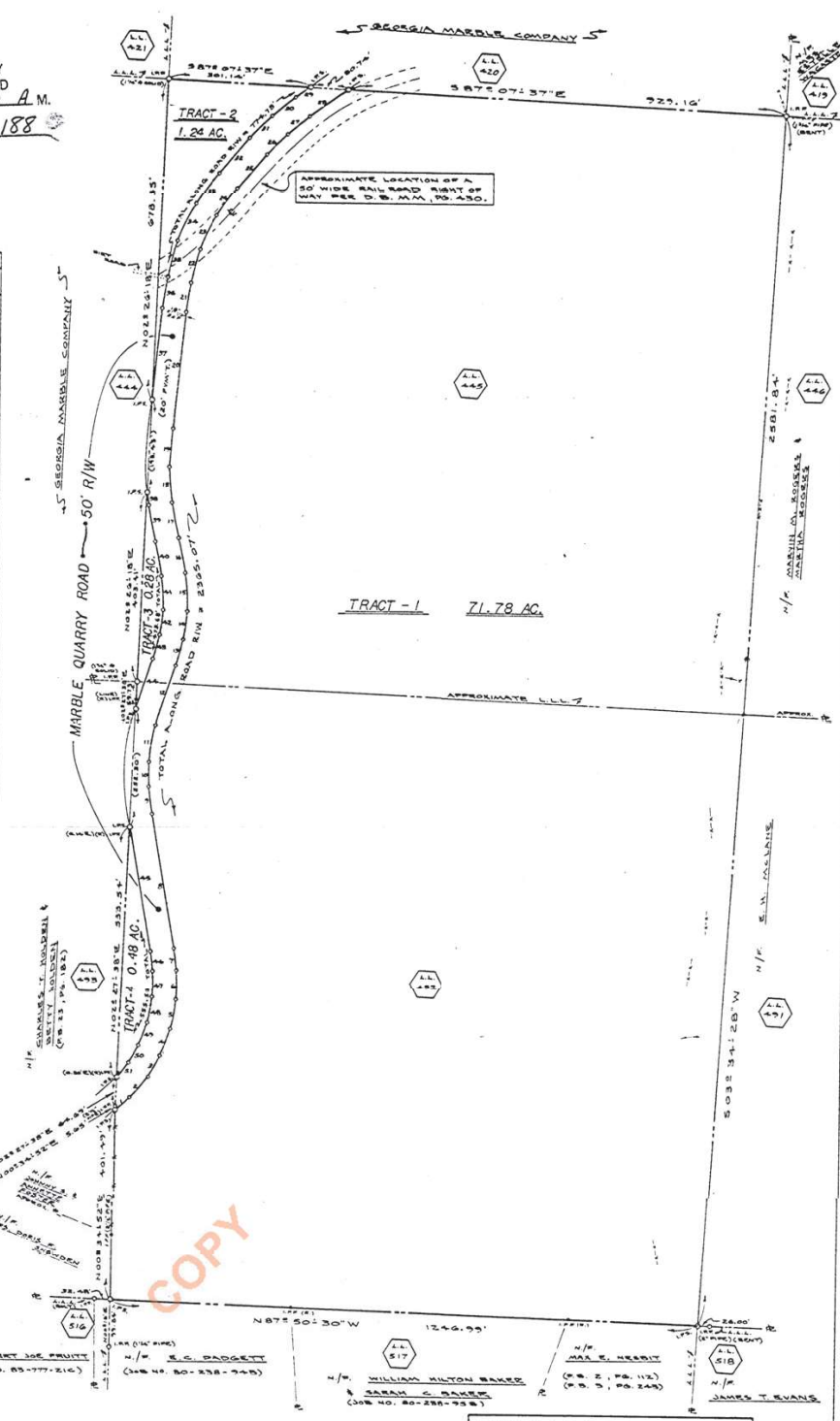
GA. CHEROKEE COUNTY
 PLAT FILED FOR RECORD
 8-15-85 AT 9:30 A.M.
 RECORD IN PLAT
 BOOK 25 PAGE 188
 ANNETTE FLEMING
 CLERK SUPERIOR COURT

TRAVERSE TABLE		
COURSE NO.	BEARING	DISTANCE
1	N 47° 14' E	40.54
2	N 27° 08' E	27.76
3	N 20° 21' E	50.71
4	N 10° 51' E	57.86
5	N 00° 26' E	65.34
6	N 01° 46' W	27.84
7	N 06° 33' W	57.84
8	N 09° 37' W	50.73
9	N 07° 11' E	80.13
10	N 11° 58' E	136.07
11	N 18° 09' E	37.08
12	N 07° 37' E	60.98
13	N 08° 26' W	80.32
14	N 11° 17' W	77.95
15	N 11° 50' W	75.12
16	N 04° 25' W	83.35
17	N 05° 59' E	247.40
18	N 09° 33' E	53.43
19	N 14° 45' E	72.80
20	N 25° 41' E	77.87
21	N 36° 23' E	76.45
22	N 45° 38' E	61.59
23	N 50° 37' E	59.45
24	N 54° 37' E	55.15
25	S 54° 37' W	37.34
26	S 50° 37' W	43.37
27	S 45° 38' W	60.32
28	S 40° 26' W	79.44
29	S 36° 23' W	82.36
30	S 32° 41' W	87.85
31	S 27° 08' W	79.82
32	S 20° 21' W	87.30
33	S 10° 51' W	132.08
34	S 00° 26' W	23.50
35	S 01° 46' W	77.43
36	S 06° 33' W	74.82
37	S 09° 37' W	72.06
38	S 07° 11' E	53.17
39	S 11° 58' E	113.57
40	S 18° 09' E	287.73
41	S 07° 37' E	43.03
42	S 08° 26' W	58.03
43	S 11° 17' W	55.03
44	S 11° 50' W	51.58
45	S 04° 25' W	41.74
46	S 05° 59' E	37.65

LEGEND:
 1) L.F. - IRON PIN FOUND
 2) L.F. - IRON PIN SET (C.E.)
 3) L.L. - LAND LOT LINE
 4) FENCE (APPROX. LOC.)
 5) --- STREAM (APPROX. LOC.)
 6) R/W - RIGHT OF WAY
 7) P. - PROPERTY LINE
 8) R.C.P. - REINFORCED CONC. PIPE
 9) R. - RAILROAD

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE ERROR OF ONE FOOT IN 20,000 FEET AND AN ANGULAR ERROR OF ONE SECONDS. THE PLAT WAS CALCULATED FOR CLOSURE AND FOUND TO BE ACCURATE WITHIN ONE FOOT IN 20,000 FEET.
 EQUIPMENT USED:
 SODAR, S.S., S.S., & D.M. 502.

NOTES:
 1) REFERENCE PLAT FOR: GEORGIA MARBLE COMPANY, BY WILLIAM A. MUNDY, S.L.S. NO. 2181, DATED: APRIL 10, 1985.
 2) EVIDENCE OF AN ABANDONED POWER LINE WAS FOUND CROSSING THE NORTHERN PORTION OF LAND LOT NO. 448. THE EASEMENT ALONG THIS POWER LINE HAS BEEN RELEASED. SEE S.S. NUMBER 228-745.
 3) THIS PLAT IS SUBJECT TO BOUNDARY LINE AGREEMENTS FROM ALL ADJACENT PROPERTY OWNERS.



GEORGIA
 SURVEYOR
 WILLIAM HILTON BAKER
 S.L.S. NO. 2181
 JUNE 1985

GEORGIA
 SURVEYOR
 SARAH A. BAKER
 S.L.S. NO. 2181
 JUNE 1985

GEORGIA
 SURVEYOR
 JAMES T. EVANS
 S.L.S. NO. 2181
 JUNE 1985

GRAPHIC SCALE
 0 100 200 300 400

TOTAL AREA = 73.78 ACRES

BOUNDARY SURVEY FOR:
L. C. R. PROPERTIES, INC.
 LOCATED IN LAND LOTS 445 & 452
 DISTRICT 15, SECTION 2
 CHEROKEE COUNTY, GEORGIA
 SCALE: 1" = 100'
 PREPARED: JUNE 22, 1985
 BY: MARTIN DODD & MORTON, INC.
 P.O. BOX 716
 LEXINGTON, GEORGIA 30546
 PHONE: (404) 526-0200
M&M
 LAND SURVEYING
 SUBDIVISIONS
 LAND PLANNING
 JOB NO. 85-1669-710

REZONING ORDINANCE

An ordinance to approve an application for rezoning in the City of Holly Springs, Georgia, concerning 0.38+/- acres, identified as tax parcel 080A of tax plat 15N09 of the 15th District of Cherokee County identified in Exhibit A, Location Map, from R-20, Single Family Residential (County) to GV, Governmental (City); and

WHEREAS, an application was properly submitted to the City of Holly Springs Planning and Zoning Commission by the City of Holly Springs, requesting rezoning in the City of Holly Springs, Georgia, concerning 0.38+/- acres, identified as tax parcel 080A of tax plat 15N09 of the 15th District of Cherokee County identified in Exhibit A, Location Map, from R-20, Single Family Residential (County) to GV, Governmental (City); and

WHEREAS, after balancing the interest of the community in promoting public health, safety, morality, or general welfare against the right of the property owner to unrestricted use of the property,

The Council of the City of Holly Springs hereby ordains that:

Section 1

The application for rezoning in the City of Holly Springs, concerning 0.38+/- acres, identified as tax parcel 080A of tax plat 15N09 of the 15th District of Cherokee County identified in Exhibit A, Location Map, from R-20, Single Family Residential (County) to GV, Governmental (City); and

Section 2

This ordinance shall become effective January 1, 2024, upon approval by Mayor and City Council.

Section 4

The Community Development Director of the City of Holly Springs, Georgia, is hereby instructed to make any and all appropriate changes to the Official Zoning Map of Holly Springs, necessitated by the action described in Section 1 above; however, said changes to the Official Zoning Map of Holly Springs are effective concurrent with the effective date identified in Section 2 above, whether or not they have been physically made and represented. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Adopted the 5th day of December, 2024, by the Mayor and City Council of the City of Holly Springs, Georgia.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

Exhibit A



A-04-2024 & MA-07-2024 Location Map

Parcels_2024	R-20- Single Family Residential	TND- Traditional Neighborhood Development	NC- Neighborhood Commercial
ZONING	RD-20- Single Family and Duplex	PDR- Planned Development Residential	OI- Office Institutional
AG- Agricultural	RD-3- Single Family Residential	HDMFR- High Density Multi-Family Residential	GV- Governmental
R-80- Estate Residential	PUD- Planned Unit Development	GC- General Commercial	LI- Light Industrial
R-40- Single Family Residential Estate			MXD- Mixed Use Overlay
			Railroad



ITEM REPORT

AGENDA ITEM NUMBER: VIII.D.



FROM: Steve Miller, Mayor

MEETING DATE: December 5, 2024

AGENDA ITEM: Resolution for the City of Holly Springs Mayor and City Council to appoint the Mayor Pro Tem and the Standing Committees of the City Council.

EXECUTIVE SUMMARY:

Resolution for the City of Holly Springs Mayor and City Council to appoint the Mayor Pro Tem and the Standing Committees of the City Council.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Resolution - Mayor Pro Tem and Standing Committees Appointments

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

N/A

**A RESOLUTION OF THE CITY OF HOLLY SPRINGS MAYOR AND CITY COUNCIL
TO APPOINT THE MAYOR PRO TEM; TO APPOINT THE STANDING
COMMITTEES OF THE CITY COUNCIL; AND FOR OTHER PURPOSES**

WHEREAS, Section 2.10 of the City Charter provides during the absence or disability of the Mayor for any cause, the Mayor Pro Tem or, in his absence or disability for any cause, one of the Councilmembers chosen by the Council shall be clothed with all the rights and privileges of the Mayor so long as such absence or disability shall continue; and

WHEREAS, section 2-40 of Chapter 2 – Administration provides the following shall be Standing Committees of the City Council:

1. Community Development
2. Finance and Administration
3. Parks and Recreation
4. Public Safety; and
5. Public Works

WHEREAS, each Committee shall be composed of two Councilmembers, who shall review all matters brought before the Council concerning his subject area; and

WHEREAS, the Mayor shall propose Committee assignments which shall then be approved by the City Council; and

WHEREAS, the following have agreed to be appointed to said Mayor Pro Tem and Standing Committees of the City Council:

Mayor Pro Tem:	Michael R. Zenchuk, II	
Community Development:	Chair	Kyle Whitaker
	Co-Chair	Jeff Wilbur
Finance & Administration:	Chair	Dee Phillips
	Co-Chair	Michael R. Zenchuk, II
Parks and Recreation:	Chair	Kyle Whitaker
	Co-Chair	Dee Phillips
Public Safety:	Chair	Jeff Wilbur
	Co-Chair	Kevin Moore
Public Works:	Chair	Michael R. Zenchuk, II
	Co-Chair	Kevin Moore

WHEREAS, the terms of the members were designated to be one year, unless otherwise noted; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Holly Springs, the aforementioned are hereby appointed.

SO RESOLVED THIS 5th DAY OF DECEMBER 2024.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.E.



FROM: Robert H. Logan, City Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Parks and Recreation Authority.

EXECUTIVE SUMMARY:

Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Parks and Recreation Authority.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Resolution - HS Parks and Recreation Authority Appointments

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

N/A

**A RESOLUTION OF THE CITY OF HOLLY SPRINGS
MAYOR AND CITY COUNCIL TO APPOINT MEMBERS TO THE
HOLLY SPRINGS PARKS AND RECREATION AUTHORITY;
AND FOR OTHER PURPOSES**

WHEREAS, Section 3.02 of the City Charter provides for the creation of Boards, Commissions and Authorities by ordinance to fulfill any investigative, quasi-judicial, or quasi-legislative function the city council deems necessary and shall by ordinance establish the composition, period of existence, duties and powers thereof; and

WHEREAS, all members of Boards, Commissions, and Authorities of the City shall be appointed by the City Council for such terms of office and in such manner as shall be provided by ordinance, except where another appointing authority, term of office, or manner of appointment is prescribed by the charter or general state law; and

WHEREAS, the qualifications required of members of Boards, Commissions, or Authorities shall be as prescribed by the Council.

WHEREAS, any vacancy on a Board, Commission, or Authority of the City shall be filled for the unexpired term in the manner prescribed herein for original appointment, except as otherwise provided by the charter or general state law; and

WHEREAS, pursuant to Act Number 645 (HB1774) approved by the Governor of the State of Georgia on May 17, 2004, the Chairperson of the City of Holly Springs Parks and Recreation Committee shall have a seat on the Board of the Holly Springs Parks and Recreation Authority; and

WHEREAS, the current Chairperson of the Holly Springs Parks and Recreation Committee is Kyle Whitaker and, therefore, Kyle Whitaker shall automatically be appointed as a member of the Holly Springs Parks and Recreation Authority Board of Directors; and

WHEREAS, the following Board Members shall be appointed to the Holly Springs Parks and Recreation Authority:

Member	Appointed by	Board/Commission	Term Expiration
Kevin Moore	Kevin Moore	Holly Springs Parks & Recreation Auth	12/25
Dee Phillips	Dee Phillips	Holly Springs Parks & Recreation Auth	12/25
Kyle Whitaker	Kyle Whitaker	Holly Springs Parks & Recreation Auth	12/25
Jeff Wilbur	Jeff Wilbur	Holly Springs Parks & Recreation Auth	12/25
Michael R. Zenchuk II	Michael R. Zenchuk II	Holly Springs Parks & Recreation Auth	12/25

WHEREAS, the term of each Board Member shall be designated as twelve months from January 1, 2025 until December 31, 2025; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council that the City of Holly Springs appoints the aforementioned Authority Members.

SO RESOLVED THIS 5th DAY OF DECEMBER, 2024.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.F.



FROM: Robert H. Logan, City Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Downtown Development Authority of Holly Springs.

EXECUTIVE SUMMARY:

Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Downtown Development Authority of Holly Springs.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Resolution - DDA Appointments

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

N/A

A RESOLUTION OF THE CITY OF HOLLY SPRINGS MAYOR AND CITY COUNCIL TO APPOINT MEMBERS TO THE DOWNTOWN DEVELOPMENT AUTHORITY OF HOLLY SPRINGS; AND FOR OTHER PURPOSES

WHEREAS, Section 3.02 of the City Charter provides for the creation of Boards, Commissions and Authorities by ordinance to fulfill any investigative, quasi-judicial, or quasi-legislative function the City Council deems necessary and shall by ordinance establish the composition, period of existence, duties and powers thereof; and

WHEREAS, all members of Boards, Commissions, and Authorities of the City shall be appointed by the City Council for such terms of office and in such manner as shall be provided by ordinance, except where another appointing authority, term of office, or manner of appointment is prescribed by the charter or general state law; and

WHEREAS, the City Council by ordinance may provide for the compensation and reimbursement for actual and necessary expenses of the members of any Board, Commission, or Authority; and

WHEREAS, the qualifications required of members of Boards, Commissions, or Authorities shall be as prescribed by the City Council or general state law; and

WHEREAS, any vacancy on a Board, Commission, or Authority of the City shall be filled for the unexpired term in the manner prescribed herein for original appointment, except as otherwise provided by the charter or general state law; and

WHEREAS, the following Board Members have agreed to be appointed to the Downtown Development Authority of Holly Springs:

Member	Term Beginning	Term Expiration
Steve Miller	January 1, 2025	December 31, 2027
Kyle Whitaker	January 1, 2025	December 31, 2025

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council that the City of Holly Springs ratifies and appoints the aforementioned Authority Members.

This Resolution is adopted this 5th day of December, 2024.

CITY OF HOLLY SPRINGS

Attest:

Steven W. Miller, Mayor

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.G.



FROM: Robert H. Logan, City Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Urban Redevelopment Agency of the City of Holly Springs, Georgia

EXECUTIVE SUMMARY:

Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Urban Redevelopment Agency of the City of Holly Springs, Georgia

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Resolution - URA Appointments

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

N/A

A RESOLUTION OF THE CITY OF HOLLY SPRINGS MAYOR AND CITY COUNCIL TO APPOINT MEMBERS TO THE URBAN REDEVELOPMENT AGENCY OF THE CITY OF HOLLY SPRINGS, GEORGIA; AND FOR OTHER PURPOSES

WHEREAS, Section 3.02 of the City Charter provides for the creation of Boards, Commissions and Authorities by ordinance to fulfill any investigative, quasi-judicial, or quasi-legislative function the City Council deems necessary and shall by ordinance establish the composition, period of existence, duties and powers thereof; and

WHEREAS, all members of Boards, Commissions, and Authorities of the City shall be appointed by the City Council for such terms of office and in such manner as shall be provided by ordinance, except where another appointing authority, term of office, or manner of appointment is prescribed by the charter or general state law; and

WHEREAS, the City Council by ordinance may provide for the compensation and reimbursement for actual and necessary expenses of the members of any Board, Commission, or Authority; and

WHEREAS, the qualifications required of members of Boards, Commissions, or Authorities shall be as prescribed by the City Council or general state law; and

WHEREAS, any vacancy on a Board, Commission, or Authority of the City shall be filled for the unexpired term in the manner prescribed herein for original appointment, except as otherwise provided by the charter or general state law; and

WHEREAS, the following Board Members have agreed to be appointed to the Urban Redevelopment Agency of the City of Holly Springs, Georgia:

Member	Term Beginning	Term Expiration
Steve Miller	January 1, 2025	December 31, 2027
Kyle Whitaker	January 1, 2025	December 31, 2025

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council that the City of Holly Springs ratifies and appoints the aforementioned Agency Members.

This Resolution is adopted this 5th day of December, 2024.

CITY OF HOLLY SPRINGS

Attest:

Steven W. Miller, Mayor

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.H.



FROM: Robert H. Logan, City Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Planning and Zoning Commission.

EXECUTIVE SUMMARY:

Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Planning and Zoning Commission.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Resolution - Planning & Zoning Commission Appointments

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

N/A

**A RESOLUTION OF THE
CITY OF HOLLY SPRINGS MAYOR AND CITY COUNCIL
TO APPOINT MEMBERS TO THE
HOLLY SPRINGS PLANNING AND ZONING COMMISSION; AND FOR OTHER PURPOSES**

WHEREAS, Section 3.02 of the City Charter provides for the creation of Boards, Commissions and Authorities by ordinance to fulfill any investigative, quasi-judicial, or quasi-legislative function the City Council deems necessary and shall by ordinance establish the composition, period of existence, duties and powers thereof; and

WHEREAS, all members of Boards, Commissions, and Authorities of the City shall be appointed by the City Council for such terms of office and in such manner as shall be provided by ordinance, except where other appointing authority, term of office, or manner of appointment is prescribed by the charter or general state law; and

WHEREAS, the City Council by ordinance may provide for the compensation and reimbursement for actual and necessary expenses of the members of any Board, Commission, or Authority; and

WHEREAS, the qualifications required of members of Boards, Commissions, or Authorities shall be as prescribed by the Council; and

WHEREAS, any vacancy on a Board, Commission, or Authority of the City shall be filled for the unexpired term in the manner prescribed herein for original appointment, except as otherwise provided by the charter or general state law; and

WHEREAS, Section 1.20 of the Holly Springs Zoning Ordinance govern the membership and terms of the Holly Springs Planning and Zoning Commission; and

WHEREAS, the following Commission nominees have agreed to be appointed to the Holly Springs Planning & Zoning Commission:

Member	Board/Commission	Term Length	Term Expiration
Chris Adams	Planning and Zoning Commission	1	12/25
Adrian Dekker	Planning and Zoning Commission	1	12/25
Mike Grayeski	Planning and Zoning Commission	1	12/25
Eric Huminski	Planning and Zoning Commission	1	12/25
Andy Norris	Planning and Zoning Commission	1	12/25

WHEREAS, the terms of the members were designated to be one year, unless otherwise noted; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Holly Springs, the aforementioned Holly Springs Planning and Zoning Commission members are hereby appointed.

SO RESOLVED THIS 5th DAY OF DECEMBER, 2024.

CITY OF HOLLY SPRINGS

Attest:

Steven W. Miller, Mayor

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.I.



FROM: Robert H. Logan, City Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: Resolution of the City of Holly Springs Mayor and City Council to provide compensation for members of the Holly Springs Planning and Zoning Commission.

EXECUTIVE SUMMARY:

Resolution of the City of Holly Springs Mayor and City Council to provide compensation for members of the Holly Springs Planning and Zoning Commission.

FISCAL IMPACT:

\$100.00 - Per Scheduled Meeting

ATTACHMENTS:

1. Resolution - Planning & Zoning Commission Compensation

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

Finance and Administration

**A RESOLUTION OF THE
CITY OF HOLLY SPRINGS MAYOR AND CITY COUNCIL
TO PROVIDE COMPENSATION FOR MEMBERS OF THE
HOLLY SPRINGS PLANNING AND ZONING COMMISSION; AND FOR OTHER PURPOSES**

WHEREAS, Section 3.02 of the City Charter provides for the creation of Boards, Commissions and Authorities by ordinance to fulfill any investigative, quasi-judicial, or quasi-legislative function the City Council deems necessary and shall by ordinance establish the composition, period of existence, duties and powers thereof; and

WHEREAS, all members of Boards, Commissions, and Authorities of the City shall be appointed by the City Council for such terms of office and in such manner as shall be provided by ordinance, except where other appointing authority, term of office, or manner of appointment is prescribed by the charter or general state law; and

WHEREAS, the City Council by ordinance may provide for the compensation and reimbursement for actual and necessary expenses of the members of any Board, Commission, or Authority; and

WHEREAS, the City Council approves for the compensation of the Planning and Zoning Commission members in the amount of \$100.00 per scheduled meeting; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Holly Springs, the aforementioned Holly Springs Planning and Zoning Commission members compensation to begin on January 1, 2025.

SO RESOLVED THIS 5th DAY OF DECEMBER, 2024.

CITY OF HOLLY SPRINGS

Attest:

Steven W. Miller, Mayor

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.J.



FROM: Robert H. Logan, City Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Tree Commission.

EXECUTIVE SUMMARY:

Resolution for the City of Holly Springs Mayor and City Council to appoint members to the Holly Springs Tree Commission.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Resolution - Tree Commission Appointments

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

N/A

**A RESOLUTION OF THE
CITY OF HOLLY SPRINGS MAYOR AND CITY COUNCIL
TO APPOINT MEMBERS TO THE
HOLLY SPRINGS TREE COMMISSION; AND FOR OTHER PURPOSES**

WHEREAS, section 3.02 of the City Charter provides for the creation of Boards, Commissions and Authorities by ordinance to fulfill any investigative, quasi-judicial, or quasi-legislative function the city council deems necessary and shall by ordinance establish the composition, period of existence, duties and powers thereof; and

WHEREAS, all members of Boards, Commissions, and Authorities of the City shall be appointed by the City Council for such terms of office and in such manner as shall be provided by ordinance, except where other appointing authority, term of office, or manner of appointment is prescribed by the charter or general state law; and

WHEREAS, the City Council by ordinance may provide for the compensation and reimbursement for actual and necessary expenses of the members of any Board, Commission, or Authority; and

WHEREAS, the qualifications required of members of Boards, Commissions, or Authorities shall be as prescribed by the City Council; and

WHEREAS, any vacancy on a Board, Commission, or Authority of the City shall be filled for the unexpired term in the manner prescribed herein for original appointment, except as otherwise provided by the charter or general state law; and

WHEREAS, the following Commission nominees have agreed to be appointed to the Holly Springs Tree Commission:

Member	Board/Commission	Term Length	Term Expiration
Alex Gray	Tree Commission	1	12/25
Tray Herndon	Tree Commission	1	12/25
Matt Ackerman	Tree Commission	1	12/25
Colleen Konwick	Tree Commission	1	12/25
Pamela Shurmantine	Tree Commission	1	12/25

WHEREAS, the terms of the members were designated to be one year, unless otherwise noted; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Holly Springs, the aforementioned Holly Springs Tree Commission members are hereby appointed.

SO RESOLVED THIS 5th DAY OF DECEMBER, 2024.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.K.



FROM: Robert H. Logan, City Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: Resolution of the City of Holly Springs Mayor and City Council to provide compensation for members of the Holly Springs Tree Commission.

EXECUTIVE SUMMARY:

Resolution of the City of Holly Springs Mayor and City Council to provide compensation for members of the Holly Springs Tree Commission.

FISCAL IMPACT:

\$50.00 - Per Scheduled Meeting

ATTACHMENTS:

1. Resolution - Tree Commission Compensation

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

Finance and Administration

**A RESOLUTION OF THE
CITY OF HOLLY SPRINGS MAYOR AND CITY COUNCIL
TO PROVIDE COMPENSATION FOR MEMBERS OF THE
HOLLY SPRINGS TREE COMMISSION; AND FOR OTHER PURPOSES**

WHEREAS, section 3.02 of the City Charter provides for the creation of Boards, Commissions and Authorities by ordinance to fulfill any investigative, quasi-judicial, or quasi-legislative function the city council deems necessary and shall by ordinance establish the composition, period of existence, duties and powers thereof; and

WHEREAS, all members of Boards, Commissions, and Authorities of the City shall be appointed by the City Council for such terms of office and in such manner as shall be provided by ordinance, except where other appointing authority, term of office, or manner of appointment is prescribed by the charter or general state law; and

WHEREAS, the City Council by ordinance may provide for the compensation and reimbursement for actual and necessary expenses of the members of any Board, Commission, or Authority; and

WHEREAS, the City Council approves for the compensation of the Tree Commission members in the amount of \$50.00 per scheduled meeting; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Holly Springs, the aforementioned Holly Springs Tree Commission members compensation to begin on January 1, 2025.

SO RESOLVED THIS 5th DAY OF DECEMBER, 2024.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.L.



FROM: Robert H. Logan, City Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: Resolution for the City of Holly Springs Mayor and City Council to appoint the City of Holly Springs Municipal Court Judge and Municipal Court Judge Pro Tem.

EXECUTIVE SUMMARY:

Resolution for the City of Holly Springs Mayor and City Council to appoint the City of Holly Springs Municipal Court Judge and Municipal Court Judge Pro Tem.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Resolution - Municipal Court Judge Appointments

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

N/A

**A RESOLUTION OF THE
CITY OF HOLLY SPRINGS MAYOR AND CITY COUNCIL
TO APPOINT THE CITY OF HOLLY SPRINGS MUNICIPAL COURT JUDGE
AND MUNICIPAL COURT JUDGE PRO TEM; AND FOR OTHER PURPOSES**

WHEREAS, Section 4.02 of the City Charter provides for the appointment of a Municipal Court Judge and a Municipal Court Judge Pro Tem; and

WHEREAS, all Judges shall be appointed by the City Council for such terms of office and in such manner as shall be provided by ordinance, except where other appointing authority, term of office, or manner of appointment is prescribed by the charter or general state law; and

WHEREAS, all Judges must be at least 21 years of age and shall be a member of the State Bar of Georgia and shall possess all qualifications required by law to meet the qualifications required to serve as a Judge; and

WHEREAS, Municipal Court Judges may be removed from office on the grounds set forth in and following the procedures set forth in O.C.G.A. Section 32-32-2.2, as may be amended; and

WHEREAS, the following have agreed to be appointed as Municipal Court Judges:

Name	Position	Term Length	Term Expiration
Darrell Caudill	Municipal Court Judge	1	12/25
Thomas Roach Jr.	Municipal Court Judge Pro Tem	1	12/25

WHEREAS, the terms of the members were designated to be one year; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Holly Springs, the aforementioned Municipal Court Judges are hereby appointed.

SO RESOLVED THIS 5th DAY OF DECEMBER, 2024.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.M.



FROM: Robert H. Logan, City Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: Resolution for the City of Holly Springs Mayor and City Council to appoint the City of Holly Springs Municipal Prosecuting Attorney and Assistant Prosecuting Attorneys.

EXECUTIVE SUMMARY:

Resolution for the City of Holly Springs Mayor and City Council to appoint the City of Holly Springs Municipal Prosecuting Attorney and Assistant Prosecuting Attorneys.

In 2023, Julianna Olesky was appointed for the 2024 term, and she is no longer with the firm. Therefore, Chase Peterson has been added for appointment to fill the vacancy for the 2025 term.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Resolution - Prosecuting Attorney Appointments

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

N/A

**A RESOLUTION OF THE CITY OF HOLLY SPRINGS
MAYOR AND CITY COUNCIL TO APPOINT THE CITY OF HOLLY SPRINGS
MUNICIPAL PROSECUTING ATTORNEY AND ASSISTANT PROSECUTING
ATTORNEYS; AND FOR OTHER PURPOSES**

WHEREAS, Section 4.01 of the City Charter provides for the creation of Municipal Court to have jurisdiction and authority to try offenses against the laws and ordinances of the City of Holly Springs and to punish for a violation of the same; and

WHEREAS, the court shall have the power and authority to enforce its judgments by the imposition of such penalties as may be provided by law; to punish witnesses for nonattendance; to punish any person who may counsel or advise, aid, encourage, or persuade another whose testimony is desired or material in any proceeding before said court to go or move beyond the reach of the process of the court; and

WHEREAS, the court shall have to try all offenses within the territorial limits of city constituting traffic cases which under the laws of Georgia are placed with the jurisdiction of municipal or police court to the extent of and in accordance with the provisions of such laws and all laws subsequently enacted amendatory thereof; and

WHEREAS, in accordance to Senate Bill 352 the governing authority of a municipality shall be authorized to create the office of prosecuting attorney of the municipal court; and

WHEREAS, the prosecuting attorney shall serve a term of office to be determined by the governing authority; and

WHEREAS, a copy of the resolution creating the office of prosecuting attorney of the municipal court shall be provided to the Prosecuting Attorneys' Council of the State of Georgia; and

WHEREAS, any person appointed as the prosecuting attorney of a municipal court shall be a member in good standing of the State Bar of Georgia and admitted to practice before the appellate courts of this state; and

WHEREAS, the following have agreed to be appointed:

Name	Position	Term Expires
Laura Rollins	Municipal Prosecuting Attorney	12/31/2025
Chase Peterson	Assistant Municipal Prosecuting Attorney	12/31/2025
Audrey Conley	Assistant Municipal Prosecuting Attorney	12/31/2025
Jeff Rusbridge	Assistant Municipal Prosecuting Attorney	12/31/2025
Seth Stroud	Assistant Municipal Prosecuting Attorney	12/31/2025

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council that the City of Holly Springs appoints the aforementioned prosecuting attorneys.

SO RESOLVED THIS 5th DAY OF DECEMBER 2024.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.N.



FROM: Robert H. Logan, City Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: Proposal dated November 13, 2024, for engineering services from BM&K for Hickory Springs Parkway, Hickory Road, Holly Springs Parkway, and Hickory Springs Industrial Drive.

EXECUTIVE SUMMARY:

BM&K has submitted a proposal for tasks 4-8 for surveys, plans, bid documents, and concept development for the Hickory Road Project, Hickory Springs Industrial Drive Realignment Project, Hickory Springs Parkway Project, and Holly Springs Parkway Widening Project, Phase IV.

