



City Council Meeting

Holly Springs Public Safety Building, Council Chambers
3235 Holly Springs Pkwy. Holly Springs, GA 30115
Monday, February 3, 2025 | 6:30 PM

Ryan P. Shirley, 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

- A. Employee Recognitions - Five Years of Service
Corporal Davis A. Snider
- B. Employee Recognition - Ten Years of Service
Captain Michael A. Hales
- C. Employee Recognition - Promotion
Corporal Billy Greer

V. PUBLIC COMMENTS

VI. CONSENT AGENDA

- A. January 6, 2025 City Council Meeting minutes

VII. OLD BUSINESS

VIII. NEW BUSINESS

- A. **MA-01-2025**, applicants, Del and Kelly Creviston, request rezoning of 0.66 +/- acres located off of Holly Street, Holly Springs, GA, tax parcel 064 of tax plat 93N00, from R-20, Single Family Residential, to GC, General Commercial.

- B. **ORD-1-2025**, to adopt the 2025 Official Zoning Map of the City of Holly Springs, Georgia.
- C. Quote #1223-004-SLAB from Plumbing on Purpose, LLC for the installation of parking deck drains and piping, installation of hose bibs, heat trace and insulate water lines, and the installation of double check valve assembly for the Holly Springs Town Center Parking Deck, in an amount not to exceed \$95,180.
- D. Quote from Vertical Earth, Inc. dated November 20, 2024, for the construction of reinforced concrete aprons at the Holly Springs Town Center Parking Deck, in an amount not to exceed \$50,072.
- E. Agreement between the City of Holly Springs, Georgia and Georgia Power Company regarding the installation of seventy-nine (79) pedestrian lampposts on the Holly Springs Parkway Widening Project, Phase II, Agreement Number LP49831, in the monthly amount of \$1,815.42.
- F. To Amend the Public Works Superintendent Job Description to the Public Works Director Job Description.
- G. Revision of the 2025 Meeting Calendar to change the June 16th City Council Meeting to June 19th due to a conflict with a Special Election.
- H. Policy amendment to Section 6.1 Uniforms and Dress of the City of Holly Springs Police Department Operations Manual.
- I. Policy amendment to Section 6.2 Grooming Standards of the City of Holly Springs Police Department Operations Manual.
- J. Resolution declaring certain property as surplus and authorizing its sale or disposal as described in Exhibit "A".

IX. REPORTS

- A. Monthly Departmental Reports
- B. 2024 Annual National Pollutant Discharge Elimination Systems (NPDES) Report

X. ADJOURNMENT

City of Holly Springs
City Council Meeting Minutes
January 6, 2025

Elected Officials Present: Mayor Ryan P. Shirley, Mayor Pro Tem Michael Roy Zenchuk II, Councilman Kevin Moore, Councilwoman Dee Phillips, Councilman Kyle Whitaker, and Councilman Jeff Wilbur.

Elected Officials Not Present: None.

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, Assistant City Manager/City Clerk Karen Norred, Chief Tommy Keheley, Finance Director Denise Lamazares, Community Development Director Nancy Moon, Communications & External Affairs Director Erin Honea, Deputy Chief Greg Clyburn, Captain Casey Barton, Captain Mike Hales, Captain Jeff Lance, IT/Facilities Manager Ron Carter, Community Development Coordinator Tracey Chambers, Sergeant Mike Adams, Sergeant Michael Sheehan, Sergeant Jay Burns, Corporal Davis Snider, Corporal Brandon Boyce, Officer Mike Adams, Officer Dustin Miller, Officer Michael Stearnes, Officer Brandon Cantrell, and Officer Berry Wash.

I. OATH OF OFFICE FOR NEWLY ELECTED OFFICIALS

Assistant City Manager/City Clerk Karen Norred administered Oaths of Office to Mayor Ryan P. Shirley, Mayor Pro Tem Michael Roy Zenchuk II, and Councilman Jeff Wilbur.

II. CALL TO ORDER

Mayor Shirley called the City Council Meeting to order.

III. PLEDGE OF ALLEGIANCE

Mayor Shirley led the Pledge of Allegiance.

IV. INVOCATION

Mayor Pro Tem Zenchuk gave the invocation.

V. PRESENTATIONS

A. Employee Recognition

City Manager Robert H. Logan recognized Community Development Director Nancy Moon for her 15 years of service to the City of Holly Springs.

VI. PUBLIC COMMENTS

Mr. Ryan Smith stated his concerns regarding construction issues with the development at 1991 Palm Street.

Mr. Brandon Williams spoke in opposition of case CUP-04-2024 citing that it is inconsistent with the surrounding land uses.

Ms. Alexandra Bennett spoke in opposition of case CUP-04-2024 concerning the gas station portion of the project opposed to only a convenience store.

Ms. Bridget Hanney spoke in opposition of case CUP-04-2024 citing walkability and future land use.

Ms. Nancy Martin spoke in opposition of case CUP-04-2024 citing that it is inconsistent with surrounding land uses and stated concerns of potential environmental issues.

VII. CONSENT AGENDA

A. December 16, 2024 City Council Meeting minutes

Mayor Pro Tem Zenchuk made a motion to approve the consent agenda. Councilwoman Phillips seconded the motion. Councilman Wilbur opposed. Motion carried. Yes 4, No 1, Abstained 0.

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. A-05-2024, applicant, James Thomas, requests annexation of 4.7 +/- acres located off of Hickory Road, Cherokee County, GA, tax parcel 051A of tax plat 15N26.

Mayor Pro Tem Zenchuk II made a motion to approve. Councilman Whitaker seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

B. MA-06-2024, applicant, James Thomas, requests rezoning of 4.7 +/- acres located off of Hickory Road, Holly Springs, GA, tax parcel 051A of tax plat 15N26, from AG, Agricultural (County), to GC, General Commercial (City) with staff stipulations as outlined in MA-06-2024.

Mayor Pro Tem Zenchuk made a motion to approve. Councilman Whitaker seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

C. CUP-04-2024, applicant, Tejas Patel, requests a conditional use permit for a convenience store with gasoline pumps for property located off of Holly Springs Parkway, Holly Springs, GA, tax parcel 001 of tax plat 15N14D.

Mayor Pro Tem Zenchuk made a motion to deny. Councilman Wilbur seconded the motion.

Mike Bray spoke on behalf of the applicant.

Mayor Pro Tem Zenchuk withdrew his motion.

Mayor Pro Tem Zenchuk made a motion to deny. Councilman Wilbur seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- D. ORD-9-2024, text amendment to Article 14: Amendments and Zoning Procedures of the Holly Springs Zoning Ordinance, to amend application procedures and requirements.

Councilman Moore made a motion to approve. Mayor Pro Tem Zenchuk seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- E. Resolution to apply and accept a loan from the Georgia Transportation Infrastructure Bank (GTIB) administered by the State Road and Tollway Authority (SRTA) and authorizing the City Manager to act in all matters pertaining to the City of Holly Springs' participation in the GTIB Loan Program administered by SRTA.

Councilwoman Phillips made a motion to approve. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- F. Quote #26241938 from Environmental Systems Research Institute, Inc. for the renewal of the annual maintenance license for ArcGIS software.

Councilwoman Phillips made a motion to approve. Councilman Wilbur seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- G. Quote from Residential Gas Piping, Inc. for HVAC mechanical systems in the Holly Springs Town Center Parking Deck, in an amount not to exceed \$16,750.

Mayor Pro Tem Zenchuk made a motion to approve. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- H. Resolution authorizing the submittal of the Georgia Department of Transportation Local Maintenance and Improvement Grant (LMIG) application for the fiscal year 2025.

Councilman Moore made a motion to approve. Councilman Wilbur seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- I. Change order #1 from Tru Masonry, LLC for additional turnkey brick on the lower walls and brick wall cap on the Holly Springs Town Center Parking Deck (RFB #2024-08) in an amount not to exceed \$22,002.

Mayor Pro Tem Zenchuk made a motion to approve. Councilwoman Phillips seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- J. Change order #2 from Tru Masonry, LLC for the turnkey concrete block, raising the brick ledge and mortar and grout pipe connections at the drain in the Holly Springs Town Center Parking Deck (RFB #2024-08) in an amount not to exceed \$6,810.

Councilwoman Phillips made a motion to approve. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- K. Award the City of Holly Springs - Town Center Landscape Project (RFB #2024-10) to Ashford Gardeners, Inc. in an amount not to exceed \$110,613.50 and authorize the Mayor to execute the agreement between the City of Holly Springs, Georgia and Ashford Gardeners, Inc.

Councilwoman Phillips made a motion to approve. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

- L. Easement between the City of Holly Springs, Georgia and Georgia Power Company concerning the property at 411 Hickory Road and the easement area to construct the Holly Springs Town Center (Cherokee County) Distribution Line as installed in the approximate location (s) shown on Exhibit A, and to ratify the Mayor's signature.

Councilwoman Phillips made a motion to approve. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

X. REPORTS

A. Monthly Departmental Reports

Mayor Pro Tem Zenchuk welcomed Mayor Shirley.

Mayor Shirley thanked his family and City staff for their support.

XI. ADJOURNMENT

Mayor Pro Tem Zenchuk made a motion to adjourn the meeting. Councilman Moore seconded the motion. Motion carried. Yes 5, No 0, Abstained 0.

XII. RECEPTION

A. Welcome Reception for Newly Elected Officials

Respectfully submitted.

Ryan P. Shirley, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

ITEM REPORT

AGENDA ITEM NUMBER: VIII.A.



FROM: Nancy Moon, Community Development Director

MEETING DATE: February 3, 2025

AGENDA ITEM: MA-01-2025, applicants, Del and Kelly Creviston, request rezoning of 0.66 +/- acres located off of Holly Street, Holly Springs, GA, tax parcel 064 of tax plat 93N00, from R-20, Single Family Residential, to GC, General Commercial.

EXECUTIVE SUMMARY:

Applicants, Del and Kelly Creviston, request rezoning of 0.66 +/- acres located off of Holly Street, Holly Springs, GA, tax parcel 064 of tax plat 93N00, from R-20, Single Family Residential, to GC, General Commercial. The property contains a residential house that would be converted for use as a business. The building would be required to be updated per the building code for commercial use. The property would be subject to the Town Center Model Zoning District guidelines for future development.

Planning Commission Recommendation

The Planning Commission conducted a public hearing on January 9, 2025. No public comments were made. Planning Commission recommended to approve (5-0) the application to rezone the property to GC, General Commercial.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Staff Analysis
2. Location Map
3. Survey
4. Application
5. Ordinance and Exhibit A

RECOMMENDATION:

The staff recommendation is for approval of the request to rezone the property to GC, General Commercial with the following stipulations:

1. Applicant shall maintain a 20' buffer along the western property line as long as the adjacent property to the west remains residentially used and/or zoned.
2. Future lighting shall be environmentally sensitive, with the owner making every effort to ensure that lighting is as unobtrusive as possible, utilizing fully-shielded LED lamps in compliance with the International Dark Sky Association, or equivalent organization.
3. The following uses shall be prohibited:
 - a. Adult Entertainment
 - b. Agricultural Implement Sales and Service
 - c. Ambulance Service
 - d. Amusement parks
 - e. Animal hospitals/clinics with outdoor kennels
 - f. Auditorium
 - g. Auto Repair
 - h. Auto Service
 - i. Big Box Commercial Retail Structures
 - j. Boat Sales Facility
 - k. Bowling Alley
 - l. Brew Pub
 - m. Cash, Check Cashing, and Pawn Establishments
 - n. CBD and Hemp Oil Retail Establishments
 - o. Cellular phone towers
 - p. Fast food restaurant with a drive-thru
 - q. Funeral Homes and Mortuaries
 - r. Go-kart, motor bike track
 - s. Laundering Establishments
 - t. Membership Club Warehouse
 - u. Parking Lot, Automobile
 - v. Tattoo Parlors and Body Piercing Establishments
 - w. Tire sales with outdoor storage
 - x. Used Vehicle Sales, Lease, or Rental
4. All future development shall comply with the Town Center Model Zoning District Guidelines.

CONCURRENCES:

City Manager
Planning Commission

Staff Analysis

A. Existing Land Use and Zoning Classification of Nearby Property

ADJACENT ZONING		ADJACENT DEVELOPMENT	
NORTH:	GC GV	NORTH:	Office/Junkyard GDOT Materials Yard
SOUTH:	GC R-20	SOUTH:	Commercial SFR
EAST:	GC	EAST:	Commercial
WEST:	R-20	WEST:	SFR

B. Zoning Proposal Review Standards; Study Required for Amendment

1. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property?

Surrounding development in the area includes retail, office, and single-family residential, as well as more intense uses that would be more suited to industrial, i.e. junkyard and materials yard. The area development also includes the new Town Center, currently under construction.

2. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property?

The conversion of the existing building from residential to commercial development should not affect the adjacent surrounding uses or usability.

3. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned?

The property, as currently zoned, would be allowed to be utilized for single-family residential use as dictated by the R-20 zoning ordinance. Since the property is located within the Town Center Model Zoning District, it could also be developed with a mixed use development consisting of residential and commercial uses.

4. Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, public safety, or schools?

This request may generate some additional traffic beyond that of a single family residence, but would not be excessive.

5. Whether the zoning proposal is in conformity with the policy and intent of the adopted Future Development Map (FDM)?

The Future Development Map identifies this property with the character area of Town Center. This character area consists of a compact area corresponding with the City's downtown. Acceptable uses include residences, businesses, offices, civic buildings and uses, entertainment space, institutional, and mixed-use developments. In addition, this character area is proposed to incorporate redevelopment and revitalization objectives of a compact, pedestrian-friendly downtown. Within this character area, participation of other agencies such as the Downtown Development Authority, and/or the Planning and Zoning Commission will be required in terms of development planning.

Application: Holly Springs Town Center

Primary Future Land Uses: Mix of uses including commercial, office, government, residential, and park.

Zoning Districts: PD-C, NC, GC, OI, GV, MXD-1, MXD-2

6. Whether the zoning proposal is in conformity with the policies, objectives, and vision set forth by the Community Agenda (Comprehensive Plan) and other adopted policy documents?

The proposed use is pre-existing and is in compliance with the vision and objectives of the Community Agenda, primarily as follows:

- a) **Commercial Uses.** Use the character areas and the Future Development Map (FDM) to guide commercial growth and expansion for office/institutional, general commercial, and industrial opportunities. (9.1, #1)
- b) **Architectural Requirements.** Utilize the adopted architectural requirements for the various character areas of the city, seeking to refine and enhance these requirements, as needed. Consistently enforce architectural regulations to promote a uniform and harmonious quality of development within respective character areas. (9.1, #11)
- c) **Efficient Land Use.** Maximize the use of existing infrastructure and minimize the costly conversion of undeveloped land at the periphery of the community. This may be achieved by encouraging development or redevelopment of sites closer to the traditional core of the community; designing new development to minimize the amount of land consumed; carefully planning expansion of public infrastructure; or maintaining open space in agricultural, forestry, or conservation uses. (Quality Community Objective, #3) (9.1, #21)
- d) **Land Use Decisions.** Use the Future Development Map (FDM) as a guide when making land use decisions (map amendment requests) and reviewing other development proposals. (9.1, #22)
- e) **Small Businesses.** Promote the development of small businesses in the City. (9.3, #9)

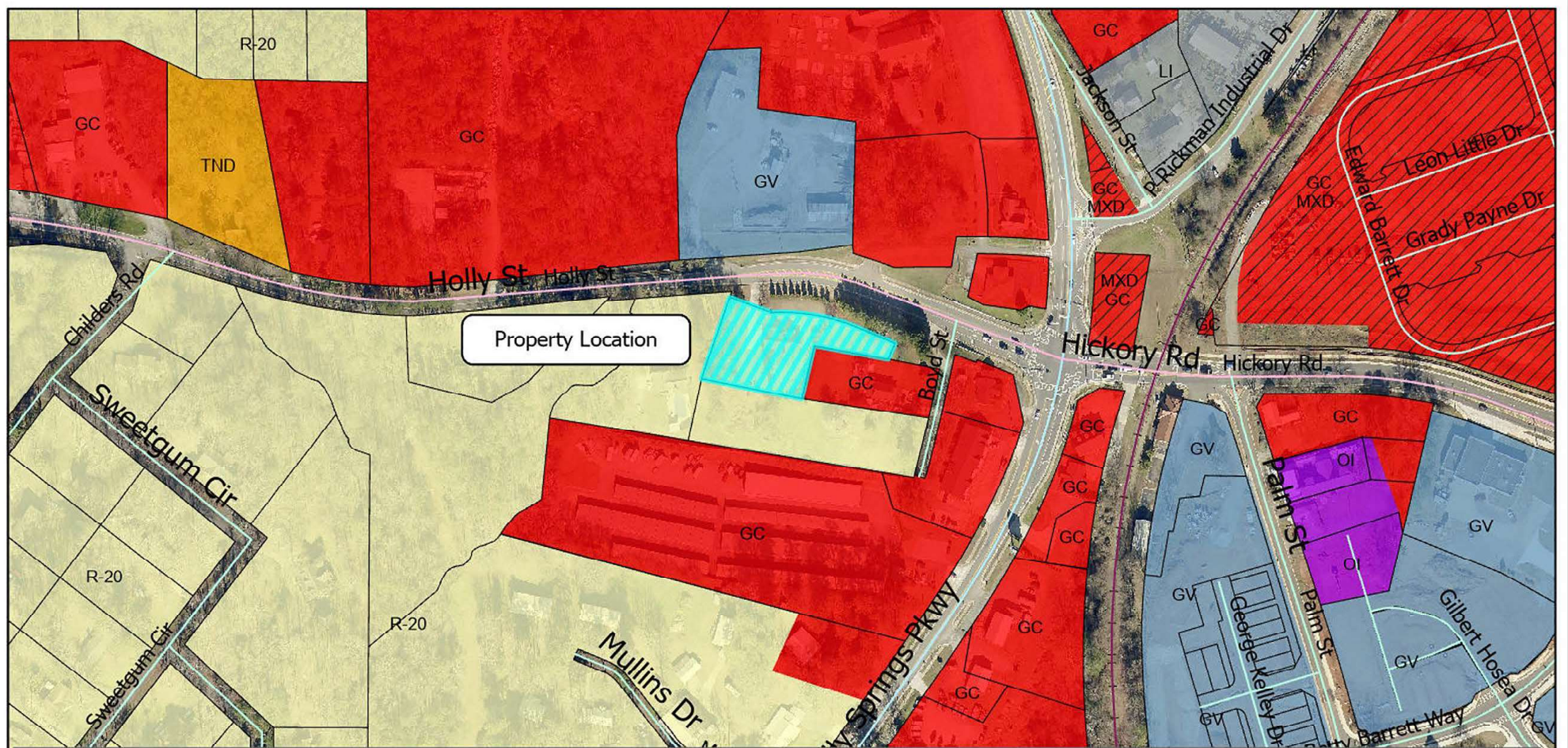
f) Redevelop and revitalize the Holly Springs downtown. (10.1, #2)

7. Whether an impact is expected on the environment, including, but not limited to, drainage, soil erosion, and sedimentation, flooding, air quality, and water quality and quantity?

All future development of the property will be held to the environmental development standards for all local, state, and federal requirements.

8. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal?

This property is within the Town Center Model Zoning District, a rapidly changing and growing area. As the Town Center takes shape with the construction of the parking deck and future construction of the amphitheater, city hall, and residential/commercial buildings, properties located outside of the City development such as noted in this request, will continue to develop/redevelop.



MA-01-2025 Location Map

Parcels_2024

ZONING

- AG- Agricultural
- R-80- Estate Residential
- R-40- Single Family Residential Estate
- R-20- Single Family Residential

- RD-20- Single Family and Duplex
- RD-3- Single Family Residential
- PUD- Planned Unit Development
- TND- Traditional Neighborhood Development

- PDR- Planned Development Residential
- HDMFR- High Density Multi-Family Residential
- GC- General Commercial
- NC- Neighborhood Commercial
- OI- Office Institutional

- GV-Governmental
- LI- Light Industrial
- MXD-Mixed Use Overlay
- Railroad
- Streets_10172024





THIS BLOCK RESERVED FOR THE CLERK OF SUPERIOR COURT

SURVEY NOTES

1. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE INSPECTION REPORT, EASEMENTS, ENCUMBRANCES, OR ENCROACHMENTS OTHER THAN THOSE SHOWN HEREON MAY EXIST.
2. THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN THE GEORGIA PLAT ACT O.C.G.A. 15-6-67.
3. THIS PLAT WAS PREPARED FROM A FIELD SURVEY USING A ONE SECOND TRIMBLE ROBOTIC TOTAL STATION.
4. THIS PLAT IS SUBJECT TO ALL LEGAL EASEMENTS AND RIGHT OF WAYS, PUBLIC OR PRIVATE.
5. ALL IPF & IPS ARE 1/2" REBAR UNLESS NOTED OTHERWISE.
6. INFORMATION REGARDING THE PRESENCE, SIZE AND LOCATION OF UNDERGROUND UTILITIES SHOWN HEREON IS BASED ON THE LOCATION OF VISIBLE APPURTENANCES AND ON FLAGS AND/OR PAINT PLACED BY OTHERS. NO CERTIFICATION IS MADE AS TO THE ACCURACY OR THOROUGHNESS OF THE INFORMATION CONCERNING UNDERGROUND UTILITIES SHOWN HEREON, PER GEORGIA LAW.
7. DISTANCES SHOWN HEREON ARE HORIZONTAL GROUND DIMENSIONS.

SURVEY DATA

1. FIELD SURVEY COMPLETED ON 01-09-2025
2. THE PRECISION OF THE FIELD DATA UPON WHICH THIS SURVEY IS BASED WAS VERIFIED WITH REDUNDANT LINEAR MEASUREMENTS. THE CALCULATED POSITIONAL TOLERANCE IS LESS THAN 0.07" PER POINT. THE FIELD DATA HAS BEEN ADJUSTED USING LEAST SQUARES.
3. THE BEARINGS SHOWN HEREON ARE BASED ON ANGLES TURNED AND ARE REFERENCED TO MAGNETIC NORTH VIA COMPASS OBSERVATIONS.
4. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND FOUND TO BE ACCURATE WITHIN ONE FOOT IN 128,690 FEET.
5. NO PORTION OF THIS PROPERTY LIES WITHIN THE 100 YEAR FLOOD PLAIN ACCORDING TO FEMA FLOOD INSURANCE RATE MAP NUMBER 1305700242E, EFFECTIVE DATE OF JUNE 7, 2019.