FISCAL IMPACT:

The fiscal impact of these services is approximately \$480,000. These services will be funded by Special Purpose Local Option Sales Tax (SPLOST).

ATTACHMENTS:

1. Hickory Road Improvements 11.13.2024
2. Map - Proposed Projects

RECOMMENDATION:

The staff recommendation is approval of the proposal.

CONCURRENCES:

Finance and Administration



November 13, 2024

TO: Rob Logan, City Manager
City of Holly Springs

RE: Hickory Road Improvements

FROM: Don Clerici, PE
BM&K, Inc.

The below is a summary of Task 1-3 along with proposed services for additional Tasks 4-8. The attached map highlights the proposed projects.

SUMMARY OF COMPLETED TASKS: Hickory Road Improvements

TASK 1: 95% Complete Drainage review of SEI's plans and study of bridge hydraulics

TASK 2: 15% Complete Bridge design and bridge foundation investigation

TASK 3: 15% Complete Review of the remaining project plans

BALANCE: \$176,071.00

TASK 4: Hickory Road Improvements from West of Hickory Springs Industrial to Red Bud Lane

- Need revised survey due to discrepancies discovered in Task 1. Current plan needs adjustments to comply with revised 5 lane typical. In addition, survey data is inaccurate and unable to proceed further.

NEW SURVEY	\$10,500
PLAN ADJUSTMENTS	\$9,500
CONSTRUCTION ESTIMATE	\$6,600,000

TASK 5: Hickory Road Improvements from Red Bud Lane to Sequoyah Circle +/- 3500 Ft. of road upgrade including side roads, Arthur lane and median

- Plans include road and drainage, right of way plans, utility coordination, construction staging

SURVEY	\$25,000
PLANS	\$145,000
CONSTRUCTION ESTIMATE	\$4,600,000

TASK 6: Hickory Springs Industrial: Including Cedar Valley Dr. Extension, P. Rickman Realignment and profile adjustments due to revisions at each end 1,100 Ft. on P. Rickman +/- 550 Ft. Cedar Valley

SURVEY	\$6,200
PLANS	\$65,650
BID DOCUMENTS	\$7,500 Additional to Task 3
For Hickory, Holly Springs Industrial, P. Rickman and Cedar Valley	
CONSTRUCTION ESTIMATE	\$2,800,000

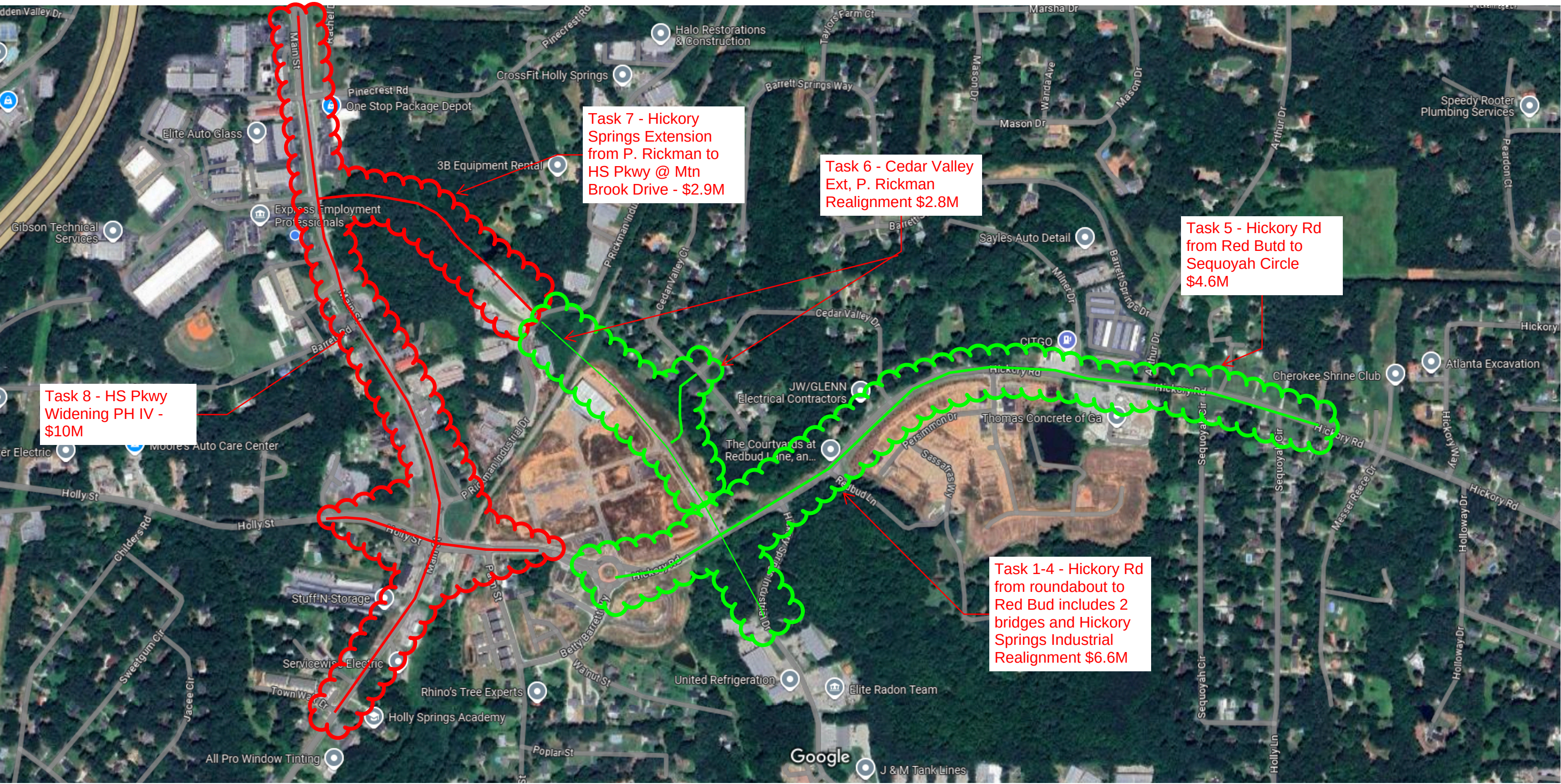
TASK 7: Hickory Springs Industrial from P. Rickman to Holly Springs Pkwy. Including new signal at Mountain Brook Pkwy.

SURVEY	\$11,650 (If part of HSP survey)
PLANS	\$120,000
BID DOCUMENTS	\$22,000 (If stand alone)
CONSTRUCTION ESTIMATE	\$2,900,000

TASK 8: Holly Springs Pkwy. Phase 4 from Hickory Road to Pinecrest

SURVEY	\$33,350
CONCEPT DEVELOPMENT:	\$35,000 with traffic projections and analysis

We appreciate the opportunity to present this information for your consideration. Please call if you need additional information.



ITEM REPORT

AGENDA ITEM NUMBER: VIII.O.



FROM: Robert H. Logan, City Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: Quote dated November 11, 2024, from Darrell C. Dinsmore Grading, Inc. for backfill and rough grade at the Holly Springs Town Center Parking Deck, in an amount not to exceed \$96,656.25.

EXECUTIVE SUMMARY:

We received three quotes to backfill and rough grade around the base of the Holly Springs Town Center Parking Deck to prepare the site for the bottom floor concrete slab.

FISCAL IMPACT:

The fiscal impact is \$96,656.25 to be paid from the proceeds of the Urban Redevelopment Agency (URA) Series 2023 bond for the Town Center Project.

ATTACHMENTS:

1. COHS Parking Deck - Rough Grade Backfill Quotes

RECOMMENDATION:

The staff recommendation is approval of the quote.

CONCURRENCES:

Finance and Administration

Darrell C Dinsmore Grading, Inc.

**1995 Dr. Bramblett Road
Cumming, Ga 30028**

Phone: 770-781-4347

Fax: 770-781-9696

Schedule of Values - Proposal Backfill & Rough Grade at Parking Deck

Proj: Holly Springs Parking Deck

Plans: NA

To: Stonecrest Homes

County: Cherokee

Attn: Mr. Keith Healy

Date: 11/11/2024

Item #	Work Description	Quantity	Unit	Unit Price	Total
1	Mobilization of Equipment	1.00	L.S.	4,500.00	4,500.00
2	Dewatering				12,750.00
A	Laborers (2-Laborers)	160.00	HR	50.00	8,000.00
B	Pump and Fuel	1.00	L.S.	4,750.00	4,750.00
3	Rough Grade & Backfill at Parking Deck				43,600.00
A	953 Loader	80.00	HR	155.00	12,400.00
B	Mini Ex	80.00	HR	135.00	10,800.00
C	Bobcat	80.00	HR	130.00	10,400.00
D	Packer	80.00	HR	125.00	10,000.00
4	Stone Base				15,731.25
A	57 Stone Base	286.02	Tons	55.00	15,731.25
5	Imported Fill Dirt				20,075.00
A	Imported Dirt (Per Load)	73.00	Each	275.00	20,075.00

Total: 96,656.25

Thompson Grading, Inc.

D/B/A/ CALVIN THOMPSON CONSTRUCTION CO., Inc.

GRADING – RESIDENTIAL & COMMERCIAL
(OFFICE) 770-445-2995 (FAX) 770-445-5200

1086 INDUSTRIAL BLVD. NORTH
DALLAS, GA. 30132

Proposal - Backfill & Rough Grade for Parking Deck

Proj: Holly Springs Parking Deck

To: Stonecrest Homes

Attn: Ben Lester

Date: 11/11/2024

Item	Work Description	Quantity	Unit	Unit Price	Total
1	Mobilization of Equipment	1.00	LS	4,800.00	4,800.00
2	Dewatering				13,800.00
	Laborer (2)	160.00	HR	55.00	8,800.00
	Pump & Fuel	1.00	LS	5,000.00	5,000.00
3	Rough Grade & Backfill at Parking Deck				44,000.00
	953 Loader	80.00	HR	160.00	12,800.00
	Mini Ex	80.00	HR	135.00	10,800.00
	Bobcat	80.00	HR	130.00	10,400.00
	Packer	80.00	HR	125.00	10,000.00
4	Stone Base				16,445.00
	57 Stone Base	286.00	Ton	57.50	16,445.00
5	Imported Fill Dirt				20,805.00
	Imported Dirt (Per Load)	73.00	Each	285.00	20,805.00

Total: 99,850.00

THE FOLLOWING ITEM ARE NOT COVERED IN THE ABOVE ITEMIZED BID

MUCKING
RIP ROCK
DUG ROCK
BLAST ROCK
TRENCH ROCK
RIPPED TRENCH ROCK
BLAST TRENCH ROCK
ALL PERMITS / BONDS
ASBESTOS REMOVAL
AS BUILTS
SANITARY SEWER CONSTRUCTION
STORM SEWER CONSTRUCTION
BURNING OF ANY MATERIAL
GEO / STABILIZATION FABRIC
WORK OTHER THAN SHOWN ABOVE
EROSION MATTING / SILT FENCE

ANY ADDITIONAL STONE
STABILIZATION STONE
COMPACTION TESTS
TOPS & THROATS
LANDSCAPING
WORK IN D.O.T. RIGHT OF WAY
PERMANENT / TEMP. GRASSING
HAZARDOUS MATERIALS
RE GRADING OF ANY AREA
OFFSITE IMPORT ANY MATERIAL
OFFSITE EXPORT ANY MATERIAL
WATERLINE CONSTRUCTION
SITE ENGINEERING
BACKFILLING OF RETAINING WALLS
DEMUCKING / DEWATERING / DRYING
ANY ADDITIONAL MOBILIZATION

ITEM REPORT

AGENDA ITEM NUMBER: VIII.P.



FROM: Robert H. Logan, City Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: Quote # 2299 from Ecu Builders, Inc. for roof framing labor and crane rental for the Holly Springs Town Center Parking Deck stair and elevator towers, in an amount not to exceed \$7,775.

EXECUTIVE SUMMARY:

We have received three quotes for the roof framing and crane rental for the stair towers and elevator tower in the Holly Springs Town Center Parking Deck.

FISCAL IMPACT:

The fiscal impact is \$7,775 and will be paid from the proceeds of the Urban Redevelopment Agency (URA) Series 2023 bonds for the Town Center Project.

ATTACHMENTS:

1. Quotes - Parking Deck Roof Framing

RECOMMENDATION:

The staff recommendation is approval of the quote.

CONCURRENCES:

Finance and Administration



1210 Village Oaks Lane
Lawrenceville, GA 30043

5/23/2024

Estimate#: 2299

Send To:
Ben Lester

FOR:
Holly Springs Town Center
Parking Deck
Holly Springs, GA

Details	Description	Amount
Windows	Roof Stair and Eleveator Tower A	
	13-2" X 20-1 3/4 = 265 Sq Ft	
	10-4" X 9-2" = 95 Sq Ft	
	Total 360 Sq Ft X \$7.00	\$2,520.00
Doors	Roof Stair Tower B	
	13-2" X 20-2" = 265 Sq Ft X \$7.00	\$1,855.00
	Nails	\$400.00
Equipment	1 Crane X 1 Uses X \$3,000 per use	\$3,000.00
Estimate is wood framing labor only		

Estimate Total: **\$7,775.00**

If you have any questions concerning this estimate, use the following contact information:

Sandro Alvarez, (678) 558-0496, Ecuabuildersinc@gmail.com

THANK YOU FOR YOUR BUSINESS!



BRAND
VAUGHAN
LUMBER COMPANY EST. 1946



Quotation

Quote No **298143**
Quote Date **06/24/2024**
Expiration Date 11/25/2024
Customer 73262
Contact Name
Contact Number
Job 271 HICKORY RD
Cust Ref
Delivery By 11/25/2024
Created By JoAnn Alvino
Sales Rep JON EASTERLING

Invoice Address

Stonecrest Homes Atlanta Inc
625 West Crossville Road
Suite 204
Roswell, GA, 30075

Delivery Address

Stonecrest Homes Atlanta Inc
164 HICKORY RD
HOLLY SPRINGS, Georgia,
30115

Tucker

3602 LAWRENCEVILLE
HIGHWAY
TUCKER, Georgia 30084



Page 1 of 1

Special Instructions

Notes

Line	Product Code	Description	Qty/Footage	Price	Per	Total
1	zz_3583	Roof Framing Labor incl. Crane Rental - Parking Deck	1 ls	12,000.00	ea	12,000.00

By your signature below, you are agreeing to the Terms and Conditions set forth on back or attached.

Buyer Date

Subject to our terms and conditions of sale. Further copies available on request.

Total Amount	\$12,000.00
GA-CHEROKEE CO 6.00%	\$0.00
Quotation Total	\$12,000.00

Ben Lester

From: JLS Construction <jls@constructionatlanta.net>
Sent: Friday, August 16, 2024 11:55 AM
To: Ben Lester
Subject: Re: Holly Springs Parking Deck Plans

Hi Ben,

Thank you for sending this over.

The cost to do the roof trusses on parking decks A & B would be \$13,800, including crane rental.
Please let me know your thoughts.

I look forward to hearing from you.

Thank you,
Luis

On Thu, Aug 15, 2024 at 11:23 AM Ben Lester <blester@stonecresthomesga.com> wrote:

Jose,

Linked below are the plans for the parking deck for you to download. Roof truss layout and engineering is also attached.

Architectural Plans:

<https://www.dropbox.com/scl/fi/ylqrk9o6ggzi598sjc7no/Stamped-Architectural-Parking-Deck-City-of-Holly-Springs.pdf?rlkey=fz90pnysv5zsyor9m9gp8j2cf&dl=0>

Structural Plans:

<https://www.dropbox.com/scl/fi/sbt0y88z1hd67le16gd2b/HollySprings-Final-Deck-Plans-CD-Seal-rev-7.11.24.pdf?rlkey=b3hu7p6a41waeacc7t22jem83&dl=0>

Thanks,

Ben Lester

Vice President – Purchasing & Estimating

ITEM REPORT

AGENDA ITEM NUMBER: VIII.Q.



FROM: Robert H. Logan, City Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: Bond Release for Performance Bonds #LICX1978516, #LICX1216531, #LICX1216533 for Province Subdivision.

EXECUTIVE SUMMARY:

The following bonds have been requested for release:

Subdivision/Development	Bond/Agreement Type	Number	Amount
Province	Performance	LICX1978516	\$155,765
Province	Performance	LICX1216531	\$125,000
Province	Performance	LICX1216533	\$31,250

FISCAL IMPACT:

N/A

ATTACHMENTS:

None

RECOMMENDATION:

The staff recommendation is to approve the release of the bonds.

CONCURRENCES:

City Engineer

Building Official
City Arborist

ITEM REPORT

AGENDA ITEM NUMBER: VIII.R.



FROM: Robert H. Logan, City Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: Bond Release for Maintenance Bonds #107292269 and #107472211 for Avery Creek Subdivision, Phases 1 and 2, subject to final approval of the City Engineer and City Building Official.

EXECUTIVE SUMMARY:

The following bonds have been requested for release:

Subdivision/Development	Bond/Agreement Type	Number	Amount
Avery Creek-Phase 1	Maintenance	107292269	\$214,299.22
Avery Creek-Phase 2	Maintenance	107472211	\$274,835.14

FISCAL IMPACT:

N/A

ATTACHMENTS:

None

RECOMMENDATION:

The staff recommendation is to approve the release of the bonds upon final approval of the City Engineer and City Building Official.

CONCURRENCES:

City Engineer

Building Official

ITEM REPORT

AGENDA ITEM NUMBER: VIII.S.



FROM: Robert H. Logan, City Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: Resolution to accept and authorize streets to become publicly maintained streets in Avery Creek Subdivision, Phases 1 and 2 upon final approval by the City Engineer and City Building Official.

EXECUTIVE SUMMARY:

The following streets within Avery Creek subdivision have been requested for acceptance and maintenance:

Subdivision	Road	Linear Feet
Avery Creek Phase 1	Bourne Street	322.68
Avery Creek Phase 1	Tributary Lane	622.17
Avery Creek Phase 1	Rivulet Drive	1006.54
Avery Creek Phase 2	Callan Court	560.92
Avery Creek Phase 2	Rivulet Drive	1622.44
Avery Creek Phase 2	Slew Drive	1432.85

FISCAL IMPACT:

Maintenance of streets.

ATTACHMENTS:

1. Resolution and Exhibit A

RECOMMENDATION:

The staff recommendation is approval of the acceptance of streets upon final approval by the City Engineer and City Building Official.

CONCURRENCES:

City Engineer
Building Official

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLLY SPRINGS, GEORGIA, TO ACCEPT AND AUTHORIZE STREETS TO BECOME PUBLICLY MAINTAINED STREETS

WHEREAS, the City of Holly Springs has general authority and control over the streets within its jurisdiction, including the acceptance of streets for maintenance purposes; and

WHEREAS, the below mentioned streets are located in the corporate limits of the City of Holly Springs; and

WHEREAS, the below mentioned streets have been constructed and inspected in accordance with the standard specification and details; and

WHEREAS, the below mentioned streets, as shown on the attached maps, be placed upon the Municipal Street System as municipally-maintained streets; and

NOW THEREFORE, IT IS HEREBY RESOLVED that the Mayor and City Council of the City of Holly Springs hereby accept and authorize the following streets, substantially as set forth in Exhibit "A" attached hereto and located within Avery Creek Subdivision, Phases 1 and 2, to become publicly maintained streets:

Subdivision	Road	Linear Feet
Avery Creek Phase 1	Bourne Street	322.68
Avery Creek Phase 1	Tributary Lane	622.17
Avery Creek Phase 1	Rivulet Drive	1006.54
Avery Creek Phase 2	Callan Court	560.92
Avery Creek Phase 2	Rivulet Drive	1622.44
Avery Creek Phase 2	Slew Drive	1432.85

This Resolution is adopted this 5th day of December, 2024.

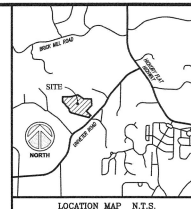
CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

CIVIC DATA TABLE				LOIS DATA TABLE			
CIVIC	RAIUS	LENGTH	BEARNG	CIVIC	RAIUS	LENGTH	BEARNG
C1	225.00	61.00	83.8721379	C25	175.00	30.00	83.8721379
C2	225.00	61.00	83.8721379	C26	175.00	30.00	83.8721379
C3	225.00	31.80	50.1381293	C27	175.00	34.40	50.1381293
C4	225.00	61.00	83.8721379	C28	175.00	34.40	50.1381293
C5	187.50	72.77	50.1381293	C29	33.00	43.87	57.762361
C6	187.50	68.86	50.1381293	C30	33.00	43.87	57.762361
C7	187.50	68.86	50.1381293	C31	33.00	43.87	57.762361
C8	187.50	68.86	50.1381293	C32	33.00	43.87	57.762361
C9	187.50	68.86	50.1381293	C33	33.00	43.87	57.762361
C10	187.50	68.86	50.1381293	C34	33.00	43.87	57.762361
C11	187.50	68.86	50.1381293	C35	33.00	43.87	57.762361
C12	187.50	68.86	50.1381293	C36	33.00	43.87	57.762361
C13	187.50	68.86	50.1381293	C37	33.00	43.87	57.762361
C14	187.50	68.86	50.1381293	C38	33.00	43.87	57.762361
C15	187.50	68.86	50.1381293	C39	33.00	43.87	57.762361
C16	187.50	68.86	50.1381293	C40	33.00	43.87	57.762361
C17	187.50	68.86	50.1381293	C41	33.00	43.87	57.762361
C18	187.50	68.86	50.1381293	C42	33.00	43.87	57.762361
C19	187.50	68.86	50.1381293	C43	33.00	43.87	57.762361
C20	187.50	68.86	50.1381293	C44	33.00	43.87	57.762361
C21	187.50	68.86	50.1381293	C45	33.00	43.87	57.762361
C22	187.50	68.86	50.1381293	C46	33.00	43.87	57.762361
C23	187.50	68.86	50.1381293	C47	33.00	43.87	57.762361
C24	187.50	68.86	50.1381293	C48	33.00	43.87	57.762361
C25	187.50	68.86	50.1381293	C49	33.00	43.87	57.762361
C26	187.50	68.86	50.1381293	C50	33.00	43.87	57.762361
C27	187.50	68.86	50.1381293	C51	33.00	43.87	57.762361
C28	187.50	68.86	50.1381293	C52	33.00	43.87	57.762361
C29	187.50	68.86	50.1381293	C53	33.00	43.87	57.762361
C30	187.50	68.86	50.1381293	C54	33.00	43.87	57.762361
C31	187.50	68.86	50.1381293	C55	33.00	43.87	57.762361
C32	187.50	68.86	50.1381293	C56	33.00	43.87	57.762361
C33	187.50	68.86	50.1381293	C57	33.00	43.87	57.762361
C34	187.50	68.86	50.1381293	C58	33.00	43.87	57.762361
C35	187.50	68.86	50.1381293	C59	33.00	43.87	57.762361
C36	187.50	68.86	50.1381293	C60	33.00	43.87	57.762361
C37	187.50	68.86	50.1381293	C61	33.00	43.87	57.762361
C38	187.50	68.86	50.1381293	C62	33.00	43.87	57.762361
C39	187.50	68.86	50.1381293	C63	33.00	43.87	57.762361
C40	187.50	68.86	50.1381293	C64	33.00	43.87	57.762361
C41	1						



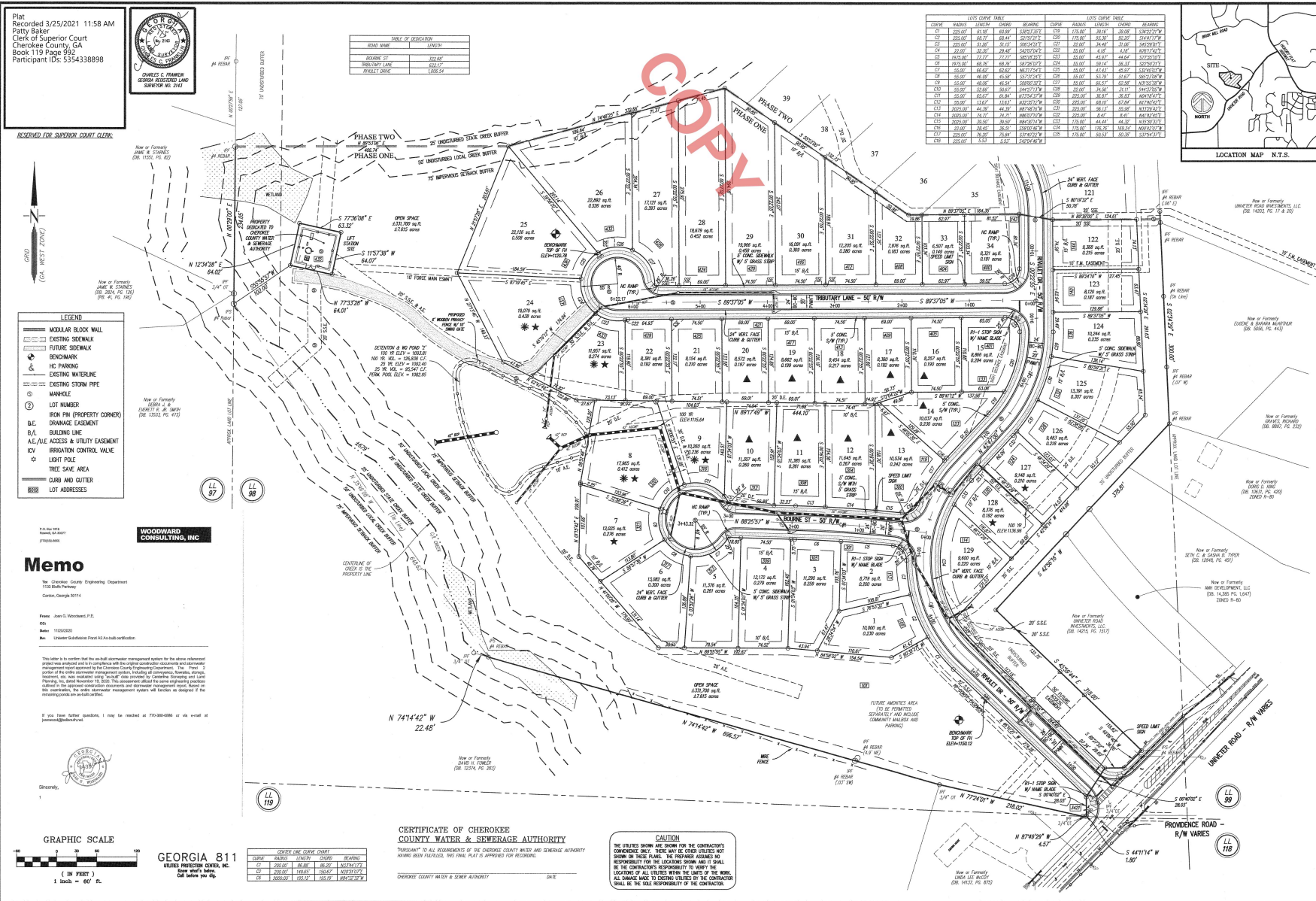
centerline
Surveying and Land Planning, Inc.
1391 SHILOH ROAD, SUITE 1210, KENNESHA, GA 30144

FINAL PLAT FOR:
AVERY CREEK - PHASE ONE

REVISION DESCRIPTION		BY	JWB
	DRAINAGE NOTE ADDED TO THE PLAT		
No.	DATE 2-16-21		

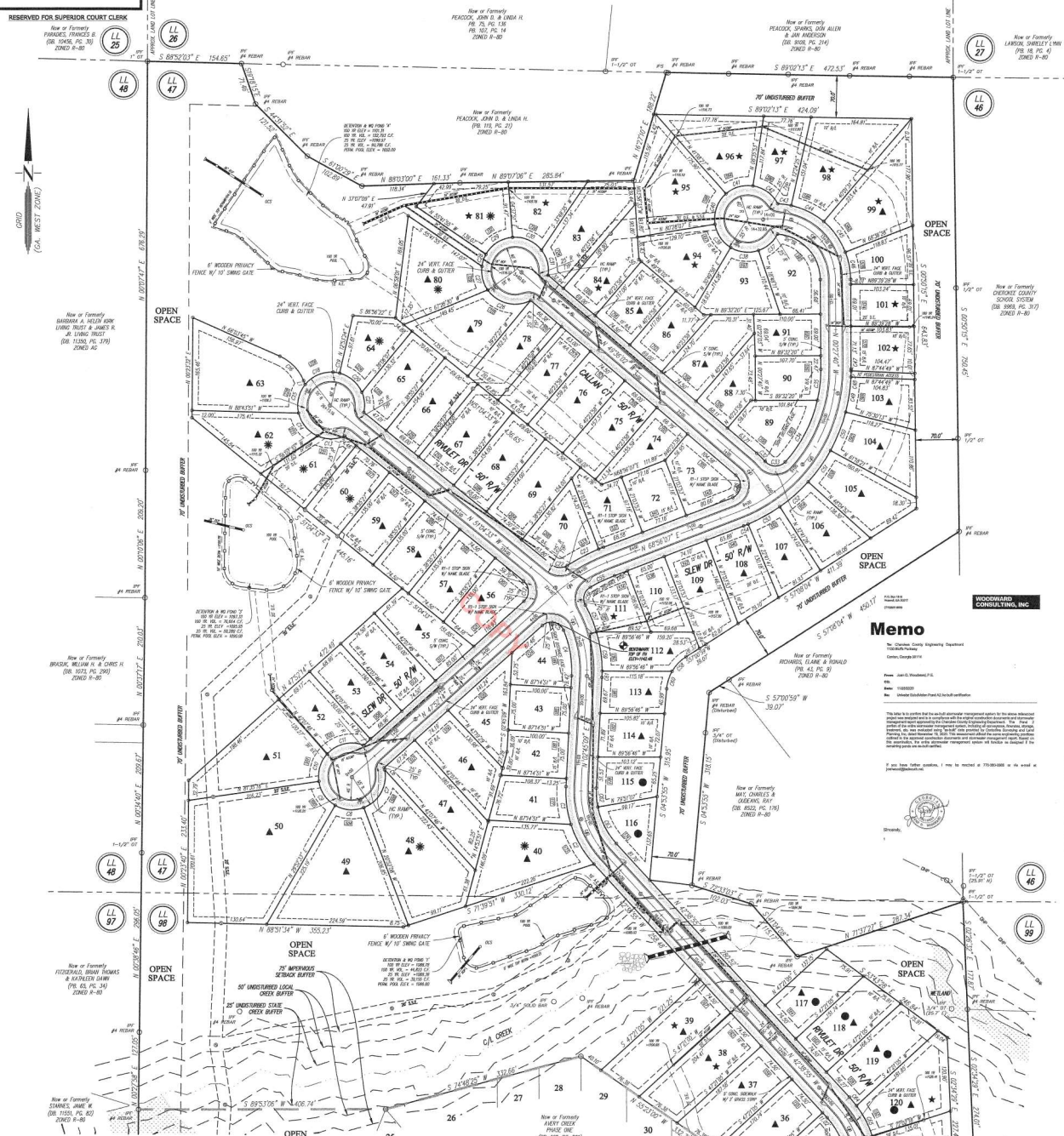
DRAINAGE BY: JWB
 CHECKED BY: CCF
 DATE: 9-24-20
 SCALE: 1" = 60'
 PROJECT No.: B16016-FP
 LSF 0001298

SHEET No. 2 OF 2





- ☼ LOTS UPSTREAM OF CALVERT ROAD CROSSINGS ARE REQUIRED TO HAVE FINISHED FLOOR ELEVATIONS NO LESS THAN ONE FOOT ABOVE THE LOWEST FLOOD IN THE BEAD.
- ☼ LOWEST FLOOR ELEVATIONS SHALL BE NO LESS THAN 1 FEET ABOVE THE LOCAL 100 YEAR FLOOD HAZARD AREA, AN ELEVATION CERTIFICATE, PREPARED BY A REGISTERED LAND SURVEYOR, IS REQUIRED PRIOR TO FLOODING PROTECTION. ELEVATION CERTIFICATE TO BE SUBMITTED TO THE BUILDING INSPECTIONS DEPARTMENT.
- ★ THE MINIMUM FLOOR ELEVATION SHALL BE AT LEAST 1.5 FEET ABOVE THE LOCAL 100 YEAR HAZARDOUS FLOOD PROTECTION, (NO POOLING RUNOFF) WILL BYPASS THE BUILDING WITH 1.0 FOOT OF FREEBOARD PROTECTION, BUILTOUT SHALL PROVIDE AN ADEQUATE SINK AND DRAINAGE TO THE PRODUCTS TO PROTECT, AND OVERFLOW TO BE ELIMINATED. ANY OVERFLOW OF THE PLANS MUST BE PREPARED FOR THESE LOTS TO DEMONSTRATE HOW OVERFLOW FROM INLETS AT THESE LOTS WILL BYPASS THE BUILDINGS.
- ★ THESE ADJACENT TO THESE LOTS SHALL BE PROTECTED

[illegible]

LST DATA TABLE											
LOT	NOV 1, 2005		LOT	NOV 1, 2005		LOT	NOV 1, 2005		LOT	NOV 1, 2005	
	50	51		50	51		50	51		50	51
30	17.050	0.18	59	15.057	0.21	88	14.942	0.27	107	8.864	0.40
31	17.050	0.18	60	15.057	0.21	89	14.942	0.27	108	8.864	0.40
32	17.050	0.18	61	15.057	0.21	90	14.942	0.27	109	8.864	0.40
33	17.050	0.20	62	15.056	0.26	91	14.942	0.27	110	2.481	0.17
34	17.050	0.18	63	15.056	0.26	92	14.942	0.27	111	2.481	0.17
35	17.050	0.18	64	15.056	0.26	93	14.942	0.27	112	2.481	0.17
36	17.050	0.18	65	15.056	0.26	94	14.942	0.27	113	2.481	0.17
37	17.050	0.18	66	15.056	0.26	95	14.942	0.27	114	2.481	0.17
38	17.050	0.18	67	15.056	0.26	96	14.942	0.27	115	8.408	0.29
39	17.050	0.18	68	15.056	0.26	97	14.942	0.27	116	8.408	0.29
40	17.050	0.18	69	15.056	0.26	98	14.942	0.27	117	8.408	0.29
41	17.050	0.18	70	15.056	0.26	99	14.942	0.27	118	8.408	0.29
42	17.050	0.18	71	15.056	0.26	100	14.942	0.27	119	8.408	0.29
43	17.050	0.18	72	15.056	0.26	101	14.942	0.27	120	8.408	0.29
44	17.050	0.18	73	15.056	0.26	102	14.942	0.27	121	8.408	0.29
45	17.050	0.18	74	15.056	0.26	103	14.942	0.27	122	8.408	0.29
46	17.050	0.18	75	15.056	0.26	104	14.942	0.27	123	8.408	0.29
47	17.050	0.18	76	15.056	0.26	105	14.942	0.27	124	8.408	0.29
48	17.050	0.18	77	15.056	0.26	106	14.942	0.27	125	8.408	0.29
49	17.050	0.18	78	15.056	0.26	107	14.942	0.27	126	8.408	0.29
50	17.050	0.18	79	15.056	0.26	108	14.942	0.27	127	8.408	0.29
51	17.050	0.18	80	15.056	0.26	109	14.942	0.27	128	8.408	0.29
52	17.050	0.18	81	15.056	0.26	110	14.942	0.27	129	8.408	0.29
53	17.050	0.18	82	15.056	0.26	111	14.942	0.27	130	8.408	0.29
54	17.050	0.18	83	15.056	0.26	112	14.942	0.27	131	8.408	0.29
55	17.050	0.18	84	15.056	0.26	113	14.942	0.27	132	8.408	0.29
56	17.050	0.18	85	15.056	0.26	114	14.942	0.27	133	8.408	0.29
57	17.050	0.18	86	15.056	0.26	115	14.942	0.27	134	8.408	0.29
58	17.050	0.18	87	15.056	0.26	116	14.942	0.27	135	8.408	0.29
59	17.050	0.18	88	15.056	0.26	117	14.942	0.27	136	8.408	0.29
60	17.050	0.18	89	15.056	0.26	118	14.942	0.27	137	8.408	0.29
61	17.050	0.18	90	15.056	0.26	119	14.942	0.27	138	8.408	0.29
62	17.050	0.18	91	15.056	0.26	120	14.942	0.27	139	8.408	0.29
63	17.050	0.18	92	15.056	0.26	121	14.942	0.27	140	8.408	0.29
64	17.050	0.18	93	15.056	0.26	122	14.942	0.27	141	8.408	0.29
65	17.050	0.18	94	15.056	0.26	123	14.942	0.27	142	8.408	0.29
66	17.050	0.18	95	15.056	0.26	124	14.942	0.27	143	8.408	0.29
67	17.050	0.18	96	15.056	0.26	125	14.942	0.27	144	8.408	0.29
68	17.050	0.18	97	15.056	0.26	126	14.942	0.27	145	8.408	0.29
69	17.050	0.18	98	15.056	0.26	127	14.942	0.27	146	8.408	0.29
70	17.050	0.18	99	15.056	0.26	128	14.942	0.27	147	8.408	0.29
71	17.050	0.18	100	15.056	0.26	129	14.942	0.27	148	8.408	0.29
72	17.050	0.18	101	15.056	0.26	130	14.942	0.27	149	8.408	0.29
73	17.050	0.18	102	15.056	0.26	131	14.942	0.27	150	8.408	0.29
74	17.050	0.18	103	15.056	0.26	132	14.942	0.27	151	8.408	0.29
75	17.050	0.18	104	15.056	0.26	133	14.942	0.27	152	8.408	0.29
76	17.050	0.18	105	15.056	0.26	134	14.942	0.27	153	8.408	0.29
77	17.050	0.18	106	15.056	0.26	135	14.942	0.27	154	8.408	0.29
78	17.050	0.18	107	15.056	0.26	136	14.942	0.27	155	8.408	0.29
79	17.050	0.18	108	15.056	0.26	137	14.942	0.27	156	8.408	0.29
80	17.050	0.18	109	15.056	0.26	138	14.942	0.27	157	8.408	0.29
81	17.050	0.18	110	15.056	0.26	139	14.942	0.27	158	8.408	0.29
82	17.050	0.18	111	15.056	0.26	140	14.942	0.27	159	8.408	0.29
83	17.050	0.18	112	15.056	0.26	141	14.942	0.27	160	8.408	0.29
84	17.050	0.18	113	15.056	0.26	142	14.942	0.27	161	8.408	0.29
85	17.050	0.18	114	15.056	0.26	143	14.942	0.27	162	8.408	0.29
86	17.050	0.18	115	15.056	0.26	144	14.942	0.27	163	8.408	0.29
87	17.050	0.18	116	15.056	0.26	145	14.942	0.27	164	8.408	0.29
88	17.050	0.18	117	15.056	0.26	146	14.942	0.27	165	8.408	0.29
89	17.050	0.18	118	15.056	0.26	147	14.942	0.27	166	8.408	0.29
90	17.050	0.18	119	15.056	0.26	148	14.942	0.27	167	8.408	0.29
91	17.050	0.18	120	15.056	0.26	149	14.942	0.27	168	8.408	0.29
92	17.050	0.18	121	15.056	0.26	150	14.942	0.27	169	8.408	0.29
93	17.050	0.18	122	15.056	0.26	151	14.942	0.27	170	8.408	0.29
94	17.050	0.18	123	15.056	0.26	152	14.942	0.27	171	8.408	0.29
95	17.050	0.18	124	15.056	0.26	153	14.942	0.27	172	8.408	0.29
96	17.050	0.18	125	15.056	0.26	154	14.942	0.27	173	8.408	0.29
97	17.050	0.18	126	15.056	0.26	155	14.942	0.27	174	8.408	0.29
98	17.050	0.18	127	15.056	0.26	156	14.942	0.27	175	8.408	0.29
99	17.050	0.18	128	15.056	0.26	157	14.942	0.27	176	8.408	0.29
100	17.050	0.18	129	15.056	0.26	158	14.942	0.27	177	8.408	0.29
101	17.050	0.18	130	15.056	0.26	159	14.942	0.27	178	8.408	0.29
102	17.050	0.18	131	15.056	0.26	160	14.942	0.27	179	8.408	0.29
103	17.050	0.18	132	15.056	0.26	161	14.942	0.27	180	8.408	0.29
104	17.050	0.18	133	15.056	0.26	162	14.942	0.27	181	8.408	0.29
105	17.050	0.18	134	15.056	0.26	163	14.942	0.27	182	8.408	0.29
106	17.050	0.18	135	15.056	0.26	164	14.942	0.27	183	8.408	0.29
107	17.050	0.18	136	15.056	0.26	165	14.942	0.27	184	8.408	0.29
108	17.050	0.18	137	15.056	0.26	166	14.942	0.27	185	8.408	0.29
109	17.050	0.18	138	15.056	0.26	167	14.942	0.27	186	8.408	0.29
110	17.050	0.18	139	15.056	0.26	168	14.942	0.27	187	8.408	0.29
111	17.050	0.18	140	15.056	0.26	169	14.942	0.27	188	8.408	0.29
112	17.050	0.18	141	15.056	0.26	170	14.942	0.27	189	8.408	0.29
113	17.050	0.18	142	15.056	0.26	171	14.942	0.27	190	8.408	0.29
114	17.050	0.18	143	15.056	0.26	172	14.942	0.27	191	8.408	0.29
115	17.050	0.18	144	15.056	0.26	173	14.942	0.27	192	8.408	0.29
116	17.050	0.18	145	15.056	0.26	174	14.942	0.27	193	8.408	0.29
117	17.050	0.18	146	15.056	0.26	175	14.942	0.27	194	8.408	0.29
118	17.050	0.18	147	15.056	0.26	176	14.942	0.27	195	8.408	0.29
119	17.050	0.18	148	15.056	0.26	177	14.942	0.27	196	8.408	0.29
120	17.050	0.18	149	15.056	0.26	178	14.942	0.27	197	8.408	0.29
121	17.050	0.18	150	15.056	0.26	179	14.942	0.27	198	8.408	0.29
122	17.050	0.18	151	15.056	0.26	180	14.942	0.27	199	8.408	0.29
123	17.050	0.18	152	15.056	0.26	181	14.942	0.27	200	8.408	0.29
124	17.050	0.18	153	15.056	0.26	182	14.942	0.27	201	8.408	0.29
125	17.050	0.18	154	15.056	0.26	183	14.942	0.27	202	8.408	0.29
126	17.050	0.18	155	15.056	0.26	184	14.942	0.27	203	8.408	0.29
127	17.050	0.18	156	15.056	0.26	185	14.942	0.27	204	8.408	0.29
128	17.050	0.18	157	15.056	0.26	186	14.942	0.27	205	8.408	0.29
129	17.050	0.18	158	15.056	0.26	187	14.942	0.27	206	8.408	0.29
130	17.050	0.18	159	15.056	0.26	188	14.942	0.27	207	8.408	0.29
131	17.050	0.18	160	15.056	0.26	189	14.942	0.27	208	8.408	0.29
132	17.050	0.18	161	15.056	0.26	190	14.942	0.27	209	8.408	0.29
133	17.050	0.18	162	15.056	0.26	191	14.942	0.27	210	8.408	0.29
134	17.050	0.18	163	15.056	0.26	192	14.942	0.27	211	8.408	0.29
135	17.050	0.18	164	15.056	0.26	193	14.942	0.27	212	8.408	0.29
136	17.050	0.18	165	15.056	0.26	194	14.942	0.27	213	8.408	0.29
137											

"PURSUANT" TO ALL REQUIREMENTS OF THE CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY
HAVING BEEN FULFILLED, THIS FINAL PLAN IS APPROVED FOR RECORDING:

Chris G. Galt 9-29-2002

CHEROKEE COUNTY WATER & SEWER AUTHORITY DATE

CURVE	RADIUS	LENGTH	CORR	TANGENT	BEARING	DELTA
CPI	150.00'	116.65'	108.16'	37.98	N27.30.55"W	42°36'00"
CPI	150.00'	118.08'	115.77'	62.75	S39°36'54"E	45°24'00"
CPI	200.00'	187.90'	181.06'	101.53	N42°09'42"W	57°06'48"
CPI	300.00'	110.28'	109.67'	35.78	S58°24'11"E	21°03'51"
CPI	100.00'	302.80'	280.63'	173.10	S64°04'47"E	68°32'47"
CPI	100.00'	156.22'	146.85'	88.20	N45°13'50"W	88°30'20"
CPI	100.00'	25.91'	25.93'	13.04	N41°07'17"E	14°51'00"

OF BOUNDARY LINE TABLE	
DISTANCE	DIRECTION
6.65'	N 22° 14' 10" W
6.28'	S 22° 14' 10" E

TABLE OF DEDICATION	
ME	LENGTH
ME	1,632.85'
RE	1,632.44'
RT	560.32'

centerline

Surveying and Land Planning, Inc.
1301 SHILOH ROAD, SUITE 1210, KENNESAW, GA. 30144
PHONE: (770) 424-0028 FAX: (770) 424-2899

Memo

To: Cherokee County Engineering Department
1130 GA-404, Parkway
Cherokee, Georgia 30114

From: Juan-C. Yribarren, P.E.
CO.
ID: 1166520
Re: Unleaded Gasoline (Petrol) & Jet Fuel analysis

This letter is to inform that the actual alternative project was analyzed and it is in compliance with the management plan approved by the Cherokee County Board of Commissioners. The environmental management plan, as well as the management plan, was analyzed using "Leak" and "Planning" as stated previously. It is noted that this was a review of the approved construction documents. In its execution, the entire alternative management plan was included and noted.

GRAPHIC SCALE



(IN FEET)
1 inch = 80' ft.

FINAL PLAT FOR:
AVERY CREEK - PHASE TWO

PROPERTY IS LOCATED IN LAND LOTS 47 & 98
OF THE 15TH DISTRICT, 2ND SECTION
IN THE CITY OF HOLLY SPRINGS
CHEROKEE COUNTY, GEORGIA

DRAWN BY: <i>DJA</i>		DATE: <i>9-28-2021</i>		
CHECKED BY: <i>CCF</i>		DRAWING NO.: <i>816016-FP</i>		
JOB NO.: <i>816016</i>		SHEET <i>2</i> OF <i>2</i>		
NO.	DATE	REVISION	DESCRIPTION	BY

ITEM REPORT

AGENDA ITEM NUMBER: VIII.T.



FROM: Robert H. Logan, City Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: To Amend the City Clerk/Human Resource Directors Job Description to the Assistant City Manager/City Clerk Job Description.

EXECUTIVE SUMMARY:

Assistant City Manager/City Clerk Job Description

FISCAL IMPACT:

ATTACHMENTS:

1. ADM10 Assistant City Manager - City Clerk

RECOMMENDATION:

The staff recommendation is approval of the job description.

CONCURRENCES:

City Manager

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: Assistant City Manager/City Clerk/~~Human Resources Director~~
2. Department: Finance and Administration Division: N/A
3. FLSA Classification: Exempt Pay Grade: 264

B. INTRODUCTORY STATEMENT

This position is responsible for assisting the City Manager in managing the daily operations of the City and for oversight of certain departments and/or divisions. providing administrative support to the City Manager, Mayor and City Council, for maintaining official city records and for guiding and managing the overall provision of human resources services, policies and programs.

C. ESSENTIAL JOB FUNCTIONS

1. Serves as a representative of the City Manager and as a liaison between various boards, committees, etc. as requested by the City Manager; represents the City Manager as needed by attending community functions, meetings; serves as the Acting City Manager in his absence.
- ~~1.2.~~ Manages the daily operations of the City's Administrative functions, including General Administration, Facilities, Finance, Human Resources, and Information Technology and other functions as directed by the City Manager.
- ~~2.3.~~ Attends ~~all meetings of the~~ City Council meetings and records minutes; prepares and distributes agenda packets.
- ~~3.4.~~ Drafts policies, ordinances and resolutions and recommends changes as they relate to the city's operations.
- ~~4.5.~~ Manages the city's human resources functions; maintains personnel records; maintains employee benefits programs; ensures compliance with state and federal employment laws; oversees employee hiring and separation; coordinates employee training.
- ~~5.6.~~ Manages the city's risk management functions; processes and manages all claims, including workers' compensation claims; coordinates safety policies and procedures.
- ~~6.7.~~ Manages relationships with third-party services providers, including brokers and insurers.

~~7.8.~~ Maintains all official records of the city, including contracts, lawsuits, minutes, property deeds, etc.; maintains city records management systems; ensures compliance with the Open Records Act.

~~8.9.~~ Attends management meetings and other standing meetings.

~~9. Oversees and files property tax liens and conducts property tax sales.~~

10. Oversees city general and special elections; ensures compliance with election laws.

~~11.~~ Assists in researching changes in state and federal laws; assists city auditors, engineers, attorneys and others.

~~11.~~

12. Oversees and maintains the city website and social media outlets.

13. Serves as Pensions Committee Secretary; processes employee retirement requests.

14. Negotiates contracts and agreements.

15. Assists with the preparation and administration of budgets.

16. Serves as Filing Officer for campaign and personal finance reports.

17. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge and significant experience in municipal operations and services.
2. Knowledge of the principles and practices of business administration.
3. Knowledge of budget development and management principles and practices.
4. Knowledge of relevant federal and state laws, city ordinances and department policies and procedures.
5. Knowledge of computers and job-related software programs.
6. knowledge of research and statistical analysis principles.
- ~~1.7.~~ Knowledge of open records laws.
- ~~2. Knowledge of state and federal election laws.~~
- ~~3.8.~~ Knowledge of risk management principles.
- ~~4.9.~~ Knowledge of human resources management principles.
10. Knowledge of records retention guidelines.
- ~~5.11.~~ Skill in management and supervision.
- ~~6. Knowledge of computers and job-related software programs.~~
- ~~7.12.~~ Skill in the maintenance of files and records.
- ~~8.13.~~ Skill in problem solving.

- ~~9.14.~~ Skill in prioritizing and planning.
- ~~10.15.~~ Skill in interpersonal relations.
- ~~11.16.~~ Skill in oral and written communication.

2. Responsibility

- a. This position has direct supervision over General Administration, Facilities, Finance, Human Resources, and Information Technology. ~~Main Street Director and Administrative Assistant.~~

3. Personal Work Relationships

- a. Contacts are typically with city management, coworkers, other city employees, elected and appointed officials, representatives of other municipal governments, attorneys, vendors, representatives of community organizations, business leaders, candidates for election, judges, members of the news media, insurance brokers, and the general public.
- b. Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping.
- b. The work is typically performed in an office.

5. Guidelines

- a. Guidelines include relevant state and federal election laws, state record retention guidelines, open records laws, employment laws, the city charter, ~~and the city code~~ and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

6. Complexity and Scope of Work

- a. The work consists of varied management and administrative-supervisory duties. The variety of tasks to be performed contributes to the complexity of the work.
- b. The purpose of this position is to provide assistance to the City Manager in daily operational oversight, to assist in the absence of the City Manager, and to participate in public outreach efforts of the City at the request of the City Manager; coordinate the city's records management, risk management, human resources and election functions. Successful performance contributes to the efficiency, effectiveness and propriety of a variety of city functions and operations.

7. Minimum Qualifications

- a. ~~a.~~ Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- b. Leadership experience in public or municipal administration.
- c. ~~b.~~ Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require ~~three to five~~ seven to ten years of ~~related~~ relevant experience.

8. Supervisory Controls

- a. The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports and observation of department activities.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Assistant City Manager/~~City Clerk-Human Resources Director~~ with the City of Holly Springs.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature)

Date

City Manager (print)

City Manager (signature)

Date

ITEM REPORT

AGENDA ITEM NUMBER: VIII.U.



FROM: Karen Norred, City Clerk/Human Resources Director

MEETING DATE: December 5, 2024

AGENDA ITEM: Resolution of the City of Holly Springs, Georgia authorizing the renewal of the Health Reimbursement Arrangement (HRA) with Medcom to reimburse the last \$250 of the eligible participant's deductible; authorizing the renewal of the Medical Flexible Spending Account (FSA) with Medcom and to allow eligible participants to set aside up to the annual maximum of \$3,300 and to carry over up to \$660; the renewal of contracting the COBRA administration; and to authorize the City Clerk/HR Director to execute the documents pertaining to the these matters for plan year January 1, 2025 through December 31, 2025.

EXECUTIVE SUMMARY:

Resolution of the City of Holly Springs, Georgia authorizing the renewal of the Health Reimbursement Arrangement (HRA) with Medcom to reimburse the last \$250 of the eligible participant's deductible; authorizing the renewal of the Medical Flexible Spending Account (FSA) with Medcom and to allow eligible participants to set aside up to the annual maximum of \$3,300 and to carry over up to \$660; the renewal of contracting the COBRA administration; and to authorize the City Clerk/HR Director to execute the documents pertaining to the these matters for plan year January 1, 2025 through December 31, 2025.

FISCAL IMPACT:

ATTACHMENTS:

1. Resolution - Medcom Renewal

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

A RESOLUTION OF THE CITY OF HOLLY SPRINGS, GEORGIA AUTHORIZING THE RENEWAL OF THE HEALTH REIMBURSEMENT ARRANGEMENT (HRA) WITH MEDCOM TO REIMBURSE THE LAST \$250 OF THE ELIGIBLE PARTICIPANT'S DEDUCTIBLE; AUTHORIZING THE RENEWAL OF THE MEDICAL FLEXIBLE SPENDING ACCOUNT WITH MEDCOM AND TO ALLOW ELIGIBLE PARTICIPANTS TO SET ASIDE UP TO THE ANNUAL MAXIMUM OF \$3,300 AND TO CARRY OVER UP TO \$660; THE RENEWAL OF CONTRACTING THE COBRA ADMINISTRATION WITH MEDCOM; AND TO AUTHORIZE THE CITY CLERK/HUMAN RESOURCES DIRECTOR TO EXECUTE THE DOCUMENTS PERTAINING TO THESE MATTERS FOR PLAN YEAR JANUARY 1, 2025 THROUGH DECEMBER 31, 2025

WHEREAS, the City of Holly Springs is currently insured through Medcom for the Health Reimbursement Arrangement (HRA) and the Flexible Spending Account (FSA) and contracting with Medcom for the COBRA administration; and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to renew the Health Reimbursement Arrangement (HRA) to reimburse the last \$250 of the eligible participant's deductible for Plan Year January 1, 2025 through December 31, 2025; and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to renew the Medical Flexible Spending Account (FSA) and to allow eligible participants to set aside up to the annual maximum of \$3,300 and to carry over up to \$660 for Plan Year January 1, 2025 through December 31, 2025; and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to renew the contract with Medcom for the COBRA administration for Plan Year January 1, 2025 through December 31, 2025; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Holly Springs, Georgia, to:

1. To renew the Health Reimbursement Arrangement (HRA) to reimburse the last \$250 of the eligible participant's deductible
2. To renew the Medical Flexible Spending Account (FSA) and to allow participants to set aside up to the annual maximum of \$3,300 and to carry over up to \$660
3. To renew the contract with Medcom for the COBRA administration
4. To authorize the City Clerk/HR Director to execute the documents pertaining to these matters for Plan Year January 1, 2025 through December 31, 2025

This Resolution is adopted on this 5th day of December 2024.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.V.



FROM: Karen Norred, City Clerk/Human Resources Director

MEETING DATE: December 5, 2024

AGENDA ITEM: Resolution to add membership in the Georgia Interlocal Risk Management Agency (GIRMA) fund, as identified in the Election Form attached as Appendix A, and by executing the Application and Participation Agreement and to authorize the City Clerk to execute all documents pertaining to these matters.

EXECUTIVE SUMMARY:

Resolution to add membership in the Georgia Interlocal Risk Management Agency (GIRMA) fund, as identified in the Election Form attached as Appendix A, and by executing the Application and Participation Agreement and to authorize the City Clerk to execute all documents pertaining to these matters. The proposal submitted is for two coverage components required by House Bill 451 (2024) effective January 1, 2025; to include Lifetime Critical Illness Lump Sum PTSD Diagnosis Benefit and Lifetime Long-Term PTSD Disability Benefit (Income Replacement).

FISCAL IMPACT:

\$5,624.00 - Proposal with an estimated annual premium based on the Eligible First Responder census data provided by the city. The city will be billed on a semiannual basis in an amount that reflects the city's updates to the census.

ATTACHMENTS:

1. GIRMA Fund C Enrollment Package- Existing Members - PTSD
2. GIRMA - PTSD Coverage Proposal

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

City Manager
Finance and Administration

**A RESOLUTION TO ADD MEMBERSHIP IN A FUND OF GEORGIA INTERLOCAL RISK
MANAGEMENT AGENCY (GIRMA)**

WHEREAS, the Public Entity of, City of Holly Springs, Georgia located in Cherokee County, Georgia; City of Holly Springs is a current member of the Georgia Interlocal Risk Management Agency (hereafter GIRMA), an interlocal risk management agency formed pursuant to Chapter 85 of Title 36 of the Official Code of Georgia Annotated; and

WHEREAS, the governing authority of Public Entity is currently a member of a GIRMA Fund and desires to add membership in an additional GIRMA Fund; and

WHEREAS, the governing authority of Public Entity has reviewed the Fund Election Form attached as Appendix A and the Application and Participation Agreement applicable to the Fund and finds that it is in the best interest of its residents for Public Entity to be a member of the Fund indicated on the Fund Election Form;

NOW THEREFORE BE IT RESOLVED by the governing authority of Public Entity:

1. The City Clerk of Public Entity is authorized to act on behalf of Public Entity to elect membership in the Fund identified in the Election Form attached as Appendix A by executing the Application and Participation Agreement for such GIRMA Fund.
2. The City Clerk of Public Entity is designated as Public Entity's representative to GIRMA for purposes of Fund participation.
3. Public Entity may change its representative by making a written request to Georgia Municipal Association, Inc., the Program Administrator for GIRMA.
4. This resolution shall be effective on the date of adoption.

Adopted this 5th day of December, 2024.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

**GEORGIA INTERLOCAL RISK MANAGEMENT (GIRMA)
FIRST RESPONDER PTSD APPLICATION AND PARTICIPATION AGREEMENT**

Employers eligible to participate in GIRMA (hereinafter a “Participating Employer” or “Employer”) shall complete this Application and Participation Agreement in order to purchase First Responder PTSD coverage fully insured by MetLife under the GIRMA Fund C Master Policy for a Lump Sum PTSD Diagnosis Benefit, a PTSD Disability (Income Replacement) Benefit, or a Combined Lump Sum PTSD Diagnosis Benefit and PTSD Disability (Income Replacement) Benefit. Once approved by GIRMA’s Program Administrator, the Participating Employer will receive a one-page Summary of Benefits identifying the purchased coverage(s) (the “First Responder PTSD Policy”) and a link to the Policy Certificate for the purchased coverage(s), so it may make these available to individuals performing service for them as an employed or volunteer “First Responder” as defined below (“First Responders”).

Who Does What?

- GIRMA is the Policyholder of a First Responder PTSD Policy insured by MetLife, which provides a Lump Sum Benefit and a Disability (Income Replacement) Benefit. These coverages together are designed to meet the requirements of the Ashley Wilson Act (the “Act”), effective January 1, 2025.
- Georgia Municipal Association, Inc., (“GMA”) is the Program Administrator for GIRMA. GMA uses information from the First Responder census data provided by the Participating Employer to bill for the premiums due under the First Responder PTSD Policy and maintains (either directly or through the broker for the First Responder PTSD Policy) Participating Employers’ Application and Participation Agreements.
- Participating Employers are responsible for providing census data to GMA’s broker that identifies all First Responders (as defined below) performing first responder services for them, classifying the First Responders by statutory definition and as employed or volunteer, and identifying those First Responders who are First Responders for another Public Entity.
- Participating Employers are responsible for submitting complete and accurate census data and paying premiums to GMA, communicating with First Responders about the coverages the Employer provides, providing the Summary of Benefits and link to the applicable Certificate to First Responders, and providing all requested information and documentation requested by GMA’s broker to ensure the census is current.
- Participating Employers are responsible for designating an authorized member of human resources staff to receive inquiries from MetLife related to work requirements or work status for disability claims and provide all information requested by MetLife for that purpose.
- To comply with the confidentiality provisions of the Act, GMA and its broker will not inform Participating Employers whether a First Responder has submitted a claim for benefits or received any such benefits.
- Participating Employers are responsible for ensuring that any information in their possession related to claims, and any other information that would reasonably identify an individual as having been diagnosed with PTSD, is used only in accordance with applicable laws and is kept confidential in the same way as mental health information related to an employer sponsored major medical plan or employee assistance program.
- Participating Employers are prohibited by law from taking any employment action solely as a result of a First Responder’s diagnosis, claims, or benefits.
- MetLife evaluates claims and pays approved claims under the First Responder PTSD Policy. All claims for benefits must be submitted to MetLife.
- First Responders do not need to inform the Participating Employer that they are making a claim.
- Neither GIRMA nor GMA have any role in claim determination or payment.

Definition of First Responder. A First Responder for the Participating Employer is an individual who meets one or more of the following definitions as a result of services he or she performs for the Participating Employer as an employee or volunteer:

- (A) 'Communications officer' as defined in Code Section 37-12-1;
- (B) 'Correctional officer' as defined in Code Section 45-1-8;
- (C) 'Emergency medical professional' as defined in Code Section 16-10-24.2;
- (D) 'Emergency medical technician' as defined in Code Section 16-10-24.2;
- (E) 'Firefighter' as defined in Code Section 25-4-2;
- (F) 'Highway emergency response operator' as defined in Code Section 45-1-8;
- (G) 'Jail officer' as defined in Code Section 45-1-8;
- (H) 'Juvenile correctional officer' as defined in Code Section 45-1-8;
- (I) 'Peace officer' as defined in Code Section 35-8-2;
- (J) 'Probation officer' as defined in Code Section 45-1-8; and
- (K) Law enforcement officer with the Department of Natural Resources.

Employer Obligations:

- Employer shall not require any kind of contribution from First Responders for the coverage(s) provided under the First Responder PTSD Policy.
- Employer is solely responsible for identifying all First Responders (as defined above). Any questions about First Responder status should be resolved by contacting legal counsel. Participating Employers that are members of GIRMA's Property and Liability Fund may call the GIRMA HelpLine at 800-721-1998 for free legal advice about whether an individual meets the statutory definition.
- Employer is solely responsible for keeping an accurate list of all First Responders, and providing correct and complete information to GMA's broker.
- Employer shall submit initial First Responder census data to the GMA broker in the form requested, and must update this census data as requested in order to ensure that all First Responders are properly identified and classified.
- The Employer's cost for coverage under the First Responder PTSD Policy will be based on the most recent census data at the time of billing.
- Employer shall provide the Summary of Benefits and a link to the applicable Certificate to all First Responders at no charge, and shall provide a copy of the applicable Policy to First Responders upon request.
- If the Policy is terminated for any reason, Employer shall provide notification of termination to all First Responders.
- Whenever requested to do so by MetLife or GMA, Employer shall provide MetLife or GMA the information requested.

Benefits Exempt from Income Tax:

- MetLife has determined that benefits it will pay under the policy are not subject to state or federal income taxation. Accordingly, MetLife will not report benefits to the IRS or withhold any amounts from benefit payments.
- MetLife will advise benefit recipients that benefits are not subject to federal or state income tax, so MetLife will not withhold taxes or provide a 1099 or W-2 or report benefit payments to the IRS. MetLife will remind benefit recipients that the benefits may offset other benefits received by the recipient or have other tax consequences and encourage them to consult their tax advisor for guidance.
- MetLife will provide a summary of benefits to the benefits recipient upon request.
- Legal counsel to GIRMA has advised GIRMA of the following:

- The Ashley Wilson Act provides that benefits payable pursuant to the Ashley Wilson Act are not subject to Georgia income tax.
- Benefits payable under the policy to First Responders (as defined in the statute) are not subject to federal income tax because the Ashley Wilson Act is a statute in the nature of a workers' compensation act under Treas. Reg. Section 1.104-1(b) and the MetLife policy bases benefits solely on diagnosis of work-related injuries or sickness as described in the Act.
- Participating Employers have no tax obligations arising from payment of benefits to their First Responders.
- A copy of the opinion letter is available upon request.

Information Privacy and Security:

- See the attached PTSD Privacy Notice, which will be posted on the website where policy information is published. This Notice explains the privacy requirements of the Ashley Wilson Act and how individually identifiable information is used and shared.
- As a critical illness and disability policy, the PTSD Program is not subject to the federal information privacy and security law that applies to group health plans (HIPAA). However, GMA, the GMA broker, and MetLife protect individually identifiable information and use and share it only in accordance with the privacy provisions of the Ashley Wilson Act and any other applicable privacy laws.
- Participating Employers will provide census data to GMA's broker using a secure portal established by the broker.

Desired Coverage (See Attached Proposal for Estimated Annual Premiums):

Participating Employer is applying for and agreeing to purchase the First Responder PTSD Combined Lump Sum Diagnosis Benefit and PTSD Disability (Income Replacement) Benefit unless the following option is checked.

_____ First Responder Lump Sum PTSD Diagnosis Benefit Only* (*Alone, this coverage does NOT meet the requirements of the Ashley Wilson Act. Leave BLANK if you want the full coverage.*)

The coverage elected above automatically renews at each anniversary of the effective date, based on then current premiums established by the Program Administrator. Coverage may be terminated in accordance with the GIRMA Bylaws regarding termination of membership in a GIRMA Fund.

On behalf of City of Holly Springs, Georgia [Name of Participating Employer], Cherokee County, Georgia, I submit this Application and Participation Agreement and agree to its terms.

Signature: _____

Date: 12/05/2024

Print Name: Karen Norred

Title: City Clerk

Privacy Notice for Georgia First Responders PTSD Program

This Privacy Notice describes the individually identifiable information about First Responders that Program Administrators of the Georgia First Responders PTSD Program collect and how it is used and shared.