SURVEY REFERENCES

1. WARRANTY DEED TO VIRGINIA BRAGG, C. B. RAGSDALE, JR. AND JOSEPH F. RAGSDALE, DATED DECEMBER, 1987, RECORDED IN DEED BOOK 693 PAGE 218.
2. WARRANTY DEED TO GRACE SCHMIDT, DATED SEPTEMBER 21, 2004, RECORDED IN DEED BOOK 7386 PAGE 290.
3. QUIT CLAIM DEED TO ASHLEY BRETT MULLINS, DATED DECEMBER 20, 1999, RECORDED IN DEED BOOK 3985 PAGE 5.
4. WARRANTY DEED TO DANIEL B. CURTIS AND MARGARET M. CURTIS, DATED NOVEMBER 15, 2000, RECORDED IN DEED BOOK 4364 PAGE 356.
5. RIGHT OF WAY DEED TO CITY OF HOLLY SPRINGS, GEORGIA, DATED MARCH 22, 2007, RECORDED IN DEED BOOK 9479 PAGE 108.
6. RIGHT OF WAY DEED TO CITY OF HOLLY SPRINGS, GEORGIA, DATED MARCH 22, 2007, RECORDED IN DEED BOOK 9479 PAGE 114.
7. SURVEY FOR GODDARD, DATED JUNE 4, 2013, PREPARED BY LANDPRO SURVEYING & MAPPING, INC., PROJECT NO. 20130604.

SURVEYOR'S CERTIFICATION

THIS PLAT IS A RETRACEMENT OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT SUBDIVIDE OR CREATE A NEW PARCEL OR MAKE ANY CHANGES TO ANY REAL PROPERTY BOUNDARIES. THE RECORDING INFORMATION OF THE DOCUMENTS, MAPS, PLATS, OR OTHER INSTRUMENTS WHICH CREATED THE PARCEL OR PARCELS ARE STATED HEREON. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, OR AVAILABILITY OF PERMITS COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. FURTHERMORE, THE UNDERSIGNED LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLIES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.



JAMES H. RADER GA RLS# 20333

01/09/2025 DATE

LEGEND

---	PROPERTY LINE	INV	INVERT ELEVATION	⊗	GAS METER
---	LAND LOT LINE	SS	SANITARY SEWER LINE	⊗	GAS VALVE
⊙	CONCRETE MONUMENT FOUND	SSMH	SANITARY SEWER MANHOLE	⊗	FIRE HYDRANT
⊙	IRON PIN SET	SCD	SEWER CLEANOUT	⊗	WATER VALVE
⊙	IRON PIN FOUND	CT	GREASE TRAP	⊗	WATER METER
⊙	CRIMPED-TOP PIPE	DIP	DUCTILE IRON PIPE	⊗	FIRE DEPARTMENT CONNECTION
⊙	OPEN-TOP PIPE	PVC	POLYVINYL CHLORIDE PIPE	⊗	IRRIGATION CONTROL VALVE
⊙	RIGHT OF WAY	PO	POWER POLE	⊗	WATER LINE
⊙	POINT OF BEGINNING	LP	LIGHT POLE	⊗	TREE LINE
⊙	BUILDING SETBACK LINE	W	WIRE (TRANSFORMER) BOX	⊗	MONITORING WELL
⊙	CENTERLINE	PM	POWER METER	⊗	BUILDING (FINISHED)
⊙	CURB INLET	PMH	POWER MANHOLE	⊗	GUARD RAIL
⊙	DROP INLET	OP	OVERHEAD POWER LINE	⊗	RAILROAD TRACKS
⊙	YARD INLET	UW	UNDERGROUND POWER LINE	⊗	FENCE LINE
⊙	DOUBLE-WING CATCH BASIN	TE	TELEPHONE MANHOLE	⊗	CONTOUR
⊙	SINGLE-WING CATCH BASIN	TF	TELEPHONE FEE	⊗	INDEX CONTOUR
⊙	HEADWALL	UT	UNDERGROUND TELEPHONE LINE	⊗	SPOT ELEVATION
⊙	JUNCTION BOX	TV	TELEVISION (CABLE) LINE	⊗	FINISHED FLOOR ELEVATION
⊙	STORM DRAINAGE PIPE	TL	TELEVISION PEDestal	⊗	CENTERLINE OF STREAM
⊙	CORRUGATED METAL PIPE	TCB	TRAFFIC CONTROL BOX	⊗	FLOOD LIMITS
⊙	CORRUGATED PLASTIC PIPE	G	GAS LINE	⊗	CONCRETE
⊙	REINFORCED CONCRETE PIPE				

0' 30' 60' 90'

REVISION DATE PURPOSE

LandPro

SURVEYING AND MAPPING
305 CREEKSTONE RIDGE
WOODSTOCK, GA 30188
TELE: 404-386-2170
AUTHORIZATION NO. LSF000838
WWW.LANDPROSURVEYING.COM
INFO@LANDPROSURVEYING.COM
COPYRIGHT 2025

ZONING NOTES

CURRENT ZONING R-20
MINIMUM LOT AREA 20,000 SQ. FT.
MINIMUM LOT WIDTH 90 FT.
MINIMUM BUILDING SETBACKS:
FRONT (COLLECTOR) 40 FT.
SIDE 10 FT.
REAR 30 FT.
MAXIMUM LOT COVERAGE 30%

RETRACEMENT SURVEY FOR:

CREVISTON

LAND LOT 344
DISTRICT 15, SECTION 2
CITY OF HOLLY SPRINGS
CHEROKEE COUNTY, GA

SCALE DATE PROJECT NO. SHEET
1" = 30' 01/09/25 20250109 1 OF 1



MAP AMENDMENT (REZONING) AND CONDITIONAL USE PERMIT APPLICATION

For Application Procedures, See p. 7

APPLICATION MA- 01-2025 APPLICATION CUP- _____
HEARING DATE _____ DATE OF APPLICATION 12-5-24
APPLICANT Del Creviston OWNER Del Creviston
Kelly Creviston (If other than applicant)
Kelly Creviston
ADDRESS Same - 7 ADDRESS 2005 Avery Rd
Canton, GA 30115
ZIP CODE _____ PHONE _____ ZIP CODE 30115 PHONE _____
EMAIL _____ EMAIL _____
SIGNATURE Kelly Creviston SIGNATURE [Signature]

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

PRESENT ZONING DISTRICT(S) RES R-20 REQUESTED ZONING DISTRICT Commercial
REQUESTED CONDITIONAL USE(S) NA
PROPERTY LOCATION/ADDRESS 3036 Holly Street, Holly Springs, GA
MAP NUMBER 15-0344-0006 PARCEL NUMBER(S) 93N00064
LAND LOT(S) 0344 DISTRICT(S) 15 SECTION(S) 2
ACREAGE .66 SEWAGE DISPOSAL TYPE Septic UTILITIES AVAILABLE Yes
DESCRIPTION OF PROPOSED DEVELOPMENT AND/OR CONDITIONAL USE REQUEST: NA

(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# _____
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Application Information

Please print or type answers, using additional paper or a separate sheet of paper, if necessary.

(1) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property? Yes

(2) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property? NO

(3) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned? Currently a residential house that would be converted to a commercial business.

(4) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, public safety, or schools? NO

(5) Whether the zoning proposal is in conformity with the policy and intent of the adopted Future Development Map (FDM) and Future Land Use Map (FLUM)? Yes

(6) Whether the zoning proposal is in conformity with the policies, objectives, and vision set forth by the Community Agenda (Comprehensive Plan) and other adopted policy documents? Yes

(7) Whether an impact is expected on the environment, including, but not limited to, drainage, soil erosion, and sedimentation, flooding, air quality, and water quality and quantity?

No

(8) Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal?

No

Complete the following section, if applicable.

Residential

Minimum house size: _____ sq. ft.

Exterior façade: _____

Maximum number of units: _____

Anticipated start date: _____

Anticipated completion date: _____

Commercial

Number of buildings: 1

Maximum square footage: 2,400 sq. ft.

Number of stories: 1

Total number of employees: TBD

Exterior façade: Stone + Siding

Anticipated start date: upon rezoning approval

Anticipated completion date: upon rezoning approval

REZONING ORDINANCE

An ordinance to approve an application for rezoning in the City of Holly Springs, Georgia, concerning 0.66+/- acres, identified as tax parcel 064 of tax plat 93N00 of the 15th District of Cherokee County identified in Exhibit A, Location Map, from R-20, Single Family Residential, to GC, General Commercial; and

WHEREAS, an application was properly submitted to the City of Holly Springs Planning and Zoning Commission by Delman and Kelly Creviston, requesting rezoning in the City of Holly Springs, Georgia, concerning 0.66+/- acres, identified as tax parcel 064 of tax plat 93N00 of the 15th District of Cherokee County identified in Exhibit A, Location Map, from R-20, Single Family Residential, to GC, General Commercial; 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 0.66+/- acres, identified as tax parcel 064 of tax plat 93N00 of the 15th District of Cherokee County identified in Exhibit A, Location Map, is hereby rezoned from R-20, Single Family Residential, to GC, General Commercial; and

Section 2

The approval of this application has the following stipulations attached:

1. Applicant shall maintain a 20' buffer along the western property line as long as the adjacent property to the west remains residentially used and/or zoned.
2. Future lighting shall be environmentally sensitive, with the owner making every effort to ensure that lighting is as unobtrusive as possible, utilizing fully-shielded LED lamps in compliance with the International Dark Sky Association, or equivalent organization.
3. The following uses shall be prohibited:
 - a. Adult Entertainment
 - b. Agricultural Implement Sales and Service
 - c. Ambulance Service
 - d. Amusement parks
 - e. Animal hospitals/clinics with outdoor kennels
 - f. Auditorium
 - g. Auto Repair
 - h. Auto Service
 - i. Big Box Commercial Retail Structures
 - j. Boat Sales Facility
 - k. Bowling Alley
 - l. Brew Pub
 - m. Cash, Check Cashing, and Pawn Establishments

- n. CBD and Hemp Oil Retail Establishments
 - o. Cellular phone towers
 - p. Fast food restaurant with a drive-thru
 - q. Funeral Homes and Mortuaries
 - r. Go-kart, motor bike track
 - s. Laundering Establishments
 - t. Membership Club Warehouse
 - u. Parking Lot, Automobile
 - v. Tattoo Parlors and Body Piercing Establishments
 - w. Tire sales with outdoor storage
 - x. Used Vehicle Sales, Lease, or Rental
4. All future development shall comply with the Town Center Model Zoning District Guidelines.

Section 3

This ordinance shall become effective February 3, 2025, 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 3 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 3rd day of February, 2025, by the Mayor and City Council of the City of Holly Springs, Georgia.

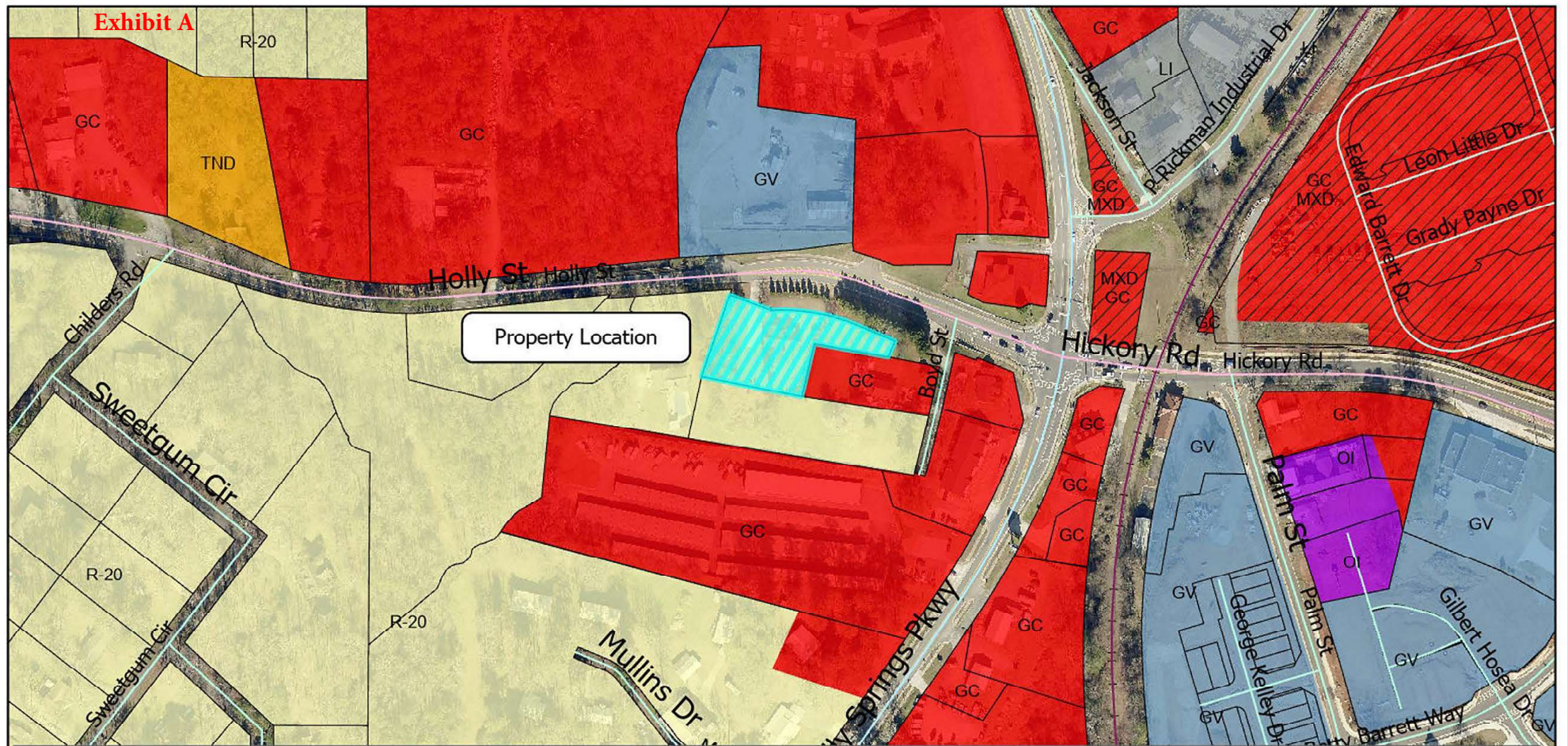
CITY OF HOLLY SPRINGS

Ryan P. Shirley, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

Exhibit A



MA-01-2025 Location Map

Parcels_2024

ZONING

- AG- Agricultural
- R-80- Estate Residential
- R-40- Single Family Residential Estate
- R-20- Single Family Residential

- RD-20- Single Family and Duplex
- RD-3- Single Family Residential
- PUD- Planned Unit Development
- TND- Traditional Neighborhood Development

- PDR- Planned Development Residential
- HDMFR- High Density Multi-Family Residential
- GC- General Commercial
- NC- Neighborhood Commercial
- OI- Office Institutional

- GV- Governmental
- LI- Light Industrial
- MXD- Mixed Use Overlay
- Railroad
- Streets_10172024



ITEM REPORT

AGENDA ITEM NUMBER: VIII.B.



FROM: Nancy Moon, Community Development Director

MEETING DATE: February 3, 2025

AGENDA ITEM: ORD-1-2025, to adopt the 2025 Official Zoning Map of the City of Holly Springs, Georgia.

EXECUTIVE SUMMARY:

Annual adoption of the 2025 City of Holly Springs Zoning Map in its entirety.

Planning Commission Recommendation

The Planning Commission conducted a public hearing on January 9, 2025. No public comments were made. Planning Commission voted to recommend approval (5-0) of the Zoning Map.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Ordinance
2. Zoning Map

RECOMMENDATION:

The staff recommendation is approval of the zoning map.

CONCURRENCES:

City Manager
Planning Commission

AN ORDINANCE TO ADOPT THE OFFICIAL ZONING MAP OF THE CITY OF HOLLY SPRINGS, GEORGIA, TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

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

Section 1. The Official Zoning Map of the City of Holly Springs, dated February 3, 2025 and attached to this ordinance, presented for public hearing at the January 9, 2025 Holly Springs Planning Commission meeting, recommended for approval by the Holly Springs Planning Commission at its January 9, 2025 meeting, and reviewed by Holly Springs City Council at its February 3, 2025 Council Meeting, be adopted in its entirety.

Section 2. If any Section, sub-section, sentence, clause, phrase or any portion of this Ordinance be declared invalid or unconstitutional by any court or competent jurisdiction or if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid. It is hereby declared to be the intent of the City Council to provide for separable and divisible parts and he does hereby adopt any and all parts hereof as may not be held invalid for any reason.

Section 3. This Ordinance shall become effective immediately upon approval by the Mayor and Council.

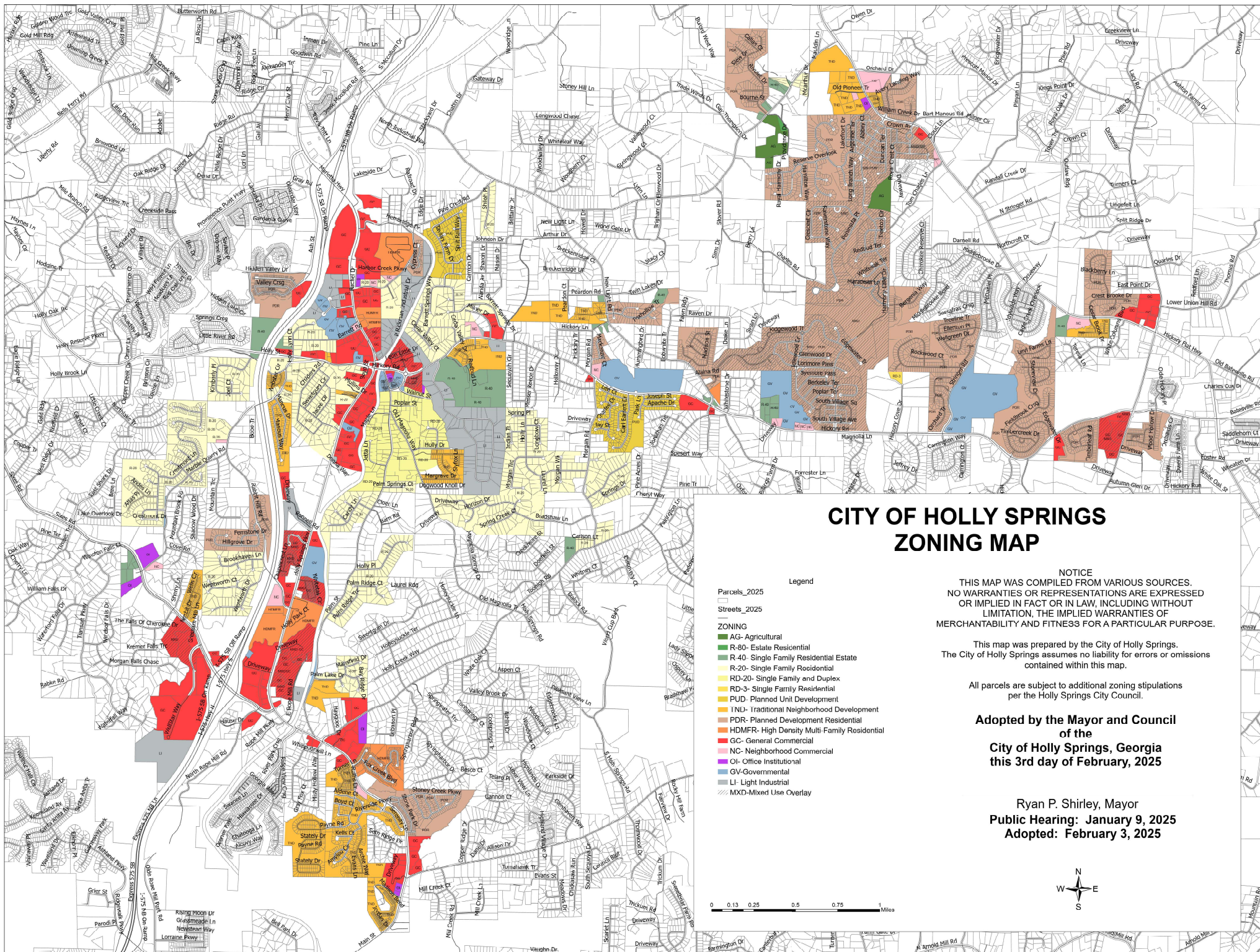
SO ORDAINED, this 3rd day of February, 2025.

CITY OF HOLLY SPRINGS

Ryan P. Shirley, Mayor

Attest:

Karen Norred, City Clerk
Seal:



CITY OF HOLLY SPRINGS ZONING MAP

- Legend
- Parcels_2025
- Streets_2025
- ZONING**
- AG- Agricultural
 - R-80- Estate Residential
 - R-40- Single Family Residential Estate
 - R-20- Single Family Residential
 - RD-20- Single Family and Duplex
 - RD-3- Single Family Residential
 - PUD- Planned Unit Development
 - I-NU- Traditional Neighborhood Development
 - PDR- Planned Development Residential
 - HDMFR- High Density Multi-Family Residential
 - GC- General Commercial
 - NC- Neighborhood Commercial
 - OI- Office Institutional
 - GV- Governmental
 - LI- Light Industrial
 - MXD- Mixed Use Overlay

NOTICE
THIS MAP WAS COMPILED FROM VARIOUS SOURCES.
NO WARRANTIES OR REPRESENTATIONS ARE EXPRESSED
OR IMPLIED IN FACT OR IN LAW, INCLUDING WITHOUT
LIMITATION, THE IMPLIED WARRANTIES OF
MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

This map was prepared by the City of Holly Springs.
The City of Holly Springs assumes no liability for errors or omissions
contained within this map.

All parcels are subject to additional zoning stipulations
per the Holly Springs City Council.

**Adopted by the Mayor and Council
of the
City of Holly Springs, Georgia
this 3rd day of February, 2025**

Ryan P. Shirley, Mayor
Public Hearing: January 9, 2025
Adopted: February 3, 2025



0 0.13 0.25 0.5 0.75 1 Miles

ITEM REPORT

AGENDA ITEM NUMBER: VIII.C.



FROM: Robert H. Logan, City Manager

MEETING DATE: February 3, 2025

AGENDA ITEM: Quote #1223-004-SLAB from Plumbing on Purpose, LLC for the installation of parking deck drains and piping, installation of hose bibs, heat trace and insulate water lines, and the installation of double check valve assembly for the Holly Springs Town Center Parking Deck, in an amount not to exceed \$95,180.

EXECUTIVE SUMMARY:

We received three quotes to install drains and piping, hose bibs, heat trace and insulate water lines, and install double check valve assembly in the Holly Springs Town Center Parking Deck.

FISCAL IMPACT:

The fiscal impact of \$95,180 to be paid from the proceeds of the Urban Redevelopment Agency (URA) Series 2023 bond for the Town Center Project.

ATTACHMENTS:

1. Parking Deck Drain Quotes

RECOMMENDATION:

The staff recommendation is approval of the quote.