PROGRAM ADMINISTRATORS: Certain employees of Georgia Municipal Association (“GMA”) and Association County Commissioners of Georgia (“ACCG”) provide administrative services for the PTSD Program. The Southeastern Series of Lockton Companies, Inc. serves as broker for the MetLife insurance policy that is offered through the PTSD Program. GMA, ACCG, and Lockton are all Program Administrators of the PTSD Program.

PRIVACY OBLIGATIONS UNDER ASHLEY WILSON ACT: The Ashley Wilson Act contains privacy requirements for information that “could reasonably be used to identify individuals making claims or who have made claims or who have received benefits.” These privacy requirements were included because federal privacy law (HIPAA) does not apply to the Program. Program Administrators and MetLife treat this information as “sensitive mental health information” and only use and share the information to operate the Program, prepare aggregated reports, comply with the law, or as authorized by the First Responder.

Communications between First Responders (or their representatives) and Program Administrators or MetLife are confidential and privileged.

The Act ensures that First Responders can get the lump sum benefit in a confidential manner similar to receiving mental health benefits under a group health plan (subject to HIPAA) or under an employee assistance program, and limits interactions with the employer for disability benefits to those allowed for other mental health disability benefits.

- First Responders submit their claims for benefits directly to MetLife and do not need to inform the Employer.
- MetLife will not inform Program Administrators of claims or benefits without the First Responder’s express authorization.
- MetLife and Program Administrators will never tell Employers whether a First Responder has made a claim for or received a lump sum benefit (without express authorization).
- For the disability benefit, MetLife will only communicate with a human resources contact at the Employer about work requirements and work status, which will indicate that the First Responder has submitted a claim for disability benefits.
- Due to the nature of the Program, MetLife does not need to and will not provide any reports of benefits to the IRS or the Employer.
- If an Employer learns of a claim or benefits from the First Responder or otherwise,

the Employer is prohibited by law from taking any employment action solely as a result of a First Responder's diagnosis, claims, or benefits.

- Employers are required to treat any information they may learn about claims or benefits confidentially as they would treat mental health information associated with a group health plan or employee assistance program.
- Employers are required to designate an employee who is authorized to securely submit eligibility information about First Responders to the Program Administrators' eligibility portal. This information identifies which employees and volunteers meet the definition of First Responder and does not contain any information about claims or benefits.

PROTECTED INDIVIDUALLY IDENTIFIABLE INFORMATION MAINTAINED BY PROGRAM ADMINISTRATORS; USE AND SHARING

Eligibility Data: A designated representative of each Employer that offers the Program securely submits the following information to the eligibility portal twice a year: **first and last name, social security number, date of birth, type of First Responder (by statutory definition), and employed or volunteer status.** This information is used to ensure proper billing of premiums and is securely shared with MetLife to enable MetLife to validate identity and determine eligibility for benefits when First Responders submit claims. To comply with the Act's privacy requirements, MetLife will NOT check with the Employer to determine eligibility when a claim is made.

Information Provided by First Responder: If a First Responder contacts a Program Administrator with questions about the Program, the Program Administrator may collect individually identifiable information necessary to answer the questions or direct the First Responder to the right resource and otherwise communicate with the First Responder. This information may include name, phone number, email, employer, employment status, and other information shared by the First Responder. This information is used to answer the questions and may be shared with other Program Administrators or MetLife as appropriate for answering the question and for customer service purposes.

Information About First Responder Claims or Receipt of Benefits: Program Administrators do not have access to information about whether a First Responder has submitted a claim for benefits or has received benefits unless the First Responder shares that information with the Program Administrator(s). MetLife is prohibited from sharing individually identifiable information about claims and benefits with the Program Administrators without an express written authorization from the First Responder. However, Program Administrators may learn about claims or benefits from a First Responder or someone acting on behalf of the First Responder. Program Administrators may share this information with other Program Administrators and MetLife as they deem appropriate for the operation of the Program.

Reports that Do Not Include Direct Identifiers: Program Administrators may request reports from MetLife that show use of benefits for purposes of evaluating the Program. These reports will not contain names or other direct identifiers. However, the reports may contain information (such as type of First Responder and geographic location of employer) that could be used with other information to identify individuals. These reports will be used as the Program Administrators deem appropriate for the operation of the Program and may be shared among the Program Administrators and with MetLife. Reports that could reasonably be used to identify an individual shall not be shared except as required by law.

PROTECTION OF INDIVIDUALLY IDENTIFIABLE INFORMATION

The Program Administrators and MetLife have privacy and information security policies and procedures and safeguards designed to ensure that individually identifiable information is protected from unauthorized access, misuse, and destruction. These controls are designed to meet a variety of applicable laws. For more information about MetLife's privacy practices, refer to the MetLife Privacy Notice posted on GFRPTSDInsurance.com.

**Georgia Interlocal Risk Management Agency ("GIRMA") Fund C Election Form
for Existing GIRMA Members**

As stated in Section 6.1 of the Intergovernmental Contract, a GIRMA member must participate in at least one Fund established by the GIRMA Board of Trustees. The Intergovernmental Contract and GIRMA Bylaws apply to all GIRMA members, regardless of the Fund or Funds in which they participate. Terms and conditions specific to a Fund are set forth in the Coverage Description for the Fund.

This election form is for use by current GIRMA Members who wish to join GIRMA Fund C and thereby offer PTSD Benefits to eligible First Responders.

Fund C Application Information: GIRMA established Fund C on September 4, 2024. Fund C will provide fully- insured lump sum benefits and disability benefits for first responders entitled to such benefits under the Ashley Wilson Act. A coverage description for Fund C has been filed with the Georgia Department of Insurance and will be made available to Fund C members after approval of membership in Fund C by Georgia Municipal Association, Inc., the Program Administrator for GIRMA, and the insurance carrier.

To join Fund C, the governing body of the GIRMA Member must adopt a Resolution to Add Membership in a GIRMA Fund and the individual authorized to serve as the Public Entity's primary contact for Fund participation must complete and sign the First Responder PTSD Application and Participation Agreement. Membership in Fund C is effective when the Application is approved by the Program Administrator and the carrier.



GMA - GIRMA Georgia First Responder PTSD Program Proposal for Coverage

Effective Date: January 1, 2025

Anniversary Date: January 1

Member: City of Holly Springs

Member Number: 0000125

Insurer: Metropolitan Life Insurance Company (MetLife)

There are two coverage components required by House Bill 451 (2024) effective January 1, 2025:

- 1) Lifetime Critical Illness Lump Sum PTSD Diagnosis Benefit
- 2) Lifetime Long-Term PTSD Disability Benefit (Income Replacement)

The GMA-GIRMA Critical Illness Lump Sum PTSD Diagnosis Benefit and Long-Term Disability (Income Replacement) coverage components are designed to comply with House Bill 451 when purchased together. However, a city is permitted to purchase only one component if you have existing coverage that complies with the new law.

Estimated annual premiums are based on the Eligible First Responder census data provided by the city. While the premiums below are estimated annual amounts, the city will be billed on a semiannual basis in an amount that reflects the city's updates to the census.

Component 1: Lump Sum PTSD Diagnosis Benefit –		
All First Responders		
Lifetime Benefit per first responder:	\$3,000	(Mandated Limit)
Lump Sum PTSD Diagnosis Benefit - Estimated Annual Premium for All First Responders:		\$1,748.00

Component 2: PTSD Disability Limit		
Employed First Responders		
Monthly benefit:	60% of pre-disability first responder earnings	
Maximum monthly benefit per first responder:	\$5,000	
Estimated Annual Premium for Employed First Responders:		\$3,876.00
Volunteer First Responders		
Monthly Benefit per first responder:	\$1,500	
Estimated Annual Premium for Volunteer First Responders:		\$0.00
PTSD Disability Limit – Estimated Annual Premium for All First Responders:		\$3,876.00

Estimated Annual Premium for Components 1 & 2:		\$5,624.00
Lump Sum PTSD Diagnosis Benefit and PTSD Disability Benefit		

This proposal is valid for 30 days after proposal is issued or until the effective date, whichever is later.
This overview is not a part of the policy(ies) and does not provide or explain all provisions of the policy(ies).

11/4/2024



Optional Limits for Consideration:

The coverage limits reflected for Lump Sum PTSD (\$3,000) and PTSD Disability Benefit (60% of earnings for employees and \$1,500/month for volunteers) on Page 1 of the Proposal for Coverage reflect the mandated amounts required by HB 451. However, if your city would like to purchase additional limits above the mandated amounts, the pricing is outlined in the table below. You can select a higher limit for Lump Sum PTSD only, a higher limit for PTSD Disability only, or a higher limit for both coverages. To elect a higher limit, please check the box beside the chosen limit(s).

***If you do NOT want to elect a higher limit, you can disregard this form. If optional limits are not selected, coverage will default to the minimum required limits in HB 451.**

In order to bind coverage for this program (mandated OR optional limits), the executed Application and Participation Agreement as well as the enrollment documents are required.

Lump Sum PTSD Diagnosis Limit	Total Premium Cost at Higher Limit	Check to increase limit
\$5,000	\$6,004.00	
\$10,000	\$6,992.00	
\$15,000	\$7,980.00	

PTSD Disability Benefit (Class 2 Volunteers ONLY)	Total Premium Cost at Higher Limit	Check to increase limit
\$2,000	\$5,624.00	

This document must be signed and returned to Lockton at gfrptsd@lockton.com for the higher limits to be effective.

City Name: _____

Name of Authorized City Employee: _____

Title of Authorized City Employee: _____

Signature of Authorized City Employee: _____

Date: _____

This proposal is valid for 30 days after proposal is issued or until the effective date, whichever is later.
This overview is not a part of the policy(ies) and does not provide or explain all provisions of the policy(ies).

11/4/2024

ITEM REPORT

AGENDA ITEM NUMBER: VIII.W.



FROM: Karen Norred, City Clerk/Human Resources Director

MEETING DATE: December 5, 2024

AGENDA ITEM: Statement of Work Number 1 to Client Service Agreement between WellnessIQ, Inc., and the City of Holly Springs, Georgia to provide various professional services for the health and wellness program.

EXECUTIVE SUMMARY:

Statement of Work Number 1 to Client Service Agreement between WellnessIQ, Inc., and the City of Holly Springs, Georgia to provide various professional services for the health and wellness program. WellnessIQ offers a wellness platform that can be customized and incorporates challenges, webinars, and the ability for employees to earn rewards.

FISCAL IMPACT:

Cigna provides a \$5,000 Health Improvement Fund to financially assist with health and wellness efforts. The 2024 funds would be used for the \$2,500 implementation fee, and the remaining funds would be used to pre-fund the Employee Rewards Account. The annual \$4,000 Platform fee could be billed in 2025.

\$4,000 Annual Flat Rate - Guaranteed Rate for years 2025 through 2027.

\$2,500 Implementation Fee

ATTACHMENTS:

1. WellnessIQ_Implementation Statement of Work_2024

RECOMMENDATION:

The staff recommendation is approval of the agreement.

CONCURRENCES:



STATEMENT OF WORK NUMBER 1 TO CLIENT SERVICE AGREEMENT

THIS STATEMENT OF WORK NUMBER 1 TO THE WELLNESSIQ WELLRIGHT CLIENT SERVICE AGREEMENT (“SOW No. 1”) is effective as of the date of the last signature below (**“SOW No. 1 Effective Date”**), and is made by and between WellnessIQ Inc. (**“WIQ”**) and City of Holly Springs (**“Client”**) (Collectively, the **“Parties”**), and relates to the Client Service Agreement to be entered into by and between Provider and Client (collectively, the **“Agreement”**).

1. Introduction

WIQ and Client intend to enter into the Agreement to govern WIQ’s performance of various services for the benefit of Client related to Client’s proposed health and wellness program (the **“Program”**). While the parties negotiate and finalize the Agreement, Client has requested that WIQ perform certain implementation services (the **“Implementation Services”**) detailed in this Statement of Work, and WIQ desires to perform such Implementation Services, in accordance with the terms and conditions of this Statement of Work. Upon the parties’ mutual execution and delivery of the Agreement, this Statement of Work will be integrated into and become part of the Agreement, subject to the terms and conditions the Agreement and this Statement of Work. If the parties do not enter into the Agreement for any reason, this Statement of Work will be binding upon the parties as a standalone contract.

2. Scope of Work

Implementation shall start with a kickoff call on a mutually agreed upon date shortly following the execution of this SOW (**“Implementation Date”**). Throughout an implementation period of ninety (90) days following the Implementation Date (the **“Implementation Period”**), WIQ shall provide the following Implementation Services:

- 2.1 Conduct weekly/biweekly meetings followed by the distribution of meeting notes, future agenda items, as well as any open tasks expected of WIQ or Client.
- 2.2 Support Client in strategically deciding all Program options, including but not limited to Program rewards, incentives, and reporting needed.
- 2.3 Perform eligibility file testing and error reports to support Client in creating an error-free eligibility file prior to Program launch.
- 2.4 Provide Client training on each of the following topics:
 - 2.4.1 Standard Platform/Product Feature Training
 - 2.4.2 Standard Communication/Marketing Training
 - 2.4.3 Standard Administrative Training



3. Compensation

In consideration of WIQ's willingness to commit time and resources to the performance of the Implementation Services and implementation of the Program in advance of the parties' execution and delivery of the Agreement, Client must pay WIQ a one-time implementation fee in the amount of \$2,500, which must be paid in full upon the parties' mutual execution and delivery of this Statement of Work. Such implementation fee will be non-refundable, and must be paid regardless of whether the parties finalize and enter into the Agreement.

4. Responsibilities of Client

During the Implementation Period, Client shall:

- 4.1 Attend implementation meetings at the mutually agreed upon time.
- 4.2 No less than seventy five days (75) days prior to Program launch:
 - 4.2.1 Provide WIQ a logo for use related to the Program.
 - 4.2.2 Provide an eligibility file to be tested by WIQ's Implementation Manager
- 4.3 No less than fifty five (55) days prior to Program launch:
 - 4.3.1 Finalize specific objectives and goals for the initial Program year.
 - 4.3.2 Decide and communicate the strategy which is to be offered in the initial Program year.
 - 4.3.3 Finalize all pre-Program launch communication materials.
 - 4.3.4 Request any member education training sessions both onsite and virtual.
 - 4.3.5 Provide a final eligibility file to be placed and approved in production. In the event this does not occur WIQ may delay the Program launch date.
- 4.4 No less than thirty (30) days prior to the Program launch:
 - 4.4.1 Decide and communicate to WIQ which biometric vendor will be used (if any) and the dates of the initial biometric screenings.
 - 4.4.2 Execute the full Client Service Agreement

[the remainder of this page is left intentionally blank – signature page follows]



WIQ and Client have signed and delivered this Statement of Work on the dates specified below, effective as of the SOW 1 Effective Date. This Statement of Work may be executed in counterparts, and the execution and delivery of this Statement of Work may be evidenced and effected by facsimile or other manner of electronic transmission. This Statement of Work will be governed by Ohio law, and may not be amended except by a written instrument executed by both parties.

Wellness IQ, Inc.

City of Holly Springs

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

ITEM REPORT

AGENDA ITEM NUMBER: VIII.X.



FROM: Karen Norred, City Clerk/Human Resources Director

MEETING DATE: December 5, 2024

AGENDA ITEM: Update to the City's Employee Compensation Plan

EXECUTIVE SUMMARY:

In 2022, Condrey and Associates, Inc. updated the City's Employee Classification and Compensation Plan. To keep the salary table current, Condrey and Associates, Inc. recommends considering an annual market adjustment. The adjustment should be applied as an increase to the salary schedule and a general percentage salary increase for all employees when market conditions dictate. They recommend applying approximately 75%-100% of the market conditions using the Employment Cost Index published by the United States Bureau of Statistics.

During the budget meetings with the City Manager and Finance Director, it was determined that a 3.6% increase to the salary table would be applied.

FISCAL IMPACT:

ATTACHMENTS:

1. 2025 Employee Compensation Plan

RECOMMENDATION:

The staff recommendation is approval of the City's Employee Compensation Plan.

CONCURRENCES:

City Manager
Finance and Administration

2025 Employee Compesation Plan																			
Grade	Step																		Grade
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	25,730.93	26,374.21	27,033.56	27,709.40	28,402.13	29,112.19	29,839.99	30,585.99	31,350.64	32,134.41	32,937.77	33,761.21	34,605.24	35,470.37	36,357.13	37,266.06	38,197.71	39,152.66	1
2	27,033.56	27,709.40	28,402.13	29,112.19	29,839.99	30,585.99	31,350.64	32,134.41	32,937.77	33,761.21	34,605.24	35,470.37	36,357.13	37,266.06	38,197.71	39,152.66	40,131.47	41,134.76	2
3	28,402.13	29,112.19	29,839.99	30,585.99	31,350.64	32,134.41	32,937.77	33,761.21	34,605.24	35,470.37	36,357.13	37,266.06	38,197.71	39,152.66	40,131.47	41,134.76	42,163.13	43,217.21	3
4	29,839.99	30,585.99	31,350.64	32,134.41	32,937.77	33,761.21	34,605.24	35,470.37	36,357.13	37,266.06	38,197.71	39,152.66	40,131.47	41,134.76	42,163.13	43,217.21	44,297.64	45,405.08	4
5	31,350.64	32,134.41	32,937.77	33,761.21	34,605.24	35,470.37	36,357.13	37,266.06	38,197.71	39,152.66	40,131.47	41,134.76	42,163.13	43,217.21	44,297.64	45,405.08	46,540.20	47,703.71	5
6	32,937.77	33,761.21	34,605.24	35,470.37	36,357.13	37,266.06	38,197.71	39,152.66	40,131.47	41,134.76	42,163.13	43,217.21	44,297.64	45,405.08	46,540.20	47,703.71	48,896.30	50,118.71	6
7	34,605.24	35,470.37	36,357.13	37,266.06	38,197.71	39,152.66	40,131.47	41,134.76	42,163.13	43,217.21	44,297.64	45,405.08	46,540.20	47,703.71	48,896.30	50,118.71	51,371.68	52,655.97	7
8	36,357.13	37,266.06	38,197.71	39,152.66	40,131.47	41,134.76	42,163.13	43,217.21	44,297.64	45,405.08	46,540.20	47,703.71	48,896.30	50,118.71	51,371.68	52,655.97	53,972.37	55,321.68	8
9	38,197.71	39,152.66	40,131.47	41,134.76	42,163.13	43,217.21	44,297.64	45,405.08	46,540.20	47,703.71	48,896.30	50,118.71	51,371.68	52,655.97	53,972.37	55,321.68	56,704.72	58,122.34	9
10	40,131.47	41,134.76	42,163.13	43,217.21	44,297.64	45,405.08	46,540.20	47,703.71	48,896.30	50,118.71	51,371.68	52,655.97	53,972.37	55,321.68	56,704.72	58,122.34	59,575.40	61,064.78	10
11	42,163.13	43,217.21	44,297.64	45,405.08	46,540.20	47,703.71	48,896.30	50,118.71	51,371.68	52,655.97	53,972.37	55,321.68	56,704.72	58,122.34	59,575.40	61,064.78	62,591.40	64,156.19	11
12	44,297.64	45,405.08	46,540.20	47,703.71	48,896.30	50,118.71	51,371.68	52,655.97	53,972.37	55,321.68	56,704.72	58,122.34	59,575.40	61,064.78	62,591.40	64,156.19	65,760.09	67,404.09	12
13	46,540.20	47,703.71	48,896.30	50,118.71	51,371.68	52,655.97	53,972.37	55,321.68	56,704.72	58,122.34	59,575.40	61,064.78	62,591.40	64,156.19	65,760.09	67,404.09	69,089.19	70,816.42	13
14	48,896.30	50,118.71	51,371.68	52,655.97	53,972.37	55,321.68	56,704.72	58,122.34	59,575.40	61,064.78	62,591.40	64,156.19	65,760.09	67,404.09	69,089.19	70,816.42	72,586.84	74,401.51	14
15	51,371.68	52,655.97	53,972.37	55,321.68	56,704.72	58,122.34	59,575.40	61,064.78	62,591.40	64,156.19	65,760.09	67,404.09	69,089.19	70,816.42	72,586.84	74,401.51	76,261.54	78,168.08	15
16	53,972.37	55,321.68	56,704.72	58,122.34	59,575.40	61,064.78	62,591.40	64,156.19	65,760.09	67,404.09	69,089.19	70,816.42	72,586.84	74,401.51	76,261.54	78,168.08	80,122.28	82,125.34	16
17	56,704.72	58,122.34	59,575.40	61,064.78	62,591.40	64,156.19	65,760.09	67,404.09	69,089.19	70,816.42	72,586.84	74,401.51	76,261.54	78,168.08	80,122.28	82,125.34	84,178.48	86,282.94	17
18	59,575.40	61,064.78	62,591.40	64,156.19	65,760.09	67,404.09	69,089.19	70,816.42	72,586.84	74,401.51	76,261.54	78,168.08	80,122.28	82,125.34	84,178.48	86,282.94	88,440.01	90,651.01	18
19	62,591.40	64,156.19	65,760.09	67,404.09	69,089.19	70,816.42	72,586.84	74,401.51	76,261.54	78,168.08	80,122.28	82,125.34	84,178.48	86,282.94	88,440.01	90,651.01	92,917.29	95,240.22	19
20	65,760.09	67,404.09	69,089.19	70,816.42	72,586.84	74,401.51	76,261.54	78,168.08	80,122.28	82,125.34	84,178.48	86,282.94	88,440.01	90,651.01	92,917.29	95,240.22	97,621.22	100,061.75	20
21	72,586.84	74,401.51	76,261.54	78,168.08	80,122.28	82,125.34	84,178.47	86,282.94	88,440.01	90,651.01	92,917.29	95,240.22	97,621.22	100,061.75	102,563.30	105,127.38	107,755.56	110,449.45	21
22	80,122.28	82,125.34	84,178.47	86,282.94	88,440.01	90,651.01	92,917.29	95,240.22	97,621.22	100,061.75	102,563.30	105,127.38	107,755.56	110,449.45	113,210.69	116,040.96	118,941.98	121,915.53	22
23	88,440.01	90,651.01	92,917.29	95,240.22	97,621.22	100,061.75	102,563.30	105,127.38	107,755.56	110,449.45	113,210.69	116,040.96	118,941.98	121,915.53	124,963.42	128,087.50	131,289.69	134,571.93	23
24	97,621.22	100,061.75	102,563.30	105,127.38	107,755.56	110,449.45	113,210.69	116,040.96	118,941.98	121,915.53	124,963.42	128,087.50	131,289.69	134,571.93	137,936.23	141,384.64	144,919.25	148,542.24	24
25	107,755.56	110,449.45	113,210.69	116,040.96	118,941.98	121,915.53	124,963.42	128,087.50	131,289.69	134,571.93	137,936.23	141,384.64	144,919.25	148,542.24	152,255.79	156,062.19	159,963.74	163,962.83	25
26	118,941.98	121,915.53	124,963.42	128,087.50	131,289.69	134,571.93	137,936.23	141,384.64	144,919.25	148,542.24	152,255.79	156,062.19	159,963.74	163,962.83	168,061.91	172,263.45	176,570.04	180,984.29	26
27	148,542.24	152,255.80	156,062.19	159,963.74	163,962.84	168,061.91	172,263.46	176,570.04	180,984.29	185,508.90	190,146.62	194,900.29	199,772.80	204,767.12	209,886.30	215,133.45	220,511.79	226,024.58	27

ITEM REPORT

AGENDA ITEM NUMBER: VIII.Y.



FROM: Karen Norred, City Clerk/Human Resources Director

MEETING DATE: December 5, 2024

AGENDA ITEM: 2025 Meetings Calendar

EXECUTIVE SUMMARY:

The 2025 Meetings Calendar includes the City Council, Planning and Zoning, Downtown Development Authority, Tree Commission, and Municipal Court meeting dates for fiscal year 2025. Some of these dates may need to be changed later due to conflicts with the 2025 election schedule, which has not been made available at this time.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. 2025 Meetings Calendar

RECOMMENDATION:

The staff recommendation is approval of the 2025 calendar.

CONCURRENCES:

City Manager

2025 Meeting Dates

City Council Meetings 6:30 p.m.	
January	6
February	3
March	3
April	7
May	5
June	2
July	7
August	4
September	4
October	6
November	6
December	4

City Council Meetings 6:30 p.m.	
January	23
February	24
March	17
April	21
May	19
June	16
July	21
August	18
September	15
October	20
November	17
December	15

Planning & Zoning Commission Work Session 7:00 p.m.	
January	30
February	27
March	27
April	24
May	29
June	26
July	24
August	28
September	18
October	23
November	20
December	18

Planning & Zoning Commission Meetings 7:00 p.m.	
January	9
February	13
March	13
April	10
May	8
June	12
July	10
August	14
September	11
October	9
November	13
December	11

Downtown Development Authority Meetings 6:00 p.m.	
January	15
February	19
March	19
April	16
May	21
June	18
July	16
August	20
September	17
October	15
November	19
December	17

Tree Commission Meetings 6:00 p.m.	
January	14
February	11
March	11
April	8
May	13
June	10
July	8
August	12
September	9
October	14
November	18
December	9

Municipal Court 9:00 a.m. & 1:00 p.m.	
January	14
February	11, 25
March	11, 25
April	22
May	13, 27
June	10, 24
July	22
August	12, 26
September	16, 23
October	14, 28
November	18
December	9, 16

Court dates in **red** are trial dates

Meetings are held at the Holly Springs Public Safety Building located at
3235 Holly Springs Pkwy, Holly Springs, GA 30115.

All dates are subject to change.

Election date conflict
Holiday conflicts
School break conflicts
Council meeting conflicts due to holiday conflicts

ITEM REPORT

AGENDA ITEM NUMBER: VIII.Z.



FROM: Denise Lamazares, Finance Director

MEETING DATE: December 5, 2024

AGENDA ITEM: A resolution of the City of Holly Springs Mayor and Council to open a certificate of deposit.

EXECUTIVE SUMMARY:

A resolution of the City of Holly Springs Mayor and Council to open a certificate of deposit with South State Bank in the amount of \$600,000.

FISCAL IMPACT:

An additional \$600,000 for budget stabilization.

ATTACHMENTS:

1. RES 28-2024 - Open CD With South State

RECOMMENDATION:

Staff recommendation is approval of the certificate of deposit in the amount of \$600,000.

CONCURRENCES:

Finance and Administration

A RESOLUTION OF THE CITY OF HOLLY SPRINGS MAYOR AND COUNCIL TO OPEN A CERTIFICATES OF DEPOSIT; TO AUTHORIZE THE CITY MANAGER AND/OR FINANCE DIRECTOR TO MANAGE SAID CERTIFICATE OF DEPOSIT (CD)

WHEREAS, it is the desire of the City Council of the City of Holly Springs to open one (1) Certificate of Deposit (CD) with South State Bank: and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to authorize the City Manager and/or the Finance Director to manage said Certificate of Deposit (CD); and

WHEREAS, it is the desire of the City Council of the City of Holly Springs to open the following account:

Account Number	Current Balance	Term	Interest Rate	Maturity Date
	\$600,000	5 month	4.05%	

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Holly Springs that the City Manager and/or Finance Director is hereby authorized to open one (1) Certificate of Deposit (CD).

SO RESOLVED THIS 5th DAY OF DECEMBER, 2024.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.AA.



FROM: Jonathan Page, Chief Building Official

MEETING DATE: December 5, 2024

AGENDA ITEM: Resolution of the City of Holly Springs, Georgia to amend the Municipal Services Master Fee Schedule for Building, Fire, and Development Fees.

EXECUTIVE SUMMARY:

Resolution of the City of Holly Springs, Georgia to amend the Municipal Services Master Fee Schedule for Building, Fire, and Development Fees.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Resolution - Master Fee Schedule Amendment-2025

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

City Manager
Community Development Director

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLLY SPRINGS, GEORGIA, TO AMEND THE ADOPTED MUNICIPAL SERVICES MASTER FEE SCHEDULE; TO PROVIDE FOR THE HEALTH, SAFETY, AND WELFARE OF THE GENERAL PUBLIC; TO ESTABLISH THE EFFECTIVE DATE; AND FOR OTHER PURPOSES

WHEREAS, the Mayor and City Council of the City of Holly Springs, Georgia, seek to provide for the health, safety, and welfare of the general public; and

WHEREAS, the Mayor and City Council of the City of Holly Springs, Georgia amend the fee schedule from time to time; and

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Mayor and City Council of the City of Holly Springs, Georgia, do hereby adopt the amended Municipal Services Master Fee Schedule as attached hereto as Exhibit “A”.

IT IS HEREBY FURTHER RESOLVED, by the Mayor and City Council of the City of Holly Springs, Georgia, that the amended Municipal Services Master Fee Schedule attached hereto as Exhibit “A,” shall be effective immediately.

This Resolution is adopted this 5th day of December, 2024.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

Exhibit “A”**Amend the following:****Building, Fire, & Development Fees**

Type of Application and Permit	Fee
Additions, Alterations, and Basement Finishes	
Construction valued at less than \$25,000	\$100 (Note: The value will be based on actual building methods and materials submitted for plan review as determined by the Building Official.)
Construction valued from \$25,000 to \$49,999	\$250 (Note: The value will be based on actual building methods and materials submitted for plan review as determined by the Building Official.)
Construction valued from \$50,000 to \$74,999	\$500 (Note: The value will be based on actual building methods and materials submitted for plan review as determined by the Building Official.)
Construction valued at \$75,000 or more	Most current ICC BVD (and as amended) ² (Note: The value will be based on actual building methods and materials submitted for plan review as determined by the Building Official.)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.BB.



FROM: Ron Carter, IT and Facilities Manager

MEETING DATE: December 5, 2024

AGENDA ITEM: Quote # Q-1227180 between the City of Holly Springs, Georgia and KnowBe4 for the annual renewal of KnowBe4 Security Awareness Training Subscription Platinum, in an amount not to exceed \$1,356.08.

EXECUTIVE SUMMARY:

Quote # Q-1227180 between the City of Holly Springs, Georgia and KnowBe4 for the annual renewal of KnowBe4 Security Awareness Training Subscription Platinum, in an amount not to exceed \$1,356.08.

This is a reduction from last year's cost of \$1,436.48.

FISCAL IMPACT:

\$1,356.08 from the current budgeted line item.

ATTACHMENTS:

1. Renewal - KnowB4 Annual Subscription

RECOMMENDATION:

The staff recommendation is approval of the quote.

CONCURRENCES:

Finance and Administration

**KnowBe4**

33 N Garden Avenue, Suite 1200
Clearwater, FL
33755 US

Created Date
Expiration Date
Quote Number
Payment Terms

10/23/2024 2:35 PM
1/6/2025
Q-1227180
Net 30

**Prepared By
Email**

Vanessa Johnston
vanessaj@knowbe4.com

Contact Name
Contact Phone
Contact Email

Ron Carter
770-345-5536
rcarter@hollyspringsga.us

Bill to Name

City of Holly Springs - GA
PO Box 990
Holly Springs, GA 30142-0990
USA

Ship to Name

City of Holly Springs - GA
3237 Holly Springs Pkwy
Canton, GA 30115-7418
USA

Description**Notes**

Total Term(Months) 12

Non Profit Discounting has been applied to this quote.

PRODUCT	DESCRIPTION	QTY	LIST PRICE	DISC. (%)	SALES PRICE	MONTHLY NET PRICE	TOTAL PRICE
KMSATP	KnowBe4 Security Awareness Training Subscription Platinum	67	USD 24.30	16.7	USD 20.24	USD 1.69	USD 1,356.08

Grand Total

USD 1,356.08

Signature
Name
Title
Date

Terms & Conditions

Your signature on this quote tells us that you have the authority to make this purchase on behalf of your company and that you agree to pay within the stated terms. For first year subscriptions, mid-subscription add-ons, and/or upgrades, the subscription period will begin when we process your order, which is when we receive your signed quote. For renewal subscriptions, the subscription period will begin on the day after your current subscription expires. Unless included on the invoice, customer is responsible for any applicable sales and use tax.

KnowBe4's standard Terms of Service (www.KnowBe4.com/Legal) and Product Privacy Policy (www.KnowBe4.com/Product-Privacy-Notice) apply, unless mutually agreed otherwise in writing.

ITEM REPORT

AGENDA ITEM NUMBER: VIII.CC.



FROM: Greg Clyburn, Deputy Chief

MEETING DATE: December 5, 2024

AGENDA ITEM: Policy amendments to Section 1.5 Performance Evaluations of the City of Holly Springs Police Department Operations Manual.

EXECUTIVE SUMMARY:

Policy amendments to Section 1.5 Performance Evaluations of the City of Holly Springs Police Department Operations Manual.

FISCAL IMPACT:

ATTACHMENTS:

1. Policy Amendments - Section 1.5 - Performance Evaluations

RECOMMENDATION:

The staff recommendation is approval of the policy amendments.

CONCURRENCES:

City Manager

HOLLY SPRINGS POLICE DEPARTMENT
OPERATIONS

OPERATIONS MANUAL

1.5 PERFORMANCE EVALUATION SYSTEM

EFFECTIVE DATE: March 27, 2000
REVIEW DATE: November 7, 2024
CHIEF OF POLICE: Tommy Keheley

REVISED DATE: April 10, 2017

I. PURPOSE

- A. To establish the rules and regulations of the performance evaluation system.
- B. To standardize the nature of personnel decision making through the use of the performance evaluation system.
- C. To ensure Agency personnel are qualified to carry out their assigned duties.
- D. To establish an employee early warning system.

II. POLICY

The Performance Evaluation System of the Holly Springs Police Department shall be used to identify how well employees are doing their work and how they can improve their performance. Supervisors continually evaluate the way their subordinates are performing. The formalized evaluation system ensures that performance information is shared with managers, decision-makers, and employees. It shall also provide a basis for distributing rewards, take corrective action in a timely manner, establish training and development programs, establishing an early warning system for problematic behavior and identify employees with promotional potential.

III. RULES AND REGULATIONS

A. OBJECTIVES

Performance evaluations may be used for several purposes, however, the primary uses of performance evaluations by this agency are to:

1. Allow fair and impartial personnel decisions;
2. Maintain and improve employee performance;
3. Identifying a pattern of problematic behavior
4. Provide the basis for counseling;
5. Provide the basis for decisions concerning probationary employees;
6. Assure objectivity in measuring individual performance; and

7. Identify training needs.

B. PERFORMANCE EVALUATION REQUIREMENTS

There is now a substantial body of case law from a number of court cases that have established four important criteria for the design and administration of a performance evaluation program. This agency's performance evaluation system is designed to meet those requirements, which are:

1. The evaluation process must be standardized and as objective as possible.
2. The evaluation must be job related.
3. Those conducting/completing the evaluation must be properly trained in its use.
4. The evaluation must be carefully reviewed by the next higher management level to help eliminate subjectivity.

C. PERFORMANCE EVALUATION SYSTEM COMPONENTS

The performance evaluation instrument is based on behaviorally anchored rating scales. This ensures that the rating factors are job related and that the statements under each job factor are actual work behaviors that can be observed and measured by the supervisor. Appendix 1 of this chapter contains a document titled "The Evaluation System", which describes the system in detail including: evaluation files, measurement definitions, common rater errors, scoring and guidelines. The three (3) major components of the performance evaluation system are:

1. Employee pending evaluation files for the past 12 months **only**. This file shall be:
 - a) Maintained by the supervisor
 - b) Contain employee performance information representative of the entire 12 month evaluation period
 - c) Information should be entered in the pending file on a continuous basis
 - d) Information outside of the 12 month evaluation period shall be removed
 - e) Open to the employee
 - f) Go with the employee in the event of a transfer during 12 month evaluation period
2. Individual goals and objectives form. This form shall:
 - a) Be completed by the employee,
 - b) Identify strengths,
 - c) Identify weaknesses, and
 - d) Include remedial or developmental plans for each.
3. The performance evaluation form. This form shall be used as follows:
 - a) Police Officer form is to be used for **those groups below** the ranks of **Sergeant Officer and Detective**
 - b) Supervisor form is to be used for the ranks of **Sergeant Corporal** and above
 - c) Each employee has only one primary assignment and should be rated only on that particular one
 - d) Rate the employee on specific job functions as set forth in the Holly Springs Police Department Rater's Manual (Appendix 1)

D. EVALUATION PROCEDURES

Performance evaluations can be classified into two types:

- ANNUAL - Every employee of the Holly Springs Police Department shall be formally evaluated by their immediate supervisor no less than once annually.
- SPECIAL - Special performance evaluations may be scheduled any time an employee's work performance changes significantly. However, these are more commonly completed when an employee is being considered for promotion or transfer to a specialized unit.

In either performance evaluation, the following procedures shall be followed:

1. Documenting Productivity

- a) To assist the supervisor in monitoring and recording an employee's performance during the evaluation period, an employee pending evaluation file shall be maintained on each employee. An employee pending evaluation file is a management tool used by the supervisor to record the necessary information from which to prepare the performance evaluation report.
- b) The employee pending evaluation file is not the same as the official personnel file maintained on each employee by the Personnel Department. The purpose is to serve as a database for the performance evaluation report. Contents of the file from previous evaluation periods should not be used in preparing the performance evaluation report for the current evaluation period.
- c) The contents of the employee pending evaluation file should consist of recorded observations and actions, which will be used to complete the evaluation. Before the supervisor can adequately monitor and document an employee's performance, the supervisor must be in a position to fairly evaluate the employee's performance. This means that for entry-level officers, the supervisor should observe the officer's performance on duty. In this manner, the supervisor will be able to document from first-hand experience critical incidents of good and bad performance of job tasks critical to the performed function.
- d) Monitoring all aspects of the officer's performance should be a continuous process throughout the evaluation period and recording critical incidents of performance is necessary to attain a valid and reliable performance evaluation report. By documenting these incidents as well as other indicators of performance in an employee pending evaluation file, the supervisor's job in conducting a performance evaluation becomes much easier, and the resulting performance evaluation report is a more valid and reliable measure of an employee's job performance.

2. Provide Feedback

- a) Supervisors shall talk to each subordinate informally, at least once each quarter concerning work performance. The performance evaluation system should assist in communicating approval of progress and work accomplished but should not take the place of communication between supervisors and employees. In cases where a significant decrease in quality of performance has been noted, the supervisor shall formally counsel the employee and notify the employee in writing that his/her performance is unsatisfactory. This step should be taken at least 30 days prior to the next scheduled evaluation in order to provide the employee with adequate time to correct deficiencies in performance. This documented counseling must be maintained in the employee's pending evaluation file.

3. Certifications

- a) The evaluation report must be discussed individually with the employee. This discussion shall include a review of the tasks of the position occupied, level of performance expected, and evaluation criteria to insure that the employee fully understands the Department's expectations of him/her during the upcoming evaluation period.
- b) The employee shall sign and date the form. This signature does not necessarily mean that the employee agrees with the evaluation, only that it has been discussed with him/her. Space is provided on the form for the employee to write any comments concerning the performance evaluation report. Additional sheets may be attached if required. Employees are entitled to a copy of the evaluation and shall be provided with one upon request.
- c) To make the performance evaluation official and consistent with Agency policy, certain signatures and actions are necessary. The rating supervisor, upon completion of the form, shall sign with the appropriate title and date the form. If more than one supervisor contributed to the evaluation, each supervisor should sign and date it. The Division Commander then reviews the evaluation form and, by signing, signifies that the performance evaluation review has been completed according to established departmental policies and procedures. Finally, the Chief of Police reviews the evaluation form and, by signing, authorized the form to be included as part of the employee's personnel file.

E. RATER TRAINING

Upon promotion to supervisory rank, the Division Commander to whom the supervisor reports shall conduct training with the newly appointed supervisor to ensure that the performance evaluation will be properly executed and that ratings will be based on reasonable expectations consistent with those of all other supervisors. The newly promoted supervisor shall be provided with a copy of the Holly Springs Police Department Rater's Manual prior to completing any performance evaluation on any employee.

I. RATER RESPONSIBILITIES

Evaluation forms are given to the employee's immediate supervisor for rating, then to the Commander for review and endorsement. Completed performance evaluations are forwarded to the Chief of Police for certification prior to being placed in the employee's personnel file. All evaluations shall be based only on performance during the specified rating period.

J. ENDORSING

The endorser will receive a completed evaluation form from the rater and will review the items on the form to determine whether the rater was thorough, fair and objective. The endorser also uses this review as one element in evaluating the rater. If the endorser agrees with the evaluation, he/she will endorse the evaluation. If the endorser and rater cannot agree on the employee's overall evaluation, these facts shall be documented and turned over to the Chief of Police for review.

L. CONTESTED EVALUATIONS

An employee who disagrees with an evaluation, either in its entirety or any portion, has the right to submit a written statement regarding contested areas. The written statement shall be made in the section provided on the evaluation form with additional sheets being used as required. The employee's comments shall become part of the evaluation document and shall be forwarded to the endorser and Chief of Police as part of the evaluation.

M. RETENTION OF EVALUATION FORMS

Performance evaluation forms shall be forwarded to the City of Holly Springs Human Resources Department to be placed in the employee's personnel file. The City of Holly Springs Human Resources Department will maintain this file for 3 years following separation of the employee from city service.

ITEM REPORT

AGENDA ITEM NUMBER: VIII.DD.



FROM: Greg Clyburn, Deputy Chief

MEETING DATE: December 5, 2024

AGENDA ITEM: Policy amendment to Section 8.4 Taking Suspects Into Custody of the City of Holly Springs Police Department Operations Manual.

EXECUTIVE SUMMARY:

Policy amendment to Section 8.4 Taking Suspects Into Custody of the City of Holly Springs Police Department Operations Manual.

FISCAL IMPACT:

ATTACHMENTS:

1. Policy Amendment - Section 8.4 - Taking Suspects Into Custody

RECOMMENDATION:

The staff recommendation is approval of the policy amendment.

CONCURRENCES:

City Manager

HOLLY SPRINGS POLICE DEPARTMENT
OPERATIONS

OPERATIONS MANUAL

8.4 TAKING SUSPECTS INTO CUSTODY

EFFECTIVE DATE: June 1, 1995
REVIEW DATE: November 7, 2024
CHIEF OF POLICE: Tommy Keheley

REVISED DATE: April 17, 2017

I. PURPOSE

- A. To establish guidelines taking suspects into custody.
- B. To establish guidelines for transporting suspects.
- C. To establish guidelines for towing suspect vehicles.

II. POLICY

It is the duty of each officer to carry out arrests according to established procedures. By performing duties in this manner, officers reduce the potential for injury to the suspect, themselves and citizens. This minimizes the opportunity for an escape and reduces the possibility that force will be needed to control the situation. This Standard Operating Procedure (SOP) should be consistent with Agency training.

III. PROCEDURES

A. INITIAL CONTACT

1. A person about to be arrested has the right to know that an officer with lawful authority is taking them into custody. A suspect is considered to have notice if they:
 - a) Actually knows the person making an arrest is an officer;
 - b) Is able to see the officer's uniform or badge;
 - c) Is apprehended while committing a crime;
 - d) Is pursued from the scene of a crime; or
 - e) Is told by the officer of the officer's status, the reasons for an arrest and are advised of their constitutional rights.
2. If an officer who is not known to a suspect fails to identify themselves or to make their purpose known the suspect has the right to resist what appears to be an unjustified assault. However, once the officer is identified, the assumption that the arrest is unlawful is no longer valid. All arrests made by officers of the Holly Springs Police Department shall be lawful arrests.
3. If a person knows or believes the arrest is lawful, it is their duty to submit quietly to custody. An officer making a lawful arrest has the right to use whatever force is necessary (see Chapter 11, Use of Force) to accomplish the arrest, but no more than is necessary to take the suspect into custody.

B. SEARCHING/HANDCUFFING

1. All persons taken into custody shall be searched incident to arrest. This search should include a full and careful pat down of the suspect for weapons, contraband and evidence of the crime for which the arrest is made, and should occur after handcuffing when possible. The search should also include the area within the suspects' immediate reach at the time of the arrest.
2. Any person taken into custody who is suspected of committing a criminal, act, or who may be dangerous to himself or an officer, should be handcuffed before being transported.
3. Method
 - a. The hands shall be handcuffed to the rear of the suspect with the palms facing outward. **When handcuffing to the rear is impractical, i.e. late-term pregnancy, physical injury, or disability, handcuffing in the front may be utilized.**
 - b. The handcuffs will be double locked with keyholes facing upward.
 - c. Once applied, the handcuffs should be checked for fit by pulling or pushing on the handcuff jaw.
4. Restrictions

An officer shall not:

 - a. Handcuff a prisoner to a fixed object or vehicle;
 - b. Be handcuffed to the prisoner; nor
 - c. Remove handcuffs until the prisoner is safely inside the jail or law enforcement agency.
5. All prisoners will be searched by the arresting officer and will also be searched by each officer taking custody of the prisoner during transport and confinement.

C. TRANSPORTING ARRESTEES/PRISONERS

1. Prior to transport (and whenever possible) arrestees/prisoners should be secured in the patrol car by a safety restraining device (seatbelt).
2. Arrestees/prisoners requiring medical attention shall be delivered to the appropriate medical facility. Until relieved or replaced by supervisory personnel, the transporting officers shall be responsible for the security of the arrestee/prisoner at the medical facility
3. Arrestees/prisoners and their property shall be surrendered at the jail.
4. Any arrestee/prisoner transported to a hospital in a private ambulance shall be accompanied and guarded by an officer.
5. The arresting officer is responsible for the safety and protection of the arrested person while in their custody. The officer shall note on the arrest/booking report any injury, apparent illness, or other condition, which indicates that the arrested person may need special care.

D. TOWING OF VEHICLES UPON ARREST

1. Upon the arrest of a driver, their vehicle should be released to a towing service

(of the drivers' choice) or a properly qualified and physically capable person (of the drivers' choice) who agrees to operate and secure the vehicle.

NOTE: The officer must make a reasonable attempt to locate a towing service or competent private person of the driver's choice before impounding the vehicle. State v. Ludvick, 147 Ga. App. 784.

2. Unless otherwise released by the arresting officer, impounded vehicles will be towed to the Agency's designated lot for all arrests when:
 - a. The operator is physically or mentally incapable of operating the vehicle;
 - b. The vehicle's condition would not permit it to be operated without being in violation of City Ordinances or State Law; or
 - c. The driver or owner of a vehicle is arrested and has parked the vehicle on another party's private property without authority. In this case, the arresting officer may remove said vehicle for impoundment and safekeeping.

NOTE: If there is independent probable cause to search an arrestee vehicle (beyond the normal search of the passenger compartment incident to arrest) and such a search cannot be safely done at the scene, the vehicle may be impounded and its contents inventoried.

E. REPORTING/FOLLOW-UP

1. An officer who arrests a suspect for a criminal offense shall set forth the details and circumstances justifying the arrest in their incident report.
2. In circumstances when a crime suspect is identified and arrested at the crime scene, they may be turned over to a supervisor present at the scene for booking in accordance with procedures.
3. An officer shall attach a case number to the incident report.
4. An officer shall advise the arrested person of their rights (under the Miranda Warning) before asking any questions other than routine booking inquiries.
5. Any officer should consult with a supervisor any time they believe such a consultation will assist them in evaluating the circumstances of an arrest and determining if the arrest should be made.
6. Misdemeanor offenses subject to citation release will be at the officers' discretion as to whether to incarcerate the person or issue a copy of charges. Booking and reporting procedures will be the same as for traffic arrests. If an arrest warrant is issued, it will be presented to jail staff.
7. If a ticket has been issued and the officer notes a mistake was made on the ticket, the officer shall void the ticket by writing "VOID" across the face of the ticket and submit it with an explanation to their supervisor.

NOTE: If the arrest is unlawful, a person has the right to resist the arrest.

All arrests made by officers of the Holly Springs Police Department shall be lawful arrests.

ITEM REPORT

AGENDA ITEM NUMBER: VIII.EE.



FROM: Greg Clyburn, Deputy Chief

MEETING DATE: December 5, 2024

AGENDA ITEM: Policy amendments to Section 10.1 Firearms of the City of Holly Springs Police Department Operations Manual.

EXECUTIVE SUMMARY:

Policy amendments to Section 10.1 Firearms of the City of Holly Springs Police Department Operations Manual.

FISCAL IMPACT:

ATTACHMENTS:

1. Policy Amendments - Section 10.1 - Firearms

RECOMMENDATION:

The staff recommendation is approval of the policy amendments.

CONCURRENCES:

City Manager

HOLLY SPRINGS POLICE DEPARTMENT
OPERATIONS

OPERATIONS MANUAL

10.1 FIREARMS

EFFECTIVE DATE: November 25, 1999
REVIEW DATE: November 7, 2024
CHIEF OF POLICE: Tommy Keheley

REVISED DATE: August 31, 2020

I. PURPOSE

- A. Establishes guidelines and rules for the proper use, care and display of firearms.
- B. Establishes a standard operating procedure for the checkout of Agency weapons.

II. POLICY

This agency shall issue weapons as appropriate for officer assignment and based upon a demonstrated competence/certification via training standards.

III. PROCEDURE

The following operations and tasks will be accomplished by qualified personnel, specifically the Department Training Officer/Armorer or his designee, as designated by the Chief of Police. The documentation of these efforts will be the responsibility of that person and is subject to audit/review for efficiency.

A. AUTHORIZED ON DUTY FIREARMS AND AMMUNITION

1. Primary Firearm

- a. The department will provide every sworn officer of the department with a primary handgun for on-duty usage. This primary handgun will be a Smith and Wesson Model Military and Police 2.0 semi-automatic pistol. This handgun may be issued with an approved tactical light. The firearm will not be altered from factory specifications and condition of issuance without authorization from the Department Training Officer through the Chief of Police.

Agency supplied ammunition for duty shall be caliber 9mm Luger **+P-135 grain bullet** manufactured by a major ammunition manufacturer, specifically designed for use in a law enforcement duty firearm of the type issued. Market factors such as supply, demand, and cost that affect availability and issuance. Changes will be approved as required by the Chief of Police. Officers will carry one round of ammunition in the chamber of the sidearm, and each available magazine will be loaded to the maximum allowable for the magazine, dictated by the magazine design. Only department issued ammunition will be used while "on-duty".

- b. The department will issue a rifle to all personnel serving in a patrol function, or any function that may require an immediate use of force response. The rifle issued shall be a semi-automatic rifle manufactured by Colt, Smith and Wesson or Daniel Defense. The firearm will not be altered from factory specifications and condition of issuance without authorization from the Departmental Training Officer through the Chief of Police.

Agency supplied ammunition shall be of the caliber 5.56mm/.223, ~~.55 grain to .72 grain bullet~~, manufactured by a major manufacturer specifically designed for use in a law enforcement duty firearm of the type issued. Market factors such as supply, demand, and cost that affect availability and issuance. Changes will be approved as required by the Chief of Police. The rifle will be carried/stored in a "cruiser ready" condition (loaded magazine inserted into the magazine well, chamber empty) until the officer takes immediate and direct control of the rifle at which point, one round of ammunition may be chambered. Each magazine will be loaded to the maximum allowable for the magazine, dictated by the magazine design. Only department issued ammunition will be used while "on-duty".

- c. The department may issue a shotgun to personnel serving in a patrol function, or any function that may require an immediate use of force response. The shotgun issued shall be manufactured by Remington Arms Co., Mossberg or Benelli. The shotgun will be carried/stored in a "cruiser ready" condition until the officer takes immediate and direct control of the ~~rifle~~ **shotgun** at which point, one round of ammunition may be chambered. The magazine tube will be loaded to the maximum allowable by the magazine, as dictated by its design. The firearm will not be altered from factory specifications and condition of issuance without authorization from the Departmental Training Officer through the Chief of Police.

Agency supplied ammunition shall be .12 gauge, manufactured by a major manufacturer, designed for use in a law enforcement duty firearms of the type issued. Market factors such as supply, demand, and cost that affect availability and issuance. Changes will be approved as required by the Chief of Police. A variety of ammunition for the shotgun may include 12 gauge, 00 buck shot, slug (variable weight), and/or less-lethal projectiles (bean bag). Only department issued ammunition will be used while "on-duty".

- d. When a long gun is secured within the passenger compartment of a patrol vehicle and the vehicle is unattended, the vehicle shall be secured from unauthorized entry by locking of the doors and removing the key from the ignition. If by necessity of emergency action/response the immediate securing of the vehicle is impractical, the vehicle will be secured as soon as circumstances allow.
- e. The listed firearms and ammunitions will only be issued to officers who are trained and have demonstrated a proficiency in their use.

- f. The department will provide selected sworn personnel who wish to use RDS optics on a department issued firearm must meet the following requirements:

The optic must be a “enclosed emitter” design. And will be affixed to the pistol with a quality mount that is manufactured specifically for the make and model of optic to be used. The individual officer will be responsible for purchasing the plate system if one is required. The plate system, if one is required, should be made of a metal material, no polymer. The required duty holster will be provided by the department.

The department pistol will maintain iron sights affixed to the weapon.

These iron sights must be able to “co-witness” or acquire a target with the optic in place.

Optics must be from a quality manufacturer such as Holosun, Trijicon, & Aimpoint,

Current approved optics – Red or Green

Trijicon RCR™ Reflex Sight
Holosun 509T
Aimpoint ACRO P2

Sworn personnel must first attend, and pass at minimum, a (2) two day P.O.S.T. approved RDS transition course. No RDS optic shall be used on a pistol unless the training officer has approved the optic / base plate, and the department member has successfully qualified with the optic on that pistol prior to duty. It will be the responsibility of department armor to properly install the optic on a department pistol.

Once the optic has been selected by the officer, they will maintain that optic for a minimum of one year before opting for another brand with the exception of a mechanical failure that will be reported to the training officer immediately.

Any officer who purchases a red dot optic must understand the possibility of the weapon and optic being surrendered to the GBI in the event of an officer involved shooting. The GBI gives no time frame on the release of this evidence. Under no circumstances will the officer remove the optic prior to surrendering it to the GBI in this scenario. The officers primary pistol will temporarily be replaced by another pistol that may or may not be RDS ready.

2. Secondary Firearm

- a. The department will provide every sworn officer of the department with a secondary handgun for on-duty usage. This secondary handgun will be a Smith and Wesson Model Shield. The firearm will not be altered from

factory specifications and condition of issuance without authorization from the Departmental Training Officer through the Chief of Police.

Agency supplied ammunition for duty shall be caliber 9mm Luger ~~+P, 135 grain bullet~~ manufactured by a major ammunition manufacturer, specifically designed for use in a law enforcement duty firearm of the type issued. Market factors such as supply, demand, and cost that affect availability and issuance. Changes will be approved as required by the Chief of Police. Officers will carry one round of ammunition in the chamber of the sidearm, and each available magazine will be loaded to the maximum allowable for the magazine, dictated by the magazine design. Only department issued ammunition will be used while "on-duty".

- b. It will be mandatory for all Uniform officers to carry the secondary firearm in the prescribed manner, and they must meet annual qualification standards as outlined in SOP 10.3. Due to the nature of their assignment, the Chief of Police may authorize certain officers to forgo the carry of a secondary firearm.
- c. Officers will carry the secondary firearm in a provided ankle holster or a vest holster. The ankle holster will be the only secondary firearm holster provided by the agency. If the officer chooses to carry the secondary arm in a vest holster, he or she must purchase the holster. If an officer purchases a personal secondary firearm holster, it must be approved prior to duty use. No other form of carry is authorized for uniform patrol officers. Plain-clothes officers may carry their secondary firearm off of their body as long as the firearm is secure, concealed and immediately available.

B. FIREARMS QUALIFICATION

- 1. All officers must show proficiency with all firearms issued to them by the agency.
- 2. The sidearm selected as the officer's primary firearm, regardless of type, must be used when qualifying on the primary qualification course. Other issued arms shall be subject to qualification with the arm as utilized "on duty".
- 3. When possible, qualification with various firearms will be completed with the officer carrying the firearm in its approved and selected position.
- 4. All issued firearms and intermediate weapons will be inspected and approved by the Departmental Training Officer prior to issuance. Replacement of the weapons in circumstances where they may become dysfunctional because of damage, expired shelf life, or determined unsafe, will be the responsibility of the Departmental Training Officer.
- 5. Only firearms and ammunitions issued by the Agency will be carried when performing functions associated with assignments and tasks related to employment with the City of Holly Springs.
- 6. Prior to issuance of any departmental firearm, it will be inspected and approved by the Department Training Officer to ensure that it is within specifications and in a

safe working condition. In addition, each firearm issued will be inspected by an armorer, designated by the Department Training Officer. Firearms found to be deficient will be removed from service by an armorer, repaired or replaced as necessary. The officer will receive a replacement firearm until their issue item is repaired or replaced. The only individuals authorized to service department issue firearms are those armorers/persons designated by the Department Training Officer. Any concerns with an issued firearm will be forwarded to the Department Training Officer or his designee as soon as the concern is discovered. All concerns and associated actions will be documented as a permanent record.

7. No officer will carry a department issued firearm until they have received appropriate training for that arm, to include use of force and associated liabilities.
8. Every firearm shall be carried in a holster approved by the Departmental Training Officer. Plain-clothes officers are required to carry in a holster capable of securing the firearm during rigorous activity, even when upside down.
9. An assignment or activity of such nature requiring a more concealable firearm than issued must be forwarded in writing through the chain of command to the Department Training Officer. Following review of the request and upon approval by the Department Training Officer, the findings will be forwarded to the Chief of Police for final approval. Every effort will be made to fill the request from existing inventory. The officer will be required to complete training and basic qualification with the firearm prior to issuance.
10. Information on every firearm issued or approved by this Agency, to include manufacturer, model, serial number and person assigned will be maintained by the Armorer or his designee. This includes documentation of initial issuance, signature of receipt, inspection and armorer records, service concerns of officers, etc. Arms found to be unsuited for issue will, be identified by the Armorer and removed from service for repair or replacement.

C. FIREARM SAFETY

1. It is imperative that each individual exercise extreme care in the handling of all weapons, always emphasizing safety, whether on or off duty.
2. Holster shall not be unsnapped or sidearm removed from holsters unnecessarily.
3. Loaded (chambered) shoulder weapons (e.g., shotguns, rifles etc.) shall not be brought inside the law enforcement agency building unless a deadly force emergency is in progress.
4. Shoulder arms shall be unloaded when being personally transported. If not in the issued case, the firearm shall be carried perpendicular to the floor (muzzle up), action open and locked with the safety engaged.
5. Only in a situation where deadly force, the threat or possible threat of deadly force exists will a cartridge be placed in the chamber of a rifle or shotgun. Once the situation has been stabilized, the firearm will be returned to its pre-deployment condition.

6. Particular attention should be given to the removal from and replacement of the handgun to its holster.
7. The safe and secure storage of weapons at home while either on or off duty shall be given special consideration (e.g., the unloaded weapon should be stored in a locked or secured area, with ammunition stored separately).
8. The clearing barrel provided shall be used any time that a firearm is unloaded inside of the public safety building.

D. CARE OF FIREARMS

All officers shall keep their firearms clean and in good operating condition. Officer's weapons are subject to inspection at any time by a superior officer. No unauthorized alterations shall be made to agency firearms.

E. WEAPONS DISPLAY

1. Law enforcement officers should avoid the unnecessary display of firearms and not remove the weapon from the holster except when there is justification for its use to accomplish a proper police purpose. In responding to any potentially dangerous situation, such as a robbery or burglary in progress, an officer may draw and carry their weapon in a position of speedy and effective use, if necessary.
2. Officers are prohibited from carrying firearms while consuming alcohol or while still under its influence, whether on or off duty unless on an authorized special assignment.

F. DISCHARGING FIREARMS

Whenever any member of the agency discharges a firearm in the line of duty, with the exception of training or authorized recreational shooting practice, they shall submit a report to the Chief of Police through the chain of command as soon as possible. The report will include:

1. The number of shots fired and the reason and circumstances that required the use of firearms.
2. The names and address of any injured persons and witnesses.
3. The extent and treatment of any injuries, the hospital where treated and if known, the doctor providing such treatment.
4. A description of any property damage resulting from the discharge of a firearm and an estimate of repair costs.

G. SURRENDERING WEAPONS

No officer shall ever give up any of their weapons unless it is absolutely necessary to protect the life of a citizen or themselves. Even then, they should carefully consider the

consequences of their action. Surrender of a weapon rarely de-escalates a serious situation and can put an officer and innocent person in jeopardy.

H. RETURN TO DUTY

1. An officer who has taken an extended leave of absence and/or misses the annual mandated qualification sessions for issued firearms will be required to re-qualify with the firearm(s) in question before returning to enforcement duties. The officer will be placed in an administrative position pending qualification. While in this administrative position, and shall report to work in civilian business attire. The Department Training Officer will schedule training as quickly as possible. If the officer fails to qualify, the procedure in section "Chapter 4.XII.C" will be followed.
2. A shift or division commander who feels that an illness or injury suffered by an officer could affect their firearms proficiency will report the injury to the Chief of Police with a request that the officer re-qualify/retrain with the course of fire designated by the Department Training Officer before returning to enforcement duties. The shift or division commander, with the approval of the Chief of Police, will immediately place the officer in an administrative position pending remedial training effort. The Department Training Officer will schedule training for the officer as quickly as possible. While in the administrative position, the officer will be relieved of the departmental issue sidearm, shall perform no enforcement function on or off duty, and shall report to work in civilian business attire. If the officer fails to successfully complete the training, the procedure in section "Chapter 4.VII.C" will be followed.

I. FIREARM INVENTORY

1. A full inventory of all agency firearms should be conducted within 6 months of a change in the position of Chief of Police.

ITEM REPORT

AGENDA ITEM NUMBER: VIII.FF.



FROM: Greg Clyburn, Deputy Chief

MEETING DATE: December 5, 2024

AGENDA ITEM: Policy amendment to Section 12.3 Emergency Operations of the City of Holly Springs Police Department Operations Manual.

EXECUTIVE SUMMARY:

Policy amendment to Section 12.3 Emergency Operations of the City of Holly Springs Police Department Operations Manual.

FISCAL IMPACT:

ATTACHMENTS:

1. Policy Amendment - Section 12.3 - Emergency Operations

RECOMMENDATION:

The staff recommendation is approval of the policy amendment.

CONCURRENCES:

City Manager

HOLLY SPRINGS POLICE DEPARTMENT

OPERATIONS MANUAL

12.3 EMERGENCY OPERATIONS

EFFECTIVE DATE: June 21, 1996
REVIEW DATE: November 7, 2024
CHIEF OF POLICE: Tommy Keheley

REVISED DATE: September 10, 2012

I. PURPOSE

To establish departmental policy in the operation of police vehicles in response to routing calls for service, urgent situations, and emergency assignments. The emergency operation of police vehicles is one of the most dangerous tasks police officers are asked to perform. Death or permanent injury to police officers and/or citizens can result.

II. POLICY

The department recognizes that police emergencies can pose a risk to the safety of members of the department as well as citizens. The safety of officers and citizens is the paramount concern in an emergency. Therefore, emergency operation of police vehicles are prohibited unless the reported situation is one that is perceived to be a serious offense, such as but not limited to: a threat to life or a violent felony, an incident that creates an imminent threat of death or serious bodily injury to others if the suspect is not apprehended immediately; or if one or more of the aforementioned offences is in progress at the time of the response, or when an officer needs immediate assistance.

Supervisors will assign a specific response if the need arises. Even when responding in emergency mode, an officer must respond with the safety of himself and the public in mind at all times. **Officers will inform dispatch personnel of the response code selected.**

III. DEFINITIONS

- A. Routine Response – Response Code 3: Driving a police vehicle while assigned or engaged in normal patrol operation or responding to routine incidents such as service calls or delayed reports of property crimes with no offender present. Officers will utilize the normal traffic flow, obeying all traffic patterns, signs and signals.
- B. Urgent Driving – Response Code 2: Driving a police vehicle while responding to a situation which requires a more expeditious response and/or may develop into an emergency necessitating the use of emergency equipment, or the intermittent use of emergency equipment to negotiate traffic. Examples would be responding as back-up for suspected under the influence traffic stops, domestic disturbances reported as only verbal in nature, or responding to traffic direction where a signal light has malfunction at an extremely hazardous intersection. The officer will always operate his or her unit with due regard for other drivers and pedestrians.

- C. Emergency Response – Response Code 1: Driving a police vehicle while responding to the scene of a situation such as a crime in progress (including hold-ups and immediate life threatening situations), officers needing emergency or immediate assistance, unknown and personal injury accidents, fire/ambulance runs, and any other incident or other situation that can be deemed an emergency. Emergency equipment will be operated at all times during this type of response.

IV. PROCEDURES

A. ROUTINE PATROL

1. During routine patrol, an officer's responsibility to exercise due regard is no different from that of every other citizen. Good driving habits and courtesy toward other drivers or pedestrians should always be practiced.

B. EMERGENCY DRIVING

1. The primary concern for personnel assigned to urgent or emergency calls is to respond in the most expeditious manner without endangering the safety of themselves or other persons. An assigned officer is of no assistance if they do not arrive at the scene of the incident. NOTE: SEAT BELT USAGE IS MANDATORY WHEN DRIVING OR RIDING IN A CITY OF HOLLY SPRINGS POLICE DEPARTMENT VEHICLE OR OTHER CITY OWNED VEHICLE.
2. Officers involved in emergency or pursuit responses will utilize all police vehicle warning and siren equipment and may do the following with due care:
 - a. Park or position their vehicle in derogation of the provisions of the Georgia statutes regarding operation of motor vehicles;
 - b. Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary, and ensuring that proceeding forward can be done with reasonable safety;
 - c. Exceed the posted speed limit, only after taking into consideration the following factors:
 - nature of the emergency;
 - time of day;
 - volume of vehicle and/or pedestrian traffic;
 - location and geographical area;
 - weather conditions;
 - and road conditions
 - d. Disregard regulations governing direction of movement or turning in specific directions.
3. If the siren would warn of the officer's approach and aid in a violator's escape or endanger the life of other person, the siren may be disengaged upon approaching within audible range. At that time, the officer shall cease emergency vehicle operating status by slowing speed to normal and disengaging emergency equipment.