CONCURRENCES:

Finance and Administration

Plumbing On Purpose LLC

BELOW GRADE PLUMBING

QUOTE # 1223-004-SLAB
BID DATE December 27, 2023
REVISED June 11, 2024
GC
Address Holly Springs Town Center Parking Deck

TOTAL CONTRACT

\$95,180 00

Install parking Deck drains and piping
Stub drain line out 5' From Foundation Connections to site piping by others
Install (4) hose bibbs (1) per level
Heat trace and insulate water line
Install DCVA (Double Check Valve Assembly)

4" D2 Parking Deck Drain	JRS 2340Y04 NH FLOOR DRAIN 4"	5
4" Backwater Valve	JRS 7080S04 DRN OLET VLV	5
FCO - Floor Cleanout	JRS 4231LXH04-NS(-M) 4IN FLR CLNT	6

All Site Work By Others

All Drain Piping to be Schedule 40 PVC

All Water lines to be Copper with Press Fittings

Stub Storm and Water Service piping out 5' beyond foundation. Connections by others

** This pricing is good for 30 days from the date of the quote.

After 30 days, material costs will be adjusted to reflect current prices.

QUOTE

Phoenix Plumbing, LLC.

625 W. CROSSVILLE RD License #MP208700

Roswell, Ga. 30075

770-296-5261

February 13, 2024

BILL TO

STONECREST HOMES



FOR

HOLLY SPRINGS PARKING GARAGE
BELOW GRADE PLUMBING

Details

AMOUNT

INSTALL PARKING DECK DRAINS AND PIPING

98,420.00

STUB DRAIN LINE OUT 5' FROM FOUNDATION. CONNECTIONS TO SITE
PIPEING BY OTHERS

INSTALL 4 HOSE BIBS. 1 PER LEVEL

HEAT TRACE AND INSULATE WATER LINE

INSTALL DOUBLE CHECK VALVE ASSEMBLY

4" D2 PARKING DECK DRAIN - JRS 2340Y04 NH FLOOR DRAIN 4"

4" BACKWATER VALVE - JRS 7080S04 DRN OLET VALVE

FCO - FLOOR CLEANOUT - JRS 4231LXH04-NS(-M) 4" FLOOR CLEANOUT

ALL SITE WORK DONE BY OTHERS. ALL DRAIN PIPE TO BE SCH. 40 PVC

ALL WATERLINES TO BE COPPER W/ PRO PRESS FITTINGS

STUB STORM AND WATER SERVICE PIPING OUT 5' BEYOND
FOUNDATION. CONNECTIONS BY OTHERS

SUBTOTAL

98,420.00

TAX RATE 0.00

TOTAL

98,420.00

Blue Dog Plumbing, LLC

Plumbing Done Right!

QUOTE

1153 Siminton Hill Ct.

Lawrenceville, GA 30045

Phone: (706) 589-6023

bluedogplumbing1@gmail.com

DATE

August 6, 2024

QUOTATION #

564

CUSTOMER ID

STOHO001

BILL TO

Stonecrest Homes GA, LLC

625 W. Crossville Road; STE 204

Roswell, GA 30075

QUOTATION VALID UNTIL

November 9, 2024

PREPARED BY

Mario

JOB NAME

COHS Parking Deck

DESCRIPTION		AMOUNT
Plumbing - Underground Slab Piping Per Plan Provided		\$ 98,450.00
Included: 42" Deck Drains, Backwater Valves, FCO's		
PVC Drains, Copper Water Supply		
	TOTAL	\$ 98,450.00

THANK YOU FOR YOUR BUSINESS!

ITEM REPORT

AGENDA ITEM NUMBER: VIII.D.



FROM: Robert H. Logan, City Manager

MEETING DATE: February 3, 2025

AGENDA ITEM: Quote from Vertical Earth, Inc. dated November 20, 2024, for the construction of reinforced concrete aprons at the Holly Springs Town Center Parking Deck, in an amount not to exceed \$50,072.

EXECUTIVE SUMMARY:

The City of Holly Springs requested quotes for the installation of eighty-eight (88) cubic yards of reinforced concrete apron and three hundred ten (310) linear feet of curb and gutter at the Holly Springs Town Center Parking Deck. The City of Holly Springs received four quotes for the installation of the concrete apron and curb and gutter.

FISCAL IMPACT:

The fiscal impact is \$50,072 and will be paid from the proceeds of the Urban Redevelopment Agency (URA) Series 2023 Bonds.

ATTACHMENTS:

1. Parking Deck Concrete Apron Quotes

RECOMMENDATION:

The staff recommendation is approval of the quote from Vertical Earth, Inc. in the amount of \$50,072.

CONCURRENCES:

Finance and Administration



Vertical Earth, Inc.
6025 Matt Highway Cumming, GA 30028
Office: (770) 888-2224

TO:	Stonecrest Homes Atlanta, Inc.	Contact:	Charles Heiser		
Address:		Phone:			
		Fax:			
Project Name:	HSMU Parking Deck	Title:	CO#17 - Parking Deck Concrete Aprons		
Project Location:	Holly Springs, Ga	Date:	11.20.24		
Scope of Work:	Reinforced concrete aprons on both sides of parking deck access with curb				
Item #	Description	Est. Qty.	UNIT	Unit Price	Total Price

01	Concrete Apron	88	CY	\$ 414.00	\$ 36,432.00
	24" Curb & Gutter	310	LF	\$ 44.00	\$ 13,640.00

**** Comments**

Layout, subgrade prep, drainage pipe by others

2 Curb drains included being hood frame and grates Y10 and Y11

SUBTOTAL DUE: \$ 50,072.00

ACCEPTED:

The above price, specifications, and conditions are satisfactory and hereby accepted.

Confirmed:

Vertical Earth, Inc

Authorized Signature:

Buyer:

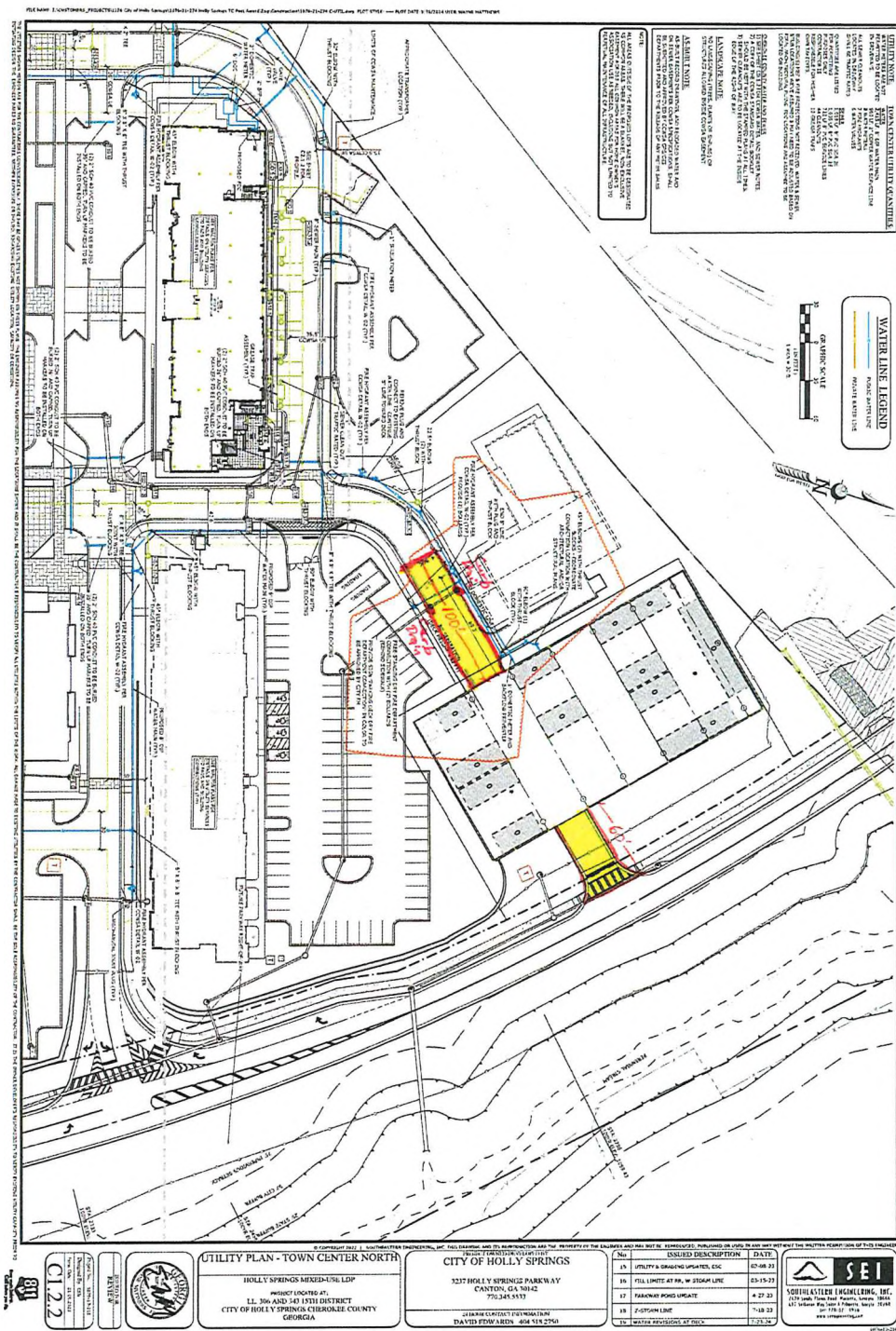
Signature:

Date of Acceptance:

Zack DuLong

Structures Manager







SUNSET CONCRETE INC.
 Sunset Concrete Inc.
 5025 Deen Rd, Marietta, Ga 30066
 Office 678-384-9447 Fax (9449)
 Cell: 770-616-7386

ESTIMATE

ESTIMATE #	RES 2453
Date.	12/30/2024

Name. STONE CREST (KEITH HEALY)
 Address. 170 Timothy Downing Drive
 Holly Springs, GA 30115

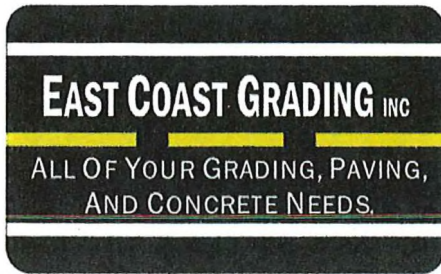
Item	Description	Unit Price	Qty	Amount
1	**CONCRETE CURB CONCRETE 3,000 PSI *POUR NEW SECTION OF CONCRETE AREA APPROX BY MEASSUREMENTS ON PLANS	\$ 9,920.00	1	\$ 9,920.00
	**CONCRETE L CURB SECTIONS BY TYPICAL DETAIL LFT 100			
	**CONCRETE L CURB SECTIONS BY TYPICAL DETAIL LFT 100			
	**CONCRETE L CURB SECTIONS BY TYPICAL DETAIL LFT 60			
	**CONCRETE L CURB SECTIONS BY TYPICAL DETAIL LFT 50			
2	**CONCRETE 4,000 PSI COMMERCIAL 6" *POUR NEW SECTION OF CONCRETE AREA APPROX BY MEASSUREMENTS ON SITE	\$ 51,480.00	1	\$ 51,480.00
	*PARKING PAD 5" (100' X 33' WIDE) SF 3,300			
	*PARKING PAD 5" (60' X 33' WIDE) SF 1,980			
The estimate is for 30 days				
TOTAL				\$ 61,400.00
Notes	The areas was calculated by updated plan (Date: by; N/A Ck:N/A)		Sub Total	\$ 61,400.00
	** The price for the pump is for the regular pump; If your project needs to a different pump, the price will be changed depends on for the condition			
	Thanks you for your business!		Total	\$ 61,400.00

*Legal Form for Sunset Concrete Inc.:All Sunset Concrete Inc.All material is guaranteed to be as specified. All work to be completed in a substantial Workman-like manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate.

*Legal Form for Sunset Concrete Inc.

Print name and Signature

I accept the estimate in reference, as well as the terms and conditions of payment



P.O. Box 579
Rutledge, GA 30663
O: 770-266-0505
F: 800-927-1791

PROPOSAL

Date: 12/5/2024

Customer Name / Address:

STONECREST HOMES
625 WEST CROSSVILLE RD, STE 204
ROSWELL, GA 30075

Job Name / Location:

TOWN CENTER NORTH
411 Hickory Rd
Holly Springs, GA

Item #	Description	Quantity	Unit	Unit Price	Total
1	Saw Cut	85	LF	\$ 6.00	\$ 510.00
2	24" Curb & Gutter w/ GAB	310	LF	\$ 34.00	\$ 10,540.00
3	Hooded Grate & Frame (Form/Pour Only)	2	EA	\$ 950.00	\$ 1,900.00
4	4" GAB, 6" Concrete with 6"x 6" Welded Wire	5230	SF	\$ 11.81	\$ 61,766.30
5	Mobilization	1	EA	\$ 2,500.00	\$ 2,500.00
		Total		\$	77,216.30

Barricade rental, sawing, striping & coring costs (if necessary) to be billed at East Coast Grading's cost. All in place work to be accurately measured & invoiced accordingly. If required and at the Developer's approval, extra equipment & materials as follows:

Crushed Stone Base.....	\$65.00/ton	Motorgrader.....	\$350.00/hour	Portland Cement.....	\$650.00/ton
Surge Stone.....	\$70.00/ton	Loader.....	\$300.00/hour	Asphalt.....	\$150.00/ton
# 4 Stone.....	\$70.00/ton	Tandem.....	\$125.00/hour	Message Board.....	\$2,500.00/mo

Notes:

- ** Grade to be +/- 1/10' by others. Subgrade compaction to be 95% or more and staking by others. Elevation to be 1% or more for proper drainage.
- ** Proposal includes 1 mobilization. Any additional mobilizations will be billed at a rate of \$2,500.00 each.
- ** If a base Prime Coat is required, add \$1.50 / Sq. Yd.
- ** Prices are not guaranteed. Pricing will be adjusted up or down at the time of installation according to the cost of material and hauling. This cost will be proposed to the project owner prior to installation.
- Material rates listed above include placement and compaction of material. Undercutting and haul off of unsuitable material is an additional cost and not included.
- ** Payment to be made Net 30 days from invoice date of all draws on materials installed. Net 30 days from paving invoice date.
- ** Price is valid for 5 days from date on proposal

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. This proposal may be withdrawn if not accepted within 30 days. Our workers are fully covered by Workmen's Compensation Insurance.

ACCEPTED:

The above prices, specifications, and conditions are satisfactory and are hereby accepted.

Customer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

East Coast Grading, Inc.

Signature: _____

Date: 12/5/2024

Appalachian Foundations, LLC

3111 Hunt Road
Acworth, GA 30102
Ph: 770.966.9619
Fax: 844.317.2956

Quote

Date	Quote #
12/16/2024	3265

Name / Address
Stonecrest Homes 625 West Crossville Rd. - Ste 204 Roswell, GA 30075

Item	Description	Qty	Rate	Total
	COHS Parking Deck Entry - Holly Springs, GA			
Curb and Gutter	per ln ft - 24" Curb & Gutter	340	45.00	15,300.00
Inlet	Each - Throats & Tops	2	3,000.00	6,000.00
Bobcat	Per hour	6	85.00	510.00
Driveway	Per sq ft - 6" thick (does not include rock base)	6,750	7.25	48,937.50
Wire	Per sheet	50	65.00	3,250.00
Saw Joint		1	1,500.00	1,500.00
Expansion Joint	per ln ft	160	10.00	1,600.00
Bobcat	Per hour	10	85.00	850.00
	**Access for all materials, trucks & pumps is provided by builder. **Grading (by others) to be +/- 1". **Excessive rock or soft soil on lot is subject to extra charges.			
	***This is an estimate only, based on drawings/dimensions provided by Builder. ***Final billing will reflect what is actually poured as instructed by Builder onsite and what lot conditions require per county code/Engineer.			
Builder is responsible for providing marked property lines and four corner pins for footing.		Total		
		\$77,947.50		

ITEM REPORT

AGENDA ITEM NUMBER: VIII.E.



FROM: Robert H. Logan, City Manager

MEETING DATE: February 3, 2025

AGENDA ITEM: Agreement between the City of Holly Springs, Georgia and Georgia Power Company regarding the installation of seventy-nine (79) pedestrian lampposts on the Holly Springs Parkway Widening Project, Phase II, Agreement Number LP49831, in the monthly amount of \$1,815.42.

EXECUTIVE SUMMARY:

The City of Holly Springs entered into an agreement with Georgia Power for the installation of pedestrian lampposts on the Holly Springs Parkway Widening Project, Phase II at the inception of the project. Due to field changes during construction, the total number of pedestrian lampposts was reduced from eighty-two (82) fixtures to seventy-nine (79) fixtures. Georgia Power has requested the City of Holly Springs to approve the revised Lighting Services Agreement, LP49831.

FISCAL IMPACT:

The fiscal impact of this agreement is \$1,815.42 per month. The invoices will be paid from the General Fund.

ATTACHMENTS:

1. Georgia Power Lighting Services Agreement

RECOMMENDATION:

The staff recommendation is approval of the agreement.

CONCURRENCES:

Finance and Administration

Lighting Services Agreement



Project # LP49831

Customer Legal Name CITY OF HOLLY SPRINGS DBA _____
Service Address 4228 HOLLY SPRINGS PKWY HOLLY SPRINGS GA 30115 County Cherokee - GA
Mailing Address PO BOX 990 HOLLY SPRINGS GA 30142
Email rlogan@hollyspringsga.us Tel # 770-345-5536 Alt Tel # _____
Tax ID# 1551 Business Description Gov't Streetscape

Existing Customer Yes ☒ No ☐ If Yes (and if possible), does customer want the Service added to an existing account? Yes ☒ No ☐ If Yes, which Account Number? 26317-68013

Selected Components				
Action	Qty	Wattage	Type	Description
INS	79	100	LED	Post Top

Service Cost (\$)	Regulated Cost (\$)*	Monthly Cost (\$)*	Term (Months)	
\$1,459.13	\$356.29	\$1,815.42	1	

* The actual Regulated Cost will be calculated using the tariffs approved by Georgia Public Service Commission at the time of billing. The estimate is based on Summer Rates in effect at the time of this proposal. Excludes applicable sales tax.

Project Notes:

Customer agrees to this Lighting Services Agreement with Georgia Power Company under the attached terms and conditions and authorizes all actions noted on this agreement.

Customer also agrees to allow removal of existing lights. Yes ☐ N/A ☒

Type	Customer	Tariff	Content	Pre-Payment (\$)
NESC	Gov	EOL	N/A	\$439,813.00

Customer recognizes that the individual signing this Agreement on its behalf has authority to do so.

Customer Authorization	Georgia Power Authorization
Signature:	Signature:
Print Name:	Print Name: Russell Smith
Print Title:	Print Title: Account Exec
Date:	Date:

TERMS and CONDITIONS (*Lighting – Governmental Service*)

- 1 **Agreement Scope.** This Lighting Services Agreement ("Agreement") establishes the terms and conditions under which Georgia Power Company ("GPC") will provide lighting and related service (collectively, the "Service") to the customer identified on Page 1 ("Customer") at the Service Address shown on Page 1 (the "Premises"). GPC may install, update, modify, or replace any GPC-owned pole, base, wiring, conduit, fixture, control, equipment, device, or related item at the Premises (collectively, "GPC Assets") for any reason related to the Service or to use of GPC Assets.
- 2 **Term and Termination.** The initial Agreement term is stated on Page 1, calculated from the date of the first bill. After the initial term, this Agreement automatically renews on a month-to-month basis until terminated by either party by providing written notice of intent to terminate to the other party (in accordance with the notice provisions of the *Miscellaneous* section below) at least 30 days before the desired termination date. The initial term and any renewal term or terms are collectively the "Term."
- 3 **Intent and Title.** This Agreement governs GPC's provision of the Service to Customer and is not a sale, lease, or licensing of goods, equipment, property, or assets of any kind. GPC retains the sole and exclusive right, title, and interest in and to all GPC Assets. Customer acknowledges that GPC Assets, although attached to real property, always will remain the exclusive personal property of GPC and that GPC may remove GPC Assets upon Agreement termination. GPC makes no representation or warranty regarding treatment of this transaction by the Internal Revenue Service or the status of this transaction under any federal or state tax law. Customer enters into this Agreement in sole reliance upon its own advisors.
- 4 **Payment.** GPC will invoice Customer monthly for the Monthly Cost as described on Page 1. The Service Cost portion of the Monthly Cost will renew at the amount shown on Page 1, but the Regulated Cost portion will be determined by the applicable Georgia Public Service Commission-approved tariff at the time of billing. Customer agrees to pay the total amount billed in full by the invoice due date. If a balance is outstanding past the due date, Customer acknowledges that GPC may require Customer to pay a deposit of up to two times the Estimated Monthly Charge in order to continue Service. If applicable, Customer must provide a copy of its Georgia sales tax exemption certificate. Customer must pay costs associated with any Customer-initiated change to the Service after the date of this Agreement.
- 5 **Premises Activity.** Customer hereby grants to GPC and its contractors, agents, and representatives the right and license to enter the Premises at any time to perform any activity related to the Service or to GPC's use of the GPC Assets, including the right to access the Premises with vehicles, GPC Assets, or other tools or equipment, and to survey, dig, or excavate, in order to (i) install and connect GPC Assets, provide Service, or provide or install any other service, (ii) inspect, maintain, test, replace, repair, disconnect, or remove GPC Assets, (iii) install additional equipment or devices on GPC Assets, or (iv) conduct any other activity reasonably related to the Service or GPC Assets (collectively, "GPC Activity"). Customer represents or warrants that it has the right to permit GPC to provide the Service and to perform the GPC Activity upon the Premises and, if applicable, has obtained express written authority and required permission from all Premises owners, and any other person or entity with rights in the Premises, to enter into this Agreement and to authorize the GPC Activity and the Service.
- 6 **Installation and Underground Work.** Customer recognizes that the Service requires installation of GPC Assets. Customer warrants or covenants that: (i) the Premises' final grade will vary no more than six inches from the grade existing at the time of installation, and (ii) if applicable and required for proper installation, Premises property lines will be clearly marked before installation.
 - A. **Customer Work.** If GPC, upon Customer's request, allows Customer, itself or through a third party, to perform any activity related to installation of GPC Assets (including trenching), Customer warrants or covenants that the work will meet GPC's installation specifications (which GPC will provide to Customer and which are incorporated by this reference). Customer must provide GPC at least 10 days' prior written notice of its schedule for the work, so that GPC can schedule GPC's installation work promptly thereafter. Customer will be responsible for any additional costs arising from non-compliance with GPC's specifications. Customer's failure to complete Customer's work by the agreed completion date or failure to provide GPC timely notice of any schedule change.
 - B. **Underground Facility/Obstruction Not Subject to Dig Law.** Because GPC Activity may require excavation not subject to the Georgia Utility Facility Protection Act (O.C.G.A. §§25-9-1 – 25-9-13) ("Dig Law"), Customer must mark any private utility or facility (e.g., gas/water/sewer line; irrigation facility, fiber/data/communication line) or other underground obstruction at the Premises that is not subject to the Dig Law. If GPC causes or incurs damage due to Customer's failure to mark a private facility or obstruction before GPC commences GPC Activity, Customer is responsible for all damages and any loss or damage resulting from any such delay.
 - C. **Unforeseen Condition.** The estimated charges shown on Page 1 include no allowance for subsurface rock, wetland, underground stream, buried waste, unsuitable soil, underground obstruction, archeological artifact, burial ground, threatened or endangered species, hazardous substance, or similar condition ("Unforeseen Condition"). If GPC encounters an Unforeseen Condition in connection with any GPC Activity, GPC, in its sole discretion, may stop all GPC Activity until Customer either remedies the condition or agrees to reimburse all GPC costs arising from the condition. Customer is responsible for all costs of modification or change to GPC Assets requested by Customer or dictated by an Unforeseen Condition or circumstance outside GPC's control.
- 7 **GPC Asset Protection and Damage.** Throughout the Term, in the event of any work or digging near GPC Assets, Customer (or any person or entity working on Customer's behalf) must: (i) provide notices and locate requests to the Georgia Utilities Protection Center ("UPC") and other utility owners or operators as required by the then current Dig Law, (ii) coordinate with the UPC and any utility facility owner/operator as required by the Dig Law, and (iii) comply with the High-voltage Safety Act (O.C.G.A. §§46-3-30 -- 46-3-40). As between Customer and GPC, Customer is responsible for any damage arising from failure to comply with applicable law or for damage to GPC Assets caused by anyone other than GPC or a GPC contractor, agent, or representative.
- 8 **Pole Attachments.** Nothing in this Agreement conveys to Customer any right to attach or affix anything to any GPC Asset. Customer agrees that it will not, and will not permit others to, rearrange, disconnect, remove, relocate, repair, alter, tamper with, or otherwise interfere with any GPC Asset. If Customer desires to attach or affix anything to GPC Assets, Customer must first obtain GPC's written consent. Customer may call GPC Lighting and Smart Services business unit at 1-888-660-5890 to request consent.
- 9 **Interruption of Service.** Customer understands that Service is provided on an "as is" and "as available" basis and may be interrupted. If there is a Service interruption, Customer must notify GPC. Following notice, GPC will restore Service, at no cost to Customer. Customer may notify GPC by either calling 1-888-660-5890 or by reporting online at <https://www.georgiapower.com/community/outages-and-stormcenter/power-outage-overview/street-light-outage.html>.
- 10 **Disclaimer, Damages.** GPC makes no covenant, warranty, or representation of any kind (including warranty of fitness for a particular purpose, merchantability, or non-infringement) regarding Service, GPC Assets, or any GPC Activity. Customer acknowledges that, due to the unique characteristics of the Premises, Customer's needs, or selection of GPC Assets, the Service may not follow IESNA guidelines. Customer waives any right to consequential, special, indirect, treble, exemplary, incidental, punitive, loss of business reputation, interruption of Service or loss of use (including loss of revenue, profits, or capital costs) damages in connection with the loss or interruption of Service, GPC Assets, or this Agreement, or arising from damage, hindrance, or delay involving the Service, GPC Assets, or this Agreement, whether or not reasonable, foreseeable, contemplated, or avoidable. To the extent GPC is liable under this Agreement, and to the extent allowed by applicable law, GPC's liability is expressly limited to: (i) with respect to the Service purchased by Customer, the annual amount paid by Customer for the Service, or (ii) with respect to any other liability, to proven direct damages in an amount not to exceed \$100.00. Customer is solely responsible for safety of the Premises; Customer agrees that GPC has no obligation to ensure safety of the Premises and that GPC has no liability for any personal injury, real or personal property damage or loss, or negative impact to Customer or any third party that occurs at the Premises.
- 11 **Risk Allocation.** Each party will be responsible for its own acts and the results of its acts, except as otherwise described in this Agreement.
- 12 **Georgia Security, Immigration, and Compliance Act.** Customer is a "public employer" as defined by O.C.G.A. § 13-10-91 and this is a contract for physical performance of services in Georgia. Compliance with O.C.G.A. § 13-10-91 is a condition of this Agreement and is mandatory. GPC will provide to Customer a contractor's affidavit for installation services as required by O.C.G.A. § 13-10-91. If GPC employs any subcontractor in connection with installation under this Agreement, GPC also will secure from each subcontractor an affidavit attesting to compliance with O.C.G.A. § 13-10-91.
- 13 **Default.** Customer is in default if Customer: (i) does not pay the entire amount owed to GPC within 45 days after the due date, (ii) terminates this Agreement without proper notice and prior to the end of the then current Term, or (iii) breaches any material term, warranty, covenant, or representation of this Agreement. GPC's waiver of a past or concurrent default will not waive any other default. If a default occurs, GPC may: (a) immediately terminate this Agreement, (b) remove any GPC Asset from the Premises, or (c) seek any available remedy provided by law, including the right to collect any past due amount, or any amount due for the Service during the remaining Term.
- 14 **Miscellaneous.** This Agreement contains the parties' entire agreement relating to the Service, GPC Assets, and GPC Activity and replaces any prior agreement, written or oral. Subject to applicable law, GPC may modify the terms of this Agreement by providing 30 days' prior written notice of such modification to Customer. If Customer uses the Service or makes any payment for the Service on or after the modification effective date, Customer accepts the modification. GPC's address for notice is 1790 Montreal Circle, Tucker, GA 30084-6801; Customer's address for notice is stated on Page 1. Either party may update administrative or contact information (e.g., address, phone, website) at any time by written notice to the other. Customer will not assign, in whole or in part, this Agreement or any right or obligation it has under this Agreement, any such assignment without GPC's prior written consent will be void and of no effect. In this Agreement: (i) "include(ing)" means "include, but are not limited to" or "including, without limitation", (ii) "or" means "either or both" ("A or B" means "A or B or both A and B"), (iii) "e.g." means "for example, including, without limitation", and (iv) "written" or "in writing" includes email communication. Georgia law governs this Agreement. If a court rules an Agreement provision unenforceable to any extent, the rest of that provision and all other provisions remain effective.

ITEM REPORT

AGENDA ITEM NUMBER: VIII.F.



FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: February 3, 2025

AGENDA ITEM: To Amend the Public Works Superintendent Job Description to the Public Works Director Job Description.

EXECUTIVE SUMMARY:

This job description is for the position of Public Works Director which will oversee the operations of the Public Works Department, including the management of the city's stormwater system.

FISCAL IMPACT:

ATTACHMENTS:

1. PW01 - Public Works Director

RECOMMENDATION:

The staff recommendation is approval of the job description.

CONCURRENCES:

City Manager
Finance and Administration

CITY OF HOLLY SPRINGS

JOB DESCRIPTION

A. IDENTIFICATION INFORMATION

1. Job Title: Public Works ~~Superintendent~~Director

2. Department: Public Works

Division: N/A

3. FLSA Classification: Exempt

Pay Grade: 21

B. INTRODUCTORY STATEMENT

This position oversees the operations of the Public Works Department, including the management of the city's stormwater system to ensure compliance with state and federal regulations. ~~This position directs the operations of the Public Works Department.~~

C. ESSENTIAL JOB FUNCTIONS

1. Develops short- and long-range plans and goals for the department; determines project priorities in conjunction with the City Manager.
2. Serves as liaison with outside contractors for construction projects; develops project specifications; recommends contract awards; administers contracts; and monitors job status and contractor performance.
3. Prepares and administers the annual department budget; monitors expenditures under the current budget; reviews all departmental invoices, expenditures and training requests.
4. Responds to questions and complaints from the public, media and other governmental agencies.
5. Plans and recommends construction projects, equipment purchases, capital improvements, and infrastructure maintenance and improvements.
6. Writes or approves all specifications for the purchase of equipment, materials and services.

~~7. Interviews, trains, supervises, and evaluates public works personnel.~~

7. Inspects and maintains stormwater system structures and components.

8. Inspects all new and post-construction infrastructure in the city; tests water quality and records results.

9. Inspects all construction sites weekly and post rainfall to ensure compliance with Georgia Soil and Water Conservation Commission (GSWCC) regulations.

10. Maintains compliance with the City's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit.

11. Performs Global Positioning System (GPS) data collection and field mapping.

12. Researches and investigates citizen complaints and inquiries.

13. Operates a variety of vehicles and equipment including a street sweeper.

14. Maintains assigned vehicles and equipment; performs pre- and post-trip vehicle inspections.

8.

9.15. Ensures that department operations meet safety requirements and appropriate policy requirements.

10.16. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge, Skill, and Ability

1. Knowledge of public works management principles.
2. Knowledge of civil engineering principles and practices.
3. Knowledge of budgeting and accounting principles.
4. Knowledge of city procurement processes.
5. Knowledge of grant management principles.
6. Knowledge of stormwater maintenance principles and practices.
7. Knowledge of state and federal environmental regulations related to stormwater management.
8. Knowledge of the techniques, equipment, and supplies used in street and right-of-way maintenance.
9. Knowledge of city safety policies and procedures.
- 7.10. Knowledge of the geography of the city, including street names and

locations.

~~8.~~11. Knowledge of relevant federal and state laws, city ordinances, and department policies and procedures.

~~9.~~12. Knowledge of computers and job-related software programs.

~~10.~~13. Skill in management and supervision.

14. Skill in operation of assigned vehicles and equipment.

~~11.~~15. Skill in problem solving.

~~12.~~16. Skill in prioritizing and planning.

~~13.~~17. Skill in interpersonal relations.

~~14.~~18. Skill in oral and written communication.

2. Responsibility

- a. This position has direct supervision over the Public Works Contractor, Stormwater, and Buildings & Grounds Supervisor (1), Equipment Operator (1), Public Works Crewleader (1) and Public Works Technician (1).

3. Personal Work Relationships

- a. Contacts are typically with co-workers, engineers, land developers, erosion control professionals, vendors, suppliers, other city employees, state and local government officials, elected and appointed officials, community leaders, business leaders, 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, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- b. The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

5. Guidelines

- a. Guidelines include city policies, regulations and procedures, state and federal guidelines, local building and development codes, and ~~city policies and procedures~~the City of Holly Springs Development Regulations, the Georgia Stormwater Manual, the Manual of Erosion and Sediment Control, and the Manual for Illicit Discharge Detection and Elimination. 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 administrative, supervisory, technical and management duties. The variety of tasks to be managed contributes to the complexity of the work.
- b. The purpose of this position is to supervise the city's public works operations. Successful performance helps ensure the effective and efficient operation of the department and affects the quality of life for city residents and visitors.

7. Minimum Qualifications

- 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. 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 years of related experience.
- c. Possession of or ability to readily obtain a valid Commercial ~~4~~Driver's Hlicense (CDL) issued by the State of Georgia for the type of vehicle or equipment operated.
- d. Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted. Maintain the Georgia Soil and Water Conservation Commission Level 1B (Red Card Certification).

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 Public Works
~~Superintendent~~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.G.



FROM: Karen Norred, Assistant City Manager/City Clerk

MEETING DATE: February 3, 2025

AGENDA ITEM: Revision of the 2025 Meeting Calendar to change the June 16th City Council Meeting to June 19th due to a conflict with a Special Election.

EXECUTIVE SUMMARY:

Revision of the 2025 Meeting Calendar to change the June 16th City Council Meeting to June 19th due to a conflict with a Special Election.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. 2025 Meetings Calendar

RECOMMENDATION:

The staff recommendation is approval of the 2025 Meeting Calendar revision.

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	19
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.H.



FROM: Greg Clyburn, Deputy Chief

MEETING DATE: February 3, 2025

AGENDA ITEM: Policy amendment to Section 6.1 Uniforms and Dress of the City of Holly Springs Police Department Operations Manual.

EXECUTIVE SUMMARY:

Policy amendment to Section 6.1 Uniforms and Dress of the City of Holly Springs Police Department Operations Manual.

FISCAL IMPACT:

ATTACHMENTS:

1. 6.1 Uniform and Dress RECOMMENDATION

RECOMMENDATION:

The staff recommendation is approval of the policy amendment.

CONCURRENCES:

City Manager

HOLLY SPRINGS POLICE DEPARTMENT
OPERATIONS

OPERATIONS MANUAL

6.1 UNIFORMS AND DRESS

EFFECTIVE DATE: February 21, 2000
REVIEW DATE: **January 6, 2025**
CHIEF OF POLICE: Tommy Keheley

REVISED DATE: **January 23, 2025**

I. PURPOSE

The manner of dress and grooming of Department employees is an outward reflection of their personal pride, morale and self-respect. The professionalism of a police agency is often judged by the appearance of its personnel. Accordingly, personnel should always strive to present the highest possible standard of appearance.

II. REGULATIONS

Official Holly Springs Police Department uniforms will always be clean and neatly pressed. Leather accessories will be highly shined and clean. All uniform brass and other items of metal will be highly shined and free of corrosion, tarnish, or cleaning residue. Weapons and handcuffs will be clean and in good working order at all times. Department approved shoes or boots will be in good repair, free of dirt and highly shined including the visible portion of the sole.

Failure to wear the complete regulation uniform as authorized for the current duty assignment, failure to wear or carry such special uniform items or equipment as may be required or failure to have clothing or equipment cleaned and properly maintained is considered as being out of uniform and subjects the employee to corrective action.

No portion of the Holly Springs Police Department official uniform is to be worn in conjunction with civilian apparel except as noted in this policy.

The Holly Springs Police Department uniform will be worn in accordance with the following regulations:

A. UNIFORM CLASSIFICATIONS:

1. CLASS A UNIFORM will consist of the long sleeve shirt, tie, patent leather shoes, pants, hat, and leather gear.
2. CLASS B UNIFORM will consist of a long or short sleeve shirt, boots or shoes, pants, leather gear, and a mock turtleneck **may be** worn with the long sleeve shirt. **An approved hat is optional depending on circumstance. External vest carriers are approved to be worn.**

3. CLASS C UNIFORM will consist of issued training or utility shirt, pants, boots, leather or web gear, and utility cap. Utility pants and shirt may be OD green, khaki, or black for canine handlers.
4. CLASS M UNIFORM will consist of issued long sleeve or short sleeve shirt, motor britches, motor boots, optional vest carrier with under shirt, helmet, HSPD motor unit ball cap, gloves, and protective eye wear.

B. UNIFORM APPAREL:

1. Uniform Shirt: The uniform shirt should present a slightly tapered, fitted appearance without being baggy or so tight as to restrict freedom of movement or cause the shirt to gape between button closures or to cause horizontal wrinkles.

All items listed below to be worn on the uniform shirt will be mandatory unless specified. Items to be worn on the uniform shirt will be as follows:

- a) Badge - will be worn in the slot provided on the wearer's left side.
 - b) Name Plate - will be worn on the wearer's right side pocket flap, centered above the pocket button and aligned directly below with the bottom row of stitching at the top of the pocket.
 - c) Departmental Commendation Ribbons, Safe Driving Awards and Field Training Officer Ribbons- may be worn above the right pocket, centered over the nameplate and aligned directly above the top row of stitching at the top of the pocket.
 - d) Collar Rank Insignia – as designated and determined by the Chief of Police.
 - e) Service Hash Marks – Service hash marks will be worn on the left sleeve of the long sleeve uniform shirt. Each service/hash mark will represent three (3) years of service as a certified law enforcement officer ~~in Georgia~~.
2. Trousers: The trousers will be of sufficient length to reach the top of the heel of the shoe in the rear. A variation of 1/4 inch above or below the top of the heel is acceptable. When the legs of the trousers have been hemmed, they will be 7/8 inch shorter in the front than in the back in order to present a slight "break" at the lower front above the shoe top. Trousers will be finished with a hem.

Trousers will be sufficiently loose around the hips and buttocks to prevent gaping of the pockets and visible horizontal wrinkles across the front.

3. External Vests: External vest carriers are approved to be worn (optional) and will be from an approved vendor. Carriers must be navy blue in color and must be clean and in good condition. Supervisors should regularly inspect the condition of these to ensure compliance with policy.
4. Uniform Hat: Uniform hats are issued to all personnel. Authorized headgear will be worn as required in this manual and will consist of the following:
 - a) Dress Hat - All officers will be issued a ~~Midway hat~~ Campaign Cover.
 - b) Other hats - will be worn only when directed by the Chief of Police for specific function functions such as firearms training. This hat will not be standard issue and must be approved prior to wear. Knit style "watch" caps and babushka style

caps are permissible for wear during cold weather and must be navy blue or black, with no strings or objects attached (pom-poms or balls of fabric).

- c) Ballcaps – will NOT be worn with the regular uniform. Ballcaps are only approved for wear in the training uniform.

The uniform hat will fit snugly and comfortably around the largest part of the head. The hat will be worn squarely on the head, tilted slightly forward when viewed from the side. The hat will not rest solely on the officer's hair.

- 5. Uniform Jacket: The uniform jacket will be worn as issued by the Department, having been approved by the Chief of Police. ~~The jacket will be a MA1 or other style approved by the Chief of Police. Cloth chevrons, if applicable, will be stitched on the sleeves as worn on the uniform shirts. A cloth patch badge will be stitched on the left breast. Lieutenants and above~~ Ranked personnel will have a rank insignia on the epaulets of the jacket.

Approved black leather jackets with Department patches stitched on the sleeves may be worn by the officer. A cloth patch badge will be stitched on the left breast. Any rank insignia will be attached to the epaulets of the jacket.

Raincoats worn by police officers will be only those that are issued by the Department and are authorized by the Chief of Police.

- 6. Ties: Ties will be plain "clip on" style of conventional shape and length. Ties will be worn with long sleeve shirts and as provided under Class "A" uniform regulations. Ties will not be worn with a turtleneck, dickey, or a sweater.
- 7. Footwear: All issued footwear will be plain toe black in color, military style for men and women, and will be laced and may be side-zip. ~~The shoes will be low quarter type with laces.~~ Shoes will be worn with black or navy blue socks. If white socks are required for medical reasons, they will be worn under black or navy blue socks.

All shoes or boots will have a neat and clean appearance at all times, ~~at all times, be highly shined.~~ Supervisors will make a daily inspection of their officers to ensure that the footwear regulations are being complied with.

Abuse or neglect of the footwear regulations may result in corrective action being taken against the officer and/or the officer's privilege of wearing boots revoked.

- ~~8. Windbreaker/Raid Jackets: Department personnel who normally wear civilian clothing when recognition as a police officer is necessary for safety reasons or to properly carry out official duties may wear windbreakers.~~

~~Department personnel assigned to the Narcotics Unit or to the Criminal Investigation Division may wear raid jackets.~~

- ~~9. Jumpsuits: Jumpsuits may be issued to certain members due to their specialized duties. During inclement weather conditions, jumpsuits may be worn if approved. Jumpsuits will be identified by the Department patches and chevrons if applicable stitched on each shoulder; the breast badge patch stitched to the wearer's left side, and Lieutenants or above with clothe rank insignia patches stitched on the collars of the jumpsuit. Officers~~

~~wearing jumpsuits in public will at all times be armed in the manner prescribed by regulations.~~

10. Gloves/Scarfs: Black gloves may be worn during inclement weather and must be of such design that will not hinder the use of the Department handgun while wearing the glove.

Black wool scarves of plain design may be worn during inclement weather and must be tucked into the outer garment.

11. Training Uniforms: All uniformed personnel will be issued training uniforms. These uniforms will consist of polo-style shirts with the departmental badge ~~or insignia~~ sewn over the left breast of the shirt ~~and tan BDU pants~~. Utility pants and shirt may be OD green, khaki, or black for canine handlers. Those training in non-classroom settings are approved to wear the training t-shirt or training sweatshirt/hoodie. All personnel participating in organized training are required to wear the issued training uniform. Any variation from this uniform requires prior written approval of the Chief of Police.

C. UNIFORM EQUIPMENT

The Holly Springs Police Department uniform will include a properly worn basket weave leather gun belt.

~~Items to be worn on the belt will include unless shown as optional:~~

1. ~~For a right-handed officer, starting at the outside (exposed) end of the belt and going clockwise to the right the following order is suggested.~~ The following items shall be worn on the belt or in the vest, unless shown as optional:
 - a) Department issued holster and firearm (always worn on belt);
 - b) Mini-Flashlight and holder; (Issued)
 - c) Handcuff ~~Case and approved holder; (a double handcuff case is optional)~~ Hidden Snap for handcuff case
 - d) ~~Flashlight Holder; (optional)~~
 - e) Expandable Tactical Baton and Holder
 - f) Pepper Spray and approved Holder (optional with ECD)
 - g) Portable radio and Holder; and
 - h) (1) Double or triple magazine case and magazines (worn horizontal or vertical). Hidden Snap
 - i) Electronic Control Device (ECD) and holster (shall always be carried on opposing side as firearm in a cross-draw position; always worn on belt)
 - j) Tourniquet, approved first aid equipment and approved holder
 - k) Rifle magazine and holder (optional) for a single 20- or 30-round magazine, black in color
 - l) Key clip or pouch (optional)
2. ~~For a left-handed officer, the suggested alignment of belt items will be the reverse of "a" above.~~
3. No communication devices other than the extended microphone on the issued portable radio (i.e. pagers, cell phones, etc.) will be worn on the epaulettes of any uniform shirt. All

communication devices, with the exception of the portable radio, will be carried in the silent/vibrate mode by all personnel performing patrol functions.

**D. CRIMINAL INVESTIGATION DIVISION AND ADMINISTRATIVE DIVISION
PERSONNEL OR CIVILIAN ATTIRE**

All personnel whose duties allow them to wear civilian attire, those officers appearing in court out of uniform or those personnel representing the Department in an official capacity outside of the City, will wear conservative clothing which would normally be accepted as ~~proper by the business community business casual. An example of this would be slacks and a collared shirt. For men, this would be a business suit and tie or sport coat, slacks and a tie. For women, acceptable clothing would be a dress, skirt and/or slacks and blouse or a business suit.~~ Blue jeans will not be acceptable attire for men or women unless otherwise directed by the Chief of Police.

When necessary, the Chief of Police may prescribe other types of clothing to be worn.

Civilian clothing will be clean and neatly pressed, and shoes will be shined.

Personnel assigned to special duty or undercover operations approved by the Chief of Police are exempt from these regulations while operating in said capacity except as required for court appearance.

The Holly Springs Police Department will provide an adequate supply of the correct uniforms prescribed in these regulations.

E. BODY ARMOR

The Holly Springs Police Department will provide personnel with a ballistic vest and carrier. All officers in uniform are required to wear their vest while on duty or while performing outside employment in uniform. Raid vest carriers with ballistic panels are provided for plain clothes personnel.

F. REPLACEMENT OF AUTHORIZED CLOTHING AND EQUIPMENT

Personnel needing to replace clothing or equipment shall submit a 'Uniform Request Form' to their Division Commander, through their Chain of Command.

ITEM REPORT

AGENDA ITEM NUMBER: VIII.I.



FROM: Greg Clyburn, Deputy Chief

MEETING DATE: February 3, 2025

AGENDA ITEM: Policy amendment to Section 6.2 Grooming Standards of the City of Holly Springs Police Department Operations Manual.