C. CONSIDERATIONS

Before engaging in the emergency use of a vehicle, several factors in addition to vehicle control, due regard and true emergency considerations must be weighed. Typical examples include but are not limited to:

- a. The type and condition of the vehicle being operated;
- b. The type and condition of the roadway to be traveled and the officer's familiarity with it;
- c. Obstacles, both present and potential that must be avoided (e.g. foreign objects on the roadway, construction, gravel, standing water, etc.);
- d. Experience and the training of the officer in high speed vehicle operation;
- e. The nature of the offense and the circumstances known concerning the manner in which the call was relayed to the communication's center;
- f. The time of day, amount and type of traffic encountered (the potential danger to the officer and other drivers operating at a high speed);
- g. Visibility and illumination available to the officer in the area being traveled; and
- h. Existing weather conditions and roadway surfaces.

D. EMERGENCY ESCORT

Members of this Agency will not attempt to escort other emergency vehicles or private vehicles on any emergency run. However, assistance may be given by blocking dangerous intersections to aid in the movement of such vehicles.

E. SAFETY RULES

1. When operating an emergency vehicle, an officer must have the vehicle under control and be prepared to yield the right of way.
2. When an officer receives information indicating that an emergency exists, their primary duty is to arrive at the site of the emergency as safely as conditions permit.
3. Seat belts shall be fastened when operating a law enforcement vehicle.
4. An officer should not drive up immediately behind another vehicle and sound the siren. The motorist may suddenly stop.
5. An officer should not pass to the right of a vehicle in traffic, unless absolutely necessary.
6. An officer may fluctuate the sound of the siren so that the emergency vehicle can be heard.
7. An officer shall always maintain adequate radio volume and remain aware that the Communications Center may wish to relay additional information while the vehicle is being operated in an emergency status.
8. When an officer approaches an intersection extreme caution shall be used:
 - a. The vehicle should be slowed to a normal speed when approaching an intersection, and it should be crossed with the light;
 - b. When it is necessary to enter an intersection against the light, all emergency vehicles should come to a complete stop to insure all traffic has seen the vehicle before crossing the intersection; and

- c. The above sections, a - b, also apply to STOP signs.

F. RESPONDING TO CALLS FOR SERVICE

The Agency cannot be aware of every circumstance where law enforcement action or assistance may be required. Citizens of the community are needed for this information. In return, the people expect the Agency to respond to requests for law enforcement service within a reasonable time and to satisfactorily perform the necessary services. As a practical matter, the extent of the service may necessarily be limited, but, regardless of its extent, professional service must be rendered in all cases.

1. Receiving calls

- a. Officers should never consider any call as routine.
- b. Officers should be discouraged from forming definite opinions about a call before arriving at the scene. The circumstances at the scene should determine the officer's actions.

Non-English-Speaking Calls for Service

When the Communications Center receives a call for service from a non-English speaking individual, the Communications Center will:

- a. Dispatch an officer to call;
- b. Advise the officer that they should notify the Communications Center if an interpreter is needed; and
- c. If an interpreter is needed, one should be contacted from the list of available interpreters maintained by the Communications Center.
- d. To facilitate the delivery of law enforcement services to non-English speaking persons, the Communications Center should maintain a list of interpreters for the most frequently spoken foreign language(s) in your area.

2. Arriving at the Scene

The law enforcement unit shall be parked at a reasonable distance from the entrance to the location of a call. Officers shall:

- a. Properly park their unit as close to the curb as possible;
- b. Depending on the type of call, additional weapons in the unit should either be taken out or locked in the trunk;
- c. Approach buildings from an angle to reduce the possibility of an attack from the inside;
- d. In cases where the immediate presence of law enforcement is required to protect a person from possible death or injury, the first officer on the scene will enter the building after notifying the Communications Center of their intentions; and
- e. If a situation requires one or more back-up units to respond, the first unit on the scene should maintain a safe position until one of the back-up units arrives.
- f. If the officer determines that the complainant(s) cannot speak English, the officer shall make every attempt possible to locate an interpreter.

3. Portable Radios

The portable radio shall always be carried.

4. Approaching Doorways

- a. When approaching a doorway, officers shall knock on the door and stand to either side of the entrance;

- b. When the officer is making the initial approach to any building, they should take notice of any movement inside (e.g., persons, running silhouettes, or flash light movement).

5. Building Interior

The interior of the building must be given careful consideration because:

- a. The possibility of more than one person may be present. During confrontations, the officer should keep all persons in front of them;
- b. Suspects or persons placed under arrest are probably familiar with the interior of the house or building;
- c. Do not allow persons to retrieve hats, coats, purses, etc. Retrieve only essential articles. All retrieved articles must be searched for the safety and security of law enforcement personnel;
- d. Do not allow the arrested person to talk or wander around inside; and
- e. All persons arrested and transported will be handcuffed, placed in the rear seat of the transporting unit and, when practical, secured with a safety-restraining device.
- f. The first officer to arrive at the scene has specific responsibilities:
 - 1) The officer shall begin to secure the scene and cover the most likely avenue of escape;
 - 2) If difficulties or violence are encountered, the officer shall summon assistance through the Communications Center by the quickest means available;
 - 3) If injuries are involved, the officer shall administer first aid and request emergency medical personnel;
 - 4) If the suspect has left the scene, the officer shall develop a description and issue a lookout;
 - 5) The officer shall take charge of and process of protect the crime scene, preserve evidence, and keep witnesses present;
 - 6) If it is determined that additional help is needed, the officer shall notify the Communications Center;
 - 7) The Officer shall prepare the appropriate report. The first officer arriving at the scene is responsible for the report;
 - 8) When serious types of calls (shootings, robberies, cuttings, nature unknown, etc.) are unfounded, the officer shall notify the Communications Center immediately; and

6. Communication Center:

On calls of an emergency nature, officers are to notify the Communications Center of the circumstances of the call as soon as possible. The Communications Center shall be informed of the situation if the officer is out of service for an extended period. The supervisor on duty has the authority to designate duties and responsibilities and send backup assistance as needed.

7. Officer Needs Assistance Call

- a. Units responding to assist an officer needing help shall operate with blue light and siren;
- b. If the exact situation is unknown, officers are to be particularly observant and cautious when arriving at the scene; and
- c. When the situation is under control or an assisting officer's services are no longer needed, the officer should immediately notify the Communications Center and

return to service. Only those cars directed to remain at the scene by the superior officer will do so.

8. Bank/Financial Institution Alarm:

1. Communications Officer Procedures: (Sig. 2, 3, or 36)

a. Dispatch a minimum of two marked patrol units AND

b. IF NOTIFICATION IS RECEIVED BY TELEPHONE, obtain and broadcast the following information to all response units:

- (1) Complete description and number of the perpetrator(s);
- (2) Whether the subjects are still at the scene; OR
- (3) The direction and mode of travel, and complete vehicle description;
- (4) Whether the subjects are armed and the types of weapons involved (i.e., handgun, rifle, shotgun, or automatic weapon); AND
- (5) The existence of any injuries.

c. IF NOTIFICATION IS RECEIVED BY ALARM, make no attempt to contact the institution until after response units have arrived on the scene UNLESS otherwise directed by the Field Supervisor. Following the arrival of response units:

- (1) Make contact with an institution employee in order to determine the validity of the alarm; AND
- (2) Relay all obtained information to responding units.

d. IF NOTIFIED ALARM IS FALSE, the Communications Officer will:

- (1) Advise the caller that response units are on the scene and/or are in route to the institution;
- (2) Obtain the identity of and maintain contact with the caller;
- (3) When directed by on-scene personnel, request that a key employee of the institution (i.e., manager or chief teller) exit the facility and meet with the officer to verify the false alarm;
- (4) Obtain the name and physical description of the key employee and instruct the person to carry personal identification with them;
- (5) Relay additional instructions to the exiting employee as provided by on-scene personnel; AND

(6) Cancel other response units when directed by on-scene personnel.

2. Uniform Patrol Response: (Sig. 2, 3, or 36)

a. Uniformed personnel shall USE CODE 1 OR CODE 2 response and will turn off sirens once within hearing range of the institution. IF NOTIFIED ALARM IS FALSE, USE CODE 3 RESPONSE to verify situation;

b. OFFICERS SHALL APPROACH ALL BANK ALARM CALLS AS THOUGH A ROBBERY IS IN PROGRESS until verification of the call is complete.

c. INITIAL RESPONSE UNITS will be observant of any suspicious vehicles leaving the area as well as other vehicles or persons outside the facility who may be serving as lookouts, cover, or drivers for the robbery team.

(1) Steps must be taken to avoid premature detection upon the arrival of response personnel.

(2) At night, headlights should be turned off as soon as possible and units should be positioned in unlit or dimly lit areas if possible.

(3) Detection increases the likelihood that hostages will be taken or that a barricaded suspect situation will develop.

d. THE FIRST UNIT on the scene shall serve as the primary response unit and will:

(1) Take a position near the building that provides good observation of exits without being easily visible to those inside;

(2) Broadcast exact position and any observable conditions at the location to other assisting units;

(3) Remain with vehicle or at a suitable defensive position that affords cover and ballistic protection outside the facility; AND

(4) Coordinate the positioning of other back-up personnel.

e. BACK-UP PERSONNEL shall report their arrival and:

(1) Assume defensive positions near the building perimeter, covering other exits and entrances AND

(2) Prevent any outside personnel from entering the perimeter and building.

(3) If available, additional back-up units should be directed to establish an outer perimeter in order to block traffic from entering the affected area and to cover likely escape routes.

f. ONCE BUILDING PERIMETER IS ESTABLISHED, response personnel shall attempt to establish whether a robbery is in progress. In order to do so they will:

- (1) Notify the Communications Officer to make telephone contact with an employee in the facility AND
- (2) Attempt to determine whether business appears to be taking place in a normal manner with patrons entering and exiting; if visible, whether inside employees and customers are acting normally OR does business appear to have stopped with the blinds/curtains drawn, lights turned off or a closed sign placed on the window.

g. IF CONTACT IS MADE WITH EMPLOYEES within the facility AND THERE DOES NOT APPEAR TO BE A ROBBERY IN PROGRESS:

- (1) The Field Supervisor shall determine from which exit the contact employee shall leave the building and designate one officer to approach the exiting employee following receipt of his/her identity and description from the Communications Officer.

CAUTION MUST BE GIVEN TO PERPETRATORS WHO MAY IMPERSONATE EMPLOYEES

- (2) Once verification has been made of the employee's status the officer shall accompany the employee into the establishment in order to confirm the situation.
- (3) Following the inspection, the officer shall report his/her findings to the other response personnel, complete a Miscellaneous Incident Report, and return to service.

h. IF A ROBBERY IN PROGRESS IS SUSPECTED or confirmed, no attempt shall be made to enter the building unless otherwise directed to do so.

- 1) The Communications Center will be notified and instructed to initiate "10-3" (stop transmitting) and "10-33" (Emergency) procedures.
- 2) All attempts to apprehend the suspect(s) shall be made outside the facility.
- 3) Based upon the circumstances, officers shall approach the matter as a barricaded suspect/hostage situation.
- 4) Individuals who exit the building should be challenged and ordered to positions where they can be disarmed, searched, and if a suspect, placed into custody. If possible, exiting individuals will be challenged at some distance from doorways so as not to risk their re-entry into the building.
- 5) FIRE CONTROL FROM ALL RESPONSE PERSONNEL IS ESSENTIAL. Officers must be aware of the ballistic background in their field of fire and the potential for injury to innocent bystanders should gunfire be initiated.

6) Once an apprehension is made and the area is stabilized, the crime scene shall be secured for processing by CID and federal authorities.

7) IF THE PERPETRATORS HAVE LEFT THE SCENE:

The first responding unit shall remain at the facility to secure the crime scene and to obtain appropriate information concerning the perpetrators and their direction and mode of escape for immediate transition to other response units. In addition, witnesses shall be identified and any injured parties cared for. All other responding units shall initiate a search for the suspects on likely escape routes.

i. IF THE ALARM IS RECEIVED DURING NON BUSINESS HOURS responding personnel will:

- a. Establish a perimeter around the building AND
- b. Inspect the exterior of the facility for signs of forced entry.
- c. IF SIGNS OF FORCED ENTRY EXIST, officers shall remain at their perimeter positions and request the dispatch of a K-9 team to perform a building search OR, if not available, the officers will perform the search.
- d. IF THERE ARE NO SIGNS OF FORCED ENTRY, the Communications Officer shall be notified to inform the facility's contact employee to meet the officers at the location in order for the alarm to be checked and reset.

6. CID and Other Plain Clothes Response:

a. Any unmarked unit that is in close proximity to the alarm site, will exercise a Code 1 or Code 2 response to the facility if the vehicle is properly equipped with emergency lights and siren. If not so equipped, a Code 3 response will be used.

b. All other in-service CID and unmarked units shall monitor the situation and exercise a Code 3 response toward the alarm scene in order to render appropriate assistance to the Field Supervisor and other uniformed patrol personnel.

c. Once at the alarm location, plainclothes personnel must initially assume positions around the perimeter of the facility and await the arrival of additional uniformed personnel.

(1) Plainclothes personnel will render appropriate assistance to the Field Supervisor after a proper perimeter is established.

(2) Plainclothes personnel will immediately make visible their badge and agency identification and, if available, wear marked items of agency clothing, such as a raincoat, traffic vest, or jacket.

(3) PLAINCLOTHES PERSONNEL WILL NOT ATTEMPT TO ENTER THE BUILDING unless directed to do so by the Field Supervisor.

d. If it is confirmed that an actual robbery occurred, CID personnel shall assume investigative responsibility and make other appropriate notifications to federal authorities.



FINANCIAL HIGHLIGHTS
As of October 31, 2024



Budget Summary
84% of year lapsed

	2023 Year End (audited)	2024 Budget	2024 Year to Date	% Annual Budget
REVENUES BY FUND				
General Fund	17,435,276	13,975,000	7,500,549	53.67%
Operating Grant Fund	136,908	75,000	70,776	94.37%
American Rescue Plan (ARP) Act of 2021	3,750,580	2,000,000	61,479	3.07%
Parks & Recreation Fund	2,363,840	875,000	407,949	46.62%
Tax Allocation District	384,548	446,112	94,626	21.21%
Hotel/Motel Tax Fund	5,460	6,000	5,398	89.96%
Urban Redevelopment Agency	20,902,565	15,000,000	444,898	2.97%
SPLOST III Fund	22,150	-	-	0.00%
SPLOST V Fund	6,707,585	7,685,000	4,473,860	58.22%
SPLOST VI Fund	-	2,600,000	590,512	22.71%
Town Center Fund	6,451,025	15,300,000	6,562,718	42.89%
Debt Service Fund	3,385,509	3,850,000	1,777,380	46.17%
Stormwater Utility Fund	1,878,911	610,000	612,586	100.42%
TOTAL REVENUES - ALL FUNDS	\$ 63,424,357	\$ 62,422,112	\$ 22,602,730	36.21%

EXPENDITURES/EXPENSES BY FUND				
General Fund	15,216,644	13,975,000	14,821,256	106.06%
Operating Grant Fund	136,672	75,000	92,307	123.08%
American Rescue Plan (ARP) Act of 2021	3,753,051	2,000,000	243,643	12.18%
Parks & Recreation Fund	2,587,800	875,000	960,652	109.79%
Tax Allocation District	96,130	446,112	330,593	74.11%
Hotel/Motel Tax Fund	8,435	6,000	3,050	50.83%
Urban Redevelopment Agency	6,436,309	15,000,000	6,562,718	43.75%
SPLOST III Fund	41,530	-	-	0.00%
SPLOST V Fund	5,511,290	7,685,000	5,567,456	72.45%
SPLOST VI Fund	-	2,600,000	977,129	37.58%
Town Center Fund	6,754,049	15,300,000	6,188,043	40.44%
Debt Service Fund	1,545,007	3,850,000	3,577,915	92.93%
Stormwater Utility Fund	275,799	610,000	143,408	23.51%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 42,362,717	\$ 62,422,112	\$ 39,468,169	63.23%



Comparison to Prior Year
84% of year lapsed

	10/31/2023 Actual (audited)	2023 Annual Amended Budget	% of Annual Amended Budget	10/31/2024 Actual	2024 Budget	% of Annual Budget
REVENUES BY FUND						
General Fund	7,772,883	15,235,000	51.02%	7,500,549	13,975,000	53.67%
Operating Grant Fund	102,030	137,000	74.47%	70,776	75,000	94.37%
American Rescue Plan (ARP) Act of 2021	71,268	5,769,200	1.24%	61,479	2,000,000	3.07%
Parks & Recreation Fund	2,298,785	2,600,000	88.41%	407,949	875,000	46.62%
Tax Allocation District	159,879	300,135	53.27%	94,626	446,112	21.21%
Hotel/Motel Tax Fund	4,746	8,500	55.84%	5,398	6,000	89.96%
Urban Redevelopment Agency	2,523,759	20,900,000	12.08%	444,898	15,000,000	2.97%
SPLOST III Fund	22,150	290,000	7.64%	-	-	0.00%
SPLOST V Fund	5,803,906	11,835,000	49.04%	4,473,860	7,685,000	58.22%
SPLOST VI Fund	-	-	0.00%	590,512	2,600,000	22.71%
Town Center Fund	2,848,759	6,770,000	42.08%	6,562,718	15,300,000	42.89%
Debt Service Fund	3,258,430	2,300,135	141.66%	1,777,380	3,850,000	46.17%
Stormwater Utility Fund	91,305	470,000	19.43%	612,586	610,000	100.42%
TOTAL REVENUES - ALL FUNDS	\$ 24,957,899	\$ 66,614,970	37.47%	\$ 22,602,730	\$ 62,422,112	36.21%
EXPENDITURES/EXPENSES BY FUND						
General Fund	10,485,353	15,235,000	68.82%	14,821,256	13,975,000	106.06%
Operating Grant Fund	121,234	137,000	88.49%	92,307	75,000	123.08%
American Rescue Plan (ARP) Act of 2021	3,285,310	5,769,200	56.95%	243,643	2,000,000	12.18%
Parks & Recreation Fund	2,346,282	2,600,000	90.24%	960,652	875,000	109.79%
Tax Allocation District	39,619	300,135	0.00%	330,593	446,112	74.11%
Hotel/Motel Tax Fund	7,435	8,500	87.47%	3,050	6,000	50.83%
Urban Redevelopment Agency	2,523,759	20,900,000	12.08%	6,562,718	15,000,000	43.75%
SPLOST III Fund	41,530	290,000	14.32%	-	-	0.00%
SPLOST V Fund	4,946,060	11,835,000	41.79%	5,567,456	7,685,000	72.45%
SPLOST VI Fund	-	-	0.00%	977,129	2,600,000	37.58%
Town Center Fund	5,396,508	6,770,000	79.71%	6,188,043	15,300,000	40.44%
Debt Service Fund	1,289,371	2,300,135	56.06%	3,577,915	3,850,000	92.93%
Stormwater Utility Fund	114,429	470,000	24.35%	143,408	610,000	23.51%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 30,596,890	\$ 66,614,970	45.93%	\$ 39,468,169	\$ 62,422,112	63.23%



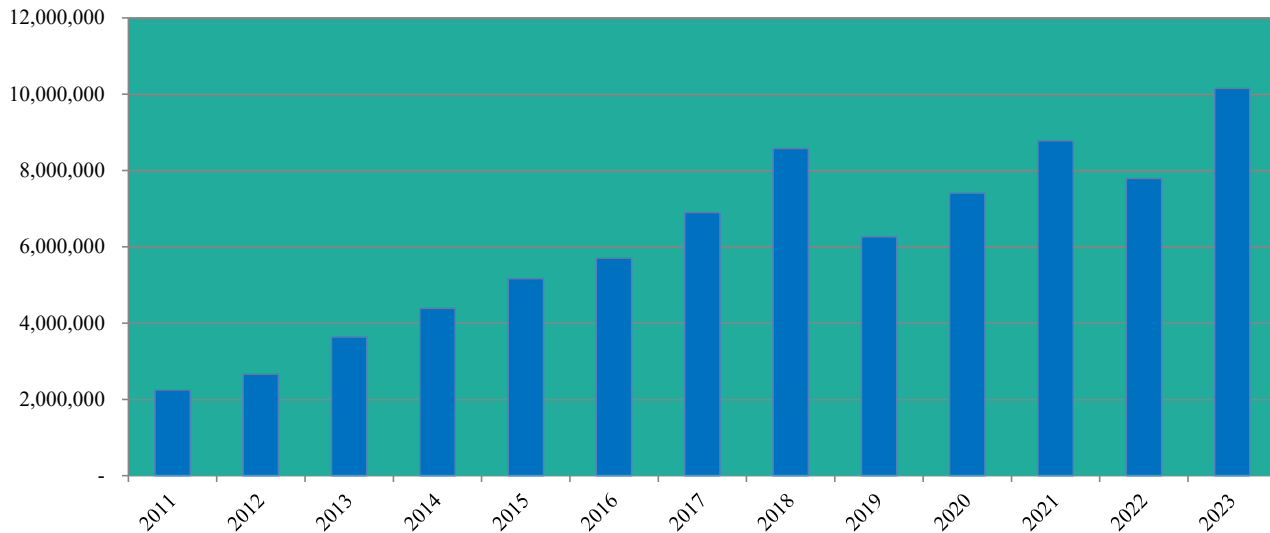
**Changes in Fund Balance/Net Position
As of October 31, 2024**

Unaudited

Fund	Balance as of 1/1/2024 (audited)	Revenues	Expenditures/ Expenses	Balance as of 10/31/2024	Net Increase/ (Decrease)
General Fund	10,152,420	7,500,549	14,821,256	2,831,713	(7,320,707)
Operating Grant Fund	37,373	70,776	92,307	15,842	(21,531)
American Rescue Plan (ARP) Act of 2021	-	61,479	243,643	(182,164)	(182,164)
Parks & Recreation Fund	755,682	407,949	960,652	202,978	(552,704)
Tax Allocation District	567,979	94,626	330,593	332,012	(235,967)
Hotel/ Motel Tax Fund	6,376	5,398	3,050	8,724	2,348
Urban Redevelopment Agency	14,466,257	444,898	6,562,718	8,348,436	(6,117,820)
SPLOST V Fund	877,939	4,473,860	5,567,456	(215,657)	(1,093,596)
SPLOST VI Fund	-	590,512	977,129	(386,616)	(386,616)
Town Center Fund	(662,117)	6,562,718	6,188,043	(287,442)	374,675
Debt Service Fund	1,843,815	1,777,380	3,577,915	43,279	(1,800,535)
Stormwater Utility Fund	8,291,664	612,586	143,408	8,760,842	469,178
	\$ 36,337,387	\$ 22,602,730	\$ 39,468,169	\$ 19,471,948	\$ (16,865,439)

General Fund - History of Fund Balance

GENERAL FUND FUND BALANCE

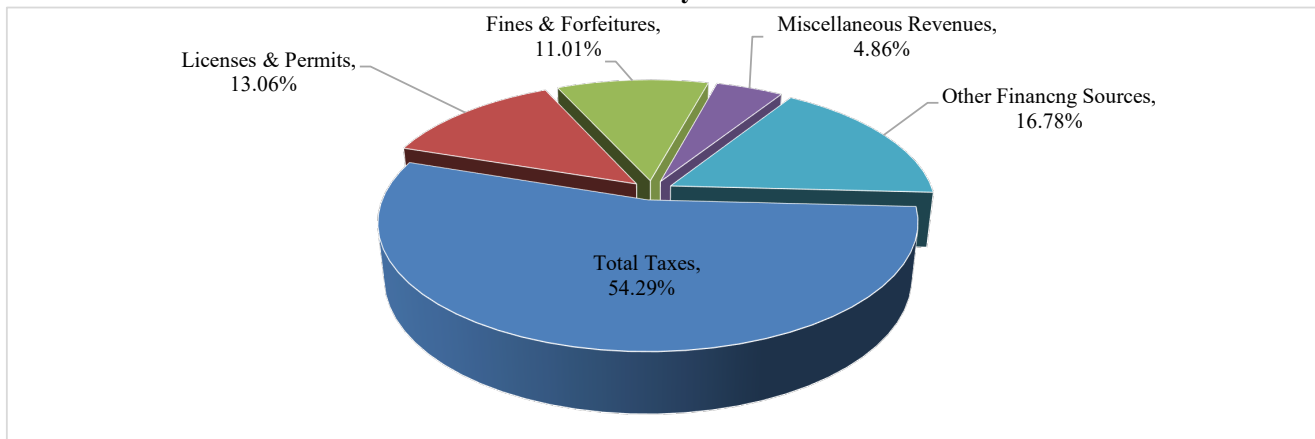




Budget Comparison Report - General Fund
84% of year lapsed

REVENUES	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Property Taxes	506,841	7,425,000	807,562	10.88%
Motor Vehicle Taxes	1,358	25,000	21,285	85.14%
Motor Vehicle Title Ad Valorem Tax	74,839	870,000	703,482	80.86%
Mobile Home Tax	-	150	64	42.38%
Recording Intangible Taxes	6,480	60,000	50,536	84.23%
Penalties & Interest	1,571	10,000	7,967	79.67%
Fifa Fees	120	2,000	1,695	84.75%
Franchise Tax	-	580,000	805,104	138.81%
Railroad Equipment Car Tax	-	650	676	104.08%
Real Estate Transfer Tax	555	10,000	9,115	91.15%
Business & Occupation Tax	2,693	150,000	98,397	65.60%
Financial Institutions Tax	-	2,500	4,390	175.60%
Insurance Premium Tax	1,562,017	1,450,000	1,562,017	107.73%
Total Taxes	2,183,068	11,079,800	4,072,291	36.75%
Licenses & Permits	50,583	1,303,225	979,359	75.15%
Fines & Forfeitures	86,552	636,225	825,739	129.79%
Miscellaneous Revenues	3,906	244,250	81,042	33.18%
Interest Income	1,425	105,000	283,640	270.13%
Proceeds from the Sale of Assets	-	100,000	138,680	138.68%
Inception of Lease Liability	-	504,000	1,119,799	222.18%
Donation from Private Sources	-	2,500	-	0.00%
TOTAL GENERAL FUND REVENUES	\$ 2,325,534	\$ 13,975,000	\$ 7,500,549	53.67%

Revenues by Source

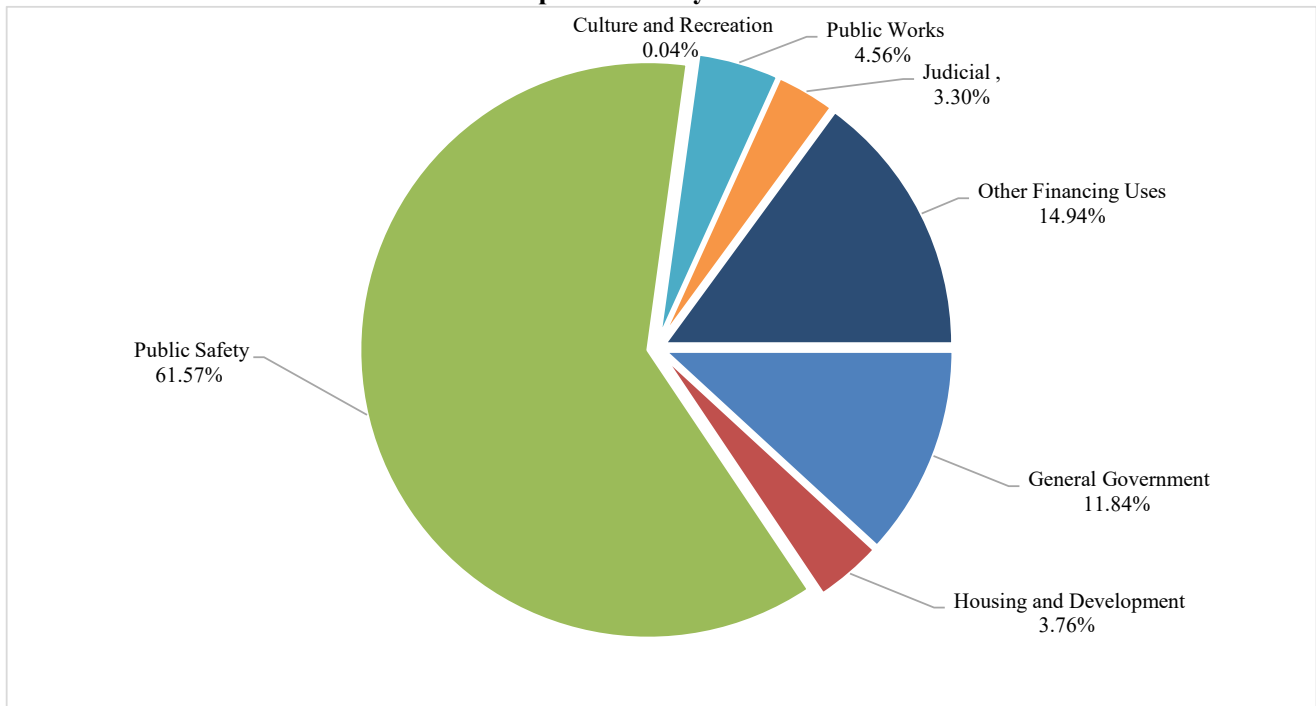




Budget Comparison Report - General Fund
84% of year lapsed

EXPENDITURES	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
General Government	172,165	2,372,700	1,754,693	73.95%
Housing and Development	61,962	722,802	557,754	77.17%
Public Safety	477,990	9,160,104	9,124,896	99.62%
Culture and Recreation	-	39,000	5,341	13.69%
Public Works	92,703	626,600	675,643	107.83%
Judicial	69,187	560,688	488,901	87.20%
Other Financing Uses	1,923,763	493,106	2,214,028	449.00%
TOTAL GENERAL FUND EXPENDITURES	\$ 2,797,770	\$ 13,975,000	\$ 14,821,256	106.06%

Expenditures by Function





Budget Comparison Report - All Funds
84% of year lapsed

Unaudited

	2023 Year End Actuals	2024 Budget	Year to Date	% 2024 Annual Budget
<u>GENERAL FUND</u>				
Revenues:	17,435,276	13,975,000	7,500,549	53.67%
Expenditures:	15,216,644	13,975,000	14,821,256	106.06%
Excess Revenues over (under) Expenditures	2,218,631	-	(7,320,707)	
<u>AMERICAN RESCUE PLAN (ARP) ACT OF 2021</u>				
Revenues:	3,750,580	2,000,000	61,479	3.07%
Expenditures:	3,753,051	2,000,000	243,643	12.18%
Excess Revenues over (under) Expenditures	(2,471)	-	(182,164)	
<u>OPERATING GRANT FUND</u>				
Revenues:	136,908	75,000	70,776	94.37%
Expenditures:	136,672	75,000	92,307	123.08%
Excess Revenues over (under) Expenditures	236	-	(21,531)	
<u>PARKS & RECREATION FUND</u>				
Revenues:	2,363,840	875,000	407,949	46.62%
Expenditures:	2,587,800	875,000	960,652	109.79%
Excess Revenues over (under) Expenditures	(223,960)	-	(552,704)	
<u>TAX ALLOCATION DISTRICT</u>				
Revenues:	384,548	446,112	94,626	21.21%
Expenditures:	96,130	446,112	330,593	74.11%
Excess Revenues over (under) Expenditures	288,418	-	(235,967)	
<u>HOTEL/MOTEL TAX FUND</u>				
Revenues:	5,460	6,000	5,398	89.96%
Expenditures:	8,435	6,000	3,050	50.83%
Excess Revenues over (under) Expenditures	(2,975)	-	2,348	



Budget Comparison Report - All Funds
84% of year lapsed

Unaudited

	2023 Year End Actuals	2024 Budget	Year to Date	% 2024 Annual Budget
<u>URBAN REDEVELOPMENT AGENCY</u>				
Revenues:	20,902,565	15,000,000	444,898	2.97%
Expenditures:	6,436,309	15,000,000	6,562,718	43.75%
Excess Revenues over (under) Expenditures	14,466,257	-	(6,117,820)	
<u>SPLOST V FUND</u>				
Revenues:	6,707,585	7,685,000	4,473,860	58.22%
Expenditures:	5,511,290	7,685,000	5,567,456	72.45%
Excess Revenues over (under) Expenditures	1,196,296	-	(1,093,596)	
<u>SPLOST VI FUND</u>				
Revenues:	-	2,600,000	590,512	22.71%
Expenditures:	-	2,600,000	977,129	37.58%
Excess Revenues over (under) Expenditures	-	-	(386,616)	
<u>TOWN CENTER FUND</u>				
Revenues:	6,451,025	15,300,000	6,562,718	42.89%
Expenditures:	6,754,049	15,300,000	6,188,043	40.44%
Excess Revenues over (under) Expenditures	(303,025)	-	374,675	
<u>DEBT SERVICE FUND</u>				
Revenues:	3,385,509	3,850,000	1,777,380	46.17%
Expenditures:	1,545,007	3,850,000	3,577,915	92.93%
Excess Revenues over (under) Expenditures	1,840,501	-	(1,800,535)	
<u>STORMWATER UTILITY FUND</u>				
Revenues:	1,878,911	610,000	612,586	100.42%
Expenses:	275,799	610,000	143,408	23.51%
Excess Revenues over (under) Expenses	1,603,111	-	469,178	