EXECUTIVE SUMMARY:

Policy amendment to Section 6.2 Grooming Standards of the City of Holly Springs Police Department Operations Manual.

FISCAL IMPACT:

ATTACHMENTS:

1. 6.2 Grooming Standards

RECOMMENDATION:

The staff recommendation is approval of the policy amendment.

CONCURRENCES:

City Manager

HOLLY SPRINGS POLICE DEPARTMENT
OPERATIONS

OPERATIONS MANUAL

6.2 Grooming Standards

EFFECTIVE DATE: March 30, 2020
REVIEW DATE: January 3, 2025
CHIEF OF POLICE: Tommy Keheley

REVISED DATE: January 23, 2025

I. Purpose

Grooming standards are based on several elements including neatness, cleanliness, safety, and appearance. The limits set forth are reasonable, enforceable, and ensure that personal appearance contributes to a favorable image of the Department. Any difference between men's and women's policies recognizes the difference between the sexes and is not a factor in assuring equal opportunity.

II. GENERAL APPEARANCE

A. Men. Men shall be well-groomed at all times and meet the following requirements:

1. Hair shall be kept clean, neat, and present a professional image.
 - a. Hair coloring must look natural and compliment the individual. Faddish and outrageous multicolor hair is not authorized.
 - b. The bulk of hair shall not exceed two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp.
 - c. Hair above the ears and around the neck shall be tapered from the lower hairline to blend with the hairstyle. The neck will be clean-shaven and clear of hair or stubble.
 - d. Hair should not touch the ears or collar. It must not extend below the eyebrows and must not interfere with the wearing of headgear.
2. **Sideburns.** Sideburns shall be kept neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below the middle of the ear, shall be of even width (not flared), and shall end with a clean-shaven, horizontal line.
3. **Facial Hair.** The face shall be clean shaven, but mustaches are permitted. A mustache will be neatly and closely trimmed. Men may wear a neatly trimmed beard, or mustache.
 - a. No portion of the mustache shall extend below the lip line of the upper lip. The mustache must be trimmed so not to extend below the top of the upper lip. The mustache will be of moderate thickness and not extend downward from the sides of the mouth further than the corner of the mouth.

- b. ~~It will not go beyond a horizontal line extending across the corners of the mouth, and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth.~~ Employees may wear a short and neatly trimmed beard. All beards will be groomed, clean and neatly trimmed at all times in order to present a professional appearance. Beards are authorized, but patchy, spotty clumps of facial hair are not considered beards and as such not permitted. The beard will be no more than 1/4 inch in length, and shaven with clean lines off the neck.
- c. ~~Handlebar mustaches are not permitted.~~ No "fad" style beards are permitted. In the absence of a neatly trimmed beard, or mustache, all employees must be clean shaven when reporting for duty.
- d. If an employee must attend an event requiring them to wear the Class A uniform to include their issued campaign hat, the employee cannot wear a beard. A mustache is acceptable.
- e. The Chief of Police, or his designee, has the authority to determine whether an employee's facial hair is compliant with this policy.

4. **Fingernails.** Fingernails will not extend past the fingertips. They shall be kept clean.

5. **Jewelry.** Jewelry is authorized for all personnel. It shall not present a safety hazard and shall be worn in accordance with the following guidelines:

- a. Rings. Only one ring per hand is authorized.
- b. Earrings. Earrings are not authorized for male officers.
- c. Body Piercing. No article shall be attached to or through body parts.
- d. Necklaces. No necklaces shall be worn so as to be visible.
- e. Wristwatch and bracelets. Only one watch or bracelet per arm is authorized. Watches and bracelets must present a professional image and be compatible with the uniform. Bright colored watchbands and bracelets are not permitted.

B. Women. Women shall be well-groomed at all times and meet the following requirements:

1. Hair shall be kept clean, neat, and present a professional image.
 - a. Personnel are prohibited from using colors that detract from a professional appearance. If dyes, tints, or bleaches are used, they must be a natural hair color. Faddish and outrageous multicolor hair is not authorized.
 - b. The bulk of hair shall not exceed two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp.
 - c. Hair on the back of the head may touch, but not fall below, the lower edge of the collar. Hair which is longer shall be neatly and inconspicuously fastened, pinned, or secured to the head.
 - d. Natural, bouffant, and other similar styles are permitted but must not interfere with the wearing of headgear.
 - e. Braids and plaited hair are permitted if secured to the head. Ends of the hair which are pinned up may not dangle free or protrude from the head.
2. **Hair Ornaments.** Conspicuous rubber bands, combs, and pins are not allowed. Hair ornaments shall be black, or similar in color to the individual's hair color. Ornaments should not present a safety hazard.
3. **Cosmetics.** Cosmetics shall be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and compliment the uniform.
4. **Fingernails.** Fingernails will not extend more than 1/4-inch past the fingertips. They shall be kept clean. Nail polish shall be conservative and shall compliment skin tone. Bright colored polishes (blue, green, red, etc.) are not permitted. Dangling fingernail rings or decorative adornments are not permitted.
5. **Jewelry.** Jewelry is authorized for all personnel. It shall not present a safety hazard and shall be worn in accordance with the following guidelines:
 - a. Rings. Only one ring per hand is authorized. An engagement/wedding ring set shall be considered as one ring for the purpose of this policy.
 - b. Earrings. Two (2) earrings per earlobe may be worn. Earrings shall be 6 mm ball (approximately 1/4-inch diameter), plain gold or silver with a matte or shiny finish, or a 6 mm pearl or diamond type stone.

- c. Body Piercing. No article shall be attached to or through exposed body parts except for authorized earrings.
- d. Necklaces. No necklaces shall be worn so as to be visible.
- e. Wristwatch and bracelets. Only one watch or bracelet per arm is authorized. Watchbands and bracelets must present a professional image and be compatible with the uniform. Bright colored watchbands and bracelets are not permitted.

III. UNDERGARMENTS

Unless the nature of the assignment dictates otherwise, appropriate undergarments will be worn at all times while on duty to preserve the dignity and appearance of employees.

IV. HAIRPIECES

Wigs or hairpieces may be worn by personnel while in uniform for cosmetic reasons to cover natural baldness or physical disfigurements. They shall be of good quality and fit, present a natural appearance, and conform to the grooming standards set forth in these regulations. Hairpieces or wigs shall not interfere with the proper wearing of headgear or present a safety hazard.

V. TATTOOS/BRANDING

- A. Unprofessional or offensive tattoos or brands are prohibited. The following list includes, but is not limited to, the types of items prohibited by this policy:
 - ✓ Depictions of nudity or violence;
 - ✓ Sexually explicit or vulgar art, words, phrases or profane language;
 - ✓ Symbols likely to incite a strong negative reaction in any group (i.e. swastikas, pentagrams, etc.);
 - ✓ Initials or acronyms that represent criminal or historically oppressive organizations (i.e., KKK, SS, street gang names, numbers, and/or symbols).
- B. The Department does not allow tattoos or branding on the head, face, neck, scalp, hands, or fingers. However, a tattoo that resembles a wedding ring is permitted on the traditional finger a wedding ring is worn, so long as the ring tattoo does not violate any other section of this policy.
- C. All tattoos/brands should be able to be covered from public view when an officer is wearing the Class A uniform. Visible tattoos when wearing the short sleeve uniform shirt are permissible when the tattoos are in compliance with section V (A) of the policy.
- D. The final authority as to the prohibition of a tattoo/brand shall be with the Chief of Police, or his designee.

ITEM REPORT

AGENDA ITEM NUMBER: VIII.J.



FROM: Greg Clyburn, Deputy Chief

MEETING DATE: February 3, 2025

AGENDA ITEM: Resolution declaring certain property as surplus and authorizing its sale or disposal as described in Exhibit "A".

EXECUTIVE SUMMARY:

Resolution declaring certain property as surplus and authorizing its sale or disposal as described in Exhibit "A".

FISCAL IMPACT:

ATTACHMENTS:

1. Resolution and Exhibit A - Surplus Property

RECOMMENDATION:

The staff recommendation is approval of the resolution.

CONCURRENCES:

City Manager

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLLY SPRINGS, GEORGIA, DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS SALE OR DISPOSAL

WHEREAS, it has been determined that the City has no further use of these certain items;
and

WHEREAS, the City Council may determine that these items are surplus property; and

WHEREAS, the fair market value, if any, is determined for the surplus property and its disposal will be for the common benefit; and,

WHEREAS, the City Manager or his designee will oversee the sale or disposal of this item; and,

NOW THEREFORE, IT IS HEREBY RESOLVED that the Mayor and City Council of the City of Holly Springs hereby approve the surplus and authorize the sale or disposal of the items described in attached Exhibit "A".

This Resolution is adopted this 3rd day of February 2025.

CITY OF HOLLY SPRINGS

Ryan P. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

Exhibit "A"

Item	Condition	Serial Number	Quantity
Handguns:			8
Smith & Wesson M&P9 2.0	Used	NDK7532	
Smith & Wesson M&P9 2.0	Used	NDK7745	
Smith & Wesson M&P9 2.0	Used	NBH9605	
Smith & Wesson M&P9 2.0	Used	NCN7601	
Smith & Wesson M&P9 2.0	Used	NDK7761	
Smith & Wesson M&P9 2.0	Used	NDK7530	
Smith & Wesson M&P9 2.0	Used	NBZ4434	
Smith & Wesson M&P9 2.0	Used	NBD1079	
Rifles:			8
Smith & Wesson M&P15	Used	SN36283	
Smith & Wesson M&P15	Used	40277	
Smith & Wesson M&P15	Used	TH66901	
Smith & Wesson M&P15	Used	SU53261	
Smith & Wesson M&P15	Used	33352	
Smith & Wesson M&P15	Used	39873	
Smith & Wesson M&P15	Used	SN36425	
Smith & Wesson M&P15	Used	SZ85577	
Shotguns:			10
Remington 870 Police Magnum	Used	CC62575B	
Remington 870 Police Magnum	Used	CC62569B	
Remington 870 Police Magnum	Used	CC62574B	
Remington 870 Police Magnum	Used	CC99713F	
Remington 870 Police Magnum	Used	RS37383W	
Remington 870 Police Magnum	Used	CC99708F	
Remington 870 Police Magnum	Used	RS35266Y	
Remington 870 Police Magnum	Used	CC90170D	
Remington 870 Police Magnum	Used	RS35267Y	
Remington 870 Police Magnum	Used	D568379M	



FINANCIAL HIGHLIGHTS
As of December 31, 2024



Budget Summary
100% 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	15,441,984	110.50%
Operating Grant Fund	136,908	75,000	108,238	144.32%
American Rescue Plan (ARP) Act of 2021	3,750,580	2,000,000	73,245	3.66%
Parks & Recreation Fund	2,363,840	875,000	488,732	55.86%
Tax Allocation District	384,548	446,112	563,568	126.33%
Hotel/Motel Tax Fund	5,460	6,000	6,553	109.22%
Urban Redevelopment Agency	20,902,565	15,000,000	517,170	3.45%
SPLOST III Fund	22,150	-	-	0.00%
SPLOST V Fund	6,707,585	7,685,000	4,973,861	64.72%
SPLOST VI Fund	-	2,600,000	2,478,870	95.34%
Town Center Fund	6,451,025	15,300,000	7,646,132	49.97%
Debt Service Fund	3,385,509	3,850,000	2,027,350	52.66%
Stormwater Utility Fund	1,878,911	610,000	1,134,184	185.93%
TOTAL REVENUES - ALL FUNDS	\$ 63,424,357	\$ 62,422,112	\$ 35,459,887	56.81%

EXPENDITURES/EXPENSES BY FUND

General Fund	15,216,644	13,975,000	18,828,460	134.73%
Operating Grant Fund	136,672	75,000	107,493	143.32%
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	993,205	113.51%
Tax Allocation District	96,130	446,112	476,279	106.76%
Hotel/Motel Tax Fund	8,435	6,000	4,050	67.50%
Urban Redevelopment Agency	6,436,309	15,000,000	7,046,132	46.97%
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	2,777,169	106.81%
Town Center Fund	6,754,049	15,300,000	6,665,162	43.56%
Debt Service Fund	1,545,007	3,850,000	3,827,886	99.43%
Stormwater Utility Fund	275,799	610,000	179,384	29.41%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 42,362,717	\$ 62,422,112	\$ 46,716,317	74.84%



Comparison to Prior Year
100% of year lapsed

	12/31/2023 Actual (audited)	2023 Annual Amended Budget	% of Annual Amended Budget	12/31/2024 Actual	2024 Budget	% of Annual Budget
REVENUES BY FUND						
General Fund	17,435,276	15,235,000	114.44%	15,441,984	13,975,000	110.50%
Operating Grant Fund	136,908	137,000	99.93%	108,238	75,000	144.32%
American Rescue Plan (ARP) Act of 2021	3,750,580	5,769,200	65.01%	73,245	2,000,000	3.66%
Parks & Recreation Fund	2,363,840	2,600,000	90.92%	488,732	875,000	55.86%
Tax Allocation District	384,548	300,135	128.13%	563,568	446,112	126.33%
Hotel/Motel Tax Fund	5,460	8,500	64.24%	6,553	6,000	109.22%
Urban Redevelopment Agency	20,902,565	20,900,000	100.01%	517,170	15,000,000	3.45%
SPLOST III Fund	22,150	290,000	7.64%	-	-	0.00%
SPLOST V Fund	6,707,585	11,835,000	56.68%	4,973,861	7,685,000	64.72%
SPLOST VI Fund	-	-	0.00%	2,478,870	2,600,000	95.34%
Town Center Fund	6,451,025	6,770,000	95.29%	7,646,132	15,300,000	49.97%
Debt Service Fund	3,385,509	2,300,135	147.19%	2,027,350	3,850,000	52.66%
Stormwater Utility Fund	1,878,911	470,000	399.77%	1,134,184	610,000	185.93%
TOTAL REVENUES - ALL FUNDS	\$ 63,424,357	\$ 66,614,970	95.21%	\$ 35,459,887	\$ 62,422,112	56.81%
EXPENDITURES/EXPENSES BY FUND						
General Fund	15,216,644	15,235,000	99.88%	18,828,460	13,975,000	134.73%
Operating Grant Fund	136,672	137,000	99.76%	107,493	75,000	143.32%
American Rescue Plan (ARP) Act of 2021	3,753,051	5,769,200	65.05%	243,643	2,000,000	12.18%
Parks & Recreation Fund	2,587,800	2,600,000	99.53%	993,205	875,000	113.51%
Tax Allocation District	96,130	300,135	0.00%	476,279	446,112	106.76%
Hotel/Motel Tax Fund	8,435	8,500	99.24%	4,050	6,000	67.50%
Urban Redevelopment Agency	6,436,309	20,900,000	30.80%	7,046,132	15,000,000	46.97%
SPLOST III Fund	41,530	290,000	14.32%	-	-	0.00%
SPLOST V Fund	5,511,290	11,835,000	46.57%	5,567,456	7,685,000	72.45%
SPLOST VI Fund	-	-	0.00%	2,777,169	2,600,000	106.81%
Town Center Fund	6,754,049	6,770,000	99.76%	6,665,162	15,300,000	43.56%
Debt Service Fund	1,545,008	2,300,135	67.17%	3,827,886	3,850,000	99.43%
Stormwater Utility Fund	275,799	470,000	58.68%	179,384	610,000	29.41%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 42,362,718	\$ 66,614,970	63.59%	\$ 46,716,317	\$ 62,422,112	74.84%



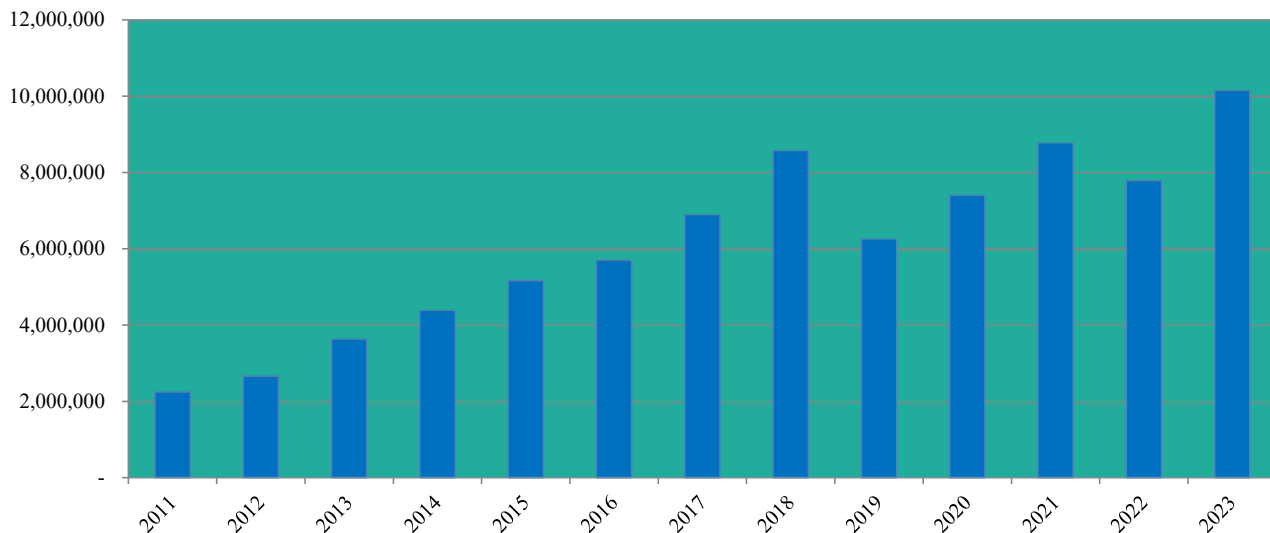
**Changes in Fund Balance/Net Position
As of December 31, 2024**

Unaudited

Fund	Balance as of 1/1/2024 (audited)	Revenues	Expenditures/ Expenses	Balance as of 12/31/2024	Net Increase/ (Decrease)
General Fund	10,152,420	15,441,984	18,828,460	6,765,944	(3,386,476)
Operating Grant Fund	37,373	108,238	107,493	38,118	745
American Rescue Plan (ARP) Act of 2021	-	73,245	243,643	(170,397)	(170,397)
Parks & Recreation Fund	755,682	488,732	993,205	251,209	(504,473)
Tax Allocation District	567,979	563,568	476,279	655,268	87,289
Hotel/ Motel Tax Fund	6,376	6,553	4,050	8,879	2,503
Urban Redevelopment Agency	14,466,257	517,170	7,046,132	7,937,295	(6,528,961)
SPLOST V Fund	877,939	4,973,861	5,567,456	284,344	(593,595)
SPLOST VI Fund	-	2,478,870	2,777,169	(298,299)	(298,299)
Town Center Fund	(662,117)	7,646,132	6,665,162	318,853	980,970
Debt Service Fund	1,843,815	2,027,350	3,827,886	43,279	(1,800,535)
Stormwater Utility Fund	8,291,664	1,134,184	179,384	9,246,464	954,800
	\$ 36,337,387	\$ 35,459,887	\$ 46,716,317	\$ 25,080,957	\$ (11,256,430)

General Fund - History of Fund Balance

GENERAL FUND FUND BALANCE

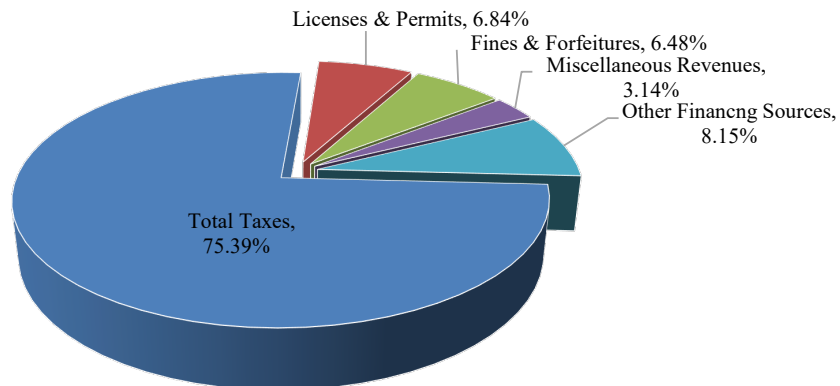




Budget Comparison Report - General Fund
100% of year lapsed

REVENUES	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Property Taxes	6,402,086	7,425,000	8,151,755	109.79%
Motor Vehicle Taxes	985	25,000	23,468	93.87%
Motor Vehicle Title Ad Valorem Tax	65,898	870,000	840,346	96.59%
Mobile Home Tax	-	150	64	42.38%
Recording Intangible Taxes	3,851	60,000	60,311	100.52%
Penalties & Interest	2,508	10,000	11,066	110.66%
Fifa Fees	165	2,000	1,935	96.75%
Franchise Tax	-	580,000	866,234	149.35%
Railroad Equipment Car Tax	-	650	676	104.08%
Real Estate Transfer Tax	1,536	10,000	15,875	158.75%
Business & Occupation Tax	2,640	150,000	103,030	68.69%
Financial Institutions Tax	-	2,500	4,390	175.60%
Insurance Premium Tax	-	1,450,000	1,562,017	107.73%
Total Taxes	6,642,337	11,079,800	11,641,168	105.07%
Licenses & Permits	40,137	1,303,225	1,056,445	81.06%
Fines & Forfeitures	77,489	636,225	1,000,981	157.33%
Miscellaneous Revenues	1,894	244,250	85,951	35.19%
Interest Income	(1,325)	105,000	398,960	379.96%
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	\$ 6,760,532	\$ 13,975,000	\$ 15,441,984	110.50%

Revenues by Source

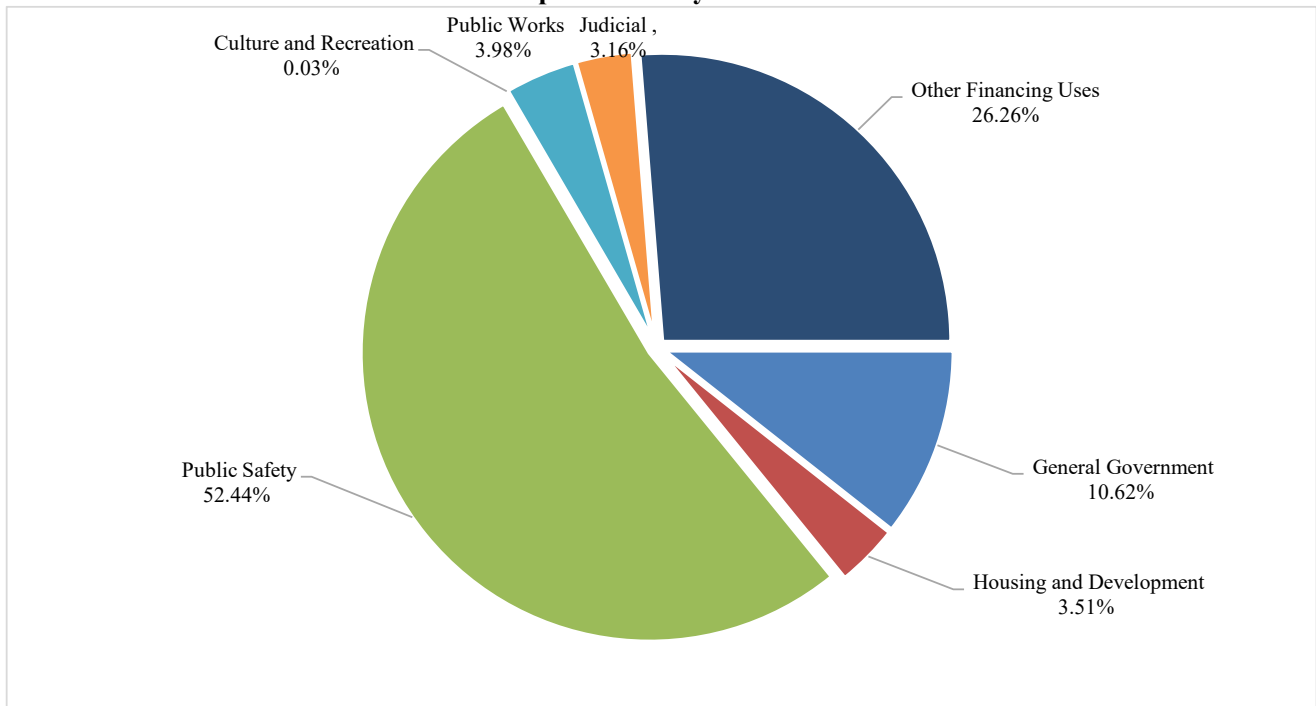




Budget Comparison Report - General Fund
100% of year lapsed

EXPENDITURES	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
General Government	118,339	2,372,700	1,999,357	84.27%
Housing and Development	46,246	722,802	661,605	91.53%
Public Safety	376,539	9,160,104	9,873,810	107.79%
Culture and Recreation	663	39,000	6,004	15.39%
Public Works	51,503	626,600	748,726	119.49%
Judicial	57,156	560,688	594,276	105.99%
Other Financing Uses	1,605,080	493,106	4,944,681	1002.76%
TOTAL GENERAL FUND EXPENDITURES	\$ 2,255,527	\$ 13,975,000	\$ 18,828,460	134.73%

Expenditures by Function





Budget Comparison Report - All Funds
100% 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	15,441,984	110.50%
Expenditures:	15,216,644	13,975,000	18,828,460	134.73%
Excess Revenues over (under) Expenditures	2,218,631	-	(3,386,476)	
<u>AMERICAN RESCUE PLAN (ARP) ACT OF 2021</u>				
Revenues:	3,750,580	2,000,000	73,245	3.66%
Expenditures:	3,753,051	2,000,000	243,643	12.18%
Excess Revenues over (under) Expenditures	(2,471)	-	(170,397)	
<u>OPERATING GRANT FUND</u>				
Revenues:	136,908	75,000	108,238	144.32%
Expenditures:	136,672	75,000	107,493	143.32%
Excess Revenues over (under) Expenditures	236	-	745	
<u>PARKS & RECREATION FUND</u>				
Revenues:	2,363,840	875,000	488,732	55.86%
Expenditures:	2,587,800	875,000	993,205	113.51%
Excess Revenues over (under) Expenditures	(223,960)	-	(504,473)	
<u>TAX ALLOCATION DISTRICT</u>				
Revenues:	384,548	446,112	563,568	126.33%
Expenditures:	96,130	446,112	476,279	106.76%
Excess Revenues over (under) Expenditures	288,418	-	87,289	
<u>HOTEL/MOTEL TAX FUND</u>				
Revenues:	5,460	6,000	6,553	109.22%
Expenditures:	8,435	6,000	4,050	67.50%
Excess Revenues over (under) Expenditures	(2,975)	-	2,503	



Budget Comparison Report - All Funds
100% 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	517,170	3.45%
Expenditures:	6,436,309	15,000,000	7,046,132	46.97%
Excess Revenues over (under) Expenditures	14,466,257	-	(6,528,961)	
<u>SPLOST V FUND</u>				
Revenues:	6,707,585	7,685,000	4,973,861	64.72%
Expenditures:	5,511,290	7,685,000	5,567,456	72.45%
Excess Revenues over (under) Expenditures	1,196,296	-	(593,595)	
<u>SPLOST VI FUND</u>				
Revenues:	-	2,600,000	2,478,870	95.34%
Expenditures:	-	2,600,000	2,777,169	106.81%
Excess Revenues over (under) Expenditures	-	-	(298,299)	
<u>TOWN CENTER FUND</u>				
Revenues:	6,451,025	15,300,000	7,646,132	49.97%
Expenditures:	6,754,049	15,300,000	6,665,162	43.56%
Excess Revenues over (under) Expenditures	(303,025)	-	980,970	
<u>DEBT SERVICE FUND</u>				
Revenues:	3,385,509	3,850,000	2,027,350	52.66%
Expenditures:	1,545,007	3,850,000	3,827,886	99.43%
Excess Revenues over (under) Expenditures	1,840,501	-	(1,800,535)	
<u>STORMWATER UTILITY FUND</u>				
Revenues:	1,878,911	610,000	1,134,184	185.93%
Expenses:	275,799	610,000	179,384	29.41%
Excess Revenues over (under) Expenses	1,603,111	-	954,800	



Investments
As of December 31, 2024

South State Bank

Downtown Development Authority - CD 4.75%	100,169
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Subtotal South State Bank	\$ 100,169
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Goldman Sachs Autocallable GS Momentum Builder	227,300
Certificate of Deposit - CD 4.05% Maturity Date - 4/19/2025	326,104
Certificate of Deposit - CD 4.05% Maturity Date - 4/25/2025	270,697
Certificate of Deposit - CD 4.05% Maturity Date - 4/22/2025	543,677
Certificate of Deposit - CD 4.05% Maturity Date - 4/22/2025	546,744
Certificate of Deposit - CD 4.05% Maturity Date - 4/22/2025	267,362
Certificate of Deposit - CD 4.05% Maturity Date - 4/25/2025	269,527
Certificate of Deposit - CD 4.05% Maturity Date - 4/25/2025	80,985
Certificate of Deposit - CD 4.15% Maturity Date - 04/25/2025	1,057,341
Certificate of Deposit - CD 4.15% Maturity Date - 5/5/2025	600,000

Subtotal South State Investment Services	\$ 4,189,737
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Total Investments	\$ 4,289,907
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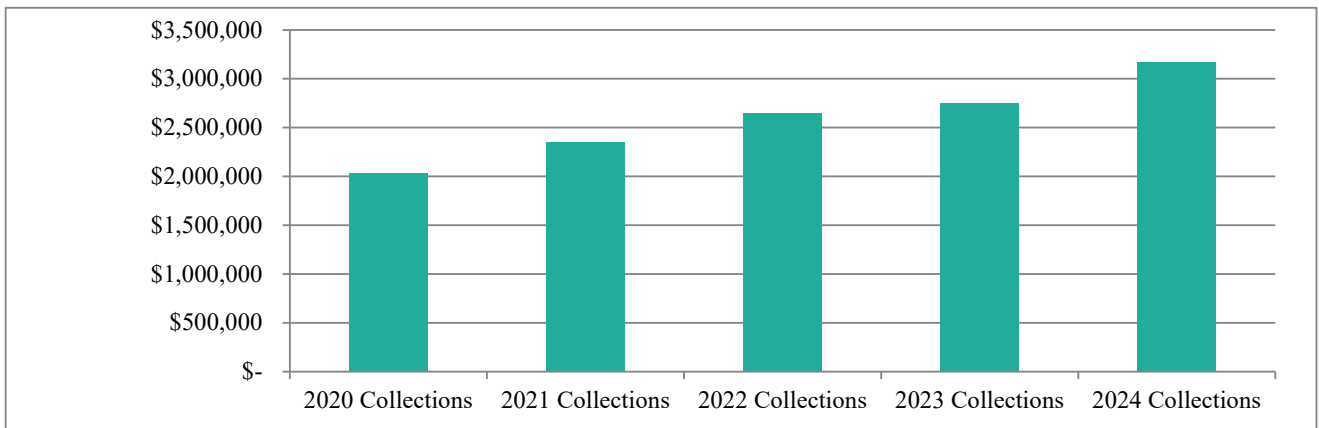
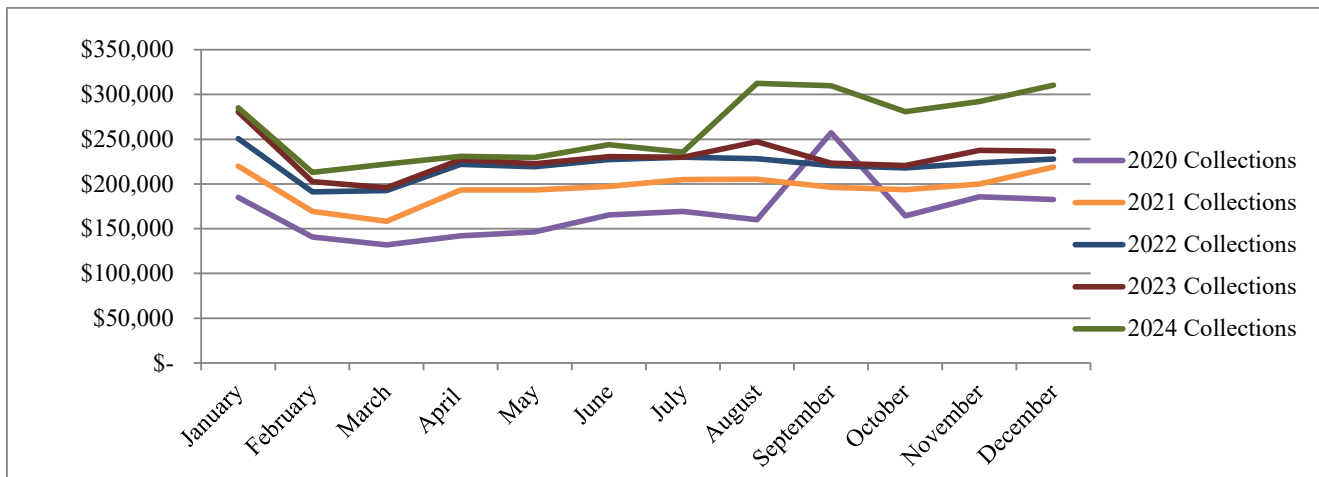
Cash
As of December 31, 2024

South State Bank		
General Fund		1,700,303
Main Street Board		65,462
American Rescue Plan (ARP) Act of 2021		1,932,957
Parks & Recreation Fund		214,375
Tax Allocation District (TAD)		612,497
Hotel Motel Tax Fund		6,027
Money Market Account		7,491,917
Municipal Court Fund		121,653
Operating Grant Fund		22,410
Police Forfeiture Account		1,806
Police Seized Asset Account		26
SPLOST V		-
SPLOST VI		14,110
Town Center Fund		423,426
Debt Service Fund		43,280
Downtown Development Authority - Checking		5,076
Stormwater Utility Fund		583,138
Tree Replacement Fund		46,618
Subtotal South State Bank		\$ 13,285,081
South State Investment Services		
Budget Stabilization Cash Account		91
Subtotal South State Investment Services		\$ 91
Total Cash		\$ 13,285,172



Special Purpose Local Option Sales Tax Collections
As of December 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	292,072	22.97%
December		182,579	218,887	228,006	236,436	310,513	31.33%
	\$	2,030,858	\$ 2,349,931	\$ 2,650,872	\$ 2,754,435	\$ 3,165,593	





Downtown Development Authority
As of December 31, 2024

	2024		YTD	% of Annual
	Transactions	2024 Budget	Transactions	Budget
Revenues				
Interest Revenue	0	\$0	173	100%
Miscellaneous Revenue	-	5,000	-	0.00%
Proceeds from Sale of Property	-	2,550,000	125,900	4.94%
TOTAL REVENUES	\$ 0	\$2,555,000	\$ 126,073	4.93%

Expenditures				
Dues & Fees	-	500	330	66.00%
Training	-	250	-	0.00%
Water & Sewer	-	2,500	518	20.71%
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	\$ 126,748	4.96%



GENERAL FUND REVENUE DETAIL

As of December 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Real Property Tax	6,402,086	7,425,000	7,906,806	106.49%
Real Property Tax - Public Utility	28,461	35,000	54,254	155.01%
Personal Property Tax	102,899	125,000	190,696	152.56%
Motor Vehicle Tax	985	25,000	19,231	76.92%
Motor Vehicle Title Ad Valorem Tax	65,898	870,000	840,346	96.59%
Apportioned Vehicles (AAVT)	-	4,000	4,237	105.94%
Mobile Home Tax	-	150	64	42.38%
Intangible Tax	3,851	60,000	60,311	100.52%
Railroad Equipment Car Tax	-	650	676	104.08%
Real Estate Transfer Tax	1,536	10,000	15,875	158.75%
Franchise Tax - Electric	-	580,000	601,665	103.74%
Franchise Tax - Gas	31,309	110,000	120,064	109.15%
Franchise Tax - Cable	-	215,000	139,548	64.91%
Franchise Tax - Telephone	-	5,500	4,957	90.13%
Business & Occupational Tax	2,640	150,000	103,030	68.69%
Insurance Premium Tax	-	1,450,000	1,562,017	107.73%
Financial Institutions Tax	-	2,500	4,390	175.60%
Penalties & Interest	2,508	10,000	11,066	110.66%
FiFa Fees	165	2,000	1,935	96.75%
Total Taxes	6,642,337	11,079,800	11,641,168	105.07%
Alcoholic Beverage Licenses	11,000	75,000	70,500	94.00%
Alcohol Pouring Permit	485	5,500	5,150	93.64%
Zoning and Land Use Permits	-	15,000	9,800	65.33%
Planning and Development Fees	-	5,000	6,090	121.80%
Sign Permit Fees	150	1,500	2,025	135.00%
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	25	5,000	1,455	29.10%
Building Permit Revenue	16,188	900,000	648,281	72.03%
Certificate of Occupancy Fees	2,000	165,000	44,000	26.67%
Building Permit - Reinspection Fees	150	5,000	2,400	48.00%
Building Permit-Sub Fee	4,675	50,000	38,246	76.49%
Occupational Tax Late Fees	53	1,000	1,436	143.60%
Plan Review Fees	5,411	75,000	226,692	302.26%
Total Licenses and Permits	40,137	1,303,225	1,056,445	81.06%
Municipal Court Fines	77,489	600,000	980,981	163.50%
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	77,489	636,225	1,000,981	157.33%



GENERAL FUND REVENUE DETAIL

As of December 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Grant Revenue	-	185,000	17,190	9.29%
Probation Fees	1,495	20,000	23,658	118.29%
Election and Qualifying Fees	-	750	1,080	144.00%
Printing and Duplicating Service Fees	284	200	1,641	820.61%
Advertising Fees	-	250	660	264.00%
Accident/Incident Reports	-	2,500	1,865	74.60%
Wrecker Service Contract	-	18,500	20,000	108.11%
Background Checks	90	1,000	1,140	114.00%
Bad Check Fees	25	100	50	50.00%
Miscellaneous Revenue	-	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	1,894	244,250	85,951	35.19%
Interest Revenue	-	100,000	398,960	398.96%
Unrealized Gain or Loss on Investments	(1,325)	5,000	-	0.00%
Total Investment Income	(1,325)	105,000	398,960	379.96%
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	\$ 6,760,532	\$ 13,975,000	\$ 15,441,984	110.50%



General Fund Expenditures
As of December 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Governing Body				
Salaries & Wages-Council	3,500	42,000	42,000	100.00%
Employee Benefits-Medical	8,677	120,730	104,645	86.68%
Employee Benefits-Dental	337	4,016	4,040	100.60%
Employee Benefits-ADD Life	-	882	831	94.16%
FICA	135	2,603	1,616	62.10%
Medicare	32	609	378	62.07%
Employee Benefits-Retirement	284	3,444	3,406	98.90%
Unemployment	7	173	111	63.93%
Workers Comp Insurance	-	129	102	78.69%
Total Salaries and Benefits	12,971	174,586	157,129	90.00%
Communications	-	600	318	53.00%
Travel	-	1,000	2,929	292.91%
Dues and Fees	-	750	657	87.66%
Education and Training	-	750	-	0.00%
Other Expenditures	(6)	250	(6)	-2.54%
Small Equipment	-	-	189	100%
General Supplies and Materials	-	50	-	0.00%
Total Operations	(6)	3,400	4,087	120.22%
City Manager				
Salaries & Wages	13,073	169,950	169,950	100.00%
Employee Benefits-Medical	948	11,894	11,868	99.78%
Employee Benefits-Dental	95	1,133	1,141	100.67%
Employee Benefits-ADD Life	-	147	147	100.00%
Employee Benefits-Disability	-	1,008	1,008	100.00%
FICA	752	9,114	10,453	114.69%
Medicare	189	2,464	2,458	99.75%
Employee Benefits-Retirement	1,149	13,936	13,783	98.90%
Unemployment	-	46	27	57.83%
Workers' Comp. Insurance	-	872	685	78.59%
Total Salaries and Benefits	16,206	210,564	211,519	100.45%
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	39	150	39	26.17%
Small Equipment	-	-	137	100%
Total Operations	39	5,300	4,609	86.96%
City Clerk				
Salaries & Wages	13,336	173,872	173,151	99.59%
Employee Benefits-Medical	3,213	43,713	38,508	88.09%
Employee Benefits-Dental	79	941	948	100.73%
Employee Benefits-ADD Life	-	368	368	99.88%
Employee Benefits-Disability	-	1,393	1,453	104.32%
FICA	784	10,780	10,180	94.44%
Medicare	183	2,521	2,381	94.45%
Employee Benefits-Retirement	1,175	14,257	14,100	98.90%
Unemployment	-	114	67	58.34%
Workers' Comp. Insurance	-	532	419	78.79%
Total Salaries and Benefits	18,771	248,491	241,576	97.22%



General Fund Expenditures
As of December 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Professional Services	-	5,000	-	0.00%
Communications	-	900	455	50.56%
Advertising	-	250	442	176.64%
Travel	(71)	2,500	1,459	58.38%
Dues and Fees	740	6,500	3,178	48.89%
Education and Training	-	1,500	1,840	122.67%
Other Expenditures	34	500	371	74.18%
General Supplies and Materials	19	250	328	131.21%
General Supplies - Postage	1	200	273	136.41%
Small Equipment	-	2,500	424	16.94%
Software	281	19,500	17,288	88.65%
Other Supplies - Uniforms	-	50	-	0.00%
Total Operations	1,002	39,650	26,057	65.72%
Elections				
Advertising	-	500	1,282	256.48%
Total Operations	-	500	1,282	100.00%
Contingency				
Contingency	-	139,750	-	0.00%
Total Operations	-	139,750	-	0.00%
Financial Administration				
Salaries & Wages	18,739	242,291	243,295	100.41%
Salaries & Wages overtime	-	-	22	100%
Employee Benefits-Medical	6,164	88,111	74,272	84.29%
Employee Benefits-Dental	74	538	883	164.07%
Employee Benefits-ADD Life	-	441	441	100.00%
Employee Benefits-Disability	-	1,947	2,034	104.49%
FICA	1,068	15,021	13,873	92.36%
Medicare	250	3,513	3,245	92.36%
Employee Benefits-Retirement	1,637	19,868	19,650	98.90%
Unemployment	-	137	80	58.25%
Workers' Comp. Insurance	-	741	588	79.32%
Total Salaries and Benefits	27,932	372,608	358,383	96.18%
Professional Services - Audit	-	20,000	33,000	165.00%
Advertising/Promotions	-	2,650	2,808	105.96%
Printing and Binding	-	1,000	1,652	165.24%
Travel	-	50	107	214.40%
Dues and Fees	1,049	10,000	5,624	56.24%
Education and Training	-	1,500	874	58.27%
Other Expenditures	22	250	447	178.67%
General Supplies and Materials	308	1,300	1,185	91.13%
General Supplies-Postage	43	7,500	7,670	102.27%
Small Equipment	-	250	-	0.00%
Software	-	5,500	4,950	90.00%
Total Operations	1,422	50,000	58,317	116.63%
Licensing				
Salaries & Wages	1,955	25,413	25,394	99.92%
Employee Benefits-Medical	860	13,427	10,372	77.25%
Employee Benefits-Dental	28	217	339	156.06%
Employee Benefits-ADD Life	-	74	73	99.24%
Employee Benefits-Disability	-	204	193	94.76%
FICA	108	1,576	1,404	89.07%
Medicare	25	368	328	89.21%
Employee Benefits-Retirement	172	2,084	2,061	98.90%
Unemployment	-	23	13	57.91%
Workers' Comp. Insurance	-	39	30	78.05%
Total Salaries and Benefits	3,149	43,425	40,208	92.59%



General Fund Expenditures
As of December 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	0	1,000	428	42.77%
Software	-	4,800	3,450	71.88%
Other Supplies-Uniforms	-	50	-	0.00%
Total Operations	0	5,950	4,073	68.45%
Legal				
Professional Services - Legal	693	35,000	13,723	39.21%
Total Operations	693	35,000	13,723	39.21%
Information Technology				
Salaries & Wages	6,472	83,285	83,280	99.99%
Employee Benefits-Medical	5	12,787	101	0.79%
Employee Benefits-Dental	95	1,133	1,141	100.67%
Employee Benefits-ADD Life	-	147	96	64.98%
Employee Benefits-Disability	-	669	699	104.52%
FICA	386	5,163	4,966	96.18%
Medicare	90	1,208	1,161	96.14%
Employee Benefits-Retirement	563	6,829	6,754	98.90%
Unemployment	-	46	27	57.83%
Workers' Comp. Insurance	-	255	202	79.13%
Total Salaries and Benefits	7,611	111,522	98,426	88.26%
Professional Services	-	20,000	-	0.00%
Communications	-	600	472	78.62%
Dues and Fees	-	500	90	18.02%
Other Expenditures	-	250	418	167.36%
General Supplies and Materials	8	250	581	232.20%
Small Equipment	-	8,500	8,489	99.87%
Software	1,284	205,000	143,686	70.09%
Total Operations	1,293	235,100	153,735	65.39%
Human Resources				
Salaries & Wages	4,639	60,311	60,260	99.92%
Employee Benefits-Medical	476	5,947	5,730	96.35%
Employee Benefits-Dental	14	169	169	99.91%
Employee Benefits-ADD Life	-	74	73	99.24%
Employee Benefits-Disability	-	485	504	103.92%
FICA	279	3,737	3,631	97.16%
Medicare	65	875	849	97.05%
Employee Benefits-Retirement	408	4,945	4,891	98.90%
Unemployment	-	23	13	57.78%
Workers' Comp. Insurance	-	185	147	79.31%
Total Salaries and Benefits	5,881	76,751	76,267	99.37%