Investments
As of October 31, 2024

South State Bank

Downtown Development Authority - CD 4.75% 100,169

Subtotal South State Bank \$ 100,169

Goldman Sachs Autocallable GS Momentum Builder	228,825
Certificate of Deposit - CD 4.75% Maturity Date - 11/18/2024	317,133
Certificate of Deposit - CD 4.75% Maturity Date - 11/23/2024	263,296
Certificate of Deposit - CD 4.75% Maturity Date - 11/23/2024	528,968
Certificate of Deposit - CD 4.75% Maturity Date - 11/23/2024	531,952
Certificate of Deposit - CD 4.75% Maturity Date - 11/23/2024	260,129
Certificate of Deposit - CD 4.75% Maturity Date - 11/23/2024	262,168
Certificate of Deposit - CD 4.75% Maturity Date - 11/23/2024	78,773
Certificate of Deposit - CD 4.15% Maturity Date - 04/25/2025	1,049,890

Subtotal South State Investment Services \$ 3,521,133

Total Investments \$ 3,621,303



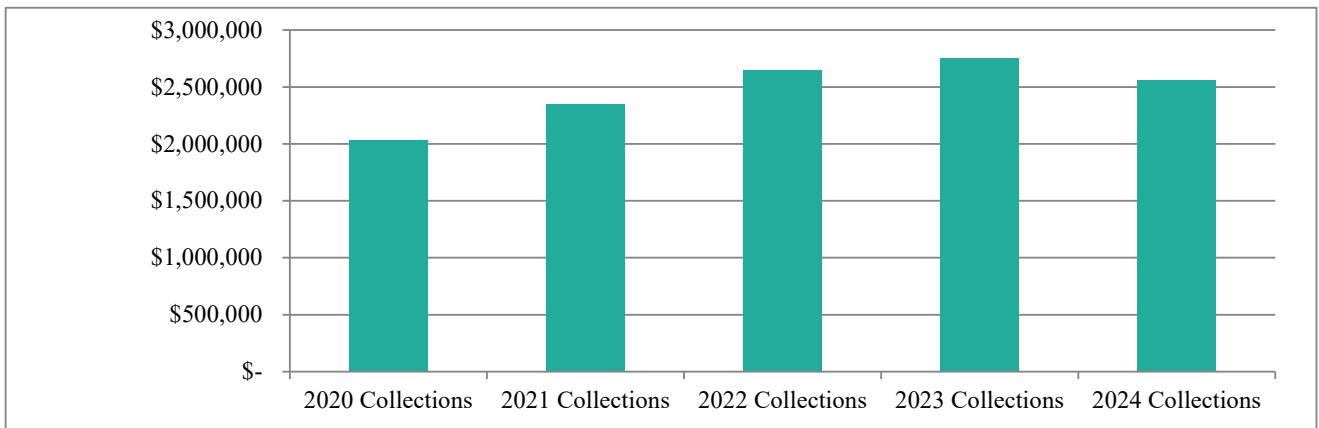
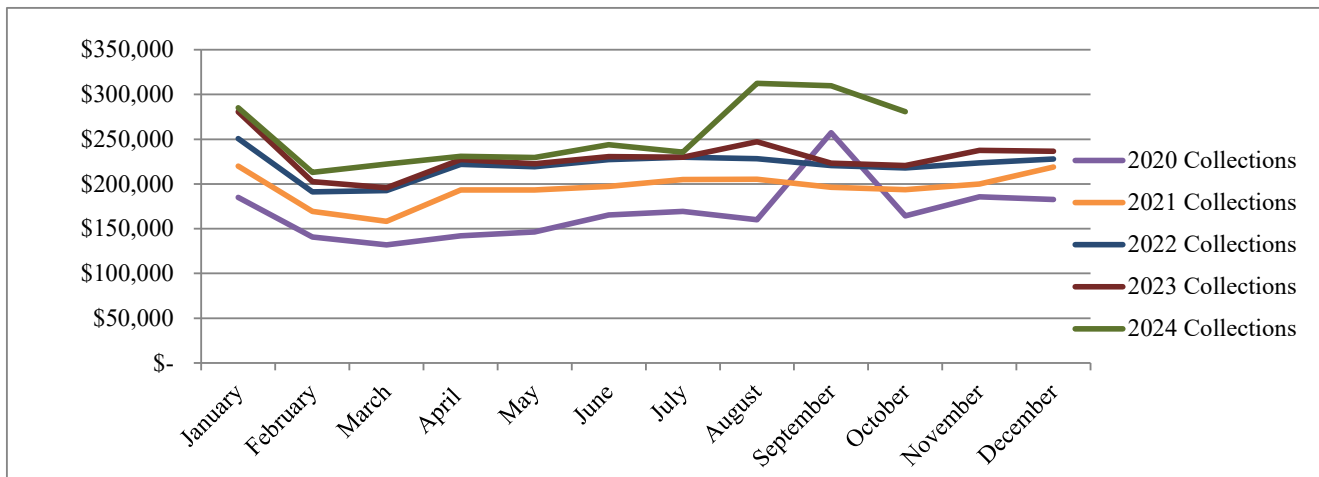
Cash
As of October 31, 2024

South State Bank		
General Fund		515,148
Main Street Board		72,142
American Rescue Plan (ARP) Act of 2021		1,927,260
Parks & Recreation Fund		167,842
Tax Allocation District (TAD)		289,241
Hotel Motel Tax Fund		8,266
Money Market Account		4,861,711
Municipal Court Fund		123,325
Operating Grant Fund		134
Police Forfeiture Account		1,806
Police Seized Asset Account		26
SPLOST V		-
SPLOST VI		295,221
Town Center Fund		19,841
Debt Service Fund		43,280
Downtown Development Authority - Checking		5,594
Stormwater Utility Fund		419,850
Tree Replacement Fund		47,456
Subtotal South State Bank		\$ 8,798,145
South State Investment Services		
Budget Stabilization Cash Account		91
Subtotal South State Investment Services		\$ 91
Total Cash		\$ 8,798,236



Special Purpose Local Option Sales Tax Collections
As of October 31, 2024

		2020 Collections	2021 Collections	2022 Collections	2023 Collections	2024 Collections	% Change from Prior Year
January	\$	184,956	\$ 219,927	\$ 250,695	\$ 280,583	\$ 284,961	1.56%
February		140,587	169,237	191,168	202,766	212,973	5.03%
March		131,947	158,258	192,686	195,742	222,279	13.56%
April		141,914	193,138	221,796	227,217	230,875	1.61%
May		146,483	193,137	219,102	222,579	229,480	3.10%
June		165,255	197,249	227,296	230,478	243,921	5.83%
July		169,488	204,832	229,938	229,808	235,599	2.52%
August		160,110	205,351	228,172	247,254	312,409	26.35%
September		257,264	196,323	220,495	223,389	309,613	38.60%
October		164,463	193,776	217,820	220,673	280,899	27.29%
November		185,812	199,817	223,696	237,509		
December		182,579	218,887	228,006	236,436		
	\$	2,030,858	\$ 2,349,931	\$ 2,650,872	\$ 2,754,435	\$ 2,563,008	





Downtown Development Authority
As of October 31, 2024

	2024		YTD	% of Annual
	Transactions	2024 Budget	Transactions	Budget
Revenues				
Interest Revenue	-	\$0	172	100%
Miscellaneous Revenue	-	5,000	-	0.00%
Proceeds from Sale of Property	-	2,550,000	125,900	4.94%
TOTAL REVENUES	\$ -	\$2,555,000	\$ 126,072	4.93%

Expenditures				
Dues & Fees	-	500	330	66.00%
Training	-	250	-	0.00%
Water & Sewer	-	2,500	-	0.00%
Other Expenditures	-	250	-	0.00%
Sponsorships	-	1,500	-	0.00%
Transfers to Primary Government	-	2,550,000	125,900	4.94%
TOTAL EXPENDITURES	\$ -	\$ 2,555,000	\$ 126,230	4.94%



GENERAL FUND REVENUE DETAIL

As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Real Property Tax	506,841	7,425,000	766,472	10.32%
Real Property Tax - Public Utility	-	35,000	4,257	12.16%
Personal Property Tax	23,271	125,000	36,833	29.47%
Motor Vehicle Tax	1,358	25,000	17,048	68.19%
Motor Vehicle Title Ad Valorem Tax	74,839	870,000	703,482	80.86%
Apportioned Vehicles (AAVT)	-	4,000	4,237	105.94%
Mobile Home Tax	-	150	64	42.38%
Intangible Tax	6,480	60,000	50,536	84.23%
Railroad Equipment Car Tax	676	650	676	104.08%
Real Estate Transfer Tax	555	10,000	9,115	91.15%
Franchise Tax - Electric	-	580,000	601,665	103.74%
Franchise Tax - Gas	-	110,000	88,755	80.69%
Franchise Tax - Cable	2,644	215,000	110,861	51.56%
Franchise Tax - Telephone	3	5,500	3,823	69.51%
Business & Occupational Tax	2,693	150,000	98,397	65.60%
Insurance Premium Tax	1,562,017	1,450,000	1,562,017	107.73%
Financial Institutions Tax	-	2,500	4,390	175.60%
Penalties & Interest	1,571	10,000	7,967	79.67%
FiFa Fees	120	2,000	1,695	84.75%
Total Taxes	2,183,068	11,079,800	4,072,291	36.75%
Alcoholic Beverage Licenses	19,000	75,000	26,000	34.67%
Alcohol Pouring Permit	300	5,500	4,405	80.09%
Zoning and Land Use Permits	1,470	15,000	9,270	61.80%
Planning and Development Fees	-	5,000	6,090	121.80%
Sign Permit Fees	-	1,500	1,865	124.33%
Special Event Permits	-	150	250	166.67%
Vacant Lot Registration	-	25	-	0.00%
Personal Transportation Veh Permit	-	50	120	240.00%
Other Licenses and Permits	95	5,000	1,405	28.10%
Building Permit Revenue	21,631	900,000	630,300	70.03%
Certificate of Occupancy Fees	3,500	165,000	42,000	25.45%
Building Permit - Reinspection Fees	600	5,000	2,250	45.00%
Building Permit-Sub Fee	1,740	50,000	32,822	65.64%
Occupational Tax Late Fees	15	1,000	1,351	135.15%
Plan Review Fees	2,232	75,000	221,231	294.97%
Total Licenses and Permits	50,583	1,303,225	979,359	75.15%
Municipal Court Fines	86,552	600,000	805,739	134.29%
Cash confiscations-Forfeitures	-	150	-	0.00%
Proceeds From Sale of Confiscations	-	750	-	0.00%
Court Costs	-	5,000	-	0.00%
Drug Testing Fees	-	50	-	0.00%
Expungements	-	25	-	0.00%
Tree Recompense Revenue	-	5,000	-	0.00%
Other Fines & Forfeitures-Code	-	25,000	20,000	80.00%
Other Forfeitures	-	250	-	0.00%
Total Fines and Forfeitures	86,552	636,225	825,739	129.79%



GENERAL FUND REVENUE DETAIL

As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Grant Revenue	1,416	185,000	16,542	8.94%
Probation Fees	1,985	20,000	20,293	101.46%
Election and Qualifying Fees	-	750	1,080	144.00%
Printing and Duplicating Service Fees	433	200	1,335	667.45%
Advertising Fees	-	250	660	264.00%
Accident/Incident Reports	-	2,500	1,390	55.60%
Wrecker Service Contract	-	18,500	20,000	108.11%
Background Checks	45	1,000	1,050	105.00%
Bad Check Fees	-	100	25	25.00%
Miscellaneous Revenue	26	4,450	8,339	187.40%
Rents and Royalties	-	1,500	5,380	358.67%
Reimbursement for Damaged Property	-	10,000	4,948	49.48%
Total Miscellaneous Income	3,906	244,250	81,042	33.18%
Interest Revenue	0	100,000	283,640	283.64%
Unrealized Gain or Loss on Investments	1,425	5,000	-	0.00%
Total Investment Income	1,425	105,000	283,640	270.13%
Inception of Capitla Leases	-	504,000	-	0.00%
Proceeds from Sale of Assets	-	100,000	138,680	138.68%
Inception of lease liabilities	-	-	1,119,799	100%
Donations from Private Sources	-	2,500	-	0.00%
Total Other Financing Sources	-	606,500	1,258,479	207.50%
TOTAL GENERAL FUND REVENUES	\$ 2,325,534	\$ 13,975,000	\$ 7,500,549	53.67%



General Fund Expenditures
As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Governing Body				
Salaries & Wages-Council	3,500	42,000	35,000	83.33%
Employee Benefits-Medical	8,677	120,730	86,863	71.95%
Employee Benefits-Dental	337	4,016	3,367	83.84%
Employee Benefits-ADD Life	69	882	761	86.32%
FICA	135	2,603	1,346	51.72%
Medicare	32	609	315	51.70%
Employee Benefits-Retirement	284	3,444	2,839	82.42%
Unemployment	8	173	97	55.84%
Workers Comp Insurance	-	129	102	78.69%
Total Salaries and Benefits	13,041	174,586	130,689	74.86%
Communications	-	600	318	53.00%
Travel	2,929	1,000	2,929	292.91%
Dues and Fees	-	750	657	87.66%
Education and Training	-	750	-	0.00%
Other Expenditures	-	250	-	0.00%
Small Equipment	-	-	189	100%
General Supplies and Materials	-	50	-	0.00%
Total Operations	2,929	3,400	4,094	120.40%
City Manager				
Salaries & Wages	19,610	169,950	143,804	84.62%
Employee Benefits-Medical	948	11,894	9,679	81.38%
Employee Benefits-Dental	95	1,133	951	83.89%
Employee Benefits-ADD Life	12	147	135	91.67%
Employee Benefits-Disability	84	1,008	924	91.67%
FICA	1,213	9,114	8,893	97.57%
Medicare	284	2,464	2,080	84.40%
Employee Benefits-Retirement	1,149	13,936	11,486	82.42%
Unemployment	-	46	27	57.83%
Workers' Comp. Insurance	-	872	685	78.59%
Total Salaries and Benefits	23,394	210,564	178,662	84.85%
Communications	-	600	283	47.12%
Travel	-	50	-	0.00%
Dues and Fees	-	2,250	2,012	89.41%
Education and Training	-	1,250	868	69.44%
Other Expenditures	-	1,000	1,271	127.05%
General Supplies and Materials	-	150	-	0.00%
Small Equipment	-	-	137	100%
Total Operations	-	5,300	4,570	86.22%
City Clerk				
Salaries & Wages	20,029	173,872	146,402	84.20%
Employee Benefits-Medical	3,213	43,713	31,927	73.04%
Employee Benefits-Dental	79	941	790	83.94%
Employee Benefits-ADD Life	31	368	337	91.56%
Employee Benefits-Disability	121	1,393	1,332	95.63%
FICA	1,178	10,780	8,607	79.85%
Medicare	275	2,521	2,013	79.86%
Employee Benefits-Retirement	1,175	14,257	11,750	82.42%
Unemployment	-	114	67	58.34%
Workers' Comp. Insurance	-	532	419	78.79%
Total Salaries and Benefits	26,101	248,491	203,645	81.95%



General Fund Expenditures
As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Professional Services	-	5,000	-	0.00%
Communications	-	900	442	49.07%
Advertising	-	250	-	0.00%
Travel	348	2,500	348	13.92%
Dues and Fees	225	6,500	2,438	37.51%
Education and Training	-	1,500	1,840	122.67%
Other Expenditures	-	500	202	40.42%
General Supplies and Materials	-	250	309	123.78%
General Supplies - Postage	10	200	237	118.68%
Small Equipment	-	2,500	424	16.94%
Software	-	19,500	17,007	87.21%
Other Supplies - Uniforms	-	50	-	0.00%
Total Operations	583	39,650	23,247	58.63%
Elections				
Advertising	257	500	1,282	256.48%
Total Operations	257	500	1,282	100.00%
Contingency				
Contingency	-	139,750	-	0.00%
Total Operations	-	139,750	-	0.00%
Financial Administration				
Salaries & Wages	27,965	242,291	205,853	84.96%
Employee Benefits-Medical	6,164	88,111	61,632	69.95%
Employee Benefits-Dental	74	538	736	136.73%
Employee Benefits-ADD Life	37	441	404	91.67%
Employee Benefits-Disability	170	1,947	1,865	95.78%
FICA	1,593	15,021	11,738	78.14%
Medicare	373	3,513	2,745	78.14%
Employee Benefits-Retirement	1,637	19,868	16,375	82.42%
Unemployment	-	137	80	58.25%
Workers' Comp. Insurance	-	741	588	79.32%
Total Salaries and Benefits	38,011	372,608	302,015	81.05%
Professional Services - Audit	-	20,000	33,000	165.00%
Advertising/Promotions	119	2,650	2,543	95.96%
Printing and Binding	-	1,000	1,652	165.24%
Travel	107	50	107	214.40%
Dues and Fees	8	10,000	4,525	45.25%
Education and Training	245	1,500	874	58.27%
Other Expenditures	75	250	424	169.72%
General Supplies and Materials	190	1,300	877	67.46%
General Supplies-Postage	2,296	7,500	7,397	98.63%
Small Equipment	-	250	-	0.00%
Software	-	5,500	4,950	90.00%
Total Operations	3,038	50,000	56,349	112.70%
Licensing				
Salaries & Wages	2,934	25,413	21,484	84.54%
Employee Benefits-Medical	860	13,427	8,603	64.07%
Employee Benefits-Dental	28	217	282	130.05%
Employee Benefits-ADD Life	6	74	67	90.97%
Employee Benefits-Disability	16	204	177	86.87%
FICA	162	1,576	1,188	75.36%
Medicare	38	368	278	75.48%
Employee Benefits-Retirement	172	2,084	1,718	82.42%
Unemployment	-	23	13	57.91%
Workers' Comp. Insurance	-	39	30	78.05%
Total Salaries and Benefits	4,217	43,425	33,841	77.93%



General Fund Expenditures
As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Printing and Binding	-	-	195	100%
General Supplies and Materials	-	100	-	0.00%
General Supplies - Postage	-	1,000	408	40.80%
Software	-	4,800	3,450	71.88%
Other Supplies-Uniforms	-	50	-	0.00%
Total Operations	-	5,950	4,053	68.12%
Legal				
Professional Services - Legal	920	35,000	11,831	33.80%
Total Operations	920	35,000	11,831	33.80%
Information Technology				
Salaries & Wages	9,610	83,285	70,402	84.53%
Employee Benefits-Medical	5	12,787	46	0.36%
Employee Benefits-Dental	95	1,133	951	83.89%
Employee Benefits-ADD Life	8	147	88	59.56%
Employee Benefits-Disability	58	669	641	95.81%
FICA	573	5,163	4,197	81.29%
Medicare	134	1,208	982	81.26%
Employee Benefits-Retirement	563	6,829	5,628	82.42%
Unemployment	-	46	27	57.83%
Workers' Comp. Insurance	-	255	202	79.13%
Total Salaries and Benefits	11,046	111,522	83,163	74.57%
Professional Services	-	20,000	-	0.00%
Communications	-	600	472	78.62%
Dues and Fees	-	500	90	18.02%
Other Expenditures	13	250	13	5.37%
General Supplies and Materials	141	250	565	225.92%
Small Equipment	235	8,500	8,489	99.87%
Software	11,972	205,000	141,017	68.79%
Total Operations	12,362	235,100	150,645	64.08%
Human Resources				
Salaries & Wages	6,959	60,311	50,981	84.53%
Employee Benefits-Medical	476	5,947	4,757	79.99%
Employee Benefits-Dental	14	169	141	83.25%
Employee Benefits-ADD Life	6	74	67	90.97%
Employee Benefits-Disability	42	485	462	95.26%
FICA	419	3,737	3,072	82.21%
Medicare	98	875	719	82.11%
Employee Benefits-Retirement	408	4,945	4,076	82.42%
Unemployment	-	23	13	57.78%
Workers' Comp. Insurance	-	185	147	79.31%
Total Salaries and Benefits	8,422	76,751	64,435	83.95%



General Fund Expenditures
As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Professional Services	-	30,000	-	0.00%
Advertising/Promotions	-	100	-	0.00%
Communications	-	300	159	52.96%
Travel	-	1,000	-	0.00%
Dues and Fees	-	1,500	837	55.83%
Education and Training	-	4,500	1,750	38.89%
Other Expenditures	-	250	20	8.20%
General Supplies and Materials	-	500	255	51.09%
General Supplies-Postage	-	100	-	0.00%
Small Equipment	-	1,000	399	39.94%
Software	-	10,000	5,899	58.99%
Other Supplies - Uniforms	-	50	-	0.00%
Total Operations	-	49,300	9,321	18.91%
Risk Management				
Professional Services	-	20,000	10,000	50.00%
Liability Insurance	-	250,000	226,086	90.43%
Total Operations	-	270,000	236,086	87.44%
General Government Building				
Salaries & Wages	7,190	69,872	51,711	74.01%
Employee Benefits-Medical	895	12,787	9,050	70.78%
Employee Benefits-Dental	28	338	281	83.25%
Employee Benefits-ADD Life	12	147	135	91.67%
Employee Benefits-Disability	34	389	372	95.72%
FICA	432	4,332	3,107	71.73%
Medicare	101	1,013	727	71.74%
Employee Benefits-Retirement	334	4,049	3,337	82.42%
Unemployment	4	91	57	62.40%
Workers' Comp. Insurance	-	6,125	4,838	78.99%
Total Salaries and Benefits	9,030	99,143	73,616	74.25%
Professional Services	-	250	-	0.00%
Disposal - Garbage	31	500	294	58.82%
Lawn Care	-	350	247	70.46%
Pest Control	-	1,500	1,918	127.83%
Repairs and Maintenance	23	10,000	5,068	50.68%
Repairs and Maintenance - Vehicles	48	5,000	2,424	48.47%
Rental of Equipment	720	7,000	6,695	95.65%
Communications	2,154	15,000	27,417	182.78%
Printing and Binding	-	-	678	100%
Dues and Fees	37	1,375	1,118	81.32%
Other Expenditures	-	1,000	1,492	149.18%
General Supplies and Materials	674	8,000	8,686	108.58%
Water and Sewer	577	2,000	2,970	148.48%
Natural Gas	187	2,500	3,018	120.73%
Electricity	1,388	13,500	13,490	99.93%
Gasoline and Diesel	312	3,500	3,212	91.77%
Small Equipment	-	2,000	1,401	70.03%
Software	-	500	-	0.00%
Other Supplies-Uniforms	-	100	-	0.00%
Capital Outlay - Sites	-	-	-	100%
Capital Outlay - Buildings	-	-	-	100%
Total Operations & Capital	6,153	74,075	80,127	108.17%



General Fund Expenditures
As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Communication & Eternal Affairs				
Salaries & Wages	9,547	82,738	70,427	85.12%
Employee Benefits-Medical	1,721	23,195	17,206	74.18%
Employee Benefits-Dental	56	1,133	565	49.82%
Employee Benefits-ADD Life	12	147	135	91.67%
Employee Benefits-Disability	64	739	708	95.74%
FICA	568	5,129	4,192	81.73%
Medicare	133	1,200	980	81.69%
Employee Benefits-Retirement	559	6,784	5,591	82.42%
Unemployment	-	46	27	57.83%
Workers' Compensation	-	424	387	91.18%
Total Salaries and Benefits	12,660	121,535	100,215	82.46%
Communications	-	600	283	47.12%
Travel	-	700	-	0.00%
Dues and Fees	-	1,600	879	54.91%
Education and Training	-	1,500	-	0.00%
Other Expenditures	-	150	136	90.53%
Small Equipment	-	500	678	135.54%
Software	-	1,000	833	83.28%
Total Operations	-	6,050	2,808	46.40%
TOTAL GENERAL GOVERNMENT	\$ 172,165	\$ 2,372,700	\$ 1,754,693	73.95%
Municipal Court				
Salaries & Wages	13,752	130,682	100,765	77.11%
Salaries & Wages - Overtime	-	500	-	0.00%
Employee Benefits-Medical	3,559	48,173	35,490	73.67%
Employee Benefits-Dental	93	1,104	932	84.45%
Employee Benefits-ADD Life	25	294	270	91.67%
Employee Benefits-Disability	83	958	917	95.75%
FICA	809	8,164	5,931	72.65%
Medicare	189	1,909	1,387	72.67%
Employee Benefits-Retirement	809	9,814	8,089	82.42%
Unemployment	-	137	53	38.83%
Workers' Compensation	-	403	298	73.92%
Total Salaries and Benefits	19,320	202,138	154,133	76.25%
Professional Services - Public Defender	498	4,800	4,510	93.96%
Professional Services - Solicitor/Judge	8,000	66,100	60,000	90.77%
Rental of Equipment	123	1,750	1,184	67.68%
Communications	-	500	220	44.09%
Advertising	-	50	-	0.00%
Printing & Binding	-	100	-	0.00%
Travel	-	4,000	1,233	30.83%
Dues and Fees	-	750	1,017	135.60%
Education and Training	-	1,500	975	65.00%
Other Expenditures	60	150	224	149.49%
General Supplies and Materials	953	1,200	2,020	168.33%
General Supplies and Materials Postage	215	750	871	116.08%
Food Supplies	262	2,400	2,016	84.01%
Small Equipment	-	500	133	26.56%
Software	3,365	24,000	14,737	61.40%
Intergovernmental - Inmate Housing	1,265	25,000	9,680	38.72%
Payment to Other Agencies	35,126	225,000	235,947	104.87%
Total Operations	49,867	358,550	334,768	93.37%
TOTAL JUDICIAL	\$ 69,187	\$ 560,688	\$ 488,901	87.20%



General Fund Expenditures
As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Police Administration				
Salaries & Wages	63,489	564,410	466,673	82.68%
Salaries & Wages-Overtime	465	4,250	1,027	24.16%
Employee Benefits-Medical	10,154	126,379	94,267	74.59%
Employee Benefits-Dental	396	4,612	3,682	79.83%
Employee Benefits-ADD Life	72	882	752	85.22%
Employee Benefits-Disability	356	4,159	3,830	92.10%
FICA	3,857	35,257	28,122	79.76%
Medicare	902	8,246	6,577	79.76%
Employee Benefits-Retirement	3,624	43,969	36,238	82.42%
Unemployment	1	342	226	66.12%
Workers' Compensation	-	19,947	15,515	77.78%
Total Salaries and Benefits	83,316	812,453	656,910	80.86%
Professional Services	-	1,000	-	0.00%
Repairs & Maintenance	-	5,375	2,516	46.81%
Repair & Maintenance-Vehicle	48	5,500	6,477	117.77%
Rental of Equipment	577	5,000	4,707	94.15%
Communications	-	3,000	1,502	50.07%
Advertising	-	5,000	1,728	34.55%
Printing and Binding	-	600	54	9.00%
Travel	-	5,000	4,148	82.95%
Dues and Fees	-	5,000	2,982	59.64%
Education and Training	-	5,000	2,168	43.36%
Other Expenditures	24	2,000	1,760	88.02%
General Supplies and Materials	32	2,000	911	45.53%
General Supplies - Postage	76	750	367	48.94%
Gasoline/Diesel	792	17,000	9,964	58.61%
Small Equipment	-	2,500	989	39.57%
Software	-	15,000	3,466	23.11%
Other Supplies - Uniforms	-	4,000	1,458	36.46%
Total Operations and Capital	1,550	83,725	45,198	53.98%
Criminal Investigation Division				
Salaries & Wages	37,625	324,312	286,830	88.44%
Salaries & Wages-Overtime	118	8,000	743	9.29%
Employee Benefits-Medical	7,964	102,763	79,380	77.25%
Employee Benefits-Dental	350	4,303	3,501	81.35%
Employee Benefits-ADD Life	61	662	674	101.77%
Employee Benefits-Disability	248	2,430	2,755	113.38%
FICA	2,214	20,603	17,003	82.53%
Medicare	518	4,819	3,977	82.52%
Employee Benefits-Retirement	2,246	27,249	22,458	82.42%
Unemployment	-	205	120	58.39%
Workers' Compensation	-	13,801	10,929	79.19%
Total Salaries and Benefits	51,344	509,147	428,369	84.13%
Professional Services	-	500	182	36.35%
Repair & Maintenance	-	3,000	2,379	79.29%
Repair & Maintenance-Vehicle	99	4,000	4,126	103.16%
Communications	-	3,500	1,519	43.39%
Printing and Binding	-	250	32	12.87%
Travel	(518)	2,000	1,251	62.56%
Dues and Fees	-	750	4,371	582.79%
Education and Training	-	2,500	-	0.00%
Other Expenditures	33	800	659	82.40%
General Supplies and Materials	-	1,000	72	7.20%
General Supplies and Materials-Postage	-	50	8	15.42%
Gasoline and Diesel	903	13,000	9,277	71.36%
Small Equipment	-	3,000	2,078	69.26%
Software	-	5,000	4,735	94.70%
Other Supplies - Uniforms	100	2,000	699	34.94%
Total Operations and Capital	617	41,350	31,387	75.91%



General Fund Expenditures
As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Vice				
Salaries & Wages	8,070	67,492	54,893	81.33%
Salaries & Wages-Overtime	680	2,000	2,323	116.13%
Employee Benefits-Medical	899	12,787	8,993	70.33%
Employee Benefits-Dental	56	338	508	150.26%
Employee Benefits-ADD Life	12	147	135	91.67%
Employee Benefits-Disability	46	523	501	95.74%
FICA	506	4,307	3,285	76.28%
Medicare	118	1,008	768	76.22%
Employee Benefits-Retirement	470	5,698	4,696	82.42%
Unemployment	-	46	27	57.83%
Workers' Compensation	-	3,115	2,474	79.43%
Total Salaries and Benefits	10,858	97,461	78,602	80.65%
Repairs & Maintenance Vehicles	59	2,500	1,650	66.00%
Repairs & Maintenance	-	600	476	79.29%
Dues and Fees	-	100	96	96.29%
Education & Training	-	500	-	0.00%
Gasoline	285	4,000	2,096	52.39%
Total Operations and Capital	344	7,700	4,318	56.07%
Patrol				
Salaries & Wages	202,813	1,810,314	1,518,025	83.85%
Salaries & Wages-Overtime	9,010	50,000	39,824	79.65%
Employee Benefits-Medical	43,744	661,776	423,274	63.96%
Employee Benefits-Dental	1,563	19,740	14,966	75.81%
Employee Benefits-ADD Life	294	3,969	3,357	84.57%
Employee Benefits-Disability	1,093	14,123	12,410	87.87%
FICA	12,549	115,341	92,418	80.13%
Medicare	2,935	26,975	21,614	80.12%
Employee Benefits-Retirement	12,572	152,544	125,723	82.42%
Unemployment	(0)	1,231	745	60.49%
Workers' Compensation	-	83,379	65,912	79.05%
Total Salaries and Benefits	286,573	2,939,392	2,318,267	78.87%
Professional Services	350	4,000	3,725	93.13%
Repair & Maintenance	-	24,100	23,061	95.69%
Repair & Maintenance-Vehicle	2,114	85,000	56,800	66.82%
Communications	-	25,000	12,916	51.67%
Printing and Binding	-	400	588	146.93%
Travel	106	6,000	3,448	57.47%
Dues and Fees	-	4,000	(18)	-0.45%
Education & Training	-	10,000	3,691	36.91%
Other Expenditures	60	2,000	1,915	95.74%
General Supplies and Materials	351	4,000	5,050	126.24%
Gasoline and Diesel	9,579	120,000	96,013	80.01%
Small Equipment	-	22,000	6,228	28.31%
Software	-	21,000	17,433	83.02%
Other Supplies - Uniforms	39	51,000	24,952	48.93%
Capital Outlay - Vehicles	-	-	1,119,799	100%
Payment to Other Agencies	648	7,500	10,818	144.24%
Total Operations and Capital	13,247	386,000	1,386,418	359.18%