General Fund Expenditures
As of December 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	6,290	62.90%
Other Supplies - Uniforms	-	50	-	0.00%
Total Operations	-	49,300	9,712	19.70%
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	4,720	69,872	61,178	87.56%
Employee Benefits-Medical	895	12,787	10,886	85.13%
Employee Benefits-Dental	28	338	338	99.91%
Employee Benefits-ADD Life	-	147	147	100.00%
Employee Benefits-Disability	-	389	406	104.42%
FICA	284	4,332	3,676	84.86%
Medicare	66	1,013	860	84.88%
Employee Benefits-Retirement	334	4,049	4,005	98.90%
Unemployment	3	91	62	68.48%
Workers' Comp. Insurance	-	6,125	4,838	78.99%
Total Salaries and Benefits	6,329	99,143	86,396	87.14%
Professional Services	-	250	-	0.00%
Disposal - Garbage	105	500	429	85.82%
Lawn Care	-	350	247	70.46%
Pest Control	155	1,500	2,454	163.58%
Repairs and Maintenance	350	10,000	5,426	54.26%
Repairs and Maintenance - Vehicles	18	5,000	2,460	49.19%
Rental of Equipment	471	7,000	8,398	119.97%
Communications	2,429	15,000	31,991	213.27%
Printing and Binding	-	-	678	100%
Dues and Fees	377	1,375	1,532	111.42%
Other Expenditures	-	1,000	1,542	154.18%
General Supplies and Materials	37	8,000	9,492	118.65%
Water and Sewer	60	2,000	5,572	278.60%
Natural Gas	287	2,500	3,476	139.03%
Electricity	1,376	13,500	16,114	119.36%
Gasoline and Diesel	203	3,500	3,673	104.94%
Small Equipment	-	2,000	2,642	132.10%
Software	-	500	-	0.00%
Other Supplies-Uniforms	-	100	-	0.00%
Total Operations & Capital	5,868	74,075	96,124	129.77%



General Fund Expenditures
As of December 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Communication & Eternal Affairs				
Salaries & Wages	6,364	82,738	83,156	100.50%
Employee Benefits-Medical	1,721	23,195	20,729	89.37%
Employee Benefits-Dental	56	1,133	677	59.79%
Employee Benefits-ADD Life	-	147	147	100.00%
Employee Benefits-Disability	-	739	772	104.44%
FICA	379	5,129	4,949	96.49%
Medicare	89	1,200	1,157	96.45%
Employee Benefits-Retirement	559	6,784	6,709	98.90%
Unemployment	-	46	27	57.83%
Workers' Compensation	-	424	387	91.18%
Total Salaries and Benefits	9,168	121,535	118,710	97.68%
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	11	150	147	97.99%
Small Equipment	-	500	678	135.54%
Software	-	1,000	953	95.28%
Total Operations	11	6,050	2,939	48.57%
TOTAL GENERAL GOVERNMENT	\$ 118,339	\$ 2,372,700	\$ 1,999,357	84.27%
Municipal Court				
Salaries & Wages	7,526	130,682	117,459	89.88%
Salaries & Wages - Overtime	-	500	-	0.00%
Employee Benefits-Medical	3,559	48,173	42,780	88.81%
Employee Benefits-Dental	93	1,104	1,119	101.34%
Employee Benefits-ADD Life	-	294	294	100.00%
Employee Benefits-Disability	-	958	1,001	104.46%
FICA	438	8,164	6,909	84.62%
Medicare	102	1,909	1,616	84.64%
Employee Benefits-Retirement	809	9,814	9,706	98.90%
Unemployment	-	137	53	38.83%
Workers' Compensation	-	403	298	73.92%
Total Salaries and Benefits	12,527	202,138	181,234	89.66%
Professional Services - Public Defender	535	4,800	6,388	133.09%
Professional Services - Solicitor/Judge	8,000	66,100	76,000	114.98%
Rental of Equipment	105	1,750	1,436	82.08%
Communications	-	500	220	44.09%
Advertising	-	50	-	0.00%
Printing & Binding	-	100	-	0.00%
Travel	-	4,000	2,073	51.83%
Dues and Fees	-	750	1,017	135.60%
Education and Training	-	1,500	975	65.00%
Other Expenditures	-	150	224	149.49%
General Supplies and Materials	-	1,200	1,680	140.00%
General Supplies and Materials Postage	121	750	992	132.28%
Food Supplies	262	2,400	2,493	103.88%
Small Equipment	-	500	133	26.56%
Software	1,960	24,000	16,697	69.57%
Intergovernmental - Inmate Housing	165	25,000	10,340	41.36%
Payment to Other Agencies	33,481	225,000	292,373	129.94%
Total Operations	44,629	358,550	413,042	115.20%
TOTAL JUDICIAL	\$ 57,156	\$ 560,688	\$ 594,276	105.99%



General Fund Expenditures
As of December 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Police Administration				
Salaries & Wages	42,852	564,410	552,654	97.92%
Salaries & Wages-Overtime	92	4,250	1,299	30.57%
Employee Benefits-Medical	7,600	126,379	107,364	84.95%
Employee Benefits-Dental	396	4,612	4,473	97.00%
Employee Benefits-ADD Life	-	882	823	93.34%
Employee Benefits-Disability	-	4,159	4,187	100.66%
FICA	2,600	35,257	33,344	94.57%
Medicare	608	8,246	7,798	94.57%
Employee Benefits-Retirement	3,624	43,969	43,486	98.90%
Unemployment	-	342	226	66.12%
Workers' Compensation	-	19,947	15,515	77.78%
Total Salaries and Benefits	57,772	812,453	771,171	94.92%
Professional Services	-	1,000	-	0.00%
Repairs & Maintenance	-	5,375	2,516	46.81%
Repair & Maintenance-Vehicle	111	5,500	6,687	121.58%
Rental of Equipment	501	5,000	5,839	116.78%
Communications	-	3,000	1,502	50.07%
Advertising	-	5,000	2,097	41.94%
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	41	2,000	1,801	90.05%
General Supplies and Materials	-	2,000	962	48.10%
General Supplies - Postage	6	750	378	50.38%
Gasoline/Diesel	813	17,000	11,666	68.62%
Small Equipment	-	2,500	2,492	99.67%
Software	13	15,000	3,986	26.57%
Other Supplies - Uniforms	-	4,000	1,707	42.67%
Total Operations and Capital	1,486	83,725	50,984	60.89%
Criminal Investigation Division				
Salaries & Wages	25,297	324,312	337,315	104.01%
Salaries & Wages-Overtime	-	8,000	847	10.58%
Employee Benefits-Medical	7,964	102,763	95,672	93.10%
Employee Benefits-Dental	350	4,303	4,201	97.63%
Employee Benefits-ADD Life	-	662	735	111.03%
Employee Benefits-Disability	-	2,430	3,004	123.60%
FICA	1,484	20,603	19,971	96.93%
Medicare	347	4,819	4,671	96.92%
Employee Benefits-Retirement	2,246	27,249	26,950	98.90%
Unemployment	-	205	120	58.39%
Workers' Compensation	-	13,801	10,929	79.19%
Total Salaries and Benefits	37,688	509,147	504,414	99.07%
Professional Services	-	500	182	36.35%
Repair & Maintenance	-	3,000	2,379	79.29%
Repair & Maintenance-Vehicle	2,503	4,000	6,660	166.50%
Communications	-	3,500	1,519	43.39%
Printing and Binding	-	250	32	12.87%
Travel	-	2,000	1,769	88.45%
Dues and Fees	-	750	4,371	582.79%
Education and Training	-	2,500	-	0.00%
Other Expenditures	-	800	659	82.40%
General Supplies and Materials	8	1,000	85	8.52%
General Supplies and Materials-Postage	-	50	8	15.42%
Gasoline and Diesel	889	13,000	11,203	86.18%
Small Equipment	-	3,000	2,078	69.26%
Software	-	5,000	4,735	94.70%
Other Supplies - Uniforms	-	2,000	815	40.76%
Total Operations and Capital	3,401	41,350	36,494	88.26%



General Fund Expenditures
As of December 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Vice				
Salaries & Wages	5,396	67,492	65,833	97.54%
Salaries & Wages-Overtime	164	2,000	2,487	124.34%
Employee Benefits-Medical	899	12,787	10,837	84.75%
Employee Benefits-Dental	56	338	621	183.66%
Employee Benefits-ADD Life	-	147	147	100.00%
Employee Benefits-Disability	-	523	546	104.44%
FICA	320	4,307	3,925	91.14%
Medicare	75	1,008	918	91.07%
Employee Benefits-Retirement	470	5,698	5,635	98.90%
Unemployment	-	46	27	57.83%
Workers' Compensation	-	3,115	2,474	79.43%
Total Salaries and Benefits	<u>7,381</u>	<u>97,461</u>	<u>93,450</u>	<u>95.88%</u>
Repairs & Maintenance Vehicles	6	2,500	1,662	66.48%
Repairs & Maintenance	-	600	476	79.29%
Dues and Fees	-	100	96	96.29%
Education & Training	-	500	-	0.00%
Gasoline	353	4,000	2,710	67.75%
Total Operations and Capital	<u>359</u>	<u>7,700</u>	<u>4,944</u>	<u>64.21%</u>
Patrol				
Salaries & Wages	149,251	1,810,314	1,805,840	99.75%
Salaries & Wages-Overtime	7,814	50,000	52,234	104.47%
Employee Benefits-Medical	44,722	661,776	515,071	77.83%
Employee Benefits-Dental	1,591	19,740	18,148	91.94%
Employee Benefits-ADD Life	-	3,969	3,675	92.59%
Employee Benefits-Disability	-	14,123	13,584	96.18%
FICA	9,349	115,341	110,253	95.59%
Medicare	2,186	26,975	25,785	95.59%
Employee Benefits-Retirement	12,572	152,544	150,868	98.90%
Unemployment	15	1,231	765	62.14%
Workers' Compensation	1,396	83,379	68,462	82.11%
Total Salaries and Benefits	<u>228,897</u>	<u>2,939,392</u>	<u>2,764,684</u>	<u>94.06%</u>
Professional Services	-	4,000	3,875	96.88%
Repair & Maintenance	-	24,100	23,061	95.69%
Repair & Maintenance-Vehicle	4,506	85,000	63,464	74.66%
Communications	-	25,000	12,916	51.67%
Printing and Binding	-	400	588	146.93%
Travel	-	6,000	3,448	57.47%
Dues and Fees	-	4,000	(18)	-0.45%
Education & Training	-	10,000	3,691	36.91%
Other Expenditures	305	2,000	2,415	120.75%
General Supplies and Materials	222	4,000	5,347	133.69%
Gasoline and Diesel	9,296	120,000	114,185	95.15%
Small Equipment	-	22,000	6,286	28.57%
Software	-	21,000	17,433	83.02%
Other Supplies - Uniforms	414	51,000	28,693	56.26%
Capital Outlay - Vehicles	-	-	1,119,799	100%
Payment to Other Agencies	-	7,500	10,818	144.24%
Total Operations and Capital	<u>14,743</u>	<u>386,000</u>	<u>1,416,002</u>	<u>366.84%</u>



General Fund Expenditures
As of December 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Police Training				
Salaries & Wages	3,715	46,792	48,752	104.19%
Employee Benefits-Medical	1	19,501	77	0.39%
Employee Benefits-Dental	-	567	-	0.00%
Employee Benefits-ADD Life	-	74	-	0.00%
Employee Benefits-Disability	-	388	-	0.00%
FICA	207	3,025	2,716	89.78%
Medicare	48	707	635	89.84%
Employee Benefits-Retirement	330	4,001	3,957	98.90%
Unemployment	-	23	13	57.83%
Workers' Compensation	-	1,093	601	55.01%
Total Salaries and Benefits	4,300	76,171	56,751	74.51%
Repair & Maintenance-Vehicle				
Repairs & Maintenance	-	2,000	332	16.60%
Communications	-	600	476	79.29%
Travel	-	300	-	0.00%
Dues and Fees	-	2,500	237	9.49%
Education and Training	-	750	135	18.03%
General Supplies and Materials	-	3,000	1,500	50.00%
Weapons Supplies & Ammunition	-	2,000	561	28.06%
Gasoline and Diesel	5,332	40,000	36,553	91.38%
Small Equipment	-	1,000	67	6.73%
Software	-	8,000	-	0.00%
Other Supplies - Uniforms	-	2,750	2,292	83.33%
Intergovernmental	-	600	115	19.20%
Total Operations and Capital	5,332	66,000	44,769	67.83%
Police Stations and Buildings				
Professional Services	-	250	-	0.00%
Disposal-Garbage/Recycle	92	1,200	1,065	88.77%
Pest Control	45	1,000	779	77.88%
Repairs and Maintenance	350	19,409	7,601	39.16%
Rental of Land & Building	-	45,000	43,059	95.69%
Communications	2,232	25,000	29,203	116.81%
Dues & fees	36	375	438	116.78%
Other Expenditures	-	-	102	100%
General Supplies and Materials	-	3,000	3,399	113.31%
Water/Sewer	-	5,000	4,772	95.43%
Electricity	1,095	12,000	12,587	104.89%
Small Equipment	-	2,500	1,540	61.62%
Software	-	500	-	0.00%
Total Operations	3,849	115,234	104,545	90.72%
Probation				
Salaries & Wages	7,749	99,640	103,290	103.66%
Salaries & Wages - Overtime	-	250	-	0.00%
Employee Benefits-Medical	2,255	30,034	27,056	90.08%
Employee Benefits-Dental	76	904	908	100.43%
Employee Benefits-ADD Life	-	221	220	99.75%
Employee Benefits-Disability	-	798	837	104.83%
FICA	467	6,193	6,223	100.49%
Medicare	109	1,448	1,455	100.52%
Employee Benefits-Retirement	675	8,191	8,101	98.90%
Unemployment	-	68	40	58.63%
Workers' Compensation	-	3,457	2,766	80.00%
Total Salaries and Benefits	11,331	151,204	150,896	99.80%
Communications				
Dues and Fees	-	500	283	56.55%
Education and Training	-	250	50	20.16%
Other Expenditures	-	-	-	0.00%
General Supplies and Materials	-	250	-	0.00%
Small Equipment	-	-	15	100%
Software	-	100	18	18.38%
Other Supplies - Uniforms	-	200	-	0.00%
Total Operations and Capital	-	3,000	4,510	150.33%
			860	86.01%
Total Operations and Capital	-	5,300	5,737	108.24%



General Fund Expenditures
As of December 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	\$ 376,539	\$ 9,160,104	\$ 9,873,810	107.79%
Highways and Streets				
Professional Services-Engineering	-	500	-	0.00%
Disposal-Garbage/Recycling	130	750	1,887	251.59%
Pest Control	-	750	-	0.00%
Repairs & Maintenance	1,100	78,000	99,050	126.99%
Repairs & Maintenance-Vehicles	6	5,000	702	14.05%
Rental of Equipment	-	2,000	15,509	775.46%
Dues and Fees	-	500	10,000	2000.00%
Contract Labor	38,931	360,000	467,172	129.77%
Other Expenditures	-	500	-	0.00%
General Supplies and Materials	-	500	4,491	898.30%
Water and Sewer	-	600	-	0.00%
Electricity	63	1,500	705	47.01%
Gasoline/Diesel	172	5,000	3,188	63.75%
Small Equipment	-	3,000	4,331	144.37%
Total Operations	40,402	458,600	607,036	132.37%
Street Lights				
Repairs & Maintenance	-	20,000	2,617	13.08%
Electricity-Street Lights	11,032	130,000	131,451	101.12%
Total Street Lights	11,032	150,000	134,068	89.38%
Traffic Lights				
Repairs & Maintenance	-	15,000	5,105	34.03%
Electricity-Traffic Lights	70	3,000	2,518	83.94%
Total Traffic Lights	70	18,000	7,623	42.35%
TOTAL PUBLIC WORKS	\$ 51,503	\$ 626,600	\$ 748,726	119.49%
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	663	750	1,960	261.31%
Books and Periodicals	-	500	-	0.00%
Total Operations	663	35,000	2,004	5.73%
Culture and Recreation				
Intergovernmental-Sequoyah Regional	-	4,000	4,000	100.00%
TOTAL CULTURE AND RECREATION	\$ 663	\$ 39,000	\$ 6,004	15.39%



General Fund Expenditures
As of December 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
Building Inspections				
Salaries & Wages	14,960	235,622	219,014	92.95%
Salaries & Wages- Overtime	-	-	35	100%
Employee Benefits-Medical	2,757	46,983	33,245	70.76%
Employee Benefits-Dental	141	1,683	1,769	105.13%
Employee Benefits-ADD Life	-	515	441	85.65%
Employee Benefits-Disability	-	1,893	1,785	94.29%
FICA	913	14,608	13,348	91.38%
Medicare	213	3,417	3,122	91.36%
Employee Benefits-Retirement	1,592	19,321	19,109	98.90%
Unemployment	-	182	106	58.46%
Workers' Compensation	-	3,288	2,603	79.16%
Total Salaries and Benefits	20,577	327,512	294,577	89.94%
Professional Services-Legal				
Repairs & Maintenance - Vehicles	151	2,000	1,920	96.00%
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	470	39.16%
Education and Training	-	2,000	397	19.85%
Other Expenditures	22	250	835	334.02%
General Supplies and Materials	-	200	43	21.62%
General Supplies - Postage	-	50	134	268.42%
Gasoline/Diesel	163	4,000	2,481	62.03%
Books and Periodicals-Code Books	-	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	351	37,200	23,539	63.28%
Planning and Zoning				
Salaries & Wages	10,624	137,422	137,244	99.87%
Employee Benefits-Medical	2,246	25,321	27,039	106.79%
Employee Benefits-Dental	38	217	454	209.20%
Employee Benefits-ADD Life	(12)	221	297	134.39%
Employee Benefits-Disability	(40)	1,104	1,394	126.30%
FICA	615	8,520	7,779	91.30%
Medicare	142	1,993	1,803	90.47%
Employee Benefits-Retirement	924	11,268	11,092	98.44%
Unemployment	(4)	68	18	27.18%
Workers' Compensation	(284)	6,309	1,810	28.69%
Total Salaries and Benefits	14,250	192,443	188,931	98.18%
Professional Services-Engineering				
Professional Services-Legal	480	7,000	6,528	93.25%
Communications	-	600	318	52.97%
Advertising	165	2,500	11,053	442.13%
Printing & Binding	-	28,000	9,300	33.22%
Travel	-	750	-	0.00%
Dues and Fees	-	2,000	2,438	121.92%
Education and Training	-	1,000	-	0.00%
Planning & Zoning Meeting Fees	196	3,000	2,744	91.47%
Other Expenditures	-	250	631	252.42%
General Supplies and Materials	-	1,500	38	2.56%
General Supplies - Postage	18	1,000	419	41.86%
Gasoline & Diesel	-	50	-	0.00%
Small Equipment	-	2,500	471	18.83%
Software	-	11,800	5,575	47.25%
Total Operations	7,921	141,950	113,174	79.73%



General Fund Expenditures
As of December 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
<i>Economic Development</i>				
Salaries & Wages	707	9,193	9,240	100.51%
FICA	42	570	550	96.46%
Medicare	10	133	129	96.71%
Employee Benefits - Retirement	62	754	746	98.90%
Workers Comp Insurance	-	47	(5)	-10.06%
<i>Total Salaries & Benefits</i>	<u>821</u>	<u>10,697</u>	<u>10,659</u>	<u>99.64%</u>
Rental of land & building	-	-	1,474	0.00%
Advertising	-	-	62	0.00%
Dues and Fees	27	-	106	0.00%
Contract Labor	1,000	-	1,000	0.00%
Other Expenditures	1,299	-	2,288	0.00%
General Supplies & Materials	-	-	12,795	0.00%
Professional Services	-	-	-	0.00%
<i>Total Operations</i>	<u>2,326</u>	<u>-</u>	<u>17,725</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>\$ 46,246</u>	<u>\$ 722,802</u>	<u>\$ 661,605</u>	<u>91.53%</u>
<i>Capital Lease</i>				
Capital lease - Interest	8,248	78,152	116,894	149.57%
Capital lease Principal	31,523	347,079	452,799	130.46%
TOTAL CAPITAL LEASE	<u>\$ 39,771</u>	<u>\$ 425,231</u>	<u>\$ 569,693</u>	<u>133.97%</u>
<i>Other Financing Uses</i>				
Transfer to Other Funds	1,565,309	67,875	4,374,988	6445.65%
TOTAL OTHER FINANCING USES	<u>\$ 1,565,309</u>	<u>\$ 67,875</u>	<u>\$ 4,374,988</u>	<u>6445.65%</u>
TOTAL GENERAL FUND EXPENDITURES	<u>\$ 2,255,527</u>	<u>\$ 13,975,000</u>	<u>\$ 18,828,460</u>	<u>134.73%</u>



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

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Interest Revenue	-	-	73,245	100%
Miscellaneous Revenue	-	2,000,000	-	0.00%
TOTAL REVENUES	\$ -	\$ 2,000,000	\$ 73,245	3.66%
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 December 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Atlanta Regional Commission Grant	37,462	75,000	108,238	144.32%
TOTAL REVENUES	\$ 37,462	\$ 75,000	\$ 108,238	144.32%
EXPENDITURES:				
Payments to Other Agencies-FOCUS	7,331	75,000	107,493	143.32%
TOTAL EXPENDITURES	\$ 7,331	\$ 75,000	\$ 107,493	143.32%



Parks&RecreationFund
As of December 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Alcoholic Bev Excise Tax Beer & Wine	21,443	300,000	260,203	86.73%
Alcoholic Bev Excise Tax Distilled Spirit	11,849	125,000	104,003	83.20%
Local Option Mixed Drink Tax	6,101	80,000	73,085	91.36%
Penalties and Interest	80	250	965	385.90%
Miscellaneous Revenue	25	344,750	25	0.01%
Rents and Royalties	1,124	25,000	50,451	201.80%
TOTAL REVENUES	\$ 40,621	\$ 875,000	\$ 488,732	55.86%
EXPENDITURES:				
Disposal-GarbageDepot	-	500	-	0.00%
Pest Control - Depot	45	750	724	96.50%
Repairs & Maintenance - Depot	983	5,000	8,870	177.39%
Communications	139	1,750	1,662	94.97%
General Supplies - Depot	2,402	1,000	2,525	252.54%
Water/Sewer - Depot	-	250	132	52.64%
Natural Gas - Depot	135	2,000	1,755	87.77%
Electricity - Depot	142	5,000	3,868	77.36%
Small Equipment - Depot	-	500	10,725	2144.97%
Capitall Outlay - Buildings	-	-	151,460	100%
Disposal - Garbage Parks	146	1,750	1,679	95.96%
Lawn Care	-	8,000	7,099	88.73%
Pest Control - Parks	165	750	2,773	369.73%
Repairs & Maintenance - Parks	723	26,328	76,472	290.46%
Rental - Equipment & Land	-	1,000	-	0.00%
Communications	-	500	480	96.06%
Dues and Fees	-	500	459	91.80%
Contract Labor	1,875	167,600	32,100	19.15%
General Supplies and Materials - Parks	-	2,000	1,519	75.95%
Water/Sewer - Parks	259	6,500	11,575	178.07%
Natural Gas	76	-	194	100%
Electricity - Parks	578	4,500	9,420	209.34%
Small Equipment - Parks	-	500	3,325	665.02%
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	\$ 7,669	\$ 875,000	\$ 993,205	113.51%