General Fund Expenditures
As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Police Training				
Salaries & Wages	5,572	46,792	41,322	88.31%
Employee Benefits-Medical	1	19,501	6	0.03%
Employee Benefits-Dental	-	567	-	0.00%
Employee Benefits-ADD Life	-	74	-	0.00%
Employee Benefits-Disability	-	388	-	0.00%
FICA	310	3,025	2,303	76.12%
Medicare	72	707	539	76.17%
Employee Benefits-Retirement	330	4,001	3,298	82.42%
Unemployment	-	23	13	57.83%
Workers' Compensation	-	1,093	601	55.01%
Total Salaries and Benefits	6,285	76,171	48,082	63.12%
Police Stations and Buildings				
Repair & Maintenance-Vehicle	-	2,000	332	16.60%
Repairs & Maintenance	-	600	476	79.29%
Communications	-	300	-	0.00%
Travel	-	2,500	237	9.49%
Dues and Fees	-	750	135	18.03%
Education and Training	-	3,000	1,500	50.00%
General Supplies and Materials	-	2,000	-	0.00%
Weapons Supplies & Ammunition	-	40,000	26,311	65.78%
Gasoline and Diesel	-	1,000	67	6.73%
Small Equipment	-	8,000	-	0.00%
Software	-	2,750	2,292	83.33%
Other Supplies - Uniforms	-	600	115	19.20%
Intergovernmental	-	2,500	2,500	100.00%
Total Operations and Capital	-	66,000	33,965	51.46%
Police Stations and Buildings				
Professional Services	-	250	-	0.00%
Disposal-Garbage/Recycle	92	1,200	882	73.52%
Pest Control	-	1,000	644	64.38%
Repairs and Maintenance	-	19,409	6,470	33.34%
Rental of Land & Building	3,622	45,000	39,437	87.64%
Communications	1,956	25,000	25,025	100.10%
Dues & fees	36	375	365	97.32%
Other Expenditures	-	-	102	100%
General Supplies and Materials	571	3,000	2,884	96.14%
Water/Sewer	450	5,000	4,322	86.43%
Electricity	1,085	12,000	10,473	87.28%
Small Equipment	-	2,500	299	11.96%
Software	-	500	-	0.00%
Total Operations	7,812	115,234	90,903	78.89%
Probation				
Salaries & Wages	11,886	99,640	87,708	88.02%
Salaries & Wages - Overtime	-	250	-	0.00%
Employee Benefits-Medical	2,255	30,034	22,438	74.71%
Employee Benefits-Dental	76	904	757	83.69%
Employee Benefits-ADD Life	18	221	202	91.43%
Employee Benefits-Disability	70	798	767	96.09%
FICA	716	6,193	5,285	85.34%
Medicare	167	1,448	1,236	85.36%
Employee Benefits-Retirement	675	8,191	6,751	82.42%
Unemployment	-	68	40	58.63%
Workers' Compensation	-	3,457	2,766	80.00%
Total Salaries and Benefits	15,864	151,204	127,949	84.62%
Probation				
Communications	-	500	283	56.55%
Dues and Fees	-	250	50	20.16%
Education and Training	-	250	-	0.00%
Other Expenditures	-	-	15	100%
General Supplies and Materials	-	100	18	18.38%
Small Equipment	-	200	-	0.00%
Software	180	3,000	4,330	144.33%
Other Supplies - Uniforms	-	1,000	860	86.01%
Total Operations and Capital	180	5,300	5,557	104.84%



General Fund Expenditures
As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Fire Services				
Intergovernmental-Fire Services	-	3,868,967	3,868,971	0.00%
Total Fire Services	-	3,868,967	3,868,971	0.00%
TOTAL PUBLIC SAFETY	\$ 477,990	\$ 9,160,104	\$ 9,124,896	99.62%
Highways and Streets				
Professional Services-Engineering	-	500	-	0.00%
Disposal-Garbage/Recycling	130	750	1,627	216.92%
Pest Control	-	750	-	0.00%
Repairs & Maintenance	1,635	78,000	89,051	114.17%
Repairs & Maintenance-Vehicles	6	5,000	690	13.81%
Rental of Equipment	-	2,000	15,509	775.46%
Dues and Fees	-	500	10,000	2000.00%
Contract Labor	77,862	360,000	428,241	118.96%
Other Expenditures	-	500	-	0.00%
General Supplies and Materials	-	500	4,491	898.30%
Water and Sewer	-	600	-	0.00%
Electricity	63	1,500	579	38.63%
Gasoline/Diesel	453	5,000	2,789	55.78%
Small Equipment	67	3,000	4,331	144.37%
<i>Total Operations</i>	<u>80,216</u>	<u>458,600</u>	<u>557,309</u>	<u>121.52%</u>
Street Lights				
Repairs & Maintenance	-	20,000	2,617	13.08%
Electricity-Street Lights	11,987	130,000	108,390	83.38%
Total Street Lights	<u>11,987</u>	<u>150,000</u>	<u>111,007</u>	<u>74.00%</u>
Traffic Lights				
Repairs & Maintenance	275	15,000	5,105	34.03%
Electricity-Traffic Lights	225	3,000	2,223	74.11%
Total Traffic Lights	<u>500</u>	<u>18,000</u>	<u>7,328</u>	<u>40.71%</u>
TOTAL PUBLIC WORKS	\$ 92,703	\$ 626,600	\$ 675,643	107.83%
Tree Commission				
Repairs & Maintenance	-	31,500	-	0.00%
Travel	-	750	-	0.00%
Dues and Fees	-	500	44	8.82%
Education and Training	-	1,000	-	0.00%
General Supplies & Materials	-	750	1,297	172.89%
Books and Periodicals	-	500	-	0.00%
<i>Total Operations</i>	<u>-</u>	<u>35,000</u>	<u>1,341</u>	<u>3.83%</u>
Culture and Recreation				
Intergovernmental-Sequoyah Regional	-	4,000	4,000	100.00%
TOTAL CULTURE AND RECREATION	\$ -	\$ 39,000	\$ 5,341	13.69%



General Fund Expenditures
As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Building Inspections				
Salaries & Wages	24,543	235,622	185,980	78.93%
Employee Benefits-Medical	2,757	46,983	27,565	58.67%
Employee Benefits-Dental	150	1,683	1,496	88.89%
Employee Benefits-ADD Life	37	515	404	78.52%
Employee Benefits-Disability	149	1,893	1,636	86.44%
FICA	1,495	14,608	11,333	77.58%
Medicare	350	3,417	2,650	77.56%
Employee Benefits-Retirement	1,592	19,321	15,924	82.42%
Unemployment	-	182	106	58.46%
Workers' Compensation	-	3,288	2,603	79.16%
Total Salaries and Benefits	31,071	327,512	249,698	76.24%
Professional Services-Legal	-	1,000	285	28.50%
Repairs & Maintenance - Vehicles	181	2,000	1,583	79.17%
Communications	-	2,000	1,098	54.88%
Advertising -Promotions	-	500	-	0.00%
Printing & Binding	-	200	175	87.50%
Travel	-	1,000	-	0.00%
Dues and Fees	15	1,200	440	36.66%
Education and Training	-	2,000	300	15.00%
Other Expenditures	350	250	514	205.64%
General Supplies and Materials	-	200	36	18.01%
General Supplies - Postage	-	50	134	268.42%
Gasoline/Diesel	167	4,000	2,150	53.75%
Books and Periodicals-Code Books	172	50	172	344.50%
Small Equipment	-	1,000	1,000	100.02%
Software	-	21,500	14,528	67.57%
Other Supplies-Uniforms	-	250	-	0.00%
Total Operations	885	37,200	22,416	60.26%
Planning and Zoning				
Salaries & Wages	17,753	137,422	116,478	84.76%
Employee Benefits-Medical	2,246	25,321	22,457	88.69%
Employee Benefits-Dental	38	217	378	174.33%
Employee Benefits-ADD Life	25	221	284	128.62%
Employee Benefits-Disability	116	1,104	1,318	119.40%
FICA	1,015	8,520	6,593	77.38%
Medicare	236	1,993	1,528	76.69%
Employee Benefits-Retirement	924	11,268	9,244	82.03%
Unemployment	(4)	68	26	38.94%
Workers' Compensation	(284)	6,309	2,378	37.69%
Total Salaries and Benefits	22,065	192,443	160,685	83.50%
Professional Services-Engineering	5,388	80,000	59,410	74.26%
Professional Services-Legal	440	7,000	6,008	85.82%
Communications	-	600	318	52.97%
Advertising	165	2,500	6,853	274.12%
Printing & Binding	-	28,000	7,500	26.78%
Travel	-	750	-	0.00%
Dues and Fees	654	2,000	2,438	121.92%
Education and Training	-	1,000	-	0.00%
Planning & Zoning Meeting Fees	-	3,000	2,205	73.50%
Other Expenditures	10	250	631	252.42%
General Supplies and Materials	-	1,500	25	1.65%
General Supplies - Postage	2	1,000	399	39.93%
Gasoline & Diesel	-	50	-	0.00%
Small Equipment	-	2,500	471	18.83%
Software	-	11,800	5,575	47.25%
Total Operations	6,659	141,950	91,832	64.69%



General Fund Expenditures
As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
<i>Economic Development</i>				
Salaries & Wages	1,061	9,193	7,825	85.12%
FICA	63	570	466	81.70%
Medicare	15	133	109	81.91%
Employee Benefits - Retirement	62	754	621	82.41%
Workers Comp Insurance	-	47	(5)	-10.06%
<i>Total Salaries & Benefits</i>	<u>1,201</u>	<u>10,697</u>	<u>9,017</u>	<u>84.29%</u>
Rental of land & building	-	-	1,474	0.00%
Advertising	62	-	62	0.00%
Dues and Fees	27	-	53	0.00%
Other Expenditures	-	-	988	0.00%
General Supplies & Materials	56	-	8,529	0.00%
<i>Total Operations</i>	<u>82</u>	<u>-</u>	<u>11,107</u>	<u>100.00%</u>
<i>Intergovernmental</i>				
Intergovernmental - COED	-	13,000	13,000	100.00%
<i>Total Intergovernmental</i>	<u>-</u>	<u>13,000</u>	<u>13,000</u>	<u>100.00%</u>
TOTAL HOUSING AND DEVELOPMENT	<u>\$ 61,962</u>	<u>\$ 722,802</u>	<u>\$ 557,754</u>	<u>77.17%</u>
<i>Capital Lease</i>				
Capital lease - Interest	35,955	78,152	100,112	128.10%
Capital lease Principal	172,183	347,079	390,041	112.38%
TOTAL CAPITAL LEASE	<u>\$ 208,138</u>	<u>\$ 425,231</u>	<u>\$ 490,153</u>	<u>115.27%</u>
<i>Other Financing Uses</i>				
Transfer to Other Funds	1,715,625	67,875	1,723,875	2539.78%
TOTAL OTHER FINANCING USES	<u>\$ 1,715,625</u>	<u>\$ 67,875</u>	<u>\$ 1,723,875</u>	<u>2539.78%</u>
TOTAL GENERAL FUND EXPENDITURES	<u>\$ 2,797,770</u>	<u>\$ 13,975,000</u>	<u>\$ 14,821,256</u>	<u>106.06%</u>



American Rescue Plan (ARP) Act of 2021
As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Interest Revenue	-	-	61,479	100%
Miscellaneous Revenue	-	2,000,000	-	0.00%
TOTAL REVENUES	\$ -	\$ 2,000,000	\$ 61,479	3.07%
EXPENDITURES:				
Repairs & Maintenance	-	-	29,804	100%
Capital Outlay - Infrastructure	-	2,000,000	213,839	10.69%
TOTAL EXPENDITURES	\$ -	\$ 2,000,000	\$ 243,643	12.18%



Operating Grant Fund
As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Atlanta Regional Commission Grant	-	75,000	70,776	94.37%
TOTAL REVENUES	\$ -	\$ 75,000	\$ 70,776	94.37%
EXPENDITURES:				
Payments to Other Agencies-FOCUS	8,979	75,000	92,307	123.08%
TOTAL EXPENDITURES	\$ 8,979	\$ 75,000	\$ 92,307	123.08%



Parks&RecreationFund
As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Alcoholic Bev Excise Tax Beer & Wine	20,048	300,000	215,858	71.95%
Alcoholic Bev Excise Tax Distilled Spirit	8,586	125,000	82,459	65.97%
Local Option Mixed Drink Tax	5,431	80,000	60,476	75.60%
Penalties and Interest	20	250	805	322.20%
Miscellaneous Revenue	-	344,750	0	0.00%
Rents and Royalties	11,986	25,000	48,350	193.40%
TOTAL REVENUES	\$ 46,070	\$ 875,000	\$ 407,949	46.62%
EXPENDITURES:				
Disposal-GarbageDepot	-	500	-	0.00%
Pest Control - Depot	-	750	589	78.50%
Repairs & Maintenance - Depot	15	5,000	6,281	125.62%
Communications	139	1,750	1,385	79.14%
General Supplies - Depot	95	1,000	124	12.37%
Water/Sewer - Depot	12	250	118	47.34%
Natural Gas - Depot	110	2,000	1,530	76.50%
Electricity - Depot	376	5,000	3,584	71.68%
Small Equipment - Depot	-	500	10,725	2144.97%
Capital Outlay - Buildings	-	-	151,460	100%
Disposal - Garbage Parks	146	1,750	1,313	75.05%
Lawn Care	682	8,000	7,099	88.73%
Pest Control - Parks	-	750	2,278	303.73%
Repairs & Maintenance - Parks	5,348	26,328	63,312	240.48%
Rental - Equipment & Land	-	1,000	-	0.00%
Communications	-	500	480	96.06%
Dues and Fees	-	500	434	86.80%
Contract Labor	-	167,600	25,800	15.39%
General Supplies and Materials - Parks	-	2,000	1,421	71.06%
Water/Sewer - Parks	891	6,500	8,381	128.94%
Electricity - Parks	605	4,500	8,224	182.75%
Small Equipment - Parks	-	500	1,725	345.03%
Capital Outlay - Site Improvements	-	70,000	14,662	20.95%
Capital Outlay - Site Impro Barrett Pa	-	-	342,429	100%
Capital Outlay - Site Impro Karen Barn	-	-	112,457	100%
Capital Outlay - Buildings	-	-	30,864	100%
Capital Outlay - Mach & Equip	-	-	58,715	100%
Transfers to Other Funds	-	568,322	105,262	18.52%
TOTAL EXPENDITURES	\$ 8,419	\$ 875,000	\$ 960,652	109.79%



Tax Allocation District Fund
As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Intergovernmental Cherokee County Govt	4,274	87,544	21,039	24.03%
Intergovernmental Cherokee County School I	13,645	290,693	65,337	22.48%
Transfers from General Fund	-	67,875	8,250	12.15%
TOTAL REVENUES	\$ 17,920	\$ 446,112	\$ 94,626	21.21%
EXPENDITURES:				
Transfer to Debt Service Fund	-	446,112	330,593	74.11%
TOTAL EXPENDITURES	\$ -	\$ 446,112	\$ 330,593	74.11%



Hotel/Motel Tax Fund
As of October 31, 2024

	2024		YTD		% of Annual
	Transactions	2024 Budget	Transactions		Budget
REVENUES:					
Hotel/Motel Taxes	405	6,000	5,398		89.96%
TOTAL REVENUES	\$ 405	\$ 6,000	\$ 5,398		89.96%
EXPENDITURES:					
Advertising/Promotions	-	5,000	550		11.00%
Payment to Other Agencies	-	1,000	2,500		250.00%
TOTAL EXPENDITURES	\$ -	\$ 6,000	\$ 3,050		50.83%



Urban Redevelopment Agency
As of October 31, 2024

	2024		YTD		% of Annual
	Transactions	2024 Budget	Transactions		Budget
REVENUES:					
Interest	-	-	444,898		100%
Proceeds from General Long-term Debt	-	15,000,000	-		0.00%
TOTAL REVENUES	\$ -	\$ 15,000,000	\$ 444,898		2.97%
EXPENDITURES:					
Transfer to Town Center Fund	1,762,559	15,000,000	6,562,718		43.75%
TOTAL EXPENDITURES	\$ 1,762,559	\$ 15,000,000	\$ 6,562,718		43.75%



SPLOST V Fund
As of October 31, 2024

	2024		YTD	% of Annual
	Transactions	2024 Budget	Transactions	Budget
REVENUES:				
SPLOST V Revenue	(0)	1,500,000	1,660,088	110.67%
Grant Revenue-LMIG	-	185,000	422,677	228.47%
Assessments - Roads & sidewalks	-	-	8,946	100%
Proceeds from GTIB Loan	413,288	6,000,000	2,382,149	39.70%
TOTAL REVENUES	\$ 413,287	\$ 7,685,000	\$ 4,473,860	58.22%
EXPENDITURES:				
Capital Outlay-Buildings	0	-	160,963	100%
Capital Outlay - Buildings public works	-	-	32,272	100%
Capital Outlay-Site improv parking lot	8,496	-	33,586	100%
Capital Outlay - Equipment	-	-	22,648	100%
Capital Outlay-LMIG	-	185,000	6,970	3.77%
Capital Outlay-Hickory Springs Ind Connector	8,413	-	68,434	100%
Capital Outlay-HS Pkwy Phase II	730,933	2,000,000	2,737,310	136.87%
Capital Outlay-HS Pkwy Phase III	5,748	3,000,000	2,062,828	68.76%
Capital Outlay - Equipment	-	-	65,181	100%
Capital Outlay - HS Pkwy Sidewalk	-	250,000	-	0.00%
Capital Outlay - Hickory Sidewalk	-	1,000,000	7,525	0.75%
Capital Outlay - Fox Creek/Turner Village	16,634	250,000	369,740	147.90%
TOTAL EXPENDITURES	\$ 770,224	\$ 6,685,000	\$ 5,567,456	83.28%



SPLOST VI Fund
As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
SPLOST VI Revenue	280,899	2,600,000	590,512	22.71%
TOTAL REVENUES	\$ 280,899	\$ 2,600,000	\$ 590,512	22.71%
EXPENDITURES:				
Capital Outlay - Bldgs City Hall	101,560	-	118,748	100%
Capital Outlay - HS Pkwy Ph II	548,868	-	548,868	100%
Capital Outlay - Sidewalk Projects	173,455	-	173,455	100%
Capital Outlay - HSP/FOX Creek Int	134,413	-	134,413	100%
Capital Outlay-HS Pkwy Phase III	1,644	2,600,000	1,644	0.06%
TOTAL EXPENDITURES	\$ 959,941	\$ 2,600,000	\$ 977,129	37.58%



Town Center Fund
As of October 31, 2024

	2024		YTD	% of Annual
	Transactions	2024 Budget	Transactions	Budget
REVENUES:				
Transfer from Other Funds	1,762,559	15,300,000	6,562,718	42.89%
TOTAL REVENUES	\$ 1,762,559	\$ 15,300,000	\$ 6,562,718	42.89%
EXPENDITURES:				
Professional Services	-	300,000	2,500	0.83%
Advertising	-	-	-	100.00%
Professional Services	-	-	-	100%
Capital Outlay - Sites	-	-	-	100%
Capital Outlay - Site Improvements	867,660	5,000,000	2,157,931	43.16%
Capital Outlay - Buildings	-	-	-	100%
Capital Outlay - Buildings City Hall	-	-	64,382	100%
Capital Outlay - Buildings Parking Deck	147,990	10,000,000	3,955,229	39.55%
Capital Outlay - Buildings Amphitheater	-	-	8,000	100%
TOTAL EXPENDITURES	\$1,015,649	\$15,300,000	\$6,188,043	40.44%



Debt Service Fund
As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Miscellaneous Revenue	-	585,566	-	0.00%
Transfer from Other Funds	1,215,625	3,264,434	1,777,380	54.45%
TOTAL REVENUES	\$ 1,215,625	\$ 3,850,000	\$ 1,777,380	46.17%
EXPENDITURES:				
Contingency	-	19,440	-	0.00%
Debt Service - Bond Principal HSPRA 2016	790,000	336,978	1,126,976	334.44%
Debt Service - Bond Interest HSPRA 2016	425,625	21,757	447,385	2056.26%
Debt Service - Bond Principal HSPRA 2023	-	128,000	64,000	50.00%
Debt Service - Bond Interest HSPRA 2023	-	81,586	41,262	50.58%
Debt Service - Bond Principal URA 2019	-	555,556	555,556	100.00%
Debt Service - Bond Principal URA 2020	-	230,770	115,385	50.00%
Debt Service - Bond Principal URA 2021	-	519,702	519,702	100.00%
Debt Service - Bond Principal URA 2023	-	790,000	-	0.00%
Debt Service - Bond Interest URA 2019	-	100,702	100,678	99.98%
Debt Service - Bond Interest URA 2020	-	62,026	31,687	51.09%
Debt Service - Bond Interest URA 2021	-	152,231	149,659	98.31%
Debt Service - Bond Interest URA 2023	-	851,250	425,625	50.00%
TOTAL EXPENDITURES	\$ 1,215,625	\$ 3,850,000	\$ 3,577,915	92.93%



Stormwater Utility Fund
As of October 31, 2024

	2024 Transactions	2023 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Stormwater Utility Fees	59,207	610,000	93,174	15.27%
Transfer from Other funds	500,000		500,000	
Contributions from Private Source	-	-	19,412	100%
TOTAL REVENUES	\$ 559,207	\$ 610,000	\$ 612,586	100.42%
EXPENSES:				
Salaries & Wages	5,076	60,916	50,760	83.33%
Employee Benefits - Medical Insurance	3,023	36,277	30,230	83.33%
Employee Benefits - Dental Insurance	94	1,133	940	82.97%
Employee Benefits - Disability	12	485	120	24.74%
Employee Benefits - ADD Life	40	147	400	272.11%
FICA	315	3,778	3,150	83.38%
Medicare	75	883	750	84.94%
Employee Benefits - Retirement	416	4,995	4,160	83.28%
Unemployment	4	46	40	86.96%
Workers Comp Insurance	284	3,410	2,840	83.28%
Professional Services - Legal	5,388	1,000	19,505	1950.55%
Professional Services - Engineer	-	100,000	-	0.00%
Repairs & Maintenance	475	216,630	10,509	4.85%
Repairs & Maintenance - Vehicles	514	2,500	4,120	164.80%
Rental of Equipment	-	1,000	-	0.00%
Pest Control	-	500	821	164.25%
Communications	-	1,000	549	54.88%
Dues and Fees	1	5,000	5,359	107.18%
Training	-	1,500	300	20.00%
Other Expenditures	13	250	3,047	1218.70%
General Supplies & Materials	-	500	291	58.16%
General Supplies - Postage	53	500	228	45.54%
Water/Sewer	-	1,000	(986)	-98.56%
Gasoline & Diesel	163	5,000	1,299	25.98%
Small Equipment	-	3,200	3,397	106.15%
Other Supplies-Uniforms	-	250	-	0.00%
Depreciation	-	150,000	-	0.00%
Contingency	-	6,100	-	0.00%
Capital Lease Interest	1,579	2,000	1,579	78.93%
TOTAL EXPENSES	\$ 17,526	\$ 610,000	\$ 143,408	23.51%



Holly Springs Tree Commission
Budget to Actual Comparison Report
As of October 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% Variance
REVENUES:				
Development Fees/Recompense	-	34,980	-	0.00%
Donations from Private Source	-	20	-	0.00%
TOTAL REVENUES	\$ -	\$ 35,000.00	\$ -	0.00%
EXPENDITURES:				
Landscaping/Tree Planting & Care	-	31,500	-	0.00%
Travel	-	750	-	0.00%
Dues and Fees	-	500	44.10	8.82%
Education and Training	-	1,000	-	0.00%
Tree Seedlings	-	750	1,296.65	172.89%
Books and Periodicals	-	500	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 35,000.00	\$ 1,340.75	3.83%

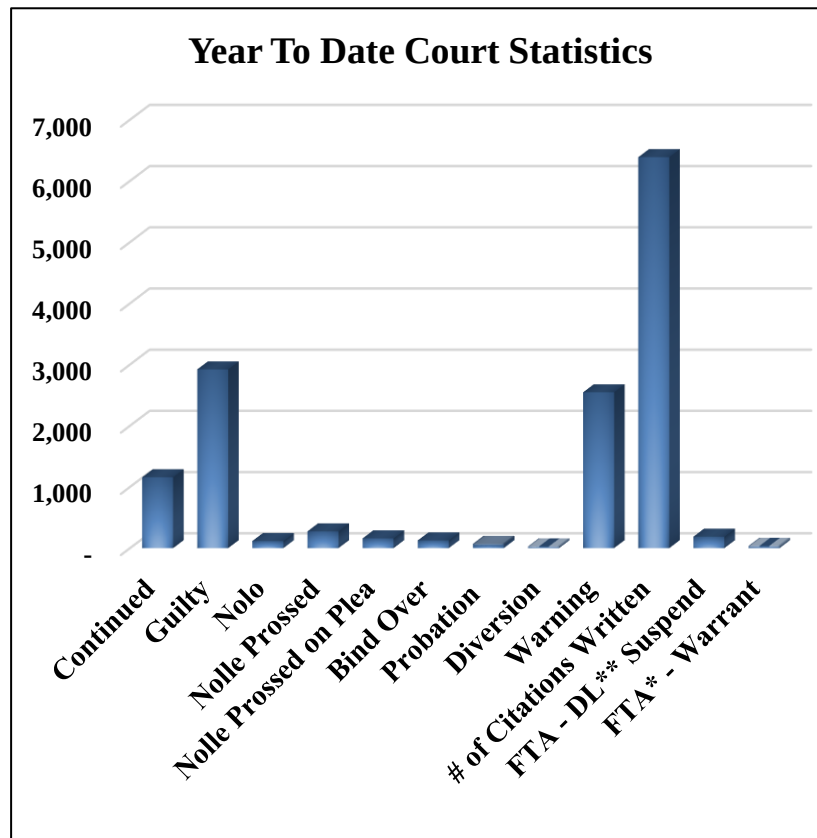


City of Holly Springs Court Statistics 2024 Year to Date

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Continued	84	86	137	89	95	115	89	162	180	121			1,158
Guilty	184	205	408	255	207	352	250	392	418	249			2,920
Nolo	11	9	15	6	11	9	8	17	14	16			116
Nolle Prossed	33	26	29	13	29	38	27	27	22	30			274
Nolle Prossed on Plea	6	16	8	17	22	11	15	25	29	11			160
Bind Over	9	14	15	23	10	10	14	2	17	12			126
Probation	4	13	4	1	8	6	6	7	14	7			70
Diversion	0	3	5	4	5	1	2	3	6	-			29
Warning	327	230	277	267	235	230	267	222	217	274			2,546
# of Citations Written	627	641	661	652	633	619	679	586	590	700			6,388
FTA - DL** Suspend	22	10	4	22	10	15	28	19	16	41			187
FTA* - Warrant	4	4	8	1	2	2	2	7	6	2			38
	1,311	1,257	1,571	1,350	1,267	1,408	1,387	1,469	1,529	1,463	-	-	14,012

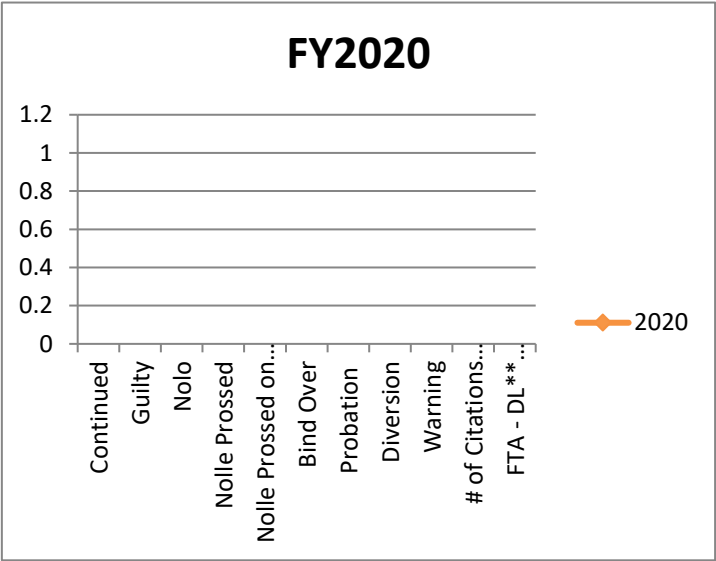
* Failure to Appear

** Driver's License



YTD Fines Bound Over

\$	-
YTD Receipts	
YTD \$	-
YTD \$	-
YTD \$	-
YTD \$	-
\$	-
Total	
\$	-



YTD Citations Written

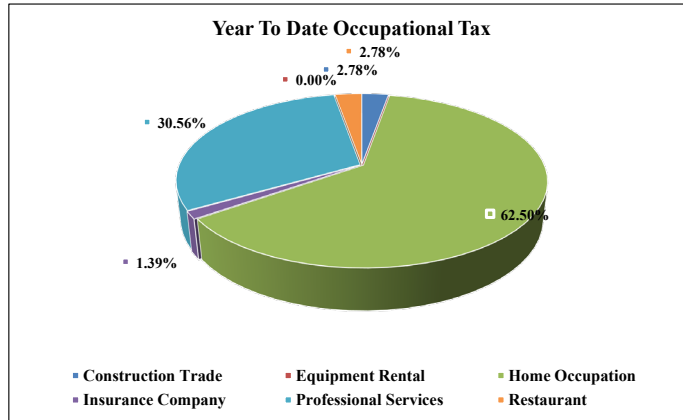
Jan	627
Feb	641
Mar	661
April	652
May	
June	619
July	679
Aug	586
Sept	590
Oct	700
Nov	0
Dec	0
Total	5755



**City of Holly Springs
Occupational Tax Summary
2024 Year to Date**

Construction Trade
Equipment Rental
Home Occupation
Insurance Company
Professional Services
Restaurant

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	
Construction Trade	2	-	-	-	-	-	-	-	-	-	-	-	2	2.78%
Equipment Rental	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Home Occupation	8	5	5	6	3	4	2	3	4	5	-	-	45	62.50%
Insurance Company	-	-	-	-	1	-	-	-	-	-	-	-	1	1.39%
Professional Services	3	3	1	2	1	1	4	-	4	3	-	-	22	30.56%
Restaurant	-	-	-	-	-	-	-	1	-	1	-	-	2	2.78%
	13	8	6	8	5	5	6	4	8	9	-	-	72	100.00%

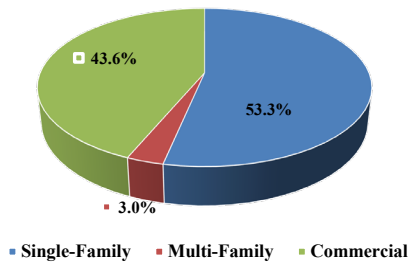




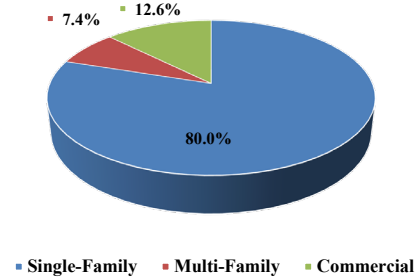
City of Holly Springs
Building Permits and Certificates of Occupancy
2024 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Single-Family													
Houses	1	7	4	9	11	8	8	9	10	12			79
Accessory Structures	1	2	2	3	3	3		4					18
Additions		1	3		2								6
Basement Buildouts		1		1			1	1					4
Mechanical	1	1	2	5	8	5	5	3	1	1			32
Plumbing	2	1	2	1	1		3	2					12
Electrical	1	2	3	3		1	1						11
Miscellaneous	9	3		2	4	1	5	2	4	1			31
Residential Fence	3		4	1	5	3	3	3	1				23
Certificates of Completion	2	3	5	2	1		7	1	1				22
Certificates of Occupancy	13	16	9	4	13	7	4	4	8	8			86
Multi-Family													
Townhomes	11												11
Apartments													0
Misc-Multi Family													0
Certificates of Occupancy	10												10
Commercial													
New Structures			2		3	1	7						13
Addition-C													0
Tenant Build Outs	1	1		1	3	2		1	1	1			11
Accessory Structures			1		1	1							3
Mechanical				1			1		1				3
Plumbing				1									1
Electrical	1		2	3	1		1			1			9
Misc-C	3	2	6	8	7	9	3	9	4	10			61
Signs	3	2	3	10	1	2	5	4	6				36
Utilities	2	2	1	2	3	3	3		1	4			21
Commercial Fence	1				1								2
Certificates of Completion		1	1			1	1			1			5
Certificates of Occupancy		1		1	2	1	2	3		2			12

Year To Date Permits Issued



Year To Date Certificates of Occupancy Issued





**City of Holly Springs
Monthly Operation Report
Executive Summary**

Description	Oct-24
Pot Hole Repair	0
Tree Service Work	0
ROW Mowing	36
Dead Animal Pick Up	1
Street Sweeping	0
Road Salting	0
Sign Maintenance	8
Litter Pickup	4
Stormwater maintenance	0
Traffic Signals	0
Equipment Maintenance	3
Misc. Work Orders	16
PARKS	
J.B. Owens	19
Barrett Park	19
Karen J. Barnett Park	14
J.C. Mullins	35
Monthly Totals	155



City of Holly Springs Stormwater Statistics 2024 Year to Date

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Stormwater Inspection Days	2	2	4	0	2	1	3	1	2	2			19
Number of Stormwater Complaints	2	2	4	0	2	1	3	1	2	2			19
Miles of Road Swept	0	0	0	0	0	0	4.2	0	2.1	8.8			15.1