Tax Allocation District Fund
As of December 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
Intergovernmental Cherokee County Govt	81,338	87,544	118,056	134.85%
Intergovernmental Cherokee County School I	257,772	290,693	371,953	127.95%
Transfers from General Fund	65,309	67,875	73,559	108.37%
TOTAL REVENUES	\$ 404,420	\$ 446,112	\$ 563,568	126.33%
EXPENDITURES:				
Transfer to Debt Service Fund	-	446,112	476,279	106.76%
TOTAL EXPENDITURES	\$ -	\$ 446,112	\$ 476,279	106.76%



Hotel/Motel Tax Fund
As of December 31, 2024

	2024		YTD		% of Annual
	Transactions	2024 Budget	Transactions		Budget
REVENUES:					
Hotel/Motel Taxes	478	6,000	6,553		109.22%
TOTAL REVENUES	\$ 478	\$ 6,000	\$ 6,553		109.22%
EXPENDITURES:					
Advertising/Promotions	-	5,000	550		11.00%
Payment to Other Agencies	1,000	1,000	3,500		350.00%
TOTAL EXPENDITURES	\$ 1,000	\$ 6,000	\$ 4,050		67.50%



Urban Redevelopment Agency
As of December 31, 2024

	2024		YTD		% of Annual
	Transactions	2024 Budget	Transactions		Budget
REVENUES:					
Interest	-	-	517,170		100%
Proceeds from General Long-term Debt	-	15,000,000	-		0.00%
TOTAL REVENUES	\$ -	\$ 15,000,000	\$ 517,170		3.45%
EXPENDITURES:					
Transfer to Town Center Fund	419,847	15,000,000	7,046,132		46.97%
TOTAL EXPENDITURES	\$ 419,847	\$ 15,000,000	\$ 7,046,132		46.97%



SPLOST V Fund
As of December 31, 2024

	2024		YTD	% of Annual
	Transactions	2024 Budget	Transactions	Budget
REVENUES:				
SPLOST V Revenue	-	1,500,000	1,660,088	110.67%
Grant Revenue-LMIG	-	185,000	422,677	228.47%
Assessments - Roads & sidewalks	-	-	8,946	100%
Transfers from Other Funds	500,000	-	500,000	100%
Proceeds from GTIB Loan	-	6,000,000	2,382,149	39.70%
TOTAL REVENUES	\$ 500,000	\$ 7,685,000	\$ 4,973,861	64.72%
EXPENDITURES:				
Capital Outlay-Buildings	-	-	160,963	100%
Capital Outlay - Buildings public works	-	-	32,272	100%
Capital Outlay-Site improv parking lot	-	-	33,586	100%
Capital Outlay - Equipment	-	-	22,648	100%
Capital Outlay-LMIG	-	185,000	6,970	3.77%
Capital Outlay-Hickory Springs Ind Connector	-	-	68,434	100%
Capital Outlay-HS Pkwy Phase II	-	2,000,000	2,737,310	136.87%
Capital Outlay-HS Pkwy Phase III	-	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	-	250,000	369,740	147.90%
TOTAL EXPENDITURES	\$ -	\$ 6,685,000	\$ 5,567,456	83.28%



SPLOST VI Fund
As of December 31, 2024

	2024 Transactions	2024 Budget	YTD Transactions	% of Annual Budget
REVENUES:				
SPLOST VI Revenue	572,971	2,600,000	882,584	33.95%
Transfers from other funds	1,000,000	-	1,381,520	100%
Issuance of Long Term Deb	214,767	-	214,767	100%
TOTAL REVENUES	\$ 1,787,737	\$ 2,600,000	\$ 2,478,870	95.34%
EXPENDITURES:				
Capital Outlay - Bldgs City Hall	55,563	-	194,310	100%
Capital Outlay - Site Improv Parking lc	13,696	-	22,652	100%
Capital Outlay - LMIG	822,035	-	822,035	100%
Capital Outlay - Hickory Springs Ind Co	844	-	9,686	100%
Capital Outlay - Hickory Sprins Pkwy	844	-	844	100%
Capital Outlay - HS Pkwy Ph II	7,811	-	578,806	100%
Capital Outlay - HS Pkwy Ph III	3,716	-	3,716	100%
Capital Outlay - Sidewalk Projects	-	-	174,017	100%
Capital Outlay - HSP/FOX Creek Int	279,784	-	571,907	100%
Capital Outlay - Hickory Spring Pkwy In	6,798	-	6,798	100%
Capital Outlay-HS Pkwy Phase III	112,847	2,600,000	329,359	12.67%
Debt Service - Principal	27,005	-	53,974	100%
Debt Service - Interest	4,515	-	9,065	100%
TOTAL EXPENDITURES	\$ 1,335,457	\$ 2,600,000	\$ 2,777,169	106.81%



Town Center Fund
As of December 31, 2024

	2024		YTD	% of Annual
	Transactions	2024 Budget	Transactions	Budget
REVENUES:				
Transfer from Other Funds	419,847	15,300,000	7,646,132	49.97%
TOTAL REVENUES	\$ 419,847	\$ 15,300,000	\$ 7,646,132	49.97%
EXPENDITURES:				
Professional Services	-	300,000	2,500	0.83%
Capital Outlay - Site Improvements	4,500	5,000,000	2,170,117	43.40%
Capital Outlay - Buildings City Hall	-	-	64,382	100%
Capital Outlay - Buildings Parking Deck	391,035	10,000,000	4,406,825	44.07%
Capital Outlay - Buildings Amphitheater	8,000	-	21,338	100%
TOTAL EXPENDITURES	\$403,535	\$15,300,000	\$6,665,162	43.56%



Debt Service Fund
As of December 31, 2024

	2024		YTD	% of Annual
	Transactions	2024 Budget	Transactions	Budget
REVENUES:				
Miscellaneous Revenue	-	585,566	-	0.00%
Transfer from Other Funds	-	3,264,434	2,027,350	62.10%
TOTAL REVENUES	\$ -	\$ 3,850,000	\$ 2,027,350	52.66%
EXPENDITURES:				
Contingency	-	19,440	-	0.00%
Debt Service - Bond Principal HSPRA 2016	-	336,978	1,126,976	334.44%
Debt Service - Bond Interest HSPRA 2016	-	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	230,769	100.00%
Debt Service - Bond Principal URA 2021	-	519,702	519,702	100.00%
Debt Service - Bond Principal URA 2023	-	790,000	64,000	8.10%
Debt Service - Bond Interest URA 2019	-	100,702	100,678	99.98%
Debt Service - Bond Interest URA 2020	-	62,026	61,989	99.94%
Debt Service - Bond Interest URA 2021	-	152,231	149,659	98.31%
Debt Service - Bond Interest URA 2023	-	851,250	465,909	54.73%
TOTAL EXPENDITURES	\$ -	\$ 3,850,000	\$ 3,827,886	99.43%



Stormwater Utility Fund
As of December 31, 2024

	2024	2023 Budget	YTD	% of Annual
	Transactions		Transactions	Budget
REVENUES:				
Stormwater Utility Fees	424,942	610,000	614,772	100.78%
Transfer from Other funds	-	-	500,000	100%
Contributions from Private Source	-	-	19,412	100%
TOTAL REVENUES	\$ 424,942	\$ 610,000	\$ 1,134,184	185.93%
EXPENSES:				
Salaries & Wages	5,076	60,916	60,912	99.99%
Employee Benefits - Medical Insurance	3,023	36,277	36,276	100.00%
Employee Benefits - Dental Insurance	94	1,133	1,128	99.56%
Employee Benefits - Disability	12	485	144	29.69%
Employee Benefits - ADD Life	40	147	480	326.53%
FICA	315	3,778	3,780	100.05%
Medicare	75	883	900	101.93%
Employee Benefits - Retirement	416	4,995	4,992	99.94%
Unemployment	4	46	48	104.35%
Workers Comp Insurance	284	3,410	3,408	99.94%
Professional Services - Legal	7,062	1,000	33,755	3375.48%
Professional Services - Engineer	-	100,000	-	0.00%
Repairs & Maintenance	1,135	216,630	12,119	5.59%
Repairs & Maintenance - Vehicles	6	2,500	4,132	165.28%
Rental of Equipment	-	1,000	-	0.00%
Pest Control	-	500	946	189.25%
Communications	1	1,000	550	54.98%
Dues and Fees	121	5,000	5,481	109.62%
Training	400	1,500	797	53.13%
Other Expenditures	-	250	3,047	1218.70%
General Supplies & Materials	-	500	409	81.82%
General Supplies - Postage	-	500	228	45.54%
Water/Sewer	-	1,000	(986)	-98.56%
Gasoline & Diesel	251	5,000	1,862	37.25%
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	-	2,000	1,579	78.93%
TOTAL EXPENSES	\$ 18,315	\$ 610,000	\$ 179,384	29.41%



Holly Springs Tree Commission
Budget to Actual Comparison Report
As of December 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	663.20	750	1,959.85	261.31%
Books and Periodicals	-	500	-	0.00%
TOTAL EXPENDITURES	\$ 663.20	\$ 35,000.00	\$ 2,003.95	5.73%

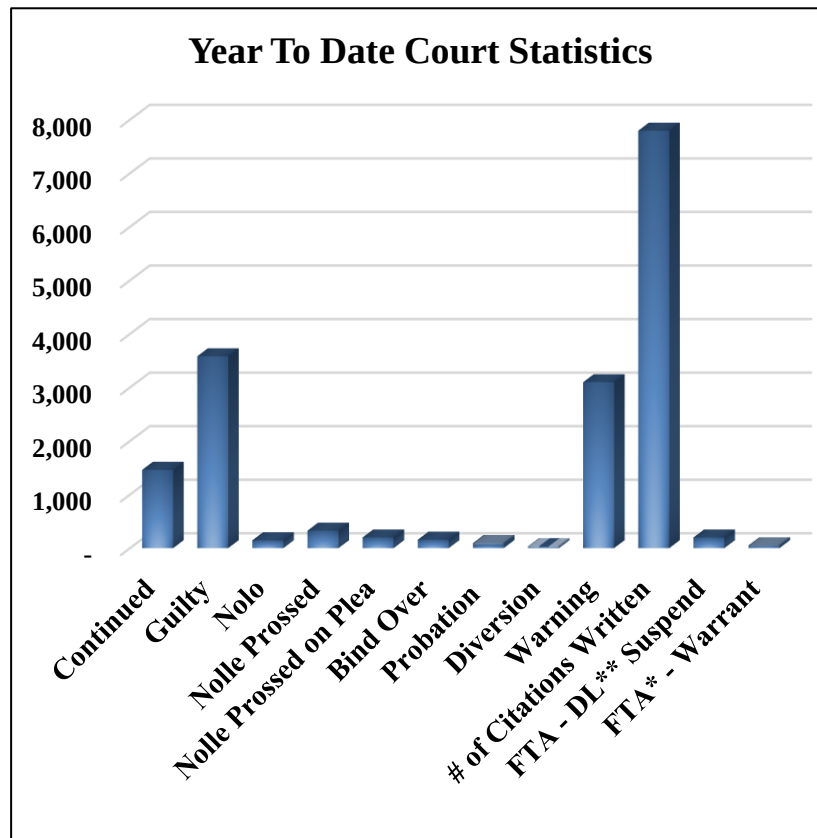


City of Holly Springs Court Statistics 2024 Year to Date

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Continued	84	86	137	89	95	115	89	162	180	121	192	112	1,462
Guilty	184	205	408	255	207	352	250	392	418	249	401	261	3,582
Nolo	11	9	15	6	11	9	8	17	14	16	20	10	146
Nolle Prossed	33	26	29	13	29	38	27	27	22	30	23	29	326
Nolle Prossed on Plea	6	16	8	17	22	11	15	25	29	11	25	14	199
Bind Over	9	14	15	23	10	10	14	2	17	12	18	14	158
Probation	4	13	4	1	8	6	6	7	14	7	14	10	94
Diversion	0	3	5	4	5	1	2	3	6	-	1	6	36
Warning # of Citations	327	230	277	267	235	230	267	222	217	274	281	271	3,098
Written	627	641	661	652	633	619	679	586	590	700	819	588	7,795
FTA - DL** Suspend	22	10	4	22	10	15	28	19	16	41	4	8	199
FTA* - Warrant	4	4	8	1	2	2	2	7	6	2	11	4	53
	1,311	1,257	1,571	1,350	1,267	1,408	1,387	1,469	1,529	1,463	1,809	1,327	17,148

* Failure to Appear

** Driver's License

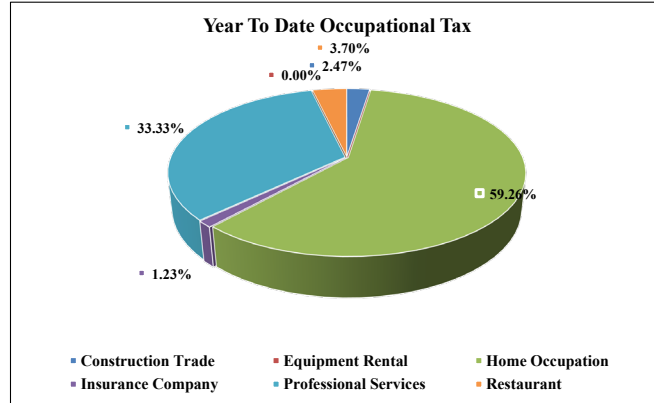




**City of Holly Springs
Occupational Tax Summary
2024 Year to Date**

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	2.47%
Equipment Rental	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Home Occupation	8	5	5	6	3	4	2	3	4	5	2	1	48	59.26%
Insurance Company	-	-	-	-	1	-	-	-	-	-	-	-	1	1.23%
Professional Services	3	3	1	2	1	1	4	-	4	3	3	2	27	33.33%
Restaurant	-	-	-	-	-	-	-	1	-	1	-	1	3	3.70%
	13	8	6	8	5	5	6	4	8	9	5	4	81	100.00%

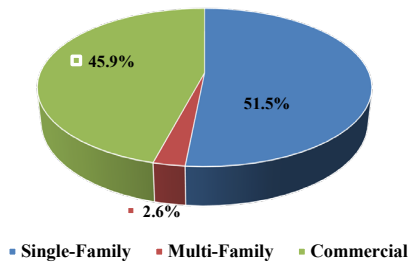




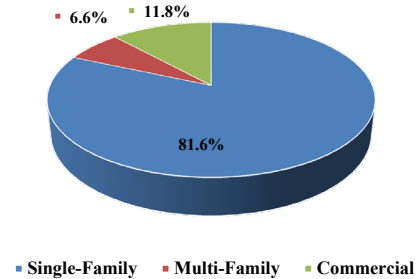
City of Holly Springs
Building Permits and Certificates of Occupancy
2024 Year to Date

	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		4	83
Accessory Structures	1	2	2	3	3	3		4			3	3	24
Additions		1	3		2								6
Basement Buildouts		1		1			1	1					4
Mechanical	1	1	2	5	8	5	5	3	1	1	5	1	38
Plumbing	2	1	2	1	1		3	2			1		13
Electrical	1	2	3	3		1	1				1	3	15
Miscellaneous	9	3		2	4	1	5	2	4	1	4		35
Residential Fence	3		4	1	5	3	3	3	1			1	24
Certificates of Completion	2	3	5	2	1		7	1	1		2		24
Certificates of Occupancy	13	16	9	4	13	7	4	4	8	8	14		100
Multi-Family													
Townhomes	11												11
Apartments													0
Misc-Multi Family													0
Certificates of Occupancy	10												10
Commercial													
New Structures			2		3	1	7					1	14
Addition-C													0
Tenant Build Outs	1	1		1	3	2		1	1	1	1	5	17
Accessory Structures			1		1	1							3
Mechanical				1			1		1				3
Plumbing				1									1
Electrical	1		2	3	1		1			1	1		10
Misc-C	3	2	6	8	7	9	3	9	4	10	10	7	78
Signs	3	2	3	10	1	2	5	4	6		3	3	42
Utilities	2	2	1	2	3	3	3		1	4	3	2	26
Commercial Fence	1				1								2
Certificates of Completion		1	1			1	1			1			5
Certificates of Occupancy		1		1	2	1	2	3		2	1		13

Year To Date Permits Issued



Year To Date Certificates of Occupancy Issued





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

Description	Dec-24
Pot Hole Repair	2
Tree Service Work	1
ROW Mowing	6
Dead Animal Pick Up	2
Street Sweeping	0
Road Salting	0
Sign Maintenance	1
Litter Pickup	16
Stormwater maintenance	9
Traffic Signals	0
Equipment Maintenance	3
Misc. Work Orders	12
PARKS	
J.B. Owens	18
Barrett Park	14
Karen J. Barnett Park	13
J.C. Mullins	15
Monthly Totals	112



CITY OF HOLLY SPRINGS

2024 REPORT TO MAYOR AND CITY COUNCIL

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) PERMIT

A. Public Education & Outreach

A-1: Provide educational programs for elementary, middle, and high school students based on the importance of water quality

The city participated in an education event with Cherokee High School at Boling Park on November 8, 2024. City staff were tasked with teaching students about turbidity testing with a turbidimeter, total alkalinity testing, precision PH testing and water temperature and conductivity testing. Three groups of 8 children were instructed on how to perform these tests and were then tasked with performing these tests themselves. During the events, city staff went into details on why these tests were performed and how these tests contributed to the protecting the states waterways.

On April 18 and 19, 2024, the city participated in an educational event at Creekland Middle School. City staff instructed 300 6th graders about the difference between storm sewers and conventional sewers, the reason for street sweepers, and the importance of not littering. Students were also asked to volunteer to pick up trash around their school which had a stream running alongside it.

A-2: Display Educational Materials in Municipal Buildings

Clean Water Campaign and other additional flyers are available in City Hall.

A-3: City Council MS4 Update

Update was provided on February 3, 2025.

B. Public Involvement/Participation

B-1: Organize Clean Streams Program

The City of Holly Springs participated with the Upper Etowah River Alliance, Cherokee County Water and Sewerage Authority, and the City of Woodstock in a joint Rivers Alive Cleanup held on October 19, 2024, at Little River in Olde Rope Mill Park. Eighty volunteers removed trash and debris including tires, plastic bottles, cans, bottles, and scrap metal.

B-2: Organize Stormfest Event

On Friday, July 26, 2024, the City of Holly Springs, in collaboration with the City of Woodstock, Cherokee County, Cherokee County Water and Sewerage Authority, Cherokee County Sheriff's Department, Cherokee County Fire and Emergency Services, and City of Holly Springs Police Department hosted Stormfest 2024. This event featured a touch-a-truck event, CCWSA's fatal food relay, and Cherokee County teaching attendants about bio-retention ponds. The touch-a-truck featured stormwater related vehicles such as sweeper trucks, hydrovac trucks, as well as fire trucks, police cars, and SWAT vehicles provided by the collaborating partners. The event offered a chance to teach people about the effects of stormwater and the dangers of pollution, as well as providing an opportunity for individuals to have fun exploring vehicles. 1020 people attended the event which lasted from 4:00 p.m. to 8:00 p.m. Holly Springs organized the event with the partner cities and organizations offering vehicles and amenities.

B-3: Organize Litter Cleanup

The city hosted the Great American Cleanup on October 12, 2024. Six volunteers including city staff participated. The city picked up trash on Ash Street and removed multiple bags of trash from the right-of-way of the road.

B-4: Organize City Pet Waste Station Program

The City installed Pet Waste Stations at the City's parks. All stations were inspected weekly for maintenance, restocking and trash removal.

C. Illicit Discharge Detection & Elimination**C-1: Illicit Discharge Detection & Elimination Ordinance**

No revisions were made to the Illicit Discharge Detection & Elimination Ordinance.

C-2: Water Quality Issues Map

The Outfall Map was updated to include all new structures.

C-3: Detect/Eliminate Illicit Discharges

City staff conducted dry weather outfall inspections for 46 structures.

C-4: Distribute Newsletters to Citizens

Articles regarding stormwater were included in all four issues of the Whistlestop Newsletter. The articles covered Pollution Prevention Tips for Pools, How to Prevent Stormwater Runoff Pollution, Stormwater School: Yard Debris, Stormwater School: Construction Management, and Stormwater School: Protecting Our Waterways This Winter.

C-5: Complaint Response

Responses to all complaints were made within 24 business hours.

D. Construction Site Stormwater Runoff

D-1: Erosion Sedimentation and Pollution Control Ordinance

No amendments were made to the Erosion, Sedimentation and Pollution Control Ordinance.

D-2: Site Plan Review Procedures

Reviews included Legacy Downs, Quest One Expansion, PSI Headquarters, One-Street Residential, Pebblewood Commercial, Lively Townhomes, Toothtown, Hickory Road Storage, and Whataburger.

D-3: Construction Site Inspections and Enforcement Procedures

Inspections were conducted on a weekly basis and in conjunction with significant rain events.

D-4: Enforcement Procedures

A log for all inspections and re-inspections was maintained by staff.

D-5: Procedures for Managing Public Input/Complaints

Complaints regarding stormwater and erosion issues are referred to the Stormwater Department and investigated within 24 business hours.

D-6: Certification

All staff certifications are up to date.

E. Post-Construction Stormwater Management for New and Re-development.

E-1: Legal Authority

No revisions were made to the post-construction stormwater management for new and re-development minimum control measures.

E-2: Inventory

New structures were added to the inventory for completed subdivisions.

E-3: Inspection Program

Inspections were completed throughout the year, with a list being created for maintenance or repair.

E-4: Maintenance Program

Maintenance is occurring on an as-needed basis.

E-5: GI/LID

No new green infrastructure was added in 2024.

F. Pollution Prevention/Good Housekeeping for Municipal Operations

F-1: MS4 Control Structure Inventory and Map

New structures were added to the inventory.

F-2: MS4 Inspection Program

Scheduled inspections have been completed with maintenance occurring on an as-needed basis.

F-3: MS4 Maintenance Program

Maintenance is occurring on an as-needed basis.

F-4: Street and Parking Lot Cleaning

Streetsweeping was performed along the main City streets with stormwater infrastructure.

F-5: City Staff Training

A training session was conducted on December 4, 2024, for all Stormwater, Building Department and Public Works staff.

F-6: Waste Disposal

Debris collected during weekly removal is disposed of in accordance with guidelines for the materials that are collected.

F-7: New Flood Management Projects

100% of plan reviews included a review of the detention basin, outlet control structure and overall hydrology report in compliance with the Georgia Stormwater Management Manual.

F-8: Existing Flood Management Projects

The city did not add any new detention ponds in 2024.

F-9: Municipal Facilities

The public works facility was inspected on September 13, 2024. No deficiencies were noted.